



**CLEAR LAKE CITY COMMUNITY ASSOCIATION, INC.**

**October 18, 2017**

**REGULAR BUSINESS OPEN MEETING MINUTES**

The October 18 Regular Business Open Meeting of the Clear Lake City Community Association, Inc. was called to order by President Annice Slade at 7:02 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 were present and a quorum was established**

- President Annice Slade
- Vice President-Terry Canup
- Treasurer-Glenda Stroud
- Secretary-Leslie Eaton
- Linda Coblentz
- Matthew Henehan
- Isaac Stoddard
- <Vacant Oakbrook>
- Rachel Morales-General Manager

**Comments from the Audience**

There were no comments from the audience.

Motion to approve the August 16, 2017 Regular Business Open Meeting Minutes as written.

Motion: Terry Canup      Second: Annice Slade

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

Vote: 5-For    0-Against    2-Abstain



There was a correction to the second vote on page 3 of the October 4 Special Business Meeting minutes. Terry Canup was present for the vote and voted in favor.

Motion to approve the October 4, 2017 Special Business Open Meeting Minutes as amended.

Motion: Terry Canup      Second: Annice Slade

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

Vote: 7-For    0-Against    0-Abstain

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

Welcome back. We are still working on repairing the facility after the hurricane.

Items 2-6 will be moved to before the recess.

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

UBS -- \$944,445.85

Shell -- \$220,785.06

We owe a deep debt of gratitude to the staff and volunteers for assisting in moving boxes, equipment etc. during the storm cleanup. 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 bad checks that we are charged \$12 each for a total of \$36. When we were at Prosperity, our analysis fees would have been about \$1500. 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. But notice that 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.

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

The GM discussed whether to put out the October Communicator due to finances.

Motion to eliminate the October paper copy of the Communicator.

Motion: Leslie Eaton      Second: Annice Slade

Isaac Stoddard commented that if we're not going to put out the Communicator, we need to put some sort of communication (e.g. postcard) out to the residents to let them know what's going on and the status of the facility by the end of November. Terry Canup modified the motion to put out an electronic email blast instead of a paper Communicator. The modification was accepted by Leslie Eaton and Annice Slade.

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

Vote: 7-For    0-Against    0-Abstain

Rachel presented that it is time to renew the room rental by the Spaceland Toastmasters on Wednesdays from 7-8am.

Motion: Terry Canup      Second: Isaac Stoddard

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



Glenda Stroud	X		
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Vote: 7-For 0-Against 0-Abstain

The Clear Lake Toastmasters also would like to use Room B once a month, however we do not know that day & time. Terry Canup moved to table the CL Toastmasters request until we have more information on the exact day & time for each month.

Motion: Terry Canup Second: Glenda Stroud

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

Vote: 7-For 0-Against 0-Abstain

The GM received the Texas Mutual \$10,000 Hurricane Harvey grant, however the check had to be sent back because the check was written to the wrong party.

Terry Canup made a motion to grant the GM emergency authorization up to \$15,000 to purchase the necessary replacement cabinetry/shelving, etc. for the office, kitchen, and bathroom. We are only getting a sink for the kitchen and will not be replacing the stove/oven.

Motion: Terry Canup Second: Isaac Stoddard

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

Vote: 7-For 0-Against 0-Abstain



Rachel reported that the ceiling in the gym needs to be repainted, however we have a lot of revenue-producing events in the gym coming up including a wedding scheduled for the 2<sup>nd</sup> week in November. A motion was made to table the painting of the gym ceiling until an off-peak time.

Motion: Leslie Eaton      Second: Matthew Henehan

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

Vote: 7-For    0-Against    0-Abstain

The General Manager presented the insurance premium quotes for 2017-2018. Terry Canup noted that the current cost is \$2-3K less and does NOT include the flood insurance policy. (\$123K vs \$126K). A motion was made to approve the insurance quotes from Brady Chapman Holland & Associates.

Motion: Annice Slade      Second: Terry Canup

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

Vote: 6-For    0-Against    1-Abstain

The CLCCA has three flood policies. A motion was made to approve increased flood coverage for the facility.

Motion: Terry Canup      Second: Matthew Henehan

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

Vote: 7-For 0-Against 0-Abstain

#### **HPD PIP – Linda Coblentz**

The HPD PIP had a representative from the Houston Fire Department who discussed fire alarms and first aid for shootings.

