

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

TO: THE BOARD OF DIRECTORS OF LAKESIDE WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2C 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. 2C will hold a regular meeting, by teleconference, open to the public, on July 14, 2020 at 5:45 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. 2C 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 (877) 309-2073 and entering the following code: 671-306-781.

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. Discuss, consider, and take action to approve minutes of June 9, 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 approval of audit of developer reimbursables for Use of Surplus Bond Funds Series 2020 Bond Proceeds;
6. Discuss, consider, and take action as necessary to approve/ratify disbursement of bond proceeds, in connection with the Use of Surplus Bond Funds Series 2020 Bond Proceeds;
7. Discuss, consider, and take action as necessary concerning proposals to maintain the water and wastewater systems within the Jakes Hill Condominium Regime;
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. 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;

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

EXECUTED this the 10th day of July, 2020.

(District Seal)



Attorney for District

Agenda Item No. 2
Minutes of June 9, 2020 Board Meeting

MINUTES OF MEETING
OF
BOARD OF DIRECTORS

THE STATE OF TEXAS

COUNTY OF TRAVIS

LAKESIDE WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2C

The Board of Directors of Lakeside Water Control and Improvement District No. 2C (“District” or “Lakeside WCID No. 2C”) held a regular meeting, by a two-way toll-free telephonic conference call, at (866) 899-4679 and entering code 942-888-205 open to the public, on June 9, 2020, at 5:45 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:

David Wang	President
Scott Stratton	Vice President
Larry English	Secretary/Treasurer
Joshua Bridgefarmer	Assistant Secretary
Craig Twellmann	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.; and 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. 2C 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.

Director Wang called the meeting to order at 5:47 p.m. and announced that a quorum of the Board was in attendance (on the call). Director Wang stated that the Board would next consider

the approval of the minutes of the May 11, 2020 regular meeting. After discussion, upon motion by Director English, and seconded by Director Twellmann, the Board unanimously approved the minutes of the May 11, 2020 regular meeting, as presented.

The next item to come before the Board was to receive public comment. No comments from the general public were received by the Board.

Director Wang 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. He provided an update on the status of the Pedestrian Trails Project within the Lakeside WCID No. 2D greenbelt. He informed the Board he was awaiting final approval of the Project from Travis County, but the County's reviewer had been nonresponsive to his inquiries. Mr. Collins stated that he had made inquiries to the reviewer's supervisor so the Project can get underway.

The next item to come before the Board was to consider the approval of Pay Estimates Nos. 4 and 5 for Lakeside at Blackhawk III, Phase 4 – Street Excavation and Drainage, Water, Wastewater, and Erosion Control Improvements, submitted by Patin Construction, L.L.C. A copy of the District Engineer's letter of recommendation and Pay Estimates are attached hereto as Exhibit "B". After discussion, upon motion by Director Stratton, seconded by Director English, and unanimously carried, the Board approved the above-referenced Pay Estimates.

Director Wang stated that the Board would next receive a report on the 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 "C". Mr. Heroy stated that based upon Texas Water Code § 11.021 it was his opinion there are no ponds within the District or shared by the District that would need to be permitted under the Texas Commission on Environmental Quality's water rights program.

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. Initially, Mr. Klein presented this item and provided correspondence that his office 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 "D". Mr. Klein noted that 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 noted 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 "E". After discussion, upon motion by Director Stratton, seconded by Director English, 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.

The next item to come before the Board was to consider action concerning contracting for water and wastewater infrastructure operation and maintenance. Mr. Klein presented this item, first noting this was the next step in the development of the Jakes Hill Condominium Regime. He noted that the Board had authorized Director Wang to enter into a nonstandard service agreement with the developer for the Regime, outlining the terms associated with providing utility service to the Condominium Regime, whereby a 4-inch master meter would provide water utility service to the Jakes Hill Condominium Regime, as opposed to 59 individual meters. Mr. Klein stated that such an arrangement, however, would require engaging the services of a third party to operate and maintain the water and wastewater infrastructure to the condominium Regime on the Regime's side of the 4-inch master meter. Mr. Klein stated that the District's Engineer was in the process of obtain proposals from interested parties for presentation to the Board and requested that the Board table this item until the Board's next meeting. Mr. Collins noted that he was awaiting receipt of proposals from interested parties. He noted that the one proposal received, included services not required. After discussion, the Board postponed action in connection with the item.

The next item to come before the Board was to consider action concerning a street lighting service agreement with ONCOR Electric Delivery Company to serve Lakeside at Blackhawk III, Phase 4. Mr. Castro stated that although he had requested a copy of the street lighting service agreement, an agreement had not been received. After discussion, Mr. Tiemann requested that the Board approve this agreement, subject to receipt of the agreement to avoid delays in providing street lighting service to the subdivision. After discussion, upon motion by Director Stratton, seconded by Director Twellmann, and unanimously carried, the Board authorized the Board President to execute a street lighting service agreement with ONCOR Electric Delivery Company to serve Lakeside at Blackhawk III, Phase 4, subject to receipt of an agreement for same.

Director Wang 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 "F".

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. Upon motion by Director Stratton, seconded by Director English, 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.

Director Wang stated that the Board would next consider the payment of invoices and Bookkeeper's report. Mr. Monzingo distributed a list of current invoices, a copy of which is attached hereto as Exhibit "G". After discussion, upon motion by Director Stratton, seconded by Director Twellmann, and unanimously carried, the Board approved the payment of invoices, 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 "H", and recommend that the Board approve the certificate. Upon motion by English, seconded by Director Stratton, 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.

Director Klein requested that the Board revisit agenda item no. 10 concerning operations, maintenance and/or improvements related to existing recreational facilities. Mr. Klein stated that

he had received a call from a constituent from another Lakeside District concerning the reopening of the District's recreational facilities, given the Governor's recent proclamation to re-open Texas. Mr. Klein informed the Board that the Governor's proclamation said that certain facilities may be opened at reduced capacities, but noted that the Governor's most recent proclamation did not say this must be done. He noted that certain facilities may be open to a level of 50% capacity, but that he was not advocating that the Board take such action. Mr. Klein reported that Lakeside WCID Nos. 2A, 2B, and 2D supported the opening of the amenity centers, pursuant to the Governor's recent proclamation, once a plan is in place to ensure these facilities maximize public sanitation and safety from COVID-19, 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 requirements. Mr. Klein requested input, questions or concerns from the Board concerning this issue.

