

**CCHOA Board Meeting Agenda**  
**27 May 2020, 6:30pm**  
**Circle C Community Center via zoom**

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of April 29, 2020 board meeting minutes *Russ Hodes*
- IV. Homeowner Forum (*3 min each*)
- V. Management Reports
  - a. General Report, *Karen Hibpshman*
    - 1. April YTD Financials
  - b. Landscape Report, *Clayton Hoover*
  - c. Aquatics Report, *Brody McKinley*
  - d. Maintenance Report, *Robert Bardeleben*
- VI. Discussion Items
  - a. Escarpment Loop
  - b. Monument Update
  - c. CC&R vote
- VII. Action Items
  - a. Phase One of the Re-Opening Plan
  - b. Ratify the Board Position's vote
  - c. 2020 Budget change
  - d. Giles & Shea Contract for CC&R vote
  - e. Update Retention Policy
- VIII. Adjourn Public Meeting
- IX. Executive Session

**Attachments**

- 1. April 2020 Board Meeting Minutes
- 2. General Report (including YTD Financials)
- 3. Landscape Report
- 4. Aquatics Report
- 5. Maintenance Report
- 6. 2020 Budget
- 7. Giles & Shea contract for CC&R vote
- 8. Retention Policy

**Circle C Homeowners Association**  
**Board Meeting Minutes**  
**April 29, 2020**

1. The CCHOA Board of Directors convened on April 29, 2020 via video conferencing (zoom). Kim Ackermann called the meeting to order at 6:30 p.m. In attendance were board members Kim Ackermann, Natalie Placer-McClure, Russ Hodes, Michael Chu, Jason Bram Steve Urban and AE Martin. 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.
2. Kim asked if there were any changes to the agenda. Jason motion to approve. Michael seconded the motion. All were in favor and the motion passed.
3. Kim presented the March 25, 2020 board meeting minutes. AE motioned to accept the minutes as written. Michael seconded the motion. All were in favor and the motion passed.
4. Kim introduced the Homeowner Forum. No homeowners were signed up for the forum and no one in attendance requested to address the board.
5. Karen presented the management report and the YTD Financials.
6. Clayton presented the landscaping report.
7. Brody presented the aquatics report.
8. Robert presented the maintenance report
9. The first discussion was the Escarpment Loop project. The board met with the last vendor and will have a workshop on May 6<sup>th</sup> at 6:30pm via zoom to discuss the proposals.
10. The second discussion item was the Paycheck Protection Program. Karen will reach out to the banks that the HOA uses and see what options are out there for the HOA.
11. The third discussion item was the Preparations for Re-Opening. Karen updated the board that we are attending several webinars weekly to get the most up to date information on what this will look like so that a plan can be created that will keep the residents and staff safe.
12. The first action item was the proposal for the replacement of the Swim Center Heaters. Michael motioned to accept the bid from Progressive Commercial Aquatics. Russ seconded the motion. All were in favor and the motion passed.
13. The second action item was the Financial Office Lease. Jason motioned to approve the Financial Office Lease for one year with the option of a one year extension. Steve seconded the motion. All were in favor and the motion passed.
14. The third action item was Social Media. Steve motioned to table this item. Jason seconded the motion. All were in favor and the motion passed.
15. Steve motioned to adjourn the Public Meeting at 7:35 pm. Jason seconded the motion. All were in favor and the motion passed.

16. The Board went into executive sessions at 7:38 pm to discuss the café and two accounts. No votes or actions were taken. The Board adjourned the executive session at 7:56 pm.
17. The forth action item was the café. Steve motioned to defer the enforcement of any action for rent for the months of March, April and May of this year against the café and also to give the President's discretion to continue that for additional months.
18. Steve motioned to adjourn the Public Meeting at 7:57 pm. Jason seconded the motion. All were in favor and the motion passed.

**Circle C Homeowners Association  
Manager's Report  
April 27, 2020 – May 22, 2020**

**Violation Report (April 27, 2020 – May 22, 2020)**

69 Violations

- 26 (37%) Rubbish and Debris
- 22 (31%) Front Yard Maintenance
- 7 (10%) Repair of Exterior Damages
- 2 (2%) Exterior Lighting
- 2 (2%) Vehicle Storage
- 1 (1%) Driveway
- 2 (2%) Use Limitations
- 7 (10%) Architectural

71 Violations by Stage

- 57 (82%) stage 1/cooperative letters
- 11 (21.4%) stage 2 letters
- 3 (2%) stage 3 letters

69 Violation Updates/Creates

- 18 (26%) Closed
- 42 (60%) New
- 2 (2%) re-Opened
- 7 (10%) Escalated
- 2 (1%) Attorney

**Administration**

25 New Homeowner Packets mailed April 18<sup>th</sup> – May 15<sup>th</sup>

**Financial**

AP checks were signed May 19<sup>th</sup> with Terri Giles

**Upcoming Special Events**

All events through June 15<sup>th</sup> have been cancelled  
June 24<sup>th</sup> – Board Meeting – will be held via Zoom

**Project/Updates**

- All reservations have been cancelled at the Community Center through June 15th. All hosts were contacted that all cancellations were being done without penalty.
- 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 can schedule an appointment to meet with staff. Mail will be checked daily along with drop box. We are working on a plan to re-open the Community for events under the 25% capacity limitations.
- The invoice for Rowell has been submitted to RealManage for \$30,145.94.
- The invoice for the Commercial Agreement for the 1<sup>st</sup> half of the payment for \$48,500 has been submitted.
- The invoice for the City of Austin has been submitted for \$17,600.
- Weekly staff meetings are held via zoom every Wednesday at noon to keep staff updated on any new information. Attending weekly webinars by CAI, CAI Houston and RMWBH for the most up to date legal interpretation of the current stay at home orders as they pertain to HOA's and guidance/protocols for a re-opening plan.
- GreyRock Active Living site and Daycare Center – the developers have installed a sidewalk per code along Archeleta. They are insisting on only relocating the mainline and installing new spray heads along Archeleta without any new turf being installed. Their landscapers bid that was forwarded was for \$31,447. This is the amount that they will put towards the repairs to this area. Circle C Landscaping has a rough estimate that was done without any plans being done at the location which includes drip irrigation and new sod.

