

CCHOA Board Meeting Agenda
30 April 2019, 6:30pm
Circle C Community Center

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of March 26, 2019 board meeting minutes *Russ Hodes*
- IV. Homeowner Forum (*3 min each*)
 - a. Jennifer Archambeault
- V. Management Reports
 - a. General Report, *Karen Hibpshman*
 - 1. Mar YTD Financials
 - b. Landscape Report, *Clayton Hoover*
 - c. Aquatics Report, *Brody McKinley*
 - d. Maintenance Report, *Robert Bardeleben*
- VI. Discussion Items
 - a. Landscape Contract
 - b. Escarpment Loop Project
 - c. Organizational Effectiveness
- VII. Action Items
 - a. Monument Proposals
 - b. AISD Easement Agreement
 - c. Radify the AC unit proposal
 - d. Promoting the Circle C brand
 - e. Acceptance of Bernia landscape area (between Mundomar & Veronese)
 - f. Hearing
 - g. Violation Enforcement
- VIII. Adjourn Public Meeting
- IX. Executive Session

Attachments

- 1. Mar 2019 Board Meeting Minutes
- 2. General Report (including YTD Financials)
- 3. Landscape Report
- 4. Aquatics Report
- 5. Maintenance Report
- 6. AISD Easement Agreement for water/sewer line & electric service
- 7. CC&R Committee Recommendations
- 8. Community Center AC Proposals

**Circle C Homeowners Association
Board Meeting Minutes
March 26, 2019**

1. The CCHOA Board of Directors convened on March 26, 2019 at the Circle C Community Center. Kim called the meeting to order at 6:31 p.m. In attendance were board members Kim Ackermann, Natalie Placer-McClure, AE Martin and Michael Chu. Russ Hodes arrived at 7:05pm. Steve Urban and Jason Bram were not present. CCHOA Manager Karen Hibpshman was in attendance. Marnie McLeod, Assistant Manager was present. Brody McKinley, Aquatics Director was present. Robert Bardeleben, Facilities Coordinator was present. Susan Hoover & Clayton Hoover from Circle C Landscape was present.
2. Kim asked if there were any changes to the agenda. Natalie motion to accept the agenda has written. Michael seconded the motion. All were in favor and the motion passed.
3. Kim presented the February 26, 2019 board meeting minutes. Natalie motioned to accept the minutes as written. Kim seconded the motion. All were in favor and the motion passed.
4. Kim introduced the Homeowner Forum. Cynthia Wilcox and Claudia Corum were in attendance from OHAN
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. No updates
10. The second discussion item was the Slaughter Lane Corridor Project. Susan gave an update on the status of the Austin Strategic Mobility Plan and the Slaughter Lane Corridor Project. Karen will be attending the City Council meeting on March 28th to read a letter from the board into the record.
11. The first action item is the Board Officer Appointments. Russ motioned that Kim Ackermann serve as President, Natalie Placer-McClure serve as Vice President, Michael Chu as Treasurer and Russ Hodes as Secretary. Michael seconded the motion. All were in favor and the motion passed.
12. The second action item was the Monument Proposals. Natalie motioned to approved the Outback proposal. Russ seconded the motion. All were in favor and the motion passed. The language in the contract will be reviewed by the board prior to it being signed
13. The third action item was the AISD Easement Agreements. Natalie motioned to table and vote via email once the information is received. AE seconded the motion. All were in favor and the motion passed.

14. The fourth action item was the Community Center AC Unit. Natalie motioned to table and vote via email once pricing was confirmed with Dash Services for a Tran unit. Michael seconded the motion. All were in favor and the motion passed.
15. Natalie motioned to adjourn the Public Meeting at 8:03pm. Michael seconded the motion. All were in favor and the motion passed.
16. The Board went into executive session at 8:04 pm to discuss Legal Action on Collections. No votes or action were taken. The Board adjourned executive session at 8:10 pm.
17. The fifth action item was Legal Action on Collection. Michael motioned to move forward with collections on the two accounts. Natalie seconded the motion. All were in favor and the motion passed.
18. Michael moved to adjourn the Public Meeting at 8:12pm. Russ seconded the motion. All were in favor and the motion passed.

