CCHOA Board Meeting Agenda
22 February 2023, 6:30pm
Circle C Community Center via zoom

I. Roll Call

II. Acceptance of Agenda

III. Acceptance of January 25, 2023 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 at least a week before the meeting, in writing. Members will be given 3 minutes to address the board. The Board will send a reply through the HOA Office after the meeting.

V. Management Reports
   a. General Report, *Karen Hibpshman*
      1. Jan YTD Financials
   b. Landscape Report, *Susan Hoover*
   c. Aquatics Report, *Brody McKinley*
   d. Maintenance Report, *Robert Bardeleben*

VI. Discussion Items
   a. Storm Damage Update
   b. Annual Meeting Update/Candidates
   c. Annual Financial Report to the Members

VII. Action Items
   a. Escarpment Loop Project
   b. CCN Boring
   c. Texas Gas Easement Agreement
   d. Budget Adjustment for Grinder Pump replacement
   e. Swim at your Own Risk Proposal from Committee

VIII. Adjourn Public Meeting

IX. Executive Session

Attachments

1. January 2023 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
January 25, 2023

1. The CCHOA Board of Directors convened on January 25, 2023, at the Community Center and via video conferencing (Zoom). Stephen Bega called the meeting to order at 6:34p.m. In attendance were board members Stephen Bega, Russ Hodes and Mark Blanton were in person. David Lachance joined at 6:38pm. Trinh Bartlett joined via Zoom. Jason Bram and Kimberly De La Garza were not present. CCHOA Manager Karen Hibpshman (HOA Manager), Robert Bardeleben (Facilities Coordinator) and Brody McKinley (Aquatics Director) were present.

2. Stephen presented the January 25, 2023 agenda. Karen asked to add Jen Lee under Homeowner Forum. Trinh asked that the acceptance of the minutes date be corrected. Mark motioned to accept the agenda with the correction. Russ seconded the motion. All were in favor and the motion passed.

3. Stephen presented the November 30, 2023 Board of Directors Meeting Minutes. Trinh motioned to approve the minutes with the time correction when Stephen joined. Russ seconded the motion. All were in favor and the motion passed.

4. Stephen introduced the Homeowner Forum. No owners present for the Homeowner Forum.

5. Karen provided the management report and the YTD Financials.

6. Karen presented the landscaping report.

7. Brody presented the aquatics report.

8. Robert presented the maintenance report.

9. The first discussion item was Annual Meeting Update/Candidates. We currently have 4 candidates running for the board. Karen has been in communication with all the candidates,

10. The first action item was the Escarpment Loop. Mark motioned to table the item. Russ seconded the motion. All were in favor and the motion passed.

11. The seconded action item was the CCN Boring. Russ motioned to table the item. Mark seconded the motion. All were in favor and the motion passed.

12. Mark motioned to adjourn the Public Meeting at 7:19 pm. David seconded the motion. All were in favor and the motion passed.

13. The Board went into executive sessions at 7:34 pm m to discuss Violation Enforcement. No votes or actions were taken. The Board adjourned the executive the session at 7:45 pm and returned to the Public Meeting.

14. The third action item was Violation Enforcement. David motion to move forward with enforcement action. Mark seconded the motion. All were in favor and the motion passed,

15. David motioned to adjourn the Public Meeting at 7:48pm. Mark seconded the motion. All were in favor and the motion passed.

Circle C Homeowners Association
Manager's Report
January 23, 2023 – February 16, 2023

Violation Report
January 23, 2023 – February 16, 2023

	Jan 23, 2023 – Feb 16, 2023			Jan 24, 2022 – Feb 18, 2022	
234 Violations				454 Violations	
Rubbish/Debris	41	17.52%		266	58.59%
Front Yard Maintenance	102	43.59%		49	10.79%
Architectural	30	12.82%		22	4.85%
Vehicle Storage	3	1.28%		20	4.41%
Repair of Exterior Damages	11	4.70%		26	5.73%
Exterior Lighting	22	9.40%		57	12.56%
Driveway	0	.0%		1	.22%
Fencing	10	4.27%		0	0.0%
Use Limitations	2	.85%		1	0.22%
Recreational Equipment	1	0.43%		1	0.22%
Offensive Activities	1	0.43%		0	0.0%
Common Properties	0	0%		0	0.0%
Maintenance	11	4.70%		11	2.42%

