

LAKESIDE WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2B  
NOTICE OF MEETING  
(BY TELECONFERENCE)

TO: THE BOARD OF DIRECTORS OF LAKESIDE WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2B AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given pursuant to V.T.C.A., Government Code § 551, that the Board of Directors of Lakeside Water Control and Improvement District No. 2B will hold a regular meeting, by teleconference, open to the public, on July 13, 2020 at 6:00 p.m. (in person meetings are typically held at 4421 Rowe Lane, Pflugerville, Texas).

**In accordance with the Office of the Governor's March 16, 2020 proclamation suspending certain Texas Open Meetings Act laws in response to the current COVID-19 pandemic and statewide disaster declaration, as extended on April 12 and May 12, 2020, Lakeside WCID No. 2B will hold this meeting accessible only by telephonic conference call. No physical meeting space will be available.**

**In lieu of physical attendance at this Board meeting, the public may dial into the teleconference by calling (866) 899-4679 and entering the following code: 467-070-549.** The toll-free teleconference line will offer two-way communication, affording members of the public the opportunity to participate in the meeting. The meeting will be recorded, and the audio recording will be available after the meeting. The following matters will be considered and may be acted upon at the meeting:

1. Call meeting to order and establish quorum;
2. Consider approval of minutes of June 8, 2020 regular meeting;
3. Receive public comment (*3 minutes per speaker; but any person providing public comment through a translator is limited to six (6) minutes, unless the District uses simultaneous translation equipment in a manner that allows the Board to hear the translated public testimony simultaneously with the speaker*);
4. Receive report from District's Engineer;
5. Discuss, consider, and take action as necessary concerning Resolution Authorizing Water Right Application;
6. Discuss, consider, and take action regarding engagement of Jones - Heroy & Associates, Inc. for preparation of application to Texas Commission on Environmental Quality for a water rights permit;
7. Receive recreational facilities report and take action as necessary concerning same, including but not limited to operations, maintenance, and/or improvements related to existing recreational facilities;
8. Discuss, consider, and take action as necessary concerning Amenity Center Project, including but not limited to:
  - A. Engagement of Brad Marshall; and
  - B. Approval of plans and specifications;

9. Discuss, consider, and take action on approval of the payment of invoices and Bookkeeper's report;
10. Directors items for next agenda and announcements from Board members; and
11. Adjournment.

EXECUTED this the 10th day of July, 2020.

(District Seal)



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Attorney for the District

**Agenda Item No. 2**  
**Minutes of June 8, 2020 Board Meeting**

MINUTES OF MEETING  
OF  
BOARD OF DIRECTORS

THE STATE OF TEXAS

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COUNTY OF TRAVIS

LAKESIDE WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2B

The Board of Directors of Lakeside Water Control and Improvement District No. 2B (“District” or “Lakeside WCID No. 2B”) held a regular meeting, by a two-way toll-free telephonic conference call, at (877) 568-4106 and entering code 655-746-205 open to the public, on June 8, 2020, at 6:00 p.m. (in person meetings are typically held at 4421 Rowe Lane, Pflugerville, Texas). A copy of the notice of meeting along with associated certificates of posting are attached hereto as Exhibit “A”.

The roll was called of the members of the Board of Directors, to-wit:

Marilyn Horndt	President
Eddie Garcia	Vice President
Kenneth Whittier	Secretary/Treasurer
Jim Walker	Assistant Secretary
Terry Tuttle	Assistant Secretary

All members of the Board participated by telephone, thus constituting a quorum of the Board of Directors. All Directors who participated by telephone voted on all matters that came before the Board. Also participating by telephone were Matthew Tiemann of Rowe Lane Development, Ltd.; Jeff Monzingo of Montoya & Monzingo, LLP; Keith Collins of Randall Jones Engineering, Inc.; John Barganski of Specialized Public Finance, Inc.; Ken Heroy of Jones-Heroy & Associates, Inc.; David Klein and Maris Chambers, Attorneys and Fred Castro, Paralegal with Lloyd Gosselink Rochelle & Townsend, P.C.

Mr. Klein stated this meeting was being held under the Governor’s March 16, 2020 proclamation, as extended in April and May, suspending certain Texas Open Meetings Act laws in response to the current COVID-19 pandemic and statewide disaster declaration. He stated this open meeting of the Board of Directors was being recorded and the recording would be made available to the public. Mr. Klein stated that the conference call line allowed for two-way communication, and the Board would provide members of the public with the opportunity to speak, as in any normal Lakeside Water Control and Improvement District No. 2B open meeting. Mr. Klein asked that the attendees use the same courtesy as an in-person meeting and try to avoid talking over each other. He stated that the Board would announce the instances where comments from the public would be accepted.

