

CCHOA Board Meeting Agenda
26 August 2020, 6:30pm
Circle C Community Center via zoom

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of July 29, 2020 board meeting minutes *Steve Urban*
- IV. Homeowner Forum (*3 min each*)
 - a. Alfredo Mycue
 - b. Lisa Williams
- V. 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*
- VI. Discussion Items
 - a. CC&R vote Update
- VII. Action Items
 - a. Pool Re-opening Plan Phase 1
- VIII. Adjourn Public Meeting
- IX. Executive Session

Attachments

- 1. July 2020 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 29, 2020

1. The CCHOA Board of Directors convened on July 29, 2020 via video conferencing (zoom). Russ Hodes called the meeting to order at 6:31 p.m. In attendance were board members Russ Hodes, Kim Ackermann, Michael Chu, Steve Urban, Jason Bram and AE Martin. Natalie Placer-McClure joined the meeting at 6:40pm. CCHOA Manager Karen Hibpshman was in attendance. Marnie McLeod, Assistant Manager was in attendance. Brody McKinley, Aquatics Director was present. Robert Bardeleben, Facilities Coordinator was present. Clayton Hoover from Circle C Landscape was present. Dayna Wallace, Community Coordinator was present.
2. Russ asked if there were any changes to the agenda. Russ motioned to approve the agenda as written. Kim seconded the motion. All were in favor and the motion passed.
3. Russ presented the June 24, 2020 board meeting minutes. Kim motioned to accept the minutes with the addition of COVID spelling correction on Action Item a of the June agenda. Michael seconded the motion. All were in favor and the motion passed.
4. Russ introduced the Homeowner Forum. Angela Pillsbury emailed her concern. Angela requested the board look at some kind of refund on the annual dues since the pools are not open. Lisa Williams was having technical issues connected to the meeting. Once she is able to join, the board will call on her.
5. Karen presented the management report and the YTD Financials. Karen provided an update on status of reservation at the Community Center. The invoices for The Rowell, City of Austin and the Commercial Agreement have been submitted for payment. Karen met with the AISD construction team on GATTN line for the new school which will run through the common area along Escarpment. Provided an update to the Board on the Corridor Mobility Project and have an on-site meeting set up for Monday, August 3rd. Also provided a status update on the monument and what has been completed since the last board meeting.
6. Clayton presented the landscaping report. It has been the hottest start to July on Record. Updated on what services have been completed and addressed additional areas of concern due to construction damage.
7. Brody presented the aquatics report. Brody updated the board that the lifeguard certification extensions will be expiring in the near future and he is working with Red Cross on how to continue the certifications while still social distancing. Aquatics staff is continuing to do in-service training following the social distancing protocols that are currently in place.
8. Robert presented the maintenance report. Robert updated the board on the status of the heater installation at the Swim Center. The question was asked if there would be any additional cost. As of right now, it is all done within the approved bid amount. The HVAC coil scheduled for replacement has been delayed for a week due to the lead tech being out of town on an emergency.

9. The first discussion was the CC&R vote update. Karen updated the board that we currently have 24.98% of the residents that have voted. Kim asked about a 2nd mailing for those owners who haven't voted and we don't have an email address for them. Karen will work with Terri on this. Karen will also reach out to the committee for help and additional ideas on how to get more residents to participate in the vote.
10. The second discussion item was Circle C North. Kim asked if we had a plan to address the issue of the lack of water and loss of the bushes that screen the fencing. Karen explained that we have it on the long-term planning list and we are working on a plan for a new installation in this area. Kim asked about replanting of shrubs along Allerton. Clayton let the board know that when we have replanted in this area, we have to rely on the residents that back up to the fence to water these new plantings and it hasn't worked.
11. The first action item was the Escarpment Loop. Jason presented the proposal from Circle C Landscaping that would allow the project to be completed over a 7 year period. The proposal includes the boring, new wiring installed in conduit, turf, plants and pathways for landscaping lighting.

Russ detailed out several points for the 7-year plan. 1. This proposal is spread out over 7 years instead of a one-time project. This provides a financing option to the CCHOA. It could also be executed in one year if the CCHOA chooses to pursue a loan and pay the balance at once. 2. It includes the full plant list from the Hitchcock design. 3. Significant sod is replaced and installed with drip irrigation, as well as beds. All irrigation would be subsurface, allowing CCHOA to water any time without the one day per week restriction for above ground spray and rotor irrigation. 4. It includes all of the required boring for wiring and street cuts for irrigation mainline (Electrical conduits will be bored/street cut from opposite sides of the street to the medians). 5. All irrigation lines including the mainline are replaced and/or re-routed. 6. It includes landscaping lighting (which is not in the RFP). 7. It eliminates all of the battery-operated node clocks on the Escarpment loop, which is approximately 40% of the total node clocks in the neighborhood. The upgraded two-wire technology also prevents node clocks from being necessary to use in the future. 8. It included synthetic turf for the main pool area per the Hitchcock design plan, but this item can be removed and the cost reduced upon request of the CCHOA.

Michael explained the irrigation is in a state of failure. If a plan is not done, the HOA will lose the landscaping along Escarpment.

Jason motioned to enter into a 7-year contract with Circle C Landscaping and give Russ the authority to negotiate the contract. Kim seconded the motion. AE added that a very well written contract is needed to make certain all conditions are met. Russ, AE, Kim, Jason, Steve and Michael vote in yes. Natalie voted no. The motion passed 6-1.

12. The second action item was the survey for the monument site. Karen explained the need for the additional survey for making the corners of the monument within the new right-of-way lines. Kim motioned to approve the survey for \$1,500.00. Jason seconded the motion. All were in favor and the motion passed.

13. Lisa Williams was able to join the meeting. Lisa expressed her concern over the political signs throughout Circle C. After an election, all political sign need to be removed within 10 days after the election.
14. AE said that the ACC has a document with collection of ideas about signs and can propose a guideline for signs. Karen said she would discuss with Susan.
15. The third action item was Pool Opening Plan. Karen explained that the board had adopted the Phase One Re-opening plan but the additional Phased opening plan has not been adopted. In the current Phasing plan, under the revised Stage 3, we would be able to open if the 7-day moving average was between 10-39.

Michael Chu offered his original motion (from the June 24, 2020 board meeting) to adopt the Aquatics Pool Re-opening plan, substituting the following criteria for each reopening Phase:

- Operational to Closure to Phase 1 Reopening using Public Health Department data, effectively meet 7-Day Moving Average of new hospitalizations below 10.
- Phase 1 to Phase 2 Reopening using Public Health Department data; effectively maintain 7-Day Moving Average of new hospitalizations below 10 for the past 14 days.
- Phase 2 to Phase 3 Reopening using Public Health Department data; effectively maintain 7-Day Moving Average of new hospitalizations below 10 for the past 28 days.
- Phase 3 to Phase 4 Reopening using Public Health Department data; effectively maintain 7-Day Moving Average of new hospitalizations below 10 for the past 42 days.
- Phase 4 to Normal Operations using Public Health Department data; effectively maintain 7-Day Moving Average of new hospitalizations at 0 for the past 7 days.

Russ seconded the motion. During the discussion, Kim offered a substitute motion, but it did not get a second and was not considered. Russ, AE, Steve and Michael yes. Kim, Jason and Natalie voted no. The motion passed 4-3.

16. Steve motioned to adjourn the Public Meeting at 8:21 pm. Kim seconded the motion. All were in favor and the motion passed.
17. The Board went into executive sessions at 8:26 pm to discuss the issue of political sign. No votes or actions were taken. The Board adjourned the executive session at 8:43pm.

**Circle C Homeowners Association
Manager's Report
July 27, 2020 – August 21, 2020**

Violation Report (July 27, 2020 – August 21, 2020)

303 Violations

- 177 (58.42%) Rubbish and Debris
- 62 (20.46%) Front Yard Maintenance
- 25 (8.25%) Repair of Exterior Damages
- 1 (.33%) Exterior Lighting
- 12 (3.96%) Vehicle Storage
- 1 (.33%) Driveway
- 1 (.33%) Use Limitations
- 8 (2.64%) Architectural
- 9 (2.97%) Recreations Equipment
- 2 (.66%) Fencing
- 1 (.33%) Offensive Activity

303 Violations by Stage

- 262 (86.46%) stage 1/cooperative letters
- 34 (11.22%) stage 2 letters
- 7 (2.31%) stage 3 letters

303 Violation Updates/Creates

- 98 (32.34%) Closed
- 168 (55.45%) New
- 7 (2.31%) re-Opened
- 30 (9.90%) Escalated
- 2 (1%) Attorney

Administration

52 New Homeowner Packets mailed July 18th – Aug 17th

Financial

AP checks were signed August 20th with Terri Giles

Upcoming Special Events

September 30th – Board Meeting – will be held via Zoom

Project/Updates

- We are not accepting reservations for the Community Center. We will continue to monitor the situation to start reservations again safely
- The HOA office is still closed to all walk-in traffic. We slowly working to move employees back to working at the office and observe social distancing guidelines and CDC recommended cleaning. The Community Center will not be open to walk-in traffic when employee's return to the office. Owners are able to schedule an appointment to meet with staff. Mail and the drop box are being checked daily to ensure everything is being distributed timely.
- The payment for Rowell has been received for \$30,145.94.
- The invoice for the Commercial Agreement for the 1st half of the payment for \$48,500 has been submitted. Follow up communication has been sent for an update on the payment.
- An updated invoice was submitted to the City of Austin was submitted for \$17,600.
- Meeting with the Mobility Corridor Folks on August 3rd with Robert and Clayton to review the surveying process. Additional marking of the irrigation infrastructure/electrical was done by Clayton and Robert, which will be included in the survey done by the Corridor Team. Per the Mobility Corridor Project folks, if they damage the infrastructure/electrical and it is marked on the survey, they will be responsible to repair or replacement per their letter.
- Virtual meeting held August 10th with the City of Austin on the Escarpment/La Crosse intersection work that is currently taking place. The signal work is the 1st part of the project. The sidewalk, sidewalk ramps and median cuts will be completed over a 3-4 month time period once the light work is completed. We asked when they start the sidewalk work that they start on the east side of Escarpment first until we able to located the irrigation on the pool side of Escarpment. Received a TX811 notification concerning a project at La Crosse Ave and Dahlgreen Ave. Reached out to the contractor and the actual location is La Crosse and Rhett Butler. They will be installing new sidewalk ramps and crosswalk at this location. We do not have a timeframe on when they start this project.
- Clayton was able to mark the mainline after the AISD was able mark the approximate location of the bore pits and the boxes. They have started the boring the GATTN line as of August 20th at the entrance to school and they will work north on Escarpment. Their plans currently show all trenching, boring and box placement will be 6 ½'-9' back from the pavement which should be out of the way of the mainline. Per the MOU, the company installing the GATTN line must supply the approved plans to the HOA and they are responsible all the repairs.
- The agreement between Circle C HOA and PARD concerning the monument location was signed and executed by PARD. Outback Masonry is currently waiting on the permit from the City of Austin to start the project..
- Staff meetings are still being held via zoom as needed to keep staff updated on any new information. Attending webinars that are hosted by CAI, CAI Houston and RMWBH for

the most up to date legal interpretation of the current stay at home orders and Governor's orders as they pertain to HOA's and guidance/protocols for a re-opening plan.

