

Circle C Homeowners Association

www.circlecranch.info

Welcome to Circle C Ranch!

Enclosed you will find some basic information about the Circle C Homeowners Association, our amenities, your service providers and some basic guidelines concerning the neighborhood. You should have received a copy of the Deed Restrictions and the amendments that are specific to the section you have purchased a home in at closing, but you can find these documents under the Resources tab on our website.

Included in this packet:

- CCHOA General Information
- Helpful Phone Numbers
- Architectural Control Committee Procedures
- Deed Restriction Policy
- CCHOA Swim Center
- Amenity Sheets on golf, tennis, parks and the child development center
- Frequently Asked Questions
- Homeowners Information Form which we need you to fill out and mail to:
Circle C Homeowners Association
7817 La Crosse Avenue
Austin, Texas 78739
or fax to 512- 288-6488 (fax)

For additional information on any of our amenities, hours of operation, calendar of events, rules and regulations, etc. please visit the CCHOA website at www.circlecranch.info or call us at the CCHOA office at 512-288.8663. You will have to register for the website using the name of record on the deed of your home. The website will give you access to forms, our governing documents, the online newsletter, etc., and you will be able to sign up for Circle C email.

We're glad you're here!

Circle C Homeowners Association



CIRCLE C HOMEOWNERS ASSOCIATION

Circle C Homeowners Association

www.circlecranch.info

General Information

The Circle C Homeowners Association is a non-profit corporation which promotes the health, safety and welfare of the Circle C homeowners. When you purchase a home in Circle C Ranch, you become a member and are subject to the provisions of the Circle C deed restrictions and protective covenants. The Homeowners Association holds one annual meeting per year and may call special meetings from time to time. It is governed by a Board of Directors, who are responsible for day to day management of the Association, budget planning and fund distribution.

Each homeowner is required to pay a Circle C Homeowners Association assessment. The assessment is based on the previous year's property value and assessed at a rate of \$0.25 per \$100 valuation. **In 2017, the maximum cap is \$612.00 per year.** For new homes, homeowner's fees will be based on the previous year's undeveloped lot value resulting in a fairly low first year assessment. In subsequent years, property will be appraised annually by the Travis County Appraisal District and include the value of both the lot and the home. The CCHOA contracts with Giles & Shea for financial management services and all questions regarding your assessment, re-sale certificate and resale fees should be directed to 512-451-9901.

The current Board of Directors of the Homeowners Association is Kim Ackermann, Natalie Placer McClure, Russ Hodes, James Moseley, Jason Bram, Steve Urban and Dan Vavasour. The Board of Directors meets monthly on the last Tuesday of each month at 6:30 pm at the Circle C Community Center. There is a Homeowners Forum at the start of each board meeting that residents may sign up for; a total of five (3) minute slots to address the board on any HOA related topic. The agenda, minutes and governing documents may be found on the HOA website at www.circlecranch.info. Otherwise you may email the board at directors@circlecranch.info

The HOA Management office is located at 7817 La Crosse Avenue. The HOA is managed by Karen Hibpshman, CCHOA Manager, Gale Foster, CCHOA Assistant Manager, and Sarah Humphrey, Community Center Coordinator. Office walk-in hours are Monday through Friday, 9am to 5pm. You may call the office at **512-288-8663** or email the office at info@circlecranch.info



CIRCLE C HOMEOWNERS ASSOCIATION

Circle C Homeowners Association

www.circlecranch.info

Amenities

Circle C HOA Office
512-288-8663
www.circlecranch.info

Circle C Swim Center
512-288-6057 Office
512-288-4239 Aquatics Director

Community Center Pool Office
512-301-8259

Avana Swim Center
512-292-1518

Circle C Café
512-288-6058

Grey Rock Golf Club
512-288-2497

Circle C Tennis Club
512-301-8685

Circle C Child Development Center
512-288-9792

Ladybird Johnson Wildflower Center
512-292-4100

Circle C Ranch Metropolitan Park
512-974-6700 Austin Parks & Rec

Circle C Veloway
512-974-6700 Austin Parks & Rec

Utilities

Electric	Pedernales Elec.	512-219-2602
	City of Austin.	512-494-9400
Gas	Texas State Gas	800-700-2443
Water	City of Austin	512-972-1000
Water	Mid-Tex Utilities	866-654-7992
Solid Waste	City of Austin	512-974-1945
Post Office	Oak Hill Station	800-275-8777

Schools

AISD Office 512-414-1700

Elementary Schools

Kiker Elementary	512-414-2584
Clayton Elementary	512-841-9200
Cowan Elementary	512-841-2700
Mills Elementary	512-841-2400

Middle Schools

Gorzycki Middle School	512-841-8600
Bailey Middle School	512-414-4990

High School

Bowie High School	512-414-5247
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Gated Communities

Park West HOA	512-502-7541
Enclave HOA (Streetman)	512-441-1041
Fairway & Golf Estates (KB)	512-834-3900
Enclave HOA (KB)	512-834-3900
Muirfield HOA	866-473-2573
Avana Estates	866-473-2573

Fees & Taxes

Property Taxes (2016)

Travis County	0.416900
Travis Co. Healthcare Dist.	0.117781
City of Austin	0.458900
Austin ISD	1.202000
Austin Comm. College	<u>0.100500</u>
	2.296081

CCHOA 2017 Fees

Homeowner Dues \$612/ yr capped
CCHOA Accounting Office 512-451-9901

**All CCHOA dues must be mailed to:
PO Box 163541 Austin, Texas 78716 or you
can pay on-line at www.circlecranch.info**



Circle C Homeowners Association

www.circlecranch.info

Circle C Sub-Associations **Gated Communities**

There are five gated communities within Circle C that belong to the master CCHOA. They also pay dues to their gated association that covers the cost of all maintenance, repairs and additions within the gates of that community.

All gated communities must adhere to the Declaration of Covenants, Conditions and Restrictions for Circle C Ranch in addition to their gated HOA rules. All architectural control submissions must be reviewed by the CCHOA ACC.

Below is a list of contact information for the gated communities within Circle C Ranch:

Park West HOA
Goodwin Management
Marilyn Childress
marilyn.childress@goodwintx.com
512-502-7515

Enclave HOA (off LaCrosse)
Plateau Property Management
Rosalyn Peterson
rp@plateaupropertymanagement.com
512-441-1041

Muirfield HOA
Real Manage
Tom Ramirez-Boulden
muicircl@realmanage.com
866-473-2573

Fairway Estates HOA (off Spruce Canyon)
Spectrum Association Management
Shannon Federoff
contact@spectrumam.com
512-834-3900

Enclave HOA (off Spruce Canyon)
Spectrum Association Management
Shannon Federoff
contact@spectrumam.com
512-834-3900

Avana Estates (off Bernia)
Real Manage
Mary Arnold
avaestat@ciramail.com
866-473-2573



CIRCLE C HOMEOWNERS ASSOCIATION

Circle C Aquatics

Circle C Aquatics offers a variety of activities and year round programming for the whole family! There are currently three Aquatic Facilities that are available to Circle C residents. Information about our programs, including swim lessons, year round swim team, and events for families, teens, and adults can be found on our website www.ccswim.net. There you will also find current hours of operation and pool rules and policies.

Circle C Swim Center 5919 La Crosse Avenue 512-288-6057

The Swim Center features an olympic size pool that is heated and open year round. The pool is available for recreational and lap swimming, lap swimming availability can be viewed on our website. The facility also features a toddler/wade pool with beach entry and a toddler sized slide. The facility boasts a terraced landscape with poolside lounging and picnic tables. Also onsite are basketball and sand volleyball courts and a locally owned and operated cafe.

Circle C Community Center 7817 La Crosse Avenue 512-301-8259

The Community Center features a resort style leisure pool and water slide that is open seasonally. Along with a zero-depth “beach” entry, this facility has a large splash pad and various water features for younger residents to enjoy.

Avaña Swim Center 6610 Trissino Drive 512-292-1518

The Avaña Swim Center is also a seasonal pool with a zero-depth “beach” entry, free standing splash area and two 25 yard lap lanes.

Aquatics Facility Access

All residents must possess and show their Aquatics ID Card to enter each of the Aquatic Facilities. New residents must submit a Resident ID Form to Circle C Aquatics in order to obtain an Aquatic ID Card. This form can be found at our website www.circlecranch.info under the Aquatics tab. If you are renting your home in Circle C, there is a portion of the Resident ID Form that the homeowner, landlord or leasing agency will need to complete. Resident households are allowed a maximum of 4 non-resident guests per day. Guests are subject to guest fees and must be accompanied by their resident host at all times while at the pool. Information about our guest policies can be found on our website. Residents must be current on their association assessments to make use of the Aquatic Facilities.

