

**CCHOA Board Meeting Agenda**  
**29 October 2019, 6:30pm**  
**Circle C Community Center**

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of September 24, 2019 board meeting minutes *Russ Hodes*
- IV. Guest – Vikki Goodwin – Texas House of Representatives
- V. Homeowner Forum (*3 min each*)
- VI. Management Reports
  - a. General Report, *Karen Hibpshman*
    - 1. Sept YTD Financials
  - b. Landscape Report, *Clayton Hoover*
  - c. Aquatics Report, *Brody McKinley*
  - d. Maintenance Report, *Robert Bardeleben*
- VII. Discussion Items
  - a. 2020 Draft Budget
  - b. Escarpment Loop Project
  - c. Social Media Policy
  - d. Circle C North Bushes
  - e. Communications Plan
  - f. ACC Committee Member Guidelines
  - g. Common area/Maintenance guidelines
  - h. CC&R Amendments
- VIII. Action Items
- IX. Adjourn Public Meeting
- X. Executive Session

**Attachments**

- 1. Sept 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  
Board Meeting Minutes  
September 24, 2019**

1. The CCHOA Board of Directors convened on Sept 24, 2019 at the Circle C Community Center. Kim Ackermann asked those homeowners present if they would like a question and answer section. No homeowners expressed an interest in a Q&A session and Kim moved forward with the agenda. Kim called the meeting to order at 6:30 p.m. In attendance were board members Kim Ackermann, Natalie Placer-McClure, Russ Hodes, AE Martin and Michael Chu. Steve Urban and Jason Bram were not present. CCHOA Manager Karen Hibpsman 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. Kim asked if there were any changes to the agenda. Karen asked that Alex Krumenacher, James Moseley and Gary Anderson be added to the Homeowner Forum. Michael motioned to accept the agenda with the changes. Natalie seconded the motion. All were in favor and the motion passed.
3. Kim presented the August 27, 2019 board meeting minutes. Russ motioned to accept the minutes as written. AE seconded the motion. All were in favor and the motion passed.
4. Kim introduced the Homeowner Forum. Alex Krumenacher spoke to the board concerning the amount of time the seasonal pools are open, May through Labor Day. With recent temperatures being higher after Labor Day he requested the board evaluate options to keep the pools open with or without lifeguards. Mr. Krumenacher feels the board should not prioritize pool hours because lifeguards go back to school and insurance should not be an issue. He also requested to see the number of rescues for GreyRock and Avana. James Moseley expressed his displeasure of the Board's handling of the current landscape contract. He also questioned the participation and attendance of some board members, and expressed his desire that Directors not exclude themselves from engaging in social media. Gary Anderson advised the board from his experiencing on sitting on non-profit boards in his past. He emphasized to the board on the importance of fiduciary responsibilities and making decisions in the best interest of the residents of Circle C. He also recommended the board have a high level of transparency and take advantage of the different media options including social media and hold forums.
5. Karen presented the management report and the YTD Financials.
6. Clayton presented the landscaping report. A homeowner expressed his concerns about the size of the big toothed maple trees on Escarpment as he felt they were too small.
7. Brody presented the aquatics report.
8. Robert presented the maintenance report
9. The first discussion item was the 2020 Draft Budget. Karen pointed out key information in the draft budget which included increasing the tree care budget, decrease the ACC income due to the buildout of Circle C. Karen also talked about the cost of lifeguards. Currently the starting pay for lifeguards at \$13 per hour but the City of Austin increased their starting pay to \$15.03 per hours. The 2020 Draft budget does reflect that increase by the City of Austin. A homeowner requested the draft budget be posted with minutes for review by the community.

10. The second discussion item is the Escarpment Loop project. Karen updated the board that she has only received one bid and waiting on the others. The landscaping plans/construction documents were sent out 2 months ago and having a hard time getting them back timely.
11. The third discussion item was the Social Media Policy. Karen provided printouts to the board from CAI. Karen will continue to gather information for the board and also work on a Social Media policy. AE requested examples of other organizations using social media and their success/failure and added cost of doing such.
12. The fourth discussion item was the ACC Committee Member Guidelines. Karen referenced the CC&R's and how filling a vacant ACC position was filled. AE suggested using something similar to the Candidate Questionnaire.
13. The fifth discussion item was the Common area/Maintenance guidelines. The ACC developed a draft of the guidelines and requests board review. The board will review and bring any changes or additions to the October board meeting.
14. The first action item was the Collections Action. Russ motioned to table. AE seconded the motion. All were in favor and the motion passed.
15. Michael motioned to adjourn the Public Meeting at 7:50pm. Russ seconded the motion. All were in favor and the motion passed.
16. The board went into executive session to discuss a hearing held earlier at 6 pm, for a member who received a deed restriction violation. No action was taken during the hearing.
17. Russ motions to go back into the public meeting at 8:11pm. Michael seconded the motion. All were in favor and the motion passed.
18. After discussing the previous hearing details in executive session, Natalie motioned to allow the table which was cited, but to not allow a variance for the front yard and driveway fence. Russ seconded the motion. All were in favor and the motion passed
19. Russ motioned to adjourn the meeting at 8:11pm. Michael seconded the motion. All were in favor and the motion passed.

**Circle C Homeowners Association  
Manager's Report  
September 23, 2019 – October 25, 2019**

**Violation Report (Sept 23<sup>rd</sup>, 2019 – Oct 25<sup>th</sup>, 2019)**

188 Violations

- 79 (42%) Rubbish and Debris
- 79 (42%) Front Yard Maintenance
- 8 (4%) Architectural
- 6 (3%) Vehicle Storage
- 12 (6%) Repair of Exterior Damages
- 1 (1%) Exterior Lighting
- 2 (1%) Driveway
- 1 (1%) Recreational Equipment

188 Violations by Stage

- 162 (86%) stage 1/cooperative letters
- 23 (12%) stage 2 letters
- 3 (2%) stage 3 letters

232 Violation Updates/Creates

- 43 (19%) Closed
- 157 (68%) New
- 26 (11%) Escalated
- 4 (2%) Re-Opened
- 2 (1%) Attorney

