

**CCHOA Board Meeting Agenda**  
**26 March 2019, 6:30pm**  
**Circle C Community Center**

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of February 26, 2019 board meeting minutes *James Moseley*
- IV. Homeowner Forum (*3 min each*)
- V. Management Reports
  - a. General Report, *Karen Hibpshman*
    - 1. Feb YTD Financials
  - b. Landscape Report, *Clayton Hoover*
  - c. Aquatics Report, *Brody McKinley*
  - d. Maintenance Report, *Robert Bardeleben*
- VI. Discussion Items
  - a. CC&R's Amendments
  - b. Slaughter Lane Corridor Project – Susan Hoover
- VII. Action Items
  - a. Board Officer Appointments
  - b. Monument Proposals
  - c. AISD Easement Agreement
  - d. Community Center AC Unit
  - e. Legal Action on Collections
- VIII. Adjourn Public Meeting
- IX. Executive Session

**Attachments**

- 1. Feb 2019 Board Meeting Minutes
- 2. General Report (including YTD Financials)
- 3. Landscape Report
- 4. Aquatics Report
- 5. Maintenance Report
- 6. AISD Easement Agreement for water/sewer line & electric service
- 7. CC&R Committee Recommendations
- 8. Community Center AC Proposals

**Circle C Homeowners Association**  
**Board Meeting Minutes**  
**February 26, 2019**

1. The CCHOA Board of Directors convened on February 26, 2019 at the Circle C Community Center. Russ called the meeting to order at 6:30 p.m. In attendance were board members Russ Hodes, Kim Ackermann, Natalie Placer-McClure, Dan Vavasour and James Moseley. Steve Urban and Jason Bram were not present. CCHOA Manager Karen Hibpshman was in attendance. Brody McKinley, Aquatics Director was present. Robert Bardeleben, Facilities Coordinator was present. Clayton Hoover from Circle C Landscape was present.
2. Russ asked if there were any changes to the agenda. Karen asked that Legal Action on Collections be moved to Executive Session. Kim motioned to accept the agenda with the one change. Dan seconded the motion. All were in favor and the motion passed.
3. Russ presented the January 29, 2019 board meeting minutes. Kim motioned to accept the minutes as written. James seconded the motion. All were in favor and the motion passed.
4. Russ introduced the Homeowner Forum. No homeowners present
5. Karen presented the management report and the YTD Financials.
6. Clayton presented the landscaping report.
7. Brody presented the aquatics report.
8. Robert presented the maintenance report
9. The first discussion item was the CC&R Amendments. Kimberly went through the recommendations from the committee. Karen will provide Kimberly a clean red-lined version of the proposed changes.
10. The second discussion item was the Annual Meeting. Karen updated the board on the Online voting website, notices being mailed and the Annual Meeting presentation.
11. The third discussion item was the Slaughter Lane Corridor Project – Susan presented to the board the information on the Slaughter Lane Corridor Project and the Austin Strategic Mobility Plan. The Slaughter Lane Corridor Project proposal is installing 8.5’ sidewalks on both sides of Slaughter from FM1826 to IH35. Susan, Clayton and Karen have meet with the Slaughter Corridor folks without getting much corroboration. The Austin Strategic Mobility Plan sent out a preliminary plan which shows Escarpment Blvd expanded to 4-lanes, Dahlgreen extended to South Bay and South Bay extended to MoPac. Karen will work on setting up a meeting with Paige Ellis, draw up a plan of action and possibly start a petition.
12. The forth discussion item monuments proposals for the new entrance monument. Karen will meet with Trent and recommended contractor to review the bid and specifications to ensure that nothing is missing. Once bid is confirmed to be complete the board will be able to vote via email.
13. The first action item was the AISD Easement Agreement. James motioned to table. Dan seconded the motion. All were in favor and the motion passed.

14. Russ motioned to adjourn the Public Meeting at 7:45pm. Kim seconded the motion. All were in favor and the motion passed.
15. The Board went into executive session at 7:45 pm to discuss Legal Action on Collections. No votes or action were taken. The Board adjourned executive session at 7:55 pm.
16. The second action item was Legal Action on Collection. James motioned to move forward with collections on the two accounts. Kim seconded the motion. All were in favor and the motion passed.
17. Russ moved to adjourn the Public Meeting at 8:00pm. Kim seconded the motion. All were in favor and the motion passed.

**Circle C Homeowners Association  
Manager's Report  
February 25, 2019 – March 22, 2019**

**Violation Report (January 28<sup>th</sup>, 2019 – February 22<sup>nd</sup>, 2019)**

128 Violations

- 26 (20%) Rubbish and Debris
- 10 (8%) Maintenance
- 57 (45%) Front Yard Maintenance
- 7 (5%) Architectural
- 9 (7%) Vehicle Storage
- 3 (2%) Offensive Activities
- 3(2%) Exterior Lighting
- 1 (1%) Fencing
- 4 (3%) Use Limitations
- 1 (1%) Common Properties
- 5 (4%) Repair of Exterior Damages
- 2 (2%) Driveway

128 Violations by Stage

- 88 (100%) stage 1/cooperative letters
- 31 (24%) stage 2 letters
- 9 (7%) stage 3 letters

128 Violation Updates/Creates

- 76 (59%) Closed
- 30 (23%) New
- 1 (1%) Re-Opened
- 21 (16%) Escalated

**Administration**

37 New Homeowner Packets mailed February 25<sup>th</sup> -March 22<sup>nd</sup>

**Financial**

AP checks were signed March 19<sup>th</sup> with Terri Giles

**Upcoming Special Events**

Apr 6<sup>th</sup> – CCHOA Spring Garage Sale

Apr 12<sup>th</sup> – Food Trailer Night (TxDot will be at the Food Trailer Night)

