

**CCHOA Board Meeting Agenda**  
**28 August 2024, 6:30pm**  
**Circle C Community Center via zoom**

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of July 31, 2024 Board meeting minutes *Joanne Kinzer*
- IV. Homeowner Forum (3 min each)  
*(Homeowners may sign up to speak for the Homeowners Forum by calling the HOA manager at 512-288-8663 or sending an email to [info@circlecranch.info](mailto:info@circlecranch.info) at least a week before the meeting, in writing. Members will be given 3 minutes to address the board. The Board will send a reply through the HOA Office after the meeting.*
- V. Management Reports
  - a. General Report, *Karen Hibpshman*
    - 1. July YTD Financials
  - b. Landscape Report, *Karen Hibpshman*
  - c. Aquatics Report, *Brody McKinley*
  - d. Maintenance Report, *Robert Bardeleben*
- VI. Discussion Items
  - a. TxDot proposed project along FM1826
  - b. Stratus Project
  - c. Update on License Plate camera proposals
  - d. Swim at your own risk (SAYOR)
- VII. Action Items
  - a. Audit Proposal
  - b. Short term Rental Proposal Language (STR)
- VIII. Adjourn Public Meeting
- IX. Executive Session

**Attachments**

- 1. July 2024 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 31, 2024**

1. The CCHOA Board of Directors convened on July 31, 2024, at the Community Center and via video conferencing (Zoom). Stephen Bega called the meeting to order at 6:35 p.m. In attendance were board members Stephen Bega, Joanne Kinzer, Kimberly De La Garza, David Lachance, Dave Duryee and John LaBarge. Paul Oveisi was not present. CHOA Manager Karen Hibpshman (HOA Manager), Robert Bardeleben (Facilities Director) and Brody McKinley (Aquatics Director) were present.
2. Stephen presented the July 31, 2024 agenda. Karen asked that we add Peggy Vogt and Meagan Pound to the Homeowner Forum and Vehicle break-in's/thefts under Discussion Items. Dave motioned to accept the agenda with the changes. Joanne seconded the motion. All were in favor and the motion passed.
3. Stephen presented the June 26, 2024 Board of Directors Meeting Minutes. Dave motioned to accept the minutes as written. David seconded the motion. All were in favor and the motion passed.
4. Stephen introduced the Homeowner Forum.
  - a. Peggy Vogt spoke against STR. Several HOA's in the area have passed amendments prohibiting STR's. Over the last month they have had an STR on the street have multiple folks staying and multiple vehicles. The concern is they don't know who is coming and going.
  - b. Meagan Pound was not present.
5. Karen presented the management report and the YTD Financials.
6. Karen presented the landscaping report.
7. Brody presented the aquatics report.
8. Robert presented the maintenance report.
9. The first discussion item is the proposed TxDot project along FM1826. Karen provided an update during the General Report.
10. The second discussion item is the Stratus proposed project. Kimberly, Joanne, Susan and Karen meet to go over the details of the proposed mixed-use project and the what is required per the Settlement Agreement. Per the conversations, South Bay will not be extended through to MoPac. Questions concerning traffic entering onto MoPac from this project and will there be a light? This will be answered by the traffic engineers. In order for a mixed-use development, the Settlement Agreement will need to be amended by City Council with a super majority. Stratus will be attending the September board meeting to give a presentation on the project.

11. The third discussion item is the Vehicle break-in's/thefts that have been taking place throughout the community. Karen will add more information in the emails and will also research different camera options and the cost.
12. The first action item was the Short-term Rental proposed language. Joanne motioned to table the item. David second the motion. Dave, David, John, Joanne and Kimberly voted yes. Stephen voted not. The motion passed 5-1.
13. John motioned to adjourn the Public Meeting at 8:15 pm. Joanne seconded the motion. All were in favor and the motion passed.
14. The board went into executive session at 8:20pm to discuss the STR language and enforcement action. No decisions or actions were taken. The board adjourned executive session at 8:30pm.
15. The board returned to the Public Meeting at 8:30pm.
16. Joanne motioned to un-table the Short-term Rental proposed language. Kimberly seconded the motion. All were in favor and the motion passed.
17. John motioned that there was a consensus by the board to move forward with the approval of the Short-Term Rental language with the changes to 2 (e) in the proposed amendment. Joanne seconded the motion.  
  
Kimberly counter motioned to accept the Short-term Rental proposed language with the change to 2 (e) and the understanding that Patty will clarify the percentage of votes and 2 (d). David seconded the motion. All were in favor and the motion passed.
18. Stephen motioned to adjourn the Public Meeting at 8:35 pm. Kimberly seconded the motion. All were in favor and the motion passed.