- **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.
Picnic Table/Benches – Wildflower Park	Completed
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	Will schedule for sometime in June
SC Replacement Benches	Permanent bench on composite deck completed/will order remaining benches around 6/15
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	Totals	%
Homeowner Income	Homeowner Dues	\$3,802,214	\$44,204.58	\$1,014,578.94	\$581,078.30	\$69,289.32	\$1,709,151.14	45%
Homeowner Income	Resale Certificates	\$73,125	\$5,175.00	\$5,175.00	\$5,625.00	\$5,850.00	\$21,825.00	30%
Homeowner Income	Transfer Fees Income	\$75,000	\$4,200.00	\$4,475.00	\$6,828.00	\$5,075.00	\$20,578.00	27%
Homeowner Income	Late Fees Collected	\$18,000	\$2,040.63	\$1,912.59	\$1,762.82	\$1,155.17	\$6,871.21	38%
Homeowner Income	Lien Admin Fees Income	\$400	\$189.06	\$33.42	\$56.00	\$42.00	\$320.48	80%
Homeowner Income	Filing Fee Income	\$224	\$714.00	\$204.28	\$224.00	\$190.05	\$1,332.33	595%
Homeowner Income	NSF Charges	\$100	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00	25%
Homeowner Income	Collection Fee Income	\$50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
<b>Homeowner Income Total</b>		<b>\$3,969,113</b>	<b>\$56,523.27</b>	<b>\$1,026,379.23</b>	<b>\$595,599.12</b>	<b>\$81,601.54</b>	<b>\$1,760,103.16</b>	44%
Architectural Review Income	Architectural Review Income	\$10,000	\$4,255.00	\$4,590.00	\$5,505.00	\$300.00	\$14,650.00	147%
<b>Architectural Review Income Total</b>		<b>\$10,000</b>	<b>\$4,255.00</b>	<b>\$4,590.00</b>	<b>\$5,505.00</b>	<b>\$300.00</b>	<b>\$14,650.00</b>	147%
Rental Income	Office Rent	\$14,400	\$2,193.28	\$1,438.65	\$0.00	\$2,193.28	\$5,825.21	40%
Rental Income	Grill Rent	\$6,300	\$512.50	\$0.00	\$0.00	\$0.00	\$512.50	8%
<b>Rental Income Total</b>		<b>\$20,700</b>	<b>\$2,705.78</b>	<b>\$1,438.65</b>	<b>\$0.00</b>	<b>\$2,193.28</b>	<b>\$6,337.71</b>	31%
Aquatics Income	Pool Programs	\$85,000	\$3,383.00	\$3,451.00	\$1,722.00	\$496.00	\$9,052.00	11%
Aquatics Income	Pool Programs - Swim Team	\$119,500	\$9,840.00	\$10,972.50	\$11,305.00	\$0.00	\$32,117.50	27%
Aquatics Income	Facility Income	\$37,500	\$3,605.32	\$1,346.92	\$134.56	\$4,411.39	\$9,498.19	25%
<b>Aquatics Income Total</b>		<b>\$242,000</b>	<b>\$16,828.32</b>	<b>\$15,770.42</b>	<b>\$13,161.56</b>	<b>\$4,907.39</b>	<b>\$50,667.69</b>	21%
CCCC Income	CCCC Facility Rentals	\$50,000	\$5,510.75	\$4,275.00	\$2,397.50	\$478.00	\$12,661.25	25%
<b>CCCC Income Total</b>		<b>\$50,000</b>	<b>\$5,510.75</b>	<b>\$4,275.00</b>	<b>\$2,397.50</b>	<b>\$478.00</b>	<b>\$12,661.25</b>	25%
Landscape Reimbursements	Stratus Reimb	\$97,000	\$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%
<b>Landscape Reimbursements Total</b>		<b>\$114,600</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	0%
Miscellaneous	Interest Income	\$15,000	\$1,049.41	\$971.70	\$4,719.30	\$159.97	\$6,900.38	46%
Miscellaneous	Sales Tax Discount	\$0	\$1.13	\$0.00	\$0.00	\$0.00	\$1.13	
<b>Miscellaneous Total</b>		<b>\$15,000</b>	<b>\$1,050.54</b>	<b>\$971.70</b>	<b>\$4,719.30</b>	<b>\$159.97</b>	<b>\$6,901.51</b>	46%
Rowell Reimbursement	The Rowell HOA	\$53,000	\$26,184.40	\$0.00	\$0.00	\$0.00	\$26,184.40	49%
<b>The Rowell Total</b>		<b>\$53,000</b>	<b>\$26,184.40</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$26,184.40</b>	49%
<b>Grand Total</b>		<b>\$4,474,413.00</b>	<b>\$113,058.06</b>	<b>\$1,053,425.00</b>	<b>\$621,382.48</b>	<b>\$89,640.18</b>	<b>\$1,877,505.72</b>	42%

## 2020 CCHOA EXPENSE BUDGET

Category	Subcategory	2020 Budget	Jan-20	Feb-20	Mar-20	Apr-20	Totals	%
Commons Area Services	Landscape Maint Contract	\$1,234,458	\$102,867.33	\$102,867.33	\$102,867.33	\$102,867.33	\$411,469.32	33%
Commons Area Services	Contract Landscape SC	\$31,834	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$10,611.52	33%
Commons Area Services	Contract Landscape CCCC	\$31,834	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$10,611.52	33%
Commons Area Services	Contract Landscape AV	\$22,575	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$7,524.92	33%
Common Area Services	Contract Landscape GR	\$22,575	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$7,524.92	33%
Common Area Services	Common Area Holiday Lighting	\$44,729	\$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	\$2,002.63	40%
Commons Area Services	Landscape Repairs	\$80,000	\$0.00	\$0.00	\$1,000.00	\$15,496.56	\$16,496.56	21%
Commons Area Services	Landscape Water Utilities	\$255,000	\$5,771.47	\$5,158.59	\$5,526.38	\$5,558.91	\$22,015.35	9%
Commons Area Services	COA Water Utility Compliance	\$8,000	\$0.00	\$1,125.00	\$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	\$11,115.91	31%
Common Area Services	Tree Care	\$50,000	\$2,250.00	\$9,000.00	\$13,250.00	\$3,395.00	\$27,895.00	56%
Commons Area Services	Fence Repairs & Maint	\$6,000	\$0.00	\$0.00	\$0.00	\$314.36	\$314.36	5%
Commons Area Services	Electrical Repairs & Maint	\$15,000	\$0.00	\$0.00	\$0.00	\$911.69	\$911.69	6%