**Circle C Homeowners Association
Manager's Report
March 25, 2019 – April 26, 2019**

Violation Report (March 25th, 2019 – April 26th, 2019)

112 Violations

- 3 (3%) Rubbish and Debris
- 6 (5%) Maintenance
- 75 (67%) Front Yard Maintenance
- 7 (6%) Architectural
- 8 (7%) Vehicle Storage
- 2 (2%) Offensive Activities
- 2 (2%) Fencing
- 1 (1%) Exterior Lighting
- 1 (1%) Driveway
- 6 (5%) Repair of Exterior Damages
- 1 (1%) Common Properties

112 Violations by Stage

- 86 (77%) stage 1/cooperative letters
- 21 (19%) stage 2 letters
- 5 (4%) stage 3 letters

110 Violation Updates/Creates

- 44 (40%) Closed
- 53 (48%) New
- 4 (4%) Re-Opened
- 9 (8%) Escalated

Administration

35 New Homeowner Packets mailed March 29th -April 19th

Financial

AP checks were signed April 19th with Terri Giles

Upcoming Special Events

May 10th – Food Trailer Night

May 11th – Select Swim Meet

May 18th – Seals Meet

June 1st – Seals Meet

June 8th – Seals Meet
 June 22nd – Dive-In Movie

Project/Updates

- 1st set of delinquent notices were mailed 4/15/19 to 908 owners
- An on-site meeting with the City of Austin Corridor project folks has been set for May 23rd to discuss our concerns on the placement of the sidewalks and the overall impact this project will have on Circle C, infrastructure and the trees
- New install on Bernia between Mundomar andVecenza
- AT&T has done additional damage to Bernia. I am working with Lennar to get these damages reimbursed
- City of Austin is installing new street lights on Trissino. The irrigation will be repaired when they are finished with the project.
- Damaged mainline at Slaughter/MoPac. Webber agreed to do the bore at Slaughter/Becket. The bore was completed but the sleeves were not installed. There appears to be a sink hole in this area. This has been reported directly to Webber & TxDot for repair. Also followed up on the status of the sleeves.
- New SW AISD School (Avana). We have had several meetings & phone calls concerning the access to the CCHOA easement at the intersection of Trissino/Escarpment. AISD & SWWC needs an access easement agreement by CCHOA to install a water line, sewer line and electrical service. AISD attorney and CCHOA’s attorneys are still working on this. For the agreement between AISD and CCHOA, there will be an easement agreement that has a MOU document which is what we are still working out the details. AISD is currently working with the transportation department on their requirements. Waiting on the City to approve the proposed barrier for the West side of Escarpment.
- **Capital Projects**

2019 Capital Budget Projects include:

Swim Center - Furniture	Completed
Landscaping – Irrigation Infrastructure	Continuing Project
Landscaping – Slaughter tree trimming	Started
Landscaping – Rock Word	Continuing Project
Landscaping – Dahlgreen/La Crosse Ave	Started
Pool Covers	Completed

SC Wade Pool Repairs	Completed
Avana – Re-staining	Completed
CC – Replace final handrail	Completed
Wildflower Park – Picnic Tables/Benches	Completed
Monument	Project has been sent out to bid
Escarpment Project	Currently in the design stage
Construction Repairs	Repairs due to construction have been done at Bernia, Slaughter, La Crosse, Escarpment and Archeleta.

