

CCHOA Board Meeting Agenda
31 August 2022, 6:30pm
Circle C Community Center via zoom

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of July 27, 2022 board meeting minutes *Trinh Bartlett*
- IV. Homeowner Forum (*3 min each*)
(Homeowners may sign up to speak for the Homeowners Forum by calling the HOA manager at 512-288-8663 or sending an email to info@circlecranch.info at least a week before the meeting, in writing. Members will be given 3 minutes to address the board. The Board will send a reply through the HOA Office after the meeting.
- V. Pool Committee Update
- VI. Management Reports
 - a. General Report, *Karen Hibpshman*
 - 1. July YTD Financials
 - b. Landscape Report, *Clayton Hoover*
 - c. Aquatics Report, *Brody McKinley*
 - d. Maintenance Report, *Robert Bardeleben*
- VII. Discussion Items
 - a. Escarpment Loop Project
 - b. CCN Project – Update
 - c. 2023 Draft Budget
 - d. Traffic Safety
 - e. Texas Gas Easement along SH45
- VIII. Action Items
 - a. 2022 Audit & Tax Return
 - b. Monument Image
- IX. Adjourn Public Meeting
- X. Executive Session
 - a. Hearing
 - b. Leases
 - c. Legal action on violations
 - d. Community Events

Attachments

- 1. July 2022 Board Meeting Minutes
- 2. General Report (including YTD Financials)
- 3. Landscape Report
- 4. Aquatics Report
- 5. Maintenance Report

Circle C Homeowners Association
Board Meeting Minutes
July 27, 2022

1. The CCHOA Board of Directors convened on July 27, 2022, via video conferencing (Zoom). Theresa Bastian called the meeting to order at 6:30 p.m. In attendance were board members Theresa Bastian, David Lachance, Russ Hodes and Stephen Bega were in person. Trinh Bartlett joined via Zoom at 6:31pm. Jason Bram and Kimberly De La Garza were not present. CCHOA Manager Karen Hibpshman (HOA Manager), Robert Bardeleben (Facilities Coordinator) and Brody McKinley (Aquatics Director) were present.
2. Theresa presented the July 27, 2022 agenda. Karen asked to add Jen Lee to the Homeowner Forum. Stephen motioned to accept the agenda with the change. Russ seconded the motion. All were in favor and the motion passed.
3. Theresa presented the June 29, 2022 Board of Directors Meeting Minutes. One change on #11 is to change the wording of “a handful” to “some”. Russ motioned to approve the minutes as amended. David seconded the motion. All were in favor and the motion passed.

4. Theresa introduced the Homeowner Forum.

Jen Lee wanted to speak to the board concerning the pool committee. She was happy to see it on the agenda as an Action Item.

5. Susan Hoover and Kyle Hoover gave a landscape presentation to the Board.
6. Karen provided the management report and the YTD Financials.
7. Susan presented the landscaping report.
8. Brody presented the aquatics report.
9. Robert presented the maintenance report.
10. The first discussion item was Escarpment Loop Project. Karen has sent the Phase 1 & Phase 2 plans out to bid to Brightview, Clean Scapes, Stratus Landscaping and Circle C Landscaping. We should have bids back for the Board to review at the August board meeting.
11. The second discussion item is the CCN Project Update. We have received 5 permits. After much going back and forth, the permit request has to go through Austin Water before the traditional process.

12. The third discussion item was the Newsletter. Staff sends all the newsletter information to Peel (newsletter editor) for it to be put together by the 15th of each month. There should be no reason for the newsletter being so late except that even at the HOA office, we aren't able to get mail delivery most of the time. We will start added two months of calendar information so that hopefully we can stay a head up upcoming dates for the residents. Karen will also post the link on the Facebook page since the digital newsletter is available starting the 1st of each month.
13. The first action item was the 2021 Audit. The 2021 Audit had no issues or red flags. Russ motioned to accept the Audit as submitted. David seconded the motion. All were in favor and the motion passed.
14. The second action item was Appointing the Pool Committee Members. Russ provided a Committee Charge. Russ motioned to appoint Danielle Morin, Brad Barnhill, Jennifer Lee, Charles Shorter, Austin Douglas and Steven Gonzalez to the Pool Committee with David Lachance as the Board Member Liaison. David seconded the motion. All were in favor and the motion passed.
15. Stephen motioned to adjourn the Public Meeting at 7:54 pm. Russ seconded the motion. All were in favor and the motion passed.
16. The Board went into executive sessions at 7:56 m to discuss leases and HR. No votes or actions were taken. The Board adjourned the executive session at 8:20 pm.

**Circle C Homeowners Association
 Manager's Report
 July 25, 2022 – August 26, 2022**

**Violation Report
 July 25, 2022 – August 26, 2022**

	July 25 - Aug 26, 2022		July 26-Aug 20, 2021	
208 Violations			121 Violations	
Rubbish/Debris	32	15.38%	27	22.31%
Front Yard Maintenance	82	39.42%	35	28.93%
Architectural	40	19.23%	7	5.79%
Vehicle Storage	3	1.44%	11	9.09%
Repair of Exterior Damages	9	4.33%	26	21.49%
Exterior Lighting	11	5.29%	2	1.65%
Driveway			0	0.00%
Fencing	3	1.44%	1	0.83%
Use Limitations	17	8.17%	5	4.13%
Recreational Equipment	0	0%	0	0.00%
Offensive Activates	2	.96%	0	0.00%
Common Properties	0	0%	0	0.00%
Maintenance	8	3.85%	5	4.13%
Abutting Landscaping	1	.48%		

208 Violations By Stage			121 Violations By Stage	
Stage 1/Cooperative Letters	155	74.51%	88	72.72%
Stage 2 Letters	40	19.23%	23	19.00%
Stage 3 Letters	13	6.25%	10	8.26%

208 Violation Updates/Creates			121 Violation Updates/Creates	
On Hold	7	3.37%		
Closed	92	44.23%	59	48.76%
New	49	23.56%	46	38.01%
Escalated	57	27.40%	9	7.43%
Re-Opened	3	1.44%	7	5.78%
Attorney			2	1.00%

Administration

15 New Homeowner Packets mailed July 15th – Aug 19th.

Financial

AP checks were signed August 19th with Terri Giles

Upcoming Special Events

Aug 29th – Bulk Pick-up for those North of Slaughter Lane

Sept 5th – Labor Day – HOA Office Closed. Pools open for Holiday Hours

Sept 9th – Food Trailer Night – District 8 Candidates and Mayoral Candidates have been invited

Sept 30th – Savory Farmers Market

Oct 22nd – 2nd Semi-Annual Garage Sale

Nov 8th – CCCC is a voting location (We are not an early voting location)

Project/Updates

- Verizon is installing fiber along Escarpment from SH45- Davis Lane. You will notice a lot of construction happening on Escarpment on the East side. They have hit the mainline multiple times (which we repaired) and hit the wiring in at least a couple of locations. This is being wired tracked by landscaping. We are watching this closely due to the fact that this large area waters Monday evening – Friday evening, so if we miss a day, the landscaping in that zone will not be water for two weeks.
Verizon hopefully is done in our area and we won't run into any more issues.
- The city has started on the Corridor Project from Barstow Ave to FM 1826. They have installed the new sidewalk on the Gorzycki (North side) of the street and have started the South side. Once this project is completed, the storm drain inlet protection controls will be removed.
- The Corridor Project folks reached out concerning the location of the required pond for their project on Slaughter Lane. The pond will be located on the southeast corner of Slaughter/Escarpment on parkland. They will have a drive onto Slaughter for access to the pond. This area was previously marked for the Corridor Folks and the irrigation should be marked on their plans. They will meet with staff prior to construction on site to determine where the mainline needs to be disconnected during the construction. They have agreed to install 2-4" sleeves under the new driveway so that we will be able to reconnect the mainline for the irrigation.
- Received an email the USPS is no longer taking responsibility for any of the Cluster Box Units (CBU). This includes repair and replacement. For repairs, we will have to coordinate with the

USPS for them to open the boxes, empty them of mail and once repairs are done, the USPS will resecure the mailboxes. The same will be for the replacement of any CBU's.

- Billing for the City of Austin was sent and received for \$17,600.
- Billing for Rowell HOA was sent for \$54,506.61.
- Billing for Cove @ Circle C was sent for \$7,039.61
- Billing for the 2nd half of the Stratus was sent for \$48,500.
- The phones at the Swim Center have been changed. The new number is 512-363-5578.
- The Circle C Ranch HOA Facebook page is live and has been very easy to update.

- **Capital Projects**

2022 Capital Budget Projects include:

SC – Picnic Tables/Benches	Completed
GR – Shade Structure	Completed
CC – Pool Splash Pad UV System	Completed
CC – Pool Replaster	Completed
CC – Pool Slide Repairs/Polishing	Completed
CC – Splash Pad Refinishing Features	Will complete in the fall due to manufacturer lead times
Avana – Parking Lot Seal/Stripe	Completion
GR – Parking Lot Seal/Stripe	Completed
SC – Lounge Chairs	Completed
SC – Wade Pool Bucket Repaint	Completed
Node Clock Replacement	Completed
Rock Work	Started
Escarpment Loop Project	Plans have been sent out to bid
Circle C North Improvements	Final count on permits received
Park Place Mailboxes	Completed
Construction Repairs	Repairs due to construction have been done at Bernia, Trissino, Slaughter, La Crosse, Escarpment and Archeleta.
SC Roof	Completed

Current or Future Projects

- Irrigation Infrastructure
- Signage
- Monuments
- Landscape Prep
- Expansion of CCCC pool
- Phase II
- Last shade structure has been installed

