

NOTICE OF MEETING

LOST CREEK LIMITED DISTRICT

November 24, 2020 - 6:30 p.m.

AGENDA

TO: THE BOARD OF DIRECTORS OF LOST CREEK LIMITED DISTRICT OF TRAVIS COUNTY, TEXAS, AND ALL OTHER INTERESTED PERSONS

Notice is hereby given that the Board of Directors of Lost Creek Limited District of Travis County, Texas, will hold a regular meeting on Wednesday, November 24, 2020 at 6:30 p.m.

IN ACCORDANCE WITH THE GOVERNOR'S EMERGENCY PROCLAMATION SUSPENDING CERTAIN PROVISIONS OF THE TEXAS OPEN MEETINGS ACT EFFECTIVE MARCH 16, 2020 IN RESPONSE TO THE COVID-19 PANDEMIC, THE MEETING WILL BE CONDUCTED REMOTELY BY TELEPHONE AND VIDEOCONFERENCE. MEMBERS OF THE PUBLIC MAY JOIN THE MEETING TELEPHONICALLY OR BY VIDEOCONFERENCE USING THE INSTRUCTIONS BELOW.

Videoconference Instructions:

Members of the public may join the meeting through the following web link: <https://us02web.zoom.us/j/86326353026>

Telephonic Instructions:

Members of the public may join the meeting telephonically by dialing the following telephone number: 346 248 7799

When your call is answered and when prompted, enter in the following Meeting ID followed by the pound sign (#): 863 2635 3026

Please press # if asked for a participant ID.

Public Comment:

Public comment will be allowed during the Citizen Communication agenda item only. Members of the public that desire to provide public comment may do so by videoconference or by telephone. *The Board is not permitted by law to take action on or deliberate any matters that are raised during public comment and that are not otherwise included on the meeting agenda. Deliberation and action by the Board will only occur after conclusion of all public comments and will be limited to the subject matters listed below.*

To provide public comment remotely (by videoconference or telephone), members of the public must register in advance by emailing Tanya

Emmons at gm@lostcreekld.org prior to 6:15 p.m. on the date of the meeting. All members of the public that timely register will be muted until their time to speak.

The Board will consider and act on the following matters:

1. Board Convenes - Roll Call
2. Citizen Communications

Public comment will be accepted only during this portion of the meeting or as otherwise allowed by the presiding officer. Citizens wishing to address the Board should do so during Citizens Communication. Individual speakers will be limited to three minutes of comment. Time is not transferable between speakers and may not be aggregated.

3. Announcements **(Emmons)**
4. Consent Agenda

The Consent Agenda allows the Board of Directors to approve routine matters with a single motion and without discussion by the Board of Directors. Any item may be removed from the Consent Agenda and considered individually upon request of a Board member or the General Manager.

- a. Bookkeeper's Reports - **(Emmons)**
 - i. October 2020 - Fund Balance and Disbursement Reports
 - ii. October 2020 - Budget Review
 - iii. October 2020 - Investment and Capital Reserves Report
 - b. Payment Approval List **(Emmons)**
 - i. McLean & Howard, L.L.P., District Attorney
 - ii. Pinnacle Texas Management Services
 - iii. Willatt & Flickinger, PLLC (Deed Restriction Litigation Counsel)
 - c. Approve Minutes **(Connor)**
 - i. October 21, 2020 - regular meeting
5. Deed restriction enforcement matters **(Emmons)**
 - a. Receive Deed Restriction Enforcement Officer's Monthly Report
 - b. Authorize enforcement action, including litigation if deemed necessary, in connection with potential deed restriction violations at the following addresses:
 - i. 6815 Cypress Point N
 - ii. 2331 Cypress Point E
 6. General Manager's report relating to monthly operations, repairs and maintenance activities **(Emmons)**

7. Discussion and possible action concerning Financial Affairs and Budget Matters **(Bitner)**
 - a. Monthly Treasurer's Report
 - b. Investment of District Funds
8. Discussion and possible action concerning Revisions to District Park, Greenbelt, Pavilion, Board Meeting Room and Amenity Rules and Policies:
 - a. Use and Reservation Policies;
 - b. User fee program at District Greenbelt at Barton Creek; and
 - c. Other Revisions to District Park, Greenbelt, Pavilion, and Board Meeting Room Rules and Policies.
9. Discussion and possible action relating to Security Patrols:
 - a. Security patrols within District boundaries and at District properties
 - i. New contract with Travis County for 2021 security patrol services
 - ii. Authorization to continue patrols through December 31, 2020
 - iii. Austin Police Department off-duty patrols at District Greenbelt at Barton Creek
10. Discussion and possible action relating to request from resident for fence replacement at Boulevard Park
11. Discussion and possible action relating to establishment of standardized performance expectations, procedures, and annual review process for management company **(Marrs and Stewart)**
12. Communications with Lost Creek residents:
 - a. Approve newsletters, emails and other communications regarding projects and matters of public interest
 - i. Discussion and possible action relating to communications between Board of Directors and community. **(Marrs)**
 - b. Discussion and possible action relating to Annual Report. **(Bitner)**
 - c. Discussion relating to deannexation of Lost Creek from City of Austin **(Bitner)**

13. Discussion and possible action relating to Adoption of Amended Bylaws to incorporate rules of decorum and conduct at public meetings
14. Election Matters:
 - a. Approve issuance of Certificates of Election to newly elected Directors
 - b. Schedule for newly elected directors to be seated and to assume duties of office.
15. Discussion and possible action relating to potential development of the Marshall Tract:
 - a. Status Report;
 - b. Authorize such actions as may be necessary to protect the District's interests potentially impacted by the project.
16. Receive Reports from Standing District Committees regarding monthly committee activities*:
 - a. Development Committee **(Marrs and Connor)**
 - b. FireWise and Dark Skies Committee **(Bitner and Marrs)**
 - c. Strategic Partnership Agreement and Budget Committee **(Bitner and Vetromile)**
 - d. Communications Committee **(Connor and Stewart)**
 - e. Parks, Recreation and Beautification Committee **(Stewart and Vetromile)**

**The Board will only deliberate and take action regarding committee matters that are separately identified as potential action items on the agenda.*

17. Scheduling of future board meetings
18. Summary of Action Items
19. Adjourn

*The Board of Directors may go into Executive Session, if necessary, pursuant to the applicable section of Subchapter D, Chapter 551, Texas Government Code, of the Texas Open Meetings Act, on any of the above matters, including without limitation, pursuant to Section 551.071 of the Texas Government Code in order to consult within its attorney (i) in order to seek the advice of the attorney regarding pending or contemplated litigation, or a settlement offer; or (ii) on a matter in which the duty

of the attorney to the Board of Directors under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act.

No final action, decision, or vote will be taken on any subject or matter in Executive Session.

The District is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call 512-327-6243 for further information.

The undersigned hereby certifies that a true and correct copy of this Notice of Meeting was posted or furnished as follows not less than 72 hours prior to the above-referenced meeting: (i) in the District at a place convenient and readily accessible to the general public at all times, at the District's administrative office located at 1305 Quaker Ridge Dr; and (ii) on the District's internet website.

A handwritten signature in cursive script, appearing to read "Tanya Emmons".

Tanya Emmons

Lost Creek Limited District
Balance Sheet
As of October 31, 2020

Accrual Basis

	Oct 31, 20	Sep 30, 20
ASSETS		
Current Assets		
Checking/Savings		
Horizon - Manager	7,968.28	4,320.50
Horizon - Money Market	279,882.37	335,816.67
Horizon - Operating	10,919.89	10,572.93
TexPool	297,344.46	297,310.74
Total Checking/Savings	596,115.00	648,020.84
Other Current Assets		
11510 · Allowance Uncoll Property Tax	-4,159.50	-4,159.50
11520 · Maintenance Tax Receivable	491,545.99	5,148.82
11650 · Prepaid Expenses	559.12	559.12
11755 · Due from Travis County Clerk	46.00	46.00
11780 · Def Employee PTO	1,914.12	1,914.12
Total Other Current Assets	489,905.73	3,508.56
Total Current Assets	1,086,020.73	651,529.40
TOTAL ASSETS	1,086,020.73	651,529.40
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
12000 · Accounts Payable	17,731.28	31,414.43
Total Accounts Payable	17,731.28	31,414.43
Credit Cards		
12040 · Capital One Credit Card	11.70	11.70
Total Credit Cards	11.70	11.70
Other Current Liabilities		
Facility Damage Deposits	2,300.00	2,300.00
12100 · Payroll Liabilities	1,458.60	80.10
12102 · Payroll Liabilities - SUTA	770.10	752.85
12260 · Insurance Payable	2,051.90	1,979.48
12770 · Unclaimed Property	1,396.89	1,396.89
12781 · Employee PTO	1,914.12	1,914.12
12785 · Due to Others	776.57	776.57
12790 · Deferred Inflows – Property Tax	487,386.49	989.32
Total Other Current Liabilities	498,054.67	10,189.33
Total Current Liabilities	515,797.65	41,615.46
Long Term Liabilities		
Reserve - O&M	243,000.00	243,000.00
Reserve - R&R	182,837.00	182,837.00
Total Long Term Liabilities	425,837.00	425,837.00
Total Liabilities	941,634.65	467,452.46
Equity		
13005 · Assigned Fund Balance	185,102.00	185,102.00
13010 · Unassigned Fund Balance	-1,025.06	-43,804.52
Net Income	-39,690.86	42,779.46
Total Equity	144,386.08	184,076.94
TOTAL LIABILITIES & EQUITY	1,086,020.73	651,529.40

Lost Creek Limited District
Profit & Loss
October 2020

Accrual Basis

	Oct 20	Oct 20
Ordinary Income/Expense		
Income		
03 - Other Revenue		
14399 - Greenbelt User Fees	1,906.60	1,906.60
14320 - Property Tax Collections	23.30	23.30
14325 - Property Tax Penalties	7.64	7.64
14370 - Interest Earned on Temp. Invest	33.72	33.72
14375 - Interest Earned on Checking	65.70	65.70
Total 03 - Other Revenue	<u>2,036.96</u>	<u>2,036.96</u>
Total Income	<u>2,036.96</u>	<u>2,036.96</u>
Gross Profit	2,036.96	2,036.96
Expense		
17000- Maintenance/Operations		
17100 - Management Contract	6,525.00	6,525.00
17200 - Deed Restrictions		
17210 - Service Contract	925.00	925.00
Total 17200 - Deed Restrictions	<u>925.00</u>	<u>925.00</u>
17300 - Grounds Maintenance		
17310 - Landscaping		
17311 - Plants/Flowers	171.72	171.72
17312 - Mulch/Gravel	46.68	46.68
Total 17310 - Landscaping	<u>218.40</u>	<u>218.40</u>
17320 - Irrigation	22.77	22.77
17340 - Park Equipment		
17343 - Portable Toilet	101.65	101.65
17345 - Fence	6.46	6.46
17346 - Gazebo	4,425.00	4,425.00
17349 - Other	129.99	129.99
Total 17340 - Park Equipment	<u>4,663.10</u>	<u>4,663.10</u>
17350 - Park Supplies		
17351 - Trash Bags	27.94	27.94
17359 - Other	330.49	330.49
Total 17350 - Park Supplies	<u>358.43</u>	<u>358.43</u>
Total 17300 - Grounds Maintenance	5,262.70	5,262.70
17400 - Greenbelt Expenses		
17420 - Security	6,180.00	6,180.00
17430 - User Fee Collector	1,210.50	1,210.50
Total 17400 - Greenbelt Expenses	<u>7,390.50</u>	<u>7,390.50</u>
17500 - Building M&R		
17510 - Cleaning		
17511 - Housekeeping	105.00	105.00
Total 17510 - Cleaning	<u>105.00</u>	<u>105.00</u>
17530 - Entry System	14.00	14.00
17560 - Building Supplies		
17562 - RR/Kitchen Supplies	110.82	110.82
Total 17560 - Building Supplies	<u>110.82</u>	<u>110.82</u>
17590 - Miscellaneous	37.90	37.90
Total 17500 - Building M&R	<u>267.72</u>	<u>267.72</u>

Lost Creek Limited District
Profit & Loss
October 2020

Accrual Basis

	Oct 20	Oct 20
17600 - Equipment & Supplies		
17610 - Small Tools & Supplies	32.00	32.00
17630 - Vehicles M&R	34.39	34.39
17640 - Fuel	76.50	76.50
Total 17600 - Equipment & Supplies	142.89	142.89
17700 - Utilities		
17710 - Electric	229.92	229.92
17720 - Water	747.23	747.23
17730 - Gas	0.00	0.00
17740 - Trash and Recycling	234.82	234.82
Total 17700 - Utilities	1,211.97	1,211.97
17800 - Public Relations		
17820 - Email Service	69.56	69.56
Total 17800 - Public Relations	69.56	69.56
Total 17000- Maintenance/Operations	21,795.34	21,795.34
18000 - Administrative Expenses		
18100 - Professional Fees		
18110 - Legal Fees		
18111 - District Attorney	2,650.00	2,650.00
Total 18110 - Legal Fees	2,650.00	2,650.00
18120 - Bookkeeping Fees	500.00	500.00
Total 18100 - Professional Fees	3,150.00	3,150.00
18500 - Insurance & Surety Bond		
18510 - TML	6,046.80	6,046.80
Total 18500 - Insurance & Surety Bond	6,046.80	6,046.80
18700 - Office Expense		
18710 - Communications Expense		
18711 - Phone System	58.46	58.46
18712 - Internet	80.64	80.64
18713 - Cell Phone	19.28	19.28
Total 18710 - Communications Expense	158.38	158.38
18720 - Printing/Office Supp		
18721 - Copier Service Contract	274.95	274.95
18729 - Miscellaneous	128.96	128.96
Total 18720 - Printing/Office Supp	403.91	403.91
Total 18700 - Office Expense	562.29	562.29
18800 - Meeting Expense	38.50	38.50
Total 18000 - Administrative Expenses	9,797.59	9,797.59
19000 - Capital Expenses		
19200 - Annual Planned Spending		
19210 - Building Windows/Doors	85.00	85.00
Total 19200 - Annual Planned Spending	85.00	85.00
Total 19000 - Capital Expenses	85.00	85.00

Lost Creek Limited District
Profit & Loss
October 2020

Accrual Basis

	Oct 20	Oct 20
04 · Payroll, Taxes & Benefits		
16600 · Director Fees	2,850.00	2,850.00
16610 · Salary Expense	5,122.92	5,122.92
16615 · Salary Expense Overtime	0.00	0.00
16620 · Employee Benefit Plan	512.29	512.29
16630 · Employee Group Insurance	766.09	766.09
16641 · Payroll Tax Expense	639.80	639.80
16650 · Uniforms	127.85	127.85
Total 04 · Payroll, Taxes & Benefits	10,018.95	10,018.95
Total Expense	41,696.88	41,696.88
Net Ordinary Income	-39,659.92	-39,659.92
Net Income	-39,659.92	-39,659.92

