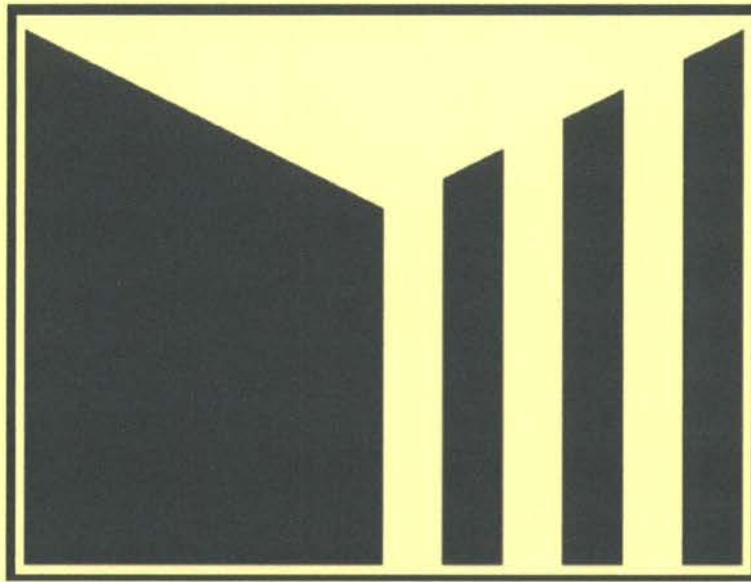


# MONTROSE MANAGEMENT DISTRICT

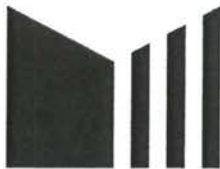


Agenda and Agenda Materials  
Meeting of the Board of Directors

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June 10, 2013

## MONTROSE MANAGEMENT DISTRICT



### NOTICE OF MEETING

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

Notice is hereby given that a meeting of the Board of Directors of the Montrose Management District will be held at 12:00 pm on Monday, June 10, 2013, 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 May 13, 2013.
3. Receive public comments.
4. Receive District's monthly Assessment Collection Reports and Billing and Assessment Summaries, Lawsuit and Arbitration Status Details, and Delinquent Assessment Reports.
5. Receive and consider District's monthly financial report, including; pay invoices.
6. Receive and consider District's FY 2012 financial audit report.
7. Receive Executive Director's Monthly Report on District initiatives.
8. Receive report and recommendations from the Marketing and Business Relations committee.
  - a. Consider approval of the Business Seminar Program and establish a budget not to exceed \$1,000 per event.
  - b. Creation of a Branded Bike Rack Program and authorization to proceed with a budget not to exceed \$25,000 for remainder of 2013.
  - c. Consider approval of ad placements in area civic association e-news and printed newsletters.
    - i. East Montrose Civic Association - \$65/mo.
    - ii. First Montrose Commons - \$18/mo.
  - d. Consider approval of a Holiday Decorating Program with a budget not to exceed \$3,500.
9. Convene in Executive Session pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with attorney to discuss litigation, and matters related to the same.
10. Reconvene in Open Session and authorize appropriate action by legal counsel related to Item 8 on the agenda.
11. Announcements.
12. 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 May 13, 2013.



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

**May 13, 2013**

**Determine quorum; call to order.**

The Board of Directors of the Montrose Management District held a meeting on Monday, May 13, 2013, at 12:00 p.m. Noon at 401 Branard Street, 2nd 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, <i>Chairman</i>	Position 9: Kathy Hubbard, <i>Treasurer</i>
Position 2: Dana Thorpe	Position 10: Michael Grover
Position 3: Randy Mitchmore, <i>Vice Chairman</i>	Position 11: Bobby Heugel
Position 4: Cassie Stinson, <i>Secretary</i>	Position 12: Brad Nagar, <i>Ass't Sec'y</i>
Position 5: Lane Llewellyn	Position 13: Vacant
Position 6: Vacant	Position 14: David Robinson
Position 7: Vacant	Position 15: Randall Ellis
Position 8: Robert Jara	

and all of the above were present with the exception of Director Ellis, Grover and Nagar, thus constituting a quorum. Also present at the meeting were Bill Calderon, Susan Hill, Josh Hawes, Gretchen Larson and Ray Lawrence, all of Hawes Hill Calderon, L.L.P.; Clark Lord, Bracewell & Giuliani, L.L.P.; Patricia Hall, Equi-Tax, Inc.; and Darrell Hawthorne, Municipal Accounts and Consulting, L.P. Others present were Dennis Beedon and Marie Cortes-Matte, both District business ambassadors; Daphne Scarbrough, Richmond Avenue Coalition; Eugene Nosal, Avondale Association; Kirk Baxter, graphic designer; Chloe Sanders; Joseph Le, Harris County Constable's Office Precinct One; Kevin Strickland, Gratifi Kitchen & Bar; and Johnna Carlson, U.S. Congressman Ted Poe's Office.

**Approve minutes of meeting held April 8, 2013.**

Upon a motion duly made by Director Llewellyn and being seconded by Director Robinson, the Board voted unanimously to approve the minutes of its meeting held on April 8, 2013.

**Receive public comments.**

There were no public comments.



### **Receive Presentation on Esplanade Memorial.**

Mr. Baxter addressed the Board and explained the “Mary’s Memorial” concept and the possibility of displaying the Memorial in an area esplanade. He then highlighted the historical and social significance of Mary’s Lounge to the Montrose area. He said that numerous organizations and associations have been supportive of the Memorial project and that funding initiatives are being undertaken. Several Board members commented on the project being of an iconic status to Montrose. Director Robinson noted that the Neartown Association supports the venture. Director Hubbard noted that November is Citizenship month in the City and that perhaps a ribbon-cutting of the Memorial could be scheduled at that time. Chairman Wynn suggested that Mr. Baxter collaborate with the District’s Visual Improvements Committee, which has responsibility for adopting esplanades. No action was taken.

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

Ms. Hall presented the Report. She reported that the 2012 assessments are 98% collected to date on both sides of the District. She said that there are no properties in the District with uncertified property values. She noted that lists of the District’s Top Ten Assessment Payers and the Ten Largest Delinquent Accounts are both included in the Board agenda materials, as well as a report on delinquent collections activities. She recommended that the Board consider approving a new credit card processing firm with a lower per-transaction rate for accepting its assessments. No action was taken.

### **Receive Executive Director’s Report on District initiatives.**

Mr. Calderon said that the full Executive Director’s Monthly Report is included in the Board agenda materials. He reported on Committee activity during the past month, noting that the Marketing and Business Relations Committee is in the process of solidifying its plans and programs. In that regard, contract agreements with multiple, marketing services providers will be presented to the Board for consideration today.

He reported that the District’s business ambassadors have completed a survey of businesses located along Richmond Avenue with regard to their levels of support for METRO rail and that the results have been delivered to U.S. Congressman Ted Poe’s Office. He said that METRO also will receive a copy of the report. Mr. Calderon indicated that discussions are underway with City of Houston Parks personnel with regards to the “Adopt An Esplanade” program. He said that an estimated maintenance cost for the adopted esplanades also is being developed.

He reported that the Houston-Galveston Area Council (HGAC) has indicated that its current priorities are bicycle/pedestrian-related projects, rather than a bridge-lighting project such as the one for which the District recently submitted its grant application.

He said that the possibility of reconsideration of the District's application at the local level is being discussed with the HGAC staff and City personnel. HGAC will subsequently make recommendations to TxDOT, with grant approvals expected by the end of July, 2013. Director Mitchmore joined the meeting in progress at 12:29 p.m. Mr. Calderon added that grants are not the only financing option available within the TxDOT system for the bridge-lighting project. Director Stinson recommended that all of the community partners who formally supported the bridge-lighting proposal with letters, including Rice University, Texas Medical Center, the Mayor's Office and others, should be notified. No action was taken.

**Receive report and recommendations from the Marketing and Business Relations committee:**

- a. Approval of Services Agreements with District Vendors for graphic design, photography, website, videography and writing services. (This item is carried forward from April 8 meeting).**

Mr. Calderon said that services agreements for each of the recommended marketing suppliers are being submitted for Board consideration today. He said that funding for all of the work to be performed is included in the FY 2013 budget. Ms. Larson noted that highlights of the Committee's activities are included in the Board agenda materials. Chairman Wynn said that the District's multi-faceted marketing approach is working well and is proving beneficial. Upon a motion duly made by Director Hubbard and being seconded by Director Mitchmore, the Board voted unanimously to approve Services Agreements with District vendors for graphic design, photography, website, videography and writing services.

**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. He also distributed a document titled, "Montrose Management District Quarterly Investment Inventory Report," dated March 31, 2013, hereby attached as Exhibit A. Mr. Calderon noted that the invoices being presented for payment were reviewed by the Finance Committee. Upon a motion duly made by Director Llewellyn and being seconded by Director Heugel, the Board voted unanimously to approve the Montrose Management District's monthly financial report and pay invoices.

**Convene in Executive Session pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with attorney to discuss litigation, and matters related to the same.**

The Board did not convene in Executive Session.



**Reconvene in Open Session and authorize appropriate action by legal counsel related to Item #12 on the agenda.**

No action was taken.

**Announcements.**

There were no announcements. Guests attending the meeting introduced themselves. No action was taken.

**Adjourn.**

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 12:50 p.m.

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Secretary, Board of Directors  
Montrose Management District



**List of Exhibits:**

Exhibit A: "Montrose Management District Quarterly Investment Inventory Report,"  
dated March 31, 2013



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 the 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  
May 2013  
BILLING AND COLLECTION SUMMARY  
FISCAL YEAR  
01/01/13 - 12/31/13**

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2012	0.12500	\$441,073.45	\$414,962.18	\$26,111.27	94%
2011	0.12500	\$421,254.17	\$417,095.57	\$4,158.60	99%
2010	0.12500	\$402,221.57	\$400,002.36	\$2,219.21	99%
2009	0.12500	\$419,939.17	\$419,901.67	\$37.50	99%
2008	0.12500	\$396,675.13	\$396,650.13	\$25.00	99%
2007	0.12500	\$309,868.58	\$309,849.83	\$18.75	99%

Current Month Activity

Revenue:	Current Month	Year to Date
2012 Assessment Collected	3,873.31	367,176.10
2011 Assessment Collected	737.00	3,971.11
2010 Assessment Collected	0.00	1,795.77
2009 Assessment Collected	0.00	0.00
2008 Assessment Collected	0.00	0.00
2007 Assessment Collected	0.00	0.00
Penalty & Interest	679.31	3,955.00
Overpayments	0.00	3,477.69
Collection Fees	307.85	1,774.87
Court Fees	0.00	0.00
<b>Total Revenue</b>	<b>5,597.47</b>	<b>382,150.54</b>

Overpayments Presented for Refund	0.00	3,478.69
Overpayments Applied to Assessment	0.00	0.00

ASSESSED VALUE FOR 2012:	353,167,923	Uncertified:	0
ASSESSED VALUE FOR 2011:	337,025,024	Uncertified:	0
ASSESSED VALUE FOR 2010:	321,799,663	Uncertified:	0
ASSESSED VALUE FOR 2009:	336,117,938	Uncertified:	0
ASSESSED VALUE FOR 2008:	317,339,817	Uncertified:	0
ASSESSED VALUE FOR 2007:	322,144,526	Uncertified:	0

Assessment Collection Account: Compass Bank, Account No. 2530962019

**ASSESSMENT PLAN PROJECTIONS**

YEAR	MAX RATE	PROJECTED LEVY	COLLECTIONS @ 95%	CUMULATIVE COLLECTIONS	10 YEAR AVERAGE @ 10%
2007	0.12500	337,500	320,625	309,849.83	
2008	0.12500	337,500	320,625	396,650.13	
2009	0.12500	337,500	320,625	419,901.67	
2010	0.12500	337,500	320,625	400,002.36	
2011	0.12500	337,500	320,625	417,095.57	
2012	0.12500	337,500	320,625	414,962.18	
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**