2022 CCHOA INCOME BUDGET

Category	Subcategory	2022 Budget	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Totals	%
Homeowner Income	Homeowner Dues	\$4,070,000	\$38,642.70	\$932,973.43	\$774,090.60	\$109,215.03	\$216,101.53	\$62,122.20	\$1,206,345.22	\$3,339,490.71	82%
Homeowner Income	Resale Certificates	\$78,750	\$2,925.00	\$4,725.00	\$4,950.00	\$4,725.00	\$5,625.00	\$5,175.00	\$3,600.00	\$31,725.00	40%
Homeowner Income	Transfer Fees IOcome	\$67,200	\$3,325.00	\$2,275.00	\$5,075.00	\$4,220.00	\$4,900.00	\$4,725.00	\$3,325.00	\$27,845.00	41%
Homeowner Income	Late Fees Collected	\$25,000	\$1,671.17	\$1,374.29	\$1,511.26	\$663.43	\$7,413.52	\$1,780.57	\$1,944.13	\$16,358.37	65%
Homeowner Income	Lien Admin Fees Income	\$420	\$14.00	\$0.00	\$14.00	\$42.00	\$196.00	\$42.00	\$42.00	\$350.00	83%
Homeowner Income	Filing Fee Income	\$1,680	\$56.00	\$0.00	\$84.82	\$168.00	\$825.18	\$168.00	\$168.00	\$1,470.00	88%
Homeowner Income	NSF Charges	\$100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Homeowner Income Total		\$4,243,150	\$46,633.87	\$941,347.72	\$785,725.68	\$119,033.46	\$235,061.23	\$74,012.77	\$1,215,424.35	\$3,417,239.08	81%
Architectural Review Income	Architectural Review IOcome	\$10,000	\$1,630.00	\$1,340.00	\$1,465.00	\$1,480.00	\$1,040.00	\$900.00	\$845.00	\$8,700.00	87%
Architectural Review IOcome Total		\$10,000	\$1,630.00	\$1,340.00	\$1,465.00	\$1,480.00	\$1,040.00	\$900.00	\$845.00	\$8,700.00	87%
Rental Income	Office Rent	\$9,000	\$661.50	\$1,834.11	\$0.00	\$661.50	\$1,834.11	\$0.00	\$0.00	\$4,991.22	55%
Rental Income	Grill Rent	\$6,600	\$1,075.80	\$0.00	\$600.25	-\$49.75	\$1,651.50	\$550.50	\$550.50	\$4,378.80	66%
Rental Income Total		\$15,600	\$1,737.30	\$1,834.11	\$600.25	\$611.75	\$3,485.61	\$550.50	\$550.50	\$9,370.02	60%
Aquatics Income	Pool Programs	\$60,000	\$1,399.00	\$2,492.00	\$6,893.00	\$10,147.00	\$15,309.75	\$16,442.50	\$11,319.30	\$64,002.55	107%
Aquatics Income	Pool Programs - Swim Team	\$145,500	\$14,787.50	\$14,055.00	\$14,840.00	\$18,286.00	\$15,756.50	\$11,470.00	\$10,077.50	\$99,272.50	68%
Aquatics Income	Facility Income	\$35,000	\$3,101.38	\$95.00	\$6,366.80	\$6,739.31	\$5,219.99	\$6,599.04	\$5,879.70	\$34,001.22	97%
Aquatics Income Total		\$240,500	\$19,287.88	\$16,642.00	\$28,099.80	\$35,172.31	\$36,286.24	\$34,511.54	\$27,276.50	\$197,276.27	82%
CCCC Income	CCCC Facility Rentals	\$50,000	\$5,546.25	\$3,723.00	\$6,040.00	\$4,250.00	\$8,548.00	\$7,355.00	\$4,142.00	\$39,604.25	79%
CCCC Income Total		\$50,000	\$5,546.25	\$3,723.00	\$6,040.00	\$4,250.00	\$8,548.00	\$7,355.00	\$4,142.00	\$39,604.25	79%
Landscape Reimbursements	Stratus Reimb	\$97,000	\$0.00	\$0.00	\$0.00	\$48,500.00	\$0.00	\$0.00	\$0.00	\$48,500.00	50%
Landscape Reimbursements	COA Reimb	\$17,600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Landscape Reimbursements Total		\$114,600	\$0.00	\$0.00	\$0.00	\$48,500.00	\$0.00	\$0.00	\$0.00	\$48,500.00	42%
Miscellaneous	Interest Income	\$15,000	\$272.11	\$221.30	\$326.99	\$341.39	\$455.26	\$592.48	\$761.95	\$2,971.48	20%
Miscellaneous	Sales Tax Discount	\$0	\$1.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.13	
Miscellaneous Total		\$15,000	\$273.24	\$221.30	\$326.99	\$341.39	\$455.26	\$592.48	\$761.95	\$2,972.61	20%
Cove @ CC Reimbursement	Cove @ Circle C HOA	\$5,000	\$0.00	\$0.00	\$0.00	\$0.00	\$6,808.47	\$0.00	\$0.00		
Rowell Reimbursement	The Rowell HOA	\$95,000	\$0.00	\$0.00	\$0.00	\$53,215.78	\$0.00	\$0.00	\$0.00	\$53,215.78	56%
Rimbersement Total		\$100,000	\$0.00	\$0.00	\$0.00	\$53,215.78	\$6,808.47	\$0.00	\$0.00	\$60,024.25	60%
Grand Total		\$4,788,850.00	\$75,108.54	\$965,108.13	\$822,257.72	\$262,604.69	\$291,684.81	\$117,922.29	\$1,249,000.30	\$3,783,686.48	79%

2022 CCHOA EXPENSE BUDGET

Category	Subcategory	2022 Budget	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Totals	%
Commons Area Services	Landscape Maint Contract	\$1,350,112	\$114,443.86	\$114,443.86	\$114,443.86	\$114,443.86	\$114,443.86	\$114,443.86	\$114,443.86	\$801,107.02	59%
Commons Area Services	Contract Landscape SC	\$35,097	\$2,924.81	\$2,924.81	\$2,924.81	\$2,924.81	\$2,924.81	\$2,924.81	\$2,924.81	\$20,473.67	58%
Commons Area Services	Contract Landscape CCCC	\$35,097	\$2,924.81	\$2,924.81	\$2,924.81	\$2,924.81	\$2,924.81	\$2,924.81	\$2,924.81	\$20,473.67	58%
Commons Area Services	Contract Landscape AV	\$24,888	\$2,074.06	\$2,074.06	\$2,074.06	\$2,074.06	\$2,074.06	\$2,074.06	\$2,074.06	\$14,518.42	58%
Common Area Services	Contract Landscape GR	\$24,888	\$2,074.06	\$2,074.06	\$2,074.06	\$2,074.06	\$2,074.06	\$2,074.06	\$2,074.06	\$14,518.42	58%
Common Area Services	Common Area Holiday Lighting	\$48,288	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	Landscape Repairs	\$115,000	\$12,978.63	\$37,332.40	\$14,967.29	\$8,640.00	\$9,200.94	\$24,674.55	\$11,295.04	\$119,088.85	104%
Commons Area Services	Landscape Water Utilities	\$255,000	\$11,951.10	\$7,385.12	\$7,063.59	\$5,827.37	\$6,556.34	\$20,529.78	\$33,058.55	\$92,371.85	36%
Commons Area Services	COA Water Utility Compliance	\$8,000	\$2,275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,640.00	\$3,915.00	49%
Common Area Services	Landscape Electric Utilities	\$36,000	\$2,965.89	\$2,670.12	\$2,913.14	\$2,511.27	\$2,581.98	\$2,643.83	\$2,599.14	\$18,885.37	52%
Common Area Services	Tree Care	\$75,000	\$1,025.14	\$7,088.50	\$3,300.00	\$10,258.50	\$2,684.60	\$7,500.00	\$8,212.50	\$40,069.24	53%
Commons Area Services	Fence Repairs & Maint	\$7,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$798.56	\$0.00	\$798.56	11%
Commons Area Services	Electrical Repairs & Maint	\$12,000	\$0.00	\$998.54	\$0.00	\$0.00	\$221.05	\$0.00	\$0.00	\$1,219.59	10%
Common Area Services	Neighborhood Maint & Repair	\$20,000	\$0.00	\$69.83	\$10.81	\$293.27	\$0.00	\$300.00	\$0.00	\$673.91	3%

