Circle C Homeowners Association
Board Meeting Minutes
September 15, 2010

1. The CCHOA Board of Directors convened on September 15, 2010 at the Circle C Child Development Center. CCHOA President Mary Goehring called the meeting to order at 6:39p.m. In attendance were board members Mary Goehring, Russ Hodes, Jason Bram, Chris Poynor and Steve Urban. Rob Johnson was not in attendance. Joel Pace arrived at 6:58p.m. CCHOA manager Denise Nordstrom was in attendance.

2. Mary asked if there were any changes to the agenda. Jason made a motion to accept the agenda. Steve seconded. All were in favor and motion passed.

3. Mary presented the August 18, 2010 board meeting minutes. Rob recommended via a previous email to make an edit to number 5 on the minutes. Specifically he said the minutes should reflect that the Board members present approved the design subject to the absent members having 24 hours to ask for reconsideration. Russ made a motion to approve with this change. Jason seconded. All were in favor and motion passed.

4. Mary introduced the Homeowners Forum. Homeowner Andrew Cripe was present to speak about deed restriction enforcement.

5. The first discussion item was on the draft 2011 budget. Mary noted that under Neighborhood Operations - HOA meetings was zero. Denise said that the correct amount (and on the printed version), the amount should be $5000 to cover annual HOA meetings. The board discussed the need to increase the dues by 5-10% depending on the final budget. The board will continue to review the draft budget and ask questions between the September and October board meeting so that action can be taken at the October board meeting.

6. The board meeting was adjourned at 7:29p.m.to allow for a dry run of the upcoming Town Hall. The board meeting reconvened at 8:58p.m.

7. The second discussion item was the new community center and pool financial loan. The board discussed the specific terms from three separate banks.

8. The board meeting was adjourned at 9:23p.om and the board went into executive session to discuss the new community center and pool loan rates and terms. The board meeting was reconvened at 9:30pm.

9. Steve made a motion for the board to choose Austin Telco as the lender on the new community center and pool project with the condition that the loan origination rate is 0.5%. Jason seconded the motion. All were in favor and motion passed.

10. Brandon Ducote presented the Swim Center Report (attached).

11. Susan Hoover with Circle C Landscape presented the Landscape Report (attached).

12. Denise Nordstrom presented the Manager's Report (attached).

13. Steve made a motion to adjourn the meeting. Chris seconded. All were in favor and motion passed. The meeting was adjourned at 9:35p.m.

CCHOA Board Meeting Agenda
15 September 2010 6:30pm
Circle C Child Development Center

I. Roll Call

II. Acceptance of Agenda

III. Acceptance of August 18, 2010 board meeting minutes *Chris Poynor*

IV. Homeowner Forum *(30 min)*

V. Discussion Items

   a. Draft 2011 Budget
   b. New Community Center and Pool Loan Options

VI. Management Reports

   a. General Report, *Denise Nordstrom*
      1. Mid-Year Budget Review
      2. YTD Financials
      3. Deed Restriction Spreadsheet
   b. Landscape Report, *Susan Hoover*
   c. Swim Center Report, *Brandon Ducote*

VII. Adjourn Public Meeting

VIII. Executive Session

Attachments

1. August 2010 Board Meeting Minutes
2. Loan Options (Commitment letters)
3. 2011 Draft Budget
4. General Report (including Mid-Year Budget Review, YTD Financials, DR Spreadsheet)
5. Landscape Report
6. Swim Center Report

Important Dates

Month	Project
January	Annual Report published in newsletter
January	Approve Annual meeting agenda/Set meeting date
January	Hire auditor for annual audit
February	1st ½ year assessments mailed
February	Committee volunteer recognition event
March	Appointment of Nominating Committee
March	Host Annual Meeting
April	Annual Board Retreat
April	Appoint board officers
May	Appoint board liaisons to committees
June	Committee mission statement refresh if needed
July	2nd ½ year assessments mailed
July	Mid-Year Budget Review
October	Review contracts for Café, Office Lease, and Landscape
October	Vote on next year's assessment (cap)
October	Vote on upcoming year budget
October	Assess ACC & resale/transfer fee rates
November	Negotiate landscape reimbursement amount; submit invoice
November	Prepare and Finalize Annual Report
December	Performance/Salary Review by Pay & Benefits Committee

