



CLEAR LAKE CITY COMMUNITY ASSOCIATION

COMMUNICATIONS COMMITTEE

Monday, October 27, 2025

The Clear Lake City Community Association, Inc. Board of Trustees Communications Committee met at 6:30pm on Monday, October 27, 2025, in Boardroom B, at the Clear Lake City Community Association Sports and Recreation Complex, located at 16511 Diana Lane, Houston, TX 77062.

The meeting was called to order at 6:30pm and a quorum was established.

Those present: Chair David Martin, Leslie Eaton, Bob Kuhl, Linda Coblenz and General Manager Rachel Morales

The committee reviewed the Bylaws, Committee Charter, and Communicator Advertising Policy.

The General Manager noted a concern regarding the limited interest from businesses in advertising in the newsletter, with several indicating that the current advertising fees are considered excessive. The committee asked the General Manager to determine the number of hits on the CLCCA website and suggested switching advertising to posts on the site. An increase in event sponsorship has been observed, which now includes a quarter-page feature in the newsletter.

The Supplemental Community Service Charge was discussed. A draft marketing strategy was reviewed. This included email blasts, town hall meetings, bandit signs, banners, etc. The General Manager will obtain bandit sign quotes not just CLCCA but also for homeowner lots to encourage voting. The committee discussed the voting process and options. The General Manager will present financial data in pie and bar charts within the emails to help the public understand why the SCSC is needed. Content from the "Frequently Asked Questions" and "Comparison of local Maintenance Fees" will also be included in the emails, etc.

The meeting was adjourned at 7:21pm

David Martin
Chairman

DRAFT MARKETING PLAN
SUPPLEMENTAL COMMUNITY SERVICE CHARGE (SCSC)
All Sections

Thursday, Nov. 20th –First Initial Email Blast to announce the SCSC and to announce the Informational Meeting Dates. A link to the Instrument-ballot will be included.

*Platforms: Buildium, NationBuilder (website), & Next-door.
Also forwarded to FB contacts for distribution amongst neighborhood groups.*

Bandit Signs, Door Hangers, Banners at community pools

Monday, Nov. 24 – Email Blast #2, same platforms

Friday, Nov. 28 – Email Blast #3, same platforms

Monday, Dec. 1 – Email Blast #4, same platforms

Informational Meetings-Instrument avail for owners to vote:

Thursday, December 4th at 7pm Board Reps _____

Tuesday, December 9th at 7pm Board Reps _____

Saturday, December 20th at 9:30am Board Reps _____

**Email blasts will go out as reminders for each of these meetings. Posted on Website.*

December 15-19 – Contact homeowners by phone and email who haven't voted yet. Volunteers will be go out to those who'd like us to personally go out to their property to get their vote. **Setting up a time with the owner will be more successful than just ringing a doorbell.*

December 22 – Email blast #5, same platforms

December 29 - Mail out Post Cards to those who have not responded.

January – Placed in CLCCA Communicator – Emailed

January 5 - Email blasts #6, same platforms.

January 17 – Informational Meeting Board Reps _____

January 19 - Mail out actual instruments/ballots to those who have not responded. ?

February 2 - Email blast #7, same platforms.

February 21 – Informational Meeting Board Reps _____

March & April – Volunteers to go door to door

April – Placed in CLCCA Communicator – Mailed

IMPORTANT FACTS TO COMMUNICATE IN EMAILS, ETC.

Email Blast #1

The CLCCA Board of Trustees recently approved a motion to initiate a community vote regarding the implementation of a Supplemental Community Services Charge (SCSC). This proposed SCSC will apply exclusively to individuals who purchase a property within Meadowgreen, Oakbrook, Camino South, or Oakbrook West on or after July 1, 2026.

This charge is intended to provide funds for the common general fund of Clear Lake City Community Association. The Supplemental Community Services Charge (SCSC) shall commence on July 1, 2026 for all residential lots that are purchased on or after the effective date of the Declaration Amendment, and will be charged each year thereafter, along with and in addition to the regular annual Community Services Charge.

Accordingly, current property owners are exempt from this charge. For the SCSC to be enacted as of July 1, 2026, a majority approval by owners within each core and section is required.

There have been many concerns & complaints about the conditions of the CLCCA Residential Community; lack of deed enforcement, flower beds not maintained, neighborhood pools not open or limited operating hours, parks and park equipment in a deteriorating condition, subdivision entryways not looking as good as they should. The lack of financial cash reserves is the primary reason. However, all of this can be corrected over time. The SCSC will provide the opportunity to increase assessments for future Property / Homeowners by signing onto the effort to increase income for the CLCCA. The attachment Required Signatures, is the number of signatures per section within the four residential cores. Please refer to the attachment 'CCR' how to update the restrictions.

The added income will be slow at first, but will increase with the support of the current property / homeowners.

The 2019 Reserve Study indicates that there is over \$2M in deferred items, where the life expectancies is 5 years or less.

Accounts receivable (Money owed to the CLCCA) is \$433,563.76 as of 09-30-25, an increase of over \$100K since 06-30-25 of \$304,913.16, of property owners NOT paying their assessments on time or at all. Reviewing the IRS 990 Attachment, In 2007, our capital reserves were over \$2.151M, now, as the facilities age, the capital reserves are approximately \$500K, where the capital reserves are used to repair and replace worn and broken infrastructure. The 1963 Income is not keeping up with the 2025 expenses.