Common Area Services	Non Contract Landscape - SC	\$20,000	\$0.00	\$0.00	\$0.00	\$0.00	\$1,268.00	\$0.00	\$0.00	\$1,268.00	6%
Commons Area Services Total		\$2,066,370	\$155,637.36	\$179,986.11	\$152,696.43	\$151,972.01	\$146,954.51	\$180,888.32	\$181,246.83	\$1,149,381.57	56%
Aquatics Facilities	Administrative	\$65,000	\$712.73	\$543.34	\$3,812.45	\$3,101.75	\$3,646.46	\$3,370.75	\$1,864.14	\$17,051.62	26%
Aquatics Facilities	Supplies - Pool	\$27,500	\$1,541.52	\$102.80	\$3,336.84	\$917.94	\$5,005.01	\$5,423.81	\$133.05	\$16,460.97	60%
Aquatics Facilities	Supplies - Chemicals	\$74,000	\$1,743.30	\$2,971.70	\$4,238.08	\$6,551.33	\$5,646.72	\$8,337.11	\$8,414.12	\$37,902.36	51%
Aquatics Facilities	Supplies & Fees - Swim Team	\$22,000	\$283.72	\$1,353.70	\$1,879.33	\$2,176.96	\$897.53	\$956.88	\$1,122.45	\$8,670.57	39%
Aquatics Facilities	Maintenance - Pool	\$94,600	\$1,411.98	\$6,359.59	\$3,778.07	\$1,472.62	\$5,370.17	\$5,957.20	\$2,803.19	\$27,152.82	29%
Aquatics Facilities	Maintenance - Building	\$67,900	\$609.96	\$3,027.87	\$3,658.41	\$3,143.19	\$1,743.15	\$4,490.65	\$10,905.22	\$27,578.45	41%
Aquatics Facilities	Payroll - Staff	\$751,650	\$19,669.99	\$27,096.25	\$57,409.26	\$45,437.56	\$54,457.78	\$112,861.66	\$134,474.52	\$451,407.02	60%
Aquatics Facilities	Payroll - Programming Staff	\$37,000	\$290.24	\$349.24	\$1,969.08	\$1,964.67	\$3,018.90	\$5,257.47	\$5,794.85	\$18,644.45	50%
Aquatics Facilities	Payroll - Swim Team	\$138,550	\$6,605.31	\$7,461.01	\$11,181.42	\$7,864.63	\$8,251.59	\$6,463.60	\$8,324.51	\$56,152.07	41%
Aquatics Facilities	SC-Utilities - Water	\$30,000	\$2,035.04	\$1,844.92	\$1,636.46	\$2,261.26	\$2,077.13	\$2,069.82	\$2,217.51	\$14,142.14	47%
Aquatics Facilities	Avana _Utilities-Water	\$6,000	\$166.60	\$166.60	\$166.60	\$166.60	\$100.85	\$531.31	\$1,449.40	\$2,747.96	46%
Aquatics Facilities	GR- Utilities - Water	\$4,000	\$205.41	\$188.14	\$181.57	\$224.92	\$261.56	\$228.20	\$643.92	\$1,933.72	48%
Aquatics Facilities	SC-Utilities - Electric	\$28,000	\$1,344.67	\$2,603.90	\$2,118.00	\$1,958.34	\$974.43	\$1,972.45	\$2,314.32	\$13,286.11	47%
Aquatics Facilities	Avana - Utilities- Electric	\$12,000	\$922.72	\$1,023.15	\$925.60	\$881.00	\$935.57	\$1,004.57	\$1,079.16	\$6,771.77	56%
Aquatics Facilities	GR -Utilities-Electric	\$6,000	\$441.79	\$443.06	\$564.82	\$400.17	\$409.22	\$430.96	\$457.55	\$3,147.57	52%
Aquatics Facilities	Utilities - Natural Gas	\$32,000	\$3,845.36	\$5,531.33	\$7,233.03	\$4,582.08	\$2,608.89	\$562.90	\$406.00	\$24,769.59	77%
Aquatics Facilities	SC-Utilities - Telephone/Intern	\$15,000	\$540.51	\$2,697.10	\$783.66	\$995.57	\$545.53	\$545.53	\$575.53	\$6,683.43	45%
Aquatics Facilities	Avana - Telephone/Internet	\$5,000	\$182.16	\$210.62	\$171.72	\$171.48	\$171.23	\$171.97	\$186.79	\$1,265.97	25%
Aquatics Facilities	GR- Telephone/Internet	\$5,000	\$219.67	\$136.57	\$108.19	\$256.92	\$164.29	\$184.38	\$183.44	\$1,253.46	25%
Aquatic Facilities Total		\$1,421,200	\$42,772.68	\$64,110.89	\$105,152.59	\$84,528.99	\$96,286.01	\$160,821.22	\$183,349.67	\$737,022.05	52%
Circle C Community Center	Utilities - Water	\$27,000	\$351.30	\$375.93	\$561.35	\$1,065.55	\$707.82	\$630.68	\$997.17	\$4,689.80	17%
Circle C Community Center	Utilities - Electric	\$24,000	\$751.13	\$1,530.49	\$1,739.12	\$1,081.71	\$1,310.14	\$1,789.08	\$2,306.10	\$10,507.77	44%
Circle C Community Center	Utilities - Telephone/Internet	\$9,000	\$664.07	\$664.07	\$676.72	\$676.63	\$676.63	\$676.63	\$676.63	\$4,711.38	52%
Circle C Community Ctr	Events Payroll	\$6,000	\$114.53	\$111.03	\$521.06	\$763.87	\$782.62	\$698.20	\$475.29	\$3,466.60	58%
Circle C Community Center	Maintenance - Building	\$50,000	\$1,297.23	\$4,138.76	\$2,455.83	\$3,059.00	\$3,020.95	\$4,085.66	\$2,377.84	\$20,435.27	41%
Circle C Community Ctr Total		\$116,000	\$3,178.26	\$6,820.28	\$5,954.08	\$6,646.76	\$6,498.16	\$7,880.25	\$6,833.03	\$43,810.82	38%
Maintenance Operations	Office Supplies	\$1,200	\$64.89	\$0.00	\$111.81	\$0.00	\$0.00	\$0.00	\$0.00	\$176.70	15%
Maintenance Operations	Employee Education	\$1,200	\$225.00	\$0.00	\$0.00	\$0.00	\$188.68	\$0.00	\$0.00	\$413.68	34%
Maintenance Operations	Uniforms	\$1,800	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Staff Recruitment	\$300	\$0.00	\$35.00	\$0.00	\$70.00	\$0.00	\$0.00	\$70.00	\$175.00	58%
Maintenance Operations	Safety Equip/Supplies	\$1,400	\$337.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$337.42	24%
Maintenance Operations	Maintenance Payroll	\$180,000	\$14,013.80	\$14,013.80	\$21,020.70	\$14,013.80	\$14,013.80	\$14,094.56	\$14,175.32	\$105,345.78	59%
Maintenance Operations	Pool Tech	\$69,000	\$3,076.94	\$3,076.94	\$4,615.41	\$2,150.01	\$0.00	\$0.00	\$588.46	\$13,507.76	20%
Maintenance Operations	Payroll Taxes	\$15,000	\$1,409.78	\$1,332.36	\$1,839.97	\$1,220.12	\$1,251.06	\$1,311.61	\$1,326.58	\$9,691.48	65%
Maintenance Operations	Computer/Software	\$1,400	\$0.00	\$1,037.76	\$0.00	\$0.00	\$0.00	\$128.63	\$0.00	\$1,166.39	83%
Maintenance Operations	Tools/Supplies	\$5,000	\$1,217.44	\$372.14	\$386.76	\$0.00	\$1,347.71	\$0.00	\$0.00	\$3,324.05	66%
Maintenance Operations	Office Furniture	\$600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations Total		\$276,900	\$20,345.27	\$19,868.00	\$27,974.65	\$17,453.93	\$16,801.25	\$15,534.80	\$16,160.36	\$134,138.26	48%
HOA Operations	Office Supplies	\$9,000	\$1,648.12	\$188.60	\$532.83	\$42.57	\$119.74	\$212.63	\$517.52	\$3,262.01	36%
HOA Operations	Equip & Maintenance	\$15,000	\$401.41	\$151.46	\$1,208.92	\$617.91	\$151.46	\$116.35	\$515.33	\$3,162.84	21%
HOA Operations	HOA Owned Vehicle Expense	\$8,000	\$177.22	\$1,350.86	\$219.01	\$304.52	\$86.41	\$99.06	\$223.92	\$2,461.00	31%
HOA Operations	Postage	\$18,000	\$3,619.56	\$2,454.12	\$592.30	\$806.90	\$342.38	\$3,405.78	\$2,513.83	\$13,734.87	76%
HOA Operations	Web Operations	\$3,000	\$20.47	\$955.54	\$0.00	\$146.11	\$23.03	\$85.07	\$55.83	\$1,286.05	43%
HOA Operations	Printing	\$3,000	\$405.94	\$0.00	\$0.00	\$0.00	\$1,250.29	\$2,061.01	\$0.00	\$3,717.24	124%
HOA Operations	HOA Meetings	\$5,000	\$3,575.70	\$0.00	\$757.25	\$127.92	\$144.26	\$74.57	\$255.84	\$4,935.54	99%
HOA Operations	Deed Restrictions	\$5,000	\$708.56	\$90.00	\$0.00	\$708.56	\$0.00	\$0.00	\$719.45	\$2,226.57	45%
HOA Operations	HOA Special Events	\$30,000	\$0.00	\$139.00	\$0.00	\$0.00	\$0.00	\$3,736.70	\$0.00	\$3,875.70	13%
HOA Operations	Professional Fees	\$2,000	\$0.00	\$1,520.96	\$886.72	\$683.43	\$0.00	\$0.00	\$1,173.80	\$4,264.91	213%
HOA Operations Total		\$98,000	\$10,556.98	\$6,850.54	\$4,197.03	\$3,437.92	\$2,117.57	\$9,791.17	\$5,975.52	\$42,926.73	44%
Financial Management	Management Services	\$115,000	\$9,276.30	\$9,276.30	\$9,276.30	\$9,276.30	\$9,276.30	\$9,276.30	\$9,276.30	\$64,934.10	56%
Financial Management	Resale Certificate	\$17,500	\$650.00	\$850.00	\$1,100.00	\$1,250.00	\$1,300.00	\$1,100.00	\$1,000.00	\$7,250.00	41%
Financial Management	Lien Filing Administrative Fees	\$2,500	\$104.00	\$0.00	\$1,110.00	\$104.00	\$26.00	\$234.00	\$156.00	\$1,734.00	69%
Financial Management	Bank Fees	\$38,000	\$3,178.95	-\$1,876.69	\$10,458.78	\$8,885.74	\$2,849.48	\$6,182.36	-\$401.73	\$29,276.89	77%
Financial Management	CPA/Audit	\$8,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00	100%

Financial Management	Interest - Texas Partners Bank	\$0	\$0.00	\$0.00	\$0.00	\$1,534.70	\$146.92	-\$12.59	\$0.00	\$1,669.03	#DIV/0!
Financial Management Total		\$181,000	\$13,209.25	\$8,249.61	\$21,945.08	\$21,050.74	\$13,598.70	\$16,780.07	\$18,030.57	\$112,864.02	62%
HOA Management	Management Payroll	\$190,000	\$14,377.88	\$14,655.28	\$20,823.62	\$14,152.08	\$10,993.61	\$10,262.09	\$11,463.72	\$96,728.28	51%
HOA Management	Management Payroll Taxes	\$15,000	\$1,457.93	\$1,403.91	\$1,868.33	\$1,298.66	\$1,051.31	\$1,019.94	\$1,117.30	\$9,217.38	61%
HOA Management	Mileage Reimbursement	\$6,000	\$364.46	\$294.26	\$428.22	\$248.04	\$272.03	\$418.46	\$320.74	\$2,346.21	39%
HOA Management	Insurance Stipend	\$54,000	\$5,117.72	\$3,624.92	\$2,878.52	\$3,703.95	\$2,566.94	\$5,170.50	\$3,840.12	\$26,902.67	50%
HOA Management	Cont Ed & Skills Enhancement	\$2,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
HOA Management Total		\$267,000	\$21,317.99	\$19,978.37	\$25,998.69	\$19,402.73	\$14,883.89	\$16,870.99	\$16,741.88	\$135,194.54	51%
Architectural Review Expens	Architectural Review Expenses	\$7,500	\$1,385.50	\$1,139.00	\$1,620.25	\$1,292.00	\$884.00	\$765.00	\$718.25	\$7,804.00	104%
Architectural Review Expenses Total		\$7,500	\$1,385.50	\$1,139.00	\$1,620.25	\$1,292.00	\$884.00	\$765.00	\$718.25	\$7,804.00	104%
Legal Services	Legal Services	\$20,000	\$0.00	\$2,325.00	\$540.00	\$315.00	-\$675.00	\$270.00	\$225.00	\$3,000.00	15%
Legal Services Total		\$20,000	\$0.00	\$2,325.00	\$540.00	\$315.00	-\$675.00	\$270.00	\$225.00	\$3,000.00	15%
Taxes	Property	\$5,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Taxes	Income/Franchise Taxes	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$116.19	\$0.00	\$116.19	#DIV/0!
Taxes Total		\$5,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$116.19	\$0.00	\$116.19	2%
Insurance	General, Property, Boiler & Aut	\$78,000	\$6,755.36	\$6,761.36	\$6,600.00	\$13,516.74	\$33.74	\$6,698.11	\$0.00	\$40,365.31	52%
Insurance	Auto	\$5,000	\$431.09	\$431.09	\$618.82	\$862.18	\$23.50	\$431.09	\$0.00	\$2,797.77	56%
Insurance	D & O Insurance	\$12,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Insurance	Worker's Comp	\$16,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$10,537.14	\$26,283.00	\$15,745.86	98%
Insurance Total		\$111,000	\$7,186.45	\$7,192.45	\$7,218.82	\$14,378.92	\$57.24	-\$3,407.94	\$26,283.00	\$58,908.94	53%
Community Enhancement	Donations	\$1,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Community Enhancement	Association Memberships	\$2,000	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	3%
Community Enhancement Total		\$3,000	\$0.00	0%							
Reserve Transfer		\$215,380	\$0.00	0%							
Grand Total		\$4,788,850	\$275,590	\$316,520	\$353,298	\$320,479	\$297,406	\$406,310	\$455,564	\$2,425,167	51%

