

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

**Type: Regular Board Meeting**

**Date: Tuesday, September 17, 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 August 20, 2024 Board Meeting minutes**

There were no corrections to the August 20, 2024 Board Meeting minutes. Charles moved to approve the minutes. Matt seconded the motion. Henry abstained. The minutes were approved by majority vote.

**D. Board Announcements**

If you need to reach a Board member, please send an email rather than call or text.

**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. The ECC voted on two approvals this month: one pool installation and one landscaping installation. Diana does not have a report this month and will add anything necessary to next month's report.

Summary of submitted report: none submitted

## 2. Landscape & Community Park Committee

Committee Members: Michael Mulford-Carper (chair), Frank Apgar, Charles Crooks, Matt Harold, Steve Bosak, Travis Tegland

Chair Mike Mulford-Carper was present. There has been nothing particularly unusual lately. Maintenance is on schedule. We removed trash from common areas, including where construction debris was left behind. The lights are out at the north entrance because the workers were getting shocked. We are looking at possible lighting solutions in the meantime, including maybe solar options, and then reconfiguring when construction finishes in the next 36-48 months. Daniel's people have done a lot of tree work.

We have been trying to focus on the park this summer and on the greatest good for the greatest number of people. Now, we are going through the common areas, especially for first responders who need to get to areas behind houses. For the common areas that are adjacent to the north entrance, we started going high on the hill to clear out dead stuff from wood fences. The Firewise Alliance recommends that everything be pulled away from any wooden fences. We have gone part of the way down on North Scout Island; over the next few weeks, we are going to try to get to the rest of North Scout Island. We will keep working on the common areas. Reminder to lock up the boat launch area, which was left unlocked. Don't leave the gate open or the lock open.

When we completed clean-up before Memorial Day Weekend, we discovered a leak at the bottom of the hill at the north entrance where there was construction. It has been capped off; however, we discovered that our irrigation system was encroaching on TXDOT. TXDOT fixed the leak, but we had to pay to get it fixed.

There have been lots of fire ants in the playground area in the park. The treatment that we applied will last six months. We continue to get reports of off-leash dogs in the park. It's been an issue in the past and seems to be increasing. We are going to put a reminder down at the park that dogs have to be leashed at all times. There are little kids and other dogs down there. If people don't comply, then this committee will have to consider banning dogs, and we don't want to do that.

Large brush pickup starts on Monday, September 23 and lasts all week. Rather than paying the tree-trimming guys, we are going to utilize the city's pickup service to the extent that we can. Look at the flier for instructions for leaving large brush out for pickup. Reminder not to plant anything within eight feet of transformer boxes.

Summary of submitted report:

### LANDSCAPE:

#### I. General Maintenance

- a. Mowing, trimming and leaf-blowing completed on rotating monthly schedule.
- b. Trash and debris removed from Community Park, Boat Launch Area, and common area along the north entrance to the neighborhood.

## II. Tree Work

- a. Several half-days of tree-cutting, trimming and brush clearing in the common areas behind homes completed from mid-August through early September.
- b. Cleared dead limbs and brush in common areas consistent with fire-risk reduction guidelines.

## III. Special Projects

- a. Community Park clean-up was completed in advance of Memorial Day Holiday weekend.

## IV. Extraordinary Expenditures

- a. Repairs were made to the irrigation systems at the Parade Ridge “island” common area and the Tom Wooten “island” common area.
- b. A leak was discovered and repaired at the north entrance to the neighborhood. Several lights were out in the planting beds along Courtyard Drive at the north entrance to the neighborhood due to an electrical problem that required shutting off the power there. A repair estimate and plan are in the works.

## V. Miscellaneous

- a. Reminder to all users of the common boat launch facility next to County Line BBQ – the lock on the gate must be clicked closed after every entry and exit! To ensure the security of the persons and property in the area at all times, PLEASE LOCK THE BOAT LAUNCH ENCLOSURE GATE BEHIND YOU – EVERY TIME!
- b. Homeowners may see additional work taking place in the common areas directly behind their homes as we continue trimming dead trees and clearing brush. PLEASE WELCOME AND RESPECT THE HARD-WORKING CREWS WHO ARE BRAVING THE HEAT TO DO TREE AND LANDSCAPING WORK TO MAKE THE NEIGHBORHOOD SAFER AND MORE BEAUTIFUL.

## COMMUNITY PARK:

### I. Fire Ants

- a. Ant hill treatments and a fire ant prevention product was applied to areas near to the children’s play set.
- b. Please report any active infestations in high traffic areas to the Community Park Committee.

### II. Dogs

- a. We continue to receive reports of dogs in the Community Park off-leash and separated from their owners – essentially running free. This is not workable for a community with 315 homes, many with families who bring their young children and dogs with them to use the Community Park. PLEASE KEEP YOUR DOGS ON LEASH AT ALL TIMES. FAILURE TO DO SO CREATES AN UNSAFE ENVIRONMENT IN THE COMMUNITY PARK FOR DOGS, OTHER RESIDENTS, AND CHILDREN. NONE OF US WHO LOVE TAKING OUR DOGS TO THE COMMUNITY PARK WANTS TO SEE IT CLOSED TO DOGS

DUE TO THE REFUSAL OF OUR FELLOW NEIGHBORHOOD DOG LOVERS TO ABIDE BY THE REQUIREMENTS FOR USING THIS COMMON AREA FACILITY.

b. Dog waste materials were replenished, and the metal dog waste can is emptied on a weekly basis.

3. Security Committee

Committee Members: Charles Crooks (chair)

Chair Charles Crooks was present. The neighborhood has been quiet. When the construction starts near the bridge, we are probably going to deactivate one of the two license-plate cameras. It will save us some money for a bit. When construction finishes, we can reinstall the camera.