Visit the Aquatics tab on our website at www.circlecranch.info or contact us at customerservice@ccswim.net.

Circle C Community Center

7817 La Crosse Avenue
512-288-8663

The Circle C Community Center, located at the corner of Spruce Canyon Drive and La Crosse Avenue, was a long awaited and greatly anticipated amenity in Circle C Ranch. The site for the building had been in place for years, but like most projects, there were many details to work out before construction could begin. The Association worked on design, permits and bidding for two years to ensure the building would be a premiere feature in Circle C. The Board of Directors appointed the West Pool Committee, which included the Community Center Building, consisting of resident volunteers who worked tirelessly to oversee the project details. Construction began in May of 2011 and the 7,150 square foot building opened its doors in March of 2012.

The Circle C Community Center (CCCC) overlooks and shares parking with the Community Center Pool. The Community Center and the pool operate independently and are run separately. The Community Center houses the Circle C Homeowners Association offices and a combined rental space of over 2,000 square feet. The main 3 club rooms are separated by collapsible partition walls that allow reservations to include one, two, or all three of the club rooms. Also available for rent is the conference room; a quiet and private room that can seat 10 and is well equipped for all your presentation needs. Like the aquatic facilities, residents must be current with their association assessments to be eligible to use the Community Center.

The Community Center not only provides residents a venue to host their special events but a place to come together as neighbors. The CCHOA organizes many fun events throughout the year and the Community Center has become a popular place for our Food Trailer Nights, Holiday Parties, and other spontaneous events with the efforts of local businesses and Circle C's partnership with Hello Nabr.

More information, including a slideshow and FAQs, about the Community Center can be found on our website at www.circlecranch.info under the amenities tab or contact us via email at info@circlecranch.info.



Parks & Recreation
www.ci.austin.tx.us/parks/

Circle C Ranch is designed to provide a number of recreational activities for all ages and levels of skills and fun for its residents. Some of the primary recreational programs include:

Circle C Parkland

Circle C includes over 460 acres of dedicated parkland. The entrance to the developed portion of the Circle C Metropolitan Park is located on the south side of Slaughter between Escarpment and Barstow. The park includes a basketball court, children's and toddler's playscapes, sand volleyball courts, disc golf and extensive hike and bike trails. Park facilities also include a peewee baseball field, picnicking areas and soccer fields. Extensive hike and bike trails link the park areas to Circle C neighborhoods, and pocket parks for walking and picnicking are located throughout Circle C Ranch. Austin Parks and Recreation Department can be reached at 974-6700.

Soccer Fields

The park contains six regulation soccer fields and one junior size field available for tournament play. The soccer fields, developed by Circle C Ranch, feature a unique underground watering system both conserving water and providing safer playing surfaces. The fields are located close to picnicking and playscape areas in the park, located just south of Slaughter Lane.

The South Austin Youth Soccer Association (SAYSA) operates and schedules the fields for weekend and tournament play. The SAYSA provides an active youth oriented soccer program for children from the ages of 5 through high school. Approximately 1200 children participate in the SAYSA program currently offered in both the fall and spring. For more information on South Austin Youth Soccer Association, please contact the SAYSA Hotline at 899-1049.

The Veloway

Located east of MoPac off La Crosse and across from the Lady Bird Johnson Wildflower Center, the Veloway is a unique paved winding roadway designed exclusively for rollerblading and bicycling. The 3 mile, twenty-three foot wide surface winds through beautiful hill country terrain enhanced with native trees and wildflowers. The Veloway is open dawn to dusk and is maintained by the City of Austin PARD (974-6700).

The CCHOA owns and operates four separate park areas with playscapes. The locations are:

- Wildflower Park located off La Crosse, east side of MoPac in the Wildflower Park neighborhood.
- Vintage Place Park located off of Carrington Drive, north side of Slaughter Lane in the Vintage Place neighborhood.
- Park Place Park located off of York Bridge Circle, west side of Beckett Lane in the Park Place neighborhood
- Swim Center Plaza Park located at the corner of La Crosse Avenue and Escarpment Blvd.
- Avana Park located next to the Avana pool on Trissino Drive.

These parks are for the enjoyment of Circle C residents and their guest and are open from sun-up to sun-down. If you have a concern or question about one of the parks, please contact the HOA at 512-288-8663.

Circle C Child Development Center



Child Development Center

(512) 288-9792

Designed as an integral part of the Circle C Ranch community master plan, the Child Development Center serves the essential needs of today's families.

In late 1992, the Circle C Child Development Center was established as a non-profit organization with the State of Texas, governed by a volunteer Board of Directors.

In order to finance this high quality childcare for Circle C's youngest residents, a unique system of funding for the facility was established with the initial residential development of Circle C Ranch. Every homebuilder contracted to donate \$1000 upon the closing of each new home. This was put into a Child Development Center escrow fund. The fund provided the moneys to build the facility, enabling the majority of tuition to directly support the operations and programs of the center.

The center serves over 500 children in a combination of full-time, part-time and after school care. The center has been accredited by the National Association for the Education of Young Children. The Child Development Center maintains a partnership for children with special needs along with AISD. They also offer quality afterschool programming at each of our Elementary Schools in Circle C.

As a non-profit organization, the Child Development Center is open to everyone and accepts all children. Circle C residents, however, have priority for entry into the center.

You can contact the Circle C Child Development Center at (512) 288-9792 or visit their website at www.circleccdc.org for more information and further explanation of all the different programs they offer. Your child must be placed on a registration waiting list for admission.

Frequently Asked Questions

What are the rules on trash containers and recycle cart storage?

Trash containers and recycle carts are permitted to be at the curb only on your scheduled collection day from 6:30 am until 10pm. This is a requirement of the City of Austin. Trash containers and recycle carts are to be stored where not visible from the street at all other times.

Are basketball goals allowed in Circle C?

Permanently installed goals are not permitted in Circle C. The deed restrictions state that basketball goals are to be stored out of the view of neighbors when not in use. City of Austin code states that only motorized vehicles are allowed to be parked on public streets and all sidewalks must remain clear and open for pedestrians.

Are cars allowed to be parked on the street?

The CCHOA does not have jurisdiction over the streets in Circle C; they are the responsibility of the City of Austin. Obviously inoperable vehicles may not be parked or left on public streets for more than 72 hours. Please call 974-8119 to report an abandoned or non-operating vehicle. Expired tags (inspection or license) do not make a vehicle inoperable and vehicles with expired tags are allowed to remain parked if that is the only issue. Please call 311 to report illegally parked vehicles. Illegally parked cars are handled by the Austin Police Dept. *The exception would be the gated communities which have private streets. These homeowners should contact their sub-association for street parking compliance issues.*

Are boats, trailers and recreational vehicles allowed in Circle C?

The Deed Restrictions require that any vehicle or trailer other than a conventional automobile be stored, placed or parked in an area concealed from view of other Homeowners. Our restrictions only apply to boats, trailers, and RVs on private property. The CCHOA has no authority over what might be parked on the public street. A boat or trailer in the street, not attached to a vehicle to pull it, should be reported to COA Abandoned Vehicles, 974-8119.

How do I report a street light outage?

Every light pole has an assigned number mounted on the pole. Jot down that number and call the City of Austin **311** non-emergency number to make the report or use the 411 app.

When should tree stakes/support wires be removed?

Generally, a tree shouldn't need support for more than six months to a year. In fact, stakes left too long can hinder development – trees need to sway in order to grow strong trunks and root systems. In addition, the stakes and wires are unsightly and unnecessary clutter/debris.

What should I do about barking dogs and stray animals?

Stray Animals may be picked up by animal control by calling 311. The City of Austin states it is unlawful for dogs to make frequent noise disturbing to persons in the neighborhood and violations should be reported to the City. You may also call the CCHOA office at 288-8663 with specific date and time for excessive barking. The staff will send a cooperative letter to the homeowner. Call 311 for information on how to have a dog registered with the City as dangerous or vicious.

What are the rules on maintenance?