Expected Reserve Expenditures and Capital Improvement for 2022

	YTD	
SC Pincnic Tables/Bench	\$5,400	\$4,743.39
GR Shade Structure	\$39,000	\$37,773.83
CC Pool Splash Pad	\$9,000	\$8,995.58
CC Pool Replaster	\$84,000	\$80,440.67
CC Pool Slide Repairs	\$6,500	\$5,408.75
CC Splash Pad Refinish	\$4,500	\$0.00
AV Parking Lot Seal/Stripe	\$7,200	\$6,743.70
GR Parking Lot Seal/Stripe	\$5,800	\$5,372.22
SC Lounge Chairs	\$8,200	\$8,221.00
SC Wade Pool Bucket	\$5,500	\$6,370.00
Node Clock Replacement	\$75,000	\$75,000.00
Rock Work	\$50,000	\$28,279.30
Escarpment Project	\$340,000	\$2,470.00
CCN Improvement	\$200,000	\$4,079.76
Construction Repairs	\$50,000	\$38,375.55
SC Roof	\$0	\$26,412.44
Mailbox Replacement	\$0	\$17,770.58
Drip Irrigation/Escarpment	\$0	\$31,330.40
CCCC AC Repair	\$0	\$13,374.63
Total	\$890,100	\$401,161.80

Total Capital Budget Projects	\$890,100.00	\$401,161.80
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Grand Total Expenses	\$5,678,950.00	
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Circle C Landscape

Board Report

Aug-22

Weather

General: Rainfall, in the last week!
Hot and dry prior to rain event

Rainfall Total: 1.75-2.25 inches
Temperature: 78-104 degrees
Major Events: Significant storm, no damage
Change in weather pattern to cooler temperatures
More rain in forecast

Drought Status: Moved from Extreme Drought to Moderate Drought

Comments: The commons areas are reliant on natural rainfall to supplement irrigation. Currently, all areas have greened up showing that the irrigation has done its job of keeping areas soft enough to absorb and use rainfall. Expect weedy areas in coming days due to the rain.

Maintenance General: Mowing rotation on all areas

Weeding: Bed weeding rotation ongoing

Trimming: Ongoing Escarpment Hedges complete, South Bay hedges, ongoing
Trimming at LaCrosse from Park West to Spruce Canyon Complete
Trimming in Avana and Greyrock Complete
Trimming, South Bay Dahlgreen and Wildflower Park ongoing
Trimming at Vintage Place complete
Trimming at Park Place, ongoing
Trimming at Spruce Canyon scheduled

Outlying Area Filter Pond, CCCC weedeated, trash removed

LaCrosse Mopac West

No water to median

Corner needs renovation

LaCrosse Mopac East

Front area needs renovation

Irrigation repair is necessary

Circle C Aquatics

July-22

Summer Operations

Facility Usage	Swim Center		Community Center		Avaña		Greyrock		Total	
	Jul-22	YTD	Jul-22	YTD	Jul-22	YTD	Jul-22	YTD	Jul-22	YTD
Resident Entries	6,813	26,525	5,479	11,388	3,849	8,876	1,099	2,631	17,240	49,402
Unique Residents	2,432	5,167	2,746	4,361	1,665	2,767	504	837	5,189	7,089
Unique Households	1,008	1,852	912	1,432	557	913	171	277	1,828	2,387
Guest Entries	377	1,485	772	1,326	327	631	74	145	1,550	3,302
Other Entries	1,816	11,580		0		0		0	1,816	11,580
Average Hourly Count	28		48		23		7			
Average % of Capacity	11%		27%		15%		4%			
Max Hourly Count	99		107		60		34			
Total Entries	9,006	39,590	6,251	12,714	4,176	9,507	1,173	2,776	20,606	64,284

Incidents	Swim Center		Community Center		Avaña		Greyrock		Total	
	Jul-22	YTD	Jul-22	YTD	Jul-22	YTD	Jul-22	YTD	Jul-22	YTD
Water Rescues	1	5	0	2	0	0	0	0	1	7
First Aid Responses	5	24	5	18	3	4	2	3	15	49
Sudden Illness Treatments	1	4	3	3	0	0	0	0	4	7
Patron Behavior Incidents	2	4	0	1	3	3	1	2	6	10
Biohazard Cleanups	1	5	5	16	0	1	0	0	6	22
Suspensions/Expulsions	0	0	0	0	2	2	1	1	3	3
EMS/911 Callouts	1	2	0	0	0	0	0	0	1	2
Total Incidents	9	36	8	23	5	6	3	5	25	70
Incident per Entry Ratio	0.10%	0.09%	0.13%	0.18%	0.12%	0.06%	0.26%	0.18%	0.12%	0.11%

Revenue	Jul-22	YTD
Aquatics Programs	\$ 11,319.30	\$ 64,002.55
Swim Team	\$ 10,077.50	\$ 99,272.50
Guest Fees	\$ 3,823.00	\$ 9,122.00
Area Reservations	\$ 1,400.00	\$ 2,800.00
Facility Rentals	\$ -	\$ 1,200.00
Lane Rentals	\$ 100.00	\$ 17,417.16
Other Facility Income	\$ 556.70	\$ 3,462.06
Total Aquatics Revenue	\$ 27,276.50	\$ 197,276.27

Programs	Jul-22
Select Swim Team	61
Masters Swimming	11
Group Swim Lessons	0
Private Swim Lessons	271
Water Aerobics	24
Certification Courses	0
WSI Course	0
Total Participants	367

Reservations & Rentals	Jul-22	YTD
Area Reservations	13	19
Facility Rentals	1	6
Lap Lane Reservations	0	801
Total Reservations	14	826

Aquatics Staffing	Jul-22
Lifeguards/Head Guards	109
Front Desk Staff	20
Instructors/Coaches	11
Total Staff	140

Resident Stats	Individuals	Households	Members / Household
Homeowners	17,348	5,523	3.14
Renters	1,426	412	3.46
New Memberships	1,271	431	
Totals	18,774	5,935	3.16

Circle C HOA
Maintenance Report for Board August 2022
Prepared by Robert Bardeleben -Facilities Director

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Cleaning and Maintenance have been completed
- Minor Equipment and Facility Repairs Made

COMMUNITY CENTER

- Routine inspections and maintenance have been completed

COMMUNITY CENTER POOL

- Routine cleaning and maintenance have been performed.
- Minor Repairs have been completed on equipment and facility.

NEIGHBORHOOD

- Minor repairs have been completed as needed
- We have installed four new picnic tables at Swim Center Playground
- Basketball Court is Scheduled for Surfacing/Painting in October

AVANA AMENITIES CENTER

- Routine Cleaning and Maintenance have been completed
- Minor repairs have been made
- Replaced Pool Chemical Automatic Controller

GREY ROCK AMENITIES CENTER

- Routine Cleaning and Maintenance have been completed
- Minor repairs have been made
- Replaced Pool Lift Actuator

Draft Operational Budget 2023

Draft 2023 CCHOA INCOME BUDGET

\$740

Category		Subcategory		2022 Approved Budget	Increase on landscaping	No increase on landscaping	Salary Increase/Landscape Increase	Salary Increase
				\$740	\$740	\$740	\$740	\$740
2023 Draft Budget - No Increase				2023 Draft Budget - No Increase	2023 Draft Budget - No Increase			
Homeowner Income	Homeowner Dues			\$4,070,000	\$4,070,000	\$4,070,000	\$4,070,000	\$4,070,000
Homeowner Income	Resale Certificates			\$78,750	\$30,075	\$30,075	\$30,075	\$30,075
Homeowner Income	Transfer Fees Income			\$67,200	\$55,125	\$55,125	\$55,125	\$55,125
Homeowner Income	Late Fees Collected			\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Homeowner Income	Lien Admin Fees Income			\$420	\$420	\$420	\$420	\$420
Homeowner Income	Filing Fee Income			\$1,680	\$1,680	\$1,680	\$1,680	\$1,680
Homeowner Income	NSF Charges			\$100	\$50	\$50	\$50	\$50
Homeowner Income Total				\$4,243,150	\$4,182,350	\$4,182,350	\$4,182,350	\$4,182,350
Architectural Review Income	Architectural Review Income			\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Architectural Review Income Total				\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Rental Income	Office Rent			\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
Rental Income	Grill Rent			\$6,600	\$6,600	\$6,600	\$6,600	\$6,600
Rental Income Total				\$15,600	\$15,600	\$15,600	\$15,600	\$15,600
	Group Swim Lessons		\$25,000		\$25,000	\$25,000	\$25,000	\$25,000
	Private Swim Lessons		\$25,000		\$25,000	\$25,000	\$25,000	\$25,000
	Classes/Clinics		\$10,000		\$10,000	\$10,000	\$10,000	\$10,000
	Contracted Programs		\$0					
Aquatics Income	Pool Programs			\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
	Registration Fee's		\$15,000		\$6,000	\$6,000	\$6,000	\$6,000
	Away Meet Entry Fees		\$2,500		\$2,500	\$2,500	\$2,500	\$2,500
	Memberships Due/Reg Fees		\$120,000		\$120,000	\$120,000	\$120,000	\$120,000
	Home Meet		\$8,000		\$8,000	\$8,000	\$8,000	\$8,000
Aquatics Income	Pool Programs - Swim Team			\$145,500	\$136,500	\$136,500	\$136,500	\$136,500
	Merchandise Sales		\$2,500		\$2,500	\$2,500	\$2,500	\$2,500
	Uniform Sales		\$3,000		\$3,000	\$3,000	\$3,000	\$3,000
	Guest Fees		\$10,000		\$10,000	\$10,000	\$10,000	\$10,000
	ID Replacement Cards		\$500		\$500	\$500	\$500	\$500
	Area Reservations)		\$2,000		\$2,000	\$2,000	\$2,000	\$2,000
	Facility Rentals		\$2,000		\$2,000	\$2,000	\$2,000	\$2,000
	Lane Rentals		\$15,000		\$15,000	\$15,000	\$15,000	\$15,000
Aquatics Income	Facility Income			\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
Aquatics Income Total				\$240,500	\$231,500	\$231,500	\$231,500	\$231,500
CCCC Income	CCCC Facility rentals			\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
CCCC Income Total				\$50,000	\$50,000	\$50,000	\$50,000	\$50,000