Next, Director Horndt stated that Directors Horndt, Garcia, Whittier, Walker, and Tuttle were participating in this meeting along with the District’s consultants: Jeff Monzingo, Keith

Collins, John Barganski, Ken Heroy, David Klein, Maris Chambers, Fred Castro; and Matthew Tiemann was participating as a member of the public.

Director Horndt called the meeting to order at 6:10 p.m. and announced that a quorum of the Board was in attendance (on the call). Director Horndt stated that the Board would next take action to consider the approval of the minutes of the May 11, 2020 regular meeting. Upon motion by Director Garcia, seconded by Director Whittier, and unanimously carried, the minutes of the May 11, 2020 regular meeting were approved, as presented.

The next item to come before the Board was to receive public comment. There were no public comments received by the Board.

Director Horndt stated that the Board would next receive a report from the District's Engineer. Mr. Collins provided a brief report on the status of utility construction within the Blackhawk subdivision. Next, Mr. Collins provided an update on the pedestrian trails project within the greenbelt in Lakeside WCID No. 2D. He informed the Board he was still awaiting necessary approvals from Travis County for the project to proceed. Mr. Collins stated that he had contacted the reviewer's supervisor to inquire about the delay hoping the project can move forward.

Director Horndt stated that the Board would next receive a report on water rights assessment from Ken Heroy. Mr. Klein noted that the Board had engaged the services of Jones-Heroy to assess the District's ponds to determine whether the District should obtain water rights for its ponds. The Board recognized Mr. Heroy, who presented a copy of his written opinion, attached hereto as Exhibit "B". Mr. Heroy stated that based upon Texas Water Code § 11.021 it was his opinion that the District's Lakeside at Blackhawk Section 3 pond needs to be permitted. Mr. Klein stated that he agreed with Mr. Heroy's assessment and that water rights for this pond need to be obtained. He noted this would require the District to prepare and file an application at the Texas Commission on Environmental Quality and that authorization to prepare and file such an application would be presented to the Board at a future meeting.

The next item to come before the Board was to take action concerning amending and reestablishing water and wastewater service rates, charges and tap fees, and adopting general policies with respect to the District's water, wastewater and drainage systems. Mr. Klein presented this item. Initially, Mr. Klein provided correspondence that his office had received from Manville Water Supply Corporation ("Manville"), notifying the District of an increase in Manville's capital recovery fee from \$2,800 per living unit equivalent ("LUE") to \$3,800 per LUE, effective June 1, 2020. A copy of the letter is attached hereto as Exhibit "C". Mr. Klein noted that one LUE equates to one single-family residential home and Manville's Capital Recovery Fee is a one-time fee charged when someone connects for new service. He noted that the District assesses this one-time charge paid to Manville for that new customer's pro-rata share of the cost for Manville's central facilities, like a water treatment plant, water pumps, pipelines, etc. Mr. Klein added that the District currently passes this cost through directly to the District's customers and then pays such amount to Manville. Mr. Klein presented the amended District's rate order and recommend amending the Order to increase the District's Capacity Fee from \$2,800 per LUE to \$3,800 per LUE. A copy of the order is attached hereto as Exhibit "D". After discussion, upon motion by

Director Garcia, seconded by Director Tuttle, and unanimously carried, the Board approved amending and reestablishing water and wastewater service rates, charges and tap fees, and adopting general policies with respect to the District's water, wastewater and drainage systems, as outlined in the Order.

Director Horndt stated that the Board would next receive recreational facilities reports and take action concerning the same, including but not limited to, operations, maintenance and/or improvements related to existing recreational facilities. Mr. Monzingo presented recreational facilities reports from the Associations operating the District's recreational facilities, copies of which are attached hereto as Exhibit "E".

