

CCHOA Board Meeting Agenda
26 March 2025, 6:30pm
Circle C Community Center via zoom

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of February 26, 2025 Board meeting minutes *Joanne Kinzer*
- IV. Homeowner Forum (*3 min each*)
(Homeowners may sign up to speak for the Homeowners Forum by calling the HOA manager at 512-288-8663 or sending an email to info@circlecranch.info 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. Management Reports
 - a. General Report, *Karen Hibpshman*
 - 1. Feb YTD Financials
 - b. Landscape Report, *Karen Hibpshman*
 - c. Aquatics Report, *Brody McKinley*
 - d. Maintenance Report, *Robert Bardeleben*
- VI. Discussion Items
 - a. Update on License Plate camera proposals
 - b. Board Vacancy
 - c. Virtual Power Plant
- VII. Action Items
 - a. Board Officer Appointments
 - b. Financial Management Contract
 - c. Open Space Guidelines
- VIII. Adjourn Public Meeting
- IX. Executive Session
 - a. Stratus Project
 - b. Cafe

Attachments

- 1. February 2025 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
February 26, 2025**

1. The CCHOA Board of Directors convened on February 26, 2025, at the Community Center and via video conferencing (Zoom). Joanne Kinzer called the meeting to order at 6:35p.m. In attendance were board members Joanne Kinzer, David Lachance, Dave Duryee, Paul Oveisi, Kimberly De La Garza and John Labarge. Stephen Bega was not present. CCHOA Manager Karen Hibpshman (HOA Manager) and Robert Bardeleben (Facilities Director) were present.
2. Joanne presented the February 26, 2025 agenda. Dave motioned to accept the agenda as submitted. Kimberly seconded the motion. All were in favor and the motion passed.
3. Joanne presented the January 29, 2025 Board of Directors Meeting Minutes. John motioned to accept the minutes as written. Kimberly seconded the motion. All were in favor and the motion passed.
4. Joanne introduced the Homeowner Forum. No homeowners present.
 - a. Mona Hoover signed up to speak but was not present. Updated the board on the issue and what was being done.
5. Karen presented the management report and the YTD Financials.
6. Karen presented the landscaping report.
7. Brody reported the aquatics report.
8. Robert presented the maintenance report.
9. The first discussion item is the update on the License Plate cameras. There is no update at this time. The city really does not want anything placed in the ROW. It would be nice to have license plate cameras located at the different facilities and will look at costs.
10. Kimberly left the meeting at 7:33pm.
11. The second discussion item was a Virtual Power Plant proposal that was sent to the board. Karen will work on setting up another online meeting for a better understanding of the proposal.
12. No Action Items.
13. John motioned to adjourn the Public Meeting at 7:46pm. Paul seconded the motion. All were in favor and the motion passed.

Respectfully Submitted,

By: _____

Title: Secretary

**Circle C Homeowners Association
 Manager's Report
 February 24, 2025 – March 21, 2025**

**Violation Report
 February 24, 2025 – March 21, 2025**

	Jan 27 - Feb 21, 2025	Jan 27 - Feb 21, 2025	Percentage of Total Violations	% Change		Jan 29 - Feb 23, 2024	Feb 26 - Mar 22, 2024	Percentage of Total Violations	% Change
Total Violations:	264	368		39.39%		393	252		-35.88%
Rubbish/Debris	35	58	15.76%	65.71%		65	45	17.68%	-30.77%
Front Yard Maintenance	143	208	56.52%	45.45%		151	124	49.21%	-17.88%
Architectural	5	15	4.08%	200.00%		15	7	2.78%	-53.33%
Vehicle Storage	8	14	3.80%	75.00%		11	6	2.38%	-45.45%
Repair of Exterior Damages	14	12	3.26%	-14.29%		37	9	3.57%	-75.68%
Exterior Lighting	36	36	9.78%	0.00%		50	19	7.54%	-62.00%
Driveway	1	2	0.54%	100.00%		4	7	2.78%	0.00%
Fencing	0	0	0.00%	#DIV/0!		0	0	0.00%	#DIV/0!
Use Limitations	1	1	0.27%	0.00%		4	3	1.19%	-25.00%
Recreational Equipment	6	5	1.36%	-16.67%		51	24	9.52%	-52.94%
Offensive Activities	4	6	1.63%	50.00%		1	5	1.98%	400.00%
Common Properties	0	0	0.00%	#DIV/0!		2	0	0.00%	0.00%
Maintenance	9	9	2.45%	0.00%		2	3	1.19%	50.00%
Abutting Landscaping	0	0	0.00%	#DIV/0!		0	0	0.00%	0.00%
Window Covering	2	2	0.54%	0.00%		0	0	0.00%	0.00%

