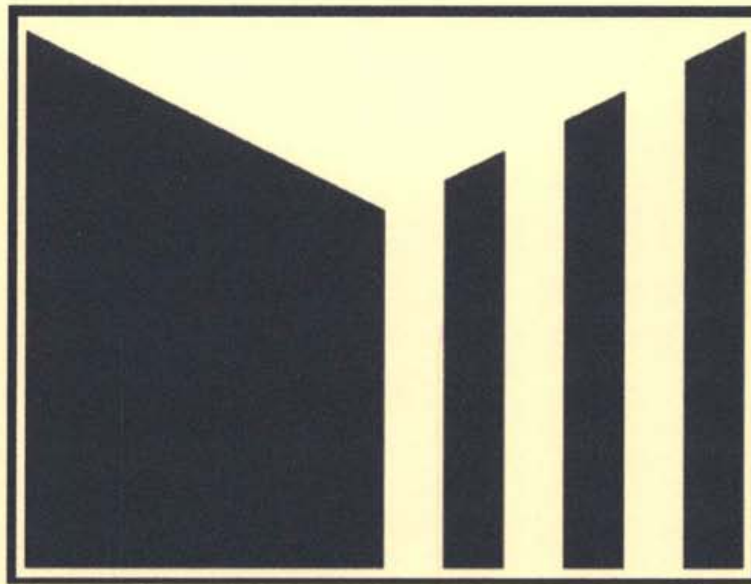


# MONTROSE MANAGEMENT DISTRICT



Agenda and Agenda Materials  
Meeting of the Board of Directors

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January 9, 2012

# MONTROSE MANAGEMENT DISTRICT



## NOTICE OF MEETING

### **TO: THE BOARDS OF DIRECTORS OF THE MONTROSE MANAGEMENT DISTRICT AND TO ALL OTHER INTERESTED PERSONS:**

Notice is hereby given that a meeting of the Boards of Directors of the Montrose Management District will be held at 12:00pm on Monday, January 9, 2012, at 401 Branard Street, 2nd Floor, Room 106, Houston, Texas 77006, inside the boundaries of the District, open to the public, to consider, discuss and adopt such orders, resolutions or motions, and take other direct or indirect actions as may be necessary, convenient, or desirable with respect to the following matters:

### **AGENDA**

1. Determine quorum; call to order.
2. Approve minutes of meeting held December 12, 2011.
3. Receive public comments.
4. Receive and consider District's monthly financial report and pay invoices.
5. Receive District's monthly Assessment Collection Reports and Billing and Assessment Summaries, Lawsuit and Arbitration Status Details, and Delinquent Assessment Reports.
6. Accept Hearing Examiner's Report and Proposal for Decision (East Service Area).
7. Accept Hearing Examiner's Report and Proposal for Decision (West Service Area).
8. Adopt Order Setting the Rate of Assessment for All Properties on the District's Assessment Roll for Year Five of the District's Service Plan (East Service Area).
9. Adopt Order Setting the Rate of Assessment for All Properties on the District's Assessment Roll for Year Two of the District's Service Plan (West Service Area).
10. Adopt Order Supplementing the Assessment Roll for the Montrose Management District and Levying Assessments Against the Property on the Supplemental Assessment Roll (East Service Area).
11. Adopt Order Supplementing the Assessment Roll for the Montrose Management District and Levying Assessments Against the Property on the Supplemental Assessment Roll (West Service Area).
12. Accept Amended Information Form of Montrose Management District (East Service Area).
13. Accept Amended Information Form of Montrose Management District (West Service Area).
14. Assignment of Legal Services contract.
15. Receive and consider proposal from Mark M. Burton, PLLC, for preparation of year-end financial reports.
16. Receive report with regard to petition for dissolution.
17. Consider Order Responding to Petition to Dissolve the Montrose Management District.
18. Receive and consider recommendations from the Public Safety Committee related to:
  - a. Patrol Activity Report for the month of December.
19. Receive and consider report from the Business and Economic Development Committee.
20. Receive Executive Director's Monthly Report on Action Initiatives in Support of the Montrose Management District.
21. Adjourn.



Executive Director

Persons with disabilities who plan to attend this meeting and would like to request auxiliary aids or services are requested to contact the District's Executive Director at (713) 595-1200 at least three business days prior to the meeting so that the appropriate arrangements can be made.

MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

TO: Montrose Management District Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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2. Approve minutes of meeting held December 12, 2011.



**MINUTES OF THE MEETING  
OF  
MONTROSE MANAGEMENT DISTRICT  
BOARD OF DIRECTORS**

**December 12, 2011**

**Determine quorum; call to order;**

The Board of Directors of the Montrose Management District held a meeting on Monday, December 12, 2011, at 12:00 p.m. noon at 401 Branard Street, 2<sup>nd</sup> Floor, Room 106, Houston, TX 77006, inside the boundaries of the District, and open to the public. Chairman Wynn called the meeting to order at 12:05 p.m., and the roll was called of the duly appointed members of the Board, to wit:

Position 1: Claude Wynn, *Chairman*  
Position 2: Vacant  
Position 3: Randy Mitchmore, *Vice Chairman*  
Position 4: Cassie Stinson, *Secretary*  
Position 5: Michael Carter  
Position 6: Vacant  
Position 7: Dennis Murland  
Position 8: Robert Jara

Position 9: Kathy Hubbard, *Treasurer*  
Position 10: Michael Grover  
Position 11: Vacant  
Position 12: Brad Nagar, *Ass't Secretary*  
Position 13: Tammy Manning  
Position 14: David Robinson  
Position 15: Randall Ellis

and all of the above were present with the exception of Directors Carter, Ellis, Nagar, Manning and Murland, thus constituting a quorum. Also present at the meeting were Bill Calderon, Josh Hawes, Allen Goodlow and Gretchen Larson, Hawes Hill Calderon, L.L.P.; Clark Lord, Vinson & Elkins, L.L.P.; Patricia Hall, Equi-Tax, Inc.; and Darrell Hawthorne, Municipal Accounts and Consulting, L.P. Others present at the meeting were Caroline Evans, The Examiner; Jim Bartley; Daphne Scarbrough, Richmond Avenue Coalition; and Lane Llewellyn and Joseph Mustachia, DeBarrow Corporation.

**Approve minutes of meeting held November 14, 2011;**

Upon a motion duly made by Director Grover and being seconded by Director Mitchmore, the Board voted unanimously to approve the minutes of its meeting held on November 14, 2011 as amended to state on page two, final sentence: "Director Stinson asked for the advice of Mr. Lord regarding clarifying the statutory language about the matter of total assessed property values."

**Receive public comments;**

There were no public comments.



**Receive and consider Montrose Management District's monthly financial report and pay invoices;**

Mr. Hawthorne reviewed the financial statements included in the Board agenda materials. Upon a motion duly made by Director Mitchmore and being seconded by Director Hubbard, the Board voted unanimously to approve the Montrose Management District's monthly financial report and pay invoices.

**Receive District's Monthly Assessment Collection Reports and Billing and Assessment Summaries, Lawsuit and Arbitration Status Details, and Delinquent Assessment Reports**

Ms. Hall reported that the 2010 assessments are 98% collected and that the 2011 assessment notices were mailed in late November, 2011. She said that the property values have been certified by the Harris County Appraisal District for all property located within the District. She noted that a status report on delinquent accounts is included in the Board agenda materials. Mr. Lord stated that State law requires the District to collect both penalties and interest on all delinquent accounts. Upon a motion duly made by Director Mitchmore and being seconded by Director Stinson, the Board voted unanimously to accept the Report.

**Receive and consider recommendations from the Public Safety Committee related to:**

**a.) Patrol Activity Report for the months of October and November**

Mr. Josh Hawes reported on the Committee's activities, including research on possible new sites for mobile security cameras. He said that four mobile security cameras are currently in place and are serving as excellent crime deterrents. He said that the District's security patrol officers made 46 arrests in October, 2011 and 53 arrests in November, 2011. He said that bicycle patrols have also been an additional crime deterrent, noting that bicycle patrols were instrumental in preventing any incidents on West Gray during the Black Friday holiday shopping weekend. No action was taken.

**Receive and consider report from the Business and Economic Development Committee.**

Ms. Larson briefed the Board. She said work is currently underway on several projects including a year-end newsletter; a public safety brochure; a Frequently Asked Questions (FAQ) brochure about the District; and development of a proposed 2012 budget. She invited meeting attendees to attend the next Committee meeting to be held on Wednesday, December 14, 2011 at 5:00 p.m. in Suite 311 at Tradition Bank at 5020 Montrose Boulevard.

Ms. Larson also reported that planning is in the initial stages for a community event featuring music, art and food to be held in late 2012 or early 2013. A holiday decorating plan is also being considered for 2012, along with recycling events. She said that the District's redesigned website may be operable by mid-January, 2012. No action was taken.

**Receive Executive Director's Monthly Report on Action Initiatives in Support of the Montrose Management District.**

Mr. Calderon reported on behalf of Mr. David Hawes, who was unable to attend the meeting. Mr. Calderon provided highlights of the Report, noting that a draft of the Mobility Inventory Study has been delivered. Chairman Wynn commented that the Mobility Inventory will have many uses including requesting and scheduling City public works and maintenance projects, as well as providing baseline documentation for planners and developers with regards to a long-term vision for the area.

Director Stinson advised the Board that two planned construction projects near the Chelsea Market area are likely to create mobility issues including traffic congestion and limited parking spaces. She said that these projects will occur in the next 1-2 years. Chairman Wynn suggested that the matter be placed on the agenda for consideration at an upcoming Transportation Committee meeting.

Chairman Wynn announced that he has asked Vice Chairman Mitchmore to chair a Nominating Committee to fill vacant Board positions and to present its recommendations to the Board. No action was taken.

**Adjourn.**

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 12:37 p.m.

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Secretary, Board of Directors  
Montrose Management District



MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

TO: Montrose Management District Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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4. Receive and consider the District's monthly financial report and pay invoices.





MUNICIPAL ACCOUNTS  
& CONSULTING, L.P.

## Montrose Management District

### Bookkeeper's Report

January 9, 2012

Montrose Management District  
Cash Flow Report - Checking Account  
As of January 9, 2012

Num	Name	Memo	Amount	Balance
BALANCE AS OF 12/13/2011				\$3,428.08
Receipts				
	Interest Earned on Investments - East Zone		98.71	
	Interest Earned on Investments - West Zone		98.71	
	Wire Transfer		63,000.00	
	Wire Transfer		29,500.00	
Total Receipts				92,697.42
Disbursements				
2783	Comcast	VOID: Office Expenses	0.00	
2790	Victor Beserra	Security Expense / Coordinator Fee	(7,710.00)	
2791	Todd Thibodeaux	Security Expense	(1,050.00)	
2792	Sean Blevins	Security Expense	(1,512.00)	
2793	Richard Kuo	Security Expense	(840.00)	
2794	Richard Bass	Security Expense	(756.00)	
2795	Aaron Day	Security Expense	(1,764.00)	
2796	Adalberto Ramos	Security Expense	(4,284.00)	
2797	Brian Alms	Security Expense	(1,008.00)	
2798	Chad Wall	Security Expense	(756.00)	
2799	Francisco Gomez	Security Expense	(924.00)	
2800	Frank Coronado	Security Expense	(1,260.00)	
2801	John Obenhaus	Security Expense	(1,512.00)	
2802	Joseph Mabasa	Security Expense	(2,814.00)	
2803	Keith Mountain	Security Expense	(2,268.00)	
2804	Lee Jaquarya	Security Expense	(2,940.00)	
2805	Leon Laureano	Security Expense	(2,562.00)	
2806	Mandy Arroyo	Security Expense	(840.00)	
2807	Mark Zapata	Security Expense	(1,008.00)	
2808	Paul Terry	Security Expense	(1,890.00)	
2809	Plaza JJP LLC	Assessment Refund	(199.37)	
2810	Walter P. Moore	West Montrose Mobility Study	(8,480.00)	
2811	Vinson & Elkins, LLP	Legal Fees-Special Counsel	(10,725.60)	
2812	Shooter and Lindsey, Inc.	Landscape Maintenance	(2,106.00)	
2813	Perdue Brandon, Fielder, Collins & Mott	Delinquent Tax Coll	(1,204.14)	
2814	5020 Investments Ltd	Office Lease Expense	(1,200.00)	
2815	Equi-Tax, Inc.	Tax Services	(1,374.34)	
2816	Municipal Accounts & Consulting, L.P.	Bookkeeping Fees	(1,522.75)	
2817	Lawrence & Associates	Economic Development	(1,000.00)	
2818	Comcast	Office Expenses	(87.51)	
2819	Primer Grey	Website Refurbishment	(4,770.00)	
2820	ASE Security Solutions, LLC	Mobile Camera Program	(2,255.00)	
2821	Victor Beserra	To Reimb Patrol Exp 11/11, 12/11	(1,366.18)	
2822	Greater East End Management District	Graffiti Abatement Services	(5,120.00)	
2823	Hawes Hill Calderon, LLP	Consulting & Admin Fee	(13,001.35)	
2824	Hawes Hill Calderon, LLP	Website Database Development	(500.00)	
Total Disbursements				(92,610.24)
BALANCE AS OF 1/9/2012				\$3,515.26

Harris County ID No. 6  
Cash Flow Report - Checking Account  
As of January 9, 2012

Num	Name	Memo	Amount	Balance
BALANCE AS OF 12/13/2011				\$31,783.84
Receipts				
	No Receipts Activity		0.00	
Total Receipts				0.00
Disbursements				
	No Disbursements Activity		0.00	
Total Disbursements				0.00
BALANCE AS OF 1/9/2012				<u>\$31,783.84</u>



Montrose Management District

Account Balances

As of January 9, 2012

Financial Institution (Acct Number)	Issue Date	Maturity Date	Interest Rate	Account Balance	Notes
<b>Fund: Operating</b>					
<b>Certificates of Deposit</b>					
ALLEGIANCE BANK (XXXXX8345)	08/19/2011	01/19/2012	0.65 %	50,000.00	East Zone
ALLEGIANCE BANK (XXXXX8543)	08/19/2011	01/19/2012	0.65 %	50,000.00	West Zone
ENTERPRISE BANK (XXXXX0659)	08/19/2011	02/15/2012	0.90 %	50,000.00	West Zone
ENTERPRISE BANK (XXXXX0667)	08/22/2011	02/18/2012	0.90 %	50,000.00	East Zone
ENTERPRISE BANK (XXXXX0668)	08/22/2011	03/19/2012	0.90 %	50,000.00	East Zone
ENTERPRISE BANK (XXXXX0669)	08/22/2011	04/18/2012	0.90 %	50,000.00	East Zone
ALLEGIANCE BANK (XXXXX8246)	12/20/2011	05/18/2012	0.40 %	50,000.00	East Zone
ALLEGIANCE BANK (XXXXX8452)	12/20/2011	05/18/2012	0.40 %	50,000.00	West Zone
<b>Money Market Funds</b>					
PROSPERITY BANK (XXXXX4371)	05/28/2008		0.00 %	124,761.71	(East Zone) Tax
PROSPERITY BANK (XXXXX0163)	02/23/2011		0.00 %	126,799.30	(West Zone) Tax
<b>Checking Account(s)</b>					
TRADITION BANK (XXXXX9069)			0.25 %	3,515.26	Checking Account
<b>Totals for Operating Fund:</b>				<b>\$655,076.27</b>	
<b>Grand total for Montrose Management District:</b>				<b>\$655,076.27</b>	

Harris County ID No. 6

Account Balances

As of January 9, 2012

Financial Institution (Acct Number)	Issue Date	Maturity Date	Interest Rate	Account Balance	Notes
<b>Fund: General</b>					
<b>Checking Account(s)</b>					
TRADITION BANK (XXXX1135)			0.25 %	31,783.84	Checking Account
Totals for General Fund:				\$31,783.84	
Grand total for Harris County ID No. 6:				\$31,783.84	

Montrose Management District  
Summary of Pledged Securities  
As of January 9, 2012

Financial Institution: ALLEGIANCE BANK		
Total CDs, MM:	\$200,000.00	Collateral Security Required: No
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File: No
Total pledged securities:	\$0.00	Investment Policy Received: Yes
Ratio of pledged securities to investments:	N/A	
Financial Institution: ENTERPRISE BANK		
Total CDs, MM:	\$200,000.00	Collateral Security Required: No
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File: No
Total pledged securities:	\$0.00	Investment Policy Received: Yes
Ratio of pledged securities to investments:	N/A	
Financial Institution: PROSPERITY BANK		
Total CDs, MM:	\$251,561.01	Collateral Security Required: Yes
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File: Yes
Total pledged securities:	\$1,444,842.45	Investment Policy Received: Yes
Ratio of pledged securities to investments:	92,558.18 %	
Financial Institution: TRADITION BANK (Depository Bank)		
Total CDs, MM, and Checking Accounts:	\$3,515.26	Collateral Security Required: No
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File: Yes
Total pledged securities:	\$0.00	Investment Policy Received: Yes
Ratio of pledged securities to investments:	N/A	



Harris County ID No. 6  
Summary of Pledged Securities  
As of January 9, 2012

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Financial Institution: TRADITION BANK (Depository Bank)

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Total CDs, MM, and Checking Accounts:	\$31,783.84
Less FDIC coverage:	\$250,000.00
Total pledged securities:	\$0.00
Ratio of pledged securities to investments:	N/A

Collateral Security Required:	No
Collateral Security Agreement On File:	Yes
Investment Policy Received:	Yes

Montrose Management District  
Profit & Loss Budget vs. Actual East Zone  
December 2011

Sources of Funds	Dec 11	Budget	\$ Over Budget	% of Budget	Jan - Dec 11	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
14110 · Assessments	56,296.16	34,706.60	21,589.56	162.21%	346,127.85	416,479.20	(70,351.35)	83.11%	416,479.20
14112 · Assessment Refunds	0.00	(5,070.00)	5,070.00	0.0%	3,464.54	(60,840.00)	64,304.54	(5.7%)	(60,840.00)
14310 · Penalties & Interest	171.82	833.33	(661.51)	20.62%	10,510.49	10,000.00	510.49	105.11%	10,000.00
14370 · Interest Earned on Temp. Invest	98.71	20.83	77.88	473.88%	254.16	250.00	4.16	101.66%	250.00
14380 · Interest	0.00	7.08	(7.08)	0.0%	100.29	85.00	15.29	117.99%	85.00
14390 · Ending FY 2010 Fund Balance	0.00	27,778.23	(27,778.23)	0.0%	0.00	333,338.73	(333,338.73)	0.0%	333,338.73
<b>Total sources</b>	<b>56,566.69</b>	<b>58,276.07</b>	<b>(1,709.38)</b>	<b>97.07%</b>	<b>360,457.33</b>	<b>699,312.93</b>	<b>(338,855.60)</b>	<b>51.54%</b>	<b>699,312.93</b>
Uses of Funds									
Business Development									
16124 · Marketing & Public Rel Director	487.18	487.18	0.00	100.0%	7,593.88	5,846.21	1,747.67	129.89%	5,846.21
16125 · Marketing & Public Relations	0.00	7,727.94	(7,727.94)	0.0%	6,627.00	92,735.26	(86,108.26)	7.15%	92,735.26
16131 · Web Site Development	1,630.45	216.53	1,413.92	752.99%	7,901.63	2,598.32	5,303.31	304.11%	2,598.32
16135 · Economic Development Services	324.79	324.79	0.00	100.0%	3,572.69	3,897.47	(324.78)	91.67%	3,897.47
16140 · Web Site Main./Host/I.T.	81.20	162.40	(81.20)	50.0%	1,143.20	1,948.74	(805.54)	58.66%	1,948.74
<b>Total Business Development</b>	<b>2,523.62</b>	<b>8,918.84</b>	<b>(6,395.22)</b>	<b>28.3%</b>	<b>26,838.40</b>	<b>107,026.00</b>	<b>(80,187.60)</b>	<b>25.08%</b>	<b>107,026.00</b>
Project Staffing & Admin									
16150 · Admin & Management	682.06	682.06	0.00	100.0%	9,602.66	8,184.69	1,417.97	117.33%	8,184.69
16160 · Reimbursable Expenses	185.47	202.99	(17.52)	91.37%	5,973.47	2,435.92	3,537.55	245.22%	2,435.92
16170 · Reimbursable Mileage	138.50	67.66	70.84	204.7%	1,705.51	811.97	893.54	210.05%	811.97
16180 · Postage, Deliveries	24.71	67.66	(42.95)	36.52%	763.55	811.97	(48.42)	94.04%	811.97
16190 · Printing & Reproduction	162.19	162.40	(0.21)	99.87%	2,619.01	1,948.74	670.27	134.4%	1,948.74
16200 · Public Notices, Advertising	0.00	32.48	(32.48)	0.0%	5,046.47	389.75	4,656.72	1,294.8%	389.75
16210 · Project Management	1,266.68	1,266.68	0.00	100.0%	18,833.48	15,200.15	3,633.33	123.9%	15,200.15
16215 · Director Of Services	1,309.59	1,309.58	0.01	100.0%	18,437.60	15,714.94	2,722.66	117.33%	15,714.94
16220 · Legal Services	0.00	324.79	(324.79)	0.0%	26,289.50	3,897.47	22,392.03	674.53%	3,897.47
16250 · Bookkeeping	462.83	197.58	265.25	234.25%	4,930.38	2,370.96	2,559.42	207.95%	2,370.96
16260 · Assess Data Mgmt & Billing Svcs	446.37	694.24	(247.87)	64.3%	7,002.74	8,330.82	(1,328.08)	84.06%	8,330.82
16270 · Office Supplies	0.00	97.44	(97.44)	0.0%	0.00	1,169.24	(1,169.24)	0.0%	1,169.24
16280 · Other	0.00	8.33	(8.33)	0.0%	224.69	100.00	124.69	224.69%	100.00
16290 · Office Lease Space	389.75	392.45	(2.70)	99.31%	2,611.32	4,709.45	(2,098.13)	55.45%	4,709.45
16291 · Office Equipment	28.42	216.53	(188.11)	13.13%	362.03	2,598.32	(2,236.29)	13.93%	2,598.32
16340 · Auditing Fees	0.00	0.00	0.00	0.0%	9,700.00	11,000.00	(1,300.00)	88.18%	11,000.00
16530 · Insurance & Surety Bond	0.00	0.00	0.00	0.0%	(371.25)	1,136.76	(1,508.01)	(32.66%)	1,136.76
<b>Total Project Staffing &amp; Admin</b>	<b>5,096.57</b>	<b>5,722.87</b>	<b>(626.30)</b>	<b>89.06%</b>	<b>113,731.16</b>	<b>80,811.15</b>	<b>32,920.01</b>	<b>140.74%</b>	<b>80,811.15</b>
Security and Public Safety									
15415 · Vehicle Maint. & Operations	230.07	108.26	121.81	212.52%	3,210.08	1,299.16	1,910.92	247.09%	1,299.16
15420 · Contract Public Safety Services	11,998.37	8,333.33	3,665.04	143.98%	125,881.26	100,000.00	25,881.26	125.88%	100,000.00
15425 · Mobile Camera Program	511.54	1,500.00	(988.46)	34.1%	10,299.86	18,000.00	(7,700.14)	57.22%	18,000.00

Montrose Management District  
Profit & Loss Budget vs. Actual East Zone  
December 2011

	Dec 11	Budget	\$ Over Budget	% of Budget	Jan - Dec 11	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
15430 - Cell Phone	0.00	33.56	(33.56)	0.0%	85.36	402.74	(317.38)	21.2%	402.74
15450 - Public Safety Insurance	245.54	108.26	137.28	226.81%	722.98	1,299.16	(576.18)	55.65%	1,299.16
16100 - Store Front Equipment	0.00	40.60	(40.60)	0.0%	0.00	487.18	(487.18)	0.0%	487.18
16101 - Public Safety Training	0.00	270.66	(270.66)	0.0%	0.00	3,247.89	(3,247.89)	0.0%	3,247.89
16102 - Public Safety Equipment	0.00	270.66	(270.66)	0.0%	0.00	3,247.89	(3,247.89)	0.0%	3,247.89
16110 - Graffiti Abatement	1,662.92	2,916.67	(1,253.75)	57.01%	26,365.96	35,000.00	(8,634.04)	75.33%	35,000.00
16111 - Light Outage Survey	0.00	49.26	(49.26)	0.0%	0.00	591.12	(591.12)	0.0%	591.12
Total Security and Public Safety	14,648.44	13,631.26	1,017.18	107.46%	166,565.50	163,575.14	2,990.36	101.83%	163,575.14
Visual Improvements & Cultural									
16212 - Beautification Design & Install	342.00	8,333.33	(7,991.33)	4.1%	11,991.81	100,000.00	(88,008.19)	11.99%	100,000.00
Total Visual Improvements & Cultural	342.00	8,333.33	(7,991.33)	4.1%	11,991.81	100,000.00	(88,008.19)	11.99%	100,000.00
Total Uses	22,610.63	36,606.30	(13,995.67)	61.77%	319,126.87	451,412.29	(132,285.42)	70.7%	451,412.29
Planned Reserves	33,956.06	21,669.77	12,286.29	156.7%	41,330.46	247,900.64	(206,570.18)	16.67%	247,900.64