Mr. Collins provided an update on the Reserve at Westcreek Amenity Center concrete floor repair and re-staining project. He reported that he could not procure a definitive opinion from a structural engineer there is, or is not, a problem with the Amenity Center's foundation without incurring substantial expense. Mr. Collins stated that he, representatives from the Reserve at Westcreek Owners Association (the "Reserve"), and preferred contractor, All-Star Concrete Coatings, met at the Amenity Center to review the condition of the floors. He stated that the concrete floors had sustained several surface cracks, but there did not appear to be any signs of settling of the foundation. He noted that they observed no surface cracks in the walls, windows, or ceiling of the facility. Mr. Collins stated that although he was not an expert in foundation repair, the cracks appeared to be superficial. Mr. Collins also reported that he contacted a Director with Lakeside WCID No. 1 familiar with this type of work, who suggested that All-Star Concrete Coatings provide an additional bid that included sealing of the repaired cracks with an epoxy sealant. He stated that All-Star Concrete Coatings supplemented their original proposal with a charge of \$2,045.93 for this additional work for a total bid of \$22,784.40. Mr. Collins recommended that the Reserve at Westcreek Owners Association move forward with this work. After discussion, Mr. Klein stated that he, in association with the Reserve, would work out the details on eliminating any taxes in All-Star Concrete Coatings' bid. He recommended that the Board authorize the Board President to work with the Reserve on how to proceed with the project.

Director Garcia inquired whether copies of the bids received for this work were included in the meeting materials provided to the Board. He expressed reservation regarding his voting on this item without seeing the backup materials. Mr. Collins stated that the Reserve had submitted copies of the three bids received for this work as a part of their Recreational Facilities Report to the Board a few months ago. He stated that he had met with representatives of All-Star Concrete Coatings and had no issues they possess the expertise to do competent work. Mr. Klein recommended that if the Board so desired, the Board authorize that the Reserve move forward with the project and direct that he, in association with the Reserve work out the details on eliminating any taxes in All-Star Concrete Coatings' bid. Director Garcia stated that he would have liked to review All-Star Concrete Coatings' bid, but did not recall receiving copies of the bids for this project in his meeting materials. Mr. Klein suggested that the Board could move that the project move forward, subject to Director Garcia's review of the bids obtained by the Reserve for this project.

Director Horndt stated that she was reviewing the bids provided by the Reserve included in the Board's meeting materials of March 9, 2020. In response to an inquiry from Director Garcia,

Director Horndt stated that bids of \$19,362 for Option 1, \$38,724 for Option 2, and \$47,022 for Option 3 were received. After discussion, Mr. Collins noted that the numbers referenced by Director Horndt were submitted by Capital Concrete Coatings. He noted that the direction from the Lakeside WCID No. 2D Board was to do more than stain and reseal the concrete floors, but also fill in the cracks and create a uniform scope of services with bids that could be compared equally. Mr. Collins noted that under the Capital Concrete Coatings the bid submitted as Option 2 would fall into this category. He noted that the bid from All-Star Concrete Coatings was for \$20,738.47. He noted that since this bid only provided for grouting of surface cracks, he requested All-Star Concrete Coatings supplement their original proposal to include sealing of the repaired cracks with an epoxy sealant. Mr. Collins stated that an additional charge of \$2,045.93 was added for this by All-Star Concrete Coatings, which increased their bid to \$22,784.40. Mr. Collins noted that the third bidder, Hard Rock Surface Pros, submitted a bid of \$15,075. He commented that Hard Rock Surface Pros bid was so low it was not considered. He noted that it was the Reserve's opinion that All-Star Concrete Coatings was the most responsive and cost-efficient bidder. Mr. Collins recommended that the Board approve the bid from All-Star Concrete Coatings, as amended. Upon motion by Director Garcia, seconded by Director Tuttle, and unanimously carried, the Board authorized Mr. Klein to work with the Board President on the use of All-Star Concrete Coatings for the Reserve at Westcreek Amenity Center concrete floor repair and re-staining project.

Next, Mr. Collins addressed an unbudgeted water well pump repair by the Park at Blackhawk and Lakeside Homeowners Association ("HOA"). He noted that the HOA was contacted by Lomas Land Maintenance concerning the need to repair and replace parts at the Blackhawk Amenity Center water well used for irrigation. Mr. Collins noted that the HOA contacted Tom Arnold Drilling, who provided estimates for the assessment of the problem and for repairs, attached to the HOA's Recreational Facility Report. He noted that the HOA authorized the repairs, as it was time sensitive and damage to landscaping due to the onset of hotter temperatures was trying to be avoided. Then, he added that the quotes totaled \$1,200 for the service call and \$18,435 for the repair. Mr. Collins next noted that the drilling company identified that the pump needed replacement, the 2-inch pipe was pitted, the well casing had developed a hole and both needed replacement. He noted that the drilling company's quote provided additional pricing with 567 feet of stainless steel pipe, which was recommended to prolong the life of the unit. He noted that upgrading to stainless steel pipe added \$8,854 plus \$700 in freight charges to the total price. Mr. Collins noted this information was being provided for information purposes only.

