

**COURTYARD HOMEOWNERS ASSOCIATION
MAY 2024 BOARD MEETING MINUTES**

Type: Regular Board Meeting

Date: Tuesday, May 21, 2024, 6:30 PM

Location: Courtyard Atrium lobby, 5910 Courtyard Drive, Austin, Texas 78731

A. Call to Order

Charles called the meeting to order at 6:30 p.m.

B. Roll Call

Charles Crooks, President - *present*

Konavis Smith, Vice-President - *present*

Stu Hare, Treasurer - *present*

Meredith Massey-Kloetzer, Secretary - *present*

Henry Mistrot, Member-at-Large - *present*

Matt Harold, Member-at-Large - *present*

C. Approval of April 16, 2024 Board Meeting minutes

There were no corrections to the April 16, 2024 Board Meeting minutes. Stu moved to approve the minutes. Konavis seconded the motion. Henry abstained. The motion passed.

D. Board Announcements

Henry moved to add two items to the meeting agenda under New Business. Matt seconded the motion. The motion passed unanimously.

E. Committee Reports

1. Environmental Control Committee (ECC)

Committee Members: Diana Apgar (chair), Tessa Halstead, Winston Cundiff, Tomas Barnett, Betty Boon, Mark Smith

Chair Diana Apgar was present. A resident wanted to construct a pool, which would require digging into the yard. The ECC left it up to the City of Austin to issue a permit to allow for it.

Summary of submitted report: All members of the ECC met at Diana's house for a committee meeting. For May 2024, the ECC approved the following proposed projects: (1) constructing a hobby building underneath the deck; (2) changing the exterior of the home pursuant to a City of Austin permit; (3) re-landscaping the front yard with new plants and beds;

(4) continuing renovations per updates to previously approved plans; (5) erecting a four-foot brick wall and gate in the front yard; (6) installing a solar energy device on the back side of the roof, an electric vehicle charger inside the garage, and electrical equipment on the side of the garage; and (7) installing a standby electric generator for medical reasons.

2. Community Park Committee

Committee Members: Terry Edwards (chair), Travis Tegland, Denise Hogan, Arthur Wright, Steve Bosak

Chair Terry Edwards was present. On May 11, the Community Park Committee hosted Volunteer Day. A turtle laid a nest of eggs below the bench by the playscape. The two options are either to let nature run its course or to install a turtle nest protector to protect it from predators but still allow the eggs to hatch and the hatchlings to get out. Terry offered to build a protector from materials that he has on hand. Matt added that he also has materials to contribute to building the protector.

Summary of submitted report: The park committee held a park volunteer day on May 11 to perform trail maintenance and gather fallen limbs/branches. We had 15 volunteers show up to volunteer. Of the 15 people who showed up, 13 of those people were either current or former HOA board members or Committee members. We cleared the pathways and hauled out lots of dead limbs and debris. The items removed were placed in piles, and Daniel Salas and his tree crew were scheduled to come in on Wednesday and take everything out of the park.

3. Landscape/Decorations Committee

Committee Members: Ed Ueckert (outgoing chair), Michael Mulford-Carper (incoming chair)

Chair Ed Ueckert was present. There was a lot of trash that Daniel and his crew collected after Volunteer Day. The park will be serviced on the Thursday before Memorial Day Weekend. Ed is retiring, effective this meeting. Michael is assuming the chair position.

Summary of submitted report: The landscape crew serviced the park and Tait's Rack. The crew also removed debris and dead trees from the common areas along with material collected during the park cleanup. Michael attended the Wildfire Seminar this month and met the new head of the dedicated wildfire prevention office.

4. Security Committee

Committee Members: Charles Crooks (chair)

Chair Charles Crooks was present. There are two license plate readers: one at each end of the neighborhood. Austin Police Department has opted into our cameras. This means that if we have an issue and file a report, the police can log into our cameras and see what happened. Last

weekend, the license plate readers recorded 30% higher traffic volume. Over Memorial Day Weekend, we are expecting even more traffic. We expect lots of family and friends in the park this weekend. Make sure to leash dogs you bring to the park. Last May was when Courtyard had so much theft, so we should not expect anything different this May. The uptick in theft tends to happen when school is out for the summer. Charles is probably going to change the gate code after the holiday weekend.