Apr 20<sup>th</sup> – Easter Egg Hunt

May 11<sup>th</sup> – Select Swim Meet  
May 18<sup>th</sup> – Seals Meet  
June 1<sup>st</sup> – Seals Meet  
June 8<sup>th</sup> – Seals Meet  
June 22<sup>nd</sup> – Dive In Movie

### **Project/Updates**

- Online voting went well for 2019  
2019- 31.28% quorum - 1,658 lots cast their vote  
2018 – 28.19% quorum – 1,474 lots cast their vote  
2017 – 25.55% quorum – 1,295 lots cast their vote
- Online resales have been well received. Owners and Title companies can order the resale through the website and also make their payment through the website with their own login information.
- Meeting with Paige Ellis is scheduled for March 25<sup>th</sup>.
- The City of Austin Corridor project have asked to rent meeting room space in April. Susan, Clayton and I met with the City of Austin Corridor folks on February 14<sup>th</sup>. The sidewalk width has been decreased from 12’ to 8’. They still do not seem to understand the full scope of project and the impact it will have on the infrastructure or the trees.
- New install on Bernia between Mundomar andVecenza
- AT&T has done additional damage to Bernia. I am working with Lennar to get these damages reimbursed
- City of Austin was out on Bernia repairing the street lights due to broken wires. It is not known at this time what damage was done to irrigation lines or the wiring.
- GreyRock – Town Hall meeting with the developer was held on March 12<sup>th</sup>. On the West side of Archeleta will be the Active Living building with 151 units. The Assisted Living facility has not been designed yet. On the east side of Archeleta will be a Daycare Center and a two-story office building.
- Damaged mainline at Slaughter/MoPac. Webber agreed to do the bore at Slaughter/Becket. The bore was completed but the sleeves were not installed. There appears to be a sink hole in this area. This has been reported directly to Webber & TxDot for repair. Also followed up on the status of the sleeves.
- New SW AISD School (Avana). We have had several meetings & phone calls concerning the access to the CCHOA easement at the intersection of Trissino/Escarpment. AISD & SWWC needs an access easement agreement by CCHOA to install a water line, sewer line and electrical service. AISD attorney and CCHOA’s attorneys are still working on this. For the agreement between AISD and CCHOA, there will be an easement agreement that has a MOU document which is what we are still working out the details. AISD is currently working with the transportation department on their requirements. CCHOA’s request is for barriers on the East and West side of Escarpment from Trissino to Bernia.

- **Capital Projects**

2019 Capital Budget Projects include:

Swim Center - Furniture	Not Started
Landscaping – Irrigation Infrastructure	Continuing Project
Landscaping – Slaughter tree trimming	Started
Landscaping – Rock Word	Continuing Project
Landscaping – Dahlgreen/La Crosse Ave	Started
Pool Covers	Started
SC Wade Pool Repairs	Started
Avana – Re-staining	Completed
CC – Replace final handrail	Completed
Wildflower Park – Picnic Tables/Benches	Started
Monument	Project has been sent out to bid
Escarpment Project	Currently in the design stage
Construction Repairs	Repairs due to construction have been done at Bernia, 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	Totals	%
Homeowner Income	Homeowner Dues	\$3,527,000	\$42,966.08	\$986,492.36	\$1,029,458.44	29%
Homeowner Income	Resale Certificates	\$75,000	\$3,825.00	\$5,175.00	\$9,000.00	12%
Homeowner Income	Transfer Fees Income	\$100,000	\$5,514.57	\$2,450.00	\$7,964.57	8%
Homeowner Income	Late Fees Collected	\$20,000	\$2,113.00	\$1,523.19	\$3,636.19	18%
Homeowner Income	Lien Admin Fees Income	\$400	\$84.00	\$83.30	\$167.30	42%
Homeowner Income	Filing Fee Income	\$1,250	\$364.70	\$238.00	\$602.70	48%
Homeowner Income	NSF Charges	\$100	\$0.00	\$25.00	\$25.00	25%
Homeowner Income	Collection Fee Income	\$250	\$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>\$1,050,854.20</b>	28%
Architectural Review Income	Architectural Review Income	\$25,000	\$5,610.00	\$6,585.00	\$12,195.00	49%
<b>Architectural Review Income Total</b>		<b>\$25,000</b>	<b>\$5,610.00</b>	<b>\$6,585.00</b>	<b>\$12,195.00</b>	49%
Rental Income	Office Rent	\$8,300	\$2,193.28	\$0.00	\$2,193.28	26%
Rental Income	Grill Rent	\$6,300	\$512.50	\$512.50	\$1,025.00	16%
<b>Rental Income Total</b>		<b>\$14,600</b>	<b>\$2,705.78</b>	<b>\$512.50</b>	<b>\$3,218.28</b>	22%
Aquatics Income	Pool Programs	\$88,000	\$1,073.75	\$2,511.50	\$3,585.25	4%
Aquatics Income	Pool Programs - Swim Team	\$143,500	\$6,514.50	\$6,665.00	\$13,179.50	9%
Aquatics Income	Facility Income	\$37,500	\$6,945.66	\$136.66	\$7,082.32	19%
<b>Aquatics Income Total</b>		<b>\$269,000</b>	<b>\$14,533.91</b>	<b>\$9,313.16</b>	<b>\$23,847.07</b>	9%
CCCC Income	CCCC Facility Rentals	\$50,000	\$4,590.00	\$3,492.50	\$8,082.50	16%
<b>CCCC Income Total</b>		<b>\$50,000</b>	<b>\$4,590.00</b>	<b>\$3,492.50</b>	<b>\$8,082.50</b>	16%
Landscape Reimbursements	Stratus Reimb	\$97,000	\$0.00	\$0.00	\$0.00	0%
Landscape Reimbursements	COA Reimb	\$17,600	\$0.00	\$0.00	\$0.00	0%
<b>Landscape Reimbursements Total</b>		<b>\$114,600</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	0%
Miscellaneous	Interest Income	\$5,000	\$1,358.45	\$1,235.21	\$2,593.66	52%
Miscellaneous	Sales Tax Discount	\$0	\$1.18	\$0.00	\$1.18	
<b>Miscellaneous Total</b>		<b>\$5,000</b>	<b>\$1,359.63</b>	<b>\$1,235.21</b>	<b>\$2,594.84</b>	52%
Rowell Reimbursement	The Rowell HOA	\$15,000	\$0.00	\$0.00	\$0.00	0%
<b>The Rowell Total</b>		<b>\$15,000</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	0%
<b>Grand Total</b>		<b>\$4,217,200.00</b>	<b>\$83,666.67</b>	<b>\$1,017,125.22</b>	<b>\$1,100,791.89</b>	26%

