

# NOTICE OF MEETING

## LOST CREEK LIMITED DISTRICT

**October 16, 2019 - 7:00 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 meeting in the Community Meeting Room of the Lost Creek Limited District Office located at 1305 Quaker Ridge Drive, Austin, Texas, on Wednesday, October 16, 2019 at 7:00 p.m. to consider and act on the following matters:

1. Board Convenes - Roll Call, Pledge of Allegiance and Moment of Silence

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. September 2019 - Fund Balance and Disbursement Reports
- ii. September 2019 - Budget Review
- iii. September 2019 - Investment and Capital Reserves Report

- b. Payment Approval List **(Emmons)**

- i. McLean & Howard, L.L.P., District Attorney
- ii. Pinnacle Texas Management Services
- iii. Sneed, Vine & Perry (Special Legal Counsel)
- iv. Willatt & Flickinger, PLLC (Deed Restriction Litigation Counsel)

- c. Approve Minutes **(Connor)**

- i. September 25, 2019 - 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. 1806 Congressional Circle
- 6. Discussion and possible action concerning:
  - a. Financial Affairs and Budget Matters **(Bitner)**
    - i. Treasurer's Report
- 7. Communications with Lost Creek residents:
  - a. Proposed newsletters, emails and other communications regarding projects and matters of public interest, including Annual Report
- 8. Discussion and Possible Action Relating to Operation of District Parks, Trails, and Greenbelt Properties
  - a. Consideration and approval of letter of thanks to YETI WILD team for their help with the Barton Creek Cleanup; and
  - b. Discussion and possible action relating to District regulation of and funding for greenbelt property, including establishment of user fees.
  - c. Security patrols on District parks, trails, and greenbelt properties.
- 9. General Manager's report relating to monthly operations, repairs and maintenance activities **(Emmons)**
- 10. Discussion and possible action regarding District Management, Bookkeeping and Restrictive Covenant Services **(Connor)**
  - a. Solicitation of Proposals from alternative service providers; and
  - b. Other action related thereto.
- 11. Discussion and possible action regarding of the real property located at 1300 Lost Creek Boulevard (also known as the "Marshall Tract"):
  - a. Discussion regarding current status of potential sale and development of the Marshall Tract;
  - b. Discussion and possible action regarding acquisition of the Marshall Tract by Lost Creek Limited District including:
    - i. City of Austin Consent;

- ii. Amendment to Strategic Partnership Agreement; and
  - iii. Authorize action as may be necessary or convenient in connection with the potential purchase, financing and acquisition of the Tract.
12. Receive Reports from Standing District Committees regarding monthly committee activities\*:
- a. Stratus Development Application Committee **(Marrs and Connor)**
  - b. Firewise and Dark Skies Committee **(Vetromile and Connor)**
  - c. Strategic Partnership Agreement and Budget Committee **(Stewart and Bitner)**
  - d. Communications Committee **(Stewart and Bitner)**
  - e. Parks, Recreation and Beautification Committee **(Marrs and Vetromile)**

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

13. Set date and time for future Board meetings
14. Discussion and Possible Action Relating to Pending Litigation Proceedings: (i) Case No. 17-50462 in the United States Court of Appeals for the Fifth Circuit; *David McIntyre and Madeleine Connor v. Eric Castro, Nancy Naeve, Gary Sertich, Leah Stewart and Chuck McCormick*; (ii) No. D-1-GN-15-003714 in the 419<sup>th</sup> Judicial District Court of Travis County, Texas; *David McIntyre and Madeleine Connor v. Eric Castro, Nancy Naeve, Gary Sertich, Leah Stewart and Chuck McCormick*; (iii) Case No. 1:17-CV-500827 in the United States District Court Western District of Texas Austin Division; *Madeleine Connor v. Eric Castro, Leah Stewart and Chuck McCormick*; and (iv) Cause No. 13-17-00565-CV; *David McIntyre and Madeleine Connor v. Eric Castro, Nancy Naeve, Gary Sertich, Leah Stewart and Chuck McCormick*, appeal before the Thirteenth Court of Appeals - Corpus Christi, Texas.
- i. Status Update;
  - ii. Discussion with legal counsel regarding the above-referenced litigation proceedings;
  - iii. Communications with Lost Creek residents regarding the above-referenced litigation proceedings and any related litigation; and
  - iv. Discussion and possible action related thereto.

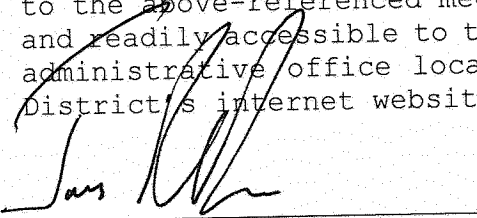
15. Adjourn

\*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 Road; and (ii) on the District's internet website.



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Jim Emmons

**Lost Creek Limited District**  
**Balance Sheet**  
**As of September 30, 2019**

Accrual Basis

	Sep 30, 19	Aug 31, 19
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
Horizon - Manager	-9,649.22	611.57
Horizon - Money Market	226,617.12	236,996.38
Horizon - Operating	21,882.56	20,913.13
TexPool	294,625.88	294,102.91
Total Checking/Savings	533,476.34	552,623.99
Other Current Assets		
11510 · Allowance Uncoll Property Tax	-4,159.50	-4,159.50
11520 · Maintenance Tax Receivable	4,422.61	10,809.16
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	2,782.35	9,168.90
Total Current Assets	536,258.69	561,792.89
<b>TOTAL ASSETS</b>	<b>536,258.69</b>	<b>561,792.89</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
12000 · Accounts Payable	9,712.81	12,669.46
Total Accounts Payable	9,712.81	12,669.46
Credit Cards		
12040 · Capital One Credit Card	11.70	11.70
Total Credit Cards	11.70	11.70
Other Current Liabilities		
Facility Damage Deposits	3,000.00	2,300.00
12100 · Payroll Liabilities	37.80	584.10
12102 · Payroll Liabilities - SUTA	483.75	483.75
12260 · Insurance Payable	1,327.70	1,279.42
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	263.11	6,649.66
Total Other Current Liabilities	9,199.94	15,384.51
Total Current Liabilities	18,924.45	28,065.67
Long Term Liabilities		
Reserve - O&M	243,000.00	222,000.00
Reserve - R&R	133,917.00	71,780.00
Total Long Term Liabilities	376,917.00	293,780.00
Total Liabilities	395,841.45	321,845.67
Equity		
13005 · Assigned Fund Balance	185,102.00	185,102.00
13010 · Unassigned Fund Balance	16,733.89	16,733.89
Net Income	-61,418.65	38,111.33
Total Equity	140,417.24	239,947.22
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>536,258.69</b>	<b>561,792.89</b>

# Lost Creek Limited District

## Profit & Loss

### September 2019

Accrual Basis

	Sep 19	Oct '18 - Sep 19
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
03 · Other Revenue		
14320 · Property Tax Collections	6,385.81	473,967.78
14325 · Property Tax Penalties	3,128.44	4,210.00
14330 · Miscellaneous Income	0.00	241.04
14370 · Interest Earned on Temp. Invest	522.97	2,845.88
14375 · Interest Earned on Checking	106.49	4,760.47
<b>Total 03 · Other Revenue</b>	<b>10,143.71</b>	<b>486,025.17</b>
<b>Total Income</b>	<b>10,143.71</b>	<b>486,025.17</b>
<b>Gross Profit</b>	<b>10,143.71</b>	<b>486,025.17</b>
<b>Expense</b>		
04 · Payroll, Taxes & Benefits		
16600 · Director Fees	0.00	12,150.00
16601 · Employee Bonuses	0.00	2,535.00
16610 · Salary Expense	3,040.00	43,320.00
16615 · Salary Expense Overtime	0.00	0.00
16620 · Employee Benefit Plan	304.00	5,585.50
16630 · Employee Group Insurance	1,116.61	13,245.98
16641 · Payroll Tax Expense	232.56	4,747.75
<b>Total 04 · Payroll, Taxes &amp; Benefits</b>	<b>4,693.17</b>	<b>81,584.23</b>
05 · Contract & Temporary Labor		
16134 · Contract Labor-Administration	6,525.00	78,300.00
16150 · Contract Labor-Buildings	420.00	3,813.00
16580 · Contract Labor-Security	720.00	9,080.00
<b>Total 05 · Contract &amp; Temporary Labor</b>	<b>7,665.00</b>	<b>91,193.00</b>
07 · Maintenance Expenses		
16137 · Small Tools & Shop Supplies	0.00	255.21
16145 · Vehicles Maintenance & Repairs	0.00	4,778.33
16160 · Utilities	1,689.55	8,582.07
16550 · Fuel	130.53	1,556.93
<b>Total 07 · Maintenance Expenses</b>	<b>1,820.08</b>	<b>15,172.54</b>
08 · Neighborhood Expenses		
16129 · Greenbelt Expenses	3,850.00	51,147.34
16143 · Grounds Maintenance	1,593.83	18,626.60
16320 · Appraisal Dist and Tax Ofc Fees	519.37	4,389.37
16410 · Deed Restriction Service	925.00	11,100.00
16412 · Legal Fees - Deed Restriction	799.57	2,438.78
16415 · Newsletter/Public Relations	450.00	1,769.30
16575 · Building Maintenance & Repairs	356.00	14,456.84
16660 · Community Service/LC Clean up	279.00	379.00
<b>Total 08 · Neighborhood Expenses</b>	<b>8,772.77</b>	<b>104,307.23</b>
09 · Administrative Expenses		
16330 · Legal Fees	2,040.26	48,381.73
16340 · Auditing Fees	0.00	10,000.00
16360 · Training	0.00	200.00
16390 · Telephone-Communication Expense	264.80	3,057.31
16430 · Bookkeeping Fees	500.00	6,000.00
16450 · Legal & Public Notices	627.92	1,355.48
16460 · Printing & Office Supplies	51.35	4,776.66
16520 · Postage & Delivery	0.00	199.19
16530 · Insurance & Surety Bond	0.00	8,153.42
16560 · Miscellaneous Expense	101.34	2,130.75
16561 · Dues & State Agency Fees	0.00	662.50
16562 · Holiday Decorations	0.00	5,012.16

