



**CLEAR LAKE CITY COMMUNITY ASSOCIATION, INC.**  
**16 MARCH 2022**  
**REGULAR BUSINESS OPEN MEETING MINUTES**

The February Regular Business Open Meeting of the Clear Lake City Community Association, Inc. was called to order by President Terry Canup at 19:01 p.m.

**The following Trustees were present, and a quorum was established:**

- President – Terry Canup
- Vice-President – Stan Cook
- Treasurer – Glenda Stroud
- Secretary – Leslie Eaton
- Linda Coblentz
- Matthew Henehan
- Robert Kuhl
- Dave Martin
- Jennifer Taylor - Absent
- Rachel Morales, General Manager

**Comments from the Audience**

There were no comments from the audience.

There were not enough Board members present who were present at the January 19, 2022, Board meeting to approve the minutes.

Motion to approve the February 16, 2022, Open Meeting Minutes. David Martin offered a correction to the minutes. He manages the machine shop and does not own it.

Motion: Terry Canup

Second: Matthew Henehan

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup			X
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		
OPEN			

Vote: 6-For 0-Against 0-Abstain

The motion to approve the February 16, 2022, Open Meeting Minutes was approved.

Motion to approve the March 10, 2022, Open Emergency Meeting Minutes.

Motion: Glenda Stroud

Second: Robert Kuhl

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	X		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton			X
Matthew Henehan			X
Robert Kuhl	X		
David Martin			X
Glenda Stroud	X		
Jennifer Taylor	ABSENT		

Vote: 5-For 0-Against 2-Abstain

The motion to approve the March 10, 2022, Open Emergency Meeting Minutes was approved.

### **Vice-President's Report**

There were no comments from the Vice-President.

### **Treasurer's Report**

The bridge from last month, at the top of page 4 of the Treasurer's Report, shows AmeriPower and TXU Energy. Next month, there will be APG&E Energy. The new computer program, Automatic Data Processing (ADP), is referenced on page 3. The program charges fees for every bi-weekly payroll processing. Terry asked whether the fees would be worthwhile for every payroll processing. Rachel explained that this program combines the functions of several programs. CLCCA was already reimbursed for the Quickbooks software expense and the manpower time processing payroll is significantly less. Although we did not need it in February, for March we had to move money from UBS to the Operating Account. Also, four accounts were settled by Legal last month for \$537.08 and was written off.

### **General Manager's Report**

February In-House Collections for past-due assessments was \$17,412. Collections from Legal was \$21,823. Transfer fees and Re-finance fees were \$8,800. Resale certificates were \$2,600. Total brought in was \$50,636.

Accounts Receivable for February 2022 was \$264,584. The new boiler was ordered and should be here early next week and installed. An insurance claim was filed and the adjuster came out. There is a \$5000 deductible, but he is pretty sure CLCCA will be receive money back for the new install. We also will be able to claim \$3,500 in lost

revenue, and should get reimbursed for Fire Power Boiler Services coming out to investigate and look at it.

The April Newsletter was sent to the committee this morning. A motion is needed to approve the printing quote of \$3,643. Motion to Approve the printing quote of \$3,643 for the April Newsletter.

Motion: Terry Canup

Second: Robert Kuhl

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	X		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henchan	X		
Robert Kuhl	X		
David Martin	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		

Vote: 8-For 0-Against 0-Abstain

The motion to Approve the printing quote for the April Newsletter was approved.

The new prices for the Aquatic classes went into effect February 1, 2022, and the classes remained full until we shut down for the boiler repairs.

I9 Sports continued with another session of T-ball, flag football, and soccer. They would like to have a league start at the Rec Center fields. They rented the gym several times for volleyball and basketball tournaments. I9 is in several other areas including League City, Pearland, and Pasadena. Now they are bringing it to the Clear Lake area. Open gym is being posted for Spring Break. Lifeguard certification classes are being scheduled since we need to begin hiring for lifeguards for the summer. We are taking applications for lifeguards and camp counselors now. The Easter egg hunt will be April 9. We are looking for vendors and sponsors at this time and registration will be open soon. The Garage Sale was moved to April 30 and there are currently ten families signed up. The Opening Day Bash is May 28. Two schools have scheduled end-of-school pool parties in April. The Summer camp starts June 6. Membership price increases went into effect on March 1 for tags and classes.

The Landscaping bid: We received an email from Silversands increasing our contract \$25,000+ annually as of April 1. The two remaining companies did not submit bids. We can remove the Rocket Park weed removal and hedge trimming from the Silversands bid since CLCCA is doing this now. We were having a lot of issues last year with Silversands mowing on time or showing up as scheduled. There were areas that they would forget, causing complaints from residents wondering why areas were not being mowed or trimmed. Silversands has not increased service fees since they started with CLCCA in



2012. When the new representative or Silversands started several years ago, maps were made of the areas they were responsible for. This is what was included in the RFP.

Brightview has been contacting Rachel over the past several years, asking if they can bid. They really want to work with CLCCA. They will negotiate a 3%-5% increase every year. Silversands gave CLCCA 30-days and increased us more than \$25,000 annually.

