

**CCHOA Board Meeting Agenda**  
**27 July 2022, 6:30pm**  
**Circle C Community Center via zoom**

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of June 29, 2022 board meeting minutes *Trinh Bartlett*
- IV. Homeowner Forum (*3 min each*)  
*(Homeowners may sign up to speak for the Homeowners Forum by calling the HOA manager at 512-288-8663 or sending an email to [info@circlecranch.info](mailto:info@circlecranch.info) at least a week before the meeting, in writing. Members will be given 3 minutes to address the board. The Board will send a reply through the HOA Office after the meeting.*
- V. Landscaping Presentation – Susan Hoover
- VI. Management Reports
  - a. General Report, *Karen Hibpshman*
    - 1. June YTD Financials
  - b. Landscape Report, *Clayton Hoover*
  - c. Aquatics Report, *Brody McKinley*
  - d. Maintenance Report, *Robert Bardeleben*
- VII. Discussion Items
  - a. Escarpment Loop Project
  - b. CCN Project – Update
  - c. Newsletter
- VIII. Action Items
  - a. 2021 Audit
  - b. Appointing Pool Committee Members
- IX. Adjourn Public Meeting
- X. Executive Session
  - a. Leases

**Attachments**

- 1. June 2022 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**  
**June 29, 2022**

1. The CCHOA Board of Directors convened on June 29, 2022, via video conferencing (Zoom). Theresa Bastian called the meeting to order at 6:32 p.m. In attendance were board members Theresa Bastian, David Lachance and Stephen Bega were in person. Russ Hodes and Kimberly De La Garza joined via Zoom. Trinh joined via Zoom at 6:36pm. Jason Bram was not present. CCHOA Manager Karen Hibpshman (HOA Manager) and Brody McKinley (Aquatics Director) and Robert Bardeleben (Facilities Coordinator) was not present.
2. Theresa presented the June 29, 2022 agenda. Stephen motioned to accept the agenda. David seconded the motion. All were in favor and the motion passed.
3. Theresa presented the May 25, 2022 Board of Directors Meeting Minutes. Russ motioned to approve the minutes as written. David seconded the motion. All were in favor and the motion passed.
4. Theresa introduced the Homeowner Forum.  
  
Jen Lee wanted to speak to the board concerning still pursuing “Swim at your own Risk” options. The residents would like more say so in the decision-making process. There is an action item on the agenda for a Pool Committee and they look forward to that.
5. Karen provided the management report and the YTD Financials.
6. Karen presented the landscaping report.
7. Brody presented the aquatics report.
8. Karen presented the maintenance report.
9. The first discussion item was Escarpment Loop Project. The Board attended a workshop to review and discuss the plans. The plans will be sent out to bid.
10. The second discussion item is the CCN Project Update. We are still having issues with getting with the permits but continue to work on this.
11. The third discussion item was the fireworks and the effects on some residents. It was explained that staff and/or board would not be driving through the community enforcing the fireworks. It has been placed in the newsletter, on the website and also Facebook. We reminded residents that it can be disturbing to some of the neighbors in the community but it isn't something that we are able to enforce.

12. The first action item was the Financial Management Agreement. The Financial Management Agreement is one that Terri Giles has had for the past 30-years. Terri Giles handles all the financials including collections, the voting website, billing and payroll and also works closely with all the staff. Due to the 2021 legislation, we are required to get a competitive bid for contracts over \$50,000. In the comparative bid, it shows the differences in the costs, what other companies would out-source. It also shows the additional fees other companies retain instead of the Association.

David motioned to stay with Giles and Shea. Stephen seconded the motion. Russ amended the motion to extend the contract to a 5-year contract. David seconded Russ's motion. After the discussion, Russ withdrew his motion. Theresa called for a vote of the original motion. All were in favor and motion passed.

13. The second action item was the Pool Committee Charter. The proposed Pool Committee Charter outlines how the committee would work. Kimberly motioned to adopt the Pool Committee Charter. David seconded the motion. All were in favor and the motion passed.

Stephen motioned to appoint David Lachance to the serve as the Committee Chair on the Pool Committee. Trinh seconded the motion. All were in favor and the motion passed.

14. David motioned to adjourn the Public Meeting at 7:33 pm. Trinh seconded the motion. All were in favor and the motion passed.

15. The Board went into executive sessions at 7:35 pm to discuss legal. No votes or actions were taken. The Board adjourned the executive session at 7:55 pm.

**Circle C Homeowners Association  
 Manager's Report  
 June 27, 2022 – July 22, 2022**

|                            | June 27 - July 22, 2022 |        | June 28-July 23, 2021 |        |
|----------------------------|-------------------------|--------|-----------------------|--------|
| 229 Violations             |                         |        | 194 Violations        |        |
| Rubbish/Debris             | 56                      | 24.45% | 101                   | 52.06% |
| Front Yard Maintenance     | 61                      | 26.64% | 39                    | 20.10% |
| Architectural              | 18                      | 7.86%  | 5                     | 2.58%  |
| Vehicle Storage            | 11                      | 4.80%  | 8                     | 4.12%  |
| Repair of Exterior Damages | 25                      | 10.92% | 23                    | 11.86% |
| Exterior Lighting          | 15                      | 6.55%  | 9                     | 4.64%  |
| Driveway                   | 1                       | .44%   | 0                     | 0.00%  |
| Fencing                    | 5                       | 2.18%  | 2                     | 1.03%  |
| Use Limitations            | 20                      | 8.73%  | 2                     | 1.03%  |
| Recreational Equipment     | 3                       | 1.31%  | 3                     | 1.55%  |
| Offensive Activities       | 2                       | .87%   | 0                     | 0.00%  |
| Common Properties          | 2                       | .87%   | 1                     | 0.52%  |
| Maintenance                | 10                      | 4.37%  | 1                     | 0.52%  |

| 229 Violations By Stage     |     |        | 194 Violations By Stage |        |
|-----------------------------|-----|--------|-------------------------|--------|
| Stage 1/Cooperative Letters | 181 | 79.03% | 105                     | 89.74% |
| Stage 2 Letters             | 34  | 14.87% | 11                      | 9.40%  |
| Stage 3 Letters             | 14  | 6.11%  | 1                       | 0.85%  |

| 229 Violation Updates/Creates |     |        | 117 Violation Updates/Creates |        |
|-------------------------------|-----|--------|-------------------------------|--------|
| Closed                        | 117 | 51.09% | 151                           | 44.85% |
| New                           | 72  | 31.44% | 72                            | 37.11% |
| Escalated                     | 35  | 15.28% | 27                            | 13.92% |
| Re-Opened                     | 5   | 2.18%  | 8                             | 4%     |
| Attorney                      |     |        | 2                             | 1%     |

**Administration**

24 New Homeowner Packets mailed June 24<sup>th</sup> – July 15<sup>th</sup>.

**Financial**

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

### Upcoming Special Events

Aug 1<sup>st</sup> – Bulk Pick-up for those South of Slaughter Lane

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

Aug 15<sup>th</sup> – 1<sup>st</sup> Day of School

Aug 29<sup>th</sup> – Bulk Pick-up for those North of Slaughter Lane

Sept 5<sup>th</sup> – Labor Day – HOA Office Closed. Pools open for Holiday Hours

### Project/Updates

- Verizon is installing fiber along Escarpment from SH45- Davis Lane. You will notice a lot of construction happening on Escarpment on the East side. They have hit the mainline multiple times (which we repaired) and hit the wiring in at least a couple of locations. This is being wired tracked by landscaping. We are watching this closely due to the fact that this large area waters Monday evening – Friday evening, so if we miss a day, the landscaping in that zone will not be water for two weeks. With the extreme heat, the landscaping cannot go that long without being watered. It isn't something that is noticed until the landscaping starts to die.
- The city has started on the Corridor Project from Barstow Ave to FM 1826. They are installing the new sidewalk on the Gorzycki (North side) of the street and will start the South side soon. Once this project is completed, the storm drain inlet protection controls will be removed.
- The phones at the Swim Center have been changed. The new number is 512-363-5578.
- The Circle C Ranch HOA Facebook page is live and has been very easy to update.