Summary of submitted report: Two license plate reader cameras (LPR) – located at both neighborhood entrances. Weekend vehicles captured by both LPR cameras averaged 3,200 vehicles. Last weekend, vehicles captured increased by approximately 30% to 4,100 vehicles. Next weekend, vehicles captured are estimated to increase due to the Memorial Day holiday to over 5,000 vehicles (based on the observed boat trailers/cars under pennybacker). Yesterday was bulk item pickup; vehicles captured were over 1,600 vehicles. Last May, we had a spike in all manner of theft; there is no reason to believe this year will be different. The good news is that Austin PD has opted into our LPR cameras, so this should help expedite apprehension; however, our main efforts should be on prevention. Do not, I repeat, do not question people in the park you don't recognize, because all manner of family, friends and guests are expected. That said, we should not tolerate vandalism, dogs not leashed, etc.

5. Welcome Committee

Committee Members: Erik Maye (chair)

Chair Erik Maye was absent.

Summary of submitted report: none submitted

6. Social Committee

Committee Members: Breck Wilson (co-chair), Travis Tegland (co-chair)

Charles announced that Breck Wilson and Travis Tegland have offered and agreed to co-chairing the Social Committee right now. At the recent garage sale organized by Breck, there was a good turnout of customers. Breck is going to make some changes for next year and has some good ideas for new social events. She is starting to plan for the 4th of July event.

Summary of submitted report: Eleven residents participated in the neighborhood-wide garage sale. Breck placed directional signs on the morning of the garage sale to help buyers locate the participating addresses. Traffic began even before 8:00 a.m. Breck drove around the neighborhood a few times and noticed a good turnout. Next year, Breck is going to submit the advertisement to two garage sale websites earlier so they are approved in time to be published. She would like to include some photos of some of the items for sale to help promote the event. Breck is starting to plan the 4th of July event. Other activities that she has for the future include end-of-summer/back-to-school social, Halloween pumpkin carving, progressive dinners, BYOB happy hours, and holiday house decorating contest.

7. Communications Committee

Committee Members: Jim Vence (chair), Sergio Leal, Justin Kloetzer, Mimi Vence, Charles Crooks, Meredith Massey-Kloetzer

Chair Jim Vence was present. We are moving away from paper communications, like The Caller, and moving to electronic communications. Our website has almost 28,000 visits per month. A huge problem right now is that we have three directories, none of which is in sync. We are going to let Goodwin do communications for meetings and “official” stuff, and the Communications Committee is going to handle communications about “fun” stuff like social events.

Summary of submitted report:

Metrics:

Email Distributions: 1,750
Website Visits (Avg/Day): 27,728 (956)
Directory Updates: 8
Inquiries: 3

Accomplishments and Closed Issues:

Established an interim method to distribute emails via courtyardhoa.org domain:

- o Roundcube email – limited to ~50 email addresses per send and ~500/hour.
- o Using the CHOA website directory email lists.

CHOA Website: menu reconfiguration, software updates, and backups

- o Jim created and maintains a test version on his local Windows computer.

New Issues:

Organization and co-ordination of communications between CHOA and Goodwin Mgmt.

- o Three different sets of email lists with no procedure to synchronize.

Need a procedure to help residents maintain their contact information.

- o Co-ordinate contact info with Goodwin’s two systems.

Issues with acceptance and adoption of TownSq for the community.
Review and update Board Reporting procedures (e.g., this report), with the Committee.

Open Issues:

N.A. (New issues listed above to be moved to Closed or this category with future reports)

8. Compliance Committee

Committee Members: Janet Wright (chair), Kelly Tegland

Chair Janet Wright was present. We are seeing improvements with people bringing their trash cans in timely.

