Circle C Homeowners Association
Board Meeting Minutes
December 5, 2007

1. CCHOA President Ryan Garcia called the meeting to order at 7:05p.m. In attendance were board members Ryan Garcia, Michelle Moran, Russ Hodes, Sam Irwin and Cynthia Moreland. Rob Johnson arrived during the second action item and Cindy Groves the first action item. CCHOA manager Denise Nordstrom was in attendance.

2. Ryan asked if there were any changes to the agenda. There were no changes. Michelle made a motion to accept the agenda. Russ seconded the motion. All were in favor and motion passed.

3. Ryan presented the November board meeting minutes. Sam moved to accept the minutes. Russ seconded the motion. All were in favor and motion passed.

4. Ryan introduced the Homeowners Forum. There were no homeowners who spoke.

5. The first action item on the agenda was the proposed newsletter policy presented by Jim Bailey of the Communications Committee. Jim presented the proposed policy (attached). Ryan asked whether Jim or the Communications Committee had spoken with Peel since the current arrangement made the newsletter free to the HOA. Jim said they had not spoken with Peel. Sam expressed a concern with number 8 of the proposed policy allowing the board to approve articles of a political nature. Michelle asked whether area amenities would still be allowed to submit articles, the board agreed that it should. Jim stated that he would add the provision to the policy. Once the policy has been revised it will be posted on the board forum for a vote.

6. The second action item was on the swim center roof and café roof proposal presented by Laura Sherman (architect). Laura finalized the plans for the roof of the café and swim center. She will submit a bid for costs of bidding out and managing the project. Once accepted she will solicit three bids and present back to the board for a vote.

7. The third action item was on board policy of obtaining 3 bids and board policy of legal review on contracts over $10,000 as presented by Cindy Groves (attached). The board discussed and agreed that it would be a good idea to write down all internal board guidelines. Michelle and Cindy agreed to work on this project, the board asked Quentin would participate and he agreed. They will present the information back to the board once they have finalized.

8. The fourth action item was the 2008 proposed office lease between the CCHOA and Circle C Landscape. Sam made a motion to raise the rate from $100 a month

to $175 a month. Cindy seconded this motion. Motion failed. After some discussion Sam withdrew his motion. Sam then made a motion to discuss the lease rate with Susan prior to voting. This motion failed. Cynthia made a motion to approve the proposed 2008 office lease as presented. Russ seconded the motion. Cynthia, Russ, Michelle and Ryan were in favor. Rob, Cindy and Sam were opposed.

9. The fifth action item was on the appointment of a new architectural control committee member. Felix Manka had resigned from the committee. AE Martin and Trent Rush, remaining ACC members, recommended the appointment of Laura Sherman to the committee. Rob moved to appoint Laura. Russ seconded the motion. All were in favor and motion passed.

10. The first discussion item was on Article VI of the Bylaws, Meeting of Directors presented by Sam Irwin. Sam asked why the board had made the decision to meet without 3 days notice to all board members as stated in the bylaws of the Association. Sam and Cindy were unable to make the meeting. Rob stated that the meeting was called under unusual circumstances and hopefully would not happen again. Rob also stated that no action was taken at the meeting.

11. The second discussion item on the West Pool Committee Charter #12 and #13 presented by Sam. Sam wanted to clarify which charter the board was using. Ryan answered that the committee charter approved in July was the valid charter. Sam stated that #12 of the charter, duality of interest, was violated by Ronnie's vote on the TBG contract. Ryan stated that Ronnie did not vote and unfortunately that the minutes were recorded that he did vote and that this was incorrect. Sam decided to take the action item to include better language for the charter template and present back to the board.

12 The third discussion item was on the pool manager. Sam asked what the status was on hiring a new pool manager. Denise said Kelly would be working through the end of the month and that she had advertised for the position. Sam asked whether Denise planned to involve the pool committee in interviews. The board stated that they made the decision to give the responsibility to Denise and that if she needed help she would ask the board.

13. The fourth discussion item was on board policies and procedures, but Sam said the item had already been addressed by Cindy.