- **Capital Projects**

2020 Capital Budget Projects include:

Swim Center - Furniture	Completed
Landscaping – Irrigation Infrastructure	Continuing Project
Landscaping – Rock Work	Continuing Project
Pool Covers	Completed
SC wade Pool Repairs (slide)	Completed
CC Splash Pad	Shimmer Sheet is refinished/Rope and netting to be replaced when restrictions eases, possibly 2021
Picnic Table/Benches – Wildflower Park	Received – to be replacement when restrictions ease
Trash Receptacles	Recycle cans have been ordered/Neighborhood trash cans will be completed with restrictions ease
Park Place Renovation	Completed
Avana – Beach Entry Repair	Completed
HVAC Coil Repair	Completed
SC Replacement Benches	Permanent bench on composite deck completed. Remaining benches will be ordered when needed.
CC Seal Coat/Repair	Completed
Escarpment Project	Not Started
Valve to valve Upgrade	Not Started
Construction Repairs	Repairs due to construction have been done at Bernia, Trissino, Slaughter, La Crosse, Escarpment and Archeleta.

Current or Future Projects

- Irrigation Infrastructure
- Signage
- Monuments
- Landscape Prep
- Expansion of CCCC pool
- Phase II
- Additional Playgrounds/shade covers

2020 CCHOA INCOME BUDGET

Category	Subcategory	2020 Budget	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Totals	%
Homeowner Income	Homeowner Dues	\$3,802,214	\$44,204.58	\$1,014,578.94	\$581,078.30	\$69,289.32	\$98,903.59	\$122,516.09	\$1,125,750.51	\$3,056,321.33	80%
Homeowner Income	Resale Certificates	\$73,125	\$5,175.00	\$5,175.00	\$5,625.00	\$5,850.00	\$7,204.50	\$9,900.00	\$8,550.00	\$47,479.50	65%
Homeowner Income	Transfer Fees I0come	\$75,000	\$4,200.00	\$4,475.00	\$6,828.00	\$5,075.00	\$3,500.00	\$7,175.00	\$8,575.00	\$39,828.00	53%
Homeowner Income	Late Fees Collected	\$18,000	\$2,040.63	\$1,912.59	\$1,762.82	\$1,155.17	\$3,313.61	\$4,602.54	\$2,782.50	\$17,569.86	98%
Homeowner Income	Lien Admin Fees Income	\$400	\$189.06	\$33.42	\$56.00	\$42.00	\$14.00	\$14.00	\$28.00	\$376.48	94%
Homeowner Income	Filing Fee Income	\$224	\$714.00	\$204.28	\$224.00	\$190.05	\$56.00	\$175.28	\$57.30	\$1,620.91	724%
Homeowner Income	NSF Charges	\$100	\$0.00	\$0.00	\$25.00	\$0.00	\$50.00	\$50.00	\$0.00	\$125.00	125%
Homeowner Income	Collection Fee Income	\$50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Homeowner Income Total		\$3,969,113	\$56,523.27	\$1,026,379.23	\$595,599.12	\$81,601.54	\$113,041.70	\$144,432.91	\$1,145,743.31	\$3,163,321.08	80%
Architectural Review Income	Architectural Review I0come	\$10,000	\$4,255.00	\$4,590.00	\$5,505.00	\$300.00	\$690.00	\$2,875.00	\$1,410.00	\$19,625.00	196%
Architectural Review I0come Total		\$10,000	\$4,255.00	\$4,590.00	\$5,505.00	\$300.00	\$690.00	\$2,875.00	\$1,410.00	\$19,625.00	196%
Rental Income	Office Rent	\$14,400	\$2,193.28	\$1,438.65	\$0.00	\$2,193.28	\$1,438.65	\$0.00	\$0.00	\$7,263.86	50%
Rental Income	Grill Rent	\$6,300	\$512.50	\$0.00	\$0.00	\$0.00	\$0.00	\$525.30	\$0.00	\$1,037.80	16%
Rental Income Total		\$20,700	\$2,705.78	\$1,438.65	\$0.00	\$2,193.28	\$1,438.65	\$525.30	\$0.00	\$8,301.66	40%
Aquatics Income	Pool Programs	\$85,000	\$3,383.00	\$3,451.00	\$1,722.00	\$496.00	\$280.50	-\$515.00	-\$95.00	\$8,722.50	10%
Aquatics Income	Pool Programs - Swim Team	\$119,500	\$9,840.00	\$10,972.50	\$11,305.00	\$0.00	\$140.00	\$125.00	\$0.00	\$32,382.50	27%
Aquatics Income	Facility Income	\$37,500	\$3,605.32	\$1,346.92	\$134.56	\$4,411.39	\$0.00	\$2,429.00	\$0.00	\$11,927.19	32%
Aquatics Income Total		\$242,000	\$16,828.32	\$15,770.42	\$13,161.56	\$4,907.39	\$420.50	\$2,039.00	-\$95.00	\$53,032.19	22%
CCCC Income	CCCC Facility Rentals	\$50,000	\$5,510.75	\$4,275.00	\$2,397.50	\$478.00	-\$355.00	-\$970.00	\$0.00	\$11,336.25	23%
CCCC Income Total		\$50,000	\$5,510.75	\$4,275.00	\$2,397.50	\$478.00	-\$355.00	-\$970.00	\$0.00	\$11,336.25	23%
Landscape Reimbursements	Stratus Reimb	\$97,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Miscellaneous	Interest Income	\$15,000	\$1,049.41	\$971.70	\$4,719.30	\$159.97	\$378.06	\$377.73	\$450.65	\$8,106.82	54%
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	\$1,050.54	\$971.70	\$4,719.30	\$159.97	\$378.06	\$377.73	\$450.65	\$8,107.95	54%
Rowell Reimbursement	The Rowell HOA	\$53,000	\$26,184.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,145.94	\$56,330.34	106%
The Rowell Total		\$53,000	\$26,184.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,145.94	\$56,330.34	106%
Grand Total		\$4,474,413.00	\$113,058.06	\$1,053,425.00	\$621,382.48	\$89,640.18	\$115,613.91	\$149,279.94	\$1,177,654.90	\$3,320,054.47	74%

2020 CCHOA EXPENSE BUDGET

Category	Subcategory	2020 Budget	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Totals	%
Commons Area Services	Landscape Maint Contract	\$1,234,458	\$102,867.33	\$102,867.33	\$102,867.33	\$102,867.33	\$102,867.33	\$102,867.33	\$102,867.33	\$720,071.31	58%
Commons Area Services	Contract Landscape SC	\$31,834	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$18,570.16	58%
Commons Area Services	Contract Landscape CCCC	\$31,834	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$18,570.16	58%
Commons Area Services	Contract Landscape AV	\$22,575	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$13,168.61	58%
Common Area Services	Contract Landscape GR	\$22,575	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$13,168.61	58%
Common Area Services	Common Area Holiday Lighting	\$44,729	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	2016 Land Additions	\$5,000	\$0.00	\$0.00	\$0.00	\$2,002.63	\$0.00	\$0.00	\$0.00	\$2,002.63	40%
Commons Area Services	Landscape Repairs	\$80,000	\$0.00	\$0.00	\$1,000.00	\$15,496.56	\$16,102.34	\$13,584.00	\$11,963.60	\$58,146.50	73%
Commons Area Services	Landscape Water Utilities	\$255,000	\$5,771.47	\$5,158.59	\$5,526.38	\$5,558.91	\$5,433.47	\$12,065.87	\$26,715.48	\$66,230.17	26%
Commons Area Services	COA Water Utility Compliance	\$8,000	\$0.00	\$1,125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,125.00	14%
Common Area Services	Landscape Electric Utilities	\$36,000	\$2,861.21	\$2,658.23	\$2,717.67	\$2,878.80	\$2,527.66	\$3,733.29	\$2,879.22	\$20,256.08	56%
Common Area Services	Tree Care	\$50,000	\$2,250.00	\$9,000.00	\$13,250.00	\$3,395.00	\$2,030.00	\$3,123.75	\$2,975.00	\$36,023.75	72%
Commons Area Services	Fence Repairs & Maint	\$6,000	\$0.00	\$0.00	\$0.00	\$314.36	\$179.54	\$1,548.96	\$14.40	\$2,057.26	34%
Commons Area Services	Electrical Repairs & Maint	\$15,000	\$0.00	\$0.00	\$0.00	\$911.69	\$670.30	\$699.06	\$0.00	\$2,281.05	15%

