Circle C Homeowners Association
Board Meeting Minutes
December 4, 2013

1. The CCHOA Board of Directors convened on December 4, 2013 at the Circle C Community Center. CCHOA President, Chris Poynor called the meeting to order at 6:04p.m. In attendance were board members Chris Poynor, Kim Ackermann, Natalie Placer McClure, Michael Chu and Jason Bram. Steve Urban and Dan Vavasour were not present. CCHOA manager Karen Hibpshman. Brody McKinley, Aquatics Manager was in attendance. Robert Bardeleben, Facilities Coordinator was in attendance. Susan Hoover, Landscape Manager was in attendance.

2. Chris asked if there were any changes to the agenda. Karen asked that Claudia Corum be added to the agenda. Kim motioned to accept the agenda with the change. Natalie seconded the motion. All were in favor and motion passed.

3. Chris presented the October 30, 2013 board meeting minutes. Kim motioned to accept the minutes. Michael seconded the motion. All were in favor and motion passed.

4. Chris introduced the Homeowners Forum. There were 2 homeowners present. Debbie Swank requested the board consider alternate management proposals for the gated communities. Claudia Corum requested the board allow the Central Texas Regional Mobility Authority to hold an "Open House" at the Community Center.

5. Karen presented the management report and YTD Financials.

6. Susan presented the landscape report.

7. Brody presented the aquatics report.

8. Robert presented the maintenance report.

9. Robert presented a proposal to the board to replace the current meeting room furniture with folding chairs that can be used for all events. Robert will look at different companies to purchase the old furniture.

10. The first action item was to approve the Draft 2014 budget. Jason motioned to table this action item and the board will vote via email by December 16, 2014. Michael seconded the motion. All were in favor and the motion passed. Karen will provide a 2013/2014 budget comparison prior to the vote.

11. The second action item was approval of the 2014 Circle C Café & Catering Lease. Jason motioned to table this item for further discussion. Michael seconded the motion. All were in favor and the motion passed.

12. The third action item was to approve a fee for "Non Profit" events held at the Community Center. Michael motioned that starting January 1, 2014, that all Non-Profits will pay the same resident/non-resident rate as all other events. Kim seconded the motion. All were in favor and the motion passed.

13. Kim made a motion to adjourn the public meeting at 7:39. Michael seconded the motion. All were in favor and motion passed.

14. The Board went into executive session at 7:39 pm to discuss Legal Update, Circle C North Barstow Extension and HR.

15. The Board reconvened the public meeting at 8:01pm

16. Kim motioned to engage Steve Drenner to start the TAI process and provide legal council for the Barstow Extension with a limit of $7,500.00. Chris seconded the motion. All were in favor and motion passed.

17. Michael made a motion to adjourn the public meeting at 8:17. Chris seconded the motion. All were in favor and motion passed.

18. The Board reconvened executive session at 8:17. No votes or action were taken. The Board adjourned executive session at 8:52 pm.

19. The January board meeting will be held on January 29th at 6pm at the Community Center.

CCHOA Board Meeting Agenda
30 January 2014, 6:00pm
Circle C Community Center

I. Roll Call

II. Acceptance of Agenda

III. Acceptance of December 4, 2013 board meeting minutes *Natalie McClure*

IV. Homeowner Forum *(30 min)*

V. Management Reports
   a. General Report, *Karen Hibpshman*
      1. November/December YTD Financials
   b. Landscape Report, *Susan Hoover*
   c. Aquatics Report, *Brody McKinley*
   d. Maintenance Report, *Robert Bardeleben*

VI. Discussion Items
   a. 2014 Annual Meeting & Election

VII. Action Items
   a. 2014 Circle C Café & Catering Lease, 5919 La Crosse Avenue

VIII. Adjourn Public Meeting

IX. Executive Session
   a. CCN Barstow Extension

Attachments

1. November 2013 Board Meeting Minutes
2. General Report (including YTD Financials)
3. Landscape Report
4. Aquatics Report
5. Maintenance Report
6. 2014 Annual Meeting Packet materials
7. 2014 Circle C Café & Catering Lease, 5919 La Crosse Avenue

Circle C Homeowners Association
Manager's Report
Nov 18, 2013 – Jan24, 2014

Violation Report (November 19, 2013 through January 24, 2014)

127 Total New Violations

- 50 (39%) Front Yard Maintenance
- 28 (22%) Repair of Exterior Damages
- 27 (21%) Rubbish & Debris
- 7 (6%) Offensive Activities
- 6 (5%) Vehicle Storage
- 4 (3%) Maintenance
- 3 (2%) Driveway
- 1 (1%) Architectural
- 1 (1%) Recreational Equipment

2 (2%) Stage 0/no letter sent
74 (58%) stage 1/cooperative letters
50 (39%) stage 2/deed restriction letters
1 (1%) stage 3

239 Violation Updates/Creates

- 75 new violations
- 116 violations closed
- 45 violations escalated
- 3 violation reopened

CCCC Board Report – Not able to access ActiveNet for this information

Administration

We mailed 71 new homeowner packets from November 19th – January 24th
1st Assessment letter mailed with the official call of the Annual Meeting, Absentee Ballot and Proxy.

Financial

Signed AP checks, December 20th and January 20th with Terri Giles.
Police report filed on the damage Bollard lights – Report # has not been provided yet.

Kids Holiday Event – the majority of the deposits were refunded except for $820.00, waiting to hear on one more. Games2U gave us a credit for a future event. Candy canes and crafts will be saved for this year's event. Complete breakdown is included in the package.