# Lost Creek Limited District

## Profit & Loss

### September 2019

Accrual Basis

	Sep 19	Oct '18 - Sep 19
16646 · O&M Reserve Fund	21,000.00	21,000.00
16647 · Repair & Replacement Reserve	62,137.00	62,137.00
<b>Total 09 · Administrative Expenses</b>	<b>86,722.67</b>	<b>173,066.20</b>
10 · Annexation Expenses		
16680 · Criticality Assessment Improvem	0.00	-4,170.00
<b>Total 10 · Annexation Expenses</b>	<b>0.00</b>	<b>-4,170.00</b>
16370 · Election Expense	0.00	-850.57
16480 · Delivery Expense	0.00	17.81
66900 · Reconciliation Discrepancies	0.00	0.10
<b>Total Expense</b>	<b>109,673.69</b>	<b>460,320.54</b>
<b>Net Ordinary Income</b>	<b>-99,529.98</b>	<b>25,704.63</b>
Other Income/Expense		
Other Expense		
11 · Capital Expenditures		
16693 · Capital - Building	0.00	87,123.28
<b>Total 11 · Capital Expenditures</b>	<b>0.00</b>	<b>87,123.28</b>
<b>Total Other Expense</b>	<b>0.00</b>	<b>87,123.28</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-87,123.28</b>
<b>Net Income</b>	<b>-99,529.98</b>	<b>-61,418.65</b>

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
						Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Total
1																		
2					Cash at beginning of period	\$513,241	\$482,784	\$471,866	\$657,568	\$810,415	\$839,463	\$805,400	\$724,630	\$695,422	\$648,908	\$586,621	\$552,724	
3					Cash at end of period	\$482,784	\$471,866	\$657,568	\$810,415	\$839,463	\$805,400	\$724,630	\$695,422	\$648,908	\$586,621	\$552,724	\$533,476	
4					Net cash increase (decrease)	(\$30,458)	(\$10,918)	\$185,702	\$152,847	\$29,048	(\$34,064)	(\$80,770)	(\$29,208)	(\$46,514)	(\$62,286)	(\$33,897)	(\$19,248)	
5																		
6					Reserve - O&M	\$220,000	\$220,000	\$220,000	\$220,000	\$220,000	\$220,000	\$220,000	\$220,000	\$220,000	\$220,000	\$220,000	\$243,000	
7					Reserve - R&R	\$71,780	\$71,780	\$71,780	\$71,780	\$71,780	\$71,780	\$71,780	\$71,780	\$71,780	\$71,780	\$71,780	\$133,917	
8					General Fund	\$191,004	\$180,086	\$365,788	\$518,635	\$547,683	\$513,620	\$432,850	\$403,642	\$357,128	\$294,841	\$260,944	\$156,559	
9					Cash on hand - End of Period	\$482,784	\$471,866	\$657,568	\$810,415	\$839,463	\$805,400	\$724,630	\$695,422	\$648,908	\$586,621	\$552,724	\$533,476	
10																		
11					Ordinary Income/Expense													
12					Income													
13					03 - Other Revenue													
14					14320 - Property Tax Collections	\$3,077	\$21,336	\$214,821	\$173,698	\$47,672	\$1,939	\$946	\$1,589	\$1,214	\$718	\$353	\$6,386	\$473,749
15					14325 - Property Tax Penalties	\$130	\$28	\$109	\$53	\$309	\$92	\$73	\$41	\$188	\$17	\$45	\$3,128	\$4,214
16					14330 - Miscellaneous Income				\$241									\$241
17					14370 - Interest Earned on Temp. Invest								\$615	\$572	\$594	\$541	\$523	\$2,846
18					14375 - Interest Earned on Checking	\$423	\$337	\$414	\$590	\$628	\$644	\$674	\$314	\$264	\$234	\$134	\$106	\$4,760
19					Total 03 - Other Revenue	\$3,631	\$21,701	\$215,344	\$174,581	\$48,609	\$2,674	\$1,693	\$2,560	\$2,238	\$1,563	\$1,073	\$10,144	\$485,810
20					Total Income	\$3,631	\$21,701	\$215,344	\$174,581	\$48,609	\$2,674	\$1,693	\$2,560	\$2,238	\$1,563	\$1,073	\$10,144	\$485,810
21					Expense													
22					04 - Payroll, Taxes & Benefits													
23	x				16600 - Director Fees	\$2,700			\$1,950			\$3,750			\$3,750			\$12,150
24	J				16601 - Employee Bonuses			\$955								\$1,580		\$2,535
25	J				16610 - Salary Expense	\$3,040	\$4,560	\$6,840	\$3,040	\$3,040	\$3,040	\$3,040	\$4,560	\$3,040	\$3,040	\$3,040	\$3,040	\$43,320
26	J				16615 - Salary Expense Overtime													\$0
27	J				16616 - Standby Pay													\$0
28	J				16617 - Severance Pay													\$0
29	J				16620 - Employee Benefit Plan	\$554	\$456	\$780	\$554	\$304	\$304	\$554	\$456	\$304	\$554	\$462	\$304	\$5,586
30	J				16630 - Employee Group Insurance	\$1,104	\$1,103	\$1,103	\$1,103	\$1,103	\$1,103	\$1,103	\$1,103	\$1,103	\$1,103	\$1,103	\$1,117	\$13,247
31	J				16641 - Payroll Tax Expense	\$439	\$349	\$596	\$453	\$302	\$300	\$568	\$349	\$233	\$573	\$353	\$233	\$4,748
32	J				16642 - Workers Comp													\$0
33	B				16650 - Uniforms													\$0
34					Total 04 - Payroll, Taxes & Benefits	\$7,837	\$6,468	\$10,273	\$7,100	\$4,749	\$4,746	\$9,014	\$6,468	\$4,679	\$9,020	\$6,538	\$4,693	\$81,585
35					05 - Contract & Temporary Labor													
36					16131 - Contract Labor-Grounds													\$0
37	x				16134 - Contract Labor-Administration	\$6,525	\$6,525	\$6,525	\$6,525	\$6,525	\$6,525	\$6,525	\$6,525	\$6,525	\$6,525	\$6,525	\$6,525	\$78,300
38	x				16150 - Contract Labor-Buildings	\$237	\$237	\$237	\$237	\$237	\$237	\$237	\$237	\$237	\$840	\$420	\$420	\$3,813
39					16580 - Contract Labor-Security								\$440	\$2,700	\$3,780	\$720	\$720	\$8,360
40					Total 05 - Contract & Temporary Labor	\$6,762	\$6,762	\$6,762	\$6,762	\$6,762	\$6,762	\$6,762	\$7,202	\$9,462	\$11,145	\$7,665	\$7,665	\$90,473
41					07 - Maintenance Expenses													
42					16137 - Small Tools & Shop Supplies	\$198						\$57						\$255
43					16142 - Equipment Maintenance & Repairs													\$0
44					16145 - Vehicles Maintenance & Repairs	\$50		\$69			\$1,739					\$2,921		\$4,778
45	x				16160 - Utilities	\$925	\$471	\$622	\$883	\$676	\$442	\$458	\$553	\$485	\$668	\$635	\$1,690	\$8,508
46	x				16550 - Fuel	\$158	\$159	\$85	\$71	\$123	\$122	\$175	\$121	\$111	\$141	\$162	\$131	\$1,557
47					Total 07 - Maintenance Expenses	\$1,331	\$630	\$777	\$954	\$799	\$2,303	\$689	\$674	\$596	\$809	\$3,717	\$1,820	\$15,099
48					08 - Neighborhood Expenses													
49					16129 - Greenbelt Expenses	\$102	\$2,832	\$102	\$102	\$102	\$102	\$203	\$755	\$40,168	\$2,690	\$142	\$3,850	\$51,147
50					16143 - Grounds Maintenance	\$909	\$1,198	\$3,124	\$575	\$881	\$1,715	\$623	\$2,333	\$2,401	\$3,704	\$1,721	\$1,594	\$20,778
51					16320 - Appraisal District, Tax Office Fees		\$2,312	\$519			\$519			\$519	(\$22)		\$519	\$4,367
52	x				16410 - Deed Restriction Service	\$925	\$925	\$925	\$925	\$925	\$925	\$925	\$925	\$925	\$925	\$925	\$925	\$11,100
53					16412 - Legal Fees - Deed Restriction							\$671	\$464	\$111	\$393		\$800	\$2,439
54					16415 - Newsletter/Public Relations	\$37				\$330		\$652			\$300		\$450	\$1,769
55					16575 - Building Maintenance & Repairs	\$1,328	\$421	\$451	\$479	\$411	\$847	\$280	\$4,411	\$251	\$1,140	\$4,078	\$356	\$14,453
56					16660 - Community Service/LC Clean up						\$100						\$279	\$379
57					Total 08 - Neighborhood Expenses	\$3,300	\$7,687	\$5,121	\$2,081	\$2,649	\$4,209	\$3,355	\$8,887	\$44,376	\$9,129	\$6,866	\$8,773	\$106,433



