



**CLEAR LAKE CITY COMMUNITY ASSOCIATION, INC.  
REGULAR BUSINESS OPEN MEETING MINUTES  
August 16, 2017**

The August 16 Regular Business Open Meeting of the Clear Lake City Community Association, Inc. was called to order by Vice-President Terry Canup at 7:00 p.m. in Room B of the Clear Lake City Community Association Sports and Recreation Complex; located at 16511 Diana Lane, Houston, Texas 77062.

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

- Vice President-Terry Canup
  - Treasurer-Glenda Stroud
  - Secretary-Leslie Eaton
  - Linda Coblentz
  - Matthew Henahan
  - Isaac Stoddard
  - Mary "Lori" Alvarez
  - <Vacant Oakbrook>
- Rachel Morales- General Manager

**Comments from the Audience**

Robbie Honnoll requested signs reminding pet owners to clean up after their pets when they walk them. Fred Swerdlin had a question pertaining to the July 5, 2017 Budget & Finance report, the status of capital reserves and holding a town hall meeting.

Motion to approve the June 26, 2017 Special Business Open Meeting Minutes.

Motion: Terry Canup      Second: Isaac Stoddard

| TRUSTEE             | FOR      | AGAINST | ABSTAIN |
|---------------------|----------|---------|---------|
| Mary "Lori" Alvarez | X        |         |         |
| Terry Canup         | X        |         |         |
| Linda Coblentz      | X        |         |         |
| Leslie Eaton        | X        |         |         |
| Matthew Henahan     | X        |         |         |
| <vacant Oakbrook>   |          |         |         |
| Annicke Slade       | <Absent> |         |         |
| Isaac Stoddard      | X        |         |         |
| Glenda Stroud       | X        |         |         |

Vote: 7-For    0-Against    0-Abstain



Motion to approve the July 19, 2017 Regular Business Open Meeting Minutes.

Motion: Terry Canup      Second: Lori Alvarez

| TRUSTEE             | FOR      | AGAINST | ABSTAIN |
|---------------------|----------|---------|---------|
| Mary "Lori" Alvarez | X        |         |         |
| Terry Canup         | X        |         |         |
| Linda Coblentz      | X        |         |         |
| Leslie Eaton        | X        |         |         |
| Matthew Henehan     | X        |         |         |
| <vacant Oakbrook>   |          |         |         |
| Annice Slade        | <Absent> |         |         |
| Isaac Stoddard      | X        |         |         |
| Glenda Stroud       | X        |         |         |

Vote: 7-For    0-Against    0-Abstain

#### **President's Report – Annice Slade**

No report – The President was absent from the meeting. The Oakbrook trustee position is still open and no one has yet applied for it. The deadline has been extended.

#### **Treasurer Report – Glenda Stroud**

UBS -- \$944,445.85

Shell -- \$220,785.06

We transferred another \$75k from the operating account to the Shell account. We still have another \$25,000 that could be moved. The FDIC limits still apply to us. In the checking account at Bank of America, the adjusted book balance on July 31, 2017 is \$181,770.65. The actual checks written amounts to \$75,723.83. We had 3 returned checks that we are charged for. When we were at Prosperity, our analysis fees would have been about \$1,500. So by moving our accounts to Bank of America Business Advantage account we have cut out a lot of the fees. The Merchant Account (credit card) for patrons and vendors, the adjusted book balance for July 31, 2017 is \$4,953.35. There were two transfers from the Merchant Account into the Operating Account. \$13,272.68 that was transferred into Operations. This doesn't gain any interest. We also have the refund from Texas Mutual/Workman's Comp refund. The prepaid assessments dropped to \$15,738.62. The aged accounts receivable is \$314,022.21.

The Comenity Bank CD matures September 5, 2017. We have 4 CDs coming due in 2018 and 2 CDs in 2019. One in 2020 and one in 2021. We would like to ladder them so we need more to mature in 2019.





Motion to table renewing the CD until the September 2017 meeting. We would lose only 1 week of interest with the potential to gain more with the interest rates going up. The money will go into the Money Market account for the week.

Motion: Terry Canup      Second: Isaac Stoddard

| TRUSTEE             | FOR      | AGAINST | ABSTAIN |
|---------------------|----------|---------|---------|
| Mary "Lori" Alvarez | X        |         |         |
| Terry Canup         | X        |         |         |
| Linda Coblentz      | X        |         |         |
| Leslie Eaton        | X        |         |         |
| Matthew Henehan     | X        |         |         |
| <vacant Oakbrook>   |          |         |         |
| Annice Slade        | <Absent> |         |         |
| Isaac Stoddard      | X        |         |         |
| Glenda Stroud       | X        |         |         |

Vote: 7-For    0-Against    0-Abstain

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

July collections received was \$12,445. Total delinquent is \$314,002.21.

