

CCHOA Board Meeting Agenda
28 October 2020, 6:30pm
Circle C Community Center via zoom

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of September 30, 2020 board meeting minutes *Steve Urban*
- IV. Homeowner Forum (*3 min each*)
 - a. Matt Morgan
 - b. Travis James
- V. Management Reports
 - a. General Report, *Karen Hibpshman*
 - 1. Sept YTD Financials
 - b. Landscape Report, *Clayton Hoover*
 - c. Aquatics Report, *Brody McKinley*
 - d. Maintenance Report, *Karen Hibpshman*
- VI. Discussion Items
 - a. CC&R vote Update
 - b. 2021 Draft Budget
 - c. Annual Meeting/Candidates
 - d. Additional Signage Proposal
- VII. Action Items
 - a. Nov Board Meeting Date
 - b. Annual Meeting Date
- VIII. Adjourn Public Meeting
- IX. Executive Session

Attachments

- 1. Sept 2020 Board Meeting Minutes
- 2. General Report (including YTD Financials)
- 3. Landscape Report
- 4. Aquatics Report
- 5. Maintenance Report
- 6. 2021 Draft Budget

**Circle C Homeowners Association
Board Meeting Minutes
September 30, 2020**

1. The CCHOA Board of Directors convened on September 30, 2020, via video conferencing (Zoom). Russ Hodes called the meeting to order at 6:30 p.m. In attendance were board members Russ Hodes, Kim Ackermann, Michael Chu, and AE Martin. Natalie joined the meeting at 6:36pm. Steve Urban and Jason Bram were not present. CCHOA Manager Karen Hibpshman (HOA Manager) and Marnie McLeod (Assistant Manager) were in attendance. Brody McKinley (Aquatics Director), Robert Bardeleben (Facilities Coordinator), Clayton Hoover (Circle C Landscape), and Amanda Hartman (Aquatics Coordinator) were also present.
2. Russ asked if there were any changes to the agenda. Karen asked to add Travis James under Homeowner Forum and/or Discussion Items. Karen also asked to add a Recruitment Campaign for both ACC and Board Members. Kim motioned to approve the agenda with the changes. Russ seconded the motion. All were in favor and the motion passed.
3. Russ presented the August 26, 2020 Board of Directors Meeting Minutes. Kim motioned to accept the minutes as written. Michael seconded the motion. All were in favor and the motion passed.
4. Russ introduced the Homeowner Forum. Lisa Williams was not present and Karen will follow up with her on her concerns.

Travis Jones represented the Bowie Swim Team (approximately 60 swimmers) in requesting the use of the Circle C pool for team practice. The City of Austin has so far opened 5 pools with limited hours. School sports have started at Gorzycki MS and Bowie HS. Currently, Bowie is swimming at Lifetime Fitness but, due to the facility restraints, only 1/3 of the kids can swim at a time. Another 1/3 use the weight room, and the other 1/3 of the kids must wait to swim. They need to give notice to Lifetime by tomorrow if they wish to not renew their rental and are requesting that the board allow Bowie HS and Select Swim to use the main pool. Kids would not use the showers but would need to have access to the restrooms.

5. Karen provided the management report and the YTD Financials. With more residents out walking the neighborhood, the biggest complaints currently are garbage cans in view, inoperable vehicles, recreational equipment in the front yard, and yard maintenance. A resident reached out to do a Food Bank drive during the middle of October which would abide by all CDC and social distancing guidelines. We are looking at doing a modified version of the garage sale which would include no contact shredding, but we would not be able to include the electronic recycling or Salvation Army. The 2nd semi-annual billing for Rowell has been sent out. The City is continuing the project at Escarpment/La Crosse with new curbs and ramp installation. They are currently working on the northwest corner. This project will include cuts in the medians for new crosswalks. The City will

also be installing new ramps and a crosswalk at La Crosse and Rhett Butler. We did have a hiccup on the monument with the permit department not accepting the documentation from the Parks Department. After working with both departments, we were able to resolve the issue and get the permit issued. The footers have all been poured and they are currently installing the block. If the weather holds, they expect to be completed within 30 days. AE requested to see pictures for the new monument. Karen will email the pictures to him to share with those that ask. Kim asked if the other areas in Circle C with black granite will be replaced by the same company. Karen stated not at this time. Kim asked if we could have that company look at them to replace them as well. She would like to them to match for a more uniform look. Kim also asked how many other places in Circle C have black granite; it's time to change them also. Karen will reach out to Trent for a proposal on a design that would match the new monument location. It would be best to do those locations when we are doing a new installation at the entrances.

6. Clayton presented the landscaping report. Fall weather and the recent rains produced more growth so they have added extra mowing rotations. They are also completing mulching throughout the community. The additional mowing has delayed some areas but those will be completed soon. The area on Spruce Canyon where there is continuous washout has been mulched and a rock project with a French drain will need to be done. AE asked if there will be mulch at Dahlgreen Ave. Clayton will talk to the crew. AE also said the landscape cloth is bare with weeds poking through. Clayton will take a look at this area.
7. Brody presented the aquatics report. The report is only through August so it doesn't reflect the opening in September. We did open in September with lane reservations and it is going well. We are getting feedback and are making needed changes. We are also looking at how we can best reallocate resources as we head into the winter months. We are still short-staffed but have hired two new guards that will start in mid-October, but they are only available on afternoons. We were also able to recertify guards with expired certifications. We are getting close to stage 2 COVID-19 Risk-Based Guidelines. CDC guidelines changed briefly but were changed back but those were related mostly to indoor activities including offices. We are working on best practices for handling staff and the colder weather.
8. Robert presented the maintenance report. Maintenance is doing a lot of preventative maintenance. The pool heater installation is completed and we are waiting on the boiler inspection to be completed. The wade pool and the seasonal pools have all been winterized. The basketball rims at the swim center park were replaced.
9. The first discussion item was the CC&R vote update. Karen updated the board that only 36.6% of homeowners have currently voted. A second mailing was sent out to those that have not voted. If an owner has not paid their assessments, the past due statement included a second mailing. For those that have paid, a ballot was mailed separately. Karen provided an explanation on the additional land language that has caused some confusion. The language is written to bring in the Rowell HOA. It is written so that any property the board would bring into the HOA has to be contiguous to Circle C and

already platted with no more than 200 lots. All of the property surrounding Circle C is either City of Austin Park Land, Water Conservation Land, the Veloway, or the Yates Conservatory - and these are all protected properties. AE asked about the ratio of positive to negative votes. Karen will provide that information after the meeting. AE also spoke about the assessment cap that was put in place when the developer was in control. There has always been a concern the capping of assessments. He hopes that we can get the CC&R's changed to one flat rate. AE said that not capping the assessments would be an accounting nightmare. He hopes residents listening tonight know that voting is important so will talk to their neighbors to ensure sure they vote.

10. The seconded discussion item was Recruitment for ACC and Board Members. Kim would like to start a recruitment campaign for future board members and members of the ACC. Last year, not one person volunteered. We need to start working on fostering neighbors to volunteer. Maybe start a PR campaign in the newsletter. AE suggested we have the writer interview board members and write an article about this in the newsletter. Karen asked which board member would volunteer to be interviewed. Kim Ackermann and AE Martin volunteered. Karen added that CAI did a callout for board members and she saved the template to use it for upcoming elections for board members. Russ Hodes clarified for those listening that the ACC Committee is a 3-member team that reviews architectural changes. Kim asked if we've gotten any volunteers for the ACC Committee. AE said that in the past the members came up with names and met with those residents. The ACC Committee would then make a recommendation to the board. AE stated when questions come around, people need knowledge on material, construction, etc. Some of the ideas are not feasible and wouldn't work. The ACC has been successful in reaching out to experts, asking questions, and doing research to better learn what will work.
11. The first action item was Pool Opening Phases. Michael stated that we are getting closer to Phase 2. There was an increase in COVID-19 cases today, but he hopes that we will see cases decline. Michael asked if we wanted to discuss Bowie HS returning to the pool. Russ asked Brody if we had the staffing available.