Circle C Homeowners Association
Manager's Report
August 12, 2010 – September 10, 2010

Homeowner Communications

	Emails	Calls
2009 Totals	959	1813
Dec 17 – Jan 15	64	118
Jan 16 – Feb 13	93	145
Feb 14 – Mar 19	96	228
Mar 20 – Apr 16	101	208
Apr 17 – May 14	115	184
May 15 – Jun 11	88	110
Jun 12 – Jul 16	132	213
Jul 17 – Aug 11	110	154

Deed Restriction Review & Enforcement we have driven 18 sections out of 18 sections, the goal is to drive all 18 sections three times in 2010. Report attached separately.

Neighborhood Maintenance

- Installed new AC system in HOA office
- Maintenance to café AC system
- Clean gutters over HOA office, patch leak over café (received two bids for permanent repair to roof over HOA office and pump room and included in 2011 budget).

Website Maintenance

Unit Counts

Date: 09/10/2010

Name	Assn. ID	Ref. ID	Unit Count	Accounts Registered	E-mail Only
Circle C Homeowners Association, Inc.	14837	AV-14837	4,489	2,163	1,465

Total Sites: 1
Total Units: 4,489
Total Accounts Registered: 2,163 (48% of units)
Total E-Mail Only: 1,465 (68% of registered)

Administration

- We mailed --new homeowner packets this past month.

Financial

- Signed AP checks, August 20, 2010 with Terri Giles.

Other

- Sept 2 – Meeting with Chris Heinchon (TX Insurers) re: switch of agents
- Sept 8 – Special Events Committee meeting

New Pool Project

- Aug 18 – weekly team meeting
- Aug 30 – Meeting with Studio 8 re: inside finishes
- Sept 1 – weekly team meting

Capital Projects

- 2010 Capital Budget Projects include:

Landscape : Irrigation Infrastructure Improvements	Complete
Landscape: Turf Replacement	Complete
Landscape: La Crosse Median, Phase I	Complete in Fall
Landscape: Bed Upgrades	Fall
Landscape: Outlying Areas	Summer
Electric: Bollard Lights	Complete
Electric: Entrance Lighting Upgrades	Complete
Swim Center: Sundek Repair	Complete
Swim Center: Chemical Controllers & Pumps	Complete
Swim Center: Pavers	Synthetic grass install 3/24/10
Swim Center: Lounge Chairs	Complete
Swim Center: Hand Dryer	Complete
Swim Center: Upstairs Work Space Finish Out	Complete
Swim Center: Shade Structure at Café Ordering Window	Complete
Swim Center: Office Computers	Complete
Neighborhood: Amenities (Parks)	Complete

Current or Future Projects

- ❑ Custom deed restriction and homeowner database (Microsoft Access) COMPLETE adjustments and training underway
- ❑ Capital Budget Oversight
- ❑ Master Book of all land owned by CCHOA (deed, picture, land use, potential future amenities) COMPLETE
- ❑ New swim center and community center operational expense projections COMPLETE
- ❑ Third Party Review of Deed Restrictions and Policies IN PROGRESS
- ❑ Meet with landowners backing to Mopac Water Line install to discuss possible restoration IN PROGRESS
- ❑ Mid-Year Budget Review COMPLETE
- ❑ 2011 Budget Planning IN PROGRESS

Circle C Ranch
Residential Development Report
September, 2010

1. **Change to Architectural Review Fees.** Attached is a chart showing some proposed changes to the Builder Review Fees. This is for your information so I can get feedback and make changes prior to the next meeting, when it would be up for a vote.

