

**CCHOA Board Meeting Agenda**  
**28 February 2024, 6:30pm**  
**Circle C Community Center via zoom**

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of January 31, 2024 Board meeting minutes *Joanne Kinzer*
- 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](mailto: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.*
  - a. Tom Griebel
- V. Management Reports
  - a. General Report, *Karen Hibpshman*
    - 1. Jan YTD Financials
  - b. Landscape Report, *Karen Hibpshman*
  - c. Aquatics Report, *Brody McKinley*
  - d. Maintenance Report, *Robert Bardeleben*
- VI. Discussion Items
  - a. Annual Meeting
  - b. Escarpment Loop Update
  - c. TxDot proposed project along FM1826
- VII. Action Items
  - a. Ratify email vote for Restroom Change Order
  - b. Avana pool plaster & pool repairs proposal
  - c. 2024 Budget Adjustment – Pond Controller/Pump Replacement
- VIII. Adjourn Public Meeting
- IX. Executive Session

**Attachments**

- 1. January 2024 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 31, 2024**

1. The CCHOA Board of Directors convened on January 31, 2024, at the Community Center and via video conferencing (Zoom). Stephen Bega called the meeting to order at 6:38 p.m. In attendance were board members Stephen Bega, Kimberly De La Garza, Joanne Kinzer and John LaBarge. David Lachance joined at 6:42pm. Paul Oveisi was not present. CHOA Manager Karen Hibpshman (HOA Manager), Robert Bardeleben (Facilities Director) and Brody McKinley (Aquatics Director) were present.
2. Stephen presented the January 31, 2024 agenda. Stephen asked for the correction of the of item III for the date of November 29 and to add Restroom Change order under discussion items #D. Karen asked to add the Restroom Renovation under discussion items. Kimberly motioned to accept the agenda with the changes. Joanne seconded the motion. All were in favor and the motion passed.
3. Stephen presented the November 29, 2023 Board of Directors Meeting Minutes. John motioned to accept the minutes with corrections to #15. Kimberly seconded the motion. All were in favor and the motion passed.
4. Stephen presented the December 11, 2023 Special Board of Directors Meeting Minutes. Kimberly motioned to accept the minutes as written. Joanne seconded the motion. All were in favor and the motion passed.
5. Stephen introduced the Homeowner Forum.
  - a. Megan Pound spoke to the board concerning Short-term Rentals (STR) in the community and what options the HOA has to stop additional STR's in the community.
6. Susan Hoover did a presentation on the recent zoning changes, the Circle C CC&R's and what that looks like for Circle C.
7. Susan presented the landscaping report.
8. Karen provided the management report and the YTD Financials.
9. Brody presented the aquatics report.
10. Robert presented the maintenance report.
11. The first discussion item was the Restroom Change Order. Robert explained that the City of Ausitn plumbing inspector is requiring each shower to have its own drain that connects to the 3" main under the slab in the crawl space. The architect is already working on revising the plan including the plumbing plan. The additional cost estimate is \$28,490.57 and due to the time constraints, this will have to be voted on over email and ratified at the February meeting in order to meet the Spring Break re-opening of the pool.

12. The second discussion item was Short-Term Rentals. Karen will reach out to Patty to see if a Short-Term Rental to see if this falls under running a business out of the home.
13. Joanne Kinzer left the meeting at 8:09pm.
14. The third discussion item was the Insurance Review. The Review was well written and provided clarity on the different coverages.
15. The fourth discussion item was the Annual Meeting/Ballot Items. Karen stated voting will open in the morning, February 1st and voting emails will also be sent out.
16. The first action item was the Avana pool plaster & pool repairs. Karen asked the board to table this item. John motioned to table this item. Kimberly seconded the motion. All were in favor and the motion passed.
17. The second action item was the 2024 Budget Adjustment – Pond Controller/Pump Replacement. Robert explained that the cost for the controller and installation had doubled in cost. The board asked Robert to see if we could get multiple bids. David motioned to table this item. Kimberly seconded the motion. All were in favor and the motion passed.
18. Kimberly motioned to adjourn the Public Meeting at 8:35 pm. Paul seconded the motion. All were in favor and the motion passed.
19. The board went into executive session at 8:37pm to discuss STR's and greenspaces. No decisions or action were taken. The board adjourned executive session at 8:50pm.

**Circle C Homeowners Association  
 Manager's Report  
 January 29, 2024 – February 23, 2024**

**Violation Report  
 January 29, 2024 – February 23, 2024**

	Nov 20 – Jan 26, 2024	Jan 29 – Feb 23, 2024	Percentage of Total Violations	% Change		Nov 29 - Jan 20, 2023	Jan 23- Feb 16, 2023	Percentage of Total Violations	% Change
<b>Total Violations:</b>	<b>267</b>	<b>393</b>		<b>47.19%</b>		<b>113</b>	<b>234</b>		<b>107.08%</b>
Rubbish/Debris	64	65	16.55%	1.56%		13	41	17.52%	215.38%
Front Yard Maintenance	106	151	38.42%	42.45%		40	102	43.58%	155.00%
Architectural	6	15	3.82%	150.00%		28	30	12.82%	7.14%
Vehicle Storage	7	11	2.80%	57.14%		6	3	1.28%	-50.00%
Repair of Exterior Damages	40	37	9.41%	-7.50%		6	11	4.70%	83.33%
Exterior Lighting	1	50	12.72%	4900.00%		1	22	9.40%	2100.00%
Driveway	5	4	1.02%	-20.00%		0	0	0.00%	0.00%
Fencing	1	0	0.0%	-100.00%		6	10	4.27%	66.67%
Use Limitations	1	4	1.02%	0.00%		4	2	0.85%	-50.00%
Recreational Equipment	21	51	12.98%	142.86%		0	1	0.42%	0.00%
Offensive Activities	8	1	0.25%	0.00%		4	1	0.42%	-75.00%
Common Properties	1	2	0.51%	0.00%		0	0	0.00%	0.00%
Maintenance	6	2	0.51%	-66.67%		4	11	4.70%	175.00%
Abutting Landscaping	0	0	0.00%	#DIV/0!		0	0	0.00%	0.00%
Window Covering	0	0	0.00%	#DIV/0!		1	0	0.00%	-100.00%

	<b>267</b>	<b>393</b>				<b>113</b>	<b>234</b>		
Stage 1/Cooperative Letters	226	331	84.22%	46.46%		96	188	80.34%	95.83%

Stage 2 Letters	35	49	12.46%	40.00%		15	32	13.67%	113.33%
Stage 3 Letters	6	6	1.52%	0.00%		2	14	5.98%	600.00%
Stage O	0	1	0.25%	#DIV/0!		0	0	0.00%	0.00%

