



## **BY-LAWS AND POLICIES COMMITTEE MEETING MINUTES SEPTEMBER 15, 2015**

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The Clear Lake City Community Association, Inc. Bylaws and Policies Committee met at 7:30pm on Tuesday, September 15, 2015 in Room B, the Boardroom at the Clear Lake City Community Association Recreation Center, located at 16511 Diana Lane, Houston, TX 77062.

The meeting was called to order at 7:30pm and a quorum was established.

Committee Members Present: Chairman Terry Canup, Glenda Stroud, and Michael Jennings. Advisor Fred Swerdlin and General Manager Rachel Morales were also present.

The Bylaws and Policy Committee Charter was reviewed.

The Committee reviewed the Clear Lake City Community Association, Inc. Bylaws and made necessary corrections. The corrections will be submitted to the board for approval at the September 30, 2015 or the October 21, 2015 Board of Trustees Meeting.

The following CLCCA policies were reviewed and revised. The revised policies will be submitted to the board for approval at the September 30, 2015 or October 21, 2015 Board of Trustees Meeting.

- Policy 100-4G Purchasing
- Policy 401-04B Confidentiality
- Policy 401-05C Employee Supervision, Work Orders, and Contract Vendors
- Policy 401-14B Code of Conduct
- Policy 402-3B Residential Deed Restriction Enforcement Exceptions
- Policy 403-1B Employee Authority
- Policy 404-7A Personnel Committee Charter
- Policy 405-1C Program Participation
- Policy 405-3L Program Participation Facility Tags
- Policy 408-11A Secretary Duties & Responsibilities
- Policy 412-2C Fencing Guidelines
- Policy 500-1H Transfer & Refinance Fees and Resale Certificate Fee
- Policy 512-3D Election Committee

The next scheduled meeting will be held on October 15<sup>th</sup> at 7:30pm.

The meeting was adjourned at 8:57pm.

  
Terry Canup, Chair