CCHOA Board Meeting Agenda
27 October 2021, 6:30pm
Circle C Community Center via zoom

I. Roll Call

II. Acceptance of Agenda

III. Acceptance of September 29, 2021 board meeting minutes *Trinh Bartlett*

IV. Homeowner Forum *(3 min each)*
(Homeowners may sign up to speak for the Homeowners Forum by calling the HOA manager at 512-288-8663 or sending an email to info@circlecranch.info by close of business on the Wednesday before the meeting. Homeowners are giving 3 minutes to address the board and need to provide an emailed written copy of their concerns. The Board of Directors will discuss the concern and respond at a later date.)

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, *Robert Bardeleben*

VI. Discussion Items
   a. Escarpment Loop Project
   b. Conflict of Interest Policy
   c. 2022 Draft Budget
   d. Annual Meeting Notice/Date
   e. CCN Project – Update

VII. Action Items
   a. Dec Board Meeting Date
   b. CCL Office Lease
   c. Café Lease
   d. Architectural Review Contract

VIII. Adjourn Public Meeting

IX. Executive Session

   a. Legal
   b. Deed Restriction Enforcement

Attachments

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

Circle C Homeowners Association
Board Meeting Minutes
September 29, 2021

1. The CCHOA Board of Directors convened on September 29, 2021, via video conferencing (Zoom). Russ Hodes called the meeting to order at 6:32 p.m. In attendance were board members Russ Hodes, Michael Chu, Theresa Bastian, Jason Bram and Natalie Placer-McClure. Stephen Bega joined at 6:35pm. CCHOA Manager Karen Hibpshman (HOA Manager), Marnie McLeod (Assistant Manager), Brody McKinley (Aquatics Director) and Robert Bardeleben (Facilities Coordinator) were present. There were 11residents in attendance.

2. Russ presented the September 29th, 2021 agenda. Natalie motioned to approved the agenda with the "s" on cameras to be corrected. Theresa seconded the motion. All were in favor and the motion passed.

3. Russ presented the August 25, 2021 Board of Directors Meeting Minutes. Michael motioned to approve the minutes as written. Natalie seconded the motion. All were in favor and the motion passed.

4. Russ introduced the Homeowner Forum. No Homeowners signed up for the Homeowner Forum.

5. Karen provided the management report and the YTD Financials.

6. Karen presented the landscaping report.

7. Brody presented the aquatics report.

8. Robert presented the maintenance report.

9. The first discussion item was Escarpment Loop Project. Jason would like to see this as an action item soon. We are spending $50,000 a year on node clocks which is a temporary fix. He will talk with Circle C Landscaping to get a bid. Stephen Bega volunteered to work with Jason on this.

10. The second discussion item is the Security Cameras. Karen was able to talk to Jason a bit prior to the board meeting. There has been an increase of vehicles being accessed and having items stolen. We have also had two vehicles stolen from the neighborhood. A concerned neighbor reached out after a vehicle was accessed and provided the camera footage of the individuals driving into the neighborhood. The homeowner passed on my information to a license-plate reader camera company. Russ & Karen attended a Zoom information meeting. The cost is about $50,000 per year for an inbound and outbound Flock cameras at the entrance. Russ wanted to discuss to see how everyone felt about them. Karen will send out safety tips via the newsletter and blast email.

Jason stated he is familiar with these and much of this crime is from folks leaving their vehicles outside and unlocked. He does own a police-supply business, an ALPR (Automated License Plate Reader) business and sells to law enforcement across the state. He doesn't feel this expense is warranted yet; we have other liabilities that need to be addressed. He is also familiar with the company Flock and they are not in compliance with what law enforcement requires, so he worries about how they hold the data they collect. Flock cameras also have very little IR, so when most crimes occur, Flock doesn't have enough illumination to see the license plates.

Natalie agreed that this might be a justifiable cost and maybe try again for a Neighborhood Watch Program. Theresa asked for reminders to be put in our newsletters, blast emails and Facebook page. Michael pointed out that a few years ago, we had a regularly group of residents that would discuss security and provide updates to the HOA Board. Our area officers (First Ofc Visi, then Ofc Binder and then Ofc Visi) would attend the meetings and bring data showing trending crimes. Maybe this is something that could be started again.

Karen is working to find out who our new Austin Police District Representative is. She will also reach out to the former Safety Committee members to see if they would be interested in starting those meeting again. Russ wanted everyone to know that we are exploring different ideas for our safety.

11. The third discussion item was the CCN project – Xeriscaping. Karen reported that the companies she reached out to give bids had declined. She is working on additional bids for the landscaping and irrigation. She will be able to set up a Town Hall Meeting for the CCN residents to get their input on what they would like to see. Stephen stated that we need to give notice to the homeowners along Barstow that this is going to happen since they are responsible for their own fences.

12. The fourth discussion item was returning to In-person meetings. At the last meeting, we were experiencing several Zoom glitches which seem to be resolved. Karen will be doing additional testing using the Owl Camera to make sure that they are operating how we need them to for future in-person meetings.

13. The first action item was the 2020 Audit. Copies of the 2020 Audit were provide to all HOA Board member. Natalie motioned to accept the audit as written. Michael seconded the motion. All were in favor and the motion passed.

14. The second action item was the 2022 Election (CC&R) vote. Included in board packet is a sample ballot. Karen added language that would allow a 6-month vote option rather than putting it on the ballot for the next election. This would allow more time for voting as opposed to only the 45 days if it was place on the regular ballot. The cost for a separate vote would cost up to $3,000 or it could be bundled with the Annual ballot. Karen will work with Theresa on how to harvest emails using an outside company.

Natalie made a motion to have the CC&R vote separate from the general vote. Theresa seconded the motion. All were in favor and the motion passed.

15. The third action item was the ACC Appointment – Casey Giles. We have a candidate in mind for the Architectural Control Committee. Casey's resume is included in the board packet. Karen stated for full disclosure, Casey Giles is the stepson of Terri Giles, our financial manager. He has been a resident in Circle C for a few years and has worked closely with Trent Rush and Randall Owens (current ACC members). Stephen asked if this is a paid position. Theresa asked if we put a call out to the community first. Karen: No, this is not a paid position and we did not put this out to the community. We reached out to the committee to get their input of who they thought would be qualified and have the knowledge for this position. Natalie state she would prefer for people to know that this is an open position. Karen: This can be tabled and we can put the information out to the community.

    Natalie motioned that we postpone the appointment to the ACC. Theresa seconded the motion. All were in favor and the motion passed.

16. Jason motioned to adjourn the Public Meeting at 7:41 pm. Natalie seconded the motion. All were in favor and the motion passed.

17. The Board went into executive sessions at 7:43 pm to discuss the Legal Deed Restriction Enforcement and Communication. No votes or actions were taken. The Board adjourned the executive session at 8:06 pm.

Circle C Homeowners Association
Manager's Report
September 24, 2021 – October 22, 2021

Violation Report (September 24th, 2021 – October 22nd, 2021)

137 Violations

- 83 (60.58%) Rubbish and Debris
- 25 (18.25%) Front Yard Maintenance
- 2 (1.46%) Architectural
- 3 (2.19%) Vehicle Storage
- 17 (12.41%) Repair of Exterior Damages
- 2 (1.49%) Exterior Lighting
- 1 (.73%) Fencing
- 1 (.73%) Use Limitations
- 5 (3.65%) Maintenance

137 Violations by Stage

- 120 (72.72%) stage 1/cooperative letters
- 14 (19.0%) stage 2 letters
- 3 (8.26%) stage 3 letters

139 Violation Updates/Creates

- 29 (21.17%) Closed
- 94 (68.61%) New
- 10 (7.30%) Escalated
- 4 (2.92%) Re-Opened
- 2 (1.651%) Attorney

Administration

23 New Homeowner Packets mailed October August 16th – September August 17th

Financial

AP checks were signed October 19th with Terri Giles

Upcoming Special Events

Oct 25th – Boo Bash
Nov 2nd – General/Special Election – Community Center is a voting location
Nov 23rd-25th – HOA office closed for Thanksgiving
Nov 24th – 28th – Swim Center Closed

Nov Board Meeting - TBA
Dec 4th – Kids Holiday Party

Project/Updates

- Community Center Reservation. We are keeping the reservation capacity of 50% especially in light of the recent uptick in COVID.
- The majority of the tree removal has been completed. There are still a couple of trees to be removed and evaluating others.
- Work by Savage Landscaping started the repairs caused by the damage done by AISD. Until we do a walk through, there is no way of telling how the repairs have gone. As of right now, there is still exposed drip, areas where there is erosion and other items.
- The phones at the Swim Center have been changed. The new number is 512-363-5578. Website has been updated and it has been included in the blast emails.
  The Circle C Ranch HOA Facebook page is live and being updated with posts.
- The Community Wide Garage Sale was a success. We filled the Salvation Army Truck and had approximately 7,000 lbs of shredding.
- Received the $40,000 reimbursement for the damage to the entrance of GreyRock that was done by the Active Living and Daycare sites.
- Billing for the City of Austin was sent for a total of $17,600.00 and paid.
- The Cove @ Circle C Access Agreement was signed and have been recorded. Billing for the 2nd assessment was sent for a total of $2,109.00 – not received yet.

- **Capital Projects**

2021 Capital Budget Projects include:

Swim Center – Pool Covers	Completed
Swim Center – Wade Pool Repairs	Completed
Avana – Refinish splash pad feature	Completed
Swim Center/Café – repair/seal exterior walls	Completed
Community Center – replace 5 funbrellas	Completed
Avana – shade structure	Completed
Swim Center – Seal coating/Restriping	Completed
Community Center Partial Replaster	Completed
Escarpment Loop Project	Not Started

Circle C North Improvements	Information has been submitted to the City for the permits.
Monument Landscaping	Grass is being installed
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 (All have shade structures except for GreyRock)

