

CCHOA Board Meeting Agenda
29 January 2019, 6:30pm
Circle C Community Center

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of November 27, 2018 board meeting minutes *James Moseley*
- IV. Homeowner Forum (*3 min each*)
- V. Management Reports
 - a. General Report, *Karen Hibpshman*
 - 1. Nov/Dec YTD Financials
 - b. Landscape Report, *Clayton Hoover*
 - c. Aquatics Report, *Brody McKinley*
 - d. Maintenance Report, *Robert Bardeleben*
- VI. Discussion Items
 - a. CC&R's Amendments (Kimberly De La Garza)
 - b. Annual Meeting
- VII. Action Items
 - a. Giles & Shea Financial Contract
 - b. AISD Agreement for tree removal
 - c. AISD Easement Agreement for water/sewer line & electric service
 - d. CC&R Committee Recommendations
- VIII. Adjourn Public Meeting
- IX. Executive Session
 - a. Landscape Contract

Attachments

- 1. Nov 2018 Board Meeting Minutes
- 2. General Report (including YTD Financials)
- 3. Landscape Report
- 4. Aquatics Report
- 5. Maintenance Report
- 6. Giles & Shea Contract
- 7. AISD Agreement for tree removal
- 8. CC&R Committee Recommendations

**Circle C Homeowners Association
Board Meeting Minutes
November 27, 2018**

1. The CCHOA Board of Directors convened on November 27, 2018 at the Circle C Community Center. Russ called the meeting to order at 6:35 p.m. In attendance were board members Russ Hodes, Dan Vavasour, Jason Bram and Steve Urban. Kim Ackermann, Natalie Placer-McClure and James Moseley were not present. CCHOA Manager Karen Hibpshman was in attendance. Brody McKinley, Aquatics Director was present. Robert Bardeleben, Facilities Coordinator was present. Susan Hoover from Circle C Landscape was present.
2. Russ asked if there were any changes to the agenda. Jason motioned to accept the agenda as written. Steve seconded the motion. All were in favor and the motion passed.
3. Russ presented the October 30, 2018 board meeting minutes. Russ motioned to accept the minutes as written. Dan seconded the motion. All were in favor and the motion passed.
4. Russ introduced the Homeowner Forum. No homeowners were present for the Homeowner Forum.
5. Karen presented the management report and the YTD Financials.
6. Susan presented the landscaping report.
7. Brody presented the aquatics report.
8. Robert presented the maintenance report
9. The first discussion item was the CC&R Amendments. Kimberly De La Garza updated the board on the Committee's progress.
10. The second discussion item was the Annual Meeting. There are three board positions open for this election and Karen will start putting out the Candidate Questionnaire.
11. The first action item was to ratify the CC&R Committee Member Vote. Dan motioned to ratify the email vote to adopt the CC&R Committee members that Kimberly De La Garza presented to the board. Steve seconded the motion. All were in favor and the motion passed.
12. The second action item was the reduce the CC&R Committee members from 7 to 5. Steve motioned to reduce the CC&R Committee members from 7 to 5. Dan seconded the motion. All were in favor and the motion passed.
13. The third action item was Monument Design Proposal. Dan motioned to approved the Monument Design Proposal from Hitchcock Design Group. Jason seconded the motion. All were in favor and the motion passed.
14. The forth action item was the Monument Construction Proposal. Jason motioned to accept the Monument Construction Proposal and authorize Karen to bid out the Construction plans. Dan seconded the motion. All were in favor and the motion passed.

15. The fifth action item was the 2019 Office Lease Contract for 5919 La Crosse Ave. Steve motioned to approve the 2019 Office Lease Contract for 5919 La Crosse Ave. Jason seconded the motion. All were in favor and the motion passed.
16. The sixth action item was the 2019 Office Lease Contract for 7817 La Crosse Ave. Jason motion to approve the 2019 Office Lease Contract for 7817 La Crosse Ave. Dan seconded the motion. All were in favor and the motion passed.
17. Steve motioned to adjourn the Public Meeting at 7:20pm. Jason seconded the motion. All were in favor and the motion passed.
18. The Board went into executive session at 7:28 pm to discuss HR. No votes or action were taken. The Board adjourned executive session at 7:45 pm.

**Circle C Homeowners Association
Manager's Report
November 21, 2018 – January 25, 2019**

Violation Report (November 21st, 2018 – January 25th, 2019)

28 Violations

- 1 (4%) Rubbish and Debris
- 8 (29%) Maintenance
- 7 (25%) Front Yard Maintenance
- 3 (11%) Architectural
- 3 (11%) Vehicle Storage
- 4 (11%) Offensive Activities
- 1 (4%) Recreational Equipment

68 Violations by Stage

- 68 (100%) stage 1/cooperative letters

28 Violation Updates/Creates

- 3 (1%) Closed
- 25 (89%) New

Administration

54 New Homeowner Packets mailed November 17th -January 25th

Financial

AP checks were signed December 20th & January 18th with Terri Giles

Upcoming Special Events

Feb 1st – 1st ½ semi-annual assessment mailed

Feb 1st – Voting website goes live

Feb 5th – Candidate Forum

Feb 8th – HelloNabr Happy Hour

Feb 26th – Board Meeting

Mar 6th – Annual Meeting

Project/Updates

- The 1st semi-annual statements and Annual Meeting notice are mailed Feb 1st.
- The voting website goes live on Feb 1st.
- Muirfield/CVS – Repairs are completed except for the sod at the entrance. CVS removed the bad sod and CCL will replace with Palisades Zoysia in March. CVS is handling the invoice.
- The City of Austin Corridor project have asked to rent meeting room space in April. Have requested a meeting with the Corridor folks to review the plans. No response as of today.
- GreyRock – Met with the developer of the commercial property on both sides of Archeleta Blvd. They will be building an assisted living facility and independent living facility on the west side of Archeleta Blvd. On the east side of Archeleta Blvd they are planning a daycare center. The Town Hall meeting has been postponed until February. We are waiting on confirmation on the date.
- Damaged mainline at Slaughter/MoPac. Webber agreed to do the bore at Slaughter/Becket. The bore was completed but the sleeves were not installed. There appears to be a sink hole in this area. This has been reported directly to Webber & TxDot for repair. Also followed up on the status of the sleeves.
- New SW AISD School (Avana). We have had several meetings & phone calls concerning the access to the CCHOA easement at the intersection of Trissino/Escarpment. AISD & SWWC needs an access easement agreement by CCHOA to install a water line, sewer line and electrical service. AISD attorney and CCHOA’s attorneys are working on this. The request was also made to the transportation department concerning the laydown curbs along Escarpment in this area. Transportation has directed AISD to include a barrier of some sort for the West side of Escarpment. We will go back to work on getting this also included on the East side.

