

CCHOA Board Meeting Agenda
24 September 2019, 6:30pm
Circle C Community Center

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of August 27, 2019 board meeting minutes *Russ Hodes*
- IV. Homeowner Forum (*3 min each*)
- V. Management Reports
 - a. General Report, *Karen Hibpshman*
 - 1. August YTD Financials
 - b. Landscape Report, *Clayton Hoover*
 - c. Aquatics Report, *Brody McKinley*
 - d. Maintenance Report, *Robert Bardeleben*
- VI. Discussion Items
 - a. 2020 Draft Budget
 - b. Escarpment Loop Project
 - c. Social Media Policy
 - d. ACC Committee Member Guidelines
 - e. Common area/Maintenance guidelines
- VII. Action Items
 - a. Collections action
- VIII. Adjourn Public Meeting
- IX. Executive Session
 - a. Hearing

Attachments

- 1. Aug 2019 Board Meeting Minutes
- 2. General Report (including YTD Financials)
- 3. Landscape Report
- 4. Aquatics Report
- 5. Maintenance Report
- 6. 2020 Draft Budget
- 7. Common are/Maintenance guidelines

**Circle C Homeowners Association
Manager's Report
August 20, 2019 – September 20, 2019**

Violation Report (Aug 20th, 2019 – Sept 20th, 2019)

272 Violations

- 38 (14%) Rubbish and Debris
- 170 (63%) Front Yard Maintenance
- 14 (1%) Architectural
- 6 (2%) Vehicle Storage
- 32 (12%) Repair of Exterior Damages
- 2 (1%) Exterior Lighting
- 6 (3%) Driveway
- 1 (1%) Offensive Activities
- 1 (1%) Recreational Equipment
- 1 (1%) Fencing
- 1 (1%) Common Properties
- 1 (1%) Abutting Landscape Area
- 1 (1%) Protective Covenants

272 Violations by Stage

- 230 (77%) stage 1/cooperative letters
- 37 (8%) stage 2 letters
- 5 (%) stage 3 letters

274 Violation Updates/Creates

- 82 (30%) Closed
- 159 (58%) New
- 28 (10%) Escalated
- 3 (1%) Re-Opened
- 2 (1%) Attorney

Administration

27 New Homeowner Packets mailed August 20th – September 19th

Financial

AP checks were signed September 19th with Terri Giles

Upcoming Special Events

- Oct 11th – Last Food Truck Night for 2019
- Oct 19th – Community Wide Garage Sale
- Oct 28th – Boo Bash
- Oct 29th – Oct Board Meeting

Project/Updates

- The Escarpment Landscaping/Irrigation plans were sent out to bid to 5 companies. 1 company declined to bid.
- Battery backup was installed at the Community Center.
- The 2nd semi-annual billing for Rowell was submitted for \$26,184.40.
- The City of Austin invoice for \$17,600 was paid.
- Community Wide Garage Sale is scheduled for October 19th. We will have paper shredding, electronic recycling and Salvation Army at the Community Center
- The Community Center is an official voting location on Nov 5th.
- The board approved the AISD easement documents and the MOU. After going back and forth, it was agreed that the changes were not needed

• Capital Projects

2019 Capital Budget Projects include:

| | |
|---|----------------------------------|
| Swim Center - Furniture | Completed |
| Landscaping – Irrigation Infrastructure | Continuing Project |
| Landscaping – Slaughter tree trimming | Completed |
| Landscaping – Rock Word | Continuing Project |
| Landscaping – Dahlgreen/La Crosse Ave | Completed |
| Pool Covers | Completed |
| SC Wade Pool Repairs | Completed |
| Avana – Re-staining | Completed |
| CC – Replace final handrail | Completed |
| Wildflower Park – Picnic Tables/Benches | Completed |
| Monument | Project has been sent out to bid |

| | |
|----------------------|---|
| Escarpment Project | Plans have been sent out to bid |
| Construction Repairs | Repairs due to construction have been done at Bernia, Trissino, Slaughter, La Crosse, Escarpment and Archeleta. |

Current or Future Projects

- Irrigation Infrastructure
- Signage
- Monuments
- Landscape Prep
- Expansion of CCCC pool
- Phase II
- Additional Playgrounds.

Circle C Homeowners Association
Board Meeting Minutes
August 27, 2019

1. The CCHOA Board of Directors convened on Aug 27, 2019 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, Michael Chu, AE Martin and Russ Hodes. Kim Ackermann, Steve Urban and Jason Bram were not present. CCHOA Manager Karen Hibpshman was in attendance. Marnie McLeod, Assistant Manager was in attendance. Brody McKinley, Aquatics Director was present. Robert Bardeleben, Facilities Coordinator was present. Clayton Hoover from Circle C Landscape were present.
2. Natalie asked if there were any changes to the agenda. Karen asked that Patrick Newman from the Wildflower Center and James Mosely to the Homeowner Forum. Michael motioned to accept the agenda with the changes. Russ seconded the motion. All were in favor and the motion passed.
3. Natalie presented the July 30, 2019 board meeting minutes. Russ motioned to accept the minutes as written. Michael seconded the motion. All were in favor and the motion passed.
4. Natalie introduced the Homeowner Forum. Guest Patrick Newman from the Wildflower Center. Patrick presented two preliminary conceptual drawings for parking solutions at the Wildflower Center. As more information is available it will be shared with the board and the residents. James Moseley expressed his satisfaction and gratitude for the good job that Circle C Landscaping does in the neighborhood, he also addressed the board questioning their approval of the landscaping contract extension and his desire to have the contract be bid out prior to the conclusion of the existing contract.
5. Karen presented the management report and the YTD Financials.
6. Clayton presented the landscaping report.
7. Brody presented the aquatics report.
8. Robert presented the maintenance report
9. The first discussion item was the Escarpment Loop Project. Karen updated the board that this has been sent out to 5 companies for bid and all bids should be received in the next two weeks.
10. The first action item was the Fining Policy. Michael requested that “you or your spouse” under #f be changed to “the owner or owners’ spouse”. Russ motioned to adopt the fining policy with the change. Michael seconded the motion. All were in favor and the motion passed.
11. The second action item was the Acceptance of Phase 1, Sec 2, blk C, Lot 40. Michael motioned to accept Phase 1, Sec 2, Blk C. Lot 40, Phase 2, Sec 1, Blk C, Lot 17 (Travis & Hays), ABS 196 SUR 431 COCKE H W & ABS 2301 SUR 43 HUDSON C W ACR 7.6893 and ABS 2301 SUR 43 HUDSON C W ACR 21.1471. Russ seconded the motion. All were in favor and the motion passed.
12. Michael motioned to adjourn the Public Meeting at 7:37pm. Russ seconded the motion. All were in favor and the motion passed.