	264	368			393	252		
Stage 1/Cooperative Letters	204	272	73.91%	33.33%	331	222	88.09%	-32.93%
Stage 2 Letters	42	61	16.57%	45.24%	49	25	9.92%	-48.98%
Stage 3 Letters	18	35	9.51%	94.44%	6	4	1.58%	-33.33%
Stage O	0	0	0.00%	#DIV/0!	1	1	0.39%	0.00%

	264	368			393	252		
On Hold	1	1	0.27%	0.00%	4	4	1.19%	0.00%
Closed	136	167	45.38%	22.79%	171	90	35.71%	-90.00%
New	79	119	32.34%	50.63%	163	128	50.79%	-21.47%
Escalated	36	72	19.57%	100.00%	47	17	6.75%	-63.83%
Re-Opened	12	9	2.45%	-25.00%	8	13	5.16%	62.50%
Attorney	0	0	0.00%	0.00%	0	0	0.00%	0.00%

Administration

17 New Homeowner Packets mailed February 22nd – March 15th.

Financial

AP checks were signed on March 20th with Terri Giles

Upcoming Special Events

March 30th – Short Course Meet

April 4th – Food Trailer Night

April 12th – Easter Egg Hunt @CDC

April 18th – Good Friday

HOA Office Closed, Pools Open for Holiday Hours

April 26 – 1st Semi-Annual Garage Sale

Recycling and Shredding

April 26th – Long Course Meet – Swim Center will open at 1pm

April 30th – Board Meeting

May 9th – Food Trailer Night

Project/Updates

- The cost of the City of Austin water meters have doubled. The majority of the meters now cost \$50-\$190 just to have the meter. The HOA has 44 water meters.
- Proposed Stratus Project - Stratus has delayed coming to the board meeting while they work out additional information with TxDot. Waiting on a possible date.
- Billing sent to Coves at Circle C for \$11,423.75.
- Billing sent to Rowell HOA for \$69,913.35.
- Billing sent to the Commercial HOA for \$54,500.
- TxDOT proposed project on FM1826 from SH45-US290. Homeowners that back up to FM1826 from Ladera Verde Drive, Via Grande Drive, Tierra Linda Lane, Via Verde and Arbole Cove will be affected. Attended an additional meeting with TxDot and it looks like they are willing to take the proposal from a 5-lane road to a 3-lane road and one Shared Use Path (SUP). We had the meeting with TxDOT and RifeLine on February 27th and they have stated that they have paused the project and the purchase of any ROW is paused for 3-4 years. Met with Vikki Goodwin on March 7th and Ann Howard on March 19th. Working on setting up meetings with the rest of the CAMPO Policy Directors and will speak at the public input at the CAMPO meeting on April 14th to get them to downgrade the description of the project or remove it from the constrained funds list.
- The phones at the Swim Center have been changed. The new number is 512-363-5578.
- We continue to use the Circle C Ranch HOA Facebook page along with the website to get information out to the residents.

Capital Projects

2025 Capital Budget Projects include:

Billboard	Will complete Q2 or Q3
GR – Replaster/repair to code	To begin around March 20th
AV – Funbrella Repair/Replacement	Started
GR- Funbrella Repair/Replacement	Started
Maintenance Office HVAC Replacement	HVAC unit ordered – was moved up on the priority list due to leak

CC Pool Office HVAC Replacement	Completed
GR Pool Office HVAC Replacement	Completed
SC – Pool Covers	Will order end of summer
SC – Lounge Chairs	Completed
CC – Lounge Chairs	Completed
AV – Lounge Chairs	Completed
GR – Lounge Chairs	Completed
CC – Pool Slide Refurbish/Gelcoat	To be completed the week of 4/10/2025
CC – Splash Pad Bollard Edge Repairs	Parts ordered – completion by mid-April
CC – Outside Trim	Will complete in Q3 or Q4
CC – Soffit Sand/Stain	Will complete in Q3 or Q4
SC – Parking Lot Repairs/Seal & Stripe	Will complete in Q3
CC – Parking Lot Repairs/Seal & Stripe	Will complete in Q3
CC – Kitchen Countertop Replacement	Completed
CC – Carpet Replacement	Completed
SC – Slide Repair/Removal	Slide is repaired for operations for this year.
GreyRock crushed granite trail	Completed
SC – Landscaping	more information needed
Node Clock Replacement	Started

