

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

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of February 23, 2022 board meeting minutes *Trinh Bartlett*
- IV. Homeowner Forum (*3 min each*)  
*(Homeowners may sign up to speak for the Homeowners Forum by calling the HOA manager at 512-288-8663 or sending an email to [info@circlecranch.info](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.*
  - a. Gail Austin
  - b. Jennifer Ferrell
- V. Management Reports
  - a. General Report, *Karen Hibpshman*
    - 1. Feb YTD Financials
  - b. Landscape Report, *Clayton Hoover*
  - c. Aquatics Report, *Brody McKinley*
  - d. Maintenance Report, *Robert Bardeleben*
- VI. Discussion Items
  - a. Escarpment Loop Project
  - b. CCN Project – Update
  - c. Mail Center security
- VII. Action Items
  - a. Board Officer Appointments
  - b. Drip Replacement on Escarpment
  - c. Acceptance of the remaining common area lots in Avana
- VIII. Adjourn Public Meeting
- IX. Executive Session
  - a. Legal

**Attachments**

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

**Circle C Homeowners Association  
Board Meeting Minutes  
February 23, 2022**

1. The CCHOA Board of Directors convened on February 23, 2022, via video conferencing (Zoom). Russ Hodes called the meeting to order at 6:34 p.m. In attendance were board members Russ Hodes, Michael Chu, Stephen Bega and Jason Bram. Theresa Bastian joined the meeting at 6:30pm. Natalie Placer-McClure and Trinh Bartlett were not in attendance. CCHOA Manager Karen Hibpshman (HOA Manager), Marnie McLeod (Assistant Manager), Brody McKinley (Aquatics Director) and Robert Bardeleben (Facilities Coordinator) were present.
2. Russ presented the February 23, 2022 agenda. Karen asked to have Action Item, a, to “Ratify the assessment rate vote” removed since it was not needed and to add a discussion item, the drip replacement on Escarpment proposal. Jason motioned to approve the agenda with the changes. Michael seconded the motion. All were in favor and the motion passed.
3. Russ presented the January 26, 2022 Board of Directors Meeting Minutes. Jason motioned to approve the minutes as written. Michael seconded the motion. All were in favor and the motion passed.
4. Russ introduced the Homeowner Forum. No Homeowners signed up for the Homeowner Forum.
5. Karen provided 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 was Escarpment Loop Project. Karen will be meeting with Trent and Paul on the updated the board that she has meet with Trent and Paul to have the Escarpment Loop plan broken up in to 8 sections. The one question that is still outstanding is whether or not the existing irrigation system will work. The question has been raised if we will have a meeting to go over the whole plan. Karen suggested that we do a workshop to go over the whole plan in detail.
10. The second discussion item is the CCN Project Update. Karen updated that we are still working through the permitting process with the City of Austin. We were able to get one permit approved and then Austin Water submitted a comment and working to find out what the fix will be. Russ has reached out to Ed Scruggs with Paige Ellis’s office for help with this. Karen has provided the Settlement Agreement and the Licensing

Agreement to the City which shows that CCHOA is responsible for maintaining the ROW.

11. The third discussion item was Mail Center Security. The question has come up several times of weather or not we would be able to enclose the mail centers throughout Circle C. Karen explained that there are at least two mail box locations in Circle C that do not have a cover on them. Also, it is not clear if it is something that even would be possible since the mailboxes are located in the ROW and most face a city street. Karen is working on getting the answer to that from the city of what can and cannot be done.
12. The first action item was to Ratify the email vote for the Swim Center roof replacement. Theresa motioned to ratify the vote to proceed with the repair of the swim center roof as outlined in the proposal from Alpha Roofing for \$26,412.44. Jason seconded the motion. All were in favor and the motion passed.
13. The second action item was the Park Place mailboxes. Karen presented a proposal from Mailbox Works for \$12,455.66. This is the same company that we used when we replaced \$160,000 in mailboxes back in 2016. We are estimating that the total cost will be approximately \$17,500 which includes removing the wall under the back mailboxes and both walls on the side. We will also need to have a new retaining wall built behind the mailbox center to direct water away around the mail center that would be similar to the wall that was built behind the Park Place playground. Karen is still working with the USPS on approval of the mailboxes, installation and if the USPS will take ownership of the mail boxes. Michael motioned to approve the expense of \$17,500 for the Park Place mail box replacement. Stephen seconded the motion. All were in favor and the motion passed.
14. The fourth discussion item was the Drip replacement on Escarpment. Included in the board packet is a proposal for drip irrigation for the shrubs on the east and west side of Escarpment. In 2010, Circle C Landscaping installed temporary irrigation to help keep the shrubs alive. It has now disintegrated and broken due to the age of the irrigation. This includes the removal of the old system and installation of a new system. This would be able to be tied into any new system that is installed along Escarpment.
15. Michael 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 7:40 pm to discuss legal and utility box enclosures. No votes or actions were taken. The Board adjourned the executive session at 8:28 pm.

**Circle C Homeowners Association  
 Manager's Report  
 February 21, 2022 – March 25, 2022**

	Feb 21 - Mar 25, 2022			Feb 22-Mar 26, 2021	
589 Violations				207 Violations	
Rubbish/Debris	338	57.39%		134	64.73%
Front Yard Maintenance	57	9.68%		24	11.59%
Architectural	22	3.74%		7	3.38%
Vehicle Storage	26	4.41%		4	1.93%
Repair of Exterior Damages	36	6.11%		14	6.76%
Exterior Lighting	83	14.09%		9	4.35%
Driveway	0	0%		2	1.32%
Fencing	1	03.4%		1	0.48%
Use Limitations	0	0%		9	4.35%
Recreational Equipment	0	0%		5	2.42%
Maintenance	21	3.57%			
589 Violations By Stage				207 Violations By Stage	
Stage 1/Cooperative Letters	523			162	81.25%
Stage 2 Letters	61			37	14.70%
Stage 3 Letters	5			8	4.05%
589 Violation Updates/Creates				207 Violation Updates/Creates	
Closed	324	55.01%		177	85.51%
New	188	31.92%		19	9.18%
Escalated	64	10.87		9	4.35%
Re-Opened	12	2.04		2	1%
Attorney	2			2	1%

**Administration**

27 New Homeowner Packets mailed February 14<sup>th</sup> – March 18<sup>th</sup>

**Financial**

AP checks were signed March 18<sup>th</sup> with Terri Giles

## Upcoming Special Events

Apr 8<sup>th</sup> – Food Trailer

Apr 9<sup>th</sup> – Easter Egg Hunt

Apr 27<sup>th</sup> – April Board Meeting

Apr 30<sup>th</sup> – 1<sup>st</sup> Semi-Annual Garage Sale 2022

(Electronic Recycling, Paper shredding, Salvation Army)

May 7<sup>th</sup> – Seasonal Pools scheduled to open weekends only. The opening of the seasonal pools is Dependent on staffing