- **Capital Projects**

2022 Capital Budget Projects include:

|                                      |  |
|--------------------------------------|--|
| SC – Picnic Tables/Benches           | Completed  |
| GR – Shade Structure                 | Completed  |
| CC – Pool Splash Pad UV System       | Completed  |
| CC – Pool Replaster                  | Completed  |
| CC – Pool Slide Repairs/Polishing    | Completed  |
| CC – Splash Pad Refinishing Features | Will complete in the fall due to manufacturer lead times |
| Avana – Parking Lot Seal/Stripe      | Completion   |

|                               |   |
|-------------------------------|---|
| GR – Parking Lot Seal/Stripe  | Completed   |
| SC – Lounge Chairs            | Completed   |
| SC – Wade Pool Bucket Repaint | Completed   |
| Node Clock Replacement        | Completed   |
| Rock Work                     | Started   |
| Escarpment Loop Project       | Plans will be sent out to bid   |
| Circle C North Improvements   | Information has been submitted to the City for the permits. Four permits have been received.                    |
| Park Place Mailboxes          | Mailbox replacements and disposal of the old mailboxes  |
| Construction Repairs          | Repairs due to construction have been done at Bernia, Trissino, Slaughter, La Crosse, Escarpment and Archeleta. |
| SC Roof                       | Completed   |

**Current or Future Projects**

- Irrigation Infrastructure
- Signage
- Monuments
- Landscape Prep
- Expansion of CCCC pool
- Phase II
- Last shade structure has been installed

# 2022 CCHOA INCOME BUDGET

| Category                                 | Subcategory                 | 2022 Budget           | Jan-22             | Feb-22              | Mar-22              | Apr-22              | May-22              | Jun-22              | Totals                | %   |
|--|-----------------------------|-----------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|-----|
| Homeowner Income                         | Homeowner Dues              | \$4,070,000           | \$38,642.70        | \$932,973.43        | \$774,090.60        | \$109,215.03        | \$216,101.53        | \$62,122.20         | \$2,133,145.49        | 52% |
| Homeowner Income                         | Resale Certificates         | \$78,750              | \$2,925.00         | \$4,725.00          | \$4,950.00          | \$4,725.00          | \$5,625.00          | \$5,175.00          | \$28,125.00           | 36% |
| Homeowner Income                         | Transfer Fees IOcome        | \$67,200              | \$3,325.00         | \$2,275.00          | \$5,075.00          | \$4,220.00          | \$4,900.00          | \$4,725.00          | \$24,520.00           | 36% |
| Homeowner Income                         | Late Fees Collected         | \$25,000              | \$1,671.17         | \$1,374.29          | \$1,511.26          | \$663.43            | \$7,413.52          | \$1,780.57          | \$14,414.24           | 58% |
| Homeowner Income                         | Lien Admin Fees Income      | \$420                 | \$14.00            | \$0.00              | \$14.00             | \$42.00             | \$196.00            | \$42.00             | \$308.00              | 73% |
| Homeowner Income                         | Filing Fee Income           | \$1,680               | \$56.00            | \$0.00              | \$84.82             | \$168.00            | \$825.18            | \$168.00            | \$1,302.00            | 78% |
| Homeowner Income                         | NSF Charges                 | \$100                 | \$0.00             | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00                | 0%  |
| <b>Homeowner Income Total</b>            |                             | <b>\$4,243,150</b>    | <b>\$46,633.87</b> | <b>\$941,347.72</b> | <b>\$785,725.68</b> | <b>\$119,033.46</b> | <b>\$235,061.23</b> | <b>\$74,012.77</b>  | <b>\$2,201,814.73</b> | 52% |
| Architectural Review Income              | Architectural Review IOcome | \$10,000              | \$1,630.00         | \$1,340.00          | \$1,465.00          | \$1,480.00          | \$1,040.00          | \$900.00            | \$7,855.00            | 79% |
| <b>Architectural Review IOcome Total</b> |                             | <b>\$10,000</b>       | <b>\$1,630.00</b>  | <b>\$1,340.00</b>   | <b>\$1,465.00</b>   | <b>\$1,480.00</b>   | <b>\$1,040.00</b>   | <b>\$900.00</b>     | <b>\$7,855.00</b>     | 79% |
| Rental Income                            | Office Rent                 | \$9,000               | \$661.50           | \$1,834.11          | \$0.00              | \$661.50            | \$1,834.11          | \$0.00              | \$4,991.22            | 55% |
| Rental Income                            | Grill Rent                  | \$6,600               | \$1,075.80         | \$0.00              | \$600.25            | -\$49.75            | \$1,651.50          | \$550.50            | \$3,828.30            | 58% |
| <b>Rental Income Total</b>               |                             | <b>\$15,600</b>       | <b>\$1,737.30</b>  | <b>\$1,834.11</b>   | <b>\$600.25</b>     | <b>\$611.75</b>     | <b>\$3,485.61</b>   | <b>\$550.50</b>     | <b>\$8,819.52</b>     | 57% |
| Aquatics Income                          | Pool Programs               | \$60,000              | \$1,399.00         | \$2,492.00          | \$6,893.00          | \$10,147.00         | \$15,309.75         | \$16,442.50         | \$52,683.25           | 88% |
| Aquatics Income                          | Pool Programs - Swim Team   | \$145,500             | \$14,787.50        | \$14,055.00         | \$14,840.00         | \$18,286.00         | \$15,756.50         | \$11,470.00         | \$89,195.00           | 61% |
| Aquatics Income                          | Facility Income             | \$35,000              | \$3,101.38         | \$95.00             | \$6,366.80          | \$6,739.31          | \$5,219.99          | \$6,599.04          | \$28,121.52           | 80% |
| <b>Aquatics Income Total</b>             |                             | <b>\$240,500</b>      | <b>\$19,287.88</b> | <b>\$16,642.00</b>  | <b>\$28,099.80</b>  | <b>\$35,172.31</b>  | <b>\$36,286.24</b>  | <b>\$34,511.54</b>  | <b>\$169,999.77</b>   | 71% |
| CCCC Income                              | CCCC Facility Rentals       | \$50,000              | \$5,546.25         | \$3,723.00          | \$6,040.00          | \$4,250.00          | \$8,548.00          | \$7,355.00          | \$35,462.25           | 71% |
| <b>CCCC Income Total</b>                 |                             | <b>\$50,000</b>       | <b>\$5,546.25</b>  | <b>\$3,723.00</b>   | <b>\$6,040.00</b>   | <b>\$4,250.00</b>   | <b>\$8,548.00</b>   | <b>\$7,355.00</b>   | <b>\$35,462.25</b>    | 71% |
| Landscape Reimbursements                 | Stratus Reimb               | \$97,000              | \$0.00             | \$0.00              | \$0.00              | \$48,500.00         | \$0.00              | \$0.00              | \$48,500.00           | 50% |
| Landscape Reimbursements                 | COA Reimb                   | \$17,600              | \$0.00             | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00                | 0%  |
| <b>Landscape Reimbursements Total</b>    |                             | <b>\$114,600</b>      | <b>\$0.00</b>      | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$48,500.00</b>  | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$48,500.00</b>    | 42% |
| Miscellaneous                            | Interest Income             | \$15,000              | \$272.11           | \$221.30            | \$326.99            | \$341.39            | \$455.26            | \$592.48            | \$2,209.53            | 15% |
| Miscellaneous                            | Sales Tax Discount          | \$0                   | \$1.13             | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$1.13                |     |
| <b>Miscellaneous Total</b>               |                             | <b>\$15,000</b>       | <b>\$273.24</b>    | <b>\$221.30</b>     | <b>\$326.99</b>     | <b>\$341.39</b>     | <b>\$455.26</b>     | <b>\$592.48</b>     | <b>\$2,210.66</b>     | 15% |
| Cove @ CC Reimbursement                  | Cove @ Circle C HOA         | \$5,000               | \$0.00             | \$0.00              | \$0.00              | \$0.00              | \$6,808.47          | \$0.00              |                       |     |
| Rowell Reimbursement                     | The Rowell HOA              | \$95,000              | \$0.00             | \$0.00              | \$0.00              | \$53,215.78         | \$0.00              | \$0.00              | \$53,215.78           | 56% |
| <b>Rimbursement Total</b>                |                             | <b>\$100,000</b>      | <b>\$0.00</b>      | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$53,215.78</b>  | <b>\$6,808.47</b>   | <b>\$0.00</b>       | <b>\$60,024.25</b>    | 60% |
| <b>Grand Total</b>                       |                             | <b>\$4,788,850.00</b> | <b>\$75,108.54</b> | <b>\$965,108.13</b> | <b>\$822,257.72</b> | <b>\$262,604.69</b> | <b>\$291,684.81</b> | <b>\$117,922.29</b> | <b>\$2,534,686.18</b> | 53% |

## 2022 CCHOA EXPENSE BUDGET

| Category              | Subcategory                  | 2022 Budget | Jan-22       | Feb-22       | Mar-22       | Apr-22       | May-22       | Jun-22       | Totals       | %   |
|-----------------------|------------------------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-----|
| Commons Area Services | Landscape Maint Contract     | \$1,350,112 | \$114,443.86 | \$114,443.86 | \$114,443.86 | \$114,443.86 | \$114,443.86 | \$114,443.86 | \$686,663.16 | 51% |
| Commons Area Services | Contract Landscape SC        | \$35,097    | \$2,924.81   | \$2,924.81   | \$2,924.81   | \$2,924.81   | \$2,924.81   | \$2,924.81   | \$17,548.86  | 50% |
| Commons Area Services | Contract Landscape CCCC      | \$35,097    | \$2,924.81   | \$2,924.81   | \$2,924.81   | \$2,924.81   | \$2,924.81   | \$2,924.81   | \$17,548.86  | 50% |
| Commons Area Services | Contract Landscape AV        | \$24,888    | \$2,074.06   | \$2,074.06   | \$2,074.06   | \$2,074.06   | \$2,074.06   | \$2,074.06   | \$12,444.36  | 50% |
| Common Area Services  | Contract Landscape GR        | \$24,888    | \$2,074.06   | \$2,074.06   | \$2,074.06   | \$2,074.06   | \$2,074.06   | \$2,074.06   | \$12,444.36  | 50% |
| Common Area Services  | Common Area Holiday Lighting | \$48,288    | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | 0%  |
| Commons Area Services | Landscape Repairs            | \$115,000   | \$12,978.63  | \$37,332.40  | \$14,967.29  | \$8,640.00   | \$9,200.94   | \$24,674.55  | \$107,793.81 | 94% |
| Commons Area Services | Landscape Water Utilities    | \$255,000   | \$11,951.10  | \$7,385.12   | \$7,063.59   | \$5,827.37   | \$6,556.34   | \$20,529.78  | \$59,313.30  | 23% |
| Commons Area Services | COA Water Utility Compliance | \$8,000     | \$2,275.00   | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$2,275.00   | 28% |
| Common Area Services  | Landscape Electric Utilities | \$36,000    | \$2,965.89   | \$2,670.12   | \$2,913.14   | \$2,511.27   | \$2,581.98   | \$2,643.83   | \$16,286.23  | 45% |
| Common Area Services  | Tree Care                    | \$75,000    | \$1,025.14   | \$7,088.50   | \$3,300.00   | \$10,258.50  | \$2,684.60   | \$7,500.00   | \$31,856.74  | 42% |
| Commons Area Services | Fence Repairs & Maint        | \$7,000     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$798.56     | \$798.56     | 11% |
| Commons Area Services | Electrical Repairs & Maint   | \$12,000    | \$0.00       | \$998.54     | \$0.00       | \$0.00       | \$221.05     | \$0.00       | \$1,219.59   | 10% |
| Common Area Services  | Neighborhood Maint & Repair  | \$20,000    | \$0.00       | \$69.83      | \$10.81      | \$293.27     | \$0.00       | \$300.00     | \$673.91     | 3%  |



