

TPDES General Permit Number TXR040000

A. General Information

Authorization Number: TXR040457

Reporting Year (year will be either 1, 2, 3, 4, or 5): Year 4

Annual Reporting Year Option Selected by MS4:

Calendar Year: X

Permit Year: _____

Fiscal Year: _____ Last day of fiscal year: (_____) _____

Reporting period beginning date: (month/date/year) 01/01/2022

Reporting period end date: (month/date/year) 12/31/2022

MS4 Operator Level: Level 2 Name of MS4: Hurst Creek Municipal Utility District

Contact Name: Earl Wood Telephone Number: (512) 261-6281

Mailing Address: 102 Trophy Drive, The Hills, Texas 78738

E-mail Address: earlwood@hurstcreekmud.com

A copy of the annual report was submitted to the TCEQ Region: YES X NO _____

Region the annual report was submitted to: TCEQ Region 11

B. Status of Compliance with the MS4 GP and SWMP

1. Provide information on the status of complying with permit conditions:
(TXR040000 Part IV.B.2)

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	X		

Permittee is currently in compliance with recordkeeping and reporting requirements.	X		
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.).	X		
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report	X		

2. Provide a general assessment of the appropriateness of the selected BMPs. You may use the table below to meet this requirement (**see Example 1 in instructions**):

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)
2	Complete screening of 60% of the Stormwater outfalls that discharge in the MS4 in accordance with identified schedule.	Yes. Inspecting existing labeled storm drains for damaged and/or missing medallions will ensure any necessary repairs are made provide information to reduce stormwater pollutants. The implementation of a systemic outfall screening schedule will ensure regular screening of the MS4 system and assist in detecting illicit discharges and the reduction of stormwater pollutants.
2	Conduct periodic interagency meetings as necessary to maintain collaboration regarding the elimination of illicit discharges.	Yes. The District's ongoing coordination with other entities, including the Village of the Hills, Club Corp and Travis County, ensures that these entities continue to work together to prevent illicit discharges.

3	Review and implement requirements for construction site operators with respect to soil stabilization measures; pollutant control from equipment vehicle washing, construction wastes, and other materials; minimization of pollutant discharges from spills and leaks; and stormwater pollution prevention plans.	Yes. Implementing a site plan review process and other requirements for construction site operators within the MS4 will ensure construction does not result in negative water quality impacts.
3	Review and implement prohibitions of illicit discharges such as wash out wastewater, fuels, oils, soaps, solvents, and dewatering activities.	Yes. Reviewing and implementing prohibitions of illicit discharges will assist in the reduction of stormwater pollutants, including washout wastewater, fuels, oils, soaps, solvents and dewatering activities.
3	Develop procedures for staff training and receipt and consideration of information submitted by the public.	Yes. Developing procedures for staff training based on information provided by the public will ensure that District staff is equipped to educate and answer questions from the public regarding the MS4 system, as well as preventing and reporting illegal dumping.
4	Review, update, and disseminate the education materials, through newsletters, electronic mail, direct mail, or the District website, to residents and local businesses encouraging measures to reduce post-construction site runoff and minimize the impacts of new development/ redevelopment.	Yes. Providing educational materials, through newsletters, electronic or direct mail, and the District website to residents and local businesses will ensure that the public and business community is aware of available measures to reduce post-construction site runoff and minimize the impacts of new development/redevelopment within the MS4 system.

4	Update and implement requirements and procedures applicable to owners and operators of new development and redeveloped sites in order to protect water quality. Document enforcement actions.	Yes. Implementing updated requirements and procedures applicable to owners and operators of new development and redeveloped sites will ensure that such owners and operators are compliant with District rules and regulations, and further protect water quality.
4	Update, implement and document procedures to ensure long-term operation and maintenance of post-construction stormwater control measures.	Yes. Implementing procedures to ensure long-term operation and maintenance of post-construction stormwater control measures will reduce illicit discharges and protect water quality.
5	Evaluate operation and maintenance activities for their potential discharge pollutants in stormwater. Identify pollutants of concern that could be discharged from such activities.	Yes. Reviewing operation and maintenance activities for their potential to discharge pollutants in stormwater and identifying pollutants of concern that could be discharge from such activities will protect water quality and provide the District insight into potential risks and opportunities to mitigate discharge of pollutants into the MS4 system.
5	Develop and implement pollution prevention measures that will reduce discharge of pollutants from operation and maintenance activities. Develop procedures for inspecting and maintaining structural controls and conduction of inspections of pollution prevention measures; maintain inspection log.	Yes. Developing and implementing pollution prevention measures that will reduce discharge of pollutants from operation and maintenance activities will protect water quality and reduce the discharge of pollutants into the MS4 system. Additionally, implementing procedures for inspecting, maintaining structural controls, and conducting inspections will allow the District to identify any illegal discharges of pollutant.

5	Assess each location for opportunities to implement alternative practices for non-pesticide methods of maintenance to become effective.	Yes. Assessing each location for opportunities to implement alternative practices in order for non-pesticide methods of maintenance to become effective will allow the District to increase the use of such alternative practices, and thereby reduce pollutants and protect water quality.
5	Review, update, and disseminate, through direct mail, electronic mail, local newsletters, and/or the District's website, information to inform the public regarding the dangers of illegal dumping and methods for reporting illegal dumpers.	Yes. Reviewing, updating and disseminating (through direct or electronic mail, local newsletters and/or the District's website) information to inform the public regarding the dangers of illegal dumping and methods for reporting illegal dumpers will assist in reducing the discharge of such pollutants and encourage reporting of illegal dumping by the public.

3. Describe progress towards achieving the goal of reducing the discharge of pollutants to the MEP. If no progress was made or the BMP did not result in a reduction in pollutants, provide an explanation. Use the table below to meet this requirement (**see Example 2 in instructions**):

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
2	Complete screening of 60% of the Stormwater outfalls that discharge in the MS4 in accordance with identified schedule.	Perform screenings of Stormwater outfalls that discharge to the MS4	2	Screenings	No, but completing screenings of Stormwater outfalls that discharge to the MS4 allows the District to identify and eliminate any illicit discharges.

2	Conduct periodic interagency meetings as necessary to maintain collaboration regarding the elimination of illicit discharges.	Periodic Interagency Meeting	1;3	Periodic Meetings; Collection Events	No, but conducting periodic interagency meetings and joint collection events promotes collaboration between entities to report and prevent illicit discharges.
3	Review and implement requirements for construction site operators with respect to soil stabilization measures; pollutant control from equipment vehicle washing, construction wastes, and other materials; minimization of pollutant discharges from spills and leaks; and stormwater pollution prevention plans.	Requirements under District's Drainage Rules and Village of the Hills POA's Architecture Review Committee Procedures	1	Rules and Procedures	No, but reviewing and implementing requirements for construction site operators provides for the reduction of site runoff through implementation and recommendations.
3	Review and implement prohibitions of illicit discharges such as wash out wastewater, fuels, oils, soaps, solvents, and dewatering activities.	District rules and policies related to controlling pollutant discharges	1	District Drainage Rules and Pollutant Discharge Control Policy	No, but reviewing and implementing prohibitions of illicit discharges will prevent pollutants, including wash out wastewater, fuels, oils, soaps, solvents and dewatering activities from entering the MS4 system.

3	Develop procedures for staff training and receipt and consideration of information submitted by the public.	Item on agenda	1	District training during Monthly Board of Directors Meetings and Committee Meetings.	No, but developing procedures for staff training based on public comments will encourage efficient and effective control of pollutant discharges by any District facilities, employees, contractors, or other applicable entity.
4	Review, update, and disseminate the education materials, through newsletters, electronic mail, direct mail, or the District website, to residents and local businesses encouraging measures to reduce post-construction site runoff and minimize the impacts of new development/ redevelopment.	Educational Materials	2	Brochure; Annual Consumer Confidence Reports	No, but verifying the existing map of MS4 annually will ensure that the District is in compliance with all requirements under its permit and assist in the efforts to ensure the reduction of stormwater pollutants.
4	Update and implement requirements and procedures applicable to owners and operators of new development and redeveloped sites to protect water quality. Document enforcement actions.	Implement District Rules and Policies regarding new development and redeveloped sites	2	Site Inspections	No, but updating and implementing requirements for owners and operators of new development and redeveloped sites will ensure that such development activities do not impair water quality.

4	Update, implement and document procedures to ensure long-term operation and maintenance of post-construction stormwater control measures.	Item on agenda for Committee review	1	District Rules and Policies; Reporting Function on Website; Routine Inspections	No, but updating and implementing procedures related to long-term operation and maintenance of post-construction stormwater control measures will assist in preventing illicit discharges and pollutants from entering the MS4 system.
5	Evaluate operation and maintenance activities for their potential discharge pollutants in stormwater. Identify pollutants of concern that could be discharged from such activities.	Item on agenda for Committee Discussion	1	District Rules and Policies	No, but evaluating operation and maintenance activities for their potential discharge of pollutants in stormwater will allow the District to identify such risks and take steps to prevent the discharge of pollutants.

5	Develop and implement pollution prevention measures that will reduce discharge of pollutants from operation and maintenance activities. Develop procedures for inspecting and maintaining structural controls and conduction of inspections of pollution prevention measures; maintain inspection log.	Develop pollution prevention measures and procedures for conducting related inspections.	1	Inflow and Outflow Inspections Log.	No, but developing and implementing measures to prevent unwanted pollution will protect water quality.
5	Assess each location for opportunities to implement alternative practices in order for non-pesticide methods of maintenance to become effective.	Assess locations for implementation of alternative practices in non-pesticide methods of maintenance.	1	List of locations for opportunities to implement alternative practices identified in Hills RFP and Landscape Contract.	No, but effective and clear educational materials detailing construction within the community and identifying potentially affected facilities will encourage the reduction of runoff Stormwater pollutants to the MS4.
5	Review, update, and disseminate, through direct mail, electronic mail, local newsletters, and/or the District's website, information to inform the public regarding the dangers of illegal dumping and methods for reporting illegal dumpers.	Public Outreach Information	1	Brochure	No, but effective and clear educational materials detailing the dangers of illegal dumping and methods for reporting will encourage the reduction of Stormwater pollutants to the MS4 and increase reporting.

4. Provide the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals (**see Example 3 in instructions**):

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
2	Complete screening of 60% of the Stormwater outfalls that discharge in the MS4 in accordance with identified schedule.	Goal met. The District completed inspections of the Stormwater outfalls that discharge to the MS4 in accordance with the identified schedule. See <u>Attachment A</u> .
2	Conduct periodic interagency meetings as necessary to maintain collaboration regarding the elimination of illicit discharges.	Goal met. The District conducted periodic meetings with other entities to maintain collaboration regarding the reduction of illicit discharges. Meetings were held with our Lake Travis Recycle and Reuse Partners on November 30, 2022. Partners include: City of Lakeway, Lakeway MUD, Travis County Water Control and Improvement District 17, Village of The Hills, City of Bee Cave, and Hurst Creek MUD. Additionally joint collection events were held March 30, 2023, May 18, 2023, and October 26, 2023. See <u>Attachment B</u> .
3	Review and implement requirements for construction site operators with respect to soil stabilization measures; pollutant control from equipment vehicle washing, construction wastes, and other materials; minimization of pollutant discharges from spills and leaks; and stormwater pollution prevention plans.	Goal met. The District reviewed and implemented requirements for construction site operators with respect to soil stabilization measures; pollutant control from equipment vehicle washing, construction wastes, and other materials; minimization of pollutant discharges from spills and leaks; and stormwater pollution prevention plans. See <u>Attachment C</u> .

3	Review and implement prohibitions of illicit discharges such as wash out wastewater, fuels, oils, soaps, solvents, and dewatering activities.	Goal met. The District reviewed and implemented prohibitions of illicit discharges such as wash out wastewater, fuels, oils, soaps, solvents, and dewatering activities. See <u>Attachment D</u> .
3	Develop procedures for staff training and receipt and consideration of information submitted by the public.	Goal met. The Committee Developed procedures for staff training and receipt and consideration of information submitted by the public. Along with it being a standing item on the Monthly BOD Meetings, The District also brought staff onto the Committee Meetings to learn more about the MS4 Program. The District will continue to have quarterly staff meetings about MS4, complete with sign in and documentation. See <u>Attachment E</u> .
4	Review, update, and disseminate the education materials, through newsletters, electronic mail, direct mail, or the District website, to residents and local businesses encouraging measures to reduce post-construction site runoff and minimize the impacts of new development/ redevelopment.	Goal met. The District has provided educational materials to residents and local business by mailing an educational brochure and annual consumer confidence report to residents, as well as posting both to the District's website. See <u>Attachment F</u> .
4	Update and implement requirements and procedures applicable to owners and operators of new development and redeveloped sites in order to protect water quality. Document enforcement actions.	Goal met. The Committee updated and implemented requirements and procedures applicable to owners and operators of new development and redeveloped sites. Further, Drainage Inspections were performed on 2 newly constructed homes during 2022 and recommended the issuance of the Certificate of Occupancy by the Hills POA to follow their Rules and Regulations. https://www.hurstcreekmud.org/2197/MS4---Stormwater

4	Update, implement and document procedures to ensure long-term operation and maintenance of post-construction stormwater control measures.	Goal met. The Committee updated, implemented, and documents procedures to ensure long-term operation and maintenance of post construction stormwater control measures. As needed catch basin cleaning is performed and documented. The District also utilizes reporting methods via the District's website regarding drainage improvements and inspection requests from Residents. See <u>Attachment I</u> . https://www.hurstcreekmud.org/2197/MS4---Stormwater
5	Evaluate operation and maintenance activities for their potential discharge pollutants in stormwater. Identify pollutants of concern that could be discharged from such activities.	Goal met. The Committee has evaluated operation and maintenance activities for their potential discharge of pollutants and identified pollutants of concern that could be discharged from such activities, including items to look for during inspections such as leaves, debris, trash, oil sheens, etc. The District also discussed a chemical spill that resulted from a Hills Golf Maintenance cart that turned a corner too fast. See <u>Attachment D, E & G</u> .
5	Develop and implement pollution prevention measures that will reduce discharge of pollutants from operation and maintenance activities. Develop procedures for inspecting and maintaining structural controls and conduction of inspections of pollution prevention measures; maintain inspection log.	Goal met. The Committee developed and implemented pollution prevention measures and procedures for inspecting and maintaining structural controls and conduction of inspections of pollution prevention measures. See a copy of Inflow and Outfall Inspection Log attached as <u>Attachment A and D</u> .
5	Assess each location for opportunities to implement alternative practices for non-pesticide methods of maintenance to become effective.	Goal met. The Committee has assessed each location for opportunities to implement alternative practices for non-pesticide methods of maintenance to become effective. See Hills RFP and Landscape Contract detailing alternative practices for specified areas (attached as <u>Attachment H</u>).

5	Review, update, and disseminate, through direct mail, electronic mail, local newsletters, and/or the District's website, information to inform the public regarding the dangers of illegal dumping and methods for reporting illegal dumpers.	Goal met. The District disseminated information to the public regarding the dangers of illegal dumping and methods for reporting. See a copy of the brochure as <u>Attachment F</u> . https://www.hurstcreekmud.org/2197/MS4---Stormwater
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C. Stormwater Data Summary

Provide a summary of all information used, including any lab results (if sampling was conducted) to assess the success of the SWMP at reducing the discharge of pollutants to the MEP. For example, did the MS4 conduct visual inspections, clean the inlets, look for illicit discharge, clean streets, look for flow during dry weather, etc.?

District Staff conducted visual observations of all outfalls within the District during routine service within the MS4. No illicit discharges were discovered during these screenings as the outfalls and drainage system of the District are wet-weather facilities. No notable flows during dry weather were observed in outfalls, and inlets are routinely screened for removal of litter and any other potential stormwater pollutants. The District conducted routine outfall inspections in accordance with SWMP and will complete remaining inspections in Year 5.

D. Impaired Waterbodies

1. Identify whether an impaired water within the permitted area was added to the latest EPA-approved 303(d) list or the Texas Integrated Report of Surface Water Quality for CWA Sections 305(b) and 303(d). List any newly-identified impaired waters below by including the name of the water body and the cause of impairment.

N/A

2. If applicable, explain below any activities taken to address the discharge to impaired waterbodies, including any sampling results and a summary of the small MS4's BMPs used to address the pollutant of concern.

N/A

3. Describe the implementation of targeted controls if the small MS4 discharges to an impaired water body with an approved TMDL.

N/A

4. Report the benchmark identified by the MS4 and assessment activities:

Benchmark Parameter <i>(Ex: Total Suspended Solids)</i>	Benchmark Value	Description of additional sampling or other assessment activities	Year(s) conducted
N/A	N/A	N/A	N/A

5. Provide an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark:

Benchmark Parameter	Selected BMP	Contribution to achieving Benchmark
N/A	N/A	N/A

6. If applicable, report on focused BMPs to address impairment for bacteria:

Description of bacteria-focused BMP	Comments/Discussion
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N/A	N/A
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7. Assess the progress to determine BMP's effectiveness in achieving the benchmark.

For example, the MS4 may use the following benchmark indicators:

- number of sources identified or eliminated;
- number of illegal dumpings;
- increase in illegal dumping reported;
- number of educational opportunities conducted;
- reductions in sanitary sewer flows (SSOs); /or
- increase in illegal discharge detection through dry screening.

Benchmark Indicator	Description/Comments
N/A	N/A

E. Stormwater Activities

Describe activities planned for the next reporting year:

MCM(s)	BMP	Stormwater Activity	Description/Comments
2	MS4 Outfall Screening	Complete 100% of Stormwater outfall screenings.	The District plans to complete screenings of 100% of the Stormwater outfalls that discharge to the MS4 in accordance with the identified schedule.

F. SWMP Modifications

1. The SWMP and MCM implementation procedures are reviewed each year.

 X Yes No

2. Changes have been made or are proposed to the SWMP since the NOI or the last annual report, including changes in response to TCEQ's review.

____ Yes X No

If "Yes," report on changes made to measurable goals and BMPs:

MCM(s)	Measurable Goal(s) or BMP(s)	Implemented or Proposed Changes (Submit NOC as needed)
N/A	N/A	N/A

Note: If changes include additions or substitutions of BMPs, include a written analysis explaining why the original BMP is ineffective or not feasible, and why the replacement BMP is expected to achieve the goals of the original BMP.

3. Explain additional changes or proposed changes not previously mentioned (i.e. dates, contacts, procedures, annexation of land, etc.).

G. Additional BMPs for TMDLs and I-Plans

Provide a description and schedule for implementation of additional BMPs that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs and implementation plans. (**Not applicable**)

BMP	Description	Implementation Schedule (start date, etc.)	Status/Completion Date (completed, in progress, not started)
N/A	N/A	N/A	N/A

H. Additional Information

1. Is the permittee relying on another entity to satisfy any permit obligations?

___ Yes X No

If "Yes," provide the name(s) of other entities and an explanation of their responsibilities (add more spaces or pages if needed).

Name and Explanation:

Name and Explanation:

Name and Explanation:

Name and Explanation:

2.a. Is the permittee part of a group sharing a SWMP with other entities?

___ Yes X No

2.b. If "yes," is this a system-wide annual report including information for all permittees?

___ Yes ___ No

If "Yes," list all associated authorization numbers, permittee names, and SWMP responsibilities of each member (add additional spaces or pages if needed):

Authorization Number: _____ Permittee: _____

Authorization Number: _____ Permittee: _____

Authorization Number: _____ Permittee: _____

Authorization Number: _____ Permittee: _____

I. Construction Activities

1. The number of construction activities that occurred in the jurisdictional area of the MS4 (Large and Small Site Notices submitted by construction site operators):

0

2a. Does the permittee utilize the optional seventh MCM related to construction?

___ Yes ___ X No

2b. If "yes," then provide the following information for this permit year:

The number of municipal construction activities authorized under this general permit	
The total number of acres disturbed for municipal construction projects	N/A

Note: Though the seventh MCM is optional, implementation must be requested on the NOI or on a NOC and approved by the TCEQ.

J. Certification

If this is this a system-wide annual report including information for all permittees, each permittee shall sign and certify the annual report in accordance with 30 TAC §305.128 (relating to Signatories to Reports).

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name (printed): Earl Wood Title: General Manager

Signature:  Date: 3-30-2023

Name of MS4 Hurst Creek Municipal Utility District

Signature: _____ Date: _____

Name of MS4 _____

If you have questions on how to fill out this form or about the Stormwater Permitting program, please contact us at 512-239-4671.

Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512-239-3282.

A

TYPE	NAME	INSPECTED	LOCATION	DESCRIPTION	CONDITION
Outfall	O-2	12/8/2020	1 & 2 Lost Meadow Drainage conveyance outfall to City of Lakeway	Grass lined swale conveying runoff to four (4) 6'x2' fence openings in the The Hills community wall	Good, some leaves
Outfall	O-1	5/13/2021	40 & 42 Cottondale Drainage Conveyance to City of Lakeway Storm Sewer	4'x4' concrete box inlet with manhole lid at the downstream end of a 5' wide rock lined channel	Cleaned some leaves and small branches around drainage box
System Outfall	SO-5		Hills Drive & Dashwood Drainage conveyance to Hurst Creek Outfall (Upper Hurst Creek)	4 spans that are 5' in height and 13' in width, top mounted hinged bars on DS side	
System Outfall	SO-4		Hills Drive and Dashwood Cross street culvert drairage conveyance to Hurst Creek outfall	18" CMP outfalling onto 4.5' rock lined channel that conveys directly into Hurst Creek	
Inlet	I-5	12/8/2020	Drainage easment along LCRA Power Line Easment Hayden Ridge Cross Street Culvert	72" squashed CMP under The Hills Drive	Good, clear, some leaves
System Outfall	SO-12	12/8/2020	LCRA Power Line Easement Hayden Ridge Cross Street Culvert Drainage Outfall	72" squashed CMP outfall	Good and clear
System Outfall	SO-1		Stormwater Collection Outfall at Tree Haven Court (The Enclave)	24" CMP outfall that has bars accross it	
System Inlet	SI-3	12/8/2020	Stormwater collection Point at Tree Haven Court (The Enclave)	3'x3' drop box inlet with steel grate	Good and clear
System Outfall	SO-8	12/8/2020	The Hills Drive South Side Drainage Conveyance	4' wide rock lined channel that dumps into Hurst Creek	Good Condition, some leaves
System Outfall	SO-9	12/8/2020	The Hills Drive North Side Drainage Conveyance	Rock and concrete lined channel 6'-8' wide that dumps into Hurst Creek	Good Condition, some leaves
Inlet	I-6	12/8/2020	West Eagle and Birdie	12" CMP running under fairway	Good Condition, some leaves and small tree limbs. Referred to Hills GC for cleaning.
System Outfall	SO-10	12/8/2020	Hurst Creek Bridge Hills Drive Spill Way	Eight (8) 10'x5' span bridge crossing over Hurst Creek on The Hills Drive.	Clear, some algae and floatables (leaves)
System Outfall	SO-14	12/8/2020	Intersection of Club Estates Parkway and The Hills Dr North Side Drainage Conveyance Outfall Hurst Creek Bridge	15" CMP oufalling into western span in bridge on Tbe Hills Drive	good, some leaves
Inlet	I-4	12/8/2020	Intersection of Club Estates Parkway and The Hills Dr North Side Drainage Conveyance	15" CMP Inlet into western span in bridge on Tbe Hills Drive	good, some leaves
Outfall	O-3	6/23/2021	53 Wingreen Loop Conveyance to the City of Lakeway	Grass lined swale conveying runoff to four (2) 6'x2' fence openings in the The Hills community wall	Removed accumulated leaves from drainage grates
Inlet	I-3	12/8/2020	The Hills Drive -	40" squash culvert pipe with rock lined headwall in roadline ditch, cross street culvert under The Hills Drive	good, leaves
Inlet	I-2	9/15/2022	The Hills Drive - unnamed segment	4 spans that are 5' in height and 9' in width	Minor algae build-up, some floatables, some driftwood.
Inlet	I-1		The Hills Drive - Hurst Creek	4 spans that are 5' in height and 13' in width	
Inlet	SI-10	12/13/2021	Culvert Pipe that runs underneath of small concrete creek crossing by Golf Course Maint. Barn (Upstream side)	12" CMP under Creek Crossing	
System Outfall	SO-6		The Hills Drive - unnamed segment	4 spans that are 5' in height and 9' in width, top mounted hinged bars on DS side	
System Outfall	SO-2		Treehaven Lane	24" CMP that outfalls to 2' wide rock lined channel before sheetflowing into creek segment	
System Outfall	SO-3		Treehaven Lane	18" CMP under driveway, sheet flows into creek	
System Outfall	SO-7	9/27/2021	Noth side of The Hills drive in a small cul-de-sac between Tiburon Drive and Hightrail Way	40" squash culvert pipe with rock lined headwall in roadline ditch, cross street culvert under The Hills Drive	Small amount of sediment. Grass swale after is clear and free of any debris
System Outfall	SO-11	11/10/2022	Intersection of Club Estates Parkway and The Hills Dr North Side Drainage Conveyance	15" CMP oufalling into western span in bridge on Tbe Hills Drive	Good Condition, minor silt build-up, free of debris
System Outfall	SO-13	12/8/2021	Hurst Creek	12" CMP outfalling into Hurst Creek	



Nov 10, 2022 12:59:31 PM
28 Club Estates Parkway
The Hills
Travis County
Texas



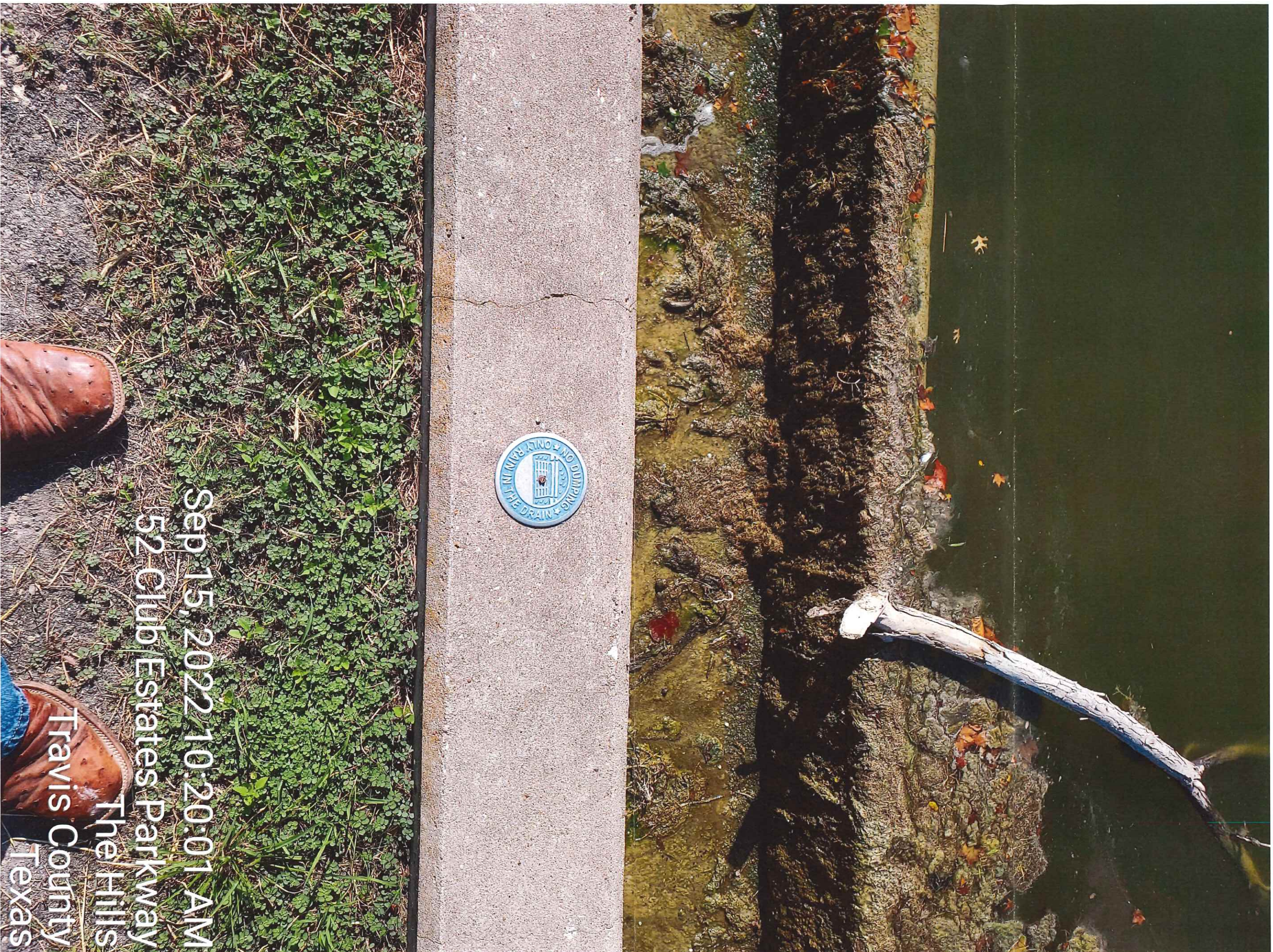
Sep 15, 2022 10:19:34 AM

1 Crystal Springs Court

The Hills

Travis County

Texas



Sep 15, 2022 10:20:01 AM
52 Club Estates Parkway

The Hills
Travis County
Texas



Sep 15, 2022 10:24:20 AM
5. Crystal Springs Court
The Hills
Travis County
Texas

B

Archived: Friday, March 24, 2023 1:01:00 PM

From: [Kurt Pendleton](#)

Sent: Monday, November 21, 2022 8:43:05 AM

To: [Lisa Schlageter](#) [Anna H. Jensen \(AJensen@beecavetexas.gov\)](#) [Earl Foster](#) [Earl Wood](#) [Joseph Kunz \(jkunz@wcid17.org\)](#)
[Roger Fry \(rfry@lakewaymud.org\)](#) [Wendy Smith](#)

Cc: [Aaron Daigle](#)

Subject: RE: Proposed Household Hazardous Waste Meeting, Wednesday, November 30 - Please Respond!

Importance: Normal

Sensitivity: None

Good Morning,

The time and date suggested will work with me. Apologies for the late response.

Thanks,

Kurt Pendleton

Assistant G.M. of Operations

512-261-6281 (Office)

512-262-8677 (Cell)



From: Lisa Schlageter <LisaSchlageter@lakeway-tx.gov>

Sent: Wednesday, November 16, 2022 12:55 PM

To: Anna H. Jensen (AJensen@beecavetexas.gov) <AJensen@beecavetexas.gov>; Earl Foster <efoster@lakewaymud.org>; Earl Wood <earlwood@hurstcreekmud.org>; Joseph Kunz (jkunz@wcid17.org) <jkunz@wcid17.org>; Kurt Pendleton <kurtpendleton@hurstcreekmud.org>; Roger Fry (rfry@lakewaymud.org) <rfry@lakewaymud.org>; Wendy Smith <wendysmith@villageofthehills.org>

Cc: Aaron Daigle <AaronDaigle@lakeway-tx.gov>

Subject: Proposed Household Hazardous Waste Meeting, Wednesday, November 30 - Please Respond!

Hi everyone,

We'd like to schedule a meeting with the HHW committee to review the proposed budget (see attached) and discuss event dates for 2023. Please let me know if there are any other topics you'd like to discuss and I'll put together an agenda.

Please let me know if you'd be able to meet via Zoom at **2 pm on Wednesday, November 30.**

Once I hear if that date/time works for most, I'll send out an invite.

Thanks and have a good day!

[Lisa Schlageter](#)

Account Supervisor, Solid Waste
City of Lakeway
1102 Lohmans Crossing Rd.
Lakeway, TX 78734
T: (512) 314-7523
Email: LisaSchlageter@lakeway-tx.gov



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Archived: Friday, March 24, 2023 1:01:08 PM
From: [Kurt Pendleton](#)
Sent: Wednesday, March 9, 2022 9:20:30 AM
To: [Beth Caccamisi](#) [Sonja De La Fuente](#) [Wendy Smith](#)
Subject: FW: Household Hazardous Waste Drop Off Event Email
Importance: Normal
Sensitivity: None

Good Morning All,

Could you please make sure that this picture and link below gets added to the HCMUD, Village, and possibly even the POA website. We will be using the Signup Genius link again, so customer will need to make sure to sign up for their time slot before heading to the facility. Please let me know if you need anything additional.

Thanks,

Kurt Pendleton
Assistant G.M. of Operations
512-261-6281 (Office)
512-262-8677 (Cell)



From: Lisa Schlageter <LisaSchlageter@lakeway-tx.gov>
Sent: Friday, March 4, 2022 4:42 PM
To: Anna H. Jensen (AJensen@beecavetexas.gov) <AJensen@beecavetexas.gov>; Earl Foster <efoster@lakewaymud.org>; Earl Wood <earlwood@hurstcreekmud.org>; Joseph Kunz (jkunz@wcid17.org) <jkunz@wcid17.org>; Kurt Pendleton <kurtpendleton@hurstcreekmud.org>; Linda Sandlin (lsandlin@wcid17.org) <lsandlin@wcid17.org>; Roger Fry (rfry@lakewaymud.org) <rfry@lakewaymud.org>
Subject: Household Hazardous Waste Drop Off Event Email

Hi all,

I know it's late on Friday, but here's the email you can send your customers next week. Please let me know if anything is incorrect as I've looked at it too much!

Please make sure you set up the Sign Up Genius link so it takes the customer to the sign up. It's at:
<https://www.signupgenius.com/go/10C0C44ACA728A1F4C07-household2>

Have a great weekend!

Lisa Schlageter
Account Supervisor, Solid Waste
City of Lakeway
1102 Lohmans Crossing Rd.
Lakeway, TX 78734

T: (512) 314-7523

Email: LisaSchlageter@lakeway-tx.gov



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We are pleased to announce our next
Household Hazardous Waste Day

Wednesday, March 30, 2022

9:30 a.m. – 12:30 p.m.

at the Lake Travis Regional Reuse & Recycling Center
3207 Neidhardt Dr., Lakeway, TX 78734

**FREE drop off for WCID 17, Hurst Creek MUD, and
Lakeway MUD customers, and City of Bee Cave, Lakeway
and the Hills residents.**

Please see the list below of acceptable items.

**Reservations are required. Please set up your drop off time
by clicking this link:**

[Household Hazardous Waste Sign Up](#)

**If you aren't able to use the Sign Up Genius link above, please call Lakeway
Solid Waste at (512)314-7514 for assistance.**

Please bring a picture ID or water bill for proof of residency.

**We will only be able to accept items in their original labelled
containers so we can dispose of them properly. Thank you!**

What **TO** bring:

Residential Household Products Only

HOUSEHOLD ITEMS

Batteries
Cleaning Products
Degreasers
Drain Cleaners
Gas Grill Propane Tanks (no other size)
Mercury Thermometers
Oven Cleaning Solvents
Polishers
Pool Chemicals

PAINT PRODUCTS

Aerosol Cans
Latex and Oil Based Paints
Preservatives
Strippers and Thinners

AUTOMOTIVE PRODUCTS

Anti-Freeze
Vehicle Batteries
Brake and Transmission Fluid
Gasoline
Oil and Oil Filters

YARD PRODUCTS

Herbicides and Pesticides
Pet Products

What **NOT** to bring:

LIGHT BULBS INCLUDING FLUORESCENTS

ASBESTOS PRODUCTS

MEDICAL WASTE

Needles, Syringes, Prescription Drugs etc.

EXPLOSIVE MATERIALS

Ammunition, Dynamite, Fireworks, Flares

TIRES

APPLIANCES

ELECTRONICS

Your Solid Waste Team

City of Lakeway
1102 Lohmans Crossing Rd.
Lakeway, TX 78734
Solid Waste Services (512) 314-7514
Email: solidwasteclerk@lakeway-tx.gov

City of Lakeway | [Website](#)



City of Lakeway, Texas | 1102 Lohmans Crossing, Lakeway, TX 78734

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Sent by solidwasteclerk@lakeway-tx.gov

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Archived: Friday, March 24, 2023 1:01:15 PM

From: [Lisa Schlageter](#)

Mail received time: Fri, 29 Apr 2022 18:55:11

Sent: Friday, April 29, 2022 1:55:12 PM

To: [Anna H. Jensen \(AJensen@beecavetexas.gov\)](#) [Earl Foster](#) [Earl Wood](#) [Joseph Kunz \(jkunz@wcid17.org\)](#) [Kurt Pendleton](#) [Linda Sandlin \(lsandlin@wcid17.org\)](#) [Roger Fry \(rfry@lakewaymud.org\)](#) [Wendy Smith](#)

Subject: Household Hazardous Waste Drop Off Event - Wednesday, May 18, 2022

Importance: Normal

Sensitivity: None

Hi everyone,

Here is the email with the link to the Sign Up Genius for our next event on Wednesday, May 18.

Please use the email to send to your customer list or post on your website and social media. Just make sure anything that is sent out says that reservations are required with the link to the Sign Up Genius.

Just let me know if you have any questions and have a good weekend!

Lisa Schlageter

Account Supervisor, Solid Waste

City of Lakeway

1102 Lohmans Crossing Rd.

Lakeway, TX 78734

T: (512) 314-7523

Email: LisaSchlageter@lakeway-tx.gov



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Lakeway MUD customers, and City of Bee Cave, Lakeway
and the Hills residents.

Please see the list below of acceptable items.

Reservations are required. Please set up your drop off time
by clicking this link:

[Household Hazardous Waste Sign Up](#)

If you aren't able to use the Sign Up Genius link above, please call Lakeway
Solid Waste at (512)314-7514 or email solidwasteclerk@lakeway-tx.gov for
assistance.

Please bring a picture ID or water bill for proof of residency.

We will only be able to accept items in their original labeled
containers, so we can dispose of them properly. The maximum
amount of paint per household that we can accept is 30 gallons. Thank
you!

What **TO** bring:

Residential Household Products Only

HOUSEHOLD ITEMS

Batteries
Cleaning Products
Degreasers
Drain Cleaners
Gas Grill Propane Tanks (no other size)
Mercury Thermometers
Oven Cleaning Solvents
Polishers
Pool Chemicals

PAINT PRODUCTS

Aerosol Cans
Latex and Oil Based Paints
Preservatives
Strippers and Thinners

AUTOMOTIVE PRODUCTS

Anti-Freeze
Vehicle Batteries
Brake and Transmission Fluid
Gasoline
Oil and Oil Filters

What **NOT** to bring:

LIGHT BULBS INCLUDING FLUORESCENTS

ASBESTOS PRODUCTS

MEDICAL WASTE

Needles, Syringes, Prescription Drugs etc.

EXPLOSIVE MATERIALS

Ammunition, Dynamite, Fireworks, Flares

TIRES

APPLIANCES

ELECTRONICS

YARD PRODUCTS

Herbicides and Pesticides
Pet Products

Your Solid Waste Team

City of Lakeway
1102 Lohmans Crossing Rd.
Lakeway, TX 78734
Solid Waste Services (512) 314-7514
Email: solidwasteclerk@lakeway-tx.gov

City of Lakeway | [Website](#)



City of Lakeway, Texas | 1102 Lohmans Crossing, Lakeway, TX 78734

[Unsubscribe {recipient's email}](#)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by solidwasteclerk@lakeway-tx.gov

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Archived: Friday, March 24, 2023 1:01:22 PM

From: [Lisa Schlageter](#)

Mail received time: Tue, 29 Nov 2022 23:16:14

Sent: Tuesday, November 29, 2022 5:16:15 PM

To: [Anna H. Jensen \(AJensen@beecavetexas.gov\)](#) [Earl Foster](#) [Joseph Kunz \(jkunz@wcid17.org\)](#) [Kurt Pendleton](#) [Roger Fry \(rfry@lakewaymud.org\)](#)

Cc: [Aaron Daigle](#) [Jodi Lehman-Wills](#)

Subject: Household Hazardous Waste Meeting Reminder Wednesday, November 30 - Please Respond!

Importance: Normal

Sensitivity: None

Attachments:

2023 - HHW Budget Detail DRAFT.pdf 2023 - HHW Budget - Summary DRAFT.pdf HHW Statistics.xlsx

Hi everyone,

Just a reminder that our meeting is scheduled for tomorrow, Wednesday, November 30 at 2 pm. You should have received a meeting invite from Mary Martinez with instructions on how to log in. Please let me know if you haven't received it.

We'll discuss the FY23 budget (copies attached) and event dates for 2023. I attached a copy of the updated event statistics for your review. Please let me know if you'd like to cover any other topics.

Thanks and have a good evening!

Lisa Schlageter

Account Supervisor, Solid Waste

City of Lakeway

1102 Lohmans Crossing Rd.

Lakeway, TX 78734

T: (512) 314-7523

Email: LisaSchlageter@lakeway-tx.gov



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CAUTION: This message was sent from an external source. **Take Caution** when opening attachments and links.

Archived: Friday, March 24, 2023 1:01:30 PM

From: [Lisa Schlageter](#)

Mail received time: Wed, 23 Mar 2022 17:29:52

Sent: Wednesday, March 23, 2022 12:29:52 PM

To: [Earl Foster](#) [Earl Wood](#) [Joseph Kunz \(jkunz@wcid17.org\)](#) [Kurt Pendleton](#) [Linda Sandlin \(lsandlin@wcid17.org\)](#) [Anna H. Jensen \(AJensen@beecavetexas.gov\)](#) [Roger Fry \(rfry@lakewaymud.org\)](#) [Kevin Wegleitner](#)

Cc: [Julie Oakley](#) [Dale DeLong](#) [Shereen Gendy](#) [Donna Carpenter](#)

Subject: Next HHW Event - Wednesday, March 30 & Prep Day on Tuesday, March 29

Importance: Normal

Sensitivity: None

Hi everyone,

Just a reminder that our next Household Hazardous Waste event is next **Wednesday, March 30** from 9:30 am – 12:30 pm.
Please be at the site at 3207 Neidhardt Dr. by 8:30 am to get ready.

I'll bring breakfast tacos and water bottles, but please bring your own coffee or other beverages!

Please remember that we'll need help with prep day at the site starting at 9 am on Tuesday, March 29.

The Sign Up Genius is full and will send out reminders this Friday. Donna and I will schedule people from the waitlist (it has about 22 people) if we have room. As long as everyone posted with the link to sign up, we shouldn't have too many show up without a reservation.

Let me know if you have any questions, and I'll see you there!

Lisa Schlageter

Account Supervisor, Solid Waste

City of Lakeway

1102 Lohmans Crossing Rd.

Lakeway, TX 78734

T: (512) 314-7523

Email: LisaSchlageter@lakeway-tx.gov



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Archived: Friday, March 24, 2023 1:01:35 PM

From: [Lisa Schlageter](#)

Mail received time: Tue, 15 Feb 2022 16:14:12

Sent: Tuesday, February 15, 2022 10:14:12 AM

To: [Earl Foster](#) [Earl Wood](#) [Joseph Kunz \(jkunz@wcid17.org\)](#) [Kurt Pendleton](#) [Linda Sandlin \(lsandlin@wcid17.org\)](#) [Anna H. Jensen \(AJensen@beecavetexas.gov\)](#)

Cc: [Julie Oakley](#) [Dale Delong](#) [Shereen Gendy](#) [Donna Carpenter](#)

Subject: Next HHW Event - Wednesday, March 30, 2022

Importance: Normal

Sensitivity: None

Good morning,

We're looking at having our next Household Hazardous Waste event on Wednesday, March 30 from 9 am to noon. Please let us know if that works for your organization and if so, how many helpers you will provide. We're hoping that the COVID numbers go down by then.

If we do schedule for Wednesday, March 30, there will be a clean up at the site at 9 am on Tuesday, March 29 starting at 9 am.

Just let me know if those dates work for you – thanks!

Lisa Schlageter

Account Supervisor, Solid Waste

City of Lakeway

1102 Lohmans Crossing Rd.

Lakeway, TX 78734

T: (512) 314-7523

Email: LisaSchlageter@lakeway-tx.gov



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Archived: Friday, March 24, 2023 1:01:39 PM

From: [Lisa Schlageter](#)

Mail received time: Tue, 26 Apr 2022 14:33:32

Sent: Tue, 26 Apr 2022 14:32:38

To: [Earl Wood](#) [Joseph Kunz](#) [Earl Foster](#) [Linda Sandlin](#) [Kurt Pendleton](#) [Wendy Smith](#) [Anna H. Jensen](#)
(AJensen@beecavetexas.gov) [Lanie R. Marcotte](#) [Roger Fry \(rfry@lakewaymud.org\)](mailto:rfry@lakewaymud.org)

Cc: [Julie Oakley](#)

Subject: Proposed Date for Next Household Hazardous Waste Event - Wednesday, May 18, 2022 - Please respond!

Importance: Normal

Sensitivity: None

Good afternoon,

Thank you to everyone who came out to help at our last Household Hazardous Waste event! We processed 209 carloads in three hours which is an average of 70 cars/hour. The Sign Up filled up within three days and we let everyone attend who was on the waiting list.

We agreed to have another event in May, and were looking **at Wednesday, May 18 from 9:30 am to 12:30 pm**. We'd have the usual prep day on Tuesday, May 17 starting at 9 am.

Please let me know if you have people available that day, and how many. Once we hear back, we'll let you know if we have enough people to cover it and will send everyone the email/info to send to their customers. I realize we're a little late getting this organized, but people sign up quickly once we communicate it.

Thanks for your reply and help!

Lisa Schlageter

Account Supervisor, Solid Waste

City of Lakeway

1102 Lohmans Crossing Rd.

Lakeway, TX 78734

T: (512) 314-7523

Email: LisaSchlageter@lakeway-tx.gov



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Archived: Friday, March 24, 2023 1:01:44 PM

From: [Joseph Kunz](#)

Mail received time: Wed, 9 Mar 2022 16:51:38

Sent: Wednesday, March 9, 2022 10:51:39 AM

To: [Kurt Pendleton](#)

Cc: [Lisa Schlageter](#) [Anna H. Jensen \(AJensen@beecavetexas.gov\)](#) [Earl Foster](#) [Earl Wood](#) [Linda Sandlin](#)
([lsandlin@wcid17.org](#)) [Roger Fry \(rfry@lakewaymud.org\)](#)

Subject: Re: Household Hazardous Waste Drop Off Event Email

Importance: Normal

Sensitivity: None

Good morning,

We are capping it at that.

Thanks,

Joseph Kunz
Operations Manager
Travis County Water District No.17
3812 Eck Lane
Austin, Texas 78734
(512) 266-1111
jkunz@wcid17.org

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On Mar 9, 2022, at 10:42, Kurt Pendleton <kurtpendleton@hurstcreekmud.org> wrote:

☐

Good Morning All,

I noticed that there are no more spots available out of the 200 sign up spots. Just curious if this is what we are capping it at or are we going to open more spots? We have some customers asking.

Thanks,

Kurt Pendleton
Assistant G.M. of Operations
512-261-6281 (Office)
512-262-8677 (Cell)



From: Lisa Schlageter <LisaSchlageter@lakeway-tx.gov>

Sent: Friday, March 4, 2022 4:42 PM

To: Anna H. Jensen (AJensen@beecavetexas.gov) <AJensen@beecavetexas.gov>; Earl Foster <efoster@lakewaymud.org>; Earl Wood <earlwood@hurstcreekmud.org>; Joseph Kunz (jkunz@wcid17.org) <jkunz@wcid17.org>; Kurt Pendleton <kurtpendleton@hurstcreekmud.org>; Linda Sandlin (lsandlin@wcid17.org) <lsandlin@wcid17.org>; Roger Fry (rfry@lakewaymud.org) <rfry@lakewaymud.org>

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<https://www.signupgenius.com/go/10C0C44ACA728A1F4C07-household2>

Have a great weekend!

Lisa Schlageter

Account Supervisor, Solid Waste

City of Lakeway

1102 Lohmans Crossing Rd.

Lakeway, TX 78734

T: (512) 314-7523

Email: LisaSchlageter@lakeway-tx.gov



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Residential Household Products Only

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Degreasers
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Oven Cleaning Solvents
Polishers
Pool Chemicals

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Latex and Oil Based Paints
Preservatives
Strippers and Thinners

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Vehicle Batteries
Brake and Transmission Fluid
Gasoline
Oil and Oil Filters

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ASBESTOS PRODUCTS

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Needles, Syringes, Prescription Drugs etc.

EXPLOSIVE MATERIALS

Ammunition, Dynamite, Fireworks, Flares

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Pet Products

Your Solid Waste Team

City of Lakeway

1102 Lohmans Crossing Rd.

Lakeway, TX 78734

Solid Waste Services (512) 314-7514

Email: solidwasteclerk@lakeway-tx.gov

City of Lakeway | [Website](#)



City of Lakeway, Texas | 1102 Lohmans Crossing, Lakeway, TX 78734

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From: [Kurt Pendleton](#)

Sent: Thursday, March 24, 2022 9:52:46 AM

To: [Joseph Kunz](#)[Lisa Schlageter](#)[Earl Foster](#)[Earl Wood](#)[Linda Sandlin](#)[Anna H. Jensen](#)[Roger Fry](#)[Kevin Wegleitner](#)

Cc: [Julie Oakley](#)[Dale DeLong](#)[Shereen Gendy](#)[Donna Carpenter](#)

Subject: RE: Next HHW Event - Wednesday, March 30 & Prep Day on Tuesday, March 29

Importance: Normal

Sensitivity: None

Archived: Friday, March 24, 2023 1:01:51 PM

Hurst Creek will be sending John Price and Blake Blatchley for both days.

Thanks,

Kurt Pendleton
Assistant G.M. of Operations
512-261-6281 (Office)
512-262-8677 (Cell)

-----Original Message-----

From: Joseph Kunz <jkunz@wcid17.org>

Sent: Wednesday, March 23, 2022 12:54 PM

To: Lisa Schlageter <LisaSchlageter@lakeway-tx.gov>; Earl Foster <efoster@lakewaymud.org>; Earl Wood <earlwood@hurstcreekmud.org>; Kurt Pendleton <kurtpendleton@hurstcreekmud.org>; Linda Sandlin <lsandlin@wcid17.org>; Anna H. Jensen <AJensen@beecavetexas.gov>; Roger Fry <rfry@lakewaymud.org>; Kevin Wegleitner <KevinWegleitner@lakeway-tx.gov>

Cc: Julie Oakley <JulieOakley@lakeway-tx.gov>; Dale DeLong <DaleDeLong@lakeway-tx.gov>; Shereen Gendy <ShereenGendy@lakeway-tx.gov>; Donna Carpenter <DonnaCarpenter@lakeway-tx.gov>

Subject: RE: Next HHW Event - Wednesday, March 30 & Prep Day on Tuesday, March 29

Please let me know who will be there on the 29th to help prepare.

Thanks,

Joseph Kunz
Operations Manager
Travis County Water District No.17
3812 Eck Lane
Austin, Texas 78734
(512) 266-1111
jkunz@wcid17.org

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-----Original Message-----

From: Lisa Schlageter <LisaSchlageter@lakeway-tx.gov>

Sent: Wednesday, March 23, 2022 12:30 PM

To: Earl Foster (efoster@lakewaymud.org) <efoster@lakewaymud.org>; Earl Wood (earlwood@hurstcreekmud.org) <earlwood@hurstcreekmud.org>; Joseph Kunz (jkunz@wcid17.org) <jkunz@wcid17.org>; Kurt Pendleton (kurtpendleton@hurstcreekmud.org) <kurtpendleton@hurstcreekmud.org>; Linda Sandlin (lsandlin@wcid17.org) <lsandlin@wcid17.org>; Anna H. Jensen (AJensen@beccavetexas.gov) <AJensen@beccavetexas.gov>; Roger Fry (rfry@lakewaymud.org) <rfry@lakewaymud.org>; Kevin Wegleitner <KevinWegleitner@lakeway-tx.gov>
Cc: Julie Oakley <JulieOakley@lakeway-tx.gov>; Dale DeLong <DaleDeLong@lakeway-tx.gov>; Shereen Gendy <ShereenGendy@lakeway-tx.gov>; Donna Carpenter <DonnaCarpenter@lakeway-tx.gov>
Subject: Next HHW Event - Wednesday, March 30 & Prep Day on Tuesday, March 29

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I'll bring breakfast tacos and water bottles, but please bring your own coffee or other beverages!

Please remember that we'll need help with prep day at the site starting at 9 am on Tuesday, March 29.

The Sign Up Genius is full and will send out reminders this Friday. Donna and I will schedule people from the waitlist (it has about 22 people) if we have room. As long as everyone posted with the link to sign up, we shouldn't have too many show up without a reservation.

Let me know if you have any questions, and I'll see you there!

Lisa Schlageter
Account Supervisor, Solid Waste
City of Lakeway
1102 Lohmans Crossing Rd.
Lakeway, TX 78734
T: (512) 314-7523
Email: LisaSchlageter@lakeway-tx.gov

[Lakeway Logo-Horizontal_RGB transparent]<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.lakeway-tx.gov%2F&data=04%7C01%7Ckurtpendleton%40hurstcreekmud.org%7C9e26c7e398014f76209508da0cf614bd%7C723243a499c748f8a0c278755d60c954%7C0%7C0%7C637836548318314969%7CUnknown%7CTWFpbGZsb3d8eyJWIjoimC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C3000&sd=XI%2BK%2Fg6OnkyoRZR7mD8mcnjJWqZgpfuCLVJsLshMxEo%3D&reserved=0>

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Archived: Friday, March 24, 2023 1:02:01 PM

From: [Kurt Pendleton](#)

Sent: Thursday, February 17, 2022 9:10:30 AM

To: [Lisa Schlageter](#) [Earl Foster](#) [Earl Wood](#) [Joseph Kunz \(jkunz@wcid17.org\)](#) [Linda Sandlin \(lsandlin@wcid17.org\)](#) [Anna H. Jensen \(AJensen@beecavetexas.gov\)](#)

Cc: [Julie Oakley](#) [Dale DeLong](#) [Shereen Gendy](#) [Donna Carpenter](#)

Subject: RE: Next HHW Event - Wednesday, March 30, 2022

Importance: Normal

Sensitivity: None

Good Morning All,

This would work well for Hurst Creek MUD. I can send 2 guys for the event and for the cleanup/prep day.

Thanks,

Kurt Pendleton

Assistant G.M. of Operations

512-261-6281 (Office)

512-262-8677 (Cell)



From: Lisa Schlageter <Lisa.Schlageter@lakeway-tx.gov>

Sent: Tuesday, February 15, 2022 10:09 AM

To: Earl Foster <efoster@lakewaymud.org>; Earl Wood <earlwood@hurstcreekmud.org>; Joseph Kunz (jkunz@wcid17.org) <jkunz@wcid17.org>; Kurt Pendleton <kurtpendleton@hurstcreekmud.org>; Linda Sandlin (lsandlin@wcid17.org) <lsandlin@wcid17.org>; Anna H. Jensen (AJensen@beecavetexas.gov) <AJensen@beecavetexas.gov>

Cc: Julie Oakley <JulieOakley@lakeway-tx.gov>; Dale DeLong <DaleDeLong@lakeway-tx.gov>; Shereen Gendy <ShereenGendy@lakeway-tx.gov>; Donna Carpenter <DonnaCarpenter@lakeway-tx.gov>

Subject: Next HHW Event - Wednesday, March 30, 2022

Good morning,

We're looking at having our next Household Hazardous Waste event on Wednesday, March 30 from 9 am to noon. Please let us know if that works for your organization and if so, how many helpers you will provide. We're hoping that the COVID numbers go down by then.

If we do schedule for Wednesday, March 30, there will be a clean up at the site at 9 am on Tuesday, March 29 starting at 9 am.

Just let me know if those dates work for you – thanks!

Lisa Schlageter

Account Supervisor, Solid Waste

City of Lakeway

1102 Lohmans Crossing Rd.

Lakeway, TX 78734

T: (512) 314-7523

Email: LisaSchlageter@lakeway-tx.gov



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Archived: Friday, March 24, 2023 1:02:06 PM

From: [Lisa Schlageter](#)

Mail received time: Tue, 26 Apr 2022 19:33:04

Sent: Tuesday, April 26, 2022 2:33:04 PM

To: [Kurt Pendleton](#) [Earl Wood](#) [Joseph Kunz](#) [Earl Foster](#) [Linda Sandlin](#) [Wendy Smith](#) [Anna H. Jensen](#)
(AJensen@beecavetexas.gov) [Lanie R. Marcotte](#) [Roger Fry](#) (rfry@lakewaymud.org)

Cc: [Julie Oakley](#)

Subject: RE: Proposed Date for Next Household Hazardous Waste Event - Wednesday, May 18, 2022 - Please respond!

Importance: Normal

Sensitivity: None

Thanks, Kurt!

Lisa Schlageter

Account Supervisor, Solid Waste

City of Lakeway

1102 Lohmans Crossing Rd.

Lakeway, TX 78734

T: (512) 314-7523

Email: LisaSchlageter@lakeway-tx.gov



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From: Kurt Pendleton <kurtpendleton@hurstcreekmud.org>

Sent: Tuesday, April 26, 2022 12:46 PM

To: Lisa Schlageter <LisaSchlageter@lakeway-tx.gov>; Earl Wood <earlwood@hurstcreekmud.org>; Joseph Kunz <jkunz@wcid17.org>; Earl Foster <efoster@lakewaymud.org>; Linda Sandlin <lsandlin@wcid17.org>; Wendy Smith <wendysmith@villageofthehills.org>; Anna H. Jensen (AJensen@beecavetexas.gov) <AJensen@beecavetexas.gov>; Lanie R. Marcotte <LMarcotte@beecavetexas.gov>; Roger Fry (rfry@lakewaymud.org) <rfry@lakewaymud.org>

Cc: Julie Oakley <JulieOakley@lakeway-tx.gov>

Subject: RE: Proposed Date for Next Household Hazardous Waste Event - Wednesday, May 18, 2022 - Please respond!

That will work for us. We can send one guy for sure for both days, maybe two. We are little short staffed that week, but will make it work.

Thanks,

Kurt Pendleton

Assistant G.M. of Operations

512-261-6281 (Office)

512-262-8677 (Cell)



From: Lisa Schlageter <LisaSchlageter@lakeway-tx.gov>

Sent: Tuesday, April 26, 2022 9:33 AM

To: Earl Wood <earlwood@hurstcreekmud.org>; Joseph Kunz <jkunz@wcid17.org>; Earl Foster <efoster@lakewaymud.org>; Linda Sandlin <lsandlin@wcid17.org>; Kurt Pendleton <kurtpendleton@hurstcreekmud.org>; Wendy Smith <wendysmith@villageofthehills.org>; Anna H. Jensen (<AJensen@beecavetexas.gov> <AJensen@beecavetexas.gov>; Lanie R. Marcotte <LMarcotte@beecavetexas.gov>; Roger Fry (<rfry@lakewaymud.org> <rfry@lakewaymud.org>

Cc: Julie Oakley <JulieOakley@lakeway-tx.gov>

Subject: Proposed Date for Next Household Hazardous Waste Event - Wednesday, May 18, 2022 - Please respond!

Good afternoon,

Thank you to everyone who came out to help at our last Household Hazardous Waste event! We processed 209 carloads in three hours which is an average of 70 cars/hour. The Sign Up filled up within three days and we let everyone attend who was on the waiting list.

We agreed to have another event in May, and were looking **at Wednesday, May 18 from 9:30 am to 12:30 pm.** We'd have the usual prep day on Tuesday, May 17 starting at 9 am.

Please let me know if you have people available that day, and how many. Once we hear back, we'll let you know if we have enough people to cover it and will send everyone the email/info to send to their customers. I realize we're a little late getting this organized, but people sign up quickly once we communicate it.

Thanks for your reply and help!

Lisa Schlageter

Account Supervisor, Solid Waste

City of Lakeway

1102 Lohmans Crossing Rd.

Lakeway, TX 78734

T: (512) 314-7523

Email: LisaSchlageter@lakeway-tx.gov



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C

FILED AND RECORDED
OFFICIAL PUBLIC RECORDS



Dana DeBeauvoir

Dana DeBeauvoir, County Clerk
Travis County, Texas

Jan 20, 2022 10:00 AM Fee: \$350.00

2022011768

Electronically Recorded

This page is
intentionally added for
electronic file stamp.

THE HILLS OF LAKEWAY PROPERTY OWNERS' ASSOCIATION, INC.


SECRETARY'S CERTIFICATE

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

The undersigned hereby certifies that he is the duly elected, qualified and acting Secretary of The Hills of Lakeway Property Owners' Association, Inc., a Texas non-profit corporation ("Association"), and that:

Attached hereto is a true and correct copy of The Hills POA Architectural Committee Rule Book which has been duly approved by the Board of Directors.

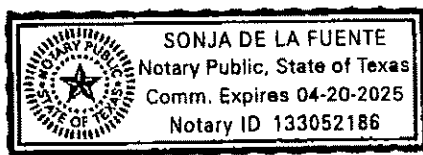
IN WITNESS WHEREOF, the undersigned has executed this certificate on the 19th day of JANUARY, 2022.

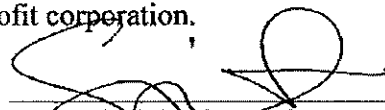
By: 
Brian Peters
Secretary, Board of Directors

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

This instrument was acknowledged before me on the 19th day of January, 2022, by Brian Peters, Secretary of the Board of Directors of The Hills of Lakeway Property Owners' Association, Inc., on behalf of said non-profit corporation.