2021 CCHOA INCOME BUDGET

Category	Subcategory	2021 Budget	Jan-20	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Totals	%
Homeowner Income	Homeowner Dues	$4,000,000	$44,204.58	$965,187.64	$732,392.52	$133,337.92	$178,506.45	$80,831.45	$1,244,501.83	$478,233.54	$112,777.31	$3,969,973.24	99%
Homeowner Income	Resale Certificates	$78,075	$5,175.00	$5,850.00	$8,100.00	$9,900.00	$9,000.00	$6,525.00	$8,325.00	$7,875.00	$6,300.00	$67,050.00	86%
Homeowner Income	Transfer Fees I0come	$61,250	$4,200.00	$1,925.00	$5,600.00	$6,125.00	$6,475.00	$9,975.00	$4,900.00	$6,475.00	$5,075.00	$50,750.00	83%
Homeowner Income	Late Fees Collected	$20,000	$2,040.63	$3,026.81	$3,383.31	$2,285.46	$4,854.79	$3,141.71	$3,508.37	$2,019.85	$2,826.14	$27,087.07	135%
Homeowner Income	Lien Admin Fees Income	$420	$189.06	$126.00	$168.00	$28.00	$42.00	$56.00	$68.00	$42.00	$28.00	$747.06	178%
Homeowner Income	Filing Fee Income	$1,680	$714.00	$504.00	$712.54	$163.67	$145.79	$232.66	$273.34	$168.00	$112.00	$3,026.00	180%
Homeowner Income	NSF Charges	$100	$0.00	$0.00	$50.00	$0.00	$0.00	$0.00	$25.00	$0.00	$25.00	$100.00	100%
Homeowner Income	Collection Fee Income	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	#DIV/0!
Homeowner Income Total		**$4,161,525**	**$56,523.27**	**$976,619.45**	**$750,406.37**	**$151,840.05**	**$199,024.03**	**$100,761.82**	**$1,261,601.54**	**$494,813.39**	**$127,143.45**	**$4,118,733.37**	99%
Architectural Review Income	Architectural Review I0come	$10,000	$4,255.00	$1,255.00	$2,380.00	$2,270.00	$1,400.00	$1,640.00	$1,240.00	$1,595.00	$1,210.00	$17,245.00	172%
Architectural Review I0come Total		**$10,000**	**$4,255.00**	**$1,255.00**	**$2,380.00**	**$2,270.00**	**$1,400.00**	**$1,640.00**	**$1,240.00**	**$1,595.00**	**$1,210.00**	**$17,245.00**	172%
Rental Income	Office Rent	$14,400	$2,193.28	$0.00	$2,646.00	$0.00	$1,750.35	$0.00	$0.00	$1,834.11	$0.00	$8,423.74	58%
Rental Income	Grill Rent	$6,300	$262.50	$0.00	$1,313.25	$0.00	$525.30	$1,050.60	$525.30	$525.30	$525.30	$4,727.55	75%
Rental Income Total		**$20,700**	**$2,455.78**	**$0.00**	**$3,959.25**	**$0.00**	**$2,275.65**	**$1,050.60**	**$525.30**	**$2,359.41**	**$525.30**	**$13,151.29**	64%
Aquatics Income	Pool Programs	$85,000	$3,383.00	$0.00	$1,170.00	$2,250.00	$2,680.00	$8,684.00	$12,267.00	$1,197.00	$2,367.00	$33,998.00	40%
Aquatics Income	Pool Programs - Swim Team	$107,500	$9,840.00	$0.00	$4,865.00	$6,415.00	$7,140.00	$5,418.50	$2,609.00	$13,137.50	$15,097.50	$64,522.50	60%
Aquatics Income	Facility Income	$37,500	$3,605.32	$0.00	$0.00	$254.00	$3,423.76	$1,411.24	$2,729.95	$1,273.40	$1,046.00	$13,743.67	37%
Aquatics Income Total		**$230,000**	**$16,828.32**	**$0.00**	**$6,035.00**	**$8,919.00**	**$13,243.76**	**$15,513.74**	**$17,605.95**	**$15,607.90**	**$18,510.50**	**$112,264.17**	49%
CCCC Income	CCCC Facility Rentals	$40,000	$5,510.75	$320.00	$285.00	$250.00	$900.00	$11,385.00	$2,730.00	$5,315.00	$760.00	$27,455.75	69%
CCCC Income Total		**$40,000**	**$5,510.75**	**$320.00**	**$285.00**	**$250.00**	**$900.00**	**$11,385.00**	**$2,730.00**	**$5,315.00**	**$760.00**	**$27,455.75**	69%
Landscape Reimbursements	Stratus Reimb	$97,000	$0.00	$0.00	$0.00	$0.00	$48,500.00	$0.00	$0.00	$48,500.00	$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	$17,600.00	$17,600.00	100%
Landscape Reimbursements Total		**$114,600**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$48,500.00**	**$0.00**	**$0.00**	**$48,500.00**	**$17,600.00**	**$114,600.00**	100%
Miscellaneous	Interest Income	$15,000	$1,049.41	$143.92	$297.43	$387.85	$436.15	$434.57	$416.35	$515.80	$444.63	$4,126.11	28%
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**	**$143.92**	**$297.43**	**$387.85**	**$436.15**	**$434.57**	**$416.35**	**$515.80**	**$444.63**	**$4,127.24**	28%
Rowell Reimbursement	The Rowell HOA	$60,000	$26,184.40	$0.00	$0.00	$0.00	$47,400.13	$0.00	$0.00	$48,349.12	$0.00	$121,933.65	203%
The Rowell Total		**$60,000**	**$26,184.40**	**$0.00**	**$0.00**	**$0.00**	**$47,400.13**	**$0.00**	**$0.00**	**$48,349.12**	**$0.00**	**$121,933.65**	203%
Grand Total		**$4,651,825.00**	**$112,808.06**	**$978,338.37**	**$763,363.05**	**$163,666.90**	**$313,179.72**	**$130,785.73**	**$1,284,119.14**	**$617,055.62**	**$166,193.88**	**$4,529,510.47**	97%

2021 CCHOA EXPENSE BUDGET

Category	Subcategory	2021 Budget	Jan-20	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Totals	%
Commons Area Services	Landscape Maint Contract	$1,299,959	$102,867.33	$108,300.24	$108,300.24	$108,300.24	$108,300.24	$108,300.24	$108,300.24	$108,300.24	$108,300.24	$969,269.25	75%
Commons Area Services	Contract Landscape SC	$33,426	$2,652.88	$2,785.53	$2,785.53	$2,785.53	$2,785.53	$2,785.53	$2,785.53	$2,785.53	$2,785.53	$24,937.12	75%
Commons Area Services	Contract Landscape CCCC	$33,426	$2,652.88	$2,785.53	$2,785.53	$2,785.53	$2,785.53	$2,785.53	$2,785.53	$2,785.53	$2,785.53	$24,937.12	75%
Commons Area Services	Contract Landscape AV	$23,703	$1,881.23	$1,975.29	$1,975.29	$1,975.29	$1,975.29	$1,975.29	$1,975.29	$1,975.29	$1,975.29	$17,683.55	75%
Common Area Services	Contract Landscape GR	$23,703	$1,881.23	$1,975.29	$1,975.29	$1,975.29	$1,975.29	$1,975.29	$1,975.29	$1,975.29	$1,975.29	$17,683.55	75%
Common Area Services	Common Area Holiday Lighting	$48,288	$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	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
Commons Area Services	Landscape Repairs	$80,000	$0.00	$10,698.00	$10,592.34	$11,398.00	$14,085.74	$12,313.00	$11,125.66	$12,285.94	$14,560.10	$97,058.78	121%
Commons Area Services	Landscape Water Utilities	$255,000	$5,771.47	$6,099.24	$4,336.95	$3,383.14	$7,243.18	$6,163.37	$16,039.59	$56,383.52	$41,187.66	$146,608.12	57%
Commons Area Services	COA Water Utility Compliance	$8,000	$0.00	$3,570.00	$0.00	$0.00	$0.00	$2,750.00	$0.00	$0.00	$0.00	$6,320.00	79%
Common Area Services	Landscape Electric Utilities	$36,000	$2,861.21	$2,724.28	$2,581.38	$2,562.28	$2,645.96	$3,143.40	$3,217.84	$3,123.85	$2,807.20	$25,667.40	71%
Common Area Services	Tree Care	$50,000	$2,250.00	$0.00	$17,500.00	$8,375.00	$1,500.00	$0.00	$0.00	$10,260.00	$0.00	$39,885.00	80%
Commons Area Services	Fence Repairs & Maint	$7,000	$0.00	$0.00	$108.87	$0.00	$0.00	$0.00	$0.00	$0.00	$190.47	$299.34	4%
Commons Area Services	Electrical Repairs & Maint	$12,000	$0.00	$771.60	$1,164.92	$249.88	$1,358.54	$260.30	$0.00	$0.00	$832.44	$4,637.68	39%

Common Area Services	Neighborhood Maint & Repair	$20,000	$1,017.55	$238.25	$3,707.96	$380.01	$1,234.03	$108.25	$875.96	$1,880.06	$971.59	$10,413.66	52%
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	$0.00	$0.00	0%
Commons Area Services Total		**$1,950,505**	**$123,835.78**	**$141,923.25**	**$157,814.30**	**$144,170.19**	**$145,889.33**	**$142,560.20**	**$149,080.93**	**$201,755.25**	**$178,371.34**	**$1,385,400.57**	71%
Aquatics Facilities	Administrative	$64,000	$2,505.49	$537.41	$6,137.42	$2,877.11	$3,299.38	$5,480.64	$3,581.15	$2,363.54	$2,045.33	$28,827.47	45%
Aquatics Facilities	Supplies - Pool	$25,000	$2,349.45	$0.00	$83.52	$1,601.45	$2,036.50	$1,994.86	$0.00	$268.22	$465.71	$8,799.71	35%
Aquatics Facilities	Supplies - Chemicals	$71,000	$2,305.18	$368.65	$3,384.12	$6,282.71	$3,790.32	$4,783.19	$6,183.57	$7,030.32	$6,779.20	$40,907.26	58%
Aquatics Facilities	Supplies & Fees - Swim Team	$22,500	$1,820.57	$120.00	$0.00	$638.55	$1,197.34	$479.36	$1,324.31	-$40.50	$1,199.98	$6,739.61	30%
Aquatics Facilities	Maintenance - Pool	$89,300	$3,108.12	$180.00	$20,671.63	$3,135.46	$3,584.61	$9,438.99	$5,816.58	$4,413.67	$732.57	$51,081.63	57%
Aquatics Facilities	Maintenance - Building	$63,100	$2,448.21	$2,715.04	$5,463.05	$4,626.15	$2,656.86	$3,232.47	$1,926.97	$2,205.98	$2,023.33	$27,298.06	43%
Aquatics Facilities	Payroll - Staff	$733,000	$22,490.05	$10,285.03	$11,478.54	$45,714.73	$42,017.22	$61,468.98	$92,139.64	$99,139.66	$64,717.02	$449,450.87	61%
Aquatics Facilities	Payroll - Programming Staff	$41,000	$361.05	$0.00	$0.00	$0.00	$0.00	$391.25	$3,725.89	$2,374.83	$2,224.56	$9,077.58	22%
Aquatics Facilities	Payroll - Swim Team	$102,000	$7,763.13	$4,367.11	$4,335.49	$14,035.42	$9,259.03	$7,311.74	$7,787.44	$7,031.11	$14,767.10	$76,657.57	75%
Aquatics Facilities	SC-Utilities - Water	$30,000	$1,628.27	$1,697.07	$1,805.58	$1,918.97	$1,863.00	$1,624.66	$2,568.33	$2,265.65	$2,279.13	$17,650.66	59%
Aquatics Facilities	Avana _Utilities-Water	$4,500	$282.65	$449.56	$0.00	$378.51	$1,595.78	$166.60	$216.44	$424.35	$751.59	$4,265.48	95%
Aquatics Facilities	GR- Utilities - Water	$4,000	$200.96	$154.39	$171.88	$246.50	$127.63	$192.28	$253.47	$183.93	$195.90	$1,726.94	43%
Aquatics Facilities	SC-Utilities - Electric	$28,000	$1,989.86	$2,073.37	$3,537.52	$2,056.28	$2,069.71	$960.83	$1,648.52	$1,961.99	$1,864.90	$18,162.98	65%
Aquatics Facilities	Avana - Utilities- Electric	$12,000	$667.02	$833.17	$442.35	$587.42	$816.37	$793.76	$909.12	$898.52	$897.19	$6,844.92	57%
Aquatics Facilities	GR -Utilities-Electric	$6,000	$414.88	$393.06	$460.31	$372.41	$382.51	$402.55	$399.78	$399.24	$421.94	$3,646.68	61%
Aquatics Facilities	Utilities - Natural Gas	$32,000	$3,129.24	$269.32	$1,713.00	$3,114.22	$2,836.05	$1,956.24	$533.72	$400.25	$381.25	$14,333.29	45%
Aquatics Facilities	SC-Utilities - Telephone/Internet	$12,000	$169.86	$538.97	$899.34	$539.17	$539.22	$540.50	$728.97	$2,054.42	$752.74	$6,763.19	56%
Aquatics Facilities	Avana - Telephone/Internet	$5,000	$170.96	$202.27	$207.75	$126.05	$285.18	$238.44	$370.28	$96.26	$125.08	$1,822.27	36%
Aquatics Facilities	GR- Telephone/Internet	$5,000	$202.32	$176.39	$191.89	$176.44	$166.73	$187.90	$258.79	$166.86	$1,498.73	$3,026.05	61%
Aquatic Facilities Total		**$1,349,400**	**$54,007.27**	**$25,360.81**	**$60,983.39**	**$88,427.55**	**$78,523.44**	**$101,645.24**	**$130,372.97**	**$133,638.30**	**$104,123.25**	**$777,082.22**	58%
Circle C Community Center	Utilities - Water	$27,000	$2,628.03	$307.13	$324.62	$313.14	$732.68	$1,481.53	$493.90	$458.74	$438.82	$7,178.59	27%
Circle C Community Center	Utilities - Electric	$24,000	$15.00	$1,519.45	$1,669.66	$1,072.40	$1,143.92	$457.27	$1,458.65	$1,877.09	$1,848.47	$11,061.91	46%
Circle C Community Center	Utilities - Telephone/Internet	$9,000	$650.37	$664.07	$664.07	$664.07	$664.07	$664.07	$664.07	$664.07	$664.07	$5,962.93	66%
Circle C Community Ctr	Events Payroll	$6,000	$722.42	$0.00	$0.00	$0.00	$109.25	$377.91	$234.92	$150.70	$135.51	$1,730.71	29%
Circle C Community Center	Maintenance - Building	$50,000	$3,405.24	$2,078.12	$1,600.79	$3,137.67	$5,649.28	$842.09	$2,038.31	$2,156.72	$1,623.85	$22,532.07	45%
Circle C Community Ctr Total		**$116,000**	**$7,421.06**	**$4,568.77**	**$4,259.14**	**$5,187.28**	**$8,299.20**	**$3,822.87**	**$4,889.85**	**$5,307.32**	**$4,710.72**	**$48,466.21**	42%
Maintenance Operations	Office Supplies	$1,500	$0.00	$0.00	-$9.73	$72.48	$0.00	$0.00	$0.00	$30.48	$0.00	$93.23	6%
Maintenance Operations	Employee Education	$1,200	$135.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$135.00	11%
Maintenance Operations	Uniforms	$1,800	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,530.05	$0.00	$0.00	$1,530.05	85%
Maintenance Operations	Staff Recruitment	$300	$35.00	$0.00	$0.00	$0.00	$35.00	$0.00	$0.00	$0.00	$0.00	$70.00	23%
Maintenance Operations	Safety Equip/Supplies	$1,400	$334.33	$0.00	$192.36	$0.00	$0.00	$0.00	$0.00	$137.47	$0.00	$664.16	47%
Maintenance Operations	Maintenance Payroll	$180,000	$13,346.48	$13,346.48	$13,346.48	$20,019.72	$13,346.48	$13,346.48	$13,346.48	$13,346.48	$20,019.72	$133,464.80	74%
Maintenance Operations	Pool Tech	$69,000	$3,335.00	$3,000.00	$3,000.00	$4,500.00	$4,186.03	$4,628.67	$5,974.03	$5,640.55	$6,423.25	$40,687.53	59%
Maintenance Operations	Payroll Taxes	$15,000	$1,262.55	$1,080.63	$1,091.07	$4,047.51	$3,833.85	$5,636.53	$8,821.45	-$15,811.38	$5,912.50	$15,874.71	106%
Maintenance Operations	Computer/Software	$1,400	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$162.36	$0.00	$0.00	$162.36	12%
Maintenance Operations	Tools/Supplies	$5,000	$0.00	$0.00	$535.69	$70.86	$192.30	$804.70	$0.00	$0.00	$1,380.17	$2,983.72	60%
Maintenance Operations	Office Furniture	$600	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
Maintenance Operations Total		**$277,200**	**$18,448.36**	**$17,427.11**	**$18,155.87**	**$28,710.57**	**$21,593.66**	**$24,416.38**	**$29,834.37**	**$3,343.60**	**$33,735.64**	**$195,665.56**	71%
HOA Operations	Office Supplies	$9,000	$2,458.77	$0.00	$560.99	$448.14	$351.92	$1,487.16	$294.82	$336.45	$9.61	$5,947.86	66%
HOA Operations	Equip & Maintenance	$15,000	$152.30	$142.14	$461.13	$216.45	$258.67	$216.45	$156.90	$753.25	$219.66	$2,576.95	17%
HOA Operations	HOA Owned Vehicle Expense	$8,000	$267.52	$187.82	$302.14	$130.97	$174.94	$319.70	$178.50	$72.40	$92.74	$1,726.73	22%
HOA Operations	Postage	$16,000	$3,749.90	$2,163.60	$28.00	$1,258.36	$93.00	$3,506.00	$2,327.10	$477.05	$1,406.56	$15,009.57	94%
HOA Operations	Web Operations	$3,000	$20.47	$881.45	$20.47	$20.47	$0.00	$20.47	$20.47	$20.47	$168.84	$1,173.11	39%
HOA Operations	Printing	$2,000	$592.34	$0.00	$0.00	$48.71	$1,269.88	$0.00	$0.00	$0.00	$0.00	$1,910.93	96%
HOA Operations	HOA Meetings	$5,000	$672.34	$0.00	$170.56	$126.50	$127.92	$127.92	$2,723.76	$127.92	$0.00	$4,076.92	82%
HOA Operations	Deed Restrictions	$5,000	$708.56	$708.56	$0.00	$708.56	$0.00	$0.00	$708.56	$0.00	$60.00	$2,894.24	58%
HOA Operations	HOA Special Events	$30,000	$9,997.93	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$9,997.93	33%
HOA Operations	Professional Fees	$2,000	$0.00	$793.70	$201.70	$65.50	$0.00	$1,906.37	$529.34	$750.00	$0.00	$4,246.61	212%
HOA Operations Total		**$95,000**	**$18,620.13**	**$4,877.27**	**$1,744.99**	**$3,023.66**	**$2,276.33**	**$7,584.07**	**$6,939.45**	**$2,537.54**	**$1,957.41**	**$49,560.85**	52%
Financial Management	Management Services	$113,000	$9,314.25	$9,314.25	$9,314.25	$9,361.81	$9,314.25	$9,314.25	$9,314.25	$9,367.03	$9,273.00	$83,887.34	74%
Financial Management	Resale Certificate	$17,350	$800.00	$1,650.00	$1,000.00	$2,250.00	$2,450.00	$1,500.00	$1,600.00	$2,050.00	$1,500.00	$14,800.00	85%
Financial Management	Lien Filing Administrative Fees	$2,500	$208.00	$0.00	$0.00	$598.00	$0.00	$234.00	$0.00	$0.00	$208.00	$1,248.00	50%
Financial Management	Bank Fees	$40,000	$2,542.07	-$2,026.98	$6,244.06	$6,068.83	$2,776.60	$4,119.07	-$1,397.97	$13,186.28	$6,146.94	$37,658.90	94%