13. No executive session

2019 CCHOA INCOME BUDGET

| Category | Subcategory | 2019 Budget | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Totals | % |
|--|-----------------------------|-----------------------|--------------------|-----------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|------|
| Homeowner Income | Homeowner Dues | \$3,527,000 | \$42,966.08 | \$986,492.36 | \$524,743.93 | \$159,979.86 | \$109,207.83 | \$44,701.57 | \$1,076,359.10 | \$459,829.33 | \$3,404,280.06 | 97% |
| Homeowner Income | Resale Certificates | \$75,000 | \$3,825.00 | \$5,175.00 | \$6,975.00 | \$10,125.00 | \$10,800.00 | \$8,325.00 | \$9,000.00 | \$7,425.00 | \$61,650.00 | 82% |
| Homeowner Income | Transfer Fees I0come | \$100,000 | \$5,514.57 | \$2,450.00 | \$5,950.00 | \$7,350.00 | \$8,400.00 | \$11,200.00 | \$10,150.00 | \$9,975.00 | \$60,989.57 | 61% |
| Homeowner Income | Late Fees Collected | \$20,000 | \$2,113.00 | \$1,523.19 | \$1,542.65 | \$2,529.93 | \$2,875.29 | \$1,472.49 | \$1,871.51 | \$1,456.74 | \$15,384.80 | 77% |
| Homeowner Income | Lien Admin Fees Income | \$400 | \$84.00 | \$83.30 | \$70.00 | \$42.00 | \$28.00 | \$56.00 | \$14.00 | \$14.00 | \$391.30 | 98% |
| Homeowner Income | Filing Fee Income | \$1,250 | \$364.70 | \$238.00 | \$280.00 | \$168.00 | \$140.85 | \$195.15 | \$56.00 | \$56.78 | \$1,499.48 | 120% |
| Homeowner Income | NSF Charges | \$100 | \$0.00 | \$25.00 | \$25.00 | \$0.00 | \$0.00 | \$0.00 | \$25.00 | \$25.00 | \$100.00 | 100% |
| Homeowner Income | Collection Fee Income | \$250 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| Homeowner Income Total | | \$3,724,000 | \$54,867.35 | \$995,986.85 | \$539,586.58 | \$180,194.79 | \$131,451.97 | \$65,950.21 | \$1,097,475.61 | \$478,781.85 | \$3,544,295.21 | 95% |
| Architectural Review Income | Architectural Review I0come | \$25,000 | \$5,610.00 | \$6,585.00 | \$5,560.00 | \$8,835.00 | \$8,085.00 | \$1,739.41 | \$930.00 | \$1,095.00 | \$38,439.41 | 154% |
| Architectural Review I0come Total | | \$25,000 | \$5,610.00 | \$6,585.00 | \$5,560.00 | \$8,835.00 | \$8,085.00 | \$1,739.41 | \$930.00 | \$1,095.00 | \$38,439.41 | 154% |
| Rental Income | Office Rent | \$8,300 | \$2,193.28 | \$0.00 | \$0.00 | \$2,193.28 | \$0.00 | \$0.00 | \$2,193.28 | \$1,438.65 | \$8,018.49 | 97% |
| Rental Income | Grill Rent | \$6,300 | \$512.50 | \$512.50 | \$512.50 | \$512.50 | \$512.50 | \$0.00 | \$1,025.00 | \$512.50 | \$4,100.00 | 65% |
| Rental Income Total | | \$14,600 | \$2,705.78 | \$512.50 | \$512.50 | \$2,705.78 | \$512.50 | \$0.00 | \$3,218.28 | \$1,951.15 | \$12,118.49 | 83% |
| Aquatics Income | Pool Programs | \$88,000 | \$1,073.75 | \$2,511.50 | \$9,689.00 | \$11,049.50 | \$18,273.50 | \$19,078.36 | \$11,536.25 | \$5,162.25 | \$78,374.11 | 89% |
| Aquatics Income | Pool Programs - Swim Team | \$143,500 | \$6,514.50 | \$6,665.00 | \$7,560.00 | \$8,880.00 | \$10,865.00 | \$8,721.50 | \$7,030.00 | \$11,822.00 | \$68,058.00 | 47% |
| Aquatics Income | Facility Income | \$37,500 | \$6,945.66 | \$136.66 | \$7,068.01 | \$4,192.66 | \$10,958.81 | \$9,245.82 | \$6,654.57 | \$4,838.68 | \$50,040.87 | 133% |
| Aquatics Income Total | | \$269,000 | \$14,533.91 | \$9,313.16 | \$24,317.01 | \$24,122.16 | \$40,097.31 | \$37,045.68 | \$25,220.82 | \$21,822.93 | \$196,472.98 | 73% |
| CCCC Income | CCCC Facility Rentals | \$50,000 | \$4,590.00 | \$3,492.50 | \$3,165.00 | \$4,152.48 | \$4,885.00 | \$11,050.00 | \$900.00 | \$13,839.00 | \$46,073.98 | 92% |
| CCCC Income Total | | \$50,000 | \$4,590.00 | \$3,492.50 | \$3,165.00 | \$4,152.48 | \$4,885.00 | \$11,050.00 | \$900.00 | \$13,839.00 | \$46,073.98 | 92% |
| Landscape Reimbursements | Stratus Reimb | \$97,000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$48,500.00 | \$48,500.00 | \$0.00 | \$97,000.00 | 100% |
| Landscape Reimbursements | COA Reimb | \$17,600 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$17,600.00 | \$17,600.00 | 100% |
| Landscape Reimbursements Total | | \$114,600 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$48,500.00 | \$48,500.00 | \$17,600.00 | \$114,600.00 | 100% |
| Miscellaneous | Interest Income | \$5,000 | \$1,358.45 | \$1,235.21 | \$4,542.19 | \$2,205.31 | \$1,436.26 | \$1,240.31 | \$173.62 | \$1,456.89 | \$13,648.24 | 273% |
| Miscellaneous | Sales Tax Discount | \$0 | \$1.18 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1.18 | |
| Miscellaneous Total | | \$5,000 | \$1,359.63 | \$1,235.21 | \$4,542.19 | \$2,205.31 | \$1,436.26 | \$1,240.31 | \$173.62 | \$1,456.89 | \$13,649.42 | 273% |
| Rowell Reimbursement | The Rowell HOA | \$45,000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$22,778.61 | \$0.00 | \$22,778.61 | 51% |
| The Rowell Total | | \$45,000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$22,778.61 | \$0.00 | \$22,778.61 | 51% |
| Grand Total | | \$4,247,200.00 | \$83,666.67 | \$1,017,125.22 | \$577,683.28 | \$222,215.52 | \$186,468.04 | \$165,525.61 | \$1,199,196.94 | \$536,546.82 | \$3,988,428.10 | 94% |

2019 CCHOA EXPENSE BUDGET

| Category | Subcategory | 2019 Budget | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Totals | % |
|-----------------------|------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|------|
| Commons Area Services | Landscape Maint Contract | \$1,155,950 | \$96,329.24 | \$96,329.24 | \$96,329.24 | \$96,329.24 | \$96,329.24 | \$96,329.24 | \$96,329.24 | \$96,329.24 | \$770,633.92 | 67% |
| Commons Area Services | Contract Landscape SC | \$30,318 | \$2,526.56 | \$2,526.56 | \$2,526.56 | \$2,526.56 | \$2,526.56 | \$2,526.56 | \$2,526.56 | \$2,526.56 | \$20,212.48 | 67% |
| Commons Area Services | Contract Landscape CCCC | \$30,318 | \$2,526.56 | \$2,526.56 | \$2,526.56 | \$2,526.56 | \$2,526.56 | \$2,526.56 | \$2,526.56 | \$2,526.56 | \$20,212.48 | 67% |
| Commons Area Services | Contract Landscape AV | \$21,500 | \$1,791.65 | \$1,791.65 | \$1,791.65 | \$1,791.65 | \$1,791.65 | \$1,791.65 | \$1,791.65 | \$1,791.65 | \$14,333.20 | 67% |
| Common Area Services | Contract Landscape GR | \$21,500 | \$1,791.65 | \$1,791.65 | \$1,791.65 | \$1,791.65 | \$1,791.65 | \$1,791.65 | \$1,791.65 | \$1,791.65 | \$14,333.20 | 67% |
| Common Area Services | Common Area Holiday Lighting | \$43,075 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| Commons Area Services | 2016 Land Additions | \$5,000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$750.00 | \$0.00 | \$0.00 | \$750.00 | 15% |
| Commons Area Services | Landscape Repairs | \$70,000 | \$925.00 | \$982.95 | \$0.00 | \$7,680.00 | \$11,441.00 | \$13,137.69 | \$7,943.11 | \$16,875.00 | \$58,984.75 | 84% |
| Commons Area Services | Landscape Water Utilities | \$245,000 | \$3,019.22 | \$3,261.90 | \$2,635.14 | \$5,181.30 | \$6,646.60 | \$7,637.92 | \$17,516.97 | \$33,397.92 | \$79,296.97 | 32% |
| Commons Area Services | COA Water Utility Compliance | \$8,000 | \$7,998.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$7,998.50 | 100% |
| Common Area Services | Landscape Electric Utilities | \$36,000 | \$4,533.35 | \$3,562.85 | \$2,651.75 | \$2,560.08 | \$2,894.89 | \$3,522.94 | \$2,740.76 | \$2,585.05 | \$25,051.67 | 70% |
| Common Area Services | Tree Care | \$25,000 | \$8,340.00 | \$985.00 | \$0.00 | \$0.00 | \$0.00 | \$2,580.00 | \$0.00 | \$2,800.00 | \$14,705.00 | 59% |
| Commons Area Services | Fence Repairs & Maint | \$7,000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$7,000.00 | \$7,000.00 | 100% |
| Commons Area Services | Electrical Repairs & Maint | \$13,000 | \$1,638.25 | \$0.00 | \$62.68 | \$1,361.98 | \$55.00 | \$0.00 | \$0.00 | \$1,008.12 | \$4,126.03 | 32% |