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
58					09 - Administrative Expenses													
59					16330 - Legal Fees	\$4,832	\$2,822	\$3,500	\$1,570	\$3,252	\$12,280	\$2,428	\$4,460	\$3,588	\$2,350	\$5,260	\$2,040	\$48,382
60					16340 - Auditing Fees							\$10,000						\$10,000
61					16360 - Training			\$200										\$200
62					16390 - Telephone-Communication Expense	\$240	\$240	\$240	\$244	\$248	\$252	\$251	\$272	\$250	\$265	\$265	\$265	\$3,029
63	x				16430 - Bookkeeping Fees	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$6,000
64					16440 - Consulting Fees													\$0
65					16450 - Legal & Public Notices	\$683	\$45										\$628	\$1,355
66	x				16460 - Printing & Office Supplies	\$513	\$316	\$339	\$290	\$369	\$254	\$507	\$236	\$543	\$752	\$211	\$51	\$4,382
67					16520 - Postage & Delivery		\$20	\$10	\$45	\$44			\$48			\$47		\$213
68	x				16530 - Insurance & Surety Bond	\$6,244		\$1,200	\$376	\$326				\$8				\$8,153
69					16560 - Miscellaneous Expense	\$166	\$124	\$306	\$104	\$144	\$223	\$177	\$326	\$131	\$120	\$195	\$101	\$2,117
70					16561 - Dues & State Agency Fees			\$35							\$628			\$663
71					16562 - Holiday Decorations	\$236	\$3,548		\$1,000			\$228						\$5,012
72					16646 - O&M Reserve Fund												\$21,000	\$21,000
73					16647 - Repair & Replacement Reserve												\$62,137	\$62,137
74					Administrative Expense - Other													
75					Total 09 - Administrative Expenses	\$13,412	\$7,615	\$6,329	\$4,128	\$4,882	\$13,509	\$14,091	\$5,841	\$5,021	\$4,614	\$6,478	\$86,723	\$172,643
76					10 - Annexation Expenses													
77					16680 - Criticality Assessment Improvements	(\$4,170)												
78					Total 10 - Annexation Expenses	(\$4,170)												
79	x				16370 - Election Expense	(\$2)			\$1,893		(\$2,742)							(\$851)
80					16480 - Delivery Expense	\$18												\$18
81					66900 - Reconciliation Discrepancies										\$0			\$0
82					Total Expense	\$28,488	\$29,162	\$29,263	\$22,918	\$19,841	\$28,787	\$33,911	\$29,071	\$64,134	\$34,717	\$31,264	\$109,674	\$461,230
83					Net Ordinary Income	(\$24,858)	(\$7,461)	\$186,082	\$151,663	\$28,768	(\$26,113)	(\$32,218)	(\$26,511)	(\$61,896)	(\$33,154)	(\$30,191)	(\$99,530)	\$24,581
84					Other Income/Expense													
85					Other Expense													
86					11 - Capital Expenditures													
87					16693 - Capital - Building	\$2,830		\$1,063	\$0	(\$63)	\$61,231	\$2,561		\$19,502				\$87,123
88					Total 11 - Capital Expenditures	\$2,830	\$0	\$1,063	\$0	(\$63)	\$61,231	\$2,561	\$0	\$19,502				\$87,123
89					Total Other Expense	\$2,830	\$0	\$1,063	\$0	(\$63)	\$61,231	\$2,561	\$0	\$19,502				\$87,123
90					Net Other Income	(\$2,830)	\$0	(\$1,063)	\$0	\$63	(\$61,231)	(\$2,561)	\$0	(\$19,502)	\$0	\$0	\$0	(\$87,123)
91					Net Income	(\$27,688)	(\$7,461)	\$185,019	\$151,663	\$28,830	(\$87,343)	(\$34,779)	(\$26,511)	(\$81,397)	(\$33,154)	(\$30,191)	(\$99,530)	(\$62,542)

# Lost Creek Limited District

## Expense Detail

### September 2019

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
<b>Ordinary Income/Expense</b>						
<b>Expense</b>						
<b>04 · Payroll, Taxes &amp; Benefits</b>						
<b>16610 · Salary Expense</b>						
Paycheck	09/06/2019	1470	Bartolo M. Sanchez		1,368.00	1,368.00
Paycheck	09/06/2019	1470	Bartolo M. Sanchez		0.00	1,368.00
Paycheck	09/06/2019	1470	Bartolo M. Sanchez		152.00	1,520.00
Paycheck	09/20/2019	1471	Bartolo M. Sanchez		1,415.50	2,935.50
Paycheck	09/20/2019	1471	Bartolo M. Sanchez		104.50	3,040.00
Total 16610 · Salary Expense					3,040.00	3,040.00
<b>16615 · Salary Expense Overtime</b>						
Paycheck	09/06/2019	1470	Bartolo M. Sanchez		0.00	0.00
Paycheck	09/20/2019	1471	Bartolo M. Sanchez		0.00	0.00
Total 16615 · Salary Expense Overtime					0.00	0.00
<b>16620 · Employee Benefit Plan</b>						
Paycheck	09/06/2019	1470	Bartolo M. Sanchez		152.00	152.00
Paycheck	09/20/2019	1471	Bartolo M. Sanchez		152.00	304.00
Total 16620 · Employee Benefit Plan					304.00	304.00
<b>16630 · Employee Group Insurance</b>						
Bill	09/30/2019	48519...	TML Intergovernme...	Employee Be...	1,116.61	1,116.61
Total 16630 · Employee Group Insurance					1,116.61	1,116.61
<b>16641 · Payroll Tax Expense</b>						
Paycheck	09/06/2019	1470	Bartolo M. Sanchez		94.24	94.24
Paycheck	09/06/2019	1470	Bartolo M. Sanchez		22.04	116.28
Paycheck	09/06/2019	1470	Bartolo M. Sanchez		0.00	116.28
Paycheck	09/20/2019	1471	Bartolo M. Sanchez		94.24	210.52
Paycheck	09/20/2019	1471	Bartolo M. Sanchez		22.04	232.56
Paycheck	09/20/2019	1471	Bartolo M. Sanchez		0.00	232.56
Total 16641 · Payroll Tax Expense					232.56	232.56
Total 04 · Payroll, Taxes & Benefits					4,693.17	4,693.17
<b>05 · Contract &amp; Temporary Labor</b>						
<b>16134 · Contract Labor-Administration</b>						
Bill	09/25/2019	1266	Pinnacle Texas Man...	Deed restricti...	6,525.00	6,525.00
Total 16134 · Contract Labor-Administration					6,525.00	6,525.00

**Lost Creek Limited District**  
**Expense Detail**  
**September 2019**

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
<b>16150 · Contract Labor-Buildings</b>						
Check	09/12/2019	JimDe...	Merry Maids	cleaning service	210.00	210.00
Check	09/23/2019	HollyD...	Merry Maids	cleaning service	210.00	420.00
Total 16150 · Contract Labor-Buildings					420.00	420.00
<b>16580 · Contract Labor-Security</b>						
Check	09/04/2019	1452	Locke, Chantal	Greenbelt sec...	360.00	360.00
Check	09/04/2019	1453	Noetzel, John	9/2	360.00	720.00
Total 16580 · Contract Labor-Security					720.00	720.00
Total 05 · Contract & Temporary Labor					7,665.00	7,665.00
<b>07 · Maintenance Expenses</b>						
<b>16160 · Utilities</b>						
Check	09/05/2019	ACH	City of Austin	Utilities and ...	366.22	366.22
Check	09/05/2019	ACH	City of Austin	Utilities and ...	33.29	399.51
Check	09/05/2019	ACH	City of Austin	Utilities and ...	33.68	433.19
Check	09/05/2019	ACH	City of Austin	Utilities and ...	18.48	451.67
Check	09/05/2019	ACH	City of Austin	Utilities and ...	30.92	482.59
Check	09/12/2019	ACH	City of Austin	Utilities and ...	450.61	933.20
Check	09/13/2019	ACH	City of Austin	Utilities and ...	472.19	1,405.39
Check	09/26/2019	ACH	City of Austin	Utilities and ...	194.82	1,600.21
Bill	09/27/2019	20190...	Texas Gas Service	Acct 9101702...	89.34	1,689.55
Total 16160 · Utilities					1,689.55	1,689.55
<b>16550 · Fuel</b>						
Check	09/05/2019	BartD...	7-11	fuel	39.00	39.00
Check	09/18/2019	BartD...	7-11	fuel	56.53	95.53
Check	09/27/2019	BartD...	7-11	fuel	35.00	130.53
Total 16550 · Fuel					130.53	130.53
Total 07 · Maintenance Expenses					1,820.08	1,820.08
<b>08 · Neighborhood Expenses</b>						
<b>16129 · Greenbelt Expenses</b>						
Bill	09/30/2019	19-0238	Survey Works		3,850.00	3,850.00
Total 16129 · Greenbelt Expenses					3,850.00	3,850.00

# Lost Creek Limited District

## Expense Detail

### September 2019

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
<b>16143 · Grounds Maintenance</b>						
Check	09/03/2019	HollyD...	Waste Management	waste and rec...	632.20	632.20
Check	09/05/2019	BartD...	Home Depot	irrigation parts	61.23	693.43
Check	09/12/2019	HollyD...	Belson	recycle bin	569.90	1,263.33
Check	09/16/2019	BartD...	Home Depot	irrigation parts	17.97	1,281.30
Check	09/19/2019	HollyD...	Waste Management	waste and rec...	231.36	1,512.66
Check	09/26/2019	BartD...	Home Depot	supplies	81.17	1,593.83
Total 16143 · Grounds Maintenance					1,593.83	1,593.83
<b>16320 · Appraisal Dist and Tax Ofc Fees</b>						
Bill	09/15/2019	5245	Travis Central Appra...	Q4 2019 CAD...	519.37	519.37
Total 16320 · Appraisal Dist and Tax Ofc Fees					519.37	519.37
<b>16410 · Deed Restriction Service</b>						
Bill	09/25/2019	1266	Pinnacle Texas Man...	Deed restricti...	925.00	925.00
Total 16410 · Deed Restriction Service					925.00	925.00
<b>16412 · Legal Fees - Deed Restriction</b>						
Bill	09/30/2019	20190...	Willatt & Flickinger, ...		368.75	368.75
Bill	09/30/2019	20190...	Willatt & Flickinger, ...		430.82	799.57
Total 16412 · Legal Fees - Deed Restriction					799.57	799.57
<b>16415 · Newsletter/Public Relations</b>						
Bill	09/30/2019	1182	GCP Association Se...	Editorial Servi...	450.00	450.00
Total 16415 · Newsletter/Public Relations					450.00	450.00
<b>16575 · Building Maintenance &amp; Repairs</b>						
Check	09/23/2019	HollyD...	Ace Discount Glass ...	window repair	244.00	244.00
Bill	09/25/2019	66651...	ABC Home & Comm...	entry system	14.00	258.00
Bill	09/25/2019	66617...	ABC Home & Comm...	pest control	98.00	356.00
Total 16575 · Building Maintenance & Repairs					356.00	356.00
<b>16660 · Community Service/LC Clean up</b>						
Check	09/30/2019	JimDe...	Rudy's Country Stor...	BC cleanup fo...	279.00	279.00
Total 16660 · Community Service/LC Clean up					279.00	279.00
Total 08 · Neighborhood Expenses					8,772.77	8,772.77
<b>09 · Administrative Expenses</b>						
<b>16330 · Legal Fees</b>						
Bill	09/27/2019	191172	Sneed, Vine & Perry		304.00	304.00
Bill	09/30/2019	34995	McLean & Howard, ...		1,736.26	2,040.26
Total 16330 · Legal Fees					2,040.26	2,040.26

