CCHOA Board Meeting Agenda
24 April 2018, 6:30pm
Circle C Community Center

I. Roll Call

II. Acceptance of Agenda

III. Acceptance of March 27, 2018 board meeting minutes *James Moseley*

IV. Homeowner Forum *(3 min each)*

   a. John & Cathy Buckley

V. Management Reports
   a. General Report, *Karen Hibpshman*
      1. Mar YTD Financials
   b. Landscape Report, *Karen Hibpshman*
   c. Aquatics Report, *Karen Hibpshman*
   d. Maintenance Report, *Robert Bardeleben*

VI. Discussion Items
   a. CC&R's Amendments
   b. Long Term planning

VII. Action Items
   a. Monument Structural Engineer Proposal
   b. Circle C Monument Master Plan Proposal
   c. Reserve Study Proposal
   d. 2018 Green Community Model
   e. Landscaping/Escarpment Proposal

VIII. Adjourn Public Meeting

IX. Executive Session
   a. Trademark

Attachments

1. Mar 2018 Board Meeting Minutes
2. General Report (including YTD Financials)
3. Landscape Report
4. Aquatics Report
5. Maintenance Report
6. Monument Structural Engineer Proposal
7. Circle C Monument Master Plan Proposal
8. Reserve Study Proposal

Circle C Homeowners Association
Board Meeting Minutes
March 27, 2018

1. The CCHOA Board of Directors convened on March 27, 2018 at the Circle C Community Center. Natalie called the meeting to order at 6:30 p.m. In attendance were board members Natalie Placer-McClure, Dan Vavasour, Kim Ackermann, Russ Hodes, Jason Bram and James Moseley. Steve Urban arrived at 6:32pm. CCHOA Manager Karen Hibpshman was in attendance. Brody McKinley, Aquatics Director was present. Robert Bardeleben, Facilities Coordinator was present. Susan Hoover from Circle C Landscape was present.

2. Natalie asked if there were any changes to the agenda. Kim motioned to accept the agenda as written. Jason seconded the motion. All were in favor and the motion passed.

3. Natalie presented the February 27, 2018 board meeting minutes. Russ motion to accept the minutes with the changes to #1 & #2. Kim seconded the motion. All were in favor and the motion passed.

4. Natalie introduced the Homeowner Forum. No Homeowners present to address the board.

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

6. Susan presented the landscaping report.

7. Brody presented the aquatics report.

8. Robert presented the maintenance report

9. The first discussion item was the proposed CC&R Amendments. Karen will reach out to larger communities and see how they were able to pass CC&R changes.

10. The second discussion item was the Long-Term planning.

11. The third discussion item was the Park Place mailboxes. Updated the board that two kiosks had been broken into and that the USPS had completed the repairs.

12. The first action item was the Board Officer Appointments. Steve motioned that Russ Hodes serve as President, Jason Bram serve as Vice President, Kim Ackermann serve as Treasurer and James Moseley serve as Secretary. Dan seconded the motion. All were in favor and the motion passed.

13. The second action item was the CCHOA/PWHOA/CCL Project. Steve motioned to accept the landscaping proposal with PWHOA. Dan seconded the motion. Russ Hodes abstained from the vote. Natalie Placer-McClure, Dan Vavasour, Jason Bram, James Moseley, Kim Ackermann and Steve Urban were in favor and the motion passed.

14. The third action item was the Circle C Monument Master Plan proposal. Dan motioned to table this item. Kim seconded the motion. All were in favor and the motion passed.

15. Steve motioned to adjourn the Public Meeting at 7:40pm. Kim seconded the motion. All were in favor and the motion passed.

16. The Board went into executive session at 7:45 pm to discuss the Trademark, Facebook protocol and CCHOA Staff Landscape responsibilities. No votes or action were taken. The Board adjourned executive session at 8:43 pm.

Circle C Homeowners Association
Manager's Report
March 24, 2018 – April 20, 2018

Violation Report (March 24th, 2018 – April 20th, 2018)

100 Violations

- 13 (13%) Rubbish and Debris
- 8 (8%) Maintenance
- 55 (55%) Front Yard Maintenance
- 12 (12%) Architectural
- 3 (3%) Recreational Equipment
- 2 (2%) Repair of Exterior Damages
- 3 (3%) Vehicle Storage
- 0 (0%) Exterior Lighting
- 1 (1%) Offensive Activities
- 0 (0%) Common Properties
- 2 (2%) Driveway

100 Violations by Stage

- 4 (4%) stage 0
- 96 (96%) stage 1/cooperative letters

238 Violation Updates/Creates

- 77 (32%) Closed
- 100 (42%) New
- 25 (11%) Escalated
- 2 (1%) Re-Opened
- 34 (14%) On Hold

Administration

32 New Homeowner Packets mailed April 20th

Financial

Signed AP checks April 20th with Terri Giles.

Upcoming Special Events

Apr 28th – Select Swim Meet
May 5th – Seasonal Pools Open
May 11th – Food Trailer Night of 2018
May 19th – Seals Swim Meet
May 28th – HOA Office Closed for Memorial Day
May 29th – Board Meeting

June 2nd – Seals Swim Meet
June 8th – Food Trailer Night
June 23rd – Seals Swim Meet

Project/Updates

- Initial meeting with AISD was held March 28th at City Hall. List of questions and responses have been included in the board package
- Update on Stratus payment. The 1st half of the 2017 payment has been received. The 2nd payment should be received in the next couple of weeks. Due to their associations assessment billing, I will be billing in two payments to align with their collection of assessments.
- SH 45 project has changed the look of the entrance at GreyRock. Currently the landscaping between the monument and SH 45 is located in the TxDot ROW. Irrigation has been capped in front of the monument for the sidewalk to toe installed.SH 45 Link is https://www.sh45sw.com/upload/files/45SW_PlanViewSchematic_20170516.pdf
- TxDot construction is moving forward. TxDot continues to send out email alerts concerning lane closers and updates on project. TxDot will also be providing information to send out to the community and also attending several Food Trailer events in order to speak to as many people of possible.
  http://www.mopacsouth.com/Preliminary%20Layout%20for%20PH.pdf

- **Capital Projects**

2018 Capital Budget Projects include:

Swim Center - Furniture	Completed
Landscaping – Irrigation Infrastructure	Continuing Project
Bed Upgrades	Continuing Project
Landscaping – Tree Planting	Not Started
Landscaping – Rock Work	Continuing Project
Community Center – Replace Light Pole	Completed
Swim Center – Replace Turf Grass	Completed
Swim Center – Pool Covers	Not Started
Swim Center – Picnic Tables/Benches	Completed
Swim Center Pool filter/sand change	Completed

Swim Center Parking Lot Repairs	Not Started
Construction Repairs	Information will be provided above if and when this is needed

Current or Future Projects

- ❑ Irrigation Infrastructure
- ❑ Signage
- ❑ Monuments
- ❑ Landscape Prep
- ❑ Expansion of CCCC pool
- ❑ Domain Name
- ❑ Phase II
- ❑ Additional Playgrounds

Received request for a translator at the board meetings. Have communicated with the homeowner to give me approx. two weeks notice if he is able to attend. Homeowner also has several questions and I have already emailed him so that I can answer or provide to the board.

2018 CCHOA INCOME BUDGET

Category	Subcategory	2018 Budget	Jan-18	Feb-18	Mar-18	Totals	%
Homeowner Income	Homeowner Dues	$3,352,340	$28,559.07	$919,399.68	$488,404.94	$1,436,363.69	43%
Homeowner Income	Resale Certificates	$67,500	$3,275.00	$4,725.00	$6,750.00	$14,750.00	22%
Homeowner Income	Transfer Fees I0come	$75,000	$6,650.00	$20,125.00	$5,775.00	$32,550.00	43%
Homeowner Income	Late Fees Collected	$20,000	$1,262.88	$1,726.83	$752.12	$3,741.83	19%
Homeowner Income	Lien Admin Fees Income	$500	$98.00	$56.00	$28.00	$182.00	36%
Homeowner Income	Filing Fee Income	$1,250	$392.00	$224.00	$182.00	$798.00	64%
Homeowner Income	NSF Charges	$200	$0.00	$25.00	$25.00	$50.00	25%
Homeowner Income	Collection Fee Income	$1,000	$0.00	$0.00	$0.00	$0.00	0%
Homeowner Income Total		**$3,517,790**	**$40,236.95**	**$946,281.51**	**$501,917.06**	**$1,488,435.52**	42%
Architectural Review I0come	Architectural Review I0come	$50,000	$3,220.00	$1,275.00	$705.00	$5,200.00	10%
Architectural Review I0come Total		**$50,000**	**$3,220.00**	**$1,275.00**	**$705.00**	**$5,200.00**	10%
Rental Income	Office Rent	$8,000	$2,088.84	$0.00	$0.00	$2,088.84	26%
Rental Income	Grill Rent	$6,100	$500.00	$2,500.00	$500.00	$3,500.00	57%
Rental Income Total		**$14,100**	**$2,588.84**	**$2,500.00**	**$500.00**	**$5,588.84**	40%
Aquatics Income	Pool Programs	$88,000	$575.00	$1,139.00	$6,767.50	$8,481.50	10%
Aquatics Income	Pool Programs - Swim Team	$140,500	$9,595.00	$10,802.50	$10,952.50	$31,350.00	22%
Aquatics Income	Facility Income	$37,500	$124.20	$4,323.00	$941.29	$5,388.49	14%
Aquatics Income Total		**$266,000**	**$10,294.20**	**$16,264.50**	**$18,661.29**	**$45,219.99**	17%
CCCC Income	CCCC Facility Rentals	$50,000	$4,959.50	$5,871.00	$5,650.00	$16,480.50	33%
CCCC Income Total		**$50,000**	**$4,959.50**	**$5,871.00**	**$5,650.00**	**$16,480.50**	33%
Landscape Reimbursements	Stratus Reimb	$97,000	$0.00	$0.00	$46,000.00	$46,000.00	47%
Landscape Reimbursements	COA Reimb	$17,600	$0.00	$0.00	$0.00	$0.00	0%
Landscape Reimbursements Total		**$114,600**	**$0.00**	**$0.00**	**$46,000.00**	**$46,000.00**	40%
Miscellaneous	Interest Income	$2,000	$566.75	$493.88	$653.22	$1,713.85	86%
Miscellaneous	Sales Tax Discount	$0	$1.21	$0.00	$0.00	$1.21	
Miscellaneous Total		**$2,000**	**$567.96**	**$493.88**	**$653.22**	**$1,715.06**	86%
Rowell Reimbursement	The Rowell HOA	$14,000	$0.00	$0.00	$0.00	$0.00	0%
The Rowell Total		**$14,000**	**$0.00**	**$0.00**	**$0.00**	$0.00	0%
Grand Total		**$4,028,490.00**	**$61,867.45**	**$972,685.89**	**$574,086.57**	**$1,608,639.91**	40%