234 Violations by Stage				454 Violations by Stage	
Stage 1/Cooperative Letters	188	80.34%		409	90.08%
Stage 2 Letters	32	13.67%		38	8.37%
Stage 3 Letters	14	5.98%		6	1.32%

234 Violation Updates/Creates				454 Violation Updates/Creates	
Closed	120	51.28%		213	46.91%
New	86	36.75%		216	47.57%
Escalated	22	9.40%		21	4.62%
Re-Opened	6	2.56%		4	.88%
Attorney					

Administration

9 New Homeowner Packets mailed January 16th – February 16th.

Financial

AP checks were signed on February 20th with Terri Giles

Upcoming Special Events

Feb 1st – Voting website is live
Mar 3rd - Food Truck Night
March 22nd - Annual Meeting
March 29th – Board Meeting
April 1st – Easter Egg Event at CDC
April 7th - Good Friday – HOA Office closed
April 14th – Food Trailer Night

Project/Updates

- Storm Damages – will walk through that under "Discussion Items"
- There are still issues from the Verizon project that are still being repaired. Irrigation wiring is still an issue and not 100%.
- Voting website went live February 1st – We have 5,200+ voting emails were sent out to the residents. As we get updated email addresses, those are update with VoteHOANow.
- Food Trailer Nights are back and the 1st Food Trailer Night will be March 3rd.
- We have partnered with the City of Austin for a "Varsity Program" (55+) at the Community Center on Monday, Wednesday and Friday mornings. A calendar of events will be published monthly also added to the website calendar.
- The city will start the remaining part of the corridor project. I am continuing to work with the corridor folks and the shared Use Path project from Barstow to MoPac and the start date was delayed due to permitting issues. From the new plans, it appears that they will be pinching down the sidewalk around trees and also utility boxes. In locations where we need a sleeve under the sidewalk, we will provide the sleeves to ensure we are able to access the irrigation. The intersection at Escarpment/Slaughter, they are bidding out the project Oct 2023? Construction could start February 2024. The will be installing a pond in the southeast corner of Slaughter/Escarpment for this project and the entrance will be off of Slaughter Lane.
- Received an email the USPS is no longer taking responsibility for any of the Cluster Box Units (CBU). This includes repair and replacement. For repairs, we will have to coordinate with the USPS for them to open the boxes, empty them of mail and once repairs are done, the USPS will resecure the mailboxes. The same will be for the replacement of any CBU's.

- The phones at the Swim Center have been changed. The new number is 512-363-5578.
- We continue to use the Circle C Ranch HOA Facebook page along with the website to get information out to the residents.
- Annual Meeting – Ballot, online voting ballot and voting pamphlet is on the website and the voting website went live February 1st

- **Capital Projects**

2023 Capital Budget Projects include:

SC – Pool. Covers	Ordered
SC – Lane Lines	Ordered
SC – Lounge Chairs	Ordered
SC – Partial Replacement of Benches/Tables	Will Order in February
CC – Lounge Chairs	Ordered
CC- Refinish Splash Pad Features $4,500 from 2022 Budget	Features Received
CC- 2-Sewage Grinder	Service Requested
Splash Pad Surface/Bollard Repair	Coating has been received – Will complete in April
CC-Replace Rails/Repair Decking	Will Complete in May
SC – AC Replacement	Completed
Node Clock Replacement	Not Started
Rock Work	Not Started
Plant Replacement	
Escarpment Project	Need to hold a workshop
CCN Improvement	Bid came back at within the same amount as previously bid. No vote needed
Construction Repairs	
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
- ❑ Last shade structure has been installed

