

**COURTYARD HOMEOWNERS ASSOCIATION  
MARCH 2025 BOARD MEETING MINUTES**

**Type: Regular Board Meeting**

**Date: Tuesday, March 18, 2025, 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 (outgoing) - *absent*  
Ceci Wallace, Treasurer (incoming) - *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 November 19, 2024 Board Meeting minutes**

There were no corrections to the November 19, 2024 Board Meeting minutes. Matt moved to approve the minutes. Konavis seconded the motion. The minutes were approved unanimously.

**D. Board Announcements**

Stu has decided to retire from the CHOA Board of Directors. Ceci Wallace, CPA will be taking over the position of Treasurer.

**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. Diana wants the Board Meeting minutes to reflect that the CHOA Declaration provides that once a request is submitted by a resident, the ECC has two weeks to meet and vote on the submission, and a total of 45 days to provide the answer to the resident. Although residents have sometimes submitted requests to Alice (and even to Denise), the two-week deadline does not begin to run until Diana receives the request. Diana reiterated that she cannot work off of a request that is a month old. Diana urged everyone to remember that

this is in the CHOA Declaration.

Summary of submitted report: In October 2024, the ECC approved a resident to begin renovations on the outside of the house, but as of March 2025, the resident has not paid the construction deposit. The ECC did not approve a resident to begin pool construction and will require the City of Austin to approve or disapprove the pool building plans. The ECC approved a resident to install a new roof. The ECC approved a resident to install new windows.

## 2. Communications Committee

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

Chair Jim Vence was present. Things have been pretty busy in terms of general communications activity. We need to talk about security aspects for the website. Jim wants to implement immediately a two-factor security for back-end users of the website. For front-end users of the website, we talked about if residents need a log-in (username and password) to see certain information. Jim suggests having residents email the Communications Committee to request setting up their log-ins. This will help us with obtaining everyone's updated email addresses. Jim is going to let us know when he is ready to do this so that Charles can get the word out that residents will need a log-in to access the website beyond the front page.

Summary of submitted report:

**Metrics:**

- 
- Email Distributions: **2,102**
- Website Visits (Avg/Day): **N.A. (\*)**
- Directory Updates: **10**
- Inquiries: **16**

**Accomplishments and Closed Issues:**

- Managed communications with residents and work crew for the January 19 water outage.

**New Activity (\*)**

- Studying options to add resident logins (administrative roles and responsibilities issues).
- Developing a proposal to either replace or enhance current email blast distribution with mail provider:
  - Possibly reinstate Constant Contact or Intuit MailChimp as only practical options.
- DOT5 Hosting to be renewed (unable to identify better hosting providers that accept check payments).

**Open Issues (\*):**

- DOT5 – Site Metrics are no longer being provided. No information as to number of site visits.
  - No site visit metrics since October 1.
- DOT5 – Continuing performance issues with CHOA server load times
- Board RFI – level of effort required to implement CHOA site resident log-ins.
- 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.

**Committee Management:**

- Reviewed options to manage potential resident user login accounts with Sergio Leal.
- Meetings on email address lists and reconciliation with Mimi Vence.

### 3. Welcome Committee

Committee Members: Erik Maye (outgoing chair), Sharmila Mehta (incoming chair)

Incoming Chair Sharmila Mehta was present. Since January, three new residents have moved into the neighborhood. In March, there were two closings. Per Alice, Goodwin has an owner transfer department that takes incoming information from the closing company in order to provide a welcome packet. Previously, Denise set up a packet to give to people who are new. Sharmila is going to look into setting up a new digital packet. Once Erik is back from spring break vacation, she will connect with him.

### 4. Social & Decorations Committee

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

Co-Chair Breck Wilson was absent. Breck created a flier about the Easter egg hunt for Saturday, April 19 (the day before Easter). We will need a lot of volunteers. The Committee contacted Shannon Smith, who organized it last year. Shannon gave Linda a list to help getting

people to sign up for certain things and volunteer (fill eggs the week before, set up at the park that morning, etc.). The flier is going to be sent out for distribution as soon as it is approved in the next couple days, and hopefully we will get some volunteers. Breck is going to send an email to Ceci for funding ahead of the event. In addition to that celebration, we are also doing a garage sale for all areas in Courtyard on Saturday, May 3. All who want to participate are encouraged to sign up with Breck so participants can have signs. The Committee cleaned out the shed. Now, it is very organized and labeled and easy to find what you need in individual labeled containers. There was definitely evidence of mice in the shed, but they are gone now.