Homes are to be kept in a well-maintained, safe, clean and attractive condition at all times. Lawns and garden areas should be kept alive, free of weeds and attractive. Lawn mowing is required on a regular basis. Litter, trash, dead vegetation and debris should be promptly removed, including keeping one-half of street adjacent to property clean. It is against City of Austin Code to blow or leave lawn clippings and leaves in the street. Trees and shrubs are to be pruned. Public right of way and sidewalks should be clear and unobstructed. All shrubbery should be trimmed away from street signs and from corner traffic sight line obstructions. Trees are to be pruned to a height of 14' over the right of way.

What are the rules in Circle C on walking with your dog off leash and what about picking up after your dog?

Both of these issues fall under the jurisdiction of the City of Austin. It is against COA ordinance to have a dog off leash except on your private property. It is also a requirement by the City that dog owners pick up and properly

dispose of their dog's feces. In this regard, we recommend dog walkers carry a plastic grocery bag or newspaper sleeve. Slide it on like a glove, pick up the offensive matter, pull the bag back over your hand, knot it and throw it in your trashcan when you return home. Please keep our landscaped commons areas beautiful and clean for the enjoyment of all.

Do I have to submit plans for improvements and/or additions to my home?

All improvements such as changes in paint or roofing color, decks, patio covers, pools, change in fencing, extensive landscaping, front patios, or any other permanent structure must be submitted to the Architectural Control Committee. You may download an application form as well as a fee schedule on our website at www.circlecranch.info under the "ACC" quick link section.

What do I need to visit the Swim Centers?

All residents must present their swim center ID card to enter the facilities. Residents will need to submit a Resident ID Form in order to receive their ID card. This form can be found on our website at www.circlecranch.info under the aquatics tab, or you can pick up a copy from any of the pool facilities when they are open. You can reach the aquatics staff at 512-288-6057 or via email at customerservice@ccswim.net. Residents are welcome to bring no more than 4 guests per household. Guests must submit a Non-Resident ID Form upon entry and are subject to guest fees.

Are door to door solicitors and door flyers allowed in Circle C?

Both of these issues are governed by the City of Austin. By City ordinance, solicitors must abide by "No Soliciting" signs on private property. Some neighbors have had success in placing a small "No Soliciting" sign near the doorbell and/or a small staked sign near the front porch. The City of Austin allows solicitation between the hours of 9 am and 9 pm.

What do new Texas residents need to know?

According to the Texas Department of Public Safety (www.txdps.state.tx.us) a new Texas resident is required by state law to obtain a Texas driver's license, get a Texas vehicle inspection and a vehicle title/registration within 30 days of moving to Texas to legally operate a vehicle.

How does a resident register or change his/her voter registration?

In order to register or make changes to your voter registration in Travis County, here is the link - <https://tax-office.traviscountytexas.gov/voters/voter-registration>

Mailboxes?

Circle C has 34+ mail kiosks spread throughout the neighborhood with more being added as the neighborhood expands. These boxes are owned by the United States Postal service. Homeowners are issued keys the the USPS at their branch at 6104 Old Fredricksberg Road in Oak Hill. Maintenance of the boxes is the responsibility of the US Postal Service and issues should be reported to 512-892-4871.

Circle C Homeowners Association **Deed Restriction Policy**

Thank you for reporting a possible deed restriction violation to the Circle C Homeowners Association. In order to assure that each situation is addressed, the following policy has been adopted by the Board of Directors for deed restriction enforcement.

Deed restriction violation notification and other actions of the Circle C Homeowners Association are governed by laws of the State of Texas. All actions of the Association must be in compliance with these laws. Once a violation is reported and the Association begins any of the above actions, all correspondence and other communications regarding the actions of the Association are confidential.

1. When a concern is registered with the Circle C Homeowners Association or via email at info@circlecranch.info regarding a possible deed restriction violation, the staff records all relevant facts, including address and nature of the alleged violation.
2. The staff will verify the concern by an onsite visit to the property in question generally within one to two business days.
3. The staff will determine three possible outcomes:
 - a. no deed restriction violation can be verified
 - b. a violation is present, homeowner will receive a cooperative letter
 - c. a violation is present, homeowner will receive a deed restriction violation letter.
4. **Cooperative Letters:** A cooperative letter is sent to homeowners who have minor violations that need to be cleared in a cooperative manner. The cooperative letter serves primarily as a reminder to the homeowner. It is issued from the Circle C Homeowners Association through regular mail, and is put on the list to be checked in 10 days to 2 weeks for compliance.
5. **Deed Restriction Violations:** A deed restriction violation is issued in certain circumstances when a cooperative letter is not effective in resolving a violation, such as a non-passenger vehicle being stored in view of other owners or dead vegetation or grass. A formal deed restriction is issued based on verification of the violation. The deed restriction letter states the violation according to the restrictions of the Association, gives a timeline for resolution, is recorded on the permanent file of the homeowner, and is sent to the homeowner through both regular and certified mail. Thirty five (35) days after receipt of the letter, a check for compliance is conducted by the Association. The homeowner can request a hearing before the board members within this 35 day time period.
6. If the deed restriction violation is not rectified by the above actions, the Manager of the Association conducts a review of the status of the violation. The homeowner is then again notified that unless compliance is achieved by a certain time, that further action may be taken by the Association. If compliance is not achieved within a reasonable time frame, the violation is discussed with the Board of Directors of the Association, and a final decision as to the disposition of the violation is made. This may include referring the violation to the attorney for the Association for further action.

If you are concerned about a specific complaint, you are welcome to contact the Circle C Homeowners Association at 512-288-8663 to check the status. Violations that are not easily rectified often take months to resolve utilizing the processes that are available to the Association which comply with State law. The CCHOA will be able to tell you what stage any given restriction is at in the process, however, they may not be able to tell you how long until resolution, or what the next actions may be.

ARCHITECTURAL REVIEW PROCEDURES
Circle C Homeowners Association, Inc.

According to the Declaration of Covenants, Conditions and Restrictions of the Circle C Homeowners Association, improvements to all single family homes and lots must be approved by the Architectural Control Committee prior to construction. The Architectural Control Committee is appointed by the CCHOA Board of Directors. The Architectural Control Committee is comprised of AE Martin, Trent Rush and Laura Sherman.

What projects need to be submitted to the ACC?

All improvements, including, but not limited to, storage sheds, home additions, fencing changes, color changes to the exterior paint, play equipment, decks, arbors, gazebos, fence relocation, swimming pools, hot tubs, satellite dishes, playhouses, tree houses, walls, hardscape landscape improvements, substantial alterations to front yard landscape, and exterior alterations.

Landscape improvements such as trees, flowers, shrubs, and general landscaping do not need to be approved. Fountains and pools must be approved.

What is the timeline for review?

The Architectural Control Committee has 30 days to review any plans submitted to the committee.

Are any other permits required?

The City of Austin may require a building permit and inspection. Your contractor will know this information or you can reference the City of Austin website at www.ci.austin.tx.us.

How do I access my backyard for construction?

Unless there is written permission from another landowner and the Architectural Control Committee, you **must** construction access for your project must be from your own lot. No access from landscaped commons areas, greenbelt or drainage areas, or any areas not owned by you is allowed without written permission from the land owner and the ACC.

Does the CCHOA charge a review fee?

Yes, the CCHOA charges a review fee according to the following schedule:

Landscape plan revisions	\$30.00
Small projects (Play equipment, sheds, decks, arbors, patio covers, hot tubs)	\$30.00
Pools	\$75.00
Home additions	\$100.00

For other projects not listed here, there is no fee involved in the ACC review.

How do I submit a plan for review?

1. Please read the guidelines for your specific project to ensure that your project is in compliance and that you have all of the required materials for submission.
2. Determine if an ACC review fee is required. Checks should be made payable to the CCHOA. If you submit your project electronically, please drop off your check or mail it to the Circle C Community Center. No projects will be reviewed until the CCHOA has received your review fee.
3. Submit your review electronically by going to www.circlecranch.info to download the printable review form, be sure to include the additional form if you are submitting for a pool. Attach a detailed drawing, blueprint or picture of the proposed alteration to the review committee.

You may submit your project via the website, fax (512-288-6488), email to acc@circlcranch.info or by dropping the forms off at the Circle C Community Center located at 7817 La Crosse Ave, Austin Texas 78739. If after hours, please use the drop-box located on the building to the left of the Community Center's main entrance doors.

ARCHITECTURAL CONTROL COMMITTEE PROJECT REVIEW FORM
Circle C Homeowners Association, Inc.