**Lost Creek Limited District**  
**Expense Detail**  
**September 2019**

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
<b>16390 · Telephone-Communication Expense</b>						
Check	09/15/2019	ACH	AT&T	internet	81.74	81.74
Bill	09/25/2019	20190...	T-Mobile	Cell Phone	55.43	137.17
Check	09/30/2019	JimDe...	Google	Google email ...	69.17	206.34
Check	09/30/2019	JimDe...	Intermedia	monthly phon...	58.46	264.80
Total 16390 · Telephone-Communication Expense					264.80	264.80
<b>16430 · Bookkeeping Fees</b>						
Bill	09/25/2019	1266	Pinnacle Texas Man...	Deed restricti...	500.00	500.00
Total 16430 · Bookkeeping Fees					500.00	500.00
<b>16450 · Legal &amp; Public Notices</b>						
Check	09/03/2019	HollyD...	Austin American-Sta...	tax notice	627.92	627.92
Total 16450 · Legal & Public Notices					627.92	627.92
<b>16460 · Printing &amp; Office Supplies</b>						
Check	09/05/2019	HollyD...	Office Depot	tissue	51.35	51.35
Total 16460 · Printing & Office Supplies					51.35	51.35
<b>16560 · Miscellaneous Expense</b>						
Check	09/25/2019	HollyD...	Panera Breads	meeting food	101.34	101.34
Total 16560 · Miscellaneous Expense					101.34	101.34
<b>16646 · O&amp;M Reserve Fund</b>						
General Journal	09/30/2019	TAXL...			21,000.00	21,000.00
Total 16646 · O&M Reserve Fund					21,000.00	21,000.00
<b>16647 · Repair &amp; Replacement Reserve</b>						
General Journal	09/30/2019	TAXL...			62,137.00	62,137.00
Total 16647 · Repair & Replacement Reserve					62,137.00	62,137.00
Total 09 · Administrative Expenses					86,722.67	86,722.67
Total Expense					109,673.69	109,673.69
Net Ordinary Income					-109,673.69	-109,673.69
<b>Net Income</b>					<b>-109,673.69</b>	<b>-109,673.69</b>

# Lost Creek Limited District

## Operating Check Register

As of September 30, 2019

Date	Num	Name	Memo	Amount
<b>Horizon - Manager</b>				
09/06/2019	Ach	United States Treasury	74-1979183	-265.56
09/06/2019	ACH	United States Treasury	74-1979183	-265.56
09/06/2019	ACH	United States Treasury	74-1979183	-280.74
09/20/2019	ACH	United States Treasury	74-1979183	-265.56
09/05/2019	ACH	City of Austin	Utilities and Water	-366.22
09/05/2019	ACH	City of Austin	Utilities and Water	-33.29
09/05/2019	ACH	City of Austin	Utilities and Water	-33.68
09/05/2019	ACH	City of Austin	Utilities and Water	-18.48
09/05/2019	ACH	City of Austin	Utilities and Water	-30.92
09/12/2019	ACH	City of Austin	Utilities and Water	-450.61
09/13/2019	ACH	City of Austin	Utilities and Water	-472.19
09/15/2019	ACH	AT&T	internet	-81.74
09/26/2019	ACH	City of Austin	Utilities and Water	-194.82
09/05/2019	BartD...	Home Depot	irrigation parts	-61.23
09/05/2019	BartD...	7-11	fuel	-39.00
09/16/2019	BartD...	Home Depot	irrigation parts	-17.97
09/18/2019	BartD...	7-11	fuel	-56.53
09/26/2019	BartD...	Home Depot	supplies	-81.17
09/27/2019	BartD...	7-11	fuel	-35.00
09/05/2019	Holly...	Office Depot	tissue	-51.35
09/12/2019	Holly...	Belson	recycle bin	-569.90
09/19/2019	Holly...	Waste Management	waste and recycle collection	-231.36
09/23/2019	Holly...	Merry Maids	cleaning service	-210.00
09/23/2019	Holly...	Ace Discount Glass and Door	window repair	-244.00
09/25/2019	Holly...	Panera Breads	meeting food	-101.34
09/03/2019	Holly...	Austin American-Statesman	tax notice	-627.92
09/03/2019	Holly...	Waste Management	waste and recycle collection	-632.20
09/12/2019	JimDe...	Merry Maids	cleaning service	-210.00
09/30/2019	JimDe...	Google	Google email accounts	-69.17
09/30/2019	JimDe...	Intermedia	monthly phone service	-58.46
09/30/2019	JimDe...	Rudy's Country Store & Bar-B-Q	BC cleanup food	-279.00
09/04/2019	1452	Locke, Chantal	Greenbelt security - 9/2	-360.00
09/04/2019	1453	Noetzel, John	9/2	-360.00
09/17/2019	1454	Jay Maniar		-100.00
09/17/2019	1456	Katherine Watkins		-100.00
09/23/2019	1457	Cara Marcantonio		-100.00
09/06/2019	1470	Bartolo M. Sanchez		-1,255.38
09/20/2019	1471	Bartolo M. Sanchez		-1,255.38
09/20/2019	1472	Zeno Imaging of Austin	Copy Machine Fee	-395.06
Total Horizon - Manager				-10,260.79
<b>Horizon - Money Market</b>				
09/26/2019			Funds Transfer	-20,000.00
09/09/2019			Deposit	142.60
09/25/2019			Deposit	9,322.13
09/30/2019			Interest	106.49
09/30/2019			Deposit	49.52
Total Horizon - Money Market				-10,379.26
<b>Horizon - Operating</b>				
09/03/2019			Deposit	100.00
09/09/2019			Deposit	100.00
09/09/2019			Deposit	200.00
09/16/2019			Deposit	200.00
09/20/2019			Deposit	100.00
09/23/2019			Deposit	100.00
09/23/2019			Deposit	100.00
09/26/2019			Deposit	100.00
09/26/2019			Funds Transfer	20,000.00
09/25/2019	1570	ABC Home & Commercial Services,...		-3,948.00
09/25/2019	1571	McLean & Howard, LLP		-5,260.00
09/25/2019	1572	Vantage Point Transfer Agent 401	401(k) Contributions - Plan #108937	-739.20
09/25/2019	1573	Pinnacle Texas Management Servic...	Deed restrictions, management, boo...	-7,950.00
09/25/2019	1574	Superior Septic/Clean Can, Corp.	Boulder Trail thru Sep 24, 2019	-101.65
09/25/2019	1575	Zeno Imaging of Austin	Copy Machine Fee	-211.31
09/25/2019	1576	T-Mobile	cell phone	-55.34

**Lost Creek Limited District**  
**Operating Check Register**  
**As of September 30, 2019**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
09/25/2019	1577	Texas Gas Service	Gas Service	-87.60
09/25/2019	1578	TML Intergovernmental Employee B...	Employee Benefits Pool	-1,102.67
09/25/2019	1579	Travis Central Appraisal District	Q4 2019 CAD Fees	-519.37
09/25/2019	1580	T-Mobile	cell phone	-55.43
Total Horizon - Operating				969.43
<b>TexPool</b>				
09/30/2019			Deposit	522.97
Total TexPool				522.97
<b>TOTAL</b>				<b>-19,147.65</b>

TXDIST1A

## TRAVIS COUNTY TAX OFFICE

OVERALL COLL/DIST REPORT

DATE 10/01/2019

PAGE

58

RECEIVABLE BALANCE 'R' REPORT

FROM 09/01/2019 TO 09/30/2019

YEAR FROM 0000 TO 2018

ALL OTHERS

L6P -- LOST CREEK LIMITED DISTRICT

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YEAR	BEGINNING TAX BALANCE	TAX ADJ	BASE TAX COLLECTED	REVERSALS	NET BASE TAX COLLECTED	PERCENT COLLECTED	ENDING TAX BALANCE	P & I COLLECTED	P & I REVERSALS	LRP COLLECTED	OTHER COLLECTED	PENALTY COLLECTED	TOTAL DISTRIBUTED
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2016	737.96	.00	380.58	.00	380.58	51.57 %	357.38	61.21	.00	.00	.00	.00	441.79
2017	823.80	.00	1.60	.00	1.60	.19 %	822.20	.13	.00	.00	.00	.00	1.73

TOTL	1561.76	.00	382.18	.00	382.18	24.47 %	1179.58	61.34	.00	.00	.00	.00	443.52
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2018	2205.79	.74-	524.24	.00	524.24	23.77 %	1680.81	40.19	.00	.00	.00	.00	564.43
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ENTITY

TOTL	3767.55	.74-	906.42	.00	906.42	24.06 %	2860.39	101.53	.00	.00	.00	.00	1007.95
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TXDIST1A

## TRAVIS COUNTY TAX OFFICE

OVERALL COLL/DIST REPORT

DATE 10/01/2019

PAGE 98

RECEIVABLE BALANCE 'R' REPORT

FROM 09/01/2019 TO 09/30/2019

YEAR FROM 0000 TO 2018

ALL OTHERS

U27 -- LOST CREEK MUD

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

1996	.00	.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	.00
1998	.00	.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	.00
2000	.00	.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	.00
2002	.00	.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	.00
2004	.00	.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	.00
2006	.00	.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	.00
2008	1021.24	.00	776.74	.00	776.74	76.06 %	244.50	622.04	.00	.00	.00	.00	1398.78
2009	836.24	.00	807.38	.00	807.38	96.55 %	28.86	581.99	.00	.00	.00	.00	1389.37
2010	941.86	.00	807.38	.00	807.38	85.72 %	134.48	517.40	.00	.00	.00	.00	1324.78
2011	862.50	.00	850.94	.00	850.94	98.66 %	11.56	477.24	.00	.00	.00	.00	1328.18
2012	1107.09	.00	624.85	.00	624.85	56.44 %	482.24	300.45	.00	.00	.00	.00	925.30
2013	771.47	.00	632.81	.00	632.81	82.03 %	138.66	253.65	.00	.00	.00	.00	886.46
2014	489.32	.00	478.72	.00	478.72	97.83 %	10.60	153.59	.00	.00	.00	.00	632.31
2015	988.85	.00	500.57	.00	500.57	50.62 %	488.28	120.55	.00	.00	.00	.00	621.12
2016	.00	.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	.00

ENTITY

TOTL	7041.61	.00	5479.39	.00	5479.39	77.81 %	1562.22	3026.91	.00	.00	.00	.00	8506.30
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# 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: 10/11/2019  
Settlement Date: 09/30/2019

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	\$522.97	\$294,625.88
		TexPool Totals:	\$522.97	\$294,625.88
		Locations Totals	\$522.97	\$294,625.88

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.