2023 CCHOA INCOME BUDGET

Category	Subcategory	2023 Budget	Jan-23	Totals	%
Homeowner Income	Homeowner Dues	$4,470,000	$29,483.04	$29,483.04	1%
Homeowner Income	Resale Certificates	$30,075	$2,700.00	$2,700.00	9%
Homeowner Income	Transfer Fees I0come	$55,125	$1,400.00	$1,400.00	3%
Homeowner Income	Late Fees Collected	$25,000	$616.49	$616.49	2%
Homeowner Income	Lien Admin Fees Income	$420	$14.00	$14.00	3%
Homeowner Income	Filing Fee Income	$1,680	$56.00	$56.00	3%
Homeowner Income	NSF Charges	$50	$0.00	$0.00	0%
Homeowner Income Total		**$4,582,350**	**$34,269.53**	**$34,269.53**	1%
Architectural Review Incom	Architectural Review I0come	$10,000	$1,140.00	$1,140.00	11%
Architectural Review I0come Total		**$10,000**	**$1,140.00**	**$1,140.00**	11%
Rental Income	Office Rent	$9,000	$0.00	$0.00	0%
Rental Income	Grill Rent	$6,600	$1,100.00	$1,100.00	17%
Rental Income Total		**$15,600**	**$1,100.00**	**$1,100.00**	7%
Aquatics Income	Pool Programs	$60,000	$2,112.00	$2,112.00	4%
Aquatics Income	Pool Programs - Swim Team	$136,500	$15,390.00	$15,390.00	11%
Aquatics Income	Facility Income	$35,000	$5,139.34	$5,139.34	15%
Aquatics Income Total		**$231,500**	**$22,641.34**	**$22,641.34**	10%
CCCC Income	CCCC Facility Rentals	$50,000	$7,300.00	$7,300.00	15%
CCCC Income Total		**$50,000**	**$7,300.00**	**$7,300.00**	15%
Landscape Reimbursements	Stratus Reimb	$109,000	$0.00	$0.00	0%
Landscape Reimbursements	COA Reimb	$17,600	$0.00	$0.00	0%
Landscape Reimbursements Total		**$126,600**	**$0.00**	**$0.00**	0%
Miscellaneous	Interest Income	$15,000	$5,421.11	$5,421.11	36%
Miscellaneous	Sales Tax Discount	$0	$0.30	$0.30	
Miscellaneous Total		**$15,000**	**$5,421.41**	**$5,421.41**	36%
Cove @ CC Reimbursement	Cove @ Circle C HOA	$15,000	$0.00	$0.00	0%
Rowell Reimbursement	The Rowell HOA	$110,000	$0.00	$0.00	0%
Rimbersement Total		**$125,000**	**$0.00**	**$0.00**	0%
Grand Total		**$5,156,050.00**	**$71,872.28**	**$71,872.28**	1%

2023 CCHOA EXPENSE BUDGET

Category	Subcategory	2023 Budget	Jan-23	Totals	%
Commons Area Services	Landscape Maint Contract	$1,510,634	$125,888.25	$125,888.25	8%
Commons Area Services	Contract Landscape SC	$38,606	$3,217.25	$3,217.25	8%
Commons Area Services	Contract Landscape CCCC	$38,606	$3,217.25	$3,217.25	8%
Commons Area Services	Contract Landscape AV	$27,376	$2,281.41	$2,281.41	8%
Common Area Services	Contract Landscape GR	$27,376	$2,281.41	$2,281.41	8%
Common Area Services	Common Area Holiday Lighti	$53,116	$0.00	$0.00	0%
Commons Area Services	Landscape Repairs	$140,000	$6,708.00	$6,708.00	5%
Commons Area Services	Landscape Water Utilities	$255,000	$7,269.44	$7,269.44	3%
Commons Area Services	COA Water Utility Complianc	$8,000	$6,014.18	$6,014.18	75%
Common Area Services	Landscape Electric Utilities	$36,000	$3,234.98	$3,234.98	9%
Common Area Services	Tree Care	$75,000	$0.00	$0.00	0%
Commons Area Services	Fence Repairs & Maint	$8,000	$0.00	$0.00	0%
Commons Area Services	Electrical Repairs & Maint	$12,000	$476.30	$476.30	4%
Common Area Services	Neighborhood Maint & Repa	$24,000	$60.56	$60.56	0%