Current or Future Projects

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

2019 CCHOA INCOME BUDGET

Category	Subcategory	2019 Budget	Jan-19	Feb-19	Mar-19	Totals	%
Homeowner Income	Homeowner Dues	\$3,527,000	\$42,966.08	\$986,492.36	\$524,743.93	\$1,554,202.37	44%
Homeowner Income	Resale Certificates	\$75,000	\$3,825.00	\$5,175.00	\$6,975.00	\$15,975.00	21%
Homeowner Income	Transfer Fees I0come	\$100,000	\$5,514.57	\$2,450.00	\$5,950.00	\$13,914.57	14%
Homeowner Income	Late Fees Collected	\$20,000	\$2,113.00	\$1,523.19	\$1,542.65	\$5,178.84	26%
Homeowner Income	Lien Admin Fees Income	\$400	\$84.00	\$83.30	\$70.00	\$237.30	59%
Homeowner Income	Filing Fee Income	\$1,250	\$364.70	\$238.00	\$280.00	\$882.70	71%
Homeowner Income	NSF Charges	\$100	\$0.00	\$25.00	\$25.00	\$50.00	50%
Homeowner Income	Collection Fee Income	\$250	\$0.00	\$0.00	\$0.00	\$0.00	0%
Homeowner Income Total		\$3,724,000	\$54,867.35	\$995,986.85	\$539,586.58	\$1,590,440.78	43%
Architectural Review Income	Architectural Review I0come	\$25,000	\$5,610.00	\$6,585.00	\$5,560.00	\$17,755.00	71%
Architectural Review I0come Total		\$25,000	\$5,610.00	\$6,585.00	\$5,560.00	\$17,755.00	71%
Rental Income	Office Rent	\$8,300	\$2,193.28	\$0.00	\$0.00	\$2,193.28	26%
Rental Income	Grill Rent	\$6,300	\$512.50	\$512.50	\$512.50	\$1,537.50	24%
Rental Income Total		\$14,600	\$2,705.78	\$512.50	\$512.50	\$3,730.78	26%
Aquatics Income	Pool Programs	\$88,000	\$1,073.75	\$2,511.50	\$9,689.00	\$13,274.25	15%
Aquatics Income	Pool Programs - Swim Team	\$143,500	\$6,514.50	\$6,665.00	\$7,560.00	\$20,739.50	14%
Aquatics Income	Facility Income	\$37,500	\$6,945.66	\$136.66	\$7,068.01	\$14,150.33	38%
Aquatics Income Total		\$269,000	\$14,533.91	\$9,313.16	\$24,317.01	\$48,164.08	18%
CCCC Income	CCCC Facility Rentals	\$50,000	\$4,590.00	\$3,492.50	\$3,165.00	\$11,247.50	22%
CCCC Income Total		\$50,000	\$4,590.00	\$3,492.50	\$3,165.00	\$11,247.50	22%
Landscape Reimbursements	Stratus Reimb	\$97,000	\$0.00	\$0.00	\$0.00	\$0.00	0%
Landscape Reimbursements	COA Reimb	\$17,600	\$0.00	\$0.00	\$0.00	\$0.00	0%
Landscape Reimbursements Total		\$114,600	\$0.00	\$0.00	\$0.00	\$0.00	0%
Miscellaneous	Interest Income	\$5,000	\$1,358.45	\$1,235.21	\$4,542.19	\$7,135.85	143%
Miscellaneous	Sales Tax Discount	\$0	\$1.18	\$0.00	\$0.00	\$1.18	
Miscellaneous Total		\$5,000	\$1,359.63	\$1,235.21	\$4,542.19	\$7,137.03	143%
Rowell Reimbursement	The Rowell HOA	\$15,000	\$0.00	\$0.00	\$0.00	\$0.00	0%
The Rowell Total		\$15,000	\$0.00	\$0.00	\$0.00	\$0.00	0%
Grand Total		\$4,217,200.00	\$83,666.67	\$1,017,125.22	\$577,683.28	\$1,678,475.17	40%