Director English expressed concern with opening the Amenity Center at this time without having a plan to do so safely. Mr. Tiemann addressed the Board noting that in light of the Governor's recent proclamation, the Board should be taking steps to safely reopen the Amenity Centers. He stated that this would include a plan that included increased hygiene and cleaning to prevent the spread of COVID-19. Mr. Tiemann stated that this also included a means to mitigate the District's liability for opening these facilities. In response to an inquiry from the Board, Mr. Tiemann stated that he is not aware of the safety protocols enacted by the City of Pflugerville with regard to the opening of their recreational facilities other than limiting some activities at their recreational facilities. He stated that the HOA has limited the number of people allowed for any single event at the Amenity Center to 50% of permitted occupancy, which comes to 60 people and allows for staff and people using the workout facilities. Mr. Tiemann stated that the HOA was contemplating the use of indemnity forms for use by party organizers to limit the HOA's liability with regard to the spread of COVID-19 while utilizing the recreational facilities for their event. He noted that these forms would be provided to Mr. Klein for review. Mr. Tiemann stated that the HOA was also having discussions concerning proper hygiene practices and enhanced cleaning that would be required during and after events held at the Amenity Center. He suggested that a checklist be developed and provided to party organizers with the loss of security deposits should they fail to accomplish comply. Mr. Tiemann noted that all events booked at the Amenity Center for the month of June have been cancelled. He noted that the HOA is actively working to establish guidelines in order to safely open the Amenity Center. After discussion, Mr. Klein suggested that the Board authorize the HOA, the Reserve, and facility operators, in association with his office 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. Director Wang stated that he would like to receive input from HOA's representatives tasked with the day-to-day operations of these amenity centers to determine if they are confident that they can insure proper implementation of guidelines as outlined in the Governor's most recent proclamation to ensure these facilities are open safely. Director Twellmann expressed skepticism about the upkeep of the workout facilities as it was his experience that proper hygiene was already lacking as it was his experience that the machines were never wiped off or cleaned even before the COVID-19 pandemic. Director Stratton agreed with Director Twellmann's observation.

Mr. Klein advised that the Board to be proactive and insure that a plan is in place to open the Amenity Centers in a safe, efficient manner when the time is appropriate. He suggested that the Board authorize the HOA, the Reserve, and facility operators, in association with his office 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. Upon motion by Director English, seconded by Director Stratton, and unanimously carried, the Board authorized the HOA, the Reserve, and facility operators; in association with Mr. Klein's office 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.

After discussion, there being no further business and upon motion made by Director English, seconded by Director Twellmann, and unanimously carried, the meeting was adjourned at 6:50 p.m. until further call.

PASSED, APPROVED AND ADOPTED THIS 14th day of July, 2020.

Larry English, Secretary

[DISTRICT SEAL]

Agenda Item No. 5
Audit of developer reimbursables for Use of
Surplus Bond Funds Series 2020 Bond Proceeds

**Report on the Application of
Certain Agreed-Upon Procedures**

relating to

**Lakeside Water Control
And Improvement District No. 2C
Use of Surplus
Series 2020 Bond Proceeds**

WEST, DAVIS & COMPANY, LLP
Certified Public Accountants
Austin, Texas

WEST, DAVIS & COMPANY

A LIMITED LIABILITY PARTNERSHIP

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Directors
Lakeside Water Control and Improvement District No. 2C
c/o Lloyd, Gosselink Rochelle & Townsend
816 Congress Avenue, Suite 1900
Austin, Texas 78701

We have performed the procedures described below, which were agreed to by you, with respect to the accompanying Calculation of Amounts to be Reimbursed to Developers (Schedule A) and the Comparison of Costs Schedule to the Interoffice Memorandum (Schedule B). Our report was made for the purpose of providing you with information relating to the Use of Surplus Series 2020 Bond proceeds. The District's management is responsible for the District's accounting records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Board of Directors and the Texas Commission on Environmental Quality (TCEQ), the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which our report has been requested or for any other purpose. The procedures we performed are summarized as follows:

1. Information for the use of surplus bond proceeds was obtained from the TCEQ Staff Memo dated July 1, 2020 approving the use of \$102,356 in surplus bond funds.
2. Information for the costs to be reimbursed to the developers was obtained from the inspection of reimbursable costs and related supporting documentation obtained from the Developer and the District's Engineer. Our procedures included inspecting supporting documentation and calculations regarding these costs.
3. Non-construction costs to be funded from this bond issue were obtained from invoices and discussions with various parties who are to be reimbursed from this bond issue.
4. We computed interest due the Developer based on financing agreements between the District and the Developer.

Because the above procedures do not constitute an examination made in accordance with generally accepted auditing standards, we do not express an opinion on the accompanying schedules. If we had performed additional procedures, other matters might have come to our attention that would have been reported to you. This report relates only to the attached Schedules A and B and does not extend to any financial statements of the District taken as a whole. This report is intended solely for the use of the specified users listed above and is not intended to be and should not be used by anyone other than those specified parties.

West, Davis & Company
Austin, Texas
July 14, 2020

SCHEDULE A

LAKESIDE WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2C

**CALCULATION OF AMOUNTS TO BE PAID TO DEVELOPERS
FROM SERIES 2020 BOND ISSUE SURPLUS FUNDS**

**In Accordance with Utility Construction Agreements
Dated August 26, 2003, and amended December 14, 2004, and May 9, 2006**

AS OF JULY 14, 2020

<u>Description</u>	<u>Developer A - Rowe Lane Development, Ltd. And Assigns</u>			
	<u>% Complete (Date Complete)</u>	<u>Total Cost</u>	<u>Reimbursable Cost²</u>	<u>Interest¹</u>
<u>REGIONAL FACILITIES</u>				
Manville Water Supply Company				
Water Connection Fees-59	100%			
Jakes Hill Condos (59)		165,200		
Less: Amount Paid at Initial Closing		-		
Less: Amount Paid with Supplemental No. 1-March 27, 2020		<u>(165,200)</u> ³		
Net to Developer A			-	
Interest Accrued at 2.316654%				<u>-</u>
TOTAL DUE DEVELOPER A AND ASSIGNS			<u>-</u>	<u>-</u>
TOTAL TO BE PAID FROM SERIES 2020 BOND ISSUE SURPLUS FUNDS			<u>\$</u>	<u>-</u>

Note 1: Interest was based on an expected reimbursement date of March 11, 2020. In addition, the District was granted a waiver of the two year limit on interest accrual.

Note 2: The District applied for and was granted by the Texas Commission on Environmental Quality (TCEQ) an exception to the 30% Developer Contribution requirement. Therefore, these reimbursements are at 100% of the Developer's Cost.

Note 3: 367 Water Connection Fees were approved for reimbursement by the TCEQ from the proceeds of the District's Series 2020 Bond Issue. This included 51 Water connection Fees in the amount of \$142,800 for Lakeside at Blackhawk III, Phase 1. However, these Water Connection Fees had been previously approved by TCEQ and reimbursed to the developer using the District's Series 2016 bond proceeds. In order to correct this, the District removed the reimbursement of these fees from the Series 2020 disbursement. Thereafter, the District substituted 34 additional Water Connection Fees related to the Jakes Hill Condo project, for a total of 59 Water Connection Fees, that had been paid by the developer and reimbursed the developer for those additional fees on March 27, 2020. For clarification, the District requested TCEQ approval of the substitution of the 34 additional Water Connection Fees and has now received that approval.

