

CCHOA Board Meeting Agenda
29 May 2024, 6:30pm
Circle C Community Center via zoom

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of April 24, 2024 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. April YTD Financials
 - b. Landscape Report, *Karen Hibpshman*
 - c. Aquatics Report, *Brody McKinley*
 - d. Maintenance Report, *Karen Hibpshman*
- VI. Discussion Items
 - a. TxDot proposed project along FM1826
- VII. Action Items
 - a. Short-term Rental proposed language
 - b. Fining Policy
- VIII. Adjourn Public Meeting
- IX. Executive Session

Attachments

- 1. April 2024 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
April 24, 2024

1. The Board of Directors held a Short-term rental Town Hall at 6:30pm. After everyone who signed up to speak, the
2. The CCHOA Board of Directors convened on April 24, 2024, at the Community Center and via video conferencing (Zoom). Stephen Bega called the meeting to order at 7:38 p.m. In attendance were board members Stephen Bega, Kimberly De La Garza, Joanne Kinzer, David Lachance, Paul Oveisi, John LaBarge and Dave Duryee. CHOA Manager Karen Hibpshman (HOA Manager) and Brody McKinley (Aquatics Director) were present.
3. Stephen presented the April 24, 2024 agenda. Kimberly asked that we change the date. Kimberly motioned accept the agenda with the change. Paul seconded the motion. All were in favor and the motion passed.
4. Stephen presented the March 27, 2024 Board of Directors Meeting Minutes. Joanne motioned to with corrections to the punctuation. John seconded the motion. All were in favor and the motion passed.
5. Stephen introduced the Homeowner Forum.
6. Karen presented the management report and the YTD Financials.
7. Karen presented the landscaping report.
8. Brody presented the aquatics report.
9. Karen presented the maintenance report.
10. The first discussion item is the proposed TxDot project along FM1826. Karen is working with a group of HOA's and owners along FM1826 to work on getting the plans changed. With the current plan, there would be no left hand turns onto FM1826, it would require all vehicles to turn right and go down to a turn-around lane. The current traffic projected counts that were provided are incorrect and do not reflect this portion of FM1826 as residential and no new homes/subdivisions being built. The majority of the traffic issue are at SH45 and going south on FM1826.
11. The second discussion item was STR. The board held the Town Hall prior to the start of the board meeting. This will be an action item on the May agenda.
12. Joanne motioned to adjourn the Public Meeting at 8:45 pm. Dave seconded the motion. All were in favor and the motion passed.
13. No executive session.

**Circle C Homeowners Association
 Manager's Report
 April 22, 2024 – May 24, 2024**

**Violation Report
 April 22, 2024 – May 24, 2024**

	Mar 25 – Apr 19, 2024	Apr 22- May 24, 2024	Percentage of Total Violations	% Change		Mar 27- Apr 21, 2023	April 24 - May 26, 2023	Percentage of Total Violations	% Change
Total Violations:	372	405		8.87%		233	168		-27.90%
Rubbish/Debris	42	43	10.62%	2.38%		130	27	16.07%	-79.23%
Front Yard Maintenance	248	250	61.73%	0.81%		49	60	35.71%	22.45%
Architectural	7	15	3.70%	114.29%		8	15	8.92%	87.50%
Vehicle Storage	7	11	2.72%	57.14%		10	12	7.14%	20.00%
Repair of Exterior Damages	10	31	7.65%	210.00%		16	9	5.35%	-43.75%
Exterior Lighting	18	22	5.43%	22.22%		15	8	4.76%	-46.67%
Driveway	5	5	1.23%	0.00%		0	0	0.00%	0.00%
Fencing	1	0	0.00%	0.00%		1	3	1.78%	200.00%
Use Limitations	1	1	0.25%	0.00%		0	1	0.59%	#DIV/0!
Recreational Equipment	24	18	4.44%	-25.00%		0	13	7.73%	#DIV/0!
Offensive Activities	0	2	74.00%	0.00%		0	1	0.59%	#DIV/0!
Common Properties	0	0	0.00%	0.00%		0	1	0.59%	0.00%
Maintenance	2	6	1.48%	200.00%		4	18	1.71%	350.00%
Abutting Landscaping	0	0	0.00%	0.00%		0	0	0.00%	100.00%
Window Covering	0	0	0.00%	0.00%		0	0	0.00%	0.00%

