

CCHOA Board Meeting Agenda
29 September 2021, 6:30pm
Circle C Community Center via zoom

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of August 25, 2021 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 by close of business on the Wednesday before the meeting. Homeowners are giving 3 minutes to address the board and need to provide an emailed written copy of their concerns. The Board of Directors will discuss the concern and respond at a later date.)
- V. Management Reports
 - a. General Report, *Karen Hibpshman*
 - 1. Aug 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. Security Cameras
 - c. CCN Project – Xeriscape options
 - d. Return to In-Person Meetings
- VII. Action Items
 - a. 2020 Audit
 - b. 2022 Election (CC&R Vote)
 - c. ACC Appointment – Casey Giles
- VIII. Adjourn Public Meeting
- IX. Executive Session
 - a. Legal
 - b. Deed Restriction Enforcement
 - c. Communication

Attachments

- 1. Aug 2021 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
August 25, 2021**

1. The CCHOA Board of Directors convened on August 25, 2021, via video conferencing (Zoom). Russ Hodes called the meeting to order at 6:40 p.m. In attendance were board members Russ Hodes, Michael Chu, Theresa Bastian, Stephen Bega and Trinh Bartlett. Jason Bram and Natalie Placer-McClure were not present. CCHOA Manager Karen Hibpshman (HOA Manager), Marnie McLeod (Assistant Manager), Brody McKinley (Aquatics Director) and Robert Bardeleben (Facilities Coordinator) were present. There were 7 residents in attendance.
2. Russ presented the August 25, 2021 agenda. Karen asked to add Gale Foster to the Homeowner Forum. Stephen motioned to approve the agenda with the change. Trinh seconded the motion. All were in favor and the motion passed.
3. Russ presented the July 28, 2021 Board of Directors Meeting Minutes. Michael motioned to approve the minutes as written. Stephen seconded the motion. All were in favor and the motion passed.
4. Russ introduced the Homeowner Forum. Gale Foster questioned the items that can be discussed in the executive session and it was her understanding that general matters of the HOA could not be included.
5. Karen provided the management report and the YTD Financials. For violations, it is the normal with trash cans, yard maintenance, inoperable vehicles and architectural (starting a project without approval). The financials are through the end of June and we are at 53% of assessments collected so far. On the financials, there are no areas of concern. For the Storm Damage, we are at just over 85K and the other expenses will be reflected on the July books.

August 30th starts Bulk pick-up for those residents that live north of Slaughter Lane. October 16th is the 2nd semi-annual community garage sale. We will have electronic recycling, paper shredding and the Salvation Army at the Community Center from 10am-2pm.

We have started the removal of the dead trees but it is not complete. I have added additional trees to the list that pose a safety risk but that's not going to be a substantial increase in the cost. Savage Landscaping has not started at the AISD site where they damaged the landscaping along Escarpment. I am waiting on an update. The phones at the Swim Center have been changed. The website has been updated and it is on the aquatics Facebook page. We will continue to include the number in the blast emails.

Attended a meeting with the Corridor folks concerning the Pedestrian Hybrid Beacon that will be installed at the intersection of Vinemont and Slaughter. There will be damage of the landscaping at both corners of Vinemont. We did provide maps of where the main

lines are located so that they will be responsible for the repairs for anything they damage. I also included a copy of the “Higher Level of Care” document provide by the Corridor Project folks where they agreed that if we locate the mainlines and irrigation heads and they hit it, and it’s marked on their construction plans, they will be responsible for doing the repairs. Theresa asked about the status of the sidewalk from Barstow to FM 1826. Karen will reach out to the city on this for an update. Michael asked about the “Higher Level of Care” letter we received approximately 2 years-ago, we were concerned about it because it limits their liability/responsibility to where we can accurately show them where our irrigation is. Are we able to do that now? Karen: Yes, when you drive down Slaughter Lane from Beckett to Barstow, you will see flags in the ROW. We have flagged the mainline, valve boxes, meters and electrical. I was also able to get the irrigation plans for HEB and Wells Faro area which I was able to provide to the Corridor folks.

Stephen asked who on behalf of the association actually did the marking and putting out the flags? Karen worked with landscaping to mark the mainlines and Robert on the electrical. I then worked with the survey company who did a complete survey of Slaughter Lane.

6. Clayton presented the landscaping report. We have had rain and cooler temperatures that continued all summer. It has caused us to have to do heavier than usual mowing and trimming due to all the excess growth. We have moved to trying to keep the landscape as healthy as possible with the mycorrhiza treatment. It looks like the rain and cooler temps are going to continue into next week.
7. Brody presented the aquatics report. The report covers July operations. We have had a little over 16,000 entries at the facilities for the month of July. We have not had any water rescues but had a couple of First-Aid incidents. We have had a couple of potential COVID-19 exposures and we are still on the second incident now. Twelve staff have come back with negative test results and we are almost through the 14-day quarantine window for the rest of the staff. We switched to our fall hours on August 16th. The Bowie swim team back in the pool this week and we are finalizing the off-season contracts for the other swim teams and programs. We are looking to possibly restarting our Masters program and reaching out to some instructors to see what kind of program can be built around their availability.
8. Robert presented the maintenance report. We did install new window tint on the café and the Swim Center and it looks really good. As mentioned at the last board meeting, we will need to do some major repairs on the pool filters at the Swim Center. As soon as the parts come in, we will be able to schedule the repairs. It’s been noticed the last couple of days that we started using a little bit more water at the Acana pool. We have started preliminary testing to see if there is another leak.
9. The first discussion item was Escarpment Loop Project. Russ: Is there any update?
Karen: No update on the Escarpment Loop Project.

10. The second discussion item is the 2022 Election (CC&R Vote). Russ asked to put this election item back on the agenda to get the discussion going. Karen included a sample of last year's ballot and wanted to get feedback if we should add any ballot items. Russ would like to see the CC&R requirement changed from 66 2/3% vote to 51% (simple majority). If we can get this one passed, then it will be easier to pass the others. Karen stated that last year for the CC&R vote, we were right over 45% participation which is the highest we've ever gotten. If we did the CC&R vote with the Annual meeting, we would have 30-45 days for residents to vote. For the Annual meeting, we have received almost 35% participation. This will be added as a discussion item again for the next meeting.
11. The third discussion item was the CCN project – Xeriscaping. Clayton addressed that the high cost is driven by the fact that there are narrow side strips on either side of Barstow. You have to try to get water all the way down Barstow and up Allerton. Theresa: Is there a solution that would avoid needing water? Is there a xeriscape option? Clayton: If there were rock walls instead of the wooden fences, we wouldn't have to screen the fences. One of the issues with the infrastructure in the neighborhood is, it's very old and its large scale and high cost to replace. Karen: I have talked to a couple of landscape architects for landscape proposals. I would suggest that we hold a Town Hall meeting with just the CCN folks to get their input. It is important that they have that opportunity to give their feedback and opinions of what they would like to see.
12. The fourth discussion item is the pandemic policies. We are still operating and have maintained following the CDC guidelines, not only in the office but at the pools. We have also kept the meeting virtual. We have a standing cleaning policy that is in place for all staff and facilities. We will continue to take as many precautions as possible to ensure that we don't end up having the majority of our staff out with COVID-19.
13. The fifth discussion item was returning to In-person meetings. We have purchased two OwlLab camera's and we need to be able to do work through how everything will work. Right now, the COVID numbers are two high and we are in Stage 5. Trinh rejoined the meeting. Trinh: When will it be safe to do so? What are we looking at? I want to solicit more people to come to our board meetings. If we are social distancing and wearing a mask in an open area, it should be OK. Michael: We have had more resident engagement since we've been doing Zoom meetings. Trinh: I am hoping that we will eventually go back to doing in person meetings sometime soon.
14. The first action item was the Compliance with 2021 Texas HOA Laws. Karen read through the changes that will go into effect starting September 1st. Stephen: Who put together this packet with all of these various 2020? Rules? Is this something we generated or our lawyer generated? Karen: Our attorney is Patty Arnold and she works with Connie Heyer (who is very involved in all the legislation that passes and/or does not pass). The rules relating to installations actually came from our attorney, to be in compliance with the new laws. Not only do they have to be in compliance with the new laws passed this year, but they also have to be in compliance with the laws from 2011.

Stephen: If they are now laws passed by the legislature, what authority do we have as an HOA Board have to not adopt them. Karen: When they passed the new laws in legislation, it allows the HOA to make guidelines and they become the neighborhood standards.

Russ: There is a bid protocol to adopt also. This falls under Texas Property Code 209. That a contractor's services that will cost more than \$50,000 shall solicit bids or proposals using a bid process established by the association. Starting September 1st, anything that goes out for bid, we will have to follow the bid protocol. As a general rule, and subject to certain exceptions, the Association shall obtain multiple (more than one) bids for all contracts that anticipate an expenditure of \$50,000 or more (a) for a single project, or (b) in the aggregate, paid to a single payee, over a 12-month period.

Michael motioned to adopt the updated rules relating to certain stipulations as well as adopting the contract bid process. Theresa seconded the motion. All were in favor and the motion passed.

