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

I. Roll Call

II. Acceptance of Agenda

III. Acceptance of January 27, 2021 board meeting minutes *Steve Urban*

IV. Homeowner Forum *(3 min each)*
   a. Elli Overton

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

VI. Discussion Items
   a. Annual Meeting Update
   b. Escarpment Loop Project
   c. Circle C North Update
   d. 2021 Pool Season
   e. Monument Landscape Proposal

VII. Action Items
   a. Correction of April 29, 2020 minutes, #17
   b. Café Lease
   c. Additional Signage Proposal
   d. AISD Landscape Proposals

VIII. Adjourn Public Meeting

IX. Executive Session

Attachments

1. January 2021 Board Meeting Minutes
2. General Report (including YTD Financials)
3. Landscape Report
4. Aquatics Report
5. Maintenance Report

Circle C Homeowners Association
Board Meeting Minutes
January 27, 2021

1. The CCHOA Board of Directors convened on January 27, 2021, via video conferencing (Zoom). Russ Hodes called the meeting to order at 6:35 p.m. In attendance were board members Russ Hodes, Michael Chu, Jason Bram, Steve Urban, AE Martin and Natalie Placer-McClure. Kim Ackermann was not present. CCHOA Manager Karen Hibpshman (HOA Manager), Marnie McLeod (Assistant Manager), Brody McKinley (Aquatics Director), Clayton Hoover (Circle C Landscape) and Robert Bardeleben (Facilities Coordinator) was present.

2. Russ asked if any of the candidates were present. Theresa Bastian, Darius Venclauskas, Kimberly De La Garza, Stephen Bega, David Green and Kim Bartlett were present.

3. Russ presented the December 2, 2020 Board of Directors Meeting Minutes. Steve motioned to accept the minutes as written. Jason seconded the motion. All were in favor and the motion passed.

4. The January 27th agenda were adopted and approved by all board members who were present.

5. Russ introduced all the board candidates that were present and allowed each candidate to address the board and those residents in attendance.

6. Russ introduced the Homeowner Forum. Matt Morgan was not present and declared a no-show.

7. Karen provided the management report and the YTD Financials. Karen updated the board that the report covers the last part of 2020 and the beginning of 2021. The Annual Meeting is scheduled for March 10 via Zoom. March 27th would be our normal Easter Egg Hunt but due to COVID-19 but would probably do a drive-thru parade again. We do have an Easter Bunny reserved on that day but if there are other ideas, they would be appreciated. Natalie suggested a coloring contest to engage the community. This would be a great idea and easy to implement. Reservations at the Community Center are very limited. The Cub Scouts have requested to use the facility for their Pine Wood Derby. It would be video-taped and limited people in the facility.

   We have received the 2nd payment from the commercial HOA for $48,500 and also the second Rowell HOA payment. In December, the monument was completed and the last payment was made. The total cost of the monument was $108,677,

   We have 10 residents running for the 2 open board positions on the board. The candidate Meet & Greet was held January 22nd. The voting website for the election will go live on February 1st.

8. Clayton presented the landscaping report. Clayton reported that the Christmas lights are all down. Mulch is being applied to all of the property. Lots of ant mounds are being treated now, especially in Avana & GreyRock. The construction crews of the new AISD school did a lot of damage. They tied the wiring and the hydraulic system when they were hooking back up the system in front of the school. Michael asked if they had tied into our irrigation and if so, was that pre-planned. Clayton stated they did and no, it was not planned but they were caught doing this several times. We asked for drawings but none have been provided. It is a good idea to try to recoup the money from them for the damage they caused. Natalie asked if we need to send them a certified letter Clayton stated that would have been a good idea a while ago. He also stated that we have talked to them several times to get them to stop. He was with Karen when she tried talking to them too. Steve said we need to call AISD about this. Karen stated the issue was with the contractor himself. The estimate had a separate estimate to undo what they did but it is just an estimate. The MOU was written so that both parties have to agree on who does the repairs. Clayton said the valves are way out of their area of the construction site, so we need to his now before we need to water for the summer. They actually disconnected the valves. AE asked who the AISD person is and why aren't they helping. Karen said that she had copied the AISD contact on all correspondence and reminded them that they have an NOU that they have to follow. They will probably need to have a call with the board and AISD together on these repairs. Russ asked about the monument site. Clayton stated we are waiting for the ok on the Monument site. There is an estimated $35K for rock around the structure as a buffer and lots of grass but we are working with the mainline which will be under the new sidewalk, so we will move our valves. We will set it up so there shouldn't be huge damages from the sidewalk construction. Karen said she has it on the agenda as an action item and sent it out to the board.

9. Brody presented the aquatics report. Brody reported that the virtual meetings with staff are still going on. We are lower on staff (currently with 38 lifeguards and 6 front desk staff). When we are able to open the pool, we will need to rebuild our staff and hire more lifeguards/front desk staff. We are doing training classes virtually as much as we can.

   Also, Texas has issued new health codes for pools (issued on Jan 1) These include lots of changes and new requirements for lifeguard. Russ asked if this is a result of the pandemic or if it was pre-planned. Brody stated that they have been working on this for years and it was needed.

10. Robert presented the maintenance report. Robert continues to stagger his staff so that they have as little face-to-face time as possible. They are maintaining their inspections and building repairs. They did replace the sink drain in the café and installed new sand in the volleyball court. There is still a lot of graffiti. One resident in particular helps them because, when he walks around the neighborhood, he takes pictures and sends them to Karen, so we are keeping on top to it. Nothing had to have extensive removal.

    Also, with the new health codes, our pump rooms need to have everything visible with labels on all piping so that someone could walk in and understand right away what is

going on. All filter, pumps and heater have to have operation booklets for safety purposes. This will help us all be cleaner, neater and safer. Natalie asked if there is a deadline for all of this to take place. Robert stated there is no deadline but thinks it should be completed by summer. One major project is the swim center restrooms. The floors now need to be impervious to drainage. He and Brody have read through the entire code and made sure they both understood everything well. This is a major project and we will need to look at doing a capitol project on this. The new health code is driving safety. He will try to keep all costs within this year's operating budget so there is no additional need for money.

11. The first discussion item was the CC&R vote update. Russ mention that the CC&R changes vote ends on January 31st. 1/3 of the votes are actually against the items. We must not have communicated the ideas well. There were 13 million votes cast which is 47.59% of the eligible votes. We needed 66 2/3 of all owners to vote in favor of the changes. AE notices that at the candidate forum, some new candidates mentioned that we weren't clear on the changes but he went back and read the proposed changes and thought they were clear. Steve Urban said we should have gotten a representative from each of the smaller section so the neighborhood to help us market better. AE said we need banners on the websites to catch people's attention. Michael said that some people misunderstood the reason for the lumping the voting items together but in the end, there weren't enough votes to pass. A future board will have to decide whether we should lump them together again. Russ stated that the amendments, particularly in the first group, are dependent upon each other. That is why they were lumped together. But still, the vote wasn't a complete loss. We doubled our amount of email addresses from 40% to 80%. Russ wanted to thank Karen for all of her efforts. It was a long process and the pandemic didn't help. Steve stated that apathy is always our biggest problem. The average voting rate is 7% but when he was helping to push the school bonds to build Gorzycki and Clayton, the got them to around 30% of a voting rate.

12. The seconded discussion item was the Escarpment Loop. Russ stated that we weren't able to come to terms on the contract.

13. The third discussion item was Circle C North. Karen stated that we do have money budgeted to improved Barstow Ave. Getting a new water source to Barstow was already necessary, but with the Slaughter Lane Corridor Project, it makes it even more of a priority. We will need an engineer plans that will need to go through the City of Austin permit process She has talked to the Austin Water Department and the Transportation Department to ensure that we follow all the steps necessary. Karen has reached out to several engineering firms for bid. We may need up to 7 sleeves going under the streets to run new irrigation lines and wiring. Russ asked if we could do the meter first as a separate issue, before addressing the other issues. Karen stated ye, that is the plan and will cost around $28,000. Russ asked if that amount included the engineer. Karen stated it should.

14. The 1st action item was the café lease. Karen reported that Emily came back with some additional change requests to the contract. Emily would like to remove the free delivery

from the contract. A delivery driver is required to carry a commercial insurance policy this responsibility falls on the driver and is not affordable for the drive. Michael asked how many specials they sold for 2020. Per the information provided by the café, the average was 17 specials a night They would also like the right of first refusal to provide food at the community center pool. They do not have problem with the board reviewing their books but they don't want their books to become a part of the board package. Russ asked is they will continue the specials. Karen states yes, but without the free delivery. waning. Also include in the contract that we will publish their menus in the newsletter for free. AE asked is we publish their menus for free in the newsletters now Karen stated, yes, we do. Russ mention that we did it with Jaime as well for many years. Karen will send the language for the new lease over to the attorney to update. Michael asked is there were any concerns adding those restrictions, no one had ay. Russ stated we can vote on this next month. Natalie asked if we can vote on this via email. Jason motioned to table until the February board meeting. Steve seconded the motion. All were in favor and the motion passed.

15. The seconded action item was the Financial Office lease. The change in the lease increased the square footage and when the lease expires at the end of July, the renewal will include a 4.8% increase. Michael motioned to accept the change to the lease. Steve seconded the motion. All were in favor and the motion passed.

16. The third action item was the signage proposal. Karen suggested that the signage is done when we are doing a major upgrade. She also stated that this is the first step for the design Russ asked if we had a contract to hire Hitchcock to do the design. He stated we will do them one at a time and that will help with cost. There is some confusion if construction is included in the proposal and Karen will flow up with Hitchcock for that answer. Karen stated at Park West, there are two granite slabs in the walls but will have to determine if they are the responsibility of CCHOA or Park West. Natalie asked to taken until we can get clarity on whether the construction is included. Michael asked if we could break it down to approve the preliminary designs first, before agreeing to it all. Steve motioned to table. Natalie seconded the motion. All were in favor and the motion passed.

17. The fourth action item was the Monument Landscape Proposal. With the Slaughter Lane Corridor Project, there is a 29-foot right of way along Slaughter Lane. We will need to keep all of our infrastructure out the right of way. The grass would be Zoysia, the planting bed around the big CR would be planed and install a new rock band around the base of the monument which will prevent grass from growing up in the monument. We will have the Slaughter Corridor Project folks coming through to add an additional turn lane on Slaughter, new handicap ramps and cross walks, this is projected to start in July. We have provided ma[s of where our mainlines and irrigation heads are. They should take responsibility for the damages. However, if they do hit a mainline, there will not be a water source in the heat of the summer. Michael asked why it wasn't done yet, the project was supposed to have already started. Karen stated that they have had environmental issues. Natalie asked if we will be doing all this work but the COA might destroy it? Karen stated yes, that is possible. Natalie asked if we should wait until we

see what they do before we plant. Karen, yest that makes sense to wait. Natalie said we should write in the newsletter that we are postponing the planting until the COA is done. Jason asked where this corridor would be. Karen stated is on the Slaughter Lane side, we shifted the monument for this. Clayton said moving the mainline out of the right of way would fix these problems. Russ asked if we would have to eventually do that anyway. Clayton said yes, we could even set up the valves so that we could more other parts later. Clayton recommends xeriscaping the median. Michael said need to get an idea of costs. Clayton said if some board members want to look into that, he will provide the expertise. The system deteriorates every year. Jason said we need to consider this. Securing the Slaughter main line to mitigate damage. Clayton said no one will like the numbers for this project. Maybe we could first talk about phasing to create a new main line on the south side across from HEB and Wells Fargo first. Jason stated we would like to secure the area around the monument first. He would like to see costs. Russ, why fix it if it can be torn up soon. He also asked if we will have a hard time with the new AT&T line. Clayton stated it's in the right of way path of the new corridor. Russ thought it was further out. Clayton stated that it's from Beckett to the monument site right by the sidewalk. AE asked if we would need to get city permits to move the water light. Clayton stated we would need to talk to the parks department. Karen said that we would likely need a permit but we could work with our contacts in the park department. Jason offered to take the lead to work with Clayton on costs for moving the main line. It takes a long time to get permits, we should probably start the process now. Michael motioned to table this item. Steve seconded the motion. All were in favor and the motion passed.

18. Steve motioned to adjourn the Public Meeting at 8:06 pm. Jason seconded the motion. All were in favor and the motion passed.

19. The Board went into executive sessions at 8:09 pm to discuss node clocks, Escarpment Loop and the Meet and Greet. No votes or actions were taken. The Board adjourned the executive session at 8:50pm.

Circle C Homeowners Association
Manager's Report
January 25, 2021 – February 19, 2021

Violation Report (January 25th, 2020 – February 19th, 2021)

152Violations

- 97 (63.82%) Rubbish and Debris
- 10 (6.58%) Front Yard Maintenance
- 2 (1.32%) Architectural
- 8 (5.26%) Vehicle Storage
- 10 (6.58%) Repair of Exterior Damages
- 16 (10.53%) Exterior Lighting
- 2 (1.32%) Driveway
- 1 (.66%) Fencing
- 6 (3.95%) Use Limitations

152 Violations by Stage

- 121 (81.25%) stage 1/cooperative letters
- 25 (14.7%) stage 2 letters
- 6 (4.05%) stage 3 letters

152 Violation Updates/Creates

- 79 (51.97%) Closed
- 56 (36.84%) New
- 13 (8.55%) Escalated
- 4 (2.63%) Re-Opened
- 2 (1%) Attorney

Administration

5 New Homeowner Packets mailed January 16th – February 5th

Financial

AP checks were signed February 20th with Terri Giles

Upcoming Special Events

March 10th – Annual Meeting - will be held via Zoom
March 27th – Easter Event – possible Bunny Parade (coloring contest included in the newsletter
March 31st – Board Meeting – will be held via Zoom
April 2nd – HOA Office Closed for Good Friday

April 17th – 1st Semi-Annual Garage Sale – Paper shredding and Salvation Army. No electronics Recycling at this time.