14. The fifth discussion item was on HOA management presented by Sam, he asked to move the item to executive session.

15. The sixth discussion item was on the Escarpment Fence issue presented by Michelle. She stated that she would like to send out another notice via mail to the homeowners to ensure that all have had the opportunity to respond. Denise was tasked with making a spreadsheet showing who had responded up to this point.

Rob stated that he thought we should move forward on obtaining bids so that the next notice included numbers and we could gather responses based on that. Rob agreed to prepare a letter and Denise agreed to obtain three bids and create a spreadsheet and forward to the board.

16. The seventh discussion item on APD crime statistics presented by Russ Hodes. Russ stated that APD has a crime statistic database and if Circle C chooses they can be listed as a separate report. Russ recommends that we do that so vandalism such as the latest rash of SUV vandalism can be better tracked. Ryan made a motion for the HOA to opt into this reporting. Cindy seconded. All were in favor and motion passed.

17. The eighth discussion item was on committee mission statements and board liaisons (discussion points attached). Michelle recommended writing a job description for future board members that describes in detail the commitments of the board in relation to committees. Michelle also asked the board to review the committee mission statements to make sure each committee is charged correctly.

18. The ninth discussion item was on the annual report as presented by Denise Nordstrom. Denise presented a rough draft of the annual report and asked the board to sign up via the board forum for writing a section. Denise stated the deadline is January 5, 2008.

19. The meeting was adjourned at 9:46pm.

20. The board went into executive session.

CCHOA Board Meeting Agenda

5, December, 7pm
Circle C Child Development Center

I. Roll Call *Ryan Garcia*
II. Acceptance of Agenda *Ryan Garcia*
III. Acceptance of minutes from November meeting *Cindy Groves*
IV. Homeowner Forum *Ryan Garcia (30 min)*

V. Action Items

a. Newsletter Policy *Communications Committee, Jim Bailey, Acting Chair*
b. Swim Center and Café Roof Proposal *Laura Sherman, Architect*
c. Board Policy of Obtaining 3 bids (unless waived by BoD) *Cindy Groves*
d. Board Policy of Legal review of Contracts exceeding $10K prior to signing (unless waived by BoD) *Cindy Groves*
e. 2008 Proposed Office Lease
f. ACC Appointment

VI. Discussion Items

a. Article VI of the Bylaws, Meetings of Directors *Sam Irwin.*
b. West Pool Committee Charter #12 & #13 *Sam Irwin*
c. Pool Manager *Sam Irwin*
d. Board Policies & Procedures in regards to contracts *Sam Irwin*
e. HOA Management *Sam Irwin*
f. Escarpment Fence *Michelle Moran*
g. APD Crime Stats *Russ Hodes*
h. Committee's - Board Liaison's and Committee Mission Statements *Michelle Moran*
i. Annual Report *Denise Nordstrom*

VII. Management Report

a. General/Deed Restriction Report *Denise Nordstrom*
b. Landscape Report

VIII. Adjourn Public Meeting

IX. Executive Session

Attachments

1. November Board Meeting Minutes
2. Action. Proposed Newsletter Policy
3. Action. Proposed Office Lease
4. Action. ACC Appointment
5. Action. ACC Laura Sherman Resume
6. Action. ACC Letter of Resignation
7. Discussion. Committees
8. Discussion. Annual Report
9. Report. General
10. Report. Deed Restriction
11. Report. Landscape

CIRCLE C HOMEOWNERS' ASSOCIATION
NEWSLETTER GUIDELINES

I. Purpose

The CCHOA Newsletter is a monthly publication intended to provide homeowners with an accurate, informative, hard copy of neighborhood news, contact information, FAQs, schedules, and brief informational articles about Circle C Ranch life and amenities.

The Board is permitted to delegate any of its authority provided herein to an appropriate person or committee. References herein to the "Board" shall include references to any such delegates of the Board.

II. Schedule and Price

The Newsletter is delivered monthly, free to the CCHOA members and neighborhood residents. Publishing and mailing costs are covered by paid advertising, arranged by Peel Inc.

III. Newsletter Content

A. Advertising

1. No more than 50% of the Newsletter shall consist of paid advertisements, unless otherwise approved by the Board. The nature and types of advertising are also subject to approval by the Board. Generally, the nature and content of all advertising shall be suitable for a community-based, family-oriented publication.