Lost Creek Limited District

		Oct 20	Nov 20	Dec 20	Jan 21	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	Total	Budget
	Cash at beginning of period	\$648,021													
	Cash at end of period	\$596,146													
	Net cash increase	(\$51,875)													
	Reserve - O&M	\$243,000													
	Reserve - R&R	\$182,837													
	General Fund	\$170,309													
	Cash on hand - End of Period	\$596,146													
Ordinary Income/Expense															
Income															
03 · Other Revenue															
	14320 · Property Tax Collections	\$23												\$23	\$467,636
	14325 · Property Tax Penalties	\$8												\$8	\$0
	14330 · Miscellaneous Income													\$0	\$0
	14370 · Interest Earned on Temp. Invest	\$34												\$34	\$1,900
	14375 · Interest Earned on Checking	\$66												\$66	\$1,200
	14399 - Greenbelt User Fees	\$1,907												\$1,907	\$136,629
	Total 03 · Other Revenue	\$2,037	\$0	\$2,037	\$607,365										
	Total Income	\$2,037	\$0	\$2,037	\$607,365										
Expense															
04 · Payroll, Taxes & Benefits															
x	16600 · Director Fees	\$2,850												\$2,850	\$13,500
x	16601 · Employee Bonuses													\$0	\$1,075
x	16610 · Salary Expense	\$ 5,123												\$5,123	\$44,360
x	16615 · Salary Expense Overtime													\$0	\$4,400
x	16616 · Standby Pay													\$0	\$0
x	16617 · Severance Pay													\$0	\$0
x	16620 · Employee Benefit Plan	\$512												\$512	\$5,984
x	16630 · Employee Group Insurance	\$766												\$766	\$9,540
x	16641 · Payroll Tax Expense	\$640												\$640	\$4,845
x	16642 · Workers Comp													\$0	\$6,200
x	16650 · Uniforms	\$128												\$128	\$300
	Total 04 · Payroll, Taxes & Benefits	\$10,019	\$0	\$10,019	\$90,204										
05 · Maintenance & Operations															
x	Management Contract Fees	\$6,525												\$6,525	\$78,300
	Deed Restriction Enforcement	\$925	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$925	\$16,100
x	- Service Contract	\$925												\$925	\$11,100
x	- DR - Legal Fees													\$0	\$5,000
	Grounds Maintenance	\$5,263	\$0	\$5,263	\$34,624										
	- Landscaping	\$218	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$218	\$20,000
	Plants/Flowers	\$172												\$172	\$5,000
x	Mulch/Gravel	\$47												\$47	\$5,000

Lost Creek Limited District

x	- Vehicles M&R	\$34													\$34	\$500
x	- Fuel	\$77													\$77	\$1,200
	Utilities	\$1,212	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,212	\$10,992
J	- Electric	\$230													\$230	\$3,492
J	- Water	\$747													\$747	\$2,628
J	- Gas														\$0	\$1,272
J	- Trash	\$235													\$235	\$3,600
	Public Relations	\$70	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70	\$2,295
x	- Newsletter														\$0	\$795
J	- Email Service	\$70													\$70	\$840
J	- Website														\$0	\$660
x	Community Service/LC Clean up														\$0	\$400
	Total 05 - Maintenance & Operations	\$21,795	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,795	\$316,611
	06 - Administrative Expenses															
	Professional Fees	\$3,150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,150	\$56,700
	- Legal Fees	\$2,650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,650	\$39,700
x	District Attorney	\$2,650													\$2,650	\$37,200
x	Other														\$0	\$2,500
x	- Bookkeeping Fees	\$500													\$500	\$6,000
x	- Auditing Fees														\$0	\$11,000
x	- Consulting Fees														\$0	\$0
	State & Local Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,882
x	- State Agency Fees														\$0	\$145
x	- Appraisal Dist., Tax Office Fees														\$0	\$4,737
x	Election Expenses														\$0	\$3,000
x	Legal & Public Notices														\$0	\$1,300
	Insurance & Surety Bond	\$6,047	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,047	\$6,750
J	- TML	\$6,047													\$6,047	\$6,200
J	- Bond and Crime Policy														\$0	\$550
	Dues & Subscriptions														\$0	\$107
x	- Dark Skies (ISDA)														\$0	\$35
J	- Newspaper Subscriptions														\$0	\$72
	Office Supplies & Expenses	\$562	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$562	\$7,426
	- Communications Expense	\$158	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$158	\$4,020
x	Phone system	\$58													\$58	\$696
x	Internet	\$81													\$81	\$996
x	Cell phone	\$19													\$19	\$2,328
	- Printing & Office Supplies	\$404	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$404	\$3,276
J	Copier Maint./Repair	\$275													\$275	\$2,676
J	Miscellaneous	\$129													\$129	\$600
x	- Postage & Delivery														\$0	\$130
x	Meeting Expense	\$39													\$39	\$1,200
	Miscellaneous Expense														\$0	\$0

Lost Creek Limited District

	Total 06 · Administrative Expenses	\$9,798	\$0	\$9,798	\$81,365											
x	07 · O&M Reserve Fund Contributions														\$0	
	Total 07 · O&M Reserve Fund Contribution	\$0													\$0	\$0
	Net Ordinary Expense	\$41,612	\$0	\$41,612	\$488,180											
	Net Ordinary Income	(\$39,575)	\$0	(\$39,575)	\$119,185											
	08 · Capital Expenses															\$0
x	R&R Fund Contribution														\$0	\$62,330
	Annual Planned Spending	\$85													\$85	\$76,500
x	Park improvements	\$85													\$85	\$60,000
	BCGB - water fountain/filling station															\$7,500
	LD Bottle Filler															\$9,000
x	LD Building doors/windows														\$0	\$40,000
	Total 08 · Capital Expenses	\$85												\$0	\$85	\$138,830
	Net Other Income	(\$85)													(\$85)	(\$138,830)
	Total Expenses	\$41,697	\$0	\$41,697	\$627,010											
	Net Income	(\$39,660)	\$0	(\$39,660)	(\$19,644)											

TRAVIS COUNTY TAX OFFICE

OVERALL COLL/DIST REPORT

DATE 11/03/2020

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TXDIST1A

RECEIVABLE BALANCE 'R' REPORT

FROM 10/01/2020 TO 10/31/2020

YEAR FROM 0000 TO 2019

ALL OTHERS

L6P	-- LOST CREEK LIMITED DISTRICT			-----								
	BEGINNING	TAX	BASE TAX	NET BASE TAX	PERCENT	ENDING	P & I	P & I	LRP	OTHER	PENALTY	TOTAL
YEAR	TAX BALANCE	ADJ	COLLECTED	REVERSALS	COLLECTED	COLLECTED	TAX BALANCE	COLLECTED	REVERSALS	COLLECTED	COLLECTED	DISTRIBUTED

2016	357.38	.00	.00	.00	.00	.00 %	357.38	.00	.00	.00	.00	.00
2017	571.34	.00	.00	.00	.00	.00 %	571.34	.00	.00	.00	.00	.00
2018	521.55	.00	22.87	.00	22.87	4.39 %	498.68	7.55	.00	.00	.00	30.42

TOTL	1450.27	.00	22.87	.00	22.87	1.58 %	1427.40	7.55	.00	.00	.00	30.42

2019	2136.33	.00	.43	.00	.43	.02 %	2135.90	.09	.00	.00	.00	.52

ENTITY												
TOTL	3586.60	.00	23.30	.00	23.30	.65 %	3563.30	7.64	.00	.00	.00	30.94

TRAVIS COUNTY TAX OFFICE

TXDIST1A
RECEIVABLE BALANCE 'R' REPORT

OVERALL COLL/DIST REPORT
FROM 10/01/2020 TO 10/31/2020 YEAR FROM 0000 TO 2019
ALL OTHERS

U27	-- LOST CREEK MUD											
YEAR	BEGINNING TAX BALANCE	TAX ADJ	BASE TAX COLLECTED	NET BASE TAX REVERSALS	NET BASE TAX COLLECTED	PERCENT COLLECTED	ENDING TAX BALANCE	P & I COLLECTED	P & I REVERSALS	LRP COLLECTED	OTHER PENALTY COLLECTED	TOTAL DISTRIBUTED

1996	.00	.00	.00	.00	.00	.00 %	.00	.00	.00	.00	.00	.00
1997	.00	.00	.00	.00	.00	.00 %	.00	.00	.00	.00	.00	.00
1998	.00	.00	.00	.00	.00	.00 %	.00	.00	.00	.00	.00	.00
1999	.00	.00	.00	.00	.00	.00 %	.00	.00	.00	.00	.00	.00
2000	.00	.00	.00	.00	.00	.00 %	.00	.00	.00	.00	.00	.00
2001	.00	.00	.00	.00	.00	.00 %	.00	.00	.00	.00	.00	.00
2002	.00	.00	.00	.00	.00	.00 %	.00	.00	.00	.00	.00	.00
2003	.00	.00	.00	.00	.00	.00 %	.00	.00	.00	.00	.00	.00
2004	.00	.00	.00	.00	.00	.00 %	.00	.00	.00	.00	.00	.00
2005	.00	.00	.00	.00	.00	.00 %	.00	.00	.00	.00	.00	.00
2006	.00	.00	.00	.00	.00	.00 %	.00	.00	.00	.00	.00	.00
2007	23.04	.00	.00	.00	.00	.00 %	23.04	.00	.00	.00	.00	.00
2008	244.50	.00	.00	.00	.00	.00 %	244.50	.00	.00	.00	.00	.00
2009	28.86	.00	.00	.00	.00	.00 %	28.86	.00	.00	.00	.00	.00
2010	134.48	.00	.00	.00	.00	.00 %	134.48	.00	.00	.00	.00	.00
2011	11.56	.00	.00	.00	.00	.00 %	11.56	.00	.00	.00	.00	.00
2012	482.24	.00	.00	.00	.00	.00 %	482.24	.00	.00	.00	.00	.00
2013	138.66	.00	.00	.00	.00	.00 %	138.66	.00	.00	.00	.00	.00
2014	10.60	.00	.00	.00	.00	.00 %	10.60	.00	.00	.00	.00	.00
2015	488.28	.00	.00	.00	.00	.00 %	488.28	.00	.00	.00	.00	.00
2016	.00	.00	.00	.00	.00	.00 %	.00	.00	.00	.00	.00	.00
2017	.00	.00	.00	.00	.00	.00 %	.00	.00	.00	.00	.00	.00

TOTL	1562.22	.00	.00	.00	.00	.00 %	1562.22	.00	.00	.00	.00	.00

2019	.00	.00	.00	.00	.00	.00 %	.00	.00	.00	.00	.00	.00

ENTITY												
TOTL	1562.22	.00	.00	.00	.00	.00 %	1562.22	.00	.00	.00	.00	.00

**Lost Creek Limited District
Expense Detail
October 2020**

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
Ordinary Income/Expense						
Expense						
17000 - Maintenance/Operations						
17100 - Management Contract						
Bill	10/01/2020	1414	Pinnacle Texas Man...	Deed restricti...	6,525.00	6,525.00
Total 17100 - Management Contract					6,525.00	6,525.00
17200 - Deed Restrictions						
17210 - Service Contract						
Bill	10/01/2020	1414	Pinnacle Texas Man...	Deed restricti...	925.00	925.00
Total 17210 - Service Contract					925.00	925.00
Total 17200 - Deed Restrictions					925.00	925.00
17300 - Grounds Maintenance						
17310 - Landscaping						
17311 - Plants/Flowers						
Check	10/29/2020	BartD...	Shoal Creek Nursery	flowers	171.72	171.72
Total 17311 - Plants/Flowers					171.72	171.72
17312 - Mulch/Gravel						
Check	10/28/2020	BartD...	Home Depot	soil	46.68	46.68
Total 17312 - Mulch/Gravel					46.68	46.68
Total 17310 - Landscaping					218.40	218.40
17320 - Irrigation						
Check	10/06/2020	BartD...	Home Depot	sanitizer	22.77	22.77
Total 17320 - Irrigation					22.77	22.77
17340 - Park Equipment						
17343 - Portable Toilet						
Bill	10/01/2020	249847	Superior Septic/Clea...	Boulder Trail t...	101.65	101.65
Total 17343 - Portable Toilet					101.65	101.65
17345 - Fence						
Check	10/08/2020	BartD...	Breed & Co., Inc.	padlock and c...	6.46	6.46
Total 17345 - Fence					6.46	6.46
17346 - Gazebo						
Bill	10/26/2020	2019170	A Frame Home Serv...	gazebo repair	4,425.00	4,425.00
Total 17346 - Gazebo					4,425.00	4,425.00
17349 - Other						
Check	10/01/2020	HollyD...	Wayfair	swing parts	129.99	129.99
Total 17349 - Other					129.99	129.99
Total 17340 - Park Equipment					4,663.10	4,663.10
17350 - Park Supplies						
17351 - Trash Bags						
Check	10/06/2020	BartD...	Home Depot	sanitizer	27.94	27.94
Total 17351 - Trash Bags					27.94	27.94

Lost Creek Limited District Expense Detail October 2020

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
17359 - Other						
Check	10/06/2020	BArtD...	Home Depot	sanitizer	174.79	174.79
Check	10/26/2020	BartD...	Home Depot	sanitizer	155.70	330.49
Total 17359 - Other					330.49	330.49
Total 17350 - Park Supplies					358.43	358.43
Total 17300 - Grounds Maintenance					5,262.70	5,262.70
17400 - Greenbelt Expenses						
17420 - Security						
Bill	10/03/2020	16981	Travis County Sherif...	Patrol Vehicle	240.00	240.00
Bill	10/06/2020	20201...	Cesar Valdez	12 hours	600.00	840.00
Bill	10/06/2020	20201...	Ramos, Jose	6 hours	300.00	1,140.00
Bill	10/06/2020	20201...	Daniel Rivera	6 hours	300.00	1,440.00
Bill	10/10/2020	17019	Travis County Sherif...	Patrol Vehicle	240.00	1,680.00
Bill	10/13/2020	17019	Rueben Garcia	Oct 4-10	540.00	2,220.00
Bill	10/13/2020	10201...	Chantal Locke	BC greenbelt ...	600.00	2,820.00
Bill	10/13/2020	20201...	McNiel, Bobby	10/11	300.00	3,120.00
Bill	10/16/2020	17035	Rueben Garcia	Oct 11 - 17	540.00	3,660.00
Bill	10/21/2020	17035	Travis County Sherif...	Patrol Vehicle	240.00	3,900.00
Bill	10/21/2020	20201...	McNiel, Bobby	10/17	300.00	4,200.00
Bill	10/21/2020	20201...	Cesar Valdez	10/18	300.00	4,500.00
Bill	10/23/2020	17054	Rueben Garcia	Oct 19-23	540.00	5,040.00
Bill	10/23/2020	17081	Rueben Garcia	Oct 26-29	540.00	5,580.00
Bill	10/31/2020	17054	Travis County Sherif...	Patrol Vehicle	240.00	5,820.00
Bill	10/31/2020	17081	Travis County Sherif...	Patrol Vehicle	360.00	6,180.00
Total 17420 - Security					6,180.00	6,180.00
17430 - User Fee Collector						
Bill	10/04/2020	56368	The A List	Staffing	322.80	322.80
Bill	10/11/2020	56409	The A List	Staffing	322.80	645.60
Bill	10/21/2020	56448	The A List	Staffing	322.80	968.40
Bill	10/25/2020	56485	The A List	Staffing	242.10	1,210.50
Total 17430 - User Fee Collector					1,210.50	1,210.50
Total 17400 - Greenbelt Expenses					7,390.50	7,390.50
17500 - Building M&R						
17510 - Cleaning						
17511 - Housekeeping						
Check	10/05/2020	JimDe...	Merry Maids	cleaning service	105.00	105.00
Total 17511 - Housekeeping					105.00	105.00
Total 17510 - Cleaning					105.00	105.00
17530 - Entry System						
Bill	10/14/2020	2569	Trinity AV Solutions		14.00	14.00
Total 17530 - Entry System					14.00	14.00
17560 - Building Supplies						
17562 - RR/Kitchen Supplies						
Check	10/06/2020	BartD...	Home Depot	sanitizer	15.00	15.00
Check	10/26/2020	HollyD...	Office Depot	supplies	17.62	32.62
Check	10/26/2020	JimDe...	Amazon.com	DogiPot	78.20	110.82
Total 17562 - RR/Kitchen Supplies					110.82	110.82
Total 17560 - Building Supplies					110.82	110.82
17590 - Miscellaneous						
Check	10/02/2020	HollyD...	Austin Flag and Flag...	new flags	37.90	37.90
Total 17590 - Miscellaneous					37.90	37.90
Total 17500 - Building M&R					267.72	267.72

