

ADDITIONAL DEDICATORY INSTRUMENT
For
CLEAR LAKE CITY COMMUNITY ASSOCIATION, INC.

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared Margaret R. Maddox who, being by me first duly sworn, states on oath the following:

My name is Margaret R. Maddox I am over twenty-one (21) years of age, of sound mind, capable of making this affidavit, authorized to make this affidavit, and personally acquainted with the facts herein stated:

I am the Attorney/Agent for **CLEAR LAKE CITY COMMUNITY ASSOCIATION, INC.** Pursuant with Section 202.006 of the Texas Property Code, the following documents are copies of the original official documents from the Association's files:

PERSONNEL POLICIES

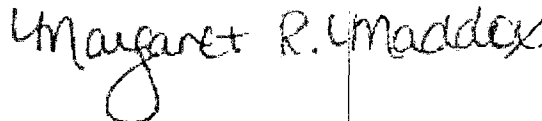
for

CLEAR LAKE CITY COMMUNITY ASSOCIATION, INC.
A TEXAS NON-PROFIT CORPORATION

DATED this 29th day of August, 2023.

**CLEAR LAKE CITY COMMUNITY
ASSOCIATION, INC.**

BY:


Margaret R. Maddox, Attorney/Agent
(Printed Name)

RP-2023-333289

THE STATE OF TEXAS

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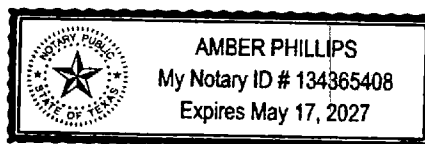
COUNTY OF HARRIS

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THIS INSTRUMENT was **acknowledged** before me on this the 29th day of August, 2023 by the said Margaret R. Maddox, Attorney/Agent for **CLEAR LAKE CITY COMMUNITY ASSOCIATION, INC.** a Texas non-profit corporation, on behalf of said corporation.

Amber Phillips

NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS



After Recording Return To:
Daughtry & Farine, P.C.
17044 El Camino Real
Houston, Texas 77058
ATTN: MRM

RP-2023-333289

CLEAR LAKE CITY COMMUNITY ASSOCIATION, INC.

PERSONNEL POLICIES

EMPLOYEE SUPERVISION, WORK ORDERS, AND CONTRACT VENDORS

It is the policy of the Board of Trustees (BOT) of the Clear Lake City Community Association (CLCCA), Inc. that the employees of the association be supervised by the General Manager and that all work orders be given to employees by the General Manager. The following will govern interactions between CLCCA employees, contract vendors, and the Board of Trustees.

1. Trustees are encouraged to communicate with all the employees of the association to gather input about how the association is operating or should operate. Whenever appropriate, the General Manager should be asked to join the discussion.
2. Board members will not give work orders to employees other than the General Manager.
3. The General Manager shall consult with the president of the board before carrying out work orders submitted by board members (unless the order has been specifically authorized by the Board of Trustees either by vote or policy.) Deed restrictions business may be conducted between each trustee and the General Manager or the Administrative Assistant without notifying the board president.
4. Each member of the Board of Trustees may request that the General Manager gather such information as may be necessary for Board of Trustee activities, such as estimates for work by contractors, information about City of Houston services, organizational financial information, deed restriction enforcement status, etc.
5. The duties and responsibilities of trustees and officers of the Association to exclude day to day interaction with Employees and Staff, except for the General Manager. The General Manager will have exclusive responsibility for directing the staff & employees regarding their day to day activities.
6. Before any trustee interacts with contract vendors who are present performing maintenance, repairs, and other contact work, trustees shall first confer with the General Manager, unless prior coordination has taken place. Contract vendors are defined as plumbers, electricians, carpenters, air conditioning & heating, pool maintenance, locksmiths, etc, who the CLCCA pay for services rendered.

EMPLOYEE AUTHORITY

On occasion, certain employees need the authority to enforce conformity to the established rules and regulations provided by the Board of Trustees and maintain order on the Clear Lake City Community Association (CLCCA) property.

The Board of Trustees (BOT) may vest certain employees who need to protect the property and preserve order of the CLCCA area of operation. In order to prevent damage to CLCCA property, harm to individuals, or enforcement of established rules and regulations, the following employees will have the authority to request those individuals to leave the premises whether indoors or outdoors and, if refused, to seek assistance from the police. The employee shall inform the General Manager at the earliest convenience of such occurrence.