4. Welcome Committee

Committee Members: Erik Maye (chair)

Chair Erik Maye was absent. Charles said that there are a few homes for sale, but the market in the neighborhood is pretty slow.

Summary of submitted report: none submitted

5. Social & Decorations Committee

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

Co-Chair Travis Tegland was absent. Co-Chair Breck Wilson was absent. The save-the-date flier for Boo Fest was circulated.

Summary of submitted report: *file corrupted*

6. Communications Committee

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

Chair Jim Vence was present. There is still an issue with needing to consolidate and streamline the source of contact information (we have email addresses from online directory, from TownSq, and another source). Alice said Goodwin uses VMS to send out communications. It is imperative that each resident provides Goodwin with a current and correct email address for official communications. Jim is going to see if he can reconcile contact information from VMS. DOT5 is still giving us issues with measuring and tracking statistics.

Summary of submitted report:

Metrics:

Email Distributions: 2,161  
Website Visits (Avg/Day): 577 (\*)  
Directory Updates: 2  
Inquiries: 12

Accomplishments and Closed Issues:

Identified and documented change procedures for resident contact information among:  
    CHOA Resident Directory  
    Goodwin TownSq (Town Square)  
    Goodwin Village Management System  
Updates to @courtyardhoa.org email forwarders to reflect new committee members.  
Applied major software updates to the CHOA website.

New Issues: (\*)

DOT5 continuing issues with timely (or lost) web-site metrics.  
    (\*) Website visits above based on August 20 – Sept 7  
DOT5 email solution is functional – switch to email marketing in 2025?

Open Issues:

DOT5 Lost site visit counts June 19, July 19 th .  
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 (Goodwin & Company)

Alice (Goodwin & Company) went out with the new driver recently. They had questions about what the Board of Directors is wanting to be cited. The Board clarified that citable violations are intended to be indications that maintenance is needed; for example, re-sodding yards and cleaning mold growing on houses.

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

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

Chair Jim Vence was present. Jim updated the waitlist following renewals. There are 10 people on the waitlist. We have not yet received responses to requests for estimates for installing additional racks. We now have the capability of making online payments for renewals.

Summary of submitted report:

New Since Last Report:

Delays in check handling of lease renewals.

Tentative agreement to utilize TownSq to manage payments in 2025.

Overall Status:

Rack Operational Status: Acceptable. Lock to boat slings serviced.

Waitlist (First Boat): Ten (10).

Open Issues:

NEW: Communicate to lease holders and wait list residents on TownSq policy change.

NEW: Contractor that scoped out potential rack expansion has not returned any estimate.

Low on replacement keys, need a few more spare keys (one key assigned to new park chair)

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):

Waiting on first quote for half-rack expansion.

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:

The lock to the boat slings has been cleared out dirt, and access to the slings is restored.

Thank you, Fred Wahlers

HOA Community Activities:

None.

Committee Management:

No committee meetings this past month

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. This past summer was not bad. You can go online to request an evaluation to keep your home defensible. I wish we could enhance the way the Welcome Committee promotes Firewise compliance. We still have a problem with wooden fences.

Summary of submitted report:

- \* No substantive events in September. Weather was significantly milder than 2023 with occasional rain and humidity making for a less fearful wildfire season.
- \* Courtyard's renewal of our Firewise Alliance Member status will be due November 19. I will be assembling information and data in October.
- \* The Austin Homeland Security Emergency Management Dept. and ReadyCentralTexas is holding an Emergency Preparedness Fair on Thursday, Sept. 19 between 3:00 and 7:00 PM at the ACC Campus, 1218 West Ave. Building 5000, 3 rd Floor. It is free to attend and family-friendly. While they last, there will be free Emergency Kits available. The event will highlight disaster resources.

10. Area Development & Governmental Liaison Committee

Committee Members: Konavis Smith (interim chair)

Konavis said that Courtyard had a great showing at the Austin Police Department meeting about motorcycle noise pollution. There is going to be an increased police presence on 2222. Law enforcement has difficulty citing vehicle noise complaints due to people making after-market modifications. They might be able to cite for illegal u-turns, but there are really minimal infractions to cite. There is going to be another meeting for District 10 for city council election.

Summary of submitted report: none submitted

11. Boat Launch & Storage Committee

Committee Members: Meredith Massey-Kloetzer (chair)

Chair Meredith Massey-Kloetzer was present. There are 30 people waiting for 22 spots and no movement on the waitlist. Motorization of the gate at the boat launch may be available in October, so hopefully by the end of the year, it will be just like the park gate.

**F. Financial Update**

Treasurer Stu Hare was present. Compared to last month, we had a revenue increase of \$5,000-\$6,000 from the watercraft dryslip leases. We are on top of budgets. Total expenses are up a little bit, but not too much. We don't see any big expenses coming up in the future. We have

\$195,000 on hand. All committee chairs need to send Stu their anticipated budgets in the next few weeks. It is important so that Stu can get numbers to Alice at Goodwin.

Summary of submitted report:

Assessments: \$ 62,303.32  
Total Income: \$ 86,610.59

Expense:  
Total Expenses: \$ 64,173.85

Overall:  
Fund Change: 4,436.74  
Current Cash on hand: \$ 195,414.28

For detailed reports, please email [stuhare@icloud.com](mailto:stuhare@icloud.com).

**G. Old Business**

No old business.

**H. New Business**

The Board is looking at an increase in our insurance policy for the next year. Everyone is seeing a slight increase since everything is costing more.

**I. Adjournment of Open Meeting**

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

**J. Next Board Meeting**

Tuesday, October 15, 2024 at 6:30 p.m.

**APPROVED**

Meredith Massey  
CHOA Secretary

October 15, 2024  
Date