## Project/Updates

- Annual Meeting was held on March 23<sup>rd</sup> at 6:30pm via ZOOM. Quorum for the Annual meeting was 33.53%. The website has been updated and the election results were posted and sent out via blast email.
  - Election results – Stephen Bega, Kimberly De La Garza and David Lachance were elected to each serve a 3-year term
  - Community Center Reservation. Due to the decline in COVID cases and the comfort level of staff, reservations will go back to 100% capacity starting March 1<sup>st</sup>. All residents that have reservations scheduled after March 1<sup>st</sup> are being contacted to make the any needed adjustments.
  - AISD have completed the repairs on Lot 44 and Escarpment. Final irrigation check has been completed and we will be signing off on the work that was done. The only remaining question is the remaining ruts on the west side of Escarpment caused by the cement truck.
  - The season pools are scheduled to be open on May 7<sup>th</sup>, weekends only. Opening of the seasonal pools is completely dependent on staffing.
  - The phones at the Swim Center have been changed. The new number is 512-363-5578.
  - The Circle C Ranch HOA Facebook page is live and has been very easy to update.
  - OHAN (Oak Hill Association of Neighborhoods). CCHOA has been a part of OHAN for many years and is made up of other neighborhoods that are located in District 8. Claudia Corum (Circle C Resident) has been Circle C’s representative for the last several years.
  - The mailboxes for Park Place have been ordered and scheduled to be delivered mid-April. Once we have a firm delivery date, we will coordinate with maintenance and USPS on the installation and issuing of the keys. We will continue to send out information as it becomes available to update the residents.
- **Capital Projects**

2022 Capital Budget Projects include:

SC – Picnic Tables/Benches	Ordered – Scheduled completion April 15th
----------------------------	--

GR – Shade Structure	Completed
CC – Pool Splash Pad UV System	Ordered – Scheduled Completion April 15th
CC – Pool Replaster	Work has started – scheduled to be completed by April 5th
CC – Pool Slide Repairs/Polishing	Completed
CC – Splash Pad Refinishing Features	Will complete in the fall due to manufacturer lead times
Avana – Parking Lot Seal/Stripe	Scheduled for April 2-3
GR – Parking Lot Seal/Stripe	Scheduled for April 2-3
SC – Lounge Chairs	Ordered – Scheduled completion April 15th
SC – Wade Pool Bucket Repaint	Completed
Node Clock Replacement	Started
Rock Work	Not Started
Escarpment Loop Project	Preliminary breakdown outlined. Will have a follow up meeting on the new plans.
Circle C North Improvements	Information has been submitted to the City for the permits. One permit has been received.
Construction Repairs	Repairs due to construction have been done at Bernia, Trissino, Slaughter, La Crosse, Escarpment and Archeleta.
SC Roof	

**Current or Future Projects**

- Irrigation Infrastructure
- Signage
- Monuments
- Landscape Prep
- Expansion of CCCC pool
- Phase II
- Last shade structure will be installed in 2022

# 2022 CCHOA INCOME BUDGET

Category	Subcategory	2022 Budget	Jan-22	Feb-22	Totals	%
Homeowner Income	Homeowner Dues	\$4,070,000	\$38,642.70	\$932,973.43	\$971,616.13	24%
Homeowner Income	Resale Certificates	\$78,750	\$2,925.00	\$4,725.00	\$7,650.00	10%
Homeowner Income	Transfer Fees IOcome	\$67,200	\$3,325.00	\$2,275.00	\$5,600.00	8%
Homeowner Income	Late Fees Collected	\$25,000	\$1,671.17	\$1,374.29	\$3,045.46	12%
Homeowner Income	Lien Admin Fees Income	\$420	\$14.00	\$0.00	\$14.00	3%
Homeowner Income	Filing Fee Income	\$1,680	\$56.00	\$0.00	\$56.00	3%
Homeowner Income	NSF Charges	\$100	\$0.00	\$0.00	\$0.00	0%
<b>Homeowner Income Total</b>		<b>\$4,243,150</b>	<b>\$46,633.87</b>	<b>\$941,347.72</b>	<b>\$987,981.59</b>	23%
Architectural Review Income	Architectural Review IOcome	\$10,000	\$1,630.00	\$1,340.00	\$2,970.00	30%
<b>Architectural Review IOcome Total</b>		<b>\$10,000</b>	<b>\$1,630.00</b>	<b>\$1,340.00</b>	<b>\$2,970.00</b>	30%
Rental Income	Office Rent	\$9,000	\$661.50	\$1,834.11	\$2,495.61	28%
Rental Income	Grill Rent	\$6,600	\$1,075.80	\$0.00	\$1,075.80	16%
<b>Rental Income Total</b>		<b>\$15,600</b>	<b>\$1,737.30</b>	<b>\$1,834.11</b>	<b>\$3,571.41</b>	23%
Aquatics Income	Pool Programs	\$60,000	\$1,399.00	\$2,492.00	\$3,891.00	6%
Aquatics Income	Pool Programs - Swim Team	\$145,500	\$14,787.50	\$14,055.00	\$28,842.50	20%
Aquatics Income	Facility Income	\$35,000	\$3,101.38	\$95.00	\$3,196.38	9%
<b>Aquatics Income Total</b>		<b>\$240,500</b>	<b>\$19,287.88</b>	<b>\$16,642.00</b>	<b>\$35,929.88</b>	15%
CCCC Income	CCCC Facility Rentals	\$50,000	\$5,546.25	\$3,723.00	\$9,269.25	19%
<b>CCCC Income Total</b>		<b>\$50,000</b>	<b>\$5,546.25</b>	<b>\$3,723.00</b>	<b>\$9,269.25</b>	19%
Landscape Reimbursements	Stratus Reimb	\$97,000	\$0.00	\$0.00	\$0.00	0%
Landscape Reimbursements	COA Reimb	\$17,600	\$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>	0%
Miscellaneous	Interest Income	\$15,000	\$272.11	\$221.30	\$493.41	3%
Miscellaneous	Sales Tax Discount	\$0	\$1.13	\$0.00	\$1.13	
<b>Miscellaneous Total</b>		<b>\$15,000</b>	<b>\$273.24</b>	<b>\$221.30</b>	<b>\$494.54</b>	3%
Cove @ CC Reimbursement	Cove @ Circle C HOA	\$5,000	\$0.00	\$0.00		
Rowell Reimbursement	The Rowell HOA	\$95,000	\$0.00	\$0.00	\$0.00	0%
<b>Rimbursement Total</b>		<b>\$100,000</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	0%
<b>Grand Total</b>		<b>\$4,788,850.00</b>	<b>\$75,108.54</b>	<b>\$965,108.13</b>	<b>\$1,040,216.67</b>	22%

## 2022 CCHOA EXPENSE BUDGET

Category	Subcategory	2022 Budget	Jan-22	Feb-22	Totals	%
Commons Area Services	Landscape Maint Contract	\$1,350,112	\$114,443.86	\$114,443.86	\$228,887.72	17%
Commons Area Services	Contract Landscape SC	\$35,097	\$2,924.81	\$2,924.81	\$5,849.62	17%
Commons Area Services	Contract Landscape CCCC	\$35,097	\$2,924.81	\$2,924.81	\$5,849.62	17%
Commons Area Services	Contract Landscape AV	\$24,888	\$2,074.06	\$2,074.06	\$4,148.12	17%
Common Area Services	Contract Landscape GR	\$24,888	\$2,074.06	\$2,074.06	\$4,148.12	17%
Common Area Services	Common Area Holiday Lighting	\$48,288	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	Landscape Repairs	\$115,000	\$12,978.63	\$37,332.40	\$50,311.03	44%
Commons Area Services	Landscape Water Utilities	\$255,000	\$11,951.10	\$7,385.12	\$19,336.22	8%
Commons Area Services	COA Water Utility Compliance	\$8,000	\$2,275.00	\$0.00	\$2,275.00	28%
Common Area Services	Landscape Electric Utilities	\$36,000	\$2,965.89	\$2,670.12	\$5,636.01	16%
Common Area Services	Tree Care	\$75,000	\$1,025.14	\$7,088.50	\$8,113.64	11%
Commons Area Services	Fence Repairs & Maint	\$7,000	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	Electrical Repairs & Maint	\$12,000	\$0.00	\$998.54	\$998.54	8%
Common Area Services	Neighborhood Maint & Repair	\$20,000	\$0.00	\$69.83	\$69.83	0%