2019 CCHOA EXPENSE BUDGET

Category	Subcategory	2019 Budget	Jan-19	Feb-19	Mar-19	Totals	%
Commons Area Services	Landscape Maint Contract	\$1,155,950	\$96,329.24	\$96,329.24	\$96,329.24	\$288,987.72	25%
Commons Area Services	Contract Landscape SC	\$30,318	\$2,526.56	\$2,526.56	\$2,526.56	\$7,579.68	25%
Commons Area Services	Contract Landscape CCCC	\$30,318	\$2,526.56	\$2,526.56	\$2,526.56	\$7,579.68	25%
Commons Area Services	Contract Landscape AV	\$21,500	\$1,791.65	\$1,791.65	\$1,791.65	\$5,374.95	25%
Common Area Services	Contract Landscape GR	\$21,500	\$1,791.65	\$1,791.65	\$1,791.65	\$5,374.95	25%
Common Area Services	Common Area Holiday Lighting	\$43,075	\$0.00	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	2016 Land Additions	\$5,000	\$0.00	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	Landscape Repairs	\$70,000	\$925.00	\$982.95	\$0.00	\$1,907.95	3%
Commons Area Services	Landscape Water Utilities	\$245,000	\$3,019.22	\$3,261.90	\$2,635.14	\$8,916.26	4%
Commons Area Services	COA Water Utility Compliance	\$8,000	\$7,998.50	\$0.00	\$0.00	\$7,998.50	100%
Common Area Services	LandscapeElectric Utilities	\$36,000	\$4,533.35	\$3,562.85	\$2,651.75	\$10,747.95	30%
Common Area Services	Tree Care	\$25,000	\$8,340.00	\$985.00	\$0.00	\$9,325.00	37%
Commons Area Services	Fence Repairs & Maint	\$7,000	\$0.00	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	Electrical Repairs & Maint	\$13,000	\$1,638.25	\$0.00	\$62.68	\$1,700.93	13%