## 2019 CCHOA EXPENSE BUDGET

Category	Subcategory	2019 Budget	Jan-19	Feb-19	Totals	%
Commons Area Services	Landscape Maint Contract	\$1,155,950	\$96,329.24	\$96,329.24	\$192,658.48	17%
Commons Area Services	Contract Landscape SC	\$30,318	\$2,526.56	\$2,526.56	\$5,053.12	17%
Commons Area Services	Contract Landscape CCCC	\$30,318	\$2,526.56	\$2,526.56	\$5,053.12	17%
Commons Area Services	Contract Landscape AV	\$21,500	\$1,791.65	\$1,791.65	\$3,583.30	17%
Common Area Services	Contract Landscape GR	\$21,500	\$1,791.65	\$1,791.65	\$3,583.30	17%
Common Area Services	Common Area Holiday Lighting	\$43,075	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	2016 Land Additions	\$5,000	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	Landscape Repairs	\$70,000	\$925.00	\$982.95	\$1,907.95	3%
Commons Area Services	Landscape Water Utilities	\$245,000	\$3,019.22	\$3,261.90	\$6,281.12	3%
Commons Area Services	COA Water Utility Compliance	\$8,000	\$7,998.50	\$0.00	\$7,998.50	100%
Common Area Services	LandscapeElectric Utilities	\$36,000	\$4,533.35	\$3,562.85	\$8,096.20	22%
Common Area Services	Tree Care	\$25,000	\$8,340.00	\$985.00	\$9,325.00	37%
Commons Area Services	Fence Repairs & Maint	\$7,000	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	Electrical Repairs & Maint	\$13,000	\$1,638.25	\$0.00	\$1,638.25	13%

Common Area Services	Nieghborhood Maint & Repair	\$17,000	\$1,847.83	\$1,489.46	\$3,337.29	20%
Common Area Services	Non Contract Landscape - SC	\$15,000	\$0.00	\$0.00	\$0.00	0%
<b>Commons Area Services Total</b>		<b>\$1,743,661</b>	<b>\$133,267.81</b>	<b>\$115,247.82</b>	<b>\$248,515.63</b>	14%
Aquatics Facilities	Administrative	\$58,000	\$3,272.11	\$3,500.99	\$6,773.10	12%
Aquatics Facilities	Supplies - Pool	\$16,000	\$549.45	\$542.87	\$1,092.32	7%
Aquatics Facilities	Supplies - Chemicals	\$71,000	\$3,880.50	\$2,991.37	\$6,871.87	10%
Aquatics Facilities	Supplies & Fees - Swim Team	\$25,000	-\$88.32	\$923.44	\$835.12	3%
Aquatics Facilities	Maintenance - Pool	\$81,500	\$6,489.94	\$8,537.05	\$15,026.99	18%
Aquatics Facilities	Maintenance - Building	\$52,000	\$1,952.39	\$2,343.33	\$4,295.72	8%
Aquatics Facilities	Payroll - Staff	\$652,000	\$24,221.01	\$27,355.01	\$51,576.02	8%
Aquatics Facilities	Payroll - Programming Staff	\$41,000	\$536.40	\$742.97	\$1,279.37	3%
Aquatics Facilities	Payroll - Swim Team	\$121,825	\$6,166.23	\$7,138.88	\$13,305.11	11%
Aquatics Facilities	SC-Utilities - Water	\$3,000	\$1,359.82	\$1,600.79	\$2,960.61	99%
Aquatics Facilities	Avana _Utilites-Water	\$4,500	\$101.48	\$101.48	\$202.96	5%
Aquatics Facilities	GR- Utilities - Water	\$4,500	\$203.46	\$187.76	\$391.22	9%
Aquatics Facilities	SC-Utilities - Electric	\$28,000	\$2,062.57	\$2,131.34	\$4,193.91	15%
Aquatics Facilities	Avana - Utilities- Electric	\$12,000	\$853.83	\$834.52	\$1,688.35	14%
Aquatics Facilities	GR -Utilites-Electric	\$6,000	\$416.23	\$437.06	\$853.29	14%
Aquatics Facilities	Utilities - Natural Gas	\$32,000	\$6,328.07	\$5,142.85	\$11,470.92	36%
Aquatics Facilities	SC-Utilities - Telephone/Ineternet	\$11,000	\$421.30	\$506.26	\$927.56	8%
Aquatic Facilities	Avana - Telephone/Ineternet	\$4,000	\$307.26	\$626.73	\$933.99	23%
Aquatics Facilities	GR- Telephone/Internet	\$4,000	\$171.80	\$190.92	\$362.72	9%
<b>Aquatic Facilities Total</b>		<b>\$1,227,325</b>	<b>\$59,205.53</b>	<b>\$65,835.62</b>	<b>\$125,041.15</b>	10%
Circle C Community Center	Utilities - Water	\$35,000	\$1,690.42	\$1,740.86	\$3,431.28	10%
Circle C Community Center	Utilities - Electric	\$20,000	\$1,744.57	\$1,654.03	\$3,398.60	17%
Circle C Community Center	Utilities - Telephone/Internet	\$9,600	\$0.00	\$688.34	\$688.34	7%
Circle C Community Ctr	Events Payroll	\$6,000	\$0.00	\$265.02	\$265.02	4%
Circle C Community Center	Furniture	\$2,000	\$0.00	\$404.62	\$404.62	20%
Circle C Community Center	Maintenance - Building	\$39,500	\$3,179.28	\$1,962.39	\$5,141.67	13%
<b>Circle C Community Ctr Total</b>		<b>\$112,100</b>	<b>\$6,614.27</b>	<b>\$6,715.26</b>	<b>\$13,329.53</b>	12%
Maintenance Operations	Office Supplies	\$1,600	\$0.00	\$93.12	\$93.12	6%
Maintenance Operations	Employee Education	\$1,200	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Uniforms	\$1,800	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Staff Recrutment	\$300	\$0.00	\$35.00	\$35.00	12%
Maintenance Operations	Safety Equip/Supplies	\$900	\$253.76	\$68.06	\$321.82	36%
Maintenance Operations	Maintenance Payroll	\$175,000	\$12,661.54	\$12,661.54	\$25,323.08	14%
Maintenance Operations	Pool Tech	\$69,000	\$4,726.69	\$5,877.92	\$10,604.61	15%
Maintenance Operations	Payroll Taxes	\$15,000	\$1,090.17	\$1,063.54	\$2,153.71	14%
Maintenance Operations	Computer/Softwar	\$1,000	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations	Tools/Supplies	\$5,000	\$19.78	\$1,419.36	\$1,439.14	29%
Maintenance Operations	Office Furniture	\$500	\$0.00	\$0.00	\$0.00	0%
<b>Maintenance Operations Total</b>		<b>\$271,300</b>	<b>\$18,751.94</b>	<b>\$21,218.54</b>	<b>\$39,970.48</b>	15%
HOA Operations	Office Supplies	\$9,000	\$261.59	\$3,016.78	\$3,278.37	36%
HOA Operations	Equip & Maintenance	\$14,000	\$252.13	\$183.93	\$436.06	3%
HOA Operations	HOA Owned Vehicle Expense	\$7,000	\$271.34	\$183.13	\$454.47	6%
HOA Operations	Postage	\$16,000	\$3,646.60	\$1,752.95	\$5,399.55	34%
HOA Operations	Web Operations	\$3,000	\$71.00	\$323.00	\$394.00	13%
HOA Operations	Printing	\$2,000	\$990.97	\$0.00	\$990.97	50%
HOA Operations	HOA Meetings	\$6,000	\$0.00	\$593.69	\$593.69	10%
HOA Operations	Deed Restrictions	\$5,000	\$703.56	\$0.00	\$703.56	14%
HOA Operations	HOA Special Events	\$30,000	\$7,596.32	\$3,686.00	\$11,282.32	38%
<b>HOA Operations Total</b>		<b>\$92,000</b>	<b>\$13,793.51</b>	<b>\$9,739.48</b>	<b>\$23,532.99</b>	26%
Financial Management	Management Services	\$105,000	\$8,764.94	\$8,781.18	\$17,546.12	17%
Financial Management	Resale Certificate	\$15,000	\$864.26	\$1,200.00	\$2,064.26	14%
Financial Management	Lien Filing Administrative Fees	\$500	\$156.00	\$130.00	\$286.00	57%
Financial Management	Bank Fees	\$30,000	\$1,755.82	-\$580.48	\$1,175.34	4%