Common Area Services	Neighborhood Maint & Repair	\$17,000	\$1,017.55	\$1,468.74	\$2,424.55	\$0.00	\$0.00	\$886.47	\$710.12	\$6,507.43	38%
Common Area Services	Non Contract Landscape - SC	\$15,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Commons Area Services Total		\$1,875,005	\$123,835.78	\$131,346.11	\$136,854.15	\$142,493.50	\$138,878.86	\$147,576.95	\$157,193.37	\$978,178.72	52%
Aquatics Facilities	Administrative	\$59,000	\$2,505.49	\$1,198.39	\$3,970.10	\$525.76	\$4,809.72	\$3,866.74	\$402.39	\$17,278.59	29%
Aquatics Facilities	Supplies - Pool	\$16,000	\$2,349.45	\$32.33	\$331.19	\$128.00	\$4,683.01	\$4,701.96	\$0.00	\$12,225.94	76%
Aquatics Facilities	Supplies - Chemicals	\$71,000	\$2,305.18	\$2,929.20	\$2,234.77	\$6,042.79	\$4,123.69	\$4,369.80	\$7,697.02	\$29,702.45	42%
Aquatics Facilities	Supplies & Fees - Swim Team	\$23,500	\$1,820.57	\$1,301.11	\$919.33	\$25.00	-\$490.00	\$0.00	\$0.00	\$3,576.01	15%
Aquatics Facilities	Maintenance - Pool	\$85,300	\$3,108.12	\$4,319.02	\$6,017.68	\$3,677.65	\$3,539.64	\$1,251.34	\$11,121.38	\$33,034.83	39%
Aquatics Facilities	Maintenance - Building	\$54,700	\$2,448.21	\$4,602.06	\$2,647.04	\$1,448.02	\$4,031.43	\$2,715.87	\$8,853.54	\$26,746.17	49%
Aquatics Facilities	Payroll - Staff	\$726,000	\$22,490.05	\$25,901.12	\$24,956.42	\$17,712.91	\$12,707.98	\$33,928.72	\$17,408.74	\$155,105.94	21%
Aquatics Facilities	Payroll - Programming Staff	\$45,500	\$361.05	\$534.48	\$660.23	\$0.00	\$0.00	\$0.00	\$0.00	\$1,555.76	3%
Aquatics Facilities	Payroll - Swim Team	\$103,825	\$7,763.13	\$8,818.59	\$8,781.31	\$6,485.22	\$4,320.82	\$4,340.17	\$4,326.02	\$44,835.26	43%
Aquatics Facilities	SC-Utilities - Water	\$30,000	\$1,628.27	\$1,738.60	\$1,788.45	\$1,340.80	\$1,282.65	\$1,672.21	\$1,942.72	\$11,393.70	38%
Aquatics Facilities	Avana _Utilities-Water	\$3,000	\$282.65	\$931.27	\$631.30	\$540.40	\$273.62	\$252.46	\$1,685.80	\$4,597.50	153%
Aquatics Facilities	GR- Utilities - Water	\$4,000	\$200.96	\$164.51	\$171.82	\$152.86	\$176.17	\$181.10	\$257.40	\$1,304.82	33%
Aquatics Facilities	SC-Utilities - Electric	\$28,000	\$1,989.86	\$2,384.52	\$2,377.64	\$2,169.51	\$2,403.95	\$1,115.37	-\$482.61	\$11,958.24	43%
Aquatics Facilities	Avana - Utilities- Electric	\$12,000	\$667.02	\$137.08	\$131.04	\$682.17	\$762.30	\$799.39	\$772.52	\$3,951.52	33%
Aquatics Facilities	GR -Utilities-Electric	\$6,000	\$414.88	\$428.83	\$446.50	\$411.70	\$409.55	\$392.61	\$388.68	\$2,892.75	48%
Aquatics Facilities	Utilities - Natural Gas	\$34,000	\$3,129.24	\$3,070.96	\$3,251.19	\$1,323.46	\$331.22	\$333.50	\$336.74	\$11,776.31	35%
Aquatics Facilities	SC-Utilities - Telephone/Internet	\$11,000	\$169.86	\$516.05	\$1,381.22	\$526.77	\$969.23	\$195.45	\$933.30	\$4,691.88	43%
Aquatics Facilities	Avana - Telephone/Internet	\$4,000	\$170.96	\$430.84	\$291.08	\$300.12	\$290.17	\$189.50	\$190.71	\$1,863.38	47%
Aquatics Facilities	GR- Telephone/Internet	\$4,000	\$202.32	\$192.13	\$192.32	\$191.70	\$191.46	\$201.21	\$194.94	\$1,366.08	34%
Aquatic Facilities Total		\$1,320,825	\$54,007.27	\$59,631.09	\$61,180.63	\$43,684.84	\$44,816.61	\$60,507.40	\$56,029.29	\$379,857.13	29%
Circle C Community Center	Utilities - Water	\$35,000	\$2,628.03	\$1,584.82	\$324.50	\$328.89	\$333.24	\$487.68	\$401.90	\$6,089.06	17%
Circle C Community Center	Utilities - Electric	\$22,000	\$15.00	\$1,494.66	\$1,498.29	\$1,451.20	\$1,324.45	\$1,302.73	\$1,404.99	\$8,491.32	39%
Circle C Community Center	Utilities - Telephone/Internet	\$9,600	\$650.37	\$650.37	\$650.37	\$650.37	\$661.90	\$661.90	\$660.66	\$4,585.94	48%
Circle C Community Ctr	Events Payroll	\$6,000	\$722.42	\$1,236.11	\$1,000.73	\$1,278.40	\$525.20	\$87.00	\$0.00	\$4,849.86	81%
Circle C Community Center	Furniture	\$2,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Circle C Community Center	Maintenance - Building	\$47,000	\$3,405.24	\$2,949.50	\$2,694.06	\$1,605.35	\$2,451.23	\$1,383.98	\$1,699.51	\$16,188.87	34%
Circle C Community Ctr Total		\$121,600	\$7,421.06	\$7,915.46	\$6,167.95	\$5,314.21	\$5,296.02	\$3,923.29	\$4,167.06	\$40,205.05	33%
Maintenance Operations	Office Supplies	\$1,500	\$0.00	\$99.55	\$0.00	\$0.00	\$0.00	\$61.79	\$0.00	\$161.34	11%
Maintenance Operations	Employee Education	\$1,200	\$135.00	\$135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$270.00	23%
Maintenance Operations	Uniforms	\$1,800	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$552.08	\$0.00	\$552.08	31%
Maintenance Operations	Staff Recruitment	\$300	\$35.00	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	35%
Maintenance Operations	Safety Equip/Supplies	\$900	\$334.33	\$334.33	\$0.00	\$62.76	\$0.00	\$0.00	\$0.00	\$731.42	81%
Maintenance Operations	Maintenance Payroll	\$180,000	\$13,346.48	\$26,692.96	\$13,346.48	\$20,019.72	\$13,346.48	\$13,346.48	\$13,346.48	\$113,445.08	63%
Maintenance Operations	Pool Tech	\$72,000	\$3,335.00	\$5,807.25	\$3,121.96	\$4,462.64	\$2,980.36	\$3,973.20	\$3,339.84	\$27,020.25	38%
Maintenance Operations	Payroll Taxes	\$15,000	\$1,262.55	\$2,473.98	\$1,135.05	\$1,571.16	\$1,038.58	\$1,103.01	\$1,055.89	\$9,640.22	64%
Maintenance Operations	Computer/Software	\$1,000	\$0.00	\$128.00	\$227.30	\$0.00	\$27.05	\$0.00	\$0.00	\$382.35	38%
Maintenance Operations	Tools/Supplies	\$5,000	\$0.00	\$550.98	\$0.00	\$302.39	\$567.70	\$378.06	\$107.83	\$1,906.96	38%
Maintenance Operations	Office Furniture	\$700	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations Total		\$279,400	\$18,448.36	\$36,292.05	\$17,830.79	\$26,418.67	\$17,960.17	\$19,414.62	\$17,850.04	\$154,214.70	55%
HOA Operations	Office Supplies	\$9,000	\$2,458.77	\$180.68	\$0.00	\$48.69	\$600.68	\$2,426.38	\$852.28	\$6,567.48	73%
HOA Operations	Equip & Maintenance	\$15,000	\$152.30	\$533.87	\$1,798.77	\$294.15	\$294.15	\$56.41	\$337.83	\$4,269.56	28%
HOA Operations	HOA Owned Vehicle Expense	\$8,000	\$267.52	\$139.33	\$89.28	\$230.01	\$136.58	\$154.74	\$77.74	\$1,095.20	14%
HOA Operations	Postage	\$16,000	\$3,749.90	\$2,148.07	\$180.60	\$39.60	\$889.75	\$3,462.30	\$4,479.65	\$14,949.87	93%
HOA Operations	Web Operations	\$3,000	\$20.47	\$750.47	\$199.98	\$20.47	\$60.00	\$37.74	\$95.47	\$1,184.60	39%
HOA Operations	Printing	\$2,000	\$592.34	\$0.00	\$0.00	\$0.00	\$0.00	\$171.79	\$220.27	\$984.40	49%
HOA Operations	HOA Meetings	\$5,000	\$672.34	\$0.00	\$116.70	\$31.96	\$138.55	\$982.22	\$133.22	\$2,074.99	41%
HOA Operations	Deed Restrictions	\$5,000	\$708.56	\$0.00	\$60.00	\$708.56	\$0.00	\$0.00	\$708.56	\$2,185.68	44%
HOA Operations	HOA Special Events	\$30,000	\$9,997.93	\$970.88	-\$1,357.21	\$2,250.00	\$0.00	\$0.00	\$0.00	\$11,861.60	40%
HOA Operations	Professional Fees	\$2,000	\$0.00	\$0.00	\$1,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,750.00	88%
HOA Operations Total		\$95,000	\$18,620.13	\$4,723.30	\$2,838.12	\$4,425.52	\$2,119.71	\$7,291.58	\$6,905.02	\$46,923.38	49%
Financial Management	Management Services	\$112,000	\$9,314.25	\$9,383.27	\$9,420.39	\$9,365.87	\$9,314.25	\$9,614.25	\$9,635.13	\$66,047.41	59%
Financial Management	Resale Certificate	\$16,250	\$800.00	\$1,100.00	\$1,450.00	\$1,250.00	\$1,500.00	\$1,900.00	\$1,750.00	\$9,750.00	60%
Financial Management	Lien Filing Administrative Fees	\$1,000	\$208.00	\$212.00	\$156.00	\$0.00	\$0.00	\$0.00	\$0.00	\$576.00	58%