Common Area Services	Non Contract Landscape - SC	\$20,000	\$0.00	\$0.00	\$0.00	0%
<b>Commons Area Services Total</b>		<b>\$2,066,370</b>	<b>\$155,637.36</b>	<b>\$179,986.11</b>	<b>\$335,623.47</b>	16%
Aquatics Facilities	Administrative	\$65,000	\$712.73	\$543.34	\$1,256.07	2%
Aquatics Facilities	Supplies - Pool	\$27,500	\$1,541.52	\$102.80	\$1,644.32	6%
Aquatics Facilities	Supplies - Chemicals	\$74,000	\$1,743.30	\$2,971.70	\$4,715.00	6%
Aquatics Facilities	Supplies & Fees - Swim Team	\$22,000	\$283.72	\$1,353.70	\$1,637.42	7%
Aquatics Facilities	Maintenance - Pool	\$94,600	\$1,411.98	\$6,359.59	\$7,771.57	8%
Aquatics Facilities	Maintenance - Building	\$67,900	\$609.96	\$3,027.87	\$3,637.83	5%
Aquatics Facilities	Payroll - Staff	\$751,650	\$19,669.99	\$27,096.25	\$46,766.24	6%
Aquatics Facilities	Payroll - Programming Staff	\$37,000	\$290.24	\$349.24	\$639.48	2%
Aquatics Facilities	Payroll - Swim Team	\$138,550	\$6,605.31	\$7,461.01	\$14,066.32	10%
Aquatics Facilities	SC-Utilities - Water	\$30,000	\$2,035.04	\$1,844.92	\$3,879.96	13%
Aquatics Facilities	Avana _Utilities-Water	\$6,000	\$166.60	\$166.60	\$333.20	6%
Aquatics Facilities	GR- Utilities - Water	\$4,000	\$205.41	\$188.14	\$393.55	10%
Aquatics Facilities	SC-Utilities - Electric	\$28,000	\$1,344.67	\$2,603.90	\$3,948.57	14%
Aquatics Facilities	Avana - Utilities- Electric	\$12,000	\$922.72	\$1,023.15	\$1,945.87	16%
Aquatics Facilities	GR -Utilities-Electric	\$6,000	\$441.79	\$443.06	\$884.85	15%
Aquatics Facilities	Utilities - Natural Gas	\$32,000	\$3,845.36	\$5,531.33	\$9,376.69	29%
Aquatics Facilities	SC-Utilities - Telephone/Intern	\$15,000	\$540.51	\$2,697.10	\$3,237.61	22%
Aquatics Facilities	Avana - Telephone/Internet	\$5,000	\$182.16	\$210.62	\$392.78	8%
Aquatics Facilities	GR- Telephone/Internet	\$5,000	\$219.67	\$136.57	\$356.24	7%
<b>Aquatic Facilities Total</b>		<b>\$1,421,200</b>	<b>\$42,772.68</b>	<b>\$64,110.89</b>	<b>\$106,883.57</b>	8%
Circle C Community Center	Utilities - Water	\$27,000	\$351.30	\$375.93	\$727.23	3%
Circle C Community Center	Utilities - Electric	\$24,000	\$751.13	\$1,530.49	\$2,281.62	10%
Circle C Community Center	Utilities - Telephone/Internet	\$9,000	\$664.07	\$664.07	\$1,328.14	15%
Circle C Community Ctr	Events Payroll	\$6,000	\$114.53	\$111.03	\$225.56	4%
Circle C Community Center	Maintenance - Building	\$50,000	\$1,297.23	\$4,138.76	\$5,435.99	11%
<b>Circle C Community Ctr Total</b>		<b>\$116,000</b>	<b>\$3,178.26</b>	<b>\$6,820.28</b>	<b>\$9,998.54</b>	9%
Maintenance Operations	Office Supplies	\$1,200	\$64.89	\$0.00	\$64.89	5%
Maintenance Operations	Employee Education	\$1,200	\$225.00	\$0.00	\$225.00	19%
Maintenance Operations	Uniforms	\$1,800	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Staff Recruitment	\$300	\$0.00	\$35.00	\$35.00	12%
Maintenance Operations	Safety Equip/Supplies	\$1,400	\$337.42	\$0.00	\$337.42	24%
Maintenance Operations	Maintenance Payroll	\$180,000	\$14,013.80	\$14,013.80	\$28,027.60	16%
Maintenance Operations	Pool Tech	\$69,000	\$3,076.94	\$3,076.94	\$6,153.88	9%
Maintenance Operations	Payroll Taxes	\$15,000	\$1,409.78	\$1,332.36	\$2,742.14	18%
Maintenance Operations	Computer/Software	\$1,400	\$0.00	\$1,037.76	\$1,037.76	74%
Maintenance Operations	Tools/Supplies	\$5,000	\$1,217.44	\$372.14	\$1,589.58	32%
Maintenance Operations	Office Furniture	\$600	\$0.00	\$0.00	\$0.00	0%
<b>Maintenance Operations Total</b>		<b>\$276,900</b>	<b>\$20,345.27</b>	<b>\$19,868.00</b>	<b>\$40,213.27</b>	15%
HOA Operations	Office Supplies	\$9,000	\$1,648.12	\$188.60	\$1,836.72	20%
HOA Operations	Equip & Maintenance	\$15,000	\$401.41	\$151.46	\$552.87	4%
HOA Operations	HOA Owned Vehicle Expense	\$8,000	\$177.22	\$1,350.86	\$1,528.08	19%
HOA Operations	Postage	\$18,000	\$3,619.56	\$2,454.12	\$6,073.68	34%
HOA Operations	Web Operations	\$3,000	\$20.47	\$955.54	\$976.01	33%
HOA Operations	Printing	\$3,000	\$405.94	\$0.00	\$405.94	14%
HOA Operations	HOA Meetings	\$5,000	\$3,575.70	\$0.00	\$3,575.70	72%
HOA Operations	Deed Restrictions	\$5,000	\$708.56	\$90.00	\$798.56	16%
HOA Operations	HOA Special Events	\$30,000	\$0.00	\$139.00	\$139.00	0%
HOA Operations	Professional Fees	\$2,000	\$0.00	\$1,520.96	\$1,520.96	76%
<b>HOA Operations Total</b>		<b>\$98,000</b>	<b>\$10,556.98</b>	<b>\$6,850.54</b>	<b>\$17,407.52</b>	18%
Financial Management	Management Services	\$115,000	\$9,276.30	\$9,276.30	\$18,552.60	16%
Financial Management	Resale Certificate	\$17,500	\$650.00	\$850.00	\$1,500.00	9%
Financial Management	Lien Filing Administrative Fees	\$2,500	\$104.00	\$0.00	\$104.00	4%
Financial Management	Bank Fees	\$38,000	\$3,178.95	-\$1,876.69	\$1,302.26	3%
Financial Management	CPA/Audit	\$8,000	\$0.00	\$0.00	\$0.00	0%