**Administration**

39 New Homeowner Packets mailed September 23<sup>rd</sup> – October 25<sup>th</sup>

**Financial**

AP checks were signed September 18<sup>th</sup> with Terri Giles

**Upcoming Special Events**

Nov 26<sup>th</sup> – Nov Board Meeting

Dec 6<sup>th</sup> – Adult Holiday Party

Dec 14<sup>th</sup> – Children's Holiday Party

**Project/Updates**

- The Escarpment Landscaping/Irrigation plans were sent out to bid to 5 companies. 1 company declined to bid.
- The 2<sup>nd</sup> semi-annual billing for Rowell was submitted for \$26,184.40.
- Community Wide Garage Sale was a success. We collected 6,500lbs of paper and filled two trailers for the Salvation Army. Numbers from electronic recycling has not been received.
- The Community Center is an official voting location on Nov 5<sup>th</sup>.
- Met with the contractors concerning the Goddard Daycare site on October 24<sup>th</sup>. They will be installing 2-3 (depends on space) 4” sleeves under the driveway for us to reconnect the mainline and wiring when construction is complete. Construction on this site has started. During the meeting, requested the same number and size of sleeves on the Active Living side and they agreed. Once they get closer to the end of construction, we will work on the reimbursement for the damages/replacement to the landscaping. Right now, we do not know the extent or how much more will be damaged during the construction period.
- Met with Paige Ellis’s office on the Corridor Project on October 22<sup>nd</sup> along with other OHAN members. There has been no response from Paige Ellis’s office as of today.
- Met with COA staff concerning the proposed Land Development Code. Under the new proposed Land Development Code, they show all of Circle C under new code R2A which allows for ADU’s and duplexes.

- **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	Aug-19	Sep-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	\$113,585.55	\$3,517,865.61	100%
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	\$5,400.00	\$67,050.00	89%
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	\$6,650.00	\$67,639.57	68%
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	\$2,388.05	\$17,772.85	89%
Homeowner Income	Lien Admin Fees Income	\$400	\$84.00	\$83.30	\$70.00	\$42.00	\$28.00	\$56.00	\$14.00	\$14.00	\$14.00	\$405.30	101%
Homeowner Income	Filing Fee Income	\$1,250	\$364.70	\$238.00	\$280.00	\$168.00	\$140.85	\$195.15	\$56.00	\$56.78	\$97.30	\$1,596.78	128%
Homeowner Income	NSF Charges	\$100	\$0.00	\$25.00	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00	\$25.00	\$125.00	125%
Homeowner Income	Collection Fee Income	\$250	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
<b>Homeowner Income Total</b>		<b>\$3,724,000</b>	<b>\$54,867.35</b>	<b>\$995,986.85</b>	<b>\$539,586.58</b>	<b>\$180,194.79</b>	<b>\$131,451.97</b>	<b>\$65,950.21</b>	<b>\$1,097,475.61</b>	<b>\$478,781.85</b>	<b>\$128,159.90</b>	<b>\$3,672,455.11</b>	99%
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	\$420.00	\$38,859.41	155%
<b>Architectural Review I0come Total</b>		<b>\$25,000</b>	<b>\$5,610.00</b>	<b>\$6,585.00</b>	<b>\$5,560.00</b>	<b>\$8,835.00</b>	<b>\$8,085.00</b>	<b>\$1,739.41</b>	<b>\$930.00</b>	<b>\$1,095.00</b>	<b>\$420.00</b>	<b>\$38,859.41</b>	155%
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	\$0.00	\$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	\$512.50	\$4,612.50	73%
<b>Rental Income Total</b>		<b>\$14,600</b>	<b>\$2,705.78</b>	<b>\$512.50</b>	<b>\$512.50</b>	<b>\$2,705.78</b>	<b>\$512.50</b>	<b>\$0.00</b>	<b>\$3,218.28</b>	<b>\$1,951.15</b>	<b>\$512.50</b>	<b>\$12,630.99</b>	87%
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	\$3,113.00	\$81,487.11	93%
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	\$15,562.50	\$83,620.50	58%
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	\$1,088.54	\$51,129.41	136%
<b>Aquatics Income Total</b>		<b>\$269,000</b>	<b>\$14,533.91</b>	<b>\$9,313.16</b>	<b>\$24,317.01</b>	<b>\$24,122.16</b>	<b>\$40,097.31</b>	<b>\$37,045.68</b>	<b>\$25,220.82</b>	<b>\$21,822.93</b>	<b>\$19,764.04</b>	<b>\$216,237.02</b>	80%
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	\$3,350.00	\$49,423.98	99%
<b>CCCC Income Total</b>		<b>\$50,000</b>	<b>\$4,590.00</b>	<b>\$3,492.50</b>	<b>\$3,165.00</b>	<b>\$4,152.48</b>	<b>\$4,885.00</b>	<b>\$11,050.00</b>	<b>\$900.00</b>	<b>\$13,839.00</b>	<b>\$3,350.00</b>	<b>\$49,423.98</b>	99%
Landscape Reimbursements	Stratus Reimb	\$97,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,500.00	\$48,500.00	\$0.00	\$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	\$0.00	\$17,600.00	100%
<b>Landscape Reimbursements Total</b>		<b>\$114,600</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$48,500.00</b>	<b>\$48,500.00</b>	<b>\$17,600.00</b>	<b>\$0.00</b>	<b>\$114,600.00</b>	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	\$11,497.18	\$25,145.42	503%
Miscellaneous	Sales Tax Discount	\$0	\$1.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.18	
<b>Miscellaneous Total</b>		<b>\$5,000</b>	<b>\$1,359.63</b>	<b>\$1,235.21</b>	<b>\$4,542.19</b>	<b>\$2,205.31</b>	<b>\$1,436.26</b>	<b>\$1,240.31</b>	<b>\$173.62</b>	<b>\$1,456.89</b>	<b>\$11,497.18</b>	<b>\$25,146.60</b>	503%
Rowell Reimbursement	The Rowell HOA	\$45,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,778.61	\$0.00	\$0.00	\$22,778.61	51%
<b>The Rowell Total</b>		<b>\$45,000</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,778.61</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,778.61</b>	51%
<b>Grand Total</b>		<b>\$4,247,200.00</b>	<b>\$83,666.67</b>	<b>\$1,017,125.22</b>	<b>\$577,683.28</b>	<b>\$222,215.52</b>	<b>\$186,468.04</b>	<b>\$165,525.61</b>	<b>\$1,199,196.94</b>	<b>\$536,546.82</b>	<b>\$163,703.62</b>	<b>\$4,152,131.72</b>	98%