| | | | | | | | | | | | | |
|-------------------------------------|-----------------------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|------|
| Common Area Services | Neighborhood Maint & Repair | \$17,000 | \$1,847.83 | \$1,489.46 | -\$75.60 | \$862.98 | \$77.58 | \$252.32 | \$687.37 | \$4,523.22 | \$9,665.16 | 57% |
| Common Area Services | Non Contract Landscape - SC | \$15,000 | \$0.00 | \$0.00 | \$37.89 | \$0.00 | \$2,430.21 | \$2,408.56 | \$0.00 | \$0.00 | \$4,876.66 | 33% |
| Commons Area Services Total | | \$1,743,661 | \$133,267.81 | \$115,247.82 | \$110,277.52 | \$122,612.00 | \$128,510.94 | \$135,255.09 | \$133,853.87 | \$173,154.97 | \$1,052,180.02 | 60% |
| Aquatics Facilities | Administrative | \$58,000 | \$3,272.11 | \$3,500.99 | \$4,768.90 | \$7,971.80 | \$4,332.42 | \$2,424.21 | \$1,456.75 | \$924.89 | \$28,652.07 | 49% |
| Aquatics Facilities | Supplies - Pool | \$16,000 | \$549.45 | \$542.87 | \$97.76 | \$913.49 | \$546.25 | \$651.07 | \$1,133.52 | \$142.50 | \$4,576.91 | 29% |
| Aquatics Facilities | Supplies - Chemicals | \$71,000 | \$3,880.50 | \$2,991.37 | \$3,407.06 | \$4,885.80 | \$4,020.21 | \$7,221.63 | \$6,974.27 | \$7,132.20 | \$40,513.04 | 57% |
| Aquatics Facilities | Supplies & Fees - Swim Team | \$25,000 | -\$88.32 | \$923.44 | \$1,635.56 | \$2,246.38 | \$845.56 | \$486.25 | \$756.58 | \$654.69 | \$7,460.14 | 30% |
| Aquatics Facilities | Maintenance - Pool | \$81,500 | \$6,489.94 | \$8,537.05 | \$11,475.09 | \$1,741.38 | \$3,986.74 | \$4,610.77 | \$6,483.30 | \$6,060.90 | \$49,385.17 | 61% |
| Aquatics Facilities | Maintenance - Building | \$52,000 | \$1,952.39 | \$2,343.33 | \$4,668.34 | \$2,498.59 | \$2,355.92 | \$3,590.31 | \$3,384.78 | \$1,231.03 | \$22,024.69 | 42% |
| Aquatics Facilities | Payroll - Staff | \$652,000 | \$24,221.01 | \$27,355.01 | \$28,894.61 | \$46,641.49 | \$94,007.28 | \$109,680.46 | \$117,515.47 | \$108,670.27 | \$556,985.60 | 85% |
| Aquatics Facilities | Payroll - Programming Staff | \$41,000 | \$536.40 | \$742.97 | \$1,048.31 | \$2,418.58 | \$5,771.47 | \$7,148.89 | \$7,056.70 | \$6,858.53 | \$31,581.85 | 77% |
| Aquatics Facilities | Payroll - Swim Team | \$121,825 | \$6,166.23 | \$7,138.88 | \$7,567.82 | \$7,326.13 | \$11,357.44 | \$6,674.13 | \$8,117.41 | \$6,113.68 | \$60,461.72 | 50% |
| Aquatics Facilities | SC-Utilities - Water | \$30,000 | \$1,359.82 | \$1,600.79 | \$1,913.31 | \$4,328.37 | \$1,947.21 | \$1,894.99 | \$2,285.68 | \$2,450.56 | \$17,780.73 | 59% |
| Aquatics Facilities | Avana _Utilities-Water | \$4,500 | \$101.48 | \$101.48 | \$101.48 | \$202.96 | \$0.00 | \$100.85 | \$100.85 | \$771.74 | \$1,480.84 | 33% |
| Aquatics Facilities | GR - Utilities - Water | \$4,500 | \$203.46 | \$187.76 | \$211.08 | \$210.38 | \$193.59 | \$205.44 | \$213.88 | \$248.46 | \$1,674.05 | 37% |
| Aquatics Facilities | SC-Utilities - Electric | \$28,000 | \$2,062.57 | \$2,131.34 | \$1,537.70 | -\$391.43 | \$1,876.07 | \$2,680.15 | \$1,648.83 | \$1,881.28 | \$13,426.51 | 48% |
| Aquatics Facilities | Avana - Utilities- Electric | \$12,000 | \$853.83 | \$834.52 | \$785.95 | \$813.93 | \$806.70 | \$794.20 | \$960.68 | \$977.69 | \$6,827.50 | 57% |
| Aquatics Facilities | GR -Utilities-Electric | \$6,000 | \$416.23 | \$437.06 | \$437.06 | \$401.95 | \$416.60 | \$420.76 | \$439.43 | \$441.49 | \$3,411.31 | 57% |
| Aquatics Facilities | Utilities - Natural Gas | \$32,000 | \$6,328.07 | \$5,142.85 | \$3,856.42 | \$2,822.30 | \$2,453.28 | \$856.17 | \$357.25 | \$362.43 | \$22,178.77 | 69% |
| Aquatics Facilities | SC-Utilities - Telephone/Internet | \$11,000 | \$421.30 | \$506.26 | \$506.26 | \$511.59 | \$511.57 | \$1,272.20 | \$329.56 | \$1,359.93 | \$5,418.67 | 49% |
| Aquatics Facilities | Avana - Telephone/Internet | \$4,000 | \$307.26 | \$626.73 | \$119.18 | \$118.72 | \$128.43 | \$118.80 | \$121.03 | \$290.53 | \$1,830.68 | 46% |
| Aquatics Facilities | GR - Telephone/Internet | \$4,000 | \$171.80 | \$190.92 | \$182.21 | \$181.75 | \$181.63 | \$181.66 | \$183.89 | \$184.82 | \$1,458.68 | 36% |
| Aquatic Facilities Total | | \$1,254,325 | \$59,205.53 | \$65,835.62 | \$73,214.83 | \$85,844.16 | \$135,738.37 | \$151,012.94 | \$159,519.86 | \$146,757.62 | \$877,128.93 | 70% |
| Circle C Community Center | Utilities - Water | \$35,000 | \$1,690.42 | \$1,740.86 | \$1,862.29 | \$4,311.05 | \$5,254.63 | \$2,808.59 | \$1,408.57 | \$1,662.89 | \$20,739.30 | 59% |
| Circle C Community Center | Utilities - Electric | \$20,000 | \$1,744.57 | \$1,654.03 | \$1,635.92 | \$1,614.18 | \$1,422.23 | \$1,711.96 | \$2,135.70 | \$2,577.53 | \$14,496.12 | 72% |
| Circle C Community Center | Utilities - Telephone/Internet | \$9,600 | \$0.00 | \$688.34 | \$688.34 | \$688.34 | \$609.21 | \$608.07 | \$608.07 | \$608.07 | \$4,498.44 | 47% |
| Circle C Community Ctr | Events Payroll | \$6,000 | \$0.00 | \$265.02 | \$255.18 | \$204.98 | \$1,068.25 | \$651.31 | \$304.92 | \$326.81 | \$3,076.47 | 51% |
| Circle C Community Center | Furniture | \$2,000 | \$0.00 | \$404.62 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$404.62 | 20% |
| Circle C Community Center | Maintenance - Building | \$39,500 | \$3,179.28 | \$1,962.39 | \$2,663.13 | \$2,696.88 | \$6,425.76 | \$3,051.68 | \$8,600.80 | \$2,494.17 | \$31,074.09 | 79% |
| Circle C Community Ctr Total | | \$112,100 | \$6,614.27 | \$6,715.26 | \$7,104.86 | \$9,515.43 | \$14,780.08 | \$8,831.61 | \$13,058.06 | \$7,669.47 | \$74,289.04 | 66% |
| Maintenance Operations | Office Supplies | \$1,600 | \$0.00 | \$93.12 | \$632.60 | -\$0.01 | \$0.00 | \$267.60 | \$0.00 | \$0.00 | \$993.31 | 62% |
| Maintenance Operations | Employee Education | \$1,200 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$183.46 | \$183.46 | 15% |
| Maintenance Operations | Uniforms | \$1,800 | \$0.00 | \$0.00 | \$0.00 | \$738.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$738.00 | 41% |
| Maintenance Operations | Staff Recruitment | \$300 | \$0.00 | \$35.00 | \$0.00 | \$0.00 | \$160.52 | \$0.00 | \$0.00 | \$0.00 | \$195.52 | 65% |
| Maintenance Operations | Safety Equip/Supplies | \$900 | \$253.76 | \$68.06 | \$0.00 | \$194.71 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$516.53 | 57% |
| Maintenance Operations | Maintenance Payroll | \$175,000 | \$12,661.54 | \$12,661.54 | \$12,661.54 | \$12,661.54 | \$18,992.31 | \$12,661.54 | \$12,661.54 | \$12,661.54 | \$107,623.09 | 61% |
| Maintenance Operations | Pool Tech | \$69,000 | \$4,726.69 | \$5,877.92 | \$7,155.68 | \$4,928.84 | \$7,115.41 | \$5,029.59 | \$6,288.19 | \$5,938.64 | \$47,060.96 | 68% |
| Maintenance Operations | Payroll Taxes | \$15,000 | \$1,090.17 | \$1,063.54 | \$1,031.32 | \$1,033.01 | \$1,561.63 | \$1,053.95 | \$1,096.70 | \$1,020.25 | \$8,950.57 | 60% |
| Maintenance Operations | Computer/Software | \$1,000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| Maintenance Operations | Tools/Supplies | \$5,000 | \$19.78 | \$1,419.36 | \$1,106.54 | \$125.18 | \$170.58 | \$0.00 | \$0.00 | \$949.66 | \$3,791.10 | 76% |
| Maintenance Operations | Office Furniture | \$500 | \$0.00 | \$0.00 | \$586.59 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$586.59 | 117% |
| Maintenance Operations Total | | \$271,300 | \$18,751.94 | \$21,218.54 | \$23,174.27 | \$19,681.27 | \$28,000.45 | \$19,012.68 | \$20,046.43 | \$20,753.55 | \$170,639.13 | 63% |
| HOA Operations | Office Supplies | \$9,000 | \$261.59 | \$3,016.78 | \$375.23 | \$160.56 | \$510.39 | \$624.73 | \$819.83 | \$505.78 | \$6,274.89 | 70% |
| HOA Operations | Equip & Maintenance | \$14,000 | \$252.13 | \$183.93 | \$1,994.17 | \$252.10 | \$189.33 | \$2,570.77 | \$189.23 | \$1,353.88 | \$6,985.54 | 50% |
| HOA Operations | HOA Owned Vehicle Expense | \$7,000 | \$271.34 | \$183.13 | \$407.44 | \$353.66 | \$252.42 | \$288.69 | \$281.72 | \$376.02 | \$2,414.42 | 34% |
| HOA Operations | Postage | \$16,000 | \$3,646.60 | \$1,752.95 | \$185.40 | \$851.25 | \$3,185.15 | \$246.00 | \$1,788.85 | \$350.60 | \$12,006.80 | 75% |
| HOA Operations | Web Operations | \$3,000 | \$71.00 | \$323.00 | \$456.08 | \$171.88 | \$24.00 | \$24.00 | \$24.00 | \$24.00 | \$1,167.96 | 39% |
| HOA Operations | Printing | \$2,000 | \$990.97 | \$0.00 | \$385.55 | \$0.00 | \$112.35 | \$0.00 | \$764.22 | \$0.00 | \$2,253.09 | 113% |
| HOA Operations | HOA Meetings | \$6,000 | \$0.00 | \$593.69 | \$69.94 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$663.63 | 11% |
| HOA Operations | Deed Restrictions | \$5,000 | \$703.56 | \$0.00 | \$0.00 | \$708.56 | \$0.00 | \$0.00 | \$708.56 | \$0.00 | \$2,120.68 | 42% |
| HOA Operations | HOA Special Events | \$30,000 | \$7,596.32 | \$3,686.00 | \$1,611.60 | \$1,879.21 | \$480.00 | \$1,449.43 | \$1,521.95 | \$419.23 | \$18,643.74 | 62% |
| HOA Operations Total | | \$92,000 | \$13,793.51 | \$9,739.48 | \$5,485.41 | \$4,377.22 | \$4,803.64 | \$5,203.62 | \$6,098.36 | \$3,029.51 | \$52,530.75 | 57% |
| Financial Management | Management Services | \$105,000 | \$8,764.94 | \$8,781.18 | \$8,854.26 | \$8,796.84 | \$9,383.78 | \$9,336.11 | \$9,317.08 | \$9,292.14 | \$72,526.33 | 69% |
| Financial Management | Resale Certificate | \$15,000 | \$864.26 | \$1,200.00 | \$1,500.00 | \$2,394.77 | \$2,545.11 | \$2,123.67 | \$2,400.00 | \$1,600.00 | \$14,627.81 | 98% |
| Financial Management | Lien Filing Administrative Fees | \$500 | \$156.00 | \$130.00 | \$130.00 | \$52.00 | \$78.00 | \$52.00 | \$0.00 | \$26.00 | \$624.00 | 125% |
| Financial Management | Bank Fees | \$30,000 | \$1,755.82 | -\$580.48 | \$5,337.50 | \$4,725.70 | \$4,144.67 | \$4,531.76 | \$1,931.66 | \$7,595.93 | \$29,442.56 | 98% |