Project/Updates

- All reservations have been cancelled at the Community Center. All hosts were contacted that all cancellations were being done without penalty.
- Closed the HOA office to all walk-in traffic. Employees are working more in the office but making sure we taking all precautions necessary. We are still able to work remotely and phones have been transferred when not in the office.
- The 1st semi-annual billing was mailed on February 1st.
- Voting website for the CCHOA Board of Directors Election went live on February 1st
- We are currently at 18.84% for quorum as of 2/19/21.
- The damage caused by Bear Creek Elementary is still challenging. AISD provided their 2nd bid which will be discussed under the "Discussion Items'.
- We have 10 residents running for the two board positions. The 2nd Candidate Forum was held on February 22nd.
- Last week due the weather, no staff was able to make it to the community until Friday, February 19th. On Saturday and Sunday, with the loss of water throughout Circle C, the board and staff opened two pools (Swim Center & Community Center) for residents to get up to 10 gallons of pool water. We had approximately 100 residents come and get water from the pool.
- Staff is still evaluating all of the facilities and outlying areas for damages
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- **Capital Projects**

2021 Capital Budget Projects include:

Swim Center – Pool Covers	Will order by February 1st
Swim Center – Wade Pool Repairs	Scheduled for February
Avana – Refinish splash pad feature	Will be refinished in February
Swim Center/Café – repair/seal exterior walls	Scheduled for March/April
Community Center – replace 5 funbrellas	Scheduled for February
Avana – shade structure	Contract has been signed. Working on final design
Swim Center – Seal coating/Restriping	Completed by May 15th
Escarpment Loop Project	Recycle cans have been ordered/Neighborhood trash cans have been installed by April 30th

Circle C North Improvements	Shade structure and retaining wall have been installed – estimated project completion date 4-1
Construction Repairs	Repairs due to construction have been done at Bernia, Trissino, Slaughter, La Crosse, Escarpment and Archeleta.

Current or Future Projects

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

2021 CCHOA INCOME BUDGET

Category	Subcategory	2021 Budget	Jan-20	Totals	%
Homeowner Income	Homeowner Dues	$4,000,000	$44,204.58	$44,204.58	1%
Homeowner Income	Resale Certificates	$78,075	$5,175.00	$5,175.00	7%
Homeowner Income	Transfer Fees I0come	$61,250	$4,200.00	$4,200.00	7%
Homeowner Income	Late Fees Collected	$20,000	$2,040.63	$2,040.63	10%
Homeowner Income	Lien Admin Fees Income	$420	$189.06	$189.06	45%
Homeowner Income	Filing Fee Income	$1,680	$714.00	$714.00	43%
Homeowner Income	NSF Charges	$100	$0.00	$0.00	0%
Homeowner Income	Collection Fee Income	$0	$0.00	$0.00	#DIV/0!
Homeowner Income Total		**$4,161,525**	**$56,523.27**	**$56,523.27**	1%
Architectural Review Income	Architectural Review I0come	$10,000	$4,255.00	$4,255.00	43%
Architectural Review I0come Total		**$10,000**	**$4,255.00**	**$4,255.00**	43%
Rental Income	Office Rent	$14,400	$2,193.28	$2,193.28	15%
Rental Income	Grill Rent	$6,300	$512.50	$512.50	8%
Rental Income Total		**$20,700**	**$2,705.78**	**$2,705.78**	13%
Aquatics Income	Pool Programs	$85,000	$3,383.00	$3,383.00	4%
Aquatics Income	Pool Programs - Swim Team	$107,500	$9,840.00	$9,840.00	9%
Aquatics Income	Facility Income	$37,500	$3,605.32	$3,605.32	10%
Aquatics Income Total		**$230,000**	**$16,828.32**	**$16,828.32**	7%
CCCC Income	CCCC Facility Rentals	$40,000	$5,510.75	$5,510.75	14%
CCCC Income Total		**$40,000**	**$5,510.75**	**$5,510.75**	14%
Landscape Reimbursements	Stratus Reimb	$97,000	$0.00	$0.00	0%
Landscape Reimbursements	COA Reimb	$17,600	$0.00	$0.00	0%
Landscape Reimbursements Total		**$114,600**	**$0.00**	**$0.00**	0%
Miscellaneous	Interest Income	$15,000	$1,049.41	$1,049.41	7%
Miscellaneous	Sales Tax Discount	$0	$1.13	$1.13	
Miscellaneous Total		**$15,000**	**$1,050.54**	**$1,050.54**	7%
Rowell Reimbursement	The Rowell HOA	$60,000	$26,184.40	$26,184.40	44%
The Rowell Total		**$60,000**	**$26,184.40**	**$170,495.91**	284%
Grand Total		**$4,651,825.00**	**$113,058.06**	**$113,058.06**	2%

2021 CCHOA EXPENSE BUDGET

Category	Subcategory	2021 Budget	Jan-20	Totals	%
Commons Area Services	Landscape Maint Contract	$1,299,959	$102,867.33	$102,867.33	8%
Commons Area Services	Contract Landscape SC	$33,426	$2,652.88	$2,652.88	8%
Commons Area Services	Contract Landscape CCCC	$33,426	$2,652.88	$2,652.88	8%
Commons Area Services	Contract Landscape AV	$23,703	$1,881.23	$1,881.23	8%
Common Area Services	Contract Landscape GR	$23,703	$1,881.23	$1,881.23	8%
Common Area Services	Common Area Holiday Lighting	$48,288	$0.00	$0.00	0%
Commons Area Services	2016 Land Additions	$5,000	$0.00	$0.00	0%
Commons Area Services	Landscape Repairs	$80,000	$0.00	$0.00	0%
Commons Area Services	Landscape Water Utilities	$255,000	$5,771.47	$5,771.47	2%
Commons Area Services	COA Water Utility Compliance	$8,000	$0.00	$0.00	0%
Common Area Services	Landscape Electric Utilities	$36,000	$2,861.21	$2,861.21	8%
Common Area Services	Tree Care	$50,000	$2,250.00	$2,250.00	5%
Commons Area Services	Fence Repairs & Maint	$7,000	$0.00	$0.00	0%
Commons Area Services	Electrical Repairs & Maint	$12,000	$0.00	$0.00	0%

Common Area Services	Neighborhood Maint & Repair	$20,000	$1,017.55	$1,017.55	5%
Common Area Services	Non Contract Landscape - SC	$15,000	$0.00	$0.00	0%
Commons Area Services Total		**$1,950,505**	**$123,835.78**	**$123,835.78**	6%
Aquatics Facilities	Administrative	$64,000	$2,505.49	$2,505.49	4%
Aquatics Facilities	Supplies - Pool	$25,000	$2,349.45	$2,349.45	9%
Aquatics Facilities	Supplies - Chemicals	$71,000	$2,305.18	$2,305.18	3%
Aquatics Facilities	Supplies & Fees - Swim Team	$22,500	$1,820.57	$1,820.57	8%
Aquatics Facilities	Maintenance - Pool	$89,300	$3,108.12	$3,108.12	3%
Aquatics Facilities	Maintenance - Building	$63,100	$2,448.21	$2,448.21	4%
Aquatics Facilities	Payroll - Staff	$733,000	$22,490.05	$22,490.05	3%
Aquatics Facilities	Payroll - Programming Staff	$41,000	$361.05	$361.05	1%
Aquatics Facilities	Payroll - Swim Team	$102,000	$7,763.13	$7,763.13	8%
Aquatics Facilities	SC-Utilities - Water	$30,000	$1,628.27	$1,628.27	5%
Aquatics Facilities	Avana _Utilities-Water	$4,500	$282.65	$282.65	6%
Aquatics Facilities	GR- Utilities - Water	$4,000	$200.96	$200.96	5%
Aquatics Facilities	SC-Utilities - Electric	$28,000	$1,989.86	$1,989.86	7%
Aquatics Facilities	Avana - Utilities- Electric	$12,000	$667.02	$667.02	6%
Aquatics Facilities	GR -Utilities-Electric	$6,000	$414.88	$414.88	7%
Aquatics Facilities	Utilities - Natural Gas	$32,000	$3,129.24	$3,129.24	10%
Aquatics Facilities	SC-Utilities - Telephone/Internet	$12,000	$169.86	$169.86	1%
Aquatics Facilities	Avana - Telephone/Internet	$5,000	$170.96	$170.96	3%
Aquatics Facilities	GR- Telephone/Internet	$5,000	$202.32	$202.32	4%
Aquatic Facilities Total		**$1,349,400**	**$54,007.27**	**$54,007.27**	4%
Circle C Community Center	Utilities - Water	$27,000	$2,628.03	$2,628.03	10%
Circle C Community Center	Utilities - Electric	$24,000	$15.00	$15.00	0%
Circle C Community Center	Utilities - Telephone/Internet	$9,000	$650.37	$650.37	7%
Circle C Community Ctr	Events Payroll	$6,000	$722.42	$722.42	12%
Circle C Community Center	Maintenance - Building	$50,000	$3,405.24	$3,405.24	7%
Circle C Community Ctr Total		**$116,000**	**$7,421.06**	**$7,421.06**	6%
Maintenance Operations	Office Supplies	$1,500	$0.00	$0.00	0%
Maintenance Operations	Employee Education	$1,200	$135.00	$135.00	11%
Maintenance Operations	Uniforms	$1,800	$0.00	$0.00	0%
Maintenance Operations	Staff Recruitment	$300	$35.00	$35.00	12%
Maintenance Operations	Safety Equip/Supplies	$1,400	$334.33	$334.33	24%
Maintenance Operations	Maintenance Payroll	$180,000	$13,346.48	$13,346.48	7%
Maintenance Operations	Pool Tech	$69,000	$3,335.00	$3,335.00	5%
Maintenance Operations	Payroll Taxes	$15,000	$1,262.55	$1,262.55	8%
Maintenance Operations	Computer/Software	$1,400	$0.00	$0.00	0%
Maintenance Operations	Tools/Supplies	$5,000	$0.00	$0.00	0%
Maintenance Operations	Office Furniture	$600	$0.00	$0.00	0%
Maintenance Operations Total		**$277,200**	**$18,448.36**	**$18,448.36**	7%
HOA Operations	Office Supplies	$9,000	$2,458.77	$2,458.77	27%
HOA Operations	Equip & Maintenance	$15,000	$152.30	$152.30	1%
HOA Operations	HOA Owned Vehicle Expense	$8,000	$267.52	$267.52	3%
HOA Operations	Postage	$16,000	$3,749.90	$3,749.90	23%
HOA Operations	Web Operations	$3,000	$20.47	$20.47	1%
HOA Operations	Printing	$2,000	$592.34	$592.34	30%
HOA Operations	HOA Meetings	$5,000	$672.34	$672.34	13%
HOA Operations	Deed Restrictions	$5,000	$708.56	$708.56	14%
HOA Operations	HOA Special Events	$30,000	$9,997.93	$9,997.93	33%
HOA Operations	Professional Fees	$2,000	$0.00	$0.00	0%
HOA Operations Total		**$95,000**	**$18,620.13**	**$18,620.13**	20%
Financial Management	Management Services	$113,000	$9,314.25	$9,314.25	8%
Financial Management	Resale Certificate	$17,350	$800.00	$800.00	5%
Financial Management	Lien Filing Administrative Fees	$2,500	$208.00	$208.00	8%
Financial Management	Bank Fees	$40,000	$2,542.07	$2,542.07	6%

Financial Management	CPA/Audit	$8,000	$0.00	$0.00	0%
Financial Management Total		**$180,850**	**$12,864.32**	**$12,864.32**	7%
HOA Management	Management Payroll	$190,000	$12,759.48	$12,759.48	7%
HOA Management	Management Payroll Taxes	$15,000	$1,275.37	$1,275.37	9%
HOA Management	Mileage Reimbursement	$6,000	$109.25	$109.25	2%
HOA Management	Insurance Stipend	$44,000	$3,900.35	$3,900.35	9%
HOA Management	Cont Ed & Skills Enhancement	$2,000	$0.00	$0.00	0%
HOA Management Total		**$257,000**	**$18,044.45**	**$18,044.45**	7%
Architectural Review Expenses	Architectural Review Expenses	$7,500	$2,072.25	$2,072.25	28%
Architectural Review Expenses Total		**$7,500**	**$2,072.25**	**$2,072.25**	28%
Legal Services	Legal Services	$20,000	$1,789.26	$1,789.26	9%
Legal Services Total		**$20,000**	**$1,789.26**	**$1,789.26**	9%
Taxes	Property	$5,500	$0.00	$0.00	0%
Taxes Total		**$5,500**	**$0.00**	**$0.00**	0%
Insurance	General, Property, Boiler & Auto,	$72,000	$6,117.82	$6,117.82	8%
Insurance	Auto	$4,500	$349.09	$349.09	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		**$104,500**	**$6,466.91**	**$6,466.91**	6%
Community Enhancement	Donations	$1,000	$0.00	$0.00	0%
Community Enhancement	Association Memberships	$2,000	$100.00	$100.00	5%
Community Enhancement Total		**$3,000**	**$0.00**	**$0.00**	0%
Reserve Transfer		**$248,333**	**$0.00**		
Grand Total		**$4,366,455**	**$245,121**	**$263,570**	**6%**

Expected Reserve Expenditures and Capital Improvement for 2021		**YTD**
Pool Covers	$3,000	$0.00
SC Wade Pool Repairs	$30,000	$0.00
Avana Splash Pad	$4,000	$0.00
SC/Café Exterier Walls	$28,000	$0.00
Funbrellas	$12,000	$11,983.00
Avana Shade Structure	$42,000	$20,551.26
SC-Seal Coat/Restripe	$14,000	$0.00
Escarpment Project	$270,000	$0.00
CCN Improvement	$100,000	$0.00
Construction Repairs	$35,000	$50.00
Total	**$538,000**	**$32,584.26**
Total Capital Budget Projects	**$538,000.00**	**$32,584.26**
Grand Total Expenses	**$4,904,455.00**	