Financial Management	Bank Fees	\$30,000	\$2,542.07	-\$27.42	\$7,413.90	\$6,283.63	\$1,086.58	\$2,322.12	-\$1,458.00	\$18,162.88	61%
Financial Management	CPA/Audit	\$8,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Financial Management Total		\$167,250	\$12,864.32	\$10,667.85	\$18,440.29	\$16,899.50	\$11,900.83	\$13,836.37	\$9,927.13	\$94,536.29	57%
HOA Management	Management Payroll	\$190,000	\$12,759.48	\$12,759.48	\$12,759.48	\$19,139.22	\$12,759.48	\$13,308.28	\$13,606.48	\$97,091.90	51%
HOA Management	Management Payroll Taxes	\$15,000	\$1,275.37	\$1,270.34	\$1,170.24	\$1,602.39	\$1,033.77	\$1,107.04	\$1,076.46	\$8,535.61	57%
HOA Management	Mileage Reimbursement	\$6,000	\$109.25	\$201.25	\$0.00	\$0.00	\$0.00	\$0.00	\$186.88	\$497.38	8%
HOA Management	Insurance Stipend	\$44,000	\$3,900.35	\$3,422.74	\$2,678.07	\$2,382.41	-\$1,527.12	\$9,892.90	\$3,624.94	\$24,374.29	55%
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		\$257,000	\$18,044.45	\$17,653.81	\$16,607.79	\$23,124.02	\$12,266.13	\$24,308.22	\$18,494.76	\$130,499.18	51%
Architectural Review Expenses	Architectural Review Expenses	\$7,500	\$2,072.25	\$2,073.75	\$2,460.00	\$255.00	\$586.50	\$2,443.75	\$1,198.50	\$11,089.75	148%
Architectural Review Expenses Total		\$7,500	\$2,072.25	\$2,073.75	\$4,210.00	\$255.00	\$586.50	\$2,443.75	\$1,198.50	\$12,839.75	171%
Legal Services	Legal Services	\$20,000	\$1,789.26	\$350.00	\$476.56	\$4,689.20	\$120.00	\$0.00	\$0.00	\$7,425.02	37%
Legal Services Total		\$20,000	\$1,789.26	\$350.00	\$476.56	\$4,689.20	\$120.00	\$0.00	\$0.00	\$7,425.02	37%
Taxes	Property	\$5,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Taxes Total		\$5,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Insurance	General, Property, Boiler & Auto	\$65,000	\$6,117.82	\$6,466.91	\$6,117.82	\$6,117.81	\$6,117.80	\$6,117.80	\$0.00	\$37,055.96	57%
Insurance	Auto	\$5,000	\$349.09	\$349.09	\$349.09	\$349.09	\$649.09	\$349.09	\$0.00	\$2,394.54	48%
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	-\$9,013.76	\$0.00	\$26,498.00	\$0.00	\$17,484.24	109%
Insurance Total		\$98,000	\$6,466.91	\$6,816.00	\$6,466.91	-\$2,546.86	\$6,766.89	\$32,964.89	\$0.00	\$56,934.74	58%
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	\$100.00	\$2,852.32	\$259.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,211.32	161%
Community Enhancement Total		\$3,000	\$0.00	\$2,852.32	\$259.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,111.32	104%
Reserve Transfer		\$248,333	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Grand Total		\$4,250,080	\$245,121	\$280,322	\$271,332	\$264,758	\$240,592	\$312,267	\$271,765	\$1,750,511	41%

2020 Capital Budget Projects YTD

Lounge Chairs (SC Replacements)	\$11,000	\$10,953.00
Irrigation Infrastructure	\$26,000	\$14,613.75
Rock Work	\$38,050	\$0.00
Pool Covers	\$10,500	\$10,460.00
SC Wade Pool Repairs	\$5,000	\$3,320.00
CC Splash Pad	\$8,000	\$5,432.50
Picnic Table/Benches WF	\$4,900	\$3,444.00
Trash Receptacles	\$10,000	\$6,347.15
Park Place Renovation	\$22,000	\$21,560.20
Avana Beach Erntry Repair	\$2,500	\$6,750.00
HVAC Coil Replacement	\$4,000	\$0.00
SC Replacement Benches	\$9,000	\$6,575.97
CC Seal Coat/Repair	\$14,000	\$11,690.03
Escarpment Project	\$270,000	\$0.00
Valve to Valve Upgrade	\$25,000	\$0.00
Construction Repairs	\$35,000	\$3,744.50
Total	\$494,950	\$104,891.10

Total Capital Budget Projects **\$494,950.00** **\$104,891.10**

Grand Total Expenses **\$4,745,030.00**

**Circle C Landscape
Board Report. August. 2020**

Weather:

General: Extreme Heat, Consecutive 100-107 temperatures
Rainfall: One rain, .8 inches
Temperature: 83-108
Major Events: Extreme Heat

Maintenance Services:

Mowing: Mowing Rotation, all areas
Trimming: Shrub Trimming Complete
Mulching: Mulching Underway, all areas
Treatments: Pre-Emergent Weed Treatment, all areas

Outlying Areas:

Post Office Areas: Checked and cleaned
Community Center Pond: Checked and cleaned

Irrigation:

All controllers on
Valve Repairs, Solenoid Repairs, Controller Repair, Solenoid Repairs
Main Line Repairs, Lateral Line Repairs, Bubbler Replacement, Head
Replacement
Hand Watering

Tree Treatments:

Apply special mycorrhazea treatment to vulnerable trees to
Assist with drought issues

Construction Damages and Projects

Extensive Construction continues damaging irrigation and landscaping
Escarpment/LaCrosse, new bike lanes and sidewalk adjustments
CCL provided consult

Escarpment/Slaughter Mobility Corridor Improvements
CCL provided consult and flagging for improvement survey

Slaughter/Beckett
Water has been permanently disconnected to 2nd median

LaCrosse Mopac, West Side
Ongoing construction, renovations needed

LaCrosse MoPac, East Side Wildflower Park
Ongoing construction, renovations needed

Avana

Bear Creek Elementary School Construction
Area on west side of Escarpment damaged
Fiber optic network on Escarpment
Being installed
CCL provided consult
Trissino Cricoli, Street Light Construction Damage

Greyrock, Assisted Living and Daycare Construction
Common Area damage

Circle C Aquatics

July 2020

**Modified
Operations**

**Currently
Closed**

Facility Usage	<i>Resident Entries</i>	<i>Guest Entries</i>	<i>Total Entries</i>
Swim Center	0	0	0
Community Center	0	0	0
Avaña	0	0	0
Greyrock	0	0	0
Totals	0	0	0

Member Stats	<i>Households</i>	<i>Individuals</i>	<i>Average / Household</i>
Homeowners	5,223	16,497	3.16
Renters	401	1,496	3.73
Totals	5,624	17,993	3.20

Revenue	
Programs	\$ 0
Swim Team	\$ 0
Guest Fees	\$ 9
Area Reservations	\$ 0
Facility Rentals	\$ 0
Lane Rentals	\$ 0

Program Enrollment	
Select Swim Team	79
Masters	6
Group Swim Lessons	0
Private Swim Lessons	0
Water Aerobics	0
Lifeguard Certification	0
Water Safety Instructor	0
Scout Swim Tests	0

Private Rentals	
Swim Center	0
Community Center	0
Avaña	0
Greyrock	0
Totals	0

Area Reservations	
Swim Center	0
Community Center	0
Avaña	0
Greyrock	0
Totals	0

Special Events	
Lane Rentals	
Food Trailer Night	
Dive-In Movie	

Incidents/Injuries

Incident Types	YTD				Jul-20			
	SC	CC	AV	GR	SC	CC	AV	GR
<i>Water Rescue Incident</i>	0	0	0	0	0			
<i>First Aid Incident</i>	0	0	0	0	0			
<i>Sudden Illness Incident</i>	0	0	0	0	0			
<i>Patron Behavior Incident</i>	3	0	0	0	0			
Total	3	0	0	0	0	0	0	0
	3				0			

Entry Data	SC	CC	AV	GR	SC	CC	AV	GR
<i>Resident Entries</i>	2,928	0	0	0	0			
<i>Guest/NonRes Entries</i>	105	0	0	0	0			
Total Entries	3,033	0	0	0	0	0	0	0
<i>Incidents / Entry</i>	0.10%							
<i>All Facilities</i>	3,033				0			
	0.10%							

Incident Data	SC	CC	AV	GR	SC	CC	AV	GR
<i>Suspensions / Expulsions</i>	0	0	0	0				
	0				0			
<i>Biohazard Cleanup</i>	0	0	0	0				
	0				0			
<i>EMS / 911 Calls</i>	0	0	0	0				
	0				0			

Circle C HOA
Maintenance Report for Board August 2020
Prepared by Robert Bardeleben -Facilities Director

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Maintenance has been completed
- Minor Equipment and Facility Repairs Made
- New pool heaters have been mostly installed. Still waiting on HVAC company to do venting.
- Working on securing ideas and bids on wade pool repairs/renovations—slide changes, etc.

COMMUNITY CENTER

- Routine inspections and maintenance have been completed
- HVAC Coil in Meeting Room 2 has been replaced

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
- Increase in neighborhood graffiti/removal is addressed on a regular basis
- Replaced Swingset seats at Vintage Place Park
- Replaced basketball goal cranks at swim center park

AVANA AMENITIES CENTER

- Routine Cleaning and Maintenance has been completed
- Minor repairs have been made
- Replaced Splash Feature Pump

GREY ROCK AMENITIES CENTER

- Routine Cleaning and Maintenance has been completed
- Minor repairs have been made



Circle C Homeowners Association



Circle C Aquatics

Re-Opening Plan to Mitigate COVID-19 Transmission

***** Updated 7/31/20 *****

This plan has been developed and adjusted based on current recommendations from local and national authorities/organizations (including the Centers for Disease Control and Prevention, World Health Organization, Austin Public Health, Texas Department of State Health Services, American Red Cross, National Pool and Hot Tub Alliance, Central Texas Aquatics Association, Texas Public Pool Council, Association of Aquatics Professionals, and the National Recreation and Parks Association) and other best practices from the Aquatics and Parks and Recreation Industries.

Contributors:

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Current Status

Relevant Local Orders

[Health Authority Rules Ordinance No. 20200709-003](#) expires on 11/12/20.