15. The second action item was the CCN Engineering Contract. Karen: With the additional bores needed, we were able to get an updated contract. Originally you authorized \$7,000, they are projecting it's actually going to be \$13,500 for the engineering part of it which is still very low. Michael: This increase is due to increase of to 13 sleeves? Stephen voiced concerns over the wording in the contract and Karen clarified so the board. Theresa motioned to accept the engineering contract for services in Circle C North. Michael seconded the motion. Michael, Russ, Theresa, Trinh and Stephen voted yes. The motion passed 5-0.
16. The third action item was the CCN Boring Contract. Russ asked to have the dollar amount included in the motion. Michael motioned to approved the contractor, JT Underground, for boring for \$88,187.75. Theresa seconded the motion. Theresa, Michael, Russ, Trinh and Stephen voted yes. The motion passed 5-0.
17. Michael motioned to adjourn the Public Meeting at 8:03 pm. Stephen seconded the motion. All were in favor and the motion passed.
18. The Board went into executive sessions at 8:10 pm to discuss the Legal Deed Restriction Enforcement and Communication. No votes or actions were taken. The Board adjourned the executive session at 9:07 pm.

**Circle C Homeowners Association
Manager's Report
August 23, 2021 – September 23, 2021**

Violation Report (August 23rd, 2021 – September 23rd, 2021)

134 Violations

- 65 (48.51%) Rubbish and Debris
- 1 (.75%) Recreational Equipment
- 27 (20.15%) Front Yard Maintenance
- 5 (3.73%) Architectural
- 7 (5.22%) Vehicle Storage
- 21 (15.67%) Repair of Exterior Damages
- 2 (1.49%) Exterior Lighting
- 1 (.75%) Fencing
- 1 (.75%) Use Limitations
- 4 (2.99%) Maintenance

134 Violations by Stage

- 96 (72.72%) stage 1/cooperative letters
- 28 (19.0%) stage 2 letters
- 10 (8.26%) stage 3 letters

134 Violation Updates/Creates

- 55 (41.04%) Closed
- 55 (41.04)38.01%) New
- 19 (14.18%) Escalated
- 5 (3.73%) Re-Opened
- 2 (1.651%) Attorney

Administration

38 New Homeowner Packets mailed August 16th – September August 17th

Financial

AP checks were signed September 20th with Terri Giles

Upcoming Special Events

Oct 2nd – ICRC meeting

Oct 8th – Food Trailer Night

Oct 16th – Community Wide Garage Sale (Electronic Recycling/Paper shredding/Salvation Army)

Oct 27th – Board Meeting

Project/Updates

- Community Center Reservation. We are keeping the reservation capacity of 50% especially in light of the recent uptick in COVID.
- The majority of the tree removal has been completed. There are still a couple of trees to be removed and evaluating others.
- Work by Savage Landscaping has not started on the damaged landscape are by AISD. Per the last communication, repairs will begin September 29th and take 2-3 weeks to complete.
- The phones at the Swim Center have been changed. The new number is 512-363-5578. Website has been updated and it has been included in the blast emails. The Circle C Ranch HOA Facebook page is live and being updated with posts.
- Independent Citizens Redistricting Commission. The ICRC will hold a public forum at the Travis County Community Center at 656 State Hwy 71 West, Building A, Suite 100 on Oct 2nd at 11am
- Billing for Rowell was sent for a total of \$48,349.12 and paid
- Billing for the City of Austin was sent for a total of \$17,600.00 – not received yet
- The 2nd billing for the Commercial was sent for a total of \$48,500.00 and paid
- The Cove @ Circle C Access Agreement was signed and have been recorded. Billing for the 2nd assessment was sent for a total of \$2,109.00 – not received yet.

- **Capital Projects**

2021 Capital Budget Projects include:

Swim Center – Pool Covers	Completed
Swim Center – Wade Pool Repairs	Completed
Avana – Refinish splash pad feature	Completed
Swim Center/Café – repair/seal exterior walls	Completed
Community Center – replace 5 funbrellas	Completed
Avana – shade structure	Completed
Swim Center – Seal coating/Restriping	Completed
Community Center Partial Replaster	Completed

Escarpment Loop Project	Not Started
Circle C North Improvements	Engineer is working on the permits with the City of Austin
Monument Landscaping	Grass should start to be installed in the next couple of weeks
Construction Repairs	Repairs due to construction have been done at Bernia, Trissino, Slaughter, La Crosse, Escarpment and Archeleta.

Current or Future Projects

- Irrigation Infrastructure
- Signage
- Monuments
- Landscape Prep
- Expansion of CCCC pool
- Phase II
- Additional Playgrounds/shade covers

2021 CCHOA INCOME BUDGET

Category	Subcategory	2021 Budget	Jan-20	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Totals	%
Homeowner Income	Homeowner Dues	\$4,000,000	\$44,204.58	\$965,187.64	\$732,392.52	\$133,337.92	\$178,506.45	\$80,831.45	\$1,244,501.83	\$478,233.54	\$3,857,195.93	96%
Homeowner Income	Resale Certificates	\$78,075	\$5,175.00	\$5,850.00	\$8,100.00	\$9,900.00	\$9,000.00	\$6,525.00	\$8,325.00	\$7,875.00	\$60,750.00	78%
Homeowner Income	Transfer Fees I0come	\$61,250	\$4,200.00	\$1,925.00	\$5,600.00	\$6,125.00	\$6,475.00	\$9,975.00	\$4,900.00	\$6,475.00	\$45,675.00	75%
Homeowner Income	Late Fees Collected	\$20,000	\$2,040.63	\$3,026.81	\$3,383.31	\$2,285.46	\$4,854.79	\$3,141.71	\$3,508.37	\$2,019.85	\$24,260.93	121%
Homeowner Income	Lien Admin Fees Income	\$420	\$189.06	\$126.00	\$168.00	\$28.00	\$42.00	\$56.00	\$68.00	\$42.00	\$719.06	171%
Homeowner Income	Filing Fee Income	\$1,680	\$714.00	\$504.00	\$712.54	\$163.67	\$145.79	\$232.66	\$273.34	\$168.00	\$2,914.00	173%
Homeowner Income	NSF Charges	\$100	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$75.00	75%
Homeowner Income	Collection Fee Income	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Homeowner Income Total		\$4,161,525	\$56,523.27	\$976,619.45	\$750,406.37	\$151,840.05	\$199,024.03	\$100,761.82	\$1,261,601.54	\$494,813.39	\$3,991,589.92	96%
Architectural Review Income	Architectural Review I0come	\$10,000	\$4,255.00	\$1,255.00	\$2,380.00	\$2,270.00	\$1,400.00	\$1,640.00	\$1,240.00	\$1,595.00	\$16,035.00	160%
Architectural Review I0come Total		\$10,000	\$4,255.00	\$1,255.00	\$2,380.00	\$2,270.00	\$1,400.00	\$1,640.00	\$1,240.00	\$1,595.00	\$16,035.00	160%
Rental Income	Office Rent	\$14,400	\$2,193.28	\$0.00	\$2,646.00	\$0.00	\$1,750.35	\$0.00	\$0.00	\$1,834.11	\$8,423.74	58%
Rental Income	Grill Rent	\$6,300	\$262.50	\$0.00	\$1,313.25	\$0.00	\$525.30	\$1,050.60	\$525.30	\$525.30	\$4,202.25	67%
Rental Income Total		\$20,700	\$2,455.78	\$0.00	\$3,959.25	\$0.00	\$2,275.65	\$1,050.60	\$525.30	\$2,359.41	\$12,625.99	61%
Aquatics Income	Pool Programs	\$85,000	\$3,383.00	\$0.00	\$1,170.00	\$2,250.00	\$2,680.00	\$8,684.00	\$12,267.00	\$1,197.00	\$31,631.00	37%
Aquatics Income	Pool Programs - Swim Team	\$107,500	\$9,840.00	\$0.00	\$4,865.00	\$6,415.00	\$7,140.00	\$5,418.50	\$2,609.00	\$13,137.50	\$49,425.00	46%
Aquatics Income	Facility Income	\$37,500	\$3,605.32	\$0.00	\$0.00	\$254.00	\$3,423.76	\$1,411.24	\$2,729.95	\$1,273.40	\$12,697.67	34%
Aquatics Income Total		\$230,000	\$16,828.32	\$0.00	\$6,035.00	\$8,919.00	\$13,243.76	\$15,513.74	\$17,605.95	\$15,607.90	\$93,753.67	41%
CCCC Income	CCCC Facility Rentals	\$40,000	\$5,510.75	\$320.00	\$285.00	\$250.00	\$900.00	\$11,385.00	\$2,730.00	\$5,315.00	\$26,695.75	67%
CCCC Income Total		\$40,000	\$5,510.75	\$320.00	\$285.00	\$250.00	\$900.00	\$11,385.00	\$2,730.00	\$5,315.00	\$26,695.75	67%
Landscape Reimbursements	Stratus Reimb	\$97,000	\$0.00	\$0.00	\$0.00	\$0.00	\$48,500.00	\$0.00	\$0.00	\$48,500.00	\$97,000.00	100%
Landscape Reimbursements	COA Reimb	\$17,600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Landscape Reimbursements Total		\$114,600	\$0.00	\$0.00	\$0.00	\$0.00	\$48,500.00	\$0.00	\$0.00	\$48,500.00	\$97,000.00	85%
Miscellaneous	Interest Income	\$15,000	\$1,049.41	\$143.92	\$297.43	\$387.85	\$436.15	\$434.57	\$416.35	\$515.80	\$3,681.48	25%
Miscellaneous	Sales Tax Discount	\$0	\$1.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.13	
Miscellaneous Total		\$15,000	\$1,050.54	\$143.92	\$297.43	\$387.85	\$436.15	\$434.57	\$416.35	\$515.80	\$3,682.61	25%
Rowell Reimbursement	The Rowell HOA	\$60,000	\$26,184.40	\$0.00	\$0.00	\$0.00	\$47,400.13	\$0.00	\$0.00	\$48,349.12	\$121,933.65	203%
The Rowell Total		\$60,000	\$26,184.40	\$0.00	\$0.00	\$0.00	\$47,400.13	\$0.00	\$0.00	\$48,349.12	\$121,933.65	203%
Grand Total		\$4,651,825.00	\$112,808.06	\$978,338.37	\$763,363.05	\$163,666.90	\$313,179.72	\$130,785.73	\$1,284,119.14	\$617,055.62	\$4,363,316.59	94%

