

MINUTES OF MEETING  
BOARD OF DIRECTORS

September 19, 2011

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 Monday, September 19, 2011, 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 Mark Adam with AEI Engineering, Inc., the District's Engineer ("Engineer"); and Timothy Green, Attorney 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 7:20 p.m. The posted meeting notices are attached hereto as Exhibit "A".

**CONSIDER FIRST AMENDMENT TO INSTALLMENT AGREEMENT FOR SALEM ATTAR**

The Board recognized Ms. Van Doren who presented a First Amendment to Installment Agreement for Payment of Taxes between Salem Attar and the District, a copy of which is attached hereto as Exhibit “B”. Following discussion and review of proposed payment plan, based on a motion by Director Kelley, which was seconded by Director Jackson, the Board voted unanimously to approve the First Amendment to Installment Agreement between Salem Attar and the District.

**CONSIDER INSTALLMENT AGREEMENT FOR PATRICIA RAMIREZ**

Next, Ms. Van Doren presented an Installment Agreement for Payment of Taxes between Patricia Ramirez and the District, a copy of which is attached hereto as Exhibit “C”. Following discussion and review of proposed payment plan, based on a motion by Director Kelley, which was seconded by Director Jackson, the Board voted unanimously to approve the Installment Agreement between Patricia Ramirez and the District.

**WATER DISTRIBUTION STUDY**

The Board recognized Mr. Adam who presented a Hydraulic Model Analysis, a copy of which is attached hereto as Exhibit “D”. The analysis addressed concerns, including pros and cons, of improving and maintaining Water Plant No. 1; abandoning Water Plant No. 1; constructing additional interconnects; possible future elevated storage requirements; and water reuse improvements for landscape irrigation needs. Following discussion and review, the Board deferred any action at this time.

**REPORT ON EVALUATION OF WATER WELL NO. 1**

Next, Mr. Adam presented a Summary Report of Water Well No. 1, a copy of which is attached hereto as Exhibit “E”. Mr. Adam stated the findings indicated a loss in pumping capacity of approximately 25% from the previous test in July, 2011. He noted he has received bids from Alsay Incorporated and Layne Christensen to further evaluate the precise cause of the loss in pumping capacity. The low bid was submitted by Alsay Incorporated in the amount of \$19,550.00. Mr. Adam recommended awarding the contract for the evaluation of Water Well No. 1 to Alsay Incorporated.

Following discussion and review of the bids, based on a motion by Director Kelley, which was seconded by Director Jackson, the Board voted unanimously to approve bid from Alsay Incorporated in the amount of \$19,550.00.

**CONSIDER ADOPTING RESOLUTION FOR USE OF SURPLUS FUNDS**

The Board deferred action on this agenda item.

**RECEIVE REPORT ON STATUS OF EASEMENT ACQUISITIONS FOR HIGHT & BIKE TRAIL**

Next, Mr Green reviewed the status of the outstanding easements. No action was required on this agenda item.

**RECIEVE REPORT ON VANSTRAELEN CONDEMNATION AND CONSIDER ANY ACTION RECOMMENDED**

Finally, Mr. Green updated the Board on the status of the Vanstraelen condemnation. No action was required on this agenda item.

**DISCUSS STATUS OF DESIGN OF RECREATIONAL FACILITIES**


The Board tabled this discussion for a future meeting.

**DISCUSS STATUS OF MEETING FACILITY**

The Board tabled this discussion for a future meeting.

There being no further business to come before the Board, upon a motion duly made, seconded and approved unanimously, the meeting was adjourned.

PASSED, APPROVED AND ADOPTED this 27<sup>th</sup> day of September, 2011.

  
Secretary, Board of Directors