	372	405			233	168		
Stage 1/Cooperative Letters	334	365	90.12%	9.28%	190	143	81.54%	-24.74%
Stage 2 Letters	31	28	6.91%	-9.68%	41	23	17.59%	-43.90%
Stage 3 Letters	6	11	2.71%	83.33%	1	2	0.43%	100.00%
Stage O	1	1	0.24%	0.00%	0	0	0.00%	0.00%

	372	405			233	168		
On Hold	10	4	0.99%	0.00%	0	0	0.00%	0.00%
Closed	139	144	35.56%	3.60%	152	54	32.14%	-181.48%
New	185	213	52.59%	15.14%	56	97	57.73%	73.21%
Escalated	21	30	7.41%	42.86%	21	12	7.14%	-42.86%
Re-Opened	17	14	3.46%	-17.65%	4	5	2.97%	25.00%
Attorney	0	0	0.00%	0.00%	2	0	0.00%	-400.00%

Administration

20 New Homeowner Packets mailed April 20th – May 16th.

Financial

AP checks were signed on April 20th with Terri Giles

Upcoming Special Events

- June 22nd – Dive-In Move – Swim Center
- June 26th – Board meeting
- July 1st – 2nd Semi-annual Statements Mailed
- July 4th – 4th of July Parade
- HOA Office Closed/ Pools Open

Project/Updates

USPS Blue Mailbox thefts. There have been thefts at the outgoing blue mailboxes throughout Austin and the one located at the Swim Center every weekend for the last 4-6 weeks. We were able to provide video footage of those

individuals accessing the blue mailboxes and removing the mail to the Postal Inspectors and they are actively working on arresting those responsible. There have been at least 3-4 different vehicles used so far but with the same individuals doing the thefts. It is important that if you had mail stolen that you file a report with the US Postal Inspector. Also, sign up for Informed Delivery through the USPS to know what is coming to you mail box daily so you can make sure it isn't left in the box overnight.

- 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. I attended the March 7th Open House and also have meet with TxDot engineers and other representatives. Waiting on TxDot to get back to everyone with additional changes
- Texas Gas Easement Agreement – Texas Gas was able to continue to work with Goddard school site and secure that location. The easement is no longer needed from Circle C. Texas Gas discovered that there are a lot of utilities located in this area which would prevent them from installing a gas line above ground. – They will be delivering a check for the full amount.
***The land owner of the Goddard School site gave access to Texas Gas off of Archeleta Blvd through our landscaping which broke a mainline, damaged the 2-wire wiring, drip lines and the sod. They will also connecting a new line under Archeleta to improve the gas pressure in GreyRock. Will work with Texas Gas to restore the damaged area once they are done building the substation. They have not finished their substation but have started to access their site from the Goddard School site.
- Google was doing an installation at Slaughter/Escarpment. Originally met with a supervisor who did not pass my information off to the next crew. Google did extensive damage on both corners of Escarpment and damaging the electrical. The electrical on the east side was damaged first and was able to be repaired. The second damaged electrical was on the west side just before Christmas. They damaged the electrical along the west side of Escarpment significantly which also took the Christmas lights out on that side over the holidays. We weren't able to do the repair until January due to the rain. The repair has been completed and a bill for 2,030.69 has been billed to the Google contractor.
- 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**

2024 Capital Budget Projects include:

SC – Pool. Covers	Will order in July for Fall Usage
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SC – Competition Pool Replaster	Completed
SC – Competition Pool Filter Replacement	Completed
SC –Restroom Renovation	Completed
CC- Pond Controller/Pump replacement	Will be completed in August
AV – Replaster/repairs to code	Completed
GR – Repaint/Restain GreyRock Amenity Center	Completed
Node Clock Replacement	Started
Irrigation Upgrades	Started
Bed Upgrades	Started
Escarpment Project	1 st phase started between Needham and South Bay
CCN Improvement	Worked through the issues with the city and clean-up and some 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