Rock Work	Started
Irrigation Upgrades	Started
Escarpment Loop Project	Started – Permit issue being resolved
CCN Improvement	Clean-up and additional planting has started
Construction Repairs	Repairs due to construction have been done at Bernia, Trissino, Slaughter, La Crosse, Escarpment and Archeleta

Current or Future Projects

- Irrigation Infrastructure
- Signage
- Monuments
- Landscape Prep
- Expansion of CCCC pool/Phase II

2025 CCHOA INCOME BUDGET

Category	Subcategory	2025 Budget	Jan-25	Feb-25	Totals	%
Homeowner Income	Homeowner Dues	\$5,290,000	\$48,179.92	\$1,341,211.60	\$48,179.92	1%
Homeowner Income	Resale Certificates	\$50,625	\$4,050.00	\$2,250.00	\$4,050.00	8%
Homeowner Income	Transfer Fees Income	\$41,125	\$1,400.00	\$2,625.00	\$1,400.00	3%
Homeowner Income	Late Fees Collected	\$35,000	\$1,982.88	\$1,667.39	\$1,982.88	6%
Homeowner Income	Lien Admin Fees Income	\$900	\$83.00	\$69.00	\$83.00	9%
Homeowner Income	Filing Fee Income	\$800	\$112.00	\$56.00	\$112.00	14%
Homeowner Income	NSF Charges	\$50	\$0.00	\$0.00	\$0.00	0%
Homeowner Income	HOA Fine Income	\$0	\$0.00	\$0.00	\$0.00	#DIV/0!
Homeowner Income Total		\$5,418,500	\$55,807.80	\$1,347,878.99	\$55,807.80	1%
Architectural Review Income	Architectural Review Income	\$10,000	\$535.00	\$1,100.00	\$535.00	5%
Architectural Review Income Total		\$10,000	\$535.00	\$1,100.00	\$535.00	5%
Rental Income	Office Rent	\$10,000	\$0.00	\$1,834.11	\$0.00	0%
Rental Income	Grill Rent	\$6,300	\$1,050.60	\$0.00	\$1,050.60	17%
Rental Income Total		\$16,300	\$1,050.60	\$1,834.11	\$1,050.60	6%
Aquatics Income	Pool Programs	\$65,000	\$1,572.00	\$724.50	\$1,572.00	2%
Aquatics Income	Pool Programs - Swim Team	\$136,500	\$15,400.00	\$15,070.00	\$15,400.00	11%
Aquatics Income	Facility Income	\$41,500	\$730.00	\$1,930.00	\$730.00	2%
Aquatics Income Total		\$243,000	\$17,702.00	\$17,724.50	\$17,702.00	7%
CCCC Income	CCCC Facility Rentals	\$70,000	\$5,888.75	\$6,108.75	\$5,888.75	8%
CCCC Income Total		\$70,000	\$5,888.75	\$6,108.75	\$5,888.75	8%
Landscape Reimbursements	Stratus Reimb	\$114,450	\$54,500.00	\$0.00	\$54,500.00	48%
Landscape Reimbursements	COA Reimb	\$17,600	\$0.00	\$0.00	\$0.00	0%
Landscape Reimbursements Total		\$132,050	\$54,500.00	\$0.00	\$54,500.00	41%
Credit Card Rewards		\$0	\$500.00	\$500.00	\$500.00	#DIV/0!
Miscellaneous	Interest Income	\$75,000	\$4,464.42	\$3,657.00	\$4,464.42	6%
Miscellaneous	Sales Tax Discount	\$0	\$1.11	\$0.00	\$1.11	
Miscellaneous Total		\$75,000	\$4,965.53	\$4,157.00	\$4,965.53	7%
Cove @ CC Reimbursement	Cove @ Circle C HOA	\$22,000	\$0.00	\$0.00	\$0.00	0%
Rowell Reimbursement	The Rowell HOA	\$135,000	\$0.00	\$0.00	\$0.00	0%
Rimbursement Total		\$157,000	\$0.00	\$0.00	\$0.00	0%
Grand Total		\$6,121,850.00	\$140,449.68	\$1,378,803.35	\$140,449.68	2%