[SEAL]




Notary Public, State of Texas
My Commission Expires: 04-20-2025

AFTER RECORDING RETURN TO:

Bill Flickinger
Willatt & Flickinger, PLLC
12912 Hill Country Blvd., Ste. F-232
Austin, Texas 78738



ARCHITECTURAL COMMITTEE RULE BOOK

for

THE HILLS OF LAKEWAY PROPERTY OWNERS' ASSOCIATION

102 Trophy Drive • The Hills, Texas 78738
(512) 261-6845

Architectural Committee Rule Book

Revision Date: 11-09-2021

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THE HILLS OF LAKEWAY ARCHITECTURAL COMMITTEE RULE BOOK

ARCHITECTURAL COMMITTEE RULES FOR THE HILLS OF LAKEWAY

The following rules were originally adopted by the Committee on the 25th of October 1982 and include all revisions through July 23, 2019.

Section 1. General Information

The Architectural Committee Rule Book reflects the purposes, rules and regulations, and assignments of the Master Declaration.

- 1.1 Purpose.** This Architectural Committee Rule Book provides standards to preserve the health, safety, property, and general welfare of the people by regulating and controlling the design, construction, quality of materials, use and occupancy, and location and maintenance of all buildings and structures within The Hills, including certain electrical, plumbing, and mechanical equipment specifically regulated herein.
- 1.2 Scope.** The provisions of this Architectural Committee Rule Book will apply to all functions assigned to the Architectural Committee by the Amended Master Declaration, Articles III, IV, and IX. The Amended Master Declaration can be found on The Hills POA website.
- 1.3 Liability.** Any The Hills of Lakeway Property Owners' Association, Inc. ("Association") employee or Architectural Committee Member charged with enforcement of this Architectural Committee Rule Book, acting in good faith and without malice in the discharge of his/her duties, will be entitled to all rights to be indemnified that are provided in Section 8.09 of the Amended Master Declaration. Neither the Committee, nor any member thereof, nor the Board nor any member thereof, will be liable to the Association or to any owner or to any other person for any loss, damage or injury arising out of their being in any way connected with the performance of the Committee's or Board's respective duties under this Amended Master Declaration unless due to the willful misconduct or bad faith of the Committee or its members or the Board or its members, as the case may be.
- 1.4 Disclaimer.** The Architectural Committee Rule Book expresses the limits of responsibilities of its provisions:
 - A. The provisions of this Architectural Committee Rule Book will not be construed as relieving or limiting in any way:
 - i. The responsibility or liability of any person erecting or owning any structure from compliance with existing local, state, or federal rules, laws, construction codes, drainage requirements, or other standards for such building and structures.

- ii. The responsibility or liability from personal injury or property damage resulting from the erection of a structure or resulting from the negligence or willful acts of such person, firm or corporation or its agents, employees or workmen in the design, construction, maintenance, repair, operation, or removal of any structure in accordance with a permit issued under the provisions of this Architectural Committee Rule Book.
- iii. As imposing upon the Association, or its officers, employees, or committees, any responsibility or liability by reason of the approval of any structures or permit under the provisions of this Architectural Committee Rule Book.
- iv. **It is incumbent on the owner or their agent to ensure that all improvements are compliant with the setback's guidelines, restrictions, and applicable government regulations or ordinances.**
- v. Notwithstanding the Architectural Committee Rule Book, under no circumstances is the Architectural Committee responsible for any improvement(s) built in setbacks or otherwise in violation of the Master Declaration, restrictions, governmental regulations, or ordinances.

1.5 Adoption of Rules. The following rules and terms are adopted pursuant to provisions of Article IX, Section 8.03 of The Hills of Lakeway Amended Master Declaration:

- A. **Architectural Committee Rules.** Architectural Committee Rules for The Hills of Lakeway will be known as the "Architectural Committee Rule Book", or "Architectural Committee Rule Book". A current copy of the Architectural Committee Rule Book can be found on The Hills POA website.
- B. **Amended Master Declaration.** "Amended Master Declaration" will mean The Hills of Lakeway Amended Master Declaration of Covenants, Conditions, Restrictions and Property Owners' Association and all amendments thereto.
- C. **Architectural Committee.** "Architectural Committee" will be defined in the Amended Master Declaration in Article VIII.
- D. **Association.** "Association" will mean The Hills of Lakeway Property Owners' Association, Inc., (POA), a Texas non-profit corporation, and its successors or assigns, (hereinafter sometimes "POA").
- E. **Bond.** A bond will mean a surety bond, which is a promise to pay one party (the Oblige) a certain amount if a second party (the principal) fails to meet

an obligation, such as fulfilling the terms of the contract. The surety bond protects the obligee against losses resulting from the principal's failure to meet the obligation. Bonds will be required for new home construction, pool construction and most renovation/remodeling projects. The Association will determine the amount of the Bond.

- F. **Building Permit.** A "Permit or Building Permit" will be defined as a document issued by the Association to a property owner for a project, which has been approved by the Committee. The project shall mean new construction or an improvement to the property. The Association will determine which projects require a permit.
- G. **Certificate of Completion.** "Certificate of Completion" or "CC" will mean the document prepared by The Hills of Lakeway Property Owners Association that is issued only when construction of a structure is complete, approved by the contract building inspectors, and inspected and approved by the Architectural Committee representative.
- H. **Certificate of Occupancy.** "Certificate of Occupancy" or "CO" will mean the document prepared by The Hills of Lakeway Property Owners Association that is issued only when construction of a new home is complete, approved by the contractor building inspector, and inspected and approved by the Architectural Committee representative. An approved, final inspection by the contract building inspector does not qualify as a Certificate of Occupancy. An application must be completed through the Association office. Failure to obtain a Certificate of Occupancy will result in forfeiture of the Refundable Building Deposit.
- I. **Hills of Lakeway Restrictions.** "Hills of Lakeway Restrictions" shall mean the Amended Master Declaration together with any and all Supplemental Declarations which may be recorded pursuant to the terms thereof and as the Amended Declaration or said Supplemental Declarations may be amended from time to time, together with The Hills of Lakeway Rules, the Architectural Committee Rules and the Bylaws of the Association.
- J. **Improvement.** Improvement will mean every structure and all appurtenances thereto of every type and kind, including but not limited to sports courts, playscapes, buildings, outbuildings, patios, fountains, driveways, tennis courts, pools, garages, fences, screening walls, retaining walls, stairs, decks, porches, landscaping, hedges, windbreaks, plantings, planted trees and shrubs, poles, signs, exterior air conditioning, water softener, fixtures or equipment, pumps, wells, tanks, reservoirs, pipes, lines, meters, towers, and other cable facilities used in connection with the water meter, sewer, gas, electric, telephone, regular or cable television, or other utilities.

- K. **Multi-Family Site.** "Multi-Family Site" will mean any type of unit of land, whether or not shown on recorded Subdivision Plat and whether or not improved, which is designated for condominiums or duplexes.
- L. **Person.** "Person" will mean a natural individual or any entity having the legal right to hold title to real property.
- M. **Utility Easements.** "Utility Easement" also known as "Public Utility Easement (PUE)" will mean an interest in land granted to the Association and/or to a private utility corporation for installing or maintaining utilities across or under private land together with the right to enter thereon with machinery and vehicles necessary for maintenance of said utilities.
- N. **Plans and Specifications.** "Plans and Specifications" will mean any and all documents designed to guide or control the construction or erection of any improvement, including, but not limited to those indicating size, shape, configuration or materials, site plan, excavation and grading plans, foundation plans, drainage plans, landscaping and fencing plan, elevation drawings, floor plans, specifications on all building products and construction techniques, samples of exterior colors, plans for utility services, and all other documentation or information relevant to such improvement;
- O. **Refundable Building Deposit.** "Refundable Building Deposit" will mean the deposit that is placed by the contractor to obtain a permit for a project. The deposit shall be refunded when the project has been completed, as approved in accordance with the Architectural Committee Rules, and in accordance with the timeline set forth by the Committee for the permitted project. The deposit may be forfeited in whole or in part upon default of any part of the Architectural Committee Rules or to recover damages incurred to Association property or private property (See Attachment A - Permit Fees). The Architectural Committee has established a Fine Policy (See Exhibit B - Fine Schedule). If a builder is put on notice for deviation to the Architectural Committee rules, the builder/owner/permit holder may be subject to forfeiture of the building deposit in part or whole. Written notice will be given to the builder/owner/permit holder prior to forfeiture of the deposit.
- P. **The Hills.** "The Hills" will mean Hills of Lakeway as such term is defined in the Amended Master Declaration.
- Q. **Variance.** "Variance" will mean approval granted by the Architectural Committee to an individual property owner to vary from compliance with the Architectural Committee Rule Book.

Section 2. General Administrative Procedures of the Architect Committee Rule Book

In The Hills, building codes and regulations are administered and enforced by the Association and their designated representative (Site Manager). Construction plans are reviewed first by the Architectural Committee and again for Uniform Code Compliance by an engineering firm.

2.1 Site Manager's Role in Planning, Development, and Code Enforcement

- A. The Site Manager and other personnel in the office of the Association will be involved in the initial planning and preparation of project paperwork for new construction and projects on existing homes.
- B. The Site Manager will review and discuss all plans with applicants prior to submittal to the Committee.
- C. The Site Manager will inspect certain phases of construction, monitor all ongoing projects, and generally operate the office on a day-to-day basis.
- D. The Site Manager will maintain all building and development records for projects throughout The Hills.
- E. Licensed building inspectors will review plans and activities for conformance with Federal, State, and local codes and Committee requirements and report regularly to the Site Manager.
- F. The Site Manager under the direction of the Architectural Committee will enforce provisions of the Architectural Committee Rule Book by performing regular inspections of all properties.

2.2 Architectural Committee's Role in Planning, Development and Code Enforcement

- A. The Architectural Committee has been established under the authority of the Amended Master Declaration VI11.4.
- B. The Architectural Committee is appointed by The POA Board and will have overall authority and responsibility to monitor and control all construction, including but not limited to new construction, additions, or exterior renovations and remodeling, and major landscaping projects requiring excavation or construction in The Hills.
- C. The Architectural Committee, with the assistance of the Site Manager, will be responsible for the enforcement of the Architectural Committee Rule Book, except where directed otherwise.

- D. The Architectural Committee may assess fines and/or double permit fees, depending upon the scope of work and violation.
- E. The Hills POA Board may overrule the decisions of the Architectural Committee. An appeal process is outlined in Section 3.15 and the owner may address the Board in a regularly scheduled Board meeting.

2.3 Architectural Committee Meetings

- A. In general, the Committee will meet regularly in public meetings to review plans associated with construction for the purpose of approving or disapproving plans and specifications submitted to it for any proposed improvements, including the construction, alteration, or addition thereof, on the basis of:
 - i. Aesthetic considerations and overall benefit or detriment which would result to the surrounding area and The Hills of Lakeway.
 - ii. Architectural design, placement of building, landscaping, color schemes, exterior finishes and materials, and similar features.
 - iii. Compliance of the plans and specifications with The Hills requirements.
- B. **Prior decisions or rules regarding matters of design or aesthetics will not be deemed to have set a precedent if the committee feels that repetition of such action will have an adverse effect.**
- C. A quorum will consist of no less than three (3) voting members of the Committee.
- D. The Architectural Committee may establish and amend its administrative procedures. Homeowners appearing before the Committee may request "private meetings".
- E. The Architectural Committee Agenda will be posted Wednesday by 5:00 p.m. before each Architectural Committee meeting. Agendas may be posted, published, or sent to other sources as deemed necessary by the Architectural Committee or the POA.

Section 3. Specific Administration Procedures of the Architectural Committee Rule Book:

- A. All procedures will be administered equitably and fairly according to the Architectural Committee Rule Book. Procedures are to be followed by all parties.

- B. **Work requiring a permit.** An owner planning any improvements and/or repairs shall first contact the Association office to determine in each instance whether or not a permit is required. An owner may make repairs on any structure without a permit, provided such repairs do not alter the exterior appearance of any improvement or are not otherwise regulated by this or other Committee or that they are emergency repairs; or when not required by local building codes.
- C. **Building Permits.** To obtain a building permit, the applicant shall first file a Permit Application in writing at the Association's office which:
 - i. Identifies and describes the work to be covered by the permit for which application is made.
 - ii. Describes the site which the proposed work is to be done, by lot, section, tract and street address, or similar description that will readily identify and locate the proposed work.
 - iii. Indicates the use for which the proposed work is intended (i.e., residence, pool, fence, etc.).
 - iv. Is accompanied by a complete set of plans and specifications.

3.1 Plan Approvals.

- A. **Plan Approvals.** The Architectural Committee Rule Book and the Amended Master Declarations require that the construction of any proposed improvement and any construction other than repairs pursuant to the provisions of Section 2.08 of the Amended Master Declaration, which in any way alters the exterior appearance of any improvement, or removal of any improvement, will be performed only with prior written approval of the Architectural Committee:
 - i. Plans are conditionally approved during regularly scheduled meeting but are subject to review and approval by an architect and engineering firm (hired by the association) to proceed to permitting.
 - ii. All new construction and/or major renovation plans must be submitted to the Site Manager at fourteen (14) days prior to the next Committee meeting and placed on the agenda. Failure to timely submit the plans will delay Architectural Committee review until the next Committee meeting.
- B. **Preliminary Design Submittals.** A preliminary review of plans is required for builders who have not previously built in The Hills and those who are unfamiliar with The Hills building practices. The Committee encourages all

builders to attend a preliminary review of plans. These will be of advisory nature and submittals may be supported by less formal presentations. In order for the Committee to give proper consideration to the proposed work, preliminary submittals should adequately describe the site plan, floorplan, and exterior character of the proposed structure or change:

- i. Preliminary plans, including lot lines, streets, drainage features, land use, or adjacent land uses, topography, and utility layouts will be submitted electronically to the Site Manager, and may include a site visit by the Committee.
- ii. Favorable review of the preliminary plans by the Committee will neither imply nor guarantee acceptance of the final design plans.
- iii. Drainage plan approval by Hurst Creek MUD is required prior to Architectural Committee approval.

C. **Final Design Submittals.** Final design submittals will include drainage plans approval by Hurst Creek MUD and will constitute the only basis for conclusive action by the Committee and must adequately reflect the design and quality of the proposed work. Submittals must meet all the requirements detailed in Sections 4 and 5 of this document:

- i. Final design submittals will be presented at the Committee meeting by the owner or his/her representative.
- ii. Planned exteriors will be unique and no plan will be duplicated in The Hills.
- iii. Design of each home should consider size, shape, and topography of the specific lot proposed as the building site.
- iv. Plans will not be considered approved until Hurst Creek MUD gives drainage approval.
- v. Samples of colors to be used must be submitted.
- vi. Upon review of the final design plans, the owner or applicant will be notified in writing of Committee action.

D. **Issuance of Building Permits.**

- i. Upon approval of final submittal and payment of the required fees, deposits, and permit bond, a building permit will be issued, and construction may begin. Construction must begin within forty-five (45) days.

- a. Construction start is defined by the completion of the following items:
 - 1. Erection of chain link fence with dark green or black visual screening to screen construction area from street.
 - 2. Installation of silt barrier fencing.
 - 3. Portable construction toilet and dumpster.
 - b. If construction does not begin, the applicant must re-obtain approval to proceed from within forty-five (45) days after the issuance of a building permit, the Architectural Committee and/or may be required to resubmit plans for approval.
- ii. By acceptance of a Hills building permit, the owner assures the Committee that construction of an approved residence will be completed within one (1) year from the date of issuance of permit:
- a. Pool construction, remodels, walls, gazebos and fences shall be completed within six (6) months from issuance of permit.
 - b. Work covered by the permit will be constructed in accordance with plans as approved by the Committee.
 - c. Forfeiture of deposit or revocation of permit may be imposed by the Architectural Committee for non-compliance.
 - d. Interior changes which do not affect structural integrity or impact code requirements may be made during construction.
 - e. Any exterior changes, after final plan approval by the Committee, must be approved prior to any construction for those changes. Failure to resubmit changed plans may result in a fine as determined by the Architectural Committee.

E. Final Plan Submittal Summary.

The following information must be submitted. Submittals which do not include this information will not be placed on the Committee agenda:

- i. Site plan. (Refer to 4.1 Site Requirements and Restrictions);
- ii. Building elevation plan.
- iii. Construction plan, which will include location of chain link fencing, silt fencing, construction toilet and dumpster.

- iv. Color board or sample colors to be used.
- v. Structural engineered plans to include:
 - a. Foundation plan (Certified by Texas Registered Structural Engineer).
 - b. Framing plan (Certified by Texas Registered Structural Engineer).
- vi. Landscape plan must be submitted no later than ninety (90) days prior to completion of the home. Without an approved landscape plan, neither a Certificate of Occupancy will be issued, nor a deposit returned.
- vii. Drainage plan approved by Hurst Creek MUD.
- viii. Pool plan (if proposed).
- ix. Fence plan (if proposed).

3.2 Permit Applications and Approvals. The Association office will receive all applications for all improvements, including but not limited to site development, site preparation, building construction, renovations, and remodels (front and rear), and landscaping:

- A. The Site Manager will confer with all applicants to advise them regarding Committee rules, regulations, and procedures applicable to their request. When all requirements are met, the Site Manager will add the application to the next meeting agenda if Committee approval is required. (See Exhibits for application forms);
- B. The Architectural Committee will have final approval authority for all submittals.
- C. Any submittal will not be considered if the applicant is delinquent on any account with the Association.
- D. No permit purporting to give authority to violate or cancel the provisions of this Architectural Committee will be valid, except insofar as the work or use which it authorizes is lawful and conforms to the requirements of this Architectural Committee Rule Book or a variance granted pursuant to this Architectural Committee rule.
- E. **A FORMS SURVEY WILL BE REQUIRED AND SUBMITTED TO THE SITE MANAGER FOR APPROVAL.**

3.3 Penalties, Permit Fees and Refundable Deposits

- A. The Architectural Committee will consider the scope of the improvements for which the Building Permit is being sought. Should a homeowner or his agent start work on a project and be unaware that a Permit is required, a Stop Work Order will be issued. A fine of up to \$50.00, and additional fine of up to \$50.00 per day for continuing work, may be assessed. The amount fined will be based on the circumstances and the scope of the work. Permit fees as indicated in Exhibit A - Permit Fees may be doubled should the owner or contractor fail to obtain a Building Permit from Site Manager.

- B. The Association will establish a schedule of fees to cover the cost of applications, inspections, and other expenses incurred by the Association in the administration of this Architectural Committee Rule Book (See Exhibit A - Permit Fees):
 - i. Whenever work for which a permit is required by this Architectural Committee Rule Book is commenced prior to obtaining a required permit, the fees specified in the Fee Schedule, other than inspection fees, will be doubled.
 - ii. The payment of such doubled fees will not relieve any persons from fully complying with the requirements of this Architectural Committee Rule Book in the execution of the work, nor from any other penalties prescribed herein (See Exhibit A - Permit Fees).

- C. Refundable deposits will be required for all permits issued. Refundable deposits will be held in escrow until the project has been completed:
 - i. To request a refund of deposit from the Association, application for a Certificate of Occupancy or Certificate of Completion will accompany a copy of the approved final building inspection from the Association's inspection firm and will be submitted to the Association office within thirty (30) days.
 - ii. Site Manager or a representative of the Committee will perform a site inspection to ensure that the work has been completed in accordance with the new approved plan, that the site and surrounding properties are clean and have been left in a condition equal to or better than pre-construction:
 - a. Signage, dumpster, construction toilet, chain link, and silt fencing must be recovered from the site.
 - b. Inspections will be performed in a timely manner.

- c. The Hurst Creek MUD will perform a final inspection for drainage.
 - d. Deposits will not be returned until Hurst Creek MUD gives drainage approval and the project is complete.
- iii. If all of these conditions have been met, without need for corrections, the Association will issue a Certificate of Occupancy or Certificate of Completion, and any eligible funds will be refunded on the project approximately two weeks after approval.
- iv. The Refundable Building Deposit is subject to forfeiture for non-compliance with the Architectural Committee Rules for the following reasons:
 - a. To collect for damages incurred by the Association.
 - b. To reimburse the Association for expenses incurred to remedy any condition in violation of the Architectural Committee Rules or restrictions.
 - c. For failure to complete construction in a timely manner set forth in Section 3.6 and provide a final inspection from the engineering firm (if applicable);
 - d. If owner occupies the property prior to a Certificate of Occupancy being issued.
- D. All accounts the permit holder or resident has with the Association must be current in order for deposits to be refunded.

3.4 Plans and Specifications. A set of construction plans and specifications certified by an architect or designer for all contemplated construction on any site will be submitted for approval by the Architectural Committee. Required plans should include:

- A. **Dimensioned Site Plan.** See Section 4, Site Requirements and Restrictions.
- B. **Topographical Study.** See Section 4, Site Requirements and Restrictions.
- C. **Building Plans.** See Section 5, Structure Requirements and Restrictions.

3.5 Bonding Requirements

- A. Bonds will be required for all new home construction, pools, and most remodeling/renovation projects. (See Exhibit C - Permit Bond).

- B. The Association has the right to require a bond for projects other than those listed and will determine the amount of the bond.
- C. The Association may waive the requirement of a permit bond for construction of minor improvements to existing structures or for construction improvements where the estimated costs of such construction do not exceed Ten Thousand Dollars (\$10,000.00).
- D. Prior to issuance of a permit for new construction or any improvement, the applicant will submit to the Association a permit bond in a form acceptable to the Association in the principal sum of Ten Thousand Dollars (\$10,000.00). A form of permit bond as provided in the attachments may be required by the Association for compliance with the provisions of this Section.
- E. Such bond will be conditioned upon compliance by the permit holder and all those acting on behalf of such holder, including agents, contractors and subcontractors performing under the authority of the permit holder with this and all other Architectural Committee Rules and restrictions of the Association and all plans, specifications and conditions approved by the Association in connection with the issuance of such permit.
- F. Such bond will be secured and be used for the payment of any and all damages to persons or property (including the Association) which arise from, or are caused by, an act or conduct taken or authorized by the permit holder or his assigns.
- G. Among the damages secured by the permit bond and for which the bond amount is payable, are all costs to the Association to cure or abate any condition deemed or found to be a nuisance pursuant to any Association deed restrictions or Committee rule caused by defective, incomplete, or noncompliant construction of any improvement to real property.
- H. The Association may cancel or revoke a permit of an applicant found not to be in compliance with this section. A cancellation or revocation of permit pursuant to this subsection will not relieve the holder of any obligation to cure or abate any nuisance resulting from the cessation of construction of improvements.

3.6 Insurance Requirements:

A Certificate of Insurance is required to be submitted by the General Contractor showing The Hills POA as additional insured. Minimum limits for insurance are \$1,000,000 for General Liability, \$1,000,000 Automobile Liability, \$2,000,000 Umbrella Liability and \$1,000,000 for Workers Compensation.

3.7 Timeframes for Completion of Projects and Penalties for Noncompliance.

Projects approved by the Committee and permitted by the Site Manager will begin within forty-five (45) days and be completed in a timely manner as follows:

- A. New home construction will be completed within twelve months from issuance of permit:
 - i. If inordinate delays are anticipated or experienced, the contractor will notify the Site Manager in writing prior to the expiration date. An extension of up to six (6) months may be granted by the Architectural Committee.
 - ii. Failure to complete new construction within the allocated or extended time frame without applying for an extension may result in forfeiture of the building deposit.
- B. Pools, remodels, walls, gazebos, pergolas and arbors, landscaping, and fences will be completed within six (6) months from issuance of a permit:
 - i. If inordinate delays are anticipated or experienced, the contractor will notify the Site Manager in writing prior to the expiration date. An extension may be granted by the Architectural Committee.
 - ii. Failure to complete new construction within the allocated or extended time frame will result in forfeiture of the building deposit.
- C. Structures damaged or destroyed by fire or disaster which are to be rebuilt will be completed within twelve (12) months of the date of the approval of new plans. (See Amended Master Declaration);
- D. Structures declared abandoned by the Architectural Committee and not to be completed will be demolished, when feasible, and the site cleared as soon as possible (See Exhibit C - Permit Bond);
- E. Expired Permits. If work authorized by a permit is suspended or abandoned for a period of four (4) months at any time after work has commenced, the permit will be declared to be expired:
 - i. Before work can be resumed, a new permit will be obtained and fee of one half (1/2) of the amount of initial permit will be charged provided that:
 - a. No changes have been made or will be made to the original plans and specifications.

- b. Original plans and specifications do not conflict with any new provisions of the Architectural Committee Rule Book or other restrictions.
- c. Suspension or abandonment has not exceeded twelve (12) months.
- ii. Permits expired for twelve (12) months and one (1) day will require new permits at full permit fees.

3.8 Suspension or Revocation of Permits. The Architectural Committee may suspend or revoke a permit, in writing, issued under the provisions of the Architectural Committee Rule Book wherever the permit is:

- A. Issued in error.
- B. Issued on the basis of incorrect information.
- C. Is in violation of the provisions of the Architectural Committee Rule Book or any other Association restrictions.

3.9 Right of Entry. Whenever necessary to make an inspection to enforce any of the provisions of this Architectural Committee Rule Book, the Committee, the Site Manager, the Association Board of Directors, or their agents, acting pursuant to the paragraph 5.06(8) of the Amended Master Declaration, may enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon the Committee, the Building Inspector, or the Site Manager and other Association personnel, by this Architectural Committee Rule Book:

- A. If such building or premises be occupied, they shall first present proper credentials and request entry.
- B. If such building or premises are unoccupied, officials will first make a reasonable effort to locate the owner or other persons having charge or control of the building or premises and request entry.
- C. If such entry is refused, the Committee, or their authorized representative, shall have recourse to every remedy provided by law to secure entry.
- D. No owner or occupant or any other person having charge, care, or control of any building or premises shall fail or neglect, after proper notification is made as herein provided, to promptly permit entry therein by the Committee or its authorized representative for the purpose of inspection and examination pursuant to this Architectural Committee Rule Book.

3.10 Stop Work Orders. Whenever any work is being done contrary to the provisions of the Architectural Committee Rule Book, the Committee, the Site Manager, the

Building Inspector, or their agents may order the work stopped by notice in writing) served on any persons engaged in the doing or causing such work to be done.

- A. The Stop Work Order shall be posted on the property adjacent to the posted permit, and any such persons shall immediately stop such work until authorized by the Committee, the Association office, the Building Inspector, or their agent to again proceed with work.
- B. In the event a stop work order is issued, an automatic fine of up to Fifty and No/100 Dollars (\$50.00) will be implemented. An ongoing fine of up to Fifty and No/100 (\$50.00) per day will be applied until the breach of rules is corrected. This fine will automatically be deducted from the refundable building deposit. Arrangements will be made with the Site Manager.

3.11 Occupancy Violations. Whenever any residence is being occupied and used contrary to the provisions of the Amended Master Declarations, Rules and Regulations, or the Architectural Committee Rule Book, the Architectural Committee or their agents may order such use discontinued by notice served on any person causing such use:

- A. Such person shall discontinue the use within ten (10) days after receipt of such notice or make the structure, or portion thereof, comply with the requirements of this Rule.
- B. Failure to comply or obtain a Certificate of Occupancy may result in daily fines and/or forfeiture of the refundable building deposit.

3.12 Reports and Records. The Association office will keep a permanent, accurate record of all transactions, projects, fees, and fines collected under this Architectural Rule Book:

- A. The POA will keep a record of all account holders, together with the address of the premises and all payments made will be permanently maintained.
- B. All approved building plans and specifications will be stored electronically by the Association office.
- C. One set of approved plans and specifications will be retained by the building inspector.
- D. One set of approved plans and specifications will be kept on site at all times while work is in progress.
- E. All approved plans will be accompanied by the Intent of Compliance Statement signed by the builder and owner (if different) to signify the plans' approvals.

- F. Approved building plans and specifications may be reviewed in the Association office by other residents, parties with germane interest in a project, or Hills of Lakeway and/or Hurst Creek MUD employees.
- G. Any request for copies of Committee or Association records or reports will be made in writing to the Architectural Committee. Requests should include:
 - i. Legal address of property.
 - ii. Physical address of property.
 - iii. Explanation for need of a copy.
- H. Plans submitted for approval for which no permit is issued, and which no action is taken by the applicant for forty-five (45) days, will require that the applicant resubmits plans to the Architectural Committee for approval.

3.13 Variances. A variance is defined as approval granted by the Architectural Committee to an individual property owner to vary from compliance with the Architectural Committee Rule Book:

- A. Any person may apply for a variance of any provision in this Architectural Committee by submitting a written application to the Association's office, along with the required fee (See Exhibit A - Permit Fees). The application will:
 - i. Cite the specific requirement of this Architectural Committee Rule Book for which a variance is sought.
 - ii. Explain the reasons for such request. Architectural Committee will consider variances based on, but not limited to:
 - a. Limitations of the homeowner to make changes/additions/improvements without a variance (i.e. is it possible to achieve in another design without a variance).
 - b. How the variance will impact the neighboring properties.
 - c. Will the variance have a negative impact on property values?
 - d. Will the variance impact the neighborhood aesthetic negatively?
 - e. Variances are based on their sole merit, not on prior decisions or variances granted and will be considered on a case-by-case basis.

- B. Variances will be considered by the Architectural Committee. The applicant, or his/her representative, must be present at all meetings at which the item is discussed.
- C. Once an application for a variance has been received by the Architectural Committee, and the Committee is in favor of granting a variance, it will be filed by the Association's office with the Travis County Clerk's office.
- D. Variance request fees will be retained when a variance is granted or returned if variance is not granted. Any variance granted but not utilized within six (6) months of the date of the issuance will be void.
- E. Consistent with the Amended Master Declaration, the Board of the POA may grant a variance on its own motion under necessary circumstances.

3.14 Construction Hours. Construction hours are from 7:00 am to 7:00 pm, Monday through Saturday:

- A. Due to the extreme heat of summer, construction hours for the months of June through September will be increased to allow the pouring of concrete, for foundations only, to commence at 6:00 a.m.
- B. No work is permitted on any construction site (interior or exterior) on Sundays.
- C. ***No construction activity is permitted on any site (interior or exterior) on the following national holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day.***

3.15 Appeals. Any person aggrieved by a decision of the Architectural Committee, based on a grievance under these rules including assessed fines and deposits, may take the matter to the POA Board of Directors for reconsideration:

- A. The appeal must be made within thirty (30) days from the date of the decision by filing with the Association office a notice of appeal, specifying the grounds in writing, and paying the required fee. The Committee will immediately transmit to the Association Board of Directors all the paper on which the appeal is based.
- B. After the appeal before the POA Board of Directors, The Board will make a final decision on the matter.
- C. After this decision has been made, the Association will take no further action or interest in the appeal.
- D. All ACC denials must be sent certified mail, hand delivered or by email. The denial must describe the basis for the denial and the changes to the application.

that would allow approval. The denial must inform the owner or resident that he has a right to a hearing within 30 days. The board must hold a hearing within 30 days of the request and must provide the owner 10 days' notice of the hearing. Either party may request a 10-day postponement. Either party may audio-record the hearing.

3.16 Penalties. Any violation of the Architectural Committee Rules is a violation of The Hills Amended Master Declarations and is subject to the Board availing itself of the remedies provided in Section 8.04 of the Amended Master Declaration:

- A. Violators are subject to forfeiture of the refundable building deposit or payment as provided under the provision of the permit bond.
- B. The issuance of a permit based upon plans and specifications will not prevent the Architectural Committee from thereafter requiring the correction of error in said plans and specifications, or from preventing building operations from being carried out when in the violation of this Architectural Committee Rule Book, or any other deed restrictions in The Hills.
- C. Please refer to Exhibit B - Fine Schedule for a list of fine penalties.
- D. Fines up to and including \$50.00 per day may be assessed depending upon the violation.

Section 4. Site Requirements and Restrictions

4.1 Dimensioned site plans. Dimensioned site plans will be required for approval and will be a minimum scale of 1" = 20'. The site plan must include:

- A. The names, addresses, telephone numbers and email for owner, builder, engineer, and registered architect.
- B. Location of dumpster, construction toilet, chain link and silt fencing and point of access with bull rock notated.
- C. Impervious cover calculations (See Exhibit E - Impervious Cover Calculations and Section 4).
- D. All setbacks and easements must be shown and dimensioned. See Section 4 Setbacks and Easements.
- E. Driveway location showing all turnarounds. Minimum length of driveway is twenty-seven feet (27') from garage door to edge of flatwork.
- F. Show native hardwoods that are more than eight (8") inches in caliper with the measurement taken (30") inches in height from grade.

- G. Site plan showing location of all existing or proposed fencing with specs.
- H. Mailbox location and specifications:
 - i. Mailboxes will be contained in a masonry structure to match the home (stone, brick, stucco); Any non-masonry portion of the mailbox (metal mailbox doors, address marker numbers) must match the exterior trim color of the home or remain neutral in black, brown or bronze tones.
 - ii. Footprint dimensions will be two feet by two feet (2' x 2') and must be six to eight inches (6-8") from the pavement.
 - iii. Height will be three feet six inches (3'6") from grade to the bottom of the mail container.
- I. Plan must show size and location of Propane tank as applicable. (See 7.4 Propane Tanks).
- J. Topographic survey must illustrate existing grades at two-foot (2') intervals and proposed grades at two-foot (2') intervals.

4.2 Position of Structures on Lots. All residential and outdoor structures must be located on the owner's property with no encroachments into the building setbacks without the prior granting of a variance by the Architectural Committee:

- A. Main Home Structure. The main home structure will be placed on the lot according to the setbacks and easements listed below:
 - i. Front property line will be a twenty-five-foot (25') setback.
 - ii. Side lot line will be a five-foot (5') setback.
 - iii. Back lot line will be a ten-foot (10') setback.
 - iv. If the property is a corner lot, the side of the home that fronts the street will have a fifteen-foot (15') setback.
 - v. Building setbacks are measured from property lines to the overhangs of the structures.
 - vi. The edge of the street pavement should never be used instead of property lines to determine setback lines or determine property lines.
- B. Garages will be located on the lot according to the following requirements:
 - i. Garages will not open directly onto the primary street:

- a. The Hills Drive is always considered to be the primary street.
- b. Other primary streets will be determined by the Architectural Committee.
- ii. On corner lots, the garage will open toward the secondary street:
 - a. The primary street of a corner lot is determined to be the street facing the elevation as defined by the main entry door.
- iii. A variance will be required if garage doors will open to the primary street.

4.3 Public Utility Easements (PUEs). Drainage easements and building setbacks must be shown on all plans:

- A. No permanent portion of a building, including roof overhangs, HVAC units, standby generator systems, pools, or rock walls may be constructed within these easements or setbacks without a variance granted by the Architectural Committee and with the approval of Hurst Creek MUD when in a drainage easement.
- B. Other items such as fences, driveways, flatwork, play structures, foliage, etc., may be placed within the easement's boundaries with the prior approval of the Committee. An approval may require additional landscape screening.

NOTE: It will be fully understood by the owner of the property that any construction within dedicated utility or drainage easements may have to be removed at the owner's expense if required by an authorized utility company or be required to provide adequate drainage from offsite areas.

4.4 Impervious Cover Requirements

- A. No more than sixty percent (60%) of the lot, forward of the street-facing facade of the home, may be impervious cover, however, given the varying sizes and shapes of lots in The Hills, homeowners may apply for a variance to this percentage for consideration by the Architectural Committee without fee.
- B. Actual percentage of impervious cover for the lot should be calculated and shown on the plan (See Exhibit E - Impervious Cover Calculations for an example of the calculation for impervious cover).

4.5 Site Preparation, Maintenance and Project Clean-up

- A. Clearing. No clearing of a lot for the building purposes is permitted prior to obtaining a building permit.
- B. Maintenance. Maintenance of all lots during construction is a requirement:
 - i. Prior to the start of construction, a metal dumpster will be in place and must be removed when construction is complete.
 - a. It will be the permit holder's responsibility to collect all trash and have a clean, orderly construction site.
 - ii. No dumping or burning is permitted in The Hills of Lakeway.
 - iii. Lots must be mowed during construction.
- C. Maintenance Violations. In the event cleanup is not accomplished to the satisfaction of the Architectural Committee or the Association office, the Architectural Committee may elect to do any one or more of the following:
 - i. Issue a Stop Work Order until the site and adjacent property is free of any discarded material, machinery, trash, rubbish, paper, debris, and concrete.
 - ii. Take charge of the work and clean up the premises to its proper condition. The Association or the Architectural Committee will be entitled to recover from the permit holder or from the permit bond the actual expenses incurred by the Association in cleaning up the premises and adjacent property, including but not limited to, the cost of labor, materials, overheads, use or rental of any equipment used by the Association in cleaning up the site and attorney fees.
 - iii. Suspend or revoke the permit.
- D. **Fencing during Construction and Erosion Control**
 - i. Silt fencing will be installed as needed to avoid runoff. The fencing will be inspected at layout.
 - ii. Chain link fencing must be erected around the perimeter of the property, minimum 4 feet (4') high with only one point of access to minimize road dust and debris. Chain link fence will have dark green or black visual barrier attached.
- E. **Sanitation during Construction.** A portable chemical toilet will be located appropriately on the site.

F. Access to Lot during Construction

- i. Bull rock or similar substance will be used on site entrance to minimize the tracking of dirt/mud onto the private streets from the construction site.
- ii. The bull rock will be removed from the site at the end of construction, prior to pouring the driveway and installing the landscaping.
- iii. The permit holder may be required to replenish the bull rock during the course of construction if deemed necessary by the Architectural Committee.
- iv. A corrugated metal pipe culvert, complying with the design requirement, will be installed at the site entrance to allow flow of water in the roadside ditch during construction.

G. Removal of all Construction Materials and Debris. Upon completion of the project, the site should be left in a clean and orderly condition with all extra materials, fencing, sanitation equipment, debris, and other equipment removed. A Certificate of Occupancy will not be issued until these requirements are met.

H. Location of Construction Equipment and Materials

- i. Except during construction, no building materials or construction equipment of any kind shall be placed or stored upon any lot.
- ii. During construction, building materials and construction equipment will be placed within the property lines of the lot on which the improvements are to be made.
- iii. Temporary use of an adjoining lot requires a letter of permission from the adjoining lot owner on file in the Association office.
- iv. Ingress/egress by vehicles and/or equipment through an adjoining lot requires a letter of permission obtained from the Site Manager and adjoining lot to the owner.
- v. Construction equipment and materials may not be stored on any private street or the right-of-way unless permission is obtained from Site Manager.
- vi. No tracked equipment with any kind of metal cleats or shoes will be used without adequate protection from tires or planking, or driven on any hard surface of the Association's private streets, etc.

- I. **Parking of Vehicles.** During construction, all vehicles driven to the site by workers shall be parked on the construction site:
 - i. When this is not feasible, vehicles may be parked on the same side of the street as the construction project.
 - ii. Vehicles may not park in private driveways.
 - iii. Where these requirements are impractical, special permission for other parking arrangements may be obtained from the Association office.
 - iv. Vehicles may not impede traffic in any circumstance.
- J. **Restoration of Streets and Rights-of-Way**
 - i. Upon the completion of any construction activity authorized by a permit, or in the event a permit is suspended or revoked, the permit holder shall immediately commence operations to restore any streets, rights-of-way, street shoulders and drainage ditches to pre-existing condition before the permit holder's activity commenced.
 - ii. A Certificate of Occupancy will not be issued until streets, rights-of-way, shoulders and drainage ditches are restored.
 - iii. In the event restoration is not completed as directed by the Committee, the Association shall be authorized, at its election, to take charge of the work and restore the area to its property condition:
 - a. The Association will be entitled to recover from the permit holder by civil action and actual expenses incurred by the Association in restoring the area, including, but not limited to, the cost of attorney fees.
 - b. For such purposes, the Association shall have a right to recover directly upon the permit bond, or Refundable Building Deposit.
- K. **Site Drainage**
 - i. Applicant must submit drainage plans to the Hurst Creek MUD and receive approval from the MUD prior to receiving a building permit.
 - ii. Roof runoff must be collected by rain gutters on all sides of all buildings. Gutter outlets, however, will be located so that roof runoff flows toward the site drainage collector.

- iii. A Certificate of Occupancy will not be issued until gutters are installed.

Section 5. Structure Requirements and Restrictions.

5.1 Work Requiring a Permit - General Requirements. All structures in The Hills will comply with the requirements and restrictions of the Architectural Committee Rule Book:

- A. Acceptable exterior materials are brick, stucco, or stone:
 - i. Existing siding other than stucco, stone and brick may only be repaired with approval of the Architectural Committee.
- B. Acceptable roofing materials are as follows:
 - i. Clay Tile
 - ii. Concrete Slate Tiles
 - iii. Slate
 - iv. Metal
 - a. Only standing seam metal roofs are acceptable.
 - b. The metal roof cannot have any exposed fasteners.
 - c. The metal finished must be striated or flat. Any other finish, including, but not limited to, corrugated metal is not acceptable.
 - d. The minimum gauge acceptable is twenty-four (24) gauge.
 - e. The panel width must be no less than sixteen inches (16") or no more than eighteen inches (18").
 - f. The standing seam can be no shorter than one and one-half inches (1.5") and no taller than two inches (2").
 - g. The roof seam cannot be reflective and is subject to Architectural Committee approval.
 - h. A material sample must be:
 - 1. submitted to the Architectural Committee or.

2. a mock-up of the roofing material can be installed at the property for Architectural Committee review and approval.
 - i. Approved colors are tan, grays, browns, bronzes, black and terracotta. Color is subject to Architectural Committee approval and be consistent with approved roof colors.
- C. Unacceptable roofing materials are as follows:
 - i. Composition.
 - ii. Any form of grasses, thatch, sticks, wood, or other form of plant materials.
- D. Any owner or authorized agent who intends to alter, repair, remove, convert, or replace any roof, or to cause any such work to be done, shall first make application to the Architectural Committee and obtain the required permit. (See Exhibit J - Re-Roof Project and Application Information).
- E. Maximum roof height is twenty-eight (28') feet. The ridge height is determined by the difference between the elevation of the finished floor to the highest part of the roof of the structure to be constructed.
- F. Setbacks are measured from overhangs, not from foundation.
- G. No more than twelve inches (12") from ground level of exposed foundation is permitted. Plantings will be required to screen areas that are bare along the foundation of the home (See Exhibit I - Approved Plant List).
- H. Garages. A two-car attached garage, or larger is required:
 - i. The minimum interior size will be twenty feet, ten inches (20'10") wide and twenty-one feet, ten inches (21'10") long.
 - ii. Garage doors are to be overhead type of solid wood or metal with no windows.
- I. Any exterior flat wall, whether stone, brick or stucco that is twenty-five feet (25') or longer in length by at least nine feet (9') high must be broken up by a window, door, decorative niche, an outdoor wainscoting, or some other architectural feature approved by the Architectural Committee. A variance may be granted if the wall faces the street, and the Architectural Committee agrees that the long wall benefits the visual aesthetic of the home and the neighborhood.

5.2 Square Foot Requirements

- A. Depending upon the location within The Hills, each dwelling unit will contain a minimum floor area of heated and air-conditioned space, exclusive of garages, porches, or similar additions as follows:

Minimum Square Footage

Tournament Way/Tourney Lane	1,600
Phase 1 except as below	2,40
26 Club Estates Parkway to Club Estates entrance gate	3,500
26 Club Estates Parkway to Hills Drive at Hayden Ridge Road (including Gentlebrook Bend & duplex lots, no duplex may be less than 1,000)	2,600
Phase 2	2,400
Phase 3 Jasperwood, Grapewood, Dashwood	1,600
Phase 4	2,600
Phases Enclave	2,600
Phase 6 Swiftwater and Treehaven	2,200
Phase 7	2,400
Phases 8 and BA	2,200
Phase 9	2,400
Phase 10 Luna Vista	2,600
Phase 11 Lakeside and The Greens	2,400

5.3 Foundations. A forms survey from a registered surveyor must be approved by the Site Manager prior to the pouring of any concrete. It is extremely important that this rule be adhered to by all parties. Failure to provide a forms survey prior to pour may result in forfeiture of the refundable deposit.

5.4 Main Home Structures. All new construction in The Hills will comply with all of the restrictions related to all manner of materials, size, building placement and all other requirements as written in the Architectural Committee Rule Book:

- A. Structural Plans. All structural plans, both new construction and reconstruction, including additions will include:
 - i. Front, rear, and side elevations.
 - ii. Foundation plans certified by a registered, professional engineer or architect.
 - iii. Scale plan of foundation (pier and beam or slab) and pertinent information of typical beam, footing, girders, slabs, (post tension or conventional reinforcing bars), etc.
 - iv. Floor and roof framing plans stamped by a certified Texas registered, structural engineer and providing layout plan for detail of rafters, joists, beams, and trusses, for first and second stories:
 - a. Roof and ceiling details (lumber size, species, and grade) showing all support locations. Cross section of wall construction details must be included.
 - b. Roof coverings and pitch of roofs.
 - v. Exterior finish materials.
 - vi. Details of all exterior stairways, guard and/or handrails, etc.
 - vii. Electrical details:
 - a. Breaker panel location.
 - b. Location and symbols of all electrical equipment, switches, outlets, fixtures, and receptacles.
 - c. GFCI's (garage, all kitchen counters, lavatories, and within six feet (6') of water) or according to electrical standards.
 - d. Weatherproof/ GFCI receptacles.

- viii. Smoke detectors (hard-wired with battery backup) in each sleeping area, outside sleeping areas and additional story (wired in series);
- ix. Location of all plumbing fixtures, including future fixtures and waterheater.
- x. Location of condensing units.
- xi. Door sizes and swing direction.
- xii. Window sizes and types. Must match RESCheck;
- xiii. Hearth, fireplace and chimney if included in design of home. Dimension chimney height in accordance with IRC.
- xiv. Attic access size and location.
- xv. Insulation shown for roof walls and floor as applicable (must match RESCheck Report).
- xvi. Scaled floor plan of each floor and of the basement, if any, for each building.
- xvii. Total square footage of both air-conditioned and non-air-conditioner space.
- xviii. Location and size of all permanently installed structures and equipment, such as closets, storage, plumbing fixtures, appliances, etc.
- xix. Exterior Lighting. Location of yard lighting must be included in plans:
 - a. A maximum of 600 lumens for any exterior lighting fixture is allowed.
 - b. Exterior flood lighting not to exceed twelve feet (12') from grade.
 - c. Exterior lighting must be shielded so that the source of light cannot be seen from neighboring properties.
- xx. Location of gutters.
- xxi. All attached decks (including required screening and guardrails), terraces, patio, porches, covered walkways, attached garages, and all other structures herein.
- xxii. Location, sizes, and types of glazing for all windows/doors.
- xxiii. Scaled drawing of exterior elevations showing the completed structure on finished grade.
- xxiv. Wall and roof finish materials and color.

- xxv. Dimensions of overhang.
- xxvi. Finished floor elevation of the lowest floor in relation to the benchmark.
- xxvii. Elevation of the highest roof ridge in relation to the finished floor.
- xxviii. All decks, patios, guardrails, etc.
- xxix. Wall materials and color.

5.5 Remodeling, Additions and Renovations Guidelines

General Remodeling applications vary greatly in scope from simply Do-It- Yourself (DIY) such as replacement of plumbing or light fixtures, to complex projects affecting the entire residence. For **minor** remodeling, no permit may be required, or a simple permit may suffice.

- A. **Remodeling/Updating.** No permit or inspection is required for remodeling and improvements such as replacement of carpet, installing wood floors, paint, replacement of light fixtures, repair of existing plumbing such as tubs and showers, and repairs of other existing components of the home. No fee is required.
- B. **Minor Construction.** Installation of additional electrical, mechanical (HVAC) or plumbing, modifications to existing electrical or plumbing including moving or relocating any electrical, HVAC, plumbing and moving or removing interior walls require an application to the Site Manager for permitting, and inspections performed by the Association's licensed inspector for the permitted work.

5.6 Teardown. A teardown is any home or structure that is to be removed in its entirety from any lot in The Hills.

A. Site Requirements and Restrictions

- i. All tear downs must meet the conditions stated in Section 4.5.
- ii. Site plans will be required for approval by the Architectural Committee and must include:
 - a. Names, address, telephone numbers, and emails for owner and demolition contractor.
 - b. Location of metal dumpster, construction toilet, chain link, silt fencing and point of access.
 - c. Location and size of any propane tank.
 - d. Location of all utilities on the property.

- iii. No demolition will be allowed until a permit has been granted. Work commenced prior to obtaining a Permit may result in double fees.

B. Site Preparation, Maintenance and Project Clean-up

- i. No demolition of any home is permitted prior to obtaining a building permit.
- ii. All trash must be placed in the metal dumpster and should be emptied regularly.
- iii. Maintenance of all lots during construction is required, including mowing.
- iv. Prior to the start of demolition, erosion control and a metal dumpster will be in place and must be removed when demolition is complete. It will be the permit holder's responsibility to collect all trash and have a clean, orderly demolition site.

C. Maintenance Violations. In the event cleanup is not accomplished to the satisfaction of the Architectural Committee or the Association, the Architectural Committee may elect to do any one or more of the following:

- i. Issue a Stop Work Order until the site and adjacent property is free of any discarded material, machinery, trash, rubbish, garbage, paper, debris, and concrete.
- ii. Take charge of the work and clean up the premises to its proper condition. The Association or the Architectural Committee will be entitled to recover from the permit holder or from the permit bond, the actual expense incurred by the Association in cleaning up the premises and adjacent property. This includes but not limited to, cost of labor, materials, overhead, use or rental of any equipment used by the Association in cleaning up the site and attorney fees.
- iii. Suspend or revoke the permit.

D. Fencing During Demolition

- i. Silt fencing will be installed as needed to avoid runoff. The fencing will be inspected at layout.
- ii. Chain link fencing must be erected around the perimeter of the property with a minimum four feet (4') high with only one point of access to minimize the dust and debris. Chain link fence will have dark green or black visual barrier attached.

E. Sanitation during Construction

A portable chemical toilet will be located appropriately on the site.

F. Access to Lot during Construction

- i. Bull rock or similar substance will be used on site entrance to minimize the tracking of dirt/mud onto the private streets from the construction site.
- ii. The bull rock will be removed from the site at the end of construction, prior to pouring the driveway and installing the landscaping.
- iii. The permit holder may be required to replenish the bull rock during the course of construction if deemed necessary by the Architectural Committee or Site Manager.
- iv. A corrugated metal pipe culvert, complying with the design requirement, will be installed at the site entrance to allow flow of water in the roadside ditch during construction.

G. Removal of all Construction Materials and Debris. Upon completion of the project, the site should be left in a clean and orderly condition with all extra materials, fencing, sanitation, equipment, debris, and other equipment removed. No Certificate of Occupancy will be issued until these requirements have been met.

H. Location of Construction Equipment and Materials

- i. Except during construction, no building materials or construction equipment of any kind shall be placed or stored upon any lot.
- ii. During construction, building materials and construction equipment will be placed within the property lines of the lot on which the improvements are to be made.
- iii. Temporary use of an adjoining lot requires a letter of permission from the adjoining lot owner on file in the Association office.
- iv. Ingress/egress by vehicles and/or equipment through an adjoining lot requires a letter of permission be obtained from the Site Manager and the adjoining lot owner.
- v. Construction equipment and materials may not be stored on any private street or the right-of-way unless permission is obtained from the Site Manager.
- vi. No tracked equipment with any kind of metal cleats or shoes will be driven on any hard surface of the Association's private streets without adequate protection from tires or planking, etc.

I. Parking of Vehicles. During construction, all vehicles driven to the site by workers shall be parked on the construction site:

- i. When this is not feasible, vehicles may be parked on the same side of the street as the construction project as long as they do not impede traffic.
 - ii. Vehicles may not park in private driveways or impede traffic of adjacent properties.
 - iii. Where these requirements are impractical, special permission for other parking arrangements may be obtained from the Association office.
- J. **Approved Structure Not Built.** If the structure is not built, the lot must be returned to its natural appearance within thirty (30) calendar days unless an extension is granted.
- K. **Restoration of Streets and Rights-of-Way**
- i. Upon the completion of any construction activity authorized by a permit, or in the event a permit is suspended, or revoked, the permit holder shall immediately commence operations to restore any streets, rights-of-way, street shoulders and drainage ditches to a condition at least as good as that existing before the permit holder's activity commenced.
 - ii. A Certificate of Occupancy will not be issued until streets, rights-of-way, shoulders and drainage ditches are restored.
 - iii. In the event restoration is not completed as directed by the Committee, the Association shall be authorized, at its election, to take charge of the work and restore the area to its proper condition:
 - a. The Association will be entitled to recover from the permit holder by civil action and actual expenses incurred by the Association in restoring the area, including but not limited to, the cost of attorney fees.
 - b. For such purposes, the Association shall have a right to recover directly upon the permit bond or Refundable Building Deposit.

5.7 Pools and Spas

A. General Requirements and Restrictions

- i. All pools will be of in-ground construction.
- ii. No pool will be of a pre-constructed or prefabricated construction.
- iii. No pool will be of a temporary structure such as an above-ground pool. An above-ground pool is defined as any above-ground pool with a depth greater than eighteen (18) inches.

- iv. Exposed foundations of any pool foundation, pool skirting, or patio foundation must be constructed of the same masonry material as the single-family residence constructed on the lot and will include a topographic survey.
- v. Pools will not be permitted in the setbacks without a variance granted by the Architectural Committee.
- vi. Flatwork surrounding pool may encroach into the setback with prior approval of the Architectural Committee.
- vii. All pools are required by state law to meet minimum standards for fencing. A fence plan must be submitted with the pool plan for consideration by the Architectural Committee.
- viii. Pool covers shall be custom fitted and neutral in color.
- ix. Pool enclosures means a fence that:
 - a. surrounds a water feature such as a pool or spa for safety purposes,
 - b. consists of transparent black or neutral colored mesh or clear panels set in metal frames,
 - c. is not more than six feet in height,
 - d. mounted within a reasonable distance from the water feature to provide for safety as intended, and
 - e. is designed to not be climbable.

B. Pool Site Plans and Specifications. These plans will follow the requirements listed below and will:

- i. Be drawn on a copy of a previously approved site plan, with specific indications of distances from water, containing basin and surrounding slab and walkways to lot lines.
- ii. Include the locations and details of the required pool equipment enclosures and the size and location of any propane tanks as required.
- iii. Indicate how the site will be accessed and debris removed if a pool is constructed after the completion of a home.
- iv. Indicate the type of construction (gunite, poured concrete, etc.) to be used. A forms survey must be submitted to the Site Manager for approval before the application of concrete products.

- vi. Indicate dimensions of pool, including depth, and adequate cross-sections drawn to scale.
- vii. Describe pool edge details.
- viii. Include dimensional plans for all accompanying decks, mechanical equipment, fencing, and landscaping along with the required screening of pool equipment for visual and equipment acoustical noise. Wood or plastic screening will not be approved.

C. Mechanical Pool Plans must indicate:

- i. The volume, system flow rate in gallons per minute, and turnover in hours.
- ii. The type and size of filtration.
- iii. The type and size of pool/spa heater.
- iv. The pool/spa layout with all sizes shown and types of materials to be used, location of main outlet, surface skimmers, and inlets.
- v. The size and length from source to heater and routing of gas line, if applicable.

5.8 Decks and Patios

A. Wooden Decks

- i. All exterior finishes, decks and deck screening are to be wood consistent with that used in the construction of the deck or manufactured decking product, Hardie Plank type siding, masonry, approved stucco, or other approved materials to match the home. Four feet by eight feet (4' x 8') sheets of siding are prohibited.
- ii. Support structures will be compatible with the exterior finishes of the home.
- iii. Any open area beneath decks of two feet (2') or more will be screened from view using materials compatible with the exterior of the home. Required screening does not include landscape shrubs. If a deck is a second story deck and the wall below the deck has windows or is 100% finished, then screening is not required.

B. Concrete Patios. Any exterior face (2' or more) of a concrete deck or patio shall be covered with masonry which matches the masonry on the exterior of the building:

- i. The approval of materials required for screening the exterior vertical surface between decks, porches, and grade will be decided on a case-by-case basis.

- C. **Guardrails.** Guardrails or handrails when required shall be constructed of wrought iron or metal as approved by the Architectural Committee and be in compliance with all applicable codes.

5.9 Flatwork

Other items such as fences, driveways, flatwork, play structures, foliage, etc., may be placed within the setback boundaries with the prior approval of the Architectural Committee. An approval may require additional landscape screening.

A. Driveways.

- i. Driveways must be constructed of concrete or pavers.
- ii. Driveway culverts and headwalls will be constructed as required by Hurst Creek MUD and will include driveway drainage specifications as required by the MUD.
- iii. The driveway turnaround will be provided and shown on the plan. Minimum length is twenty-seven feet (27') from the garage door to the edge of the driveway.

B. Sidewalks. Sidewalks are allowed within private property:

- i. Allowed materials are concrete and pavers.
- ii. Sidewalks that cross the same roadside ditch as the driveway will require the same culvert size and headwalls specified for the driveway.
- iii. Layout of walks and driveways will be consistent with the surface water Drainage Plan.

- C. **Golf Cart Paths.** Paths that allow direct access to the golf course from private residences are not allowed in The Hills. Existing pathways have been grandfathered in.

5.10 Fences. Acceptable and unacceptable materials for fencing include:

A. Acceptable materials:

- i. Metal. Flat-top pickets without spikes or sharp points are required for metal fencing. Additional metal fencing material approved are horizontal metal slatted fencing with steel posts
- ii. Fence Crete.
- iii. One hundred percent (100%) masonry walls with stone, brick, or stucco of similar finish to the home.

B. Unacceptable materials:

- i. Wood fencing of any kind. Existing wood fences are grandfathered for repair, but not for replacement.
- ii. Chain-link.
- iii. Any combination of wood and metal.
- iv. Plastic or plastic products.
- v. Barbed wire or any other type of wire, including unfinished galvanized wire.

C. Fencing may not exceed more than six feet (6') in height. A variance must be obtained if the desired fencing is higher than six feet (6');

D. Fences installed for the purpose of containing small animals or for establishing plants along property lines shall be as unobtrusive as possible and may be attached to existing perimeter fencing using clips or ties. Fences installed for this purpose shall be no higher than two (2) feet from the ground level and shall be welded wire coated with powder, plastic or vinyl to match the existing fence color and shall not in any case extend to a height greater than that of an existing perimeter fence. Plastic or chicken wire will not be permitted.

Invisible fencing should also be considered as a secondary method of containment.

E. If stone columns will be used for fencing, specifications for the columns must be submitted for Architectural Committee approval.

F. Deer proofing of Existing Fencing. Flat top pickets are required for metal fencing; Any repair or modification of spike topped iron fences requires deer proofing of the entirety of the fence on the property. i.e., spike tops to be removed or replaced with flat top iron fencing.

G. Plans and permits for fencing:

- i. A building permit is required for construction of a fence or screening structure.
- ii. A fence or screen structure plan will be drawn on a previously approved site plan.
- iii. All new construction on lots along the perimeter of the subdivision will require an approved fence on the rear property line.

5.11 Gates. Acceptable materials for gates include wrought iron or metal as approved by the Architectural Committee and wood or a combination of the two. No other materials may be used.

5.12 Structural Screening. All screening structures and materials will require Architectural Committee approval prior to construction:

- A. HVAC units, pool equipment and standby electrical generator. All mechanical equipment will be screened from the view of the street and neighboring residences with structural screening consisting of masonry or stone products.
- B. If location of equipment presents a noise nuisance to adjacent properties, sound proofing may be required by the Architectural Committee.
- C. Privacy screening for other structures:
 - i. The height of screening for hot tubs, spas, pool decks, patio, porches and decks and other similar structures will depend on the individual requirements and location. Approval by the Architectural Committee is required.
 - ii. The height and location of privacy screening structures will reasonably obscure views from adjacent and neighboring lots but will not obscure neighbor's extended views of the golf course or other panoramic views.

5.13 Gazebos. A gazebo is a free standing, roofed, open-sided, accessory structure placed on the lot for the purpose of providing personal leisure space for residents of the property.

- A. Gazebos will generally be constructed primarily of wood and may contain masonry columns that match the materials of the home or architectural accents and are generally round or octagon. Soft sided materials such as canvas are prohibited.
- B. The structure will not be used for storage or as a greenhouse.
- C. The interior will contain only chairs, tables, hot tubs, etc., or the like.
- D. The maximum square footage permitted is one hundred forty-four (144) square feet or twelve x twelve feet (12 x 12) measured from the outside of the exterior of the structure.
- E. No portion of the gazebo may extend more than twelve (12') feet above ground under the structure.
- F. These structures must be roofed with the same material as the residential structure. Standing-seam metal roofing is permitted with an adequate slope to allow for rainwater runoff.
- G. Gutters and downspouts must be used to manage rainwater runoff.

5.14 Outdoor Living/Kitchen/Cabana Structures. Outdoor living structures are allowed with the following requirements:

- A. These structures must be no more than 400 square feet in floor area.
- B. These structures must be roofed with the same material as the residential structure. If the same roofing material of the home is unavailable, the homeowner may present an alternate material that is similar in style and in a color that matches the home and must be approved by the Architectural Committee.
- C. These outdoor structures shall be open in nature and can have no more than two floor to ceiling walls. The wall is to be constructed with the same material as the residential structure.
- D. Canvas outdoor structure of any kind are prohibited.