2024 CCHOA INCOME BUDGET

Category	Subcategory	2024 Budget	Jan-24	Feb-24	Mar-24	Apr-24	Totals	%
Homeowner Income	Homeowner Dues	\$5,100,000	\$45,011.31	\$1,293,639.13	\$842,363.35	\$173,022.88	\$2,354,036.67	46%
Homeowner Income	Resale Certificates	\$45,000	\$2,475.00	\$3,600.00	\$5,625.00	\$6,300.00	\$18,000.00	40%
Homeowner Income	Transfer Fees I0come	\$35,000	\$2,800.00	\$1,050.00	\$4,900.00	\$4,550.00	\$13,300.00	38%
Homeowner Income	Late Fees Collected	\$30,000	\$1,310.61	\$1,696.99	\$2,391.79	\$2,803.52	\$8,202.91	27%
Homeowner Income	Lien Admin Fees Income	\$900	\$138.00	\$69.00	\$276.00	\$69.00	\$552.00	61%
Homeowner Income	Filing Fee Income	\$1,400	\$112.00	\$56.00	\$224.00	\$56.00	\$448.00	32%
Homeowner Income	NSF Charges	\$50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Homeowner Income Total		\$5,212,350	\$51,846.92	\$1,300,111.12	\$855,780.14	\$186,801.40	\$2,394,539.58	46%
Architectural Review Incom	Architectural Review I0come	\$10,000	\$705.00	\$800.00	\$1,390.00	\$1,135.00	\$4,030.00	40%
Architectural Review Income Total		\$10,000	\$705.00	\$800.00	\$1,390.00	\$1,135.00	\$4,030.00	40%
Rental Income	Office Rent	\$10,000	\$0.00	\$1,834.11	\$0.00	\$0.00	\$1,834.11	18%
Rental Income	Grill Rent	\$6,300	\$825.30	\$460.95	\$0.00	\$0.00	\$1,286.25	20%
Rental Income Total		\$16,300	\$825.30	\$2,295.06	\$0.00	\$0.00	\$3,120.36	19%
Aquatics Income	Pool Programs	\$60,000	\$25.00	-\$75.00	\$2,545.00	\$16,435.00	\$18,930.00	32%
Aquatics Income	Pool Programs - Swim Team	\$136,500	\$7,080.00	\$5,395.00	\$7,356.70	\$15,670.00	\$35,501.70	26%
Aquatics Income	Facility Income	\$38,000	\$4,815.00	\$38.00	\$19,714.97	\$6,706.61	\$31,274.58	82%
Aquatics Income Total		\$234,500	\$11,920.00	\$5,358.00	\$29,616.67	\$38,811.61	\$85,706.28	37%
CCCC Income	CCCC Facility Rentals	\$70,000	\$6,317.50	\$10,396.25	\$5,338.75	\$7,882.50	\$29,935.00	43%
CCCC Income Total		\$70,000	\$6,317.50	\$10,396.25	\$5,338.75	\$7,882.50	\$29,935.00	43%
Landscape Reimbursement	Stratus Reimb	\$114,450	\$0.00	\$54,500.00	\$0.00	\$0.00	\$54,500.00	48%
Landscape Reimbursement	COA Reimb	\$17,600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Landscape Reimbursements Total		\$132,050	\$0.00	\$54,500.00	\$0.00	\$0.00	\$54,500.00	41%
Credit Card Rewards		\$0	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	###
Miscellaneous	Interest Income	\$75,000	\$6,602.13	\$14,310.13	\$6,120.85	\$6,935.54	\$33,968.65	45%
Miscellaneous	Sales Tax Discount	\$0	-\$7.25	\$0.00	\$0.00	\$0.00	-\$7.25	
Miscellaneous Total		\$75,000	\$6,594.88	\$14,310.13	\$6,120.85	\$8,935.54	\$35,961.40	48%
Cove @ CC Reimbursement	Cove @ Circle C HOA	\$20,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Rowell Reimbursement	The Rowell HOA	\$123,000	\$56,369.28	\$0.00	\$0.00	\$0.00	\$56,369.28	46%
Rimbursement Total		\$143,000	\$56,369.28	\$0.00	\$0.00	\$0.00	\$56,369.28	39%
Grand Total		\$5,893,200.00	\$134,578.88	\$1,387,770.56	\$898,246.41	\$243,566.05	\$2,664,161.90	45%