Common Area Services	Nieghborhood Maint & Repair	\$17,000	\$1,847.83	\$1,489.46	-\$75.60	\$3,261.69	19%
Common Area Services	Non Contract Landscape - SC	\$15,000	\$0.00	\$0.00	\$37.89	\$37.89	0%
Commons Area Services Total		\$1,743,661	\$133,267.81	\$115,247.82	\$110,277.52	\$358,793.15	21%
Aquatics Facilities	Administrative	\$58,000	\$3,272.11	\$3,500.99	\$4,768.90	\$11,542.00	20%
Aquatics Facilities	Supplies - Pool	\$16,000	\$549.45	\$542.87	\$97.76	\$1,190.08	7%
Aquatics Facilities	Supplies - Chemicals	\$71,000	\$3,880.50	\$2,991.37	\$3,407.06	\$10,278.93	14%
Aquatics Facilities	Supplies & Fees - Swim Team	\$25,000	-\$88.32	\$923.44	\$1,635.56	\$2,470.68	10%
Aquatics Facilities	Maintenance - Pool	\$81,500	\$6,489.94	\$8,537.05	\$11,475.09	\$26,502.08	33%
Aquatics Facilities	Maintenance - Building	\$52,000	\$1,952.39	\$2,343.33	\$4,668.34	\$8,964.06	17%
Aquatics Facilities	Payroll - Staff	\$652,000	\$24,221.01	\$27,355.01	\$28,894.61	\$80,470.63	12%
Aquatics Facilities	Payroll - Programming Staff	\$41,000	\$536.40	\$742.97	\$1,048.31	\$2,327.68	6%
Aquatics Facilities	Payroll - Swim Team	\$121,825	\$6,166.23	\$7,138.88	\$7,567.82	\$20,872.93	17%
Aquatics Facilities	SC-Utilities - Water	\$3,000	\$1,359.82	\$1,600.79	\$1,913.31	\$4,873.92	162%
Aquatics Facilities	Avana _Utilites-Water	\$4,500	\$101.48	\$101.48	\$101.48	\$304.44	7%
Aquatics Facilities	GR- Utilities - Water	\$4,500	\$203.46	\$187.76	\$211.08	\$602.30	13%
Aquatics Facilities	SC-Utilities - Electric	\$28,000	\$2,062.57	\$2,131.34	\$1,537.70	\$5,731.61	20%
Aquatics Facilities	Avana - Utilities- Electric	\$12,000	\$853.83	\$834.52	\$785.95	\$2,474.30	21%
Aquatics Facilities	GR -Utilites-Electric	\$6,000	\$416.23	\$437.06	\$437.79	\$1,291.08	22%
Aquatics Facilities	Utilities - Natural Gas	\$32,000	\$6,328.07	\$5,142.85	\$3,856.42	\$15,327.34	48%
Aquatics Facilities	SC-Utilities - Telephone/Ineternet	\$11,000	\$421.30	\$506.26	\$506.26	\$1,433.82	13%
Aquatic Facilities	Avana - Telephone/Ineternet	\$4,000	\$307.26	\$626.73	\$119.18	\$1,053.17	26%
Aquatics Facilities	GR- Telephone/Internet	\$4,000	\$171.80	\$190.92	\$182.21	\$544.93	14%
Aquatic Facilities Total		\$1,227,325	\$59,205.53	\$65,835.62	\$73,214.83	\$198,255.98	16%
Circle C Community Center	Utilities - Water	\$35,000	\$1,690.42	\$1,740.86	\$1,862.29	\$5,293.57	15%
Circle C Community Center	Utilities - Electric	\$20,000	\$1,744.57	\$1,654.03	\$1,635.92	\$5,034.52	25%
Circle C Community Center	Utilities - Telephone/Internet	\$9,600	\$0.00	\$688.34	\$688.34	\$1,376.68	14%
Circle C Community Ctr	Events Payroll	\$6,000	\$0.00	\$265.02	\$255.18	\$520.20	9%
Circle C Community Center	Furniture	\$2,000	\$0.00	\$404.62	\$0.00	\$404.62	20%
Circle C Community Center	Maintenance - Building	\$39,500	\$3,179.28	\$1,962.39	\$2,663.13	\$7,804.80	20%
Circle C Community Ctr Total		\$112,100	\$6,614.27	\$6,715.26	\$7,104.86	\$20,434.39	18%
Maintenance Operations	Office Supplies	\$1,600	\$0.00	\$93.12	\$632.60	\$725.72	45%
Maintenance Operations	Employee Education	\$1,200	\$0.00	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Uniforms	\$1,800	\$0.00	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Staff Recruitment	\$300	\$0.00	\$35.00	\$0.00	\$35.00	12%
Maintenance Operations	Safety Equip/Supplies	\$900	\$253.76	\$68.06	\$0.00	\$321.82	36%
Maintenance Operations	Maintenance Payroll	\$175,000	\$12,661.54	\$12,661.54	\$12,661.54	\$37,984.62	22%
Maintenance Operations	Pool Tech	\$69,000	\$4,726.69	\$5,877.92	\$7,155.68	\$17,760.29	26%
Maintenance Operations	Payroll Taxes	\$15,000	\$1,090.17	\$1,063.54	\$1,031.32	\$3,185.03	21%
Maintenance Operations	Computer/Softwar	\$1,000	\$0.00	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Tools/Supplies	\$5,000	\$19.78	\$1,419.36	\$1,106.54	\$2,545.68	51%
Maintenance Operations	Office Furniture	\$500	\$0.00	\$0.00	\$586.59	\$586.59	117%
Maintenance Operations Total		\$271,300	\$18,751.94	\$21,218.54	\$23,174.27	\$63,144.75	23%
HOA Operations	Office Supplies	\$9,000	\$261.59	\$3,016.78	\$375.23	\$3,653.60	41%
HOA Operations	Equip & Maintenance	\$14,000	\$252.13	\$183.93	\$1,994.17	\$2,430.23	17%
HOA Operations	HOA Owned Vehicle Expense	\$7,000	\$271.34	\$183.13	\$407.44	\$861.91	12%
HOA Operations	Postage	\$16,000	\$3,646.60	\$1,752.95	\$185.40	\$5,584.95	35%
HOA Operations	Web Operations	\$3,000	\$71.00	\$323.00	\$456.08	\$850.08	28%
HOA Operations	Printing	\$2,000	\$990.97	\$0.00	\$385.55	\$1,376.52	69%
HOA Operations	HOA Meetings	\$6,000	\$0.00	\$593.69	\$69.94	\$663.63	11%
HOA Operations	Deed Restrictions	\$5,000	\$703.56	\$0.00	\$0.00	\$703.56	14%
HOA Operations	HOA Special Events	\$30,000	\$7,596.32	\$3,686.00	\$1,611.60	\$12,893.92	43%
HOA Operations Total		\$92,000	\$13,793.51	\$9,739.48	\$5,485.41	\$29,018.40	32%
Financial Management	Management Services	\$105,000	\$8,764.94	\$8,781.18	\$8,854.26	\$26,400.38	25%
Financial Management	Resale Certificate	\$15,000	\$864.26	\$1,200.00	\$1,500.00	\$3,564.26	24%
Financial Management	Lien Filing Administrative Fees	\$500	\$156.00	\$130.00	\$130.00	\$416.00	83%
Financial Management	Bank Fees	\$30,000	\$1,755.82	-\$580.48	\$5,337.50	\$6,512.84	22%

