CCHOA Board Meeting Agenda
25 September 2014, 6:00pm
Circle C Community Center

I. Roll Call

II. Acceptance of Agenda

III. Acceptance of August 28, 2014 board meeting minutes *Natalie McClure*

IV. Homeowner Forum *(3 min each)*

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

VI. Discussion Items
   a. Baby Billboard (Update)
   b. Swim Team

VII. Action Items
   a. Website

VIII. Adjourn Public Meeting

IX. Executive Session
   a. Legal Update

Attachments

1. August 2014 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
August 28, 2014

1. The CCHOA Board of Directors convened on August 28, 2014 at the Circle C Community Center. CCHOA President, Chris Poynor called the meeting to order at 6:01 p.m. In attendance were board members Chris Poynor, Jason Bram, Michael Chu, Natalie Placer-McClure, Bob McKenna and Dan Vavasour. Kim Ackermann was not present. CCHOA manager Karen Hibpshman was in attendance. Robert Bardeleben, Facilities Coordinator was present. Brody McKinley, Aquatics Manager was not in attendance. Susan Hoover, Landscape Manager was in attendance.

2. Chris asked if there were any changes to the agenda. Karen asked to add Pack 12 and website proposal to action items and to add Aquatics to Executive Session. Michael motioned to accept the agenda with the changes. Bob seconded the motion. All were in favor and the motion passes.

3. Chris presented the July 30, 2014 board meeting minutes. Jason motioned to approve the minutes as written. Bob seconded the motion. All were in favor and the motion passed.

4. Chris introduced the Homeowner Forum. Dave Davis presented information to the board concerning owners renting out rooms in their homes.

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

6. Susan presented the landscaper report.

7. Karen presented the aquatics report.

8. Robert presented the maintenance report.

9. The first discussion item was the Baby Billboard located at Slaughter Lane and MoPace. The board directed Karen to reach out to Alamo Draft House to see if they would be interested in partnering with CCHOA on the Billboard.

10. The second discussion item was Signage Proposal. Michael motioned to move this item to the first Action Item. Dan seconded the motion. All were in favor and the motion passed. Dan motion to accept the proposal from TBG. Jason seconded the motion. All were in favor and the motion passed.

11. The second action item was the phone/internet. Karen informed the board that Time Warner would be willing waive the installation fee if we increased the services. The cost would be comparable to AT&T's rates. Karen will go back to AT&T to see if they will match Time Warner's service.

12. The third action item was Pack 12 donation. Michael motions to donated $500.00 to Pack 12. Natalie seconded the motion. All were in favor and the motion passed.

13. The third action item is the website proposal. Karen will send the sample sites to Michael to review and update the board with additional information on the website proposal.

14. Michael made a motion to adjourn the public meeting at 7:20pm. Natalie seconded the motion. All were in favor and motion passed.

15. The Board went into executive session at 7:20 pm to discuss the Legal Update and the Aquatics Programs. No votes or action were taken. The Board adjourned executive session at 7:37 pm.

Circle C Homeowners Association
Manager's Report
August 23, 2014 – September 19, 2014

Violation Report (August 23rd, 2014 through September 19th, 2014)

152 Total Violations

- 85 (56%) Front Yard Maintenance
- 24 (16%) Repair of Exterior Damages
- 19 (12%) Rubbish & Debris
- 6 (4%) Architectural
- 6 (4%) Maintenance
- 4 (3%) Vehicle Storage
- 3 (2%) Driveway
- 2 (1%) Recreational Equipment
- 1 (1%) Lawn Mowing
- 1 (1%) Offensive Activities
- 1 (1%) Use Limitations

105 (69%) stage 1/cooperative letters
34 (22%) stage 2/deed restriction letters
13 (9%) stage 3

200 Violation Updates/Creates

- 102 (51%) new violations
- 50 (25%) violations closed
- 47 (24%) violations escalated
- 1 (0%) violation reopened

Administration

We mailed 34 new homeowner packets from August 23rd – September 19th .

Financial

Signed AP checks, September 19th with Terri Giles.
Damage to the main irrigation line at the Community Center by Alamo Draft House. Repair has been done and Alamo Draft House is reimbursing the HOA for the damages.
Insurance Claim filed for the wind storm on 6/12/14. Total cost of the claim is $14,205.40 w/o replacement trees. The claim including replacement trees is

$22,755.40. Met with the insurance adjuster on 7/23/14 to look at some of the damage. The total amount that the insurance company came back for the damages was $8,344.06 -$5,000 deductable for a check in the amount of $3,344.06

Upcoming Special Events

Sept 26th – Food Trailer Night was rescheduled from September 12th.

