

CCHOA Board Meeting Agenda
30 October 2018, 6:30pm
Circle C Community Center

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of September 25, 2018 board meeting minutes *James Moseley*
- IV. Homeowner Forum (*3 min each*)
- V. Management Reports
 - a. General Report, *Karen Hibpshman*
 - 1. Sept YTD Financials
 - b. Landscape Report, *Clayton Hoover*
 - c. Aquatics Report, *Brody McKinley*
 - d. Maintenance Report, *Robert Bardeleben*
- VI. Discussion Items
 - a. CC&R's Amendments (Kimberly De La Garza)
 - b. Annual Meeting
- VII. Action Items
 - a. Ratify the Escarpment Amendment
 - b. Acceptance of the Reserve Study
 - c. 2019 Architectural Review Services Contract
- VIII. Adjourn Public Meeting
- IX. Executive Session

Attachments

- 1. Sept 2018 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
September 25, 2018**

1. The CCHOA Board of Directors convened on September 25, 2018 at the Circle C Community Center. Russ called the meeting to order at 6:38 p.m. In attendance were board members Russ Hodes, Kim Ackermann, Natalie Placer-McClure, James Moseley and Steve Urban. Dan Vavasour was not present. CCHOA Manager Karen Hibpshman was in attendance. Brody McKinley, Aquatics Director was present. Robert Bardeleben, Facilities Coordinator was present. Clayton Hoover from Circle C Landscape was present.
2. Russ asked if there were any changes to the agenda. Kim motioned to accept the agenda as written. Natalie seconded the motion. All were in favor and the motion passed.
3. Russ presented the August 28, 2018 board meeting minutes. Kim motioned to accept the minutes as written. James seconded the motion. All were in favor and the motion passed.
4. Russ introduced the Homeowner Forum. No homeowners were present for the Homeowner Forum.
5. Karen presented the management report and the YTD Financials.
6. Clayton presented the landscaping report.
7. Brody presented the aquatics report.
8. Robert presented the maintenance report
9. The first discussion item was the CC&R Amendments. Karen presented the email from Kimberly De La Garza. The board will vote via email on the committee members and ratify the vote at the October board meeting.
10. The second discussion item was the Long-Term planning/Reserve Study. Karen gave the board the updated Reserve Study and will email it to the board for review. This will be an action item to adopt at the October board meeting.
11. The third discussion item is the Long-Term planning/Reserve Study. Karen explained she had met with staff to review and identify any areas that need changes/updates/corrections. These have been provided to Reserve Advisors to make the needed changes/updates/corrections and that we should have the revised before the September board meeting.
12. The first action item was the 2019 Assessment Rate. Russ motioned to increase assessments by 5%. James seconded the motion. All were in favor and the motion passed. Karen will send an email out concerning the dues increase due to the aging infrastructure and monument.
13. The second action item was the 2019 Draft Budget. Russ motioned to adopt the 2019 Draft Budget. Natalie seconded the motion. All were in favor and the motion passed.
14. The third action item was the acceptance of 3 Lots in the Avana section. Kim motioned to accept the 3 Lots. Natalie seconded the motion. All were in favor and the motion passed.

15. Natalie motioned to adjourn the Public Meeting at 7:15pm. Steve seconded the motion. All were in favor and the motion passed.
16. The Board went into executive session at 7:18 pm to discuss the Pool Usage. No votes or action were taken. The Board adjourned executive session at 7:30 pm.

**Circle C Homeowners Association
Manager's Report
September 21, 2018 – October 26, 2018**

Violation Report (September 21th, 2018 – October 26th, 2018)

146 Violations

- 34 (23%) Rubbish and Debris
- 10 (7%) Maintenance
- 78 (53%) Front Yard Maintenance
- 5 (3%) Architectural
- 2 (1%) Recreational Equipment
- 1 (1%) Vehicle Storage
- 5 (3%) Use Limitations
- 9 (6%) Repair Exterior Damages
- 1 (1%) Window Coverings

103 Violations by Stage

- 99 (96%) stage 1/cooperative letters
- 4 (4%) stage 0

146 Violation Updates/Creates

- 4 (3%) Closed
- 142 (97%) New

Administration

31 New Homeowner Packets mailed September 15th – October 19th

Financial

Signed AP checks October 19th with Terri Giles.

Upcoming Special Events

Nov 6th – Voting Location in the Community Center

Nov 9th – Last Food Trailer Night for 2018

Dec 1st – Kids Holiday Party

Dec 8th – Adult Holiday Party

Project/Updates

- The monument input boards were given to Trent with Hitchcock designs after the Oct Food Trailer Night to start the design process based on the feedback.

- Muirfield/CVS/Google Repairs – Repairs are completed. Google has paid for their portion. Waiting on CVS to send their payment.
- City of Austin has done the bore on Slaughter Lane for the Slaughter Corridor project
- GreyRock – A meeting has been set up with the developer of the commercial property located in front of the GreyRock section of Circle C for October 31st. Per my conversation with him, they are planning an assisted living facility and independent living facility on the west side of Archeleta Blvd. On the east side of Archeleta Blvd they are planning a daycare center.

- **Capital Projects**

2018 Capital Budget Projects include:

Swim Center - Furniture	Completed
Landscaping – Irrigation Infrastructure	Continuing Project
Bed Upgrades	Continuing Project
Landscaping – Tree Planting	Not Started
Landscaping – Rock Work	Continuing Project
Community Center – Replace Light Pole	Completed
Swim Center – Replace Turf Grass	Completed
Swim Center – Pool Covers	Not Started
Swim Center – Picnic Tables/Benches	Completed
Swim Center Pool filter/sand change	Completed
Swim Center Parking Lot Repairs	Not Started
Construction Repairs	Information will be provided above if and when this is needed

Current or Future Projects

- Irrigation Infrastructure
- Signage
- Monuments
- Landscape Prep
- Expansion of CCCC pool
- Domain Name
- Phase II
- Additional Playgrounds.

