

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

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of January 29, 2019 board meeting minutes *James Moseley*
- IV. Homeowner Forum (*3 min each*)
 - a. Phillip Gutierrez
- V. Management Reports
 - a. General Report, *Karen Hibpshman*
 - 1. Jan 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 (Kimberly De La Garza)
 - b. Annual Meeting
 - c. Slaughter Lane Corridor Project – Susan Hoover
 - d. Monument Bids
- VII. Action Items
 - a. AISD Easement Agreement
 - b. Legal Action on Collections
- VIII. Adjourn Public Meeting
- IX. Executive Session

Attachments

- 1. Jan 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

Circle C Homeowners Association
Board Meeting Minutes
January 29, 2019

1. The CCHOA Board of Directors convened on January 29, 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, Steve Urban and James Moseley. Dan Vavasour and Jason Bram were not present. CCHOA Manager Karen Hibpshman was in attendance. Brody McKinley, Aquatics Director was not 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 the Robin Bonthron & Thomas & Julianne Chu be added to the Homeowner Forum. Steve motioned to accept the agenda with the two additions to the Homeowner Forum. Kim seconded the motion. All were in favor and the motion passed.
3. Russ presented the November 27, 2018 board meeting minutes. Steve motioned to accept the minutes as written. Kim seconded the motion. All were in favor and the motion passed.
4. Russ introduced the Homeowner Forum. Robin Bonthron addressed the board concerning a type of roofing for a patio cover. Thomas & Julianne Chu had questions concerning building of a storage shed.
5. Karen presented the management report and the YTD Financials.
6. Clayton presented the landscaping report.
7. Karen presented the aquatics report.
8. Robert presented the maintenance report
9. The first discussion item was the CC&R Amendments. The minutes from the December 17, 2018 minutes were provided by Kimberly De La Garza prior to the board meeting.
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 first action item was the Giles & Shea Financial Contract. Steve moved to accept the Giles & Shea Financial Contract. Kim seconded the motion. All were in favor and the motion passed.
12. The second action item was the AISD Agreement for tree removal. Steve moved to give the President discretion to sign the tree agreement or its subsequent amendment upon the recommendation of the association manager. Kim seconded the motion. All were in favor and the motion passed.
13. The third action item was the AISD Easement Agreement for water/sewer line & electric service. Steve moved to table this item. Kim seconded the motion. All were in favor and the motion passed.
14. The forth action item was the CC&R Committee Recommendations. No action needed.

15. Russ moved to adjourn the Public Meeting at 7:35pm. Kim seconded the motion. All were in favor and the motion passed.
16. The Board went into executive session at 7:40 pm to discuss the landscape contract. No votes or action were taken. The Board adjourned executive session at 7:45 pm.

**Circle C Homeowners Association
Manager's Report
January 28, 2019 – February 22, 2019**

Violation Report (January 28th, 2019 – February 22nd, 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

