Circle C Homeowners Association
Board Meeting Minutes
June 20, 2007

1. CCHOA Vice-President Rob Johnson called the meeting to order at 6:15pm. In attendance were board members Sam Irwin, Michelle Moran, Cynthia Moreland, Russ Hodes and Cindy Groves. Ryan Garcia was not in attendance; his proxy was given to Michelle Moran. CCHOA employees Denise Nordstrom, Kelly Schmidt and Gale Foster and landscape contractor Susan Hoover were also in attendance.

2. Rob asked if there were any changes to the agenda. Sam asked to add two discussion items, the re-zoning of the Circle C Café and discussion of a 10K race to be hosted by Circle C. Susan asked to add an update under her report on the development of Tract 106, owned by Stratus Properties. Sam made a motion to accept the agenda with changes. Russ seconded the motion. All were in favor and motion passed.

3. Rob introduced the Homeowners Forum. Homeowners Susan Bassion and Roland Brown spoke about Oak Wilt in the neighborhood. Homeowner, Will Moncrief, spoke about the new baby pool construction. Homeowner Brian Pinsky spoke about the clean up after the rain storm.

4. Cindy presented the May 16, 2007 board meeting minutes. Russ made a motion to accept the minutes. Cindy seconded the motion. All were in favor and motion passed.

5. The first item was discussion of the café rezoning in order to obtain a liquor license. Mike Fannin spoke about the requirements to change the current zoning, IRR, to commercial which would allow for the application of a liquor license. The estimated cost would be between $60,000 and $80,000 and take about 6-18 months. AISD would have to grant permission since they have an elementary within 1000 feet of the proposed liquor license location as would the Child Development Center since it's within 300 feet of the proposed location.

6. The second item was the acceptance of additional land into the Circle C Homeowners Association for maintenance (memo attached). These areas include common areas along La Crosse and Spruce Canyon outside the KB development and two parcels of land in C-9 that are owned by Capital Pacific Homes. Michelle made a motion to accept. Sam seconded. All were in favor and motion passed.

7. The third item was on new committee charters. Since this was Ryan's topic the board decided to table until the July board meeting.

8. The fourth item was an update on the construction of the baby pool. Ronnie Stafford, with TBG Partners, gave the board an update on the timeline of the baby pool. Ronnie explained that there was a delay in obtaining the pool permit from

the City of Austin, but that G Creek was back on track with completing the work. He anticipates an early August completion date.

9. The fifth item was a discussion about a proposed 10k foot race to be held around Christmas that would benefit Circle C. Sam said he had already spoken with Run Tex and they were willing to organize the run to be held in Circle C. Sam wanted the board's approval before moving forward. The board agreed that this was a good idea and Sam said he would report back with more details.

10. Denise presented a general manager's and deed restriction report (attached).

11. Kelly submitted a swim center report (attached). The board requested that Denise ask Kelly to consider keeping the pool open later on Sunday. They suggested perhaps the pool should close earlier on Monday to accommodate deep cleaning or in-service training which typically are performed on Sundays. Denise said she would meet with Kelly and let the board know whether it was possible.

12. Susan submitted a landscape report (attached).

13. The meeting was adjourned at 8:10pm.

14. The board went into executive session.

CCHOA Board Meeting Agenda

20 June, 6:15pm – 8:00pm
Circle C Child Development Center

I. Roll Call *Ryan Garcia*
II. Acceptance of Agenda *Ryan Garcia*
III. Acceptance of minutes from May meeting *Cindy Groves*
IV. Homeowner Forum *Ryan Garcia (30 min)*

V. Action Items

   a. Acceptance of additional Land *Susan Hoover (ACC)*
   b. New Committee Charter *Ryan Garcia*

VI. Discussion Items

   a. Baby Pool Update *Ronnie Stafford (TBG)*

VII. Management Report

   a. General/Deed Restriction Report *Denise Nordstrom*
   b. Swim Center Report *Kelly Schmidt*
   c. Landscape Report *Susan Hoover*

VIII. Adjourn Public Meeting

IX. Executive Session

Attachments

1. May Board Meeting Minutes
2. Action.Acceptance of Common Area Land
3. Action.New Committee Charter
4. Report.General/DR
5. Report.Swim
6. Report.Landscape

June 15, 2007

TO: CCHOA Board of Directors

FROM: Susan Hoover

RE: Acceptance of land parcels into the ownership/landscape maintenance area of the CCHOA.