2024 CCHOA EXPENSE BUDGET

Category	Subcategory	2024 Budget	Jan-24	Feb-24	Mar-24	Apr-24	Totals	%
Commons Area Services	Landscape Maint Contract	\$1,510,659	\$125,888.25	\$125,888.25	\$125,888.25	\$125,888.25	\$503,553.00	33%
Commons Area Services	Contract Landscape SC	\$38,607	\$3,217.25	\$3,217.25	\$3,217.25	\$3,217.25	\$12,869.00	33%
Commons Area Services	Contract Landscape CCCC	\$38,607	\$3,217.25	\$3,217.25	\$3,217.25	\$3,217.25	\$12,869.00	33%
Commons Area Services	Contract Landscape AV	\$27,377	\$2,281.47	\$2,281.47	\$2,281.47	\$2,281.47	\$9,125.88	33%
Common Area Services	Contract Landscape GR	\$27,377	\$2,281.41	\$2,281.41	\$2,281.41	\$2,281.41	\$9,125.64	33%
Common Area Services	Common Area Holiday Lighti	\$53,117	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	Landscape Repairs	\$160,000	\$2,130.06	\$16,122.52	\$14,551.90	\$22,006.35	\$54,810.83	34%
Commons Area Services	Landscape Water Utilities	\$275,000	\$4,739.09	\$3,480.07	\$4,014.84	\$6,691.06	\$18,925.06	7%
Commons Area Services	COA Water Utility Complianc	\$8,000	\$2,490.00	\$390.00	\$0.00	\$2,875.00	\$5,755.00	72%
Common Area Services	Landscape Electric Utilities	\$36,000	\$3,453.50	\$3,514.39	\$3,426.07	\$3,043.99	\$13,437.95	37%
Common Area Services	Tree Care	\$75,000	\$5,252.51	\$0.00	\$0.00	\$7,361.00	\$12,613.51	17%
Commons Area Services	Fence Repairs & Maint	\$8,000	\$319.34	\$0.00	\$0.00	\$0.00	\$319.34	4%
Commons Area Services	Electrical Repairs & Maint	\$12,000	\$3,527.96	\$0.00	\$0.00	\$0.00	\$3,527.96	29%
Common Area Services	Neighborhood Maint & Repa	\$27,000	\$138.07	\$363.90	\$7,153.75	\$0.00	\$7,655.72	28%
Common Area Services	Non Contract Landscape - S	\$20,000	\$0.00	\$0.00	\$0.00	\$16,800.00	\$16,800.00	84%