Upcoming Special Events

February 11th - Candidate Forum
March 5th – Annual Meeting
March 21st – 1st Food Trailer night for 2014
April 12th – Community Wide Garage Sale
April 19th – Easter Egg Hunt

Project Updates

Avana Community Center was approved. Approval letter was sent to the developer.

The Avana landscaping for the extension of Escarpment was approved. Letter will be sent to the City of Austin.

CCN Barstow Extension: TAI was been completed by HDR Engineer's. The report should be available prior to the board meeting. A conference call is set with Steve Drenner to discuss the results of the TIA.

CCHOA is working on a revised overall map. We plan to put an oversized copy in front of Ashley's desk, post it on the website and have smaller copies available for daily use. First layout complete. Corrected locating of different sections along with updating the common area, park land and City owned property. Delayed due to the holiday season. TxDot provided an aerial map of CCHOA that will be placed next to the oversized map.

Capital Projects

2014 Capital Budget Projects include:

Swim Center : Shade Structures	Not Started
Swim Center: Furniture	Not Started
Swim Center: Pool Covers	Not Started
Swim Center – Pool re-plaster	Started
CC Billboard sign	Not Started

Landscaping – Irrigation Infrastructure	Continuing Project
Landscaping – Bed Upgrades 1. 6 Postal Centers 2. MoPac/Slaughter Entry	Not Started
Landscaping – Tree work	Not Started
Landscaping – Rock Work	Not Started

Current or Future Projects

- ❑ CCHOA website – update design/layout
- ❑2014 Annual Meeting and Board Elections
- ❑2014 Annual Report

- ❑ 2014 Draft Budget

2013 Kid's Holiday Event	(C8 =SUM(C39	updated 1.17.14
Saturday Dec. 7, 2013 *10am - 1:00 pm*	CANCELLED DUE TO WEATHER	
	Cost	
3 Ring Service 512-448-4447 Santa + one elf 2 elves (balloon twist) 2 elves (face painting)	$550.00 $1,625.00	$1625 refunded $550 no ref. on dep.
Oriental Trading	$281.00 pd 11/18/13	$281 future use supplies for next yr
Fry's Fun Farm 512-376-2966 Carol Baby Farm Animal,Pony Ride	$270.00 dep lost $800.00	$800 refund $270 lost the deposit
Games2U 512-363-5360 Mobile Game Theater	$464.39 pd 11/18/13	$464.39 credit future event
Booth Booth 512-949-9161	$400.00 TG paid 11/20/13 requested refund, no response.	$400.00
Volunteers Target Cards	$475.00 8 @ $50 @ 1 @ $75	$475.00 not purchased
Circle C Café	$1,859.19 will pay Julie after event	$1,859.19 not charged
Candy Canes for Santa	$39.00	$39.00 future use
Kiddie Express Train 280-4538 or 913-0425	$449.23 TG paid 11/20/13	$449.23 refunded
Total	**$7,212.81**	Loss of $1220.00 Credit or supplies for next year $784.39 Refunded or not charged $2874.23 Not Paid $2334.19 **TOTAL $7,212.81**

Clayton Choir 10AM
Kiker Choir 11AM

Adoption Coalition (unwrapped awesome new toy or gift card for 5 yr old to pre teen)

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Saturday Dec. 14, 2013
7pm - 10pm

updated 1.17.14

	Cost
CPR Mobile DJs Jason 512-797-3535	$700.00 $350 pd 9/13/13 $350 pd 11/25/13
We Have Spirits Joan Castillo 512-426-6015	$350.00 TG paid 11/20/13
Casino Knights 512-444-2121	$2,886.11 paid in full 9/10/13
Circle C Café incl. tables,linens	$4,942.26 paid 12/17/13 @ 175 people
Total	**$8,878.37**

