

CCHOA Board Meeting Agenda
27 August 2019, 6:30pm
Circle C Community Center

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of July 30, 2019 board meeting minutes *Russ Hodes*
- IV. Homeowner Forum (*3 min each*)
- V. Management Reports
 - a. General Report, *Karen Hibpshman*
 - 1. July YTD Financials
 - b. Landscape Report, *Clayton Hoover*
 - c. Aquatics Report, *Brody McKinley*
 - d. Maintenance Report, *Robert Bardeleben*
- VI. Discussion Items
 - a. Escarpment Loop Project (Update)
- VII. Action Items
 - a. Fining Policy
 - b. Acceptance of Phase 1, Sec 2, Blk C, Lot 40
 - c. Acceptance of Phase 2, Sec1, Blk, C, Lot 17 (Travis & Hays)
 - d. Acceptance of ABS 196 SUR 431 COCKE H W & ABS 2301 SUR 43 HUDSON C W ACR 7.6893
 - e. Acceptance of ABS 2301 SUR 43 HUDSON C W ACR 21.1471
- VIII. Adjourn Public Meeting
- IX. Executive Session

Attachments

- 1. July 2019 Board Meeting Minutes
- 2. General Report (including YTD Financials)
- 3. Landscape Report
- 4. Aquatics Report
- 5. Maintenance Report
- 6. Fining Policy

Circle C Homeowners Association
Board Meeting Minutes
July 30, 2019

1. The CCHOA Board of Directors convened on July 30, 2019 at the Circle C Community Center. Natalie called the meeting to order at 6:40 p.m. In attendance were board members Natalie Placer-McClure, Michael Chu, AE Martin, Jason Bram, Russ Hodes and Steve Urban. Kim Ackermann was not present. CCHOA Manager Karen Hibpshman was in attendance. Marnie McLeod, Assistant Manager was not present. 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. Jason motioned to accept the agenda as written. Michael seconded the motion. All were in favor and the motion passed.
3. Natalie presented the June 25, 2019 board meeting minutes. Michael motioned to accept the minutes as written. Jason seconded the motion. All were in favor and the motion passed.
4. Guest Jennifer Fleck for Texas State Representative House District 47.
5. Natalie introduced the Homeowner Forum. No homeowners for the Homeowner Forum.
6. Karen presented the management report and the YTD Financials.
7. Clayton presented the landscaping report.
8. Brody presented the aquatics report.
9. Robert presented the maintenance report
10. The first discussion item was the Fining Policy. The board discussed the fining options. AE and Michael will meet with Karen to finalize the proposal and this will be an action item for the August board meeting.
11. The second discussion item was the Escarpment Loop (Update). Karen has sent out the Escarpment Loop plans to 4 landscapers for bid. All bids should be received for the August board meeting.
12. The first action item was Financial Office Lease. Russ motioned to approve the lease with the change to the footer and also the lease end date. Jason seconded the motion. All were in favor and the motion passed.
13. Michael motioned to adjourn the Public Meeting at 7:20pm. AE seconded the motion. All were in favor and the motion passed.
14. The Board went into executive session at 7:24 pm to discuss the Pool Policies and violation action. No votes or action were taken. The Board adjourned executive session at 7:47 pm.

**Circle C Homeowners Association
Manager's Report
July 29, 2019 – August 19, 2019**

Violation Report (July 29th, 2019 – August 19th, 2019)

180 Violations

- 43 (24%) Rubbish and Debris
- 100 (56%) Front Yard Maintenance
- 9 (5%) Architectural
- 5 (3%) Vehicle Storage
- 9 (5%) Repair of Exterior Damages
- 2 (1%) Exterior Lighting
- 6 (3%) Driveway
- 1 (1%) Offensive Activities
- 2 (1%) Recreational Equipment
- 1 (1%) Fencing
- 1 (1%) Common Properties
- 1 (1%) Abutting Landscape Area
- 1 (1%) Protective Covenants

180 Violations by Stage

- 1 (1%) stage 0
- 164 (91%) stage 1/cooperative letters
- 15 (8%) stage 2 letters

180 Violation Updates/Creates

- 35 (19%) Closed
- 130 (72%) New
- 10 (6%) Escalated
- 5 (3%) Re-Opened

Administration

46 New Homeowner Packets mailed July 29th – August 19th

Financial

AP checks were signed August 19th with Terri Giles

Upcoming Special Events

Sept 7th – Large Bulk Collection

Sept 13th – Food Trailer Night

Sept 24th – Board Meeting

Project/Updates

- The Escarpment Landscaping/Irrigation plans were sent out to bid to 5 companies
- There is an increase in the Workman’s Comp policy by \$5,047.00. This will be adjusted in the 2020 budget.
- 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.
- City of Austin is installing new street lights on Trissino. New sod will not be installed until the fall.
- The board approved the AISD easement documents and the MOU. The City has come back to AISD with changes. Patty and AISD’s attorney are working out the details. If the City insists on changes, this will be sent to the board for another vote.