2018 CCHOA INCOME BUDGET

Category	Subcategory	2018 Budget	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Totals	%
Homeowner Income	Homeowner Dues	\$3,352,340	\$28,559.07	\$919,399.68	\$488,404.94	\$163,584.21	\$80,098.29	\$40,816.76	\$936,894.23	\$468,534.29	\$103,360.32	\$3,229,651.79	96%
Homeowner Income	Resale Certificates	\$67,500	\$3,275.00	\$4,725.00	\$6,750.00	\$8,550.00	\$11,475.00	\$7,425.00	\$8,100.00	\$8,100.00	\$4,050.00	\$62,450.00	93%
Homeowner Income	Transfer Fees I0come	\$75,000	\$6,650.00	\$20,125.00	\$5,775.00	\$7,000.00	\$8,750.00	\$9,450.00	\$9,275.00	\$9,975.00	\$6,225.47	\$83,225.47	111%
Homeowner Income	Late Fees Collected	\$20,000	\$1,262.88	\$1,726.83	\$752.12	\$3,315.66	\$2,335.96	\$1,063.55	\$1,169.98	\$993.28	\$1,285.04	\$13,905.30	70%
Homeowner Income	Lien Admin Fees Income	\$500	\$98.00	\$56.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$14.00	\$28.00	\$322.00	64%
Homeowner Income	Filing Fee Income	\$1,250	\$392.00	\$224.00	\$182.00	\$112.00	\$112.00	\$112.00	\$56.00	\$112.00	\$97.00	\$1,399.00	112%
Homeowner Income	NSF Charges	\$200	\$0.00	\$25.00	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00	\$25.00	\$0.00	\$125.00	63%
Homeowner Income	Collection Fee Income	\$1,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Homeowner Income Total		\$3,517,790	\$40,236.95	\$946,281.51	\$501,917.06	\$182,589.87	\$102,824.25	\$58,895.31	\$955,534.21	\$487,767.57	\$115,031.83	\$3,391,078.56	96%
Architctural Review I0come	Architctural Review I0come	\$50,000	\$3,220.00	\$1,275.00	\$705.00	\$12,210.00	\$540.00	\$19,920.00	\$3,960.00	\$1,275.00	\$3,450.00	\$46,555.00	93%
Architctural Review I0come Total		\$50,000	\$3,220.00	\$1,275.00	\$705.00	\$12,210.00	\$540.00	\$19,920.00	\$3,960.00	\$1,275.00	\$3,450.00	\$46,555.00	93%
Rental Income	Office Rent	\$8,000	\$2,088.84	\$0.00	\$0.00	\$2,088.84	\$0.00	\$0.00	\$2,088.84	\$0.00	\$0.00	\$6,266.52	78%
Rental Income	Grill Rent	\$6,100	\$500.00	\$2,500.00	\$500.00	\$512.50	\$512.50	\$1,537.50	\$512.50	\$512.50	\$512.50	\$7,600.00	125%
Rental Income Total		\$14,100	\$2,588.84	\$2,500.00	\$500.00	\$2,601.34	\$512.50	\$1,537.50	\$2,601.34	\$512.50	\$512.50	\$13,866.52	98%
Aquatics Income	Pool Programs	\$88,000	\$575.00	\$1,139.00	\$6,767.50	\$8,553.25	\$22,077.25	\$15,706.25	\$13,072.12	\$6,490.25	\$1,800.00	\$76,180.62	87%
Aquatics Income	Pool Programs - Swim Team	\$140,500	\$9,595.00	\$10,802.50	\$10,952.50	\$8,335.00	\$13,063.00	\$6,181.00	\$5,415.00	\$7,408.50	\$12,367.50	\$84,120.00	60%
Aquatics Income	Facility Income	\$37,500	\$124.20	\$4,323.00	\$941.29	\$2,823.98	\$10,908.11	\$7,755.38	\$8,116.37	\$3,126.38	\$2,437.17	\$40,555.88	108%
Aquatics Income Total		\$266,000	\$10,294.20	\$16,264.50	\$18,661.29	\$19,712.23	\$46,048.36	\$29,642.63	\$26,603.49	\$17,025.13	\$16,604.67	\$200,856.50	76%
CCCC Income	CCCC Facility Rentals	\$50,000	\$4,959.50	\$5,871.00	\$5,650.00	\$5,237.50	\$5,181.00	\$5,367.00	\$14,189.00	\$12,932.50	\$4,820.00	\$64,207.50	128%
CCCC Income Total		\$50,000	\$4,959.50	\$5,871.00	\$5,650.00	\$5,237.50	\$5,181.00	\$5,367.00	\$14,189.00	\$12,932.50	\$4,820.00	\$64,207.50	128%
Landscape Reimbursements	Stratus Reimb	\$97,000	\$0.00	\$0.00	\$46,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$99,500.00	\$0.00	\$145,500.00	150%
Landscape Reimbursements	COA Reimb	\$17,600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,600.00	\$17,600.00	100%
Landscape Reimbursements Total		\$114,600	\$0.00	\$0.00	\$46,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$99,500.00	\$17,600.00	\$163,100.00	142%
Miscellaneous	Interest Income	\$2,000	\$566.75	\$493.88	\$653.22	\$1,009.30	\$972.99	\$643.74	\$673.70	\$745.84	\$3,104.03	\$8,863.45	443%
Miscellaneous	Sales Tax Discount	\$0	\$1.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.21	
Miscellaneous Total		\$2,000	\$567.96	\$493.88	\$653.22	\$1,009.30	\$972.99	\$643.74	\$673.70	\$745.84	\$3,104.03	\$8,864.66	443%
Rowell Reimbursement	The Rowell HOA	\$14,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,349.02	\$0.00	\$0.00	\$0.00	0%
The Rowell Total		\$14,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,349.02	\$0.00	\$0.00	\$7,349.02	52%
Grand Total		\$4,028,490.00	\$61,867.45	\$972,685.89	\$574,086.57	\$223,360.24	\$156,079.10	\$116,006.18	\$1,010,910.76	\$619,758.54	\$161,123.03	\$3,895,877.76	97%

