

**BLOCK HOUSE MUNICIPAL UTILITY DISTRICT  
MINUTES OF BOARD OF DIRECTORS' MEETING**

October 25, 2023

THE STATE OF TEXAS           §  
  §  
COUNTY OF WILLIAMSON       §

A meeting of the Board of Directors of Block House Municipal Utility District was held on October 25, 2023 at 2600 Block House Drive South, Leander, Texas. The meeting was open to the public and notice was given as required by the Texas Open Meetings Act. A copy of the Certificate of Posting of the Notice is attached as **Exhibit "A"**.

The roll of the members of the Board of Directors was called, as follows:

Ursula Logan	-	President
David Shoemaker	-	Vice President
Robert Young	-	Secretary
Cecilia Roberts	-	Assistant Secretary
David Johnson	-	Treasurer

All of the Directors were present, thus constituting a quorum. Also present at the meeting were: Ben Ingallina and Lisa Torres of Crossroads Utility Services, LLC ("Crossroads"); David Gray of Gray Engineering, Inc.; Sandy Martin of the BHC Owners Association ("OA"); Tripp Hamby of Priority Landscapes ("Priority"); Deputy Lovato of the Williamson County Sheriff's Office ("WCSO"); Marc Marroquin of Premier Recreation Management Services, LLC; Chris Stanfield and Steve Overcashier, residents of the District; and Sean Abbott of Armbrust & Brown, PLLC ("A&B"). Taylor Kolmodin of Municipal Accounts & Consulting, L.P. ("MAC") participated in the meeting via video conference.

Director Logan called the meeting to order at 6:30 p.m. and welcomed those present. She announced that public comments were taken during designated portions of the meeting only and asked that anyone who wished to address the Board complete a Community Comment Form. Following the Pledge of Allegiance to the U.S. flag, the Board and those present at the meeting observed a moment of silence or prayer. Director Logan noted that the meeting was being videotaped and requested that Board members and consultants limit "side discussions" as they diminished the quality of the recording.

Director Logan then stated that the Board would receive citizens' communications. Mr. Overcashier addressed the Board and noted that he had previously expressed concern about the perimeter fencing along Block House Drive at the August 30, 2023 Board meeting. He stated that the fences leave an impression on visitors to the neighborhood and requested that the District increase the pace of repair and replacement of affected areas. He then stated that he was still attempting to find information relating to the contract of the District's general manager and that he would likely submit an open records request to obtain the agreement.

Director Logan stated that the Board would next consider approving the minutes of the August 30, 2023 special meeting, the September 6, 2023 special meeting, and the September 27, 2023 regular meeting. She then noted that a motion was erroneously noted in the August 30, 2023 minutes and requested that the minutes be amended to reflect the proper motioning party.

After discussion, upon motion by Director Young and second by Director Shoemaker, the Board voted unanimously to approve the August 30, 2023 minutes, as amended, and the September 6, 2023 and September 27, 2023 minutes, as presented.

Director Logan then stated that the Board would receive a report from the OA and recognized Ms. Martin, who stated that the OA's pumpkin patch had been quite successful. She then noted an upcoming disc golf event and that the OA would conduct its annual meeting on November 11, 2023.

Director Logan then stated that the Board would receive a report from Deputy Lovato on behalf of the WCSO. Deputy Lovato noted that Deputy Cantu had resigned and would no longer be working in the District. Director Logan stated that the Amenities Subcommittee had met with Deputy Lovato and other members of the WCSO. She noted that, going forward, monthly meetings would occur in an effort to improve communication. She also stated that she was hopeful that a town hall event could be planned that the WCSO could attend.

Director Logan then recognized Mr. Gray in order to receive the engineer's report. Mr. Gray reviewed his report, attached as **Exhibit "B"**, with the Board. He noted that his office continued to monitor any potential work to be undertaken by the City of Cedar Park along Block House Creek, just west of the District. He stated that his office continued to monitor the development of the Nebraska Furniture Mart ("NFM") tract and that he would continue to provide updates to the Board as they became available.