Project Updates

CCN Barstow Extension: Legal cost as of July 2014 is $22,256.00. There is one more bill that will be paid in August.

6401 ½ Aden Lane – Hearing was held on September 4th. We received the hearing results on September 15th which stated that they will reduce the bill by approximately 25%, reducing the total owed to $6,300.00.

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

Capital Projects

2014 Capital Budget Projects include:

Swim Center : Shade Structures	Complete
Swim Center: Furniture	Not Started
Swim Center: Pool Covers	Started
Swim Center – Pool re-plaster	Complete
CC Billboard sign	Not Started
Landscaping – Irrigation Infrastructure	Continuing Project
Landscaping – Bed Upgrades 1. 6 Postal Centers 2. MoPac/Slaughter Entry	Started
Landscaping – Tree work	Not Started
Landscaping – Rock Work	Started

Current or Future Projects

- ❑ CCHOA website – update design/layout
- ❑ Escarpment Lighting
- ❑ Signage

2014 CCHOA INCOME BUDGET

Category	Subcategory	2014 Budget	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Totals	%
Homeowner Income	Homeowner Dues	$2,550,000	$56,780.45	$813,929.79	$302,305.30	$110,130.04	$46,054.27	$41,300.55	$779,352.04	$336,656.90	$2,486,509.34	98%
Homeowner Income	Resale Certificates	$55,000	$2,975.00	$3,543.82	$3,500.00	$4,900.00	$5,425.00	$7,350.00	$5,425.00	$2,975.00	$36,093.82	66%
Homeowner Income	Transfer Fees Income	$70,000	$5,425.00	$15,925.00	$4,200.00	$7,000.00	$8,050.00	$6,125.00	$8,925.00	$6,300.00	$61,950.00	89%
Homeowner Income	Late Fees Collected	$12,000	$1,953.01	$3,305.56	$1,899.07	$2,815.46	$2,502.67	$2,412.71	$1,322.90	$1,882.83	$18,094.21	151%
Homeowner Income	Lien Admin Fees Income	$1,000	$360.01	$414.54	$122.76	$237.24	$650.61	$139.39	$40.00	$172.36	$2,136.91	214%
Homeowner Income	Filing Fee Income	$800	$454.25	$582.64	$308.62	$303.36	$577.45	$165.70	$160.00	$260.00	$2,812.02	352%
Homeowner Income	NSF Charges	$200	$25.00	$25.00	$25.00	$0.00	$25.00	$0.00	$0.00	$0.00	$100.00	50%
Homeowner Income	Collection Fee Income	$0	$300.00	$1,000.00	$300.00	$0.00	$200.00	$0.00	$0.00	$693.27	$2,493.27	
Homeowner Income Total		**$2,689,000**	**$68,272.72**	**$838,726.35**	**$312,660.75**	**$125,386.10**	**$63,485.00**	**$57,493.35**	**$795,224.94**	**$348,940.36**	**$2,610,189.57**	97%
Architectural Review Income	Architectural Review Income	$35,000	$11,180.00	$6,790.00	$8,010.00	$4,000.00	$14,640.00	$5,685.00	$4,185.00	$8,265.00	$62,755.00	179%
Architectural Review Income Total		**$35,000**	**$11,180.00**	**$6,790.00**	**$8,010.00**	**$4,000.00**	**$14,640.00**	**$5,685.00**	**$4,185.00**	**$8,265.00**	**$62,755.00**	179%
Rental Income	Office Rent	$8,000	$2,094.50	$0.00	$0.00	$2,094.50	$0.00	$0.00	$2,094.50	$0.00	$6,283.50	79%
Rental Income	Grill Rent	$8,400	$700.00	$700.00	$700.00	$700.00	$700.00	$700.00	$700.00	$1,055.76	$5,955.76	71%
Rental Income Total		**$16,400**	**$2,794.50**	**$700.00**	**$700.00**	**$2,794.50**	**$700.00**	**$700.00**	**$2,794.50**	**$1,055.76**	**$12,239.26**	75%
Aquatics Income	Pool Programs	$66,500	$3,114.59	$75.00	$1,259.00	$7,483.00	$14,787.50	$18,961.00	$15,251.75	$16,429.00	$77,360.84	116%
Aquatics Income	Pool Programs - Swim Team	$175,000	$12,017.18	$7,496.75	$7,016.75	$9,327.50	$8,242.50	$8,379.25	$16,807.50	$14,270.50	$83,557.93	48%
Aquatics Income	Facility Income	$25,000	$5,269.99	$234.38	$435.09	$3,491.09	$7,412.88	$7,072.93	$7,108.76	$6,663.42	$37,688.54	151%
Aquatics Income Total		**$266,500**	**$20,401.76**	**$7,806.13**	**$8,710.84**	**$20,301.59**	**$30,442.88**	**$34,413.18**	**$39,168.01**	**$37,362.92**	**$198,607.31**	75%
CCCC Income	CCCC Facility rentals	$20,000	$6,899.39	$2,060.00	$2,916.25	$1,382.50	$2,625.00	$6,965.00	$7,955.00	$3,830.00	$34,633.14	173%
CCCC Income Total		**$20,000**	**$6,899.39**	**$2,060.00**	**$2,916.25**	**$1,382.50**	**$2,625.00**	**$6,965.00**	**$7,955.00**	**$3,830.00**	**$34,633.14**	173%
Landscape Reimbursements	Stratus Reimb	$97,000	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$97,000.00	$0.00	$97,000.00	100%
Landscape Reimbursements	COA Reimb	$17,600	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
Landscape Reimbursements Total		**$114,600**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$97,000.00**	**$0.00**	**$97,000.00**	85%
Miscellaneous	Interest Income	$5,000	$66.65	$424.12	$103.42	$120.22	$113.64	$68.98	$92.39	$589.74	$1,579.16	32%
Miscellaneous	Sales Tax Discount	$0	$0.43	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.43	
Miscellaneous Total		**$5,000**	**$67.08**	**$424.12**	**$103.42**	**$120.22**	**$113.64**	**$68.98**	**$92.39**	**$589.74**	**$1,579.59**	32%
Grand Total		**$3,146,500.00**	**$109,615.45**	**$856,506.60**	**$333,101.26**	**$153,984.91**	**$112,006.52**	**$105,325.51**	**$946,419.84**	**$400,043.78**	**$3,017,003.87**	96%

