



**CLEAR LAKE CITY COMMUNITY ASSOCIATION
BYLAWS & POLICIES COMMITTEE MEETING MINUTES
Tuesday, January 31 at 7:30pm**

The Clear Lake City Community Association, Inc. Bylaws & Policies Committee met at 7:30pm on Tuesday, January 31, 2017 in Room B at the Clear Lake City Community Association Facility located at 16511 Diana Lane, Houston, TX 77062.

The meeting was called to order at 7:30pm.

Chairman Terry Canup, Annice Slade, Glenda Stroud and General Manager Rachel Morales were in attendance.

The Committee reviewed changes to Bylaw 5.1, 5.3, 6.3, 6.7, 7.10, 9.1, and 9.13.

The committee also reviewed recommended changes for the following policies:

- Board of Trustees & Meeting Policies: Monthly Agenda & Packet; Trustee Duties & Responsibilities; and Trustee's Binder. An addition of the Commercial Trustee Duties Responsibilities was also recommended.
- Committee & Charter Policies: Committees; Trustee Scheduling Meeting Rooms, Architectural Review Committee Charter; and Facilities Park & Recreation Committee Charter.
- Personnel Policies: GM Duties & Responsibilities; CLCCA Operating without a GM
- Legal Policies: Glenda Stroud suggested the addition of a new policy pertaining to property owners being billed for contacting the CLCCA attorney.

All changes will be presented to the board for discussion and approval at an upcoming board meeting.

The meeting was adjourned at 8:00pm.

Terry Canup
Committee Chair