Common Area Services	Permits	\$10,000	\$0.00	\$665.28	\$0.00	\$0.00	\$665.28	3%
Commons Area Services Total		\$2,326,744	\$158,936.16	\$161,421.79	\$166,032.19	\$195,663.03	\$682,053.17	29%
Aquatics Facilities	Administrative	\$67,500	\$1,659.47	\$3,747.68	\$17,564.17	\$759.99	\$23,731.31	35%
Aquatics Facilities	Supplies - Pool	\$27,500	\$289.98	\$662.06	\$2,146.51	\$108.24	\$3,206.79	12%
Aquatics Facilities	Supplies - Chemicals	\$93,000	\$1,979.08	\$4,409.74	\$5,806.77	\$5,809.91	\$18,005.50	19%
Aquatics Facilities	Supplies & Fees - Swim Team	\$19,000	\$17,747.54	\$3,484.42	\$130.36	\$1,827.02	\$23,189.34	122%
Aquatics Facilities	Maintenance - Pool	\$128,200	\$3,189.91	\$12,233.94	\$19,937.10	\$11,953.40	\$47,314.35	37%
Aquatics Facilities	Maintenance - Building	\$83,100	\$7,551.84	\$13,955.71	\$5,294.59	\$5,523.26	\$32,325.40	39%
Aquatics Facilities	Payroll - Staff	\$1,173,000	\$26,842.77	\$52,917.63	\$64,458.13	\$67,636.90	\$211,855.43	18%
Aquatics Facilities	Payroll - Programming Staff	\$49,500	\$0.00	\$0.00	\$426.69	\$1,479.85	\$1,906.54	4%
Aquatics Facilities	Payroll - Swim Team	\$150,000	\$6,145.69	\$11,558.57	\$7,329.72	\$7,535.74	\$32,569.72	22%
Aquatics Facilities	SC-Utilities - Water	\$30,000	\$1,800.51	\$1,464.47	\$5,020.41	\$2,208.53	\$10,493.92	35%
Aquatics Facilities	Avana _Utilities-Water	\$9,000	\$376.84	\$0.00	\$811.76	\$339.22	\$1,527.82	17%
Aquatics Facilities	GR- Utilities - Water	\$4,500	\$187.05	\$184.02	\$161.28	\$173.40	\$705.75	16%
Aquatics Facilities	SC-Utilities - Electric	\$30,000	\$339.41	\$664.02	\$1,396.96	\$2,212.87	\$4,613.26	15%
Aquatics Facilities	Avana - Utilities- Electric	\$14,000	\$959.57	\$976.52	\$889.69	\$156.76	\$2,982.54	21%
Aquatics Facilities	GR -Utilities-Electric	\$8,000	\$537.92	\$393.87	\$753.78	\$485.75	\$2,171.32	27%
Aquatics Facilities	Utilities - Natural Gas	\$48,000	\$3,852.75	\$0.00	\$27.38	\$1,409.27	\$5,289.40	11%
Aquatics Facilities	SC-Utilities - Telephone/Inte	\$15,000	\$580.55	\$580.55	\$580.55	\$580.55	\$2,322.20	15%
Aquatics Facilities	Avana - Telephone/Internet	\$5,000	\$206.79	\$336.06	\$336.06	\$335.67	\$1,214.58	24%
Aquatics Facilities	GR- Telephone/Internet	\$5,000	\$684.96	\$538.01	\$523.01	\$522.62	\$2,268.60	45%
Aquatic Facilities Total		\$1,959,300	\$74,932.63	\$108,107.27	\$133,594.92	\$111,058.95	\$427,693.77	22%
Circle C Community Center	Utilities - Water	\$27,000	\$422.74	\$1,057.49	\$459.16	\$545.61	\$2,485.00	9%
Circle C Community Center	Utilities - Electric	\$26,000	\$1,579.61	\$1,749.30	\$1,838.51	\$1,521.09	\$6,688.51	26%
Circle C Community Center	Utilities - Telephone/Internet	\$9,000	\$685.00	\$685.05	\$700.99	\$700.99	\$2,772.03	31%
Circle C Community Ctr	Events Payroll	\$8,500	\$107.13	\$897.28	\$382.94	\$622.22	\$2,009.57	24%
Circle C Community Center	Maintenance - Building	\$57,500	\$2,546.32	\$2,327.09	\$4,549.92	\$4,264.40	\$13,687.73	24%
Circle C Community Ctr Total		\$128,000	\$5,340.80	\$6,716.21	\$7,931.52	\$7,654.31	\$27,642.84	22%
Maintenance Operations	Office Supplies	\$800	\$150.47	\$37.81	\$0.00	\$82.47	\$270.75	34%
Maintenance Operations	Employee Education	\$1,800	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Uniforms	\$1,800	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Staff Recruitment	\$300	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Safety Equip/Supplies	\$1,200	\$32.46	\$0.00	\$0.00	\$181.86	\$214.32	18%
Maintenance Operations	Maintenance Payroll	\$225,000	\$16,133.83	\$24,554.67	\$16,369.78	\$16,369.78	\$73,428.06	33%
Maintenance Operations	Pool Tech	\$74,000	\$4,252.70	\$6,461.55	\$4,307.70	\$4,307.70	\$19,329.65	26%
Maintenance Operations	Payroll Taxes	\$29,000	\$1,367.27	\$1,984.11	\$1,317.60	\$1,312.61	\$5,981.59	21%
Maintenance Operations	Computer/Software	\$1,400	\$0.00	\$0.00	\$146.04	\$0.00	\$146.04	10%
Maintenance Operations	Tools/Supplies	\$5,000	\$840.01	\$705.58	\$969.85	\$39.54	\$2,554.98	51%
Maintenance Operations	Office Furniture	\$600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations Total		\$340,900	\$22,776.74	\$33,743.72	\$23,110.97	\$22,293.96	\$101,925.39	30%
HOA Operations	Office Supplies	\$9,000	\$3,410.95	\$1,564.92	\$343.37	\$339.38	\$5,658.62	63%
HOA Operations	Equip & Maintenance	\$18,000	\$136.84	\$527.33	\$3,159.50	\$705.15	\$4,528.82	25%
HOA Operations	HOA Owned Vehicle Expenses	\$8,000	\$664.14	\$169.59	\$138.42	\$192.75	\$1,164.90	15%
HOA Operations	Postage	\$24,000	\$836.55	\$3,293.61	\$344.73	\$774.19	\$5,249.08	22%
HOA Operations	Web Operations	\$3,000	\$38.40	\$1,108.39	\$158.40	\$66.51	\$1,371.70	46%
HOA Operations	Printing	\$7,000	\$1,046.17	\$0.00	\$0.00	\$1,573.13	\$2,619.30	37%
HOA Operations	HOA Meetings	\$7,000	\$3,919.95	\$256.29	\$225.06	\$338.91	\$4,740.21	68%
HOA Operations	Deed Restrictions	\$5,000	\$719.45	\$0.00	\$0.00	\$719.45	\$1,438.90	29%
HOA Operations	HOA Special Events	\$45,000	\$1,900.00	\$3,000.00	\$1,324.29	\$3,945.20	\$10,169.49	23%
HOA Operations	Professional Fees	\$2,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
HOA Operations Total		\$128,000	\$12,672.45	\$9,920.13	\$5,693.77	\$8,654.67	\$36,941.02	29%
Financial Management	Management Services	\$115,000	\$9,276.30	\$9,976.30	\$9,976.30	\$9,276.30	\$38,505.20	33%
Financial Management	Resale Certificate	\$13,350	\$500.00	\$900.00	\$1,100.00	\$1,600.00	\$4,100.00	31%
Financial Management	Lien Filing Administrative Fees	\$4,500	\$0.00	\$0.00	\$156.00	\$26.00	\$182.00	4%
Financial Management	Bank Fees	\$70,000	\$2,740.48	-\$4,653.45	\$13,620.83	\$8,173.62	\$19,881.48	28%
Financial Management	CPA/Audit	\$10,000	\$0.00	\$121.00	\$60.50	\$152.00	\$333.50	3%
Financial Management Total		\$212,850	\$12,516.78	\$6,343.85	\$24,913.63	\$19,227.92	\$63,002.18	30%