<b>Financial Management Total</b>		<b>\$181,000</b>	<b>\$13,209.25</b>	<b>\$8,249.61</b>	<b>\$21,458.86</b>	12%
HOA Management	Management Payroll	\$190,000	\$14,377.88	\$14,655.28	\$29,033.16	15%
HOA Management	Management Payroll Taxes	\$15,000	\$1,457.93	\$1,403.91	\$2,861.84	19%
HOA Management	Mileage Reimbursement	\$6,000	\$364.46	\$294.26	\$658.72	11%
HOA Management	Insurance Stipend	\$54,000	\$5,117.72	\$3,624.92	\$8,742.64	16%
HOA Management	Cont Ed & Skills Enhancement	\$2,000	\$0.00	\$0.00	\$0.00	0%
<b>HOA Management Total</b>		<b>\$267,000</b>	<b>\$21,317.99</b>	<b>\$19,978.37</b>	<b>\$41,296.36</b>	15%
Architectural Review Expens	Architectural Review Expenses	\$7,500	\$1,385.50	\$1,139.00	\$2,524.50	34%
<b>Architectural Review Expenses Total</b>		<b>\$7,500</b>	<b>\$1,385.50</b>	<b>\$1,139.00</b>	<b>\$2,524.50</b>	34%
Legal Services	Legal Services	\$20,000	\$0.00	\$2,325.00	\$2,325.00	12%
<b>Legal Services Total</b>		<b>\$20,000</b>	<b>\$0.00</b>	<b>\$2,325.00</b>	<b>\$2,325.00</b>	12%
Taxes	Property	\$5,500	\$0.00	\$0.00	\$0.00	0%
Taxes	Income/Franchise Taxes	\$0	\$0.00	\$0.00	\$0.00	#DIV/0!
<b>Taxes Total</b>		<b>\$5,500</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	0%
Insurance	General, Property, Boiler & Aut	\$78,000	\$6,755.36	\$6,761.36	\$13,516.72	17%
Insurance	Auto	\$5,000	\$431.09	\$431.09	\$862.18	17%
Insurance	D & O Insurance	\$12,000	\$0.00	\$0.00	\$0.00	0%
Insurance	Worker's Comp	\$16,000	\$0.00	\$0.00	\$0.00	0%
<b>Insurance Total</b>		<b>\$111,000</b>	<b>\$7,186.45</b>	<b>\$7,192.45</b>	<b>\$14,378.90</b>	13%
Community Enhancement	Donations	\$1,000	\$0.00	\$0.00	\$0.00	0%
Community Enhancement	Association Memberships	\$2,000	\$50.00	\$0.00	\$50.00	3%
<b>Community Enhancement Total</b>		<b>\$3,000</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	0%
<b>Reserve Transfer</b>		<b>\$215,380</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	0%
<b>Grand Total</b>		<b>\$4,788,850</b>	<b>\$275,590</b>	<b>\$316,520</b>	<b>\$592,110</b>	<b>12%</b>

**Expected Reserve Expenditures and Capital Improvement for 2022**

	YTD	
SC Pincnic Tables/Bench	\$5,400	\$0.00
GR Shade Structure	\$39,000	\$18,413.33
CC Pool Splash Pad	\$9,000	\$8,995.58
CC Pool Replaster	\$84,000	\$2,160.67
CC Pool Slide Repairs	\$6,500	\$5,408.75
CC Splash Pad Refinish	\$4,500	\$0.00
AV Parking Lot Seal/Stripe	\$7,200	\$0.00
GR Parking Lot Seal/Stripe	\$5,800	\$0.00
SC Lounge Chairs	\$8,200	\$8,221.00
SC Wade Pool Bucket	\$5,500	\$0.00
Node Clock Replacement	\$75,000	\$37,500.00
Rock Work	\$50,000	\$0.00
Escarpment Project	\$340,000	\$1,000.00
CCN Improvement	\$200,000	\$0.00
Construction Repairs	\$50,000	\$133.95
SC Roof	\$0	\$26,412.44
<b>Total</b>	<b>\$890,100</b>	<b>\$108,245.72</b>

**Total Capital Budget Projects**                      **\$890,100.00**      **\$108,245.72**

**Grand Total Expenses**

**\$5,678,950.00**

**Circle C Landscape  
Board Report  
March, 2022**

**Weather**

General: Hard Freeze in early March (unusual)  
Hot temperatures in the last week

Rainfall Total: 2 inches

Temperature: 25-91 degrees

Major Events: Storm event, no damage  
Late freeze no damage

Central Texas is in a La Nina pattern. Rainfall is less than normal.

**Maintenance Services**

General: Mowing rotation has begun as areas come out of dormancy

Weeding: Beds cleaned and weeded

Triimming: Perennial Trimming is complete, touch up trimming for things affected by late freeze

Mulching: Ongoing, all major entrances mulched, amenity centers all mulched

Treatments: Pre emergent weed treatment in all beds  
Extra weed treatment in high weed areas  
Ant treatments scheduled at all parks and amenity centers on turf areas

Trees: All crepe myrtles under trees trimmed as specified  
Tree yauponss trimmed as specified

**Outlying Areas**

Filter Pond, CCCC weedeated, trash removed

Outlying mail centers checked and cleaned

**Irrigation**

Irrigation controllers remain off excepting new areas  
General repairs throughout  
Main Line repair, significant, Escarpment at Estana  
Double check review  
Annual Irrigation Check underway  
Node Clock project underway

**Rock Work**

Greyrock at corners	Complete
CCCC	Complete
Viridian Mail Center	Complete
Circle at Bernia Escarpment	Complete
Side strip at Bernia Escarpment	Complete
Clean up of Flat Rock	Underway

**Trees**

Met with Karen and arborist to discuss treatment for oak trees  
on Escarpment  
Karen scheduled a deep root feed and fertilization in this area  
Miscellaneous dead small trees removed

**Construction Damage and Projects**

Slaughter/Es Vinemont crosswalk under construction , damage to corner areas  
and medians

Slaughter/Beckett, no water at median towards Mopac

Bear Creek Elementary

Inspected Lot 44 for irrigation

LaCrosse at Mopac: Continued construction and median damage  
Wildflower Park Side, debris and continuing construction

LaCrosse at west entry off Mopac, continued construction impact

Greyrock: Replaced turf on corners due to construction.

**Circle C Aquatics**

**February-22**

**Winter Operations**

<b>Facility Usage</b>	<i>Swim Center</i>		<i>Community Center</i>		<i>Avaña</i>		<i>Greyrock</i>		<i>Total</i>	
	Feb-22	YTD	Feb-22	YTD	Feb-22	YTD	Feb-22	YTD	Feb-22	YTD
Resident Entries	656	1,430	0	0	0	0	0	0	<b>656</b>	<b>1,430</b>
Unique Residents	173	229	0	0	0	0	0	0	<b>173</b>	<b>229</b>
Unique Households	126	161	0	0	0	0	0	0	<b>126</b>	<b>161</b>
Guest Entries	8	22	0	0	0	0	0	0	<b>8</b>	<b>22</b>
Other Entries	216	1,490							<b>216</b>	<b>1,490</b>
Average Hourly Count	5									
% of Capacity	3%									
<b>Total Entries</b>	<b>880</b>	<b>2,942</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>880</b>	<b>2,942</b>

<b>Incidents</b>	<i>Swim Center</i>		<i>Community Center</i>		<i>Avaña</i>		<i>Greyrock</i>		<i>Total</i>	
	Feb-22	YTD	Feb-22	YTD	Feb-22	YTD	Feb-22	YTD	Feb-22	YTD
Water Rescues		0		0		0		0	<b>0</b>	<b>0</b>
First Aid Responses	1	2		0		0		0	<b>1</b>	<b>2</b>
Sudden Illness Treatments		0		0		0		0	<b>0</b>	<b>0</b>
Patron Behavior Incidents		0		0		0		0	<b>0</b>	<b>0</b>
Biohazard Cleanups		0		0		0		0	<b>0</b>	<b>0</b>
Suspensions/Expulsions		0		0		0		0	<b>0</b>	<b>0</b>
EMS/911 Callouts		0		0		0		0	<b>0</b>	<b>0</b>
<b>Total Incidents</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>
<b>Incident per Entry Ratio</b>	<b>0.11%</b>	<b>0.07%</b>							<b>0.11%</b>	<b>0.07%</b>