Common Area Services	Non Contract Landscape - S	$20,000	$0.00	$0.00	0%
Commons Area Services Total		**$2,273,714**	**$160,649.03**	**$160,649.03**	7%
Aquatics Facilities	Administrative	$65,000	$4,047.24	$4,047.24	6%
Aquatics Facilities	Supplies - Pool	$27,500	$2,594.02	$2,594.02	9%
Aquatics Facilities	Supplies - Chemicals	$95,000	$2,445.38	$2,445.38	3%
Aquatics Facilities	Supplies & Fees - Swim Tea	$19,000	$3,463.40	$3,463.40	18%
Aquatics Facilities	Maintenance - Pool	$125,400	$8,778.12	$8,778.12	7%
Aquatics Facilities	Maintenance - Building	$86,200	$4,276.02	$4,276.02	5%
Aquatics Facilities	Payroll - Staff	$954,650	$31,482.30	$31,482.30	3%
Aquatics Facilities	Payroll - Programming Staff	$49,950	$77.86	$77.86	0%
Aquatics Facilities	Payroll - Swim Team	$144,600	$7,751.24	$7,751.24	5%
Aquatics Facilities	SC-Utilities - Water	$30,000	$1,951.17	$1,951.17	7%
Aquatics Facilities	Avana _Utilities-Water	$9,000	$100.85	$100.85	1%
Aquatics Facilities	GR- Utilities - Water	$4,500	$160.37	$160.37	4%
Aquatics Facilities	SC-Utilities - Electric	$33,000	$1,891.51	$1,891.51	6%
Aquatics Facilities	Avana - Utilities- Electric	$16,000	$643.00	$643.00	4%
Aquatics Facilities	GR -Utilities-Electric	$9,000	$478.68	$478.68	5%
Aquatics Facilities	Utilities - Natural Gas	$52,000	$5,493.65	$5,493.65	11%
Aquatics Facilities	SC-Utilities - Telephone/Inte	$15,000	$575.53	$575.53	4%
Aquatics Facilities	Avana - Telephone/Internet	$5,000	$261.67	$261.67	5%
Aquatics Facilities	GR- Telephone/Internet	$5,000	$282.08	$282.08	6%
Aquatic Facilities Total		**$1,745,800**	**$76,754.09**	**$76,754.09**	4%
Circle C Community Center	Utilities - Water	$27,000	$344.53	$344.53	1%
Circle C Community Center	Utilities - Electric	$26,000	$1,581.99	$1,581.99	6%
Circle C Community Center	Utilities - Telephone/Interne	$9,000	$676.63	$676.63	8%
Circle C Community Ctr	Events Payroll	$8,500	$275.96	$275.96	3%
Circle C Community Center	Maintenance - Building	$61,500	$1,628.51	$1,628.51	3%
Circle C Community Ctr Total		**$132,000**	**$4,507.62**	**$4,507.62**	3%
Maintenance Operations	Office Supplies	$1,200	$150.47	$150.47	13%
Maintenance Operations	Employee Education	$1,200	$215.00	$215.00	18%
Maintenance Operations	Uniforms	$1,800	$0.00	$0.00	0%
Maintenance Operations	Staff Recruitment	$300	$0.00	$0.00	0%
Maintenance Operations	Safety Equip/Supplies	$1,400	$0.00	$0.00	0%
Maintenance Operations	Maintenance Payroll	$225,000	$15,897.88	$15,897.88	7%
Maintenance Operations	Pool Tech	$95,000	$4,197.70	$4,197.70	4%
Maintenance Operations	Payroll Taxes	$20,000	$1,784.58	$1,784.58	9%
Maintenance Operations	Computer/Software	$1,400	$0.00	$0.00	0%
Maintenance Operations	Tools/Supplies	$5,000	$556.56	$556.56	11%
Maintenance Operations	Office Furniture	$600	$0.00	$0.00	0%
Maintenance Operations Total		**$352,900**	**$22,802.19**	**$22,802.19**	6%
HOA Operations	Office Supplies	$9,000	$457.23	$457.23	5%
HOA Operations	Equip & Maintenance	$18,000	$341.27	$341.27	2%
HOA Operations	HOA Owned Vehicle Expense	$8,000	$426.31	$426.31	5%
HOA Operations	Postage	$20,000	$2,993.37	$2,993.37	15%
HOA Operations	Web Operations	$3,000	$69.79	$69.79	2%
HOA Operations	Printing	$5,000	$2,400.03	$2,400.03	48%
HOA Operations	HOA Meetings	$5,000	$2,988.31	$2,988.31	60%
HOA Operations	Deed Restrictions	$5,000	$719.45	$719.45	14%
HOA Operations	HOA Special Events	$45,000	$0.00	$0.00	0%
HOA Operations	Professional Fees	$2,000	$0.00	$0.00	0%
HOA Operations	Reserve Study Update	$5,500	$2,675.00	$2,675.00	49%
HOA Operations Total		**$125,500**	**$13,070.76**	**$13,070.76**	10%
Financial Management	Management Services	$115,000	$9,276.30	$9,276.30	8%
Financial Management	Resale Certificate	$13,350	$450.00	$450.00	3%
Financial Management	Lien Filing Administrative Fe	$4,500	$840.00	$840.00	19%
Financial Management	Bank Fees	$40,000	$2,982.49	$2,982.49	7%