2018 CCHOA EXPENSE BUDGET

Category	Subcategory	2018 Budget	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Totals	%
Commons Area Services	Landscape Maint Contract	\$1,108,109	\$92,342.24	\$92,342.24	\$92,342.24	\$92,342.24	\$92,342.24	\$92,342.24	\$92,342.24	\$92,342.24	\$92,342.24	\$831,080.16	75%
Commons Area Services	Contract Landscape SC	\$28,875	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$21,656.25	75%
Commons Area Services	Contract Landscape CCCC	\$28,875	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$21,656.25	75%
Commons Area Services	Contract Landscape AV	\$20,475	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$15,356.25	75%
Common Area Services	Contract Landscape GR	\$20,475	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$15,356.25	75%
Common Area Services	Common Area Holiday Lighting	\$41,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	2016 Land Additions	\$12,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	Landscape Repairs	\$62,000	-\$1,800.00	\$3,860.00	\$475.00	\$4,193.00	\$21,883.00	\$8,735.00	\$9,375.00	\$4,694.59	\$2,780.00	\$54,195.59	87%
Commons Area Services	Landscape Water Utilities	\$235,000	\$10,782.71	\$7,452.40	\$7,180.33	\$6,398.76	\$7,653.74	\$21,283.50	\$28,511.42	\$28,532.13	\$33,095.95	\$150,890.94	64%
Commons Area Services	COA Water Utility Compliance	\$4,000	\$0.00	\$2,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,225.00	\$0.00	\$0.00	\$3,375.00	84%
Common Area Services	LandscapeElectric Utilities	\$36,000	\$3,486.70	\$2,967.77	\$2,728.25	\$3,035.40	\$3,173.18	\$2,975.77	\$2,653.86	\$2,592.53	\$2,751.62	\$26,365.08	73%