Stan Cook recommended that he meet with both companies and negotiate a two-step increase with Silversands. Stan also recommended removing the trash pick-up and having personnel take this on. This would take off \$4,800 per year off of the bid. We would like to see a written, multi-year contract. He also would like to specify the number of times per month that the parks and other areas are mowed to be consistent with the times when the grass is growing slower & faster.

Motion to table the vote on the mowing contract to give us more time to work on this.

Motion: Stan Cook

Second: Terry Canup

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	X		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
David Martin	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		

Vote: 8-For 0-Against 0-Abstain

#### **HPD PIP – Jennifer Taylor**

Jennifer Taylor was absent from the Board meeting and did not attend the HPD PIP meeting.

#### **ACLC – Matthew Henehan**

The ACLC meeting was all about property taxes. They brought someone in who gave a lot of basic information. One of the takeaways was the home exemption and the year that you turn 65 you can apply for the exemption. They were offering to come to our meeting and give the Property Tax presentation. They also announced that this past weekend was the electronic recycling.

#### **CLCWA – Linda Coblentz**

Last Thursday, the Water Authority Board cancelled the election of Board members because all of the incumbent Board members were running unopposed, but the Bond Election is still on. The members also approved going ahead with the rendering of the

“welcome area” at Exploration Green so the search for donors can proceed. The CLCWA will not be paying for it, donors will be paying for it. And they let the \$1.8 million contract for the Meadowgreen drainage project for larger drainage pipes and connections as well as the swale. Work will begin by April 15 and it is contracted to be completed in 150 days.

### **ARC – Stan Cook**

There were a couple of applications that were disapproved by the ARC Committee.

A homeowner on Trowbridge applied for a 40 sq.ft. shed. It is not a shed – it is a garage. One of the ARC members went over to the home with Stan and the homeowner said he did not put the roll-up door in because he could not get it so he just put in the wooden doors on the end. And he is one 2x4 away from making it attached to his current garage. He is planning to use it to pull the engine and transmission out of an old, classic car, so it is technically a garage. This was disapproved and he is going to re-apply for it as a garage.

The Clear Lake City Water Authority bought a house on Peermont Street, tore it down and are making a drainage swale. They have received all the City of Houston permits and would like to know whether they can build a 6’6” fence with a rot board.

The fence and gate for the home on Ramada was disapproved. The ARC asked him for more information.

The ARC request from the home on Neptune was disapproved until the ARC members get a chance to look it for the height. The homeowner is claiming it has 8-foot walls and the roof comes up a little more. Compared to the 6-foot fence, it appears to be closer to eleven feet. The ARC will visit the home and consider it at the next ARC meeting.

A homeowner wants to build a fence out of goat wire. The ARC has previously turned some people down for a similar fence. We are going to recommend to the homeowner that they put a top runner on it. The ARC is going to disapprove it until they can talk to the homeowner. Stan will explain to the homeowner that, right now, the policy is wood or wrought iron for a fence along Exploration Green. The policy may need to be reconsidered to allow for a nice goat wire fence in the future.

### **Budget & Finance – Glenda Stroud**

The recommendation is that we accept this proposal for the audit. In the past Glenda has examined the audit by line item. Glenda recommended that the Board go with the consensus of the Budget & Finance committee and accept the findings of the audit.

Motion for the Board go with the consensus of the Budget & Finance committee and accept the findings of the audit and 990.

Motion: Glenda Stroud

Second: Terry Canup

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	X		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
David Martin	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		

Vote: 8-For 0-Against 0-Abstain

### **Bylaws & Policies – Ms. Coblentz**

There is a vacancy change on page 7 of the Bylaws because we did not have “Excused” absences defined before. We now have a distinction between “excused” and “unexcused” absences.

Motion to accept the changes to the Bylaws.

Motion: Linda Coblentz

Second: Robert Kuhl

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	X		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
David Martin	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		

Vote: 8-For 0-Against 0-Abstain

The motion to accept the changes to the Bylaws was approved.

### **Communications –**

No Meeting. No Report.

### **Elections – Leslie Eaton**

A meeting was held in February. The positions that will be up for election for 3-year terms are: Oakbrook – Position 1, Camino South – Position 1. and Oakbrook West – Position 1. The Elections Committee also discussed increasing the pay rate for the judge from \$12/hour to \$14/hour and for the clerk from \$10/hour to \$12/hour. This is consistent with the pay rate for judges and clerks by the Harris County Elections Commission.



Motion to approve the pay increase for the election judge to \$14/hour and the election clerk to \$12/hour.

Motion: Leslie Eaton

Second: Robert Kuhl

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	X		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henahan	X		
Robert Kuhl	X		
David Martin	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		

Vote: 8-For 0-Against 0-Abstain

The motion to approve the pay increase for the election judge to \$14/hour and the election clerk to \$12/hour. was approved.

#### **Facilities – Stan Cook**

No Meeting. No Report.

#### **Personnel – Terry Canup**

No Meeting. No Report.