Financial Management	CPA/Audit	$10,000	$0.00	$0.00	0%
Financial Management Total		**$182,850**	**$13,548.79**	**$13,548.79**	7%
HOA Management	Management Payroll	$225,000	$15,996.89	$15,996.89	7%
HOA Management	Management Payroll Taxes	$20,000	$1,826.68	$1,826.68	9%
HOA Management	Mileage Reimbursement	$6,000	$351.74	$351.74	6%
HOA Management	Insurance Stipend	$60,000	$4,729.33	$4,729.33	8%
HOA Management	Cont Ed & Skills Enhancemer	$2,000	$0.00	$0.00	0%
HOA Management Total		**$313,000**	**$22,904.64**	**$22,904.64**	7%
Architectural Review Expen:	Architectural Review Expens	$8,000	$969.00	$969.00	12%
Architectural Review Expenses Total		**$7,500**	**$969.00**	**$969.00**	13%
Legal Services	Legal Services	$20,000	$590.00	$590.00	3%
Legal Services Total		**$20,000**	**$590.00**	**$590.00**	3%
Taxes	Property	$5,500	$9,986.25	$9,986.25	182%
Taxes	Income/Franchise Taxes	$0	$0.00	$0.00	#DIV/0!
Taxes Total		**$5,500**	**$9,986.25**	**$9,986.25**	182%
Insurance	General, Property, Boiler & A	$85,500	$7,381.91	$7,381.91	9%
Insurance	Auto	$6,000	$471.00	$471.00	8%
Insurance	D & O Insurance	$12,000	$0.00	$0.00	0%
Insurance	Worker's Comp	$16,000	$0.00	$0.00	0%
Insurance Total		**$119,500**	**$7,852.91**	**$7,852.91**	7%
Community Enhancement	Donations	$1,000	$0.00	$0.00	0%
Community Enhancement	Association Memberships	$2,000	$50.00	$50.00	3%
Community Enhancement Total		**$3,000**	**$0.00**	**$0.00**	0%
Reserve Transfer		**$0**	**$0.00**	**$0.00**	
Grand Total		**$5,281,264**	**$333,635**	**$333,635**	**6%**

Expected Reserve Expenditures and Capital Improvement for 2023		**YTD**
SC Pool Covers	$8,000	$0.00
SC - Lane Lines	$10,000	$313.93
SC - Lounge Chairs	$2,000	$2,000.00
SC - Partical Replacement of Benches/Tables	$12,000	$0.00
CC - Ounge Chairs	$2,500	$2,323.88
CC - Refinish Splash Pad	$4,500	$0.00
Splash Pad Surface/Bollard Repair	$6,000	$6,775.12
CC - 2 Sewage Grinder Pumps	$12,000	$0.00
CC - Replace Rails/Repair Decking	$4,000	$0.00
SC - AC Replacement	$12,000	$10,691.40
Node Clock Replacement	$75,000	$0.00
Rock Work	$25,000	$0.00
Escarpment Project	$500,000	$0.00
CCN Improvement	$200,000	$0.00
Construction Repairs	$50,000	$0.00
Total	**$923,000**	**$22,104.33**
Total Capital Budget Projects	**$923,000.00**	**$22,104.33**