Common Area Services	Tree Care	\$25,000	\$0.00	\$12,500.00	\$0.00	\$0.00	\$0.00	\$1,850.00	\$3,750.00	\$325.00	\$0.00	\$0.00	\$18,425.00	74%
Commons Area Services	Fence Repairs & Maint	\$6,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,676.40	\$0.00	\$4,676.40	78%
Commons Area Services	Electrical Repairs & Maint	\$13,000	\$0.00	\$0.00	\$329.54	\$0.00	\$0.00	\$3,658.51	\$529.11	\$321.28	\$0.00	\$1,196.04	\$6,034.48	46%
Common Area Services	Nieghborhood Maint & Repair	\$16,000	-\$4,811.52	\$346.92	\$3,375.75	-\$2,872.41	\$7,822.76	\$260.87	\$240.87	\$240.87	\$216.50	\$188.90	\$4,768.64	30%
Common Area Services	Non Contract Landscape - SC	\$13,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$920.13	\$129.90	\$129.90	\$1,022.96	\$649.50	\$2,722.49	21%
Commons Area Services Total		\$1,670,309	\$108,225.13	\$129,844.33	\$114,656.11	\$111,321.99	\$146,608.43	\$139,021.62	\$143,349.57	\$142,302.35	\$141,229.25	\$117,558.78	\$1,176,558.78	70%
Aquatics Facilities	Administrative	\$56,000	\$2,347.88	\$1,325.11	\$6,499.92	\$4,570.13	\$3,458.39	\$3,893.05	\$2,604.81	\$2,235.37	\$1,554.37	\$28,489.03	\$28,489.03	51%
Aquatics Facilities	Supplies - Pool	\$16,500	\$765.94	\$0.00	\$2,099.43	\$403.66	\$706.61	\$891.09	\$211.60	\$0.00	\$0.00	\$5,078.33	\$5,078.33	31%
Aquatics Facilities	Supplies - Chemicals	\$78,000	\$2,478.98	\$3,453.31	\$2,908.20	\$5,655.90	\$3,351.21	\$5,774.42	\$6,600.66	\$4,467.70	\$7,851.78	\$42,542.16	\$42,542.16	55%
Aquatics Facilities	Supplies & Fees - Swim Team	\$22,000	\$4,635.64	-\$1,585.28	-\$25.97	\$2,371.97	\$1,634.55	-\$183.00	\$608.42	\$113.16	\$23.58	\$7,593.07	\$7,593.07	35%
Aquatics Facilities	Maintenance - Pool	\$77,400	\$4,375.12	\$3,775.99	\$6,613.45	\$8,240.92	\$3,702.71	\$3,049.73	\$12,032.20	\$3,199.42	\$4,065.19	\$49,054.73	\$49,054.73	63%
Aquatics Facilities	Maintenance - Building	\$54,100	\$4,320.84	\$1,980.16	\$2,009.51	\$4,374.85	\$2,460.96	\$7,736.10	\$2,696.63	\$4,072.51	\$4,644.11	\$34,295.67	\$34,295.67	63%
Aquatics Facilities	Payroll - Staff	\$646,500	\$22,699.22	\$25,267.85	\$36,522.07	\$46,052.45	\$101,328.31	\$106,685.06	\$115,166.10	\$105,415.39	\$48,622.04	\$607,758.49	\$607,758.49	94%
Aquatics Facilities	Payroll - Programming Staff	\$48,500	\$460.90	\$808.15	\$1,038.46	\$1,512.05	\$5,346.62	\$6,863.78	\$7,911.47	\$6,596.00	\$1,736.17	\$32,273.60	\$32,273.60	67%
Aquatics Facilities	Payroll - Swim Team	\$118,500	\$5,207.26	\$5,870.38	\$5,855.31	\$6,127.34	\$9,264.84	\$6,286.20	\$6,231.17	\$4,839.60	\$5,932.90	\$55,615.00	\$55,615.00	47%
Aquatics Facilities	SC-Utilities - Water	\$28,000	\$1,406.86	\$1,867.18	\$1,937.81	\$2,047.42	\$1,910.83	\$2,208.92	\$2,794.06	\$2,531.12	\$2,487.76	\$19,191.96	\$19,191.96	69%
Aquatics Facilities	Avana _Utilites-Water	\$6,000	\$190.33	\$100.85	\$100.85	\$106.96	\$101.48	\$0.00	\$826.22	\$0.00	\$586.49	\$2,013.18	\$2,013.18	34%
Aquatics Facilities	GR - Utilities - Water	\$6,000	\$0.00	\$0.00	\$0.00	\$1,094.21	\$244.26	\$281.68	\$283.67	\$267.26	\$278.15	\$2,449.23	\$2,449.23	41%
Aquatics Facilities	SC-Utilities - Electric	\$33,000	\$1,869.12	-\$514.92	\$2,053.95	\$2,091.18	\$1,923.21	\$2,203.04	\$2,117.91	\$2,187.45	\$2,007.89	\$15,938.83	\$15,938.83	48%
Aquatics Facilities	Avana - Utilities- Electric	\$12,000	\$799.34	\$550.01	\$270.69	\$834.43	\$793.18	\$797.73	\$923.17	\$933.22	\$898.33	\$3,330.10	\$3,330.10	61%
Aquatics Facilities	GR - Utilites-Electric	\$9,000	\$397.18	\$432.42	\$410.33	\$410.34	\$414.88	\$400.59	\$429.20	\$438.16	\$450.54	\$3,783.64	\$3,783.64	42%
Aquatics Facilities	Utilities - Natural Gas	\$32,000	\$3,809.29	\$4,194.00	\$4,303.09	\$2,613.81	\$2,187.60	\$801.69	\$358.06	\$363.30	\$354.59	\$18,985.43	\$18,985.43	59%
Aquatics Facilities	SC-Utilities - Telephone/Ineternet	\$10,000	\$560.44	\$560.50	\$560.76	\$560.78	\$582.07	\$586.27	\$762.91	\$502.82	\$681.75	\$5,158.30	\$5,158.30	52%
Aquatic Facilities	Avana - Telephone/Ineternet	\$4,000	\$170.87	\$171.23	\$171.87	\$171.87	\$171.41	\$130.04	\$213.14	\$173.37	\$229.87	\$1,603.67	\$1,603.67	40%
Aquatics Facilities	GR- Telephone/Internet	\$4,000	\$204.28	\$204.60	\$205.24	\$205.24	\$204.84	\$205.02	\$277.55	\$206.82	\$389.42	\$2,103.01	\$2,103.01	53%
Aquatic Facilities Total		\$1,261,500	\$56,699.49	\$48,461.54	\$73,984.97	\$89,445.51	\$139,787.96	\$148,491.41	\$163,048.95	\$138,542.67	\$82,794.93	\$941,257.43	\$941,257.43	75%
Circle C Community Center	Utilities - Water	\$35,000	\$642.50	\$927.15	\$705.06	\$886.48	\$1,094.51	\$1,056.60	\$1,115.54	\$1,132.10	\$1,447.96	\$9,007.90	\$9,007.90	26%
Circle C Community Center	Utilities - Electric	\$20,000	\$1,594.94	\$2,059.03	\$1,709.43	\$1,538.12	\$1,509.16	\$1,614.18	\$2,208.14	\$2,334.88	\$2,360.24	\$16,928.12	\$16,928.12	85%
Circle C Community Center	Utilities - Telephone/Internet	\$9,600	\$685.15	\$684.70	\$684.70	\$0.00	\$2,055.15	\$686.90	\$0.00	\$0.00	\$1,373.80	\$6,857.30	\$6,857.30	71%
Circle C Community Ctr	Events Payroll	\$5,500	\$285.14	\$305.46	\$213.74	\$465.43	\$559.30	\$380.53	\$470.22	\$396.18	\$208.05	\$3,284.05	\$3,284.05	60%
Circle C Community Center	Furniture	\$2,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Circle C Community Center	Maintenance - Building	\$36,100	\$3,321.81	\$3,931.93	\$1,709.45	\$1,706.11	\$1,847.37	\$2,104.79	\$2,611.33	\$3,641.89	\$2,602.10	\$23,476.78	\$23,476.78	65%
Circle C Community Ctr Total		\$108,200	\$6,529.54	\$7,908.27	\$5,022.38	\$4,596.14	\$7,065.49	\$5,843.00	\$6,405.23	\$8,191.95	\$7,992.15	\$59,554.15	\$59,554.15	55%
Maintenance Operations	Office Supplies	\$1,800	\$107.17	\$203.48	\$0.00	\$162.15	\$103.31	\$0.00	\$173.07	\$0.00	\$233.87	\$983.05	\$983.05	55%
Maintenance Operations	Employee Education	\$1,200	\$0.00	\$150.00	\$134.95	\$0.00	\$92.41	\$0.00	-\$27.65	\$325.00	\$325.00	\$999.71	\$999.71	83%
Maintenance Operations	Unififorms	\$1,200	\$0.00	\$980.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$244.22	\$0.00	\$1,224.47	\$1,224.47	102%
Maintenance Operations	Staff Recruitment	\$300	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Safety Equip/Supplies	\$1,100	\$0.00	\$380.26	\$0.00	\$0.00	\$118.48	-\$10.98	\$112.34	\$0.00	\$0.00	\$600.10	\$600.10	55%
Maintenance Operations	Maintenance Payroll	\$163,000	\$11,471.58	\$11,471.58	\$11,471.58	\$11,471.58	\$17,207.37	\$11,471.58	\$11,471.58	\$11,471.58	\$11,471.58	\$108,980.01	\$108,980.01	67%
Maintenance Operations	Pool Tech	\$63,000	\$2,802.55	\$2,817.23	\$3,048.98	\$3,335.68	\$5,726.84	\$5,481.37	\$5,061.16	\$4,038.96	\$4,917.73	\$37,230.50	\$37,230.50	59%
Maintenance Operations	Payroll Taxes	\$15,000	\$999.15	\$973.41	\$941.93	\$932.98	\$1,414.32	\$957.65	\$958.65	\$955.52	\$926.15	\$9,059.76	\$9,059.76	60%
Maintenance Operations	Computer/Softwar	\$1,800	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,496.00	\$86.59	\$1,582.59	\$1,582.59	88%
Maintenance Operations	Tools/Supplies	\$6,000	\$1,656.33	\$86.71	\$416.42	\$196.24	\$277.47	\$2,359.60	\$0.00	\$127.54	\$59.94	\$5,180.25	\$5,180.25	86%
Maintenance Operations	Office Furniture	\$500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$214.34	\$0.00	\$214.34	\$214.34	43%
Maintenance Operations Total		\$254,900	\$17,036.78	\$17,062.92	\$16,013.86	\$16,098.63	\$24,940.20	\$20,259.22	\$17,749.15	\$18,873.16	\$18,020.86	\$166,054.78	\$166,054.78	65%
HOA Operations	Office Supplies	\$8,000	\$953.50	\$2,753.57	-\$433.89	\$278.98	\$468.92	\$1,031.59	-\$1,852.82	\$2,060.81	\$857.15	\$6,117.81	\$6,117.81	76%
HOA Operations	Fraud Clearing Account	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,888.30	\$0.00	-\$1,888.30	\$0.00	\$0.00	\$0.00	#DIV/0!
HOA Operations	Equip & Maintenance	\$13,000	\$300.75	\$847.73	\$155.82	\$995.13	\$162.19	\$231.01	\$163.00	\$1,136.32	\$463.63	\$4,455.58	\$4,455.58	34%
HOA Operations	HOA Owned Vehicle Expense	\$7,000	\$200.59	\$208.48	\$575.54	\$244.28	\$301.93	\$249.16	\$308.67	\$352.81	\$316.96	\$2,758.42	\$2,758.42	39%
HOA Operations	Postage	\$15,000	\$2,389.06	\$1,505.56	\$434.92	\$449.92	\$1,173.73	\$3,058.90	\$325.31	\$491.88	\$962.61	\$10,791.89	\$10,791.89	72%
HOA Operations	Web Operations	\$2,000	\$102.85	\$185.95	\$67.00	\$67.00	\$818.18	\$107.74	\$64.08	\$613.33	\$145.82	\$2,171.95	\$2,171.95	109%
HOA Operations	Printing	\$2,000	\$1,286.96	\$0.00	\$0.00	\$0.00	\$72.61	\$87.68	\$0.00	\$0.00	\$101.76	\$1,549.01	\$1,549.01	77%
HOA Operations	HOA Meetings	\$3,500	\$0.00	\$258.54	\$479.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$737.97	\$737.97	21%