**May 2013**

**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 60608-5070	1269260010001	2221 W DALLAS ST 404 77019	MULTI-FAMILY	58,104,175	72,630.22
UST REALTY COMPANY % UNIV OF ST THOMAS: ATTN PRES 3800 MONTROSE BLVD HOUSTON TX 77006-4626	0261640000027 0261630000021 0261630000001	4100 MONTROSE BLVD 77006 4203 YOAKUM BLVD 77006 4200 MONTROSE BLVD	OFFICE BUILDINGS	12,109,700	15,137.13
4203 MONTROSE LTD 3810 W ALABAMA HOUSTON TX 77027-5204	1277520010001	4203 MONTROSE BLVD 77006	OFFICE BUILDING	8,136,463	10,170.58
RIVERSIDE CPI LLC & REALTY CTR MANAGEMENT INC 1990 S BUNDY DR STE 100 LOS ANGELES CA 90025	0370370010001	220 W ALABAMA ST 131 77006	MULTI - FAMILY	7,521,945	9,402.43
ARMSTRONG CHARLES 5000 MONTROSE BLVD UNIT 22C HOUSTON TX 77008-6564	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 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	6,949,331	8,671.74



[illegible]

**MONTROSE DISTRICT EAST ZONE**

May 2013						
TOP TEN DELINQUENTS						
PROPERTY OWNER	ACCOUNT NO	SITUS	PROPERTY TYPE	ASSESSMENT YEAR(S)	ASSESSMENT	
FAT PROPERTY 204 MARSHALL ST HOUSTON TX 77006-4500	92 023 070 000 0012	710 COLQUITT ST 16 77006	MULTI - FAMILY	2010 - 2012	3,020.14	
FAT PROPERTY 218 HAWTHORNE ST HOUSTON TX 77006-4006	92 037 040 000 0001	502 W ALABAMA ST 25 77006	MULTI - FAMILY	2010 - 2012	2,591.79	
TOTAL HEALTH CARE SVC LLC 808 LOVETT BLVD HOUSTON TX 77006-3906	92 026 152 000 0019	808 LOVETT BLVD 14 77006	COMMERCIAL BUILDING	2012	1,300.98	
YOSHIDA NAMOMITSU & MAEMI 3210 EL DORADO BLVD MISSOURI CITY TX 77459-3012	92 030 245 000 0014	4412 MONTROSE 77006	COMMERCIAL BUILDING	2012	1,250.25	
FAT PROPERTIES 4918 NEWPOINT DR FRESNO TX 77545-9200	92 037 029 000 0016	406 HAWTHORNE ST 5 77006	MULTI-FAMILY	2011	1,221.14	
SPUR APARTMENTS LLC 1525 MARYLAND ST HOUSTON TX 77006-1875	92 008 259 000 0003	219 W ALABAMA ST 32 77006	MULTI-FAMILY	2012	1,193.12	
4306 YOAKUM LLC 3629 N MACGREGOR WAY HOUSTON TX 77004-8070	92 030 246 000 0026	4306 YOAKUM LLC 16 77006	COMMERCIAL LOT	2012	1,130.36	
CAMPANILE SOUTH LP 4301 MOUNT VERNON ST STE 26 HOUSTON TX 77006-5801	92 030 246 000 0023	4301 MOUNT VERNON ST 26 77006	COMMERCIAL LOT	2012	1,025.00	
UPSTAIRS DOWNSTAIRS LLC 609 COLQUITT ST HOUSTON TX 77006-5523	92 023 062 000 0013	609 COLQUITT ST 77006	COMMERCIAL BUILDING	2010 - 2012	985.64	
BERCON LTD 3518 MONTROSE BLVD STE 207 HOUSTON TX 77006	92 030 246 000 0008	0 YOAKUM BLVD 77006	COMMERCIAL VACANT	2012	875.00	

**Harris County Improvement District No. 6  
Lawsuit and Arbitration Status Summary as of 5/10/2013**

Jur 930

**Summary**

For Tax Years 2007-2012, for the period of June 2009 through April 2013

**Settled**

308,763,621	Original value of <b>Settled</b> accounts as of 5/10/2013
112	Number of <b>Settled</b> accounts as of 5/10/2013
28,011,114	Reduction in value of <b>Settled</b> accounts
9.07%	Average % reduction in value of <b>Settled</b> accounts

**Unsettled**

161,103,155	Original value of <b>Unsettled</b> accounts as of 5/10/2013
25	Number of <b>Unsettled</b> accounts as of 5/10/2013

.125 Tax rate per \$100 valuation

**\$18,269** Estimated reduction in assessment on 25 Unsettled accounts,  
based on **9.07%** average



**MONTROSE DISTRICT WEST ZONE  
ASSESSMENT COLLECTION REPORT  
May 2013  
BILLING AND COLLECTION SUMMARY  
FISCAL YEAR  
01/01/13 - 12/31/13**

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2012	0.12500	\$987,996.02	\$927,972.32	\$60,023.70	94%
2011	0.12500	\$885,525.77	\$876,104.83	\$9,420.94	99%
2010	0.12500	\$868,215.84	\$862,817.73	\$5,398.11	99%

Current Month Activity

Revenue:	<u>Current Month</u>	<u>Year to Date</u>
2012 Assessment Collected	5,211.80	864,331.14
2011 Assessment Collected	456.25	5,429.95
2010 Assessment Collected	-43.79	140.21
Penalty & Interest	775.96	4,132.57
Overpayments	43.79	7,605.59
Collection Fees	116.80	1,348.84
Court Fees	0.00	0.00
<b>Total Revenue</b>	<b>6,560.81</b>	<b>882,988.30</b>
Overpayments Presented for Refund	154.06	6,529.02
Overpayments Applied to Assessment	0.00	0.00

ASSESSED VALUE FOR 2012:	<b>791,101,481</b>	Uncertified:	<b>0</b>
ASSESSED VALUE FOR 2011:	<b>708,420,189</b>	Uncertified:	<b>0</b>
ASSESSED VALUE FOR 2010:	<b>694,570,294</b>	Uncertified:	<b>0</b>

Assessment Collection Account: Compass Bank, Account No. 2530962086

**ASSESSMENT PLAN PROJECTIONS**

YEAR	MAX RATE	PROJECTED LEVY	COLLECTIONS @ 95%	CUMULATIVE COLLECTIONS	10 YEAR AVERAGE @ 10%
2010	0.12500	868,216	824,805	\$862,817.73	
2011	0.12500	885,526	841,249	\$876,104.83	
2012	0.12500	987,996	938,596	\$927,972.32	
2013	0.12500		0		
2014	0.12500		0		
2015	0.12500		0		
2016	0.12500		0		
		2,741,738	2,604,651		274,174

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**

May 2013						
PROPERTY OWNER		TOP TEN ASSESSMENT PAYERS				
PROPERTY OWNER	ACCOUNT NOS	SITUS	PROPERTY TYPE	VALUE	ASSESSMENT	
WEINGARTEN REALTY INVESTORS	0442250000001	2005 W GRAY ST 77019	VARIOUS COMMERCIAL	53,042,829	66,303.54	
0591-001	0442250000170	1953 W GRAY ST 77019				
P O BOX 924133	0442250000169	1953 W GRAY ST 77019				
HOUSTON TX 77292-4133	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	1215190010001	4899 MONTROSE BLVD 187 77006	MULTI - FAMILY	52,226,295	65,282.87	
99 DETERING ST STE 200						
HOUSTON TX 77007-8259						
4310 DUNLAVY LLC	1286480020001	DUNLAVY 77006	MULTI - FAMILY	36,892,122	46,115.15	
101 BERKSHIRE ST	1286480010002	4310 DUNLAVY ST 77006				
BELLAIRE TX 77401-5309	1286480010001	4310 DUNLAVY ST 236 77006				
	0660870040002	4403 WOODHEAD ST 16 77098				
	0660870040001	4403 WOODHEAD ST 77098				
	0660870020006	4315 WOODHEAD ST 8 77098				
WESTHEIMER APARTMENTS LP	1286390010001	2001 WESTHEIMER RD 244 77098	MULTI - FAMILY	33,014,000	41,267.50	
5694 MISSION CENTER RD STE 602						
SAN DIEGO CA 92108-4324						
ANBIL II-R O L P	0730810030011	1505 W CLAY ST 77019	SHOPPING CENTER	30,462,903	38,078.63	
105 TOWN CENTER RD STE 10	1170070010001	1422 W GRAY ST 77019				
KING OF PRUSSIA PA 19406-2394	1170070020001	1414 WAUGH DR 77019				
	0730810030007	1521 W CLAY ST 77019				
TEXAS ABERCROMBIE FAMILY INT LTD	0441850000002	1701 W ALABAMA ST 77098	VACANT COMMERCIAL	22,965,638	28,707.05	
730 N POST OAK RD STE 110						
HOUSTON TX 77024-3854						
SHEPHERD INV LP	0442600000001	2075 WESTHEIMER RD 77098	SHOPPING CENTER	14,650,000	18,312.50	
1800 POST OAK BLVD						
6 BLVD PLACE STE 400						
HOUSTON TX 77056						

## May 2013

## TOP TEN ASSESSMENT PAYERS



**MONTROSE DISTRICT WEST ZONE**

May 2013 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 - 2012	4,646.09	
KNA PARTNERS 550 WAUGH DR HOUSTON TX 77019-2002	94 026 174 000 0001	1111 WESTHEIMER RD 77006	COMMERCIAL RETAIL	2012	3,750.00	
SILVERLAKE HOLDINGS PARTNERS 1964 W GARY ST STE 204 HOUSTON TX 77019-4812	94 132 190 001 0001	1212 WAUGH DR 77019	COMMERCIAL RETAIL	2012	2,787.62	
KNA SPRINGFIELD VENTURE 550 WAUGH DR HOUSTON TX 77019-2002	94 044 255 000 0020	2030 WESTHEIMER RD 77019	COMMERCIAL RETAIL	2012	2,672.23	
GP 3400 MONTROSE LLC 1415 NORTH LOOP W STE 1180 HOUSTON TX 77008-1660	94 026 171 000 0001	3400 MONTROSE BLVD 77006	OFFICE PARK	2012	2,409.38	
FORTUNES PLAYGROUND LLC 1355 GRAY ST HOUSTON TX 77019-4019	94 052 355 000 0004	1355 W GRAY ST 77019	OFFICE PARK	2012	2,177.99	
ROBINSON LENNON C P O BOX 66531 HOUSTON TX 77266-6531	94 026 198 000 0001	13174 HAWTHORNE ST 12 77006	MULTI - FAMILY	2010 - 2012	1,987.61	
RICHARD S ROBBINS INVESTMENTS LTD LLP ET AL 5418 JOHN DREAPER DR HOUSTON TX 77056-4231	94 129 497 001 0001	2015 S SHEPARD DR 77019	RETAIL PLAZA	2012	1,985.97	
MCLEROY VALERIE & JOHN P O BOX 540101 HOUSTON TX 77254-0101	94 059 173 000 0003	1223 WAUGH DR 77019	COMMERCIAL BUILDING	2011 - 2012	1,961.36	
LEVEL HEADED CHOW LLC 4721 N MAIN ST STE Q HOUSTON TX 77009-4400	94 026 198 000 0005	3414 GRAUSTARK ST #8 77006	MULTI - FAMILY	2010 - 2012	1,945.21	

**Harris County Improvement District No. 11**  
**Lawsuit and Arbitration Status Summary as of 5/10/2013**

Jur 939

**Summary**

For Tax Years 2010 & 2012, for the period of September 2010 through April 2013

**Settled**

378,179,200	Original value of <b>Settled</b> accounts as of 5/10/2013
117	Number of <b>Settled</b> accounts as of 5/10/2013
20,975,731	Reduction in value of <b>Settled</b> accounts
<b>5.55%</b>	Average % reduction in value of <b>Settled</b> accounts

**Unsettled**

215,746,037	Original value of <b>Unsettled</b> accounts as of 5/10/2013
70	Number of <b>Unsettled</b> accounts as of 5/10/2013

.125 Tax rate per \$100 valuation

<b>\$14,958</b>	Estimated reduction in assessment on 70 Unsettled accounts, based on <b>5.55%</b> average
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**PERDUE, BRANDON, FIELDER, COLLINS & MOTT L.L.P.**  
**DELINQUENT ASSESSMENT SUMMARY REPORT**  
**MONTROSE DISTRICT**  
**June 10, 2013**

Amounts shown are 2011 base assessment unless indicated. Account numbers and addresses for Montrose District-West Zone are noted in *italics*.

