

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

Type: Regular Board Meeting

Date: Tuesday, November 19, 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 October 15, 2024 Board Meeting minutes

There were no corrections to the October 15, 2024 Board Meeting minutes. Stu moved to approve the minutes. Konavis seconded the motion. The minutes were approved unanimously.

D. Board Announcements

Meredith had a baby boy last month. Installation of the motorized gate at the boat launch has been completed.

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. She will submit a report for the annual meeting and will include December information with her February report. The return of deposits is in process.

Summary of submitted report: ECC approved a request to replace an existing backyard fence. ECC approved a request to repaint the exterior of the home the same color it currently is painted. ECC denied a request to construct a fence on the side of the home. ECC approved a request to install a generator on the side of the house that will not be seen from the street.

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. Keith Sexton passed away. We will be sending something to his wife. There are initial discussions that one of Keith's partners is going to buy the business. We pushed the schedule from last week to this week in time for Thanksgiving holidays when people bring family to the neighborhood. We removed trash and debris from the common areas. We focused on the paved pull-off at the south entrance (where the no-parking barriers are located). There was a bunch of debris from tree-trimming, etc. We had Daniel do a lot of trimming of the live oaks. We will try to get Daniel and his crew back for additional tree-trimming by the end of the year as long as the conditions are not too wet. The committee helped with completion of installation of the motorized gate. There is a new electrical pole that the City of Austin has built at the front of the neighborhood. There is more to build on it. Eventually, the wooden pole will be removed. If there is an interruption of power for the pole switch, the community liaison will keep us informed. The contractor had to take away part of the retaining wall, but they did not put the stones back in a way that looks good, so the committee will work on making it look better. We think there is a large ant colony underneath the children's playground. We put down a treatment product that is supposed to work for six months.

Summary of submitted report:

- I. General Maintenance
 - A. Mowing, trimming and leaf-blowing completed on a rotating monthly schedule. Sadly, Keith Sexton, the owner of our long-time landscape maintenance contractor passed away. His wife is working with his crew to continue the business. We are working on a revised schedule for the remainder of the year and into 2025. The park will be cleaned and mowed this week in anticipation of the Thanksgiving holiday.
 - B. Trash and debris removed from Community Park, Boat Launch Area, and common areas. Additional removal will take place during the next two weeks.
- II. Tree Work
 - A. Additional tree-cutting in the Parade Ridge common area was completed and further cutting will be done as possible given the changing weather.
 - B. Cleared brush and hauled away debris from the paved area "pull off" near the south entrance to the neighborhood.
- III. Special Projects
 - A. The metal base of a large new electrical pole was installed by Austin Energy near the south entrance. The remainder of the new pole, which will rise approximately 70 feet (in anticipation of the TXDOT bridge that will be built across Hwy 360) will be installed in the coming weeks and the existing wooden pole at that location will be removed upon the transfer of the wires to the new pole. The stacked stone retaining wall was put back in place by the TXDOT contractor but

- needs some further repair.
- B. The entry gate next to the County Line BBQ parking lot was motorized and operates on the same code as the Community Park – Thanks Charles and Frank for overseeing this project!

IV. Extraordinary Expenditures

- A. Minor expenditures for ant control in the park were incurred (less than \$50).

V. Community Park

- A. Dogs: Nothing new to report - Thanks again to those who have been observing the leash requirements in the Community Park.

3. Security Committee

Committee Members: Charles Crooks (chair)

Chair Charles Crooks was present. We had the issue last month with mailbox break-ins. You might want to install a lockable mailbox. The big item is car break-ins. Unfortunately, even with lighting and cameras, it is still happening. The best thing is to put your car in the garage. If it has to be in the driveway, make sure it is locked. Charles showed a video still image demonstrating two males walking on North Scout Island Circle at 11:15 p.m. and rifling through a car. These two men are just walking on the street, not driving. They could have parked anywhere. These break-ins are happening earlier and earlier. It means the thieves know the neighborhood. Most of the time, the thieves are rifling through stuff and not taking anything (due to nothing of value being left in cars). People are relying too much on the licence plate cameras. Remember that those images are dark pictures and do not show who is in the car. You really need your own cameras to capture who is doing this. Prevention is what the Security Committee can do. If you become a victim of a crime, the first step is to report to 311; this is something you must do yourself. Posting on Nextdoor is the quickest way to get the word out warning of break-ins. Nextdoor is faster than the CHOA emails.