No applications were submitted for the Oakbrook Trustee position. Therefore, according to Bylaw 5.3, the application period was extended to 28 August at 5:00pm.

The Clear Lake Church of Christ had their Impact Week for their youth ministry. Several volunteers came out the week of July 24<sup>th</sup> to paint the iron fence and spread the dirt throughout the field next to the gym.

The pressure washing was completed of the outdoor pool deck, splash pad, outdoor pool locker rooms, indoor pool deck, courtyard, sidewalks and the walkway to the gym. The Meadowgreen and Camino South pool decks and restrooms will be cleaned over the next 2-3 weeks. This cleaned a lot of junk off the concrete that's been there for years.

### **HPD PIP – Linda Coblentz**

The HPD PIP discussed bomb threats. A representative from the Bomb Squad spoke and spoke about how the bomb squad worked. He discussed the preparations that companies and organizations can make to deal with the threat including having an evacuation plan, train employees how to deal with the threat by phone, and gain information.

Councilmember Dave Martin will be holding a Town Hall on September 14, 2017 at Space Center Houston.



### **ACLC – Terry Canup**

Officer Jason Curtis spoke to the ACLC. He is responsible for the homeless activity from north of Sam's to south of Webster. The city has enacted ordinances that are constantly in flux because of the way that they were worded. Some of the ordinances are being enforced and some of them are going to be enforced as the wording of the ordinances catch up with the wording of the state & federal law. Officers first need to speak with the homeless individuals, and advise them that the city can provide help for them. Then he can ask them to get involved with the assistance or move along. He can't issue any citations until he has discussions with them. If they return or ignore what he suggests, then he can issue citations based on the ordinances.

There will be a meeting on the 29<sup>th</sup> at the Clear Lake United Methodist Church the ACLC is having a second Crime Watch meeting with the top level people with the City, County, HPD, and the Constables office. There will be information that you can pick up. We are hoping for a good turnout to get the attention of the city. And once we have their attention, they may come out and do something for the Clear Lake area. The ACLC is also working on getting the community center done for the Sylvan Rodriguez Park, but there's no actual motion on it at the moment.

The work on Exploration Green is moving faster than the original schedule. It may be done by 2021-2022. They will re-seed the ground in the next few weeks and be planting 600 trees starting the second week in September.

The Lone Star Flight Museum has moved their aircraft to their new facility at Ellington Field. The museum will open in September and that should be a boost to the economy in the area and bring attention to Ellington Field and the Spaceport.

### **CLCWA – Isaac Stoddard**

Missed the meeting, no report.

### **ARC – Leslie Eaton**

There were 9 items presented, 6 residential applications were approved and one commercial application was re-submitted with some changes and was approved. Two residential applications were disapproved.

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

No meeting. No report.





### **Bylaws & Policies – Terry Canup**

No meeting. No report.

### **Communications – Annice Slade**

No meeting. No report.

### **Elections – Lori Alvarez**

No meeting. No report.

### **Facilities – Lori Alvarez**

Reserve Study. It has been years since we have had a study. We had quotes from companies in Section 7 of the May packet. K&G Engineering -- \$4700; Capital Reserve Analyst -- \$10,000-\$20,000; Criterium -- \$5,500. Criterium did the study in 2000 & 2010 and are very familiar with our facilities. It was discussed to consider having a fresh pair of eyes review our facility. The committee recommended having a Reserve Study because we have so many things that are breaking or are at the end of their life span. It would be good to see where we stand right now. Lori Alvarez recommended using Criterium since they are already familiar with our facility. Linda Coblentz recommended having “new eyes” look at things and give us a new perspective and the familiarity may breed lack of detail. The Reserve Study will be tabled and the GM will request a sample report from K&G Engineering for the Facilities Committee to consider and compare so we have more than just pricing to make our decision.

The condition of the slide in the Camino South park and needed repairs was discussed. The Facilities Committee had quotes for a new slide but was going to ask the GM to get quotes for repair and repainting the current slide. Linda Coblentz stated there is new equipment for all of the parks except Camino South. She stated that no one will use the current slide because they are afraid of it. There are more reasons to replace the slide besides just the graffiti.