Common Area Services	Neighborhood Maint & Repair	\$17,000	\$1,017.55	\$1,468.74	\$2,424.55	\$0.00	\$4,910.84	29%
Common Area Services	Non Contract Landscape - SC	\$15,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
<b>Commons Area Services Total</b>		<b>\$1,875,005</b>	<b>\$123,835.78</b>	<b>\$131,346.11</b>	<b>\$136,854.15</b>	<b>\$142,493.50</b>	<b>\$534,529.54</b>	29%
Aquatics Facilities	Administrative	\$59,000	\$2,505.49	\$1,198.39	\$3,970.10	\$525.76	\$8,199.74	14%
Aquatics Facilities	Supplies - Pool	\$16,000	\$2,349.45	\$32.33	\$331.19	\$128.00	\$2,840.97	18%
Aquatics Facilities	Supplies - Chemicals	\$71,000	\$2,305.18	\$2,929.20	\$2,234.77	\$6,042.79	\$13,511.94	19%
Aquatics Facilities	Supplies & Fees - Swim Team	\$23,500	\$1,820.57	\$1,301.11	\$919.33	\$25.00	\$4,066.01	17%
Aquatics Facilities	Maintenance - Pool	\$85,300	\$3,108.12	\$4,319.02	\$6,017.68	\$3,677.65	\$17,122.47	20%
Aquatics Facilities	Maintenance - Building	\$54,700	\$2,448.21	\$4,602.06	\$2,647.04	\$1,448.02	\$11,145.33	20%
Aquatics Facilities	Payroll - Staff	\$726,000	\$22,490.05	\$25,901.12	\$24,956.42	\$17,712.91	\$91,060.50	13%
Aquatics Facilities	Payroll - Programming Staff	\$45,500	\$361.05	\$534.48	\$660.23	\$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	\$31,848.25	31%
Aquatics Facilities	SC-Utilities - Water	\$30,000	\$1,628.27	\$1,738.60	\$1,788.45	\$1,340.80	\$6,496.12	22%
Aquatics Facilities	Avana _Utilities-Water	\$3,000	\$282.65	\$931.27	\$631.30	\$540.40	\$2,385.62	80%
Aquatics Facilities	GR- Utilities - Water	\$4,000	\$200.96	\$164.51	\$171.82	\$152.86	\$690.15	17%
Aquatics Facilities	SC-Utilities - Electric	\$28,000	\$1,989.86	\$2,384.52	\$2,377.64	\$2,169.51	\$8,921.53	32%
Aquatics Facilities	Avana - Utilities- Electric	\$12,000	\$667.02	\$137.08	\$131.04	\$682.17	\$1,617.31	13%
Aquatics Facilities	GR -Utilities-Electric	\$6,000	\$414.88	\$428.83	\$446.50	\$411.70	\$1,701.91	28%
Aquatics Facilities	Utilities - Natural Gas	\$34,000	\$3,129.24	\$3,070.96	\$3,251.19	\$1,323.46	\$10,774.85	32%
Aquatics Facilities	SC-Utilities - Telephone/Internet	\$11,000	\$169.86	\$516.05	\$1,381.22	\$526.77	\$2,593.90	24%
Aquatics Facilities	Avana - Telephone/Internet	\$4,000	\$170.96	\$430.84	\$291.08	\$300.12	\$1,193.00	30%
Aquatics Facilities	GR- Telephone/Internet	\$4,000	\$202.32	\$192.13	\$192.32	\$191.70	\$778.47	19%
<b>Aquatic Facilities Total</b>		<b>\$1,320,825</b>	<b>\$54,007.27</b>	<b>\$59,631.09</b>	<b>\$61,180.63</b>	<b>\$43,684.84</b>	<b>\$218,503.83</b>	17%
Circle C Community Center	Utilities - Water	\$35,000	\$2,628.03	\$1,584.82	\$324.50	\$328.89	\$4,866.24	14%
Circle C Community Center	Utilities - Electric	\$22,000	\$15.00	\$1,494.66	\$1,498.29	\$1,451.20	\$4,459.15	20%
Circle C Community Center	Utilities - Telephone/Internet	\$9,600	\$650.37	\$650.37	\$650.37	\$650.37	\$2,601.48	27%
Circle C Community Ctr	Events Payroll	\$6,000	\$722.42	\$1,236.11	\$1,000.73	\$1,278.40	\$4,237.66	71%
Circle C Community Center	Furniture	\$2,000	\$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	\$10,654.15	23%
<b>Circle C Community Ctr Total</b>		<b>\$121,600</b>	<b>\$7,421.06</b>	<b>\$7,915.46</b>	<b>\$6,167.95</b>	<b>\$5,314.21</b>	<b>\$26,818.68</b>	22%
Maintenance Operations	Office Supplies	\$1,500	\$0.00	\$99.55	\$0.00	\$0.00	\$99.55	7%
Maintenance Operations	Employee Education	\$1,200	\$135.00	\$135.00	\$0.00	\$0.00	\$270.00	23%
Maintenance Operations	Uniforms	\$1,800	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Staff Recruitment	\$300	\$35.00	\$70.00	\$0.00	\$0.00	\$105.00	35%
Maintenance Operations	Safety Equip/Supplies	\$900	\$334.33	\$334.33	\$0.00	\$62.76	\$731.42	81%
Maintenance Operations	Maintenance Payroll	\$180,000	\$13,346.48	\$26,692.96	\$13,346.48	\$20,019.72	\$73,405.64	41%
Maintenance Operations	Pool Tech	\$72,000	\$3,335.00	\$5,807.25	\$3,121.96	\$4,462.64	\$16,726.85	23%
Maintenance Operations	Payroll Taxes	\$15,000	\$1,262.55	\$2,473.98	\$1,135.05	\$1,571.16	\$6,442.74	43%
Maintenance Operations	Computer/Software	\$1,000	\$0.00	\$128.00	\$227.30	\$0.00	\$355.30	36%
Maintenance Operations	Tools/Supplies	\$5,000	\$0.00	\$550.98	\$0.00	\$302.39	\$853.37	17%
Maintenance Operations	Office Furniture	\$700	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
<b>Maintenance Operations Total</b>		<b>\$279,400</b>	<b>\$18,448.36</b>	<b>\$36,292.05</b>	<b>\$17,830.79</b>	<b>\$26,418.67</b>	<b>\$98,989.87</b>	35%
HOA Operations	Office Supplies	\$9,000	\$2,458.77	\$180.68	\$0.00	\$48.69	\$2,688.14	30%
HOA Operations	Equip & Maintenance	\$15,000	\$152.30	\$533.87	\$1,798.77	\$1,096.23	\$3,581.17	24%
HOA Operations	HOA Owned Vehicle Expense	\$8,000	\$267.52	\$139.33	\$89.28	\$230.01	\$726.14	9%
HOA Operations	Postage	\$16,000	\$3,749.90	\$2,148.07	\$180.60	\$39.60	\$6,118.17	38%
HOA Operations	Web Operations	\$3,000	\$20.47	\$750.47	\$199.98	\$20.47	\$991.39	33%
HOA Operations	Printing	\$2,000	\$592.34	\$0.00	\$0.00	\$0.00	\$592.34	30%
HOA Operations	HOA Meetings	\$5,000	\$672.34	\$0.00	\$116.70	\$31.96	\$821.00	16%
HOA Operations	Deed Restrictions	\$5,000	\$708.56	\$0.00	\$60.00	\$708.56	\$1,477.12	30%
HOA Operations	HOA Special Events	\$30,000	\$9,997.93	\$970.88	-\$1,357.21	\$2,250.00	\$11,861.60	40%
<b>HOA Operations Total</b>		<b>\$93,000</b>	<b>\$18,620.13</b>	<b>\$4,723.30</b>	<b>\$1,088.12</b>	<b>\$4,425.52</b>	<b>\$28,857.07</b>	31%
Financial Management	Management Services	\$112,000	\$9,314.25	\$9,383.27	\$9,420.39	\$9,365.87	\$37,483.78	33%
Financial Management	Resale Certificate	\$16,250	\$800.00	\$1,100.00	\$1,450.00	\$1,250.00	\$4,600.00	28%
Financial Management	Lien Filing Administrative Fees	\$1,000	\$208.00	\$212.00	\$156.00	\$0.00	\$576.00	58%
Financial Management	Bank Fees	\$30,000	\$2,542.07	-\$27.42	\$7,413.90	\$6,283.63	\$16,212.18	54%