		Pool Supplies	\$7,500		\$7,500		\$7,500		\$7,500		\$7,500		\$7,500
Aquatics Facilities	Supplies - Pool		\$27,500		\$27,500		\$27,500		\$27,500		\$27,500		\$27,500
		SC	\$39,000		\$50,000		\$50,000		\$50,000		\$50,000		\$50,000
		CC	\$15,000		\$20,000		\$20,000		\$20,000		\$20,000		\$20,000
		Avana	\$13,000		\$17,000		\$17,000		\$17,000		\$17,000		\$17,000
		Greyrock	\$7,000		\$8,000		\$8,000		\$8,000		\$8,000		\$8,000
Aquatics Facilities	Supplies - Chemicals		\$74,000		\$95,000		\$95,000		\$95,000		\$95,000		\$95,000
		USA Swimming Registration	\$5,000		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000
		Coach Training	\$2,000		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000
		Swim Team Supplies	\$3,000		\$4,000		\$4,000		\$4,000		\$4,000		\$4,000
		Meet Expenses											
		Staff Meet Expenses	\$7,000		\$7,000		\$7,000		\$7,000		\$7,000		\$7,000
		Home Swim Meet	\$5,000		\$4,000		\$4,000		\$4,000		\$4,000		\$4,000
Aquatics Facilities	Supplies & Fees - Swim Team		\$22,000		\$19,000		\$19,000		\$19,000		\$19,000		\$19,000
		SC - Equipment	\$39,000		\$49,000		\$49,000		\$49,000		\$49,000		\$49,000
		CC - Equipment	\$18,000		\$23,000		\$23,000		\$23,000		\$23,000		\$23,000
		Avana - Equipment	\$10,000		\$13,000		\$13,000		\$13,000		\$13,000		\$13,000
		GR - Equipment	\$4,500		\$5,500		\$5,500		\$5,500		\$5,500		\$5,500
		SC - Pool & Deck Coatings	\$5,000		\$5,000		\$5,000		\$5,000		\$5,000		\$5,000
		CC - Pool & Deck Coatings	\$4,000		\$5,200		\$5,200		\$5,200		\$5,200		\$5,200
		Avana - Pool & Decking Coatings	\$1,400		\$1,500		\$1,500		\$1,500		\$1,500		\$1,500
		GR - Pool. & Decking Coatings	\$400		\$500		\$500		\$500		\$500		\$500
		SC - Vacuum	\$4,000		\$6,000		\$6,000		\$6,000		\$6,000		\$6,000
		CC - Vacuum	\$800		\$1,000		\$1,000		\$1,000		\$1,000		\$1,000
		Avana - Vacuum	\$500		\$650		\$650		\$650		\$650		\$650
		GR - Vacuum	\$500		\$650		\$650		\$650		\$650		\$650
		SC - Permits & Inspections	\$1,200		\$1,400		\$1,400		\$1,400		\$1,400		\$1,400
		CC - Permits & Inspections	\$4,500		\$6,000		\$6,000		\$6,000		\$6,000		\$6,000
		Avana- Permits & Inspections	\$400		\$500		\$500		\$500		\$500		\$500
		GR- Permits & Inspections	\$400		\$500		\$500		\$500		\$500		\$500
Aquatics Facilities	Maintenance - Pool		\$94,600		\$119,400		\$119,400		\$119,400		\$119,400		\$119,400
		SC - Janitorial	\$14,000		\$16,000		\$16,000		\$16,000		\$16,000		\$16,000
		CC - Janitorial	\$1,200		\$1,200		\$1,200		\$1,200		\$1,200		\$1,200
		Avana - Janitorial	\$600		\$600		\$600		\$600		\$600		\$600
		GR - Janitorial	\$600		\$600		\$600		\$600		\$600		\$600
		SC - Fence	\$4,000		\$5,000		\$5,000		\$5,000		\$5,000		\$5,000
		CC - Fence	\$1,800		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000
		Avana - Fence	\$400		\$500		\$500		\$500		\$500		\$500
		GR - Fence	\$400		\$500		\$500		\$500		\$500		\$500
		SC - Equip & Maint	\$8,000		\$10,000		\$10,000		\$10,000		\$10,000		\$10,000
		CC - Equip & Maint	\$3,000		\$3,900		\$3,900		\$3,900		\$3,900		\$3,900
		Avana - Equip & Maint	\$1,200		\$1,200		\$1,200		\$1,200		\$1,200		\$1,200
		GR-Equip & Maint	\$700		\$700		\$700		\$700		\$700		\$700
		SC - Supplies	\$3,000		\$3,000		\$3,000		\$3,000		\$3,000		\$3,000
		CC - Supplies	\$1,200		\$1,200		\$1,200		\$1,200		\$1,200		\$1,200
		Avana - Supplies	\$500		\$500		\$500		\$500		\$500		\$500
		GR - Supplies	\$300		\$400		\$400		\$400		\$400		\$400
		Playground	\$3,000		\$6,000		\$6,000		\$6,000		\$6,000		\$6,000
		Café Building	\$3,000		\$3,500		\$3,500		\$3,500		\$3,500		\$3,500

	Post Office Building		\$2,200			\$2,200			\$2,200			\$2,200			\$2,200
	Swim Center Parking Lot & Dumpster		\$18,000			\$26,000			\$26,000			\$26,000			\$26,000
	Avana Parking Lot & Dumpster		\$400			\$600			\$600			\$600			\$600
	Greyrock - Parking Lot & Dumpster		\$400			\$600			\$600			\$600			\$600
Aquatics Facilities	Maintenance - Building		\$67,900			\$86,200			\$86,200			\$86,200			\$86,200
	Aquatics Director		\$82,000			\$84,000			\$84,000			\$108,000			\$108,000
	Lifeguards		\$454,000			\$465,000			\$465,000			\$618,000			\$618,000
	Front Desk		\$80,000			\$94,000			\$94,000			\$121,000			\$121,000
	Aquatics Administration		\$87,500			\$118,000			\$118,000			\$118,000			\$118,000
	Payroll Taxes		\$48,150			\$54,000			\$54,000			\$66,000			\$66,000
Aquatics Facilities	Payroll - Staff		\$751,650			\$815,000			\$815,000			\$1,031,000			\$1,031,000
	Contract Labor		\$0												
	Private Lesson Instructor		\$8,000			\$8,000			\$8,000			\$10,800			\$10,800
	Group Lesson Instructor		\$10,000			\$10,000			\$10,000			\$13,500			\$13,500
	Program Instructor		\$10,000			\$10,000			\$10,000			\$13,500			\$13,500
	Lead Instructors		\$5,000			\$5,000			\$5,000			\$6,750			\$6,750
	Payroll Taxes		\$4,000			\$4,000			\$4,000			\$5,400			\$5,400
Aquatics Facilities	Payroll - Programming Staff		\$37,000			\$37,000			\$37,000			\$49,950			\$49,950
	Head Coach		\$74,550			\$61,000			\$61,000			\$74,000			\$74,000
	Asst. Coaches		\$55,000			\$58,000			\$58,000			\$74,000			\$74,000
	Dry Land Coach		\$3,000			\$3,300			\$3,300			\$4,100			\$4,100
	Payroll Taxes		\$6,000			\$6,300			\$6,300			\$8,100			\$8,100
Aquatics Facilities	Payroll - Swim Team		\$138,550			\$128,600			\$128,600			\$160,200			\$160,200
Aquatics Facilities	SC - Utilities - Water		\$30,000			\$30,000			\$30,000			\$30,000			\$30,000
	Avana - Utilities - Water		\$6,000			\$9,000			\$9,000			\$9,000			\$9,000
	GR - Utilities - Water		\$4,000			\$4,500			\$4,500			\$4,500			\$4,500
Aquatics Facilities	SC - Utilities - Electric		\$28,000			\$33,000			\$33,000			\$33,000			\$33,000
	Avana - Utilities - Electric		\$12,000			\$16,000			\$16,000			\$16,000			\$16,000
	GR - Utilities - Electric		\$6,000			\$9,000			\$9,000			\$9,000			\$9,000
Aquatics Facilities	Utilities - Natural Gas		\$32,000			\$52,000			\$52,000			\$52,000			\$52,000
Aquatics Facilities	SC - Utilities - Telephone/Internet/Cameras		\$15,000			\$15,000			\$15,000			\$15,000			\$15,000
	Avana - Utilities- Telephone/Internet/Cameras		\$5,000			\$5,000			\$5,000			\$5,000			\$5,000
	GR - Utililites - Telephone/Internet/Cameras		\$5,000			\$5,000			\$5,000			\$5,000			\$5,000
Aquatic Facilities Total			\$1,421,200			\$1,571,200			\$1,571,200			\$1,831,750			\$1,831,750
Circle C Community Ctr	Utilities - Water		\$27,000			\$27,000			\$27,000			\$27,000			\$27,000
Circle C Community Ctr	Utilities - Electric		\$24,000			\$26,000			\$26,000			\$26,000			\$26,000
Circle C Community Ctr	Utilities - Telephone/Internet		\$9,000			\$9,000			\$9,000			\$9,000			\$9,000
Circle C Community Ctr	Events Payroll		\$6,000			\$6,000			\$6,000			\$6,000			\$6,000
	Janitorial		\$18,000			\$24,000			\$24,000			\$24,000			\$24,000
	Supplies		\$6,000			\$6,000			\$6,000			\$6,000			\$6,000
	Parking Lot & Dumpster		\$6,000			\$8,500			\$8,500			\$8,500			\$8,500
	Equip & Maint		\$16,000			\$18,000			\$18,000			\$18,000			\$18,000
	Contract Services		\$2,000			\$3,000			\$3,000			\$3,000			\$3,000
	Permit & Inspections		\$2,000			\$2,000			\$2,000			\$2,000			\$2,000
Circle C Community Ctr	Maintenance - Building		\$50,000			\$61,500			\$61,500			\$61,500			\$61,500
Circle C Community Ctr Total			\$116,000			\$129,500			\$129,500			\$129,500			\$129,500
Maintenance Operations	Office Supplies		\$1,200			\$1,200			\$1,200			\$1,200			\$1,200