Circle C Aquatics **January 2021** **Modified Operations** **Closed**

Facility Usage	Resident Entries	Guest Entries	Total Entries
Swim Center	0	0	0
Community Center	0	0	0
Avaña	0	0	0
Greyrock	0	0	0
Totals	**0**	**0**	**0**

Member Stats	Households	Individuals	Average / Household
Homeowners	5,255	16,628	3.16
Renters	385	1,400	3.64
Totals	**5,640**	**18,028**	**3.20**

Revenue	
Programs	$ 0
Swim Team	$ 0
Guest Fees	$ 0
Area Reservations	$ 0
Facility Rentals	$ 0
Lane Rentals	$ 0

Program Enrollment	
Select Swim Team	0
Masters	0
Group Swim Lessons	0
Private Swim Lessons	0
Water Aerobics	0
Lifeguard Certification	0
Water Safety Instructor	0
Scout Swim Tests	0

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

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

Special Events	
Lane Rentals	
Food Trailer Night	
Dive-In Movie	

Incidents/Injuries

Incident Types	Jan-21				YTD			
	SC	CC	AV	GR	SC	CC	AV	GR
Water Rescue Incident	0	0	0	0	0	0	0	0
First Aid Incident	0	0	0	0	0	0	0	0
Sudden Illness Incident	0	0	0	0	0	0	0	0
Patron Behavior Incident	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0
	0				0			

Entry Data	SC	CC	AV	GR	SC	CC	AV	GR
Resident Entries	0	0	0	0	0	0	0	0
Guest/NonRes Entries	0	0	0	0	0	0	0	0
Total Entries	0	0	0	0	0	0	0	0
Incidents Per Entry By Facility								
Incidents Per Entry Total	0				0			

Incident Data	SC	CC	AV	GR	SC	CC	AV	GR
Suspensions / Expulsions	0	0	0	0	0	0	0	0
	0				0			
Biohazard Cleanup	0	0	0	0	0	0	0	0
	0				0			
EMS / 911 Calls	0	0	0	0	0	0	0	0
	0				0			

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

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Maintenance has been completed
- Minor Equipment and Facility Repairs Made

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.

NEIGHBORHOOD

- Minor repairs have been completed as needed
- Power surge or lightning strike shorted out the LED drivers on several of the bollard lights on Escarpment. Drivers are ordered and should be here by 3/1/2021
- Removed materials form a dumping/fort sight on Escarpment in Avana

AVANA AMENITIES CENTER

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

GREY ROCK AMENITIES CENTER

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

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See Separate Report for Winter Storm Damage

Winter Storm/Freeze Damage Report for Facilities and Amenities

We did an initial post storm inspection of the facilities and amenities on Friday 2/19/2021 and follow-up inspections/repairs on Saturday, Sunday and Monday the 20th-22nd.

Community Center— the community center appears to be ok. We were able to turn the water back on to the Community Center after replacing a shower faucet cartridge on one of the pool showers and capping off a damaged double-check backflow preventer on the pool water fill. There was some minor spigot pipe damage in the pool pump room as well. Facility electricity and HVAC are working fine.

Community Center Pool— The electricity failed early in the week and the pool pumps did not run. The main pool equipment will be turned on by Wednesday 2/24/2021, but there is no obvious major damage to equipment or pool piping. The double check for the pool water fill did sustain freeze damage as did the water spigot piping in the pump room. The pool did have up to 2" of ice on it but did not appear to be solid at the perimeter so tile damage is most likely at a minimum. The ice did damage the Pebble Tec at the beach entry. We will need to do a repair or replacement of that Pebble Tec. We also had some concrete damage at the edge of the splash pad wall due to ice in a crack. This will need to be repaired. Restroom winterizations and space heating worked to keep freeze damage to a minimum.

Swim Center— The Competition Pool main pump switch tripped sometime the middle of the week. The system was really cold with possible ice build-up in equipment and piping so we left the pump off to allow thawing. We were unable to start this system on Monday due to the Magnetic Contactor malfunctioning. We have called an electrician to repair/replace this contactor. There was no obvious freeze damage to piping or equipment. There was no ice forming on the pool. The Wade Pool pump stayed running and there is no obvious major equipment or piping damage.

The restrooms appear to be ok with none to limited damage. There are no obvious issues with the Café.

Avana—No obvious freeze damage to equipment or piping but it does appear that we have another underground piping leak(non-freeze related but possible made worse by the freeze) as the water level was extremely low today. We turned off and drained all equipment and piping in the pump room. I have contacted a leak detection company and am waiting to hear back from them..

Restroom plumbing and fixtures appear to have no damage.

Greyrock— Equipment and piping look fine and there are no obvious issues with the pool or facility.

Playgrounds—- appear to have survived ok but will not know for sure about the shade fabrics at the Swim Center and Wildflower. They were quite stretched by the snow and ice but until that all melts we will not know if they will spring back to normal. Shade structures at Park Place and Vintage Place are ok.

Neighborhood— there are quite a few tree limbs down all over. This will have to be assessed by landscape and We Love Trees for what needs to be done.

Circle C Homeowners Association

Circle C Aquatics

Re-Opening Plan to Mitigate COVID-19 Transmission

*** Updated 10/28/20 ***

This plan has been developed and adjusted based on current recommendations from local and national authorities/organizations (including the Centers for Disease Control and Prevention, World Health Organization, Austin Public Health, Texas Department of State Health Services, American Red Cross, National Pool and Hot Tub Alliance, Central Texas Aquatics Association, Texas Public Pool Council, Association of Aquatics Professionals, and the National Recreation and Parks Association) and other best practices from the Aquatics and Parks and Recreation Industries.

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Current Status

Relevant Local Orders

Health Authority Rules Ordinance No. 20200709-003 expires on 11/12/20.

Austin City Order No. 20200702-017 “Stay Home, Mask, and Otherwise Be Safe” expires on 8/15/20.

Austin City Order No. 20200617-014 “Mandatory Health & Safety Policies for Business Employees and Patrons” expires on 8/15/20.

Local COVID-19 Transmission Status

Current transmission status – “Phase 5: Sustained Person-to-Person Spread in the Community”

Local Stage of Risk

The Health Department has published risk-based guidelines to determine when and how to open businesses and workplaces, and what people should do to stay safe during the COVID-19 pandemic.

Our Aquatics Facilities are currently considered a “Reopened Business” per Governor Abbott’s Executive Orders.

Triggers to determine the level of risk are based on the 7-day average of hospitalizations. This data will provide the most effective indicator due to the general correlation with number of cases, use of ventilators, deaths, and availability of effective treatment and vaccination.

Austin-Travis County is currently in Stage 4

COVID-19: Risk-Based Guidelines

	Practice Good Hygiene / Stay Home If Sick / Avoid Sick People	Maintain Social Distancing	Wear Facial Coverings	Higher Risk Individuals (Aged 65+, diabetes, high blood pressure, heart, lung and kidney disease, immunocompromised, obesity): Avoid Gatherings	Higher Risk Individuals: Avoid Non-Essential Travel	Higher Risk Individuals: Avoid Dining/ Shopping	Avoid Gatherings	Avoid Non-Essential Travel	Avoid Dining/ Shopping	Recommended Business Capacity
Stage 1	•			Greater than 25		Except with precautions	Gathering size TBD			100%
Stage 2	•	•	•	Greater than 10		Except as essential	Greater than 25			75%
Stage 3	•	•	•	Social and greater than 10	•	Except as essential	Social and greater than 10			50 - 75%
Stage 4	•	•	•	Social and greater than 2	•	Except as essential	Social and Greater than 10	•		25 - 50%
Stage 5	•	•	•	Outside of household	•	Except as essential	Outside of household	•	Except as essential	Contactless options only (i.e. curbside, delivery)

Use this color-coded alert system to understand the stages of risk. This chart provides recommendations on what people should do to stay safe during the pandemic. Individual risk categories identified pertain to known risks of complication and death from COVID-19. This chart is subject to change as the situation evolves.

The risk-based guidelines set out five distinct stages of risk, from the lowest threat, Stage 1, through the most serious, Stage 5, along with recommended behaviors for each stage.

For lower-risk individuals, defined as those with no substantial underlying health conditions who have a lower risk of complication and death from COVID-19, the recommendations are as follows:

Stage 1: Practice good hygiene, stay home if sick, and avoid other people who are sick. APH is working on recommendations for maximum sizes of gatherings. Individuals are advised they are safe to return to work at all businesses.

Stage 2: Includes the recommendations for Stage 1 and adds: Maintain social distancing and wear fabric face coverings in public. Individuals are urged to avoid dining and shopping except with precautions, and to avoid gathering in groups of more than 25 people. They are advised they are safe to return to work at essential and reopened businesses.

Stage 3: Includes the recommendations for Stage 2 and also urges individuals to avoid all social gatherings, and any gatherings of more than 10 people.

Stage 4: Includes the recommendations for Stage 3 and advises individuals they are safe to return to work, and dine and shop, only at “expanded essential businesses”. This category will be defined shortly.

Stage 5: Includes the recommendations for Stage 4 and urges individuals to avoid all gatherings outside of the household and avoid dining and shopping except as essential. In this stage it is considered safe to return to work at essential businesses only.

Additional protective measures are recommended for people at higher risk, namely those aged over 65 or people with diabetes, high blood pressure, heart disease, lung disease, kidney disease, obesity, or those who are otherwise immunocompromised.

For example, higher-risk individuals are urged to avoid dining and shopping except with precautions, and avoid gatherings of more than 25 people, even at the lowest level, Stage 1. As the stages progress from 1 through 4, higher-risk individuals are advised to limit the size of their gatherings, and their dining and shopping, to a greater extent than lower-risk individuals. However, by Stage 5, all individuals are advised to limit their activities and exposure to the same degree, whatever the condition of their health.

Circle C Aquatics Phased Reopening

Transition Criteria Between Phases

In order to transition from phase to phase, key metrics must be met. Adhere to all local and state public health guidance and confirm that transition into the subsequent phase is allowable with local authorities. If transition criteria is no longer met for current Phase of Reopening, revert to a previous Phase of Reopening where the transition criteria is met.

Operational Closure to Phase 1 Reopening

- Using Public Health Department data, effectively meet **Local Risk Stage 3 or lower**.
- Using Public Health Department data, effectively reach 7-Day Moving Average of new hospitalizations **below 30 for 14 consecutive days**.
- Conduct a risk assessment of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity, schedule requirements, and budget to support Phase 1 Reopening.
- Prepare and train staff for Phase 1 Reopening to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure cleaning and disinfection supplies, personal protective equipment (PPE) and establish standard operating procedures (SOPs) and associated training for Phase 1.
- Ensure community awareness and education of public health measures of Phase 1.
- Be prepared to revert to Operational Closure if transmission and hospitalization rates increase.

Phase 1 to Phase 2 Reopening

- Using Public Health Department data, effectively meet **Local Risk Stage 3 or lower**.
- Using Public Health Department data, effectively maintain 7-Day Moving Average of new hospitalizations **below 30 for 14 consecutive days**.
- Conduct a risk assessment of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity, schedule requirements, and budget to support Phase 2 Reopening.
- Prepare and train staff for Phase 2 Reopening to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure cleaning and disinfection supplies, personal protective equipment (PPE) and establish standard operating procedures (SOPs) and associated training for Phase 2.
- Ensure community awareness and education of public health measures of Phase 2.
- Be prepared to revert to Phase 1 if transmission and hospitalization rates increase.

Phase 2 to Phase 3 Reopening

- Using Public Health Department data, effectively meet **Local Risk Stage 2 or lower**.
- Using Public Health Department data, effectively maintain 7-Day Moving Average of new hospitalizations **below 10 for 28 consecutive days**.

- Using Public Health Department data, local transmission status moved to **"Phase 4: Limited Person-to-Person Spread (Close/Household Contacts)"** or lower.
- Conduct a risk assessment of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity, schedule requirements, and budget to support Phase 3 Reopening.
- Prepare and train staff for Phase 3 Reopening to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure cleaning and disinfection supplies, personal protective equipment (PPE) and establish standard operating procedures (SOPs) and associated training for Phase 3.
- Ensure community awareness and education of public health measures of Phase 3.
- Be prepared to revert to Phase 2 if transmission and hospitalization rates increase.

Phase 3 to Phase 4 Reopening

- Using Public Health Department data, effectively meet **Local Risk Stage 2 or lower**.
- Using Public Health Department data, effectively maintain 7-Day Moving Average of new hospitalizations **below 10 for 42 consecutive days**.
- Using Public Health Department data, local transmission status moved to **"Phase 3: Confirmed Case(s) (No Person-to-Person Spread)"** or lower.
- Conduct a risk assessment of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity, schedule requirements, and budget to support Phase 4 Reopening.
- Prepare and train staff for Phase 4 Reopening to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure cleaning and disinfection supplies, personal protective equipment (PPE) and establish standard operating procedures (SOPs) and associated training for Phase 4.
- Ensure community awareness and education of public health measures of Phase 4.
- Be prepared to revert to Phase 3 if transmission and hospitalization rates increase.

Phase 4 to Normal Operations

- Using Public Health Department data, effectively meet **Local Risk Stage 1**.
- Using Public Health Department data, effectively reach 7-Day Moving Average of new hospitalizations **of 0.**
- Using Public Health Department data, local transmission status moved to **"Phase 2: Persons Under Investigation (Testing in Progress)"** or lower.
- Conduct a risk assessment of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity, schedule requirements, and budget to support Normal Operations.
- Prepare and train staff for Normal Operations to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure cleaning and disinfection supplies, personal protective equipment (PPE) and establish standard operating procedures (SOPs) and associated training for Normal Operations.
- Be prepared to revert to Phase 4 if transmission and hospitalization rates increase.