#### Summary of submitted report:

##### Upcoming Events:

##### Easter Egg Hunt-April 19<sup>th</sup> @ 11 AM

Flyer and Signup Genius-ready later today, also posting to mom's group  
Request for Check-sending separately

##### Garage Sale-May 3<sup>rd</sup> @ 8 AM

Event promotion starts March 31st/Request for participants  
Weekly updates leading up to the event  
Photo promotions week leading up to the event

##### Past Activity:

Cleaned out and organized the storage shed at the park.

#### 5. Compliance Committee (Goodwin & Company)

Alice was present. She said that there was nothing to report about the two drives over the last month.

#### 6. Boat Launch & Storage Committee

Committee Members: Meredith Massey-Kloetzer (chair)

Chair Meredith Massey-Kloetzer was present. There has not been movement on the waitlist. A member of the community commented that someone driving a red Ford truck has been parking near the Boat Launch and walking down a trail in the woods to fish on CHOA property. Meredith is going to get several Private Property / No Trespassing signs to install in the area.

#### 7. Kayak & Canoe Committee (Tait's Rack)

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

Chair Jim Vence was present. He is working with vendors to repair the terrace. He is going to solicit bids for potential accessibility issues (maybe a handrail along the edge, maybe a flatter surface). He is looking at putting another pylon for stabilization. Jim needs to make a few spare keys due to several going missing over the years.

#### Summary of submitted report:

##### **New Since Last Report:**

- Progress on Terrace Rehabilitation and Improvements:
  - Working on proposals from two vendors (including incumbent handyman who built the current).
  - Designing proposed accessibility improvements at the launch point (e.g. second dock piling).
- Boarded two new lease owners (January and March 2025).
- The rack expansion plans on hold, as slot turnover rate has increased (and wait list reduced) in last last nine months.

##### **Overall Status:**

**Rack Operational Status: Good.**

**Waitlist (First Boat):** Ten (10) listed – two of which are abeyant (now or soon to be moving).

##### **Open Issues:**

- **NEW: New** dock piling and handrails under consideration for the terrace renovation project.
- Communicate with lease holders and wait list residents on TownSq policy change.
- Low on replacement keys, need a few more spare keys (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:**

- Two meetings at Tait's Rack with vendors for terrace improvements.

#### 8. 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 absent. For the several homes that back up to the park, it seems that vendors are throwing trash pots into the park. You need to police your vendors. Frank Apgar walked the common areas and determined that there is enough work for Daniel to do a half-day worth of work. Charles asked that they have the landscape company address the tall grass on the island off the shore of the park. We have some trees near the boat docks that need to be addressed. We have some downed trees at the Tom Wooten entrance and a downed tree on an ATT line. There is some work to do on Parade Ridge. Matt offered to clean up the rocks on Tom

Wooten Island.

Summary of submitted report: none submitted

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. Charles reminded everyone about the wildfire warning.

Summary of submitted report:

**\* On-going:** The Courtyard Community must update the Community Wildfire Protection Plan (CWPP) by the November 2025. This will contribute to the City of Austin Community Wildfire Protection Plan. Each member community of the Firewise Alliance must prepare one every three years. The CWPP indicates the risks, activities and actions planned for the community, including events, communication, education, common area mitigation and maintenance and the commitment of the community.

\* Mike Mulford-Carper and I responded to a request from the Wolf Court Owners Assoc. to view the adjacent Austin Electric and TXDOT land. We recommended contacting AE to file a request for mitigation. It may also be in the best interest of the Courtyard HOA Board to join or separately request mitigation considering the land is contiguous to the community.

\* I am trying to arrange a mass Structure Ignition Zone Evaluation SIZE event for the Back Court (original scheduling could not be implemented) and at their request, the same for Wolf Court.

**NOTE:** The SIZE is a free, voluntary, non-obligatory activity for homeowner property focusing only on the exterior of the structures. A SIZE advisor recommends actions to make a structure and property less prone to ignition mainly from windblown embers from wildfires a mile or more away. SIZE is not insurance or a warranty against damage or destruction, but rather an opportunity for homeowners to limit exposure. This is especially important in densely populated communities where the house next door might also be an exposure.

Richard Stelzner  
Fire Safety and Protection Committee  
908-419-5434  
[arebeess42@gmail.com](mailto:arebeess42@gmail.com)

10. Security Committee

Committee Members: Charles Crooks (chair)

Chair Charles Crooks was present. Security concerns have been quiet lately. There has been some door-to-door soliciting happening.

11. Area Development & Governmental Liaison Committee

Committee Members: Konavis Smith (chair)

Chair Konavis Smith was present. There seems to be a huge uptick in motorcycle racing.