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 there was a great turnout at Boo Fest. There are mice in the shed in the park where all the holiday decorations are stored. Mike offered to go with Linda to the shed to retrieve the

decorations. The Social & Decorations committee will coordinate with the Landscaping & Park Committee to put up the decorations.

Summary of submitted report:

We completed BooFest \$2.44 under budget. We had 94 adults and 77 kids RSVP for the event. It was a great turnout! Next year, we need to order more cheese pizza over pepperoni pizza. When the temperatures are a little cooler, we plan to clean and organize the storage shed. The next social event will be Easter.

6. Communications Committee

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

Chair Jim Vence was present. It appears that Dot5Hosting is doing some kind of going-out-of-business strategy; it probably was bought out. It has not been able to provide us with any website statistics. It might be trying to force customers out. There are other platforms we can utilize. If residents want to update or change their contact information, we now have a good grasp of the three databases storing it.

Summary of submitted report:

Metrics:

Email Distributions: 1,731
Website Visits (Avg/Day): N.A. (*)
Directory Updates: 4
Inquiries: 11

Accomplishments and Closed Issues:

Addressed sporadic performance issues with CHOA Website
o Updated software to current levels (e.g. WordPress 6.7)
Streamlined email list maintenance to incorporate Goodwin VMS & CHOA Directory emails
o CHOA emails no longer incorporate TownSq email lists

New Issues: (*)

DOT5 – Site Metrics are no longer being provided. No information as to number of site visits since Oct 1

Open Issues (*):

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:
o 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:

- o 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.

7. Compliance Committee (Goodwin & Company)

Charles accompanied Goodwin on the last drive-by. Alice has nothing new to report.

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

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

Chair Jim Vence was present. There were no new waitlist requests. There is some rotted wood that washed away in the recent rain. Jim will take a look for any dangerous issues. The landscaping contractors are going to remove a small downed tree near Tait's Rack that is blocking the kayak channel.

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 present. The big event was that the fire department Wildfire Division has taken over the Firewise Alliance. After a hiring freeze, they are now fully staffed. They are adding more training for Structure Ignition Zone Evaluation (SIZE) for anyone interested. They had two this year and will have one in January. The trainings are very informative if you have the time. They are pushing hard to create a roster of advisors who go out in an area and, using the latest technology and information, check out how to create a defensible area around the home. It is optional to request this; it is not required to make those changes. It helps to do these evaluations a few at a time. They did one near the Arboretum after they started the SIZE approach. It was a mass ignition zone evaluation. Here, we have not had one in some time. It is advertised and on the website. There is no way to push it currently. Richard went to BooFest and handed out packages that had stuff for kids and then information for the parents. He found a lot of them lying around afterward. Since we have such a densely structured community, we need to have someone request an evaluation. That is why it is good to have a two-fer evaluation: one for you and one for a neighbor. Charles volunteered his house, Stu volunteered Back Court, and Linda volunteered Centre Court. There are 50 people who have been trained to

perform these audits. The focus is what you can do around your home. The Wildfire Division does not like wooden fences. They are really pushing people to get these audits. Up in Sun City, Georgetown, they require their landscapers to be trained in fire prevention. This is something to consider.

Summary of submitted report:

- * The Firewise Alliance Fourth Quarter Meeting was held on November 12. The AFD Wildfire Division (WFD) has added Mitigation Specialists to their rolls and are also currently managing the Firewise Alliance.
- * As reported last meeting, the HIZ-Home Ignition Zone Evaluations have changed to SIZE-Structure Ignition Zone Evaluation, and evaluators will assume the role of Advisors. A roster of trained advisors is being developed as a resource for evaluations.
- * Planning for SIZEs will include more training opportunities led by WFD Mitigation Specialists. Note: Currently a training class is being planned for January 2025 at the Green Shores Community at Lake Austin.
- * WFD is developing more options for requesting SIZEs, such as in-person events, calling 311, signing up on the Hub, and calling AFD WFD.
- * Two new communities have joined the Alliance with about five applicant communities pending.
- * Courtyard's renewal of our Firewise Alliance Membership has been submitted. Notification of membership for 2025 is expected in late November or early December.
- * The PANO AI program is moving forward. The cameras are designed for certain distances and ranges to provide triangulation to spot smoke. It actually reported smoke in Bastrop outside its anticipated range.
- * During the member discussion, the subject of whether landscapers should be expected to be trained in wildfire defensible space protocols, such as SIZE, when designing or working at properties. Sun City-Georgetown requires Landscapers to take SIZE or similar training to improve fire safety methods.
- * The City of Austin is developing an overall Community Wildfire Protection Plan. Each member community of the Firewise Alliance must prepare one every three years. Courtyard's update is required in 2025. In addition, the city is developing an evacuation plan which will certainly be complex and extensive. Meanwhile, all residents should be familiar with the Courtyard Evacuation Plan posted on the website in the Fire Safety page.