18 New Homeowner Packets mailed January 26th -February 22nd

Financial

AP checks were signed February 20th with Terri Giles

Upcoming Special Events

Mar 6th – Annual Meeting

Mar 8th – 1st Food Trailer Night of 2019

Mar 12th – Town Hall meeting with developer of the Assisted Living project

Mar 26th – CCHOA Board Meeting

Apr 6th – CCHOA Spring Garage Sale

Apr 12th – Food Trailer Night

Apr 20th – Easter Egg Hunt

Apr 27th – Select Swim Meet

Project/Updates

- Online voting has been successful so far. As of February 22nd, we are at 23.17% quorum with 5,880,733.17 votes received.
- 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.
- Muirfield/CVS – Repairs are completed except for the sod at the entrance. CVS removed the bad sod and CCL will replace with Palisades Zoysia in March. CVS has paid the invoice in full.
- 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 14th. The sidewalk width has been decreased from 12' to 8'. They still do not seem to understand the full scope of things
- 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 – Met with the developer of the commercial property on both sides of Archeleta Blvd. They will be building an assisted living facility and independent living facility on the west side of Archeleta Blvd. On the east side of Archeleta Blvd they are planning a daycare center. The Town Hall meeting has been scheduled for March 12th @ 6:30pm.
- 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. No update on the SWWC easement agreement. 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	Not Started
SC Wade Pool Repairs	Started
Avana – Re-staining	Completed
CC – Replace final handrail	Started
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	Totals	%
Homeowner Income	Homeowner Dues	\$3,527,000	\$42,966.08	\$42,966.08	1%
Homeowner Income	Resale Certificates	\$75,000	\$3,825.00	\$3,825.00	5%
Homeowner Income	Transfer Fees IOcome	\$100,000	\$5,514.57	\$5,514.57	6%
Homeowner Income	Late Fees Collected	\$20,000	\$2,113.00	\$2,113.00	11%
Homeowner Income	Lien Admin Fees Income	\$400	\$84.00	\$84.00	21%
Homeowner Income	Filing Fee Income	\$1,250	\$364.70	\$364.70	29%
Homeowner Income	NSF Charges	\$100	\$0.00	\$0.00	0%
Homeowner Income	Collection Fee Income	\$250	\$0.00	\$0.00	0%
Homeowner Income Total		\$3,724,000	\$54,867.35	\$54,867.35	1%
Architectural Review Income	Architectural Review IOcome	\$25,000	\$5,610.00	\$5,610.00	22%
Architectural Review IOcome Total		\$25,000	\$5,610.00	\$5,610.00	22%
Rental Income	Office Rent	\$8,300	\$2,193.28	\$2,193.28	26%
Rental Income	Grill Rent	\$6,300	\$512.50	\$512.50	8%
Rental Income Total		\$14,600	\$2,705.78	\$2,705.78	19%
Aquatics Income	Pool Programs	\$88,000	\$1,073.75	\$1,073.75	1%
Aquatics Income	Pool Programs - Swim Team	\$143,500	\$6,514.50	\$6,514.50	5%
Aquatics Income	Facility Income	\$37,500	\$6,945.66	\$6,945.66	19%
Aquatics Income Total		\$269,000	\$14,533.91	\$14,533.91	5%
CCCC Income	CCCC Facility Rentals	\$50,000	\$4,590.00	\$4,590.00	9%
CCCC Income Total		\$50,000	\$4,590.00	\$4,590.00	9%
Landscape Reimbursements	Stratus Reimb	\$97,000	\$0.00	\$0.00	0%
Landscape Reimbursements	COA Reimb	\$17,600	\$0.00	\$0.00	0%
Landscape Reimbursements Total		\$114,600	\$0.00	\$0.00	0%
Miscellaneous	Interest Income	\$5,000	\$1,358.45	\$1,358.45	27%
Miscellaneous	Sales Tax Discount	\$0	\$1.18	\$1.18	
Miscellaneous Total		\$5,000	\$1,359.63	\$1,359.63	27%
Rowell Reimbursement	The Rowell HOA	\$15,000	\$0.00	\$0.00	0%
The Rowell Total		\$15,000	\$0.00	\$0.00	0%
Grand Total		\$4,217,200.00	\$83,666.67	\$83,666.67	2%

2019 CCHOA EXPENSE BUDGET

Category	Subcategory	2019 Budget	Jan-19	Totals	%
Commons Area Services	Landscape Maint Contract	\$1,155,950	\$96,329.24	\$96,329.24	8%
Commons Area Services	Contract Landscape SC	\$30,318	\$2,526.56	\$2,526.56	8%
Commons Area Services	Contract Landscape CCCC	\$30,318	\$2,526.56	\$2,526.56	8%
Commons Area Services	Contract Landscape AV	\$21,500	\$1,791.65	\$1,791.65	8%
Common Area Services	Contract Landscape GR	\$21,500	\$1,791.65	\$1,791.65	8%
Common Area Services	Common Area Holiday Lighting	\$43,075	\$0.00	\$0.00	0%
Commons Area Services	2016 Land Additions	\$5,000	\$0.00	\$0.00	0%
Commons Area Services	Landscape Repairs	\$70,000	\$925.00	\$925.00	1%
Commons Area Services	Landscape Water Utilities	\$245,000	\$3,019.22	\$3,019.22	1%
Commons Area Services	COA Water Utility Compliance	\$8,000	\$7,998.50	\$7,998.50	100%
Common Area Services	LandscapeElectric Utilities	\$36,000	\$4,533.35	\$4,533.35	13%
Common Area Services	Tree Care	\$25,000	\$8,340.00	\$8,340.00	33%
Commons Area Services	Fence Repairs & Maint	\$7,000	\$0.00	\$0.00	0%
Commons Area Services	Electrical Repairs & Maint	\$13,000	\$1,638.25	\$1,638.25	13%

