

**Clear Lake Forest Community Association**  
Minutes of the Board of Trustees Meeting  
January 24, 2012

Present: Diane Humes  
Linda Pearson  
Nancy Garman

Absent: Steve Kiefer  
Alan Bates

I accepted the award along with the Galveston Bay Foundation for the Clear Lake Forest Living Shoreline project, (projects under \$500K, etc.) presented by the Houston-Galveston Area Council. Planting of the shoreline will be accomplished by volunteers for GBF, hopefully in March. Residents in attendance: Joanne Palladini, Gerald and Marianne Brown, Shelley Kahles

The meeting was called to order at 7:00 PM. The minutes of the November 2011 meeting were unanimously approved.

Diane Humes reported the monthly CLF Board meetings are being posted on the bulletin boards until the websites are up.

**Parks and Entryways**

- The permitting for the Scout Hut has been completed, allowing the electrician to secure permit to finish electrical work and final repairs to be made. It is expected that the Scout Hut will be available for use within the next few weeks.
- Diane Humes and the Galveston Bay Foundation accepted an award for the Clear Lake Forest Living Shoreline project (projects under \$500K) presented by the Houston-Galveston Area Council. Planting the shoreline will be accomplished by the Galveston Bay Foundation volunteers, hopefully in March.
- Diane Humes suggested a community celebration at the shoreline in honor of the award.
- Diane Humes requested funds for the fencing underneath the Scout Hut that would enclose the HVAC systems and allow the remainder of the newly completed slab area underneath the building to be used by residents.
- Diane Humes reported that the Scouts were willing to remove the landscaping at the Scout Hut. Diane would like to replant with antique roses such as were planted at the pool.
- Nancy Garman suggested that before further resources were approved, Board members submit a priority list for items needing repair identifying needs vs wants to help determine fund distribution. Board members were asked to add suggested project repairs and/or improvements at the February meeting.
- Structural damage was uncovered at the Willow Hill entrance during inspection. It was agreed by unanimous vote that the first order of business would be to determine the extent of damage to the walls, prior to which the creeping fig would need to be removed
- Funds were approved to remove the creeping fig from the Willow Hill entrance and the fallen crepe myrtle at the pool. Nancy Garman will have contractor remove ivy as soon as possible as well as the uprooted tree at the pool.
- Nancy Garman reported that Inspection of the irrigation system by three contractors revealed pipe leaks to the major lines feeding the irrigation systems at all three entrances and have been disabled. Control boxes are inoperable and electrical lines disabled and require repair prior to determining the extent of damage to the irrigation systems.
- Estimates were presented by Nancy Garman for repair or replacement of the following:
  - ✓ Irrigation systems at entryways
  - ✓ Fencing along Forest Lake
  - ✓ Repair to brick entrances at Willow Hill
  - ✓ Landscaping at Willow Hill entrance
  - ✓ Bulletin boards – repair or replace
- The drinking fountain at the pool is leaking as reported by Diane Humes.

- CLF Clean-Up day will be held either April 14 or March 24. Actual date TBD.

#### **Treasurer's Report**

- Treasurer's report was presented and approved.
- Final letters will be issued by Sharon Bass, Accountant requesting payment of outstanding community assessment fees, as required by law. Any outstanding assessments will then be turned over to the CLF attorney for collection. A fee will be added for this service to the amount due by homeowner.
- An \$834.56 gift was donated to CLFCA by Owen Whitlock and was added into the general fund.

#### **Deed Restriction Committee**

- Violations letters have been prepared for January. A list of homeowners that have chronically disregarded violation notices was presented by Nancy Garman. It was recommended that a letter from the Board requesting immediate compliance would be sent to the homeowner at 4302 Shady Springs or legal action will be pursued. A unanimous vote was taken to release the letter to the homeowner.

#### **General**

- The annual Polar Bear Dare was held January 7, 2012 from 10-12N.
- Funds were approved to proceed with the website upgrade. Alan Bates reports that the new website will be implemented by February. Among the many attributes provided by this website will be a usable forum, email gathering, and document repository. Alan feels this website will have the ability to provide more interaction with the community. Alan agreed to manage the implementation of the new system and serve as webmaster.

Meeting was adjourned at 9:05 PM. Follow-up items carried over until the February meeting are as follows:

#### **Follow-Up**

- Priority list for additional maintenance items for community
- Gate repair at pool
- Contact CLWA re 7 water meters
- Discussion of by-law changes re meeting attendance
- Chain link security fencing at Scout Hut
- Landscaping at Scout Hut
- 2 bulletin boards – repair or replace
- Community Shoreline award celebration
- Status of website
- Chain link security fencing at Scout Hut
- Landscaping at Scout Hut
- Contractor bids for additional work
  - ✓ Irrigation systems at entryways – estimates will be required to repair or replace
  - ✓ Fencing along Forest Lake
  - ✓ Landscaping maintenance at Willow Hill entrance and along Kirby Road
  - ✓ Brick repair on Willow Hill entrance
  - ✓ Pressure washing of brick at the pool

#### **Agenda items for February**

- Priority list by Board members for additional maintenance items for community
- Gate repair at pool
- Contact CLWA re 7 water meters
- Discussion of by-law changes re meeting attendance
- Chain link security fencing at Scout Hut
- Landscaping at Scout Hut
- 2 bulletin boards – repair or replace
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  - ✓ Landscaping maintenance at Willow Hill entrance and along Kirby Road
  - ✓ Brick repair on Willow Hill entrance
  - ✓ Pressure washing of brick at the pool