



## CLEAR LAKE CITY COMMUNITY ASSOCIATION BYLAWS & POLICIES COMMITTEE MINUTES November 6, 2019

The Clear Lake City Community Association, Inc. Board of Trustees Bylaws & Policies Committee met on Wednesday, November 6 at the Clear Lake City Community Association Sports and Recreation Complex.

The meeting was called to order at 7:00pm and a quorum was established. Those present were Chair Terry Canup, Glenda Stroud and Leslie Eaton. Board Members Bob Kuhl and Linda Coblentz and General Manager Rachel Morales was also present.

### The committee reviewed the proposed Bylaw changes:

#### 1. **Bylaw 3.2: Tenure of Office**

Core A (Oakbrook): Position one ~~2019~~ 2022 / Position two 2021

Core B (Oakbrook West): Position one ~~2019-2022~~ / Position two 2021

Core D (Camino South): Position one ~~2019~~ 2022 / Position two 2020

#### 2. **Bylaw 4.3: Dates of Trustee Election**

Elections for Trustees shall be held on the first Saturday of May in any given year. ~~Early voting shall begin one (1) business week~~ two (2) business days prior to Election Day.

#### 3. **Bylaw 4.5: Qualification of Candidates**

a. No candidate or Trustee shall be allowed to serve if he/she has been convicted of any crime involving moral turpitude, felony, or theft ~~within the last 20 years not more than 20 years before the date the board is presented with evidence.~~

b. No candidate or trustee shall be allowed to serve if he/she has been convicted of any crime involving moral turpitude, felony, or theft ~~within the last 20 years not more than 20 years before the date the board is presented with evidence.~~

#### 4. **Bylaw 4.7: Filing Deadline for Inclusion on Printed Ballot**

In the event a candidate does not submit their name in person or by notarized agent to the General Manager or Board of Trustees by this deadline, he/she may ~~submit an application~~ to run as a write-in candidate ~~no later than 5pm Monday, the week of early voting. If a write-in candidate is elected, that~~ The write-in candidate ~~individual~~ shall pay the \$20 application fee at the time the application is submitted ~~and fill out the application form~~ for the purposes of a background check and verification the candidate is qualified to serve as a CLCCA Trustee (Ref: Election Code 146.001).

#### 5. **Bylaw 6.5: Emergency Meetings**

Public notice must be given at least ~~two (2) hours~~ one (1) hour before the meeting (TOMA 551.045).

An Emergency item can also be added to an existing agenda in accordance with TOMA 551.045, provided it complies with the requirements of TOMA 551.045 and is posted on the bulletin board and on website at least ~~two (2) hours~~ **one (1) hour** prior to the start of the scheduled meeting.

**The committee reviewed the proposed POLICY changes:**

**COMMITTEE & CHARTER POLICIES**

***Communications Committee:***

1. **Newsletter:** The “Communicator” newsletter will be included on the website and the Communications Chair will have the assignment of **submitting articles** and proof-reading the Communicator prior to printing. The “Communicator” will be issued on a quarterly basis.
2. **Striking the Community Spirit Award**

***Elections Committee:***

1. As such, requests for an Absentee Ballot must be handled by the Election Judge or Clerk. Since, early voting starts ~~one week~~ **two days prior to voting day**, the selection of the Election Judge & Clerk, must be accomplished no later than ~~nine (9)~~ **twelve (12) days prior to the start of early voting day, the first Saturday in May**. All supplies and materials required for the upcoming election are required to be provided to the Election Judge, ~~nine (9)~~ **twelve (12) days prior, to the start of early voting day, the first Saturday in May**.
2. To appear on the current election ballot (Bylaw 4.7), the applicant must submit his/her application in person or with an affidavit (Power of Attorney) designating an agent to act on their behalf received by the CLCCA ~~Friday nine (9) fifteen (15)~~ **calendar days prior to the start of early voting-Voting Day, first Saturday in May, Bylaw 4.7.**
3. (J) **Early Voting Five (5) Two (2) Days**
4. (M) **Write-In Candidate Deadline, 5pm Monday, the week of early voting**

