

MINUTES OF MEETING
BOARD OF DIRECTORS

January 22, 2019

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, January 22, 2019, 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"); Deputy Martino and Lt. Cohen of Harris County Precinct 4 Constables Office; and Timothy Green, attorney, of Coats|Rose P.C., Beth Van Doren, paralegal, 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 chose to speak.

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 "B". No action was taken on this agenda item.

Approve Constable's Contract for 2019

The Board considered renewing the law enforcement contract effective March 1, 2019. After further discussion and based on a motion by Director Kelley, seconded by Director Jackson, the Board voted unanimously to renew law enforcement contract effective March 1, 2019.

APPROVE MINUTES OF MEETINGS OF DECEMBER 18, 2018

The Board reviewed the minutes from the meeting of December 18, 2018, previously distributed to the Board. Upon a motion made by Director Thomson and seconded by Director Jackson, the Board approved the minutes of the meeting of December 18, 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 Kelley, which was seconded by Director Jackson, the Board voted unanimously to approve the Bookkeeper's report, payment of the bills referenced therein.

TAX ASSESSOR/COLLECTOR'S REPORT

The Board recognized Ms. Hendershot who reviewed the TAC report for the period ending December 31, 2018, a copy of which is attached hereto as Exhibit "D", noting that 59.90% of the 2018 taxes have been collected to date. She further reported on receipts and disbursements from the tax account and reviewed historical tax data.

Next, the Board requested Ms. Hendershot research the decrease in value at Vintage Apartments.

Following a full review of the TAC report and based on a motion by Director Shultz which was seconded by Director Thomson, 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".

Drainage Facilities

Vintage/Cutten Detention Pond Inspections – December Storm Water Solutions Inspections were presented and a recommendation of \$905.00 in maintenance work for presented for approval.

Pillot Gully Storm Sewer Outfall

Drawings and bid documents were prepared for repairs to the storm sewer outfall line and manhole on Rodgers Road at Pillot Gully. Documents were submitted to Harris

County permit office for review and approval. Only one bid in the amount of \$89,900.00 was received from ECB Development. After further discussion, the Board recommended holding the bid for thirty (30) days while the District waits for a response from Harris County Flood Control.

Wastewater Collection System

Construction drawings and bid documents are in progress for this project. Bids are expected at the February 2019 board meeting.

Mr. Adam presented an Evaluation Report for Pillot Gully Storm Sewer Outfalls for the Board to review, a copy of which is attached hereto as Exhibit "F".

After further discussion and based on a motion by Director Jackson seconded by Director Thomson, the Board voted unanimously to accept the engineers report and authorize payment of \$905.00 to Storm Water Solutions.

OPERATOR'S REPORT

The Board recognized Mr. Love who presented the Operations Report for December, 2018 and updated the Board on collections, water production and accountability, a copy of which is attached hereto as Exhibit "G". He noted that the total connections for the District are 1385. He also reviewed the list of accounts scheduled for termination due to non-payment. Mr. Love further noted that there was 98.90% accountability for water pumpage during the current reporting period. 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.

Mr. Love noted that the fence at Water Plant No. 2 was patched in December but continues to need additional work. After further discussion, based on a motion by

Director Thomson, seconded by Director Kelley, the Board authorized Mr. Love to fix a forty-nine (40) foot section with metal post and to work with Mr. Murr on a replacement fence.

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 which is attached hereto as Exhibit "H".

Mr. Murr requested an increase of \$150.00 in the monthly maintenance fee for the trail. Upon a motion by Director Kelley, seconded by Director Jackson, the Board voted unanimously to increase the monthly trail maintenance fee by \$150.00.

The Board reviewed plans for the dog park within the District and requested Mr. Murr prepare cost estimates for the February meeting.

The Board discussed the current security camera and possible camera upgrades. After further discussion, the Board requested a presentation regarding the security cameras at next month's board meeting.

ATTORNEY'S REPORT

Adopt Order Calling Directors Election and Appoint Coats|Rose Agent for Election

The Board next considered adopting an Order Calling Directors Election and appointing Coats|Rose as agent for the election, a copy of which is attached hereto as Exhibit "I". Ms. Van Doren reviewed and discussed the process of calling an election and the circumstances by which the District may cancel such election if the candidates to be listed on the ballot are unopposed. She noted that if an election is held, the date of the

election will be May 4, 2019, and pointed out that Directors Kelley and Thomson have terms expiring May, 2019.

Ms. Van Doren next explained that the Texas Election Code requires a political subdivision to have mandatory office hours during the period beginning not later than the 50th day before the date of the election and ending not earlier than the 40th day after Election Day. She continued that the Texas Election Code also provides that the political subdivision may appoint another officer or employee to serve as its agent to perform the duties required by the Texas Election Code.

Following review and discussion, based on a motion by Director Shultz and seconded by Director Thomson, the Board voted unanimously to adopt the Order Calling Directors Election and approve the appointment of Coats[Rose as agent for the election.

Ratify Amended Rate Order

Ms. Van Doren reminded the Board that they had approved an Amended Rate Order at the December board meeting and now they need to ratify such action. Based on a motion by Director Shultz, seconded by Director Thomason, the Board voted unanimously to ratify the Amended Rate Order.

DISCUSS DISTRICT EMAILS

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

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 26th day of February, 2019.

Secretary / Board of Directors

(DISTRICT SEAL)