Grand Total Expenses	**$6,204,264.00**

Circle C Landscape
Board Report
Feb. 2023

Weather

General:	Unseasonably warm
Rainfall Total:	2.85 inches
Temperature:	28-82 degrees
Major Events:	Severe winter ice storm January 31-Feb. 3
Drought Status:	Abnormally Dry to Severe Drought in Travis County

Maintenance General:

Off season for mowing

Major Trimming: Avana complete
- LaCrosse West complete
- Greyrock Complete
- Escarpment Complete
- Circle C North Complete
- Spruce Canyon. Scheduled
- Wildflower Park Scheduled
- Vintage Place Park Scheduled
- LaCrosse East ongoing and scheduled

Mulching
- Escarpment Complete
- LaCrosse West ongoing
- Spruce Canyon Scheduled
- Avana Scheduled

Outlying Area	Filter Pond, CCCC	weedeated, trash removed
	Outlying mail centers	cleaned and weed-eated

Irrigation Irrigation is OFF

Annual Irrigation Check is Underway

Doublechecks cleaned and repaired	Ongoing
Troubleshoot leaks	Ongoing
Replace drip filters on major areas	Ongoing

Storm Damage

Emergency Cleaning of sidewalks and roadways CCHOA commons areas
Cut Haul and Stage of excessive debris underway
Final cleanup after all cut, haul and stage
Daily pick up of new brances continues

Construction

Escarpment at Fire Station
- Wire tracking for wires cut by Verizon
- Still working on this

Slaughter at Beckett
- No water to first median east of Beckett due to construction

LaCrosse Mopac West
- No water to median due to construction
- Renovation of front area needed

LaCrosse MoPac East
- Renovation of front area needed
- Irrigation repair needed

Barstow
- Area hit by truck needs main line repair

Circle C Aquatics **January-23** **Winter Operations**

Facility Usage	*Swim Center*		*Community Center*		*Avaña*		*Greyrock*		***Total***	
	Jan-23	YTD	Jan-23	YTD	Jan-23	YTD	Jan-23	YTD	**Jan-23**	**YTD**
Resident Entries	849	849	0	0	0	0	0	0	**849**	**849**
Unique Residents	172	172	0	0	0	0	0	0	**172**	**0**
Unique Households	138	138	0	0	0	0	0	0	**138**	**0**
Guest Entries	21	21	0	0	0	0	0	0	**21**	**21**
Other Entries	980	980		0		0		0	**980**	**980**
Average Hourly Count	46									
Average % of Capacity	5%									
Max Hourly Count	14									
Total Entries	**1,850**	**1,850**	**0**	**0**	**0**	**0**	**0**	**0**	**1,850**	**1,850**

Incidents	*Swim Center*		*Community Center*		*Avaña*		*Greyrock*		***Total***	
	Jan-23	YTD	Jan-23	YTD	Jan-23	YTD	Jan-23	YTD	**Jan-23**	**YTD**
Water Rescues	0	0	0	0	0	0	0	0	**0**	**0**
First Aid Responses	2	2	0	0	0	0	0	0	**2**	**2**
Sudden Illness Treatments	0	0	0	0	0	0	0	0	**0**	**0**
Patron Behavior Incidents	0	0	0	0	0	0	0	0	**0**	**0**
Biohazard Cleanups	0	0	0	0	0	0	0	0	**0**	**0**
Suspensions/Expulsions	0	0	0	0	0	0	0	0	**0**	**0**
EMS/911 Callouts	0	0	0	0	0	0	0	0	**0**	**0**
Total Incidents	**2**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**2**
Incident per Entry Ratio	**0.11%**	**0.11%**							**0.11%**	**0.11%**

Revenue	Jan-23	*YTD*
Aquatics Programs	$ 2,112.00	$ 2,112.00
Swim Team	$ 15,390.00	$ 15,390.00
Guest Fees	$ 9.00	$ 9.00
Area Reservations	$ -	$ -
Facility Rentals	$ -	$ -
Lane Rentals	$ 5,019.00	$ 5,019.00
Other Facility Income	$ 111.34	$ 111.34
Total Aquatics Revenue	$ 22,641.34	$ 22,641.34