# 2024 CCHOA INCOME BUDGET

| Category                                 | Subcategory                 | 2024 Budget           | Jan-24              | Feb-24                | Mar-24              | Apr-24              | May-24              | Jun-24              | Jul-24                | Totals                | %    |
|--|-----------------------------|-----------------------|---------------------|-----------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|------|
| Homeowner Income                         | Homeowner Dues              | \$5,100,000           | \$45,011.31         | \$1,293,639.13        | \$842,363.35        | \$173,022.88        | \$216,451.51        | \$88,638.32         | \$1,554,835.34        | \$4,213,961.84        | 83%  |
| Homeowner Income                         | Resale Certificates         | \$45,000              | \$2,475.00          | \$3,600.00            | \$5,625.00          | \$6,300.00          | \$8,100.00          | \$4,950.00          | \$4,725.00            | \$35,775.00           | 80%  |
| Homeowner Income                         | Transfer Fees I0come        | \$35,000              | \$2,800.00          | \$1,050.00            | \$4,900.00          | \$4,550.00          | \$5,442.00          | \$4,725.00          | \$3,675.00            | \$27,142.00           | 78%  |
| Homeowner Income                         | Late Fees Collected         | \$30,000              | \$1,310.61          | \$1,696.99            | \$2,391.79          | \$2,803.52          | \$6,348.35          | \$2,756.04          | \$1,767.05            | \$19,074.35           | 64%  |
| Homeowner Income                         | Lien Admin Fees Income      | \$900                 | \$138.00            | \$69.00               | \$276.00            | \$0.00              | \$138.00            | \$69.00             | \$0.00                | \$759.00              | 84%  |
| Homeowner Income                         | Filing Fee Income           | \$1,400               | \$112.00            | \$56.00               | \$224.00            | \$56.00             | \$118.00            | \$56.00             | \$1.00                | \$623.00              | 45%  |
| Homeowner Income                         | NSF Charges                 | \$50                  | \$0.00              | \$0.00                | \$0.00              | \$0.00              | \$0.00              | \$25.00             | \$25.00               | \$50.00               | 100% |
| <b>Homeowner Income Total</b>            |                             | <b>\$5,212,350</b>    | <b>\$51,846.92</b>  | <b>\$1,300,111.12</b> | <b>\$855,780.14</b> | <b>\$186,801.40</b> | <b>\$236,597.86</b> | <b>\$101,219.36</b> | <b>\$1,565,028.39</b> | <b>\$4,297,385.19</b> | 82%  |
| Architectural Review Incom               | Architectural Review I0come | \$10,000              | \$705.00            | \$800.00              | \$1,390.00          | \$1,135.00          | \$1,005.00          | \$1,525.00          | \$1,305.00            | \$7,865.00            | 79%  |
| <b>Architectural Review Income Total</b> |                             | <b>\$10,000</b>       | <b>\$705.00</b>     | <b>\$800.00</b>       | <b>\$1,390.00</b>   | <b>\$1,135.00</b>   | <b>\$1,005.00</b>   | <b>\$1,525.00</b>   | <b>\$1,305.00</b>     | <b>\$7,865.00</b>     | 79%  |
| Rental Income                            | Office Rent                 | \$10,000              | \$0.00              | \$1,834.11            | \$0.00              | \$0.00              | \$1,834.11          | \$0.00              | \$0.00                | \$3,668.22            | 37%  |
| Rental Income                            | Grill Rent                  | \$6,300               | \$825.30            | \$460.95              | \$0.00              | \$0.00              | \$525.30            | \$1,050.60          | \$0.00                | \$2,862.15            | 45%  |
| <b>Rental Income Total</b>               |                             | <b>\$16,300</b>       | <b>\$825.30</b>     | <b>\$2,295.06</b>     | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$2,359.41</b>   | <b>\$1,050.60</b>   | <b>\$0.00</b>         | <b>\$6,530.37</b>     | 40%  |
| Aquatics Income                          | Pool Programs               | \$60,000              | \$25.00             | -\$75.00              | \$2,545.00          | \$16,435.00         | \$14,989.50         | \$23,859.25         | \$9,561.50            | \$67,340.25           | 112% |
| Aquatics Income                          | Pool Programs - Swim Team   | \$136,500             | \$7,080.00          | \$5,395.00            | \$7,356.70          | \$15,670.00         | \$25,683.68         | \$9,922.50          | \$11,032.50           | \$82,140.38           | 60%  |
| Aquatics Income                          | Facility Income             | \$38,000              | \$4,815.00          | \$38.00               | \$19,714.97         | \$6,706.61          | \$5,885.82          | \$9,025.00          | \$5,339.00            | \$51,524.40           | 136% |
| <b>Aquatics Income Total</b>             |                             | <b>\$234,500</b>      | <b>\$11,920.00</b>  | <b>\$5,358.00</b>     | <b>\$29,616.67</b>  | <b>\$38,811.61</b>  | <b>\$46,559.00</b>  | <b>\$42,806.75</b>  | <b>\$25,933.00</b>    | <b>\$201,005.03</b>   | 86%  |
| CCCC Income                              | CCCC Facility Rentals       | \$70,000              | \$6,317.50          | \$10,396.25           | \$5,338.75          | \$7,882.50          | \$12,752.25         | \$8,855.00          | \$14,010.00           | \$65,552.25           | 94%  |
| <b>CCCC Income Total</b>                 |                             | <b>\$70,000</b>       | <b>\$6,317.50</b>   | <b>\$10,396.25</b>    | <b>\$5,338.75</b>   | <b>\$7,882.50</b>   | <b>\$12,752.25</b>  | <b>\$8,855.00</b>   | <b>\$14,010.00</b>    | <b>\$65,552.25</b>    | 94%  |
| Landscape Reimbursements                 | Stratus Reimb               | \$114,450             | \$0.00              | \$54,500.00           | \$0.00              | \$0.00              | \$54,500.00         | \$0.00              | \$0.00                | \$109,000.00          | 95%  |
| Landscape Reimbursements                 | COA Reimb                   | \$17,600              | \$0.00              | \$0.00                | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00                | \$0.00                | 0%   |
| <b>Landscape Reimbursements Total</b>    |                             | <b>\$132,050</b>      | <b>\$0.00</b>       | <b>\$54,500.00</b>    | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$54,500.00</b>  | <b>\$0.00</b>       | <b>\$0.00</b>         | <b>\$109,000.00</b>   | 83%  |
| Credit Card Rewards                      |                             | \$0                   | \$0.00              | \$0.00                | \$0.00              | \$2,000.00          | \$0.00              | \$1,000.00          | \$0.00                | \$3,000.00            | ###  |
| Miscellaneous                            | Interest Income             | \$75,000              | \$6,602.13          | \$14,310.13           | \$6,120.85          | \$6,935.54          | \$6,043.86          | \$5,363.29          | \$6,020.50            | \$51,396.30           | 69%  |
| Miscellaneous                            | Sales Tax Discount          | \$0                   | -\$7.25             | \$0.00                | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00                | -\$7.25               |      |
| <b>Miscellaneous Total</b>               |                             | <b>\$75,000</b>       | <b>\$6,594.88</b>   | <b>\$14,310.13</b>    | <b>\$6,120.85</b>   | <b>\$8,935.54</b>   | <b>\$6,043.86</b>   | <b>\$6,363.29</b>   | <b>\$6,020.50</b>     | <b>\$54,389.05</b>    | 73%  |
| Cove @ CC Reimbursement                  | Cove @ Circle C HOA         | \$20,000              | \$0.00              | \$0.00                | \$0.00              | \$0.00              | \$10,490.80         | \$0.00              | \$0.00                | \$10,490.80           | 52%  |
| Rowell Reimbursement                     | The Rowell HOA              | \$123,000             | \$56,369.28         | \$0.00                | \$0.00              | \$0.00              | \$0.00              | \$67,878.45         | \$0.00                | \$124,247.73          | 101% |
| <b>Rimbursement Total</b>                |                             | <b>\$143,000</b>      | <b>\$56,369.28</b>  | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$10,490.80</b>  | <b>\$67,878.45</b>  | <b>\$0.00</b>         | <b>\$134,738.53</b>   | 94%  |
| <b>Grand Total</b>                       |                             | <b>\$5,893,200.00</b> | <b>\$134,578.88</b> | <b>\$1,387,770.56</b> | <b>\$898,246.41</b> | <b>\$243,566.05</b> | <b>\$370,308.18</b> | <b>\$229,698.45</b> | <b>\$1,612,296.89</b> | <b>\$4,876,465.42</b> | 83%  |

## 2024 CCHOA EXPENSE BUDGET

| Category              | Subcategory                  | 2024 Budget | Jan-24       | Feb-24       | Mar-24       | Apr-24       | May-24       | Jun-24       | Jul-24       | Totals       | %   |
|-----------------------|------------------------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-----|
| Commons Area Services | Landscape Maint Contract     | \$1,510,659 | \$125,888.25 | \$125,888.25 | \$125,888.25 | \$125,888.25 | \$125,888.25 | \$125,888.25 | \$125,888.25 | \$881,217.75 | 58% |
| Commons Area Services | Contract Landscape SC        | \$38,607    | \$3,217.25   | \$3,217.25   | \$3,217.25   | \$3,217.25   | \$3,217.25   | \$3,217.25   | \$3,217.25   | \$22,520.75  | 58% |
| Commons Area Services | Contract Landscape CCCC      | \$38,607    | \$3,217.25   | \$3,217.25   | \$3,217.25   | \$3,217.25   | \$3,217.25   | \$3,217.25   | \$3,217.25   | \$22,520.75  | 58% |
| Commons Area Services | Contract Landscape AV        | \$27,377    | \$2,281.47   | \$2,281.47   | \$2,281.47   | \$2,281.47   | \$2,281.47   | \$2,281.47   | \$2,281.47   | \$15,970.29  | 58% |
| Common Area Services  | Contract Landscape GR        | \$27,377    | \$2,281.41   | \$2,281.41   | \$2,281.41   | \$2,281.41   | \$2,281.41   | \$2,281.41   | \$2,281.41   | \$15,969.87  | 58% |
| Common Area Services  | Common Area Holiday Lighti   | \$53,117    | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | 0%  |
| Commons Area Services | Landscape Repairs            | \$160,000   | \$2,130.06   | \$16,122.52  | \$14,551.90  | \$22,006.35  | \$15,700.00  | \$23,957.39  | \$31,016.16  | \$125,484.38 | 78% |
| Commons Area Services | Landscape Water Utilities    | \$275,000   | \$4,739.09   | \$3,480.07   | \$4,014.84   | \$6,691.06   | \$18,273.77  | \$43,385.06  | \$53,797.55  | \$134,381.44 | 49% |
| Commons Area Services | COA Water Utility Complianc  | \$8,000     | \$2,490.00   | \$390.00     | \$0.00       | \$2,875.00   | \$0.00       | \$0.00       | \$0.00       | \$5,755.00   | 72% |
| Common Area Services  | Landscape Electric Utilities | \$36,000    | \$3,453.50   | \$3,514.39   | \$3,426.07   | \$3,043.99   | \$3,090.06   | \$3,215.31   | \$3,068.31   | \$22,811.63  | 63% |
| Common Area Services  | Tree Care                    | \$75,000    | \$5,252.51   | \$0.00       | \$0.00       | \$7,361.00   | \$2,944.40   | \$10,525.00  | \$30,634.59  | \$56,717.50  | 76% |
| Commons Area Services | Fence Repairs & Maint        | \$8,000     | \$319.34     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$385.49     | \$0.00       | \$704.83     | 9%  |
| Commons Area Services | Electrical Repairs & Maint   | \$12,000    | \$3,527.96   | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$757.94     | \$4,285.90   | 36% |
| Common Area Services  | Neighborhood Maint & Repa    | \$27,000    | \$138.07     | \$363.90     | \$7,153.75   | \$0.00       | \$2,346.64   | \$0.00       | \$481.70     | \$10,484.06  | 39% |
| Common Area Services  | Non Contract Landscape - S   | \$20,000    | \$0.00       | \$0.00       | \$0.00       | \$16,800.00  | \$0.00       | \$3,000.00   | \$0.00       | \$19,800.00  | 99% |

