

MINUTES OF MEETING
BOARD OF DIRECTORS

July 23, 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, July 23, 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 with Bleyl & Associates, the Engineer for the District ("Engineer"); Brian Tolban with MGSB, PLLC, Auditor for the District ("Auditor"); Ken Love with Municipal District Services, the District's Operator ("Operator"); Deputy Martino and Lt. Cohen of Harris County Precinct 4 Constables Office; and Tim Green, attorney, and Beth Van Doren, paralegal, of Coats|Rose P.C.,

legal counsel for the District (“Coats|Rose”). Also in attendance were Howard Manson of Today’s Integration, Inc. and Cole Beatty and Mathew Bassinger, both members of the local Boy Scout Troop.

WHEREUPON, the meeting was called to order at 7:00 p.m.

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

HEAR FROM PUBLIC

The Board recognized Mr. Beatty and Mr. Bassinger who stated they are members of the local Boy Scouts and are in attendance as part of a merit badge requirement.

RECEIVE CONSTABLE’S REPORT

The Board recognized Officer Marino and Lt. Cohen, who reviewed the monthly statistics within the District. A copy of the Constable’s Report is attached hereto as Exhibit “B”. No action was taken on this agenda item.

APPROVE MINUTES OF MEETINGS OF JUNE 25, 2019

The Board reviewed the minutes from the meeting of June 25, 2019, previously distributed to the Board. Upon a motion made by Director Jackson and seconded by Director Thomson, the Board approved the minutes of the meeting of June 25, 2019.

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 Shultz, the Board voted unanimously to approve the Bookkeeper’s report, payment of the bills referenced therein.

APPROVE AUDIT FOR FISCAL YEAR ENDING MARCH 31, 2019

The Board recognized Mr. Tolban, who reviewed the District's audit with the Board, a copy of which is attached hereto as Exhibit "D". Following review and discussion of the audit and based on a motion by Director Thomson, which was seconded by Director Jackson, the board voted unanimously to approve the audit for the fiscal year ended March 31, 2019 and authorize the filing of same with the Texas Commission on Environmental Quality per applicable rules.

TAX ASSESSOR/COLLECTOR'S REPORT

The Board recognized Ms. Hendershot who reviewed the TAC Report for the period ending June 30, 2019, a copy of which is attached hereto as Exhibit "E", noting that 98.6% 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.

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 "F".

9900 Lake Road Four Plex Units

Mr. Adam presented a site plan and building profile rendering for the four plex units being proposed on Lake Road. The owner prepared a detail for the a proposed fence to be installed along the common boundary line in lieu of the required 30 foot buffer zone.

Vintage/Cutten Detention Pond Monthly Inspection Report

Mr. Adam presented Storm Water Solutions Invoice No. 7707-34-10 in the amount of \$950.00 for maintenance of the District's detention and drainage improvements and recommended same for payment. The Engineer's Report includes the current inspection report for the drainage facilities.

Pilot Gully/Rodgers Road Storm Sewer Outfall Repairs

A final review with the Harris County Flood Control District noted no deficiencies. Pay Estimate No. 2 and Final in the amount of \$13,790.00 was presented and recommended for payment.

After further discussion and based on a motion by Director Kelley seconded by Director Thomson, the Board voted unanimously to: (i) approve the engineers report; (ii) Invoice No. 7707-34-10 in the amount of \$950.00; and (iii) approve Pay Estimate No. 2 and Final in the amount of \$13,790.00.

OPERATOR'S REPORT

The Board recognized Mr. Love who presented the Operations Report for June 2019 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 98.9% 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.

Hydrant Inspections

Mr. Love presented a Hydrant Inspection Report, a copy of which is attached hereto as Exhibit "H". After further discussion and based on a motion by Director Shultz which was seconded by Director Jackson, the Board voted unanimously to authorize painting the hydrants identified in the inspection 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 which is attached hereto as Exhibit "I". No action was needed on this agenda item.

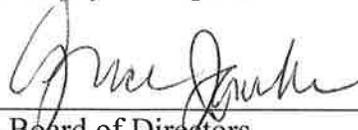
DISCUSS DISTRICT EMAILS

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.

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PASSED, APPROVED AND ADOPTED this 27th day of August, 2019.



Secretary, Board of Directors

(DISTRICT SEAL)