The question was asked if the Bowie coaches could serve as lifeguards. Brody confirmed that the coaches could not serve as lifeguards. Brody also clarified that outside rentals are after Phase 4 of the re-opening plan. He also mentioned that other outside groups rent lane space such as Water Polo, other high schools and groups. Natalie stated that Travis had placed a question in the Q&A that members of the swim team are certified lifeguards so could help with staffing of lifeguards. Brody stated that if they are actively swimming, they would not be able to lifeguard. Travis said that 42% of the team are lifeguards. They could alternate the active swimmers with the lifeguards. Kim is very concerned about the effect this pandemic has on our young, they need normalcy. There are demands on the pool, but Bowie is our school for our kids. Kim asked Brody if we can accommodate them. Brody spoke to Amanda who informed him that they are short one person every morning but could cut morning lap swims for the residents and shift hours to accommodate Bowie if needed. Kim asked if the reservations book up. Brody said 7am is popular and 3 of the 5 mornings are usually booked. Natalie asked if we could do a hybrid schedule with residents and Bowie kids. Brody deferred to Karen about

workman's comp. Karen said that if the Bowie kids were lifeguarding, they would have to be our employees and clocked in. Kim asked if we are ready to accommodate our own swim teams now. Brody said that because we will get two additional lifeguards starting in mid-October, we would be able to accommodate Select Swim.

Michael suggested passing an exception that would allow us to keep the plan in place. Natalie stated that these kids are breaking down. Her two teenagers are stressed and feeling confined. If we can do this, we should. AE stated that if we make exceptions, it should not be for any outside programs and Select Swimmers should have a priority over the Bowie team. Natalie stated we can take both Select Swim and Bowie HS because they practice at different times. Brody confirmed that Bowie HS practices in the morning and Select practices in the afternoons. There are also 5 outside swim teams that rent lane space at the pool.

Natalie motioned to allow Bowie HS and Select Swim to start mid-October contingent on having lifeguards in place. Kim seconded the motion. AE, Kim and Natalie voted yes. Russ and Michael voted no. With a vote of 3-2, the motion passed.

12. Michael motioned to adjourn the Public Meeting at 7:35 pm. Kim seconded the motion. All were in favor and the motion passed.
13. The Board went into executive sessions at 7:36 pm to discuss the Easement Access request. No votes or actions were taken. The Board adjourned the executive session at 7:56pm.
14. The Board reconvened the Public Meeting 7:58pm. Michael motioned to grant the easement agreement request on Trissino Drive as submitted. Natalie seconded the motion. Russ, AE, Natalie, Kim and Michael all voted no. With a vote of 5-0, the motion failed.
15. Natalie motioned to adjourn the Public Meeting at 8:02pm. AE seconded the motion. All were in favor and the motion passed.

**Circle C Homeowners Association
Manager's Report
September 28, 2020 – October 23, 2020**

Violation Report (September 28, 2020 – October 23, 2020)

318 Violations

- 201 (63.21%) Rubbish and Debris
- 49 (15.41%) Front Yard Maintenance
- 24 (7.55%) Repair of Exterior Damages
- 7 (2.2%) Exterior Lighting
- 18 (5.66%) Vehicle Storage
- 3 (0.94%) Architectural
- 8 (2.52%) Recreations Equipment
- 2 (0.63%) Fencing
- 1 (.31%) Offensive Activity
- 3 (.94%) Use Limitations
- 1 (.31%) Driveway
- 1 (.31%) Maintenance

318 Violations by Stage

- 241 (75.78%) stage 1/cooperative letters
- 64 (20.12%) stage 2 letters
- 13 (4.1%) stage 3 letters

320 Violation Updates/Creates

- 182 (57.23%) Closed
- 92 (28.93%) New
- 6 (1.89%) re-Opened
- 38 (11.95%) Escalated
- 2 (1%) Attorney

Administration

26 New Homeowner Packets mailed Sept 19th – Oct 19th

Financial

AP checks were signed October 20th with Terri Giles

Upcoming Special Events

Nov 7th – Community Wide Garage Sale/Shred Event

Dec 2nd – Nov Board Meeting via zoom.

Project/Updates

- We are not accepting reservations for the Community Center. We will continue to monitor the situation to start reservations again safely
- The HOA office is still closed to all walk-in traffic. We slowly working to move employees back to working at the office and observe social distancing guidelines and CDC recommended cleaning. The Community Center will not be open to walk-in traffic when employee's return to the office. Owners are able to schedule an appointment to meet with staff. Mail and the drop box are being checked daily to ensure everything is being distributed timely.
- The invoice for the Commercial Agreement for the 1st half of the payment for \$48,500 has been submitted. The Commercial Payment was paid to the incorrect entity and they are working on getting the check refunded and then process the check to CCHOA.
- The 2nd semi-annual billing will be sent out Oct 1st.
- An updated invoice was submitted to the City of Austin was submitted for \$17,600 and has been paid.
- Repairs on the GreyRock entrance is being done which includes new dos, rock and planting beds. Negotiated with the developer on re-imburement for damages caused by construction an were able to get them to agree in writing for \$40,000. Damages to the corners due to home construction damage will be repaired and billed back to the Lennar for re-imburement.
- Work at the intersection of La Crosse and Escarpment continues. The City recently put new pavement down at the intersection smoothing out the roughness. New sidewalk corners and ramps are being installed at all 4 corners and will include crosswalks being cut into the medians.
- New sidewalk ramps and a crosswalk with be installed at La Crosse and Rhett Butler. We do not have a timeframe on when they start this project.
- Work at the monument site is continuing. Stone continues to be installed and the lettering and logo should start to be installed in the next two weeks.
- Staff meetings are still being held via zoom as needed to keep staff updated on any new information. Attending webinars that are hosted by CAI, CAI Houston and RMWBH for the most up to date legal interpretation of the current stay at home orders and Governor's orders as they pertain to HOA's and guidance/protocols for a re-opening plan.

- **Capital Projects**

2020 Capital Budget Projects include:

Swim Center - Furniture	Completed
Landscaping – Irrigation	Continuing Project

Infrastructure	
Landscaping – Rock Work	Continuing Project
Pool Covers	Completed
SC wade Pool Repairs (slide)	Completed
CC Splash Pad	Shimmer Sheet is refinished/Rope and netting to be replaced when restrictions eases, possibly 2021
Picnic Table/Benches – Wildflower Park	Received – to be replacement when restrictions ease
Trash Receptacles	Recycle cans have been ordered/Neighborhood trash cans will be completed with restrictions ease
Park Place Renovation	Completed
Avana – Beach Entry Repair	Completed
HVAC Coil Repair	Completed
SC Replacement Benches	Permanent bench on composite deck completed. Remaining benches will be ordered when needed.
CC Seal Coat/Repair	Completed
Escarpment Project	Not Started
Valve to valve Upgrade	Not Started
Construction Repairs	Repairs due to construction have been done at Bernia, Trissino, Slaughter, La Crosse, Escarpment and Archeleta.