Motion to replace the slide at the Camino South park with the Kraftsman bid for \$8,779.80.

Motion: Linda Coblentz      Second: Matthew Henehan

| TRUSTEE             | FOR      | AGAINST | ABSTAIN |
|---------------------|----------|---------|---------|
| Mary “Lori” Alvarez | X        |         |         |
| Terry Canup         | X        |         |         |
| Linda Coblentz      | X        |         |         |
| Leslie Eaton        | X        |         |         |
| Matthew Henehan     | X        |         |         |
| <vacant Oakbrook>   |          |         |         |
| Annice Slade        | <Absent> |         |         |



|                |   |  |  |
|----------------|---|--|--|
| Isaac Stoddard | X |  |  |
| Glenda Stroud  | X |  |  |

Vote: 7-For 0-Against 0-Abstain

The air conditioner for the CLCCA office has failed. The door to room B is being kept open to keep the server room cooled and prevent failure of the server due to overheating.

Motion to replace the unit with a 7.5 ton American Standard unit with a 1yr parts and 5yr warranty on the compressor at the cost of \$11,950.

Motion: Terry Canup Second: Isaac Stoddard

| TRUSTEE             | FOR      | AGAINST | ABSTAIN |
|---------------------|----------|---------|---------|
| Mary "Lori" Alvarez | X        |         |         |
| Terry Canup         | X        |         |         |
| Linda Coblentz      | X        |         |         |
| Leslie Eaton        | X        |         |         |
| Matthew Henahan     | X        |         |         |
| <vacant Oakbrook>   |          |         |         |
| Annice Slade        | <Absent> |         |         |
| Isaac Stoddard      | X        |         |         |
| Glenda Stroud       | X        |         |         |

Vote: 7-For 0-Against 0-Abstain

The indoor pool boiler was damaged when the acid tube broke from the automatic feeder. At this time, the broker stated it should be covered by the insurance, leaving us a \$5,000 deductible. If we purchase a pool unit instead of the type we had, it will eliminate a lot of cost annually. The current boiler costs \$3,000-5,000 to replace the 12 burners every 3-4 years. If we go with a pool-rated boiler, we will eliminate the heat exchanger and the burners. Keep in mind the heat exchanger will need to be replaced soon. Glacier Pools is currently replacing the sand in the filter. Glacier offers a 3-year warranty and at no charge offered to raise and isolate the tubing to shield the acid to prevent a reoccurrence of the damage.

Motion to approve Glacier Pools to replace the boiler for the indoor pool boiler.

Motion: Lori Alvarez Second: Glenda Stroud

| TRUSTEE             | FOR | AGAINST | ABSTAIN |
|---------------------|-----|---------|---------|
| Mary "Lori" Alvarez | X   |         |         |
| Terry Canup         | X   |         |         |
| Linda Coblentz      | X   |         |         |
| Leslie Eaton        | X   |         |         |





|                   |          |  |  |
|-------------------|----------|--|--|
| Matthew Henehan   | X        |  |  |
| <vacant Oakbrook> |          |  |  |
| Annice Slade      | <Absent> |  |  |
| Isaac Stoddard    | X        |  |  |
| Glenda Stroud     | X        |  |  |

Vote: 7-For 0-Against 0-Abstain

Rocket Park needs additional repairs to the equipment. Christian from On-Site Welding can do the work for \$1,500. He will prepare, prime, and paint the caps, handrails, and touch-up the blue strip paint. Also, Silversands Landscaping will add areas not covered under their current contract to mow the area behind the tennis court, the median in the large parking lot and park weed removal for \$3,600 per year.

Motion to approve the additional work for Silversands for \$3,600 and use On-Site Welding to repair the needed repairs at Rocket Park at the cost of \$1,500.

Motion: Lori Alvarez Second: Isaac Stoddard

| TRUSTEE             | FOR      | AGAINST | ABSTAIN |
|---------------------|----------|---------|---------|
| Mary "Lori" Alvarez | X        |         |         |
| Terry Canup         | X        |         |         |
| Linda Coblentz      | X        |         |         |
| Leslie Eaton        | X        |         |         |
| Matthew Henehan     | X        |         |         |
| <vacant Oakbrook>   |          |         |         |
| Annice Slade        | <Absent> |         |         |
| Isaac Stoddard      | X        |         |         |
| Glenda Stroud       | X        |         |         |

Vote: 7-For 0-Against 0-Abstain

The park benches and picnic tables in all the parks were inspected and are in very bad shape. The cost to replace them will be between \$65-75K. In researching alternatives, a property owner recommended putting out a call to residents to donate a bench in honor of someone or with their own name on it. Or have a Boy Scout looking for an Eagle Scout project work to build the benches or raise money to help cover the cost.