Financial Management	CPA/Audit	\$8,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
<b>Financial Management Total</b>		<b>\$167,250</b>	<b>\$12,864.32</b>	<b>\$10,667.85</b>	<b>\$18,440.29</b>	<b>\$16,899.50</b>	<b>\$58,871.96</b>		35%
HOA Management	Management Payroll	\$190,000	\$12,759.48	\$12,759.48	\$12,759.48	\$19,139.22	\$57,417.66		30%
HOA Management	Management Payroll Taxes	\$15,000	\$1,275.37	\$1,270.34	\$1,170.24	\$1,602.39	\$5,318.34		35%
HOA Management	Mileage Reimbursement	\$6,000	\$109.25	\$201.25	\$0.00	\$0.00	\$310.50		5%
HOA Management	Insurance Stipend	\$44,000	\$3,900.35	\$3,422.74	\$2,678.07	\$2,382.41	\$12,383.57		28%
HOA Management	Cont Ed & Skills Enhancement	\$2,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%
HOA Management	Professional Services	\$2,000	\$0.00	\$0.00	\$1,750.00	\$0.00	\$1,750.00		88%
<b>HOA Management Total</b>		<b>\$259,000</b>	<b>\$18,044.45</b>	<b>\$17,653.81</b>	<b>\$18,357.79</b>	<b>\$23,124.02</b>	<b>\$77,180.07</b>		30%
Architectural Review Expenses	Architectural Review Expenses	\$7,500	\$2,072.25	\$2,073.75	\$2,460.00	\$255.00	\$6,861.00		91%
<b>Architectural Review Expenses Total</b>		<b>\$7,500</b>	<b>\$2,072.25</b>	<b>\$2,073.75</b>	<b>\$4,210.00</b>	<b>\$255.00</b>	<b>\$8,611.00</b>		115%
Legal Services	Legal Services	\$20,000	\$1,789.26	\$350.00	\$476.56	\$4,689.20	\$7,305.02		37%
<b>Legal Services Total</b>		<b>\$20,000</b>	<b>\$1,789.26</b>	<b>\$350.00</b>	<b>\$476.56</b>	<b>\$4,689.20</b>	<b>\$7,305.02</b>		37%
Taxes	Property	\$5,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%
<b>Taxes Total</b>		<b>\$5,500</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		0%
Insurance	General, Property, Boiler & Auto,	\$65,000	\$6,117.82	\$6,466.91	\$6,117.82	\$6,117.81	\$24,820.36		38%
Insurance	Auto	\$5,000	\$349.09	\$349.09	\$349.09	\$349.09	\$1,396.36		28%
Insurance	D & O Insurance	\$12,000	\$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	-\$9,013.76		-56%
<b>Insurance Total</b>		<b>\$98,000</b>	<b>\$6,466.91</b>	<b>\$6,816.00</b>	<b>\$6,466.91</b>	<b>-\$2,546.86</b>	<b>\$17,202.96</b>		18%
Community Enhancement	Donations	\$1,000	\$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	\$3,211.32		161%
<b>Community Enhancement Total</b>		<b>\$3,000</b>	<b>\$0.00</b>	<b>\$2,852.32</b>	<b>\$259.00</b>	<b>\$0.00</b>	<b>\$3,111.32</b>		104%
<b>Reserve Transfer</b>		<b>\$248,333</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			
<b>Grand Total</b>		<b>\$4,250,080</b>	<b>\$245,121</b>	<b>\$280,322</b>	<b>\$271,332</b>	<b>\$264,758</b>	<b>\$980,991</b>		<b>23%</b>

## 2020 Capital Budget Projects

YTD

Lounge Chairs (SC Replacements)	\$11,000	\$10,953.00
Irrigation Infrastructure	\$26,000	\$0.00
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	\$3,299.30
<b>Total</b>	<b>\$494,950</b>	<b>\$89,832.15</b>

**Total Capital Budget Projects**      **\$494,950.00**      **\$89,832.15**

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

**Circle C Landscape  
May 2020**

**Weather**

General: Spring weather with some summer days  
Spring Storms  
Rainfall Total: approximately 4-5 inches of rain over several days  
Temperature: 65-99, variable  
Major Events: three major storms with lightning

**Maintenance Services**

General: Mowing rotation all areas  
Bed weeding and Cleaning, throughout  
Treatments: Fertilizations throughout  
Other: Hedge trimming all areas complete

**Outlying Areas**

Post office Areas: Checked and Cleaned  
Community Center: Filter pond cleaned and checked

**Irrigation;**

Spring Irrigation check and repairs continue  
Some controllers have been turned on, rain sensors on  
Lightning has affected controllers

**Construction:**

**Construction Damage and Projects**

Construction continues to be a major threat to the irrigation and commons areas.

Construction mostly complete at Slaughter /Escarpment area

Monument area sustained damage that has not been repaired due to possible monument construction

Slaughter at Beckett to MoPac: No water in this area

Karen has arranged with TexDot to put pavers in 1st median

Second median has no water due to construction

LaCrosse at Mopac: Continued construction and median damage

Avana: Continued construction of elementary school

Curb has been installed, area between sidewalk and curb on Escarpment has been heavily damaged.