HOA Operations	Deed Restrictions	\$5,000	\$703.56	\$0.00	\$0.00	\$703.56	\$0.00	\$0.00	\$703.56	\$577.50	\$27.50	\$2,715.68	54%
HOA Operations	HOA Special Events	\$30,000	\$0.00	\$0.00	\$1,500.58	\$3,550.77	\$2,622.68	\$325.68	\$1,237.80	\$286.51	\$568.31	\$10,092.33	34%
HOA Operations Total		\$85,500	\$5,937.27	\$5,759.83	\$2,779.40	\$6,289.64	\$5,620.24	\$6,980.06	\$949.60	\$3,630.86	\$3,443.74	\$41,390.64	48%
Financial Management	Management Services	\$99,500	\$8,644.47	\$8,707.14	\$8,731.12	\$8,686.98	\$8,677.17	\$8,665.18	\$8,849.89	\$8,843.90	\$8,783.95	\$78,589.80	79%
Financial Management	Resale Certificate	\$10,000	\$1,087.49	\$1,100.00	\$1,400.00	\$2,400.00	\$3,289.14	\$1,850.00	\$2,904.50	\$1,650.00	\$1,250.00	\$16,931.13	169%
Financial Management	Lien Filing Administrative Fees	\$1,000	\$52.00	\$182.00	\$52.00	\$78.00	\$26.00	\$26.00	\$26.00	\$52.00	\$78.00	\$572.00	57%
Financial Management	Bank Fees	\$25,000	\$1,736.92	-\$354.80	\$4,842.45	\$3,448.89	\$3,942.47	\$4,042.75	\$1,177.30	\$6,247.41	\$4,866.25	\$29,949.64	120%
Financial Management	CPA/Audit	\$8,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Financial Management Total		\$143,500	\$11,520.88	\$9,634.34	\$15,025.57	\$14,613.87	\$15,934.78	\$14,583.93	\$12,957.69	\$16,793.31	\$14,978.20	\$126,042.57	88%
HOA Management	Management Payroll	\$174,000	\$13,550.64	\$13,550.64	\$13,550.64	\$13,366.03	\$19,645.91	\$13,181.42	\$13,181.42	\$13,746.77	\$14,464.81	\$128,238.28	74%
HOA Management	Management Payroll Taxes	\$15,000	\$1,205.07	\$1,175.75	\$1,130.19	\$1,130.05	\$1,665.91	\$1,132.16	\$1,140.83	\$1,178.03	\$1,184.61	\$10,942.60	73%
HOA Management	Mileage Reimbursement	\$9,000	\$325.37	\$398.95	\$268.69	\$356.44	\$285.00	\$448.61	\$794.63	\$551.02	\$504.14	\$3,932.85	44%
HOA Management	Insurance Stipend	\$32,000	\$3,201.98	\$2,906.84	\$2,906.84	\$4,129.97	\$285.59	\$3,317.34	\$3,317.34	\$3,317.34	\$2,843.73	\$26,226.97	82%
HOA Management	Cont Ed & Skills Enhancement	\$2,000	\$0.00	\$0.00	\$0.00	\$298.00	\$2,888.82	\$0.00	\$0.00	\$0.00	\$24.07	\$3,210.89	161%
HOA Management Total		\$232,000	\$18,283.06	\$18,032.18	\$17,856.36	\$19,280.49	\$24,771.23	\$18,079.53	\$18,434.22	\$18,793.16	\$19,021.36	\$172,551.59	74%
Architectural Review Expenses	Architectural Review Expenses	\$25,000	\$1,529.50	\$659.25	\$599.25	\$4,845.75	\$459.00	\$8,512.50	\$1,750.50	\$692.25	\$1,234.50	\$20,282.50	81%
Architectural Review Expenses Total		\$25,000	\$1,529.50	\$659.25	\$599.25	\$4,845.75	\$459.00	\$8,512.50	\$1,750.50	\$692.25	\$1,234.50	\$20,282.50	81%
Legal Services	Legal Services	\$20,000	\$125.00	\$805.23	\$2,679.92	\$3,585.95	\$4,450.00	\$11,369.82	\$8,922.50	\$1,671.10	\$412.50	\$34,022.02	170%
Legal Services Total		\$20,000	\$125.00	\$805.23	\$2,679.92	\$3,585.95	\$4,450.00	\$11,369.82	\$8,922.50	\$1,671.10	\$412.50	\$34,022.02	170%
Taxes	Property	\$6,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Taxes Total		\$6,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Insurance	General, Property, Boiler & Auto, L	\$65,000	\$5,198.91	\$5,198.91	\$5,198.91	\$5,198.91	\$5,198.91	\$5,198.90	\$0.00	\$5,997.73	\$5,993.73	\$43,184.91	66%
Insurance	Auto	\$5,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Insurance	D & O Insurance	\$12,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,765.00	\$0.00	\$0.00	\$10,765.00	90%
Insurance	Worker's Comp	\$12,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,992.55	\$3,769.00	\$0.00	\$12,761.55	106%
Insurance Total		\$94,000	\$5,198.91	\$5,198.91	\$5,198.91	\$5,198.91	\$5,198.91	\$5,198.90	\$19,757.55	\$9,766.73	\$5,993.73	\$66,711.46	71%
Community Enhancement	Donations	\$1,000	\$0.00	\$0.00	\$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	\$120.00	\$142.00	\$0.00	\$0.00	\$82.00	\$0.00	\$0.00	\$0.00	\$394.00	20%
Community Enhancement Total		\$3,000	\$0.00	\$120.00	\$142.00	\$0.00	\$0.00	\$82.00	\$0.00	\$0.00	\$0.00	\$344.00	11%