- **Capital Projects**

2019 Capital Budget Projects include:

Swim Center - Furniture	Not Started
Landscaping – Irrigation Infrastructure	Continuing Project
Bed Upgrades	Continuing Project
Landscaping – Slaughter tree trimming	Started
Landscaping – Rock Word	Continuing Project
Landscaping – Dahlgreen/La Crosse Ave	Started
SC Wade Pool Repairs	Started

Avana – Re-staining	Completed
CC – Replace final handrail	Started
Wildflower Park – Picnic Tables/Benches	Started
Monument	In the construction document stage
Escarpment Project	In the design stage
Construction Repairs	Repairs due to construction have been done at Bernia, Slaughter, La Crosse, Escarpment and Archeleta.

Current or Future Projects

- Irrigation Infrastructure
- Signage
- Monuments
- Landscape Prep
- Expansion of CCCC pool
- Phase II
- Additional Playgrounds.

2018 CCHOA INCOME BUDGET

Category	Subcategory	2018 Budget	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Totals	%
Homeowner Income	Homeowner Dues	\$3,352,340	\$28,559.07	\$919,399.68	\$488,404.94	\$163,584.21	\$80,098.29	\$40,816.76	\$936,894.23	\$468,534.29	\$103,360.32	\$69,723.78	\$28,339.07	\$37,451.22	\$3,365,165.86	100%
Homeowner Income	Resale Certificates	\$67,500	\$3,275.00	\$4,725.00	\$6,750.00	\$8,550.00	\$11,475.00	\$7,425.00	\$8,100.00	\$8,100.00	\$4,050.00	\$4,050.00	\$5,625.00	\$2,475.00	\$74,600.00	111%
Homeowner Income	Transfer Fees Income	\$75,000	\$6,650.00	\$20,125.00	\$5,775.00	\$7,000.00	\$8,750.00	\$9,450.00	\$9,275.00	\$9,975.00	\$6,225.47	\$4,725.00	\$3,325.00	\$5,250.00	\$96,525.47	129%
Homeowner Income	Late Fees Collected	\$20,000	\$1,262.88	\$1,726.83	\$752.12	\$3,315.66	\$2,335.96	\$1,063.55	\$1,169.98	\$993.28	\$1,285.04	\$1,805.57	\$1,408.44	\$2,053.24	\$19,172.55	96%
Homeowner Income	Lien Admin Fees Income	\$500	\$98.00	\$56.00	\$28.00	\$28.00	\$28.00	\$28.00	\$14.00	\$28.00	\$14.00	\$28.00	\$0.00	\$56.00	\$406.00	81%
Homeowner Income	Filing Fee Income	\$1,250	\$392.00	\$224.00	\$182.00	\$112.00	\$112.00	\$112.00	\$56.00	\$112.00	\$97.00	\$71.00	\$0.00	\$224.00	\$1,694.00	136%
Homeowner Income	NSF Charges	\$200	\$0.00	\$25.00	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	63%
Homeowner Income	Collection Fee Income	\$1,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Homeowner Income Total		\$3,517,790	\$40,236.95	\$946,281.51	\$501,917.06	\$182,589.87	\$102,824.25	\$58,895.31	\$955,534.21	\$487,767.57	\$115,031.83	\$80,403.35	\$38,697.51	\$47,509.46	\$3,557,688.88	101%
Architectural Review Income	Architectural Review Income	\$50,000	\$3,220.00	\$1,275.00	\$705.00	\$12,210.00	\$540.00	\$19,920.00	\$3,960.00	\$1,275.00	\$3,450.00	\$10,770.00	\$3,820.00	\$5,415.00	\$66,560.00	133%
Architectural Review Income Total		\$50,000	\$3,220.00	\$1,275.00	\$705.00	\$12,210.00	\$540.00	\$19,920.00	\$3,960.00	\$1,275.00	\$3,450.00	\$10,770.00	\$3,820.00	\$5,415.00	\$66,560.00	133%
Rental Income	Office Rent	\$8,000	\$2,088.84	\$0.00	\$0.00	\$2,088.84	\$0.00	\$0.00	\$2,088.84	\$0.00	\$0.00	\$2,088.84	\$0.00	\$0.00	\$8,355.36	104%
Rental Income	Grill Rent	\$6,100	\$500.00	\$2,500.00	\$500.00	\$512.50	\$512.50	\$1,537.50	\$512.50	\$512.50	\$512.50	\$512.50	\$512.50	\$512.50	\$9,137.50	150%
Rental Income Total		\$14,100	\$2,588.84	\$2,500.00	\$500.00	\$2,601.34	\$512.50	\$1,537.50	\$2,601.34	\$512.50	\$512.50	\$2,601.34	\$512.50	\$512.50	\$17,492.86	124%
Aquatics Income	Pool Programs	\$88,000	\$575.00	\$1,139.00	\$6,767.50	\$8,553.25	\$22,077.25	\$15,706.25	\$13,072.12	\$6,490.25	\$1,800.00	\$8,758.00	\$950.00	\$635.00	\$86,523.62	98%
Aquatics Income	Pool Programs - Swim Team	\$140,500	\$9,595.00	\$10,802.50	\$10,952.50	\$8,335.00	\$13,063.00	\$6,181.00	\$5,415.00	\$7,408.50	\$12,367.50	\$9,711.25	\$7,897.00	\$5,755.00	\$107,483.25	77%
Aquatics Income	Facility Income	\$37,500	\$124.20	\$4,323.00	\$941.29	\$2,823.98	\$10,908.11	\$7,755.38	\$8,116.37	\$3,126.38	\$2,437.17	\$4,931.10	\$376.75	\$566.00	\$46,429.73	124%
Aquatics Income Total		\$266,000	\$10,294.20	\$16,264.50	\$18,661.29	\$19,712.23	\$46,048.36	\$29,642.63	\$26,603.49	\$17,025.13	\$16,604.67	\$23,400.35	\$9,223.75	\$6,956.00	\$240,436.60	90%
CCCC Income	CCCC Facility Rentals	\$50,000	\$4,959.50	\$5,871.00	\$5,650.00	\$5,237.50	\$5,181.00	\$5,367.00	\$14,189.00	\$12,932.50	\$4,820.00	\$7,375.00	\$3,442.50	\$1,642.50	\$76,667.50	153%
CCCC Income Total		\$50,000	\$4,959.50	\$5,871.00	\$5,650.00	\$5,237.50	\$5,181.00	\$5,367.00	\$14,189.00	\$12,932.50	\$4,820.00	\$7,375.00	\$3,442.50	\$1,642.50	\$76,667.50	153%
Landscape Reimbursements	Stratus Reimb	\$97,000	\$0.00	\$0.00	\$46,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$99,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145,500.00	150%
Landscape Reimbursements	COA Reimb	\$17,600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,600.00	\$0.00	\$0.00	\$0.00	\$17,600.00	100%
Landscape Reimbursements Total		\$114,600	\$0.00	\$0.00	\$46,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$99,500.00	\$17,600.00	\$0.00	\$0.00	\$0.00	\$163,100.00	142%
Miscellaneous	Interest Income	\$2,000	\$566.75	\$493.88	\$653.22	\$1,009.30	\$972.99	\$643.74	\$673.70	\$745.84	\$3,104.03	\$1,198.93	\$1,142.20	\$6,219.23	\$17,423.81	871%
Miscellaneous	Sales Tax Discount	\$0	\$1.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.21	
Miscellaneous Total		\$2,000	\$567.96	\$493.88	\$653.22	\$1,009.30	\$972.99	\$643.74	\$673.70	\$745.84	\$3,104.03	\$1,198.93	\$1,142.20	\$6,219.23	\$17,425.02	871%
Rowell Reimbursement	The Rowell HOA	\$14,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,349.02	\$0.00	\$0.00	\$0.00	\$0.00	\$12,685.92	\$20,034.94	143%
The Rowell Total		\$14,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,349.02	\$0.00	\$0.00	\$0.00	\$0.00	\$12,685.92	\$7,349.02	52%
Grand Total		\$4,028,490.00	\$61,867.45	\$972,685.89	\$574,086.57	\$223,360.24	\$156,079.10	\$116,006.18	\$1,010,910.76	\$619,758.54	\$161,123.03	\$125,748.97	\$56,838.46	\$80,940.61	\$4,159,405.80	103%