Phase 1 Reopening

Phase 1: Facility Status

- Swim Center – Limited Operations
- Community Center, Avaña & Greyrock – Closed

Phase 1: Swim Center Operations

- Lap Swim by online reservation only. One person per available lane.
    - Schedule will vary based on operational/administrative needs.
    - Reservations restricted to ages 10 and older.
        - Per Pool Rules, Policies & Procedures, residents age 12 and younger must be accompanied by an adult parent/guardian.
        - The accompanying adult may reserve an additional lane to swim in while their child is swimming, or they may sit at the chair located at the entrance to their child's reserved lane. All other areas of the facility are closed.
    - Residents are restricted to a maximum of one reservation per day.
    - Non-Resident guests are not permitted.
    - Only those with a reservation will be permitted to enter the facility. No spectators are permitted.
- Select Swim Team, Masters Swimming, Water Aerobics, Group and Private Swim Lessons are suspended.
- The wade pool will remain closed.
- There will be no recreational swimming.
- Facility Rentals and Area Reservations are suspended.
- Contracted groups, programs and camps are suspended.
- All large events (i.e. Dive-In Movie Nights, i.e.) are cancelled.

Phase 2 Reopening

Phase 2: Facility Status

- Swim Center, Avaña & Greyrock – Limited Operations
- Community Center – Closed

Phase 2: Swim Center Operations

- Includes all reopened operations from Phase 1.
- Resume limited Select Swim Team operations.
    - Altered swim team group sizes and practice schedule to limit facility capacity.
    - Swim team participants will be temperature screened prior to entry.
    - Swim team participants will enter the facility through the park gate and will be screened and checked in by coaching staff.
    - Swim team operations will be physically separated from lap reservations.
    - Swim team practice arrival times will be staggered to not overlap with lap lane reservation arrival times.
    - Swim team billing will resume.
    - Social distancing and face covering policies will be strictly enforced.
- Masters Swimming, Water Aerobics, Group and Private Swim Lessons are suspended.
- Facility Rentals and Area Reservations are suspended.
- Contracted groups, programs and camps are suspended.
- All large events (i.e. Dive-In Movie Nights, i.e.) are cancelled.

Phase 2: Avaña and Greyrock Operations

- Assuming within Seasonal Dates of Operation (June – August):
    - The Avaña and Greyrock pools will be open by reservation only to control capacity limits and social distancing.
    - Capacity will be set at 40 individuals for Avaña and 25 individuals for Greyrock. These capacity limits may be altered based on observed pool use and operational needs.
    - Reservation blocks will be for a duration of 1.5 hours, beginning at 9am and ending at 6:30pm.
    - Reservations will open at 6am for the following day.
    - The facilities will be closed for 30 minutes between reservation blocks to allow for disinfection and cleaning.
    - Avaña will be closed on Wednesdays and Thursdays.
    - Greyrock will be closed on Mondays and Tuesdays.
    - Reservations will be made via the online Daxko system using each resident's Daxko account.
    - Reservations will be open for Residents in good standing with the HOA. Non-Resident guests will not be permitted.
    - Resident households will be limited to one reservation block per day.
    - Only those listed in a reservation will be permitted to enter.
    - Lounge furniture, showers, and water fountains will be unavailable. Residents our encouraged to bring their own furniture.
    - There will be no lost and found system.
    - Cancellation policies will be strictly enforced.

Phase 3 Reopening

Phase 3: Facility Status

- Swim Center, Community Center, Avaña & Greyrock – Limited Operations

Phase 3: Swim Center, Avaña and Greyrock Operations

- Includes all reopened operations from Phase 1 and Phase 2.

Phase 3: Community Center Operations

- Assuming within Seasonal Dates of Operation (June – August):
    - The Community Center pool will be open by reservation only to control capacity limits and social distancing.
    - Capacity limit TBD.
    - Reservation blocks duration and schedule TBD.
    - Reservations will open at 6am for the following day.
    - The facility will be closed for 30 minutes between reservation blocks to allow for disinfection and cleaning.
    - Reservations will be made via the online Daxko system using each resident's Daxko account.
    - Reservations will be open for Residents in good standing with the HOA. Non-Resident guests will not be permitted.
    - Resident households will be limited to one reservation block per day.
    - Only those listed in a reservation will be permitted to enter.
    - Lounge furniture, showers, and water fountains will be unavailable. Residents our encouraged to bring their own furniture.
    - The water slide and splash pad will be closed.
    - There will be no lost and found system.
    - Cancellation policies will be strictly enforced.

Phase 4 Reopening

Phase 4: Facility Status

- Swim Center, Community Center, Avaña & Greyrock – Limited Operations

Phase 4: Swim Center Operations

- Includes all reopened operations from Phase 1, Phase 2, and Phase 3.
- Masters Swimming, Water Aerobics, Group and Private Swim Lessons may resume at limited operations, assuming within seasonal operation dates for each program.
- The wade pool will remain closed.
- There will be no recreational swimming.
- Facility Rentals and Area Reservations are suspended.
- Contracted groups, programs and camps are suspended.
- All large events (i.e. Dive-In Movie Nights, i.e.) are cancelled.

Phase 4: Community Center, Avaña and Greyrock Operations

- Includes all reopened operations from Phase 2 and Phase 3.

Aquatics Operational Alterations

General Precautions

- Cloth Face Coverings
  - **All staff and patrons are required to wear face coverings while at the facility.** Lifeguards will not be required to wear face coverings while in stand performing patron surveillance. Exceptions are made to allow for eating/drinking.
  - Face coverings should not be worn while in the water.

- Social Distancing
  - **All staff and patrons shall maintain at least 6 feet of distance between themselves and others.**
  - Patrons will not approach lifeguard stands or stations.
  - Visual cues will be displayed to assist with social distancing (cones, markers on the deck/ground, signs, etc.). Patrons will be expected to follow all social distance markers and visual cues.
  - Lifeguards that are performing patron surveillance will not be tasked with enforcing social distancing. Additional staff will be on-site to assist with enforcement.
  - Exceptions to this social distancing requirement:
    - When a lifeguard is rescuing a distressed swimmer, providing first aid, or performing CPR with or without an automated external defibrillator.
    - When individuals are in the process of evacuating the facility due to an emergency situation.

- Hand Hygiene and Respiratory Etiquette
  - All staff and patrons should wash their hands often and cover their coughs and sneezes.
  - Hand sanitizer will be available, and staff should use as often as possible

- Staying Home When Sick
  - Staff and patrons should not come to the facility when:
    - They have any symptoms of COVID-19
    - They have tested positive for COVID-19
    - They were exposed to someone with COVID-19 within the last 14 days
  - All residents will be required to answer COVID-19 symptom questioning prior to entering the facility.

- Adequate Supplies
  - Ensuring adequate supplies are available to support healthy hygiene
    - Hand Sanitizer and Hand Soap
    - Sanitizing Solutions (K-Quat, Effersan, Wysiwash, Clorox Wipes)
    - Paper Towels and Tissues
    - Equipment (No-Touch Thermometers, Electronic Whistles)
    - PPE (Gloves, Gowns, Face Shields, Masks, HEPA Filters)

- Signs and Messages

- Signs will be posted about how to stop the spread of COVID-19, how to properly wash hands, how to promote everyday protective measures, and how to properly use a cloth face covering in highly visible locations.
- Messaging will be distributed via signs, email blasts, social media and websites

- Staff Symptom Screening
  - If a staff member has any of the following symptoms, they must be sent home: cough, shortness of breath or difficulty breathing, chills and/or repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or a measured temperature greater than or equal to 100.0 degrees - Temperatures will be taken via no-touch thermometers, known close contact with a person who is diagnosed with COVID-19
  - Any staff with the above symptoms may not be able to return to work until:
    - In the case of a staff member who was diagnosed with COVID-19, the staff member may return to work when all three of the following criteria are met: at least 3 days have passed since recovering (resolution of fever without the use of fever-reducing medications); and the individual has improvement in symptoms; and at least 10 days have passed since symptoms first appeared; or
    - In the case of a staff member who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the staff member is assumed to have COVID-19, and they may not return to work until they have completed the same three-step criteria listed above; or
    - If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, thy must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
  - Any staff member with known close contact to a person who is diagnosed with COVID-19 may not return to work until the end of the 14-day self-quarantine period from the last date of exposure.

- Lifeguard Rotations
  - Lifeguard rotations shall be set at increments to no greater than 15 minutes
  - Lifeguard stands will be sanitized between rotations.

- Staggered Shifts
  - Efforts will be made to avoid overlapping shift times to minimize the number of staff members on-site at any given time

- Cleaning and Sanitation
  - Thorough cleaning and sanitizing will take place throughout daily operations and will be documented.

- Pool Furniture
  - Lounge furniture will be removed from the deck and will not be available for use.
  - All remaining picnic tables and benches will be sanitized between reservations.

- Showers / Changing Areas / Water Fountain
  - Showers, changing areas, and water fountains will be closed/shut off

- Lost and Found

        - There will be no lost and found kept at the facility. All items left behind will be discarded at the end of the day.

- Offices
    - The Swim Center office will remain closed and will only be accessible to the Head Guard and management staff.
    - Water and refrigerator will not be available for staff use. Staff will be encouraged to bring their own coolers, food, and water bottles.
    - Paper forms/documents will not be accepted by staff. All forms must be emailed or left in the drop box outside of the Swim Center office.

- Sick Leave Policies
    - Sick leave policies will be relaxed to allow staff members to stay home when sick.
    - Backup staffing and on-call shifts will be utilized to avoid staff shortages.

- Staff Training
    - Staff will be trained on all new safety procedures and protocols
    - In-Service trainings will be conducted in small groups

Personal Protective Equipment

- Daily Operations
    - Face Coverings
        - All staff will wear face coverings while at work
        - Face coverings may be lowered to allow staff to eat/drink
        - Face coverings will be removed while in stand performing patron surveillance and to perform in-water rescues
    - Gloves
        - Gloves shall be worn by staff members:
            - When touching or moving any high-touch surfaces or items (door handles, furniture, tablet computer, etc.
            - When providing any care for a patron
            - When performing any cleaning/sanitizing tasks
        - Remove gloves after use, or in between tasks as necessary to avoid cross contamination.
        - Dispose of used gloves in a lined trash can
        - Wash hands thoroughly after removing gloves and/or use hand sanitizer
    - Goggles
        - Goggles shall be worn when performing cleaning/sanitizing tasks

- PPE in Emergency Procedures/Response
    - Face Coverings
        - Face coverings shall be removed when performing a water rescue
    - Before performing any care for a resident -or- while a water rescue is in progress, additional responders shall apply the following PPE to themselves:
        - Hand Sanitizer
            - Use hand sanitizer prior to donning PPE
        - Gown
            - Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back, Fasten in back of neck and waist

        - Masks (N95 Respirator Mask)
            - Secure ties to elastic bands at middle of head and neck, Fit flexible band to nose bridge, Fit snug to face and below chin, Fit-check respirator, If N95 masks are unavailable, surgical masks may be worn
        - Goggles or Face Shield
            - Place over face and eyes and adjust to fit
        - Gloves
            - Extend to cover wrist of isolation gown

Emergency Procedure Alterations

- Water Rescues
    - All efforts shall be made to reduce staff-to-patron contact
        - Reducing potential for in-water rescues by:
            - Only allowing lap swim, no recreational swim allowed
            - Strictly enforcing all safety rules
            - Extreme vigilance while performing patron surveillance
        - Utilizing reaching assists when possible
        - Using rear rescue approaches when possible
    - In the event of a water rescue, all additional responders should don all required PPE
    - After victim extrication from the water, additional responders should begin care for victim while the rescuing lifeguard dons required PPE
    - Provide appropriate care

- First Aid
    - Staff must don required PPE prior to providing any care including:
        - N95/KN95 Respirator or surgical mask, Isolation Gown, Goggles or face shield, Gloves
    - A surgical mask should be given to the victim if there is no breathing/airway emergency
        - Before providing care, staff should ask the victim if they have any of the following symptoms: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea
    - If the victim has any of the above symptoms of COVID-19, isolate the victim from other patrons and unnecessary staff members.
    - Provide appropriate care.

- CPR / Ventilations
    - Staff must don required PPE prior to providing any care including:
        - N95/KN95 Respirator or surgical mask, Isolation Gown, Goggles or face shield, Gloves
    - Bag Valve Masks should be used for ventilations
        - BVMs will be equipped with HEPA filtration to filter expired air
        - Staff should avoid using mask-to-face ventilations when possible.
            - Staff resuscitation masks will also be equipped with HEPA filters in the case that they may be used

Standard Operating Procedures

Daily Opening

- The office/guard room is closed to all staff members except for the Head Guard, necessary front desk and management team.
- Staff members will be authorized to clock in/out on their personal devices (cell phones). Clock-ins will be GPS enforced.
- Head Guard will perform a symptom check on all staff members. Front Desk staff or management will perform symptom check on Head Guard.
- All staff members must wear face coverings at all times. Face coverings may only be lowered to eat/drink, while in stand performing patron surveillance, and while performing water rescues.
- Head Guard pulls all necessary equipment and supplies from office.
    - Front desk supplies (for Swim Center only)
        - Tablet/computer
        - Phone
        - Card scanner
        - Hand sanitizer
        - Clorox wipes
    - Lifeguard supplies
        - Trauma bag / first aid supplies
        - PPE
- Staff ensures all cleaning supplies are restocked and ready for the day.
- Staff checks restrooms to ensure that all fixtures are clean and dry.
- Head guard assigns rescue equipment to each lifeguard. Each rescue tube will only be used by the assigned lifeguard for that shift.
- Normal opening duties are performed.