## 2019 CCHOA EXPENSE BUDGET

Category	Subcategory	2019 Budget	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-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	\$96,329.24	\$866,963.16	75%
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	\$2,526.56	\$22,739.04	75%
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	\$2,526.56	\$22,739.04	75%
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	\$1,791.65	\$16,124.85	75%
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	\$1,791.65	\$16,124.85	75%
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	\$0.00	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	\$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	\$9,410.00	\$68,394.75	98%
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	\$43,895.01	\$123,191.98	50%
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	\$355.00	\$8,353.50	104%
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	\$2,552.81	\$27,604.48	77%
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	\$75.00	\$14,780.00	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	\$0.00	\$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	\$0.00	\$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	\$870.73	\$10,535.89	62%
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	\$368.05	\$5,244.71	35%
<b>Commons Area Services Total</b>		<b>\$1,743,661</b>	<b>\$133,267.81</b>	<b>\$115,247.82</b>	<b>\$110,277.52</b>	<b>\$122,612.00</b>	<b>\$128,510.94</b>	<b>\$135,255.09</b>	<b>\$133,853.87</b>	<b>\$173,154.97</b>	<b>\$162,492.26</b>	<b>\$1,214,672.28</b>	70%
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	\$3,886.18	\$32,538.25	56%
Aquatics Facilities	Supplies - Pool	\$16,000	\$549.45	\$542.87	\$97.76	\$913.49	\$546.25	\$651.07	\$1,133.52	\$142.50	\$0.00	\$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	\$5,720.03	\$46,233.07	65%
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	\$43.28	\$7,503.42	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	\$14,832.41	\$64,217.58	79%
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	\$2,775.65	\$24,800.34	48%
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	\$52,248.84	\$609,234.44	93%
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	\$2,140.18	\$33,722.03	82%
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	\$7,428.59	\$67,890.31	56%
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	\$2,700.77	\$20,481.50	68%
Aquatics Facilities	Avana _Utilities-Water	\$4,500	\$101.48	\$101.48	\$101.48	\$202.96	\$0.00	\$100.85	\$100.85	\$771.74	\$767.65	\$2,248.49	50%
Aquatics Facilities	GR - Utilities - Water	\$4,500	\$203.46	\$187.76	\$211.08	\$210.38	\$193.59	\$205.44	\$213.88	\$248.46	\$0.00	\$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	\$2,049.89	\$15,476.40	55%
Aquatics Facilities	Avana - Utilities- Electric	\$12,000	\$853.83	\$834.52	\$785.95	\$813.93	\$806.70	\$794.20	\$960.68	\$977.69	\$940.96	\$7,768.46	65%
Aquatics Facilities	GR -Utilities-Electric	\$6,000	\$416.23	\$437.06	\$437.79	\$401.95	\$416.60	\$420.76	\$439.43	\$441.49	\$432.26	\$3,843.57	64%
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	\$316.53	\$22,495.30	70%
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	\$830.86	\$6,249.53	57%
Aquatics Facilities	Avana - Telephone/Internet	\$4,000	\$307.26	\$626.73	\$119.18	\$118.72	\$128.43	\$118.80	\$121.03	\$290.53	\$290.34	\$2,121.02	53%
Aquatics Facilities	GR- Telephone/Internet	\$4,000	\$171.80	\$190.92	\$182.21	\$181.75	\$181.63	\$181.66	\$183.89	\$184.82	\$184.50	\$1,643.18	41%
<b>Aquatic Facilities Total</b>		<b>\$1,254,325</b>	<b>\$59,205.53</b>	<b>\$65,835.62</b>	<b>\$73,214.83</b>	<b>\$85,844.16</b>	<b>\$135,738.37</b>	<b>\$151,012.94</b>	<b>\$159,519.86</b>	<b>\$146,757.62</b>	<b>\$97,588.92</b>	<b>\$974,717.85</b>	78%
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	\$1,389.14	\$22,128.44	63%
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	\$2,588.40	\$17,084.52	85%
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	\$779.31	\$5,277.75	55%
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	\$263.12	\$3,339.59	56%
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	\$0.00	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	\$2,287.22	\$33,361.31	84%
<b>Circle C Community Ctr Total</b>		<b>\$112,100</b>	<b>\$6,614.27</b>	<b>\$6,715.26</b>	<b>\$7,104.86</b>	<b>\$9,515.43</b>	<b>\$14,780.08</b>	<b>\$8,831.61</b>	<b>\$13,058.06</b>	<b>\$7,669.47</b>	<b>\$7,307.19</b>	<b>\$81,596.23</b>	73%
Maintenance Operations	Office Supplies	\$1,600	\$0.00	\$93.12	\$632.60	-\$0.01	\$0.00	\$267.60	\$0.00	\$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	\$0.00	\$183.46	15%
Maintenance Operations	Uniforms	\$1,800	\$0.00	\$0.00	\$0.00	\$738.00	\$0.00	\$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	\$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	\$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	\$12,661.54	\$120,284.63	69%
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	\$4,135.14	\$51,196.10	74%
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	\$591.72	\$9,542.29	64%
Maintenance Operations	Computer/Software	\$1,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$86.59	\$86.59	9%
Maintenance Operations	Tools/Supplies	\$5,000	\$19.78	\$1,419.36	\$1,106.54	\$125.18	\$170.58	\$0.00	\$0.00	\$949.66	\$0.00	\$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	\$0.00	\$586.59	117%
<b>Maintenance Operations Total</b>		<b>\$271,300</b>	<b>\$18,751.94</b>	<b>\$21,218.54</b>	<b>\$23,174.27</b>	<b>\$19,681.27</b>	<b>\$28,000.45</b>	<b>\$19,012.68</b>	<b>\$20,046.43</b>	<b>\$20,753.55</b>	<b>\$17,474.99</b>	<b>\$188,114.12</b>	69%
HOA Operations	Office Supplies	\$9,000	\$261.59	\$3,016.78	\$375.23	\$160.56	\$510.39	\$624.73	\$819.83	\$505.78	\$453.27	\$6,728.16	75%
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	\$298.40	\$7,283.94	52%
HOA Operations	HOA Owned Vehicle Expense	\$7,000	\$271.34	\$183.13	\$407.44	\$353.66	\$252.42	\$288.69	\$281.72	\$376.02	\$262.28	\$2,676.70	38%
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	\$898.75	\$12,905.55	81%
HOA Operations	Web Operations	\$3,000	\$71.00	\$323.00	\$456.08	\$171.88	\$24.00	\$24.00	\$24.00	\$24.00	\$99.00	\$1,266.96	42%
HOA Operations	Printing	\$2,000	\$990.97	\$0.00	\$385.55	\$0.00	\$112.35	\$0.00	\$764.22	\$0.00	\$284.48	\$2,537.57	127%
HOA Operations	HOA Meetings	\$6,000	\$0.00	\$593.69	\$69.94	\$0.00	\$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	\$300.00	\$2,420.68	48%
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	\$0.00	\$18,643.74	62%
<b>HOA Operations Total</b>		<b>\$92,000</b>	<b>\$13,793.51</b>	<b>\$9,739.48</b>	<b>\$5,485.41</b>	<b>\$4,377.22</b>	<b>\$4,803.64</b>	<b>\$5,203.62</b>	<b>\$6,098.36</b>	<b>\$3,029.51</b>	<b>\$2,596.18</b>	<b>\$55,126.93</b>	60%
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	\$9,327.52	\$81,853.85	78%
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	\$1,400.00	\$16,027.81	107%
Financial Management	Lien Filing Administrative Fees	\$500	\$156.00	\$130.00	\$130.00	\$52.00	\$78.00	\$52.00	\$0.00	\$26.00	\$52.00	\$676.00	135%
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	\$6,164.49	\$35,607.05	119%