Maintenance Operations	Employee Education	\$1,200			\$1,200			\$1,200			\$1,200
Maintenance Operations	Uniforms	\$1,800			\$1,800			\$1,800			\$1,800
Maintenance Operations	Staff Recruitment-Hiring	\$300			\$300			\$300			\$300
Maintenance Operations	Safety Equip & Supplies	\$1,400			\$1,400			\$1,400			\$1,400
Maintenance Operations	Maintenance Payroll	\$180,000			\$200,000			\$250,000			\$250,000
Maintenance Operations	Pool Tech	\$69,000			\$80,000			\$80,000			\$80,000
Maintenance Operations	Maintenance Payroll Taxes	\$15,000			\$16,000			\$18,000			\$18,000
Maintenance Operations	Computers/Software	\$1,400			\$1,400			\$1,400			\$1,400
Maintenance Operations	Tools/Supplies	\$5,000			\$5,000			\$5,000			\$5,000
Maintenance Operations	Office Furniture	\$600			\$600			\$600			\$600
Maintenance Operations Total		\$276,900			\$308,900			\$360,900			\$360,900
HOA Operations	Office Supplies	\$9,000			\$9,000			\$9,000			\$9,000
	Computers, Software & Service		\$9,000		\$9,000			\$9,000			\$9,000
	Cameras		\$4,000		\$6,000			\$6,000			\$6,000
	Furniture		\$2,000		\$3,000			\$3,000			\$3,000
HOA Operations	Equip/Maintenance	\$15,000			\$18,000			\$18,000			\$18,000
	Maintenance/Registration		\$3,000		\$3,000			\$3,000			\$3,000
	Gas		\$5,000		\$5,000			\$5,000			\$5,000
HOA Operations	HOA Owned vehicles	\$8,000			\$8,000			\$8,000			\$8,000
HOA Operations	Postage	\$18,000			\$20,000			\$20,000			\$20,000
HOA Operations	Web Operations	\$3,000			\$3,000			\$3,000			\$3,000
HOA Operations	Printing	\$3,000			\$5,000			\$5,000			\$5,000
HOA Operations	HOA Meetings	\$5,000			\$5,000			\$5,000			\$5,000
HOA Operations	Deed Restrictions	\$5,000			\$5,000			\$5,000			\$5,000
HOA Operations	HOA Special Events	\$30,000			\$30,000			\$30,000			\$30,000
HOA Operations	Professional Fees (Consulting)	\$2,000			\$2,000			\$2,000			\$2,000
HOA Operations	Reserve Study Update				\$5,500			\$5,500			\$5,500
HOA Operations Total		\$98,000			\$110,500			\$110,500			\$110,500
Financial Management	Management Services	\$115,000			\$115,000			\$115,000			\$115,000
Financial Management	Resale Certificate	\$17,500			\$13,350			\$13,350			\$13,350
Financial Management	Lien Filing Administrative Fees	\$2,500			\$4,500			\$4,500			\$4,500
Financial Management	Bank Fees/Credit Card Fees	\$38,000			\$40,000			\$40,000			\$40,000
Financial Management	CPA/Audit	\$8,000			\$10,000			\$10,000			\$10,000
Financial Management Total		\$181,000			\$182,850			\$182,850			\$182,850
HOA Management	Management Payroll	\$190,000			\$200,000			\$240,000			\$240,000
HOA Management	Management Payroll Taxes	\$15,000			\$16,000			\$18,000			\$18,000
HOA Management	Mileage Reimbursement	\$6,000			\$6,000			\$6,000			\$6,000
HOA Management	Health Insurance	\$54,000			\$54,000			\$54,000			\$54,000
HOA Management	Cont Ed & Skills Enhancement	\$2,000			\$2,000			\$2,000			\$2,000
HOA Management Total		\$267,000			\$278,000			\$320,000			\$320,000
Architectural Review Exp	Architectural Review Expenses	\$7,500			\$8,000			\$8,000			\$8,000
Architectural Review Expenses Total		\$7,500			\$8,000			\$8,000			\$8,000
Legal Services	Legal Services	\$20,000			\$20,000			\$20,000			\$20,000

Draft Operational Budget 2023

Subcategory	2022 Approved Budget		Landscape Increase			No increase on landscaping			Salary Increase/Landscape Increase			Salary Increase		
		\$740	\$776			\$776			\$776			\$776		
			2023 Draft Budget with 4.86% increase - \$776			2023 Draft Budget with 4.86% increase - \$776			2023 Draft Budget with 4.86% increase - \$776			2023 Draft Budget with 4.86% increase - \$776		
Homeowner Dues	\$4,070,000			\$4,270,000			\$4,270,000			\$4,270,000			\$4,270,000	
Resale Certificates	\$78,750			\$30,075			\$30,075			\$30,075			\$30,075	
Transfer Fees Income	\$67,200			\$55,125			\$55,125			\$55,125			\$55,125	
Late Fees Collected	\$25,000			\$25,000			\$25,000			\$25,000			\$25,000	
Lien Admin Fees Income	\$420			\$420			\$420			\$420			\$420	
Filing Fee Income	\$1,680			\$1,680			\$1,680			\$1,680			\$1,680	
NSF Charges	\$100			\$50			\$50			\$50			\$50	
	\$4,243,150			\$4,382,350			\$4,382,350			\$4,382,350			\$4,382,350	
Architectural Review Income	\$10,000			\$10,000			\$10,000			\$10,000			\$10,000	
	\$10,000			\$10,000			\$10,000			\$10,000			\$10,000	
Office Rent	\$9,000			\$9,000			\$9,000			\$9,000			\$9,000	
Grill Rent	\$6,600			\$6,600			\$6,600			\$6,600			\$6,600	
	\$15,600			\$15,600			\$15,600			\$15,600			\$15,600	
Group Swim Lessons		\$25,000		\$25,000			\$25,000			\$25,000			\$25,000	
Private Swim Lessons		\$25,000		\$25,000			\$25,000			\$25,000			\$25,000	
Classes/Clinics		\$10,000		\$10,000			\$10,000			\$10,000			\$10,000	
Contracted Programs		\$0		\$0			\$0			\$0			\$0	
Pool Programs	\$60,000			\$60,000			\$60,000			\$60,000			\$60,000	
Registration Fee's		\$15,000		\$6,000			\$6,000			\$6,000			\$6,000	
Away Meet Entry Fees		\$2,500		\$2,500			\$2,500			\$2,500			\$2,500	
Memberships Due/Reg Fees		\$120,000		\$120,000			\$120,000			\$120,000			\$120,000	
Home Meet		\$8,000		\$8,000			\$8,000			\$8,000			\$8,000	
Pool Programs - Swim Team	\$145,500			\$136,500			\$136,500			\$136,500			\$136,500	
Merchandise Sales		\$2,500		\$2,500			\$2,500			\$2,500			\$2,500	
Uniform Sales		\$3,000		\$3,000			\$3,000			\$3,000			\$3,000	
Guest Fees		\$10,000		\$10,000			\$10,000			\$10,000			\$10,000	
ID Replacement Cards		\$500		\$500			\$500			\$500			\$500	
Area Reservations)		\$2,000		\$2,000			\$2,000			\$2,000			\$2,000	
Facility Rentals		\$2,000		\$2,000			\$2,000			\$2,000			\$2,000	
Lane Rentals		\$15,000		\$15,000			\$15,000			\$15,000			\$15,000	
Facility Income	\$35,000			\$35,000			\$35,000			\$35,000			\$35,000	
	\$240,500			\$231,500			\$231,500			\$231,500			\$231,500	
CCCC Facility rentals	\$50,000			\$50,000			\$50,000			\$50,000			\$50,000	
	\$50,000			\$50,000			\$50,000			\$50,000			\$50,000	

Administrative	\$65,000			\$65,000			\$65,000			\$65,000			\$65,000
Safety Equip & Supplies	\$15,000			\$15,000			\$15,000			\$15,000			\$15,000
Program Equip & Supplies	\$5,000			\$5,000			\$5,000			\$5,000			\$5,000
Pool Supplies	\$7,500			\$7,500			\$7,500			\$7,500			\$7,500
Supplies - Pool	\$27,500			\$27,500			\$27,500			\$27,500			\$27,500
SC	\$39,000			\$50,000			\$50,000			\$50,000			\$50,000
CC	\$15,000			\$20,000			\$20,000			\$20,000			\$20,000
Avana	\$13,000			\$17,000			\$17,000			\$17,000			\$17,000
Greyrock	\$7,000			\$8,000			\$8,000			\$8,000			\$8,000
Supplies - Chemicals	\$74,000			\$95,000			\$95,000			\$95,000			\$95,000
USA Swimming Registration	\$5,000			\$2,000			\$2,000			\$2,000			\$2,000
Coach Training	\$2,000			\$2,000			\$2,000			\$2,000			\$2,000
Swim Team Supplies	\$3,000			\$4,000			\$4,000			\$4,000			\$4,000
Meet Expenses													
Staff Meet Expenses	\$7,000			\$7,000			\$7,000			\$7,000			\$7,000
Home Swim Meet	\$5,000			\$4,000			\$4,000			\$4,000			\$4,000
Supplies & Fees - Swim Team	\$22,000			\$19,000			\$19,000			\$19,000			\$19,000
SC - Equipment	\$39,000			\$49,000			\$49,000			\$49,000			\$49,000
CC - Equipment	\$18,000			\$23,000			\$23,000			\$23,000			\$23,000
Avana - Equipment	\$10,000			\$13,000			\$13,000			\$13,000			\$13,000
GR - Equipment	\$4,500			\$5,500			\$5,500			\$5,500			\$5,500
SC - Pool & Deck Coatings	\$5,000			\$5,000			\$5,000			\$5,000			\$5,000
CC - Pool & Deck Coatings	\$4,000			\$5,200			\$5,200			\$5,200			\$5,200
Avana - Pool & Decking Coatings	\$1,400			\$1,500			\$1,500			\$1,500			\$1,500
GR - Pool. & Decking Coatings	\$400			\$500			\$500			\$500			\$500
SC - Vacuum	\$4,000			\$6,000			\$6,000			\$6,000			\$6,000
CC - Vacuum	\$800			\$1,000			\$1,000			\$1,000			\$1,000
Avana - Vacuum	\$500			\$650			\$650			\$650			\$650
GR - Vacuum	\$500			\$650			\$650			\$650			\$650
SC - Permits & Inspections	\$1,200			\$1,400			\$1,400			\$1,400			\$1,400
CC - Permits & Inspections	\$4,500			\$6,000			\$6,000			\$6,000			\$6,000
Avana - Permits & Inspections	\$400			\$500			\$500			\$500			\$500
GR - Permits & Inspections	\$400			\$500			\$500			\$500			\$500
Maintenance - Pool	\$94,600			\$119,400			\$119,400			\$119,400			\$119,400
SC - Janitorial	\$14,000			\$16,000			\$16,000			\$16,000			\$16,000
CC - Janitorial	\$1,200			\$1,200			\$1,200			\$1,200			\$1,200
Avana - Janitorial	\$600			\$600			\$600			\$600			\$600
GR - Janitorial	\$600			\$600			\$600			\$600			\$600
SC - Fence	\$4,000			\$5,000			\$5,000			\$5,000			\$5,000
CC - Fence	\$1,800			\$2,000			\$2,000			\$2,000			\$2,000
Avana - Fence	\$400			\$500			\$500			\$500			\$500
GR - Fence	\$400			\$500			\$500			\$500			\$500
SC - Equip & Maint	\$8,000			\$10,000			\$10,000			\$10,000			\$10,000
CC - Equip & Maint	\$3,000			\$3,900			\$3,900			\$3,900			\$3,900
Avana - Equip & Maint	\$1,200			\$1,200			\$1,200			\$1,200			\$1,200
GR-Equip & Maint	\$700			\$700			\$700			\$700			\$700
SC - Supplies	\$3,000			\$3,000			\$3,000			\$3,000			\$3,000