|  |                                 |                    |                    |                    |                    |                    |                    |                    |                     |            |
|--|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------|
| Financial Management                       | Interest - Texas Partners Bank  | \$0                | \$0.00             | \$0.00             | \$0.00             | \$1,534.70         | \$146.92           | -\$12.59           | \$1,669.03          | #DIV/0!    |
| <b>Financial Management Total</b>          |                                 | <b>\$181,000</b>   | <b>\$13,209.25</b> | <b>\$8,249.61</b>  | <b>\$21,945.08</b> | <b>\$21,050.74</b> | <b>\$13,598.70</b> | <b>\$16,780.07</b> | <b>\$94,833.45</b>  | 52%        |
| HOA Management                             | Management Payroll              | \$190,000          | \$14,377.88        | \$14,655.28        | \$20,823.62        | \$14,152.08        | \$10,993.61        | \$10,262.09        | \$85,264.56         | 45%        |
| HOA Management                             | Management Payroll Taxes        | \$15,000           | \$1,457.93         | \$1,403.91         | \$1,868.33         | \$1,298.66         | \$1,051.31         | \$1,019.94         | \$8,100.08          | 54%        |
| HOA Management                             | Mileage Reimbursement           | \$6,000            | \$364.46           | \$294.26           | \$428.22           | \$248.04           | \$272.03           | \$418.46           | \$2,025.47          | 34%        |
| HOA Management                             | Insurance Stipend               | \$54,000           | \$5,117.72         | \$3,624.92         | \$2,878.52         | \$3,703.95         | \$2,566.94         | \$5,170.50         | \$23,062.55         | 43%        |
| HOA Management                             | Cont Ed & Skills Enhancement    | \$2,000            | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | 0%         |
| <b>HOA Management Total</b>                |                                 | <b>\$267,000</b>   | <b>\$21,317.99</b> | <b>\$19,978.37</b> | <b>\$25,998.69</b> | <b>\$19,402.73</b> | <b>\$14,883.89</b> | <b>\$16,870.99</b> | <b>\$118,452.66</b> | 44%        |
| Architectural Review Expens                | Architectural Review Expenses   | \$7,500            | \$1,385.50         | \$1,139.00         | \$1,620.25         | \$1,292.00         | \$884.00           | \$765.00           | \$7,085.75          | 94%        |
| <b>Architectural Review Expenses Total</b> |                                 | <b>\$7,500</b>     | <b>\$1,385.50</b>  | <b>\$1,139.00</b>  | <b>\$1,620.25</b>  | <b>\$1,292.00</b>  | <b>\$884.00</b>    | <b>\$765.00</b>    | <b>\$7,085.75</b>   | 94%        |
| Legal Services                             | Legal Services                  | \$20,000           | \$0.00             | \$2,325.00         | \$540.00           | \$315.00           | -\$675.00          | \$270.00           | \$2,775.00          | 14%        |
| <b>Legal Services Total</b>                |                                 | <b>\$20,000</b>    | <b>\$0.00</b>      | <b>\$2,325.00</b>  | <b>\$540.00</b>    | <b>\$315.00</b>    | <b>-\$675.00</b>   | <b>\$270.00</b>    | <b>\$2,775.00</b>   | 14%        |
| Taxes                                      | Property                        | \$5,500            | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | 0%         |
| Taxes                                      | Income/Franchise Taxes          | \$0                | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$116.19           | \$116.19            | #DIV/0!    |
| <b>Taxes Total</b>                         |                                 | <b>\$5,500</b>     | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$116.19</b>    | <b>\$116.19</b>     | 2%         |
| Insurance                                  | General, Property, Boiler & Aut | \$78,000           | \$6,755.36         | \$6,761.36         | \$6,600.00         | \$13,516.74        | \$33.74            | \$6,698.11         | \$40,365.31         | 52%        |
| Insurance                                  | Auto                            | \$5,000            | \$431.09           | \$431.09           | \$618.82           | \$862.18           | \$23.50            | \$431.09           | \$2,797.77          | 56%        |
| Insurance                                  | D & O Insurance                 | \$12,000           | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | -\$10,537.14       | -\$10,537.14        | -88%       |
| Insurance                                  | Worker's Comp                   | \$16,000           | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | 0%         |
| <b>Insurance Total</b>                     |                                 | <b>\$111,000</b>   | <b>\$7,186.45</b>  | <b>\$7,192.45</b>  | <b>\$7,218.82</b>  | <b>\$14,378.92</b> | <b>\$57.24</b>     | <b>-\$3,407.94</b> | <b>\$32,625.94</b>  | 29%        |
| Community Enhancement                      | Donations                       | \$1,000            | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | 0%         |
| Community Enhancement                      | Association Memberships         | \$2,000            | \$50.00            | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$50.00             | 3%         |
| <b>Community Enhancement Total</b>         |                                 | <b>\$3,000</b>     | <b>\$0.00</b>       | 0%         |
| <b>Reserve Transfer</b>                    |                                 | <b>\$215,380</b>   | <b>\$0.00</b>       | 0%         |
| <b>Grand Total</b>                         |                                 | <b>\$4,788,850</b> | <b>\$275,590</b>   | <b>\$316,520</b>   | <b>\$353,298</b>   | <b>\$320,479</b>   | <b>\$297,406</b>   | <b>\$406,310</b>   | <b>\$1,969,603</b>  | <b>41%</b> |

**Expected Reserve Expenditures and Capital Improvement for 2022**

YTD

|                            |                  |                     |
|----------------------------|------------------|---------------------|
| SC Pincnic Tables/Bench    | \$5,400          | \$4,743.39          |
| GR Shade Structure         | \$39,000         | \$37,773.83         |
| CC Pool Splash Pad         | \$9,000          | \$8,995.58          |
| CC Pool Replaster          | \$84,000         | \$80,440.67         |
| CC Pool Slide Repairs      | \$6,500          | \$5,408.75          |
| CC Splash Pad Refinish     | \$4,500          | \$0.00              |
| AV Parking Lot Seal/Stripe | \$7,200          | \$6,743.70          |
| GR Parking Lot Seal/Stripe | \$5,800          | \$5,372.22          |
| SC Lounge Chairs           | \$8,200          | \$8,221.00          |
| SC Wade Pool Bucket        | \$5,500          | \$6,370.00          |
| Node Clock Replacement     | \$75,000         | \$75,000.00         |
| Rock Work                  | \$50,000         | \$21,243.05         |
| Escarpment Project         | \$340,000        | \$2,470.00          |
| CCN Improvement            | \$200,000        | \$3,329.76          |
| Construction Repairs       | \$50,000         | \$25,678.60         |
| SC Roof                    | \$0              | \$26,412.44         |
| Mailbox Replacement        | \$0              | \$17,770.58         |
| Drip Irrigation/Escarpment | \$0              | \$31,500.00         |
| CCCC AC Repair             | \$0              | \$13,374.63         |
| <b>Total</b>               | <b>\$890,100</b> | <b>\$380,848.20</b> |

|                                      |                     |                     |
|--------------------------------------|---------------------|---------------------|
| <b>Total Capital Budget Projects</b> | <b>\$890,100.00</b> | <b>\$380,848.20</b> |
|--------------------------------------|---------------------|---------------------|

|                             |                       |  |
|-----------------------------|-----------------------|--|
| <b>Grand Total Expenses</b> | <b>\$5,678,950.00</b> |  |
|-----------------------------|-----------------------|--|

**Circle C Landscape  
Board Report  
Jul-22**

**Weather**

General: Record Hot Temperatures for June and July

Rainfall Total: less than .25 inches

Temperature:

Major Events: All days in July over 100 degrees

Worsening Drought. COA is in Stage 1 water restrictions

**Maintenance Services**

General: Mowing rotation on all areas

Weeding: Bed weeding rotation ongoing

Trimming: Ongoing Slaughter Lane Corridor areas

Mulching: Ongoing

**Outlying Areas**

|                            |                          |
|----------------------------|--------------------------|
| Filter Pond, CCCC          | weedeated, trash removed |
| Outlying mail centers      | cleaned and weed-eated   |
| Circle C Park              | bush hog mowing complete |
| Rough Cut areas Slaughter  | bush hog mowing complete |
| Rough Cut areas Escarpment | bush hog mowing complete |
| Outlying Rough Cut Areas   | complete                 |
| Redmond                    | complete                 |
| Sierra Ridge               | complete                 |
| South Bay                  | complete                 |
| SH 45/Spruce Canyon        | complete                 |
| Mundomar                   | complete                 |
| Gandia                     | complete                 |
| Wildflower Park            | complete                 |
| LaCrosse areas             | complete                 |
| Swim Center areas          | complete                 |
| Pocket areas               | complete                 |

**Irrigation**

All irrigation is on

General repairs throughout

Construction repairs

Hand watering manual valve turn on

Hand watering trees with mychorrhzea

## **Rock Work**

Circle C North repair complete--level and repair  
Vintage Place Park, flat rock repair  
granite path repair

## **Trees**

Extra trimming  
Avana Amenity Center  
Greyrock Amenity Center  
Vintage Place Park

## **Construction Damage and Projects**

### Slaughter and Vinemont

Construction Complete  
Landscape Repairs Underway  
Rock work at west side return  
Fix rock work at median

### Escarpment. Verizon Bore

Additional main line hits  
Repaired main line  
Repaired heads and lateral lines  
Troubleshooting for wiring nicks underway  
Damaged turf areas not repaired

Escarpment Street Light Repair  
still need repairs to turf areas

### Bear Creek Elementary:

Locate uncapped lateral line under sod  
Fix bubblers  
Continue repairs on Lot 44

### LaCrosse Mopac West

construction complete  
landscape and irrigation repairs needed

### LaCrosse Mopac East

construction complete  
landscape and irrigation repairs needed

# Circle C Aquatics

June-22

Spring Operations

| Facility Usage        | Swim Center   |               | Community Center |              | Avaña        |              | Greyrock     |              | Total         |               |
|-----------------------|---------------|---------------|------------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|
|                       | Jun-22        | YTD           | Jun-22           | YTD          | Jun-22       | YTD          | Jun-22       | YTD          | Jun-22        | YTD           |
| Resident Entries      | 7,596         | 19,712        | 4,959            | 5,909        | 3,760        | 5,027        | 1,221        | 1,532        | 17,520        | 32,164        |
| Unique Residents      | 2,902         | 4,442         | 2,705            | 3,107        | 1,741        | 2,119        | 560          | 632          | 5,377         | 6,401         |
| Unique Households     | 1,134         | 1,603         | 918              | 1,058        | 601          | 709          | 186          | 210          | 1,854         | 2,159         |
| Guest Entries         | 624           | 1,108         | 500              | 554          | 248          | 304          | 63           | 71           | 1,123         | 1,752         |
| Other Entries         | 3,502         | 9,764         |                  |              |              |              |              |              | 3,502         | 9,764         |
| Average Hourly Count  | 34            |               | 62               |              | 27           |              | 10           |              |               |               |
| Average % of Capacity | 16%           |               | 35%              |              | 18%          |              | 6%           |              |               |               |
| Max Hourly Count      | 188           |               | 165              |              | 74           |              | 31           |              |               |               |
| <b>Total Entries</b>  | <b>11,722</b> | <b>30,584</b> | <b>5,459</b>     | <b>6,463</b> | <b>4,008</b> | <b>5,331</b> | <b>1,284</b> | <b>1,603</b> | <b>22,145</b> | <b>43,680</b> |

| Incidents                       | Swim Center  |              | Community Center |              | Avaña        |              | Greyrock     |              | Total        |              |
|---------------------------------|--------------|--------------|------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|                                 | Jun-22       | YTD          | Jun-22           | YTD          | Jun-22       | YTD          | Jun-22       | YTD          | Jun-22       | YTD          |
| Water Rescues                   | 1            | 4            | 1                | 2            |              | 0            |              | 0            | 2            | 6            |
| First Aid Responses             | 8            | 21           | 5                | 13           | 1            | 1            | 1            | 1            | 15           | 36           |
| Sudden Illness Treatments       | 3            | 3            |                  | 0            |              | 0            |              | 0            | 3            | 3            |
| Patron Behavior Incidents       | 1            | 2            |                  | 1            |              | 0            |              | 1            | 1            | 4            |
| Biohazard Cleanups              |              | 0            |                  | 0            |              | 0            |              | 0            | 7            | 7            |
| Suspensions/Expulsions          |              | 0            |                  | 0            |              | 0            |              | 0            | 0            | 0            |
| EMS/911 Callouts                | 1            | 1            |                  | 0            |              | 0            |              | 0            | 1            | 1            |
| <b>Total Incidents</b>          | <b>12</b>    | <b>29</b>    | <b>6</b>         | <b>16</b>    | <b>1</b>     | <b>1</b>     | <b>1</b>     | <b>2</b>     | <b>20</b>    | <b>48</b>    |
| <b>Incident per Entry Ratio</b> | <b>0.10%</b> | <b>0.09%</b> | <b>0.11%</b>     | <b>0.25%</b> | <b>0.02%</b> | <b>0.02%</b> | <b>0.08%</b> | <b>0.12%</b> | <b>0.09%</b> | <b>0.11%</b> |

| Revenue                       | Jun-22              | YTD                  |
|-------------------------------|---------------------|----------------------|
| Aquatics Programs             | \$ 16,442.50        | \$ 52,683.25         |
| Swim Team                     | \$ 11,470.00        | \$ 89,195.00         |
| Guest Fees                    | \$ 3,559.00         | \$ 5,299.00          |
| Area Reservations             | \$ 1,400.00         | \$ 1,400.00          |
| Facility Rentals              | \$ 475.00           | \$ 1,200.00          |
| Lane Rentals                  | \$ 300.00           | \$ 17,317.16         |
| Other Facility Income         | \$ 865.04           | \$ 2,905.36          |
| <b>Total Aquatics Revenue</b> | <b>\$ 34,511.54</b> | <b>\$ 169,999.77</b> |

| Programs                  | Jun-22     |
|---------------------------|------------|
| Select Swim Team          | 66         |
| Masters Swimming          | 14         |
| Group Swim Lessons        | 0          |
| Private Swim Lessons      | 308        |
| Water Aerobics            | 24         |
| Certification Courses     | 22         |
| WSI Course                | 0          |
| <b>Total Participants</b> | <b>438</b> |

| Reservations & Rentals    | Jun-22     | YTD        |
|---------------------------|------------|------------|
| Area Reservations         | 6          | 6          |
| Facility Rentals          | 0          | 5          |
| Lap Lane Reservations     | 121        | 801        |
| <b>Total Reservations</b> | <b>127</b> | <b>812</b> |

| Aquatics Staffing      | Jun-22     |
|------------------------|------------|
| Lifeguards/Head Guards | 123        |
| Front Desk Staff       | 21         |
| Instructors/Coaches    | 13         |
| <b>Total Staff</b>     | <b>157</b> |

| Resident Stats  | Individuals   | Households   | Members / Household |
|-----------------|---------------|--------------|---------------------|
| Homeowners      | 17,071        | 5,524        | 3.09                |
| Renters         | 1,361         | 415          | 3.28                |
| New Memberships | 1,214         | 411          |                     |
| <b>Totals</b>   | <b>18,432</b> | <b>5,939</b> | <b>3.10</b>         |

Circle C HOA  
Maintenance Report for Board July 2022  
Prepared by Robert Bardeleben -Facilities Director

We have hired for the Full Time Pool Maintenance Technician and are still looking to fill one part time position.

We had another price increase of 30% on bulk chlorine. We are still working to conserve as much water and chemicals as possible during this intense heat wave.

We are exploring security camera software upgrades as our current system is becoming outdated and we are having some compatibility issues with newer cameras.

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Cleaning and Maintenance have 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
- We are looking to replace the picnic tables at the Swim Center Playground as well as refinish the basketball court. More to come on this.

AVANA AMENITIES CENTER

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

GREY ROCK AMENITIES CENTER

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

# STEPHEN M. TILSON, PC

---

2724 Tradewind Drive, Spicewood, Texas 78669  
Phone 512.659-7535 [steve@tilsoncpa.com](mailto:steve@tilsoncpa.com)

The Board of Directors of  
Circle C Homeowners' Association, Inc.

We have audited the financial statements of Circle C Homeowners' Association, Inc. for the year ended December 31, 2021, and have issued our report thereon dated June 21, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and time of our audit.

## Our Responsibility under Auditing Standards Generally Accepted in the United States

As stated in our engagement letter dated January 18, 2022, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

## Significant Audit Findings

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Association are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during 2021. We noted no transactions entered into by the Association during the year for which there is a lack of authoritative guidance or consensus. All significant transactions that have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was management's estimate of the collection of balances that is reflected in accounts receivable. The collection of accounts receivable is based on evaluations of the collectability of the receivable portfolio, including the nature of the portfolio, trends in historical loss experience, payment patterns from the owners and general economic conditions. We evaluated the key factors and assumptions used to develop the bad debt assumptions in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affect the financial statements was the disclosure of cash and cash equivalents, accounts receivable, and deferred revenue in Note 1 to the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require me to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated June 21, 2022.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Association's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

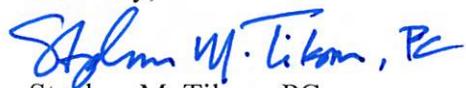
*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Association's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the board of directors and management of the Association and is not intended to be and should not be used by anyone other than these specified parties.