2018 CCHOA EXPENSE BUDGET

Category	Subcategory	2018 Budget	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Totals	%
Commons Area Services	Landscape Maint Contract	\$1,108,109	\$92,342.24	\$92,342.24	\$92,342.24	\$92,342.24	\$92,342.24	\$92,342.24	\$92,342.24	\$92,342.24	\$92,342.24	\$92,342.24	\$92,342.24	\$92,342.24	\$1,108,106.88	100%
Commons Area Services	Contract Landscape SC	\$28,875	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$28,875.00	100%
Commons Area Services	Contract Landscape CCCC	\$28,875	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$2,406.25	\$28,875.00	100%
Commons Area Services	Contract Landscape AV	\$20,475	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$20,475.00	100%
Common Area Services	Contract Landscape GR	\$20,475	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$1,706.25	\$20,475.00	100%
Common Area Services	Common Area Holiday Lighting	\$41,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,551.76	\$0.00	\$41,551.76	100%
Commons Area Services	2016 Land Additions	\$12,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,725.00	\$2,462.69	\$12,187.69	102%
Commons Area Services	Landscape Repairs	\$62,000	-\$1,800.00	\$3,860.00	\$475.00	\$4,193.00	\$21,883.00	\$8,735.00	\$9,375.00	\$4,694.59	\$2,780.00	-\$4,660.00	\$6,775.00	\$5,670.00	\$61,980.59	100%
Commons Area Services	Landscape Water Utilities	\$235,000	\$10,782.71	\$7,452.40	\$7,180.33	\$6,398.76	\$7,653.74	\$21,283.50	\$28,511.42	\$28,532.13	\$33,095.95	\$12,912.81	\$6,727.01	\$3,362.60	\$173,893.36	74%
Commons Area Services	COA Water Utility Compliance	\$4,000	\$0.00	\$2,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,375.00	84%
Common Area Services	LandscapeElectric Utilities	\$36,000	\$3,486.70	\$2,967.77	\$2,728.25	\$3,035.40	\$3,173.18	\$2,975.77	\$2,653.86	\$2,592.53	\$2,751.62	\$3,949.77	\$3,573.11	\$2,797.72	\$36,685.68	102%
Common Area Services	Tree Care	\$25,000	\$0.00	\$12,500.00	\$0.00	\$0.00	\$1,850.00	\$3,750.00	\$325.00	\$0.00	\$0.00	\$4,770.00	\$1,800.00	\$0.00	\$24,995.00	100%
Commons Area Services	Fence Repairs & Maint	\$6,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,676.40	\$0.00	\$0.00	\$0.00	\$0.00	\$4,676.40	78%
Commons Area Services	Electrical Repairs & Maint	\$13,000	\$0.00	\$0.00	\$329.54	\$0.00	\$3,658.51	\$529.11	\$321.28	\$0.00	\$1,196.04	\$3,022.34	\$264.27	\$175.13	\$9,496.22	73%