**Circle C Landscape
Board Report, April, 2019**

Weather

General: Mild
Rainfall Total: 6 inches
Temperature: 45-89 ranges
Major Events: heavy wind, oak pollen

Maintenance Services

General: Weekly mowing and maintenance
Bed Pruning: Perennials have been trimmed
Mulch: Underway
Extra: Mychorriza treatment throughout
Shrubs: Hedges pruned
Treatments: Extra Mychorryzea on trees
Fire Ant Treatments Scheduled

Outlying Areas

General: CCCC Filter Pond, mowed & cleaned
Outlying areas maintenance underway

Irrigation

General: Double checks have been turned on
Controller/system checks are underway

Repairs:

General Irrigation repairs throughout property
Irrigation Controller Replacement--Farrior
Irrigation Controller Replacement--Park West
Heads, nozzles, lateral lines as needed
Doublechecks at Aden Lane, Rhett Butler, Skyrock Replaced

TCEQ Compliance

Backflow tests performed at Bernia, Trissino, Mundomar

Capital Improvements

Dahlgreen median Bradford Pear Replacement
Rock Work Completed
Irrigation in
Planting scheduled for next week
LaCrosse Median
Rock work underway

Construction Damage and Projects

Trissino: COA Electric is repairing lights
Extensive Digging, Karen is aware of this

Escarpment/Avana: Irrigation has been cut off in front of
new elementary school construction

Muirfield:	New irrigaion and grass to be installed next weeks along with replantings due to CVS project
Slaughter/Escarpment	ATT continues boring work on the Slaughter irrigation loop, checks and solutions will be proposed upon completion
Beckett:	ATT will be boring on Beckett by Park Place
Avana Entry:	TxDot installed some rock at corner additional repairs on schedule
Greyrock:	Much construction continues, repairs to be done later
LaCrosse/MoPac:	Status Quo, under construction
Wildflower Park Entry:	Status Quo, under construction
Slaughter/MoPac	Status Quo, under construction

Upcoming Meetings:

On site meeting with Mobiltiy Corridor scheduled for May

Facility Usage	<i>Resident Entries</i>	<i>Guest Entries</i>	<i>Total Entries</i>
Swim Center	1,595	98	1,693
Community Center	0	0	0
Avaña	0	0	0
Greyrock	0	0	0
Totals	1,595	98	1,693

Member Stats	<i>Households</i>	<i>Individuals</i>	<i>Average / Household</i>
Homeowners	5,226	16,831	3.22
Renters	365	1,424	3.90
Totals	5,591	18,255	3.27

Revenue	
Programs	\$ 9,689
Swim Team	\$ 7,480
Guest Fees	\$ 168
Area Reservations	\$ 53
Facility Rentals	\$ 380
Lane Rentals	\$ 5,972

Program Enrollment	
Select Swim Team	52
Masters	6
Group Swim Lessons	19
Private Swim Lessons	25
Water Aerobics	1
Lifeguard Certification	61
Water Safety Instructor	0
Scout Swim Tests	0

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

Area Reservations	
Swim Center	0
Community Center	0
Avaña	0
Greyrock	0
Totals	0

Special Events	
Lane Rentals	Austin Water Polo
Food Trailer Night	Friday, March 08, 2019
Dive-In Movie	

Incidents	March 2019	Year-to-Date
Swim Center	2	2
Community Center	0	0
Avaña	0	0
Greyrock	0	0
Totals	2	2

Water Rescues	March 2019	Year-to-Date
Distressed	0	0
Simple Assist	1	1
Active Surface	0	0
Active Submerged	0	0
Passive Surface	0	0
Passive Submerged	0	0
Totals	1	1

Incident Types	March 2019	Year-to-Date
Water Rescues	1	1
Injuries	1	1
Sudden Illness	0	0
Patron Behavior	0	0
Suspension / Expulsion	0	0
EMS / 911 Callout	0	0
Break-In / Vandalism	0	0

Circle C HOA
Maintenance Report for Board April 2019
Prepared by Robert Bardeleben -Facilities Director

All is going well in maintenance. We are busy with capitol projects for 2019 as well as preparing pools for Spring openings.