10. Area Development & Governmental Liaison Committee

Committee Members: Konavis Smith (interim chair)

We have two items. The new District 10 representative is Mark Duchen. The Courtyard Tennis & Swim Club was sold. The new owners have frozen membership for the time being. We are paying attention to what changes this brings.

Summary of submitted report: none submitted

11. Boat Launch & Storage Committee

Committee Members: Meredith Massey-Kloetzer (chair)

Chair Meredith Massey-Kloetzer was present. Thanks to Charles Crooks, Mike Mulford-Carper, and Frank Apgar, the contractor finished installing the motor and keypad at the lot. The code is the same as the code used to enter the park, plus the pound sign after the four-digit code. The gate will open automatically. There is a 60-second delay and safety features for automobile and pedestrian traffic. Thank you to these committee chairs for this great upgrade.

F. Financial Update

Treasurer Stu Hare was present. Financials are based on the end of October. They are a little skewed expense to revenue, which will even out when dues are paid coming up. The CD is doing fine. The expenses came in before the revenue. We are looking good and are not going to be raising assessments. We need to start planning for how to cover the expenses associated with the Project 360 construction.

Summary of submitted report:

Income: YTD

- Assessments: \$63,028.32
- Total Income: \$86,500.19
- CD: \$76,274.31 (as of 11/28/2024: 5.13%)

Expense:

- Total Expenses: \$92,957.06

Overall:

- Fund Change: (\$6,456.87)
- Current Cash on hand: \$186,057.50

For detailed reports, please email stuhare@icloud.com.

G. Old Business

The budget for next year is an open board discussion at the moment. We accomplished a lot of things done this year. The budget for 2025 (approximately \$122,000) is less than the budget for 2024 (approximately \$141,000), although we did not spend it all. We did not have a lot of damage like we did last year due to the ice storm. We did not have to spend funds on those repairs.

Going forward, construction near the entrance of the neighborhood is anticipated to start in 2026-2027. Hopefully, in 2025, we will have an idea what kind of destruction will happen to the cliffs. Our entrance sign is in the ROW of TXDOT. They are going to try to save our sign, which is cemented and cracked. However, it is not certain how the sign could be stored. During construction, our entrance will be the north entrance. Once all construction is completed, it will be more of a 50/50 split. Today, ingress is 90% south entrance and 10% north entrance. Our

neighborhood is going to need two signs. We have options, like a one-time special assessment, or we could do a longer-term plan and just raise the yearly assessment. Mike said that he requested a higher budget for landscaping to try to get ahead of this. We could plant some things now for when people come off of West Courtyard Drive onto Courtyard Drive. We can create a good impression. Konavis said he wants to talk to the new tennis & swim club owners, who have a vested interest in having good advertising for the business, about contributing to the sign, and he wants to talk to some landscape architects about having a unified look.

Charles moved to approve the budget. Stu seconded the motion. The motion passed unanimously.

H. New Business

The Board considered a possible increase to the 2025 assessment. The Board unanimously voted against any increases at this time. The Board tabled discussion about the collection policy for the next regular board meeting.

I. Adjournment of Open Meeting

Charles moved to adjourn the Board meeting. Stu seconded the motion. The motion passed unanimously. The meeting adjourned at 7:35 p.m.

J. Next Board Meeting

No Board Meeting in December 2024.

Annual Meeting is Sunday, January 26, 2025 at 6:00 p.m.

APPROVED

CHOA Secretary

Date