

MINUTES OF MEETING  
BOARD OF DIRECTORS

February 27, 2018

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 regular session, open to the public, at 16444 Cutten Road, Houston, Texas, a designated meeting place outside the boundaries of the District, on Tuesday, February 27, 2018, at 7:00 p.m.; whereupon, the roll was called of the members of the Board, to-wit:

Jean Aldredge	-	President
Tommy Kelley	-	Vice President/Treasurer
Grace Jackson	-	Secretary
Tom Thomson	-	Assistant Secretary
Mark Shultz	-	Assistant Secretary

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

Also attending the meeting were Stephanie Hendershot of Bob Leared Interests, the District's Tax Assessor/Collector ("TAC"); Michael Murr of Murr Inc., the District's landscape architect ("Murr"); Wendy Austin of District Data Services, Bookkeeper for the District ("Bookkeeper"); Mark Adam with Bleyl & Associates, the Engineer for the District ("Engineer"); Ken Love with Municipal District Services, the District's Operator ("Operator"); Joshua Cox of HBC Management, LLC., Deputy Marino and Lt. Cohen of Harris County Precinct 4 Constables Office; Tracy Wilkerson with Texan Web Hosting, the District's webmaster; and Beth Van Doren, Paralegal, of Coats|Rose P.C., legal

counsel for the District (“Coats|Rose”). Also present was Kim Attaya and \_\_\_\_\_, residents of the District.

WHEREUPON, the meeting was called to order at 7:05 p.m.

The posted meeting notices are attached hereto as Exhibit “A”.

**HEAR FROM PUBLIC**

The Board recognized Mr. Attaya and Mr. \_\_\_\_\_, who presented a request from Vintage Lakes residents to partner with the District with installing a Checkmate Ultraflex Slip-In Check Valve to prevent Pilot Gulley from backing up into the small lake, copies of which are attached hereto as Exhibit “B”.

**RECEIVE CONSTABLE’S REPORT**

The Board recognized Officer Marino and Lt. Cohen, who reviewed the monthly statistics within the District, a copy of which is attached hereto as Exhibit “C”. No action was taken on this agenda item.

**APPROVE MINUTES OF MEETINGS OF DECEMBER 19, 2017 AND JANUARY 23, 2018**

The Board reviewed the minutes from the meeting of December 19, 2017, previously distributed to the Board. Upon a motion made by Director Jackson and seconded by Director Kelley, the Board approved the minutes of the meeting of December 19, 2017. The Board deferred action of the minutes the meeting of January 23, 2018.

**BOOKKEEPER’S REPORT**

The Board recognized Ms. Austin 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 hereto as Exhibit “D”.

**Discuss Budget for fiscal year ending March 31, 2019**

Ms. Austin presented a preliminary budget for the Board's review and comments. No action was taken on this agenda item.

**Amend Bookkeeper's Contract**

Next, Ms. Austin presented an amended Agreement for Bookkeeping Services, a copy of which is attached hereto as Exhibit "E".

Following discussion regarding bookkeeping matters, and based on a motion by Director Thomson, which was seconded by Director Jackson, the Board voted unanimously to approve the Bookkeeper's report and payment of the bills referenced therein, and approve the amended Agreement for Bookkeeping Services.

**TAX ASSESSOR/COLLECTOR'S REPORT**

The Board recognized Ms. Hendershot who reviewed the TAC report for the period ending January 31, 2108, a copy of which is attached hereto as Exhibit "F", noting that 96.00% of the 2017 taxes have been collected to date. She further reported on receipts and disbursements from the tax account and reviewed historical tax data.

Following a full review of the TAC report, and based on a motion by Director Jackson which was seconded by Director Shultz, the Board voted unanimously to approve the TAC's Report and authorize payment of tax-related matters.

**ENGINEERS REPORT**

The Board recognized Mr. Adam who reviewed and discussed the Bleyl Engineer's Report, a copy of which is attached hereto as Exhibit "G".

**Authorize Engineer to bid District's Projects**

The Meeting Building EPG Project design is complete and is being submitted to the agencies for review and approval.