Common Area Services	Nieghborhood Maint & Repair	\$17,000	\$1,847.83	\$1,847.83	11%
Common Area Services	Non Contract Landscape - SC	\$15,000	\$0.00	\$0.00	0%
Commons Area Services Total		\$1,743,661	\$133,267.81	\$133,267.81	8%
Aquatics Facilities	Administrative	\$58,000	\$3,272.11	\$3,272.11	6%
Aquatics Facilities	Supplies - Pool	\$16,000	\$549.45	\$549.45	3%
Aquatics Facilities	Supplies - Chemicals	\$71,000	\$3,880.50	\$3,880.50	5%
Aquatics Facilities	Supplies & Fees - Swim Team	\$25,000	-\$88.32	-\$88.32	0%
Aquatics Facilities	Maintenance - Pool	\$81,500	\$6,489.94	\$6,489.94	8%
Aquatics Facilities	Maintenance - Building	\$52,000	\$1,952.39	\$1,952.39	4%
Aquatics Facilities	Payroll - Staff	\$652,000	\$24,221.01	\$24,221.01	4%
Aquatics Facilities	Payroll - Programming Staff	\$41,000	\$536.40	\$536.40	1%
Aquatics Facilities	Payroll - Swim Team	\$121,825	\$6,166.23	\$6,166.23	5%
Aquatics Facilities	SC-Utilities - Water	\$3,000	\$1,359.82	\$1,359.82	45%
Aquatics Facilities	Avana _Utilites-Water	\$4,500	\$101.48	\$101.48	2%
Aquatics Facilities	GR- Utilites - Water	\$4,500	\$203.46	\$203.46	5%
Aquatics Facilities	SC-Utilities - Electric	\$28,000	\$2,062.57	\$2,062.57	7%
Aquatics Facilities	Avana - Utilites- Electric	\$12,000	\$853.83	\$853.83	7%
Aquatics Facilities	GR -Utilites-Electric	\$6,000	\$416.23	\$416.23	7%
Aquatics Facilities	Utilities - Natural Gas	\$32,000	\$6,328.07	\$6,328.07	20%
Aquatics Facilities	SC-Utilities - Telephone/Ineternet	\$11,000	\$421.30	\$421.30	4%
Aquatic Facilities	Avana - Telephone/Ineternet	\$4,000	\$307.26	\$307.26	8%
Aquatics Facilities	GR- Telephone/Internet	\$4,000	\$171.80	\$171.80	4%
Aquatic Facilities Total		\$1,227,325	\$59,205.53	\$59,205.53	5%
Circle C Community Center	Utilities - Water	\$35,000	\$1,690.42	\$1,690.42	5%
Circle C Community Center	Utilities - Electric	\$20,000	\$1,744.57	\$1,744.57	9%
Circle C Community Center	Utilities - Telephone/Internet	\$9,600	\$0.00	\$0.00	0%
Circle C Community Ctr	Events Payroll	\$6,000	\$0.00	\$0.00	0%
Circle C Community Center	Furniture	\$2,000	\$0.00	\$0.00	0%
Circle C Community Center	Maintenance - Building	\$39,500	\$3,179.28	\$3,179.28	8%
Circle C Community Ctr Total		\$112,100	\$6,614.27	\$6,614.27	6%
Maintenance Operations	Office Supplies	\$1,600	\$0.00	\$0.00	0%
Maintenance Operations	Employee Education	\$1,200	\$0.00	\$0.00	0%
Maintenance Operations	Unifforms	\$1,800	\$0.00	\$0.00	0%
Maintenance Operations	Staff Recruitment	\$300	\$0.00	\$0.00	0%
Maintenance Operations	Safety Equip/Supplies	\$900	\$253.76	\$253.76	28%
Maintenance Operations	Maintenance Payroll	\$175,000	\$12,661.54	\$12,661.54	7%
Maintenance Operations	Pool Tech	\$69,000	\$4,726.69	\$4,726.69	7%
Maintenance Operations	Payroll Taxes	\$15,000	\$1,090.17	\$1,090.17	7%
Maintenance Operations	Computer/Softwar	\$1,000	\$0.00	\$0.00	0%
Maintenance Operations	Tools/Supplies	\$5,000	\$19.78	\$19.78	0%
Maintenance Operations	Office Furniture	\$500	\$0.00	\$0.00	0%
Maintenance Operations Total		\$271,300	\$18,751.94	\$18,751.94	7%
HOA Operations	Office Supplies	\$9,000	\$261.59	\$261.59	3%
HOA Operations	Equip & Maintenance	\$14,000	\$252.13	\$252.13	2%
HOA Operations	HOA Owned Vehicle Expense	\$7,000	\$271.34	\$271.34	4%
HOA Operations	Postage	\$16,000	\$3,646.60	\$3,646.60	23%
HOA Operations	Web Operations	\$3,000	\$71.00	\$71.00	2%
HOA Operations	Printing	\$2,000	\$990.97	\$990.97	50%
HOA Operations	HOA Meetings	\$6,000	\$0.00	\$0.00	0%
HOA Operations	Deed Restrictions	\$5,000	\$703.56	\$703.56	14%
HOA Operations	HOA Special Events	\$30,000	\$7,596.32	\$7,596.32	25%
HOA Operations Total		\$92,000	\$13,793.51	\$13,793.51	15%
Financial Management	Management Services	\$105,000	\$8,764.94	\$8,764.94	8%
Financial Management	Resale Certificate	\$15,000	\$864.26	\$864.26	6%
Financial Management	Lien Filing Administrative Fees	\$500	\$156.00	\$156.00	31%
Financial Management	Bank Fees	\$30,000	\$1,755.82	\$1,755.82	6%