Employees Authorized:

General Manager

General Manager Appointee

Recreation/Aquatics/Facilities Manager

Maintenance Supervisor

Pool/Lifeguard Manager

COMPLAINTS REGARDING STAFF

It is the policy of the Board of Trustees (BOT) of the Clear Lake City Community Association (CLCCA) Inc. to have a workplace free of harassment and to have a harmonious work environment. The policy listed below will be followed in resolving any grievance by a full or part-time employee. An employee is one for whom the Association withholds Federal Insurance Contributions Act (FICA) or Federal Income Taxes (FIT).

NOTE: *All personnel issues are considered confidential and must be treated as such in accordance with CLCCA the Confidentiality policy. All discussions and resolutions of the Personnel Committee or the BOT will be conducted in Closed Executive Session.*

Whenever possible and necessary, the complainant's name shall be considered confidential. Only if it becomes necessary for a staff member to have an opportunity to face the accuser in staff member's defense shall the name be revealed. However, it is understood that complaints are subject to the Texas Public Information Act and information may have to be released by law if requested.

INTERNAL STAFF PROCEDURE:

1. When an employee has a grievance, he/she should discuss the matter verbally with the supervisor concerned and, hopefully, settle the matter to the satisfaction of all.
2. If the matter cannot be settled verbally, then the employee should write a letter to his/her supervisor outlining the specific grievance and giving a specific recommendation for settling the grievance. If the supervisor agrees with the recommended solution/action, he/she will write a letter back to the employee stating that he/she agrees with the recommended solution and will take the recommended action if within the scope of his/her authority/responsibility.
3. If the supervisor does not agree with the recommended solution/action, he/she should then forward the grievance letter from the employee to the General Manager (GM) with his/her reasons for not agreeing with the employee. The GM will either agree with the aggrieved employee and so inform the supervisor in writing stating the reasons for agreeing.
4. If the General Manager disagrees with the aggrieved employee, he/she will forward the aggrieved employee's letter to the BOT Personnel Committee Chair with reasons for disagreeing with the employee along with a recommended action/solution for decision by the BOT Personnel Committee.
5. The BOT Committee Chair will convene the Personnel Committee and hear from the aggrieved employee and the GM and come to a decision that is amicable to both the GM and the aggrieved employee. If solution is not satisfactory to both parties, the conflict will be elevated to the entire BOT and possibly their attorney for resolution. All decisions by the BOT are final and both parties will be notified of their decision.

EXTERNAL COMPLAINTS AGAINST STAFF (OUTSIDE COMPLAINTS):

Anonymous complaints will not be accepted nor considered as credible.

1. Must be submitted in writing to be considered valid and must be signed by the complainant giving the nature of the problem.
2. The complaint is to be submitted to the GM for evaluation or if the complaint is against the GM, the complaint will be forwarded to the Personnel Committee Chair.
3. If the complaint is submitted to the GM for resolution, the GM will take appropriate action and notify the complainant of any action taken. If the complainant is not satisfied with the resulting action, the complaint shall be escalated to the Personnel Committee Chair for resolution who will convene the Personnel Committee in closed session for evaluation.
4. If the complaint is against the GM, the complaint will be forwarded to the BOT Personnel Committee Chair who shall convene the Personnel Committee for evaluation and possible action. Upon convening the Personnel Committee, the committee will hear from both the complainant and the GM. The Committee who will then discuss the complaint and possible resolutions. The committee will notify the GM and the complainant of its decision and issue a report to the full BOT at the next regular BOT Meeting in Closed Session.

5. If the Personnel Committee resolution is not satisfactory to both parties, the complaint will be forwarded to the full BOT for resolution. The BOT may involve the association attorney for evaluation. After the evaluation by the BOT, a decision will be given to the GM and complainant. BOT decisions are final.

COMPLAINTS AGAINST TRUSTEES:

Complaints regarding Trustees are documented within the CLCCA Bylaws. Bylaw 5.4 Removal of a Trustee and Bylaw 4.10 Recall Elections are the methods for disciplinary action against a Trustee.