Lost Creek Limited District Expense Detail October 2020

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
17600 - Equipment & Supplies						
17630 - Vehicles M&R						
Check	10/06/2020	BartD...	Autozone	headlight	15.14	15.14
Check	10/06/2020	BartD...	Autozone	headlight	5.19	20.33
Check	10/06/2020	BartD...	Autozone	headlight	14.06	34.39
Total 17630 - Vehicles M&R					34.39	34.39
17640 - Fuel						
Check	10/13/2020	BartD...	7-11	fuel	41.00	41.00
Check	10/23/2020	BartD...	7-11	fuel	35.50	76.50
Total 17640 - Fuel					76.50	76.50
Total 17600 - Equipment & Supplies					110.89	110.89
17700 - Utilities						
17710 - Electric						
Check	10/08/2020	ACH	City of Austin	Utilities and ...	129.63	129.63
Check	10/08/2020	ACH	City of Austin	Utilities and ...	18.56	148.19
Check	10/08/2020	ACH	City of Austin	Utilities and ...	34.10	182.29
Check	10/08/2020	ACH	City of Austin	Utilities and ...	29.27	211.56
Check	10/08/2020	ACH	City of Austin	Utilities and ...	18.36	229.92
Total 17710 - Electric					229.92	229.92
17720 - Water						
Check	10/08/2020	ACH	City of Austin	Utilities and ...	210.66	210.66
Check	10/08/2020	ACH	City of Austin	Utilities and ...	12.35	223.01
Check	10/08/2020	ACH	City of Austin	Utilities and ...	362.11	585.12
Check	10/19/2020	ACH	City of Austin	Utilities and ...	162.11	747.23
Total 17720 - Water					747.23	747.23
17730 - Gas						
Bill	10/31/2020	20201...	Texas Gas Service	Acct 9101702...	0.00	0.00
Total 17730 - Gas					0.00	0.00
17740 - Trash and Recycling						
Check	10/08/2020	ACH	City of Austin	Utilities and ...	234.82	234.82
Total 17740 - Trash and Recycling					234.82	234.82
Total 17700 - Utilities					1,211.97	1,211.97
17800 - Public Relations						
17820 - Email Service						
Check	10/31/2020	JimDe...	Google	Google email ...	69.56	69.56
Total 17820 - Email Service					69.56	69.56
Total 17800 - Public Relations					69.56	69.56
Total 17000- Maintenance/Operations					21,763.34	21,763.34
18000 - Administrative Expenses						
18100 - Professional Fees						
18110 - Legal Fees						
18111 - District Attorney						
Bill	10/31/2020	37936	McLean & Howard, ...		2,650.00	2,650.00
Total 18111 - District Attorney					2,650.00	2,650.00
Total 18110 - Legal Fees					2,650.00	2,650.00

**Lost Creek Limited District
Expense Detail
October 2020**

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
18120 - Bookkeeping Fees						
Bill	10/01/2020	1414	Pinnacle Texas Man...	Deed restricti...	500.00	500.00
Total 18120 - Bookkeeping Fees					500.00	500.00
Total 18100 - Professional Fees					3,150.00	3,150.00
18500 - Insurance & Surety Bond						
18510 - TML						
Bill	10/01/2020	3043-...	TML Intergovernme...		6,046.80	6,046.80
Total 18510 - TML					6,046.80	6,046.80
Total 18500 - Insurance & Surety Bond					6,046.80	6,046.80
18700 - Office Expense						
18710 - Communications Expense						
18711 - Phone System						
Check	10/31/2020	JimDe...	Intermedia	monthly phon...	58.46	58.46
Total 18711 - Phone System					58.46	58.46
18712 - Internet						
Check	10/15/2020	ACH	AT&T	Internet	80.64	80.64
Total 18712 - Internet					80.64	80.64
18713 - Cell Phone						
Bill	10/10/2020	20201...	T-Mobile	Cell Phone	19.28	19.28
Total 18713 - Cell Phone					19.28	19.28
Total 18710 - Communications Expense					158.38	158.38
18720 - Printing/Office Supp						
18721 - Copier Service Contract						
Bill	10/01/2020	28AR...	Zeno Imaging of Au...	copier	274.95	274.95
Total 18721 - Copier Service Contract					274.95	274.95
18729 - Miscellaneous						
Check	10/26/2020	HollyD...	Office Depot	supplies	18.00	18.00
Check	10/26/2020	JimDe...	Amazon.com	DogiPot	110.96	128.96
Total 18729 - Miscellaneous					128.96	128.96
Total 18720 - Printing/Office Supp					403.91	403.91
Total 18700 - Office Expense					562.29	562.29
18800 - Meeting Expense						
Check	10/21/2020	HollyD...	Blue Dahlia Bistro	meeting food	38.50	38.50
Total 18800 - Meeting Expense					38.50	38.50
Total 18000 - Administrative Expenses					9,797.59	9,797.59
19000 - Capital Expenses						
19200 - Annual Planned Spending						
19210 - Building Windows/Doors						
Bill	10/01/2020	2019169	A Frame Home Serv...	bottle filler est...	85.00	85.00
Total 19210 - Building Windows/Doors					85.00	85.00
Total 19200 - Annual Planned Spending					85.00	85.00
Total 19000 - Capital Expenses					85.00	85.00

Lost Creek Limited District Expense Detail October 2020

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
04 · Payroll, Taxes & Benefits						
16600 · Director Fees						
Paycheck	10/21/2020	1758	Andy Bitner		750.00	750.00
Paycheck	10/21/2020	1759	Christopher C Vetro...		750.00	1,500.00
Paycheck	10/21/2020	1760	Megan B Marrs		1,350.00	2,850.00
Total 16600 · Director Fees					2,850.00	2,850.00
16610 · Salary Expense						
Paycheck	10/02/2020	1645	Bartolo M. Sanchez		1,624.80	1,624.80
Paycheck	10/02/2020	1645	Bartolo M. Sanchez		0.00	1,624.80
Paycheck	10/02/2020	1645	Bartolo M. Sanchez		0.00	1,624.80
Paycheck	10/16/2020	1677	Bartolo M. Sanchez		1,791.72	3,416.52
Paycheck	10/16/2020	1677	Bartolo M. Sanchez		0.00	3,416.52
Paycheck	10/16/2020	1677	Bartolo M. Sanchez		0.00	3,416.52
Paycheck	10/30/2020	1705	Bartolo M. Sanchez		1,706.40	5,122.92
Paycheck	10/30/2020	1705	Bartolo M. Sanchez		0.00	5,122.92
Paycheck	10/30/2020	1705	Bartolo M. Sanchez		0.00	5,122.92
Total 16610 · Salary Expense					5,122.92	5,122.92
16615 · Salary Expense Overtime						
Paycheck	10/02/2020	1645	Bartolo M. Sanchez		0.00	0.00
Paycheck	10/16/2020	1677	Bartolo M. Sanchez		0.00	0.00
Paycheck	10/30/2020	1705	Bartolo M. Sanchez		0.00	0.00
Total 16615 · Salary Expense Overtime					0.00	0.00
16620 · Employee Benefit Plan						
Paycheck	10/02/2020	1645	Bartolo M. Sanchez		162.48	162.48
Paycheck	10/16/2020	1677	Bartolo M. Sanchez		179.17	341.65
Paycheck	10/30/2020	1705	Bartolo M. Sanchez		170.64	512.29
Total 16620 · Employee Benefit Plan					512.29	512.29
16630 · Employee Group Insurance						
Bill	10/31/2020	48520...	TML Intergovernme...	Employee Be...	766.09	766.09
Total 16630 · Employee Group Insurance					766.09	766.09
16641 · Payroll Tax Expense						
Paycheck	10/02/2020	1645	Bartolo M. Sanchez		100.74	100.74
Paycheck	10/02/2020	1645	Bartolo M. Sanchez		23.56	124.30
Paycheck	10/02/2020	1645	Bartolo M. Sanchez		0.00	124.30
Paycheck	10/16/2020	1677	Bartolo M. Sanchez		111.09	235.39
Paycheck	10/16/2020	1677	Bartolo M. Sanchez		25.98	261.37
Paycheck	10/16/2020	1677	Bartolo M. Sanchez		0.00	261.37
Paycheck	10/21/2020	1758	Andy Bitner		46.50	307.87
Paycheck	10/21/2020	1758	Andy Bitner		10.88	318.75
Paycheck	10/21/2020	1759	Christopher C Vetro...		46.50	365.25
Paycheck	10/21/2020	1759	Christopher C Vetro...		10.88	376.13
Paycheck	10/21/2020	1759	Christopher C Vetro...		4.50	380.63
Paycheck	10/21/2020	1759	Christopher C Vetro...		17.25	397.88
Paycheck	10/21/2020	1760	Megan B Marrs		83.70	481.58
Paycheck	10/21/2020	1760	Megan B Marrs		19.58	501.16
Paycheck	10/21/2020	1760	Megan B Marrs		8.10	509.26
Paycheck	10/30/2020	1705	Bartolo M. Sanchez		105.80	615.06
Paycheck	10/30/2020	1705	Bartolo M. Sanchez		24.74	639.80
Paycheck	10/30/2020	1705	Bartolo M. Sanchez		0.00	639.80
Total 16641 · Payroll Tax Expense					639.80	639.80
16650 · Uniforms						
Check	10/01/2020	HollyD...	Aramark	Bart shirts	127.85	127.85
Total 16650 · Uniforms					127.85	127.85
Total 04 · Payroll, Taxes & Benefits					10,018.95	10,018.95

**Lost Creek Limited District
Expense Detail
October 2020**

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
07 · Maintenance Expenses						
16137 · Small Tools & Shop Supplies						
Check	10/06/2020	BartD...	Home Depot	sanitizer	32.00	32.00
Total 16137 · Small Tools & Shop Supplies					32.00	32.00
Total 07 · Maintenance Expenses					32.00	32.00
Total Expense					41,696.88	41,696.88
Net Ordinary Income					-41,696.88	-41,696.88
Net Income					-41,696.88	-41,696.88

**Lost Creek Limited District
Reconciliation Detail
Horizon - Manager, Period Ending 10/31/2020**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,186.97
Cleared Transactions						
Checks and Payments - 43 items						
Bill Pmt -Check	09/27/2020	1634	Rueben Garcia	X	-540.00	-540.00
Bill Pmt -Check	09/29/2020	1641	Austin Gutterman	X	-745.00	-1,285.00
Bill Pmt -Check	09/29/2020	1632	David Rodrigues	X	-300.00	-1,585.00
Check	09/30/2020	JimDe...	Google	X	-69.56	-1,654.56
Check	09/30/2020	BartD...	7-11	X	-45.00	-1,699.56
Check	10/01/2020	HollyD...	Wayfair	X	-129.99	-1,829.55
Check	10/01/2020	HollyD...	Aramark	X	-127.85	-1,957.40
Paycheck	10/02/2020	1645	Bartolo M. Sanchez	X	-1,337.87	-3,295.27
Check	10/02/2020	HollyD...	Austin Flag and Flag...	X	-37.90	-3,333.17
Check	10/05/2020	JimDe...	Merry Maids	X	-105.00	-3,438.17
Bill Pmt -Check	10/06/2020	1642	Cesar Valdez	X	-600.00	-4,038.17
Bill Pmt -Check	10/06/2020	1644	Ramos, Jose	X	-300.00	-4,338.17
Bill Pmt -Check	10/06/2020	1643	Daniel Rivera	X	-300.00	-4,638.17
Check	10/06/2020	BArtD...	Home Depot	X	-174.79	-4,812.96
Check	10/06/2020	BartD...	Home Depot	X	-97.71	-4,910.67
Check	10/06/2020	BartD...	Autozone	X	-15.14	-4,925.81
Check	10/06/2020	BartD...	Autozone	X	-14.06	-4,939.87
Check	10/06/2020	BartD...	Autozone	X	-5.19	-4,945.06
Check	10/08/2020	ACH	City of Austin	X	-575.11	-5,520.17
Check	10/08/2020	ACH	City of Austin	X	-362.11	-5,882.28
Check	10/08/2020	ACH	City of Austin	X	-34.10	-5,916.38
Check	10/08/2020	ACH	City of Austin	X	-30.91	-5,947.29
Check	10/08/2020	ACH	City of Austin	X	-29.27	-5,976.56
Check	10/08/2020	ACH	City of Austin	X	-18.36	-5,994.92
Check	10/08/2020	BartD...	Breed & Co., Inc.	X	-6.46	-6,001.38
Bill Pmt -Check	10/13/2020	1646	Chantal Locke	X	-600.00	-6,601.38
Bill Pmt -Check	10/13/2020	1648	Rueben Garcia	X	-540.00	-7,141.38
Bill Pmt -Check	10/13/2020	1647	McNiel, Bobby	X	-300.00	-7,441.38
Check	10/13/2020	BartD...	7-11	X	-41.00	-7,482.38
Check	10/15/2020	ACH	AT&T	X	-80.64	-7,563.02
Paycheck	10/16/2020	1677	Bartolo M. Sanchez	X	-1,466.01	-9,029.03
Bill Pmt -Check	10/16/2020	1665	Rueben Garcia	X	-540.00	-9,569.03
Check	10/19/2020	ACH	City of Austin	X	-162.11	-9,731.14
Bill Pmt -Check	10/20/2020	1675	McNiel, Bobby	X	-300.00	-10,031.14
Bill Pmt -Check	10/20/2020	1674	Cesar Valdez	X	-300.00	-10,331.14
Check	10/21/2020	HollyD...	Blue Dahlia Bistro	X	-38.50	-10,369.64
Check	10/23/2020	BartD...	7-11	X	-35.50	-10,405.14
Check	10/26/2020	JimDe...	Amazon.com	X	-189.16	-10,594.30
Check	10/26/2020	BartD...	Home Depot	X	-155.70	-10,750.00
Check	10/26/2020	HollyD...	Office Depot	X	-35.62	-10,785.62
Check	10/28/2020	BartD...	Home Depot	X	-46.68	-10,832.30
Check	10/29/2020	BartD...	Shoal Creek Nursery	X	-171.72	-11,004.02
Check	10/31/2020	JimDe...	Intermedia	X	-58.46	-11,062.48
Total Checks and Payments					-11,062.48	-11,062.48
Deposits and Credits - 6 items						
Deposit	10/05/2020			X	449.44	449.44
Deposit	10/13/2020			X	905.08	1,354.52
Transfer	10/15/2020			X	7,000.00	8,354.52
Deposit	10/19/2020			X	387.40	8,741.92
Deposit	10/26/2020			X	164.68	8,906.60
Transfer	10/29/2020			X	10,000.00	18,906.60
Total Deposits and Credits					18,906.60	18,906.60
Total Cleared Transactions					7,844.12	7,844.12
Cleared Balance					7,844.12	16,031.09