2025 CCHOA EXPENSE BUDGET

Category	Subcategory	2025 Budget	Jan-25	Feb-25	Totals	%
Commons Area Services	Landscape Maint Contract	\$1,524,159	\$127,213.25	\$127,213.25	\$127,213.25	8%
Commons Area Services	Contract Landscape SC	\$38,607	\$3,217.25	\$3,217.25	\$3,217.25	8%
Commons Area Services	Contract Landscape CCCC	\$38,607	\$3,217.25	\$3,217.25	\$3,217.25	8%
Commons Area Services	Contract Landscape AV	\$27,377	\$2,281.47	\$2,281.47	\$2,281.47	8%
Common Area Services	Contract Landscape GR	\$27,377	\$2,281.41	\$2,281.41	\$2,281.41	8%
Common Area Services	Common Area Holiday Lighti	\$53,117	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	Landscape Repairs	\$200,000	\$4,445.79	\$19,301.61	\$4,445.79	2%
Commons Area Services	Landscape Water Utilities	\$300,000	\$13,789.99	\$10,564.86	\$13,789.99	5%
Commons Area Services	COA Water Utility Complianc	\$12,000	\$3,200.00	\$2,225.00	\$3,200.00	27%
Common Area Services	Landscape Electric Utilities	\$36,000	\$3,264.62	\$2,988.09	\$3,264.62	9%
Common Area Services	Tree Care	\$100,000	\$0.00	\$0.00	\$0.00	0%
Common Area Services	Plant Replacement	\$75,000	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	Fence Repairs & Maint	\$8,000	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	Electrical Repairs & Maint	\$12,000	\$0.00	\$0.00	\$0.00	0%