2018 CCHOA EXPENSE BUDGET

Category	Subcategory	2018 Budget	Jan-18	Feb-18	Mar-18	Totals	%
Commons Area Services	Landscape Maint Contract	$1,108,109	$92,342.24	$92,342.24	$92,342.24	$277,026.72	25%
Commons Area Services	Contract Landscape SC	$28,875	$2,406.25	$2,406.25	$2,406.25	$7,218.75	25%
Commons Area Services	Contract Landscape CCCC	$28,875	$2,406.25	$2,406.25	$2,406.25	$7,218.75	25%
Commons Area Services	Contract Landscape AV	$20,475	$1,706.25	$1,706.25	$1,706.25	$5,118.75	25%
Common Area Services	Contract Landscape GR	$20,475	$1,706.25	$1,706.25	$1,706.25	$5,118.75	25%
Common Area Services	Common Area Holiday Lighting	$41,500	$0.00	$0.00	$0.00	$0.00	0%
Commons Area Services	2016 Land Additions	$12,000	$0.00	$0.00	$0.00	$0.00	0%
Commons Area Services	Landscape Repairs	$62,000	-$1,800.00	$3,860.00	$475.00	$2,535.00	4%
Commons Area Services	Landscape Water Utilities	$235,000	$10,782.71	$7,452.40	$7,180.33	$25,415.44	11%
Commons Area Services	COA Water Utility Compliance	$4,000	$0.00	$2,150.00	$0.00	$2,150.00	54%
Common Area Services	LandscapeElectric Utilities	$36,000	$3,486.70	$2,967.77	$2,728.25	$9,182.72	26%

Common Area Services	Tree Care	$25,000	$0.00	$12,500.00	$0.00	$12,500.00	50%
Commons Area Services	Fence Repairs & Maint	$6,000	$0.00	$0.00	$0.00	$0.00	0%
Commons Area Services	Electrical Repairs & Maint	$13,000	$0.00	$0.00	$329.54	$329.54	3%
Common Area Services	Nieghborhood Maint & Repair	$16,000	-$4,811.52	$346.92	$3,375.75	-$1,088.85	-7%
Common Area Services	Non Contract Landscape - SC	$13,000	$0.00	$0.00	$0.00	$0.00	0%
Commons Area Services Total		**$1,670,309**	**$108,225.13**	**$129,844.33**	**$114,656.11**	**$352,725.57**	21%
Aquatics Facilities	Administrative	$56,000	$2,347.88	$1,325.11	$6,499.92	$10,172.91	18%
Aquatics Facilities	Supplies - Pool	$16,500	$765.94	$0.00	$2,099.43	$2,865.37	17%
Aquatics Facilities	Supplies - Chemicals	$78,000	$2,478.98	$3,453.31	$2,908.20	$8,840.49	11%
Aquatics Facilities	Supplies & Fees - Swim Team	$22,000	$4,635.64	-$1,585.28	-$25.97	$3,024.39	14%
Aquatics Facilities	Maintenance - Pool	$77,400	$4,375.12	$3,775.99	$6,613.45	$14,764.56	19%
Aquatics Facilities	Maintenance - Building	$54,100	$4,320.84	$1,980.16	$2,009.51	$8,310.51	15%
Aquatics Facilities	Payroll - Staff	$646,500	$22,699.22	$25,267.85	$36,522.07	$84,489.14	13%
Aquatics Facilities	Payroll - Programming Staff	$48,500	$460.90	$808.15	$1,038.46	$2,307.51	5%
Aquatics Facilities	Payroll - Swim Team	$118,500	$5,207.26	$5,870.38	$5,855.31	$16,932.95	14%
Aquatics Facilities	SC-Utilities - Water	$28,000	$1,406.86	$1,867.18	$1,937.81	$5,211.85	19%
Aquatics Facilities	Avana _Utilites-Water	$6,000	$190.33	$100.85	$100.85	$392.03	7%
Aquatics Facilities	GR- Utilities - Water	$6,000	$0.00	$0.00	$0.00	$0.00	0%
Aquatics Facilities	SC-Utilities - Electric	$33,000	$1,869.12	-$514.92	$2,053.95	$3,408.15	10%
Aquatics Facilities	Avana - Utilities- Electric	$12,000	$799.34	$550.01	$720.69	$2,070.04	17%
Aquatics Facilities	GR -Utilites-Electric	$9,000	$397.18	$432.42	$410.33	$1,239.93	14%
Aquatics Facilities	Utilities - Natural Gas	$32,000	$3,809.29	$4,194.00	$4,303.09	$12,306.38	38%
Aquatics Facilities	SC-Utilities - Telephone/Ineternet	$10,000	$560.44	$560.50	$560.76	$1,681.70	17%
Aquatice Facilities	Avana - Telephone/Ineternet	$4,000	$170.87	$171.23	$171.87	$513.97	13%
Aquatics Facilities	GR- Telephone/Internet	$4,000	$204.28	$204.60	$205.24	$614.12	15%
Aquatic Facilities Total		**$1,261,500**	**$56,699.49**	**$48,461.54**	**$73,984.97**	**$179,146.00**	14%
Circle C Community Center	Utilities - Water	$35,000	$642.50	$927.15	$705.06	$2,274.71	6%
Circle C Community Center	Utilities - Electric	$20,000	$1,594.94	$2,059.03	$1,709.43	$5,363.40	27%
Circle C Community Center	Utilities - Telephone/Internet	$9,600	$685.15	$684.70	$684.70	$2,054.55	21%
Circle C Community Ctr	Events Payroll	$5,500	$285.14	$305.46	$213.74	$804.34	15%
Circle C Community Center	Furniture	$2,000	$0.00	$0.00	$0.00	$0.00	0%
Circle C Community Center	Maintenance - Building	$36,100	$3,321.81	$3,931.93	$1,709.45	$8,963.19	25%
Circle C Community Ctr Total		**$108,200**	**$6,529.54**	**$7,908.27**	**$5,022.38**	**$19,460.19**	18%
Maintenance Operations	Office Supplies	$1,800	$107.17	$203.48	$0.00	$310.65	17%
Maintenance Operations	Employee Education	$1,200	$0.00	$150.00	$134.95	$284.95	24%
Maintenance Operations	Unfiforms	$1,200	$0.00	$980.25	$0.00	$980.25	82%
Maintenance Operations	Staff Recrutment	$300	$0.00	$0.00	$0.00	$0.00	0%
Maintenance Operations	Safety Equip/Supplies	$1,100	$0.00	$380.26	$0.00	$380.26	35%
Maintenance Operations	Maintenance Payroll	$163,000	$11,471.58	$11,471.58	$11,471.58	$34,414.74	21%
Maintenance Operations	Pool Tech	$63,000	$2,802.55	$2,817.23	$3,048.98	$8,668.76	14%
Maintenance Operations	Payroll Taxes	$15,000	$999.15	$973.41	$941.93	$2,914.49	19%
Maintenance Operations	Computer/Softwar	$1,800	$0.00	$0.00	$0.00	$0.00	0%
Maintenance Operations	Tools/Supplies	$6,000	$1,656.33	$86.71	$416.42	$2,159.46	36%
Maintenance Operations	Office Furniture	$500	$0.00	$0.00	$0.00	$0.00	0%
Maintenance Operations Total		**$254,900**	**$17,036.78**	**$17,062.92**	**$16,013.86**	**$50,113.56**	20%
HOA Operations	Office Supplies	$8,000	$953.50	$2,753.57	-$433.89	$3,273.18	41%
HOA Operations	Equip & Maintenance	$13,000	$300.75	$847.73	$155.82	$1,304.30	10%
HOA Operations	HOA Owned Vehicle Expense	$7,000	$200.59	$208.48	$575.54	$984.61	14%
HOA Operations	Postage	$15,000	$2,389.06	$1,505.56	$434.92	$4,329.54	29%
HOA Operations	Web Operations	$2,000	$102.85	$185.95	$67.00	$355.80	18%
HOA Operations	Printing	$2,000	$1,286.96	$0.00	$0.00	$1,286.96	64%
HOA Operations	HOA Meetings	$3,500	$0.00	$258.54	$479.43	$737.97	21%
HOA Operations	Deed Restrictions	$5,000	$703.56	$0.00	$0.00	$703.56	14%

HOA Operations	HOA Special Events	$30,000	$0.00	$0.00	$1,500.58	$1,500.58	5%
HOA Operations Total		**$85,500**	**$5,937.27**	**$5,759.83**	**$2,779.40**	**$14,476.50**	17%
Financial Management	Management Services	$99,500	$8,644.47	$8,707.14	$8,731.12	$26,082.73	26%
Financial Management	Resale Certificate	$10,000	$1,087.49	$1,100.00	$1,400.00	$3,587.49	36%
Financial Management	Lien Filing Administrative Fees	$1,000	$52.00	$182.00	$52.00	$286.00	29%
Financial Management	Bank Fees	$25,000	$1,736.92	-$354.80	$4,842.45	$6,224.57	25%
Financial Management	CPA/Audit	$8,000	$0.00	$0.00	$0.00	$0.00	0%
Financial Management Total		**$143,500**	**$11,520.88**	**$9,634.34**	**$15,025.57**	**$36,180.79**	25%
HOA Management	Management Payroll	$174,000	$13,550.64	$13,550.64	$13,550.64	$40,651.92	23%
HOA Management	Management Payroll Taxes	$15,000	$1,205.07	$1,175.75	$1,130.19	$3,511.01	23%
HOA Management	Mileage Reimbursement	$9,000	$325.37	$398.95	$268.69	$993.01	11%
HOA Management	Insurance Stipend	$32,000	$3,201.98	$2,906.84	$2,906.84	$9,015.66	28%
HOA Management	Cont Ed & Skills Enhancement	$2,000	$0.00	$0.00	$0.00	$0.00	0%
HOA Management Total		**$232,000**	**$18,283.06**	**$18,032.18**	**$17,856.36**	**$54,171.60**	23%
Architectural Review Expense:	Architectural Review Expenses	$25,000	$1,529.50	$659.25	$599.25	$2,788.00	11%
Architectural Review Expenses Total		**$25,000**	**$1,529.50**	**$659.25**	**$599.25**	**$2,788.00**	11%
Legal Services	Legal Services	$20,000	$125.00	$805.23	$2,679.92	$3,610.15	18%
Legal Services Total		**$20,000**	**$125.00**	**$805.23**	**$2,679.92**	**$3,610.15**	18%
Taxes	Property	$6,500	$0.00	$0.00	$0.00	$0.00	0%
Taxes Total		**$6,500**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	0%
Insurance	General, Property, Boiler & Auto,	$65,000	$5,198.91	$5,198.91	$5,198.91	$15,596.73	24%
Insurance	Auto	$5,000	$0.00	$0.00	$0.00		
Insurance	D & O Insurance	$12,000	$0.00	$0.00	$0.00	$0.00	0%
Insurance	Worker's Comp	$12,000	$0.00	$0.00	$0.00	$0.00	0%
Insurance Total		**$94,000**	**$5,198.91**	**$5,198.91**	**$5,198.91**	**$15,596.73**	17%
Community Enhancement	Donations	$1,000	$0.00	$0.00	$0.00	$0.00	0%
Community Enhancement	Association Memberships	$2,000	$50.00	$120.00	$142.00	$312.00	16%
Community Enhancement Total		**$3,000**	**$0.00**	**$120.00**	**$142.00**	**$262.00**	9%
Grand Total		**$3,904,409**	**$214,049**	**$243,487**	**$253,959**	**$678,418**	**17%**