Thank you for submitting your plans to the Architectural Review Committee (ACC). According to the Declaration of Covenants, Conditions and Restrictions, the ACC has **30 days** to complete the review. You will receive an email stating that your project has been received and entered into our system. We will email your approval form as soon as the review is completed within the 30 day time frame. If the ACC has any questions regarding your project, we will contact you via email.

Please submit this form with your review materials. Swimming Pools require a different form. All correspondence will be with the homeowner.

Homeowner Name: _____

Homeowner Address: _____

Homeowner E-mail (*required*): _____

Proposed Project: _____

Review Fee Amount Enclosed*: _____

**Fees are required at time of submission. Checks should be made payable to the Circle C Homeowners Association. Materials may be dropped off at the drop box outside the CCHOA office at 7817 La Crosse, or mailed to CCHOA, 7817 La Crosse, Austin, Texas 78739.*

IMPORTANT: ACCESS FOR ALL PROJECTS MUST BE FROM THE OWNER'S PROPERTY ONLY UNLESS WRITTEN PERMISSION HAS BEEN OBTAINED AND APPROVED BY THE ACC. NO ACCESS OVER GREENBELTS OR COMMON AREAS STREET LANDSCAPING.

Materials needed for submission:

Landscape Plan Revision: please see the guidelines for water-wise landscaping AND front yard maintenance. Substantial improvements/renovations that deviate from the original landscape plan (such as installing hardscape or native plants) do require a fee and an ACC review. **Fee: \$30.00**

Sheds: please see the design guidelines for storage sheds. **Fee: \$30.00**

Decks, Arbors, Patio Covers & Hot Tubs: please see the design guidelines for decks, arbors, patio covers & hot tubs. **Fee: \$30.00**

Pools: please see the design guidelines for backyard swimming pools. **PLEASE USE THE SWIMMING POOL REVIEW FORM FOR SUBMISSION OF YOUR MATERIALS.** **Fee: \$75.00**

Remodeling/Additions: There are square footage limitations for each area in Circle C. Please make sure that your project is feasible by sending an inquiry to acc@circlecranch.info. A full set of construction drawings will be required. Materials must match existing exterior materials. Please see the design guidelines for home additions. **Fee: \$100.00. This applies to pool cabanas, additions to homes, any separate buildings, substantial remodeling of any elevation.**

Fence Replacement: please see the guidelines for fence replacements. **No Fee required.**

Playscapes: please see the guidelines for backyard play equipment. **No Fee required.**

Satellite Dishes: please see the guidelines for satellite dish installation. **No Fee required.**

Rainwater Harvesting, Solar Energy Systems: please see the rules guide that relates to certain installations including rain harvesting equipment, solar energy devices, roofing materials, religious items, political signs, flagpoles, and flags. **No Fee Required.**

Exterior Painting & Roof Replacements: please see the guidelines for exterior painting & roof replacements. **No Fee Required.**

Please submit any questions to acc@circlecranch.info

GUIDELINES FOR FRONT YARD MAINTENANCE
Circle C Homeowners Association, Inc.

Per the Circle C HOA Conditions, Covenants and Restrictions, Article VI, MAINTENANCE, Section 1, a-k, all owners are responsible for the following:*

- Removing all litter, trash, dead vegetation, refuse and waste
- Lawn mowing so lawn is no higher than 6”
- Tree and shrub pruning
- Watering landscaped areas
- Keeping exterior lighting in working order
- Keeping lawn and garden areas alive, free of weeds, and attractive
- Keeping driveways in good repair
- Repairing exterior damages to all improvements (home, garage, outside storage, etc.)
- Keeping right of way areas on the front and side streets of individual lots maintained

*For full text, refer to the Covenants, Conditions and Restrictions of the Circle C Ranch Subdivision, Article VI, MAINTENANCE.

“Design Guidelines” shall mean and refer to standards, restrictions or specifications for Circle C Ranch that are published from time to time by the Architectural Control Committee. These guidelines shall establish standards for the construction, placement, location, alteration, **maintenance** or design of any improvements to the Property.

The following guidelines are set to assist the Circle C Homeowners Association and its members in maintaining their front yard property in an attractive manner, as required by the CCRs. The guidelines are legally non-binding; they are used to provide assistance to members of the CCHOA and enforcers of the CCRs suggestions and direction for front yard maintenance items.

ARTICLE VI. MAINTENANCE. Owners and occupants (including lessees) of any Lot shall jointly and severally have the duty and responsibility, at their sole cost and expense, to keep the Lot so owned or occupied, including buildings, improvements, grounds or drainage easements or rights of way incident thereto, and vacant land in a well-maintained, safe, clean and attractive condition at all times. Required maintenance includes, but is not limited to the following:

a.) Removing all litter, trash, dead vegetation, refuse and waste

Design Guidelines for litter, trash, dead vegetation, refuse and waste:

1. Obvious trash, garbage and debris, unused construction materials, brush, yard trimmings, discarded items, items that are broken or beyond repair
2. Pots that are empty, cracked, contain dead plants

b.) Lawn mowing on a regular basis (Maximum grass height for developed properties—6”)

There are no Design Guidelines for lawn mowing

c.) Tree and Shrub pruning

Design Guidelines for Tree and Shrub pruning:

1. Shrubs against foundations shall be pruned to allow visibility of the first floor windows; the ideal is visibility of at least 2/3 of the front window surface.
2. Dead wood and branches in shrubs and trees should be removed.
3. Tree canopies should be lifted to a height that pedestrians can walk underneath. Tree branches located in the right of way of the lot shall adhere to City of Austin regulations.

d.) Watering landscaped areas

Design Guidelines for Watering Landscaped Areas:

1. All residents must follow the City of Austin Water Conservation Ordinance which specifies watering days and hours.
2. As long as the City of Austin allows outdoor watering as part of the Water Conservation Ordinance, owners are expected to supply water to their front yard landscape vegetation, and keep their landscapes in alive.
3. Owners wishing to convert their front yard landscapes to a Water Wise Front Yard Landscape Plan shall access the Design Guidelines for Front Yard Water Wise Landscapes and submit a plan to the Architectural Control Committee for approval prior to construction of their landscape project.

e.) Keeping exterior lighting facilities in working order

There are no Design Guidelines for keeping exterior lighting facilities in working order

f.) Keeping lawn and garden areas alive, free of weeds, and attractive

Design Guidelines for Keeping Lawn and Garden Areas Alive, Free of Weeds, and Attractive:

1. Each Circle C home had an original landscape plan that was approved by the Architectural Control Committee through the builder at the time of home construction. Substantial variations from the plan require a new approval from the Architectural Control Committee.
2. Areas that are required to be landscaped are front yards, side yards, and adjacent to building foundations. Yards that are missing turf, foundation shrubs, and required trees should replace such in order to be in compliance. Permanent turf is required.
3. Potted plants may not be used as foundation screening or utility box screening.
4. Foundations shrubs and utility box screening shrubs are required to be evergreen shrubs, planted no further than 36" on center and able to create a solid screen within one growing season.
5. Bare spots in turf should be replaced. Owners wishing to convert to a Water Wise Landscape for their front yard should access the Design Guidelines for Front Yard Water Wise Landscapes and submit a plan to the Architectural Control Committee for approval prior to construction.
6. Keeping front yards attractive is often a subjective standard. In order to comply with neighborhood standards front yards should appear neat, uncluttered and maintained. Owners are encouraged to move statuary, unused or excessive pots, and personal items to the back yard.
7. Owners with excessive numbers of pots, objects, and yard art that visually obstruct the permanent landscape and/or attempt to substitute for permanent landscaping shall be subject to plan submission and review by the Architectural Control Committee.
8. Front yard patios require a written approval from the Architectural Control Committee.

9. Signage should follow signage requirements of the CCRs; no signage should be nailed or otherwise attached to trees.

g.) Keeping driveways in good repair

The Design Guidelines for Driveways:

1. Driveways should be cleaned to remove mold, mildew, and excessive stains.
2. Driveway joints should be properly maintained with wood strips that are not cracked, split or removed.

h.) Complying with all government health and police requirements

There are no Design Guidelines for government health and police requirements

i.) Repair of exterior damages to improvements

The Design Guidelines for repair of exterior damages to improvements:

1. Exteriors of all structures should be clean and free of mold and mildew.
2. Wood, and siding surfaces should be cleaned and painted to replace chipping, peeling and faded paint. A change of paint colors requires approval from the Architectural Control Committee.
3. Fence pickets should be in good condition, not warped, cracked or missing. If you are replacing your side and rear fence with the same fence, ACC approval is not required. If you back to a common area and your fence abuts a major boulevard, please check the fence guidelines and submit your proposed fence for review. Changes in type or height of fence require written approval from the Architectural Control Committee.
4. Window screens must be in good condition and not warped, buckled, torn, or deteriorated. Replacement screens of a different color must be reviewed by the Architectural Control Committee.