Reservation Check-in Procedures

- Reservation Check-In Desk is located at the Cafe gate at Swim Center, at entrance for other facilities.
- Entrance gate is to remain closed and locked until 5 minutes prior to the start of reservation time and only after all patrons from the previous reservation time block have left the facility.
- Residents may line up outside of the entrance gate using the indicated social distancing guides
- Gate will be propped open to limit high touch surfaces.
- Front Desk Staff may begin to check in residents 5 minutes prior to the start time of the reservation block
    - Patrons will wait at the gate until called to the check-in area
    - Patron will scan their Aquatics ID Card
    - Front desk staff will verify that the patron has a valid reservation
    - Front desk will ask the patron group the following questions:
        - “Do you have any of the following symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache,

new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea?"
        - "Have you been diagnosed with COVID-19?"
        - "Have you been in contact with anyone that has been diagnosed with COVID-19 anytime in the last 14 days?"
    - If the answer is "Yes" to any of the above questions, the patron group may not enter the facility.
    - For Swim Center once checked in, Front Desk will assign the patron a lane number. Head Guard will guide the patron in the direction to their lane entry location.
    - At Swim Center, Front Desk will close and secure the gate 10 minutes after the start time of the reservation block. No entries are permitted after the gate is closed.

Reservation Check-out Procedures

- Reservation Check-Out is located at the Parking Lot gate for Swim Center and designated exit gates for other facilities.
- Patrons must check out no later than 5 minutes after the end time of the reservation.
- Once all patrons have exited the facility, the gate will be closed and secured.

Hourly Cleaning/Sanitizing - Performed in between reservation blocks

- Head Guard / Lifeguard staff
    - Sanitize restrooms
        - Toilets (K-Quat No-Rinse)
        - Sinks (K-Quat No-Rinse)
        - Stall doors on both side (K-Quat No-Rinse)
        - Soap dispensers (K-Quat No-Rinse)
        - Paper towel dispensers (K-Quat No-Rinse)
    - Sanitize office door handles
        - Both sides of both doors (K-Quat No-Rinse)
    - Sanitize used/accessible deck furniture (Effersan)
    - Sanitize staff break areas (K-Quat No-Rinse)
    - Complete all hourly cleaning/sanitizing checklists
- Front desk staff
    - Sanitize all front desk equipment
        - Tablet/Computer (Clorox Wipes)
        - Phone (Clorox Wipes)
        - Check in table/chairs (Clorox Wipes)
        - Check-out table/chairs (Clorox Wipes)
    - Sanitize all gate handles for entrance and exit gates (K-Quat No-Rinse)
    - Complete hourly cleaning/sanitizing checklist

Shift Change Procedures

- Outgoing Head Guard / Lifeguard staff duties
    - Sanitize restrooms

        - Toilets (K-Quat No-Rinse)
        - Sinks (K-Quat No-Rinse)
        - Stall doors on both sides (K-Quat No-Rinse)
        - Soap dispensers (K-Quat No-Rinse)
        - Paper towel dispenser (K-Quat No-Rinse)
    - Sanitize office door handles
        - Both sides of both doors (K-Quat No-Rinse)
    - Sanitize used/accessible deck furniture (Effersan)
    - Sanitize staff break areas (K-Quat No-Rinse)
    - Sanitize lifeguard stands
        - Rails (K-Quat No-Rinse)
        - Platform (K-Quat No-Rinse)
        - Seat (K-Quat No-Rinse)
        - Umbrella Metal Parts (K-Quat No-Rinse)
    - Sanitize lifeguard equipment
        - Tubes (Effersan)
        - Backboards (Effersan)
        - Safety Goggles/Glasses (Effersan)
    - Complete all shift change cleaning/sanitizing checklists
    - Complete in-service training
    - Outgoing Head Guard remains on-site until incoming Head Guard arrives
- Outgoing Front Desk staff duties
    - Sanitize front desk equipment
        - Tablet/computer (Clorox Wipes)
        - Phone (Clorox Wipes)
        - Check-in table and chairs (Clorox Wipes)
        - Check-out table and chairs (Clorox Wipes)
    - Sanitize all gate handles for entrance and exit gates (K-Quat No-Rinse)
    - Complete shift change cleaning/sanitizing checklist
- Outgoing staff clocks out on their personal devices
- Outgoing Head Guard remains on-site until incoming Head Guard arrives
- Outgoing Head Guard will perform COVID-19 symptom check on incoming Head Guard.
- Incoming staff will clock-in on their personal devices
- Incoming Head Guard will perform a symptom check on all staff members.
- All staff members must wear face coverings at all times. Face coverings may only be lowered to eat/drink, while in stand performing patron surveillance, and while performing water rescues.

Daily Closing

- Head Guard puts all lifeguard and front desk equipment in the office.
- Head Guard / Lifeguard staff closing duties
    - Sanitize restrooms
        - Toilets (Wysiwash)
        - Sinks (Wysiwash)

        - Stall doors on both sides (Wysiwash)
        - Floors (Wysiwash)
        - Soap Dispensers (Wysiwash)
        - Paper towel dispensers (Wysiwash)
    - Sanitize office door handles
        - Both sides of both doors (K-Quat No-Rinse)
    - Sanitize used/accessible deck furniture (Effersan)
    - Sanitize staff break areas (K-Quat No-Rinse)
    - Sanitize lifeguard stands
        - Rails (Wysiwash)
        - Platform (Wysiwash)
        - Seat (Wysiwash)
        - Umbrella Metal Parts (Wysiwash)
    - Sanitize lifeguard equipment
        - Tubes (Effersan)
        - Backboards (Effersan)
        - Safety Goggles/Glasses (Effersan)
    - Sanitize deck areas - In front of lanes 10-20 (Wysiwash)
        - Sanitize all cones (Wysiwash)
    - Complete all closing cleaning/sanitizing checklists
    - Complete in-service training
- Front desk cleaning/sanitizing duties
    - Sanitize front desk equipment
        - Tablet/computer (Clorox Wipes)
        - Phone (Clorox Wipes)
        - Check-in table and chairs (Clorox Wipes)
        - Check-out table and chairs (Clorox Wipes)
    - Sanitize all gate handles for entrance and exit gates (K-Quat No-Rinse)
    - Complete closing cleaning/sanitizing checklist

Cleaning Product Instructions

- **K-Quat No Rinse**
    - PPE Required - gloves, face masks
- Equipment Required - K-Quat No Rinse spray bottle, yellow towel
- Mixture - This cleaning product is premixed by Maintenance Staff
- Cleaning Instructions:
    1. Spray directly onto the surface to be sanitized, thoroughly wetting the surface.
    2. Allow to sit on the surface for 10 minutes.
    3. Wipe the surface with the Yellow Towel (the yellow towels can be re-used throughout the entire day but must be discarded at the end of the day)

- **Effersan**
    - PPE Required - gloves, face masks, eye protection (glasses or goggles), shoes
    - Equipment Required - Effersan spray bottle, white towel, water hose
    - Mixture - Fill a 32oz spray bottle with water. Drop in 1 tablet of Effersan. Allow the tablet to dissolve. Put spray cap back on bottle.
    - Cleaning Instructions:
        1. Spray directly onto the surface to be disinfected.
        2. Allow to sit on the surface for 5 minutes.
        3. Rinse area or item thoroughly.
        4. Dry area or item with a white towel or let area or item air dry.

- **Wysiwash**
    - This cleaning product is only to be used by trained staff members. Failure to follow operating instructions may result in injury and/or property damage.
    - PPE Required - gloves, face masks, eye protection (glasses or goggles), shoes
    - Equipment Required - Wysiwash with caplets, water hose
    - Mixture - This system mixes on its own provided there are caplets in the mixing canister
    - How to attach the Wysiwash system to the hose:
        1. Unscrew the caplet container from the nozzle top piece of the cleaner
        2. Place caplet inside the caplet container (there may already be a caplet inside - use the old caplet if there is one in the container). Do Not Remove the plastic jacket on the caplet!
        3. Screw the caplet container back in place on the nozzle top piece of the cleaner
        4. Thread the female dis-connect onto the garden hose
        5. Insert the male end of the Wysiwash onto the female dis-connect on the hose. Pull back the neck on the female dis-connect to do this. Once inserted, release the neck. Make sure the Wysiwash is securely fastened to the hose by pulling gently on the hose.
    - Cleaning Instructions:
        1. Turn on the water hose
        2. Turn on the Wysiwash system by twisting the flow control valve

3. Prime: Spray into a bucket to prime the system. This ensures that the solution is at an effective concentration and any concentrate is flushed out. This concentrate in the bucket can be poured into the comp pool.
    - New Caplet: Prime for 1-2 minutes
    - Previously used caplet: Prime for 30-40 seconds.
4. Begin with a gentle mist, not a targeted spray. Misting first prevents pathogens from becoming airborne. To adjust the spray, twist the sleeve on the stem of the adjustable nozzle. After the whole area has been sprayed with a gentle mist, use the jet spray on heavily soiled areas to remove any remaining organic waste.
5. Allow Wysiwash solution to sit for 10 minutes
6. Rinse area down with the garden hose.
7. Drying
    - For restrooms: dry the toilets, urinals, and sinks with a dry towel and squeegee.
    - For remainder of restrooms as well as deck and guard stands allow to completely air dry

- How to drain the Wysiwash system
    - This is an essential step to keep the unit in good condition and prevent chlorine fumes and unintended bleaching
    - Take caution to avoid contact with skin and clothing while draining. The drained solution is more concentrated and may stain/irritate skin

    1. Make sure the water and flow control valve are turned off
    2. Disconnect the unit from the female coupler by sliding the neck of the female toward the hose side again to release.
    3. In a bucket, turn the Wysiwash upside down and point the valve downward.
    4. Turn the flow control valve on to allow the solution to drain. The bottom of the caplet container should be pointed upwards at a slight angle. This allows water to drain from the bottom of the caplet container.
    5. Store the Wysiwash system in this position to maximize the life of the caplets.
    6. Empty the bucket into the comp pool.

Protocols in the Event of COVID-19 Exposure

- Isolation of Symptomatic Individual
  - Immediately separate staff or patrons with COVID-19 symptoms
  - Arrange for transportation for anyone sick to their home or healthcare provider.
- Notify Health Officials and Close Contacts
  - Immediately notify Austin Public Health, staff and patrons of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act.
  - Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC and Austin Public Health guidance if symptoms develop.
- Cleaning and Disinfection
  - The facility will be closed in the event of exposure to COVID-19
  - A waiting period of 24 hours must take place prior to cleaning and disinfection of the facility.
  - The facility will reopen provided it has been cleaned and disinfected and staffing is available.
- Staff Exposure
  - Any staff member with potential exposure to COVID-19 will not be allowed to work for 14 days after the exposure and must self-isolate and follow guidance from local health officials.

Resources

- **Centers for Disease Control and Prevention (CDC)**
  - Coronavirus Disease 2019 (COVID-19)
  - Considerations for Public Pools, Hot Tubs, and Water Playgrounds During COVID-19
  - Parks and Recreational Facilities
  - Guidance for Administrators in Parks and Recreational Facilities
  - Preventing the Spread of COVID-19 in a Variety of Settings Throughout Your Community
  - Worker Safety and Support
  - Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020
  - Symptoms of Coronavirus
  - Information for Healthcare Professionals about Coronavirus (COVID-19)
  - Interim Guidance for Emergency Medical Services (EMS) Systems and 911 Public Safety Answering Points (PSAPs) for COVID-19 in the United States
- **U.S. Equal Employment Opportunity Commission (EEOC)**
  - Pandemic Preparedness in the Workplace and the Americans with Disabilities Act
- **American Red Cross (ARC)**
  - AMERICAN RED CROSS COVID-19 GUIDANCE
  - Considerations for Aquatics Facilities and Lifeguarding
  - COVID-19 Guidance for Aquatics from the Scientific Advisory Council
- **National Recreation and Park Association (NRPA)**
  - Phased Reopening Planning – Gradually Restoring Operations to Protect Public Health
- **World Health Organization (WHO)**
  - Coronavirus Disease (COVID-19) Pandemic
- **Austin Public Health (APH)**
  - COVID-19 Information
  - Information for Businesses and Industries
- **Texas Department of State Health Services (DSHS)**
  - Coronavirus Disease 2019 (COVID-19)
  - Opening the State of Texas
- **Aquatics Industry Resources**
  - IAAPA - Member Resources for COVID-19
  - POOLaide: Webinars for Uncertain Times
  - Counsilman-Hunsaker | COVID-19
  - Lifeguard Authority
  - USA SWIMMING CORONAVIRUS (COVID-19) RESOURCES
  - Redwoods Institute - COVID-19 Updates & Resources
  - Association of Aquatic Professionals - COVID-19 Resources
  - North Texas Aquatics Association (NTAA)
  - Texas Public Pool Council (TPPC) - COVID-19 Resources

Lap Swimming Reservation Operational Plan

In an effort to meet strict social distancing requirements and capacity limits, and to mitigate the spread of COVID-19 throughout our community, the Swim Center Facility will be open for lap swim by reservation only beginning June 2, 2020. We will continue to monitor the ongoing public health situation to determine when we can expand our opening. Check back for details.

Phone use is limited due to the current situation, email is the best way to get a hold of us. Please email customerservice@ccswim.net if you need assistance.