Circle C Homeowners' Association, Inc.  
Page 3

Sincerely,

A handwritten signature in blue ink that reads "Stephen M. Tilson, PC". The signature is written in a cursive style with a large initial 'S' and a distinct 'PC' at the end.

Stephen M. Tilson, PC  
Spicewood, Texas  
June 21, 2022

**CIRCLE C HOMEOWNERS ASSOCIATION, INC.**

**REPORT ON EXAMINATION**

**YEAR ENDED DECEMBER 31, 2021**

# STEPHEN M. TILSON, PC

---

2724 Tradewind Drive, Spicewood, Texas 78669  
Phone 512.659.7535 • steve@tilsoncpa.com

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors and Members  
Circle C Homeowners Association, Inc.

We have audited the accompanying financial statements of Circle C Homeowners Association, Inc., which are comprised of the balance sheet as of December 31, 2021, and the related statement of revenues, expenses, and changes in members' equity and cash flows for the year then ended, and the related notes to the financial statements.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Circle C Homeowners Association, Inc. as of December 31, 2021, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the information on future major repairs and replacements of common property at the end of the report be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Financial Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Stephen M. Tilson PC***

Austin, Texas

June 21, 2022



**CIRCLE C HOMEOWNERS' ASSOCIATION, INC.**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN MEMBERS' EQUITY**  
**YEAR ENDED DECEMBER 31, 2021**

**REVENUES**

|                           |  |                     |
|---------------------------|--|---------------------|
| Homeowners dues           |  | \$ 4,195,835.93     |
| Aquatics income           |  | 161,641.10          |
| Landscape reimbursements  |  | 114,600.00          |
| Resale certificates       |  | 80,100.00           |
| Transfer fees             |  | 61,075.00           |
| Rowell HOA                |  | 95,749.25           |
| Cove at Circle C HOA      |  | 2,109.00            |
| Late fees                 |  | 38,689.50           |
| Facility rentals          |  | 31,763.75           |
| Rental income             |  | 15,434.47           |
| Other income              |  | 4,227.87            |
| Architectural review fees |  | 19,685.00           |
| Interest income           |  | <u>4,476.62</u>     |
| <br>TOTAL REVENUES        |  | <br>\$ 4,825,387.49 |

**EXPENSES**

*COMMON AREAS SERVICES*

|                                    |                  |                 |
|------------------------------------|------------------|-----------------|
| Landscaping                        | \$ 1,413,862.56  |                 |
| Common area holiday lighting       | 46,466.32        |                 |
| 2020 Land additions                | 3,500.00         |                 |
| Landscape repairs                  | 134,072.27       |                 |
| Landscape water utilities          | 245,888.23       |                 |
| Landscape electric utilities       | 35,067.86        |                 |
| Tree care                          | 44,885.00        |                 |
| Fence repairs & maintenance        | 1,714.29         |                 |
| Electrical repairs & maintenance   | 11,169.88        |                 |
| Neighborhood repairs & maintenance | 15,273.10        |                 |
| Non-contract landscape             | <u>14,940.68</u> |                 |
|                                    |                  | \$ 1,966,840.19 |

*FINANCIAL MANAGEMENT*

|                                    |                 |               |
|------------------------------------|-----------------|---------------|
| Financial management services      | \$ 112,034.98   |               |
| Resale certificate expense         | 17,550.00       |               |
| Lien filing fees                   | 1,222.00        |               |
| Bank charges / credit card charges | 47,529.78       |               |
| Annual audit and tax preparation   | <u>7,800.00</u> |               |
|                                    |                 | \$ 186,136.76 |

*AQUATICS EXPENSES*

|   |                  |                      |
|---|------------------|----------------------|
| Administrative                            | \$ 34,109.25     |                      |
| Supplies - pool, chemicals & swim team    | 87,558.19        |                      |
| Maintenance - Pool                        | 77,909.97        |                      |
| Maintenance - Building                    | 38,660.61        |                      |
| Payroll - Staff                           | 530,177.29       |                      |
| Payroll - Programming Staff               | 10,484.93        |                      |
| Payroll - Swim Team                       | 101,316.97       |                      |
| Utilities - Water                         | 32,984.35        |                      |
| Utilities - Electricity                   | 36,586.53        |                      |
| Utilities - Gas                           | 19,432.99        |                      |
| Utilities - Telephone / Internet / Camera | <u>18,120.78</u> |                      |
|   |                  | <u>\$ 987,341.86</u> |

Subtotal expenses \$ 3,140,318.81

See accountants' report.

**CIRCLE C HOMEOWNERS' ASSOCIATION, INC.**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN MEMBERS' EQUITY**  
**YEAR ENDED DECEMBER 31, 2021**

(CONTINUED)

|                                      |                          |                 |
|--------------------------------------|--------------------------|-----------------|
| Subtotal expenses                    |                          | \$ 3,140,318.81 |
| <i>ARCHITECTURAL REVIEW</i>          |                          |                 |
| Architectural review                 | \$ 15,652.50             | \$ 15,652.50    |
| <i>LEGAL</i>                         |                          |                 |
| Legal                                | \$ 5,573.59              | \$ 5,573.59     |
| <i>TAXES</i>                         |                          |                 |
| Property taxes                       | \$ 4,289.35              |                 |
| Income / franchise taxes             | 50.00                    |                 |
|                                      |                          | \$ 4,339.35     |
| <i>INSURANCE</i>                     |                          |                 |
| Insurance - property & liability     | \$ 90,850.93             |                 |
| Insurance - auto                     | 4,622.59                 |                 |
| Insurance - D&O                      | 11,308.25                |                 |
| Insurance - workers compensation     | 12,209.29                |                 |
|                                      |                          | \$ 118,991.06   |
| <i>COMMUNITY ENHANCEMENT</i>         |                          |                 |
| Donations                            | \$ 400.00                |                 |
| Association memberships              | 1,708.92                 |                 |
|                                      |                          | \$ 2,108.92     |
| <i>CIRCLE C COMMUNITY CENTER</i>     |                          |                 |
| CCCC water                           | \$ 5,989.70              |                 |
| CCCC electric                        | 16,176.80                |                 |
| Utilities - telephone / internet     | 7,968.84                 |                 |
| Events salaries                      | 2,796.79                 |                 |
| CCCC building maintenance            | 28,920.14                |                 |
|                                      |                          | \$ 61,852.27    |
| <i>HOA OPERATIONS</i>                |                          |                 |
| Office supplies                      | \$ 4,772.98              |                 |
| Office equipment & maintenance       | 8,749.88                 |                 |
| Postage / delivery HOA office        | 15,627.85                |                 |
| Vehicle expense - HOA                | 2,102.04                 |                 |
| Web operations HOA office            | 1,234.52                 |                 |
| Printing HOA office                  | 1,746.72                 |                 |
| HOA meetings                         | 6,635.42                 |                 |
| Deed restrictions                    | 2,954.24                 |                 |
| HOA special events                   | 29,068.34                |                 |
|                                      |                          | \$ 72,891.99    |
| <i>HOA MANAGEMENT</i>                |                          |                 |
| Management salaries                  | \$ 183,745.84            |                 |
| Management payroll taxes             | 15,968.50                |                 |
| Other management expenses            | 3,765.00                 |                 |
| Health insurance                     | 42,542.04                |                 |
|                                      |                          | \$ 246,021.38   |
| <i>MAINTENANCE OPERATIONS</i>        |                          |                 |
| Maintenance payroll                  | \$ 182,904.24            |                 |
| Pool technicians                     | 56,281.14                |                 |
| Maintenance payroll taxes            | 22,188.73                |                 |
| Tools & supplies                     | 3,906.85                 |                 |
| Other maintenance operating expenses | 3,442.64                 |                 |
|                                      |                          | \$ 268,723.60   |
| Subtotal expenses                    | See accountants' report. | \$ 3,936,473.47 |

**CIRCLE C HOMEOWNERS' ASSOCIATION, INC.**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN MEMBERS' EQUITY**  
**YEAR ENDED DECEMBER 31, 2021**

(CONTINUED)

|  |               |                 |
|--|---------------|-----------------|
| Subtotal expenses                        |               | \$ 3,936,473.47 |
| <i>DEPRECIATION/AMORTIZATION EXPENSE</i> |               |                 |
| Depreciation                             | \$ 191,765.20 | \$ 191,765.20   |
| <i>CAPITAL / RESERVE EXPENSES</i>        |               |                 |
| SC wading pool repairs                   | \$ 28,263.49  |                 |
| Avana splash pad                         | 4,409.77      |                 |
| SC café exterior walls                   | 25,313.98     |                 |
| Avana slide structure                    | 42,347.41     |                 |
| SC - seal coat / restripe                | 8,657.62      |                 |
| CCN improvement                          | 34,125.00     |                 |
| Construction repairs                     | 36,611.95     |                 |
| Storm damage repair                      | 167,045.09    |                 |
| Node clock replacement                   | 47,250.00     |                 |
| Monument improvements                    | 32,578.45     |                 |
|  | \$ 426,602.76 |                 |
| TOTAL EXPENSES                           |               | \$ 4,554,841.43 |
| EXCESS OF REVENUES OVER EXPENSES         |               | \$ 270,546.06   |
| <b>MEMBERS' EQUITY</b>                   |               |                 |
| Members' Equity - beginning of year      |               | 5,223,592.46    |
| Designated reserves - amenity center     |               | 1,002,806.96    |
| Members' Equity - end of year            |               | \$ 6,496,945.48 |

See accountants' report.