Current or Future Projects

- Irrigation Infrastructure
- Signage
- Monuments
- Landscape Prep
- Expansion of CCCC pool
- Phase II
- Additional Playgrounds/shade covers

2020 CCHOA INCOME BUDGET

Category	Subcategory	2020 Budget	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Totals	%
Homeowner Income	Homeowner Dues	\$3,802,214	\$44,204.58	\$1,014,578.94	\$581,078.30	\$69,289.32	\$98,903.59	\$122,516.09	\$1,125,750.51	\$429,809.09	\$95,957.07	\$3,582,087.49	94%
Homeowner Income	Resale Certificates	\$73,125	\$5,175.00	\$5,175.00	\$5,625.00	\$5,850.00	\$7,204.50	\$9,900.00	\$8,550.00	\$4,725.00	\$6,750.00	\$58,954.50	81%
Homeowner Income	Transfer Fees I0come	\$75,000	\$4,200.00	\$4,475.00	\$6,828.00	\$5,075.00	\$3,500.00	\$7,175.00	\$8,575.00	\$6,475.00	\$5,950.00	\$52,253.00	70%
Homeowner Income	Late Fees Collected	\$18,000	\$2,040.63	\$1,912.59	\$1,762.82	\$1,155.17	\$3,313.61	\$4,602.54	\$2,782.50	\$1,203.62	\$1,821.70	\$20,595.18	114%
Homeowner Income	Lien Admin Fees Income	\$400	\$189.06	\$33.42	\$56.00	\$42.00	\$14.00	\$14.00	\$28.00	\$0.00	\$28.00	\$404.48	101%
Homeowner Income	Filing Fee Income	\$224	\$714.00	\$204.28	\$224.00	\$190.05	\$56.00	\$175.28	\$57.30	\$0.00	\$112.00	\$1,732.91	774%
Homeowner Income	NSF Charges	\$100	\$0.00	\$0.00	\$25.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$125.00	125%
Homeowner Income	Collection Fee Income	\$50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Homeowner Income Total		\$3,969,113	\$56,523.27	\$1,026,379.23	\$595,599.12	\$81,601.54	\$113,041.70	\$144,432.91	\$1,145,743.31	\$442,212.71	\$110,618.77	\$3,716,152.56	94%
Architectural Review Income	Architectural Review I0come	\$10,000	\$4,255.00	\$4,590.00	\$5,505.00	\$300.00	\$690.00	\$2,875.00	\$1,410.00	\$10,630.00	\$1,295.00	\$31,550.00	316%
Architectural Review I0come Total		\$10,000	\$4,255.00	\$4,590.00	\$5,505.00	\$300.00	\$690.00	\$2,875.00	\$1,410.00	\$10,630.00	\$1,295.00	\$31,550.00	316%
Rental Income	Office Rent	\$14,400	\$2,193.28	\$1,438.65	\$0.00	\$2,193.28	\$1,438.65	\$0.00	\$0.00	\$1,438.65	\$0.00	\$8,702.51	60%
Rental Income	Grill Rent	\$6,300	\$512.50	\$0.00	\$0.00	\$0.00	\$0.00	\$525.30	\$0.00	\$0.00	\$0.00	\$1,037.80	16%
Rental Income Total		\$20,700	\$2,705.78	\$1,438.65	\$0.00	\$2,193.28	\$1,438.65	\$525.30	\$0.00	\$1,438.65	\$0.00	\$9,740.31	47%
Aquatics Income	Pool Programs	\$85,000	\$3,383.00	\$3,451.00	\$1,722.00	\$496.00	\$280.50	-\$515.00	-\$95.00	-\$2,461.00	-\$70.00	\$6,191.50	7%
Aquatics Income	Pool Programs - Swim Team	\$119,500	\$9,840.00	\$10,972.50	\$11,305.00	\$0.00	\$140.00	\$125.00	\$0.00	\$930.00	\$620.00	\$33,932.50	28%
Aquatics Income	Facility Income	\$37,500	\$3,605.32	\$1,346.92	\$134.56	\$4,411.39	\$0.00	\$2,429.00	\$0.00	\$0.00	\$14.00	\$11,941.19	32%
Aquatics Income Total		\$242,000	\$16,828.32	\$15,770.42	\$13,161.56	\$4,907.39	\$420.50	\$2,039.00	-\$95.00	-\$1,531.00	\$564.00	\$52,065.19	22%
CCCC Income	CCCC Facility Rentals	\$50,000	\$5,510.75	\$4,275.00	\$2,397.50	\$478.00	-\$355.00	-\$970.00	\$0.00	\$0.00	\$90.00	\$11,426.25	23%
CCCC Income Total		\$50,000	\$5,510.75	\$4,275.00	\$2,397.50	\$478.00	-\$355.00	-\$970.00	\$0.00	\$0.00	\$90.00	\$11,426.25	23%
Landscape Reimbursements	Stratus Reimb	\$97,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Landscape Reimbursements	COA Reimb	\$17,600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,600.00	\$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	\$17,600.00	\$17,600.00	15%
Miscellaneous	Interest Income	\$15,000	\$1,049.41	\$971.70	\$4,719.30	\$159.97	\$378.06	\$377.73	\$450.65	\$606.16	\$615.76	\$9,328.74	62%
Miscellaneous	Sales Tax Discount	\$0	\$1.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.13	
Miscellaneous Total		\$15,000	\$1,050.54	\$971.70	\$4,719.30	\$159.97	\$378.06	\$377.73	\$450.65	\$606.16	\$615.76	\$9,329.87	62%
Rowell Reimbursement	The Rowell HOA	\$53,000	\$26,184.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,145.94	\$0.00	\$0.00	\$56,330.34	106%
The Rowell Total		\$53,000	\$26,184.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,145.94	\$0.00	\$0.00	\$56,330.34	106%
Grand Total		\$4,474,413.00	\$113,058.06	\$1,053,425.00	\$621,382.48	\$89,640.18	\$115,613.91	\$149,279.94	\$1,177,654.90	\$453,356.52	\$130,783.53	\$3,904,194.52	87%

2020 CCHOA EXPENSE BUDGET

Category	Subcategory	2020 Budget	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Totals	%
Commons Area Services	Landscape Maint Contract	\$1,234,458	\$102,867.33	\$102,867.33	\$102,867.33	\$102,867.33	\$102,867.33	\$102,867.33	\$102,867.33	\$102,867.33	\$102,867.33	\$925,805.97	75%
Commons Area Services	Contract Landscape SC	\$31,834	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$23,875.92	75%
Commons Area Services	Contract Landscape CCCC	\$31,834	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$23,875.92	75%
Commons Area Services	Contract Landscape AV	\$22,575	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$16,931.07	75%
Common Area Services	Contract Landscape GR	\$22,575	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$16,931.07	75%
Common Area Services	Common Area Holiday Lighting	\$44,729	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	2016 Land Additions	\$5,000	\$0.00	\$0.00	\$0.00	\$2,002.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,002.63	40%
Commons Area Services	Landscape Repairs	\$80,000	\$0.00	\$0.00	\$1,000.00	\$15,496.56	\$16,102.34	\$13,584.00	\$11,963.60	\$10,479.98	\$14,467.51	\$83,093.99	104%
Commons Area Services	Landscape Water Utilities	\$255,000	\$5,771.47	\$5,158.59	\$5,526.38	\$5,558.91	\$5,433.47	\$12,065.87	\$26,715.48	\$47,838.14	\$49,344.72	\$163,413.03	64%
Commons Area Services	COA Water Utility Compliance	\$8,000	\$0.00	\$1,125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,125.00	14%
Common Area Services	Landscape Electric Utilities	\$36,000	\$2,861.21	\$2,658.23	\$2,717.67	\$2,878.80	\$2,527.66	\$3,733.29	\$2,879.22	\$2,581.75	\$2,554.22	\$25,392.05	71%
Common Area Services	Tree Care	\$50,000	\$2,250.00	\$9,000.00	\$13,250.00	\$3,395.00	\$2,030.00	\$3,123.75	\$2,975.00	\$1,150.00	\$425.00	\$37,598.75	75%
Commons Area Services	Fence Repairs & Maint	\$6,000	\$0.00	\$0.00	\$0.00	\$314.36	\$179.54	\$1,548.96	\$14.40	\$2,800.00	\$0.00	\$4,857.26	81%
Commons Area Services	Electrical Repairs & Maint	\$15,000	\$0.00	\$0.00	\$0.00	\$911.69	\$670.30	\$699.06	\$0.00	\$0.00	\$0.00	\$2,281.05	15%