Montrose Management District  
Profit & Loss Budget vs. Actual West Zone  
December 2011

Sources of Funds	Dec 11	Budget	\$ Over Budget	% of Budget	Jan - Dec 11	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
14110-1 - Assessments.	92,146.78	72,152.16	19,994.62	127.71%	944,078.78	865,825.88	78,252.90	109.04%	865,825.88
14112-1 - Assessment Refunds.	0.38	(741.67)	742.05	(0.05%)	9.57	(8,900.00)	8,909.57	(0.11%)	(8,900.00)
14310-1 - Penalties & Interest.	186.51	833.33	(646.82)	22.38%	20,258.11	10,000.00	10,258.11	202.58%	10,000.00
14370-1 - Interest Earned on Temp. Inves	98.71	41.67	57.04	236.89%	282.09	500.00	(217.91)	56.42%	500.00
14380-1 - Interest.	0.00	14.17	(14.17)	0.0%	9.60	170.00	(160.40)	5.65%	170.00
Total Sources	92,432.38	72,299.66	20,132.72	127.85%	964,638.15	867,595.88	97,042.27	111.19%	867,595.88
Uses of Funds									
Business Development									
16124-1 - Marketing & Public Rel Dir	1,012.82	1,012.82	0.00	100.0%	11,141.02	12,153.79	(1,012.77)	91.67%	12,153.79
16125-1 - Marketing & Public Relation	0.00	3,938.73	(3,938.73)	0.0%	13,777.00	47,264.74	(33,487.74)	29.15%	47,264.74
16131-1 - Web Site Development.	3,389.55	450.14	2,939.41	753.0%	15,907.02	5,401.68	10,505.34	294.48%	5,401.68
16135-1 - Economic Development Service	675.21	675.21	0.00	100.0%	7,427.31	8,102.53	(675.22)	91.67%	8,102.53
16140-1 - Web Site Main./Host/I.T..	168.80	337.61	(168.81)	50.0%	1,856.80	4,051.26	(2,194.46)	45.83%	4,051.26
Total Business Development	5,246.38	6,414.51	(1,168.13)	81.79%	50,109.15	76,974.00	(26,864.85)	65.1%	76,974.00
HCID 11 Creation Costs									
16500 - Hawes Hill Calderon	0.00	0.00	0.00	0.0%	66,251.14	66,300.00	(48.86)	99.93%	66,300.00
16510 - Vinson & Elkins	0.00	0.00	0.00	0.0%	55,667.81	69,345.13	(13,677.32)	80.28%	69,345.13
16515 - Equi Tax	0.00	0.00	0.00	0.0%	6,770.96	6,771.00	(0.04)	100.0%	6,771.00
Total HCID 11 Creation Costs	0.00	0.00	0.00	0.0%	128,689.91	142,416.13	(13,726.22)	90.36%	142,416.13
Mobility & Transportation									
17001-1 - Transportation Inv. Contract.	0.00	6,666.67	(6,666.67)	0.0%	120,584.79	80,000.00	40,584.79	150.73%	80,000.00
Total Mobility & Transportation	0.00	6,666.67	(6,666.67)	0.0%	120,584.79	80,000.00	40,584.79	150.73%	80,000.00
Project Staffing & Admin									
16150-1 - Admin & Management	1,417.94	1,417.94	0.00	100.0%	15,597.34	17,015.31	(1,417.97)	91.67%	17,015.31
16160-1 - Reimbursable Expenses.	385.59	422.01	(36.42)	91.37%	9,288.65	5,064.08	4,224.57	183.42%	5,064.08
16170-1 - Reimbursable Mileage.	287.93	140.67	147.26	204.69%	2,954.14	1,688.03	1,266.11	175.01%	1,688.03
16180-1 - Postage, Deliveries	51.37	140.67	(89.30)	36.52%	512.46	1,688.03	(1,175.57)	30.36%	1,688.03
16190-1 - Printing & Reproduction	337.16	337.61	(0.45)	99.87%	4,105.22	4,051.26	53.96	101.33%	4,051.26
16200-1 - Public Notices, Advertising	0.00	67.52	(67.52)	0.0%	3,115.05	810.25	2,304.80	384.46%	810.25
16210-1 - Project Management	2,633.32	2,633.32	0.00	100.0%	28,966.52	31,599.85	(2,633.33)	91.67%	31,599.85
16215-1 - Director Of Services	2,722.52	2,722.51	0.01	100.0%	29,947.72	32,670.06	(2,722.34)	91.67%	32,670.06
16220-1 - Legal Services.	0.00	675.21	(675.21)	0.0%	36,166.54	8,102.53	28,064.01	446.36%	8,102.53
16250-1 - Bookkeeping.	962.17	410.75	551.42	234.25%	9,189.62	4,929.04	4,260.58	186.44%	4,929.04
16260-1 - Assess Data Mgmt & Billing Svc	927.97	1,096.77	(168.80)	84.61%	9,279.70	13,161.26	(3,881.56)	70.51%	13,161.26
16270-1 - Office Supplies.	0.00	202.56	(202.56)	0.0%	0.00	2,430.76	(2,430.76)	0.0%	2,430.76
16280-1 - Other.	0.00	8.33	(8.33)	0.0%	216.05	100.00	116.05	216.05%	100.00
16290-1 - Office Lease Space.	810.25	815.88	(5.63)	99.31%	5,428.68	9,790.55	(4,361.87)	55.45%	9,790.55

Montrose Management District  
Profit & Loss Budget vs. Actual West Zone  
December 2011

	Dec 11	Budget	\$ Over Budget	% of Budget	Jan - Dec 11	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
16291-1 · Office Equipment.	59.09	450.14	(391.05)	13.13%	752.62	5,401.68	(4,649.06)	13.93%	5,401.68
16530-1 · Insurance & Surety Bond.	0.00	0.00	0.00	0.0%	2,223.84	2,363.24	(139.40)	94.1%	2,363.24
Total Project Staffing & Admin	10,595.31	11,541.89	(946.58)	91.8%	157,744.15	140,865.93	16,878.22	111.98%	140,865.93
Security and Public Safety									
15415-1 · Vehicle Maint. & Operations.	478.29	225.07	253.22	212.51%	4,854.33	2,700.84	2,153.49	179.73%	2,700.84
15420-1 · Contract Public Safety Service	25,454.09	10,000.00	15,454.09	254.54%	144,179.18	120,000.00	24,179.18	120.15%	120,000.00
15425-1 · Mobile Camera Program.	1,063.46	1,500.00	(436.54)	70.9%	7,120.14	18,000.00	(10,879.86)	39.56%	18,000.00
15430-1 · Cell Phone.	0.00	69.77	(69.77)	0.0%	0.00	837.26	(837.26)	0.0%	837.26
15450-1 · Public Safety Insurance.	0.00	225.07	(225.07)	0.0%	0.00	2,700.84	(2,700.84)	0.0%	2,700.84
16100-1 · Store Front Equipment.	0.00	84.40	(84.40)	0.0%	0.00	1,012.82	(1,012.82)	0.0%	1,012.82
16101-1 · Public Safety Training.	0.00	562.68	(562.68)	0.0%	0.00	6,752.11	(6,752.11)	0.0%	6,752.11
16102-1 · Public Safety Equipment.	0.00	562.68	(562.68)	0.0%	0.00	6,752.11	(6,752.11)	0.0%	6,752.11
16103-1 · Vehicle and Equipment.	0.00	18,996.00	(18,996.00)	0.0%	24,948.23	40,000.00	(15,051.77)	62.37%	40,000.00
16110-1 · Graffiti Abatement.	3,457.08	3,333.33	123.75	103.71%	32,194.04	40,000.00	(7,805.96)	80.49%	40,000.00
16111-1 · Light Outage Survey.	0.00	102.41	(102.41)	0.0%	0.00	1,228.88	(1,228.88)	0.0%	1,228.88
Total Security and Public Safety	30,452.92	35,661.41	(5,208.49)	85.4%	213,295.92	239,984.86	(26,688.94)	88.88%	239,984.86
Visual Improvements & Cultural									
16212-1 · Beautification Design & Instal	711.00	2,083.33	(1,372.33)	34.13%	20,551.93	25,000.00	(4,448.07)	82.21%	25,000.00
Total Visual Improvements & Cultural	711.00	2,083.33	(1,372.33)	34.13%	20,551.93	25,000.00	(4,448.07)	82.21%	25,000.00
Total Uses	47,005.61	62,367.81	(15,362.20)	75.37%	690,975.85	705,240.92	(14,265.07)	97.98%	705,240.92
Planned Reserves	45,426.77	9,931.85	35,494.92	457.39%	273,662.30	162,354.96	111,307.34	168.56%	162,354.96

Montrose Management District  
Profit & Loss Budget vs. Actual Total Zone  
December 2011

Sources of Funds	Dec 11	Budget	\$ Over Budget	% of Budget	Jan - Dec 11	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
14110-1 - Assessments	92,146.78	72,152.16	19,994.62	127.71%	944,078.78	865,825.88	78,252.90	109.04%	865,825.88
14110 - Assessments	56,296.16	34,706.60	21,589.56	162.21%	346,127.85	416,479.20	(70,351.35)	83.11%	416,479.20
14112-1 - Assessment Refunds	0.38	(741.67)	742.05	(0.05%)	9.57	(8,900.00)	8,909.57	(0.11%)	(8,900.00)
14112 - Assessment Refunds	0.00	(5,070.00)	5,070.00	0.0%	3,464.54	(60,840.00)	64,304.54	(5.79%)	(60,840.00)
14310-1 - Penalties & Interest	186.51	833.33	(646.82)	22.38%	20,258.11	10,000.00	10,258.11	202.58%	10,000.00
14310 - Penalties & Interest	171.82	833.33	(661.51)	20.62%	10,510.49	10,000.00	510.49	105.11%	10,000.00
14370-1 - Interest Earned on Temp. Inves	98.71	41.67	57.04	236.89%	282.09	500.00	(217.91)	56.42%	500.00
14370 - Interest Earned on Temp. Invest	98.71	20.83	77.88	473.88%	254.16	250.00	4.16	101.66%	250.00
14380-1 - Interest	0.00	14.17	(14.17)	0.0%	9.60	170.00	(160.40)	5.65%	170.00
14380 - Interest	0.00	7.08	(7.08)	0.0%	100.29	85.00	15.29	117.99%	85.00
14390 - Ending FY 2010 Fund Balance	0.00	27,778.23	(27,778.23)	0.0%	0.00	333,338.73	(333,338.73)	0.0%	333,338.73
Total Sources	148,999.07	130,575.73	18,423.34	114.11%	1,325,093.48	1,566,908.81	(241,815.33)	84.57%	1,566,908.81
Uses of Funds									
Business Development									
16124-1 - Marketing & Public Rel Dir	1,012.82	1,012.82	0.00	100.0%	11,141.02	12,153.79	(1,012.77)	91.67%	12,153.79
16124 - Marketing & Public Rel Director	487.18	487.18	0.00	100.0%	7,593.88	5,846.21	1,747.67	129.89%	5,846.21
16125-1 - Marketing & Public Relation	0.00	3,938.73	(3,938.73)	0.0%	13,777.00	47,264.74	(33,487.74)	29.15%	47,264.74
16125 - Marketing & Public Relations	0.00	7,727.94	(7,727.94)	0.0%	6,627.00	92,735.26	(86,108.26)	7.15%	92,735.26
16131-1 - Web Site Development	3,389.55	450.14	2,939.41	753.0%	15,907.02	5,401.68	10,505.34	294.48%	5,401.68
16131 - Web Site Development	1,630.45	216.53	1,413.92	752.99%	7,901.63	2,598.32	5,303.31	304.11%	2,598.32
16135-1 - Economic Development Service	675.21	675.21	0.00	100.0%	7,427.31	8,102.53	(675.22)	91.67%	8,102.53
16135 - Economic Development Services	324.79	324.79	0.00	100.0%	3,572.69	3,897.47	(324.78)	91.67%	3,897.47
16140-1 - Web Site Main./Host/I.T.,	168.80	337.61	(168.81)	50.0%	1,856.80	4,051.26	(2,194.46)	45.83%	4,051.26
16140 - Web Site Main./Host/I.T.	81.20	162.40	(81.20)	50.0%	1,143.20	1,948.74	(805.54)	58.66%	1,948.74
Total Business Development	7,770.00	15,333.35	(7,563.35)	50.67%	76,947.55	184,000.00	(107,052.45)	41.82%	184,000.00
HCID 11 Creation Costs									
16500 - Hawes Hill Calderon	0.00	0.00	0.00	0.0%	66,251.14	66,300.00	(48.86)	99.93%	66,300.00
16510 - Vinson & Elkins	0.00	0.00	0.00	0.0%	55,667.81	69,345.13	(13,677.32)	80.28%	69,345.13
16515 - Equi Tax	0.00	0.00	0.00	0.0%	6,770.96	6,771.00	(0.04)	100.0%	6,771.00
Total HCID 11 Creation Costs	0.00	0.00	0.00	0.0%	128,689.91	142,416.13	(13,726.22)	90.36%	142,416.13
Mobility & Transportation									
17001-1 - Transportation Inv. Contract,	0.00	6,666.67	(6,666.67)	0.0%	120,584.79	80,000.00	40,584.79	150.73%	80,000.00
17001 - Transportation Inv. Contract	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
Total Mobility & Transportation	0.00	6,666.67	(6,666.67)	0.0%	120,584.79	80,000.00	40,584.79	150.73%	80,000.00
Project Staffing & Admin									
16150-1 - Admin & Management	1,417.94	1,417.94	0.00	100.0%	15,597.34	17,015.31	(1,417.97)	91.67%	17,015.31
16150 - Admin & Management	682.05	682.06	0.00	100.0%	9,602.66	8,184.69	1,417.97	117.33%	8,184.69
16160-1 - Reimbursable Expenses,	385.59	422.01	(36.42)	91.37%	9,288.65	5,064.08	4,224.57	183.42%	5,064.08
16160 - Reimbursable Expenses	185.47	202.99	(17.52)	91.37%	5,973.47	2,435.92	3,537.55	245.22%	2,435.92
16170-1 - Reimbursable Mileage,	287.93	140.67	147.26	204.69%	2,954.14	1,688.03	1,266.11	175.01%	1,688.03



Montrose Management District  
Profit & Loss Budget vs. Actual Total Zone  
December 2011

	Dec 11	Budget	\$ Over Budget	% of Budget	Jan - Dec 11	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
16170 - Reimbursable Millage	138.50	67.66	70.84	204.7%	1,705.51	811.97	893.54	210.05%	811.97
16180-1 - Postage, Deliveries	51.37	140.67	(89.30)	36.52%	512.46	1,688.03	(1,175.57)	30.36%	1,688.03
16180 - Postage, Deliveries	24.71	67.66	(42.95)	36.52%	763.55	811.97	(48.42)	94.04%	811.97
16190-1 - Printing & Reproduction	337.16	337.61	(0.45)	99.87%	4,105.22	4,051.26	53.96	101.33%	4,051.26
16190 - Printing & Reproduction	162.19	162.40	(0.21)	99.87%	2,619.01	1,948.74	670.27	134.4%	1,948.74
16200-1 - Public Notices, Advertising	0.00	67.52	(67.52)	0.0%	3,115.05	810.25	2,304.80	384.46%	810.25
16200 - Public Notices, Advertising	0.00	32.48	(32.48)	0.0%	5,046.47	389.75	4,656.72	1,294.8%	389.75
16210-1 - Project Management	2,633.32	2,633.32	0.00	100.0%	28,966.52	31,599.85	(2,633.33)	91.67%	31,599.85
16210 - Project Management	1,266.68	1,266.68	0.00	100.0%	18,833.48	15,200.15	3,633.33	123.9%	15,200.15
16215-1 - Director Of Services	2,722.52	2,722.51	0.01	100.0%	29,947.72	32,670.06	(2,722.34)	91.67%	32,670.06
16215 - Director Of Services	1,309.59	1,309.58	0.01	100.0%	18,437.60	15,714.94	2,722.66	117.33%	15,714.94
16220-1 - Legal Services.	0.00	675.21	(675.21)	0.0%	36,166.54	8,102.53	28,064.01	446.36%	8,102.53
16220 - Legal Services	0.00	324.79	(324.79)	0.0%	26,289.50	3,897.47	22,392.03	674.53%	3,897.47
16250-1 - Bookkeeping.	962.17	410.75	551.42	234.23%	9,189.62	4,929.04	4,260.58	186.44%	4,929.04
16250 - Bookkeeping	462.83	197.58	265.25	234.25%	4,930.38	2,370.96	2,559.42	207.95%	2,370.96
16260-1 - Assess Data Mgmt & Billing Svc	927.97	1,096.77	(168.80)	84.61%	9,279.70	13,161.26	(3,881.56)	70.51%	13,161.26
16260 - Assess Data Mgmt & Billing Svc	446.37	694.24	(247.87)	64.3%	7,002.74	8,330.82	(1,328.08)	84.06%	8,330.82
16270-1 - Office Supplies.	0.00	202.56	(202.56)	0.0%	0.00	2,430.76	(2,430.76)	0.0%	2,430.76
16270 - Office Supplies	0.00	97.44	(97.44)	0.0%	0.00	1,169.24	(1,169.24)	0.0%	1,169.24
16280-1 - Other.	0.00	8.33	(8.33)	0.0%	21.605	100.00	116.05	216.03%	100.00
16280 - Other	0.00	8.33	(8.33)	0.0%	224.69	100.00	124.69	224.69%	100.00
16290-1 - Office Lease Space.	810.25	815.88	(5.63)	99.31%	5,428.68	9,790.55	(4,361.87)	55.45%	9,790.55
16290 - Office Lease Space	389.75	392.45	(2.70)	99.31%	2,611.32	4,709.45	(2,098.13)	55.45%	4,709.45
16291-1 - Office Equipment.	59.09	450.14	(391.05)	13.13%	732.62	5,401.68	(4,669.06)	13.93%	5,401.68
16291 - Office Equipment	28.42	216.53	(188.11)	13.13%	362.03	2,598.32	(2,236.29)	13.93%	2,598.32
16340 - Auditing Fees	0.00	0.00	0.00	0.0%	9,700.00	11,000.00	(1,300.00)	88.18%	11,000.00
16350-1 - Insurance & Surety Bond.	0.00	0.00	0.00	0.0%	2,223.84	2,363.24	(139.40)	94.1%	2,363.24
16350 - Insurance & Surety Bond	0.00	0.00	0.00	0.0%	(371.25)	1,136.76	(1,508.01)	(32.66%)	1,136.76
Total Project Staffing & Admin	15,691.88	17,264.76	(1,572.88)	90.89%	271,475.31	221,677.08	49,798.23	122.46%	221,677.08
Security and Public Safety									
15415-1 - Vehicle Maint. & Operations.	478.29	225.07	253.22	212.51%	4,854.33	2,700.84	2,153.49	179.73%	2,700.84
15415 - Vehicle Maint. & Operations	230.07	108.26	121.81	212.52%	3,210.08	1,299.16	1,910.92	247.09%	1,299.16
15420-1 - Contract Public Safety Service	25,454.09	10,000.00	15,454.09	254.54%	144,179.18	120,000.00	24,179.18	120.15%	120,000.00
15420 - Contract Public Safety Services	11,998.37	8,333.33	3,665.04	143.98%	125,881.26	100,000.00	25,881.26	125.88%	100,000.00
15425-1 - Mobile Camera Program.	1,063.46	1,500.00	(436.54)	70.9%	7,120.14	18,000.00	(10,879.86)	39.56%	18,000.00
15425 - Mobile Camera Program	511.54	1,500.00	(988.46)	34.1%	10,299.86	18,000.00	(7,700.14)	57.22%	18,000.00
15430-1 - Cell Phone.	0.00	69.77	(69.77)	0.0%	0.00	837.26	(837.26)	0.0%	837.26
15430 - Cell Phone	0.00	33.56	(33.56)	0.0%	85.36	402.74	(317.38)	21.2%	402.74
15450-1 - Public Safety Insurance.	0.00	225.07	(225.07)	0.0%	0.00	2,700.84	(2,700.84)	0.0%	2,700.84
15450 - Public Safety Insurance	245.54	108.26	137.28	226.81%	722.98	1,299.16	(576.18)	55.65%	1,299.16
16100-1 - Store Front Equipment.	0.00	84.40	(84.40)	0.0%	0.00	1,012.82	(1,012.82)	0.0%	1,012.82
16100 - Store Front Equipment	0.00	40.60	(40.60)	0.0%	0.00	487.18	(487.18)	0.0%	487.18
16101-1 - Public Safety Training.	0.00	562.68	(562.68)	0.0%	0.00	6,752.11	(6,752.11)	0.0%	6,752.11
16101 - Public Safety Training	0.00	270.66	(270.66)	0.0%	0.00	3,247.89	(3,247.89)	0.0%	3,247.89

Montrose Management District  
Profit & Loss Budget vs. Actual Total Zone  
December 2011

	Dec 11	Budget	\$ Over Budget	% of Budget	Jan - Dec 11	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
16102-1 - Public Safety Equipment.	0.00	562.68	(562.68)	0.0%	0.00	6,752.11	(6,752.11)	0.0%	6,752.11
16102 - Public Safety Equipment	0.00	270.66	(270.66)	0.0%	0.00	3,247.89	(3,247.89)	0.0%	3,247.89
16103-1 - Vehicle and Equipment.	0.00	18,996.00	(18,996.00)	0.0%	24,948.23	40,000.00	(15,051.77)	62.37%	40,000.00
16110-1 - Graffiti Abatement.	3,457.08	3,333.33	123.75	103.71%	32,194.04	40,000.00	(7,805.96)	80.49%	40,000.00
16110 - Graffiti Abatement	1,662.92	2,916.67	(1,253.75)	57.01%	26,365.96	35,000.00	(8,634.04)	75.33%	35,000.00
16111-1 - Light Outage Survey.	0.00	102.41	(102.41)	0.0%	0.00	1,228.88	(1,228.88)	0.0%	1,228.88
16111 - Light Outage Survey	0.00	49.26	(49.26)	0.0%	0.00	591.12	(591.12)	0.0%	591.12
Total Security and Public Safety	45,101.36	49,292.67	(4,191.31)	91.3%	379,861.42	403,560.00	(23,698.58)	94.13%	403,560.00
Visual Improvements & Cultural									
16212-1 - Beautification Design & Install	711.00	2,083.33	(1,372.33)	34.13%	20,551.93	25,000.00	(4,448.07)	82.21%	25,000.00
16212 - Beautification Design & Install	342.00	8,333.33	(7,991.33)	4.1%	11,991.81	100,000.00	(88,008.19)	11.99%	100,000.00
Total Visual Improvements & Cultural	1,053.00	10,416.66	(9,363.66)	10.11%	32,543.74	125,000.00	(92,456.26)	26.04%	125,000.00
Total Uses	69,616.24	98,974.11	(29,357.87)	70.34%	1,010,102.72	1,156,653.21	(146,550.49)	87.33%	1,156,653.21
Planned Reserves	79,382.83	31,601.62	47,781.21	251.2%	314,992.76	410,255.60	(95,262.84)	76.78%	410,255.60



Client Name	Account Number	Invoice Number	Invoice Date	Invoice Amount	Balance Due	Payment	Balance
Victor Baserra	94/044/225/000/0030	2790-2808	12/19/2011	56.5	0	0	56.5
Sean Bivens			Dec-11	30	0	0	30
Aaron Day			Dec-11	42	0	0	42
Lee Jiquiera			Dec-11	70	0	0	70
Richard Kuo			Dec-11	20	0	0	20
Leon Lauriano			Dec-11	81	0	0	81
Keith Mountain			Dec-11	54	0	0	54
Francisco Gomez			Dec-11	22	0	0	22
Paul Terry			Dec-11	45	0	0	45
Joseph Marinas			Dec-11	87	0	0	87
Adalberto Ramos			Dec-11	102	0	0	102
Richard Bass			Dec-11	18	0	0	18
Brian Arnes			Dec-11	24	0	0	24
Alan Cornstock			Dec-11	0	0	0	0
Mark Zapata			Dec-11	24	0	0	24
Frank Concorato			Dec-11	30	0	0	30
Chad Wall			Dec-11	18	0	0	18
Mandy Arroyo			Dec-11	20	0	0	20
Todd Thibodeaux			Dec-11	25	0	0	25
John Chantinas			Dec-11	30	0	0	30
<b>TOTAL AMOUNT DUE</b>				<b>56.5</b>	<b>0</b>	<b>0</b>	<b>56.5</b>



**Equi-Tax Inc.**  
Ad Valorem Tax Assessors / Collectors

www.equitaxinc.com

DATE: 12/19/2011

PLAZA JJP LLC  
1120 BAY AREA BLVD  
HOUSTON TX 77058-2502

17111 Rolling Creek Drive, Suite 200, Houston, Texas 77090  
P.O. Box 73100, Houston, Texas 77273  
Customer Service: 281.444.3366 fax 281.440.8304

TR SA  
ABST 696 O SMITH

1945 W BELL ST 44

MONTROSE MO WEST

ACCOUNT NUMBER: 94/044/225/000/0030  
TAX YEAR: 2010  
REF No.: 0878708

Date Processed: 12/19/2011  
RECEIPT NUMBER: 94000419  
DEPOSIT BATCH No.: RF111219

#### NOTICE OF CHANGE IN TAX LIABILITY

We have been notified by the Central Appraisal District of a change in the appraisal of your property that has resulted in a change in your tax liability for the 2010 tax year.