General Policies

- Reservation time blocks are for a duration of 40 minutes.
- Registration for reservations will open online at 6:00 a.m. for the following day.
- Reservations are open for residents of Circle C HOA only. Non-Resident guests are not permitted at this time.
- In order to book a reservation, residents must be in good standing with the Circle C HOA, be of age 10 and older, and follow all pool rules, policies, and procedures.
- Per Pool Rules, residents age 12 and younger must be accompanied by an adult parent/guardian. The accompanying adult may reserve an additional lane to swim in while their child is swimming, or they may sit at the chair located at the entrance to their child's reserved lane. All other areas of the facility are closed.
- All reservations must be made online prior to arrival at the facility. No “walk-ins” will be allowed.
- Only residents registered for the reservation time will be admitted into the facility. Spectators (i.e. non-swimming children, etc.) are not permitted.
- Residents are limited to one reservation per day.
- The facility is open for active lap swim / aquatic exercise only. Recreational swimming, lounging or “tanning” on the pool deck or terrace is not permitted.
- There is a maximum of one resident per open lane. Lane sharing is not permitted at this time.
- Residents must swim in the center of their lane. “Circle Swimming” is not permitted at this time.
- **Social distancing will be enforced**. All residents must keep at least six (6) feet of distance between themselves and any other person not residing in the same household as the resident.
- **All residents must wear face coverings while inside the facility.** Face coverings must remain on at all times except for when the resident is inside the pool water. Face coverings are not permitted in the pool.
- In addition to this policy document, all residents must sign a COVID-19 Liability Waiver prior to booking this reservation. Residents ages 17 and younger must have a parent sign this waiver on their behalf.
- Any residents displaying or confirming symptoms of COVID-19 will not be permitted to enter the facility.

Facility Alterations

- There will be no showers or changing areas available. Residents must arrive at the facility ready to swim.
- There will be no water fountains available.

- Restrooms will be open but will be limited to one person at a time.
- The Swim Center office and main entrance will remain closed at this time. Entry to the facility will be at the Cafe gate, and only at specified times.
- There will be no lounge furniture available for use.
- The facility will be closed in between reservation blocks for disinfection/sanitizing.
- There will be no "Lost & Found" system in place. Residents are responsible for taking their belongings with them. Any items left behind will be discarded after the reservation block.

How to Book a Lap Swim Reservation Time Block

1. **Make sure you have a Resident Information Form on file.** – If you have previously submitted a Resident Information Form, and already have your Aquatics ID Card, proceed to Step 2. If you have not previously submitted a Resident Information Form, please click HERE for information on how to do so.
2. **Access your Daxko Account** – If you have previously registered for a program with us, you probably have already enabled your Daxko account. You can visit your Daxko account by clicking HERE. If you need to enable your Daxko account, click "Find Account" on your Daxko account page (You will need to enter the last name, birth date, and zip code of the Primary Adult as it is listed on your Resident Information Form. If you have any difficulty accessing your Daxko account, please email our Program Coordinator, Amanda, at coordinator@ccswim.net.
3. **Visit our Lap Swim Reservation page** HERE to book your Lap Swim Reservation Time Block

Cancellation Policies

- In order to cancel a reservation, an email must be sent to customerservice@ccswim.net.
- All cancellations **must** be made by 6am the day of the reservations.
- After two violations of this cancellation policy, the resident will be prohibited from making future reservations for 30 days.

Arrival Procedures (Start of Reservation)

- Residents will enter the facility through the Cafe Gate.
- Residents must arrive **no sooner than 5 minutes prior** to the reservation start time, and **no later than 10 minutes after** the reservation start time. **There will be no entry permitted 10 minutes after the reservation start time.**
- Residents will observe **social distancing** and **face covering** requirements while waiting in line to enter the facility. There will be social distancing markers to aide residents while waiting.
- Once called by the Aquatics Staff, residents will enter the facility one at a time.
- Each resident will check-in for their reservation by swiping their Aquatics ID Card. Aquatics Staff will verify the reservation upon check-in.
- Residents will be *verbally* screened for COVID-19 symptoms.
- Residents will arrive ready to swim. There will be no changing areas or showers available.
- Once checked in, residents will be assigned a lane and directed by the Aquatics Staff to the entry point of their lane.
- Residents must keep their personal belongings at the entry point of their lane.

Departure Procedures (End of Reservation)

- The Aquatics Staff will close the facility upon the end time of the reservation block.
- Residents must leave the facility **no later than 5 minutes after** the reservation end time.
- Residents will exit the facility through the Parking Lot Gate.

Select Swim Team Operational Plan

Due to the global pandemic, Select Swim Team operations have been suspended since mid-March 2020. We are planning to resume modified team operations mid-October 2020. Select tuition fees have been suspended during the closure. The Select Head Coach meets with the team members virtually each week to assign workouts to be conducted on their own.

General Policies

- Tuition fees will resume November 1, 2020.
- The registration process will be 100% paper-free and digital. Registration for Select Swim Team will take place online through individual Daxko accounts.
- The Annual Registration Fee will remain the same, at $155.
- Monthly Registration - All monthly tuition prices will remain the same. Participants must register for each month separately.
- Online monthly registration opens on the 25th of the month prior. Team members who are not registered for the month will not be granted access to the facility.
- As part of the online registration process, team members/parents must sign a COVID-19 Liability Waiver prior to registering for the team each month. Participants ages 17 and younger must have a parent sign this waiver on their behalf.
- Team members must notify Circle C Aquatics via email to Program Coordinator coordinator@ccswim.net or Aquatics Director director@ccswim.net) if they have been diagnosed with COVID-19, a family member or other person residing in the same household has been diagnosed with COVID-19, or if the team member has had any potential exposure to someone who has been diagnosed with COVID-19. Failure to notify Circle C Aquatics of these conditions will result in suspension from the Select Swim Team.
- All team members and Select Coaching Staff will be temperature checked and screened for COVID-19 symptoms prior to entry. Any team members displaying or confirming symptoms of COVID-19 will not be permitted to enter the facility.
- Only registered Select Team participants will be admitted into the facility. Spectators (i.e. parents, family members, etc.) are not permitted.
- There is a maximum of three swimmers per lane, and a maximum of 24 team members allowed inside the facility during each practice time block. The Select Team will be following USA Swimming COVID-19 guidelines for swimmer/practice layout.
- **Social distancing will be enforced**. All team members and Select Coaching Staff must keep at least six (6) feet of distance between themselves and any other person not residing in the same household as the team member. Team members must follow all social distancing markers/guides while inside the facility.
- **All team members and Select Coaching Staff must wear face coverings while inside the facility.** Face coverings must remain on at all times except for when the team member is inside the pool water. Face coverings are not permitted in the pool.
- There will be no special events or programs at this time.
- Tryouts will be held on Tuesdays and Wednesdays from 4-6pm. Registration will be online.
- **Failure by any team member to follow the modified operational procedures will result in suspension from the Select Swim Team.**

Facility Alterations

- There will be no showers or changing areas available. Team members must arrive at the facility ready to swim.
- There will be no drinking water or water fountains available.
- Restrooms will be open but will be limited to one person at a time.
- The Swim Center office and main entrance will remain closed at this time. Entry to the facility for Select team members will be at the park gate, and only at specified times.
- There will be no lounge furniture available for use.
- Team members will need to bring their own equipment with them to practice and take their equipment with them at the end of practice. There will be no storage of equipment at the facility.
- There will be no "Lost & Found" system in place. Team members are responsible for taking their belongings with them. Any items left behind will be discarded.

Monthly Registration

- All Select Team registration and payment will be conducted online and monthly.
- Monthly registration opens on the 25th of the month prior.
- Follow the instructions HERE to register and pay online.
- There will be no prorating or refunds on monthly tuition payments.

Practice Schedule - (subject to change at any time)

- Bronze
  - In Water Practice
    - Mondays – Fridays: 4:00-4:35pm
- Silver
  - In Water Practice
    - Mondays – Fridays: 4:45-5:50pm
    - Saturdays: 10:00-11:15am
- Gold
  - In Water Practice
    - Mondays – Fridays: 4:45-5:50pm
    - Saturdays: 10:00-11:15am
  - Strength & Conditioning
    - Saturdays: 9:00-10:00am
- Pre-Senior
  - In Water Practice
    - Mondays – Fridays: 6:00-7:30pm
    - Saturdays: 8:00-9:50am
  - Strength & Conditioning
    - Mondays/Thursdays: 5:00-6:00pm
    - Saturdays: 10:00-11:00am
- Senior
  - In Water Practice
    - Mondays – Fridays: 6:00-8:00pm
    - Saturdays: 8:00-9:50am
  - Strength & Conditioning
    - Mondays/Thursdays: 5:00-6:00pm
    - Saturdays: 10:00-11:00am

Team Member Arrival Procedures

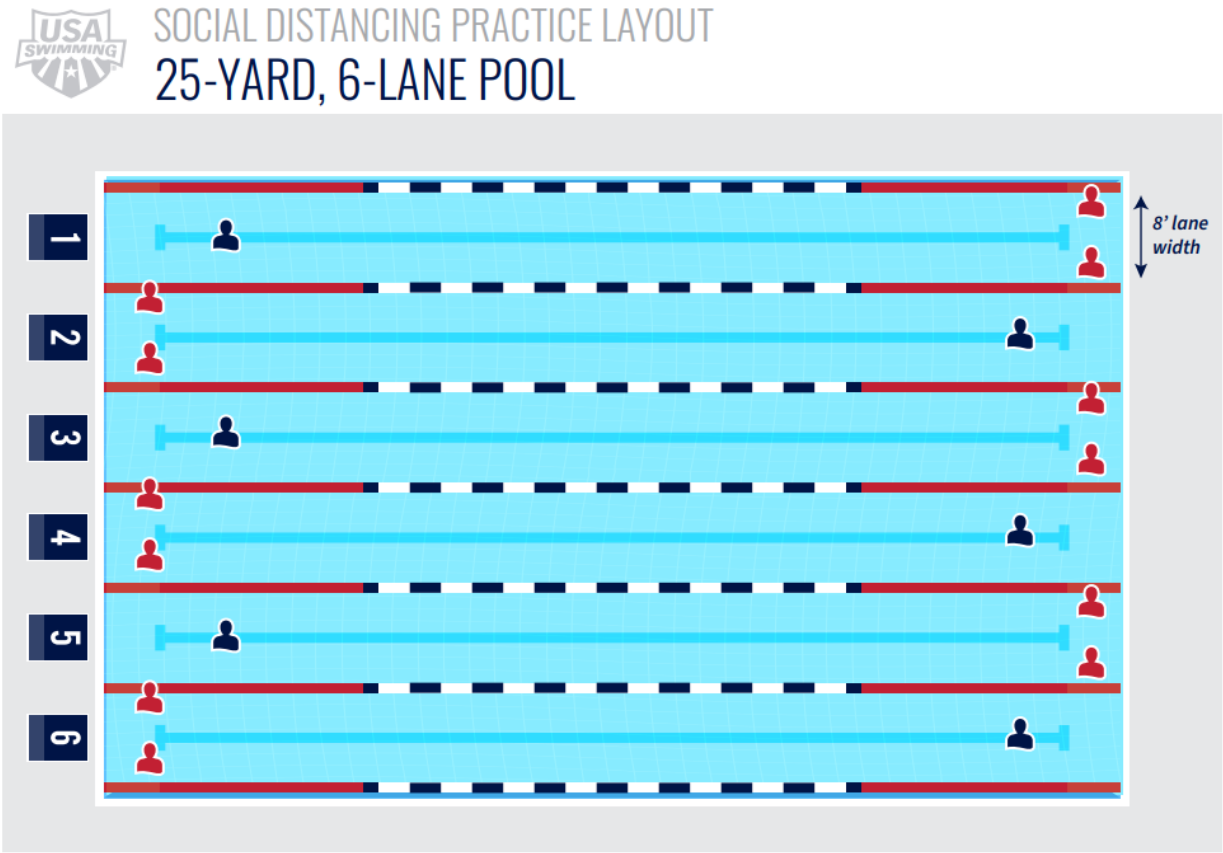
- Select team members will enter through the **park gate**.
- Team members must arrive **no sooner than 10 minutes prior** to the scheduled start time, and **no later than 10 minutes after** the scheduled start time. **There will be no entry permitted 10 minutes after the scheduled start time.**
- Team members will observe **social distancing** and **face covering** requirements while waiting in line to enter the facility. There will be social distancing markers to aide team members while waiting.
- Once called by the Select Coaching Staff, team members will enter the facility one at a time.
- Each team member will check-in with the Select Coaching Staff. Team members that are not currently registered for the team will not be granted entry. There are no exceptions to this policy.
- Team members will have their temperature checked by Select Coaching Staff. Any team member with a temperature at 100 degrees or above will not be permitted to enter the facility.
- All team members will be *verbally* screened for other COVID-19 symptoms.
- Team members must arrive ready to swim. There will be no changing areas or showers available.
- Once checked in, team members will be assigned a lane and directed by the Select Coaching Staff to the entry point of their lane.
- Team members must keep their personal belongings and equipment within the designated area of their lane.

Team Member Departure Procedures (End of Practice)

- The Select Coaching Staff will promptly end practice at the scheduled end time.
- Team members must leave the facility **at the end of their practice time**.
- Team members will exit the facility through the Parking Lot Gate.

Select Practice Layout

- There will be a maximum of 3 swimmers per lane.
- There will be a maximum of 24 team participants allowed in the facility at a time.
- Select practice will be in lane 1 through lane 8.
- Team members will be assigned a lane and position upon entry.
- There will be designated areas at each lane position for participants to set their personal belongings and equipment. No equipment may be stored at the facility.
- The Select Team will follow USA Swimming Guidelines for practice layout (https://www.usaswimming.org/docs/default-source/coaching-resourcesdocuments/facility-reopening-plan-guidelines.pdf)



Staff Requirements

- All Select Coaching Staff will be temperature checked and symptom screened by the assigned Aquatics Staff daily upon arrival at the facility.
- Coaching Staff may not enter the facility if they are sick or displaying any COVID-19 related symptoms or conditions.
- Select Coaching Staff will screen team members upon arrival and take accurate attendance. These attendance records will be given to Aquatics Staff.
- Select Coaching Staff must always wear a cloth face covering while inside the facility. Each coach will be assigned a megaphone to assist with coaching. These megaphones may not be left at the facility.
- Select Coaching Staff must maintain a distance of at least 6 feet from all other individuals.

