

**CLEAR LAKE CITY COMMUNITY ASSOCIATION, INC.**  
**17 NOVEMBER 2021**  
**REGULAR BUSINESS OPEN MEETING MINUTES**

The November Regular Business Open Meeting of the Clear Lake City Community Association, Inc. was called to order by President Terry Canup at 19:00 p.m.

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

- President – Terry Canup
- Vice President – Stan Cook
- Treasurer – Glenda Stroud
- Secretary – Leslie Eaton
- Robert Kuhl
- Rachel Morales, General Manager

**Absent:** Matthew Henehan, Linda Coblentz, Jennifer Taylor, and Nef Trejo

**Comments from the Audience**

There was a request to speak at the end of the meeting.

**President's Report**

There was a discussion regarding the possibility of having the option for Trustees to attend meetings via Zoom. Terry Canup mentioned that he was unsure whether we had the authority to change the Bylaws to allow Trustees to attend via Zoom. Comments also were made regarding the equipment needed to allow the Association to be able to add the Zoom capability to the Board Room.

**Vice President's Comments**

Stan Cook commented about the concrete wall on Bay Area Blvd. He stated that everybody except a couple of property owners have at least removed the brush from the wall. Several property owners have noted that if they tear down their wall and rebuild it, that it may cause their neighbors wall to fall down. The wall is cinder block and the foundation is not very strong. AT&T wants to trench and lay some lines and they are concerned that if they trench it is going to get worse or it may fall and hit their people. The wall does not belong to the CLCCA and if the people are not going to comply, we need to figure out a solution to it. We cannot use community money on private property. We can't legally take ownership of the wall. We cannot expect everyone in Oakbrook to pay for their wall.

### **Treasurer Report**

Glenda Stroud reported that we have two CDs maturing on December 6. A report has not been received from Jeff Aboloff. She will call him December 1 if it still has not been received. We can move one of the CDs into the Shell account.

In the Shell Credit Union we had \$116,000+. We transferred \$100,000 on November 3 into the checking account because it was getting low. The balance at Shell right now is \$16,357. We could have \$100,000 from UBS wired to Shell, that would be one solution. The gym boiler was cleaned and inspected for \$1975 and repairs were made by Pfeiffer & Sons for the diving pool pump. Plus, we had several insurance renewals. Checks over \$1000 for the month of October totaled \$102,330.57.

Motion to approve the October Open Meeting minutes as written.

Motion: Terry Canup

Second: Stan Cook

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

Vote: 3-For 0-Against 2-Abstain

It was determined that with two abstentions, we would not have enough Board Members for a quorum. The vote to approve the October 2021 minutes will be tabled to the December meeting.

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

The October collections for past due assessments was \$18,799. October collections from Legal was \$5,520. Transfer and refinance fees totaled \$8,925.00, and resale certificates were \$2,600. The total was \$35,844.

Total Accounts Receivable is \$322,515.98. The Buildium/ePay users in 2021 is at 1791.

The gym a/c insurance claim was settled. The total loss accepted was \$8,480. Our deductible was \$2500 and the payout to us was \$5,980.

The 2020-2021 audit was scheduled to begin in December.

There are currently 162 Deed Restriction violations, 32 have cured the violations since last month and 130 remain open. 123 homes received their first letter and 7 received their second letter.

The Fall Festival was held on October 22. We were overwhelmed by the number of attendees and ran out of goodie bags and tickets within 30 minutes of opening the event. The employees all worked together to make additional bags at the last minute. Special thanks to Robyn Evans and her team for a successful event. Total income was \$1,855.

We are still in need of lifeguards for all shifts and have had to close the pool on Friday evenings for the past few weeks due to no lifeguards.

The Holiday Senior Social is on December 10, tickets are on sale for \$20 each.

Glenda Stroud noted that the property damage on the air conditioning unit that was denied was \$15,320. This was for the original items that failed due to normal wear & tear.

#### **USPS Cluster Boxes**

Leslie Eaton reported that Nef Trejo spoke with each of the homeowners that were affected by the cluster mailbox and they all agreed to put money together to buy a new cluster box because the Post Office refused to replace it. It was \$1475 and the homeowners gave the money to Nef and he wrote a check to the USPS and they replaced it. A week ago, the cluster box on Manorhill between Oak Harbor and Lochnell got broken into. This is the other cluster box in the back end of Meadowgreen. There is a cluster box that is made that is much sturdier and more difficult to break into but the post office will not allow us to use it.

The Webster Post Office was broken into last week and the external box was broken into and they simply removed the box. Additionally, some of the post office boxes inside the post office also were broken into.

#### **ACLC – Matthew Henehan**

Terry Canup reported that the ACLC meeting was last week and the Emergency Management team from the City of Houston. They are trying to get notifications from the cities coordinated and have them be consistent. When the gas line was hit at El Dorado & Clear Lake City Blvd, there was a gas leak for 2 days and Centerpoint didn't report it to anybody. There should have been a Shelter-in-Place issued and emergency crew there, but the contractor who did it repaired it themselves. The gas station on the corner was still operating with a natural gas leak. The Emergency Management people are trying to get it



coordinated so there will be consistent reporting for the area for this. There will not be an ACLC meeting in December.