2021 CCHOA EXPENSE BUDGET

Category	Subcategory	2021 Budget	Jan-20	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Totals	%
Commons Area Services	Landscape Maint Contract	\$1,299,959	\$102,867.33	\$108,300.24	\$108,300.24	\$108,300.24	\$108,300.24	\$108,300.24	\$108,300.24	\$108,300.24	\$860,969.01	66%
Commons Area Services	Contract Landscape SC	\$33,426	\$2,652.88	\$2,785.53	\$2,785.53	\$2,785.53	\$2,785.53	\$2,785.53	\$2,785.53	\$2,785.53	\$22,151.59	66%
Commons Area Services	Contract Landscape CCCC	\$33,426	\$2,652.88	\$2,785.53	\$2,785.53	\$2,785.53	\$2,785.53	\$2,785.53	\$2,785.53	\$2,785.53	\$22,151.59	66%
Commons Area Services	Contract Landscape AV	\$23,703	\$1,881.23	\$1,975.29	\$1,975.29	\$1,975.29	\$1,975.29	\$1,975.29	\$1,975.29	\$1,975.29	\$15,708.26	66%
Common Area Services	Contract Landscape GR	\$23,703	\$1,881.23	\$1,975.29	\$1,975.29	\$1,975.29	\$1,975.29	\$1,975.29	\$1,975.29	\$1,975.29	\$15,708.26	66%
Common Area Services	Common Area Holiday Lighting	\$48,288	\$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	\$5,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	Landscape Repairs	\$80,000	\$0.00	\$10,698.00	\$10,592.34	\$11,398.00	\$14,085.74	\$12,313.00	\$11,125.66	\$12,285.94	\$82,498.68	103%
Commons Area Services	Landscape Water Utilities	\$255,000	\$5,771.47	\$6,099.24	\$4,336.95	\$3,383.14	\$7,243.18	\$6,163.37	\$16,039.59	\$56,383.52	\$105,420.46	41%
Commons Area Services	COA Water Utility Compliance	\$8,000	\$0.00	\$3,570.00	\$0.00	\$0.00	\$0.00	\$2,750.00	\$0.00	\$0.00	\$6,320.00	79%
Common Area Services	Landscape Electric Utilities	\$36,000	\$2,861.21	\$2,724.28	\$2,581.38	\$2,562.28	\$2,645.96	\$3,143.40	\$3,217.84	\$3,123.85	\$22,860.20	64%
Common Area Services	Tree Care	\$50,000	\$2,250.00	\$0.00	\$17,500.00	\$8,375.00	\$1,500.00	\$0.00	\$0.00	\$10,260.00	\$39,885.00	80%
Commons Area Services	Fence Repairs & Maint	\$7,000	\$0.00	\$0.00	\$108.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$108.87	2%
Commons Area Services	Electrical Repairs & Maint	\$12,000	\$0.00	\$771.60	\$1,164.92	\$249.88	\$1,358.54	\$260.30	\$0.00	\$0.00	\$3,805.24	32%

Common Area Services	Neighborhood Maint & Repair	\$20,000	\$1,017.55	\$238.25	\$3,707.96	\$380.01	\$1,234.03	\$108.25	\$875.96	\$1,880.06	\$9,442.07	47%
Common Area Services	Non Contract Landscape - SC	\$15,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Commons Area Services Total		\$1,950,505	\$123,835.78	\$141,923.25	\$157,814.30	\$144,170.19	\$145,889.33	\$142,560.20	\$149,080.93	\$201,755.25	\$1,207,029.23	62%
Aquatics Facilities	Administrative	\$64,000	\$2,505.49	\$537.41	\$6,137.42	\$2,877.11	\$3,299.38	\$5,480.64	\$3,581.15	\$2,363.54	\$26,782.14	42%
Aquatics Facilities	Supplies - Pool	\$25,000	\$2,349.45	\$0.00	\$83.52	\$1,601.45	\$2,036.50	\$1,994.86	\$0.00	\$268.22	\$8,334.00	33%
Aquatics Facilities	Supplies - Chemicals	\$71,000	\$2,305.18	\$368.65	\$3,384.12	\$6,282.71	\$3,790.32	\$4,783.19	\$6,183.57	\$7,030.32	\$34,128.06	48%
Aquatics Facilities	Supplies & Fees - Swim Team	\$22,500	\$1,820.57	\$120.00	\$0.00	\$638.55	\$1,197.34	\$479.36	\$1,324.31	-\$40.50	\$5,539.63	25%
Aquatics Facilities	Maintenance - Pool	\$89,300	\$3,108.12	\$180.00	\$20,671.63	\$3,135.46	\$3,584.61	\$9,438.99	\$5,816.58	\$4,413.67	\$50,349.06	56%
Aquatics Facilities	Maintenance - Building	\$63,100	\$2,448.21	\$2,715.04	\$5,463.05	\$4,626.15	\$2,656.86	\$3,232.47	\$1,926.97	\$2,205.98	\$25,274.73	40%
Aquatics Facilities	Payroll - Staff	\$733,000	\$22,490.05	\$10,285.03	\$11,478.54	\$45,714.73	\$42,017.22	\$61,468.98	\$92,139.64	\$99,139.66	\$384,733.85	52%
Aquatics Facilities	Payroll - Programming Staff	\$41,000	\$361.05	\$0.00	\$0.00	\$0.00	\$0.00	\$391.25	\$3,725.89	\$2,374.83	\$6,853.02	17%
Aquatics Facilities	Payroll - Swim Team	\$102,000	\$7,763.13	\$4,367.11	\$4,335.49	\$14,035.42	\$9,259.03	\$7,311.74	\$7,787.44	\$7,031.11	\$61,890.47	61%
Aquatics Facilities	SC-Utilities - Water	\$30,000	\$1,628.27	\$1,697.07	\$1,805.58	\$1,918.97	\$1,863.00	\$1,624.66	\$2,568.33	\$2,265.65	\$15,371.53	51%
Aquatics Facilities	Avana _Utilities-Water	\$4,500	\$282.65	\$449.56	\$0.00	\$378.51	\$1,595.78	\$166.60	\$216.44	\$424.35	\$3,513.89	78%
Aquatics Facilities	GR - Utilities - Water	\$4,000	\$200.96	\$154.39	\$171.88	\$246.50	\$372.41	\$127.63	\$192.28	\$183.93	\$1,531.04	38%
Aquatics Facilities	SC-Utilities - Electric	\$28,000	\$1,989.86	\$2,073.37	\$3,537.52	\$2,056.28	\$2,069.71	\$960.83	\$1,648.52	\$1,961.99	\$16,298.08	58%
Aquatics Facilities	Avana - Utilities- Electric	\$12,000	\$667.02	\$833.17	\$442.35	\$587.42	\$816.37	\$793.76	\$909.12	\$898.52	\$5,947.73	50%
Aquatics Facilities	GR -Utilities-Electric	\$6,000	\$414.88	\$393.06	\$460.31	\$372.41	\$382.51	\$402.55	\$399.78	\$399.24	\$3,224.74	54%
Aquatics Facilities	Utilities - Natural Gas	\$32,000	\$3,129.24	\$269.32	\$1,713.00	\$3,114.22	\$2,836.05	\$1,956.24	\$533.72	\$400.25	\$13,952.04	44%
Aquatics Facilities	SC-Utilities - Telephone/Internet	\$12,000	\$169.86	\$538.97	\$899.34	\$539.17	\$539.22	\$540.50	\$728.97	\$2,054.42	\$6,010.45	50%
Aquatics Facilities	Avana - Telephone/Internet	\$5,000	\$170.96	\$202.27	\$207.75	\$126.05	\$285.18	\$238.44	\$370.28	\$96.26	\$1,697.19	34%
Aquatics Facilities	GR- Telephone/Internet	\$5,000	\$202.32	\$176.39	\$191.89	\$176.44	\$166.73	\$187.90	\$258.79	\$166.86	\$1,527.32	31%
Aquatic Facilities Total		\$1,349,400	\$54,007.27	\$25,360.81	\$60,983.39	\$88,427.55	\$78,523.44	\$101,645.24	\$130,372.97	\$133,638.30	\$672,958.97	50%
Circle C Community Center	Utilities - Water	\$27,000	\$2,628.03	\$307.13	\$324.62	\$313.14	\$732.68	\$1,481.53	\$493.90	\$458.74	\$6,739.77	25%
Circle C Community Center	Utilities - Electric	\$24,000	\$15.00	\$1,519.45	\$1,669.66	\$1,072.40	\$1,143.92	\$457.27	\$1,458.65	\$1,877.09	\$9,213.44	38%
Circle C Community Center	Utilities - Telephone/Internet	\$9,000	\$650.37	\$664.07	\$664.07	\$664.07	\$664.07	\$664.07	\$664.07	\$664.07	\$5,298.86	59%
Circle C Community Ctr	Events Payroll	\$6,000	\$722.42	\$0.00	\$0.00	\$0.00	\$109.25	\$377.91	\$234.92	\$150.70	\$1,595.20	27%
Circle C Community Center	Maintenance - Building	\$50,000	\$3,405.24	\$2,078.12	\$1,600.79	\$3,137.67	\$5,649.28	\$842.09	\$2,038.31	\$2,156.72	\$20,908.22	42%
Circle C Community Ctr Total		\$116,000	\$7,421.06	\$4,568.77	\$4,259.14	\$5,187.28	\$8,299.20	\$3,822.87	\$4,889.85	\$5,307.32	\$43,755.49	38%
Maintenance Operations	Office Supplies	\$1,500	\$0.00	\$0.00	-\$9.73	\$72.48	\$0.00	\$0.00	\$0.00	\$30.48	\$93.23	6%
Maintenance Operations	Employee Education	\$1,200	\$135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$135.00	11%
Maintenance Operations	Uniforms	\$1,800	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,530.05	\$0.00	\$1,530.05	85%
Maintenance Operations	Staff Recruitment	\$300	\$35.00	\$0.00	\$0.00	\$0.00	\$35.00	\$0.00	\$0.00	\$0.00	\$70.00	23%
Maintenance Operations	Safety Equip/Supplies	\$1,400	\$334.33	\$0.00	\$192.36	\$0.00	\$0.00	\$0.00	\$0.00	\$137.47	\$664.16	47%
Maintenance Operations	Maintenance Payroll	\$180,000	\$13,346.48	\$13,346.48	\$13,346.48	\$20,019.72	\$13,346.48	\$13,346.48	\$13,346.48	\$13,346.48	\$113,445.08	63%
Maintenance Operations	Pool Tech	\$69,000	\$3,335.00	\$3,000.00	\$3,000.00	\$4,500.00	\$4,186.03	\$4,628.67	\$5,974.03	\$5,640.55	\$34,264.28	50%
Maintenance Operations	Payroll Taxes	\$15,000	\$1,262.55	\$1,080.63	\$1,091.07	\$4,047.51	\$3,833.85	\$5,636.53	\$8,821.45	-\$15,811.38	\$9,962.21	66%
Maintenance Operations	Computer/Software	\$1,400	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$162.36	\$0.00	\$162.36	12%
Maintenance Operations	Tools/Supplies	\$5,000	\$0.00	\$0.00	\$535.69	\$70.86	\$192.30	\$804.70	\$0.00	\$0.00	\$1,603.55	32%
Maintenance Operations	Office Furniture	\$600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations Total		\$277,200	\$18,448.36	\$17,427.11	\$18,155.87	\$28,710.57	\$21,593.66	\$24,416.38	\$29,834.37	\$3,343.60	\$161,929.92	58%
HOA Operations	Office Supplies	\$9,000	\$2,458.77	\$0.00	\$560.99	\$448.14	\$351.92	\$1,487.16	\$294.82	\$336.45	\$5,938.25	66%
HOA Operations	Equip & Maintenance	\$15,000	\$152.30	\$142.14	\$461.13	\$216.45	\$258.67	\$216.45	\$156.90	\$753.25	\$2,357.29	16%
HOA Operations	HOA Owned Vehicle Expense	\$8,000	\$267.52	\$187.82	\$302.14	\$130.97	\$174.94	\$319.70	\$178.50	\$72.40	\$1,633.99	20%
HOA Operations	Postage	\$16,000	\$3,749.90	\$2,163.60	\$28.00	\$1,258.36	\$93.00	\$3,506.00	\$2,327.10	\$477.05	\$13,603.01	85%
HOA Operations	Web Operations	\$3,000	\$20.47	\$881.45	\$20.47	\$20.47	\$0.00	\$20.47	\$20.47	\$20.47	\$1,004.27	33%
HOA Operations	Printing	\$2,000	\$592.34	\$0.00	\$0.00	\$48.71	\$1,269.88	\$0.00	\$0.00	\$0.00	\$1,910.93	96%
HOA Operations	HOA Meetings	\$5,000	\$672.34	\$0.00	\$170.56	\$126.50	\$127.92	\$127.92	\$2,723.76	\$127.92	\$4,076.92	82%
HOA Operations	Deed Restrictions	\$5,000	\$708.56	\$708.56	\$0.00	\$708.56	\$0.00	\$0.00	\$708.56	\$0.00	\$2,834.24	57%
HOA Operations	HOA Special Events	\$30,000	\$9,997.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,997.93	33%
HOA Operations	Professional Fees	\$2,000	\$0.00	\$793.70	\$201.70	\$65.50	\$0.00	\$1,906.37	\$529.34	\$750.00	\$4,246.61	212%
HOA Operations Total		\$95,000	\$18,620.13	\$4,877.27	\$1,744.99	\$3,023.66	\$2,276.33	\$7,584.07	\$6,939.45	\$2,537.54	\$47,603.44	50%
Financial Management	Management Services	\$113,000	\$9,314.25	\$9,314.25	\$9,314.25	\$9,361.81	\$9,314.25	\$9,314.25	\$9,314.25	\$9,367.03	\$74,614.34	66%
Financial Management	Resale Certificate	\$17,350	\$800.00	\$1,650.00	\$1,000.00	\$2,250.00	\$2,450.00	\$1,500.00	\$1,600.00	\$2,050.00	\$13,300.00	77%
Financial Management	Lien Filing Administrative Fees	\$2,500	\$208.00	\$0.00	\$0.00	\$598.00	\$0.00	\$234.00	\$0.00	\$0.00	\$1,040.00	42%
Financial Management	Bank Fees	\$40,000	\$2,542.07	-\$2,026.98	\$6,244.06	\$6,068.83	\$2,776.60	\$4,119.07	-\$1,397.97	\$13,186.28	\$31,511.96	79%