Common Area Services	Neighborhood Maint & Repa	\$27,000	\$1,671.76	\$3,242.23	\$1,671.76	6%
Common Area Services	Non Contract Landscape - St	\$30,000	\$458.69	\$0.00	\$458.69	2%
Common Area Services	Permits	\$10,000	\$3,748.00	\$575.00	\$3,748.00	37%
Commons Area Services Total		\$2,519,244	\$168,789.48	\$177,107.42	\$168,789.48	7%
Aquatics Facilities	Administrative	\$75,500	\$4,108.34	\$2,429.22	\$4,108.34	5%
Aquatics Facilities	Supplies - Pool	\$28,000	\$654.00	\$2,280.72	\$654.00	2%
Aquatics Facilities	Supplies - Chemicals	\$93,000	\$3,842.35	\$4,019.34	\$3,842.35	4%
Aquatics Facilities	Supplies & Fees - Swim Team	\$19,000	\$1,891.17	\$616.30	\$1,891.17	10%
Aquatics Facilities	Maintenance - Pool	\$136,200	\$2,227.26	\$7,463.15	\$2,227.26	2%
Aquatics Facilities	Maintenance - Building	\$92,000	\$3,431.66	\$4,595.63	\$3,431.66	4%
Aquatics Facilities	Payroll - Staff	\$1,230,000	\$54,262.73	\$42,448.37	\$54,262.73	4%
Aquatics Facilities	Payroll - Programming Staff	\$55,500	\$113.82	\$75.60	\$113.82	0%
Aquatics Facilities	Payroll - Swim Team	\$155,000	\$16,996.77	\$11,248.47	\$16,996.77	11%
Aquatics Facilities	SC-Utilities - Water	\$33,000	\$2,268.12	\$2,039.60	\$2,268.12	7%
Aquatics Facilities	Avana _Utilities-Water	\$9,000	\$287.36	\$716.25	\$287.36	3%
Aquatics Facilities	GR- Utilities - Water	\$4,500	\$220.79	\$404.97	\$220.79	5%
Aquatics Facilities	SC-Utilities - Electric	\$30,000	\$2,171.80	\$2,619.76	\$2,171.80	7%
Aquatics Facilities	Avana - Utilities- Electric	\$12,000	\$955.56	\$727.63	\$955.56	8%
Aquatics Facilities	GR -Utilities-Electric	\$7,000	\$438.83	\$484.14	\$438.83	6%
Aquatics Facilities	Utilities - Natural Gas	\$45,000	\$3,231.49	\$4,866.75	\$3,231.49	7%
Aquatics Facilities	SC-Utilities - Telephone/Inte	\$15,000	\$582.15	\$582.15	\$582.15	4%
Aquatics Facilities	Avana - Telephone/Internet	\$5,000	\$210.85	\$235.28	\$210.85	4%
Aquatics Facilities	GR- Telephone/Internet	\$6,000	\$234.00	\$258.44	\$234.00	4%
Aquatic Facilities Total		\$2,050,700	\$98,129.05	\$88,111.77	\$98,129.05	5%
Circle C Community Center	Utilities - Water	\$22,000	\$520.57	\$426.69	\$520.57	2%
Circle C Community Center	Utilities - Electric	\$26,000	\$1,649.89	\$1,029.99	\$1,649.89	6%
Circle C Community Center	Utilities - Telephone/Interne	\$12,000	\$702.57	\$702.48	\$702.57	6%
Circle C Community Ctr	Events Payroll	\$10,000	\$670.07	\$545.07	\$670.07	7%
Circle C Community Center	Maintenance - Building	\$60,000	\$4,141.95	\$3,685.79	\$4,141.95	7%
Circle C Community Ctr Total		\$130,000	\$7,685.05	\$6,390.02	\$7,685.05	6%
Maintenance Operations	Office Supplies	\$800	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Employee Education	\$1,800	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Uniforms	\$1,200	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Staff Recruitment	\$300	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Safety Equip/Supplies	\$1,200	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Maintenance Payroll	\$235,000	\$25,011.85	\$16,826.96	\$25,011.85	11%
Maintenance Operations	Pool Tech	\$76,000	\$6,576.93	\$4,423.08	\$6,576.93	9%
Maintenance Operations	Payroll Taxes	\$32,000	\$2,101.92	\$1,345.38	\$2,101.92	7%
Maintenance Operations	Computer/Software	\$1,400	\$150.47	\$0.00	\$150.47	11%
Maintenance Operations	Tools/Supplies	\$6,000	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Office Furniture	\$600	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations Total		\$356,300	\$33,841.17	\$22,595.42	\$33,841.17	9%
HOA Operations	Office Supplies	\$11,000	\$599.69	\$157.39	\$599.69	5%
HOA Operations	Equip & Maintenance	\$21,000	\$208.03	\$151.09	\$208.03	1%
HOA Operations	HOA Owned Vehicle Expense	\$8,000	\$2,748.13	\$29.00	\$2,748.13	34%
HOA Operations	Postage	\$28,000	\$193.96	\$2,742.55	\$193.96	1%
HOA Operations	Web Operations	\$5,000	\$38.40	\$937.31	\$38.40	1%
HOA Operations	Printing	\$7,000	\$4.00	\$2,609.53	\$4.00	0%
HOA Operations	HOA Meetings	\$7,000	\$3,088.03	\$449.25	\$3,088.03	44%
HOA Operations	Deed Restrictions	\$20,000	\$1,527.54	\$1,528.08	\$1,527.54	8%
HOA Operations	HOA Special Events	\$45,000	\$3,990.00	\$2,930.00	\$3,990.00	9%
HOA Operations	Professional Fees	\$2,000	\$0.00	\$0.00	\$0.00	0%
HOA Operations Total		\$154,000	\$12,397.78	\$11,534.20	\$12,397.78	8%
Financial Management	Management Services	\$115,850	\$9,276.30	\$9,276.30	\$9,276.30	8%
Financial Management	Resale Certificate	\$11,250	\$250.00	\$750.00	\$250.00	2%
Financial Management	Lien Filing Administrative Fee	\$3,000	\$4,919.00	\$0.00	\$4,919.00	164%
Financial Management	Bank Fees	\$70,000	\$3,536.53	-\$4,143.91	\$3,536.53	5%
Financial Management	CPA/Audit	\$10,000	\$0.00	\$60.50	\$0.00	0%