**Suit pending:**

FAT Property LLC 10-11 assessments \$7,231.96, 502 W. Alabama St. 710 Colquitt St. & 1901 Richmond Ave, 406 Hawthorne St. 5- 0370400000001 0230700000012 & 0571210000012, 0370290000016

Lennon C. Robinson 10-11 assessments \$1,307.03, 1317 Hawthorne St.-0261980000001  
Level Headed Chow LLC (was Charles L. & Siriluck Baird) 10-11 assessments \$1,298.40, 3414 Graustark St.-0261980000005

Michael B. Huff 10-11 assessments \$1,278.86, 3230 Yoakum Blvd.-0261740000013  
Valerie & John McElroy \$980.68, 1223 Waugh Dr.-0591730000003

Heirs of Maude Eisemann 10-11 assessments \$891.00, 1116 W. Gray St.-0101670000030

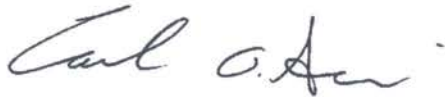
Nancy L. Ngo 10-11 assessments \$867.50, 1515 W. Gray St.-0442290000015

La Florentina Inc. 10-11 assessments \$841.32, 1612 Colquitt St.-0522640000028

Ahmet Akin \$543.06, 1839 Richmond Ave.-0660870010002

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

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



Carl O. Sandin  
Perdue Brandon Fielder Collins & Mott LLP  
Email: [csandin@pbfcml.com](mailto:csandin@pbfcml.com)  
Office: 713-802-6965 (Direct Line)  
Mobile: 713-824-1290  
Fax: 713-862-1429



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

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



MUNICIPAL ACCOUNTS  
& CONSULTING, L.P.

## Montrose Management District

### Bookkeeper's Report

June 10, 2013



Montrose Management District  
Cash Flow Report - Checking Account  
As of June 10, 2013

Num	Name	Memo	Amount	Balance
BALANCE AS OF 5/14/2013				\$486.92
<b>Receipts</b>				
	Interest		6.92	
	Wire Transfer		37,000.00	
	Wire Transfer		45,000.00	
	Unclaimed Property 7/2010 - 2/2012		2,328.84	
	HC ID 6 Unclaimed Property - 7/2009 - 2/2012		12,775.11	
	HC ID 6 Voided Ck# 2257		658.75	
<b>Total Receipts</b>				97,769.62
<b>Disbursements</b>				
3557	Marie Helens Cortes-Matte	Reimbursement of Expenses	(179.47)	
3558	Bankcard Center	Credit Card Expenses	(624.45)	
3559	Victor Beserra	To Reimb Patrol Exp	(936.05)	
3560	Aaron M Day	Security Expense	(2,956.92)	
3561	Adalberto R Ramos	Security Expense	(1,450.42)	
3562	Brian M Alms	Security Expense	(930.88)	
3563	Chad J Wall	Security Expense	(777.11)	
3564	John E Obenhaus	Security Expense	(1,535.78)	
3565	Joseph C Mabasa	Security Expense	(2,497.53)	
3566	Juan Arroyo	Security Expense	(688.94)	
3567	Lee T Jaquarya	Security Expense	(1,931.79)	
3568	Leon Laureano	Security Expense	(669.95)	
3569	Mandy Arroyo	Security Expense	(1,092.19)	
3570	Ricardo Gonzales	Security Expense	(841.68)	
3571	Richard J Bass	Security Expense	(898.88)	
3572	Sean M Blevins	Security Expense	(656.37)	
3573	Todd L Thibodeaux	Security Expense	(1,381.48)	
3574	Victor Beserra	Security Expense	(3,155.34)	
3575	Eric Samet Et Al	Assessment Refund	(49.43)	
3576	Follensby Corp N V	Assessment Refund	(43.75)	
3577	Sam Campise Enterprise Inc	Assessment Refund	(60.88)	
3578	Cracked Fox	Graphic Design & Marketing Services	(2,500.00)	
3579	Dennis C. Beedon	Business Ambassador Program Services	(1,702.62)	
3580	e-Vision 1 Productions, LLC	MMD Video Archive	(2,500.00)	
3581	Equi-Tax, Inc.	Tax Services	(1,374.34)	
3582	Kudela & Weinheimer	District Identity Marker	(430.59)	
3583	Lawrence & Associates	Economic Development	(1,025.00)	
3584	McCall, Gibson, Swedlund, Barfoot, PLLC	Audit Expense	(5,000.00)	
3585	Municipal Accounts & Consulting, L.P.	Bookkeeping Fees	(1,456.47)	
3586	Perdue Brandon, Fielder, Collins & Mott	Delinquent Tax Coll	(714.42)	
3587	Primer Grey	Website Refurbishment	(2,000.00)	
3588	Shooter and Lindsey, Inc.	Landscape Maintenance	(1,053.00)	
3589	Walter P. Moore	West Montrose Mobility Study	(6,097.65)	
3590	Marie Helens Cortes-Matte	Business Ambassador Program Services	(1,787.95)	
3591	Sean M Blevins	Security Expense	(232.73)	
3592	Hawes Hill Calderon, LLP	Consulting & Admin Fee	(17,501.72)	
3593	Comcast	Office Expenses	(90.48)	
3594	Verizon Wireless	Cell Phone Expense	(80.08)	
3595	Texas State Comptroller	Unclaimed Property - 7/1/10 - 2/29/12	(2,328.84)	
3596	Texas State Comptroller	Unclaimed Property - HC ID 6	(12,775.11)	
3597	Lyn Ann Williams	Social Media Outreach	(2,500.00)	

Montrose Management District  
Cash Flow Report - Checking Account  
As of June 10, 2013

Num	Name	Memo	Amount	Balance
Disbursements				
3598	Walgreens Co.	Reissue Ck# 2257 - Assessment Refund	(658.75)	
Wire	United States Treasury	Monthly Payroll Taxes-May	<u>(8,655.02)</u>	
Total Disbursements				<u>(95,824.06)</u>
BALANCE AS OF 6/10/2013				<u><u>\$2,432.48</u></u>

Montrose Management District

Account Balances

As of June 10, 2013

Financial Institution (Acct Number)	Issue Date	Maturity Date	Interest Rate	Account Balance	Notes
<b>Fund: Operating</b>					
<b>Certificates of Deposit</b>					
GREEN BANK (XXXX0169)	01/13/2013	07/15/2013	0.40 %	50,000.00	East Zone
GREEN BANK (XXXX0143)	02/14/2013	08/13/2013	0.35 %	50,000.00	East Zone
GREEN BANK (XXXX0210)	03/14/2013	09/10/2013	0.35 %	50,000.00	West Zone
TEXAS COMMUNITY BANK (XXXX0287)	03/14/2013	09/10/2013	0.35 %	50,000.00	East Zone
POST OAK BANK (XXXX0889)	04/14/2013	10/12/2013	0.30 %	50,000.00	East Zone
POST OAK BANK (XXXX0897)	04/14/2013	10/12/2013	0.30 %	50,000.00	West Zone
ICON BANK (XXXX2931)	05/10/2013	11/06/2013	0.32 %	50,000.00	East Zone
ICON BANK (XXXX2832)	05/10/2013	11/06/2013	0.32 %	50,000.00	West Zone
<b>Money Market Funds</b>					
COMPASS BANK-PREMIER (XXXX2019)	03/20/2012		0.20 %	403,639.29	(East Zone) Tax
COMPASS BANK-PREMIER (XXXX2086)	03/20/2012		0.20 %	691,744.53	(West Zone) Tax
<b>Checking Account(s)</b>					
TRADITION BANK (XXXX9069)			0.25 %	2,432.48	Checking Account
<b>Totals for Operating Fund:</b>				<b>\$1,497,816.30</b>	
<b>Grand total for Montrose Management District:</b>				<b>\$1,497,816.30</b>	



Montrose Management District  
Summary of Pledged Securities  
As of June 10, 2013

Financial Institution: COMPASS BANK-PREMIER		
Total CDs, MM:	\$1,095,383.82	Collateral Security Required: Yes
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File: Yes
Total pledged securities:	\$1,240,555.49	Investment Policy Received: Yes
Ratio of pledged securities to investments:	146.74 %	
Financial Institution: GREEN BANK		
Total CDs, MM:	\$150,000.00	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: ICON BANK		
Total CDs, MM:	\$100,000.00	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: POST OAK BANK		
Total CDs, MM:	\$100,000.00	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: TEXAS COMMUNITY BANK		
Total CDs, MM:	\$50,000.00	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: TRADITION BANK (Depository Bank)		
Total CDs, MM, and Checking Accounts:	\$2,432.48	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	

Montrose Management District  
Revenue & Expenditures East Zone  
May 2013

Sources of Funds	May 13	Budget	\$ Over Budget	% of Budget	Jan - May 13	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
14110 - Assessments	4,610.31	3,282.50	1,327.81	140.45%	420,729.06	356,133.54	64,595.52	118.14%	424,319.00
14112 - Assessment Refunds	0.00	727.33	(727.33)	0.0%	261.34	3,636.69	(3,375.35)	7.19%	8,728.00
14310 - Penalties & Interest	679.31	833.33	(154.02)	81.52%	3,955.00	4,166.69	(211.69)	94.92%	10,000.00
14370 - Interest Earned on Temp. Invest	61.62	16.17	45.45	381.08%	251.98	80.81	171.17	311.82%	194.00
14380 - Interest	6.92	2.67	4.25	259.18%	24.15	13.31	10.84	181.44%	32.00
14390 - Ending FY 2012 Fund Balance	3,264.25	3,264.25	0.00	100.0%	16,321.25	16,321.25	0.00	100.0%	39,171.00
Total Sources of Funds	8,622.41	8,126.25	496.16	106.11%	441,542.78	380,352.29	61,190.49	116.09%	482,444.00
Uses of Funds									
Business Development									
16124 - Marketing & Public Rel Director	966.40	966.42	(0.02)	100.0%	4,908.87	4,832.06	76.81	101.59%	11,597.00
16125 - Marketing & Public Relations	4,205.08	7,397.33	(3,192.25)	56.85%	24,510.29	36,986.69	(12,476.40)	66.27%	88,768.00
16131 - Web Site Development	0.00	384.00	(384.00)	0.0%	0.00	1,920.00	(1,920.00)	0.0%	4,608.00
16135 - Economic Development Services	320.90	1,013.33	(692.43)	31.67%	1,626.34	5,066.69	(3,440.35)	32.1%	12,160.00
16140 - Web Site Main./Host/I.T.	0.00	160.00	(160.00)	0.0%	0.00	800.00	(800.00)	0.0%	1,920.00
16141 - GIS Services	163.78	320.00	(156.22)	51.18%	781.18	1,600.00	(818.82)	48.82%	3,840.00
Total Business Development	5,656.16	10,241.08	(4,584.92)	55.23%	31,826.68	51,205.44	(19,378.76)	62.16%	122,893.00
Mobility & Transportation									
17001 - Transportation Inv. Contract	0.00	1,066.67	(1,066.67)	0.0%	0.00	5,333.31	(5,333.31)	0.0%	12,800.00
17010 - Engineering Services	0.00	2,666.67	(2,666.67)	0.0%	0.00	13,333.31	(13,333.31)	0.0%	32,000.00
17030 - Mobility Projects	1,951.25	4,011.25	(2,060.00)	48.64%	4,388.25	20,056.25	(15,668.00)	21.88%	48,135.00
Total Mobility & Transportation	1,951.25	7,744.59	(5,793.34)	25.2%	4,388.25	38,722.87	(34,334.62)	11.33%	92,935.00
Project Staffing & Admin									
16150 - Admin & Management	673.90	668.58	5.32	100.8%	3,369.50	3,342.94	26.56	100.8%	8,023.00
16160 - Reimbursable Expenses	116.21	427.83	(311.62)	27.16%	459.00	2,139.19	(1,680.19)	21.46%	5,134.00
16170 - Reimbursable Mileage	64.42	133.75	(69.33)	48.16%	755.69	668.75	86.94	113.0%	1,605.00
16180 - Postage, Deliveries	17.48	34.75	(17.27)	50.3%	89.36	173.75	(84.39)	51.43%	417.00
16190 - Printing & Reproduction	272.26	187.17	85.09	145.46%	1,197.29	935.81	261.48	127.94%	2,246.00
16200 - Public Notices, Advertising	0.00	213.92	(213.92)	0.0%	0.00	1,069.56	(1,069.56)	0.0%	2,567.00
16210 - Project Management	1,251.52	1,260.75	(9.23)	99.27%	6,257.60	6,303.75	(46.15)	99.27%	15,129.00
16215 - Director Of Services	2,157.00	2,157.00	0.00	100.0%	10,785.00	10,785.00	0.00	100.0%	25,884.00
16220 - Legal Services	1,593.56	641.83	951.73	248.28%	17,476.87	3,209.19	14,267.68	544.59%	7,702.00
16250 - Bookkeeping	464.00	417.17	46.83	111.23%	2,944.31	2,085.81	858.50	141.16%	5,006.00
16260 - Assess Data Mgmt & Billing Svcs	439.79	588.33	(148.54)	74.75%	3,827.07	2,941.69	885.38	130.1%	7,060.00
16270 - Office Supplies	0.00	80.25	(80.25)	0.0%	0.00	401.25	(401.25)	0.0%	963.00
16280 - Other	1.92	16.08	(14.16)	11.94%	13.02	80.44	(67.42)	16.19%	193.00
16290 - Office Lease Space	387.93	417.17	(29.24)	92.99%	1,931.10	2,085.81	(154.71)	92.58%	5,006.00
16291 - Office Equipment	29.04	66.83	(37.79)	43.45%	147.17	334.19	(187.02)	44.04%	802.00
16340 - Auditing Fees	1,600.00	0.00	1,600.00	100.0%	1,600.00	0.00	1,600.00	100.0%	3,530.00