|                                     |                                   |                    |                     |                     |                     |                     |                     |                     |                     |                       |      |
|-------------------------------------|-----------------------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|------|
| Common Area Services                | Permits                           | \$10,000           | \$0.00              | \$665.28            | \$0.00              | \$0.00              | \$0.00              | \$841.43            | \$0.00              | \$1,506.71            | 8%   |
| <b>Commons Area Services Total</b>  |                                   | <b>\$2,326,744</b> | <b>\$158,936.16</b> | <b>\$161,421.79</b> | <b>\$166,032.19</b> | <b>\$195,663.03</b> | <b>\$179,240.50</b> | <b>\$222,195.31</b> | <b>\$256,641.88</b> | <b>\$1,340,130.86</b> | 58%  |
| Aquatics Facilities                 | Administrative                    | \$67,500           | \$1,659.47          | \$3,747.68          | \$17,564.17         | \$759.99            | \$4,758.17          | \$8,264.57          | \$3,582.87          | \$40,336.92           | 60%  |
| Aquatics Facilities                 | Supplies - Pool                   | \$27,500           | \$289.98            | \$662.06            | \$2,146.51          | \$108.24            | \$1,959.20          | \$200.13            | \$189.40            | \$5,555.52            | 20%  |
| Aquatics Facilities                 | Supplies - Chemicals              | \$93,000           | \$1,979.08          | \$4,409.74          | \$5,806.77          | \$5,809.91          | \$8,237.69          | \$6,881.75          | \$12,238.66         | \$45,363.60           | 49%  |
| Aquatics Facilities                 | Supplies & Fees - Swim Team       | \$19,000           | \$17,747.54         | \$3,484.42          | \$130.36            | \$1,827.02          | \$2,420.87          | -\$216.75           | \$385.89            | \$25,779.35           | 136% |
| Aquatics Facilities                 | Maintenance - Pool                | \$128,200          | \$3,189.91          | \$12,233.94         | \$19,937.10         | \$11,953.40         | \$3,176.92          | \$13,975.79         | \$3,361.16          | \$67,828.22           | 53%  |
| Aquatics Facilities                 | Maintenance - Building            | \$83,100           | \$7,551.84          | \$13,955.71         | \$5,294.59          | \$5,523.26          | \$3,993.31          | \$3,343.87          | \$3,213.29          | \$42,875.87           | 52%  |
| Aquatics Facilities                 | Payroll - Staff                   | \$1,173,000        | \$26,842.77         | \$52,917.63         | \$64,458.13         | \$67,636.90         | \$86,058.72         | \$155,500.62        | \$192,946.07        | \$646,360.84          | 55%  |
| Aquatics Facilities                 | Payroll - Programming Staff       | \$49,500           | \$0.00              | \$0.00              | \$426.69            | \$1,479.85          | \$3,412.78          | \$5,026.11          | \$7,216.16          | \$17,561.59           | 35%  |
| Aquatics Facilities                 | Payroll - Swim Team               | \$150,000          | \$6,145.69          | \$11,558.57         | \$7,329.72          | \$7,535.74          | \$6,577.91          | \$9,285.50          | \$8,517.94          | \$56,951.07           | 38%  |
| Aquatics Facilities                 | SC-Utilities - Water              | \$30,000           | \$1,800.51          | \$1,464.47          | \$5,020.41          | \$2,208.53          | \$2,033.00          | \$2,114.58          | \$2,805.65          | \$17,447.15           | 58%  |
| Aquatics Facilities                 | Avana _Utilities-Water            | \$9,000            | \$376.84            | \$0.00              | \$811.76            | \$339.22            | \$679.89            | \$273.72            | \$408.30            | \$2,889.73            | 32%  |
| Aquatics Facilities                 | GR- Utilities - Water             | \$4,500            | \$187.05            | \$184.02            | \$161.28            | \$173.40            | \$187.05            | \$179.20            | \$231.66            | \$1,303.66            | 29%  |
| Aquatics Facilities                 | SC-Utilities - Electric           | \$30,000           | \$339.41            | \$664.02            | \$1,396.96          | \$2,212.87          | \$2,177.08          | \$1,854.87          | \$2,687.87          | \$11,333.08           | 38%  |
| Aquatics Facilities                 | Avana - Utilities- Electric       | \$14,000           | \$959.57            | \$976.52            | \$889.69            | \$156.76            | \$671.87            | \$874.23            | \$990.09            | \$5,518.73            | 39%  |
| Aquatics Facilities                 | GR -Utilities-Electric            | \$8,000            | \$537.92            | \$393.87            | \$753.78            | \$485.75            | \$420.25            | \$387.47            | \$374.14            | \$3,353.18            | 42%  |
| Aquatics Facilities                 | Utilities - Natural Gas           | \$48,000           | \$3,852.75          | \$0.00              | \$27.38             | \$1,409.27          | \$1,316.38          | \$420.18            | \$342.65            | \$7,368.61            | 15%  |
| Aquatics Facilities                 | SC-Utilities - Telephone/Internet | \$15,000           | \$580.55            | \$580.55            | \$580.55            | \$580.55            | \$580.55            | \$580.55            | \$580.55            | \$4,063.85            | 27%  |
| Aquatics Facilities                 | Avana - Telephone/Internet        | \$5,000            | \$206.79            | \$336.06            | \$336.06            | \$335.67            | \$103.57            | \$572.67            | \$1,309.78          | \$3,200.60            | 64%  |
| Aquatics Facilities                 | GR- Telephone/Internet            | \$5,000            | \$684.96            | \$538.01            | \$523.01            | \$522.62            | \$126.73            | \$1,132.42          | \$1,031.38          | \$4,559.13            | 91%  |
| <b>Aquatic Facilities Total</b>     |                                   | <b>\$1,959,300</b> | <b>\$74,932.63</b>  | <b>\$108,107.27</b> | <b>\$133,594.92</b> | <b>\$111,058.95</b> | <b>\$128,891.94</b> | <b>\$210,651.48</b> | <b>\$242,413.51</b> | <b>\$1,009,650.70</b> | 52%  |
| Circle C Community Center           | Utilities - Water                 | \$27,000           | \$422.74            | \$1,057.49          | \$459.16            | \$545.61            | \$463.68            | \$628.00            | \$1,138.20          | \$4,714.88            | 17%  |
| Circle C Community Center           | Utilities - Electric              | \$26,000           | \$1,579.61          | \$1,749.30          | \$1,838.51          | \$1,521.09          | \$1,550.23          | \$1,941.33          | \$2,433.63          | \$12,613.70           | 49%  |
| Circle C Community Center           | Utilities - Telephone/Internet    | \$9,000            | \$685.00            | \$685.05            | \$700.99            | \$700.99            | \$700.99            | \$700.99            | \$700.99            | \$4,875.00            | 54%  |
| Circle C Community Ctr              | Events Payroll                    | \$8,500            | \$107.13            | \$897.28            | \$382.94            | \$622.22            | \$486.55            | \$509.42            | \$591.20            | \$3,596.74            | 42%  |
| Circle C Community Center           | Maintenance - Building            | \$57,500           | \$2,546.32          | \$2,327.09          | \$4,549.92          | \$4,264.40          | \$1,685.61          | \$3,997.46          | \$3,926.91          | \$23,297.71           | 41%  |
| <b>Circle C Community Ctr Total</b> |                                   | <b>\$128,000</b>   | <b>\$5,340.80</b>   | <b>\$6,716.21</b>   | <b>\$7,931.52</b>   | <b>\$7,654.31</b>   | <b>\$4,887.06</b>   | <b>\$7,777.20</b>   | <b>\$8,790.93</b>   | <b>\$49,098.03</b>    | 38%  |
| Maintenance Operations              | Office Supplies                   | \$800              | \$150.47            | \$37.81             | \$0.00              | \$82.47             | \$0.00              | \$0.00              | \$0.00              | \$270.75              | 34%  |
| Maintenance Operations              | Employee Education                | \$1,800            | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00                | 0%   |
| Maintenance Operations              | Uniforms                          | \$1,800            | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00                | 0%   |
| Maintenance Operations              | Staff Recruitment                 | \$300              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00                | 0%   |
| Maintenance Operations              | Safety Equip/Supplies             | \$1,200            | \$32.46             | \$0.00              | \$0.00              | \$181.86            | \$357.19            | \$0.00              | \$0.00              | \$571.51              | 48%  |
| Maintenance Operations              | Maintenance Payroll               | \$225,000          | \$16,133.83         | \$24,554.67         | \$16,369.78         | \$16,369.78         | \$16,369.78         | \$16,369.78         | \$16,369.78         | \$122,537.40          | 54%  |
| Maintenance Operations              | Pool Tech                         | \$74,000           | \$4,252.70          | \$6,461.55          | \$4,307.70          | \$4,307.70          | \$5,050.45          | \$5,255.20          | \$5,283.95          | \$34,919.25           | 47%  |
| Maintenance Operations              | Payroll Taxes                     | \$29,000           | \$1,367.27          | \$1,984.11          | \$1,317.60          | \$1,312.61          | \$1,123.63          | \$1,331.37          | \$1,335.18          | \$9,771.77            | 34%  |
| Maintenance Operations              | Computer/Software                 | \$1,400            | \$0.00              | \$0.00              | \$146.04            | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$146.04              | 10%  |
| Maintenance Operations              | Tools/Supplies                    | \$5,000            | \$840.01            | \$705.58            | \$969.85            | \$39.54             | \$181.25            | \$23.69             | \$95.20             | \$2,855.12            | 57%  |
| Maintenance Operations              | Office Furniture                  | \$600              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$24.89             | \$24.89               | 4%   |
| <b>Maintenance Operations Total</b> |                                   | <b>\$340,900</b>   | <b>\$22,776.74</b>  | <b>\$33,743.72</b>  | <b>\$23,110.97</b>  | <b>\$22,293.96</b>  | <b>\$23,082.30</b>  | <b>\$22,980.04</b>  | <b>\$23,109.00</b>  | <b>\$171,096.73</b>   | 50%  |
| HOA Operations                      | Office Supplies                   | \$9,000            | \$3,410.95          | \$1,564.92          | \$343.37            | \$339.38            | \$1,751.78          | \$500.41            | \$495.45            | \$8,406.26            | 93%  |
| HOA Operations                      | Equip & Maintenance               | \$18,000           | \$136.84            | \$527.33            | \$3,159.50          | \$705.15            | \$1,232.88          | \$136.84            | \$292.09            | \$6,190.63            | 34%  |
| HOA Operations                      | HOA Owned Vehicle Expense         | \$8,000            | \$664.14            | \$169.59            | \$138.42            | \$192.75            | \$236.58            | \$123.64            | \$105.43            | \$1,630.55            | 20%  |
| HOA Operations                      | Postage                           | \$24,000           | \$836.55            | \$3,293.61          | \$344.73            | \$774.19            | \$4,267.49          | \$339.19            | \$2,133.68          | \$11,989.44           | 50%  |
| HOA Operations                      | Web Operations                    | \$3,000            | \$38.40             | \$1,108.39          | \$158.40            | \$66.51             | \$818.58            | \$128.58            | \$38.40             | \$2,357.26            | 79%  |
| HOA Operations                      | Printing                          | \$7,000            | \$1,046.17          | \$0.00              | \$0.00              | \$1,573.13          | \$0.00              | \$77.07             | \$0.00              | \$2,696.37            | 39%  |
| HOA Operations                      | HOA Meetings                      | \$7,000            | \$3,919.95          | \$256.29            | \$225.06            | \$338.91            | \$0.00              | \$3,138.17          | \$391.63            | \$8,270.01            | 118% |
| HOA Operations                      | Deed Restrictions                 | \$5,000            | \$719.45            | \$0.00              | \$0.00              | \$719.45            | \$0.00              | \$0.00              | \$1,527.81          | \$2,966.71            | 59%  |
| HOA Operations                      | HOA Special Events                | \$45,000           | \$1,900.00          | \$3,000.00          | \$1,324.29          | \$3,945.20          | \$5,129.71          | \$814.20            | \$1,033.78          | \$17,147.18           | 38%  |
| HOA Operations                      | Professional Fees                 | \$2,000            | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00                | 0%   |
| <b>HOA Operations Total</b>         |                                   | <b>\$128,000</b>   | <b>\$12,672.45</b>  | <b>\$9,920.13</b>   | <b>\$5,693.77</b>   | <b>\$8,654.67</b>   | <b>\$13,437.02</b>  | <b>\$5,258.10</b>   | <b>\$6,018.27</b>   | <b>\$61,654.41</b>    | 48%  |
| Financial Management                | Management Services               | \$115,000          | \$9,276.30          | \$9,976.30          | \$9,976.30          | \$9,276.30          | \$9,276.30          | \$9,276.30          | \$9,276.30          | \$66,334.10           | 58%  |
| Financial Management                | Resale Certificate                | \$13,350           | \$500.00            | \$900.00            | \$1,100.00          | \$1,600.00          | \$1,300.00          | \$1,500.00          | \$850.00            | \$7,750.00            | 58%  |
| Financial Management                | Lien Filing Administrative Fees   | \$4,500            | \$0.00              | \$0.00              | \$156.00            | \$26.00             | \$0.00              | \$0.00              | \$78.00             | \$260.00              | 6%   |
| Financial Management                | Bank Fees                         | \$70,000           | \$2,740.48          | -\$4,653.45         | \$13,620.83         | \$8,173.62          | \$4,379.08          | \$6,227.83          | -\$3,104.72         | \$27,383.67           | 39%  |
| Financial Management                | CPA/Audit                         | \$10,000           | \$0.00              | \$121.00            | \$60.50             | \$152.00            | \$326.50            | \$1,633.05          | \$0.00              | \$2,293.05            | 23%  |
| <b>Financial Management Total</b>   |                                   | <b>\$212,850</b>   | <b>\$12,516.78</b>  | <b>\$6,343.85</b>   | <b>\$24,913.63</b>  | <b>\$19,227.92</b>  | <b>\$15,281.88</b>  | <b>\$18,637.18</b>  | <b>\$7,099.58</b>   | <b>\$104,220.82</b>   | 49%  |