Common Area Services	Nieghborhood Maint & Repair	\$16,000	-\$4,811.52	\$346.92	\$3,375.75	-\$2,872.41	\$7,822.76	\$260.87	\$240.87	\$216.50	\$188.90	\$2,670.32	\$335.01	\$5,468.04	\$13,242.01	83%
Common Area Services	Non Contract Landscape - SC	\$13,000	\$0.00	\$0.00	\$0.00	\$0.00	\$920.13	\$20.13	\$129.90	\$1,022.96	\$649.50	\$6,067.41	\$0.00	\$4,687.23	\$13,477.13	104%
Commons Area Services Total		\$1,670,309	\$108,225.13	\$129,844.33	\$114,656.11	\$111,321.99	\$146,608.43	\$139,021.62	\$143,349.57	\$142,302.35	\$141,229.25	\$129,299.89	\$171,318.40	\$125,190.65	\$1,602,367.72	96%
Aquatics Facilities	Administrative	\$56,000	\$2,347.88	\$1,325.11	\$6,499.92	\$4,570.13	\$3,458.39	\$3,893.05	\$2,604.81	\$2,235.37	\$1,554.37	\$683.40	\$2,886.67	\$6,084.87	\$38,143.97	68%
Aquatics Facilities	Supplies - Pool	\$16,500	\$765.94	\$0.00	\$2,099.43	\$403.66	\$706.61	\$891.09	\$211.60	\$0.00	\$0.00	\$55.00	\$180.00	\$5,916.24	\$11,229.57	68%
Aquatics Facilities	Supplies - Chemicals	\$78,000	\$2,478.98	\$3,453.31	\$2,908.20	\$5,655.90	\$3,351.21	\$5,774.42	\$6,600.66	\$4,467.70	\$7,851.78	\$5,526.57	\$2,049.93	\$7,890.12	\$58,008.78	74%
Aquatics Facilities	Supplies & Fees - Swim Team	\$22,000	\$4,635.64	-\$1,585.28	-\$25.97	\$2,371.97	\$1,634.55	-\$183.00	\$608.42	\$113.16	\$23.58	\$6,030.50	-\$232.00	\$2,288.05	\$15,679.62	71%
Aquatics Facilities	Maintenance - Pool	\$77,400	\$4,375.12	\$3,775.99	\$6,613.45	\$8,240.92	\$3,702.71	\$3,049.73	\$12,032.20	\$3,199.42	\$4,065.19	\$2,571.31	\$3,978.31	\$10,422.82	\$66,027.17	85%
Aquatics Facilities	Maintenance - Building	\$54,100	\$4,320.84	\$1,980.16	\$2,009.51	\$4,374.85	\$2,460.96	\$7,736.10	\$2,696.63	\$4,072.51	\$4,644.11	\$3,260.43	\$1,680.73	\$3,860.45	\$43,097.28	80%
Aquatics Facilities	Payroll - Staff	\$646,500	\$22,699.22	\$25,267.85	\$36,522.07	\$46,052.45	\$101,328.31	\$106,685.06	\$115,166.10	\$105,415.39	\$48,622.04	\$41,956.79	\$35,156.34	\$27,892.24	\$712,763.86	110%
Aquatics Facilities	Payroll - Programming Staff	\$48,500	\$460.90	\$808.15	\$1,038.46	\$1,512.05	\$5,346.62	\$6,863.78	\$7,911.47	\$6,596.00	\$1,736.17	\$2,033.93	\$956.58	\$632.86	\$35,896.97	74%
Aquatics Facilities	Payroll - Swim Team	\$118,500	\$5,207.26	\$5,870.38	\$5,855.31	\$6,127.34	\$9,264.84	\$6,286.20	\$6,231.17	\$4,839.60	\$5,932.90	\$6,691.61	\$9,768.10	\$8,099.73	\$80,174.44	68%
Aquatics Facilities	SC-Utilities - Water	\$28,000	\$1,406.86	\$1,867.18	\$1,937.81	\$2,047.42	\$1,910.83	\$2,208.92	\$2,794.06	\$2,531.12	\$2,487.76	\$1,833.61	\$2,349.33	\$1,713.15	\$25,088.05	90%
Aquatics Facilities	Avana _Utilites-Water	\$6,000	\$190.33	\$100.85	\$100.85	\$106.96	\$101.48	\$0.00	\$826.22	\$0.00	\$586.49	\$250.71	\$0.00	\$0.00	\$2,263.89	38%
Aquatics Facilities	GR- Utilities - Water	\$6,000	\$0.00	\$0.00	\$0.00	\$1,094.21	\$244.26	\$281.68	\$283.67	\$267.26	\$278.15	\$114.80	\$111.65	\$220.94	\$2,896.62	48%
Aquatics Facilities	SC-Utilities - Electric	\$33,000	\$1,869.12	-\$514.92	\$2,053.95	\$2,091.18	\$1,923.21	\$2,203.04	\$2,117.91	\$2,187.45	\$2,007.89	\$1,902.80	\$1,783.26	\$1,009.96	\$20,634.85	63%
Aquatics Facilities	Avana - Utilities- Electric	\$12,000	\$799.34	\$550.01	\$720.69	\$834.43	\$793.18	\$877.73	\$923.17	\$933.22	\$898.33	\$828.57	\$886.32	\$780.50	\$9,825.49	82%
Aquatics Facilities	GR -Utilites-Electric	\$9,000	\$397.18	\$432.42	\$410.33	\$410.34	\$414.88	\$400.59	\$429.20	\$438.16	\$450.54	\$437.79	\$411.54	\$392.52	\$5,025.49	56%
Aquatics Facilities	Utilities - Natural Gas	\$32,000	\$3,809.29	\$4,194.00	\$4,303.09	\$2,613.81	\$2,187.60	\$801.69	\$358.06	\$363.30	\$354.59	\$332.16	\$2,486.87	\$4,523.58	\$26,328.04	82%
Aquatics Facilities	SC-Utilities - Telephone/Ineternet	\$10,000	\$560.44	\$560.50	\$560.76	\$560.78	\$582.07	\$386.27	\$762.91	\$502.82	\$681.75	\$502.96	\$503.01	\$3,257.01	\$9,421.28	94%
Aquatic Facilities	Avana - Telephone/Ineternet	\$4,000	\$170.87	\$171.23	\$171.87	\$171.87	\$171.41	\$130.04	\$213.14	\$173.37	\$229.87	\$600.46	\$483.84	\$455.60	\$3,143.57	79%
Aquatics Facilities	GR- Telephone/Internet	\$4,000	\$204.28	\$204.60	\$205.24	\$205.24	\$204.84	\$205.02	\$277.55	\$206.82	\$389.42	\$117.19	\$182.76	\$1,525.91	\$3,928.87	98%
Aquatic Facilities Total		\$1,261,500	\$56,699.49	\$48,461.54	\$73,984.97	\$89,445.51	\$139,787.96	\$148,491.41	\$163,048.95	\$138,542.67	\$82,794.93	\$75,730.59	\$65,623.24	\$86,966.55	\$1,169,577.81	93%
Circle C Community Center	Utilities - Water	\$35,000	\$642.50	\$927.15	\$705.06	\$886.48	\$1,094.51	\$1,056.60	\$1,115.54	\$1,132.10	\$1,447.96	\$1,103.40	\$1,273.07	\$1,442.64	\$12,827.01	37%
Circle C Community Center	Utilities - Electric	\$20,000	\$1,594.94	\$2,059.03	\$1,709.43	\$1,538.12	\$1,509.16	\$1,614.18	\$2,208.14	\$2,334.88	\$2,360.24	\$1,733.69	\$1,422.23	\$1,512.77	\$21,596.81	108%
Circle C Community Center	Utilities - Telephone/Internet	\$9,600	\$685.15	\$684.70	\$684.70	\$0.00	\$2,055.15	\$686.90	\$0.00	\$686.90	\$1,373.80	\$688.65	\$0.00	\$1,377.06	\$8,923.01	93%
Circle C Community Ctr	Events Payroll	\$5,500	\$285.14	\$305.46	\$213.74	\$465.43	\$559.30	\$380.53	\$470.22	\$396.18	\$208.05	\$452.48	\$1,138.95	\$1,158.02	\$6,033.50	110%
Circle C Community Center	Furniture	\$2,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$762.10	\$0.00	\$0.00	\$0.00	38%
Circle C Community Center	Maintenance - Building	\$36,100	\$3,321.81	\$3,931.93	\$1,709.45	\$1,706.11	\$1,847.37	\$2,104.79	\$2,611.33	\$3,641.89	\$2,602.10	\$4,005.18	\$1,988.90	\$2,445.71	\$31,916.57	88%
Circle C Community Ctr Total		\$108,200	\$6,529.54	\$7,908.27	\$5,022.38	\$4,596.14	\$7,065.49	\$5,843.00	\$6,405.23	\$8,191.95	\$7,992.15	\$8,745.50	\$5,823.15	\$7,936.20	\$82,059.00	76%
Maintenance Operations	Office Supplies	\$1,800	\$107.17	\$203.48	\$0.00	\$162.15	\$103.31	\$0.00	\$173.07	\$0.00	\$233.87	\$165.94	\$0.00	\$100.13	\$1,249.12	69%
Maintenance Operations	Employee Education	\$1,200	\$0.00	\$150.00	\$134.95	\$0.00	\$92.41	\$0.00	-\$27.65	\$325.00	\$325.00	\$0.00	\$0.00	\$173.00	\$1,172.71	98%
Maintenance Operations	Uniforms	\$1,200	\$0.00	\$980.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$244.22	\$0.00	\$0.00	\$0.00	\$0.00	\$1,224.47	102%
Maintenance Operations	Staff Recruitment	\$300	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Safety Equip/Supplies	\$1,100	\$0.00	\$380.26	\$0.00	\$0.00	\$118.48	-\$10.98	\$112.34	\$0.00	\$0.00	\$0.00	\$273.54	\$0.00	\$873.64	79%
Maintenance Operations	Maintenance Payroll	\$163,000	\$11,471.58	\$11,471.58	\$11,471.58	\$11,471.58	\$17,207.37	\$11,471.58	\$11,471.58	\$11,471.58	\$11,471.58	\$11,471.58	\$17,207.37	\$18,171.58	\$155,830.54	96%
Maintenance Operations	Pool Tech	\$63,000	\$2,802.55	\$2,817.23	\$3,048.98	\$3,335.68	\$5,726.84	\$5,481.37	\$5,061.16	\$4,038.96	\$4,917.73	\$5,307.72	\$7,961.58	\$7,807.72	\$58,307.52	93%
Maintenance Operations	Payroll Taxes	\$15,000	\$999.15	\$973.41	\$941.93	\$932.98	\$1,414.32	\$957.65	\$958.65	\$955.52	\$926.15	\$920.60	\$1,352.27	\$1,413.89	\$12,746.52	85%
Maintenance Operations	Computer/Softwar	\$1,800	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,496.00	\$86.59	\$0.00	\$0.00	\$0.00	\$1,582.59	88%
Maintenance Operations	Tools/Supplies	\$6,000	\$1,656.33	\$86.71	\$416.42	\$196.24	\$277.47	\$2,359.60	\$0.00	\$127.54	\$59.94	\$24.59	\$622.92	-\$316.43	\$5,511.33	92%
Maintenance Operations	Office Furniture	\$500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$214.34	\$0.00	\$0.00	\$0.00	\$0.00	\$214.34	43%
Maintenance Operations Total		\$254,900	\$17,036.78	\$17,062.92	\$16,013.86	\$16,098.63	\$24,940.20	\$20,259.22	\$17,749.15	\$18,873.16	\$18,020.86	\$17,890.43	\$27,417.68	\$27,349.89	\$238,712.78	94%
HOA Operations	Office Supplies	\$8,000	\$953.50	\$2,753.57	-\$433.89	\$278.98	\$468.92	\$1,031.59	-\$1,852.82	\$2,060.81	\$857.15	\$322.51	\$408.11	\$187.10	\$7,035.53	88%
HOA Operations	Fraud Clearing Account	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,888.30	\$0.00	-\$1,888.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
HOA Operations	Equip & Maintenance	\$13,000	\$300.75	\$847.73	\$155.82	\$995.13	\$162.19	\$231.01	\$163.00	\$1,136.32	\$463.63	\$2,790.56	\$184.56	\$183.93	\$7,614.63	59%
HOA Operations	HOA Owned Vehicle Expense	\$7,000	\$200.59	\$208.48	\$575.54	\$244.28	\$301.93	\$249.16	\$308.67	\$352.81	\$316.96	\$287.38	\$186.75	\$228.22	\$3,460.77	49%
HOA Operations	Postage	\$15,000	\$2,389.06	\$1,505.56	\$434.92	\$449.92	\$1,173.73	\$3,058.90	\$325.31	\$491.88	\$962.61	\$387.00	\$269.93	\$79.04	\$11,527.86	77%
HOA Operations	Web Operations	\$2,000	\$102.85	\$185.95	\$67.00	\$67.00	\$107.74	\$64.08	\$613.33	\$145.82	\$144.85	\$69.00	\$72.76	\$2,458.56	\$12,746.52	123%
HOA Operations	Printing	\$2,000	\$1,286.96	\$0.00	\$0.00	\$0.00	\$72.61	\$87.68	\$0.00	\$0.00	\$101.76	\$0.00	\$0.00	\$0.00	\$1,549.01	77%
HOA Operations	HOA Meetings	\$3,500	\$0.00	\$258.54	\$479.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,824.00	\$0.00	\$0.00	\$2,561.97	73%
HOA Operations	Deed Restrictions	\$5,000	\$703.56	\$0.00	\$0.00	\$703.56	\$0.00	\$0.00	\$703.56	\$77.50	\$27.50	\$703.56	\$0.00	\$0.00	\$3,419.24	68%
HOA Operations	HOA Special Events	\$30,000	\$0.00	\$0.00	\$1,500.58	\$3,550.77	\$2,622.68	\$325.68	\$1,237.80	\$286.51	\$568.31	\$6,506.43	\$5,618.00	\$1,784.04	\$24,000.80	80%
HOA Operations Total		\$85,500	\$5,937.27	\$5,759.83	\$2,779.40	\$6,289.64	\$5,620.24	\$6,980.06	\$949.60	\$3,630.86	\$3,443.74	\$12,966.29	\$6,736.35	\$2,535.09	\$63,628.37	74%
Financial Management	Management Services	\$99,500	\$8,644.47	\$8,707.14	\$8,731.12	\$8,686.98	\$8,677.17	\$8,665.18	\$8,849.89	\$8,843.90	\$8,783.95	\$8,783.95	\$8,783.95	\$8,783.95	\$104,941.65	105%
Financial Management	Resale Certificate	\$10,000	\$1,087.49	\$1,100.00	\$1,400.00	\$2,400.00	\$3,289.14	\$1,850.00	\$2,904.50	\$1,650.00	\$1,250.00	\$1,050.00	\$1,235.91	\$1,050.00	\$20,267.04	203%
Financial Management	Lien Filing Administrative Fees	\$1,000	\$52.00	\$182.00	\$52.00	\$78.00	\$26.00	\$26.00	\$26.00	\$26.00	\$52.00	\$78.00	\$26.00	\$26.00	\$1,140.00	176%