   Assumptions:

   --eliminate review fee for homes under 2200 s.f. because we have very few of these
   --charge more for the bulk of the homes (1700-3000 s.f. is about 85% of the homes)
   --raise the higher end slightly, lower the square footage slightly for the higher end
   --do not propose a rate for Avana yet. It is a complicated subdivision as it is straight SOS, so the City requirements are extensive. The review would have to incorporate many of these. The fees should be set closer to the anticipated time of when they might come into the Association, if they come in at all.

2. **Possible change to the Amenities Fee for new sections.** The inflationary facto for the $1000.00 that has been charged since the beginning of Circle C, either for the Child Development Center or for the Amenities Fee is:

   $1000.00 in 1989 would now be about $1800.00 in 2010 (CDC fee was charged from 1989 to 2001)

   $1000.00 in 2000 would now be inflated to about $1275.00.

   For the current upcoming subdivisions, here is what has been either assumed or discussed.

   Barstow Village has a post closing agreement that was not finalized. All parties are reviewing it for signatures at the moment. The one they are reviewing has $1000.00 per lot at the time of the home closing. This would be a post closing Document between the seller (Phoenix Holdings) and the buyer (Origin Homes or affiliated parties), so it is my understanding that it pretty much has to stay like it is.

   Standard Pacific has agreed to enter into a post closing agreement with the Circle C Homeowners Association after they close on the Esquel property. When Denise and I visited with them, we were adamant about the $1000.00 fee. However, this agreement is not drafted and it would probably be advisable to go back and ask for $1200.00 per lot at the appropriate time. They already agreed to $1,000.00 per lot.

Edwards Crossing is only being discussed. I recommend that I contact them and let them know that the CCHOA Board is interested in $1500.00 per lot. They will probably want to argue about this, but minimally it should be $1300.00

Avana is not far enough along for this discussion.

3. Standard Pacific is still working on closing the Esquel property, and I expect to hear from them when this is completed.

Barstow Village is drafting a deed restriction amendment that will be reviewed by the ACC. I will forward a copy of that along as soon as I get it. This will be a standard amendment that addresses square footage, masonry, fencing, etc. We have requested that specific language about fencing that abuts commons areas be included.

Edward's Crossing. No news.

Avana. No news.

Circle C Landscape
Summary Report to the Board
August 14-September 10, 2010

1. **Weather.** Very hot and especially dry in August, with a high of 107 around August 15. Subsequently, extreme rains on September 7th and 8th. Our rain gauges measured 9.93 inches over this two day period!

   Weather effects for this summer. This has been a highly unusual summer.
   June—normal to wet
   July—unusually wet
   August—unusually dry
   September—flooding event

   We have had to adjust the maintenance schedule to accommodate the excessive growth earlier in the summer. Our scheduled summer trim, which is usually a light clean up, turned into a major pruning, with a complete re-mulching throughout. The wet conditions caused the plants to grow extensively, and also caused them to absorb much more nitrogen than normal. Therefore, we will be adjusting the fertilization schedule for an earlier fertilization than normal. I can do this as soon as we cool off to around highs of 85 degrees.

2. **Routine Maintenance**. Mowing Schedule: the mowing scheduled varied slightly this month, with three mowing rather than four due to some rain delays combined with the labor day holiday. We will be back on schedule within the next 10 days.

3. **Bed care, trimming and re-mulching**. We have completed the major trimming and re-mulching in all areas. We are now going back through all areas and for more trimming and shaping. Hedges and shrubs have been trimmed, with South Bay due for the next trimming. I am expecting that after this major rain event, everything will grow rapidly again.

4. **Irrigation**. Although we were very dry in August and watered a lot, we have been able to turn off the water in all locations due to the 10 inch rain. I am anticipating that the water will be off for approximately a week to 10 days, depending on location.

   a. Repairs/Compliance. The City of Austin is requiring that we re-structure the backflow system on the Escarpment water loop. I have met with the water utility technical specialist and received instruction on how to fix a problem a problem in the water loop by re-locating one of the backflow prevention devices. This is a major task, and we will contract with a certified plumber on a portion of the work. The plumber will certify the work and get all of the necessary inspections.

b. Normal repairs include replacing valves and repairing leaks throughout. We have done a lot of electrical wiring troubleshooting for valves that are not working.

c. Construction repairs. AT & T is working on Escarpment to bring UVerse to the neighborhood. We have successfully coordinated with them on all of their trenching and have made the irrigation repairs as they go along. A T & T will be paying for the repairs. On Via Grande, we have an area where silt fencing was installed and the stakes cut all of the wiring to approximately 15 valves and it has taken a lot of time to reconstruct the area. I am attempting to locate the contractor.