CC - Supplies		\$1,200		\$1,200		\$1,200		\$1,200		\$1,200
Avana - Supplies		\$500		\$500		\$500		\$500		\$500
GR - Supplies		\$300		\$400		\$400		\$400		\$400
Playground		\$3,000		\$6,000		\$6,000		\$6,000		\$6,000
Café Building		\$3,000		\$3,500		\$3,500		\$3,500		\$3,500
Post Office Building		\$2,200		\$2,200		\$2,200		\$2,200		\$2,200
Swim Center Parking Lot & Dumpster		\$18,000		\$26,000		\$26,000		\$26,000		\$26,000
Avana Parking Lot & Dumpster		\$400		\$600		\$600		\$600		\$600
Greyrock - Parking Lot & Dumpster		\$400		\$600		\$600		\$600		\$600
Maintenance - Building	\$67,900		\$86,200		\$86,200		\$86,200		\$86,200	
Aquatics Director		\$82,000		\$84,000		\$84,000		\$108,000		\$108,000
Lifeguards		\$454,000		\$465,000		\$465,000		\$618,000		\$618,000
Front Desk		\$80,000		\$94,000		\$94,000		\$121,000		\$121,000
Aquatics Administration		\$87,500		\$118,000		\$118,000		\$118,000		\$118,000
Payroll Taxes		\$48,150		\$54,000		\$54,000		\$66,000		\$66,000
Payroll - Staff	\$751,650		\$815,000		\$815,000		\$1,031,000		\$1,031,000	
Contract Labor		\$0		\$0		\$0		\$0		\$0
Private Lesson Instructor		\$8,000		\$8,000		\$8,000		\$10,800		\$10,800
Group Lesson Instructor		\$10,000		\$10,000		\$10,000		\$13,500		\$13,500
Program Instructor		\$10,000		\$10,000		\$10,000		\$13,500		\$13,500
Lead Instructors		\$5,000		\$5,000		\$5,000		\$6,750		\$6,750
Payroll Taxes		\$4,000		\$4,000		\$4,000		\$5,400		\$5,400
Payroll - Programming Staff	\$37,000		\$37,000		\$37,000		\$49,950		\$49,950	
Head Coach		\$74,550		\$61,000		\$61,000		\$74,000		\$74,000
Asst. Coaches		\$55,000						\$74,000		\$74,000
Dry Land Coach		\$3,000		\$3,300		\$3,300		\$4,100		\$4,100
Payroll Taxes		\$6,000		\$6,300		\$6,300		\$8,100		\$8,100
Payroll - Swim Team	\$138,550		\$70,600		\$70,600		\$160,200		\$160,200	
SC - Utilities - Water	\$30,000		\$30,000		\$30,000		\$30,000		\$30,000	
Avana - Utilities - Water	\$6,000		\$9,000		\$9,000		\$9,000		\$9,000	
GR - Utilities - Water	\$4,000		\$4,500		\$4,500		\$4,500		\$4,500	
SC - Utilities - Electric	\$28,000		\$33,000		\$33,000		\$33,000		\$33,000	
Avana - Utilities - Electric	\$12,000		\$16,000		\$16,000		\$16,000		\$16,000	
GR - Utilities - Electric	\$6,000		\$9,000		\$9,000		\$9,000		\$9,000	
Utilities - Natural Gas	\$32,000		\$52,000		\$52,000		\$52,000		\$52,000	
SC - Utilities - Telephone/Internet/Cameras	\$15,000		\$15,000		\$15,000		\$15,000		\$15,000	
Avana - Utilities- Telephone/Internet/Cameras	\$5,000		\$5,000		\$5,000		\$5,000		\$5,000	
GR - Utililites - Telephone/Internet/Cameras	\$5,000		\$5,000		\$5,000		\$5,000		\$5,000	
	\$1,421,200		\$1,513,200		\$1,513,200		\$1,831,750		\$1,831,750	
Utilities - Water		\$27,000		\$27,000		\$27,000		\$27,000		\$27,000
Utilities - Electric		\$24,000		\$26,000		\$26,000		\$26,000		\$26,000
Utilities - Telephone/Internet		\$9,000		\$9,000		\$9,000		\$9,000		\$9,000
Events Payroll		\$6,000		\$6,000		\$6,000		\$6,000		\$6,000
Janitorial		\$18,000		\$24,000		\$24,000		\$24,000		\$24,000
Supplies		\$6,000		\$6,000		\$6,000		\$6,000		\$6,000
Parking Lot & Dumpster		\$6,000		\$8,500		\$8,500		\$8,500		\$8,500

Equip & Maint		\$16,000		\$18,000		\$18,000		\$18,000		\$18,000
Contract Services		\$2,000		\$3,000		\$3,000		\$3,000		\$3,000
Permit & Inspections		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000
Maintenance - Building	\$50,000		\$61,500		\$61,500		\$61,500		\$61,500	
	\$116,000		\$129,500		\$129,500		\$129,500		\$129,500	
Office Supplies	\$1,200		\$1,200		\$1,200		\$1,200		\$1,200	
Employee Education	\$1,200		\$1,200		\$1,200		\$1,200		\$1,200	
Uniforms	\$1,800		\$1,800		\$1,800		\$1,800		\$1,800	
Staff Recruitment-Hiring	\$300		\$300		\$300		\$300		\$300	
Safety Equip & Supplies	\$1,400		\$1,400		\$1,400		\$1,400		\$1,400	
Maintenance Payroll	\$180,000		\$200,000		\$200,000		\$250,000		\$250,000	
Pool Tech	\$69,000		\$80,000		\$80,000		\$80,000		\$80,000	
Maintenance Payroll Taxes	\$15,000		\$16,000		\$16,000		\$18,000		\$18,000	
Computers/Software	\$1,400		\$1,400		\$1,400		\$1,400		\$1,400	
Tools/Supplies	\$5,000		\$5,000		\$5,000		\$5,000		\$5,000	
Office Furniture	\$600		\$600		\$600		\$600		\$600	
	\$276,900		\$308,900		\$308,900		\$360,900		\$360,900	
Office Supplies	\$9,000		\$9,000		\$9,000		\$9,000		\$9,000	
Computers, Software & Service		\$9,000		\$9,000		\$9,000		\$9,000		\$9,000
Cameras		\$4,000		\$6,000		\$6,000		\$6,000		\$6,000
Furniture		\$2,000		\$3,000		\$3,000		\$3,000		\$3,000
Equip/Maintenance	\$15,000		\$18,000		\$18,000		\$18,000		\$18,000	
Maintenance/Registration		\$3,000		\$3,000		\$3,000		\$3,000		\$3,000
Gas		\$5,000		\$5,000		\$5,000		\$5,000		\$5,000
HOA Owned vehicles	\$8,000		\$8,000		\$8,000		\$8,000		\$8,000	
Postage	\$18,000		\$20,000		\$20,000		\$20,000		\$20,000	
Web Operations	\$3,000		\$3,000		\$3,000		\$3,000		\$3,000	
Printing	\$3,000		\$5,000		\$5,000		\$5,000		\$5,000	
HOA Meetings	\$5,000		\$5,000		\$5,000		\$5,000		\$5,000	
Deed Restrictions	\$5,000		\$5,000		\$5,000		\$5,000		\$5,000	
HOA Special Events	\$30,000		\$30,000		\$30,000		\$30,000		\$30,000	
Professional Fees (Consulting)	\$2,000		\$2,000		\$2,000		\$2,000		\$2,000	
Reserve Study Update			\$5,500		\$5,500		\$5,500		\$5,500	
	\$98,000		\$110,500		\$110,500		\$110,500		\$110,500	
Management Services	\$115,000		\$115,000		\$115,000		\$115,000		\$115,000	
Resale Certificate	\$17,500		\$13,350		\$13,350		\$13,350		\$13,350	
Lien Filing Administrative Fees	\$2,500		\$4,500		\$4,500		\$4,500		\$4,500	
Bank Fees/Credit Card Fees	\$38,000		\$40,000		\$40,000		\$40,000		\$40,000	
CPA/Audit	\$8,000		\$10,000		\$10,000		\$10,000		\$10,000	
	\$181,000		\$182,850		\$182,850		\$182,850		\$182,850	
Management Payroll	\$190,000		\$200,000		\$200,000		\$240,000		\$240,000	
Management Payroll Taxes	\$15,000		\$16,000		\$16,000		\$18,000		\$18,000	