**Lost Creek Limited District
Reconciliation Detail
Horizon - Manager, Period Ending 10/31/2020**

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 19 items						
Check	11/09/2016	HollyD...	Aramark		-52.98	-52.98
Check	03/10/2017	HollyD...	Office Depot		-92.75	-145.73
Check	07/02/2018	1256	.		-160.00	-305.73
Check	07/05/2018	1259	.		-200.00	-505.73
Check	10/04/2018	1287	Ashwin Ghatalia		-100.00	-605.73
Check	02/08/2019	HollyD...	Cothron's Safe and ...		-117.00	-722.73
Check	03/29/2019	HollyD...	Waste Management		-390.55	-1,113.28
Check	03/29/2019	HollyD...	Waste Management		-232.16	-1,345.44
Check	05/31/2019	HollyD...	USPS		-3.50	-1,348.94
Check	06/10/2019	1386	M Rice		-100.00	-1,448.94
Check	07/12/2019	JimDe...	Amazon.com		-70.00	-1,518.94
Check	10/27/2019	HollyD...	Waste Management		-389.14	-1,908.08
Check	10/31/2019	1475	Lost Creek Dads Club		-100.00	-2,008.08
Check	11/06/2019	1477	Merrideth Clifford		-100.00	-2,108.08
Check	05/28/2020	BartD...	7-11		-35.00	-2,143.08
Check	08/12/2020	HollyD...	Office Depot		-30.84	-2,173.92
Bill Pmt -Check	10/26/2020	1704	A Frame Home Serv...		-4,425.00	-6,598.92
Paycheck	10/30/2020	1705	Bartolo M. Sanchez		-1,401.34	-8,000.26
Check	10/31/2020	JimDe...	Google		-69.56	-8,069.82
Total Checks and Payments					-8,069.82	-8,069.82
Deposits and Credits - 1 item						
Deposit	11/15/2018				7.01	7.01
Total Deposits and Credits					7.01	7.01
Total Uncleared Transactions					-8,062.81	-8,062.81
Register Balance as of 10/31/2020					-218.69	7,968.28
Ending Balance					-218.69	7,968.28

**Lost Creek Limited District
Reconciliation Detail
Horizon - Money Market, Period Ending 10/31/2020**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						335,816.67
Cleared Transactions						
Checks and Payments - 3 items						
Transfer	10/15/2020			X	-10,000.00	-10,000.00
Transfer	10/15/2020			X	-7,000.00	-17,000.00
Transfer	10/22/2020			X	-39,000.00	-56,000.00
Total Checks and Payments					-56,000.00	-56,000.00
Deposits and Credits - 2 items						
Deposit	10/31/2020			X	65.70	65.70
Deposit	11/27/2020			X	30.94	96.64
Total Deposits and Credits					96.64	96.64
Total Cleared Transactions					-55,903.36	-55,903.36
Cleared Balance					-55,903.36	279,913.31
Register Balance as of 10/31/2020					-55,903.36	279,913.31
Ending Balance					-55,903.36	279,913.31

**Lost Creek Limited District
Reconciliation Detail
Horizon - Operating, Period Ending 10/31/2020**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						16,352.00
Cleared Transactions						
Checks and Payments - 16 items						
Bill Pmt -Check	09/22/2020	1743	A Frame Home Serv...	X	-2,400.00	-2,400.00
Bill Pmt -Check	09/22/2020	1739	Travis County Sherif...	X	-400.00	-2,800.00
Bill Pmt -Check	09/22/2020	1742	Zeno Imaging of Au...	X	-243.01	-3,043.01
Bill Pmt -Check	09/22/2020	1733	T-Mobile	X	-7.04	-3,050.05
Bill Pmt -Check	09/24/2020	1744	Austin Pro Construct...	X	-2,325.00	-5,375.05
Bill Pmt -Check	10/21/2020	1761	Priority Landscapes,...	X	-8,458.45	-13,833.50
Bill Pmt -Check	10/21/2020	1748	Pinnacle Texas Man...	X	-7,950.00	-21,783.50
Bill Pmt -Check	10/21/2020	1753	TML Intergovernme...	X	-6,046.80	-27,830.30
Bill Pmt -Check	10/21/2020	1747	McLean & Howard, ...	X	-4,297.92	-32,128.22
Bill Pmt -Check	10/21/2020	1751	The A List	X	-1,614.00	-33,742.22
Paycheck	10/21/2020	1760	Megan B Marrs	X	-1,246.72	-34,988.94
Bill Pmt -Check	10/21/2020	1752	TML Intergovernme...	X	-766.09	-35,755.03
Paycheck	10/21/2020	1759	Christopher C Vetro...	X	-692.62	-36,447.65
Paycheck	10/21/2020	1758	Andy Bitner	X	-692.62	-37,140.27
Bill Pmt -Check	10/21/2020	1745	ABC Home & Comm...	X	-98.00	-37,238.27
Bill Pmt -Check	10/21/2020	1755	Trinity AV Solutions	X	-14.00	-37,252.27
Total Checks and Payments					-37,252.27	-37,252.27
Deposits and Credits - 1 item						
Transfer	10/22/2020			X	39,000.00	39,000.00
Total Deposits and Credits					39,000.00	39,000.00
Total Cleared Transactions					1,747.73	1,747.73
Cleared Balance					1,747.73	18,099.73
Uncleared Transactions						
Checks and Payments - 10 items						
Bill Pmt -Check	04/18/2018	1325	Hill Country Outdoor...		-7.50	-7.50
Check	08/27/2018	1112	Chantal Locke		-160.00	-167.50
Paycheck	01/22/2019	1473	Christopher C Vetro...		-138.52	-306.02
Bill Pmt -Check	08/26/2019	1555	ABC Home & Comm...		-98.00	-404.02
Bill Pmt -Check	10/21/2020	1746	Certified Arbor Care ...		-4,500.00	-4,904.02
Bill Pmt -Check	10/21/2020	1754	Travis County Sherif...		-1,360.00	-6,264.02
Bill Pmt -Check	10/21/2020	1756	Vantage Point Trans...		-519.94	-6,783.96
Bill Pmt -Check	10/21/2020	1757	Zeno Imaging of Au...		-274.95	-7,058.91
Bill Pmt -Check	10/21/2020	1749	Superior Septic/Clea...		-101.65	-7,160.56
Bill Pmt -Check	10/21/2020	1750	T-Mobile		-19.28	-7,179.84
Total Checks and Payments					-7,179.84	-7,179.84
Total Uncleared Transactions					-7,179.84	-7,179.84
Register Balance as of 10/31/2020					-5,432.11	10,919.89
Ending Balance					-5,432.11	10,919.89



Interest Distribution Report



Deposit Reports

Withdrawal Report Scheduler

Transfer Report Access

Multi Transaction Statements
Help / Contact Us

Vendor Payment Inquiry
Update Profile

Maintenance Change Location
Logout

Interest Distribution Report

Interest Distribution Report

Generated: 11/11/2020
Settlement Date: 10/30/2020

Location : 79643
Location Name : LOST CREEK LIMITED DISTRICT

Only accounts earning interest during the prior month will show on this report. Those account balances can be viewed on the Summary Statement available under the Statements tab.

Pool Number/Name	Account Number	Account Name	Interest Amount	Month End Balance
449/TexPool	7964300001	TEXPOOL ACCOUNT	\$33.72	\$297,344.46
		TexPool Totals:	\$33.72	\$297,344.46
		Locations Totals	\$33.72	\$297,344.46

Only accounts earning interest during the prior month will show on this report. Those account balances can be viewed on the Summary Statement available under the Statements tab.

McLean & Howard, L.L.P.

901 S. Mopac Expressway
Building 2, Suite 225
Austin, TX 78746

Ph: 512-328-2008

Fax: 512-328-2409

Lost Creek Limited District
1305 Quaker Ridge Drive
Austin, TX 78746

October 31, 2020

Attention: Jim Emmons, General Manager

File #: 2338-001

Inv #: 37936

RE: General

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Oct-01-20	Continue preparation of election documents for Travis County and for notice. Participate in conferences with County regarding same. Conference with District representative regarding pending matters.	1.60	480.00	ASC
	Prepare final election notice.	0.50	60.00	LJH
Oct-02-20	Continue preparation of election documents for Travis County.	0.40	120.00	ASC
Oct-13-20	Participate in multiple conferences regarding election matters.	1.10	330.00	ASC
Oct-14-20	Review and revise draft meeting minutes. Correspond regarding same.	0.20	60.00	ASC
Oct-16-20	Conference regarding Marshall Tract matters. Review draft correspondence relating to Marshall Tract. Revise same.	1.10	330.00	ASC
Oct-19-20	Prepare minutes for September Board of Director's meeting.	0.90	270.00	ASC
Oct-21-20	Prepare for and participate in Board of Directors' meeting (flat fee).	2.90	1,000.00	ASC
	Totals	8.70	<u>\$2,650.00</u>	

Total Fees, Disbursements	\$2,650.00
Previous Balance	\$4,297.92
Previous Payments	\$4,297.92
Balance Due Now	\$2,650.00

Pinnacle Texas Management Services
 7301 RR 620 N #155
 Austin, TX 78726

Invoice

Date 11/1/2020
 Invoice # 1423

Bill To

Lost Creek MUD

Ship To

P.O. #
 Terms Net 30

Ship Date 11/1/2020
 Due Date 12/1/2020
 Other

Item	Description	Qty	Price	Amount
Deed Restricti...	Deed restriction enforcement	1	925.00	925.00
Management	Monthly management fee	1	6,525.00	6,525.00
Bookkeeping	Bookkeeping services	1	500.00	500.00
			Subtotal	\$7,950.00
			Sales Tax (0.0%)	\$0.00
			Total	\$7,950.00

Pinnacle Texas Management Services
 jemmons@pinnacletexas.com
 www.pinnacletexas.com

512 795 8461
 512 795 8463

Payments/Credits \$0.00
 Balance Due \$7,950.00

MINUTES OF MEETING
BOARD OF DIRECTORS

LOST CREEK LIMITED DISTRICT
Travis County, Texas

October 21, 2020

The Board of Directors of Lost Creek Limited District of Travis County, Texas, convened in a regular meeting on Wednesday, October 21, 2020. Lawful and proper notice of the time, place and the subject of the meeting was posted at the place and time required by law. In accordance with the Governor’s emergency proclamation suspending certain provisions of the Texas Open Meetings Act effective March 16, 2020 in response to the COVID-19 pandemic, the meeting was conducted remotely. All persons, including members of the public, could participate in the meeting by telephone or weblink in accordance with the instructions set forth on the meeting agenda.

Directors: Leah Stewart
Chris Vetromile
Megan Marrs
Andy Bitner
Madeleine Connor

District Attorney: Tony Corbett (General Counsel)

Bookkeeper/Manager/Deed
Restriction Enforcement Officer: Jim Emmons and Tanya Emmons (Pinnacle Texas Management Services)

1. Board Convenes, and Roll Call (Agenda Item 1)

Director Stewart called the meeting to order at 6:30 p.m. All directors were present except Director Connor.

2. Citizen Communications (Agenda Item 2)

A resident expressed comments regarding an establishment that was not complying with dark sky standards.

Another resident made many comments, including regarding the presence of a food truck, a desire to participate on the Manager Review Committee, Austin police services, deed restriction enforcement, fiscal constraint, transparency, a water fountain, and District improvements.

Another resident spoke regarding the consistency between “citizen agendas” and “board agendas.” He proposed better communications between the Board and citizens.

3. **Announcements (Agenda Item 3)**

Tanya Emmons made comments regarding a “like” made by a Pinnacle employee on a Neighborhood Next Door website, and stated that she had instructed the employee to no longer post information or comments on NextDoor without authorization.

4. **Consent Agenda (Agenda Item 4)**

After discussion, Director Bitner moved that the Board approve the Consent Agenda with the exception of both sets of the September meeting minutes. Director Stewart seconded the motion, which carried unanimously.

The Board discussed revisions to the draft minutes. After discussion, Director Stewart moved to approve the minutes subject to the corrections identified. Director Bitner seconded the motion, which carried unanimously (4-0).

5. **Deed Restriction Matters (Agenda Item 5)**

Mr. Emmons presented his monthly deed restriction enforcement report. The Board authorized him to send courtesy notices to property owners in potential violation of the restrictions. .

6. **General Manager Report (Agenda Item 12)**

Tanya Emmons provided the monthly General Manager report. The Board took no action in response to the report.

7. **Financial Affairs (Agenda Item 6)**

Director Bitner presented his monthly financial report. The Board took no action in response to the report.

8. **District Park, Greenbelt, Pavilion, Meeting Room and Amenity Rules (Agenda Item 7)**

The Board discussed amendment of the District’s rules relating to reservations for use of Boulevard Park. Tanya Emmons reported that reservations were common in the mornings, and access to the park had been limited to those persons with reservations, which had caused frustration by users without reservations. She suggested that the Board allow three usage periods per day, with the middle spot being non-reservable and available for public use. The Board also discussed allowing some morning periods to be open for public use, or to eliminate reservation periods in the afternoon.

After discussion, Director Stewart moved that the Board amend the Park Rules to modify playground reservation periods from 9:00 a.m. to 11:00 a.m., and from 2:00 p.m. to 4:00 p.m. Director Bitner seconded the motion, which carried 3-0-1 (with Director Marrs abstaining).

9. **Security Patrols (Agenda Item 8)**

Tanya Emmons reported that the hourly rate for security patrol services would increase effective January 1, 2021.

10. **Communications with Residents (Agenda Item 9)**

The Board considered a draft Annual Report for residents. Director Bitner presented the draft Annual Report for Board feedback. The Board discussed contents of the draft Report and provided feedback. The Board took no final action.

11. **Rules of Decorum (Agenda Item 10)**

Director Stewart suggested that the Board direct legal counsel amend the existing Bylaws to address decorum during public comment without restricting protected speech. After discussion, the Board directed legal counsel to revise the draft Bylaws to incorporate restrictions to preserve the orderly conduct of meetings for Board consideration.

12. **Management Committee Review Committee (Agenda Item 11)**

Director Marris requested that the Board appoint a committee to work with the Management Company to establish written operational procedures, and to facilitate an annual review process. Director Marris moved that the Board establish a committee of Directors Marris and Stewart. Director Vetromile seconded the motion, which carried unanimously (4-0).

13. **Marshall Tract (Agenda Item 13)**

Director Marris presented a draft letter to Milestone requesting a meeting to discuss the proposed Marshall Tract Development, annexation of the property into the District, and potential opportunities for the Developer and District to work together. After discussion, Director Stewart moved that the Board authorize Director Marris to finalize and transmit the letter to Milestone substantially in the form presented. Director Vetromile seconded the motion, which carried unanimously (4-0).

Director Marris also reported that she had no new information to report regarding the elevated water storage facility location. She reported that she was told infrastructure construction for the project was contemplated to begin in September 2021, and home construction would commence in May 2023.

14. **Standing Reports (Agenda Item 14)**

There were no committee reports.

15. **Scheduling of Future Board Meetings (Agenda Item 15)**

The Board scheduled a special canvassing meeting for November 16, 2020 at noon, and the December meeting for December 16, 2020.

16. Summary of Action Items (Agenda Item 16)

The Board summarized the following action items:

1. The Board directed the Manager to secure fencing around the Boulevard Park playground area to allow the public to access the remainder of the park area without locking the main gate.
2. The Manager would secure an updated security patrol contract for 2021 services for consideration by the Board.
3. Director Bitner would continue to work on a draft Annual Report based on Board feedback.
4. The Manager would contact security patrol representatives regarding Halloween patrols.
5. Legal counsel would revise the District Bylaws to incorporate rules of decorum applicable to public comment.
6. The Management Company Committee members would meet with Pinnacle representatives.
7. Director Marrs would finalize and send a Milestone regarding opportunities for the District and developer to work together for their mutual benefit.

17. Adjournment (Agenda Item 17)

Director Bitner moved to adjourn the meeting at 8:42 p.m. The meeting adjourned at 8:42 p.m.

