



Board of Trustees Business Open and Closed Meeting Agendas March 29, 2023

The Clear Lake City Community Association, Inc. Board of Trustees meeting is scheduled for **7:00 p.m. on Wednesday, March 29, 2023**. The meeting will be held in Boardroom B, at the Clear Lake City Community Association Sports and Recreation Complex, located at 16511 Diana Lane, Houston, TX 77062.

BUSINESS OPEN MEETING AGENDA

- 1. Establish a quorum and call the Business Open Meeting of March 29, 2023, to order.**
- 2. Please turn all cellular phones to vibrate or off.**
- 3. Comments from the Audience (10 Minutes Maximum)** **If you wish to address the board, please complete the online form located on the website and submit it to Rmorales@clcca.org no later than 5:00pm on March 29, 2023. You may also bring this form with you to the meeting.*
 - a. Texas State Law prohibits the Board of Trustees from commenting on any statement or engaging in dialogue without an appropriate agenda item being posted in accordance with the Texas Open Meetings Act 551.042. Comments should be limited to **two (2) minutes** per policy and directed to the entire board, not individual members, or the audience. Engaging in verbal attacks or comments intended to insult, abuse, malign or slander any individual or creating a disturbance shall be cause for termination of speaking privileges and the guest will be removed from the meeting either voluntarily or involuntarily with the assistance of Texas Law Enforcement.
 - b. As appropriate, Trustees may respond to an inquiry if listed on the agenda or to identify the policy or procedure applicable to the inquiry or to request placing the inquiry on a future agenda.
- 4. Consider and approve the February 15, 2023, Board Meeting Minutes**
- 5. Officers Reports**
 - a. **President's Report – Mr. Cook**
 - i. General comments
 - b. **Vice President's Report – Mr. Canup**
 - c. **Treasurer's Report – Mrs. Stroud**
 - i. Present status of CLCCA finances and related activities
 - ii. CD renewals and make necessary motions
- 6. General Manager's Report – Ms. Morales**
 - a. Review the April Communicator and approve the printing expense
- 7. HPD PIP – Ms. Taylor, Scheduled 3rd Tuesday of the month**
- 8. ACLC – Mr. Canup, Scheduled 2nd Wednesday of the month**
- 9. CLCWA – Ms. Coblentz, Scheduled 2nd Thursday of the month**
- 10. Standing Committee Reports:**
 - a. **Architecture Review** – Advisor Mr. Cook – Meeting held March 23
 - i. *Motion to approve any variances brought before the Board by the Committee's recommendation requests*
 - 835 Pebbleshire – Fence & Gate (R-1268)
 - 1425 Neptune Lane – Shed (R-1270)
 - 1622 Seagate Lane – Fence (R-1271)
 - b. **Budget and Finance** – Ms. Stroud – Meeting held March 22 – Discussion moved to closed.
 - c. **Bylaws & Policies** – Mr. Canup – no meeting, no report
 - d. **Communications** – Ms. Coblentz - no meeting, no report
 - e. **Elections** – Mr. Martin – Meeting held March 1
 - i. *Motion to approve judge and clerk pay rates.*
 - f. **Facilities** – Mr. Cook – Meeting held March 1

Capital Reserve Expenses:

- i. Motion to approve new plaster for the outdoor recreation center pools and Rutledge Park pool.
- ii. Motion to approve new gymnasium HVAC system.

Operating Expenses:

- iii. Motion to approve remodel/repairs to the Meadowgreen & Camino South bathrooms and pump rooms.
- iv. Motion to approve park lighting repair.
- v. Motion to approve water slide platform and stair repair.
- vi. Motion to approve indoor pool deck paint.
- vii. Motion to approve recreation center exterior paint.
- viii. Motion to approve Rutledge Park tennis court repair.

- g. **Personnel** – Mr. Cook – no meeting, no report

11. Special Committee Reports:

- a. Revision of Restrictive Covenants – Mr. Cook – no meeting, no report

12. Trustees General Comments (Left to Right) 2 Minutes, President going last

13. Comments from the audience (20 Minutes Maximum)

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- b. As appropriate, Trustees may respond to an inquiry if listed on the agenda or to identify the policy or procedure applicable to the inquiry or to request placing the inquiry on a future agenda.

14. Recess to Business Closed Meeting under Texas Government Code Chapters 551.071, 551.072, & 551.074 at:
_____. **Commence Business Closed Meeting at:** _____.

BUSINESS CLOSED MEETING AGENDA

A. President's General Comments

- i. Trustee Absences
- ii. Bay Area Blvd. Brick Wall

B. Vice President Comments

C. Treasurer's Comments

Budget & Finance Committee Meeting held March 22:

- i. 2021-22 Audit & IRS Form 990
- ii. Review Management & Representation Letters

D. GM Report

- i. Gymnasium Floor
- ii. Legal report/update
- iii. Collections & request(s)
- iv. Deed violation(s), concern(s), and requests(s)

E. Review the February 15, 2023, Closed Meeting Minutes

Recess Business Closed Meeting and return to Business Open Meeting under Texas Government Code Chapter 551.002 and 551.102 at: _____.

Recommence Open Meeting Agenda at: _____.

BUSINESS OPEN MEETING AGENDA (continued)

15. Consider and approve the February 15, 2023, Closed Meeting Minutes

16. Motion to approve 2021-22 Annual Audit Draft

17. Motion to approve 2022 IRS Form 990 Draft

18. Motion to approve audit representation letter for future service

19. Motion to approve Trustee Absences

20. Any subsequent motions arising from Closed Meeting Discussions

Adjourn the Business Open Meeting at: _____

Rachel Morales, CLCCA General Manager

***Note:** *Whenever any agenda item is not ready for action at the time it is reached on the agenda that item shall be placed at the end of the agenda for action when all other agenda items have been considered or may be skipped entirely. The Presiding Officer of the Board of Trustees reserves the right to take up agenda items out of the order in which they are posted on this agenda.*