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%
Financial Management Total		\$180,850	\$12,864.32	\$8,937.27	\$16,558.31	\$18,278.64	\$14,540.85	\$15,167.32	\$9,516.28	\$24,603.31	\$120,466.30	67%
HOA Management	Management Payroll	\$190,000	\$12,759.48	\$13,767.28	\$13,326.48	\$20,139.02	\$13,475.48	\$13,681.68	\$13,800.88	\$13,365.08	\$114,315.38	60%
HOA Management	Management Payroll Taxes	\$15,000	\$1,275.37	\$1,230.31	\$1,085.80	\$1,679.10	\$1,155.63	\$1,220.33	\$1,277.79	\$1,207.91	\$10,132.24	68%
HOA Management	Mileage Reimbursement	\$6,000	\$109.25	\$0.00	\$0.00	\$0.00	\$221.76	\$434.00	\$611.52	\$708.96	\$2,085.49	35%
HOA Management	Insurance Stipend	\$44,000	\$3,900.35	\$3,569.42	\$3,736.16	\$2,707.98	-\$1,834.04	\$9,084.04	\$3,625.00	\$3,625.00	\$28,413.91	65%
HOA Management	Cont Ed & Skills Enhancement	\$2,000	\$0.00	\$139.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$139.00	7%
HOA Management Total		\$257,000	\$18,044.45	\$18,706.01	\$18,148.44	\$24,526.10	\$13,018.83	\$24,420.05	\$19,315.19	\$18,906.95	\$155,086.02	60%
Architectural Review Expenses	Architectural Review Expenses	\$7,500	\$2,072.25	\$1,160.25	\$2,023.00	\$1,929.50	\$1,190.00	\$0.00	\$1,054.00	\$1,355.75	\$10,784.75	144%
Architectural Review Expenses Total		\$7,500	\$2,072.25	\$1,160.25	\$2,023.00	\$1,929.50	\$1,190.00	\$0.00	\$1,054.00	\$1,355.75	\$10,784.75	144%
Legal Services	Legal Services	\$20,000	\$1,789.26	-\$465.00	\$22.12	\$300.00	\$375.00	\$990.00	\$1,669.50	\$402.00	\$5,082.88	25%
Legal Services Total		\$20,000	\$1,789.26	-\$465.00	\$22.12	\$300.00	\$375.00	\$990.00	\$4,669.50	\$402.00	\$8,082.88	40%
Taxes	Property	\$5,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Taxes	Income/Franchise Taxes	\$0	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	#DIV/0!
Taxes Total		\$5,500	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	1%
Insurance	General, Property, Boiler & Auto	\$72,000	\$0.00	\$13,145.82	\$6,563.90	\$6,600.90	\$0.00	\$13,118.79	\$6,758.37	\$824.25	\$47,012.03	65%
Insurance	Auto	\$4,500	\$0.00	\$818.54	\$404.27	\$404.27	\$0.00	\$808.54	\$439.10	\$0.00	\$2,874.72	64%
Insurance	D & O Insurance	\$12,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,902.00	\$0.00	\$10,902.00	91%
Insurance	Worker's Comp	\$16,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$10,411.36	\$25,141.00	\$0.00	\$14,729.64	92%
Insurance Total		\$104,500	\$0.00	\$13,964.36	\$6,968.17	\$7,005.17	\$0.00	\$3,515.97	\$43,240.47	\$824.25	\$75,518.39	72%
Community Enhancement	Donations	\$1,000	\$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	\$100.00	\$187.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$287.92	14%
Community Enhancement Total		\$3,000	\$0.00	\$187.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$187.92	6%
Reserve Transfer		\$248,333	\$0.00	\$248,333.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$248,333.00	100%
Grand Total		\$4,366,455	\$238,655	\$484,981	\$286,678	\$321,609	\$285,707	\$324,122	\$398,913	\$392,674	\$2,503,453	57%