WHISTLEBLOWER

General

Clear Lake City Community Association (CLCCA) Inc. requires Trustees, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the CLCCA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable Texas statutory laws and regulations. *(Ref policies Code of Conduct and Complaints Regarding Staff)*

Reporting Responsibility

It is the responsibility of all Trustees, officers and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No Trustee, officer or employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within CLCCA prior to seeking resolution outside CLCCA.

Reporting Violations

CLCCA has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the General Manager or anyone in management whom you are comfortable in approaching. Supervisors are required to report suspected ethics violations to the CLCCA General Manager, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following CLCCA open door policy, individuals should contact CLCCA Personnel Committee Chairman directly.

Compliance Officer

The CLCCA General Manager is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the President and/or the Board of Trustees. The General Manager has direct access to the Board of Trustees and is required to report to them at least annually on compliance activity.

Accounting and Auditing Matters

The Budget & Finance Committee of the Board of Trustees shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The General Manager shall immediately notify the Budget and Finance Committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense which could result in termination, if employed by the CLCCA. The unauthorized release of privilege or confidential information to the public could subject the individual to criminal penalties described in the Texas Public Information Act Governmental Code 552.352.

Confidentiality

Violations or suspected violations of CLCCA Governing Documents may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The General Manager will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

EMPLOYEE COMPENSATION PROGRAM

It is the policy of the Clear Lake City Community Association (CLCCA), Inc. Board of Trustees (BOT) to provide employee benefits as described herein.

DEFINITIONS:

The "association" is the Clear Lake City Community Association.

An "employee" is an employee of the association.

The "fiscal year" for the association is the period from July 1 of one calendar year to June 30 of the following calendar year.

A "full time employee" is an association employee who works 30 hours or more per week when averaged over the fiscal year.

A "part time employee" is an association employee who works less than 30 hours per week when averaged over the fiscal year.

A full time employee is eligible for participation in the association's Employee Benefit Program and is referred to hereinafter as an "eligible employee".

A part time employee, temporary employee, and an employee on Leave Without Pay status is not eligible for participation in the association's Employee Benefit Program and is referred to hereinafter as an "ineligible employee".

"Jury Duty" means appearing in a court of law as a result of either a summons for a jury selection process or being selected to serve as a selected jury member. This excludes appearing in a court of law as a result of summons as a defendant, as a witness, or in any professional capacity.

"Military Duty" means annual active duty training for members of the Reserve Forces of the United States Armed Services only.

"Immediate Family" is defined as mother, father, children, sister, and brother, parents of employee or spouse.
(*Ref: Nepotism policy for expanded list*)

I. DESIGNATED FULL TIME EMPLOYEES

- A. Full time employees work a regular schedule of thirty (30) hours or more per week. Exceptions are seasonal employees, i.e. lifeguards and park personnel.

II. ANNUAL VACATION LEAVE

- A. In the first five years of work, an eligible employee will earn vacation leave at the rate of 1 hour for each 26 hours worked subject to a yearly maximum of 80 hours (10 days).
- B. In the sixth-ninth years of work, an eligible employee will earn vacation leave at the rate of 1 1/2 hours for each 26 hours worked subject to a yearly maximum of 120 hours (15 days). In the 10th and succeeding years of work, an eligible employee will earn vacation leave at the rate of 2 hours for each 26 hours worked subject to a yearly maximum of 160 hours (20 days).
- C. Vacation leave will become available for use six months from the employee anniversary date. The amount is calculated by applying the appropriate earning rate to the number of hours worked during the previous year.
- D. No vacation leave will be available to an eligible employee during the first six months of employment. Vacation leave that an eligible employee earns during the first six months of employment will be available for use after this six month period. Vacation leave is earned from the first date of employment.
- E. Vacation time will not be available until it is accrued.
- F. Earned vacation leave which remains unused at the end of a fiscal year may be carried over to the next fiscal year subject to a limitation of twice the amount earned in the most recent fiscal year. Any unused vacation leave which exceeds the limitation will be forfeited. Upon termination of an eligible employee, the value of any unused vacation leave will be calculated at their current equivalent hourly rate and paid to the employee. Unused vacation time may not be "cashed in" in lieu of taking the vacation time.
- G. Any eligible employee terminated from service because of willful destruction or theft of association assets shall forfeit all accrued benefits including vacation leave or other leaves normally paid upon termination.
- H. Use of leave must be approved by the general manager of the association and must be coordinated with appropriate department head.
- I. Should an eligible employee get sick while on vacation, the employee will furnish the association with a signed doctor's certificate showing the date and nature of illness in order that leave can be charged appropriately.
- J. At the discretion of the general manager, an eligible employee may draw salary in advance when using vacation leave.