Mileage Reimbursement	\$6,000
Health Insurance	\$54,000
Cont Ed & Skills Enhancement	\$2,000
	\$267,000
Architectural Review Expenses	\$7,500
	\$7,500
Legal Services	\$20,000
	\$20,000
Property	\$5,500
	\$5,500
General, Property, Boiler & Auto, Umbrella	\$78,000
HOA Owned Vehicles	\$5,000
D & O Insurance	\$12,000
Worker's Comp	\$16,000
	\$111,000
Donations	\$1,000
Association Memberships	\$2,000
	\$3,000
	\$215,380
	\$215,380
	\$4,788,850
	\$0

	\$6,000		\$6,000		\$6,000		\$6,000
	\$54,000		\$54,000		\$54,000		\$54,000
	\$2,000		\$2,000		\$2,000		\$2,000
	\$278,000		\$278,000		\$320,000		\$320,000
	\$8,000		\$8,000		\$8,000		\$8,000
	\$8,000		\$8,000		\$8,000		\$8,000
	\$20,000		\$20,000		\$20,000		\$20,000
	\$20,000		\$20,000		\$20,000		\$20,000
	\$5,500		\$5,500		\$5,500		\$5,500
	\$5,500		\$5,500		\$5,500		\$5,500
	\$85,500		\$85,500		\$85,500		\$85,500
	\$6,000		\$6,000		\$6,000		\$6,000
	\$12,000		\$12,000		\$12,000		\$12,000
	\$16,000		\$16,000		\$16,000		\$16,000
	\$119,500		\$119,500		\$119,500		\$119,500
	\$1,000		\$1,000		\$1,000		\$1,000
	\$2,000		\$2,000		\$2,000		\$2,000
	\$3,000		\$3,000		\$3,000		\$3,000
	\$0		\$0		\$0		\$0
	\$4,991,079		\$4,798,512		\$5,403,629		\$5,403,629
	-\$35,029		\$157,538		-\$447,579		-\$447,579

Exhibit A

Expected Reserve Expenditures and Capital Improvement for 2023

	2023	
SC-Pool Covers	\$8,000	
SC - Lane Lines	\$10,000	
SC - Lounge Chairs	\$2,000	
SC - Partical Replacement of Benches/Tables	\$12,000	
CC- Lounge Chairs	\$2,500	
CC - Rfinish Splash Pad Features \$4,500 from 2022 Budget	\$4,500	
Splash Pad Surface/Bollard Repair	\$6,000	
CC- 2 Sewage Grinder Pumps	\$12,000	
CC - Replace Rails/Repair Decking	\$4,000	
Node Clock Replacement	\$75,000	
Rock Work	\$25,000	
Plant Replacement		
Escarpment Project	\$500,000	
CCN Improvement	\$200,000	
Construction Repairs	\$50,000	
Total	\$911,000	

N- Needed

R - Recommended

August 22,2022

TO: CCHOA Board of Directors, Karen Hibpshman, Manager, CCHOA

FROM: Circle C Landscape

RE: Request for adjustments to the CCHOA/Circle C Landscape Contracted Services

1. Per the Landscape and Maintenance Agreement between the Circle C Homeowners Association, Inc and Circle C Landscape, L.L.C. Section 3.2 regarding the contract price, Circle C Landscape is seeking a price adjustment as allowed in this section.

This request is being made prior to 90 days before the end of the Customer's fiscal year and is requested due to significant cost increases that were unanticipated at the time of the Agreement, and we are requesting an equitable adjustment. Please note that in the past twenty years, Circle C Landscape has exercised this option on only one occasion.

2. As is the case for all companies and services in the Austin area, Circle C Landscape has experienced unprecedented costs increases over the past two years coming out of the 2020 pandemic. Specifically, these costs include:
 - a. Rise in labor costs. Due to labor shortages, high demand and pay increases, our labor costs have risen between 25% and 33%. With the City of Austin setting their minimum wage at \$20.00 per hour, the overall increase in CCL's labor is in the 30%-35% price range.
 - b. Rise in supply costs. Supplies that are required for proper execution of the contract have increased substantially over the past two years. This is due to general inflation, supply chain deficiencies, and national stressors on supplies. Supply cost increases are averaging 15-25% across the board. Supplies for contracted landscape services include gasoline, fertilizers, mulch, soils, equipment, storage, equipment repair, auto and truck pricing and repair, small tools, trash disposal haul off (dumpsters) and general supplies.

We are using the CPI (Consumer Price Index) as the metric for the requested increase. This has been used in the past for evaluation of pricing.

Attached:

Contract Language regarding the request

Spreadsheet showing inflation effects on CCHOA/CCL Agreement

Landscape and Maintenance Agreement between the CCHOA and Circle C Landscape, Section 3.2

“All price schedules shall be firm against increase during the term of the Agreement, provided that Contractor shall have the right to pass through to the Customer all fuel surcharges imposed by vendors for delivery of materials of the Work. If Contractor experiences cost increases that could not be reasonably anticipated at the time of this Agreement, it may request an equitable adjustment in price for a renewal term; said request must be made at least 90 days before the end of the Customer’s applicable fiscal year (Customer’s fiscal year ends on December 31) and shall include the reason(s) for the requested increase. Customer may accept, reject, or modify the proposed increase, and Contractor shall be bound by Customer’s decision. Customer shall not unreasonably deny approval for items, if the consequence of that refusal would substantially impair the Contractor’s ability to perform the Work in conformity with the specifications and standards established by this Agreement.

Ronald W. Meyer, P.L.L.C.
Certified Public Accountant

401 West 15th Street, Suite 850 • Austin, Texas 78701 • Phone: (512) 476-4511 • Fax: (512) 476-4508

August 10, 2022

Board of Directors
Circle C Homeowners Association, Inc.
7817 La Crosse Avenue
Austin, Texas 78739

We are pleased to confirm our understanding of the services we are to provide for Circle C Homeowners Association, Inc. for the year ended December 31, 2022.

We will audit the financial statements of Circle C Homeowners Association, Inc., which comprise the balance sheet as of December 31, 2022, and the related statements of income, retained earnings, and cash flows for the year then ended, and the related notes to the financial statements. The document we submit to you will include supplementary information about future major repairs and replacements required by the Financial Accounting Standards Board (FASB). Although we will apply certain limited procedures with respect to the required supplementary information, we will not audit the information and will not express an opinion on it.

Audit Objective

The objective of our audit is the expression of an opinion about whether the Association's financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with U.S. generally accepted auditing standards and will include tests of the Association's accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of Circle C Homeowners Association, Inc.'s financial statements. Our report will be addressed to the Board of Directors of Circle C Homeowners Association, Inc. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unqualified, we will discuss the reasons with management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Audit Procedures

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected owners, creditors, and financial institutions. We will also request written representations from the Association's attorneys as part of the engagement, and they may bill management for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from management about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be

examined and the areas to be tested. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association or to acts by management or employees acting on behalf of the Association.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform management of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify reportable conditions, that is, significant deficiencies in the design or operation of internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards.

Other Services

We will prepare the Association's federal income tax return, Form 1120-H, and Texas franchise tax return and public information report, for the year ended December 31, 2022, based on information provided by you.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

Management Responsibilities

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of financial position, results of operations, and cash flows in conformity with U.S. generally accepted accounting principles. Management is also responsible for management decisions and functions; for designating an individual with suitable skill, knowledge, or experience to oversee the tax services and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. The Association's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Association involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Management is also responsible informing us of their knowledge of any allegations of fraud or suspected fraud affecting the Association received in communications from employees, former employees, regulators, or others. In addition, management is also responsible for identifying and ensuring the entity complies with applicable laws and regulations.

Audit Administration, Fees, and Other

We expect to begin our audit on acceptance of these terms and to issue our report no later than August 15, 2023. Federal and state tax returns will be completed in advance of their respective extension due dates.

Our fees for these services will be based on the actual time spent at our standard hourly rates, plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to the Association's services. Based on our preliminary estimates, the audit and tax return preparation will be a total of \$9,000 and \$465, respectively. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if the Association's account becomes 30 days or more overdue and will not be resumed until the Association's account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. Management will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to management and believe this letter accurately summarizes the significant terms of our engagement. If management has any questions, please let us know. If management agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Cordially,



Ronald W. Meyer, P.L.L.C.

RESPONSE:

This letter correctly sets forth the understanding of Circle C Homeowners Association, Inc.

Officer signature: _____

Title: _____

Date: _____



Circle C Ranch Turkey Trot 2022

Circle C Ranch Turkey Trot Facts

- Starts in the heart of Circle C at the Community Center
- Thanksgiving morning November 24th, 2022
- Family friendly neighborhood event
- Attendance 1,000 & 300+ spectators
- Kids K
- 30+ Volunteers
- All registered finishers will receive the coveted Circle C Turkey Trot race shirt
- The event will be timed with bibs and finisher results
- Finish line festival will be the epicenter for the event



History of the Circle C Ranch Turkey Trot

On Thanksgiving morning in 2013, 17 neighbors in Circle C decided to forego the crowds and chaos that is Austin's Thundercloud Subs Turkey Trot and instead, go for a little group run. Five years later, that grassroots neighborhood Turkey Trot turned into over 1,000 people showing up to participate in our Thanksgiving tradition. We overtook La Crosse Avenue, a complaint was filed, and our Turkey Trot was brought to a halt.

In 2014 the Circle C Run Club was formed. In the last 8 years we have grown to 750+ members. In recent years we've hosted Halloween, Christmas, and New Years themed runs. We host group runs for neighbors five days a week. We've been featured in the official Circle C Ranch Residents Newsletter, the Neighbors of Circle C and Meridian newsletter, and the Austin Runners Club newsletter. We also became an Austin Runners Club affiliated run group so we can offer more benefits and resources to our community through running and other fitness initiatives.

We're excited to bring our Turkey Trot tradition back to Circle C Ranch this year with all of the required city permits, and the fun that will be had from us bringing to life a exciting and well-organized event.

Fun fact: Circle C Ranch has a "vagabond" peacock named Kevin. He lived in the neighborhood and roosts in homeowners' trees at night. We decided that Kevin would make for a great Turkey Trot logo for Circle C.



Circle C Ranch Turkey Trot Sponsorship levels

Presenting	\$5,000
Platinum	\$2,500
Gold	\$1,000
Silver	\$500



Circle C Ranch Turkey Trot Sponsorship Opportunities

	Presenting	Platinum	Gold	Silver
Logo projection on all event communications, marketing and finisher results	✘			
Periodic social media thank you posts	✘	✘		
Recognition on Event Signage	✘	✘	✘	
Recognition on Race Shirt	✘	✘	✘	
Vendor Booth at Event	✘	✘	✘	✘
Race Registrations	10	6	3	2