Financial Management	CPA/Audit	\$8,000	\$0.00	\$0.00	0%
Financial Management Total		\$158,500	\$11,541.02	\$11,541.02	7%
HOA Management	Management Payroll	\$205,000	\$9,585.36	\$9,585.36	5%
HOA Management	Management Payroll Taxes	\$15,000	\$825.31	\$825.31	6%
HOA Management	Mileage Reimbursement	\$6,000	\$305.66	\$305.66	5%
HOA Management	Insurance Stipend	\$36,000	\$4,005.52	\$4,005.52	11%
HOA Management	Cont Ed & Skills Enhancement	\$2,000	\$40.00	\$40.00	2%
HOA Management Total		\$264,000	\$14,761.85	\$14,761.85	6%
Architectural Review Expenses	Architectural Review Expenses	\$15,000	\$2,362.50	\$2,362.50	16%
Architectural Review Expenses Total		\$15,000	\$2,362.50	\$2,362.50	16%
Legal Services	Legal Services	\$20,000	\$809.41	\$809.41	4%
Legal Services Total		\$20,000	\$809.41	\$809.41	4%
Taxes	Property	\$6,500	\$0.00	\$0.00	0%
Taxes Total		\$6,500	\$0.00	\$0.00	0%
Insurance	General, Property, Boiler & Auto, l	\$65,000	\$5,993.74	\$5,993.74	9%
Insurance	Auto	\$5,000	\$0.00	\$0.00	0%
Insurance	D & O Insurance	\$12,000	\$0.00	\$0.00	0%
Insurance	Worker's Comp	\$14,000	\$0.00	\$0.00	0%
Insurance Total		\$96,000	\$5,993.74	\$5,993.74	6%
Community Enhancement	Donations	\$1,000	\$0.00	\$0.00	0%
Community Enhancement	Association Memberships	\$2,000	\$50.00	\$50.00	3%
Community Enhancement Total		\$3,000	\$0.00	\$0.00	0%
Grand Total		\$4,009,386	\$248,350	\$248,350	6%

