

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

Type: Regular Board Meeting

Date: Tuesday, June 18, 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 6:31 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*

Linda Lange, Member-at-Large - *present*

C. Approval of May 21, 2024 Board Meeting minutes

There were no corrections to the May 21, 2024 Board Meeting minutes. The minutes were approved unanimously.

D. Board Announcements

The Board voted unanimously by email to approve the appointment of Linda Lange to the Board of Directors to complete Jim Lloyd's unfinished term. The Board voted unanimously by email to approve a budget expenditure of \$2,500 for the Fourth of July social event. Charles reminded everyone that the Social Committee needs volunteers for the Fourth of July social event. He added that the park looks good and will be ready for July 4th.

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. Someone is adding onto the solar panels on their roof, which have always been at the back of the house. Another resident is adding a roof to a pre-existing patio. A person recently bought the first house on North Scout Island Circle (the sale

is under contract but not yet closed). While Diana normally works only with current owners, she did answer questions asked by the new buyers, since they are contracting with Cody Pools to install a pool beginning on the day they close on the house. The new buyers have been reading the construction guidelines that Diana provided them and are in the “pre-planning” stage. The ECC has not yet voted on any construction proposal.

Summary of submitted report: Someone is installing a new patio cover. Someone is renovating the interior kitchen and will have a truck in the driveway for about six weeks. Someone is adding solar panels on the roof (they cannot be seen from the street).

2. Community Park Committee

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

Chair Terry Edwards was absent. Charles relayed that someone left the gate open. Terry is resigning because he is moving out of the neighborhood. There was some discussion about combining the park committee with the landscape committee.

Summary of submitted report:

The park pedestrian gate is having trouble opening. The keypad code works and the handle turns, but something on the strike plate is keeping the gate from opening. Terry has tried the keypad with the gate open and the latch retracts correctly, so Terry thinks it is getting hung up on the strike plate, the part that is not on the gate, but is on the frame that the latch holds onto when locked. We need to have the gate company out and service the pedestrian gate.

GATE CODE: When the gate code is changed, we need to change the code to the rolling gate that keeps the gate in the open position. This is a different code than the broadcast code to the neighborhood. This is a code that puts the rolling gate into a permanently open position and it will not close until the code is re-entered. This code is only used on the keypad that is INSIDE the park. This code historically was only known by the HOA president and the Park Committee chairman. Over the last several years, more people have been given this code with people managing the tree service after the freezes, etc. Now someone seems to have the code and is leaving the gate open randomly. On Sunday, Father’s Day, the gate was left in the open position from Sunday afternoon until Terry closed it Monday morning. Terry does not know who left the gate open or why it was opened in the first place, but he has seen this happen several times over the last six months and it makes him think that someone may be doing this deliberately, for a purpose that he can only speculate about. So this code needs to also be changed and not given out to anyone outside the HOA board. No resident or sub HOA should have this code as they already have access to enter the park and no resident of sub HOA has a need to put the gate in a permanently open position.

RESIGNATION: Lastly, after serving as the park committee chairman since 2015, it is time for Terry to relinquish the duties and pass them on to someone new. Terry has a full set of keys and electronic records and templates for park volunteer days, vendors, previously

considered park projects (completed or just contemplated), etc. that Terry is willing to pass on to the next chairman or hand over to the board for them to give to his successor.

3. Landscape & Decorations Committee

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

Outgoing Chair Ed Ueckert was absent. Incoming Chair Mike Mulford-Carper was present. The Board formally nominated and appointed Mike to be the new Landscape & Decorations Committee Chair. There is nothing notable to discuss. Maintenance taking place on schedule. The tree guys were here five days to clean up a bunch of dead wood. There is a dead juniper tree hanging over the playscape in the park. There is some additional dead wood in the park but nothing that Mike think poses a hazard. Mike did make sure the park was cleaned up for Memorial Day and will do so for the Fourth of July. There have been some extra expenditures, as there was a problem with the irrigation and the lighting of the north entrance. There has been some diagnostic work performed, but Mike suspects that the 360 construction is going to cause more issues. A resident raised a concern about construction at the front (south) entrance, specifically exposed wires and a hole. Matt offered to look into it.

Summary of submitted report: none submitted

4. Security Committee

Committee Members: Charles Crooks (chair)

Chair Charles Crooks was present. Over Memorial Day weekend, we had 5,174 cars come through the neighborhood. Meredith relayed a (harmless) encounter with a vagrant sleeping on the sidewalk near the back (north) entrance. A resident raised a concern about the park pedestrian gate being still broken.

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)

Co-Chair Travis Tegland was present. Co-Chair Breck Wilson was absent. Travis and Breck are working on getting the vendors reserved for the Fourth of July social event. The fire truck will be there. They will be getting the flier out hopefully this weekend. Travis and Breck

are working on getting the funding upfront so that the event volunteers will not need to be out of pocket any money. The plan is to assemble at Courtyard Drive and South Scout Island Circle at 10:30 a.m., have the fire truck start the parade to the park at 10:45 a.m., and then congregate in the park at 11:00 a.m. Konavis asked Travis to send out a generic flier now so people know about the event as soon as possible, and then when the rest of the vendors are confirmed, there can be a more detailed flier.

Summary of submitted report: Travis and Breck have reached out to several vendors for the Fourth of July festivities. For now, all are available, but they are waiting for deposits from us to secure their business. Stu Hare was kind enough to submit a check request to Goodwin for funds, but Travis has not received the check yet. The fire department will send a fire truck to do our progression from the corner of Courtyard Dr and South Scout Island Cir down to the park. The lineup for the parade will start at 10:30am and the parade will commence at 10:45am. Breck and Travis will work on a flier to get the word out. They will also need volunteers for park setup, grilling, and supervising the petting zoo line and waterslides.