**Lost Creek Limited District**  
**Reconciliation Detail**  
**Horizon - Manager, Period Ending 09/30/2019**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						4,158.39
<b>Cleared Transactions</b>						
<b>Checks and Payments - 41 items</b>						
Check	07/23/2019	1434	Purvi Kamalia	X	-100.00	-100.00
Check	08/26/2019	1448	Noetzel, John	X	-360.00	-460.00
Check	08/26/2019	1450	Daniel Rivera	X	-180.00	-640.00
Paycheck	08/27/2019	1469	Bartolo M. Sanchez	X	-1,325.33	-1,965.33
Check	08/31/2019	JimDe...	Google	X	-69.56	-2,034.89
Check	09/03/2019	HollyD...	Waste Management	X	-632.20	-2,667.09
Check	09/03/2019	HollyD...	Austin American-Sta...	X	-627.92	-3,295.01
Check	09/04/2019	1453	Noetzel, John	X	-360.00	-3,655.01
Check	09/04/2019	1452	Locke, Chantal	X	-360.00	-4,015.01
Check	09/05/2019	ACH	City of Austin	X	-366.22	-4,381.23
Check	09/05/2019	BartD...	Home Depot	X	-61.23	-4,442.46
Check	09/05/2019	HollyD...	Office Depot	X	-51.35	-4,493.81
Check	09/05/2019	BartD...	7-11	X	-39.00	-4,532.81
Check	09/05/2019	ACH	City of Austin	X	-33.68	-4,566.49
Check	09/05/2019	ACH	City of Austin	X	-33.29	-4,599.78
Check	09/05/2019	ACH	City of Austin	X	-30.92	-4,630.70
Check	09/05/2019	ACH	City of Austin	X	-18.48	-4,649.18
Paycheck	09/06/2019	1470	Bartolo M. Sanchez	X	-1,255.38	-5,904.56
Liability Check	09/06/2019	ACH	United States Treas...	X	-280.74	-6,185.30
Liability Check	09/06/2019	ACH	United States Treas...	X	-265.56	-6,450.86
Liability Check	09/06/2019	Ach	United States Treas...	X	-265.56	-6,716.42
Check	09/12/2019	HollyD...	Belson	X	-569.90	-7,286.32
Check	09/12/2019	ACH	City of Austin	X	-450.61	-7,736.93
Check	09/12/2019	JimDe...	Merry Maids	X	-210.00	-7,946.93
Check	09/13/2019	ACH	City of Austin	X	-472.19	-8,419.12
Check	09/15/2019	ACH	AT&T	X	-81.74	-8,500.86
Check	09/16/2019	BartD...	Home Depot	X	-17.97	-8,518.83
Check	09/18/2019	BartD...	7-11	X	-56.53	-8,575.36
Check	09/19/2019	HollyD...	Waste Management	X	-231.36	-8,806.72
Paycheck	09/20/2019	1471	Bartolo M. Sanchez	X	-1,255.38	-10,062.10
Bill Pmt -Check	09/20/2019	1472	Zeno Imaging of Au...	X	-395.06	-10,457.16
Liability Check	09/20/2019	ACH	United States Treas...	X	-265.56	-10,722.72
Check	09/23/2019	HollyD...	Ace Discount Glass ...	X	-244.00	-10,966.72
Check	09/23/2019	HollyD...	Merry Maids	X	-210.00	-11,176.72
Check	09/23/2019	1457	Cara Marcantonio	X	-100.00	-11,276.72
Check	09/25/2019	HollyD...	Panera Breads	X	-101.34	-11,378.06
Check	09/26/2019	ACH	City of Austin	X	-194.82	-11,572.88
Check	09/26/2019	BartD...	Home Depot	X	-81.17	-11,654.05
Check	09/27/2019	BartD...	7-11	X	-35.00	-11,689.05
Check	09/30/2019	JimDe...	Rudy's Country Stor...	X	-279.00	-11,968.05
Check	09/30/2019	JimDe...	Intermedia	X	-58.46	-12,026.51
Total Checks and Payments					-12,026.51	-12,026.51
<b>Deposits and Credits - 1 item</b>						
Transfer	10/04/2019			X	10,000.00	10,000.00
Total Deposits and Credits					10,000.00	10,000.00
Total Cleared Transactions					-2,026.51	-2,026.51
Cleared Balance					-2,026.51	2,131.88

**Lost Creek Limited District**  
**Reconciliation Detail**  
**Horizon - Manager, Period Ending 09/30/2019**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 14 items</b>						
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	09/17/2019	1456	Katherine Watkins		-100.00	-1,618.94
Check	09/17/2019	1454	Jay Maniar		-100.00	-1,718.94
Check	09/30/2019	JimDe...	Google		-69.17	-1,788.11
Total Checks and Payments					-1,788.11	-1,788.11
<b>Deposits and Credits - 1 item</b>						
Deposit	11/15/2018				7.01	7.01
Total Deposits and Credits					7.01	7.01
Total Uncleared Transactions					-1,781.10	-1,781.10
Register Balance as of 09/30/2019					-3,807.61	350.78
<b>New Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	10/01/2019	1458	Kim Nutter		-100.00	-100.00
Check	10/01/2019	1459	Cecilia Bernstein		-100.00	-200.00
Paycheck	10/04/2019	1473	Bartolo M. Sanchez		-1,335.87	-1,535.87
Total Checks and Payments					-1,535.87	-1,535.87
Total New Transactions					-1,535.87	-1,535.87
<b>Ending Balance</b>					<b>-5,343.48</b>	<b>-1,185.09</b>

**Lost Creek Limited District**  
**Reconciliation Detail**  
**Horizon - Money Market, Period Ending 09/30/2019**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						236,933.37
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Transfer	09/26/2019			X	-20,000.00	-20,000.00
Transfer	10/04/2019			X	-10,000.00	-30,000.00
Total Checks and Payments					-30,000.00	-30,000.00
<b>Deposits and Credits - 4 items</b>						
Deposit	08/31/2019			X	63.01	63.01
Deposit	09/09/2019			X	142.60	205.61
Deposit	09/25/2019			X	9,322.13	9,527.74
Deposit	09/30/2019			X	106.49	9,634.23
Total Deposits and Credits					9,634.23	9,634.23
Total Cleared Transactions					-20,365.77	-20,365.77
Cleared Balance					-20,365.77	216,567.60
Register Balance as of 09/30/2019					-20,365.77	216,567.60
<b>Ending Balance</b>					<b>-20,365.77</b>	<b>216,567.60</b>

**Lost Creek Limited District**  
**Reconciliation Detail**  
**Horizon - Operating, Period Ending 09/30/2019**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						28,987.25
<b>Cleared Transactions</b>						
<b>Checks and Payments - 13 items</b>						
Bill Pmt -Check	08/26/2019	1558	McLean & Howard, ...	X	-2,350.00	-2,350.00
Bill Pmt -Check	08/26/2019	1560	Priority Landscapes,...	X	-1,498.00	-3,848.00
Bill Pmt -Check	08/26/2019	1564	TML Intergovernme...	X	-1,102.67	-4,950.67
Bill Pmt -Check	08/26/2019	1565	Tropic Services, Inc.	X	-796.80	-5,747.47
Bill Pmt -Check	08/26/2019	1566	Vantage Point Trans...	X	-486.40	-6,233.87
Bill Pmt -Check	08/26/2019	1568	Willatt & Flickinger, ...	X	-392.90	-6,626.77
Bill Pmt -Check	08/26/2019	1569	Zeno Imaging of Au...	X	-270.89	-6,897.66
Bill Pmt -Check	08/26/2019	1557	Lori Mitchell	X	-227.50	-7,125.16
Bill Pmt -Check	08/26/2019	1561	Superior Septic/Clea...	X	-101.65	-7,226.81
Bill Pmt -Check	08/26/2019	1563	Texas Gas Service	X	-87.86	-7,314.67
Bill Pmt -Check	08/26/2019	1562	T-Mobile	X	-55.43	-7,370.10
Bill Pmt -Check	09/25/2019	1573	Pinnacle Texas Man...	X	-7,950.00	-15,320.10
Bill Pmt -Check	09/25/2019	1571	McLean & Howard, ...	X	-5,260.00	-20,580.10
Total Checks and Payments					-20,580.10	-20,580.10
<b>Deposits and Credits - 9 items</b>						
Deposit	09/03/2019			X	100.00	100.00
Deposit	09/09/2019			X	100.00	200.00
Deposit	09/09/2019			X	200.00	400.00
Deposit	09/16/2019			X	200.00	600.00
Deposit	09/20/2019			X	100.00	700.00
Deposit	09/23/2019			X	100.00	800.00
Deposit	09/23/2019			X	100.00	900.00
Deposit	09/26/2019			X	100.00	1,000.00
Transfer	09/26/2019			X	20,000.00	21,000.00
Total Deposits and Credits					21,000.00	21,000.00
Total Cleared Transactions					419.90	419.90
Cleared Balance					419.90	29,407.15
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 14 items</b>						
Bill Pmt -Check	04/18/2018	1325	Hill Country Outdoor...		-7.50	-7.50
Check	08/27/2018	1112	Locke, Chantal		-160.00	-167.50
Paycheck	01/22/2019	1473	Christopher C Vetro...		-138.52	-306.02
Bill Pmt -Check	08/26/2019	1567	Vine Branches		-300.00	-606.02
Bill Pmt -Check	08/26/2019	1555	ABC Home & Comm...		-98.00	-704.02
Bill Pmt -Check	09/25/2019	1570	ABC Home & Comm...		-3,948.00	-4,652.02
Bill Pmt -Check	09/25/2019	1578	TML Intergovernme...		-1,102.67	-5,754.69
Bill Pmt -Check	09/25/2019	1572	Vantage Point Trans...		-739.20	-6,493.89
Bill Pmt -Check	09/25/2019	1579	Travis Central Appra...		-519.37	-7,013.26
Bill Pmt -Check	09/25/2019	1575	Zeno Imaging of Au...		-211.31	-7,224.57
Bill Pmt -Check	09/25/2019	1574	Superior Septic/Clea...		-101.65	-7,326.22
Bill Pmt -Check	09/25/2019	1577	Texas Gas Service		-87.60	-7,413.82
Bill Pmt -Check	09/25/2019	1580	T-Mobile		-55.43	-7,469.25
Bill Pmt -Check	09/25/2019	1576	T-Mobile		-55.34	-7,524.59
Total Checks and Payments					-7,524.59	-7,524.59
Total Uncleared Transactions					-7,524.59	-7,524.59
Register Balance as of 09/30/2019					-7,104.69	21,882.56
<b>New Transactions</b>						
<b>Deposits and Credits - 3 items</b>						
Deposit	10/02/2019				100.00	100.00
Deposit	10/04/2019				200.00	300.00
Deposit	10/08/2019				200.00	500.00
Total Deposits and Credits					500.00	500.00
Total New Transactions					500.00	500.00
<b>Ending Balance</b>					<b>-6,604.69</b>	<b>22,382.56</b>