Montrose Management District  
Revenue & Expenditures East Zone

May 2013

	May 13	Budget	\$ Over Budget	% of Budget	Jan - May 13	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
16530 - Insurance & Surety Bond	0.00	0.00	0.00	0.0%	2,769.07	4,849.00	(2,079.93)	57.11%	4,849.00
Total Project Staffing & Admin	9,069.03	7,311.41	1,757.62	124.04%	53,622.05	41,406.13	12,215.92	129.5%	96,116.00
Security and Public Safety									
15415 - Vehicle Maint. & Operations	0.00	266.67	(266.67)	0.0%	187.00	1,333.31	(1,146.31)	14.03%	3,200.00
15420 - Contract Public Safety Services	9,290.05	9,866.67	(576.62)	94.16%	45,545.04	49,333.31	(3,788.27)	92.32%	118,400.00
15425 - Mobile Camera Program	1,044.00	1,042.92	1.08	100.1%	5,485.01	5,214.56	270.45	105.19%	12,515.00
15430 - Cell Phone	138.52	48.00	90.52	288.58%	471.79	240.00	231.79	196.58%	576.00
16100 - Store Front Equipment	0.00	27.67	(27.67)	0.0%	0.00	138.31	(138.31)	0.0%	332.00
16102 - Public Safety Equipment	26.00	133.33	(107.33)	19.5%	87.78	666.69	(578.91)	13.17%	1,600.00
16110 - Graffiti Abatement	0.00	1,600.00	(1,600.00)	0.0%	7,201.82	8,000.00	(798.18)	90.02%	19,200.00
16115 - Nuisance Abatement	0.00	1,333.33	(1,333.33)	0.0%	0.00	6,666.69	(6,666.69)	0.0%	16,000.00
Total Security and Public Safety	10,498.57	14,318.59	(3,820.02)	73.32%	58,978.44	71,592.87	(12,614.43)	82.38%	171,823.00
Visual Improvements & Cultural									
16212 - Beautification Design & Install	0.00	9,715.17	(9,715.17)	0.0%	7,978.92	48,575.81	(40,596.89)	16.43%	116,582.00
16213 - Landscape Maintenance	1,053.00	1,250.00	(197.00)	84.24%	5,265.00	6,250.00	(985.00)	84.24%	15,000.00
16216 - Holiday Design & Install	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	19,200.00
Total Visual Improvements & Cultural	1,053.00	10,965.17	(9,912.17)	9.6%	13,243.92	54,825.81	(41,581.89)	24.16%	150,782.00
Total Uses	28,228.01	50,580.84	(22,352.83)	55.81%	162,059.34	257,753.12	(95,693.78)	62.87%	634,549.00
Net Ordinary Revenue	(19,605.60)	(42,454.59)	22,848.99	46.18%	279,483.44	122,599.17	156,884.27	227.97%	(152,105.00)
Planned Reserves	(19,605.60)	(42,454.59)	22,848.99	46.18%	279,483.44	122,599.17	156,884.27	227.97%	(152,105.00)



Montrose Management District  
Revenue & Expenditures West Zone  
May 2013

Sources of Funds	May 13	Budget	\$ Over Budget	% of Budget	Jan - May 13	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
14110-1 - Assessments.	5,624.26	1,750.00	3,874.26	321.39%	933,542.48	831,474.67	102,067.81	112.28%	888,245.00
14112-1 - Assessment Refunds.	0.04	1,522.67	(1,522.63)	0.0%	46.95	7,613.31	(7,566.36)	0.62%	18,272.00
14310-1 - Penalties & Interest.	775.96	1,250.00	(474.04)	62.08%	4,132.57	6,250.00	(2,117.43)	66.12%	15,000.00
14370-1 - Interest Earned on Temp. Inves	61.62	33.83	27.79	182.15%	169.81	169.19	0.62	100.37%	406.00
14380-1 - Interest.	0.00	5.67	(5.67)	0.0%	9.59	28.31	(18.72)	33.88%	68.00
14390-1 - Ending FY 2012 Fund Balance	6,833.25	6,833.25	0.00	100.0%	34,166.25	34,166.25	0.00	100.0%	81,999.00
Total Sources of Funds	13,295.13	11,395.42	1,899.71	116.67%	972,067.65	879,701.73	92,365.92	110.5%	1,003,990.00
Uses of Funds									
Business Development									
16124-1 - Marketing & Public Rel Dir	2,045.10	2,045.08	0.02	100.0%	10,332.22	10,225.44	106.78	101.04%	24,541.00
16125-1 - Marketing & Public Relation	8,869.92	15,719.33	(6,849.41)	56.43%	51,508.42	78,596.69	(27,088.27)	65.54%	188,632.00
16131-1 - Web Site Development.	0.00	816.00	(816.00)	0.0%	0.00	4,080.00	(4,080.00)	0.0%	9,792.00
16135-1 - Economic Development Service	679.10	2,153.33	(1,474.23)	31.54%	3,418.66	10,766.69	(7,348.03)	31.75%	25,840.00
16140-1 - Web Site Main./Host/I.T.	0.00	340.00	(340.00)	0.0%	0.00	1,700.00	(1,700.00)	0.0%	4,080.00
16141-1 - GIS Services.	348.04	680.00	(331.96)	51.18%	1,644.36	3,400.00	(1,755.64)	48.36%	8,160.00
Total Business Development	11,942.16	21,753.74	(9,811.58)	54.9%	66,903.66	108,768.82	(41,865.16)	61.51%	261,045.00
Mobility & Transportation									
17001-1 - Transportation Inv. Contract.	0.00	2,266.67	(2,266.67)	0.0%	0.00	11,333.31	(11,333.31)	0.0%	27,200.00
17010-1 - Engineering Services.	0.00	5,666.67	(5,666.67)	0.0%	0.00	28,333.31	(28,333.31)	0.0%	68,000.00
17030-1 - Mobility Projects.	4,146.40	8,488.75	(4,342.35)	48.85%	9,249.40	42,443.75	(33,194.35)	21.79%	101,865.00
Total Mobility & Transportation	4,146.40	16,422.09	(12,275.69)	25.25%	9,249.40	82,110.37	(72,860.97)	11.27%	197,065.00
Project Staffing & Admin									
16150-1 - Admin & Management	1,426.10	1,414.75	11.35	100.8%	7,130.50	7,073.75	56.75	100.8%	16,977.00
16160-1 - Reimbursable Expenses.	101.82	905.50	(803.68)	11.25%	772.96	4,527.50	(3,754.54)	17.07%	10,866.00
16170-1 - Reimbursable Mileage.	281.68	282.92	(1.24)	99.56%	1,729.09	1,414.56	314.53	122.24%	3,395.00
16180-1 - Postage, Deliveries	26.63	73.58	(46.95)	36.19%	171.35	367.94	(196.59)	46.57%	883.00
16190-1 - Printing & Reproduction	436.39	396.17	40.22	110.15%	2,378.13	1,980.81	397.32	120.06%	4,754.00
16200-1 - Public Notices, Advertising	0.00	452.75	(452.75)	0.0%	145.50	2,263.75	(2,118.25)	6.43%	5,433.00
16210-1 - Project Management	2,648.48	2,639.25	9.23	100.35%	13,242.40	13,196.25	46.15	100.35%	31,671.00
16215-1 - Director Of Services	4,564.67	4,564.67	0.00	100.0%	22,823.35	22,823.31	0.04	100.0%	54,776.00
16220-1 - Legal Services.	3,337.00	1,358.17	1,978.83	245.7%	35,518.99	6,790.81	28,728.18	523.05%	16,298.00
16250-1 - Bookkeeping.	971.00	882.83	88.17	109.99%	6,210.69	4,414.19	1,796.50	140.7%	10,594.00
16260-1 - Assess Data Mgmt & Billing Svc	934.55	1,245.00	(310.45)	75.06%	8,124.75	6,225.00	1,899.75	130.52%	14,940.00
16270-1 - Office Supplies.	0.00	169.75	(169.75)	0.0%	0.00	848.75	(848.75)	0.0%	2,037.00
16280-1 - Other.	4.08	33.92	(29.84)	12.03%	39.15	169.56	(130.41)	23.09%	407.00
16290-1 - Office Lease Space.	812.07	882.83	(70.76)	91.99%	4,068.90	4,414.19	(345.29)	92.18%	10,594.00
16291-1 - Office Equipment.	61.44	141.50	(80.06)	43.42%	309.47	707.50	(398.03)	43.74%	1,698.00
16340-1 - Auditing Fees.	3,400.00	0.00	3,400.00	100.0%	3,400.00	0.00	3,400.00	100.0%	7,470.00