- **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.

2019 CCHOA INCOME BUDGET

Category	Subcategory	2019 Budget	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-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	\$2,944,450.73	83%
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	\$54,225.00	72%
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	\$51,014.57	51%
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	\$13,928.06	70%
Homeowner Income	Lien Admin Fees Income	\$400	\$84.00	\$83.30	\$70.00	\$42.00	\$28.00	\$56.00	\$14.00	\$377.30	94%
Homeowner Income	Filing Fee Income	\$1,250	\$364.70	\$238.00	\$280.00	\$168.00	\$140.85	\$195.15	\$56.00	\$1,442.70	115%
Homeowner Income	NSF Charges	\$100	\$0.00	\$25.00	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00	\$75.00	75%
Homeowner Income	Collection Fee Income	\$250	\$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	\$3,065,513.36	82%
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	\$37,344.41	149%
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	\$37,344.41	149%
Rental Income	Office Rent	\$8,300	\$2,193.28	\$0.00	\$0.00	\$2,193.28	\$0.00	\$0.00	\$2,193.28	\$6,579.84	79%
Rental Income	Grill Rent	\$6,300	\$512.50	\$512.50	\$512.50	\$512.50	\$512.50	\$0.00	\$1,025.00	\$3,587.50	57%
Rental Income Total		\$14,600	\$2,705.78	\$512.50	\$512.50	\$2,705.78	\$512.50	\$0.00	\$3,218.28	\$10,167.34	70%
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	\$73,211.86	83%
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	\$56,236.00	39%
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	\$45,202.19	121%
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	\$174,650.05	65%
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	\$32,234.98	64%
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	\$32,234.98	64%
Landscape Reimbursements	Stratus Reimb	\$97,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,500.00	\$48,500.00	\$97,000.00	100%
Landscape Reimbursements	COA Reimb	\$17,600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Landscape Reimbursements Total		\$114,600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,500.00	\$48,500.00	\$97,000.00	85%
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	\$12,191.35	244%
Miscellaneous	Sales Tax Discount	\$0	\$1.18	\$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	\$12,192.53	244%
Rowell Reimbursement	The Rowell HOA	\$45,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,778.61	\$22,778.61	51%
The Rowell Total		\$45,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,778.61	\$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	\$3,451,881.28	81%

2019 CCHOA EXPENSE BUDGET

Category	Subcategory	2019 Budget	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-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	\$674,304.68	58%
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	\$17,685.92	58%
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	\$17,685.92	58%
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	\$12,541.55	58%
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	\$12,541.55	58%
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%
Commons Area Services	2016 Land Additions	\$5,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$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	\$42,109.75	60%
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	\$45,899.05	19%
Commons Area Services	COA Water Utility Compliance	\$8,000	\$7,998.50	\$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	\$22,466.62	62%
Common Area Services	Tree Care	\$25,000	\$8,340.00	\$985.00	\$0.00	\$0.00	\$0.00	\$2,580.00	\$0.00	\$11,905.00	48%
Commons Area Services	Fence Repairs & Maint	\$7,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	Electrical Repairs & Maint	\$13,000	\$1,638.25	\$0.00	\$62.68	\$1,361.98	\$55.00	\$0.00	\$0.00	\$3,117.91	24%