Please send an email with any questions to acc@circlecranch.info

DESIGN GUIDELINES FOR WATER WISE LANDSCAPES

Circle C Homeowners Association, Inc.

In an effort to assist homeowners who want to change their landscape to a more drought tolerant Central Texas landscape, the Architectural Control Committee is setting the following design guidelines for front yards. The goal is to provide attractive and well maintained landscaping for Circle C front yards that enhance curb appeal while emphasizing water conservation.

Design Guidelines for a Water Wise Landscape

Water Wise Landscapes provide an attractive alternative for those who are interested in water conservation. They retain green elements, are full of color and texture and provide an interesting area for humans and wildlife while contributing to water conservation.

1. Irrigation. The most effective irrigation systems will include drip irrigation in appropriate places. Many Circle C homes have automatic sprinkler systems. Portions of these systems can be converted to drip irrigation. We advise that you consult with a TCEQ licensed irrigation professional to set up the most efficient system. Additionally, your sprinkler system should be checked on a regular basis for missing heads, leaks, excessive runoff, or malfunctioning valves. All sprinkler systems should have a rain sensor and all homeowners are required to follow the City of Austin Watering Restrictions.

2. Plants and Trees. All plants and trees must be on the City of Austin Grow Green List. This is a comprehensive list and it can be found at www.ci.austin.tx.us/growgreen. This list will give you complete information on mature size of plants and trees, evergreen or deciduous, full sun or shade and amount of water they need.

2a. Shade trees. According to the Circle C Conditions, Covenants and Restrictions, two shade trees are required for all front yards. If you have mature trees and wish to relocate a smaller tree, please indicate so on your plan. The best shade trees for the Circle C area are:

--Monterey Oak, Cedar Elm, Burr Oak, Chinquapin Oak, Lacey Elm, Live Oak

3. Decorative Trees. To enhance the shade in your yard and create excellent habitat for birds, understory or smaller decorative trees are encouraged. There are a number of smaller great trees for Circle C, and this is a matter of personal preference. The top decorative trees for the Circle C area are:

--Texas Mountain Laurel, Yaupon Holly, Desert Willow, Possumhaw Holly, Texas Redbud, Anacacho Orchid, Wax Myrtle, Central Texas Dogwood.

4. Planting beds. All beds must be defined and have an edge. The edge can be created with steel or plastic edging as long as the edging is installed properly below ground. Other options include beds edged with masonry, beds edged with native rock, or beds that have a "V" shaped trench to separate the bed from surrounding areas. All plants must be from the City of Austin Grow Green List.

--Bed shape should be curved and organic

--There should be a balanced amount of evergreen shrubs combined with flowering perennials

--Taller plants should be planted at the back, and shorter ones in front

- Plant in groups of odd number plants. Smaller plants should include a minimum of three plants of the same variety.
- Specimen plants may be featured as a structural focal point
- Annual plants are limited to flower pots
- All beds must be mulched 2” to 3”
- Beds under trees are allowed, clear mulch
- the first 10 to 15 feet of each lot from the sidewalk toward the home should be substantially landscaped with plants

5. Turf Areas. Turf areas are effective to prevent erosion and will enhance front yards and can be used selectively.

- No St. Augustine turf. If you have shady areas, create a nice bed, or mulch under a tree
- No more than 50% of the front yard should be planted in turf. The most important areas are next to hard surfaces such as driveways and sidewalks.
- Turf varieties. It is critical to get a turf variety that can survive hot and dry conditions. These include:
 - Pallisades zoysia—will take moderate shade. Other varieties of zoysia are acceptable.
 - Bermuda grass—needs eight hours of sun
 - Buffalo grass—check on latest varieties which work better for residential lawns
- Turf installation. Eliminate existing grass, dig down and haul it off. Install a good grade of top soil that includes composted material. Soil should be weed free. You can buy good varieties of soil at neighboring nurseries such as the Natural Gardner and Geo Growers. Install good top soil. **This is the single most important step in having a sustainable low water turf.**

6. Natural Rock/Decomposed Granite areas. These areas can assist in your native landscape design by providing a dry creek look in selected areas. **However, no front yards may be exclusively or predominately rock without plants, trees, and turf.**

- Granite and rock areas must look natural and be used selectively to enhance the overall design
- Small pea gravel should not be used; it runs off during rainfall events.
- Minimum gravel size is 2”
- Gravel and rock must be tan to brown in color
- No recycled glass is allowed in the front yard
- Granite, rock or gravel may not replace all mulch in the front yard

7. Pathways. Pathways that meander naturally between beds or around the side of the front yard are allowed.

- pathways may be flagstone, decomposed granite, decomposed granite and rock, or concrete if approved.
- pathways must be professionally constructed. If decomposed granite is used, pathways must have edging.

8. Mulch. All beds and tree wells must be mulched. Mulch should be 2” to 3” in depth, and turned and replenished regularly.

9. Side Strip. Many homeowners are unable to maintain a grass side strip between the curb and the sidewalk at the front of the lot. Here are a few things that will meet the guidelines:

- remove grass. If irrigation is present, change a few heads to bubblers or drip. Intersperse plants and surround them with flagstone, or a combination of decomposed granite and flagstone.
- use all flagstone or a combination of granite with flagstone across the strip with no irrigation or plants
- decomposed granite only will not be accepted

10. Yard Art and Pots. Yard art is limited to two small pieces located within a bed that is part of the overall design. Excessive yard art including statuary, flags, gazing balls, birdbaths, weathervanes, and other non-vegetative items are encouraged in the back yard.

- pots that are an integral part of the landscape will be allowed in a limited capacity.
- artificial grass, plants and flowers are not allowed in the front yard.

11. Maintenance. All Water Wise front yards must be maintained according to the Conditions, Covenants and Restrictions of the Circle C Homeowners Association. Yards must be regularly mowed and edged, beds must be free of weeds, mulch must be replenished and all yards need to look neat and tidy. Dead plant materials should be promptly removed, and shrubs, trees and perennials need to be pruned according to what is appropriate for the plant.

12. Resources. Here are websites that will assist you in coming up with a great front yard design. If you don't want to do it yourself, you can also hire a landscape architect or a landscape designer to work with you on developing a plan.

City of Austin Grow Green Program. www.ci.austin.tx.us/growgreen

Texas A&M Horticulture and Extension Program www.aggie-horticulture.tamu.edu/

Texas Forest Service (Tree Planting Guide) <http://texastreeplanting.tamu.edu/>

Submittal Requirements:

1. ACC Submittal Form
2. Plan/drawing showing all front yard sidewalks, driveways and house location with landscape plan included. Landscape plan to show all turf areas, bed areas, rock/granite areas, trees, pathways, hardscape, fences, and sculptural elements or additions to the landscape.
3. List of plants and number of plants keyed to the landscape plan drawing
4. List of stone, rock and granite areas of the landscape plan
5. Fee of **\$30-** check should be made payable to the Circle C Homeowners Association

Please send an email with any questions to acc@circlecranch.info

TREE SIZES & DIVERSITY GUIDELINES
Circle C Homeowners Association, Inc.

In accordance with the attached opinion from Bartlett Tree Services and consultation with the Lady Bird Johnson Wildflower Center, the following guidelines will apply to new tree installations.

- Newly planted trees shall be container trees in sizes no smaller than 30 gallon and no larger than 45 gallon, with approximate calipers of 2"- 3".
- Newly planted trees shall comply with standard tree planting practices.
- In new areas, diversification of shade trees shall be required. These trees are oak wilt resistant and will add long term value to Circle C Ranch. The following trees are recommended:
 - Burr Oak
 - Chinquapin Oak
 - Lacy Oak
 - Monterey Oak
 - Cedar Elm
 - Mexican White Oak

Please send an email with any questions to acc@circlecranch.info

DESIGN GUIDELINES FOR STORAGE SHEDS
Circle C Homeowners Association, Inc.

All plans for storage sheds must be submitted to the Architectural Control Committee for approval unless the storage shed height is one foot below the fence height and cannot be viewed by other owners from the ground level.