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Maintenance has been completed
- Minor Equipment and Facility Repairs Made
- Replaced 4 lane lines
- Two Pool Covers have been replaced

COMMUNITY CENTER

- Routine inspections and maintenance have been completed
- Rooftop HVAC Unit for Foyer and Restrooms has been replaced

COMMUNITY CENTER POOL

- Routine cleaning and maintenance have been performed.
- Minor Repairs have been completed on equipment and facility.
- Facility is just about ready for season opening
- Splash Pad Feature Pump has been rebuilt
- One of the tall splash pad features has been refinished---yellow shimmer sheet will need to be done next year

NEIGHBORHOOD

- Minor repairs have been completed as needed
- We are having more issues with water in j-boxes along Escarpment which is causing a bank of lights to not work properly. We will address this repair after outlying pools are readied for season. First wee of May or so.

AVANA AMENITIES CENTER

- Routine Cleaning and Maintenance has been completed
- Minor repairs have been made
- Facility is just about ready for season opening

GREY ROCK AMENITIES CENTER

- Routine Cleaning and Maintenance has been completed
- Minor repairs have been made
- Facility is just about ready for season opening

Construction Services Agreement – Circle C HOA – Outback Masonry Company – Circle C Entry Monument

This Construction Services Agreement (Agreement) is made and entered into this ____ day of March 2019, between Circle C Homeowners Association, Inc. (Owner) and Outback Masonry Company (Contractor), with reference to the following facts:

- I. Owner desires to employ Contractor to provide Construction services.

Now therefore in consideration of the mutual covenants and agreements set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Owner and Contractor agree as follows:

A. Construction Services- Construction services to be provided by Contractor include:

1. West Sign
 - a. Concrete footing and CMU per Structural.
 - b. 4-8” saw/chop Cream Limestone on Sign Wall.
 - c. C. 2-6” saw/chop Fall Blend Limestone on Tower planter, Sign Lettering base.
 - d. Saw cut Carmel Lueders caps per Architectural.
 - e. Tower Logo cabinet, Sign Lettering and Sign accent band
 - f. Irrigation stub/sleeve into planter for future irrigation.
 - g. Include electrical service/hookup
 - h. Install gravel at base of planter with Filter fabric.
2. East Sign
 - a. Concrete footing and CMU per Structural
 - b. 2-6” saw/chop Fall Blend Limestone on Tower
 - c. Saw cut Carmel Lueders caps per Architectural
 - d. Tower Logo cabinet
 - e. Install electrical service/hookup
3. Low Wall
 - a. Concrete footing and CMU per Structural
 - b. 2-6” saw/chop Fall Blend Limestone on both sides and top.
4. Column
 - a. Concrete footing and CMU per Structural
 - b. 2-6” saw/chop Fall Blend Limestone veneer
 - c. Saw cut Carmel Lueders caps per Architectural
 - d. Accent Band
5. Install 4” sleeves below the footing at the midpoint of the sign wall and low walls for future irrigation.
6. Electrical: Two new services on East and West Monuments
 - a. Run 110V from existing Landscape Light fixtures to a new panel on the back of Monument tower.
 - b. One circuit for Sign Lighting and an additional Outdoor outlet for potential Christmas Lights
 - c. Electrical Permit included.

2. Compensation: Owner shall pay Contractor for Construction Services as follows:

Compensation will be made in two payments. The 1st payment (\$53,628.50) will be at 50% completion. The 2nd payment will be at 100% completeion.

Total: \$_107,257.00___ for services described above.

Payment will be due within 30 days from payment application submittal/approval.

B. Assignment: Neither this Agreement nor any interest herein may be assigned by either party without the prior written consent of the other.

IN WITNESS WHEREOF, the parties have executed this Construction Services Agreement to be effective as of the Day and year first above written.

Owner

Contractor

Circle C Homeowners Association, Inc

Outback Masonry Company

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____