7. Communications Committee

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

Chair Jim Vence was absent. Charles shared that we have had a problem with DOT5, which we have been using to send out emails. We are still working on trying to get a better system.

Summary of submitted report: none submitted

8. Compliance Committee

Committee Members: Janet Wright (chair), Kelly Tegland

Chair Janet Wright was absent. Charles stated that the Board needs more specifics to be included in the compliance report, which is currently too generic.

Summary of submitted report: Two drives have occurred since the last Board meeting. There have been three citations for landscaping which involve needed mowing or weeding. Two were first-time citations and one received a \$50 fine. Four homeowners were cited for trash cans out. One received a \$50 fine. One homeowner was cited for material in the driveway. Three homeowners were cited for mulch bags or other lawn equipment in the yard. The Compliance Drivers are usually notating if there are such materials in the yard but not citing unless they are still there at the next drive. Because of the difficult weather we have been experiencing and because it is prime landscape season, the Compliance Drivers have not been quick to cite homeowners for unattractive yards. Some have gone ahead and re-sodded their yards without the Committee's urging. But they will begin to send letters in the future asking homeowners to address the problems with their landscaping.

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

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

Chair Jim Vence was absent. Charles reminded everyone that we are in the renewal cycle right now. Get your checks in. There has been some turnover since we raised the rates. We have not gotten the online system going yet, but it is still a work in progress.

Summary of submitted report: none submitted

10. Fire Safety & Prevention Committee (Firewise Community)

Committee Members: Richard Stelzner (chair)

Chair Richard Stelzner was present. There is an update to the evacuation plan. It is on the CHOA website. If there were an evacuation, Richard does not know if these contacts would be available. The evacuation plan does not indicate how to get the contacts' names and numbers, because you would have to log on to the CHOA website. Richard is thinking about how to change that so residents have those names, which would also need Board approval to update. Richard noticed in some of the new resident information that gets distributed that there is an old email for him, so he is going to contact Jim to make this change. Richard plans on being at the Fourth of July celebration to set up a table for the Firewise Community.

Summary of submitted report:

* The AFD Wildfire Div. has scheduled July 10 for the Firewise Alliance Quarterly Meeting.

* As reminders:

AFD has implemented 311 for Wildfire Home Ignition Zone (HIZ) Evaluation requests for any resident afraid to contact me.

The Austin Wildland-Urban Interface (WUI) Code is being updated to focus on clearing or minimizing vegetation in the 0 to 5 feet area around homes. Perhaps this could be recommended in the New Residents Welcome Package. It will be recommended during Home Ignition Zone Evaluations.

Wooden Fences have come under scrutiny for their flammability, including those with non-combustible supports. Their ubiquity throughout many communities is a matter of concern.

There have been references to fire-retardant treatments for interior and exterior wood. (NOTE: This is not an endorsement) Flame Stop II is a Fire Retardant Paint for Wood in several quantities as well as an additive for latex paint.

* I've attached the current Evacuation Plan for the Board's review with updates to the contacts along with minor changes for clarity and consistency.

11. Area Development & Governmental Liaison Committee

Committee Members: Denise Hogan (chair), Dave Scholes, Arthur Wright

Chair Denise Hogan was absent. Charles announced that she submitted notice that she is moving out of the neighborhood and will be vacating her committee chair position. Texas Gas and Spectrum have now finished their work near Courtyard, but the space has not yet been backfilled. Austin Water/Wastewater contracted in March and should be starting soon on the area from the Pennybacker Bridge to past 2222.

Summary of submitted report: No new updates this month. Denise shared that she and Terry have put their house on the market and are planning to relocate to Sun City in Georgetown to be closer to their son and his family and also to downsize. She does plan to continue serving as ADGL Chair and as Courtyard's representative on the Board of CONA until they sell their house or the Board finds a replacement person, whichever comes first. Denise endorsed two potential names to replace her as committee chair.

Denise also shared, "I have loved serving this community and am super sad to leave behind all of you and all of my friends here. But hopefully you will still see me around when I come back to visit, and for Book Club every month with Waneen, of course!"

12. Boat Launch & Storage Committee

Committee Members: Meredith Massey-Kloetzer (chair)

Chair Meredith Massey-Kloetzer was present. She has added more people to the waitlist. There are now 29 people waiting for 22 spots. There are no obvious ways to expand this space, but perhaps there are some creative ways to explore in the future.

F. Financial Update

Treasurer Stu Hare was present. Everything is on budget. Cash on hand is good. We have a \$75,000 CD at 5% interest rate, so we are going to make a little interest. We are on the numbers. This is the time of year we do maintenance. Everything is fine. For anyone who leases a kayak spot, Jim collects those checks, but anyone can also put checks in Stu's mailbox.

Summary of submitted report:

Income: YTD

- Assessments: \$ 60,807.32
- Total Income: \$ 63,959.73

Expense:

- Total Expenses: \$ 37,391.64

Overall:

- Fund Change: \$ 26,598.09
- Current Cash on hand: \$ 215,000.63

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

G. Old Business

No old business.

H. New Business

The Board of Directors voted unanimously to approve Michael Mulford-Carper as the new Landscape & Decorations Committee Chair.

I. Adjournment of Open Meeting

Konavis moved to adjourn the Board meeting. Stu seconded the motion. The motion passed unanimously. The meeting adjourned at 7:28 p.m.

J. Next Board Meeting

Tuesday, July 16, 2024 at 6:30 p.m.

APPROVED

Meredith Massey
CHOA Secretary

August 20, 2024
Date