The explanation of the change is:

☐ Decrease in Appraised Value  
☐ Exemption(s) Added  
☐ Account was Prorated  
☐ Account Deleted  
☐ Rendition Penalty Waived  
☒ Other: Case 2010-16008

This action has resulted in a decrease in the amount of tax you owe. Accordingly, we are issuing you a refund in the amount of \$199.37.

Note: Questions regarding changes in value should be directed to the CAD.

If additional information is needed, call customer service at 281.444.3946.

Very truly yours,

Kenneth R. Byrd, R.T.A.  
Tax Assessor/Collector

CK # 2809

WALTER P MOORE

WALTER P MOORE

Montrose Management District  
PO Box 22167  
Houston, TX 77227-2167

Invoice #: T01101000  
Project: T01101000  
Project Name: West Montrose Mobility Study

Invoice Group: -  
Invoice Date: 11/20/2011

Attention: Josh Harris

For Professional Services Rendered through: 11/20/2011

Contract No: HC255-02

Professional Personnel	8,480.00	
Total Salaries		8,480.00
Current Invoice		8,480.00
Max Fee:	129,500.00	
Prior Billings:	112,075.00	
Total Available:	17,425.00	
Total this Invoice		8,480.00
Amount Due This Invoice		8,480.00

*Angela Farley*

For questions regarding this invoice, please contact Angela Farley.  
Telephone: 713-650-7300 Email: AFarley@walmormoore.com

POSTED

CK # 2810

Project: T01101000 - West Montrose Mobility Study

Invoice #: T0110598

Phase: 9T03 - Traffic Houston

Rate Schedule Labor	Date	Hours	Rate	Amount
Class / Employee Name				
CAD Technician				
Dwanda P Causey	10/28/2011	1.00	80.00	80.00
	11/07/2011	3.00	80.00	240.00
		4.00		320.00
Graduate Engineer				
Elizabeth A. Bryan	10/24/2011	4.00	100.00	400.00
	10/25/2011	6.50	100.00	650.00
	10/31/2011	4.00	100.00	400.00
	11/01/2011	5.00	100.00	500.00
	11/02/2011	2.50	100.00	250.00
	11/03/2011	1.50	100.00	150.00
	11/04/2011	2.50	100.00	250.00
	11/06/2011	3.00	100.00	300.00
	11/07/2011	6.00	100.00	600.00
	11/08/2011	1.00	100.00	100.00
	11/09/2011	3.50	100.00	350.00
	11/10/2011	0.50	100.00	50.00
	11/16/2011	0.50	100.00	50.00
	11/17/2011	0.50	100.00	50.00
		40.00		4,000.00
Senior Engineer				
Lee Anne Dixon	10/25/2011	1.00	130.00	130.00
	10/31/2011	4.00	130.00	520.00
	11/01/2011	6.00	130.00	780.00
	11/02/2011	5.00	130.00	650.00
	11/03/2011	10.00	130.00	1,300.00
	11/07/2011	2.00	130.00	260.00
	11/10/2011	2.00	130.00	260.00
	11/11/2011	2.00	130.00	260.00
		32.00		4,160.00
Rate Schedule Labor				8,480.00

Total Phase: 9T03 - Traffic Houston

Labor: 8,480.00  
Expense: 0.00

Total Project: T01101000 - West Montrose Mobility Study

8,480.00

For questions regarding this invoice, please contact Angela Farley.  
Telephone: 713-650-7300 Email: AFarley@walmormoore.com

PLEASE PRINT PAYMENT TO ADDRESS NOTED BELOW

December 22, 2011

Harris County Improvement District No. 6  
Ms. Susan Hill  
Hawes Hill Calderon LLP  
10103 Fendren Road #300  
Houston, TX 77096

Client/Matter Number HAR288 67000  
Invoice Number 25362375  
Billing Attorney Clark S. Lord

Re: Montrose Management District

Fees for services posted through November 30, 2011:

## Re: General

Date	Clark S. Lord	Hours
11/03/11	Telephone conference with David Hawes regarding dissolution progress.	0.25
11/04/11	Handle dissolution issues.	0.50
11/07/11	Prepare for and attend dissolution process meeting for Harris County Improvement District No. 6.	2.50
11/09/11	Prepare for and attend meeting regarding dissolution process; review and revise Resolution.	2.00
11/09/11	Review and revise dissolution resolution.	1.00
11/10/11	Handle dissolution order and report.	1.00
11/11/11	Review and revise dissolution order and report.	1.50
11/13/11	Review and revise dissolution petition and report.	2.75
11/14/11	Prepare for and attend dissolution and Board meeting.	5.00
11/15/11	Finalize dissolution order.	1.00
11/17/11	Telephone conference with David Hawes; handle hearings.	0.50
11/21/11	Review and revise Hearing Notices and transcript.	0.50
Date	Amanda K. Edwards	Hours
11/09/11	Locate missing district notice publications.	1.00
11/09/11	Assist Marilyn Roberts with locating published notices.	0.50
11/18/11	Provide comments on notices for supplemental hearing.	1.25
11/21/11	Speak with Marilyn Roberts regarding corrections to the notices for supplemental assessment hearings.	0.50
Date	Athena D. Davis	Hours
11/17/11	Conference with Marilyn Roberts regarding the assessment hearing.	0.25
<b>Total</b>		<b>\$10,695.00</b>

L.R.S. NO. 74-118015

Please reference client/matter and invoice numbers when making payment.  
PLEASE REMIT TO: PO BOX 389115, HOUSTON, TX 77218-0115 Tel: +1.713.758.2222 Fax: +1.713.758.2348 www.vselaw.com

Client/Matter Number HAR288 67000  
Invoice Number 25362375  
Billing Attorney Clark S. Lord

Re: Montrose Management District

Total fees and hours 22.00 \$10,695.00

Disbursements and other charges posted through November 30, 2011:

Photocopy			
11/07/11	AXED	1 page @ 0.15 per page	0.15
11/07/11	MAR	5 pages @ 0.15 per page	1.20
11/14/11	MAR	180 pages @ 0.15 per page	27.00
11/15/11	MAR	15 pages @ 0.15 per page	2.25
	Photocopy		\$30.60
<b>Total</b>			<b>\$30.60</b>
<b>Total disbursements and other charges</b>			<b>\$30.60</b>
<b>Total Invoice</b>			<b>\$10,725.60</b>

L.R.S. NO. 74-118015

Please reference client/matter and invoice numbers when making payment.  
PLEASE REMIT TO: PO BOX 389115, HOUSTON, TX 77218-0115 Tel: +1.713.758.2222 Fax: +1.713.758.2348 www.vselaw.com

Client/Matter Number HAR288 67000  
Invoice Number 25362375  
Billing Attorney Clark S. Lord

Re: Montrose Management District

## Summary of Services

Name	Hours	Amount
Athena D. Davis	0.25	63.75
Amanda K. Edwards	3.25	1,381.25
Clark S. Lord	18.50	9,250.00
<b>Total</b>	<b>22.00</b>	<b>\$10,695.00</b>

L.R.S. NO. 74-118015

Please reference client/matter and invoice numbers when making payment.  
PLEASE REMIT TO: PO BOX 389115, HOUSTON, TX 77218-0115 Tel: +1.713.758.2222 Fax: +1.713.758.2348 www.vselaw.com

December 22, 2011

Harris County Improvement District No. 6  
Ms. Susan Hill  
Hawes Hill Calderon LLP  
10103 Fendren Road #300  
Houston, TX 77096

Client/Matter Number HAR288 67000  
Invoice Number 25362375  
Billing Attorney Clark S. Lord

Re: Montrose Management District

## REMITTANCE COPY

Fees for services posted through November 30, 2011 \$10,695.00

Disbursements and other charges posted through November 30, 2011 30.60

Total Invoice \$10,725.60

	Wiring Instructions	ACH Payment Instructions
Bank	JPMorgan Chase Bank, N.A. 601 Travis Street, 18th Floor, TX2-C096 Houston, Texas 77002 United States of America	JPMorgan Chase Bank, N.A. 601 Travis Street, 18th Floor, TX2-C096 Houston, Texas 77002 United States of America
ABA Number	021000021	113000009
SWIFT Code	CHASUS33	CHASUS33
Account Name	Vinson & Elkins L.L.P. Domestic Account First City Tower 1001 Fannin Street, Suite 2500 Houston, Texas 77002-6780 United States of America	Vinson & Elkins L.L.P. Domestic Account First City Tower 1001 Fannin Street, Suite 2500 Houston, Texas 77002-6780 United States of America
Account Number	001-01687987	001-01687987
Reference	Invoice No. 25362375 Billing Attorney: Clark S. Lord	Invoice No. 25362375 Billing Attorney: Clark S. Lord
Please send confirmation of payment including invoice number to: PAYMENTS@VELAW.COM		

Please return this page with your payment

Total amount (payable in U.S. dollars) due by January 21, 2012

L.R.S. NO. 74-118015

Please reference client/matter and invoice numbers when making payment.  
PLEASE REMIT TO: PO BOX 389115, HOUSTON, TX 77218-0115 Tel: +1.713.758.2222 Fax: +1.713.758.2348 www.vselaw.com

Vinson&Elkins

Clark Stockton Lord clord@vinson.com  
Tel 713.768.2360 Fax 713.718.1819

December 22, 2011

Ms. Susan Hill  
Hawes Hill Calderon LLP  
10103 Fondren Road #300  
Houston, TX 77096

Re: Montrose Management District

Dear Ms. Hill:

Enclosed please find our firm invoice dated December 22, 2011 for services rendered in connection with the above-mentioned matter. Please remit payment at your earliest convenience.

Very truly yours,

Clark Stockton Lord

Enclosure

Vinson & Elkins LLP Attorneys at Law  
Austin Beijing Dallas Dubai Hong Kong Houston  
London Moscow New York Shanghai Tokyo Washington

First City Tower, 1001 Fierst Street, Suite 2500  
Houston, TX 77002-4760  
Tel 713.768.2322 Fax 713.768.2348 www.velson.com



Shooter and Lindsey, Inc.

P. O. Box 518  
Katy, TX 77492  
281-392-3607 fax 281-392-5245

Invoice No.

8413

INVOICE

<b>Customer</b>		<b>Date</b>	12/5/2011
<b>Name</b>	Harris County Improvement District #6	<b>Job. No.</b>	1681-010
<b>Address</b>	PO Box 22167	<b>Rep</b>	
<b>City</b>	Houston	<b>State TX</b>	ZIP 77227-2167
<b>Re:</b>	Montrose Boulevard Esplanades		

Qty	Description	Unit Price	TOTAL
1	Landscape Maintenance for the Esplanades on Montrose Blvd. for the month of November 2011 per contract agreement.  Thank you.	\$1,053.00	\$1,053.00

**Payment Details**  
☐ Cash  
☒ Check  
☐ Credit Card

SubTotal	\$1,053.00
Shipping & Handling	\$0.00
Taxes	\$0.00
<b>TOTAL</b>	<b>\$1,053.00</b>

Office Use Only

We thank you for your business!

CK # 2812



Shooter and Lindsey, Inc.

P. O. Box 518  
Katy, TX 77492  
281-392-3607 fax 281-392-5245

Invoice No.

8440

INVOICE

<b>Customer</b>		<b>Date</b>	12/19/2011
<b>Name</b>	Harris County Improvement District #6	<b>Job. No.</b>	1681-010
<b>Address</b>	PO Box 22167	<b>Rep</b>	
<b>City</b>	Houston	<b>State TX</b>	ZIP 77227-2167
<b>Re:</b>	Montrose Boulevard Esplanades		

Qty	Description	Unit Price	TOTAL
1	Landscape Maintenance for the Esplanades on Montrose Blvd. for the month of December 2011 per contract agreement.  Thank you.  Happy Holidays!	\$1,053.00	\$1,053.00

**Payment Details**  
☐ Cash  
☒ Check  
☐ Credit Card

SubTotal	\$1,053.00
Shipping & Handling	\$0.00
Taxes	\$0.00
<b>TOTAL</b>	<b>\$1,053.00</b>

Office Use Only

We thank you for your business!

PERQUE, BRANDON, FIELDER, COLLINS & MOTT LLP  
Attorneys at Law  
1235 North Loop West, Suite 600  
Houston, Texas 77008

HC00011838

12/6/2011

1

BILL TO:

Montrose Management District (HCID 11)  
c/o Equi-Tax Inc.  
P.O. Box 73109  
Houston, Texas 77273

Professional Services rendered in the collection of delinquent taxes, penalties and interest November 2011	\$481.85
	\$481.85

CK # 2813

POSTED

IVC00011839
12/5/2011
1

Montrose Management District (HCID 6)  
c/o Equi-Tax Inc.  
P.O. Box 73109  
Houston TX 77273

<p>Professional Services rendered in the collection of delinquent taxes, penalties and interest</p> <p>November 2011</p>	<p>\$742.59</p>
--	-----------------

**POSTED**

Montrose Management District Operating Fund		01/09/2012	2814
	Date	Reference	Payment
5020 Investments Ltd	2/1/2012	February 2012	1,200.00
5020 Investments Ltd 5959 Richmond Suite 440 Houston, TX 77006			1,200.00

Mournoe Management District Operating Fund		01/09/2012	2814
5020 Investments Ltd	Date	Reference	Payment
	2/1/2012	February 2012	1,200.00
5020 Investments Ltd			
5959 Richmond			
Suite 440			
Houston, TX 77006			
			\$1,200.00

<b>2 Months Management Company Operating Fund</b>		<b>Payable To:</b> 3020 Investments Ltd 3909 Houston Rd. Houston, TX 77056	<b>Date:</b> <b>2014</b> 04/09/2012
<b>Bill To:</b> Oilfield Accounting & Consulting Inc 15107 Post Oak Drive Suite 1000 Houston, Texas 77056-3060 713-420-4518			
<b>Qty of the Order of</b>	<b>3020 Investments Ltd</b>		<b>\$1,200.00</b>
<b>In the Amount of</b>	<b>One Thousand Two Hundred Dollars and No Cents</b>		
	3020 Investments Ltd 3909 Richmond Suite 440 Houston, TX 77006		
<b>Mailing</b>	<b>Office Lease Expense</b>		

(C) Void after six months

Suite 200  
17111 Rolling Creek Drive  
Houston Texas 77090  
281-444-4866

The Montrose District  
Hawes Hill Calderon LLP  
PO Box 22167  
Houston TX 77227-2167

DATE	INVOICE #
1/1/2012	43480

MUNICIPAL ACCOUNTS  
& CONSULTING, L.P.

Montrose Management District  
1300 Post Oak Blvd., Suite 1600  
Houston, TX 77056

Date	Invoice #
1/1/2012	34299

DESCRIPTION	AMOUNT
Roll Management, Billing and Collections	1,374.34
	<b>POSTED</b>
<b>Total</b>	<b>\$1,374.34</b>

CK# 2815

[illegible]

CK# 2816

100 River Pointe • Suite 140 • Conroe, Texas 77304 • Phone: 936.256.1644 • Fax: 936.256.1844

1834 N. CAPITAL OF TEXAS HIGHWAY, SUITE 150 • AUSTIN, TEXAS 78759 • 512.782.2408 • fax 512.795.9968

1500 Post Oak Blvd. • Suite 1600 • Houston, Texas 77056 • Phone: 713.623.4539 • Fax: 713.629.6819



LAWRENCE & ASSOCIATES  
2225A POTOMAC DR.  
HOUSTON, TEXAS 77057

January 3, 2012

Montrose Management District  
c/o HawesHillCalderson  
P.O. Box 22167  
Houston, TX 77227-2167

**INVOICE**

Description	Amount
Professional Fees:	
Services as Director of Economic Development for December, 2011.	\$1,000.00
<b>Total amount due</b>	<b>\$1,000.00</b>

Thank you,

Ray C. Lawrence

CK# 2817



Billing Inquiries 800.391.3000

**The Montrose District #**

For service at:  
5020 MONTROSE BLVD STE 311  
HOUSTON TX 77056-6550

**News from Comcast**

Comcast would like to remind our customers that we may charge for Service calls that are not related to Comcast equipment and/or cabling. Additional information about chargeable service calls is available at [business.comcast.com/icc](http://business.comcast.com/icc)

**EcoBill** Save time. Save a tree. Your entire statement is available online. Sign up today for secure online billing and say goodbye to your paper bill forever. Also available are automatic monthly payments so you'll never need checks, stamps or envelopes again. Visit [www.comcast.com/support](http://www.comcast.com/support) to register today.

More information regarding our rates is available on our website [www.comcast.com](http://www.comcast.com) or you can call us at 713-341-1000.

Account Number 8777 70 318 3578205  
Billing Date 12/24/11  
Total Amount Due \$87.51  
Payment Due By 01/13/12  
Page 1 of 2

**Monthly Statement Summary**

Previous Balance	85.49
Payment - 12/18/11 - Thank You	-85.49
New Charges - see below	87.51
<b>Total Amount Due</b>	<b>\$87.51</b>
Payment Due By	01/13/12

**New Charges Summary**

Comcast High-Speed Internet	86.90
Other Charges & Credits	0.61
<b>Total New Charges</b>	<b>\$87.51</b>

Thank you for being a valued Comcast customer.

Detach and enclose this coupon with your payment. Please write your account number on your check or money order. Do not send cash.



9802 9 300 W. SANDY UT 84070-3340  
9803 0801 90 RP 24 12250111 NOVEMBER 21 2008 0000

THE MONTROSE DISTRICT #  
131015 FONDREUSE RD STE 300  
HOUSTON, TX 77096-4958



877770318357820500087510

Account Number 8777 70 318 3578205  
Payment Due By 01/13/12  
Total Amount Due \$87.51  
Amount Enclosed \$

Make checks payable to Comcast

COMCAST  
PO BOX 860818  
DALLAS TX 75286-0818



From: Primer Grey, Inc.  
1305 Starrett St.  
Houston, TX 77002

Invoice ID 1147  
Issue Date 12/03/2011  
Due Date 01/06/2012  
Subject Additional Deposit for Website

Invoice For: Montrose Management District

Type	Description	Quantity	Unit Price	Amount
Expense	Deposit for additional functionality added to website scope on 12/1/11.	1.00	\$4,770.00	\$4,770.00
			<b>Amount Due</b>	<b>\$4,770.00</b>

CK# 2819



SECURITY SOLUTIONS, LLC  
P.O. Box 750924  
Houston, Texas 77275-0924  
Phone: 877.411.6626 Fax: 713.944.6627

**Bill To:**

HCID #6  
Phyllis Quintifine  
P.O. Box 22167  
Houston, TX 77227-2167

Invoice Date 12/15/2011  
Invoice # 228

**INVOICE**

Service Location:  
Waldgreen S  
3517 Montrose  
Hsn TX 77006

**PLEASE PAY THIS AMOUNT** \$575.00

Make checks payable to: ASE Security Solutions, LLC

☐ Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

Have E-Mail? Please write it here: \_\_\_\_\_

ASE Security Solutions, LLC  
P.O. Box 750924  
Houston, Texas 77275-0924

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

P.O. No.	Terms	Due Date	Service Dates
	Net 30	1/14/2012	01/01/2012-01/31/2012
Description	Qty	Unit Price	Amount
Standard MSU (Monthly fee)	1	425.00	425.00
Standard Remote Viewing Integration (Monthly Fee)	1	150.00	150.00
			<b>Subtotal</b> \$575.00
			<b>Sales Tax (0.0%)</b> \$0.00
			<b>Balance Due</b> \$575.00

THERE WILL BE A \$15 CHARGE FOR ALL RETURNED CHECKS  
5% INTEREST WILL BE ASSESSED ON ALL UNPAID BALANCES  
AFTER DUE DATE.

Billing Inquiries? Call 877-411-6625

CK# 2820

Thank you for your business!



**ASE**  
SECURITY SOLUTIONS, LLC  
P.O. Box 750924  
Houston, Texas 77275-0924  
Phone: 877-411-MOBL Fax: 713-944-6627

Invoice Date 12/15/2011 Invoice # 233

# INVOICE

Service Location:  
405 Hawthorne  
Houston, TX

Bill To:  
HCID #6  
Phyllis Outfitter  
P.O. Box 22167  
Houston, TX 77227-2167

**PLEASE PAY THIS AMOUNT** \$425.00  
Make checks payable to: ASE Security Solutions, LLC

☐ Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

Have E-Mail? Please write it here: \_\_\_\_\_

ASE Security Solutions, LLC  
P.O. Box 750924  
Houston, Texas 77275-0924

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

P.O. No.	Terms	Due Date	Service Dates
	Net 30	1/14/2012	01/01/2012-01/31/2012
Description	Qty	Unit Price	Amount
Standard MSU (Monthly fee)	1	425.00	425.00
Subtotal			\$425.00
Sales Tax (0.0%)			\$0.00
Balance Due			\$425.00

THERE WILL BE A \$15 CHARGE FOR ALL RETURNED CHECKS  
5% INTEREST WILL BE ASSESSED ON ALL UNPAID BALANCES  
AFTER DUE DATE.

Billing Inquiries? Call 877-411-6625

Thank you for your business!

**ASE**  
SECURITY SOLUTIONS, LLC  
P.O. Box 750924  
Houston, Texas 77275-0924  
Phone: 877-411-MOBL Fax: 713-944-6627

Invoice Date 12/15/2011 Invoice # 237

# INVOICE

Service Location:  
Antonne Montrose  
2301 Montrose  
Houston, TX

Bill To:  
HCID #6  
Phyllis Outfitter  
P.O. Box 22167  
Houston, TX 77227-2167

**PLEASE PAY THIS AMOUNT** \$575.00  
Make checks payable to: ASE Security Solutions, LLC

☐ Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

Have E-Mail? Please write it here: \_\_\_\_\_

ASE Security Solutions, LLC  
P.O. Box 750924  
Houston, Texas 77275-0924

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

P.O. No.	Terms	Due Date	Service Dates
	Net 30	1/14/2012	01/01/2012-01/31/2012
Description	Qty	Unit Price	Amount
Standard MSU (Monthly fee)	1	425.00	425.00
Standard Remote Viewing Integration (Monthly Fee)	1	150.00	150.00
Subtotal			\$575.00
Sales Tax (0.25%)			\$0.00
Balance Due			\$575.00

THERE WILL BE A \$15 CHARGE FOR ALL RETURNED CHECKS  
5% INTEREST WILL BE ASSESSED ON ALL UNPAID BALANCES  
AFTER DUE DATE.

Billing Inquiries? Call 877-411-6625

Thank you for your business!

Page 1 of 1

**ASE**  
SECURITY SOLUTIONS, LLC  
P.O. Box 750924  
Houston, Texas 77275-0924  
Phone: 877-411-MOBL Fax: 713-944-6627

Invoice Date 12/15/2011 Invoice # 239

# INVOICE

Service Location:  
2050 Dunlavy  
Houston, TX

Bill To:  
HCID #6  
Phyllis Outfitter  
P.O. Box 22167  
Houston, TX 77227-2167

**PLEASE PAY THIS AMOUNT** \$680.00  
Make checks payable to: ASE Security Solutions, LLC

☐ Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

Have E-Mail? Please write it here: \_\_\_\_\_

ASE Security Solutions, LLC  
P.O. Box 750924  
Houston, Texas 77275-0924

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

P.O. No.	Terms	Due Date	Service Dates
	Net 30	1/14/2012	01/01/2012-01/31/2012
Description	Qty	Unit Price	Amount
Standard MSU (Monthly fee)	1	500.00	500.00
Wireless Remote Viewing Integration (Monthly Fee)	1	180.00	180.00
Subtotal			\$680.00
Sales Tax (0.0%)			\$0.00
Balance Due			\$680.00

THERE WILL BE A \$15 CHARGE FOR ALL RETURNED CHECKS  
5% INTEREST WILL BE ASSESSED ON ALL UNPAID BALANCES  
AFTER DUE DATE.