Financial Management	CPA/Audit	$8,000	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$7,800.00	$7,800.00	98%
Financial Management Total		**$180,850**	**$12,864.32**	**$8,937.27**	**$16,558.31**	**$18,278.64**	**$14,540.85**	**$15,167.32**	**$9,516.28**	**$24,603.31**	**$24,927.94**	**$145,394.24**	80%
HOA Management	Management Payroll	$190,000	$12,759.48	$13,767.28	$13,326.48	$20,139.02	$13,475.48	$13,681.68	$13,800.88	$13,365.08	$20,341.02	$134,656.40	71%
HOA Management	Management Payroll Taxes	$15,000	$1,275.37	$1,230.31	$1,085.80	$1,679.10	$1,155.63	$1,220.33	$1,277.79	$1,207.91	$1,743.60	$11,875.84	79%
HOA Management	Mileage Reimbursement	$6,000	$109.25	$0.00	$0.00	$0.00	$221.76	$434.00	$611.52	$708.96	$275.52	$2,361.01	39%
HOA Management	Insurance Stipend	$44,000	$3,900.35	$3,569.42	$3,736.16	$2,707.98	-$1,834.04	$9,084.04	$3,625.00	$3,625.00	$2,707.98	$31,121.89	71%
HOA Management	Cont Ed & Skills Enhancement	$2,000	$0.00	$139.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$139.00	7%
HOA Management Total		**$257,000**	**$18,044.45**	**$18,706.01**	**$18,148.44**	**$24,526.10**	**$13,018.83**	**$24,420.05**	**$19,315.19**	**$18,906.95**	**$25,068.12**	**$180,154.14**	70%
Architectural Review Expenses	Architectural Review Expenses	$7,500	$2,072.25	$1,160.25	$2,023.00	$1,929.50	$1,190.00	$0.00	$1,054.00	$1,355.75	$1,035.25	$11,820.00	158%
Architectural Review Expenses Total		**$7,500**	**$2,072.25**	**$1,160.25**	**$2,023.00**	**$1,929.50**	**$1,190.00**	**$0.00**	**$1,054.00**	**$1,355.75**	**$1,035.25**	**$11,820.00**	158%
Legal Services	Legal Services	$20,000	$1,789.26	-$465.00	$22.12	$300.00	$375.00	$990.00	$1,669.50	$402.00	$775.00	$5,857.88	29%
Legal Services Total		**$20,000**	**$1,789.26**	**-$465.00**	**$22.12**	**$300.00**	**$375.00**	**$990.00**	**$4,669.50**	**$402.00**	**$775.00**	**$8,857.88**	44%
Taxes	Property	$5,500	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	0%
Taxes	Income/Franchise Taxes	$0	$0.00	$0.00	$0.00	$50.00	$0.00	$0.00	$0.00	$0.00	$0.00	$50.00	#DIV/0!
Taxes Total		**$5,500**	**$0.00**	**$0.00**	**$0.00**	**$50.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$50.00**	1%
Insurance	General, Property, Boiler & Auto,	$72,000	$0.00	$13,145.82	$6,563.90	$6,600.90	$0.00	$13,118.79	$6,758.37	$824.25	$14,345.99	$61,358.02	85%
Insurance	Auto	$4,500	$0.00	$818.54	$404.27	$404.27	$0.00	$808.54	$439.10	$0.00	$862.18	$3,736.90	83%
Insurance	D & O Insurance	$12,000	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,902.00	$0.00	$0.00	$10,902.00	91%
Insurance	Worker's Comp	$16,000	$0.00	$0.00	$0.00	$0.00	$0.00	-$10,411.36	$25,141.00	$0.00	-$9,174.00	$5,555.64	35%
Insurance Total		**$104,500**	**$0.00**	**$13,964.36**	**$6,968.17**	**$7,005.17**	**$0.00**	**$3,515.97**	**$43,240.47**	**$824.25**	**$6,034.17**	**$81,552.56**	78%
Community Enhancement	Donations	$1,000	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
Community Enhancement	Association Memberships	$2,000	$100.00	$187.92	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19.00	$306.92	15%
Community Enhancement Total		**$3,000**	**$0.00**	**$187.92**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$19.00**	**$206.92**	7%
Reserve Transfer		**$248,333**	**$0.00**	**$248,333.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$248,333.00**	100%
Grand Total		**$4,366,455**	**$238,655**	**$484,981**	**$286,678**	**$321,609**	**$285,707**	**$324,122**	**$398,913**	**$392,674**	**$380,758**	**$2,884,211**	**66%**

Expected Reserve Expenditures and Capital Improvement for 2021		**YTD**
Pool Covers	$3,000	$10,296.00
SC Wade Pool Repairs	$30,000	$28,263.49
Avana Splash Pad	$4,000	$1,461.39
SC/Café Exterier Walls	$28,000	$25,313.98
Funbrellas	$12,000	$11,983.28
Avana Shade Structure	$42,000	$42,347.41
SC-Seal Coat/Restripe	$14,000	$8,657.62
Escarpment Project	$270,000	$0.00
CCN Improvement	$100,000	$29,490.00
Construction Repairs	$35,000	$35,235.00
Storm Damage Repairs	$0	$150,380.35
Node Clock Replacement	$0	$47,250.00
Monument L/S Improvement	$0	$19,950.00
Total	**$538,000**	**$410,628.52**
Total Capital Budget Projects	**$538,000.00**	**$410,628.52**
Grand Total Expenses	**$4,904,455.00**	

Circle C Landscape
BOD Report, October 2021

Weather

General:	Hotter than usual, rain events in October cooler weather in last week
Rainfall Total:	5.5 inches
Temperature:	4j9-96 degrees
Major Events:	Major thunderstorm with lightning, October 6

Maintenance Services

General:	Mowing rotation all areas
Weeding:	Weed and clean beds,
Trimming:	Standard fall trim for beds
Treatments:	Ant Mounds

Outlying Areas

Filter Pond, CCCC	weedeated, trash removed
Outlying mail centers	checked and cleaned

Irrigation:

Most controllers turned off after last rain
Standard irrigation repairs throughout neighborhood
Hand watering as needed

Wnter Storm Damage

Continue removing dead vegetation (not hedges)
Escarpment complete
LaCrosse Natick to Mopac complete

Small tree removal for dead trees
Circle C North, Slaughter Lane, Vinemont

Front Monument Landscaping

East and west sides graded and top dressed
drip irrigation line installed
Pallisades sod installed on both sides
Plants scheduled for week of November 2

Construction Damage and Projects

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

Slaughter/Escarpment, Mobility Corridor Improvements
Vinemont crosswalk under construction , damage to corner areas

Slaughter at Beckett to MoPac: No water in this area
Second median has no water due to construction

Circle C Landscape
BOD Report, October 2021

LaCrosse at Mopac: Continued construction and median damage
Wildflower Park Side, debris and continuing construction
LaCrosse West side, debris and continuing construction

Avana: Bear Creek Elementary Repairs done by others

Circle C Aquatics **September 2021** **Fall Operations**

Facility Usage	*Swim Center*		*Community Center*		*Avaña*		*Greyrock*		***Total***	
	Sep-21	YTD	Sep-21	YTD	Sep-21	YTD	Sep-21	YTD	**Sep-21**	**YTD**
Resident Entries	3,947	26,543	735	6,921	1,127	8,414	183	2,992	**5,992**	**44,870**
Unique Residents	1,408	4,558	622	3,091	728	2,754	150	926	**2,424**	**5,789**
Unique Households	643	1,663	212	1,022	243	860	57	325	**951**	**1,966**
Guest Entries	148	757	44	517	61	213	7	55	**260**	**1,542**
Other Entries	1,781	6,224	0	0	0	0	0	0	**1,781**	**6,224**
Average Hourly Count	19		53		24		12			
% of Capacity	13%		53%		24%		16%			
Total Entries	**5,876**	**33,524**	**779**	**7,438**	**1,188**	**8,627**	**190**	**3,047**	**8,033**	**52,636**