[Austin City Order No. 20200702-017 “Stay Home, Mask, and Otherwise Be Safe”](#) expires on 8/15/20.

[Austin City Order No. 20200617-014 “Mandatory Health & Safety Policies for Business Employees and Patrons”](#) expires on 8/15/20.

Local COVID-19 Transmission Status

[Current transmission status](#) – “Phase 5: Sustained Person-to-Person Spread in the Community”

Local Stage of Risk

The Health Department has published [risk-based guidelines](#) to determine when and how to open businesses and workplaces, and what people should do to stay safe during the COVID-19 pandemic.

Our Aquatics Facilities are currently considered a “Reopened Business” per Governor Abbott’s Executive Orders.

Triggers to determine the level of risk are based on the 7-day average of hospitalizations. This data will provide the most effective indicator due to the general correlation with number of cases, use of ventilators, deaths, and availability of effective treatment and vaccination.

[Austin-Travis County is currently in Stage 4](#)

COVID-19: Risk-Based Guidelines

Recommended thresholds 7-day average hospital admits	Stage	Practice Good Hygiene	Maintain Social Distancing	Wear Facial Coverings	Higher Risk Individuals Aged 65+, diabetes, high blood pressure, heart, lung and kidney disease, immunocompromised, obesity			Avoid Gatherings	Avoid Non-Essential Travel	Avoid Dining/ Shopping	Avoid Non-Essential Travel	Avoid Dining/ Shopping	Workplaces Open
		Stay Home If Sick			Avoid Gatherings	Avoid Non-Essential Travel	Avoid Dining/ Shopping						
		Avoid Sick People			Greater than 25	Greater than 10	Greater than 25						
0	Stage 1	•			Greater than 25		Except with precautions	Gathering size TBD					All businesses
< 10	Stage 2	•	•	•	Greater than 10		Except as essential	Greater than 25					Essential and reopened businesses
10 - 39	Stage 3	•	•	•	Social and greater than 10	•	Except as essential	Social and greater than 10					Essential and reopened businesses
40 - (70 to 123)*	Stage 4	•	•	•	Social and greater than 2	•	Except as essential	Social and Greater than 10	•		Except expanded essential businesses		Expanded essential businesses
> (70 - 123)* (depending on rate of increase)	Stage 5	•	•	•	Outside of household	•	Except as essential	Outside of household	•		Except as essential		Essential businesses only

* The exact hospitalization average trigger will depend on the rate of increase. A faster increase in the daily average will trigger stage 5 risk recommendations when the number reaches the lower end of this range.

Use this color-coded alert system to understand the stages of risk. This chart provides recommendations on what people should do to stay safe during the pandemic. Individual risk categories identified pertain to known risks of complication and death from COVID-19. This chart is subject to change as the situation evolves.

The risk-based guidelines set out five distinct stages of risk, from the lowest threat, Stage 1, through the most serious, Stage 5, along with recommended behaviors for each stage.

For lower-risk individuals, defined as those with no substantial underlying health conditions who have a lower risk of complication and death from COVID-19, the recommendations are as follows:

Stage 1: Practice good hygiene, stay home if sick, and avoid other people who are sick. APH is working on recommendations for maximum sizes of gatherings. Individuals are advised they are safe to return to work at all businesses.

Stage 2: Includes the recommendations for Stage 1 and adds: Maintain social distancing and wear fabric face coverings in public. Individuals are urged to avoid dining and shopping except with precautions, and to avoid gathering in groups of more than 25 people. They are advised they are safe to return to work at essential and reopened businesses.

Stage 3: Includes the recommendations for Stage 2 and also urges individuals to avoid all social gatherings, and any gatherings of more than 10 people.

Stage 4: Includes the recommendations for Stage 3 and advises individuals they are safe to return to work, and dine and shop, only at “expanded essential businesses”. This category will be defined shortly.

Stage 5: Includes the recommendations for Stage 4 and urges individuals to avoid all gatherings outside of the household and avoid dining and shopping except as essential. In this stage it is considered safe to return to work at essential businesses only.

Additional protective measures are recommended for people at higher risk, namely those aged over 65 or people with diabetes, high blood pressure, heart disease, lung disease, kidney disease, obesity, or those who are otherwise immunocompromised.

For example, higher-risk individuals are urged to avoid dining and shopping except with precautions, and avoid gatherings of more than 25 people, even at the lowest level, Stage 1. As the stages progress from 1 through 4, higher-risk individuals are advised to limit the size of their gatherings, and their dining and shopping, to a greater extent than lower-risk individuals. However, by Stage 5, all individuals are advised to limit their activities and exposure to the same degree, whatever the condition of their health.

Circle C Aquatics Phased Reopening

Transition Criteria Between Phases

In order to transition from phase to phase, key metrics must be met. Adhere to all local and state public health guidance and confirm that transition into the subsequent phase is allowable with local authorities. If transition criteria is no longer met for current Phase of Reopening, revert to a previous Phase of Reopening where the transition criteria is met.

Operational Closure to Phase 1 Reopening

- Using Public Health Department data, effectively meet [Local Risk Stage 2 or lower](#).
- Using Public Health Department data, effectively reach [7-Day Moving Average](#) of new hospitalizations **below 10**.
- Conduct a [risk assessment](#) of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity, schedule requirements, and budget to support Phase 1 Reopening.
- Prepare and train staff for Phase 1 Reopening to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure [cleaning and disinfection supplies](#), [personal protective equipment \(PPE\)](#) and establish [standard operating procedures \(SOPs\)](#) and associated training for Phase 1.
- Ensure community awareness and education of public health measures of Phase 1.
- Be prepared to revert to Operational Closure if transmission and hospitalization rates increase.

Phase 1 to Phase 2 Reopening

- Using Public Health Department data, effectively meet [Local Risk Stage 2 or lower](#).
- Using Public Health Department data, effectively maintain [7-Day Moving Average](#) of new hospitalizations **below 10 for 14 consecutive days**.
- Conduct a [risk assessment](#) of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity, schedule requirements, and budget to support Phase 2 Reopening.
- Prepare and train staff for Phase 2 Reopening to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure [cleaning and disinfection supplies](#), [personal protective equipment \(PPE\)](#) and establish [standard operating procedures \(SOPs\)](#) and associated training for Phase 2.
- Ensure community awareness and education of public health measures of Phase 2.
- Be prepared to revert to Phase 1 if transmission and hospitalization rates increase.

Phase 2 to Phase 3 Reopening

- Using Public Health Department data, effectively meet [Local Risk Stage 2 or lower](#).
- Using Public Health Department data, effectively maintain [7-Day Moving Average](#) of new hospitalizations **below 10 for 28 consecutive days**.

- Using Public Health Department data, [local transmission status](#) moved to “**Phase 4: Limited Person-to-Person Spread (Close/Household Contacts)**” or lower.
- Conduct a [risk assessment](#) of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity, schedule requirements, and budget to support Phase 3 Reopening.
- Prepare and train staff for Phase 3 Reopening to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure [cleaning and disinfection supplies](#), [personal protective equipment \(PPE\)](#) and establish [standard operating procedures \(SOPs\)](#) and associated training for Phase 3.
- Ensure community awareness and education of public health measures of Phase 3.
- Be prepared to revert to Phase 2 if transmission and hospitalization rates increase.

Phase 3 to Phase 4 Reopening

- Using Public Health Department data, effectively meet [Local Risk Stage 2](#) or lower.
- Using Public Health Department data, effectively maintain [7-Day Moving Average](#) of new hospitalizations **below 10 for 42 consecutive days**.
- Using Public Health Department data, [local transmission status](#) moved to “**Phase 3: Confirmed Case(s) (No Person-to-Person Spread)**” or lower.
- Conduct a [risk assessment](#) of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity, schedule requirements, and budget to support Phase 4 Reopening.
- Prepare and train staff for Phase 4 Reopening to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure [cleaning and disinfection supplies](#), [personal protective equipment \(PPE\)](#) and establish [standard operating procedures \(SOPs\)](#) and associated training for Phase 4.
- Ensure community awareness and education of public health measures of Phase 4.
- Be prepared to revert to Phase 3 if transmission and hospitalization rates increase.

Phase 4 to Normal Operations

- Using Public Health Department data, effectively meet [Local Risk Stage 1](#).
- Using Public Health Department data, effectively reach [7-Day Moving Average](#) of new hospitalizations **of 0**.
- Using Public Health Department data, [local transmission status](#) moved to “**Phase 2: Persons Under Investigation (Testing in Progress)**” or lower.
- Conduct a [risk assessment](#) of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity, schedule requirements, and budget to support Normal Operations.
- Prepare and train staff for Normal Operations to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure [cleaning and disinfection supplies](#), [personal protective equipment \(PPE\)](#) and establish [standard operating procedures \(SOPs\)](#) and associated training for Normal Operations.
- Be prepared to revert to Phase 4 if transmission and hospitalization rates increase.

Phase 1 Reopening

Phase 1: Facility Status

- Swim Center – Limited Operations
- Community Center, Avaña & Greyrock – Closed

Phase 1: Swim Center Operations

- Lap Swim by online reservation only. One person per available lane.
 - Schedule will vary based on operational/administrative needs.
 - Reservations restricted to ages 10 and older.
 - Per Pool Rules, Policies & Procedures, residents age 12 and younger must be accompanied by an adult parent/guardian.
 - The accompanying adult may reserve an additional lane to swim in while their child is swimming, or they may sit at the chair located at the entrance to their child's reserved lane. All other areas of the facility are closed.
 - Residents are restricted to a maximum of one reservation per day.
 - Non-Resident guests are not permitted.
 - Only those with a reservation will be permitted to enter the facility. No spectators are permitted.
- Select Swim Team, Masters Swimming, Water Aerobics, Group and Private Swim Lessons are suspended.
- The wade pool will remain closed.
- There will be no recreational swimming.
- Facility Rentals and Area Reservations are suspended.
- Contracted groups, programs and camps are suspended.
- All large events (i.e. Dive-In Movie Nights, i.e.) are cancelled.