|  |                               |                    |                    |                    |                    |                    |                    |                    |                    |                     |            |
|--|-------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------|
| HOA Management   | Management Payroll            | \$225,000          | \$15,712.59        | \$23,877.81        | \$15,918.54        | \$15,918.54        | \$15,918.54        | \$15,918.54        | \$15,918.54        | \$119,183.10        | 53%        |
| HOA Management   | Management Payroll Taxes      | \$22,500           | \$1,340.65         | \$2,001.92         | \$1,312.11         | \$1,326.32         | \$1,126.05         | \$1,336.10         | \$1,346.59         | \$9,789.74          | 44%        |
| HOA Management   | Mileage Reimbursement         | \$6,000            | \$341.70           | \$551.41           | \$360.46           | \$365.15           | \$480.39           | \$423.44           | \$658.61           | \$3,181.16          | 53%        |
| HOA Management   | Insurance Stipend             | \$60,000           | \$0.00             | \$3,899.99         | \$3,939.99         | \$3,939.99         | \$3,939.99         | \$3,939.99         | \$4,790.13         | \$24,450.08         | 41%        |
| HOA Management   | Cont Ed & Skills Enhancement  | \$2,000            | \$340.00           | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$340.00            | 17%        |
| <b>HOA Management Total</b>                                  |                               | <b>\$315,500</b>   | <b>\$17,734.94</b> | <b>\$30,331.13</b> | <b>\$21,531.10</b> | <b>\$21,550.00</b> | <b>\$21,464.97</b> | <b>\$21,618.07</b> | <b>\$22,713.87</b> | <b>\$156,944.08</b> | 50%        |
| Architectural Review Expenses: Architectural Review Expenses |                               | \$8,000            | \$561.00           | \$845.00           | \$1,181.50         | \$964.75           | \$854.25           | \$1,296.25         | \$1,109.25         | \$6,812.00          | 85%        |
| <b>Architectural Review Expenses Total</b>                   |                               | <b>\$8,000</b>     | <b>\$561.00</b>    | <b>\$845.00</b>    | <b>\$1,181.50</b>  | <b>\$964.75</b>    | <b>\$854.25</b>    | <b>\$1,296.25</b>  | <b>\$1,109.25</b>  | <b>\$6,812.00</b>   | 85%        |
| Legal Services   | Legal Services                | \$20,000           | \$0.00             | \$7,557.04         | \$2,092.00         | \$423.50           | \$940.50           | \$0.00             | \$0.00             | \$11,013.04         | 55%        |
| <b>Legal Services Total</b>                                  |                               | <b>\$20,000</b>    | <b>\$0.00</b>      | <b>\$7,557.04</b>  | <b>\$2,092.00</b>  | <b>\$423.50</b>    | <b>\$940.50</b>    | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$11,013.04</b>  | 55%        |
| Taxes  | Property                      | \$12,000           | \$168.50           | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$168.50            | 1%         |
| Taxes  | Income/Franchise Taxes        | \$0                | \$0.00             | \$0.00             | \$0.00             | \$239.11           | \$0.00             | \$0.00             | \$0.00             | \$239.11            | ###        |
| <b>Taxes Total</b>   |                               | <b>\$12,000</b>    | <b>\$168.50</b>    | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$239.11</b>    | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$407.61</b>     | 3%         |
| Insurance  | General, Property, Boiler & A | \$85,500           | \$8,458.09         | \$8,458.10         | \$8,458.10         | \$8,458.09         | \$8,458.09         | \$8,458.08         | \$0.00             | \$50,748.55         | 59%        |
| Insurance  | Auto                          | \$6,000            | \$517.64           | \$517.64           | \$517.63           | \$517.63           | \$517.63           | \$517.63           | \$0.00             | \$3,105.80          | 52%        |
| Insurance  | D & O Insurance               | \$12,000           | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$13,211.00        | \$13,211.00         | 110%       |
| Insurance  | Worker's Comp                 | \$16,000           | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$11,475.86        | \$0.00             | \$11,475.86         | 72%        |
| <b>Insurance Total</b>                                       |                               | <b>\$119,500</b>   | <b>\$8,975.73</b>  | <b>\$8,975.74</b>  | <b>\$8,975.73</b>  | <b>\$8,975.72</b>  | <b>\$8,975.72</b>  | <b>\$20,451.57</b> | <b>\$13,211.00</b> | <b>\$78,541.21</b>  | 66%        |
| Community Enhancement  | Donations                     | \$1,000            | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | 0%         |
| Community Enhancement  | Association Memberships       | \$2,000            | \$50.00            | \$25.00            | \$499.67           | \$0.00             | \$0.00             | \$461.83           | \$40.00            | \$1,076.50          | 54%        |
| <b>Community Enhancement Total</b>                           |                               | <b>\$3,000</b>     | <b>\$50.00</b>     | <b>\$25.00</b>     | <b>\$499.67</b>    | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$461.83</b>    | <b>\$40.00</b>     | <b>\$1,076.50</b>   | 36%        |
| <b>Reserve Transfer</b>                                      |                               | <b>\$319,406</b>   | <b>\$0.00</b>       |            |
| <b>Grand Total</b>   |                               | <b>\$5,893,200</b> | <b>\$314,666</b>   | <b>\$373,987</b>   | <b>\$395,557</b>   | <b>\$396,706</b>   | <b>\$397,056</b>   | <b>\$531,327</b>   | <b>\$581,147</b>   | <b>\$2,990,446</b>  | <b>51%</b> |