	<b>267</b>	<b>393</b>				<b>113</b>	<b>234</b>		
On Hold	2	4	1.02%	0.00%		0	0	0.88%	#DIV/0!
Closed	201	171	43.51%	-14.93%		113	120	51.28%	5.83%
New	35	163	41.48%	365.71%		0	86	36.75%	#DIV/0!
Escalated	21	47	11.96%	123.81%		0	22	9.40%	#DIV/0!
Re-Opened	8	8	2.04%	0.00%		0	6	2.56%	#DIV/0!
Attorney	0	0	0.00%	0.00%		0	0	0.00%	0.00%

### Administration

9 New Homeowner Packets mailed January 15<sup>th</sup> – February 16<sup>th</sup>.

### Financial

AP checks were signed on February 20<sup>th</sup> with Terri Giles

### Upcoming Special Events

Farmers Market are no longer happening at the Community Center. They are looking for a location that is indoors

Mar 1<sup>st</sup> – Food Trailer Night

Mar 11<sup>th</sup> – 15<sup>th</sup> – Spring Break

Mar 20<sup>th</sup> – Annual Meeting

Mar 27<sup>th</sup> – March Board Meeting

Mar 30<sup>th</sup> – Easter Egg Hunt at Swim Center Plaza

April 12<sup>th</sup> – Food Trailer Night

April 24<sup>th</sup> – April Board Meeting

## Project/Updates

- TxDOT proposed project on FM1826 from SH45-US290. Homeowners that back up to FM1826 from Ladera Verde Drive, Via Grande Drive, Tierra Linda Lane, Via Verde and Arbole Cove will be affected. There is a public meeting held in person and virtual on March 7 at the Oak Hill United Methodist Church Fellowship Hall.
- Texas Gas Easement Agreement – Texas Gas was able to continue to work with Goddard school site and secure that location. The easement is no longer needed from Circle C. Texas Gas discovered that there are a lot of utilities located in this area which would prevent them from installing a gas line above ground. – They will be delivering a check for the full amount.  
\*\*\*The land owner of the Goddard School site gave access to Texas Gas off of Archeleta Blvd through our landscaping which broke a mainline, damaged the 2-wire wiring, drip lines and the sod. They will also connecting a new line under Archeleta to improve the gas pressure in GreyRock. Will work with Texas Gas to restore the damaged area once they are done building the substation. They have not finished their substation but have started to access their site from the Goddard School site.
- Google was doing an installation at Slaughter/Escarpment. Originally met with a supervisor who did not pass my information off to the next crew. Google did extensive damage on both corners of Escarpment and damaging the electrical. The electrical on the east side was damaged first and was able to be repaired. The second damaged electrical was on the west side just before Christmas. They damaged the electrical along the west side of Escarpment significantly which also took the Christmas lights out on that side over the holidays. We weren't able to do the repair until January due to the rain. The repair has been completed and a bill for 2,030.69 has been billed to the Google contractor.
- The cluster mailbox that was damaged at Via Grande were replaced by the HOA. The USPS finally labeled the boxes and installed their master lock and resumed mail delivery.
- Since Thanksgiving, there has been several mailbox thefts throughout Circle C. On two of the thefts that we were made aware of at the Swim Center mailboxes we were able to get good security camera footage. I reached out to the US Postal Inspection Services and opened a case with them. On video, it shows them opening the box with a master key both times. The mailboxes are not damaged, they have just had all the mail removed. In the blast emails will continue to encourage residents to be vigilant and also to pick-up mail daily.  
Update – The Postal Inspector let me know that they did make an arrest of one of the individuals from the November mail thefts and that he was currently in the States custody.
- Billing for the 2<sup>nd</sup> half of the commercial billing was sent September 11, 2023 for \$54,500.00. Another follow up email was sent at the beginning of February and the payment was received February 20, 2024.

- There are still issues from the Verizon project that are still being repaired. Irrigation wiring is still an issue and not 100%.
- 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.

- **Capital Projects**

2024 Capital Budget Projects include:

SC – Pool. Covers	Not started
SC – Competition Pool Replaster	Started Jan 2, 2024
SC – Competition Pool Filter Replacement	Complete
SC –Restroom Renovation	Started Jan 2, 2024
CC – Lounge Chairs	Not started
CC- Pond Controller/Pump replacement	Waiting on additional bids
AV – Replaster/repairs to code	Not voted on
GR – Repaint/Restain GreyRock Amenity Center	Not started
Node Clock Replacement	Started, will be complete before June
Irrigation Upgrades	Not started
Bed Upgrades	Not started
Escarpment Project	1 <sup>st</sup> phase started between Needham and South Bay

CCN Improvement	Working through issues with the COA
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

# 2024 CCHOA INCOME BUDGET

Category	Subcategory	2024 Budget	Jan-24	Totals	%
Homeowner Income	Homeowner Dues	\$5,100,000	\$45,011.31	\$45,011.31	1%
Homeowner Income	Resale Certificates	\$45,000	\$2,475.00	\$2,475.00	6%
Homeowner Income	Transfer Fees I0come	\$35,000	\$2,800.00	\$2,800.00	8%
Homeowner Income	Late Fees Collected	\$30,000	\$1,310.61	\$1,310.61	4%
Homeowner Income	Lien Admin Fees Income	\$900	\$138.00	\$138.00	15%
Homeowner Income	Filing Fee Income	\$1,400	\$112.00	\$112.00	8%
Homeowner Income	NSF Charges	\$50	\$0.00	\$0.00	0%
<b>Homeowner Income Total</b>		<b>\$5,212,350</b>	<b>\$51,846.92</b>	<b>\$51,846.92</b>	1%
Architectural Review Incom	Architectural Review I0come	\$10,000	\$705.00	\$705.00	7%
<b>Architectural Review I0come Total</b>		<b>\$10,000</b>	<b>\$705.00</b>	<b>\$705.00</b>	7%
Rental Income	Office Rent	\$10,000	\$0.00	\$0.00	0%
Rental Income	Grill Rent	\$6,300	\$825.30	\$825.30	13%
<b>Rental Income Total</b>		<b>\$16,300</b>	<b>\$825.30</b>	<b>\$825.30</b>	5%
Aquatics Income	Pool Programs	\$60,000	\$25.00	\$25.00	0%
Aquatics Income	Pool Programs - Swim Team	\$136,500	\$7,080.00	\$7,080.00	5%
Aquatics Income	Facility Income	\$38,000	\$4,815.00	\$4,815.00	13%
<b>Aquatics Income Total</b>		<b>\$234,500</b>	<b>\$11,920.00</b>	<b>\$11,920.00</b>	5%
CCCC Income	CCCC Facility Rentals	\$70,000	\$6,317.50	\$6,317.50	9%
<b>CCCC Income Total</b>		<b>\$70,000</b>	<b>\$0.00</b>	<b>\$0.00</b>	0%
Landscape Reimbursements	Stratus Reimb	\$114,450	\$0.00	\$0.00	0%
Landscape Reimbursements	COA Reimb	\$17,600	\$0.00	\$0.00	0%
<b>Landscape Reimbursements Total</b>		<b>\$132,050</b>	<b>\$0.00</b>	<b>\$0.00</b>	0%
Credit Card Rewards		\$0	\$0.00	\$0.00	###
Miscellaneous	Interest Income	\$75,000	\$6,602.13	\$6,602.13	9%
Miscellaneous	Sales Tax Discount	\$0	-\$7.25	-\$7.25	
<b>Miscellaneous Total</b>		<b>\$75,000</b>	<b>\$6,594.88</b>	<b>\$6,594.88</b>	9%
Cove @ CC Reimbursement	Cove @ Circle C HOA	\$20,000	\$0.00	\$0.00	0%
Rowell Reimbursement	The Rowell HOA	\$123,000	\$56,369.28	\$56,369.28	46%
<b>Rimbursement Total</b>		<b>\$143,000</b>	<b>\$56,369.28</b>	<b>\$56,369.28</b>	39%
<b>Grand Total</b>		<b>\$5,893,200.00</b>	<b>\$128,261.38</b>	<b>\$128,261.38</b>	2%