<b>Revenue</b>	Feb-22	YTD
Aquatics Programs	\$ 2,492	\$ 0
Swim Team	\$ 14,055	\$ 0
Guest Fees	\$ 3	\$ 0
Area Reservations	\$ 0	\$ 0
Facility Rentals	\$ 0	\$ 0
Lane Rentals	\$ 0	\$ 0
Other Facility Income	\$ 92	\$ 0
<b>Total Aquatics Revenue</b>	<b>\$ 16,642</b>	<b>\$ 0</b>

<b>Programs</b>	Feb-22
Select Swim Team	83
Masters Swimming	14
Group Swim Lessons	0
Private Swim Lessons	12
Water Aerobics	0
Certification Courses	23
WSI Course	0
<b>Total Participants</b>	<b>0</b>

<b>Reservations &amp; Rentals</b>	Feb-22	YTD
Area Reservations	0	0
Facility Rentals	0	0
Lap Lane Reservations	0	0
<b>Total Reservations</b>	<b>0</b>	<b>0</b>

<b>Aquatics Staffing</b>	Feb-22
Lifeguards/Head Guards	45
Front Desk Staff	9
Instructors/Coaches	4
<b>Total Staff</b>	<b>58</b>

<b>Resident Stats</b>	Individuals	Households	Members / Household
Homeowners	16,936	5,516	3.07
Renters	1,401	405	3.46
New Memberships	36	13	
<b>Totals</b>	<b>18,337</b>	<b>5,921</b>	<b>3.10</b>

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

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Cleaning and Maintenance have been completed
- Minor Equipment and Facility Repairs Made
- Solar water heating panels for wade pool have been replaced
- Wade Pool Dumping Buckets have been refurbished
- Replaced Malfunctioning Security Cameras
- Summer Preparations have been completed
- Replaced Sink Faucet on Café 3 Compartment Sink

COMMUNITY CENTER

- Routine inspections and maintenance have been completed
- Replaced Malfunctioning Security Cameras

COMMUNITY CENTER POOL

- Routine cleaning and maintenance have been performed.
- Minor Repairs have been completed on equipment and facility.
- Re-plaster work has started. Scheduled to be completed by 4/5/2022
- Summer Preparations have started

NEIGHBORHOOD

- Minor repairs have been completed as needed
- Prepared Park Place Mailbox Center for new mailboxes.
- New Shade Structure at Greyrock Playscape has been installed
- Addressed Graffiti Throughout the Neighborhood

AVANA AMENITIES CENTER

- Routine Cleaning and Maintenance have been completed
- Minor repairs have been made
- Replaced Camera POE Switch
- Replaced Malfunctioning Cameras
- Summer Preparations have started
- Spray Features have been refurbished

GREY ROCK AMENITIES CENTER

- Routine Cleaning and Maintenance have been completed
- Minor repairs have been made
- Summer Preparations have started



Circle C Landscape • 5919 LaCrosse • Austin, Texas 78739 • circlelandscape @fastmail.com

## **Proposal for Drip Replacement at Hedge Area Escarpment, east and west sides, south of LaCrosse**

**Description:** In 2011, Circle C Landscape installed drip irrigation to run underneath the hedge areas against the fences along Escarpment, south of LaCrosse.

Drip irrigation has successfully watered the shrubs over the years, however, after 11 years, it is completely worn out and full of leaks and no longer usable. Without irrigation, the shrubs will decline or have to be hand watered during the hot summer.

The drip system is composed of valves, piping and RainBird subsurface drip with copper emitters.

City of Austin regulations allow watering with drip as needed. The drip irrigation provides deep watering, and cuts water cost through efficient watering. Drip irrigation is the preferred method for irrigation in Circle C and is a goal of the Circle C Green Community Model.

### **Proposal:**

1. Remove old drip line, related piping and staples holding the drip in place on both sides of Escarpment, estimated 7800 linear feet. Dig out worn and non-functioning piping.
2. Replace piping as needed. Install pressure reducers\* at each primary junction. Install new dripline along each hedge line. Install staples to hold line in place, test and manage.

\*An inline pressure reducing device is installed along the main piping to reduce pressure to the drip system and increase its functioning and longevity.

### **Other:**

Drip line valves are operating from node clocks which are updated as part of the node clock project.

The drip line should last for approximately 10 years. It can be incorporated into the new design for Escarpment.

**Materials:**

- Rain Bird Subsurface drip with copper emitters (spec sheet included)
- Rain Bird In line pressure reducers to be installed at each drip junction (20)
- Rain Bird fittings as necessary
- Staples for secure holdings.

**Costs:**

Project Scope: East and West Sides of Escarpment, LaCrosse to South Bay  
7800 linear feet

Remove existing broken drip system.  
Replace piping where needed  
Install in-line pressure reducers at junctions (20 locations)  
Install new drip and fittings, staple in place  
Test and program

Removal: Remove all staples, drip and piping, haul and dispose.	\$6,800.00
Install In-line pressure reducers at 20 locations:	\$4,300.00
Install 7800 linear feet dripline, necessary piping, fittings and staples, bury piping as needed	\$15,600.00
Project management, supervision, water management during project, design	\$4,500.00
<b>Total:</b>	<b>\$31,200.00</b>

**\*Notes:** All work is done under the terms of the existing Landscape and Irrigation Agreement between the Circle C Homeowners Association, Inc. and Circle C Landscape LLC as specified in the contract provisions for Additional Work.

### XFS Dripline With Copper Shield™ Technology

Dripline Series



**XFS**  
SUB-SURFACE

#### Applications

Rain Bird® XFS Dripline with Copper Shield™ for sub-surface drip irrigation is the latest innovation in the Rain Bird Xerigation™ Family. Rain Bird's patent-pending Copper Shield™ Technology protects the emitter from root intrusion, creating a long-lasting, low maintenance sub-surface drip irrigation system for use under turf grass or shrub and groundcover areas. XFS Series Dripline with Copper Shield™ is perfect for small, narrow and tight planting areas, as well as areas with tight curves or many switchbacks.

It accepts Rain Bird Easy Fit Compression Fittings, XFF Dripline Barbed Insert Fittings and other 17 mm barbed insert fittings.

#### Features

##### Simple

- Rain Bird's patent pending shiny metallic copper-colored XFS dripline with Copper Shield™ Technology protects the emitter from root intrusion with out requiring EPA-approved handling procedures - unlike some manufacturers who use harsh chemicals or treated filters to protect the emitter from root intrusion
- Through the use of a proprietary tubing material, the shiny metallic copper-colored XFS Dripline with Copper Shield™ is the most exible dripline tubing in the industry making it the easiest sub-surface dripline to design with and install

- It accepts Rain Bird Easy Fit Compression Fittings, XFF Dripline Barbed Insert Fittings and other 17 mm barbed insert fittings
- Rain Bird's low-profile emitter design reduces in-line pressure loss, allowing longer lateral runs, simplifying design and reducing installation time
- Variety of emitter flow rates, emitter spacing and coil lengths provide design flexibility for either sub-surface turf grass or sub-surface shrub and groundcover applications

##### Reliable

- XFS emitters are protected from root intrusion by Rain Bird's patent-pending Copper Shield™ Technology resulting in a system that does not require maintenance or replacement of chemicals to prevent root intrusion
- The pressure-compensating emitter design provides a consistent flow over the entire lateral length ensuring higher uniformity for increased reliability in the pressure range of 8.5 to 60 psi