Common Area Services	Neighborhood Maint & Repair	\$17,000	\$1,017.55	\$1,468.74	\$2,424.55	\$0.00	\$0.00	\$886.47	\$710.12	\$0.00	\$811.88	\$7,319.31	43%
Common Area Services	Non Contract Landscape - SC	\$15,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,542.56	\$1,542.56	10%
Commons Area Services Total		\$1,875,005	\$123,835.78	\$131,346.11	\$136,854.15	\$142,493.50	\$138,878.86	\$147,576.95	\$157,193.37	\$176,785.42	\$181,081.44	\$1,336,045.58	71%
Aquatics Facilities	Administrative	\$59,000	\$2,505.49	\$1,198.39	\$3,970.10	\$525.76	\$4,809.72	\$3,866.74	\$402.39	\$200.15	\$262.35	\$17,741.09	30%
Aquatics Facilities	Supplies - Pool	\$16,000	\$2,349.45	\$32.33	\$331.19	\$128.00	\$4,683.01	\$4,701.96	\$0.00	\$0.00	\$0.00	\$12,225.94	76%
Aquatics Facilities	Supplies - Chemicals	\$71,000	\$2,305.18	\$2,929.20	\$2,234.77	\$6,042.79	\$4,123.69	\$4,369.80	\$7,697.02	\$5,775.72	\$5,623.48	\$41,101.65	58%
Aquatics Facilities	Supplies & Fees - Swim Team	\$23,500	\$1,820.57	\$1,301.11	\$919.33	\$25.00	-\$490.00	\$0.00	\$0.00	\$0.00	\$257.72	\$3,833.73	16%
Aquatics Facilities	Maintenance - Pool	\$85,300	\$3,108.12	\$4,319.02	\$6,017.68	\$3,677.65	\$3,539.64	\$1,251.34	\$11,121.38	\$2,739.81	\$0.00	\$35,774.64	42%
Aquatics Facilities	Maintenance - Building	\$54,700	\$2,448.21	\$4,602.06	\$2,647.04	\$1,448.02	\$4,031.43	\$2,715.87	\$8,853.54	\$1,204.18	\$1,416.79	\$29,367.14	54%
Aquatics Facilities	Payroll - Staff	\$726,000	\$22,490.05	\$25,901.12	\$24,956.42	\$17,712.91	\$12,707.98	\$33,928.72	\$17,408.74	\$11,923.90	\$18,278.19	\$185,308.03	26%
Aquatics Facilities	Payroll - Programming Staff	\$45,500	\$361.05	\$534.48	\$660.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39.47	\$1,595.23	4%
Aquatics Facilities	Payroll - Swim Team	\$103,825	\$7,763.13	\$8,818.59	\$8,781.31	\$6,485.22	\$4,320.82	\$4,340.17	\$4,326.02	\$4,318.48	\$4,325.91	\$53,479.65	52%
Aquatics Facilities	SC-Utilities - Water	\$30,000	\$1,628.27	\$1,738.60	\$1,788.45	\$1,340.80	\$1,282.65	\$1,672.21	\$1,942.72	\$1,792.81	\$1,874.90	\$15,061.41	50%
Aquatics Facilities	Avana _Utilities-Water	\$3,000	\$282.65	\$931.27	\$631.30	\$540.40	\$273.62	\$252.46	\$1,685.80	\$767.71	\$822.25	\$6,187.46	206%
Aquatics Facilities	GR- Utilities - Water	\$4,000	\$200.96	\$164.51	\$171.82	\$176.17	\$152.86	\$181.10	\$257.40	\$210.52	\$201.14	\$1,716.48	43%
Aquatics Facilities	SC-Utilities - Electric	\$28,000	\$1,989.86	\$2,384.52	\$2,377.64	\$2,169.51	\$2,403.95	\$1,115.37	-\$482.61	\$1,805.90	\$2,434.74	\$16,198.88	58%
Aquatics Facilities	Avana - Utilities- Electric	\$12,000	\$667.02	\$137.08	\$131.04	\$682.17	\$762.30	\$799.39	\$772.52	\$793.52	\$785.96	\$5,531.00	46%
Aquatics Facilities	GR -Utilities-Electric	\$6,000	\$414.88	\$428.83	\$446.50	\$411.70	\$409.55	\$392.61	\$416.67	\$388.68	\$416.67	\$3,713.85	62%
Aquatics Facilities	Utilities - Natural Gas	\$34,000	\$3,129.24	\$3,070.96	\$3,251.19	\$1,323.46	\$331.22	\$333.50	\$336.74	\$335.10	\$239.88	\$12,351.29	36%
Aquatics Facilities	SC-Utilities - Telephone/Internet	\$11,000	\$169.86	\$516.05	\$1,381.22	\$526.77	\$969.23	\$195.45	\$933.30	\$547.92	\$525.36	\$5,765.16	52%
Aquatics Facilities	Avana - Telephone/Internet	\$4,000	\$170.96	\$430.84	\$291.08	\$300.12	\$290.17	\$189.50	\$190.71	\$198.57	\$196.69	\$2,258.64	56%
Aquatics Facilities	GR- Telephone/Internet	\$4,000	\$202.32	\$192.13	\$192.32	\$191.70	\$191.46	\$201.21	\$187.72	\$195.97	\$187.72	\$1,749.77	44%
Aquatic Facilities Total		\$1,320,825	\$54,007.27	\$59,631.09	\$61,180.63	\$43,684.84	\$44,816.61	\$60,507.40	\$56,029.29	\$33,214.69	\$37,889.22	\$450,961.04	34%
Circle C Community Center	Utilities - Water	\$35,000	\$2,628.03	\$1,584.82	\$324.50	\$328.89	\$333.24	\$487.68	\$401.90	\$1,976.52	\$473.71	\$8,539.29	24%
Circle C Community Center	Utilities - Electric	\$22,000	\$15.00	\$1,494.66	\$1,498.29	\$1,451.20	\$1,324.45	\$1,302.73	\$1,404.99	\$1,565.94	\$1,655.35	\$11,712.61	53%
Circle C Community Center	Utilities - Telephone/Internet	\$9,600	\$650.37	\$650.37	\$650.37	\$650.37	\$661.90	\$661.90	\$660.66	\$660.66	\$664.04	\$5,910.64	62%
Circle C Community Ctr	Events Payroll	\$6,000	\$722.42	\$1,236.11	\$1,000.73	\$1,278.40	\$525.20	\$87.00	\$0.00	\$0.00	\$0.00	\$4,849.86	81%
Circle C Community Center	Furniture	\$2,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Circle C Community Center	Maintenance - Building	\$47,000	\$3,405.24	\$2,949.50	\$2,694.06	\$1,605.35	\$2,451.23	\$1,383.98	\$1,699.51	\$2,396.62	\$1,244.80	\$19,830.29	42%
Circle C Community Ctr Total		\$121,600	\$7,421.06	\$7,915.46	\$6,167.95	\$5,314.21	\$5,296.02	\$3,923.29	\$4,167.06	\$6,599.74	\$4,037.90	\$50,842.69	42%
Maintenance Operations	Office Supplies	\$1,500	\$0.00	\$99.55	\$0.00	\$0.00	\$0.00	\$61.79	\$0.00	\$0.00	\$0.00	\$161.34	11%
Maintenance Operations	Employee Education	\$1,200	\$135.00	\$135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$270.00	23%
Maintenance Operations	Uniforms	\$1,800	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$552.08	\$0.00	\$0.00	\$0.00	\$552.08	31%
Maintenance Operations	Staff Recruitment	\$300	\$35.00	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	35%
Maintenance Operations	Safety Equip/Supplies	\$900	\$334.33	\$334.33	\$0.00	\$62.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$731.42	81%
Maintenance Operations	Maintenance Payroll	\$180,000	\$13,346.48	\$26,692.96	\$13,346.48	\$20,019.72	\$13,346.48	\$13,346.48	\$13,346.48	\$13,346.48	\$13,346.48	\$140,138.04	78%
Maintenance Operations	Pool Tech	\$72,000	\$3,335.00	\$5,807.25	\$3,121.96	\$4,462.64	\$2,980.36	\$3,973.20	\$3,339.84	\$3,000.00	\$3,060.00	\$33,080.25	46%
Maintenance Operations	Payroll Taxes	\$15,000	\$1,262.55	\$2,473.98	\$1,135.05	\$1,571.16	\$1,038.58	\$1,103.01	\$1,055.89	\$1,030.79	\$1,055.53	\$11,726.54	78%
Maintenance Operations	Computer/Software	\$1,000	\$0.00	\$128.00	\$227.30	\$0.00	\$27.05	\$0.00	\$0.00	\$0.00	\$97.41	\$479.76	48%
Maintenance Operations	Tools/Supplies	\$5,000	\$0.00	\$550.98	\$0.00	\$302.39	\$567.70	\$378.06	\$107.83	\$0.00	\$0.00	\$1,906.96	38%
Maintenance Operations	Office Furniture	\$700	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations Total		\$279,400	\$18,448.36	\$36,292.05	\$17,830.79	\$26,418.67	\$17,960.17	\$19,414.62	\$17,850.04	\$17,377.27	\$17,559.42	\$189,151.39	68%
HOA Operations	Office Supplies	\$9,000	\$2,458.77	\$180.68	\$0.00	\$48.69	\$600.68	\$2,426.38	\$852.28	\$10.74	\$22.35	\$6,600.57	73%
HOA Operations	Equip & Maintenance	\$15,000	\$152.30	\$533.87	\$1,798.77	\$1,096.23	\$294.15	\$56.41	\$337.83	\$534.61	\$148.25	\$4,952.42	33%
HOA Operations	HOA Owned Vehicle Expense	\$8,000	\$267.52	\$139.33	\$89.28	\$230.01	\$136.58	\$154.74	\$77.74	\$19.70	\$41.69	\$1,156.59	14%
HOA Operations	Postage	\$16,000	\$3,749.90	\$2,148.07	\$180.60	\$39.60	\$889.75	\$3,462.30	\$4,479.65	\$505.05	\$2,809.50	\$18,264.42	114%
HOA Operations	Web Operations	\$3,000	\$20.47	\$750.47	\$199.98	\$20.47	\$60.00	\$37.74	\$95.47	\$20.47	\$80.47	\$1,285.54	43%
HOA Operations	Printing	\$2,000	\$592.34	\$0.00	\$0.00	\$0.00	\$0.00	\$171.79	\$220.27	\$0.00	\$1,211.41	\$2,195.81	110%
HOA Operations	HOA Meetings	\$5,000	\$672.34	\$0.00	\$116.70	\$31.96	\$138.55	\$982.22	\$133.22	\$133.22	\$133.22	\$2,341.43	47%
HOA Operations	Deed Restrictions	\$5,000	\$708.56	\$0.00	\$60.00	\$708.56	\$0.00	\$0.00	\$708.56	\$0.00	\$0.00	\$2,185.68	44%
HOA Operations	HOA Special Events	\$30,000	\$9,997.93	\$970.88	-\$1,357.21	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,861.60	40%
HOA Operations	Professional Fees	\$2,000	\$0.00	\$0.00	\$1,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,750.00	88%
HOA Operations Total		\$95,000	\$18,620.13	\$4,723.30	\$2,838.12	\$4,425.52	\$2,119.71	\$7,291.58	\$6,905.02	\$1,223.79	\$4,446.89	\$52,594.06	55%
Financial Management	Management Services	\$112,000	\$9,314.25	\$9,383.27	\$9,420.39	\$9,365.87	\$9,314.25	\$9,614.25	\$9,635.13	\$9,774.33	\$9,650.79	\$85,472.53	76%
Financial Management	Resale Certificate	\$16,250	\$800.00	\$1,100.00	\$1,450.00	\$1,250.00	\$1,500.00	\$1,900.00	\$1,750.00	\$1,850.00	\$1,850.00	\$13,450.00	83%
Financial Management	Lien Filing Administrative Fees	\$1,000	\$208.00	\$212.00	\$156.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$576.00	58%