2014 CCHOA EXPENSE BUDGET

Category	Subcategory	2014Budget	Jan-13	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Totals	%
Commons Area Services	Landscape Maint Contract	$840,516	$70,043.00	$70,043.00	$70,043.00	$70,043.00	$70,043.00	$70,043.00	$70,043.00	$70,043.00	$560,344.00	67%
Commons Area Services	2013 Land Additions	$18,000	$0.00	$0.00	$0.00	$0.00	$180.00	-$360.00	$0.00	$0.00	-$180.00	-1%
Commons Area Services	Landscape Repairs	$53,000	$1,005.43	$2,809.00	$3,766.00	$3,540.94	$5,090.69	$7,177.79	$4,538.22	$4,045.00	$31,973.07	60%
Commons Area Services	Landscape Water Utilities	$205,000	$9,541.64	$3,755.78	$3,301.18	$7,839.90	$8,833.54	$19,294.94	$22,726.52	$19,314.73	$94,608.23	46%
Commons Area Services	Landscape Electric Utilities	$36,000	$3,577.31	$2,358.94	$2,222.24	$2,200.04	$2,339.65	$2,988.73	$3,042.52	$2,182.01	$20,911.44	58%
Common Area Services	Tree Pruning	$15,000	$0.00	$0.00	$0.00	$0.00	$0.00	$7,071.00	$4,122.69	$750.00	$11,943.69	80%
Commons Area Services	Fence Repairs & Maint	$5,000	$0.00	$0.00	$0.00	$111.30	$0.00	$2.64	$36.91	$0.00	$150.85	3%
Commons Area Services	Electrical Repairs & Maint	$12,000	$1,252.55	$985.39	$176.69	$2,275.33	$8.63	$375.27	$0.00	$0.00	$5,073.86	42%
Common Area Services	Nieghborhood Maint & Repair	$15,000	$26.59	$594.46	$164.96	$2,371.86	$1,474.30	$1,252.62	$4,407.35	$256.01	$10,548.15	70%
Commons Area Services Total		**$1,199,516**	**$85,446.52**	**$80,546.57**	**$79,674.07**	**$88,382.37**	**$87,969.81**	**$107,845.99**	**$108,917.21**	**$96,590.75**	**$735,373.29**	61%
Aquatics Facilities	Administrative	$31,500	$126.81	$1,539.93	$2,084.71	$5,105.44	$1,371.17	$3,310.41	$3,653.75	$3,240.30	$20,432.52	65%
Aquatics Facilities	Supplies - Pool	$3,000	$0.00	$0.00	$8.61	$1,226.00	$0.00	$80.87	$430.26	$25.59	$1,771.33	59%
Aquatics Facilities	Supplies - Chemicals	$35,500	$822.94	$211.09	$3,893.05	$3,926.39	$1,465.22	$3,842.62	$4,259.66	$3,135.87	$21,556.84	61%

