



**CLEAR LAKE CITY COMMUNITY ASSOCIATION, INC.**  
**22 SEPTEMBER 2021**  
**REGULAR BUSINESS OPEN MEETING MINUTES**

The September Regular Business Open Meeting of the Clear Lake City Community Association, Inc. was called to order by Vice President Stan Cook at 19:00 p.m. via Zoom.

**The following Trustees were present, and a quorum was established:**

- President – Terry Canup - Absent
- Vice President – Stan Cook
- Secretary – Leslie Eaton
- Treasurer – Glenda Stroud
- Linda Coblentz
- Matthew Henehan
- Robert Kuhl
- Nef Trejo - Absent
- Jennifer Taylor - Absent
- Rachel Morales, General Manager

**Comments from the Audience**

There were no comments from the audience.

Motion to approve the 18 August 2021 Regular Business Open Meeting Minutes as written.

Motion: Matthew Henehan

Second: Robert Kuhl

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	ABSENT		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		
Nef Trejo	ABSENT		

Vote: 6-For    0-Against    0-Abstain

The motion to approve the 18 August 2021 Open meeting minutes as written was approved.

**President's Report**

President Terry Canup was absent.

**Vice President's Comments**

No comments.

### **Treasurer Report**

When Glenda spoke with Jeff Abalov, the requested CDs to replace the maturing CDs were already taken. The Capital One CD matured and was traded on 24 August 2021 and it was sold on 09 September 2021 with UBS in Salt Lake City for .35%. The Discover CD for \$100,000 matured September 6 and went into the UBS cash account. It was traded to Comenity Bank for .35%. It was settled on 15 September and will be due on 15 September 2023. We have additional CDs coming due on December 6. Also, we can set up for the CD that matures on 06 September 2021 to roll back into the Money Market account and we won't have to have a special meeting.

### **General Manager's Report**

The August collections for past due assessments was \$9,317. August collections from Legal was \$3,423.40. Transfer and refinance fees totaled \$9,375.00, and resale certificates were \$3,000. The total was \$25,168.40.

Total Accounts Receivable is \$365,958.53. The Buildium/ePay users in 2021 is already at 1682.

There is no new information regarding the IRS Auditor. We are still waiting on the IRS to respond to Cannady & Cannady.

The gym a/c was repaired and is back up and running and we are currently waiting on the insurance adjuster to complete the claim and let us know how much we will receive back from that.

An emergency electrical repair for the a/c for the office, Board Room, C & D rooms was made by Pfeiffer & Sons. They believe the wiring and old conduit underground was damaged. The new wiring was replaced and reburied.

The boiler inspection for the gym was rescheduled due to the emergency a/c repair in the gym. It is now scheduled for September 29 at 0900.

The new copy of The Communicator was sent to the committee today. The expense is estimated at \$4,081. Motion to approve the October newsletter expense of \$4,081.

Motion: Linda Coblentz

Second: Matthew Henehan

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	ABSENT		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		
Nef Trejo	ABSENT		

Vote: 6-For 0-Against 0-Abstain

The motion to approve the October newsletter expense was approved.

The Smartwebs deed violation software is up and running now. Reports can be provided to the Board Members when requested.

The insurance renewal survey was received from BCH. They will provide the necessary quotes at the October Board of Trustees meeting.

All of the property owners along the concrete fence on Bay Area Blvd received their first violation letter regarding removing the dead vegetation from the concrete wall and to repair the concrete wall if needed. Officer Curtis also sent them the email in the Board packets quoting the city code since several of the vines were blocking the sidewalk.

The approved Bylaws & Policies were filed in Harris County.

The Fall Festival is scheduled for October 22 from 6-8pm. We are looking for vendors for the event.

19 Sports reached out to us and they are interested in starting a program here in Clear Lake. They will be utilizing the field next to the gym to offer football, baseball, and soccer.

Pfeiffer & Sons maintenance repaired two park lights at the Oakbrook West Park.

**HPD PIP – Jennifer Taylor**

Jennifer was not present at the CLCCA meeting to report.

**ACLC – Terry Canup**

No meeting. No report.

**CLCWA – Linda Coblentz**

The CLCWA has a new director to replace Gordon G. Johnson, who resigned effective 8/13/2021. Ms. Anthea Guest was appointed to fill the remaining term of Gordon Johnson. The CLCWA voted to have the same tax rate of .26%. However, since the assessment of everyone's homes increased, the taxes will increase.

**ARC – Stan Cook**

The ARC approved six of the seven residential requests and one commercial property request. There is one home for which we need to discuss a variance. The homeowner built a 200 sq.ft. instead of a 100 sq.ft. shed with no prior approval. It is furnished inside and they have a family member living there. They have submitted to the ARC for approval of the shed. Matthew Henahan recommended that the Board disapprove the request for the shed and send them a letter telling them that they have to go through the normal process. First the "shed" is way too big. At 200 sq.ft. that is the biggest shed that we would approve and we would be setting a precedent. The deed restrictions say 10 x 10, that's 100 sq.ft. and this one is 196 sq.ft., it is twice as big as what the deed restrictions allow.

Motion to disapprove the request for the shed.



Motion: Matthew Henehan

Second: Robert Kuhl

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	ABSENT		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		
Nef Trejo	ABSENT		

Vote: 6-For 0-Against 0-Abstain

The motion to disapprove the shed requested by the homeowner was approved.

### **Budget & Finance – Glenda Stroud**

No meeting. No Report.

### **Bylaws & Policies – Ms. Coblentz**

The Bylaws & Policies committee is recommending that we accept the changes after we discuss them. First, the Management Certificate has changes for accuracy & to comply with the current law.