***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

September 30, 2019

**Attention:** Jim Emmons, General Manager

File #: 2338-001

Inv #: 34995

**RE:** General

<b>DATE</b>	<b>DESCRIPTION</b>	<b>HOURS</b>	<b>AMOUNT</b>	<b>LAWYER</b>
Sep-25-19	Prepare for and participate in Board of Directors' meeting (flat fee).	3.80	1,000.00	ASC
	Prepare Order Levying Tax Rates. Prepare Resolution Adopting Budget. Prepare Amendment to District Information Form.	1.10	330.00	ASC
Sep-26-19	Prepare meeting minutes for September Board of Directors' meeting. Transmit same to General Manager.	0.90	270.00	ASC
	Record District Information Form. Complete tax worksheet as requested by Travis County. Transmit Order Levying Taxes to Travis County.	0.75	90.00	LJH
	Totals	6.55	<u>\$1,690.00</u>	

**DISBURSEMENTS**

**Disbursements**

**Receipts**

Sep-26-19	Fee paid to Travis County Clerk to file Amendment on 9/26/19	46.26	
	Totals	<u>\$46.26</u>	<u>\$0.00</u>

**Total Fees, Disbursements**

---

**\$1,736.26**

Previous Balance

\$5,260.00

Previous Payments

\$5,260.00

**Balance Due Now**

---

**\$1,736.26**



# Invoice

Bill To

Ship To

P.O. #

Terms                      Net 30

Ship Date 10/1/2019

Due Date 10/31/2019

Other

***Pinnacle Texas Management Services***

jemmons@pinnacletexas.com

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

512 795 8461

512 795 8463

Subtotal	\$7,950.00
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Sales Tax (0.0%)	\$0.00
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Total	\$7,950.00
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Payments/Credits	\$0.00
------------------	--------

Balance Due	\$7,950.00
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Rec'd 10.1.19

September 27, 2019

Invoice 191172

80478-0001 : RJK : Preliminary Plat on Adjacent Property

Page 2

# SNEED, VINE & PERRY

A PROFESSIONAL CORPORATION  
ATTORNEYS AT LAW  
ESTABLISHED 1926

Total Fees

0.80

304.00

2705 Bee Cave Road, Suite 160  
Austin, Texas 78746  
(512) 476-6955

Payment Details

Lost Creek Limited District  
Jim Emmons, GM  
1305 Quaker Ridge Dr.  
Austin, TX 78746

September 27, 2019  
Invoice Number: 191172

Our File Number: 80478-0001 : RJK : Preliminary Plat on Adjacent Property

For Services Rendered Through September 26, 2019

Previous Balance

0.00

Net Due From Client

304.00

Hours

Amount

08/27/19	RJK	Research regarding status of preliminary plan application; email to Megan Marrs regarding same.	0.20	76.00
08/28/19	RJK	Email correspondence with Megan Marrs and placed call to Anna Bowlin.	0.10	38.00
09/17/19	RJK	Telephone conference with Anna Bowlin regarding status of Barton Creek Properties preliminary plat application.	0.10	38.00
09/18/19	RJK	Review of City website file on preliminary plan application; review of staff response to third update; email to Megan Mars regarding scheduled October 1, 2019 Zoning and Platting Commission hearing on the preliminary plan.	0.30	114.00
09/23/19	RJK	Email correspondence with Megan Marrs regarding new TIA and confirming date of Zoning and Platting Commission hearing on preliminary plan.	0.10	38.00
Total Hours and Fees			0.80	304.00
Total Fees & Costs				304.00
Previous Balance				38.00
Previous Payments				38.00
Balance Now Due				304.00

Fee Summary	Hours	Rate	Amount	Billed Amount
Robert J. Kleeman	0.80	380.00	304.00	304.00

September 27, 2019

Invoice 191172

Page 2

80478-0001 : RJK : Preliminary Plat on Adjacent Property

# SNEED, VINE & PERRY

A PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

ESTABLISHED 1928

Total Fees

0.80

304.00

2705 Bee Cave Road, Suite 180

Austin, Texas 78746

(512) 478-8955

## Payment Details

07/15/19 Payment to Account189690

September 27, 2019 38.00

Invoice Number 191172

Jim Eickens, GM

1305 Quaker Ridge Dr.

Austin, TX 78745

Total Payments

38.00

Previous Balance 0.00

Total This Invoice 304.00

**New Balance** 304.00

Our File Number: 80478-0001 : RJK : Preliminary Plat on Adjacent Property

For Services Rendered Through September 26, 2019

08/27/19	RJK	Research regarding status of preliminary plan application; email to Megan Marrs regarding same.	0.20	75.00
08/28/19	RJK	Email correspondence with Megan Marrs and placed call to Anna Bowlin.	0.10	38.00
09/17/19	RJK	Telephone conference with Anna Bowlin regarding status of Barton Creek Property's preliminary plat application.	0.10	38.00
09/18/19	RJK	Review of City website re on preliminary plan application; review of staff response to third update; email to Megan Marrs regarding scheduled October 1, 2019 Zoning and Platting Commission hearing on the preliminary plan.	0.30	114.00
09/23/19	RJK	Email correspondence with Megan Marrs regarding new TIA and confirming date of Zoning and Platting Commission hearing on preliminary plan.	0.10	38.00

Total Fees & Costs

304.00

Previous Balance

38.00

Previous Payments

38.00

Balance Now Due

304.00

Fee Summary	Hours	Rate	Amount	Billed Amount
Robert J. Kleeman	0.80	380.00	304.00	304.00

**WILLATT & FLICKINGER, PLLC**  
**ATTORNEYS AT LAW**

12912 HILL COUNTRY BLVD., SUITE F-232 • AUSTIN, TEXAS 78738 • (512) 476-6604 • FAX (512) 469-9148

September 30, 2019

**VIA ELECTRONIC TRANSMISSION ONLY**

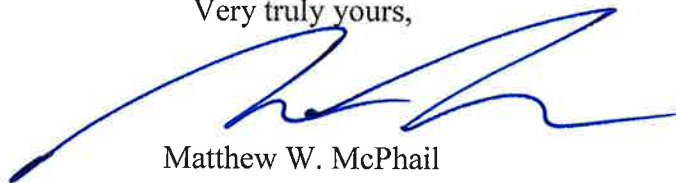
Lost Creek Limited District  
% Pinnacle Texas Management Services  
7301 RR 620 N., Suite 155  
Austin, Texas 78726  
Attn: Jim Emmons

**Re: Lost Creek Limited District**

Dear Jim:

Enclosed is our bill for professional services rendered to date for Lost Creek Limited District.

Very truly yours,



Matthew W. McPhail

MM/sw  
Enclosure

**WILLATT & FLICKINGER, PLLC**  
**ATTORNEYS AT LAW**

12912 HILL COUNTRY BLVD., SUITE F-232 • AUSTIN, TEXAS 78738 • (512) 476-6604 • FAX (512) 469-9148

September 30, 2019

Lost Creek Limited District  
% Pinnacle Texas Management Services  
7301 RR 620 N., Suite 155  
Austin, Texas 78726  
Attn: Jim Emmons

---

FOR PROFESSIONAL SERVICES RENDERED to date:

09/09/19      Review email correspondence from Hector Cardenas on neighbor consent letter concerning property at 1806 Congressional Circle and forward same to Wilson Shirley of the ACC. (0.25 Hours Attorney time).

09/19/19      Telephone conference with Jim Emmons on demand letter for Wilson (5801 Fox Chapel Drive). (0.25 Hour Attorney time).

09/20/19      Draft demand letter in connection with deed restriction violation for Wilson (5801 Fox Chapel Drive). (0.5 Hours Legal Assistant time). Review and revise demand letter for Wilson (5801 Fox Chapel Drive). (0.5 Hours Attorney time). Finalize and send letter to Wilson (5801 Fox Chapel Drive). (0.5 Hours Legal Assistant time).

Attorney BF: 0 Hours @ \$295.00 per hour	
Attorney MM: 1.0 Hours @ \$295.00 per hour	\$295.00
Legal Assistant SW: 1.0 Hours @ \$95.00 per hour	\$95.00

CLIENT EXPENSES

8 Photocopies @ \$.20 each	\$1.60
15 Color Photocopies @ \$.50 each	\$7.50
Diligent Delivery Systems	\$31.72

Total Client Expenses	\$40.82
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TOTAL AMOUNT DUE	\$430.82
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**WILLATT & FLICKINGER, PLLC**  
**ATTORNEYS AT LAW**

12912 HILL COUNTRY BLVD., SUITE F-232 • AUSTIN, TEXAS 78738 • (512) 476-6604 • FAX (512) 469-9148

August 30, 2019

**VIA ELECTRONIC TRANSMISSION ONLY**

Lost Creek Limited District  
% Pinnacle Texas Management Services  
7301 RR 620 N., Suite 155  
Austin, Texas 78726  
Attn: Jim Emmons

**Re: Lost Creek Limited District**

Dear Jim:

Enclosed is our bill for professional services rendered to date for Lost Creek Limited District.