Grand Total Expenses

\$4,745,030.00

**Circle C Landscape
Board Report, October 2020**

**Circle C Landscape Board Report
Oct-20**

Weather

General: Hot weather, no rain!

Rainfall Total: 0
Temperature: 73-97 degrees
Major Events: None

Maintenance Services

General: Mowing rotation, all areas
Mulching: Ongoing, complete at Escarpment, LaCrosse to Escarpment, east
Circle C North, Park Place, Wildflower Park, Dahlgreen
Spruce Canyon to LaCrosse, ongoing in other areas
Treatments: Pre Emergent Weed Treatment Throughout, underway
Weeding: Beds weeded

Outlying Areas

Post office Areas: Checked and Cleaned
Community Center Pond: Cleaned and Checked
Native Areas Weedeat: ongoing for all areas

Irrigation:

Selective Controllers on
Valve repairs, drip line repairs, solenoid repairs
Main Line, Lateral Line, head, bubbler and nozzle repairs
Hand Watering, add mycorryzea to tree watering

Trees: Young tree health prune, Avana, Greyrock Amenity

Upcoming: Outlying Areas, Park Mow
Holiday Lighting

Construction:

Construction Damage and Projects

Construction continues to be a major threat to the irrigation and commons areas.

Slaughter/Escarpment, Mobility Corridor Improvements
Slaughter/Escarpment, Monument damage at median
LaCrosse/Escarpment, Mobility Corridor Improvements

Slaughter at Beckett to MoPac: No water in this area
Second median has no water due to construction
LaCrosse at Mopac: Continued construction and median damage

**Circle C Landscape
Board Report, October 2020**

Avana: Continued construction of elementary school
Curb has been installed, area between sidewalk and curb on Escarpment
has been heavily damaged.

Trissino/Cricoli area damaged by light pole installation
Escarpment to the north, Fiber Optic Network installation

Greyrock: Assisted living and daycare under construction
Commons areas are affected

Wildflower Park: Damage to front area and medians, ongoing

Facility Usage	<i>Resident Entries</i>	<i>Guest Entries</i>	<i>Total Entries</i>
Swim Center	1,514	0	1,514
Community Center	0	0	0
Avaña	0	0	0
Greyrock	0	0	0
Totals	1,514	0	1,514

Member Stats	<i>Households</i>	<i>Individuals</i>	<i>Average / Household</i>
Homeowners	5,265	16,771	3.19
Renters	397	1,474	3.71
Totals	5,662	18,245	3.22

Revenue	
Programs	\$ 0
Swim Team	\$ 620
Guest Fees	\$ 0
Area Reservations	\$ 0
Facility Rentals	\$ 0
Lane Rentals	\$ 0

Program Enrollment	
Select Swim Team	63
Masters	6
Group Swim Lessons	0
Private Swim Lessons	0
Water Aerobics	0
Lifeguard Certification	0
Water Safety Instructor	0
Scout Swim Tests	0

Private Rentals	
Swim Center	0
Community Center	0
Avaña	0
Greyrock	0
Totals	0

Area Reservations	
Swim Center	0
Community Center	0
Avaña	0
Greyrock	0
Totals	0

Special Events	
Lane Rentals	
Food Trailer Night	
Dive-In Movie	

Incidents/Injuries

Incident Types	YTD				Aug-20			
	SC	CC	AV	GR	SC	CC	AV	GR
<i>Water Rescue Incident</i>	0	0	0	0	0			
<i>First Aid Incident</i>	0	0	0	0	0			
<i>Sudden Illness Incident</i>	0	0	0	0	0			
<i>Patron Behavior Incident</i>	3	0	0	0	0			
<i>Total</i>	3	0	0	0	0	0	0	0
	3				0			

Entry Data	SC	CC	AV	GR	SC	CC	AV	GR
<i>Resident Entries</i>	2,928	0	0	0	0			
<i>Guest/NonRes Entries</i>	105	0	0	0	0			
<i>Total Entries</i>	3,033	0	0	0	0	0	0	0
<i>Incidents / Entry</i>	0.10%							
<i>All Facilities</i>	3,033 0.10%				0			

Incident Data	SC	CC	AV	GR	SC	CC	AV	GR
<i>Suspensions / Expulsions</i>	0	0	0	0				
	0				0			
<i>Biohazard Cleanup</i>	0	0	0	0				
	0				0			
<i>EMS / 911 Calls</i>	0	0	0	0				
	0				0			

Circle C HOA
Maintenance Report for Board October 2020
Prepared by Robert Bardeleben -Facilities Director

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Maintenance has been completed
- Minor Equipment and Facility Repairs Made
- Working on securing ideas and bids on wade pool repairs/renovations—slide changes, etc.