Incidents	*Swim Center*		*Community Center*		*Avaña*		*Greyrock*		***Total***	
	Sep-21	YTD	Sep-21	YTD	Sep-21	YTD	Sep-21	YTD	**Sep-21**	**YTD**
Water Rescues		0		0		1		0	**0**	**1**
First Aid Responses	2	12		2		0		0	**2**	**14**
Sudden Illness Treatments		1		0		0		0	**0**	**1**
Patron Behavior Incidents		5		1		0		0	**0**	**6**
Biohazard Cleanups		0		0		0		0	**0**	**0**
Suspensions/Expulsions		0		0		0		0	**0**	**0**
EMS/911 Callouts		4		0		0		0	**0**	**4**
Total Incidents	**2**	**18**	**0**	**3**	**0**	**1**	**0**	**0**	**2**	**22**
Incident per Entry Ratio	**0.03%**	**0.05%**	**0.00%**	**0.04%**	**0.00%**	**0.01%**	**0.00%**	**0.00%**	**0.02%**	**0.04%**

Revenue	Sep-21	*YTD*
Aquatics Programs	$ 2,367	$ 30,690
Swim Team	$ 15,098	$ 54,682
Guest Fees	$ 626	$ 4,951
Area Reservations	$ 0	$ 0
Facility Rentals	$ 0	$ 0
Lane Rentals	$ 0	$ 2,604
Other Facility Income	$ 420	$ 2,583
Total Aquatics Revenue	$ 18,511	$ 95,509

Programs	Sep-21
Select Swim Team	73
Masters Swimming	0
Group Swim Lessons	0
Private Swim Lessons	56
Water Aerobics	29
Certification Courses	2
WSI Course	0
Total Participants	**160**

Reservations & Rentals	*Swim Center*		*Community Center*		*Avaña*		*Greyrock*		***Total***	
	Sep-21	YTD	Sep-21	YTD	Sep-21	YTD	Sep-21	YTD	**Sep-21**	**YTD**
Area Reservations		0		0		0		0	**0**	**0**
Private Rentals		0		0		0		0	**0**	**0**
Lap Lane Reservations		3142		0		0		0	**0**	**3142**
Family Swim Lane Areas		128		0		0		0	**0**	**128**
Pool Use Reservations		0		0		708		0	**0**	**708**
Total Reservations	**0**	**3270**	**0**	**0**	**0**	**708**	**0**	**0**	**0**	**3978**

Aquatics Staffing	Sep-21
Lifeguards/Head Guards	55
Front Desk Staff	9
Instructors/Coaches	6
Total Staff	**70**

Resident Stats	Individuals	Households	Members / Household
Homeowners	17,178	5,513	3.12
Renters	1,523	433	3.52
New Memberships	276	107	
Totals	**18,701**	**5,946**	**3.15**

Circle C HOA
Maintenance Report for Board October 2021
Prepared by Robert Bardeleben -Facilities Director

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Cleaning and Maintenance have been completed
- Minor Equipment and Facility Repairs Made
- Solar water heating panels for wade pool are wearing out—will need to replace—will do this early in 2022
- Obtaining proposals for gutter replacement on the restroom roof
- We will need to replace laterals and sand in filters for Competition Pool—will require closing for 2-3 days—Parts are in---looking for best time to schedule repairs

COMMUNITY CENTER

- Routine inspections and maintenance have been completed
- Replaced Rotten Trim Boards at Roofline

COMMUNITY CENTER POOL

- Routine cleaning and maintenance have been performed.
- Minor Repairs have been completed on equipment and facility.
- Need to get approval on re-plaster for remainder of pool--

NEIGHBORHOOD

- Minor repairs have been completed as needed
- Periodic Graffiti Removal is ongoing

AVANA AMENITIES CENTER

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

GREY ROCK AMENITIES CENTER

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

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Circle C Homeowners Association, Inc.
Conflict of Interest Policy

Article I
Purpose

The purpose of this conflict-of-interest policy is to protect the interests of Circle C Homeowners Association, Inc. ("CCHOA" or the "Corporation") whenever CCHOA is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director or other person in a position of authority within the Corporation or that might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit organizations.

Article II
Definitions

2.1. **Interested Person**

Any director, principal officer, or member of a committee with powers delegated by the Board of Directors, who has a direct or indirect financial interest, as defined below, is an interested person.

2.2. **Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

a. An ownership or investment interest in any entity with which CCHOA has a transaction or arrangement,

b. A compensation arrangement with CCHOA or with any entity or individual with which CCHOA has a transaction or arrangement, or

c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which CCHOA is negotiating a transaction or arrangement.

As used above, compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

2.3 **Determination of Conflict**

A financial interest is not necessarily a conflict of interest. Under Section 3.2 of this policy, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III
Procedures

3.1. **Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must promptly disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors considering the proposed transaction or arrangement.

3.2. **Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the governing board meeting while the remaining board members decide if a conflict of interest exists.

3.3. **Procedures for Addressing the Conflict of Interest**

a. An interested person shall make an appropriate disclosure of all material facts, including the existence of any financial interest, at any time that any actual or potential conflict of interest arises. The interested person may make a presentation at a Board of Directors or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The President or Vice President of CCHOA, may, at his/her discretion, appoint a disinterested person(s) within the board to investigate alternatives to the proposed transaction or arrangement.

c. The governing board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in CCHOA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

3.4. **Violations of the Conflicts of Interest Policy**

a. If the governing board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate remedial and corrective action.

Article IV Records of Proceedings

4.1 **Records**

The minutes of the Board of Directors shall contain:

a. The name of each person who disclosed or otherwise was found to have an actual or possible conflict of interest, and the Board of Directors decision as to whether a conflict of interest in fact existed.

Article V
Compensation

5.1 **Voting Rights**

A voting member of the Board of Directors who receives compensation, directly or indirectly, from CCHOA for services is precluded from voting on matters pertaining to that member's compensation.

Article VI Annual Statements

6.1 **Affirmation of Acceptance.**

Each director and officer shall annually sign a statement which affirms such person has received a copy of this conflict-of-interest policy, has read and understands the policy and agrees to comply with the policy. All new board members will sign this statement within 30 days after the election and/or appointment.

Article VII
Periodic Reviews

7.1 **Conflict of Interest Audit.**

CCHOA may periodically conduct a review with respect to individual director compliance with this conflict-of-interest policy. All directors shall comply with all reasonable requests for information incident to such review, provided that specific financial information relating to an interested person shall be not be deemed to be a corporate book/record and shall protected from public disclosure. CCHOA may, but need not, use outside advisors to conduct the review.

_____ _____

Signature Date

Operational Budget 2022

2022 CCHOA INCOME BUDGET

Category	Subcategory	$740 2021 Approved Budget		$740 2022 Draft Budget		$750 - $10 increase (1.35% increase) 2022 Draft Budget		$776 - 4.8% increase 2022 Draft Budget	
Homeowner Income	Homeowner Dues		$4,000,000		$4,070,000		$4,128,000		$4,272,461
Homeowner Income	Resale Certificates		$78,075		$78,750		$78,750		$78,750
Homeowner Income	Transfer Fees Income		$61,250		$67,200		$67,200		$67,200
Homeowner Income	Late Fees Collected		$20,000		$25,000		$25,000		$25,000
Homeowner Income	Lien Admin Fees Income		$420		$420		$420		$420
Homeowner Income	Filing Fee Income		$1,680		$1,680		$1,680		$1,680
Homeowner Income	NSF Charges		$100		$100		$100		$100
Homeowner Income	Collection Fee Income		$0		$0		$0		$0
Homeowner Income Total		$4,161,525		$4,243,150		$4,301,150		$4,445,611	
Architectural Review Inc	Architectural Review Income		$10,000		$10,000		$10,000		$10,000
Architectural Review Income Total		$10,000		$10,000		$10,000		$10,000	
Rental Income	Office Rent		$14,400		$9,000		$9,000		$9,000
Rental Income	Grill Rent		$6,300		$6,600		$6,600		$6,600
Rental Income Total		$20,700		$15,600		$15,600		$15,600	
	Group Swim Lessons		$40,000		$25,000		$25,000		$25,000
	Private Swim Lessons		$35,000		$25,000		$25,000		$25,000
	Classes/Clinics		$10,000		$10,000		$10,000		$10,000
	Contracted Programs		$0		$0		$0		$0
Aquatics Income	Pool Programs		$85,000		$60,000		$60,000		$60,000
	Registration Fee's		$10,000		$8,000		$8,000		$8,000
	Away Meet Entry Fees		$2,500		$2,500		$2,500		$2,500
	Memberships Due/Reg Fees		$85,000		$75,000		$75,000		$75,000
	Home Meet		$10,000		$8,000		$8,000		$8,000
Aquatics Income	Pool Programs - Swim Team		$107,500		$93,500		$93,500		$93,500
	Merchandise Sales		$2,500		$2,500		$2,500		$2,500
	Uniform Sales		$3,000		$3,000		$3,000		$3,000
	Guest Fees		$10,000		$10,000		$10,000		$10,000
	ID Replacement Cards		$1,000		$500		$500		$500
	Area Reservations)		$3,000		$2,000		$2,000		$2,000
	Facility Rentals		$3,000		$2,000		$2,000		$2,000
	Lane Rentals		$15,000		$15,000		$15,000		$15,000
Aquatics Income	Facility Income		$37,500		$35,000		$35,000		$35,000
Aquatics Income Total		$230,000		$188,500		$188,500		$188,500	
CCCC Income	CCCC Facility rentals		$40,000		$50,000		$50,000		$50,000
CCCC Income Total		$40,000		$50,000		$50,000		$50,000	
Landscape Reimburseme	Stratus Reimb		$97,000		$97,000		$97,000		$97,000

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Landscape Reimburseme	COA Reimb			$17,600			$17,600			$17,600			$17,600
Landscape Reimbursements Total		$114,600			$114,600			$114,600			$114,600		
Miscellaneous	Interest Income			$15,000			$15,000			$15,000			$15,000
Miscellaneous Total		$15,000			$15,000			$15,000			$15,000		
The Rowell HOA	The Rowell HOA	$60,000			$95,000			$95,000			$95,000		
Cove @ Circle C					$5,000			$5,000			$5,000		
Grand Total		$4,651,825			$4,736,850			$4,794,850			$4,939,311		
2022 CCHOA EXPENSE BUDGET		**2022 Approved Budget**			**2022 Draft Budget**			**2022 Draft Budget**			**2022 Draft Budget**		
Category	**Subcategory**												
	Common Area Landscaping					$1,299,959			$1,350,112			$1,350,112	
	Swim Center Landscaping					$35,097			$35,097			$35,097	
	Community Center Landscaping					$35,097			$35,097			$35,097	
	Avana Swim Center Landscaping					$24,888			$24,888			$24,888	
	GreyRock Landscaping					$24,888			$24,888			$24,888	
	Common Area Holiday Lighting					$48,288			$48,288			$48,288	
Commons Area Services	Landscape Maint Contract			$1,468,217			$1,518,370			$1,518,370			$1,518,370
Common Area Services	2021 Land Additions			$5,000			$0			$0			$0
Commons Area Services	Landscape Repairs			$80,000			$115,000			$115,000			$115,000
Commons Area Services	Landscape Water Utilities			$255,000			$255,000			$255,000			$255,000
Common Area Services	COA Water Utility Compliance			$8,000			$8,000			$8,000			$8,000
Commons Area Services	Landscape Electric Utilities			$36,000			$36,000			$36,000			$36,000
Common Area Services	Tree Care			$50,000			$75,000			$75,000			$75,000
Commons Area Services	Fence Repairs & Maint			$7,000			$7,000			$7,000			$7,000
Commons Area Services	Electrical Repairs & Maint			$12,000			$12,000			$12,000			$12,000
Common Area Services	Neighborhood Maint & Repair			$20,000			$20,000			$20,000			$20,000
Common Area Services	Non Contract Maintenance			$15,000			$20,000			$20,000			$20,000
Commons Area Services Total		$1,956,217			$2,066,370			$2,066,370			$2,066,370		
	Office Supplies					$32,000			$32,000			$32,000	
	Employee Education & Skills Enhancement					$7,500			$8,500			$8,500	
	Staff Uniforms					$9,500			$9,500			$9,500	
	Staff Recruitment & Hiring					$1,500			$1,500			$1,500	
	Retail Merchandise					$3,500			$3,500			$3,500	
	ARC Program Fees					$10,000			$10,000			$10,000	
Aquatics Facilities	Administrative			$64,000			$65,000			$65,000			$65,000
	Safety Equip & Supplies					$15,000			$15,000			$15,000	
	Program Equip & Supplies					$4,000			$5,000			$5,000	
	Pool Supplies					$6,000			$7,500			$7,500	
Aquatics Facilities	Supplies - Pool			$25,000			$27,500			$27,500			$27,500
	SC					$39,000			$39,000			$39,000	
	CC					$15,000			$15,000			$15,000	