Next, Mr. Monzingo informed the Board that the HOA had been provided a proposal submitted by a resident for the installation of a pocket park in the greenbelt behind their home. He stated that he understood that Mr. Tiemann was looking into this project and hoped to bring this proposal back to the Lakeside Districts with more information at a later date. He stated that no action from the Board was being requested at this time.

Finally, Mr. Klein gave a report on the management of the District's recreational facilities. He first informed the Board that the Governor's most recent proclamation stated that certain facilities may be opened at reduced capacities. Mr. Klein stated the Board for Lakeside WCID No. 2A would like to be proactive in this cause and directed that a plan be generated for opening

the amenity centers in a safe, efficient manner, in accordance with the Governor's most recent proclamation. Mr. Klein noted that the HOA, the Reserve, and facility operators, in association with his office have been directed to develop a plan for opening District-owned recreational facilities in a safe, efficient manner, pursuant to the Governor's recent proclamation, including measures to properly manage capacity limits. He noted that the plan would address issues related to costs for additional and enhanced cleaning, using masks, posting of additional signage, and acknowledging risks associated with entering these facilities, among other items. Mr. Klein requested input, questions or concerns from the Board.

Director Garcia noted that he agreed with this approach. Director Whittier suggested that HOA representatives tasked with the day-to-day operations of these amenity centers be included in these discussions to insure proper implementation of guidelines determined to be necessary. After discussion, it was the consensus of the Board that the amenity centers open, subject to developing a plan by the HOA, the Reserve, and facility operators, in association with Mr. Klein's office to open District-owned recreational facilities in a safe, efficient manner, pursuant to the Governor's recent proclamation, including measures to properly manage capacity limits.

Director Horndt stated that the Board would next consider the payment of invoices and Bookkeeper's report. Mr. Monzingo distributed a list of expenditures and money transfers, a copy of which is attached hereto as Exhibit "F". He requested that the Board authorize a transfer of \$24,000 from the District's money market account to the District's checking account to pay bills. After discussion, upon motion by Director Tuttle, seconded by Director Garcia, and unanimously carried, the Board approved the payment of invoices and money transfer, as presented.

The next item to come before the Board was to consider action concerning compliance with the official security awareness training and audit requirements of Texas Government Code § 2054.5191. Ms. Chambers presented this item and thanked the Board members for completing the training and taking the test. Ms. Chambers presented a certificate certifying compliance with the cybersecurity awareness training requirements, a copy of which is attached hereto as Exhibit "G", and recommend that the Board approve the certificate. Upon motion by Garcia, seconded by Director Whittier, and unanimously carried, the Board approved a certificate of cybersecurity awareness training.

There were no announcements or requests for items at the Board's next meeting.

After discussion, there being no further business, and upon motion made by Director Walker, seconded by Director Whittier, and unanimously carried, the meeting was adjourned at 6:55 p.m. until further call.

PASSED, APPROVED AND ADOPTED THIS 13th day of July, 2020.

[DISTRICT SEAL]

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Kenneth Whittier, Secretary

**Agenda Item No. 5**  
**Resolution Authorizing Water Right**  
**Application**

**LAKESIDE WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2B**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
LAKESIDE WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2B  
AUTHORIZING THE FILING OF A WATER RIGHTS APPLICATION**

WHEREAS, the Lakeside Water Control and Improvement District No. 2B (the “District”) is a conservation and reclamation district created by the Texas Commission on Environmental Quality (“TCEQ”), operating under Texas Water Code, Chapters 49 and 51;

WHEREAS, the District impounds water on its land located within the boundaries of the District, and the Board of Directors of the District has concluded that it should prepare, file, and prosecute an application at the TCEQ to obtain a water right for such impoundments pursuant to Texas Water Code, Chapter 11 and Title 30 Texas Administrative Code, Chapters 295 and 297; and

WHEREAS, the District believes that in order to obtain such water right, it should engage and/or authorize the Board President, consultants, and representatives to accomplish such goal.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKESIDE WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2B, THAT:

1. The Board of Directors of the District hereby authorizes and directs the President to have prepared, execute, and file an application to be made at the TCEQ for a water right associated with the aforementioned impoundments (the “Application”); and
2. The Board of the District hereby authorizes and directs Lloyd Gosselink Rochelle & Townsend, P.C., Randall Jones & Associates, Inc., and Jones-Heroy & Associates, Inc. to prepare and file the Application at the TCEQ, appear and arrange for the appearances of persons representing the District at the hearings and other proceedings on the Application before the TCEQ, and prosecute the Application on behalf of the District.