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	\$0.00	0%
<b>Financial Management Total</b>		<b>\$158,500</b>	<b>\$11,541.02</b>	<b>\$9,530.70</b>	<b>\$15,821.76</b>	<b>\$15,969.31</b>	<b>\$16,151.56</b>	<b>\$16,043.54</b>	<b>\$13,648.74</b>	<b>\$18,514.07</b>	<b>\$16,944.01</b>	<b>\$134,164.71</b>		85%
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	\$12,614.26	\$111,577.16		54%
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	\$767.14	\$10,091.85		67%
HOA Management	Mileage Reimbursement	\$6,000	\$305.66	\$511.56	\$276.08	\$280.55	\$258.68	\$158.92	\$862.97	\$624.08	\$284.78	\$3,563.28		59%
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	\$4,171.88	\$35,391.05		98%
HOA Management	Cont Ed & Skills Enhancement	\$2,000	\$40.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00		5%
<b>HOA Management Total</b>		<b>\$264,000</b>	<b>\$14,761.85</b>	<b>\$15,808.95</b>	<b>\$14,555.42</b>	<b>\$16,333.94</b>	<b>\$25,299.83</b>	<b>\$18,311.45</b>	<b>\$19,070.92</b>	<b>\$18,732.92</b>	<b>\$17,838.06</b>	<b>\$160,713.34</b>		61%
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	\$357.00	\$17,172.00		114%
<b>Architectural Review Expenses Total</b>		<b>\$15,000</b>	<b>\$2,362.50</b>	<b>\$2,790.75</b>	<b>\$2,506.75</b>	<b>\$3,625.50</b>	<b>\$3,462.00</b>	<b>\$891.25</b>	<b>\$441.25</b>	<b>\$735.00</b>	<b>\$357.00</b>	<b>\$17,172.00</b>		114%
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	\$390.90	\$12,157.86		61%
<b>Legal Services Total</b>		<b>\$20,000</b>	<b>\$809.41</b>	<b>\$2,080.00</b>	<b>\$1,818.17</b>	<b>\$1,826.50</b>	<b>\$601.16</b>	<b>\$3,542.21</b>	<b>\$915.92</b>	<b>\$173.59</b>	<b>\$390.90</b>	<b>\$12,157.86</b>		61%
Taxes	Property	\$6,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%
<b>Taxes Total</b>		<b>\$6,500</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		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	\$6,466.91	\$48,900.37		75%
Insurance	Auto	\$5,000	\$0.00	\$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	\$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	\$4,078.00	\$12,569.77		90%
<b>Insurance Total</b>		<b>\$96,000</b>	<b>\$5,993.74</b>	<b>\$5,993.74</b>	<b>\$5,993.73</b>	<b>\$5,993.72</b>	<b>\$5,993.91</b>	<b>-\$8,112.53</b>	<b>\$28,404.00</b>	<b>\$11,517.92</b>	<b>\$10,544.91</b>	<b>\$72,323.14</b>		75%
Community Enhancement	Donations	\$1,000	\$0.00	\$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	\$90.85	\$2,907.57		145%
<b>Community Enhancement Total</b>		<b>\$3,000</b>	<b>\$0.00</b>	<b>\$2,073.00</b>	<b>\$219.72</b>	<b>\$0.00</b>	<b>\$509.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$35.00</b>	<b>\$90.85</b>	<b>\$2,857.57</b>		95%
<b>Grand Total</b>		<b>\$4,036,386</b>	<b>\$248,350</b>	<b>\$257,034</b>	<b>\$260,172</b>	<b>\$285,779</b>	<b>\$363,851</b>	<b>\$349,992</b>	<b>\$395,057</b>	<b>\$401,004</b>	<b>\$333,625</b>	<b>\$2,725,502</b>		<b>68%</b>

### 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	\$13,369.72
Road Bore	\$0	\$2,900.00
CCCC AC Replacement	\$0	\$8,700.00
<b>Total</b>	<b>\$578,700</b>	<b>\$184,334.26</b>

**Total Capital Budget Projects**      **\$578,700.00**      **\$184,334.26**

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



**Circle C Landscape Board Report**  
**October, 2019**

**Holiday Lights:** The crew will begin putting up lights the first week of November.

**Construction:**

**Construction Damage and Projects**

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

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

Slaughter at Beckett to MoPac: No water in this area

Trissino: COA repaired street lights  
Irrigation main and lateral lines repaired

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  
Construction to begin on both sides of Archelitta for assisted living and day care center

LaCrosse/MoPac: Status Quo, under construction

Wildflower Park

Entry: Status Quo, under construction

Slaughter/MoPac: Status Quo, under construction

<b>Facility Usage</b>	<i>Resident Entries</i>	<i>Guest Entries</i>	<i>Total Entries</i>
Swim Center	4,833	307	5,140
Community Center	518	56	574
Avaña	312	29	341
Greyrock	124	11	135
<b>Totals</b>	<b>5,787</b>	<b>403</b>	<b>6,190</b>