COVID-19 Exposure Plan

- Team members are required to notify Circle C Aquatics in the case of a diagnosis or potential exposure to COVID-19 by any team member or person residing in the same household as a team member.
- Select Team operations will be temporarily suspended in the case of a potential COVID-19 exposure among team members, aquatics staff or pool patrons at the facility.
- Notification of health officials and close contacts:
    - Austin Public Health, staff and patrons will be notified of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act.
    - Those who have had close contact with a person diagnosed with COVID-19 will be instructed to stay home and self-monitor for symptoms and follow CDC and Austin Public Health guidance if symptoms develop.
- Cleaning and Disinfection
    - The facility will be closed in the event of exposure to COVID-19.
    - A waiting period of 25 hours must take place prior to cleaning and disinfection of the facility.
    - The facility will reopen provided it has been cleaned and disinfected and staffing is available.
- Team Member Exposure
    - Any team member with potential exposure to COVID-19 or with a diagnosis of COVID-19 will not be permitted to enter the facility for a period of 14 days after the exposure and must self-isolate and follow guidance from local health officials.
- Staff Exposure
    - Any Aquatics Staff or Select Staff member with potential exposure to COVID-19 or with a diagnosis of COVID-19 will not be permitted to enter the facility for a period of 14 days after the exposure and must self-isolate and follow guidance from local health officials.

Circle C Homeowners Association
Board Meeting Minutes
April 29, 2020

1. The CCHOA Board of Directors convened on April 29, 2020 via video conferencing (zoom). Kim Ackermann called the meeting to order at 6:30 p.m. In attendance were board members Kim Ackermann, Natalie Placer-McClure, Russ Hodes, Michael Chu, Jason Bram Steve Urban and AE Martin. CCHOA Manager Karen Hibpshman was in attendance. Marnie McLeod, Assistant Manager was in attendance. Brody McKinley, Aquatics Director was present. Robert Bardeleben, Facilities Coordinator was present. Clayton Hoover from Circle C Landscape was present.

2. Kim asked if there were any changes to the agenda. Jason motion to approve. Michael seconded the motion. All were in favor and the motion passed.

3. Kim presented the March 25, 2020 board meeting minutes. AE motioned to accept the minutes as written. Michael seconded the motion. All were in favor and the motion passed.

4. Kim introduced the Homeowner Forum. No homeowners were signed up for the forum and no one in attendance requested to address the board.

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

6. Clayton presented the landscaping report.

7. Brody presented the aquatics report.

8. Robert presented the maintenance report

9. The first discussion was the Escarpment Loop project. The board met with the last vendor and will have a workshop on May 6th at 6:30pm via zoom to discuss the proposals.

10. The second discussion item was the Paycheck Protection Program. Karen will reach out to the banks that the HOA uses and see what options are out there for the HOA.

11. The third discussion item was the Preparations for Re-Opening. Karen updated the board that we are attending several webinars weekly to get the most up to date information on what this will look like so that a plan can be created that will keep the residents and staff safe.

12. The first action item was the proposal for the replacement of the Swim Center Heaters. Michael motioned to accept the bid from Progressive Commercial Aquatics. Russ seconded the motion. All were in favor and the motion passed.

13. The second action item was the Financial Office Lease. Jason motioned to approve the Financial Office Lease for one year with the option of a one year extension. Steve seconded the motion. All were in favor and the motion passed.

14. The third action item was Social Media. Steve motioned to table this item. Jason seconded the motion. All were in favor and the motion passed.

15. Steve motioned to adjourn the Public Meeting at 7:35 pm. Jason seconded the motion. All were in favor and the motion passed.

16. The Board went into executive sessions at 7:38 pm to discuss the café and two accounts. No votes or actions were taken. The Board adjourned the executive session at 7:56 pm.

17. The forth action item was the café. Steve motioned to defer the enforcement of any action for rent for the months of March, April and May of this year against the café and also to give the President's discretion to continue that for additional months.

18. Steve motioned to adjourn the Public Meeting at 7:57 pm. Jason seconded the motion. All were in favor and the motion passed.

LEASE

Basic Terms

Date: November 30, 2020

Landlord: Circle C Homeowners Association, Inc.

Landlord's Address: 7817 La Crosse Ave
Austin, Texas 78739

Tenant: Events by Emily, Inc

Tenant's Address: 5919 La Crosse Avenue, Suite 400
Austin, Texas 78739

Premises: Grill building, designated Storage Space in the swimming pool mechanical room, and all food storage located at 5919 La Crosse Avenue, Austin, Travis County, Texas 78739

Term (months): 12

Commencement Date: Jan 1, 2021

Termination Date: December 31, 2021

Base Rent (monthly): $525.30

Permitted Use: Café, restaurant, and catering facility (collectively, the **Café**).

Tenant's Insurance: Commercial General Liability of $1,000,000 per occurrence, $1,000,000 aggregate, $500,000 property damage, and property/casualty coverage insurance on Tenant's equipment on or in the Premises at replacement cost.

Definitions

"Essential Services" means natural gas, potable water, electricity, residential type trash, and sewage utility services reasonably necessary for occupancy of the Premises for the Permitted Use. "Essential Services" does not include telephone service or disposal of grease or other waste peculiar to a restaurant facility.

"Injury" means (a) harm to or impairment or loss of property or its use, (b) harm to or death of a person, or (c) "personal and advertising injury" as defined in the form of liability insurance Tenant is required to maintain.

"Landlord" means Landlord and its agents, employees, invitees, licensees, or visitors.

"Rent" means Base Rent plus any other amounts of money payable by Tenant to Landlord.

"Tenant" means Tenant and its agents, contractors, employees, invitees, licensees, or visitors.

Clauses and Covenants

A. Tenant agrees to—

1. Lease the Premises for the entire Term beginning on the Commencement Date and ending on the Termination Date.

2. Accept the Premises in their present condition "AS IS," the Premises being currently suitable for the Permitted Use.

3. Obey (a) all applicable laws relating to the use, condition, and occupancy of the Premises and Building and (b) any requirements imposed by utility companies serving or insurance companies covering the Premises, and obtain and maintain all necessary permits legally to operate the Cafe.

4. Deliver to the Landlord, on request, accounting records, sales tax receipts, or other documentation reasonably satisfactory to Landlord that establishes the amount of Gross Sales, and allow Landlord the right to inspect Tenant's documents concerning same. Landlord may appoint an agent to review and inspect such documents and make a report concerning such review. Because such documents contain confidential and non-public information concerning Tenant's business, Tenant's documents shall remain the property of Tenant and shall not become records or documents belonging to Landlord. Neither Tenant's documents nor any report or summary made by Landlord or its representative shall be considered books, papers or records of Landlord that are subject to inspection by members of Circle C Homeowners Association, Inc.

5. Pay a late charge of 5 percent of any Rent not received by Landlord by the tenth day after it is due.

6. Pay electric costs per the meter reading specific for the Café.

7. Pay $109.00 per month for gas usage. This is averaged using June, July & August bills. Average will be done once a year and adjusted as needed.

8. Allow Landlord to enter the Premises to perform Landlord's obligations, inspect the

Premises, and show the Premises to prospective tenants.

9. Repair, replace, and maintain any part of the Premises that Landlord is not obligated to repair, replace, or maintain, normal wear except, such Tenant maintenance to include interior cleaning, pest control, and air-conditioning filter and light bulb replacement.

10. Report to Landlord within 24 hours all major repair/maintenance problems, and submit in writing to Landlord any request for repairs, replacement, and maintenance that are the obligations of Landlord.

11. Keep the area around the Premises and the Storage Space free of trash and debris at all times.

12. Confine use of Storage Space in the swimming pool mechanical room to the area designated by Landlord and to lock doors and gates after entry/exit. No storage of flammable or hazardous materials will be allowed in the Storage Space. Cylinders of non-hazardous gases must be secured to prevent accidental rupture.

13. Vacate the Premises on the last day of the Term.

14. Provide grill/food services to the public during the open hours of the pool

15. INDEMNIFY, DEFEND, AND HOLD LANDLORD AND LIENHOLDER HARMLESS FROM ANY INJURY (AND ANY RESULTING OR RELATED CLAIM, ACTION, LOSS, LIABILITY, OR REASONABLE EXPENSE, INCLUDING ATTORNEY'S FEES AND OTHER FEES AND COURT AND OTHER COSTS) OCCURRING IN ANY PORTION OF THE PREMISES. **THE INDEMNITY CONTAINED IN THIS PARAGRAPH (a) IS INDEPENDENT OF TENANT'S INSURANCE, (b) WILL NOT BE LIMITED BY COMPARATIVE NEGLIGENCE STATUTES OR DAMAGES PAID UNDER THE WORKERS' COMPENSATION ACT OR SIMILAR EMPLOYEE BENEFIT ACTS, (c) WILL SURVIVE THE END OF THE TERM, AND (d) WILL APPLY EVEN IF AN INJURY IS CAUSED IN WHOLE OR IN PART BY THE ORDINARY NEGLIGENCE OR STRICT LIABILITY OF LANDLORD BUT WILL NOT APPLY TO THE EXTENT AN INJURY IS CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF LANDLORD.**

B. Tenant agrees not to—

1. Use the Premises for any purpose other than the Permitted Use.

2. Create a nuisance.

3. Permit any waste.

4. Use the Premises in any way that would increase insurance premiums or void insurance on the Premises.

5. Change Landlord's lock system.

6. Alter the Premises without Landlord's written permission.

7. Allow a lien to be placed on the Premises.

8. Assign this lease or sublease any portion of the Premises without Landlord's written consent.

C. Landlord agrees to—

1. Lease to Tenant the Premises for the entire Term beginning on the Commencement Date and ending on the Termination Date.

2. Provide the Essential Services.

3. Repair, replace, and maintain the (a) roof, (b) foundation, (c) structural soundness of the exterior walls, excluding windows and doors, and (d) replace the air-conditioning/heating system when needed.

4. Reimburse tenant for $75.00 per month for employees use of the ice machine located outside of the café. Ice machine is owned and will be maintained by tenant.

5. Landlord will email invoice to tenant by the 10th of each month and said invoice will be due by the 1st of each month.

6. If the pool is closed for an extended period of time, the base rent will be reduced by 50% for the time of the closure if greater than 7 consecutive days.

7. If Landlord decides to contract with a third party to provide seasonal food service at the Community Center located at 7817 La Crosse Ave, Landlord shall provide Tenant at least 15 days' notice and opportunity to bid before accepting a contract from a third party for such service. Landlord retains the right to consider all factors that it deems relevant in awarding a contract, including price, menu, reputation, and past experience with the bidder.

8. Landlord will provide space (up to one half page) in its community newsletter, free of charge, for Tenant to advertise food and drink menus and specials, and special events relating to food service at the Premises. Landlord retains the right to exercise editorial discretion over the contents of Tenant's advertising in the community newsletter.

D. Landlord agrees not to—

1. Interfere with Tenant's possession of the Premises as long as Tenant is not in

default.

2. Unreasonably withhold consent to a proposed assignment or sublease.

E. Landlord and Tenant agree to the following:

1. *Alterations.* Any physical additions or improvements to the Premises made by Tenant will become the property of Landlord. Landlord may require that Tenant, at the end of the Term and at Tenant's expense, remove any physical additions and improvements, repair any alterations, and restore the Premises to the condition existing at the Commencement Date, normal wear excepted.

2. *Abatement.* Tenant's covenant to pay Rent and Landlord's covenants are independent. Except as otherwise provided, Tenant will not be entitled to abate Rent for any reason.

3. *Default by Landlord/Events.* Defaults by Landlord are failing to comply with any provision of this lease within thirty days after written notice and failing to provide Essential Services to Tenant within ten days after written notice.

4. *Default by Landlord/Tenant's Remedies.* Tenant's remedies for Landlord's default are to sue for damages and, if Landlord does not provide an Essential Service for thirty days after default, terminate this lease.

5. *Default by Tenant/Events.* Defaults by Tenant are (a) failing to pay timely Rent, (b) abandoning or vacating a substantial portion of the Premises, and (c) failing to comply within ten days after written notice with any provision of this lease other than the defaults set forth in (a) and (b) above.

6. *Default by Tenant/Landlord's Remedies.* Landlord's remedies for Tenant's default are to (a) enter and take possession of the Premises, after which Landlord may relet the Premises on behalf of Tenant and receive the rent directly by reason of the reletting, and Tenant agrees to reimburse Landlord for any expenditures made in order to relet; (b) enter the Premises and perform Tenant's obligations; and (c) terminate this lease by written notice and sue for damages. Landlord may enter and take possession of the Premises by self-help, by picking or changing locks if necessary, and may lock out Tenant or any other person who may be occupying the Premises, until the default is cured, without being liable for damages.

7. *Default/Waiver/Mitigation.* It is not a waiver of default if the nondefaulting party fails to declare immediately a default or delays in taking any action. Pursuit of any remedies set forth in this lease does not preclude pursuit of other remedies in this lease or provided by applicable law. Landlord and Tenant have a duty to mitigate damages.

8. *Alternative Dispute Resolution.* Landlord and Tenant agree to mediate in good faith before filing a suit for damages.

9. *Attorney's Fees.* If either party retains an attorney to enforce this lease, the party prevailing in litigation is entitled to recover reasonable attorney's fees and court costs.

10. *Entire Agreement.* This lease is the entire agreement of the parties, and there are no oral representations, warranties, agreements, or promises pertaining to this lease or to any expressly mentioned exhibits and riders not incorporated in writing in this lease.

11. *Amendment of Lease.* This lease may be amended only by an instrument in writing signed by Landlord and Tenant.