Secretary

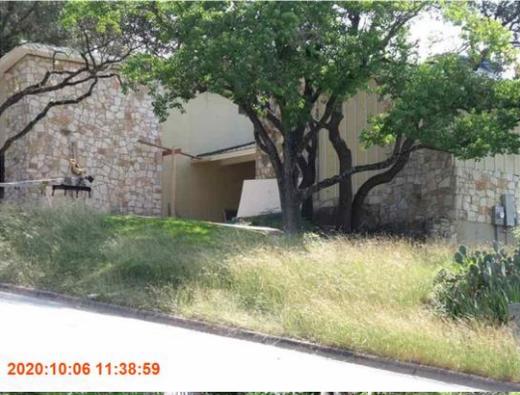
Covenant Issue Report for November 24, 2020

Courtesy Notices

<p>6204 Indian Canyon</p>	<p>ACC approval</p>	<p>3.2. No structure or improvement, including, but not limited to, buildings, fences, walls...</p>	
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Violation Notices

<p>5920 Cape Coral</p>	<p>Trailer; coming and going.</p>	<p>B-8. No ... mobile home, motor home, recreational vehicle, boat, bus, trailer...</p>	
<p>5806 Sedgefield</p>	<p>RV/camper</p>	<p>3.10. No recreation vehicle larger than an ordinary van and no trailer, camper or other mobile-type home...</p>	
<p>6303 Indian Canyon</p>	<p>ACC approval</p>	<p>3.2. No structure or improvement, including, but not limited to, buildings, fences, walls, landscaping, pools, exterior lighting fixtures,...</p>	

<p>2001 Point Bluff</p>	<p>ACC approval</p>	<p>2.02 (a) No building, wall, structure, or improvement of any character shall be erected or placed...</p>	 <p>2020:10:06 12:06:35</p>
<p>1147 Lost Creek Blvd</p>	<p>Grass/weeds</p>	<p>3.21 Maintenance...l awns and landscaping shall be properly mowed, weeded, controlled and cared for...</p>	 <p>2020:10:06 13:21:34</p>
<p>1209 Lost Creek Blvd</p>	<p>Grass/weeds</p>	<p>3.21 Maintenance...l awns and landscaping shall be properly mowed, weeded, controlled and cared for...</p>	 <p>2020:10:06 13:20:34</p>
<p>1505 Quaker Ridge</p>	<p>Grass/weeds</p>	<p>3.21 Maintenance...l awns and landscaping shall be properly mowed, weeded, controlled and cared for...</p>	 <p>2020:10:06 11:38:59</p>
<p>1208 Wilson Heights</p>	<p>ACC approval – 3 letters, no response</p>	<p>2. No building wall or other structure shall be erected or placed...nor shall any existing structure be altered...</p>	 <p>2020:11:05 09:39:45</p>

For Board Consideration

2331 Cypress Pt E - ~~No response to November 6 deadline for ACC request for approval~~ Owner emailed to ACC

6815 Cypress Pt N - Owner has contacted us and ~~will submit application~~ has submitted application

Manager's Summary

November 2020

- Deed restriction enforcement – mailed notices to 5 properties that remained out of compliance upon reinspection, as approved at October 21 meeting – **complete** – PTMS
- Holiday lights/decor at Boulevard Park, median, and entrance – installed – **complete** – Priority Landscapes
- Median clean up and fall color change – **complete** – Bart
- Mulch and dg in median and at entrance replenished – **complete** – Priority Landscapes
- Flagpoles on office building replaced – **complete** – Bart
- FireWise renewal – **complete** – PTMS
- Circuit breakers (4) at entryway monument replaced – **complete** – Bart
- Photocell at Boulder Trail Park replaced **complete** – Bart
- Bank signature cards, Director bonds and TML insurance updated; IRS forms completed for change of Directors – **ongoing** – PTMS
- Water fountain/bottle filler at Community Building/Boulevard Park – research options – **ongoing** – PTMS (see assessment attached as part of this summary)
- Gate at Boulevard Park remains open for access to park, water fountain, and restrooms; temporary fencing was reconfigured to allow patrons with reservations to enjoy the sanitized playscape area without uninvited guests breaking in; adjustment to reservations schedule is generally working well
- Reports from residents regarding apparent construction violations at two properties; contacted ACC; will update as part of Deed Restriction Enforcement report
- Bart reported additional vandalism and damage at Boulder Trail Park and is working to mitigate
- Weekly and Halloween security patrols performed by Travis County Sheriff's Office (off-duty)
- Security patrols and fee collection at low water crossing weekends through November 22
- Windows have arrived at vendor facility; expect delivery of windows on or about December 3 with installation the following day, weather permitting; siding installation estimated to begin week of December 7 and take approximately two weeks to complete
- Gutter installation will be scheduled following siding/paint work by Austin Pro Siding / Windows / Roofing; anticipate mid-to-late December depending on Austin Gutterman schedule

LOOKING AHEAD:

PAYMENTS DUE TO VENDORS (SPECIAL PROJECTS)

Office/Community Building exterior renovation

- December 4 – balance due on windows/installation - \$2,325
- December 7 – deposit for siding/painting - \$5,092.50
- December 18 – balance due on siding/painting - \$5,092.50
- December – balance due on gutters - \$745

Fence construction at Boulevard Park – pending Board approval

- December – *not to exceed* \$4, 125

Property Improvement Proposal

This quote is valid for 30 days only.



A-Frame Home Services, LLC

November 16, 2020

Employer ID#32040541628

Owner(s)	NAME: Lost Creek LD (Tanya Emmons,PM)	EMAIL: gm@lostcreekld.org	
	PHONE: (512) 327-6243	OTHER: office@lostcreekld.org	
	ADDRESS: 1305 Quaker Ridge Drive	CITY: Austin	ST/ZIP: TX 78746

CONSTRUCTION PROJECT

DESCRIPTION OF PROJECT: water bottle installation at front L of property or L corner of sidewalk

1) Following review of the proposed locations, we're unable to provide a comprehensive estimate for this project, nor establish whether it is feasible. There are many obstacles which would need to be overcome to install a water bottle filler in either of these locations:

A) Determine where the nearest water line is with suitable pressure to feed the bottle filler

B) Review drain options; traditional, gray water...

C) Identify the location & direction and length of the trench for water lines and drain

D) Locate easements and potential obstructions that would hinder digging (ex. existing utilities, critical root zones for trees, irrigation)

E) Note: a rock clause would need to be included for digging as well, in the event bedrock is present then trenching costs would increase to compensate for penetrating underground rock

F) To look at the project more closely a \$1,500 deposit would be required to consult w/the City of Austin and licensed trades and would be billable at \$45/hr General Contractor rate & \$85/hr for trades to cover trip charges & time spent reviewing the project and determining feasibility and costs associated

Estimated Project Cost: TBD, based on site review & research **Materials:** TBD

Estimated Project Duration: TBD

Note: Price includes all labor, materials, tools for project as well as disposal of debris. Price does not reflect repairing any pre-existing damage to the existing structure of the home; landscaping, or other building materials not mentioned in this quotation or within the insurance scope of work. Additional damage would require further assessment & repair costs. No additional work or repairs will begin without customer's approval.

October FY21 Update

Current

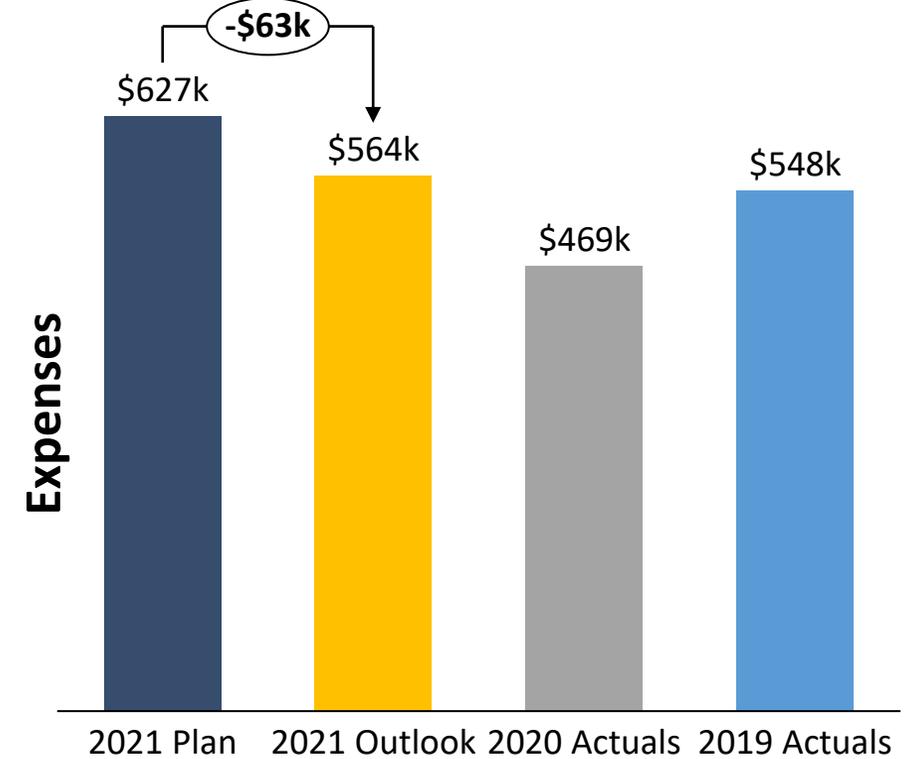
- \$41,697 Expenses
- \$488,180 Annual Operating Plan
- \$596,146 Liquidity

FY21 Outlook

- **Ordinary Revenue/Expense**
 - \$484,800 Operating Expense
 - \$3,380 fav vs Operating Plan
 - **(\$7,852k) unfavorable Revenue**
- **\$603,715 Total Expenses**
 - \$23.3k favorable
- **(\$4,202) Net Income**
 - \$15.4k favorable to plan

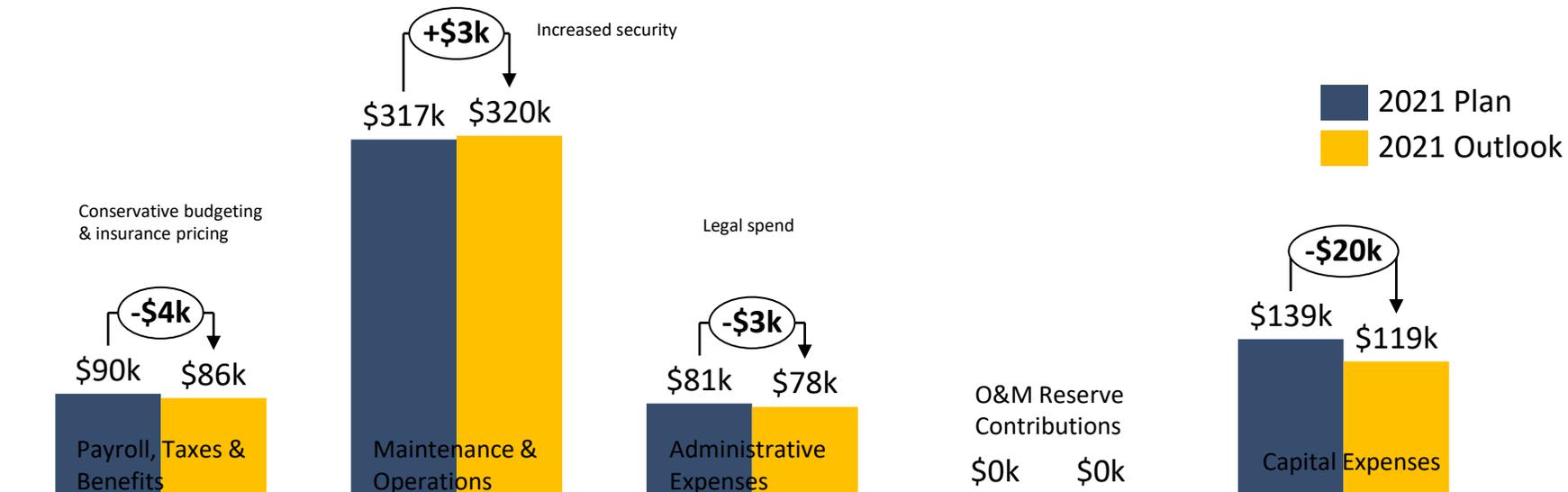
October Highlights

- \$6.0k Insurance
- \$4.2k Gazebo repair
- \$3.2k Security patrols
- \$2.7k Greenbelt Security
- \$2.7k Legal expenses
- \$1.9k User fees



Capital Expenditures

- \$85 YTD vs \$138,830 FY21 plan



Remaining FY20 items for FY21

- September spend items
 - Landscaping
 - ~~\$4.5k~~ tree trimming
 - ~~\$1.8k~~ tree replacement
 - ~~\$10k~~ playground mulch
 - Building Maintenance
 - ~~\$2.4k~~ Structural Repairs gazebo
 - \$150 – HVAC Servicing
 - LD Building/Doors
 - ~~\$20k~~ \$10.5k



ANTHONY JOHNSON
Chief Deputy

SALLY HERNANDEZ

TRAVIS COUNTY SHERIFF

P.O. Box 1748
Austin, Texas 78767
(512) 854-9770
www.tcsheriff.org

NELDA "SALLY" PEÑA
Major - Corrections

WES PRIDDY
Major - Administration & Support

CRAIG SMITH
Major - Law Enforcement

October 14, 2020

To our Contractors,

Effective January 1, 2021, our rates for officers will increase. Enclosed is a list of the new rate price list. These rates will not affect you before the 2021 renewal season.

We are committed to providing the utmost professional service to you. Our officers strive to not only ensure to keep their mandated training current; many seek additional training above and beyond their certificate requirements. Not only does this benefit the citizens that we protect and serve, it benefits you and your organization as well.

We look forward to your continued support.

Sincerely,

A handwritten signature in blue ink, appearing to read "CS" followed by a stylized flourish.

Craig Smith, Major
Law Enforcement Bureau

CS:sc

**TRAVIS COUNTY SHERIFF'S OFFICE
2021 OFFICER RATE INCREASE
Effective January 1, 2021**

All rates are with the 4-hour minimum with the exception of the Coordinator Fee.

\$50 per hour: for general security

\$53 per hour: for Police Bicycle Certified Officers.

\$60 per hour: (long-term contracts) for requests received less than 48-business hours' notice for need of an officer.

\$60 per hour: New requests for emergency situations received less than 48-business hours' notice.

\$60 per hour: for supervisors, if your request requires a supervisor. Requirement is determined by complexity of request.

\$65 per hour: per officer on holidays **OR** plain-clothed officers (specially trained officers utilized).
Holidays are: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve and Christmas Day.

\$50 per hour Officer Coordinator Fee: for officers who act as Contract Coordinator. The Coordinator may or may not charge a fee.

LIABILITY AGREEMENT FOR
LAW ENFORCEMENT RELATED SECONDARY EMPLOYMENT

For and in consideration of the permission given by the Travis County Sheriff's Office (hereinafter TCSO) for _____ (hereinafter called CONTRACTOR) to engage as independent contractors employees of the TCSO (hereinafter EMPLOYEES), while said EMPLOYEES are not on duty with and for the TCSO, it is hereby agreed as follows:

1. It is mutually agreed that while the EMPLOYEE performs services for the CONTRACTOR as an independent contractor, said EMPLOYEE is not acting as an employee of TCSO.

2. The CONTRACTOR, to the extent permitted by applicable law and the Constitution of the State of Texas, and without waiving any immunity or other protections to which it may otherwise be entitled, hereby agrees to indemnify, protect, defend, and hold harmless Travis County, TCSO, and their elected officials, officers, employees and agents (the "Releasees") from any and all damages, including without limitation: interest, court costs, attorney's fees and other expenses which the Releasees may incur or become liable for as the result of any claim, demand, obligation, liability suit or cause of action arising in whole or part from the work of said EMPLOYEES for the CONTRACTOR, whether or not such claim, demand, or suit be frivolous, and whether or not it be made or brought by the CONTRACTOR or by a third person or entity.