2016 Capital Budget Projects		YTD
Lounge Chairs (SC Replacements)	$15,500	$15,447.00
Irrigation Infrastructure	$50,000	$0.00
Tree Planting	$35,000	$0.00
Rock Work	$4,000	$3,129.51
Replace Tuf Grass - SC	$20,000	$19,525.89
Pool Covers	$5,800	$0.00
Picnic Tables/Benches - SC	$8,000	$4,722.93
SC Pool Filter Sand Change	$7,000	$7,659.98
SC Parking Lot Repairs	$6,000	$0.00
SC Playground	$0	$10,500.00
Construction Repairs	$25,000	$0.00
Monuments	$0	$1,921.00
Total	**$176,300**	**$62,906.31**

Total Capital Budget Projects	**$176,300.00**	**$62,906.31**
Grand Total Expenses	**$4,080,709.00**	

Circle C Landscape
Board Report
April 2018

Weather

General:	Dry & mild Spring
Rainfall Total:	.15 inches, area is behind average rainfall
Temperature:	low 40, high 88, average 67 degrees
Major Events:	none this month

Routine Maintenance Services

General: Regular mowing schedule throughout

Bed Weeding:	all entrances, all areas checked and cleaned
Mulching:	Spruce Canyon and LaCrosse complete, Avana underway Slaughter corridor, LaCrosse, Wildflower Greyrock upcoming
Ant Treatment:	all parks, pools, along sidewalks

General: CCCC Filter Pond, mowed & cleaned
Outlying postal areas, karsts, greenbelts have been trimmed and cleaned
Scheduled: Semi-Annual major pool clean up, review areas with Karen, get ready for pool openings

Irrigation

General: Irrigation controllers are currently still off except for locations with new trees
Spring maintenance checks on the irrigation system are underway throughout

Backflow Testing: 4 SouthWest Water meters in Avana required annual backflow tests; included cordinating with onsite inspector, marking locations, troubleshooting failed test site and submitting all passed inspection reports

Repairs: Main Line repair at Spruce Canyon/Alta Mira S
Main Line repair at La Crosse/Fox Creek
5 lateral line repairs
4 valve replacements
4 node clock replacements
1 solenoid replacement
Numerous repairs to drip irrigation, heads, nozzles, etc.
Major main line break Escarpment, Avana, double checks turned off repair to follow

Capital Improvements

Discovery work for Park Place irrigation performed, discussed with Karen

Construction Activity

Slaughter/MoPac-- CCL cut off and capped main line to allow irrigation to continue up to point of construction (median 2), rest is cut off (median 1)
MoPac/LaCrosse--CCL cut off and capped main line to allow irrigation to continue up to point of construction, rest is cut off
Wildflower Park-- Irrigation remains capped in construction area
SH 45/Greyrock-- Irrigation remains capped in construction area
Avana Entrance-- Main line is capped, sidewalk from Greyrock is under construction
Bernia-- Contractor has dug major hole in commons areas and cut irrigation wiring; they are locating/repairing a sleeve
Contractor has finished sleeve, repairs to follow
Back Bay Street Light Re-location has affected 12 irrigation stations, troubleshooting underway

Circle C Aquatics **March 2018**

Winter Hours **Jan 4– Mar 9**
Spring Hours **Mar 19 – June 3**

Facility Usage	Resident Entries	Guest Entries	Total Entries
Swim Center	2,696	118	2,814
Community Center	0	0	0
Avaña	0	0	0
Greyrock	0	0	0
Totals	**2,696**	**118**	**2,814**

Member Stats	Households	Individuals	Average / Household
Homeowners	5,194	16,387	3.15
Renters	317	1,238	3.91
Totals	**5,511**	**17,625**	**3.20**

Revenue	
Programs	$ 6,768
Swim Team	$ 10,953
Guest Fees	$ 308
Area Reservations	$ 60
Facility Rentals	$ 0
Lane Rentals	$ 0

Program Enrollment	
Select Swim Team	78
Masters	8
Group Swim Lessons	36
Private Swim Lessons	19
Water Aerobics	6
Lifeguard Certification	15
Water Safety Instructor	5
Scout Swim Tests	0

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

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

Special Events

Incidents	March 2018	Year-to-Date
Swim Center	1	2
Community Center	0	0
Avaña	0	0
Greyrock	0	0
Totals	1	**2**

Water Rescues	March 2018	Year-to-Date
Distressed	0	1
Simple Assist	1	1
Active Surface	0	0
Active Submerged	0	0
Passive Surface	0	0
Passive Submerged	0	0
Totals	1	**2**

Incident Types	March 2018	Year-to-Date
Water Rescues	1	2
Injuries	0	0
Sudden Illness	0	0
Patron Behavior	0	0
Suspension / Expulsion	0	0
EMS / 911 Callout	0	0
Break-In / Vandalism	0	0

Circle C HOA
Maintenance Report for Board April 2018
Prepared by Robert Bardeleben -Facilities Director

All is going well in maintenance. We are in off season repair mode addressing repairs at pools as well as in the neighborhood. CC Pool, Avana, and Greyrock pools are in the middle of make-readies for openings the first week of May.

SWIM CENTER COMPOUND

- Routine Maintenance has been completed
- Minor Equipment and Facility Repairs Made
- Playground shade canopy has been ordered—Seguin Canvas and Awning hopes to have project completed by May 1.
- Routine maintenance has been done
- Minor Repairs have been done

COMMUNITY CENTER

- Routine inspections and maintenance have been completed

COMMUNITY CENTER POOL

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

NEIGHBORHOOD

- Minor repairs have been completed as needed
- Playground Shade Canopy from Wildflower Park has been taken to Seguin Canvas and Awning as template for replacement.
- We are testing some bollard lamp LED retrofits for the Escarpment Bollards. It appears that these are going to work. If so, we will retrofit all 70 bollards with the new led bulbs. This will allow for more even lighting as well as less maintenance of bulb and ballast replacements.

AVANA AMENITIES CENTER

- Routine Cleaning and Maintenance has been completed
- Minor Repairs made
- Restroom Stucco Repair has been Completed
- A couple of tiles popped off of bottom of pool where one of the crack repairs was made. Poolscapes (pool builder) will replace these under warranty.

GREY ROCK AMENITIES CENTER

- Routine Cleaning and Maintenance has been completed

Karen Hibpshman

From: Wyatt Wood <wcwood@copeland-eng.com>
Sent: Friday, April 6, 2018 5:37 PM
To: Karen Hibpshman
Subject: RE: Circle C

Howdy Karen,

So there are a few different options we can pursue depending on how far you want to go with the investigation.

We can provide an inspection and report for $900. Which would encompass a visual inspection of the foundation and structure, report of findings, and evaluation of monument.

We can also provide consultation services for $250 an hour with a 2 hour minimum.

Let me know if you would like to move forward.

Thank you,

Wyatt C. Wood | Project Manager
Copeland Engineering, LLC
1120 Cottonwood Creek Trail, Suite 180A | Cedar Park, Tx 78613
t 512.800.9200 ext. 34
c 832.971.1956
wcwood@copeland-eng.com | www.copeland-eng.com

From: Karen Hibpshman <info@circlecranch.info>
Sent: Friday, April 6, 2018 8:24
To: Wyatt Wood <wcwood@copeland-eng.com>
Subject: RE: Circle C

Yes, that is correct. For this, the sooner the better. We want to make sure that we don't need to remove before a plan is put in place for a replacement. We had a second monument located at Slaughter/MoPac that had structural issues. Two sections of granite actually fell. TxDot actually just removed that one

Thanks

Karen Hibpshman
Circle C HOA Manager
7817 La Crosse Avenue
Austin, Texas 78739
512.288.8663 phone
512.288.6488 fax
Email: info@circlecranch.info
Website: www.circlecranch.info

April 5, 2018

Cardno
Structural Engineering

5113 Southwest Parkway
Suite 295
Austin, TX 78735
USA

Phone: +1 512 306 9669
Fax: +1 512 306 8397

www.cardno.com

Ms. Karen Hibpshman
Circle C HOA Manager
7817 La Crosse Avenue
Austin, Texas 78746

Subject: Monument Sign Observations
Escarpment and Slaughter Intersection
Austin, Texas

Dear Ms. Hibpshman:

We are pleased to submit this proposal for Structural Engineering Services.

Project Description / Structural Scope of Services

We understand that this proposal scope of services will include:

> Make an on-site visit to observe the readily visible and accessible elements of the monument sign in order to evaluate its' existing condition.

> Prepare a written report containing a summary of our review, conclusions and recommendations for remedial actions. This report will include photographic documentation of observed conditions

> Cost estimates for performing repairs are not within the scope of our services. The performance of a structural review of any inaccessible areas will require that safe temporary ladders, man-lifts, or other appropriate means of access be provided and setup by others. We can coordinate ladder access with your office or site personnel.

> Provide construction administration services for review of shop drawings and construction coordination related to these revisions.

Statements

> We shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction work.

> Our current professional liability insurance policy is in the amount of $5,000,000 for each claim and $5,000,000 in the aggregate. Certificates of Insurance are available from our agent upon request. These coverage amounts are subject to change upon renewal of our professional liability insurance policy.

> We will produce the structural documents using AutoDesk Revit Structure Current Release.

> The City of Austin may require Special Inspection Services for this project. Our proposal does not include these services. Special Inspection Services can be provided by our firm as an Additional Service or by an approved testing service working in conjunction with our firm.

> To the fullest extent permitted by law, the total liability of our firm for any injuries, claims, losses, expenses or damages whatsoever, arising out of or in any way related to this project, from any cause or causes, including but not limited to negligence, errors, omissions, strict liability, breach of contract or warranty by our firm shall not exceed the total fee received by our firm for services rendered under this agreement.

> This proposal, together with the terms and conditions attached hereto and made a part hereof, shall govern the services provided in connection herewith and represents the entire understanding between us, absent a written agreement to the contrary.

Fee

Our fee for these additional services will be as follows:

Site Observations and report of findings	$1,850.00

We will invoice towards this fee on a lump sum basis.

Additional Services

Additional services will include but are not limited to the following:

> Significant changes to the scope of the project.

> Changes to substantially completed work.

> Work resulting from corrections or revisions required because of errors or omissions in construction by the contractor or subcontractors.

> Work required by the enactment or revision of codes, laws or regulations subsequent to the preparation of documents.

> Review and determination of structural fire-resistance requirements.

> Consultation and review of structural members designed by others.

> Work associated with the preparation of documents reflecting as-built conditions.

> Special structural inspection services.

> Additional visits to the site to attend construction meetings and/or observe the construction of the structures.

We will invoice for Additional Services on a time card basis.

Billing Rates

For billing on a time card basis, the schedule of hourly billing rates is as follows:

> Senior Principal	$275
> Principal	$195
> Senior Engineer	$165
> Engineer	$135
> Staff Engineer	$110
> Senior CAD Drafter	$120
> Project Drafting Coordinator	$110
> CAD Drafter	$100
> Construction Administrator	$110
> Clerical	$ 85

The hourly billing rate multiple and the hourly billing rates will be effective for one year from the date of this proposal. Annual increases may be required.