III. HOLIDAYS

- A. Authorized Holidays:
New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve, and Christmas Day.
- B. When an eligible employee is required to work on a holiday, the employee will be paid at a rate which is twice the employee's regular rate.
- C. When a holiday falls on a Saturday, the eligible employee will have the preceding Friday off. When a holiday falls on a Sunday, an eligible employee will have the succeeding Monday off.

IV. SICK LEAVE

- A. An eligible employee will earn sick leave at the rate of 1 hour for each 26 hours worked subject to a yearly maximum of 80 hours (10 days).
- B. No sick leave will be available to a new eligible employee during the first six months of employment. Sick leave that an eligible employee earns during the first six months of employment will become available for use after this six month period. Sick leave will be earned from the first day of employment.
- C. Earned sick leave which remains at the end of a fiscal year may be carried over to the next fiscal year subject to a limitation of 300 hours. Any unused sick leave which exceeds the

limitation will be forfeited. Upon termination of the employee, any unused sick leave hours will be forfeited.

- D. Sick leave will only be granted for personal illness of the eligible employee or that of a member of the eligible employee's immediate family.
- E. An eligible employee shall furnish the association with a signed doctor's certificate showing the date and nature of illness for any instance of sick leave usage which exceed three days.
- F. Using sick leave for purposes other than for the personal illness of the eligible employee is a sufficient reason for dismissal from employment.
- G. Sick leave for scheduled medical appointments must be approved by the immediate supervisor at least one week in advance.

V. JURY DUTY AND MILITARY DUTY LEAVE

- A. An eligible employee will be authorized a leave of absence from regular duties when called for jury duty. Upon return to work, the employee shall furnish the association with a signed certificate issued from the Clerk of Courts as proof of having served jury duty. An employee on authorized jury duty will be paid by the association at their current equivalent rate.
- B. An eligible employee will be authorized up to two weeks leave of absence from regular duties when called for military duty. Upon return to work, the employee shall provide to the association a verifiable copy of the military pay voucher. An employee on authorized military duty leave will be paid by the association for the difference between military pay and the regular pay for that period. If the military pay exceeds the regular association pay for that period, the association's contribution will be zero.

VI. EMPLOYEE EVALUATION

- A. An eligible employee will be evaluated by the general manager of the association annually. At that time, the employee's performance will be discussed with the employee.
- B. Salary increases for an eligible employee will be based strictly on merit and not be considered automatic in nature. All salary increases will be based on tangible contributions to the association.

VII. COMPASSIONATE LEAVE

- A. An eligible employee will be allowed five paid days of leave in the event of a death in his/her immediate family. (Husband, wife, son, son-in-law, step-son, step son-in-law, daughter, daughter-in-law, step daughter, step daughter-in-law, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren.)

EXECUTIVE COMPENSATION

It is the policy of Clear Lake City Community Association (CLCCA), Inc., to recruit and hire the best qualified available individual to perform the function of General Manager.

Purpose:

- To assure that the CLCCA is able to retain high quality executive leadership of the CLCCA by providing reasonable compensation. Full disclosure of any past or current business / personnel relationship with the General Manager is required by the Personnel Committee before the evaluation can move forward.
- To assure that decisions regarding executive compensation are made through a process free of potential conflicts of interest.

Persons whose compensation is subject to this policy:

- General Manager's compensation shall be reviewed under this policy.

Personnel Committee:

- The General Manager review will be conducted by the CLCCA Personnel Committee who will make recommendations to the Board regarding executive compensation.
- Only those members of the Personnel Committee who are free of conflicts of interest may be involved in the evaluation of executive compensation.
- The Personnel Committee should, to the extent reasonably available, rely upon appropriate data as to the comparability prior to making its recommendation, and shall contemporaneously place such data and other reasons for its recommendation in the minutes.
 1. If the Personnel Committee does not have data as to comparability, it shall document any other basis for believing proposed compensation is reasonable.
- The Personnel Committee shall make this determination at least once annually.

Final Board Action

- Only those Trustees, who are free of conflicts of interest as defined in the Ethics Policy, may vote on executive compensation.
- The Board shall review and approve executive compensation, after a review of comparability data or other evidence that compensation is reasonable, and shall contemporaneously substantiate its deliberation and decision in the minutes.