SCHEDULE B

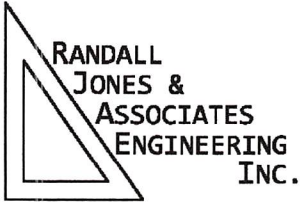
LAKESIDE WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2C

COMPARISON OF ACTUAL COSTS WITH COST SUMMARY
AS APPROVED BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Cost Item	Costs Reimbursed to	Costs Paid Directly by	Total Paid Costs	Previously Reimbursed	Total Paid and Projected	Interoffice Memorandum	Variance Over or (Under)	% Variance Over or (Under)
	Developers (1)	District (2)	(1)+(2) (3)	Costs ⁴ (4)	(3)+(4) (5)	Total (6)	(5)-(6) (7)	(7)/(6)X100 (8)
Construction Costs								
District Items:								
59 Water Connection Fees-Jakes Hill Condos	-	-	-	165,200	165,200	165,200	-	n/a
TOTAL CONSTRUCTION COSTS	-	-	-	165,200	165,200	165,200	-	
Non-Construction Costs								
Developer Interest	-	-	-	-	-	-	-	n/a
TOTAL NON-CONSTRUCTION COSTS	-	-	-	-	-	-	-	
TOTAL BOND ISSUE	\$ -	\$ -	\$ -	\$ 165,200	\$ 165,200	\$ 165,200	\$ -	

Note 4: These costs were previously reimbursed to the developer on March 27, 2020

Agenda Item No. 7
Proposals to maintain the water and wastewater
systems within the Jakes Hill Condominium
Regime



2900 JAZZ STREET, ROUND ROCK, TEXAS 78664

Lakeside WCID 2C Jakes Hill Condominiums – Operations and Maintenance proposal.

Lakeside WCID #2C is seeking proposals to operate and maintain a portion of its water and wastewater system located within the Jakes Hill Condominiums located on Jakes Hill Road, south of Rowe Lane.

The scope of services will include:

1. Weekly water system Chlorine residual check
2. Weekly reading of 4" master meter
3. Monthly dead-end water main flushing
4. Monthly bacteriological sampling (1 sample)
5. Monthly report as requested by the District
6. 24/7 on-call for water/wastewater system emergencies and maintenance

Items 1-5 shall be included on a monthly base fee. Item 6 will be provided on an as needed basis based on standard hourly rates for labor, material and equipment as provide in a supplemental schedule.

Attached is a system layout of the project.

If you are interested in submitting a proposal for this work, please have it sent to me via email at keithc@rj-eng.com prior to Monday July 6, 2020. We plan to present the proposals and recommendation to the Board at its regular scheduled meeting on Tuesday July 14, 2020.

Thank you and please contact me if you have any questions.

J. Keith Collins, P.E.
District Engineer

NO.	DATE	DESCRIPTION

RUGGALL & ASSOCIATES
ENGINEERS
 2000 102 STREET
 SUITE 100
 (416) 838-4783

PROJECT: JAMES HILL CONDOMINIUMS
 SHEET: OVERALL WATER PLAN



DATE: FEB. 2018
 DRAWN: J.P. MOSE
 CHECKED: J.P. MOSE
 DATE: 2018
 SCALE: 1"=40'

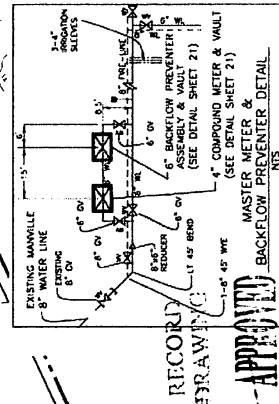
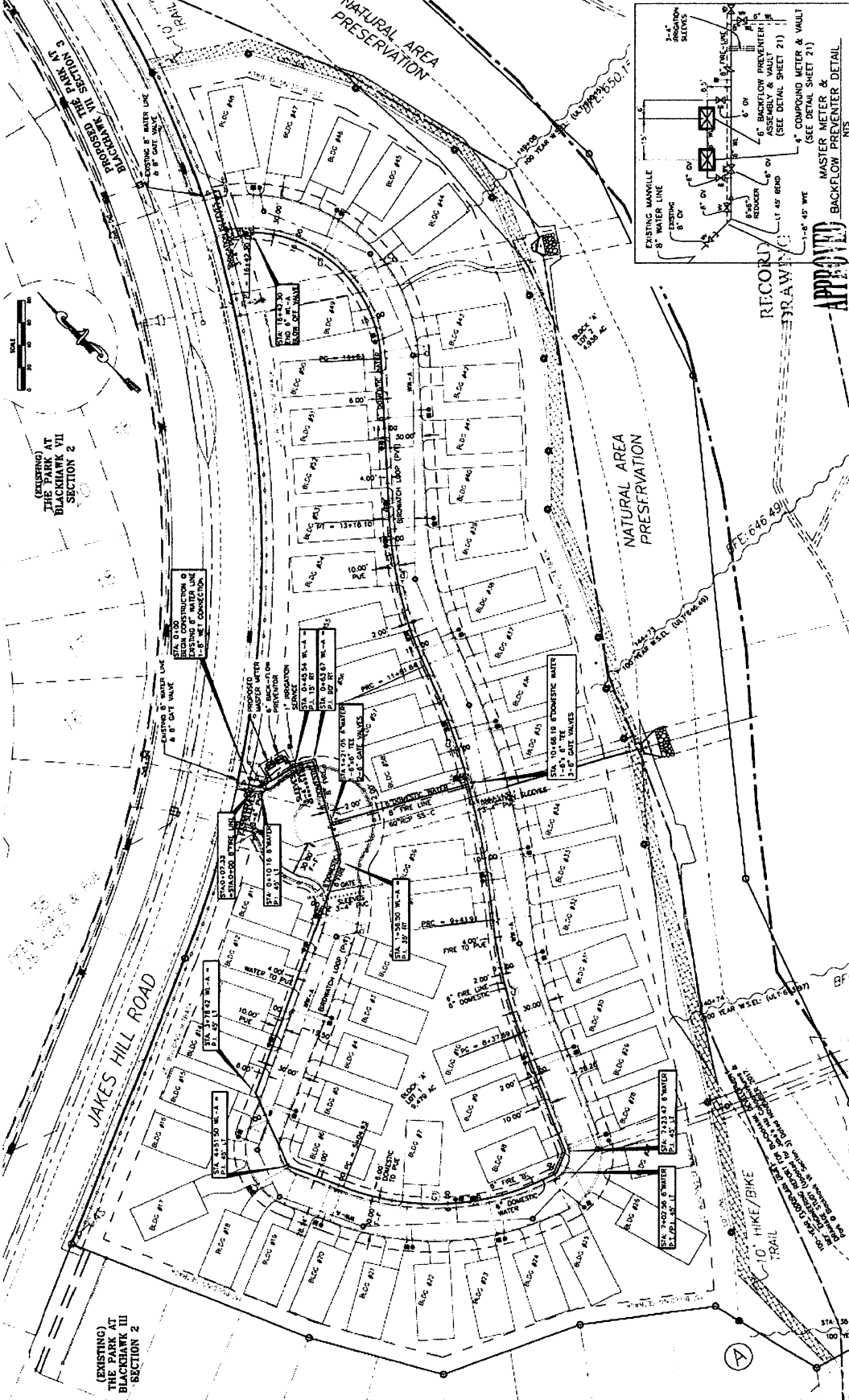
SHEET 15

LEGEND

- 10" INLET
- WATER VALVE
- STORM SEWER MH
- WASTEWATER MH
- FIRE HYDRANT
- FIRE LINE
- PROPOSED DOUBLE WATER SERVICE
- PROPOSED SINGLE WATER SERVICE
- PROPOSED DOUBLE WASTEWATER SERVICE
- PROPOSED SINGLE WASTEWATER SERVICE

NOTES:
 1. CONTRACTOR SHALL FIELD VERIFY HORIZONTAL & VERTICAL LOCATIONS OF EXISTING PAVEMENT & UTILITIES PRIOR TO ANY CONSTRUCTION
 2. WATER LINE TO BE DR14 CS90 PVC UNLESS NOTED OTHERWISE.
 3. SEE SHEET 16 FOR 8" 7/8" FIRE LINE.