<b>Facility Usage</b>	<i>Resident Entries</i>	<i>Guest Entries</i>	<i>Total Entries</i>
Swim Center	633	20	653
Community Center	0	0	0
Avaña	0	0	0
Greyrock	0	0	0
<b>Totals</b>	<b>633</b>	<b>20</b>	<b>653</b>

<b>Member Stats</b>	<i>Households</i>	<i>Individuals</i>	<i>Average / Household</i>
Homeowners	5,234	16,877	3.22
Renters	363	1,415	3.90
<b>Totals</b>	<b>5,597</b>	<b>18,292</b>	<b>3.27</b>

<b>Revenue</b>	
Programs	\$ 2,511
Swim Team	\$ 6,665
Guest Fees	\$ 0
Area Reservations	\$ 0
Facility Rentals	\$ 0
Lane Rentals	\$ 0

<b>Program Enrollment</b>	
Select Swim Team	47
Masters	5
Group Swim Lessons	8
Private Swim Lessons	10
Water Aerobics	0
Lifeguard Certification	6
Water Safety Instructor	0
Scout Swim Tests	0

<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	0
Community Center	0
Avaña	0
Greyrock	0
<b>Totals</b>	<b>0</b>

<b>Special Events</b>	
Lane Rentals	Bowie HS, Crockett HS, Austin Water Polo, Veritas Academy
Food Trailer Night	Saturday, February 16, 2019
Dive-In Movie	

<b>Incidents</b>	<i>February 2019</i>	<i>Year-to-Date</i>
Swim Center	0	0
Community Center	0	0
Avaña	0	0
Greyrock	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>

<b>Water Rescues</b>	<i>February 2019</i>	<i>Year-to-Date</i>
Distressed	0	0
Simple Assist	0	0
Active Surface	0	0
Active Submerged	0	0
Passive Surface	0	0
Passive Submerged	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>

<b>Incident Types</b>	<i>February 2019</i>	<i>Year-to-Date</i>
Water Rescues	0	0
Injuries	0	0
Sudden Illness	0	0
Patron Behavior	0	0
Suspension / Expulsion	0	0
EMS / 911 Callout	0	0
Break-In / Vandalism	0	0

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

All is going well in maintenance. We are busy with capitol projects for 2019 as well as preparing pools for Spring openings.

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Maintenance has been completed
- Minor Equipment and Facility Repairs Made
- Wade Pool Repairs have been completed
- Remodeled Entry Way to Maintenance Office in order to add addition storage for maintenance items. Also replace toilet and sink.

