

COURTYARD HOMEOWNERS ASSOCIATION

BOARD MEETING MINUTES

Tuesday, June 20, 2023, 6:30 PM

Location: Atrium Office building lobby, 5910 Courtyard Drive, Austin TX 78731

Attendance: Board quorum established – Konavis Smith, Charles Crooks, Waneen Spirduso, Meredith Massey-Kloetzer, Henry Mistrot, and Stu Hare were present. Kristi Estes, Community Manager for Goodwin Management, was also present.

- I. Call to Order
Konavis called the meeting to order at 6:32pm.
- II. Approval of Prior Board Meeting Minutes
Stu moved to accept the minutes from the May meeting, Henry seconded, and the minutes were approved unanimously.
- IV. Committee Reports
 - A. Environmental Control: Diana Apgar, Chair, suggested that the ECC be listed on the website with clear contact information (one email address) and instructions for residents to follow to explain their questions and comments.
 - B. Community Park: Terry Edwards, Chair, not present, provided a written report. Konavis relayed the information that the park looks good. Also, outstanding payments have been made to vendors who have completed work in the park.
 - C. Landscape /Decorating: Ed Ueckert, Chair, reported that the committee is increasing irrigation on all common areas. They are also planning to replace some roses in the Parade Ridge garden.
 - D. Security: Charles Crooks reported that thieves in a silver Honda cruised through the neighborhood stealing packages from porches on May 26th. In another incident, an SUV that failed to get into the park backed up and crushed a homeowner's brick mailbox. Finally, multiple spam emails seeking money, have been posted as fraudulently coming from our board president and treasurer. Members should be assured that no board member will ever email Courtyard members to provide money on Venmo or PayPal.
 - E. Welcome Committee: Erik Maye not present. No updates.
 - F. Social Committee: Joany Price, Chair. The 4th of July event at the park is well planned with all the usual entertainment features assured. What is needed are volunteers - setup, 8:30am; grilling station, other duties and cleanup which starts around 1:00pm.
 - G. Communications: Meredith Massey-Kloetzer, board delegate to the Communications Committee, proposed combining the Communications Committee, Welcome Committee, and tech/website responsibilities into one council. This will streamline efforts and improve efficiency in light of the overlap and shared responsibilities as well as the discontinuation of the *Courtyard Caller* newsletter. Meredith is going to confer with the members who have been heading up these tasks and discuss delegating and reorganizing the associated workloads.

- H. Compliance: Janet Wright and Konavis Smith drove through the neighborhood along with the Goodwin Management representative to provide guidance from the Compliance Committee's perspective on violations. They discussed the best ways to report issues or ask for violations to be issued between inspections. Kristi indicated that TownSquare Request tabs would be ideal to help with tracking what is being submitted and the status for how/when it was handled. Goodwin has made one compliance drive since the last meeting and we issued six trash can violation letters.
- I. Kayak Committee: Jim Vence, Chair, provided a detailed written report. In the meeting, he indicated that the KCC is in the middle of renewals and the numbers haven't really changed. Any changes will be communicated.
- J. Fire Safety & Prevention: Richard Stelzer, Chair. Not present and no report.
- K. Area Development & Governmental Liaison: Denise Hogan, not present but provided a written report.
- L. Boat Storage & Launch Area: Meredith sent lease renewals to all current lessees by email. This will be handled by committee, with Goodwin collecting money. As of today (June 20th), if leases are not received by Goodwin, they are past the deadline.
- V. Financial: Stu Hare is continuing to work with Kristi and or Goodwin to develop a documented process for reviewing financials and associated vendor payments, to include submitting check requests for reimbursement, invoices from vendors to be paid, etc. Then he will do the same for payments received from owners for items such as KCC Rack renewal checks and others. The objective is to have documented process for both in an effort to remove confusion and speed up the process.
- VI. Member Questions/Comments (Strict Time limit of no more than 15 minutes TOTAL)
Several members asked questions and made comments.
- VII. Next Board Meeting: Tuesday, July 18, 2023.
- VIII. Adjournment: Henry moved to adjourn at 7:15pm, Charles seconded. All in favor, meeting adjourned.

Approved: _____

Date: _____