

MINUTES OF MEETING
BOARD OF DIRECTORS

March 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, March 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 and Maria Reverol 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 Sgt. Jamail of Harris County Precinct 4 Constables Office; and Timothy

Green, attorney, and Beth Van Doren, Paralegal, of Coats|Rose P.C., legal counsel for the District (“Coats|Rose”).

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

No member of the public was present.

RECEIVE CONSTABLE’S REPORT

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

APPROVE MINUTES OF MEETINGS OF FEBRUARY 27, 2018

The Board reviewed the minutes from the meeting of February 27, 2017, previously distributed to the Board. Upon a motion made by Director Thomson and seconded by Director Kelley, the Board approved the minutes of the meeting of February 27, 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 “C”.

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 and payment of the bills referenced therein.

Adopt Budget for F/Y/E March 31, 2019

The Board next reviewed and discussed the proposed budget for the fiscal year ending March 31, 2019. Following discussion and based on a motion by Director Jackson and seconded by Director Thomson, the Board voted unanimously to adopt the budget with revisions.

TAX ASSESSOR/COLLECTOR'S REPORT

The Board recognized Ms. Hendershot who reviewed the TAC report for the period ending February 28, 2018, a copy of which is attached hereto as Exhibit "D", noting that 97.50% 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 Shultz which was seconded by Director Kelley, 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 "E".

Authorize Engineer to bid District's Projects

The Meeting Building EPG Project design is complete and plans have been approved by Harris County. The Engineer is ready to begin advertising and bidding of this project.

Update Status of Vintage Lakes Drainage Request

The Engineer contacted Harris County Flood Control District ("HCFCD") and inquired about the requirements for installation of the "TideFlex" valve in the Vintage

Lakes outfall pipe to Pillot Gully. HDFCD advised that they would not be responsible for maintaining the feature and that any responsibility would have to be by a viable entity such as the District. An HOA is not considered a viable entity for purposes of maintaining drainage features in HCFCD facilities.

Vintage/Cutten Detention Pond Monthly Inspection Report

An inspection was held on March 8th. A few items were noted for repairs and further information will be presented at a subsequent meeting.

The applications for the renewal of the District's three detention pond storm water quality feature systems have been approved by Harris County.

TPDES Permit Renewal

AEI Engineering is continuing to coordinate the permit renewal.

Water Plant No. 2 Partial Demolition

A Preconstruction meeting was held on March 8th with the contractor.

Water Tank Annual and 5 Year Evaluations

Ground storage tanks at each water plant facility were inspected and reports prepared.

After further discussion and based on a motion by Director Kelley which was seconded by Director Jackson, the Board voted unanimously to approve the Engineer's report and authorize advertising the EPG Project.

OPERATOR'S REPORT

The Board recognized Mr. Love who presented the Operations Report for January/February and updated the Board on collections, water production and accountability, a copy of which is attached hereto as Exhibit "F". 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 91.4% accountability for water pumpage during the current reporting period.

After further discussion and based on a motion by Director Thomson which was seconded by Director Jackson, the Board voted unanimously to approve the Operator's report.

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 "G".

Mr. Murr stated that the timer on the parking lot lights needs to be replaced.

After further discussion and based on a motion by Director Kelley, seconded by Director Jackson, the Board voted unanimously to authorize Mr. Murr to replace the timer with a photo cell timer at a cost not to exceed \$1,000.

DISCUSS DISTRICT EMAILS

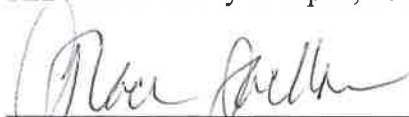
Director Shultz reviewed the various emails received this month and the action that was taken on each.

RECEIVE REAL ESTATE BROKER'S REPORT

The Board recognized Mr. Cox who stated that the District had closed on the purchase of a 4.3721 acre tract of land. No action was needed on this agenda item.

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 24th day of April, 2018.


Secretary, Board of Directors

(DISTRICT SEAL)