COMMUNITY CENTER

- Routine inspections and maintenance have been completed
- Rooftop HVAC Unit for Foyer and Restrooms needs to be replaced (action item for board meeting- bid acceptance)

COMMUNITY CENTER POOL

- Routine cleaning and maintenance have been performed.
- Minor Repairs have been completed on equipment and facility.
- Rusted handrail replaced with stainless steel handrail

NEIGHBORHOOD

- Minor repairs have been completed as needed
- Installed new playground furniture (tables, benches, trash cans) at Wildflower Park Playground
- All mailbox solar lighting has been check and repairs made where necessary

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
- Replaced Motor on one of the pool pumps as the bearings went out on it.



# PROPOSAL

11904 Jess Drive  
 Austin, Texas 78737  
 Phone: 512- 771-1303

To: Hitchcock Design Group

JOB DESCRIPTION
<b>Circle C Entry Monument</b> Revised 3/21/2019

ITEMIZED ESTIMATE: TIME AND MATERIALS	AMOUNT
<b>West Sign</b> Concrete footing and CMU per Structural 4-8" saw/chop Cream Limestone on Sign Wall. 2-6" saw/chop Fall Blend Limestone on Tower, planter, Sign Lettering base Saw cut Cream Limestone caps per Architectural Tower Logo cabinet, Sign Lettering and Sign wall accent band	Unit price \$54,248.00
<b>East Sign</b> Concrete footing and CMU per Structural 2-6" saw/chop Fall Blend Limestone on Tower. Saw cut Cream Limestone caps per Architectural Tower Logo cabinet	Unit price \$18,601.00
<b>Low Wall</b> Concrete footing and CMU per Structural 2-6" saw/chop Fall Blend Limestone on both sides and top.	154 lnft @ \$158/lnft \$24,332.00
<b>Column</b> Concrete footing and CMU per Structural 2-6" saw/chop Fall Blend Limestone veneer Saw cut Cream Limestone caps per Architectural Accent band	Unit price \$5,246.00
<b>Electrical: Two new services on East and West Monuments.</b> Run 110V from existing Landscape Light fixtures to a new panel on the back of Monument tower. One circuit for Sign Lighting and an additional Outdoor outlet for potential Christmas Lights. Electrical Permit included.	\$4,830.00
<b>TOTAL ESTIMATED JOB COST</b>	<b>\$107,257.00</b>

This is an estimate only, not a contract. This estimate is for completing the job described above, based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be required should problems arise.

\_\_\_\_\_  
 Grant Keelty, Owner.  
 PREPARED BY

\_\_\_\_\_  
 March 21 2019  
 DATE

\_\_\_\_\_  
 ACCEPTANCE SIGNATURE

\_\_\_\_\_  
 DATE



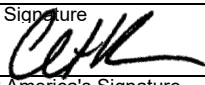
# PROPOSAL

Client Ref #: 3190109  
 Job #: 3190109  
 Monday, February 25, 2019  
**Hitchcock Design Group**  
 1601 Rio Grande St, Suite 452  
 Austin, Texas Zip: 78701  
 Contact: Trent Rush  
 Office: (512) 770-4503 Cell: (512) 627-7609  
 E-mail: [trush@hitchcockdesigngroup.com](mailto:trush@hitchcockdesigngroup.com)

## Circle C Ranch Entry Monument

DESCRIPTION	UNIT	QUANT	PRICE	TOTAL
<b>Softscape Allowance - Not Included in Total</b>				
Tree Protection	LF	578	\$2.50	\$1,445.00
Re-Vegetation	At Entry Monuments, Columns, and Wall	LS	1	\$4,071.43
Planter Box Planting	Gravel Fill, Soil, Mulch, Irrigation, and Plant Material	LS	1	\$3,857.14
<b>Softscape Total - Not Included in Total:</b>				<b>\$9,373.57</b>
East Entry Monument	total	1	\$18,861.24	\$18,861.24
West Entry Monument	total	1	\$62,895.49	\$62,895.49
Stone Wall	linear ft	153	\$129.96	\$19,884.43
Masonry Columns	each	1	\$4,348.71	\$4,348.71
<b>Electric Service at Entry Monument</b>				
Service Panel, Meter Base, 250' main run with conduit (MAX), wire & permits	total	1	\$6,492.75	\$6,492.75
<b>Hardscape Total:</b>				<b>\$112,482.62</b>
<b>GENERAL CONDITIONS</b>				
Survey, Mobilization, Admin, Mockup, Haul Off, Etc...	total	1	\$3,427.78	\$3,427.78
<b>General Conditions:</b>				<b>\$3,427.78</b>

**Softscape Total - Not Included in Total: \$9,373.57**  
**Hardscape Total: \$112,482.62**  
**General Conditions: \$3,427.78**  
**Total: \$115,910.40**

Client's Signature \_\_\_\_\_  
  
 Landart America's Signature \_\_\_\_\_

\_\_\_\_\_  
 Date  
 February 25, 2019  
 \_\_\_\_\_  
 Date

Office: (512) 295-7535  
 Fax: (512) 295-7536

[www.landartamerica.com](http://www.landartamerica.com)

