

**Circle C Homeowners Association  
Manager's Report  
August 24, 2012 – September 21, 2012**

**Deed Restriction Review & Enforcement** – we have a total of 18 sections in the neighborhood, we have driven all 18 1x and 13 sections 2x.

*\*I plan to give a Deed Restriction Presentation at the Sept Board Meeting to review cases that need further Board action.*

**Violation Report (August 23, 2012 through September 20, 2012)**

34 Total Violations

- 20 (59%) Landscaping
- 4 (12%) Animals & Pets
- 3 (9%) Architectural
- 2 (6%) Fencing
- 2 (6%) Rubbish & Debris
- 1 (3%) Maintenance
- 1 (3%) Unsightly
- 1 (3%) Vehicle Parking

26 (76%) stage 1/cooperative letters

8 (24%) stage 2/deed restrictions

52 violations closed

30 violations escalated

1 violations re-opened

**Neighborhood Maintenance**

- 3<sup>rd</sup> quarterly maintenance inspection underway
- Camera system at CCCC complete
- Minor fence repair to HOA owned fencing
- AC upstairs unit at Swim Center to be replaced
- CCCC Swim Center to be winterized beginning Oct 1
- Bids on parking lot repair and resurfacing for Swim Center received; possible Cap Budget project for Jan 2013

**Community Center Maintenance & Warranty**

- AC leak in front entryway repaired; roof inspected and sealed as needed
- Wooden support beams – John McIntry (engineer) reviewed and deemed safe
- Hand dryer in women's restroom needs to be replaced/repared
- Automatic pool fill timing out; Atlantis to come review
- Railings around pool are rusting at welds – still waiting on Woolery Welders to repair
- Surface cracks in pool decking to be repaired by Atlantis

## **CCCC Board Report (August 23, 2012 through September 20, 2012)**

Total of 20 events (not including board meetings; recurring events only count once)

\$7915.01 total revenue

Report by Event Type:

- 3 Club/Committee - \$560 (\$180 balance)
- 3 Facility Use Contract/For-Profit - \$5640.01 – Camp Kazoo finished at the end of August (\$5000), Advancing Robots ended mid-August but paid \$340.01 in September, 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), Arbonne Meetings started Aug. 2 and will run through Dec. 6 (\$300 total, remaining balance of \$225)
- 9 Non-Profit - \$0
- 4 Private Event - \$1715

Report by Room Type:

- 10 Used Club Room 1
- 5 Used Club Room 2
- 10 Used Club Room 3
- 1 Used Conference Room
- 6 Used Kitchen

### **Administration**

- We mailed 27 new homeowner packets this past month.
- General Liability, Property and Umbrella to be renewed Oct 2012

### **Financial**

- Signed AP checks, September 20 with Terri Giles and Dan Vavasour.
- Final 2011 Audit should be received by early October; will distribute to the Board.
- 2013 Budget Planning underway; first draft to be presented at Oct Board Meeting
- COA approved 2012 landscape reimbursement

### **Other**

- Sept 11 – Staff Meeting
- Sept 12 – Special Events Planning Meeting

### **Special Events**

- Sept 20 – CC Meet & Greet for Wildflower Park

### **Upcoming Special Events**

- Oct 18 – On the Park 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	Fall
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
- La Crosse Street Lighting