

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

Type: Regular Board Meeting

Date: Tuesday, October 15, 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 - *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 September 17, 2024 Board Meeting minutes

There were two corrections to the September 17, 2024 Board Meeting minutes. Stu moved to approve the minutes. Konavis seconded the motion. Henry was absent at the time of voting. The minutes were approved unanimously by present members.

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. The ECC received four proposals this month and one proposal today. Diana asked Alice English with Goodwin & Co. to verify seven deposits (three to four of which are new). One resident installed a swimming pool but then constructed an addition to the dwelling, so the ECC retained the resident's deposit.

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. The contractor has completed mowing, trimming, and leaf-blowing in the park. We had a delay of about 10 days of mowing in the park, so the grass grew long. Mike spoke to our landscaper, who had fallen ill. He sent someone else out to mow. We cleaned more dead limbs and brush in the common areas behind the houses, especially those on North Scout Island. We replaced the “No Parking” sign at the south entrance. The adjacent homeowner has on video someone wanting to park there and just removing the sign and tossing it aside. Mike cleaned it and put it back. Mike visited with a few people and visited the park in the last month about off-leash dogs. He expressed thanks for following this rule. It is essential to keep our dogs on leashes. He received a report of an off-leash dog biting another dog and a resident. Dogs must be leashed at all times, even if the dogs get into the lake to swim. Mike is going to plan a fall park clean-up day.

Summary of submitted report:

General Maintenance

- Mowing, trimming and leaf-blowing completed on a rotating monthly schedule. There was a delay in mowing the Park due to the illness of our contractor, but it was remedied promptly by his crew.
- Trash and debris removed from Community Park, Boat Launch Area, and common areas. Additional removal will take place during the next two weeks.

Tree Work

- Additional tree-cutting, trimming, and brush clearing done in the common areas near the south entrance and behind homes backing up to common areas completed.
- Cleared dead limbs and brush in common areas consistent with fire-risk reduction guidelines.

Special Projects

- No Parking sign in the pull-off near the south entrance was reinstalled after being removed by someone from outside the community who parked in that area.

Extraordinary Expenditures

- Minor expenditures for remounting the no-parking sign and Community Park maintenance (Approx. \$150.00).

Dogs

- Thanks to those who have been observing the leash requirements in the Community Park. For those who may not have seen last month's report:
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.

- We did receive one report of an off-leash dog biting another dog and a resident outside the boundaries of the Community Park. Again, please keep dogs on-leash at all times when outside your private property in the neighborhood.

3. Security Committee

Committee Members: Charles Crooks (chair)

Chair Charles Crooks was present. There were gunshots in the neighborhood last Thursday night around 10:15 p.m. There were 4,000 vehicles that drove through the neighborhood over the weekend (Friday, Saturday, and Sunday). That is a typical volume. There is an uptick in the kind of crime in this part of town (mostly drive-bys and thefts of opportunity). River Place had some broken car windows. If something happens to you, feel free to post on NextDoor, but also please email CHOA Security at security@courtyardhoa.org. To dissuade crime, it is important to have lighting on your house as well as camera security to record the crime so that the crime can be investigated and prosecuted. We have a lot of renovations going on in the neighborhood, meaning that we have a lot of vehicles coming in and out of the neighborhood. It is really important to have security cameras recording activity so that crimes can be filmed and perpetrators can be identified. We might need to adjust the license-plate camera positioned at the north entrance. Charles is going to see about adjusting the angle.

4. Welcome Committee

Committee Members: Erik Maye (chair)

Chair Erik Maye was absent.

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. Linda shared that the Social & Decorations Committee are working on Boo Fest. The start time is 5:30 p.m. on Tom Wooten Drive island. There are plans to put out another flier to advertise the event.

Summary of submitted report: none submitted

6. 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 making good progress with the contact changes with resident contact information across three systems that do not talk to each other. We have about 550 email addresses, so it is important to keep information streamlined. We are having some current issues with DOT5. The hosting response time is erratic. They are continuing to drop metrics and stats. It is frustrating not to be getting accurate numbers to know how many people are going to our website. Jim suspects there is another hosting site we might consider in the future.

Summary of submitted report:

Metrics:

- Email Distributions: 1,092
- Website Visits (Avg/Day): 902 (*)
- Directory Updates: 7
- Inquiries: 6

Accomplishments and Closed Issues:

- Established a coordination procedure with Goodwin to maintain contact info across:
 - CHOA Resident Directory
 - Goodwin TownSq (Town Square)
 - Goodwin Village Management System
- Updated the Kayak and Boat Storage waitlists (history waitlist archive on website).

New Issues: (*)

- DOT5 – Recurring performance issues with CHOA server load times.
- DOT5 – acknowledgement of technical issues in collecting web-site metrics.
 - (*) Website visits above based on Sep 17-30 – No stats for Oct 1-15.
- Board RFI – level of effort required to implement CHOA site resident log-ins.