Phase 2 Reopening

Phase 2: Facility Status

- Swim Center, Avaña & Greyrock – Limited Operations
- Community Center – Closed

Phase 2: Swim Center Operations

- Includes all reopened operations from Phase 1.
- Resume limited Select Swim Team operations.
 - Altered swim team group sizes and practice schedule to limit facility capacity.
 - Swim team participants will be temperature screened prior to entry.
 - Swim team participants will enter the facility through the park gate and will be screened and checked in by coaching staff.
 - Swim team operations will be physically separated from lap reservations.
 - Swim team practice arrival times will be staggered to not overlap with lap lane reservation arrival times.
 - Swim team billing will resume.
 - Social distancing and face covering policies will be strictly enforced.
- Masters Swimming, Water Aerobics, Group and Private Swim Lessons are suspended.
- Facility Rentals and Area Reservations are suspended.
- Contracted groups, programs and camps are suspended.
- All large events (i.e. Dive-In Movie Nights, i.e.) are cancelled.

Phase 2: Avaña and Greyrock Operations

- Assuming within Seasonal Dates of Operation (June – August):
 - The Avaña and Greyrock pools will be open by reservation only to control capacity limits and social distancing.
 - Capacity will be set at 40 individuals for Avaña and 25 individuals for Greyrock. These capacity limits may be altered based on observed pool use and operational needs.
 - Reservation blocks will be for a duration of 1.5 hours, beginning at 9am and ending at 6:30pm.
 - Reservations will open at 6am for the following day.
 - The facilities will be closed for 30 minutes between reservation blocks to allow for disinfection and cleaning.
 - Avaña will be closed on Wednesdays and Thursdays.
 - Greyrock will be closed on Mondays and Tuesdays.
 - Reservations will be made via the online Daxko system using each resident's Daxko account.
 - Reservations will be open for Residents in good standing with the HOA. Non-Resident guests will not be permitted.
 - Resident households will be limited to one reservation block per day.
 - Only those listed in a reservation will be permitted to enter.
 - Lounge furniture, showers, and water fountains will be unavailable. Residents are encouraged to bring their own furniture.
 - There will be no lost and found system.
 - Cancellation policies will be strictly enforced.

Phase 3 Reopening

Phase 3: Facility Status

- Swim Center, Community Center, Avaña & Greyrock – Limited Operations

Phase 3: Swim Center, Avaña and Greyrock Operations

- Includes all reopened operations from Phase 1 and Phase 2.

Phase 3: Community Center Operations

- Assuming within Seasonal Dates of Operation (June – August):
 - The Community Center pool will be open by reservation only to control capacity limits and social distancing.
 - Capacity limit TBD.
 - Reservation blocks duration and schedule TBD.
 - Reservations will open at 6am for the following day.
 - The facility will be closed for 30 minutes between reservation blocks to allow for disinfection and cleaning.
 - Reservations will be made via the online Daxko system using each resident's Daxko account.
 - Reservations will be open for Residents in good standing with the HOA. Non-Resident guests will not be permitted.
 - Resident households will be limited to one reservation block per day.
 - Only those listed in a reservation will be permitted to enter.
 - Lounge furniture, showers, and water fountains will be unavailable. Residents are encouraged to bring their own furniture.
 - The water slide and splash pad will be closed.
 - There will be no lost and found system.
 - Cancellation policies will be strictly enforced.

Phase 4 Reopening

Phase 4: Facility Status

- Swim Center, Community Center, Avaña & Greyrock – Limited Operations

Phase 4: Swim Center Operations

- Includes all reopened operations from Phase 1, Phase 2, and Phase 3.
- Masters Swimming, Water Aerobics, Group and Private Swim Lessons may resume at limited operations, assuming within seasonal operation dates for each program.
- The wade pool will remain closed.
- There will be no recreational swimming.
- Facility Rentals and Area Reservations are suspended.
- Contracted groups, programs and camps are suspended.
- All large events (i.e. Dive-In Movie Nights, i.e.) are cancelled.

Phase 4: Community Center, Avaña and Greyrock Operations

- Includes all reopened operations from Phase 2 and Phase 3.

Aquatics Operational Alterations

General Precautions

- Cloth Face Coverings
 - **All staff and patrons are required to wear face coverings while at the facility.** Lifeguards will not be required to wear face coverings while in stand performing patron surveillance. Exceptions are made to allow for eating/drinking.
 - Face coverings should not be worn while in the water.
- Social Distancing
 - **All staff and patrons shall maintain at least 6 feet of distance between themselves and others.**
 - Patrons will not approach lifeguard stands or stations.
 - Visual cues will be displayed to assist with social distancing (cones, markers on the deck/ground, signs, etc.). Patrons will be expected to follow all social distance markers and visual cues.
 - Lifeguards that are performing patron surveillance will not be tasked with enforcing social distancing. Additional staff will be on-site to assist with enforcement.
 - Exceptions to this social distancing requirement:
 - When a lifeguard is rescuing a distressed swimmer, providing first aid, or performing CPR with or without an automated external defibrillator.
 - When individuals are in the process of evacuating the facility due to an emergency situation.
- Hand Hygiene and Respiratory Etiquette
 - All staff and patrons should wash their hands often and cover their coughs and sneezes.
 - Hand sanitizer will be available, and staff should use as often as possible
- Staying Home When Sick
 - Staff and patrons should not come to the facility when:
 - They have any symptoms of COVID-19
 - They have tested positive for COVID-19
 - They were exposed to someone with COVID-19 within the last 14 days
 - All residents will be required to answer COVID-19 symptom questioning prior to entering the facility.
- Adequate Supplies
 - Ensuring adequate supplies are available to support healthy hygiene
 - Hand Sanitizer and Hand Soap
 - Sanitizing Solutions (K-Quat, Effersan, Wysiwash, Clorox Wipes)
 - Paper Towels and Tissues
 - Equipment (No-Touch Thermometers, Electronic Whistles)
 - PPE (Gloves, Gowns, Face Shields, Masks, HEPA Filters)
- Signs and Messages

- Signs will be posted about how to stop the spread of COVID-19, how to properly wash hands, how to promote everyday protective measures, and how to properly use a cloth face covering in highly visible locations.
 - Messaging will be distributed via signs, email blasts, social media and websites
- Staff Symptom Screening
 - If a staff member has any of the following symptoms, they must be sent home: cough, shortness of breath or difficulty breathing, chills and/or repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or a measured temperature greater than or equal to 100.0 degrees - Temperatures will be taken via no-touch thermometers, known close contact with a person who is diagnosed with COVID-19
 - Any staff with the above symptoms may not be able to return to work until:
 - In the case of a staff member who was diagnosed with COVID-19, the staff member may return to work when all three of the following criteria are met: at least 3 days have passed since recovering (resolution of fever without the use of fever-reducing medications); and the individual has improvement in symptoms; and at least 10 days have passed since symptoms first appeared; or
 - In the case of a staff member who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the staff member is assumed to have COVID-19, and they may not return to work until they have completed the same three-step criteria listed above; or
 - If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, they must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
 - Any staff member with known close contact to a person who is diagnosed with COVID-19 may not return to work until the end of the 14-day self-quarantine period from the last date of exposure.
- Lifeguard Rotations
 - Lifeguard rotations shall be set at increments to no greater than 15 minutes
 - Lifeguard stands will be sanitized between rotations.
- Staggered Shifts
 - Efforts will be made to avoid overlapping shift times to minimize the number of staff members on-site at any given time
- Cleaning and Sanitation
 - Thorough cleaning and sanitizing will take place throughout daily operations and will be documented.
- Pool Furniture
 - Lounge furniture will be removed from the deck and will not be available for use.
 - All remaining picnic tables and benches will be sanitized between reservations.
- Showers / Changing Areas / Water Fountain
 - Showers, changing areas, and water fountains will be closed/shut off
- Lost and Found

- There will be no lost and found kept at the facility. All items left behind will be discarded at the end of the day.
- Offices
 - The Swim Center office will remain closed and will only be accessible to the Head Guard and management staff.
 - Water and refrigerator will not be available for staff use. Staff will be encouraged to bring their own coolers, food, and water bottles.
 - Paper forms/documents will not be accepted by staff. All forms must be emailed or left in the drop box outside of the Swim Center office.
- Sick Leave Policies
 - Sick leave policies will be relaxed to allow staff members to stay home when sick.
 - Backup staffing and on-call shifts will be utilized to avoid staff shortages.
- Staff Training
 - Staff will be trained on all new safety procedures and protocols
 - In-Service trainings will be conducted in small groups

Personal Protective Equipment

- Daily Operations
 - Face Coverings
 - All staff will wear face coverings while at work
 - Face coverings may be lowered to allow staff to eat/drink
 - Face coverings will be removed while in stand performing patron surveillance and to perform in-water rescues
 - Gloves
 - Gloves shall be worn by staff members:
 - When touching or moving any high-touch surfaces or items (door handles, furniture, tablet computer, etc.)
 - When providing any care for a patron
 - When performing any cleaning/sanitizing tasks
 - Remove gloves after use, or in between tasks as necessary to avoid cross contamination.
 - Dispose of used gloves in a lined trash can
 - Wash hands thoroughly after removing gloves and/or use hand sanitizer
 - Goggles
 - Goggles shall be worn when performing cleaning/sanitizing tasks
- PPE in Emergency Procedures/Response
 - Face Coverings
 - Face coverings shall be removed when performing a water rescue
 - Before performing any care for a resident -or- while a water rescue is in progress, additional responders shall apply the following PPE to themselves:
 - Hand Sanitizer
 - Use hand sanitizer prior to donning PPE
 - Gown
 - Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back, Fasten in back of neck and waist

- Masks (N95 Respirator Mask)
 - Secure ties to elastic bands at middle of head and neck, Fit flexible band to nose bridge, Fit snug to face and below chin, Fit-check respirator, If N95 masks are unavailable, surgical masks may be worn
- Goggles or Face Shield
 - Place over face and eyes and adjust to fit
- Gloves
 - Extend to cover wrist of isolation gown