##### Durable

- Dual-layered tubing (copper over black) provides unmatched resistance to chemicals, algae growth and UV damage
- Grit Tolerant: Rain Bird's proprietary emitter design resists clogging by use of an extra-wide flow path combined with a self-flushing action

#### Operating Range

- Pressure: 8.5 to 60 psi (58 to 4.14 bar)
- Flow rates: 0.42, 0.6 and 0.9 gph (1.6 l/h, 2.3 l/hr and 3.5 l/hr)
- Temperature:  
Water: Up to 100°F (37.8° C)  
Ambient: Up to 125°F (51.7° C)
- Required Filtration: 120 Mesh

#### Specifications

- OD: 0.634"
- ID: 0.536"
- Thickness: 0.049"
- 12", 18" (30.5 cm, 45.7 cm) spacing
- Available in 100' and 500' (30.5 m and 152.4 m) coils
- Coil Color: Copper, Purple, Copper with Purple Stripe



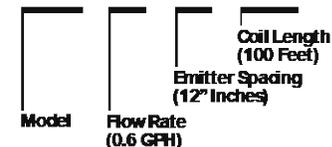
#### XFS Dripline Models

XFS-04-12-500	XFS-04-18-500	XFS-06-12-100	XFS-06-12-500	XFS-06-18-100	XFS-06-18-500	XFS-09-12-100	XFS-09-12-500	XFS-09-18-100	XFS-09-18-500
XFS-04-12-500	XFS-04-18-500	XFS-06-12-500	XFS-06-18-500	XFS-09-12-500	XFS-09-18-500	XFS-04-125	XFS-04-185	XFS-06-125	XFS-06-185
						XFS-09-125	XFS-09-185		

*XFS Blank tubing also available in brown, purple, and purple stripe colors*

#### How To Specify

### XFS-06-12-100



*XFS- = Purple to indicate models that use non-potable water*  
*XFS- = Purple stripe to indicate models that use non-potable water*

## XFS Sub-Surface Dripline with Copper Shield™ Technology

Sub-Surface Drip Irrigation (SDI) perfect for small, narrow and tight planting areas, switchbacks, as well as all turf landscapes

Rain Bird® XFS Sub-Surface Copper-Colored Dripline with Copper Shield™ Technology is the latest innovation in the Rain Bird Landscape Drip Family. Rain Bird's patent-pending Copper Shield Technology protects the emitter from root intrusion, creating a long-lasting, low maintenance sub-surface drip irrigation system for use under turf grass or shrub and groundcover areas.

A proprietary tubing material makes the XFS Sub-Surface Dripline with Copper Shield the most flexible tubing in the industry, and the easiest sub-surface dripline to design with and install.

### Features

#### Simple

- Rain Bird's low-profile emitter design reduces in-line pressure loss, allowing longer lateral runs, simplifying design and reducing installation time
- Variety of emitter flow rates, emitter spacing and coil lengths provide design flexibility for either sub-surface turf or sub-surface shrub and groundcover applications

#### Reliable

- XFS Sub-Surface Dripline emitters are protected from root intrusion by Rain Bird's patent-pending Copper Shield™ Technology resulting in a system that does not require maintenance or replacement of chemicals to prevent root intrusion
- The pressure-compensating emitter design provides a consistent flow over the entire lateral length ensuring higher uniformity for increased reliability in the pressure range of 8.5 to 60 psi

#### Durable

- Dual-layered tubing (copper over black) provides unmatched resistance to chemicals, algae growth and UV damage
- Grit Tolerant: Rain Bird's proprietary emitter design resists clogging by use of an extra-wide flow path combined with a self-flushing action

### Operating Range

- Pressure: 8.5 to 60 psi (0.58 to 4.14 bar)
- Flow rates: 0.4 gph, 0.6, and 0.9 gph (1.6 l/h, 2.3 l/hr and 3.5 l/hr)
- Temperature:
  - Water: Up to 100°F (37.8° C)
  - Ambient: Up to 125°F (51.7° C)
- Required Filtration: 120 mesh

### Specifications

- Dimensions: OD: 0.634" (16mm); ID: 0.536" (13.6mm); Thickness: 0.049" (1.2mm)
- 12" and 18" (30.5 cm and 45.7 cm) spacing
- Available in 100' and 500' (30.5 m and 152.4 m) coils
- Coil Color: Copper
- Use with XF Dripline Insert Fittings



XFS Sub-Surface Dripline



XFS Sub-Surface Dripline with Copper Shield™ Technology



XFS Dripline offers increased flexibility for easy installation



Irrigation Association Show Winner

### How to Specify

XFS - P - 09 - 12 - 100	
Optional P = Purple PS = Purple PS12	Length of Tubing 100 = 100' (30.5 m) 500 = 500' (152.4 m)
Model XFS Sub-Surface Dripline	Emitter Spacing 12 = 12" (30.5 cm) 18 = 18" (45.7 cm)
Flow Rate 04 = .42 gph (1.6 l/h) 06 = .61 gph (2.3 l/h) 09 = .92 gph (3.5 l/h)	