2. No political advertising is permitted.

B. Articles

1. All articles are subject to the approval of the Board.

2. All articles shall conform to the CCHOA Model Code.

3. Articles concerning activities, events, and life in Circle C are encouraged and are given priority.

4. Any person or entity may submit articles for publication. Priority of publication is given to articles submitted by the following, in descending order:

   a. CCHOA Board

   b. CCHOA Directors

c. CCHOA Staff

d. CCHOA Committee Members

e. CCHOA members

f. General public.

5. All articles, other than those written by the CCHOA staff, will include an author or group name with current contact information.

6. Generally, articles should not exceed 500 words in length.

7. Articles whose primary purpose is commercial solicitation shall not be permitted, although references, phone numbers, names and links to web sites are permitted, for additional information, if incidental to the article, and not the primary purpose.

8. Articles of a political nature are not permitted. These would include, but not be limited to, articles endorsing or opposing any candidate or position in any local, state, or national election. Articles supporting or opposing a particular position are permitted if, in the discretion of the Board, the position taken would be beneficial the Circle C residents as a whole.

9. Articles supporting or opposing a particular religion or church are not permitted. This does not prevent the publication of information concerning meeting times and locations for churches and other religious activities.

10. Editorials or opinion pieces are not permitted without the prior approval of the Board.

11. Articles which are or could be considered to be insulting, demeaning, or derogatory are not permitted. Offensive content of any type, in particular, but not limited to, content which is or may be offensive from a racial, ethnic, sexual, or religious standpoint, is not permitted.

IV. Discretion of the Board

The Board may amend, supplement, or deviate from, these policies and guidelines as it deems appropriate.

Circle C BOD Policy regarding bids

Submitted by Cindy Groves

1. BOD's Set Policy regarding 3 bids for contracts over $10,000.00
    a. I could not find the written policy.
    b. It is stated on BoD forum many times
        i. July 30, 2005 Per Ed Scruggs- As soon as three bids are received, the court will open the bids and name the winner. (stating policy of city of Austin regarding sale of Circle C North tracts.)
        ii. Nov. 17, 2006 Per Carolyn Merritt- Initial post was request for us to approve $25K expenditure. Per our by-laws this shouldn't have been requested, unless we have obtained three quotes, since this request does exceed $10K.
        iii. Nov. 17, 2006 Per Brendan McEntee- Also, please note that at least two competitive bids are required although 3 are preferred.
        iv. Nov. 20, 2006 Per Kelly to BOD questions according to Denise- Again the plans will be brought before the BOD for a final vote before getting bids. And I already have 3 builders lined up who have expressed interest in bidding once plans are drawn up.
        v. Denise Nordstrom to Board January 10, 2007 regarding pool capital improvements- Here is how the two of the three bids I solicited came in...$14,360.46 and $15,520.00
        vi. Feb. 13, 2007 Per Denise from Susan Hoover- I had solicited a number of bids on separate items from the arborist... speaking with Denise in how to generate the appropriate contract or contracts, we discussed the $10,000.00 cap on items that are to be bid out...In terms of the $10,000.00 limit...waive the bid rule for this project
        vii. March 2, 2007 Per Brendan McEntee The project was bid to three qualified contractors. The bids were ranging...
        viii. March 19, 2007 Per Denise Nordstrom- Would you be willing to waive the board set policy of obtaining 3 bids for a project estimated at over $10K? (Referring to bids for roof repair ranging roughly $18K.)
        ix. March 20, 2007 per Carolyn Merritt- I am not in favor of waiving the 3 bid requirement for work of $10K. (Referring to bids for roof repair ranging roughly $18K.)
        x. March 20, 2007 per A. E. Martin- I agree with Carolyn(Referring to bids for roof repair ranging roughly $18K.)
        xi. March 21, 2007 per Ryan Garcia- I don't think given the estimates that have come in we can waive the process. (Referring to bids for roof repair ranging roughly $18K.)
        xii. March21, 2007 per Michelle Moran- I agree and think we need to get two more bids. (Referring to bids for roof repair ranging roughly $18K.)