<b>Member Stats</b>	<i>Households</i>	<i>Individuals</i>	<i>Average / Household</i>
Homeowners	5,371	17,532	3.26
Renters	413	1,602	3.88
<b>Totals</b>	<b>5,784</b>	<b>19,134</b>	<b>3.31</b>

<b>Revenue</b>	
Programs	\$ 3,113
Swim Team	\$ 15,562
Guest Fees	\$ 412
Area Reservations	\$ 195
Facility Rentals	\$ 0
Lane Rentals	\$ 0

<b>Program Enrollment</b>	
Select Swim Team	84
Masters	13
Group Swim Lessons	0
Private Swim Lessons	18
Water Aerobics	17
Lifeguard Certification	0
Water Safety Instructor	0
Scout Swim Tests	3

<b>Private Rentals</b>	
Swim Center	0
Community Center	0
Avaña	0
Greyrock	0
<b>Totals</b>	<b>0</b>

<b>Area Reservations</b>	
Swim Center	5
Community Center	2
Avaña	2
Greyrock	0
<b>Totals</b>	<b>9</b>

<b>Special Events</b>	
Lane Rentals	Austin Water Polo, Dreams of Hope, Austin AISD (Bowie, Crockett)
Food Trailer Night	Friday, September 13, 2019
Dive-In Movie	

September 2019

<b>Incidents</b>	<b>SC</b>	<b>CC</b>	<b>AV</b>	<b>GR</b>	<b>All</b>
<i>Water Rescues</i>	2	0	0	0	2
<i>Injuries</i>	3	0	0	0	3
<i>Sudden Illness</i>	2	0	0	0	2
<i>Patron Behavior</i>	0	0	0	0	0
<i>Suspension / Expulsion</i>	0	0	0	0	0
<i>EMS / 911 Callout</i>	0	0	0	0	0
<i>Break-In / Vandalism</i>	0	0	0	0	0
<b>Total Incidents</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>

Year to Date

<b>Incidents</b>	<b>SC</b>	<b>CC</b>	<b>AV</b>	<b>GR</b>	<b>All</b>
<i>Water Rescues</i>	13	1	2	1	17
<i>Injuries</i>	24	6	3	0	33
<i>Sudden Illness</i>	2	1	0	0	3
<i>Patron Behavior</i>	5	2	0	0	7
<i>Suspension / Expulsion</i>	1	0	0	0	1
<i>EMS / 911 Callout</i>	4	0	0	0	4
<i>Break-In / Vandalism</i>	1	0	0	0	1
<b>Total Incidents</b>	<b>44</b>	<b>10</b>	<b>5</b>	<b>1</b>	<b>60</b>

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

All is going well in maintenance. All pools are winterized.

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Maintenance has been completed
- Minor Equipment and Facility Repairs Made
- All facility winterization has been completed
- Installed new Emergency Phone
- Replaced housing and impeller on one of the heater pumps.

COMMUNITY CENTER

- Routine inspections and maintenance have been completed
- Dug out and replaced faulty coupling in pond re-irrigation line

COMMUNITY CENTER POOL

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

NEIGHBORHOOD

- Minor repairs have been completed as needed
- All lighting and receptacles repaired on Escarpment Loop

AVANA AMENITIES CENTER

- Routine Cleaning and Maintenance has been completed
- Minor repairs have been made
- Pool has been winterized
- We have another leak in the pool. Leak detection company due out on October 24 to track the leak down. Leaking about 2000 gallons per day.

GREY ROCK AMENITIES CENTER

- Routine Cleaning and Maintenance has been completed
- Minor repairs have been made
- Pool has been winterized
- Replaced Faulty Emergency Phone

**2020 Draft Budget -**

**2019 CCHOA INCOME BUDGET**

**Category**                      **Subcategory**

		<b>\$674,000</b>	<b>\$674</b>	<b>\$706</b>
		<b>2019 Approved Budget</b>	<b>2020 Draft Budget - no increase</b>	<b>2020 Draft Budget - 5% increase</b>
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	\$400	\$400
Homeowner Income	Filing Fee Income	\$1,250	\$224	\$224
Homeowner Income	NSF Charges	\$100	\$100	\$100
Homeowner Income	Collection Fee Income	\$250	\$50	\$50
<b>Homeowner Income Total</b>		<b>\$3,724,000</b>	<b>\$3,798,039</b>	<b>\$3,969,113</b>
Architectural Review Income	Architectural Review Income	\$25,000	\$10,000	\$10,000
<b>Architectural Review Income Total</b>		<b>\$25,000</b>	<b>\$10,000</b>	<b>\$10,000</b>
Rental Income	Office Rent	\$8,300	\$14,400	\$14,400
Rental Income	Grill Rent	\$6,300	\$6,300	\$6,300
<b>Rental Income Total</b>		<b>\$14,600</b>	<b>\$20,700</b>	<b>\$20,700</b>
	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
<b>Aquatics Income Total</b>			<b>\$269,000</b>		<b>\$242,000</b>		<b>\$242,000</b>
CCCC Income	CCCC Facility rentals		\$50,000		\$50,000		\$50,000
<b>CCCC Income Total</b>			<b>\$50,000</b>		<b>\$50,000</b>		<b>\$50,000</b>
Landscape Reimbursements	Stratus Reimb		\$97,000		\$97,000		\$97,000
Landscape Reimbursements	COA Reimb		\$17,600		\$17,600		\$17,600
<b>Landscape Reimbursements Total</b>			<b>\$114,600</b>		<b>\$114,600</b>		<b>\$114,600</b>
Miscellaneous	Interest Income		\$5,000		\$15,000		\$15,000
<b>Miscellaneous Total</b>			<b>\$5,000</b>		<b>\$15,000</b>		<b>\$15,000</b>
<b>The Rowell HOA</b>	The Rowell HOA		<b>\$45,000</b>		<b>\$53,000</b>		<b>\$53,000</b>
<b>Grand Total</b>			<b>\$4,247,200</b>		<b>\$4,303,339</b>		<b>\$4,464,413</b>
<b>2019 CCHOA EXPENSE BUDGET</b>			<b>2019 Approved Budget</b>		<b>2020 Draft Budget</b>		<b>2020 Draft Budget</b>
<b>Category</b>	<b>Subcategory</b>						
	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	
<b>Commons Area Services Total</b>		<b>\$1,743,661</b>		<b>\$1,875,005</b>		<b>\$1,875,005</b>	
	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	