2016 Capital Budget Projects

YTD

Lounge Chairs (SC Replacements)	\$5,000	\$0.00
Irrigation Infrastructure	\$25,000	\$0.00
Rock Work	\$30,000	\$0.00
Slaughter Tree Pruning	\$30,000	\$12,000.00
Dahlgreen/LaCrosse Med	\$15,000	\$0.00
Pool Covers	\$6,500	\$0.00
SC Wade Pool Repairs	\$8,400	\$1,325.00
Avana Restaining	\$2,400	\$2,523.53
CC-Replace Handrail	\$6,500	\$100.34
Picnic Tb/Ben Wildflow	\$4,900	\$4,178.62
Monument	\$150,000	\$0.00
Escarpment Project	\$270,000	\$0.00
Construction Repairs	\$25,000	\$0.00
Total	\$578,700	\$20,127.49

Total Capital Budget Projects **\$578,700.00** **\$20,127.49**

Grand Total Expenses **\$4,588,086.00**

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

Weather

General: Generally Warm, 91 degrees on February 15
Rainfall Total: < one inch
Temperature: 38-65 averages
Major Events: no major weather events

Maintenance Services

General: Due to warm weather, mowing has resumed
Bed Pruning: Perennials have been trimmed
Mulch: Underway

Outlying Areas

General: CCCC Filter Pond, mowed & cleaned
Outlying postal areas, karsts, greenbelts weedeated and trimmed as needed

Irrigation

General: Irrigation controllers are off

Repairs:

Removed overgrown vegetation at Escarpment, Waterloo median tips
Prep for rock work
Re-granite Seneca Falls PO flat rock work

Trees:

Circle C Landscape has completed a prune of trees in median north of
HEB, and performed signifcant pruning at sidewalk areas

Capital Improvements

Rock Work:

Major renovation at Capstone Post Office
Rolling Stone Cove, Viridian Karst Feature and
Seneca Falls Post Office are underway



Construction Damage and Projects

Bernia Att cause significant damage at Bernia north of Vicenza areas.
Karen has a full report and is dealing with contractors.

Bernia: City of Austin Electric installed new electric boxes right near the
irrigation main line. This area will require an extra check and grass
repair--we notified Karen

All areas mentioned in January Report are still active and need monitoring and eventual repair.

Slaughter Beckett, waiting on bore/sleeves to be finished.
irrigation will need to be re-designed
planting beds on median need repair

MoPac/LaCrosse, need bore, irrigation will need to be
redesigned

CVS--ready for irrigation repair and plant repair

Wildflower Park, front area will need irrigation and plant repair

Dahlgreen, needs bore, irrigation will need redesign

Avana entrance, irrigation and planting repair

Escarpment, Avana Main line troubleshoot and cut off to prepare for new elementary school
on Escarpment between Trissino and Bernia

Facility Usage	<i>Resident Entries</i>	<i>Guest Entries</i>	<i>Total Entries</i>
Swim Center	612	15	627
Community Center	0	0	0
Avaña	0	0	0
Greyrock	0	0	0
Totals	612	15	627

Member Stats	<i>Households</i>	<i>Individuals</i>	<i>Average / Household</i>
Homeowners	5,236	16,880	3.22
Renters	361	1,408	3.90
Totals	5,597	18,288	3.27

Revenue	
Programs	\$ 1,074
Swim Team	\$ 6,515
Guest Fees	\$ 79
Area Reservations	\$ 0
Facility Rentals	\$ 0
Lane Rentals	\$ 6,732

Program Enrollment	
Select Swim Team	47
Masters	6
Group Swim Lessons	0
Private Swim Lessons	2
Water Aerobics	0
Lifeguard Certification	12
Water Safety Instructor	0
Scout Swim Tests	0

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

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

Special Events	
Lane Rentals	Bowie HS, Crockett HS, Austin Water Polo, Veritas HS, Regents HG

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

Water Rescues	<i>January 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
Totals	0	0

Incident Types	<i>January 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 Feb 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

- Routine Maintenance has been completed
- Minor Equipment and Facility Repairs Made
- Dumping Bucket Feature has been refinished
- Slide step repairs made on wade pool slide

COMMUNITY CENTER

- Routine inspections and maintenance have been completed

COMMUNITY CENTER POOL

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

NEIGHBORHOOD

- Minor repairs have been completed as needed
- Quarterly mailbox center cleanings completed
- Repaired vandalized playscape at Park Place---cuss words etched into plastic

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

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Article II, Section 2 – Voting Membership

Class A. Class A member shall be all those Members described in Section I, with the exception of owners of Development Lots, who shall be entitled to .25 (1/4) vote per Development Lot. Class A member 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.