2. Is there a policy?
    a. If so, is it written?
    b. If so, why is it not placed in board book for new board members?
3. Legal review for contracts over $10,000.00 mark
    a. Is this a written policy?
        i. Stated by Denise January 10, 2007- Once we have a draft we will give it another legal review since it is above the $10K mark.
        ii. Carolyn Merritt (former BoD) stated that she was instrumental in adopting the policy.
4. Association Times Article- October 19, 2007- Consistency is Key to Community Success.
5. I think we should have all policies that previous boards and future boards implement in a "binder" of sorts to be able to peruse if needed/warranted. Policies should be followed. If they are not going to be followed there should be a valid reason stated why it cannot be followed. The board should then take a vote to waive the policy before taking voting on an action that in fact ignores the policy.

Michelle's Back-Up for December 5th Meeting

1. Proposal for Committee Volunteer Acknowledgements:

There is currently $1,000 in the budget to put towards thank you gifts for volunteers. I am proposing that we switch from a gift, to a party where we have a meet and greet with the Board to thank all committee members. I suggest we hold this "get together" in February.

2. Committee Set-Ups:

We need to discuss as a Board the way that current committees operate, function, and make procedures that are more formal.

- Mission statements submitted and approved
- Charge from the Board
- Board Liaisons Responsibilities (Job Description):
    - Represent the Board
    - Keep the committee on track with the mission and/or the charge from the Board.
    - Attend all meetings of the committee or share with a fellow Liaison.
    - Report back to the Board monthly of the progress or updates.
    - Assure that the committee is reporting and sending information through HOA Manager.
- Current Committees (to discuss):
    - Standing Committees:
        - Education
        - Communications
        - Safety
        - Special Events
        - Community Service
        - Amenities
        - Swim Center
    - Special Committees:
        - West Pool
    - Ad-Hoc Committees:
        - Landscape
        - Pay & Benefits

Submitted Committee Mission Statements

Circle C Communications Committee

Mission Statement:
Provide guidelines to facilitate communication between the Home Owners Association and residents, create the means to provide for communication amongst residents and to develop means to support these Circle C communication needs.

Amenities Committee

Mission Statement:
To assist the Circle C Ranch Homeowners Association Board of Directors in researching, designing, planning, constructing and maintaining community parks, playgrounds, landscapes, trails and other amenities in Circle C, according to the provisions written in the Circle C Ranch Master Plan.

Circle C Swim Center Committee

Mission Statement:
The Circle C Swim Center Committee is dedicated to being a strong voice for the residents, providing quality management, dynamic programming, well-maintained and updated facilities, and excellent customer service at the Swim Center.

3. **Escarpment Fence:**

Where do we go from here? We need to set a plan and timeline of how to proceed.

Circle C Homeowners Association
Manager's Report
October 13, 2007 – November 29, 2007

Summary of Upcoming Events

- The CCHOA will host a Kid's Holiday Party on Saturday, December 1
- The CCHOA will host a Adult Holiday Party on Friday, December 14

Summary of Business Operations

- Completed another walk-through of the Swim Center. Items still remaining include: replacement of several rusting bolts on pump equipment, crack in baby pool plaster, missing electrical plug, replacement of drain covers to brass, cold galvanize steps and platform to slide (possibly paint), replace pavers around fence posts at front of complex. Due to there not being any language in the contract about items being completed by a certain time, we can only withhold the last payment (roughly $20,000) until these items have been completed.
- Meet on-site with TF Harper at Vintage Place and Wildflower Park to set placement of all equipment, construction to begin December 1
- Finalized trash routes and All in One program with the City of Austin. Requested that all resident correspondence be reviewed by the HOA prior to mailing. Posted all of this information on the website and December newsletter.
- Began working on the 2007 Annual Report
- Began soliciting applicants for the Aquatic Director position.
- Created a list of all HOA assets to be used for inventory and reserve study purposes.
- Contacted Stratus Properties regarding Tract 110 due to reports from homeowners about activity on the site. Stratus is doing a survey of the land, but does not have a current timeline of when they will develop this site.
- Met with Officer Duane Kinley with APD regarding the recent rash of car break-ins. I gave Officer Kinley a map of Circle C showing where we had received reports of break-ins. I requested extra patrol in the areas reported to us (Back Bay, Magenta, Vintage Place and Wildflower Park).
- Updated office lease agreement with Circle C Landscape for board review and vote.
- Communicated with all committee chairs regarding committee mission statements.
- Met with Communications Committee to view a website demo on a HOA based internet program.
- Coordinated supplies and volunteers for the Kid's Holiday Party (December 1).
- Coordinated the volunteers for the 2007 Holiday Lighting Contest.
- We mailed 49 new homeowner packets this month.
- Homeowner Communications

