

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

Type: Regular Board Meeting

Date: Tuesday, March 19, 2024, 6:30 PM

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

A. Call to Order

Konavis Smith 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 - *present*

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

C. Guest Speaker

Lucas Short, a transportation engineer with the Texas Department of Transportation, gave a detailed presentation on the Loop 360 Project. Mr. Short discussed timelines for construction, how traffic will be routed during construction, and the impact on neighbors near the intersection of 360 and Courtyard Drive. Mr. Short showed slides and provided handouts that illustrated the mechanics of how the new construction will change traffic patterns on 360 and 2222 as well as neighborhood ingress and egress.

D. Approval of November 14, 2023 meeting minutes

There were no corrections to the November 14, 2023 meeting minutes. Matt moved to approve the minutes. Charles seconded the motion. The motion passed unanimously.

E. Board Announcements

The Board announced that the officers for the next year are: Charles Crooks, President; Konavis Smith, Vice-President; Stu Hare, Treasurer; Meredith Massey-Kloetzer, Secretary; Henry Mistrot, Member-at-Large; and Matt Harold, Member-at-Large. Konavis emphasized the importance of encouraging new faces to run for the Board and keeping ideas for the neighborhood fresh. The Board also announced that Jim Vence has assumed the role of Chair of the Communications Committee.

F. Committee Reports

1. Environmental Control Committee (ECC)

Chair Diana Apgar was absent. There was one pressing issue regarding external lighting that ECC will handle. If necessary, the Board will take up the issue at the next meeting.

Summary of submitted report: From December 2023 through March 2024, the ECC approved the following proposed projects: (1) replace an existing fence with a wood privacy fence, replace the roof, paint the house, and install a new front door; (2) install second-floor addition; (3) complete last phase of backyard landscaping; (4) install wrought-iron fence with gate along the front of the condo; (5) install vine screen behind the garage. The ECC advised a resident to call 811 to mark city utilities where a portion of the requested fence is in the lot's PUE. The ECC received a letter that a resident's proposed renovation project is solely to the interior of the dwelling. The ECC received a request from a resident that was forwarded to Goodwin for handling.

2. Community Park Committee

Chair Terry Edwards was present. Terry is planning to announce a Park Volunteer Day to take place on a Saturday in either April or May. Terry has received some reports that the park gate is making a loud squealing noise. He is testing it to determine the cause. The gate rollers were replaced in May 2023. The service company, Metal Link, advised performing maintenance quarterly or, at a minimum, annually. Terry proposed that the Board approve committing to a regular maintenance schedule to stay ahead of issues. The Board agreed that splitting the difference is appropriate and approved scheduled maintenance every six months.

Summary of submitted report: The Park Committee is coordinating with its members to solidify the date for the Volunteer Day to perform maintenance activities in the park, including trail maintenance and removal of down branches from the trails and wooded areas. Terry will send out an email blast, post on Nextdoor, and place physical signs in the neighborhood one week before the confirmed date. The Park Committee recommends that Goodwin handle scheduling the routine maintenance of the park gate (grease, oil, service, and other preventative steps).

3. Landscape/Decorations Committee

Chair Ed Ueckert was present. TXDOT advised that CHOA will need to cap the sprinklers when construction at the front entrance commences. This can be handled by Keith. Common Area 4 is serviced twice per year but sometimes needs extra service. Ed asked Keith to come out to address the excessive weeds. Keith will be servicing the park on March 28 in anticipation of Easter weekend. Ed is retiring from the Landscape/Decorations Committee. The vendors we contract with to service our neighborhood are great people. It is important that the next Chair of the Landscape/Decorations Committee continue those relationships.

Summary of submitted report: Ed is scheduling Common Area 4 to be serviced. The landscape crew services this area in the spring and fall, but if the weeds get too aggressive, it sometimes becomes necessary to schedule a third clean-up. There is a Bradford Pear tree on the north side of the south entrance that is dead and should be removed. The ball moss in the Live Oak trees in the same area should be removed. The sign advertising the Board Meeting punctured a water line, which was repaired today. Several sprinklers that were damaged in the recent construction were repaired.

4. Security Committee

Chair Charles Crooks was present. Things around the neighborhood have been quiet. There were no concerns to discuss.

5. Welcome Committee

Chair Erik Maye was absent.

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

6. Social Committee

This committee is not currently chaired.