Common Area Services	Neighborhood Maint & Repair	\$17,000	\$1,847.83	\$1,489.46	-\$75.60	\$862.98	\$77.58	\$252.32	\$687.37	\$5,141.94	30%
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	\$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	\$879,025.05	50%
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	\$27,727.18	48%
Aquatics Facilities	Supplies - Pool	\$16,000	\$549.45	\$542.87	\$97.76	\$913.49	\$546.25	\$651.07	\$1,133.52	\$4,434.41	28%
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	\$33,380.84	47%
Aquatics Facilities	Supplies & Fees - Swim Team	\$25,000	-\$88.32	\$923.44	\$1,635.56	\$2,246.38	\$845.56	\$486.25	\$756.58	\$6,805.45	27%
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	\$43,324.27	53%
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	\$20,793.66	40%
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	\$448,315.33	69%
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	\$24,723.32	60%
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	\$54,348.04	45%
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	\$15,330.17	51%
Aquatics Facilities	Avana _Utilities-Water	\$4,500	\$101.48	\$101.48	\$101.48	\$202.96	\$0.00	\$100.85	\$100.85	\$709.10	16%
Aquatics Facilities	GR - Utilities - Water	\$4,500	\$203.46	\$187.76	\$211.08	\$210.38	\$193.59	\$205.44	\$213.88	\$1,425.59	32%
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	\$11,545.23	41%
Aquatics Facilities	Avana - Utilities- Electric	\$12,000	\$853.83	\$834.52	\$785.95	\$813.93	\$806.70	\$794.20	\$960.68	\$5,849.81	49%
Aquatics Facilities	GR -Utilities-Electric	\$6,000	\$416.23	\$437.06	\$437.79	\$401.95	\$416.60	\$420.76	\$439.43	\$2,969.82	49%
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	\$21,816.34	68%
Aquatics Facilities	SC-Utilities - Telephone/Internet	\$11,000	\$421.30	\$506.26	\$506.26	\$511.59	\$511.57	\$1,272.20	\$329.56	\$4,058.74	37%
Aquatics Facilities	Avana - Telephone/Internet	\$4,000	\$307.26	\$626.73	\$119.18	\$118.72	\$128.43	\$118.80	\$121.03	\$1,540.15	39%
Aquatics Facilities	GR - Telephone/Internet	\$4,000	\$171.80	\$190.92	\$182.21	\$181.75	\$181.63	\$181.66	\$183.89	\$1,273.86	32%
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	\$730,371.31	58%
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	\$19,076.41	55%
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	\$11,918.59	60%
Circle C Community Center	Utilities - Telephone/Internet	\$9,600	\$0.00	\$688.34	\$688.34	\$688.34	\$609.21	\$608.07	\$608.07	\$3,890.37	41%
Circle C Community Ctr	Events Payroll	\$6,000	\$0.00	\$265.02	\$255.18	\$204.98	\$1,068.25	\$651.31	\$304.92	\$2,749.66	46%
Circle C Community Center	Furniture	\$2,000	\$0.00	\$404.62	\$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	\$28,579.92	72%
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	\$66,619.57	59%
Maintenance Operations	Office Supplies	\$1,600	\$0.00	\$93.12	\$632.60	-\$0.01	\$0.00	\$267.60	\$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	\$0.00	0%
Maintenance Operations	Uniforms	\$1,800	\$0.00	\$0.00	\$0.00	\$738.00	\$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	\$195.52	65%
Maintenance Operations	Safety Equip/Supplies	\$900	\$253.76	\$68.06	\$0.00	\$194.71	\$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	\$94,961.55	54%
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	\$41,122.32	60%
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	\$7,930.32	53%
Maintenance Operations	Computer/Software	\$1,000	\$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	\$2,841.44	57%
Maintenance Operations	Office Furniture	\$500	\$0.00	\$0.00	\$586.59	\$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	\$149,885.58	55%
HOA Operations	Office Supplies	\$9,000	\$261.59	\$3,016.78	\$375.23	\$160.56	\$510.39	\$624.73	\$819.83	\$5,769.11	64%
HOA Operations	Equip & Maintenance	\$14,000	\$252.13	\$183.93	\$1,994.17	\$252.10	\$189.33	\$2,570.77	\$189.23	\$5,631.66	40%
HOA Operations	HOA Owned Vehicle Expense	\$7,000	\$271.34	\$183.13	\$407.44	\$353.66	\$252.42	\$288.69	\$281.72	\$2,038.40	29%
HOA Operations	Postage	\$16,000	\$3,646.60	\$1,752.95	\$185.40	\$851.25	\$3,185.15	\$246.00	\$1,788.85	\$11,656.20	73%
HOA Operations	Web Operations	\$3,000	\$71.00	\$323.00	\$456.08	\$171.88	\$24.00	\$24.00	\$24.00	\$1,143.96	38%
HOA Operations	Printing	\$2,000	\$990.97	\$0.00	\$385.55	\$0.00	\$112.35	\$0.00	\$764.22	\$2,253.09	113%
HOA Operations	HOA Meetings	\$6,000	\$0.00	\$593.69	\$69.94	\$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	\$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	\$18,224.51	61%
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	\$49,501.24	54%
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	\$63,234.19	60%
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	\$13,027.81	87%
Financial Management	Lien Filing Administrative Fees	\$500	\$156.00	\$130.00	\$130.00	\$52.00	\$78.00	\$52.00	\$0.00	\$598.00	120%
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	\$21,846.63	73%