Expected Reserve Expenditures and Capital Improvement for 2021

YTD

Pool Covers	\$3,000	\$10,296.00
SC Wade Pool Repairs	\$30,000	\$28,263.49
Avana Splash Pad	\$4,000	\$1,461.39
SC/Café Exterior Walls	\$28,000	\$25,313.98
Funbrellas	\$12,000	\$11,983.28
Avana Shade Structure	\$42,000	\$42,347.41
SC-Seal Coat/Restripe	\$14,000	\$8,657.62
Escarpment Project	\$270,000	\$0.00
CCN Improvement	\$100,000	\$28,500.00
Construction Repairs	\$35,000	\$35,139.05
Storm Damage Repairs	\$0	\$126,517.45
Node Clock Replacement	\$0	\$47,250.00
Monument L/S Improvement	\$0	\$18,285.00
Total	\$538,000	\$384,014.67

Total Capital Budget Projects **\$538,000.00** **\$384,014.67**

Grand Total Expenses **\$4,904,455.00**

**Circle C Landscape
Board Report. September 2021**

Sep-21

Weather

General:	Very Hot and Dry--Summer
Rainfall Total:	no measurable rainfall
Temperature:	68-102 degrees
Major Events:	none

Maintenance Services

General:	Mowing rotation all areas
Weeding:	Weed, clean
Trimming:	Perennial trimming all areas
Treatments:	Pre-Emergent Weed Treatment

Outlying Areas

Filter Pond, CCCC	weedeated, trash removed
Outlying mail centers	checked and cleaned

Irrigation:

All controllers on
Standard Irrigation Repairs
Hand watering as needed

Wnter Storm Damage

Continue removing dead vegetation (not hedges)
LaCrosse complete
Spurce Canyon complete
Wildflower Park complete
Small tree removal for dead trees
Avana, Escarpment, Greyrock

Front Monument Landscaping

Irrigation Infrastructure Complete
Grading around monument base Complete
Rock installed at base of monument
Planter bed prepped for plant install with soils addition
Kill out of existing weeds/vegetation to be replaced--Scheduled
Installation of drip line--Scheduled
Installation of plants and grass--Scheduled
*Anticipated complete date--Mid October pending weather

Construction Damage and Projects

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

**Circle C Landscape
Board Report. September 2021**

Slaughter/Escarpment, Mobility Corridor Improvements
Vinemont crosswalk to be installed, irrigation marked

Slaughter at Beckett to MoPac: No water in this area
Second median has no water due to construction

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

Avana: Bear Creek Elementary School Damage to west side
New Sidewalk at Bear Creek Elementary School Damage
Trissino/Cricoli area damaged by light pole installation
irrigation repair ongoing

Circle C HOA
Maintenance Report for Board September 2021
Prepared by Robert Bardeleben -Facilities Director

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Cleaning and Maintenance have been completed
- Minor Equipment and Facility Repairs Made
- Pool Covers are being utilized and heaters are on
- Solar water heating panels for wade pool are wearing out—needs some repairs now and replacement in the near future.
- Obtaining proposals for gutter replacement on the restroom roof
- We will need to replace laterals and sand in filters for Competition Pool—will require closing for 2-3 days—Parts are in---looking for best time to schedule repairs

COMMUNITY CENTER

- Routine inspections and maintenance have been completed

COMMUNITY CENTER POOL

- Routine cleaning and maintenance have been performed.
- Minor Repairs have been completed on equipment and facility.
- Facility is mostly put to bed for the winter
- Need to get approval on re-plaster for remainder of pool--

NEIGHBORHOOD

- Minor repairs have been completed as needed

AVANA AMENITIES CENTER

- Routine Cleaning and Maintenance have been completed
- Minor repairs have been made
- Pool Does not appear to be leaking water at this time

GREY ROCK AMENITIES CENTER

- Routine Cleaning and Maintenance have been completed
- Minor repairs have been made
- Mostly put to bed for winter

Circle C Aquatics

August 2021

Summer Operations

Facility Usage	Swim Center		Community Center		Avaña		Greyrock		Total	
	Aug-21	YTD	Aug-21	YTD	Aug-21	YTD	Aug-21	YTD	Aug-21	YTD
Resident Entries	5,115	22,596	1,192	6,186	1,421	7,287	336	2,809	8,064	38,878
Unique Residents	1,980	4,255	908	2,911	899	2,536	241	887	3,059	5,789
Unique Households	808	1,564	314	962	288	799	82	307	1,122	1,966
Guest Entries	236	609	109	473	45	152	12	48	402	1,282
Other Entries	714	4,443	0	0	0	0	0	0	714	4,443
Average Hourly Count	27		43		27		10			
% of Capacity	18%		43%		27%		13%			
Total Entries	6,065	27,648	1,301	6,659	1,466	7,439	348	2,857	9,180	44,603

Incidents	Swim Center		Community Center		Avaña		Greyrock		Total	
	Aug-21	YTD	Aug-21	YTD	Aug-21	YTD	Aug-21	YTD	Aug-21	YTD
Water Rescues		0		0		1		0	0	1
First Aid Responses	1	10		2		0		0	1	12
Sudden Illness Treatments		1		0		0		0	0	1
Patron Behavior Incidents		5		1		0		0	0	6
Biohazard Cleanups		0		0		0		0	0	0
Suspensions/Expulsions		0		0		0		0	0	0
EMS/911 Callouts		4		0		0		0	0	4
Total Incidents	1	16	0	3	0	1	0	0	1	20
Incident per Entry Ratio	0.02%	0.06%	0.00%	0.05%	0.00%	0.01%	0.00%	0.00%	0.01%	0.04%

Revenue	Aug-21	YTD
Aquatics Programs	\$ 1,197	\$ 28,323
Swim Team	\$ 13,137	\$ 39,584
Guest Fees	\$ 1,049	\$ 4,325
Area Reservations	\$ 0	\$ 0
Facility Rentals	\$ 0	\$ 0
Lane Rentals	\$ 0	\$ 2,604
Other Facility Income	\$ 224	\$ 2,163
Total Aquatics Revenue	\$ 15,607	\$ 76,999

Programs	Aug-21
Select Swim Team	54
Masters Swimming	0
Group Swim Lessons	0
Private Swim Lessons	33
Water Aerobics	33
Certification Courses	0
WSI Course	0
Total Participants	120

Reservations & Rentals	Swim Center		Community Center		Avaña		Greyrock		Total	
	Aug-21	YTD	Aug-21	YTD	Aug-21	YTD	Aug-21	YTD	Aug-21	YTD
Area Reservations	0	0	0	0	0	0	0	0	0	0
Private Rentals	0	0	0	0	0	0	0	0	0	0
Lap Lane Reservations	0	3142	0	0	0	0	0	0	0	3142
Family Swim Lane Areas	0	128	0	0	0	0	0	0	0	128
Pool Use Reservations	0	0	0	0	0	708	0	0	0	708
Total Reservations	0	3270	0	0	0	708	0	0	0	3978

Aquatics Staffing	Aug-21
Lifeguards/Head Guards	42
Front Desk Staff	11
Instructors/Coaches	15
Total Staff	68

Resident Stats	Individuals	Households	Members / Household
Homeowners	17,118	5,519	3.10
Renters	1,494	429	3.48
New Memberships	456	182	
Totals	18,612	5,948	3.13

flock safety™
Let's defeat crime together.™

Let's protect your community together



Protecting your community is of the utmost importance. Thank you for considering Flock Safety as part of your comprehensive strategy for proactive neighborhood security. We are more than just a camera company - we are a public safety operating system that empowers private communities and law enforcement to work together to eliminate crime. We build devices that detect and capture objective evidence, machine learning that uncovers investigative leads, and real-time alerts that prepare officers to be effective in the field -- keeping you safe.

What makes Flock Safety's technology different

Public & private partnerships

Thousands of communities use privately-funded Flock Safety cameras throughout the country, which provides a huge benefit to local law enforcement as they can have access to those cameras without having to pay for them.

Infrastructure free

Use cameras that are solar powered and include LTE internet connectivity (unlimited use included in cost), so they can be rapidly deployed virtually anywhere.

Vehicle fingerprint™ technology

Capture far more than just license plates. Allow your investigators to search footage by vehicle type, make, and color; identify the state of a license plate; capture temporary plates, paper plates, and vehicles without plates. Our cameras also capture two (2) lanes of traffic traveling up to 100 MPH with a single camera.

Simple & affordable

Our cameras cost \$2,500 per camera per year, including hardware, software, solar power, LTE connectivity, unlimited users, and unlimited data storage.



Proposal Summary

Potential homebuyers research crime rates in the communities they are looking to purchase. Law enforcement needs a scalable way to capture evidence to solve and deter future crime in your area. Flock Safety helps communities and law enforcement work together to protect your neighborhood, its residents, and home values. How? Flock Safety's Falcon™ camera sees like a detective, capturing actionable evidence and making it readily available when a crime occurs. Flock Safety's software makes that evidence easily searchable by vehicle type, make, model, color, timeframe, and plate details. This includes vehicles with no plates, temporary plates, dirty/covered plates, and accurate state detection.



Our solution captures 30% more plates than our leading competitor, according to a side-by-side study done by LASD in 2019, largely due to using machine learning to analyze the entire vehicle profile instead of legacy Infrared based technology.



In 2020, the Dayton Police Department's Crime Analysis Unit reported a 46% reduction in violent crime as a result of the installation of Flock Safety cameras in the Twin Tower and Oregon District neighborhoods.



In October 2019, Cobb County Police Department released a study based on their installation of 13 Flock Safety cameras in March. Over the six-month period, Cobb police reported a 60% reduction in overall crime by focusing on the beat with the highest crime levels.