5.15 Pergolas or Arbors. Pergolas or arbors are garden, lawn, or patio features forming a shaded area of vertical posts or pillars that usually support crossbeams and a sturdy open lattice overhead:

- A. These structures must be no more than four hundred (400) square feet in floor.
- B. No full, vertical floor-to-ceiling walls are allowed.

5.16 Modular or Prefabricated Structures. No structure, other than a gazebo, will be of a modular, pre-constructed, or prefabricated construction.

5.17 Fire Pits. No wood burning or open burning fire pits are permitted in The Hills.

5.18 Basketball Goals, Sports Courts on Driveways, Sports Courts and Play Structures:

A. Basketball goal Requirements and Restrictions

- i. Only one basketball goal will be permitted.
- ii. No permanent basketball goals will be allowed on driveways or side yards but are acceptable in backyards when not visible from the street. Portable and removable goals do not require approval.
- iii. Basketball goals must meet the following criteria:
 - a. Be maintained at all times in a full, upright position on the owners' driveway.
 - b. Be located within the building setback for all structures. (See Easements and Building Setbacks for details). Such setbacks on any adjacent or combined lots will conform to the setback limits approved for residential lot.

- c. Owners of the goal should pay particular attention to the orientation of the goal to avoid missed shots ending up adjoining neighboring properties.
- d. The pole, backboard, and net (net is required) must be maintained in good condition at all times.
- e. **Goals may not be rolled into the street or any other public right-of-way.**
- f. Basketball goals that are attached to the home are not permitted.
- g. Basketball goals may not be used before 8:30 a.m. or after 8:30 p.m.

B. Sports Court Requirements and Restrictions:

- i. Sports courts are defined as play spaces that require a permanent structure including flatwork.
- ii. Sports courts must be presented to the Architectural Committee for approval.
- iii. All such structures must be located on the owner's property with no encroachment into the building setback.
- iv. Outdoor lighting is not permitted.
- v. Goals may either be portable or permanent.

C. Play structures are allowed in The Hills and may include, but not be limited to, any playhouse, playscape, play structure, swing set, climbing structure, slide, hammocks, forts, practice backstops, racetracks, cornhole or other yard games, kiddie pools, badminton, croquet, bocce ball or trampoline (hereafter referred to as Play Structures) and must meet the following requirements:

- i. No portion of the play structure shall be closer than five feet (5') from any side lot line and ten feet (10') from the rear lot line; Play structures are not allowed in front yards.
- ii. Play structures cannot be located within public utility easements or drainage easements and are subject to removal or destruction by the utility company or MUD.
- iii. Landscape screening will be required to screen the play structure from the street(s), the golf course, and adjoining properties. A sufficient number of fifteen (15) gallon shrubs are required to be planted in order to provide dense coverage of the height and width of the play area to be screened. (See Exhibit I - Approved Plant List).

- iv. Play structures shall be constructed of materials resistant to decay such as treated wood, cedar, or redwood:
 - a. If canvas is used, it must be maintained in good condition. Canvas that is faded, torn or in any way deteriorated must be replaced with approved materials. The use of canvas will not exceed 40 (forty) square feet, unless approved by the Architectural Committee.
 - b. Play structures utilizing metal components will be constructed of corrosion resistant or painted metal.
 - c. The footprint of a play structure shall be no larger than two hundred (200) square feet, with a maximum length of eighteen feet (18'), including all slides, climbing walls, stairs, monkey bars and other components.
 - d. Platforms of a play structure shall be no higher than six feet (6') above ground.
 - e. No portion of a play structure shall exceed twelve feet (12') high, including any flags or roofs.
- v. **Stand-alone playhouses requirements and restrictions:**
 - a. The total footprint cannot exceed sixty (60) square feet.
 - b. Roof height cannot exceed eight (8) feet above ground.

5.19 Solar Devices. Solar power producing devices are allowed in The Hills with the following requirements.

- A. Proposal for solar panels or other solar devices must be reviewed and approved by the Architectural Committee prior to installation. An on-site visit by the Architectural Committee may be in order:
 - i. Full engineering drawings with material specifications and installation plans shall be included with the application.
 - ii. Locations of panels, meters, disconnect, conduits, piping and all other components must be submitted to the committee with the application.
- B. Solar devices shall be located on the owner's roof or within a fenced and screened area not visible from the street or neighboring properties:
 - i. Panels shall not be located on a street-facing roof unless the street-facing location increases the estimated annual energy production of the solar panels, as determined by using a publicly available modeling tool provided by the National Renewable Energy Laboratory, by more than ten percent

(10%) above the energy production of the device if not located on a street-facing street.

- ii. No panels or devices may extend above the roofline of the home or be taller than the fence line if ground mounted.
- iii. Solar panels must not overhang the edge of the roof.
- C. All solar panels or devices will be installed according to manufacturer's recommendations and in a way which does not void the material warranties.
- D. All installations must be maintained in good working order.
- E. The glass, frame, flashing and other collector materials will be silver, bronze, or black tone commonly available in the marketplace.

5.20 Satellite Dishes, Antennae and/or Aerials. Satellite dishes may be erected in The Hills without Architectural Committee approval but with the following requirements:

- A. No more than one dish, antenna or aerial may be installed per home.
 - i. They cannot exceed two feet (2') in width or more than eighteen inches (18") in height.
 - ii. Dishes will be placed so that they are not visible from the street.
- B. All antenna installations must have written approval of the Architectural Committee and will be required to comply with height limitations of twenty-eight feet (28').
- C. If the dish/aerial does not meet these dimensions or location, Architectural Committee approval will be required.

5.21 Rain Barrels and Rainwater Storage Systems. Any proposal for rain barrels or rainwater storage systems must be reviewed and approved by the Architectural Committee prior to installation, including material and locations, any required screenings, and surrounding landscaping:

- A. Plans with material specifications, installation plans, site location, and landscaping must be included with the application.
- B. Rain barrels or rainwater storage tanks must be located within a fenced and screened area not visible from the street or from adjoining properties.
- C. Barrels and storage systems will be constructed of corrosion-resistant materials and must be well maintained.

- D. Rain barrels, rainwater storage tanks, gutters and collection systems must be in a color consistent with the color of the home or painted to blend with the exterior trim or wall colors of the home.
- E. No barrels or storage systems shall extend beyond the height of the fenced and screened area.
- F. Any installation of gravel, rocks or cacti around the rainwater collection area must conform to the standards provided in Section 6 Landscaping.
- G. If rainwater systems are unable to be located except the front or side of the property owner's home and adjoining street, they must be fenced using similar materials to the home to block their view from the street.
- H. Rainwater systems may not contain any language or other content not typically displayed by such systems as manufactured.

5.22 Composting Device Procedures and Requirements

- A. Approval by the Architectural Committee is required prior to installing a Composting Device on an owner's lot. To obtain the approval of the Architectural Committee, the Owner shall provide the Architectural Committee with the following information:
 - i. The proposed site location of the Composting Device on the Owner's lot, including the relation of the Composting Device to adjacent neighbors.
 - ii. A description of the structural elements and material used to construct the Composting Device.
 - iii. A photograph or other accurate drawing or graphic depiction which includes all dimensions. A composting Application may only be submitted by an Owner and not a tenant unless the owner's tenant provides written confirmation at the time of submission of the Owner's consent to the Composting Application. Prior to any installation of a composting device or structure, approval must be obtained by the Architectural Committee. The Architectural Committee is not responsible for:
 - a. Errors or omissions in the application submitted to the Architectural Committee.
 - b. Supervising installation or construction to confirm compliance with the approved application.
 - c. The compliance of an approved application with governmental codes and ordinances, state and/or federal laws. Each owner is advised that if the Composting Application is approved by the Architectural Committee, installation of the Composting Device must:

1. Strictly comply with the Composting Application.
 2. Commence installation within thirty (30) days of approval.
 3. Be diligently pursued to completion. If the Owner fails to cause the Composting Device to be installed in accordance with the approved composting application, the Architectural Committee may require the Owner to:
 - (a) Modify the Composting Device to accurately reflect the Composting Device installed on the property.
 - (b) Remove the Composting Device and reinstall the Composting Device in accordance with the approved Composting Application. Failure to install the Composting Device in accordance with the approved Composting Application or an owner's failure to comply with post-approval requirements constitutes a violation of this policy and may subject the Owner to fines and penalties.
 - (c) Any requirements imposed by the Architectural Committee to resubmit a composting Application or remove or relocate a Composting Device in accordance with the approved Composting Application shall be at the owner's sole cost and expense.
- B. Unless otherwise approved in advance and in writing by the Architectural Committee, each Composting Application, and all Composting Devices to be installed in accordance therewith must comply with the following:
- i. No lot shall have more than one (1) Composting Device. As more fully described herein, such Composting Device shall:
 - a. Not exceed four feet (4') in height, width or length.
 - b. Be located in the rear or side of the lot.
 - c. Be located at a minimum of three feet (3') off the rear and side property lines.
 - d. Be screened from view.
 - ii. The structural frame of the Composting Device should be constructed of wood and/or shall consist of a hard plastic container made specifically for the purpose of Composting. Composting Devices shall be screened on those sides facing neighboring lots to minimize any visual impact to adjoining

neighbors or from the street. Shrubs and trees are suggested for screening purposes and/or a masonry or wood enclosure.

- iii. Active compost within a Composting Device should be turned every three (3) weeks. The Composting Device should not smell foul or otherwise be a nuisance to any neighboring lot or anywhere within The Hills of Lakeway. Application of a thick layer of lime is encouraged to reduce odors.
- iv. Compost shall comprise of yard waste only, limited to vegetation, grass clippings, leaves and brush. Composting shall be used as a trash/refuse collection site. No home hold or food waste is permitted.
- v. Composting must not attract wild animals, rodents, insects or diseases which could be harmful to neighboring lots or Owners, as reasonably determined by the Architectural Committee. Screens, canvas covers, or other similar material shall cover the Composting device and/or the screen enclosure to prevent wild animals from rummaging through the compost within the Composting Device.

5.23 Flag Poles. Flag poles are allowed in The Hills with the following requirements:

- A. A maximum of one flagpole not to exceed 20 feet in height is allowed.
- B. A maximum of one flagpole per property that (i) is not more than twenty (20) feet in height and, subject to applicable zoning ordinances, easements, and setbacks of record, is located in the front yard of the property; or (ii) is attached to any portion of a residential structure owned by the property owner.
- C. Flag poles must be constructed of permanent and long-lasting materials with a finish that is harmonious with the exterior of the home.
- D. Flag poles must be maintained in good condition and any deteriorated flags or structurally unsafe flag poles must be repaired or removed.
- E. US and Texas flags must be displayed in accordance with the US/Texas flag code.
- F. One upward facing source of illumination, shielded not to create glare and not to exceed 600 lumens is allowed.
- G. External halyards (hoisting ropes) must be secured and maintained as to not create an unreasonable amount of noise during high winds.

5.24 Waste Receptacle Storage. Waste and recycling storage containers are provided to homes by The Village of The Hills. Their use will adhere to the following guidelines:

- A. Waste receptacles shall be enclosed so as to be inaccessible to dogs and other animals and may not be visible from a street or adjoining properties.

- B. Residents may put their trash cans out no earlier than 7:00 p.m. the night before trash pick-up and must be returned to the storage location by 7:00 p.m. on day of collection.

5.25 Standby Electric Generator. A standby electric generator is defined as a device or piece of equipment that converts mechanical energy to electrical energy. These systems are powered by natural gas, liquefied petroleum gas, diesel fuel, biodiesel fuel, or hydrogen. Standby electric generators are allowed with The Hills and must meet the following requirements:

- A. Fully enclosed in an integral manufacturer-supplied sound attenuating enclosure, connected to the main electrical panel of a residence by a manual or automatic transfer switch, and rated for a generating capacity of not less than seven kilowatts.
- B. Must be installed and maintained in compliance with:
 - i. The manufacturer's specifications; and
 - ii. Applicable governmental health, safety, electrical, and building codes.
- C. All electrical, plumbing, fuel line connections and fuel tanks must be installed only by licensed contractors in accordance with applicable governmental health, safety, electrical, and building codes.
- D. The standby electric generator and associated electrical lines and fuel lines must be maintained in good condition.
- E. The standby electric generator and/or components must be replaced or removed if deteriorated or unsafe.
- F. A standby electric generator must be screened as per Section 5.12 -Structural Screening.
- G. Periodic testing of the standby electric generator, consistent with the manufacturer's recommendations, are allowed between the hours of 8:30am and 8:30pm.
- H. A standby electric generator may not be used to generate all or substantially all of the electrical power to a residence, except when utility-generated electrical power to the residence is not available or is intermittent due to causes other than nonpayment for utility service to the residence.
- I. A dedicatory instrument provision that regulates the location of the standby electric generator.
- J. Any proposal for a standby electrical generator must be reviewed and approved by the Architectural Committee prior to installation, including material and locations, any required screenings, and surrounding landscaping.

5.26 Electric Vehicle Charging Stations.

- A. Electric vehicle chargers need to be approved by the AC Committee and will need permitting and inspection.
- B. Charging equipment must be installed inside of the garage, out of view from the street, neighboring properties and golf course.

5.27 Water Heaters. Replacement of an interior water heater will require a permit to be obtained by Hurst Creek MUD.

Section 6. Landscaping

6.1 Landscaping Goals

- A. The goal in establishing these guidelines is to preserve the property's natural existing vegetation while permitting attractive, landscaped areas that conform to the general guidelines of the community. Water conservation should be considered in all landscaping designs.

6.2 Landscaping Objectives

- A. Each property owner is expected to integrate their landscape design to conform to the general landscaping utilized throughout the community.
- B. All landscape designs are to conform to safe sight lines along roadways and are to be maintained in a manner that which continues to provide safe sight lines along roadways as the landscape develops.
- C. The conservation of water and the prevention of erosion adjacent to the roads within the community.

6.3 Landscape Plans. All landscaping, including new landscaping at newly constructed homes, existing homes, landscaping of adjoining lots, combined lots, on association owned street side property, or vacant or unoccupied lots must be approved by the Architectural Committee.

- A. The landscaping plan must be drawn on a copy of the previously approved site plan:
 - i. New plants will be identified by common name, quantities to be installed and size.
 - ii. Existing plants which are to remain will be identified.
- B. The landscaping plan must:
 - i. Be submitted prior to the completion of the home.

- ii. Be presented to the Architectural Committee prior to the issuance of a Certificate of Occupancy.
- iii. Utilize a combination of trees, shrubbery, sod and/or crushed rock in beds and in the open yard. The numbers, type and size of plantings and beds will be examined by the Architectural Committee to determine acceptability based on lot size and homeplacement on the lot.

6.4 Landscaping Requirements

- A. Sprinkler systems will be required for 100% of the yard, both front and rear and including adjacent lots purchased by the homeowner.
- B. Silt fences, required elsewhere in these rules, must remain in place and be properly maintained until the landscape or final inspection has been completed.
- C. Each lot is required to have a minimum of two (2) approved, two (2") inch caliper hardwoods in the front yard. **Live Oaks, Shumard Oaks, Spanish Oaks, Water Oaks, Blackjack Oaks, and other members of the red oak family (subject to oak wilt) are no longer permitted for new plantings. The Architectural Committee may grant a variance due to lot size.**
- D. Walks, retaining walls, etc. will be identified by materials and dimensions including height above finished grade and may require a permit and inspection.
- E. No more than sixty (60) percent of the lot, forward of the street-facing facade of the home may be impervious cover. The remainder will be sodded grass or beds. Actual percentage of cover for the lot should be calculated and shown on the plan. (See Exhibit E - Impervious Cover Calculations).
- F. Raised beds bordered with masonry to match the home are strongly encouraged.
- G. Sod is required. **No seeding or hydro mulch is permitted.**
- H. Lots adjacent to the Golf Course are required to landscape the rear of the lot with acceptable grasses. Acceptable grasses are Bermuda 419 hybrid, Fescue or Zoysia. **St. Augustine grass is not permitted because of possible golf course invasion.**
- I. No artificial grasses or foliage is allowed unless prior approved by the Architectural Committee.
- J. Rock or crush rock as a predominant element is not permitted.
- K. All plantings and other improvements provided for in the plan must be constructed, planted, or installed within ninety (90) days of the completion of the residence unless an extension is granted by the Committee.

6.5 Xeriscaping. Xeriscaping is a landscape concept used to save water and resist chemical usage by the planting of native plants, reduction of non-point source pollution, and production of a sustainable environment:

- A. Xeriscaping is encouraged in The Hills for water conservation as well as environmentally neutral use of plant products.
- B. A landscape plan must include drought resistant landscaping or water conserving natural turf, subject to the review and approval of the Architectural Committee.

6.6 Oak Wilt Disease. Precaution must be taken to prevent the spread of oak wilt disease and should include the following:

- A. Pruning or cutting of any Live Oak or Texas Red Oak is not permitted at any time during the time period of February 1 through June 30.
- B. All wounds resulting from any damage to a tree or from any pruning or cutting of a Live Oak or Texas Red Oak should include the immediate treatment of pruning paint or a latex paint to prevent infection. This includes any damage incurred during lawn maintenance, i.e., by a lawnmower, edger or weed eater or resulting from any storm or wind damage.
- C. Removal from The Hills of any diseased Texas Red Oak or Live Oak that from an owner's property must be removed on the day it is felled and cannot be used as firewood. The diseased tree must be cut level with the ground, any bark remaining on any portion of the stump must be removed and the entire surface area must be treated with a pruning paint or latex paint.
- D. Notification to the Association Site Manager of any apparent or suspicious symptoms of oak wilt disease.
- E. The failure of any property owner or any landscape person engaged by a property owner, to comply with this Section may result in a fine of up to Fifty Dollars (\$50.00) imposed on the property owner by the Association pursuant to Hills of Lakeway Restrictions.
- F. **New construction or home additions from February 1 through June 30.** If a homeowner is building during this time period, then each Live Oak or Red Oak which must be felled in order to construct the home or home addition:
 - i. Be cut level with the ground, any bark remaining on any portion of the stump must be removed and the entire surface area must be treated with a pruning paint or latex paint.
 - ii. Be removed from the lot and The Hills on the same day it is felled.
 - iii. If a number of Live Oaks and/or Red Oaks trees are to be removed from the property, then the builder must remove the trees within five (5) days. The

requirements stated in both Item 6.6 B must be complied with for each tree felled that day.

6.7 Standards for Maintenance of all lots, including vacant and unoccupied lots

- A. All lots in their entirety must be mowed or cut to a reasonable height (defined as less than six (6") inches in height from the soil to top to tip of grasses and salt cedar trees removed:
- i. The mowing, cutting, and removal of salt cedars will be the responsibility of the lot owner. If upon inspection by Site Manager, and after a Courtesy Reminder, 209-Pre-Fine Notice and Fine Notice have been sent and received, a lot is not mowed and salt cedars removed, the work will be performed by the POA and related expenses incurred for such labor and disposal of vegetation will be assessed to the owner account and be subject to interest, administrative charges, and all other applicable fees related to the collection of the debt on the account on record for the property owner;
 - ii. Homeowners are responsible for keeping tree limbs off roadways by pruning a minimum of 7' from the road's edge and 14' above the roadbed allowing safe passage for both pedestrians and vehicles.
 - iii. If the lot owner fails to maintain lot, for more than two consecutive quarters, the property will be forced mowed and administrative fees and fines will be assessed. The lot will be placed on a mandatory lot mowing program until the owner provides notice, in writing, to the POA office of their intent to maintain the lot as required above under their own efforts. Notice must be mailed to:

Site Manager
The Hills of Lakeway POA 102 Trophy Drive
The Hills, TX 78738
 - iv. Reminder notices will not be issued to owners regarding their compliance with this policy and the lot mowing program. A copy of the policy and lot mowing program will be posted to the community website.

6.8 Electric Fencing/Fencing around Plantings for Deer Protection

- A. Fencing or caging may be constructed up to three (3) years after planting to allow plants to become established:
- i. The fencing used may not be poultry netting. Only landscape wiring secured with clips or ties is permitted around the planting.
 - ii. The fencing will be no greater than six inches (6") in diameter from the tree or planting.

- iii. The wiring may remain on tree trunks six inches (6") from the diameter of the tree that are in jeopardy of being damaged by deer racks.
- B. Electric fencing may be used for one year after planting on any street or visible side:
 - i. Electric fencing will be allowed in the backyard or any area that is not visible to neighbors or from the street indefinitely.
 - ii. Electric fences will contain no more than three (3) strands and will not exceed three feet (3') in height.
 - iii. All electric fences must be within property lines.
 - iv. The insulators for this fencing will be as small and unobtrusive as possible.
- C. If stakes are necessary to support wiring, they will be dark green in color and designed specifically for supporting temporary fencing.

6.9 Exterior Lighting

- A. An exterior lighting plan is required prior to construction or installation.
- B. High pressure sodium lights, mercury vapor lights, colored lenses on low voltage lights, colored light bulbs, neon lights, and fluorescent lighting are not allowed for exterior lighting.
- C. Exterior flood lights may not be used above the level of the first-floor soffit and must be shielded in a way to minimize glares to adjoining properties and the street. Exterior flood lights may not exceed six hundred (600) lumens.
- D. Low level lighting accenting trees and architectural features is allowed provided that it is shielded and positioned properly such that it does not spill over into a neighbor's property, public areas, or face the streets' right of way.
- E. See Section 5.4 A. xix and/or Exhibit H - New Lighting Plan Submission Checklist for further guidance.

6.10 Security Measures

An owner may build or install security measures including but not limited to a security camera, motion detector or perimeter fence. Security measures must be on the Owner's property. All security fencing, including perimeter fencing must comply in materials and specifications as outlined in Section 5.10. Exterior lighting must comply with exterior lighting as established in this document.

Approval of security measures is required per SB 1588 but are subject to architectural committee approval for style, materials, and aesthetic compliance.

Section 7. Miscellaneous

7.1 Home Maintenance

- A. Exterior repairs such as mildew remediation, mailbox repairs, painting, damage to doors and/or windows must be completed within fourteen (14) days of notification from the POA.
- B. Pools and water features must be regularly maintained, and all associated equipment must be kept in good working order.
- C. Roof repairs must be initiated within thirty (30) days. Tarps covering repair areas for more than thirty (30) days require the approval of the Site Manager.

7.2 Religious Items

An owner or resident may display or affix on the owner's or resident's property or dwelling one or more religious items of which is motivated by the owner's or resident's sincere religious belief. The display of such religious items may not:

- i. Threaten the public health or safety.
- ii. violate a law other than a law prohibiting the display of religious speech.
- iii. contain language, graphics, or any display that is patently offensive to a passerby for reasons other than its religious content.
- iv. be installed on property that is owner or maintained by the Association.
- v. violate any applicable building line, right-of-way, setback, or easement; or
- vi. be attached to a traffic control device, streetlamp, firehydrant, utility sign, pole, or fixture.

Unless approved by the ACC, an owner or resident may not use a material or color for an entry door or door frame of the owner's or resident's dwelling or make an alteration to the entry door or door frame.

Permanent displays and temporary displays that will not be removed within 30 days require approval by the ACC prior to installation. The association reserves the right to remove any item displayed in violation of these provisions.

- i. Items will not contain any language, symbols, or other display.

7.3 Outdoor Furniture

- A. Furniture arrangements in the front yard may consist of two (2) solid metal or wood chairs and one (1) small table of similar construction. If furniture is on the front porch, a bench, or porch swing of the same materials are also acceptable.
- B. Portable outdoor furniture may be used in the front of a home but must be removed and stored out of sight (garage or in the home, not on the front stoop, entryway, or front yard) when not in use.
- C. Portable furniture is defined as chairs, benches or tables made of plastic or aluminum, folding chairs, stadium seating or other forms of outdoor seating of any kind that can be easily moved with little to no effort.
- D. Picnic tables or other large tables are prohibited in the front yard.
- E. Single occupancy swings (i.e., child swings) attached to a tree are allowed. A maximum of 2 (two) child swings are allowed but must be similar to each other in style and construction. Approved swing materials include wood, metal, mesh, and wicker and must be well kept and in good condition. Tire swings are not allowed.

7.4 Decorative Items

- A. Anything equal to or greater than thirty-six (36) inches in height or width requires AC Approval. This includes but is not limited to ironwork, artwork, fountains, and statues.
- B. The use of artificial plants or flowers is not allowed.

7.5 Unsightly items

- A. **Tarps or temporary vehicle coverings.** Outdoor car covers/canvas are permitted if the cover is manufactured for the use of vehicle covering and of muted color (taupe/tan/beige) to not draw attention from neighboring properties.
- B. Buckets, ice chests, or children's toys when not in use are not permitted if visible from the street or neighboring properties.
- C. Wheelbarrows, trash cans, ladders, grills, landscaping equipment and/or materials (including but not limited to mulch bags, chemical bags), tools, appliances, or other materials, not intended to be a decorative or permanent item and are not permitted if visible from the street or neighboring properties.

7.6 Signage. Certain types of signage will be allowed in The Hills under specific rules.

- A. **General Rules Concerning Signage:**
 - i. Signs may not be placed in the right-of-way or on any communal area.

- ii. Homeowners' signage must be on a ground-mounted post. may not be attached to any fence, tree, or any other structure; and may not be attached in any way to any plant material, traffic control device, light, trailer, vehicle or any other existing structure or object.
- iii. Signs may not be accompanied by music or other sounds or by streamers or any other objects that could be otherwise distracting to motorists.
- iv. Signage may not contain language, graphics or any display that would be offensive to the ordinary person.
- v. Signs may not contain roofing material, siding, paving materials, flora, one or more balloons or lights, or any other similar building, landscaping, or nonstandard decorative component.

B. Homeowner's Signs Allowed in The Hills

- i. "For Sale" or "For Lease."
 - a. Signs must be purchased through the POA's designated sign company and must utilize the design approved by the Architectural Committee.
 - b. Only one sign per property may be permitted and must be displayed in the front yard only.
 - c. Backyard signs are not permitted.
- ii. Generic directional signs and/or open home signs are permitted on designated open home days. Only one directional sign for each direction in the event several homes are open and may be placed at any intersection.
- iii. School participation signs. School participation signs are allowed in The Hills with the following requirements:
 - a. School participation signs shall be placed in the front yard within five (5) feet of home. It is recommended that no sign shall be larger than two feet by three feet. (2' x 3').
 - c. Acceptable participation signs include, but are not necessarily limited to participation in athletics, cheerleading, band, class graduation, and other activities sponsored and sanctioned by the school.
 - d. These signs should be displayed during the appropriate season only.
 - e. These signs shall not be placed in any right-of-way.

- f. University affiliation flags or signs may be displayed on homes. They may not be larger than thirty-six inches by sixty inches (36" x 60"):
 - 1. They must be replaced as they become faded or tattered.
 - 2. They may not be placed on vacant lots.
 - 3. Only be displayed on game days, not throughout the year.
 - iv. Election signs are permitted by state law. However, the POA will enforce the following:
 - a. Signs may not be placed more than 90 days prior to an election date to which the sign relates and must be taken down within 10 days after the election date.
 - b. A resident may only display one election sign per candidate or ballot item per property.
 - c. Signage may not exceed more than 4' in height, by 6' in width and the bottom of the sign cannot be more than 24" from the ground.
 - v. Home security signs are permitted:
 - a. They may be no larger than one foot by one foot (1' x 1').
 - b. They may be displayed on windows or on a single pole within three feet (3') of the front and/or back door.
- C. **Signs NOT allowed in The Hills are:**
 - i. Construction company signs.
 - ii. Signs advertising any companies or individuals performing work at any home site.
 - iii. Absolutely no other signs other than those ones listed in Section 7.2B will be allowed by homeowners in The Hills without prior written approval from the Architectural Committee:
 - a. If a need arises to post a sign for legal reasons, the homeowner must obtain a letter from the appropriate legal authority and their personal lawyer explaining the extenuating circumstances and need for the sign and that all other means of resolution have been pursued. These documents will be presented to the Architectural Committee for consideration.

7.6 Exterior Holiday Decorations

- A. Lights and decorations may be erected on the exterior of residential units in commemoration or celebration of publicly observed holidays provided that such lights or decorations do not disturb the adjacent Owners.
 - i. All lights and decorations may not be permanent fixtures of the home without prior written approval by the Architecture Committee.
 - ii. All lights and decorations may be erected on the first day of the month of the holiday.
 - iii. Decorations will be removed within fifteen (15) days after the holiday has ended.

7.7 Propane Tanks

A. Portable Tanks

- i. Minimum separation between LP-Gas and Buildings, Public Way, Lot Lines or adjoining property is ten feet (10') when above ground.
- ii. Maximum size is one hundred (100) pounds.
- iii. Maximum height is three feet (3').
- iv. Limit of one (1) tank per home.
- v. Must be located on a concrete pad.
- vi. Must be screened from view of street, neighbors, and golf course.
- vii. Screening must be rock or stucco with ventilation voids.
- viii. No refilling portable tank on site (unless serviced by approved State Licensed LPG supplier).

B. Permanent Propane Tanks - American Society of Mechanical Engineers (ASME) Tanks

- i. All propane tanks require a permit from Hurst Creek MUD, must be buried and must be shown on a site plan that is submitted to The Hills Architectural Committee.
- ii. Maximum size of five hundred (500) gallons.
- iii. Must be located a minimum of ten (10') from any structure.
- iv. Must be installed by an ASME certified or State of Texas installer.

C. **Fire Code Requirements**

- i. All propane use must be in compliance with the 2009 International Fire Code Rules, specifically Chapter 38, Liquidized Petroleum Gases Section and any subsequent adoptions of this code pertaining to propane equipment, supply and safety requirements above or below ground.

7.6 **Exterior Painting of Home**

- A. If homeowners desire to repaint the exterior building and trim of their home the following guidance is provided:
 - i. If the exterior color and trim color are not being changed, then Architectural Committee approval **is not** required.
 - ii. If the exterior color and trim are being changed to lighter or darker shades of the same color palette currently on the exterior and trim, then Architectural Committee approval **is not** required.
 - iii. If the exterior color and trim are being changed to different colors not in the same palette as currently used for the exterior and trim, **then Architectural Committee approval is required**. The homeowner is required to accomplish the following steps to gain approval for a color change:
 - 1. Using the desired base exterior color paint, a 12 inch by 12-inch (12" x 12") patch in a location which can be observed by Architectural Committee members. Additionally, paint a 6 inch by 6-inch (6" x 6") square of the desired trim color in a location which can be observed by Architectural Committee Members.
 - 2. Request approval of the color change from the Architectural Committee.
- B. If a homeowner fails to receive approval (as required in Section 7.5A.iii) then homeowner may be required to repaint the exterior at their expense.

Exhibit A - Permit Fees

Types of Construction	Refundable Deposits	Non-Refundable Fees	Non-Refundable Road Use Fee
New Home +	\$6,000.00	\$1,650.00	\$1,000.00
New Landscaping	\$500.00	\$350.00	
New Home Total	\$6,500.00	\$2,000.00	
Teardown +	\$3,500.00	\$2,000.00	\$1,000.00
Home Additions +	\$2,000.00	\$1,000.00	\$500.00
Minor Remodeling*+	\$1,000.00	\$500.00	\$100.00
Major Remodeling*+	\$2,500.00	\$1,000.00	\$500.00
Pools & Spas+	\$2,500.00	\$1,000.00	\$500.00
Solar Panel Installation	\$1,000.00	\$500.00	\$200.00
Roof Replacement	\$500.00	\$250.00	\$100.00
Full or Partial Fencing	\$0	\$150.00	\$100.00
Flatwork	\$0	\$150.00	\$100.00
Gates	\$0	\$150.00	\$100.00
Screenings	\$0	\$300.00	\$100.00
Gazebos	\$0	\$300.00	\$100.00
Pergolas & Arbors	\$0	\$150.00	\$100.00
Sports Court	\$0	\$ 150.00	\$100.00
Extensive New Landscaping with Excavation	\$100.00	\$150.00	\$100.00
Variance Fee	\$0	\$500.00	
Dumpster/ Portable toilet	\$0	\$50.00	\$ 0

* Minor remodeling fees and deposits will be determined by the Architectural Committee at the time of approval.

New construction may receive a partial credit of previous teardown fees if teardown was accomplished in preceding sixty (60) days.

- + *Dumpster and Portable Toilet must obtain a permit prior to delivery.*
ATS Engineering Inspection required, refer to Exhibit D

Exhibit B - Fine Schedule

This fine schedule to be included with all new permits, effective immediately.

1. Site Manager places courtesy phone call to Builder with complaints about the site. The builder has 48 hours from the date of the phonecall to bring the site into compliance.
2. The Site Manager re-inspects the property after 48 hours and if the builder has not brought the job site into compliance, a \$50.00 fine per day will be assessed.
3. The Site Manager re-inspects the property after the second 72 hours from initial call and if the builder has not brought the job site into compliance, then a fine up to \$50.00 per day is implemented and assessed until the site is brought into compliance.
4. In the event the site is still not in compliance after 4 days, a stop work order will be issued and an automatic fine of up to \$50.00 is assessed. Each Stop Work Order issued will be an automatic minimum \$50.00 fine.

I agree to the rules and regulations of The Hills Property Owners Association.

Builder or Owner

Date

Exhibit C - Permit Bond

HILLS OF LAKEWAY PROPERTY OWNERS' ASSOCIATION, INC.

BOND NO.

KNOWN ALL MEN BY THESE PRESENTS:

By this instrument, We, _____, as Principal (Permit Holder), of the State of Texas, and _____, a corporation organized and existing under and by virtue of the laws of the State of Texas, and regularly authorized to do business in the State of Texas, as surety, agree to be and hereby are held and firmly bound unto the Hills of Lakeway Property Owners' Association, Inc. ("Association"), in accordance with all rules and permits hereinafter referred to, in the penal sum of Ten Thousand Dollars (\$10,000.00), in lawful money of the United States, well and truly to be paid to the Association, for the payment of which we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, according to the terms of this instrument.

WHEREAS the Principal plans to commence construction of improvements (the "Improvements") located within the Hills of Lakeway development; and

WHEREAS, the Association has approved certain construction drawings and specifications with respect to the construction of the Improvements and has issued a permit or permits for such construction; and

WHEREAS, the Principal has agreed to abide by all Hills Restrictions, as that term is defined in the Hills of Lakeway Amended Master Declaration of Covenants, Conditions, Restrictions and Property Owners' Association and has agreed that the construction of the Improvements shall be in accordance with all plans, specifications, and conditions submitted by Principal and accepted by the Association for construction of the Improvements, which plans, specifications, conditions and permit provisions shall be deemed a part hereof as if fully set out herein; and

NOW THEREFORE, the condition of this obligation is such that if the Principal, his agents, contractors, or subcontractors shall obey the Hills Restrictions and shall faithfully perform the duties required in said Hills Restrictions, in the permits issued under this bond, and in all plans, specifications, and conditions applicable to the Improvements and approved by the Association, and shall fully reimburse and repay to the Association all costs, damages, and expenses which the Association may incur in enforcing same, including but not limited to all costs to abate or cure any nuisance caused by defective, incomplete, or noncompliant construction of the Improvements, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

No suit shall be brought on this bond by the Association later than six months after the issuance of a Certificate of Occupancy upon the final completion of the Improvements or two years after the notice of non-compliance which results in the costs, damages and expenses to the Association is delivered by the Association to Principal, whichever date is later.

The surety, for value received, hereby stipulates that no change, extension of times, alteration or addition to the terms of the permit or to the work to be performed thereunder or the specifications accompanying the same shall in any wise affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition to the terms of the permit, or to the work or to the specifications.

Executed this _____ day of _____, 20____.

Principal / Permit Holder

Surety

Exhibit D - Inspection Scheduling Procedures

The Hills of Lakeway inspections are conducted by ATS Consulting Engineers, Inspectors & Surveyors. Inspections can be called in, received via facsimile, or emailed to ATS and are conducted the next business day. The ATS office number is 512.328.6995, fax number is 512.328.6996 and email scheduler@ats-engineers.com

Inspections requested after 5:00 p.m. will be scheduled for the next working day. If a preference exists for either morning or afternoon inspection, or if an inspector must meet with a contractor/owner on the job site, it must be notated by the person requesting this inspection.

It is the responsibility of the permit holder to call in or fax inspection requests for each phase of construction prior to proceeding with construction and/or covering work. This must include the name and phone number of the permit holder, the physical address of the permitted project and the type of inspection needed. Passed inspections allow construction to proceed to the next phase. Inspections where non-compliance exists with the applicable adopted code(s) and/or ordinance(s) shall be remedied and re-inspected for compliance prior to proceeding with construction. All re-inspection fees will be paid by the permit holder (and is not included in the POA permit fee). A check payable to ATS in the amount of \$45.00 per re-inspection must be received by ATS at 4611 Bee Caves Road, Ste. 200, Austin, TX 78746.

Inspections will be combined at stages where combining is appropriate and the completion of one stage does not interfere with the inspection of another stage. Inspections performed individually other than those listed in stages at the convenience of the permit holder are necessary due to site conditions or other unforeseeable situations will be billed separately. The following are minimum required inspections.

REQUIRED INSPECTIONS FOR NEW CONSTRUCTION

Following inspections will be completed by the Architectural Committee's designated inspector and the fee is covered by the permit fee, except for plumbing inspections which are included in the Hurst Creek MUD's tap fee. Any re-inspections are at the builder's expense, payable to the designated inspection company. Before a Certificate of Occupancy will be issued, proof of payment in full to the designated inspection company must be provided.

- A. Plans should include plot plan or site plan; surveyor certified topographic site plan of lot; drainage plan; engineered foundation plan; structural plans showing roof; engineered floor framing and structural details; four exterior elevations; plumbing plan, electrical plan, mechanical or H.V.A.C. plan; window, cabinet door details and specifications sheets H.U.D. form 92005 or equivalent. Plans or portions thereof that are designed by an architect or engineer must be sealed, signed, and dated on each page.
- B. Second Inspection: Layout- All property corners pins are located and flagged. Burke safety fence is placed along property lines. Easement boundaries are flagged. Foundation batter boards are up, and string lines run. Verify lowest elevation with plan. Chemical toilet and metal dumpster are in place.

- C. Third Inspection: Rough Plumbing- Drain, waste, vents, and supports are in place, tests run and ready to be verified. All pipes are to be exposed for visual inspection.
- D. Fourth Inspection: Foundation - Forms erected and braced, beams excavated, reinforcement in place, all drops, blackouts, or slab elevation changes in place. Lowest slab elevation checked. Building setbacks are checked.
- E. Fifth Inspection: Framing - Roof dried in and materials loaded, all framing, fire blocking and bracing is in place. Height elevation is checked.
- F. Plumbing Waste Lines - Copper water lines in place and protected from dissimilar metals and where it penetrates concrete. Hot water lines insulated and cold-water line sleeved. Water test to minimum 100 psi.
- G. Sixth Inspection: Insulation and Sealing - Insulation in place, all joints and penetrations sealed. Fireplace installed.
- H. Seventh Inspection: Wallboard - All fasteners in place according to proper nailing schedule. 5/8" sheetrock required on garage-to-home wall and garage ceiling.
- I. Eighth Inspection: Driveway, Sidewalks, and Flatwork: Forms erected and reinforcement in place and all located within the interior property boundary lines. Adequate provision shall be made for installation of headers over culverts.
- J. Ninth Inspection: Mechanical Final: All equipment has been installed and ready for use; including dryer vents, stove hoods, furnace vents, water heater vents and all supply and return air grilles. Air conditioner units screened with masonry.
- K. Also included is the Electrical Final: All fixtures, switches, receptacles, cover plates, grounds and appliances are installed and meter loop in place.
- L. Gas Systems: Systems tested, equipment and appliances connected and ready for use. Propane tank buried or screened with masonry.
- M. Plumbing Final: All valves and fixtures are installed, all vents completed.
- N. Building Final: Building final inspection satisfactorily completed and ready for Certificate of Occupancy Inspection.

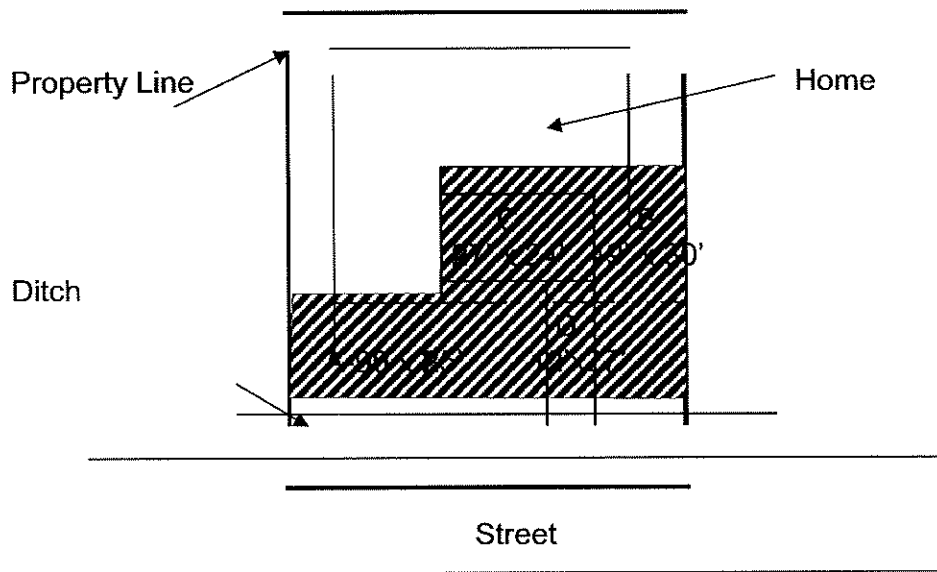
Certificate of Occupancy Inspection: This inspection will be completed by the Architectural Committee or its representative to ensure that the building is completed in accordance with approved plans and is ready for occupancy. Special attention will be given to surface water drainage; roadside ditches cleaned, cleared, and graded to drain; site cleaned-up; and removal of waste materials on adjoining lots. This inspection will not be made until all prior inspections including plumbing, have been passed satisfactorily.

Copies of the approved final inspections for construction and plumbing must be submitted to the Site Manager.

Exhibit E - Impervious Cover Calculations

Rule: No more than 60% of the lot, forward of the street-facing facade of the home, may be impervious cover.

Impervious cover: Any permanent object that water will not flow through such as concrete, plastic, and asphalt. This would include driveway, pool, sidewalks, water features, etc.



1. Calculate the entire square footage of the lot starting from the front of the home to the property line. This area is represented by the hatched area in the drawing above. Formula: $Area = Length \times Width$ In the above example, divide the area into 2 rectangles A and B.

$$\begin{array}{ll} \text{Area A:} & 90' \times 25' = 2250 \text{ sq. feet} \\ \text{Area B:} & 49' \times 30' = 1470 \text{ sq. feet} \\ \text{Total Area:} & A+B = 3720 \text{ sq. feet} \end{array}$$

2. Calculate the entire square footage of the Impervious Cover. In this example, the driveway is the only Impervious Cover, but it too must be divided into 2 rectangular shapes C and D in order to calculate the entire area.

$$\begin{array}{ll} \text{Area C:} & 27' \times 24' = 648 \text{ sq. feet} \\ \text{Area D:} & 12' \times 27' = 324 \text{ sq. feet} \\ \text{Impervious Cover:} & C+D = 971 \text{ sq. feet} \end{array}$$

3. Calculate the percentage of the total Area that is Impervious Cover. ($Impervious\ Cover\ Percentage = \frac{Impervious\ Cover}{Total\ Area}$)

Exhibit F - Sample Architectural Committee Request Form**THE HILLS OF LAKEWAY PROPERTY OWNERS' ASSOCIATION
Architectural Committee Request Form**

NAME: _____

STREET ADDRESS: _____

PHONE NUMBER (S): _____

E-MAIL ADDRESS (S)*: _____

The Declaration of Covenants, Conditions and Restrictions (the "Deed Restrictions") for The Hills of Lakeway Property Owners Association specifies that new construction and all improvements as defined in the Deed Restrictions must be approved in writing by the Architectural Committee. To assist in your compliance with this requirement, please complete the following form and submit it with your plans and design specifications along with documents as defined in the **Architectural Committee Rule Book**, Section 3 – Administrative Procedures. The manual and application can be found in the NABR website through Resources -> Governing Documents -> Architectural Rule Book.

REQUEST For (check all that apply): ☐ New or ☐ Improvement☐ Deck/Patio☐ Home Remodel:☐ Outdoor Kitchen☐ Driveway☐ Internal☐ Pergola/Gazebos☐ Outdoor Kitchen☐ External☐ Solar Paneling☐ Fence☐ Landscape/Irrigation☐ Swimming Pool/Spa☐ Other (Specify)☐ Outdoor Gas Fireplace☐ Play Structures
(including Basketball
goal, Tennis/sport court
or other play structures.)

SPECIAL CONSIDERATIONS (continue onto additional pages, if necessary):

Submit request to: The Hills of Lakeway POA,
102 Trophy Drive, The Hills, TX 78738

FAX: 512-261-0322 (please include plans and specifications)

EMAIL: architecture@hillspoa.com

- * NOTE – Inclusion of an e-mail address authorizes the Architectural Committee to use electronic mail for official responses on this request.

PROPERTY OWNER SIGNATURE: _____

DATE: ____/____/____

Exhibit G - Sample Variance Form

THE HILLS OF LAKEWAY PROPERTY OWNERS' ASSOCIATION

Application to the Architectural Committee for Variance

This REQUEST form is to be completed by the homeowner and submitted to the Architectural Committee for review and possible approval. This form is to be used to request a variance from The Hills Amended Master Declaration and/or The AC Rule Book. This application **must be** completed in full.

Homeowner's Name: _____

Homeowner's Address: _____

Phone Number: _____

Email Address: _____

Type of variance requested:

Please describe variance requested and the reason for requesting the variance:

Note: The AC or Board of Directors may request further information as required to be completed by the AC committee or Board of Directors.

Received: _____

Reviewed: _____

Disposition: ☐ Approved ☐ Not approved ☐ Approved with conditions:

Comments:

Submit request to: The Hills of Lakeway POA,
102 Trophy Drive, The Hills, TX 78738

FAX: 512-261-0322 (please include plans and specifications)

EMAIL: architecture@hillspoa.com

- * NOTE – Inclusion of an e-mail address authorizes the Architectural Committee to use electronic mail for official responses on this request.

PROPERTY OWNER SIGNATURE: _____

DATE: ____ / ____ / ____

Exhibit H - New Lighting Plan Submission Checklist

LIGHTING PLAN SUBMISSION CHECKLIST

- A. An exterior lighting plan is required prior to construction (see Section 6.9). Useless light which reduces lumens.
- B. Acceptable lights will shield the source of the light from most direct viewing angles. Acceptable fixtures do not allow any light above a horizontal line drawn through the lowest point of the illuminating elements.
- C. The light from a properly installed fixture should project below and out to the sides of the fixture. The light must be positioned so as not to allow any light to be projected above a horizontal line drawn through the lowest part of the light-producing part of the fixture. The exception to this rule is the lighting of flags (See Section 5.23, Item F).
- D. Shield the light source. Full cutoff lights (also known as fully shielded light fixtures) are required. Light trespass is normally stopped when every outdoor light is shielded so that the source of the light cannot be seen from any neighboring properties.
- E. High pressure sodium lights, mercury vapor lights, colored lenses on low voltage lights, colored light bulbs, neon lights and fluorescent lighting are not allowed for exterior lighting. An exception to this rule is holiday lighting which allows colored light bulbs. (See Section 7.3, Exterior Holiday Decorations).
- F. Low level lighting accenting trees and architectural features is allowed provided that it is shielded and positioned properly such that it does not spill over onto a neighbor's property, public areas, or face into streets or rights of way.
- G. More information can be found online at Better Lights for Better Nights. www.darkskysociety.org

Exhibit I - Approved Plant List

The following list of plants is composed of selected native and adaptive plant materials suitable for plant material in the Community. This list is recommended but is not all-inclusive. All plants selected for installation must be approved by the Architectural Committee.

Canopy Trees

Scientific Name	Common Name:	Comments:
<i>Acer grandidentatum</i>	Bigtooth Maple	fall color
<i>Carya illinoensis</i>	Pecan	tree litter
<i>Fraxinus texensis</i>	Texas Ash	
<i>Juglans microcarpa</i>	Texas Black Walnut	
<i>Pistacia chinensis</i>	Texas Pistache	fall color
<i>Platanus occidentalis glabrata</i>	Sycamore	moist areas
<i>Populus deltoides</i> "Cottonless"	Cottonwood	
<i>Quercus muhlenbergii</i>	Burr Oak	
<i>Quercus glaucooides</i>	Lacey Oak	
<i>Quercus pungens</i> "Vaseyana"	Chinquapin Oak	
<i>Quercus shumardii</i>	Shumard Oak	fall color
<i>Quercus sinuata</i>	Shin Oak	drought tolerant
<i>Sapindus drummondii</i>	Western Soapberry	drought tolerant
<i>Taxodium distichum</i>	Bald Cypress	moist
<i>Ulmus americana</i>	American Elm	
<i>Ulmus crassifolia</i>	Cedar Elm	drought tolerant
<i>Ulmus parvifolia</i>	Chinese Elm	
<i>Ulmus parvifolia</i> "Drake"	Drake Elm	fast growing

Ornamental Trees

Scientific Name	Common Name:	Comments:
<i>Acacia wrightii</i>	Wright Acacia	full sun
<i>Aesculus arguta</i>	Texas Buckeye	drought resistant
<i>Aesculus pavia</i>	Red Buckeye	
<i>Bumelia lanuginosa</i>	Wolly-Bucket Bumelia	sun/drought tolerant
<i>Cercis canadensis alba</i>	Whitebud	
<i>Cercis canadensis texana</i>	Texas Redbud	
<i>Chilopsis linearis</i>	Dessert Willow	drought resistant
<i>Cornus drummondii</i>	Rough Leaf Dogwood	shade/drought resistant
<i>Crataegus reverchonii</i>	Reverehorn Hawthorn	
<i>Crataegus tracyi</i>	Mountain Hawthorn	fall color
<i>Diospyros texana</i>	Texas Persimmon	sun/drought resistant

Ilex decidua	Possunhaw Holly	sun or shade
Ilex vomitoria	Yaupon Holly	sun/drought tolerant
Juniper ashei	Cedar	sun/drought tolerant
Koeleruteria paniculata	Goldenrain Tree	susceptible to freeze
Lagerstoremia indica	Crape Myrtle	sun/summer color
Parkinsona aculeata	Jerusalem Thorn	sun
Pinus eldarica	Afgan Pine	
Canopy Trees		

Scientific Name	Common Name:	Comments:
Prunus americana	American Plum	
Prunus mexicana	Mexican Plum	
Prunus caroliniana	Carolina Laurel Cherry	moist soils, subject to
Chorosis		
Prunus serotina "eximia"	Escarpment Black Cherry	
Pyrus calleryana "Bradford"	Bradford Pear	white flower, formal
Rhamnus Caroliniana	Carolina Buckthorn	moist soils
Rhus lanceolata	Prairie Flameleaf Sumac	sun/drought/DR
Rhus glabra	Smooth Sumac	sun/drought/DR
Sophora secundiflora	Texas Mountain Laurel	sun/DR
Ungnadia speciosa	Mexican Buckeye	sun/DR
Vitex agnus-castus	Lilac Chaste Tree	sun

Shrubs

Abelia grandiflora	Glossy Abelia	
Agava americana	Agave/Century Plant	full sun/drought
Anisacanthus wrightii	Flame Acanthus	tolerant
Callicarpa americana	French Mulberry	sun/DR
Cephalanthus occidentalis	Button Bush	sun/shade/moist
Cotoneaster horizontalis	Cotoneaster	moist areas
Dasyliirion texanum	Texas Sotol	moist
Escallonia	Escallonia spp.	sun/DR
Eupatorium havanese	Shrubby Boneset	sun
Eysenhardtia texana	Texas Kidneywood	moist
Forestiera pubescens	Texas Elbow Bush	sun/drought
Fouquieria splendens	Ocotillo	
Garrya ovata	Silk Tassel	sun
Hesperaloe parviflora	Red Yucca	
Ilex vomitoria	Yaupon Holly	sun/DR
Ilex vomitoria "Nana"	Dwarf Yaupon	sun/shade
Lantana horrida	Texas Lantana	DR
Leucophyllum frutescens	Texas shade	sun/DR
Lindera benzoin	Spice-bush	sun/drought/DR
Mahonia trifoliolata	Agarita	sun/drought/DR

Mahonia swaseyi	Texas Mahonia	sun/drought/DR
Myrica cerifera	Wax Myrtle	shade
Pistacia texana	Texas Pistache	sun/shade
Prunus rivularis	Creek Plum	
Prunus reverchonii	Reverchon Hog Plum	moist
Rhus aromatica	Fragrant Sumac	sun
Rhus virens	Evergreen Sumac	DR
Rosmarinus officinalis	Rosemary	drought/DR
Sabal texana	Texas Sabal Palm	drought/DR
Sophora affinis	Eve's Necklace	DR
Symphoricarpos	Coralberry	sun/shade
Orbiculatus	Rusty Blackhaw	
Viburnum rufidulum	Viburnum	sun/drought
Yucca pallida	Pale Leaf Yucca	DR

Groundcovers

Scientific Name:	Common Name:	Comments:
Achillea millefolium	Yarrow	Verbena bipinnatifida
Adiantum capillus-veneris	Maidenhair Fern	
Ajuga reptans	Ajuga	Prairie Verbena Verbena elegans "asperata"
Aquilegia Canadensis	Columbine	
Cyrtanthium falatum	Holly Fern	
Dryopteris spp.	Wood Fern	Hardy Verbena Vinca major
Hedera helix	English Ivy	
Juniperus conferta "Blue Pacific"	Shore Juniper	Bigleaf Periwinkle
Liriope muscari	Liriope	
Lonicera sempervirens	Coral Honeysuckle	
Mahonia repens	Creeing Mahonia	
Nolina texana	Bear grass	
Ophiopogon japonicus	Monkey Grass	
Pavonia lasiopetala	Pavonia	
Phlox drummondii	Drummond's Phlox	
Phlox subulata	Thrift	
Polionmentha longiflora	Mexican Oregano	
Rosmarinus officinalis "prostratus"	Trailing Rosemary	
Salvia farinacea	Mealy Sage	
Salvia greggii	Cherry Sage	
Salvia romeriana	Cedar Sage	
Santolina chamaecyparissus	Gray Santolina	
Santolina virens	Green Santolina	
Tradescantia spp.	Spiderwort	

full sun/shade/DR moist areas/shade
shade/DR
shade shade/moist/DR
shade/moist/DRshade
sun/DR sun/shadesun/shade
shade sun/DR shade/DRsun
sun sun sun/DRsun/DR
sun/DRsun/DRsun/DR
sun/drought sun/drought tolerantshade
sun/DR sun/DR dry shade

Yucca rupicola	Twisted-leaf Yucca	sun/drought/DR
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Grasses

Scientific Name:	Common Name:	Comments:
Andropogon gerardii	Big Bluestem	tall seed heads
Andropogon Scoparius	Little Bluestem	
Bouteloua curtipendula	Sideoats Gramma	
Boutcloua gracillis	Blue Gramma	drought tolerant
Buchloe dactyloides	Buffalo Grass	
Cynodon spp.	Bermuda Grass	drought tolerant
Festuca glauca	Blue Fescue	
Festuca Spp. "Arid"	Tall Fescue	ornamental
Hilaria belangeria	Common Curly mesquite	drought
Leptochloa dubia	Green Sprangletop	shade/drought
Miscanthus sinensis "zebrinus"	Zebra Grass	
Muhlenbergia lindheimeri	Big Muhly	
Panicum virgatum	Switchgrass	clump
Sorghastrum nutans	Indiangrass	
Stenotaphrum dactyloides	Eastern Gamagrass	moist
Zoysia spp.	Zoysia Grass	

Vines

Scientific Name:	Common Name:	Comments:
Bignonia capreolata	Crossvine	evergreen
Campsis radicans	Trumpet Creeper	aggressive
Clematis pitcher	Leather Flower	delicate
Gelsemium Sempervirens	Carolina Yellow Jasmine	
Ipomoea Quamoclit	Cypress Vine	annual
Lonicera sepmervirens	Coral Honeysuckle	
Mauranda antirrhinniflora	Snapdragon Vine	delicate
Parthenocissus quinquefolia	Virginia Creeper	shade

Annuals

Winter/Spring:	Spring/Summer:	Summer/Fall:
Calendula	Geranium	Acalypha
Daffodil (bulb)	Marigold	Ageratum
Hyacinth (bulb)	Periwinkle	Alyssum
Ornamental Kale	Petunia	Armaranthus
Pansy		
Poppy		Caldium

Primula
 Snapdragon
 Tulip (bulb)
 Ornamental Pepper
 Dianthus

Chrysanthemum
 Coleus
 Impatiens
 Marigold
 Periwinkle
 Phlox
 Portulaca
 Purslane

Legend For Approved Plant List:

Full sun/sun	Sun-loving Plant
Shade	Shade-loving plant
Moist	moist-loving plant
Drought/drought tolerant	plants generally able to survive on less supplemental water and better able to withstand droughts
Fall color	Fall leaf color
DR	Deer-resistant plants unpalatable enough to be left alone as long as other food is available
Ornamental	Showy plant

NOTE: The Following Plants/shrubs/trees are prohibited

Melia azedarach	Chinaberry	Non-native invasive plant which will choke out native plants necessary for native wildlife and endangered species
Lonicera japonica	Japanese Honeysuckle	See reason for Chinaberry
Ailanthus altissima	Tree of Heaven	See reason for Chinaberry

Exhibit J - Re-Roof Project and Application Information

General Contractor _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

This checklist must be submitted with the application for the re-roof permit.

What is the estimated project valuation? \$ _____

What is the type of roof?

- ☐ Tile
- ☐ Concrete
- ☐ Slate Tile
- ☐ Standing Seam Metal (minimum thickness of 24 gauge, pre-painted and non-reflective and cannot exceed a maximum of 15% of the entire roof).
- ☐ Flat roof
- ☐ Other _____

What is the color of the proposed roof? _____

What is the full color name? _____

ROOF Manufacturer: _____

D



MS4 Stormwater Policies and Procedures

“This Document is intended to be used for any and all governance regarding the Hurst Creek MUD MS4 Stormwater System.”

- 1. Responding to a Chemical Spill or Customer Complaint.**
 - a. Hurst Creek MUD Stormwater Operator will investigate to determine severity and notify the resident of findings.
 - b. If determined that there was illegal discharge of a harmful chemical to the MS4 System, Hurst Creek MUD Stormwater Operator will notify the Hills POA, Village of The Hills City Manager, and Travis County Sheriff's Office. Stormwater System Operators will mitigate and cleanup where appropriate, along with authorities.
 - c. If the spill is a hazardous material, Hurst Creek MUD Stormwater Operator will notify Travis County Sheriff's Office, Lake Travis Fire and Rescue and a Hazmat Team for response and the Texas Commission on Environmental Quality for assistance.
 - d. Hurst Creek MUD will notify neighboring MS4 system's and continue to work with Local Authorities until the Stormwater System is cleaned and clear of any harmful conditions.
- 2. Documentation.**
 - a. Hurst Creek MUD Stormwater Operators will document any and all illegal discharges and report annually to the TCEQ during the required Annual Report.
 - b. Documentation or supporting materials should include: pictures, date, time, and resolution.



MS4 Stormwater Policies and Procedures List of Emergency Contacts.

Hurst Creek MUD Offices	512-261-6281
Village of The Hills	512-261-6281
The Hills POA	512-261-6845
Travis County Sheriff's Office	512-854-9770
Lake Travis Fire and Rescue	512-266-2533
City of Lakeway	512-314-7500
Travis County Water Control & Improvement District 17	512-266-1111
Texas Commission on Environmental Quality – Mindy McDonough	512-339-2929

POLLUTANT DISCHARGE CONTROL POLICY

POLLUTANT DISCHARGE CONTROL POLICY FOR HURST CREEK MUNICIPAL UTILITY DISTRICT

I. GENERAL POLICY

It is the policy of the Hurst Creek Municipal Utility District (the "District") to minimize the amount of pollutants entering stormwater runoff as a result of activities performed by District employees and contractors.

II. PROHIBITED MATERIALS AND POLLUTANTS

The following materials and pollutants must not be discharged to the stormwater drainage system:

- A. Grass clippings, leaves, tree trimmings, mulch, rocks, sand, dirt or other waste material resulting from landscaping activities (other than those materials resulting from ditch mowing or maintenance activities);
- B. Herbicides, pesticides, or fertilizers;
- C. Detergents, fuels, solvents, oils, lubricants, or other equipment and vehicle fluids;
- D. Oil and grease, metals, and sediment from stockpiled materials;
- E. Other hazardous materials, including paints, thinners, chemicals, or related waste materials;
- F. Sanitary waste, trash debris, or other waste products;
- G. Other pollutants that degrade water quality or pose a threat to human health or the environment.

III. Proper Disposal

- A. Hurst Creek MUD and The Village of The Hills partner with the Lake Travis Recycle and Reuse center to Properly dispose of household wastes such as paints, thinners, solvents, herbicides, pesticides and other various chemicals. For details concerning collection event times and details please visit our website at www.hurstcreekmud.org or www.villageofthehills.org

E

**MS4 COMMITTEE MEETING
AGENDA
May 18, 2022**

A meeting of the MS4 Committee of the Hurst Creek Municipal Utilities District will be held on May 18, 2022 at 1:00 pm in the Hurst Creek MUD Conference Room.