Motion to approve the change to the ARC Guidelines to comply with the law.

Motion: Linda Coblentz

Second: Robert Kuhl

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	ABSENT		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		
Nef Trejo	ABSENT		

Vote: 6-For 0-Against 0-Abstain

The motion to approve the changes to the ARC guidelines to comply with the law was approved.

The guidelines for installation and use of certain security measures, including video surveillance cameras, perimeter security for the front yard, and other security measures. This is echoing the language of the bill, particularly not taking pictures of someone else's property.

Motion to approve the ARC guidelines for installation of certain security measures.

Motion: Linda Coblentz

Second: Robert Kuhl

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	ABSENT		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		

Robert Kuhl	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		
Nef Trejo	ABSENT		

Vote: 6-For 0-Against 0-Abstain

The motion to approve the changes to the ARC guidelines for installation of certain security measures to comply with the law was approved.

There are changes in Bid Solicitation and Renewal Process, particularly for construction projects over \$50,000. We need to obtain at least two bids, if reasonably available. Also, current Association Board members will be excluded from voting on any part of the bids if they or a relative is potentially associated with a company inputting the bid.

Motion to approve the changes to the guidelines for the bid solicitation and renewal process.

Motion: Linda Coblentz

Second: Robert Kuhl

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	ABSENT		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		
Nef Trejo	ABSENT		

Vote: 6-For 0-Against 0-Abstain

The motion to approve the guidelines for the bid solicitation and renewal process was approved.

This is to comply with the law that allows people who have been accused of deed violations may request a hearing before the entire Board. There are specific, short turnarounds and deadlines.

Motion to approve the policy regarding deed restriction violation hearings.

Motion: Linda Coblentz

Second: Robert Kuhl

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	ABSENT		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		
Nef Trejo	ABSENT		

Vote: 6-For 0-Against 0-Abstain

The motion to approve the policy regarding deed restriction violation hearings was approved.

This is to comply with the legislature and accept this as our solar energy systems policy. It is very detailed and well documented.

Motion to accept the solar energy systems policy.

Motion: Linda Coblentz

Second: Robert Kuhl

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	ABSENT		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		
Nef Trejo	ABSENT		

Vote: 6-For 0-Against 0-Abstain

The motion to approve solar panel resolution was approved.

### **Communications – Nef Trejo**

No Meeting. No Report.

### **Elections – Leslie Eaton**

No Meeting. No Report.

### **Facilities – Stan Cook**

No Meeting. No Report.

### **Personnel – Terry Canup**

No Meeting. No Report.

### **Revision of Restrictive Covenants**

No Meeting. No Report.

### **Trustee Comments**

Linda Coblentz – We have Rachel and her staff to thank for holding the center together during this time.

Robert Kuhl – No comment.

Leslie Eaton – I followed up with Troy Nehls’ office regarding the cluster mailboxes. Troy Nehls’ office and the Post Office are trying to tell us to “just send a bill to the people” and I have been trying to explain to them that we cannot do that.

Matt Henehan – Whomever designed the newsletter did a fabulous job.

Glenda Stroud – A lot of property owners do not understand how much is regulated by the Legislature and they think the HOA/POA just arbitrarily does it.

Stan Cook – Rachel, thank you for holding this place together as we have discussed.

The Open meeting was adjourned at 19:43PM in order to go to the Closed Meeting.

After the Closed Meeting, the Open Meeting recommenced at 19:56PM.



Motion to approve the 18 August 2021 Closed Meeting minutes as amended.

Motion: Matthew Henehan

Second: Robert Kuhl

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	ABSENT		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		
Nef Trejo	ABSENT		

Vote: 6-For 0-Against 0-Abstain

The motion to approve the 18 August 2021 Closed Meeting minutes was approved.

Motion to move the 19 accounts to Legal for collections as discussed in the Closed Session.

Motion: Leslie Eaton

Second: Stan Cook

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	ABSENT		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		
Nef Trejo	ABSENT		

Vote: 6-For 0-Against 0-Abstain

The motion to move the 19 accounts to Legal for collections as discussed in the Closed Session was approved.

Motion to move 2 properties to Legal for deed violations as discussed in the Closed Session.

Motion: Leslie Eaton

Second: Stan Cook

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	ABSENT		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		
Nef Trejo	ABSENT		

Vote: 6-For 0-Against 0-Abstain

The motion to move 2 properties to Legal for deed violations as discussed in the Closed Session was approved.

Motion to approve the Writ of Execution and Order of Sale of the Camino South property as discussed in the Closed Session.

Motion: Leslie Eaton

Second: Matthew Henehan

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	ABSENT		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		
Nef Trejo	ABSENT		

Vote: 6-For 0-Against 0-Abstain

The motion to approve the Writ of Execution and Order of Sale on the Camino South property as discussed in the Closed Session was approved.

Motion to not have the 29 September 2021 meeting as discussed in the Closed Session.

Motion: Matthew Henehan

Second: Robert Kuhl

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	ABSENT		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		
Nef Trejo	ABSENT		

Vote: 6-For 0-Against 0-Abstain

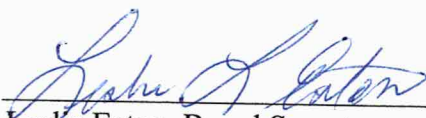
The motion to not have the 29 September 2021 meeting as discussed in the Closed Session was approved.


### **Comments from the Audience**

There were no comments from the audience

A motion to Adjourn was offered by Matthew Henehan.

The Regular Business Meeting of 22 September 2021 was closed at 7:59PM.

  
Leslie Eaton, Board Secretary

  
Date