PASSED, ADOPTED AND APPROVED this 13th day of July, 2020.

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Marilyn Horndt, President  
Lakeside Water Control and Improvement  
District No. 2B

ATTEST:


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Kenneth Whittier, Secretary  
Lakeside Water Control and Improvement  
District No. 2B

(SEAL)

## Agenda Item No. 6

Jones-Heroy & Associates, Inc. engagement  
letter to assist with water rights permitting effort



**JONES - HEROY & ASSOCIATES, INC.**

July 13, 2020

**VIA E-MAIL**

Board of Directors  
Lakeside WCID No. 2B  
c/o Mr. David Klein  
Lloyd Gosselink Rochelle & Townsend, P.C.  
816 Congress Avenue, Suite 1900  
Austin, TX 78701

Re: Lakeside Water Control & Improvement District No. 2B (District)  
Proposal to Assist Water Rights Permitting Effort;  
JHA No. 0033-016

Dear Board of Directors:

Jones – Heroy & Associates, Inc. (JHA) appreciates the opportunity to submit this proposal to the District for professional services. Services include assisting the District’s general counsel, Lloyd Gosselink Rochelle & Townsend, P.C., in preparation of an application to TCEQ for a water right permits under Chapter 11 of the Texas Water Code. We propose the following scope of services and corresponding fees.

**SCOPE OF SERVICES:**

1. Discuss permitting requirements with district consultants, including strategies for ensuring the District does not “take” State Water and outlining this to TCEQ.
2. Review permit application materials if requested prior to submittal to TCEQ Water Rights Permitting Section.
3. Assist Lloyd Gosselink Rochelle & Townsend, P.C. as requested in processing the application through TCEQ.

**COMPENSATION AND PAYMENT**

We propose to provide the services described above on a time and materials basis not to exceed \$15,000 without Board approval. Time and material services will be invoiced monthly based on the salary schedule shown in Exhibit A attached.

In addition, certain out-of-pocket expenses, including reproduction, deliveries, automobile mileage, and travel expenses will be billed at JHA's direct cost. Payment is due in our offices within thirty (30) days after the invoice is received.

**LIMITATION OF LIABILITY**

JHA's liability to the Client for any cause or combination of causes is in the aggregate limited to an amount no greater than our insurance limits.

**H.B. No. 89 VERIFICATION**

By signing and entering into this Contract, JHA verifies it does not boycott Israel and will not boycott Israel during the term of the Contract.

**CLOSING**

We appreciate the opportunity to present this proposal and look forward to working with you on this project. Provided this Scope of Services and compensation arrangement are acceptable to you, please sign in the space provided and return one original to our office. Our proposal is valid for 90 days. If you have any questions or comments, please contact me.

Very truly yours,  
**JONES - HEROY & ASSOCIATES, INC.**

  
Ken Heroy, P.E.  
President

**ACCEPTED ON BEHALF OF LAKESIDE  
WATER CONTROL & IMPROVEMENT  
DISTRICT NO. 2B**

By: \_\_\_\_\_, Date \_\_\_\_\_  
President

**ATTACHMENT A**

**JONES-HEROY & ASSOCIATES, INC.**

**TYPICAL COMPENSATION FOR PROFESSIONAL SERVICES ON TIME AND MATERIALS AND ESTIMATED FEE BASIS**

Professional services performed on a time and material basis and estimated fee basis will be based on each employee's hourly rate, which is based on level of experience and expertise. The current rates of various staff categories are as follows and are updated from time to time:

<b>Staff Category</b>	<b>Hourly Rate</b>
President / Project Engineer	\$200.00 per hour
Associate / Senior Project Manager	\$175.00 per hour
Project Manager / Project Engineer	\$150.00 per hour
Graduate Engineer	\$130.00 per hour
Technician	\$110.00 per hour
Administrative	\$ 95.00 per hour

Reimbursable expenses such as copies, delivery charges, and mileage will be billed at JHA's direct cost.