Reimbursable Expenses

We will require reimbursement for charges incurred by us for plotting and printing of documents (excluding plots and prints for in-house use), delivery services, travel, and long distance telephone expenses associated with project interaction with other disciplines. We will invoice for these charges on a monthly basis.

Payment

Payment of all invoices is due upon receipt. Balances unpaid sixty one (61) days from date of the invoice shall bear interest at the rate of twelve percent (12%) per annum, but in no event to exceed the rate of nonusurious interest allowed by law now or as may hereafter be in effect.

Period of Agreement

If the services covered by this agreement have not been completed within 12 months from the date of this proposal, through no fault of our firm, the fee shall be equitably adjusted.

Conditions of Agreement

If this proposal is acceptable, please return one executed copy to us for our files. The terms and conditions set forth in this proposal will be deemed accepted by you if, at your request, we begin work on the referenced project, notwithstanding your failure to return an executed copy of this agreement to us.

Karen, we appreciate the opportunity to be of service to you. This proposal shall be effective upon your acceptance or request that we begin work on the project. If you have any questions regarding our proposal, please call.

Sincerely,

K. Mark Merryman, P.E.
Principal / Branch Manager
for Cardno
Direct Line + 1 512 306 9669
Email: mark.merryman@cardno.com

ACCEPTED

_____

_____

Date

KMM/nh

Attachment

File: Z:\Administrative\Word\Proposals\Investigation Proposals\Circle C Entry Due Diligence

March 06, 2018

Karen Hibpshman
Circle C HOA Manager
Circle C Ranch
1421 Wells Branch Parkway
Suite 106, Pflugerville TX 78660

RE: Circle C Ranch – Entry Monumentation

Dear Karen,

Thank you for asking the team of Hitchcock Design Group and huo architects to submit this proposal for the Circle C Entry Monumentation Master Plan project. We appreciate the opportunity to provide our professional services to you and Circle C Ranch.

PROJECT UNDERSTANDING

Based on our discussions with you, we understand that Circle C Ranch would like to develop and neighborhood wide entry monumentation masterplan that inventories existing entry locations, collects public input, and presents those findings to the Board in order to determine how to proceed with the design of entry monumentation.

SCOPE OF SERVICES

The following attached scope of services outline describes in detail the process that our team will utilize to engage the HOA and community to develop the Masterplan, including all meetings and deliverables.

PROFESSIONAL FEES

Based on the Scope of Services, the fees to complete the Parks Master Plan update are as follows:

ANALYZE:	Inventory and Analysis Phase:	
CONNECT:	Community Engagement Phase	
Total:		**$5,000**
ENVISION:	Alternative and Preferred Strategies Phase (Future Phase Estimated $10,000 Fee)	

Reimbursable expenses (printing and mileage) will be invoiced in addition to the professional service fees. We recommend setting aside $500 for these expenses.

PROJECT TEAM

I will manage our work locally in Austin Texas in a collaborative effort with Randall Owen and huo Architects. If you find this proposal acceptable, we will forward our standard contract for your review and signature. We can begin work upon your authorization and anticipate completing our work within 4-6 weeks.

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

Sincerely,
Hitchcock Design Group

Trent Rush
Senior Principal

1601 Rio Grand Street
Suite 452
Austin, Texas 78701
512.770.4503

hitchcockdesigngroup.com

Planning
Landscape Architecture

Scope of Services

Neighborhood Entries Masterplan
Circle C Ranch

A. ANALYZE: Inventory and Analysis Phase

1. **[STAFF MEETING #1] Conduct Kickoff Meeting**
   a. **Kickoff Meeting:**
      i. Team members and roles
      ii. Goals for the Entries Master Plan
      iii. Scope of Services and process
      iv. Community engagement process
      v. Data needs
      vi. Preliminary schedule

2. **Collect and Assimilate Owner provided Data** provided by Staff including;
   a. base maps of neighborhood
   b. Design drawings for existing entry signage (if available)

3. Conduct **Individual Site Visits**, including:
   a. Document observations including:
      i. Physical conditions
      ii. Functionality and aesthetics
      iii. Potential issues
   b. Prepare inventory documentation
      i. Representative photograph(s)
      ii. Brief narrative documenting existing conditions and preliminary recommendations for improvement.

B. CONNECT: Community Engagement Phase

1. [COMMUNITY ENGAGEMENT MEETING] Conduct a **Community Input Meeting**, (at a location provided by you with participants invited by you) to facilitate mining constituent interests.
   a. Prepare Presentation and / or mounted board exhibits
   b. Prepare focus group question banner and brainstorming wall exhibit
   c. Red dot / green dot excerices
   d. Assemble tools (sign-in, notecards, stickers, pens) for meeting operation
   e. Prepare meeting summary of tabulated data

2. [STAFF MEETING #2] **Summarize CONNECT phase information,** forward to Staff and, conduct a meeting to review the results and determine next steps.

C. ENVISION: Alternative and Preferred Strategies Phase (Future Phase)

1. **Develop Conceptual Design for Entry Improvements** identifying projects that improve current or future neighborhood entries and define opportunities for future capital projects. Deliverables include:
   a. Diagrammatic plan view renderings and sketches of entries
   b. Representative photographs

2. **Develop Action Plan**
   a. Develop **Capital Cost Estimates** for each Strategy, including:
      i. Order-of-magnitude systems descriptions and estimated costs
      ii. Phasing strategy

3. **[STAFF MEETING #3] Meet with Staff** to review the **ENVISION: Alternative and Preferred Strategies Phase** recommendations and deliverables.

4. **[HOA BOARD MEETING] Conduct a Board Presentation** to review the **ENVISION: Alternative and Preferred Strategies Phase** recommendations and deliverables.

4. Forward digital copy for review, receive comments from Staff, and make **Final Revisions** to the deliverable.

Webber + Studio, Inc.

Karen Hibpshman
Circle C Homeowners Association
7817 La Crosse Avenue
Austin, TX 78739

April 4, 2018

Karen,

I am glad to have received your call about the design of your entry monuments and associated master plan for Circle C. Specializing in a multitude of different project types, we find that your need and request are right in our wheelhouse and we are thrilled to get to offer the following proposal for consideration.

ANTICIPATED SCOPE OF WORK PHASE I

- SURVEY/QUESTIONNAIRE: We will prepare an HOA member survey/questionnaire regarding anticipated work and desired scope to be sent out between April 23rd and May 2nd.
- RESIDENT MEETING: We will conduct ONE meeting with the residents on May 8th or May 16th between 5-8pm to report on findings of the survey/questionnaire and take additional input on the desired scope/characteristics of the Monument/s and Site Plan with the objective of creating an Executive Summary.
- BOARD SUMMARY: of the information gathered through the survey/questionnaire and the Resident Meeting into a Board Summary including a more definitive Scope of Work. We will anticipate this meeting to occur on May 29th.
- SCOPE OF WORK & PROPOSAL: We will prepare a proposal based on the anticipated overall Scope of Work approved by the Board.

ANTICIPATED SCOPE OF WORK PHASE II

- DESIGN: Upon execution of the Proposal & Contract, we will commence the design phase per the outline below for Schematic Design and Design Development.
- DOCUMENTATION. Upon Board approval of the Design, we will commence Construction Documentation for the Monument/s and associated Site Plan/s anticipating a construction start in August/September of 2018.
- BIDDING/NEGOTATION: Upon Board approval of the final Construction Documents, we will represent the Board's design intent through the Bidding and Value Engineering process.
- CONSTRUCTION ADMINISTRATION: Upon Board approval of the final Construction Documents, Addendum and Construction Cost, we will represent the Board and HOA during the construction of the Monument/s and Associated Site Plan/s.

1220 Lavaca St.
AUSTIN, TX 78701

We enthusiastically submit the following proposal for our Architectural services for PHASE I. Note: Phase II proposal will be included as part of the Phase I Scope of Work. No Engineering is anticipated for PHASE I. Engineering WILL be anticipated for PHASE II. Those sub-consultants will include a Civil Engineer, Structural Engineer and MEP Engineer, and possible Environmental Signage consultants and/or other appropriate engineers or sub-consultants.

For PHASE I we will perform all administrative, meeting, documentation, and graphic design services as needed to perform the Scope of Work outlined above.

TOTAL PHASE I FEES: **$6767.50**

Initial DN ____ Proposal Exhibit C

Broken down as follows*:

- Survey / Questionnaire	$1325
- Resident Meeting:	$1980
- Board Summary Presentation:	$742.50
- Scope of Design Work Summary and Proposal:	$2720

For PHASE II, we will perform all design, construction documentation, bidding and negotiation administration, and construction observation work as outlined below.

TOTAL PHASE II FEES: $TBD

Broken down as follows*:

- Schematic Design	$TBD
- Design Development:	$TBD
- Construction Documents:	$TBD
- Bidding & Negotiation Services:	$TBD
- Construction Administration:	$TBD
- **CIVIL Engineering Fees:**	$TBD
- **STRUCT Engineering Fees:**	$TBD
- **MEP Engineering Fees:**	$TBD
- **Other Sub-consultants Fees**	

PROCESS

On all projects, our objective is to create a functional, expressive, regional and minimal design, and still try to keep the scope of work cost efficient and/or high value. Very often, this leads us to look beyond the explicit scope of work to evaluate the best possible way to accomplish the best end results for your scope of work, thereby optimizing your expenditure. Following is the process that you may expect for the pre-design, design, documentation and construction process for your new development project.

PHASE I:

Pre-Design. **Approximately 6-8 weeks: Anticipated Delivery May 29th.** We will analyze the site and program constraints and develop a program from user and stakeholder input. We will present that program in a Board Summary document and presentation.

PHASE II:

Schematic Design. **Approximately 3-4 weeks.** We will develop 1-2 design schemes incorporating the scope of work and program. We will present these ideas to you in drawings and/or models. We will begin to work with the Structural Engineer to initiate Structural Coordination as necessary.

Design Development. **Approximately 2-3 weeks.** After one round of Schematic Design, we will take ideas and comments that have been generated and develop ONE of the schematic ideas. Often this is a hybrid scheme. We will present this idea to you in drawings and/or models. We will continue working with the Structural Engineer towards structural coordination as necessary.

Construction Documents. Approximately 6-8 weeks. When a scheme is approved, we then begin developing the drawings necessary for construction in accordance with the Drawing Package selected (see above). During this phase, we will meet with you as required to resolve design issues that will come up during drawing.

Bidding and Negotiation. When the Construction Documents are complete, we will assist the Contractor/s in putting together a bid by answering and clarifying different design and construction issues. We will also assist with Value Engineering that may occur during this process.

Construction Administration. We will visit the construction site periodically to review what has been built and communicate with the General Contractor about any questions that may arise.

That is a basic outline of the process you can expect working with us.