rental of cocktail tables and linens included with Circle C Café

2013 CCHOA INCOME BUDGET

Category	Subcategory	2013 Budget	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Totals	%
Homeowner Income	Homeowner Dues	$2,495,000	$35,094.17	$738,724.53	$355,908.75	$59,359.17	$80,680.32	$44,001.82	$779,052.64	$325,555.11	$53,074.95	$52,669.71	$44,686.71	$22,277.56	$2,591,085.44	104%
Homeowner Income	Resale Certificates	$55,000	$5,425.00	$3,675.00	$5,950.00	$6,475.00	$8,226.00	$7,700.00	$5,775.00	$7,700.00	$3,850.00	$4,900.00	$5,075.00	$3,675.00	$68,426.00	124%
Homeowner Income	Transfer Fees Income	$70,000	$18,375.00	$5,075.00	$8,050.00	$7,325.00	$6,675.00	$9,100.00	$10,500.00	$8,575.00	$9,450.00	$7,000.00	$7,000.00	$6,475.00	$103,600.00	148%
Homeowner Income	Late Fees Collected	$12,000	$1,951.11	$970.37	$1,097.86	$1,098.56	$3,883.02	$3,069.41	$2,375.30	$2,986.78	$2,206.19	$3,165.59	$3,730.50	$2,668.52	$29,203.21	243%
Homeowner Income	Lien Admin Fees Income	$1,000	$470.00	$200.00	$220.00	$14.00	$1,020.00	$700.00	$440.00	$623.85	$279.15	$384.12	$633.08	$332.00	$5,316.20	532%
Homeowner Income	Filing Fee Income	$800	$530.00	$160.00	$240.00	$36.00	$840.00	$704.00	$432.65	$632.00	$397.00	$681.00	$528.73	$375.00	$5,556.38	695%
Homeowner Income	NSF Charges	$200	$0.00	$50.00	$75.00	$0.00	$25.00	$0.00	$0.00	$50.00	$25.00	$25.00	$0.00	$0.00	$250.00	125%
Homeowner Income	Collection Fee Income	$200	$0.00	$0.00	$0.00	$0.00	$0.00	$200.00	$0.00	$0.00	$300.00	$615.00	$133.01	$200.00	$1,448.01	724%
Homeowner Income Total		**$2,634,200**	**$61,845.28**	**$748,854.90**	**$371,541.61**	**$74,307.73**	**$101,349.34**	**$65,475.23**	**$798,575.59**	**$346,122.74**	**$69,582.29**	**$69,440.42**	**$61,787.03**	**$36,003.08**	**$2,804,885.24**	106%
Architectural Review Income	Architectural Review Inc	$30,000	$4,255.00	$8,340.00	$8,125.00	$7,905.00	$5,400.00	$3,945.00	$6,645.00	$4,570.00	$3,285.00	$2,850.00	$1,000.00	$5,115.00	$61,435.00	205%
Architectural Review Income Total		**$30,000**	**$4,255.00**	**$8,340.00**	**$8,125.00**	**$7,905.00**	**$5,400.00**	**$3,945.00**	**$6,645.00**	**$4,570.00**	**$3,285.00**	**$2,850.00**	**$1,000.00**	**$5,115.00**	**$61,435.00**	205%
Rental Income	Office Rent	$8,000	$0.00	$2,094.50	$0.00	$2,094.50	$0.00	$0.00	$127.50	$0.00	$0.00	$4,189.00	$0.00	$0.00	$8,505.50	106%
Rental Income	Grill Rent	$8,400	$700.00	$700.00	$700.00	$700.00	$700.00	$700.00	$700.00	$700.00	$700.00	$700.00	$700.00	$700.00	$8,400.00	100%
Rental Income Total		**$16,400**	**$700.00**	**$2,794.50**	**$700.00**	**$2,794.50**	**$700.00**	**$700.00**	**$827.50**	**$700.00**	**$700.00**	**$4,889.00**	**$700.00**	**$700.00**	**$16,905.50**	103%
Aquatics Income	Pool Programs	$73,000	$762.00	$1,208.09	$1,192.50	$5,134.46	$13,819.88	$15,731.27	$18,655.66	$10,067.15	$3,864.73	$1,745.50	$250.92	$11,073.95	$83,506.11	114%
Aquatics Income	Pool Programs - Swim T	$218,000	$31,583.92	$15,849.15	$15,795.33	$10,297.99	$27,554.52	$12,264.79	$8,138.93	$9,555.45	$21,321.04	$18,800.74	$16,623.84	$15,745.74	$203,531.44	93%
Aquatics Income	Facility Income	$37,750	$4,354.59	$807.95	$810.04	$7,168.46	$7,138.02	$6,413.53	$6,247.99	$11,653.00	$2,067.61	$4,298.90	$458.66	$642.35	$52,061.10	138%
Aquatics Income Total		**$328,750**	**$36,700.51**	**$17,865.19**	**$17,797.87**	**$22,600.91**	**$48,512.42**	**$34,409.59**	**$33,042.58**	**$31,275.60**	**$27,253.38**	**$24,845.14**	**$17,333.42**	**$27,462.04**	**$339,098.65**	103%
CCCC Income	CCCC Facility rentals	$16,000	$3,216.61	$1,136.92	$411.20	$999.38	$3,930.01	$3,244.49	$6,332.82	$3,373.37	$5,034.70	$170.66	$2,525.22	$1,496.14	$31,871.52	199%
CCCC Income Total		**$16,000**	**$3,216.61**	**$1,136.92**	**$411.20**	**$999.38**	**$3,930.01**	**$3,244.49**	**$6,332.82**	**$3,373.37**	**$5,034.70**	**$170.66**	**$2,525.22**	**$1,496.14**	**$31,871.52**	199%
Landscape Reimbursements	Stratus Reimb	$97,000	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$97,000.00	$0.00	$0.00	$97,000.00	100%
Landscape Reimbursements	COA Reimb	$17,600	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,600.00	$0.00	$0.00	$17,600.00	100%
Landscape Reimbursements Total		**$114,600**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$114,600.00**	**$0.00**	**$0.00**	**$114,600.00**	100%
Miscellaneous	CCCC Fiscal Reimbursme	$40,000	$0.00	$62,957.02	$0.00	$0.00	$42,900.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$105,857.02	265%
Miscellaneous	Interest Income	$5,000	$29.55	$510.81	$85.00	$143.12	$428.11	$109.81	$101.85	$112.81	$105.66	$100.05	$371.77	$82.74	$2,181.28	44%
Miscellaneous	Website Advertisement	$1,500	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
Miscellaneous Total		**$46,500**	**$29.55**	**$63,467.83**	**$85.00**	**$143.12**	**$43,328.11**	**$109.81**	**$101.85**	**$112.81**	**$105.66**	**$100.05**	**$371.77**	**$82.74**	**$108,038.30**	232%
Grand Total		**$3,186,450.00**	**$103,530.34**	**$842,459.34**	**$398,660.68**	**$108,750.64**	**$203,219.88**	**$107,884.12**	**$845,525.34**	**$386,154.52**	**$105,961.03**	**$216,895.27**	**$83,717.44**	**$70,859.00**	**$3,473,617.60**	109%