**Expected Reserve Expenditures and Capital Improvement for 2024**

|  |                    | YTD                   |
|--|--------------------|-----------------------|
| SC Pool Covers                           | \$9,000            | \$0.00                |
| SC - Competition Pool Replaster          | \$320,000          | \$313,213.72          |
| SC - Competition Pool Filter Replacement | \$130,000          | \$90,040.73           |
| SC-Restroom Renovation                   | \$180,000          | \$155,839.24          |
| CC-Pond Controller/Pump Replacement      | \$18,000           | \$0.00                |
| AC-Replaster/Replair to Code             | \$130,000          | \$123,494.00          |
| GR_Repaint/Restain Amenity Center        | \$4,000            | \$3,500.00            |
| Node Clock Replacement                   | \$90,000           | \$90,000.00           |
| Rock Work                                | \$25,000           | \$25,000.00           |
| Irrigation Upgrades                      | \$35,000           | \$35,000.00           |
| Bed Upgrades                             | \$35,000           | \$35,000.00           |
| Escarpment Project                       | \$200,000          | \$186,250.00          |
| CCN Improvement                          | \$200,000          | \$96,203.96           |
| Construction Repairs                     | \$50,000           | \$32,985.70           |
| <b>Total</b>                             | <b>\$1,426,000</b> | <b>\$1,186,527.35</b> |

**Total Capital Budget Projects**      **\$1,426,000.00**      **\$1,186,527.35**

**Grand Total Expenses**      **\$7,319,200.00**

**Circle C Homeowners Association  
 Manager's Report  
 July 29, 2024 – August 23, 2024**

**Violation Report  
 July 29, 2024 – August 23, 2024**

|                               | June 24-<br>July 26,<br>2024 | July 29 -<br>August 23,<br>2024 | Percentage<br>of Total<br>Violations | %<br>Change  |  | June 26 -<br>July 21,<br>2023 | July 25 -<br>August 25,<br>2023 | Percentage<br>of Total<br>Violations | %<br>Change   |
|-------------------------------|------------------------------|---------------------------------|--------------------------------------|--------------|--|-------------------------------|---------------------------------|--------------------------------------|---------------|
| <b>Total Violations:</b>      | <b>323</b>                   | <b>333</b>                      |                                      | <b>3.10%</b> |  | <b>192</b>                    | <b>320</b>                      |                                      | <b>66.67%</b> |
| Rubbish/Debris                | 34                           | 35                              | 10.51%                               | 2.94%        |  | 38                            | 85                              | 19.79%                               | 123.68%       |
| Front Yard<br>Maintenance     | 215                          | 211                             | 63.36%                               | -1.86%       |  | 70                            | 120                             | 36.46%                               | 71.43%        |
| Architectural                 | 8                            | 14                              | 4.20%                                | 75.00%       |  | 12                            | 11                              | 6.25%                                | -8.33%        |
| Vehicle Storage               | 6                            | 9                               | 2.70%                                | 50.00%       |  | 9                             | 16                              | 4.69%                                | 77.78%        |
| Repair of Exterior<br>Damages | 22                           | 21                              | 6.31%                                | -4.55%       |  | 20                            | 25                              | 10.42%                               | 25.00%        |
| Exterior Lighting             | 9                            | 16                              | 4.80%                                | 77.78%       |  | 11                            | 6                               | 3.37%                                | -45.45%       |
| Driveway                      | 4                            | 6                               | 1.80%                                | 50.00%       |  | 2                             | 2                               | 1.04%                                | 0.00%         |
| Fencing                       | 0                            | 0                               | 0.00%                                | 0.00%        |  | 2                             | 1                               | 1.04%                                | -50.00%       |
| Use Limitations               | 3                            | 3                               | 0.93%                                | 0.00%        |  | 2                             | 0                               | 1.04%                                | -100.00%      |
| Recreational<br>Equipment     | 10                           | 10                              | 3.00%                                | 0.00%        |  | 20                            | 33                              | 10.42%                               | 65.00%        |
| Offensive Activities          | 5                            | 6                               | 1.80%                                | 0.00%        |  | 2                             | 0                               | 1.04%                                | -100.00%      |
| Common Properties             | 0                            | 0                               | 0.00%                                | 0.00%        |  | 0                             | 0                               | 0.00%                                | 0.00%         |
| Maintenance                   | 6                            | 2                               | 0.90%                                | -66.67%      |  | 5                             | 10                              | 2.60%                                | 100.00%       |
| Abutting Landscaping          | 0                            | 0                               | 0.00%                                | 0.00%        |  | 0                             | 0                               | 0.00%                                | 0.00%         |
| Window Covering               | 1                            | 1                               | 0.60%                                | 0.00%        |  | 0                             | 0                               | 0.00%                                | 0.00%         |