GENERAL MANAGER DUTIES & RESPONSIBILITIES

The Clear Lake City Community Association (CLCCA), Inc., Board of Trustees (BOT) management is defined as a Board – Manager Organization in accordance with the Certificate of Amendment and Bylaw Article II Sub-section Bylaw 2.1. The General Manager position as defined in Bylaw 2.1: This Corporation shall take a "Board-Manager" form. All powers of the corporation shall be vested in the Board of Trustees except as otherwise provided in these Bylaws and applicable to all Trustees at all times. The Board shall employ a General Manager, who shall execute the bylaws and administer the business of the corporation in accordance with the policies, Board approved resolutions, and budget adopted by the Board of Trustees.

General Duties: Provides on-site daily management for the CLCCA, including supervision of all employees, contract vendors, professional services, administration, website, maintenance, and operations.

Numbered Items are not listed in any particular order of importance.

1. Assumes the responsibility as the Compliance Officer to ensure conformity with the Texas Statutory laws such as the Texas Open Meetings Act (TOMA), Texas Property Codes (TPC), Texas Public Information Act (TPIA), and Texas Business Organization Code (BOC) for Non-Profit Corporations. The GM or the GM's designated staff member will receive and process TPIA Requests. Ensures that all staff and Trustees including the GM reviews the Attorney General's on-line video for the TOMA and or TPIA and obtains compliance certificates from each video reviewed. The GM is required to review both videos.
2. Hires / fires all personnel directly reporting to the GM while keeping the Board informed as to the status of all personnel and any disciplinary action.
3. Supervises tasks / performance of all staff personnel in accordance with the Employee Supervision and Work Orders policy, including contract labor ensuring safety standards throughout; maintains vacation / sick log.
4. Administers operating budget and all expenditures; responsible for all outside contracts; prepares bid specification packets for distribution and review by Trustees in accordance with the Small Project Contracting Policy located in the Finance Policies. Projects; approves all invoices for payment; makes all bank deposits; and handle all insurance needs. Initiates all correspondences affecting the operation and or administration of the CLCCA. Maintains a file of all correspondences.

5. Interacts with Trustees on all phases of business. Informs trustees immediately of any changes in status of the CLCCA Facilities and Recreational Services. This includes but is not limited to equipment breakdowns, vandalism, and or personnel issues that negatively impact the CLCCA, such as police and or emergency services being called for an injury on CLCCA Property or the forcible removal of a person. Recommends to the President that an Emergency Meeting is required to resolve issues in accordance with Bylaw 6.5 Emergency Meetings & TOMA 551.045.
6. Maintains updated attorney status report monthly. One of two persons who interact with the Corporations attorney in accordance with Policy. Maintains a file of all written legal opinions issued by association's counsel for archival purposes.
7. Handles all personnel and property owner complaints. Receives and answers association correspondence within 5-7 business days.
8. Serves as POC working with the Communication Committee in the preparation and format for distribution for any periodical document distributed to the property owners and or posted on the website. Ensures the website is up-to-date with approved Meeting Minutes and Committee Assignments after Board or committee approval. Appoints a Staff member to maintain the Website. Ensures posting of Agendas for Board & Committee Meetings on both the bulletin board outside the business office and on the Website, in accordance with the TOMA, Bylaws, Policies, and Board Resolutions of the CLCCA.
9. Attends or appoints a staff representative and records (Audio Recording) all Board of Trustee & Committee Meetings, maintains permanent minute books and maintains of all records, prepares Meeting Agenda & Packet, distributes notices for meetings, maintains master copy of all current updated Bylaws, Policies, and governing documents in a Master Binder for copying and distribution to newly elected Trustees and updates current Trustee Binders.
10. Prepares a prioritized annual operating budget for Treasurer and Budget and Finance Committee review and assists in final budget determination.
11. Oversees the Recreation staff who prepares monthly program of classes for distribution / interacts with instructors for changes and updates for the Administration Calendar with current information.
12. Oversees the Recreation staff who handles all negotiations of contracted facilities rentals in accordance with established pricing guidelines established by the Board.
13. Has the overall responsibility for payroll of all staff and supervises the staff accountant who actually prepares the payroll and accounts payable.
14. 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.
15. On call at all times. The GM is not required to handle non-emergency items outside of the normal office hours.
16. The primary POC for the preparation of the Meeting Agenda & Packet to be provided to the Trustees for the regular monthly meetings to include a GM Management Report on the status of the corporation's assets; including receipt of the number of TPIA Requests and any difficulty in processing them.
17. Works with Election Committee and Election Judges for annual elections for Board of Trustees.
18. Administrator of residential deed restriction enforcement, interacts with letter recipients, meets with property owners, updates attorney status on violations, collections, etc. Prepares monthly detailed status report on both collections and violations for Board review for attorney actions.
19. Administrator of commercial deed restriction enforcement and interacts with commercial owners along with the Commercial Trustee. Updates the board in the GM report with information from the commercial trustee and attorney status of violations, collections, etc.