2013 CCHOA EXPENSE BUDGET

Category	Subcategory	2013 Budget	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Totals	%
Commons Area Services	Landscape Maint Contra	$713,797	$59,482.83	$59,341.90	$59,341.90	$59,341.90	$59,341.90	$59,341.90	$59,341.90	$59,341.90	$59,341.90	$59,341.90	$59,341.90	$59,341.64	$712,243.47	100%
Commons Area Services	2013 Land Additions	$18,000	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$180.00	$0.00	$180.00	1%
Commons Area Services	Landscape Repairs	$53,000	$570.00	$1,175.00	$1,013.00	$2,649.11	$2,093.00	$4,964.28	$3,310.00	$3,467.08	$3,163.00	$1,144.72	$4,761.19	$12,813.76	$41,124.14	78%
Commons Area Services	Landscape Water Utilitie	$197,000	$7,239.03	$4,800.29	$4,829.56	$8,620.01	$10,638.48	$13,021.59	$19,010.11	$23,564.21	$25,170.91	$20,389.32	$14,687.82	$12,256.63	$164,227.96	83%
Commons Area Services	Landscape Electric Utiliti	$36,000	$3,916.44	$2,856.45	$2,249.95	$2,601.31	$2,488.07	$2,801.44	$4,494.93	$2,296.09	$2,217.99	$2,808.84	$3,509.24	$2,908.30	$35,149.05	98%
Common Area Services	Tree Pruning	$26,000	$1,500.00	$3,750.00	$0.00	$6,000.00	$9,750.00	$0.00	$0.00	$1,500.00	$2,850.00	$0.00	$0.00	$0.00	$25,350.00	98%
Commons Area Services	Fence Repairs & Maint	$5,000	$0.00	$691.68	$0.00	$0.00	$44.21	$0.00	$0.00	$450.00	$0.00	$0.00	$0.00	$102.18	$1,288.07	26%
Commons Area Services	Electrical Repairs & Mair	$12,000	$264.19	$1,732.92	$0.00	$72.78	$0.00	$0.00	$0.00	$4,624.86	$1,924.02	$1,359.25	$822.37	$518.79	$11,319.18	94%
Common Area Services	Nieghborhood Maint & R	$8,000	$273.87	$2,215.20	$1,786.30	$909.31	$225.00	$0.00	$189.44	$0.00	$840.01	$703.62	$541.25	$0.00	$7,684.00	96%
Commons Area Services Total		**$1,068,797**	**$73,246.36**	**$76,563.44**	**$69,220.71**	**$80,194.42**	**$84,580.66**	**$80,129.21**	**$86,346.38**	**$95,244.14**	**$95,507.83**	**$85,747.65**	**$83,843.77**	**$87,941.30**	**$998,565.87**	93%
Aquatics Facilities	Administrative	$21,900	$878.27	$1,858.90	$1,358.50	$3,223.01	$579.74	$2,945.73	$513.80	$2,495.34	$1,454.86	$332.41	$1,625.27	$2,840.64	$20,106.47	92%
Aquatics Facilities	Supplies - Pool	$2,000	$0.00	$0.00	$743.50	$334.41	$113.02	$52.35	$0.00	$122.72	$0.00	$0.00	$0.00	$116.57	$1,482.57	74%