Trissino/Cricoli area damaged by light pole installation

Gandia Post office area, damaged by builder construction

Greyrock: Assisted living and daycare under construction

Commons areas are affected

Sidewalks have been installed by developer

Wildflower Park: Damage to front area and medians, ongoing

<b>Facility Usage</b>	<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
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Member Stats</b>	<i>Households</i>	<i>Individuals</i>	<i>Average / Household</i>
Homeowners	5,446	17,568	3.23
Renters	411	1,571	3.82
<b>Totals</b>	<b>5,857</b>	<b>19,139</b>	<b>3.27</b>

<b>Revenue</b>	
Programs	\$ 496
Swim Team	\$ 0
Guest Fees	\$ 55
Area Reservations	\$ 0
Facility Rentals	\$ 0
Lane Rentals	\$ 4,185

<b>Program Enrollment</b>	
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

<b>Private Rentals</b>	
Swim Center	0
Community Center	0
Avaña	0
Greyrock	0
<b>Totals</b>	<b>0</b>

<b>Area Reservations</b>	
Swim Center	0
Community Center	0
Avaña	0
Greyrock	0
<b>Totals</b>	<b>0</b>

<b>Special Events</b>	
Lane Rentals	
Food Trailer Night	
Dive-In Movie	

### Incidents/Injuries

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

<b>Entry Data</b>	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			
<b>Total Entries</b>	<b>3,033</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Incidents / Entry</i>	<b>0.10%</b>							
<i>All Facilities</i>	<b>3,033</b>				<b>0</b>			
	0.10%				0			

<b>Incident Data</b>	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 May 2020  
Prepared by Robert Bardeleben -Facilities Director

We are in the middle of off-season repairs and updates at all facilities. We are working on pool opening procedures taking into account COVID-19. Capital projects are underway as well. We are taking COVID-19 precautions with all of our repairs and scheduling.

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Maintenance has been completed
- Minor Equipment and Facility Repairs Made
- Pool Slide Inspections through TDI –passed inspections—waiting on stickers.
- New pool heaters have been ordered—waiting on arrival—hopefully install by June 15.
- Working on securing ideas and bids on wade pool repairs/renovations—slide changes, etc.

COMMUNITY CENTER

- Routine inspections and maintenance have been completed
- Yearly pond permit applied for.

COMMUNITY CENTER POOL

- Routine cleaning and maintenance have been performed.
- Minor Repairs have been completed on equipment and facility.
- Pool Slide Inspections through TDI passed inspections—waiting on permit

NEIGHBORHOOD

- Minor repairs have been completed as needed
- Swim Center Playground Shade Structure Material Failed in latest storms—most likely will be warrantied due to coming apart at the seams.

AVANA AMENITIES CENTER

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

GREY ROCK AMENITIES CENTER

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

# Phase 1 - “Soft” Reopening of Swim Center

In order to meet strict social distancing requirements and capacity limits, the pool will be open for lap swim by reservation only. There will be no recreational swimming allowed. Reservations will be made online via our program registration system (Daxko). Reservations are restricted to those age 13 and older. The first phase of reopening will allow for six open lanes, with one empty lane between each used lane. Only one swimmer is permitted in each lane (with an exception allowing a maximum of two swimmers per lane for those living in the same household). Further phases of reopening will allow for an expansion of open lanes.

## **Lap Swim by Reservation Only**

- Reservation time blocks will be available online with Daxko.
- Time slots will be in 40-minute increments throughout the day.
- Registration will open for any given day at 6am on the morning before. For example, reservations for Monday will open at 6am on the Sunday before.
- Social distancing will be enforced. Social distancing markers will be on display.
- Showers and changing areas will be closed. Residents must arrive ready to swim.
- Restroom facilities will be limited to one resident per restroom at a time.
- There will be no water fountain available for use.
- There will be no pool lounge furniture available for use.
- There will be thorough cleaning/sanitizing of the facility between reservations.
- Face coverings will be required for all patrons and aquatics staff members while inside the facility - face coverings will not be allowed while in the pool.
- Residents are responsible for their belongings. There will be no “Lost and Found” system in place. All items left behind will be discarded.
- The facility is open for active lap swim / aquatic exercise only. Lounging or “tanning” on the pool deck or terrace is not permitted.
- Aquatics staff members will be screened for COVID-19 symptoms (including temperature check) upon arrival for their work shift. Staff members displaying symptoms of COVID-19 or having any previous exposure to someone diagnosed with COVID-19, will not be permitted to enter the facility.
- All residents will be required to sign a COVID-19 waiver document prior to entering the facility. This document will include a COVID-19 self-screening. Patrons displaying, or confirming, symptoms of COVID-19 will not be permitted to enter the facility. This waiver document will be completed online as part of the reservation process. Patrons will also be required to answer COVID-19 symptom questions upon check-in.
- Failure to comply with all policies, rules, procedures, and aquatics staff member instructions will result in the resident being asked to leave and unable to make future reservations.

## **Reservation Policies and Procedures**

- Reservations will be open for residents only - non-resident guests are not permitted during this phase.
- Residents reserving lanes must be 13 years of age or older.
- All reservations must be made online prior to arrival at the facility - no “walk-ins” will be permitted
- Only residents registered for the reservation time will be admitted into the facility. Spectators (i.e. non-swimming children) are not permitted.
- Residents are limited to one reservation per day and three reservations per week (Mon-Sun).
- Start of Reservation - Arrival
  - Residents will enter the facility through the Cafe gate entrance.
  - There will be “social distance” markers on the ground to help form the queue line.
  - Residents must wear face coverings upon entry into the facility, and while waiting to be checked in.
  - Residents must arrive ready to swim. There will be no changing areas or showers available.
  - Residents must check-in with the aquatics staff member stationed at the entry gate by swiping their Aquatics ID Card.
  - Residents will be verbally screened for COVID-19 symptoms.
  - Aquatics staff will confirm the reservation.
  - Residents must arrive for their scheduled reservation no sooner than 5 minutes prior to the start time of their reservation and no later than 10 minutes after the start time of their reservation. There will be no entry permitted after 10 minutes from the start of the reservation.
  - Upon arrival, residents will be assigned lanes and directed to their appropriate lane.
  - Residents must keep their belongings at the entrance to their lane.
- End of Reservation - Departure
  - The lifeguard staff will close the pool upon the end time of the reservation.
  - Residents must leave the facility no later than 5 minutes after their scheduled end time.
  - Residents will leave the facility through the parking lot gate.
  - Residents must “check-out” with aquatics staff member stationed at the exit gate by swiping their Aquatics ID Card

