**Z f Chateau Woods Mud Board District Meeting minutes**

**Meeting held on Thursday October 24, 2024 at 10224 Fairview Drive, Conroe Texas 77385.**

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

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

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

Roll call taken by Director Merceri. Director Cassandra Merceri, Director Shane Ramsour, Director David Schoop, Director Lance Shannon, Director Lacie Whorley were all present.

Also, in attendance were Darcy Tramm and Derick Dickman of A-1 Utility; Lesley Reel of L Squared Engineering, District’s Engineer; Mallory J Craig of Coats Rose, P.C., the District’s General Counsel; Tiffany Loggins of L&S District Services, The District's Bookkeeper.

Public in attendance: Scott Hogan of 2311 Sun Shadow Ln., Janet Hogan of 816 Chateau Woods Pkwy, John Allen of 11720 Great Oak Blvd., Eaneszo Erey of 816 Chateau Woods Pkwy, Jennifer Day of MGSB PLLC., Maureen Golden, Steven Mitschke of 527 Springwood Dr.

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

No action

1. **Discuss and take possible action to approve the minutes from August 22, 2024 and September 19, 2024.**

The Board received minutes late from Mallory Craig, more time is needed to review, Director Schoop made a motion to table to next meeting Director Ramsour seconded all voted in favor. Motion carried.

1. **Comments from the Public.**

No comments

1. **Comments from the Directors.**

Discussion on damage done by Tachus’s contractors, Director Schoop has been in contact with Tachus and if there are any issues Director Schoop will take care of.

1. **Discuss and take possible action on adjustment request by Anthony Umhra at 19611 Youpon due to broken water line on customer’s side of the meter.**

The homeowner had a broken water line under the house they didn’t catch till the several days Director Schoop made a motion to adjust the bill to be billed at the lowest tier for a total of $214.87 Director Ramsour seconded the motion, all voted in favor. Motion carried.

1. **Discuss and take possible action on the following Engineering Matters:**
	1. **Update on Water Plant No. 3**
	2. **Updates on developments in the District.**
	3. **Services District will be provided to residential development – 816 Chateau Woods Pkwy and legal review of possible variance for Reserve A.**
	4. **Wastewater Plant rehabilitation project.**
	5. **Renewal of TCEQ Wastewater Discharge Permit.**
	6. **West Side Drainage Mitigation Study (FEMA flood map and outfall drainage in the District)**
	7. **New and other ongoing Engineering projects or approvals.**
2. Discussion on taking possible action on combining the three Operating Permits into one, no action at this time.

Update on the Well, the drilling crew expects to finish cutting to 800’ this week and start installing casing and gravel the following week.

1. The meeting was held discussing the start-up of the liftstation on 10/16, the contractor will complete a list of pending items for the District’s acceptance at the November meeting.
2. Discussion on granting a variance to allow a wider driveway on the property that is against the deed restrictions. The board went into an executive session at 7:40pm.

Meeting reconvened at 7:52 pm.

Director Schoop made a motion to have Mallory draw up annexation documentation Director Ramsour seconded. All voted in favor, motion carried.

Director Schoop made a motion to approve L Squared to move forward in doing the feasibility study to include drainage, sewer, water, and design Director Whorley seconded, all voted in favor. Motion carried.

1. L Squared received an estimate for the digester and sandblasting/repainting and the lift station rehab, estimate came in on the higher side. L Squared will contact other contractors for quotes.
2. Comment period ended on 9/16 with no comments.

L Squared has followed up with the TCEQ on the status of the permit, they are waiting for EPA to issue a response.

1. L Squared have reached out to the adjacent property owner about a Workshop to go over our findings and have not received a response.
2. Discussion about a feasibility study for 32 acres adjacent to Elder Road for Treaty Oak Developers. Director Schoop made a motion to approve a feasibility study done by L Squared Director Merceri seconded. All voted in favor. Motion carried.
3. **Discuss and take possible action to accept the bookkeeper’s report for September 19th to October 24th and approve payment of bills.**

Ending balance from the last meeting $3,316.24. Discussion about Director Merceri going over per diem allowance for the previous meeting, minutes and cyber training, Director Schoop stated that because it was done in the previous fiscal year Director Merceri will not get paid for them. Director Merceri has never missed a meeting and does many other tasks for the board. Steve Mitscke stated that he would not charge the board for any extra items such as letter writing or minutes when he is on the board, he also wanted to state that Director Schoop does many extra items for the board he does not get paid for. Director Ramsour made a motion to approve the Bookkeeper report and payment of bills Director Schoop seconded all voted in favor. Motion carried.