Aquatics Facilities	Supplies - Chemicals	$33,000	$919.05	$791.58	$3,079.01	$2,443.64	$2,979.76	$3,814.07	$3,054.12	$6,120.52	$3,226.83	$2,023.94	$3,336.09	$1,932.97	$33,721.58	102%
Aquatics Facilities	Supplies & Fees - Progra	$3,700	$0.00	$428.53	$2,084.67	$140.00	$0.00	$380.91	$0.00	$314.89	$93.26	$0.00	$0.00	$0.00	$3,442.26	93%
Aquatics Facilities	Supplies & Fees - Swim	$43,500	$472.00	$2,082.54	$456.34	$1,308.36	$1,329.70	$1,076.82	$2,920.42	$362.03	$12,866.75	$2,516.75	$358.69	$0.00	$25,750.40	59%
Aquatics Facilities	Maintenance - Pool	$25,750	$1,721.75	$3,405.32	$1,198.15	$3,145.67	$1,244.99	$2,467.20	$952.28	$154.99	$1,785.42	$3,631.11	$1,161.37	$1,680.36	$22,548.61	88%
Aquatics Facilities	Maintenance - Building	$29,500	$555.54	$741.32	$1,537.10	$2,227.59	$2,141.80	$2,101.12	$1,255.47	$2,188.84	$2,293.42	$4,757.00	$943.68	$4,127.08	$24,869.96	84%
Aquatics Facilities	Maintenance - Contract	$21,200	$1,759.06	$1,759.06	$1,759.06	$1,759.06	$1,759.06	$1,759.06	$1,759.06	$1,759.06	$1,759.06	$1,759.06	$1,759.06	$1,759.06	$21,108.72	100%
Aquatics Facilities	Maintenance - Non-Cont	$4,000	$0.00	$0.00	$2,097.43	$0.00	$1,271.94	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,369.37	84%
Aquatics Facilities	Payroll - Staff	$434,350	$24,450.30	$18,227.62	$24,389.55	$23,669.74	$31,070.82	$41,199.11	$50,381.17	$74,038.83	$26,979.25	$23,999.40	$19,557.93	$17,983.26	$375,946.98	87%
Aquatics Facilities	Payroll - Programming S	$48,650	$300.50	$419.97	$663.77	$2,289.90	$2,485.67	$3,981.36	$7,956.86	$10,957.52	$2,345.08	$679.07	$805.65	$182.14	$33,067.49	68%
Aquatics Facilities	Payroll - Swim Team	$84,000	$6,676.59	$5,611.13	$5,419.10	$5,176.43	$4,970.93	$4,370.23	$4,249.02	$5,456.49	$5,046.59	$4,967.66	$5,100.75	$7,047.60	$64,092.52	76%
Aquatics Facilities	Utilities - Water	$23,000	$1,012.96	$1,276.24	$1,438.79	$1,402.13	$1,445.79	$1,701.88	$1,780.08	$1,852.17	$1,894.89	$1,696.25	$1,097.75	$1,109.63	$17,708.56	77%
Aquatics Facilities	Utilities - Electric	$34,000	$2,800.46	$2,809.98	$2,833.93	$2,785.37	$2,878.97	$3,261.57	$3,416.14	$3,312.48	$3,391.91	$2,978.04	$2,538.36	$2,160.58	$35,167.79	103%
Aquatics Facilities	Utilities - Natural Gas	$30,000	$3,024.03	$3,267.88	$3,099.70	$3,053.38	$2,613.39	$1,590.96	$274.65	$274.91	$271.17	$342.21	$473.74	$2,789.80	$21,075.82	70%
Aquatics Facilities	Utilities - Telephone/Ine	$3,500	$135.90	$137.33	$139.95	$140.13	$80.94	$243.90	$168.15	$192.71	$203.53	$445.58	$198.41	$206.78	$2,293.31	66%
Aquatic Facilities Total		**$842,050**	**$44,706.41**	**$42,817.40**	**$52,298.55**	**$53,098.82**	**$56,966.52**	**$70,946.27**	**$78,681.22**	**$109,603.50**	**$63,612.02**	**$50,128.48**	**$38,956.75**	**$43,936.47**	**$705,752.41**	84%
Circle C Community Center	Utilities - Water	$24,000	$0.00	$139.21	$268.26	$503.49	$454.98	$1,670.15	$0.00	$1,075.98	$665.40	$1,028.48	$378.12	$52.00	$6,236.07	26%
Circle C Community Center	Utilities - Electric	$28,000	$1,420.74	$1,903.90	$1,652.99	$1,543.45	$1,604.30	$1,782.81	$0.00	$2,691.62	$2,456.32	$1,969.45	$1,673.27	$1,567.80	$20,266.65	72%
Circle C Community Center	Utilities - Telephone/Int	$7,000	$1,653.07	$0.00	$1,541.70	$929.25	$0.00	$1,644.62	$825.31	$928.25	$0.00	$1,646.35	$719.83	$719.83	$10,608.21	152%
Circle C Community Center	Furniture	$3,000	$173.65	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,455.25	$0.00	$2,628.90	88%
Circle C Community Center	Maintenance - Building	$17,250	$1,420.96	$264.55	$1,318.11	$565.36	$402.66	$758.86	$804.86	$2,160.27	$1,267.45	$1,009.22	$2,354.45	$1,783.94	$14,110.69	82%
Circle C Community Center	Maintenance - Contract	$21,200	$1,759.06	$1,759.06	$1,759.06	$1,759.06	$1,759.06	$1,759.06	$1,759.06	$1,759.06	$1,759.06	$1,759.06	$1,759.06	$1,759.06	$21,108.72	100%
Circle C Community Center	Maint - Non-Contract La	$7,000	$0.00	$0.00	$0.00	$811.88	$1,330.42	$0.00	$0.00	$259.80	$0.00	$1,300.00	$1,841.25	$1,006.73	$6,550.08	94%
Circle C Community Ctr Total		**$107,450**	**$6,427.48**	**$4,066.72**	**$6,540.12**	**$6,112.49**	**$5,551.42**	**$7,615.50**	**$3,389.23**	**$8,874.98**	**$6,148.23**	**$8,712.56**	**$11,181.23**	**$6,889.36**	**$81,509.32**	76%
HOA Operations	Office Supplies	$7,000	$845.43	$426.31	$0.00	$160.81	$847.51	$116.56	$199.40	$383.07	$231.22	$418.30	$258.00	$4,026.79	$7,913.40	113%
HOA Operations	Equip & Maintenance	$9,000	$179.85	$111.66	$187.38	$438.86	$1,049.15	$310.99	$259.21	$679.45	$81.02	$6,921.70	$417.57	$314.50	$10,951.34	122%
HOA Operations	Postage	$12,000	$3,547.50	$349.06	$134.65	$732.43	$51.41	$168.53	$3,605.48	$413.41	$597.78	$801.13	$226.36	$447.13	$11,074.87	92%
HOA Operations	Web Operations	$3,500	$0.00	$0.00	$645.00	$667.84	$645.00	$450.00	$0.00	$645.00	$0.00	$0.00	$645.00	$0.00	$3,697.84	106%
HOA Operations	Printing	$3,000	$441.76	-$366.19	$150.63	$380.59	$700.24	-$157.16	$117.59	$186.84	$258.48	$1,764.46	$0.00	$0.00	$3,477.24	116%
HOA Operations	HOA Meetings	$1,500	$499.19	$43.30	$77.94	$20.68	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$641.11	43%
HOA Operations	Deed Restrictions	$3,000	$942.00	$0.00	$0.00	$0.00	$0.00	$939.50	$699.50	$0.00	$697.50	$1,041.13	$1,090.00	$202.50	$5,612.13	187%
HOA Operations	HOA Special Events	$35,000	$1,743.00	$250.56	$646.90	$116.43	$1,295.90	$293.36	$1,621.65	$858.39	$3,671.82	$1,875.23	$13,500.12	$4,666.39	$30,539.75	87%
HOA Operations	Misc. Operational Expen	$500	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$590.00	$500.00	$0.00	$0.00	$0.00	$0.00	$1,090.00	218%
HOA Operations Total		**$74,500**	**$8,198.73**	**$814.70**	**$1,842.50**	**$2,517.64**	**$4,589.21**	**$2,121.78**	**$7,092.83**	**$3,666.16**	**$5,537.82**	**$12,821.95**	**$16,137.05**	**$9,657.31**	**$74,997.68**	101%
Financial Management	Management Services	$85,000	$7,125.63	$7,156.15	$7,183.90	$7,140.83	$7,132.50	$7,143.60	$7,146.38	$7,168.58	$7,140.83	$7,132.50	$7,138.05	$7,129.73	$85,738.68	101%
Financial Management	Resale Certificate	$8,000	$325.00	$925.00	$750.00	$1,551.72	$1,125.00	$1,513.50	$875.00	$1,075.00	$1,148.80	$775.00	$775.00	$1,282.34	$12,121.36	152%
Financial Management	Lien Filing Administrativ	$3,400	$0.00	$380.00	$360.00	$140.00	$100.00	$272.00	$208.00	$144.00	$104.00	$208.00	$78.00	$1,090.00	$3,084.00	91%
Financial Management	Bank Fees	$2,500	$73.64	$217.92	$159.59	$269.52	$107.48	$230.82	$117.77	$480.68	$270.36	$201.99	$449.66	$1,365.72	$3,945.15	158%
Financial Management	CPA/Audit	$6,500	$0.00	$0.00	$0.00	$6,800.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$6,800.00	105%
Financial Management Total		**$105,400**	**$7,524.27**	**$8,679.07**	**$8,453.49**	**$15,902.07**	**$8,464.98**	**$9,159.92**	**$8,347.15**	**$8,868.26**	**$8,663.99**	**$8,317.49**	**$8,440.71**	**$10,867.79**	**$111,689.19**	106%
HOA Management	Management Services	$175,000	$18,253.71	$11,856.37	$10,438.52	$11,492.29	$13,185.21	$12,234.37	$11,766.29	$21,399.87	$12,316.45	$11,359.67	$11,380.36	$18,523.39	$164,206.50	94%
HOA Management	Maintenance Services	$46,000	$5,209.62	$3,473.08	$3,473.08	$3,473.08	$3,473.08	$3,473.08	$3,473.08	$5,209.62	$3,473.08	$3,473.08	$3,473.08	$8,473.08	$50,150.04	109%
HOA Management	Payroll Taxes	$20,000	$2,092.91	$1,339.00	$1,182.12	$1,243.70	$1,272.42	$1,316.65	$1,289.73	$2,238.59	$1,343.10	$1,223.04	$1,221.42	$2,169.49	$17,932.17	90%
HOA Management	Mileage Reimbursement	$4,500	$200.91	$289.39	$442.34	$369.64	$308.58	$198.70	$627.16	$304.70	$690.42	$328.57	$770.35	$13.32	$4,544.08	101%
HOA Management	Insurance Stipend	$16,500	$1,375.00	$1,375.00	$1,375.00	$1,375.00	$1,375.00	$1,375.00	$1,375.00	$1,780.00	$2,333.00	$1,275.00	$1,570.00	$1,570.00	$18,153.00	110%
HOA Management	Cont Ed & Skills Enhanc	$3,000	$105.00	$0.00	$0.00	$230.00	$0.00	$0.00	$0.00	$0.00	$0.00	$545.00	$0.00	$135.00	$1,015.00	34%
HOA Management Total		**$265,000**	**$27,237.15**	**$18,332.84**	**$16,911.06**	**$18,183.71**	**$19,614.29**	**$18,597.80**	**$18,531.26**	**$30,932.78**	**$20,156.05**	**$18,204.36**	**$18,415.21**	**$30,884.28**	**$256,000.79**	97%
Architectural Review Expens	Architectural Review Exp	$12,000	$1,642.75	$3,054.00	$3,054.25	$2,922.00	$2,222.00	$1,320.75	$2,890.49	$1,984.50	$1,754.25	$941.86	$3,092.50	$2,498.09	$27,377.44	228%
Architectural Review Expenses Total		**$12,000**	**$1,642.75**	**$3,054.00**	**$3,054.25**	**$2,922.00**	**$2,222.00**	**$1,320.75**	**$2,890.49**	**$1,984.50**	**$1,754.25**	**$941.86**	**$3,092.50**	**$2,498.09**	**$27,377.44**	228%
Legal Services	Legal Services	$37,000	$1,327.50	$0.00	$22.50	$22.50	$905.50	$2,677.36	$0.00	$2,360.00	$1,029.93	$608.76	$1,915.55	$3,860.65	$14,730.25	40%
Legal Services Total		**$37,000**	**$1,327.50**	**$0.00**	**$22.50**	**$22.50**	**$905.50**	**$2,677.36**	**$0.00**	**$2,360.00**	**$1,029.93**	**$608.76**	**$1,915.55**	**$3,860.65**	**$14,730.25**	40%