Financial Management	Bank Fees	\$25,000	\$1,736.92	-\$354.80	\$4,842.45	\$3,448.89	\$3,942.47	\$4,042.75	\$1,177.30	\$6,247.41	\$4,866.25	\$2,496.29	\$2,410.52	\$2,422.27	\$37,278.72	149%	
Financial Management	CPA/Audit	\$8,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,400.00	\$7,400.00	93%	
Financial Management Total		\$143,500	\$11,520.88	\$9,634.34	\$15,025.57	\$14,613.87	\$15,934.78	\$14,583.93	\$12,957.69	\$16,793.31	\$14,978.20	\$12,356.24	\$12,456.38	\$20,796.22	\$171,651.41	120%	
HOA Management	Management Payroll	\$174,000	\$13,550.64	\$13,550.64	\$13,550.64	\$13,366.03	\$19,645.91	\$13,181.42	\$13,181.42	\$13,746.77	\$14,464.81	\$13,727.58	\$20,338.62	\$22,259.84	\$184,564.32	106%	
HOA Management	Management Payroll Taxes	\$15,000	\$1,205.07	\$1,175.75	\$1,130.19	\$1,130.05	\$1,665.91	\$1,132.16	\$1,140.83	\$1,178.03	\$1,184.61	\$1,137.96	\$1,687.85	\$18,252.09	\$32,020.50	213%	
HOA Management	Mileage Reimbursement	\$9,000	\$325.37	\$398.95	\$268.69	\$356.44	\$285.00	\$448.61	\$794.63	\$551.02	\$504.14	\$439.28	\$456.18	\$264.33	\$5,092.64	57%	
HOA Management	Insurance Stipend	\$32,000	\$3,201.98	\$2,906.84	\$2,906.84	\$4,129.97	\$285.59	\$3,317.34	\$3,317.34	\$3,317.34	\$2,843.73	\$3,843.56	\$3,283.57	\$3,843.56	\$37,197.66	116%	
HOA Management	Cont Ed & Skills Enhancement	\$2,000	\$0.00	\$0.00	\$0.00	\$0.00	\$298.00	\$0.00	\$0.00	\$0.00	\$24.07	\$0.00	\$0.00	\$0.00	\$3,210.89	161%	
HOA Management Total		\$232,000	\$18,283.06	\$18,032.18	\$17,856.36	\$19,280.49	\$24,771.23	\$18,079.53	\$18,434.22	\$18,793.16	\$19,021.36	\$19,148.38	\$25,766.22	\$44,619.82	\$262,086.01	113%	
Architectural Review Expenses: Architectural Review Expenses		\$25,000	\$1,529.50	\$659.25	\$599.25	\$4,845.75	\$459.00	\$8,512.50	\$1,750.50	\$692.25	\$1,234.50	\$4,520.25	\$1,827.25	\$2,154.75	\$28,784.75	115%	
Architectural Review Expenses Total		\$25,000	\$1,529.50	\$659.25	\$599.25	\$4,845.75	\$459.00	\$8,512.50	\$1,750.50	\$692.25	\$1,234.50	\$4,520.25	\$1,827.25	\$2,154.75	\$28,784.75	115%	
Legal Services	Legal Services	\$20,000	\$125.00	\$805.23	\$2,679.92	\$3,585.95	\$4,450.00	\$11,369.82	\$8,922.50	\$1,671.10	\$412.50	-\$833.42	-\$659.75	-\$1,151.65	\$31,377.20	157%	
Legal Services Total		\$20,000	\$125.00	\$805.23	\$2,679.92	\$3,585.95	\$4,450.00	\$11,369.82	\$8,922.50	\$1,671.10	\$412.50	-\$833.42	-\$659.75	-\$1,151.65	\$31,377.20	157%	
Taxes	Property	\$6,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,982.43	\$0.00	\$4,982.43	77%	
Taxes Total		\$6,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,982.43	\$0.00	\$4,982.43	77%
Insurance	General, Property, Boiler & Auto, l	\$65,000	\$5,198.91	\$5,198.91	\$5,198.91	\$5,198.91	\$5,198.91	\$5,198.90	\$0.00	\$5,997.73	\$5,993.73	\$5,993.73	\$5,993.73	\$5,993.74	\$61,166.11	94%	
Insurance	Auto	\$5,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Insurance	D & O Insurance	\$12,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,765.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,765.00	90%	
Insurance	Worker's Comp	\$12,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,992.55	\$3,769.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,761.55	106%	
Insurance Total		\$94,000	\$5,198.91	\$5,198.91	\$5,198.91	\$5,198.91	\$5,198.91	\$5,198.90	\$19,757.55	\$9,766.73	\$5,993.73	\$5,993.73	\$5,993.73	\$5,993.74	\$84,692.66	90%	
Community Enhancement	Donations	\$1,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00	40%	
Community Enhancement	Association Memberships	\$2,000	\$50.00	\$120.00	\$142.00	\$0.00	\$0.00	\$82.00	\$0.00	\$0.00	\$0.00	\$0.00	\$245.00	\$315.00	\$954.00	48%	
Community Enhancement Total		\$3,000	\$0.00	\$120.00	\$142.00	\$0.00	\$0.00	\$82.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$645.00	\$315.00	\$1,304.00	43%