1. **Discuss and take possible action to engage an auditor for the 10/01/2023 to 09/30/2024 financial audit for the District (McCall Gibson Swedlund Barefoot PLLC for 3-year contract)**

Table to the next meeting.

1. **Discuss and take possible on request from Dolly Gonzales to be allowed to rent the District building.**

After investigation of past minutes Director Merceri found that Dolly Gonzales had rented for a nonresident and damage had occurred, deposit was kept and repairs were paid for. Director Schoop made a motion to give Dolly Gonzales one more chance to rent the building Director Shannon seconded. All voted in favor, motion carried.

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

Discussion on additional lock to be installed on back door. A cellular booster will be added in case of emergency. Director Schoop made a motion to allow renters to enter the building early if needed for a $50 fee if there is no other rentals during that time, a $50 fee if the renter wants extra time after rental, the purchase of a new lock for the back door and a cellular booster, Director Shannon seconded. All voted in favor, motion carried.

1. **Discuss and take possible action on any previous or new deed restriction complaints, including**
	1. **426 Springwood- Unkempt yard (referred to attorney 08/22/2024)**
	2. **Any new deed restriction complaints**
		1. **1119 Chateau Woods Pkwy-Unkempt yard, trash visible from the street.**
		2. **10424 Lakewood – Tree debris left in front ditch area.**
2. 426 Springwood was cleaned up no action.
3. 1119 Chateau Woods Pkwy- Director Schoop made a motion to have a letter sent Director Whorley seconded. All voted in favor, motion carried.

10424 Lakewood- Letter was sent no action at this time.

Tree debris in the medium on the parkway Director Schoop will speak with who he thinks is piling the debris and ask them to remove it.

1. **Discuss and take possible action on any new or ongoing legal matters, including:**
	1. **Discuss Fees of Office and consider adopting Resolution Regarding Fees of Office.**
	2. **Discuss and consider taking action relating to amending Deed restrictions.**
	3. **Discuss and consider adopting a form Rental Agreement for the District’s Park and open spaces.**
	4. **If necessary, ongoing issues with Starter Homes of Texas, LLC.**

A. Director Schoop made a motion to approve the Resolution Regarding Fees of Office Director Whorley seconded all voted in favor. Motion carried.

B. A request for being on a panel to amend the deed restriction was posted on website. Table to next meeting.

C. Director Schoop made a motion to adopt a Rental Agreement for the District’s Park and open spaces Director Ramsour seconded. All voted in favor, motion carried.

D. Director Schoop made a motion to move forward with the lawsuit against Starter Homes if no resolution by November 14th Director Whorley seconded. All voted in favor, motion passed.

1. **Discuss and take possible action on plumbing permit extension request by Stonecreek Builders at 1416 Beech.**

Director Schoop made a motion to grant a 3 month extension to the January meeting Director Ramsour seconded. All voted in favor, motion carried.

1. **Discuss and take possible action on invoice to 3M Tree Services for damage done to manhole near 10556 Longleaf.**

Director Schoop will reach out to 3M Tree Services. Table to next meeting.

1. **If necessary, discuss and take possible action on “vegetation” letters sent to property owners along White Oak Creek West by the District on August 27th and September 16th.**
	1. **1620 Beech- letter sent on September 16th, has take no action to clear vegetation**
	2. **Lot 23 on Beech- letter sent on October 21, 2024.**

A. 1620 Beech cleared vegetation, no action.

B. Lot 23 on Beech tabled to next meeting.

1. **Discuss and take possible action on September 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 accept the operations report Director Ramsour seconded. All voted in favor, motion carried.

1. **Discussion of any items to be included in next meeting’s agenda (November 21, 2024)**

Minutes from August and September meeting, Audit, Amendment of Deed Restrictions, 3m Tree Services damage, Lot 23 on Beech vegetation cleaned up, Annexation for 816 Chateau Woods parkway if not addressed at special meeting.

1. **Adjourn.**

Director Whorley made a motion to Adjourn the meeting Director Shannon seconded. All vote in favor, motion carried. Meeting adjourned at 9:33pm.

Meeting Minutes prepared by Director Merceri Board Secretary