Circle C Aquatics

April-24

Spring Operations

Facility Usage	Swim Center		Community Center		Avaña		Greyrock		Total	
	Apr-24	YTD	Apr-24	YTD	Apr-24	YTD	Apr-24	YTD	Apr-24	YTD
Resident Entries	4,349	5,965	0	0	0	0	0	0	4,349	5,965
Unique Residents	1,227	1,449	0	0	0	0	0	0	1,227	1,449
Unique Households	531	612	0	0	0	0	0	0	531	612
Guest Entries	335	476	0	0	0	0	0	0	335	476
Other Entries	1,547	1,630	0	0	0	0	0	0	1,547	1,630
Average Hourly Count	341		0		0		0			
Average % of Capacity	9%		0%		0%		0%			
Max Hourly Count	23		0		0		0			
Total Entries	6,231	8,071	0	0	0	0	0	0	6,231	8,071

Incidents	Swim Center		Community Center		Avaña		Greyrock		Total	
	Apr-24	YTD	Apr-24	YTD	Apr-24	YTD	Apr-24	YTD	Apr-24	YTD
Water Rescues	0	2	0	0	0	0	0	0	0	2
First Aid Responses	6	9	0	0	0	0	0	0	6	9
Sudden Illness Treatments	0	0	0	0	0	0	0	0	0	0
Patron/Facility Incidents	2	3	0	0	0	0	0	0	2	3
Biohazard Cleanups	2	3	0	0	0	0	0	0	2	3
Suspensions/Expulsions	0	0	0	0	0	0	0	0	0	0
EMS/911 Callouts	1	1	0	0	0	0	0	0	1	1
Total Incidents	8	14	0	0	0	0	0	0	8	14
Incident per Entry Ratio	0.13%	0.17%							0.13%	0.17%