**Agenda Item No. 7**  
**Recreational Facilities Report**

**RECREATIONAL FACILITIES REPORT**  
**FOR PARK AT BLACKHAWK RECREATIONAL FACILITIES**

July 9, 2020

- I. **BUDGETED MAINTENANCE AND REPAIR PROJECTS IN REMAINDER OF DISTRICTS' FISCAL YEAR (AND ESTIMATED COSTS)**
  
- II. **OTHER ISSUES FOR DISTRICTS' ATTENTION AND/OR APPROVAL (CONDITIONS OF BUILDINGS, EQUIPMENT, IRRIGATION SYSTEM, BUDGET VARIANCES, OUTCOME OF BIDDING OF WORK, ETC.)**
  
- III. **UNBUDGETED ITEMS THAT NEEDED ATTENTION/WORK COMPLETION**
  - a) Railing to be added to off Eire Dr. and Blarney Rd. Railing will be installed along with a sign stating boat entry is prohibited. Cost for 40ft rail is \$1,600.00. Quote from Viking Fence is attached
  - b) Water Fountain Replacement- I have attached a quote to replace the water fountain at the playground located at the Amenity Center. The one we currently have has continued to have issues. I am suggesting we upgrade to a fountain that is ADA compliant, as well as offers a dog bowl at the bottom for residents who walk their dogs on the trails. We have had an influx of residents bringing their dogs in the facility during UPDATE: 7/9/2020 Project pending completion.
  
- IV. **DISCUSSION FOR WCID**
  - a) Please see attached information regarding reopening of Amenity Center
  - b) HOA was approached by Mr. and Mrs. Kleppe who reside at 20613 Pinewalk Dr. about requesting a pocket type park be out in behind their home. They have gathered signatures from neighbors who ok'd this request be asked. I have attached their proposal for review and discussions.



Viking Fence Co.  
 9602 Gray Blvd, Austin, TX78758  
 Office (512) 837-6411, Fax (512) 837-9468  
 A+ Member – Better Business Bureau  
[www.vikingfence.com](http://www.vikingfence.com)

**FENCE PROPOSAL**

**Contact Info:**

Blackhawk Amenity Center  
 Tara MacLane  
 3111 Speidel Drive  
 Pflugerville TX 78660  
 512-670-9704  
 512-673-0001  
 Tara.maclane@goodwintx.com

**Option 1:**

Furnish and install 40' of 4' tall ornamental iron fencing using 2 rail FT/FB panels set on 2" sq posts in ground. No gates or tearout needed.

Footage	Price
40	\$1,600.00

**Please call Daryl Nixon for scheduling of your fence project.**

**Warranty and Terms:** One-year materials and workmanship. This proposal is good for 14 days unless extended by salesman in writing. All work done in a professional manner by experienced, insured fence erectors. Viking Fence is relieved of all liability related to fence location and property lines. Owner and/or owner's designated representative agree to hold Viking Fence harmless against all claims by adjoining landowners, including reasonable attorneys' fees. Customer is responsible for obtaining all necessary permits, except where noted. Viking will not be responsible for damage to under-ground lines or pipes. All Materials are the property of Viking Fence until paid in full. Proposal prices include items listed above only. Any and all other items, not listed or described, are not included in this proposal.

**Standard Viking Payment Terms:**

Residential: 50% down, balance due upon completion.  
 Large Commercial/Gov't Jobs: (requires credit app), Net 42 (per Texas Prompt Payment Statute)  
 Any accounts past due will be charged 1.5% monthly interest (as allowed per State Law.)

**Credit Card Option:**

I authorize Viking Fence Co, to charge the credit card below, per the terms above, until the above balance is paid in full. Residential customers agree to make payment arrangements with their neighbors. The credit authorization below will be used for full payment upon completion.

Credit Card #: \_\_\_\_\_ Card Type: \_\_\_\_\_ Ex. Date \_\_\_\_\_ Auth Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

**We appreciate your business. Thank you.**

**Authorization: \_\_\_\_\_**

Daryl Nixon  
 Viking Fence/Estimator  
 (512)423-7579  
 4/16/2020

# Blackhawk Reopening Strategy

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## OFFICE:

- I believe appointment only should continue for the time being. Being able to limit the amount of people coming into offices and being prepared for why they are entering (i.e. Access cards, ARC application) allows us to be prepared and have paperwork ready.
- Sanitizer in both offices is available at all times.
- Cleaning of offices is daily, or more if needed.
- Wipe down chairs when a resident leaves as well as door handles or other surfaces that have been touched.