Aquatics Facilities	Supplies & Fees - Programming	$4,500	$0.00	$0.00	$349.48	$447.05	$449.95	$595.00	$201.74	$70.00	$2,113.22	47%
Aquatics Facilities	Supplies & Fees - Swim Team	$44,000	$994.91	$2,311.32	$1,007.73	$967.25	$1,831.55	$618.55	$2,933.82	$1,153.01	$11,818.14	27%
Aquatics Facilities	Maintenance - Pool	$34,200	$1,129.24	$5,013.23	$4,012.53	$4,793.50	$2,177.96	$3,111.93	$2,389.72	$785.25	$23,413.36	68%
Aquatics Facilities	Maintenance - Building	$36,500	$3,055.15	$4,265.34	$1,449.14	$3,223.14	$2,622.11	$3,128.05	$1,403.07	$1,146.22	$20,292.22	56%
Aquatics Facilities	Maintenance - Contract Landscape	$23,642	$1,970.15	$1,970.15	$1,970.15	$1,970.15	$1,970.15	$1,970.15	$1,970.15	$1,970.15	$15,761.20	67%
Aquatics Facilities	Maintenance - Non-Contract Landscape	$4,000	$0.00	$871.42	$595.38	$0.00	$0.00	$140.72	$0.00	$146.14	$1,753.66	44%
Aquatics Facilities	Payroll - Staff	$489,500	$21,897.88	$11,176.42	$21,773.38	$25,574.61	$33,196.31	$38,401.42	$80,850.14	$52,820.81	$285,690.97	58%
Aquatics Facilities	Payroll - Programming Staff	$37,000	$0.00	$20.98	$457.44	$1,232.02	$3,238.73	$3,809.43	$10,659.00	$5,386.75	$24,804.35	67%
Aquatics Facilities	Payroll - Swim Team	$78,000	$6,372.79	$6,148.89	$5,478.56	$5,703.30	$5,955.09	$4,747.16	$7,984.59	$4,006.63	$46,397.01	59%
Aquatics Facilities	Utilities - Water	$23,000	$896.22	$923.54	$3,969.40	$1,387.65	$1,303.77	$1,578.59	$1,392.94	$2,515.11	$13,967.22	61%
Aquatics Facilities	Utilities - Electric	$38,000	$1,472.61	$1,032.77	$1,293.89	$2,959.36	$3,160.93	$3,418.38	$3,770.14	$3,578.32	$20,686.40	54%
Aquatics Facilities	Utilities - Natural Gas	$30,000	$3,286.76	$203.18	$239.46	$4,694.16	$3,091.19	$1,246.22	$317.38	$331.08	$13,409.43	45%
Aquatics Facilities	Utilities - Telephone/Inetemet	$3,500	$315.70	$548.43	$174.16	$173.93	$400.51	$210.96	$344.22	$225.78	$2,393.69	68%
Aquatice Facilities	Avana Pool	$0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	-$23,347.69	$11,666.84	-$11,680.85	#DIV/0!
Aquatic Facilities Total		**$915,842**	**$42,341.16**	**$36,236.69**	**$48,757.07**	**$63,383.95**	**$62,234.64**	**$70,210.46**	**$99,212.89**	**$92,203.85**	**$514,580.71**	56%
Circle C Community Center	Utilities - Water	$8,000	$54.77	$556.98	$320.44	$289.46	$331.70	$789.20	$913.22	$1,010.81	$4,266.58	53%
Circle C Community Center	Utilities - Electric	$23,000	$1,645.58	$1,830.89	$2,105.87	$1,611.70	$1,642.85	$1,916.25	$2,358.90	$2,623.61	$15,735.65	68%
Circle C Community Center	Utilities - Telephone/Internet	$9,500	$1,442.39	$0.00	$722.56	$722.56	$723.24	$687.16	$723.24	$1,428.91	$6,450.06	68%
Circle C Community Ctr	Events Payroll	$7,000	$179.88	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$86.07	$265.95	4%
Circle C Community Center	Furniture	$1,500	$575.63	$2,652.03	-$4,000.00	$0.00	$318.26	$95.22	$0.00	$0.00	-$358.86	-24%
Circle C Community Center	Maintenance - Building	$23,500	$3,085.70	$2,724.87	$1,329.34	$1,920.61	$2,154.13	$1,295.68	$1,530.80	$1,468.46	$15,509.59	66%
Circle C Community Center	Maintenance - Contract Landscape	$23,642	$1,970.15	$1,970.15	$1,970.15	$1,970.15	$1,970.15	$1,970.15	$1,970.15	$1,970.15	$15,761.20	67%
Circle C Community Center	Maint - Non-Contract Landscape	$5,000	$0.00	$0.00	$0.00	$0.00	$156.96	$221.91	$0.00	$211.09	$589.96	12%
Circle C Community Ctr Total		**$101,142**	**$8,954.10**	**$9,734.92**	**$2,448.36**	**$6,514.48**	**$7,297.29**	**$6,975.57**	**$7,496.31**	**$8,799.10**	**$58,220.13**	58%
HOA Operations	Office Supplies	$7,000	$363.14	$213.40	$263.67	$0.00	$164.79	$617.24	$247.92	$342.83	$2,212.99	32%