Company Overview

Flock Safety's mission is to eliminate crime. This is possible with community-wide coverage of automatic license plate readers (ALPRs) for both public safety organizations and private citizens. Flock Safety devices deliver the actionable evidence police need to solve a crime and prevent future crimes from happening. Our company is headquartered in Atlanta, Georgia. Flock Safety camera systems live in over 1200 cities in 40 states and over 700 police departments. With an average of 120 Hot List notifications sent an hour with jurisdictions throughout the U.S., our team is helping agencies solve and prevent crime every minute.

Customer Results

Flock Safety unites law enforcement and the communities they serve in the pursuit of a safer, more equitable society using force-multiplying technology. Our devices, which are owned by both public and private customers, see like a detective. They capture objective evidence, decode investigative leads using machine learning technology, and deliver real-time, actionable alerts to officers so they can clear cases more efficiently. Over 1000 U.S. cities enlist the help of Flock Safety's public safety operating system to reduce crime by up to 70%. These are some of their stories.



Indianapolis, Indiana - Pickwick Commons Neighborhood

Deter Mail and Property Theft with Licence Plate Readers

The Pickwick Commons neighborhood experienced an uptick in property crime at the beginning of 2020, including stolen landscaping gear and weekly mail theft, which had HOA board members fielding a series of resident complaints.

Pickwick Commons installed Flock Safety cameras at both entrances of the neighborhood. The board appreciated that Flock Safety's license plate readers would be an infrastructure-free, all-inclusive option at an affordable subscription price. In addition, they would not have to worry about installation, maintenance, or unforeseen costs.

In addition to catching the suspect responsible for stealing landscaping equipment, Pickwick Commons has also seen the Flock Safety cameras and accompanying signs as a highly successful crime deterrent. The neighborhood has not seen a mail theft report in about a year.





Chandler, Arizona - Solera Chandler Neighborhood

Achieve \$40K in Savings with a "Virtual Gate"

The Solera Chandler neighborhood's golf course is open to the public, leaving no way to prevent the entry of non-residents. The HOA hired "greeters" who sat at the neighborhood gates for approximately \$58,000/year to offer better security to residents. However, because the budget only allowed for greeters at two of the community's eight gates for 70 hours/week, entrances were left unattended and vulnerable.



After looking into several neighborhood security options, the Solera Chandler board decided to install Flock Safety's Falcon™ license plate reading cameras at each entrance to create a "virtual gate" around their community. Residents opted to share camera footage with local law enforcement so that authorities had the actionable evidence necessary to address crime if it occurred.

Flock Safety's affordable annual security camera fees granted the HOA 24/7 coverage for less than half the cost of part-time gate greeters. Residents feel safer and more at ease with the proactive, hands-off approach to neighborhood security.

"We were able to ID the car because we had a witness see the gentleman do it. They told us what the car looked like, the color, the make, the time, and we were able to go to the footage and get the car with the license plate."

- Pickwick Commons HOA board member

"I found it encouraging that the system is leased. If we have any issues, we're calling Flock. If there's new software, Flock takes care of that."

- Solera Chandler HOA board member

Product

Flock Safety Automatic License Plate Reading (ALPR) cameras do not just identify the plate seen but all the objects within the frame. Even if the vehicle does not have a tag, the image can be captured for review. The user interface is a simple search with unlimited user licenses. With your permission, law enforcement can receive alerts when vehicles associated with crimes, sex offenders, and missing persons enter your area so they can proactively take the appropriate action to keep your community safe.

Software user interface

Access Evidence

- Filter search by specific date, time, and camera location
- Capture vehicles regardless of plate type (paper, no plate, etc.)
- Filter by Vehicle Fingerprint
- Plate (partial/full)
- Plate Type (in state, out of state, temporary tag)
- Build & Color
- Resident status

Protect Privacy & Sensitive Data

- AWS GovCloud storage for maximum security compliance.
- Focus on objective evidence, like license plates, and never facial recognition.
- Permanently and automatically delete footage after recommended 30-day period.
- 100% customer ownership of footage - never sold to third parties.
- Capture documented reason or case number to search footage to create an audit trail.

Performance

Daytime Footage



Temporary Plate



Covered Plate



Nighttime Footage



No Plate



Two Lanes of Traffic



Training, Ongoing Support & Timeline

New customers will first get connected with their dedicated Onboarding Specialist, who will spearhead the installation project to completion. Once cameras are successfully capturing footage, customers get introduced to their dedicated Customer Success Manager. This person serves as the main point of reference for all things Flock Safety (training, setup questions, etc.). In addition, the Flock Safety Support team monitors the support@flocksafety.com inbox Monday through Friday, 8:00 AM to 5:00 PM EST.

Safety-As-A-Service

- Regular software updates at no additional cost
- Camera maintenance is included in the subscription
- Unlimited users for hotlist integration and alerts, and camera footage search

Installation & camera locations

The average installation is to 6-8 weeks. Camera locations and installation timing is coordinated by the Flock Safety Customer Support team.



CIRCLE C HOMEOWNERS ASSOCIATION, INC.

REPORT ON EXAMINATION

YEAR ENDED DECEMBER 31, 2020

STEPHEN M. TILSON, PC

2724 Tradewind Drive, Spicewood, Texas 78669
Phone 512.659.7535 • steve@tilsoncpa.com

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors and Members
Circle C Homeowners Association, Inc.

We have audited the accompanying financial statements of Circle C Homeowners Association, Inc., which are comprised of the balance sheet as of December 31, 2020, and the related statement of revenues, expenses, and changes in members' equity and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Circle C Homeowners Association, Inc. as of December 31, 2020, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the information on future major repairs and replacements of common property at the end of the report be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Financial Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Stephen M. Tilson PC

Austin, Texas

September 17, 2021

CIRCLE C HOMEOWNERS' ASSOCIATION, INC.
BALANCE SHEET
DECEMBER 31, 2020

ASSETS

CURRENT ASSETS

Cash - operating	\$	90,905.35	
Cash - payroll		32,778.33	
Cash - reserves		2,880,692.86	
Accounts receivable		204,111.91	
Allowance for doubtful accounts		(37,692.00)	
Prepaid insurance		45,483.24	
TOTAL CURRENT ASSETS		45,483.24	\$ 3,216,279.69

FIXED ASSETS

Land	\$	15,597.60	
Equipment		291,093.04	
Vehicles		64,517.00	
Furniture & Fixtures		49,235.15	
Computer Equipment		27,400.20	
Circle C Community Center		4,081,938.53	
Circle C Community Center Furniture & Fixtures		369,027.88	
Playscape		26,502.28	
Avana Pool		21,270.80	
Accumulated depreciation		(1,804,664.21)	
TOTAL FIXED ASSETS		(1,804,664.21)	\$ 3,141,918.28

TOTAL ASSETS

\$ 6,358,197.96

LIABILITIES AND MEMBERS' EQUITY

CURRENT LIABILITIES

Accounts payable	\$	20,373.99	
Accounts payable - credit cards		28,570.28	
Swimming deposits		3,295.00	
Payroll taxes payable		840.54	
Prepaid assessments		12,414.55	
Security deposit payable		500.00	
TOTAL CURRENT LIABILITIES		500.00	\$ 65,994.36

TOTAL LIABILITIES

\$ 65,994.36

MEMBERS' EQUITY

Unrestricted members' equity	\$	4,987,976.76	
Designated reserves - amenity center		1,002,806.96	
Excess of revenues over expenses		301,419.88	
TOTAL MEMBERS' EQUITY		301,419.88	\$ 6,292,203.60

TOTAL LIABILITIES AND MEMBERS' EQUITY

\$ 6,358,197.96

See accountants' report.

CIRCLE C HOMEOWNERS' ASSOCIATION, INC.
STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN MEMBERS' EQUITY
YEAR ENDED DECEMBER 31, 2020

REVENUES

Homeowners dues		\$ 3,831,212.38
Aquatics income		62,013.44
Landscape reimbursements		114,600.00
Resale certificates		73,134.00
Transfer fees		67,653.00
Rowell HOA		89,379.67
Late fees		30,226.44
Facility rentals		12,106.25
Rental income		13,372.24
Other income		2,663.52
Architectural review fees		39,480.00
Interest income		<u>12,020.58</u>
 TOTAL REVENUES		 \$ 4,347,861.52

EXPENSES

COMMON AREAS SERVICES

Landscaping	\$ 1,347,927.51	
Common area holiday lighting	44,749.31	
2020 Land additions	4,995.73	
Landscape repairs	104,733.89	
Landscape water utilities	261,351.03	
Landscape electric utilities	33,638.64	
Tree care	51,131.56	
Fence repairs & maintenance	4,823.65	
Electrical repairs & maintenance	4,720.67	
Neighborhood repairs & maintenance	10,819.35	
Non-contract landscape	<u>15,204.58</u>	
		\$ 1,884,095.92

DEPRECIATION/AMORTIZATION EXPENSE

Depreciation	\$ 197,432.37	
		\$ 197,432.37

FINANCIAL MANAGEMENT

Financial management services	\$ 114,327.46	
Resale certificate expense	17,150.00	
Lien filing fees	2,722.00	
Bank charges / credit card charges	36,818.10	
Annual audit and tax preparation	<u>8,000.00</u>	
		\$ 179,017.56

AQUATICS EXPENSES

Administrative	\$ 22,091.36	
Supplies - pool, chemicals & swim team	80,119.45	
Maintenance - Pool	58,915.62	
Maintenance - Building	37,450.52	
Payroll - Staff	269,125.16	
Payroll - Programming Staff	1,841.12	
Payroll - Swim Team	75,792.16	
Utilities - Water	32,273.29	
Utilities - Electricity	33,208.14	
Utilities - Gas	17,639.67	
Utilities - Telephone / Internet / Camera	<u>13,492.18</u>	
		<u>\$ 641,948.67</u>

Subtotal expenses		\$ 2,902,494.52
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See accountants' report.