CHISEL POINT	DATE	MARK	COORDINATES	MARK	COORDINATES
1	2/14/18	100.00	100.00	100.00	100.00
2	2/14/18	100.00	100.00	100.00	100.00
3	2/14/18	100.00	100.00	100.00	100.00
4	2/14/18	100.00	100.00	100.00	100.00
5	2/14/18	100.00	100.00	100.00	100.00
6	2/14/18	100.00	100.00	100.00	100.00
7	2/14/18	100.00	100.00	100.00	100.00
8	2/14/18	100.00	100.00	100.00	100.00
9	2/14/18	100.00	100.00	100.00	100.00
10	2/14/18	100.00	100.00	100.00	100.00



RECORD DRAWING
 APPROVED
 MASTER METER & BACKFLOW PREVENTER DETAIL



Capital Area Utility Management, LLC

General Management • Operations • Maintenance

12129 RR 620 N., Ste. 600

Austin, TX 78750

512-738-8840

June 25, 2020

Lakeside W.C. & I.D. 2-C (PWS #2270373)
816 Congress Ave. #1900
Austin, TX 78701
c/o Mr. Keith Collins, P.E.

RE: Request for Proposal – Operations – Jakes Hill Condos

Dear Mr. Collins:

Capital Area Utility Management, LLC is pleased to submit a proposal to provide services for the Jakes Hill Condominiums water/wastewater systems. CAUM will provide the below listed operational services for \$1,250.00 per month.

- Weekly water system chlorine residual check
- Weekly reading of 4" master meter
- Monthly dead end water main flushing
- Monthly bacteriological sampling (1 sample)
- A monthly report as requested by the District

The above services are included in the base fee.

Sub-contract work will be billed at actual cost + 12%. Maintenance and repairs will be billed according to the attached rate schedule. CAUM will provide 24/7 emergency response for the water and wastewater systems.

We certainly appreciate this opportunity to propose services to you. We are prepared to meet with you to answer any questions you may have. Should you have any questions, please feel free to contact me at 512-791-6710 or wabshire@capitalareaum.com.

Respectfully,

William Abshire, CWP
President

Capital Area Utility Management, LLC



Capital Area Utility Management, LLC

RATE SCHEDULE

PERSONNEL

Classification	Straight Time (Per Hour)	Overtime (Per Hour)
Field Service Representative	\$30.00	\$45.00
Administrative - Clerical	\$35.00	\$52.50
Field Operator	\$35.00	\$52.50
Treatment Plant Operator	\$40.00	\$60.00
Sr. Plant Operator	\$45.00	\$67.50
Equipment Operator	\$42.50	\$63.75
Foreman	\$55.00	\$82.50
Supervisor	\$65.00	\$97.50
Mechanical Technician	\$65.00	\$97.50
Manager	\$75.00	\$75.00
Regulatory Compliance Officer	\$85.00	\$85.00
District Manager	\$110.00	\$110.00
Vice President	\$155.00	\$155.00
President	\$165.00	\$165.00



Capital Area Utility Management, LLC

RATE SCHEDULE

EQUIPMENT

Classification	Rate Per Hour
Service Truck	\$30.00
HD Service Truck	\$45.00
Dump Truck	\$55.00
Back Hoe & Trailer	\$85.00
Crane Truck	Sub + 12%
Utility Trailer	\$20.00
Confined Space Unit*	Sub + 12%
Air Pack	Sub + 12%
Air Compressor	Sub + 12%
Air Compressor (Small)	\$10.00
Pressure Recorder	Sub + 12%
Pressure Washer	Sub + 12%
Jumping Jack	Sub + 12%
Metal Detector	\$20.00
Cutting Torch	\$15.00
Gas Generator --110V	\$15.00
Welding Machine	Sub + 12%
Weed eater	\$10.00
Two (2) Section Speed Shoring	Sub + 12%
Cutoff Saw (Plus cost of blades)	\$20.00
Chain Saw	\$15.00
12 Volt Pump	\$ 10.00
Centrifugal Pump - 2"	\$18.00
3" Pump	\$25.00
Air Hammer (90 Lb.)	Sub + 12%
Light Tower (1,000 Watt)	Sub + 12%
Pipe Threader	Sub + 12%
Valve Box Cleaner	\$10.00
Tapping Tools	\$15.00
Extension Ladder (20')	\$10.00
Fresh Air Blower	\$15.00
A-Frame Winch	\$15.00
Gas Detector	Sub + 12%
Electric Hammer	\$10.00
Electric Drill	\$10.00
Electric Grinder	\$10.00
Hand-held Blower	\$10.00
Cordless SawZall	\$10.00
Cordless Impact Wrench	\$10.00

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY



Be it known that

CAPITAL AREA UTILITY MANAGEMENT LLC

has fulfilled the requirements in accordance with the laws of the State of Texas for

WATER OPERATIONS COMPANY

Registration Number: WC0000245

Issue Date: 08/17/2018

Expiration Date: 08/17/2021

A handwritten signature in cursive script, reading "Stephanie Bryson Penick".

Interim *Executive Director*
Texas Commission on Environmental Quality

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY



Be it known that

CAPITAL AREA UTILITY MANAGEMENT LLC

has fulfilled the requirements in accordance with the laws of the State of Texas for

WASTEWATER OPERATIONS COMPANY

Registration Number: OC0000248
Issue Date: 08/17/2018
Expiration Date: 08/17/2021

A handwritten signature in cursive script, reading "Stephanie Bryson Pender".

Interim *Executive Director*
Texas Commission on Environmental Quality



July 5, 2020

Mr. J. Keith Collins P.E.
Lakeside WCID 2C
2900 Jazz Street
Round Rock, TX 78664

RE: Proposal for Utility Operations – Jake’s Hill Condos

Dear Keith,

Crossroads Utility Services, LLC is pleased to submit a proposal to provide utility operations for the Jake’s Hill Condominium Project. Crossroads Utility Services offers full service general management and utility operations for 49 client utilities and special districts in the Austin area. Crossroads offers utility operations by licensed TCEQ operators, full time maintenance and repair crews, and a customer service center based in Round Rock, TX.

Within a services agreement, we would propose to offer the following services for Lakeside WCID No. 2C:

- Weekly chlorine residual monitoring
- Weekly master meter reading
- Monthly dead-end flushing
- Monthly bacteriological sampling (1 sample) (Lab expenses to be billed separately)
- 24/7 utility emergency repair services (billed on an hourly basis in accordance with the enclosed rate sheet)
- All necessary regulatory compliance correspondence with TCEQ; and
- A monthly operation report as requested by the Board

Crossroads proposes the following fees under a utility services agreement:

- Monthly Operational Fee - \$350.00
- Routine, non-routine and emergency wastewater system inspections and repairs– Fees based on time and materials on an hourly basis in accordance with the enclosed rate sheet

We certainly appreciate the opportunity to propose our services for this project. If these terms are agreeable, our next step is to submit a draft example of this arrangement to you and the Board for review and execution. Should you have any questions about this proposal, please don’t hesitate to contact me directly at 512-246-5921 or ahunt@crossroadsus.com.