CLCCA OPERATING WITHOUT A GENERAL MANAGER

The Clear Lake City Community Association (CLCCA), Inc. Board of Trustees (BOT), has created the following policy to document the procedure in case the CLCCA is without a General Manager (GM) due to resignation, termination, incapacity, or death.

The President is the Chief Executive Officer as defined in Bylaw 7.5, will assume the responsibilities of the GM when the CLCCA finds itself without the services of a GM. At the request of the President and with the Boards majority approval, a temporary appointment may be made of an individual or agency to supply the CLCCA with temporary employment of an individual while the search for a replacement General Manager.

If the President assumes the responsibility as Acting General Manager, the President will surrender the position of President of the Board of Trustees, but remain a Trustee with all other privileges for their representative Residential / Commercial Core, for a temporary basis while serving as the Acting GM. The Vice-President will assume the responsibilities, but will not be elevated to the position of President until a permanent GM replacement is found and employed, at which time; the President will re-assume the Presidency of the CLCCA

As the current GM does not have signature authority for payroll checks and or accounts payable, the President signature will only be used as a second signature, if required, primary responsibilities falling to the Vice-President as first signature for the checks.

The Personnel Committee is the lead committee and shall meet immediately to draft a news article for the local newspapers and on social media defining the requirements for a new GM. The Personnel Committee will conduct the interviews of prospective individuals applying for the position as CLCCA General Manager and set the salary requirements and evaluation period that the prospective individual is hired. Recommendations will be forward to the Board of Trustees for final review and acceptance.

Possible advertisement:

General Manager:

A large Community Association in Southeast Houston / Clear Lake / NASA Area is accepting applications for the position of General Manager. Requirements: support day to day operations of the Association with hands on approach and on-call 24 X 7. Responsible for maintaining and updating the Website and able to prepare budgets and have a strong accounting background with current software. Have knowledge and understanding of the Texas Open Meetings and Texas Public Information Acts. Must be able to prioritize and be detail oriented. Attend monthly Board and Committee Meetings. The Personnel Policy identifies the duties and responsibilities in greater detail for the position of General Manager and can be found at:

Applications must be received by _____ to be considered. :

Email resumes to:

DRUG ABUSE

The following will constitute the policy of the Clear Lake City Community Association (CLCCA), Inc. with regard to drug abuse in the work place. This policy is effective as of June 1, 1991.

1. **The Clear Lake City Community Association (the "Association") recognizes that alcohol and drug abuse in the workplace has become a major concern.** We believe that by reducing drug and alcohol abuse, we will improve the safety, health and productivity of our employees. The object of our drug abuse policy is to provide a safe and healthy work place for all employees, prevent accidents and comply with Section 7.10 of the Texas Workers' Compensation Act. The use, possession, sale, transfer, purchase or being under the influence of drugs by employees at any time on Association business is prohibited. Employees must not report for duty or be on Association property while under the influence of, or have in their possession while on Association property, any drug.
2. **Definition of Drug:** For the purpose of this policy, the term "drug", wherever is appears in this policy statement, includes alcoholic beverages as well as inhalants and illegal drugs.
3. **Consequences of Violating the Drug Abuse Policy:** Violation of this drug policy will result in one of the following forms of corrective action: immediate discharge, suspension, probation, oral warning or written warning.