Grand Total		\$3,904,409	\$214,049	\$243,487	\$253,959	\$275,277	\$374,836	\$378,422	\$393,325	\$359,258	\$295,121	\$2,638,715	68%
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2016 Capital Budget Projects

	YTD	
Lounge Chairs (SC Replacements)	\$15,500	\$15,447.00
Irrigation Infrastructure	\$50,000	\$15,000.00
Tree Planting	\$35,000	\$0.00
Rock Work	\$4,000	\$3,129.51
Replace Tuf Grass - SC	\$20,000	\$19,525.89
Pool Covers	\$5,800	\$5,721.00
Picnic Tables/Benches - SC	\$8,000	\$6,867.02
SC Pool Filter Sand Change	\$7,000	\$7,659.98
SC Parking Lot Repairs	\$6,000	\$0.00
SC Playground	\$0	\$20,913.90
Construction Repairs	\$25,000	\$11,880.00
Monuments	\$0	\$5,126.04
Reserve Study	\$0	\$4,700.00
Total	\$176,300	\$115,970.34

Total Capital Budget Projects **\$176,300.00** **\$115,970.34**

Grand Total Expenses **\$4,080,709.00**

**Circle C Landscape
Board Report
October 2018**

Weather

General: Extremely wet weather pattern with measurable rainfall over 17+ days in October thus far

Rainfall Total: Average 10-11 inches in Circle C

Temperature: high 91, low 44, average 70 degrees

Major Events: City of Austin enforced water conservation emergency to include no outdoor water

Maintenance Services

General: Weekly Mowing Throughout

Bed Weeding: all entrances, all areas checked and cleaned

Ant Treatment: all parks, pools, along sidewalks *additional ant treatment will be needed after rains

Complete: All Perennial and Shrub Trimming
Additional touch-up trimming on Escarpment, South Bay, La Crosse & Circle C North

Underway: Heavy mowing and weeding due to extra growth from rainfall

Outlying Areas

General: CCCC Filter Pond, mowed & cleaned
Outlying postal areas, karsts, greenbelts have been trimmed and cleaned

Underway: 3x per year park & greenbelts mow
(includes Circle C Park, Sierra Ridge Greenbelt, Back Bay greenbelt, South Bay Greenbelt, Antigo cul-de-sac, and SH45/Spruce Canyon filter pond)

Tree Pruning and Care

Clayton met with Jon Long of We Love Trees to discuss and execute the following tree work:
Canopy lift and health prune for Escarpment trees north of Slaughter to HEB
Dead tree removal and stump grind for trees at Avana, and LaCrosse
Deep Root Tree Feed, all oak trees on Escarpment between dam and Slaughter and selected trees on Escarpment and LaCrosse
Review 2019 scope of tree work with We Love Trees.

Irrigation

General: Due to heavy rains, all irrigation controllers were turned off September 10. Upon notification from COA of emergency water restrictions, all 65 water meters/irrigation systems were turned off at the doublechecks on October 23.

Repairs: Major main line repair on Slaughter north side between Beckett and HEB including emergency after-hours water shutoff, 2 breaks caused by COA
5 Decoder replacements at Community Center
6 Decoder replacements at Avana Amenity Center
6 Solenoid replacements at Avana Amenity Center
Numerous repairs to drip irrigation, heads, bubblers, nozzles, air vents etc.

