

**Circle C Homeowners Association
Manager's Report
October 20, 2012 – November 23, 2012**

Violation Report (September 21, 2012 through October 19, 2012)

123 Total Violations

- 73 (59%) Landscaping
- 17 (14%) Maintenance
- 7 (6%) Architectural
- 7 (6%) Fencing
- 6 (5%) Rubbish & Debris
- 5 (4%) Vehicle Parking
- 2 (2%) Unsightly
- 2 (2%) Animals & Pets
- 2 (2%) 10 Day Notice to Contact
- 1 (1%) Sports Equipment
- 1 (1%) Decorations

49 (40%) stage 1/cooperative letters

70 (57%) stage 2/deed restrictions

4 (3%) stage 3/notice to contact

167 Violation Updates

49 violations closed

116 violations escalated

2 violations re-opened

Neighborhood Maintenance

- 3rd quarterly maintenance inspection complete – misc. fence repair, power washing and paint touch up will be completed this coming month
- Bid for sealing Community Center parking lot complete (proposed 2013 capital project)
- Street lights along Escarpment were evaluated for rust and painting and submitted to the City of Austin
- New volleyball net ordered for Swim Center

CCCC Board Report (September 21, 2012 through October 19, 2012)

Total of 25 events (not including board meetings; recurring events only count once)

\$1530 total revenue

Report by Event Type:

- 5 Club/Committee - \$300 (\$100 balance)
- 2 Facility Use Contract/For-Profit - \$0 –Little Amigos & Yoyo Yoga is on the calendar until mid-December but has no one enrolled at this point (they will pay 10% of their gross at the end of each month), Dance Associates' Preschool Dance & Gymnastics class

will pay 30% of their enrollment fees Oct. 23. They just renewed their contract and will continue until mid-December.

- 12 Non-Profit - \$60 (Equipment Use)
- 8 Private Event - \$1170

Report by Room Type:

- 13 Used Club Room 1
- 9 Used Club Room 2
- 13 Used Club Room 3
- 3 Used Conference Room
- 7 Used Kitchen

Administration

- We mailed 36 new homeowner packets this past month.
- General Liability, Property and Umbrella renewal policies to be presented at Oct Board meeting.

Financial

- Signed AP checks, October 16 with Terri Giles.
- Final 2011 Audit should be received by early October; will distribute to the Board.
- 2013 Draft Budget process complete
- Estimated end-of-year cash underway and proposal for additional principal payment on the CCCC loan to be submitted at October Board meeting.

Other

- Oct 9 – Staff Meeting
- Oct 17 – Meeting with Chris Heinchon with Tx Insurors
- Oct 18 & 19 – CAI M-203 Course completed

Special Events

- Oct 18 – CC Meet & Greet for On the Park

Upcoming Special Events

- Nov 15 – Circle C Park West & Central CC Meet & Greet
- Dec 1 – Kids & Adult Holiday Parties
- Dec 14-16 – Holiday Lighting Contest

Capital Projects

- 2012 Capital Budget Projects include:

Landscape : CCCC landscapes	Fall
Landscape: Bed Upgrades	Fall
Landscape: Tree Upgrades	Fall
Landscape: Irrigation Infrastructure	Fall
Landscape: Rock Work	Ongoing

Landscape: Esc Median North of La Crosse	Underway
Park Place Playscape	Complete
CCCC IT Hardware	Complete

Current or Future Projects

- Facility Rentals Fall & Winter
- COA Fiscal: Environmental (Landscape) Reimbursement
- 2013 Budget Planning
- 2013 Capital Budget Projects Planning
- 2013 Contract & Lease Renewals
- December Holiday Parties
- Employee Reviews