## 2024 CCHOA EXPENSE BUDGET

Category	Subcategory	2024 Budget	Jan-24	Totals	%
Commons Area Services	Landscape Maint Contract	\$1,510,659	\$125,888.25	\$125,888.25	8%
Commons Area Services	Contract Landscape SC	\$38,607	\$3,217.25	\$3,217.25	8%
Commons Area Services	Contract Landscape CCCC	\$38,607	\$3,217.25	\$3,217.25	8%
Commons Area Services	Contract Landscape AV	\$27,377	\$2,281.47	\$2,281.47	8%
Common Area Services	Contract Landscape GR	\$27,377	\$2,281.41	\$2,281.41	8%
Common Area Services	Common Area Holiday Lighti	\$53,117	\$0.00	\$0.00	0%
Commons Area Services	Landscape Repairs	\$160,000	\$2,130.06	\$2,130.06	1%
Commons Area Services	Landscape Water Utilities	\$275,000	\$4,739.09	\$4,739.09	2%
Commons Area Services	COA Water Utility Complianc	\$8,000	\$2,490.00	\$2,490.00	31%
Common Area Services	Landscape Electric Utilities	\$36,000	\$3,453.50	\$3,453.50	10%
Common Area Services	Tree Care	\$75,000	\$5,252.51	\$5,252.51	7%
Commons Area Services	Fence Repairs & Maint	\$8,000	\$319.34	\$319.34	4%
Commons Area Services	Electrical Repairs & Maint	\$12,000	\$3,527.96	\$3,527.96	29%
Common Area Services	Neighborhood Maint & Repa	\$27,000	\$138.07	\$138.07	1%
Common Area Services	Non Contract Landscape - S	\$20,000	\$0.00	\$0.00	0%

Common Area Services	Permits	\$10,000	\$0.00	\$0.00	0%
<b>Commons Area Services Total</b>		<b>\$2,326,744</b>	<b>\$158,936.16</b>	<b>\$158,936.16</b>	<b>7%</b>
Aquatics Facilities	Administrative	\$67,500	\$1,659.47	\$1,659.47	2%
Aquatics Facilities	Supplies - Pool	\$27,500	\$289.98	\$289.98	1%
Aquatics Facilities	Supplies - Chemicals	\$93,000	\$1,979.08	\$1,979.08	2%
Aquatics Facilities	Supplies & Fees - Swim Team	\$19,000	\$17,747.54	\$17,747.54	93%
Aquatics Facilities	Maintenance - Pool	\$128,200	\$3,189.91	\$3,189.91	2%
Aquatics Facilities	Maintenance - Building	\$83,100	\$7,551.84	\$7,551.84	9%
Aquatics Facilities	Payroll - Staff	\$1,173,000	\$26,842.77	\$26,842.77	2%
Aquatics Facilities	Payroll - Programming Staff	\$49,500	\$0.00	\$0.00	0%
Aquatics Facilities	Payroll - Swim Team	\$150,000	\$6,145.69	\$6,145.69	4%
Aquatics Facilities	SC-Utilities - Water	\$30,000	\$1,800.51	\$1,800.51	6%
Aquatics Facilities	Avana _Utilities-Water	\$9,000	\$376.84	\$376.84	4%
Aquatics Facilities	GR- Utilities - Water	\$4,500	\$187.05	\$187.05	4%
Aquatics Facilities	SC-Utilities - Electric	\$30,000	\$339.41	\$339.41	1%
Aquatics Facilities	Avana - Utilities- Electric	\$14,000	\$959.57	\$959.57	7%
Aquatics Facilities	GR -Utilities-Electric	\$8,000	\$537.92	\$537.92	7%
Aquatics Facilities	Utilities - Natural Gas	\$48,000	\$3,852.75	\$3,852.75	8%
Aquatics Facilities	SC-Utilities - Telephone/Inte	\$15,000	\$580.55	\$580.55	4%
Aquatics Facilities	Avana - Telephone/Internet	\$5,000	\$206.79	\$206.79	4%
Aquatics Facilities	GR- Telephone/Internet	\$5,000	\$684.96	\$684.96	14%
<b>Aquatic Facilities Total</b>		<b>\$1,959,300</b>	<b>\$74,932.63</b>	<b>\$74,932.63</b>	<b>4%</b>
Circle C Community Center	Utilities - Water	\$27,000	\$422.74	\$422.74	2%
Circle C Community Center	Utilities - Electric	\$26,000	\$1,579.61	\$1,579.61	6%
Circle C Community Center	Utilities - Telephone/Internet	\$9,000	\$685.00	\$685.00	8%
Circle C Community Ctr	Events Payroll	\$8,500	\$107.13	\$107.13	1%
Circle C Community Center	Maintenance - Building	\$57,500	\$2,546.32	\$2,546.32	4%
<b>Circle C Community Ctr Total</b>		<b>\$128,000</b>	<b>\$5,340.80</b>	<b>\$5,340.80</b>	<b>4%</b>
Maintenance Operations	Office Supplies	\$800	\$150.47	\$150.47	19%
Maintenance Operations	Employee Education	\$1,800	\$0.00	\$0.00	0%
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	\$1,200	\$32.46	\$32.46	3%
Maintenance Operations	Maintenance Payroll	\$225,000	\$16,133.83	\$16,133.83	7%
Maintenance Operations	Pool Tech	\$74,000	\$4,252.70	\$4,252.70	6%
Maintenance Operations	Payroll Taxes	\$29,000	\$1,367.27	\$1,367.27	5%
Maintenance Operations	Computer/Software	\$1,400	\$0.00	\$0.00	0%
Maintenance Operations	Tools/Supplies	\$5,000	\$840.01	\$840.01	17%
Maintenance Operations	Office Furniture	\$600	\$0.00	\$0.00	0%
<b>Maintenance Operations Total</b>		<b>\$340,900</b>	<b>\$22,776.74</b>	<b>\$22,776.74</b>	<b>7%</b>
HOA Operations	Office Supplies	\$9,000	\$3,410.95	\$3,410.95	38%
HOA Operations	Equip & Maintenance	\$18,000	\$136.84	\$136.84	1%
HOA Operations	HOA Owned Vehicle Expense	\$8,000	\$664.14	\$664.14	8%
HOA Operations	Postage	\$24,000	\$836.55	\$836.55	3%
HOA Operations	Web Operations	\$3,000	\$38.40	\$38.40	1%
HOA Operations	Printing	\$7,000	\$1,046.17	\$1,046.17	15%
HOA Operations	HOA Meetings	\$7,000	\$3,919.95	\$3,919.95	56%
HOA Operations	Deed Restrictions	\$5,000	\$719.45	\$719.45	14%
HOA Operations	HOA Special Events	\$45,000	\$1,900.00	\$1,900.00	4%
HOA Operations	Professional Fees	\$2,000	\$0.00	\$0.00	0%
<b>HOA Operations Total</b>		<b>\$128,000</b>	<b>\$12,672.45</b>	<b>\$12,672.45</b>	<b>10%</b>
Financial Management	Management Services	\$115,000	\$9,276.30	\$9,276.30	8%
Financial Management	Resale Certificate	\$13,350	\$500.00	\$500.00	4%
Financial Management	Lien Filing Administrative Fee	\$4,500	\$0.00	\$0.00	0%
Financial Management	Bank Fees	\$70,000	\$2,740.48	\$2,740.48	4%
Financial Management	CPA/Audit	\$10,000	\$0.00	\$0.00	0%
<b>Financial Management Total</b>		<b>\$212,850</b>	<b>\$12,516.78</b>	<b>\$12,516.78</b>	<b>6%</b>