Financial Management Total		\$210,100	\$17,981.83	\$5,942.89	\$17,981.83	9%
HOA Management	Management Payroll	\$235,000	\$24,597.91	\$16,638.64	\$24,597.91	10%
HOA Management	Management Payroll Taxes	\$25,000	\$2,123.44	\$1,373.91	\$2,123.44	8%
HOA Management	Mileage Reimbursement	\$6,000	\$191.80	\$730.10	\$191.80	3%
HOA Management	Insurance Stipend	\$60,000	\$4,527.46	\$5,239.99	\$4,527.46	8%
HOA Management	Cont Ed & Skills Enhancement	\$2,000	\$0.00	\$0.00	\$0.00	0%
HOA Management Total		\$328,000	\$31,440.61	\$23,982.64	\$31,440.61	10%
Architectural Review Expenses: Architectural Review Expenses		\$8,000	\$0.00	\$0.00	\$0.00	0%
Architectural Review Expenses Total		\$8,000	\$0.00	\$0.00	\$0.00	0%
Legal Services		\$20,000	\$0.00	\$495.00	\$0.00	0%
Legal Services Total		\$20,000	\$0.00	\$495.00	\$0.00	0%
Taxes	Property	\$18,000	\$248.74	\$0.00	\$248.74	1%
Taxes	Income/Franchise Taxes	\$0	\$0.00	\$0.00	\$0.00	#DIV/0!
Taxes Total		\$18,000	\$248.74	\$0.00	\$248.74	1%
Insurance	General, Property, Boiler & A	\$105,000	\$9,212.63	\$9,212.63	\$9,212.63	9%
Insurance	Auto	\$6,000	\$531.09	\$531.09	\$531.09	9%
Insurance	D & O Insurance	\$14,000	\$0.00	\$0.00	\$0.00	0%
Insurance	Worker's Comp	\$16,000	\$0.00	\$0.00	\$0.00	0%
Insurance Total		\$141,000	\$9,743.72	\$9,743.72	\$9,743.72	7%
Community Enhancement	Donations	\$1,000	\$0.00	\$0.00	\$0.00	0%
Community Enhancement	Association Memberships	\$2,000	\$75.00	\$70.00	\$75.00	4%
Community Enhancement Total		\$3,000	\$75.00	\$70.00	\$75.00	3%
Reserve Transfer		\$183,506	\$0.00	\$0.00	\$0.00	
Grand Total		\$6,121,850	\$380,332	\$345,973	\$380,332	6%

Expected Reserve Expenditures and Capital Improvement for 2025

		YTD
Billboard	\$5,000	0
GR-Replaster to Code	\$100,000	0
AC-Funbrella Fabric Replacement	\$6,000	0
GR-Funbrella Fabric Replacement	\$6,000	0
Maintenance Office HVAC Replacement	\$12,000	0
CC Pool Office HVAC Replacement	\$5,200	4790.06
GR Pool Office HVAC Replacement	\$5,800	4851.46
SC - Pool Covers	\$9,000	0
SC - Lounge Chairs	\$8,000	7437.81
CC-Lounge Chairs	\$4,000	4000
AV Lounge Chairs	\$4,000	4000
GR Lounge Chairs	\$3,000	3000
CC-Pool Slide		
Refurbish/Gelcoat	\$30,000	12326.5
CC-Splash Pad Bollard		
Edge Repairs	\$30,000	10924.69
CC-Outside Trim	\$47,000	0
CC_Soffit Sand/Stain	\$35,000	0

SC-Parking Lot Repairs/Seal & Stripe	\$15,000	0
CC-Parking Lot Repairs/Seal & Stripe	\$14,500	0
CC-Kitchen Countertop Replacement	\$12,000	10922.01
CC-Carpet Replacement	\$40,000	14461.66
SC - Slide Removal	\$30,000	0
GR - Crushed Granite Trail	\$35,000	37887.5
Swim Center Landscaping	\$275,000	0
Node Clock Replacement	\$90,000	0
Rock Work	\$25,000	0
Irrigation Upgrades	\$35,000	0
Bed Upgrades	\$35,000	0
Escarpment Project	\$200,000	\$192,825.00
CCN Improvement	\$200,000	\$45,000.00
Construction Repairs	\$50,000	\$93.70
Total	\$1,366,500	\$352,520.39
Total Capital Budget Projects	\$1,366,500.00	\$352,520.39
Grand Total Expenses	\$7,488,350.00	

Circle C Aquatics

February-25

Winter Operations

Facility Usage	Swim Center		Community Center		Avaña		Greyrock		Total	
	Feb-25	YTD	Feb-25	YTD	Feb-25	YTD	Feb-25	YTD	Feb-25	YTD
Resident Entries	1,231	2,251	0	0	0	0	0	0	1,231	2,251
Unique Residents	296	356	0	0	0	0	0	0	296	296
Unique Households	206	233	0	0	0	0	0	0	206	206
Guest Entries	129	280	0	0	0	0	0	0	129	280
Other Entries	601	1,200	0	0	0	0	0	0	601	1,200
Average Hourly Count	10		0		0		0			
Average % of Capacity	4%		0%		0%		0%			
Max Hourly Count	27		0		0		0			
Total Entries	1,961	3,731	0	0	0	0	0	0	1,961	3,731