PO Box 1438  
 Buda, Tx 78610

ESTIMATE SUMMARY



**GILGER CONTRACTORS**  
COMMERCIAL CONSTRUCTION

**Circle C Ranch Monument**

Bid Date: 2/26/2019  
Time: 2:00 AM

Project Square Footage	1 sf
Project Duration	8 wks

Div		quantity	unit	unit cost	total	Cost / SF
1	GENERAL CONDITIONS	1	LS	\$ 4,825	\$4,825	\$4,825.00
1	PERMIT FEES	1	LS	\$ -	\$0	\$0.00
2	EROSION / SURVEY / FENCE	1	LS	\$ 5,739	\$5,739	\$5,738.86
2	SITE UTILITIES	1	LS	\$ -	\$0	\$0.00
2	ASPHALT & STRIPING	1	LS	\$ -	\$0	\$0.00
2	LANDSCAPE, IRRIGATION	1	LS	\$ -	\$0	\$0.00
2	TERMITE CONTROL	1	LS	\$ -	\$0	\$0.00
2	DEMOLITION/ABATEMENT	1	LS	\$ -	\$0	\$0.00
3	CONCRETE	1	LS	\$ 31,286	\$31,286	\$31,286.00
4	MASONRY	1	LS	\$ 82,905	\$82,905	\$82,905.00
5	METALS	1	LS	\$ -	\$0	\$0.00
6	ROUGH CARPENTRY	1	LS	\$ -	\$0	\$0.00
6	FINISH CARPENTRY	1	LS	\$ -	\$0	\$0.00
7	INSULATION, FIREPROOFING	1	LS	\$ -	\$0	\$0.00
7	WPFG / SEALANTS	1	LS	\$ -	\$0	\$0.00
7	ROOFING	1	LS	\$ -	\$0	\$0.00
8	DOORS, FRAMES, HARDWARE	1	LS	\$ -	\$0	\$0.00
8	WINDOWS / GLASS	1	LS	\$ -	\$0	\$0.00
9	DRYWALL & CEILINGS	1	LS	\$ -	\$0	\$0.00
9	RESILIENT FLOORING	1	LS	\$ -	\$0	\$0.00
9	TILE	1	LS	\$ -	\$0	\$0.00
9	PAINTING	1	LS	\$ -	\$0	\$0.00
9	PLASTER & STUCCO	1	LS	\$ -	\$0	\$0.00
10	MISC SPECIALTIES	1	LS	\$ -	\$0	\$0.00
10	TOILET & BATH ACCESSORIES	1	LS	\$ -	\$0	\$0.00
10	SIGNAGE	1	LS	\$ 20,348	\$20,348	\$20,348.00
10	APPLIANCES	1	LS	\$ -	\$0	\$0.00
10	WINDOW TREATMENTS	1	LS	\$ -	\$0	\$0.00
10	AWNINGS & CANOPIES	1	LS	\$ -	\$0	\$0.00
13	ELEVATOR	1	LS	\$ -	\$0	\$0.00
14	FIRE SPRINKLER	1	LS	\$ -	\$0	\$0.00
15	PLUMBING	1	LS	\$ -	\$0	\$0.00
15	HVAC	1	LS	\$ -	\$0	\$0.00
16	Electrical	1	LS	\$ 4,200	\$4,200	\$4,200.00
17	FIRE ALARM	1	LS	\$ -	\$0	\$0.00
18	PERIODIC & FINAL CLEAN	1	LS	\$ 750	\$750	\$750.00
	<b>Subtotal:</b>				<b>\$150,053</b>	<b>\$150,052.86</b>
	GL Insurance			0.75%	\$1,204	\$1,204.20
	Property Floater Ins			0.52%	\$300	\$300.00
	Precon Services	1	ls	\$ -	\$0	\$0.00
	<b>Subtotal</b>				<b>\$151,557</b>	<b>\$151,557.06</b>
	Construction Contingency			0.0%	0	\$0.00
	Contractor Fees			6.00%	\$9,003	\$9,003.17
	<b>Total Estimate</b>				<b>\$160,560</b>	<b>\$160,560.23</b>

<p><b>Qualifications/Assumptions:</b></p> <ul style="list-style-type: none"> <li>Includes tax on materials - New Construction</li> <li>Includes limited erosion controls, safety fencing</li> <li>Excludes any allowance for City of Austin Permitting -</li> <li>Includes allowance for Electrical Connections to New Signs</li> </ul>
<p><b>Exclusions</b></p> <ul style="list-style-type: none"> <li>Performance &amp; Payment Bond / Bid Bonds</li> <li>Landscaping / Irrigation / Fill of planters</li> </ul>



TACLB34110E

P.O. Box 1482, Dripping Springs, Texas 78620  
Phone: (512) 308-6949 Fax: (512) 532-7982

Veteran Owned

## Proposal

March 13, 2019  
Circle C HOA  
7817 La Crosse Ave  
Austin, Tx 78739

Attn: Robert Bardeleyben

### Proposal:

- \* Install 5 ton Trane single phase side discharge package unit with 15 kw
- \* Includes crane

**Proposed Cost: \$9,100.00 (includes labor and materials)**

### Exclusions:

All attic pull down ladders installations, all plumbing, framing, all roofing, gas piping, coring, penetrations, all electrical conduits, fire caulking, condensate terminations, platforms, bid bond, A/C unit cleaning, air balance, condenser pads, filter changes after start up, sump pumps, and pipes.

### Conditions:

All changes to attached scope of work must be submitted in writing and approved by all parties involved before they become binding. All agreements are contingent upon strikes, accidents, delays, or changes in Federal, State, and local regulations beyond our control. Owner to carry fire, tornado, and other necessary insurance. In the event payments are not made as outlined herein, the undersigned agrees to pay all cost of collections and attorney's fees incurred by Comfort Control. Proposal includes all mechanical permits. Work schedule contingent upon weather.

**Payment Terms:** 100% due upon completion of the job. Price good for 15 days. The above prices, specifications and conditions are satisfactory and are hereby accepted. There is a 3%



convenience for credit card payments. Payment is due upon completion of work unless arrangement for invoicing customer is approved prior to work being performed. All invoices are due payable 10 days from date of invoice. Customer agrees to pay interest rate of 10% per annum, or highest rate allowed by applicable law, whichever is less, on all past due invoices. This document becomes fully executed after both parties have signed and dated.

Thank you for your consideration,  
Josh Garst  
Comfort Control  
President

Name \_\_\_\_\_ (client)

Accepted By \_\_\_\_\_

Date \_\_\_\_\_ (client)

Comfort Control

Name \_\_\_\_\_ (client)

Accepted By \_\_\_\_\_

Date \_\_\_\_\_ (client)

Comfort Control

The above price is good for 15 days.