The Architectural Control Committee has set the following guidelines for storage shed installations:

Size: The shed may be no larger than 8' x 10', with a height at the peak of the roof of 9' and side height of 6'. All measurements are to be from ground level and include any foundation.

Location: The shed must be located 5' from any property line. The shed may not be visible from the front view of the home. If your home backs to a major commons area boulevard (Escarpment, La Crosse, Barstow, Dahlgreen, Eclipse, South Bay, or Slaughter), the shed must be located 15' from the rear fence line and screened with landscaping.

Preferred sheds:

1. Vinyl Sheds that are neutral in color and are no taller than 7 ft with a maximum size of 8' x 10'. These are to be located as described above.
2. Constructed Sheds. Size may be no taller than 8' x 10', with a 9' maximum at the peak of the roof. All portions of the shed, including overhang must be located a minimum of 5' from all property lines. Small trees/ tall shrubs are to be used to screen the shed from side and rear neighbors. All roof materials must match the existing roof on the home, and trim must match the trim of the home. Only one color for the shed is permitted, no accent or different colored trim is allowed.
3. Prohibited Elements:

No fiberglass materials are allowed
No metal roofing is allowed
The siding must be painted to match the trim color of the home, or the homeowner may request an alternate color that obscures the shed and makes it less visible
Roof materials must match the roof materials of the home, or be approved in writing by the Architectural Control Committee

Submittal Requirements:

6. ACC Submittal Form
7. Plot plan of your home showing the proposed location of the shed with distances from all property lines
8. List (or picture of) proposed materials including color
9. A drawing or picture of the shed with its overall size and height at the peak and sides of the roof with all measurements from ground level
10. Fee of **\$30**- check should be made payable to the Circle C Homeowners Association

Please send an email with any questions to acc@circlecranch.info

GUIDELINES FOR BACKYARD PLAY EQUIPMENT
Circle C Homeowners Association, Inc.

The Architectural Control Committee has set the following guidelines for back yard play equipment that is taller than the six foot privacy fence:

- a) Play equipment must be submitted to the Architectural Control Committee for approval prior to installation. Play equipment includes, but is not limited to: playscapes, swing sets, basketball hoops, volleyball nets, sport courts, batting cages and other recreational equipment.
- b) All play equipment, including trampolines with nets, must be located a minimum of 8 feet from any neighboring fence line, with 10 feet being the desirable minimum distance.
- c) Play equipment must be of standard construction of wood/plastic materials. The top of the roof of standard playscapes must be no higher than 14 feet.
- d) Sports courts, batting cages and any items with netting that are above the fence must have express written permission from the Architectural Control Committee.
- e) Homes backing to major commons areas and boulevards may have additional requirements in terms of location, height and spacing. Please contact the ACC at acc@circlecranch.info if are in this situation.

Submittal Requirements:

11. ACC Submittal Form (no fee required)
12. Drawing or plot plan of your home showing the proposed location of the play structure with distances from neighboring property lines
13. Picture or drawing of the play equipment
14. All dimensions of the play structure, including height from ground level

Please send an email with any questions to acc@circlecranch.info

**DESIGN GUIDELINES FOR DECKS & PATIOS, PATIO COVERS,
PERGOLAS, ARBORS AND HOT TUBS
Circle C Homeowners Association, Inc.**

The Architectural Control Committee has set the following guidelines for decks, patios, patio covers, pergolas or arbors, and hot tubs:

Size & Location: Decks, patios, patio covers, patio screens, pergolas/arbors and hot tubs of reasonable sizes will be considered by the Architectural Control Committee. The location of the structure should be indicated on a drawing or plot plan that shows your lot, home and location of the improvement/installation. A minimum distance of 5' must be maintained from any property line. If the project is above fence level, a detailed side elevation drawing showing the foundation, and overall height from the ground is required.

Materials: Materials may be cedar, redwood, wolmanized pine, concrete, composite wood or stone. Metal roofing is reviewed on a case-by-case basis and must be a good quality standing seam metal & powder coated.

Lighting: Exterior lighting as part of any project should not spill onto the property of others. Lighting must be indicated on the plan.

*Trees may **not** be removed without prior approval.

Submittal Requirements:

1. ACC Submittal Form
2. Plot plan showing location of structure in proximity to property boundaries and residence
3. Drawing of the structure with dimensions
4. Height of structure from the ground, including ground slope and foundation
5. List of proposed materials including paint/stain colors
6. Drawing of existing trees and any trees planned for removal
7. Fee of **\$30**- check should be made payable to the Circle C Homeowners Association

Please send an email with any questions to acc@circlecranch.info

GUIDELINES FOR RESIDENTIAL FENCES
Circle C Homeowners Association, Inc.

The Architectural Control Committee has set forth the following guidelines for fence replacements. (Please note that if you are replacing your fence with a fence that is identical in materials, orientation, location and height, the one you currently have, no ACC review is required.)

- a) Fences that face a street or open space are required to have the smooth side out. Fences that run from the side of the home to the side fence (across the front of the home) are to be standard six foot privacy fences with dog ear pickets with smooth side facing the street. No alterations or relocations to fences are allowed without written approval from the ACC. This includes arbor entries at gates, trellis additions, fencing in the front yard and any other alterations.
- b) The ACC recommends that you use the galvanized steel poles if you are concerned about the longevity of the fence. They are superior in this regard.
- c) Four inch or six inch pickets are acceptable and must be installed vertically. Tops must be dog ear.
- d) Preferred Material: Western Red Cedar. These fences will last much longer and are required for wooden fences that face common areas including Escarpment, Barstow, La Crosse, South Bay, and Dahlgreen. If you do not face a common area and currently have a treated wood or pine fence, you may use this as a replacement, however, it may not last as long as a cedar fence. If you are uncertain about the material, ask your fence contractor. If you are unsure if you face a common area, please contact the ACC at acc@circlecranch.info and they will let you know of any special requirements for your area.
- e) Fence Height: The City of Austin regulates the fence height under the Land Development Code. The approved fence height for the City is six feet. If you back to a common area street with no driveway cuts, you may already have a higher fence up to eight feet. If it is already in place, you may replace with the same height. If you want to alter the height of a six foot fence, you must get a City of Austin permit and submit the project to the Architectural Control Committee and get approval from the ACC.
- f) It is up to individual homeowners to determine if they would like to share the cost of fence replacement between properties.
- g) If you want any other alternate type of fencing such as wrought iron, you will need to submit it to the Architectural Control Committee.
- h) In most areas, gates from the rear fence into drainage or natural areas are prohibited unless you have written permission from the ACC and the landowner.
- i) If you are thinking of installing a trellis above the fence, you will need to submit the project to the Architectural Control Committee. The trellis must be free standing on its own posts, and be well designed with a frame.
- j) Fences that face commons areas have special requirements. Please contact the ACC.
- k) If you buy a new home, the fence on your property has been approved by the ACC. Any alterations to the fence must be approved in writing.
- l) If you live in Avana and have an iron fence with wood slats, the slats must stay in place.

Please send an email with any questions to acc@circlecranch.info

ESCARPMENT BLVD FENCE SPECIFICATIONS
Circle C Homeowners Association, Inc.

The Architectural Control Committee of the Circle C Homeowners Association, Inc. has set the following specifications for rear wooden fencing backing to Escarpment Boulevard from La Crosse to South Bay. No replacement fencing may be installed prior to written approval being issued by the Architectural Control Committee. Approval on all Escarpment rear fences will be granted within 10 days of submission instead of the normal 30 day requirement.

--Fences are to be privacy style fences; smooth side of fence must face Escarpment.

--Fence posts may be galvanized steel (recommended for longevity), or standard wood posts.

--Fence pickets shall be 6" Western Red Cedar pickets.

--Fence height in this area varies from 6 feet 6 inches to 7 feet, due to ground level variations. Heights will be approved by the ACC prior to construction on site. Your fence should be the same height as the current existing fence.

--Fences may be stained and sealed on the interior facing the homeowner's yard. Fences may be sealed with clear sealant only **after** approval is received from the Architectural Control Committee. No stain may be used on the exterior of the fence.

--Fence line must remain the same and cannot be altered without the express written permission of the ACC.

HOME ADDITION GUIDELINES
Circle C Homeowners Association, Inc.

The Architectural Control Committee has set forth the following guidelines for home additions and remodeling:

The ACC is happy to provide a preliminary review to assess the feasibility of the project. Please feel free to submit a conceptual preliminary drawing and we will respond.