**2020 Approved Budget -**

**2020 CCHOA INCOME BUDGET**

Category	Subcategory	2020 Approved Budget	
		<b>\$706</b>	
Homeowner Income	Homeowner Dues	\$3,802,214	
Homeowner Income	Resale Certificates	\$73,125	
Homeowner Income	Transfer Fees Income	\$75,000	
Homeowner Income	Late Fees Collected	\$18,000	
Homeowner Income	Lien Admin Fees Income	\$400	
Homeowner Income	Filing Fee Income	\$224	
Homeowner Income	NSF Charges	\$100	
Homeowner Income	Collection Fee Income	\$50	
<b>Homeowner Income Total</b>		<b>\$3,969,113</b>	
Architectural Review Income Architectural Review Income		\$10,000	
<b>Architectural Review Income Total</b>		<b>\$10,000</b>	
Rental Income	Office Rent	\$14,400	
Rental Income	Grill Rent	\$6,300	
<b>Rental Income Total</b>		<b>\$20,700</b>	
Group Swim Lessons			\$40,000
Private Swim Lessons			\$35,000
Classes/Clinics			\$10,000
Contracted Programs			
Aquatics Income	Pool Programs	\$85,000	
Registration Fee's			\$12,000
Away Meet Entry Fees			\$2,500
Memberships Due/Reg Fees			\$95,000
Home Meet			\$10,000
Aquatics Income	Pool Programs - Swim Team	\$119,500	
Merchandise Sales			\$2,500
Uniform Sales			\$3,000
Guest Fees			\$10,000



	ID Replacement Cards		\$1,000
	Area Reservations)		\$3,000
	Facility Rentals		\$3,000
	Lane Rentals		\$15,000
Aquatics Income	Facility Income	\$37,500	
<b>Aquatics Income Total</b>		\$242,000	
CCCC Income	CCCC Facility rentals	\$50,000	
<b>CCCC Income Total</b>		\$50,000	
Landscape Reimbursements	Stratus Reimb	\$97,000	
Landscape Reimbursements	COA Reimb	\$17,600	
<b>Landscape Reimbursements Total</b>		\$114,600	
Miscellaneous	Interest Income	\$15,000	
<b>Miscellaneous Total</b>		\$15,000	
<b>The Rowell HOA</b>	The Rowell HOA	\$53,000	
<b>Grand Total</b>		\$4,464,413	
<b>2020 CCHOA EXPENSE BUDGET</b>		<b>2020 Approved Budget</b>	
<b>Category</b>	<b>Subcategory</b>		
	Common Area Landscaping	##	\$1,234,458
	Swim Center Landscaping		\$31,834
	Community Center Landscaping		\$31,834
	Avana Swim Center Landscaping		\$22,575
	GreyRock Landscaping		\$22,575
	Common Area Holiday Lighting		\$44,729
Commons Area Services	Landscape Maint Contract	\$1,388,005	
Common Area Services	2020 Land Additions	\$5,000	
Commons Area Services	Landscape Repairs	\$80,000	

Commons Area Services	Landscape Water Utilities	\$255,000	
Common Area Services	COA Water Utility Compliance	\$8,000	
Commons Area Services	Landscape Electric Utilities	\$36,000	
Common Area Services	Tree Care	\$50,000	
Commons Area Services	Fence Repairs & Maint	\$6,000	
Commons Area Services	Electrical Repairs & Maint	\$15,000	
Common Area Services	Neighborhood Maint & Repair	\$17,000	
Common Area Services	Non Contract Maintenance	\$15,000	
<b>Commons Area Services Total</b>		<b>\$1,875,005</b>	
	Office Supplies		\$30,000
	Employee Education & Skills Enhancement		\$7,000
	Staff Uniforms		\$8,500
	Staff Recruitment & Hiring		\$1,500
	Retail Merchandise		\$3,500
	ARC Program Fees		\$8,500
Aquatics Facilities	Administrative	\$59,000	
	Safety Equip & Supplies		\$10,000
	Program Equip & Supplies		\$3,000
	Pool Supplies		\$3,000
Aquatics Facilities	Supplies - Pool	\$16,000	
	SC		\$39,000
	CC		\$15,000
	Avana		\$11,000
	Greyrock		\$6,000
Aquatics Facilities	Supplies - Chemicals	\$71,000	
	USA Swimming Registration		\$6,500
	Coach Training		\$2,000
	Swim Team Supplies		\$3,000
	Meet Expenses		
	Staff Meet Expenses		\$7,000
	Home Swim Meet		\$5,000
Aquatics Facilities	Supplies & Fees - Swim Team	\$23,500	
	SC - Equipment		\$39,000
	CC - Equipment		\$17,000
	Avana - Equipment		\$10,000
	GR - Equipment		\$4,000

		SC - Pool & Deck Coatings		\$4,000
		CC - Pool & Deck Coatings		\$2,500
		Avana - Pool & Decking Coatings		\$1,000
		GR - Pool. & Decking Coatings		\$400
		SC - Vacuum		\$3,500
		CC - Vacuum		\$800
		Avana - Vacuum		\$600
		GR - Vacuum		\$300
		SC - Permits & Inspections		\$800
		CC - Permits & Inspections		\$600
		Avana- Permits & Inspections		\$400
		GR- Permits & Inspections		\$400
Aquatics Facilities	Maintenance - Pool		\$85,300	
		SC - Janitorial		\$10,000
		CC - Janitorial		\$1,300
		Avana - Janitorial		\$600
		GR - Janitorial		\$600
		SC - Fence		\$2,000
		CC - Fence		\$900
		Avana - Fence		\$600
		GR - Fence		\$300
		SC - Equip & Maint		\$5,500
		CC - Equip & Maint		\$3,500
		Avana - Equip & Maint		\$900
		GR-Equip & Maint		\$700
		SC - Supplies		\$3,000
		CC - Supplies		\$1,200
		Avana - Supplies		\$500
		GR - Supplies		\$300
		Playground		\$2,500
		Café Building		\$2,500
		Post Office Building		\$1,800
		Swim Center Parking Lot & Dumpster		\$15,000
		Avana Parking Lot & Dumpster		\$500
		Greyrock - Parking Lot & Dumpster		\$500
Aquatics Facilities	Maintenance - Building		\$54,700	
		Aquatics Director		\$80,000

		Lifeguards		\$454,000
		Front Desk		\$66,000
		Aquatics Administration		\$80,000
		Payroll Taxes		\$46,000
Aquatics Facilities	Payroll - Staff		\$726,000	
		Contract Labor		\$4,500
		Private Lesson Instructor		\$10,000
		Group Lesson Instructor		\$12,000
		Program Instructor		\$10,000
		Lead Instructors		\$5,000
		Payroll Taxes		\$4,000
Aquatics Facilities	Payroll - Programming Staff		\$45,500	
		Head Coach		\$69,825
		Asst. Coaches		\$25,000
		Dry Land Coach		\$3,000
		Payroll Taxes		\$6,000
Aquatics Facilities	Payroll - Swim Team		\$103,825	
Aquatics Facilities	SC - Utilities - Water		\$30,000	
		Avana - Utilities - Water		\$3,000
		GR - Utilities - Water		\$4,000
Aquatics Facilities	SC - Utilities - Electric		\$28,000	
		Avana - Utilities - Electric		\$12,000
		GR - Utilities - Electric		\$6,000
Aquatics Facilities	Utilities - Natural Gas		\$34,000	
Aquatics Facilities	SC - Utilities - Telephone/Internet/Cameras		\$11,000	
		Avana - Utilities- Telephone/Internet/Cameras		\$4,000
		GR - Utililites - Telephone/Internet/Cameras		\$4,000
<b>Aquatic Facilities Total</b>			<b>\$1,320,825</b>	
Circle C Community Center	Utilities - Water		\$35,000	
Circle C Community Center	Utilities - Electric		\$22,000	
Circle C Community Center	Utilities - Telephone/Internet		\$9,600	
Circle C Community Center	Events Payroll		\$6,000	
Circle C Community Center	Furniture		\$2,000	
		Janitorial		\$13,000
		Supplies		\$6,000
		Parking Lot & Dumpster		\$8,000