CIRCLE C HOMEOWNERS' ASSOCIATION, INC.
STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN MEMBERS' EQUITY
YEAR ENDED DECEMBER 31, 2020

(CONTINUED)

Subtotal expenses		\$ 2,902,494.52
<i>ARCHITECTURAL REVIEW</i>		
Architectural review	\$ 21,069.50	
		\$ 21,069.50
<i>LEGAL</i>		
Legal	\$ 14,940.02	
		\$ 14,940.02
<i>TAXES</i>		
Property taxes	\$ 5,012.57	
		\$ 5,012.57
<i>INSURANCE</i>		
Insurance - property & liability	\$ 30,968.89	
Insurance - auto	4,123.92	
Insurance - D&O	4,996.75	
Insurance - workers compensation	12,144.92	
		\$ 52,234.48
<i>COMMUNITY ENHANCEMENT</i>		
Donations	\$ 320.00	
Association memberships	3,354.22	
		\$ 3,674.22
<i>CIRCLE C COMMUNITY CENTER</i>		
CCCC water	\$ 9,890.68	
CCCC electric	15,988.41	
Utilities - telephone / internet	7,902.76	
Events salaries	1,076.46	
CCCC building maintenance	26,273.96	
		\$ 61,132.27
<i>HOA OPERATIONS</i>		
Office supplies	\$ 7,456.50	
Office equipment & maintenance	10,605.45	
Postage / delivery HOA office	1,782.40	
Vehicle expense - HOA	20,917.38	
Web operations HOA office	1,414.68	
Printing HOA office	2,324.63	
HOA meetings	2,841.09	
Deed restrictions	2,894.24	
Professional Fees	1,750.00	
HOA special events	13,363.41	
		\$ 65,349.78
<i>HOA MANAGEMENT</i>		
Management salaries	\$ 180,412.24	
Management payroll taxes	14,848.88	
Other management expenses	497.38	
Health insurance	41,736.03	
		\$ 237,494.53
<i>MAINTENANCE OPERATIONS</i>		
Maintenance payroll	\$ 181,504.24	
Pool technicians	42,345.25	
Maintenance payroll taxes	15,936.13	
Tools & supplies	4,902.15	
Other maintenance operating expenses	3,486.11	
		\$ 248,173.88
Subtotal expenses		\$ 3,611,575.76

See accountants' report.

**CIRCLE C HOMEOWNERS' ASSOCIATION, INC.
STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2020**

OPERATING ACTIVITIES:

EXCESS OF REVENUES OVER EXPENSES \$ 301,419.88

ADJUSTMENT TO RECONCILE EXCESS OF REVENUES OVER EXPENSES TO
NET CASH PROVIDED BY OPERATING ACTIVITIES:

DEPRECIATION \$ 197,432.37

CHANGES IN OPERATING ASSETS AND LIABILITIES

(INCREASE) DECREASE IN ACCOUNTS RECEIVABLE - ASSESSMENTS	\$ (43,021.69)
(INCREASE) DECREASE IN PREPAID INSURANCE	11,376.06
INCREASE (DECREASE) IN ACCOUNTS PAYABLE	(8,935.63)
INCREASE (DECREASE) IN FEDERAL INCOME TAX PAYABLE	(432.00)
INCREASE (DECREASE) IN PREPAID ASSESSMENTS	4,290.64
INCREASE (DECREASE) IN PAYROLL TAXES	<u>303.78</u>

NET CASH PROVIDED BY (USED BY) OPERATING ACTIVITIES \$ 462,433.40

INVESTING ACTIVITIES:

PURCHASE OF FIXED ASSETS \$ (26,827.12)

NET CASH PROVIDED BY (USED BY) INVESTING ACTIVITIES \$ (26,827.12)

FINANCING ACTIVITIES:

NET CASH PROVIDED BY (USED BY) FINANCING ACTIVITIES \$ -

NET INCREASE (DECREASE) IN CASH 435,606.28

CASH AND EQUIVALENTS - BEGINNING OF YEAR 2,568,770.26

CASH AND EQUIVALENTS - END OF YEAR \$ 3,004,376.54

SUPPLEMENTAL DISCLOSURE:

INCOME TAX PAID \$ -

**CIRCLE C HOMEOWNERS ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS**

Note 1: NATURE OF ORGANIZATION

Circle C Homeowners Association, Inc. (the Association) was incorporated on March 8, 1988, in the State of Texas as a non-profit corporation for the purposes of operating an association for the social welfare and benefit of the lot owners and to preserve and maintain the common property which includes landscaped common areas owned by the City of Austin, the Circle C Pool facility, and the Circle C Community Center. The Association consists of approximately 5,645 lots as of December 31, 2020. The Association is located in Austin, Travis County, Texas.

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Basis of Accounting

These audited financial statements have been prepared on the accrual basis method of accounting. Using this method of accounting, revenues and accounts receivable are recognized when earned regardless of when cash is received. Revenues received prior to being earned are reported as prepaid assessments. Expenses and accounts payable are recognized when the obligation is incurred regardless of when cash is disbursed. Expenses paid before being obligated are reported as prepaid expenses.

Accounts Receivable

Assessments receivable at December 31, 2020, represent assessments due from homeowners. Prepaid assessments at December 31, 2020, represent assessments paid in advance by homeowners. The Association values accounts receivable using an allowance for uncollectible accounts. The Association estimates the collectibility of assessments receivable and adjusts the allowance accordingly.

Fixed Assets

The Association capitalizes all common property and equipment to which it has title or other evidence of ownership. Property not capitalized at December 31, 2020, includes approximately three lots donated by a homebuilder and twenty common areas. The Association is responsible for preserving and maintaining the common property.

Personal property acquired by the Association is recorded at cost and property contributed to the Association by the developer is recorded at estimated fair market value at the date of contribution. Property and equipment are depreciated over the useful life of the property using the straight-line method of depreciation. Depreciation expense for 2020 was approximately \$197,432.

CIRCLE C HOMEOWNERS ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
(Continued)

Member Assessments

Association members are subject to semi-annual assessments that provide funds for the Association's operating expenses, fixed asset purchases, capital acquisitions, and major repairs and replacements. The Association may make special assessments from time to time as approved by a vote of 2/3 of the property owners.

The Association's policy is to place liens on owner's lots whose assessments are one hundred twenty days or more delinquent. Any excess assessments at year-end are retained by the Association for use in the succeeding year.

Cash and Cash Equivalents

The Association considers all liquid investments with a maturity of three months or less when purchased to be cash equivalents.

Investments

Investments consist of money market funds with readily determinable fair values and are stated in the financial statements at fair market value.

Note 3: FEDERAL INCOME TAXES

The Association may annually elect to be taxed as a regular corporation under Internal Revenue Code Section 277 or as a homeowners' association under Internal Revenue Code Section 528. The Association elected to be taxed as a homeowners' association for the year ended December 31, 2020. Taxable income arises from amounts received from nonmembers of the Association including interest earned on reserve funds. The Association had no federal income tax liability for 2020.

The Association is required to file either Form 1120, U.S. Corporation Income Tax Return, or Form 1120-H, U.S. Income Tax Return for Homeowners Associations. These tax returns are subject to examination by the Internal Revenue Service for a three-year period from the later of the original due date of the return or the date the tax return was filed. As a result, the Association's federal income tax returns for 2017, 2018 and 2019 are open to examination by the Internal Revenue Service as of December 31, 2020.

Note 4: FUTURE MAJOR REPAIRS AND REPLACEMENTS

The Association's governing documents require funds to be accumulated for future major repairs and replacements. Accumulated funds, which aggregate approximately \$2,880,693 at December 31, 2020, are generally not available for operating purposes. Interest earned on such funds is allocated to reserves.

CIRCLE C HOMEOWNERS ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
(Continued)

A reserve study was conducted in May 2018 by an outside consultant to estimate the remaining useful lives and the replacement costs of the components of the common property. The estimates were based on current estimated replacement costs. The data included in the unaudited supplementary information on future major repairs and replacements is based on the study.

The Association is funding for major repairs and replacements over the estimated useful lives of the components based on estimated current replacement costs, considering amounts previously accumulated in the replacement fund. Actual expenditures, however, may vary from the estimated amounts and the variations may be material. Therefore, amounts accumulated in the replacement fund may not be adequate to meet future needs. If additional funds are needed, however, the Association has the right, subject to board of director's approval, to increase regular assessments, levy special assessments; or delay major repairs and replacements until funds are available.

Note 5: LANDSCAPING INCOME

The Association invoiced a developer \$97,000 during 2020 that owns several properties in the Circle C development. The developer has agreed to reimburse \$97,000 annually to the Association for landscaping costs associated with its various development projects.

In addition, the Association has entered into an agreement with the City of Austin that requires the City of Austin to reimburse the Association for the costs of landscaping certain areas that lie within the Circle C development. In 2020, the Association billed the City of Austin \$17,600 for reimbursement of landscaping expenses according to the agreement.

Note 6: CONCENTRATION OF CREDIT RISK

The Association maintains its cash accounts at three financial institutions. Accounts at a bank are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. For the year ended December 31, 2020, funds on deposit with two institutions exceeded \$250,000. Management believes no significant risk exists with respect to cash and cash equivalents.

