

**MINUTES OF MEETING  
OF THE  
BOARD OF DIRECTORS**

MAY 12, 2025

THE STATE OF TEXAS §

COUNTY OF HARRIS §

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 537 §

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 537 (the "District"), noticed a regular session open to the public, to be held at 1:00 p.m., on Monday, May 12, 2025, at 1330 Post Oak Boulevard, Suite 2650, Houston, Texas 77056, a designated meeting place located outside the boundaries of the District. Whereupon, at 1:03 p.m., the meeting was called to order and the roll was called of the members of the Board, to wit:

Jim Balock	-	President
Nancy Turner	-	Vice President
Francine Stefan	-	Secretary
David Kahn	-	Assistant Secretary
William Sherwood	-	Assistant Secretary

All Directors were present, thus constituting a quorum. Copies of the notices of the meeting are attached hereto.

Also attending the meeting were Tiffany Carden of L & S District Services ("L & S"), Bookkeeper for the District (via Zoom); Shammarie Leon of Bob Leared Interests, Tax Assessor/Collector for the District; James Lott, P.E. of BGE, Engineers for the District; Jaison Sanwald of SiEnvironmental, LLC ("SiEnviro"), Operator for the District; Justin Waggoner and Jenna Craig of Touchstone, Website Consultant for the District; Joshua J. Kahn and Deidra Daniels (Paralegal) of Sanford Kuhl Hagan Kugle Parker Kahn LLP ("SK Law"), Attorneys for the District; Allen Watson, General Manager for the District; and Kimberly Spaw, a member of the public

Some Agenda Items were taken out of order.

## **HEAR FROM PUBLIC**

The Board noted that no public wished to address the Board.

## **CONSENT TO ENCROACHMENT**

The Board recognized Mr. Kahn, who advised that David Kahn had previously requested that the Board consent to an encroachment onto District property so that his generator could be placed in a location which complies with City of Houston Codes and Ordinances.

Upon motion by Director Stefan, seconded by Director Sherwood, and after full discussion, Directors Balock, Turner, Stefan, and Sherwood voted for the motion. Director Kahn abstained. The motion passed.

## **HOA REPORT**

The Board recognized Ms. Spaw, who discussed extending lighting to the Gazebo and requested an easement across District property.

Upon motion by Director Turner, seconded by Director Stefan, and after full discussion, the Board voted unanimously to approve an easement for the HOA to cross District property to extend lighting to the Gazebo.

Ms. Spaw also discussed the missing sidewalk on Dunleigh Meadow, noting that the HOA will construct the missing section.

## **APPROVE MINUTES OF MEETING APRIL 14, 2025**

The Board reviewed the proposed minutes of the meeting of the Board held April 14, 2025, copies of which were previously distributed to the Board.

Upon motion by Director Stefan, seconded by Director Sherwood, and after full discussion, the Board voted unanimously to approve such Minutes, as presented.

## **FINANCIAL ADVISOR'S REPORT**

No Report was offered.

### **GREEN FOR LIFE REPORT**

The Board noted that the GLF report was contained in the meeting packet previously distributed to the Board. The Board discussed roll out of the GLF App to residents.

The Board noted that no action was necessary in connection with the Report.

### **LAKE MANAGEMENT REPORT**

No report was offered.

### **WEBSITE REPORT**

The Board recognized Ms. Craig, who presented to and reviewed with the Board the Website Report. Ms. Craig also presented to and reviewed with the Board a proposal for implementation of a text alert system at a cost of \$950 for set-up and \$200 monthly fee.

Upon motion by Director Stefan, seconded by Director Turner, and after full discussion, the Board voted unanimously to approve the proposal for implementation of a text alert system.

### **TAX ASSESSOR-COLLECTOR'S REPORT**

The Board recognized Ms. Leon, who reviewed with the Board the Tax Assessor/Collector's Report and checks presented for payment, noting that the District's 2024 taxes are 96.4% collected.

Upon motion by Director Stefan, seconded by Director D. Kahn, and after full discussion, the Board voted unanimously to (1) approve the Tax Assessor/Collector's Report; and (2) authorize payment of the tax checks listed therein.

### **BOOKKEEPER'S REPORT**

The Board recognized Ms. Carden, who submitted to and reviewed with the Board the Bookkeeper's Report, payment of invoices, and Investment Report, copies of which are attached hereto. Ms. Carden also presented to and reviewed with the Board an Amended District Bookkeeping Agreement.

Upon motion by Director Stefan, seconded by Director Turner, and after full discussion, the Board voted unanimously to approve (1) the Bookkeeper's Report, as amended, (2) payment of invoices, (3) Investment Report; and (4) the Amended District Bookkeeping Agreement.