3. It is understood by CONTRACTOR that TCSO shall retain the right to withdraw at any time its permission for its EMPLOYEES to work in a private capacity. If the permission of TCSO is withdrawn, the CONTRACTOR agrees to terminate its contracting relationships with said EMPLOYEES. The CONTRACTOR, as part of this agreement binds itself to release and hold harmless the Releasees from any liability or claim for damages in the event such permission is withdrawn by the TCSO.

4. This Agreement shall remain in effect for a period of one (1) year from the date of the last signature hereon.

Employer or Authorized Agent of CONTRACTOR _____
Date (*if not electronically signed*)

Print Name (*if not electronically signed*)

SECTION FOR TCSO USE:	
Contractor ID:	
Job ID:	
Contract Period:	



**Agreement With Regard To Use of Vehicle(s) In Connection
With Off Duty Employment of County Peace Officer(s)**

This Agreement is made and entered into by and between the following parties: Travis County, acting by and through the Travis County Sheriff's Office (hereinafter referred to as "COUNTY"), and _____, (hereinafter referred to as "CONTRACTOR").

CONTRACTOR will employ one or more off-duty officers to provide security services/traffic control services, etc. The services to be provided will involve the use of one or more COUNTY vehicles. The Sheriff has determined that the use of the COUNTY vehicle(s) will serve a public purpose (conserve the peace, protect life and property, ensure the public safety, etc.). To ensure that the public purpose is met, the Sheriff will at all times retain control over the vehicle(s). CONTRACTOR will compensate the off-duty officer(s) directly in accordance with a separate agreement or understanding entered into between the CONTRACTOR and the officer(s). CONTRACTOR will reimburse COUNTY \$20.00 per hour for use of the COUNTY vehicle. The parties agree that such reimbursement shall be deemed a donation to the COUNTY under section 81.032 of the Texas Local Government Code.

Job Date(s): _____

Job Location(s): _____

CONTRACTOR

COUNTY

Authorized Agent Signature

Authorized Agent Signature

Printed Name

Printed Name

Position

Position

Date

Date

Job No.: _____

Property Improvement Proposal

This quote is valid for 30 days only.



A-Frame Home Services, LLC

November 8, 2020

Employer ID#32040541628

Owner(s)	NAME: Lost Creek LD (Tanya Emmons,PM)	EMAIL: gm@lostcreekld.org	
	PHONE: (512) 327-6243	OTHER: office@lostcreekld.org	
	ADDRESS: 1305 Quaker Ridge Drive	CITY: Austin	ST/ZIP: TX 78746

CONSTRUCTION PROJECT

DESCRIPTION OF PROJECT: fence replacement

FENCE: Replace 131 ft' of 6 ft standard wood fence at back of property - \$3,290 both sections

38' between columns - \$1,140 Third PT pine rail (center) - \$160

+93' to COA Water Utility fence = \$2,150 Third rail - \$300

Add 2 3/8" galv. steel posts & brackets &/or - \$375

Materials: 4 x 4 PT Pressure Treated (PT) Pine Posts set in concrete, two 2 x 4 x8 PT Pine Rails and 1 x 6 cedar Pickets 5/8" thick #2 grade fastened w/Hot dipped Galvanized Ring Shank Nails



Estimated Project Cost: \$3,290 plus third rail & metal posts, if selected **Materials:** included

Estimated Project Duration: 3 business days, weather-permitting

Note: Price includes all labor, materials, tools for project as well as disposal of debris. Price does not reflect repairing any pre-existing damage to the existing structure of the home; landscaping, or other building materials not mentioned in this quotation or within the insurance scope of work. Additional damage would require further assessment & repair costs. No additional work or repairs will begin without customer's approval.

QUOTE

Quote #:	04406
Date:	11/23/2020
Total (\$):	5,225.00
Customer PO #:	



Austin Home and Yard, LLC
Custom Fences, Decks and Pergolas
9122 Balcones Club Drive
Unit 5
Austin, TX 78750
512.689.2367 (Phone)
paul@austinhomelandyard.com

Bill To:

Lost Creek
Attn: Tanya Emmons
1305 Quaker Ridge
Austin, Texas
gm@lostcreekld.org

Item	Price (\$)	Unit	Qty	Total (\$)	Tax
Replace existing wood fence Remove and replace existing fence with pressure treated posts, rails and pickets. Includes all materials and labor including haul away and disposal fees.	4,725.00	fence	1	4,725.00	
Add a rail and steel posts Add an additional rail to make 3 total and use 2" steel posts and not 4x4 wood posts	500.00	job	1	500.00	

Pre-tax Total: 5,225.00

Tax: 0.00

Total: 5,225.00

Notes

All fences have a 1 year craftsmanship warranty. Does not include stain, paint or any thing not listed above.



Patriot Fence & Roofing Co.

11617 Manchaca Rd. | Austin, TX 78748
512-300-1000 | admin@choosepatriot.com |
WWW.CHOOSEPATRIOT.COM

RECIPIENT:

Jim Emmons

1305 Quaker Ridge Drive
Austin, Texas 78746

Quote #3831

Sent on 11/23/2020

ESTIMATOR Jameson

Total \$3,117.80

PRODUCT / SERVICE

DESCRIPTION

Install 131' of 6'
STANDARD WOOD
PRIVACY FENCE

Installation of 6' tall Wood Privacy Fence
-Removal and Disposal Included.
-4 x 4 Pressure Treated Pine Posts set in concrete set 24" deep in dirt and 16" in rock
-2 of 2 x 4 Pressure Treated Pine Rails
-1 x 6 Western Red Cedar Pickets 5/8" thick # 2 Grade
-Fastened with Hot Dipped Galvanized Ring Shank Nails



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PRODUCT / SERVICE	DESCRIPTION
Wood Fence Terms, Conditions, and Warranty	<p>Terms and Conditions:</p> <p>Please read the contract carefully. NO ORAL AGREEMENT exists outside of this contract. DO NOT SIGN if any changes need to be made. Pricing only valid if all footage is completed at the same time. Any change in footage or materials will result in price change. Price per linear foot is determined by the amount of total footage for a project, therefore a decrease in linear footage can result in an increase in price per linear foot. For replacement fences, pickets will face the same way as existing fence. If you would like for the pickets to face another direction, please let us know and we will revise the quote to state that pickets will face a different way. If you would like to make changes please contact the office before signing the contract.</p> <p>If you plan of sharing fence cost with a neighbor.</p> <ul style="list-style-type: none">-If you are the contracted party you are expected to pay the deposit and final balance.-Patriot Fence is NOT responsible for collecting from your neighbors.-If you would like your neighbors to contribute they can pay you directly or contact us to pay toward your balance before project is started otherwise you are agreeing to pay the full amount.-Customer is responsible for informing any affected neighbors about the proposed fence installation and schedule. <p>Customer is responsible for all permitting and permitting costs from City or Home Owners Association. Customer is responsible for obtaining all permissions before project begins.</p> <ul style="list-style-type: none">-Fences over 6 ft tall in many cases require permitting. <p>For replacement fences, line posts are cut just below the ground level and covered with dirt where no old post or concrete is exposed. Corner and gate posts that are going in the same location are generally dug out.</p> <p>If customer would like to add additional footage to a signed contract, Patriot Fence will need at least 3 business days notice before project begins</p> <p>Contract does not include neighbors fence lines or gates. (unless noted in contract)</p> <p>Patriot Fence uses only #2 grade lumber materials but makes no warranty that wood products will not naturally warp or split over time. If you require repairs, to a fence constructed with wood products, which are due to warping, splitting, or any other natural characteristic of wood, labor charges will apply. Although we generally purchase lumber materials from the same sources to ensure consistency, we do not guarantee consistency in coloration.</p> <p>Warranty: Patriot Fence Guarantees all craftsmanship on this job from any defects in workmanship for 1 year and 0 months, and agrees hereby to repair all work resulting in damage to or deficiency of product, quality or job. If invoice is not paid within 15 days warranty will be voided. Same day rescheduling of a warranty service request will be subject to a \$50.00 fee due prior to new date.</p> <p>Material Warranty: is strictly that which is provided by manufacturer or fabricator. Patriot Fence in no way assumes liability for manufacturer's claims or representations. Patriot Fence is not responsible for warping, cracking, bowing, aging, weathering, storm damage, negligence, or vandalism. By signing this agreement you are agreeing that you are aware that wood products warp, split, and crack as a natural behavior and hereby do not hold Patriot Fence Company responsible for such occurrences.</p>



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A deposit of \$1,558.90 will be required to begin.

Total

\$3,117.80

Patriot Fence and Roofing Co. will be responsible for successfully completing the above-described project according to specifications and within the policy guidelines discussed. Any Cancellation of contract by purchaser will be subject to a twenty percent (20%) service charge. Any Jobs rescheduled by a customer within 5 business days of the job is subject to a \$185.00 rescheduling fee. Patriot Fence and Roofing agrees to perform what is written on the contract hereof-oral representations or statements are not binding on Patriot Fence. Patriot Fence and Roofing will schedule a start day when the deposit is received and contract is signed. Please note Weather may delay the start date on a project.

This quote is valid for 30 days, after which values may be subject to change. A signed contract is required to start all projects. On projects totaling more than \$ 500.00 a 50% Deposit is required to start and 50% will be charged at completion.



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Notes Continued...

Projects totaling less than \$500.00 are due before the project starts. Custom Made gates or special orders require 60% deposit. The final balance on the contract is due immediately upon completion of the project. Any contract not so paid by the owner, company, or company representative will be charged at the rate of 1 1/2% per month on the unpaid balance. If still not paid by ninety (90) days Patriot Fence will file a contractor's lien on the property. Customers agree to be responsible for all court costs, attorney or lean fees and costs associated with collection of payment due to Patriot Fence and Roofing Co..

Patriot Fence and Roofing Co. is not responsible for locating any property lines or representations of property divisions. If a customer wishes to have a fence built along the property boundary, the customer must have all property pins and fence locations clearly marked before fence installation begins. If a customer wishes to have the fence location moved at any point after work has begun the customer must pay all costs associated with relocating the fence.

Patriot fence is not responsible for damages on Invisible Fences, it will be the owner's responsibility to remove and reinstall any invisible fences and or any Mosquito Misting Systems.

Customer is responsible for obtaining any and all permits and permitting costs from City, County, and HOA if applicable.

*Checks or Credit Cards (VISA, MasterCard, Discover) accepted.

Residential owners agree to make payment arrangements and collection of payment with their neighbors.

Customers are responsible for marking any underground pipelines, underground wires, or underground construction before the project begins especially sewer lines and water lines that are not marked by 811. Patriot Fence and Roofing is not responsible for any underground construction and or damage to any underground pipelines, electrical lines, phone lines, cable lines, gas lines or any other buried objects.

Patriot Fence and Roofing will contact 811 and schedule a marking or screening of public, electrical lines, gas lines, phone lines, and cable lines. All private lines are not marked by 811 and are the sole responsibility of the customer to mark before work begins. Patriot Fence and Roofing is NOT responsible for cleaning up any locate marks done by 811 services.

Signature: _____ Date: _____

Lost Creek Limited District Annual Report 2020



LostCreekLD.org

The Lost Creek Limited District, a taxing entity governed by the Water Code, maintains and improves Lost Creek's beautiful recreational facilities, enforces neighborhood deed restrictions as necessary to sustain property values, and coordinates Lost Creek's status as both a FireWise and Dark Skies designated community.

This 2020 Annual Report highlights Limited District facilities and services and how Lost Creek's assets were maintained and improved using your tax dollars. Taxes paid to the Limited District stay in Lost Creek and residents pay no fees for use of Limited District facilities. As your Limited District Directors, we're dedicated to maintaining Lost Creek's wonderful parks and greenbelts while operating efficiently. Please attend our monthly board meetings to learn more and give your input. Thank you for the opportunity to serve Lost Creek.

Leah Stewart

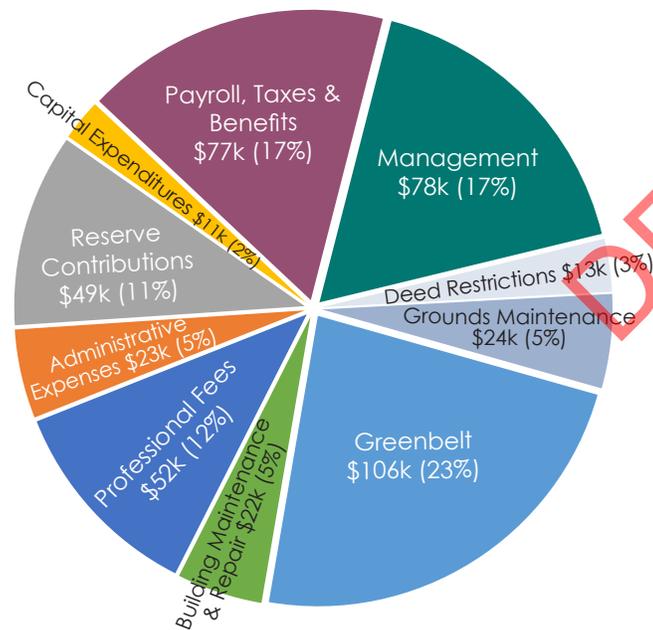
Megan Marrs

Madeleine Connor

Andy Bitner

Chris Vetromile

Financial Snapshot



- Collected tax revenue in 2020 was \$471k based on a tax rate of \$0.0425 per \$100 of appraised value
- Greenbelt expenses include \$59k of security patrols and \$45k of FireWise clearing
- Capital expenditures of \$11k to improve the exterior of the District community building
- User fees brought in \$34k to mitigate security costs for the Lost Creek Greenbelt at Barton Creek

For more detailed financial information, please visit the District website at LostCreekLD.org, or pick up a hard copy at the District office.

How Your Tax Dollars Support Lost Creek

Security & Safety

- Funded regular neighborhood patrols by off-duty Travis County Sheriff's deputies
- Implemented program to collect fees for non-resident visitors to our Barton Creek Park (low water crossing) at peak hours to help fund off-duty APD patrols to ensure that all visitors enjoy a safe, clean & secure environment at the park

Recreational Facilities

- Created reservation system to allow opportunities for Lost Creek families to enjoy playground, gazebo and fields during the COVID-19 pandemic
- Added cleaning protocol for outdoor facilities with increased sanitization
- Repaired Boulevard Park gazebo supports and replaced gazebo roof

Reserve Funds

- Contributed to two reserve funds to keep your tax rates stable while ensuring key services and amenities are not interrupted
- Operations & Management Reserve balance, which is held to address any unplanned gaps or needs, held steady at \$243k
- Repair & Replacement Reserve, which is money set aside to ensure that the District is able to make timely repairs and replacements to District assets, increased by \$49k to \$183k
- \$222k remained in the General Fund to support the District thru early 2021

Deed Restriction Services

- Contracted for monthly compliance inspections and proactively addressed issues with courtesy notices. Successfully resolved more significant deed restriction issue affecting neighbors with District legal counsel. Coordinated enforcement of 19 sets of deed restrictions.

continued on back page 🔄



Lost Creek Boulevard Park



Lost Creek Boulevard Median



Greenbelt at Barton Creek



Boulder Trail Park



Whitemarsh Valley Nature Trail

About Lost Creek

Lost Creek is a 788-acre community with more than 1250 homes and a population of over 3000 people. Created in 1972 and spanning three voting precincts (317, 330, and 357), Lost Creek includes 19 single-family residential sections, each with its own set of recorded deed restrictions, five deed-restricted condominium communities, office buildings, and a country club with golf course. The Lost Creek Municipal Utility District (MUD) was approved in 1972 for the purpose of providing water and wastewater services to the developing community. When Lost Creek was annexed by the City of Austin in December 2015, the water/wastewater services transitioned to the City, and the MUD converted to the Lost Creek Limited District (LD).