HOA Management	Management Payroll	\$225,000	\$15,712.59	\$15,712.59	7%
HOA Management	Management Payroll Taxes	\$22,500	\$1,340.65	\$1,340.65	6%
HOA Management	Mileage Reimbursement	\$6,000	\$341.70	\$341.70	6%
HOA Management	Insurance Stipend	\$60,000	\$0.00	\$0.00	0%
HOA Management	Cont Ed & Skills Enhanceme	\$2,000	\$340.00	\$340.00	17%
<b>HOA Management Total</b>		<b>\$315,500</b>	<b>\$17,734.94</b>	<b>\$17,734.94</b>	6%
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Architectural Review Expen:	Architectural Review Expens	\$8,000	\$561.00	\$561.00	7%
<b>Architectural Review Expenses Total</b>		<b>\$8,000</b>	<b>\$561.00</b>	<b>\$561.00</b>	7%
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Legal Services	Legal Services	\$20,000	\$0.00	\$0.00	0%
<b>Legal Services Total</b>		<b>\$20,000</b>	<b>\$0.00</b>	<b>\$0.00</b>	0%
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Taxes	Property	\$12,000	\$168.50	\$168.50	1%
Taxes	Income/Franchise Taxes	\$0	\$0.00	\$0.00	####
<b>Taxes Total</b>		<b>\$12,000</b>	<b>\$168.50</b>	<b>\$168.50</b>	1%
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Insurance	General, Property, Boiler & A	\$85,500	\$8,458.09	\$8,458.09	10%
Insurance	Auto	\$6,000	\$517.64	\$517.64	9%
Insurance	D & O Insurance	\$12,000	\$0.00	\$0.00	0%
Insurance	Worker's Comp	\$16,000	\$0.00	\$0.00	0%
<b>Insurance Total</b>		<b>\$119,500</b>	<b>\$8,975.73</b>	<b>\$8,975.73</b>	8%
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Community Enhancement	Donations	\$1,000	\$0.00	\$0.00	0%
Community Enhancement	Association Memberships	\$2,000	\$50.00	\$50.00	3%
<b>Community Enhancement Total</b>		<b>\$3,000</b>	<b>\$50.00</b>	<b>\$50.00</b>	2%
<hr/>					
<b>Reserve Transfer</b>		<b>\$319,406</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<hr/>					
<b>Grand Total</b>		<b>\$5,893,200</b>	<b>\$314,666</b>	<b>\$314,666</b>	5%

**Expected Reserve Expenditures and Capital Improvement for 2024**

		YTD
SC Pool Covers	\$9,000	\$0.00
SC - Competition Pool Replaster	\$320,000	\$150,000.00
SC - Competition Pool Filter Replacement	\$130,000	\$386.72
SC-Restroom Renovation	\$150,000	\$72,448.86
CC-Pond Controller/Pump Replacement	\$18,000	\$0.00
AC-Replaster/Replair to Code	\$130,000	\$0.00
GR_Repaint/Restain Amenity Center	\$4,000	\$0.00
Node Clock Replacement	\$90,000	\$0.00
Rock Work	\$25,000	\$0.00
Irrigation Upgrades	\$35,000	\$0.00
Bed Upgrades	\$35,000	\$0.00
Escarpment Project	\$200,000	\$186,250.00
CCN Improvement	\$200,000	\$2,369.00
Construction Repairs	\$50,000	\$99.40
<b>Total</b>	<b>\$1,396,000</b>	<b>\$411,553.98</b>

**Total Capital Budget Projects**                    **\$1,396,000.00**    **\$411,553.98**

**Grand Total Expenses**                            **\$7,289,200.00**

**Circle C Landscape  
February 2024 Report**



**Weather**

Rainfall: ~2"  
Temperature: 33-89°F  
Drought Status: Moderate to Severe across Travis County

**Irrigation**

Irrigation remains off, node clock replacement and maintenance has begun.

**Maintenance Services**

Mowing rotation on all areas. Bed Trimming, weeding and mulching ongoing. Winter weed treatments performed.

**Repairs**

Rock work repair completed at Curahee/La Crosse.