Emergency Procedure Alterations

- Water Rescues
 - All efforts shall be made to reduce staff-to-patron contact
 - Reducing potential for in-water rescues by:
 - Only allowing lap swim, no recreational swim allowed
 - Strictly enforcing all safety rules
 - Extreme vigilance while performing patron surveillance
 - Utilizing reaching assists when possible
 - Using rear rescue approaches when possible
 - In the event of a water rescue, all additional responders should don all required PPE
 - After victim extrication from the water, additional responders should begin care for victim while the rescuing lifeguard dons required PPE
 - Provide appropriate care
- First Aid
 - Staff must don required PPE prior to providing any care including:
 - N95/KN95 Respirator or surgical mask, Isolation Gown, Goggles or face shield, Gloves
 - A surgical mask should be given to the victim if there is no breathing/airway emergency
 - Before providing care, staff should ask the victim if they have any of the following symptoms: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea
 - If the victim has any of the above symptoms of COVID-19, isolate the victim from other patrons and unnecessary staff members.
 - Provide appropriate care.
- CPR / Ventilations
 - Staff must don required PPE prior to providing any care including:
 - N95/KN95 Respirator or surgical mask, Isolation Gown, Goggles or face shield, Gloves
 - Bag Valve Masks should be used for ventilations
 - BVMs will be equipped with HEPA filtration to filter expired air
 - Staff should avoid using mask-to-face ventilations when possible.
 - Staff resuscitation masks will also be equipped with HEPA filters in the case that they may be used

Standard Operating Procedures

Daily Opening

- The office/guard room is closed to all staff members except for the Head Guard, necessary front desk and management team.
- Staff members will be authorized to clock in/out on their personal devices (cell phones). Clock-ins will be GPS enforced.
- Head Guard will perform a symptom check on all staff members. Front Desk staff or management will perform symptom check on Head Guard.
- All staff members must wear face coverings at all times. Face coverings may only be lowered to eat/drink, while in stand performing patron surveillance, and while performing water rescues.
- Head Guard pulls all necessary equipment and supplies from office.
 - Front desk supplies (for Swim Center only)
 - Tablet/computer
 - Phone
 - Card scanner
 - Hand sanitizer
 - Clorox wipes
 - Lifeguard supplies
 - Trauma bag / first aid supplies
 - PPE
- Staff ensures all cleaning supplies are restocked and ready for the day.
- Staff checks restrooms to ensure that all fixtures are clean and dry.
- Head guard assigns rescue equipment to each lifeguard. Each rescue tube will only be used by the assigned lifeguard for that shift.
- Normal opening duties are performed.

Reservation Check-in Procedures

- Reservation Check-In Desk is located at the Cafe gate at Swim Center, at entrance for other facilities.
- Entrance gate is to remain closed and locked until 5 minutes prior to the start of reservation time and only after all patrons from the previous reservation time block have left the facility.
- Residents may line up outside of the entrance gate using the indicated social distancing guides
- Gate will be propped open to limit high touch surfaces.
- Front Desk Staff may begin to check in residents 5 minutes prior to the start time of the reservation block
 - Patrons will wait at the gate until called to the check-in area
 - Patron will scan their Aquatics ID Card
 - Front desk staff will verify that the patron has a valid reservation
 - Front desk will ask the patron group the following questions:
 - “Do you have any of the following symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache,

new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea?”

- “Have you been diagnosed with COVID-19?”
- “Have you been in contact with anyone that has been diagnosed with COVID-19 anytime in the last 14 days?”
- If the answer is “Yes” to any of the above questions, the patron group may not enter the facility.
- For Swim Center once checked in, Front Desk will assign the patron a lane number. Head Guard will guide the patron in the direction to their lane entry location.
- At Swim Center, Front Desk will close and secure the gate 10 minutes after the start time of the reservation block. No entries are permitted after the gate is closed.

Reservation Check-out Procedures

- Reservation Check-Out is located at the Parking Lot gate for Swim Center and designated exit gates for other facilities.
- Patrons must check out no later than 5 minutes after the end time of the reservation.
- Once all patrons have exited the facility, the gate will be closed and secured.

Hourly Cleaning/Sanitizing - Performed in between reservation blocks

- Head Guard / Lifeguard staff
 - Sanitize restrooms
 - Toilets (K-Quat No-Rinse)
 - Sinks (K-Quat No-Rinse)
 - Stall doors on both side (K-Quat No-Rinse)
 - Soap dispensers (K-Quat No-Rinse)
 - Paper towel dispensers (K-Quat No-Rinse)
 - Sanitize office door handles
 - Both sides of both doors (K-Quat No-Rinse)
 - Sanitize used/accessible deck furniture (Effersan)
 - Sanitize staff break areas (K-Quat No-Rinse)
 - Complete all hourly cleaning/sanitizing checklists
- Front desk staff
 - Sanitize all front desk equipment
 - Tablet/Computer (Clorox Wipes)
 - Phone (Clorox Wipes)
 - Check in table/chairs (Clorox Wipes)
 - Check-out table/chairs (Clorox Wipes)
 - Sanitize all gate handles for entrance and exit gates (K-Quat No-Rinse)
 - Complete hourly cleaning/sanitizing checklist

Shift Change Procedures

- Outgoing Head Guard / Lifeguard staff duties
 - Sanitize restrooms

- Toilets (K-Quat No-Rinse)
 - Sinks (K-Quat No-Rinse)
 - Stall doors on both sides (K-Quat No-Rinse)
 - Soap dispensers (K-Quat No-Rinse)
 - Paper towel dispenser (K-Quat No-Rinse)
 - Sanitize office door handles
 - Both sides of both doors (K-Quat No-Rinse)
 - Sanitize used/accessible deck furniture (Effersan)
 - Sanitize staff break areas (K-Quat No-Rinse)
 - Sanitize lifeguard stands
 - Rails (K-Quat No-Rinse)
 - Platform (K-Quat No-Rinse)
 - Seat (K-Quat No-Rinse)
 - Umbrella Metal Parts (K-Quat No-Rinse)
 - Sanitize lifeguard equipment
 - Tubes (Effersan)
 - Backboards (Effersan)
 - Safety Goggles/Glasses (Effersan)
 - Complete all shift change cleaning/sanitizing checklists
 - Complete in-service training
 - Outgoing Head Guard remains on-site until incoming Head Guard arrives
- Outgoing Front Desk staff duties
 - Sanitize front desk equipment
 - Tablet/computer (Clorox Wipes)
 - Phone (Clorox Wipes)
 - Check-in table and chairs (Clorox Wipes)
 - Check-out table and chairs (Clorox Wipes)
 - Sanitize all gate handles for entrance and exit gates (K-Quat No-Rinse)
 - Complete shift change cleaning/sanitizing checklist
 - Outgoing staff clocks out on their personal devices
 - Outgoing Head Guard remains on-site until incoming Head Guard arrives
 - Outgoing Head Guard will perform COVID-19 symptom check on incoming Head Guard.
 - Incoming staff will clock-in on their personal devices
 - Incoming Head Guard will perform a symptom check on all staff members.
 - All staff members must wear face coverings at all times. Face coverings may only be lowered to eat/drink, while in stand performing patron surveillance, and while performing water rescues.

Daily Closing

- Head Guard puts all lifeguard and front desk equipment in the office.
- Head Guard / Lifeguard staff closing duties
 - Sanitize restrooms
 - Toilets (Wysiwash)
 - Sinks (Wysiwash)

- Stall doors on both sides (Wysiwash)
 - Floors (Wysiwash)
 - Soap Dispensers (Wysiwash)
 - Paper towel dispensers (Wysiwash)
- Sanitize office door handles
 - Both sides of both doors (K-Quat No-Rinse)
- Sanitize used/accessible deck furniture (Effersan)
- Sanitize staff break areas (K-Quat No-Rinse)
- Sanitize lifeguard stands
 - Rails (Wysiwash)
 - Platform (Wysiwash)
 - Seat (Wysiwash)
 - Umbrella Metal Parts (Wysiwash)
- Sanitize lifeguard equipment
 - Tubes (Effersan)
 - Backboards (Effersan)
 - Safety Goggles/Glasses (Effersan)
- Sanitize deck areas - In front of lanes 10-20 (Wysiwash)
 - Sanitize all cones (Wysiwash)
- Complete all closing cleaning/sanitizing checklists
- Complete in-service training
- Front desk cleaning/sanitizing duties
 - Sanitize front desk equipment
 - Tablet/computer (Clorox Wipes)
 - Phone (Clorox Wipes)
 - Check-in table and chairs (Clorox Wipes)
 - Check-out table and chairs (Clorox Wipes)
 - Sanitize all gate handles for entrance and exit gates (K-Quat No-Rinse)
 - Complete closing cleaning/sanitizing checklist

Cleaning Product Instructions

- **K-Quat No Rinse**

- PPE Required - gloves, face masks
- Equipment Required - K-Quat No Rinse spray bottle, yellow towel
- Mixture - This cleaning product is premixed by Maintenance Staff
- Cleaning Instructions:
 1. Spray directly onto the surface to be sanitized, thoroughly wetting the surface.
 2. Allow to sit on the surface for 10 minutes.
 3. Wipe the surface with the Yellow Towel (the yellow towels can be re-used throughout the entire day but must be discarded at the end of the day)

- **Effersan**

- PPE Required - gloves, face masks, eye protection (glasses or goggles), shoes
- Equipment Required - Effersan spray bottle, white towel, water hose
- Mixture - Fill a 32oz spray bottle with water. Drop in 1 tablet of Effersan. Allow the tablet to dissolve. Put spray cap back on bottle.
- Cleaning Instructions:
 1. Spray directly onto the surface to be disinfected.
 2. Allow to sit on the surface for 5 minutes.
 3. Rinse area or item thoroughly.
 4. Dry area or item with a white towel or let area or item air dry.