7. Communications Committee

Chair Jim Vence was present. Jim is the new Chair of the Communications Committee. He has been managing the neighborhood website for a while. His committee includes Meredith, since she is the Board secretary, and Justin Kloetzer as the back-up administrator to manage the website if Jim is unable to do so. Jim plans to reach out to residents who appear inactive to ensure that they are receiving email communications. The survey that Charles sent out last month received only three responses, so it is evident that there is a glitch with the electronic correspondence.

Summary of submitted report: Jim is assembling the new team as we move to completely online communications. The Communications Committee needs organization and procedures.

Renewal payments for the website (hosting and domain management) are due at the end of the month. Jim's action items include finalizing procedures for management of committee and website, recruiting additional residents to be committee members, and completing training on the TownSq program.

8. Compliance Committee

Chair Janet Wright was present. Goodwin continues to perform its monthly drive-by compliance inspections of the neighborhood and has been notifying residents who are out of compliance.

Summary of submitted report: There were two compliance drives since last month. Those two drives resulted in 15 trash can or compost bag violations and five landscape violations. These were all violations that did not involve a fine.

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

Chair Jim Vence was present. We are in a quiet/slow season at the moment. Jim is going to continue washing boats with the water pump. Jim is looking for another person to join the Kayak & Canoe Committee. It was suggested that Jim contact the list of kayak owners to ask for a volunteer.

Summary of submitted report: From November 13, 2023 through March 18, 2024, there has been an additional slot turnover. There is an open position for one or more residents to join the Kayak & Canoe Committee. Jim is waiting for the Board to review suggested changes to policies for the 2024-2025 lease term. The rack is in good operational status with 100% occupancy. The "first boat" waitlist (residents waiting to lease a first spot) has 21 residents. There was one resident added to the waitlist since Jim's last report. Jim is exploring options for expansion within the existing space in 2024 or 2025. The original rack fabricators/welders are no longer in business. The water pump used for cleaning boats has been removed for winter storage. Jim's suggested improvements include moving to an online renewal/payment system for the 2024-2025 lease term, replacing a half-rack with a full rack in 2024-2025 to add five additional slots, and discussing funding for potential caging of the rack and/or other methods for increasing security of the rack.

10. Fire Safety & Prevention Committee (Firewise Community)

Chair Richard Stelzner was present. Travis County has the largest number of members in the Firewise Alliance in all of Texas. The organization has not been run in a while, so the AFD Wildfire Division is taking it over to get it back on track. Austin may be one of the very few city fire departments that has a wildfire division. AFD Wildfire Division works and coordinates with Austin Electric.

Wildfire Division Fire Mitigation Officer Justice Jones, who has taken over leading the Firewise Alliance group, was interviewed on two podcasts recently. The first podcast is The

USFA Podcast, put on by The U.S. Fire Administration, which is part of FEMA. On September 21, 2023, they interviewed Officer Jones about how wildfire risk is handled in Austin. The second podcast is called All Things Wildfire and deals mostly with construction and insurance. On February 7, 2024, they interviewed Officer Jones. Both episodes discuss what Austin Fire Department, Wildfire Division, and Firewise are doing to keep Austin safe.

Wildfire Preparedness Day is May 4, 2024. It is recommended that you go outside and walk around your property to see what is dead so you can clear it out. You should also check your gutters and your roof for anything that is flammable or combustible. Richard recommends talking to your neighbors about clearing their property, as one of the biggest threats to the safety of your house is the house next door.

The new standard if the code for Austin is minimal or no vegetation within five feet of your home. This applies to existing homes as well as new construction. Another item of concern is wooden fences. It was previously thought that wooden fences were safe as long as they were anchored by non-flammable materials. Now, experts are figuring out that wooden fences act as fuses: anything around or below will burn them. This was first noted in Steiner Ranch, where they had a real problem with wood fences catching fire. It is important to be aware of this. It is helpful if the wood is painted or stained. Also, there are products that you can add to paint to put on your wooden fences to make them not as flammable. Flame Stop 2 is a flame-retardant product.