## GYM:

- Gym is limited to 2 residents at a time
- Requirement to wipe down all equipment after use is enforced
- All cleaning products are provided to residents
- Hand sanitizer is provided both inside the gym facility and outside the door before entry
- Gym is cleaned daily by staff, and spot check cleaned throughout the day
- WCID signage will be posted at gym entrance

## Clubhouse, Pavilion and Parties:

- I believe the clubhouse could or should stay closed unless rented. Renting residents will be required to fill out a COVID rider stating responsibility of cleaning and HOA not being responsible for any exposure. By renting the facility they are taking responsibility for their selves and their guest.
- Facility has a max capacity of 150 people. 50% of that would be 75. I would say events need to be capped at 60 people. Although slightly lower than the 50% threshold, this allows wiggle room for staff to be here, gym patrons, and pool patrons who may use the restrooms. Reserving guest of

the clubhouse would be required to sign and accept that max group of 60 is accepted by them.

- The amenity would provide all cleaning supplies. This allows us to know that proper supplies are being used to clean the facility. We will provide each party with gloves to wear and dispose of after their event.
- Limiting 1 party per day. We will work with residents who have already tentatively scheduled events to work with our limited schedule at this time
- Possible no parties Sunday. Sunday is the only day we have no staff on hand. We could allow reserving resident to sign something and that be sufficient. Or, not allow events at all on Sunday for a time being.
- Personally, I wouldn't be opposed to not having events until September. Right now with pre-booked events and possibly not being able to honor them all, it is an option to just start events again in September on a clean slate. Depending on how things go, we open up for booking in September and allow one a day, and possibly not Sunday. Again just thoughts..
- I do not think residents should hire outside cleaning companies to clean after their events. We do not know if a third party vendor is insured, licensed, or using proper cleaning equipment and materials.
- Pavilion Parties could be easier to control as there are only picnic tables to be cleaned and it is outside. Pavilion parties are still allowed to use the inside bathrooms. Bathrooms are also accessible to gym patrons and pool patrons. There may be an issue with bathroom clean up there. I am not sure a solution on that front right now.
- Allowing only one party a day in the pavilion

\*\* please note. All pavilion and clubhouse parties will NOT include use of the pool

# COVID-19 FACILITIES RIDER

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Community: **The Park at Blackhawk and Lakeside Association, Inc.** (the "Association")

I, for myself, and any minor identified below, agree to the following as a supplement to any other agreements required to reserve or rent facilities:

1) **Use of Community Facilities** – I agree that entry upon or use of any property owned, managed, or controlled by the Association including any common area property, amenities, or recreational facilities (the "Property") is at my/user's own risk. I further agree to follow all of the Association's rules and policies while at the Property.

2) **COVID-19 Orders, Rules, and Guidance.** I acknowledge that orders, rules, and guidance provided by governmental agencies and the Centers for Disease Control ("CDC") provide recommendations and mandatory rules that require, among other things: (1) social distancing; (2) occupancy limit enforcement; (3) cleaning and disinfection; (4) restricted entry of facilities by persons who have COVID-19 symptoms or have been diagnosed with COVID-19; and (5) other requirement specific to certain activities or facilities ("Regulatory Requirements").

3) **Responsibility for Management.** I acknowledge that I am responsible for compliance with any Regulatory Requirements and enforcing compliance by users or guests during my period of use of the Property. I acknowledge that I am also responsible for cleaning and disinfecting the Property before and after my period of use (at the commencement of my use of the Property and at the time I depart the premises) in addition to any cleaning/disinfection required during actual use of the Property.

4) **Release.** I, on my own behalf and any minor identified below, agree to hold harmless and release the Association, and its agents, employees, managers, directors, officers, and representatives, from any and all claims, causes of action, injury or illness, including infection due to COVID-19, arising out of or relating in any way to my entry upon or use of Property.

On behalf of any minor(s) identified below, I represent that I am a legal guardian, and all releases and acknowledgements provided herein shall apply to the minor(s).

**AGREED AND ACCEPTED:**

**PRINTED LEGAL NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**FOR ANY MINOR(S):**

**PRINTED LEGAL NAME:** \_\_\_\_\_

**PRINTED LEGAL NAME:** \_\_\_\_\_

The Park at Blackhawk and Lakeside Home Owners Association



Pflugerville, Texas

I, \_\_\_\_\_, understand that booking of the Blackhawk Amenity Center (Pavilion, Kitchen, and/or Clubhouse) I am taking responsibility for myself, members of my household and my guest. I understand that the Park at Blackhawk and Lakeside HOA is not responsible in the event myself, my household, or my guest get sick due to COVID -19. It is my sole responsibility to ensure that the facility is cleaned thoroughly after I leave for my scheduled event at the facility. As the reserving owner, I understand all written and verbal rules given to me before my scheduled event and have been given a copy of all rules and regulations. (Initial here)\_\_\_\_\_.