4. **Treatment Programs and Employee Insurance:** While we do not sponsor or endorse any specific drug treatment programs, such programs are available through public and private health care facilities in our area. Affected employees are encouraged to seek assistance. Employees should speak with their supervisor to see if any health benefits are offered.
5. **Education and Training Programs:** We do not offer, nor require participation in, drug and alcohol abuse education and training programs. However, various public and private facilities in our area offer such programs and affected employees are encouraged to seek assistance.
6. **Drug Testing:** CLCCA performs random drug tests in-house and off-site.

I have received a copy, read and understand this drug abuse policy, and agree to abide by its terms and conditions.

(Signature of Employee)

(Printed Name of Employee)

(Date Signed)

WORKPLACE ANTI-VIOLENCE PLAN

Purpose

All employees of Clear Lake City Community Association (CLCCA) have the right to a safe, secure and violence-free work environment. CLCCA recognizes this right and acknowledges that nothing is more important than the safety and security of its employees.

CLCCA Policies prohibition against violent, threatening, or intimidating behavior applies to all persons involved in its operations. As such, CLCCA shall attempt to protect its employees and visitors against acts of violent, threatening or intimidating behavior that may occur in the work environment.

Policy

CLCCA is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, CLCCA has established a policy that provides “zero tolerance” for actual or threatened violence against co-workers, visitors, or any other persons who are either on our premises or have contact with employees in the course of their duties. We define workplace violence as actions or words that endanger or harm another employee or result in other employees having a reasonable belief that they are in danger. Such actions include:

- Verbal or physical harassment
- Verbal or physical threats
- Assaults or other violence
- Any other behavior that causes others to feel unsafe (e.g. bullying, sexual harassment)

CLCCA policy requires an immediate response to all reports of violence. All threatening incidents will be investigated and documented by the General Manager. If appropriate, CLCCA may provide counseling services or referrals for employees.

The following disciplinary actions may also be taken:

- Oral reprimand
- Written reprimand
- Suspension
- Termination

It's the responsibility of all employees to report all threatening behavior to management immediately.

Guidelines

Intimidation, threats, harassment, and assaults are prohibited and distract from a positive work environment. Furthermore, intimidation, threats and harassment can be precursors to workplace violence. Ignoring an

individual who exhibits these behaviors sends the message that such behaviors are acceptable; consequently, the behaviors are likely to continue and may even increase. Therefore, it is incumbent on all employees to identify and report these behaviors immediately so that appropriate action may be taken.

Our system of ensuring that all employees, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include:

- Informing all employees of the provisions of our Workplace Anti-Violence Plan
- Evaluating the performance of all employees in complying with our workplace security measures.
- Recognizing employees who perform work practices which promote security in the workplace.
- Providing training and/or counseling to employees whose performance is deficient in complying with work practices designed to ensure workplace security.
- Disciplining employees for failure to comply with workplace security practices.

Potential Acts of Violence by Category

Type I

Category one involves a violent act by an assailant with no legitimate relationship to the workplace who enters the workplace to commit a robbery or other criminal act.

Type II

Category two involves a violent act or threat of violence by a recipient of a service provided by our establishment, such as a resident, property owner or tag holder.

Type III

Category three involves a violent act or threat of violence by a current or former employee, supervisor or manager, or another person who has some employment-related involvement with our establishment, such as an employee's spouse or lover, an employee's relative or friend, or another person who has a dispute with one of our employees.

Hazard Correction

Hazards, which threaten the security of employees, shall be corrected in a timely manner based on severity when they are first observed or discovered.

Corrective measures for Type I workplace security hazards can include:

- Making the workplace unattractive to robbers.
- Utilizing surveillance measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the workplace.
- Procedures for the reporting of suspicious persons or activities.
- Posting of emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone with an outside line.
- Posting of signs notifying the public that limited cash is kept on the premises.
- Limiting the amount of cash on hand and using time access safes for large bills.
- Employee, supervisor and management training on emergency action procedures.

Corrective measures for Type II workplace security hazards include:

- Controlling access to the workplace and freedom of movement within it, consistent with business necessity.
- Ensuring the adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems.
- Providing employee training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.

- Placing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
- Providing procedures for a "buddy" system for specified emergency events.
- Ensuring adequate employee escape routes.

Corrective measures for Type III workplace security hazards include:

- Effectively communicating our anti-violence policy to all employees, supervisors or managers.
- Improving how well our management and employees communicate with each other.
- Increasing awareness by employees, supervisors and managers of the warning signs of potential workplace violence.
- Controlling access to, and freedom of movement within, the workplace by non-employees, including recently discharged employees or persons with whom one of our employee's is having a dispute.
- Providing counseling to employees, supervisors or managers who exhibit behavior that represents strain or pressure which may lead to physical or verbal abuse of co-workers.
- Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.