Austin is evaluating a new evacuation plan for the city. It is not clear when it will be finished. Richard has written a fire evacuation plan for Courtyard and posted it to the CHOA website. It advises what to do before, during, and after a fire in the neighborhood. Courtyard is a very structurally dense community. The risk factors indicate that if wildfire comes to Courtyard, it will come from the northwest. If there is a fire, you need to get out of your house really early and figure out where you need to go. Right now, the tennis courts are designated as safety zones. Our neighborhood has about 900 people residing in it, and it is not clear how many will fit on the tennis courts. If there is an evacuation in progress, then both 2222 and 360 are going to experience heavy traffic. Steiner Ranch experienced major traffic congestion with 2222 and 620 when there was a serious fire a few years ago that caused a lot of damage. Now, the Steiner community is attempting to figure out what they can do to prevent it happening again.

Keep in mind that if you are diligent about keeping your home defensible from wildfire, then your home might be your safety zone. AFD recommends that if you have to evacuate your home, please remember to leave your doors closed but unlocked. It is also helpful to leave your hoses unspooled and still connected. Keep your shades and blinds closed. If a firefighter is trapped, he or she will use your home for defense and will throw everything out to keep the structure defensible.

Summary of submitted report: AFD Wildfire Division has scheduled two Firewise Alliance meetings. There is a quarterly meeting on Wednesday, April 24, 2024 from 2:00 p.m. to 4:00 p.m. at St. Matthew's Episcopal Church, 8134 Mesa Drive, Austin, Texas 78759. There is a Wildfire Preparedness Symposium on Saturday, May 4, 2024 from 10:00 a.m. to 3:00 p.m. at the

Austin Energy headquarters, 4815 Mueller Boulevard, Austin, Texas 78723. Community leaders can listen to and question city representatives about community concerns. Registration is requested. AFD has implemented 311 for Wildfire Home Ignition Zone Evaluation requests. The USFA podcast featuring Officer Jones discusses developing the Wildfire Division, teaching communities to act to increase wildfire safety through the Firewise Alliance, using prescribed burning to control fuels, and utilizing new technology. The All Things Wildfire podcast featuring Officer Jones discusses the need for a cultural shift in approaching and preparing for wildfires, community efforts, empowering homeowners, and the importance of evacuation planning.

11. Area Development & Governmental Liaison Committee

Chair Denise Hogan was present. The hotel that is planned to be constructed near the neighborhood will be taken up by Austin City Council on Thursday. Denise does not know how soon construction is scheduled to begin or when the project is supposed to be completed. As soon as Denise learns what hotel chain the business will be, she will arrange for the contractor to come to the neighborhood and give a presentation to explain the phases of construction.

Summary of submitted report: In February, Denise joined CONA in touring the Highpoint (former 3M campus) redevelopment. On March 21, the Austin City Council is expected to issue final approval of all three readings of the rezoning/upzoning of the Champion Tract 4 proposed hotel complex. TXDOT has begun relocation of gas and telecom utilities at the Courtyard/360 and 2222/360 intersections. TXDOT expects relocation of water utilities in late 2024. The Booth team has applied for PUD Amendment #4, which includes a request to remove the open water habitat pond in the lower meadow. This habitat pond was one of the features touted as a PUD superiority component in the original PUD filing. Denise is requesting more information about this proposal. Please remember that even if a property owner obtains a permit from the City of Austin for a project, the project must comply with CHOA's deed restrictions. Deed restrictions are private contracts and must be enforced by CHOA. The ECC should not approve projects that are against CHOA's deed restrictions, regardless of whether the property owner has obtained a city permit.

12. Boat Launch & Storage Committee

Chair Meredith Massey-Kloetzer was present. There are 25 people on the waitlist to lease a storage spot. The current waitlist is posted on CHOA website. Meredith asked Alice English to provide updated identification stickers for the current lessees' trailers parked on the lot.

G. Financial Update

Treasurer Stu Hare was absent. Charles discussed the financial update. CHOA finances are in good shape. The current cash-on-hand balance is \$230,393.84. There are 19 residents who have not paid this year's annual dues. There are four residents who are more than one year in arrears. This year's budget is anticipated to be high. It may be necessary to use reserves. For detailed reports, please email stuhare@icloud.com

H. Old Business

No new business.

I. New Business

No new business

J. Adjournment of Open Meeting

Konavis moved to adjourn the Board meeting. Matt seconded the motion. The motion passed unanimously. The meeting adjourned at 8:06 p.m.

K. Next Board Meeting

April 16, 2024 at 6:30 p.m.

APPROVED

Meredith Massey
CHOA Secretary

April 16, 2024
Date