Billing Inquiries? Call 877-411-6625

Thank you for your business!

Darrell Hawthorne

From: Josh Hawes [jhawes@haweshill.com]  
Sent: Wednesday, January 04, 2012 11:36 PM  
To: Darrell Hawthorne  
Subject: Reimbursement Check for Victor Basera

I've got two months' worth of receipts for Victor. I will have the receipts for you at the meeting on Monday. Please let me know if you have any questions.

November - \$657.82  
December - \$708.36

1/5/2012



Greater East End Management District  
P.O. Box 230099  
Houston, TX 77223-0099

# Invoice

Date	Invoice #
12/31/2011	9-41

## Bill To

David Harves, Executive Director  
BCED #6 (Monroe)  
P.O. Box 22161-2167  
Houston, TX 77227

Harves Hill Calderon LLP  
P.O. Box 22167  
Houston TX 77227-2167

Invoice

## Bill To:

MD- Monroe  
P.O. Box 22167  
Houston, TX 77227

Invoice #: 00004047  
Date: 1/1/2012

Page: 1

Serviced	Description	Sites	Hours	Rate	Amount
12/1/2011	Consistent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement.	42	8	\$0.00	\$40.00
12/5/2011	Consistent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement.	27	8	\$0.00	\$40.00
12/8/2011	Consistent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement.	25	8	\$0.00	\$40.00
12/12/2011	Consistent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement.	21	8	\$0.00	\$40.00
12/15/2011	Consistent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement.	26	8	\$0.00	\$40.00
12/19/2011	Consistent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement.	30	8	\$0.00	\$40.00
12/23/2011	Consistent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement.	31	8	\$0.00	\$40.00
12/26/2012	Consistent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement.	21	8	\$0.00	\$40.00
	Total Number of Sites	223			
If the Total field is empty, please continue to next page.				<b>Total</b>	\$5,120.00

Please make all checks payable to Greater East End Management District.  
If you have any questions concerning this invoice contact Eva Quince or Diana Hernandez at 713-928-9916. Thank you.

CK # 2802

DATE	DESCRIPTION	AMOUNT	
	Professional Consulting, Project Management & Administrative Fee, Marketing & Public Director, Director of Services, December 2011	\$11,532.11	
	Reimbursable expenses as follows:		
11/11/2011	Kraftman - Board meeting	\$105.93	
11/11/2011	Monroe Consulting- Board meeting	\$100.00	
12/7/2011	Harris County Clerk 12/12/2011	\$0.00	
12/8/2011	FEDEX - PS copies	\$67.99	
12/12/2011	Monroe Consulting - Board meeting	\$75.00	
1/4/2012	Harris County Clerk 1/9/2012	\$0.00	
	Verizon - 12/20 -1/19, 2012	\$48.87	
	Verizon - J. Harves - 12/20 -1/19, 2012	\$105.39	
	Verizon - J. Harves - 12/20 -1/19, 2012	\$49.88	
	Milnege, B. Calderon	\$11.66	
	Milnege, J. Harves Nov	\$158.73	
	Milnege, J. Harves Dec	\$106.56	
	Milnege, R. Hill	\$51.81	
	Milnege, A. Goodlow	\$44.39	
	Milnege, D. Harves	\$53.28	
	In house copies 2580 @ .15 each + 29 sets @ \$1.00 each	\$416.00	
	In house postage	\$5.00	
	In house color copies 145 @ .35 each	\$50.75	
CK# 2802		Sales Tax:	\$0.00
		Total Amount:	\$13,001.35
		Amount Applied:	\$0.00
		Balance Due:	\$13,001.35

Terms: C.O.D.

Harves Hill Calderon LLP  
P.O. Box 22167  
Houston TX 77227-2167

Invoice

## Bill To:

MD- Monroe  
P.O. Box 22167  
Houston, TX 77227

Invoice #: 00004048  
Date: 1/1/2012

Page: 1

DATE	DESCRIPTION	AMOUNT	
	Website Development - December 2011	\$250.00	
	Website Maintenance - December 2011	\$250.00	
CK # 2804		Sales Tax:	\$0.00
		Total Amount:	\$500.00
		Amount Applied:	\$0.00
		Balance Due:	\$500.00

Terms: C.O.D.

MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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AGENDA MEMORANDUM

TO: Montrose Management District Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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5. Receive Montrose Management District's monthly Assessment Collection Report and Billing and Assessment Summary, Lawsuit and Arbitration Status Detail, and Delinquent Assessment Report.

**MONTROSE DISTRICT EAST ZONE  
ASSESSMENT COLLECTION REPORT  
DECEMBER 2011  
BILLING AND COLLECTION SUMMARY  
FISCAL YEAR  
01/01/11 - 12/31/11**

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2011	0.12500	\$424,771.58	\$55,885.02	\$368,886.56	13%
2010	0.12500	\$403,512.61	\$396,225.28	\$7,287.33	98%
2009	0.12500	\$420,185.34	\$417,285.93	\$2,899.41	99%
2008	0.12500	\$396,721.44	\$396,119.13	\$602.31	100%
2007	0.12500	\$309,901.91	\$309,735.38	\$166.53	100%

Current Month Activity

Revenue:	Current Month	Year to Date
2011 Assessment Collected	55,885.02	55,885.02
2010 Assessment Collected	0.00	321,207.90
2009 Assessment Collected	242.52	-9,575.78
2008 Assessment Collected	0.00	-11,226.18
2007 Assessment Collected	168.62	-11,772.38
Penalty & Interest	171.82	10,510.49
Overpayments	0.00	95,560.72
Collection Fees	116.60	8,443.86
Court Fees	0.00	0.00
<b>Total Revenue</b>	<b>56,584.58</b>	<b>459,033.65</b>
Overpayments Presented for Refund	0.00	94,011.07
Overpayments Applied to Assessment	0.00	0.00

ASSESSED VALUE FOR 2011:	339,839,840	Uncertified:	1
ASSESSED VALUE FOR 2010:	322,832,497	Uncertified:	0
ASSESSED VALUE FOR 2009:	336,314,875	Uncertified:	0
ASSESSED VALUE FOR 2008:	317,376,903	Uncertified:	0
ASSESSED VALUE FOR 2007:	322,171,188	Uncertified:	0

Assessment Collection Account: Prosperity Bank, Account No. 5234371

**ASSESSMENT PLAN PROJECTIONS**

YEAR	MAX RATE	PROJECTED LEVY	COLLECTIONS @ 95%	CUMULATIVE COLLECTIONS	10 YEAR AVERAGE @ 10%
2007	0.12500	337,500	320,625	309,735.38	
2008	0.12500	337,500	320,625	396,119.13	
2009	0.12500	337,500	320,625	417,285.93	
2010	0.12500	337,500	320,625	396,225.28	
2011	0.12500	337,500	320,625	55,885.02	
2012	0.12500	337,500	320,625		
2013	0.12500	337,500	320,625		
2014	0.12500	337,500	320,625		
2015	0.12500	337,500	320,625		
2016	0.12500	337,500	320,625		
		3,375,000	3,206,250		375,000

The Projected Levy is based on the rate remaining at 0.12500

Prepared by: Equi-Tax Inc.  
Kenneth R. Byrd  
Collector for the District



MONTROSE DISTRICT EAST ZONE

DECEMBER 2011

TOP TEN ASSESSMENT PAYERS

PROPERTY OWNERS	ACCOUNT NOS	SITUS	PROPERTY TYPE	VALUE	ASSESSMENT
PPF AMLI 2221 WEST DALLAS ST LL 200 W MONTROSE ST STE 2200 CHICAGO IL 60606-5070	1269260010001	2221 W DALLAS ST 404 77019	MULTI-FAMILY	57,922,375	72,402.97
UST REALTY COMPANY % UNIV OF ST THOMAS: ATTN PRES 3800 MONTROSE BLVD HOUSTON TX 77006-4626	0261640000027 0261630000002 0261630000001	4100 MONTROSE BLVD 77006 4203 YOAKUM BLVD 77006 4200 MONTROSE BLVD	OFFICE BUILDINGS	10,937,936	13,672.42
ARMSTRONG CHARLES 5000 MONTROSE BLVD UNIT 22C HOUSTON TX 77006-6564	0140670000002 0140250000001 0140250000002 0140250000005 0140660000002 0140670000001 0140670000003 0140670000004 0140670000005 0140670000006 0140670000009 0180340000001 0180340000002 0180340000003 0180340000011 0140660000004 0180340000012 0261510000011 0261510000020 0261510000021 0261510000027 0442130000001 0140680000009	804 PACIFIC ST 77006 2302 GENESEE ST 12 77006 2308 GENESEE ST 77006 120 FAIRVIEW ST 77006 2401 GRANT ST 77006 802 PACIFIC ST 77006 808 PACIFIC ST 77006 811 PACIFIC ST 77006 925 HYDE PARK BLVD 77006 809 HYDE PARK BLVD 77006 925 HYDE PARK BLVD 77006 1002 CALIFORNIA ST 77006 1004 CALIFORNIA ST 77006 1004 CALIFORNIA ST 77006 1007 MISSOURI ST 77006 907 FAIRVIEW ST 77006 1005 MISSOURI ST 77006 2702 CROCKER ST 77006 2602 CROCKER ST 77006 2605 GRANT ST 77006 805 PACIFIC ST 77006 810 PACIFIC ST 77006 810 HYDE PARK BLVD 77006	VARIOUS COMMERCIAL	7,157,268	8,931.69
RIVERSIDE CPI LLC & REALTY CTR MANAGEMENT INC 1980 S BUNDY DR STE 100 LOS ANGELES CA 90025	370370010001	220 W ALABAMA ST 131 77006	MULTI - FAMILY	6,646,621	8,308.28
4119 MONTROSE LTD 4200 MONTROSE BLVD STE 500 HOUSTON TX 77006	1277520010001	4203 MONTROSE BLVD 77006	OFFICE BUILDING	6,000,000	7,500.00

**MONTROSE DISTRICT EAST ZONE**

## DECEMBER 2011

**TOP TEN ASSESSMENT PAYERS**

[illegible]



MONTROSE DISTRICT EAST ZONE

DECEMBER 2011						
TOP TEN DELINQUENTS						
PROPERTY OWNER	ACCOUNT NO	SITUS	PROPERTY TYPE	ASSESSMENT YEAR(S)	ASSESSMENT	
205 AVONDALE LLC	92 004 136 000 0015	205 AVONDALE ST 12 77006	MULTI - FAMILY	2009 - 2010	1,702.58	
6623 EDLOE ST HOUSTON TX 77005-3707						
FRIZELL BETTY 4311 ROSELAND ST HOUSTON TX 77006-5923	92 014 150 000 0017	817 RICHMOND AVE 77006	COMMERICAL BUILDING	2007 - 2010	1,382.41	
FAT PROPERTY 204 MARSHALL ST HOUSTON TX 77006-4500	92 023 070 000 0012	710 COLQUITT ST 16 77006	MULTI - FAMILY	2010	1,056.25	
KP HAWTHORNE LTD P O BOX 66549 HOUSTON TX 77266-6549	92 037 031 000 0001	405 HAWTHORNE ST 24 77006	MULTI - FAMILY	2009	1,000.76	
FAT PROPERTY 218 HAWTHORNE ST HOUSTON TX 77006-4006	92 037 040 000 0001	502 W ALABAMA ST 25 77006	MULTI - FAMILY	2010	921.88	
VALLE THELMA & JO FRIZZELL 4311 ROSELAND ST HOUSTON TX 77006-5923	92 014 150 000 0016	811 RICHMOND AVE 77006	COMMERICAL BUILDING	2008 - 2010	737.79	
HAGERTY THOMAS & VERONICA % HAGERTY ADVERTISING GROUP 3611 MONTROSE BLVD HOUSTON TX 77006-4691	92 026 156 000 0016	3611 MONTROSE BLVD 3 77006	COMMERCIAL	2010	676.44	
GAMRU PROPERTIES LTD 501 SUL ROSS ST HOUSTON TX 77006-5030	92 008 270 000 0005	506 SUL ROSS ST 11 77006	MULTI - FAMILY	2010	644.03	
HACIENDA DEL SOL LTD CO 15407 PALTON SPRINGS DR HOUSTON TX 77082-3022	92 057 033 000 0020	1220 TAFT ST 77006	COMMERICAL BUILDING	2010	528.65	
SIMMONS MARTHA 3804 BRANDT ST APT 2 HOUSTON TX 77006-5168	92 008 260 000 0003	3804 BRANDT ST 77006	COMMERICAL BUILDING	2010	527.92	

**Harris County Improvement District No. 6**  
**Lawsuit and Arbitration Status Summary as of 12/9/2011**

Jur 930

**Summary**

For Tax Years 2007-2011, for the period of June 2009 through November 2011

**Settled**

252,037,273	Original value of <b>Settled</b> accounts as of 12/9/2011
73	Number of <b>Settled</b> accounts as of 12/9/2011
23,198,246	Reduction in value of <b>Settled</b> accounts
<b>9.20%</b>	Average % reduction in value of <b>Settled</b> accounts

**Unsettled**

195,090,470	Original value of <b>Unsettled</b> accounts as of 12/9/2011
42	Number of <b>Unsettled</b> accounts as of 12/9/2011

.125 Tax rate per \$100 valuation

**\$22,446** Estimated reduction in assessment on 42 Unsettled accounts,  
based on **9.20 %** average



**MONTROSE DISTRICT WEST ZONE  
ASSESSMENT COLLECTION REPORT  
DECEMBER 2011  
BILLING AND COLLECTION SUMMARY  
FISCAL YEAR  
01/01/11 - 12/31/11**

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2011	0.12500	\$901,182.82	\$91,436.53	\$809,746.29	10%
2010	0.12500	\$869,785.36	\$852,642.25	\$17,143.11	98%

Current Month Activity

Revenue:	Current Month	Year to Date
2011 Assessment Collected	91,436.53	91,436.53
2010 Assessment Collected	710.25	852,642.25
Penalty & Interest	186.51	20,258.11
Overpayments	199.75	26,595.30
Collection Fees	219.22	15,032.14
Court Fees	0.00	0.00
<b>Total Revenue</b>	<b>92,752.26</b>	<b>1,005,964.33</b>

Overpayments Presented for Refund	199.37	26,585.73
Overpayments Applied to Assessment	0.00	0.00

ASSESSED VALUE FOR 2011:	<b>720,945,829</b>	Uncertified:	<b>0</b>
ASSESSED VALUE FOR 2010:	<b>695,827,932</b>	Uncertified:	<b>0</b>

Assessment Collection Account: Prosperity Bank, Account No. 0003450163

**ASSESSMENT PLAN PROJECTIONS**

YEAR	MAX RATE	PROJECTED LEVY	COLLECTIONS @ 95%	CUMULATIVE COLLECTIONS	10 YEAR AVERAGE @ 10%
2010	0.12500	869,785	826,296	\$852,642.25	
2011	0.12500	901,183	856,124	\$91,436.53	
2012	0.12500		0		
2013	0.12500		0		
2014	0.12500		0		
2015	0.12500		0		
2016	0.12500		0		
		<b>1,770,968</b>	<b>1,682,420</b>		<b>177,097</b>

The Projected Levy is based on the rate remaining at 0.12500

Prepared by: Equi-Tax Inc.  
Kenneth R. Byrd  
Collector for the District

MONTROSE DISTRICT WEST ZONE

DECEMBER 2011						
TOP TEN ASSESSMENT PAYERS						
PROPERTY OWNER	ACCOUNT NOS	SITUS	PROPERTY TYPE	VALUE	ASSESSMENT	
WEINGARTEN REALTY INVESTORS 0591-001 P O BOX 924133 HOUSTON TX 77292-4133	0442250000001	2005 W GRAY ST 77019	VARIOUS COMMERCIAL	46,508,896	58,136.12	
	0442250000170	1953 W GRAY ST 77019				
	0442250000169	1953 W GRAY ST 77019				
	0442250000168	2028 W GRAY ST 77019				
	0442250000145	2001 W GRAY ST 77019				
	0442250000110	2020 W GRAY ST 77019				
	0442250000105	2010 W GRAY ST 77019				
	0442250000005	2002 W GRAY ST 77019				
	0442250000002	1950 W GRAY ST 77019				
	0442250000171	2017 W GRAY ST 77019				
FINGER FSC MONTROSE LTD 99 DETERING ST STE 200 HOUSTON TX 77007-8259	12151900010001	4899 MONTROSE BLVD 187 77006	MULTI - FAMILY	44,643,153	55,803.94	
WESTHEIMER APARTMENTS LP 5694 MISSION CENTER RD STE 602 SAN DIEGO CA 92108-4324	12863900010001	2001 WESTHEIMER RD 244 77098	MULTI - FAMILY	31,620,000	39,525.00	
4310 DUNLAVY LLC 101 BERKSHIRE ST BELLAIRES TX 77401-5309	1286480020001	DUNLAVY 77006	MULTI - FAMILY	29,577,136	36,971.42	
	1286480010002	4310 DUNLAVY ST 77006				
	1286480010001	4310 DUNLAVY ST 236 77006				
	0660870040002	4403 WOODHEAD ST 16 77098				
	0660870040001	4403 WOODHEAD ST 77098				
	0660870020006	4315 WOODHEAD ST 8 77098				
ANBIL II-R O L P 105 TOWN CENTER RD STE 10 KING OF PRUSSIA PA 19406-2394	0730810030011	1505 W CLAY ST 77019	SHOPPING CENTER	27,742,202	34,677.75	
	1170070010001	1422 W GRAY ST 77019				
	1170070020001	1414 WAUGH DR 77019				
	0730810030007	1521 W CLAY ST 77019				
TEXAS ABERCROMBIE FAMILY INT LTD 730 N POST OAK RD STE 110 HOUSTON TX 77024-3854	0441850000002	1701 W ALABAMA ST 77098	VACANT COMMERCIAL	15,062,130	18,827.66	
SHEPHERD INV LP 1800 POST OAK BLVD 6 BLVD PLACE STE 400 HOUSTON TX 77056	0442600000001	2075 WESTHEIMER RD 77098	SHOPPING CENTER	12,662,500	15,828.13	



[illegible]

MONTROSE DISTRICT WEST ZONE

DECEMBER 2011						
TOP TEN DELINQUENT ACCOUNTS						
PROPERTY OWNER	ACCOUNT NO	SITUS	PROPERTY TYPE	ASSESSMENT YEAR(S)	ASSESSMENT	
FAT PROPERTY LLC 218 HAWTHORNE ST HOUSTON TX 77006-4006	94 057 121 000 0012	1901 RICHMOND AVE 42 77098	MULTI - FAMILY	2010	1,541.97	
AKR PROPERTIES P O BOX 84293 PEARLAND TX 77584-0016	94 018 004 000 0013	1515 MISSOURI ST #22 77006	MULTI - FAMILY	2010	1,191.22	
MARKANTONIS CALLIE & TR 1919 W ALABAMA ST HOUSTON TX 77098-2705	94 038 214 000 0001	1919 W ALABAMA ST 77098	COMMERCIAL	2010	836.02	
HOUSTON DISPLAY SIGN CO 9102 MAHONING DR HOUSTON TX 77074	94 018 002 000 0001	1200 WESTHEIMER RD 77006	COMMERCIAL	2010	800.25	
DRISCOLL PLACE LLC #7 44919 GOLF CENTER PKWY INDIO CA 92201-7302	94 038 215 000 0003	1845 W ALABAMA ST 77098	COMMERCIAL	2010	695.19	
BAIRD CHARLES L & SIRILUCK 2438 WHITE OAKS DR HOUSTON TX 77009-7322	94 026 198 000 0005	3414 GRAUSTARK ST 8 77006	MULTI - FAMILY	2010	665.11	
ROBINSON LENNON C P O BOX 66531 HOUSTON TX 77266-6531	94 026 198 000 0001	13174 HAWTHORNE ST 12 77006	MULTI - FAMILY	2010	647.17	
HUFF MICHAEL B P O BOX 70148 HOUSTON TX 77270-0148	94 026 174 000 0013	3230 YOAKUM BLVD 777006	COMMERCIAL	2010	636.74	
IMAGEPRO INC 2024 RICHMOND AVE HOUSTON TX 77098-3424	94 056 125 000 0019	2024 RICHMOND AVE 77098	COMMERCIAL	2010	622.50	
BISHOP JOAN 1547 WAVERLY ST HOUSTON TX 77008-4148	94 033 193 000 0005	120 PORTLAND ST 1 77002	COMMERCIAL BUILDING	2010	525.94	



**Harris County Improvement District No. 11  
Lawsuit and Arbitration Status Summary as of 12/9/2011**

Jur 939

**Summary**

For Tax Years 2010 & 2011, for the period of September 2010 through November 2011

**Settled**

66,367,643	Original value of <b>Settled</b> accounts as of 12/9/2011
25	Number of <b>Settled</b> accounts as of 12/9/2011
5,613,698	Reduction in value of <b>Settled</b> accounts
<b>8.46%</b>	Average % reduction in value of <b>Settled</b> accounts

**Unsettled**

285,569,110	Original value of <b>Unsettled</b> accounts as of 12/9/2011
99	Number of <b>Unsettled</b> accounts as of 12/9/2011

.125 Tax rate per \$100 valuation

**\$30,194** Estimated reduction in assessment on 99 Unsettled accounts,  
based on **8.46 %** average

**PERDUE, BRANDON, FIELDER, COLLINS & MOTT L.L.P.**  
**DELINQUENT ASSESSMENT REPORT**  
**MONTROSE DISTRICT**  
**January 2, 2012**

Amounts shown are 2010 base assessment unless indicated. Account numbers and addresses for Montrose District-West Zone are noted in *italics*.

**Item needing Board direction:**

Hacienda Del Sol Ltd. Co. \$1,028.65, 310 & 316 W. Clay & 1220 Taft-0570330000022, 0570330000023 & 0570330000020 (Montrose District-East Zone-#9 account)

We spoke to Frank Serrano again on 11/18 and he said that he would pay the assessments but would not pay penalty and interest. He asked that we not contact him again unless the District was willing to accept the base assessment amount only. **Please advise how the Board would like us to proceed with this account.**

**Suit pending:**

Francisco, Betty, Vanessa & Leonardo Valle-Heirs to Betty Frizell 07-10 assessments \$2,110.93, 817 & 811 Richmond Ave.-0141500000017 (Montrose District-East Zone-#2 account) & 0141500000016 (Montrose District-East Zone-#3 account)

Suit was filed by our firm on 3/1/11; all parties have been served. They committed to pay one assessment year per month; two payments were made paying off the assessments for the 07-08 tax years on the 0141500000016 account. No further payments have been received since October. A hearing date has been set by the court for 3/1/12. The 2010 county taxes are delinquent on both accounts.

Cause Number 2011-12804 filed 3/1/11 in the 11<sup>th</sup> District Court  
Montrose District-East Zone is the lead in the suit.

Intervenors: None as of 12/21/11.

We were recently notified that the county has filed suit on account 0141500000016; we have intervened in the suit on behalf of the District. The case is set for trial on 2/1/12 by the County's law firm.

Cause Number 2011-09931 filed 2/18/11 in the 189<sup>th</sup> District Court  
Harris County is the lead in the suit.

Additional plaintiffs: City of Houston, Harris County Department of Education, Harris County Flood Control District, Harris County Hospital District, Houston Community College System, Houston ISD, Port of Houston Authority of Harris County

Intervenors: Montrose District-East Zone.

**We will not proceed to post any property for sale without specific permission from the Board but please note that the County is the lead party on the 0016 account and they could post the property for sale if and when a judgment is taken.**



Lennon C. Robinson \$647.17, 1317 Hawthorne St.-0261980000001(Montrose District-West Zone #7 account)

On 10/31/11, we intervened in a suit filed by Harris County. As of 12/21/11, a hearing date has not been set; we are monitoring the case.

Cause Number 2011-53304 filed 9/9/11 in the 334<sup>th</sup> District Court

Harris County is the lead in the suit.

