

**Circle C Homeowners Association
Board Meeting Minutes
December 17, 2008**

1. CCHOA President Rob Johnson called the meeting to order at 7:00p.m. In attendance were board members Rob Johnson, Jason Bram, Cindy Groves, Mary Goehring and Russ Hodes. Steve Urban arrived at 7:05pm. Cynthia Moreland was absent. CCHOA manager Denise Nordstrom and Aquatics Director Brandon Ducote were in attendance. Circle C Landscape manager Susan Hoover was in attendance.
2. Rob asked if there were any changes to the agenda. Russ asked to add a discussion item on annual meeting voting.
3. Rob asked if there were any changes to the November board meeting minutes. There were no changes. Jason made a motion to accept and Mary seconded. All were in favor and motion passed.
4. Rob introduced the Homeowners Forum. There were no homeowners present to speak.
5. The first action item was Stratus's request for a water line easement and temporary construction easement. Hank Kidwell with Stratus explained that they will be constructing a water line from Mopac and La Crosse Lane across to Tract 107, located at Mopac and Slaughter. The water line will cross over a drainage easement located in Phase C5-A which is owned by the CCHOA. Construction will likely begin in February and last through July 2009. Stratus agreed to construct a wrought iron fence across the drainage easement which has been a request of homeowners living on Corrientes Cove. The fence will block pedestrian access to the easement and open area from the street. Stratus also agreed to analyze and possibly provide a stub out for a water meter at Mopac and La Crosse. They also agreed to participate in the landscaping for the two medians located on Slaughter in front of Tract 107. Mary made a motion to accept the proposal for the water line and temporary construction easement. Russ seconded the motion. Steve asked to modify the motion to allow Rob to tweak any minor details to the contracts since he will be signing. Mary clarified that Rob would be given discretion to make changes of non-substantive nature. All were in favor and motion passed.
6. The first discussion item was on an RFP process for a certified arborist presented by Susan Hoover. Susan explained that in the past the landscape company has subcontracted with an arborist to trim, cut and remove trees within Circle C. With the addition of a line item in the 2009 budget which covers tree trimming, Susan suggested creating an RFP and collecting at least 3 bids for the work to be completed in 2009. The arborist chosen would be hired directly by the CCHOA. The board agreed. Susan will have the RFP's available as an action item at the next meeting.
7. The second discussion item was on voting at the 2009 annual meeting presented by Russ. Russ suggested that since there were significant problems with electronic voting in 2008,

that the money allocated for electronic voting is used instead to provide give-a-ways that would give residents an incentive to vote.

8. Brandon presented his swim center report (attached).
9. Susan presented her landscape report (attached).
10. Denise presented her management report (attached).
11. The board adjourned the meeting at 8:01pm and went into executive session.
12. The board adjourned executive session at 8:45pm.

CCHOA Board Meeting Agenda

17, December 2008 7pm
Circle C Child Development Center

- I. Roll Call *Rob Johnson*
- II. Acceptance of Agenda *Rob Johnson*
- III. Acceptance of December minutes *Cynthia Moreland*

- IV. Homeowner Forum *Rob Johnson (30 min)*

- V. Action Items
 - a. Stratus Water Line Easement & Temporary Construction Easement

- VI. Discussion Items
 - a. RFP for Certified Arborist, *Susan Hoover*

- VII. Management Reports
 - a. General Report
 - b. Landscape Report
 - c. Swim Center Report

- VIII. Adjourn Public Meeting

- IX. Executive Session
 - a. Escarpment Fence

Attachments

- 1. November 2008 Board Meeting Minutes
- 2. Stratus Attachments (1-6), Letter Agreement, Temp Const, Water Line Easement
- 3. General Report
- 4. Landscape Report
- 5. Swim Center Report

**Circle C Swim Center
December 2008
Circle C Home Owners Association
Board of Directors Report**

Facility Operations-

Weekly Attendance:

April 26-May 2:	1041	July 20-26:	2133
May 3-9:	1398	July 27-Aug 2:	2695
May 10-16:	1445	August 3-9:	2949
May 17-24:	3203	August 10-14:	1440
May 25-31:	3217	August 15-21:	1200
June 1-7:	2654	August 22-28:	1442
June 7-14:	3815	August 29-Sept4:	1993
June 15-21:	3533	September 5-11:	1276
June 22-22:	3676	September 13-19:	659
June 29-July 5:	2627	September 20-26:	860
July 6-12:	2748	Sept 27- Oct 3:	910
July 13-19:	3359	October 4-10:	522

Recent Weekly Attendance:

October 11-17 th -	348	November 15 th -21 st -	94
October 18 th -24 th -	347	November 22 nd -28 th -	0
October 25 th -31-	183	Nov 29 th -Dec 5 th -	74
November 1 st -7 th -	145	December 6 th -12 th -	61
November 8 th -14 th -	89		

Programs-

St. Andrews high school swim team continues to use the pool during the week and will come in for two practices during the holiday break

The Circle C Seals have been renting pool space to conducting stroke clinics twice a week.