COMMUNITY CENTER

- Routine inspections and maintenance have been completed

COMMUNITY CENTER POOL

- Routine cleaning and maintenance have been performed.
- Minor Repairs have been completed on equipment and facility.

NEIGHBORHOOD

- Minor repairs have been completed as needed
- Powerwashed all Mailbox Centers
- Powerwashed Escarpment Bridge over Slaughter Creek and Avana Monument

AVANA AMENITIES CENTER

- Routine Cleaning and Maintenance has been completed
- Minor repairs have been made

GREY ROCK AMENITIES CENTER

- Routine Cleaning and Maintenance has been completed
- Minor repairs have been made

Operational Budget 2021

Draft

2021 CCHOA INCOME BUDGET

		\$706		\$740	
Category	Subcategory	2021 Draft Budget - no increase		2021 Draft Budget - 4.8% increase	
Homeowner Income	Homeowner Dues	\$3,850,000		\$4,000,000	
Homeowner Income	Resale Certificates	\$78,075		\$78,075	
Homeowner Income	Transfer Fees Income	\$61,250		\$61,250	
Homeowner Income	Late Fees Collected	\$20,000		\$20,000	
Homeowner Income	Lien Admin Fees Income	\$420		\$420	
Homeowner Income	Filing Fee Income	\$1,680		\$1,680	
Homeowner Income	NSF Charges	\$100		\$100	
Homeowner Income	Collection Fee Income	\$0		\$0	
Homeowner Income Total		\$4,011,525		\$4,161,525	
Architectural Review Income	Architectural Review Income	\$10,000		\$10,000	
Architectural Review Income Total		\$10,000		\$10,000	
Rental Income	Office Rent	\$14,400		\$14,400	
Rental Income	Grill Rent	\$6,300		\$6,300	
Rental Income Total		\$20,700		\$20,700	
			\$40,000		\$40,000
			\$35,000		\$35,000
			\$10,000		\$10,000
			\$0		\$0
Aquatics Income	Pool Programs	\$85,000		\$85,000	
			\$10,000		\$10,000
			\$2,500		\$2,500
			\$85,000		\$85,000
			\$10,000		\$10,000
Aquatics Income	Pool Programs - Swim Team	\$107,500		\$107,500	
			\$2,500		\$2,500
			\$3,000		\$3,000
			\$10,000		\$10,000

Commons Area Services	Landscape Repairs	\$80,000	Draft	\$80,000	
Commons Area Services	Landscape Water Utilities	\$255,000		\$255,000	
Common Area Services	COA Water Utility Compliance	\$8,000		\$8,000	
Commons Area Services	Landscape Electric Utilities	\$36,000		\$36,000	
Common Area Services	Tree Care	\$50,000		\$50,000	
Commons Area Services	Fence Repairs & Maint	\$7,000		\$7,000	
Commons Area Services	Electrical Repairs & Maint	\$12,000		\$12,000	
Common Area Services	Neighborhood Maint & Repair	\$20,000		\$20,000	
Common Area Services	Non Contract Maintenance	\$15,000		\$15,000	
Commons Area Services Total		\$1,950,505		\$1,950,505	
	Office Supplies		\$32,000		\$32,000
	Employee Education & Skills Enhancement		\$7,500		\$7,500
	Staff Uniforms		\$9,500		\$9,500
	Staff Recruitment & Hiring		\$1,500		\$1,500
	Retail Merchandise		\$3,500		\$3,500
	ARC Program Fees		\$10,000		\$10,000
Aquatics Facilities	Administrative	\$64,000		\$64,000	
	Safety Equip & Supplies		\$15,000		\$15,000
	Program Equip & Supplies		\$4,000		\$4,000
	Pool Supplies		\$6,000		\$6,000
Aquatics Facilities	Supplies - Pool	\$25,000		\$25,000	
	SC		\$39,000		\$39,000
	CC		\$15,000		\$15,000
	Avana		\$11,000		\$11,000
	Greyrock		\$6,000		\$6,000
Aquatics Facilities	Supplies - Chemicals	\$71,000		\$71,000	
	USA Swimming Registration		\$5,500		\$5,500
	Coach Training		\$2,000		\$2,000
	Swim Team Supplies		\$3,000		\$3,000
	Meet Expenses				
	Staff Meet Expenses		\$7,000		\$7,000
	Home Swim Meet		\$5,000		\$5,000
Aquatics Facilities	Supplies & Fees - Swim Team	\$22,500		\$22,500	
	SC - Equipment		\$39,000		\$39,000
	CC - Equipment		\$17,000		\$17,000
	Avana - Equipment		\$10,000		\$10,000

		GR - Equipment	\$4,000	\$4,000
		SC - Pool & Deck Coatings	\$5,000	\$5,000
		CC - Pool & Deck Coatings	\$2,500	\$2,500
		Avana - Pool & Decking Coatings	\$1,400	\$1,400
		GR - Pool. & Decking Coatings	\$400	\$400
		SC - Vacuum	\$3,000	\$3,000
		CC - Vacuum	\$700	\$700
		Avana - Vacuum	\$500	\$500
		GR - Vacuum	\$300	\$300
		SC - Permits & Inspections	\$1,200	\$1,200
		CC - Permits & Inspections	\$3,500	\$3,500
		Avana- Permits & Inspections	\$400	\$400
		GR- Permits & Inspections	\$400	\$400
Aquatics Facilities	Maintenance - Pool		\$89,300	\$89,300
		SC - Janitorial	\$14,000	\$14,000
		CC - Janitorial	\$1,200	\$1,200
		Avana - Janitorial	\$600	\$600
		GR - Janitorial	\$600	\$600
		SC - Fence	\$2,000	\$2,000
		CC - Fence	\$1,800	\$1,800
		Avana - Fence	\$400	\$400
		GR - Fence	\$400	\$400
		SC - Equip & Maint	\$5,000	\$5,000
		CC - Equip & Maint	\$3,500	\$3,500
		Avana - Equip & Maint	\$900	\$900
		GR-Equip & Maint	\$700	\$700
		SC - Supplies	\$3,000	\$3,000
		CC - Supplies	\$1,200	\$1,200
		Avana - Supplies	\$500	\$500
		GR - Supplies	\$300	\$300
		Playground	\$3,000	\$3,000
		Café Building	\$3,000	\$3,000
		Post Office Building	\$2,200	\$2,200
		Swim Center Parking Lot & Dumpster	\$18,000	\$18,000
		Avana Parking Lot & Dumpster	\$400	\$400
		Greyrock - Parking Lot & Dumpster	\$400	\$400
Aquatics Facilities	Maintenance - Building		\$63,100	\$63,100