For the Board Agenda on June 20, I have added an item that addresses three separate situations that are ready for a vote. Each involves areas that fall under or are to be added to the CCHOA commons areas and require landscape services.

If any of you would like an on-site visit of the areas with me prior to the meeting, I am available at your convenience and would be glad to do so.

1. **Acceptance of commons areas on the exterior of the KB Home development along LaCrosse and Spruce Canyon.**

   --the majority of these areas fall into the right of way of LaCrosse and Spruce Canyon and are designated to be in the licensing agreement between the City of Austin and the Circle C Homeowners Association

   --through the original post closing agreement, the developer agreed to install landscaping and irrigation according to the specifications of the CCHOA.

   --The Architectural Control Committee reviewed and approved both landscape and irrigation plans for the area according to the guidelines for commons areas set by the Green Community Landscape Model.

   --the developer is required to maintain the area for a minimum of 30 days and the ACC provides two inspections prior to the request for adoption by the Board. The area was inspected the week of June 1, KB Home was provided a punch list of items to be addressed, and all is underway. The ACC will do the final review of the area on Tuesday, June 19.

   --the developer provides a one year warranty on plant materials and a one year warranty on parts and labor for the irrigation system.

   --the area is located on the north side of LaCrosse, beginning at the Clayton Elementary school east boundary, and continues around the corner on the east and west sides of Spruce Canyon. A map will be provided at the BOD meeting.

   --with the acceptance, there is a modification to the landscape contract specifications to include the area. The cost of maintenance is based on the

original per acre cost of $6030.00 per acre for full service maintenance. The area has been measured on site.

Acreage Summary: 2.203 acres (detail measurement sheet is attached)

Total Cost for 2007: $6642.00 (July1-December 31, 2007)

The cost for this area is assigned to the budget line "Additional Land" under the common area service heading.

2. **Conveyance of common area land from Capital Pacific Homes to the CCHOA.**
(Circle C Ranch, Phase C-9, "H" Lot 52; Circle C Ranch, Phase C-9 "L" Lot 15)

These two parcels are part of the Park Place subdivision and are being conveyed by Capital Pacific Homes to the CCHOA per the existing conveyance policy. These will become part of the privately owned CCHOA commons areas.

--Capital Pacific developed one small interior lot (C-9 "L" Lot 15) which was too small to build a home on which the post office was placed. This lot is identified in the Amenities Plan as a place for future park development. Captial Pacific has irrigated the lot and provided appropriate landscaping.

--the other lot is a re-irrigation and water quality lot. It is basically outside the white wall on the Slaughter side of Vintage Place.

--Capital Pacific has produced the appropriate paperwork and paid the fees according to the CCHOA Conveyance Policy.

The majority of the landscape maintenance costs have been included already in costs of the Association. The only added areas are three drainage/pass through areas located on York Bridge that are open to Slaughter. CCHOA management has requested that these areas be added to the landscape maintenance specifications. They are non-irrigated and will be kept at a height of 9" or less.

Total Area: 11,550 s.f./ .265 acres $75.00 per mowing

Estimated Cost for 2007: $525.00

3. Addition of land to be maintained per request of CCHOA management. The CCHOA has requested that Circle C Landscape provide mowing/weedeating service to some naturalized areas that are owned by the CCHOA. These are drainage lots and pass through areas owned by the CCHOA. There are two parcels in Wildflower Park that need to be added.