HOA Operations	Equip & Maintenance	$10,000	$1,059.90	$1,513.31	$117.90	$220.44	$1,440.90	$1,990.28	$954.19	$342.22	$7,639.14	76%
HOA Operations	Maintenance Payroll	$79,000	$6,783.30	$5,800.60	$5,800.60	$5,804.47	$5,877.52	$5,877.52	$8,123.96	$3,646.74	$47,714.71	60%
HOA Operations	Maintenance Payroll Taxes	$8,300	$112.27	$670.35	$499.00	$497.28	$505.33	$535.69	$726.66	$326.77	$3,873.35	47%
HOA Operations	Postage	$12,000	$3,197.51	$218.13	$275.39	$912.33	$215.06	$409.29	$3,572.04	$258.23	$9,057.98	75%
HOA Operations	Web Operations	$3,500	$0.00	$645.00	$0.00	$0.00	$645.00	$0.00	$0.00	$645.00	$1,935.00	55%
HOA Operations	Printing	$3,000	$184.03	$0.00	$0.00	$0.00	$172.62	$571.56	-$287.40	$0.00	$640.81	21%
HOA Operations	HOA Meetings	$1,500	$193.23	$319.84	$43.75	$0.00	$0.00	$0.00	$0.00	$0.00	$556.82	37%
HOA Operations	Deed Restrictions	$3,000	$736.95	$0.00	$0.00	$714.45	$150.00	$150.00	$874.44	$350.00	$2,975.84	99%
HOA Operations	HOA Special Events	$35,000	$70.77	$1,803.53	$0.00	$1,647.05	$2,149.31	$1,090.30	$3,611.67	$2,766.93	$13,139.56	38%
HOA Operations	Misc. Operational Expense	$500	$310.43	$0.00	$110.00	$0.00	$0.00	$0.00	$7.00	$0.00	$427.43	85%
HOA Operations Total		**$162,800**	**$13,011.53**	**$11,184.16**	**$7,110.31**	**$9,796.02**	**$11,320.53**	**$11,241.88**	**$17,830.48**	**$8,678.72**	**$90,173.63**	55%
Financial Management	Management Services	$85,000	$7,132.50	$7,484.93	$7,482.15	$7,459.95	$7,484.95	$7,514.93	$7,523.25	$7,528.80	$59,611.46	70%
Financial Management	Resale Certificate	$8,000	$250.00	$575.00	$450.00	$800.00	$1,114.82	$1,225.00	$450.00	$1,118.83	$5,983.65	75%
Financial Management	Lien Filing Administrative Fees	$3,400	$208.00	$312.00	$338.00	$208.00	$208.00	$130.00	$0.00	$182.00	$1,586.00	47%
Financial Management	Bank Fees	$9,700	$2,314.84	$1,262.12	$1,564.40	$1,527.84	$1,685.51	$2,134.60	$2,177.90	$2,816.65	$15,483.86	160%
Financial Management	CPA/Audit	$6,500	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$7,600.00	$0.00	$7,600.00	117%
Financial Management Total		**$112,600**	**$9,905.34**	**$9,634.05**	**$9,834.55**	**$9,995.79**	**$10,493.28**	**$11,004.53**	**$17,751.15**	**$11,646.28**	**$90,264.97**	80%
HOA Management	Management Services	$160,000	$17,056.85	$12,196.56	$12,121.34	$12,222.13	$13,186.19	$12,099.13	$17,418.32	$11,820.96	$108,121.48	68%
HOA Management	Management Payroll Taxes	$15,000	$0.00	$1,439.09	$1,065.08	$1,068.94	$1,127.72	$1,075.02	$1,525.82	$1,060.37	$8,362.04	56%
HOA Management	Mileage Reimbursement	$6,000	$652.13	$344.66	$438.50	$493.78	$683.03	$638.36	$423.03	$571.41	$4,244.90	71%
HOA Management	Insurance Stipend	$16,500	$2,400.00	$2,400.00	$2,400.00	$2,400.00	$2,100.00	$2,100.00	$2,100.00	$2,100.00	$18,000.00	109%
HOA Management	Cont Ed & Skills Enhancement	$3,000	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$35.00	$30.00	$65.00	2%
HOA Management Total		**$200,500**	**$20,108.98**	**$16,380.31**	**$16,024.92**	**$16,184.85**	**$17,096.94**	**$15,912.51**	**$21,502.17**	**$15,582.74**	**$138,793.42**	69%
Architectural Review Expenses	Architectural Review Expenses	$15,000	$4,378.25	$2,856.25	$3,288.75	$1,768.00	$5,949.00	$2,494.50	$1,963.50	$3,075.00	$25,773.25	172%
Architectural Review Expenses Total		**$15,000**	**$4,378.25**	**$2,856.25**	**$3,288.75**	**$1,768.00**	**$5,949.00**	**$2,494.50**	**$1,963.50**	**$3,075.00**	**$25,773.25**	172%
Legal Services	Legal Services	$37,000	$495.00	$9,405.16	$3,614.50	$2,339.89	$6,743.96	$3,097.98	$16,458.43	$1,712.50	$43,867.42	119%