Grand Total		\$3,904,409	\$214,049	\$243,487	\$253,959	\$275,277	\$374,836	\$378,422	\$393,325	\$359,258	\$295,121	\$285,818	\$327,930	\$322,706	\$3,502,511	90%
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2016 Capital Budget Projects

YTD

Lounge Chairs (SC Replacements)	\$15,500	\$15,447.00
Irrigation Infrastructure	\$50,000	\$50,000.00
Rock Work	\$35,000	\$34,800.00
Rock Work	\$4,000	\$3,129.51
Replace Tuf Grass - SC	\$20,000	\$19,525.89
Pool Covers	\$5,800	\$5,721.00
Picnic Tables/Benches - SC	\$8,000	\$6,867.02
SC Pool Filter Sand Change	\$7,000	\$7,659.98
SC Parking Lot Repairs	\$6,000	\$6,156.72
SC Playground	\$0	\$20,913.90
Construction Repairs	\$25,000	\$24,923.33
Monuments	\$0	\$8,144.72
Reserve Study	\$0	\$4,700.00
Escarpment Project	\$0	\$12,578.59
Total	\$176,300	\$220,567.66

Total Capital Budget Projects	\$176,300.00	\$220,567.66
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Grand Total Expenses	\$4,080,709.00
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Facility Usage	<i>Resident Entries</i>	<i>Guest Entries</i>	<i>Total Entries</i>
Swim Center	613	16	629
Community Center	0	0	0
Avaña	0	0	0
Greyrock	0	0	0
Totals	613	16	629

Member Stats	<i>Households</i>	<i>Individuals</i>	<i>Average / Household</i>
Homeowners	5,244	16,931	3.23
Renters	360	1,404	3.90
Totals	5,604	18,335	3.27

Revenue	
Programs	\$ 950
Swim Team	\$ 7,897
Guest Fees	\$ 3
Area Reservations	\$ 0
Facility Rentals	\$ 0
Lane Rentals	\$ 0

Program Enrollment	
Select Swim Team	60
Masters	9
Group Swim Lessons	0
Private Swim Lessons	1
Water Aerobics	0
Lifeguard Certification	0
Water Safety Instructor	0
Scout Swim Tests	

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	Austin Water Polo, AISD
Food Trailer Night	Friday November 9th
Dive-In Movie	

Incidents	November 2018	Year-to-Date
Swim Center	0	39
Community Center	0	5
Avaña	0	6
Greyrock	0	0
Totals	0	50

Water Rescues	November 2018	Year-to-Date
Distressed	0	6
Simple Assist	0	2
Active Surface	0	8
Active Submerged	0	0
Passive Surface	0	0
Passive Submerged	0	0
Totals	0	16

Incident Types	November 2018	Year-to-Date
Water Rescues	0	16
Injuries	0	27
Sudden Illness	0	3
Patron Behavior	0	4
Suspension / Expulsion	0	1
EMS / 911 Callout	0	0
Break-In / Vandalism	0	4

Facility Usage	<i>Resident Entries</i>	<i>Guest Entries</i>	<i>Total Entries</i>
Swim Center	384	2	386
Community Center	0	0	0
Avaña	0	0	0
Greyrock	0	0	0
Totals	384	2	386

Member Stats	<i>Households</i>	<i>Individuals</i>	<i>Average / Household</i>
Homeowners	5,250	16,930	3.22
Renters	361	1,408	3.90
Totals	5,611	18,338	3.27