		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/Cameras		\$11,000		\$11,000		\$11,000
		Avana - Utilities- Telephone/Internet/Cameras	\$4,000		\$4,000		\$4,000
		GR - Utililites - Telephone/Internet/Cameras	\$4,000		\$4,000		\$4,000
<b>Aquatic Facilities Total</b>			<b>\$1,254,325</b>		<b>\$1,320,825</b>		<b>\$1,320,825</b>
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		\$13,000		\$13,000
		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		\$47,000		\$47,000	
<b>Circle C Community Ctr Total</b>		<b>\$112,100</b>		<b>\$121,600</b>		<b>\$121,600</b>	
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
<b>Maintenance Operations Total</b>		<b>\$271,300</b>		<b>\$279,400</b>		<b>\$279,400</b>	
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		\$8,000		\$8,000	
	Maintenance/Registration		\$2,000		\$3,000		\$3,000
	Gas		\$5,000		\$5,000		\$5,000
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	
<b>HOA Operations Total</b>		<b>\$92,000</b>		<b>\$61,000</b>		<b>\$61,000</b>	
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		\$1,000		\$1,000	
Financial Management	Bank Fees/Credit Card Fees	\$30,000		\$30,000		\$30,000	
Financial Management	CPA/Audit	\$8,000		\$8,000		\$8,000	
<b>Financial Management Total</b>		<b>\$158,500</b>		<b>\$167,250</b>		<b>\$167,250</b>	
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						
<b>HOA Management Total</b>		<b>\$264,000</b>		<b>\$257,000</b>		<b>\$257,000</b>	
Architectural Review Expenses	Architectural Review Expenses	\$15,000		\$7,500		\$7,500	
<b>Architectural Review Expenses Total</b>		<b>\$15,000</b>		<b>\$7,500</b>		<b>\$7,500</b>	
Legal Services	Legal Services	\$20,000		\$20,000		\$20,000	
<b>Legal Services Total</b>		<b>\$20,000</b>		<b>\$20,000</b>		<b>\$20,000</b>	
Taxes	Property	\$6,500		\$5,500		\$5,500	
Taxes	Other	\$0					
<b>Taxes Total</b>		<b>\$6,500</b>		<b>\$5,500</b>		<b>\$5,500</b>	
Insurance	General, Property, Boiler & Auto, Umbrella	\$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	
<b>Insurance Total</b>		<b>\$96,000</b>		<b>\$98,000</b>		<b>\$98,000</b>	
Community Enhancement	Donations	\$1,000		\$1,000		\$1,000	
Community Enhancement	Association Memberships	\$2,000		\$2,000		\$2,000	
<b>Community Enhancement Total</b>		<b>\$3,000</b>		<b>\$3,000</b>		<b>\$3,000</b>	
Reserve Transfer				\$87,259		\$248,333	
<b>Reserve Transfer Total</b>				<b>\$87,259</b>		<b>\$248,333</b>	

<b>Grand Total</b>			\$4,303,339		\$4,464,413
<b>Difference</b>			\$0		\$0
<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
Dalhgreen/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
Avana - Beach Entry Repair			\$2,500		\$2,500
HVAC Coil Replacement			\$4,000		\$4,000
SC Replacement Benches			\$9,000		\$9,000
CC Seal Coat/Repair			\$14,000		\$14,000
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
<b>Total Cap Projects</b>	<b>\$578,700</b>		<b>\$494,950</b>		<b>\$494,950</b>
<b>Grand Total</b>	<b>\$4,615,086</b>				
<b>Difference</b>	<b>-\$367,886</b>				
KEY:	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

## **Communication Plan**

- Official HOA Facebook page (no commenting)
- Newsletter improvements (letter from the President)
- Meet & Greet
- Post BOD meeting summary in emails & FB page
- Social media avenues (maybe twitter?)

**CIRCLE C HOMEOWNERS ASSOCIATION  
ARCHITECTURAL CONTROL COMMITTEE QUESTIONNAIRE**

Name:

Date:

Email address:

Daytime Phone:

Evening Phone:

**BIOGRAPHY:** Please write a brief biography of yourself below. This biography should include your professional experience and education and other pertinent information for reviewing, reading plans and ensuring projects are within the guidelines of Circle C HOA. Your biography should not exceed the space below. If you do not answer some or all of the questions, the published biography will state "no answer".



**CIRCLE C HOMEOWNERS ASSOCIATION  
ARCHITECTURAL CONTROL COMMITTEE QUESTIONNAIRE**

1. How long have you lived in Circle C Ranch?
  
2. What do you like best about Circle C Ranch?
  
3. Have you participated in CCHOA related activities in the past or been a member of other volunteer-driven organizations? If so, please describe such participation or membership.
  
4. Do you have any special expertise or knowledge that could be useful to the Architectural Control Committee?
  
5. How many hours do you have to devote to the Architectural Control Committee?
  
6. Are you familiar with the basic documents governing the CCHOA? Such documents include, but are not limited to the following:
  - a. CCHOA Bylaws
  - b. Declaration of Covenants, Conditions and Restrictions
  - c. CCHOA Articles of Incorporation
  - d. CCHOA Settlement Documents and Licensing Agreement
  - e. Architectural Control Guidelines
  
7. Briefly describe your approach to problem-solving and how to build consensus among Association members.
  
  
  
  
  
  
  
  
  
  
9. Have you ever been convicted of a felony or a crime of moral turpitude?

**CIRCLE C HOMEOWNERS ASSOCIATION  
ARCHITECTURAL CONTROL COMMITTEE QUESTIONNAIRE**

10. Have you ever been a party or otherwise involved in any lawsuit and/or administrative proceeding in which it was alleged that you had committed any of the following acts or omissions?

- A. Fraud
- B. Intentional Misrepresentation or Misconduct
- C. Committing Deceptive Acts or Practices
- D. Breach of Fiduciary Duty
- E. Misuse or Misappropriation of Funds
- F. Professional Negligence

If so, please describe the allegations as well as if and/or how they were ultimately resolved.