		Equip & Maint		\$16,000
		Contract Services		\$2,000
		Permit & Inspections		\$2,000
Circle C Community Center	Maintenance - Building		\$47,000	
<b>Circle C Community Ctr Total</b>			\$121,600	
Maintenance Operations	Office Supplies			\$1,500
Maintenance Operations	Employee Education			\$1,200
Maintenance Operations	Uniforms			\$1,800
Maintenance Operations	Staff Recruitment-Hiring			\$300
Maintenance Operations	Safety Equip & Supplies			\$900
Maintenance Operations	Maintenance Payroll			\$180,000
Maintenance Operations	Pool Tech			\$72,000
Maintenance Operations	Maintenance Payroll Taxes			\$15,000
Maintenance Operations	Computers/Software			\$1,000
Maintenance Operations	Tools/Supplies			\$5,000
Maintenance Operations	Office Furniture			\$700
<b>Maintenance Operations Total</b>			\$279,400	
HOA Operations	Office Supplies		\$9,000	
HOA Operations	Equip/Maintenance		\$15,000	
		Computers, Software & Service		\$9,000
		Cameras		\$5,000
		Furniture		\$1,000
HOA Operations	HOA Owned vehicles		\$8,000	
		Maintenance/Registration		\$3,000
		Gas		\$5,000
HOA Operations	Postage		\$16,000	
HOA Operations	Web Operations		\$3,000	
HOA Operations	Printing		\$2,000	
HOA Operations	HOA Meetings		\$5,000	
HOA Operations	Deed Restrictions		\$5,000	
HOA Operations	HOA Special Events		\$30,000	
<b>HOA Operations Total</b>			\$61,000	
Financial Management	Management Services		\$112,000	
Financial Management	Resale Certificate		\$16,250	

Financial Management	Lien Filing Administrative Fees	\$1,000	
Financial Management	Bank Fees/Credit Card Fees	\$30,000	
Financial Management	CPA/Audit	\$8,000	
<b>Financial Management Total</b>		<b>\$167,250</b>	
HOA Management	Management Payroll	\$190,000	
HOA Management	Management Payroll Taxes	\$15,000	
HOA Management	Mileage Reimbursement	\$6,000	
HOA Management	Health Insurance	\$44,000	
HOA Management	Cont Ed & Skills Enhancement	\$2,000	
HOA Management	Professional Services	\$2,000	
<b>HOA Management Total</b>		<b>\$259,000</b>	
Architectural Review Expenses	Architectural Review Expenses	\$7,500	
<b>Architectural Review Expenses Total</b>		<b>\$7,500</b>	
Legal Services	Legal Services	\$20,000	
<b>Legal Services Total</b>		<b>\$20,000</b>	
Taxes	Property	\$5,500	
Taxes	Other		
<b>Taxes Total</b>		<b>\$5,500</b>	
Insurance	General, Property, Boiler & Auto, Umbrella	\$65,000	
Insurance	HOA Owned Vehicles	\$5,000	
Insurance	D & O Insurance	\$12,000	
Insurance	Worker's Comp	\$16,000	
<b>Insurance Total</b>		<b>\$98,000</b>	
Community Enhancement	Donations	\$1,000	
Community Enhancement	Association Memberships	\$2,000	
<b>Community Enhancement Total</b>		<b>\$3,000</b>	
Reserve Transfer		\$248,333	
<b>Reserve Transfer Total</b>		<b>\$248,333</b>	

**Grand Total**

	\$4,466,413	
<b>Difference</b>	<b>-\$2,000</b>	
<u>Capital Budget Projects</u>		
Lounge Chairs (SC Replacements)	\$11,000	
Irrigation Infrastructure	\$26,000	
Rock Work	\$38,050	
Pool Covers	\$10,500	
SC Wade Pool Repairs (slide)	\$5,000	
CC- Splash Pad	\$8,000	
Picnic Table/Benches - Wildflower Park	\$4,900	
Trash Receptacles	\$10,000	
Park Place Renovation	\$22,000	
Avana - Beach Entry Repair	\$2,500	
HVAC Coil Replacement	\$4,000	
SC Replacement Benches	\$9,000	
CC Seal Coat/Repair	\$14,000	
Escarpment Project	\$270,000	
Valve to valve Upgrade	\$25,000	
Construction Repairs	\$35,000	
<b>Total Cap Projects</b>	<b>\$494,950</b>	
KEY:	pale olive green feeds into	
	light blue which feeds into	
	green which feeds into	

Capital Budget Projects

Lounge Chairs (SC Replacements)

Irrigation Infrastructure

Rock Work

Pool Covers

SC Wade Pool Repairs (slide)

CC- Splash Pad

Picnic Table/Benches - Wildflower Park

Trash Receptacles

Park Place Renovation

Avana - Beach Entry Repair

HVAC Coil Replacement

SC Replacement Benches

CC Seal Coat/Repair

Escarpment Project

Valve to valve Upgrade

Construction Repairs

**Total Cap Projects**

KEY:

pale olive green feeds into

light blue which feeds into

green which feeds into

**GILES & SHEA, INC.**

**7817 La Crosse Ave  
Austin, TX 78739  
Phone 512-451-9901  
Fax 512-288-6057**

May 22, 2020

Circle C Homeowners Association  
7817 LaCrosse Avenue  
Austin, Texas 78739

RE: Additional Voting Services

Dear CCHOA,

The purpose of this letter is to confirm the Additional Voting Services Agreement between Giles & Shea, Inc. and Circle C Homeowners Association, Inc. (the **Association**). Giles & Shea, Inc. will provide the following:

1. Maintain the VoteHOANow site when voting goes live for approximately 6 months.
2. Enter in all paper ballots as received.
3. Provide an update monthly on status of the vote as to be determined by the Board

Giles & Shea, Inc. will provide the above services to the Association for a fee of \$300.00 per month for the period to be determined by the Board of Directors.