Best Regards,

A handwritten signature in blue ink, appearing to read "Andrew Hunt".

Andrew Hunt
Executive Vice President

Main Office
2601 Forest Creek Drive
Round Rock, TX 78665
512-246-1400
512-246-1900
sales@crossroadsus.com

North Office
2851 Joe DiMaggio Blvd, Bldg. 3, Ste. 5
Round Rock, TX 78665



Personnel/Equipment Rates

Classification	Regular Time (M-F 8am-5pm)	Overtime (M-F 5pm-8am, Sat- Sun, holidays, all hours)	Billing Time Interval
Administrative – Clerical	\$38.04	\$57.06	15 min.
Field Service Representative	\$39.54	\$59.33	15 min.
Field Operator	\$44.37	\$66.57	15 min.
Senior Field Operator	\$55.13	\$82.69	15 min.
Equipment Operator	\$46.79	\$70.19	15 min.
Foreman	\$58.26	\$87.40	15 min.
Supervisor	\$65.93	\$98.90	15 min.
Mechanical Technician	\$68.10	\$102.14	15 min.
Electrical Technician	\$71.40	\$107.10	15 min.
Master Electrician/SCADA Tech	\$102.64	\$153.96	15 min.
District Manager	\$108.68	\$108.68	15 min.
VP/President	\$125.00	\$125.00	15 min.

Classification	Rate Per Hour	Billing Time Interval
Service Truck	\$29.40	15 min.
HD Service Truck	\$38.17	2 Hr.
Back Hoe & Trailer	\$70.30	2 Hr.
HD/Small Crane Truck	\$65.97	2 Hr.
Utility Trailer	\$19.16	2 Hr.
Utility Dump Trailer	\$39.90	2 Hr.
Dump Truck (Crossroads)	\$100.00	2 hr.
Wastewater Vacuum Trailer (Crossroads)	\$95.00	2 hr.
Plate Compactor	\$11.50	1 hr.
Jetting Trailer	\$95.00	2 hr.
Arrow Board	\$20.00	1 hr.
Utility Line Locator	\$78.75	15 min.
Meg/Ohm Meter	\$8.40	15 min.
Air Compressor	\$24.15	15 min.
Air Compressor (Small)	\$9.19	15 min.
Pressure Washer	\$21.16	15 min.
Jumping Jack	\$12.08	15 min.
Metal Detector	\$28.98	15 min.
Cutting Torch	\$14.49	15 min.
Gas Generator – 110V	\$14.49	15 min.
Welding Machine	\$21.74	15 min.
Weed eater	\$6.04	15 min.

Shoring	\$35.00	1 hr.
Cutoff Saw (Plus cost of blades)	\$18.11	15 min.
Chain Saw	\$12.08	15 min.
Road Plate	\$18.90	15 min.
Jack Hammer	\$13.65	15 min.
12 Volt Pump	\$8.45	15 min.
Small camera (for televising)	\$84.00	1 hr.
3" Pump	\$18.11	15 min.
Light Tower (1,000 Watt)	\$6.04	15 min.
"A" Box Cleaner	\$3.15	15 min.
Tapping Tools	\$18.90	15 min.
Extension Ladder (20')	\$6.04	15 min.
Fresh Air Blower	\$14.70	15 min.
A-Frame Winch	\$14.70	15 min.
Electric Hammer	\$3.68	15 min.
Electric Drill	\$3.68	15 min.
Electric Grinder	\$3.68	15 min.
Blower	\$3.68	15 min.