Legal Services Total		**$37,000**	**$495.00**	**$9,405.16**	**$3,614.50**	**$2,339.89**	**$6,743.96**	**$3,097.98**	**$16,458.43**	**$1,712.50**	**$43,867.42**	119%
Taxes	Property	$20,000	$9,828.69	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$9,828.69	49%
Taxes	Other	$17,200	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
Taxes Total		**$37,200**	**$9,828.69**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$9,828.69**	26%
Insurance	General, Property, Boiler & Auto, Umbrella	$62,000	$4,789.66	$4,789.66	$4,789.66	$4,789.66	$4,789.66	$4,789.66	$4,789.66	$0.00	$33,527.62	54%
Insurance	D & O Insurance	$10,000	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$8,688.00	$8,688.00	87%
Insurance	Worker's Comp	$16,500	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	-$7,006.29	$0.00	-$7,006.29	-42%
Insurance Total		**$88,500**	**$4,789.66**	**$4,789.66**	**$4,789.66**	**$4,789.66**	**$4,789.66**	**$4,789.66**	**-$2,216.63**	**$8,688.00**	**$35,209.33**	40%
Community Enhancement	Donations	$1,000	$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	$124.00	$0.00	$0.00	$50.00	$0.00	$0.00	$0.00	$0.00	$174.00	9%
Community Enhancement Total		**$3,000**	**$124.00**	**$0.00**	**$0.00**	**$50.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$174.00**	4%
CCCC Debt Loan Service Total	CCCC Debt Interest Payments	$162,744	$13,562.56	$13,562.56	$13,562.56	$13,562.56	$13,562.56	$13,562.56	$13,562.56	$13,562.56	$108,500.48	67%
CCCC Debt Loan Service Total		**$162,744**	**$13,562.56**	**$13,562.56**	**$13,562.56**	**$13,562.56**	**$13,562.56**	**$13,562.56**	**$13,562.56**	**$13,562.56**	**$108,500.48**	67%
Grand Total		**$3,035,844**	**$212,946**	**$194,330**	**$189,105**	**$216,768**	**$227,458**	**$247,136**	**$302,478**	**$260,540**	**$1,850,759**	