- 1. Discuss Minimum Control Measures (MCM) / Best Management Practices (BMP) Requirement Status for Year Four Goals.**
- 2. Comments and Open Discussion.**
- 3. Set Year 4, Q3 (2022) MS4 Committee Meeting Date.**



MS4 COMMITTEE OF THE HURST CREEK MUNICIPAL UTILITY DISTRICT

1st Quarter Meeting Minutes

February 25, 2022

A meeting for the 1st quarter of the MS4 Committee of the Hurst Creek Municipal Utility District (MUD) was held on February 25, 2022, at 1:00 P.M. in the Conference Room located 102 Trophy Drive, The Hills, TX 78738.

1. Roll Call and Introductions

The following people were in attendance:

Kurt Pendleton, Hurst Creek MUD
Jake Pendleton, Hurst Creek MUD
Blake Batchley, Hurst Creek MUD
Sonja De La Fuente, Hurst Creek MUD
Chris Robertson, Steger and Bizzell

Kurt introduced Blake Batchley from Hurst Creek MUD.

Chris provided a brief overview of the history and purpose of the MS4 Committee.

2. MS4 Status and Upcoming Obligations

- a. Review Year 3 report attachments**
- b. Review upcoming obligations for Year 4 MCH/BMP**

MCM2-A.3. MS4 Outfall Screening: Conduct systematic inspection of outfalls in the MS4 in order to identify the presence of illicit discharges

Year Four Measurable Goal – Complete screening of 60% of the Stormwater outfalls that discharge to the MS4 in accordance with the identified schedule.

- Keep a list of screened outfalls with pictures.

MCM2-A.4. Interagency Agreements: Develop interagency agreements for cooperative illicit discharge elimination activities where applicable (Village of The Hills and/or Travis County)

Year Four Measurable Goal Conduct periodic interagency meetings as necessary to maintain collaboration regarding the elimination of illicit discharges.

- Household Hazardous Waste event on March 30th.
- Document phone calls, emails and meetings (including at events).

MCM3-A.1. Construction Legal Authority: Review, update and implement a site plan review process and educational materials to encourage the reduction of local construction site runoff for construction activities disturbing one or more acres or sites or less than one acre if part of a larger common plan of development or sale that would disturb one acre or more

Year Four Measurable Goal – Review and implement requirements for construction site operators with respect to soil stabilization measures; pollutant control from equipment and vehicle washing, construction wastes, and other materials; minimization of pollutant discharges from spills and leaks; and stormwater pollution prevention.

Year Four Measurable Goal – Review and implement prohibitions of illicit discharges such as wash out wastewater fuels, oils, soaps, solvents, and dewatering activities.

Year Four Measurable Goal – Develop procedures for staff training and receipt and consideration of information submitted by the public.

- New development
 - Photographs of park construction
 - Copy of specifications
 - Communication with contractor
 - Procedures to handle public complaints
 - Copy of Rules & Requirements for new construction

MCM4-A.1. Post Construction Runoff Legal Authority: Review and update educational materials to encourage post-construction control measures and maintenance of post-construction control measures in areas of new and redevelopment

Year Four Measurable Goal – Review, update, and disseminate the educational materials through newsletters, electronic mail, direct mail, or the District website to residents and local businesses encouraging measures to reduce post-construction site runoff and minimize the impacts of new development/redevelopment.

Year Four Measurable Goal – Update and implement requirements and procedures applicable to owners or operators of new development and redeveloped sites in order to protect water quality. Document enforcement actions.

Year Four Measurable Goal – Update, implement, and document procedures to ensure long-term operation and maintenance of post-construction stormwater control measures.

- Maintain communication with new residents/homeowners and HOAs.

MCM5-A.1. Prioritize Litter Collection: Evaluate and conduct prioritized litter collection in order to optimize litter collection for Stormwater quality purposes

Year Four Measurable Goal – Evaluate operation and maintenance activities for their potential to discharge pollutants in stormwater. Identify pollutants of concern that could be discharged from such activities.

Year Four Measurable Goal – Develop and implement pollution prevention measures that will reduce discharge of pollutants from operation and maintenance activities. Develop procedures for inspecting and maintaining structural controls, and conduct inspections of pollution prevention measures; maintain inspection log.

- Look at maintenance activities to see if we may be discharging pollutants.
 - Check with City Manager regarding common areas.
 - Lake Travis Fire.

MCM5-A.2. Pesticide and Herbicide Application: Maintain the proper use of pesticide and herbicide products as provided for by District's current landscape contract.

Year Four Measurable Goal – Assess each location for opportunities to implement alternative practices in order for non-pesticide methods of maintenance to become effective.

- Review contract.

MCM5-A.5. Illegal Dumping: Identify and investigate illegal dumping locations owned by the permittee in order to determine the source of materials and encourage reporting of dumpers

Year Four Measurable Goal – Review, update, and disseminate, through direct mail, electronic mail, electronic mail, local newsletters, and/or the District’s website, inform the public regarding the dangers of illegal dumping and methods for reporting illegal dumpers.

- This goal has been met
 - “Report a Concern” tab on District’s website
 - Annual email and billing insert
 - Consumer Confidence Report

3. Discussions regarding new MS4 Permit

The Committee discussed the new MS4 Permit and timeline.

4. Committee Round Table Discussion – Review existing, and potential, Minimum Control Measures (MCM) & Best Management Practices (BMP)

- Household Hazardous Waste Event on March 30, 2022.
- Look at Chemical Spill Response trainings.
- Review report at the next meeting.

2022 Meeting Schedule

February 25, 2022, at 1:00 P.M.

May 11, 2022, at 1:00 P.M.

August 10, 2022, at 1:00 P.M.

November 9, 2022, at 1:00 P.M.

Meeting adjourned at 2:05 P.M.



MS4 COMMITTEE OF THE HURST CREEK MUNICIPAL UTILITY DISTRICT

2nd Quarter Meeting Minutes

May 18, 2022

A meeting for the 2nd quarter of the MS4 Committee of the Hurst Creek Municipal Utility District (MUD) was held on May 18, 2022, at 1:00 P.M. in the Conference Room located 102 Trophy Drive, The Hills, TX 78738.

1. Roll Call and Introductions

The following people were in attendance:

Kurt Pendleton, Hurst Creek MUD
Jake Pendleton, Hurst Creek MUD
Sonja De La Fuente, Hurst Creek MUD
Chris Robertson, Steger and Bizzell

2. MS4 Status and Upcoming Obligations

- a. Review and updates to Year 4 obligations MCM/BMP**
- b. New development in The Hills – updates on project**

MCM2-A.3. MS4 Outfall Screening: Conduct systematic inspection of outfalls in the MS4 in order to identify the presence of illicit discharges

Year Four Measurable Goal – Complete screening of 60% of the Stormwater outfalls that discharge to the MS4 in accordance with the identified schedule.

- Keep a list of screened outfalls with pictures.
- Create 2022 drainage system maintenance map.

MCM2-A.4. Interagency Agreements: Develop interagency agreements for cooperative illicit discharge elimination activities where applicable (Village of The Hills and/or Travis County)

Year Four Measurable Goal – Conduct periodic interagency meetings as necessary to maintain collaboration regarding the elimination of illicit discharges.

- Document phone calls, emails, and meetings (including at events).
- Household Hazardous Waste event held March 30, 2022.
- Household Hazardous Waste event held May 17, 2022, was full with 250 sign ups. Two additional events will be held this year.

MCM3-A.1. Construction Legal Authority: Review, update and implement a site plan review process and educational materials to encourage the reduction of local construction site runoff for construction activities disturbing one or more acres or sites or less than one acre if part of a larger common plan of development or sale that would disturb one acre or more

Year Four Measurable Goal – Review and implement requirements for construction site operators with respect to soil stabilization measures; pollutant control from equipment and vehicle washing, construction wastes, and other materials; minimization of pollutant discharges from spills and leaks; and stormwater pollution prevention.

- Review permit form to ensure conformance with MS4 rules
 - List discharge items not allowed

Year Four Measurable Goal – Review and implement prohibitions of illicit discharges such as wash out wastewater fuels, oils, soaps, solvents, and dewatering activities.

Year Four Measurable Goal – Develop procedures for staff training and receipt and consideration of information submitted by the public.

- New development
 - Photographs of park construction
 - Copy of specifications
 - Communication with contractor
 - Procedures to handle public complaints
 - Copy of Rules & Requirements for new construction
 - Photographs of walking trail construction

MCM4-A.1. Post Construction Runoff Legal Authority: Review and update educational materials to encourage post-construction control measures and maintenance of post-construction control measures in areas of new and redevelopment

Year Four Measurable Goal – Review, update, and disseminate the educational materials through newsletters, electronic mail, direct mail, or the District website to residents and local businesses encouraging measures to reduce post-construction site runoff and minimize the impacts of new development/redevelopment.

- 2021 Consumer Confidence Report on website and mailed to all customers. This included an article regarding safe water.

Year Four Measurable Goal – Update and implement requirements and procedures applicable to owners or operators of new development and redeveloped sites in order to protect water quality. Document enforcement actions.

Year Four Measurable Goal – Update, implement, and document procedures to ensure long-term operation and maintenance of post-construction stormwater control measures.

- Maintain communication with new residents/homeowners and HOAs

MCM5-A.1. Prioritize Litter Collection: Evaluate and conduct prioritized litter collection in order to optimize litter collection for Stormwater quality purposes

Year Four Measurable Goal – Evaluate operation and maintenance activities for their potential to discharge pollutants in stormwater. Identify pollutants of concern that could be discharged from such activities.

Year Four Measurable Goal – Develop and implement pollution prevention measures that will reduce discharge of pollutants from operation and maintenance activities. Develop procedures for inspecting and maintaining structural controls and conduct inspections of pollution prevention measures; maintain inspection log.

MCM5-A.2. Pesticide and Herbicide Application: Maintain the proper use of pesticide and herbicide products as provided for by District's current landscape contract.

Year Four Measurable Goal – Asses each location for opportunities to implement alternative practices in order for non-pesticide methods of maintenance to become effective.

- New landscape contract for The Hills
 - Include MS4 language in the contract that include "...per manufacturer's recommendations" for herbicide and pesticide applications.
 - Maintain a copy of the contract in the file.

Ongoing Reporting Goals

MCM1-A.1. Stormwater Committee: Formation of a committee on SWMP program development and implementation

- Conduct Stormwater Committee meetings in accordance with the identified schedule

MCM1-A.2. Development and Utilization of Educational Materials: Distribute stormwater quality education materials

- Perform at least one form of public outreach annually through community engagement. Report status to the MS4 Stormwater Committee annually.

MCM1-A.4. Public Announcement: Development of public announcements for the purpose of educating the public on stormwater quality issues

- Implement chosen method of public service announcements and identified topics around and within the District by delivering at least two (2) annual public announcements.

MCM1-A.5. Coordinate hazardous waste disposal and/or recycling with residents and receiving facility

- Provide annual report to the MS4 Stormwater Committee on the number of residents served by recycling events and amount of materials recovered.

MCM2-A.2. Maintain the MS4 and Outfall Inventory: Maintain an updated map of the MS4 indicating the location of Stormwater discharge outfalls

- Present the MS4 map to the District Board of Directors for review, and annual review thereafter.

MCM2-A.6. Sanitary Sewer System Overflows: Identify and reduce the occurrences of sanitary sewer system overflows

- Annually report the reported sanitary sewer system overflows reported by the public.

MCM5-A.3. Catch Basin Cleaning: Reduce sediment and floatable materials discharges by routinely cleaning MS4 catch basin and Stormwater inlet structures

- Annually report to the MS4 Stormwater Committee on the results of all annual inspections.

MCM5-A.4. Landscaping and Lawn Care: Reduce the discharge of landscaping and lawn care waste from permittee owned facilities through better mowing and landscaping maintenance practices

- Annually, report to the MS4 Stormwater Committee on the results of all annual inspections.

MCM5-A.6. Board of Directors Educational and Oversight Program: Program to educate new board members and review with current board members duties and responsibilities of the SWMP and permit requirements of the Phase II MS4 General Permit and ensure its implementation

Year Four Measurable Goal – Include standing item on a quarterly basis for regular meetings of the Board of Directors on the implementation of the SWMP.

- MS4 will be on the next Board Meeting agenda and will be on future agendas quarterly

3. Discussions regarding new MS4 Permit

The Committee discussed the new MS4 Permit and timeline.

4. Committee Round Table Discussion – Review existing, and potential, Minimum Control Measures (MCM) & Best Management Practices (BMP)

The Committee discussed the fact that the initial permit has yet to be approved and currently in year four of five. There was also discussion regarding inviting Katherine to the next meeting.

Meeting adjourned at 2:11 P.M.

Future meetings: August 10, 2022, at 1:00 P.M.
 November 9, 2022, at 1:00 P.M.



MS4 COMMITTEE OF THE HURST CREEK MUNICIPAL UTILITY DISTRICT

3rd Quarter Meeting Minutes

September 21, 2022

A meeting for the 2nd quarter of the MS4 Committee of the Hurst Creek Municipal Utility District (MUD) was held on September 21, 2022, at 1:00 P.M. in the Conference Room located 102 Trophy Drive, The Hills, TX 78738.

1. Roll Call and Introductions

The following people were in attendance:

Kurt Pendleton, Hurst Creek MUD
Jake Pendleton, Hurst Creek MUD
Sonja De La Fuente, Hurst Creek MUD
Chris Robertson, Steger and Bizzell

2. MS4 Status and Upcoming Obligations

- a. Review and updates to Year 4 obligations MCM/BMP
- b. New development in The Hills – updates on projects
- c. Outfall inspection / inventory for the year
 - New inlet(s)

MCM2-A.3. MS4 Outfall Screening: Conduct systematic inspection of outfalls in the MS4 in order to identify the presence of illicit discharges

Year Four Measurable Goal – This goal has been met. Screening of over 60% of the Stormwater outfalls that discharge to the MS4 in accordance with the identified schedule.

- Add Heatherbloom to the map.

MCM2-A.4. Interagency Agreements: Develop interagency agreements for cooperative illicit discharge elimination activities where applicable (Village of The Hills and/or Travis County)

Year Four Measurable Goal – Conduct periodic interagency meetings as necessary to maintain collaboration regarding the elimination of illicit discharges.

- Meeting this goal.
 - Attending Architectural Review Committee meetings.
 - Household Hazardous Waste events held quarterly.

MCM3-A.1. Construction Legal Authority: Review, update and implement a site plan review process and educational materials to encourage the reduction of local construction site runoff for construction activities disturbing one or more acres or sites or less than one acre if part of a larger common plan of development or sale that would disturb one acre or more

Year Four Measurable Goal – Review and implement requirements for construction site operators with respect to soil stabilization measures; pollutant control from equipment and vehicle washing, construction wastes, and other materials; minimization of pollutant discharges from spills and leaks; and stormwater pollution prevention.

- This goal has been met.
 - Property Owners Association and Architectural Review Committee have rules in place related to site development requirements.

Year Four Measurable Goal – Review and implement prohibitions of illicit discharges such as wash out wastewater fuels, oils, soaps, solvents, and dewatering activities.

- This goal has been met.

Year Four Measurable Goal – Develop procedures for staff training and receipt and consideration of information submitted by the public.

- This goal has been met.
 - Website – Report A Concern function in place.
 - Chemical spill response procedures established.

MCM4-A.1. Post Construction Runoff Legal Authority: Review and update educational materials to encourage post-construction control measures and maintenance of post-construction control measures in areas of new and redevelopment

Year Four Measurable Goal – Review, update, and disseminate the educational materials through newsletters, electronic mail, direct mail, or the District website to residents and local businesses encouraging measures to reduce post-construction site runoff and minimize the impacts of new development/redevelopment.

- This goal has been met.
 - 2021 Consumer Confidence Report on website and mailed to all customers. This included an article regarding safe water.
 - Drought control mailer sent to all customers.

Year Four Measurable Goal – Update and implement requirements and procedures applicable to owners or operators of new development and redeveloped sites in order to protect water quality. Document enforcement actions.

Year Four Measurable Goal – Update, implement, and document procedures to ensure long-term operation and maintenance of post-construction stormwater control measures.

- This goal has been met.
 - Continue to maintain communication with new residents, homeowners and HOAs.

MCM5-A.1. Prioritize Litter Collection: Evaluate and conduct prioritized litter collection in order to optimize litter collection for Stormwater quality purposes

Year Four Measurable Goal – Evaluate operation and maintenance activities for their potential to discharge pollutants in stormwater. Identify pollutants of concern that could be discharged from such activities.

Year Four Measurable Goal – Develop and implement pollution prevention measures that will reduce discharge of pollutants from operation and maintenance activities. Develop procedures for inspecting and maintaining structural controls and conduct inspections of pollution prevention measures; maintain inspection log.

- This goal has been met.
 - The third Household Hazardous Waste event for the year will be held on October 26th.

MCM5-A.2. Pesticide and Herbicide Application: Maintain the proper use of pesticide and herbicide products as provided for by District's current landscape contract.

Year Four Measurable Goal – Assess each location for opportunities to implement alternative practices in order for non-pesticide methods of maintenance to become effective.

- New landscape contract for The Hills
 - Copy of RFP and contract with Brightview will be retained in the file.

Ongoing Reporting Goals

MCM1-A.1. Stormwater Committee: Formation of a committee on SWMP program development and implementation

- Conduct Stormwater Committee meetings in accordance with the identified schedule

MCM1-A.2. Development and Utilization of Educational Materials: Distribute stormwater quality education materials

- Perform at least one form of public outreach annually through community engagement. Report status to the MS4 Stormwater Committee annually.

MCM1-A.4. Public Announcement: Development of public announcements for the purpose of educating the public on stormwater quality issues

- Implement chosen method of public service announcements and identified topics around and within the District by delivering at least two (2) annual public announcements.
 - This goal has been met.

MCM1-A.5. Coordinate hazardous waste disposal and/or recycling with residents and receiving facility

- Provide annual report to the MS4 Stormwater Committee on the number of residents served by recycling events and amount of materials recovered.
 - This goal has been met.

MCM2-A.2. Maintain the MS4 and Outfall Inventory: Maintain an updated map of the MS4 indicating the location of Stormwater discharge outfalls

- Present the MS4 map to the District Board of Directors for review, and annual review thereafter.
 - This goal has been met.
 - Look into standing item on Board Agenda for updates.
 - Provide new Directors with information.

MCM2-A.6. Sanitary Sewer System Overflows: Identify and reduce the occurrences of sanitary sewer system overflows

- Annually report the reported sanitary sewer system overflows reported by the public.
 - None reported to date.
 - No longer required to be part of SSO per TCEQ.
 - Copy of letter for file.

MCM5-A.3. Catch Basin Cleaning: Reduce sediment and floatable materials discharges by routinely cleaning MS4 catch basin and Stormwater inlet structures

- Annually report to the MS4 Stormwater Committee on the results of all annual inspections.
 - Photos of cleaning ditches and inlets

MCM5-A.4. Landscaping and Lawn Care: Reduce the discharge of landscaping and lawn care waste from permittee owned facilities through better mowing and landscaping maintenance practices

- Annually, report to the MS4 Stormwater Committee on the results of all annual inspections.

MCM5-A.6. Board of Directors Educational and Oversight Program: Program to educate new board members and review with current board members duties and responsibilities of the SWMP and permit requirements of the Phase II MS4 General Permit and ensure its implementation

Year Four Measurable Goal – Include standing item on a quarterly basis for regular meetings of the Board of Directors on the implementation of the SWMP.

- This goal has been met.
 - MS4 will be on Board Meeting agendas quarterly.

3. Discussions regarding new MS4 Permit

The Committee discussed the new MS4 Permit and timeline.

4. Committee Round Table Discussion – Review existing, and potential, Minimum Control Measures (MCM) & Best Management Practices (BMP)

The Committee discussed the Walking Trail project and fuel spill on Firwood Court.

Meeting adjourned at 2:00 P.M.

Next meeting: November 9, 2022, at 1:00 P.M.



HURST CREEK MUNICIPAL UTILITY DISTRICT

TO: THE BOARD OF DIRECTORS OF HURST CREEK MUNICIPAL UTILITY DISTRICT AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Directors of Hurst Creek Municipal Utility District will hold a Special meeting on November 14, 2022, at 9:00 a.m. at 102 Trophy Drive, The Hills, Travis County, Texas 78738, inside the boundaries of the District.

The following matters will be considered and may be acted upon at the meeting:

- 1) Consider, discuss, and take any necessary action on allowing Legend Communities to lease space on the District's elevated tower for the City of Lakeway Downtown Square.
- 2) Consider, discuss, and take any necessary action on creating a Leak Adjustment Policy for the District.
- 3) Consider, discuss, and take any necessary action on drainage and MS4.
- 4) Consider, discuss, and take any necessary action to approve the Minutes of the October 17, 2022, Regular Board.
- 5) Consider, discuss, and take any necessary action to approve the October 2022 Bookkeeper's Report and approval of paid invoices.
- 6) Consider, discuss, and take any necessary action to approve the October 2022 Manager's Operating Report.
- 7) ***The Board may go into Executive Session pursuant to Texas Government Code Sections §551.071 – Consultation With Attorney; §551.072 – Deliberation Regarding Real Property; §551.073 – Deliberation Regarding Prospective Gift; §551.074 – Personnel Matters; and/or §551.076 – Deliberation Regarding Security Devices or Security Audits.***

(Seal)




Earl Wood, General Manager

Leak Adjustment Policy

One leak adjustment per calendar year for one billing cycle (2 months)

\$1.50 / 1000 gallons – credit adjustment (for the leak portion) on the total bill if:

1. Resident has signed up for waterscope but is not utilizing it for leak alerts.
2. Must provide a plumber's receipt or receipt of materials purchased
3. Leak has been fixed and request must be within a time frame near the time of the leak (verifiable on Waterscope)

\$2.50 / 1000 gallons - credit adjustment (for the leak portion) on the total bill if:

1. Resident has never used waterscope but signs up and turns on leak alerts
2. Must provide a plumber's receipt or receipt of materials purchased
3. Leak has been fixed and request must be within a time frame near the time of the leak (verifiable on Waterscope)

Surrounding District's Leak Adjustment Policies

	# of Adjustments	Adjustment Limitations	Rate of adjustment	Qualifications	Proof of Repair	Form
WCID	1 per year	Billing months effected			Yes - plumbers receipt / receipt of materials	Yes
Lakeway MUD	Unlimited / leak	2 Bills max per repair/leak	1.33 / 1000 gallons (fluxuations depending on rate order) / Average	Bill must be 30K gallons more in current year than previous	Yes - plumbers receipt	No - just documentation
WTC PUA	1 every 2 years	Max 30 days of a leak	Lowest tiered rate (difference between that highest and lowest)	125% or more above the average of the 2 highest consecutive months in the last 2 years.	Yes - within 60 days- Plumbers receipt or receipt of materials	Yes
Cedar Park	1 per year	Within 6 months of repair date	1/2 the difference of highest consumption during the leak period and normal comparable consumption within a 2 month range	Can only be Underground, behind a wall, or in the slab	Yes - plumbers receipt / receipt of materials	Yes
Leander	1 every 2 years	Must be within the last 90 days of the leak	Called but couldn't reach anyone		Yes - within 90 days - plumbers receipt or receipt of materials	No - just documentation

3. Consider, discuss, and take any necessary action on drainage.

Kurt Pendleton provided the report regarding this item. He reported that staff will be doing a small project to dig out a roadside ditch and regrade to address a drainage issue at 32 Club Estates between two houses. He also noted that the Dewdrop Cove project should be posted and out to bid this month and hopefully a contract can be awarded at the next Board meeting.

4. Consider, discuss, and take any necessary action to approve the Minutes of the September 19, 2022, Regular Board meeting.

Director Coskey proposed the following changes to the minutes: Item 4 - add the words "cash reserves" after the words "ending the year at 1.2 million". Item 3 – modify wording to say "the Board discussed the tax rate reduction and the increased appraised values of the homes which impacted the homestead vs. non homesteaded property owners differently."

Director Wingard requested clarification on Item 11 to indicate that the water from the well can be used for anything except potable water.

Director Stiles updated the Board to let them know that he met the District's insurance agent and advised that she is very knowledgeable and has been doing this type of business for a long time. He and Earl increased D & O from \$2 million to \$4 million.

Director Maroney moved to approve the Minutes of the September 19, 2022, Regular Board Meeting, with proposed changes; Director Wingard seconded the motion which carried 5-0.

5. Consider, discuss, and take any necessary action to approve the September 2022 Bookkeeper's Report and approval of paid invoices.

Beth Caccamisi reviewed the written report showing \$1,319,455.79 in the General Fund and \$78,616.73 in the Debt Service Fund. She noted two bond payments were made for a total amount of \$46,000 and General Fund revenues ended at \$5,200 to the good for the month and \$192,000 to the good for the year, mainly from water sales. The expense budget was \$27,000 over for the month and \$28,000 for the year. The largest overage was from the purchase of chemicals. She reported that TexPool was earning 2.84% interest. Property taxes collected are at 98.6%.

Director Coskey recommended exploring chemical purchases from different suppliers to encourage competitive pricing. Earl also explained that staff can look into partnering with other agencies to see if better pricing is available that way. Director Coskey also pointed out that the District is paying \$500 per month to Cintas for first aid cabinet supplies.

Director Stiles moved approval of the September 2022 Bookkeeper's Report and paid invoices; Director Wingard seconded the motion which carried 5-0.

6. Consider, discuss, and take any necessary action to approve the September 2022 Manager's Operating Report.

Earl Wood reviewed the written report. He noted there is still only one house under construction at 52 Cottdale. He noted that while only 98.63% of the property taxes have been collected,

usually 99% or more is usually collected by the end of the year. All bond payments plus an additional payment have been paid for the year and \$78,616 remains in the Debt Service fund. He noted that 1,009 acre feet of raw water was used in September, which is down from August. He also reported that AquaTech had made a mistake in their water sampling and they have notified TCEQ regarding the results of their investigation.

Director Stiles asked whether or not the Club was using more water with the new course. Earl explained that due to the dry year, it will take time to make that determination.

Director Coskey asked about a Safety Coordinator for the Elevated Tower Painting Project. Earl explained that he spoke with Steger & Bizzell who prepared the bid documents for the project and they confirmed their confidence in the contractor who was awarded the contract. Kurt advised that he believed there was a safety pre-qualification document in the bid documents and will confirm. Director Stiles recommending getting a copy of the safety manual from the contractor. Director Coskey recommended considering a safety program for Hurst Creek MUD in the future.

Earl reported that the backwash recovery is back online. He also noted that about one third of the top of the pond liner panels have been installed.

Director Wingard moved to approve the September 2022 Manager's Operating Report; Director Coskey seconded the motion which carried 5-0.

7. The Board may go into Executive Session to receive advice from its Attorney pursuant to Section 551.071 of the Texas Government Code and/or discuss personnel matters under Section 551.074 of the Texas Government Code.

The Board recessed the open meeting at 10:18 A.M. and convened to Executive Session at 10:35 A.M. They reconvened the open meeting at 11:15 A.M. There was no reportable action. The Meeting adjourned at 11:15 A.M.

Signed this 21st day of November 2022.

(seal)

Mike Maroney, Secretary



Bookkeeper's Report

OCTOBER 2022



Fund Balance Report

Account Summary

10/01/2022 - 10/31/2022

FUND BALANCES		Beginning Balance	Net Change	Ending Balance
10 - GENERAL FUND				
10-1001		\$1,319,455.79	-\$244,469.21	\$1,074,986.58
Fund 10 Total:		\$1,319,455.79	-\$244,469.21	\$1,074,986.58
40 - DEBT SERVICE FUND				
40-1001		\$78,616.73	\$185.44	\$78,802.17
Fund 40 Total:		\$78,616.73	\$185.44	\$78,802.17
70 - RESERVE FUND				
70-1001		\$8,977.58	-\$4,141.56	\$4,836.02
Fund 70 Total:		\$8,977.58	-\$4,141.56	\$4,836.02
71 - DRAINAGE FUND				
71-1001		\$10,684.79	\$89,870.00	\$100,554.79
Fund 71 Total:		\$10,684.79	\$89,870.00	\$100,554.79
BANK BALANCES				
99-1000	PLAINSCAPITAL GEN FUND	\$144,624.60	-\$61,491.07	\$83,133.53
99-1010	TEXPOOL GEN FUND	3.03% \$1,194,493.56	-\$97,249.70	\$1,097,243.86
99-1040	PLAINSCAPITAL DEBT SERVICE	\$4,187.65	\$0.00	\$4,187.65
99-1045	TEXPOOL DEBT SERVICE	3.03% \$74,429.08	\$185.44	\$74,614.52
Fund 99 Total:		\$1,417,734.89	-\$158,555.33	\$1,259,179.56



Bookkeeper's Report- Reserve & Drainage Budget

For Fiscal: 2022-2023 Period Ending: 10/31/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 70 - RESERVE FUND						
Revenue						
99 - TRANSFERS	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00
Revenue Total:	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00
Expense						
56 - CAPITAL EXPENDITURES	\$0.00	\$0.00	\$9,103.06	\$9,103.06	-\$9,103.06	\$0.00
85 - REPAIRS & MAINTENANCE	\$0.00	\$0.00	\$1,038.50	\$1,038.50	-\$1,038.50	\$0.00
Expense Total:	\$0.00	\$0.00	\$10,141.56	\$10,141.56	-\$10,141.56	\$0.00
Fund: 71 - DRAINAGE FUND						
Revenue						
99 - TRANSFERS	\$0.00	\$0.00	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00
Revenue Total:	\$0.00	\$0.00	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00
Expense						
60 - DRAINAGE RESERVE EXPENDITURES	\$0.00	\$0.00	\$130.00	\$130.00	-\$130.00	\$0.00
Expense Total:	\$0.00	\$0.00	\$130.00	\$130.00	-\$130.00	\$0.00



Hurst Creek MUD

Monthly Budget Report

Revenues

For Fiscal: Current Period Ending: 10/31/2022

	October Activity	October Budget	Variance	YTD Activity	YTD Budget	Variance
CategoryGrp: 40 - BANK INTEREST						
10-10-4010 BANK INTEREST	2,750.30	700.00	2,050.30	2,750.30	700.00	2,050.30
Total CategoryGrp: 40 - BANK INTEREST:	2,750.30	700.00	2,050.30	2,750.30	700.00	2,050.30
CategoryGrp: 41 - CONTRACT SERVICES						
10-10-4110 HILLS POA CONTRACT	1,557.47	1,542.50	14.97	1,557.47	1,542.50	14.97
Total CategoryGrp: 41 - CONTRACT SERVICES:	1,557.47	1,542.50	14.97	1,557.47	1,542.50	14.97
CategoryGrp: 43 - INTERLOCAL AGREEMENTS						
10-10-4310 VOH INTERLOCAL AGREEMENT	10,600.01	6,650.00	3,950.01	10,600.01	6,650.00	3,950.01
Total CategoryGrp: 43 - INTERLOCAL AGREEMENTS:	10,600.01	6,650.00	3,950.01	10,600.01	6,650.00	3,950.01
CategoryGrp: 44 - SERVICE & CONNECTION FEES						
10-10-4420 PERMIT & INSPECTIONS	600.00	400.00	200.00	600.00	400.00	200.00
10-10-4440 CUSTOMER SERVICE FEES	0.00	0.00	0.00	0.00	0.00	0.00
10-20-4410 TAP FEE	0.00	0.00	0.00	0.00	0.00	0.00
10-30-4410 TAP FEE	0.00	0.00	0.00	0.00	0.00	0.00
10-40-4410 TAP FEE	0.00	0.00	0.00	0.00	0.00	0.00
10-50-4430 DRAINAGE PLAN REVIEW DEPOSIT	0.00	0.00	0.00	0.00	0.00	0.00
Total CategoryGrp: 44 - SERVICE & CONNECTION FEES	600.00	400.00	200.00	600.00	400.00	200.00
CategoryGrp: 45 - IRRIGATION WATER SALES						
10-20-4510 RAW WATER IRRIGATION	871.36	600.00	271.36	871.36	600.00	271.36
10-40-4520 EFFLUENT IRRIGATION	4,636.19	5,000.00	-363.81	4,636.19	5,000.00	363.81
10-40-4530 GOLF COURSE IRRIGATION	21,022.36	21,022.36	0.00	21,022.36	21,022.36	0.00
Total CategoryGrp: 45 - IRRIGATION WATER SALES:	26,529.91	26,622.36	-92.45	26,529.91	26,622.36	-92.45
CategoryGrp: 47 - WATER & WASTEWATER SERVICE						
10-10-4740 PENALTIES	0.00	0.00	0.00	0.00	0.00	0.00
10-10-4750 TCEQ FEE	1,221.99	1,250.00	-28.01	1,221.99	1,250.00	-28.01
10-20-4710 RESIDENTIAL SERVICE	191,214.30	200,000.00	-8,785.70	191,214.30	200,000.00	-8,785.70
10-20-4720 COMMERCIAL SERVICE	10,451.71	8,800.00	1,651.71	10,451.71	8,800.00	1,651.71
10-30-4710 RESIDENTIAL SERVICE	39,699.70	38,000.00	1,699.70	39,699.70	38,000.00	1,699.70
10-30-4720 COMMERCIAL SERVICE	3,275.74	3,000.00	275.74	3,275.74	3,000.00	275.74
Total CategoryGrp: 47 - WATER & WASTEWATER SERV	245,863.44	251,050.00	-5,186.56	245,863.44	251,050.00	-5,186.56
CategoryGrp: 48 - PROPERTY TAXES						
10-10-4810 MAINTENANCE TAX	0.00	2,000.00	-2,000.00	0.00	2,000.00	-2,000.00
Total CategoryGrp: 48 - PROPERTY TAXES:	0.00	2,000.00	-2,000.00	0.00	2,000.00	-2,000.00
CategoryGrp: 49 - MISCELLANEOUS						
10-10-4910 MISCELLANEOUS	3,000.00	175.00	2,825.00	3,000.00	175.00	2,825.00
Total CategoryGrp: 49 - MISCELLANEOUS:	3,000.00	175.00	2,825.00	3,000.00	175.00	2,825.00
Report Total:	290,901.13	289,139.86	1,761.27	290,901.13	289,139.86	1,761.27



Hurst Creek MUD

Monthly Budget Report Expenses

For Fiscal: Current Period Ending: 10/31/2022

	October Activity	October Budget	Variance	YTD Activity	YTD Budget	Variance
CategoryGrp: 51 - ADMINISTRATION						
10-10-5110 COMMUNICATIONS WITH CUSTOMERS	0.00	0.00	0.00	0.00	0.00	0.00
10-10-5120 ELECTIONS	0.00	0.00	0.00	0.00	0.00	0.00
10-10-5130 LEGAL NOTICES & PUBLICATIONS	647.20	50.00	-597.20	647.20	50.00	-597.20
10-10-5140 OFFICE SUPPLIES	2,882.84	1,800.00	-1,082.84	2,882.84	1,800.00	-1,082.84
10-10-5150 TELEPHONE & COMMUNICATIONS	1,744.18	2,000.00	255.82	1,744.18	2,000.00	255.82
Total CategoryGrp: 51 - ADMINISTRATION:	5,274.22	3,850.00	-1,424.22	5,274.22	3,850.00	-1,424.22
CategoryGrp: 53 - BANKING & BOOKKEEPING						
10-10-5310 CHECKS & FORMS	0.00	10.00	10.00	0.00	10.00	10.00
10-10-5320 BANK SERVICE FEES	75.79	75.00	-0.79	75.79	75.00	-0.79
10-10-5330 APPRAISAL FEES	0.00	0.00	0.00	0.00	0.00	0.00
10-10-5340 BOND FEES	50.00	0.00	-50.00	50.00	0.00	-50.00
Total CategoryGrp: 53 - BANKING & BOOKKEEPING:	125.79	85.00	-40.79	125.79	85.00	-40.79
CategoryGrp: 55 - BILLING						
10-10-5510 SERVICE BILLINGS	2,186.79	2,000.00	186.79	2,186.79	2,000.00	-186.79
10-10-5520 CREDIT CARD FEES	5,041.37	3,200.00	-1,841.37	5,041.37	3,200.00	-1,841.37
Total CategoryGrp: 55 - BILLING:	7,228.16	5,200.00	-2,028.16	7,228.16	5,200.00	-2,028.16
CategoryGrp: 57 - CHEMICALS						
10-20-5710 CHEMICALS	13,739.33	8,000.00	-5,739.33	13,739.33	8,000.00	-5,739.33
10-30-5710 CHEMICALS	1,702.00	4,000.00	2,298.00	1,702.00	4,000.00	2,298.00
10-40-5710 CHEMICALS	0.00	300.00	300.00	0.00	300.00	300.00
10-60-5710 CHEMICALS	0.00	300.00	300.00	0.00	300.00	300.00
Total CategoryGrp: 57 - CHEMICALS:	15,441.33	12,600.00	-2,841.33	15,441.33	12,600.00	-2,841.33
CategoryGrp: 59 - COMPUTER & SOFTWARE						
10-10-5920 NETWORKING & IT	4,112.40	6,000.00	1,887.60	4,112.40	6,000.00	1,887.60
10-10-5925 TYLER INCODE	0.00	0.00	0.00	0.00	0.00	0.00
10-10-5930 GIS	325.00	1,000.00	675.00	325.00	1,000.00	675.00
10-20-5910 SCADA	282.11	950.00	667.89	282.11	950.00	667.89
10-30-5910 SCADA	282.10	750.00	467.90	282.10	750.00	467.90
10-40-5910 SCADA	282.10	650.00	367.90	282.10	650.00	367.90
Total CategoryGrp: 59 - COMPUTER & SOFTWARE:	5,283.71	9,350.00	4,066.29	5,283.71	9,350.00	4,066.29
CategoryGrp: 61 - EMPLOYEE BENEFITS						
10-10-6110 HEALTH INSURANCE	5,749.66	5,800.00	50.34	5,749.66	5,800.00	50.34
10-10-6130 SEP RETIREMENT	3,867.37	3,669.00	-198.37	3,867.37	3,669.00	-198.37
10-10-6131 TCDRS RETIREMENT	3,141.12	3,814.00	672.88	3,141.12	3,814.00	672.88
10-20-6110 HEALTH INSURANCE	4,677.99	5,200.00	522.01	4,677.99	5,200.00	522.01
10-20-6130 SEP RETIREMENT	4,063.87	3,793.00	-270.87	4,063.87	3,793.00	-270.87
10-20-6131 TCDRS RETIREMENT	2,512.90	2,288.00	-224.90	2,512.90	2,288.00	-224.90
10-30-6110 HEALTH INSURANCE	0.00	1,600.00	1,600.00	0.00	1,600.00	1,600.00
10-30-6130 SEP RETIREMENT	0.00	511.00	511.00	0.00	511.00	511.00
10-30-6131 TCDRS RETIREMENT	0.00	763.00	763.00	0.00	763.00	763.00
10-40-6110 HEALTH INSURANCE	789.28	850.00	60.72	789.28	850.00	60.72
10-40-6130 SEP RETIREMENT	824.41	747.00	-77.41	824.41	747.00	-77.41
10-40-6131 TCDRS RETIREMENT	628.22	763.00	134.78	628.22	763.00	134.78
Total CategoryGrp: 61 - EMPLOYEE BENEFITS:	26,254.82	29,798.00	3,543.18	26,254.82	29,798.00	3,543.18
CategoryGrp: 63 - EMPLOYEE PAYROLL						
10-10-6310 PAYROLL	29,515.26	28,591.00	-924.26	29,515.26	28,591.00	-924.26
10-10-6320 DIRECTORS FEES	750.00	750.00	0.00	750.00	750.00	0.00
10-10-6330 PAYROLL TAXES	962.35	1,031.00	68.65	962.35	1,031.00	68.65

Monthly Budget Report

	October Activity	October Budget	Variance	YTD Activity	YTD Budget	Variance
10-10-6340 UNEMPLOYMENT TAX	0.00	15.00	15.00	0.00	15.00	15.00
10-10-6350 VEHICLE EXPENSE	923.08	1,000.00	76.92	923.08	1,000.00	76.92
10-20-6310 PAYROLL	28,157.82	26,894.00	1,263.82	28,157.82	26,894.00	-1,263.82
10-20-6350 VEHICLE EXPENSE	4,615.40	3,692.32	-923.08	4,615.40	3,692.32	-923.08
10-30-6310 PAYROLL	0.00	3,200.00	3,200.00	0.00	3,200.00	3,200.00
10-30-6350 VEHICLE EXPENSE	0.00	923.08	923.08	0.00	923.08	923.08
10-40-6310 PAYROLL	5,725.35	5,102.00	623.35	5,725.35	5,102.00	-623.35
10-40-6350 VEHICLE EXPENSE	923.08	923.08	0.00	923.08	923.08	0.00
Total CategoryGrp: 63 - EMPLOYEE PAYROLL:	71,572.34	72,121.48	549.14	71,572.34	72,121.48	549.14
CategoryGrp: 65 - INSPECTIONS						
10-20-6510 INSPECTIONS	0.00	150.00	150.00	0.00	150.00	150.00
10-30-6510 INSPECTIONS	0.00	1,400.00	1,400.00	0.00	1,400.00	1,400.00
Total CategoryGrp: 65 - INSPECTIONS:	0.00	1,550.00	1,550.00	0.00	1,550.00	1,550.00
CategoryGrp: 67 - INSURANCE						
10-10-6710 WORK COMP PREMIUMS	0.00	0.00	0.00	0.00	0.00	0.00
10-10-6720 PROPERTY INSURANCE PREMIUMS	2,400.00	0.00	-2,400.00	2,400.00	0.00	-2,400.00
Total CategoryGrp: 67 - INSURANCE:	2,400.00	0.00	-2,400.00	2,400.00	0.00	-2,400.00
CategoryGrp: 69 - LAB ANALYSIS						
10-20-6910 LAB ANALYSIS	14,555.58	17,500.00	2,944.42	14,555.58	17,500.00	2,944.42
10-30-6910 LAB ANALYSIS	0.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00
Total CategoryGrp: 69 - LAB ANALYSIS:	14,555.58	19,500.00	4,944.42	14,555.58	19,500.00	4,944.42
CategoryGrp: 71 - LEASE PURCHASE						
10-10-7110 AMR SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00
Total CategoryGrp: 71 - LEASE PURCHASE:	0.00	0.00	0.00	0.00	0.00	0.00
CategoryGrp: 73 - MATERIALS & EQUIPMENT						
10-20-7310 MATERIALS	8,600.36	5,000.00	-3,600.36	8,600.36	5,000.00	-3,600.36
10-30-7310 MATERIALS	2,440.15	4,000.00	1,559.85	2,440.15	4,000.00	1,559.85
10-40-7310 MATERIALS	0.00	700.00	700.00	0.00	700.00	700.00
10-60-7310 MATERIALS	0.00	200.00	200.00	0.00	200.00	200.00
Total CategoryGrp: 73 - MATERIALS & EQUIPMENT:	11,040.51	9,900.00	-1,140.51	11,040.51	9,900.00	-1,140.51
CategoryGrp: 75 - OPERATIONS						
10-10-7540 WASTE DISPOSAL & RECYCLING	504.35	950.00	445.65	504.35	950.00	445.65
10-20-7520 BULK WATER PURCHASES	13,502.11	8,300.00	-5,202.11	13,502.11	8,300.00	-5,202.11
10-20-7521 BULK WATER RESERVE FEES	7,750.00	7,750.00	0.00	7,750.00	7,750.00	0.00
10-20-7530 TAP EXPENSES	0.00	200.00	200.00	0.00	200.00	200.00
10-30-7530 TAP EXPENSES	0.00	200.00	200.00	0.00	200.00	200.00
10-60-7510 BARGE OPERATING & RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00
Total CategoryGrp: 75 - OPERATIONS:	21,756.46	17,400.00	-4,356.46	21,756.46	17,400.00	-4,356.46
CategoryGrp: 79 - PERSONNEL						
10-10-7910 TEMPORARY STAFFING	0.00	50.00	50.00	0.00	50.00	50.00
10-10-7920 MEETINGS, SCHOOLS, SEMINARS, DUES	111.00	1,400.00	1,289.00	111.00	1,400.00	1,289.00
10-10-7930 SAFETY EQUIPMENT & UNIFORMS	1,323.08	1,025.00	-298.08	1,323.08	1,025.00	-298.08
Total CategoryGrp: 79 - PERSONNEL:	1,434.08	2,475.00	1,040.92	1,434.08	2,475.00	1,040.92
CategoryGrp: 81 - POSTAGE						
10-10-8110 POSTAGE & SHIPPING	419.21	650.00	230.79	419.21	650.00	230.79
Total CategoryGrp: 81 - POSTAGE:	419.21	650.00	230.79	419.21	650.00	230.79
CategoryGrp: 83 - PROFESSIONAL & CONTRACTED SERVICES						
10-10-8310 AUDITING & CONSULTING	4,068.75	4,138.00	69.25	4,068.75	4,138.00	69.25
10-10-8340 LEGAL	443.00	1,300.00	857.00	443.00	1,300.00	857.00
10-20-8320 ENGINEERING	633.00	500.00	-133.00	633.00	500.00	-133.00
10-30-8320 ENGINEERING	0.00	300.00	300.00	0.00	300.00	300.00
10-40-8320 ENGINEERING	0.00	100.00	100.00	0.00	100.00	100.00
10-50-8330 DRAINAGE PLAN REVIEW	1,789.00	0.00	-1,789.00	1,789.00	0.00	-1,789.00

Monthly Budget Report

		October Activity	October Budget	Variance	YTD Activity	YTD Budget	Variance
10-50-8331	MS4	1,350.00	1,500.00	150.00	1,350.00	1,500.00	150.00
Total CategoryGrp: 83 - PROFESSIONAL & CONTRACTE		8,283.75	7,838.00	-445.75	8,283.75	7,838.00	-445.75
CategoryGrp: 85 - REPAIRS & MAINTENANCE							
10-20-8510	REPAIRS & MAINTENANCE	4,551.56	6,000.00	1,448.44	4,551.56	6,000.00	1,448.44
10-30-8510	REPAIRS & MAINTENANCE	14,789.73	3,200.00	-11,589.73	14,789.73	3,200.00	-11,589.73
10-40-8510	REPAIRS & MAINTENANCE	320.00	2,500.00	2,180.00	320.00	2,500.00	2,180.00
10-60-8510	REPAIRS & MAINTENANCE	2,077.29	1,000.00	-1,077.29	2,077.29	1,000.00	-1,077.29
Total CategoryGrp: 85 - REPAIRS & MAINTENANCE:		21,738.58	12,700.00	-9,038.58	21,738.58	12,700.00	-9,038.58
CategoryGrp: 87 - SLUDGE HAULING							
10-20-8710	SLUDGE HAULING	0.00	0.00	0.00	0.00	0.00	0.00
10-30-8710	SLUDGE HAULING	3,759.51	2,500.00	-1,259.51	3,759.51	2,500.00	-1,259.51
Total CategoryGrp: 87 - SLUDGE HAULING:		3,759.51	2,500.00	-1,259.51	3,759.51	2,500.00	-1,259.51
CategoryGrp: 89 - UTILITIES							
10-20-8910	ELECTRIC	4,393.72	5,300.00	906.28	4,393.72	5,300.00	906.28
10-30-8910	ELECTRIC	4,878.86	5,000.00	121.14	4,878.86	5,000.00	121.14
10-40-8910	ELECTRIC	1,368.33	1,200.00	-168.33	1,368.33	1,200.00	-168.33
10-60-8910	ELECTRIC	4,297.03	6,200.00	1,902.97	4,297.03	6,200.00	1,902.97
Total CategoryGrp: 89 - UTILITIES:		14,937.94	17,700.00	2,762.06	14,937.94	17,700.00	2,762.06
CategoryGrp: 97 - MISCELLANEOUS							
10-10-9710	MISCELLANEOUS	292.36	250.00	-42.36	292.36	250.00	-42.36
10-10-9799	BAD DEBT	158.52	400.00	241.48	158.52	400.00	241.48
Total CategoryGrp: 97 - MISCELLANEOUS:		450.88	650.00	199.12	450.88	650.00	199.12
CategoryGrp: 99 - TRANSFERS							
10-10-9910	RESERVE TRANSFER	6,000.00	6,000.00	0.00	6,000.00	6,000.00	0.00
10-50-9920	DRAINAGE TRANSFER	90,000.00	90,000.00	0.00	90,000.00	90,000.00	0.00
Total CategoryGrp: 99 - TRANSFERS:		96,000.00	96,000.00	0.00	96,000.00	96,000.00	0.00
Report Total:		327,956.87	321,867.48	-6,089.39	327,956.87	321,867.48	-6,089.39



Hurst Creek MUD

Bookkeeper's Report - Check Report

By Check Number

Date Range: 10/01/2022 - 10/31/2022

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: OPERATING-PLAINSCAPITAL BANK POOLED CASH							
Payment Type: Regular							
VEN01389	CHARLES SCHWAB & CO. INC.	10/06/2022	Regular		0.00	18.60	33270
INV0003018	Invoice	10/07/2022	STILES SEP IRA		0.00	18.60	
VEN01152	FIDELITY INVESTMENTS	10/06/2022	Regular		0.00	835.76	33271
INV0003009	Invoice	10/07/2022	EARL'S SEP IRA		0.00	835.76	
VEN01153	FIDELITY INVESTMENTS*	10/06/2022	Regular		0.00	335.99	33272
INV0003013	Invoice	10/07/2022	KEVIN'S SEP IRA		0.00	335.99	
VEN01304	LPL FINANCIAL	10/06/2022	Regular		0.00	18.60	33273
INV0003014	Invoice	10/07/2022	MARONEY'S SEP IRA		0.00	18.60	
VEN01314	MERRILL EDGE*	10/06/2022	Regular		0.00	18.60	33274
INV0003011	Invoice	10/07/2022	WINGARD'S SEP IRA		0.00	18.60	
VEN01361	MERRILL EDGE**	10/06/2022	Regular		0.00	18.60	33275
INV0003019	invoice	10/07/2022	COSKEY'S SEP IRA		0.00	18.60	
VEN01309	MERRILL LYNCH	10/06/2022	Regular		0.00	18.60	33276
INV0003020	Invoice	10/07/2022	WILSON'S SEP IRA		0.00	18.60	
VEN01183	ARTHUR J. GALLAGHER	10/07/2022	Regular		0.00	2,400.00	33277
INV0003027	Invoice	10/07/2022	D&O ADDITIONAL LIMITS ACCT# HURSCRE		0.00	2,400.00	
VEN01384	JAMES C. MYERS	10/12/2022	Regular		0.00	160.00	33279
10/11/22 WORK	Invoice	10/12/2022	WORK AT THE POND 10/11/22		0.00	160.00	
VEN01264	GATEHOUSE AUSTIN - ADVERTISING	10/19/2022	Regular		0.00	544.20	33280
742781	Invoice	10/19/2022	NOTICE OF TAX RATE 2022		0.00	544.20	
VEN01092	SWAN ANALYTICAL INSTRUMENTS INC.	10/19/2022	Regular		0.00	14,073.85	33281
CD10005196	Invoice	10/19/2022	REAGENT OXYCON ANALYZERS (SET OF 20		0.00	14,073.85	
VEN01152	FIDELITY INVESTMENTS	10/20/2022	Regular		0.00	835.76	33282
INV0003043	Invoice	10/21/2022	EARL'S SEP IRA		0.00	835.76	
VEN01153	FIDELITY INVESTMENTS*	10/20/2022	Regular		0.00	342.36	33283
INV0003046	Invoice	10/21/2022	KEVIN'S SEP IRA		0.00	342.36	
VEN01384	JAMES C. MYERS	10/24/2022	Regular		0.00	160.00	33284
INV0003054	Invoice	10/24/2022	WORK AT THE POND 10/18/22		0.00	160.00	
VEN01338	ELITE PUMPS & MECHANICAL SERVICES, LLC.	10/28/2022	Regular		0.00	11,844.44	33285
11493	Invoice	10/28/2022	CLARIFIER DRIVE WWTP #1 REBUILD MOT		0.00	11,844.44	
VEN01120	MARSH MCLENNAN AGENCY	10/28/2022	Regular		0.00	50.00	33286
2055369	Invoice	10/28/2022	BOND RENEWAL BETH C (POLICY# 715934		0.00	50.00	
Total Regular:					0.00	31,675.36	

Bookkeeper's Report - Check Report

Date Range: 10/01/2022 - 10/31/2022

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Payment Type: Virtual Payment							
VEN01036 14081674	AUTOMATIONDIRECT.COM, INC Invoice	10/04/2022	10/07/2022 WTP MATERIALS - RELAY SOCKETS	Virtual Payment	0.00 0.00	33.25 33.25	APA000663
VEN01046 BSW417886 BSW417887	BRENNTAG SOUTHWEST, INC. Invoice Invoice	10/05/2022 10/05/2022	10/07/2022 WTP CHEMICALS - AQUAMINE WTP CHEMICALS - AQUALUM & AQUAPA	Virtual Payment	0.00 0.00 0.00	8,369.33 2,751.07 5,618.26	APA000664
VEN01222 291228.2	BUTLER RENTAL & SALES INC. Invoice	10/06/2022	10/07/2022 WATER/WASTEWATER EQUIPMENT RENT	Virtual Payment	0.00 0.00	570.00 570.00	APA000665
VEN01102 0276289092722	CHARTER COMMUNICATIONS Invoice	10/05/2022	10/07/2022 TOWER MONTHLY INTERNET ACCT# 8260	Virtual Payment	0.00 0.00	149.88 149.88	APA000666
VEN01061 944849793654	CITY OF AUSTIN Invoice	10/03/2022	10/07/2022 WWTP ELECTRIC - ACCT# 944880000	Virtual Payment	0.00 0.00	4,687.02 4,687.02	APA000667
VEN01320 51-50650-01	ELLIOTT ELECTRIC SUPPLY Invoice	10/03/2022	10/07/2022 3/4" ALUMINUM RIGID CONDUIT (250)	Virtual Payment	0.00 0.00	537.62 537.62	APA000668
VEN01126 CW78815	GCS TECHNOLOGIES, INC. Invoice	10/04/2022	10/07/2022 NETWORKING / IT BILLINGS	Virtual Payment	0.00 0.00	937.50 937.50	APA000669
VEN01130 9467037223 94670372231	GRAINGER Invoice Invoice	10/05/2022 10/05/2022	10/07/2022 GEN PURPOSE RELAYS AND RELAY SOCKET GEN PURPOSE RELAYS & RELAY SOCKETS	Virtual Payment	0.00 0.00 0.00	404.45 179.02 225.43	APA000670
VEN01012 634597	HILL COUNTRY SPRINGS Invoice	10/03/2022	10/07/2022 CASES OF BOTTLED WATER (8)	Virtual Payment	0.00 0.00	58.11 58.11	APA000671
VEN01398 INV0003026	KINLOCH EQUIPMENT & SUPPLY INC. Invoice	10/03/2022	10/07/2022 REPLACE CRACKED SWIVEL @ WWTP	Virtual Payment	0.00 0.00	1,432.50 1,432.50	APA000672
VEN01029 3395OCTOBER	LAKEWAY MUD - GENERAL FUND Invoice	10/03/2022	10/07/2022 MONTHLY BARGE OPERATING EXPENSES -	Virtual Payment	0.00 0.00	400.00 400.00	APA000673
VEN01033 258222	LAWN N' HOUSE Invoice	10/04/2022	10/07/2022 MOW GROUNDS / CLEAN OFFICES	Virtual Payment	0.00 0.00	2,080.00 2,080.00	APA000674
VEN01028 LAB 0061462	LOWER COLORADO RIVER AUTHORITY Invoice	10/06/2022	10/07/2022 WTP LAB ANALYSIS	Virtual Payment	0.00 0.00	318.00 318.00	APA000675
VEN01064 INV0002994 INV0002995 INV0002996 INV0002997 INV0002998 INV0002999 INV0003000	PEDERNALES ELECTRIC COMPANY, INC. Invoice Invoice Invoice Invoice Invoice Invoice Invoice	10/04/2022 10/04/2022 10/04/2022 10/04/2022 10/04/2022 10/04/2022 10/04/2022	10/07/2022 LIFT STATION ACCT# 3000386758 SEWER LIFT STATION ACCT# 3000289338 SEWER LIFT STATION ACCT# 3000360171 PUMP STATION ACCT# 3000313299 BACKWASH RECOVERY ACCT# 300110868 CONFERENCE ROOM ACCT# 3001456244 WTP ACCT# 3000193689	Virtual Payment	0.00 0.00 0.00 0.00 0.00 0.00 0.00	4,611.39 50.78 59.62 61.75 94.55 116.26 150.57 4,077.86	APA000676
VEN01076 33045940	RADWELL INTERNATIONAL, INC. Invoice	10/03/2022	10/07/2022 ALLEN BRADLEY - SCADA	Virtual Payment	0.00 0.00	690.00 690.00	APA000677
VEN01080 853076-2	RENT EQUIP, LLC. Invoice	10/06/2022	10/07/2022 WATER/WASTEWATER EQUIPMENT RENT	Virtual Payment	0.00 0.00	3,054.69 3,054.69	APA000678
VEN01401 4660051249	SOUTHERN TIRE MART, LLC Invoice	10/07/2022	10/07/2022 REPAIR TIRE - SKID STEER	Virtual Payment	0.00 0.00	140.00 140.00	APA000679
VEN01315 101463	STITCH GALLERY Invoice	10/03/2022	10/07/2022 HCM CAP EMBROIDERY (4)	Virtual Payment	0.00 0.00	115.00 115.00	APA000680
VEN01115 9916577662	VERIZON WIRELESS Invoice	10/03/2022	10/07/2022 WIRELESS SERVICE FOR CELLS, TABLETS, L	Virtual Payment	0.00 0.00	820.80 820.80	APA000681

Bookkeeper's Report - Check Report

Date Range: 10/01/2022 - 10/31/2022

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
VEN01232 32561465	VISUAL EDGE IT Invoice	10/04/2022	10/07/2022 MONTHLY PRINTER RENTAL AND COPY CH	Virtual Payment	0.00 0.00	923.02 923.02	APA000682
VEN01118 12073259V150	WASTE CONNECTIONS LONE STAR, INC Invoice	10/05/2022	10/07/2022 FRONT LOAD TRASH SERVICES FOR WWTP	Virtual Payment	0.00 0.00	504.35 504.35	APA000683
VEN01036 14211623 14215392	AUTOMATIONDIRECT.COM, INC Invoice Invoice	10/12/2022 10/12/2022	10/14/2022 ICE CUBE CONTROL RELAY, SOCKET MOU FLOWLINE ECHOSONIC II ULTRASONIC LIQ	Virtual Payment	0.00 0.00 0.00	649.75 64.75 585.00	APA000684
VEN01052 0169719-IN	CAVENDER'S Invoice	10/12/2022	10/14/2022 UNIFORMS - JAKE PENDLETON	Virtual Payment	0.00 0.00	395.93 395.93	APA000685
VEN01102 0057675100122	CHARTER COMMUNICATIONS Invoice	10/12/2022	10/14/2022 OFFICE MONTHLY INTERNET ACCT# 8260	Virtual Payment	0.00 0.00	360.99 360.99	APA000686
VEN01102 0278483100122	CHARTER COMMUNICATIONS Invoice	10/12/2022	10/14/2022 WWTP MONTHLY INTERNET ACCT# 82601	Virtual Payment	0.00 0.00	148.12 148.12	APA000687
VEN01084 INV0003029	DSHS CENTRAL LAB MC2004 Invoice	10/12/2022	10/14/2022 WTP LAB ANALYSIS	Virtual Payment	0.00 0.00	163.73 163.73	APA000688
VEN01126 CW79001	GCS TECHNOLOGIES, INC. Invoice	10/12/2022	10/14/2022 NETWORKING / IT BILLINGS - OCTOBER 2	Virtual Payment	0.00 0.00	1,747.80 1,747.80	APA000689
VEN01130 9469557384	GRAINGER Invoice	10/12/2022	10/14/2022 SOLENOID VALVE FOR WTP ROBERTS REP	Virtual Payment	0.00 0.00	257.47 257.47	APA000690
VEN01347 22892	MONTEMAYOR BRITTON BENDER PC Invoice	10/12/2022	10/14/2022 AUDIT - RETAINER	Virtual Payment	0.00 0.00	4,068.75 4,068.75	APA000691
VEN01063 264529350001 265544935001 266764057001	OFFICE DEPOT BUSINESS CREDIT Invoice Invoice Invoice	10/14/2022 10/14/2022 10/14/2022	10/14/2022 PRINTER TONERS, POST IT DISPENSERS GLASS CLEANER, FABULOSO CLEANER WHITE OUT, MANILA FOLDERS (100)	Virtual Payment	0.00 0.00 0.00	382.64 326.50 19.18 36.96	APA000692
VEN01288 N9614957	QUADIENT LEASING USA, INC. Invoice	10/12/2022	10/14/2022 QUARTERLY POSTAGE MACHINE RENTAL	Virtual Payment	0.00 0.00	397.47 397.47	APA000693
VEN01083 17201339	SHERIDAN ENVIRONMENTAL LLC Invoice	10/12/2022	10/14/2022 WWTP SLUDGE HAUL AND DISPOSAL	Virtual Payment	0.00 0.00	3,759.51 3,759.51	APA000694
VEN01110 025-396385	TYLER TECHNOLOGIES, INC. Invoice	10/12/2022	10/14/2022 INSITE TRANSACTION FEES (QUARTERLY)	Virtual Payment	0.00 0.00	1,673.75 1,673.75	APA000695
VEN01115 9917144462	VERIZON WIRELESS Invoice	10/12/2022	10/14/2022 M2M SERVICES	Virtual Payment	0.00 0.00	100.00 100.00	APA000696
VEN01020 435534748964 437564775375 438673374954 444857969667 453744696573 465988573856 473743884669 499865863446 546597384368 549484385863 583879354836 668744376463 698496479573 699784759534 796798597738 844965558867	AMAZON Invoice	10/18/2022 10/18/2022 10/18/2022 10/18/2022 10/19/2022 10/18/2022 10/19/2022 10/19/2022 10/19/2022 10/19/2022 10/18/2022 10/19/2022 10/19/2022 10/19/2022 10/19/2022 10/19/2022 10/19/2022 10/19/2022 10/19/2022 10/18/2022	10/21/2022 3M SCOTCHRAP VINYL CORROSION P SMEAD PRESSBOARD FILE FOLDERS - 8 BO GORILLA WATERPROOF CAULK & SEAL STAPLES AC/HEATING SYSTEM FOR RECORDS STOR HARRIX MIXER SPRAY FOAM SEALANT KITS TONER FOR BETH'S OFFICE PRINTER LIGHTS FOR RECORDS STORAGE METER ANTENNAS APC UPS BATTERY BACKUPS PHONE CASE/DESK ORNZR/RIPSAW ROTA OUTDOOR 120-VOLT SWIVEL MOUNT PH PAPER TOWELS GASKET/THREAD SEALANT FLEXFIT MENS HATS	Virtual Payment	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	5,154.55 28.07 296.64 15.69 13.74 831.00 160.97 2,101.56 393.68 149.98 119.80 159.98 361.50 13.93 35.56 12.56 71.96	APA000697