| | | | | | | | | | | | | | |
|--|-------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|--------|------------|
| Financial Management | CPA/Audit | \$8,000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| Financial Management Total | | \$158,500 | \$11,541.02 | \$9,530.70 | \$15,821.76 | \$15,969.31 | \$16,151.56 | \$16,043.54 | \$13,648.74 | \$18,514.07 | \$117,220.70 | | 74% |
| HOA Management | Management Payroll | \$205,000 | \$9,585.36 | \$10,611.88 | \$9,696.84 | \$12,304.65 | \$18,921.39 | \$12,614.26 | \$12,614.26 | \$12,614.26 | \$98,962.90 | | 48% |
| HOA Management | Management Payroll Taxes | \$15,000 | \$825.31 | \$913.63 | \$810.62 | \$1,020.62 | \$1,643.63 | \$1,366.39 | \$1,421.81 | \$1,322.70 | \$9,324.71 | | 62% |
| HOA Management | Mileage Reimbursement | \$6,000 | \$305.66 | \$511.56 | \$276.08 | \$280.55 | \$258.68 | \$158.92 | \$862.97 | \$624.08 | \$3,278.50 | | 55% |
| HOA Management | Insurance Stipend | \$36,000 | \$4,005.52 | \$3,771.88 | \$3,771.88 | \$2,678.12 | \$4,476.13 | \$4,171.88 | \$4,171.88 | \$4,171.88 | \$31,219.17 | | 87% |
| HOA Management | Cont Ed & Skills Enhancement | \$2,000 | \$40.00 | \$0.00 | \$0.00 | \$50.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$90.00 | | 5% |
| HOA Management Total | | \$264,000 | \$14,761.85 | \$15,808.95 | \$14,555.42 | \$16,333.94 | \$25,299.83 | \$18,311.45 | \$19,070.92 | \$18,732.92 | \$142,875.28 | | 54% |
| Architectural Review Expenses | Architectural Review Expenses | \$15,000 | \$2,362.50 | \$2,790.75 | \$2,506.75 | \$3,625.50 | \$3,462.00 | \$891.25 | \$441.25 | \$735.00 | \$16,815.00 | | 112% |
| Architectural Review Expenses Total | | \$15,000 | \$2,362.50 | \$2,790.75 | \$2,506.75 | \$3,625.50 | \$3,462.00 | \$891.25 | \$441.25 | \$735.00 | \$16,815.00 | | 112% |
| Legal Services | Legal Services | \$20,000 | \$809.41 | \$2,080.00 | \$1,818.17 | \$1,826.50 | \$601.16 | \$3,542.21 | \$915.92 | \$173.59 | \$11,766.96 | | 59% |
| Legal Services Total | | \$20,000 | \$809.41 | \$2,080.00 | \$1,818.17 | \$1,826.50 | \$601.16 | \$3,542.21 | \$915.92 | \$173.59 | \$11,766.96 | | 59% |
| Taxes | Property | \$6,500 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | 0% |
| Taxes Total | | \$6,500 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | 0% |
| Insurance | General, Property, Boiler & Auto, t | \$65,000 | \$5,993.74 | \$5,993.74 | \$5,993.73 | \$5,993.72 | \$5,993.91 | \$5,993.70 | \$0.00 | \$6,470.92 | \$42,433.46 | | 65% |
| Insurance | Auto | \$5,000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | 0% |
| Insurance | D & O Insurance | \$12,000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10,853.00 | \$0.00 | \$10,853.00 | | 90% |
| Insurance | Worker's Comp | \$14,000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | -\$14,106.23 | \$17,551.00 | \$5,047.00 | \$8,491.77 | | 61% |
| Insurance Total | | \$96,000 | \$5,993.74 | \$5,993.74 | \$5,993.73 | \$5,993.72 | \$5,993.91 | -\$8,112.53 | \$28,404.00 | \$11,517.92 | \$61,778.23 | | 64% |
| Community Enhancement | Donations | \$1,000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | 0% |
| Community Enhancement | Association Memberships | \$2,000 | \$50.00 | \$2,073.00 | \$219.72 | \$0.00 | \$509.00 | \$0.00 | \$0.00 | -\$35.00 | \$2,816.72 | | 141% |
| Community Enhancement Total | | \$3,000 | \$0.00 | \$2,073.00 | \$219.72 | \$0.00 | \$509.00 | \$0.00 | \$0.00 | -\$35.00 | \$2,766.72 | | 92% |
| Grand Total | | \$4,036,386 | \$248,350 | \$257,034 | \$260,172 | \$285,779 | \$363,851 | \$349,992 | \$395,057 | \$401,004 | \$2,409,352 | | 60% |

2016 Capital Budget Projects

YTD

| | | |
|---------------------------------|------------------|---------------------|
| Lounge Chairs (SC Replacements) | \$5,000 | \$7,941.00 |
| Irrigation Infrastructure | \$25,000 | \$8,675.00 |
| Rock Work | \$30,000 | \$15,750.00 |
| Slaughter Tree Pruning | \$30,000 | \$27,062.50 |
| Dahlgreen/LaCrosse Med | \$15,000 | \$30,000.00 |
| Pool Covers | \$6,500 | \$5,678.00 |
| SC Wade Pool Repairs | \$8,400 | \$8,226.12 |
| Avana Restaining | \$2,400 | \$2,523.53 |
| CC-Replace Handrail | \$6,500 | \$5,437.07 |
| Picnic Tb/Ben Wildflow | \$4,900 | \$4,178.62 |
| Monument | \$150,000 | \$16,117.50 |
| Escarpment Project | \$270,000 | \$27,775.20 |
| Construction Repairs | \$25,000 | \$10,283.42 |
| Road Bore | \$0 | \$2,900.00 |
| CCCC AC Replacement | \$0 | \$8,700.00 |
| Total | \$578,700 | \$181,247.96 |

Total Capital Budget Projects **\$578,700.00** **\$181,247.96**

Grand Total Expenses **\$4,615,086.00**

**CIRCLE C LANDSCAPE
BOARD REPORT, SEPTEMBER 2019**

Weather

General: Extremely Hot. Over 100 most days
Rainfall Total: big zero
Temperature: 76-102 degrees
Major Events: none drought conditions exist

Maintenance Services

General: Weekly mowing and maintenance
Beds: Bed mulching. Avana, underway in other areas
Shrubs: Hedge Trimming Completed
Treatments: Pre-emergent weed treatment on all beds

Outlying Areas

General: CCCC Filter Pond, mowed & cleaned
Outlying Areas: checked and maintained

Irrigation

General: Irrigation is running
All areas are showing extreme stress due to drought and
to water conservation requirements
Handwatering of selected areas as discussed with
manager

Repairs:

Ongoing drip repairs
Ongoing PGP and RB head changes as needed
Stuck Valve change out throughout
Lateral line repairs
Main Line repairs

Capital Improvements:

On hold until September-October

Construction:

Construction Damage and Projects

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

Construction mostly complete at Slaughter /Escarment area
Main line repaired and on-electrical troubleshooting
continues