Revenue	
Programs	\$ 635
Swim Team	\$ 5,755
Guest Fees	\$ 0
Area Reservations	\$ 0
Facility Rentals	\$ 0
Lane Rentals	\$ 0

Program Enrollment	
Select Swim Team	42
Masters	7
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	Austin Water Polo, AISD
Food Trailer Night	
Dive-In Movie	

Incidents	<i>December 2018</i>	<i>Year-to-Date</i>
Swim Center	0	39
Community Center	0	5
Avaña	0	6
Greyrock	0	0
Totals	0	50

Water Rescues	<i>December 2018</i>	<i>Year-to-Date</i>
Distressed	0	6
Simple Assist	0	2
Active Surface	0	8
Active Submerged	0	0
Passive Surface	0	0
Passive Submerged	0	0
Totals	0	16

Incident Types	<i>December 2018</i>	<i>Year-to-Date</i>
Water Rescues	0	16
Injuries	0	27
Sudden Illness	0	3
Patron Behavior	0	4
Suspension / Expulsion	0	1
EMS / 911 Callout	0	0
Break-In / Vandalism	0	4

**Circle C Landscape
Board Report
January 2019**

Weather

General:
Rainfall Total: 1.7 inches
Temperature: high 86, low 29, average 56 degrees

Maintenance Services

General: Off-season for mowing
Due to weather we will be doing mowing in selective areas over the next week
Perennial Bed Trim, Shrub Bed Trim
All areas are getting their annual winter trim
Selected areas have been re-mulched

Outlying Areas

General: CCCC Filter Pond, mowed & cleaned
Outlying areas reviewed and maintained
Compleat Barstow Park and Greyrock natural areas were weedeated at the end of Dec.

Irrigation

General: Irrigation controllers are off
New areas are watered as needed
All City of Austin Irrigation Inspections are final and passed.

Holiday Lights: All holiday lighting was removed the first week of January

Capital Improvements, Finalized in 2018

South Bay Mail Center Rock In

Remove all existing vegetation, replace with rock work to include both flat rock and river rock per the landscape specification



Cornerstone Drainage and Entry Repair



Doswell Side Strip Rock Area

Per CCHOA Request this area was converted to rock work



Doswell Median

Renovation according to the model



Circle C Community Center

Remove overgrown shrubs, reroute irrigation , revise to rock work



2019 Improvements

Bradford Pear Tree Removal

Removal of 30 Bradford Pear Trees on Dahlgreen and LaCrosse, including stump grinding by We Love Trees



Slaughter Lane Health Prune for trees-Ongoing

We Love Trees is health pruning median trees on Slaughter. They are looking Great!



Construction Issues

Escarpment-Slaughter

ATT arrived on January 7 to install a new large fiber box and the CCHOA main line for Slaughter irrigation was in the way. We met the contractor who proposed a fix that Circle C Landscape could not agree with. After discussion with Karen, they agreed to cut the sidewalk for their box and avoid the main line.

*However, the main line needs to be relocated anyway due to Mobility Corridor and we are discussing a planning process for this.

Avana Entrance

Major damage from a truck careening through the front intersection was repaired.

TxDot finished their sidewalk, finally, to the Avana entrance. We met with Karen to discuss repairs. She met with Tx Dot. When they are finished we will need to repair the irrigation and install turf and plants

Bernia

Lennar installed landscaping on the final part of Bernia that will convey to the CCHOA despite our recommendation that they wait until construction was done.

The day they began their installation, Texas Gas turned up to dig a 10 foot deep trench through their landscaping and irrigation.

The day they hydromulched their natural area, ATT came to finish a repair that had

been neglected for over six months. They hit the main line, causing the new area to be without water.

We have repaired the main line, Karen will get with Lennar for expense reimbursement

Slaughter MoPac

TXDot is putting in a bore and is not finished.

Muirfield

CVS removed bad bermuda sod, and we will be repairing/replacing in this area

Greyrock, Wildflower Park and MoPaC LaCrosse West are still under construction.

Consultations

Escarpment Landscape Design

Met with Karen on site to review a portion of the landscape design plans based on Trent's questions regarding landscape spacing.

Southwest Elementary School

Attended two meetings with AISD project manager, architects and engineers, analyzed plans and made suggestions with regard to the necessary easement and other issues.

Circle C HOA
Maintenance Report for Board Jan 2019
Prepared by Robert Bardeleben -Facilities Director

All is going well in maintenance. We are busy with capitol projects for 2019 as well as preparing pools for Spring openings.

SWIM CENTER COMPOUND

- Routine Maintenance has been completed
- Minor Equipment and Facility Repairs Made
- Playground mulch borders replaced and new Kiddie Kusion mulch installed

COMMUNITY CENTER

- Routine inspections and maintenance have been completed
- Roof leak above water fountain area has been repaired and all sheetrock/repainting repairs done
- Numerous Street Signs have been repaired/replaced—mostly in Avana.
- Replaced ruptured galvanized fitting in reirrigation pond pump well
- Replaced Programmable POE Switch on camera system

COMMUNITY CENTER POOL

- Routine cleaning and maintenance have been performed.
- Minor Repairs have been completed on equipment and facility.
- Replaced control panel for backwash tank
- Replaced Sand in Both Pool Filters
- Pump Room Shade Structure repainted, fabric reinforced, new lights installed in pump room.

NEIGHBORHOOD

- Minor repairs have been completed as needed
- Electrical Demos have been completed in LaCrosse/Dahlgreen medians—they are ready to run new conduit and lighting from newly installed main junction boxes.
- Repairs made throughout Holiday Season on electrical outlets for Christmas lighting.
- Acrylic Plastic Doors Installed on Marquee Boards
- Game Cameras put up at Circle C North West Mailboxes
- Quarterly Inspections Completed
- Quarterly Solar Lighting checks completed—repairs made where needed.

AVANA AMENITIES CENTER

- Routine Cleaning and Maintenance has been completed
- Minor repairs have been made
- Underneath side of roof re-stain has been completed

GREY ROCK AMENITIES CENTER

- Routine Cleaning and Maintenance has been completed

CCHOA CC&Rs
Committee Report
And Recommendations

Date of Last meeting: December 17, 2019

Attendance:

1. Kimberly De La Garza
2. Eileen Groves
3. AE Martin
4. Russell Parrish

Meeting summary: Four out of Five committee members met. The agenda was accepted and all Discussion items were discussed. The committee members voted via an oral vote with a ballot on select amendments to put to the CC HOA board for recommendation.

Committee will submit draft amendments to the Board ASAP for review.

GILES & SHEA, INC.

