



## **CLEAR LAKE CITY COMMUNITY ASSOCIATION BYLAWS & POLICIES COMMITTEE MINUTES October 2, 2018**

The Clear Lake City Community Association, Inc. Board of Trustees Bylaws & Policies Committee met on Tuesday, October 2 at the Clear Lake City Community Association Sports and Recreation Complex.

The meeting was called to order at 7:30pm and a quorum was established. Those present: Chairman Terry Canup, Glenda Stroud, and Lori Alvarez. General Manager Rachel Morales was also present.

The committee reviewed the bylaws and discussed changes to:

- Bylaw 3.2, Tenure of Office
- Bylaw 6.1, Regular Meetings:
  - Strike “and CLCCA Website for all board regular meetings.” Add, “The agenda may also be posted on the CLCCA website prior to the meeting.”
- Bylaw 6.6, Committee Meetings:
  - Strike “Policies Section 404” and add, “the Committee and Charter Policies”
- Bylaw 9.6, Assessment Collection:
  - Strike the word “each”. Statement will read, “Also, an additional charge \$5/month or 2% (whichever is greater), will be incurred on the first day of each month thereafter for the year’s unpaid assessment until paid in full.

The committee reviewed all of the policies and discussed changes to:

- Board of Trustees & Meeting Policies:
  - Monthly Agenda and Packet:
    - last paragraph, strike “and on the CLCCA Website”
  - Commercial Trustee Duties & Responsibilities
    - Strike “must own a commercial property within the association”
    - Strike “submits to the GM a monthly report of any correspondence relating to commercial properties ten (10) calendar days prior to the

regular monthly board meeting.” Add “Works with GM to resolve long-term and short-term deed violations.”

- Committee & Charter Policies:
  - Committees:
    - #4, strike “preferably once a month” and adding “as necessary”
    - #9, strike “and on the CLCCA website”
  - Trustee Scheduling Meeting Rooms:
    - #5, strike “on the website and”
  - Facilities, Park, Recreation, Committee Charter:
    - Meetings, strike “at least quarterly” and add “as needed”
- General POA Guideline Policies:
  - Home improvement request form: add tree removal
  - Transfer & Refinance Fees and Resale Certificate Fees
    - Change first paragraph to read: “It is the policy of the Clear Lake City Community Association (CLCCA), Inc., Board of Trustees (BOT) that fees will be charged to the buyer whenever a property is sold, refinanced, and/or a new deed is created. (Ref: TPC207.003)
    - Strike verbiage (TREC 37-4) and remove (TREC 32-3)
    - Remove the Request for Information From an Owners Association form
    - Remove forms TREC 37-5 and TREC 32-4
    - Strike the words lot, block and GF# from CLCCA Closing Quote Request form and add the following paragraph to the bottom of the form.
      - “The CLCCA annual assessment invoice will be mailed to the property address purchased. Please provide a correct mailing address if invoice should be mailed to a different property address along with a contact number and email.”
    - Remove the CLCCA Internal Document as this form is no longer used.

A consensus was developed to recommend these changes to the CLCCA Board of Trustees

The meeting was adjourned at 7:47pm.

*Terry Canup*

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Terry Canup  
Chairman