Construction Activity

Slaughter Lane -- Major Construction Activity

ATT--ATT started pulling fiber lines on Slaughter Lane and began digging with backhoe in irrigation area. Clayton stopped and discussed area with them, got them to hand dig around trees and irrigation, reported to Karen

North Side Filter Pond--COA refurbished this pond and set up temporary water meters to re-vegetate. They installed signage which hit the Slaughter Lane main line in two locations and required emergency repair by Circle C Landscape.

Slaughter Lane/MoPac intersection--Circle C Landscape had noted on their January 2018 site assessment that at the Slaughter MoPac intersection, if TX Dot hit the main line going from the south side to the median, a bore would be required.

On Saturday, September 30, TXDot hit this main line and found a gate valve to turn off the flooding water. They notified Karen two weeks later of the problem. Clayton met with the construction foreman on site, and then again with Karen and the foreman. Essentially they did not cap the main line, they covered it with asphalt. If someone turns on the gate valve, then water will flood under the street. Karen is talking with Tx Dot about them doing a bore. Final project would be to cap main line and run new main line to median through new bore.

Slaughter Lane/Escarpment City of Austin Core Sampling

Met with City of Austin and Karen on location of core sampling locations on Slaughter Lane in hopes of avoiding irrigation and electric lines.

Muirfield CVS installed Bermuda grass at Muirfield entry without irrigation. Clayton discussed the following options with Karen:
repair and add irrigation to water it
remove part of Bermuda and add zoysia with drip at roadway
other significant repairs are complete
other outstanding repairs include replanting

Bernia Repairs have been made to Bernia, however, ATT has opened new ditches in the irrigation area that will need repair. Lennar is getting ready to add the final irrigation and landscaping to Bernia, west of Mundomar. Clayton is to meet with landscaper to outline wiring and main line connections. Karen has executed agreement on future construction damage.

Greyrock Clayton and Karen reviewed the Archelleta area for landscape and irrigation issues that will happen during construction of assisted living on the west side and day care on the east side of Archeletta. A meeting to discuss with developer is set for October 31.
Irrigation and main line are still capped at SH 45 construction area.

Capital Improvements

*****Capital Improvements have been delayed due to heavy and consistent rain. Plantings will be affected until COA reverses no outdoor watering rule and areas are dry enough to work on.**

LaCrosse Corners at Dahlgreen--revised/replaced drip irrigation
installed new soils and plantings--area will be mulched
as soon as it dries out.

Cornerstone Revision

Removal of dead and overgrown vegetation, design for
rock work, irrigation re-wire , beds and turf areas reviewed
with Karen. Kill out to be completed when dry.

Slaughter/Escarpment

Area needs additional prep work, consultation on expected monument
signage with Trent Rush, and cannot be installed until COA water
emergency is resolved.

Upcoming

South Bay Post Office
Doswell Median
Doswell Side Strips
Small area outside Enclave
Drainage problem at Alta Mira

Started: 2018 Holiday Lights!!!



Circle C Aquatics

September 2018

Fall Hours Aug 20 - Oct 14
Winter Hours Oct 15 - Dec 31

Facility Usage	<i>Resident Entries</i>	<i>Guest Entries</i>	<i>Total Entries</i>
Swim Center	2,803	175	2,978
Community Center	395	54	449
Avaña	271	25	296
Greyrock	78	6	84
Totals	3,547	260	3,807

Member Stats	<i>Households</i>	<i>Individuals</i>	<i>Average / Household</i>
Homeowners	5,248	16,977	3.23
Renters	360	1,404	3.90
Totals	5,608	18,381	3.28

Revenue	
Programs	\$ 1,800
Swim Team	\$ 12,367
Guest Fees	\$ 849
Area Reservations	\$ 135
Facility Rentals	\$ 485
Lane Rentals	\$ 450

Program Enrollment	
Select Swim Team	61
Masters	11
Group Swim Lessons	0
Private Swim Lessons	6
Water Aerobics	12
Lifeguard Certification	0
Water Safety Instructor	0
Scout Swim Tests	11

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

Area Reservations	
Swim Center	6
Community Center	1
Avaña	0
Greyrock	0
Totals	7

Special Events	
Lane Rentals	Austin Water Polo, Deams of Hope, AISD, Elli Overton/Collins Hope
Food Trailer Night	Friday August 14

Incidents	September 2018	Year-to-Date
Swim Center	1	39
Community Center	0	5
Avaña	0	6
Greyrock	0	0
Totals	1	50

Water Rescues	September 2018	Year-to-Date
Distressed	0	6
Simple Assist	0	2
Active Surface	0	8
Active Submerged	0	0
Passive Surface	0	0
Passive Submerged	0	0
Totals	0	16

Incident Types	September 2018	Year-to-Date
Water Rescues	0	16
Injuries	1	27
Sudden Illness	0	3
Patron Behavior	0	4
Suspension / Expulsion	0	1
EMS / 911 Callout	0	0
Break-In / Vandalism	0	4

Circle C HOA
Maintenance Report for Board Oct 2018
Prepared by Robert Bardeleben -Facilities Director

All is going well in maintenance. Outlying pool facility winterizations have almost been completed. The rains have slowed down some of our outside work.

SWIM CENTER COMPOUND

- Routine Maintenance has been completed
- Minor Equipment and Facility Repairs Made
- Parking Lot Spot Repairs have been completed
- All winterization completed except Funbrella Tops—waiting on some sunny days.

COMMUNITY CENTER

- Routine inspections and maintenance have been completed
- Dumpster gates have been completed
- Pulled one of the Pond Pumps and unclogged
- Repaired Leak from AC Line Entrances into Building—Ceiling Repairs Underway

COMMUNITY CENTER POOL

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

NEIGHBORHOOD

- Minor repairs have been completed as needed
- Two Bird Boxes Installed in Barstow Greenbelt

AVANA AMENITIES CENTER

- Routine Cleaning and Maintenance has been completed
- Winterization Completed

GREY ROCK AMENITIES CENTER

- Routine Cleaning and Maintenance has been completed
- Winterization Completed

**Circle C Homeowners Association
March 6, 2019
Annual Meeting**

The undersigned Secretary of the Circle C Homeowners Association hereby calls the Annual Meeting of the Association to be held **Wednesday, March 6, 2019 at 6:30pm** at the Circle C Community Center (7817 La Crosse Avenue). The agenda has been posted on the CCHOA website at www.circlecranch.info

THERE ARE SEVERAL WAYS TO VOTE!