The Bowie high school swim team rented the pool for one week in December.

Facility Projects

- ▲ Repairs have been made to the terracing around the pool area
- ▲ Bids for all capital projects have been received and are being reviewed
- ▲ Bathroom lights have been repaired
- ▲ Currently hiring and training for the front desk.
- ▲ Produced ID badges for the Child Development Center

Risk Management-

The Circle C Swim Center has no recent incidences or accidents to report.

**Circle C Landscape
Report to the Board
November 15-December 15, 2008**

1. **Weather.** The Austin area has now been declared to be in an “exceptional” drought. This is the highest category of drought, with the first two levels being “severe” and then “extreme”. The Austin area has a 15+” rainfall deficit for 2008. Additionally we have had temperature extremes, with some days up to 80 degrees and other days hovering in the 30’s. Vegetation is still actively growing when the night time temperature is above 60 degrees. With the recent freezes, hopefully we will be on a dormancy pattern, which is very important for overall vegetative health. In general, winds have been high and further contribute to drought conditions.

2. **State of the vegetation.** We have continued to water on a regular basis to keep the vegetation alive during this drought. Due to the recent overnight freezing weather, we have been resetting controllers to ensure that we do not create ice sculptures.

3. **Maintenance Services:**

Item	Location	Number of rotations	Notes
1. Mowing, Blowing Weed-eating	All areas	3 rotations	On schedule
2. Bed weeding and clean up	Throughout	2 rotations	We have detailed the beds and removed leaves as they have fallen over the past month.
3. Postal areas and karst features	All locations	2x	Weedeating and clean up
4. Ant Treatment	Throughout	As needed	Ants are prolific on warm days

			and very thirsty so they are surfacing in the irrigated areas
5. Hedge trimming	Escarpment, South Bay Dahlgreen	1 x	Touch up in these areas
6. Vine trimming	Escarpment, north and south, LaCrosse, Mopac to Park West	1x	On schedule
7. Spot treatment for weeds in turf areas	LaCrosse, Spruce Canyon	1x	When weather permits, we are spot treating clover and winter weeds in these areas.

4. **Irrigation Report.** Beginning November and included in the last report, we have cut back but not eliminated irrigation water. We have set custom schedules to respond to overnight freeze warnings. New vegetation is being watered regularly.

Our irrigation audit is progressing, weather permitting. In addition to a thorough check and mapping, each controller is being cleaned and ant treatment is applied in any electrical area.

Irrigation Repairs. The following repairs have been completed:

Valve Replacement:

- LaCrosse, north side, 200 feet east of Park West Pass
- Swim Center, outside bathhouse facility
- Escarpment, west side near telephone structure just south of LaCrosse
- LaCrosse, south side at Escarpment
- Seneca Falls, north side on LaCrosse

5. **Repairs:**

Replacement grass was installed in the following areas:

- Eclipse entrance, east side

Escarpment, south of Old Harbor, west side
Carrington at Vinemont
Escarpment median, south of Old Harbor

Replacement plantings have been installed in the following areas:

Eclipse pocket park, north east side near fence. Installed two tree yaupons and native grasses
LaCrosse, west of Seneca Falls, installed native grasses
Escarpment, new shade beds, installed appropriate shade plantings.
Vinemont, east curb cut, installed grasses and low plantings
Bungalow, west curb cut, installed low plantings

6. Special Projects.

Holiday Lighting. Lights are being maintained on a regular basis. We have had a few outages and corrected them in a timely manner. Wind is a slight problem and we have had some electrical problems that have been repaired. On Escarpment, where the people complained about the “tacky” lighting, we had the electrician troubleshoot the problem. Basically, there is a very long run and there could be a crimp in the line under the street. Therefore, not a lot of voltage is getting to the lights. To remedy this, we have taken out the small tree lights and now have a more balanced look in this area. It is not perfect, but has improved.

Post Office and Outlying Areas Capital Improvements. We have installed stonework and drought tolerant plantings as appropriate in the following locations:

- Seneca Falls post office
- Seneca Falls loop, entrance to greenbelt area
- Tollesboro, entrance to greenbelt area
- Tollesboro post office
- Tollesboro, 2nd entrance to greenbelt area

Before the end of the year, we plan to finish the Hansa post office area.

Capital Area Food Drive. This year, Circle C Landscape sponsored the Capital Area Food drive along with the Special Events Committee. We placed bins at all locations and Denise established an on line donation site with the Food Bank.

To date, we have collected food for over 1200 meals, and hope to get more over the last few days of the drive.