Sun.-6	Mon.-5	Tue.-4	Wed.-3	Thur.-2	Fri.-1	Sat.-0
	<del>M</del> <del>Early Voting</del> <del>11am-7pm</del>	<del>Early Voting</del> <del>11am-7pm</del>	<del>Early Voting</del> <del>11am-7pm</del>	Early Voting 11am-7pm	Early Voting 11am-7pm	Voting Day 7am-7pm

**GENERAL POA GUIDELINES POLICY**

1. **Closing Quote Request Form:**  
(Maintenance Fee) \$\_\_\_\_\_ **Due July 1<sup>st</sup> of each year. Payments received on or after August 1<sup>st</sup> will incur late fees. ~~no later than July 31 to avoid late fees~~ (Bylaw 9.6)**
2. **Deed Restriction Enforcement Policy:**
  - a. A **confidential** monthly report can ~~will~~ be prepared for each Trustee about his/her respective Core **upon request**.
  - b. ~~If a violation continues for a period of one month with no action by a Trustee from the respective core, the General Manager will initiate the first notification to the property owner. If a violation is noticed, the format is “First Letter”.~~
3. **TRANSLATING ANTENNA STRUCTURE REGULATIONS**  
Antenna conditions and limitations of operations and service are described. As a minimum, the following criteria should be met.

- Antenna structures will be permitted only for non-commercial operators licensed by the FCC. ~~licensed non-commercial amateur Radio Service.~~
  - Applicants requesting approval for an antenna structure installation must submit the following information ~~with the Antenna Application Form~~ to the Architectural Review Committee and agree to construct and operate per the antenna guidelines.
    - a. Copy of a valid F.C.C. ~~amateur~~ radio license.
    - b. Present any applicable permits that may be needed.
    - c. Proof of liability insurance.
  - Guidelines:
 

An antenna structure ~~tower~~ is defined as any supporting structure exceeding twenty feet ~~from~~ above ground level (AGL).

    - a. Structures ~~Towers~~ will be limited in total height to sixty-~~five (65)~~ (60) feet from the immediate structure ~~tower~~ base to the highest point of the ~~uppermost structure~~ appendage supported by the structure ~~tower~~. The structure ~~tower~~ itself will be limited to ~~fifty-five (55)~~ (50) feet in height.
    - b. Structures ~~Towers~~ will be of good commercial metal design. ~~Tower Structure~~ mounts must meet manufacturer's specification for strength of concrete and size. If ~~tower~~ structure is guyed, then all ~~guy wire tie points supporting structures~~ must fit within the resident's property and out of any easements. ~~and not closer than five feet to the property line.~~ ~~Towers Structures~~ must have adequate lightning protection. No ~~tower structure~~ may be erected on a residential roof and must not ~~and must be located in the rear yard.~~ be located in the front yard.
  - Antennas: Antenna elements placed on the structure ~~tower~~ or any other element will fit totally within the residential property lines and be of good commercial design.
  - Other antennas of smaller size will be located as inconspicuously as possible. Satellite communication ~~and lunar type antennas~~ should be mounted out of view as much as possible. Simple wire antennas will be placed out of view consistent with communication needs. ~~No more than one tower will be allowed.~~
  - ~~All Federal limitations on Radio Frequency exposure will be observed and a written document describing the exposure level must be submitted.~~
  - ~~Amateurs will submit a yearly statement to the Clear Lake City Community Association of the routine maintenance performed and a statement of the condition of the structure.~~ All structure installations are subject to annual inspection by Clear Lake City Community Association by compliance.
4. **PRIVACY FENCING BORDERING FORMER GOLF COURSE- EXPLORATION GREEN**
5. **Add the New Rental & Leasing Resolution drafted by the Attorney**

## RECREATION POLICIES

### 1. USE OF RECREATION FACILITIES AND RENTAL OF ROOMS AND POOLS

7. CLCCA private resident parties may be held on a rental basis provided space is available. **No bounce houses or large barbecue grills/pits allowed on property.**

2.