ESQUEL PHS 1 SEC 3

ESTANA LN

ESCARPMENT BLVD  
Escarpment Boulevard

ANTIGO LN

ESQUEL PHS 1 SEC 2

TX 45

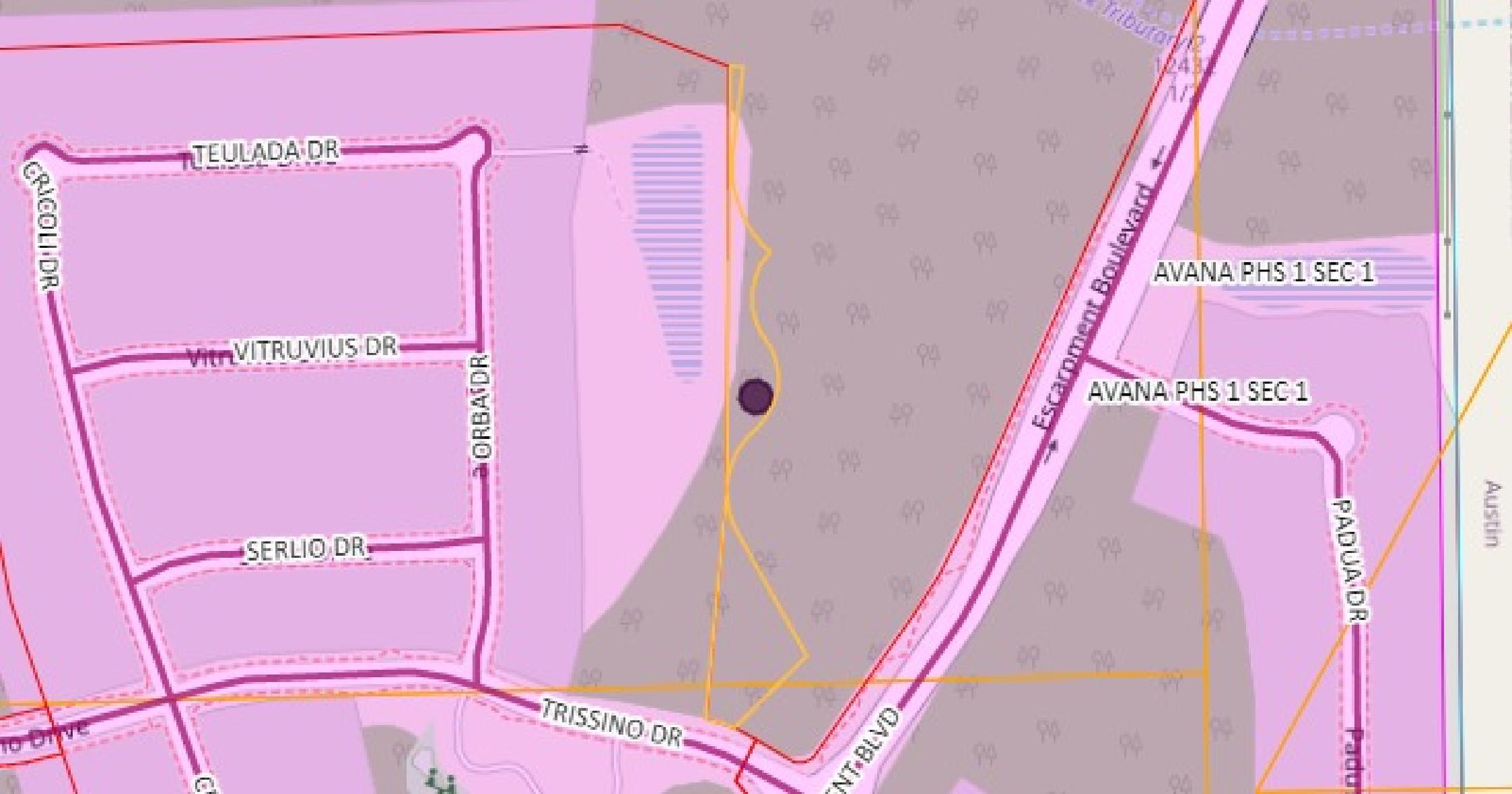
SH45 Shared Use Path

State Highway

Danz Creek



PID: 762213  
CALATLANTIC HOM...  
GEO: 0428480169



GRIGOLI DR

TEULADA DR

VITRUVIUS DR

SERLIO DR

ORBA DR

TRISSINO DR

ENT. BLVD

Escarment Boulevard

AVANA PHS 1 SEC 1

AVANA PHS 1 SEC 1

PADUA DR

Austin

PID: 848972  
CIRCLE C HOMEOW...  
GEO: 0430530901

Bernia Drive

Trissino Drive

CERRITO DR

AVANA PHS 1 SEC 2

Circle C  
Avaña  
- Valencia

Travis County

Avaña  
Playscape

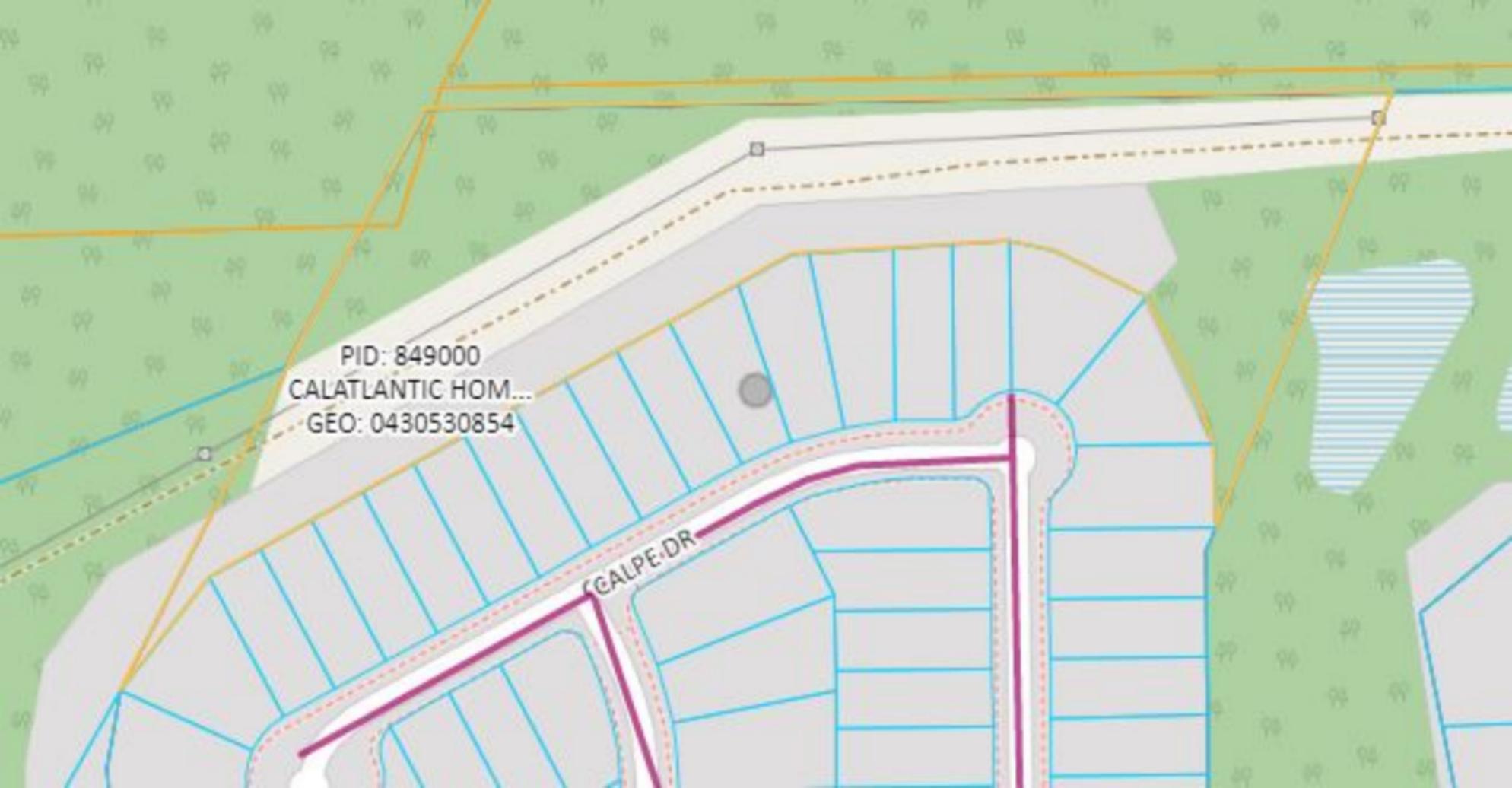
Avaña  
Pool

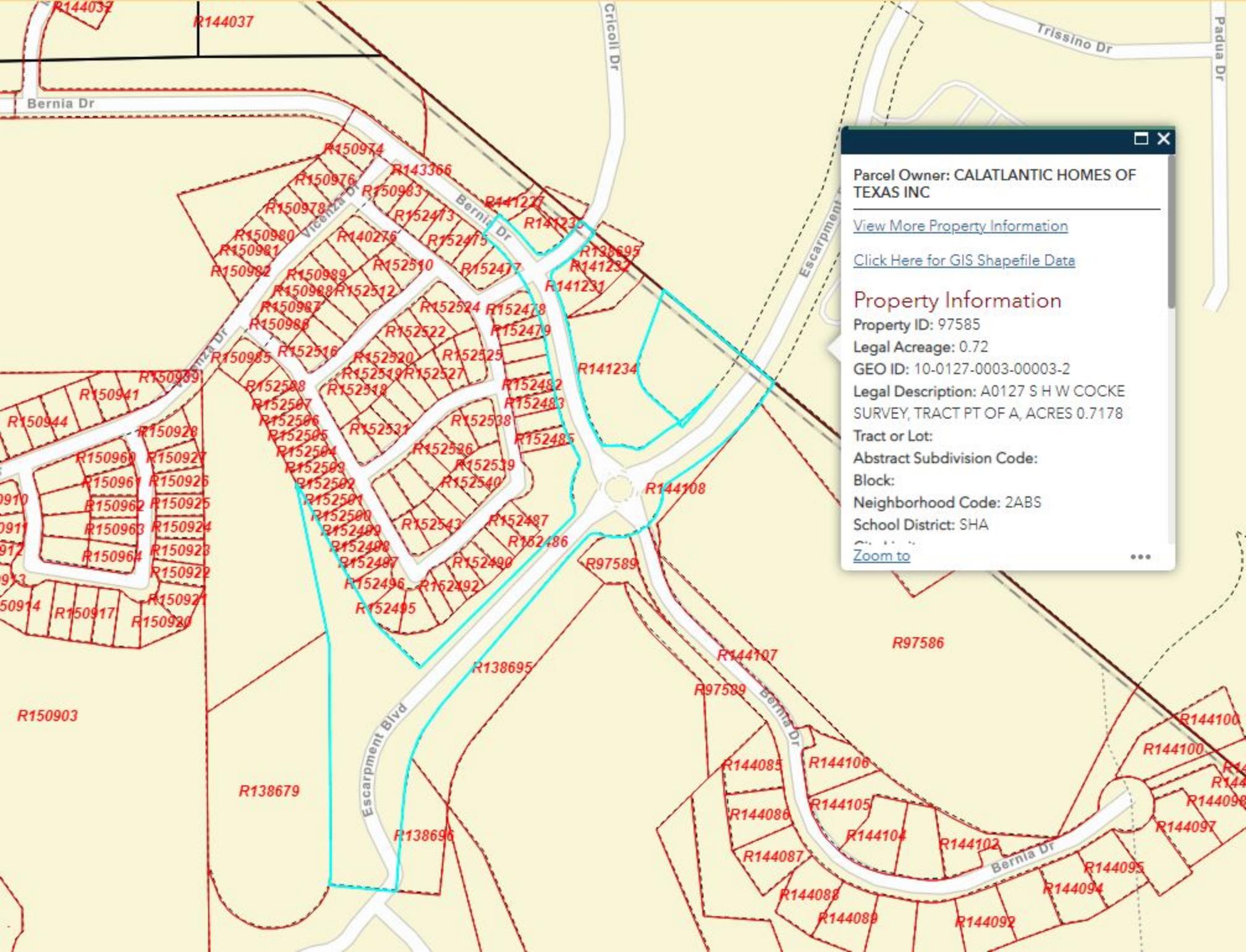
PID: 831218  
CIRCLE C HOMEOW...  
GEO: 0430500702

Boulevard

PID: 849000  
CALATLANTIC HOM...  
GEO: 0430530854

CALPE DR





Parcel Owner: CALATLANTIC HOMES OF TEXAS INC