Open Issues:

- DOT5 Lost site visit counts June 19, July 19.
- 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.
- Add Communications page or content on CHOA:
 - Document resident procedures to update their contact info.
- Issues with acceptance and adoption of TownSq for the community.
- DOT5 email solution is functional – switch to email marketing in 2025?

Committee Management:

- No scheduled meetings nor discussions currently.

7. Compliance Committee (Goodwin & Company)

Alice (Goodwin & Co.) reported that the same driver is still performing drive-bys for the neighborhood. The driver's next drive-by is next Tuesday. Charles is going with her.

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

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

Chair Jim Vence was present. There have been no new waitlist requests. There are still 10 residents on the waitlist. Jim submitted a budget to repair the terrace, which poses a trip hazard. There is potential for seaweed remediation that is bothering the kayakers.

Summary of submitted report:

New Since Last Report:

- Submitted budget considerations for 2025
 - Rebuild terrace steps between Tait's Rack and launch point.
 - Remediation (e.g. mowing) for seaweed in Bull Creek lagoon.
- Rack expansion: The open space in the rack appears to narrow to support new slots:
 - No additional slots are planned for 2025.

Overall Status:

- Rack Operational Status: Good.
- Waitlist (First Boat): Ten (10). (No change from last report)

Open Issues:

- Communicate to lease holders and wait list residents on TownSq policy change.
- Low on replacement keys, need a few more spares (one key assigned to new park chair)
- Security/Monitoring - Investigating option for solar-power camera & 5G network service.

Maintenance:

- None for this report period.

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 present. There have been some fires around the vicinity but nothing close enough to be a danger. The Firewise Alliance has a new member that they are celebrating on Sunday. For a while in 2021-2022, the Alliance was not really being monitored and managed, and the Wildfire Division stepped in. In 2023, it hired a number of new members, many of whom are mitigation specialists. They are building up momentum for the Alliance with additional training opportunities and outreach to join the Alliance. Travis County has the largest membership in the Alliance. October is fire prevention month, the information for which is already on our HOA website. There is a lot of information to help you mitigate problems around your home. They changed some HIZ home ignition zone evaluation. Now, some members of the Firewise Alliance are going to be structural advisors who will take into account not just around the home, but also out buildings and fences. Richard discussed seeing a video at a structural ignition zone training that showed a community grass fire that led to some wooden fences and engulfed 5 homes. There are some wood fences in the common area behind the homes on North Scout Island Circle, but most are wrought iron; at least the wood fences appear to be mostly new. We have a very structurally dense community. Tips are on the website.

Summary of submitted report:

- * Despite grass and brush wildfires distant from but in the vicinity of Austin, there was no exposure or danger to the Courtyard Community. (Short Fire, and Atlantis Fire)
- * Courtyard's renewal of our Firewise Alliance Membership is due November 19. I will begin assembling information and data with the October financial report from Stu and reach out to Committee Chairs.
- * October is Fire Prevention Month. All information, recommendations, and advice is available on the Fire Safety page on courtyard.org available to residents without a log-in. Alternatively, residents can seek information on warncentraltexas.org.
- * As requested, I forwarded the budget recommendation last week. Note that the amount has been suggested for several years and has been utilized to support expenses in Landscaping and Park, where direct activity regarding tree and vegetation mitigation and fire breaks are applied to Common Areas throughout the Courtyard Community.

10. Area Development & Governmental Liaison Committee

Committee Members: Konavis Smith (interim chair)

October 8 was the mayoral candidate forum. District 10 candidates are Mark Duchen and Ashika Ganguly.

Summary of submitted report: none submitted

11. Boat Launch & Storage Committee

Committee Members: Meredith Massey-Kloetzer (chair)

Chair Meredith Massey-Kloetzer was present. An updated waitlist was uploaded to the website on September 28, 2024. There are 30 people waiting for 22 spots and no movement on

the waitlist. It is required that residents close and lock the gate–this has been lacking lately. Jim added past waitlists to the website, so residents can see how long it has been to move up the list.

F. Financial Update

Treasurer Stu Hare was present. We anticipate it will be similar to the budget for this year. Stu has all the budgets as of today, October 15, and will have them all reviewed by Friday. Stu said he does not anticipate there being any need to raise the assessment for next year, given the negatives that we did not spend this past year and the raises that might be necessary. He sees no requirement for additional funds. If there is an increase, the Board will reconvene for a special meeting by the end of the month. We will table this and decide by the end of the week if we need to convene for a public meeting (likely via Zoom) and give 72 hours' notice.

Summary of submitted report:

Income: YTD

- Assessments: \$62,698.32
- Total Income: \$85,001.10
- CD: \$75,319.15 5.13%

Expense:

- Total Expenses: \$72,730.60

Overall:

- Fund Change: \$12,270. 50
- Current Cash on hand: \$204,784.87

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

Matt 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, November 19, 2024 at 6:30 p.m. No Board Meeting in December 2024.

APPROVED

/s/ Meredith Massey

CHOA Secretary

November 19, 2024

Date