Regulated by the Department of Licensing and Regulations. P.O. Box 12157, Austin, Texas 78711, 1-800-803-9202, 512-463-6599

# Estimate

Dash Service, LLC  
 P. O Box 90125  
 Austin, TX 78709-0125

Name/Address
Circle C Homeowners Association PO Box 163541 Austin, Texas 78716

Date	Estimate No.	Project
03/19/19	2018	

Item	Description	Quantity	Cost	Total
Equipment	Equipment for jobs	1	6,783.00	6,783.00T
Materials	Materials used for job	1	600.00	600.00T
Labor-Com	Labor rates for commercial service		2,500.00	2,500.00T
Crane Charge	Crane Charge	1	800.00	800.00T
	Quoted price to install a new 5.0 Lennox heat pump rooftop unit with side discharge ducts . Also includes a city of Austin code required economiser.			
	K1ECON30A-3-LANDMARK ECONO STD SHORT M/N C1SNSR44AP1 SUP or RET Smoke Detector Kt			
	M/N KHB060S4BN PkgHP/5 Ton/230-1			
	Sales Tax - Austin		8.25%	881.35
			<b>Total</b>	<b>\$11,564.35</b>



Air Conditioning  
Electrical  
Plumbing  
Remodeling  
Refrigeration/Food Service Equipment

# PROPOSAL

P. O. Box 19047  
Austin, Texas 78760  
(512) 326-4822  
Mechanical License # TACLA2586C  
Plumbing License # M38409  
Electrical License # TECL30044

<b>PROPOSAL SUBMITTED TO (CUSTOMER)</b> Circle C Homeowner's Association	<b>PROPOSAL NUMBER</b> 190319sjw2019	<b>DATE</b> 3/19/19	
<b>STREET</b> 7817 LaCrosse Ave	<b>JOB NAME</b> Replace 5 ton package system heat pump		
<b>CITY, STATE AND ZIP CODE</b> Austin, TX 78739	<b>JOB LOCATION</b> Same		
<b>ATTENTION:</b> Robert Bardeleben	<b>PHONE NUMBER</b> 512-796-9584	<b>CELL NUMBER</b>	<b>EMAIL ADDRESS</b> facilities@ccswim.net

**JOB DESCRIPTION:** Replace (1) existing Lennox 5 ton package HVAC system heat pump with new American Standard unit. The new HVAC unit is 208 Volt 1 Phase and will use supplemental electric heat and R410A refrigerant. Accompanying the new unit is an economizer and smoke detector. The new unit is side discharge as is existing unit and will sit on existing roof curb. The new unit is smaller than existing and will need to be moved on roof curb to accommodate City of Austin required economizer.

**INCLUDED IN PROPOSAL:**

1. Remove refrigerant from existing unit and dispose of properly
2. Disconnect existing electrical lines, and condensate lines
3. Remove existing 5 ton Lennox HVAC system and dispose of properly
4. Install (1) new American Standard 5 ton side discharge package unit heat pump
5. Reconnect existing electrical and condensate lines
6. Modify existing duct work to new HVAC unit
7. Re-use existing disconnect. Install new t-stat (if needed)
8. Start up and check out of new HVAC system
9. Crane service/Permit

**NOT INCLUDED IN PROPOSAL:**

1. Sales tax
2. Asbestos survey or abatement
3. After hour work
4. No other work than described above

**WARRANTY:** One year on parts and labor, additional four year (parts only) compressor warranty

**NOTE:** Any additional charges as a result of City of Austin inspection will be quoted separately

**We Propose** \_\_\_\_\_ price with above specifications, for the sum of:

Eleven thousand _____ Dollars	\$11,480.00 plus tax
-------------------------------	----------------------

• Sales tax \_\_\_\_\_  
(unless specified otherwise)

• Payment \_\_\_\_\_

**Accepted** \_\_\_\_\_  
forth in this \_\_\_\_\_  
and are hereby \_\_\_\_\_  
to do the work as specified \_\_\_\_\_

Signature: Sean Weaver  
sweaver@foxcommercialservices.com

CUSTOMER Signature \_\_\_\_\_

11,480.00  
Tax 947.10  
-----  
12,427.10





Air Conditioning  
Electrical  
Plumbing  
Remodeling  
Refrigeration/Food Service Equipment

# PROPOSAL

P. O. Box 19047  
Austin, Texas 78760  
(512) 326-4822  
Mechanical License # TACLA2586C  
Plumbing License # M38409  
Electrical License # TECL30044

<b>PROPOSAL SUBMITTED TO (CUSTOMER)</b> Circle C Homeowner's Association	<b>PROPOSAL NUMBER</b> 190319sjw2019	<b>DATE</b> 3/19/19	
<b>STREET</b> 7817 LaCrosse Ave	<b>JOB NAME</b> Replace 5 ton package system heat pump		
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<b>ATTENTION:</b> Robert Bardeleben	<b>PHONE NUMBER</b> 512-796-9584	<b>CELL NUMBER</b>	<b>EMAIL ADDRESS</b> facilities@ccswim.net

Revised 03/18 Austin - Page 1 of 2

Date of Acceptance: \_\_\_\_\_

## GENERAL TERMS AND CONDITIONS

### 1. PERFORMANCE

Fox Commercial Services (referred to as FOX) will supervise and be responsible for the work set out in this AGREEMENT. All material is guaranteed to be as specified. Should there be any change to the specifications that will require FOX to expend more monies than originally budgeted, CUSTOMER agrees to pay FOX for such expenses plus reasonable profit and overhead if CUSTOMER desires to continue under the changed specifications. If FOX and CUSTOMER are unable to agree on such revisions, this AGREEMENT shall be canceled, without any liability to either party, other than CUSTOMER's obligation to pay for services rendered by FOX to the date of cancellation. Services rendered may include specific training, hiring, travel, special tools, materials, project management, and start-up expenses which are generally priced into the entire scope of the project. Any request for reimbursement of these expenses will be itemized and defined by FOX.