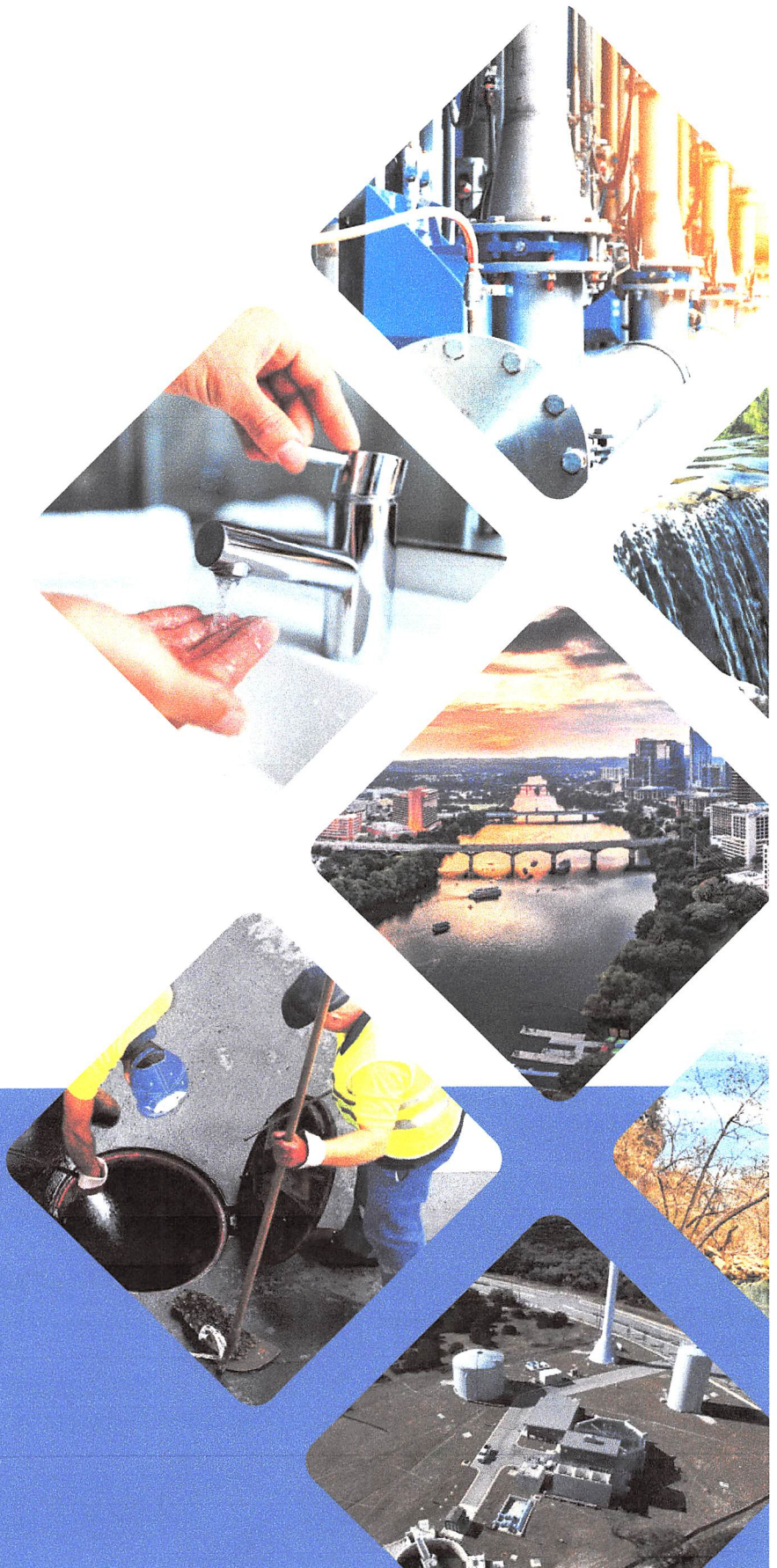


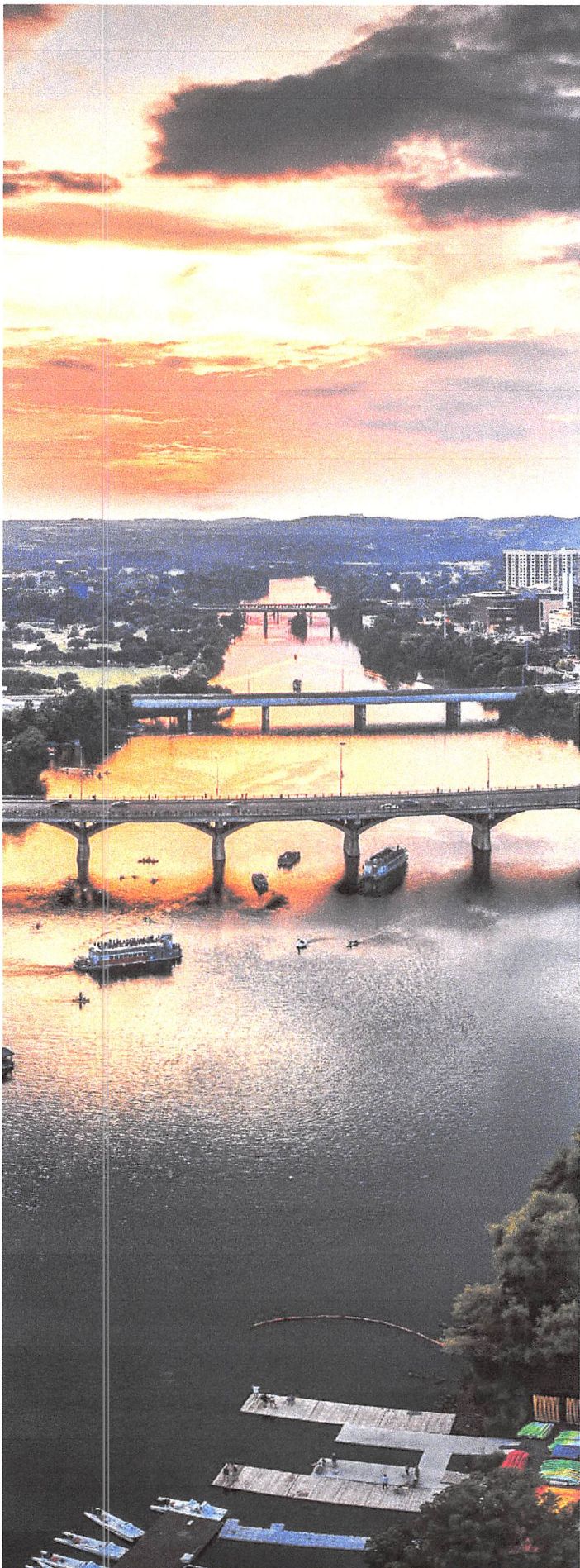
Serving the
Central Texas
Area with a
Full-Range of
**Water and
Wastewater
Services.**

**Locally Owned
& Operated**

**2601 Forest Creek Drive
Round Rock, TX 78665**

- ☘ **Fax:** (512) 246-1900
- ☘ **Phone:** (512) 246-1400
- ☘ sales@crossroadsus.com





Executive Summary

Local and Proud

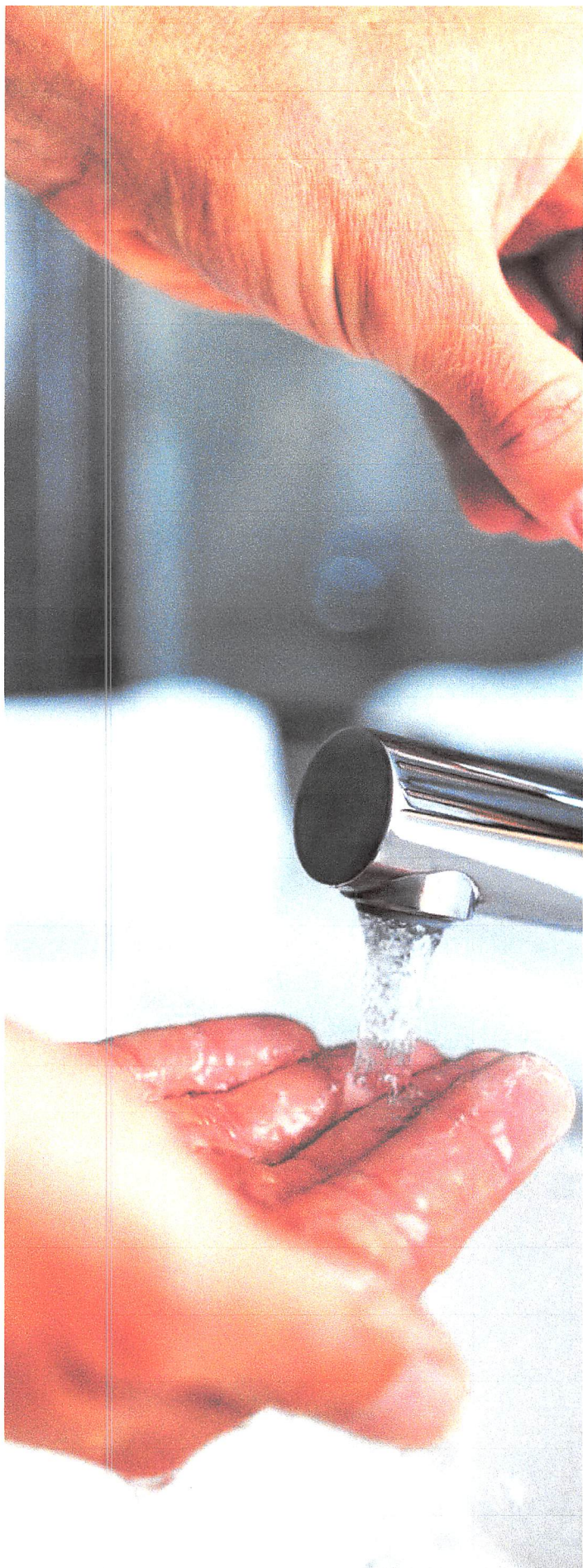
Crossroads Utility Services was founded in 2009, in response to an overwhelming call by many utility district board members, consultants, and Austin-area developers for a local utility operations company. Our company management and staff have over 150 years' combined experience serving the Austin utility market. This experience allows us to be both creative and flexible in responding to our client's unique challenges. We are proud to be a locally owned and operated utility company.

Better Customer Experience

Crossroads Utility Services has a call center based in Round Rock, TX, offering customer support 24-hours a day. To give our customers the best experience, we've integrated numerous software systems for added convenience. We currently provide utility billing and operations services to over 35,000 connections within 35 different utility districts in the Austin area. Our technology enables our customers to review their bills, water usage, and payment history and allows them to pay their bill online in a secure, confidential web environment.