Training

All workers, including managers and supervisors, shall have training and instruction on general and job-specific workplace security practices.

General workplace security training and instruction includes, but is not limited to, the following:

- Ways to defuse hostile or threatening situations.
- Dealing with angry, hostile or threatening individuals
- Awareness of situational indicators that lead to violent acts
- Location and operation of alarm systems.
- Measures to summon others for assistance.
- Worker routes of escape.
- Proper work practices for specific workplace activities, such as special events, working late/weekends
- Self-protection
- Determination of when to use the "buddy" system or other assistance from co-workers.
- Notification of law enforcement authorities when a criminal act may have occurred.

Emergency medical care provided in the event of any violent act upon an employee.

NEPOTISM

It is the policy of CLCCA to recruit and hire the best qualified available individual to perform each job. If it becomes necessary to employ relatives, certain safeguards must be used to insure against favoritism and to maintain security and confidentiality. To help ensure that this objective is reached the following policies shall apply:

1. Immediate family includes but not limited to by blood, by marriage, domestic partner, the following: husband, wife, son, son-in-law, step son, step son-in-law, daughter, daughter-in-law, step daughter, step daughter-in-law, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren.

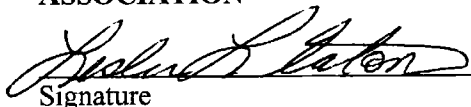
2. Immediate family members of persons currently employed by CLCCA may be hired only if they will not be working directly for or supervising an immediate family member. If already employed, they cannot be transferred into such a reporting relationship.
3. Employment of more than one member of an immediate family, in the same department will not be permitted unless approved by the General Manager.
4. Board members and their immediate family members (as defined) will be excluded from consideration for employment by the organization, unless already employed or disclosed and approved in advance by the Board of Trustees.
5. Should a relationship as discussed above occur after employment which results in creating a supervisory relationship as defined in this section, only one of the employees will be permitted to remain employed with CLCCA unless reasonable accommodations can be made to eliminate the non-conforming supervisory relationship. If accommodations of this nature cannot be made, the decision as to which employee will remain with CLCCA must be made by the two employees within 30 calendar days. If no decision has been made during this time, the decision will be made by the General Manager (Board of Trustees if the General Manager is personally involved).

This policy replaces the following policies filed with Harris County: 401-05C, 401-09B, 401-11B, 403-1B, 408-01G, 408-05A, 408-06B, 408-07A, 408-08A, 408-17, 408-18

Amended at the Board of Trustee Meeting on September 21, 2016; Amended at the Board of Trustee Meeting on February 15, 201; Amended at the Board of Trustee Meeting on June 20, 2018; Amended at the Board of Trustee Meeting on December 15, 2021; Amended at the Board of Trustee Meeting on August 16, 2023.

Adopted this 16th day of August, 2023, by at least a majority of the Board of Directors of the Association.

**CLEAR LAKE CITY COMMUNITY
ASSOCIATION**



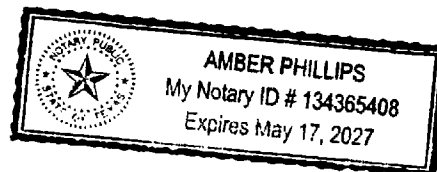
Signature

Printed Name: Leslie Eaton

Title: Secretary

This instrument was acknowledged before me on 21st day of August, 2023, by Leslie Eaton, the Secretary of CLEAR LAKE CITY COMMUNITY ASSOCIATION, a Texas non-profit corporation, on behalf of said corporation.


Notary Public in and for the State of Texas



RP-2023-333289
Pages 16
08/30/2023 02:15 PM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$74.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically
and any blackouts, additions or changes were present
at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or
use of the described real property because of color or
race is invalid and unenforceable under federal law.
THE STATE OF TEXAS
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in
File Number Sequence on the date and at the time stamped
hereon by me; and was duly RECORDED in the Official
Public Records of Real Property of Harris County, Texas.



Teneshia Hudspeth
COUNTY CLERK
HARRIS COUNTY, TEXAS

RP-2023-333289