Bookkeeper's Report - Check Report

Date Range: 10/01/2022 - 10/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
845654497687	Invoice	10/18/2022	GALAXY S10 CASE - TOUGH BOX	0.00	17.95	
895535737639	Invoice	10/19/2022	TWO PIECE ACETYLENE CUTTING TIP	0.00	25.00	
936935849536	Invoice	10/19/2022	PAPER TOWELS FOR WTP OPS OFFICE	0.00	35.43	
939377539434	Invoice	10/18/2022	FLEXFIT MENS HATS	0.00	142.07	
974634357347	Invoice	10/18/2022	10 PIECE TUBE BOTTLE BRUSH KIT	0.00	37.48	
997845933954	Invoice	10/19/2022	WIRELESS MOUSE (2)	0.00	130.00	
VEN01046	BRENNTAG SOUTHWEST, INC.	10/21/2022	Virtual Payment	0.00	7,072.00	APA000698
85W420666	Invoice	10/18/2022	WWTP CHEMICALS - AQUACHLOR	0.00	1,702.00	
85W420667	Invoice	10/18/2022	WTP CHEMICALS - AQUACHLOR	0.00	5,370.00	
VEN01061	CITY OF AUSTIN	10/21/2022	Virtual Payment	0.00	1,342.50	APA000699
027929387576	Invoice	10/18/2022	POND VALVE ELECTRIC ACCT# 02703000	0.00	25.23	
391665725718	Invoice	10/18/2022	POND ELECTRIC ACCT# 3910300000	0.00	1,248.55	
805117452213	Invoice	10/18/2022	IRRIGATION ELECTRIC - ACCT# 805973000	0.00	19.69	
927541738142	Invoice	10/18/2022	ELEVATED TOWER ELECTRIC - ACCT# 9279	0.00	49.03	
VEN01320	ELLIOTT ELECTRIC SUPPLY	10/21/2022	Virtual Payment	0.00	532.24	APA000700
51-50650-03	Invoice	10/18/2022	3/4" ALUMINUM RIGID CONDUIT	0.00	532.24	
VEN01126	GCS TECHNOLOGIES, INC.	10/21/2022	Virtual Payment	0.00	637.50	APA000701
CW79163	Invoice	10/19/2022	NETWORKING / IT BILLINGS	0.00	637.50	
VEN01130	GRAINGER	10/21/2022	Virtual Payment	0.00	80.80	APA000702
9478736607	Invoice	10/18/2022	PVC BALL VALVE UNION SOCKETS & HACK	0.00	80.80	
VEN01402	HUBER TECHNOLOGY, INC.	10/21/2022	Virtual Payment	0.00	329.11	APA000703
CD10023770	Invoice	10/21/2022	FLANGE	0.00	329.11	
VEN01030	LAKEWAY MUD - BARGE FUND	10/21/2022	Virtual Payment	0.00	5,974.32	APA000704
2631AUG	Invoice	10/18/2022	PEC BARGE ELECTRIC	0.00	4,297.03	
2634AUG	Invoice	10/18/2022	LABOR & EQUIPMENT FOR BOAT WORK -	0.00	1,677.29	
VEN01048	MCCOY CORPORATION	10/21/2022	Virtual Payment	0.00	84.23	APA000705
7495455	Invoice	10/18/2022	TAPE MEASURE, AX BLADE AND SUPPLIES	0.00	84.23	
VEN01051	METRON FARNIER, LLC.	10/21/2022	Virtual Payment	0.00	9,310.56	APA000706
36352	Invoice	10/19/2022	VERIZON EXTERNAL ANTENNA UNIT	0.00	8,810.56	
36356	Invoice	10/20/2022	VERIZON SERVICES FOR METERS - ONE YR	0.00	500.00	
VEN01114	USA BLUE BOOK	10/21/2022	Virtual Payment	0.00	93.95	APA000707
034601-2	Invoice	10/19/2022	PVC INJECTION CHECK VALVE - WTP CHE	0.00	93.95	
VEN01036	AUTOMATIONDIRECT.COM,INC	10/28/2022	Virtual Payment	0.00	46.50	APA000708
14293277	Invoice	10/27/2022	SWITCHING POWER SUPPLY	0.00	46.50	
VEN01060	CINTAS CORP.	10/28/2022	Virtual Payment	0.00	598.12	APA000709
5129920885	Invoice	10/24/2022	FIRST AIDE CABINET SUPPLIES -OFFICE &	0.00	498.12	
9197488902	Invoice	10/26/2022	AUTOMATED EXTERNAL DEFIBRILLATOR A	0.00	100.00	
VEN01246	CROCKER CRANE RENTALS LP	10/28/2022	Virtual Payment	0.00	913.68	APA000710
IN00014389	Invoice	10/24/2022	35 TON CRANE W/OPERATOR @ WWTP	0.00	913.68	
VEN01130	GRAINGER	10/28/2022	Virtual Payment	0.00	154.80	APA000711
9486386163	Invoice	10/24/2022	BALL VALVE/CLOSE NIPPLE/ADAPTER/RED	0.00	68.01	
9487004807	Invoice	10/24/2022	WEATHERPROOF COVERS	0.00	16.62	
9490639870	Invoice	10/26/2022	MOUNTING TRACK - ALUMINUM	0.00	58.32	
9490881571	Invoice	10/26/2022	GARDEN HOSE HANGER	0.00	11.85	
VEN01010	HASTINGS COMMUNICATION SERVICES, INC.	10/28/2022	Virtual Payment	0.00	419.94	APA000712
H0932711012022	Invoice	10/24/2022	24 HR ANSWERING SERVICES - 09/24 TO 1	0.00	419.94	
VEN01012	HILL COUNTRY SPRINGS	10/28/2022	Virtual Payment	0.00	31.55	APA000713
659823	Invoice	10/27/2022	CASES OF BOTTLED WATER	0.00	31.55	

Bookkeeper's Report - Check Report

Date Range: 10/01/2022 - 10/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
VEN01039	LLOYD GOSSELINK ROCHELLE & TOWNSEND, P.	10/28/2022	Virtual Payment	0.00	793.00	APA000714
97535214	Invoice	10/27/2022	GENERAL COUNSEL / MS4	0.00	793.00	
VEN01181	PEREGRINE CORPORATION	10/28/2022	Virtual Payment	0.00	513.04	APA000715
493030	Invoice	10/24/2022	UTILITY PRINTING AND MAILING	0.00	513.04	
VEN01076	RADWELL INTERNATIONAL, INC.	10/28/2022	Virtual Payment	0.00	156.31	APA000716
33098234	Invoice	10/25/2022	ALLEN BRADLEY - PLC MODULE (2)	0.00	156.31	
VEN01088	STEGE & BIZZELL ENGINEERING, INC.	10/28/2022	Virtual Payment	0.00	5,208.00	APA000717
1013844	Invoice	10/24/2022	PROF ENG SVCS - DRAINAGE PLAN REVIE	0.00	1,789.00	
1013845	Invoice	10/24/2022	PROF ENG SVCS RE MS4 PERMITTING INIT	0.00	1,000.00	
1013846	Invoice	10/24/2022	PROF SVCS DRAINAGE PROJECTS W/IN D	0.00	130.00	
1013847	Invoice	10/24/2022	PROF SVCS EST REHAB PROJECT - BIDDIN	0.00	616.00	
1013848	Invoice	10/24/2022	PROF SVCS GIS DATA DEVELOPMENT AN	0.00	325.00	
1013849	Invoice	10/24/2022	PROF SVCS STORAGE POND LINER REPLA	0.00	422.50	
1013850	Invoice	10/24/2022	PROF SVCS DESIGN INTERCONNECT TO L	0.00	292.50	
1013851	Invoice	10/24/2022	PROF ENG SVCS - SB 3 EMERGENCY PREPA	0.00	633.00	
VEN01113	UPS	10/28/2022	Virtual Payment	0.00	21.74	APA000718
00001Y788R422	Invoice	10/24/2022	SHIPPING / RETURN - EDGE ELECTRONICS	0.00	21.74	
Total Virtual Payment:				0.00	84,411.26	

Bookkeeper's Report - Check Report

Date Range: 10/01/2022 - 10/31/2022

Vendor Number Payable # Payment Type: Bank Draft	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
VEN01026 8/3/22 TO 9/7/22	L.C.R.A. Invoice	10/03/2022	10/03/2022 BULK RAW WATER / RESERVE FEES	Bank Draft	0.00 0.00	21,252.11 21,252.11	DFT0001907
VEN01369 1149280401	AMAZON WEB SERVICES, INC. Invoice	10/03/2022	10/03/2022 MONTHLY EMAIL SERVICES FOR TYLER	Bank Draft	0.00 0.00	0.61 0.61	DFT0001908
VEN01340 DM0000143	GLOBAL PAYMENTS DIRECT, INC. Debit Memo	10/03/2022	10/03/2022 OTC (**300) MONTHLY CC PROCESSING F	Bank Draft	0.00 0.00	391.16 391.16	DFT0001909
VEN01340 DM0000144	GLOBAL PAYMENTS DIRECT, INC. Debit Memo	10/03/2022	10/03/2022 WEB (**299) MONTHLY CC PROCESSING	Bank Draft	0.00 0.00	4,650.21 4,650.21	DFT0001910
VEN01166 SEPTEMBER 2022	VILLAGE OF THE HILLS Invoice	10/04/2022	10/04/2022 MONTHLY TRASH REVENUE PAID TO VOH	Bank Draft	0.00 0.00	35,567.57 35,567.57	DFT0001911
VEN01035 6/7/20576	LAKEWAY TEXACO Invoice	10/05/2022	10/03/2022 DIESEL FOR HYDROEX 16.37 GALLONS	Bank Draft	0.00 0.00	73.03 73.03	DFT0001912
VEN01372 INV0003005	EDWARD JONES ---- Invoice	10/07/2022	10/07/2022 ANGELA'S SEP IRA	Bank Draft	0.00 0.00	198.13 198.13	DFT0001913
VEN01158 INV0003006	EDWARD JONES**** Invoice	10/07/2022	10/07/2022 ALMA'S SEP IRA	Bank Draft	0.00 0.00	222.09 222.09	DFT0001914
VEN01292 INV0003007	EDWARD JONES- Invoice	10/07/2022	10/07/2022 BLAKE'S SEP IRA	Bank Draft	0.00 0.00	381.22 381.22	DFT0001915
VEN01156 INV0003008	EDWARD JONES** Invoice	10/07/2022	10/07/2022 BETH'S SEP IRA	Bank Draft	0.00 0.00	335.33 335.33	DFT0001916
VEN01159 INV0003010	EDWARD JONES***** Invoice	10/07/2022	10/07/2022 JAKE'S SEP IRA	Bank Draft	0.00 0.00	416.00 416.00	DFT0001917
VEN01162 INV0003012	EDWARD JONES***** Invoice	10/07/2022	10/07/2022 KURT'S SEP IRA	Bank Draft	0.00 0.00	579.39 579.39	DFT0001918
VEN01353 INV0003015	EDWARD JONES--- Invoice	10/07/2022	10/07/2022 SONJA'S SEP IRA	Bank Draft	0.00 0.00	302.82 302.82	DFT0001919
VEN01308 INV0003016	TD AMERITRADE Invoice	10/07/2022	10/07/2022 STACEY'S SEP IRA	Bank Draft	0.00 0.00	586.16 586.16	DFT0001920
VEN01237 INV0003017	EDWARD JONES***** Invoice	10/07/2022	10/07/2022 THOMAS'S SEP IRA	Bank Draft	0.00 0.00	203.08 203.08	DFT0001921
VEN01138 INV0003024	EFTPS Invoice	10/07/2022	10/07/2022 MEDICARE	Bank Draft	0.00 0.00	988.38 988.38	DFT0001922
VEN01138 INV0003025	EFTPS Invoice	10/07/2022	10/07/2022 FEDERAL WITHHOLDING	Bank Draft	0.00 0.00	3,042.02 3,042.02	DFT0001923
VEN01137 INV0002800 INV0002843 INV0002860 INV0002891 INV0002920 INV0002965	TEXAS WORKFORCE COMMISSION Invoice Invoice Invoice Invoice Invoice Invoice	07/01/2022 07/15/2022 07/29/2022 08/12/2022 08/26/2022 09/09/2022	10/07/2022 UNEMPLOYMENT TAX UNEMPLOYMENT TAX UNEMPLOYMENT TAX UNEMPLOYMENT TAX UNEMPLOYMENT TAX UNEMPLOYMENT TAX	Bank Draft	0.00 0.00 0.00 0.00 0.00 0.00	25.66 7.07 3.34 4.36 4.96 5.06 0.87	DFT0001924
VEN01239 200022817	TEXAS RURAL WATER ASSOCIATION Invoice	10/10/2022	10/10/2022 JOB POSTING FOR 30 DAYS - WATER OPER	Bank Draft	0.00 0.00	75.00 75.00	DFT0001925
VEN01396 INV0003028	MOBILE MINI, INC. Invoice	10/11/2022	10/11/2022 20 FT STORAGE CONTAINER	Bank Draft	0.00 0.00	1,660.15 1,660.15	DFT0001926

Bookkeeper's Report - Check Report

Date Range: 10/01/2022 - 10/31/2022

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
VEN01208 INV0003030	FLORES MEXICAN RESTAURANT Invoice	10/13/2022	10/13/2022 LUNCH FOR STAFF WORK DAY	Bank Draft	0.00 0.00	217.36 217.36	DFT0001927
VEN01069 DM0000145	PLAINSCAPITAL BANK Debit Memo	10/17/2022	10/17/2022 MONTHLY BANK FEES FOR SEPTEMBER	Bank Draft	0.00 0.00	150.79 150.79	DFT0001928
VEN01106 INV0003032	TRAVIS COUNTY CLERK Invoice	10/13/2022	10/13/2022 REFILL ESCROW ACCT# 264	Bank Draft	0.00 0.00	103.00 103.00	DFT0001929
VEN01258 INV0002962 INV0002989 SEPTEMBER 2022	TCDRS Invoice Invoice Invoice	09/09/2022 09/23/2022 09/30/2022	10/18/2022 TCDRS RETIREMENT TCDRS RETIREMENT TCDRS MONTHLY EMPLOYER DEP SEPTEMBER	Bank Draft	0.00 0.00 0.00	10,064.47 1,939.77 2,001.93 6,122.77	DFT0001930
VEN01132 INV0003034	HEB Invoice	10/17/2022	10/17/2022 OFFICE SUPPLIES- COFFEE, UTENSILS, SOA	Bank Draft	0.00 0.00	529.95 529.95	DFT0001931
VEN01210 INV0003035	B2B COPIES LLC. Invoice	10/19/2022	10/17/2022 500 PAGES OF THICKER LETTER HEAD PAP	Bank Draft	0.00 0.00	360.00 360.00	DFT0001932
VEN01372 INV0003039	EDWARD JONES ---- Invoice	10/21/2022	10/21/2022 ANGELA'S SEP IRA	Bank Draft	0.00 0.00	199.00 199.00	DFT0001933
VEN01158 INV0003040	EDWARD JONES**** Invoice	10/21/2022	10/21/2022 ALMA'S SEP IRA	Bank Draft	0.00 0.00	210.78 210.78	DFT0001934
VEN01292 INV0003041	EDWARD JONES Invoice	10/21/2022	10/21/2022 BLAKE'S SEP IRA	Bank Draft	0.00 0.00	368.87 368.87	DFT0001935
VEN01156 INV0003042	EDWARD JONES** Invoice	10/21/2022	10/21/2022 BETH'S SEP IRA	Bank Draft	0.00 0.00	333.09 333.09	DFT0001936
VEN01159 INV0003044	EDWARD JONES***** Invoice	10/21/2022	10/21/2022 JAKE'S SEP IRA	Bank Draft	0.00 0.00	408.41 408.41	DFT0001937
VEN01162 INV0003045	EDWARD JONES***** Invoice	10/21/2022	10/21/2022 KURT'S SEP IRA	Bank Draft	0.00 0.00	579.39 579.39	DFT0001938
VEN01353 INV0003047	EDWARD JONES--- Invoice	10/21/2022	10/21/2022 SONJA'S SEP IRA	Bank Draft	0.00 0.00	301.61 301.61	DFT0001939
VEN01308 INV0003048	TD AMERITRADE Invoice	10/21/2022	10/21/2022 STACEY'S SEP IRA	Bank Draft	0.00 0.00	586.16 586.16	DFT0001940
VEN01237 INV0003049	EDWARD JONES***** Invoice	10/21/2022	10/21/2022 THOMAS'S SEP IRA	Bank Draft	0.00 0.00	101.25 101.25	DFT0001941
VEN01138 INV0003052	EFTPS Invoice	10/21/2022	10/21/2022 MEDICARE	Bank Draft	0.00 0.00	936.32 936.32	DFT0001942
VEN01138 INV0003053	EFTPS Invoice	10/21/2022	10/21/2022 FEDERAL WITHHOLDING	Bank Draft	0.00 0.00	2,909.62 2,909.62	DFT0001943
VEN01094 582L183890848	T.C.E.Q. Invoice	10/21/2022	10/21/2022 WATER LICENSE RENEWAL FOR KURT	Bank Draft	0.00 0.00	111.00 111.00	DFT0001944
VEN01136 CM0000073 INV0002941 INV0002942 INV0002943 INV0002944 INV0002961 INV0002963 INV0002975 INV0002976	TML HEALTH Credit Memo Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	10/24/2022 09/09/2022 09/09/2022 09/09/2022 09/09/2022 09/09/2022 09/09/2022 09/23/2022 09/23/2022	10/24/2022 EMPLOYER CREDIT FOR NOV 2022 DENTAL INSURANCE FLEX SPENDING FLEX CARD FEE HEALTH INSURANCE LIFE INSURANCE VISION INSURANCE DENTAL INSURANCE FLEX SPENDING	Bank Draft	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	15,640.04 -180.15 346.50 289.17 22.20 6,976.43 410.34 81.75 346.50 289.15	DFT0001945

Bookkeeper's Report - Check Report

Date Range: 10/01/2022 - 10/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0002977	Invoice	09/23/2022	HEALTH INSURANCE	0.00	6,976.43	
INV0002990	Invoice	09/23/2022	VISION INSURANCE	0.00	81.72	
VEN01014	HOME DEPOT INC.	10/25/2022	Bank Draft	0.00	441.84	DFT0001946
65315292016	Invoice	10/25/2022	HOSE, SPRINKLER HEAD, PRIMER, SPRING	0.00	441.84	
VEN01365	NEXTIVA, INC.	10/27/2022	Bank Draft	0.00	367.50	DFT0001947
40000062063	Invoice	10/27/2022	MONTHLY PURCHASE PLAN FOR PHONE S	0.00	367.50	
VEN01014	HOME DEPOT INC.	10/28/2022	Bank Draft	0.00	290.29	DFT0001948
65316194328	Invoice	10/28/2022	WIRE, CABLE, BEAM CLAMP, SEAL, JABSA	0.00	290.29	
Total Bank Draft:				0.00	106,160.86	

Bank Code OPERATING Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	16	16	0.00	31,675.36
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	59	42	0.00	106,160.86
EFT's	0	0	0.00	0.00
Virtual Payments	105	56	0.00	84,411.26
	180	114	0.00	222,247.48

Collection Register



Lien Detail

Packet: UBPKT01835 - 10/11/22 38 TROON WRITE OFF - BC

Type: Send For Lien - Write Off

Account #	Name	Site Address	Mailing Address
01-2000019-02	CRONE, RICHARD & NANCY	38 TROON DR	, 102 PRINCES COURT,, LAKEWAY, TX 78738
CONTACT --	PH: (512) 922-4481		

** Current	Lien
Acct. Balance	Amount
158.52	158.52
Totals:	158.52

** NOTE: The Current Acct. Balance does not include pending payments.

Lien Summary

Move from Revenue Code	Move to Revenue Code or GL Account	Total Amount
600 - TCEQ	10-10-9799 - BAD DEBT	0.74
400 - SEWER USAGE RESIDENTIAL	10-10-9799 - BAD DEBT	33.15
401 - SEWER BASIC RESIDENTIAL	10-10-9799 - BAD DEBT	30.60
100 - WATER USAGE RESIDENTIAL	10-10-9799 - BAD DEBT	34.18
101 - WATER BASIC RESIDENTIAL	10-10-9799 - BAD DEBT	50.25
195 - WATER PENALTIES	10-10-9799 - BAD DEBT	5.85
495 - SEWER PENALTIES	10-10-9799 - BAD DEBT	3.75
	Total:	158.52

General Ledger Distribution

GL Posting Date: 10/11/2022

Fund	Account Number	Account Description	Total Amount	IFT
10 - GENERAL FUND				
	10-10-9799	BAD DEBT	158.52	
	10-1210	UTILITY BILLING RESIDENTIAL	-148.18	
	10-1230	UTILITY BILLING TCEQ	-0.74	
	10-1240	UTILITY BILLING PENALTIES & MISC	-9.60	
		Fund Total:	0.00	
		Distribution Total:	0.00	



Manager's Operating Report

OCTOBER 2022

CONNECTION SUMMARY

OCTOBER 2022

		COMPLETED	UNDER CONSTRUCTION
RESIDENTIAL ACCOUNTS			
Single family homes		995	1
Condos & Duplexes		156	
Irrigation		8	
COMMERCIAL ACCOUNTS		48	
Potable	39		
Effluent	6		
Raw	3		
TOTALS:		1206	1

<u>BUILDER NAME</u>	<u>PHASE/LOT</u>	<u>ADDRESS</u>	<u>DATE OF TAP</u>
Alvarez Construction	9/744	52 Cottondale Road	6/25/2021

**New connection*

**DEBT SERVICE FUND
OCTOBER 2022**

2022 DEBT SERVICE TAX RATE:	\$.0704/\$100 AV
2022 ASSESSED VALUATION	\$688,512,246
2022 DEBT SERVICE LEVY	\$484,713
2022 O&M TAX RATE	\$0.2003/\$100 AV
2022 O&M TAX LEVY	\$1,379,090
2022 TOTAL TAX LEVY	\$1,863,803

2022 TAXES COLLECTED IN OCTOBER	\$	-	
2022 TAXES COLLECTED YEAR-TO-DATE	\$	-	0.00%

BOND PAYMENTS:

DUE	4/1/2023	\$	336,296.25
DUE	10/1/2023	\$	41,651.25
<u>TOTAL DUE 2022</u>		\$	<u>377,947.50</u>

SUMMARY OF DEBT SERVICE FUND:

	<u>BALANCE</u>	<u>CHANGE FROM PREVIOUS MONTH</u>
PLAINSCAPITAL BANK	\$ 4,187.65	\$ -
TEXPOOL	\$ 74,614.52	\$ 185.44
TOTAL	<u>\$ 78,802.17</u>	<u>\$ 185.44</u>

OPERATIONS
OCTOBER 2022

RAW WATER	SEPTEMBER	OCTOBER	Total Acft	
TOTAL PUMPED FROM LAKE	39.209 MG	37.700 MG		
TOTAL SINCE JAN 1, 2020 (521 MG MAX)	328.905 MG	366.605 MG	1125.07	325.851
WATER TREATMENT PLANT	37.943 MG	34.242 MG		
WCID 17 INTERCONNECT	0.000 MG	0.000 MG		
AVG. DAILY FLOW	1.215 MG	1.109 MG		
MAXIMUM DAILY FLOW	1.430 MG	1.420 MG		
WWTP PRODUCTION	7.377 MG	5.408 MG		
AVERAGE DAILY FLOW	0.238 MG	0.175 MG		
RAINFALL	0.18"	1.80"		

	PERMITTED	REPORTED
BOD	5.0 MG/L	2.13 MG/L
TSS	10 MG/L	1.75 MG/L
PO4 AS P	2 MG/L	1.543 MG/L

Water Accountability Report

September 22 October 22

Precipitation	0.18	1.8
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WTP Water Usage	MG	MG
Total Raw Water Diverted	39.209	37.700
LCRA Mag Meter	38.469	34.732
Clay Valve Hurst Creek	0.740	2.968
WTP Raw Water	37.943	34.242
Raw Water Irrigation Tank	0.526	0.490
Backwash Recovery	0.081	1.711
Backwash to Raw Tank	0.015	0.281
Backwash Direct to WTP	0.066	1.430
Backwash Lagoon To WWTP	2.446	0.127
Total Potable Water Treated	38.024	35.953
Distribution Meter	36.440	34.380
Metered Water Loss	2.972	0.617
Unmetered Loss	-0.862	1.446
% Water Loss	-2.267	4.022

Backwash Recovery	0.081	1.711
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93.09% Recovery

Lakeway MUD Interconnect	0.000	0.000
TCWCID 17 Interconnect	0.000	0.000

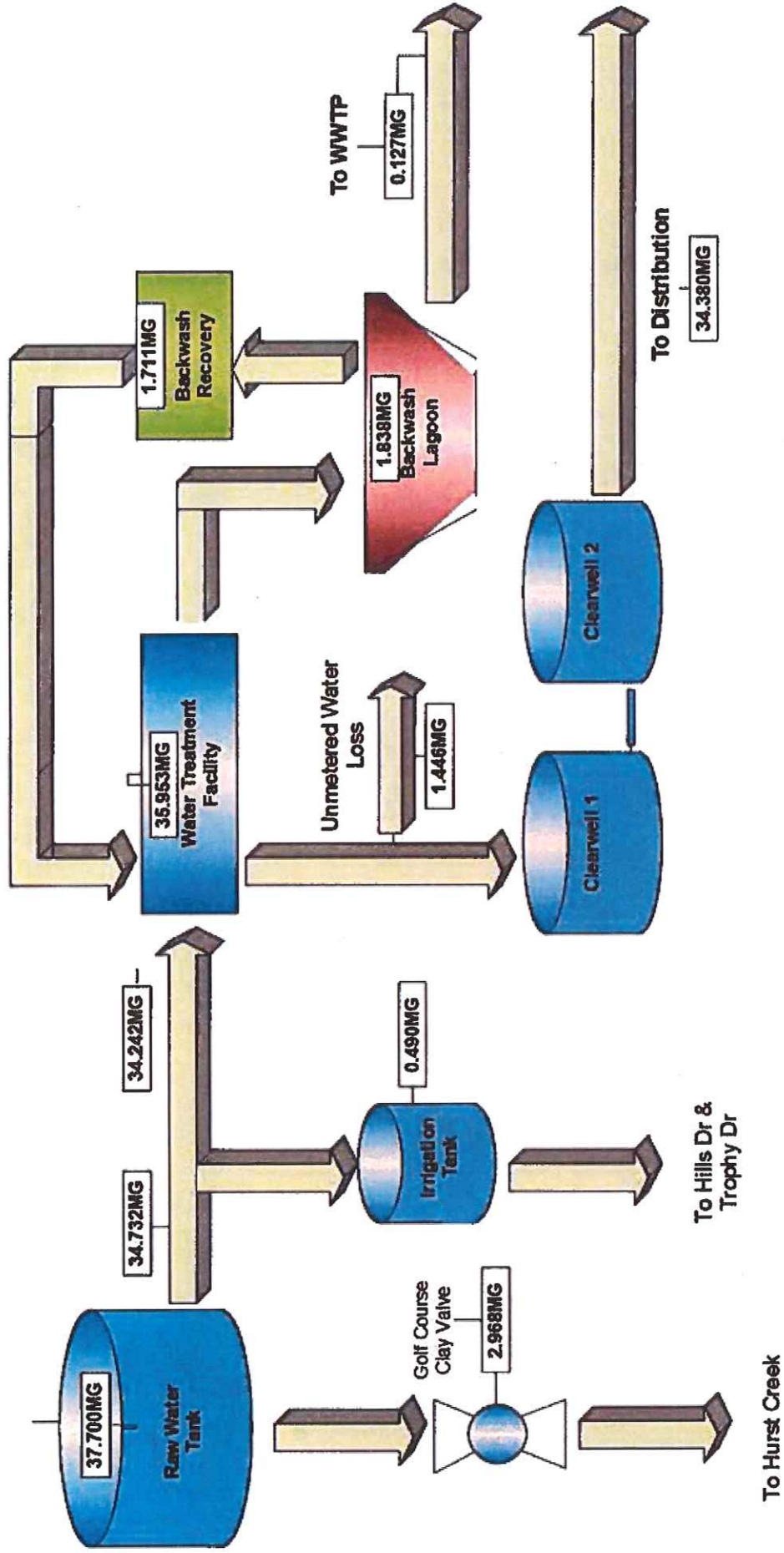
Distribution Flows		
Max Daily Flow	1.430	1.420
Avg. Daily Flow	1.215	1.109

Creek Water Usage		
Hills Golf Course	7.325	6.072
Club Estates Parkway	0.000	0.000
Total	7.325	6.072

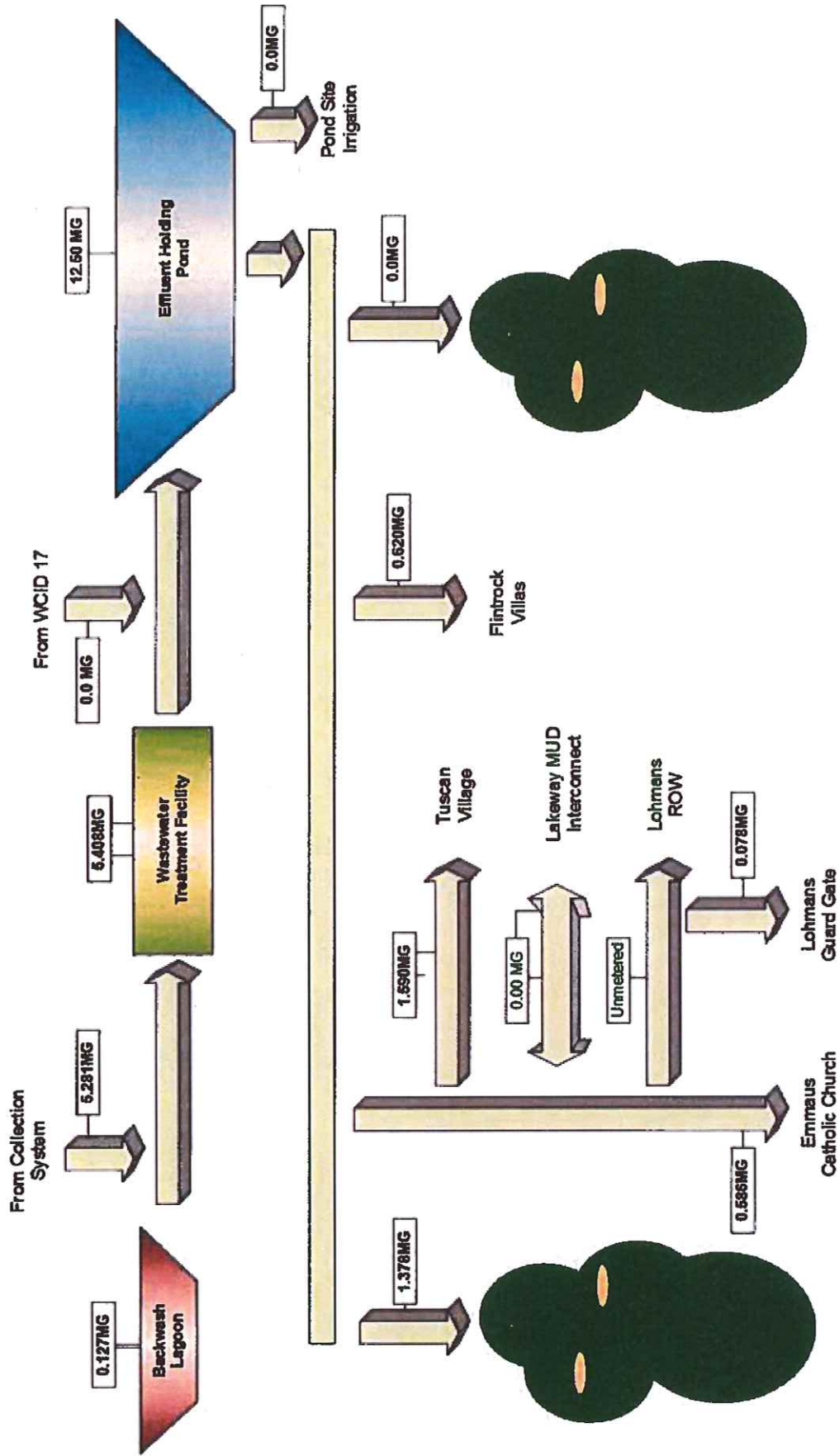
Pond Influent		
HCM WWTP	7.377	5.408
WCID 17 WWTP	0	0
Total In	7.377	5.408

Pond Effluent Distribution		
Pond Site Irrigation	0.000	0.000
Hills Golf Course	1.488	1.378
Flintrock Golf Course	0.000	0.000
Lakeway MUD	0.000	0.000
Flintrock Villas	0.559	0.620
Emmaus Catholic Church	0.565	0.586
Tuscan Village	1.377	1.590
Guard Gate Lohmans Crossing	0.079	0.078
Club Estates Parkway	0.368	0.470
Total Out	4.436	4.722

October 2022



October 2022





HURST CREEK MUNICIPAL UTILITY DISTRICT

TO: THE BOARD OF DIRECTORS OF HURST CREEK MUNICIPAL UTILITY DISTRICT AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Directors of Hurst Creek Municipal Utility District will hold a Regular meeting on October 17, 2022, at 9:00 a.m. at 102 Trophy Drive, The Hills, Travis County, Texas 78738, inside the boundaries of the District.

The following matters will be considered and may be acted upon at the meeting:

- 1) Consider, discuss, and take any necessary action regarding the Municipal Separate Storm Sewer System (MS4).
- 2) Consider, discuss, and take any necessary action regarding the District allowing Legend Communities to lease space on the district's elevated tower for the City of Lakeway Downtown Square.
- 3) Consider, discuss, and take any necessary action on drainage.
- 4) Consider, discuss, and take any necessary action to approve the Minutes of the September 19, 2022, Regular Board meeting.
- 5) Consider, discuss, and take any necessary action to approve the September 2022 Bookkeeper's Report and approval of paid invoices.
- 6) Consider, discuss, and take any necessary action to approve the September 2022 Manager's Operating Report.
- 7) ***The Board may go into Executive Session to receive advice from its Attorney pursuant to Section 551.071 of the Texas Government Code and/or discuss personnel matters under Section 551.074 of the Texas Government Code.***

(Seal)


Earl Wood, General Manager



Agenda Item 1





816 Congress Avenue, Suite 1900
Austin, Texas 78701
Telephone: (512) 322-5800
Facsimile: (512) 472-0532
www.lglawfirm.com

Ms. Albright's Direct Line: (512) 322-5814
Email: salbright@lglawfirm.com

July 23, 2019

Texas Commission on Environmental Quality
ARP Team (MC-148)
12100 Park 35 Circle
Austin, TX 78753

VIA HAND DELIVERY

Re: Phase II MS4 Renewal Application for Hurst Creek Municipal Utility District
TPDES Permit Authorization: TXR040457

Dear Sir or Madam:

This letter serves to transmit the renewal application for the Texas Pollutant Discharge Elimination System Small Municipal Separate Storm Sewer System General Permit, Authorization Number TXR040457 for Hurst Creek Municipal Utility District.

Enclosed are two copies of the following: Notice of Intent, Stormwater Management Program Cover Sheet, Stormwater Management Program, and Core Data Form. Please do not hesitate to contact me with questions.

Sincerely,

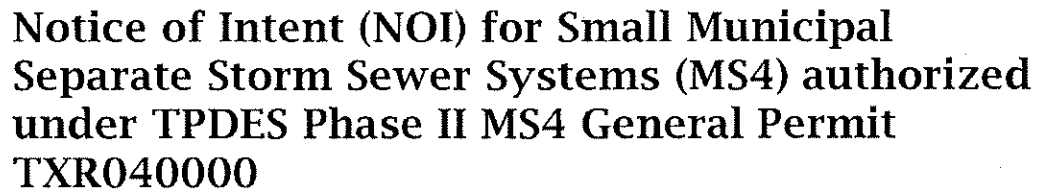
A handwritten signature in blue ink that reads "Stefanie Albright".

Stefanie Albright

SPA/dsr
7883603

Enclosure

RECEIVED
JUL 23 2019
Water Quality Division
Application Team



<http://www.tceq.texas.gov/goto/wq-dpa>

Page 1

Section 1. OPERATOR (Applicant)

- a) If the applicant is currently a customer with TCEQ, what is the Customer Number (CN) issued to this entity? CN 600642748
- b) What is the exact Legal Name of the entity (applicant) applying for this permit?
Hurst Creek Municipal Utility District
- c) Complete and attach a Core Data Form (TCEQ-10400) for this customer.

Section 2. ANNUAL BILLING CONTACT

The operator is responsible for paying the annual water quality fee. The annual fee will be assessed to permits active on September 1 of each year. TCEQ will send a bill to the address provided in this section. The operator is responsible for terminating the permit when it is no longer needed.

Provide the name and contact information of the billing contact.

Prefix (Mr. or Ms.): Ms.

First and Last Name: Beth Caccamisi

Title: District Bookkeeper

Organization Name: Hurst Creek Municipal Utility District

Phone Number: (512) 261-6281

Fax Number: N/A

Email: beth@hurstcreekmud.org

Mailing Address: 102 TROPHY DR

City, State, and Zip Code: THE HILLS, TX, 78738

Section 3. APPLICATION CONTACT

This is the person TCEQ will contact if additional information is needed about this application.

Provide the name and contact information of the application contact.

Prefix (Mr. or Ms.): Ms.

First and Last Name: Stefanie Albright

Title: District Attorney

Organization Name: Lloyd Gosselink Rochelle & Townshend, P.C.

Phone Number: (512) 322-5814

Fax Number: (512) 472-0532

Email: salbright@lglawfirm.com

Mailing Address: 816 Congress Ave., Ste. 1900

City, State, and Zip Code: Austin, TX, 78701

Section 4. REGULATED ENTITY (RE) INFORMATION FOR SITE

- a) If this is an existing permitted site, what is the Regulated Entity Number (RN) issued to this site? RN 102679362
- b) Name of site as known by the local community:
Hurst Creek Municipal Utility District MS4
- c) Name of the urbanized area(s) the Phase II MS4 is located within:
Austin, TX (04384)
- d) Provide a brief description of the regulated MS4 boundaries: *Example: Area within the City of XXXX limits that is located within the xxx urbanized area:*
The District services a 1.1 sq mile area surrounded by the City of Lakeway, TX

Section 5. GENERAL CHARACTERISTICS

- a) Is this site located on Indian Country Lands?
- ☐ Yes, do not submit this form. You must obtain authorization through U.S. EPA Region 6.
- ☒ No, continue to item b
- b) Has TCEQ formally "designated" the small MS4 as needing coverage under this general permit?
- ☐ Yes. Attach a copy of the documentation sent to the MS4 by TCEQ.
- ☒ No
- c) Select the MS4 level, which is based on the population served within the urbanized area (UA) based on the most recent Decennial Census at the time of issuance of the general permit.
- ☐ **Level 1:** Traditional small MS4s with a population of less than 10,000.
- ☒ **Level 2:** Traditional small MS4s with a population of at least 10,000 but less than 40,000.
- Non-traditional MS4s: This level also includes all non-traditional small MS4s regardless of population unless the non-traditional MS4 can demonstrate that it meets the criteria for a waiver from permit coverage. *Examples of non-traditional small MS4s include counties, drainage districts, transportation entities, military bases, universities, colleges, correctional institutions, municipal utility districts, and other special districts.*
- ☐ **Level 3:** Traditional small MS4s with a population of at least 40,000 but less than 100,000.
- ☐ **Level 4:** Traditional small MS4s with a population of 100,000 or more.
- d) What is the estimated current population served by your MS4 (regulated area?)
2,472 People

e) Is the MS4 part of a coalition?

☐ Yes

☒ No

f) If yes, list the entity names of the coalition members responsible for implementation of the SWMP *and* their unique TXR04#### number.

- | | |
|---------------|------------------|
| 1. [REDACTED] | TXR04 [REDACTED] |
| 2. [REDACTED] | TXR04 [REDACTED] |
| 3. [REDACTED] | TXR04 [REDACTED] |
| 4. [REDACTED] | TXR04 [REDACTED] |
| 5. [REDACTED] | TXR04 [REDACTED] |
| 6. [REDACTED] | TXR04 [REDACTED] |

If needed, add a copy of this page to add more entities.

g) What is your annual reporting year?

☒ Calendar year

☐ Small MS4 General Permit year

☐ MS4 Fiscal year - What is the last month and day of the fiscal year? [REDACTED]

h) Stormwater Management Program (SWMP)

1. I certify that the SWMP submitted with this NOI has been developed according to the provisions of the Small MS4 General Permit TXR040000. ☒ Yes

2. I certify that the SWMP Cover Sheet is completed and attached to the front of the SWMP. ☒ Yes

3. Have the program elements in the previous SWMP been re-assessed and modified and new program elements been developed and implemented, as necessary?

☒ Yes

☐ No. This facility did not have a previous authorization.

4. Is the optional 7th Minimum Control Measure (MCM) for Municipal Construction Activities selected and included with the attached SWMP?

☒ No. Continue to Question 5.

☐ Yes.

If yes, is MCM 7 limited to the regulated area within the urbanized area?

☐ Yes. Continue to Question 5.

☐ No

If No, then MCM 7 is included in the geographic area or boundary outside of the urbanized area. Note: In this case, you must incorporate the entire area (urbanized and non-urbanized areas) in the SWMP and implement all MCMs 1-7

in the urbanized and non-urbanized areas.

5. Provide the name and contact information of the person responsible for implementing or coordinating implementation of the SWMP.

Prefix (Mr. or Ms.): Mr.

First and Last Name: Earl Wood

Title: District General Manager

Organization Name: Hurst Creek Municipal Utility District

Phone Number: (512) 261-6281

Fax Number: N/A

Email: earlwood@hurstcreekmud.org

Mailing Address: 102 TROPHY DR

City, State, and Zip Code: THE HILLS, TX, 78738

i) Discharge Information

1. What is the name of the waterbody(ies) receiving stormwater discharges from the MS4? Lake Travis
2. What is the classified segment number(s) that the discharges will eventually reach? 1404

Does the small MS4 discharge directly or indirectly into the classified segment(s)?

☐ Directly

☒ Indirectly

3. Are any of the waterbody(ies) receiving discharges from the small MS4 identified as impaired waters (Category 4 or 5) in the *Texas Integrated Report of Surface Water Quality*?

☐ Yes

What is the name of the impaired waterbody(ies) receiving the discharge from the small MS4? [REDACTED]

What is/are the pollutants(s) of concern? [REDACTED]

☒ No

4. Does the impaired water body(ies) have a TMDL (Category 4 waterbody)?

☐ Yes

What is/are the pollutants with a TMDL? [REDACTED]

☒ No

Section 6. CERTIFICATION

I certify that I have obtained a copy and understand the terms and conditions of the Phase II (Small) MS4 General Permit TXR040000 issued January 24, 2019.

☒ Yes

I certify that the small MS4 qualifies for coverage under the Phase II (Small) MS4 General Permit TXR040000.

☒ Yes

I understand that a Notice of Termination (NOT) must be submitted when this authorization is no longer needed.

☒ Yes

I understand that authorizations active on September 1st of each year will be assessed an Annual Water Quality Fee.

☒ Yes

Operator Certification


Operator Signatory Name: Earl Wood

Operator Signatory Title: District General Manager

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I further certify that I am authorized under 30 Texas Administrative Code §305.44 to sign and submit this document, and can provide documentation in proof of such authorization upon request.

Signature (use blue ink):



Date: 7-22-19

Stefanie Albright

From: steers@tceq.texas.gov
Sent: Tuesday, July 23, 2019 9:57 AM
To: Stefanie Albright
Subject: TCEQ ePay Receipt for 582EA000352904

This is an automated message from the TCEQ ePay system. Please do not reply.

Trace Number: 582EA000352904

Date: 07/23/2019 09:57 AM

Payment Method: CC - Authorization 0000277492

Amount Paid: \$400.00

Actor: Stefanie Albright

Email: salbright@lglawfirm.com

Payment Contact: Stefanie Albright

Phone: 512-705-5348

Company: Lloyd Gosselink

Address: 5702 Buffalo Pass, Austin, TX 78745

Fees Paid:

Fee Description AR Number Amount

GENERAL PERMIT MS4 PHASE II STORM WATER DISCHARGE NOI APPLICATION \$400.00

Total Fees For Transaction: \$400.00

=====

Voucher: 426663

Trace Number: 582EA000352904

Date: 07/23/2019 09:57 AM

Payment Method: CC - Authorization 0000277492

Amount Paid: \$400.00

Fee Paid: GENERAL PERMIT MS4 PHASE II STORM WATER DISCHARGE NOI APPLICATION

Site Name: HURST CREEK MUNICIPAL UTILITY DISTRICT

Site Address: 102 TROPHY DRIVE, THE HILLS, TX 78738

Site Location: 120 TROPHY DRIVE THE HILLS TEXAS 78738

Customer Name: HURST CREEK MUNICIPAL UTILITY DISTRICT

Customer Address: 102 TROPHY DRIVE, THE HILLS, TX 78738

=====

To print out a copy of the receipt and vouchers for this transaction

either click on or copy and paste the following url into your browser:

https://www3.tceq.texas.gov/epay/index.cfm?fuseaction=cor.search&trace_num_txt=582EA000352904.

STORMWATER MANAGEMENT PROGRAM (SWMP) COVER SHEET

This cover sheet MUST be attached to the front of the SWMP.

Operator

Operator name: Hurst Creek Municipal Utility District

Required Program Elements

The SWMP needs to include:

- BMPs and measurable goals that are clear, specific, and measurable,
- Annual Reporting Year selected, and
- Estimated population served by the MS4.

Legal Authorities

Include in the SWMP the list of local legal authorities (i.e., ordinance, rule) that the MS4 has adopted to implement any of the MCMs. List all and what MCM they each cover.

Minimum Control Measures

For each MCM, complete the table by entering the page number where the required element can be found in the SWMP

MCM 1: Public Education, Outreach, and Involvement

Table 1: Required Elements for MCM 1

MCM 1 Required Elements	SWMP page number
SWMP includes a stormwater education and outreach program to educate public employees, business, and the general public about hazards associated with the illegal discharges and improper disposal of waste and about the impacts stormwater can have on water quality, and steps they can take to reduce pollutants in stormwater	6
Clearly define the goals and objectives of the program based on high-priority community-wide issues	3
Identify the target audiences	7
Develop or use appropriate educational material	5
Procedures to distribute educational material	5
Make the educational material available to the target audience at least annually	6

MCM 1 Required Elements	SWMP page number
Post the SWMP and annual reports on the MS4's website, if the MS4 has a website	5-6
Include the MS4's website address where the SWMP and annual reports will be found, if the MS4 has a website	5-6
SWMP includes a program that complies with state and local public notice requirements	4
Include public input in the implementation of the program	4
Include opportunities for citizen to participate in implementation of control measures	8
Ensure the public can easily can find information about the SWMP.	5-6
SWMP lists Best Management Practices (BMPs) used to fulfill this MCM. Examples of possible BMPs could be stream-clean-ups, storm drain stenciling, volunteer water quality monitoring, brochures, billboards, and websites.	8-9
SWMP includes measurable goals that are clear, specific, and measurable, and the method of measurement, for addressing stormwater quality	3-4
SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from the general permit issuance date of January 24, 2019	3-4

MCM 2: Illicit Discharge Detection and Elimination

Table 2: Required Elements for MCM 2

MCM 2 Required Elements	SWMP page number
Description of the program that will be used to detect, investigate and eliminate illicit discharges. The program includes a plan to detect and address illicit discharges, including illegal dumping to the MS4 system.	12
MS4 map: The map includes: <ul style="list-style-type: none"> • Location of all small MS4 outfalls operated by the MS4 and that discharge into waters of the U.S.; • Location and name of all surface waters receiving discharge from the MS4s outfalls; • For Level 3 and 4 small MS4s: Location of MS4 owned or operated facilities and stormwater controls; and • For Level 4 small MS4s: Location of priority areas. 	11
Methods for informing and training MS4 field staff	12
Procedures for tracing the source of an illicit discharge	15

MCM 2 Required Elements	SWMP page number
Procedures for removing the source of the illicit discharge	10
Procedures to facilitate public reporting of illicit discharges or water quality impacts associated with discharges into or from the small MS4	10
Procedures for responding to illicit discharges and spills	10
Procedures for inspections in response to complaints	10
For Level 2, 3, and 4 small MS4: Procedures to prevent and correct leaking on-site sewage disposal systems	10
For Level 3 and 4 small MS4s: Procedures for follow-up investigation to verify that the illicit discharge has been eliminated	N/A
For Level 4 small MS4s: Procedures for identifying and creating a list of priority areas within the small MS4s likely to have illicit discharges	N/A
For Level 4 small MS4s: Procedures for a dry weather field screening program to assist in detecting and eliminating illicit discharges to the small MS4. Dry weather field screening consists of (1) field observations and (2) field screening.	N/A
For Level 4 small MS4s: Procedures to reduce the discharge of floatables in the small MS4	N/A
SWMP lists BMPs used to fulfill this MCM. Examples of possible BMPs could be hazardous materials disposal opportunities, inspections of the storm sewer system, and dye testing.	10
SWMP includes measurable goals that are clear, specific, and measurable, and the method of measurement, for addressing stormwater quality	10
SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from the general permit issuance date of January 24, 2019	10

MCM 3: Construction Site Stormwater Runoff Control

Table 3: Required Elements for MCM 3

MCM 3 Required Elements	SWMP page number
Program requires operators of construction sites one acre and greater (including larger common plan) to select, install, implement, and maintain stormwater control measures	16
Description of ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, to the extent allowable under state and local law	16

MCM 3 Required Elements	SWMP page number
Program requires construction site operators to implement BMPs for erosion and sediment control	16
Program requires construction site operators to have procedures for initiating and completing soil stabilization measures	16
Program requires construction site operators to implement BMPs to control pollutants from equipment and vehicle washing and other wash waters	16
Program requires construction site operators to implement BMPs to minimize exposure to stormwater of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste, and other materials	16
Program requires construction site operators to implement BMPs to minimize the discharge of pollutants from spills and leaks.	16
Program ensures that the construction site has developed a stormwater pollution prevention plan in accordance with the TPDES Construction General Permit TXR150000	16
Program prohibits illicit discharges such as wash out wastewater, fuels, oils, soaps, solvents, and dewatering activities	16
Procedures for construction site plan review to consider water quality impacts	16
Procedures for construction site inspections and enforcement of control measures, to the extent allowable under state and local law	16
Procedures for receipt and consideration of information submitted by the public	17
Procedures for MS4 staff training	17
For Level 3, and 4 small MS4s: Procedures to develop and maintain an inventory of all permitted active public and private construction sites greater than one acre (and sites that are less than one acre if part of larger common plan of development or sale)	N/A
SWMP lists BMPs used to fulfill this MCM. Examples may include: notification to discharger of responsibilities under TPDES CGP; hire staff to review construction site plans; provide a web page for public input on construction activities; perform site inspections and enforcement; provide education and training for construction site operators; and mechanism to prohibit discharges into MS4 where necessary.	16
SWMP includes measurable goals that are clear, specific, and measurable, and the method of measurement, for addressing stormwater quality	16

MCM 3 Required Elements	SWMP page number
SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from the general permit issuance date of January 24, 2019	16

MCM 4: Post Construction Stormwater Management in New Development and Redevelopment

Table 4: Required Elements for MCM 4

MCM 4 Required Elements	SWMP page number
Description of a program that will be developed, implemented and enforced, to control stormwater discharges from private and public new development and redeveloped sites that discharge into the small MS4 that disturb one acre or more (and sites that disturb less than one acre that are part of a larger common plan of development or sale)	18
Description of ordinance or other regulatory mechanism that is in place or planned which will regulate discharges from new development and redevelopment projects	18
Establish, implement, and enforce a requirement that owners or operators of new development and redeveloped sites design, install, implement, and maintain a combination of structural and non-structural BMPs appropriate for the community and that protects water quality	18
Procedures to document and maintain records of enforcement actions	18
Procedures to ensure long-term operation and maintenance of post construction stormwater control measures	18
Operation and maintenance of post construction stormwater control measures is documented	18
For Level 4 small MS4s: Develop and implement an inspection program to ensure that all post construction stormwater control measures are operating correctly and are being maintained. Inspections must be documented	N/A
SWMP lists BMPs used to fulfill this MCM. Examples may include: local ordinance in place or planned; guidance document for developers to use; specific BMPs established for particular watersheds; list of appropriate BMPs provided to operators; elimination of curbs and gutters; incentives for use of permeable choices, such as porous pavement; requirements for wet ponds or other BMPs for certain size sites; and xeriscaping.	18
SWMP includes measurable goals that are clear, specific, and measurable, and the method of measurement, for addressing stormwater quality	18

MCM 4 Required Elements	SWMP page number
SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from the general permit issuance date of January 24, 2019	18

MCM 5: Pollution Prevention and Good Housekeeping for Municipal Operations

Table 5: Required Elements for MCM 5

MCM 5 Required Elements	SWMP page number
Description of an operation and maintenance (O&M) program, including an employee training component, to reduce/prevent pollution from municipal activities and municipally owned areas included but not limited to park and open space maintenance; street, road, or highway maintenance; fleet and building maintenance; stormwater system maintenance; new construction and land disturbances; municipal parking lots; vehicle and equipment maintenance and storage yards; waste transfer stations; and salt/sand storage locations	20
Develop and maintain an inventory of facilities and stormwater controls that are owned or operated by the MS4	23
Procedures to inform or train staff involved in implementing pollution prevention and good housekeeping practices. Maintain training attendance records	20
Procedures to remove and properly dispose of waste from the MS4	20
Contractors hired by the MS4 must be required to comply with operating procedures. Develop contractor oversight procedures	20
Evaluate O&M activities for their potential to discharge pollutants in stormwater for road and parking lot maintenance, bridge maintenance, cold weather operations, right-of-way maintenance, etc.	20
Identify pollutants of concern that could be discharged from the O&M activities	20
Develop and implement pollution prevention measures that will reduce discharge of pollutants from O&M activities	21
Conduct inspections of pollution prevention measures and maintain inspection log	21
Procedures for inspecting and maintaining structural controls	21
For Level 3 and 4 small MS4s: Develop and implement an O&M program to reduce the collection of pollutants in catch basins and other surface structures in the storm sewer system	N/A

MCM 5 Required Elements	SWMP page number
For Level 3 and 4 small MS4s: Develop a list of potential problem areas in the storm sewer system for increased inspection (for example, areas with recurring illegal dumping)	N/A
For Level 3 and 4 small MS4s: Implement an O&M program to reduce discharge of pollutants from roads that includes at least a street sweeping and cleaning program, or inlet protection. The program includes an implementation schedule and a waste disposal procedure	N/A
For Level 3 and 4 small MS4s: Assess its facilities for their potential to discharge pollutants into stormwater and identify high priority facilities that have a high potential to generate stormwater pollutants. At a minimum, facilities include the MS4s maintenance yards, hazardous waste facilities, fuel storage locations, and any other facilities at which chemicals or other materials have a high potential to be discharged in stormwater. Document the results of the assessments	N/A
For Level 3 and 4 small MS4s: Develop facility specific stormwater management Standard Operation Procedures for high priority facilities	N/A
For Level 3 and 4 small MS4s: MS4 implements stormwater controls at high priority facilities that address good housekeeping; de-icing and anti-icing storage; fueling operations and vehicle maintenance; equipment and vehicle washing	N/A
For Level 3 and 4 small MS4s: Develop and implement an inspection program that includes high priority facilities	N/A
For Level 4 small MS4s: Develop an application and management program for pesticides, herbicides, and fertilizers used at public open spaces. Implement the following: educational activities, permits, etc for applicators and distributors; encourage of non-chemical solutions for pest management; develop schedules that minimizes discharge of pollutants; ensure collection and proper disposal of unused pesticides, herbicides, and fertilizers	N/A
For Level 4 small MS4s: Evaluate flood control projects. Design, construct, and maintain new flood control structures to provide erosion prevention and pollutant removal from stormwater. Retrofitting of existing structural flood control devices is implemented to the maximum extent practicable (MEP)	N/A
SWMP lists BMPs used to fulfill this MCM. Examples may include: BMPs which address fleet vehicle maintenance/washing; BMPs which address parking lot and street cleaning; catch basin and storm drain system cleaning; landscaping and lawn care (e.g. xeriscaping); waste materials management; road salt application and storage practices; used oil recycling; pest management practices; fire training facilities; BMPs which address roadway and bridge maintenance; golf course maintenance/waste	20

MCM 5 Required Elements	SWMP page number
disposal; disposal of cigarette butts; and park maintenance (e.g., providing trash bags).	
SWMP includes measurable goals that are clear, specific, and measurable, and the method of measurement, for addressing stormwater quality	20
SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from the general permit issuance date of January 24, 2019	20

MCM 6: Industrial Stormwater Sources

Table 6: Required Elements for MCM 6

MCM 6 Required Elements	SWMP page number
For Level 4 MS4 only: Identify and control industrial stormwater sources that at least includes the MS4's landfills; other treatment, storage, or disposal facilities for municipal waste; hazardous waste treatment, storage, disposal and recovery facilities; and facilities that are subject to Emergency Planning and Community Right-to-Know Act (EPCRA).	N/A
For Level 4 MS4 only: Procedures for inspecting and implementing control measures for discharges from industrial stormwater sources.	N/A

Optional MCM 7: Municipal Construction Activities

This MCM is only applicable where the small MS4 has selected to be the construction site operator for their municipal construction activities. This MCM provides an alternative to the MS4 operator seeking discharge authorization under the Construction Stormwater General Permit TXR150000.

Table 7: Required Elements for MCM 7

MCM 7 Required Elements	SWMP page number
Description of how municipal construction activities will be conducted so as to take into consideration local conditions of weather, soils, and other site specific considerations	N/A
Description of the area that this MCM will address and where the MS4 operator's municipal construction activities are covered (e.g. within the boundary of the urbanized area, the corporate boundary, a special district boundary, an extra territorial jurisdiction, or other similar jurisdictional boundary)	N/A

MCM 7 Required Elements	SWMP page number
If the area included in this MCM includes areas outside of the UA, then all MCMs (MCM 1 through MCM 7) will be implemented over those additional areas as well	N/A
Description of how contractor activities will be supervised or overseen to ensure that the Stormwater Pollution Prevention Plan (SWP3) requirements are properly implemented at the construction site(s); or how the MS4 operator will make certain that contractors have a separate authorization for stormwater discharges if needed	N/A
General description of how a construction SWP3 will be developed for each municipal construction site	N/A
Records of municipal construction activities authorized under this optional MCM	N/A

HURST CREEK MUNICIPAL UTILITY DISTRICT

STORMWATER MANAGEMENT PROGRAM TPDES PHASE II MS4 GENERAL PERMIT (TXR040000)

Prepared for

Hurst Creek Municipal Utility District

Prepared by

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JULY 22, 2019

HURST CREEK MUNICIPAL UTILITY DISTRICT
STORMWATER MANAGEMENT PROGRAM
TPDES PHASE II MS4 GENERAL PERMIT (TXR040000)
July 22, 2019

SUMMARY

MS4 Name:	Hurst Creek Municipal Utility District
Entity Type:	Municipal Utility District
Executive Officer:	Wilson Smith, President
Designated Signer:	Earl Wood, General Manager
Mailing Address:	102 Trophy Drive The Hills, Texas 78738
Physical Address:	102 Trophy Drive The Hills, Texas 78738
City:	Austin
State:	Texas
Zip Code:	78738
Phone Number:	(512) 261-6281
Fax Number:	N/A
Population:	Approximately 2,472
Annual Reporting Year:	Calendar Year
Operator Level:	Level 2 Phase II Operator

**Hurst Creek Municipal Utility District
Stormwater Management Program
Phase II MS4 Permit No. TXR040000**

**Hurst Creek Municipal Utility District
102 Trophy Drive
The Hills, Texas 78738**

(512) 261-6281

July 22, 2019

I. Minimum Control Measure 1 — Public Education, Outreach and Involvement

The Public Education, Outreach and Involvement minimum control measure consists of Best Management Practices (BMPs) that focus on the development of educational materials designed to inform the public about the impacts that Stormwater discharges have on local water bodies and the steps that the public can take to reduce pollutants in Stormwater runoff. The BMPs incorporate public involvement and participation to reduce the contamination of stormwater. Evaluation of the success of this minimum control measure will be through careful analysis of the measurable goals for each BMP included in this minimum control measure. Measurable goals for each BMP were selected by formulating attainable goals for the various BMP implementation steps or tasks. The responsibility for implementation of this minimum control measure is described with each BMP procedure.