Circle C Ranch, Phase C-8 "A" Lot 23 (Water Quality Easement)
Circle C Ranch, Phase C-8B "A" Lot 146, area which abuts Bluestar Drive between lots 109 and 110.

15,500 s.f.	.355 acres	$85.00 per mowing
Estimated Cost for 2007		$595.00

Circle C Landscape
Addition to Commons Areas Lands
LaCrosse/Spruce Canyon adajent to KB Homes Areas
Acreage Detail

LaCrosse North side from Clayton Elementary to Spruce Canyon
- Beds 26880 s.f
- Turf 2434 s.f

LaCrosse Corner
- Beds 5030 s.f.
- Turf 206 s.f.

Spruce Canyon, east side to Enclave
- Beds 16,863 s.f.
- Turf 2,091 s.f.

Enclave Entrance to gate
- Beds 1858 s.f.
- Turf 1108 s.f.

Spruce Canyon, east side to termination of S.C.
- Beds 11,221 s.f.
- Turf 1829 s.f.

Spruce Canyon, west side, termination to Fairway Estates Entrance
- Beds 10,464 s.f.
- Turf 2616 s.f.

Fairway Estates Entrance to gate
- Beds 3509 s.f.
- Turf 1188 s.f.

Spruce Canyon, west side, Fairway Estates to LaCrosse intersection
- Beds 7512 s.f
- Turf 1543 s.f.

Total:	Bed Areas:	83, 337 s.f.	1.913 acres
	Turf areas:	13,015 s.f.	.29 acres

Total Acreage: 2.203 acres

Per acreage price of existing contract: $6030.00 per acre for irrigated areas

Total cost per year: $13,284.00 or $1107.00 per month turnkey

Total for 2007 (July 1- December 31, 2007) $6642.00

All Circle C Ranch Homeowners Association (CCHOA) committees will abide by this charter. Each committee shall have a mission statement which sets out the goals of the committee and whether the committee is ongoing or project-based.

SCOPE AND RESPONSIBILITY

All CCHOA committees serve, in an advisory capacity, the CCHOA Board of Directors, on matters relating to neighborhood operations, features, common properties, or other areas in which the CCHOA has control or authority.

Unless otherwise specified, no more than two CCHOA Directors will be appointed as liaisons to the committee. These Directors may sit in on meetings and offer informal advice but will not chair or serve as voting members of the committee.

If the committee has at least seven voting members, written committee reports will be made to the CCHOA Board of Directors at regularly scheduled monthly meetings of the board. An officer of the committee should attend CCHOA board meetings as a member liaison.

The CCHOA Board of Directors is not obligated to accept the advice of the committee or act upon all requests made by the committee.

OPERATING PROCEDURES

1. **OFFICERS**. If the committee has at least seven voting members, the committee officers shall consist of a Chair, Vice-Chair and a Secretary. The Vice-Chair and Secretary offices may be held by the same person. If the committee has less than seven voting members, the committee officers shall consist of a Chair and Vice-Chair. Committees with less than seven voting members may elect a Secretary at their discretion. The committee Chair shall be appointed by the CCHOA Board of Directors. The committee Vice-Chair and, if needed, Secretary will be elected by the committee. All committee members must be residents of Circle C Ranch in good standing. The committee Chair shall serve for one year and may be reappointed. All other officers shall serve for one year and may be re-elected.

2. **DUTIES OF OFFICERS**. The committee Chair shall set the committee's agenda and preside over meetings. In the absence of the Chair, the Vice-Chair shall preside. The Secretary shall provide a brief written summary of the meeting to the committee members within seven days of the meeting and, once approved by a majority of the committee, present the minutes to the CCHOA Board of Directors by the next scheduled CCHOA Board of Directors meeting or 30 days later, whichever is first. If the committee has less than seven voting members, the committee Chair may be asked to provide a summary of committee activities from time to time by the CCHOA Board of Directors.