How Your Tax Dollars Support Lost Creek, *continued*

Greenbelt & Neighborhood Beautification

- Maintained 5 common areas with native landscaping,
- Funded professional holiday decorations at Lost Creek entrance and Boulevard Park.
- Added additional waste receptacles at District parks to support additional usage
- Cleared 5 acres of LD-maintained greenbelts in accordance with Austin FireWise Alliance regulations
- Planted additional tree at Boulevard Park to provide additional shade
- Maintained International Dark Skies Association Friendly Development of Distinction since 2015

Did You Know?



Lost Creek does not have a mandatory homeowners association; membership in the Lost Creek Neighborhood Association (LCNA) is voluntary. Deed restrictions are enforced by the LD, and architectural control permissions and variances are granted by the LCNA.



By law, the Limited District's powers are limited to recreational facility creation, maintenance, and improvement, deed restriction enforcement, and beautification.



Residents may reserve the LD Community Center, LC Boulevard Park Gazebo and the Boulder Trail Gazebo and, during the pandemic, may reserve the LC Boulevard Park play structures during specific times. Group events exceeding 50 participants require prior authorization from the Board or General Manager.



Entrance fees for Lost Creek Park at Barton Creek are collected during peak hours to help offset maintenance and security costs at the park. Residents and all children under 12 do not pay entrance fees.

HOW TO PREPARE YOUR HOME FOR WILDFIRES

WILDFIRE RISK REDUCTION STEPS THAT CAN MAKE YOUR HOME SAFER DURING A WILDFIRE



■ VEGETATION MANAGEMENT

1. HOME IGNITION ZONES

To increase your home's chance of surviving a wildfire, choose fire-resistant building materials and limit the amount of flammable vegetation in the three home ignition zones. The zones include the **Immediate Zone**: (0 to 5 feet around the house), the **Intermediate Zone** (5 to 30 feet), and the **Extended Zone** (30 to 100 feet).

2. LANDSCAPING AND MAINTENANCE

To reduce ember ignitions and fire spread, trim branches that overhang the home, porch, and deck and prune branches of large trees up to 6 to 10 feet (depending on their height) from the ground. Remove plants containing resins, oils, and waxes. Use crushed stone or gravel instead of flammable mulches in the **Immediate Zone** (0 to 5 feet around the house). Keep your landscape in good condition.

■ FIRE RESISTIVE CONSTRUCTION

3. ROOFING AND VENTS

Class A fire-rated roofing products, such as composite shingles, metal, concrete, and clay tiles, offer the best protection. Inspect shingles or roof tiles and replace or repair those that are loose or missing to prevent ember penetration. Box in eaves, but provide ventilation to prevent condensation and mildew. Roof and attic vents should be screened to prevent ember entry.

4. DECKS AND PORCHES

Never store flammable materials underneath decks or porches. Remove dead vegetation and debris from under decks and porches and between deck board joints.

5. SIDING AND WINDOWS

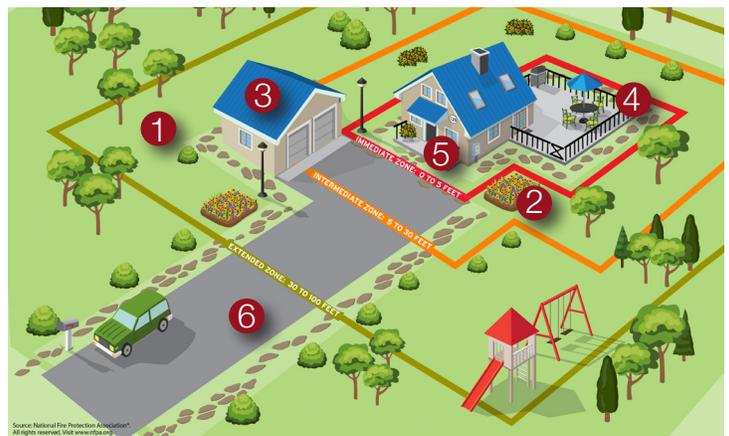
Embers can collect in small nooks and crannies and ignite combustible materials; radiant heat from flames can crack windows. Use fire-resistant siding such as brick, fiber-cement, plaster, or stucco, and use dual-pane tempered glass windows.

■ BE PREPARED

6. EMERGENCY RESPONDER ACCESS

Ensure your home and neighborhood have legible and clearly marked street names and numbers. Driveways should be at least 12 feet wide with a vertical clearance of 15 feet for emergency vehicle access.

- Develop, discuss, and practice an emergency action plan with everyone in your home. Include details for handling pets, large animals, and livestock.
- Know two ways out of your neighborhood and have a predesignated meeting place.
- Always evacuate if you feel it's unsafe to stay—don't wait to receive an emergency notification if you feel threatened from the fire.
- Conduct an annual insurance policy checkup to adjust for local building costs, codes, and new renovations.
- Create or update a home inventory to help settle claims faster.



**TALK TO YOUR LOCAL FORESTRY AGENCY
OR FIRE DEPARTMENT TO LEARN MORE
ABOUT THE SPECIFIC WILDFIRE RISK
WHERE YOU LIVE.**



FIREWISE USA®
RESIDENTS REDUCING WILDFIRE RISKS

VISIT [FIREWISE.ORG](https://www.firewise.org) FOR MORE DETAILS

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Order a Reducing Wildfire Risks in the Home Ignition Zone checklist/poster at [Firewise.org](https://www.firewise.org)

From: **Andy Bitner** andy.bitner@lostcreekld.org
Subject: excerpts for item 12-c
Date: November 24, 2020 at 5:03 PM
To: Tanya Emmons tanya.emmons@pinnacletexas.com, Jim Emmons gm@lostcreekld.org

Section 2.02d

- d. The District hereby consents to the City’s annexation of all the land in the District in accordance with this Agreement. The District accepts the annexation service plan in the form attached to this Agreement as Exhibit “G” (except as modified by Section 7.01), and agrees not to seek arbitration, other legal actions, or legislative remedies to challenge the City’s annexation service plan. This Agreement, and the consent to annexation granted herein, are binding on the District and each owner and future owner of land within the District’s boundaries, in accordance with Texas Local Government Code Section 43.0751(c).

Section 9.04c

- c. The District will not engage in litigation or legislative processes to challenge this Agreement, or to resolve any disputes related to the agreed annexation process or service plan. If future legislation would have the effect of prohibiting annexation or requiring further approval of residents for annexation, it is the intent of the Parties that annexation will take place in accordance with this Agreement irrespective of any such legislation. Further, the District will not seek or support legislation to incorporate all or a portion of itself as a municipality. The District will not contest the City in its efforts to assure that future legislation does not prohibit, or impose additional requirements affecting, the City’s right and ability to annex the District in accordance with the terms of this Agreement.

BYLAWS

LOST CREEK LIMITED DISTRICT

DATE Adopted: November 22, 2016

Amended: November 24, 2020

ARTICLE I
AUTHORITY, PURPOSE AND POWERS

1.01 Authority: These Bylaws are adopted pursuant to the authority set forth at Section 49.057(g) of the Texas Water Code.

1.02 Purpose: The purpose of these Bylaws is to provide for the conduct of the affairs of Lost Creek Limited District (“District”), created effective December 15, 2015 pursuant to the terms of an Amended and Restated Strategic Partnership Agreement entered into by Lost Creek Municipal Utility District and the City of Austin dated March 12, 2013 (the “SPA”) pursuant to the authority set forth in Section 43.0751 of the Texas Local Government Code.

1.03 Territory: The District’s territory is defined by the SPA.

1.04 Powers: The District has all the rights, powers, privileges, authority, functions, and duties provided by the SPA and the applicable general laws of the State of Texas, including without limitation, the applicable provisions of Chapters 49 and 54 of the Texas Water Code.

ARTICLE II
BOARD OF DIRECTORS

2.01 General: The Board of Directors will manage and control all of the affairs of the District. The Board is endowed with all powers, authority, and rights that permit it to accomplish its purposes. The Board is responsible for defining objectives, setting policy, and providing management oversight over all aspects of District operations.

2.02 Board Membership: All powers of the District shall be exercised by a Board of Directors consisting of five (5) directors. All directors shall be elected by the registered voters within the District. Each Director shall serve for his or her term of office, and thereafter until a successor shall be appointed and qualified.

2.03 Eligibility: Eligibility to serve as a director shall be determined by Chapters 49 and 54 of the Texas Water Code.

2.04 Term of Office: Board members shall serve staggered terms of four (4) years in accordance with the requirements of the Texas Water Code.

2.05 Public Information Act and Open Meetings Act Training. All new Directors shall timely participate in the training courses promulgated by the Attorney General of the State of Texas regarding the Open Meetings Act and Public Information Act.

2.06 General Responsibilities:

(a) Policy: The Board will establish policy for the governance and conduct of the District and its operations.

(b) Hiring and Evaluating Personnel and Consultants: The Board will employ or contract for professional personnel and consultants in accordance with the requirements of the position. The Board will in its sole discretion review and establish other personnel policies.

(c) Planning: The Board will establish goals for the District based on the input of District staff and community members.

(d) Budget/Finance: The Board will identify and communicate the District's priorities to the General Manager through identified goals, adopt the fiscal year budget, and set tax rates. The Board will also adopt and review on an annual basis an investment policy in accordance with the requirements of the Texas Public Funds Investment Act.

(e) Facilities Planning: The Board will adopt plans for construction of new capital projects and maintenance of existing facilities.

(f) Community Information: The Board will implement alternative channels for periodically updating the Lost Creek Community of the affairs of the District.

2.07 Delegation: The Board may, in its sole discretion and as authorized by state law, delegate to the General Manager full authority to manage and operate the affairs of the District subject only to orders of the Board. The Board may also delegate tasks to individual directors from time to time.

2.08 Officers:

(a) Officer Positions: The Board shall elect the following officers from time to time, and not less frequently than after each election at which new directors are elected: President, Vice President, Secretary, Treasurer, and Assistant Secretary/Treasurer. Officers shall be elected by a majority of the members of the Board.

(b) Duties:

(1) President: The Chief Executive Officer of the District who presides over all Board meetings and provides leadership and direction in all matters. His/her duties include but are not limited to the following: (i) conducting meetings efficiently and ensuring adherence to the agenda; limiting discussions to a reasonable time; encouraging participation; and striving for punctuality; and (ii) acting as District spokesperson.

(2) Vice President: The Vice President carries out all duties of the President in his/her absence.

(3) Secretary: The Secretary is responsible for preparation and review of meeting minutes. The Secretary may work with the District's General Manager and legal counsel as necessary and convenience in connection with preparation of the meeting minutes.

(4) Treasurer: The Treasurer shall represent the Board of Directors in connection with financial matters of the District that are not otherwise delegated to the General Manager.

(5) Assistant Secretary/Treasurer: The Assistant Secretary/Treasurer assumes the duties of the Secretary and/or Treasurer in his/her absence.

2.09 Fees of Office and Expenses: Each Directors shall be entitled to fees of office and

reimbursement of expenses in accordance with Section 49.060 of the Texas Water Code. The Board of Directors shall adopt a resolution establishing a limit on the fees of office that a director may receive in a year.

2.10 Vacancies, Resignation and Disqualification: Board vacancies are filled by appointment of the Board, or under certain circumstances, by order of the Texas Commission on Environmental Quality (“TCEQ”) in accordance with the requirements of the Texas Water Code. Board members may resign their positions at any time. Any Board member that desires to resign shall submit his/her resignation in writing to the President of the Board or General Manager. It is the responsibility of an individual Board member to notify the President of the Board if for any reason he/she becomes unqualified to serve pursuant to Texas Water Code Section 49.052.

2.11 Committees: The Board may, as it deems necessary, create committees to facilitate the efficient operation of the Board. Committees may meet whenever necessary, or when directed by the President. Committees may transact business only within specific authority granted by the Board. Notice of any committee meeting that is not advisory in nature and at which a final decision is made regarding the business or affairs of the District shall be posted in accordance with the requirements of the Texas Open Meetings Act.

ARTICLE III MEETINGS

3.01 Quorum: A majority of the membership of the Board constitutes a quorum for any meeting, and a concurrence of a majority of the entire membership (3 members) of the Board is sufficient for transacting any business of the District.

3.02 Agendas: A written agenda will be prepared, filed, and posted as required by law for each meeting of the Board of Directors. Each Board member will receive an advance copy. Each director shall have the right to place an item on an agenda but after consideration and a final decision rendered by a majority of directors, the same subject matter will not again be placed on a meeting agenda of the same Board of Directors except with the concurrence of a majority of directors.

3.03 Consent Agendas: The Board may follow a consent agenda format to approve all routine, noncontroversial items with a single motion, without the need for discussion by the full Board. Any item may be removed from the consent agenda and considered individually upon request of a Board member or the General Manager.

3.04 Board Conduct During Meetings.—— Board members will make every effort to act in a cooperative and professional manner during meetings of the Board of Directors and will:

- Support decisions of the majority;
- Respect the opinions of others;
- Develop an understanding of District policies, programs, and projects; and
- Protect the privacy of employees and other Board members.

Board members will not:

- Make individual promises to civic groups or individuals;

- Conduct individual investigations;
- Obligate the Board to actions or expenditures without authorization from the Board;
- Give individual direction to the General Manager;
- Make public comments about staff members or other Board members;
- Make individual statements to the media concerning District issues; or
- Monopolize meetings.

3.05 Minutes: The Board shall keep a true and complete account of all meetings and proceedings, and approve and maintain minutes of these meetings on file permanently. Minutes may be taken by a member of the Board, an employee, or by a consultant, and the final copy will be verified by majority vote at a regularly scheduled meeting. Minutes will contain at a minimum:

- Date, time, and location of the meeting;
- Names of the presiding officer and other members of the Board present;
- Names of the Board members who are absent;
- A record of all motions and their disposition, including the person making the motion, person seconding the motion, and the outcome of the vote; and
- Copies of orders or other evidence of official action will be attached to the minutes unless records are otherwise kept of such actions.

3.06 Schedule. The Board shall generally meet once per month or as otherwise determined to be necessary or convenient by the Board of Directors.

3.07 Rules of Decorum at Board Meetings.

(a) General. Meetings of the Board of Directors are conducted for the official business of the District. To ensure meetings are conducted in a professional and courteous manner and to enable the orderly conduct of District business, all persons in attendance or who participate in such meetings shall conduct themselves in a manner that does not interfere with the ability of others to observe and, when allowed, to participate without disruption or fear of intimidation, threats or hostility.

(b) No Speaking Until Recognized. Members of the public desiring to address the District Board of Directors shall be recognized by the presiding before speaking and shall state his or her name in an audible tone for the record.

(c) Public Criticism. The public has the right to criticize policies, procedure, programs or services of the District or of the actions or omission of the Board of Directors or staff.

(d) Disorderly Conduct. A member of the public addressing the Board of Directors shall not engage in any disorderly conduct which disrupts the orderly conduct of any District Board of Directors meeting. The presiding officer may rule a public speaker out of order and in violation of these rules if:

- i. the speaker is speaking beyond the allocated time limit and refuses to yield the floor;
- ii. the speaker's remarks are not relevant to the agenda items or District business or affairs;
- iii. the speaker repeatedly interrupts a director;
- iv. the speaker engages in personal attacks of a director or General Manager, or other representative of the District, unrelated to the manner in which he or she performs his or her duties, and which, when addressed to the ordinary citizen, are inherently likely to provoke violent reaction;
- v. the speaker's remarks are disruptive so as to disturb the peace and good order of the meeting, through use of, without limitation, loud, threatening, hostile, abusive, vulgar or obscene language or fighting words, or any other actions that disturb or are calculated to disturb the meeting; or
- vi. the speaker engages in any conduct with the intent to break up the meeting of the District Board of Directors or urges other to commit acts or engage in conduct to break up the meeting, including unreasonably loud and prolonged yelling, screaming, clapping or noise-creating acts which render it impossible or difficult for the Board of Directors to conduct or continue with the meeting; or the speaker willfully refuses or fails to comply with any Board of Directors Rule of Procedure or with any reasonable order of the Chair.