Slaughter at Beckett to MoPac: No water in this area

**CIRCLE C LANDSCAPE
BOARD REPORT, SEPTEMBER 2019**

| | |
|---------------------------|---|
| Trissino: | COA repaired street lights Irrigation main and lateral lines repaired Plant replacement will be in the fall |
| Escarpment/Avana: | Irrigation has been cut off in front of new elementary school construction Avana entrance needs repair due to sidewalk install TXDot |
| Greyrock: | Much construction continues, repairs to be done later Review proposed temporary driveway for assisted living construction |
| LaCrosse/MoPac: | Status Quo, under construction |
| Wildflower Park Entry: | Status Quo, under construction |
| Slaughter/MoPac | Status Quo, under construction |

| Facility Usage | <i>Resident Entries</i> | <i>Guest Entries</i> | <i>Total Entries</i> |
|-----------------------|-------------------------|----------------------|----------------------|
| Swim Center | 7,240 | 543 | 7,783 |
| Community Center | 3,438 | 510 | 3,948 |
| Avaña | 2,320 | 250 | 2,570 |
| Greyrock | 841 | 73 | 914 |
| Totals | 13,839 | 1,376 | 15,215 |

| Member Stats | <i>Households</i> | <i>Individuals</i> | <i>Average / Household</i> |
|---------------------|-------------------|--------------------|----------------------------|
| Homeowners | 5,347 | 17,516 | 3.28 |
| Renters | 407 | 1,583 | 3.89 |
| Totals | 5,754 | 19,099 | 3.32 |

| Revenue | |
|-------------------|-----------|
| Programs | \$ 5,162 |
| Swim Team | \$ 11,822 |
| Guest Fees | \$ 2,765 |
| Area Reservations | \$ 405 |
| Facility Rentals | \$ 0 |
| Lane Rentals | \$ 1,025 |

| Program Enrollment | |
|---------------------------|----|
| Select Swim Team | 47 |
| Masters | 16 |
| Group Swim Lessons | 18 |
| Private Swim Lessons | 41 |
| Water Aerobics | 18 |
| Lifeguard Certification | 0 |
| Water Safety Instructor | 0 |
| Scout Swim Tests | 12 |

| Private Rentals | |
|------------------------|----------|
| Swim Center | 0 |
| Community Center | 0 |
| Avaña | 0 |
| Greyrock | 0 |
| Totals | 0 |

| Area Reservations | |
|--------------------------|-----------|
| Swim Center | 6 |
| Community Center | 9 |
| Avaña | 7 |
| Greyrock | 3 |
| Totals | 25 |

| Special Events | |
|-----------------------|--|
| Lane Rentals | Austin Water Polo, Dreams of Hope, Austin AISD |
| Food Trailer Night | Friday, August 09, 2019 |
| Dive-In Movie | 8/3/19 Brave |
| Summer Camps | CDC Pre-K, CDC Summer Camp, Kiker Voyager |

| Incidents | August 2019 | Year-to-Date |
|------------------|--------------------|---------------------|
| Swim Center | 3 | 34 |
| Community Center | 3 | 17 |
| Avaña | 0 | 3 |
| Greyrock | 0 | 3 |
| Totals | 6 | 57 |

| Water Rescues | August 2019 | Year-to-Date |
|----------------------|--------------------|---------------------|
| Distressed | 0 | 4 |
| Simple Assist | 0 | 4 |
| Active Surface | 1 | 5 |
| Active Submerged | 0 | 0 |
| Passive Surface | 0 | 0 |
| Passive Submerged | 0 | 0 |
| Totals | 1 | 13 |

| Incident Types | August 2019 | Year-to-Date |
|------------------------|--------------------|---------------------|
| Water Rescues | 1 | 13 |
| Injuries | 5 | 39 |
| Sudden Illness | 0 | 1 |
| Patron Behavior | 0 | 12 |
| Suspension / Expulsion | 0 | 1 |
| EMS / 911 Callout | 0 | 4 |
| Break-In / Vandalism | 0 | 1 |

Circle C HOA
Maintenance Report for Board Sept 2019
Prepared by Robert Bardeleben -Facilities Director

All is going well in maintenance. We are in the middle of winterizing the CC Pool, Avana Pool, and Greyrock Pool.

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Maintenance has been completed
- Minor Equipment and Facility Repairs Made
- Replaced Competition Pool 25HP circulation motor with rebuilt motor we had on hand. Waiting on status of warranty repair of old motor.
- Power washed outside block walls of Swim Center
- Replaced Baby Changing Stations in mens and womens restrooms

COMMUNITY CENTER

- Routine inspections and maintenance have been completed
- Painted Meeting Rooms and Conference Room Walls
- Installed higher capacity battery back-up in server room

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
- Sidewalk Removal/Repair Done where irrigation repair at Via Grande/Spruce Canyon needed to be completed.
- Repaired Broken/Missing street signs in Avana

AVANA AMENITIES CENTER

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

GREY ROCK AMENITIES CENTER

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

Architectural Control Committee

Maintenance Recommendations for Common Areas Elements (non-landscaping)

The Circle C Commons Areas and their improvements are extensive throughout the community. Many of these elements are aging and subject to normal wear and tear. The ACC is recommending that the following items be reviewed on an annual or semi-annual basis to ensure that they are in good condition, clean and maintained.

Signage:

- 1) Bandit and unauthorized signs in the ground, on street light and street name posts, at post offices, etc. should be removed promptly.
- 2) Stop Signs, Traffic Signs Bike Signs, etc. These are City of Austin signs but are subject to getting very dirty and moldy, especially if they are under trees. It is recommended that these signs be cleaned at least 1x per year on the major interior boulevards (Escarpment, Barstow, Bungalow, Vinemont, Beckett, LaCrosse, Sundrop Valley, Spruce Canyon, Avana Escarpment and Archeletta.
- 3) CCHOA Signs. The CCHOA has placed no trespassing signs at private outlying areas. These should be reviewed annually, straightened, and cleaned.
- 4) CCHOA Common Area Signage. Monument and Entry signage should be reviewed and cleaned as needed.

Sign Posts:

- 1) Sign poles and posts that have previously been painted black on the major commons boulevards should be reviewed annually and repainted. Or repainted when damage or chipping occurs.

Bridge on Escarpment: Clean/powerwash on annually.

Banners at the Amenity Centers:

- 1) Banners hung on fences and gates should be taken down during the off season, and used sparingly the remainder of the year. Banners should be looked at monthly and either taken down or straightened as necessary.

Electrical Boxes:

- 1) Electrical boxes should be checked to ensure that there are tops for each box for safety reasons. These are extensive throughout the property and should be reviewed on a regular basis. For liability reasons, a checklist should be on file with management.

Mortared Small Walls and Dry Stack Walls

- 1) These walls should be reviewed on a regular basis and repaired as necessary

Common Area Fencing

Review and repair on a regular basis. Replace when necessary and after consultation with CCHOA manager.

2020 Draft Budget -

2019 CCHOA INCOME BUDGET

| | | \$674,000 | | | |
|--|-----------------------------|----------------------|---------------------------------|---------------------------------|----------|
| Category | Subcategory | 2019 Approved Budget | 2020 Draft Budget - no increase | 2020 Draft Budget - 5% increase | |
| Homeowner Income | Homeowner Dues | \$3,527,000 | \$3,631,140 | \$3,802,214 | |
| Homeowner Income | Resale Certificates | \$75,000 | \$73,125 | \$73,125 | |
| Homeowner Income | Transfer Fees Income | \$100,000 | \$75,000 | \$75,000 | |
| Homeowner Income | Late Fees Collected | \$20,000 | \$18,000 | \$18,000 | |
| Homeowner Income | Lien Admin Fees Income | \$400 | \$56 | \$56 | |
| Homeowner Income | Filing Fee Income | \$1,250 | \$224 | \$224 | |
| Homeowner Income | NSF Charges | \$100 | \$100 | \$100 | |
| Homeowner Income | Collection Fee Income | \$250 | \$50 | \$50 | |
| Homeowner Income Total | | \$3,724,000 | \$3,797,695 | \$3,968,769 | |
| Architectural Review Income | Architectural Review Income | \$25,000 | \$10,000 | \$10,000 | |
| Architectural Review Income Total | | \$25,000 | \$10,000 | \$10,000 | |
| Rental Income | Office Rent | \$8,300 | \$14,400 | \$14,400 | |
| Rental Income | Grill Rent | \$6,300 | \$6,300 | \$6,300 | |
| Rental Income Total | | \$14,600 | \$20,700 | \$20,700 | |
| | Group Swim Lessons | | \$40,000 | \$40,000 | \$40,000 |
| | Private Swim Lessons | | \$40,000 | \$35,000 | \$35,000 |
| | Classes/Clinics | | \$8,000 | \$10,000 | \$10,000 |
| | Contracted Programs | | \$0 | | |
| Aquatics Income | Pool Programs | \$88,000 | \$85,000 | \$85,000 | |
| | Registration Fee's | | \$16,000 | \$12,000 | \$12,000 |
| | Away Meet Entry Fees | | \$2,500 | \$2,500 | \$2,500 |
| | Memberships Due/Reg Fees | | \$115,000 | \$95,000 | \$95,000 |
| | Home Meet | | \$10,000 | \$10,000 | \$10,000 |
| Aquatics Income | Pool Programs - Swim Team | \$143,500 | \$119,500 | \$119,500 | |
| | Merchandise Sales | | \$3,000 | \$2,500 | \$2,500 |
| | Uniform Sales | | \$3,000 | \$3,000 | \$3,000 |
| | Guest Fees | | \$10,000 | \$10,000 | \$10,000 |