Additional plaintiffs: City of Houston, Harris County Department of Education, Harris County Flood Control District, Harris County Hospital District, Houston Community College System, Houston ISD, Port of Houston Authority of Harris County

Intervenors: Montrose District-West Zone.

Gamru Properties Ltd. \$644.03, 506 Sul Ross St.-0082700000005(Montrose District-East Zone-#8 account)

On 11/22/11, we intervened in the suit filed by Harris County. The case is set for trial on 2/8/12.

Cause Number 2010-46045 filed 7/30/10 in the 189<sup>th</sup> District Court

Harris County is the lead in the suit.

Additional plaintiffs: City of Houston, Harris County Department of Education, Harris County Flood Control District, Harris County Hospital District, Houston Community College System, Houston ISD, Port of Houston Authority of Harris County

Intervenors: Montrose District-East Zone.

Bill Eris/HGBE Inc. \$302.50, 311 W. Gray St.-0560410000003

On 4/27/11, we intervened in a suit filed by Harris County; judgment was signed on 8/1/11. The judgment was recently vacated by the court and a new trial date has been set for 6/13/12. This report was prepared on 11/28/11; we will report the results of the trial in our next report.

Cause Number 2010-59250 filed 9/17/10 in the 189<sup>th</sup> District Court

Harris County is the lead in the suit.

Additional plaintiffs: City of Houston, Harris County Department of Education, Harris County Flood Control District, Harris County Hospital District, Houston Community College System, Houston ISD, Port of Houston Authority of Harris County

Intervenors: Montrose District-West Zone.

Eduardo & Monica Lopez \$147.51, 1423 Richmond Ave.-0392220000013

On 9/15/11, we intervened in a suit filed by Harris County. A judgment was submitted on 11/29/11; as of 12/21/11; no ruling has been made. They made a partial payment on the account on 10/14/11. They own additional properties which are listed in the "2010 accounts" section of this report.

Cause Number 2010-65399 filed 10/8/10 in the 157<sup>th</sup> District Court

Harris County is the lead in the suit.

Additional plaintiffs: City of Houston, Harris County Department of Education, Harris County Flood Control District, Harris County Hospital District, Houston Community College System, Houston ISD, Port of Houston Authority of Harris County

Intervenors: Montrose District-West Zone.



KFC National Management (assessment roll lists Donvein Cao & Nancy Nguyen) 07-10 assessments \$118.75, Block 1, Tracts 15 A & 16 A (north 10 ft. Lots 15 & 16) on Taft St.-0560410000001

On 10/15/10, we intervened in a suit filed by Harris County; the judgment is final. The property was set for sale by the county on 9/6/11 but the sale was cancelled; we were told that the property is an alleyway.

Cause Number 2009-60868 filed 9/25/09 in the 164<sup>th</sup> District Court

Harris County is the lead in the suit.

Additional plaintiffs: City of Houston, Harris County Department of Education, Harris County Flood Control District, Harris County Hospital District, Houston Community College System, Houston ISD, Port of Houston Authority of Harris County

Intervenors: Montrose District-East Zone.

#### **2010 accounts:**

FAT Property LLC \$3,520.10, 502 W. Alabama St. 710 Colquitt St. & 1901 Richmond Ave-0370400000001 (Montrose District-East Zone-#6 account), 0230700000012 (Montrose District-East Zone-#4 account) & 0571210000012 (Montrose District-West Zone #1 account)

We have spoken with Cody Lutsch about these accounts but he has not made a commitment to pay. We spoke to Lutsch again on 10/24 and he stated that his attorney told him not to pay the assessments; he said that his attorney told him that the District was unlawfully created and is being dissolved. We sent another demand letter on 12/20 and we also called and left a voice mail message. The 2010 county taxes on the 502 W. Alabama and 1901 Richmond Ave. accounts are paid in full. Base tax of \$1,395.40 is due to the county on the 710 Colquitt St. account. They paid the full base tax amount but the payment was made after 1/31/11 so a portion of the payment was applied to penalty and interest.

British Inv. Real Estate LP \$1,236.59, 1622, 1638 & 2006 W. Alabama St.-0522210000015, 0522210000019 & 0260550010002

They committed to pay in full by 8/31 but failed to pay as promised. On 9/28, we spoke to our contact, Shirley Ford, again and we emailed another statement. We spoke to Shirley on 11/17 and again on 11/22; she said she would call us back. We left a voice mail message for her to call us back on 12/20 and another demand letter was sent on 12/21. The 2010 county taxes are paid on all three accounts.

Driscoll Place Shopping Center, LLC (was Driscoll Place LLC #7) \$1,201.44, 1845 & 1847 W. Alabama St.-0382150000003 (Montrose District-West Zone #5 account) & 0382150000002

We spoke to Frank Jones, who stated that he sold the properties in 2001. We did title work and determined that the property was sold in March 2001; we have passed this information along to the appraisal district. We found a mailing address for the new owner and a demand letter was sent on 11/28, but was returned to us with a note stating the business was not at the address. We have found a possible alternate address and are sending a new statement. A statement has also been sent to the lienholder, American Equity Investments. The 2010 county taxes are paid on both accounts.

AKR Properties \$1,191.22, 1515 Missouri St.-0180040000013 (Montrose District-West Zone #2 account)



Last month, we intervened in a suit filed by Harris County. At the same time we intervened, the county and additional plaintiffs dismissed their suit. We have filed a dismissal and we have resumed regular collection efforts. The taxpayer has agreed to pay in three monthly payments; the first payment is due on 12/30.

Magdalene Sayeg & Daniel Fergus \$973.54, 1706 Westheimer Rd., 2604 & 2608 Dunlavy St.-  
0180470010006, 0180470010007 & 0542300000018

We called again on 12/20 and left a message with the person who answered the phone.

We sent another demand letter on 12/21.

Callie Markantonis \$836.02, 1919 W. Alabama St.-0382140000001(Montrose District-West Zone #4 account)

We spoke to Jerry Markantonis again on 11/17; he asked if he could pay by credit card.

We gave him the tax office website information and the tax office phone number, in case he had any questions; he said the account would be paid shortly. When we call back we get no answer and we are unable to leave a message due to the mailbox being full.

Stephen Berreth/K Berr Investments \$821.64, 1841 Richmond Ave. (two accounts-Block 1-Tract A and Tract 1)-0660870010028 (Montrose District-West Zone #10 account) & 0660870010001

We spoke to Stephen Berreth on 10/4; he said that he was aware of the assessments and that he was waiting to see if District was going to be dissolved. He said he would pay the accounts within a month or two. We spoke to Stephen again and he stated that he never said he would pay. He said that we are well aware of the petition that is going on and that the district is just trying to tax good business owners for no good reason. He said he did not vote on the assessment and that is why he refuses to pay.

Wymes Real Estate Holdings LP \$815.47, 2010 W. Alabama St. & 1632 W. Alabama-  
0260550010003, 0522210000016

We spoke to Shirley Ford on 9/28 and she requested an emailed statement. Ford is also our contact for the British Inv. Real Estate LP listed earlier in this section. We called again on 10/24 but there was no answer. We called again on 11/17 and Shirley said she needed to look at her records; she said she would call us back. There has been no further response to our voice mail messages or demand letters.

Houston Display Sign Co. \$800.25, 1200 Westheimer Rd.-0180020000001 (Montrose District-West Zone #3 account)

We spoke to Edmond Mah, the president of 1200, Inc dba Slick Willies; Mah stated that as a tenant, he is responsible for paying taxes and assessments. He said that he is protesting the District/Assessments and he will not pay. We sent another demand letter on 9/28. We have spoken to Melissa Kleas who is the brother of Ken Kleas, owner of Houston Display Sign Co.; Ken Kleas is deceased. Melissa told us that according to their contract, her tenant, Slick Willies, is responsible for paying the assessments. We explained to her that as the property owner, Houston Display Sign Co. is ultimately responsible for paying the assessments; she did not make a commitment to pay. On 10/27, we sent another demand letter to 9102 Mahoning Dr.; this was Ken Kleas' homestead and where Melissa appears to live. We called again on 12/20 and we left a voice mail message; another demand letter was sent on the next day.

Thomas & Veronica Hagerty \$676.44, 3611 Montrose Blvd.-0261560000016 (Montrose District-East Zone-#7 account)



They have committed to pay in 3 installments; on 11/4, we received a \$100 payment which we have forwarded to the tax office. No further payments have been made. Mr. Hagerty also sent a note stating that they were applying for a deferral with the appraisal district.

Charles L. & Siriluck Baird (was Laila Khalaf) \$665.11, 3414 Graustark St.-0261980000005  
(Montrose District-West Zone #6 account)

In October, we found a new owner and we mailed a demand letter. We spoke to Baird and he said the account would be paid shortly. There has been no further response to our demand letters or phone calls.

Michael B. Huff \$636.74, 3230 Yoakum Blvd.-0261740000013 (Montrose District-West Zone #8 account)

We spoke to Mr. Huff again on 10/24 and he requested an emailed statement. We spoke to him again on 12/20 and he said he would call us back when he got to a land line. We never received a call so we called him back the following day and left a voice mail message; there has been no response.

ImagePro Inc. \$622.50, 2024 Richmond Ave.-0561250000019 (Montrose District-West Zone #9 account)

We spoke to Franchescia Skiles in August and she stated that she felt like the District wasn't doing anything for her; she said she would not pay. We spoke to her again on 9/27 and she said that this is an illegal assessment and she is protesting the assessment with HCAD and the tax office. We sent another demand letter on 12/21.

Martha Simmons \$527.92, 3804 Brandt St.-0082600000003 (Montrose District-East Zone-#10 account)

No response to our demand letters or phone calls; we sent another demand letter on 12/20.

Joan Bishop \$525.94, 120 Portland St. #1-0331930000005

We spoke to Ms. Bishop on 11/18; she stated that the account was paid when she paid her county taxes. We explained that the account was delinquent and we gave her the name and phone number of the tax office; she said she would contact Equi-Tax. When we called her back we got no answer.

Eduardo & Monica Lopez \$462.16, 1411 Richmond Ave & tract 7A/Block 3 on Richmond Ave.-0392220000009 & 0392220000039

No response to our demand letters. We have left numerous messages with several people but the owners have not responded to our phone calls. We have also sent a demand letter to the owners' home address; we have not received a response. They own another property at 1423 Richmond Ave.; that account is currently in a suit filed by Harris County.

Maude Eisemann \$445.50, 1116 W. Gray St.-0101670000030

No response to our demand letters; we are trying to find a good phone number. We have also sent a statement to Gibbs Warley Co.; they paid the county taxes. We spoke to Mr. Warley and he stated that the Eisemann's owns the property. The listed phone number for Eisemann is a wrong number.

Nancy L. Ngo \$431.62, 1515 W. Gray St.-0442290000015

We were given a phone number for Nancy when we called another listed phone number we had for her. We left a message with Nancy's son at the number that was provided.



Dennis L. & Susan Marshman \$250.00, 2512 Genesee St.-0140290000003

They have committed to pay in 3 installments; they are on time with their payments.

Rivas Italian Restaurant \$346.96, 1117 Missouri St.-0180370000006 (*Montrose District-West Zone #4 account*)

We spoke to Joseph Siboyeh who stated that his business was not doing well and that he had not paid the assessments because he was awaiting an answer on the protest of the District/Assessments. Joseph made a \$600 payment on 12/1 and he promised to pay the remaining amount by the end of December.

- In addition to other accounts listed on this report there is 1 delinquent account for Montrose East Zone; base assessment amount is \$314. There are 12 delinquent accounts for Montrose West Zone; base assessment amounts range from \$18 to \$410. Demand letters have been sent on all accounts and we are trying to reach each owner by phone. In cases where there are lienholders, we have sent statements. We are continuing collection efforts on these accounts but due to the size of the accounts, further action is not recommended at this time.

**Other accounts:**

205 Avondale LLC 09-10 assessments \$1,702.58, 205 Avondale St.-0041360000015(*Montrose District-East Zone-#1 account*)

Our demand letter to the HCAD mailing address was returned by the post office. We found an alternate mailing address on Richmond Ave and we sent another letter but we have not received a response. We spoke to the registered agent, Amalia Kazilas; she refused to give out any information about the company or the owners, Alan Rigo de Righi and Neli Da Silva Rigo De Righi. Kazilas stated that she is no longer affiliated with the business and then she went on to say "Don't we pay enough taxes already?" The corporation forfeited its charter on 10/2/09. In October we found new mailing addresses for both owners and we sent demand letters but neither has responded. We called again on 12/15 and left a voice mail message; another demand letter was sent on 12/20. Their county taxes are paid in full through tax year 2010.

KP Hawthorne Ltd. 09 assessments \$1,000.76, 405 Hawthorne St.-0370310000001(*Montrose District-East Zone-#5 account*)

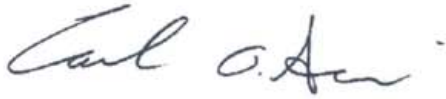
We spoke to a lady named Juanita who stated that she was not in her office at the moment and the number she needed to give us was there. She asked we leave a voice mail message with our contact information and she would give us a call back; a voice mail message was left the same day. We have also sent a statement to the lienholder, Wells Fargo, but they have not paid or responded. Their county taxes are paid in full through tax year 2010.

4411 Montrose LP (was John & Stacy Andell & Ryan & Bethany A. Haley) 09 assessments \$291.87, 4418 Kyle St.-0301620000005

We found new owners (the property was sold on 1/27/11) and we sent a demand letter but we have not received a response. According to the deed, the previous owners are responsible for this delinquency. We spoke to Ryan Haley and he stated that he could not believe the title company missed the unpaid assessment. He also asked where the original statements had been sent; we told him that they were sent to the situs, which is a vacant lot. We explained to him that it is the property owner's responsibility to provide HCAD with a valid mailing address. Ryan then requested a waiver of penalty and

interest. When we asked him when the delinquency would be paid, his response was "You're going to have to wait for a while". When we sought clarification, he said "It may be tomorrow or next year". We have emailed a statement to John Andell at Hansen Partners and we have called but he has not responded.

If you have any questions, please feel free to contact me.

A handwritten signature in black ink, appearing to read "Carl O. Sandin". The signature is fluid and cursive, with a small mark at the end.

Carl O. Sandin  
Perdue Brandon Fielder Collins & Mott LLP  
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Office: 713-802-6965 (Direct Line)  
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MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

TO: Montrose Management District Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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6. Accept Hearing Examiner's Report and Proposal for Decision (East Service Area).

HEARING EXAMINER'S REPORT AND PROPOSAL FOR DECISION  
on the public hearing held on December 28, 2011  
to be presented to the Board of Directors of  
the Eastern Service Area of the Montrose Management District

The Harris County Improvement District No. 6 was created by House Bill 3518, Act of the 79th Legislature, Regular Session, 2005, and is governed by Chapter 375, Texas Local Government Code, and Chapter 3843, Texas Special District Local Laws Code (together, as amended, the "Act"). The Montrose Management District (the "District") is a consolidation of Harris County Improvement District No. 11 (the former West Montrose Management District) and Harris County Improvement District No. 6 (the former East Montrose Management District), which such consolidation was approved by an Order Approving Consolidation Agreement between Harris County Improvement District No. 11 and Harris County Improvement District No. 6 and Approving Consolidation, dated February 15, 2011, in accordance with State Law.

Petitions were presented to the Board of Directors of the District (the "Board") requesting the services and improvements set forth in the Service and Improvement and Assessment Plan (the "Service Plan") for the eastern portion of the District. The Board held a public hearing on March 19, 2008. Thereafter, on April 16, 2008, the Board adopted its "Order Granting Petition; Approving a Service Plan; Approving an Assessment Roll; Setting an Assessment Rate for Property within the District for Year One of the District's Service and Improvement and Assessment Plan; Levying Annual Assessments Against Property within the District for a Ten-year Period; Specifying the Method of Payment and the Amount of Annual Installments of the Assessment; Providing Penalties and Interest on Delinquent Assessments; and Authorizing the Collection of Assessments" (collectively, the "Order").

The Order provides that in the years 2009-2017 the District may, after conducting a public hearing for which due notice has been given to owners of property in the District, supplement its assessment roll by adding the value of properties newly classified as commercial non-exempt or with new improvements or substantially rehabilitated improvements (a rehabilitation is substantial if the costs of such rehabilitation equal or exceed 25% of the value of the original improvement) under construction on January 1, 2007, or constructed, remodeled or rehabilitated in the District after January 1, 2007, without the need to secure a new petition from property owners within the District, at the value shown on the rolls of the Harris County Appraisal District ("HCAD") for each year. The Order further provides that assessments on improvements under construction should be based on the value of the portion of the improvement that is complete, and improvements that have been completed should be based on the value of the completed improvement as shown on the rolls of HCAD. On September 16, 2009, the Board adopted a resolution calling a public hearing for such purpose.

The District held a public hearing on December 28, 2011, regarding the advisability of levying assessments against properties with new improvements or substantially rehabilitated improvements (the "Construction Improvements") at the value shown on the rolls of HCAD on January 1, 2011, which were not included in the original assessment roll; and regarding the advisability of using the 2011 HCAD certified values as the basis for the Year 5 assessment.



Pursuant to the direction of the Board, Allen Goodlow was appointed as the Chief Hearing Examiner. The Chief Hearing Examiner conducted an administrative hearing on December 28, 2011, on the advisability of supplementing the assessment roll with Construction Improvements. Appropriate notice was given pursuant to the provisions of Chapter 375, Texas Local Government Code (the "Code"), by publishing a copy of the notice of hearing in The Houston Business Journal, a newspaper of general circulation within the District, in the November 25, 2011 issue, and by mailing copies of the notice of the hearing to the owners of property with Construction Improvements by regular, first class, U.S. Mail, at the address shown on the tax roll of HCAD, on October 1, 2011. The hearing was held at the Freed-Montrose Branch Public Library, 4100 Montrose, Houston, Texas, 77006, at 12:30 p.m.

### PUBLIC COMMENTS

The following person, in addition to District staff, board members and consultants, attended the hearing: None.

### TESTIMONY

The Chief Hearing Examiner asked if any persons present desired to be designated as a party to this proceeding. The Montrose Management District was granted party status and was represented by Amanda K. Edwards, attorney for the District.

The following persons were called by the District and presented formal evidence and testimony: Josh Hawes (of Hawes Hill Calderon LLP), Director of Community Services and Public Safety of the District and Pat Hall of Equi-Tax. No other person requested to present formal evidence and testimony.

#### Josh Hawes, Director of Community Services and Public Safety of the District

Mr. Hawes explained the District's Service Plan, the method and rate of assessment and the purpose for the supplemental assessment roll. He explained that certain properties had Construction Improvements and that the values of those properties had increased by at least 25% from the value last year. He identified and explained several documents relating to the authority of the District to levy assessments and provide services and improvements, copies of which are attached hereto entitled "Documentary Evidence", and such documents were admitted into evidence during the hearing. He testified in favor of supplementing the assessment roll with the Construction Improvements. Mr. Hawes stated that he believed that all properties in the District receive a benefit from the District's services and improvement projects that equals or exceeds the assessment paid by the property owner.

#### Ms. Pat Hall, Equi-Tax Inc., Assessor/Collector for the District

Next, Ms. Hall identified and explained additional documents that were admitted into evidence during the hearing. A list of those documents is attached hereto entitled "Documentary Evidence." Ms. Hall testified regarding the mechanics of the assessment, the calculation of assessment rates and the determination of property values, the method of collecting assessments and the penalties for late payment of assessments. Ms. Hall also explained the reason for

supplementing the assessment roll and the method for determining which properties had Construction Improvements.

#### Others

No one else signed up to testify.

#### TEXAS LOCAL GOVERNMENT CODE REQUIREMENTS

The authority of the District to levy supplemental assessments is governed by the provisions of the Act and the Code. Sections 375.111 and 375.112 of the Code set forth the purposes for which the District may levy special assessments on property in an area based on benefit conferred by the improvements or services provided. Section 375.122 governs the authority of the District to make supplemental assessments. Section 375.113 of the Code requires a hearing, after notice is given in accordance with the provisions of Section 375.115, on the advisability of the improvements and services proposed to be provided and the assessments proposed to be levied.

The District now desires to supplement its current assessment roll with the Construction Improvements. The Order and the Code require that the Board hold a public hearing after due notice to property owners regarding such supplements to the assessment roll. The Act governs the procedure for the hearing to be held and the findings and determinations to be made by the Board in order to supplement the assessment roll. These provisions and the Order generally permit the Board to add properties to the assessment roll after making findings relating to the advisability of the improvements or services, the nature of the improvements or services, the estimated cost, the area benefitted, the method of assessment, and the method and time for payment of the assessment.

The Act contains provisions for the apportionment of costs based on special benefits, permits the Board to allow the assessments to be paid in periodic installments, and authorizes the Board to provide that delinquent assessments will be subject to penalties and bear interest.

#### ISSUES PRESENTED

Major issues presented at the hearing are as follows:

1. SHOULD THE ASSESSMENT ROLL BE SUPPLEMENTED WITH THE CONSTRUCTION IMPROVEMENTS AT THE VALUE SHOWN ON THE ROLLS OF HCAD ON JANUARY 1, 2011 AND SHOULD THE ASSESSMENT BE BASED ON 2011 HCAD VALUES?

Evidence was presented at the hearing showing that the properties with Construction Improvements will receive benefits from the services and improvements set forth in the Service Plan in excess of the assessment to be paid by property owners. Testimony was also given that it was fair, equitable and appropriate for the District to levy the Year 5 assessment against the Construction Improvements based on the 2011 HCAD certified appraised values.



I, Allen Goodlow, Chief Hearing Examiner, agree that each property with Construction Improvements will receive benefits from the services and improvements provided or to be provided by the District, which equal or exceed the assessment levied on each property during the term of the Service Plan. Further, I agree that the Year 5 assessment against the Construction Improvements should be based on 2011 HCAD certified appraised values.

I, Allen Goodlow, the Chief Hearing Examiner, recommend that the Board find from the preponderance of the evidence that: (a) the District's current assessment roll should be supplemented with the Construction Improvements shown on the supplemental assessment roll presented into evidence at the hearing (the "Supplemental Assessment Roll"), (b) the Board should levy its Year 5 assessment on the properties with Construction Improvements based on the 2011 HCAD certified appraised values in accordance with the Order, (c) all properties on the Supplemental Assessment Roll should be assessed at the same rate; (d) all properties within the District will receive benefits from all of the existing and proposed programs and improvements, (e) the properties with Construction Improvements will receive benefits that are equal to or greater than the amount assessed against such properties, and (f) HCAD values are the most appropriate and fair basis of assessment.

#### **RECOMMENDATIONS OF THE CHIEF HEARING EXAMINER**

After review of the record and for the reasons given above, the Chief Hearing Examiner makes the following recommendations to the Board:

- (a) That the Board should supplement the assessment roll with the Construction Improvements; and
- (b) That the Board should levy assessments in accordance with the Service Plan and the Order on the Construction Improvements for Year 5 based on the value of such properties shown on the certified rolls of HCAD on January 1, 2011, which is the value shown on the proposed Supplemental Assessment Roll.
- (c) That in all other respects, the Board should continue to follow the Order.

Presented this 9th day of January, 2012.

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Allen Goodlow  
Chief Hearing Examiner

DOCUMENTARY EVIDENCE

EXHIBIT	DESCRIPTION
A	Order Granting Petition; Approving a Service and Improvement and Assessment Plan; Approving an Assessment Roll; Setting an Assessment Rate for Property within the District for Year One of the District's Service and Improvement and Assessment Plan; Levying Annual Assessments against Property within the District for a Ten-Year Period Specified in the Service and Improvement Plan, Specifying the Method of Payment and the Amount of Annual Installments of the Assessment, Providing Penalties and Interest on Delinquent Assessments; and Authorizing the Collection of Assessments
B	2008-2017 Service and Improvement and Assessment Plan
C	Notice of Hearing published in the <u>Houston Business Journal</u> and Affidavit of Publication
D	Affidavit of Mailing of the Notice of the Hearing by Regular, First Class U.S. Mail
E	Unclaimed and Returned Notices from the mailing of Notice to the property owners
F	Supplemental Assessment Roll for the District

**NOTE:** See original Hearing Examiner's Report for Exhibits A - F.



MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

TO: Montrose Management District Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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7. Accept Hearing Examiner's Report and Proposal for Decision (West Service Area).

