**Chateau Woods Municipal Utility District Board of Directors Meeting held on Thursday January 23, 2025 at 7:00 PM at 10224 Fairview Dr., Conroe, TX 77385.**

1. **Call meeting to order by presiding officer.**

Meeting called to order by President David Schoop at 7:00 pm.

1. **Roll call of Directors and establish a quorum.**

Director Lacie Whorley took roll call. Director Cassandra Merceri, Director Steve Mitschke, Director David Schoop, and Director Lacie Whorley were all present. Also in attendance were Darcy Tramm and Derick Dickmann of A-1 Utility; Mallory Craig of Coats Rose P.C., District’s General Counsel; Lesley Reel and Levi Love of L Squared Engineering, District’s Engineer; Loren Clark of L&S District Services, District’s Bookkeeper. Public in attendance were Becky Godell, MUD building manager; Brian Toldan of McCall Gibson Swedlund Barfoot Ellis PLLC; George and Candize Wood 11927 Silver Leaf Ct., Maureen Golden, Terry Price of 520 Tallow, Cody Owen 1520 Briar Cliff, David Harwell 11921 Silver Leaf Ct., Marvin Alfaro 11921 Silver Leaf Ln., Robby Harvey 11926 Silver Leaf Ct., Jorge Ochoa 1306 Briar Cliff, Jose Oyoque 10735 Fairview Dr.

1. **Invocation, Pledge of Allegiance and Pledge to the Texas Flag.**

No action

1. **Discuss and take possible action on nominations to fill vacant Board position for the unexpired term through November 3, 2026.**

 Jorge Ochoa was the only applicant. Director Mitschke made a motion to appoint Jorge Ochoa to the Board. Director Schoop seconded the motion and all voted in favor. Motion carried. The Oath of Office will be administered at the February 27, 2025 meeting.

1. **Discuss and take action to approve the minutes from December 19, 2024 regular meeting.**

Director Schoop made a motion to approve the minutes for December 2024 pending corrections to his last name and Derick’s name. Director Mitschke seconded the motion and all voted in favor. Motion carried.

1. **Comments from the Public.**

No action

1. **Comments from the Directors.**

Director Mitschke asked Director Merceri for the login information for the District’s website. Director Merceri had already sent it to Director Whorley. Director Schoop noted a light out at Hunter’s Lake park; meeting with King Solomen for tree removal at Hunter’s Lake. January 15 the pad for the port-a-potty was broken by the port-a-can service. Research to see if AT&T or Tachus will Smoke test the sewer system due to both companies installing fiber in the neighborhood. Gravel and debris have been discovered in the system.

1. **Presentation of draft 2023/2024 financial audit by McCall Gibson Swedlund Barfoot Ellis PLLC.**

No action.

1. **Discuss and take possible action to accept the 2023/2024 financial audit of the District.**

Director Schoop made a motion to approve the 2023/2024 financial audit. Director Mitschke seconded the motion. All voted in favor, motion carried.

1. **Discuss and take possible action to accept the bookkeeper’s report for December 19th to January 23rd and approve payment of bills.**

Director fees, bills and legal fees. Legal fees have been broken down into regular fees and litigation. Director Mitschke made a motion to approve the bookkeeper’s report. Director Whorley seconded the motion and all voted in favor. Motion carried.

1. **Discuss and take possible action on a day of volunteer work to clean up the outbuildings at water plant #1 and survey buildings for possible repair and/or replacement.**

Director Schoop would like to get all Board members to help clean up/out the second building at water plant #1. A-1 is providing a trailer for all the metal that will be recycled, Cody Owen will provide his trailer to take all of the other material to the dump. February 1st at 9 am.

1. **Discuss time and materials proposals/costs associated with control building at water plant #1.**

The building is 30+ yrs old. Greg Gonzales turned in a bid of $4275 including time and materials. Director Mitschke made a motion to approve the work up to $5,500. Anything over $5,500, Director Schoop is authorized to review and approve another $2,500. Director Merceri seconded the motion. All voted in favor, motion carried.

1. **Convene into executive session under Section 551.071 of the Texas Open Meetings Act to confer with District’s attorney and engineer regarding**
2. **West side/Springwood drainage mitigation study.**
3. **Ongoing issues with Starter Homes of Texas, LLC.**

Entered the executive session at 7:43 pm.

1. **Reconvene into open session to take possible action on matters discussed in executive session.**

Executive session ended at 8:04 pm. Reconvened regular session at 8:05.