1. Each section of Circle C Ranch has a square footage range for the living area of the main structure. Prior to planning an addition, check the square footage maximum as listed in the specific amendment to the phase of Circle C Ranch that the residence is located. If you need assistance with this, please contact the ACC at acc@circlecranch.info.
2. All exterior additions must be architecturally integrated into the structure of the home.
3. Materials, including roofing, trim colors, and masonry must match the existing residence.
4. No trees may be removed without permission from the Architectural Control Committee.
5. A full set of construction plans, including elevations is required for the review.
6. If the project is approved, a copy of the building permit must be on file with the Association.
7. Once the project is approved and construction begins, it must be pursued diligently and be completed in a reasonable time frame.
8. Access for construction needs to be from the owner's property only without written permission from any other landowners or the CCHOA.
9. No protected trees (trees greater than 19" caliper) may be removed without a Tree Permit from the City of Austin and permission from the ACC.

Submittal Requirements:

1. ACC Submittal Form
2. Plot plan showing tree locations, addition location
3. Access point and plan for construction
4. Construction set of drawings showing all elevations and connectivity to the existing structure
5. Square footage certification
6. Materials list
7. Fee of **\$100**- check should be made payable to the Circle C Homeowners Association

Please send an email with any questions to acc@circlecranch.info

SWIMMING POOL GUIDELINES
Circle C Homeowners Association, Inc.

The Architectural Control Committee has set forth the following guidelines for backyard swimming pools:

1. Per the Circle C Ranch CCR's Article V, Section 9(b)(vi): **no above ground level swimming pool may be installed on any lot.** This means your pool must be dug into the ground completely except for small elements such as the spa area. All in-ground swimming pools must have a City of Austin permit.

The Swimming Pool Review Form must accompany the submittal.

2. For the swimming pool submittal, please provide materials that show the pool location on your individual plot plan and a drawing of the proposed pool. Elevation drawings are required if any elements of your pool (spa, rockwork, etc.) rise above ground level at any point. Please also indicate the location of the pool equipment.
3. Please note the location of any trees that will be removed, along with their sizes and species. If no trees are being removed please state this on your submission form or pool drawing.
4. Please indicate access point for construction. If you are using another owner's property for access, we must have written permission from the owner.
5. No access from CCHOA owned or managed areas is allowed. This includes access from common area landscaped boulevards, greenbelts, drainage areas, easements, or any areas adjacent to your property owned or managed by the CCHOA.

Submittal Requirements:

8. ACC **Swimming Pool** Submittal Form, initialed by owner where indicated
9. Plot plan showing pool location, equipment location and any trees that will be removed, with description
10. Drawing of proposed pool including detail with elevations on any elements that rise above ground level
11. Access point and plan for construction
12. Materials list
13. Fee of **\$75**- check should be made payable to the Circle C Homeowners Association

Please send an email with any questions to acc@circlecranch.info

**ARCHITECTURAL CONTROL COMMITTEE
CIRCLE C HOMEOWNERS ASSOCIATION, INC.
SWIMMING POOL REVIEW FORM**

Thank you for submitting your swimming pool project to the Architectural Control Committee. According to the Declaration of Covenants, Conditions, and Restrictions, the ACC has **30 days** to complete the review. All correspondence is by email with the homeowner only. You will receive an email notification when your project is logged in to our system. You will receive a final approval via email.

Homeowner Name: _____

Homeowner Address: _____

Homeowner Email (*required*): _____

Proposed Project: _____

Fee Required: \$75.00

There is no access allowed from any CCHOA owned or managed areas including common area landscaped areas, greenbelts, drainage areas or any areas or easements adjacent to your property owned or managed by the CCHOA.

Materials Required For Submission:

1. Plot Plan/Survey of your lot showing all setbacks, easements, and locations of any hardscape (house, driveways, sidewalks, fences, patios, etc.)
2. Contractor drawing and description of swimming pool showing location and measurements of pool, decking, spas, equipment, and any other relevant details regarding the swimming pool. **Contractor drawing must show all elevations of all structures above ground level and state the height above ground level.**
3. Plot Plan must show Construction Access Plan

Pool must be an in-ground pool with over 90% of the shell located below or at ground level. Areas such as spas may be slightly above ground level.

Please answer and verify the following with your initials:

_____ Access will be from my lot only and I do not plan to use the land of others (including neighbors, greenbelts, common areas or any pieces of land that I do not own.

OR

_____ Access will include using part of my neighbor's land and I have enclosed written permission from my neighbor.

_____ I will not be taking out any protected trees (trees that measure 19" caliper (across) at a four foot height up the trunk; Protected Trees require a City of Austin Permit for removal and permission from the ACC.)

OR

_____ I will be taking out the following trees (type and size): _____

_____ My pool contractor is _____

_____ I am applying for a City of Austin Swimming Pool Permit and would be able to produce a copy of it to the ACC if requested.

_____ I plan to begin my pool the week of _____ and will finish it within 90 days.

_____ My pool is an in-ground pool according to the above specifications.

Please submit any questions to acc@circlecranch.info

SATELLITE DISH INSTALLATION GUIDELINES
Circle C Homeowners Association, Inc.

The Architectural Control Committee has set the following guidelines for the installation of satellite dishes:

a. Exterior devices designed to receive or transmit over-the-air signals should be placed in the least conspicuous location on the lot where an acceptable quality broadcast signal can be obtained. Usually, that means that the device should be located to the rear of the main residence. The device should be screened from view of other lots and subdivision streets to the maximum extent possible, without (i) precluding reception of an acceptable quality signal or (ii) unreasonably increasing the cost of installing, maintaining, or using the device. In no case is the satellite dish allowed on the front elevation of the home.

b. A reasonable time in advance of the proposed installation or relocation of such an exterior device, the Owner shall give written notice to the ACC detailing the type of device, size, installed height, intended location, and type of screening to be used.

c. If the ACC believes that the proposed installation/relocation complies with this Rule, no further action by the Owner or ACC is necessary. If the ACC believes that the proposed installation/relocation does not comply with this Rule, the ACC shall promptly advise the Owner of the reason for non-compliance.

d. Notwithstanding the foregoing, satellite dishes that are more than one meter in diameter, and antennas that extend more than 12' above the roof line, are prohibited.

Submittal Requirements:

1. ACC Submittal Form (no fee required)
2. Detailed description of the type of device, size, installed height, intended location, and type of screening to be used

Please send an email with any questions to acc@circlecranch.info

GUIDELINES FOR EXTERIOR PAINTING & ROOF REPLACEMENTS
Circle C Homeowners Association, Inc.

The Architectural Control Committee has set the following guidelines for exterior painting:

- f) If you are repainting your home or replacing your roof in the same color scheme as the original, no review is required. If you are changing color schemes, paint/shingle selections must be approved.
- g) Exterior paint for all siding, trim, gutters and garages should be neutral/light in color. Gutters and trim should match. Bright or dark accent colors are allowed for front doors and shutters only. No fluorescent, hot pink, orange, lime green, etc. are allowed.
- h) Painting over brick, requires a more detailed review on the exact paint and method to be used. The issue is the long term maintenance, so it is reviewed on an individual basis to ensure the highest quality materials, colors, etc. Please contact the ACC.
- i) If you are replacing your roof, per the CCHOA CCRs, you must use an architectural dimensional rather than a three tab shingle.

Submittal Requirements:

- 15. ACC Submittal Form (no fee required)
- 16. List of proposed materials/colors (please drop off color samples or, if you are submitting online, please include the web links to the specific products to be used)

Please send an email with any questions to acc@circlecranch.info

OPEN SPACE AREA GUIDELINES
Circle C Homeowners Association, Inc.

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 passive activity areas. They may have drainage or water quality purposes, karsts features, or exist as 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 or 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, fountains, and organized gardens, among other things are not allowed.
3. No storage of extra items from your backyard or home is allowed.
4. Piling debris, clippings, trash, leaves, tree limbs, etc. is expressly prohibited. This is a fire danger.
5. Homeowners are welcome to weed-eat behind their fences up to 20 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 may be cleared up to 20 feet. Homeowners must remove all debris, clipping, tree limbs, etc.
6. All areas are reviewed by the CCHOA on a regular basis. Deed Restrictions will be sent when a homeowner is in violation of any of these policies.
7. The Circle C Homeowners Association provides limit weed-eating services to some of the areas. Wooded areas are left naturalized, fenced 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 www.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:**
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.