HEARING EXAMINER'S REPORT AND PROPOSAL FOR DECISION  
to be presented to the  
Board of Directors of  
the Western Service Area of the Montrose Management District

The Harris County Improvement District No. 11 (West Montrose Management District) was created by House Bill 4722, Acts of the 81st Legislature, Regular Session, 2009, and approved by the Governor on June 19, 2009, and is governed by Chapter 375, Texas Local Government Code and Chapter 3878, Texas Special Districts Local Laws Code (together, as amended, the "Act"). The Montrose Management District (the "District") is a consolidation of Harris County Improvement District No. 11 (the former West Montrose Management District) and Harris County Improvement District No. 6 (the former East Montrose Management District), which such consolidation was approved by an Order Approving Consolidation Agreement between Harris County Improvement District No. 11 and Harris County Improvement District No. 6 and Approving Consolidation, dated February 15, 2011, in accordance with State Law.

Petitions were presented to the Board of Directors of the District (the "Board") requesting the services and improvements set forth in the Service and Improvement and Assessment Plan (the "Service Plan") for the western portion of the District. The Board held a public hearing on October 21, 2010. Thereafter, on January 10, 2011, the Board adopted its "Order Granting Petition; Approving a Service and Improvement and Assessment Plan; Approving an Assessment Roll; Setting an Assessment Rate for Property within the District for Year One of the District's Service and Improvement and Assessment Plan; Levying Annual Assessments Against Property within the District for a Seven Year Period Specified in the Service and Improvement Plan; Specifying the Method of Payment and the Amount of Annual Installments of the Assessment; Providing Penalties and Interest on Delinquent Assessments; and Authorizing the Collection of Assessments" (collectively, the "Order").

The Order provides that in the years 2009-2017 the District may, after conducting a public hearing for which due notice has been given to owners of property in the District, supplement its assessment roll by adding the value of properties newly classified as commercial non-exempt or with new improvements or substantially rehabilitated improvements (a rehabilitation is substantial if the costs of such rehabilitation equal or exceed 25% of the value of the original improvement) under construction on January 1, 2010, or constructed, remodeled or rehabilitated in the District after January 1, 2010, without the need to secure a new petition from property owners within the District, at the value shown on the rolls of the Harris County Appraisal District ("HCAD") for each year. The Order further provides that assessments on improvements under construction should be based on the value of the portion of the improvement that is complete, and improvements that have been completed should be based on the value of the completed improvement as shown on the rolls of HCAD.

The District held a public hearing on December 28, 2011, regarding the advisability of levying assessments against properties with new improvements or substantially rehabilitated improvements (the "Construction Improvements") at the value shown on the rolls of HCAD on January 1, 2011, which were not included in the original assessment roll; and regarding the advisability of using the 2011 HCAD certified values as the basis for the second assessment.



Pursuant to the direction of the Board, Allen Goodlow was appointed as the Chief Hearing Examiner. The Chief Hearing Examiner conducted an administrative hearing on December 28, 2011, on the advisability of supplementing the assessment roll with Construction Improvements. Appropriate notice was given pursuant to the provisions of Chapter 375, Texas Local Government Code (the "Code"), by publishing a copy of the notice of hearing in the Houston Business Journal, a newspaper of general circulation within the District, in the November 25, 2011 issue, and by mailing copies of the notice of the hearing to the owners of property with Construction Improvements by regular, first class, U.S. Mail, at the address shown on the tax roll of HCAD, on October 1, 2011. The hearing was held at the Freed-Montrose Branch Public Library, 4100 Montrose, Houston, Texas, 77006, at 12:30 p.m.

#### PUBLIC COMMENTS

The following person, in addition to District staff, board members and consultants, attended the hearing: None.

#### TESTIMONY

The Chief Hearing Examiner asked if any persons present desired to be designated as a party to this proceeding. The Montrose Management District was granted party status and was represented by Amanda K. Edwards, attorney for the District.

The following persons were called by the District and presented formal evidence and testimony: Josh Hawes (of Hawes Hill Calderon LLP), Director of Community Services and Public Safety of the District and Pat Hall of Equi-Tax. No other person requested to present formal evidence and testimony.

#### Josh Hawes, Director of Community Services and Public Safety of the District

Mr. Hawes explained the District's Service Plan, the method and rate of assessment and the purpose for the supplemental assessment roll. He explained that certain properties had Construction Improvements and that the values of those properties had increased by at least 25% from the value last year. He identified and explained several documents relating to the authority of the District to levy assessments and provide services and improvements, copies of which are attached hereto entitled "Documentary Evidence", and such documents were admitted into evidence during the hearing. He testified in favor of supplementing the assessment roll with the Construction Improvements. Mr. Hawes stated that he believed that all properties in the District receive a benefit from the District's services and improvement projects that equals or exceeds the assessment paid by the property owner.

#### Ms. Pat Hall, Equi-Tax Inc., Assessor/Collector for the District

Next, Ms. Hall identified and explained additional documents that were admitted into evidence during the hearing. A list of those documents is attached hereto entitled "Documentary Evidence." Ms. Hall testified regarding the mechanics of the assessment, the calculation of assessment rates and the determination of property values, the method of collecting assessments and the penalties for late payment of assessments. Ms. Hall also explained the reason for



supplementing the assessment roll and the method for determining which properties had Construction Improvements.

#### Others

No one else signed up to testify.

#### TEXAS LOCAL GOVERNMENT CODE REQUIREMENTS

The authority of the District to levy supplemental assessments is governed by the provisions of the Act and the Code. Sections 375.111 and 375.112 of the Code set forth the purposes for which the District may levy special assessments on property in an area based on benefit conferred by the improvements or services provided. Section 375.122 governs the authority of the District to make supplemental assessments. Section 375.113 of the Code requires a hearing, after notice is given in accordance with the provisions of Section 375.115, on the advisability of the improvements and services proposed to be provided and the assessments proposed to be levied.

The District now desires to supplement its current assessment roll with the Construction Improvements. The Order and the Code require that the Board hold a public hearing after due notice to property owners regarding such supplements to the assessment roll. The Act governs the procedure for the hearing to be held and the findings and determinations to be made by the Board in order to supplement the assessment roll. These provisions and the Order generally permit the Board to add properties to the assessment roll after making findings relating to the advisability of the improvements or services, the nature of the improvements or services, the estimated cost, the area benefitted, the method of assessment, and the method and time for payment of the assessment.

The Act contains provisions for the apportionment of costs based on special benefits, permits the Board to allow the assessments to be paid in periodic installments, and authorizes the Board to provide that delinquent assessments will be subject to penalties and bear interest.

#### ISSUES PRESENTED

Major issues presented at the hearing are as follows:

1. SHOULD THE ASSESSMENT ROLL BE SUPPLEMENTED WITH THE CONSTRUCTION IMPROVEMENTS AT THE VALUE SHOWN ON THE ROLLS OF HCAD ON JANUARY 1, 2011 AND SHOULD THE ASSESSMENT BE BASED ON 2011 HCAD VALUES?

Evidence was presented at the hearing showing that the properties with Construction Improvements will receive benefits from the services and improvements set forth in the Service Plan in excess of the assessment to be paid by property owners. Testimony was also given that it was fair, equitable and appropriate for the District to levy the second assessment against the Construction Improvements based on the 2011 HCAD certified appraised values.

I, Allen Goodlow, Chief Hearing Examiner, agree that each property with Construction Improvements will receive benefits from the services and improvements provided or to be provided by the District, which equal or exceed the assessment levied on each property during the term of the Service Plan. Further, I agree that the second assessment against the Construction Improvements should be based on 2011 HCAD certified appraised values.

I, Allen Goodlow, the Chief Hearing Examiner, recommend that the Board find from the preponderance of the evidence that: (a) the District's current assessment roll should be supplemented with the Construction Improvements shown on the supplemental assessment roll presented into evidence at the hearing (the "Supplemental Assessment Roll"), (b) the Board should levy its second assessment on the properties with Construction Improvements based on the 2011 HCAD certified appraised values in accordance with the Order, (c) all properties on the Supplemental Assessment Roll should be assessed at the same rate; (d) all properties within the District will receive benefits from all of the existing and proposed programs and improvements, (e) the properties with Construction Improvements will receive benefits that are equal to or greater than the amount assessed against such properties, and (f) HCAD values are the most appropriate and fair basis of assessment.

#### **RECOMMENDATIONS OF THE CHIEF HEARING EXAMINER**

After review of the record and for the reasons given above, the Chief Hearing Examiner makes the following recommendations to the Board:

- (a) That the Board should supplement the assessment roll with the Construction Improvements; and
- (b) That the Board should levy the second assessments in accordance with the Service Plan and the Order on the Construction Improvements for Year 4 based on the value of such properties shown on the certified rolls of HCAD on January 1, 2011, which is the value shown on the proposed Supplemental Assessment Roll.
- (c) That in all other respects, the Board should continue to follow the Order.

Presented this 9th day of January, 2012.

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Allen Goodlow  
Chief Hearing Examiner



DOCUMENTARY EVIDENCE

EXHIBIT	DESCRIPTION
A	Order Granting Petition; Approving a Service and Improvement and Assessment Plan; Approving an Assessment Roll; Setting an Assessment Rate for Property within the District for Year One of the District's Service and Improvement and Assessment Plan; Levying Annual Assessments against Property within the District for a Seven-Year Period Specified in the Service and Improvement Plan, Specifying the Method of Payment and the Amount of Annual Installments of the Assessment, Providing Penalties and Interest on Delinquent Assessments; and Authorizing the Collection of Assessments
B	2009-2017 Service and Improvement and Assessment Plan
C	Notice of Hearing published in the <u>Houston Business Journal</u> and Affidavit of Publication
D	Affidavit of Mailing of the Notice of the Hearing by Regular, First Class U.S. Mail
E	Unclaimed and Returned Notices from the mailing of Notice to the property owners
F	Supplemental Assessment Roll for the District

**NOTE:** See original Hearing Examiner's Report for Exhibits A - F.

MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

TO: Montrose Management District Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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8. Adopt Order Setting the Rate of Assessment for All Properties on the District's Assessment Roll for Year Five of the District's Service Plan (East Service Area).

ORDER SETTING THE RATE OF ASSESSMENT FOR ALL PROPERTIES  
ON THE DISTRICT'S ASSESSMENT ROLL FOR YEAR FIVE OF THE  
DISTRICT'S SERVICE PLAN (EASTERN SERVICE AREA)

WHEREAS, the Harris County Improvement District No. 6 was legally created by House Bill 3518, Act of the 79<sup>th</sup> Legislature, Regular Session, 2005 and approved by the Governor on June 17, 2005, and is governed by Chapters 375, Texas Local Government Code, and Chapter 3843, Texas Special Districts Local Laws Code (together, as amended ("the Governing Laws")). The Montrose Management District (the "District") is a consolidation of Harris County Improvement District No. 11 (the former West Montrose Management District) and Harris County Improvement District No. 6 (the former East Montrose Management District), which such consolidation was approved by an Order Approving Consolidation Agreement between Harris County Improvement District No. 11 and Harris County Improvement District No. 6 and Approving Consolidation, dated February 15, 2011, in accordance with State Law; and

WHEREAS, after appropriate notice was given pursuant to the provisions of the Governing Laws, the Board of Directors of the District (the "Board"), held a public hearing (the "Hearing") on March 19, 2008, on the advisability of the District providing services and improvement projects (the "Projects") described in the 2008-2017 Service and Improvement and Assessment Plan (the "Service Plan"), the nature and cost of the Projects, the area and property to be benefited by the Projects, the amount of the benefit and the proposed time, method and amount of assessments to pay for the Projects; and

WHEREAS, the Board, at a duly called meeting held on April 16, 2008, adopted an order (the "Original Order") approving the Service Plan, an assessment roll for the District, the levy of ten annual assessments, and other related matters; and

WHEREAS, the Original Order provided that the Board may vary the rate of assessment for subsequent years from the rate adopted for Year 1 of the Service Plan, provided that in no year may the rate be more than \$0.1250 per \$100 assessed valuation; and

WHEREAS, the Board desires to set the rate of assessment for Year 5 of the Service Plan for all properties on the District's assessment roll.

NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF DIRECTORS OF THE MONTROSE MANAGEMENT DISTRICT THAT:

Assessment Rate for the Year 5. The rate of assessment for Year 5 of the Service Plan for the eastern portion of the District for all properties shown on the assessment roll is hereby set at \$0.1250 per \$100 of assessed valuation.

Method of Assessment; Caps. The District hereby assesses the properties shown on the District's assessment roll on the basis of the 2011 certified taxable values as shown on the appraisal rolls of the Harris County Appraisal District; and the total dollar assessment for each property is hereby capped at twice the total assessment on such property for the first year such property is assessed under the Service Plan.



Due Date. The fifth installment of the District's assessment shall be due and payable prior to February 1, 2012. Any assessment not paid by February 1, 2012, will be delinquent. All delinquent assessments shall incur penalties and interest as provided in the Original Order. There will be no split payment of assessments or discounts for the early payment of assessments.

Collection of Assessments. Equi-Tax, Inc., the District's Assessor/Collector, is hereby authorized and directed to collect the assessments on behalf of the District and to take all necessary actions in connection therewith. The procedures for the collection of assessments, for the calculation and imposition of penalties and interest, and for the enforcement of assessments, penalties and interest through a lien against the property assessed contained in the Original Order are hereby confirmed and ratified.

Filing with Harris County and TCEQ. The District's employees and legal counsel are hereby authorized to file all documents regarding the District's assessment rate that are required to be filed with Harris County and the Texas Commission on Environmental Quality ("TCEQ").

Ratification of Prior Action. All action not inconsistent with this order previously taken by the Board, the District, or by the District's employees or Assessor/Collector in connection with the matters set forth herein is hereby ratified, approved and confirmed.

(Signature Page Follows)

PASSED, APPROVED AND ADOPTED this 9th day of January, 2012.

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Chairman, Board of Directors  
Montrose Management District

ATTEST:

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Secretary, Board of Directors  
Montrose Management District

(SEAL)

CERTIFICATE FOR ORDER

THE STATE OF TEXAS     §  
                                      §  
COUNTY OF HARRIS     §

I, the undersigned officer of the Board of Directors of the Montrose Management District, do hereby certify as follows:

1.     The Board of Directors of the Montrose Management District convened in regular session on \_\_\_\_\_, 2012, inside the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Claude Wynn	Chairman
Randy Mitchmore	Vice Chairman
Cassie Stinson	Secretary
Brad Nagar	Assistant Secretary
Kathy Hubbard	Treasurer
Michael Grover	Director
Tom Fricke	Director
Tammy Manning	Director
Allen Ueckert	Director
David Robinson	Director
Gary Wingfield	Director
David Robinson	Director
Randall Ellis	Director
Michael Carter	Director
Robert Jara	Director
Marchris Robinson	Director

and all of said persons were present except Directors \_\_\_\_\_, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting: a written

ORDER SETTING THE RATE OF ASSESSMENT FOR ALL PROPERTIES  
ON THE DISTRICT'S ASSESSMENT ROLL FOR YEAR FOUR  
OF THE DISTRICT'S SERVICE PLAN

was introduced for the consideration of the Board. It was then duly moved and seconded that the Order be adopted; and, after due discussion, the motion, carrying with it the adoption of the Order, prevailed and carried unanimously.

2.     That a true, full and correct copy of the aforesaid Order adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; that the Order has been duly recorded in the Board's minutes of the meeting; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Board as indicated therein; that each of the officers and members of the Board



was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid meeting, and that the Order would be introduced and considered for adoption at the meeting, and each of the officers and members consented, in advance, to the holding of the meeting for such purpose; that the meeting was open to the public as required by law; and that public notice of the time, place and subject of the meeting was given as required by Chapter 551, Texas Government Code.

SIGNED AND SEALED on the 9th day of January, 2012.

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Secretary, Board of Directors  
Montrose Management District

(SEAL)

MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

TO: Montrose Management District Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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9. Adopt Order Setting the Rate of Assessment for All Properties on the District's Assessment Roll for Year Two of the District's Service Plan (West Service Area).

ORDER SETTING THE RATE OF ASSESSMENT FOR ALL PROPERTIES  
ON THE DISTRICT'S ASSESSMENT ROLL FOR YEAR FOUR OF THE  
DISTRICT'S SERVICE PLAN (WESTERN SERVICE AREA)

WHEREAS, the Harris County Improvement District No. 11 (West Montrose Management District) was created by House Bill 4722, Acts of the 81st Legislature, Regular Session, 2009, and approved by the Governor on June 19, 2009, and is governed by Chapter 375, Texas Local Government Code and Chapter 3878, Texas Special Districts Local Laws Code (together, as amended, the "Act"). The Montrose Management District (the "District") is a consolidation of Harris County Improvement District No. 11 (the former West Montrose Management District) and Harris County Improvement District No. 6 (the former East Montrose Management District), which such consolidation was approved by an Order Approving Consolidation Agreement between Harris County Improvement District No. 11 and Harris County Improvement District No. 6 and Approving Consolidation, dated February 15, 2011, in accordance with State Law; and

WHEREAS, after appropriate notice was given pursuant to the provisions of the Governing Laws, the Board of Directors of the District (the "Board"), held a public hearing (the "Hearing") on January 10, 2011, on the advisability of the District providing services and improvement projects (the "Projects") described in the 2009-2017 Service and Improvement and Assessment Plan (the "Service Plan"), the nature and cost of the Projects, the area and property to be benefited by the Projects, the amount of the benefit and the proposed time, method and amount of assessments to pay for the Projects; and

WHEREAS, the Board, at a duly called meeting held on January 10, 2011, adopted an order (the "Original Order") approving the Service Plan, an assessment roll for the District, the levy of ten annual assessments, and other related matters; and

WHEREAS, the Original Order provided that the Board may vary the rate of assessment for subsequent years from the rate adopted for Year 3 of the Service Plan, provided that in no year may the rate be more than \$0.1250 per \$100 assessed valuation; and

WHEREAS, the Board desires to set the rate of assessment for Year 4 of the Service Plan for all properties on the District's assessment roll.

NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF DIRECTORS OF THE MONTROSE MANAGEMENT DISTRICT THAT:

Assessment Rate. The rate of assessment for Year 4 of the Service Plan for the western portion of the District for all properties shown on the assessment roll is hereby set at \$0.1250 per \$100 of assessed valuation.

Method of Assessment; Caps. The District hereby assesses the properties shown on the District's assessment roll on the basis of the 2011 certified taxable values as shown on the appraisal rolls of the Harris County Appraisal District; and the total dollar assessment for each property is hereby capped at twice the total assessment on such property for the first year such property is assessed under the Service Plan.



Due Date. The second installment of the District's assessment shall be due and payable prior to February 1, 2012. Any assessment not paid prior to February 1, 2012, will be delinquent. All delinquent assessments shall incur penalties and interest as provided in the Original Order. There will be no split payment of assessments or discounts for the early payment of assessments.

Collection of Assessments. Equi-Tax, Inc., the District's Assessor/Collector, is hereby authorized and directed to collect the assessments on behalf of the District and to take all necessary actions in connection therewith. The procedures for the collection of assessments, for the calculation and imposition of penalties and interest, and for the enforcement of assessments, penalties and interest through a lien against the property assessed contained in the Original Order are hereby confirmed and ratified.

Filing with Harris County and TCEQ. The District's employees and legal counsel are hereby authorized to file all documents regarding the District's assessment rate that are required to be filed with Harris County and the Texas Commission on Environmental Quality ("TCEQ").

Ratification of Prior Action. All action not inconsistent with this order previously taken by the Board, the District, or by the District's employees or Assessor/Collector in connection with the matters set forth herein is hereby ratified, approved and confirmed.

(Signature Page Follows)

PASSED, APPROVED AND ADOPTED this 9th day of January, 2012.

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Chairman, Board of Directors  
Montrose Management District

ATTEST:

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Secretary, Board of Directors  
Montrose Management District

(SEAL)

CERTIFICATE FOR ORDER

THE STATE OF TEXAS     §  
                                      §  
COUNTY OF HARRIS     §

I, the undersigned officer of the Board of Directors of the Montrose Management District, do hereby certify as follows:

1. The Board of Directors of the Montrose Management District convened in regular session on \_\_\_\_\_, 2012, inside the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Claude Wynn	Chairman
Randy Mitchmore	Vice Chairman
Cassie Stinson	Secretary
Brad Nagar	Assistant Secretary
Kathy Hubbard	Treasurer
Michael Grover	Director
Tom Fricke	Director
Tammy Manning	Director
Allen Ueckert	Director
David Robinson	Director
Gary Wingfield	Director
David Robinson	Director
Randall Ellis	Director
Michael Carter	Director
Robert Jara	Director
Marchris Robinson	Director

and all of said persons were present except Directors \_\_\_\_\_, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting: a written

ORDER SETTING THE RATE OF ASSESSMENT FOR ALL PROPERTIES  
ON THE DISTRICT'S ASSESSMENT ROLL FOR YEAR FOUR  
OF THE DISTRICT'S SERVICE PLAN

was introduced for the consideration of the Board. It was then duly moved and seconded that the Order be adopted; and, after due discussion, the motion, carrying with it the adoption of the Order, prevailed and carried unanimously.

2. That a true, full and correct copy of the aforesaid Order adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; that the Order has been duly recorded in the Board's minutes of the meeting; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Board as indicated therein; that each of the officers and members of the Board



was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid meeting, and that the Order would be introduced and considered for adoption at the meeting, and each of the officers and members consented, in advance, to the holding of the meeting for such purpose; that the meeting was open to the public as required by law; and that public notice of the time, place and subject of the meeting was given as required by Chapter 551, Texas Government Code.

SIGNED AND SEALED on the 9th day of January, 2012.

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Secretary, Board of Directors  
Montrose Management District

(SEAL)

MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

TO: Montrose Management District Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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10. Adopt Order Supplementing the Assessment Roll for the Montrose Management District and Levying Assessments Against the Property on the Supplemental Assessment Roll (East Service Area).

ORDER SUPPLEMENTING THE ASSESSMENT ROLL FOR THE  
MONTROSE MANAGEMENT DISTRICT AND LEVYING ASSESSMENTS  
AGAINST THE PROPERTY ON THE SUPPLEMENTAL ASSESSMENT  
ROLL (EASTERN SERVICE AREA)

WHEREAS, the Harris County Improvement District No. 6 was created by House Bill 3518, Acts of the 79th Legislature, Regular Session, 2005, and approved by the Governor on June 17, 2005, and is governed by Chapter 375, Texas Local Government Code, as amended, and Chapter 3843, Texas Special Districts Local Laws Code (together, as amended, the "Act"). The Montrose Management District (the "District") is a consolidation of Harris County Improvement District No. 11 (the former West Montrose Management District) and Harris County Improvement District No. 6 (the former East Montrose Management District), which such consolidation was approved by an Order Approving Consolidation Agreement between Harris County Improvement District No. 11 and Harris County Improvement District No. 6 and Approving Consolidation, dated February 15, 2011, in accordance with State Law.

WHEREAS, in accordance with the Act, petitions (the "Petitions") were presented to the Board of Directors of the District (the "Board") requesting the District to provide services and improvements as described in the 2008-2017 Service and Improvement and Assessment Plan (the "Service Plan") for the eastern portion of the District; and

WHEREAS, after the issuance of proper notice pursuant to the Act, the District held a public hearing on the Petitions on March 19, 2008, to give property owners an opportunity to question and/or contest the granting of the Petitions; and

WHEREAS, on April 16, 2008, the Board adopted its Order Granting Petition; Approving a Service Plan; Approving an Assessment Roll; Setting an Assessment Rate for Property within the District For Year One of the District's Service and Improvement and Assessment Plan; Levying Annual Assessments Against Property within the District for a Ten-Year Period; Specifying the Method of Payment and the Amount of Annual Installments of the Assessment; Providing Penalties and Interest on Delinquent Assessments; and Authorizing the Collection of Assessments" (the "Original Order"); and

WHEREAS, the Act and the Original Order provides that the District may add to its assessment roll properties that are eligible for assessment that were not on the prior year's assessment roll, and properties with new improvements or substantially rehabilitated improvements (a rehabilitation is substantial if the costs of such rehabilitation equal or exceed 25% of the value of the original improvement) (the "Construction Improvements") at the value shown on the tax rolls of the Harris County Appraisal District ("HCAD") for each year; and

WHEREAS, the District's Assessor/Collector prepared a supplemental assessment roll (the "Supplemental Assessment Roll") with the Construction Improvements at the value shown on the tax rolls of HCAD on January 1, 2011; and

WHEREAS, after giving notice in accordance with the requirements of the Act, the District held a public hearing (the "Hearing") on December 28, 2011, on the advisability of adding the Construction Improvements to the District's assessment roll at the value shown on the



tax rolls of HCAD on January 1, 2011 and levying the Year 5 assessment against the properties with Construction Improvements based on the 2011 HCAD values; and

WHEREAS, following the Hearing, the Chief Hearing Examiner presented his report to the Board; and

WHEREAS, the Board desires to accept the Hearing Examiner's Report and Proposal for Decision (the "Hearing Examiner's Report"); and

WHEREAS, the Board desires to add to its assessment roll those properties with Construction Improvements at the value shown on the tax rolls of HCAD on January 1, 2011, and levy the Year 5 assessment against such properties based on the 2011 HCAD values; and

### **OFFICIAL NOTICE OF CERTAIN MATTERS**

The Board hereby orders that official notice be taken and that all persons, entities, and parties be on notice of and that the official record of the proceedings of the Hearing includes:

1. All memoranda and reports of the staff and of consultants to the District and documents of the District prepared and dated as of or prior to the date of such hearing and relating to the Petition, the District, the Service Plan, the levy of assessments, the Original Assessment Roll (as hereinafter defined) and supplementing the Original Assessment Roll with the Supplemental Assessment Roll, the basis of assessment and the subject matter of such hearing;
2. The status of The Houston Business Journal as a newspaper of general circulation within the county in which the District is located;
3. All petitions, certificates, orders, resolutions, reports, and related documents and data submitted to and on file with the District and Board relating to the hearing, the District's Service Plan, assessment roll and the proposed levy of assessments; and
4. The tax rolls of the Harris County Appraisal District for the Year 2011, the value of property on the tax roll and the owners of property and their addresses on the tax roll.