Taxes	Property	$20,000	$0.00	$0.00	$0.00	$0.00	$0.00	-$39.61	$20.56	$0.00	$0.00	$0.00	$5,905.06	$0.00	$5,886.01	29%
Taxes	Other	$17,200	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
Taxes Total		**$37,200**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**-$39.61**	**$20.56**	**$0.00**	**$0.00**	**$0.00**	**$5,905.06**	**$0.00**	**$5,886.01**	16%
Insurance	General, Property, Boiler	$56,000	$4,632.33	$4,632.33	$4,632.33	$4,632.33	$4,632.33	$4,632.33	$4,632.33	$0.00	$0.00	$0.00	$19,158.72	$4,789.66	$56,374.69	101%
Insurance	D & O Insurance	$18,000	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$8,653.00	$0.00	$0.00	$0.00	$0.00	$8,653.00	48%
Insurance	Worker's Comp	$16,500	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	-$5,336.59	$0.00	$0.00	$16,963.00	$0.00	$4,565.00	$16,191.41	98%
Insurance Total		**$90,500**	**$4,632.33**	**$4,632.33**	**$4,632.33**	**$4,632.33**	**$4,632.33**	**$4,632.33**	**-$704.26**	**$8,653.00**	**$0.00**	**$16,963.00**	**$19,158.72**	**$9,354.66**	**$81,219.10**	90%
Community Enhancement	Donations	$1,000	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$280.00	$0.00	$0.00	$280.00	28%
Community Enhancement	Association Membership	$2,000	$50.00	$110.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$160.00	8%
Community Enhancement Total		**$3,000**	**$50.00**	**$110.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$280.00**	**$0.00**	**$0.00**	**$440.00**	2%
CCCC Debt Loan Service T	CCCC Debt Interest Payr	$162,744	$505,412.39	-$491,112.56	$8,668.90	$8,081.71	$9,677.13	$258,788.38	$9,673.54	$10,920.89	$9,145.32	$10,092.76	$10,469.76	$10,076.79	$359,895.01	221%
CCCC Debt Loan Service T	CCCC Extra Debt Payme	$250,000	$8,150.17	$4,675.12	$4,893.66	$5,480.85	$3,885.43	$4,774.18	$3,889.02	$2,641.67	$4,417.24	$3,469.80	$3,092.80	$3,485.77	$52,855.71	21%
CCCC Debt Loan Service Total		**$412,744**	**$513,562.56**	**-$486,437.44**	**$13,562.56**	**$13,562.56**	**$13,562.56**	**$263,562.56**	**$13,562.56**	**$13,562.56**	**$13,562.56**	**$13,562.56**	**$13,562.56**	**$13,562.56**	**$412,750.72**	100%
Grand Total		**$3,055,641**	**$688,556**	**-$327,367**	**$176,538**	**$197,149**	**$201,089**	**$460,724**	**$218,157**	**$316,667**	**$215,973**	**$216,289**	**$220,609**	**$219,452**	**$2,770,919**	

