



**CLEAR LAKE CITY COMMUNITY ASSOCIATION, INC.**  
**BY-LAWS & POLICIES MEETING MINUTES**  
**June 19, 2018**

The Clear Lake City Community Association, Inc. Bylaws and Policies committee meeting was called to order by President Terry Canup at 7:30pm in Room B of the Clear Lake City Community Association Sports and Recreation Complex; located at 16511 Diana Lane, Houston, Texas 77062.

A quorum was established at 7:30pm.

**Those present:**

Terry Canup

Glenda Stroud

Rachel Morales- General Manager

The committee met to review the current bylaws and will recommend a change to Bylaw 9.8 to read, *“Whenever a property is sold, refinanced and/or a new deed is created, a transfer fee shall be charged to the buyer.”*

The committee also met to review the General Manager Duties & Responsibility Personnel policy. The committee will recommend changing item #14 to read, *“Prepares and assists the Board President to present the annual trustee workshop presentation after the completion of the trustee elections and prior to the start of the new fiscal year for all trustees.”*

The meeting was adjourned at 7:39pm

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*Terry Canup, Board President*