Responsible and Capable

Our operational services provide you with TCEQ-certified water and wastewater operators at the required levels or higher. We take responsibility for your utility to meet or exceed all state and federal requirements. We also provide a full support team to respond to all emergency calls. This support team will diagnose and correct any problem that may arise within your utility system during regular business or after hours. Our expert field service crews are ready to assist in every facet of utility maintenance and construction. For any issue, they are well equipped to construct, repair, or replace any utility component.



Our Approach

THE CROSSROADS WAY

To satisfy the unique challenges that arise with every utility system, we establish a custom service plan for each community. **Our approach is built on three pillars:**

IDENTIFY YOUR UTILITY SERVICE NEEDS

We start all prospective opportunities by setting up a meeting with you and completing a short evaluation of your system. This is a no-cost, no-obligation meeting to review your system's details and community's needs. Then, we strategize how Crossroads can provide service that meets those requirements.

DEVELOP A CUSTOMIZED SERVICE PLAN

Our contract team of certified professionals develops a tailored plan that fits your community and utility system. Together, we review that plan, including proposed pricing and a terms of service agreement.

LAUNCH SERVICE

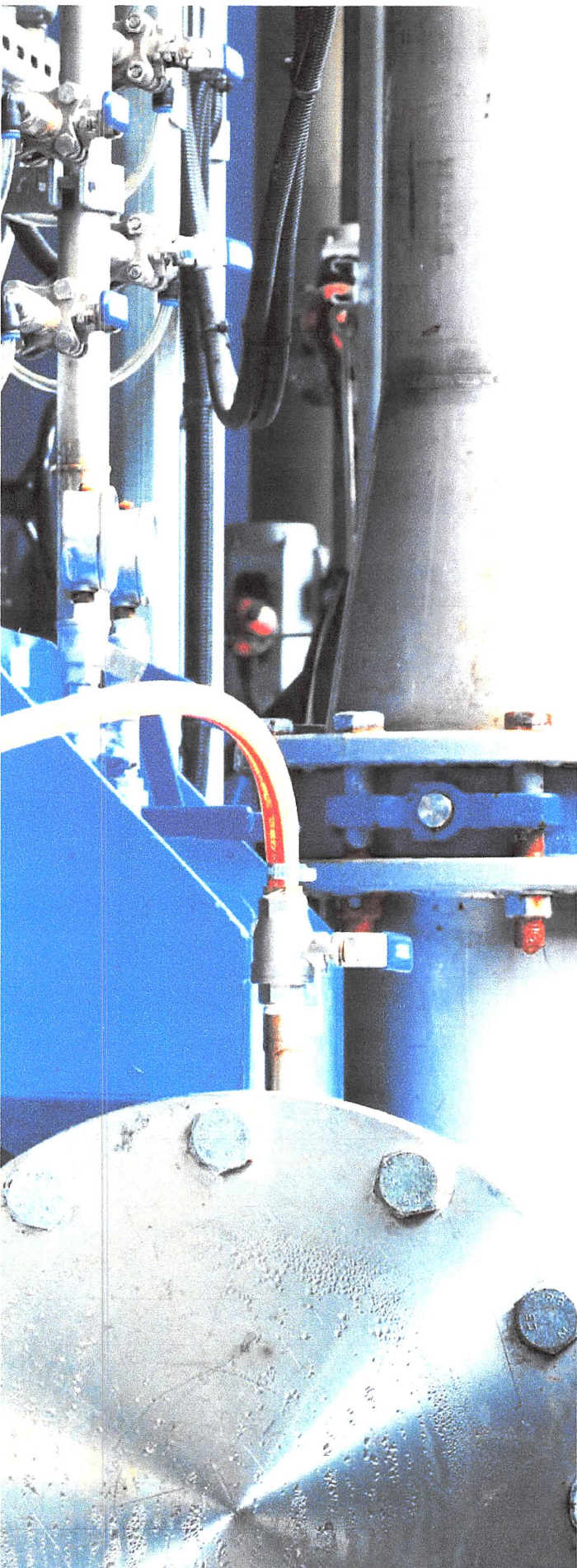
When both parties agree to a service plan, Crossroads assigns a regional contract team of operational professionals and a contract manager to finalize the commencement of services in your community.

Our Experience

TRUSTED BY MANY

Dozens of communities already trust Crossroads with their utility service. **We currently manage 51 utility contracts across the Greater Austin, TX area.** These contracts cover a variety of services including utility general management, utility billing services, maintenance and repair services, certified utility operations, and park and facility maintenance services.

At Crossroads, we believe that our strength lies in our team-based method. We rely on our skilled team when undertaking any operational issues.



Key Personnel

MEET OUR MANAGEMENT TEAM

Executive Team

- **Steve Held**
Founder/Managing Member
- **Shae Vaughan**
President
- **Andrew Hunt**
Executive Vice President/COO
- **Robert Anderson**
Vice President of Business Services
- **James Wills**
Vice President of Operations
- **Jorge Villarreal**
Vice President of Maintenance

Senior Management Team

- **Kristy Cunningham**
Office Manager
- **Darrell Winslett**
Regulatory Compliance Specialist
- **Dan Tatum**
Field Operations Manager
- **Jason Porter**
Wastewater Treatment Supervisor
- **Willie Childress**
North Field Supervisor
- **Ryan McCabe**
Maintenance Supervisor
- **Neal Grubert**
Master Electrician
- **Brittany Belvin**
Customer Service Supervisor
- **Cathy Ryan**
Billing Supervisor
- **Allen Teague**
Meter Reading Supervisor

Our Services

Customer Service and Utility Billing

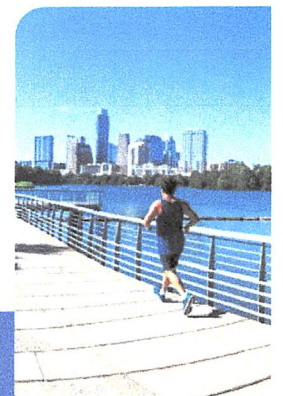
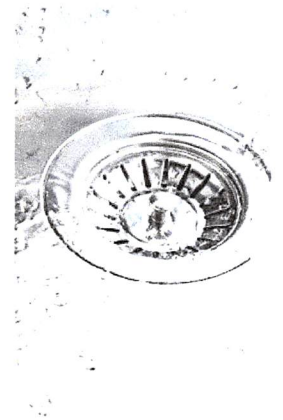
- Customer service call center available 24/7
- Our agents handle payment processing, assist with diagnosing utility issues, and answer questions from your customers related to their utility bills
- Management team regularly analyzes call statistics to ensure that we are resolving customer service calls in an efficient manner
- Dedicated to a first-call resolution approach
- Billing team utilizes Continental Utility Solutions software and Uvision billing software to accurately calculate and process payments, and ensure each of our client utilities are receivable funds paid by their customers
- Billing team has partnered with DataProse and AVR, Inc. to print, mail, and deliver over 34,000 water bills every month

Meter Reading

- Our meter reading staff reads approximately 32,000 meters every month
- Real-time uploads of meter readings into our utility billing software
- Printed reports to guarantee meter reading accuracy
- Meter reading team completes quality assurance readings monthly
- Our team can set up and integrate with your utility's automatic meter reading software simply and efficiently