DRAFT
CLEAR LAKE CITY COMMUNITY ASSOCIATION
SUPPLEMENTAL COMMUNITY SERVICES CHARGE (SCSC)
FREQUENTLY ASKED QUESTIONS

Q. What is the Supplemental Community Services Charge (SCSC)?

A. This charge is intended to provide funds for the common general fund of Clear Lake City Community Association. The Supplemental Community Services Charge (SCSC) shall commence on July 1, 2026 for all residential lots that are purchased on or after the effective date of the Declaration Amendment, and will be charged each year thereafter, along with and in addition to the regular annual Community Services Charge.

Q. Who will the Supplemental Community Services Charge (SCSC) apply too?

A. If passed, this Supplemental Community Services Charge is ONLY FOR NEW PROPERTY OWNERS who purchase their lot on or after July 1, 2026 in the sections the amendment passes. Current property owners will not be subject to the Supplemental Community Services Charge (SCSC).

Q. How much is the SCSC?

A. The initial rate of the SCSC is established at \$200 per lot, per year, to be billed along with the Community Services Charge in the same manner, and subject to the same late fees and penalties as the regular Community Services Charge.

An additional charge of \$225 will be applied to properties subject to the Supplemental Community Services Charge (SCSC) after three (3) years, bringing the SCSC total to \$425 in addition to the Community Services Charge (CSC) of \$.008 Eight (8) Mills per square foot of land area. Again, this additional charge is intended to supplement and replenish the Community Services (General) Fund of the CLCCA and will be charged each year thereafter in perpetuity. Property owners will receive an annual notice each year detailing the amount due for both the regular and supplemental charges.

Q. Why do we need an increase?

A: While fees paid by CLCCA property owners have NOT increased since 1963, costs of maintaining facilities, postage, wages, fuel, insurance, etc. have increased and continue to increase substantially. It will be difficult to fulfill the mission of the CLCCA beyond the next few years with 1963 income.

Q. What happens to the original Community Services Charge (mill assessment)?

A. That fee remains as is. The deed restriction amendment would add a fee to supplement the cost of maintenance and services for the residential areas within Oakbrook, Oakbrook West, Camino South, and Meadowgreen.

Q. Why amend the deed restrictions and add a new fee instead of simply raising the current fee?

A. The original Community Services Charge (CSC) document affects all landowners and therefore demands a vote of all the landowners. Raising the current fee would require a majority vote of the square footage of all properties within the CLCCA, and areas such as University Green and the Commercial owners, who rarely use our services and facilities, almost make a majority by themselves. An amendment to the CSC would stand little chance to pass.

Q. How do I vote?

A. A vote in favor requires you to sign the Deed Restriction Ballot/Instrument and send it to the CLCCA office at 16511 Diana Lane, Houston, TX 77062.

You can also stop in to vote by completing a Ballot/Instrument at the CLCCA gym office 8-5pm, Monday-Friday and on Saturdays 9am-2pm. Votes can also be placed in the black drop box in the gym or the green drop box outside the main office.

To make sure you have every opportunity to be an informed voter, informational meetings are planned for _____ and _____.

An opposing vote requires you to do nothing, but we ask that you send it back with the words "opposed" and your address so that we do not spend additional resources trying to contact you.

Q. What will it take to pass the amendment?

A. Once 51% of the homeowners in a given section vote in favor, the amendment passes and will go into effect in that section. If that does not happen, the fee does not change for new owners and it is likely significant cuts in the CLCCA services will take place in the near future.

COMPARISON OF MAINTENANCE FEES

| CLCCA | Total Units | Total Assessment | Maximum | Minimum | Average |
|-------------------------|-------------|------------------|-----------|----------|----------|
| All Four Cores Combined | 4214 | \$ 299,069.08 | \$ 186.07 | \$ 37.60 | \$ 70.97 |
| Camino South | 1222 | \$ 77,455.66 | \$ 182.34 | \$ 49.32 | \$ 63.38 |
| Meadowgreen | 924 | \$ 60,952.74 | \$ 150.78 | \$ 53.32 | \$ 65.97 |
| Oakbrook | 1080 | \$ 85,858.87 | \$ 156.64 | \$ 37.60 | \$ 79.50 |
| Oakbrook West | 988 | \$ 74,801.81 | \$ 186.07 | \$ 63.79 | \$ 75.71 |

| ASSOCIATION | APPROX. # OF HOMES | 2007 ANNUAL MAINTENANCE FEE | 2025 ANNUAL MAINTENANCE FEE |
|--------------------------|--------------------|-----------------------------|-----------------------------|
| Bay Forest | 1023 | \$450 | \$480 |
| Bay Oaks | 1159 | \$590 | \$1,200 |
| Bay Pointe | 561 | \$390 | \$850 |
| Brook Forest | 1023 | \$247 | \$480 |
| Clear Lake City Blvd. | 2681 | \$70 | |
| Bay Pointe | | | \$850 |
| Northfork | | | \$600 |
| Pinebrook | | | \$649 |
| Clearview Village | 477 | | \$300 |
| Pineloch | 2058 | \$410 | |
| Bay Glen | | | \$375 |
| Bay Glen Manor | | | \$0 |
| Bay Knoll | | | \$375 |
| El Dorado CLC | 772 | | \$1,049-\$1,200 |
| Middlebrook | 909 | \$254 | \$435 |
| Northfork | 1038 | \$425 | \$600 |
| Pinebrook | 1082 | \$440 | \$600-\$650 |
| Sterling Knoll (No pool) | 337 | 190 | 260 |