|                             | <b>323</b> | <b>333</b> |        |             |  | <b>192</b> | <b>320</b> |        |        |
|-----------------------------|------------|------------|--------|-------------|--|------------|------------|--------|--------|
| Stage 1/Cooperative Letters | 256        | 263        | 78.97% | 2.73%       |  | 158        | 275        | 82.29% | 74.05% |
| Stage 2 Letters             | 53         | 63         | 18.91% | 18.87%      |  | 27         | 36         | 14.06% | 33.33% |
| Stage 3 Letters             | 14         | 6          | 1.80%  | -<br>57.14% |  | 6          | 8          | 3.12%  | 33.33% |
| Stage O                     | 0          | 1          | 0.30%  | #DIV/0!     |  | 1          | 1          | 0.52%  | 0.00%  |

|           | <b>323</b> | <b>333</b> |        |         |  | <b>192</b> | <b>320</b> |        |        |
|-----------|------------|------------|--------|---------|--|------------|------------|--------|--------|
| On Hold   | 1          | 1          | 0.30%  | 0.00%   |  | 0          | 0          | 0.00%  | 0.00%  |
| Closed    | 155        | 137        | 41.14% | -11.61% |  | 72         | 143        | 37.05% | 49.65% |
| New       | 112        | 128        | 38.44% | 14.29%  |  | 98         | 98         | 51.04% | 0.00%  |
| Escalated | 51         | 56         | 16.82% | 9.80%   |  | 17         | 17         | 8.85%  | 0.00%  |
| Re-Opened | 4          | 11         | 3.30%  | 175.00% |  | 5          | 5          | 2.60%  | 0.00%  |
| Attorney  | 0          | 0          | 0.00%  | 0.00%   |  | 0          | 0          | 0.00%  | 0.00%  |

### **Administration**

22 New Homeowner Packets mailed July 13<sup>th</sup> – Aug 16<sup>th</sup>.

### **Financial**

AP checks were signed on August 20<sup>th</sup> with Terri Giles

### **Upcoming Special Events**

Sept 2<sup>nd</sup> – Bulk Pick-up – South of Slaughter Lane

Sept 2<sup>nd</sup> – Labor Day

Pools Open/HOA Office Closed

Sept 20<sup>th</sup> – Food Trailer Night

Sept 25<sup>th</sup> – Board Meeting

### **Project/Updates**

- USPS Blue Mailbox thefts. Thefts from the outgoing blue mailboxes is continuing. It appears that the individuals are accessing the boxes every 4-8 days. Will continue to send and updated the blast email to discourage residents from using any of the blue mailboxes. Several owners have reached out and filed reports with the Postal Inspector for checks cashed fraudulently. We continue to provide footage to the Postal Inspector and hopefully those individuals will be caught. It is important that if you had mail stolen that you file a report with the US Postal Inspector. Also, sign up for Informed Delivery through the USPS to know what is coming to you mail box daily so you can make sure it isn't left in the box overnight.
- Proposed Stratus Project - Stratus will come to the September board meeting to give a presentation on the proposed project along MoPac frontage road, south of La Crosse Ave and North of the new Valor school. At the beginning of the meeting and take questions from the board and those in attendance. Information will also be included in future blast emails and to those that are within 500 feet of the project.
- TxDOT proposed project on FM1826 from SH45-US290. Homeowners that back up to FM1826 from Ladera Verde Drive, Via Grande Drive, Tierra Linda Lane, Via Verde and Arbole Cove will be affected. Attended an additional meeting with TxDot and it looks like they are willing to take the proposal from a 5-lane road to a 3-lane road and one Shared Use Path (SUP). They have not removed the no left turns onto FM1826 but will be looking at that for some locations where left turns are able to be done safely. We are also requesting them to remove the need for the additional ROW from properties owners from the plan. Right now, they are saying that they may need it for future expansion that may or may not come. With the proposed environmental study that they are proposing, they may not be able to acquire ROW now for a possible future project (expansion). We are also still working to divert funds to the Hays County part of the project since this is where it is needed most. After talking with Vikki Goodwin's office, TxDot has said that they will be holding another Public Input meeting.
- Texas Gas has stopped using Archeleta as an access point. We had them move rocks across their temporary driveway to block any future access. Invoices have been sent to them for the restoration of the area which also includes damage that was done of the west side of Archeleta.
- City of Austin billing was sent June 20<sup>th</sup> for \$17,600.
- The phones at the Swim Center have been changed. The new number is 512-363-5578.
- We continue to use the Circle C Ranch HOA Facebook page along with the website to get information out to the residents.

## Capital Projects

2024 Capital Budget Projects include:

|   |  |
|---|--|
| SC – Pool. Covers                             | Ordered, expected delivery Sept 2024   |
| SC – Competition Pool Replaster               | Completed  |
| SC – Competition Pool Filter Replacement      | Completed  |
| SC – Restroom Renovation                      | Completed  |
| CC- Pond Controller/Pump replacement          | Completed  |
| AV – Replaster/repairs to code                | Completed  |
| GR – Repaint/Re-stain GreyRock Amenity Center | Completed  |
| Node Clock Replacement                        | Started  |
| Irrigation Upgrades                           | Started  |
| Bed Upgrades                                  | Started  |
| Escarpment Project                            | 1 <sup>st</sup> phase started between Needham and South Bay  |
| CCN Improvement                               | Worked through the issues with the city and clean-up and some planting has 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

# Circle C Aquatics

July-24

# Summer Operations

| Facility Usage        | Swim Center  |               | Community Center |               | Avaña        |              | Greyrock   |              | Total         |               |
|-----------------------|--------------|---------------|------------------|---------------|--------------|--------------|------------|--------------|---------------|---------------|
|                       | Jul-24       | YTD           | Jul-24           | YTD           | Jul-24       | YTD          | Jul-24     | YTD          | Jul-24        | YTD           |
| Resident Entries      | 6,604        | 31,127        | 3,991            | 11,177        | 2,765        | 8,137        | 536        | 1,990        | 13,896        | 52,431        |
| Unique Residents      | 2,209        | 4,414         | 2,091            | 4,049         | 1,507        | 2,918        | 319        | 682          | 4,418         | 7,152         |
| Unique Households     | 964          | 1,655         | 719              | 1,349         | 543          | 984          | 120        | 242          | 1,646         | 2,446         |
| Guest Entries         | 647          | 2,287         | 592              | 1,490         | 368          | 761          | 36         | 155          | 1,643         | 4,693         |
| Other Entries         | 2,706        | 10,385        | 0                | 0             | 0            | 0            | 0          | 0            | 2,706         | 10,385        |
| Average Hourly Count  | 27           |               | 35               |               | 15           |              | 4          |              |               |               |
| Average % of Capacity | 11%          |               | 19%              |               | 10%          |              | 3%         |              |               |               |
| Max Hourly Count      | 101          |               | 114              |               | 65           |              | 20         |              |               |               |
| <b>Total Entries</b>  | <b>9,957</b> | <b>43,799</b> | <b>4,583</b>     | <b>12,667</b> | <b>3,133</b> | <b>8,898</b> | <b>572</b> | <b>2,145</b> | <b>18,245</b> | <b>67,509</b> |