Facility Usage	<i>Resident Entries</i>	<i>Guest Entries</i>	<i>Total Entries</i>
Swim Center	7,590	777	8,367
Community Center	4,933	691	5,624
Avaña	3,906	349	4,255
Greyrock	1,121	106	1,227
Totals	17,550	1,923	19,473

Member Stats	<i>Households</i>	<i>Individuals</i>	<i>Average / Household</i>
Homeowners	5,341	17,447	3.27
Renters	389	1,516	3.90
Totals	5,730	18,963	3.31

Revenue	
Programs	\$ 11,536
Swim Team	\$ 7,030
Guest Fees	\$ 3,822
Area Reservations	\$ 1,202
Facility Rentals	\$ 240
Lane Rentals	\$ 540

Program Enrollment	
Select Swim Team	47
Masters	14
Group Swim Lessons	93
Private Swim Lessons	28
Water Aerobics	14
Lifeguard Certification	0
Water Safety Instructor	0
Scout Swim Tests	3

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

Area Reservations	
Swim Center	6
Community Center	18
Avaña	10
Greyrock	0
Totals	34

Special Events	
Lane Rentals	Austin Water Polo, Dreams of Hope
Food Trailer Night	Friday, July 12, 2019
Dive-In Movie	7/20/19 Zootopia
Camps	Kiker Summer Voyager, CDC Pre K, CDC Camp Kaleidoscope

Incidents	July 2019	Year-to-Date
Swim Center	5	35
Community Center	3	7
Avaña	1	3
Greyrock	0	1
Totals	9	46

Water Rescues	July 2019	Year-to-Date
Distressed	1	4
Simple Assist	0	4
Active Surface	1	4
Active Submerged	0	0
Passive Surface	0	0
Passive Submerged	0	0
Totals	2	12

Incident Types	July 2019	Year-to-Date
Water Rescues	2	12
Injuries	7	34
Sudden Illness	1	1
Patron Behavior	1	12
Suspension / Expulsion	0	1
EMS / 911 Callout	1	4
Break-In / Vandalism	0	1

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

All is going well in maintenance. We are quite busy maintaining with the season in full swing.

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Maintenance has been completed
- Minor Equipment and Facility Repairs Made
- New Dumpster Enclosure Completed—getting ready for new Seals shed and Recycle Dumpster
- Upgrade of Internet to 1 Gig completed

COMMUNITY CENTER

- Routine inspections and maintenance have been completed
- Replaced Re-irrigation pond pumps

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
- Powerwashed all mailbox centers
- Repaired one knocked over bollard light
- All solar lighting at mailboxes check and repairs made where needed

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

Enforcement Policy
Circle C Homeowners Association
August 2019

The Board of Directors adopts the following policy for addressing violations of the governing documents:

A. Remedies for Violations.

1. Remedies. This policy applies to all violations of the Declarations, Bylaws, and recorded rules and regulations of the Association (collectively, a Violation). The Board of Directors may respond to a Violation with any of the remedies listed below. The below-listed remedies shall be in addition to any other remedies provided by the Declaration, Bylaws, Rules, Policies, State statute, or other law.
 - a. suspend or condition the right of an owner and any tenants, occupants, or guests to use of facilities (including all or part of any common areas) operated or managed by the Association.
 - b. record a notice of non-compliance in the County Official Public Records;
 - c. levy a damage assessment against an owner;
 - d. assess costs of collection or enforcement including manager's and/or attorney's charges against an owner;
 - e. impose a fine against the owner and the owner's lot'
 - f. file a lawsuit to obtain compliance
2. Vicarious liability. Owners are responsible for all Violations of their tenants, guests, invitees, or occupants.
3. Non-Exclusivity. These remedies are cumulative, and may imposed in combination with each other. For example, the Board may, for the same Violation, suspend the right to use a common area amenity, impose a fine, and charge manager's or attorney's fees incurred incident to enforcement.
4. Curable and Uncurable Violations; Threats to Public Health or Safety. A violation is uncurable if it is not a continuous action or condition capable of being remedied by affirmative action, such as shooting fireworks. Examples of Violations that are curable include parking, maintenance, and unapproved construction. A threat to public health or safety means that the violation could materially affect the physical health or safety of a resident.