Very truly yours,



Matthew W. McPhail

MM/sw  
Enclosure

**WILLATT & FLICKINGER, PLLC**  
**ATTORNEYS AT LAW**

12912 HILL COUNTRY BLVD., SUITE F-232 • AUSTIN, TEXAS 78738 • (512) 476-6604 • FAX (512) 469-9148

August 30, 2019

Lost Creek Limited District  
% Pinnacle Texas Management Services  
7301 RR 620 N., Suite 155  
Austin, Texas 78726  
Attn: Jim Emmons

---

FOR PROFESSIONAL SERVICES RENDERED to date:

08/21/19      Email correspondence with Jim Emmons, Hector Cardenas and Wilson Shirley on ACC application for 1806 Congressional Circle. (0.50 Hours Attorney time). Telephone conference with Jim Emmons and follow-up emails with the ACC and Hector Cardenas on same. (0.25 Hours Attorney time).

08/23/19      Review email correspondence from Hector Cardenas and forward same to the ACC. (0.25 Hours Attorney time). Telephone conference with Hector Cardenas on same. (0.25 Hours Attorney time).

Attorney BF: 0 Hours @ \$295.00 per hour	
Attorney MM: 1.25 Hours @ \$295.00 per hour	\$368.75
Legal Assistant SW: 0 Hours @ \$95.00 per hour	
TOTAL AMOUNT DUE	\$368.75

**MINUTES OF REGULAR MEETING**  
**BOARD OF DIRECTORS**

**LOST CREEK LIMITED DISTRICT**  
**Travis County, Texas**

**September 25, 2019**

The Board of Directors of Lost Creek Limited District of Travis County, Texas, convened in a regular meeting at the Lost Creek Limited District administrative office located at 1305 Quaker Ridge Drive, Austin, Travis County, Texas, on Wednesday, September 25, 2019. Lawful and proper notice of the time, place and the subject of the meeting was posted at the place and time required by law.

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 (Pinnacle Texas Management Services)

Residents and guests: See Attached Sign-in Sheet

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**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.

**2. Citizen Communications (Agenda Item 2)**

A resident provided comments to the Board regarding statements made by a director at a prior meeting relating to the cost of management services and potential change in service providers.

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

Mr. Emmons announced handouts.

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

Director Connor moved that the Board approve the Consent Agenda subject to correction of any typographical errors in the prior meeting minutes. Director Vetromile seconded the motion, which carried unanimously (5-0).



5. **Financial Matters (Agenda Item 7)**

Monthly Financial Report. Director Bitner presented his monthly financial report. The Board discussed the report but took no action.

Public Hearing. At 6:43 p.m., the Board convened a public hearing regarding the adoption of final tax rates for the 2019 tax year. At 6:51 p.m., the Board closed the public hearing.

Resolution Approving Fiscal Year Budget. The Board discussed individual line item expenses and revenues in the draft fiscal year budget. After discussion and a revised budget was distributed to the Board members, Director Stewart moved that the Board adopt Resolution No. 2019-0925-01 approving a fiscal year budget for the 2019-2020 fiscal year. Director Marrs seconded the motion, which carried unanimously. A copy of the Resolution and the approved budget are attached to these meeting minutes.

Order Levying Final Tax Rates. Director Stewart moved that the Board adopt Ordre No. 2019-0925-01 levying a final maintenance tax rate of \$0.0425 per \$100 assessed valuation. Director Marrs seconded the motion, which carried unanimously.

Amendment to District Information Form. Director Stewart moved that the Board approve the Amendment to District Information Form. Director Connor seconded the motion, which carried unanimously.

6. **District Management, Bookkeeping and Restrictive Covenant Services (Agenda Item 5)**

The Board discussed the draft Request for Proposals for Management, Bookkeeping and Restrictive Covenant Services (RFP) included in the Board packets. After extensive discussion, Director Connor moved that the Board authorize the RFP to be sent out to potential service providers subject to revision of the RFP to incorporate the following revisions: (i) correction of typographical errors; (ii) to authorize proposals to be submitted by individuals; (iii) to require separate pricing for each category of services; and (iv) to include a proposal submission date of the Friday before the November Board of Directors meeting. Director Vetromile asked whether Director Connor would accept a friendly amendment to the motion so reflect that the RFP must require proposers to furnish all services. Director Connor accepted the amendment. Director Vetromile seconded the motion as amended. After further discussion, the motion failed with Directors Bitner and Connor voting for the motion, Directors Stewart and Marrs voting against the motion, and Director Vetromile abstained from the .

The Board asked legal counsel to prepare a revised draft of the RFP that incorporates the comments made by the Board for consideration at a future meeting.

7. **Communications with Residents (Agenda Item 8)**

The Board discussed the draft communication to residents relating to the potential acquisition of the Marshall Tract. After discussion, Director Stewart moved that the Board authorize the

communication to be sent to residents subject to incorporation of the edits discussed at the meeting. Director Vetromile seconded the motion, which carried unanimously.

**8. Marshall Tract (Agenda Item 9)**

Director Marrs noted that she was preparing a draft flow chart relating to potential funding and acquisition of the Marshall Tract.

**9. District Deed Restriction Enforcement Services (Agenda Item 6)**

Mr. Emmons presented his monthly deed restriction enforcement report. The Board discussed individual properties in potential violation of the restrictions. The Board authorized the General Manager to direct deed restriction litigation counsel to send a demand letter to the owner of property at 6508 Whitemarsh Valley regarding a potential violation associated with a trailer parked in public view. With respect to 1806 Congressional Circle, the Board requested that the General Manager advise the ACC that it desires a final determination from the ACC as to whether the owner has secured the requisite approvals for construction within the property setback. The Board also requested the General Manager to send compliance notice to the owners of other properties in potential violation of the restrictions.

**10. District Trails and Greenbelt (Agenda Item 10)**

The Board considered a proposal from Sanchez and Sons for payment of \$3,500 to relocate a boulder, repair rock damage, and add additional boulders at Boulder Trail Park. After discussion, Director Connor moved that the Board approve the proposal. Director Marrs seconded the motion, which carried unanimously.

The Board also considered a proposal for surveying services by Survey Works to survey the District's greenbelt at a cost not to exceed \$3,850. Director Connor moved that the Board approve the proposal. Director Vetromile seconded the motion, which carried unanimously.

The Board tabled consideration of the remaining items under Agenda Item 10.

**11. General Manager's Report (Agenda Item 11)**

Mr. Emmons presented his monthly General Manager Report. He noted the scheduled time for the Barton Creek Cleanup Event. He also summarized maintenance and repair activities completed during the prior month. The Board took no action regarding the report.

**12. District Committee Reports (Agenda Item 17)**

The Stratus Committee provided a brief report regarding the status of development approvals for the project.

The Firewise and Dark Skies Community summarized scheduled events.

The Communications Committee reported that it was working on the Annual Report.

There was no report by the Strategic Partnership and Budget Committee.

The Parks, Recreation and Beautification Committee provided a brief report regarding landscaping maintenance.

**13. Meeting Dates (Agenda Item 13)**

The Board scheduled a meeting of the Board of Directors for November 13, 2019.

**14. Litigation Proceedings (Agenda Item 14)**

The Board briefly discussed the status of litigation proceedings and timing for communicating the status to residents.

**15. Adjournment (Agenda Item 14)**




Director Bitner moved to adjourn the meeting at 9:25 p.m. The meeting adjourned at 9:26 p.m.

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Secretary


# Covenant Issue Report for October 16, 2019

## Courtesy Notice

<b>6815 Cypress Pt N</b>	Tree debris	17. Trash, garbage or other waste shall not be kept except in sanitary containers...	
<b>1900 Port Royal</b>	Sight lines	B-15. No ...shrub plantings which obstruct sight lines .. shall be ... permitted ..on any corner lot...	
<b>1404 Thaddeus Cv</b>	ACC approval	2. No building wall or other structure shall be erected or placed...	

## Ongoing ACC Issues

<b>1806 Congressional Cir</b>	Variance requesting approval for setback violation denied by ACC.	2. No building wall or other structure shall be erected or placed...	
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<b>5801 Fox Chapel</b>	Variance for fence > 6' has been appealed by neighbor	3.18 Fences. No fence, wall or hedge shall...exceed six feet.	
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# September FY19 Update

## Current

- \$461,229 Expenses YTD
- \$450,748 Annual Operating Plan
- \$533,476 Liquidity

## Outlook

- \$461,229 Operating Expense outlook
  - **(\$10,481)** unfavorable vs Operating Plan
- \$14,313 favorable Revenue
- \$24,580 *Net Op Income*
  - *vs \$20,747 plan, \$3,833 favorable*
- **(\$62,544) Net Income**

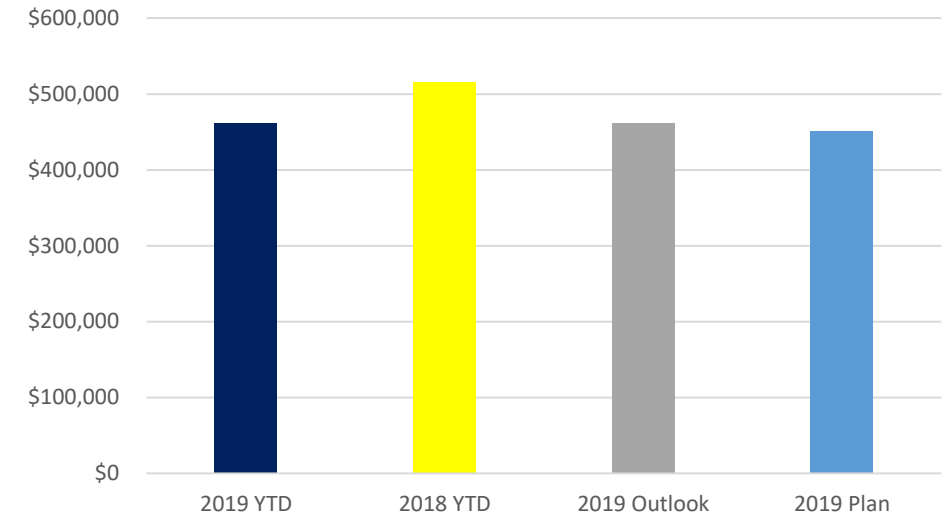
## Highlights

- \$9.5k Property tax collections
- \$800 Deed restriction attorney fees
- \$3.8k Survey costs
- \$83.1k Reserves allocation

## Capital Expenditures

- \$87,124 YTD vs \$86,000 FY19 plan

2019 LD Operating Expense Outlook



## Category

## Plan v Outlook

Payroll, Taxes & Benefits	(\$677)
Contract & Temporary Labor	\$2,031
Maintenance Expenses	(\$250)
Neighborhood Expenses	(\$10,782)
Administrative Expenses	\$157
Election Expenses & Refund	(\$869)
Total	(\$10,481)

Note: All plan numbers reflect amended budget adopted May 2019

# LOST CREEK LIMITED DISTRICT

## Request for Proposals (RFP) for Management, Deed Restriction Enforcement and Bookkeeper Services

Submission Due by \_\_:\_\_, CST on \_\_\_\_\_, \_\_\_\_\_.