Revenue	Apr-24	YTD
Aquatics Programs	\$ 16,435.00	\$ 18,930.00
Swim Team	\$ 15,670.00	\$ 35,501.70
Guest Fees	\$ 273.00	\$ 339.00
Area Reservations	\$ -	\$ -
Facility Rentals	\$ -	\$ 1,287.50
Lane Rentals	\$ 5,804.00	\$ 28,636.40
Other Facility Income	\$ 629.61	\$ 1,011.68
Total Aquatics Revenue	\$ 38,811.61	\$ 85,706.28

Programs	Apr-24
Select Swim Team	108
Masters Swimming	0
Group Swim Lessons	0
Private Swim Lessons	73
Water Aerobics	0
Certification Courses	15
WSI Course	0
Total Participants	196

Reservations & Rentals	Apr-24	YTD
Area Reservations	0	0
Facility Rentals	0	0
Lap Lane Reservations	92	92
Total Reservations	0	92

Aquatics Staffing	Apr-24
Lifeguards/Head Guards	59
Front Desk Staff	10
Instructors/Coaches	10
Total Staff	79

Resident Stats	Individuals	Households	Members / Household
Homeowners	14,071	5,194	2.71
Renters	665	185	3.59
New Memberships	174	56	
Totals	14,736	5,379	2.74

Circle C HOA
Maintenance Report for Board May 2024
Prepared by Robert Bardeleben -Facilities Director

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Cleaning and Maintenance has been completed
- Minor Equipment and Facility Repairs Made
- Final Numbers on Capital Projects—see separate spreadsheets

COMMUNITY CENTER

- Routine inspections and maintenance have been completed
- Pond Pumps and Controller are On Order

COMMUNITY CENTER POOL

- Routine cleaning and maintenance have been performed.
- Minor Repairs have been completed on equipment and facility.
- Pool is ready for summer

NEIGHBORHOOD

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

AVANA AMENITIES CENTER

- Minor repairs have been made
- Pool Preparations for Summer are Completed

GREY ROCK AMENITIES CENTER

- Routine Cleaning and Maintenance have been completed
- Minor repairs have been made
- Pool Preparations for Summer are Completed

.

Exhibit "A"

ENFORCEMENT POLICY

A. Remedies for Violations.

1. Remedies. This policy applies to all violations of the Declaration, Bylaws, and recorded rules and regulations of the Association (collectively, a **Violation**). The Board of Directors may respond to a Violation with any of the remedies listed below. The below-listed remedies shall be in addition to any other remedies provided by the Declaration, Bylaws, State statute, or other law:
 - a. suspend or condition the right of an owner and any tenants, occupants, or guests to use of facilities (including all or part of any common areas) operated or managed by the Association;
 - b. record a notice of non-compliance in the County Official Public Records;
 - c. levy a damage assessment against an owner;
 - d. impose costs of collection or enforcement (including manager's and/or attorney's charges) against an owner; and
 - e. assess a fine against the owner and the owner's lot.
2. Vicarious Liability. Owners are responsible for all Violations of their tenants, guests, invitees, or occupants.
3. Administrative Fee. The Association may charge an administrative fee of not more than \$____ per notice to defray the time and cost of processing violation notices.
4. Non-Exclusivity. These remedies are cumulative, and may be imposed in combination with each other. For example, the Board may, for the same Violation, suspend the right to use a common area amenity, impose a fine, and charge manager's or attorney's fees incurred incident to enforcement.
5. Curable and Uncurable Violations; Threats to Public Health or Safety. A violation is uncurable if it has occurred but is not a continuous action or a condition capable of being remedied by affirmative action. Violations that are incurable include: shooting fireworks, noise that is not ongoing, holding a garage sale or other event prohibited by the Declaration. Violations that are curable include parking, maintenance, failure to perform construction in accordance with approved plans and specifications, and an ongoing noise violation, such as a barking dog. A threat to public health or safety means that the violation could materially affect the physical health or safety of an ordinary resident.
6. Imposition of Fines. The Board gives standing orders to the managing agent to apply this procedure and, if the Violation is not timely cured, send the first notice. If the Violation is not timely cured after the first notice, or if it is uncurable or poses a threat to public health or safety, the Board may impose fines according to the fine schedule set forth below. If the Violation is not within one of the categories shown on the schedule, the Board will set the fine in its reasonable discretion. In setting the fine, the Board may consider all factors it deems relevant, including the nature of the Violation, its frequency, and effect on neighboring owners and properties.