| | | | | | | | |
|---------------------------------------|-------------------------------|-----------------------------|-------------|--------------------------|-------------|--------------------------|-------------|
| | ID Replacement Cards | | \$1,000 | | \$1,000 | | \$1,000 |
| | Area Reservations) | | \$3,000 | | \$3,000 | | \$3,000 |
| | Facility Rentals | | \$2,500 | | \$3,000 | | \$3,000 |
| | Lane Rentals | | \$15,000 | | \$15,000 | | \$15,000 |
| Aquatics Income | Facility Income | \$37,500 | | \$37,500 | | \$37,500 | |
| Aquatics Income Total | | \$269,000 | | \$242,000 | | \$242,000 | |
| CCCC Income | CCCC Facility rentals | \$50,000 | | \$50,000 | | \$50,000 | |
| CCCC Income Total | | \$50,000 | | \$50,000 | | \$50,000 | |
| Landscape Reimbursements | Stratus Reimb | \$97,000 | | \$97,000 | | \$97,000 | |
| Landscape Reimbursements | COA Reimb | \$17,600 | | \$17,600 | | \$17,600 | |
| Landscape Reimbursements Total | | \$114,600 | | \$114,600 | | \$114,600 | |
| Miscellaneous | Interest Income | \$5,000 | | \$15,000 | | \$15,000 | |
| Miscellaneous Total | | \$5,000 | | \$15,000 | | \$15,000 | |
| The Rowell HOA | The Rowell HOA | \$45,000 | | \$53,000 | | \$53,000 | |
| Grand Total | | \$4,247,200 | | \$4,302,995 | | \$4,464,069 | |
| 2019 CCHOA EXPENSE BUDGET | | 2019 Approved Budget | | 2020 Draft Budget | | 2020 Draft Budget | |
| Category | Subcategory | | | | | | |
| | Common Area Landscaping | | \$1,155,950 | | \$1,234,458 | ## | \$1,234,458 |
| | Swim Center Landscaping | | \$30,318 | | \$31,834 | | \$31,834 |
| | Community Center Landscaping | | \$30,318 | | \$31,834 | | \$31,834 |
| | Avana Swim Center Landscaping | | \$21,500 | | \$22,575 | | \$22,575 |
| | GreyRock Landscaping | | \$21,500 | | \$22,575 | | \$22,575 |
| | Common Area Holiday Lighting | | \$43,075 | | \$44,729 | | \$44,729 |
| Commons Area Services | Landscape Maint Contract | \$1,302,661 | | \$1,388,005 | | \$1,388,005 | |
| Common Area Services | 2020 Land Additions | \$5,000 | | \$5,000 | | \$5,000 | |
| Commons Area Services | Landscape Repairs | \$70,000 | | \$80,000 | | \$80,000 | |

| | | | | | | | |
|------------------------------------|---|--------------------|----------|--------------------|----------|--------------------|----------|
| Commons Area Services | Landscape Water Utilities | \$245,000 | | \$255,000 | | \$255,000 | |
| Common Area Services | COA Water Utility Compliance | \$8,000 | | \$8,000 | | \$8,000 | |
| Commons Area Services | Landscape Electric Utilities | \$36,000 | | \$36,000 | | \$36,000 | |
| Common Area Services | Tree Care | \$25,000 | | \$50,000 | | \$50,000 | |
| Commons Area Services | Fence Repairs & Maint | \$7,000 | | \$6,000 | | \$6,000 | |
| Commons Area Services | Electrical Repairs & Maint | \$13,000 | | \$15,000 | | \$15,000 | |
| Common Area Services | Neighborhood Maint & Repair | \$17,000 | | \$17,000 | | \$17,000 | |
| Common Area Services | Non Contract Maintenance | \$15,000 | | \$15,000 | | \$15,000 | |
| Commons Area Services Total | | \$1,743,661 | | \$1,875,005 | | \$1,875,005 | |
| | | | | | | | |
| | Office Supplies | | \$30,000 | | \$30,000 | | \$30,000 |
| | Employee Education & Skills Enhancement | | \$7,000 | | \$7,000 | | \$7,000 |
| | Staff Uniforms | | \$8,500 | | \$8,500 | | \$8,500 |
| | Staff Recruitment & Hiring | | \$1,500 | | \$1,500 | | \$1,500 |
| | Retail Merchandise | | \$3,500 | | \$3,500 | | \$3,500 |
| | ARC Program Fees | | \$7,500 | | \$8,500 | | \$8,500 |
| Aquatics Facilities | Administrative | \$58,000 | | \$59,000 | | \$59,000 | |
| | Safety Equip & Supplies | | \$10,000 | | \$10,000 | | \$10,000 |
| | Program Equip & Supplies | | \$3,000 | | \$3,000 | | \$3,000 |
| | Pool Supplies | | \$3,000 | | \$3,000 | | \$3,000 |
| Aquatics Facilities | Supplies - Pool | \$16,000 | | \$16,000 | | \$16,000 | |
| | SC | | \$39,000 | | \$39,000 | | \$39,000 |
| | CC | | \$15,000 | | \$15,000 | | \$15,000 |
| | Avana | | \$11,000 | | \$11,000 | | \$11,000 |
| | Greyrock | | \$6,000 | | \$6,000 | | \$6,000 |
| Aquatics Facilities | Supplies - Chemicals | \$71,000 | | \$71,000 | | \$71,000 | |
| | USA Swimming Registration | | \$8,000 | | \$6,500 | | \$6,500 |
| | Coach Training | | \$2,000 | | \$2,000 | | \$2,000 |
| | Swim Team Supplies | | \$3,000 | | \$3,000 | | \$3,000 |
| | Meet Expenses | | \$0 | | | | |
| | Staff Meet Expenses | | \$7,000 | | \$7,000 | | \$7,000 |
| | Home Swim Meet | | \$5,000 | | \$5,000 | | \$5,000 |
| Aquatics Facilities | Supplies & Fees - Swim Team | \$25,000 | | \$23,500 | | \$23,500 | |
| | SC - Equipment | | \$37,000 | | \$39,000 | | \$39,000 |
| | CC - Equipment | | \$18,000 | | \$17,000 | | \$17,000 |
| | Avana - Equipment | | \$7,000 | | \$10,000 | | \$10,000 |
| | GR - Equipment | | \$3,500 | | \$4,000 | | \$4,000 |

| | | | | | | | |
|---------------------|------------------------------------|----------|----------|----------|----------|----------|----------|
| | SC - Pool & Deck Coatings | | \$4,000 | | \$4,000 | | \$4,000 |
| | CC - Pool & Deck Coatings | | \$2,500 | | \$2,500 | | \$2,500 |
| | Avana - Pool & Decking Coatings | | \$1,000 | | \$1,000 | | \$1,000 |
| | GR - Pool. & Decking Coatings | | \$400 | | \$400 | | \$400 |
| | SC - Vacuum | | \$4,000 | | \$3,500 | | \$3,500 |
| | CC - Vacuum | | \$800 | | \$800 | | \$800 |
| | Avana - Vacuum | | \$600 | | \$600 | | \$600 |
| | GR - Vacuum | | \$300 | | \$300 | | \$300 |
| | SC - Permits & Inspections | | \$1,000 | | \$800 | | \$800 |
| | CC - Permits & Inspections | | \$600 | | \$600 | | \$600 |
| | Avana- Permits & Inspections | | \$400 | | \$400 | | \$400 |
| | GR- Permits & Inspections | | \$400 | | \$400 | | \$400 |
| Aquatics Facilities | Maintenance - Pool | \$81,500 | | \$85,300 | | \$85,300 | |
| | SC - Janitorial | | \$9,000 | | \$10,000 | | \$10,000 |
| | CC - Janitorial | | \$1,300 | | \$1,300 | | \$1,300 |
| | Avana - Janitorial | | \$600 | | \$600 | | \$600 |
| | GR - Janitorial | | \$700 | | \$600 | | \$600 |
| | SC - Fence | | \$2,500 | | \$2,000 | | \$2,000 |
| | CC - Fence | | \$900 | | \$900 | | \$900 |
| | Avana - Fence | | \$600 | | \$600 | | \$600 |
| | GR - Fence | | \$300 | | \$300 | | \$300 |
| | SC - Equip & Maint | | \$5,500 | | \$5,500 | | \$5,500 |
| | CC - Equip & Maint | | \$3,500 | | \$3,500 | | \$3,500 |
| | Avana - Equip & Maint | | \$1,000 | | \$900 | | \$900 |
| | GR-Equip & Maint | | \$700 | | \$700 | | \$700 |
| | SC - Supplies | | \$3,000 | | \$3,000 | | \$3,000 |
| | CC - Supplies | | \$1,500 | | \$1,200 | | \$1,200 |
| | Avana - Supplies | | \$500 | | \$500 | | \$500 |
| | GR - Supplies | | \$300 | | \$300 | | \$300 |
| | Playground | | \$3,000 | | \$2,500 | | \$2,500 |
| | Café Building | | \$2,500 | | \$2,500 | | \$2,500 |
| | Post Office Building | | \$1,800 | | \$1,800 | | \$1,800 |
| | Swim Center Parking Lot & Dumpster | | \$11,000 | | \$15,000 | | \$15,000 |
| | Avana Parking Lot & Dumpster | | \$1,000 | | \$500 | | \$500 |
| | Greyrock - Parking Lot & Dumpster | | \$800 | | \$500 | | \$500 |
| Aquatics Facilities | Maintenance - Building | \$52,000 | | \$54,700 | | \$54,700 | |
| | Aquatics Director | | \$78,000 | | \$80,000 | | \$80,000 |