# Circle C Aquatics

# January-24

# Winter Operations

Facility Usage	Swim Center		Community Center		Avaña		Greyrock		Total	
	Jan-24	YTD	Jan-24	YTD	Jan-24	YTD	Jan-24	YTD	Jan-24	YTD
Resident Entries	0	0	0	0	0	0	0	0	0	0
Unique Residents	0	0	0	0	0	0	0	0	0	0
Unique Households	0	0	0	0	0	0	0	0	0	0
Guest Entries	0	0	0	0	0	0	0	0	0	0
Other Entries	0	0	0	0	0	0	0	0	0	0
Average Hourly Count	0		0		0		0			
Average % of Capacity	0%		0%		0%		0%			
Max Hourly Count	0		0		0		0			
<b>Total Entries</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Incidents	Swim Center		Community Center		Avaña		Greyrock		Total	
	Jan-24	YTD	Jan-24	YTD	Jan-24	YTD	Jan-24	YTD	Jan-24	YTD
Water Rescues	0	0	0	0	0	0	0	0	0	0
First Aid Responses	0	0	0	0	0	0	0	0	0	0
Sudden Illness Treatments	0	0	0	0	0	0	0	0	0	0
Patron/Facility 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
<b>Total Incidents</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Incident per Entry Ratio</b>										

Revenue	Jan-24	YTD
Aquatics Programs	\$ 25.00	\$ 25.00
Swim Team	\$ 7,080.00	\$ 7,080.00
Guest Fees	\$ -	\$ -
Area Reservations	\$ -	\$ -
Facility Rentals	\$ -	\$ -
Lane Rentals	\$ 4,815.00	\$ 4,815.00
Other Facility Income	\$ -	\$ -
<b>Total Aquatics Revenue</b>	<b>\$ 11,920.00</b>	<b>\$ 11,920.00</b>

Programs	Jan-24
Select Swim Team	20
Masters Swimming	0
Group Swim Lessons	0
Private Swim Lessons	0
Water Aerobics	0
Certification Courses	0
WSI Course	0
<b>Total Participants</b>	<b>20</b>

Reservations & Rentals	Jan-24	YTD
Area Reservations	0	0
Facility Rentals	0	0
Lap Lane Reservations	0	0
<b>Total Reservations</b>	<b>0</b>	<b>0</b>

Aquatics Staffing	Jan-24
Lifeguards/Head Guards	54
Front Desk Staff	5
Instructors/Coaches	3
<b>Total Staff</b>	<b>62</b>

Resident Stats	Individuals	Households	Members / Household
Homeowners	13,914	5,176	2.69
Renters	664	184	3.61
New Memberships	13	4	
<b>Totals</b>	<b>14,578</b>	<b>5,360</b>	<b>2.72</b>

Circle C HOA  
Maintenance Report for Board February 2024  
Prepared by Robert Bardeleben -Facilities Director

The Swim Center remodel is keeping us extremely busy. We are now seeing light at the end of the tunnel. Woohoo.

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Cleaning and Maintenance have been completed
- Minor Equipment and Facility Repairs Made
- New Comp Pool Filters Have Been Installed
- Pool Renovation/Replaster Started—Estimated Completed Date to start filling 2/27/2024—A 30ft crack in pool was revealed—the repair has been completed—The pool should be ready for Spring Break Opening pending restroom remodel.
- Pool Restroom Renovation Started—The delays we ran into with the COA requiring plumbing/shower plan changes has delayed our progress. All of the additional required plumbing has been completed and concrete poured. Not sure quite yet about the bathrooms being ready for Spring Break opening.
- Installed new filtered bottle filling drinking fountain.
- New Deck Drain installed outside of Café rear door.

COMMUNITY CENTER

- Routine inspections and maintenance have been completed
- Had a lightning strike that knocked out cameras and data POE Switch. All is back up and running now.

COMMUNITY CENTER POOL

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

NEIGHBORHOOD

- Minor repairs have been completed as needed
- Minor Graffiti Removal

AVANA AMENITIES CENTER

- Routine Cleaning and Maintenance have been completed
- Minor repairs have been made

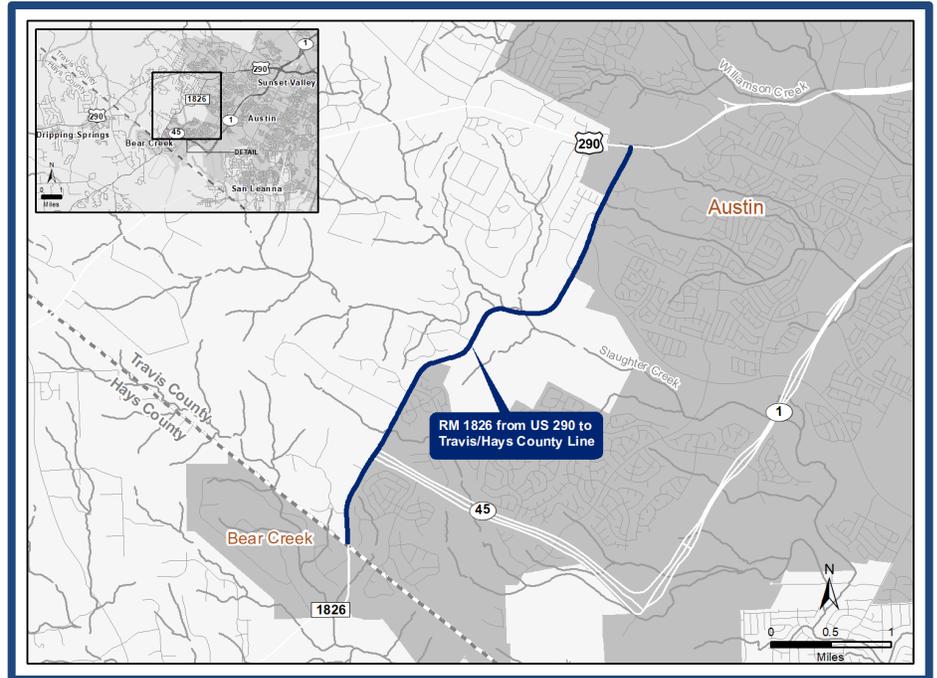
GREY ROCK AMENITIES CENTER

- Routine Cleaning and Maintenance have been completed
- Minor repairs have been made

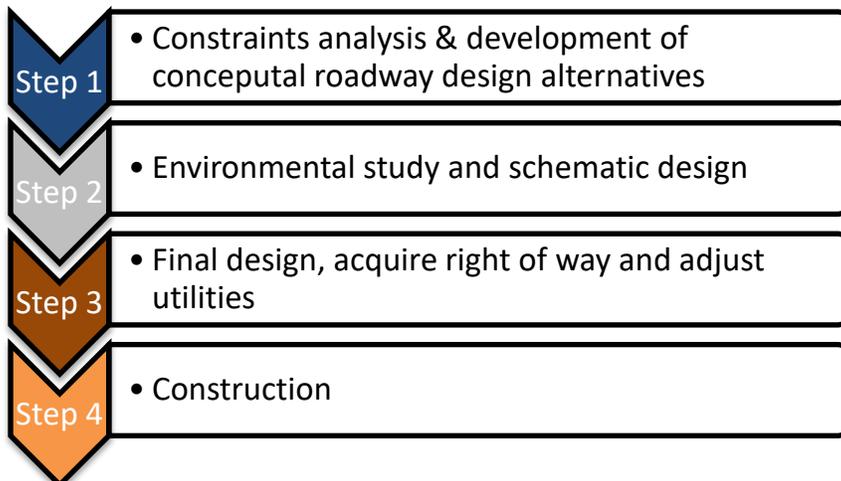
## OVERVIEW

The purpose of the project study is to determine possible roadway improvements and right-of-way requirements needed to address future traffic demand and safety along RM 1826 from US 290 to the Hays County line in Travis County, Texas. The proposed project is approximately 4.6 miles in length. Potential improvements include upgrading the existing 2-lane roadway to a 4-lane divided roadway with bicycle and pedestrian paths.