#### **OPERATOR'S REPORT**

The Board recognized Mr. Sanwald, who submitted to and reviewed with the Board the Operator's Report, a copy of which is attached hereto. Mr. Sanwald also presented to and reviewed with the Board the Annual Drinking Water Quality Report.

Upon motion by Director D. Kahn, seconded by Director Stefan, and after full discussion, the Board voted unanimously to approve the (1) Annual Drinking Water Quality Report, subject to final review by the District's Attorney; and (2) Operator's Report, as presented.

#### **ENGINEER'S REPORT**

The Board recognized Mr. Lott, who presented to and reviewed with the Board the Engineer's Report, a copy of which is attached hereto. Mr. Lott noted that BGE is submitting the District's SWQ Permit renewal.

Upon motion by Director Sherwood, seconded by Director Stefan, and after full discussion, the Board voted unanimously to approve (1) submission of the SWQ Permit renewal; and (2) the Engineer's Report.

#### **GENERAL MANAGER WATER PRESSURE IN DISTRICT**

The Board recognized GM Watson, who advised that he, Mr. J. Kahn, and Mr. Bob Jones had met with the City of Houston Public Works Director and City Engineer regarding the backflow preventers and that the City had agreed that the District did not have to replace the backflow preventers for at least a year and that water testing could be reduced to once weekly, rather than daily.

Mr. J. Kahn updated the Board on the purchase of property from TxDOT, noting that the cost for the Abstract of Title was \$1,000, which exceeded the Board's authorization of an amount not to exceed \$500, and, further, that TxDOT would not rely on the Abstract to determine

ownership. Mr. Kahn also advised that the District could purchase a full Title Policy of insurance for approximately \$2,500.

Upon motion by Director D. Kahn, seconded by Director Stefan, and after full discussion, the Board voted unanimously to (1) approve the additional \$500 for payment of the Abstract of Title; and (2) purchase of a Title Policy of Insurance in an amount not to exceed \$2,500, subject to written confirmation that TxDOT will rely on the Title Policy to determine ownership.

### **ARBITRAGE REPORT**

The Board recognized Mr. J. Kahn, who presented to and reviewed with the Board the Annual Maintenance for Arbitrage Analysis Report, noting that Municipal Risk Management recommended preparation of interim calculation reports.

After discussion, the Board took no action.

### **DIRECTOR LIAISON ASSIGNMENTS**

Upon motion by Director Stefan, seconded by Director Sherwood, and after full discussion, the Board voted unanimously to approve the following liaison assignment: (1) Finance - Directors Stefan and Balock; (2) Communications/Newsletter – Directors Turner and Sherwood; (3) Operations, Trash, Lake Management, and Operations – Directors D. Kahn and Balock; (4) HOA – Directors Turner and Balock.

### **ATTORNEY'S REPORT**

#### **Social Media Policy**

The Board recognized Mr. J. Kahn, who reviewed with the Board the statutes regarding Director's social media posts. Director Turner noted that she could create a MUD Facebook account for responding to posts on the Community Facebook page.

Upon motion by Director Stefan, seconded by Director Turner, and after full discussion, the Board voted unanimously as follows: (1) adopt a social media policy consistent with Section 551 of the Texas Government Code; (2) authorize Director Turner to create a MUD Facebook

account; and (3) authorize Directors Turner and Balock to respond to Facebook posts with a message directing the resident to the District's website.

#### **Termination of Agreement for Law Enforcement Services**

Mr. J. Kahn advised the Board that its Agreement with the HOA to fund law enforcement services could be terminated at any time with a 30-day notice, and further noted that the amount the District agreed to fund for calendar year 2024 had been paid in full to the HOA.

Upon motion by Director Stefan, seconded by Director Turner, and after full discussion, the Board voted unanimously to terminate the Agreement for Law Enforcement Services.

#### **Regular Meeting Date/Time**

The Board recognized Director Turner, who requested that the District's regular board meetings be moved to accommodate Directors' schedules.

After discussion, it was the consensus of the Board that the District's regular meetings be held at 8:30 a.m. on the 2nd Friday of odd months.

#### **CLOSED SESSION**

At 3:00 p.m., upon motion by Director Turner, seconded by Director Stefan, and after full discussion, the Board voted unanimously to convene in Closed Session to discuss security matters.

#### **OPEN SESSION**

The Board reconvened in open session at 3:33 p.m.

The Board took no action on the matters discussed in Closed Session.

## **ADJOURNMENT**

There being no further business to come before the Board, upon a motion duly made and seconded, the Board by unanimous vote adjourned the meeting.

PASSED, APPROVED, AND ADOPTED this 11th day of July, 2025.

  
Secretary, Board of Directors