5. Imposition of Fines. The Board gives standing orders to the managing agent to apply this procedure and, if the Violation is not timely cured, send the first notice. If the Violation is not timely cured after the first notice, or if it is uncurable or poses a threat to public health or safety, the Board may impose fines according to the fine schedule set forth below. In setting the fine, the Board may consider all factors it deems relevant, including the nature of the Violation, its frequency, and effect on neighboring owners and properties.
6. Repeat Violations. The fine for a repeat Violation within 12 months will be higher than the previous violations(s), as shown on the fine schedule.
7. Fine Period. As a general rule, fines for a discrete incident will be imposed on a per occurrence basis. Fines may be imposed on a daily or weekly basis if the Violation is of continuous or ongoing nature (such as parking a boat or RV in the driveway).
8. Exceptions. The Board may depart from the below fine schedule, and impose a fine at a greater or lesser rate, provided that the owner is notified in advance of the amount of the fine and given a reasonable opportunity to avoid it.

B. Enforcement Procedure

The following outlines the general enforcement procedure for Violations. Strict compliance is not necessary, as long as the Owner is given fair notice and all statutory conditions for enforcement have been met.

1. Courtesy Notice. The Association shall mail a courtesy notice letter to the Owner involved the identifies the alleged curable Violation, requests that it be corrected by a specified date, and advises of the remedies the Association can impose if non-compliance continues. This step shall not apply for repeat/recurrent Violations for which a notice was sent within the preceding 6 months, or for violations that are uncurable or threaten public health or safety.
2. Formal Notice. In the event the Violation is not corrected, or recurs within 6 months after having been corrected, the Association shall give the Owner written notice by verified mail or certified mail, return requested, to Owner's last known address as shown in the Association's records, that:
 - a. describes the Violation and states the remedy to be imposed including amount and beginning date of the fine;
 - b. allows the Owner a reasonable time, by a specified date (which date may be shorter than the cure period allowed in the letter sent pursuant to step 1), to cure the Violation and avoid imposition of the fine or remedy; provided, this provision shall not apply if (i) the owner was given notice and a reasonable opportunity to cure a

similar Violation within the preceding 6 months, or (ii) the violation is incurable or poses a threat to public health or safety;

- c. states that not later than the 30th days after the date of the notice of Violation, the Owner may request a hearing before the Board to contest the matter;
- d. advises that the request for a hearing must be in writing and delivered to the Association;
- e. states that attorney's fees and costs will be charged if the Violation continues after the conclusion of the hearing or, if no hearing is requested, after the deadline for requesting a hearing;
- f. includes a provision notifying the owner of special rights/relief available to persons on active military duty, such as the following:

If the owner or the owners spouse is serving on active military duty, you may have special rights or relief related to this enforcement action under federal law, including the Servicemembers Civil Relief Act (5 U.S.C app Section 501 et seq).

3. Hearing. Upon receipt of a request for a hearing, the Board shall promptly schedule the hearing and give the owner at least ten days advance written notice (including transmission via email) of the date, time, and place of the hearing.
4. Notice of Action. The Association shall notify the owner of the fine, charge, or other remedy imposed within 30 days of its imposition. This notice need not be sent by verified or certified mail.
5. Payment. Payment of the fine shall not substitute for, or be in lieu or, correcting the Violation.
6. Exemptions. The foregoing procedures do not apply to a lawsuit seeking a temporary restraining order or temporary injunctive relief, or to the collection of regularly scheduled assessments and late fees.

C. Fine Schedule. Unless a different fine is set by the Board in the Formal Notice, fines are:

1. If Violation is not cured within the 30 days of the Formal Notice, or if the Violation is incurable, a fine of \$50 shall be imposed.
2. If Violation is not cured within 60 days of the Formal Notice, a fine of \$100 shall be imposed, and shall be re-imposed for every subsequent 30-day period afterwards.

3. All fines are cumulative.

4. The fine for a repeat Violation occurring within 12 months will be double the amount of the fines set forth in C1 and C2 above (\$100/\$200).