Summary of submitted report: During the last two drives through the neighborhood, three citations have been issued for landscape issues. Two homes have been cited for mold visible on their exterior, and one was fined for a second notice. Three homes had visible trash cans, and one was fined. Two homes had mulch bags in the yard, and two homes had yard equipment visible in the driveway or yard. One home had rubbish or debris in the driveway. One home had tree cuttings on the curb. I think the number of trash can violations is declining, which is a welcome result.

9. Kayak & Canoe Committee (Tait's Rack)

Committee Members: Jim Vence (chair), Carolyn Brakhage, Stu Hare, Fred Wahlers

Chair Jim Vence was present. Jim thanked the Board for approving his proposed policies. While we are working toward electronic payments, we won't be able to jump right to that. We are probably still going to need to accept paper checks. At least two people will be vacating Tait's Rack. The first person on the waitlist just moved, so the second and third people on the waitlist will be moving into Tait's Rack. Jim has had no luck communicating with the iron fencing person to discuss options for adding a half-rack or modifications. One vendor said too busy right now. Alice added that she might know someone in this trade.

Summary of submitted report:

New Since Last Report:

Pricing and Policy Changes approved by board.

New ground maintenance procedure.

Conversion to paper-free and Goodwin managed renewal payments postponed?

Overall Status:

Rack Operational Status: Fair. Access, locks in decent shape, back side of fence compromised over time.

Waitlist (First Boat): Twenty-one residents (21). (Removed next in-line - no longer resident)

Open Issues:

Options for expansion within existing space (2024 or 2025):

o Original rack fabricators are no longer in business.

o Reached out to begin asking for proposals for expansion options.

Security/Monitoring – Investigating option for solar-power camera + 5G network service.

Bottom slots (slots #9, 10) improvements (e.g., gravel base).

More information submitted from a lease owner in consideration of accessibility improvements.

Maintenance:

Lawn and ground maintenance of the cage is now being managed by the Park Committee.

o KCC unlocks one gate for yard crew access, locks up after completion.

HOA Community Activities:

Began soliciting help for the 4th of July Boat Rides.

Open Improvements:

Move to an online renewal/payment system for the 2024-25 lease renewals.

Suggestion to replace a half-rack with a full one to add five slots in 2024-2025 (investigating).

Discussions on funding for potential to expand cage and/or improve security (2025-)

Committee Management:

No committee meetings this past month

10. Fire Safety & Prevention Committee (Firewise Community)

Committee Members: Richard Stelzner (chair)

Chair Richard Stelzner was present. There was the wildfire symposium, which basically was the city expressing what they're doing for fire and disaster prevention. It was very informative. The turnout was poor; about half the attendees were from the fire department. Interesting things were discussed. One person from the Wildfire Division moved over to Austin Energy, and is creating a wildfire group within the utility company. At the symposium, the presenters turned on the wildfire cameras to show attendees, and we saw smoke on the footage. There had been a hiring freeze in the Austin Fire Department, but now they have hired a lot of mitigation specialists. Most of the people in the fire department are mitigation specialists. They're stepping in to manage the firewise alliance for all the members. They're getting some real professional help with that. There was an interesting speaker from an insurance company who talked about the differences between California and Texas and how insurance works in both states. The reason why a lot of insurance companies will not insure in California is not just wildfire; the biggest cost to them is hail and wind. That's where they spend most of their money. Wildfire damage is a small percentage of that. In California, the state mandates how much can be paid out, but that is not how it works in Texas. It would be unusual for Texas insurance companies to stop insuring because of the wildfire threat. The Wildfire Division ran the symposium, and the chief of the Austin Fire Department gave an opening speech. Lots of people talked about disaster relief. AISD has its own emergency services group that handles all the schools. They are able to notify schools if they have to close down or move kids. The presenters gave out a lot of stuff.