A. *Best Management Practices:*

1. Stormwater Committee: Formation of a committee on SWMP program development and implementation

Implementation Tasks:

1. Review and update list of BMPs which are included in the SWMP that would benefit by including local committee review of the following types of items:

- Public education materials;
- Local illicit discharge elimination regulations and investigation

- procedures;
 - Local construction Stormwater regulations, guidance materials, permitting procedures, and inspection procedures;
 - Post-construction guidance and permitting information; and
 - Feedback on implementation of best management practices.
2. Invite and appoint members of the public, design, construction and development communities, MS4 personnel, and other persons affected by the various BMPs.
 3. Develop meeting schedules that correlate to required implementation dates for certain tasks.
 4. Conduct Stormwater Committee meetings in accordance with the developed schedule and with state and local public notice requirements.
 5. Record attendance and take minutes at each meeting.
 6. Maintain records of agenda, attendance, and minutes for each meeting.
 7. Annually report on the number of meetings and subjects presented.

Measurable Goals:

Year 1: Invite and appoint members of the public, design, construction and development communities, MS4 personnel, and other persons affected by the various BMPs to participate on the Stormwater Committee.

Year 2: Determine Stormwater Committee meeting schedule.

Year 2: Conduct Stormwater Committee meetings in accordance with the identified schedule and with state and local public notice requirements.

Responsible Party:

District General Manager

2. Development and Utilization of Educational Materials: Distribute Stormwater quality education materials.

Implementation Tasks:

1. Procedures for supplying brochures to each Board Director and all consultants.
2. Relevant brochures to be made available to all District residents at the District's main office and on the internet via the District's website.

Measurable Goals:

Year 1: Review and update subjects identified for inclusion and discussion in a Stormwater quality brochure. Present brochure topics and examples to the Stormwater Committee for review.

Year 2: Implement procedures for supplying brochures to each Board Director and all consultants.

Year 2: Brochures shall be made available to all District residents in physical form at the main District office, and shall be made available in electronic form through the District's website and electronic mailing list.

Year 3: Perform at least one form of public outreach annually through community engagement. Report status to the MS4 Stormwater Committee annually.

Responsible Party:

District General Manager

3. Website: Update existing District website (www.hurstcreekmud.org) to create a page devoted to Stormwater quality activities and Stormwater pollution prevention.

Implementation Tasks:

1. Review and update list of subjects for inclusion in the website based on consideration of the following subjects:
 - Citizen reporting under the illicit discharge detection elimination and construction programs;
 - Water quality impacts of Stormwater runoff to local water bodies;
 - Steps the public can take to reduce Stormwater pollution; and
 - Public involvement programs.
2. Update the website to include Stormwater quality information and education on the internet for public access, including the SWMP and annual reports.

3. At least annually, review and update as necessary Stormwater information on the website.

Measurable Goals:

Year 2: Review and update list of subjects related to Stormwater quality for inclusion on the District's website.

Year 3: Update the website to include Stormwater quality information and education, including the SWMP and annual reports.

Responsible Party:

District General Manager

4. Public Announcement/Engagement: Development of public announcements for the purpose of educating the public on stormwater quality issues.

Implementation Tasks:

1. Review and update method for delivery of public announcements regarding the protection of stormwater quality through use of the District's website, community newsletters or development of signage.

2. Review potential language for public announcements relating to stormwater education, including information about hazards associated with illegal discharges and improper disposal of waste and about the impacts stormwater can have on water quality, and steps they can take to reduce pollutants in stormwater.

3. Implement chosen method for delivery of public announcements throughout the District.

Measurable Goals:

Year 2: Review and select method of delivery of public announcements relating to stormwater quality within the District, including information about hazards associated with illegal discharges and improper disposal of waste and about the impacts stormwater can have on water quality, and steps they can take to reduce pollutants in stormwater.

Year 2: Review and select language for public service announcements regarding

the protection of stormwater in the District.

Year 3: Implement chosen method of public service announcements and identified topics around and within the District by delivering at least two (2) annual public announcements.

Responsible Party:

District General Manager

5. Coordinate hazardous waste disposal and/or recycling with residents and receiving facility.

Implementation Tasks:

1. Draft procedures to identify and reach out to appropriate local public organizations or businesses that may be interested in participating in the program.
2. Coordinate with receiving facility to develop a written schedule for hazardous waste recycling and/or disposal.
3. Provide notification to residents about hazardous waste disposal and/or recycling schedule.
4. Provide adequate safety and disposal resources to volunteer groups at each scheduled disposal and/or recycling event.
5. Post signs in visible locations within and around the District informing the public about the disposal and/or recycling events, responsibility for disposal and/or recycling, and penalties for illegal disposal of hazardous waste.
6. Maintain records of the number of hazardous waste disposal and/or recycling events held under this program.

Measurable Goals:

Year 1: Draft procedures to identify and reach out to appropriate local public organizations or businesses interested in participating in the program.

Year 2: Coordinate with receiving facility to develop a schedule for hazardous waste disposal and/or recycling, and provide notification to residents about such schedule.

Year 2: Provide annual report to the MS4 Stormwater Committee on the number of residents served by recycling events and amount of materials recovered.

Year 3: Provide adequate safety and disposal resources to volunteer groups at each hazardous waste disposal and/or recycling event.

Responsible Party:

District General Manager

6. Storm Drain Labeling: Labeling of Stormwater inlet structures with messages related to Stormwater quality issues.

Implementation Tasks:

1. Inspect existing labeled storm drains for damaged and/or missing medallions and make repairs, and identify target areas or streets to be included in the storm drain labeling program.
2. Identify groups that may be willing to participate in the storm drain labeling program including consideration of the following groups:
 - Local Boy and Girl Scout organizations;
 - Local school groups;
 - Local fund raising groups; and
 - Other civic and community organizations.
3. Provide necessary support for volunteer storm drain labeling groups (e.g. stencils, appliques, paint, rollers, traffic control, safety equipment, trash bags, and landfill access or bulk litter collection).
4. Maintain records of storm drain labeling and volunteer participation.
5. Annually report on number of storm drains inspected or new storm drains labeled.

Measurable Goals:

Year 2: Develop a schedule to inspect existing labeled storm drains for damaged and/or missing medallions and make repairs, and identify target areas or streets to be included in the storm drain labeling program.

Year 2: Review and evaluate slogans, logos, and/or text for labeling Stormwater

inlet structures.

Year 1: Invite targeted groups to participate in the storm drain labeling program.

Year 2: Commence the review and inspection of labeled storm drains in accordance with the written procedures.

Responsible Party:

District General Manager

II. Minimum Control Measure 2 — Illicit Discharge Detection and Elimination

The Illicit Discharge Detection and Elimination minimum control measure consists of Best Management Practices (BMPs) that focus on the detection and elimination of illicit discharges into the MS4. A storm sewer system map showing the location of all outfalls and the names and location of all receiving waters will be developed from existing mapping information, eg. MS4 CAD or GIS map bases or the US Census Bureau Tiger/Line 2000 maps. The BMPs describe procedures to develop and update a storm sewer system map showing the location of all outfalls and the names and location of all receiving waters; the legal authority mechanism (to the extent allowable by law) which will be used to effectively prohibit illicit discharges; public education regarding identifying, reporting and eliminating illicit discharges; the dry weather screening program and procedures for tracing and locating the source of an illicit discharge; procedures for locating priority areas; and procedures for removing the source of the illicit discharge. BMPs also focus on education and training of employees and the general public with regard to the hazards associated with illegal discharges and improper disposal of waste. Evaluation of the success of this minimum control measure will be through careful analysis of the measurable goals for each BMP included in this minimum control measure. Measurable goals for each BMP were selected by formulating attainable goals for the various BMP implementation steps or tasks. The responsibility for implementation of this minimum control measure is described with each BMP procedure.

A. Best Management Practices:

1. Illicit Discharge Legal Authority: Evaluate authority to prohibit illicit discharges of non-Stormwater to the MS4.

Implementation Tasks:

1. Evaluate participation opportunities with the Village of the Hills and/or Travis County regarding the inspection and enforcement to control pollutant discharges into the MS4.
2. Control pollutant discharges by any District facilities, employees, contractors, or any other entity over which the District has operational control.
3. Review and update notification procedures to report discharges or incidents for enforcement to an entity with enforcement authority.
4. Develop procedures for tracing, removing, reporting, and responding to illicit discharges and their sources.

Measurable Goals:

Year 2: Evaluate opportunities for collaboration with the Village of the Hills and/or Travis County for participation in the inspection and enforcement of pollutant discharges into the MS4.

Year 2: Develop written notification procedures for the reporting of discharges or incidents to an entity with enforcement authority over such incidents. Develop procedures for tracing, removing, reporting, and responding to illicit discharges and their sources.

Year 3: Review, update, and continue to implement District rules and policies to control pollutant discharges by any District facilities, employees, contractors, or any other entity over which the District has operational control through inspection and enforcement.

Responsible Party:

District General Manager

2. Maintain the MS4 and Outfall Inventory: Maintain an updated map of the MS4 indicating the location of Stormwater discharge outfalls.

Implementation Tasks:

1. Verify and maintain a map of the MS4 system including the location of the following:

- MS4 receiving streams;
- Stormwater Outfalls; and
- Permit Coverage Area.

2. Annual review and update of the map.

Measurable Goals:

Year 2: Annually verify existing map of the MS4, including MS4 receiving streams, Stormwater outfalls, permit coverage area, and any other information that may be required by the designated NPDES permitting authority.

Year 3: Present the MS4 map to the District Board of Directors for review, and annual review thereafter.

Responsible Party:

District General Manager

3. MS4 Outfall Screening: Conduct systematic inspection of outfalls in the MS4 in order to identify the presence of illicit discharges.

Implementation Tasks:

1. Review and update written procedures and training materials to track locations of illicit discharges and required actions upon identification (MS4 Database).
2. Develop a schedule that allows for the screening of the entire MS4 system within the permit term. (Typically the schedule will require 20% of the total number of outfalls be completed annually in order to achieve 100% completion over a 5 year permit term.)
3. Develop written procedures for internal tracking and recordkeeping of outfall screening results.
4. Conduct outfall screening efforts according to the developed schedule.
5. Investigate outfall drainage systems that are identified as having non-Stormwater discharges from the MS4 and eliminate illicit discharges according to local Stormwater regulations.
6. Maintain records of outfall screening and investigations for each outfall and any elimination activities.
7. Annually report on the number of outfalls screened, number of non-Stormwater discharges, number of illicit discharges, and elimination activities conducted under this program.

Measurable Goals:

Year 2: Review and continue to implement training and other procedures to track locations of illicit discharges.

Year 2: Implement a systematic outfall screening schedule to ensure the screening of the entire MS4 system within the 5 year permit term.

Year 3: Investigate outfall drainage systems that are identified as having non-Stormwater discharges from the MS4 and eliminate illicit discharges according to local Stormwater regulations.

Year 3: Complete screening of 30% of the Stormwater outfalls that discharge to

the MS4 in accordance with the identified schedule.

Year 4: Complete screening of 60% of the Stormwater outfalls that discharge to the MS4 in accordance with the identified schedule.

Year 5: Complete screening of 100% of the Stormwater outfalls that discharge to the MS4 in accordance with the identified schedule.

Responsible Party:

District General Manager

4. Interagency Procedures: Develop interagency procedures for collaboration regarding illicit discharge elimination activities where applicable (Village of the Hills and/or Travis County).

Implementation Tasks:

1. Contact the agency(s) and identify potential roles of the agency(s) in assisting the MS4 in eliminating illicit discharges.
2. Contact the Village of the Hills and/or Travis County regarding identified illicit discharges and the coordination of efforts to eliminate identified discharges.
3. Report annually regarding any identified discharges discussed with the Village of the Hills and/or Travis County and any subsequent actions to individually or collaboratively address the elimination of illicit discharges.

Measurable Goals:

Year 1: Contact the agency(s) and identify potential roles of the agency(s) in assisting the MS4 in eliminating illicit discharges.

Year 1: Review and update list of local agencies that may need to be involved in the illicit discharge elimination process.

Year 2: Develop written procedures to facilitate collaboration to eliminate illicit discharges that may originate outside of the MS4 jurisdiction.

Year 3: Report to the Village of the Hills and/or Travis County any identified illicit discharges, as well as recommendations for actions to eliminate such discharges through educational materials and collaborative reporting mechanisms.

Year 4: Conduct periodic interagency meetings as necessary to maintain

collaboration regarding the elimination of illicit discharges.

Responsible Party:

District General Manager

5. Runon-Runoff Pollutant Controls: Identify and minimize the runon-runoff discharge of pollutants to the MS4.

Implementation Tasks:

1. Identify specific types of pollutants that may be mobilized by Stormwater runoff and be discharged to the MS4, such as, oil & grease, metals, and sediment from stockpiled materials.
2. Identify types of facilities likely to contribute these types of pollutants to the MS4.
3. Review and update guidance and educational materials for distribution to the identified facilities.

Measurable Goals:

Year 3: Develop and collect information on potential Stormwater runon-runoff sources that could be discharged to the MS4.

Year 3: Review and update guidance and distribute educational materials for distribution to the community. Identify potentially affected facilities, and coordinate with them to encourage the reduction of runon-runoff Stormwater pollutants to the MS4.

Responsible Party:

District General Manager

6. Sanitary Sewer System Overflows: Identify and reduce the occurrences of sanitary sewer system overflows.

Implementation Tasks:

1. Review, update, and distribute public education materials on the reporting of

sanitary sewer system overflows.

2. Investigate locations of reported sanitary sewer system overflows reported by the public.
3. Properly document and report the location and characteristics of each sanitary sewer system overflow detected to the appropriate regulatory agency (if applicable) and to the MS4 Stormwater Committee.
4. Determine steps necessary to eliminate each sanitary sewer system overflow identified.

Measurable Goals:

Year 1: Develop and implement a standard procedure for the investigation, identification, and reporting of sanitary sewer system overflows.

Year 2: Annually report the reported sanitary sewer system overflows reported by the public.

Year 3: Engage area entities through direct outreach, electronic communication, and newsletters to identify and eliminate sources of sanitary sewer overflows.

Responsible Party:

District General Manager

III. Minimum Control Measure 3 — Construction Site Stormwater Runoff Control

The Construction Site Runoff minimum control measure consists of Best Management Practices (BMPs) that focus on the reduction of pollutants in any Stormwater runoff to the MS4 from construction activities that result in a land disturbance of greater than or equal to one acre (or from construction activity disturbing less than one acre but part of a larger common plan of development or sale that would disturb one acre or more). The BMPs describe measures to educate community residents and businesses regarding the prevention of construction site runoff; actions to educate regarding compliance; educational materials encouraging construction site operators to implement appropriate erosion and sediment control BMPs; educational materials encouraging construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site; educational materials encouraging procedures to incorporate the consideration of potential water quality

impacts; and procedures for receipt and consideration of information submitted by the public. Evaluation of the success of this minimum control measure will be through careful analysis of the measurable goals for each BMP included in this minimum control measure. Measurable goals for each BMP were selected by formulating attainable goals for the various BMP implementation steps or tasks. The responsibility for implementation of this minimum control measure is described with each BMP procedure.

A. *Best Management Practices:*

1. Construction Legal Authority: Review, update, and implement a site plan review process and educational materials to encourage the reduction of local construction site runoff for construction activities disturbing one or more acres or sites, or less than one acre if part of a larger common plan of development or sale that would disturb one acre or more.

Implementation Tasks

1. Review, update, and implement a site plan review process for any construction within the MS4 to ensure inclusion of potential water quality impacts.
2. Review, update, and implement procedures to receive information and consider information from the public, including referring any complaints to an appropriate enforcement authority.
3. Review, update, and implement procedures for site inspection of construction sites to ensure control measures are present. Review and update procedures for requirements of operators of construction sites one acre or greater to maintain certain stormwater control measures.
4. Review, update, and implement regulatory mechanism and educational materials encouraging construction site operators to minimize and eliminate construction site runoff. Such regulatory mechanism and educational materials shall focus on encouraging implementation of erosion and sediment control BMPs and control of site waste by contractors and confirmation of compliance with TPDES Construction General Permit.
5. Review, update, and implement requirements for construction site operators with respect to soil stabilization measures; pollutant control from equipment and vehicle washing, construction wastes, and other materials; minimization of pollutant discharges from spills and leaks; and stormwater pollution prevention plans.
6. Review, update, and implement prohibitions of illicit discharges such as wash out wastewater, fuels, oils, soaps, solvents, and dewatering activities.

7. Develop procedures for staff training and receipt and consideration of information submitted by the public.

Measurable Goals

Year 2: Review, update, and implement a site plan review process for any construction within the MS4 to ensure consideration of potential water quality impacts. Develop and implement site inspection process and maintain records of said inspections.

Year 3: Review and update written procedures to receive and consider information from the public, including the reporting of potential violations.

Year 3: Annually perform 100% review of all construction sites of one acre or more prior to commencement of soil disturbance to ensure adherence to District control measures. Review and update procedures for requirements of operators of construction sites one acre or greater to maintain certain stormwater control measures.

Year 3: Review and evaluate topics to include in educational materials and corresponding regulatory mechanism designed to encourage construction site operators to reduce construction site runoff through the implementation of erosion and sediment control as well as the control of site waste.

Year 3: Disseminate the educational materials encouraging measures to reduce construction site runoff to residents and local businesses through publication in local newsletters, direct mail, or through the District website.

Year 4: Review and implement requirements for construction site operators with respect to soil stabilization measures; pollutant control from equipment and vehicle washing, construction wastes, and other materials; minimization of pollutant discharges from spills and leaks; and stormwater pollution prevention plans.

Year 4: Review and implement prohibitions of illicit discharges such as wash out wastewater, fuels, oils, soaps, solvents, and dewatering activities.

Year 4: Develop procedures for staff training and receipt and consideration of information submitted by the public.

Responsible Party:

District General Manager

IV. Minimum Control Measure 4 — Post-Construction Stormwater Management in New Development and Redevelopment

The Post-Construction Stormwater Management minimum control measure consists of Best Management Practices (BMPs) that focus on the prevention or minimization of water quality impacts from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale that discharge into the small MS4. The BMPs describe structural and/or non-structural practices; measures to educate community residents and businesses regarding the prevention of construction site runoff, which will be used to address post-construction runoff from new development and redevelopment projects; and educational material dissemination to ensure long term operation and maintenance of BMPs. Also included are BMPs focusing on education programs for developers and the general public with regard to project designs that minimize negative water quality impacts. Evaluation of the success of this minimum control measure will be through careful analysis of the measurable goals for each BMP included in this minimum control measure. Measurable goals for each BMP were selected by formulating attainable goals for the various BMP implementation steps or tasks. The responsibility for implementation of this minimum control measure is described with each BMP procedure.

A. Best Management Practices:

- 1. Post-Construction Runoff Legal Authority: Review and update educational materials to encourage post-construction control measures and maintenance of post-construction control measures in areas of new and redevelopment.**

Implementation Tasks

1. Review, update, and disseminate educational materials to encourage post-construction control measures and maintenance of post-construction control measures in areas of new and redevelopment. Update and implement accompanying regulatory mechanism.
2. Update and implement requirements and procedures applicable to owners or operators of new development and redeveloped sites in order to protect water quality. Document enforcement actions.
3. Update, implement, and document procedures to ensure long-term operation and maintenance of post-construction stormwater control measures.

Measurable Goals

Year 3: Review and update topics to include in educational materials to encourage the reduction of post-construction site runoff and minimize the impacts of new development/redevelopment. Update and implement accompanying regulatory mechanism.

Year 4: Review, update, and disseminate the educational materials, through newsletters, electronic mail, direct mail, or the District website, to residents and local businesses encouraging measures to reduce post-construction site runoff and minimize the impacts of new development/redevelopment.

Year 4: Update and implement requirements and procedures applicable to owners or operators of new development and redeveloped sites in order to protect water quality. Document enforcement actions.

Year 4: Update, implement, and document procedures to ensure long-term operation and maintenance of post-construction stormwater control measures.

Responsible Party:

District General Manager

V. Minimum Control Measure 5 — Pollution Prevention and Good Housekeeping for Municipal Operators

The Pollution Prevention and Good Housekeeping minimum control measure consists of Best Management Practices (BMPs) that focus on training and on the prevention or reduction of pollutant runoff from municipal operations. The BMPs describe the use of available training materials available from the EPA, the TCEQ and other organizations; specific municipal operations that are impacted by the proposed operation and maintenance BMPs; a list of municipally-owned industrial facilities which require other Stormwater discharge permits; maintenance activities, schedules and long term inspection procedures for controls to reduce floatables and other pollutants; controls for reducing or eliminating the discharge of pollutants from streets, roads, highways, municipal parking lots, maintenance and storage yards, waste transfer stations fleet or maintenance shops with outdoor storage areas; procedures for the proper disposal of waste removed from the MS4 and municipal operations, including dredge spoil, accumulated sediments, floatables and other debris; and procedures to ensure that new flood management projects are assessed for impacts on water quality and existing projects are assessed for incorporation of additional water quality protection devices or practices. Evaluation of the success of this minimum control measure will be through careful analysis of the measurable goals for each BMP included in this minimum control measure. Measurable goals for each BMP were selected by formulating attainable goals for the various BMP implementation steps or tasks. The responsibility for implementation of this minimum control measure is described with each BMP procedure.

A. Best Management Practices:

1. Prioritized Litter Collection: Evaluate and conduct prioritized litter collection in order to optimize litter collection for Stormwater quality purposes.

Implementation Tasks:

1. Identify litter collection areas under the District's current landscaping contract.
2. Review and update a litter collection plan and modify the landscaping contract as necessary. Develop procedures to inform staff and contractors of operating procedures; maintain training attendance records, and develop contractor oversight procedures.
3. Collect litter according to the developed schedule.
4. Evaluate operation and maintenance activities for their potential to discharge pollutants in stormwater. Identify pollutants of concern that could be discharged from such activities.

5. Develop and implement pollution prevention measures that will reduce discharge of pollutants from operation and maintenance activities. Develop procedures for inspecting and maintaining structural controls, and conduct inspections of pollution prevention measures; maintain inspection log.

Measurable Goals:

Year 1: Identify the litter collection services currently part of the District's landscaping contract and identify other areas not part of the contract that may affect Stormwater quality and need to be serviced.

Year 2: Review and update litter collection plan to include annual site inspections and verifications. Develop procedures to inform staff and contractors of operating procedures; maintain training attendance records, and develop contractor oversight procedures.

Year 3: Implement prioritized litter collection program based on the litter collection plan.

Year 4: Evaluate operation and maintenance activities for their potential to discharge pollutants in stormwater. Identify pollutants of concern that could be discharged from such activities.

Year 4: Develop and implement pollution prevention measures that will reduce discharge of pollutants from operation and maintenance activities. Develop procedures for inspecting and maintaining structural controls, and conduct inspections of pollution prevention measures; maintain inspection log.

Responsible Party:

District General Manager

2. Pesticide and Herbicide Application: Maintain the proper use of pesticide and herbicide products as provided for by District's current landscape contract.

Implementation Tasks:

1. Review and continue with the District's current landscape services contract to ensure that the agreement provides for reduced pesticide and herbicide applications.

2. Review and update a preliminary pesticide and herbicide application schedule.
3. Comply with local, state, and federal regulations associated with pesticide and herbicide application (e.g. licensing regulations).
4. Assess each location for opportunities to implement alternative practices and to retrofit structures in order for non-pesticide methods of maintenance to become effective.
5. Review and update a prioritized list of areas where retrofits and alternative pest control practices would reduce overall pesticide and herbicide application volumes.

Measurable Goals:

Year 1: Review and update alternative pesticide and herbicide application schedule and control practices as provided for under the District's current landscape contract.

Year 3: Review and update a prioritized list of areas where alternative pest control practices would reduce overall pesticide and herbicide application volumes.

Year 4: Assess each location for opportunities to implement alternative practices in order for non-pesticide methods of maintenance to become effective.

Responsible Party:

District General Manager

3. Catch Basin Cleaning: Reduce sediment and floatable materials discharges by routinely cleaning MS4 catch basin and Stormwater inlet structures.

Implementation Tasks:

1. Create and implement written procedures of the District catch basin cleaning program to include a schedule for cleaning inlet structures, catch basins, and manholes.
2. Evaluate the catch basin cleaning schedule on an annual basis through annual onsite inspections.

Measurable Goals:

Year 2: Review, update, and implement the District catch basin cleaning program.

Year 3: Annually report to the MS4 Stormwater Committee on the results of all annual inspections performed.

Responsible Party:

District General Manager

4. Landscaping and Lawn Care: Reduce the discharge of landscaping and lawn care waste from permittee owned facilities through better mowing and landscaping maintenance practices.

Implementation Tasks:

1. Review and update inventory of landscaping and lawn care areas that are owned by the permittee.
2. Evaluate current landscaping and lawn care activities in order to identify opportunities to reduce the discharge of the following:
 - Fertilizers;
 - Leaf litter and tree trimmings;
 - Litter and floatable materials; and
 - Equipment fluids.
3. Ensure that proper litter collection is scheduled prior to any mowing activities.
4. Use all herbicides, pesticides, and fertilizers in accordance with manufacturers' instructions for application rates and quantities.
5. Evaluate methods for containing and/or composting trimmings and grass clippings.
6. Report annually on the activities conducted under this program.

Measurable Goals:

Year 1: Review and update inventory of all permittee owned landscaping and lawn care areas.

Year 3: Review and update existing methods for containing and/or composting trimmings and grass clippings.

Year 3: Review and update written procedures to ensure that use of all herbicides, pesticides, and fertilizers are done in accordance with manufacturers' instructions for application rates and quantities.

Year 3: Annually, report to the MS4 Stormwater Committee on the results of all annual inspections.

Responsible Party:

District General Manager

5. Illegal Dumping: Identify and investigate illegal dumping locations owned by the permittee in order to determine the source of materials and encourage reporting of dumpers.

Implementation Tasks:

1. Review and update procedures and training to inspect MS4 jurisdiction in order to identify existing illegal dumping locations.
2. Review and update list of illegal dumping locations identified.
3. Develop written procedures for removing illegally dumped materials from permittee owned properties.
4. Develop written procedures to conduct investigations of illegally dumped material in order to attempt to identify the sources of the materials.
5. Post signs at illegal dumping locations that indicate the prohibitions associated with illegal dumping.
6. Review and update educational materials to provide resources for the reporting of illegal dumpers.

Measurable Goals:

Year 2: Review and update procedures and training for inspection of District to identify illegal dumping locations.

Year 2: Develop written procedures for removing illegally dumped materials from permittee owned properties.

Year 2: Document all illegal dumping locations identified and post signs at illegal dumping locations that indicate the prohibitions associated with illegal dumping.

Year 2: Perform inspections of all identified illegal dumping locations in accordance with written procedures.

Year 3: Annually report to the MS4 Stormwater Committee on the results of all monthly inspections.

Year 4: Review, update, and disseminate, through direct mail, electronic mail, local newsletters, and/or the District's website, information to inform the public regarding the dangers of illegal dumping and methods for reporting illegal dumpers.

Responsible Party:

District General Manager

6. Board of Directors Educational and Oversight Program: Program to educate new board members and review with current board members duties and responsibilities of the SWMP and permit requirements of the Phase II MS4 General Permit and ensure its implementation.

Implementation Tasks

1. Provide presentation to permittee's Board of Directors within three (3) months after director election held every two years as required by State law for water districts to include review of:
 - A map of MS4 and discussion of its components;
 - A copy of and requirements of TPDES Phase II MS4 General Permit (TXR040000);
 - A copy of and requirements of SWMP; and
 - A discussion of how the SWMP is implemented by the District.
2. Include a standing item on a quarterly basis for regular meetings of the Board of Directors on the implementation of the SWMP.

Measurable Goals

Year 1: Provide presentation to permittee's Board of Directors within three (3) months after director elections to include review of:

- A map of MS4 and discussion of its components;
- A copy of and requirements of TPDES Phase II MS4 General Permit (TXR040000);
- A copy of and requirements of SWMP; and
- A discussion of how SWMP is implemented by the District.

Year 1: Include standing item on a quarterly basis for regular meetings of the Board of Directors on the status of the SWMP.

Responsible Party:

District General Manager



TCEQ Use Only

TCEQ Core Data Form

For detailed instructions regarding completion of this form, please read the Core Data Form Instructions or call 512-239-5175.

SECTION I: General Information

1. Reason for Submission (If other is checked please describe in space provided.)		
<input type="checkbox"/> New Permit, Registration or Authorization (Core Data Form should be submitted with the program application.)		
<input checked="" type="checkbox"/> Renewal (Core Data Form should be submitted with the renewal form)	<input type="checkbox"/> Other	
2. Customer Reference Number (if issued)	Follow this link to search for CN or RN numbers in Central Registry**	3. Regulated Entity Reference Number (if issued)
CN 600642748		RN 102679362

SECTION II: Customer Information

4. General Customer Information		5. Effective Date for Customer Information Updates (mm/dd/yyyy)	
<input type="checkbox"/> New Customer		<input checked="" type="checkbox"/> Update to Customer Information	
<input type="checkbox"/> Change in Legal Name (Verifiable with the Texas Secretary of State or Texas Comptroller of Public Accounts)		<input type="checkbox"/> Change in Regulated Entity Ownership	
The Customer Name submitted here may be updated automatically based on what is current and active with the Texas Secretary of State (SOS) or Texas Comptroller of Public Accounts (CPA).			
6. Customer Legal Name (If an individual, print last name first: eg: Doe, John)		If new Customer, enter previous Customer below:	
Hurst Creek Municipal Utility District			
7. TX SOS/CPA Filing Number	8. TX State Tax ID (11 digits)	9. Federal Tax ID (9 digits)	10. DUNS Number (if applicable)
None	32065105986	74-2231477	826279648
11. Type of Customer:	<input type="checkbox"/> Corporation	<input type="checkbox"/> Individual	Partnership: <input type="checkbox"/> General <input type="checkbox"/> Limited
Government: <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Federal <input type="checkbox"/> State <input checked="" type="checkbox"/> Other	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Other:	
12. Number of Employees		13. Independently Owned and Operated?	
<input checked="" type="checkbox"/> 0-20 <input type="checkbox"/> 21-100 <input type="checkbox"/> 101-250 <input type="checkbox"/> 251-500 <input type="checkbox"/> 501 and higher		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
14. Customer Role (Proposed or Actual) – as it relates to the Regulated Entity listed on this form. Please check one of the following:			
<input type="checkbox"/> Owner <input type="checkbox"/> Operator <input type="checkbox"/> Owner & Operator			
<input type="checkbox"/> Occupational Licensee <input checked="" type="checkbox"/> Responsible Party <input type="checkbox"/> Voluntary Cleanup Applicant <input type="checkbox"/> Other:			
15. Mailing Address:	102 TROPHY DR		
	City	THE HILLS	State TX ZIP 78738 ZIP + 4 1226
16. Country Mailing Information (if outside USA)		17. E-Mail Address (if applicable)	
		earlwood@hurstcreekmud.org	
18. Telephone Number	19. Extension or Code	20. Fax Number (if applicable)	
(512) 261-6281		() -	

SECTION III: Regulated Entity Information

21. General Regulated Entity Information (If 'New Regulated Entity' is selected below this form should be accompanied by a permit application)	
<input type="checkbox"/> New Regulated Entity <input type="checkbox"/> Update to Regulated Entity Name <input checked="" type="checkbox"/> Update to Regulated Entity Information	
The Regulated Entity Name submitted may be updated in order to meet TCEQ Agency Data Standards (removal of organizational endings such as Inc, LP, or LLC.)	
22. Regulated Entity Name (Enter name of the site where the regulated action is taking place.)	
Hurst Creek Municipal Utility District MS4	

23. Street Address of the Regulated Entity: (No PO Boxes)	102 TROPHY DR							
	City	THE HILLS	State	TX	ZIP	78738	ZIP + 4	1226
24. County	Travis							

Enter Physical Location Description if no street address is provided.

25. Description to Physical Location:								
26. Nearest City						State	Nearest ZIP Code	
27. Latitude (N) In Decimal:	30.3452444			28. Longitude (W) In Decimal:	-97.9872944444444			
Degrees	Minutes	Seconds	Degrees	Minutes	Seconds			
30	20	42.88	97	59	14.26			
29. Primary SIC Code (4 digits)	30. Secondary SIC Code (4 digits)		31. Primary NAICS Code (5 or 6 digits)		32. Secondary NAICS Code (5 or 6 digits)			
9511								
33. What is the Primary Business of this entity? (Do not repeat the SIC or NAICS description.)								
water and wastewater treatment utility								
34. Mailing Address:	102 TROPHY DR							
	City	THE HILLS	State	TX	ZIP	78738	ZIP + 4	1226
35. E-Mail Address:	earlwood@hurstcreekmud.org							
36. Telephone Number	37. Extension or Code		38. Fax Number (if applicable)					
(512) 261-6281			(512) 261-4810					

39. TCEQ Programs and ID Numbers Check all Programs and write in the permits/registration numbers that will be affected by the updates submitted on this form. See the Core Data Form instructions for additional guidance.


<input type="checkbox"/> Dam Safety	<input type="checkbox"/> Districts	<input type="checkbox"/> Edwards Aquifer	<input type="checkbox"/> Emissions Inventory Air	<input type="checkbox"/> Industrial Hazardous Waste
<input type="checkbox"/> Municipal Solid Waste	<input type="checkbox"/> New Source Review Air	<input type="checkbox"/> OSSF	<input type="checkbox"/> Petroleum Storage Tank	<input type="checkbox"/> PWS
<input type="checkbox"/> Sludge	<input checked="" type="checkbox"/> Storm Water	<input type="checkbox"/> Title V Air	<input type="checkbox"/> Tires	<input type="checkbox"/> Used Oil
	TXR040457			
<input type="checkbox"/> Voluntary Cleanup	<input type="checkbox"/> Waste Water	<input type="checkbox"/> Wastewater Agriculture	<input type="checkbox"/> Water Rights	<input type="checkbox"/> Other:

SECTION IV: Preparer Information

40. Name:	Earl Wood		41. Title:	General Manager	
42. Telephone Number	43. Ext./Code	44. Fax Number	45. E-Mail Address		
(512) 261-6281		() -	earlwood@hurstcreekmud		

SECTION V: Authorized Signature

46. By my signature below, I certify, to the best of my knowledge, that the information provided in this form is true and complete, and that I have signature authority to submit this form on behalf of the entity specified in Section II, Field 6 and/or as required for the updates to the ID numbers identified in field 39.

Company:	Hurst Creek Municipal Utility District	Job Title:	General Manager	
Name(In Print):	Earl Wood	Phone:	(512) 261-6281	
Signature:			Date:	7/22/2019



Agenda Item 2

Earl Wood

From: Bill Hayes <bhayes@legendcommunitiesinc.com>
Sent: Tuesday, September 27, 2022 5:02 PM
To: Earl Wood
Subject: The_Square_at_Lohmans_Logo_-_Black.pdf
Attachments: The_Square_at_Lohmans_Logo_-_Black.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Earl,

Good catching up earlier. Attached is the logo that we will have for our project. I would propose we just put the "S" that I bubbled in red on the water tower.

I will discuss with the city for their approval and we would figure some fair value to pay Hurst Creek for use of it.

Holler if you have any questions.

Bill



THE SQUARE
AT LOHMANS



Agenda Item 4

THE STATE OF TEXAS §
COUNTY OF TRAVIS §

The Board of Directors of Hurst Creek Municipal Utility District (the "District") met this date at 9:00 a.m. in Regular session, open to the public in the District's offices at 102 Trophy Drive, The Hills, Texas 78738, and the roll was called of the duly constituted officers and members of the Board to wit:

Present:

Wilson Smith	President
James M. Wingard	Vice-President
Mike Maroney	Secretary
William Coskey	Treasurer
Tom Stiles	Assistant Secretary

thus, constituting a quorum.

Also present were Earl Wood, Kurt Pendleton, Beth Caccamisi, and Sonja De La Fuente, Hurst Creek MUD.

1. Consider Discuss and take any necessary action on adopting an Order Declaring the Result of Uncontested Directors Election. (*Considerare discutir y tomar cualquier acción necesaria para adoptar una Orden que Declare el Resultado de la Elección de Directores No Impugnados.*)

Sonja De La Fuente provided the report regarding this item providing certification of Unopposed Candidates and recommended approval of an Order Canceling the 2022 Directors Election.

Director Coskey moved to adopt an Order Canceling the 2022 Directors Election; Director Wingard seconded the motion which carried 5-0.

2. Consider, discuss, and take any necessary action regarding the 2022 Tax Rate, including holding a public hearing on the tax rate.

Director Wingard moved to open the Public Hearing on the Tax Rate at 9:02 A.M.; Director Stiles seconded the motion which carried 5-0.

There were no public comments.

Director Maroney moved to close the Public Hearing on the Tax Rate at 9:03 A.M.; Director Wingard seconded the motion which carried 5-0.

3. Consider, discuss, and take any necessary action to adopt the 2022 Tax Rate and executing the Order Levying Taxes 2022.

Earl Wood provided the report regarding this item. The Board discussed the taxes not increasing, but the values of the homes increasing thereby affecting the taxes charged on appraised value.

Director Coskey moved to adopt the 2022 Tax Rate and authorize the execution of the Order Levying Taxes for 2022; Director Wingard seconded the motion which carried 5-0.

4. Consider, discuss, and take any necessary action to adopt the Fiscal Year 2022-2023 Budget.

Earl provided the report regarding this item. He pointed out that the District is ending the year at \$1.3 million. The Budget has been updated with changes requested by the Board, which did not have a dramatic impact. Items of note are rate increases, increase to water and wastewater sales; increase cost of service and increase to repairs and maintenance increased 20%. Golf Course rate increasing to \$28,000 per month. There was discussion held regarding credit card processing fees. Staff will review and see if able to obtain a better rate.

Director Wingard moved to adopt the Fiscal Year 2022-2023 Budget with recommended changes. Director Stiles seconded the motion which carried 5-0.

5. Consider, discuss, and take any necessary action to amend the District's Rate Order.

Earl Wood provided the report regarding this item. There was discussion held regarding the changes in the amended Rate Order as well as the billing and notification process. There was a consensus of the Board to put the notice on the bills sent in both October and December, directing ratepayers to the District's website for more information.

Director Maroney moved to approve the District's Rate Order; Director Wingard seconded the motion which carried 5-0.

6. Consider, discuss, and take any necessary action to approve Amendment 37, District Information Form.

Earl Wood provided the report regarding this item.

Director Coskey moved to approve Amendment 37, District Information Form; Director Stiles seconded the motion which carried 5-0.

7. Consider, discuss, and take any necessary action regarding the annual renewal insurance policies provided by Gallagher Waterworks Insurance Network (WIN).

Earl Wood provided the report regarding this item. There was discussion held among the Board regarding some of the noted changes.

Director Maroney moved to approve the annual renewal of insurance policies provided by Gallagher Waterworks Insurance Network with the caveat that Director Stiles will work with Earl to review coverages; Director Stiles seconded the motion which carried 5-0.

8. Consider, discuss, and take any necessary action on drainage.

Kurt Pendleton provided the report regarding this item. He noted that the next big project Dewdrop Cove and staff will move forward once money has accrued in the Drainage Fund. There was discussion held regarding frontloading the Drainage Fund in the full amount of \$90,000 instead of funding \$7,500 monthly over the fiscal year.

Director Stiles moved to authorize staff to frontload the Drainage Fund in the amount of \$90,000 and move forward with the Dewdrop Cove drainage project; Director Coskey seconded the motion which carried 5-0.

9. Consider, discuss, and take any necessary action to approve the Minutes of the August 15, 2022, Regular Board Meeting, and the Minutes of the August 22, 2022 Special Board Meeting.

Director Maroney moved to approve the minutes of the August 15, 2022, Regular Board Meeting, and the Minutes of the August 22, 2022 Special Board Meeting; Director Wingard seconded the motion which carried 5-0.

10. Consider, discuss, and take any necessary action to approve the August 2022 Bookkeeper's Report and approval of paid invoices.

Beth Caccamisi reviewed the written report showing the \$1.3 million in the General Fund. She noted the extra bond payment was made in the amount of \$106,000. She reported that TexPool was earning 2.21% interest at the end of the month and earned \$2,200 last month. Property taxes collected are at 98.63%. Revenues for the month are \$73,000 to the good (mainly water sales) and \$187,000 to the good for the year. Expenses are \$22,000 over for the month and \$1,500 over for the year (mainly chemicals).

Director Coskey moved approval of the August 2022 Bookkeeper's Report and paid invoices; Director Wingard seconded the motion which carried 5-0.

11. Consider, discuss, and take any necessary action to declare Well Pump VFD as surplus.

Earl Wood provided the report regarding this item. He explained the well is not TCEQ approved for drinking water, but it is a well. He recommended declaring as surplus to be able to sell it to another water district. He has received \$3,000 and will hold for one month. If it does not work, he will refund the district.

Director Maroney moved to declare Well Pump VFD as surplus and authorize the General Manager to sell; Director Stiles seconded the motion which carried 5-0.

12. Consider, discuss, and take any necessary action to approve the August 2022 Manager's Operating Report.

Earl Wood reviewed the written report with the Board. Regarding the Large Expenditure Plan, it was noted that all pond liner material has been purchased for the Pond Liner Repair project, but the project will not be done until the Effluent Interconnect with Lakeway MUD project is done. Plans have been finalized for the Effluent Interconnect project and it is scheduled to go out to bid within the next few weeks. He explained that a 10-inch line will be installed up The Hills Drive beside the existing 6-inch line, which will be left in place and most likely used for irrigation. Kurt advised that the Tower Painting project is expected to begin in January. Director Coskey recommended hiring a safety professional at least for the beginning of the project. Staff will discuss this request with the third-party inspector.

Earl also reported the following:

- Staff has taken issue with the result of a recent sample taken by its vendor AquaTech and are currently challenging because before and after samples were normal. If the sample is not thrown out, TCEQ would issue a violation.
- Regarding the Huber rag removal system that failed; all parts arrived, and a technician came out, but they were not able to get it going. It has been determined new shims are needed and they are being sent. Once received, the Huber technician make an extra trip out, which will cost approximately \$1,500.
- One of the filters failed in the backwash recovery and it should be back up and running after Tuesday.
- That the office will be closed to the public on October 12th for a staff workday to clear out storage facilities.
- As an update regarding zebra mussels, Earl advised he is currently looking at a coating for pumps to protect them and the barge is being cleaned four times per year. He also noted that due to fluctuating lake levels in Lake Travis, they are kept at bay.
- A meeting was held with WCID17 last week. They are doing expansion of their wastewater plant. They are sending water to us automatically and are technical allowed to send up to 100,000 gallons per day. They are requesting an easement (100 yards). He explained Hurst Creek MUD has an easement for the effluent interconnect with Lakeway. However, whoever owns the property may need to issue the easement. WCID17 is checking with their legal team. There was a consensus of the Board that there is not an issue with allowing an easement. Discussion was held regarding the amount of water that is allowed to be sent automatically and Earl explained this is a big part of the reason for the interconnect with Lakeway.

Director Wingard moved approval of the August 2022 Manager's Operating Report; Director Stiles seconded the motion which carried 5-0.

13. The Board may go into Executive Session to receive advice from its Attorney pursuant to Section 551.071 of the Texas Government Code and/or discuss personnel matters under Section 551.074 of the Texas Government Code.

The Board convened to Executive Session at 11:20 A.M. and reconvened the open meeting at 12:20 P.M. There was no reportable action.

The Meeting adjourned at 12:20 P.M.

Signed this 17th day of October 2022.

(seal)

Mike Maroney, Secretary

DRAFT



Agenda Item 5



Bookkeeper's Report

SEPTEMBER 2022



Fund Balance Report

Account Summary

Date Range: 09/01/2022 - 09/30/2022

FUND BALANCES		Beginning Balance	Net Change	Ending Balance
10 - GENERAL FUND				
10-1001		\$1,364,498.01	-\$45,042.22	\$1,319,455.79
Fund 10 Total:		\$1,364,498.01	-\$45,042.22	\$1,319,455.79
40 - DEBT SERVICE FUND				
40-1001		\$124,765.71	-\$46,148.98	\$78,616.73
Fund 40 Total:		\$124,765.71	-\$46,148.98	\$78,616.73
70 - RESERVE FUND				
70-1001		\$12,945.08	-\$3,967.50	\$8,977.58
Fund 70 Total:		\$12,945.08	-\$3,967.50	\$8,977.58
71 - DRAINAGE FUND				
71-1001		\$8,096.19	\$2,588.60	\$10,684.79
Fund 71 Total:		\$8,096.19	\$2,588.60	\$10,684.79
BANK BALANCES				
99-1000	PLAINSCAPITAL GEN FUND	\$193,409.72	-\$48,785.12	\$144,624.60
99-1010	TEXPOOL GEN FUND	2.84% \$1,192,129.56	\$2,364.00	\$1,194,493.56
99-1040	PLAINSCAPITAL DEBT SERVICE	\$50,483.90	-\$46,296.25	\$4,187.65
99-1045	TEXPOOL DEBT SERVICE	2.84% \$74,281.81	\$147.27	\$74,429.08
Fund 99 Total:		\$1,510,304.99	-\$92,570.10	\$1,417,734.89



Bookkeeper's Report- Reserve & Drainage Budget

For Fiscal: 2021-2022 Period Ending: 09/30/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 70 - RESERVE FUND						
Revenue						
99 - TRANSFERS	\$0.00	\$0.00	\$6,000.00	\$222,000.00	\$222,000.00	\$0.00
Revenue Total:	\$0.00	\$0.00	\$6,000.00	\$222,000.00	\$222,000.00	\$0.00
Expense						
56 - CAPITAL EXPENDITURES	\$0.00	\$0.00	\$8,732.50	\$149,965.40	-\$149,965.40	\$0.00
85 - REPAIRS & MAINTENANCE	\$0.00	\$0.00	\$1,235.00	\$66,680.45	-\$66,680.45	\$0.00
Expense Total:	\$0.00	\$0.00	\$9,967.50	\$216,645.85	-\$216,645.85	\$0.00
Fund: 71 - DRAINAGE FUND						
Revenue						
99 - TRANSFERS	\$0.00	\$0.00	\$5,000.00	\$65,000.00	\$65,000.00	\$0.00
Revenue Total:	\$0.00	\$0.00	\$5,000.00	\$65,000.00	\$65,000.00	\$0.00
Expense						
60 - DRAINAGE RESERVE EXPENDITURES	\$0.00	\$0.00	\$2,411.40	\$110,184.80	-\$110,184.80	\$0.00
Expense Total:	\$0.00	\$0.00	\$2,411.40	\$110,184.80	-\$110,184.80	\$0.00



Hurst Creek MUD

Monthly Budget Report

Revenues

For Fiscal: 2021-2022 Period Ending: 09/30/2022

	September Activity	September Budget	Variance	YTD Activity	YTD Budget	Variance
CategoryGrp: 40 - BANK INTEREST						
10-10-4010 BANK INTEREST	2,364.00	15.00	2,349.00	8,170.11	325.00	7,845.11
Total CategoryGrp: 40 - BANK INTEREST:	2,364.00	15.00	2,349.00	8,170.11	325.00	7,845.11
CategoryGrp: 41 - CONTRACT SERVICES						
10-10-4110 HILLS POA CONTRACT	1,575.36	1,573.35	2.01	19,855.35	18,787.65	1,067.70
Total CategoryGrp: 41 - CONTRACT SERVICES:	1,575.36	1,573.35	2.01	19,855.35	18,787.65	1,067.70
CategoryGrp: 43 - INTERLOCAL AGREEMENTS						
10-10-4310 VOH INTERLOCAL AGREEMENT	6,875.86	6,650.00	225.86	87,415.52	79,650.00	7,765.52
Total CategoryGrp: 43 - INTERLOCAL AGREEMENTS:	6,875.86	6,650.00	225.86	87,415.52	79,650.00	7,765.52
CategoryGrp: 44 - SERVICE & CONNECTION FEES						
10-10-4420 PERMIT & INSPECTIONS	820.00	500.00	320.00	7,005.00	8,800.00	-1,795.00
10-10-4440 CUSTOMER SERVICE FEES	0.00	0.00	0.00	0.00	0.00	0.00
10-20-4410 TAP FEE	0.00	0.00	0.00	0.00	4,966.80	-4,966.80
10-30-4410 TAP FEE	0.00	0.00	0.00	0.00	8,000.00	-8,000.00
10-40-4410 TAP FEE	0.00	0.00	0.00	0.00	0.00	0.00
10-50-4430 DRAINAGE PLAN REVIEW DEPOSIT	0.00	0.00	0.00	3,672.50	10,000.00	6,327.50
Total CategoryGrp: 44 - SERVICE & CONNECTION FEES	820.00	500.00	320.00	10,677.50	31,766.80	-21,089.30
CategoryGrp: 45 - IRRIGATION WATER SALES						
10-20-4510 RAW WATER IRRIGATION	792.30	800.00	-7.70	2,001.68	7,450.00	5,448.32
10-40-4520 EFFLUENT IRRIGATION	4,324.17	4,500.00	-175.83	48,140.82	43,100.00	5,040.82
10-40-4530 GOLF COURSE IRRIGATION	21,022.36	21,022.39	-0.03	213,166.51	213,166.59	-0.08
Total CategoryGrp: 45 - IRRIGATION WATER SALES:	26,138.83	26,322.39	-183.56	263,309.01	263,716.59	-407.58
CategoryGrp: 47 - WATER & WASTEWATER SERVICE						
10-10-4740 PENALTIES	2,605.21	1,700.00	905.21	12,747.66	8,600.00	4,147.66
10-10-4750 TCEQ FEE	70.54	50.00	20.54	6,469.14	5,355.00	1,114.14
10-20-4710 RESIDENTIAL SERVICE	830.52	1,000.00	-169.48	928,338.46	762,900.00	165,438.46
10-20-4720 COMMERCIAL SERVICE	10,071.92	7,700.00	2,371.92	96,094.39	74,800.00	21,294.39
10-30-4710 RESIDENTIAL SERVICE	265.61	400.00	-134.39	237,344.24	229,960.00	7,384.24
10-30-4720 COMMERCIAL SERVICE	3,337.11	3,700.00	-362.89	36,306.41	38,000.00	-1,693.59
Total CategoryGrp: 47 - WATER & WASTEWATER SERV	17,180.91	14,550.00	2,630.91	1,317,300.30	1,119,615.00	197,685.30
CategoryGrp: 48 - PROPERTY TAXES						
10-10-4810 MAINTENANCE TAX	0.00	0.00	0.00	1,234,405.03	1,253,918.83	-19,513.80
Total CategoryGrp: 48 - PROPERTY TAXES:	0.00	0.00	0.00	1,234,405.03	1,253,918.83	-19,513.80
CategoryGrp: 49 - MISCELLANEOUS						
10-10-4910 MISCELLANEOUS	0.00	50.00	-50.00	19,969.58	600.00	19,369.58
Total CategoryGrp: 49 - MISCELLANEOUS:	0.00	50.00	-50.00	19,969.58	600.00	19,369.58
Report Total:	54,954.96	49,660.74	5,294.22	2,961,102.40	2,768,379.87	192,722.53

Hurst Creek MUD



Monthly Budget Report

Expenses

For Fiscal: 2021-2022 Period Ending: 09/30/2022

	September Activity	September Budget	Variance	YTD Activity	YTD Budget	Variance
CategoryGrp: 51 - ADMINISTRATION						
10-10-5110 COMMUNICATIONS WITH CUSTOMERS	0.00	100.00	100.00	4,020.93	3,560.00	-460.93
10-10-5120 ELECTIONS	0.00	250.00	250.00	0.00	250.00	250.00
10-10-5130 LEGAL NOTICES & PUBLICATIONS	0.00	630.00	630.00	851.52	1,180.00	328.48
10-10-5140 OFFICE SUPPLIES	2,532.48	1,850.00	-682.48	27,705.88	22,200.00	-5,505.88
10-10-5150 TELEPHONE & COMMUNICATIONS	2,277.07	2,200.00	-77.07	22,303.91	26,400.00	4,096.09
Total CategoryGrp: 51 - ADMINISTRATION:	4,809.55	5,030.00	220.45	54,882.24	53,590.00	-1,292.24
CategoryGrp: 53 - BANKING & BOOKKEEPING						
10-10-5310 CHECKS & FORMS	0.00	20.00	20.00	234.03	520.00	285.97
10-10-5320 BANK SERVICE FEES	63.29	100.00	36.71	282.60	1,230.00	947.40
10-10-5330 APPRAISAL FEES	1,846.65	1,750.00	-96.65	7,029.72	7,000.00	-29.72
10-10-5340 BOND FEES	2,500.00	0.00	-2,500.00	7,150.00	1,700.00	-5,450.00
Total CategoryGrp: 53 - BANKING & BOOKKEEPING:	4,409.94	1,870.00	-2,539.94	14,696.35	10,450.00	-4,246.35
CategoryGrp: 55 - BILLING						
10-10-5510 SERVICE BILLINGS	0.00	50.00	50.00	13,517.05	10,200.00	-3,317.05
10-10-5520 CREDIT CARD FEES	1,327.30	800.00	-527.30	25,414.82	19,300.00	-6,114.82
Total CategoryGrp: 55 - BILLING:	1,327.30	850.00	-477.30	38,931.87	29,500.00	-9,431.87
CategoryGrp: 57 - CHEMICALS						
10-20-5710 CHEMICALS	10,873.76	8,000.00	-2,873.76	89,219.39	54,500.00	-34,719.39
10-30-5710 CHEMICALS	8,423.92	5,000.00	-3,423.92	68,921.81	51,000.00	-17,921.81
10-40-5710 CHEMICALS	0.00	300.00	300.00	1,206.57	3,000.00	1,793.43
10-60-5710 CHEMICALS	0.00	300.00	300.00	0.00	3,600.00	3,600.00
Total CategoryGrp: 57 - CHEMICALS:	19,297.68	13,600.00	-5,697.68	159,347.77	112,100.00	-47,247.77
CategoryGrp: 59 - COMPUTER & SOFTWARE						
10-10-5920 NETWORKING & IT	9,270.23	6,000.00	-3,270.23	73,124.82	72,500.00	-624.82
10-10-5925 TYLER INCODE	10,795.06	11,900.00	1,104.94	14,630.56	15,500.00	869.44
10-10-5930 GIS	4,494.75	1,000.00	-3,494.75	10,155.25	12,000.00	1,844.75
10-20-5910 SCADA	235.00	950.00	715.00	16,032.85	12,000.00	-4,032.85
10-30-5910 SCADA	235.00	750.00	515.00	11,863.26	10,000.00	-1,863.26
10-40-5910 SCADA	235.00	600.00	365.00	11,718.33	8,000.00	-3,718.33
Total CategoryGrp: 59 - COMPUTER & SOFTWARE:	25,265.04	21,200.00	-4,065.04	137,525.07	130,000.00	-7,525.07
CategoryGrp: 61 - EMPLOYEE BENEFITS						
10-10-6110 HEALTH INSURANCE	5,428.46	4,503.00	-925.46	62,225.08	58,036.00	-4,189.08
10-10-6130 SEP RETIREMENT	3,755.16	3,812.00	56.84	47,608.15	50,687.00	3,078.85
10-10-6131 TCDRS RETIREMENT	3,061.38	2,988.00	-73.38	38,453.25	35,856.00	-2,597.25
10-20-6110 HEALTH INSURANCE	4,888.27	5,003.00	114.73	56,000.19	60,036.00	4,035.81
10-20-6130 SEP RETIREMENT	4,224.59	3,185.00	-1,039.59	47,099.19	42,081.00	-5,018.19
10-20-6131 TCDRS RETIREMENT	2,449.11	1,793.00	-656.11	25,182.61	21,516.00	-3,666.61
10-30-6110 HEALTH INSURANCE	0.00	1,089.00	1,089.00	9,164.74	13,068.00	3,903.26
10-30-6130 SEP RETIREMENT	0.00	538.00	538.00	5,251.94	7,085.00	1,833.06
10-30-6131 TCDRS RETIREMENT	0.00	598.00	598.00	5,580.01	7,176.00	1,595.99
10-40-6110 HEALTH INSURANCE	768.19	787.00	18.81	8,536.68	9,444.00	907.32
10-40-6130 SEP RETIREMENT	749.71	625.00	-124.71	9,454.89	8,229.00	-1,225.89
10-40-6131 TCDRS RETIREMENT	612.28	598.00	-14.28	7,690.66	7,176.00	-514.66
Total CategoryGrp: 61 - EMPLOYEE BENEFITS:	25,937.15	25,519.00	-418.15	322,247.39	320,390.00	-1,857.39
CategoryGrp: 63 - EMPLOYEE PAYROLL						
10-10-6310 PAYROLL	27,710.29	29,943.00	2,232.71	368,021.57	398,473.00	30,451.43
10-10-6320 DIRECTORS FEES	1,650.00	1,500.00	-150.00	9,600.00	9,750.00	150.00
10-10-6330 PAYROLL TAXES	954.76	976.00	21.24	11,975.37	12,779.00	803.63

Monthly Budget Report

	September Activity	September Budget	Variance	YTD Activity	YTD Budget	Variance
10-10-6340 UNEMPLOYMENT TAX	0.87	10.00	9.13	384.04	525.00	140.96
10-10-6350 VEHICLE EXPENSE	923.08	800.00	-123.08	10,332.77	10,300.00	-32.77
10-20-6310 PAYROLL	29,454.01	22,732.00	-6,722.01	331,316.09	300,961.00	-30,355.09
10-20-6350 VEHICLE EXPENSE	4,615.40	2,953.84	-1,661.56	44,584.61	38,399.92	-6,184.69
10-30-6310 PAYROLL	0.00	3,714.00	3,714.00	36,435.09	49,023.00	12,587.91
10-30-6350 VEHICLE EXPENSE	0.00	623.08	623.08	5,919.26	8,100.04	2,180.78
10-40-6310 PAYROLL	5,122.96	4,301.00	-821.96	66,003.05	56,757.00	-9,246.05
10-40-6350 VEHICLE EXPENSE	923.08	738.46	-184.62	10,246.15	9,599.98	-646.17
Total CategoryGrp: 63 - EMPLOYEE PAYROLL:	71,354.45	68,291.38	-3,063.07	894,818.00	894,667.94	-150.06
CategoryGrp: 65 - INSPECTIONS						
10-20-6510 INSPECTIONS	100.00	175.00	75.00	3,695.90	5,225.00	1,529.10
10-30-6510 INSPECTIONS	350.00	175.00	-175.00	2,050.00	3,600.00	1,550.00
Total CategoryGrp: 65 - INSPECTIONS:	450.00	350.00	-100.00	5,745.90	8,825.00	3,079.10
CategoryGrp: 67 - INSURANCE						
10-10-6710 WORK COMP PREMIUMS	12,103.00	12,200.00	97.00	12,103.00	12,200.00	97.00
10-10-6720 PROPERTY INSURANCE PREMIUMS	40,701.00	38,100.00	-2,601.00	41,711.00	38,100.00	-3,611.00
Total CategoryGrp: 67 - INSURANCE:	52,804.00	50,300.00	-2,504.00	53,814.00	50,300.00	-3,514.00
CategoryGrp: 69 - LAB ANALYSIS						
10-20-6910 LAB ANALYSIS	2,753.60	2,000.00	-753.60	48,987.52	52,000.00	3,012.48
10-30-6910 LAB ANALYSIS	4,231.50	2,000.00	-2,231.50	24,651.25	24,000.00	-651.25
Total CategoryGrp: 69 - LAB ANALYSIS:	6,985.10	4,000.00	-2,985.10	73,638.77	76,000.00	2,361.23
CategoryGrp: 71 - LEASE PURCHASE						
10-10-7110 AMR SYSTEM	0.00	0.00	0.00	44,992.88	53,237.25	8,244.37
Total CategoryGrp: 71 - LEASE PURCHASE:	0.00	0.00	0.00	44,992.88	53,237.25	8,244.37
CategoryGrp: 73 - MATERIALS & EQUIPMENT						
10-20-7310 MATERIALS	9,731.91	3,700.00	-6,031.91	54,154.51	44,400.00	-9,754.51
10-30-7310 MATERIALS	3,040.53	2,200.00	-840.53	23,084.41	26,400.00	3,315.59
10-40-7310 MATERIALS	0.00	700.00	700.00	2,976.95	8,400.00	5,423.05
10-60-7310 MATERIALS	0.00	200.00	200.00	666.91	2,400.00	1,733.09
Total CategoryGrp: 73 - MATERIALS & EQUIPMENT:	12,772.44	6,800.00	-5,972.44	80,882.78	81,600.00	717.22
CategoryGrp: 75 - OPERATIONS						
10-10-7540 WASTE DISPOSAL & RECYCLING	504.35	950.00	445.65	16,925.61	16,400.00	-525.61
10-20-7520 BULK WATER PURCHASES	14,516.49	12,000.00	-2,516.49	89,745.92	125,550.00	35,804.08
10-20-7521 BULK WATER RESERVE FEES	7,750.00	7,250.00	-500.00	91,000.00	87,000.00	-4,000.00
10-20-7530 TAP EXPENSES	0.00	200.00	200.00	0.00	2,400.00	2,400.00
10-30-7530 TAP EXPENSES	0.00	200.00	200.00	0.00	2,400.00	2,400.00
10-60-7510 BARGE OPERATING & RESERVE FUND	0.00	0.00	0.00	0.00	21,547.00	21,547.00
Total CategoryGrp: 75 - OPERATIONS:	22,770.84	20,600.00	-2,170.84	197,671.53	255,297.00	57,625.47
CategoryGrp: 79 - PERSONNEL						
10-10-7910 TEMPORARY STAFFING	0.00	0.00	0.00	21,922.32	200.00	-21,722.32
10-10-7920 MEETINGS, SCHOOLS, SEMINARS, DUES	0.00	1,400.00	1,400.00	8,052.59	16,800.00	8,747.41
10-10-7930 SAFETY EQUIPMENT & UNIFORMS	1,949.69	975.00	-974.69	11,421.37	11,700.00	278.63
Total CategoryGrp: 79 - PERSONNEL:	1,949.69	2,375.00	425.31	41,396.28	28,700.00	-12,696.28
CategoryGrp: 81 - POSTAGE						
10-10-8110 POSTAGE & SHIPPING	404.60	250.00	-154.60	8,003.04	6,700.00	-1,303.04
Total CategoryGrp: 81 - POSTAGE:	404.60	250.00	-154.60	8,003.04	6,700.00	-1,303.04
CategoryGrp: 83 - PROFESSIONAL & CONTRACTED SERVICES						
10-10-8310 AUDITING & CONSULTING	0.00	0.00	0.00	15,561.83	15,500.00	-61.83
10-10-8340 LEGAL	3,428.50	1,000.00	-2,428.50	21,275.62	12,000.00	-9,275.62
10-20-8320 ENGINEERING	0.00	200.00	200.00	11,170.75	2,400.00	-8,770.75
10-30-8320 ENGINEERING	0.00	300.00	300.00	211.00	3,600.00	3,389.00
10-40-8320 ENGINEERING	0.00	100.00	100.00	0.00	1,200.00	1,200.00
10-50-8330 DRAINAGE PLAN REVIEW	0.00	1,100.00	1,100.00	875.00	13,200.00	12,325.00