Programs	Jan-23
Select Swim Team	91
Masters Swimming	0
Group Swim Lessons	0
Private Swim Lessons	4
Water Aerobics	0
Certification Courses	22
WSI Course	0
Total Participants	**117**

Reservations & Rentals	Jan-23	YTD
Area Reservations	0	0
Facility Rentals	0	0
Lap Lane Reservations	0	0
Total Reservations	**0**	**0**

Aquatics Staffing	Jan-23
Lifeguards/Head Guards	54
Front Desk Staff	12
Instructors/Coaches	4
Total Staff	**70**

Resident Stats	Individuals	Households	Members / Household
Homeowners	16,929	5,513	3.07
Renters	1,350	396	3.41
New Memberships	16	50	
Totals	**18,279**	**5,909**	**3.09**

Circle C HOA
Maintenance Report for Board January February 2023
Prepared by Robert Bardeleben -Facilities Director

Recovering from ice storm. There was some damage to some of the Amenity areas but the major damage was to the trees themselves. Had some broken fences and street signs. All of our shade canopies survived structurally but fabric has stretched significantly at the swim center playground. Waiting on assessment. Mailbox Centers had no significant damages nor did any of the buildings including the community center and pool buildings. The Avana pool leak has been located. There are two leaks in the pool. One is in a main drain line that can be accessed by cutting a hole in the deck and the other is in one of the original cracks in the bottom of the pool. Leak detection report to come. We are working on scheduling repairs.

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Cleaning and Maintenance have been completed
- Minor Equipment and Facility Repairs Made
- Preparations have started for Spring pool opening
- Repaired Women's Handicap Shower from previous freeze damage

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.
- Preparations have started for Spring pool opening
- Multiple Repairs due to ice storm on Fences and Street Signs

NEIGHBORHOOD

- Minor repairs have been completed as needed
- Removed minor graffiti throughout the neighborhood.
- Ice Storm Inspections completed—minor issues to address

AVANA AMENITIES CENTER

- Routine Cleaning and Maintenance have been completed
- Minor repairs have been made
- Pool has two leaks and we are working with a leak detection company to repair leak
- Preparations have started for Spring pool opening
- Replaced Pool Pump #1

GREY ROCK AMENITIES CENTER

- Routine Cleaning and Maintenance have been completed
- Minor repairs have been made
- Preparations have started for Spring pool opening

.

Date	Estimate #
1/18/2023	6257

Name / Address
JT Underground and Utility Construction Inc **7055 Pipestone** **Schertz TX 78154** **jtuinc@gmail.com www.jtunderground .com** **office 210-267-1629 cell 210-825-3530**

P.O. No.	Terms	Project
		Irrigation Sleeves Barstow Ave.

Item	Qty	Description
		JTU to provide pipe and boring service for Circle C HOA. This price does not include potholing existing utilities. The bore price does include starting and ending pits for the bore.
HC404B	1	Mobilize
BRU41	45	Bore and place 4" HDPE (Allerton Ave and Hachita Dr.)
BRU41	45	Bore and place 4" HDPE (Allerton Ave and Auckland Dr.)
BRU41	75	Bore and place 4" HDPE (Barstow Ave and Barstow Ct.)
BRU41	50	Bore and place 4" HDPE (Barstow Ave and Ruxton Ln.)
BRU41	55	Bore and place 4" HDPE (Allerton Ave and Gabion Dr.)
BRU41	190	Bore and place 4" HDPE (Barstow Ave and Hillside Terrace Dr.) **3 shots**
BRU41	55	Bore and place 4" HDPE (Barstow Ave and Melava Ct.)
BRU81	95	Bore and place 1-4" HDPE and halfway back grab a second 4" HDPE (near entrance to neighborhood)
LSMAT NON ATT	800	4" HDPE
HC404B	1	Demobilize
		*JTU can provide a soft dig crew to expose all existing utilities that come into conflict with the bore path for $250/hour. This hourly rate includes drivetime to the jobsite and to the dump yard at the end of each day (port to port). The hourly rate also includes the time to fill holes in and patch asphalt in the road. It also assumes we will not be soft digging through concrete or flowable. sometimes utilities are placed in concrete or flowable upon completion and need to be carefully hand dig to exposed. **We could get a better idea of how much potholing is needed once locates are put on the ground, and should be able to give you a not to exceed number ***JTU can provide private locates as well with ground penetrating radar at each bore location for an additional $4500*** ****This price does not include restoration, expect for asphalt patches in the road which will continue to be done at the hourly rate for the soft dig crew**** ******Quote good for 30 days*****