Summary of submitted report: The Wildfire Symposium was held on May 4, 2024 with with a full slate of AFD leadership, Wildfire Division Management, Austin Electric Mitigation Manager (formally from Wildfire Division), as well as Council Member Alter and representatives from Austin's Emergency Management plus AISD Emergency Management and a presentation about home and business insurance issues. The overall theme was the planning, implementation, and present actions to prepare for wildfire and disasters that may affect Austin and Travis County. Although a high-level overview, it showed the range of commitment and emphasized the commitment of residents as a necessary component. Although this symposium was open to residents, the attendees were mostly those already

involved in community based wildfire preparedness.

11. Area Development & Governmental Liaison Committee

Committee Members: Denise Hogan (chair),

Chair Denise Hogan was absent. Terry Edwards said that the hotel's new site plan went to Zoning. They entered into a restrictive covenant with Courtyard and CONA. Both were filed with the City before the zoning and planning meeting thanks to Denise who made sure they got them filed first. The comment in the recent Austin Business journal about the hotel being four floors is incorrect; the hotel will be only three floors thanks to Denise. The City Council is doing the land development code about what people can do on their lots, but in Courtyard, we have deed restrictions, which take precedence over city permits. Just because a project is approved by permit doesn't mean it's okay in our neighborhood, since they don't check our deed restrictions.

Summary of submitted report:

2222Highpoint (former 3M campus): Denise attended a meeting with Karlin on April 25.

Champion Tract 4 Proposed Hotel Complex: Denise is in close communication with the developer's representatives. A new site plan was approved at ZAP May 7. The recent ABJ article misquotes the size and floors: the hotel is limited to 3 stories high and 39' high plus parapet (total of 45').

Land Development Code (LDC): ECC and all residents of the Courtyard need to know: Even if a property owner gets a permit from the City for something is not NOT allowed in Courtyard's CCRs, our ECC should not approve any projects that are against the HOAs deed restrictions. Deed restrictions are private contracts and must be enforced by the HOA.

12. Boat Launch & Storage Committee

Committee Members: Meredith Massey-Kloetzer (chair)

Chair Meredith Massey-Kloetzer was present. One person requested to be added to the waitlist, so now there are 27 people on the waitlist to lease one of the 22 storage spots. Alice provided an update regarding trailer identification stickers. We are discussing the most cost-efficient option. Meredith will be sending out lease renewals in the next couple weeks for the 2024-2025 lease term.

F. Financial Update

Treasurer Stu Hare was present. We are under budget in a lot of categories, but this time of year we don't spend a lot of money. So, we're right on track. The Board is discussing ways to generate additional income, such as CDs. We can get some revenue; there are ways to do it. We have no issues. Anyone can have a copy of our financials.

Summary of submitted report:

Financial Status 04-30-2024

Income: YTD

Assessments: \$59,522

Total Income: \$61,587

Expense:

Total Expenses: \$29,355

Overall:

Fund Change: \$32,323

Current Cash on Hand: \$220,209

For detailed reports, please email stuhare@icloud.com.

G. Old Business

No old business.

H. New Business

1. Social Committee Co-Chairs

Breck Wilson and Travis Tegland have volunteered to co-chair the Social Committee. Breck grew up in this neighborhood, and Travis has lived here 6-8 years. Konavis moved to approve the appointment of Breck and Travis as co-chairs of the Social Committee. Stu seconded the motion. The motion passed unanimously.

2. Certificate of Deposit

The Board discussed moving funds into a Certificate of Deposit (CD) at First Citizens to capture higher interest and generate additional income. Right now, our reserve account holds approximately \$132,000. The Board discussed depositing \$75,000 for a six-month period. Approximately \$290 in interest would accrue in six months. Matt moved to deposit \$75,000 into a high-yield CD for six months to begin June 1, 2024. Henry seconded the motion. The motion passed unanimously.

I. Adjournment of Open Meeting

Konavis moved to adjourn the Board meeting. Matt seconded the motion. The motion passed unanimously. The meeting adjourned at 7:27 p.m.

J. Next Board Meeting

Tuesday, June 18, 2024 at 6:30 p.m.

APPROVED

Meredith Massey
CHOA Secretary

June 18, 2024
Date