**1714 Fortview Road
Suite 102
Austin, TX 78704
Phone 512-451-9901
Fax 512-306-0995**

January 25, 2019

Circle C Homeowners Association
7817 LaCrosse Avenue
Austin, Texas 78739

RE: Accounting Services

Dear CCHOA,

The purpose of this letter is to confirm the management services agreement between Giles & Shea, Inc. and Circle C Homeowners Association, Inc. (the **Association**). Giles & Shea, Inc. will provide the following:

1. Analysis, recording and annual update of owners and property values for each Circle C property owner according to the Travis County Appraisal District.
2. Preparation and distribution of semi-annual statements of account to all Circle C property owners.
3. Collect assessments and other Association fees and deposit them in the Association's accounts.
4. Follow-up on delinquencies to effectuate prompt collection on a timely basis or on such other schedule as approved by the Board.
5. Prepare and record liens for properties with delinquent assessments. Notify owner by regular mail when lien filed or released on property.
6. In a timely manner, disburse funds for goods received and services rendered in accordance with approved budgets, and as documented by appropriate invoices.
7. Reconcile all Association checking accounts on a monthly basis.
8. Prepare and distribute a monthly financial report to the Board to include a balance sheet, profit & loss statement with year to date figures and a detailed general ledger.

January 25, 2019
Page Two

9. Maximize, to the extent possible, the investment of Association funds in established investment accounts throughout the year by carefully maintaining only necessary bank balances.
10. Coordinate with the Board to develop a recommended annual operating budget, including consideration of normal expenses and replacement reserves.
11. Coordinate with Certified Public Accountant regarding filing forms for and payment of Association taxes.
12. Respond to individual inquiries from property owners regarding owner accounts.
13. Respond to inquiries from title companies regarding owner accounts and prepare certification of assessments paid as needed.
14. Assemble Resale Certificates when requested at the additional charge of \$50 if mailed or picked up, said charge to be retained by Giles & Shea, Inc.
15. Maintain and store Association documents and records as directed by the Board and deliver same to the Association promptly upon request.
16. Attend the Annual Association meeting. Any services requested beyond attendance at the annual meeting itself will be billed at the hourly rate set forth below.

Giles & Shea, Inc. will provide the above services to the Association for a fee of \$1.65 per lot per month for the period of May 1, 2019 through Apr 30, 2022, and the Association agrees to pay Giles & Shea, Inc., such amount for performing the tasks itemized in 1-16 above. Item 14 is an additional charge over and above the minimum fee of \$1.65 per lot per month.

Any additional services not itemized in 1-16 above shall be provided at the rate of \$50.00 per hour for principals and \$40.00 per hour for non-principals. All costs, such as copies, long distance charges, faxes, postage used on behalf of the Association and mileage reimbursement (herein the "Costs") will be itemized and charged to the Association on a monthly basis and the Association agrees to pay for all reasonable Costs.

TERM OF THIS AGREEMENT:

This Agreement is effective as of May 1, 2019 and will terminate on April 30, 2022, with the Association having the option to extend for one additional period of up to 12 months. The Association may exercise its option by providing written notice at least 30 days prior to the expiration of this Agreement specifying the length of the option period and the new Automatic Termination date of the Agreement (as described below). The rates quoted above are valid from

RIGHT OF ENTRY LICENSE AGREEMENT

This Right of Entry License Agreement (this “Agreement”) is made and entered into by and between **Circle C Ranch Homeowner’s Association, Inc., a Texas nonprofit corporation** (“Owner”) and the **Austin Independent School District** (“AISD”).

RECITALS:

A. Owner is the owner of Lot 44, Block A, Avana, Phase One, Section Three, a subdivision according to the map or plat recorded as Document No. 201500059 in the Official Public Records of Travis County, Texas (the “Property”).

B. AISD, its agents, employees, architects, engineers, consultants and invitees desire to enter upon the Property solely and exclusively to clear and remove certain trees located in the Property as reflected on Exhibit A attached hereto and in connection with the tree clearing permit conducted as part of permit SP-2018-0497DX (the “Work”). The parties will be later executing permanent access and utility easements in connection with AISD’s construction of improvements on a portion of the Property, which will supersede or modify this Agreement to the extent any terms conflict.

C. Owner has agreed to grant AISD the right to enter upon the Property to conduct the Work. AISD has agreed to access the Property through AISD’s adjacent site and construction entrance (rather than entering the Property from the intersection of Trissino Drive and Escarpment Boulevard).

NOW, THEREFORE, for and in consideration of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

I.

Grant of License and Right of Entry

Owner hereby authorizes AISD to act as its agent for the clearing permit application only under permit SP-2018-0497DX, and grants to AISD and AISD’s contractors, employees, agents, architects, engineers, consultants and invitees the license right to enter upon the Property to conduct the Work. Except as expressly provided in this paragraph, AISD shall not act as, or represent itself as, Owner’s agent.

AISD and AISD’s contractors, employees, agents, architects, engineers, consultants and invitees shall have the right to enter upon the Property during normal business hours for purposes of conducting such Work. This grant of license and right of entry will not apply to any activities other than those expressly permitted by this Agreement.

Only those trees identified on Exhibit A may be removed; and no clearing or cutting of any other trees or vegetation shall be performed unless necessary to remove the trees. This Agreement may be superseded or modified by later easement agreements entered in to between the parties.

II.
Term

The term of this Agreement shall commence on the Effective Date (hereinafter defined) and shall terminate thirty (30) days following the Effective Date (the "Termination Date"). The term "Effective Date" as used in this Agreement shall mean the date this Agreement has been signed by both Owner and AISD.

III.
Liens/Restoration

AISD agrees not to permit any liens to attach to the Property by reason of the exercise of AISD's rights hereunder. AISD further agrees that prior to the Termination Date it will remove the cut trees from the Property. Within 30 days after all construction work is completed within the Property in connection with access and utility improvements for Southwest Elementary School, AISD will restore the surface of, and vegetation on, the Property to substantially the condition which existed immediately prior to AISD's Work except for the removed trees, and any other work or improvements permitted by separate easement agreements executed by the parties. The particular terms of such restoration will be governed by separate easement agreements entered in to between the parties.

Within 30 days after AISD occupies the school structures to be built on AISD's Property, AISD will also plant trees on Lot 44 or immediately adjacent, to replace the trees removed pursuant to the clearing permit under application SP_2018-0497DX issued by the City of Austin. Such trees will be located within easement tracts granted to AISD or in such other location as the parties reasonably agree. The replacement trees, and the locations in which they will be planted, shall be mutually agreed upon by the parties in their reasonable discretion, but in no case will the number of replacement trees be less than those trees removed pursuant to this Agreement.

IV.
Counterparts

This Agreement may be executed in multiple counterparts, each of which will be deemed an original for all purposes. Each party may execute and/or deliver this Agreement via facsimile or electronic transmission, and the receiving party may rely fully thereon as an original.

IN WITNESS WHEREOF, this Agreement has been duly executed by the parties hereto on the date appearing opposite each party's signature.

OWNER:

**CIRCLE C RANCH HOMEOWNER'S
ASSOCIATION, INC.,
a Texas nonprofit corporation**

Date: _____

By: _____

Name: _____

Title: _____

AISD:

AUSTIN INDEPENDENT SCHOOL DISTRICT

Date: _____

By: _____

Name: _____

Title: _____

EXHIBIT "A"

PROPERTY

SEE ATTACHED