	Avana				$11,000				$13,000				$13,000		$13,000
	Greyrock				$6,000				$7,000				$7,000		$7,000
Aquatics Facilities	Supplies - Chemicals			$71,000				$74,000				$74,000		$74,000	
	USA Swimming Registration				$5,500				$5,000				$5,000		$5,000
	Coach Training				$2,000				$2,000				$2,000		$2,000
	Swim Team Supplies				$3,000				$3,000				$3,000		$3,000
	Meet Expenses														
	Staff Meet Expenses				$7,000				$7,000				$7,000		$7,000
	Home Swim Meet				$5,000				$5,000				$5,000		$5,000
Aquatics Facilities	Supplies & Fees - Swim Team			$22,500				$22,000				$22,000		$22,000	
	SC - Equipment				$39,000				$39,000				$39,000		$39,000
	CC - Equipment				$17,000				$18,000				$18,000		$18,000
	Avana - Equipment				$10,000				$10,000				$10,000		$10,000
	GR - Equipment				$4,000				$4,500				$4,500		$4,500
	SC - Pool & Deck Coatings				$5,000				$5,000				$5,000		$5,000
	CC - Pool & Deck Coatings				$2,500				$4,000				$4,000		$4,000
	Avana - Pool & Decking Coatings				$1,400				$1,400				$1,400		$1,400
	GR - Pool. & Decking Coatings				$400				$400				$400		$400
	SC - Vaccuum				$3,000				$4,000				$4,000		$4,000
	CC - Vaccuum				$700				$800				$800		$800
	Avana - Vaccuum				$500				$500				$500		$500
	GR - Vaccuum				$300				$500				$500		$500
	SC - Permits & Inspections				$1,200				$1,200				$1,200		$1,200
	CC - Permits & Inspections				$3,500				$4,500				$4,500		$4,500
	Avana- Permits & Inspections				$400				$400				$400		$400
	GR- Permits & Inspections				$400				$400				$400		$400
Aquatics Facilities	Maintenance - Pool			$89,300				$94,600				$94,600		$94,600	
	SC - Janitorial				$14,000				$14,000				$14,000		$14,000
	CC - Janitorial				$1,200				$1,200				$1,200		$1,200
	Avana - Janitorial				$600				$600				$600		$600
	GR - Janitorial				$600				$600				$600		$600
	SC - Fence				$2,000				$4,000				$4,000		$4,000
	CC - Fence				$1,800				$1,800				$1,800		$1,800
	Avana - Fence				$400				$400				$400		$400
	GR - Fence				$400				$400				$400		$400
	SC - Equip & Maint				$5,000				$8,000				$8,000		$8,000
	CC - Equip & Maint				$3,500				$3,000				$3,000		$3,000
	Avana - Equip & Maint				$900				$1,200				$1,200		$1,200
	GR-Equip & Maint				$700				$700				$700		$700
	SC - Supplies				$3,000				$3,000				$3,000		$3,000
	CC - Supplies				$1,200				$1,200				$1,200		$1,200
	Avana - Supplies				$500				$500				$500		$500
	GR - Supplies				$300				$300				$300		$300
	Playground				$3,000				$3,000				$3,000		$3,000
	Café Building				$3,000				$3,000				$3,000		$3,000
	Post Office Building				$2,200				$2,200				$2,200		$2,200
	Swim Center Parking Lot & Dumpster				$18,000				$18,000				$18,000		$18,000
	Avana Parking Lot & Dumpster				$400				$400				$400		$400
	Greyrock - Parking Lot & Dumpster				$400				$400				$400		$400

Aquatics Facilities	Maintenance - Building			$63,100			$67,900			$67,900			$67,900	
	Aquatics Director				$82,000			$82,000			$82,000			$82,000
	Lifeguards				$454,000			$454,000			$454,000			$454,000
	Front Desk				$66,000			$80,000			$80,000			$80,000
	Aquatics Administration				$85,000			$87,500			$87,500			$87,500
	Payroll Taxes				$46,000			$48,150			$48,150			$48,150
Aquatics Facilities	Payroll - Staff			$733,000			$751,650			$751,650			$751,650	
	Contract Labor				$0			$0			$0			$0
	Private Lesson Instructor				$10,000			$8,000			$8,000			$8,000
	Group Lesson Instructor				$12,000			$10,000			$10,000			$10,000
	Program Instructor				$10,000			$10,000			$10,000			$10,000
	Lead Instructors				$5,000			$5,000			$5,000			$5,000
	Payroll Taxes				$4,000			$4,000			$4,000			$4,000
Aquatics Facilities	Payroll - Programming Staff			$41,000			$37,000			$37,000			$37,000	
	Head Coach				$73,000			$74,550			$74,550			$74,550
	Asst. Coaches				$20,000			$20,000			$20,000			$20,000
	Dry Land Coach				$3,000			$3,000			$3,000			$3,000
	Payroll Taxes				$6,000			$6,000			$6,000			$6,000
Aquatics Facilities	Payroll - Swim Team			$102,000			$103,550			$103,550			$103,550	
Aquatics Facilities	SC - Utilities - Water			$30,000			$30,000			$30,000			$30,000	
	Avana - Utilities - Water			$4,500			$6,000			$6,000			$6,000	
	GR - Utilities - Water			$4,000			$4,000			$4,000			$4,000	
Aquatics Facilities	SC - Utilities - Electric			$28,000			$28,000			$28,000			$28,000	
	Avana - Utilities - Electric			$12,000			$12,000			$12,000			$12,000	
	GR - Utilities - Electric			$6,000			$6,000			$6,000			$6,000	
Aquatics Facilities	Utilities - Natural Gas			$32,000			$32,000			$32,000			$32,000	
Aquatics Facilities	SC - Utilities - Telephone/Internet/Cameras			$12,000			$15,000			$15,000			$15,000	
	Avana - Utilities- Telephone/Internet/Cameras			$5,000			$5,000			$5,000			$5,000	
	GR - Utililites - Telephone/Internet/Cameras			$5,000			$5,000			$5,000			$5,000	
Aquatic Facilities Total		$1,349,400				$1,386,200			$1,386,200			$1,386,200		
Circle C Community Cer	Utilities - Water			$27,000			$27,000			$27,000			$27,000	
Circle C Community Cer	Utilities - Electric			$24,000			$24,000			$24,000			$24,000	
Circle C Community Cer	Utilities - Telephone/Internet			$9,000			$9,000			$9,000			$9,000	
Circle C Community Cer	Events Payroll			$6,000			$6,000			$6,000			$6,000	
	Janitorial				$18,000			$18,000			$18,000			$18,000
	Supplies				$6,000			$6,000			$6,000			$6,000
	Parking Lot & Dumpster				$6,000			$6,000			$6,000			$6,000
	Equip & Maint				$16,000			$16,000			$16,000			$16,000
	Contract Services				$2,000			$2,000			$2,000			$2,000
	Permit & Inspections				$2,000			$2,000			$2,000			$2,000
Circle C Community Cer	Maintenance - Building			$50,000			$50,000			$50,000			$50,000	
Circle C Community Ctr Total		$116,000				$116,000			$116,000			$116,000		
Maintenance Operations	Office Supplies			$1,500			$1,200			$1,200			$1,200	
Maintenance Operations	Employee Education			$1,200			$1,200			$1,200			$1,200	
Maintenance Operations	Uniforms			$1,800			$1,800			$1,800			$1,800	
Maintenance Operations	Staff Recruitment-Hiring			$300			$300			$300			$300	
Maintenance Operations	Safety Equip & Supplies			$1,400			$1,400			$1,400			$1,400	

Maintenance Operations	Maintenance Payroll			$180,000			$180,000			$180,000			$180,000
Maintenance Operations	Pool Tech			$69,000			$69,000			$69,000			$69,000
Maintenance Operations	Maintenance Payroll Taxes			$15,000			$15,000			$15,000			$15,000
Maitenance Operations	Computers/Software			$1,400			$1,400			$1,400			$1,400
Maintenance Operations	Tools/Supplies			$5,000			$5,000			$5,000			$5,000
Maintenance Operations	Office Furniture			$600			$600			$600			$600
Maintenance Operations Total		$277,200			$276,900			$276,900			$276,900		
HOA Operations	Office Supplies			$9,000			$9,000			$9,000			$9,000
	Computers, Software & Service				$9,000			$9,000			$9,000			$9,000
	Cameras				$4,000			$4,000			$4,000			$4,000
	Furniture				$2,000			$2,000			$2,000			$2,000
HOA Operations	Equip/Maintenance			$15,000			$15,000			$15,000			$15,000
	Maintenance/Registration				$3,000			$3,000			$3,000			$3,000
	Gas				$5,000			$5,000			$5,000			$5,000
HOA Operations	HOA Owned vehicles			$8,000			$8,000			$8,000			$8,000
HOA Operations	Postage			$16,000			$18,000			$18,000			$18,000
HOA Operations	Web Operations			$3,000			$3,000			$3,000			$3,000
HOA Operations	Printing			$2,000			$3,000			$3,000			$3,000
HOA Operations	HOA Meetings			$5,000			$5,000			$5,000			$5,000
HOA Operations	Deed Restrictions			$5,000			$5,000			$5,000			$5,000
HOA Operations	HOA Special Events			$30,000			$30,000			$30,000			$30,000
HOA Operations	Professional Fees			$2,000			$2,000			$2,000			$2,000
HOA Operations Total		$95,000			$98,000			$98,000			$98,000		
Financial Management	Management Services			$113,000			$115,000			$115,000			$115,000
Financial Management	Resale Certificate			$17,350			$17,500			$17,500			$17,500
Financial Management	Lien Filing Administrative Fees			$2,500			$2,500			$2,500			$2,500
Financial Management	Bank Fees/Credit Card Fees			$40,000			$38,000			$38,000			$38,000
Financial Management	CPA/Audit			$8,000			$8,000			$8,000			$8,000
Financial Management Total		$180,850			$181,000			$181,000			$181,000		
HOA Management	Management Payroll			$190,000			$190,000			$190,000			$190,000
HOA Management	Management Payroll Taxes			$15,000			$15,000			$15,000			$15,000
HOA Management	Mileage Reimbursement			$6,000			$6,000			$6,000			$6,000
HOA Management	Health Insurance			$44,000			$54,000			$54,000			$54,000
HOA Management	Cont Ed & Skills Enhancement			$2,000			$2,000			$2,000			$2,000
HOA Management	Consulting Contract												
HOA Management Total		$257,000			$267,000			$267,000			$267,000		
Architectural Review Exp	Architectural Review Expenses			$7,500			$7,500			$7,500			$7,500
Architectural Review Expenses Total		$7,500			$7,500			$7,500			$7,500		
Legal Services	Legal Services			$20,000			$20,000			$20,000			$20,000
Legal Services Total		$20,000			$20,000			$20,000			$20,000		
Taxes	Property			$5,500			$5,500			$5,500			$5,500

Taxes Total		$5,500		$5,500		$5,500		$5,500	
Insurance	General, Property, Boiler & Auto, Umbrella		$72,000		$78,000		$78,000		$78,000
Insurance	HOA Owned Vehicles		$4,500		$5,000		$5,000		$5,000
Insurance	D & O Insurance		$12,000		$12,000		$12,000		$12,000
Insurance	Worker's Comp		$16,000		$16,000		$16,000		$16,000
Insurance Total		$104,500		$111,000		$111,000		$111,000	
Community Enhancemen Donations			$1,000		$1,000		$1,000		$1,000
Community Enhancemen Association Memberships			$2,000		$2,000		$2,000		$2,000
Community Enhancement Total		$3,000		$3,000		$3,000		$3,000	
Reserve Transfer			$285,370		$198,380		$256,380		$400,841
Reserve Transfer Total		$285,370		$198,380		$256,380		$400,841	
Grand Total		$4,657,537		$4,736,850		$4,794,850		$4,939,311	
Difference		-$5,712		$0		$0		$0	