Monthly Budget Report

	September Activity	September Budget	Variance	YTD Activity	YTD Budget	Variance
10-50-8331 MS4	437.50	1,500.00	1,062.50	24,078.50	18,000.00	-6,078.50
Total CategoryGrp: 83 - PROFESSIONAL & CONTRACTE	3,866.00	4,200.00	334.00	73,172.70	65,900.00	-7,272.70
CategoryGrp: 85 - REPAIRS & MAINTENANCE						
10-20-8510 REPAIRS & MAINTENANCE	7,771.84	15,900.00	8,128.16	73,200.68	59,900.00	-13,300.68
10-30-8510 REPAIRS & MAINTENANCE	9,951.07	3,200.00	6,751.07	42,623.95	68,200.00	25,576.05
10-40-8510 REPAIRS & MAINTENANCE	1,580.00	1,600.00	20.00	29,388.52	19,200.00	-10,188.52
10-60-8510 REPAIRS & MAINTENANCE	0.00	900.00	900.00	12,040.66	10,800.00	-1,240.66
Total CategoryGrp: 85 - REPAIRS & MAINTENANCE:	19,302.91	21,600.00	2,297.09	157,253.81	158,100.00	846.19
CategoryGrp: 87 - SLUDGE HAULING						
10-20-8710 SLUDGE HAULING	0.00	0.00	0.00	1,561.27	0.00	-1,561.27
10-30-8710 SLUDGE HAULING	2,259.29	2,500.00	240.71	20,444.47	30,000.00	9,555.53
Total CategoryGrp: 87 - SLUDGE HAULING:	2,259.29	2,500.00	240.71	22,005.74	30,000.00	7,994.26
CategoryGrp: 89 - UTILITIES						
10-20-8910 ELECTRIC	4,542.42	4,000.00	-542.42	46,965.08	39,600.00	-7,365.08
10-30-8910 ELECTRIC	4,648.20	4,500.00	-148.20	56,972.25	54,600.00	-2,372.25
10-40-8910 ELECTRIC	1,153.54	2,500.00	1,346.46	19,404.68	22,300.00	2,895.32
10-60-8910 ELECTRIC	7,649.01	6,300.00	-1,349.01	49,772.06	39,700.00	-10,072.06
Total CategoryGrp: 89 - UTILITIES:	17,993.17	17,300.00	-693.17	173,114.07	156,200.00	-16,914.07
CategoryGrp: 97 - MISCELLANEOUS						
10-10-9710 MISCELLANEOUS	0.00	250.00	250.00	1,428.03	3,000.00	1,571.97
10-10-9799 BAD DEBT	0.00	0.00	0.00	111.50	2,500.00	2,388.50
Total CategoryGrp: 97 - MISCELLANEOUS:	0.00	250.00	250.00	1,539.53	5,500.00	3,960.47
CategoryGrp: 99 - TRANSFERS						
10-10-9910 RESERVE TRANSFER	6,000.00	6,000.00	0.00	72,000.00	72,000.00	0.00
10-50-9920 DRAINAGE TRANSFER	5,000.00	5,000.00	0.00	60,000.00	60,000.00	0.00
Total CategoryGrp: 99 - TRANSFERS:	11,000.00	11,000.00	0.00	132,000.00	132,000.00	0.00
Report Total:	304,959.15	277,885.38	-27,073.77	2,687,679.72	2,659,057.19	-28,622.53



Hurst Creek MUD

Bookkeeper's Report - Check Report

By Check Number

Date Range: 09/01/2022 - 09/30/2022

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: OPERATING-PLAINS CAPITAL BANK POOLED CASH							
Payment Type: Regular							
VEN01364 2042744	ORRICK, HERRINGTON & SUTCLIFFE LLP Invoice	09/02/2022	09/02/2022 BOND SERIES 2012 REDEMPTION FEES &	Regular	0.00 0.00	2,500.00 2,500.00	33247
VEN01046 BSW410150 BSW410315 BSW410316	BRENN TAG SOUTHWEST, INC. Invoice Invoice Invoice	09/01/2022 09/01/2022 09/01/2022	09/02/2022 WTP CHEMICALS - COPPER SULFATE/AQU WTP CHEMICALS - AQUACHLOR WWTP CHEMICALS - AQUACHLOR	Regular	0.00 0.00 0.00	10,698.19 3,494.13 3,798.56 3,405.50	33248
VEN01389 INV0002958	CHARLES SCHWAB & CO. INC. Invoice	09/09/2022	09/09/2022 STILES SEP IRA	Regular	0.00 0.00	55.80 55.80	33249
VEN01152 INV0002949	FIDELITY INVESTMENTS Invoice	09/09/2022	09/09/2022 EARL'S SEP IRA	Regular	0.00 0.00	774.77 774.77	33250
VEN01153 INV0002953	FIDELITY INVESTMENTS* Invoice	09/09/2022	09/09/2022 KEVIN'S SEP IRA	Regular	0.00 0.00	344.12 344.12	33251
VEN01314 INV0002951	MERRILL EDGE* Invoice	09/09/2022	09/09/2022 WINGARD'S SEP IRA	Regular	0.00 0.00	37.20 37.20	33252
VEN01361 INV0002959	MERRILL EDGE** Invoice	09/09/2022	09/09/2022 COSKEY'S SEP IRA	Regular	0.00 0.00	37.20 37.20	33253
VEN01309 INV0002960	MERRILL LYNCH Invoice	09/09/2022	09/09/2022 WILSON'S SEP IRA	Regular	0.00 0.00	37.20 37.20	33254
VEN01304 INV0002452 INV0002509 INV0002578 INV0002629 INV0002686 INV0002741 INV0002803 INV0002881 INV0002954	LPL FINANCIAL Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	01/14/2022 02/11/2022 03/11/2022 04/08/2022 05/06/2022 06/03/2022 07/01/2022 08/12/2022 09/09/2022	09/08/2022 MARONEY'S SEP IRA MARONEY'S SEP IRA MARONEY'S SEP IRA MARONEY'S SEP IRA MARONEY'S SEP IRA MARONEY'S SEP IRA MARONEY'S SEP IRA MARONEY'S SEP IRA MARONEY'S SEP IRA	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	204.60 18.60 18.60 18.60 18.60 18.60 18.60 37.20 18.60 37.20	33255
VEN01073 449909 INV0715988	PUMPS OF HOUSTON, INC. Credit Memo Invoice	09/07/2022 09/07/2022	09/09/2022 CREDIT - INV 446909 WASTEWATER PUMP	Regular	0.00 0.00 0.00	5,062.00 -1,010.00 6,072.00	33256
VEN01384 9/13/22 POND W	JAMES C. MYERS Invoice	09/16/2022	09/16/2022 WORK ON THE POND LINER	Regular	0.00 0.00	160.00 160.00	33258
VEN01088 1013611 1013612 1013613 1013614 1013615	STEEGER & BIZZELL ENGINEERING, INC. Invoice Invoice Invoice Invoice Invoice	09/15/2022 09/15/2022 09/15/2022 09/15/2022 09/15/2022	09/16/2022 PROF ENG SVCS RE MS4 PERMITTING FOR PROF SVCS RE: DRAINAGE PROJECTS PROF SVCS ASSOCIATED W/DATA DEVELO PROF SVCS RE STORAGE POND LINER REP PROF SVCS RE DESIGN LAKEWAY INTERCO	Regular	0.00 0.00 0.00 0.00 0.00	11,541.15 437.50 2,411.40 4,494.75 1,235.00 2,962.50	33259
VEN01183 10/1/22-10/1/23	ARTHUR J. GALLAGHER Invoice	09/16/2022	09/16/2022 ACCOUNT CODE# HURSCRE-02 ANNUAL I	Regular	0.00 0.00	40,701.00 40,701.00	33260
VEN01246	CROCKER CRANE RENTALS LP		09/16/2022	Regular	0.00	2,398.44	33261

Bookkeeper's Report - Check Report

Date Range: 09/01/2022 - 09/30/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
IN00014052	Invoice	09/16/2022	CRANE / OPERATOR FOR HUBER INSTALL	0.00	2,398.44	
VEN01348	TEXAS MUTUAL INSURANCE COMPANY	09/16/2022	Regular	0.00	12,103.00	33262
0004566367	Invoice	09/16/2022	ANNUAL WORKERS COMP PREMIUMS 10/	0.00	12,103.00	
VEN01384	JAMES C. MYERS	09/21/2022	Regular	0.00	160.00	33263
INV0002974	Invoice	09/21/2022	WORK AT THE POND 9/20/22	0.00	160.00	
VEN01110	TYLER TECHNOLOGIES, INC.	09/21/2022	Regular	0.00	10,795.06	33264
025-393791	Invoice	09/21/2022	ANNUAL MAINTENANCE FEES	0.00	10,795.06	
VEN01152	FIDELITY INVESTMENTS	09/22/2022	Regular	0.00	774.77	33265
INV0002982	Invoice	09/23/2022	EARL'S SEP IRA	0.00	774.77	
VEN01153	FIDELITY INVESTMENTS*	09/22/2022	Regular	0.00	616.44	33266
INV0002985	Invoice	09/23/2022	KEVIN'S SEP IRA	0.00	616.44	
VEN01280	COMPOUND SECURITY SPECIALISTS	09/22/2022	Regular	0.00	376.59	33267
17229081922	Invoice	09/22/2022	8/19/22 KEYPAD REPLACEMENT AND PRO	0.00	376.59	
VEN01384	JAMES C. MYERS	09/28/2022	Regular	0.00	160.00	33268
9/27/22 WORK	Invoice	09/28/2022	WORK AT THE POND 9/27/22	0.00	160.00	
Total Regular:				0.00	99,537.53	

Bookkeeper's Report - Check Report

Date Range: 09/01/2022 - 09/30/2022

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Payment Type: Virtual Payment							
VEN01022 59775	AQUA-TECH LABORATORIES INC. Invoice	09/01/2022	09/02/2022 WWTP LAB ANALYSIS - JULY	Virtual Payment	0.00 0.00	1,926.25 1,926.25	APA000589
VEN01031 INV0002924	AT&T Invoice	09/01/2022	09/02/2022 ACCT# 512 A55-0754 614 3 (CALL BOXES)	Virtual Payment	0.00 0.00	286.14 286.14	APA000590
VEN01052 0166004-IN	CAVENDER'S Invoice	08/29/2022	09/02/2022 UNIFORMS - BOOTS - J PENDLETON	Virtual Payment	0.00 0.00	206.99 206.99	APA000591
VEN01102 0276289082722	CHARTER COMMUNICATIONS Invoice	09/01/2022	09/02/2022 TOWER MONTHLY INTERNET ACCT# 8260	Virtual Payment	0.00 0.00	149.88 149.88	APA000592
VEN01060 5122409689	CINTAS CORP. Invoice	08/29/2022	09/02/2022 FIRST AIDE CABINET SUPPLIES OFFICE &	Virtual Payment	0.00 0.00	499.24 499.24	APA000593
VEN01390 92348407	CITRIX SYSTEMS INC. Invoice	09/01/2022	09/02/2022 CUSTMR# I8899376 ANNUAL CSS RENE	Virtual Payment	0.00 0.00	2,078.00 2,078.00	APA000594
VEN01391 GNSJ1741	GOLDMAN ELECTRIC MOTORS Invoice	08/31/2022	09/02/2022 GRINDER PUMP	Virtual Payment	0.00 0.00	4,135.00 4,135.00	APA000595
VEN01130 9428626908 9430743188	GRAINGER Invoice Invoice	08/31/2022 09/01/2022	09/02/2022 WEATHERPROOF COVER LATCH KITS	Virtual Payment	0.00 0.00 0.00	106.16 5.22 100.94	APA000596
VEN01015 1705 1720	I.O. INSPECTIONS INC. Invoice Invoice	09/01/2022 09/01/2022	09/02/2022 PLUMBING INSPECTIONS - JUNE 2022 PLUMBING INSPECTIONS - JULY 2022	Virtual Payment	0.00 0.00 0.00	350.00 250.00 100.00	APA000597
VEN01039 97533736	LLOYD GOSSELINK ROCHELLE & TOWNSEND, P. Invoice	09/01/2022	09/02/2022 GENERAL COUNSEL	Virtual Payment	0.00 0.00	3,428.50 3,428.50	APA000598
VEN01068 5897	PENDLETON EXCAVATION, LLC. Invoice	08/31/2022	09/02/2022 REPAIR DAMAGED ASPHALT PAVEMENT A	Virtual Payment	0.00 0.00	4,625.00 4,625.00	APA000599
VEN01114 095210	USA BLUE BOOK Invoice	08/31/2022	09/02/2022 WIRE MESH ELEMENT 81-200 UNIVERSAL	Virtual Payment	0.00 0.00	590.25 590.25	APA000600
VEN01115 9914221972	VERIZON WIRELESS Invoice	09/01/2022	09/02/2022 WIRELESS SERVICE FOR CELLS, TABLETS, L	Virtual Payment	0.00 0.00	785.89 785.89	APA000601
VEN01122 ZF 2022-HC11	ZANE FURR Invoice	08/29/2022	09/02/2022 MOW EFFLUENT POND	Virtual Payment	0.00 0.00	550.00 550.00	APA000602
VEN01036 14050378	AUTOMATIONDIRECT.COM,INC Invoice	09/07/2022	09/09/2022 QUABBIN INSTRUMENTATION CABLE - 1,0	Virtual Payment	0.00 0.00	850.00 850.00	APA000603
VEN01102 0057675090122	CHARTER COMMUNICATIONS Invoice	09/07/2022	09/09/2022 OFFICE MONTHLY INTERNET ACCT# 8260	Virtual Payment	0.00 0.00	360.99 360.99	APA000604
VEN01061 944118193310	CITY OF AUSTIN Invoice	09/07/2022	09/09/2022 WWTP ELECTRIC -ACCT# 944880000	Virtual Payment	0.00 0.00	4,454.15 4,454.15	APA000605
VEN01072 CM0000069 R430745 R457337 R457488 R457507 R457613	CORE & MAIN LP Credit Memo Invoice Invoice Invoice Invoice Invoice	09/07/2022 09/07/2022 09/07/2022 09/07/2022 09/07/2022 09/07/2022	09/09/2022 CREDIT - INVOICE Q654209 TUBING/TEES/COUPLINGS/CONNECTIONS COUPLINGS/INSERTS/MECHANICAL JOINT 1" COUPLING GRIP JOINTS 4.8 TO 5.1 IN COUPLINGS 1" AMG WATER METER KEYS	Virtual Payment	0.00 0.00 0.00 0.00 0.00 0.00	2,853.93 -192.48 999.50 373.74 617.40 250.67 805.10	APA000606
VEN01126 CW78339	GCS TECHNOLOGIES, INC. Invoice	09/07/2022	09/09/2022 NETWORKING / IT BILLINGS	Virtual Payment	0.00 0.00	2,212.50 2,212.50	APA000607
VEN01130	GRAINGER		09/09/2022	Virtual Payment	0.00	1,427.79	APA000608

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
9424147982	Invoice	09/07/2022	DATA CABLE & DRUM PUMPS	0.00	1,093.29	
9431830158	Invoice	09/07/2022	BULKHEAD FITTING	0.00	239.34	
9437620780	Invoice	09/08/2022	HUBS - METAL CONDUIT FITTINGS	0.00	95.16	
VEN01033	LAWN N' HOUSE	09/09/2022	Virtual Payment	0.00	1,580.00	APA000609
258122	Invoice	09/07/2022	MOW GROUNDS / CLEAN OFFICES	0.00	1,580.00	
VEN01028	LOWER COLORADO RIVER AUTHORITY	09/09/2022	Virtual Payment	0.00	583.00	APA000610
LAB-0059945	Invoice	09/07/2022	WTP LAB ANALYSIS	0.00	583.00	
VEN01064	PEDERNALES ELECTRIC COMPANY, INC.	09/09/2022	Virtual Payment	0.00	4,775.07	APA000611
INV0002934	Invoice	09/07/2022	WTP ACCT# 3000193689	0.00	4,221.61	
INV0002935	Invoice	09/07/2022	CONFERENCE ROOM ACCT# 3001456244	0.00	170.56	
INV0002936	Invoice	09/07/2022	BACKWASH RECOVERY ACCT# 300110868	0.00	110.76	
INV0002937	Invoice	09/07/2022	PUMP STATION ACCT# 3000313299	0.00	97.78	
INV0002938	Invoice	09/07/2022	SEWER LIFT STATION ACCT# 3000289338	0.00	60.36	
INV0002939	Invoice	09/07/2022	SEWER LIFT STATION ACCT# 3000360171	0.00	60.36	
INV0002940	Invoice	09/07/2022	LIFT STATION ACCT# 3000386758	0.00	53.64	
VEN01104	TRAVIS CENTRAL APPRAISAL DISTRICT	09/09/2022	Virtual Payment	0.00	1,846.65	APA000612
7471	Invoice	09/07/2022	QUARTERLY APPRAISAL FEE	0.00	1,846.65	
VEN01114	USA BLUE BOOK	09/09/2022	Virtual Payment	0.00	791.23	APA000613
095663	Invoice	09/07/2022	BLUE-WHITE TUBING	0.00	746.68	
098607	Invoice	09/07/2022	FULL DISCLOSURE SIGN 14X10 IN SODIUM	0.00	44.55	
VEN01232	VISUAL EDGE IT	09/09/2022	Virtual Payment	0.00	839.46	APA000614
32353295	Invoice	09/07/2022	MONTHLY PRINTER RENTAL AND COPY CH	0.00	839.46	
VEN01118	WASTE CONNECTIONS LONE STAR, INC	09/09/2022	Virtual Payment	0.00	504.35	APA000615
12018403V150	Invoice	09/07/2022	FRONT LOAD TRASH SERVICES FOR WWTP	0.00	504.35	
VEN01036	AUTOMATIONDIRECT.COM, INC	09/16/2022	Virtual Payment	0.00	708.00	APA000616
14103390	Invoice	09/15/2022	VTF SERIES DRIVE OUTPUT FILTER	0.00	708.00	
VEN01081	DELL MARKETING, LP	09/16/2022	Virtual Payment	0.00	1,975.36	APA000617
10612135651	Invoice	09/13/2022	DELL LATITUDE 5531 LAPTOP & POWER C	0.00	1,975.36	
VEN01126	GCS TECHNOLOGIES, INC.	09/16/2022	Virtual Payment	0.00	1,720.80	APA000618
CW78511	Invoice	09/12/2022	VISIO ONLINE / SECURE CLOUD/ 365 SECU	0.00	1,720.80	
VEN01130	GRAINGER	09/16/2022	Virtual Payment	0.00	238.09	APA000619
9440138866	Invoice	09/15/2022	NIPPLE - ALUMINUM PIPE	0.00	23.61	
9440138874	Invoice	09/15/2022	FOAM HAND SOAP FOR RESTROOMS	0.00	43.12	
9443122438	Invoice	09/15/2022	GATE TIMERS (2)	0.00	171.36	
VEN01006	HACH COMPANY	09/16/2022	Virtual Payment	0.00	235.46	APA000620
13232625	Invoice	09/14/2022	WTP LAB ANALYSIS - MONOCHLOR REAGE	0.00	235.46	
VEN01012	HILL COUNTRY SPRINGS	09/16/2022	Virtual Payment	0.00	31.55	APA000621
613196	Invoice	09/09/2022	CASES OF BOTTLED WATER	0.00	31.55	
VEN01030	LAKEWAY MUD - BARGE FUND	09/16/2022	Virtual Payment	0.00	7,649.01	APA000622
2629AUG	Invoice	09/14/2022	PEC BARGE ELECTRIC 7/24-8/23 USAGE	0.00	7,649.01	
VEN01050	MERRIGAN ELECTRIC, LLC.	09/16/2022	Virtual Payment	0.00	415.00	APA000623
0223358-22	Invoice	09/09/2022	ALLEN BRADLEY INTERCONNECT CABLE	0.00	415.00	
VEN01063	OFFICE DEPOT BUSINESS CREDIT	09/16/2022	Virtual Payment	0.00	1,167.15	APA000624
260063152001	Invoice	09/13/2022	PAPER, LYSOL SPRAY	0.00	129.96	
260908803001	Invoice	09/13/2022	ENVELOPES	0.00	24.95	
260909773001	Invoice	09/13/2022	TONER, POST IT NOTES	0.00	191.37	
260909774001	Invoice	09/13/2022	MESH BLACK FILER	0.00	9.75	
260920819001	Invoice	09/13/2022	(FOR VILLAGE) FILE SORTER, PENS	0.00	48.78	
261234512001	Invoice	09/13/2022	(FOR VILLAGE) KEURIG MACHINE, K CUPS	0.00	155.92	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
261491856001	Invoice	09/13/2022	FILE FOLDERS, PAPER CLIPS, LETTER OPEN	0.00	61.97	
262792225001	Invoice	09/13/2022	TONER 4 PACK-BETHS OFFICE	0.00	417.56	
262938285001	Invoice	09/13/2022	YELLOW TONER	0.00	126.89	
VEN01186	PURVIS INDUSTRIES, LTD.	09/16/2022	Virtual Payment	0.00	400.27	APA000625
31012061	Invoice	09/09/2022	TIRE COUPLING ELEMENTS	0.00	400.27	
VEN01080	RENT EQUIP, LLC.	09/16/2022	Virtual Payment	0.00	161.55	APA000626
855244-2	Invoice	09/15/2022	TRAILER RENTAL X 3 DAYS	0.00	161.55	
VEN01083	SHERIDAN ENVIRONMENTAL LLC	09/16/2022	Virtual Payment	0.00	2,259.29	APA000627
17201299	Invoice	09/09/2022	WWTP SLUDGE HAUL AND DISPOSAL	0.00	2,259.29	
VEN01113	UPS	09/16/2022	Virtual Payment	0.00	12.94	APA000628
00001Y788R362	Invoice	09/09/2022	SHIPPING / RETURN	0.00	12.94	
VEN01114	USA BLUE BOOK	09/16/2022	Virtual Payment	0.00	560.83	APA000629
103035	Invoice	09/15/2022	WWTP MATERIALS - COREPROS & DIPPER	0.00	405.47	
106050	Invoice	09/15/2022	WIRE MESH ELEMENT	0.00	155.36	
VEN01115	VERIZON WIRELESS	09/16/2022	Virtual Payment	0.00	100.00	APA000630
9914784249	Invoice	09/13/2022	M2M SERVICES	0.00	100.00	
VEN01122	ZANE FURR	09/16/2022	Virtual Payment	0.00	550.00	APA000631
ZF 2022-HC12	Invoice	09/09/2022	MOW EFFLUENT POND	0.00	550.00	
VEN01020	AMAZON	09/22/2022	Virtual Payment	0.00	2,145.37	APA000632
433886966478	Invoice	09/19/2022	THERMAL LAMINATING SHEETS	0.00	24.99	
439749963684	Invoice	09/19/2022	LAMINATING SHEETS	0.00	13.56	
439938663486	Invoice	09/19/2022	BOUNTY QUICK SIZE PAPER TOWELS SUBS	0.00	38.74	
457863477538	Invoice	09/19/2022	JACKET AND VEST FOR KURT	0.00	63.74	
465978374888	Invoice	09/19/2022	BOOTS FOR KEVIN	0.00	204.95	
467863749839	Invoice	09/19/2022	DIXIE OFFICE CUPS 12OZ	0.00	82.38	
549435595544	Invoice	09/19/2022	PANTS FOR STACEY	0.00	39.99	
558769844976	Invoice	09/19/2022	MATERIALS	0.00	19.36	
565966856947	Invoice	09/19/2022	SHIRTS FOR BLAKE	0.00	264.80	
645757486855	Invoice	09/19/2022	HILLMAN GROUP TOGGLE	0.00	18.99	
657539843995	Invoice	09/19/2022	SHIRTS FOR KURT	0.00	173.35	
678448897453	Invoice	09/19/2022	BLAKE SHIRTS AND PANTS	0.00	480.59	
764839759739	Invoice	09/19/2022	KEVIN SHORTS, SHIRTS LONG SLEEVE AND	0.00	256.23	
765969344984	Invoice	09/19/2022	AUDIT TUB CONTAINERS	0.00	89.99	
776785859335	Invoice	09/19/2022	LIQUID TIMER	0.00	78.88	
854858736488	Invoice	09/19/2022	DIVIDERS FOR FILING CABINET	0.00	49.18	
934557597536	Invoice	09/19/2022	BRADY AUTHENTIC WTP MATERIALS	0.00	96.06	
954944599945	Invoice	09/19/2022	BOUNTY PAPER TOWELS SUBSCRIPTION	0.00	39.52	
969473473895	Invoice	09/19/2022	MOUNTING TAPE, HOUSEWARE CLEANER	0.00	32.04	
984679557955	Invoice	09/19/2022	VEST AND JACKET FOR KURT	0.00	77.28	
985689695996	Invoice	09/19/2022	SCOTCH LAMINATING SHEETS - THERMAL	0.00	19.74	
997586489478	Credit Memo	09/19/2022	AMAZON REFUND FOR WWTP MATERIAL	0.00	-18.99	
VEN01046	BRENNTAG SOUTHWEST, INC.	09/22/2022	Virtual Payment	0.00	8,554.94	APA000633
BSW414538	Invoice	09/21/2022	WWTP CHEMICALS - ALUMINUM SULFATE	0.00	2,137.00	
BSW414539	Invoice	09/21/2022	WWTP CHEMICALS - AQUACHLOR 10%	0.00	2,881.42	
BSW414540	Invoice	09/21/2022	WTP CHEMICALS - AQUACHLOR 10%	0.00	3,536.52	
VEN01061	CITY OF AUSTIN	09/22/2022	Virtual Payment	0.00	1,114.94	APA000634
027891520674	Invoice	09/19/2022	POND VALVE ELECTRIC- ACCT# 02703000	0.00	25.32	
391791088766	Invoice	09/19/2022	POND ELECTRIC- ACCT# 3910300000	0.00	1,030.44	
805521693117	Invoice	09/19/2022	IRRIGATION ELECTRIC - ACCT# 805973000	0.00	19.69	
927946278926	Invoice	09/19/2022	ELEVATED TOWER ELECTRIC - ACCT# 9279	0.00	39.49	
VEN01126	GCS TECHNOLOGIES, INC.	09/22/2022	Virtual Payment	0.00	300.00	APA000635
CW78710	Invoice	09/19/2022	NETWORKING / IT BILLINGS	0.00	300.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
VEN01130	GRAINGER	09/22/2022	Virtual Payment	0.00	468.65	APA000636
9450831319	Invoice	09/21/2022	WWTP - HUBER SUPPLIES	0.00	47.75	
9450839130	Invoice	09/21/2022	WEATHERPROOF BOX/RELAY SOCKET	0.00	189.96	
9451271572	Invoice	09/21/2022	WEATHERPROOF BOXES	0.00	75.88	
9451573910	Invoice	09/21/2022	WTP MATERIALS - WEATHERPROOF COVE	0.00	90.59	
9452109573	Invoice	09/22/2022	RING TERMINALS (25 PK)	0.00	21.89	
9453393515	Invoice	09/22/2022	GEN PURPOSE RELAYS	0.00	42.58	
VEN01006	HACH COMPANY	09/22/2022	Virtual Payment	0.00	1,812.14	APA000637
13236192	Invoice	09/19/2022	WTP LAB ANALYSIS FREE CHLORINE RGT P	0.00	57.10	
13238063	Invoice	09/19/2022	PORTABLE TURBIDIMETER	0.00	1,755.04	
VEN01393	HARTWELL ENVIRONMENTAL CORP.	09/22/2022	Virtual Payment	0.00	425.60	APA000638
22-245	Invoice	09/22/2022	PRESSURE LEAD ASSEMBLY	0.00	425.60	
VEN01167	HOLT CAT	09/22/2022	Virtual Payment	0.00	5,376.49	APA000639
WIM60033087	Invoice	09/21/2022	DISASSEMBLE/REMOVE/INSTALL CYLINDE	0.00	5,376.49	
VEN01163	JUSTICE PEST SERVICE, LLC.	09/22/2022	Virtual Payment	0.00	170.00	APA000640
163299	Invoice	09/21/2022	PEST CONTROL SERVICES - COMM	0.00	154.00	
163302	Invoice	09/21/2022	PEST CONTROL SERVICES - RODENT	0.00	16.00	
VEN01048	MCCOY CORPORATION	09/22/2022	Virtual Payment	0.00	39.28	APA000641
7493365	Invoice	09/19/2022	HEAVY DUTY CONTRACTOR BAGS / FILE SE	0.00	39.28	
VEN01070	POSTNET TX144	09/22/2022	Virtual Payment	0.00	30.00	APA000642
540427	Invoice	09/21/2022	PRIORITY MAIL - INSURANCE	0.00	30.00	
VEN01075	PURE WATER PRODUCTS, LLC.	09/22/2022	Virtual Payment	0.00	123.00	APA000643
134642	Invoice	09/19/2022	CARBON BLACK CARTRIDGE / DEIONIZATIO	0.00	123.00	
VEN01315	STITCH GALLERY	09/22/2022	Virtual Payment	0.00	100.19	APA000644
101009	Invoice	09/19/2022	EMBROIDERY FOR KEVIN / BLAKES SHIRT	0.00	100.19	
VEN01113	UPS	09/22/2022	Virtual Payment	0.00	261.66	APA000645
00001Y788R372	Invoice	09/19/2022	SHIPPING / RETURN -METRON METERS	0.00	261.66	
VEN01270	AMERICAN BOLT COMPANY	09/30/2022	Virtual Payment	0.00	106.91	APA000646
5469890	Invoice	09/28/2022	TOOLS	0.00	106.91	
VEN01022	AQUA-TECH LABORATORIES INC.	09/30/2022	Virtual Payment	0.00	2,305.25	APA000647
60302	Invoice	09/27/2022	WWTP LAB ANALYSIS - AUGUST 2022	0.00	2,305.25	
VEN01031	AT&T	09/30/2022	Virtual Payment	0.00	287.86	APA000648
INV0002993	Invoice	09/28/2022	ACCT# 512 A55-0754 614 3 (CALL BOXES)	0.00	287.86	
VEN01060	CINTAS CORP.	09/30/2022	Virtual Payment	0.00	288.57	APA000649
5125883197	Invoice	09/27/2022	FIRST AIDE CABINET SUPPLIES- OFFICE &	0.00	288.57	
VEN01394	DNA CHEM INC.	09/30/2022	Virtual Payment	0.00	1,056.00	APA000650
1150	Invoice	09/27/2022	PUMP REPAIRS - WWTP	0.00	1,056.00	
VEN01381	FORTRESS LOCK, SAFE, & SECURITY, LLC.	09/30/2022	Virtual Payment	0.00	2,707.00	APA000651
18245	Invoice	09/27/2022	DOOR REPAIRS	0.00	2,707.00	
VEN01130	GRAINGER	09/30/2022	Virtual Payment	0.00	345.55	APA000652
9453634868	Invoice	09/27/2022	GEN PURPOSE RELAYS	0.00	42.58	
9453661127	Invoice	09/27/2022	GEN PURPOSE RELAYS	0.00	42.58	
9453676737	Invoice	09/27/2022	GEN PURPOSE RELAYS	0.00	42.58	
9457859172	Invoice	09/27/2022	DRILL SCREWS	0.00	8.80	
9459387511	Invoice	09/28/2022	TOOLS - ROUND FILE AND HAND FILE	0.00	12.49	
9459387537	Invoice	09/28/2022	TIMERS	0.00	84.76	
9461594260	Invoice	09/30/2022	PVC BALL VALVES	0.00	77.26	
9462214165	Invoice	09/30/2022	SNAP SWITCH HINGE LEVERS FOR FRONT	0.00	34.50	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
VEN01010	HASTINGS COMMUNICATION SERVICES, INC.	09/30/2022	Virtual Payment	0.00	407.90	APA000653
H0932710012022	Invoice	09/27/2022	24 HR ANSWERING SERVICES	0.00	407.90	
VEN01015	I.O. INSPECTIONS INC.	09/30/2022	Virtual Payment	0.00	100.00	APA000654
1739	Invoice	09/29/2022	PLUMBING INSPECTIONS - AUGUST 2022	0.00	100.00	
VEN01318	MACAULAY CONTROLS COMPANY	09/30/2022	Virtual Payment	0.00	771.90	APA000655
23013	Invoice	09/28/2022	CHEM FEED PARTS - BLUE-WHITE M2 ROL	0.00	771.90	
VEN01048	MCCOY CORPORATION	09/30/2022	Virtual Payment	0.00	16.64	APA000656
7493909	Invoice	09/27/2022	SPRAY ADHESIVE & GORILLA SUPER GLUE	0.00	16.64	
VEN01343	MERCER GASKET & SHIM	09/30/2022	Virtual Payment	0.00	132.07	APA000657
79324	Invoice	09/28/2022	PARTS FOR BACKWASH RECOVERY	0.00	132.07	
VEN01051	METRON-FARNIER, LLC.	09/30/2022	Virtual Payment	0.00	450.00	APA000658
36147	Invoice	09/27/2022	VERIZON SERVICES FOR METERS	0.00	450.00	
VEN01076	RADWELL INTERNATIONAL, INC.	09/30/2022	Virtual Payment	0.00	705.00	APA000659
33036732	Invoice	09/28/2022	ALLEN BRADLEY MODULE - SCADA	0.00	705.00	
VEN01397	VALVE DIRECTION, LLC.	09/30/2022	Virtual Payment	0.00	1,949.00	APA000660
2264	Invoice	09/27/2022	8" RUBBER FLAPPER CHECK VALVE	0.00	1,949.00	
VEN01117	WASTEWATER TRANSPORT SERVICES LLC	09/30/2022	Virtual Payment	0.00	3,608.39	APA000661
11119553	Invoice	09/27/2022	CLEAN WWTP LIFT STATION (2400 LAKEW	0.00	3,608.39	
VEN01122	ZANE FURR	09/30/2022	Virtual Payment	0.00	550.00	APA000662
ZF 2022-HC13	Invoice	09/27/2022	MOW EFFLUENT POND	0.00	550.00	
Total Virtual Payment:				0.00	97,692.02	

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Vendor Number Payable # Payment Type: Bank Draft	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
VEN01026 7/5/22 TO 8/3/22	L.C.R.A. Invoice	09/01/2022	09/01/2022 BULK RAW WATER / RESERVE FEES	Bank Draft	0.00 0.00	22,266.49 22,266.49	DFT0001867
VEN01014 65316215925	HOME DEPOT INC. Invoice	09/02/2022	09/02/2022 4' LADDER / DISH SOAP	Bank Draft	0.00 0.00	80.94 80.94	DFT0001868
VEN01166 AUGUST 2022 TR	VILLAGE OF THE HILLS Invoice	09/02/2022	09/02/2022 MONTHLY TRASH REVENUE PAID TO VOH	Bank Draft	0.00 0.00	11,435.08 11,435.08	DFT0001869
VEN01340 DM0000138	GLOBAL PAYMENTS DIRECT, INC. Debit Memo	09/02/2022	09/02/2022 OTC (**300) MONTHLY CC PROCESSING F	Bank Draft	0.00 0.00	448.36 448.36	DFT0001870
VEN01340 DM0000139	GLOBAL PAYMENTS DIRECT, INC. Debit Memo	09/02/2022	09/02/2022 WEB (**299) MONTHLY CC PROCESSING	Bank Draft	0.00 0.00	878.94 878.94	DFT0001871
VEN01369 INV0002932	AMAZON WEB SERVICES, INC. Invoice	09/07/2022	09/07/2022 MONTHLY EMAIL SERVICES FOR TYLER FO	Bank Draft	0.00 0.00	0.71 0.71	DFT0001872
VEN01014 65316192942	HOME DEPOT INC. Invoice	09/07/2022	09/06/2022 GLOSS SPRAY PAINT, RUST REFORMER	Bank Draft	0.00 0.00	42.40 42.40	DFT0001873
VEN01372 INV0002945	EDWARD JONES ---- Invoice	09/09/2022	09/09/2022 ANGELA'S SEP IRA	Bank Draft	0.00 0.00	192.54 192.54	DFT0001874
VEN01158 INV0002946	EDWARD JONES**** Invoice	09/09/2022	09/09/2022 ALMA'S SEP IRA	Bank Draft	0.00 0.00	201.33 201.33	DFT0001875
VEN01292 INV0002947	EDWARD JONES- Invoice	09/09/2022	09/09/2022 BLAKE'S SEP IRA	Bank Draft	0.00 0.00	403.52 403.52	DFT0001876
VEN01156 INV0002948	EDWARD JONES** Invoice	09/09/2022	09/09/2022 BETH'S SEP IRA	Bank Draft	0.00 0.00	311.94 311.94	DFT0001877
VEN01159 INV0002950	EDWARD JONES***** Invoice	09/09/2022	09/09/2022 JAKE'S SEP IRA	Bank Draft	0.00 0.00	406.18 406.18	DFT0001878
VEN01162 INV0002952	EDWARD JONES***** Invoice	09/09/2022	09/09/2022 KURT'S SEP IRA	Bank Draft	0.00 0.00	538.48 538.48	DFT0001879
VEN01353 INV0002955	EDWARD JONES--- Invoice	09/09/2022	09/09/2022 SONJA'S SEP IRA	Bank Draft	0.00 0.00	291.24 291.24	DFT0001880
VEN01308 INV0002956	TD AMERITRADE Invoice	09/09/2022	09/09/2022 STACEY'S SEP IRA	Bank Draft	0.00 0.00	544.73 544.73	DFT0001881
VEN01237 INV0002957	EDWARD JONES***** Invoice	09/09/2022	09/09/2022 THOMAS'S SEP IRA	Bank Draft	0.00 0.00	184.87 184.87	DFT0001882
VEN01138 INV0002964	EFTPS Invoice	09/09/2022	09/09/2022 MEDICARE	Bank Draft	0.00 0.00	962.62 962.62	DFT0001883
VEN01138 INV0002966	EFTPS Invoice	09/09/2022	09/09/2022 FEDERAL WITHHOLDING	Bank Draft	0.00 0.00	2,803.21 2,803.21	DFT0001884
VEN01306 INV0002967	ULTRAEDIT.COM Invoice	09/09/2022	09/09/2022 3 YEAR ANNUAL SOFTWARE FOR CLOUD	Bank Draft	0.00 0.00	323.87 323.87	DFT0001885
VEN01058 DM0000140	NEOPOST USA INC. Debit Memo	09/12/2022	09/12/2022 POSTAGE REFILL 9/9/22	Bank Draft	0.00 0.00	100.00 100.00	DFT0001886
VEN01392 INV0002969	HIGH PERFORMANCE ALLOYS, INC. Invoice	09/12/2022	09/10/2022 RUST FREE METAL RODS FOR BLEACH TAN	Bank Draft	0.00 0.00	318.66 318.66	DFT0001887
VEN01069 DM0000141	PLAINSCAPITAL BANK Debit Memo	09/12/2022	09/15/2022 BANK FEES (HIGHER BALANCE IN TEXPOO	Bank Draft	0.00 0.00	63.29 63.29	DFT0001888

Bookkeeper's Report - Check Report

Date Range: 09/01/2022 - 09/30/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
VEN01102	CHARTER COMMUNICATIONS	09/12/2022	Bank Draft	0.00	148.12	DFT0001889
0278483083122	Invoice	09/12/2022	WWTP MONTHLY INTERNET ACCT# 82601	0.00	148.12	
VEN01365	NEXTIVA, INC.	09/13/2022	Bank Draft	0.00	409.28	DFT0001890
DM0000142	Debit Memo	09/13/2022	MONTHLY PURCHASE PLAN FOR PHONE S	0.00	409.28	
VEN01258	TCDRS	09/15/2022	Bank Draft	0.00	9,832.17	DFT0001891
AUGUST 2022 E	Invoice	08/31/2022	TCDRS MONTHLY EMPLOYER DEP AUGUST	0.00	5,981.45	
INV0002888	Invoice	08/12/2022	TCDRS RETIREMENT	0.00	1,948.65	
INV0002917	Invoice	08/26/2022	TCDRS RETIREMENT	0.00	1,902.07	
VEN01035	LAKEWAY TEXACO	09/16/2022	Bank Draft	0.00	12.99	DFT0001892
INV0002970	Invoice	09/16/2022	GASOLINE FOR GENERATOR 3.8 GALLONS	0.00	12.99	
VEN01035	LAKEWAY TEXACO	09/16/2022	Bank Draft	0.00	175.00	DFT0001893
INV0002971	Invoice	09/19/2022	DIESEL FOR THE BACKHOE & CANS	0.00	175.00	
VEN01035	LAKEWAY TEXACO	09/16/2022	Bank Draft	0.00	41.65	DFT0001894
INV0002972	Invoice	09/19/2022	DIESEL FOR BACKHOE & CANS- REMAIND	0.00	41.65	
VEN01372	EDWARD JONES ----	09/23/2022	Bank Draft	0.00	192.64	DFT0001895
INV0002978	Invoice	09/23/2022	ANGELA'S SEP IRA	0.00	192.64	
VEN01158	EDWARD JONES****	09/23/2022	Bank Draft	0.00	211.71	DFT0001896
INV0002979	Invoice	09/23/2022	ALMA'S SEP IRA	0.00	211.71	
VEN01292	EDWARD JONES-	09/23/2022	Bank Draft	0.00	315.42	DFT0001897
INV0002980	Invoice	09/23/2022	BLAKE'S SEP IRA	0.00	315.42	
VEN01156	EDWARD JONES**	09/23/2022	Bank Draft	0.00	303.48	DFT0001898
INV0002981	Invoice	09/23/2022	BETH'S SEP IRA	0.00	303.48	
VEN01159	EDWARD JONES*****	09/23/2022	Bank Draft	0.00	343.53	DFT0001899
INV0002983	Invoice	09/23/2022	JAKE'S SEP IRA	0.00	343.53	
VEN01162	EDWARD JONES*****	09/23/2022	Bank Draft	0.00	538.48	DFT0001900
INV0002984	Invoice	09/23/2022	KURT'S SEP IRA	0.00	538.48	
VEN01353	EDWARD JONES---	09/23/2022	Bank Draft	0.00	296.14	DFT0001901
INV0002986	Invoice	09/23/2022	SONJA'S SEP IRA	0.00	296.14	
VEN01308	TD AMERITRADE	09/23/2022	Bank Draft	0.00	544.73	DFT0001902
INV0002987	Invoice	09/23/2022	STACEY'S SEP IRA	0.00	544.73	
VEN01237	EDWARD JONES*****	09/23/2022	Bank Draft	0.00	193.80	DFT0001903
INV0002988	Invoice	09/23/2022	THOMAS'S SEP IRA	0.00	193.80	
VEN01138	EFTPS	09/23/2022	Bank Draft	0.00	946.90	DFT0001904
INV0002991	Invoice	09/23/2022	MEDICARE	0.00	946.90	
VEN01138	EFTPS	09/23/2022	Bank Draft	0.00	3,036.09	DFT0001905
INV0002992	Invoice	09/23/2022	FEDERAL WITHHOLDING	0.00	3,036.09	
VEN01136	TML HEALTH	09/27/2022	Bank Draft	0.00	15,640.04	DFT0001906
CM0000072	Credit Memo	09/27/2022	CREDIT ADJUSTMENT FOR OCTOBER 2022	0.00	180.15	
INV0002868	Invoice	08/12/2022	DENTAL INSURANCE	0.00	346.50	
INV0002869	Invoice	08/12/2022	FLEX SPENDING	0.00	289.17	
INV0002870	Invoice	08/12/2022	FLEX CARD FEE	0.00	22.20	
INV0002871	Invoice	08/12/2022	HEALTH INSURANCE	0.00	6,976.43	
INV0002887	Invoice	08/12/2022	LIFE INSURANCE	0.00	410.34	
INV0002889	Invoice	08/12/2022	VISION INSURANCE	0.00	81.75	
INV0002903	Invoice	08/26/2022	DENTAL INSURANCE	0.00	346.50	
INV0002904	Invoice	08/26/2022	FLEX SPENDING	0.00	289.15	
INV0002905	Invoice	08/26/2022	HEALTH INSURANCE	0.00	6,976.43	

Bookkeeper's Report - Check Report

Date Range: 09/01/2022 - 09/30/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0002918	Invoice	08/26/2022	VISION INSURANCE	0.00	81.72	
Total Bank Draft:				0.00	75,981.57	

Bank Code OPERATING Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	36	21	0.00	99,537.53
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	52	40	0.00	75,981.57
EFT's	0	0	0.00	0.00
Virtual Payments	141	74	0.00	97,692.02
	229	135	0.00	273,211.12



Hurst Creek MUD

Bookkeeper's Report- Payroll Transactions

By Payment Number

Date: 9/1/2022 - 9/30/2022

Payroll Set: 01 - HURST CREEK MUD

Payment Number	Payment Date	Payment Type	Employee Number	Employee Name	Check Amount	Direct Deposit Amount	Total Payment
1438	09/09/2022	Regular	EMP00002	CACCAMISI, BETHANY JO	0.00	1,729.17	1,729.17
1439	09/09/2022	Regular	EMP00028	COSKEY, WILLIAM A.	0.00	295.65	295.65
1440	09/09/2022	Regular	EMP00027	DE LA FUENTE, SONJA	0.00	1,683.35	1,683.35
1441	09/09/2022	Regular	EMP00029	DIMSDLE, ANGELA E	0.00	1,390.73	1,390.73
1442	09/09/2022	Regular	EMP00017	MARONEY, MIKE	0.00	295.65	295.65
1443	09/09/2022	Regular	EMP00010	SMITH, WILSON	0.00	295.65	295.65
1444	09/09/2022	Regular	EMP00030	STILES, JAMES T	0.00	443.47	443.47
1445	09/09/2022	Regular	EMP00011	WINGARD, JAMES	0.00	295.65	295.65
1446	09/09/2022	Regular	EMP00007	WOOD, ALMA ROSA	0.00	1,415.18	1,415.18
1447	09/09/2022	Regular	EMP00001	WOOD, EARL WAYNE	0.00	4,722.64	4,722.64
1448	09/09/2022	Regular	EMP00013	PENDLETON, JACOB BOWIE	0.00	2,595.96	2,595.96
1449	09/09/2022	Regular	EMP00025	BLATCHLEY, BLAKE A	0.00	2,613.77	2,613.77
1450	09/09/2022	Regular	EMP00023	CARRUTHERS III, THOMAS JOHN	0.00	1,358.06	1,358.06
1451	09/09/2022	Regular	EMP00008	JOHNSON, STACEY	0.00	3,377.16	3,377.16
1452	09/09/2022	Regular	EMP00006	PENDLETON, KURT BARTON	0.00	3,338.07	3,338.07
1453	09/09/2022	Regular	EMP00015	SPONSELLER, KEVIN ARTHUR	0.00	2,118.32	2,118.32
1454	09/23/2022	Regular	EMP00002	CACCAMISI, BETHANY JO	0.00	1,673.71	1,673.71
1455	09/23/2022	Regular	EMP00027	DE LA FUENTE, SONJA	0.00	1,715.45	1,715.45
1456	09/23/2022	Regular	EMP00029	DIMSDLE, ANGELA E	0.00	1,391.36	1,391.36
1457	09/23/2022	Regular	EMP00007	WOOD, ALMA ROSA	0.00	1,483.21	1,483.21
1458	09/23/2022	Regular	EMP00001	WOOD, EARL WAYNE	0.00	4,722.65	4,722.65
1459	09/23/2022	Regular	EMP00013	PENDLETON, JACOB BOWIE	0.00	2,232.87	2,232.87
1460	09/23/2022	Regular	EMP00025	BLATCHLEY, BLAKE A	0.00	2,103.15	2,103.15
1461	09/23/2022	Regular	EMP00023	CARRUTHERS III, THOMAS JOHN	0.00	1,420.36	1,420.36
1462	09/23/2022	Regular	EMP00008	JOHNSON, STACEY	0.00	3,377.16	3,377.16
1463	09/23/2022	Regular	EMP00006	PENDLETON, KURT BARTON	0.00	3,338.07	3,338.07
1464	09/23/2022	Regular	EMP00015	SPONSELLER, KEVIN ARTHUR	0.00	3,681.47	3,681.47
Total:					0.00	55,107.94	55,107.94



Agenda Item 6



Manager's Operating Report

SEPTEMBER 2022

CONNECTION SUMMARY

SEPTEMBER 2022

	COMPLETED	UNDER CONSTRUCTION
RESIDENTIAL ACCOUNTS		
Single family homes	995	1
Condos & Duplexes	156	
Irrigation	8	
COMMERCIAL ACCOUNTS	48	
Potable	39	
Effluent	6	
Raw	3	
TOTALS:	1207	1

<u>BUILDER NAME</u>	<u>PHASE/LOT</u>	<u>ADDRESS</u>	<u>DATE OF TAP</u>
Albarez Construction	9/744	52 Cottondale Road	6/25/2021

**New connection*

**DEBT SERVICE FUND
SEPTEMBER 2022**

2021 DEBT SERVICE TAX RATE:	\$.0842/\$100 AV
2021 ASSESSED VALUATION	\$575,192,126
2021 DEBT SERVICE LEVY	\$484,312
2021 O&M TAX RATE	\$0.2180/\$100 AV
2021 O&M TAX LEVY	\$1,253,919
2021 TOTAL TAX LEVY	\$1,738,230

2021 TAXES COLLECTED IN SEPTEMBER	\$	-	
2021 TAXES COLLECTED YEAR-TO-DATE	\$	<u>1,714,451.44</u>	98.63%

BOND PAYMENTS:

PAID	3/15/2022	\$	332,262.50	
PAID	8/24/2022		106,421.88	Additional Bond Payment
PAID	9/12/2022	\$	46,296.25	
TOTAL PAID 2022		\$	484,980.63	

SUMMARY OF DEBT SERVICE FUND:

	<u>BALANCE</u>	<u>CHANGE FROM PREVIOUS MONTH</u>
PLAINSCAPITAL BANK	\$ <u>4,187.65</u>	\$ <u>(46,296.25)</u>
TEXPOOL	\$ <u>74,429.08</u>	\$ <u>147.27</u>
TOTAL	\$ <u><u>78,616.73</u></u>	\$ <u><u>(46,148.98)</u></u>

**OPERATIONS
SEPTEMBER 2022**

RAW WATER	AUGUST	SEPTEMBER	Total Ac/ft
TOTAL PUMPED FROM LAKE	55.478 MG	39.209 MG	1009.37
TOTAL SINCE JAN 1, 2020 (521 MG MAX)	289.696 MG	328.905 MG	
WATER TREATMENT PLANT	41.114 MG	37.943 MG	
WCID 17 INTERCONNECT	0.000 MG	0.000 MG	
AVG. DAILY FLOW	1.282 MG	1.215 MG	
MAXIMUM DAILY FLOW	1.700 MG	1.430 MG	
WWTP PRODUCTION	7.342 MG	7.377 MG	
AVERAGE DAILY FLOW	0.237 MG	0.238 MG	
RAINFALL	3.53"	0.18"	

	PERMITTED	REPORTED
BOD	5.0 MG/L	1.56 MG/L
TSS	10 MG/L	1.25 MG/L
PO4 AS P	2 MG/L	1.38 MG/L

Water Accountability Report

August 22 September 22

Precipitation	3.53	0.18
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WTP Water Usage	MG	MG
Total Raw Water Diverted	55.478	39.209
LCRA Mag Meter	41.632	38.469
Clay Valve Hurst Creek	13.846	0.740
WTP Raw Water	41.114	37.943
Raw Water Irrigation Tank	0.518	0.526
Backwash Recovery	0.000	0.081
Backwash to Raw Tank	0.000	0.015
Backwash Direct to WTP	0.000	0.066
Backwash Lagoon To WWTP	2.276	2.446
Total Potable Water Treated	41.114	38.024
Distribution Meter	39.770	36.440
Metered Water Loss	2.794	2.972
Unmetered Loss	-0.932	-0.862
% Water Loss	-2.267	-2.267

Backwash Recovery	0.000	0.081
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Lakeway MUD Interconnect	0.000	0.000
TCWCID 17 Interconnect	0.000	0.000

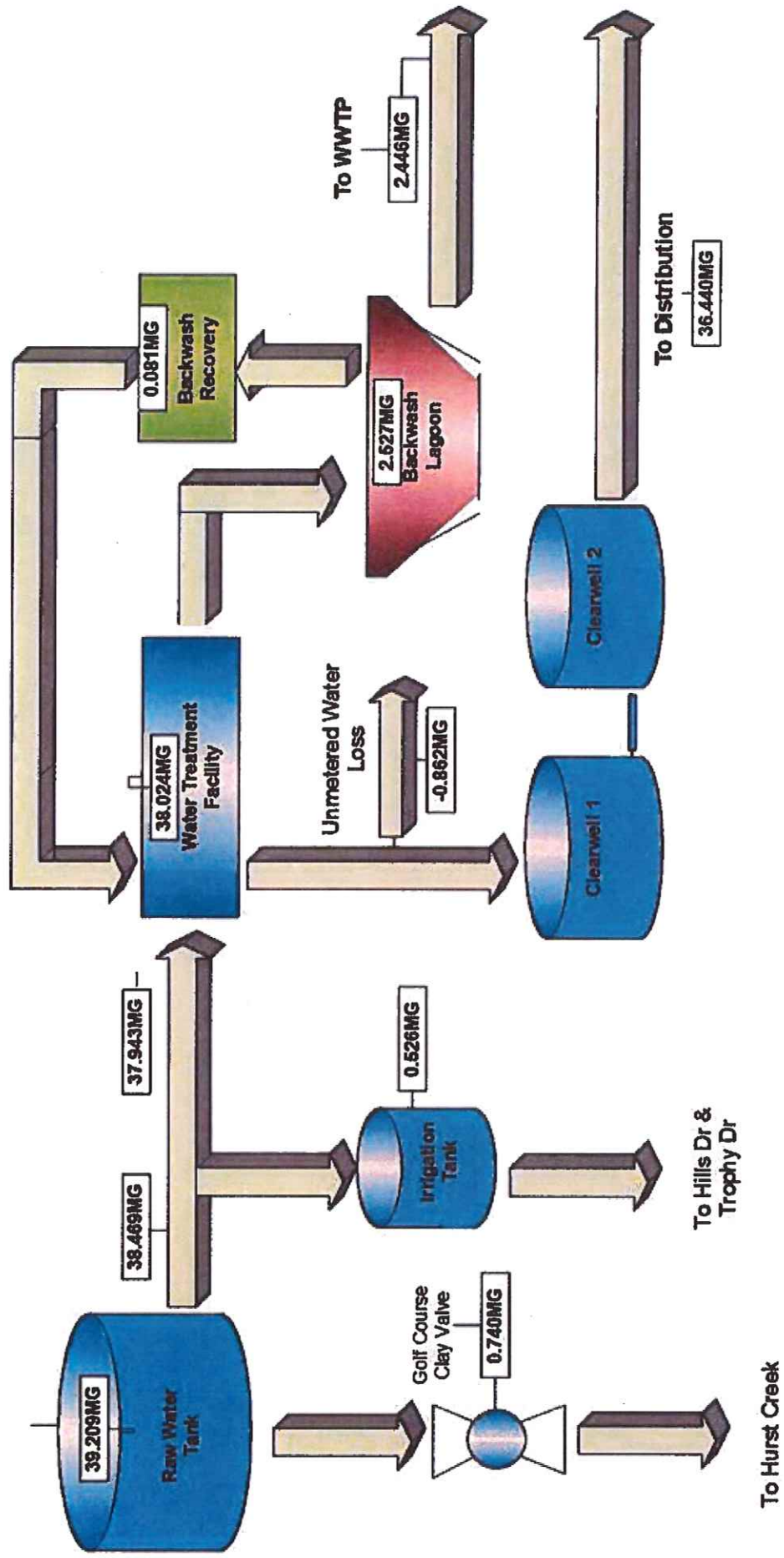
Distribution Flows		
Max Daily Flow	1.700	1.430
Avg. Daily Flow	1.282	1.215

Creek Water Usage		
Hills Golf Course	10.362	7.325
Club Estates Parkway	0.000	0.000
Total	10.362	7.325

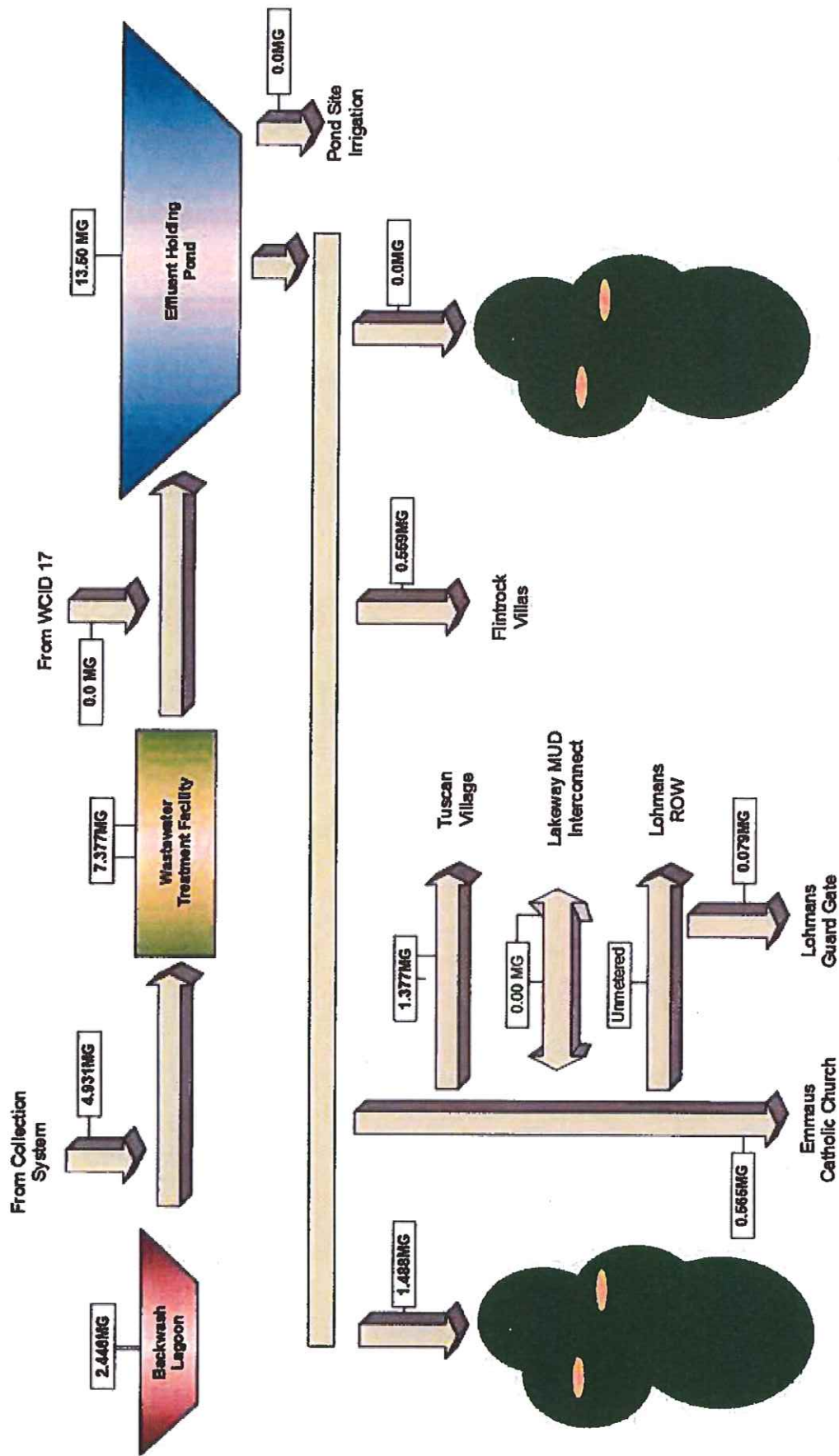
Pond Influent		
HCM WWTP	7.342	7.377
WCID 17 WWTP	0	0
Total In	7.342	7.377

Pond Effluent Distribution		
Pond Site Irrigation	0.140	0.000
Hills Golf Course	0.832	1.488
Flintrock Golf Course	0.000	0.000
Lakeway MUD	0.000	0.000
Flintrock Villas	0.455	0.559
Emmaus Catholic Church	0.445	0.565
Tuscan Village	1.468	1.377
Guard Gate Lohmans Crossing	0.074	0.079
Club Estates Parkway	0.868	0.368
Total Out	4.282	4.436

September 2022



September 2022





HURST CREEK MUNICIPAL UTILITY DISTRICT

TO: THE BOARD OF DIRECTORS OF HURST CREEK MUNICIPAL UTILITY DISTRICT AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Directors of Hurst Creek Municipal Utility District will hold a Special meeting on December 12, 2022, at 9:00 a.m. at 102 Trophy Drive, The Hills, Travis County, Texas 78738, inside the boundaries of the District.