11. Do you have any connection to the following?

- A. Active builders in Circle C
- B. Stratus Development
- C. City of Austin
- D. PEC
- E. Other governmental entity?

12. Have you or your employer ever bid for a Circle C contract or do you intend to?

**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

1. Tree's on Escarpment to the dam (west side) – this is a new addition to the corridor projects plans which is going to cause all of the trees along this area to be removed. There currently is a six-foot sidewalk there, they could only add 2 more feet, it is a steep drop off, rail required which is not on the original plan, destroys lighting and significant entrance features for no-real reason. It is out of the scope of the defined project.
2. Have the City pay for installing a meter in CCN on Barstow – currently the main line runs from Vintage Place and is shallow.
3. Pay for relocating the double checks and water meters along Slaughter so that they are out of the ROW.
4. New street cuts to medians with 3 4" sleeves.
5. Becket/Slaughter – water meters and electric are located in the path of the multi-use path. These need to be moved out of the ROW. Include street cut and installation of sleeve to the median
6. Under the multi-use path, place a 3" sleeve every 50 feet.
7. What is the City of Austin's maintenance plan?
8. Mitigation for all the tree's that will be removed due to the multi-use path, especially the median at Slaughter/Escarpment which shows the loss of all trees but possibly 3.
9. In the document provided by the Corridor Project Folks, they are providing a "higher level of care for Circle C.
10. Request a release from liability from the City of Austin for any injuries from folks using the multi-use path that get hurt or fall into the street



**Circle C/City of Austin licensing agreement:** *The City shall have no obligation to repair or replace landscaping or irrigation systems removed or damaged as a result of City construction upon or maintenance of the Right-of-Way to protect the public health, safety, or welfare. The City agrees, however, to use reasonable care to avoid or minimize such damage.*

As part of our higher level of care for Circle C, the Corridor Program Office (CPO) would:

- Work with Circle C's irrigation contractor to field locate and survey visible surface irrigation infrastructure within the City right-of-way.
  - CPO project manager (Greg) and a survey consultant would need to meet with Circle C's irrigation team, walk the stretch of road that contains Circle C's irrigation system, and note all surface-level infrastructure (i.e. sprinkler heads, valves, etc.).
  - Circle C would provide to CPO information on any known locations of subsurface infrastructure.
  - CPO would request that Circle C communicate the locations of all newly installed or repaired irrigation infrastructure so that those locations could be field surveyed by CPO.
- All survey information obtained would be included in CPO's project plans to reflect the location of known existing irrigation infrastructure.
- CPO would require through its contracts that contractors navigate and construct planned improvements with consideration of the known existing irrigation infrastructure, in an effort to avoid damaging any known private infrastructure
  - During the course of construction, if the contractor damages any private infrastructure they were made aware of through the map of known irrigation infrastructure, the contractors would need to cover the costs and replace what they damage.
  - If contractors were to damage infrastructure that was not shown on the map of known infrastructure, Circle C would be liable for covering costs and replacing the infrastructure.
- Require through our contracts that contractors must preserve as much existing landscape outside of the improvement footprint as possible
- Contractors would repair damage to landscape outside the improvement footprints, ensuring that post-improvement landscape within that area meets or exceeds pre-existing conditions.

## Article II, Section 2 – Voting Membership

Class A. Class A member shall be all those Members described in Section 1, with the exception of Declarant until its membership is converted to Class A membership as described below. Class A members shall be entitled to one vote for each one hundred dollars (\$100.00), or fraction thereof, of value of that portion of The Properties owned by each such member as assessed by the Travis County Appraisal District for ad valorem tax purposes for the preceding year. When two or more persons or entities hold undivided interests in any part of The Properties, all such persons or entities shall be Class A members, and the vote for such part of The Properties shall be exercised as they, among themselves, determine, by in no event shall more than one vote be cast with respect to each one hundred dollars (\$100.00), or fraction thereof, of value of the part of The Properties in which such members own undivided interests.

Class B. The Class B member shall be Declarant. The Class B member shall be entitled to three (3) votes for each vote held by Class A members, PROVIDED, HOWEVER, that from and after the earlier of (i) the date upon which 75% of the Lots have been sold by Declarant, or (ii) December 31, 2002, the Class B membership shall cease and be converted to Class A membership, and shall be entitled to only one vote for each one hundred dollars (\$100.00), or fraction thereof, of value of that portion of The Properties owned by it as assessed by Travis County Appraisal District for ad valorem tax purposes for the preceding year.

Voting rights may be assigned, in whole or in part, as such rights relate to a particular tract of land, to a lessee holding a ground lease on such particular tract of land, PROVIDE that the primary term of such ground lease is for a period of not less than forty (40) years.

*Class A. Class A member shall be all those Members described in Section 1, with the exception of owners of Development Lots, who shall be entitled to one quarter of one vote per Development Lot (1/4) vote per Development Lot. Class A members shall be entitled to one vote for each Lot owned. When two or more persons or entities hold undivided interests in any part of The Properties, all such persons or entities shall be Class A members, and the vote for such part of The Properties shall be exercised as they, among themselves, determine, but in no event shall the number of owners increase the number of votes to which the Lot is entitled.*

*Voting rights may be assigned, in whole or in part, as such rights relate to a particular tract of land, to a lessee holding a ground lease on such particular tract of land, PROVIDED that the primary term of such ground lease is for a period of not less than forty (40) years.*

## Article III, Section 3 – Annual Assessment

Each owner of any part of The Properties shall pay to the Association an annual assessment of \$0.25 for each one hundred dollars (\$100.00), or fraction thereof, of value of that portion of The Properties so owned, as assessed by the Travis County Appraisal District for ad valorem tax-purposes for the preceding year. The rate of annual assessment may be increased y vote of the membership of the

Association, as provided in Section 5 hereof. The Board of Directors of the Association may, after consideration of current maintenance costs and future needs of the Association, fix the actual assessment for any year at a lesser amount, and the Association may not accumulate a surplus at the end of any year which is more than two times the maximum permissible annual assessment for that year. The Board of Directors shall, should excess surplus (as above defined) exist at the end of any year, reduce the next total annual assessment by an amount at least equal to said excess surplus. Notwithstanding the foregoing, as to any residential structure financed by a mortgage insured by the VA or FHA the maximum annual assessment per Lot for 1988 shall be \$275.00, and in succeeding years shall not be more than 105% of the assessment for the preceding year.