Montrose Management District  
Revenue & Expenditures West Zone  
May 2013

	May 13	Budget	\$ Over Budget	% of Budget	Jan - May 13	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
16530-1 - Insurance & Surety Bond.	0.00	0.00	0.00	0.0%	5,796.61	10,151.00	(4,354.39)	57.1%	10,151.00
Total Project Staffing & Admin	19,005.91	15,443.59	3,562.32	123.07%	111,861.84	87,368.87	24,492.97	128.03%	202,944.00
Security and Public Safety									
15415-1 - Vehicle Maint. & Operations.	0.00	566.67	(566.67)	0.0%	391.38	2,833.31	(2,441.93)	13.81%	6,800.00
15420-1 - Contract Public Safety Service	19,842.00	20,966.67	(1,124.67)	94.64%	95,581.82	104,833.31	(9,251.49)	91.18%	251,600.00
15425-1 - Mobile Camera Program.	2,193.50	2,207.08	(13.58)	99.39%	11,584.99	11,035.44	549.55	104.98%	26,485.00
15430-1 - Cell Phone.	294.34	102.00	192.34	288.57%	991.16	510.00	481.16	194.35%	1,224.00
16100-1 - Store Front Equipment.	0.00	55.67	(55.67)	0.0%	0.00	278.31	(278.31)	0.0%	668.00
16102-1 - Public Safety Equipment.	54.08	283.33	(229.25)	19.09%	182.93	1,416.69	(1,233.76)	12.91%	3,400.00
16110-1 - Graffiti Abatement.	0.00	3,400.00	(3,400.00)	0.0%	15,198.18	17,000.00	(1,801.82)	89.4%	40,800.00
16113-1 - Nuisance Abatement.	0.00	2,833.33	(2,833.33)	0.0%	0.00	14,166.69	(14,166.69)	0.0%	34,000.00
Total Security and Public Safety	22,383.92	30,414.75	(8,030.83)	73.6%	123,930.46	152,073.75	(28,143.29)	81.49%	364,977.00
Visual Improvements & Cultural									
16212-1 - Identification Design & Install	0.00	20,644.83	(20,644.83)	0.0%	16,887.08	103,224.19	(86,337.11)	16.36%	247,738.00
16216-1 - Holiday Design & Install.	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	40,800.00
Total Visual Improvements & Cultural	0.00	20,644.83	(20,644.83)	0.0%	16,887.08	103,224.19	(86,337.11)	16.36%	288,538.00
Total Uses	57,478.39	104,679.00	(47,200.61)	54.91%	328,832.44	533,546.00	(204,713.56)	61.63%	1,314,569.00
Net Ordinary Revenue	(44,183.26)	(93,283.58)	49,100.32	47.36%	643,235.21	346,155.73	297,079.48	185.82%	(310,579.00)
Planned Reserves	(44,183.26)	(93,283.58)	49,100.32	47.36%	643,235.21	346,155.73	297,079.48	185.82%	(310,579.00)



Montrose Management District  
Revenue & Expenditures Total Zone  
May 2013

	May 13	Budget	\$ Over Budget	% of Budget	Jan - May 13	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
<b>Sources of Funds</b>									
1410-1 - Assessments.	5,624.26	1,750.00	3,874.26	321.39%	933,542.48	831,474.67	102,067.81	112.28%	888,245.00
1410 - Assessments	4,610.31	3,282.50	1,327.81	140.45%	420,729.06	356,133.54	64,595.52	118.14%	424,319.00
1412-1 - Assessment Refunds.	0.00	1,522.67	(1,522.63)	0.0%	46.95	7,613.31	(7,566.36)	0.62%	18,272.00
1412 - Assessment Refunds	0.00	727.33	(727.33)	0.0%	261.34	3,636.69	(3,375.35)	7.19%	8,728.00
1430-1 - Penalties & Interest.	775.96	1,250.00	(474.04)	62.08%	4,132.57	6,250.00	(2,117.43)	66.12%	15,000.00
1430 - Penalties & Interest	679.31	833.33	(154.02)	81.52%	3,955.00	4,166.69	(211.69)	94.92%	10,000.00
1437-1 - Interest Earned on Temp. Inves	61.62	33.83	27.79	182.15%	169.81	169.19	0.62	100.37%	406.00
1437 - Interest Earned on Temp. Invest	61.62	16.17	45.45	381.08%	251.98	80.81	171.17	311.82%	194.00
1438-1 - Interest.	0.00	5.67	(5.67)	0.0%	9.59	28.31	(18.72)	33.88%	68.00
1438 - Interest	6.92	2.67	4.25	259.18%	24.15	13.31	10.84	181.44%	32.00
1439-1 - Ending FY 2012 Fund Balance	6,833.25	6,833.25	0.00	100.0%	34,166.25	34,166.25	0.00	100.0%	81,999.00
1439 - Ending FY 2012 Fund Balance	3,264.25	3,264.25	0.00	100.0%	16,321.25	16,321.25	0.00	100.0%	39,171.00
<b>Total Sources of Funds</b>	<b>21,917.54</b>	<b>19,521.67</b>	<b>2,395.87</b>	<b>112.27%</b>	<b>1,413,610.43</b>	<b>1,260,054.02</b>	<b>153,556.41</b>	<b>112.19%</b>	<b>1,486,434.00</b>
<b>Uses of Funds</b>									
<b>Business Development</b>									
16124-1 - Marketing & Public Rel Dir	2,045.10	2,045.08	0.02	100.0%	10,332.22	10,225.44	106.78	101.04%	24,541.00
16124 - Marketing & Public Rel Director	966.40	966.42	(0.02)	100.0%	4,908.87	4,832.06	76.81	101.59%	11,597.00
16125-1 - Marketing & Public Relation	8,869.92	15,719.33	(6,849.41)	56.43%	51,508.42	78,596.69	(27,088.27)	65.54%	188,632.00
16125 - Marketing & Public Relations	4,205.08	7,397.33	(3,192.25)	56.85%	24,510.29	36,986.69	(12,476.40)	66.27%	88,768.00
16131-1 - Web Site Development.	0.00	816.00	(816.00)	0.0%	0.00	4,080.00	(4,080.00)	0.0%	9,792.00
16131 - Web Site Development	0.00	384.00	(384.00)	0.0%	0.00	1,920.00	(1,920.00)	0.0%	4,608.00
16135-1 - Economic Development Service	679.10	2,153.33	(1,474.23)	31.54%	3,418.66	10,766.69	(7,348.03)	31.75%	25,840.00
16135 - Economic Development Services	320.90	1,013.33	(692.43)	31.67%	1,626.34	5,066.69	(3,440.35)	32.1%	12,160.00
16140-1 - Web Site Main./Host/I.T..	0.00	340.00	(340.00)	0.0%	0.00	1,700.00	(1,700.00)	0.0%	4,080.00
16140 - Web Site Main./Host/I.T.	0.00	160.00	(160.00)	0.0%	0.00	800.00	(800.00)	0.0%	1,920.00
16141-1 - GIS Services.	348.04	680.00	(331.96)	51.18%	1,644.36	3,400.00	(1,755.64)	48.36%	8,160.00
16141 - GIS Services	163.78	320.00	(156.22)	51.18%	781.18	1,600.00	(818.82)	48.82%	3,840.00
<b>Total Business Development</b>	<b>17,598.32</b>	<b>31,994.82</b>	<b>(14,396.50)</b>	<b>55.0%</b>	<b>98,730.34</b>	<b>159,974.26</b>	<b>(61,243.92)</b>	<b>61.72%</b>	<b>383,938.00</b>
<b>Mobility &amp; Transportation</b>									
17001-1 - Transportation Inv. Contract.	0.00	2,266.67	(2,266.67)	0.0%	0.00	11,333.31	(11,333.31)	0.0%	27,200.00
17001 - Transportation Inv. Contract	0.00	1,066.67	(1,066.67)	0.0%	0.00	5,333.31	(5,333.31)	0.0%	12,800.00
17010-1 - Engineering Services.	0.00	5,666.67	(5,666.67)	0.0%	0.00	28,333.31	(28,333.31)	0.0%	68,000.00
17010 - Engineering Services	0.00	2,666.67	(2,666.67)	0.0%	0.00	13,333.31	(13,333.31)	0.0%	32,000.00
17030-1 - Mobility Projects.	4,146.40	8,488.75	(4,342.35)	48.85%	9,249.40	42,443.75	(33,194.35)	21.79%	101,865.00
17030 - Mobility Projects	1,951.25	4,011.25	(2,060.00)	48.64%	4,388.25	20,056.25	(15,668.00)	21.88%	48,135.00
<b>Total Mobility &amp; Transportation</b>	<b>6,097.65</b>	<b>24,166.68</b>	<b>(18,069.03)</b>	<b>25.23%</b>	<b>13,637.65</b>	<b>120,833.24</b>	<b>(107,195.59)</b>	<b>11.29%</b>	<b>290,000.00</b>
<b>Project Staffing &amp; Admin</b>									
16150-1 - Admin & Management	1,426.10	1,414.75	11.35	100.8%	7,130.50	7,073.75	56.75	100.8%	16,977.00
16150 - Admin & Management	673.90	668.58	5.32	100.8%	3,369.50	3,342.94	26.56	100.8%	8,023.00
16160-1 - Reimbursable Expenses.	101.82	905.50	(803.68)	11.25%	772.96	4,527.50	(3,754.54)	17.07%	10,866.00



Montrose Management District

Revenue & Expenditures Total Zone

May 2013

	May 13	Budget	\$ Over Budget	% of Budget	Jan - May 13	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
16160 - Reimbursable Expenses	116.21	427.83	(311.62)	27.16%	459.00	2,139.19	(1,680.19)	21.46%	5,134.00
16170-1 - Reimbursable Mileage	281.68	282.92	(1.24)	99.56%	1,729.09	1,414.56	314.53	122.24%	3,395.00
16170 - Reimbursable Mileage	64.42	133.75	(69.33)	48.16%	755.69	668.75	86.94	113.0%	1,605.00
16180-1 - Postage, Deliveries	25.63	73.58	(46.95)	36.19%	171.35	367.94	(196.59)	46.57%	883.00
16180 - Postage, Deliveries	17.48	34.75	(17.27)	50.3%	89.36	173.75	(84.39)	51.43%	417.00
16190-1 - Printing & Reproduction	436.39	396.17	40.22	110.15%	2,378.13	1,980.81	397.32	120.06%	4,754.00
16190 - Printing & Reproduction	272.26	187.17	85.09	145.46%	1,197.29	935.81	261.48	127.94%	2,246.00
16200-1 - Public Notices, Advertising	0.00	452.75	(452.75)	0.0%	145.50	2,263.75	(2,118.25)	6.43%	5,433.00
16200 - Public Notices, Advertising	0.00	213.92	(213.92)	0.0%	0.00	1,069.56	(1,069.56)	0.0%	2,567.00
16210-1 - Project Management	2,648.48	2,639.25	9.23	100.35%	13,242.40	13,196.25	46.15	100.35%	31,671.00
16210 - Project Management	1,251.52	1,260.75	(9.23)	99.27%	6,257.60	6,303.75	(46.15)	99.27%	15,129.00
16215-1 - Director Of Services	4,564.67	4,564.67	0.00	100.0%	22,823.35	22,823.31	0.04	100.0%	54,776.00
16215 - Director Of Services	2,157.00	2,157.00	0.00	100.0%	10,785.00	10,785.00	0.00	100.0%	25,884.00
16220-1 - Legal Services	3,337.09	1,358.17	1,978.83	245.7%	35,518.99	6,790.81	28,728.18	523.05%	16,298.00
16220 - Legal Services	1,593.56	641.83	951.73	248.28%	17,476.87	3,209.19	14,267.68	544.59%	7,702.00
16230-1 - Bookkeeping	971.00	882.83	88.17	109.99%	6,210.69	4,414.19	1,796.50	140.7%	10,594.00
16230 - Bookkeeping	464.00	417.17	46.83	111.23%	2,944.31	2,085.81	858.50	141.16%	5,006.00
16260-1 - Assess Data Mgmt & Billing Svc	934.55	1,245.00	(310.45)	75.06%	8,124.75	6,225.00	1,899.75	130.52%	14,940.00
16260 - Assess Data Mgmt & Billing Svc	439.79	588.33	(148.54)	74.75%	3,827.07	2,941.69	885.38	130.1%	7,060.00
16270-1 - Office Supplies	0.00	169.75	(169.75)	0.0%	0.00	848.75	(848.75)	0.0%	2,037.00
16270 - Office Supplies	0.00	80.25	(80.25)	0.0%	0.00	401.25	(401.25)	0.0%	963.00
16280-1 - Other	4.08	33.92	(29.84)	12.03%	39.15	169.56	(130.41)	23.09%	407.00
16280 - Other	1.92	16.08	(14.16)	11.94%	13.02	80.44	(67.42)	16.19%	193.00
16290-1 - Office Lease Space	812.07	882.83	(70.76)	91.99%	4,068.90	4,414.19	(345.29)	92.18%	10,594.00
16290 - Office Lease Space	387.93	417.17	(29.24)	92.99%	1,931.10	2,085.81	(154.71)	92.58%	5,006.00
16291-1 - Office Equipment	61.44	141.50	(80.06)	43.42%	309.47	707.50	(398.03)	43.74%	1,698.00
16291 - Office Equipment	29.04	66.83	(37.79)	43.45%	147.17	334.19	(187.02)	44.04%	802.00
16340-1 - Auditing Fees	3,400.00	0.00	3,400.00	100.0%	3,400.00	0.00	3,400.00	100.0%	7,470.00
16340 - Auditing Fees	1,600.00	0.00	1,600.00	100.0%	1,600.00	0.00	1,600.00	100.0%	3,530.00
16530-1 - Insurance & Surety Bond	0.00	0.00	0.00	0.0%	5,796.61	10,151.00	(4,354.39)	57.1%	10,151.00
16530 - Insurance & Surety Bond	0.00	0.00	0.00	0.0%	2,769.07	4,849.00	(2,079.93)	57.11%	4,849.00
16600 - Payroll Expenses	2,157.01	3,200.00	(1,042.99)	67.41%	11,531.18	16,000.00	(4,468.82)	72.07%	38,400.00
Total Project Staffing & Admin	30,231.95	25,955.00	4,276.95	116.48%	177,015.07	144,775.00	32,240.07	122.27%	337,460.00
Security and Public Safety									
15415-1 - Vehicle Maint. & Operations	0.00	566.67	(566.67)	0.0%	391.38	2,833.31	(2,441.93)	13.81%	6,800.00
15415 - Vehicle Maint. & Operations	0.00	266.67	(266.67)	0.0%	187.00	1,333.31	(1,146.31)	14.03%	3,200.00
15420-1 - Contract Public Safety Service	19,842.00	20,966.67	(1,124.67)	94.64%	95,581.82	104,833.31	(9,251.49)	91.18%	251,600.00
15420 - Contract Public Safety Service	9,290.05	9,866.67	(576.62)	94.16%	45,545.04	49,333.31	(3,788.27)	92.32%	118,400.00
15425-1 - Mobile Camera Program	2,193.50	2,207.08	(13.58)	99.39%	11,584.99	11,035.44	549.55	104.98%	26,485.00
15425 - Mobile Camera Program	1,044.00	1,042.92	1.08	100.1%	5,485.01	5,214.56	270.45	105.19%	12,515.00
15430-1 - Cell Phone	294.34	102.00	192.34	288.57%	991.16	510.00	481.16	194.35%	1,224.00
15430 - Cell Phone	138.52	48.00	90.52	288.58%	471.79	240.00	231.79	196.58%	576.00
16100-1 - Store Front Equipment	0.00	55.67	(55.67)	0.0%	0.00	278.31	(278.31)	0.0%	668.00