Incidents	Swim Center		Community Center		Avaña		Greyrock		Total	
	Feb-25	YTD	Feb-25	YTD	Feb-25	YTD	Feb-25	YTD	Feb-25	YTD
Water Rescues	0	0	0	0	0	0	0	0	0	0
First Aid Responses	1	2	0	0	0	0	0	0	1	2
Sudden Illness Treatments	0	1	0	0	0	0	0	0	0	1
Patron/Facility Incidents	2	2	0	0	0	0	0	0	2	2
Biohazard Cleanups	1	2	0	0	0	0	0	0	1	2
Suspensions/Expulsions	1	1	0	0	0	0	0	0	1	1
EMS/911 Callouts	0	0	0	0	0	0	0	0	0	0
Total Incidents	3	5	0	0	0	0	0	0	3	5
Incident per Entry Ratio	0.15%	0.13%							0.15%	0.13%

Revenue	Feb-25	YTD
Aquatics Programs	\$ 724.50	\$ 2,296.50
Swim Team	\$ 15,070.00	\$ 30,470.00
Guest Fees	\$ 91.00	\$ 179.00
Area Reservations	\$ -	\$ -
Facility Rentals	\$ -	\$ -
Lane Rentals	\$ 1,585.00	\$ 1,965.00
Other Facility Income	\$ 254.00	\$ 516.00
Total Aquatics Revenue	\$ 17,724.50	\$ 35,426.50

Programs	Feb-25
Select Swim Team	91
Masters Swimming	19
Group Swim Lessons	0
Private Swim Lessons	3
Water Aerobics	0
Certification Courses	5
WSI Course	0
Total Participants	0

Reservations & Rentals	Feb-25	YTD
Area Reservations	0	0
Facility Rentals	0	0
Lap Lane Reservations	0	0
Total Reservations	0	0

Aquatics Staffing	Feb-25
Lifeguards/Head Guards	56
Front Desk Staff	6
Instructors/Coaches	4
Total Staff	66

Resident Stats	Individuals	Households	Members / Household
Homeowners	12,743	4,398	2.90
Renters	707	202	3.50
New Memberships	23	16	
Totals	13,450	4,600	2.92

Circle C HOA
Maintenance Report for Board March 2025
Prepared by Robert Bardeleben -Facilities Director

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Cleaning and Maintenance has been completed
- Minor Equipment and Facility Repairs Made
- Pool is ready for season
- Working on acquiring information and bids on added splash feature for wade pool
- Wade Pool Tiles have been repaired---there appears to be no structural damage

COMMUNITY CENTER

- Routine inspections and maintenance have been completed
- Minor Repairs Completed

COMMUNITY CENTER POOL

- Routine cleaning and maintenance have been performed.
- Minor Repairs have been completed on equipment and facility.
- Fences have been painted
- Slide stairs and platforms have been painted
- Slide Gel Coat to start Mid April
- Splash pad bollard repairs have been started
- Make Ready for season has begun

NEIGHBORHOOD

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

AVANA AMENITIES CENTER

- Routine Cleaning and Maintenance have been completed
- Minor repairs have been made
- Leak Detection Completed---broken pipe under deck and leaking skimmer throats have been repaired
- Atlantis completed the warranty repair on the Pebbletec beach entry. They ended up replacing about 80% of the original Pebbletec.
- Make ready for season has begun

GREY ROCK AMENITIES CENTER

- Routine Cleaning and Maintenance have been completed
- Minor repairs have been made
- Pool is drained. Water blasting and prep has begun. Estimated time of completion is Mid April
- Make ready for season has begun

GILES & SHEA, INC.

**7817 La Crosse Ave
Austin, TX 78739
Phone 512-451-9901
Fax 512-288-6488**

March 17, 2025

Circle C Homeowners Association
7817 LaCrosse Avenue
Austin, Texas 78739

RE: Accounting Services

Dear CCHOA,

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

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

May 1, 2025

Page Two

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

Giles & Shea, Inc. will provide the above services to the Association for a fee of \$1.75 per lot per month for the period of May 1, 2025 through Apr 30, 2028, and the Association agrees to pay Giles & Shea, Inc., such amount for performing the tasks itemized in 1-16 above. Item 14 is an additional charge over and above the minimum fee of \$1.75 per lot per month.