5. **Final Landscaping on Spruce Canyon in front of KB Homes**. I have spoken with the KB Homes representatives about their schedule on finishing up the landscaping along Spruce Canyon at the final golf course section. They are planning to start in about two to three weeks. The plans will go through ACC review, and I will write the specifications for the irrigation system for them. We will be using the tree replacements in this area to count toward the required mitigation on the new swim center site.

6. **Capital Improvements**. I wanted to give an update on where we are with capital improvements along with a preliminary schedule for the rest of the year.

Capital Budget Project	**Budgeted Amount**	**Finished projects**	**Amount Remaining**	**Final Projects**
Irrigation Infrastructure	$16,000	Slaughter Ln.Valve upgrade, LaCrosse , new irrigation 719 ft.	$10,115	Escarpment Backflow project, Escarpment Median upgrade when trees go in, replace/reset controller at Escarpment, north of Slaughter, drip improvements if possible
Turf Replacement	$20,000	New Turf, Escarpment, west side north of LaCrosse	$2444	Replacement turf, corners on Spruce Canyon/Lacrosse, west median on Slaughter
LaCrosse Median	$20,000	Removed Bradford Pears	$14,350	Tree Replacement/run bubblers to new trees
Bed Upgrades	$18,000	Slaughter Beckett Slaughter/Mopac Slaughter/HEB Tollesboro/Curahee LaCrosse/Escarpment	$9334	Circle C North Escarpment, Spruce Canyon

Outliers	$3000.00	None yet	$3000	Rockwork at Vintage Place Rock work at Viridian
Bollard Lights	$36000	Complete	$2,200	None planned
Entrance Lighting	$10,000	Wildflower Park Park West One Park West Two Escarpment/Slaughter Entry	$2,200	Circle C North

Capital Improvements on vegetation will start back up again near the end of September.

FACILITY OPERATIONS

Attendance

January-237 February-195 March-1,529 Does not include Select Swim Team
April– 3,185 May– 9,075 June—12,936
July -13,009 August - 12,828 September- 1311

The Swim Center fall hours will are:

	Lap Swim	Rec Swim	
Monday-Friday	6am-11am	9am-11am	Monday September 6th
Saturday	7am-6pm	10am-6pm	Labor Day 10am-6pm
Sunday	10am-6pm	10am-6pm	

August 23rd-October 17th

Events

Pancake Breakfast fundraiser for the Select Swim Team September 11th
Pumpkin Sales will start October 1st at the swim center
September 24th first swim meet of the season for the Select Team in Round Rock

Facility

State Boiler Inspection Completed
Final Heater Inspection with the City of Austin completed
Passed City of Austin Public Health Inspection

Capital

All capital projects for the pool have been completed with the exception of the chlorine generation system MIOX.

Incident / Accidents

One incident involving preteen boys resulting in suspension of pool privileges' for the year due to inappropriate behavior. One minor accident requiring basic first aid.

Classes

Fall swim lessons have 14 swimmers enrolled. The swim center is offering private lessons as well throughout the off season.

Select Swim Team has 167 swimmers registered and will generate over $12,000 per month in revenue from monthly tuition. Please visit the team web page at http://select.ccswim.net/

Groups

T3/ Adult Coached Swim 5:45-7:15am Mon, Wed and Fri morning in addition to Wed night from 6-7pm
Special Olympics has a group of competitive swimmers that train Thurs 7-8pm

Front Desk

Jessica Burkemper has been hired on as the new Aquatics Coordinator for the swim center. Jessica, will be overseeing the front desk and operations concerning registration and membership