

**COURTYARD HOMEOWNERS ASSOCIATION BOARD MEETING AGENDA  
TUESDAY, October 17, 2023, 6:30 PM**

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

- I. Call to Order: 6:35pm. Konavis Smith, Waneen Spirduso, Meredith Massey-Kloetzer, Henry Mistrot, and Stu Hare were present.
- II. Approval of September 19, 2023 meeting minutes Meredith made a motion for approval, Henry seconded the motion.
- III. Committee Reports
  - A. Environmental Control Committee. Diana Apgar – reported on clarification about where Outstanding Deposits Money should be sent and provided in the ECC written report approvals and disapprovals of three homeowners’ projects.
  - B. Community Park: Terry Edwards – A beehive has developed between the playscape and the pavilion. Terry has an Austin Bee Removal specialist coming out Wednesday, 10/18/23 to remove it.
  - C. Landscape /Decorating: Ed Ueckert has scheduled Daniel Salas for Friday 10/20 to do some major landscape trimming of trees at Parade Ridge, Common Area 4, Scout Island Circle, and the Park.
  - D. Security: Charles Crooks reported that he is waiting on a vendor to schedule work installing the motor-to-boat storage lot gate. When that is done, he can move forward with the key fob upgrade. He further gave six tips to help keep our neighbors safe. They are listed in his written report.
  - E. Welcome: Erik Maye – The committee contacted six new owners over the past month and continues to update and manage the CHOA Directory and continues to work with the Communications Committee regarding neighborhood updates and also coordinates with the Fire Safety Committee to maintain our Firewise status.
  - F. Social Committee: Joany Price, retiring Social Committee chair, reminded us that BooFest will be October 31<sup>st</sup> from 5:30 to 6:30 on Tom Wooten Island, and that this will be the last CHOA social activity of the year. A short discussion was held about cleaning up the island of armadillo holes, especially along the street curb under the Dog Bag post.
  - G. Communications: Meredith Massey-Kloetzer reported that communications will be handled by Alice English via TownSq and email blasts.
  - H. Compliance. Janet Wright. Provided a written report indicating there has been one drive inspection October 2, 2023 that resulted in seven citations for minor offenses and one letter of warning. The drive inspection also revealed the need for

trimming dead trees – in a few residences but also in common areas. These should be addressed.

- I. Kayak: Jim Vence. Not present, but highlights from his written report were: terrace and landscaping improvements, suggestions to increase capacity within existing footprint, and additions to the Wait list (23) with 2 added since last month.
  - J. Fire Safety & Prevention: Richard Stelzner. The Firewise Alliance with the support of the AFD Wildfire Division continues to return activities to pre-COVID status. Courtyard continues to comply with its Community Wildfire Protection Plan created in 2022 and activities through 2023. The AFD Wildfire Division is developing the five-year Wildfire Risk Assessment with factors and demographic information provided by the Courtyard.
  - K. Area Development & Governmental Liaison. Denise, not present and no written report as nothing new has developed since last month.
  - L. Boat Storage & Launch Area: Meredith. Since the last board meeting three residents have requested to be added to the Wait List. The Wait List now has 23 residents.
- IV. Financial: Stu Hare again expressed his satisfaction in working with Alice on developing the budget which is due 10/31/23. He indicated that the budget Expenses item of \$15,000 is under what was budgeted. The budget details are on the website for members to see, and he had copies of the budget at the board meeting that anyone present could take. He also cautioned members to be on the lookout for the Annual Assessment statement so we will know what the 2024 CHOA membership is going to be.
- V. Old Business:  
A. No Old Business
- VI. New Business:  
A. No New Business
- VII. Member Questions/Comments Limit of 5 minutes or less per person.  
This section is for presentation only; items presented or questions asked may be tabled for further consideration by the Board.
- VIII. Next Board Meeting date: November 14, 2023 at 6:30 PM.
- IX. Adjournment Motion made by Stu Hare at 7:04 and Seconded by Henry Mistrot. Passed unanimously.