| Incidents                       | Swim Center  |              | Community Center |              | Avaña        |              | Greyrock     |              | Total        |              |
|---------------------------------|--------------|--------------|------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|                                 | Jul-24       | YTD          | Jul-24           | YTD          | Jul-24       | YTD          | Jul-24       | YTD          | Jul-24       | YTD          |
| Water Rescues                   | 0            | 4            | 0                | 1            | 0            | 0            | 0            | 0            | 0            | 5            |
| First Aid Responses             | 4            | 28           | 4                | 11           | 0            | 9            | 0            | 0            | 8            | 48           |
| Sudden Illness Treatments       | 7            | 16           | 1                | 3            | 0            | 4            | 0            | 1            | 8            | 24           |
| Patron/Facility Incidents       | 0            | 7            | 0                | 2            | 0            | 1            | 0            | 1            | 0            | 11           |
| Biohazard Cleanups              | 5            | 16           | 1                | 5            | 0            | 9            | 0            | 1            | 6            | 31           |
| Suspensions/Expulsions          | 0            | 0            | 0                | 0            | 0            | 0            | 0            | 0            | 0            | 0            |
| EMS/911 Callouts                | 0            | 1            | 0                | 0            | 0            | 0            | 0            | 0            | 0            | 1            |
| <b>Total Incidents</b>          | <b>11</b>    | <b>53</b>    | <b>5</b>         | <b>17</b>    | <b>0</b>     | <b>14</b>    | <b>0</b>     | <b>1</b>     | <b>16</b>    | <b>85</b>    |
| <b>Incident per Entry Ratio</b> | <b>0.11%</b> | <b>0.12%</b> | <b>0.11%</b>     | <b>0.13%</b> | <b>0.00%</b> | <b>0.16%</b> | <b>0.00%</b> | <b>0.05%</b> | <b>0.09%</b> | <b>0.13%</b> |

| Revenue                       | Jul-24              | YTD                  |
|-------------------------------|---------------------|----------------------|
| Aquatics Programs             | \$ 9,561.50         | \$ 67,340.25         |
| Swim Team                     | \$ 11,032.50        | \$ 82,140.38         |
| Guest Fees                    | \$ 2,950.00         | \$ 8,119.00          |
| Area Reservations             | \$ 900.00           | \$ 4,500.00          |
| Facility Rentals              | \$ -                | \$ 4,312.50          |
| Lane Rentals                  | \$ 784.00           | \$ 29,672.40         |
| Other Facility Income         | \$ 705.00           | \$ 4,920.50          |
| <b>Total Aquatics Revenue</b> | <b>\$ 25,933.00</b> | <b>\$ 201,005.03</b> |

| Programs                  | Jul-24     |
|---------------------------|------------|
| Select Swim Team          | 61         |
| Masters Swimming          | 17         |
| Group Swim Lessons        | 55         |
| Private Swim Lessons      | 246        |
| Water Aerobics            | 28         |
| Certification Courses     | 0          |
| WSI Course                | 0          |
| <b>Total Participants</b> | <b>407</b> |

| Reservations & Rentals    | Jul-24    | YTD          |
|---------------------------|-----------|--------------|
| Area Reservations         | 20        | 34           |
| Facility Rentals          | 1         | 6            |
| Lap Lane Reservations     | 0         | 1009         |
| <b>Total Reservations</b> | <b>21</b> | <b>1,049</b> |

| Aquatics Staffing      | Jul-24     |
|------------------------|------------|
| Lifeguards/Head Guards | 135        |
| Front Desk Staff       | 19         |
| Instructors/Coaches    | 13         |
| <b>Total Staff</b>     | <b>167</b> |

| Resident Stats  | Individuals   | Households   | Members / Household |
|-----------------|---------------|--------------|---------------------|
| Homeowners      | 12,778        | 4,360        | 2.93                |
| Renters         | 844           | 244          | 3.46                |
| New Memberships | 252           | 93           |                     |
| <b>Totals</b>   | <b>13,622</b> | <b>4,604</b> | <b>2.96</b>         |

Circle C HOA  
Maintenance Report for Board August 2024  
Prepared by Robert Bardeleben -Facilities Director

We have moved into pool fall hours mode and have prepared Swim Center Pool Heaters for operation. It has been an extremely hot month but we have managed to work with no heat related issues. Pool chemical usage and facility utilities use have increased dramatically this month.

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Cleaning and Maintenance has been completed
- Minor Equipment and Facility Repairs Made
- 3 New Pool Covers Have Been Ordered
- Shade Canopies and Umbrellas Have Been Scrubbed/Powerwashed

COMMUNITY CENTER

- Routine inspections and maintenance have been completed
- Pond Re-Irrigation Field Tree Limb/Brush Clearing Completed

COMMUNITY CENTER POOL

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

NEIGHBORHOOD

- Minor repairs have been completed as needed
- Minor Graffiti Removal
- Modified and Replaced Shade Canopy at Wildflower Park Playground

AVANA AMENITIES CENTER

- Minor repairs have been made
- Installed New 911 Phone and Phone Service has Been Switched to less expensive ATT line

GREY ROCK AMENITIES CENTER

- Routine Cleaning and Maintenance have been completed
- Minor repairs have been made
- Installed New 911 Phone and Phone Service has Been Switched to less expensive ATT line—Replaced POE switch with upgraded switch

## **Swim at Your Own Risk Policy for the Circle C Ranch community.**

The current issues and concerns expressed by the 2024 CCHOA Board of Directors, concerning request for a “Swim at Your Own Risk” policy:

1) **Class A pools** are required by Federal regulations to have lifeguards (the Aquatics Center is a class A pool and the Community Center is a Class C but the slide requires it to be lifeguarded.

2) **No Pool Access and Control** is currently available at the Avana or Greyrock pools. Each pool has a fence a gates. There is no gate access system, no monitoring system and no means of controlling or tracking the number of pool patrons.

3) **All pools have automatic chemical systems** are installed at the Avana or Greyrock pools. While chemical levels checks are only required once per day, conditions change dramatically in hours, particularly from over-use or mis-use.

4) **No Authority** is available at unsupervised pools to handle patrons that violate rules or in the event that pool capacity is exceeded. Lifeguards and Staff enforce basic safety rules, limit unsafe equipment or clothing in the pool and they are qualified and trained to respond to any emergency, to issue first aid and CPR.

5) **No Alcohol is allowed** at any CCHOA pool. Who would enforce this safety rule?

6) **No unaccompanied minors**, a concern that is impossible to monitor with no staff in person.

7) **Cost of upgrades** required for unsupervised access to our pools is quite high.

8) **Insurance costs and availability** have not been well researched. Our current amenity insurance would cover an unsupervised pool, but it is not clear that they would renew that policy in future years. Comparative insurance costs have not been made.

9) **Directors are individually liable** for injuries or death at unsupervised HOA pools. In the event of a death or serious injuries, individual Directors will be named in a lawsuit, as well as CCHOA, even with the Directors & Officers Insurance policy. CCHOA legal advisers agreed.

The Board has sought legal advice and risk assessments from several sources, which included reviews of recent lawsuits following a drowning death. Directors were advised that they each face a very real legal risk of being personally named in any subsequent lawsuits, even with our Directors & Officers insurance.

## Background:

The main swim center pool and complex were donated by Gary Bradley to CCHOA in the 90's. It is a Class A full sized heated Olympic pool. The Community Center pool opened in 2012 and the Avana opened in 2015 and Greyrock in 2017.

The CCHOA Amenities Committee developed a Master plan that strongly recommended installing Splash Pads at Avana and Greyrock, instead of swimming pools. The advantage of a Splash Pad is that it can be legally and safely operate without lifeguards, although it still needs staff to maintain water quality and routine maintenance.