- **Wysiwash**

- This cleaning product is only to be used by trained staff members. Failure to follow operating instructions may result in injury and/or property damage.
- PPE Required - gloves, face masks, eye protection (glasses or goggles), shoes
- Equipment Required - Wysiwash with caplets, water hose
- Mixture - This system mixes on its own provided there are caplets in the mixing canister
- How to attach the Wysiwash system to the hose:
 1. Unscrew the caplet container from the nozzle top piece of the cleaner
 2. Place caplet inside the caplet container (there may already be a caplet inside - use the old caplet if there is one in the container). Do Not Remove the plastic jacket on the caplet!
 3. Screw the caplet container back in place on the nozzle top piece of the cleaner
 4. Thread the female dis-connect onto the garden hose
 5. Insert the male end of the Wysiwash onto the female dis-connect on the hose. Pull back the neck on the female dis-connect to do this. Once inserted, release the neck. Make sure the Wysiwash is securely fastened to the hose by pulling gently on the hose.
- Cleaning Instructions:
 1. Turn on the water hose
 2. Turn on the Wysiwash system by twisting the flow control valve

3. Prime: Spray into a bucket to prime the system. This ensures that the solution is at an effective concentration and any concentrate is flushed out. This concentrate in the bucket can be poured into the comp pool.
 - New Caplet: Prime for 1-2 minutes
 - Previously used caplet: Prime for 30-40 seconds.
 4. Begin with a gentle mist, not a targeted spray. Misting first prevents pathogens from becoming airborne. To adjust the spray, twist the sleeve on the stem of the adjustable nozzle. After the whole area has been sprayed with a gentle mist, use the jet spray on heavily soiled areas to remove any remaining organic waste.
 5. Allow Wysiwash solution to sit for 10 minutes
 6. Rinse area down with the garden hose.
 7. Drying
 - For restrooms: dry the toilets, urinals, and sinks with a dry towel and squeegee.
 - For remainder of restrooms as well as deck and guard stands allow to completely air dry
- How to drain the Wysiwash system
 - This is an essential step to keep the unit in good condition and prevent chlorine fumes and unintended bleaching
 - Take caution to avoid contact with skin and clothing while draining. The drained solution is more concentrated and may stain/irritate skin
 1. Make sure the water and flow control valve are turned off
 2. Disconnect the unit from the female coupler by sliding the neck of the female toward the hose side again to release.
 3. In a bucket, turn the Wysiwash upside down and point the valve downward.
 4. Turn the flow control valve on to allow the solution to drain. The bottom of the caplet container should be pointed upwards at a slight angle. This allows water to drain from the bottom of the caplet container.
 5. Store the Wysiwash system in this position to maximize the life of the caplets.
 6. Empty the bucket into the comp pool.

Protocols in the Event of COVID-19 Exposure

- Isolation of Symptomatic Individual
 - Immediately separate staff or patrons with COVID-19 symptoms
 - Arrange for transportation for anyone sick to their home or healthcare provider.
- Notify Health Officials and Close Contacts
 - Immediately notify Austin Public Health, staff and patrons of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act.
 - Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC and Austin Public Health guidance if symptoms develop.
- Cleaning and Disinfection
 - The facility will be closed in the event of exposure to COVID-19
 - A waiting period of 24 hours must take place prior to cleaning and disinfection of the facility.
 - The facility will reopen provided it has been cleaned and disinfected and staffing is available.
- Staff Exposure
 - Any staff member with potential exposure to COVID-19 will not be allowed to work for 14 days after the exposure and must self-isolate and follow guidance from local health officials.

Resources

- **Centers for Disease Control and Prevention (CDC)**
 - [Coronavirus Disease 2019 \(COVID-19\)](#)
 - [Considerations for Public Pools, Hot Tubs, and Water Playgrounds During COVID-19](#)
 - [Parks and Recreational Facilities](#)
 - [Guidance for Administrators in Parks and Recreational Facilities](#)
 - [Preventing the Spread of COVID-19 in a Variety of Settings Throughout Your Community](#)
 - [Worker Safety and Support](#)
 - [Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\), May 2020](#)
 - [Symptoms of Coronavirus](#)
 - [Information for Healthcare Professionals about Coronavirus \(COVID-19\)](#)
 - [Interim Guidance for Emergency Medical Services \(EMS\) Systems and 911 Public Safety Answering Points \(PSAPs\) for COVID-19 in the United States](#)
- **U.S. Equal Employment Opportunity Commission (EEOC)**
 - [Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#)
- **American Red Cross (ARC)**
 - [AMERICAN RED CROSS COVID-19 GUIDANCE](#)
 - [Considerations for Aquatics Facilities and Lifeguarding](#)
 - [COVID-19 Guidance for Aquatics from the Scientific Advisory Council](#)
- **National Recreation and Park Association (NRPA)**
 - [Phased Reopening Planning – Gradually Restoring Operations to Protect Public Health](#)
- **World Health Organization (WHO)**
 - [Coronavirus Disease \(COVID-19\) Pandemic](#)
- **Austin Public Health (APH)**
 - [COVID-19 Information](#)
 - [Information for Businesses and Industries](#)
- **Texas Department of State Health Services (DSHS)**
 - [Coronavirus Disease 2019 \(COVID-19\)](#)
 - [Opening the State of Texas](#)
- **Aquatics Industry Resources**
 - [IAAPA - Member Resources for COVID-19](#)
 - [POOLaide: Webinars for Uncertain Times](#)
 - [Councilman-Hunsaker | COVID-19](#)
 - [Lifeguard Authority](#)
 - [USA SWIMMING CORONAVIRUS \(COVID-19\) RESOURCES](#)
 - [Redwoods Institute - COVID-19 Updates & Resources](#)
 - [Association of Aquatic Professionals - COVID-19 Resources](#)
 - [North Texas Aquatics Association \(NTAA\)](#)
 - [Texas Public Pool Council \(TPPC\) - COVID-19 Resources](#)

Lap Swimming Reservation Policies & Procedures

In an effort to meet strict social distancing requirements and capacity limits, and to mitigate the spread of COVID-19 throughout our community, the Swim Center Facility will be open for lap swim by reservation only beginning June 2, 2020. We will continue to monitor the ongoing public health situation to determine when we can expand our opening. Check back for details.

Phone use is limited due to the current situation, email is the best way to get a hold of us. Please email customerservice@ccswim.net if you need assistance.

General Policies

- Reservation time blocks are for a duration of 40 minutes.
- Registration for reservations will open online at 6:00 a.m. for the following day.
- Reservations are open for residents of Circle C HOA only. Non-Resident guests are not permitted at this time.
- In order to book a reservation, residents must be in good standing with the Circle C HOA, be of age 10 and older, and follow all pool rules, policies, and procedures.
- Per Pool Rules, residents age 12 and younger must be accompanied by an adult parent/guardian. The accompanying adult may reserve an additional lane to swim in while their child is swimming, or they may sit at the chair located at the entrance to their child's reserved lane. All other areas of the facility are closed.
- All reservations must be made online prior to arrival at the facility. No "walk-ins" will be allowed.
- Only residents registered for the reservation time will be admitted into the facility. Spectators (i.e. non-swimming children, etc.) are not permitted.
- Residents are limited to one reservation per day.
- The facility is open for active lap swim / aquatic exercise only. Recreational swimming, lounging or "tanning" on the pool deck or terrace is not permitted.
- There is a maximum of one resident per open lane. Lane sharing is not permitted at this time.
- Residents must swim in the center of their lane. "Circle Swimming" is not permitted at this time.
- **Social distancing will be enforced.** All residents must keep at least six (6) feet of distance between themselves and any other person not residing in the same household as the resident.
- **All residents must wear face coverings while inside the facility.** Face coverings must remain on at all times except for when the resident is inside the pool water. Face coverings are not permitted in the pool.
- In addition to this policy document, all residents must sign a COVID-19 Liability Waiver prior to booking this reservation. Residents ages 17 and younger must have a parent sign this waiver on their behalf.
- Any residents displaying or confirming symptoms of COVID-19 will not be permitted to enter the facility.

Facility Alterations

- There will be no showers or changing areas available. Residents must arrive at the facility ready to swim.
- There will be no water fountains available.

- Restrooms will be open but will be limited to one person at a time.
- The Swim Center office and main entrance will remain closed at this time. Entry to the facility will be at the Cafe gate, and only at specified times.
- There will be no lounge furniture available for use.
- The facility will be closed in between reservation blocks for disinfection/sanitizing.
- There will be no “Lost & Found” system in place. Residents are responsible for taking their belongings with them. Any items left behind will be discarded after the reservation block.

How to Book a Lap Swim Reservation Time Block

1. **Make sure you have a Resident Information Form on file.** – If you have previously submitted a Resident Information Form, and already have your Aquatics ID Card, proceed to Step 2. If you have not previously submitted a Resident Information Form, please click [HERE](#) for information on how to do so.
2. **Access your Daxko Account** – If you have previously registered for a program with us, you probably have already enabled your Daxko account. You can visit your Daxko account by clicking [HERE](#). If you need to enable your Daxko account, click “Find Account” on your Daxko account page (You will need to enter the last name, birth date, and zip code of the Primary Adult as it is listed on your Resident Information Form. If you have any difficulty accessing your Daxko account, please email our Program Coordinator, Amanda, at coordinator@ccswim.net).
3. **Visit our Lap Swim Reservation page** [HERE](#) to book your Lap Swim Reservation Time Block

Cancellation Policies

- In order to cancel a reservation, an email must be sent to customerservice@ccswim.net.
- All cancellations **must** be made by 6am the day of the reservations.
- After two violations of this cancellation policy, the resident will be prohibited from making future reservations for 30 days.

Arrival Procedures (Start of Reservation)

- Residents will enter the facility through the Cafe Gate.
- Residents must arrive **no sooner than 5 minutes prior** to the reservation start time, and **no later than 10 minutes after** the reservation start time. **There will be no entry permitted 10 minutes after the reservation start time.**
- Residents will observe **social distancing** and **face covering** requirements while waiting in line to enter the facility. There will be social distancing markers to aide residents while waiting.
- Once called by the Aquatics Staff, residents will enter the facility one at a time.
- Each resident will check-in for their reservation by swiping their Aquatics ID Card. Aquatics Staff will verify the reservation upon check-in.
- Residents will be *verbally* screened for COVID-19 symptoms.
- Residents will arrive ready to swim. There will be no changing areas or showers available.
- Once checked in, residents will be assigned a lane and directed by the Aquatics Staff to the entry point of their lane.
- Residents must keep their personal belongings at the entry point of their lane.

Departure Procedures (End of Reservation)

- The Aquatics Staff will close the facility upon the end time of the reservation block.
- Residents must leave the facility **no later than 5 minutes after** the reservation end time.
- Residents will exit the facility through the Parking Lot Gate.