2013 Capital Budget Projects		YTD	
Landscape - CCCC	$3,000	$2,985.54	
Landscape - Bed Upgrades	$12,000	$6,021.50	
Landscape - Irrigation Infrastructure	$20,000	$18,497.89	
Landscape - Rock Work	$2,000	$2,000.00	
Landscape - La Crosse Bed Areas	$18,000	$18,000.00	
Total Landscape	**$55,000**	**$47,504.93**	
Barstow Fence		$34,479.50	
Swim Ctr - Furniture & Equip	$24,750	$23,123.77	**Complete**
Swim Ctr - Security Cameras	$24,000	$23,816.44	**Complete**
Swim Ctr - Parking Lot	$23,000	$22,184.50	**Complete**
Total Swim Center	**$71,750**	**$69,124.71**	
Community Ctr - Parking Lot	**$11,000**	**$10,705.93**	**Complete**
Total Capital Budget Projects	**$137,750.00**	**$127,335.57**	
Grand Total Expenses	**$3,193,391.00**		
	-$6,941.00		

Circle C Landscape
Report to the Board
December-January 23, 2014

1. **Weather.** The weather over the past month has been generally dry, with cold mornings and very warm afternoons. We had an extreme cold spell in early January with two overnight temperatures below freezing. This is important as the vegetation has now gone completely dormant due to the hard freezes, an essential part of the life cycle.

2. **Maintenance.** In the winter, the landscape crew is very busy as all of the perennials and ornamental trees must be trimmed and pruned. This is a two-fold approach; the first round all of the dead top vegetation and the grasses are trimmed and the beds are cleaned. In the second round, the evergreen shrubs are touched up, the roses are pruned, and the crape myrtles are pruned. After, the mulch is replenished and touched up. This is a two month process beginning in January. The trimmings are placed in 40 yard containers and Texas Disposal recycles them as part of their recycle-reuse landfill options. Eventually, they become Gardenville products.

3. **Mowing.** Mowing is limited in January. Each week a drive around touch up is done on Fridays, to weed-eat or treat any areas that are out of sync with our maintenance specification. We will do one mowing at the end of January of the entire property.

3. **Weed Treatment.** After two hard freezes, clover and broadleaf weeds in selected areas are treated with an appropriate herbicide.

4. **Irrigation.** In January, we begin a routine and systematic check of all of the irrigation on the property. Each controller is cleaned, vegetation around it is trimmed back, ant treatment is applied, and every section on the property is run. Bad heads, nozzle adjustments, and leaks are repaired during the irrigation checks. All of our irrigation maps are reviewed and updated at the same time.

The controllers remain off during January, however, each one is check to ensure the appropriate setting for Stage 2 water conservation is in place when we turn them on.