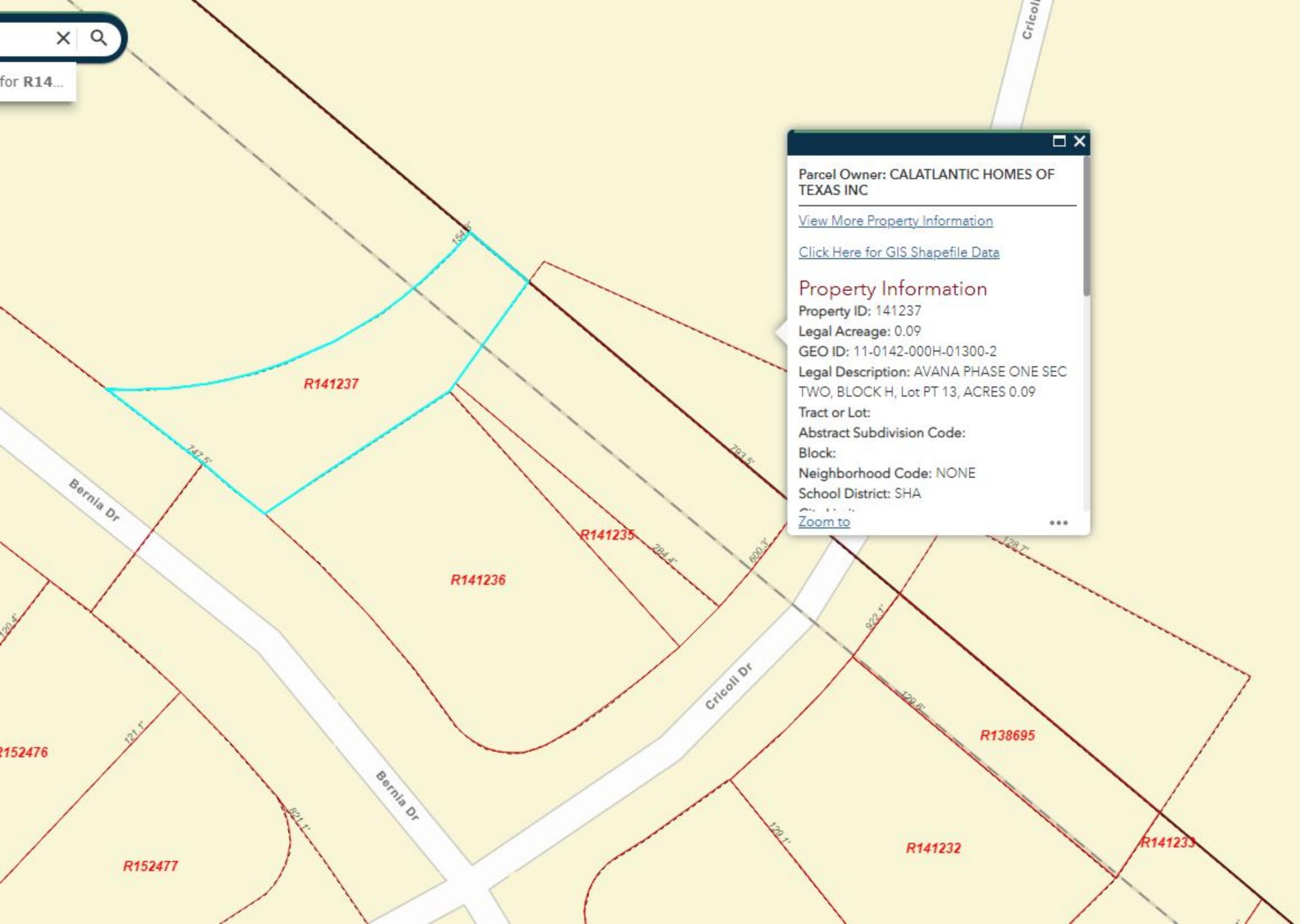
---

[View More Property Information](#)

[Click Here for GIS Shapefile Data](#)

### Property Information

Property ID: 97585  
Legal Acreage: 0.72  
GEO ID: 10-0127-0003-00003-2  
Legal Description: A0127 S H W COCKE SURVEY, TRACT PT OF A, ACRES 0.7178  
Tract or Lot:  
Abstract Subdivision Code:  
Block:  
Neighborhood Code: 2ABS  
School District: SHA  
[Zoom to](#)



X Q  
for R14...

Parcel Owner: CALATLANTIC HOMES OF TEXAS INC

---

[View More Property Information](#)

[Click Here for GIS Shapefile Data](#)

**Property Information**

Property ID: 141237  
Legal Acreage: 0.09  
GEO ID: 11-0142-000H-01300-2  
Legal Description: AVANA PHASE ONE SEC TWO, BLOCK H, Lot PT 13, ACRES 0.09  
Tract or Lot:  
Abstract Subdivision Code:  
Block:  
Neighborhood Code: NONE  
School District: SHA

[Zoom to](#)