*Each owner of any part of The Properties shall pay to the Association an annual assessment. The Assessment shall be levied on a uniform basis against each Lot (except for Development Lots, as provided below) within The Property, and shall be for the purpose of promoting recreation, health, safety, and welfare of the residents of The Property and for the improvement and maintenance of the Common Properties. Development Lots, that is, lots that do not have a completed residence and are owned by the Lot Developer will pay a reduced assessment of 25% of the Annual assessment amount for Developer Lot. The Board of Directors of the Association shall, after consideration of the current maintenance costs and future needs of the Association, levy the assessment. The Assessment shall not be more than 105% of the assessment for the preceding year. For each year the Association may not accumulate a surplus at the end of any year which is more than two times the maximum permissible annual assessment for that year. The Board of Directors shall, should excess surplus (as defined above) exist at the end of the fiscal year, reduce the next total annual assessment by an amount at least equal to said excess surplus and in succeeding years shall not be more than 105% of the assessment for the assessment for the preceding year. The board shall reduce the annual assessment by the amount that the funds collected exceed the amount expended or obligated for maintenance and minor capital improvements. Large capital improvements projects shall be presented to the members for approval and special assessment.*

#### Article 5, Section 3, k – Trash

Trash or garbage containers shall only be permitted to be placed outside a maximum of two times each week for 12 hours. The Association shall have the right to contract for garbage collection and bill each Owner monthly for such service. No Lot shall be used or maintained as a dumping ground for trash

*Trash, recycling, compost, yard trimmings and garbage containers shall only be permitted to be placed at the curb the beginning of the calendar day preceding pickup day and must be brought in by the end of the calendar day after pick-up day. Refuse, garbage, recycling, compost and trash shall be kept at all time in covered containers and such containers shall be kept within enclosed structures or appropriately screened from view. To the extent allowed by applicable law, the Association shall have the right to contract for garbage collection and bill each Owner monthly for such service. No Lot shall be used or maintained as a dumping ground for trash. Biannual Large item disposal items may be placed at the curb within the time frames specified by the City of Austin.*

#### Article 5, Section 1 – Single Family Residential Construction

No building shall be erected, altered, or permitted to remain on any Lot other than one detached single-family dwelling used for residential purposes only and not to exceed two and one-half (2 ½) stories. Except as hereinafter provided with respect to model homes, each residence shall have a fully enclosed garage for not less than two (2) cars, which garage shall be available for parking automobiles at all times without any modifications being made to the interior of said garage. The garage portion of any model home may be used by the builders for sales purposes, storage purposes and other related purposes. Upon (or prior to) the sale of said model home to the first purchaser thereof, the garage portion of the model home shall be converted to a fully enclosed garage. As used herein, the term “residential purposes” shall be constructed to prohibit mobile homes or trailers being placed on said Lots, or the use of said Lots for duplex houses, garage apartments, apartment houses, rooming houses, hostels, or communes; and no Lot shall be used for educational, religious, institutional, or professional purposes of any kind whatsoever. No building of any kind or character shall ever be moved onto any Lot within said Subdivision.

*No building shall be erected, altered or permitted to remain on any Lot other than one detached single-family dwelling used for residential purposes only and not to exceed two and one-half (2 ½) stories. As used herein, the term “residential purposes” means use primarily as a place of abode. Except as hereinafter provided with respect to model homes, each residence shall have a fully enclosed garage for not less than two (2) cars, which garage shall be available for parking automobiles at all times without any modification being made to the interior of said garage. The garage portion of any model home may be used by the builders for sales purposes, storage purposes and other related purposes. Upon (or prior to) the sale of said model home to the first purchaser thereof, the garage portion of the model home shall be converted to a fully enclosed garage. No mobile homes or trailers shall be placed on a Lot. No building of any kind or character shall be moved onto any Lot without the advanced written permission of the Architectural Control Committee.*

#### Article 5, Section 3, b – Use Limitations

No manufacturing, trade, business, commerce, industry, profession, or other occupation whatsoever will be conducted or carried on in The Properties or any part thereof, or in any building or other structure erected thereon, save and except sales and construction management offices with the prior written approval of the Architectural Control Committee and compliance with applicable zoning ordinances.

*Professional, business, or commercial activities to which the general public is invited shall not be conducted on any Lot. An Owner or resident may conduct business activities on a Lot provided: (1) the use is incidental to the primary use of the Lot as a residence: (2) the use conforms to applicable governmental ordinances: (3) the existence or operation of the business activity is not apparent or detectable by sight, sound, or smell from neighboring Lots: (4) the business does not generate a level of vehicular or pedestrian traffic, or a number of vehicles parked in The Properties, which is noticeably greater than is typical or residences in which no business activity is being conducted, such determination to be made by the Board in its sole discretion: (5) the business activity is consistent with the residential character of The Properties: and (6) the use does not constitute a nuisance, or unreasonably interfere with the use and enjoyment of neighboring lots by other residents.*

#### Article 5m Section 3, m – Recreational Equipment

No recreational equipment, including but not limited to swing sets, skate board or bicycle ramps, or basketball nets, shall be permitted in the front yard of any residential structure.

*No permanent recreational equipment, including but not limited to swing sets, skate board or bicycle ramps shall be permitted in the front yard of any residential structure. Portable recreational equipment is allowed in the front yard but must be removed from the front yard at the end of each day of use (i.e., stored in garage, or otherwise stored in compliance with this Declaration), kept out of the street Right-of-Way and kept in good condition. No basketball goals shall be attached to the front of the residence. Permanent basketball goals require Architectural Control Committee approval and must meet the guidelines set by the Committee*

#### Article VIII – Miscellaneous Provisions

##### Section 2. Amendment

- a. *By Members This Declaration may be amended or terminated by sixty seven percent (67%) of the total eligible votes of the membership*
- b. *B. By Directors. This Declaration may be amended by the Board of Directors, without consent of the membership, as necessary to conform the Declaration to the requirements or provisions of any United States or Texas statute or regulation, City of Austin or Travis County Ordinance, or judicial ruling of a Texas Court or federal court with jurisdiction over legal actions in Texas.*
- c. *C. Effective Date. An amendment or termination of the Declaration becomes effective when the instrument is filed in the Office of Public Records of Travis County, Texas*

*Bringing in additional Property – Specifically The Rowell HOA section*