3. **COMMITTEE MEMBERSHIP**. The maximum number of voting members will be determined by vote of the committee but a minimum number of three is required. If the total number of members drops below three and new members are not added by committee action within 60 days to restore membership to three, the CCHOA Board of Directors may appoint

members to the committee to bring the total membership to three. Circle C residents interested in serving on the committee shall submit their names to the committee Chair. New members of the committee may be appointed by a majority vote of the committee. A voting member may be removed from the committee by a majority vote of the remaining membership. Such appointments and removals must be ratified by the CCHOA Board of Directors. The committee Chair is responsible for communicating membership decisions to any resident who has submitted their name for membership on the committee.

4. **ADVISORY MEMBERS**. Advisory or professional persons may be invited to attend committee meetings to provide information to the committee.

5. **PUBLIC MEETINGS**. All official meetings of the committee will be held in a public forum and will be open to any Circle C resident. Time and location of these meetings shall be provided to the CCHOA Board of Directors at least 3 business days prior to the meeting and will be posted on the CCHOA web site. If the committee chooses, it may select a regularly scheduled meeting day and time. Regularly scheduled meetings may be rescheduled with seven days notice to the committee membership with notice also provided to the CCHOA Board of Directors.

6. **QUORUM**. A quorum of more than one half of the members is required to call a meeting to order.

7. **COMMITTEE RECORDS**. The committee will keep a record of all agendas, action items, exhibits and written proposals in accordance with the CCHOA records retention policy. Copies of all committee documents will be deposited with the CCHOA manager within 30 days of completion of the final draft.

8. **RULES OF ORDER**. All official meetings of the committee shall be run by Roberts Rules of Order. The rules may be suspended at individual meetings by a show of hands of voting members; however, the suspension must be reconsidered and voted at the request of any member in attendance.

9. **COMMITTEE AUTHORITY**. Committee members do not have supervisory or disciplinary authority over the CCHOA Board of Directors or any employee or contractor of the CCHOA. Committee members are requested to bring these concerns to the attention of their committee CCHOA Board of Directors liaisons. Actions of the committee are not binding without the approval of the CCHOA Board of Directors. The committee and committee members will not engage in any direct or indirect negotiations with current or prospective contractors.

10. **MODEL CODE**. Committee members, at all times, will treat other members with respect and agree to abide by this charter and follow all aspects of the model code, adopted by the Board of Directors in March of 2004. Failure to follow the code will be grounds for removal from the committee.

11. **CONFLICT OF INTEREST**. Any committee member having a duality of interest or possible conflict of interest on any matter shall not vote or use his or her personal influence on the matter and shall not be counted in determining the quorum for the meeting. A committee

member may be deemed to be so interested if he or she is a principal, officer or employee of any related contractor or commercial firm.

Circle C Homeowners Association
Manager's Report
May 12, 2007 – June 15, 2007

Summary of Events

The Swim Center hosted a Family Fun Night Event on June 1, 2007. Due to a high volume of complaints it was decided to suspend all events that require a fee and require the pool to shut down to the general membership.

Events planned for June/July include:

June 15 – Movie Night at the Pool
July 3 – Stars & Stripes Celebration at the Golf Club
July 4 – Annual 4th of July Parade
July 20 – Movie Night at the Pool

Summary of Business Operations

- The Board added a board discussion meeting on the first Wednesday of the month. Meetings will be held at the CDC.
- Solicited a bid from Laura Sherman, architect, for the proposal of new roofs on each of the swim center buildings.
- Facilitated meetings with both the golf club and Murfield HOA to coordinate a maintenance agreement.
- Ordered window relocation and placement at the Café
- Met with insurance adjustor to review all HOA buidings
- Updated financial tracking with May 07 financials
- Continuing to update the website to track summaries of all Capital Budget Projects
- We mailed 50 new homeowner packets this month.
- Homeowner Communications