Builder Services

- Dedicated builder service representative to assist your development needs
- Builder services department processes water and wastewater taps, schedules inspections, and answers any unique tap questions
- Crossroads processes over 2,000 new service taps annually
- Committed to coordinating with your community's building professionals to ensure a successful building process within your utility



Our Services (CONTINUED)

Certified Utility Operations

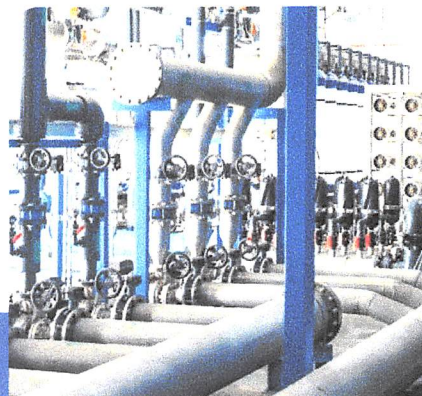
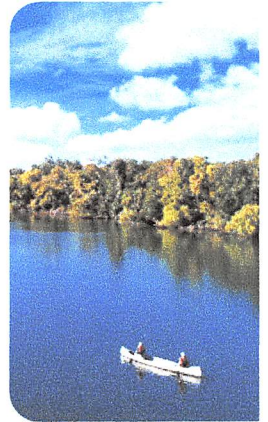
- Facilities and systems operations assistance with our TCEQ-licensed operational staff members
- Our staff will certify that your systems exceed all state and federal drinking water regulations
- To streamline services, water and wastewater operations are two separate divisions
- Our staff is regularly assisting customers, checking facilities, operating systems, and performing all necessary regulatory compliance checks so that your system is operating efficiently and within state and federal guidelines

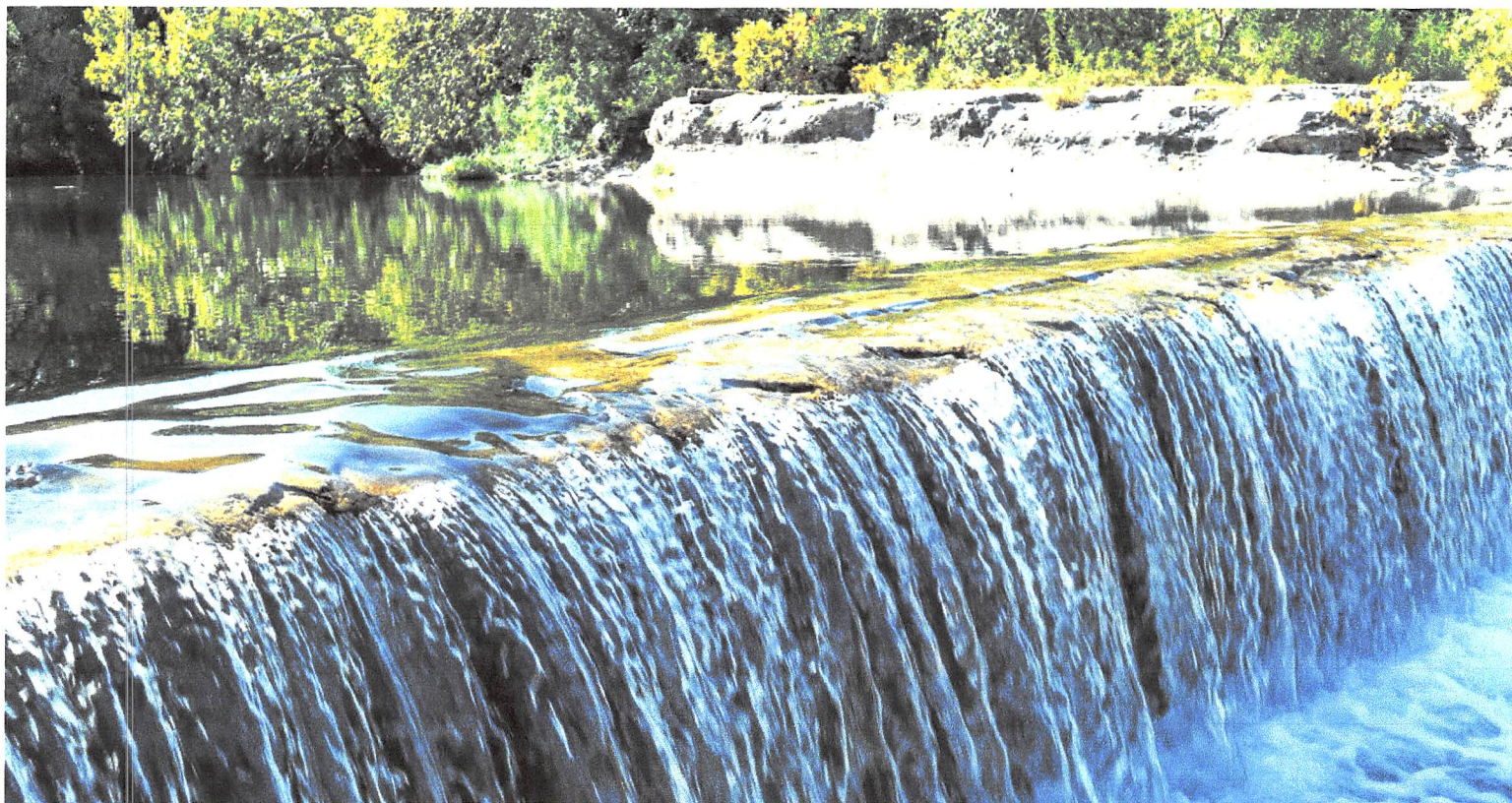
Maintenance

- Dedicated maintenance professionals deployed to service and repair any water or wastewater issue within your system
- Crossroads utilizes in-house excavation equipment and repair crews to handle water and wastewater line maintenance
- Trained pump and motor repair professionals
- Master electrician on staff
- Crews are available 24/7 for assistance
- Our team is regularly trained on all aspects of safety equipment to make sure every job is efficient, successful, and safe
- Crews are certified in low-pressure sewer system operations and maintenance

Regulatory Compliance

- Regulatory compliance team ensures the health of our systems and operations
- Regulatory compliance specialist reviews and oversees the compliance activities of all of our utility systems and clients
- All levels of assistance, from a simple bacteriological sample to a complex regulatory issue
- Regulatory specialist and four of our lead operational management team members hold "AA" water and wastewater licenses
- Our regulatory compliance specialist is our lead contact with state or federal inspectors to achieve 100% compliance
- We are committed to delivering safe and clean water and wastewater to all of our permitted facilities





Locally Owned & Operated



OUR ADDRESS

**2601 Forest Creek Drive
Round Rock, TX 78665**

💧 **Fax:** (512) 246-1900

💧 **Phone:** (512) 246-1400

💧 **sales@crossroadsus.com**

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

This message is intended only for the use of the individual or entity to whom it is addressed, and may contain information that is privileged and confidential, or that constitutes work product and is exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any use, dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone and return the original message to us by mail at the below address. If there are any problems with this transmission, please call 512.355.1160.

P.O. Box 1375 ● Pflugerville, TX 78691
(512) 355-1160 ● brad@IDRorg.com

Agenda Item No. 9
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

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

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 e 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

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.