The project is in the initial stages of development. TxDOT is currently identifying engineering and environmental constraints, as well as performing studies and analyses to determine potential conceptual roadway design alternatives within the project limits. TxDOT is also beginning to gather input from the public regarding the proposed project and will be conducting multiple stakeholder and public meetings during the study process. The proposed project is unfunded. Any future improvements resulting from study will require additional engineering design and right-of-way acquisition (if required) before construction may begin.



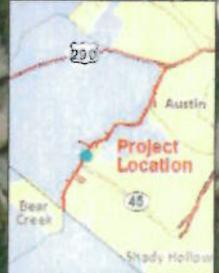
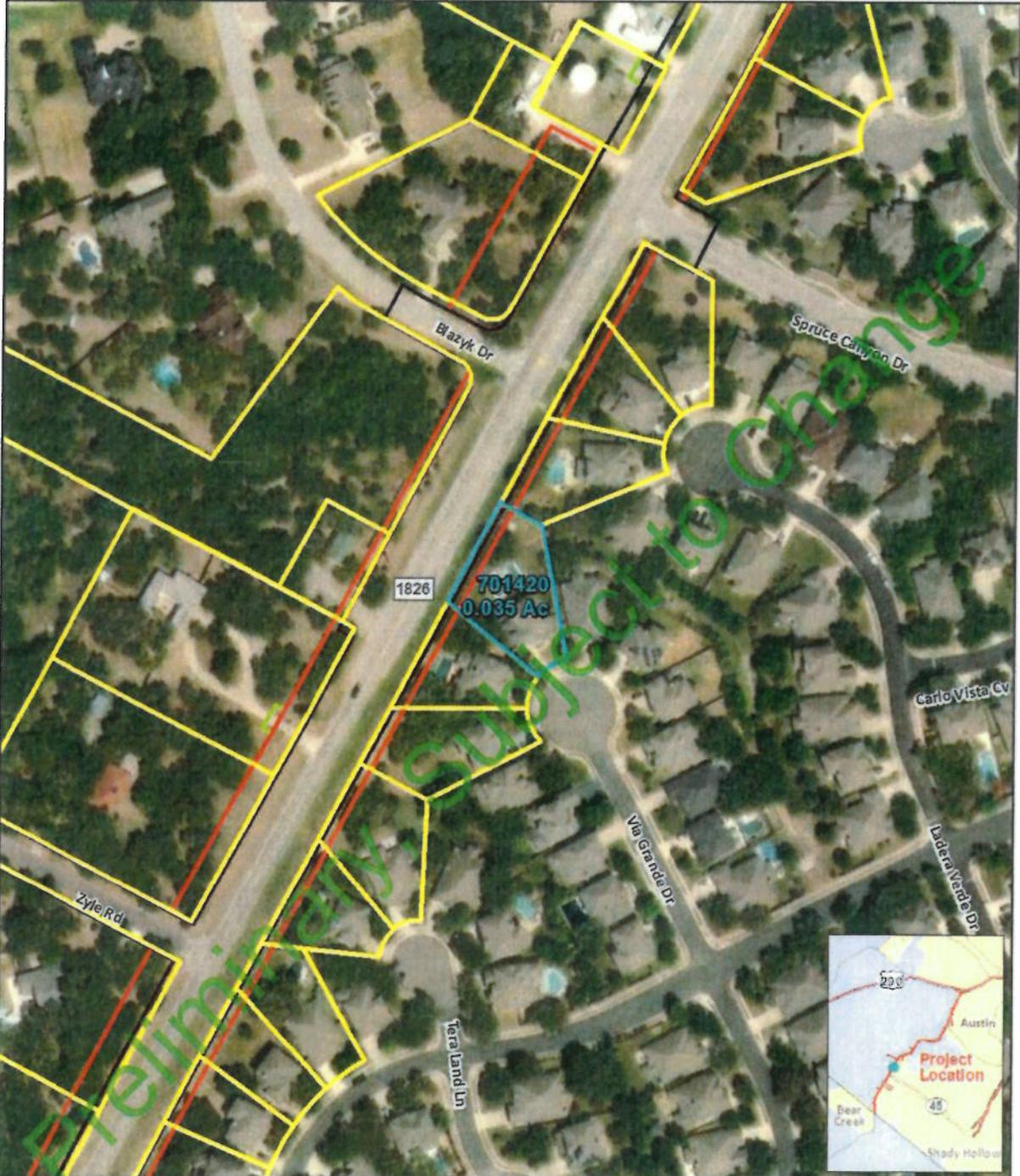
## PROJECT DEVELOPMENT PROCESS



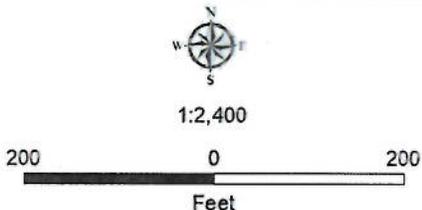
*\*Advancement from step to step is contingent upon the outcome of the previous step and availability of funding.*

*Public outreach would be conducted throughout the project development process. Initial efforts will be with stakeholder interests along the project limits.*

May 2022



-  Highlighted Parcel Boundary
-  Adjacent Property Boundary
-  Existing Right-of-way
-  Proposed Right-of-way
-  Proposed Temporary Construction Easement



Base Map: 2022 ESRI World Imagery;  
Travis CAD, June 2023;

Parcel Map  
Parcel 701420  
RM 1826  
from US 290 to SH 45  
Travis County, Texas  
CSJ: 1754-01-024



**Notice**  
**Virtual Public Meeting with In-Person Option**  
**RM 1826**  
**From US 290 to SH 45**  
**CSJs: 1754-01-024**  
**Travis County, Texas**

The Texas Department of Transportation is proposing to widen RM 1826 from US 290 to SH 45, with construction extending to the Hays County line, in Travis County, Texas, a distance of 4.4 miles. This notice advises the public that TxDOT will be conducting an online virtual public meeting on the proposed project with an in-person option. **The virtual meeting will consist of a pre-recorded video presentation and will include both audio and visual components. The presentation will be posted online on Thursday, March 7, 2024, by 5 PM.** To log onto the virtual public meeting, go to the following web address at the date and time indicated above: online at [www.txdot.gov](http://www.txdot.gov), keyword search "RM 1826 from US 290 to SH 45". If you do not have internet access, you may call (737) 272-7027 between the hours of 8 AM. and 5 PM, Monday through Friday, to ask questions and access project materials during the project development process.