#### Personnel – Annice Slade

No Meeting, No Report.



### **Revision of Founding Documents – Terry Canup**

No Meeting, No Report.

### **Trustee General Comments**

Linda Coblentz – I feel very cheerful about living in Clear Lake City.

Isaac Stoddard – No Comments.

Matthew Henehan – I'm glad we got Camino South their new slide.

Terry Canup – I can cross my fingers and my toes that we get the additional \$27,000.

Leslie Eaton – No Comments.

Glenda Stroud – No Comments.

Lori Alvarez – No Comments.

### **Comments from the Audience**

Cammy Sealy stated that she sent letters to each Board Member one month ago and did not receive a response.

Vicki Galloway commented that she turned in some deed restriction concerns. She had turned in some deed restriction violations and hasn't seen any change in the property.

The Open Meeting was recessed at 20:20pm in order to go to the Closed Meeting.

After the Closed Meeting, the Open Meeting was recommenced at 20:47pm.

Motion to approve the July 2017 Closed meeting minutes as written.

Motion: Isaac Stoddard      Second: Terry Canup

| TRUSTEE             | FOR      | AGAINST | ABSTAIN |
|---------------------|----------|---------|---------|
| Mary "Lori" Alvarez | X        |         |         |
| Terry Canup         | X        |         |         |
| Linda Coblentz      | X        |         |         |
| Leslie Eaton        | X        |         |         |
| Matthew Henehan     | X        |         |         |
| <vacant Oakbrook>   |          |         |         |
| Annice Slade        | <Absent> |         |         |
| Isaac Stoddard      | X        |         |         |
| Glenda Stroud       | X        |         |         |

Vote: 7-For    0-Against    0-Abstain





Motion to submit the Sun Harbor property to the attorney for foreclosure as discussed in the Closed session.

Motion: Leslie Eaton      Second: Terry Canup

| TRUSTEE             | FOR      | AGAINST | ABSTAIN |
|---------------------|----------|---------|---------|
| Mary "Lori" Alvarez | X        |         |         |
| Terry Canup         | X        |         |         |
| Linda Coblentz      | X        |         |         |
| Leslie Eaton        | X        |         |         |
| Matthew Henahan     | X        |         |         |
| <vacant Oakbrook>   |          |         |         |
| Annice Slade        | <Absent> |         |         |
| Isaac Stoddard      |          |         | X       |
| Glenda Stroud       | X        |         |         |

Vote: 6-For    0-Against    1-Abstain

Motion to give a 90 day extension to the Oakbrook West property to repair their fence as discussed in the Closed session.

Motion: Leslie Eaton      Second: Isaac Stoddard

| TRUSTEE             | FOR      | AGAINST | ABSTAIN |
|---------------------|----------|---------|---------|
| Mary "Lori" Alvarez | X        |         |         |
| Terry Canup         | X        |         |         |
| Linda Coblentz      | X        |         |         |
| Leslie Eaton        | X        |         |         |
| Matthew Henahan     | X        |         |         |
| <vacant Oakbrook>   |          |         |         |
| Annice Slade        | <Absent> |         |         |
| Isaac Stoddard      | X        |         |         |
| Glenda Stroud       | X        |         |         |

Vote: 7-For    0-Against    0-Abstain

Motion to waive the fees for the Plumbwood Way property as discussed in the Closed session.

Motion: Leslie Eaton      Second: Isaac Stoddard

| TRUSTEE             | FOR | AGAINST | ABSTAIN |
|---------------------|-----|---------|---------|
| Mary "Lori" Alvarez | X   |         |         |
| Terry Canup         | X   |         |         |
| Linda Coblentz      | X   |         |         |
| Leslie Eaton        | X   |         |         |
| Matthew Henahan     | X   |         |         |
| <vacant Oakbrook>   |     |         |         |



|                |          |  |  |
|----------------|----------|--|--|
| Annice Slade   | <Absent> |  |  |
| Isaac Stoddard | X        |  |  |
| Glenda Stroud  | X        |  |  |

Vote: 7-For 0-Against 0-Abstain

A motion to adjourn was offered by Matthew Henehan.

The Regular Business Meeting of 16 August 2017 was closed at 20:50pm.

  
Leslie Eaton, Board Secretary

25 October 2017  
Date