Additionally, performance is contingent upon conditions beyond our control such as acts of God, strikes, accidents, fires, the inability to procure materials from the usual sources of supply, or upon any like or unlike cause beyond the control of FOX.

### 2. ACCEPTANCE

This AGREEMENT is subject to CUSTOMER's acceptance within thirty (30) days from date noted and prices are subject to change without notice after thirty days.

### 3. TIME FOR COMPLETION

Except as specifically agreed to in writing and signed by an authorized agent of FOX, all dates of completion are estimates only. Although FOX will use all reasonable means to meet such completion dates, FOX will not be responsible for damages for its failure to do so.

### 4. PAYMENT

Standard payment terms are net due in ten (10) days from invoice date unless stated differently on the front of this Proposal. A service charge equal to \$25.00 may be charged on all past due amounts. Amounts will be considered past due thirty (30) days after the date of invoice. CUSTOMER may avoid additional service charges upon payment at any time of the full unpaid balance. If FOX is required to hire attorneys or other representatives to enforce this AGREEMENT or to collect amounts owed to it hereunder, CUSTOMER agrees to reimburse FOX for all reasonable attorneys' fees, expert fees, and other legal expenses that may be incurred to collect such amount or to enforce this AGREEMENT. All past due amounts will bear interest from the due date at the highest legal rate per annum.

### 5. CUSTOMER RESPONSIBILITIES

The CUSTOMER shall:

- Provide, without charge all water, heat, and utilities during performance of this AGREEMENT;
- Not hire any employee of FOX who is currently working on a project for CUSTOMER, or any employee of FOX who has worked on a project for CUSTOMER within the last twelve months. CUSTOMER further agrees not to hire any former FOX employee that performed any work on a project for CUSTOMER at any time within the prior twelve months. CUSTOMER agrees and understands that this provision is necessary so that FOX can protect its investment of time, money, and training in its employees, as well as any

- confidential or proprietary information known by its employees;
  - Provide access to FOX and its subcontractors as required to complete the work outlined in this AGREEMENT and to perform any associated warranties due to the CUSTOMER. Additionally, FOX's access to correct any emergency conditions shall not be restricted.
  - Pay for any services or materials as outlined in other sections of these Terms & Conditions.
  - Carry fire, tornado and other necessary insurance on their property.
- 6. HAZARDOUS MATERIALS**  
If, during or prior to the performance of its functions hereunder, FOX discovers the existence of a hazardous substance such as but not limited to asbestos, it will stop work immediately and notify CUSTOMER of its existence. CUSTOMER agrees to take such steps as may be required in relation to the hazardous substance as will permit FOX to safely resume its work hereunder.
- 7. WARRANTIES**  
FOX warrants that:
- All equipment, parts, and materials supplied, are warranted to be free from defect in material for a period of twelve months from date of start-up or replacement.
  - Labor is warranted to be free from defects in workmanship for a period of twelve (12) months from completion of service unless otherwise stated in writing.
  - If noted, some equipment and/or parts manufacturers' warranties supersede the warranty issued by FOX. Warranties for such equipment and parts are those extended to the CUSTOMER by the respective manufacturer only.
  - There are absolutely no other warranties extended, including any implied warranties of FITNESS FOR PARTICULAR PURPOSE OR MERCHANTABILITY.
  - FOX does not warrant against condensate water leaks and will not be responsible for consequential damage caused by said leaks, nor is it responsible for rust, rot, mold, or other fungi existing at CUSTOMER's structure or in any way related to work performed by FOX.
- 8. LIABILITY**  
FOX's liability for injury to persons or damage to property (including the equipment and any other property) shall be limited to that caused directly and proximately by its negligence in performing operation under this AGREEMENT. FOX shall not be liable for personal injury or for damages to any equipment or other property caused by reason of negligence of others, faulty system design, misuse, abuse or caused by conditions beyond its reasonable control or by unknown causes. In no event will FOX be liable for any damages caused by CUSTOMER'S failure to perform CUSTOMER responsibilities or for any claim by CUSTOMER based on any third-party claim. FOX reserves all rights of subrogation. IN NO EVENT SHALL FOX BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY NATURE WHETHER CLAIMED UNDER CONTRACT, WARRANTY, NEGLIGENCE, STRICT LIABILITY OR ANY OTHER LEGAL THEORY.
- 9. INDEMNIFICATION**  
FOX and CUSTOMER shall indemnify, defend and hold each other, from and against any claim, action, fine, penalty, loss, cost, damage, injury, claim, expense, or liability (individually and collectively "Liabilities"), including reasonable attorneys' fees

where, and to the extent, such liabilities arise out of or result from the negligence of their respective employees or authorized agents in connection with the completion of the work set out in this AGREEMENT and as described in the above section titled "Liability".

10. **APPLICABLE LAWS**

This AGREEMENT is offered and shall be interpreted in accordance with the laws of the State of Texas.

11. **PERMITS and TAXES**

Costs associated with obtaining permits are not included unless specifically noted otherwise. Unless provided otherwise, FOX is not required to obtain permits for the project. Permits, inspection fees, drawings, etc., and will be provided by FOX at the cost of obtaining them. Taxes are not included in the proposed price unless specifically noted otherwise.

12. **ENTIRE AGREEMENT**

This instrument embodies the entire AGREEMENT between CUSTOMER and FOX. Any modifications or amendments must be in writing and signed by both parties.

**TACLA2586C**  
**M38409**  
**TECL30044**

Regulated by The Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, Texas 78711, 1-800-803-9202, 512-463-6599. Website: [www.tdlr.texas.gov](http://www.tdlr.texas.gov). Licensed by the Texas State Board of Plumbing Examiners (License # M38409). Correspondence with this Board should be directed to P.O. Box 4200, Austin, Texas 78767, 512-458-2145

(Page 2 of 2) Rev 03/18