Note 7: RELATED PARTY TRANSACTIONS

The association contracts with two companies owned by one of the association members for landscaping and architectural review services. The association spent approximately \$1,397,533 for landscape services during 2020 and \$21,070 for architectural review services during 2020.

In addition, the member rents office space from the association. Total rent received in 2020 from the association member was approximately \$8,640.

CIRCLE C HOMEOWNERS ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
(Continued)

Note 8: SUBSEQUENT EVENTS

The Association has evaluated subsequent events through September 17, 2021, the date the financial statements were available to be issued, and no events have occurred from the balance sheet date through that date that would impact the financial statements.

**Circle C Homeowners Association
March 10, 2021
Annual Meeting**

The undersigned Secretary of the Circle C Homeowners Association hereby calls the Annual Meeting of the Association to be held **Wednesday, March 10, 2021 at 6:30pm** via Zoom. The link to the meeting is <https://us02web.zoom.us/j/83917724044> or you can call in. The agenda has been posted on the CCHOA website at www.circlecranch.com

THERE ARE SEVERAL WAYS TO VOTE!

- Return the 2021 Board of Directors Election Absentee Ballot and Proxy below when you pay your annual assessment by March 8, 2021 **OR**
- Turn in your absentee ballot or proxy to the CCHOA office (7817 La Crosse Avenue) by 3:00pm on March 8, 2021 **OR**
- Vote online through the website at www.circlecranch.com. 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 online 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.com, where you can view each candidate’s questionnaire.

Steve Urban, 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”. **Because of the pandemic, there will not be an in-person meeting, and the foregoing advisory is included to comply with notice requirements contained in State Law.**

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.

<input type="checkbox"/> TBA				
_____	_____	_____	_____	_____
Write-In Candidate	Write-In Candidate	Write-In Candidate		

Please select **In Favor or Against for the proposed Amendment change (Please see insert).**

<input type="checkbox"/> In Favor	<input type="checkbox"/> Against
-----------------------------------	----------------------------------

OR INSTEAD OF CASTING VOTES, GRANT YOUR PROXY TO:

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

- | | |
|---|--|
| <input type="checkbox"/> For quorum purposes only | <input type="checkbox"/> For quorum and to vote for nominees to the Board of Directors |
|---|--|

Your Signature

Date

**BALLOT TO AMEND THE
DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS (CC&R's)**

At February's Board of Directors meeting, the board unanimously approved a community vote to change the original CC&R's which were written in 1988.

In 2018, the board appointed a committee of residents to review proposed changes and make recommendations. With the committee's recommendations, the attorney's review and the board approval, the next step is owner approval.

The proposed amendments are organized into three groups, and are summarized below. For the full document with the current verbiage versus the proposed verbiage and rationale for the changes, please visit the CCHOA website www.circlecranch.com.

The owner vote will be open for 6 months (closing sooner if we receive the requisite owner approval in less time).

We encourage everyone to vote online! You will need your unique voting code which is located on the front of your CCHOA account statement.

THERE ARE TWO WAYS TO VOTE!

• Turn in your paper ballot to the CCHOA office (7817 La Crosse Avenue) by 5:00pm on January 29, 2021 **OR** Vote online through the website at www.circlecranch.com. 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**

Article VIII, Section 2 – Amendments and Effective Date

- a. By Members. This Declaration may be amended or terminated by a majority (fifty percent plus 1) of total eligible votes of the membership.
- b. By Directors. This Declaration may be amended by the Board of Directors, without consent of the membership, as necessary to conform the Declaration to the requirements or provisions of any United States or Texas statute or regulation, City of Austin, Travis County Ordinance, Hays County Ordinance, or judicial ruling of a Texas Court or Federal Court with jurisdiction over legal actions in Texas.
- c. Effective Date. An amendment of the Declaration becomes effective when the instrument is filed of record in the county official public records

September 22, 2021

Architectural Control Committee

The Architectural Control Committee (ACC) of the CCHOA is comprised of three members appointed by the Board of Directors.

The Committee is tasked with review and approval of improvements and modifications to single family homes located in the Circle C Ranch subdivision. All homes built in Circle C previously obtained ACC approval prior to being built.

The ACC sets guidelines and standards for the neighborhood to assist them in making consistent decisions. Each owner proposing an improvement is required via the governing documents to submit plans for each project.

The volume of projects is approximately 450-500 per year. Architectural Review Services has a contract with the CCHOA to review all projects. If a project meets the guidelines set by the ACC, the project is approved. If the project requires a variance, does not fall within the guidelines, or has any other issues, it is forwarded to the full ACC for input and a final decision.

The ACC has operated consistently in this manner throughout the history of Circle C Ranch. If owners do not meet the guidelines, the ACC assists in resolving any issues between homeowner wishes and the standards of the ACC. Consequently, very few projects are declined, and very few come back to the Board for appeal.

SmartWebs, the database for the CCHOA has an Architectural Projects section. All projects are entered, tracked and approved through this software. The CCHOA website provides convenient information, project submission forms, published guidelines and other materials to assist owners.

Casey Giles, PE

Professional Designation

Professional Engineer (PE) Registered in Texas #91797

Work Experience

August 2020, Manhard Consulting, Associate Principal

Hired to start an Austin office for a 50 year old private consulting firm from Chicago, Illinois. Built a team of 10 engineers, drafters, and EITs and procured office space, and continuing to grow. Currently managing operations, office, staffing, and plan production.

May 2013 to August 2020, PSW Real Estate, Director of Engineering

Brought on board to build and manage an in-house engineering team in order to design and permit site infrastructure for complex urban infill development.

Project management tasks include coordination and oversight of all entitlement, engineering design, and permitting activities for projects in Austin, San Antonio, and Dallas. Staff consists of three licensed civil engineers and two cad designers. Projects entail close coordination with acquisitions group, architecture design group, and city departments to ensure accurate and efficient design and permitting that meets the needs of complicated, dense, infill development.

January 2010 to April 2013, National Trench Safety, Safety Systems Engineer

Responsible for all trench safety plans and traffic control plans for all NTS offices in Texas, Louisiana, Arizona, and Utah. Daily responsibilities involve developing the best shoring and safety plans with new and returning clients that best fit each unique construction scenario. For each shoring plan, I use the geotechnical bore logs to develop expected soil loading, and then use structural analysis to calculate stresses and design the best system for the clients needs.

Project design tools include:

- AutoCAD, SolidWorks, Risa 2D, MS Word and Excel.

August 2008 to January 2010, Conley Engineering, Project Manager

Similar to previous job, responsibilities included working with clients to develop trustworthy and beneficial relationships. Worked with them to develop proposals, budgets, schedules, change orders, City and County permits, often multiple parallel site plans.

Engineering tasks included sole responsibility for performing all engineering and design for construction plan preparation and entitlements. Each project required design of water and wastewater systems, parking/driveway design, and hydrologic/hydraulic modeling of flood plains, detention and water quality ponds, storm systems, culverts and channels. Coordinated with City of Austin, Travis County, and Austin Water Utility to obtain construction permits.

February 2004 to August 2008, C Faulkner Engineering, Project Manager

Project management responsibilities included working closely with multiple clients to develop trustworthy and beneficial relationships. Interoffice management responsibilities consist of developing and tracking proposals, budgets, schedules, change orders, accounts receivable, and managing a staff of EITs and drafters to complete multiple land development projects. Manage projects with engineering budgets ranging from \$50,000 to \$500,000 and civil construction budgets up to \$10 million. Coordinate with contractors, owners, sub-consultants, and inspectors during construction. Perform construction inspection and approve pay applications.

Engineering responsibilities included performing or overseeing all engineering for single and multi-phase residential and commercial developments including zoning, preliminary plans, platting, and construction plans. Responsible for site layouts, engineering of water and wastewater systems, lift station design street horizontal and vertical alignment, and hydrologic/hydraulic modeling of detention and water quality ponds, storm systems, culverts and channels, and flood plain delineation, and LOMAs/LOMRs/CLOMRs. Coordinated with City of Austin, Travis County, Hays County, Austin Water Utility, TCEQ, and WCID 17 to obtain construction permits. Coordinate with subcontractors on wastewater treatment plant design, construction, and permitting. Prepared contract documents and specifications, performed construction routine inspection, and assisted with coordination of MUD bond reimbursement.

December 2000 to November 2003, Carter Burgess, Project Engineer/Manager

Responsibilities were to perform engineering design for single and multi-phase residential and commercial developments including preliminary plans, platting, and construction plan preparation. General responsibilities increased over time, from specific engineering tasks, to working with drafters, project managers, and other EITs preparing and processing land development projects. Design and project management responsibilities steadily increased from support, to lead engineer, then to project manager responsible for client interaction, budget tracking, identifying change orders, oversight of design by others, and finally permitting. Design included water, wastewater, drainage, grading, storm sewer systems, channels, culverts, water quality, detention, street alignment/profiles, culvert crossings, channels, flood plain delineation, etc.

June 1998 – December 2000, Woodward Clyde, Project Engineer

Project engineer responsibilities in environmental remediation included groundwater, soil and air sampling to test for hazardous material contamination. Environmental engineering tasks consist of performing hazardous material delineation, tracking, and removal/containment. Project management involved management of sampling, classification, shipment, and disposal of multiple waste streams from pipeline stations throughout Texas, Oklahoma, and New Mexico.

Education

1993 - 1998 The University of Texas at Austin, **BS - Civil Engineering**

Affiliations

Past President/Board Member – Austin Contractors and Engineers Association(ACEA)

Past Chair/Current member of the ACEA regulatory committee

RECA member

Former Co-chair of the Home Builders Association Regulatory Committee

Gateway Church Member/Volunteer