Director Logan stated that the Board would next receive the general manager's report and recognized Ms. Torres, who reviewed the general manager's report, attached as **Exhibit "C"**. She stated that she had worked with Mr. Abbott to provide notification to CD&P from the District to terminate the contractual relationship between the parties. She then noted that the Tidal Waves swim team would be installing their new etched logo at Apache Pool.

Ms. Torres then stated that she had received a proposal from Sagamore Fence & Deck, LLC ("Sagamore") for fence removal and replacement at 700 House Creek Drive (Estimate #7083) attached as **Exhibit "D"**. Director Shoemaker stated that he was supportive of the estimate and in favor of prioritizing the areas of greatest need. Director Roberts disagreed and stated that she would like a plan to be established to replace the entirety of the fence as soon as possible. Upon question from Director Johnson, Ms. Torres confirmed an intent to undertake a section-by-section approach and that Sagamore would work with a separate entity to undertake staining of the new fencing. After discussion, upon motion by Director Young and second by Director Shoemaker, the Board voted unanimously to approve Estimate #7083.

Ms. Torres next stated that she had received a request to reserve the pavilion on December 2, 2023. After discussion, upon motion by Director Young and second by Director Johnson, the Board voted unanimously to approve the request.

Director Logan then stated that the Board would receive a report from the PR/Communications Subcommittee and discuss the District's newsletter. Ms. Torres noted that the Subcommittee had not met in October and that they would likely meet soon. Director Johnson then stated that he intended to draft questions for the resident survey for the Board's consideration at the regular November Board meeting.

Director Logan stated that the Board would next receive a report from and directives to Community Association Management, Inc. ("CAM"). Ms. Torres reviewed the report from CAM with the Board. Discussion ensued. Director Shoemaker confirmed that the Restrictive

Covenants Subcommittee would continue to work with CAM to address issues observed in the District.

Director Logan then stated that the Board would receive a report from and directives to Municipal Accounts & Consulting, L.P. and recognized Ms. Kolmodin. Ms. Kolmodin presented the check register, attached as **Exhibit “E”**, and the supplemental check register, attached as **Exhibit “F”**. She then reviewed the three proposed fund transfers and recommended approval. Given the expectation of Ms. Kolmodin attending Board meetings remotely going forward, **the Board directed Ms. Kolmodin, Ms. Torres, and Mr. Abbott to formulate a proposed policy for the execution of checks for approved expenditures on a go-forward basis.** After discussion, upon motion by Director Johnson and second by Director Shoemaker, the Board voted unanimously to approve the fund transfers and payment of the bills and invoices.

Director Logan then recognized Mr. Marroquin for purposes of receiving a report from Premier Recreation Management Services, LLC, attached as **Exhibit “G”**. Mr. Marroquin confirmed that his firm continued to undertake remediative work at the District’s pools. He noted that there had been an issue in the chemical system at Apache Pool which had been corrected.

Director Logan stated that the Board would next discuss landscaping issues and recognized Mr. Hamby, who reviewed the report from Priority, attached as **Exhibit “H”**, and confirmed that Priority Landscapes continued to undertake its typical maintenance around the District.

Mr. Hamby then reviewed Proposal #3122 for Christmas light decorations installation/takedown attached as **Exhibit “I”**. He noted that many of the District’s holiday decorations were worn out and suggested that some might need to be replaced. Ms. Torres agreed. After discussion, upon motion by Director Roberts and second by Director Young, the Board voted unanimously to approve Proposal #3122, in an amount not to exceed \$17,375.

Mr. Hamby then reviewed Proposal #3123 for the Walker House back porch landscape repair attached as **Exhibit “J”**. After discussion, upon motion by Director Young and second by Director Shoemaker, the Board voted unanimously to approve Proposal #3123 and directed Mr. Hamby to work with Ms. Torres on the selection of plants to be installed pursuant to the Proposal.

Mr. Hamby next reviewed Proposal #3124 for tree installations attached as **Exhibit “K”**. Discussion ensued. Director Shoemaker stated he would like to see a plan to confirm where trees would be planted. Director Young noted that he would like for the District to undertake a tree growing effort going forward. Director Roberts noted that Texas Disposal Systems had trees for sale. Director Shoemaker noted that he would like to see pecan trees planted in the District as some had recently been lost during the winter weather events. The Board then tabled further discussion on the proposal until the November meeting.

