



**CLEAR LAKE CITY COMMUNITY ASSOCIATION
BYLAWS & POLICIES COMMITTEE MINUTES
DECEMBER 2, 2025**

The Clear Lake City Community Association, Inc. Board of Trustees Bylaws & Policies Committee met at 6:00pm on December 2, 2025. The meeting was held 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 6pm and a quorum was established. Those present: Stan Cook, Leslie Eaton, Rachel Morales

The committee reviewed the committee charter, bylaws and all other current policies.

The committee discussed the changes below to the bylaws and to the following policies.

Bylaw Updates:

3.2 – Tenure of Office, year updated

4.11 – Voting on issues OTHER than Trustee Elections. This applies to Declaration Amendments, etc. Owners may vote by any one of the following methods: (1) in person; (2) by mail; (3) by facsimile transmission; and/or (4) by any electronic means, including online electronic voting.

6.1 – Regular Meetings. In accordance with TOMA 551.043 a 72 hour minimum notice shall be posted on the bulletin board and CLCCA Website.

9.6 – Assessment Collection. A service fee shall be applied to payments made by credit card and ACH to cover the cost of the bank or credit card processing fee. *CLCCA does not retain any portion of the service fee.

Board of Trustees & Meeting Policies

Monthly Agenda and Packet

8. Emergency items. Change two (2) hours to (1) one hour notice prior to the start of the meeting.

Commercial Trustee Duties and Responsibilities

Added “Must be a member of the Budget and Finance Committee

Committee & Charter Policies

Agenda Procedures

The agenda for ARC meetings may specify the property address of each requester along with the subject of the request under consideration; *or* the agenda may include a link to the CLCCA website where the address(es) and requested improvement(s) are provided for further review and reference.

Communications Committee

Added under responsibilities:

Non-Trustee Election Matters: (i.e., Declaration Amendments, etc.) owners may vote by any one of the following methods: **(1) in person; (2) by mail; (3) by facsimile transmission; and/or (4) by any electronic means, including online electronic voting.** Verification of ownership may be conducted for facsimile transmission and mail.

Ethics Policy

Change CLCCA Certificate of Amendment to 2018 CLCCA Restated Certificate of Formation

Finance Policy

PAYMENTS MADE BY CREDIT CARDS & ACH

A service (not a surcharge) is charged for each payment transaction made using the service. The service fee is a payment made to CLCCA for the benefit of using the services to make a payment. The fees charged by the bank/credit card processing company must not be more than 4% and the association does not retain any portion of the service fee charged by them.

General POA Policy

The following is noted on all ARC form:

Accepted payments: cashier's check, money order, company check, or MC/VISA/Discover (credit cards and ACH payments incur a service fee).

ARC Commercial Request fee from \$35 to \$50 per application

Guidelines for Installation and Use of Certain Security Measures

Perimeter Security Fencing for Front Yard

No fencing of any kind shall be installed in front of the front building line of the owner's lot. (This is based on Texas Property Code.)

Solar Energy Systems Guidelines

Remove: Written support of all adjoining property owners paragraph.

Recreation Policies

Updated pool and room rental agreements; increased fees for field rentals; CLCCA program and sport renters observation guidelines; and summer camp inclement weather policy. Removed tennis courts from Oakbrook West and removed playground verbiage from Rocket Park.

The committee developed a consensus for recommendation to the board.

The meeting was adjourned at 7:48pm

Stan Cook

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Alternate Chairman