DRAFT

Exhibit A

Expected Reserve Expenditures and Capital Improvement for 2022

SC-Picnic Tables & Benches (N)	$5,400			
GR - Shade structure (R)	$39,000			
CC-Pool Splash Pad UV System (N)	$9,000			
CC-Pool Replaster (N)	$84,000			
CC-Pool Slide Repairs/Polishing (N)	$6,500			
CC-Splash Pad Refinishing Features (R)	$4,500			
AV- Parking Lot Seal/Stripe (R)	$7,200			
GR - Parking Lot Seal/Strip (R)	$5,800			
SC - Lounge Chairs ®	$8,200			
SC -Playground Renovations (R)	$65,000			
CC - Carpet Replacement (R)	$22,000			
Wildflower - Mortar Stacked Wall ®	$6,500			
SC - Wade Pool Bucket Repaint (N)	$5,500			
Node Clock Replacement	$75,000			
Rock Work	$50,000			
Escarpment Project	$340,000			
CCN Improvement	$200,000			
Construction Repairs	$50,000			
Total	$983,600			

N- Needed
R - Recommended

Fictional Escarpment Loop Funding Schedule

Year	Amount
2022	$ 340,000
2023	$ 425,000
2024	$ 425,000
2025	$ 425,000
2026	$ 425,000
2027	$ 425,000
2028	$ 425,000
2029	$ 425,000
Total	**$ 3,315,000**

Estimated Impact to Reserve Fund with 5% Reserve Transfer Increase Per Year

Year	Reserve Start	Reserve Transfer[1]	Reserve Study Expense	Escarpment Loop	Reserve End
2022	$ 3,118,340.33	$ 258,380.00	$ (596,871.00)	$ (340,000.00)	$ 2,439,849.33
2023	$ 2,439,849.33	$ 271,299.00	$ (113,209.00)	$ (425,000.00)	$ 2,172,939.33
2024	$ 2,172,939.33	$ 284,863.95	$ (405,452.00)	$ (425,000.00)	$ 1,627,351.28
2025	$ 1,627,351.28	$ 299,107.15	$ (114,011.00)	$ (425,000.00)	$ 1,387,447.43
2026	$ 1,387,447.43	$ 314,062.50	$ (38,272.00)	$ (425,000.00)	$ 1,238,237.93
2027	$ 1,238,237.93	$ 329,765.63	$ (488,473.00)	$ (425,000.00)	$ 654,530.56
2028	$ 654,530.56	$ 346,253.91	$ (75,510.00)	$ (425,000.00)	$ 500,274.47
2029	$ 500,274.47	$ 363,566.61	$ (132,753.00)	$ (425,000.00)	$ 306,088.08

1. Assumes budget will continue to plan for an annual reserve transfer increase of 5% per year. Note, this annual reserve transfer is unlikely be sufficient to support the larger long term expenses highlighted in the reserve study at https://www.foresitereserves.com/content/10223/21924/pdf/Circle%20C%20Homeowners%20Association%20Report.pdf

Estimated Impact to Reserve Fund with constant $260K Annual Reserve Transfer

Year	Reserve Start	Reserve Transfer[1]	Reserve Study Expense	Escarpment Loop	Reserve End
2022	$ 3,118,340.33	$ 258,380.00	$ (596,871.00)	$ (340,000.00)	$ 2,439,849.33

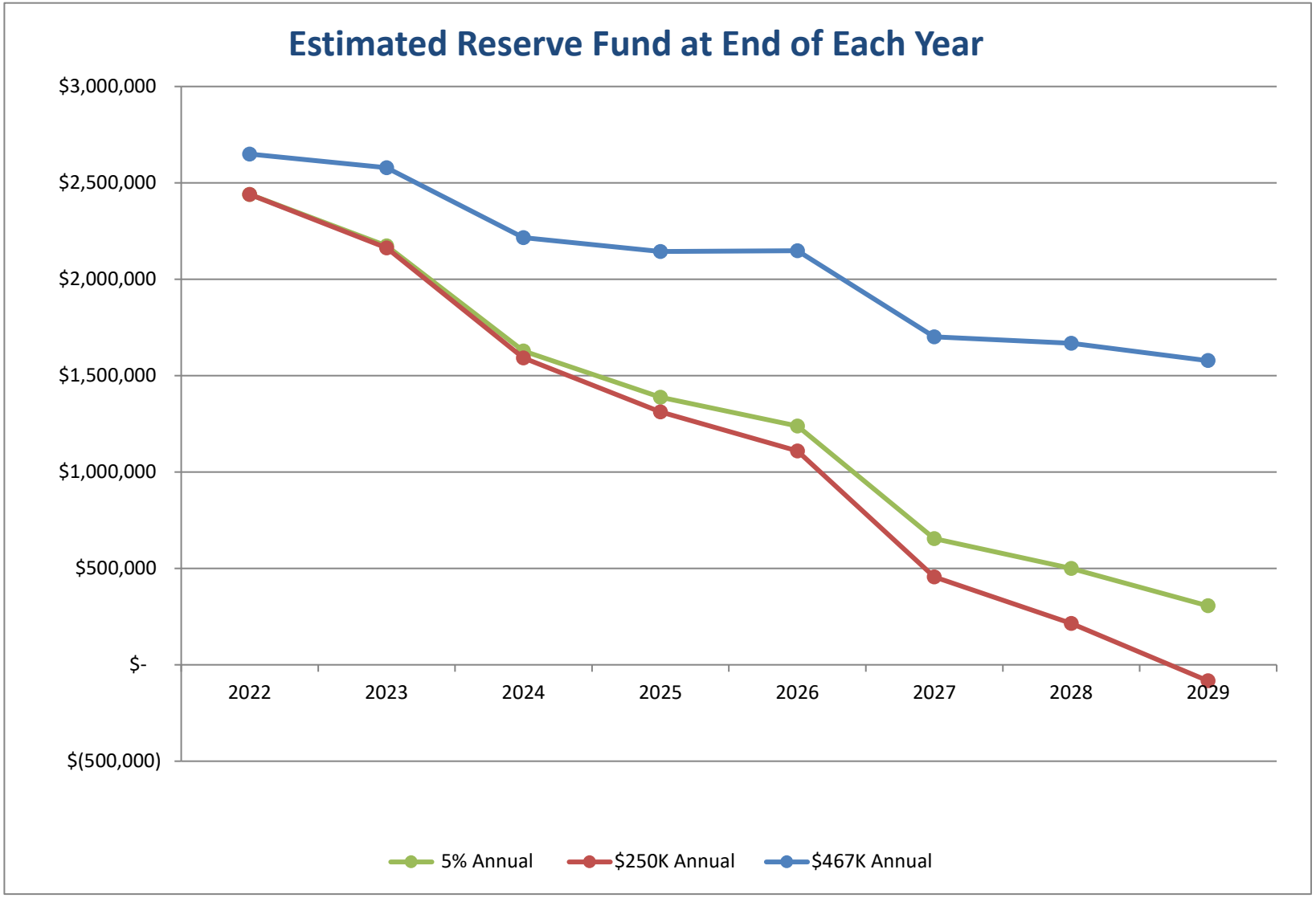
2023	$	2,439,849.33	$	260,000.00	$	(113,209.00)	$	(425,000.00)	$ 2,161,640.33
2024	$	2,161,640.33	$	260,000.00	$	(405,452.00)	$	(425,000.00)	$ 1,591,188.33
2025	$	1,591,188.33	$	260,000.00	$	(114,011.00)	$	(425,000.00)	$ 1,312,177.33
2026	$	1,312,177.33	$	260,000.00	$	(38,272.00)	$	(425,000.00)	$ 1,108,905.33
2027	$	1,108,905.33	$	260,000.00	$	(488,473.00)	$	(425,000.00)	$ 455,432.33
2028	$	455,432.33	$	260,000.00	$	(75,510.00)	$	(425,000.00)	$ 214,922.33
2029	$	214,922.33	$	260,000.00	$	(132,753.00)	$	(425,000.00)	$ (82,830.67)

2. Assumes budget will continue to plan for an annual reserve transfer of $260,000. Note, this annual reserve transfer is unlikely be sufficient to support the larger long term expenses highlighted in the reserve study at https://www.foresitereserves.com/content/10223/21924/pdf/Circle%20C%20Homeowners%20Association%20Report.pdf

Estimated Impact to Reserve Fund with Increase to constant $467K Reserve Transfer

Year	Reserve Start	Reserve Transfer[1]	Reserve Study Expense	Escarpment Loop	Reserve End
2022	$ 3,118,340.33	$ 467,380.00	$ (596,871.00)	$ (340,000.00)	$ 2,648,849.33
2023	$ 2,648,849.33	$ 467,380.00	$ (113,209.00)	$ (425,000.00)	$ 2,578,020.33
2024	$ 2,578,020.33	$ 467,380.00	$ (405,452.00)	$ (425,000.00)	$ 2,214,948.33
2025	$ 2,214,948.33	$ 467,380.00	$ (114,011.00)	$ (425,000.00)	$ 2,143,317.33
2026	$ 2,143,317.33	$ 467,380.00	$ (38,272.00)	$ (425,000.00)	$ 2,147,425.33
2027	$ 2,147,425.33	$ 467,380.00	$ (488,473.00)	$ (425,000.00)	$ 1,701,332.33
2028	$ 1,701,332.33	$ 467,380.00	$ (75,510.00)	$ (425,000.00)	$ 1,668,202.33
2029	$ 1,668,202.33	$ 467,380.00	$ (132,753.00)	$ (425,000.00)	$ 1,577,829.33

3. Assumes future Boards will perform modest increases to maintain this level of reserve funding



Circle C Homeowners Association
March ____, 2022
Annual Meeting

The undersigned Secretary of the Circle C Homeowners Association hereby calls the Annual Meeting of the Association to be held **Wednesday, March ___, 2022 at 6:30pm** via Zoom. The link to the meeting is https://us02web.zoom.us/j/83917724044 or you can call in. The agenda has been posted on the CCHOA website at www.circlecranch.com

THERE ARE SEVERAL WAYS TO VOTE!

- Return the 2022 Board of Directors Election Absentee Ballot and Proxy below when you pay your annual assessment by March ___, 2022 **OR**
- Turn in your absentee ballot or proxy to the CCHOA office (7817 La Crosse Avenue) by 3:00pm on March __, 2022 **OR**
- Vote online through the website at www.circlecranch.com. To vote online, you will need your **"unique code"** which can be found on the front of your assessment statement or by calling the financial office at 512-451-9901. ***Your unique code is for online voting purposes only, it is NOT your account number for paying assessments.***

If you would like to obtain more information on each candidate, please visit the CCHOA website at www.circlecranch.com, where you can view each candidate's questionnaire.

_____
Trinh Bartlett, Secretary

YOU MUST SIGN YOUR ABSENTEE BALLOT OR PROXY BELOW IN ORDER FOR IT TO BE VALID.

State law also requires that we provide the following notice: "**By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these proposals**, if a meeting is held. This means that **if there are amendments to these proposals your votes will not be counted** on the final vote on these measures. **If you desire to retain this ability, please attend any meeting in person**. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail". **Because of the pandemic, there will not be an in-person meeting, and the foregoing advisory is included to comply with notice requirements contained in State Law**.

At this time, the Board Election is the only item requiring a vote on the agenda.

YOU MUST SIGN YOUR ABSENTEE BALLOT OR PROXY BELOW IN ORDER FOR IT TO BE VALID.
Please select THREE candidates from the names listed below OR write in a candidate of your choice. A total of three votes may be cast.

☐ TBA ☐ TBA ☐ TBA ☐ TBA ☐ TBA

_____ _____ _____
Write-In Candidate Write-In Candidate Write-In Candidate

OR INSTEAD OF CASTING VOTES, GRANT YOUR PROXY TO:

_____
(Name AND address of CCHOA member in good standing being granted proxy) ***PLEASE PRINT***

❑ For quorum purposes only ❑ For quorum and to vote for nominees to the Board of Directors

_____ _____
Your Signature Date

SAMPLE

BALLOT TO AMEND THE

DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS (CC&R's)

At _____ Board of Directors meeting, the board unanimously approved a community vote to change the original CC&R's which were written in 1988.

