

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

Type: Regular Board Meeting

Date: Tuesday, August 20, 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 6:33 p.m.

B. Roll Call

Charles Crooks, President - *present*
Konavis Smith, Vice-President - *present*
Stu Hare, Treasurer - *absent*
Meredith Massey-Kloetzer, Secretary - *present*
Henry Mistrot, Member-at-Large - *absent*
Matt Harold, Member-at-Large - *present*
Linda Lange, Member-at-Large - *present*

C. Approval of June 18, 2024 Board Meeting minutes

There were no corrections to the June 18, 2024 Board Meeting minutes. The minutes were approved unanimously.

D. Board Announcements

None.

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 landscaping the backyard. A new owner on North Scout Island is putting in a pool. When considering submitting a proposal for approval to the ECC, please look at the guidelines (effective August 17, 2021) that are posted on the website (under the ECC tab and then the “Documents” tab).

Summary of submitted report: The ECC approved a request to construct a pergola made out of aluminum. The ECC approved a request to construct a swimming pool.

2. Landscape & Community Park Committee

Committee Members: Michael Mulford-Carper (chair), Frank Apgar, Charles Crooks, Ed Ueckert, Matt Harold.

Chair Mike Mulford-Carper was present. The mowing, trimming, and leaf-blowing folks have shown up as scheduled. Some of the common areas are pretty dry. The sprinklers are set to 10 minutes, so I might bump it up to 15 minutes so we can save the grass. We did some trail maintenance in the park. We tried to get as much dry brush out of the way as we could and did some tree-trimming for fire safety and general safety. We have cleared the trail all the way to the boulders that are right across the creek from The County Line. We intend to do some more work. We are well within our budget for using our tree folks. We just cleaned up in advance of the Fourth of July Party. The BBQ is rusted all the way through, so I put an old cookie sheet to prevent ashes from falling onto the grass. The BBQ pit doesn't have a cover, which is probably why it rusted so much. I think we have it in the budget to replace it, although I think the cookie sheet has made it safe to use. We are always talking about possibly extending the trails since people enjoy them. I want to have a Landscape & Park Committee meeting before the next board meeting to talk about the end of the year.

Summary of submitted report:

General Maintenance

- Mowing, trimming and leaf-blowing completed on rotating monthly schedule.
- Trail maintenance in park completed up to the large boulders (across Bull Creek from County Line BBQ).

Tree Work

- Three half-days and one special trip for tree-cutting, trimming and brush clearing completed from late June through mid-August.
- Cleared large downed dead trees in common areas consistent with fire-risk reduction guidelines.

Special Projects

- Park clean-up completed in advance of July 4 th Holiday community Event.

Extraordinary Expenditures

- One BBQ in Park (nearest dock) needs replacement – checking cost to complete this.

Miscellaneous

- Further discussion of merger of Landscape and Park Committees and possible new committee member(s) if merger is approved.
- Discussion of further extending Park trails into area beyond currently maintained areas.

3. Security Committee

Committee Members: Charles Crooks (chair)

Chair Charles Crooks was present. The neighborhood has been quiet. There have been no confirmed break-ins. Someone had a car window broken out, but nothing was taken.

4. Welcome Committee

Committee Members: Erik Maye (chair)

Chair Erik Maye was absent. Charles said that one new neighbor moved in on South Scout Island Circle. There are a few homes for sale.

Summary of submitted report: It has been relatively quiet here in the Courtyard lately in terms of new owner activity. We had two new contacts over the past month related to new owners/residents in the neighborhood. Our committee continues to update and manage the directory so please continue to share updated contact information as you hear of neighbors needing to inform the HOA of recent changes. We will continue to work with the Communications Committee regarding neighborhood updates as well as updates to the website and we also coordinate with the Fire Safety Committee to maintain our Firewise status. In the coming months our committee will also make an effort to clean out the directory for any owners/residents who no longer live or own in the Courtyard and replace their information with any new owners/residents based on the list we receive from Goodwin. Will keep the board and neighborhood posted on our progress.

