

MINUTES OF MEETING
BOARD OF DIRECTORS

December 15, 2009

THE STATE OF TEXAS

COUNTY OF HARRIS

CHARTERWOOD MUNICIPAL UTILITY DISTRICT

The Board of Directors (the "Board") of Charterwood Municipal Utility District (the "District") met in special session, open to the public, at Comfort Suites/Willowbrook, 21222 Tomball Parkway, Houston, Texas, a designated meeting place inside the boundaries of the District, on Tuesday, December 15, 2009, at 7:00 p.m.; whereupon, the roll was called of the members of the Board, to-wit:

Richard G. Howe	-	President
Jean Aldredge	-	Vice President
Grace Jackson	-	Secretary
Tommy Kelley	-	Assistant Secretary/Treasurer
Tom Thomson	-	Assistant Secretary

All members of the Board were present, thus constituting a quorum.

Also attending the meeting were Ken Love with Municipal District Services, the District's Operator ("Operator"); Michael Murr of MURR, Inc., the District's landscape architect ("MURR"); Brandy Hebert of District Data Services, Bookkeeper for the District ("Bookkeeper"); Deputy E. Agrait, Precinct 4, Harris County Constable's Office; and Beth Van Doren, Legal Assistant, of Coats, Rose, Yale, Ryman & Lee, P.C., attorneys for the District ("Coats/Rose").

WHEREUPON, the meeting was called to order at 7:05 p.m. The posted meeting notices are attached hereto.

PUBLIC COMMENT

No members of the public were present to address the Board.

BOOKKEEPER'S REPORT

The Board recognized Ms. Hebert who reviewed the bookkeeping report for the current reporting period, including the District's receipts, expenditures, capital projects and debt service funds, a copy of which is attached.

Following discussion regarding bookkeeping matters, and based on a motion by Director Jackson which was seconded by Director Thomson, the Board voted unanimously to approve the Bookkeeper's report as presented.

TAX ASSESSOR/COLLECTOR'S REPORT

The Board recognized Ms. Van Doren who reviewed the TAC report for the period ending November 30, 2009, a copy of which is attached. The Board noted that 98.79% of the 2008 taxes and 4.85% of the 2009 taxes have been collected to date. Ms. Van Doren reported on receipts and disbursements from the tax account and reviewed historical tax data. Lastly, Ms. Van Doren asked whether the Board wanted to order an aerial map of the District.

Following a full review of the TAC report, and based on a motion by Director Kelley which was seconded by Director Aldredge, the Board voted unanimously to approve the TAC's Report and authorize payment of tax-related expenses and to authorize the TAC to order an aerial map of the District.

ENGINEERS REPORT

The Board reviewed and discussed the Engineer's Report, a copy of which is attached. It was noted that the Engineer had met with Industrial TX Corporation for a final inspection on the Wastewater Treatment Plant Expansion. It was recommended that the Board approve the letter of acceptance of the subject project.

Next, the Board received Pay Estimate No. 1 in the amount of \$113,130.00 payable to Gemini Contracting Services for work on the conversion to chloramines at Water Plants 1 and 2. Approval of pay estimate No. 1 was recommended

With regard to the dry detention pond, the Board reviewed the monthly inspection report and recommended approval of pay estimate No. 28 for maintenance work by Storm Water Solutions, in the amount of \$420.00 for work performed in general conformance with the contract. Approval of payment was recommended.

Following a full review and discussion of engineering and construction matters, and based on a motion by Director Aldredge which was seconded by Director Jackson, the Board voted unanimously to a.) approve the Engineer's report; b.) approve the request for payment in the amount of \$113,130.00 to Gemini Contracting Services for the chloramine conversion project at Water Plants 1 and 2; and c.) approve Pay Estimate No. 28 from Storm Water Solutions in the amount of \$420.00 for maintenance of the detention pond.

OPERATOR'S REPORT

Mr. Love presented the Operations Report for November and updated the Board on collections, water production and accountability. He also reviewed the list of accounts scheduled for termination due to non-payment.

Mr. Love noted that there were no new taps installed in November, 2009, leaving the total connection count for the District at 1252. Mr. Love further noted that there was 96.1% accountability for water pumpage during the current reporting period, bringing the four month average to 95.1%.

Following discussion of operations matters, and based on a motion by Director Jackson which was seconded by Director Aldredge, the Board voted unanimously to approve the Operator's report as submitted.

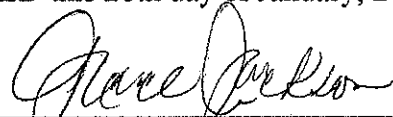
SECURITY REPORT

The Board recognized Deputy Agrait who reviewed Vacation Watch forms with the Board. He noted that residents who complete the forms and turn them into Precinct 4 will have additional patrols around their homes.

COMMENTS FROM DIRECTORS

Mr. Howe requested the District conduct a special strategic planning session in early January, 2010.

PASSED, APPROVED AND ADOPTED this 26th day of January, 2010.



Secretary, Board of Directors

(DISTRICT SEAL)