Any additional services not itemized in 1-16 above shall be provided at the rate of \$50.00 per hour for principals and \$40.00 per hour for non-principals. All costs, such as copies, long distance charges, faxes, postage used on behalf of the Association and mileage reimbursement (herein the "Costs") will be itemized and charged to the Association on a monthly basis and the Association agrees to pay for all reasonable Costs.

**TERM OF THIS AGREEMENT:**

This Agreement is effective as of \_\_\_\_\_, 2020 and will terminate on \_\_\_\_\_, 2020, with the Association having the option to extend for 30 days. The Association may exercise its option by providing written notice at least 30 days prior to the expiration of this Agreement specifying the length of the option period and the new Automatic Termination date of the Agreement (as described below).



**TERMINATION OF THIS AGREEMENT:**

1. **Automatic Termination:** This Agreement shall automatically terminate on \_\_\_\_\_, 2020 and neither party shall have any further rights or obligations under this Agreement, except that Giles & Shea, Inc., shall be obligated to deliver all Association documents and records to the Association upon termination and non-renewal of this Agreement.
2. **Termination for Cause:** If either party hereto commits a material breach of any of the terms, conditions or obligations of this Agreement and the breaching party fails to correct such breach within ten (10) days after written notice thereof from the other party, such other party may, at its own option, terminate this Agreement for cause immediately, or at any designated future time provided the breach still exists, by delivering to the breaching party a written notice of termination and the effective date and time thereof. A “material breach” includes but is not limited to failing to make any payments due hereunder.
3. **Termination by Mutual Agreement:** This Agreement may be terminated by mutual written agreement of the parties at any time and neither party shall have any further rights or obligations under this Agreement, except for delivery of documents and records as provided in Section 1. If this Agreement is terminated by mutual agreement, Giles & Shea, Inc. shall be compensated for the work it performed up until the date and time of such termination.

If you are in agreement with the terms discussed above, please indicate your approval by executing in the space provided below.

GILES & SHEA, INC.

\_\_\_\_\_  
Terri Giles, President    Date

**AGREED AND APPROVED:**

CIRCLE C HOMEOWNERS  
ASSOCIATION, INC.

\_\_\_\_\_  
Date

Circle C Homeowners Association, Inc.			
Record Retention Schedule			
Category	Description	Retention Period	Notes
<b>Financial and Accounting</b>			*Financial Manager's Office
Accounts Payable Ledger		T	
Accounts Receivable Ledger		T	
Bank Deposit Slips		T	
Bank Reconciliations		T	
Bank Statements & Certificates of Deposit		T	
Cancelled Checks		T	
Check Register		T	
Financial Statements		T	
General Ledgers		T	
Paid Vendor Invoices		T	
Petty Cash Records		T	
Purchase Orders		T	
Tax Returns		T	
Tax Bills & Statements		T	
Annual Financial Audit		T	
Summary of Election Results		T	
Election ballots		O	
Payroll Records and Summaries		X	Six years
Judgements, Liens filed, and Foreclosures		P	
Resale Certificates	Both new and old properties	T	
Property Transfers		P	
Mortgage and Loan Records		X	Three years after final payment
Credit Card Statements		X	Six years
Membership Records	All lists of members and their standing as to voting eligibility	P	
<b>Administrative</b>			
Correspondence – General		T	
Correspondence – Legal		T	
Deed Restrictions - Legal		P	Binder
Deed Restrictions - Notification		P	Binder
Cooperative Letters		P	Disk
Homeowner Directory		T	Recent edition plus last 3 additions
Homeowner Information Form		T	Binder
Annual Reports		P	
Board Meeting Minutes		P	Binder
Annual Meeting Minutes		P	
Board Elections		P	
Board Motions	Also reflected in the board meeting minutes.	P	Binder
Board Resolutions		P	
Electronic resident messages (e-mail)		U	Binder
Electronic board messages (e-mail)		U	On computer
Insurance Agent Correspondence		P	
Insurance Policy Applications		P	
Insurance Policy Quotes		P	
Insurance Claims		P	
Insurance Policies		X	4yrs after exp; binder
Accident Reports		P	
CCHOA Meetings		P	
Contracts		X	7 years after expiration
Capital Budget Projects		P	
Committee Meeting Minutes as submitted	All committees except ACC	O	Active (Binder) Inactive (File)
Committee - Reports to the Board		T	Board Meeting File

ACC Approvals		P	ACC File Cabinet
ACC Variances Issued		P	ACC File Cabinet
Retention Policy Audits		T	
<b>Governing Documents &amp; Legal</b>			
Secretary Of State		P	
Articles of Incorporation		P	
Covenants, Conditions, and Restrictions		P	
Amendments to Covenants, Conditions, and Restrictions		P	Electronic
By-laws and All Amendments		P	
Governing Doc's for Gated Communities		P	
COA Impervious Cover Agreement		P	
Deeds, plats, maps, surveys		P	Retain all revisions
COA General Permit		P	
La Crosse Site Water Line Easement		P	
FCC License - Irrigation Control		P	
COA Landscaping Maintenance Agreement		P	
Stratus Landscape Reimbursement		P	
COA Landscape Reimbursement		P	
CCHOA Website Domain Registration		P	
Policies & Regulations		P	
Financial Audits		P	
Tax Returns		P	
Annual Budget Review		P	
<b>Operations and Maintenance</b>			
Maintenance & Repair Records	HOA Property	P	
RFP's & Bids for Services	Example is small maintenance job	X	Retain 1 year after completion of contract
Measurement of all commons areas		P	
Contract for maintenance work performed		X	Retain 7 years after contract expiration
Vendors - Certificate of Insurance		X	Retain 7 years after contract expiration
Common area & Swim Center Inventory		X	Retain current and one previous record
Swim Center Operational and Procedural Manuals		X	Retain current version only
Swim Center Warranties		P	
<b>CCCC Project</b>			
Amenities Transfer Agreement		P	
Topo & Tree Survey Bids & Study		P	
Environmental & Geo Study		P	
Final Plat Bid & Contract		P	
Commitment for Title Insurance		P	
TBG Conceptual Drawings		P	
<b>Contract RFP's</b>			
Landscape RFP's		P	
Financial Services RFP's		P	
HOA Management RFP's		P	
<b>HR Files</b>			
Job Descriptions		X	3 Years after last active use
Aquatic Director Resumes		T	
Swim Center Staff Evaluations		P	
Employee Files		X	Retain 5 years after final day of employment
<b>Retention Period Key</b>			
U=Useful life but no longer than six months; may be converted to another form of record for longer retention			
S=Six months			
O=One year			
T=Three years plus current			
P=Permanent			
X=See note			