Total $95,475.00

Signature _____

PROPOSED LOCATION OF 30' X 30' EASEMENT FOR ABOVE-GROUND STATION WITH ACCESS TO IT UTILIZING THE MAINTENANCE TRACKS SHOWN. THIS STATION WILL REINFORCE THE CIRCLE C AREA IN PERIODS OF EXTREME WEATHER.
SH 45 SW (Toll road)
45
45
SH 45 SW
5116
5112
Google

Austin (Circle C Ranch)
SH 45 SW (Toll road)
INGRESS & EGRESS 1:
DIRECT ACCESS FROM
TXDOT ROW OFF HWY 45
45
Allamanda Dr
INGRESS & EGRESS 2:
IF NEEDING ANOTHER
ACCESS POINT, ACCESSING
OFF CORNFLOWER RD
UTILIZING EXISTING GATE
AND DRIVEWAY.
Cornflower Dr
Cornflower Dr
SH 45 SW (Toll road)
SH 45 SW
Google

Circle C Community Center Sewage Grinder Pump Replacement 2023

(prepared by Robert Bardeleben 2/9/2023)

With the aging of the Community Center it is time to replace the sewage lift station grinder pumps. The board approved $12,000 in the budget for 2023 to replace these pumps. Upon further inspection and recommendations by the vendor it is recommended that we replace the complete control panel as well. I agree with their recommendation as this will give us a completely new mechanical system and we will have less chance of down time. This means that the complete project will come out to somewhere between $16,500- $17,500. I would like to move forward with J&K Utility Services on this complete project. I am asking the board to allow the extra $5,500 so that we can replace the complete system.

J&K UTILITY
SERVICES
5607 WILLIAMSON Rd.
Creedmoor, TX. 78610
TECL # 26647

February 7, 2023

Circle C HOA
Community Center Lift Station
Attn.: Mr. Robert Bardelaben

Re: **7817 La Cross Lift Station Rehab**

J & K Utility Services, LLC is pleased to offer the following proposal for your consideration:

Complete Replacement

- Provide labor & equipment to remove existing pumps, floats & control panel.
- Provide & install two new Myers pumps; WGL20-01-35, one control panel; COH EP20-01D-3R-C and the control floats.

Lump Sum $ 16,106.00

Pumps Only

- Provide labor & equipment to remove existing pumps.
- Provide & install two new Myers pumps; WGL20-01-35.

Lump Sum $ 10,470.00

Panel Only

- Provide labor & equipment to remove existing control panel.
- Provide & install one control panel: COH EP20-01D-3R-C.

Lump Sum $ 7,215.00

Starters only

- Remove the two existing Schneider LC1D18 starters and replace them with the same new ones.

Lump Sum $ 1,816.00

Controller Only

- Remove & replace the COH 100SF pump panel controller

Lump Sum $ 1,742.00

Excluded: Bonds, Permits & Fees

Quoted pricing is valid for 30 days from the date listed above.

The pumps , 100SF, starters & floats in stock in Texas, 5 – 7-day delivery.

The pump panel is 3 – 4 weeks out after order is placed.

If the complete replacement option is chosen, all the work can be done in one day.

The inlet flow will need to be stopped to allow for the complete rehab or the control panel replacement to take place.

The pump guide rail system and the base ells will not be replaced.

We appreciate the opportunity to provide this quote and if you have any questions, please feel free to call my cell @ 512.739.7102. If this meets with your approval, please sign/date below and email back to john@jnkus.com

Respectfully submitted,

John M. Gray

John M. Gray
J & K Utility Services, LLC.
TECL # 26647
HUB # 124411836100

Approved by: _____ Date