There was submitted for the record and as evidence of the matters therein contained, an affidavit of publication of notice of the hearing in The Houston Business Journal, with such publication occurring on November 25, 2011, which is at least thirty (30) days prior to the date of such hearing, as required by the Act.

There was also submitted evidence that notice was mailed by regular, first class U. S. Mail on November 25, 2011, which is at least thirty (30) days prior to the date of such hearing, as required by the Act, to each owner of property with Construction Improvements in the District subject to assessment at the address of such property owner as reflected on the most recent tax rolls of Harris County, Texas, such evidence including return receipts and returned notices of those persons who failed to accept or receive the notice of hearing.

## **FINDINGS OF FACT**

In consideration of all issues of fact and law relative to the aforesaid hearing, the Board rules and makes the following Findings of Fact:

1. All petitions, resolutions, orders, and related documents and data required pursuant to the Act and to the Code, and of the District have been duly and timely submitted to and filed with the District.
2. By order of the Board, the time, date, subject, and place of the hearing before the Hearing Examiners was set for December 28, 2011, at 12:30 p.m. at the Freed-Montrose Branch Public Library, 4100 Montrose, Houston, Texas, 77006.
3. Notice of the Hearing (the "Notice") was given in accordance with the Act by publishing a copy of the Notice in The Houston Business Journal, a newspaper of general circulation in Harris County, Texas, on November 25, 2011, a date not later than thirty (30) days before the date of the hearing, and by mailing a copy of the Notice by regular, first class U. S. Mail on November 25, 2011, a date not later than thirty (30) days before the date of the Hearing, to each owner of property with Construction Improvements in the District at the current address of such property owner as shown on the Harris County Appraisal District tax roll.
4. The Service Plan and the Original Order authorize the District to supplement the assessment roll approved by the Original Order (the "Original Assessment Roll") without need for a further petition, provided that a public hearing is held in compliance with all requirements of the Act.
5. The Original Assessment Roll, as supplemented by the Supplemental Assessment Roll, (the "2011 Assessment Roll") should be approved as the assessment roll for the District.
6. That there should be levied against all properties shown on the Supplemental Assessment Roll for Year 5 of the Service Plan, an assessment for services and improvements in accordance with the Petition, the Service Plan and the Original Order.
7. All of the real property in the District, which is being assessed by the Board in the amount shown on the 2011 Assessment Roll, will be benefited by the services and improvements proposed to be provided by the District in the Service Plan, and each parcel of real property will receive special benefits in each year equal to or greater than the amount assessed, and will receive special benefits during the term of the Service Plan in an amount equal to or greater than the total amount assessed during the term of the Service Plan.
8. The cost of providing services and improvements for the District, as shown in the Service Plan, on the basis of the value of property as shown on the tax rolls of the Harris County Appraisal District and as shown on the 2011 Assessment Roll results in imposing equal shares of the cost on property similarly benefited, and results in a reasonable classification and formula for the apportionment of costs of



the various classes of services and improvements proposed to be provided in the Service Plan to the benefited property within the District.

9. The Board, pursuant to the Original Order, levied one annual assessment for the year 2008 against all properties shown on the District's assessment roll. The Board subsequently levied an annual assessment for the year 2010 against all properties shown on the District's assessment roll.
10. The provisions relating to due and delinquency dates for assessments, interest, and penalties on delinquent assessments, and procedures in connection with the Original Order with the imposition and collection of assessments as set forth in the Service Plan should be approved and continued and will expedite collection of the assessments in a timely manner in order to provide the services and improvements needed and required for the District as described with the Service Plan.
11. That the recitations, objectives, goals, costs, programs, and conclusions set forth in the Service Plan are found to be true and correct and will benefit the District and the properties within the District, including the Construction Improvements, as determined and set forth in the Service Plan.
12. The Board finds that it is advisable for the improvements and services set forth in the Service Plan be provided to properties within the District, including the Construction Improvements, during the term set forth in the Service Plan.
13. That the matters, facts, and recommendations of the Hearing Examiner's Report and Proposal for Decision are found to be true and correct.

### **CONCLUSIONS OF LAW**

The District has met all requirements of the Act necessary to supplement the Original Assessment Roll with the Supplemental Assessment Roll and levy assessments on the properties with Construction Improvements, and the Hearing Examiner's Report and the Supplemental Assessment Roll should be approved.

1. The public hearing of the District on the advisability of the District supplementing the Original Assessment Roll with the Construction Improvements and levying an assessment against such properties based on the 2011 HCAD certified appraised values, was held and all necessary and appropriate notice thereof was given under the authority of and in accordance with the provisions of the Act.
2. The Board is authorized to supplement the Original Assessment Roll, to conduct the Hearing, and to levy assessments for services and improvements in accordance with the Petition and the Original Order.
3. In order to accomplish and effectuate the purposes for which the District was created as set forth in the Act, the Hearing Examiner's Report should be approved in its entirety, the 2011 Assessment Roll should be approved and the assessment on properties with Construction Improvements should be levied by the Board for Year 5 based on the 2011 HCAD certified appraised values of such properties.



4. The method of apportioning costs on the basis of valuation of property as shown on the tax rolls of the Harris County Appraisal District for services and improvements will result in the reasonable apportionment of the costs and in imposing equal shares of the costs of the Service Plan on properties similarly benefited and results in a reasonable classification and formula for the apportionment of the costs of the various classes of services and improvements proposed to be provided to the benefited property within the District.

NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF DIRECTORS OF MONTROSE MANAGEMENT DISTRICT THAT:

Section 1. Findings and Adoption of Hearing Examiner's Report. The recitals, findings of fact and conclusions of law in the preamble of this Order are hereby found and determined to be true and correct. The matters, facts, and recommendations of the Hearing Examiner's Report, which is attached hereto as Exhibit A, are hereby accepted and the Hearing Examiner's Report and Proposal for Decision is hereby approved.

Section 2. Assessment Roll. The Original Assessment Roll is hereby supplemented with the Construction Improvements shown on the Supplemental Assessment Roll. The 2011 Assessment Roll is hereby approved as the assessment roll of the District. The 2011 Assessment Roll as approved is incorporated in this Order by reference.

Section 3. Levy of Assessments on Construction Improvements. The Board hereby levies upon the Construction Improvements shown on the Supplemental Assessment Roll an assessment for Year 5 at the rate of \$0.125 per \$100 assessed valuation, which rate was adopted by the Board on January 9, 2012.

Section 4. Collection of Assessments. Equi-Tax, Inc., the District's Assessor/Collector, is hereby authorized and directed to collect the assessments on behalf of the District and to take all necessary actions in connection therewith. The procedures for the collection of assessments, for the calculation and imposition of penalties and interest, and for the enforcement of assessments, penalties and interest through a lien against the property assessed, contained in the Original Order are hereby confirmed.

Section 5. Severability. If any provision, section, subsection, sentence, clause, or phrase of this Order, or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, void, or invalid, the validity of the remaining portions of this Order or their application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the Board in adopting this Order that no portion hereof, or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality, voidness, or invalidity of any other portion hereof, and all provisions of this Order are declared to be severable for that purpose.

Section 6. Notice. The Board officially finds, determines, recites, and declares that sufficient written notices of the date, hour, place, and subject of this meeting of the Board were posted at places convenient to the public at the Harris County Clerk's Office and in the District for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code, and that this meeting has been open to the public as required by law at all times during which this Order and the subject matter thereof has been

discussed, considered, and formally acted upon. The Board further ratifies, approves, and confirms such written notice and the contents and posting thereof.

[Signature Page Follows]

PASSED AND ADOPTED this 9th day of January, 2012.

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Chairman, Board of Directors  
Montrose Management District

ATTEST:

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Secretary, Board of Directors  
Montrose Management District

(SEAL)



Exhibit A - Hearings Examiner's Report and Proposal for Decision

CERTIFICATE FOR ORDER

THE STATE OF TEXAS

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§

COUNTY OF HARRIS

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I, the undersigned officer of the Board of Directors of the Montrose Management District, do hereby certify as follows:

1. The Board of Directors of the Montrose Management District convened in regular session on \_\_\_\_\_, 2012, inside the boundaries of the District, and the roll was called of the duly constituted members of said Board, to-wit:

Claude Wynn	Chairman
Randy Mitchmore	Vice Chairman
Cassie Stinson	Secretary
Brad Nagar	Assistant Secretary
Kathy Hubbard	Treasurer
Michael Grover	Director
Tom Fricke	Director
Tammy Manning	Director
Allen Ueckert	Director
David Robinson	Director
Gary Wingfield	Director
David Robinson	Director
Randall Ellis	Director
Michael Carter	Director
Robert Jara	Director
Marchris Robinson	Director

and all of said persons were present except Directors \_\_\_\_\_ thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting: a written

ORDER SUPPLEMENTING THE ASSESSMENT ROLL FOR MONTROSE MANAGEMENT DISTRICT AND LEVYING ASSESSMENTS AGAINST THE PROPERTIES ON THE SUPPLEMENTAL ASSESSMENT ROLL (EASTERN SERVICE AREA)

was introduced for the consideration of the Board. It was then duly moved and seconded that the Order be adopted; and, after due discussion, the motion, carrying with it the adoption of the Order, prevailed and carried unanimously.

2. That a true, full and correct copy of the aforesaid Order adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; that the Order has been duly recorded in the Board's minutes of the meeting; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Board as indicated therein; that each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place and

purpose of the aforesaid meeting, and that the Order would be introduced and considered for adoption at the meeting, and each of the officers and members consented, in advance, to the holding of the meeting for such purpose; that the meeting was open to the public as required by law; and that public notice of the time, place and subject of the meeting was given as required by Chapter 551, Texas Government Code, and Section 49.063, Texas Water Code.



SIGNED AND SEALED on the 9th day of January, 2012.

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Secretary, Board of Directors  
Montrose Management District

(SEAL)

MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

TO: Montrose Management District Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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11. Adopt Order Supplementing the Assessment Roll for the Montrose Management District and Levying Assessments Against the Property on the Supplemental Assessment Roll (West Service Area).

ORDER SUPPLEMENTING THE ASSESSMENT ROLL FOR THE  
MONTROSE MANAGEMENT DISTRICT AND LEVYING ASSESSMENTS  
AGAINST THE PROPERTY ON THE SUPPLEMENTAL ASSESSMENT  
ROLL (WESTERN SERVICE AREA)

WHEREAS, the Harris County Improvement District No. 11 (West Montrose Management District) was created by House Bill 4722, Acts of the 81st Legislature, Regular Session, 2009, and approved by the Governor on June 19, 2009, and is governed by Chapter 375, Texas Local Government Code and Chapter 3878, Texas Special Districts Local Laws Code (together, as amended, the "Act"). The Montrose Management District (the "District") is a consolidation of Harris County Improvement District No. 11 (the former West Montrose Management District) and Harris County Improvement District No. 6 (the former East Montrose Management District), which such consolidation was approved by an Order Approving Consolidation Agreement between Harris County Improvement District No. 11 and Harris County Improvement District No. 6 and Approving Consolidation, dated February 15, 2011, in accordance with State Law.

WHEREAS, in accordance with the Act, petitions (the "Petitions") were presented to the Board of Directors of the District (the "Board") requesting the District to provide services and improvements as described in the 2009-2017 Service and Improvement and Assessment Plan (the "Service Plan") for the western portion of the District; and

WHEREAS, after the issuance of proper notice pursuant to the Act, the District held a public hearing on the Petitions on October 21, 2010, to give property owners an opportunity to question and/or contest the granting of the Petitions; and

WHEREAS, on January 10, 2011, the Board adopted its Order Granting Petition; Approving a Service and Improvement and Assessment Plan; Approving an Assessment Roll; Setting an Assessment Rate for Property within the District For Year 3 of the District's Service and Improvement and Assessment Plan; Levying Annual Assessments Against Property within the District for a Seven Year Period Specified in the Service and Improvement Plan, Specifying the Method of Payment and the Amount of Annual Installments of the Assessment; Providing Penalties and Interest on Delinquent Assessments; and Authorizing the Collection of Assessments" (the "Original Order"); and

WHEREAS, the Act and the Original Order provides that the District may add to its assessment roll properties that are eligible for assessment that were not on the prior year's assessment roll, and properties with new improvements or substantially rehabilitated improvements (a rehabilitation is substantial if the costs of such rehabilitation equal or exceed 25% of the value of the original improvement) (the "Construction Improvements") at the value shown on the tax rolls of the Harris County Appraisal District ("HCAD") for each year; and

WHEREAS, the District's Assessor/Collector prepared a supplemental assessment roll (the "Supplemental Assessment Roll") with the Construction Improvements at the value shown on the tax rolls of HCAD on January 1, 2011; and

WHEREAS, after giving notice in accordance with the requirements of the Act, the District held a public hearing (the "Hearing") on December 28, 2011, on the advisability of



adding the Construction Improvements to the District's assessment roll at the value shown on the tax rolls of HCAD on January 1, 2011 and levying the second assessment against the properties with Construction Improvements based on the 2011 HCAD values; and

WHEREAS, following the Hearing, the Chief Hearing Examiner presented his report to the Board; and

WHEREAS, the Board desires to accept the Hearing Examiner's Report and Proposal for Decision (the "Hearing Examiner's Report"); and

WHEREAS, the Board desires to add to its assessment roll those properties with Construction Improvements at the value shown on the tax rolls of HCAD on January 1, 2011, and levy the second assessment against such properties based on the 2011 HCAD values; Now therefore,

### **OFFICIAL NOTICE OF CERTAIN MATTERS**

The Board hereby orders that official notice be taken and that all persons, entities, and parties be on notice of and that the official record of the proceedings of the Hearing includes:

1. All memoranda and reports of the staff and of consultants to the District and documents of the District prepared and dated as of or prior to the date of such hearing and relating to the Petition, the District, the Service Plan, the levy of assessments, the Original Assessment Roll (as hereinafter defined) and supplementing the Original Assessment Roll with the Supplemental Assessment Roll, the basis of assessment and the subject matter of such hearing;
2. The status of the Houston Business Journal as a newspaper of general circulation within the county in which the District is located;
3. All petitions, certificates, orders, resolutions, reports, and related documents and data submitted to and on file with the District and Board relating to the hearing, the District's Service Plan, assessment roll and the proposed levy of assessments; and
4. The tax rolls of the Harris County Appraisal District for the Year 2011, the value of property on the tax roll and the owners of property and their addresses on the tax roll.

There was submitted for the record and as evidence of the matters therein contained, an affidavit of publication of notice of the hearing in the Houston Business Journal, with such publication occurring on November 25, 2011, which is at least thirty (30) days prior to the date of such hearing, as required by the Act.

There was also submitted evidence that notice was mailed by regular, first class U. S. Mail on November 25, 2011, which is at least thirty (30) days prior to the date of such hearing, as required by the Act, to each owner of property with Construction Improvements in the District subject to assessment at the address of such property owner as reflected on the most recent tax rolls of Harris County, Texas, such evidence including return receipts and returned notices of those persons who failed to accept or receive the notice of hearing.

## **FINDINGS OF FACT**

In consideration of all issues of fact and law relative to the aforesaid hearing, the Board rules and makes the following Findings of Fact:

1. All petitions, resolutions, orders, and related documents and data required pursuant to the Act and to the Code, and of the District have been duly and timely submitted to and filed with the District.
2. By order of the Board, the time, date, subject, and place of the hearing before the Hearing Examiners was set for December 28, 2011, at 12:30 p.m. at the Freed-Montrose Branch Public Library, 4100 Montrose, Houston, Texas, 77006.
3. Notice of the Hearing (the "Notice") was given in accordance with the Act by publishing a copy of the Notice in The Houston Business Journal, a newspaper of general circulation in Harris County, Texas, on November 25, 2011, a date not later than thirty (30) days before the date of the hearing, and by mailing a copy of the Notice by regular, first class U. S. Mail on November 25, 2011, a date not later than thirty (30) days before the date of the Hearing, to each owner of property with Construction Improvements in the District at the current address of such property owner as shown on the Harris County Appraisal District tax roll.
4. The Service Plan and the Original Order authorize the District to supplement the assessment roll approved by the Original Order (the "Original Assessment Roll") without need for a further petition, provided that a public hearing is held in compliance with all requirements of the Act.
5. The Original Assessment Roll, as supplemented by the Supplemental Assessment Roll, (the "2011 Assessment Roll") should be approved as the assessment roll for the District.
6. That there should be levied against all properties shown on the Supplemental Assessment Roll for Year 4 of the Service Plan, an assessment for services and improvements in accordance with the Petition, the Service Plan and the Original Order.
7. All of the real property in the District, which is being assessed by the Board in the amount shown on the 2011 Assessment Roll, will be benefited by the services and improvements proposed to be provided by the District in the Service Plan, and each parcel of real property will receive special benefits in each year equal to or greater than the amount assessed, and will receive special benefits during the term of the Service Plan in an amount equal to or greater than the total amount assessed during the term of the Service Plan.
8. The cost of providing services and improvements for the District, as shown in the Service Plan, on the basis of the value of property as shown on the tax rolls of the Harris County Appraisal District and as shown on the 2011 Assessment Roll results in imposing equal shares of the cost on property similarly benefited, and results in a reasonable classification and formula for the apportionment of costs of



the various classes of services and improvements proposed to be provided in the Service Plan to the benefited property within the District.

9. The Board, pursuant to the Original Order, levied the first annual assessment using 2010 tax values against all properties shown on the District's assessment roll.
10. The provisions relating to due and delinquency dates for assessments, interest, and penalties on delinquent assessments, and procedures in connection with the Original Order with the imposition and collection of assessments as set forth in the Service Plan should be approved and continued and will expedite collection of the assessments in a timely manner in order to provide the services and improvements needed and required for the District as described with the Service Plan.
11. That the recitations, objectives, goals, costs, programs, and conclusions set forth in the Service Plan are found to be true and correct and will benefit the District and the properties within the District, including the Construction Improvements, as determined and set forth in the Service Plan.
12. The Board finds that it is advisable for the improvements and services set forth in the Service Plan be provided to properties within the District, including the Construction Improvements, during the term set forth in the Service Plan.
13. That the matters, facts, and recommendations of the Hearing Examiner's Report and Proposal for Decision are found to be true and correct.

### **CONCLUSIONS OF LAW**

The District has met all requirements of the Act necessary to supplement the Original Assessment Roll with the Supplemental Assessment Roll and levy assessments on the properties with Construction Improvements, and the Hearing Examiner's Report and the Supplemental Assessment Roll should be approved.

1. The public hearing of the District on the advisability of the District supplementing the Original Assessment Roll with the Construction Improvements and levying an assessment against such properties based on the 2011 HCAD certified appraised values, was held and all necessary and appropriate notice thereof was given under the authority of and in accordance with the provisions of the Act.
2. The Board is authorized to supplement the Original Assessment Roll, to conduct the Hearing, and to levy assessments for services and improvements in accordance with the Petition and the Original Order.
3. In order to accomplish and effectuate the purposes for which the District was created as set forth in the Act, the Hearing Examiner's Report should be approved in its entirety, the 2011 Assessment Roll should be approved and the assessment on properties with Construction Improvements should be levied by the Board based on the 2011 HCAD certified appraised values of such properties.



4. The method of apportioning costs on the basis of valuation of property as shown on the tax rolls of the Harris County Appraisal District for services and improvements will result in the reasonable apportionment of the costs and in imposing equal shares of the costs of the Service Plan on properties similarly benefited and results in a reasonable classification and formula for the apportionment of the costs of the various classes of services and improvements proposed to be provided to the benefited property within the District.

NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF DIRECTORS OF MONTROSE MANAGEMENT DISTRICT THAT:

Section 1. Findings and Adoption of Hearing Examiner's Report. The recitals, findings of fact and conclusions of law in the preamble of this Order are hereby found and determined to be true and correct. The matters, facts, and recommendations of the Hearing Examiner's Report, which is attached hereto as Exhibit A, are hereby accepted and the Hearing Examiner's Report and Proposal for Decision is hereby approved.

Section 2. Assessment Roll. The Original Assessment Roll is hereby supplemented with the Construction Improvements shown on the Supplemental Assessment Roll. The 2011 Assessment Roll is hereby approved as the assessment roll of the District. The 2011 Assessment Roll as approved is incorporated in this Order by reference.

Section 3. Levy of Assessments on Construction Improvements. The Board hereby levies upon the Construction Improvements shown on the Supplemental Assessment Roll an assessment for Year 5 at the rate of \$0.125 per \$100 assessed valuation, which rate was adopted by the Board on January 9, 2012.

Section 4. Collection of Assessments. Equi-Tax, Inc., the District's Assessor/Collector, is hereby authorized and directed to collect the assessments on behalf of the District and to take all necessary actions in connection therewith. The procedures for the collection of assessments, for the calculation and imposition of penalties and interest, and for the enforcement of assessments, penalties and interest through a lien against the property assessed, contained in the Original Order are hereby confirmed.

Section 5. Severability. If any provision, section, subsection, sentence, clause, or phrase of this Order, or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, void, or invalid, the validity of the remaining portions of this Order or their application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the Board in adopting this Order that no portion hereof, or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality, voidness, or invalidity of any other portion hereof, and all provisions of this Order are declared to be severable for that purpose.

Section 6. Ratification of Prior Action. All action not inconsistent with this order previously taken by the Board, the District, or by the District's employees or Assessor/Collector in connection with the matters set forth herein is hereby ratified, approved and confirmed. Further, the Authority's attorney may make any clerical clarifications regarding references to the District's assessment years in all prior records and documents to ensure that all such prior

records and documents are consistent with this Order and that any necessary corrections are made.

Section 6. Notice. The Board officially finds, determines, recites, and declares that sufficient written notices of the date, hour, place, and subject of this meeting of the Board were posted at places convenient to the public at the Harris County Clerk's Office and in the District for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code, and that this meeting has been open to the public as required by law at all times during which this Order and the subject matter thereof has been discussed, considered, and formally acted upon. The Board further ratifies, approves, and confirms such written notice and the contents and posting thereof.

[Signature Page Follows]

PASSED AND ADOPTED this 9th day of January, 2012.

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Chairman, Board of Directors  
Montrose Management District

ATTEST:

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Secretary, Board of Directors  
Montrose Management District

(SEAL)



Exhibit A - Hearings Examiner's Report and Proposal for Decision

CERTIFICATE FOR ORDER

THE STATE OF TEXAS

§

COUNTY OF HARRIS

§

§

I, the undersigned officer of the Board of Directors of the Montrose Management District, do hereby certify as follows:

1. The Board of Directors of the Montrose Management District convened in regular session on \_\_\_\_\_, 2012, inside the boundaries of the District, and the roll was called of the duly constituted members of said Board, to-wit:

Claude Wynn	Chairman
Randy Mitchmore	Vice Chairman
Cassie Stinson	Secretary
Brad Nagar	Assistant Secretary
Kathy Hubbard	Treasurer
Michael Grover	Director
Tom Fricke	Director
Tammy Manning	Director
Allen Ueckert	Director
David Robinson	Director
Gary Wingfield	Director
David Robinson	Director
Randall Ellis	Director
Michael Carter	Director
Robert Jara	Director
Marchris Robinson	Director

and all of said persons were present except Directors \_\_\_\_\_ thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting: a written

ORDER SUPPLEMENTING THE ASSESSMENT ROLL FOR MONTROSE MANAGEMENT  
DISTRICT AND LEVYING ASSESSMENTS AGAINST THE PROPERTIES ON THE  
SUPPLEMENTAL ASSESSMENT ROLL (WESTERN SERVICE AREA)

was introduced for the consideration of the Board. It was then duly moved and seconded that the Order be adopted; and, after due discussion, the motion, carrying with it the adoption of the Order, prevailed and carried unanimously.