Class B- Class B members were converted to Class A members on Dec. 31, 2002 per prior version of this Declaration.

Article III, Section 3 – Annual Assessment

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 Area. Developer Lots, that is, lots that do not have a completed residence and area owned by the Lot developer will pay a reduced assessment of 25% of the annual assessment amount for each 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 above defined) 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 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 improvement projects shall be presented to the members for approval and special assessment.

Article V, Section 3, k – 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 times 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 V, Section 3, m – Recreational Equipment

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. 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. Effective Date. An amendment or termination of the Declaration becomes effective when the instrument is filed in the Official Public Records of Travis County, Texas.

ARTICLE V
PROTECTIVE COVENANTS

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. 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 home or trailer shall be placed on a Lot. No building of any kind or character, and no portable storage unit, shall be moved onto any Lot without the advance written permission of the Architectural Control Committee.

Section 3. Use Limitations.

b. Use.

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 of 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



Bid Tabulation

February 26, 2019

RE: Circle C Ranch Entry Monumentation

Client: Circle C Ranch HOA

Description	Gilger	Landart	Strata	Outback
Sitework				
West Sign	\$141,027.86	\$62,895.49	No BID	\$54,248.00
East Sign		\$18,861.24		\$18,601.00
Low Wall		\$19,884.43		\$24,332.00
Column		\$4,348.71		\$5,246.00
Electrical	\$4,200.00	\$6,492.75		
	\$145,227.86	\$112,482.62	\$0.00	\$102,427.00
General conditions				
Survey, Mobilization, Admin etc...	\$4,825.00	\$3,427.78		
Insurance / Contractor Fees	\$10,507.37			
	\$15,332.37	\$3,427.78	\$0.00	\$0.00
TOTAL BID	\$160,560.23	\$115,910.40	\$0.00	\$102,427.00

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
	Subtotal:				\$150,053	\$150,052.86
	GL Insurance			0.75%	\$1,204	\$1,204.20
	Property Floater Ins			0.52%	\$300	\$300.00
	Precon Services	1	ls	\$ -	\$0	\$0.00
	Subtotal				\$151,557	\$151,557.06
	Construction Contingency			0.0%	0	\$0.00
	Contractor Fees			6.00%	\$9,003	\$9,003.17
	Total Estimate				\$160,560	\$160,560.23

<p>Qualifications/Assumptions:</p> <p>Includes tax on materials - New Construction Includes limited erosion controls, safety fencing Excludes any allowance for City of Austin Permitting - Includes allowance for Electrical Connections to New Signs</p>
<p>Exclusions</p> <p>Performance & Payment Bond / Bid Bonds Landscaping / Irrigation / Fill of planters</p>



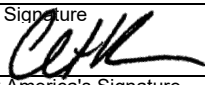
PROPOSAL

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

Circle C Ranch Entry Monument

DESCRIPTION	UNIT	QUANT	PRICE	TOTAL
Softscape Allowance - Not Included in Total				
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
Softscape Total - Not Included in Total:				\$9,373.57
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
Electric Service at Entry Monument				
Service Panel, Meter Base, 250' main run with conduit (MAX), wire & permits	total	1	\$6,492.75	\$6,492.75
Hardscape Total:				\$112,482.62
GENERAL CONDITIONS				
Survey, Mobilization, Admin, Mockup, Haul Off, Etc...	total	1	\$3,427.78	\$3,427.78
General Conditions:				\$3,427.78

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

PO Box 1438
 Buda, Tx 78610



PROPOSAL

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

To: Hitchcock Design Group

JOB DESCRIPTION
Circle C Entry Monument

ITEMIZED ESTIMATE: TIME AND MATERIALS	AMOUNT
West Sign 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
East Sign 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
Low Wall Concrete footing and CMU per Structural 2-6" saw/chop Fall Blend Limestone on both sides and top.	154 Inft @ \$158/Inft \$24,332.00
Column 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
TOTAL ESTIMATED JOB COST	\$102,427.00

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 Keilty, Owner.
 PREPARED BY

 February 25 2019
 DATE

 ACCEPTANCE SIGNATURE

 DATE