5. Social & Decorations Committee

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

Co-Chair Travis Tegland was present. Co-Chair Breck Wilson was present. Boo Fest is the next event coming up before the end of the year. Sometime in mid-September, we will circulate a Save the Date for Boo Fest and later a volunteer sheet. Bill Hodges volunteered to organize the gentlemen's monthly poker nights. There is no volunteer to organize the ladies' monthly bunco nights.

Summary of submitted report: Nothing new to report from the social committee since our wonderful 4th of July celebration. We truly enjoyed helping organize the festivities and are very grateful to our amazing community for helping us pull it off. We are looking forward to our next event. Our spending on the 4th of July party totaled \$2,440.61, just under our \$2,500 allotment.

6. Communications Committee

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

Chair Jim Vence was present. Our host (DOT5) has dropped collecting statistics (how many visitors to the website).

Summary of submitted report: Since the outage from DOT5 Hosting on June 18, we seem to have lost the collection of AWStats, which tells us how many people visit the website. Since June 19, AWStats reports 0 visits to the CHOA website.

Metrics:

- Email Distributions: 2,719
- Website Visits (Avg/Day): N.A. (*see note above)
- Directory Updates: 6
- Inquiries: 10

Accomplishments and Closed Issues:

- Interim solution for email distribution from DOT5 successfully working:
 - No recurrence of blocked emails by DOT5 hosting provider.
 - Email distribution (~550 addresses) consolidated from CHOA Directory and TownSq.
 - Goodwin VMS email addresses are not included.

New Issues: (*)

- DOT5 Webhosting no longer provides site metrics:
 - Possibly related to major outage of June 18 (per prior report).

Open Issues:

- Inconsistent, non-determinable email blasts:
 - Goodwin uses VMS and/or TownSq for email distributions inconsistently.
 - Goodwin does (or cannot) indicate which system they will use.
 - VMS and TownSq use different email lists.
 - No indication as to which email addresses receive emails:
 - Goodwin does not receive or forward notices of blocked or invalid emails.
- Need a procedure to help residents maintain their contact information.
 - Coordinate 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.

Committee Management:

- No scheduled meetings nor discussions currently.

7. Compliance Committee

This will be handled by Goodwin. The committee “retired.” The Goodwin driver was promoted, so Goodwin is getting a new driver. Alice will be doing the ride-along with the new driver, who is experienced with the drive-by process.

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

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

Chair Jim Vence was present. With the rate increase, there was a big turnover. It cut the waitlist almost in half. This is good. There is an aggressive swan that capsized a canoe. Mike has an extra key to Tait's Rack so that he can let the cleanup crew into the gated area to clean up. The bench is severely warped. It was replaced just last year.

Summary of submitted report:

New Since Last Report:

- Lease Renewals/New Leases for 2024-2025:
 - Leases renewed: 52
 - New leases: 8
- July 4th Boat Rides (part of HOA Community Picnic) successful event.
- Study on how to maximize space (i.e. add five slots) underway.

Overall Status:

- Rack Operational Status: Fair. Access, locks in decent shape, back side of fence compromised over time.
- Waitlist (First Boat): Nine residents (9). Waitlist cut by over half from this year's lease non-renewals.

Open Issues:

- NEW: Unable to access boat slings, locked with the keyhole filled with dirt – need fine cleaning
- NEW: Low on replacement keys, need a few more spare keys (one key assigned to new park chair)
- NEW: Aggressive swan in Bull Creek interfering with paddlers.
- Lease renewal process with paper checks needs to be replaced:
 - At least two lease owners are traveling without access to paper checks.
 - Manual handling of checks for current rack capacity must be replaced before expansion.
- Options for expansion within existing space (2025):
 - NEW: Waiting on first quote for half-rack expansion.
 - NEW: The open space may be insufficient to add a half-rack without moving other racks.
- Security/Monitoring – Investigating option for solar-power camera & 5G network service.

Maintenance:

- Began process of getting quotes for considering expansion options.

HOA Community Activities:

- July 4th Boat Rides completed.

9. Fire Safety & Prevention Committee (Firewise Community)

Committee Members: Richard Stelzner (chair), Konvais Smith, Henry Mistrot, Lewis Price, and Arthur Wright

Chair Richard Stelzner was absent. Charles shared that Richard recently shared a new evacuation plan.