- Attend the meeting on March 6, 2019 and vote at the meeting
- If you cannot attend the meeting, return the 2019 Board of Directors Election Absentee Ballot and Proxy below with your annual assessment by March 4, 2019 **OR**
- Turn in your absentee ballot or proxy to the CCHOA office (7817 La Crosse Avenue) by 5:00pm on March 6, 2019 **OR**
- Vote online through the website at www.circlecranch.info. To vote online, you will need your **“unique code”** which can be found on the front of your assessment statement or by calling the financial office at 512-451-9901. Your unique code is for on-line voting purposes only, it is NOT your account number for paying assessments.

If you would like to obtain more information on each candidate, please visit the CCHOA website at www.circlecranch.info, where you can view each candidate’s questionnaire.

James Moseley, Secretary

YOU MUST SIGN YOUR ABSENTEE BALLOT OR PROXY BELOW IN ORDER FOR IT TO BE VALID.

State law also requires that we provide the following notice: **“By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these proposals**, if a meeting is held. This means that **if there are amendments to these proposals your votes will not be counted** on the final vote on these measures. **If you desire to retain this ability, please attend any meeting in person.** You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail”.

At this time, the Board Election is the only item requiring a vote on the agenda.

YOU MUST SIGN YOUR ABSENTEE BALLOT OR PROXY BELOW IN ORDER FOR IT TO BE VALID.

Please select **THREE** candidates from the names listed below **OR** write in a candidate of your choice. A total of three votes may be cast.

_____ Write-In Candidate _____ Write-In Candidate _____ Write-In Candidate

Write-In Candidate

Write-In Candidate

OR instead of casting votes, grant your proxy to:

(Name and address of CCHOA member in good standing being granted proxy) *****PLEASE PRINT*****

For quorum purposes only

For quorum and to vote for nominees to the Board of Directors

Your Signature

Date

ARCHITECTURAL REVIEW SERVICES
6633 Estana
AUSTIN, TEXAS 78739
512-947-7580

October 24, 2018

Circle C Homeowners Association
Board of Directors
7817 Lacrosse Ave
Austin, Texas 78739

Dear Board:

This letter will serve as a contract for services to be provided to the Architectural Control Committee of the Circle C Homeowners Association from January 1, 2019 to December 31, 2019 by Architectural Review Services. The contract may be renewed annually per terms of the letter.

Architectural Review Services will:

- 1) Coordinate the initial review by the Architectural Control Committee of all builder plans to be constructed within a subdivision; interface with builders to comply with all comments from the Committee, issue a final approval letter for all approved plans and materials to be built within a subdivision. Notify and coordinate with each builder regarding applicable rules and regulations.
- 2) Keep a master plat of each subdivision, keep a record of the house plan, exterior materials and appropriate details for each lot; obtain plot plan, tree survey, exterior materials and ensure compliance with subdivision guidelines; issue a final approval of each plant built for each lot; retain these records for one year after build out of subdivision.
- 3) Notify the Architectural Control Committee of any requests for variances, obtain votes, and maintain records for variances.
- 4) Perform final inspection of each built home to insure compliance with original review requirements.
- 5) Assist homeowners in submitting appropriate architectural review materials for proposed improvement projects, answer questions regarding the ACC process and provide guidelines for individual projects
- 6) Assist the Architectural Control Committee in publishing guidelines for improvement projects.

ARCHITECTURAL REVIEW SERVICES

6633 Estana
AUSTIN, TEXAS 78739
512-947-7580

7) Assist the Architectural Control Committee with routine homeowner reviews, grant approvals for all projects in compliance with the guidelines; submit all variances request to the Committee, maintain voting records of variances, grant final approvals with variance conditions per the Committee's direction.

8) Maintain master files for the CCHOA to include final approvals for all renovation and remodeling projects, variances, and guidelines.

9) Conduct all final reviews and inspections as necessary to insure that all improvements have been executed according to the approvals of the Committee. Coordinate with the Circle C Homeowners Association representatives on resolving any violations of the Covenants, Conditions, and Restrictions of the Circle C Ranch Subdivision and amendments in the case of non-compliance with Architectural Control Committee approvals.

The Circle C Homeowners Association will:

- 1) Notify Architectural Review Services of any policy changes that affect the ACC process
- 2) Remit agreed upon fees as noted in the fee schedule
- 3) Provide payment by the 20th of the month for all fees received in the financial office between the 1st and 31st of the preceding month. The CCHOA financial manager will provide a list of all fees by the 18th of the month. If the 20th of the month falls on a Saturday, Sunday or legal holiday, the payment will be made on the preceding work day.

Exhibit One (attached) is the Fee Schedule.

Either party may terminate this agreement by sixty days (60 days) written notification to the other party. The agreement may be extended on an annual basis, renewable with 30 days written agreement executed by both parties.

Hereby agreed to and Accepted:

Russ Hodes, President

Date: _____

Susan R. Hoover
Architectural Review Services

Date: _____

Circle C Homeowners Association										
Single Family Lot/Builder Review Fees for Architectural Control Committee Review										
Home S. F.	Builder Fee	Payment to Architectural Review Services								
1700-3000.s.f.	\$375.00	\$106.50								
3000 and up	\$495.00	\$225.00								
Residential Remodeling Projects										
85 % of all fees collected are paid to Architectural Review Services										
Revised Landscape Plans									\$30.00	
Small Improvements									\$30.00	
	(decks,patios, gazebos, fireplaces, sunrooms, pergolas, patio covers, sheds)									
Pools									\$75.00	
Home Additions									\$100.00	
Architectural Review Services will retain 85% of the above fee										
No fee items:										
	playscapes									
	fence relocations or changes									