**RULES RELATING TO CERTAIN INSTALLATIONS INCLUDING RAINWATER HARVESTING
AND SOLAR ENERGY DEVICES
Circle C Homeowners Association, Inc.**

The Association's Board of Directors adopts the following rules relating to certain installations and improvements in the Subdivision:

These rules apply to Installations (defined below) addressed in Texas Property Code Chapter 202 (**Chapter 202**). These rules adopt all conditions and limitations on Installations that Chapter 202 allows the Association to adopt. Installations that do not comply with these rules are prohibited.

1. Installations Covered by this Rule

All restrictions and limitations on rain harvesting equipment, solar energy devices, roofing materials, religious items, political signs, flagpoles, and flags (collectively, the Installations) that are contained in or allowed by Chapter 202, as now existing or later amended, are adopted by the Association as if the same were restated verbatim in this rule. The Association may prohibit Installations that do not comply with the standards contained in these rules.

2. Placement on Association Property

An Installation cannot be located or placed, and no holes or penetrations may be made, on common elements/common area or property owned, maintained, or controlled by the Association without the Association's advance written consent.

3. Association Approval

All Installations must be submitted to the Association for advance review and approval, as provided in the Association's governing documents, and must otherwise comply with/conform to Association rules, regulations, standards, and guidelines.

4. Rainwater Harvesting Systems

The following restrictions apply to rainwater harvesting systems, as defined by Chapter 202:

a. Rain barrels and rainwater harvesting systems may not be located between the front of the residence and an adjoining or adjacent street. Rain barrels and the rainwater harvesting system must be (i) located at the rear of the residence or other location not visible from the street, other lot, or common area, and (ii) adequately shielded from view by fencing, foliage, or other means approved by the Association; provided that these requirements shall be modified to the extent necessary to make such a system economically possible and technically feasible.

b. The rain barrel and harvesting system must be a color consistent with the color scheme of the residence.

c. No part of the rain barrel or harvesting system may display any language or other content that is not typically displayed by such a barrel or system as it is manufactured.

5. Solar Energy Devices

The following additional restrictions apply to solar energy devices, as defined by Chapter 202. Solar energy devices are prohibited if:

- a. A Court rules the device is a threat to the public health or safety or violation of law.
- b. The device is located in a location other than (i) the roof of the home or another permitted/approved structure or (ii) in a fenced yard or patio owned and maintained by the owner.
- c. The device is mounted on the roof of the home and (i) extends higher than or beyond the roofline, (ii) does not conform to the slope of the roof and has a top edge that is not parallel to the roofline, (iii) has a frame, a support bracket, or visible piping or wiring that is not in a silver, bronze, or black tone commonly available in the marketplace, or (iv) is in a location not designated/approved by the Association, unless the owner's requested location increases the estimated annual energy production of the device, as determined by using a publicly available modeling tool provided by the National Renewable Energy Laboratory, by more than 10 percent above the energy production of the device if located in the area designated by the Association.
- d. The device is located in a fenced yard or patio and is taller than the fence line.
- e. The device, as installed, voids material warranties.
- f. The device was installed without prior approval by the Association

If installed on a roof maintained by the Association, a roofing company/consultant selected by the Association must certify (i) prior to installation, that the Installation is properly designed, and (ii) after installation, that the Installation was properly done. The owner must pay for the cost of the consultant. The owner must pay for fixing all roof leaks due to the roof-mounted device, and for paying to repair damage caused by the device.

The Association may withhold approval, even if the above standards are met or exceeded, if it determines in writing that placement of the device as proposed by the property owner constitutes a condition that substantially interferes with the use and enjoyment of land by causing unreasonable discomfort or annoyance to persons of ordinary sensibilities.

6. Roofing Materials

Roofing materials designed primarily to be wind and hail resistant, provide heating and cooling efficiencies greater than those provided by customary composite shingles, or provide solar generation capabilities are permissible if, when installed, the materials: (a) resemble in color and appearance shingles used or otherwise authorized for use in the subdivision, (b) are more durable than and are of equal or superior quality to the shingles that are used or authorized in the subdivision, and (c) match the aesthetics of the surrounding property, as determined in the Association's discretion.

7. Religious Items

Exterior display of religious item(s) is permitted only at the entry door. In addition, (a) the display must be motivated by the resident's sincere religious belief and (b) the Installation shall not: (i) exceed 25 square inches in the aggregate for all religious displays on the door/doorframe, (ii) threaten public health/safety, (iii) violate a law, (iv) contain patently offensive language or graphics, or (v) extend past the outer edge of the door frame.

8. Political signs

The following restrictions apply to signs advertising a political candidate or ballot item for an election, as described in Chapter 202:

- a. The signs may be displayed only during the period beginning 90 days before the date of the election to which the sign relates and ending 10 days after that election date.
- b. Only one sign for each candidate or ballot item may be displayed at each residence, and no sign may be larger than four feet by six feet.
- c. Each sign must be ground-mounted, and no sign may (i) contain roofing material, siding, paving materials, flora, one or more balloons or lights, or any other similar building, landscaping, or nonstandard decorative component, (ii) be attached in any way to plant material, a traffic control device, a light, a trailer, a vehicle, or any other existing structure or object, (iii) include the painting of architectural surfaces, (iv) threaten the public health or safety, (v) violate a law, (vi) contain language, graphics, or any display that would be offensive to the ordinary person, or (vii) be accompanied by music or other sounds, by streamers, or otherwise be distracting to motorists.
- d. The Association may remove a sign displayed in violation of these standards.

9. Flags and Flagpoles

The following additional restrictions apply to flags and flagpoles:

- a. Only the following flags are permitted: United States of America, State of Texas, official or replica flags of any branch of the United States Armed Forces (including National Guard and Reserves).
- b. Flags must be displayed in accordance with applicable United States (4 U.S.C. Sections 5-10) or Texas law (Chapter 3100, Government Code).
- c. All flagpoles must be constructed of permanent, long-lasting materials, with a finish appropriate to the materials used in the construction of the flagpole and harmonious with the residence.
- d. All flags and flagpoles must be maintained in good condition, and any deteriorated flag or deteriorated or structurally unsafe flagpole must be promptly repaired, replaced, or removed. Each flagpole must be securely anchored at all times.
- e. No more than 1 free-standing flagpole(s), not to exceed twenty feet (20') in height as measured from ground level, may be installed on each lot.

- f. No more than 1 building-mounted flagpole(s), not to exceed six feet (6') in length, may be installed on each lot. A lot may contain both a free-standing flagpole and building-mounted flagpole, as long as the same comply with the requirements of this rule.
- g. No more than 2 flags may be flown from any flagpole.
- h. No flag may exceed 15 square feet in area, and all flags in aggregate shall not exceed 30 square feet in area.
- i. Exterior illumination of the flag(s) must be submitted for approval in the same manner as other exterior lighting.
- j. The location of each free-standing flagpole must be submitted for approval in the same manner as any other improvement on the lot.
- k. The flagpole must be located on the owner's lot and not on a right of way, easement (whether for drainage, utility, conservation, or otherwise), or on property owned or maintained by the Association.
- l. The flagpole must be setback from all property lines a distance that is 125% of the height of the pole above ground level. For example, a 12' pole has a 15' setback and a 20' pole has a 25' setback.
- m. The owner must take reasonable measures to minimize noise from wind contact with the flagpole, rope, or flag; the noise should not be discernable more than 25 feet from the flagpole.

Please send an email with any questions to acc@circlecranch.info

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Circle C Homeowners Association
www.circlecranch.info

Circle C Ranch Homeowners Information Form

Please complete the following information and return to the CCHOA, 7817 La Crosse Ave., Austin, TX 78739 or by fax at 512-288-6488. These records are for the use of the Circle C Homeowners Association and are confidential. This form will be used to add you to the CCHOA database.

LAST NAME: _____

FIRST NAME(S): _____

HOME PHONE: _____ WORK PHONE: _____

MOBILE PHONES: _____

EMAIL ADDRESS: _____

PHYSICAL ADDRESS: _____

*MAILING ADDRESS: _____

*Use only if you would like all official correspondence from the Circle C Homeowners Association sent to this address.

DATE OF CLOSING: _____ TODAY'S DATE: _____

Please go to the CCHOA website – www.circlecranch.info – and register as a new homeowner. You must use your name as shown on your closing documents and your full street name must be entered. Once one homeowner registers, he or she must then add additional users. Please contact our office at 288-8663 if you have difficulty with your registration.



CIRCLE C HOMEOWNERS ASSOCIATION