5. **Trees.** We completed a health prune of trees along LaCrosse from Escarpment to Spruce Canyon. In addition, all trees along the walls were checked to ensure that they were not leaning on or otherwise affecting the wall structure.

6. **Special Projects.** In January, the landscape crew will complete renewing the granite at all the outlying post offices, which is done about every three years.

Facility Operations – November/December 2013

Resident Entries with ID Card – 1,935
Resident Entries without ID Card – 4
Total Resident Entries – 1,939 (322 Unique)

Guest Entries – 2

Total Entries into Aquatics Facilities – 1,941
(The above numbers do not reflect any entries from program use)

Swim Center - Winter Hours (Currently Closed for Rennovation)

Swim Center Pool		
Monday - Friday	**Saturday**	**Sunday**
CLOSED	CLOSED	CLOSED

Program Attendance – November 2013

Select Swim Team
Total Swimmers Enrolled - **136**

Masters
Total Participants Enrolled - **12**

Program Attendance – December 2013

Select Swim Team
Total Swimmers Enrolled - **88**

Contracted Rentals – November/December 2013

Austin T3
Dream of Hopes
Bowie High School
Austin Swim Club
Veritas / Regents

Revenue – November 2013

Aquatics Programming	$250
Swim Team	$16,623
Guest Fees	$26
Area Reservations	$0
Private Rentals	$0
Contracted Rentals	$350

Revenue – December 2013

Aquatics Programming	$11,074
Swim Team	$15,745
Guest Fees	$0
Area Reservations	$0
Private Rentals	$0
Contracted Rentals	$641

Incidents / Accidents – November/December 2013

First Aid Incidents		
Laceration / Abrasion	-	0
Bump / Bruise	-	0
Nose Bleed	-	0
Water Rescue Incidents		
Distressed Swimmer	-	0
Active Drowning	-	0
Total Incidents	**–**	**0**

Circle C HOA
Maintenance Report for Board
January 2014

Prepared by Robert Bardeleben -Facilities Coordinator

Josh Knight has ended his employment with Circle C HOA. He had a great job opportunity that he could not pass up. We have filled the Maintenance Tech 3 position with Bobby Mills. Bobby "Mills" has extensive maintenance and pool experience.

SWIM CENTER

- Pool is under renovation—see separate renovation report.

COMMUNITY CENTER POOL

- Pool is closed for the winter.
- Sanded, Rust Treated, and Painted Splash Pad Railing
- Some Minor Freeze Damage in Restrooms and Mechanical Room
  < $600.00 damage
- Routine cleaning and maintenance have been performed.
- New Signage Installed in Restrooms in regards to baby wipes, etc.

COMMUNITY CENTER

- Routine AC/HEATER filter changes and cleanings have been done.
- Minor repairs have been done throughout the facility.
- Working on Selling Lounge Furniture and Chairs
- New Signage Installed in Restrooms in regards to baby wipes, etc.

NEIGHBORHOOD

- Bollard Lights have been vandalized twice in the last month causing approx. $3000 in damage. Looking at other lighting alternatives.
- Lighting repairs and replacements are being done as issues come up
- Quarterly Inspections Completed

Circle C Homeowners Association
2014 Annual Meeting
March 5, 2014
6:30pm, Circle C Community Center

Agenda

I. Welcome and Introduction – (Karen Hibpshman)

II. Establish a quorum & call meeting to order - (Chris Poynor)

III. Volunteer Recognition – (Chris Poynor)

IV. Approval of 2013 Annual Meeting minutes – (Natalie Place McClure)

V. Election of 2 CCHOA Directors – (Michael Chu)

VI. Announcement of 2014 Nominating Committee – (Chris Poynor)

VII. Development Update – (Chris Poynor)

VIII. Financial Review - (Dan Vavasour)

IX. Cap Metro Q&A (Willie Cecil)

X. Austin Police Department Q&A (Officer Visi)

Handouts:
2013 Annual Meeting Minutes
2013 Income and Expense Report (Unaudited)
2014 Budget
2014 Ballot

Circle C Café and Catering

Equipment/Items the HOA owns and currently has to maintain

- Deep Fryer
- Double Door Freezer
- Hot Box Warmer
- Sink
- Light Fixtures
- Ceiling Fans
- Exhaust Fan
- Uptake Fan
- Ansul Fire Suppression System
- AC/Heater
- Water Heater
- Building Repairs

Estimated electric cost is $800.00 per month

Estimated gas cost is $130.56 per month (averaged using June, July & Aug bills). Re-evaluate at the end of each year.

Supplies/Repairs - $125.00

Pump Room Storage - $100.00

Per Robert, for approximately $1,500.00 we would be able to put all the Café's circuits on one or two digital meters. This is would be a digital meter that would be read monthly and bill the tenant for the exact amount.

Gas would be billed a flat rate of $130.56 per month. (The pizza oven and stove both are gas)

Lease amount - $10 per square foot equals $500.00 per month

What items should the HOA replace and/or repair – refer to the list at the top

Jaime mentioned when we met that he felt the HOA should cover the cost of cleaning the vent hood ($500.00) quarterly and cleaning the grease trap for the sink ($400.00 every four months). Per the current contract, this is a cost to the tenant.

One cost to the HOA is going to be partial consumption of ice from the ice machine. Jaime leases this and it is utilized by the swim staff and landscaping crews. This is needs to be a shared cost between the HOA, Landscaping and the Café

Things to require
Current health inspection
Current insurance certificate (already required)