While the fess listed above represent fixed amounts, they are calculated based on our current hourly rates. Any additional services will be billed hourly at these same rates, which are as follows:

Principal/Partner	$180/hr
Senior Project Manager	$130/hr
Junior Project Manager	$100,110/hr
Senior Project Architect/Designer I,II	$80,90/hr
Junior Project Architect/Designer I,II	$70,80/hr
Senior Staff Architect/Designer I,II	$65,70/hr
Junior Staff Architect/Designer I,II	$60,65/hr
Senior Intern	$60/hr
Junior Intern/Clerical	$50/hr

If you find this proposal agreeable, then please let my Business Operations Manager, Ransom Baldasare know and he will send you a standard AIA (American Institute of Architects) contract based on the above information. To begin work, we request a project initiation fee of $1353.50. Otherwise, our schedule is such that we estimate being able to begin working on your project starting in the next few weeks, which we know will enable a quicker design phase and construction start and better allow you to attain your completion objective.

Again, I was very happy to have received your email and we look forward to the opportunity to work with you.

Sincerely,

David Webber

Initial _____ _____ Proposal Exhibit C

RESERVE™ ADVISORS
Long-term thinking. Everyday commitment.

309 W. Main Street, Suite 123
Round Rock, TX 78664

December 18, 2017

Ms. Karen Hibpshman, Operations Manager
Circle C Homeowners Association
7817 La Crosse Avenue
Austin, TX 78739

Dear Ms. Hibpshman:

Thank you for the opportunity to present Circle C Homeowners Association with a reserve study proposal. At Reserve Advisors, we're dedicated to providing peace of mind to boards, homeowners and their families.

Reserve Advisors is uniquely positioned to provide you...

- **Experienced engineers who listen to your concerns** and create a custom reserve study with your objectives in mind.
- **Property-specific condition assessments and recommendations** that help you prioritize and communicate the most cost effective use of Association funds for your community.
- **Accountability during and after the assignment** - Our engineers and senior management are available to you and dedicated to making your experience of using the reserve study exceptional.
- **Excel spreadsheets with formulas** that allow you to easily explore multiple what-if scenarios and alternatives.

I'm always available to speak directly with the board, listen to their goals and answer questions.

Thank you again and when the board is ready to get started, please see the Confirmation of Services page. We look forward to providing an exceptional reserve study experience that the board will rely on with complete confidence.

Sincerely,

Jacque Martin
West Regional Account Manager
Jacque@reserveadvisors.com

RESERVE™ ADVISORS
Long-term thinking. Everyday commitment.

309 W. Main Street, Suite 123
Round Rock, TX 78664

Reserve Study Benefits

For Homeowners

- Minimizes special assessments
- More consistent household budgeting
- Reduces long-term homeowner cost of maintaining the common property
- Curb appeal increases demand for homes

For Boards

- Fulfills fiduciary responsibility with expert advice
- Supports board decisions on replacement projects
- Saves hours in budget meetings for replacements
- Minimizes homeowner concerns with a properly and well maintained community

Distinct Reasons Communities Choose Reserve Advisors

- **Dedication and Commitment to You** with an exceptional experience during and after the study. Our staff of more than 30 engineers values their client relationships and puts great effort and dedication into providing board satisfaction. Our dedication and service don't stop after your study is complete. We're always available.

- **Comprehensive Reports** prioritize your major projects and solve problems before they escalate. You'll also receive:
  - Thorough condition assessments with property-specific advice
  - Best practices and technical illustrations for major common elements designed to save your community money

- **Local Project Costs** provide the basis for realistic and adequate, not excessive, reserve budgets. Our database of *actual* local client project costs determines your specific budget needs rather than standardized information.

- **Our Unique Team Approach** identifies the best solutions for your community. Multiple engineers participate in your reserve study. Our full-time staff of civil, mechanical, structural and environmental engineers use their in-depth knowledge of construction, systems, materials and conditions to problem-solve for you.

- **Unbiased Recommendations** – Your best interest is our only goal. We don't provide design or project management services, nor do we profit from your capital projects.

- **Unmatched Local Experience** – We know the local costs and conditions that affect your community. Visit our website Experience Map and the map of our experience near your community on the following page.

(800) 221-9882 www.reserveadvisors.com Fax: (414) 272-3663

RESERVE™ ADVISORS
Long-term thinking. Everyday commitment.

309 W. Main Street, Suite 123
Round Rock, TX 78664

Using Your Reserve Advisors Study Has Never Been Easier

We listened and responded to our clients with three tools to quickly access and use your custom-comprehensive reserve study.

☑ **The Report** – Comprehensive and Customized to Your Community

- One-Click to read online
- Executive Summary communicates key findings and recommendations ***at a glance***
- Flip through your report copy which includes panoramic 11" x 17" spreadsheets
- Helps board planning with a prioritized capital project schedule

☑ **The Numbers** – Always Quick and Easy

- One-Click to open your Expenditures & Funding Plan spreadsheets
- Print your spreadsheets on any printer in panoramic multi-page format

☑ **Planning Your Community's Future** – Taking your Reserve Study to the next level

1. Your Reserve Study comes with **formulas in an Excel™ spreadsheet** for what-if alternative scenarios
2. Also use **ForeSite™** a cloud-based software solution
   a. **Free in ForeSite™ Basic -** store your photos and capital project documents
   b. **Free in ForeSite™ Basic -** record comments, track dates and costs of your *actual* capital projects
   c. Optionally, subscribe to **ForeSite™ Plus** to create/explore unlimited models/scenarios of replacements & funding for alternate consideration
      i. Change quantities, replacement times and costs, and funding levels
      ii. Multiple users can share and collaborate models/scenarios with one subscription
   d. Full support with Webinars and Tutorials

ForeSite™ brings everything together as individual board members can collaborate, comment, make changes and plan for the future in one place from anywhere.

FORESITE
Tracking Your Past. Forecasting Your Future.

(800) 221-9882 www.reserveadvisors.com Fax: (414) 272-3663

309 W. Main Street, Suite 123
Round Rock, TX 78664

Circle C Homeowners Association comprises 5,464 homes in Austin. The specific property to be included in your custom-comprehensive reserve study includes:

Site Components

- Pools including Fence, Deck, Mechanicals & Furniture (4)
- Pool Houses (4)
- Cafe with Kitchen
- Wading Pool
- Playgrounds (6)
- Parking Areas
- Irrigation System
- Landscaping
- Fences
- Monuments
- ***Perimeter Walls (are not included in the scope of work)***

Community Center

- Roofs including Assembly
- Exterior Wall Finishes
- Office
- Plumbing, Mechanical and HVAC Systems
- Prep Kitchen

Circle C Homeowners Association Reference Photographs:

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Long-term thinking. Everyday commitment.

309 W. Main Street, Suite 123
Round Rock, TX 78664

Confirmation of Services for Circle C Homeowners Association

_✓_ **Full Reserve Study** for an investment of **$4,700** (includes all expenses)

_✓_ **Report**

- Electronic PDF Report format with Reserve Expenditures and Funding Plan tables for printing in 8 ½" x 11" panoramic multi-page format on *any printer*
- Excel® spreadsheet of Reserve Expenditures and Funding Plan with formulas for "what-if" alternative scenarios
- Perimeter Walls are not included in the scope of work

_✓_ **Support**

- We listen and respond to your questions and suggestions
- Meeting with our engineer on the day of our visual property inspection
- Unlimited video/teleconference support with our engineer during and after reserve study delivery

_✓_ **ForeSite™ Basic** – Read your reserve study online, print it, download a copy of Excel spreadsheets, store comments, photos and bid documents. And, try **ForeSite™ Plus** free for 60 days.

Optional Services – Initial to authorize:

____ **One (1) Bound Report hard copy** (no charge); **Additional copies** at $75 ea. (indicate quantity ____)

____ **ForeSite™ Plus** 3-year subscription empowers multiple users to create, share and collaborate with unlimited models and scenarios for **$470** per year

Sign and Send to Get Started:
Email: Jacque@reserveadvisors.com or
Fax: (414) 272-3663

by: _____
Jacque Martin, West Regional Account Manager
for Reserve Advisors, Inc.,
on December 18, 2017
Ref. 172223

Mail $2,350 retainer to:
Reserve Advisors, Inc.
735 N. Water Street, Suite 175
Milwaukee, WI 53202

Signature:_____ Date:_____

(Print Name)_____

Title_____

for **Circle C Homeowners Association**

You will receive your electronic report approximately four (4) weeks after our inspection, based on timely receipt of all necessary information from you. Authorization to inspection time varies depending on demand for our services. This proposal is valid for 45 days.

Payment Terms: Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. Following receipt of balance due, you may request one set of complimentary changes within six months of the report shipment. Any outstanding balance after 30 days of the final invoice date is subject to an interest charge of 1.5% per month. This agreement is subject to our Professional Services Conditions.

309 W. Main Street, Suite 123
Round Rock, TX 78664

PROFESSIONAL SERVICE CONDITIONS

Our Services - Reserve Advisors, Inc. (RA) performs its services as an independent contractor in accordance with our professional practice standards and its compensation is not contingent upon our conclusions. The purpose of our reserve study is to provide a budget planning tool that identifies the current status of the reserve fund, and an opinion recommending an annual funding plan to create reserves for anticipated future replacement expenditures of the property.

Our inspection and analysis of the subject property is limited to visual observations, is noninvasive and is not meant to nor does it include investigation into statutory, regulatory or code compliance. RA inspects sloped roofs from the ground and inspects flat roofs where safe access (stairs or ladder permanently attached to the structure) is available. The report is based upon a "snapshot in time" at the moment of inspection. RA may note visible physical defects in our report. The inspection is made by employees generally familiar with real estate and building construction but in the absence of invasive testing RA cannot opine on, nor is RA responsible for, the structural integrity of the property including its conformity to specific governmental code requirements for fire, building, earthquake, and occupancy, or any physical defects that were not readily apparent during the inspection.

RA is not responsible for conditions that have changed between the time of inspection and the issuance of the report. RA does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, such as asbestos, urea-formaldehyde foam insulation, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials or structural defects that are latent or hidden defects which may or may not be present on or within the property. RA does not make any soil analysis or geological study as part of its services; nor does RA investigate water, oil, gas, coal, or other subsurface mineral and use rights or such hidden conditions. RA assumes no responsibility for any such conditions. The Report contains opinions of estimated costs and remaining useful lives which are neither a guarantee of the actual costs of replacement nor a guarantee of remaining useful lives of any property element.

RA assumes, without independent verification, the accuracy of all data provided to it. You agree to indemnify and hold RA harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorneys' fees, to which we may become subject in connection with this engagement, because of any false, misleading or incomplete information which we have relied upon supplied by you or others under your direction, or which may result from any improper use or reliance on the Report by you or third parties under your control or direction. Your obligation for indemnification and reimbursement shall extend to any director, officer, employee, affiliate, or agent of RA. Liability of RA and its employees, affiliates, and agents for errors and omissions, if any, in this work is limited to the amount of its compensation for the work performed in this engagement.

Report - RA completes the services in accordance with the Proposal. The Report represents a valid opinion of RA's findings and recommendations and is deemed complete. RA, however, considers any additional information made available to us within 6 months of issuing the Report if a timely request for a revised Report is made. RA retains the right to withhold a revised Report if payment for services was not tendered in a timely manner. All information received by RA and all files, work papers or documents developed by RA during the course of the engagement shall remain the property of RA and may be used for whatever purpose it sees fit.