Summary of submitted report:

Information from July:

- The AFD Wildfire Div (WFD) conducted the Firewise Alliance Quarterly Meeting on July 10, 2024.
- AFD is currently building capacity for Austin's 311 call number for Wildfire Ignition Zone Evaluation requests.
- With regard to the Ignition Zone Evaluations, the updated approach will be more inclusive. The new focus will now be known as the Structure Ignition Zone and members trained to do evaluations will be Advisors to reflect that the recommendations are not requirements, but to assist the homeowner.
- As part of the approach to Structure Ignition Zone (SIZ) evaluations, the WFD would like the Firewise Communities to have at least five SIZ Advisors (this is in the exploration stage). Along with the hope that more structures (homes) are reviewed and addressed, it was suggested that communities have a list of Landscapers with Firewise training. In advance of this suggestion the WFD is planning to provide more SIZ Training Classes during the year.
- As I've mentioned before, it would be an added benefit for the community if all new residents would be specifically encouraged to request a 30-minute exterior SIZ Evaluation.
- Not to be a nag, but Wooden Fences continue to come under scrutiny for their flammability, including those with non-combustible supports. They become even more concerning as they dry-out over the years. Painting or staining may suppress or delay the burn. Just a suggestion for starting a rumor.
- To add a little item of pride for Austin, Austin Electric has continued to develop a Mitigation program under Chris Vetromile, formally from WFD, to harden their system, which is the first to do so in Texas.
- The PANO AI implementation is moving forward with 13, 360 degree cameras to triangulate and evaluate smoke and other indication of fire incidents and coordinate response.

Information from August:

- The AFD Wildfire Div (WFD) conducted the first Structure Ignition Zone training on Saturday, July 27, 2024 from 10:00 AM to 4:30 PM.
- Representatives from Firewise Alliance communities participated which was hosted by the River Place Firewise Committee at the Westbank Community Library.
- Lt. Chris Dibrell, the AFD Fire Adapted Communities Coordinator was the guest

speaker and the lead instructor. The training covered instruction on how to assess the home and landscaping which would be vulnerable to wildfire and ember ignition and provide specific recommendations for defensible space and home hardening against the threat.

- The session began with a video of the Balch Springs Fire which began as a wildland grass fire moving to wooden fences surrounding the housing development and resulting in several homes damaged and destroyed by fire.
- The training included classroom explanations and visual demonstrations in the morning and field experience assessing and providing recommendations for a volunteered property in the afternoon.
- The training introduced new forms and processes detailing a comprehensive approach for conducting the assessment.
- WFD is planning to provide more SIZ Training Classes during the year.

10. Area Development & Governmental Liaison Committee

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

Chair Denise Hogan was absent. Konavis shared that we are still looking for a new chair. On October 9, there will be a bipartisan panel at St. Matthew's since Alison Alter is terming out. On September 5, 6-8pm Austin Police Department is going to address the motorcycle noise pollution. 8134 Mesa Drive St. Matthew's Episcopal. Thursday.

Summary of submitted report: none submitted

11. Boat Launch & Storage Committee

Committee Members: Meredith Massey-Kloetzer (chair)

Chair Meredith Massey-Kloetzer was present. Another resident requested to be added to the waitlist. There are now 30 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. There are a lot of people who want a space.

F. Financial Update

Treasurer Stu Hare was absent. Charles shared that the CD we bought is now making several hundred dollars a month. We spend about 10k a month on our bills.

Summary of submitted report:

- Income: YTD
 - Assessments: \$ 60,668.32
 - Total Income: \$ 64,374.35
- Expense:
 - Total Expenses: \$ 60,629.04

- Overall:
 - Fund Change: 3,745.31
 - Current Cash on hand: \$ 192,147.85

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

G. Old Business

No old business.

H. New Business

No new business.

I. Adjournment of Open Meeting

Konavis moved to adjourn the Board meeting. Matt seconded the motion. The motion passed unanimously. The meeting adjourned at 7:18 p.m.

J. Next Board Meeting

Tuesday, September 17, 2024 at 6:30 p.m.

APPROVED

Meredith Massey
CHOA Secretary

September 17, 2024
Date