	Emails	Calls
January	64	108
February	60	150
March	109	180
April	79	124
May(thru 5/11/07)	38	67
May 12 – June 15	77	257

Summary of Capital Budget Projects

- Project 2007-1 Swim Center Baby Pool
  - Russ, Michelle & I met with TBG on Thursday, June 14th to review the pay application and schedule of work for June.
  - Pool permit was approved with caveat of adding two additional gates to the facility
  - Working with G Creek on classification of baby pool construction to abstract original charge of tax on labor

- Project 2007-3 Swim Center Office/Bathroom Renovation
  - Met with Carlos to go over schedule on June 15
  - Project was delayed due to sub-contractor materials and should be completed by the week of June 18

Committee Updates

Amenities Committee – Ryan Garcia, Brendan McEntee *Charter Complete
Safety Committee – Sam Irwin & Rob Johnson Charter Complete
Special Event Committee – Michelle Moran *Draft Charter
Education Committee – Cindy Groves & Rob Johnson Charter Complete
Garbage Committee – Ryan Garcia, Charter Complete
Swim Center Committee – Cindy Groves & Sam Irwin Charter Complete
Communications Committee – Russ Hodes & Sam Irwin Charter Complete
West Pool Committee – Russ Hodes, Michelle Moran, Kelly Schmidt Charter Complete

Current Projects

- Deed Restriction Review – attached is the 2007 Deed Restriction Report. We are in the process of driving the entire neighborhood for landscape violations including: weeds, dead shrubbery/trees, compliance with new ACC landscape design guidelines. Separate report attached.
- Reserve Study – collecting data on establishing a reserve policy & procedure

CCHOA Meetings

- Denise, Michelle, Russ, TBG, Crystal Clear Pools and G Creek met to go over construction schedule of baby pool on 6/14/07
- Met with Russ and Terri to sign checks on May 18

Board Votes

Date: June 11, 2007
Motion made by Russ: Approval of electrical work at the swim center for $10,200
In favor: Russ, Michelle, Cindy, Ryan, Cynthia
Not voted: Sam & Rob

Date:June 5, 2007
Motion made by Ryan: Authorize playscapes
In favor: Ryan, Michelle, Rob, Russ, Cynthia
Not voted: Cindy, Sam

Deed Restrictions
Monthly Report to Directors

	5/11/07 – 6/14/07	YTD
1st Letters	33	421
2nd Letters	19	110
3rd Letters	13	15
TOTALS	65	546
Sent to Attorney	6	15
Total Cured		301
Total Open		120

Of note to date:

Of the 120 remaining open, 20 are the Muirfield fences.

Circle C Swim Center – June 20th, 2007 Report
(Reporting on Activity from May 17th, – June 13th, 2007)

Dear Directors of the Board:

Please review the bulleted lists below that reflect various projects that I have been working on: previous month's work, next month's work and an overall working plan to address issues/needs or wants that exist at and for the Swim Center Complex.

May Accomplishments:

- 1 documented guard rescues of active drowning victim of child 6yrs old just off stairs.
- Attended BOD and New Circle C West Pool Committee meetings.
- Continuing to enroll swim center program registrants.
- Successful booking and facilitation of birthday party packages for residents.
- New resident pool pass ID system has produced 5271 passes for 1361 households.
- SEALS meets were held successfully at the Swim Center with minimal complaints. The Seals swim season ends with their team party on June 23rd.
- Hosted 2 Boy Scout Troops for Water Safety testing to enable them to go to Boy Scout camp.
- Facilitated 2 hours of mandated LG in-services.
- Pool office renovation project underway. Still not completed.
- Contacted Sign Express to get a proof and estimate of aluminum new rules sign.
- Hosted Clayton Elementary and Banackburn(sp?) Elementary graduation parties. Continue to host Kiker Voyager & Clayton Kaleidoscope summer camps on a weekly basis.
- Family Fun night a success with at least 50 participants for just the event. Several complaints were presented from residents that were unaware of the events to be scheduled on Friday Nights at the pool. These particular residents were extremely rude and aggressive toward staff leading to the cancellation of future fee oriented Friday Night events.