	Emails	Calls
January	64	108
February	60	150
March	109	180
April	79	124
May(thru 5/11/07)	38	67
May 12 – June 15	77	257
June 16 – July 13	68	218
July 14 – August 10	105	187
August 11 – Sept 14	81	215

Sept 15 – October 12	65	228
October 13 – Nov 29	118	235

Deed Restrictions Summary

	10/12/07 – 11/27/07	YTD
1st Letters	15	539
2nd Letters	4	157
3rd Letters	0	18
TOTALS	19	714
Sent to Attorney	1	23
Total Cured		484
Total Open		55
Cooperative Letters		216

Committee Updates

Amenities Committee – Ryan Garcia, Russ Hodes *Charter Complete
Safety Committee – Sam Irwin & Rob Johnson Charter Complete
Special Event Committee – Michelle Moran *& Cindy Groves *Draft Charter
Education Committee – Cindy Groves & Rob Johnson Charter Complete
Swim Center Committee – Cindy Groves & Sam Irwin Charter Complete
Communications Committee – Russ Hodes & Sam Irwin Charter Complete
West Pool Committee – Russ Hodes, Michelle Moran, Kelly Schmidt Charter Complete
Community Service Committee – Cindy Groves Charter Complete

Current Projects

- Deed Restriction Review – attached is the 2007 Deed Restriction Report. We are in the process of driving the entire neighborhood for landscape violations including: weeds, dead shrubbery/trees, compliance with new ACC landscape design guidelines. Separate report attached.
- Wildflower Park and Vintage Place Playscapes – will facilitate this project over the next 8 weeks
- 2007 Annual Report to be printed in January 2008
- Working with Steve Bartlett and Patty Arnold on amenity fund and land transfer (the attorney for the bankruptcy court has indicated we should have the agreement signed off by them before the end of the year).
- Meet with the Post Office to determine whether the mail boxes can be moved from the main post office location.

CCHOA Meetings

- Denise, Terri and Russ met to sign checks on November 20th

- Denise met with architect Laura Sherman on November 13th to go over plans for the swim center & café roofs. Laura will present at the December 5 board meeting.
- Denise met with Denise Fisher of the Circle C Golf Club to review upcoming golf club changes
- Denise met with TBG on November 29 to do a walk-through of the baby pool project.
- Denise, Susan and Tony Gendron (Chair of Education Committee) me t Monday, December 1 to review playscape design at Vintage Place and Wildflower Park.

Board Votes

October 9, 2007
Motion made by Ryan: Acceptance of TBG's bid for three conceptual drawings totaling $30,000
In favor: Ryan, Michelle, Cynthia and Russ
Opposed: Sam and Cindy
Did not vote: Rob

October 18, 2007
Motion made by Cindy: Cancel the TBG contract in writing until 3 bids are received
In favor: Cindy and Sam
Opposed: Ryan, Michelle, Cynthia, Russ and Rob

October 18, 2007
Motion made by Cynthia: Approve 2008 proposed Swim Center Hours as submitted by Kelly
In favor: Cynthia, Michelle, Russ, Ryan, Rob
Did not vote: Cindy and Sam

November 6, 2007
Motion made by Rob: Ratify Lisa Schissler as Chair of the Safety Committee
In favor: Rob, Russ, Ryan, Michelle, Cynthia and Cindy
Did not vote: Sam

November 9, 2007
Motion made by Michelle: Ratify Bob Skrobarczyk as Chair of the Education Committee
In favor: Michelle, Cynthia, Cindy, Rob and Russ
Did not vote: Sam and Ryan