Montrose Management District  
Revenue & Expenditures Total Zone  
May 2013

	May 13	Budget	\$ Over Budget	% of Budget	Jan - May 13	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
16100 - Store Front Equipment	0.00	27.67	(27.67)	0.0%	0.00	138.31	(138.31)	0.0%	332.00
16102-1 - Public Safety Equipment	54.08	283.33	(229.25)	19.09%	182.93	1,416.69	(1,233.76)	12.91%	3,400.00
16102 - Public Safety Equipment	26.00	133.33	(107.33)	19.5%	87.78	666.69	(578.91)	13.17%	1,600.00
16110-1 - Graffiti Abatement	0.00	3,400.00	(3,400.00)	0.0%	15,198.18	17,000.00	(1,801.82)	89.4%	40,800.00
16110 - Graffiti Abatement	0.00	1,600.00	(1,600.00)	0.0%	7,201.82	8,000.00	(798.18)	90.02%	19,200.00
16115-1 - Nuisance Abatement	0.00	2,833.33	(2,833.33)	0.0%	0.00	14,166.69	(14,166.69)	0.0%	34,000.00
16115 - Nuisance Abatement	0.00	1,333.33	(1,333.33)	0.0%	0.00	6,666.69	(6,666.69)	0.0%	16,000.00
Total Security and Public Safety	32,882.49	44,733.34	(11,850.85)	73.51%	182,908.90	223,666.62	(40,757.72)	81.78%	536,800.00
Visual Improvements & Cultural									
16212-1 - Identification Design & Install	0.00	20,644.83	(20,644.83)	0.0%	16,887.08	103,224.19	(86,337.11)	16.36%	247,738.00
16212 - Beautification Design & Install	0.00	9,715.17	(9,715.17)	0.0%	7,978.92	48,575.81	(40,596.89)	16.43%	116,582.00
16213 - Landscape Maintenance	1,053.00	1,250.00	(197.00)	84.24%	5,265.00	6,250.00	(985.00)	84.24%	15,000.00
16216-1 - Holiday Design & Install	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	40,800.00
16216 - Holiday Design & Install	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	19,200.00
Total Visual Improvements & Cultural	1,053.00	31,610.00	(30,557.00)	3.33%	30,131.00	158,050.00	(127,919.00)	19.06%	439,320.00
Total Uses	87,863.41	158,459.84	(70,596.43)	55.45%	502,422.96	807,299.12	(304,876.16)	62.24%	1,987,518.00
Net Ordinary Revenue	(65,945.87)	(138,938.17)	72,992.30	47.46%	911,187.47	452,754.90	458,432.57	201.25%	(501,084.00)
Other Revenues/Expenditures									
Other Revenue									
70000 - Assigned Operating Surplus	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	914,204.00
Total Other Revenue	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	914,204.00
Net Other Revenue	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	914,204.00
Planned Reserves	(65,945.87)	(138,938.17)	72,992.30	47.46%	911,187.47	452,754.90	458,432.57	201.25%	413,120.00



ACCOUNT SUMMARY

Account Number	XXXX XXXX XXXX 1351	Previous Balance	\$98.72
Credit Limit	\$10,000.00	Payments	\$98.72
Available Credit	\$9,375.00	Credits	\$0.00
Statement Closing Date	May 14, 2013	Purchases	\$624.45
Payment Due Date	June 03, 2013	Other Charges	\$0.00
Amount Past Due	\$0.00	Cash Advances	\$0.00
Min Payment Due	\$30.00	Finance Charges	\$0.00
Days in Billing Cycle	32	New Balance	\$624.45

TRANSACTIONS

Trans Date	Post Date	Reference Number	Transaction Description	Amount
04/22	04/22	P5398009G000CA112	ADJUSTMENT-PURCHASES	-\$50.00
04/22	04/22	P5398009G000CA112	ADJUSTMENT-PURCHASES	-\$50.00
04/26	04/26	74768009NBK17WJFT	PAYMENT - THANK YOU	-\$98.72
TOTAL XXXXXXXXXX00001351				\$158.72

JOSHUA HAWES

05/02	05/02	2490641350171JFWN	BLU*montroosedistrict.org 888-4014678 UT	\$107.88
05/07	05/07	24692163Z00T856CE	MAILCHIMP MAILCHIMP.COM GA	\$15.00
TOTAL XXXXXXXXXX00001450				\$122.88

GRETCHEN LARSON

04/12	04/15	244921556RP7VHGYR	2DAYPOSTCAR 713-224-8808 TX	\$109.00
04/25	04/25	24427333KLYP9T81	HEB #630 HOUSTON TX	\$71.21
04/26	04/26	244921556RP7VHGYR	2DAYPOSTCAR 713-224-8808 TX	\$149.00
04/27	04/27	24427333MLYJHHHET	HEB #630 HOUSTON TX	\$26.03
04/27	04/27	24427333MLYJHHHET	HEB #630 HOUSTON TX	\$31.33
04/29	04/29	244921556RP7VHGYR	PAYPAL *DJRICHRAVE 402-955-7735 CA	\$175.00

See Reverse Side for Important Information About Your Account.

5043 8882 BAH 3 7 10 124514 0 PAGE 1 of 2 11 5398 0000 8882 01A05043 8128

P O BOX 38833  
SALT LAKE CITY UT 84138-0833

For prompt credit, mail payment to location shown below.  
Payment sent to any other location may delay crediting your account.  
Please detach this portion and return it with your payment to ensure proper credit.

Make Checks Payable to 370401

BANKCARD CENTER

P O BOX 38833  
SALT LAKE CITY UT 84138-0833

1108877

PAYMENT INFORMATION

Account Number	XXXX XXXX XXXX 1351
Payment Due Date	06/03/13
New Balance	\$624.45
Minimum Payment Due	\$30.00
Past Due Amount	\$0.00
Cash Enclosed	\$0.00
Total Payment Amount	\$

CONTROL ACCOUNT  
MONTROSE MD  
P O BOX 22167  
HOUSTON TX 77227-2167

8128

5066 0000:5398000000121351\*

Josh Hawes

From: MailChimp Billing <billing@mailchimp.com>  
Sent: Tuesday, May 7, 2013 12:36 AM  
To: MMD@startwithgrey.com  
Subject: MailChimp Invoice/Receipt

May 07, 2013

Your order was processed without a hitch.

Order activity for the account:  
montroosedistrict

1108877
Invoice number

1108877  
Invoice number

May 07, 2013 12:35 am Central Time  
purchase date

\$15.00  
purchase amount

Visa card ending in 1450  
paid with

Joshua Hawes  
billed to  
Montrose Management District  
P.O. Box 22167 Houston, TX 77227-2167  
713-595-1200  
MMD@startwithgrey.com

About this invoice / receipt:

**2daypostcards**

621 Richmond Ave.  
Houston, TX 77006  
713.224.8808  
713.224.8811 fax

**Invoice**

Date	Invoice No.
04/11/13	576824-6

Bill To
Montrose Management District 5020 Montrose, Suite 311 Houston, TX 77006

P.O. Number	Terms	Project

Item	Description	Quantity	Rate	Amount
4 x 6	311	1,000	0.109 0.00	109.00 0.00
Pothole Campaign				
Total				\$109.00

ACCOUNT SUMMARY

Account Number	XXXX XXXX XXXX 1351	Previous Balance	\$98.72
Credit Limit	\$10,000.00	Payments	\$98.72
Available Credit	\$9,375.00	Credits	\$0.00
Statement Closing Date	May 14, 2013	Purchases	\$624.45
Payment Due Date	June 03, 2013	Other Charges	\$0.00
Amount Past Due	\$0.00	Cash Advances	\$0.00
Min Payment Due	\$30.00	Finance Charges	\$0.00
Days in Billing Cycle	32	New Balance	\$624.45

TRANSACTIONS

Trans Date	Post Date	Reference Number	Transaction Description	Amount
04/22	04/22	P5398009G000CA112	ADJUSTMENT-PURCHASES	-\$50.00
04/22	04/22	P5398009G000CA112	ADJUSTMENT-PURCHASES	-\$50.00
04/26	04/26	74768009NBK17WJFT	PAYMENT - THANK YOU	-\$98.72
TOTAL XXXXXXXXXX00001351				\$158.72

JOSHUA HAWES

05/02	05/02	2490641350171JFWN	BLU*montroosedistrict.org 888-4014678 UT	\$107.88
05/07	05/07	24692163Z00T856CE	MAILCHIMP MAILCHIMP.COM GA	\$15.00
TOTAL XXXXXXXXXX00001450				\$122.88

GRETCHEN LARSON

04/12	04/15	244921556RP7VHGYR	2DAYPOSTCAR 713-224-8808 TX	\$109.00
04/25	04/25	24427333KLYP9T81	HEB #630 HOUSTON TX	\$71.21
04/26	04/26	244921556RP7VHGYR	2DAYPOSTCAR 713-224-8808 TX	\$149.00
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04/29	04/29	244921556RP7VHGYR	PAYPAL *DJRICHRAVE 402-955-7735 CA	\$175.00

See Reverse Side for Important Information About Your Account.