12. *Limitation of Warranties.* THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY, OF FITNESS FOR A PARTICULAR PURPOSE, OR OF ANY OTHER KIND ARISING OUT OF THIS LEASE, AND THERE ARE NO WARRANTIES THAT EXTEND BEYOND THOSE EXPRESSLY STATED IN THIS LEASE.

13. *Notices.* Any notice required or permitted under this lease must be in writing. Any notice required by this lease will be deemed to be delivered (whether actually received or not) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to the intended recipient at the address shown in this lease. Notice may also be given by regular mail, personal delivery, courier delivery, facsimile transmission, or other commercially reasonable means and will be effective when actually received. Any address for notice may be changed by written notice delivered as provided herein.

14. *Abandoned Property.* Landlord may retain, destroy, or dispose of any property left on the Premises at the end of the Term.

CIRCLE C HOMEOWNERS ASSOCIATION, INC.

By: _____

Printed name: Russ Hodes

Title: CCHOA President

Date: _____

Emily Horvath d/b/a Events by Emily

_____
Emily Horvath d/b/a Events by Emily

Date: _____

October 22, 2020

Karen Hibpshman
Circle C HOA Manager
Circle C Home Owners Association
7817 La Crosse Avenue
Austin, Texas 78739

RE: Circle C Ranch – Minor Entries

Dear Karen,

Thank you for asking Hitchcock Design Group to submit this proposal for the other minor entries within Circle C Ranch We appreciate the opportunity to provide our professional services to you and Circle C Home Owners Association.

PROJECT UNDERSTANDING

Based on your email, we understand that the Circle C Home Owners Association would like to replace the entry signage for the other entries to compliment the new entry signage at Escarpment and Slaughter.

The project includes the design for signage replacement:

Existing sign locations – demo existing and replace with new signage

- Circle C North (Barstow Entry)
- Vintage Place – Vinemont Entry Monument – replace lettering on both stone walls
- Spruce Canyon / 1826
- Spruce Canyon / HWY45
- Park Place - replace lettering on stone walls
- Wildflower Park - replace lettering on stone walls
- Avana
- Greyrock Ridge

New sign locations (new signage)

- LaCrosse Entry going east - Wildflower Park Entry
- Escarpment / HWY45
- Lacrosse Entry going west – to match Escarpment / HWY45

HDG assumes the following for the basis of this proposal:

- Structural design for signs are included from this proposal.
- HDG has excluded document revisions relating to design-build contractor work scope, submittals or design changes.
- HDG has excluded document revisions to include as-built information.
- Document deliverables will be prepared utilizing AutoCAD 2019.

SCOPE OF SERVICES

First, during Preliminary Design, we will prepare a Schematic Design and corresponding Landscape Construction Cost Opinion that identify the scale, character, complexity and potential construction cost of the proposed signage for all locations.

Next, during Final Design, we will prepare Final Construction Documents, including drawings and specifications, that will be used to obtain building permits and competitively bid and construct the improvements on a per project basis. If construction documents for multiple locations are completed at the same time, the Final Design Services can be reduced.

Finally, during Construction, we will provide limited Construction Observation and Contract Close-out services that will help you administer your contract with the Landscape or General Contractor.

Please see the Scope of Services for our step-by-step approach.

PROFESSIONAL FEES

Based on the Scope of Services, the fees to complete the work as outlined are as follows:

Preliminary Design Services	**$8,400**
Schematic Design Phase (All signage locations)	
Final Design Services	
(Includes Structural Engineering and Construction Observation)	
Existing sign locations – demo existing and replace with new signage	
• Circle C North (Barstow Entry)	$5,800
• Vintage Place	$6,800
• Spruce Canyon / 1826	$5,800
• Spruce Canyon / HWY45	$5,800
• Park Place (wall signage only)	$2,000
• Wildflower Park (wall signage only)	$1,000
• Avana	$6,200
• Greyrock Ridge	$6,200
Proposed New sign locations (new signage)	
• LaCrosse Entry going east - Wildflower Park Entry	$6,200
• Escarpment / HWY45	$8,000
• LaCrosse Entry going west	$6,200
Survey all sign locations (4WARD land surveying)	$55,072
Total Professional Services:	**$123,472**

Reimbursable expenses (printing, mileage and courier) will be invoiced in addition to the professional service fees. We recommend setting aside $2,000 for these expenses.

PROJECT TEAM

I will manage our work locally in Austin Texas. Other members of our firm will participate as needed in order to advance the work in a timely way.

Thank you again for the opportunity to work with you and Circle C Home Owners Association. If you have any questions or wish to discuss this proposal further, please do not hesitate to call.

Sincerely,
Hitchcock Design Group

Trent Rush
Senior Principal

Scope of Services

Circle C Ranch – Minor Entries

PRELIMINARY DESIGN SERVICES

The goal for this part of the agreement is to finalize the program and reach consensus on a preliminary design approach for the proposed capital improvements.

A. Program and Analysis Phase

Objective: Confirm the characteristics of the existing resources, the requirements and preferences of the Client, users, and other stakeholders, and produce a Landscape Program that will be the basis for further design.

Process: Hitchcock Design Group will:

1. (Mtg #1) Participate in a kick-off meeting with you and the other project team members confirming:
   a. Project area, ownership and access
   b. Client goals, objectives and expectations
   c. Neighboring property owners and other stakeholder interests
   d. Identify program of signage improvements
   e. Comparable projects and best practices
   f. Budgeted costs
   g. Client and HDG responsibilities
   h. Communications protocol
   i. Preliminary schedule
   j. Invoicing and payment procedures

2. Review readily available existing maps, plans and data for the project area and the immediate surroundings including:
   a. Topographic and boundary surveys (base maps) prepared by 4WARD surveying. *(Fee estimates included in fee proposal)*

3. Observe and photograph the project area and immediate surroundings in order to identify readily apparent physical conditions and patterns of use.

B. Schematic Design Phase

Objective: Reach consensus with the Project Team (Client, Architectural Control Committee and other Consultants) on the organization, scale, character, cost and construction timing of new signage improvements.

Process: Hitchcock Design Group will:

1. Using base maps prepared by others and in close collaboration with the Project Team, prepare **Schematic Signage Plans and Image Boards** illustrating the organization, materials and/or finish, scale and character of the proposed signage improvements such as:
   Existing sign locations – demo existing and replace with new signage
   - Circle C North (Barstow Entry)

- Vintage Place – Vinemont Entry Monument – replace lettering on both stone walls
- Spruce Canyon / 1826
- Spruce Canyon / HWY45
- Park Place - replace lettering on stone walls
- Wildflower Park - replace lettering on stone walls
- Avana
- Greyrock Ridge

New sign locations (new signage)
- LaCrosse Entry going east - Wildflower Park Entry
- Escarpment / HWY45
- Lacrosse Entry going west – to match Escarpment / HWY45

2. (Mtg #2) Review the schematic design recommendations with the Client. Identify improvement priorities to advance for initial permitting, bidding and construction.

3. Refine the schematic design recommendations, as may be appropriate, and prepare a **Schematic Signage Plan** and **Image Board**.

4. (Mtg #3) Submit and review our refined recommendations and improvement priorities with the Client and Architectural Review Committee.

Deliverable: **Alternative** and **Preferred Schematic Signage Plans and Image Boards** (size TBD, color, PDF) for your use and reproduction

FINAL DESIGN SERVICES

B. Construction Documentation Phase

Objective: Finalize the demo plans and construction documents that will be used to permit and construct the approved signage improvements.

Process: Hitchcock Design Group will:

1. Using updated base maps, finalize **Signage Construction Drawings and Specifications** that will be used to bid and construct the approved hardscape and landscape improvements including:

   a. Entries selected by Client based on funding and timing.

2. (Mtg #6) Review the documents with the Client.

3. Revise the documents as may be appropriate.

4. (Mtg #7) Review the documents with Client.

5. Revise and submit final Signage Construction Drawings and Specifications to the Developer and Architect.

Deliverable: **Signage Construction Drawings and Specifications** (size TBD, ACAD and PDF files) for use and reproduction

CONSTRUCTION PHASE SERVICES

Following award of the work to a Contractor, Hitchcock Design Group will provide these Construction Services until Final Acceptance of the work, or until 60 days after Substantial Completion of the work, whichever occurs first.

A. Observations

Objective: Become familiarized with the progress and quality of the Contractors' work and to determine if the work is proceeding in general conformance with the Contract Documents.

Process: During construction, Hitchcock Design Group will:

1. Observe the work at intervals appropriate to the stage of construction and prepare written **Field Observation Reports**. Four (4) construction site visits are included in this proposal.

2. Review Contractor submittals and prepare **Submittal Review Memoranda**.

Deliverable: **Field Observation Report** and **Submittal Review Memoranda** (PDF)

B. Contract Close-out

Objective: The objective is to close out the construction contract with the Contractor.

Process: When the work is Substantially Complete, Hitchcock Design Group will:

1. (Site visit #5) Review substantially completed work and prepare one (1) **Punch List**.

2. (Site visit #6) Review and prepare recommendations regarding the Contractor's request for acceptance of completed work.

Deliverable: ***Punch List, other written correspondence*** (PDF)

OPTIONAL ADDITIONAL SERVICES

Services and meetings not specified in this Scope of Services will be considered Additional Services. If circumstances arise during HDG's performance of this Scope of Services that HDG believes require Additional Services, HDG will promptly notify Client about the nature, extent and probable additional cost of the Additional Services, and perform only such Additional Services following Client's written authorization.

Circle C Landscape
Bid for Escarpment Restoration

This bid assumes a working irrigation controller, working wiring, and working valves for all areas.
The current irrigation system is not working

1. Southwest Corner Trissino and Escarpment
Aproximate Area: 2500 s.f.

Clean, scrape and haul off rock tailings and debris
Rebuild drainage swale from sidewalk bridge to box drain
Install large rock in swale base, install river rock on swale sides
Add 3" Thunder Garden Soil in bed areas
Install Plants to include:

10 Lindeheimer Muhly	1 gallon
20 Mexican Bush Sage	1 gallon
30 Mexican Feathergrass	1 gallon

Reset drip irrigation
Mulch
Water In by hand and monitor grow in for 30 days

2. Restoration of Area behind new curb, Trissino to Bernia on Escarpment
Area: 31,600 s.f.

Kill, clean scrape and dispose of existing turfgrass areas
Remove 11 desert willows in turf area, stump grind, remove root areas to ensure smooth surface
Regrade all areas to smooth surface, remove excess rock as needed
Add 3" screened chocolate loam in all disturbed areas
Add 1" screened chocolate loam in all preserved areas
Grade and smooth to turf grass installation surface standards
Install RB subsurface drip to all turf areas, provide appropriate irrigation for all trees in area
Rebuild rock drains at north and south ends
Install Pallisades Zoysia in all turf areas
Install two replacement 45 gallon shade trees

Rebuild bubblers to all trees on berm, west of sidewalk
Water turf in by hand and monitor grow in for 30 days

Total Pricing: $112,800

Escarpment at Southwest Elementary School
Irrigation

The irrigation in this area is run from a controller at Bernia and Escarpment. The controller operates 51 stations of irrigation

The installed irrigaiton is not working, there has been construction from the school and alterations to the systems by others.

The following work is proposed:

Check system
Wiretrack as needed
Resplice as needed

Report all other malfunctions to the CCHOA

Total Price:

$4,800.00

Change in Work - Cost Analysis Form

(Prime Contractor to include, as backup, a completed form for each subcontractor(s) showing cost of work breakdown of labor, materials and equipment and bring forward all subcontractor(s) marked-up totals under the Subcontract heading along with costs of work for their own forces, if any, on this form)

Proiect No. & Name: AISD SOUTHWEST ELEMENTARY

Contractor Name: SAVAGE LAND SOLUTIONS LLC

Change Proposal No. COMPLETED AS REQ.

Description of Change: **WORK TO BE DONE: WEST ESCARPMENT FULL REPAIR/CIRCLE C-AVANA RAB/E. ESCARPMENT SOD, DIRT, IR REPAIR**

Item No.	Description	Quantity	Unit	Unit Cost Labor	Unit Cost Mat./Equip.	Labor	Material & Equipment	Subcontract
1	**FOREMAN**	18	DAY	[redacted]				
2	**OPERATOR**	180	HRS					
3	**OPERATOR**	180	HRS					
4	**IRRIGATOR**	180	HRS					
5	**IRRIGATOR**	180	HRS					
6	**LABOR**	180	HRS					
7	**LABOR**	180	HRS					
8	RB XFS-06-18 COPPERSHIELD TURF DROP	50	ROLL					
9	MISC IRRIGATION MATERIALS	1	CHG					
10	ZOYSIA SOD & FREIGHT	72	PLTS					
11	TOPSOIL	15	LDS					
12	MULCH	4	PLTS					
13	COLORADO RIVER ROCK	1	LDS					
14	PLANT/TREE PACKAGE	1	CHG					
17	HAULS	14	CHG					
18	CASE TV450	2	WK					
19	DITCH WITCH SK1550	2	WK					
20	MOBILIZATION	1	CHG					
21	FUEL	18	CHG					
	NOTE: W.ESC. REPAIR STRIP 72" FROM CURB.							
	NOTE: ALL SOIL DEPTH AT 4"							
	NOTE: ANTICIPATED 260+ CY CUT SPOILS							

Work perfomed by the Contractor's own employees (per UGC)	
Work up to $10,000.00, add…	20.0%
Work between $10,000.01 and $20,000.00, add…	15.0%
Work greater than $20,000.00, add…	10.0%

Managing subcontracted work (per UGC)	
Work up to $30,000.00, add…	10.0%
Work between $30,000.01 and $60,000.00, add…	7.5%
Work greater than $60,000.00, add…	5.0%

SUI