**CIRCLE C HOMEOWNERS' ASSOCIATION, INC.  
STATEMENT OF CASH FLOWS  
YEAR ENDED DECEMBER 31, 2021**

**OPERATING ACTIVITIES:**

EXCESS OF REVENUES OVER EXPENSES \$ 270,546.06

ADJUSTMENT TO RECONCILE EXCESS OF REVENUES OVER EXPENSES TO  
NET CASH PROVIDED BY OPERATING ACTIVITIES:

DEPRECIATION \$ 191,765.20

CHANGES IN OPERATING ASSETS AND LIABILITIES

|  |               |
|--|---------------|
| (INCREASE) DECREASE IN ACCOUNTS RECEIVABLE - ASSESSMENTS | \$ 40,273.82  |
| (INCREASE) DECREASE IN PREPAID INSURANCE                 | 21,404.10     |
| INCREASE (DECREASE) DUE TO PRIOR PERIOD ADJUSTMENTS      | (65,372.18)   |
| INCREASE (DECREASE) IN ACCOUNTS PAYABLE                  | (18,826.22)   |
| INCREASE (DECREASE) IN FEDERAL INCOME TAX PAYABLE        | (432.00)      |
| INCREASE (DECREASE) IN PREPAID ASSESSMENTS               | 8,123.91      |
| INCREASE (DECREASE) IN PAYROLL TAXES                     | <u>356.71</u> |

NET CASH PROVIDED BY (USED BY) OPERATING ACTIVITIES \$ 447,839.40

**INVESTING ACTIVITIES:**

PURCHASE OF FIXED ASSETS \$ -

NET CASH PROVIDED BY (USED BY) INVESTING ACTIVITIES \$ -

**FINANCING ACTIVITIES:**

PPP LOAN \$ 399,372.50

NET CASH PROVIDED BY (USED BY) FINANCING ACTIVITIES \$ 399,372.50

NET INCREASE (DECREASE) IN CASH 847,211.90

CASH AND EQUIVALENTS - BEGINNING OF YEAR 3,004,376.54

CASH AND EQUIVALENTS - END OF YEAR \$ 3,851,588.44

**SUPPLEMENTAL DISCLOSURE:**

INCOME TAX PAID \$

**CIRCLE C HOMEOWNERS ASSOCIATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**

**Note 1: NATURE OF ORGANIZATION**

Circle C Homeowners Association, Inc. (the Association) was incorporated on March 8, 1988, in the State of Texas as a non-profit corporation for the purposes of operating an association for the social welfare and benefit of the lot owners and to preserve and maintain the common property which includes landscaped common areas owned by the City of Austin, the Circle C Pool facility, and the Circle C Community Center. The Association consists of approximately 5,622 lots as of December 31, 2021. The Association is located in Austin, Travis County, Texas.

**Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Basis of Accounting

These audited financial statements have been prepared on the accrual basis method of accounting. Using this method of accounting, revenues and accounts receivable are recognized when earned regardless of when cash is received. Revenues received prior to being earned are reported as prepaid assessments. Expenses and accounts payable are recognized when the obligation is incurred regardless of when cash is disbursed. Expenses paid before being obligated are reported as prepaid expenses.

Accounts Receivable

Assessments receivable on December 31, 2021, represent assessments due from homeowners. Prepaid assessments on December 31, 2021, represent assessments paid in advance by homeowners. The Association values accounts receivable using an allowance for uncollectible accounts. The Association estimates the collectability of assessments receivable and adjusts the allowance accordingly.

Fixed Assets

The Association capitalizes all common property and equipment to which it has title or other evidence of ownership. Property not capitalized on December 31, 2021, includes approximately three lots donated by a homebuilder and twenty common areas. The Association is responsible for preserving and maintaining the common property.

Personal property acquired by the Association is recorded at cost and property contributed to the Association by the developer is recorded at estimated fair market value at the date of contribution. Property and equipment are depreciated over the useful life of the property using the straight-line method of depreciation. Depreciation expense for 2021 was approximately \$191,765.

**CIRCLE C HOMEOWNERS ASSOCIATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**(Continued)**

**Member Assessments**

Association members are subject to semi-annual assessments that provide funds for the Association's operating expenses, fixed asset purchases, capital acquisitions, and major repairs and replacements. The Association may make special assessments from time to time as approved by a vote of 2/3 of the property owners.

The Association's policy is to place liens on owner's lots whose assessments are one hundred twenty days or more delinquent. Any excess assessments at year-end are retained by the Association for use in the succeeding year.

**Cash and Cash Equivalents**

The Association considers all liquid investments with a maturity of three months or less when purchased to be cash equivalents.

**Investments**

Investments consist of money market funds with readily determinable fair values and are stated in the financial statements at fair market value.

**Note 3: FEDERAL INCOME TAXES**

The Association may annually elect to be taxed as a regular corporation under Internal Revenue Code Section 277 or as a homeowners' association under Internal Revenue Code Section 528. The Association elected to be taxed as a homeowners' association for the year ended December 31, 2021. Taxable income arises from amounts received from nonmembers of the Association including interest earned on reserve funds. The Association had no federal income tax liability for 2021.

The Association is required to file either Form 1120, U.S. Corporation Income Tax Return, or Form 1120-H, U.S. Income Tax Return for Homeowners Associations. These tax returns are subject to examination by the Internal Revenue Service for a three-year period from the later of the original due date of the return or the date the tax return was filed. As a result, the Association's federal income tax returns for 2017, 2018 and 2019 are open to examination by the Internal Revenue Service as of December 31, 2021.

**Note 4: FUTURE MAJOR REPAIRS AND REPLACEMENTS**

The Association's governing documents require funds to be accumulated for future major repairs and replacements. Accumulated funds, which aggregate approximately \$3,734,557 on December 31, 2021, are generally not available for operating purposes. Interest earned on such funds is allocated to reserves.

**CIRCLE C HOMEOWNERS ASSOCIATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**(Continued)**

A reserve study was conducted in May 2018 by an outside consultant to estimate the remaining useful lives and the replacement costs of the components of the common property. The estimates were based on current estimated replacement costs. The data included in the unaudited supplementary information on future major repairs and replacements is based on the study.

The Association is funding for major repairs and replacements over the estimated useful lives of the components based on estimated current replacement costs, considering amounts previously accumulated in the replacement fund. Actual expenditures, however, may vary from the estimated amounts and the variations may be material. Therefore, amounts accumulated in the replacement fund may not be adequate to meet future needs. If additional funds are needed, however, the Association has the right, subject to board of director's approval, to increase regular assessments, levy special assessments; or delay major repairs and replacements until funds are available.

**Note 5: LANDSCAPING INCOME**

The Association invoiced a developer \$97,000 during 2021 that owns several properties in the Circle C development. The developer has agreed to reimburse \$97,000 annually to the Association for landscaping costs associated with its various development projects.

In addition, the Association has entered into an agreement with the City of Austin that requires the City of Austin to reimburse the Association for the costs of landscaping certain areas that lie within the Circle C development. In 2021, the Association billed the City of Austin \$17,600 for reimbursement of landscaping expenses according to the agreement.

**Note 6: CONCENTRATION OF CREDIT RISK**

The Association maintains its cash accounts at three financial institutions. Accounts at a bank are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. For the year ended December 31, 2021, funds on deposit with two institutions exceeded \$250,000. Management believes no significant risk exists with respect to cash and cash equivalents.

**Note 7: RELATED PARTY TRANSACTIONS**

The association contracts with two companies owned by one of the association members for landscaping and architectural review services. The association spent approximately \$1,413,863 for landscape services during 2021 and \$15,653 for architectural review services during 2021.

In addition, the member rents office space from the association. Total rent received in 2021 from the association member was approximately \$2,646.

**CIRCLE C HOMEOWNERS ASSOCIATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**(Continued)**

**Note 8: PPP LOAN**

The Association made application for a Paycheck Protection Plan (PPP) loan under the CARES Act. PPP is a loan program that was designed to provide emergency assistance to certain small businesses during the COVID-19 crisis to help businesses retain and pay employees. The Association borrowed \$399,372.50 on May 4, 2021. The loan accrues interest at 1% and matures on May 4, 2026.

There is a provision in the CARES Act that allows for forgiveness of the loan under certain circumstances. The Association made application for forgiveness of the debt in late 2021. The PPP Loan program is administered by the United States Small Business Administration (SBA) and is responsible for determining whether or not a PPP loan is eligible to be forgiven. The SBA found against forgiving the loan and the Association appealed the decision in early 2022.

The final determination of the appeal by the SBA in 2022 was that the Association was eligible for forgiveness of \$246,586, a portion of the original amount of the loan. The Association paid the balance of the loan off in June 2022.

**Note 9: SUBSEQUENT EVENTS**

The Association has evaluated subsequent events through June 21, 2022, the date the financial statements were available to be issued, and no events have occurred from the balance sheet date through that date that would impact the financial statements.