However, every year one or more CCHOA members requests additional access to the neighborhood pool. Invariably, CCHOA is asked to adopt a "Swim at Your Own Risk" policy, as a way to make our neighborhoods pool more accessible to members.

To help improve pool access and usage, CCHOA maintained a permanent Pool Committee for many years (~1998-2012). The Pool Committees also explored pool use without lifeguards many times.

The Board is fully aware that unsupervised swimming pools are common at hotels, apartments, condominiums and other HOAs. In general, these are all small sized pools, similar to the facilities we have at Avana and Greyrock.

In October of 2022, the Circle C HOA (CCHOA) board of directors (Board or BOD) charged a Pool committee to research the feasibility of implementing a "Swim at your own risk" policy. Their summary of that committee was forwarded to the Board for review and action. Each of the Pool committee members and the Board reviewed recent video of two non-fatal drowning events that happened at the main pool shallow end while multiple lifeguards were on duty. Both victims were children accompanied by their parents.

The 2022-23 Pool Committee summary concluded that Class A pools could not be operated without lifeguards. However, both the Avana and Greyrock pools have the minimum required equipment for an unsupervised pool (life ring, rescue pole, ropes, fencing, and an emergency phone). Insurance costs were not significantly higher, but there were no comparative quotes provided. The pools also do not have needed lighting, and gate access controls.

Estimates for access controls are in excess of \$75,000 at each pool. Or should CCHOA convert the two local pools into Splash Pads (about \$300,000 each (this number is unknown right now)). Should those improvements be paid by a small group of local pool users or the entire community?

The Board has discovered that there are many very rational, legal and fiscally responsible reasons for requiring lifeguards at all pools, all the time. Every Board of Directors has consistently declined to allow unsupervised swimming, year after year.

As a result, the Board unanimously agreed that lifeguards and staff are required for swimming at all times at all CCHOA pools.

## Aquatics Staff

CCHOA pool staff are trained to monitor and maintain safe chemical levels. Even with automatic systems in place, our staff monitor the water quality hourly and they respond instantly to unsafe conditions such as a fecal contamination (often from babies in non-approved diapers), weather (lightning, high winds, debris), and other unplanned events (power failures, vandalism, etc.).

CCHOA Aquatics & Maintenance staff are needed to clean, inspect, repair, and maintain our swimming facilities. Since lifeguards assist in many of these duties, staff would have more work to perform on their own.

Staffing levels, particularly lifeguards, are always challenging, because the vast majority of our aquatics staff are local high school or college students, who have school activities at the beginning and end of each school year. These are traditionally the most difficult times to staff our pools.

## Costs

The Aquatics amenities are primarily funded from the annual CCHOA budget. They also have a smaller income stream from usage fees and events. The major upgrades to their facilities required to open two pools for unsupervised swimming would require a significant increase in HOA assessments, project planning, and competitive bidding. Board members have a duty to maintain fiscal responsibility, and that would conflict with major challenges to maintain our other infrastructure (landscaping).

Swimming at your own risk might be an acceptable policy, if the issues listed above could be adequately addressed and managed. For instance, access control can be installed/used to control the gates and even count swimmers, additional CCTV cameras can be installed and our insurance may not be much more expensive, at first.

## Legal Risks

The lawsuit liability is a very real and very expensive risk that is not easily managed. Settlements are in the millions of dollars, which CCHOA does not have in its budget or reserve funds. Further more, there is a legal argument that an HOA that had a lifeguard requirement

and then chose to remove it, may be more liable than if we never had any lifeguard at all. Our pool patrons know our that our pools are as safe as we can make them, so doing anything less would make us liable and irresponsible.

Ultimately, just one death at one a pool, particularly a child, with no lifeguard present, could result in our pools being closed or even our entire aquatics program shutdown.

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

---

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

August 3, 2024

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

We are pleased to confirm our understanding of the services we are to provide for Circle C Homeowners Association, Inc. for the year ended December 31, 2024.

We will audit the financial statements of Circle C Homeowners Association, Inc., which comprise the balance sheet as of December 31, 2024, and the related statements of revenues and expenses, members' equity, and cash flows for the year then ended, and the related notes to the financial statements. The document we submit to you will include supplementary information about future major repairs and replacements required by the Financial Accounting Standards Board (FASB). Although we will apply certain limited procedures with respect to the required supplementary information, we will not audit the information and will not express an opinion on it.

**Audit Objective**

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

**Audit Procedures**

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

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

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

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

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

### **Other Services**

We will prepare the Association's federal income tax return, Form 1120-H, and Texas franchise tax return and public information report, for the year ended December 31, 2024, based on information provided by you.

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

### **Management Responsibilities**

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

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

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

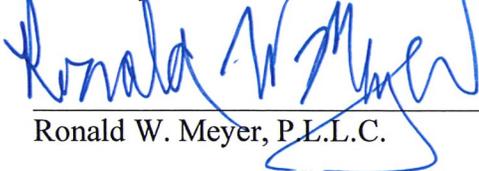
### **Audit Administration, Fees, and Other**

We expect to begin our audit on acceptance of these terms and to issue our report no later than July 31, 2025. Federal and state tax returns will be completed in advance of their respective extension due dates.

Our fees for these services will be based on the actual time spent at our standard hourly rates, plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to the Association's services. Based on our preliminary estimates, the audit and tax return preparation will be a total of \$9,500 and \$465, respectively. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if the Association's account becomes 30 days or more overdue and will not be resumed until the Association's account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. Management will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

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

Cordially,



---

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

RESPONSE:

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

Officer signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ARTICLE V. PROTECTIVE COVENANTS

Section 10. Leasing.

- a. For purposes of this section, a “lease” shall refer to the regular, exclusive occupancy of a residence by any person other than the Owner, for which the Owner receives any **monetary or non-monetary** consideration or benefit including, without limitation, a fee, service, or gratuity.
- b. A lease of a Lot and the Improvements thereon is subject to the following conditions:
  - i. the lease must be for single-family residential purposes only;
  - ii. the lease must be in writing (**the “Lease Agreement”**) and shall provide that the terms of such lease shall be subject in all respects to the provisions of the Declaration, Bylaws and Association Rules (**the “Governing Documents”**), as then existing and as may be amended or modified thereafter;
  - iii. the minimum lease term shall be 6 months;
  - iv. no Lot or portion thereof shall be advertised at daily or weekly rental rates or for a lease term of less than **6** months, and all rental advertisements must clearly state that the lease is for a term is **6** months or longer;
  - v. no Lot or portion thereof shall be leased or used (x) for hotel, transient or vacation rental (similar to AirBnb or VRBO) purposes or (y) in a manner that would be subject to payment of hotel tax under applicable law;
  - vi. **the Board of Directors must expressly consent to any sublease or assignment of a lease;**
  - vii. **the Board of Directors must expressly consent to any new lease to be effective within 6 months of the commencement date of a previous lease, such consent not to be withheld if the Board of Directors determines that the circumstances do not indicate any plan or intent by the Owner to circumvent the requirements of this provision.**
- c. The Owner shall provide the tenant(s) with copies of the **Governing Documents at the same time the lease is executed, and the Owner shall expressly acknowledge having provided such Documents to the tenant(s) in the Lease Agreement.** Any failure by the tenant(s) to comply with the terms of the Governing Documents shall constitute a default under the Lease Agreement.
- d. **Within ten (10) days after the execution of a Lease Agreement for rental of any Lot and the Improvements thereon, the Owner shall give written notice to the Board of Directors, which notice shall set forth the name(s) of the tenant(s) and the length of time of the lease is in effect. The Owner shall also provide to the Association all additional information that the Association reasonably requires concerning the lease and tenant(s).**
- e. The Association may adopt rules to implement this restriction.
- f. The Owner shall be responsible for the tenant(s)’ compliance with the terms of the Governing Documents, as well as Owner’s own compliance with the terms of such documents. Violation of this provision or any rule(s) implementing this provision shall be subject to a daily fine of the greater of the advertised daily rental rate or \$1,000.