- 7. Oak Wilt Update.** Five trees in the median directly across from the Oak Wilt on Escarpment were treated by air spading the roots and using a macro injection of fungicide.

Four trees to the north of the outbreak were air spaded and deep root fed. We are continuing to monitor the situation.

We will be contracting to have the dead trees removed in the next week.

8. Long Term Planning, 2009 projects.

We are looking through the approved 2009 projects and doing prep work on the following at the current time:

- hiring an engineer for the analysis of the Escarpment water situation
- performing an analysis of sprinkler heads along Slaughter Lane to provide information on what types of heads might be used in this area for more efficiency.
- preparing an RFP for hiring a 2009 arborist
- preparing an RFP for the electrician for bollard light improvements and Slaughter Lane lighting improvements. One area to be examined in the Slaughter Lane analysis is the feasibility of running a major line from the electrical panel on the south side of Slaughter, east of Escarpment to the existing lighting on the east side of the Slaughter/Escarpment intersection. This would provide a stronger voltage link and lighting that was comparable to the rest in this area.
- setting a priority list for repair items to be accomplished in 2009 and looking at what prep work can be done over the winter months.

Circle C Homeowners Association
 Manager's Report
 October 11, 2008 – November 14, 2008

Homeowner Communications – All calls, emails and walk-in traffic.

	<u>Emails</u>	<u>Calls</u>
Jan 1 – Jan 16	21	153
Jan 17 – Feb 15	52	184
Feb 16 – Mar 14	105	211
Mar 15 – Apr 11	65	197
April 12 – May 16	78	220
May 17 – Jun 13	71	123
Jun 14 – Jul 9	118	180
Jul 10 – Aug 15	114	185
Aug 16 – Sept 12	75	110
Sept 13 – Oct 10	79	162
Oct 11 – Nov 14	110	210
Nov 15 – Dec 12	85	116

Deed Restriction Review & Enforcement – we are driving two sections of the neighborhood per month for violations.

Deed Restrictions Monthly Report to Directors		
	11/14/08 – 12/11/08	YTD
1 st Letters	15	206
2 nd Letters	0	47
3 rd Letters	0	5
TOTALS	15	258
Sent to Attorney	0	11
Total Cured		141
Total Open		65
Cooperative Letters:	10	392

Neighborhood Maintenance

- Café Vent Hood System – we located a contractor (thanks to Russ) who has come out and inspected and taken measurements of the café vent hood. There is currently no

ventilation connected to take out the hot air. They should have a bid to us next week and hopefully we can schedule the work right after the first of the year.

- Fencing – the fence on South Bay has been repaired; a new wrought iron fence was installed across from the Seneca Falls Loop mail center (to fence in the open lot).

Website Maintenance

- Current statistics on the website are: current users at 29% (1275 out of 4371 accounts registered); 877 out of 1275 users signed up for email.
- Association Voice has completed their design of the ad banner for the website; I have requested information from the 3 interested parties.

Administration

- We mailed 19 new homeowner packets this past month.
- Annual Report – all information has been submitted; the report will print in the Feb newsletter addition so that we can include the 2008 Income and Expense Report.
- Annual Review for Brandon (December 4)

Committee Coordination

- The Special Events Committee helped host the annual kid's holiday party on December 6th, there were between 300-400 kids in attendance.
- The Special Events Committee is also hosting the adult holiday party on Decemeber 20th, there are about 150 guests expected.
- The CCHOA partnered with Circle C Landscape to host an annual food drive for the Capital Area Food Bank. Susan Hoover has collected all food daily (located at postal centers, Esc. Village, CDC, and Swim Center) and delivered to the Capital Area Food Bank. Thus far, enough food for 1500 meals has been collected.
- We will host a holiday lighting contest Dec 19-21.

Financial

- I met with Terri on November 20, 2008 to sign AP checks.

Capital Budget Projects Summary

- Roof – all work has been completed. We will receive the drawings for the bathhouse roof in Jan 2009; we've asked Laura Sherman to include in the design the capacity for solar panels for the baby pool.
- Escarpment/Slaughter – Complete
- Turf Replacement – Complete
- Sand volleyball Court – complete, including shower tower.
- Fence off BB Court – Complete
- Swim Center Shade – Complete.

- Swim Center Furniture – Complete.
- Playscape Phase II – not yet started.
- Swim Center Security Cameras – this project is almost complete. I am still waiting for a technician to come install the software on my computer so that I can log in and view the cameras from my computer.

Special Projects

- Amenities Transfer Agreement: Currently waiting for a final summary from the attorney.

Meetings

- Gale and Terri attended the November CAI monthly meeting.
- Susan and I met with Stratus Properties and city engineer to discuss water line installation for Tract 107.

Current Projects

- Amenities Transfer Agreement
- Annual Report
- Holiday Events
- Annual Meeting/Voting