5043 8882 BAH 3 7 10 124514 0 PAGE 1 of 2 11 5398 0000 8882 01A05043 8128

P O BOX 38833  
SALT LAKE CITY UT 84138-0833

For prompt credit, mail payment to location shown below.  
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Please detach this portion and return it with your payment to ensure proper credit.

Make Checks Payable to 370401

BANKCARD CENTER

P O BOX 38833  
SALT LAKE CITY UT 84138-0833

PAYMENT INFORMATION

Account Number	XXXX XXXX XXXX 1351
Payment Due Date	06/03/13
New Balance	\$624.45
Minimum Payment Due	\$30.00
Past Due Amount	\$0.00
Cash Enclosed	\$0.00
Total Payment Amount	\$

CONTROL ACCOUNT  
MONTROSE MD  
P O BOX 22167  
HOUSTON TX 77227-2167

8128

5066 0000:5398000000121351\*



2daypos+cards

621 Richmond Ave.  
Houston, TX 77006  
713.224.8808  
713.224.8811 fax

# Invoice

Date	Invoice No.
04/25/13	576834-16

## Bill To

Montrose Management District  
5020 Montrose, Suite 311  
Houston, TX 77006

P.O. Number		Terms		Project	
Item	Description	Quantity	Rate	Amount	
Half Page Flyers	Business Ambassador	100	1.49	149.00	
			0.00	0.00	
Total				\$149.00	

# INVOICE

INVOICE # 001  
DATE: 4/27/13

RICHARD HILZINGER  
11406 YORKSHIRE OAKS  
HOUSTON TX 77065  
281 806 1191

Bill To : Montrose Distict.org

For: DJ SERVICES

NAMES:  
Address : 5020 Montrose St. Ste. 311  
City, State ZIP : Houston, Texas 77006  
Phone :

DESCRIPTION	AMOUNT
Description of services provided for April 27 <sup>th</sup> for HEB Recycling*	\$175
Professional dj services will play music at a discounted price from 10 am to 2 pm For the amount of \$175	
Normal rate: \$50 per hr.	
For more information Email: <a href="mailto:djrichrave@hotmail.com">djrichrave@hotmail.com</a> Or call (281) 806-1191	
TOTAL	\$175

## Felecia Alexander

From: Josh Hawes [jhawes@hhclip.com]  
Sent: Monday, May 20, 2013 1:09 PM  
To: Darrell Hawthorne  
Subject: Montrose

I need to get a check for Officer Beserra for \$936.05. I will give you the receipts at the next board meeting. Let me know if you have any questions. Thank you.

POSTED  
CL # 3551



## Officer Payroll Report

Print to PDF

### May-13

May-13	Alms, Brian	24.00	\$42.00	\$1,008.00	\$0.00	\$1,008.00
May-13	Arroyo, Juan	19.00	\$42.00	\$798.00	\$0.00	\$798.00
May-13	Arroyo, Mandy	32.00	\$42.00	\$1,344.00	\$0.00	\$1,344.00
May-13	Bass, Richard	24.00	\$42.00	\$1,008.00	\$0.00	\$1,008.00
May-13	Beserra, Victor	23.00	\$42.00	\$966.00	\$3,500.00	\$4,466.00
May-13	Blevins, Sean	17.00	\$42.00	\$714.00	\$0.00	\$714.00
May-13	Day, Aaron	99.00	\$42.00	\$4,158.00	\$0.00	\$4,158.00
May-13	Gonzales, Ricardo	25.00	\$42.00	\$1,050.00	\$0.00	\$1,050.00
May-13	Jacquaya, Lee	62.00	\$42.00	\$2,604.00	\$0.00	\$2,604.00
May-13	Laureano, Leon	19.00	\$42.00	\$798.00	\$0.00	\$798.00
May-13	Mabasa, Joseph	82.00	\$42.00	\$3,444.00	\$0.00	\$3,444.00
May-13	Obenhaus, John	48.00	\$42.00	\$2,016.00	\$0.00	\$2,016.00
May-13	Ramos, Adalberto	45.00	\$42.00	\$1,890.00	\$0.00	\$1,890.00
May-13	Thibodeaux, Todd	40.00	\$42.00	\$1,680.00	\$0.00	\$1,680.00
May-13	Wall, Chad	23.00	\$42.00	\$966.00	\$0.00	\$966.00

Period Total	15	\$24,444.00	\$3,500.00	\$27,944.00
Grand Total	15	\$24,444.00	\$3,500.00	\$27,944.00

POSTED  
CL # 3540 - 3574



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

POSTED  
CL # 357

www.equitaxinc.com

17111 Rolling Creek Drive, Suite 200, Houston, Texas 77090  
P. O. Box 73109, Houston, Texas 77273  
Customer Service 281.444.3946 fax 281.440.8304

DATE: 04/24/2013

SAMET ERIC ET AL  
4987 VALKEITH DR  
HOUSTON

TX 77096-4234

LTS 1 & 2 & TR 11B BLK 14  
TURNER N P

5108 BAYARD LN 18

MONTROSE MD WEST

ACCOUNT NUMBER: 94/036/020/000/0001  
TAX YEAR: 2012  
REF No.: 0881310

Date Processed: 04/24/2013  
RECEIPT NUMBER: 94000255  
DEPOSIT BATCH No.: RP130424

**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 2012 tax year.

The explanation of the change is:

- ☐ Decrease in Appraised Value
- ☐ Exemption(s) Added
- ☐ Account was Prorated

- ☐ Account Deleted
- ☐ Rendition Penalty Waived
- ☒ Other: CAUSE 101-12-00439

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 \$49.43.

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

Approved  
6/3/13



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

POSTED  
CL # 357

www.equitaxinc.com

17111 Rolling Creek Drive, Suite 200, Houston, Texas 77090  
P. O. Box 73109, Houston, Texas 77273  
Customer Service 281.444.3946 fax 281.440.8304

DATE: 05/01/2013

POLLENSBY CORP N V  
2620 POUNTAIN VIEW DR STE 110  
HOUSTON TX 77057-7644

TRS 20 & 21  
ABST 696 O SMITH

1947 W GRAY ST

MONTROSE MD WEST

ACCOUNT NUMBER: 94/044/225/000/0163  
TAX YEAR: 2010  
REF No.: 0881313

Date Processed: 05/01/2013  
RECEIPT NUMBER: 94000428  
DEPOSIT BATCH No.: RP130501

**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: CAUSE 2010-71873

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 \$43.75.

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

Approved  
6/3/13



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

POSTED  
CL # 357

www.equitaxinc.com

17111 Rolling Creek Drive, Suite 200, Houston, Texas 77090  
P. O. Box 73109, Houston, Texas 77273  
Customer Service 281.444.3946 fax 281.440.8304

DATE: 04/24/2013

SAM CAMPISR ENTERPRISE INC  
3407 ERIN KNOLL CT  
HOUSTON TX 77059-3716

TRS 1A 2 & 11 BLK 4  
WESTVIEW

1809 W GRAY ST

MONTROSE MD WEST

ACCOUNT NUMBER: 94/037/094/000/0001  
TAX YEAR: 2012  
REF No.: 0881311

Date Processed: 04/24/2013  
RECEIPT NUMBER: 94000292  
DEPOSIT BATCH No.: RP130424

**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 2012 tax year.

The explanation of the change is:

- ☐ Decrease in Appraised Value
- ☐ Exemption(s) Added
- ☐ Account was Prorated

- ☐ Account Deleted
- ☐ Rendition Penalty Waived
- ☒ Other: CAUSE 101-12-00592

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 \$60.88.

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

Approved  
6/3/13

CRACKED  
photography & design

POSTED  
CL # 357

Cracked Fox  
23030 Cranberry Trail  
Spring, TX 77373  
Cell: 713.364.4012

Bill To:

Montrose Management District  
Attn: Gretchen Larson  
5029 Montrose Blvd., Suite 311  
Houston, TX

Date	Invoice No.	Terms
05/30/13	372	Net 30
Payments/Credits	Balance Due	
\$0.00	\$2,500.00	

Item	Description	Quantity	Rate	Amount
marketing	marketing, graphic design and photography, research, meetings and other... for the month of June		2,500.00	2,500.00
Total				\$2,500.00

Approved  
6/3/13

POSTED  
CHK 3519

## INVOICE

Dennis C Beedon  
2100 Memorial Apt 615  
Houston Texas 77007Montrose District  
5020 Montrose Blvd.  
Suite 311  
Houston Texas 77006

Invoice # 0062013

Invoice Date 06/01/2013

Due Date 06/30/2013

Item	Description	Unit Price	Quantity	Amount
Service	Business Ambassador Contract Agreement	1600.00	1.00	1,600.00
NOTES: Market Research Survey Information gathered via Survey Format by day to day visit's to Montros Business locations				
				
Subtotal				1,600.00
Total				1,600.00
Amount Paid				0.00
Balance Due				\$1,600.00

Approved  
5/31/13<http://www.aynax.com/printInvoice.php>

2/23/2013

## EXPENSE REPORT

DATE: 05-13-2013 15:44 0006 01 1290.3119

TRIP: S. HALLMARK 426  
2055 WESTINGHOUSE  
HOUSTON, TX 77058  
713-525-5818  
THANK YOU FOR YOUR BUSINESS

8X10CHROMEBOX 09620130508 11:59:11

SUBTOTAL \$11.99  
TX SALES TAX @ 2.5% \$0.96  
TOTAL \$12.95  
VISA \$12.95  
PROCESSED BY: 06/01/2013  
EXP: 06/30/2013  
AUTH: 01610