## Pool Rental Fee Schedule

Rec Center Outdoor Pool					
# of Guests	Rental Fee per Hour	# of Lifeguards	Rental Fee per Hour	# of Lifeguards	Days/Times Available for Rentals (Summer Season Only May-Sept)

<del>50 or less</del>	<del>\$225</del>	<del>5</del>	<del>\$155</del>	<del>3</del>	Monday-Thursday 8am-11am & 8pm-10pm
<del>0 51-75</del>	<del>\$245</del>	<del>5</del>	<del>\$175</del>	<del>3</del>	
<del>76-100</del>	<del>\$265</del>	<del>6</del>	<del>\$205</del>	<del>4</del>	Friday 8pm-10pm
<del>76-101-125</del>	<del>\$285</del>	<del>6</del>	<del>\$225-\$235</del>	<del>5</del>	
126-150	\$305-\$325	7	\$245-\$265	6	Saturday and Sunday 8am-12pm & 8pm-10pm
151-175	\$325-\$355	8	\$265-\$285	7	
176-200	\$345-\$400	9	\$330	8	

### Meadowgreen and Camino South Pools

# of Guests	Rental Fee per Hour	# of Lifeguards	Days/Times Available for Rentals (Summer Season Only May-Sept)
<del>50 or less</del>	<del>\$125</del>	<del>3</del>	Mon thru Thursday 8am-8pm  Fri, Sat, Sun 8am-1:00pm & 6:30pm-8:30pm
<del>0 51-75</del>	<del>\$155 \$170</del>	<del>3</del>	
76-100	\$185 \$200	4	
101-125	\$205 \$230	5	
126-150	\$235 \$260	6	
151-200	\$245 \$295	7-8	
<del>176-200</del>	<del>\$265</del>	<del>8</del>	

### Indoor Pool

# of Guests	Rental Fee per Hour	# of Lifeguards	Days/Times Available for Rentals (Year-Round)
50 or less	<del>\$135</del> \$145	2	Monday-Friday 1pm-3pm
50-150	\$190	3	Saturday 8am-12pm & 6pm-10pm & Sunday 8am-2pm & 6pm-10pm
150-200	\$235	4	

### Event Regulation Changes:

Bathing suits are required for all swimmers. No shorts, cut-offs, or jeans/pants. Shirts may be worn over suits.
No outside equipment, including, but not limited to, cooking devises, music/sound equipment, smoke machines, electrical devices, inflatable units, candles, and special lighting shall be permitted within CLCCA facilities and premises without advance written consent from <b>management the General Manager</b> . CLCCA reserves the right to require additional insurance requirements for any equipment that is brought onto the premises.

## Room Rental Fee Schedule

Room	Capacity	Square Footage	Rental Fee				Security Deposit	Accommodations
			Resident		Non-Resident			
			Mon.-Thu.	Fri.-Sun.	Mon.-Thu.	Fri.-Sun.		
<b>Rigdon Joosten Room</b>	125	1,512	<del>\$192</del> \$208	\$320	<del>\$240</del> \$260	\$400	Tile floor, refrigerator, stove & sink area. Restrooms located inside room.	

<b>Room C/D</b>	100	1,482	<del>\$176</del> \$192	<del>\$260</del> \$280	<del>\$220</del> \$240	<del>\$325</del> \$350	\$200 w/out alcohol \$300 w/ alcohol	Tile floor, refrigerator, stove & sink area.
<b>G-100</b>	25	598	\$64	\$112	\$80	\$140	\$100	Great for a small party or classroom setting.
<b>Room B</b>	15	575	\$64	\$112	\$80	\$140	<del>\$150</del> \$200	Conference table with room for audience. A/V capabilities.
<b>Gym</b>	600	10,416	<del>\$30</del> \$35/hr Half Court <del>\$60</del> \$75/hr Full Court				League Use: \$15 Half Ct per Hour \$25 Full Ct per Hour (\$200 non-league use)	

**Event Regulation Changes:**

	Health permits are required for food trucks, concessions, etc.
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**Procedure Changes:**

~~All events must end by 11:00pm.~~

If the applicant gives written notice of cancellation of a reservation no later than seven (7) business days prior to the scheduled event, there will be no cancellation fee. If applicant cancels **or changes the date** of a reserved rental less than seven (7) business days prior to the scheduled event, applicant shall forfeit the security deposit.

No other policy changes were discussed.

A consensus was made to recommend the changes to the board at the November 20, 2019 meeting.

The meeting was adjourned at 7:20pm.

*Terry Canup*

Terry Canup  
Bylaws & Policies Chair