

MINUTES OF MEETING  
BOARD OF DIRECTORS

February 26, 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, February 26, 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"); Ken Love with Municipal District Services, the District's Operator ("Operator"); Deputy Martino and Lt. Cohen of Harris County Precinct 4 Constables Office; and Laken Jenkins, attorney, of Coats|Rose P.C., Beth Van Doren, paralegal, legal counsel for the District ("Coats|Rose"). Also present was Howard Manson of Today's

Integration, Inc., Marcus Tamez of T-Gray Utility, Dennis Spacer and Mike Murphy with the local Boy Scouts.

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

The posted meeting notices are attached hereto as Exhibit "A".

#### **PRESENTATION FROM BOY SCOUTS**

The Board recognized Mr. Spacer and Mr. Murphy who updated the Board on recent growth within the area scout troops. They stated that they were looking for conservation projects to do within the District. After further discussion, Mr. Murr volunteered to work with the Scouts on creating District projects.

#### **HEAR FROM PUBLIC**

The Board recognized Mr. Tamez who stated he had bid on several jobs within the District and wanted to meet the Board in person.

#### **PRESENTATION ON SECURITY CAMERA UPGRADES**

The Board recognized Mr. Manson who presented a proposal for upgrading the District's current camera security system, a copy of which is attached hereto as Exhibit "B". After further discussion, the Board requested Mr. Manson revise the proposal to include additional outdoor cameras for the generator.

#### **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 JANUARY 22, 2019**

The Board reviewed the minutes from the meeting of January 22, 2019, previously distributed to the Board. Upon a motion made by Director Jackson and seconded by Director Shultz, the Board approved the minutes of the meeting of January 22, 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 "D". Also included in the report was a draft budget for the Board's review.

Following discussion regarding bookkeeping matters, and based on a motion by Director Thomson, which was seconded by Director Kelley, 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 January 31, 2019, a copy of which is attached hereto as Exhibit "E", noting that 95.40% 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, Ms. Hendershot stated that she had researched the decrease in value at Vintage Apartments and determined that Vintage Apartments had sued the appraisal district in order to reduce the value.

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 "F".

#### **Pilot Gully/Rodgers Road Storm Sewer Outfall Repairs**

Bleyl Engineering contacted additional contractors requesting quotes for the outfall repair. CDC Unlimited quoted \$74,900.00. Although plans have been approved by Harris County, the Flood Control District has not responded to the repair request.

#### **Wastewater Collection System**

Bids for Sections 7 & 10 rehabilitation work had been received in two-parts. Texas Pride Utilities was the low bidder with bids of \$386,950.00 and \$408,250.00, respectively.

After further discussion and based on a motion by Director Thomson seconded by Director Jackson, the Board voted unanimously to: (i) accept the engineers report; (ii) authorize CDC Unlimited to repair storm sewer outflow at a cost of \$74,900.00; (iii) upon completion of the storm sewer outflow repair, the invoice be forwarded to the Harris County Flood Control District; and (iv) award contract for Sections 7 & 10 rehabilitation work to Texas Pride Utilities.

Mr. Adam stated he had received a service application from Hewlett Packard, a copy of which is attached hereto as Exhibit "F-1".

## **OPERATOR'S REPORT**

The Board recognized Mr. Love who presented the Operations Report for January, 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 87.20% accountability for water pumpage during the current reporting period. After further discussion and based on a motion by Director Shultz which was seconded by Director Jackson, the Board voted unanimously to approve the Operator's report.

### **Ratify Correction to Operator's Contract**

The Board noted that they had previously corrected the Operator's Contract to reflect 2019. After further discussion and based on a motion by Director Jackson, seconded by Director Shultz the Board unanimously voted to ratify such action.

## **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".

### **Security Camera Proposal**

The Board reviewed and discussed the revise security camera proposal from Today's Integration, Inc., a copy of which is attached hereto as Exhibit "I". After further discussion and based on a motion by Director Thomson, seconded by Director Jackson, the Board voted unanimously to approve the revised proposal in the amount of \$10,914.83.

### Dog Park Plan

The Board reviewed and discussed the Dog Park Plan. After further discussion, the Board requested Mr. Murr bring copies of both and plan and the estimates to the March meeting.

### Administration Building and Grounds Rental Policies and Procedures

Mr. Murr presented a revised Administration Building and Grounds Rental Policies and Procedures, a copy of which is attached hereto as Exhibit "J". He stated the revisions are based on recent rental events and inquires. After further discussion and based on a motion by Director Shultz, seconded by Director Jackson, the Board voted unanimously to approve the revised Administration Building and Grounds Rental Policies and Procedures.

### Mosquito Control Contract

The Board next addressed the Mosquito Control Contract with Cypress Creek Mosquito Control. After further discussion and based on a motion by Director Shultz, seconded by Director Jackson, the Board voted unanimously to not renew service with Cypress Creek Mosquito Control and to authorize Mr. Murr to handle future services.

## ATTORNEY'S REPORT

### Consider accepting Certification of Agent for Election and adopt Order Declaring Unopposed Candidates Elected to Office and Cancelling Directors Election

The Board recognized Ms. Jenkins, who first presented a Certification of Agent for Election verifying that each of the candidates to be listed on the ballot for the directors' election is unopposed. She next presented an Order Declaring Unopposed Candidates Elected to Office and Canceling Directors Election. She stated that as no one

filed an application for a place on the ballot or requested to be listed as a write-in candidate, Directors Kelley and Thomson may be declared unopposed candidates elected to office with terms to expire in May, 2023. Upon a motion by Director Shultz, seconded by Director Jackson, the Board voted unanimously to accept the Certification of Agent for Election and adopt the Order Declaring Unopposed Candidates Elected to Office and Canceling Directors Election, copies of which are attached hereto as Exhibit "K".

**Resolution Regarding Tax Exemptions For 2019**

The Board considered a proposed Resolution Regarding Tax Exemptions for 2019, a copy of which is attached hereto as Exhibit "L".

Upon motion duly made by Director Kelley and seconded by Director Jackson, the Board voted unanimously to approve the Resolution Regarding Tax Exemptions for 2019, 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 2019 tax year.

**Resolution Implementing 20% Penalty on Delinquent 2018 Taxes**

Consideration was then given to a proposed Resolution Authorizing 20% Penalty on 2018 taxes delinquent on July 1, 2019 and thereafter, a copy of which is attached hereto as Exhibit "M".


Upon motion duly made by Director Kelley and seconded by Director Jackson the Board voted unanimously to approve a 20% penalty on 2018 taxes delinquent on July 1, 2019 and thereafter, and to approve the Resolution evidencing same.

**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 March, 2019.

  
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Secretary, Board of Directors

(DISTRICT SEAL)