The Chief's Citywide PIP Holiday meeting will be held on Tuesday 14 November 2017 at the 1602 State Street (Auditorium). The November meeting is the last meeting until January.

#### **ACLC – Terry Canup**

The ACLC discussed the flood situation. Phase 1 of the Exploration Green prevented the flooding of Bay Oaks, Bay Glen, etc. When it is completed, it will be able to retain ½ billion gallons of water. We were much better than League City & Friendswood. They are scheduled for all phases to be completed by early 2020s. The ACLC discussed that they are trying to get the vegetation cleaned out from the drainage ditches to improve drainage. None has been cleaned out since they were built.

#### **CLCWA – Isaac Stoddard**

Missed the meeting, he was ill.

#### **ARC – Leslie Eaton**

There were 5 residential applications approved. There were two commercial applications, one with two requests was submitted. The first request was repaint the parapet on the building and change the color from gray to silver, which was approved. The second commercial application was disapproved. The 555 Gemini Street property requested two variances from the full board. The monument sign was disapproved by the ARC because, per the FDC Commercial Development Guidelines, all commercial multi-tenant building must share the same monument sign. The second variance was to allow corrugated metal to be used to cover the cracks in the bricks and mortar on the building. The use of the metal to cover the cracks vs. properly repair them may create a safety hazard by preventing the ability to observe whether the damage worsens and needs further repair.



On October 10 the ARC met and there were two residential requests, one to replace their siding and the other to replace their patio door. There were three commercial requests, one for building signage at 1000 By Area Blvd that was approved, 2416 Bay Area that was not approved because it did not meet the commercial guidelines and the 555 Gemini Property submitted for a monument sign which was not approved because the owner wanted his sign on Bay Area Blvd but with a Gemini address.

**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**

No Meeting, No Report.

**Personnel – Annice Slade**

No Meeting, No Report.

**Revision of Founding Documents – Terry Canup**

Moved to closed.

**Appointment of Oakbrook Trustee**

Annice Slade made a request to re-open the Oakbrook Trustee vacant position to appoint a replacement Trustee to make up for the application days that we were closed during Hurricane Harvey.

Motion: Annice Slade

Second: Leslie Eaton

TRUSTEE	FOR	AGAINST	ABSTAIN
Mary “Lori” Alvarez	<Absent>		
Terry Canup	X		
Linda Coblentz	X		
Leslie Eaton	X		



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

Vote: 5-For 1-Against 1-Abstain

### **Trustee General Comments**

Linda Coblentz – Glad we're getting back to normal.

Isaac Stoddard – No Comments.

Matthew Henehan – No Comments.

Terry Canup – It's been very trying time since Harvey and we need to reflect on all that is going on around us and be thankful that we had no fatalities.

Leslie Eaton – I am very pleased with how the staff is working together in torn up buildings, and I want to thank the staff for their hard work.

Glenda Stroud – The whole experience has been difficult for the staff. We had no fatalities. I want to remind the Board that we didn't have flood insurance until 2012 to cover the damages.

Annice Slade – Thank you Rachel for spending the time here taking care of our facilities in addition to your own home. You go above and beyond. You are a phenomenal leader and we are very blessed to have you.

### **Comments from the Audience**

There were no comments from the audience.

The Open Meeting was recessed at 20:32pm in order to go to the Closed Meeting.

After the Closed Meeting, the Open Meeting was recommenced at 21:05pm.

Motion to approve the August 16, 2017 Closed meeting minutes as written.

Motion: Leslie Eaton Second: Terry Canup

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





Isaac Stoddard	X		
Glenda Stroud	X		

Vote: 6-For 0-Against 1-Abstain

Motion to proceed with the Order of Sale and submit the Voyager Drive and Seamaster Drive properties to the attorney for foreclosure as discussed in the Closed session.

Motion: Leslie Eaton Second: Terry Canup

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

Vote: 7-For 0-Against 0-Abstain

Motion to approve absences for Annice Slade for August and Lori Alvarez for 10/18.

Motion: Leslie Eaton Second: Terry Canup

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

Vote: 7-For 0-Against 0-Abstain

A motion to adjourn was offered by Terry Canup. The Regular Business Meeting of 18 October 2017 was closed at 21:09pm.

  
Leslie Eaton, Board Secretary

*15 November 2017*  
Date