Director Mitschke made a motion to authorize L Squared to work up a solution for drainage issues on Springwood Dr and gather information for legal to move forward with procurement of easements. Director Merceri seconded and all voted in favor. Motion carried.

1. **Discuss and take possible action on the following Engineering matters:**
2. **Drainage issues from 11002 Sleepy Hollow into White Oak subdivision**

L Squared has received complaints in regard to 11002 Sleepy Hollow not following the approved drainage plan. Mrs. Reel advised writing a letter to the county informing them of the violation. Director Mitschke made a motion to have L Squared send a letter to the county stating the violation and Coats Rose send a legal letter to the property owner. Director Schoop seconded the motion and all voted in favor. Motion carried.

1. **Update on Water Plant No. 3**

The well will be washed one last time on 1/24/25 and the pump crew will be moving onsite after the wash.

1. **Updates on developments in the District**

No new updates**.**

1. **Wastewater Plant rehab project**

A couple of pay applications for Sarentec. Pinnacle will ship the last blower once they receive payment.

1. **Renewal of TCEQ Wastewater Discharge Permit**

Renewal received at the beginning of the month. The motion to overturn expires on Jan 24, 2025.

1. **New and other ongoing Engineering projects or approvals**

No Action. Director Schoop made a motion to approve the engineering report. Director Mitschke seconded and all voted in favor. Motion carried.

1. **Discuss and take possible action on the monthly building rental report.**

Director Schoop made a motion to approve the rental report. Director Merceri seconded and all voted in favor. Motion carried**.**

1. **Discuss and take possible action on any previous or new deed restriction complaints, including**
2. **1119 Chateau Woods Parkway – Unkempt yard, trash visible from the street (referred to attorney 12/19)**

Director Schoop spoke with the homeowner and granted them another 30 days due to them just having received the letter 1/19/25. The homeowner is working on getting it cleaned.

1. **1327 Beech – trash and debris along front of property and in ditch**

No action, the property has been cleaned up.

**c) Any new deed restriction complaints**

 **1) 1305 Beech – rooster**

Table to next meeting for Mallory to research livestock law.

1. **Discuss and take possible action on any new or ongoing legal matters, including**
2. **3M Tree Services regarding damage done to manhole near 10556 Longleaf**

Attorney sending certified letter.

1. **Any other legal matters**

Adopt a policy next meeting that denies access to TicTok on District owned devices.

1. **Discuss and take possible action on new construction for the following properties based on Engineer’s recommendation**
2. **Building addition to 10611 Fairview Dr. for Dao Stauff**

The resident wants to add a shed to her backyard with living space, i.e. kitchen and bathroom. Director Schoop made a motion to deny due to it possibly being used as a second residence. Director Mitschke seconded and all voted in favor. Motion denied.

1. **Discuss and take possible action on extension requests for the following plumbing permits:**
2. **10424 Lakewood – Martinez (requesting 6-month extension)**

Director Schoop made a motion to grant a 6-month extension. Director Mitschke seconded and all voted in favor. Motion carried.

1. **1420 Flamingo – Tepuy Designs (requestion 3-month extension)**

Director Schoop made a motion to grant a 3-month extension. Director Mitschke seconded and all voted in favor. Motion carried.

1. **1416 Beech – Stone Creek Builders (approved 4/25/24 – will not start construction for 30-60 days)**

Director Schoop made a motion to extend the permit for 60 days. If construction has not started, they will need to reapply. Director Mitschke seconded and all voted in favor. Motion carried.

1. **10739 Fairview – Oyoque (expired 1/26/23) – out of District residential**

Out of district resident. Project is on hold. Will come back for a new permit when needed.

1. **10735 Fairview -- Oyoque (expired 7/25/24) – out of District commercial**

Out of district resident. Director Schoop made a motion to grant a 6-month extension. Director Mitschke seconded and all voted in favor. Motion carried.

1. **Discuss and take possible action on December 2024 operations report: including maintenance and repairs to water/sanitary sewer systems, plumbing permits/inspections, parks and customer billing.**

Director Schoop made a motion to approve the operations report. Director
Mitschke seconded and all voted in favor. Motion approved.

1. **Discussion of any items to be included in next meeting’s agenda (February 27, 2024)**

1119 Chateau Woods Parkway; 1305 Beech; 3M Tree Services, Oath of Office and Adoption of social media, 10740 Twin Oak.

1. **Adjourn**

Director Mitschke made a motion to adjourn. Director Schoop second and all voted in favor. Motion carried and meeting adjourned at 8:52 pm.

Meeting Minutes prepared by District board secretary Director Whorley.