Additionally, TxDOT is providing an in-person option for individuals who would like to participate in person instead of online. In-person attendees will be able to view the same presentation delivered in the online public meeting which will be playing on a screen, review hard copies of project materials, ask questions of TxDOT staff and/or and leave written comments. **The in-person option will be held on Thursday, March 7, 2024, from 5 to 7 PM. at Oak Hill United Methodist Church - Fellowship Hall, 7815 US 290, Austin, Texas 78736.**

TxDOT is proposing safety and mobility improvements for multiple modes of travel along the length of RM 1826. The proposed project would include the widening of an undivided two-lane roadway to a divided four-lane roadway (two travel lanes in each direction), with dedicated left-turn lanes and/or a four-foot-wide raised median. U-turns would be constructed at multiple locations throughout the length of the project. The construction of a shared-use path along both sides of RM 1826 would accommodate bicycle and pedestrian traffic and connect the existing sidewalks in place at the Slaughter Lane and SH 45 intersections. Multiple water quality treatment ponds and vegetated filter strips are also proposed along the corridor to comply with Texas Commission on Environmental Quality Edwards Aquifer Contributing Zone requirements. The proposed project would require the acquisition of approximately 34 acres of additional right of way (ROW), approximately 1.6 acres of temporary construction easement, as well as approximately 0.3 acres of permanent drainage easements to accommodate proposed drainage improvements. The existing ROW width varies from approximately 80 to 120-feet-wide and the proposed ROW width would vary from 132 to 260-feet-wide, depending on the location.

The proposed project would, subject to final design considerations, require additional ROW and potentially displace 12 non-residential structures, including business parking spaces. Relocation assistance is available for displaced persons and businesses. Information about the TxDOT Relocation Assistance Program and services and benefits for those displaced and other affected property owners, as well as information about the tentative schedule for right-of-way acquisition and construction, can be obtained from the TxDOT Austin District office by calling (737) 272-7027.

A proposed U-turn turnout, SUP and access driveway would affect the Grey Rock Golf Club, a City of Austin municipal golf course, located at 7401 State Highway 45, Austin, Texas, 78739. The U-turn turnout, SUP, and access driveway are located at Holes 4 and 5 and the cart path between the green and tees of these two holes, an area of approximately 0.56 acre. TxDOT anticipates making a *de minimis* determination for this use under Section 4(f) of the Department of Transportation Act of 1966. Public comments on the effects of the proposed project on the activities, features, or attributes of the Grey Rock Golf Club may be submitted as described below.

The proposed project would involve construction in wetlands and within two floodplains. A portion of the proposed project would occur within the Edwards Aquifer Contributing Zone.

Any environmental documentation or studies, any maps and drawings showing the project location and design, tentative construction schedules, and other information regarding the proposed project are on file and available for inspection Monday through Friday between the hours of 8 AM. and 5 PM. at 7901 North I-35, Austin, Texas, 78753. Project materials are also available online at [www.txdot.gov](http://www.txdot.gov), keyword search "RM 1826 from US 290 to SH 45." These materials will also be available in hard copy form for review at the in-person option.

The virtual public meeting and in-person option will be conducted in English. If you need an interpreter or document translator because English is not your primary language or you have difficulty communicating effectively in English, one will be provided to you. If you have a disability and need assistance, special arrangements can be made to accommodate most needs. If you need interpretation or translation services or you are a person with a disability who requires an accommodation to attend and participate in the virtual public meeting or in-person option, please contact Gilysa Garcia, ICF Public Involvement Specialist, at (512) 256-0182 no later than 4 p.m. CT, Monday, March 4, 2024. Please be aware that advance notice is required as some services and accommodations may require time for the Texas Department of Transportation to arrange.

Written comments from the public regarding the proposed project are requested and may be submitted by mail to the ICF/Blanton & Associates, ATTN: Gilysa Garcia, 5 Lakeway Centre Court, Suite 200, Austin, TX 78734 or by email to [RM1826TravisCo@icf.com](mailto:RM1826TravisCo@icf.com). All comments must be postmarked on or before **Friday, March 22, 2024 to be included in the official summary report**. Responses to comments received will be available online at [www.txdot.gov](http://www.txdot.gov), keyword search "RM 1826 from US 290 to SH 45" once they have been prepared.

If you have any general questions or concerns regarding the proposed project or virtual meeting or in-person option, please contact Megan Dutton, P.E. at (737) 272-7027 or by email at [Megan.Dutton@txdot.gov](mailto:Megan.Dutton@txdot.gov).

*The environmental review, consultation, and other actions required by applicable Federal environmental laws for this project are being, or have been, carried-out by TxDOT pursuant to 23 U.S.C. 327 and a Memorandum of Understanding dated December 9, 2019, and executed by FHWA and TxDOT.*

# Circle C Avana Pool

## Pool Replaster and Repairs

The Avana Pool was built in 2014 and has had numerous problems from the start. The last full replaster of the pool was done in 2017 under warranty from the builder. This replaster stemmed from the numerous crack repairs that had to be made over the years. The typical life of quartz plaster in a commercial pool is 10 years but the Avana pool has been anything but typical. The pool plaster is showing wear to the point where it needs to be replastered. Most of this stems from the plumbing leaks and structure leaks over the last 6 years. The pool water level has fluctuated over the last 6 years causing plaster to be exposed at different times. The latest was a complete draining of the pool to repair cracks on the pool plaster surface that were leaking. The scope of work for the Avana Pool is as follows:

- Replaster Pool With DiamondBrite Quartz or like product
- Replaster Beach Entry Area with Pebble Tec or Like Product
- Tile Repairs Where Needed
- Replace Main Drain Grates—
- Replace Plastic Steps
- Caulk all Deck Expansion Joints
- Relocate Shallow End Grab Rail to Code
- Address Repaired Crack Areas in Bottom of Pool

We have obtained three estimates for this project. I have made notes in the Pool Plastering Process and on the bid comparison sheet.

Atlantis is the only company that bid a solution to the crack repair areas on the pool surface. The other two companies wanted to inspect the cracks first.

Circle C Avana

Plaster/Pool Repairs Bid Comparisons 2023-4

Company	Price	Prep	Bond Coat	Type Plaster	Includes Crack Repairs	Includes MicroGlass	Plaster Warr.	Repair Warr.	Completion Time
Progressive Commercial	\$ 121,698.93	Chip Out	No	Quartz	No	No	5 Years	1 Year	4-5 Weeks
Commercial Swim	\$ 66,638.70	Chip Out	Yes	Quartz	No	No	1 Year	1 Year	4-6 Weeks
Atlantis	\$ 109,623.00	40,000 PSI Liquid Blaster	Yes	Pebble Quartz	Yes	No	5 Years	1 Year	4-6 Weeks
Atlantis w/Microglass	\$123,494.00	40,000 PSI Liquid Blaster	Yes	Pebble Quartz	Yes	Yes	5 Years	1 Year	4-6 Weeks

Notes:

Commercial Swim's bid is extremely low and I feel very confident that there would be change orders to this bid. It is as if they missed something on the measurements. They verified that they felt comfortable with their measurements and bid. Something seemed off with that conversation.