Your Obligations - You agree to provide us access to the subject property for an on-site visual inspection. You agree to provide RA all available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete the Report. You agree to pay actual attorneys' fees and any other costs incurred to collect on any unpaid balance for RA's services.

Use of Our Report - Use of our Report is limited to only the purpose stated herein. You hereby acknowledge that any use or reliance by you on the Report for any unauthorized purpose is at your own risk and you shall hold RA harmless from any consequences of such use. Use by any unauthorized third party is unlawful. The Report in whole or in part ***is not and cannot be used*** *as a design specification for design engineering purposes or as an appraisal.* You may show our Report in its entirety to the following third parties: members of your organization, your accountant, attorney, financial institution and property manager who need to review the information contained herein. Without the written consent of RA, you shall not disclose the Report to any other third party. ***The Report*** contains intellectual property developed by RA and ***shall not be reproduced or distributed to any party that conducts reserve studies without the written consent of RA.***

RA will include your name in our client lists. RA reserves the right to use property information to obtain estimates of replacement costs, useful life of property elements or otherwise as RA, in its sole discretion, deems appropriate.

Payment Terms, Due Dates, and Interest Charges - Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. Any balance remaining 30 days after delivery of the Report shall accrue an interest charge of 1.5% per month. Any litigation necessary to collect an unpaid balance shall be venued in Milwaukee County Circuit Court for the State of Wisconsin.

(800) 221-9882 www.reserveadvisors.com Fax: (414) 272-3663

SUPERIOR RESERVE

ENGINEERING & CONSULTING

Circle C Homeowners Association, Inc.:

Reserve Study & Property Engineering Review Proposal – January 2, 2018

MEMBER OF community ASSOCIATIONS INSTITUTE

JUSTIN J. MAIER CAI-RS 87 Designation Reserve Specialist

Texas Licensed Professional Engineer Lic. # 101599

Karen Hibpshman – Association Manager
Circle C Homeowners Association, Inc.
c/o Circle C Homeowners Association, Inc.
7817 La Crosse Ave.
Austin, TX 78739

SUPERIOR RESERVE
ENGINEERING & CONSULTING

Dear Ms. Hibpshman and Circle C HOA Board of Directors,

Thank-you for your consideration of Superior Reserve as a resource for Circle C HOA's reserve study. Each study is conducted by a Texas licensed Professional Engineer (PE) with 17+ years of reserve study experience and includes a proprietary Property Engineering Review at no additional cost. We do not subcontract work nor delegate portions of your project to less experienced staff.

-What makes our studies "Superior"?-

As the demand for reserve study services accelerated over the past 20 years, "growth" for reserve study firms was accomplished by finding ways to produce more studies faster. Industry-wide, this led to a focus on production vs. innovation. Standardization of reports using boilerplate text and a more "assembly line-like" compilation process was common. On-site "drive-by" inspections were often quick and cursory obtaining only measurements and a few photographs; paying little attention to actual asset conditions in favor of reliance on "average life tables" to assign replacement dates. Shortages of qualified experts led firms to increase capacity by hiring less experienced staff who could follow standardized protocol but were not licensed engineers, had no construction/engineering experience to observe important issues and conditions, nor make custom pro-active recommendations to benefit associations moving forward. Studies contained little-to-no actual engineering advice while tables and data, designed for ease of creation vs. ease of consumption, were confusing. Studies had no use beyond basic budgeting.

-Innovation was needed!-

Superior Reserve was founded in January of 2014 by industry veterans. Decades in the industry proved an experienced reserve analyst and Texas licensed professional engineer with construction/engineering experience, conducting a more thorough inspection, results in a more accurate and complete analysis. Every study is conducted by our licensed Texas Professional Engineers (PE) with 17+ years of reserve study experience with associations in Texas, and an additional 7 years of construction experience that includes forensic building engineering evaluation. For more information about our unique approach to truly custom, easier -to-use, and more accurate studies; including how our proprietary "property engineering review" can save your association thousands (and sometimes 10's of thousands of dollars on future projects and reduced operating costs) see page 4 of this proposal.

Property Description: Circle C comprises approximately 5,464 units and amenities incorporated 3/8/1988 in Austin.

The property elements part of our reserve study include but are not limited to: swim center, community center, pool houses (interiors, exteriors, systems and contents), parking areas, 4 pools, pool equipment and furniture, shade structures, wading pool, water slide, splash pad, 6 parks, playgrounds, sport-courts, entry monument signs, fencing, driveways, sidewalks, retaining walls, lighting, landscaping, irrigation systems, and any other site or building elements the association is responsible for. As part of our Property Engineering Review our licensed TX Professional Engineer (PE) will offer, where appropriate, actionable information on all of your assets including recently completed projects, opportunities for energy savings and best practices for sustainability, and advice on upcoming projects. NOTE: It is important that your inventory be complete. If we encounter items not listed above, during our inspection, that may need to be included in the study we will bring them to your attention and if appropriate include them at no additional charge.

Beyond our unmatched technical skillset, we look forward to demonstrating our client-focused business practices to you.
Have a Superior day!

Nik Clark – Partner – Client Services

Texas Licensed Professional Engineer Lic. # 101599

JUSTIN J. MAIER CAI-RS 87 Designation Reserve Specialist

MEMBER OF community ASSOCIATIONS INSTITUTE

SUPERIOR RESERVE

ENGINEERING & CONSULTING

Circle C Homeowners Association, Inc.:

Reserve Study & Property Engineering Review

Contract # 150463 – January 2, 2018

__"New" Reserve Study with Property Engineering Review: For a total cost of $9.850 (includes all expenses) in 2 payments of $4,925 retainer due at inception, $4,925 due upon receipt of report. Service includes:

- Onsite inspection and report creation in its entirety by Superior Reserve Partner Justin J. Maier:
  - Texas licensed Professional Engineer PE # 101599 (no subcontracting, no jr. engineers)
  - 17+ years dedicated Reserve Study experience with homeowners association properties
  - 7 additional years of construction and engineering experience including forensic building engineering analysis
  - Community Associations Institute "Reserve Specialist" CAI-RS # 87

JUSTIN J. MAIER CAI-RS 87 Designation Reserve Specialist

- PDF version of study (share and print at will)
- 1 hard copy of study (by request) (additional copies available $75 each)
- Superior Reserve EXCLUSIVE 30 year "Hybrid" expenditure and cash-flow based funding plan in Excel format with formulae included. (perform cost modeling and test "what-if" scenarios at your convenience, keep track of actual expenditures in your reserve schedule year-to-year between updates)
- Property Engineering Review (expert licensed engineer review of all your assets, recently completed projects and value-added advice on planned and/or considered projects) including but not limited to:
  - Engineering review of all asset conditions to make recommendations custom to your association.
  - Engineering review of recently completed projects for defects in materials/design/workmanship.
  - Energy efficiency and best practice sustainability recommendations.
  - Expert advice on upcoming projects.
  - Expert advice to extend useful lives of elements.
- Unlimited phone and/or tele/video conference in perpetuity

For Superior Reserve:

Nik Clark – Partner

nik@superiorreserve.com

888-688-4560

For Circle C Homeowners Association, Inc.:

Name/Title:_____

Signature:_____

Email_____Phone_____

Date: _____

Email signed contract to: nik@superiorreserve.com or mail to address below with retainer. Prices guaranteed for 60 days.

Remit $4,925 retainer to: Superior Reserve Engineering & Consulting – PO Box 270403 – Milwaukee, WI 53227

Providing

- *Local*
- *Regional or*
- *Specialty Analysts*

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West Virginia
Wisconsin

Jamaica
Mexico
Virgin Islands

APRIL 24, 2018

PROPOSAL FOR LEVEL 1 RESERVE STUDY SERVICES

CIRCLE C RANCH

AUSTIN, TEXAS

CLIENT:

CIRCLE C RANCH HOMEOWNERS' ASSOCIATION

Karen Hibpshman
info@circlecranch.info

7817 La Crosse Ave
Austin, TX 78739
512.288.8663

CONSULTANT:

miller dodson
CAPITAL RESERVE CONSULTANTS

2661 Riva Road, Suite 1023
Annapolis, MD 21401
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Questions?** ... We encourage you to visit our **Video Library!

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April 24, 2018

Karen Hibpshman
Circle C Ranch Homeowners' Association
7817 La Crosse Ave
Austin, TX 78739

info@circlecranch.info
512.288.8663

RE: Circle C Ranch
Level 1 Reserve Study

Dear Ms. Hibpshman,

Miller+Dodson, Capital Reserve Consultants is focused on two primary reasons for establishing and maintaining adequate and equitable Reserves.

1. The first is to protect, preserve, and enhance your community's property values.
2. The first is achieved by providing a proper long-term financial plan for the replacement or major repair of the common elements your community shares.

Your new Reserve Study will become the financial roadmap for your community's future, and Miller+Dodson provides an easy to understand report with a clear recommendation. Take a glance at Page A1 of our sample report's Executive Summary, there is no need to hunt for what we recommend and what you are paying for. Compare this with others you may be considering.

This is why our clients and even some colleagues refer to a Miller+Dodson report as the "Gold Standard."

For over 30 years, Miller+Dodson has promoted Financially Sustainable Communities by helping our clients work within their economic realities, while keeping an eye on the future. We do this by offering a technically accurate reserve study and by providing the necessary interactive support with our follow-up consulting services, and as requested, an Excel spreadsheet of your data for your use and distribution. Unlike other providers, your community's vital inventory data is never omitted, hidden, or considered our property. Compare this with reports by other firms.

Beyond the initial Reserve Study, you may need additional support. We have benefited many clients with our expert guidance, not only on how to implement a Reserve Funding program, but also on how to rally community support for adequate Reserves. We can also assist your community in exploring various funding options that may alleviate large disruptive increases to the reserves, and if needed, a Strategic Funding Plan can point to solutions that address how best to get your current reserves to where your Miller+Dodson report recommends them to be.

In addition and as requested, we offer valuable client support through educational seminars for Boards, committee members, or by presenting customized programs on your Reserve Study at general membership meetings.

Please take a few moments to review the attached proposal. A list of community references may be included for your convenience, along with a link to our sample reports. Should you have any questions, or if we can be of further assistance, we trust that you will not hesitate in contacting us.

Sincerely,
MILLER+DODSON ASSOCIATES

James W. Dodson, Jr., PRA, RS
Principal

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April 24, 2018

FACILITY DESCRIPTION: We understand that Circle C Ranch (hereafter referred to as Client or Property) is a homeowner's association located in Austin, Texas. Circle C Ranch, built between 1982 and 1992, consists of 5,400 single-family homes. The analysis is to cover all common components of the Property as detailed on the attached Property Details page.

SCOPE OF WORK: Miller+Dodson Associates proposes to provide a Level 1 Reserve Study for Circle C Ranch. This Study will comply with the Community Associations Institute (CAI) National Reserve Study Standards and AICPA CIRA Guidelines. The Study will contain an inventory of all commonly owned components applicable to reserves, along with an estimate of the remaining useful life and current replacement cost for each. The status of current reserve funding will be noted and funding recommendations for an annual reserve contribution will be provided. All Reserve Studies are supervised and reviewed by APRA accredited PRA and CAI accredited, Reserve Specialist.