#### **Revision of Restrictive Covenants – Stan Cook**

No Meeting. No Report. A meeting will be held in late April.

The Open meeting was adjourned at 19:50PM in order to go to the Closed Meeting.

After the Closed Meeting, the Open Meeting recommenced at 20:17PM.

Motion to approve the December 2021 Closed Meeting minutes.

Motion: Leslie Eaton

Second: Stan Cook

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	X		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henahan	X		
Robert Kuhl	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		
Nef Trejo	ABENT		

Vote: 7-For 0-Against 0-Abstain

The motion to approve the December 2021 Closed Meeting minutes was approved.

There was not a quorum present to approve the January 2022 Closed meeting minutes.

Motion to approve the February 2022 Closed Meeting minutes.

Motion: Leslie Eaton

Second: Robert Kuhl

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup			X
Linda Coblentz	X		
Stan Cook			X
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		
OPEN			

Vote: 5-For 0-Against 0-Abstain

The motion to approve the February 2022 Closed Meeting minutes was approved.

Motion to approve the absences to the January 2022 Board Meeting for Stan Cook and Robert Kuhl.

Motion: Leslie Eaton

Second: Terry Canup

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	X		
Linda Coblentz	X		
Stan Cook			X
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl			X
David Martin			X
Glenda Stroud	X		
Jennifer Taylor	ABSENT		

Vote: 5-For 0-Against 2-Abstain

The motion to approve the absences to the January 2022 Board Meeting for Stan Cook and Robert Kuhl was approved.

Motion to approve the absences to the February 2022 Board Meeting for Terry Canup and Jennifer Taylor.

Motion: Leslie Eaton

Second: Matthew Henehan

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup			X
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
David Martin	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		



Vote: 7-For 0-Against 1-Abstain

The motion to approve the absences to the February 2022 Board Meeting for Terry Canup and Jennifer Taylor was approved.

Motion to approve the February committee meeting absence for Terry Canup.

Motion: Leslie Eaton Second: Robert Kuhl

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup			X
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
David Martin	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		

Vote: 7-For 0-Against 1-Abstain

The motion to approve the February committee meeting absence for Terry Canup was approved.

Motion to file suit on the Oakbrook property as discussed in the Closed Session.

Motion: Leslie Eaton Second: Robert Kuhl

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	X		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan			X
Robert Kuhl	X		
David Martin	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		

Vote: 7-For 0-Against 1-Abstain

The motion to file suit on the Oakbrook property as discussed in the Closed Session was approved.

Motion to file suit on the University Green property as discussed in the Closed Session.

Motion: Leslie Eaton Second: Stan Cook

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	X		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		

David Martin	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		

Vote: 8-For 0-Against 0-Abstain

The motion to file suit on the University Green property as discussed in the Closed Session was approved.

Motion to approve the credit request for \$60, as discussed in the Closed Session.

Motion: Leslie Eaton Second: Stan Cook

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup		X	
Linda Coblentz		X	
Stan Cook		X	
Leslie Eaton		X	
Matthew Henahan		X	
Robert Kuhl		X	
David Martin		X	
Glenda Stroud		X	
Jennifer Taylor	ABSENT		

Vote: 0-For 8-Against 0-Abstain

The motion to approve the credit request for \$60, as discussed in the Closed Session was not approved.

Motion to approve the credit request for \$135, as discussed in the Closed Session.

Motion: Leslie Eaton Second: Terry Canup

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup		X	
Linda Coblentz		X	
Stan Cook		X	
Leslie Eaton		X	
Matthew Henahan		X	
Robert Kuhl		X	
David Martin		X	
Glenda Stroud	X		
Jennifer Taylor	ABSENT		

Vote: 1-For 7-Against 0-Abstain

The motion to approve the credit request for \$135, as discussed in the Closed Session was not approved.

Motion to move the Oakbrook property to Legal for a combo suit, as discussed in the Closed Session.

Motion: Leslie Eaton Second: Stan Cook

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	X		
Linda Coblentz	X		

Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
David Martin	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		

Vote: 8-For -Against 0-Abstain

The motion to move the Oakbrook property to Legal for a combo suit, as discussed in the Closed Session was approved.

Motion to Balance write off \$192.74 per legal, as discussed in the Closed Session.

Motion: Leslie Eaton Second: Stan Cook

TRUSTEE	FOR	AGAINST	ABSTAIN
Terry Canup	X		
Linda Coblentz	X		
Stan Cook	X		
Leslie Eaton	X		
Matthew Henehan	X		
Robert Kuhl	X		
David Martin	X		
Glenda Stroud	X		
Jennifer Taylor	ABSENT		

Vote: 8-For -Against 0-Abstain

The motion to write off \$192.64, as discussed in the Closed Session was approved.

The next board meeting will be held on March 30, 2022, at 7pm to discuss the landscaping bids.

### **Comments from the Audience**

There were no comments from the audience

A motion to Adjourn was offered by Matthew Henehan.

The Regular Business Meeting of 16 March 2022 was closed at 20:26PM.

  
Leslie Eaton, Board Secretary

  
Date