November 15, 2007
Motion made by Michelle: Accept the bid from Chaparral for a land and topo survey of the Circle C West Swim Center site, based on the recommendation from the West Pool Committee, for the amount of $10,700.00.
In favor: Michelle, Russ, Cynthia, Ryan and Cindy
Abstention: Rob and Sam

November 20, 2007
Motion made by Russ: Allow transfer of Commons Services funds, in the amount of $14,275, from the funds for watering in 2007, for use to prune 51 or more trees, as designated by Circle C Landscape
In favor: Russ, Michelle, Ryan, Rob, Cynthia, Cindy and Sam

November 24, 2007
Motion made by Russ: Ratify Joel Pace as a West Pool Committee member based on the committee's recommendation
In favor: Russ, Michelle, Cindy and Rob
Did not vote: Cynthia, Sam and Ryan

Circle C Landscape LLC
Report to the Board
November, 2007

Weather: Mainly dry, cooler some with also some record high days.

1. Maintenance Services: Commons Area mowing, blowing weedeating—3x

2. Weedeating Services: Outlying Postal areas and karst features—2x

3. Trimming

Area	Hedge Trimming	Bed Trimming
1. South Bay	Eleagnus	
2. Dahlgreen	Eleagnus	
3. Spruce Canyon		Entrances, overgrown grasses
4. Alta Mira		Entrances, overgrown grasses

4. Treatments

We have treated the following areas with a herbicide to remove weeds:

Wildflower Park
Eclipse
Vintage Place
Aden Lane
LaCrosse, Escarpment to Natick
Soccer Field
Pocket Parks
Pocket Park
Pocket Park

5. Repairs—the following landscape repairs (due to damage or theft have been completed:

Area	Repair	Notes
1. LaCrosse West	Replanting from Seneca Falls to Clayton Elementary in selected areas	Plants were taken from this area leaving large bare spots that promoted weed growth

2. Circle C North	Replanting first median	The median was originally planted with decorative trees which were removed by someone; it has been replanted with smaller plants
3. South Bay	Replant eleagnus where needed	Due to plant failure or fence removal by homeowner (homeowner pays CCHOA for replacement in advance)
4. Dahlgreen	Replant eleagnus where needed	Same as above

6. Irrigation Repairs

The following areas were repaired:

a. Replacement of double check devices in nine areas: Double checks are required by the City of Austin and State of Texas in all areas where there is a cross connection to a public water supply. The older ones were worn out and needed replacement.

b. Escarpment—valve replacement
c. Park West entrance-2" main line repair at Park West
d. Slaughter Lane—valve replacement

7. Landscape Capital Improvements

Per the approved proposals, the following capital improvements were completed:

a. Installation of native beds on corners and in medians on Escarpment, LaCrosse to South Bay. Native plants were installed at all Escarpment entrances, and in the tree wells in the medians. Natural boulders and rockwork were added.

b. Final plantings on Dahlgreen were completed.

8. Irrigation and Watering

Except in the new irrigation areas, the water has been turned off, with one exception. Prior to the cold front arriving before Thanksgiving, we did one cycle of watering throughout.

The new vegetation areas are being watered 3x per week during the grow in period.

9. Finalization of the measuring project.

The measurement of the commons areas was completed and results were presented to the BOD at the November meeting. Two copies and five CDs were provided to the management office for distribution. Included in the project were:

a. Measurements of the commons areas
b. Maps of all areas
c. Updated 2007 landscape specifications with recommendations for any changes
d. Mulch description
e. Description of services for the swim center
f. Drainage area chart
g. Outlying areas (Postal and karst) chart

10. Upcoming projects

a. Prior to the end of the year, we anticipate completion of an irrigation project that would re-locate the rotor heads on Slaughter and Escarpment from the back of curb in approximately 8". This will prevent run off into the street and allow more efficient watering of the turf edges.

b. Mulch and minor trimming of all beds.

c. Pruning of 51 trees on Escarpment per BOD approval.

d. Finalization of bed at MoPac/LaCrosse hill, per approved capital improvements budget.