**Guidelines and Restrictions:**

- Max amount of people to be at scheduled event is 60 people. (This includes children).
- A mask is to be worn by all attendees at your event. Anyone inside the facility is required to wear a face covering or mask that covers both the mouth and nose at all times.
- Failure to adhere to both these restrictions and rules will result in forfeiture of deposit, as well as possible suspension from facilities.

**CLEANING REQUIREMENTS- CHECK LIST:**

- All hard services are to be wiped down with paper towels, and provided cleaning solutions. Paper towels should be disposed of in the trash cans provided as well.
- Sweep floors, and mop accordingly
- Check bathrooms for trash. Clean all hard surfaces with provided solution and paper towels
- All trash is to be taken to the dumpster provided in the front parking lot of the Amenity Center
- After trash is taken out, please put a fresh liner in the bin
- Kitchen counters, oven, and microwave need to be wiped down with provided solution and paper towels

**Recreational Facilities Report for Reserve at Westcreek  
Reporting Period May 1- 31, 2020**

**1. List maintenance and repair projects identified or started during the reporting period, current status, costs, and budget**

1. The floors are complete and came out great. The epoxy really did fill in the gaps well. They will be out to finish the outside sidewalk/front porch texture within the next week.
2. The painting of the clubhouse was completed yesterday. The OA had budgeted to repaint the walls and ceilings in their budget. Due to the flooring being redone we have asked for the breakdown for adding the baseboards to this job.
3. Keith had mentioned about possibly using the tax ID number for the flooring project to save the district some money. Did you want us to do that? Is it also possible with the painting?
4. The cleaning company started today to do a full cleaning to get rid of the dust, once complete they will also disinfect the entire clubhouse.
- 5.

**2. Planned maintenance and repair projects in remainder of RWC fiscal year, estimated costs and budget**

**3. Other issues for Districts' attention and/or approval (conditions of buildings, equipment, irrigation system, budget variances, outcome of bidding work, etc.)**

1. Outdoor and indoor signs were ordered for Covid
2. All signs are up for view around the amenities as directed by the districts attorney.
3. The fitness center is still closed, the pool table is scheduled to be moved out of there on 7/18
4. Several owners have asked on the status of the trails can you provide any update information on this topic at the meeting.
- 5.

**Budget trending/issues identified for May 2020 (see detail on "WCID" tab):**

No budget issues in May, Expenses are 9% of total budget with 25% of the budget year elapsed (Calendar Year Budget Cycle). Only one line items have exceeded the 25% trend (discussed below) but overall the budget spending is being managed closely and overspending in some line items will be offset by savings in others.

**GL 6412** March and April was a double payment in the system, as the February payment was skipped due to the service charge in February so we were one month behind.

5320: Accounting error, will have to reclass the GL to reflect the correct amount in the June report

**Upcoming Projects:**

- 1.
- 2.

- Agenda Item No. 8**  
**Amenity Center Project**
- A. Brad Marshall engagement**
  - B. Approval of plans and specifications**



**Date:** June 11, 2020

**To:** Lakeside WCID 2A and Park at Blackhawk  
Lakeside Homeowners Association

**Re:** Consulting Agreement – Blackhawk Amenity

Dear Matt,

Thank you for the opportunity to provide you with this proposal to provide professional consulting services for your upcoming amenity project. As I understand the services you are requesting there will not be any need for actual design service, engineering or drafting from our firm.

I am happy to provide our consulting services either through face-to-face meetings or video/phone calls as needed. As is customary with projects such as yours there are separate building architects, landscape architects, structural engineers and civil engineers engaged to fully prepare all required documents and designs. We can usually accommodate the need to meet together as a team but also be available for conference calls or simply provide plan reviews to ensure continuity across overlapping plan nuances from the different disciplines.

Our service rates are outlined below.

Document Review	\$	125	Per hour
Onsite Observations and Consultations	\$	155	Per hour
Expert Witness Fess	\$	175	Per hour
Expenses			
Mileage	\$	0.80	Per mile
Printing and Copying Color	\$	0.40	Per page
Printing and Copying B&W	\$	0.20	Per page
Other Expenses		Cost + 20%	

**IDR**

**Client Authorization**

**Client Authorization**

Brad Marshall

**By:** \_\_\_\_\_  
**Printed & Signed Name**

**By:** \_\_\_\_\_  
**Printed & Signed Name**

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