| | | | | | | | |
|---------------------------------|--|--|--------------------|--------------------|-----------|--------------------|-----------|
| | | Lifeguards | \$390,000 | | \$454,000 | | \$454,000 |
| | | Front Desk | \$60,000 | | \$66,000 | | \$66,000 |
| | | Aquatics Administration | \$78,000 | | \$80,000 | | \$80,000 |
| | | Payroll Taxes | \$46,000 | | \$46,000 | | \$46,000 |
| Aquatics Facilities | Payroll - Staff | | \$652,000 | \$726,000 | | \$726,000 | |
| | | Contract Labor | \$0 | | \$4,500 | | \$4,500 |
| | | Private Lesson Instructor | \$10,000 | | \$10,000 | | \$10,000 |
| | | Group Lesson Instructor | \$12,000 | | \$12,000 | | \$12,000 |
| | | Program Instructor | \$10,000 | | \$10,000 | | \$10,000 |
| | | Lead Instructors | \$5,000 | | \$5,000 | | \$5,000 |
| | | Payroll Taxes | \$4,000 | | \$4,000 | | \$4,000 |
| Aquatics Facilities | Payroll - Programming Staff | | \$41,000 | \$45,500 | | \$45,500 | |
| | | Head Coach | \$69,825 | | \$69,825 | | \$69,825 |
| | | Asst. Coaches | \$40,000 | | \$25,000 | | \$25,000 |
| | | Dry Land Coach | \$6,000 | | \$3,000 | | \$3,000 |
| | | Payroll Taxes | \$6,000 | | \$6,000 | | \$6,000 |
| Aquatics Facilities | Payroll - Swim Team | | \$121,825 | \$103,825 | | \$103,825 | |
| Aquatics Facilities | SC - Utilities - Water | | \$30,000 | \$30,000 | | \$30,000 | |
| | | Avana - Utilities - Water | \$4,500 | \$3,000 | | \$3,000 | |
| | | GR - Utilities - Water | \$4,500 | \$4,000 | | \$4,000 | |
| Aquatics Facilities | SC - Utilities - Electric | | \$28,000 | \$28,000 | | \$28,000 | |
| | | Avana - Utilities - Electric | \$12,000 | \$12,000 | | \$12,000 | |
| | | GR - Utilities - Electric | \$6,000 | \$6,000 | | \$6,000 | |
| Aquatics Facilities | Utilities - Natural Gas | | \$32,000 | \$34,000 | | \$34,000 | |
| Aquatics Facilities | SC - Utilities - Telephone/Internet/Camera | | \$11,000 | \$11,000 | | \$11,000 | |
| | | Avana - Utilities- Telephone/Internet/Came | \$4,000 | \$4,000 | | \$4,000 | |
| | | GR - Utililites - Telephone/Internet/Camer | \$4,000 | \$4,000 | | \$4,000 | |
| Aquatic Facilities Total | | | \$1,254,325 | \$1,320,825 | | \$1,320,825 | |
| | | | | | | | |
| Circle C Community Center | Utilities - Water | | \$35,000 | \$35,000 | | \$35,000 | |
| Circle C Community Center | Utilities - Electric | | \$20,000 | \$22,000 | | \$22,000 | |
| Circle C Community Center | Utilities - Telephone/Internet | | \$9,600 | \$9,600 | | \$9,600 | |
| Circle C Community Center | Events Payroll | | \$6,000 | \$6,000 | | \$6,000 | |
| Circle C Community Center | Furniture | | \$2,000 | \$2,000 | | \$2,000 | |
| | | Janitorial | \$13,000 | | \$16,000 | | \$16,000 |
| | | Supplies | \$5,000 | | \$6,000 | | \$6,000 |
| | | Parking Lot & Dumpster | \$6,000 | | \$8,000 | | \$8,000 |

| | | | | | | | |
|-------------------------------------|-------------------------------|------------------|-----------|------------------|-----------|------------------|-----------|
| | Equip & Maint | | \$12,000 | | \$16,000 | | \$16,000 |
| | Contract Services | | \$2,000 | | \$2,000 | | \$2,000 |
| | Permit & Inspections | | \$1,500 | | \$2,000 | | \$2,000 |
| Circle C Community Center | Maintenance - Building | \$39,500 | | \$50,000 | | \$50,000 | |
| Circle C Community Ctr Total | | \$112,100 | | \$124,600 | | \$124,600 | |
| | | | | | | | |
| Maintenance Operations | Office Supplies | | \$1,600 | | \$1,500 | | \$1,500 |
| Maintenance Operations | Employee Education | | \$1,200 | | \$1,200 | | \$1,200 |
| Maintenance Operations | Uniforms | | \$1,800 | | \$1,800 | | \$1,800 |
| Maintenance Operations | Staff Recruitment-Hiring | | \$300 | | \$300 | | \$300 |
| Maintenance Operations | Safety Equip & Supplies | | \$900 | | \$900 | | \$900 |
| Maintenance Operations | Maintenance Payroll | | \$175,000 | | \$180,000 | | \$180,000 |
| Maintenance Operations | Pool Tech | | \$69,000 | | \$72,000 | | \$72,000 |
| Maintenance Operations | Maintenance Payroll Taxes | | \$15,000 | | \$15,000 | | \$15,000 |
| Maintenance Operations | Computers/Software | | \$1,000 | | \$1,000 | | \$1,000 |
| Maintenance Operations | Tools/Supplies | | \$5,000 | | \$5,000 | | \$5,000 |
| Maintenance Operations | Office Furniture | | \$500 | | \$700 | | \$700 |
| Maintenance Operations Total | | \$271,300 | | \$279,400 | | \$279,400 | |
| | | | | | | | |
| HOA Operations | Office Supplies | \$9,000 | | \$9,000 | | \$9,000 | |
| HOA Operations | Equip/Maintenance | \$14,000 | | \$15,000 | | \$15,000 | |
| | Computers, Software & Service | | \$9,000 | | \$9,000 | | \$9,000 |
| | Cameras | | \$4,000 | | \$5,000 | | \$5,000 |
| | Furniture | | \$1,000 | | \$1,000 | | \$1,000 |
| HOA Operations | HOA Owned vehicles | \$7,000 | | \$53,000 | | \$53,000 | |
| | Maintenance/Registration | | \$2,000 | | \$3,000 | | \$3,000 |
| | Gas | | \$5,000 | | \$50,000 | | \$50,000 |
| HOA Operations | Postage | \$16,000 | | \$16,000 | | \$16,000 | |
| HOA Operations | Web Operations | \$3,000 | | \$3,000 | | \$3,000 | |
| HOA Operations | Printing | \$2,000 | | \$2,000 | | \$2,000 | |
| HOA Operations | HOA Meetings | \$6,000 | | \$5,000 | | \$5,000 | |
| HOA Operations | Deed Restrictions | \$5,000 | | \$5,000 | | \$5,000 | |
| HOA Operations | HOA Special Events | \$30,000 | | \$30,000 | | \$30,000 | |
| HOA Operations Total | | \$92,000 | | \$61,000 | | \$61,000 | |
| | | | | | | | |
| Financial Management | Management Services | \$105,000 | | \$112,000 | | \$112,000 | |
| Financial Management | Resale Certificate | \$15,000 | | \$16,250 | | \$16,250 | |

| | | | | | | |
|--|---|------------------|--|------------------|--|------------------|
| Financial Management | Lien Filing Administrative Fees | \$500 | | \$56 | | \$56 |
| Financial Management | Bank Fees/Credit Card Fees | \$30,000 | | \$30,000 | | \$30,000 |
| Financial Management | CPA/Audit | \$8,000 | | \$8,000 | | \$8,000 |
| Financial Management Total | | \$158,500 | | \$166,306 | | \$166,306 |
| HOA Management | Management Payroll | \$205,000 | | \$190,000 | | \$190,000 |
| HOA Management | Management Payroll Taxes | \$15,000 | | \$15,000 | | \$15,000 |
| HOA Management | Mileage Reimbursement | \$6,000 | | \$6,000 | | \$6,000 |
| HOA Management | Health Insurance | \$36,000 | | \$44,000 | | \$44,000 |
| HOA Management | Cont Ed & Skills Enhancement | \$2,000 | | \$2,000 | | \$2,000 |
| HOA Management | Consulting Contract | | | | | |
| HOA Management Total | | \$264,000 | | \$257,000 | | \$257,000 |
| Architectural Review Expenses | Architectural Review Expenses | \$15,000 | | \$7,500 | | \$7,500 |
| Architectural Review Expenses Total | | \$15,000 | | \$7,500 | | \$7,500 |
| Legal Services | Legal Services | \$20,000 | | \$20,000 | | \$20,000 |
| Legal Services Total | | \$20,000 | | \$20,000 | | \$20,000 |
| Taxes | Property | \$6,500 | | \$5,500 | | \$5,500 |
| Taxes | Other | \$0 | | | | |
| Taxes Total | | \$6,500 | | \$5,500 | | \$5,500 |
| Insurance | General, Property, Boiler & Auto, Umbrell | \$65,000 | | \$65,000 | | \$65,000 |
| Insurance | HOA Owned Vehicles | \$5,000 | | \$5,000 | | \$5,000 |
| Insurance | D & O Insurance | \$12,000 | | \$12,000 | | \$12,000 |
| Insurance | Worker's Comp | \$14,000 | | \$16,000 | | \$16,000 |
| Insurance Total | | \$96,000 | | \$98,000 | | \$98,000 |
| Community Enhancement | Donations | \$1,000 | | \$1,000 | | \$1,000 |
| Community Enhancement | Association Memberships | \$2,000 | | \$2,000 | | \$2,000 |
| Community Enhancement Total | | \$3,000 | | \$3,000 | | \$3,000 |
| <u>Capital Budget Projects</u> | | | | | | |
| Lounge Chairs (SC Replacements) | | \$5,000 | | \$11,000 | | \$11,000 |
| Irrigation Infrastructure | | \$25,000 | | \$26,000 | | \$26,000 |