Currently, we are anticipating that our local analyst Larry Ellis, RS, will be conducting your study. Analyst credentials can be reviewed on Miller+Dodson's website. Typically, Miller+Dodson reserve studies are completed in 30 to 45 days after receipt of a signed contract and retainer. Miller+Dodson's inspection is limited to a visual inspection as defined under Inspection Methodology in this proposal.

At the time of our site inspection, we will need to inspect and have access to all common areas of the property, including secured areas, to determine the condition and configuration of the reservable components. Access equipment will not be provided. We further understand that to-scale site and building plans that accurately show the details of the property are available. We will assume that any items with a replacement value of less than $1,000 will be treated as a maintenance item, and therefore, will not be included in the reserve study. This proposal assumes that a single analysis will be required for this property.

FEES: The proposal fee quote below includes an initial meeting at the time of inspection, all travel, and all direct expenses associated with the execution of the proposed study. The fees are payable in accordance with the following schedule. Accounts in arrears for more than 30 days shall accrue at 1.5% per month. Additionally, the Client will be responsible for all costs, including reasonable attorney fees, incurred in pursuing collection.

The fee for the Reserve Study will be		**$14,500**
Retainer due at acceptance of Proposal	(35%)	**$5,075**
Payment due at delivery of Electronic Preliminary Report	(65%)	**$9,425**

Additional services such as follow-up meetings, Strategic Funding Solutions, and other related services will be performed only as requested by the Client, and will be billed separately.

If you have any questions concerning this proposal, please do not hesitate to contact me at Extension 138.

Respectfully submitted,
MILLER+DODSON ASSOCIATES

James W. Dodson, Jr., PRA, RS
Principal

The Undersigned hereby attests that they have read this Proposal as well as the attached **Property Details** and **Proposal Terms and Conditions**, which are incorporated herein and made a part hereof, and that they authorize Miller - Dodson Associates to perform the work as proposed. The undersigned further attests that they have the authority to authorize such work for the Client.

Signature | Title | Date

Please return a signed copy of this acceptance page and mail the retainer to the address above.

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April 24, 2018

PROPERTY DETAILS

Miller+Dodson has reviewed the provided Client materials and researched available satellite and other electronic media to gain an understanding of Circle C Ranch. Below is a listing of the components we understand to be commonly owned by the Property.

Site Components, including entry monuments, signage, amenity areas driveways and parking, sidewalks, fencing, mailbox clusters, pavilions, garden and retaining walls, sanitary lines, waterlines, storm water management, irrigation, and pump stations.

Roadways and related right-of-way items are excluded.

Recreational Components, including exterior main pools, multi-purpose courts, and tot lots.

The golf course and related features are excluded, including the tennis facilities.

Building Exterior Components for the community center, swim centers, and other common buildings, including all roofing systems, masonry, all siding and trim materials, doors, and windows.

All residential buildings are excluded.

Building Interior Components for the community center, swim centers, and other common buildings, including community and meeting rooms, kitchens, offices, restrooms, exercise room, locker rooms, and a café.

Building Systems for the community center, swim centers, and other common buildings, including rooftop package units, split HVAC systems, building piping, hot water systems, building electrical systems, entry systems, fire alarms, security systems, and pool equipment rooms.

The provided components listed above are representational, and will be adjusted and modified to suit your facility. If there are significant discrepancies in our understanding of the common elements of the Property, please call, Miller+Dodson so we can modify this Proposal to reflect the anticipated hours needed to complete the proposed study.

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April 24, 2018

PROPOSAL TERMS AND CONDITIONS

GENERAL:

This proposal is valid for six months from the date noted above. After that time, please send us an email or call and we typically will extend the time.

Types of Studies:

Level 1 Reserve Study includes an on-site inspection, and is typically the first study performed for a facility. As defined by the Community Association's Institute (CAI) National Standards.

Level 2 Update Reserve Study includes an on-site inspection, and typically follows a previous Level 1 or Level 2 Reserve Study every 3 to 5 years. As defined by the CAI National Standards. State law may require a reserve study for your facility at a different interval.

Level 3 Update Reserve Study does not include an on-site inspection. This type of study is performed for 1 or 2 years following an on-site inspection, noted above. Performed using remote correspondence, like emails and telephone conversations, a Level 3 Reserve Study is not a substitute for a Level 2 Update Reserve Study. As defined by the CAI National Standards.

STUDY METHODOLOGY

Report Production: Production of the preliminary report is typically completed within 30 working days of receiving a signed copy of this Proposal. This turnaround time varies based on several factors including availability of the site for inspection, availability of documents for review, requirements for advanced travel arrangements, and current workload. More stringent time requirements will be accommodated where possible.

Client Review and Revisions: Miller+Dodson Associates has learned, based on years of experience, that the most successful studies are those, which are done in a closely interactive relationship with the Client and its management professional. A comprehensive on-site evaluation by an experienced Reserve Analyst will be conducted, and the resulting data compiled and analyzed. At that time, the preliminary report will be submitted to the Client for review and comment. Based on the Client's input, the report will be revised, as appropriate, and the final report submitted. There are no additional costs for the first revision.

Final Report: It is Miller+Dodson Associates' desire to afford the Client adequate time to review and respond to the completed study. However, such revision requests should be submitted in writing within 90 days of the date of the preliminary report. The Preliminary Report represents a valid opinion of our findings and recommendations, and it is deemed as final if no changes or revisions are requested within 90 days of the date of the Preliminary Report.

Interest and Inflation Calculations: The Replacement Reserve Study we have proposed will include, at the discretion of the Client, factors for inflation and interest earned on the Reserve Balance using pre-agreed inflation and interest rates. We strongly recommend, however, that the Client update their Replacement Reserve Study regularly to account for actual increases in costs and actual interest earned on reserves.

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Meetings: Miller+Dodson Associates and its staff make every effort to be available to meet with the Client to discuss the results of the study and to answer any questions. We welcome these meetings as opportunities for the free and open exchange of information that is valuable to the accuracy of the report. Please note that the cost of these meetings and additional services are not included in the Report fee.

However, an initial meeting at the time of the site visit for a contracted Reserve Study is included in the Proposal cost.

Additional Services: Miller+Dodson has attempted to tailor our services to the needs of the Association. Additional services available to the Association at its request include the planning of Strategic Funding Solutions based on the results of the study and professional presentations to the Association membership. Additional services for conferences, board meetings, and other related services will be billed on an hourly basis. Travel time associated with additional services will be billed on an hourly basis portal to portal plus expenses.

Additional Testing or Specialty Inspections: During the course of the visual inspection, conditions may be observed which reasonably warrant additional investigation. This may entail detailed inspections, or testing of samples and systems. Any additional testing or inspection recommended during the course of our services will be undertaken only with the written approval of the client or their approved representative.

INSPECTION METHODOLOGY

Visual Inspection: Our inspection will be visual and in accordance with the standard practices in the industry for a reserve study. The Client understands that our services are based on our observations of visible and apparent conditions at the time and date that the services are performed. Miller+Dodson Associates will not disassemble or test equipment, conduct engineering tests, make excavations, take core samples, or make openings in walls, ceilings or floors, video or scope pipes or other spaces, or enter or access spaces that are inaccessible or potentially hazardous. Should the Client wish to have a thorough engineering inspection performed, Miller+Dodson Associates will be pleased to provide additional quotes or recommendations for such services.

Standards of Care: Although care will be taken in the performance of these services, Miller+Dodson Associates makes no representations regarding latent or concealed defects or conditions that may exist. Certain elements, such as underground piping, and concealed wiring are not accessible for visual inspection. Our report may be based on representative samples of like items, and is not meant to imply that every component was inspected or every possible defect discovered.

Right of Entry to Site: The Client grants Miller+Dodson Associates the right of entry to the project sites by its employees, agents, and subcontractors, to perform the service. The Client warrants and represents that it has the authority and permission of the owner and occupant of the property to grant right of entry to Miller+Dodson Associates.

Access to Site: The Client is responsible for arranging access for Miller+Dodson Associates employees, agents, and subcontractors, to all secured and unsecured spaces. Ladders, lifts, hoists, or other such devices as are necessary for access within the property, shall be readily available for use by Miller+Dodson Associates. In the event complete access is denied at the time the site work is first performed and Miller+Dodson's analyst must make additional trips to the site to gain necessary access, the cost of all additional travel and time on site made necessary by the initial lack of access will be billable at our prevailing hourly rates.

Notice to Residents: Unit interiors will not be included in this study (except as noted in this Proposal). However, it may still be advisable to notify the homeowners of our presence on the site.

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Force Majeure: Neither Miller+Dodson Associates or the Client shall hold the other responsible for damages or delays in performance caused by events beyond the control of the other party and which could not have been reasonably anticipated and prevented. These events include, but are not limited to, acts of governmental authority, acts of God, materially different site conditions, wars, riots, rebellions, sabotage, fires, explosions, accidents, floods, strikes or other conceded acts of workers, lockouts, changes in laws, regulations, or ordinances. The party intending to invoke force majeure shall provide prompt notice to the other party.

Delays in Work: Client will be responsible for reimbursing. Miller+Dodson Associates at the normal customary hourly rate for any on site delays caused by failure of the Client or their agents to provide access or right of entry as provided in this Agreement.

OTHER CONSIDERATIONS

Estimates of Remaining Functional Utility: The Client understands and agrees that, due to the nature of the projections and future events outside of our control, Miller+Dodson Associates cannot guarantee the remaining life expectancy or replacement cost of individual components or systems included within this study. Estimates of remaining life are necessarily based on industry experience and statistical comparisons, and on the visually apparent conditions at the time and date that the inspections are performed. Actual conditions may alter the remaining life of any item. In particular, the previous use of an item, adequacy of previous, current and future maintenance, quality of original manufacture and installation, or other unknown conditions make it impossible to state precisely when each item will require replacement or major repair. Estimates of remaining life are just that, estimates and they are to be used solely as parameters for funding and planning purposes.

Estimates of Probable Replacement Costs: The cost estimates included herein are strictly estimates. They are based on our best professional judgment and on recent experience of similar estimates and work in the area in which this study is conducted. It is the Client's responsibility to provide Miller+Dodson Associates with any information in its possession pertaining to the major replacement costs for work recently proposed or completed.

Use of Information and Documents: Miller+Dodson has the right to assume, without independent verification, that all financial and other information is accurate and complete. The client is responsible for providing documents suitable for review including, but not limited to, site and construction plans, current reserve schedules, and financial data pertaining to of reserves on hand and the annual contribution to reserves.

Confidentiality: Miller+Dodson Associates, Inc. agrees to treat all client information contained in this report as confidential.

Proprietary Material: The Client agrees that the report provided by Miller+Dodson Associates is based upon proprietary software which produces specific graphs, tables, formatting, etc., and other certain intellectual property that is exclusive to Miller+Dodson.

Ownership of the Data: The data that has been generated in the production of this report and is contained in the Replacement Reserve Inventory section of the report is the property of the Client for their unrestricted use.