2014 Capital Budget Projects		**YTD**
Shade Structures	$5,500	$3,586.70
Lounge Chairs	$4,500	$4,507.00
Pool Covers	$9,000	$676.56
Awning	$3,000	$3,337.35
Pool Renovation	$0	$257,026.95
CC Billboard Sign	$5,000	$0.00
Irrigation Infrastructure	$25,000	$4,731.65
Bed Upgrades	$16,000	$2,227.07
Tree Planting	$10,000	$0.00
Rock Work	$3,000	$785.00
Total	**$81,000**	**$276,878.28**

Total Capital Budget Projects	**$81,000.00**	**$276,878.28**
Grand Total Expenses	**$3,116,844.00**	
	$29,656.00	

Circle C Landscape
Board Report
September 2014

1. **Weather**. Hot! But Wetter than Normal—7.5 to 8.5" in the past 48 hours. Hopefully a trend for the Fall.

2. **Maintenance.** Standard Maintenance in all areas continues on a weekly basis.

Maintenance Service	Area	Number of times completed	Notes
Mowing, Blowing, Weedeating	All areas	4	
Mulch application	CCCC, Spruce Canyon	ongoing	
Hedge Trimming	All Complete		
Bed Detailing and Clean up	Ongoing all areas		

3. **Upcoming Treatments.** We will be applying a fall fertilization and pre-emergent weed preventer to the commons areas near the end of October/early November.

4. **Irrigation.** All controllers have been manually turned off. Generally we do not do this until November, but with all of the rain, everything needs to dry out. If we continue with a pattern of intermittent rains—like every five to ten days and get some cooler temperatures, the water will stay off except for new areas or other things that might need extra water.

6. **Trees.** We have scheduled the arborist to remove some dead trees along Slaughter Lane, remove the tree that was struck by lightning at Slaughter/Escarpment and remove the tall limbs from the tree in the South Bay greenbelt that the resident from this area was concerned about.

7. **Improvements.**

a. Bed Improvement. Spruce Canyon and SH 45. The west side of the Spruce Canyon entrance has a drainage swale where it has been difficult to establish vegetation. This was further excavated, and filled with rustic river rock. To fill in the plants, we transplanted 34 native grasses from Escarpment at Estana, where they were too tall and blocking the view of traffic in the area.

b. Tree Planting/Tree Irrigation. We have put in the irrigation for trees that will be planted on the Slaughter Lane median between Bungalow and Barstow. We anticipate planting a combination of shade and decorative trees within the next two weeks, weather permitting.

c. Drip Irrigation. Park Place. Park Place commons areas along Beckett and Slaughter are being converted to drip irrigation where it is possible.

September 19, 2014

TO: CCHOA Board of Directors

FROM: Susan Hoover, on behalf of the Architectural Control Committee

RE: Avana Amenity Center

As you may be anticipating, the Avana Amenity Center will soon be ready to begin the process of transfer from the builder/developer (Standard Pacific Homes) to the CCHOA. As outlined in the Avana Amenity Agreement, there is a process that the CCHOA will go through prior to acceptance of the facility. Karen has a copy of this agreement if you need one. I anticipate that this will be a topic at the October and November meetings, and we should be owners of the facility by the end of November.

In order to ensure that the facility has been built to our standards and is compatible with our other amenity centers, the following actions have already been taken:

--Architectural Control Committee and CCHOA Board of Directors approved the final plans

--Architectural Control Committee approved the final landscape plans

--Robert has met repeatedly with the project architect and construction manager to document and make suggestions on the building process of the pool. He has specified the various components and equipment to ensure compatibility with our overall system, and has spent a lot of time on site to make sure things were installed to our specifications.

--Standard Pacific provided the CCHOA will approximately ~~$70,000~~ $59,000 that the CCHOA has used to purchase Furniture and Fixtures that are necessary for operation of the pool/facility.

--Karen and Robert have worked with AT & T on the U-Verse and phone installations.