Future Projects:

- Have accountant acquire Sales Tax permit for retail merchandise (i.e. goggles, swim diapers, sun block, logo wear etc) to be sold once office renovation is complete.
- Develop user feedback/comment card system for pool.
- Develop "How are we doing survey" for the Center.
- Order new round commercial picnic tables.
- Acquire portable music playing system for morning aqua aerobics classes.
- Develop verbiage for pool rules and baby pool rules signage for BOD approval.
- Develop formal maintenance log spreadsheet.
- Re-install ADT Security systems and research security cameras.
- Inventory existing pool lounge/picnic furniture for order once baby pool is complete.
- Research the cost and requirements to install a Public Address system within Swim Center grounds to make important or special announcements during operations.
- Infill slab rectangle and re-locate existing chemical storage area adjacent to pool mechanical system to opposite side of work yard. Build structure over system for UV protection.
- Re-route iron fencing to "box out" the basketball court for 24/7 access by residents without having to enter swim center grounds when closed. Fencing addition will prevent possible injuries due to residents climbing over fence to play and possible vandalism within swim center grounds when closed.
- Continue to replace worn out heat retention blanket system with new 6 more are needed.
- Build beach sand volleyball court and locate in basketball court area.
- Install electrical outlets in bathrooms by vanities.

Circle C Landscape
Report to the CCHOA Board
May-early June, 2007

1. Circle C Landscape has completed all of the normal maintenance duties and has the compliance sheet for May on file in the CCHOA office. Some activities were delayed due to record rainfalls.

2. The good news is that due to all the rain, we are just now turning on the irrigation system to begin irrigation watering. The not as good news is that we are now into our summer weather and will need to be watering through the long hot summer. Irrigation controllers throughout are set to water 2x per week, with rotor sections being on for 30 minutes and spray sections being on for 10 minutes per section. We will be testing the irrigation system regularly. We are under the City of Austin non-residential watering ordinance for irrigation, which requires no watering between 10 a.m and 7 p.m. If you see any water on during the day, we are either checking the system or there has been a malfunction.

3. Improvements have been delayed due to all the wet weather. We are planning to finish up the Dahlgreen/LaCrosse improvements in June and then I will make a decision about the Escarpment trees. We have prepped all areas, and planting will take place the week of June 18th.

4. Hedge trimming throughout is underway. All shrubs will have received a big trimming in the next two weeks.

5. Storm damage. The Sunday night storm caused a lot of debris and tree limb damage to Circle C. The crew spent approximately 2.5 days gathering and hauling limbs, and we are anticipating using four dumpsters to haul off the debris. A few trees were significantly damaged to the point of non-viability. However, since a lot of tree work was done to the existing major trees, we had less damage than we would have without the pruning. The roses at both Park West entries were damaged by the hail, and also were water-logged and full of fungus. They have been removed and will be replaced with drought tolerant sustainable plants.

6. Upcoming treatments and projects. We will be providing a very light fertilization at the end of June, with specialty products used at the swim center, Wildflower Park and Vintage Place park.

7. We have treated throughout with fire ant bait, using a specialty product at the Swim Center, Wildflower Park, Vintage Place Park.

8. We have added some non-irrigated drainage areas to the commons areas for regular weedeating. You will see this cost on the agenda item for the June meeting. These are natural areas close to homes that require treatment at the

request of the CCHOA. I am suggesting a unit price and that these areas be done as needed, rather than put on a regular schedule with a monthly cost as I believe that would be more cost effective for the CCHOA. The specification will meet the single family deed restrictions in that the areas will be mowed/weedeated when the height is 9".