7. Repeat Violations. The fine for a repeat Violation within 12 months will be higher than for the previous violation(s), as shown on the fine schedule.
8. Fine Period. As a general rule, fines for a discrete incident will be imposed on a per occurrence basis. Fines will be imposed on a daily or weekly basis if the Violation is of a continuous or ongoing nature.
9. Exceptions. The Board may depart from the foregoing guidelines and impose a fine at a greater rate, provided that the owner is notified in advance of the amount of the fine and given a reasonable opportunity to avoid it.

B. Enforcement Procedure

The following outlines the general enforcement procedure for Violations. Strict compliance is not necessary, as long as the Owner is given fair notice and all statutory conditions for enforcement have been met.

1. Courtesy Notice. The Association may, but need not, mail a courtesy notice letter to the Owner involved that identifies the alleged Violation, requests that it be corrected within a specified time, and advises of the remedies the Association can impose if non-compliance continues. This step shall not apply for repeat/recurrent Violations for which a notice was sent within the preceding 6 months, or for violations that are incurable or threaten public health or safety.
2. Formal Notice. The Association shall give the Owner written notice by verified mail or certified mail, return receipt requested, to Owner's last known address as shown in the Association's records, that:
 - a. describes the Violation and states the remedy to be imposed, including amount and beginning date of the fine;
 - b. allows the Owner a reasonable time, by a specified date (which date may be shorter than the cure period allowed in the letter sent pursuant to step 1), to cure the Violation and avoid imposition of the fine or remedy; provided, this provision shall not apply if (i) the Owner was given certified mail notice and a reasonable opportunity to cure a similar Violation within the preceding 6 months, or (ii) the violation is incurable or poses a threat to public health or safety;
 - c. states that not later than the 30th day after the date of the notice of Violation, the Owner may request a hearing before the Board to contest the matter;
 - d. advises that the request for hearing must be in writing and delivered to the Association;
 - e. states that attorney's fees and costs will be charged if the Violation continues after the conclusion of the hearing or, if no hearing is requested, after the deadline for requesting a hearing;
 - f. includes a provision notifying owner of special rights/relief available to persons on active military duty, such as the following:

If you or your spouse is serving on active military duty, you may have special rights or relief related to this enforcement action under federal law, including the Servicemembers Civil Relief Act (50 U.S.C. app Section 501 *et seq.*)

3. Notice of Hearing. Upon receipt of a request for a hearing, the Board shall promptly schedule the hearing and give the owner at least ten days' advance written notice (including transmission via email) of the date, time, and place of the hearing. At least ten days before the hearing, the Association must provide to the owner all documents, photographs, and communications the Association intends to introduce at the hearing. If the Association fails to provide this information at least ten days before the hearing, the owner is entitled to an automatic 15-day postponement.
4. Hearing. The Association's designated representative shall first present the Association's case. The owner or designated representative shall then present the owner's position, provided that the information presented by both sides shall be confined to issues relevant to the dispute or appeal. The Board may set a reasonable time limit for the hearing.
5. Notice of Action. The Association shall notify the owner of the fine, assessment, or other remedy imposed within 30 days of its imposition. This notice need not be sent by verified or certified mail.
6. Payment. Payment of the fine shall not substitute for, or be in lieu of, correcting the Violation.
7. Exemptions. The foregoing procedures do not apply to a lawsuit seeking a temporary restraining order or temporary injunctive relief, or to the collection of regularly scheduled assessments and late fees.

C. Fine Schedule. Unless a different fine is set by the Board in the Formal Notice, fines are:

1 st	2 nd	3 rd
Offense	Offense	Offense

Unauthorized/unapproved construction

Unauthorized/unapproved changes to existing improvements

Violation of safety rules and restrictions (*such as glass in pool area, fireworks, etc.*)

Violation of usage rules and restrictions (*such as vehicle parking, signage, trash, noise, nuisance, etc.*)