**Vintage/Cutten Detention Pond Monthly Inspection Report**

An inspection was held on February 8<sup>th</sup>. No items were noted for repairs. Applications to Harris County for renewal of the District's three detention pond storm water quality feature systems have been prepared. The Vintage Lakes Dry Detention Pond permit has been expired for 10 years according to Harris County records. Since the permit will have to be renewed, the cost for each expired year is part of the renewal fee. There is also a penalty for each year the permit was expired. This fee will be approximately \$5,250.00.

**TPDES Permit Renewal**

AEI Engineering is continuing to coordinate the permit renewal.

**Water Plant No. 2 Partial Demolition**

Contracts have been prepared and are ready for final approval and execution by the District.

**Water Tank Annual and 5 Year Evaluations**

Ground storage tanks at each water plant facility were inspected and reports prepared, attached hereto as Exhibits "G-1", "G-2", "G-3", and "G-4".

After further discussion and based on a motion by Director Shultz which was seconded by Director Thomson, the Board voted unanimously to: a.) approve the Engineer's report and approve the permit fee for The Vintage Lakes Dry Detention Pond.

## **OPERATOR'S REPORT**

Mr. Love presented the Operations Report for December/January and updated the Board on collections, water production and accountability, a copy of which is attached hereto as Exhibit "H". He noted that the total connections for the District are 1381. He also reviewed the list of accounts scheduled for termination due to non-payment. Mr. Love further noted that there was 89.9% accountability for water pumpage during the current reporting period.

### **Renew Mosquito Contract with Cypress Creek Pest Control**

The Board recognized Ms. Van Doren who presented a contract with Cypress Creek Pest Control, a copy of which is attached hereto as Exhibit "I". The Board requested Ms. Van Doren contact Cypress Creek Pest Control regarding the spraying schedule.

After further discussion and based on a motion by Director Jackson which was seconded by Director Shultz, the Board voted unanimously to approve the Operator's report and renew the Cypress Creek Pest Control agreement.

## **REPORT FROM MICHAEL MURR**

The Board recognized Mr. Murr who updated the Board on the status of the District's various landscaping projects and rental requests. A copy of his report is attached hereto as Exhibit "J".

Mr. Murr stated that he would work on obtaining a sign permit on the median across the street from the administration building.

No action was required on this agenda item.

## **ATTORNEY'S REPORT**

### **Resolution Regarding Tax Exemptions For 2018**

The Board considered a proposed Resolution Regarding Tax Exemptions for 2018, a copy of which is attached hereto as Exhibit "K".

Upon motion duly made by Director Thomson and seconded by Director Kelley, the Board voted unanimously to approve the Resolution Regarding Tax Exemptions for 2018, thereby granting a \$10,000 exemption of the appraised value of residence homesteads of individuals who are disabled or are sixty-five years of age or older for the 2018 tax year.

### **Resolution Implementing 20% Penalty on Delinquent 2017 Taxes**

Consideration was then given to a proposed Resolution Authorizing 20% Penalty on 2017 taxes delinquent on July 1, 2018 and thereafter, a copy of which is attached hereto as Exhibit "L".

Upon motion duly made by Director Thomson and seconded by Director Kelley the Board voted unanimously to approve a 20% penalty on 2017 taxes delinquent on July 1, 2018 and thereafter, and to approve the Resolution evidencing same.

## **RECEIVE COMMENTS FROM DIRECTORS AND AUTHORIZE APPROPRIATE ACTION**

Director Shultz and Mr. Wilkerson stated that they will work together to upgrade Director computer services. Once they have a solution, they will present it to the Board.

## **DISCUSS DISTRICT EMAILS**

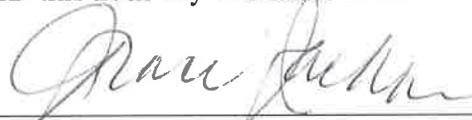
Director Shultz reviewed the various emails received this month and the action that was taken on each.

**RECEIVE REAL ESTATE BROKER'S REPORT**

The Board recognized Mr. Cox who gave a summary of the status of the recent inquiries into land purchases. Mr. Cox noted that the closing might take place prior to the next scheduled meeting. Upon motion duly made by Director Thomson and seconded by Director Kelley the Board voted unanimously to authorize Director Aldredge to execute any and all documents necessary for closing.

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 27th day of March 2018.



Secretary, Board of Directors

(DISTRICT SEAL)