To complete the process, here is what will need to happen:

--Standard Pacific and their representatives will complete the facility and obtain the necessary inspections and a certificate of occupancy.

--Standard Pacific is currently having their engineer re-work some of the drainage improvements. Due to recent rains, we had a chance to see exactly which areas needed attention, and both Robert and I have documented areas of concern.

--Standard Pacific will provide the CCHOA with a free and clear title prior to the transfer as specified in the Agreement.

--the CCHOA will have an inspection and provide a punch list of items to be addressed prior to transfer per the Agreement. The Agreement specifies this process in detail.

--the Architectural Control Committee will sign off on the final landscaping once it is grown in.

--the Architectural Control Committee will do a final inspection on the landscape installation prior to acceptance of the landscape for maintenance.

--when we take ownership of the facility, utilities will be transferred over to the CCHOA (we have a process for this as well already), and Robert will obtain a pool operating permit.

Facility Operations – August 2014

Total Resident Entries	–	**14,260 (4,932 Unique)**
Single Guest Entries	-	**642**
10 Pack Guest Passes	-	**13**
25 Pack Guest Passes	-	**9**
Current Membership		
Resident Households	-	4,903
Residents Individuals	-	13,507
Renter Households	-	222
Renter Individuals	-	880
Total Households	-	5,125
Total Individuals	-	14,387

Fall Hours (August 25 – October 4)

Swim Center Pool		
Monday – Friday	**Saturday**	**Sunday**
6a-10a (Lap Only) 3:30p – 8p	7a-10a(Lap) 10a-6p	10a-6p

Community Center Pool
Closed

Program Enrollment – August 2014

Select Swim Team	-	**92**
Water Aerobics	-	**17**
Masters	-	**12**

Contracted Rentals – August 2014

Austin T3
Elli Overton Training Systems
TriZones
Dream of Hopes Special Olympics

Revenue – August 2014

Aquatics Programming	$16,429
Swim Team	$14,270
Guest Fees	$2,771
Area Reservations	$545
Private Rentals	$200
Contracted Rentals	$2,263.75

Incidents / Accidents – August 2014

First Aid Incidents		
Laceration / Abrasion	-	1
Puncture Wound	-	0
Bump / Bruise	-	1
Sprain / Strain	-	0
Nose Bleed	-	0
Sudden Illness	-	1
Insect Bite/Sting	-	0
Other	-	0
Water Rescue Incidents		
Distressed Swimmer	-	2
Active Drowning	-	0
Total Incidents	–	**5**

Circle C HOA
Maintenance Report for Board
September 2014

Prepared by Robert Bardeleben -Facilities Coordinator

Dennis Gissell has been hired on full time as the new Maintenance Tech 3. His official start date in this position was September 9, 2014. We are excited to have him on full time. I am in the process of hiring a Technician 1 to fill the spot vacated by Dennis's promotion.

Official Swim Center rain gauge shows right at 7" of rain in the last two days. We have drained approximately 60,000 gallons of water out of all of the pools combined. Overall impact on pools and neighborhood was not bad. I feel that Landscape and HOA staff have done a great job over the past few years to minimize damage from flooding rains.

SWIM CENTER

- The pool continues to look great. Water clarity and cleanliness are awesome.
- Routine Maintenance has been completed
- Minor Equipment and Facility Repairs Made

CAFÉ

- Routine maintenance has been done.

COMMUNITY CENTER POOL

- Routine cleaning and maintenance have been performed.
- Minor Repairs have been completed on equipment and facility.
- Pool is almost completely winterized.

COMMUNITY CENTER

- Routine AC/HEATER filter changes and cleanings have been done.
- Minor repairs have been done throughout the facility.
- Routine Cleaning and Checklists Completed
-

NEIGHBORHOOD

- Lighting repairs and replacements are being done as issues come up
- Minor Street Sign Repairs continue
- All mail box centers have been power washed. Painting has started.
- Escarpment Lighting Upgrades will Continue Through the Remainder of the Year

AVANA AMENITIES CENTER-progress report

- Rainfall played havoc on Avana this past week. The site drainage was miscalculated and this caused quite a bit of washout of landscape into the pool. The engineer and landscape architect are working out a proper drainage solution for the sight. It is really good that this happened before we took ownership. We anticipated there might be some issues but none to that magnitude.
- Final CO and walk-throughs will be delayed pending drainage solution completion as well as clean-up and repairs.