## 1. OVERVIEW AND BACKGROUND INFORMATION

### 1.1 Summary

The Board of Directors of Lost Creek Limited District (the “District”) seeks proposals from qualified firms to provide management, bookkeeping and ~~/or~~ deed restriction enforcement services (collectively, the “Services”) on behalf of the District. This Request for Proposals (RFP) solicits information regarding the competence and qualifications of firms that are interested in providing ~~some or~~ all of the Services for and on behalf of the District, and the costs of rendering Services. It is the intent of the District to identify the most qualified firm that can provide ~~one or more~~ all of the Services to the District at the lowest cost.

### 1.2 Information Regarding District

The District is a “limited district” and the successor to the Lost Creek Municipal Utility District. The District was 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 Agreement”).

The District encompasses approximately 1,200 residential homes and a number of office buildings. The District is generally located west of Highway 360, east of Barton Creek, and south of Bee Caves Road. Pursuant to the terms of SPA Agreement, all lands within the District are located within the corporate boundaries of the City of Austin.

The SPA Agreement generally limits the District’s authorized functions to the enforcement of deed restrictions and the operation and maintenance of the District’s park and recreational facilities. The District operates two parks and a number of greenbelt properties. The District does not own or operate any water, wastewater or utility facilities, and the District does not provide any utility services.

The District owns and maintains an administrative office building located at 1305 Quaker Ridge Road within the District. The office building includes office space, and a meeting room that is used for community events and meetings of the Board of Directors of the District.

The District currently employs one person who primarily performs landscaping and maintenance of District lands and facilities.

The District is governed by a five person Board of Directors. Director elections are conducted in November of even-numbered years. The Board generally meets once per month.

### 1.3 Scope of Services

The District seeks proposals from qualified firms who are willing to provide ~~any one or more~~ all of the following services on behalf of the District:

i. General Management Services: The District seeks qualified firms that can provide the following general management services:

- Management of the District’s assets, operations and employee
- Coordination with District vendors and consultants



- Implementation of Board policies, projects and directives
- Management of ongoing projects and contract compliance
- Preparation and distribution of meeting packets for the Board of Directors' meetings
- Posting of agendas for Board of Directors' meetings
- Updating the District's website
- Attendance at Board of Directors' meetings
- Attendance at Committee meetings
- Send out periodic newsletters to District residents as directed by the Board of Directors

ii. Bookkeeping and Financial Management:

- Manage District funds in accordance with Board policies, directives and the District's Investment Policy
- Establish and maintain, if applicable, checking accounts, journals and ledgers pertaining to the District's Operating Fund and any other funds all in accordance with generally accepted accounting procedures, the laws of the State of Texas, policies and regulations adopted by the Board of Directors of the District, and the requirements of the Texas Commission on Environmental Quality, and in such a manner that excessive auditing procedures or adjustments by the auditors are not required.
- Reconcile all District accounts at least every thirty (30) days, and promptly report any discrepancies to the appropriate depository institution and the Board at its next meeting.
- Maintain a summary general ledger for the Tax Fund from reports supplied by the County.
- Prepare and present for Board approval all checks, with invoices attached, drawn on the District's General Operating Fund.
- Prepare IRS Forms W-2, W-3 and 941, and otherwise comply with the provisions of the Internal Revenue Code, as amended from time to time, with respect to the payment of fees of office for each member of the Board and for the District's employee.
- At each meeting of the Board (but not more often than monthly), prepare and present a cash flow report and account balance report indicating all activity within each of the District funds and the current distribution and investment of moneys within each fund and prepare and present an actual versus budget comparison statement and Balance Sheet in the General Operating Fund.
- Complete postings and close all journals and ledgers within forty-five (45) days after the end of District's fiscal year.
- Be accessible to the District's auditor to efficiently perform the annual audit, including use of Bookkeeper's office facilities during the field audit.
- Maintain required training to serve as Investment Officer of the District
- Assist Finance Committee with preparing and administering annual Fiscal Year Budget

iii. Resident Services: The District desires that the qualified firm will provide on-site personnel at the District's administrative office for District residents:

- At least one person should be on-site 20 hours per week Monday through Friday
- General hours will be 8:00 a.m. to 12:00 p.m. each weekday or as otherwise requested by the Board of Directors
- The on-site personnel must provide timely and professional responses to resident inquiries

- The on-site personnel will manage and schedule facility reservations and usage (park and pavilion use, and use of the community room within the administrative office building)
- The on-site personnel will provide notary services for District residents

iv. Deed Restriction Enforcement: There are no mandatory homeowners' associations within the District. Further, the District consists of approximately 19 different subdivisions, each of which has a separate set of deed restrictions. The District enforces deed restriction violations. The District seeks a qualified firm that will provide the following general services relating to deed restriction enforcement:

- Coordinate with the Architectural Control Committee with respect to construction approval requests and potential violations.
- Receive and respond to resident complaints regarding potential deed restriction violations
- Present monthly updates to the Board of Directors at its meetings regarding potential deed restriction violations
- Communicate with property owners regarding potential deed restriction violations in order to resolve the matters informally
- Monitor the status of deed restriction compliance
- Coordinate with the District's deed restriction litigation counsel in the event the Board of Directors authorizes litigation or other formal legal action to resolve any deed restriction violation-
- Maintain a database for recording historical deed restriction enforcement activities relating to individual properties within the District

#### 1.4 Selection Methodology

~~Although the~~The District ~~contemplates the selection of one firm that will provide all of the above-referenced Services, the District reserves the right~~seeks to enter into ~~contracts~~a contract with ~~more than one service provider for different Services. As a result, any Proposer may submit a proposal~~qualified firm or individual to provide ~~some, but not all,~~ of the Services.

The District contemplates that the selection will take place through a multiple-step procurement process. The District will first evaluate all written Proposals received in response to this RFP. Based upon its evaluation of the Proposals, the Board anticipates conducting interviews with one or more of the firms or individuals that responds to this RFP.

At the conclusion of the evaluation process, the District will attempt to negotiate contract with the most qualified firm~~(s)~~ or individual to provide the Services. If the District is unable to negotiate a mutually acceptable contract, the District will terminate negotiations and may conduct negotiations with another ~~Proposer~~firm or individual.

The final selection of a firm or individual, and approval of a contract~~(s)~~ for the Services, will be made by the Board of Directors of the District.

The District reserves the right to terminate this procurement at any time, and will not be responsible for any costs or expenses incurred by any Proposer in responding to this RFP. The District also reserves the right to modify the procurement process at any time.

## 2.0 INSTRUCTIONS AND SUBMITTAL REQUIREMENTS

### 2.1 Submittal Deadline

All Proposals must be submitted to the District by 12:00 Noon, CST on \_\_\_\_\_, \_\_\_\_\_.  
Proposals must be received by the deadline at the following address:

Lost Creek Limited District  
1305 Quaker Ridge Road  
Austin, Texas 78746

### 2.2 Proposal Submission Requirements

Written Proposals should contain the following minimum information:

#### 2.2.1. ~~Firm~~ Information

~~Describe~~Provide information regarding the ~~Proposer's organization~~Proposer in accordance with the format below:

General Information	
Firm <u>or Individual</u>	
Name:	
Address:	
Phone Number:	
<del>Year Firm</del> <del>Established:</del> <u>Years of</u> <del>Relevant Experience :</del>	
Type of Ownership: <u>(if</u> <u>firm):</u>	
Name of Principals and Titles: <u>(if firm):</u>	
Office Location	

#### 2.2.2 Key Personnel

The Proposal should identify key personnel that would be assigned to the District to provide the Services.

### 2.2.3 ~~E0~~xperienceExperience

The Proposal should include a description of the Firm's or individual's experience with other districts or clients for which the ~~firm~~Proposer has rendered similar services. The description of experience must include the following minimum information: name, location, and description, and contact person and telephone number, for representative projects and clients.

### 2.2.4 References

The Proposal should include at least three references. References must include the name of the client, description of services, and reference phone contact information.

### 2.2.5 Performance

- If the Proposer is currently involved in litigation or arbitration based on its services, briefly describe the nature of the claim.
- If the Proposer has ever been terminated from an assignment for non-performance, briefly explain.

### 2.2.6 CONFLICT OF INTEREST STATEMENT

The Proposal ~~Should~~should include the following Conflict of Interest Statement:

I certify that the following statement is true with respect to the Request for Proposals.

1. If the Proposer is an individual, I have not offered or promised to pay or deliver directly or indirectly, any commission, political contribution, gift, favor, gratuity, benefit, or reward to any director or employee of the District as an inducement to secure this contract
2. ~~No~~If the Proposer is a business organization, no principal or employee of this firm has offered or promised to pay or deliver directly or indirectly, any commission, political contribution, gift, favor, gratuity, benefit, or reward to any director or employee of the District as an inducement to secure this contract; and
2. If the Proposer is a business organization, no  
~~2. No~~ employee, officer, board member, agent of the District, or their immediate family members, has any financial or other interest in this firm.

Signed bySignature of Individual or Principal of Firm

Date

\_\_\_\_\_  
Name (Typed)Title (Typed)

#### 2.2.7 Cost of Services

The Proposal should specify the monthly charge for the Services and any additional fees or expenses that would not included in the monthly charge.

#### ~~2.2.8 Excluded Services~~

~~In the event the Proposal relates to some, but not all, of the Services described in this RFP, then the Proposal should clearly identify any excluded Services.~~