



**Board of Trustees  
Business Open and Closed Meeting Agendas  
August 18, 2021**

**The Clear Lake City Community Association, Inc. Board of Trustees will meet at 7:00 p.m. on Wednesday, August 18, 2021.** Due to the COVID-19 pandemic, the meeting will be held through Zoom Video Communications. These actions are being taken to mitigate the spread of COVID-19 by avoiding meetings that bring people into a group setting. Telephonic and videoconferencing capabilities will be utilized to allow individuals to address the board.

**Join Zoom Meeting:**

**<https://us02web.zoom.us/j/82170307329?pwd=SkxzYnlwbXNlbnVJNeVNTTUUVZeWxvdz09>**

**Dial by your location:**

**+1 346 248 7799 US (Houston)**

**Meeting ID: 821 7030 7329**

**Passcode: 132372**

***\*Please be sure to always keep your microphone on mute unless called upon by the Chair.***

**BUSINESS OPEN MEETING AGENDA**

- 1. Establish a quorum and call the Business Open Meeting of August 18, 2021, to order.**
- 2. Please turn all cellular phones to vibrate or off.**
- 3. Comments from the Audience (10 Minutes Maximum)** *\*If you wish to address the board, please complete the online form located on the website and submit it to [Rmorales@clcca.org](mailto:Rmorales@clcca.org) no later than 5:00pm on August 18. Upon entering the online meeting, please message the host to state you would like to address the board and whether you submitted the form. Once the host moves you into the meeting room, please keep your microphone on mute until the Board President calls on you to speak. Please have your information ready.*
  - a. Texas State Law prohibits the Board of Trustees from commenting on any statement or engaging in dialogue without an appropriate agenda item being posted in accordance with the Texas Open Meetings Act 551.042. Comments should be limited to **two (2) minutes** per policy and directed to the entire board, not individual members, or the audience. Engaging in verbal attacks or comments intended to insult, abuse, malign or slander any individual or creating a disturbance shall be cause for termination of speaking privileges and the guest will be removed from the meeting by the host.
  - b. As appropriate, Trustees may respond to an inquiry if listed on the agenda or to identify the policy or procedure applicable to the inquiry or to request placing the inquiry on a future agenda.
- 4. Consider and approve the July 21, 2021 BOT Meeting Minutes**
- 5. Officers Reports**
  - a. **President's Report – Mr. Canup**
    - i. General comments
  - b. **Vice President's Report – Stan Cook**
    - i. Discussion and motion to approve the ARC volunteer committee members
  - c. **Treasurer's Report – Mrs. Stroud**
    - i. Present status of CLCCA finances and related activities
    - ii. CD renewals and make necessary motions
- 6. General Manager's Report – Ms. Morales**
  - a. Motion to approve the Gym A/C Repairs
  - b. Motion to approve vendor for the gym HVAC boiler cleanout and inspection
- 7. Meadowgreen Mailbox Cluster Update – Leslie Eaton**
- 8. HPD PIP – Ms. Taylor, Scheduled 3<sup>rd</sup> Tuesday of the month**
- 9. ACLC – Mr. Henahan, Scheduled 2<sup>nd</sup> Wednesday of the month**
- 10. CLCWA – Ms. Coblenz, Scheduled 2<sup>nd</sup> Thursday of the month**
- 11. Standing Committee Reports:**

- a. **Architecture Review** – Mr. Cook – Meeting held August 17
  - i. *Motion to approve any variances brought before the Board by the Committee’s recommendation requests*
- b. **Budget and Finance** – Ms. Stroud - no meeting, no report
- c. **Bylaws & Policies** – Ms. Coblenz - Meeting held August 5th
  - i. *Motion to approve updated Management Certificate*
  - ii. *Motion to approve updated Bylaws*
  - iii. *Motion to approve updated Board of Trustee Meeting Policies*
  - iv. *Motion to approve updated Committee & Charter Policies*
  - v. *Motion to approve updated General POA Guidelines Policies*
  - vi. *Motion to approve the list of TX Property Codes Applicable to CLCCA*
- d. **Communications** – Mr. Trejo - no meeting, no report
- e. **Elections** – Ms. Eaton - no meeting, no report
- f. **Facilities** – Mr. Cook - no meeting, no report
- g. **Personnel** – Mr. Canup - no meeting, no report

## 12. Special Committee Reports:

- a. Revision of Restrictive Covenants – Mr. Cook – no meeting, no report

## 13. Trustees General Comments (Left to Right) 2 Minutes, President going last

## 14. Comments from the audience (20 Minutes Maximum) *\*Please raise your hand or message the host ahead of time to state you would like to address the board. Keep your microphone on mute until the Board President calls on you to speak. Please have your information ready.*

- a. Texas State Law prohibits the Board of Trustees from commenting on any statement or engaging in dialogue without an appropriate agenda item being posted in accordance with the Texas Open Meetings Act 551.042. Comments should be limited to two (2) minutes per policy and directed to the entire board, not individual members, or the audience. Engaging in verbal attacks or comments intended to insult, abuse, malign or slander any individual or creating a disturbance shall be cause for termination of speaking privileges and the guest will be removed from the meeting by the host.
- b. As appropriate, Trustees may respond to an inquiry if listed on the agenda or to identify the policy or procedure applicable to the inquiry or to request placing the inquiry on a future agenda.

## 15. Recess to Business Closed Meeting under Texas Government Code Chapters 551.071, 551.072, & 551.074 at: \_\_\_\_\_. *The Host will move all guests to the “waiting room” while the closed meeting is in progress.*

Commence Business Closed Meeting at: \_\_\_\_\_.

### **BUSINESS CLOSED MEETING AGENDA**

- A. President’s General Comments
- B. Vice President Comments
- C. Treasurer’s Comments
- D. GM Report
  - i. Personnel Update
  - ii. Legal report
  - iii. Collection & Deed violation(s), concern(s), and requests(s)
- E. Review the July 21, 2021 Closed Meeting Minutes

Recess Business Closed Meeting and return to Business Open Meeting under Texas Government Code Chapter 551.102 at: \_\_\_\_\_.

Recommend Open Meeting Agenda at: \_\_\_\_\_.

*All guests in the “waiting room” will be moved back to the meeting.*

### **BUSINESS OPEN MEETING AGENDA (continued)**

16. Consider and approve the July 21, 2021 Closed Meeting Minutes

17. Any subsequent motions arising from Closed Meeting Discussions

Adjourn the Business Open Meeting at: \_\_\_\_\_

Rachel Morales, CLCCA General Manager

*\*Note: Whenever any agenda item is not ready for action at the time it is reached on the agenda that item shall be placed at the end of the agenda for action when all other agenda items have been considered or may be skipped entirely. The Presiding Officer of the Board of Trustees reserves the right to take up agenda items out of the order in which they are posted on this agenda.*