## **SUPPLEMENTARY INFORMATION**

**CIRCLE C HOMEOWNERS' ASSOCIATION, INC.**  
**SUPPLEMENTARY INFORMATION ON FUTURE MAJOR**  
**REPAIRS AND REPLACEMENTS (UNAUDITED)**  
**YEAR ENDED DECEMBER 31, 2021**

The Association hired an outside consultant to conduct a reserve study that was completed in May 2018. The purpose of the study was to estimate the remaining useful lives and the replacement costs of the components of common property. Replacement costs are based on estimates to repair or replace components as of the date of the study. Replacement costs do take into account the effects of inflation. The following information is based on the study dated May 2018 and presents significant information about the components of common property. The board has not designated the funds accumulated in the reserve account to specific components.

| COMPONENT   | ESTIMATED<br>REMAINING USEFUL<br>LIFE (YEARS) | ESTIMATED CURRENT<br>REPLACEMENT COST | DESIGNATED FOR<br>REPAIRS/REPLACEMENT<br>DECEMBER 31, 2021 |
|---|---|---------------------------------------|--|
| <b>Exterior Building Elements</b>   |   |                                       |  |
| Deck, Composite, Community Center   | 13  | \$                                    | 35,343   |
| Roofs, Metal, Avana   | 23  |                                       | 37,210   |
| Roof, Metal, Grey Rock  | 26  |                                       | 27,424   |
| Roofs, Metal, Swim Center, Lifeguard & Café                                 | 2   |                                       | 8,392  |
| Roofs, Metal, Swim Center, Restrooms  | 18  |                                       | 20,988   |
| Roofs, Thermoplastic, Community Center                                      | 6   |                                       | 379,877  |
| Roofs, Thermoplastic, Swim center, Mechanical & Maintenance                 | 5   |                                       | 63,833   |
| Walls, Paint Finishes   | 0   |                                       | 166,922  |
| Walls, Masonry, Inspections & Repair  | 0   |                                       | 74,448   |
| Windows & Doors, Swim Center  | 11  |                                       | 19,499   |
| <b>Interior Building Elements</b>   |   |                                       |  |
| Interior, Renovation, Complete, Community Center                            | 11  |                                       | 245,928  |
| Interior, Renovation, Complete, Swim Center                                 | 11  |                                       | 47,908   |
| Interior, Renovation, Partial, Community Center                             | 1   |                                       | 145,085  |
| Interior, Renovation, Partial, Swim Center                                  | 1   |                                       | 50,610   |
| Rest Rooms, Pool Area, Renovation, Avana                                    | 13  |                                       | 35,855   |
| Rest Rooms, Pool Area, Renovation, Community Center                         | 11  |                                       | 39,923   |
| Rest Rooms, Pool Area, Renovation, Grey Rock                                | 16  |                                       | 33,975   |
| Rest Rooms, Pool Area, Renovation, Swim Center                              | 9   |                                       | 73,188   |
| <b>Building Services Elements</b>   |   |                                       |  |
| Air Handling Unit, Rooftop Heating & Cooling Unit, 5-tons, Community Center | 11  |                                       | 13,574   |
| Air Handling Unit, Packaged Cooling Unit, 2-tons, Swim Center               | 5   |                                       | 23,141   |
| Air Handling & Condensing Units, Split Systems, Community Center            | 11  |                                       | 55,893   |
| Security System, Avana, Phased  | 0 to 7  |                                       | 38,994   |

See accountant's report.

**SUPPLEMENTARY INFORMATION ON FUTURE MAJOR  
REPAIRS AND REPLACEMENTS (UNAUDITED)  
YEAR ENDED DECEMBER 31, 2021  
(continued)**

| COMPONENT  | ESTIMATED<br>REMAINING USEFUL<br>LIFE (YEARS) | ESTIMATED CURRENT<br>REPLACEMENT COST | DESIGNATED FOR<br>REPAIRS/REPLACEMENT<br>DECEMBER 31, 2021 |
|--|---|---------------------------------------|--|
| Security System, Community Center, Phases                                    | 0 to 5  | 95,870                                |  |
| Security System, Grey Rock, Phased   | 3 to 10                                       | 39,515                                |  |
| Security System, Swim Center, Phased   | 0 to 5  | 78,439                                |  |
| <b>Property Site Elements</b>  |   |                                       |  |
| Asphalt Pavement, Crack Repair, Patch & Seal Coat                            | 0   | 233,955                               |  |
| Asphalt Pavement, Remaining, Mill & Overlay                                  | 11  | 186,881                               |  |
| Asphalt Pavement, Swim Center, Mill & Overlay                                | 3   | 187,314                               |  |
| Fences, Steel, Phased  | 0 to 19                                       | 249,894                               |  |
| Fences, Wood   | 4   | 87,880                                |  |
| Irrigation System, Partial   | 0 to 27+                                      | 5,194,238                             |  |
| Light Poles & Fixtures (2019 are Swim Center Fixtures)                       | 0   | 177,230                               |  |
| Light Fixtures, Bollards   | 8   | 80,894                                |  |
| <b>Property Site Elements, Cont'd.</b>                                       |   |                                       |  |
| Light Fixtures, Landscape & Miscellaneous, Phased                            | 1 to 16                                       | 215,388                               |  |
| Mailbox Stations, Capital Repairs (Roofs & Masonry Repairs), Phased          | 1 to 25                                       | 115,914                               |  |
| Pipes, Pool Backwash, Swim Center  | 3   | 36,664                                |  |
| Playground Equipment, Avana  | 13  | 17,074                                |  |
| Playground Equipment, Grey Rock  | 16  | 28,313                                |  |
| Playground Equipment, Park Place   | 11  | 23,954                                |  |
| Playground Equipment, Swim Center  | 9   | 74,682                                |  |
| Playground Equipment, Wildflower Park  | 6   | 199,401                               |  |
| Playground Equipment, Vintage Place Park                                     | 6   | 99,700                                |  |
| Shade Structures, Wildflower & Vintage Place Parks                           | 1   | 66,673                                |  |
| Signage, Renovation, Entrance Monuments (2019 is Slaughter & Escarpment)     | 0   | 237,566                               |  |
| Vehicles   | 6   | 340,780                               |  |
| <b>Pool Elements</b>   |   |                                       |  |
| Artificial Turf, Swim Center   | 7   | 72,296                                |  |
| Concrete Deck, Inspections, Partial Replacements & Repairs, Avana            | 3   | 33,695                                |  |
| Concrete Deck, Inspections, Partial Replacements & Repairs, Community Center | 1   | 43,944                                |  |

See accountant's report.

**SUPPLEMENTARY INFORMATION ON FUTURE MAJOR  
REPAIRS AND REPLACEMENTS (UNAUDITED)  
YEAR ENDED DECEMBER 31, 2021  
(continued)**

| COMPONENT   | ESTIMATED<br>REMAINING USEFUL<br>LIFE (YEARS) | ESTIMATED CURRENT<br>REPLACEMENT COST | DESIGNATED FOR<br>REPAIRS/REPLACEMENT<br>DECEMBER 31, 2021 |
|---|---|---------------------------------------|--|
| Concrete Deck, Inspections, Partial Replacements & Repairs, Grey Rock           | 6   | 24,619                                |  |
| Concrete & Paver Deck, Inspections, Partial Replacements & Repairs, Swim Center | 1   | 224,788                               |  |
| Cover, Vinyl, Swim Center, Phased   | 0 to 4  | 381,768                               |  |
| Fence, Steel, Avana   | 23  | 61,110                                |  |
| Fences & Railings, Steel Community Center                                       | 21  | 97,449                                |  |
| Fence, Steel, Grey Rock   | 26  | 62,732                                |  |
| Fences, Steel, Swim Center, Phased  | 1 to 9  | 117,293                               |  |
| Mechanical Equipment, Filters, Community Center                                 | 6   | 89,551                                |  |
| Mechanical Equipment, Filters, Swim Center                                      | 2   | 109,678                               |  |
| Mechanical Equipment, Heaters, Swim Center                                      | 8   | 115,562                               |  |
| Mechanical Equipment, Remaining, Phased   | 0 to 9  | 597,005                               |  |
| Pool Finish, Plaster, Avana   | 3   | 286,359                               |  |
| Pool Finish, Tile, Avana  | 13  | 35,138                                |  |
| Pool Finish, Plaster, Community Center  | 1   | 394,299                               |  |
| Pool Finish, Tile, Community Center   | 11  | 45,608                                |  |
| Pool Finish, Plaster, Grey Rock   | 2   | 147,416                               |  |
| Pool Finish, Tile, Grey Rock  | 12  | 14,564                                |  |
| Pool Finish, Plaster, Swim Center   | 3   | 891,606                               |  |
| Pool Finish, Tile, Swim Center (Incl. Lane Lines)                               | 13  | 150,249                               |  |
| Shade Structures, Avana   | 8   | 66,638                                |  |
| Shade Structures, Community Center  | 6   | 209,551                               |  |
| Shade Structures, Grey Rock   | 11  | 73,669                                |  |
| Shade Structures, Swim Center (Incl. Playground)                                | 2   | 219,355                               |  |
| Diving Platforms, Swim Center   | 6   | 145,712                               |  |
| Structure & Deck, Total Replacement, Swim Center                                | 27  | 4,574,089                             |  |
| Water Feature, Splash Pad, Community Center, Replacement                        | 6   | 161,192                               |  |
| Water Feature, Splash Pad, Swim Center, Capital Repairs                         | 0   | 50,268                                |  |
| Water Feature, Splash Pad, Swim Center, Replacement                             | 2   | 78,341                                |  |
| Water Slide, Fiberglass, Refinishing, Community Center                          | 1   | 240,488                               |  |
| Water Slide, Fiberglass, Replacement, Community Center                          | 11  | 180,454                               |  |
|   |   | <u>\$ 19,702,715</u>                  | <u>\$ 3,734,557</u>  |

See accountant's report.