(e) Demonstrations. Demonstrations, the carrying of signs or placards, or other activities which disturb the peace and good order of the meeting shall not be permitted in the meeting room.

(f) Presiding Officer Authority to Maintain Order.

- i. The presiding officer shall have the authority to preserve order at all District Board of Directors meetings and enforce these rules of decorum and procedure, including the authority, after a warning, to revoke the permission granted to any individual to speak if such individual is disruptive or does not adhere to these requirements, to remove or cause the removal of any person from any meeting of the Board of Directors for disorderly conduct, and to exclude a person from returning to that same meeting from which the individual was removed.
- ii. If the presiding officer determines that these rules are not being followed, one warning will be given to the individual(s). If the rules continue to be violated after one warning, the presiding officer may revoke the individual's speaking privileges and may remove,

or cause to be removed by security personnel, the individual from the Board of Directors meeting room. Any individual ordered to be removed from a meeting shall be excluded from returning to that meeting from which the individual was removed and shall be barred from further audience before the District Board of Directors during that meeting.

(g) Other Rights. These rules shall not limit the Board's ability to exercise any rights or remedies that otherwise may be available for a violation of applicable law, including filing a complaint for any criminal act, and the Board retains such rights.

ARTICLE IV **POLICIES AND AUDITS**

4.01 Code of Ethics.

(a) Purpose: The District adopts this Code of Ethics for the purposes of assuring compliance with Section 49.199 of the Texas Water Code, as amended; to encourage high ethical standards in official conduct by the officials of the District; and to establish guidelines for such ethical standards of conduct.

(b) Policy: It is the policy of the District that District officials shall conduct themselves in a manner consistent with sound business and ethical practices; that the public interest shall always be considered in conducting District business; that the appearance of impropriety shall be avoided to ensure and maintain public confidence in the District; and that the Board of Directors of the District shall control and manage the affairs of the District fairly, impartially, and without discrimination, and in accordance with the stated purpose of the District.

(c) General Standards of Conduct:

(1) No Director or ~~Employee~~employee shall use his or her position with the District to improperly influence others or to secure privileges for themselves or for others.

(2) No Director or ~~Employee~~employee shall use any information gained solely by reason of that person's position with the District and which is not otherwise public for personal gain or benefit, or for the benefit of others.

(3) No Director shall, for compensation, represent or appear on behalf of any private interest before the Board, and/or any commission or committee of the District.

(4) No Director shall, for compensation, represent or appear on behalf of any private interest of others in any action or proceeding involving the District.

(d) Conflicts of Interest- Substantial Interest:

(1) A District official is prohibited by Chapter 171 of the Local Government Code from participating, directly or indirectly, in a vote or decision or from acting as a surety on any matter involving a business entity in which the official has substantial interest, if it is

reasonably foreseeable that an action on the matter would confer an economic or any other benefit on the business entity.

(2) In cases of conflicts of interest, District officials shall disclose such conflicts and shall file with the Board Secretary an affidavit stating the nature and extent of the conflict of interest. Thereafter, that District official shall abstain from participation in the matter as provided by law.

(3) District officials shall not disclose, without written legal authorization, confidential information to advance the financial or other private interests of himself or others regarding any contract or transaction which is or may be the subject of an official action of the District.

(4) The District may not contract for the purchase of services or personal property directly with a District official or with a business entity in which a District official has substantial interest except as permitted by law.

(5) The Board shall take a separate vote on any budget item specifically dedicated to a contract with a business entity in which a director has a substantial interest. The director having the substantial interest may not participate in that separate vote, but may vote on a final budget if the separate budget item voted on does not exceed 10% of the total budget.

(e) Conflicts of Interest- Conflicts Disclosure Statements. All Directors and employees who exercise discretion in the planning, recommending, selecting or contracting of a vendor (Directors and such employees being collectively referred to as a “Local Government Officer”) must timely file a conflicts disclosure statement (in the form promulgated by the Texas Ethics Commission) with the District’s records administrator in accordance with Chapter 176 of the Local Government Code with respect to any vendor that is a party to a contract with the District or the District is considering entering into a contract with the vendor, and if any of the following exist: (i) the vendor has an employment or other business relationship with the Local Government Officer or a family member of the officer that results in the officer or family member receiving taxable income during the timeframe and above the threshold limits set by statute, (ii) the vendor has provided a gift to the Director or employee in an amount and timeframe that triggers disclosure under the statute, or (iii) the vendor has a family relationship with the Director or employee.

(f) Gifts to Directors

(1) No Director shall solicit, accept, or agree to accept any benefit of value from a person or business entity that he or she knows is interested in or likely to become interested in any contract, purchase, payment, claim or other transaction involving the exercise of their discretion as a public servant, or any matter before the Board, or likely to come before the Board for any decision, opinion, recommendation, or vote.

(2) The foregoing prohibition against gifts or favors shall not apply to: (i) an occasional non-monetary gift, valued at less than \$25.00; and (ii) an award publicly presented in recognition of public service.

(g) Use of District Property. No Director or employee shall use or permit the use of any District equipment, materials, supplies or other District property or resources for personal gain or for any purposes not related to the authorized functions of the District.

(h) Nepotism: The Board shall not confirm the appointment to any position, nor award a contract, to a person related to a member of the Board within the second degree by affinity (marriage) or within the third degree by consanguinity (ancestry) when the salary or other compensation of such appointee is paid, directly or indirectly, from District funds, except as provided by Chapter 573, Texas Government Code.

4.02 Travel Expenditure Policy.

(a) The Board hereby establishes policies for reimbursing District directors, officers, and employees for necessary and reasonable travel expenses incurred while conducting business or performing official duties or assignments.

(1) Authorized expenses include cost of meals, lodging, commercial travel, in some cases personal automobile mileage, and other necessary and reasonable costs incurred while on official business away from the District's administrative office.

(2) Reimbursement for travel expenses shall be subject to prior approval by the Board. The reimbursement request shall include a statement of the business purpose of the travel, date, time, and place.

(3) Reimbursement of any travel expenses shall require supporting receipts and invoices.

(b) Meals and Lodging. Reimbursement to directors for actual expenses for meals and lodging shall not require prior approval of the Board of Directors. Reimbursement of any meal and lodging expenses shall require supporting receipts and invoices.

(c) Transportation. Directors or employees who use personal vehicles while on official District business travel may be reimbursed for actual miles driven at the current rate allowed by the Internal Revenue Service. Mileage will be computed by the most direct route, and the use of personal vehicles for District travel must be approved by the Board in advance.

4.03 Professional Services Policy.

(a) Consultants retained by the District to provide professional services may include, but are not limited to, legal, engineering, financial advisor, management, bookkeeping, auditing, and tax collecting.

(b) Selection of consultants shall be based upon their qualifications and experience.

(c) The performance of the consultants providing professional services to the District shall be regularly monitored and reviewed by the Board.

4.04 Management Policy.

(a) Accounting Records. District accounting records shall be prepared on a timely basis and maintained in an orderly manner, in conformity with generally accepted accounting principles and the requirements of the Texas Commission on Environmental Quality. Such records shall be available for public inspection during regular business hours at the District's office.

(b) Audit Requirements

(1) Unless otherwise exempted by the rules of the Texas Commission on Environmental Quality, the District's fiscal accounts and records shall be audited annually in accordance with State law governing the audits of water districts, at the expense of the District, by a certified public accountant familiar with the Texas Commission on Environmental Quality's rules, regulations, standards, and guidelines applicable to water district audits. As of the date of adoption of these policies, Sections 49.191-49.200 of the Texas Water Code and 30 Texas Admin. Code Section 293.94 (Rules of the Texas Commission on Environmental Quality) govern the audits of water districts (the "Audit Laws").

(2) The audit, or other required affidavit, shall be completed and filed within the time limits established by the Audit Laws. Copies shall be filed with the Texas Commission on Environmental Quality, together with an annual filing affidavit in the form prescribed by the Audit Laws. In the event the Board refuses to approve the annual audited report, the District shall file a statement with the audit which explains the reasons for disapproval of the audit.

(3) If the District does not have sufficient revenues or activity so that it meets the requirements of the Audit Laws for financially dormant or inactive districts, it may prepare and submit an annual financial dormancy affidavit or an annual financial report described in the Audit Laws.

(c) Budget. The Board of Directors of the District shall annually adopt a budget in accordance with Title 30 of the Texas Administrative Code, Section 293.97, for use in planning and controlling District costs. Such budget shall take into consideration all District revenues, existing fund balances, and all projected District obligations and expenditures. The budget may be amended at any time by the Board.

ARTICLE V **INDEMNIFICATION AND DEFENSE OF DIRECTORS AND EMPLOYEES**

5.01 Purpose. Definitions. For purposes of these Bylaws, the following definitions shall apply:

- i. "Director" shall include any current or former member of the Board of Directors of the District or Lost Creek Municipal Utility District.
- ii. "Employee" means a person employed and paid a salary by the District, including individuals on a part-time basis, but does not include an independent contractor. The term shall include any person who is currently, or was previously, employed by the District or Lost Creek Municipal Utility District.

5.02 Indemnification.

(a) Any Director or employee who is found and finally adjudged to be liable for the payment of any claim for damages arising out of the course and scope of employment or services rendered to or on behalf of the District shall be entitled to be indemnified for such damages to the extent permitted by law, together with any reasonable and necessary legal expenses incurred by such Director or employee in defending such claim, provided that the acts or omissions resulting in such liability were done in good faith and without malicious or felonious intent.

(b) Any person made a party to or involved in any litigation (including any civil or administrative action, suit or proceeding) by reason of the fact that he or she is or was a Director, officer or employee of the District or Lost Creek Municipal Utility District by reason of his or her alleged negligence or misconduct in the performance of his or her duties as such Director, officer or employee shall be indemnified by the District to the extent funds are lawfully available against any liability, together with the reasonable expenses, including attorney's fees, actually and necessarily incurred by him or her in connection with any action therein, except in relation to matters as to which it shall be adjudged in such litigation that such director, officer or employee is liable for gross negligence or willful misconduct in the performance of his or her duties. A judgment entered in connection with a compromise or settlement of any such litigation shall not by itself be deemed to constitute an adjudication of liability for such negligence or misconduct.

(c) For the purposes of these Bylaws, the term "arising out of the course and scope of employment or services rendered to or on behalf of the District or Lost Creek Municipal Utility District" shall not include any action that occurs during a period of time in which the Director or employee is engaged in outside employment or is rendering contractual services to someone other than the District or Lost Creek Municipal Utility District.

(d) Whether the acts were done in good faith, without malicious or felonious intent, and within the course and scope of employment or services shall be determined by the District's Board of Directors, and such determination shall be final for the purposes of the representation and indemnity provisions of these Bylaws; provided, however, that in the event such representation and indemnity have been denied by the District, and upon a trial on the merits it is determined that the Director or employee was acting in good faith, without malicious or felonious intent and within the scope of employment or services rendered to or on behalf of the District, the indemnification hereunder shall be granted and reasonable legal expenses incurred in the defense of the claim reimbursed.

(e) The indemnification provisions of these Bylaws shall in no event apply to or cover punitive or exemplary damages where the District does not have the legal authority to provide payment. Further, the District shall not be liable for any settlement of any claim or suit entered into without its consent, and the District reserves the right to assert any defense and make any settlement of any claim or suit that it deems expedient.

5.03 Legal Representation. The District shall have the right and duty to provide legal representation through the District attorney, or in its discretion through the selection of outside legal counsel, to any Director or employee sued in connection with any claim for damages, other civil action, or alleged violation of civil rights against such person arising out of the course and scope of employment or services rendered to or on behalf of the District or Lost Creek Municipal Utility District, or other claim against any such person arising by reason of the fact that he or she is or was a Director, officer or employee of the District or Lost Creek Municipal Utility District, including by reason of his or her alleged negligence or misconduct in the performance of his or her duties as such Director, officer or employee. Such legal representation shall be provided at no cost to the Director or employee, and may be appointed by the District's insurer or risk pool carrier, as determined by the Board of Directors, and any Director or employee may have his or her own counsel assist in the defense at the sole expense of the Director or employee. The Director or employee shall cooperate fully with the District in preparation and presentation of the case, and the failure to cooperate shall waive such Director's or employee's right to representation and indemnity under this section.

5.04 District Defenses. Nothing in these Bylaws shall be construed as waiving the District's defense of governmental immunity to it or its employees or Directors in any action brought against the District or against such Director or employee. For any suit or claim arising under the Texas

Tort Claims Act, the indemnity provided by these Bylaws shall be limited to the statutory limits applicable to the District provided in said act, as amended.

5.05 Disciplinary actions. Nothing in these Bylaws shall prevent the District from taking disciplinary action against any Director or employee for conduct defended or indemnified by the District under these Bylaws, either before or after conclusion of the civil suit.

5.06 Claims by or on behalf of the District. Nothing in these Bylaws shall require the District to indemnify any Director or employee for recoveries made against him or her in suits by or on behalf of the District. The District's Board of Directors may, however, authorize legal counsel to represent any Director or employee in a suit brought by a taxpayer on behalf of the District against the Director or employee.

ARTICLE VI **FUNDS AND RECORDS OF THE DISTRICT**

6.01 Investment Policy. The Board of Directors shall adopt written policies for managing and investing the District's funds in accordance with the Public Funds Investment Act. The Board of Directors shall review the Investment Policy, and the investment strategies set forth therein, not less than annually in accordance with the requirements of the Public Funds Investment Act.

6.02 Disbursements. Each disbursement of funds of the District shall require the signature of not less than three (3) directors. The General Manager may approve disbursements in accordance with the authority delegated to him/her by the Board of Directors.

6.03 Public Information Act and Records Retention. All documents, reports, records, and minutes of the District shall be available to the public in accordance with the requirements of the Texas Public Information Act. All records of the District shall be retained in accordance with the Records Retention Schedule adopted by the District.

ARTICLE VII **ADMINISTRATION OF THE DISTRICT**

7.01 Board Responsibility. The Board shall be responsible for the management of all the affairs of the District.

7.02 Employees and Contractors. The District shall employ or contract with all persons, firms, partnerships, corporations, or other entities, public or private, deemed necessary by the Board for the conduct of the affairs of the District, including, but not limited to, engineers, attorneys, financial advisors, operators, bookkeepers, tax assessors and collectors, auditors and administrative staff.

7.03 General Manager. The Board may employ or contract with a person to perform such services as General Manager for the Authority as the Board may from time to time specify. The Board may delegate to the General Manager full authority to manage and operate the affairs of the Authority subject only to orders of the Board. The Board may delegate to the General Manager the authority to employ all persons necessary for the proper handling of the business and operation of the Authority and to determine the compensation to be paid all employees other than the General Manager.

ARTICLE VIII **MISCELLANEOUS**

8.01 Amendments. These Bylaws may be amended at any meeting of the Board of Directors by a vote of the majority of the entire membership of the Board.

8.02 Prior Actions. To the extent of any conflict, these Bylaws supersede any prior resolutions, orders or policies adopted by the Board of Directors addressing the subject matter hereof.

8.03 Severability. If any provision of these Bylaws is deemed invalid or unenforceable, under present or future laws, by a court or regulatory entity with jurisdiction, it is the intention of the Board that the remainder of these Bylaws not be affected.