Intended Use of the Work: The Client agrees that this report is intended to provide funding parameters for developing a capital reserve budget. Thorough engineering analysis and testing of the components included herein is outside the scope of this report. This report should not be construed to represent an appraisal of insurance or property value, or a replacement schedule or specification for bidding purposes.

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April 24, 2018

Specific Exclusions

Access: Unless defined in the Scope of Services above, our proposal does not in include equipment for access, such as ladders, man-lifts, or scaffolding. Nor does the proposal include underwater or boat inspections, or inspection of confined spaces.

Hazardous Materials: Hazardous materials may be present in buildings including, but not limited to, molds, radon, urea formaldehyde foam, asbestos, and lead paint. We will not inspect or test for such materials unless otherwise requested and specifically included in the Scope of Services and covered by the agreed fee. The presence of these materials may affect the cost of future capital replacements. The Client agrees that it is the Client's responsibility to alert Miller+Dodson Associates to the presence of these materials.

Code Compliance Review: Unless defined in the Scope of Services, these services will not include the evaluation of the properties' compliance with building codes, life safety codes, zoning requirements, nor other sub-trade codes. These services will not include any evaluation of the properties for compliance with the Americans with Disabilities Act, the Federal Rehabilitation Act, or the Fair Housing Act.

Specialty Construction: Unless defined in the Scope of Service, our services do not include pest inspections or evaluation of underground fuel tanks, wells, water treatment systems, septic systems, state of the art equipment (such as solar collectors), plants, foliage, trees, water or air quality, or other general environmental factors. It is preferable to have these components evaluated by specialists in these fields. However, we will incorporate the results of specialty inspections into the Study upon receipt of those inspection reports.

Post Evaluation Procedures

No Assignment: This is an agreement between Miller+Dodson Associates and the Client. The contents of the Reserve Study are not to be relied upon by any firm, person or entity, other than the client for any reason whatsoever, except for Level II Updates of the studies content that are procured by the Client.

Arbitration of Disputes: If any claim arises related to this contract or our services or reports, it shall be filed within a reasonable time after the discovery of the problem, and in no event later than one (1) year from the date the services were performed. The parties will submit to mediation in Maryland before a mutually agreeable, formally trained mediator to resolve the claim. Should mediation fail to achieve complete resolution of all claims (evidenced by way of written release), then binding arbitration at Miller+Dodson's sole discretion before a formally trained arbitrator in Maryland may be implemented. If we choose to have, a dispute settled by arbitration, judgment upon any award rendered by an arbitrator may be entered in any court having jurisdiction thereof. In any arbitration or legal action in which the defending party is found without fault, the prevailing party is entitled to the costs of its reasonable attorney's fees and costs from the non-prevailing party.

Maryland Law: This agreement shall be governed and interpreted according to the law of the State of Maryland, regardless of where any arbitration proceedings or litigation may take place.

Limit of Liability: Our liability for any claims related to this Agreement or the services rendered will not exceed the amount of the fee paid for the service.

millerdodson
CAPITAL RESERVE CONSULTANTS

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April 24, 2018

Fee Schedule for Meetings and Additional Consulting Services*:

	Hourly	Per Diem **
James W. Dodson, Principal	$200	$2,000
Peter B. Miller, Principal	$200	$2,000
Other Analysts	$140	$1,400
Strategic Funding Planning (quoted as "hourly not to exceed")	$300	N/A
Clerical	$ 50	N/A
Travel	Prevailing IRS rates	
Litigation Preparation	$200	N/A
Litigation Testimony	N/A	$2,000

* Rates subject to change without notice.

** Per diem rates apply to expert witness preparation and testimony.

END OF PROPOSAL, AND TERMS AND CONDITIONS

Initials _____

Circle C Landscape
Circle C Homeowners Association
Green Community Landscape and Irrigation Model

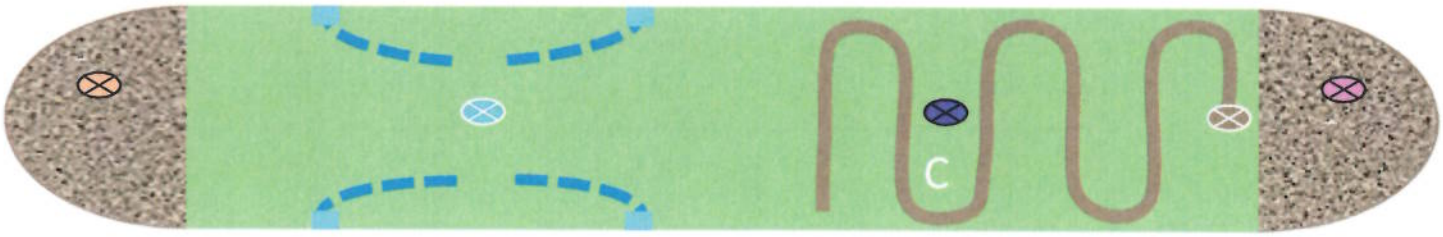
Principles of the Green Community Model

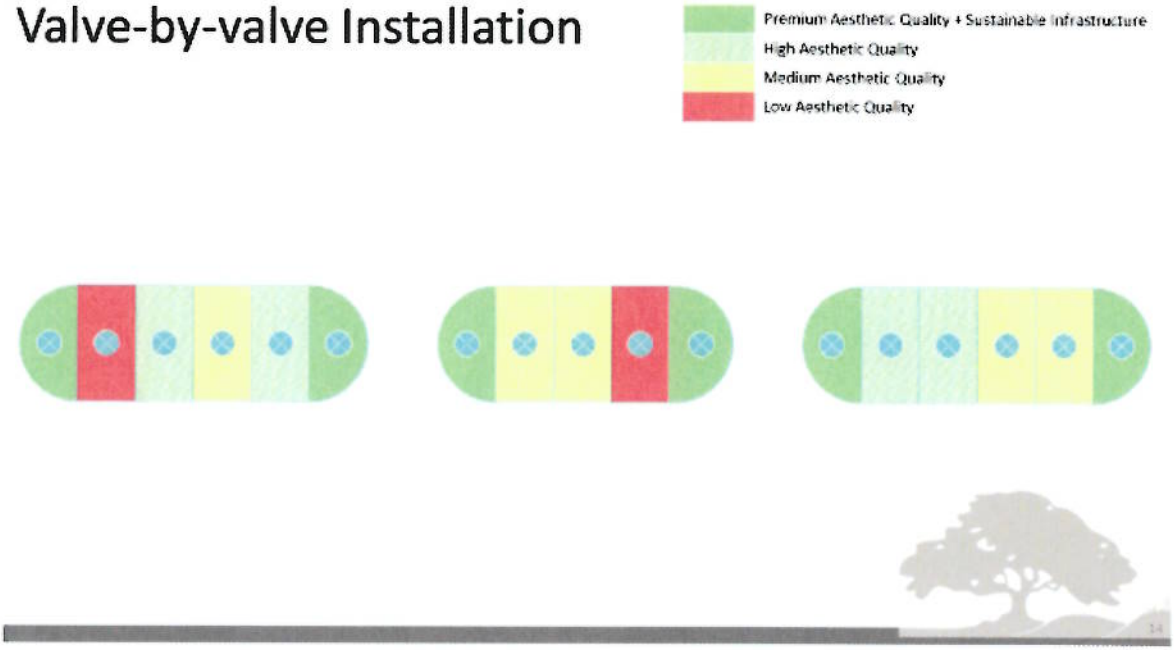
- Utilize drought tolerant and native plant selections, using the City of Austin Grow Green suggestions as a basis for plantings
- Eliminate turf areas through the use of rock work and beds in selected locations
- Transition all remaining turf areas to Pallisades Zoysia or equivalent turf. Pallisades Zoysia is a drought tolerant turf that will go dormant in response to low water and hot summer heat but revive in less extreme conditions.
- Limit use of pesticides and herbicides, employ organic methods whenever possible
- Employ plant diversification throughout the property to prevent widespread damage to monoculture plants by disease.
- Institute an aggressive tree replacement planting program, using diversified trees that protect against major tree predators like oak wilt.
- Use the adopted City of Austin Integrated Pest Management guidelines.
- Convert to drip irrigation whenever possible.
- In non-irrigated areas existing near residential homes, utilize wildflowers and rock work to create sustainable, low maintenance, and beneficial natural areas.

Addressing Ongoing Irrigation Infrastructure and Landscape Improvements Utilizing the Valve to Valve Model

- The valve to valve model is an evaluation strategy for assessing the following in any area scheduled for improvement:
  - Design and irrigation are evaluated by going from irrigation valve to irrigation valve to set replacement priorities
  - Existing irrigation main line and wiring are evaluated for age and condition
  - Renovations include main line replacement and wiring conduit if necessary
  - The model allows custom design of each area
  - As part of the renovation, each area is mapped and entered into the CCHOA commons area data base.

Valve to Valve Model showing new drip, existing above ground, capped off irrigation for rockwork





Valve to Valve Model showing Landscape evaluation and planning

Circle C Landscape
Escarpment Infrastructure Improvement

Circle C Landscape has extensively researched the Escarpment Irrigation Loop. The loop must be addressed and redesigned as a whole. The traditional approach to replacing an irrigation system is to design the above ground landscape and then design the irrigation system to support it. Circle C Landscape believes that the Escarpment loop cannot be divided into sections arbitrarily without incurring significant loss to the landscape. Due to this circumstance, the only alternative to reinstalling the entire loop at once is to find a way to run the old system concurrently with any new installation.

- The irrigation wiring is the most pressing problem on the loop.
- The scope of this proposal is to install a protected wire conduit path compatible with the existing design elements on Escarpment, reduce the risk of catastrophic loss, and cause minimal disturbance to the neighborhood. This solution would allow the existing system to run concurrently with the new wiring install, create a path to replace the electrical infrastructure now and in the future with ease, protect trees and preserve existing vegetation during the renovation, and allow for custom on-site design to move the infrastructure out of the right-of-way whenever possible. This is an unconventional approach which specifically addresses the difficult circumstances of the Escarpment loop. The project may be conducted over several years. In future years, the remainder of the system could be addressed in a valve to valve way.

Included in the project:

- Rock and conduit install on the medians, east and west sides of Escarpment, at the Swim Center and applicable parts of LaCrosse
- Rock on all medians from bridge to Aden Lane designed to match existing flat rock installations
- Micro-trench and install electrical conduit, bury and cover with landscape cloth and either river rock or flat rock depending on on-site conditions
- Install two-wire in the conduit path
- Install three Hunter ACC two-wire controllers
- Move the wire pathway out of the right-of-way whenever possible
- Supply decoders for the existing valves and insert as the wiring fails (slowly convert the old electrical system to the new system as lead wiring fails)
- Remove all node clocks and connect with two-wire to the new controllers
- Assist CCHOA in finding optimal sleeve locations, CCHOA to perform all bores
- Provide mainline through all sleeve locations to prepare for future main line replacement
- Provide PVC protection with two leads for decoders at valve splices
- Provide sturdy square valve boxes at each valve
- Provide 3M Direct Bury Gel Caps

Total Price: $1,150,000.00

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