[CIRA's Letterhead]

June 21, 2022

Stephen M. Tilson, PC  
2724 Tradewind Drive  
Spicewood, Texas 78669

This representation letter is provided in connection with your audit of the financial statements of Circle C Homeowners' Association, Inc., which comprise the balance sheet(s) as of December 31, 2021, and the related statements of revenues, expenses, and changes in fund balance, and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of June 21, 2022, the following representations made to you during your audit.

**Financial Statements**

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 18, 2022, including our responsibility for the preparation and fair presentation of the financial statements.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Significant estimates and material concentrations have been properly disclosed in accordance with U.S. GAAP.
- 11) Guarantees, whether written or oral, under which the Association is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.
- 12) Transfers or designations of fund balance or interfund borrowings have been properly authorized and approved and have been properly recorded or disclosed in accordance with GAAP.
- 13) Uncollectible interfund loans have been properly accounted for and disclosed in accordance with GAAP.

**Information Provided**

- 14) We have provided you with:
- a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - b) Additional information that you have requested from us for the purpose of the audit.
  - c) Unrestricted access to persons within the Association from whom you determined it necessary to obtain audit evidence.
- 15) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 16) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 17) We have no knowledge of any fraud or suspected fraud that affects the Association and involves:
- a) Management,
  - b) Employees who have significant roles in internal control, or
  - c) Others where the fraud could have a material effect on the financial statements.
- 18) We have no knowledge of any allegations of fraud or suspected fraud affecting the Association's financial statements communicated by employees, former employees, regulators, or others.
- 19) We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- 20) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 21) We have disclosed to you the identity of the Association's related parties and all the related party relationships and transactions of which we are aware.
- 22) The Association has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 23) We acknowledge our responsibilities for presenting the required supplementary information (RSI) in accordance with U.S. GAAP. The RSI is measured and presented within prescribed guidelines, and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 24) We acknowledge our responsibility for presenting the reserve study in accordance with U.S. GAAP, and we believe the reserve study, including its form and content, is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the reserve have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
- 25) The board of directors is collecting funds for future major repairs and replacements in conformity with the policy of Circle C Homeowners' Association, Inc. to fund for those needs based on a study conducted in May 2018. The board of directors believes the funds will adequately provide for future major repairs and replacements.
- 26) The Association's allocation of expenses against exempt and nonexempt function income conforms with IRS rules, which require that the allocation be made "on a reasonable basis." We have adequately documented such allocation.
- 27) We understand that management is responsible for the Association's choice of filing Form 1120-H and the consequences thereof.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**From:**  
**To:**  
**Subject:** Pool Committee App.  
**Date:** Thursday, July 7, 2022 8:11:37 PM

---

Hello,

Please find my completed pool committee information below. Thanks!

**CIRCLE C HOMEOWNERS ASSOCIATION  
POOL COMMITTEE (SWIM AT YOUR OWN  
RISK) QUESTIONNAIRE**

Name: Danielle Morin

Date: 07/07/22

Email address:

Daytime Phone:

Evening Phone: same

1. How long have you lived in Circle C?  
5.5 years
2. Do you have a current pool card?  
Yes
3. Do you use the Circle C Pools? Which one(s)?  
Yes. Greyrock, Main Pool, and Avaña.
4. Are you a lap swimmer or belong to a swim team?  
No, but my husband is a regular lap swimmer at the main pool.
5. What skills or expertise can you bring to the Pool Committee?  
Familiar with HOA contracts & insurance from a previous HOA board position.  
Extensive experience with public policy and public outreach.
6. Do you have any issues communicating/collaborating through email?  
No.

7. Can you participate in virtual meetings (ZOOM)?

Yes.

8. Have you read the Pool Committee Charter and are you able to work within the scope of the charter?

Yes.

9. Are you familiar with the CCHOA Covenants, Conditions and Restrictions?

Yes.

-Danielle

**CIRCLE C HOMEOWNERS ASSOCIATION  
POOL COMMITTEE (SWIM AT YOUR OWN RISK) QUESTIONNAIRE**

Name: Brad Barnhill

Date: 7/7/2022

Email address:

Daytime Phone:

Evening Phone:

1. How long have you lived in Circle C?  
3years
2. Do you have a current pool card?  
Yes
3. Do you use the Circle C Pools? Which one(s)?  
Yes ... greyrock
4. Are you a lap swimmer or belong to a swim team?  
No
5. What skills or expertise can you bring to the Pool Committee?  
Served on last neighborhood HOA architecture committee
6. Do you have any issues communicating/collaborating through email?  
No issue at all
7. Can you participate in virtual meetings (ZOOM)?  
Yes
8. Have you read the Pool Committee Charter and are you able to work within the scope of the charter?  
Yes
9. Are you familiar with the CCHOA Covenants, Conditions and Restrictions?  
Not by heart but can reference them as necessary to make a decision.

**CIRCLE C HOMEOWNERS ASSOCIATION  
POOL COMMITTEE (SWIM AT YOUR OWN RISK) QUESTIONNAIRE**

Name: Jennifer (Jen) Lee

Date: 07/14/22

Email address:

Daytime Phone:

Evening Phone:

1. How long have you lived in Circle C? Myself three (3) years and my spouse 20 years.
2. Do you have a current pool card? Yes
3. Do you use the Circle C Pools? Which one(s)? Yes- mostly Grey Rock and sometimes Avana
4. Are you a lap swimmer or belong to a swim team? No
5. What skills or expertise can you bring to the Pool Committee? I have extensive (20+ years) of experience serving on community- and client-serving boards and committees in government, public health, academic, and private organization settings. People say that I am skilled at working on teams to bring people together and find middle ground on challenging (and not-so-challenging) issues. I am always happy to collaborate on initiatives, especially to ease the burden of others by doing extra tasks.
6. Do you have any issues communicating/collaborating through email? Not at all
7. Can you participate in virtual meetings (ZOOM)? Yes
8. Have you read the Pool Committee Charter and are you able to work within the scope of the charter? Yes and yes
9. Are you familiar with the CCHOA Covenants, Conditions and Restrictions? Yes

Thank you!!!

**CIRCLE C HOMEOWNERS ASSOCIATION  
POOL COMMITTEE (SWIM AT YOUR OWN RISK) QUESTIONNAIRE**

Name: Charles Shorter

Date: July 7, 2022

Email address:

Daytime Phone:

Evening Phone:

1. How long have you lived in Circle C? 3 ½ years (DEC 2018)
2. Do you have a current pool card? Yes
3. Do you use the Circle C Pools? Yes Which one(s)? Swim Center; Awaña; Community Center
4. Are you a lap swimmer or belong to a swim team? Daughter is a Circle C Seal
5. What skills or expertise can you bring to the Pool Committee? Head Age Group Parent for Circle C Seals
6. Do you have any issues communicating/collaborating through email? No
7. Can you participate in virtual meetings (ZOOM)? Yes
8. Have you read the Pool Committee Charter and are you able to work within the scope of the charter? Yes
9. Are you familiar with the CCHOA Covenants, Conditions and Restrictions? Yes

**CIRCLE C HOMEOWNERS ASSOCIATION  
POOL COMMITTEE (SWIM AT YOUR OWN RISK) QUESTIONNAIRE**

Name: Austin Douglas

Date; July 7<sup>th</sup> 2022

Email address; \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: same

1. How long have you lived in Circle C?  
3 years
2. Do you have a current pool card?  
Yes
3. Do you use the Circle C Pools? Which one(s)?  
Yes. Mostly the main lap pool, community center, and avana.
4. Are you a lap swimmer or belong to a swim team?  
No
5. What skills or expertise can you bring to the Pool Committee?  
I got registered as a lifeguard in college and spent 10 years as a Navy SEAL. I am now in the Austin Fire Department Special Operations Battalion and thereby certified in water rescue. I'm also an EMT.
6. Do you have any issues communicating/collaborating through email?  
No. I'd prefer it.
7. Can you participate in virtual meetings (ZOOM)?  
Depends on the time.
8. Have you read the Pool Committee Charter and are you able to work within the scope of the charter?  
Yes
9. Are you familiar with the CCHOA Covenants, Conditions and Restrictions?  
I am.

**CIRCLE C HOMEOWNERS ASSOCIATION  
POOL COMMITTEE (SWIM AT YOUR OWN RISK) QUESTIONNAIRE**

Name: *Steven M. Gonzalez*

Date: *7/13/2022*

Evening Phone: *same*

1. How long have you lived in Circle C?

*Just over 3 years.*

2. Do you have a current pool card?

*Yes.*

3. Do you use the Circle C Pools? Which one(s)?

*Yes - all 4 of them.*

4. Are you a lap swimmer or belong to a swim team?

*No.*

5. What skills or expertise can you bring to the Pool Committee?

*Comity, effective communication, + legal research.*

6. Do you have any issues communicating/collaborating through email?

*No.*

7. Can you participate in virtual meetings (ZOOM)?

*Yes.*

8. Have you read the Pool Committee Charter and are you able to work within the scope of the charter?

*Yes, and yes.*

9. Are you familiar with the CCHOA Covenants, Conditions and Restrictions?

*Yes.*