Director Logan stated that the Board would next discuss the Landscape Maintenance Agreement set to expire on October 31, 2023. Director Roberts expressed concern about the increased costs under the Agreement. Mr. Hamby then explained the reasons for the proposed cost increases, including Chance Field maintenance and the clearing of the Block House Creek greenbelt in consideration of wildfire considerations. Discussion ensued. Director Shoemaker noted that the proposed amount of the Agreement matched the amount included in the budget for the new fiscal year. Mr. Abbott then noted that Mr. Hamby would like to remove or amend section III.C. relating to cessation of services during times of Stage 4 drought. Mr. Hamby confirmed that the District had never been at Stage 4 during his tenure with the District. The Board concluded that an amendment to section III.C., providing that Mr. Hamby would continue

to receive full payment during Stage 4 water restrictions, but would agree to undertake additional duties, as directed by the Board, in lieu of any work deemed unnecessary because of drought conditions, was acceptable. After discussion, upon motion by Director Roberts and second by Director Johnson, the Board voted unanimously to approve the renewal of the Landscape Maintenance Agreement, attached as **Exhibit “L”**, with the proposed amendment to section III.C.

Director Logan stated that the Board would next receive a report from Crossroads and recognized Mr. Ingallina. Mr. Ingallina reviewed the operations report, attached as **Exhibit “M”**. He stated that all lab results were satisfactory and that he had no write-offs to present. **Director Logan directed the Services Subcommittee to review Crossroads’ current Operations Agreement with the District and to present suggestions or concerns to the Board at a future meeting.** He noted that the District’s water loss was 8.40%, which he noted was up slightly from last month. He confirmed that Crossroads continued to undertake due diligence relating to “lead and copper rule” considerations.

Director Logan then recognized Mr. Abbott for purposes of receiving the attorney’s report. Mr. Abbott reviewed the attorney directives, noting that all directives were either complete or in process.

Director Logan then stated that the Board would discuss the Information Technology Consultant Agreement with Chris Stanfield and recognized Mr. Abbott, who reviewed the proposed Agreement. Director Roberts suggested that the Agreement be amended to include a provision confirming the proprietary nature of District information. After discussion, upon motion by Director Shoemaker and second by Director Johnson, the Board voted unanimously to approve the Agreement attached as **Exhibit “N”**, with the proposed amendment of language relating to proprietary District information.

Director Logan stated that the Board would next discuss the intake of resident emails and telephone calls, noting that residents had been contacting District consultants. She suggested that District residents should be referred to Ms. Torres and the Board agreed.

Director Logan then stated that the Board discuss the policy/procedures regarding interaction between Directors and District contractors and the policy/procedures regarding Subcommittees, Subcommittee meetings, and related matters. She noted that the items had been included on several different meeting agendas and requested that Board members provide comments to Ms. Torres as soon as possible. She then stated that she would like to finally consider the policies at the next regular meeting of the Board.

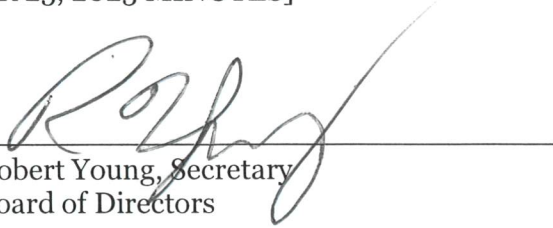
Director Logan stated that the Board would next discuss the Board’s future meetings/agenda items. The Board confirmed an intent to hold the next two regular meetings of the Board on November 15, 2023 and December 13, 2023.

There being no further items to come before the Board, upon motion by Director Young and second by Director Roberts, the Board voted unanimously to adjourn the meeting.

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[SIGNATURE PAGE TO OCTOBER 25, 2023 MINUTES]

  
Robert Young, Secretary  
Board of Directors

Date: 11-15-23