The following matters will be considered and may be acted upon at the meeting:

- 1) Consider, discuss, and take any necessary action regarding Homeowners United for Rate Fairness (HURF).
- 2) Consider, discuss, and take any necessary action on drainage and MS4.
- 3) Consider, discuss, and take any necessary action to approve the Minutes of the November 14, 2022, Special Board Meeting.
- 4) Consider, discuss, and take any necessary action to approve the November 2022 Bookkeeper's Report and approval of paid invoices.
- 5) Consider, discuss, and take any necessary action to approve the November 2022 Manager's Operating Report.
- 6) ***The Board may go into Executive Session pursuant to Texas Government Code Sections §551.071 – Consultation With Attorney; §551.072 – Deliberation Regarding Real Property; §551.073 – Deliberation Regarding Prospective Gift; §551.074 – Personnel Matters; and/or §551.076 – Deliberation Regarding Security Devices or Security Audits.***

(Seal)


Earl Wood, General Manager

F

What is the Quality of Your Water?



[2021 Annual Water Quality Report](https://www.hurstcreekmud.org/DocumentCenter/View/728/Annual-Water-Quality-Report-2021-PDF)

<https://www.hurstcreekmud.org/DocumentCenter/View/728/Annual-Water-Quality-Report-2021-PDF>

Keep Pollutants Out of Your Water!

Learn how to keep your water safe by keeping pollutants out of the storm water system.

[The Solution to Storm Water Pollution](https://www.hurstcreekmud.org/DocumentCenter/View/688/The-Solution-to-Stormwater-Pollution---Brochure-PDF)

<https://www.hurstcreekmud.org/DocumentCenter/View/688/The-Solution-to-Stormwater-Pollution---Brochure-PDF>

How Often Should You Water Your Lawn?

Buffalo Grass: Every 2-5 weeks

Bermuda Grass: Every 7-10 days

Zoysia: Every 7-10 days

St. Augustine: Every 5 days

Voluntary Watering Schedule

Even Number Address

Monday, Wednesday, Friday

Odd Number Address

Tuesday, Thursday, Saturday

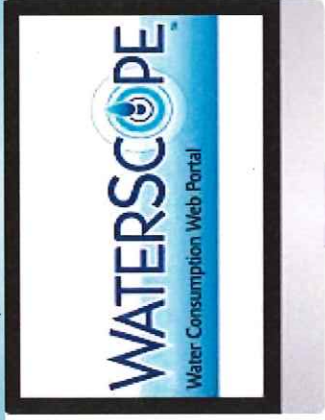
Hurst Creek Municipal Utility District

102 Trophy Drive
The Hills, TX 78738

Phone: 512-261-6281 Website:
hurstcreekmud.org

Conserve Water





Monitor Your Water Usage

- Sign Up for WaterScope today to monitor your usage and get leak alerts!
- Visit [HurstCreekMUD.org](https://www.lcra.org/water/highland-lakes-overview/) and click on the WaterScope Meter Portal.
- Learn how to register by watching the video: <https://www.waterscope.us/>

Drought Management in Effect

Hurst Creek MUD customers have been asked to conserve water voluntarily. We may be able to avoid mandatory measures by working together to keep our water safe and using it wisely.

One acre-foot of water is equal to 325,851 gallons. The current combined storage of Lakes Buchanan and Travis is 1.36 million acre-feet, which puts our community in Stage 1 Water Restrictions (voluntary). We will initiate Stage 2 (mandatory) when and if the combined storage drops below 900,000 acre-feet, which is not anticipated until Fall of 2023. You may view lake level projections [here](https://www.lcra.org/water/highland-lakes-overview/):

<https://www.lcra.org/water/highland-lakes-overview/>



How to Conserve

You can play a role in conserving water and saving yourself money in the process by becoming conscious of the amount of water your household is using and by looking for ways to use less whenever you can. It is not hard to conserve water. Here are a few tips:

- **Monitor your daily usage on WaterScope.**
- **Turn off the faucet while brushing your teeth or lathering hands.**
- **Run the dishwasher or washing machine only when filled to capacity.**
- **Water the yard early in the morning or late in the evening.**
- **Regularly check faucets, hoses and toilets for leaks.**
- **Sign up for leak alerts on WaterScope.**

G



Aug 11, 2022 6:52:46 AM
2401 Lakeway Boulevard
The Hills
Travis County
Texas



Aug 11, 2022 6:53:08 AM
2401 Lakeway Boulevard
The Hills
Travis County
Texas



• Aug 11, 2022 6:53:38 AM
• 2401 Lakeway Boulevard
The Hills
Travis County
Texas



Aug 11, 2022 6:54:02 AM
2401 Lakeway Boulevard
The Hills
Travis County
Texas



Aug 11, 2022 6:58:30 AM
2401 Lakeway Boulevard
The Hills
Travis County
Texas

10% Sodium Hypochlorite Chemical Spill

At 5:26 AM on Thursday, August 11, 2022, I received a phone call from Jake Pendleton who was the on-call operator. He explained to me that while he was looking at the Pond SCADA, he noticed that the Bleach (10% Sodium Hypochlorite) Bulk Tank at the Wastewater Treatment Plant (2401 Lakeway BLVD. The Hills, TX 78738) was empty. He was already headed in due to concerns that someone had left the Day Tank filling overnight. I headed in at this time as well.

Upon Jake's arrival, he found that there was a pipe that was left leaning up against the fill button (Operator Error), which allows us to fill up the Day Tank via a transfer pump located on the Bulk Tank. This button had been compressed all night, which caused the Day Tank to overflow until the Bulk Tank either ran dry or the transfer pump could no longer transfer. The transfer pump and motor were not running when he arrived, either due to tripping out or burning up from running dry. Approximately 2,000 gallons of 10% Sodium Hypochlorite had been pumped out of the Bulk Tank and onto the facility grounds at the Hurst Creek MUD Wastewater Treatment Plant. At this time, Jake had called me and relayed the news, and I asked him to walk around and see if he could tell where all the bleach went. He reported that it was all over the chlorine room and sidewalks and that the rest had soaked into the ground around the facilities. It did not reach Hurst Creek, nor did it exit the Hurst Creek MUD Wastewater Treatment Plant Facility Site.

I arrived around 6:30 AM and walked all around the facility. I took pictures of the chemical trail and confirmed what Jake had seen. From my perspective, the chemical stream had spilled out of the chlorine room, down the hill in between the new building and the pump room, hit the silt fencing that was along the perimeter fence, turned and finally ended in a gully or swale behind the parts barn. All of it was absorbed into the soil with very minimal (some dead grass) to no adverse effects. In my opinion, the drought-stricken weather conditions allowed the ground to soak it all in almost as fast as it pumped out.

I met with Blake Blatchley onsite, the Operator who had left the pipe up against the fill button and directed him on how to clean it up. I explained to him that all concrete surfaces needed to be hosed down immediately and I advised him to get some sand and fill in over the chemical stream, rake and mix it in to achieve absorption as best that he could (most of it was already soaked into the ground), and then scoop and bag up the contaminated sand into sealed garbage bags for disposal. The sand bags were then disposed of into the dumpster at the Wastewater Treatment Facility. Other Hurst Creek MUD Operators assisted with the efforts. After disposal, new sand and topsoil were spread to further assist with remediation. Since Hurst Creek MUD is over the MS4 Stormwater Program and the first to assist with Chemical Spills within the District, I documented the spill and filed it on our Hurst Creek MUD Server for MS4

Reporting reasons. There were no dangers to public health and very minimal damage to environmental health, mainly grass and soil.

I then reached out to Earl Wood, Hurst Creek MUD General Manager, who in turn decided to call it in and was directed to Jennifer Arce with the TCEQ Region 11 Office. After some research, it was deemed that this was a reportable quantity under TCEQ Guidelines. This document should suffice as the Spill Report, but to clarify I will break it down according to Jennifer Arce's request.

1. **Who?** Hurst Creek Municipal Utility District.
2. **What?** 2,000 Gallons of 10% Sodium Hypochlorite was spilled.
3. **When?** Spill occurred overnight between 8/10/22-8/11/22. Spill was discovered on 8/11/22 at around 5:26 AM.
4. **Where?** Spill occurred at the Hurst Creek MUD Wastewater Treatment Facility, deriving from the Sodium Hypochlorite Day Tank. Address to Facility is 2401 Lakeway BLVD. The Hills, TX 78738.
5. **Why?** Ultimately, it was Human or Operator Error. The Wastewater Treatment Operator propped a pipe up against the fill button that transfers the chemical from the Bulk Tank to the Day Tank. The transfer pump ran until the Bulk Tank was empty or no longer capable of pumping the chemical. This has been addressed with all Hurst Creek MUD Operators and more safeguards have been added into the SCADA System to alert Operators in a timelier manner.

Written By: Kurt Pendleton, Assistant General Manager

10% Sodium Hypochlorite Chemical Spill

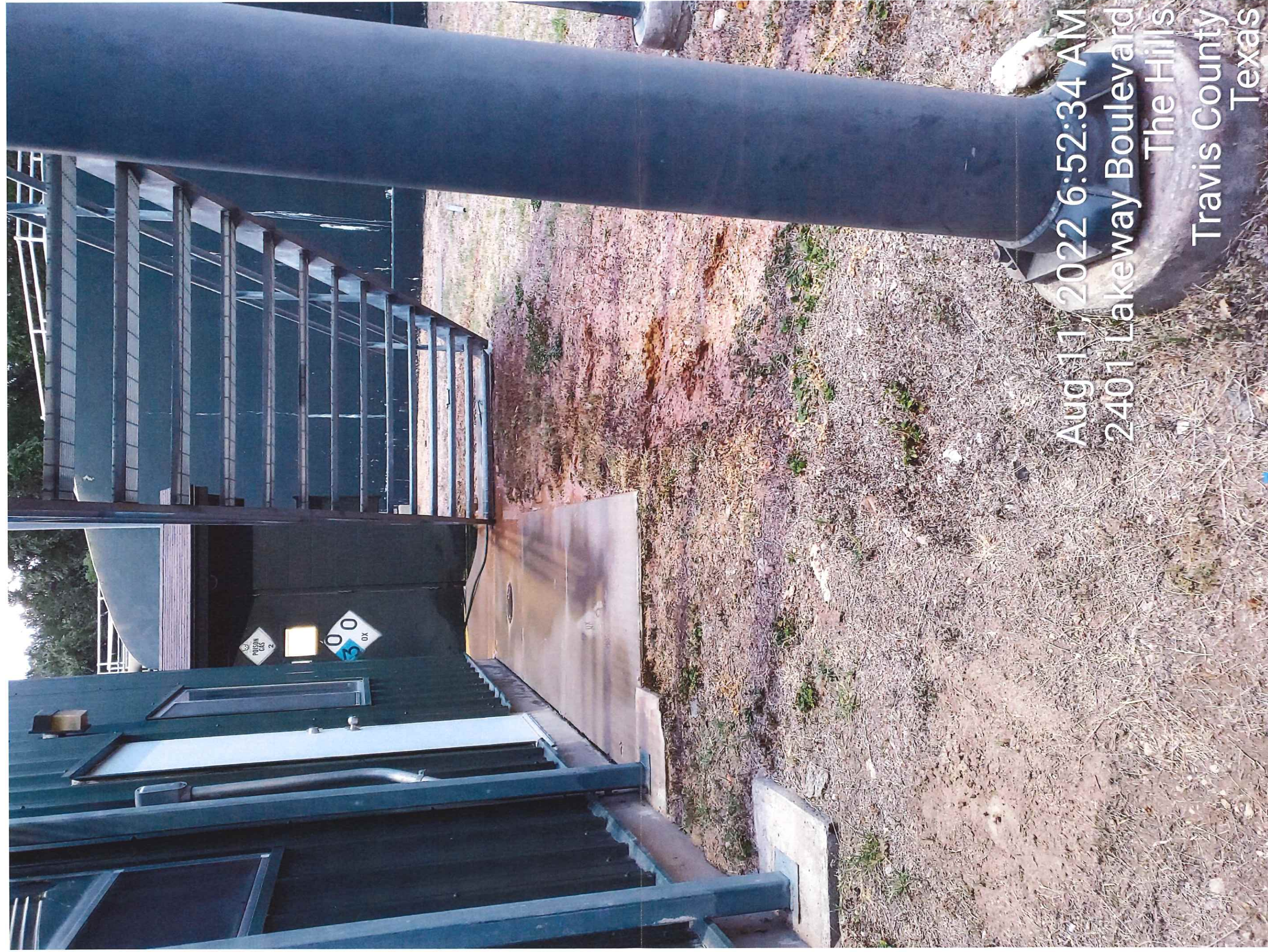
At 5:26 AM on Thursday, August 11, 2022, I received a phone call from Jake Pendleton who was the on-call operator. He explained to me that while he was looking at the Pond SCADA, he noticed that the Bleach Bulk Tank at the Wastewater Treatment Plant was empty. He was already headed in due to concerns that someone had left the Day Tank filling overnight. I headed in at this time as well.

Upon Jake's arrival, he found that there was a pipe that was left leaning up against the fill button, which allows us to fill up the Day Tank. This button had been compressed all night, which caused the Day Tank to overflow until the Bulk Tank either ran dry or the transfer pump could no longer transfer. The transfer pump and motor were not running when he arrived, either due to tripping out or burning up from running dry. Approximately 2,000 gallons of 10% Sodium Hypochlorite had been pumped out of the Bulk Tank and onto the facility grounds at the Hurst Creek MUD Wastewater Treatment Plant. At this time, Jake had called me and relayed the news, and I asked him to walk around and see if he could tell where all the bleach went. He reported that it was all over the chlorine room and sidewalks and that the rest had soaked into the ground around the facilities. It did not reach the creek, nor did it reach the Golf Course.

I arrived around 6:30 AM and walked all around the facility. I took pictures of the chemical trail and confirmed what Jake had seen. From my perspective, the chemical stream had spilled out of the chlorine room, down the hill in between the new building and the pump room, hit the silt fencing that was along the perimeter fence, turned and finally ended in a gully or swale behind the parts barn. All of it was absorbed into the soil with very minimal to no adverse effects. I met with Blake onsite, who had left the pipe up against the fill button and directed him on how to clean it up. I advised him to get some sand and fill in over the chemical stream, rake and mix it in to achieve absorption, and then scoop and bag up the contaminated sand into sealed garbage bags for disposal.

When I got back to my desk, I began to investigate how to report the chemical spill. I checked TCEQ's website, the EPA website, and looked at the Safety Data Sheets from Brenntag on Aquachlor 10% Sodium Hypochlorite NSF. Since the 10% Sodium Hypochlorite is not considered "Environmentally Hazardous" and because it was contained within our Facilities, there was no need to report the spill in accordance with TCEQ and EPA guidelines, and according to our chemical supplier, Brenntag. I further validated this with Cody Clinton, who is our chemical representative and works for Brenntag. According to the Safety Data Sheets provided by Brenntag, Aqauchlor 10% Sodium Hypochlorite is not classified as either an Environmental Hazard or an OSHA defined hazard.

Written By: Kurt Pendleton, Assistant General Manager



Aug 11, 2022 6:52:34 AM
2401 Lakeway Boulevard
The Hills
Travis County
Texas



Aug 11, 2022 6:52:46 AM
2401 Lakeway Boulevard
The Hills
Travis County
Texas

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REQUEST FOR PROPOSALS RFP 2022-02 LANDSCAPING SERVICES

Sealed proposals will be received at the offices of the City Secretary, Village of The Hills, 102 Trophy Drive, The Hills, TX 78738 until **2:00 p.m. on Friday, June 3, 2022**. Any proposals received after the deadline will not be accepted for consideration and will be returned unopened.

Related documents may be obtained at www.TheHillsTX.gov. Vendor registration is required. All proposals must be clearly marked on the outside with the following: RFP 2022-02 Landscaping Services.

Questions regarding this Request for Proposals shall be directed to:

Wendy L. Smith, City Manager
WendySmith@TheHillsTX.gov

Questions regarding this proposal must not be directed to City Councilmembers, committee members, or other staff of The Hills. Clarification requests will not be accepted by telephone. All responses to clarification requests will be provided to all proposers in writing by email. Questions pertaining to this proposal must be received no later than five (5) calendar days prior to the proposal deadline. **Site visits available by appointment.**

Purpose

Village of The Hills (City) seeks a professional and experienced company (Contractor) to perform comprehensive landscape maintenance services. The quality of the landscape should at all times have a neat, clean, healthy appearance. Services will be performed as described in this document. The successful Contractor will be required to provide quality service with minimal service call backs.

Insurance

Insurance:

Contractor shall have Insurance sufficient to cover the needs of Contractor and/or Subcontractor pursuant to applicable generally accepted business standards by an insurance company that is licensed by the State of Texas. The following are policies on insurance:

1. Comprehensive General Liability Insurance per occurrence: \$1,000,000.00
2. Automobile Liability Insurance per occurrence: \$1,000,000.00
3. Worker's Compensation per occurrence: \$1,000,000.00

Evaluation and Rating

Amount of Proposal	50%
Documented Experience Working Similar Projects	30%
Firm Experience and Key Personnel	10%
References	10%

Reservation of Rights

1. The City reserves the right, without qualification and at its sole discretion, to accept or reject any or all proposals or to make the award to that respondent, who, in the opinion of the City, will provide the most value to the City. The City reserves the right to reject any proposals, either in entirety or any portion thereof, for failure to meet any criteria set forth in this solicitation.
2. The City will consider both price and non-price attributes in the evaluation of proposals. The City reserves the right to make an award to other than the lowest price offered or to the offer representing the best combination of price and nonprice attributes, in the City's sole judgment, if the City determines that such an award results in the greatest value to the City and its members.
3. The City makes no guarantee that a contract award will result from this solicitation. The City reserves the right to revise or terminate this solicitation process at any time. The City may decline to enter into an arrangement with any or all Proposers.
4. The City reserves the right to revise the solicitation requirements. The City reserves the right to revise the requirements during the solicitation process and any such change may reduce or eliminate the scope of this solicitation.
5. During all stages of this solicitation process, the City reserves the right to request additional information from individual Proposers or to request all Proposers to submit supplemental materials in the fulfillment of the content requirements of this solicitation or to meet additional information needs. The City will review and may utilize any or all information submitted by a Proposer even if the submitted information has not been specifically requested as part of this solicitation.
6. Those who submit a proposal do so without recourse against the City or its members for either rejection of their proposal or for failure to execute an agreement for any reason. All offers shall be valid and binding upon the Proposer through contract negotiations and contract execution.

Format of Written Proposals

1. RFP Submittal Form (signed and dated) and Quote Sheet (same or similar format)
2. Detailed description of experience on similar projects and with high service clients
3. Detailed description of the firm's landscaping and irrigation qualifications, along with a key personnel and staffing description
4. Three (3) professional/project references, with email and phone numbers

Contract

Contract start date is expected to be September 1, 2022, with two (2) optional annual renewals. Annual renewals are predicated on sufficient budgetary allocation by the City Council for the renewal of the awarded Contract.

RFP SUBMITTAL FORM

Scope of Work/Specifications

General

It is the intent of this landscape services specification that the Project's landscaping and irrigation be always maintained in excellent condition. The quality of the landscape and irrigation maintenance should at all times have a neat, clean, healthy appearance.

Services will be performed with the frequency noted.

Turf Areas

1. Mow and edge all turf areas as noted on the attached Work Description. No more than one-third of the existing growth will be removed at each mow. All mowing should be performed with rotary type mowers with the guards in the downward position. Line trimmers shall be used for edging purposes only and shall not be used to cut the grass horizontally except in areas that mowers cannot reach.
2. Catch clippings or blow turf areas, then rake and bag to maintain appearance and avoid thatch build-up.
3. **References to the application of fertilizer, fungicides, and pre- and post-emergent weed control are for The Hills City Park & Nature Trail and Lohmans Crossing right of way. Club Estates Linear Park should be fertilized only. Insecticide is for the City Park only.**
4. Turf areas must be fertilized three (3) times per year—March, June, and September. Nitrogen shall be a least 1 pound per 1000 sf per application. The applications shall have a slow release or "organic" form of nitrogen.
5. Turf areas must be treated with appropriate fungicides as needed to maintain healthy appearance.
6. Park turf is to be treated as necessary with appropriate insecticide to control normal soil pests. A fire ant treatment program should consist of both contact insecticides (e.g. Dursban) and sterilizers (e.g. Logic) to be applied throughout the year. There should be a minimum of one (1) broadcast treatment of a contact insecticide applied at labeled rates. Spot treat all mounds in turf and landscaped areas minimum of (2) times per month. Unless instructed otherwise, alternate between Dursban, Diazinon, and Orthene at least every two (2) months. Logic shall be broadcast on the entire area at the labeled rate at least twice per year.
7. A minimum of two (2) pre-emergent and two (2) post-emergent applications per year are required. Additional applications may be necessary to maintain a weed-free turf.

Shrubs and Ground Cover Areas

1. All areas should weed-free by manual weeding and use of appropriate herbicides. Pre-emergent herbicides should be applied at least two (2) times per year.
2. All areas should be fertilized at least two (2) times per year with a balanced slow release fertilizer that is appropriate to the plant and soil conditions.
3. Hedge shrubs and ground cover edges should be trimmed as necessary to maintain a neat appearance consistent with the good health and growth of the plants. All hedges should be pruned using hand pruners, all shearing shall be done with blade type clippers. Line trimmers should not be used to trim hedges.

4. All other shrubs should be trimmed no less than three (3) times per year or as necessary to maintain a healthy and manicured appearance.
5. Appropriate insecticides and fungicides should be used as required to maintain the health and appearance of all plants. Application should be to manufacturer's specifications.
6. Flowering shrubs should be trimmed after the blooming cycle.
7. Shrubs with canes should have the oldest one-third (1/3) of the canes pruned each spring.
8. Mulching is to be done with fine Black Texas Native Hardwood Mulch. Pine bark mulch or ANY OTHER TYPE OF MULCH WILL NOT BE ACCEPTED.

Landscape Trees (8" caliper and under)

1. All trees should be lightly pruned as needed during the growth season to maintain safety, access, appearance, and health. All suckers will be removed at least once monthly and immediately sealed with pruning seal. DO NOT prune any oak trees during the months of February through July. Proper cut sealing should occur, in accordance with the City's diseased tree ordinance. DO NOT top cut any trees.
2. Do not prune when trees are setting buds. Prune annually 8" caliper and smaller trees during dormant period to remove dead and broken limbs and maintain pedestrian safety.
3. Existing trees should be free of vines, weeds, and parasitic plant material at all times.
4. Crape myrtles should be continually trimmed during the blooming season to promote maximum color. During the dormant season, all stems smaller than a pencil shall be pruned. Contractor will treat for aphids and powdery mildew as needed. Crape myrtles should never be topped.
5. Stakes and guys shall be adjusted monthly to avoid damage to plants. Stakes and guys should be repaired as needed and removed when no longer needed after notifying the City.

Large/Native Trees

1. Keep trees free of vines at all times unless otherwise noted.
2. Notify the City immediately of any damage, disease, or insect infestation so that the City can take corrective action.

Beds and Medians

1. Replace dead plant material as needed. Beds shall be thoroughly tilled 6" prior to planting.
2. Appropriate amounts of fungicides and insecticides should be incorporated into the soil before planting.
3. Plant materials should be recommended to the City prior to installation.
4. Fertilize once prior to planting and between each new planting with appropriate fertilizers as required to maintain plant health and appearance.
5. Hand pull weeds as required to maintain a neat appearance. Use proper post-emergent and pre-emergent herbicides to maintain weed-free beds.
6. Use appropriate insecticides and fungicides as needed to control pests and to maintain disease control.
7. Deadhead and prune flowers as needed to ensure blooming.

Paved Areas

- 1. All drives, parking lots, and the walking trail should be kept free of weeds and grasses with manual weeding and/or contact herbicides.
- 2. Control weeds at parking lot perimeter, sidewalks, columns, and paving joints with manual weeding as required to maintain such areas weed-free. Selectively use post-emergent herbicides as needed to eliminate weeds.

Debris, Trash, and Litter

- 1. Normal trash and litter should be removed from all lawn and landscape areas per service. Litter should include, but is not limited to, items such as leaves, paper products, clippings, cigarette butts and any other debris.
- 2. Immediately clean all debris that resulted from any and all landscape work and remove from site.
- 3. Sidewalk debris should be blown away from all buildings. Extreme care should be used when blowers are used around parked cars.

Site Drainage

- 1. Maintain all existing curb openings to allow free drainage of water from parking areas. Clean or maintain grates as necessary to prevent ponding.
- 2. Prevent clogging of drain openings in and around landscape beds.

Irrigation

- 1. The Contractor is responsible for repair and maintenance of all irrigation related to City owned properties. Labor shall be quoted by visit in the proposal. Necessary repairs up to \$250 may be completed without prior authorization.

It is understood by the undersigned that the right is reserved by The Hills City Council to reject any or all written proposals for this service. The prices stated in response to the RFP includes the furnishings of all material, labor, tools, and equipment necessary for the execution of the work bid upon, complete in every detail, in accordance with Scope of Work provided herein. In compliance with this RFP, and subject to all of the conditions herein, the undersigned offers and agrees to furnish any or all commodities or services at the prices quoted. Signing this proposal with a false statement is a material breach of contract and shall void the submitted proposal or any resulting contracts and the proposer may be removed from all proposal lists. By signature below the proposer certifies that it has not given, offered to give nor intends to give any economic opportunity, future employment, gift, loan, gratuity, discount, trip, favor or service to anyone in connection with this proposal.

PROPOSER'S LEGAL NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____

SIGNATURE: _____DATE:_____

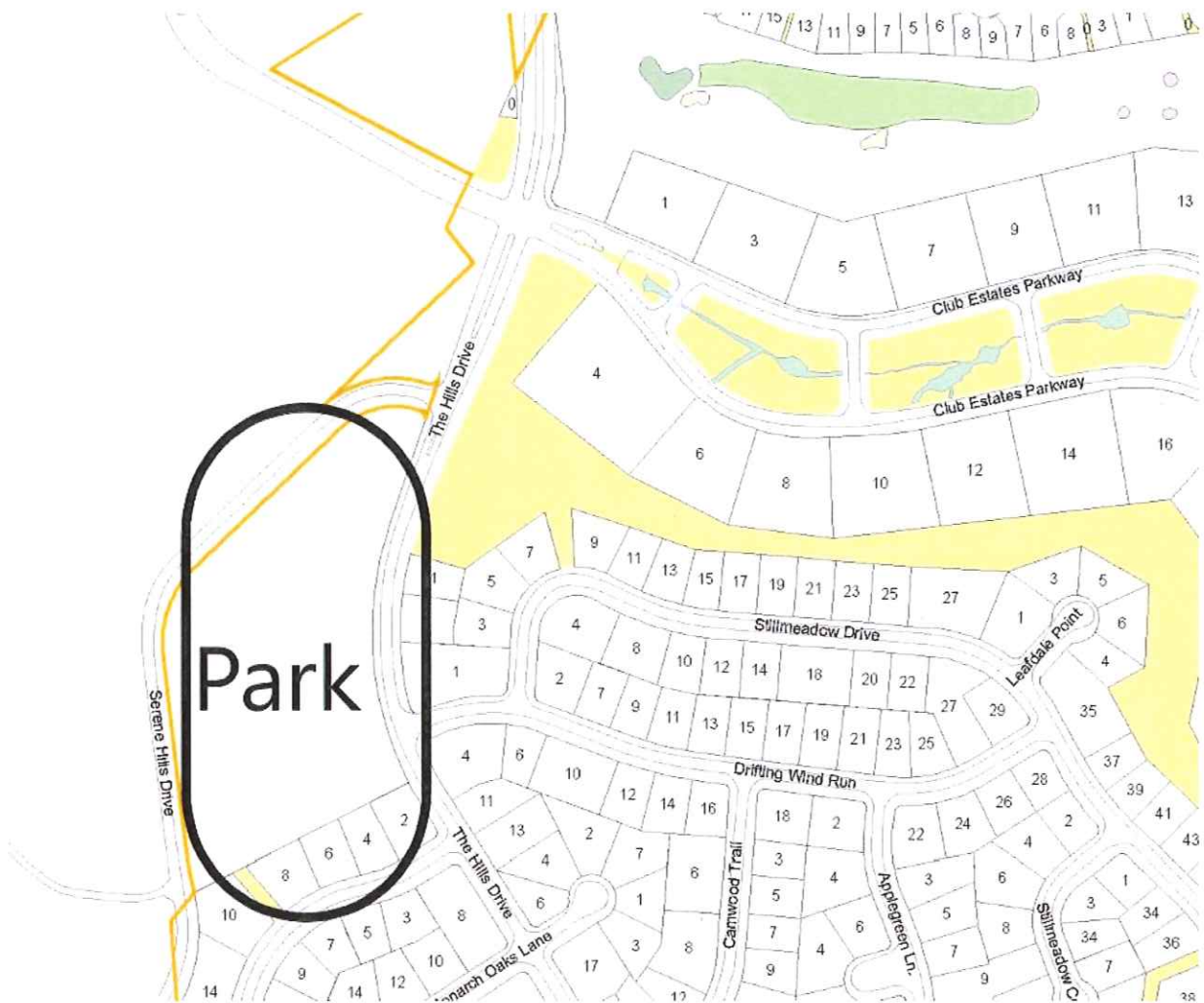
RFP 2022-02 LANDSCAPING QUOTE SHEET

AREA	WORK DESCRIPTION	FREQUENCY	UNIT PRICE	TOTAL
A	The Hills Park & Nature Trail	4/mo April - Sept; 1/mo Oct - March; on Thursdays unless otherwise agreed to as noted in specifications		
B	Club Estates Parkway Linear Park	4/mo April - Sept; 1/mo Oct - March as noted in specifications		
C	The Hills Drive Medians & ROW (btw Serene Hills & Lakeway Blvd)	4/mo April - Sept; 1/mo Oct - March as noted in specifications		
D	Chameleon Court Loop - By Street	1/mo		
E	Chameleon Court Loop - Behind Houses	1/mo April - Sept only		
F	Serene Hills - Between Park Fence and Serene Hills Dr along park	1/mo		
G	Greenbelt Access between 7 & 9 Stillmeadow	2/mo		
H	Walking Trail by Academy Place	2/mo April - Sept; 1/mo Oct - March		
I	ROW in front of LCRA Easement by Hayden Ridge Gate	2/mo April - Sept; 1/mo Oct - March		
J	Walking Trail & ROW between Club Estates gate and Park (inside fence)	1/mo		
K	Lohmans Crossing ROW	4/mo April - Sept; 1/mo Oct - March as noted in specifications		
	Irrigation	Weekly		

TOTAL (Annual)

RFP 2022-02 MAPS

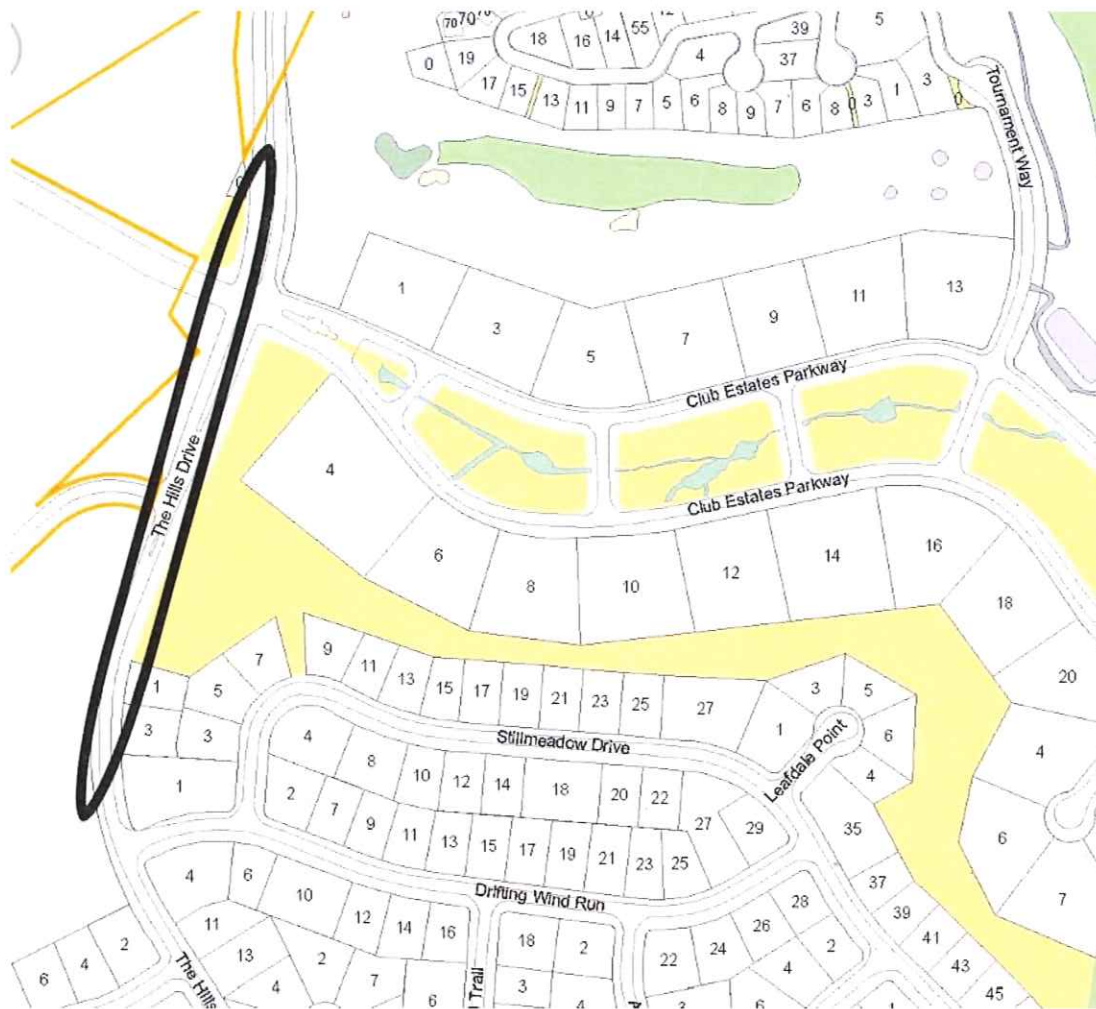
A. The Hills City Park and Nature Center



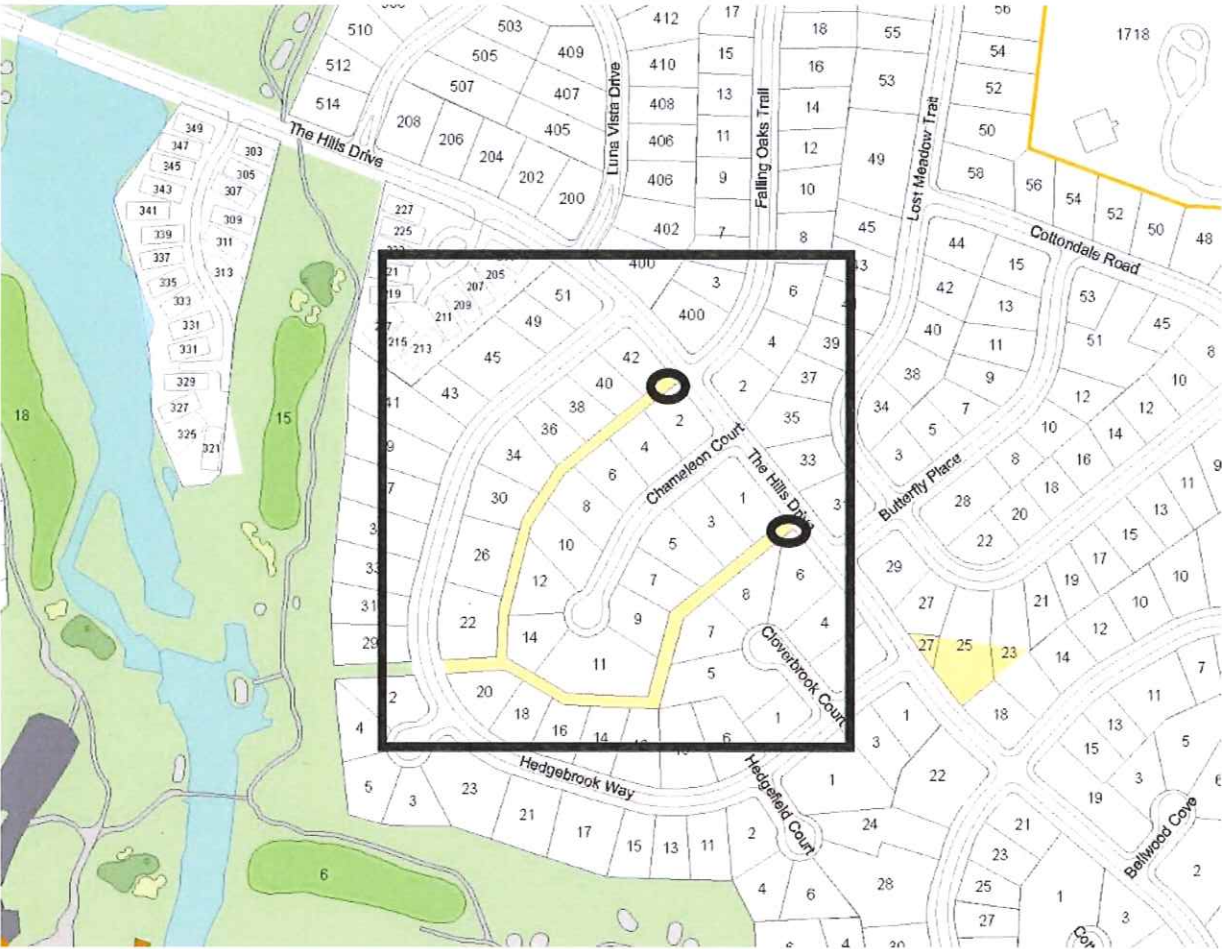
B. Club Estates Parkway Linear Park



C. The Hills Drive Medians and Right of Way (between Serene Hills and Lakeway Blvd)



D and E. Chameleon Court Loop By Street and Chameleon Court Loop Behind Houses



F. Serene Hills Between Park Fence and Serene Hills Drive along Park



G. Greenbelt Access Between 7 & 9 Stillmeadow



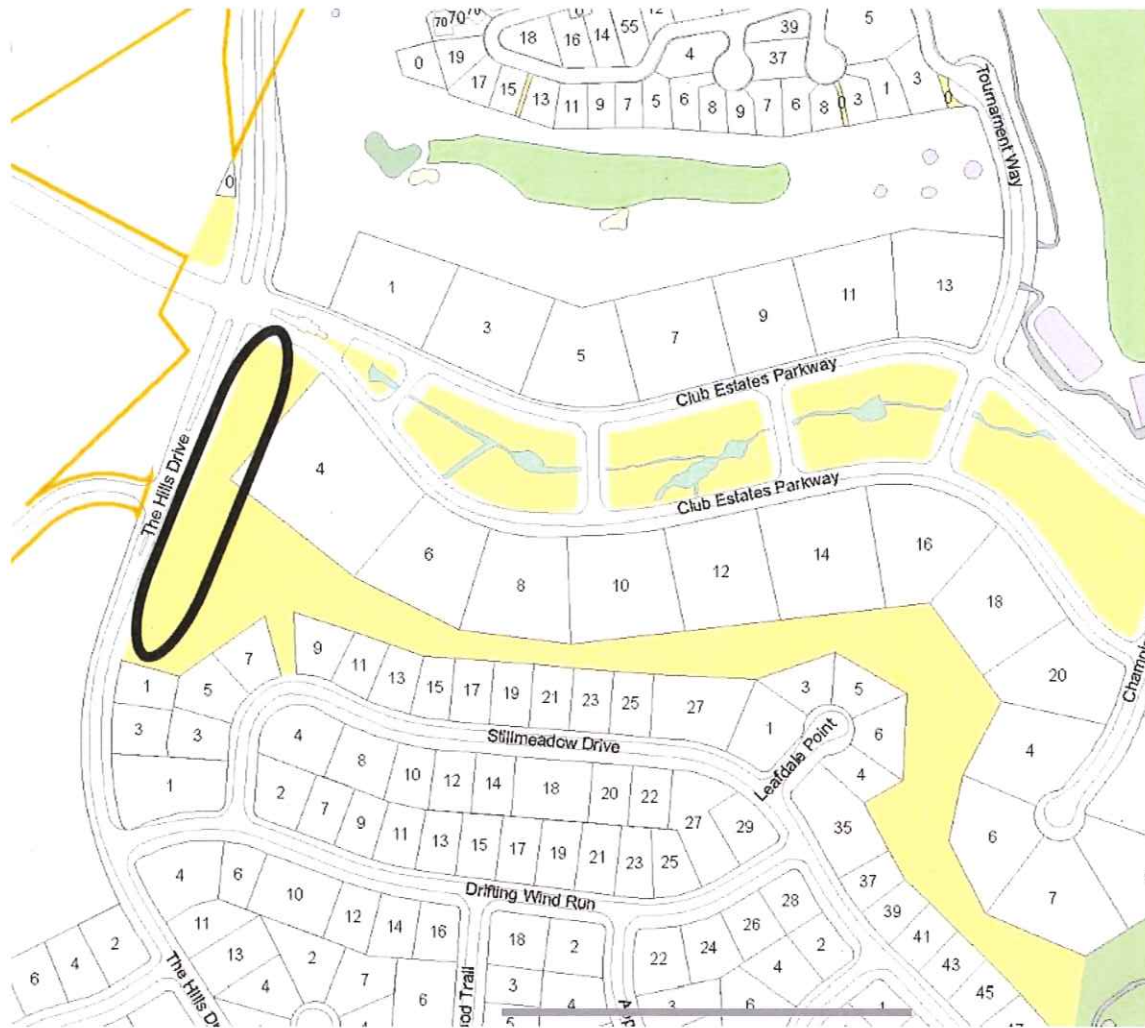
H. Walking Trail by Academy Place



I. Right of Way in front of LCRA Easement by Hayden Ridge Gate



J. Walking Trail and Right of Way between Club Estates gate and the Park (inside fence)



K. Lohmans Crossing Right of Way



LANDSCAPE SERVICES AGREEMENT

THIS LANDSCAPE SERVICES AGREEMENT (this "Agreement") is made and entered into as of the 12th day of July, 2022 by and between the Village of The Hills ("City") and Brightview Landscape Services, Inc. ("Contractor").

In consideration of the mutual premises, covenants and Agreements herein contained, the parties agree as follows:

Section 1. City hereby engages Contractor, and Contractor hereby accepts such engagement, to provide landscaping services within the city limits of the City in accordance with the Scope of Services set out in Attachment "A" (the "Services"). Contractor shall perform the Services for the benefit of the City upon the terms and conditions contained in this Agreement.

Section 2. Term and Termination.

(a) Term. The term of Contractor's engagement by City hereunder (the "Term") shall commence on September 1, 2022, and will continue in effect until August 30, 2023, unless it is earlier terminated, or renewed, in accordance with this Section. The Agreement may be renewed with two (2) optional annual renewals. Annual renewals are predicated on satisfactory performance by the Contractor and sufficient budgetary allocation by the City Council for the renewal of the awarded Contract. City Council shall be under no obligation to make such budgetary allocation. The Services are anticipated to be performed by the Contractor beginning September 1, 2022.

(b) Termination. This Agreement may be terminated prior to the end of the Term upon 30 days' notice by either party for any or no reason. Such termination shall be effective 30 days following delivery and receipt, by the terminating party to the other party, of written notice of such termination. The City shall pay Contractor for services rendered and obligations incurred to date of termination and Contractor shall submit to the City all Project documents prepared to that point, if any.

Section 3. Services.

(a) Scope of Services. The Services shall include those items listed on Attachment A which is incorporated herein by reference for all purposes. In order for the Contractor to perform the Services, the City's obligation for providing information and support is also described in Attachment A. Attachment "A" describes all phases of the Services anticipated to be provided by the Contractor.

(b) Performance. The Services, and other duties of Contractor hereunder shall be performed promptly and Contractor will be required to provide quality service with minimal service call backs. Contractor shall guarantee that workmanship performed under this Contract meets or exceeds established industry standards relating to quality, neatness, precision, completeness and attention to detail. The Contractor's performance will be monitored closely and discrepancies will be relayed verbally and/or in writing by City staff. The Contractor agrees to employ only orderly and competent workers, skillful in performance of the type of work required under this Contract. The Contractor shall provide and pay for all materials, equipment, labor, transportation, fuel, and incidentals necessary for the furnishing, performance, and completion of the Contract. The Contractor shall provide supervision to assure that all Work will be done in accordance with this Agreement. The Contractor will designate personnel to communicate with City staff regarding the performance of services as set forth in this agreement. The Contractor shall, at all times, be vigilant against damage to existing equipment and facilities. The Contractor shall notify the City of any such damage that may occur.

(c) Additional Services. If Contractor determines that services outside the scope of Attachment "A" ("Additional Services") are required or recommended, or that Contractor is being asked by City to perform services not covered by Attachment "A", Contractor shall notify City that such services are Additional Services, and the cost associated with their performance and receive approval to perform such Additional Services prior to undertaking them. Additional Services shall be performed at the rates or lump sums listed in Attachment "B", as agreed between the parties.

(d) Contractor Responsibility. Acceptance and approval of the work performed by Contractor or acceptance and approval of any report, document, or computer program by the City shall not constitute nor be deemed a release of the

responsibilities and liability of Contractor for the accuracy and competency of Contractor's work products, and services prepared/performed under this Agreement. No approvals or acceptances by or in behalf of the City shall be deemed to be an assumption of such responsibility by the City for any defect, error or omission in said work products, or services as prepared/performed by Contractor.

Contractor further agrees to correct documents or re-perform services as may be required when such services required to be produced under this Agreement are found to be in error or contain defects or omissions at no additional costs to the City.

Section 4. Compensation.

(a) Fee. In exchange for Contractor's ongoing performance of the Services associated with Attachment "A" and the other duties and obligations under this Agreement, City shall pay to Contractor the fees (the "Fee") set out in Attachment "B", which is attached hereto and incorporated herein for all purposes. The Fee shall be the sole compensation due Contractor in connection with its rendition of the Services identified in Attachment "A" and shall include all materials, equipment, labor, transportation, fuel, and incidentals necessary for the furnishing, performance, and completion of the Work. Contract Payments to Contractor will be made by City from invoices submitted monthly by the Contractor and shall be based on the actual work performed by Contractor on the Project for the preceding month. Invoices shall itemize the services performed.

The Fee is to be paid in accordance with the schedule included in Attachment "B", in the performance of the Services associated with this Agreement. Except as provided in Section 3 (c), Contractor's Fees shall not exceed the lump sums provided in Attachment B. City shall not be obligated to reimburse Contractor for any additional expenses incurred by Contractor in connection with Contractor's performance of such Services except in accordance with Section 3c of this contract. Subsequent amendments to this Contract may be executed by the City to authorize additional fees for the Contractor to provide Additional Services, if applicable.

(b) Taxes. Contractor, and not City, shall be solely responsible for paying all required federal, state and local taxes related to any amounts received by Contractor pursuant to this Agreement. City shall not withhold OASDI, Medicare or any federal, state or local income or other tax, make unemployment insurance contributions or obtain workers' compensation insurance on behalf of Contractor.

(c) Payments. Payments on account of Contractor's Services shall be made to Contractor at its billing address indicated on the invoice, 30 days after invoice is received and approved for payment. Invoices for payment of Services shall not be submitted to City more frequently than once per month. Billing shall include documentation of cost of Services rendered during the previous month. Interest shall accrue on undisputed amounts which have not been paid and are past due, in accordance with the provisions of Section 2251.021 of the Texas Government Code, unless delay in payment is due to the fault of Contractor.

Section 5. Independent Contractor. Contractor shall at all times be considered an independent Contractor and nothing in this Agreement shall at any time be construed so as to create the relationship of employer and employee, principal and agent, partnership or joint venture as between Contractor and City. Contractor shall have the entire charge, control and supervision of its performance of the Services. Contractor will not have any authority to incur any obligation or bind or commit City to any Agreement, contract, or commitment or to waive, modify, or amend any rights of City under any Agreement, contract, or commitment, except as expressly authorized in writing by City. City shall not in any manner be answerable or accountable for: (i) any violation by Contractor of any federal, state or local laws, regulations, ordinances, rules or orders; or (ii) for any injury, loss or damage arising from or out of any act or omission of Contractor.

Section 6. Governing Law. This Agreement and the respective rights and obligations of the parties hereto shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of laws provisions. Venue and performance of this Agreement shall be in Travis County Texas.

Section 7. Successors and Assigns. This Agreement and the terms, covenants, provisions and conditions hereof shall be binding upon, and shall inure to the benefit of, the respective heirs, successors and assigns of the parties hereto; provided, however, that Contractor may not subcontract or assign this Agreement without the prior approval of City.

Section 8. Severability and Waiver. If any provision of this Agreement is held to be invalid or unenforceable for any reason, such provision shall be conformed to prevailing law rather than voided, if possible, in order to achieve the intent of the parties and, in any event, the remaining provisions of this Agreement shall remain in full force and effect and shall be binding upon the parties hereto. No failure or delay by either the City or Contractor in enforcing any provision of this Agreement shall operate as a waiver.

Section 9. Limitation of Damages. UNDER NO CIRCUMSTANCES WILL CITY BE LIABLE TO CONTRACTOR, OR SHALL CONTRACTOR BE LIABLE TO CITY, FOR ANY SPECIAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES.

Section 10. Compliance with Law. Contractor agrees that it shall at all times fully comply with all laws, statutes, ordinances, rules, regulations and orders applicable to the Services or this Agreement.

Section 11. Insurance. Contractor agrees to carry and maintain insurance in the following types and amounts for the duration of this Agreement.

(a) Workers' Compensation and Employers' Liability coverage for employees of Contractor, if any, with limits consistent with statutory benefits outlined in the Texas Workers' Compensation Act (Art. 8308-1.01 *et seq.* Tex. Rev. Civ. Stat.) and minimum policy limits for Employers Liability of \$100,000 bodily injury per accident, \$500,000 bodily injury disease policy limit and \$100,000 per disease per employee.

(b) Commercial General Liability with a minimum combined bodily injury and property damages per occurrence with a limit of \$1,000,000 for coverages A & B. The policy shall contain the following provisions:

1. Blanket contractual liability coverage for liability assumed under the Agreement and for all subcontracts.
2. City shall be listed as an additional insured, endorsement CG 2010.
3. Thirty (30) day Notice of Cancellation in favor of the City, endorsement CG 0205.
4. Waiver of Transfer of Rights of Recovery Against Others in favor of the City, endorsement CG 2404.

(c) Automobile Liability Insurance for all owned, non-owned and hired vehicles with a minimum combined single limit of \$1,000,000 per occurrence for bodily injury and property damage. The policy shall contain the following endorsements in favor of CITY:

1. Waiver of Subrogation endorsement TE 2046A.
2. Thirty (30)-day Notice of Cancellation, endorsement TE 0202A.
3. Additional Insured, endorsement TE 9901B.

Section 12. INDEMNITY.

CONTRACTOR HEREBY EXPRESSLY AGREES TO INDEMNIFY AND HOLD HARMLESS THE CITY AND THE CITY'S OFFICERS, AGENTS AND EMPLOYEES, FROM AND AGAINST ALL EXPENSES, CLAIMS, DEMANDS, COSTS, AND CAUSES OF ACTION, INCLUDING REASONABLE ATTORNEY'S FEES FOR THE DEFENSE OF ALL CLAIMS AND DEMANDS (COLLECTIVELY, "COSTS"), TO THE EXTENT DIRECTLY CAUSED BY THE NEGLIGENT PERFORMANCE OF SERVICES IN CONNECTION WITH THIS AGREEMENT BY CONTRACTOR, ITS OFFICERS, AGENTS, EMPLOYEES AND PARTIES WITH WHOM IT CONTRACTS, INCLUDING SUB-CONTRACTORS, AND FROM ALL COSTS IN CONNECTION WITH INJURY OR PROPERTY DAMAGES TO THE EXTENT DIRECTLY CAUSED BY THE NEGLIGENT PERFORMANCE OF SERVICES UNDER THIS AGREEMENT BY CONTRACTOR, ITS EMPLOYEES, AGENTS, REPRESENTATIVES AND PARTIES WITH WHOM IT CONTRACTS, INCLUDING SUB-CONTRACTORS.

Section 13. Confidentiality. Contractor covenants and agrees that it shall not, at any time, directly or indirectly, divulge or disclose for any purpose whatsoever, confidential and proprietary information concerning the City that has been developed by the City, or obtained by Contractor from the City or disclosed to the Contractor by the City, as a result of the performance of the Contractor's work, duties and obligations under this Agreement. The parties stipulate that, as between them, the aforementioned matters are important, material, and confidential and gravely affect the effective and successful conduct of the business of the City and its goodwill, and that any breach of the terms of this section is a material breach of this Agreement. The parties further stipulate that no adequate remedy at law exists for a violation of this Section by Contractor and that therefore the City shall be entitled to injunctive relief against Contractor for such a violation. "Confidential and proprietary information" of the CITY shall include, but not be limited to, costs and pricing, financial and technical information, ideas, designs, specifications, techniques, models, data, programs, documentation, processes, know-how, customer lists, marketing plans, and information discussed at any meetings in which the City is present.

It is agreed that the provisions of this Section 13 shall be applicable and enforceable unless the terms and conditions of this Section 13 are expressly waived on behalf of the City and reduced to an instrument in writing signed by the City.

Section 14. Ownership and Use of Documents. Contractor agrees that items such as plans, drawings, photos, designs, studies, specifications, data, computer programs, schedules, technical reports, or other work products which is/are specified to be delivered under this Agreement, and which is/are to be paid for by the City, is/are subject to the rights of the City in effect on the date of execution of this Agreement. Subject to the last sentence in this section, these rights include the right to use, duplicate and disclose such items, in whole or in part, in any manner and for whatever purpose; and, to have others do so. If an item produced by Contractor is copyrightable, Contractor may copyright it, subject to the rights of the City. The City reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, modify and use such items and to authorize others to do so. Contractor shall mark all confidential or proprietary information as such prior to furnishing it to the City. Notwithstanding anything to the contrary contained herein, the City agrees that all rights and licenses afforded to the City in this section are limited to the use by the City exclusively for the City and not commercially or with an intent to profit from such information, and the City agrees to keep such information confidential from all parties not directly involved in the permitted use of such information unless required to release the information pursuant to the Texas Public Information Act, Chapter 552, Texas Government Code.

Section 15. Notice. Invoices and working documents may be hand delivered or sent by regular first class United States mail. Working documents, progress reports, computer documents, computer files, or computer software may be sent through electronic mail (e-mail). Except for the information and/or documents specified above, any notice required to be given pursuant to this Agreement shall be in writing and shall be either delivered personally to the party to be notified, or sent by registered or certified mail, first class postage prepaid, return receipt requested, addressed to the party to be notified at such party's address:

Contractor:
Brightview Landscape Services, Inc.
Title:
Address; _____

City:
Village of The Hills
102 Trophy Drive
The Hills, Texas 78738
Attn: Wendy L. Smith, City Manager

Section 16. Attorney Fees. In the event any party to this agreement should bring suit against the other party with respect to any matters provided for in this Agreement, the prevailing party shall be entitled to recover from such other party its costs of court, legal expenses and reasonable attorneys' fees in connection with such suit.

Section 17. Non-Waiver. Any failure by a Party to insist upon strict performance by the other Party of any material provision of this Agreement shall not be deemed a waiver thereof, and the Party shall have the right at any time thereafter to insist upon strict performance of any and all provisions of this Agreement. No provision of this Agreement may be waived except by writing signed by the Party waiving such provision. Any waiver shall be limited to the specific purposes for which it is given. No waiver by any Party of any term or condition of this Agreement shall be deemed or construed to be a waiver of any other term or condition or subsequent waiver of the same term or condition.

Section 18. Iran, Sudan and Foreign Terrorist Organizations. CONTRACTOR represents that neither it nor any of its parent company, wholly-or majority-owned subsidiaries, and other affiliates is a company identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 2252.153 or Section 2270.0201, Texas Government Code, and posted on any of the following pages of such officer's internet website: <https://comptroller.texas.gov/purchasing/docs/sudan-list.pdf>, <https://comptroller.texas.gov/purchasing/docs/iran-list.pdf>, or <https://comptroller.texas.gov/purchasing/docs/fto-list.pdf>. The foregoing representation is made solely to comply with Section 2252.152, Texas Government Code, and to the extent such Section does not contravene applicable Federal law and excludes CONTRACTOR and each of its parent company, wholly-or majority-owned subsidiaries, and other affiliates, if any, that the United States government has affirmatively declared to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization. CONTRACTOR understands "affiliate" to mean any entity that controls, is controlled by, or is under common control with CONTRACTOR and exists to make a profit.

Section 19. Form 1295. Submitted herewith is a completed Form 1295 in connection with Contractor's participation in the execution of this Agreement generated by the Texas Ethics Commission's (the "TEC") electronic filing application in accordance with the provisions of Section 2252.908 of the Texas Government Code and the rules promulgated by the TEC (the "Form 1295"). The City hereby confirms receipt of the Form 1295 from Contractor, and the City agrees to acknowledge such form with the TEC through its electronic filing application not later than the 30th day after the receipt of such form. Contractor and the City understand and agree that, with the exception of information identifying the City and the contract identification number, neither the City nor its employees or representatives are responsible for the information contained in Form 1295; that the information contained in the Form 1295 has been provided solely by Contractor and the City has not verified such information.

Section 20. Governmental Powers; Waivers of Immunity. By its execution of this Agreement, the City does not waive or surrender any of its respective governmental powers, immunities, or rights except as provided in this section. The Parties acknowledge that the City waives its sovereign immunity as to suit solely for the purpose of adjudicating a claim under this Agreement. This is an agreement for the provision of goods or services to the City under Section 271.151 et seq. of the Texas Local Government Code.

Section 21. No Third Party Beneficiary. For purposes of this Agreement, including its intended operation and effect, the parties (City and Contractor) specifically agree and contract that: (1) the agreement only affects matters/disputes between the parties to this agreement, and is in no way intended by the parties to benefit or otherwise affect any third person or entity, notwithstanding the fact that such third person or entities may be in a contractual relationship with City or Contractor or both; and (2) the terms of this Agreement are not intended to release, either by contract or operation of law, any third person or entity from obligations owing by them to either City or Contractor.

Section 22. Entire Agreement. This Agreement embodies the entire agreement and understanding of the parties hereto with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings, oral or written, relating to said subject matter. This Agreement may not be amended or modified in any manner except by a written agreement signed by each of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed and delivered this Agreement as of the day and year first above written.

VILLAGE OF THE HILLS

By: Hilda Potsarich
Hilda Potsarich, Mayor Pro Tem
for Greg Wharton, Mayor

BRIGHTVIEW LANDSCAPE SERVICES, INC.

By: Ben Strickland
Ben Strickland, VPGM

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