	Aquatics Director		\$82,000		\$82,000
	Lifeguards		\$454,000		\$454,000
	Front Desk		\$66,000		\$66,000
	Aquatics Administration		\$85,000		\$85,000
	Payroll Taxes		\$46,000		\$46,000
Aquatics Facilities	Payroll - Staff	\$733,000		\$733,000	
	Contract Labor		\$0		\$0
	Private Lesson Instructor		\$10,000		\$10,000
	Group Lesson Instructor		\$12,000		\$12,000
	Program Instructor		\$10,000		\$10,000
	Lead Instructors		\$5,000		\$5,000
	Payroll Taxes		\$4,000		\$4,000
Aquatics Facilities	Payroll - Programming Staff	\$41,000		\$41,000	
	Head Coach		\$73,000		\$73,000
	Asst. Coaches		\$20,000		\$20,000
	Dry Land Coach		\$3,000		\$3,000
	Payroll Taxes		\$6,000		\$6,000
Aquatics Facilities	Payroll - Swim Team	\$102,000		\$102,000	
Aquatics Facilities	SC - Utilities - Water	\$30,000		\$30,000	
	Avana - Utilities - Water	\$4,500		\$4,500	
	GR - Utilities - Water	\$4,000		\$4,000	
Aquatics Facilities	SC - Utilities - Electric	\$28,000		\$28,000	
	Avana - Utilities - Electric	\$12,000		\$12,000	
	GR - Utilities - Electric	\$6,000		\$6,000	
Aquatics Facilities	Utilities - Natural Gas	\$32,000		\$32,000	
Aquatics Facilities	SC - Utilities - Telephone/Internet/Cameras	\$12,000		\$12,000	
	Avana - Utilities- Telephone/Internet/Cameras	\$5,000		\$5,000	
	GR - Utililites - Telephone/Internet/Cameras	\$5,000		\$5,000	
Aquatic Facilities Total		\$1,349,400		\$1,349,400	
Circle C Community Center	Utilities - Water	\$27,000		\$27,000	
Circle C Community Center	Utilities - Electric	\$24,000		\$24,000	
Circle C Community Center	Utilities - Telephone/Internet	\$9,000		\$9,000	
Circle C Community Center	Events Payroll	\$6,000		\$6,000	
	Janitorial		\$18,000		\$18,000
	Supplies		\$6,000		\$6,000
	Parking Lot & Dumpster		\$6,000		\$6,000

		Equip & Maint		\$16,000		\$16,000
		Contract Services		\$2,000		\$2,000
		Permit & Inspections		\$2,000		\$2,000
Circle C Community Center	Maintenance - Building		\$50,000		\$50,000	
Circle C Community Ctr Total			\$116,000		\$116,000	
Maintenance Operations	Office Supplies			\$1,500		\$1,500
Maintenance Operations	Employee Education			\$1,200		\$1,200
Maintenance Operations	Uniforms			\$1,800		\$1,800
Maintenance Operations	Staff Recruitment-Hiring			\$300		\$300
Maintenance Operations	Safety Equip & Supplies			\$1,400		\$1,400
Maintenance Operations	Maintenance Payroll			\$180,000		\$180,000
Maintenance Operations	Pool Tech			\$69,000		\$69,000
Maintenance Operations	Maintenance Payroll Taxes			\$15,000		\$15,000
Maintenance Operations	Computers/Software			\$1,400		\$1,400
Maintenance Operations	Tools/Supplies			\$5,000		\$5,000
Maintenance Operations	Office Furniture			\$600		\$600
Maintenance Operations Total			\$277,200		\$277,200	
HOA Operations	Office Supplies		\$9,000		\$9,000	
HOA Operations	Equip/Maintenance		\$15,000		\$15,000	
		Computers, Software & Service		\$9,000		\$9,000
		Cameras		\$4,000		\$4,000
		Furniture		\$2,000		\$2,000
HOA Operations	HOA Owned vehicles		\$8,000		\$8,000	
		Maintenance/Registration		\$3,000		\$3,000
		Gas		\$5,000		\$5,000
HOA Operations	Postage		\$16,000		\$16,000	
HOA Operations	Web Operations		\$3,000		\$3,000	
HOA Operations	Printing		\$2,000		\$2,000	
HOA Operations	HOA Meetings		\$5,000		\$5,000	
HOA Operations	Deed Restrictions		\$5,000		\$5,000	
HOA Operations	HOA Special Events		\$30,000		\$30,000	
HOA Operations	Professional Fees		\$2,000		\$2,000	
HOA Operations Total			\$63,000		\$63,000	
Financial Management	Management Services		\$113,000		\$113,000	

Financial Management	Resale Certificate	\$17,350	Draft	\$17,350	
Financial Management	Lien Filing Administrative Fees	\$2,500		\$2,500	
Financial Management	Bank Fees/Credit Card Fees	\$40,000		\$40,000	
Financial Management	CPA/Audit	\$8,000		\$8,000	
Financial Management Total		\$180,850		\$180,850	
HOA Management	Management Payroll	\$190,000		\$190,000	
HOA Management	Management Payroll Taxes	\$15,000		\$15,000	
HOA Management	Mileage Reimbursement	\$6,000		\$6,000	
HOA Management	Health Insurance	\$44,000		\$44,000	
HOA Management	Cont Ed & Skills Enhancement	\$2,000		\$2,000	
HOA Management	Consulting Contract				
HOA Management Total		\$257,000		\$257,000	
Architectural Review Expenses	Architectural Review Expenses	\$7,500		\$7,500	
Architectural Review Expenses Total		\$7,500		\$7,500	
Legal Services	Legal Services	\$20,000		\$20,000	
Legal Services Total		\$20,000		\$20,000	
Taxes	Property	\$5,500		\$5,500	
Taxes	Other				
Taxes Total		\$5,500		\$5,500	
Insurance	General, Property, Boiler & Auto, Umbrella	\$72,000		\$72,000	
Insurance	HOA Owned Vehicles	\$4,500		\$4,500	
Insurance	D & O Insurance	\$12,000		\$12,000	
Insurance	Worker's Comp	\$16,000		\$16,000	
Insurance Total		\$104,500		\$104,500	
Community Enhancement	Donations	\$1,000		\$1,000	
Community Enhancement	Association Memberships	\$2,000		\$2,000	
Community Enhancement Total		\$3,000		\$3,000	
Reserve Transfer		\$157,370		\$307,370	
Reserve Transfer Total		\$157,370		\$307,370	

Grand Total

Difference

		Draft		
	\$4,491,825		\$4,641,825	
	\$0		\$0	

Exhibit A

Expected Reserve Expenditures and Capital Improvement for 2021

Pool Covers	\$3,000	
SC Wade Pool Repairs repair cracked bond beam/replaster	\$30,000	
Avana - refinish splace pad features	\$4,000	
Repair/Seal exterior walls at SC and café	\$28,000	
Replace 5 funbrellas at CC	\$12,000	
Avana-shade structure	\$42,000	
SC-Seal Coat/Restriping	\$14,000	
Escarpment Project	\$340,000	
CCN Improvement	\$100,000	
Construction Repairs	\$35,000	
Total	\$608,000	



October 22, 2020

Karen Hibpshman
Circle C HOA Manager
Circle C Home Owners Association
7817 La Crosse Avenue
Austin, Texas 78739

RE: Circle C Ranch – Minor Entries

Dear Karen,

Thank you for asking Hitchcock Design Group to submit this proposal for the other minor entries within Circle C Ranch. We appreciate the opportunity to provide our professional services to you and Circle C Home Owners Association.

PROJECT UNDERSTANDING

Based on your email, we understand that the Circle C Home Owners Association would like to replace the entry signage for the other entries to compliment the new entry signage at Escarpment and Slaughter.