2. That a true, full and correct copy of the aforesaid Order adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; that the Order has been duly recorded in the Board's minutes of the meeting; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Board as indicated therein; that each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place and

purpose of the aforesaid meeting, and that the Order would be introduced and considered for adoption at the meeting, and each of the officers and members consented, in advance, to the holding of the meeting for such purpose; that the meeting was open to the public as required by law; and that public notice of the time, place and subject of the meeting was given as required by Chapter 551, Texas Government Code, and Section 49.063, Texas Water Code.



SIGNED AND SEALED on the 9th day of January, 2012.

---

Secretary, Board of Directors  
Montrose Management District

(SEAL)

MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

TO: Montrose Management District Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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12. Accept Amended Information Form of Montrose Management District (East Service Area).

AMENDED INFORMATION FORM OF  
MONTROSE MANAGEMENT DISTRICT (EASTERN SERVICE AREA)

THE STATE OF TEXAS                   §  
  §  
COUNTY OF HARRIS                 §

We, the undersigned, constituting a majority of the members of the Board of Directors of Montrose Management District (the "District"), do hereby make, execute and affirm this Amended Information Form in compliance with TEXAS WATER CODE §49.452 and §49.455 and 30 TEXAS ADMIN. CODE §293.92. We do hereby certify as follows:

1. The most recent assessment levied by the District on property within the eastern portion of the District is \$0.125 per \$100 of assessed valuation.
2. The form Notice to Purchasers required by §49.452, Texas Water Code, as amended, to be furnished by a seller to a purchaser of real property in the District is attached hereto as Exhibit "A" and incorporated herein for all purposes.

WITNESS OUR HANDS this \_\_\_\_\_ day of January, 2012.

\_\_\_\_\_  
Kathy Hubbard

\_\_\_\_\_  
Claude Wynn

\_\_\_\_\_  
Michael V. Grover

\_\_\_\_\_  
Tom Fricke

\_\_\_\_\_  
Brad Nagar

\_\_\_\_\_  
Allen W. Ueckert

\_\_\_\_\_  
Randall Ellis

\_\_\_\_\_  
Tammy Manning

\_\_\_\_\_  
Gary Dean Wingfield

\_\_\_\_\_  
David Wynn Robinson

\_\_\_\_\_  
Randy Mitchmore

\_\_\_\_\_  
Cassie Stinson

\_\_\_\_\_  
Michael Carter

\_\_\_\_\_  
Robert Jara

\_\_\_\_\_  
Marchris Robinson



THE STATE OF TEXAS

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COUNTY OF HARRIS

BEFORE ME, the undersigned, a Notary Public, on this day personally appeared Kathy Hubbard, Claude Wynn, Michael V. Grover, Tom Fricke, Brad Nagar, Allen W. Ueckert, Randall Ellis, Tammy Manning, Gary Dean Wingfield, David Wynn Robinson, Randy Mitchmore, Cassie Stinson, Michael Carter, Robert Jara, and Marchris Robinson, known to me to be the persons and officers whose names are subscribed to the foregoing instrument and affirmed and acknowledged that said instrument is correct and accurate to the best of their knowledge and belief, and that they executed the same for the purposes and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this \_\_\_\_ day of \_\_\_\_\_,  
2012.

\_\_\_\_\_  
Notary Public, State of Texas

(SEAL)

After recording, return to: Montrose Management District, Harris County, Texas, c/o Bracewell & Giuliani, 711 Louisiana Street, Suite 2300, Pennzoil Place - South Tower, Houston, Texas 77002-2770, Attn: Clark Lord.

## EXHIBIT "A"

### NOTICE TO PURCHASERS

The real property, described below, that you are about to purchase is located in the MONTROSE MANAGEMENT DISTRICT (the "District"). The District has taxing authority separate from any other taxing authority, and may, subject to voter approval, issue an unlimited amount of bonds and levy an unlimited rate of tax in payment of such bonds. The District has not levied taxes but the most recent projected tax rate is \$ 0 on each \$100 of assessed valuation. The total amount of bonds, excluding refunding bonds and any bonds or any portion of bonds issued that are payable solely from revenues received or expected to be received under a contract with a governmental entity, approved by the voters and which have been or may, at this date, be issued is \$ 0, and the aggregate initial principal amounts of all bonds issued for one or more of the specified facilities of the District and payable in whole or in part from property taxes is \$ 0.

The District has the authority to adopt and impose a standby fee on property in the District that has water, sanitary sewer, or drainage facilities and services available but not connected and which does not have a house, building, or other improvement located thereon and does not substantially utilize the utility capacity available to the property. The District may exercise the authority without holding an election on the matter. As of this date, the most recent amount of the standby fee is \$ 0. An unpaid standby fee is a personal obligation of the person that owned the property at the time of imposition and is secured by a lien on the property. Any person may request a certificate from the District stating the amount, if any, of unpaid standby fees on a tract of property in the District.

The District has the authority to levy an assessment on property within the District. The District may exercise this authority without holding an election on the matter. As of this date, the amount of the assessment is \$0.125 per \$100 of valuation for the real property and any improvements thereon, as reflected on the tax rolls of the Harris County Appraisal District in the District.

The District is located in whole or in part within the corporate boundaries of the City of Houston. The taxpayers of the District are subject to the taxes imposed by the municipality and assessments or taxes imposed by the District until the District is dissolved. By law, a district located within the corporate boundaries of a municipality may be dissolved by municipal ordinance without the consent of the district or the voters of the district.

The purpose of this District is to promote, develop, encourage and maintain employment, commerce, transportation, housing, tourism, recreation, arts, entertainment, economic development, safety and public welfare. The cost of these services and improvements is not included in the purchase price of your property.

The legal description of the property you are acquiring is as follows:

(description of property)

SELLER:

(Date)

\_\_\_\_\_  
Signature of Seller

PURCHASER IS ADVISED THAT THE INFORMATION SHOWN ON THIS FORM IS SUBJECT TO CHANGE BY THE DISTRICT AT ANY TIME. THE DISTRICT ROUTINELY

ESTABLISHES ASSESSMENT RATES DURING THE MONTHS OF SEPTEMBER THROUGH DECEMBER OF EACH YEAR, EFFECTIVE FOR THE UPCOMING YEAR. PURCHASER IS ADVISED TO CONTACT THE DISTRICT TO DETERMINE THE STATUS OF ANY CURRENT OR PROPOSED CHANGES TO THE INFORMATION SHOWN ON THIS FORM.

The undersigned purchaser hereby acknowledges receipt of the foregoing notice at or prior to execution of a binding contract for the purchase of the real property described in such notice or at closing of purchase of the real property.

PURCHASER:

\_\_\_\_\_  
Signature of Purchaser

(Date)

(APPROPRIATE ACKNOWLEDGMENTS)

After recording, return to: Montrose Management District, Harris County, Texas, c/o Bracewell & Giuliani, 711 Louisiana Street, Suite 2300, Pennzoil Place - South Tower, Houston, Texas 77002-2770, Attn: Clark Lord.



MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

TO: Montrose Management District Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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13. Accept Amended Information Form of Montrose Management District (West Service Area).

AMENDED INFORMATION FORM OF  
MONTROSE MANAGEMENT DISTRICT (WESTERN SERVICE AREA)

THE STATE OF TEXAS

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COUNTY OF HARRIS

§

We, the undersigned, constituting a majority of the members of the Board of Directors of Montrose Management District (the "District"), do hereby make, execute and affirm this Amended Information Form in compliance with TEXAS WATER CODE §49.452 and §49.455 and 30 TEXAS ADMIN. CODE §293.92. We do hereby certify as follows:

1. The most recent assessment levied by the District on property within the western portion of the District is \$0.125 per \$100 of assessed valuation.
2. The form Notice to Purchasers required by §49.452, Texas Water Code, as amended, to be furnished by a seller to a purchaser of real property in the District is attached hereto as Exhibit "A" and incorporated herein for all purposes.

WITNESS OUR HANDS this \_\_\_\_\_ day of January, 2012.

\_\_\_\_\_  
Kathy Hubbard

\_\_\_\_\_  
Claude Wynn

\_\_\_\_\_  
Michael V. Grover

\_\_\_\_\_  
Tom Fricke

\_\_\_\_\_  
Brad Nagar

\_\_\_\_\_  
Allen W. Ueckert

\_\_\_\_\_  
Randall Ellis

\_\_\_\_\_  
Tammy Manning

\_\_\_\_\_  
Gary Dean Wingfield

\_\_\_\_\_  
David Wynn Robinson

\_\_\_\_\_  
Randy Mitchmore

\_\_\_\_\_  
Cassie Stinson

\_\_\_\_\_  
Michael Carter

\_\_\_\_\_  
Robert Jara

\_\_\_\_\_  
Marchris Robinson

THE STATE OF TEXAS

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COUNTY OF HARRIS

BEFORE ME, the undersigned, a Notary Public, on this day personally appeared Kathy Hubbard, Claude Wynn, Michael V. Grover, Tom Fricke, Brad Nagar, Allen W. Ueckert, Randall Ellis, Tammy Manning, Gary Dean Wingfield, David Wynn Robinson, Randy Mitchmore, Cassie Stinson, Michael Carter, Robert Jara, and Marchris Robinson, known to me to be the persons and officers whose names are subscribed to the foregoing instrument and affirmed and acknowledged that said instrument is correct and accurate to the best of their knowledge and belief, and that they executed the same for the purposes and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this \_\_\_\_ day of \_\_\_\_\_,  
2012.

(SEAL)

\_\_\_\_\_  
Notary Public, State of Texas

After recording, return to: Montrose Management District, Harris County, Texas, c/o Bracewell & Giuliani, 711 Louisiana Street, Suite 2300, Pennzoil Place - South Tower, Houston, Texas 77002-2770, Attn: Clark Lord.



## EXHIBIT "A"

### NOTICE TO PURCHASERS

The real property, described below, that you are about to purchase is located in the MONTROSE MANAGEMENT DISTRICT (the "District"). The District has taxing authority separate from any other taxing authority, and may, subject to voter approval, issue an unlimited amount of bonds and levy an unlimited rate of tax in payment of such bonds. The District has not levied taxes but the most recent projected tax rate is \$ 0 on each \$100 of assessed valuation. The total amount of bonds, excluding refunding bonds and any bonds or any portion of bonds issued that are payable solely from revenues received or expected to be received under a contract with a governmental entity, approved by the voters and which have been or may, at this date, be issued is \$ 0, and the aggregate initial principal amounts of all bonds issued for one or more of the specified facilities of the District and payable in whole or in part from property taxes is \$ 0.

The District has the authority to adopt and impose a standby fee on property in the District that has water, sanitary sewer, or drainage facilities and services available but not connected and which does not have a house, building, or other improvement located thereon and does not substantially utilize the utility capacity available to the property. The District may exercise the authority without holding an election on the matter. As of this date, the most recent amount of the standby fee is \$ 0. An unpaid standby fee is a personal obligation of the person that owned the property at the time of imposition and is secured by a lien on the property. Any person may request a certificate from the District stating the amount, if any, of unpaid standby fees on a tract of property in the District.

The District has the authority to levy an assessment on property within the District. The District may exercise this authority without holding an election on the matter. As of this date, the amount of the assessment is \$0.125 per \$100 of valuation for the real property and any improvements thereon, as reflected on the tax rolls of the Harris County Appraisal District in the District.

The District is located in whole or in part within the corporate boundaries of the City of Houston. The taxpayers of the District are subject to the taxes imposed by the municipality and assessments or taxes imposed by the District until the District is dissolved. By law, a district located within the corporate boundaries of a municipality may be dissolved by municipal ordinance without the consent of the district or the voters of the district.

The purpose of this District is to promote, develop, encourage and maintain employment, commerce, transportation, housing, tourism, recreation, arts, entertainment, economic development, safety and public welfare. The cost of these services and improvements is not included in the purchase price of your property.

The legal description of the property you are acquiring is as follows:

(description of property)

SELLER:

(Date)

\_\_\_\_\_  
Signature of Seller

PURCHASER IS ADVISED THAT THE INFORMATION SHOWN ON THIS FORM IS SUBJECT TO CHANGE BY THE DISTRICT AT ANY TIME. THE DISTRICT ROUTINELY

ESTABLISHES ASSESSMENT RATES DURING THE MONTHS OF SEPTEMBER THROUGH DECEMBER OF EACH YEAR, EFFECTIVE FOR THE UPCOMING YEAR. PURCHASER IS ADVISED TO CONTACT THE DISTRICT TO DETERMINE THE STATUS OF ANY CURRENT OR PROPOSED CHANGES TO THE INFORMATION SHOWN ON THIS FORM.

The undersigned purchaser hereby acknowledges receipt of the foregoing notice at or prior to execution of a binding contract for the purchase of the real property described in such notice or at closing of purchase of the real property.

PURCHASER:

\_\_\_\_\_  
Signature of Purchaser

(Date)

(APPROPRIATE ACKNOWLEDGMENTS)

After recording, return to: Montrose Management District, Harris County, Texas, c/o Bracewell & Giuliani, 711 Louisiana Street, Suite 2300, Pennzoil Place - South Tower, Houston, Texas 77002-2770, Attn: Clark Lord.

MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

TO: Montrose Management District Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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15. Receive proposal from Mark M. Burton PLLC to prepare end-of-year financial reports.





MARK M. BURTON, P.L.L.C.  
Certified Public Accountants  
HOUSTON • CONROE • DALLAS • AUSTIN

December 14, 2011

Board of Directors  
Montrose Management District  
c/o Municipal Accounts & Consulting, LP  
1300 Post Oak Blvd., Suite 1600  
Houston, TX 77056

**RE: AGREEMENT FOR CONSULTING SERVICES**

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We shall render the following consulting services to you for the fiscal year ended December 31, 2011:

- Review bank reconciliations for accuracy and completeness. Reconcile to the general ledger and prepare journal entries where appropriate;
- Prepare investment schedule for the year end and reconcile to the general ledger and prepare journal entries where appropriate;
- Prepare detail of Accounts Receivable, reconcile to general ledger and prepare journal entries where appropriate;
- Read board minutes for financial statement report footnote disclosure purposes;
- Obtain and read copies of any new contracts for financial statement reporting purposes;
- Perform detail review of the year end general ledger and prepare and record appropriate journal entries and/or reclassifications;
- Calculate accrued interest on bond anticipation note and prepare and record appropriate journal entries;
- Prepare capital outlay detail, reconcile to the general ledger and prepare and record appropriate journal entries;
- Prepare the construction in progress detail, including retainage payable, and commitments outstanding as of year end, reconcile to the general ledger and prepare and record appropriate journal entries;
- Perform search for unrecorded liabilities, prepare detail of accounts payable and prepare and record appropriate journal entries;
- Prepare detail schedules for legal fees, engineering fees, and district reimbursements; reconcile to the general ledger, and prepare and record appropriate journal entries;
- Prepare the financial statements, including the Management Disclosure and Analysis, and footnote disclosures.

We will compile the financial statements in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of the compilation is to present in the form of financial statements, information that is the representation of management without undertaking to express any assurance on the financial statements.

A compilation differs significantly from a review or an audit of financial statements. A compilation does not contemplate performing inquiry, analytical procedures, or other procedures performed in a review. Additionally, a compilation does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; tests of accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, the examination of source documents (for example, cancelled checks or bank images); or other procedures ordinarily performed in an audit. Therefore, a compilation does not provide a basis for expressing any level of assurance on the financial statements being prepared.

The financial statements will not be accompanied by a report. Based on our discussions with you, these financial statements are for management's use only and are not intended for third party use and will be designated as such.

Material departures from generally accepted accounting principles (GAAP) may exist and the effects of those departures, if any, on the financial statements may not be disclosed. In addition, substantially all disclosures required by GAAP may be omitted. Because of the extent of material departures that may exist in, or required disclosures that may be omitted from, the financial statements, we make no representations regarding the appropriateness of such statements for your intended use or for any other purpose. Moreover, because of the nature of this engagement, we are not responsible for communicating any such departure or omissions to you.

Notwithstanding these limitations, you represent that you have knowledge about the nature of the procedures applied and the basis of accounting and assumptions used in the preparation of the financial statements that allows you to place the financial information contained in the statements in proper context. Further, you represent and agree that the use of the financial statements will be limited to members of the management with similar knowledge.

Furthermore, you represent and agree that the financial statements are intended solely for your information and use and are intended to be, and should not be, used by third parties. You also represent and agree that you will not distribute the statements to such third parties.

You are responsible for making management decisions and performing management functions, and for designating an individual with suitable skill, knowledge, or experience to oversee any consulting services we provide. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

We estimate that our fees for these services will range from \$3,400 to \$3,600. You will also be billed for out-of-pocket costs such as report production, printing, postage, travel, etc.

Additional expenses are estimate to be \$85 to 250. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees are payable upon presentation.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

MONTROSE MANAGEMENT DISTRICT

By \_\_\_\_\_

Date \_\_\_\_\_

MARK M. BURTON, P.L.L.C.

By \_\_\_\_\_

Mark M. Burton, President

MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

TO: Montrose Management District Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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18. Receive and consider recommendations from the Public Safety Committee related to:
- Patrol Activity Report for the month of December



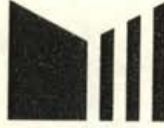
**Montrose Patrol**  
December 2011

**Arrest Totals**

Felonies	9
Misdemeanors	56
Tickets	0
Parking Tickets	19
Misd. Warrants	23
Bodies in Jail	<u>63</u>

**FULL REPORT AVAILABLE AT THE MEETING.**

MONTROSE DISTRICT AGENDA MEMORANDUM



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TO: Montrose Management District Board of Directors  
FROM: David Hawes, Executive Director  
DATE: January 9, 2012  
ITEM 19: Receive Report from the Business and Economic Development Committee

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The Business and Economic Development Committee met on Wednesday, December 14 at 5:00 p.m. at Tradition Bank, 5020 Montrose Blvd., Suite 311, Houston TX 77006.

Montrose District Board & Committee Members present were: Claude Wynn, Lane Llewellyn, Tammy Manning, Jason Ginsberg, Robert Jara and Gene Creely.

Staff members present: Gretchen Larson and Josh Hawes. Guests present: none.

**THE COMMITTEE CONSIDERED THE FOLLOWING:**

1. Receive reports and consider recommendations from the Committee related to:
  - a. Updates on redesign of the District website.
  - b. Discussion of newsletter design and other business and community outreach materials.
  - c. Proposed FY 2012 PR, Marketing, Business and Economic Development Budgets.
  - d. Updates regarding the proposed 2012 holiday lighting project.

**Committee Recommendation:**

See attached minutes of the meeting on December 14 for details on the items discussed by the committee. There are no committee recommendations at this time. The proposed PR and marketing plan and budgets will be presented as a part of the budget workshop.

**Fiscal Notes:**

None.



## MEMORANDUM

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TO: Montrose District Board of Directors  
FROM: District Executive Director  
DATE: January 9, 2012  
SUBJECT: Business and Economic Development Committee Meeting Minutes

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The Business and Economic Development Committee met on Wednesday, December 14 at 5:00 p.m. at Tradition Bank, 5020 Montrose Blvd., Suite 311, Houston TX 77006.

Montrose District Board & Committee Members present were: Claude Wynn, Lane Llewellyn, Tammy Manning, Jason Ginsberg, Robert Jara and Gene Creely.

Staff members present: Gretchen Larson and Josh Hawes. Guests present: none.

### THE COMMITTEE CONSIDERED THE FOLLOWING:

1. Receive reports and consider recommendations from the Committee related to:
  - a. Updates on redesign of the District website.
  - b. Discussion of newsletter design and other business and community outreach materials.
  - c. Proposed FY 2012 PR, Marketing, Business and Economic Development Budgets.
  - d. Updates regarding the proposed 2012 holiday lighting project.

#### **a. Updates on redesign of the District website.**

Staff reviewed with the committee the updated costs and timeline since their last meeting. Staff noted that they would continue to work with the design team and report progress accordingly at the January meeting.

#### **b. Discussion of newsletter design and other business and community outreach materials.**

Staff shared the newsletter and public safety and FAQ brochures with the committee. The committee agreed that they wanted staff to continue to mail the newsletter to the property owners and the storefront tenants. Staff noted that the public safety brochures were for distribution by the officers while on their business safety checks and that the FAQ brochure was for the board and others interested in assisting with advocacy regarding district services.

#### **c. Proposed FY 2012 PR, Marketing, Business and Economic Development Budgets.**

Staff presented the proposed 2012 PR and Marketing Action Plan and draft budgets to the committee for review and consideration. The committee stated that that overall the plan and budgets were in accordance with their general vision and strategy for 2012.

#### **d. Updates regarding the proposed 2012 holiday lighting project.**

Staff noted that because of the holiday schedule the meeting with the designer would take place in January.



MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

TO: Montrose Management District Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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20. Receive Executive Director's Monthly Report on Action Initiatives in support of the Montrose Management District's Service Plan.

MONTROSE MANAGEMENT DISTRICT

SERVICE PLAN

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MONTHLY REPORT

DECEMBER 12 – JANUARY 9, 2011

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PROJECTS

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COMMITTEE ACTIVITY

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STAFF ACTIVITY

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## PROJECTS

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## COMMITTEE ACTIVITY

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### **Economic Development Committee**

The Business and Economic Development Committee met on December 14.

### **Environmental and Urban Design Committee**

The Environmental and Urban Design Committee did not meet.

### **Transportation Committee**

The Transportation Committee did not meet.

### **Public Safety Committee**

The Public Safety Committee did not meet.

### **Finance Committee**

The Finance Committee met on January 9.



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## STAFF ACTIVITY

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### DECEMBER 12 – JANUARY 9, 2011

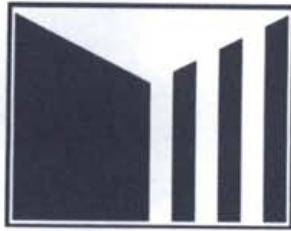
Staff continues to work with committee and the website designers on the new site. A new schedule for launch is being developed with the addition of the shopping and dining guide requested by the committee at their last meeting. The new timeline will be discussed with the committee at their January 12<sup>th</sup> meeting.

The quarterly newsletter was completed and mailed to all property owners and business tenants. Staff also created a new public safety brochure for distribution by the officers. A FAQ was also created that can be used by the board and committee members when explain district services.

Staff is coordinating meetings for sub-committees to begin work on a variety of projects in the new year. Anyone interested in serving on these planning committees for – holiday decorating, recycling, and the foodie/art/music event should contact staff to be added to the distribution listing.

Staff worked with the committee at their December meeting to develop the proposed 2012 marketing and PR budget for consideration by the board at their budget workshop.

End of Report



## MONTROSE MANAGEMENT DISTRICT

### Cleanup Update

January 2012 meeting of the Board of Directors

Staff inspected the District for overgrown vacant lots, illegal trash dumps, inoperable vehicles and abandoned houses and businesses. Reports were submitted to Neighborhood Protection for abatement.

*Overgrown vacant lot violations were found in the following locations in the District:*

Harris County Tax Account No.	057-035-000-0017
Lot and Block No.	Lot 17, Block 5
Property Address	311 W. Bell, Key Map 493N

Harris County Tax Account No.	037-076-000-0005
Lot and Block No.	Lot 5, Block 12
Property Address	2119 Converse, <b>NE corner of W. Drew &amp; Converse</b> , Key Map 493N

Harris County Tax Account No.	059-173-000-0019
Lot and Block No.	Lot 19
Property Address	1108 Peveto, Key Map 493N

Harris County Tax Account No.	054-137-000-0003
Lot and Block No.	Lot 3, Block 3
Property Address	1010 Stanford, <b>north of 1100 Stanford</b> , Key Map 493N

Harris County Tax Account No.	054-135-000-0013
Lot and Block No.	Lot 13, Block 1
Property Address	1510 Crocker, <b>behind the store at 802 W. Gray</b> , Key Map 493N

Harris County Tax Account No.	009-098-000-0004
Lot and Block No.	Lot 4, Block 2
Property Address	401 Bomar, <b>at SW corner of Bomar &amp; Morgan</b> , Key Map 493N

Harris County Tax Account No.	026-145-000-0001
Lot and Block No.	Lot 1 & Tract 2A, Block 19
Property Address	803 Kipling, <b>at SW corner of Kipling &amp; Stanford</b> , Key Map 493S