**CLCWA – Linda Coblentz**

Linda Coblentz was absent.

**ARC – Stan Cook**

A homeowner decided to curb the curb and pour their own driveway across the sidewalk. They had no city permit, they had no ARC request, and they had no survey. Rachel requested a copy of their survey and permits from the city and they stated that they did not have them and were acquiring them. This was disapproved.

A homeowner requested permission for a generator and a concrete pad. The information was so vague regarding where they were going to put it. It was disapproved and we hope to get the information from them for approval.

A homeowner on San Harbor requested a 6'6" fence (6' pickets and a 6"rot board). A variance is needed for it.

Motion to approve the 6'6" (6' pickets and a 6"rot board) fence request.

Motion: Stan Cook                      Second: Robert Kuhl

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

Vote: 5-For    0-Against    0-Abstain

The motion to approve the request for a 6'6" fence (6' pickets and a 6"rot board) was approved.

A homeowner decided to build his own storage shed and received complaints from his neighbors. He is building on top of the utility easement. It looks like the framing is at least 8 feet and will have a hip roof on top of it. He sent a generic picture of a shed which didn't have any measurements. It was disapproved until more information is received.

The remaining ARC requests were approved.

**Budget & Finance – Glenda Stroud**

No meeting. No Report.

**Bylaws & Policies – Ms. Coblentz**

No meeting. No Report.

**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 – Stan Cook**

No Meeting. No Report.

**Comments from the Audience**

Bob Lederer spoke about the fence issue on Bay Area Blvd. regarding repair vs. replace and whether if AT&T trenched and caused the wall to fall, wouldn't they be responsible? Robert Kuhl explained that they would probably take photos to document the condition of the fence and state that they notified the homeowner that the fence is in disrepair. Terry Canup explained that when he had an issue, the eight neighbors that were affected got together and repaired the fence all at the same time. The purpose of the fence likely was noise reduction. We are bound by law not to spend our money on anything not owned by the CLCCA. We have guidelines that homeowners have to stay within. You cannot put up chain link. Mr. Lederer noted that a neighbor paid \$80/linear foot to have his fence straightened before he sold his house.

**Trustee Comments**

Leslie Eaton – No comment.

Glenda Stroud – Glenda talked about the gas leak in her utility easement several years ago.

Robert Kuhl – No comment.

Stan Cook – No comment.

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

After the Closed Meeting, the Open Meeting recommenced at 20:26PM.

Motion to approve the October Closed Meeting minutes as written.

Motion: Terry Canup                      Second: Stan Cook

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

Vote: 3-For    0-Against    2-Abstain

It was determined that with two abstentions, we would not have enough Board Members for a quorum. The vote to approve the October 2021 minutes will be tabled to the December meeting.

Motion to approve the absences for Terry Canup, Robert Kuhl and Jennifer Taylor for October and not approve the absence for Nef.

Motion: Leslie Eaton                      Second: Stan Cook

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

Vote: 5-For    0-Against    0-Abstain

The motion to approve the absences for Terry Canup, Robert Kuhl and Jennifer Taylor for October and not approve the absence for Nef was approved.

Motion to send the two Oakbrook properties to Legal as discussed in the Closed Session.

Motion: Leslie Eaton                      Second: Stan Cook

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	X		

Linda Coblentz	ABSENT		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	ABSENT		
Robert Kuhl	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		
Nef Trejo	ABSENT		

Vote: 5-For 0-Against 0-Abstain

The motion to send the two Oakbrook properties to Legal as discussed in the Closed Session was approved.

Motion to send 32 accounts to Legal for collections as discussed in the Closed Session.

Motion: Leslie Eaton Second: Stan Cook

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

Vote: 5-For 0-Against 0-Abstain

The motion to send 32 accounts to Legal for collections as discussed in the Closed Session was approved.

Motion to write off three properties as discussed in the Closed Session.

Motion: Leslie Eaton Second: Stan Cook

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

Vote: 5-For 0-Against 0-Abstain

The motion to write off three properties as discussed in the Closed Session was approved.



Motion to disapprove the late fee write-off as discussed in the Closed Session.

Motion: Leslie Eaton

Second: Matthew Henehan

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

Vote: 5-For 0-Against 0-Abstain

The motion to disapprove the late fee write-off as discussed in the Closed Session was approved.

Motion to proceed with a writ of execution on the St. Cloud property as discussed in the Closed Session.

Motion: Leslie Eaton

Second: Stan Cook

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

Vote: 5-For 0-Against 0-Abstain

The motion to proceed with a writ of execution on the St. Cloud property as discussed in the Closed Session was approved.

Motion to remove the Oakbrook property from Legal as discussed in the Closed Session.

Motion: Leslie Eaton

Second: Stan Cook

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



Jennifer Taylor	ABSENT		
Nef Trejo	ABSENT		

Vote: 5-For 0-Against 0-Abstain

The motion to remove the Oakbrook property from Legal 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 Stan Cook.

The Regular Business Meeting of 17 November 2021 was closed at 8:49PM.

  
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 Leslie Eaton, Board Secretary

*15 December 21*  
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 Date