The project includes the design for signage replacement:

Existing sign locations – demo existing and replace with new signage

- Circle C North (Barstow Entry)
- Vintage Place – Vinemont Entry Monument – replace lettering on both stone walls
- Spruce Canyon / 1826
- Spruce Canyon / HWY45
- Park Place - replace lettering on stone walls
- Wildflower Park - replace lettering on stone walls
- Avana
- Greyrock Ridge

New sign locations (new signage)

- LaCrosse Entry going east - Wildflower Park Entry
- Escarpment / HWY45
- Lacrosse Entry going west – to match Escarpment / HWY45

HDG assumes the following for the basis of this proposal:

- Structural design for signs are included from this proposal.
- HDG has excluded document revisions relating to design-build contractor work scope, submittals or design changes.
- HDG has excluded document revisions to include as-built information.
- Document deliverables will be prepared utilizing AutoCAD 2019.

SCOPE OF SERVICES



First, during Preliminary Design, we will prepare a Schematic Design and corresponding Landscape Construction Cost Opinion that identify the scale, character, complexity and potential construction cost of the proposed signage for all locations.

Next, during Final Design, we will prepare Final Construction Documents, including drawings and specifications, that will be used to obtain building permits and competitively bid and construct the improvements on a per project basis. If construction documents for multiple locations are completed at the same time, the Final Design Services can be reduced.

Finally, during Construction, we will provide limited Construction Observation and Contract Close-out services that will help you administer your contract with the Landscape or General Contractor.

Please see the Scope of Services for our step-by-step approach.

PROFESSIONAL FEES

Based on the Scope of Services, the fees to complete the work as outlined are as follows:

Preliminary Design Services	\$8,400
Schematic Design Phase (All signage locations)	

Final Design Services
(Includes Structural Engineering and Construction Observation)

Existing sign locations – demo existing and replace with new signage

- | | |
|---------------------------------------|---------|
| • Circle C North (Barstow Entry) | \$5,800 |
| • Vintage Place | \$6,800 |
| • Spruce Canyon / 1826 | \$5,800 |
| • Spruce Canyon / HWY45 | \$5,800 |
| • Park Place (wall signage only) | \$2,000 |
| • Wildflower Park (wall signage only) | \$1,000 |
| • Avana | \$6,200 |
| • Greyrock Ridge | \$6,200 |

Proposed New sign locations (new signage)

- | | |
|---|---------|
| • LaCrosse Entry going east - Wildflower Park Entry | \$6,200 |
| • Escarpment / HWY45 | \$8,000 |
| • LaCrosse Entry going west | \$6,200 |

Survey all sign locations (4WARD land surveying)	\$55,072
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Total Professional Services:	\$123,472
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Reimbursable expenses (printing, mileage and courier) will be invoiced in addition to the professional service fees. We recommend setting aside \$2,000 for these expenses.



October 22, 2020
Circle C Home Owners Association – Circle C Entries
Page 3

PROJECT TEAM

I will manage our work locally in Austin Texas. Other members of our firm will participate as needed in order to advance the work in a timely way.

Thank you again for the opportunity to work with you and Circle C Home Owners Association. If you have any questions or wish to discuss this proposal further, please do not hesitate to call.

Sincerely,
Hitchcock Design Group

Trent Rush
Senior Principal



Scope of Services

Circle C Ranch – Minor Entries

PRELIMINARY DESIGN SERVICES

The goal for this part of the agreement is to finalize the program and reach consensus on a preliminary design approach for the proposed capital improvements.

A. Program and Analysis Phase

Objective: Confirm the characteristics of the existing resources, the requirements and preferences of the Client, users, and other stakeholders, and produce a Landscape Program that will be the basis for further design.

Process: Hitchcock Design Group will:

1. (Mtg #1) Participate in a kick-off meeting with you and the other project team members confirming:
 - a. Project area, ownership and access
 - b. Client goals, objectives and expectations
 - c. Neighboring property owners and other stakeholder interests
 - d. Identify program of signage improvements
 - e. Comparable projects and best practices
 - f. Budgeted costs
 - g. Client and HDG responsibilities
 - h. Communications protocol
 - i. Preliminary schedule
 - j. Invoicing and payment procedures
2. Review readily available existing maps, plans and data for the project area and the immediate surroundings including:
 - a. Topographic and boundary surveys (base maps) prepared by 4WARD surveying.
(Fee estimates included in fee proposal)
3. Observe and photograph the project area and immediate surroundings in order to identify readily apparent physical conditions and patterns of use.

B. Schematic Design Phase

Objective: Reach consensus with the Project Team (Client, Architectural Control Committee and other Consultants) on the organization, scale, character, cost and construction timing of new signage improvements.

Process: Hitchcock Design Group will:

1. Using base maps prepared by others and in close collaboration with the Project Team, prepare **Schematic Signage Plans and Image Boards** illustrating the organization, materials and/or finish, scale and character of the proposed signage improvements such as:
 - Existing sign locations – demo existing and replace with new signage
 - Circle C North (Barstow Entry)



- Vintage Place – Vinemont Entry Monument – replace lettering on both stone walls
- Spruce Canyon / 1826
- Spruce Canyon / HWY45
- Park Place - replace lettering on stone walls
- Wildflower Park - replace lettering on stone walls
- Avana
- Greyrock Ridge

New sign locations (new signage)

- LaCrosse Entry going east - Wildflower Park Entry
- Escarpment / HWY45
- Lacrosse Entry going west – to match Escarpment / HWY45

2. (Mtg #2) Review the schematic design recommendations with the Client. Identify improvement priorities to advance for initial permitting, bidding and construction.
3. Refine the schematic design recommendations, as may be appropriate, and prepare a **Schematic Signage Plan and Image Board**.
4. (Mtg #3) Submit and review our refined recommendations and improvement priorities with the Client and Architectural Review Committee.

Deliverable: **Alternative and Preferred Schematic Signage Plans and Image Boards** (size TBD, color, PDF) for your use and reproduction

FINAL DESIGN SERVICES

B. Construction Documentation Phase

Objective: Finalize the demo plans and construction documents that will be used to permit and construct the approved signage improvements.

Process: Hitchcock Design Group will:

1. Using updated base maps, finalize **Signage Construction Drawings and Specifications** that will be used to bid and construct the approved hardscape and landscape improvements including:
 - a. Entries selected by Client based on funding and timing.
2. (Mtg #6) Review the documents with the Client.
3. Revise the documents as may be appropriate.
4. (Mtg #7) Review the documents with Client.
5. Revise and submit final Signage Construction Drawings and Specifications to the Developer and Architect.



Deliverable: **Signage Construction Drawings and Specifications** (size TBD, ACAD and PDF files) for use and reproduction

CONSTRUCTION PHASE SERVICES

Following award of the work to a Contractor, Hitchcock Design Group will provide these Construction Services until Final Acceptance of the work, or until 60 days after Substantial Completion of the work, whichever occurs first.

A. Observations

Objective: Become familiarized with the progress and quality of the Contractors' work and to determine if the work is proceeding in general conformance with the Contract Documents.

Process: During construction, Hitchcock Design Group will:

1. Observe the work at intervals appropriate to the stage of construction and prepare written **Field Observation Reports**. Four (4) construction site visits are included in this proposal.
2. Review Contractor submittals and prepare **Submittal Review Memoranda**.

Deliverable: **Field Observation Report** and **Submittal Review Memoranda** (PDF)

B. Contract Close-out

Objective: The objective is to close out the construction contract with the Contractor.

Process: When the work is Substantially Complete, Hitchcock Design Group will:

1. (Site visit #5) Review substantially completed work and prepare one (1) **Punch List**.
2. (Site visit #6) Review and prepare recommendations regarding the Contractor's request for acceptance of completed work.

Deliverable: **Punch List, other written correspondence** (PDF)

OPTIONAL ADDITIONAL SERVICES

Services and meetings not specified in this Scope of Services will be considered Additional Services. If circumstances arise during HDG's performance of this Scope of Services that HDG believes require Additional Services, HDG will promptly notify Client about the nature, extent and probable additional cost of the Additional Services, and perform only such Additional Services following Client's written authorization.