In 2018, the board appointed a committee of residents to review proposed changes and make recommendations. With the committee's recommendations, the attorney's review and the board approval, the next step is owner approval.

The proposed amendments are summarized below. For the full document with the current verbiage versus the proposed verbiage and rationale for the changes, please visit the CCHOA website www.circlecranch.com.

The owner vote will be open for 6 months (closing sooner if we receive the requisite owner approval in less time).

We encourage everyone to vote online! You will need your unique voting code which is located on the front of your CCHOA account statement.

THERE ARE TWO WAYS TO VOTE!

- Turn in your paper ballot to the CCHOA office (7817 La Crosse Avenue) by 5:00pm on _____, 2022 **OR**

Vote online through the website at www.circlecranch.com. To vote online, you will need your **"unique code"** which can be found on the front of your assessment statement or by calling the financial office at 512-451-9901. ***Your unique code is for on-line voting purposes only, it is NOT your account number for paying assessments***

Article VIII, Section 2 – Amendments and Effective Date

a. By Members. This Declaration may be amended or terminated by a majority (fifty percent plus 1) of total eligible votes of the membership.
b. By Directors. This Declaration may be amended by the Board of Directors, without consent of the membership, as necessary to conform the Declaration to the requirements or provisions of any United States or Texas statute or regulation, City of Austin, Travis County Ordinance, Hays County Ordinance, or judicial ruling of a Texas Court or Federal Court with jurisdiction over legal actions in Texas.
c. Effective Date. An amendment of the Declaration becomes effective when the instrument is filed of record in the county official public records

☐ For

☐ Against

SAMPLE

LEASE

Basic Terms

Date:	October 20, 2021
Landlord:	Circle C Homeowners Association, Inc.
Landlord's Address:	7817 La Crosse Ave Austin, Texas 78739
Tenant:	Circle C Landscape, LLC
Tenant's Address:	5919 La Crosse Avenue, Suite 200 Austin, Texas 78739
Premises:	CCHOA Office Building 5919 La Crosse, Avenue, Suite 200, approximately 140 square feet; time clock area in entry space and use of bathroom.
Term (months):	12, with a one (1) year renewal option
Commencement Date:	January 1, 2022
Termination Date:	December 31, 2022
Base Rent (quarterly):	$18.90 per square foot for the interior space of 140 square feet totaling $661.50 per quarter.
Permitted Use:	landscape office
Tenant's Insurance:	Commercial General Liability of $1,000,000 per occurrence, $1,000,000 aggregate, $500,000 property damage, and property/casualty coverage insurance on Tenant's equipment on or in the Premises at replacement cost.

Definitions

"Essential Services" means natural gas, potable water, electricity, residential type trash, and sewage utility services reasonably necessary for occupancy of the Premises for the Permitted Use. "Essential Services" does not include telephone service or disposal of grease or other waste peculiar to a restaurant facility.

"Injury" means (a) harm to or impairment or loss of property or its use, (b) harm to or death of a person, or (c) "personal and advertising injury" as defined in the form of liability insurance Tenant is required to maintain.

"Landlord" means Landlord and its agents, employees, invitees, licensees, or visitors.

"Rent" means Base Rent plus any other amounts of money payable by Tenant to Landlord.

"Tenant" means Tenant and its agents, contractors, employees, invitees, licensees, or visitors.

Clauses and Covenants

A. Tenant agrees to—

1. Lease the Premises for the entire Term beginning on the Commencement Date and ending on the Termination Date.

2. Accept the Premises in their present condition "AS IS," the Premises being currently suitable for the Permitted Use.

3. Obey (a) all applicable laws relating to the use, condition, and occupancy of the Premises and Building and (b) any requirements imposed by utility companies serving or insurance companies covering the Premises.

4. Pay quarterly, Jan 15, Apr 15, Jul 15 and Oct 15 the Base Rent to Landlord at Landlord's Address.

5. Pay a late charge of 5 percent of any Rent not received by Landlord by the tenth day after it is due.

6. Allow Landlord to enter the Premises to perform Landlord's obligations, inspect the Premises, and show the Premises to prospective tenants.

7. Repair, replace, and maintain any part of the Premises that Landlord is not obligated to repair, replace, or maintain, normal wear excepted, such Tenant maintenance to include interior cleaning, pest control, and air-conditioning filter and light bulb replacement.

8. Report to Landlord within 24 hours all major repair/maintenance problems, and submit in writing to Landlord any request for repairs, replacement, and maintenance that are the obligations of Landlord.

9. Keep the area around the Premises and the Storage Space free of trash and debris at all times.

10. No storage of flammable or hazardous materials will be allowed in the Office Space. Cylinders of non-hazardous gases must be secured to prevent accidental rupture.

11. Vacate the Premises on the last day of the Term.

12. INDEMNIFY, DEFEND, AND HOLD LANDLORD AND LIENHOLDER HARMLESS FROM ANY INJURY (AND ANY RESULTING OR RELATED CLAIM, ACTION, LOSS, LIABILITY, OR REASONABLE EXPENSE, INCLUDING ATTORNEY'S FEES AND OTHER FEES AND COURT AND OTHER COSTS) OCCURRING IN ANY PORTION OF THE PREMISES. **THE INDEMNITY CONTAINED IN THIS PARAGRAPH (a) IS INDEPENDENT OF TENANT'S INSURANCE, (b) WILL NOT BE LIMITED BY COMPARATIVE NEGLIGENCE STATUTES OR DAMAGES PAID UNDER THE WORKERS' COMPENSATION ACT OR SIMILAR EMPLOYEE BENEFIT ACTS, (c) WILL SURVIVE THE END OF THE TERM, AND (d) WILL APPLY EVEN IF AN INJURY IS CAUSED IN WHOLE OR IN PART BY THE ORDINARY NEGLIGENCE OR STRICT LIABILITY OF LANDLORD BUT WILL NOT APPLY TO THE EXTENT AN INJURY IS CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF LANDLORD.**

B. Tenant agrees not to—

1. Use the Premises for any purpose other than the Permitted Use.

2. Create a nuisance.

3. Permit any waste.

4. Use the Premises in any way that would increase insurance premiums or void insurance on the Premises.

5. Change Landlord's lock system.

6. Alter the Premises without Landlord's written permission.

7. Allow a lien to be placed on the Premises.

8. Assign this lease or sublease any portion of the Premises without Landlord's written consent.

C. Landlord agrees to—

1. Lease to Tenant the Premises for the entire Term beginning on the Commencement Date and ending on the Termination Date.

2. Provide the Essential Services.

3. Repair, replace, and maintain the (a) roof, (b) foundation, (c) structural soundness of the exterior walls, excluding windows and doors, and (d) replace the air-conditioning/heating system when needed.

D. Landlord agrees not to—

1. Interfere with Tenant's possession of the Premises as long as Tenant is not in default.

2. Unreasonably withhold consent to a proposed assignment or sublease.

E. Landlord and Tenant agree to the following:

1. *Alterations.* Any physical additions or improvements to the Premises made by Tenant will become the property of Landlord. Landlord may require that Tenant, at the end of the Term and at Tenant's expense, remove any physical additions and improvements, repair any alterations, and restore the Premises to the condition existing at the Commencement Date, normal wear excepted.

2. *Abatement.* Tenant's covenant to pay Rent and Landlord's covenants are independent. Except as otherwise provided, Tenant will not be entitled to abate Rent for any reason.

3. *Default by Landlord/Events.* Defaults by Landlord are failing to comply with any provision of this lease within thirty days after written notice and failing to provide Essential Services to Tenant within ten days after written notice.

4. *Default by Landlord/Tenant's Remedies.* Tenant's remedies for Landlord's default are to sue for damages and, if Landlord does not provide an Essential Service for thirty days after default, terminate this lease.

5. *Default by Tenant/Events.* Defaults by Tenant are (a) failing to pay timely Rent, (b) abandoning or vacating a substantial portion of the Premises, and (c) failing to comply within ten days after written notice with any provision of this lease other than the defaults set forth in (a) and (b) above.

6. *Default by Tenant/Landlord's Remedies.* Landlord's remedies for Tenant's default are to (a) enter and take possession of the Premises, after which Landlord may relet the Premises on behalf of Tenant and receive the rent directly by reason of the reletting, and Tenant agrees to

reimburse Landlord for any expenditures made in order to relet; (b) enter the Premises and perform Tenant's obligations; and (c) terminate this lease by written notice and sue for damages. Landlord may enter and take possession of the Premises by self-help, by picking or changing locks if necessary, and may lock out Tenant or any other person who may be occupying the Premises, until the default is cured, without being liable for damages.

7. *Default/Waiver/Mitigation.* It is not a waiver of default if the nondefaulting party fails to declare immediately a default or delays in taking any action. Pursuit of any remedies set forth in this lease does not preclude pursuit of other remedies in this lease or provided by applicable law. Landlord and Tenant have a duty to mitigate damages.

8. *Alternative Dispute Resolution.* Landlord and Tenant agree to mediate in good faith before filing a suit for damages.

9. *Attorney's Fees.* If either party retains an attorney to enforce this lease, the party prevailing in litigation is entitled to recover reasonable attorney's fees and court costs.

10. *Entire Agreement.* This lease is the entire agreement of the parties, and there are no oral representations, warranties, agreements, or promises pertaining to this lease or to any expressly mentioned exhibits and riders not incorporated in writing in this lease.

11. *Amendment of Lease.* This lease may be amended only by an instrument in writing signed by Landlord and Tenant.

12. *Limitation of Warranties.* THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY, OF FITNESS FOR A PARTICULAR PURPOSE, OR OF ANY OTHER KIND ARISING OUT OF THIS LEASE, AND THERE ARE NO WARRANTIES THAT EXTEND BEYOND THOSE EXPRESSLY STATED IN THIS LEASE.

13. *Notices.* Any notice required or permitted under this lease must be in writing. Any notice required by this lease will be deemed to be delivered (whether actually received or not) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to the intended recipient at the address shown in this lease. Notice may also be given by regular mail, personal delivery, courier delivery, facsimile transmission, or other commercially reasonable means and will be effective when actually received. Any address for notice may be changed by written notice delivered as provided herein.

14. *Abandoned Property.* Landlord may retain, destroy, or dispose of any property left on the Premises at the end of the Term.

CIRCLE C HOMEOWNERS ASSOCIATION, INC.

By: _____

Printed name: Russ Hodes

Title: CCHOA President

Date: _____

CIRCLE C LANDSCAPING, LLC

By: _____

Printed Name: Clayton Hoover

Title: Circle C Landscape, LLC President

Date: _____

LEASE

Basic Terms

Date: October 20, 2021

Landlord: Circle C Homeowners Association, Inc.

Landlord's Address: 7817 La Crosse Ave
Austin, Texas 78739

Tenant: Events by Emily, Inc

Tenant's Address: 5919 La Crosse Avenue, Suite 400
Austin, Texas 78739

Premises: Grill building, designated Storage Space in the swimming pool mechanical room, and all food storage located at 5919 La Crosse Avenue, Austin, Travis County, Texas 78739

Term (months): 12

Commencement Date: Jan 1, 2022

Termination Date: December 31, 2022

Base Rent (monthly): $550.50

Permitted Use: Café, restaurant, and catering facility (collectively, the **Café**).

Tenant's Insurance: Commercial General Liability of $1,000,000 per occurrence, $1,000,000 aggregate, $500,000 property damage, and property/casualty coverage insurance on Tenant's equipment on or in the Premises at replacement cost.

Definitions

"Essential Services" means natural gas, potable water, electricity, residential type trash, and sewage utility services reasonably necessary for occupancy of the Premises for the Permitted Use. "Essential Services" does not include telephone service or disposal of grease or other waste peculiar to a restaurant facility.

"Injury" means (a) harm to or impairment or loss of property or its use, (b) harm to or death of a person, or (c) "personal and advertising injury" as defined in the form of liability insurance Tenant is required to maintain.

"Landlord" means Landlord and its agents, employees, invitees, licensees, or visitors.

"Rent" means Base Rent plus any other amounts of money payable by Tenant to Landlord.

"Tenant" means Tenant and its agents, contractors, employees, invitees, licensees, or visitors.

Clauses and Covenants

A. Tenant agrees to—

1. Lease the Premises for the entire Term beginning on the Commencement Date and ending on the Termination Date.

2. Accept the Premises in their present condition "AS IS," the Premises being currently suitable for the Permitted Use.

3. Obey (a) all applicable laws relating to the use, condition, and occupancy of the Premises and Building and (b) any requirements imposed by utility companies serving or insurance companies covering the Premises, and obtain and maintain all necessary permits legally to operate the Cafe.

