

## **CLEAR LAKE CITY COMMUNITY ASSOCIATION BYLAWS & POLICIES COMMITTEE MEETING MINUTES**

The Bylaws & Policies Committee met at 7:30 p.m. on Monday September 29, 2014 in Boardroom B, at the Clear Lake City Community Association Sports and Recreation Complex, located at 16511 Diana Lane, Houston, TX 77062.

Committee members present, chair Fred Swerdlin, members Dr. Myron Heimlich, Mr. Stan Cook, and Mr. Terry Canup. Other Trustees present were Mr. Bob Morson & Mr. Michael Jennings. Others present were GM Becky Ellisor, and two guests. Advisor Mrs. Glenda Stroud was absent.

The quorum was established at 7:30 p.m. and the meeting commenced. Committee members and guests recommended several additions, deletions, and updates which were agreed upon by the committee members and have been incorporated into the proposed policies. The following policies were reviewed with a consensus to move forward with a recommendation to the full Board for approval.

- Policy 401-09B Complaints Regarding Staff (Combined with 408-3)
- Policy 401-11B Whistleblower
- Policy 401-12B Conflict of Interest
- Policy 401-13B External Audits
- Policy 402-2C Altering Exterior Appearances
- Policy 404-3B Bylaws & Policy Charter
- Policy 405-3K Program Participation Tags ♥
- Policy 405-8B Emergency Procedures #
- Policy 408-14A Qualified Trustee
- Policy 409-2E Exterior Maintenance Guidelines

# A concern was raised at the meeting about the Policy 405-8B Emergency Procedures (Page 3) form, if it complied with Health Insurance Portability and Accountability Act (HIPAA) concerning privacy information gathered. This form will be used as an internal document for insurance purposes, which can be released to our insurer, attorney's and appropriate medical and law enforcement personnel only, which is considered as privilege.

♥ The GM raised a question about Policy 405-3K Program Participation Plan, specifically the Medallion Plan. The GM wants time to review the plan and make changes to allow the combination of the Fitness Tags combined with other options, such as swim tags, which is only documented with the Family Platinum All Inclusive Plan. The policy will be recommended to the Board for approval as is, but filed with Harris County no earlier than December 1, 2014, giving the GM time to make a proposal to the Committee and the Board for the recommended changes.

**Fred Swerdlin**  
**Committee Chair**  
**30 September 2014**