The 40,000 PSI Liquid Blaster that Atlantis uses for Prep is extremely effective in getting rid of all loose material that could cause bonding issues.

Progressive Commercial and Atlantis both have 5 year plaster warranties where Commercial Swim's warranty is 1 year.

Atlantis's bid includes addressing the existing crack repairs in the pool with an extra protective waterseal coating. With Avana's history of leaks this would be extremely good.

Atlantis is the only one of these companies that is certified to install Microglass. With the research I have done on Microglass there is nothing but good things said about it and it's technology is rock solid. I believe the Microglass would benefit our pools.

Progressive Commercial and Commercial Swim were asked about addressing the cracks and they said they would have to wait until they could look at them to know what additional work would need to be done to repair them. They both said that any crack repairs would be at an extra cost to CCHOA.



# BID PROPOSAL

P.O. Box 3475  
Abilene, TX 79604  
Tel: (817) 825-5844

## OWNER INFORMATION

Circle C Avana Pool 6610 Trissino  
5919 La Crosse Avenue Suite 100  
Austin, TX 78739

Avana

## Contact Information

Robert Bardeleben  
PH: 512-796-9584

## SCOPE OF WORK

Remove loose plaster and prep with 40,000 PSI Liquid Blaster and Replaster with Pebble Quartz white

2. Relocate Shallow End Grab Rail to Code
3. Make Tile repairs where needed
4. Replace Main Drain Grates
5. Replace Plastic Steps
6. Caulk all Deck Expansion Joints
7. Install Miracoat Membrane C with Fibermesh over existing cracks
8. Price includes Sales Tax

5 Year warranty on Pebble Quartz and 1 year labor

Atlantis Pool Plastering, Inc. agrees to furnish all necessary materials, equipment, labor, supplies, supervision and tools necessary to perform the work described above.

## EXCLUSIONS

Draining & Cleaning of pool  
Chemical start-up  
Water to fill pool  
Brushing of Walls

TOTAL BID: One Hundred Nine Thousand Six Hundred Twenty Three & No Cents

\$109,623.00

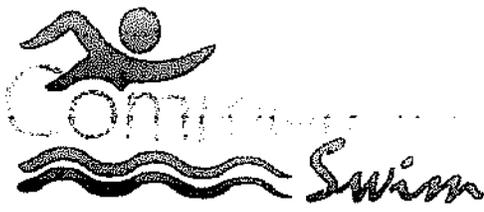
Install MicroGlass on entire new pool finish surface Add \$13871.00

10/16/2023 BY:

*Dennis Watson*

Dennis Watson

12



PO BOX 952  
 Hutto, TX 78634  
 (512) 244-7946 / TICL375  
 info@commercialswim.com

# Estimate

ESTIMATE# 1029530043  
 DATE 10/17/2023  
 PO#

### CUSTOMER

Circle C HOA  
 5919 La Crosse Avenue  
 Austin TX 78739

### SERVICE LOCATION

Circle C HOA  
 6610 Trissino Drive  
 Austin TX 78739

- Repair coping
- replace plastic steps
- Replace all mastic
- Tile where needed
- relocate shallow end grab rail to code

*Avana*

### Re-Plaster of Pool - Main pool

- Drain pools
- Under cut all tile that will remain
- Core hydrostatic relief holes if applicable
- Remove any un-bonded loose plaster
- Acid wash then power wash surface and tiles
- Install new demarcation tiles on steps for code compliance
- Apply CLI Bond Coat and let cure for 48 hours
- Install VGB compliant main drains
- Remove and replace in wall ladder steps
- Remove and replace all light rings
- full chip out
- Re-plaster pool in Blue Quartz plaster

### DESCRIPTION

work should take aprox. 4-6 weeks

1. All plaster has 1 year workmanship warranty
2. No warranty on pools with plaster dye.
3. FPP will not warranty any damage done to the plaster that is caused by a crack and/ or shifting of gunite/shotcrete shells, improper chemical balance, rebar or tie wire rust, pipes that are not leveled. Including lights. Any damage done to the plaster by animals, humans, or any unforeseen circumstances/ Acts of God.
4. If the pool requires water trucks, it is the builder's responsibility to coordinate that when the plaster is complete

## Estimate

Description	Qty	Rate	Total
Prep and Bond coat	4412.00	3.00	13,236.00
Step and bench tile per lf	134.00	16.00	2,144.00
Blue Quartz	4412.00	8.75	38,605.00

**Description**

Description	Qty	Rate	Total
Slurry Box and Acid wash	1.00	2,400.00	2,400.00
Fittings (main drains - wall fittings)	1.00	1,000.00	1,000.00
Mastic	365.00	5.00	1,825.00
Replace plastic steps	3.00	750.00	2,250.00
Hand rail	1.00	100.00	100.00

**CUSTOMER MESSAGE**

**Estimate Total:**

**\$61,560.00**

*TDV*

*5078.70*

**PRE-WORK SIGNATURE**

*\$ 66,638.70*

Signed By:



Project Name: Circle C lap Avana Replaster and handrail reset  
Attn: Robert B.  
Date: 6/26/23

Avana

### Quote:

#### Plaster Portion:

- Remove plaster down to concrete surface (this is not a bond kote).
- Pressure wash and acid wash entire pool before plaster is laid.
- Apply Quartz tier 1 finish (color tbd from samples).
- Apply sandy beach mini pebble to beach entry area down to tile break.
- Acid wash new plaster and scrub excess residue before the pool is filled.
- Remove all debris from the site.
- Includes all dumpsters needed.
- Includes all new maindrain covers. The new covers we are replacing with have a 7 year life span.
- Owner is responsible for draining prior to us showing up and refilling when finished, we will chemically balance with start up chemicals that we provide once full and do the first brush and vacuuming and then facility staff will need to take it from there.

#### Tile Portion:

- Replace toe tile on any steps and benches with new nonskid toe tile and demarcation band between the sandy beach and the quartz plaster in the beach entry.

#### Equalizers:

- Plug each equalizer line so that they can be plastered over and remove the vgb covers and rings.

**Reset (1) Hand Rail:**

- Fill in old anchor in the top of the deck with grout.
- Fill in old anchor in pool with grout to be plastered over.
- Core hole on deck and in pool step off to side and relocate handrail with new anchors.
- Bond anchors.
- Pour anchor cement around anchors when done.

**Grand Total: \$112,423.95 + tax if taxable**

tax      9,274.98  
-----  
\$ 121,698.93

Thank you,

Myles Phelps

Progressive Commercial Aquatics, Inc.

15616 Schmidt Loop Manor, Texas 78653 (512) 278-0801 Fax (512) 350-2154

Website [www.proaquatic.com](http://www.proaquatic.com)

E-Mail: [mylesproaquatic@gmail.com](mailto:mylesproaquatic@gmail.com)