4. Deliver to the Landlord, on request, accounting records, sales tax receipts, or other documentation reasonably satisfactory to Landlord that establishes the amount of Gross Sales, and allow Landlord the right to inspect Tenant's documents concerning same. Landlord may appoint an agent to review and inspect such documents and make a report concerning such review. Because such documents contain confidential and non-public information concerning Tenant's business, Tenant's documents shall remain the property of Tenant and shall not become records or documents belonging to Landlord. Neither Tenant's documents nor any report or summary made by Landlord or its representative shall be considered books, papers or records of Landlord that are subject to inspection by members of Circle C Homeowners Association, Inc.

5. Pay a late charge of 5 percent of any Rent not received by Landlord by the tenth day after it is due.

6. Pay electric costs per the meter reading specific for the Café.

7. Pay $109.00 per month for gas usage. This is averaged using June, July & August bills. Average will be done once a year and adjusted as needed.

8. Allow Landlord to enter the Premises to perform Landlord's obligations, inspect the

Premises, and show the Premises to prospective tenants.

9. Repair, replace, and maintain any part of the Premises that Landlord is not obligated to repair, replace, or maintain, normal wear except, such Tenant maintenance to include interior cleaning, pest control, and air-conditioning filter and light bulb replacement.

10. Report to Landlord within 24 hours all major repair/maintenance problems, and submit in writing to Landlord any request for repairs, replacement, and maintenance that are the obligations of Landlord.

11. Keep the area around the Premises and the Storage Space free of trash and debris at all times.

12. Confine use of Storage Space in the swimming pool mechanical room to the area designated by Landlord and to lock doors and gates after entry/exit. No storage of flammable or hazardous materials will be allowed in the Storage Space. Cylinders of non-hazardous gases must be secured to prevent accidental rupture.

13. Vacate the Premises on the last day of the Term.

14. Provide grill/food services to the public during the open hours of the pool

15. INDEMNIFY, DEFEND, AND HOLD LANDLORD AND LIENHOLDER HARMLESS FROM ANY INJURY (AND ANY RESULTING OR RELATED CLAIM, ACTION, LOSS, LIABILITY, OR REASONABLE EXPENSE, INCLUDING ATTORNEY'S FEES AND OTHER FEES AND COURT AND OTHER COSTS) OCCURRING IN ANY PORTION OF THE PREMISES. **THE INDEMNITY CONTAINED IN THIS PARAGRAPH (a) IS INDEPENDENT OF TENANT'S INSURANCE, (b) WILL NOT BE LIMITED BY COMPARATIVE NEGLIGENCE STATUTES OR DAMAGES PAID UNDER THE WORKERS' COMPENSATION ACT OR SIMILAR EMPLOYEE BENEFIT ACTS, (c) WILL SURVIVE THE END OF THE TERM, AND (d) WILL APPLY EVEN IF AN INJURY IS CAUSED IN WHOLE OR IN PART BY THE ORDINARY NEGLIGENCE OR STRICT LIABILITY OF LANDLORD BUT WILL NOT APPLY TO THE EXTENT AN INJURY IS CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF LANDLORD.**

B. Tenant agrees not to—

1. Use the Premises for any purpose other than the Permitted Use.

2. Create a nuisance.

3. Permit any waste.

4. Use the Premises in any way that would increase insurance premiums or void insurance on the Premises.

5. Change Landlord's lock system.

6. Alter the Premises without Landlord's written permission.

7. Allow a lien to be placed on the Premises.

8. Assign this lease or sublease any portion of the Premises without Landlord's written consent.

C. Landlord agrees to—

1. Lease to Tenant the Premises for the entire Term beginning on the Commencement Date and ending on the Termination Date.

2. Provide the Essential Services.

3. Repair, replace, and maintain the (a) roof, (b) foundation, (c) structural soundness of the exterior walls, excluding windows and doors, and (d) replace the air-conditioning/heating system when needed.

4. Reimburse tenant for $75.00 per month for employees use of the ice machine located outside of the café. Ice machine is owned and will be maintained by tenant.

5. Landlord will email invoice to tenant by the 10th of each month and said invoice will be due by the 1st of each month.

6. If the pool is closed for an extended period of time, the base rent will be reduced by 50% for the time of the closure if greater than 7 consecutive days.

7. If Landlord decides to contract with a third party to provide seasonal food service at the Community Center located at 7817 La Crosse Ave, Landlord shall provide Tenant at least 15 days' notice and opportunity to bid before accepting a contract from a third party for such service. Landlord retains the right to consider all factors that it deems relevant in awarding a contract, including price, menu, reputation, and past experience with the bidder.

8. Landlord will provide space (up to one half page) in its community newsletter, free of charge, for Tenant to advertise food and drink menus and specials, and special events relating to food service at the Premises. Landlord retains the right to exercise editorial discretion over the contents of Tenant's advertising in the community newsletter.

D. Landlord agrees not to—

1. Interfere with Tenant's possession of the Premises as long as Tenant is not in

default.

2. Unreasonably withhold consent to a proposed assignment or sublease.

E. Landlord and Tenant agree to the following:

1. *Alterations.* Any physical additions or improvements to the Premises made by Tenant will become the property of Landlord. Landlord may require that Tenant, at the end of the Term and at Tenant's expense, remove any physical additions and improvements, repair any alterations, and restore the Premises to the condition existing at the Commencement Date, normal wear excepted.

2. *Abatement.* Tenant's covenant to pay Rent and Landlord's covenants are independent. Except as otherwise provided, Tenant will not be entitled to abate Rent for any reason.

3. *Default by Landlord/Events.* Defaults by Landlord are failing to comply with any provision of this lease within thirty days after written notice and failing to provide Essential Services to Tenant within ten days after written notice.

4. *Default by Landlord/Tenant's Remedies.* Tenant's remedies for Landlord's default are to sue for damages and, if Landlord does not provide an Essential Service for thirty days after default, terminate this lease.

5. *Default by Tenant/Events.* Defaults by Tenant are (a) failing to pay timely Rent, (b) abandoning or vacating a substantial portion of the Premises, and (c) failing to comply within ten days after written notice with any provision of this lease other than the defaults set forth in (a) and (b) above.

6. *Default by Tenant/Landlord's Remedies.* Landlord's remedies for Tenant's default are to (a) enter and take possession of the Premises, after which Landlord may relet the Premises on behalf of Tenant and receive the rent directly by reason of the reletting, and Tenant agrees to reimburse Landlord for any expenditures made in order to relet; (b) enter the Premises and perform Tenant's obligations; and (c) terminate this lease by written notice and sue for damages. Landlord may enter and take possession of the Premises by self-help, by picking or changing locks if necessary, and may lock out Tenant or any other person who may be occupying the Premises, until the default is cured, without being liable for damages.

7. *Default/Waiver/Mitigation.* It is not a waiver of default if the nondefaulting party fails to declare immediately a default or delays in taking any action. Pursuit of any remedies set forth in this lease does not preclude pursuit of other remedies in this lease or provided by applicable law. Landlord and Tenant have a duty to mitigate damages.

8. *Alternative Dispute Resolution.* Landlord and Tenant agree to mediate in good faith before filing a suit for damages.

9. *Attorney's Fees.* If either party retains an attorney to enforce this lease, the party prevailing in litigation is entitled to recover reasonable attorney's fees and court costs.

10. *Entire Agreement.* This lease is the entire agreement of the parties, and there are no oral representations, warranties, agreements, or promises pertaining to this lease or to any expressly mentioned exhibits and riders not incorporated in writing in this lease.

11. *Amendment of Lease.* This lease may be amended only by an instrument in writing signed by Landlord and Tenant.

12. *Limitation of Warranties.* THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY, OF FITNESS FOR A PARTICULAR PURPOSE, OR OF ANY OTHER KIND ARISING OUT OF THIS LEASE, AND THERE ARE NO WARRANTIES THAT EXTEND BEYOND THOSE EXPRESSLY STATED IN THIS LEASE.

13. *Notices.* Any notice required or permitted under this lease must be in writing. Any notice required by this lease will be deemed to be delivered (whether actually received or not) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to the intended recipient at the address shown in this lease. Notice may also be given by regular mail, personal delivery, courier delivery, facsimile transmission, or other commercially reasonable means and will be effective when actually received. Any address for notice may be changed by written notice delivered as provided herein.

14. *Abandoned Property.* Landlord may retain, destroy, or dispose of any property left on the Premises at the end of the Term.

CIRCLE C HOMEOWNERS ASSOCIATION, INC.

By: _____

Printed name: Russ Hodes

Title: CCHOA President

Date: _____

Emily Horvath d/b/a Events by Emily

_____
Emily Horvath d/b/a Events by Emily

Date: _____

ARCHITECTURAL REVIEW SERVICES
12809 Cricoli Drive
AUSTIN, TEXAS 78739
512-947-7580

October 20, 2021

Circle C Homeowners Association
Board of Directors
7817 Lacrosse Ave
Austin, Texas 78739

Dear Board:

This letter will serve as a contract for services to be provided to the Architectural Control Committee of the Circle C Homeowners Association from January 1, 2022 to December 31, 2022 by Architectural Review Services. The contract may be renewed annually per terms of the letter.

Architectural Review Services will:

1) Enter all homeowner projects into the Smart Webs data base for consistent tracking with the CCHOA system. CCHOA staff will enter projects that are dropped off at the Circle C Community Center.
2) Collect all required fees. Coordinate with CCHOA Manager on any fee issues.
3) Review all provided materials, request any additional required materials and assist homeowners in providing the correct materials.
4) Review each project. Approve projects that meet all of the CCRs and guidelines of the ACC.
5) Notify and work with the Architectural Control Committee on any projects that do not meet the guidelines, any large or complex projects, any projects that may need a variance and any novel projects that do not have guidelines.
6) Assist the Architectural Control Committee in publishing guidelines as needed.
7) Submit all variance requests to the ACC, obtain votes from the Committee and grant final approvals per the Architectural Control Committee's direction.
8) Maintain required correspondence and decisions in the Smartwebs database.
9) Conduct on-site reviews if necessary.
10) Periodically review ACC guidelines to ensure they are current
11) Coordinate the full ACC process in the case of a new home build.
12) Communicate with the CCHOA manager regarding any homeowners performing renovations to correct a violation of the CCRs of Circle C Ranch.

The Circle C Homeowners Association will:

1) Notify Architectural Review Services of any policy changes of changes in State law that affect the ACC process
2) Remit agreed upon fees as noted in the fee schedule

ARCHITECTURAL REVIEW SERVICES
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3) Provide payment by the 20th of the month for all fees received in the financial office between the 1st and 31st of the preceding month. The CCHOA financial manager will provide a list of all fees by the 18th of the month. If the 20th of the month falls on a Saturday, Sunday or legal holiday, the payment will be made on the preceding work day.

Exhibit One (attached) is the Fee Schedule.

Either party may terminate this agreement by sixty days (60 days) written notification to the other party. The agreement may be extended on an annual basis, renewable with 30 days written agreement executed by both parties.

Hereby agreed to and accepted:

_____ Date:_____
Russ Hodes, President

_____ Date:_____
Susan R. Hoover
Architectural Review Services

Architectural Review Services
Exhibit One
January 1-December 31, 2022

Exhibit One **Architectural Review Services Contract** **January 1-December 31, 2022**

Fees for Architectural Control Committee Review

Residential Projects

Small Homeowner Improvements $40.00

decks, patios, play equipment, arbors, gazebos, patio covers, horizontal or other fencing changes, exterior paint, sheds, landscape renovation, antennas, sattelite dishes rainwater harvesting systems, generators, large propane tanks, flagpoles, solar power renovations, front yard hardscape (fountains, walls, etc.), etc.), sunrooms, exterior kitchens and fireplaces, and small miscellaneous projects.

Swimming Pools $100.00

Home Additions $125.00

Extensive Home Exterior Remodeling (windows, doors, garage doors, elevation changes to the front) $125.00

85% of all fees collected are paid to Architectural Review Services

Consultation, Guideline Development, Materials Updates
upon request $125.00 per hour payable to Architectural Review Services

New Home Build	**Builder Fee**	**Payment to Architectural Review Services**
Complete tear down or new builder home		
1700-3000s.f.	375	$106.50
3000 s.f. and up	$495.00	$225.00