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

TERM OF THIS AGREEMENT:

This Agreement is effective as of May 1, 2025 and will terminate on April 30, 2028, with the Association having the option to extend for one additional period of up to 12 months. The Association may exercise its option by providing written notice at least 30 days prior to the expiration of this Agreement specifying the length of the option period and the new Automatic Termination date of the Agreement (as described below). The rates quoted above are valid from

May 1, 2025

May 1, 2025 through April 30, 2028, plus any additional option period, renewed for another 12 months at the same rate.

TERMINATION OF THIS AGREEMENT:

1. Automatic Termination: This Agreement shall automatically terminate on April 30, 2028 and neither party shall have any further rights or obligations under this Agreement, except that Giles & Shea, Inc., shall be obligated to deliver all Association documents and records to the Association upon termination and non-renewal of this Agreement.
2. Termination for Cause: If either party hereto commits a material breach of any of the terms, conditions or obligations of this Agreement and the breaching party fails to correct such breach within ten (10) days after written notice thereof from the other party, such other party may, at its own option, terminate this Agreement for cause immediately, or at any designated future time provided the breach still exists, by delivering to the breaching party a written notice of termination and the effective date and time thereof. A “material breach” includes but is not limited to failing to make any payments due hereunder.
3. Termination by Mutual Agreement: This Agreement may be terminated by mutual written agreement of the parties at any time and neither party shall have any further rights or obligations under this Agreement, except for delivery of documents and records as provided in Section 1. If this Agreement is terminated by mutual agreement, Giles & Shea, Inc. shall be compensated for the work it performed up until the date and time of such termination.

If you are in agreement with the terms discussed above, please indicate your approval by executing in the space provided below.

GILES & SHEA, INC.

Terri Giles, President

Date

AGREED AND APPROVED:

CIRCLE C HOMEOWNERS
ASSOCIATION, INC.

Date

Circle C Homeowners Association

Open Space Guidelines

March 2025

These guidelines apply to open space areas* owned by the Circle C Homeowners Association located adjacent to or behind single family homeowner lots in Circle C Ranch.

1. Open Space Areas behind homes are designated as passive activity areas. They may be designated drainage or water quality areas, karst feature areas, re-irrigation areas or greenbelts. If they are not fenced, homeowners are welcome to walk through the areas; however organized activities such as sports, picnicking, vehicular activity, or other active use is not permitted.
2. Individual homeowner lots end at the rear fence marking the rear property line. Homeowners may not extend their back yards into the open space owned by the CCHOA. Items such as batting cages, golf putting greens, basketball hoops, tree houses, fountains, and organized gardens, among other things are not allowed.
3. No storage of extra items from your backyard or home is allowed in the open space areas.
4. Piling debris, clippings, trash, leaves, tree limbs, etc. is expressly prohibited. This is a fire danger.
5. Homeowners are welcome to weedeat behind their fences up to 50 feet. Homeowners are responsible for removing debris generated by this activity. If you back to a wooded area, small brush and trees under six inch caliper, and dead cedars up to 16" caliper may be cleared up to 50 feet. Homeowners must promptly remove all debris, clipping, tree limbs, from the open space area and dispose of it properly.
6. All areas are reviewed by the CCHOA on a regular basis. Deed Restriction Violation Notices will be sent when a homeowner is in violation of any of these policies.
7. The Circle C Homeowners Association provides limited weed-eating services to some of the areas three times per year. Wooded areas are left naturalized, fenced in areas are left naturalized, and not all areas are scheduled for maintenance. If you are uncertain about your area and want to determine if any maintenance is provided, please contact the CCHOA at info@circlecranch.info.
8. The Circle C Homeowners Association cooperates with the City of Austin Fire Department and other local and State entities by forwarding information from these entities to our members through our email list, website and newsletter.
9. **Fire Prevention is a community effort. Please clean up your trash and debris, do not store anything on land belonging to others, and educate yourself on how to prevent urban wildfires. Here is a link to the City of Austin website that lists links to fire prevention tips:**
<http://www.ci.austin.tx.us/fire/>

*Open space areas include drainage areas, fenced karst feature areas, greenbelts, and re-irrigation areas owned by the Circle C Homeowners Association.