There has been an increased law enforcement presence in the area, but it is difficult to ticket people for noise violations, which are the lowest level offense (Class C misdemeanor). The city councilman is trying to find a permanent solution. There have been some residents reaching out to the mayor to get some resolution. If you observe what you feel is excessive speeding and/or dangerous driving, call 911. There is the ability to submit photos to law enforcement if you capture something. Konavis is working with the surrounding communities (Jester, Cat Mountain, etc.) trying to find a solution. Diana suggested that law enforcement monitor social media posts for videos of people who record themselves speeding on 2222.

## F. Financial Update

Incoming Treasurer Ceci Wallace was present. Ceci is taking over for Stu, who retired from the Board. Ceci is an experienced CPA. She is working her way through the processes and is going to share what she thinks should be in a financial report. We are under budget right now. It may be because we are a cash-basis accounting process, so some of the assessments that we collected were in December, meaning that we might not be as under budget as it looks right now. Our primary expenses are administrative.

Summary of submitted report:

<b>Courtyard Homeowners Association</b>			
<b>Balance Sheet</b>			
<b>2/28/2025</b>			
	<b>Current</b>	<b>Previous Year</b>	
<b>Assets</b>			
<b>Cash</b>			
Checking	\$ 119,699.68	\$ 98,095.57	
Money Market	\$ 57,414.24	\$ 132,298.27	
CD (6m, 4.25%)	\$ 76,274.31	\$ -	
Total Cash	\$ 253,388.23	\$ 230,393.84	
<b>Total Assets</b>	<b>\$ 253,388.23</b>	<b>\$ 230,393.84</b>	
<b>Liabilities &amp; Equity</b>			
<b>Liabilities</b>			
Builder/Construction Deposits	\$ 15,000.00	\$ 9,000.00	
Total Liabilities	\$ 15,000.00	\$ 9,000.00	
<b>Fund Balance</b>			
Total Fund Balance	\$ 238,388.23	\$ 221,083.84	
<b>Total Liabilities &amp; Equity</b>	<b>\$ 253,388.23</b>	<b>\$ 230,083.84</b>	

<b>Courtyard Homeowners Association</b> <b>Income Statement</b> <b>2/28/2025 (YTD)</b>				
	<b>Current</b>	<b>Previous Year</b>	<b>Budget</b>	<b>Over(Under) Budget</b>
<b>Operating</b>				
<b>Income</b>				
Assessments	\$ 45,956.18	\$ 53,202.32	\$ 103,950.00	\$ (57,993.82)
Other Income	\$ 4,558.49	\$ 703.21	\$ 280.00	\$ 4,278.49
<b>Total Income</b>	<b>\$ 50,514.67</b>	<b>\$ 53,905.53</b>	<b>\$ 104,230.00</b>	<b>\$ (53,715.33)</b>
<b>Expense</b>				
Administrative	\$ 4,807.42	\$ 5,350.50	\$ 8,006.00	\$ (3,198.58)
Property	\$ 683.84	\$ 4,450.50	\$ 8,484.00	\$ (7,800.16)
Tax/Ins/Interest	\$ 1,668.05	\$ 40.71	\$ -	\$ 1,668.05
Utility	\$ 1,625.40	\$ 1,647.52	\$ 1,842.00	\$ (216.60)
	<b>\$ 8,784.71</b>	<b>\$ 11,489.23</b>	<b>\$ 18,332.00</b>	<b>\$ (9,547.29)</b>
<b>Net</b>	<b>\$ 41,729.96</b>	<b>\$ 42,416.30</b>	<b>\$ 85,898.00</b>	<b>\$ (44,168.04)</b>

**G. Old Business**

No old business.

**H. New Business**

Matt moved to approve the appointment of Ceci to the Board position of Treasurer. Konavis seconded the motion. The motion passed unanimously. Konavis moved to approve the appointment of Sharmila to chair of the Welcome Committee. Matt seconded the motion. The motion passed unanimously. The vote to approve CHOA financial audit was tabled.

Charles thanked everyone for volunteering, which shows generosity and solidarity. Charles reminded everyone to pay the annual assessment if it has not yet been paid.

**I. Adjournment of Open Meeting**

Matt moved to adjourn the Board Meeting. Konavis seconded the motion. The motion passed unanimously. The meeting adjourned at 7:30 p.m.

**J. Next Board Meeting**

April 15, 2025

**APPROVED**

\_\_\_\_\_  
CHOA Secretary

\_\_\_\_\_  
Date