



**CLEAR LAKE CITY COMMUNITY ASSOCIATION
BYLAWS & POLICIES COMMITTEE MEETING MINUTES
August 5, 2021**

The Bylaws & Policies Committee came to order at 7:00 on August 5, 2021.

Committee members present: Chair Linda Coblentz, Terry Canup and Bob Kuhl. General Manager Rachel Morales was also in attendance.

The committee reviewed the Bylaws & Policies Committee Charter and the Management Certificate. We reviewed changes and updates to the following documents:

- the Bylaws
- the Board of Trustees & Meetings Policies
- the Committee & Charter Policies
- the General POA Guideline Policies

We recommend that the Board adopt the changes to each document and file the revised bylaws and policies. The committee also recommended approval of the revised Management Certificate.

We examined the Texas Property Code Applicable to CLCCA and recommended that the General Manager put a link to it on the website. The document does not need to be filed with Harris County.

The General Manager suggested the following committees meet over the next few months to review their charter and policies for any additional updates. Communications Committee, Budget & Finance, and Personnel Committee.

The meeting adjourned at 7:45

Respectfully submitted,

Linda Coblentz