| | | | | |
|--|--------------------|-----------------------------|--|-----------------------------|
| Bed Upgrades | | | | |
| Slaughter Tree Pruning | \$15,000 | | | |
| Rock Work | \$30,000 | \$38,050 | | \$38,050 |
| Dalhgren/La Crosse Median | \$30,000 | | | |
| Pool Covers | \$6,500 | \$10,500 | | \$10,500 |
| SC Wade Pool Repairs (slide) | \$8,400 | \$5,000 | | \$5,000 |
| Avana - Restaining | \$2,400 | | | |
| CC - Replace final handrail | \$6,500 | | | |
| CC- Splash Pad | | \$8,000 | | \$8,000 |
| CC-Seal Coat/Restriping | | | | |
| Picnic Table/Benches - Wildflower Park | \$4,900 | \$4,900 | | \$4,900 |
| Trash Receptacles | | \$10,000 | | \$10,000 |
| Park Place Renovation | | \$22,000 | | \$22,000 |
| Monument | \$150,000 | | | |
| Escarpment Project | \$270,000 | \$270,000 | | \$270,000 |
| Valve to valve Upgrade | | \$25,000 | | \$25,000 |
| Construction Repairs | \$25,000 | \$35,000 | | \$35,000 |
| Total Cap Projects | \$578,700 | \$440,450 | | \$440,450 |
| | | | | |
| Grand Total | \$4,615,086 | \$4,658,586 | | \$4,658,586 |
| | | | | |
| Difference | -\$367,886 | -\$355,591 | | -\$194,517 |
| | | | | |
| pale olive green feeds into | | pale olive green feeds into | | pale olive green feeds into |
| light blue which feeds into | | light blue which feeds into | | light blue which feeds into |
| green which feeds into | | green which feeds into | | green which feeds into |
| orange | | orange | | orange |
| | | | | |

KEY:

**Circle C Homeowners Association
Common Areas Guidelines and Rules
Architectural Control Committee
Updated June, 2019**

Goal: To keep the Circle C Commons areas consistent, well designed, and at the current standard by adopting reasonable rules and guidelines that assist the CCHOA Board of Directors, Managers and employees in making decisions on items that are located on areas owned or managed by the CCHOA.

History: A great effort has been made in the past to ensure that items such as signage, design elements for major construction (buildings) and minor construction (remodeling), furniture, fixtures, park elements, play equipment, lighting, security cameras, and all other elements that affect the visual impact of the CCHOA common areas are if a consistent and high quality.

Guidelines and Process:

All improvements and items that impact the visual quality of the commons areas must be reviewed by the Architectural Control Committee prior to purchase and installation. Visual quality includes initial design and components that endure and will be maintained over time.

This will allow the ACC to suggest items that are consistent with existing standards, new items that would benefit the community, and placement of such items to ensure high visual quality throughout the neighborhood. This will also ensure economy of funds and equity across all sections of Circle C.

Recommendation: The manager of the CCHOA shall submit plans and descriptions to the ACC for approval. The ACC will place all common area improvements on a priority list for rapid review. This does not obligate the manager to produce construction drawings or any items that would burden the CCHOA, but a reasonable description, pictures, drawings etc. should be submitted to the ACC, along with a timeline on the request.

Signage

Signage exists in many forms and uses. Consistency in type and placement will enhance the appearance of the Circle C common properties. All signage must be approved by the ACC.

Monument Signage

- A monument sign is any permanent signage or marking structure at a primary entrance. A model and design for monument and entry signage was adopted by the CCHOA Board of Directors in 2018. This signage has ACC approval. A map of signage locations is attached.

- **Directional Signage**
 - Directional signage is any permanent sign on CCHOA common property (other than a monument sign) that provides labeling and information (such as amenity center signage and locational signage). All such signage shall be consistent throughout the commons areas, and all sign designs shall be approved by the ACC.
- **Temporary/Announcement Signage (current plexi-glass lettered signs)**
 - This signage provides temporary updates on CCHOA activities. It is the recommendation of the ACC that other methods be considered. With the increase in neighborhood size, highway development, and traffic these signs have become difficult to read, and are labor intensive for the CCHOA.
 - The ACC recommends that the CCHOA submit alternatives for temporary signage to the ACC.
- **Unauthorized signage.**
 - Any signage posted by parties other than the CCHOA (including residents, realtors, sports organizations, vendors, etc.) that has not previously been approved by CCHOA management would qualify as an unauthorized sign.
 - It is recommended that all temporary signs be removed promptly and if they are excessive the maker/owner be contacted by the CCHOA. The current system has the all parties involved with the CCHOA commons areas looking for errant signs on a regular basis and removing them quickly. We recommend this continue.
- **Realtor Signage**
 - Although bandit signs are used by Realtors, such signs are illegal in the City of Austin. Currently, bandit signs are picked up Monday-Friday until noon. Most Realtors put out signs for open houses over the weekends, and pick them up when finished.
 - It is recommended that with all landscape re-design a small area in the rock work be designated for realtor signage in the hopes they would use it.
 - The CCHOA has contacted realtors in the past if they have put up too many signs (over 5 for one house) and we recommend that this continues.
 - It is recommend that Realtors be told to use the wire signs, rather than the staked signs due to damage to drip and other irrigation.
- **Street Signs**
 - The CCHOA has a replacement program for the black street signs located throughout Circle C. It is recommended that the CCHOA monitor each neighborhood as part of the deed restriction standard drives and review street signs one time per year.
 - Any design change of street signs shall require ACC approval

- **Amenity Center Signage**

- Safety signage shall be limited to what is absolutely necessary and required by law.
- Signage should not be attached to any light poles.
- Signage located in or on the public areas shall be reviewed by the ACC for design and placement prior to installation.
- Signage shall be consistent for all four amenity centers.
- Banners are considered temporary and shall be reviewed for necessity by the CCHOA every six months. Banners shall be limited in number, in good condition, and maintained properly.

Furniture/Fixtures at Pools

- All pool furniture and fixtures (umbrellas, shade tarps, play equipment, etc.) shall be approved by the ACC for color, design, and quality. It shall be consistent in all pool areas.
- Any replacement furniture that deviates from the original design shall be reviewed by the ACC.
- Pavers, sidewalks, bricks, fencing, railings, trash cans and other permanent items shall be approved by the ACC prior to purchase and installation.

Parks/Commons Areas with benches, trash cans

- Park benches, community trash cans, park picnic tables shall be reviewed by the ACC prior to purchase and installation. Older and worn out items shall be removed, and the park shall be looked at comprehensively when planning a renovation.
- Trash can style and location shall be approved by the ACC
- Benches or tables on the commons area shall be approved by the ACC
- Addition of dog waste stations, pet watering stations, etc. shall be reviewed and approved by the ACC.

Stonework

- New walls, fences or stonework shall be reviewed and approved by the ACC.
- Changes to stonework shall be reviewed and approved by the ACC.

Fences

- Wood, iron and other fences shall be reviewed and approved by the ACC.
- All fences must comply with existing CCHOA deed restrictions with smooth sides facing towards streets and open spaces.

Buildings Located on CCHOA Property

- Plans for building renovations, new roofs, and any material changes shall be approved by the ACC prior to construction
- Lighting on buildings shall be approved by the ACC and checked for consistency
- Fences, gates, stone walls, and other appurtenances shall be reviewed by the ACC

Landscape Lighting

- Landscape lighting on the commons areas shall be proposed by the CCHOA and reviewed by the ACC. Consideration of electrical issues shall be taken.
- Landscape lighting shall follow a low profile design as currently exists in the community.

Drainage Areas, Natural Areas, Karst Areas, Greenbelt Areas

- The CCHOA owns significant natural areas that may back to residences. The CCHOA Board of Directors has adopted a policy for these areas and it is attached.

Wildflower Areas

- Wildflower Areas and Nature Parks shall be maintained according to the Lady Bird Johnson Wildflower Center recommendations, with limited mowing/weedeating. The areas shall be allowed to grow from January 1 until the wildflowers have bloomed and re-seeded. This is generally late June to July.
- Wildflower Areas shall be re-seeded if necessary during the Fall, generally from late December to November.

Appendices

1. Major Entry Monument Signage Design
2. Monument Signage Map
3. Minor Entry Signage Design
4. Minor Entry Signage Map
5. List of Developed Parks, Natural Parks, and Public Spaces