ITEMS: 1

Date	Description	May 2013	Business Mileage	Montrose District	Bill to Client
1-May	Brady and Co	District visits	5	Y	Y
2-May	West Gray	District visits	5	Y	Y
3-May	West Gray	District visits	5	Y	Y
4-May	West Gray	District visits	5	Y	Y
5-May	Montrose Blvd	District visits	5	Y	Y
6-May	Montrose Blvd	District visits	5	Y	Y
7-May	Montrose Blvd	District visits	5	Y	Y
8-May	Montrose Blvd	District visits	5	Y	Y
9-May	Montrose Blvd	District visits	5	Y	Y
10-May	Montrose Blvd	District visits	5	Y	Y
11-May	Montrose Blvd	District visits	5	Y	Y
12-May	Montrose Blvd	District visits	5	Y	Y
13-May	Montrose Blvd	District visits	5	Y	Y
14-May	Montrose Blvd	District visits	5	Y	Y
15-May	Montrose Blvd	District visits	5	Y	Y
16-May	Montrose Blvd	District visits	5	Y	Y
17-May	Montrose Blvd	District visits	5	Y	Y
18-May	Montrose Blvd	District visits	5	Y	Y
19-May	Montrose Blvd	District visits	5	Y	Y
20-May	Montrose Blvd	District visits	5	Y	Y
21-May	Montrose Blvd	District visits	5	Y	Y
22-May	Montrose Blvd	District visits	5	Y	Y
23-May	Montrose Blvd	District visits	5	Y	Y
24-May	Montrose Blvd	District visits	5	Y	Y
25-May	Montrose Blvd	District visits	5	Y	Y
26-May	Montrose Blvd	District visits	5	Y	Y
27-May	Montrose Blvd	District visits	5	Y	Y
28-May	Montrose Blvd	District visits	5	Y	Y
29-May	Montrose Blvd	District visits	5	Y	Y
30-May	Montrose Blvd	District visits	5	Y	Y
31-May	Montrose Blvd	District visits	5	Y	Y
1-Jun	Montrose Blvd	District visits	5	Y	Y
2-Jun	Montrose Blvd	District visits	5	Y	Y
3-Jun	Montrose Blvd	District visits	5	Y	Y
4-Jun	Montrose Blvd	District visits	5	Y	Y
5-Jun	Montrose Blvd	District visits	5	Y	Y
6-Jun	Montrose Blvd	District visits	5	Y	Y
7-Jun	Montrose Blvd	District visits	5	Y	Y
8-Jun	Montrose Blvd	District visits	5	Y	Y
9-Jun	Montrose Blvd	District visits	5	Y	Y
10-Jun	Montrose Blvd	District visits	5	Y	Y
11-Jun	Montrose Blvd	District visits	5	Y	Y
12-Jun	Montrose Blvd	District visits	5	Y	Y
13-Jun	Montrose Blvd	District visits	5	Y	Y
14-Jun	Montrose Blvd	District visits	5	Y	Y
15-Jun	Montrose Blvd	District visits	5	Y	Y
16-Jun	Montrose Blvd	District visits	5	Y	Y
17-Jun	Montrose Blvd	District visits	5	Y	Y
18-Jun	Montrose Blvd	District visits	5	Y	Y
19-Jun	Montrose Blvd	District visits	5	Y	Y
20-Jun	Montrose Blvd	District visits	5	Y	Y
21-Jun	Montrose Blvd	District visits	5	Y	Y
22-Jun	Montrose Blvd	District visits	5	Y	Y
23-Jun	Montrose Blvd	District visits	5	Y	Y
24-Jun	Montrose Blvd	District visits	5	Y	Y
25-Jun	Montrose Blvd	District visits	5	Y	Y
26-Jun	Montrose Blvd	District visits	5	Y	Y
27-Jun	Montrose Blvd	District visits	5	Y	Y
28-Jun	Montrose Blvd	District visits	5	Y	Y
29-Jun	Montrose Blvd	District visits	5	Y	Y
30-Jun	Montrose Blvd	District visits	5	Y	Y
31-Jun	Montrose Blvd	District visits	5	Y	Y
1-Jul	Montrose Blvd	District visits	5	Y	Y
2-Jul	Montrose Blvd	District visits	5	Y	Y
3-Jul	Montrose Blvd	District visits	5	Y	Y
4-Jul	Montrose Blvd	District visits	5	Y	Y
5-Jul	Montrose Blvd	District visits	5	Y	Y
6-Jul	Montrose Blvd	District visits	5	Y	Y
7-Jul	Montrose Blvd	District visits	5	Y	Y
8-Jul	Montrose Blvd	District visits	5	Y	Y
9-Jul	Montrose Blvd	District visits	5	Y	Y
10-Jul	Montrose Blvd	District visits	5	Y	Y
11-Jul	Montrose Blvd	District visits	5	Y	Y
12-Jul	Montrose Blvd	District visits	5	Y	Y
13-Jul	Montrose Blvd	District visits	5	Y	Y
14-Jul	Montrose Blvd	District visits	5	Y	Y
15-Jul	Montrose Blvd	District visits	5	Y	Y
16-Jul	Montrose Blvd	District visits	5	Y	Y
17-Jul	Montrose Blvd	District visits	5	Y	Y
18-Jul	Montrose Blvd	District visits	5	Y	Y
19-Jul	Montrose Blvd	District visits	5	Y	Y
20-Jul	Montrose Blvd	District visits	5	Y	Y
21-Jul	Montrose Blvd	District visits	5	Y	Y
22-Jul	Montrose Blvd	District visits	5	Y	Y
23-Jul	Montrose Blvd	District visits	5	Y	Y
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27-Jul	Montrose Blvd	District visits	5	Y	Y
28-Jul	Montrose Blvd	District visits	5	Y	Y
29-Jul	Montrose Blvd	District visits	5	Y	Y
30-Jul	Montrose Blvd	District visits	5	Y	Y
31-Jul	Montrose Blvd	District visits	5	Y	Y
1-Aug	Montrose Blvd	District visits	5	Y	Y
2-Aug	Montrose Blvd	District visits	5	Y	Y
3-Aug	Montrose Blvd	District visits	5	Y	Y
4-Aug	Montrose Blvd	District visits	5	Y	Y
5-Aug	Montrose Blvd	District visits	5	Y	Y
6-Aug	Montrose Blvd	District visits	5	Y	Y
7-Aug	Montrose Blvd	District visits	5	Y	Y
8-Aug	Montrose Blvd	District visits	5	Y	Y
9-Aug	Montrose Blvd	District visits	5	Y	Y
10-Aug	Montrose Blvd	District visits	5	Y	Y
11-Aug	Montrose Blvd	District visits	5	Y	Y
12-Aug	Montrose Blvd	District visits	5	Y	Y
13-Aug	Montrose Blvd	District visits	5	Y	Y
14-Aug	Montrose Blvd	District visits	5	Y	Y
15-Aug	Montrose Blvd	District visits	5	Y	Y
16-Aug	Montrose Blvd	District visits	5	Y	Y
17-Aug	Montrose Blvd	District visits	5	Y	Y
18-Aug	Montrose Blvd	District visits	5	Y	Y
19-Aug	Montrose Blvd	District visits	5	Y	Y
20-Aug	Montrose Blvd	District visits	5	Y	Y
21-Aug	Montrose Blvd	District visits	5	Y	Y
22-Aug	Montrose Blvd	District visits	5	Y	Y
23-Aug	Montrose Blvd	District visits	5	Y	Y
24-Aug	Montrose Blvd	District visits	5	Y	Y
25-Aug	Montrose Blvd	District visits	5	Y	Y
26-Aug	Montrose Blvd	District visits	5	Y	Y
27-Aug	Montrose Blvd	District visits	5	Y	Y
28-Aug	Montrose Blvd	District visits	5	Y	Y
29-Aug	Montrose Blvd	District visits	5	Y	Y
30-Aug	Montrose Blvd	District visits	5	Y	Y
31-Aug	Montrose Blvd	District visits	5	Y	Y
1-Sep	Montrose Blvd	District visits	5	Y	Y
2-Sep	Montrose Blvd	District visits	5	Y	Y
3-Sep	Montrose Blvd	District visits	5	Y	Y
4-Sep	Montrose Blvd	District visits	5	Y	Y
5-Sep	Montrose Blvd	District visits	5	Y	Y
6-Sep	Montrose Blvd	District visits	5	Y	Y
7-Sep	Montrose Blvd	District visits	5	Y	Y
8-Sep	Montrose Blvd	District visits	5	Y	Y
9-Sep	Montrose Blvd	District visits	5	Y	Y
10-Sep	Montrose Blvd	District visits	5	Y	Y
11-Sep	Montrose Blvd	District visits	5	Y	Y
12-Sep	Montrose Blvd	District visits	5	Y	Y
13-Sep	Montrose Blvd	District visits	5	Y	Y
14-Sep	Montrose Blvd	District visits	5	Y	Y
15-Sep	Montrose Blvd	District visits	5	Y	Y
16-Sep	Montrose Blvd	District visits	5	Y	Y
17-Sep	Montrose Blvd	District visits	5	Y	Y
18-Sep	Montrose Blvd	District visits	5	Y	Y
19-Sep	Montrose Blvd	District visits	5	Y	Y
20-Sep	Montrose Blvd	District visits	5	Y	Y
21-Sep	Montrose Blvd	District visits	5	Y	Y
22-Sep	Montrose Blvd	District visits	5	Y	Y
23-Sep	Montrose Blvd	District visits	5	Y	Y
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25-Sep	Montrose Blvd	District visits	5	Y	Y
26-Sep	Montrose Blvd	District visits	5	Y	Y
27-Sep	Montrose Blvd	District visits	5	Y	Y
28-Sep	Montrose Blvd	District visits	5	Y	Y
29-Sep	Montrose Blvd	District visits	5	Y	Y
30-Sep	Montrose Blvd	District visits	5	Y	Y
31-Sep	Montrose Blvd	District visits	5	Y	Y
1-Oct	Montrose Blvd	District visits	5	Y	Y
2-Oct	Montrose Blvd	District visits	5	Y	Y
3-Oct	Montrose Blvd	District visits	5	Y	Y
4-Oct	Montrose Blvd	District visits	5	Y	Y
5-Oct	Montrose Blvd	District visits	5	Y	Y
6-Oct	Montrose Blvd	District visits	5	Y	Y
7-Oct	Montrose Blvd	District visits	5	Y	Y
8-Oct	Montrose Blvd	District visits	5	Y	Y
9-Oct	Montrose Blvd	District visits	5	Y	Y
10-Oct	Montrose Blvd	District visits	5	Y	Y
11-Oct	Montrose Blvd	District visits	5	Y	Y
12-Oct	Montrose Blvd	District visits	5	Y	Y
13-Oct	Montrose Blvd	District visits	5	Y	Y
14-Oct	Montrose Blvd	District visits	5	Y	Y
15-Oct	Montrose Blvd	District visits	5	Y	Y
16-Oct	Montrose Blvd	District visits	5	Y	Y
17-Oct	Montrose Blvd	District visits	5	Y	Y
18-Oct	Montrose Blvd	District visits	5	Y	Y
19-Oct	Montrose Blvd	District visits	5	Y	Y
20-Oct	Montrose Blvd	District visits	5	Y	Y
21-Oct	Montrose Blvd	District visits	5	Y	Y
22-Oct	Montrose Blvd	District visits	5	Y	Y
23-Oct	Montrose Blvd	District visits	5	Y	Y
24-Oct	Montrose Blvd	District visits	5	Y	Y
25-Oct	Montrose Blvd	District visits	5	Y	Y
26-Oct	Montrose Blvd	District visits	5	Y	Y
27-Oct	Montrose Blvd	District visits	5	Y	Y
28-Oct	Montrose Blvd	District visits	5	Y	Y
29-Oct	Montrose Blvd	District visits	5	Y	Y
30-Oct	Montrose Blvd	District visits	5	Y	Y
31-Oct	Montrose Blvd	District visits	5	Y	Y
1-Nov	Montrose Blvd	District visits	5	Y	Y
2-Nov	Montrose Blvd	District visits	5	Y	Y
3-Nov	Montrose Blvd	District visits	5	Y	Y
4-Nov	Montrose Blvd	District visits	5	Y	Y
5-Nov	Montrose Blvd	District visits	5	Y	Y
6-Nov	Montrose Blvd	District visits	5	Y	Y
7-Nov	Montrose Blvd	District visits	5	Y	Y
8-Nov	Montrose Blvd	District visits	5	Y	Y
9-Nov	Montrose Blvd	District visits	5	Y	Y
10-Nov	Montrose Blvd	District visits	5	Y	Y
11-Nov	Montrose Blvd	District visits	5	Y	Y
12-Nov	Montrose Blvd	District visits	5	Y	Y
13-Nov	Montrose Blvd	District visits	5	Y	Y
14-Nov	Montrose Blvd	District visits	5	Y	Y
15-Nov	Montrose Blvd	District visits	5	Y	Y
16-Nov	Montrose Blvd	District visits	5	Y	Y
17-Nov	Montrose Blvd	District visits	5	Y	Y
18-Nov	Montrose Blvd	District visits	5		



7155 Old Katy Road, Suite 270  
Houston, Texas 77024  
713.869.6987  
713.869.0908 (fax)  
www.kovfscas.com

Invoice #: 18059  
Invoice Date: 5/10/2013  
Billing Period: 4/1/2013 - 4/30/2013  
Project #: MON-251  
Project Name: Montrose District - District  
Identify Marker

Josh Hawes  
Montrose District  
c/o Hawes Hill Calderon, LLP  
P.O. Box 22167  
Houston, TX 77227-2167

POSTED  
CHK 3582

## INVOICE

### FEES

Phase	Contract Amount	% Complete	Prior Billings	This Invoice
Schematic Design	\$4,630.00	100%	\$4,630.00	\$0.00
Construction Documentation	\$14,353.00	75%	\$10,334.16	\$430.59
Construction Administration	\$4,167.00	0%	\$0.00	\$0.00
	<b>\$23,150.00</b>		<b>\$14,964.16</b>	<b>\$430.59</b>

Total Amount Due This Invoice: \$430.59

### WORK PERFORMED THIS PERIOD

During this billing period time was spent on the following tasks:

- Attended committee meeting
- Coordinated monument sign construction with contractor

Thank You!

Approved  
5/31/13

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

POSTED  
CHK 3583

June 3, 2013

Montrose Management District  
P.O. Box 22167  
Houston, TX 77227-2167

## INVOICE

Description	Amount
Professional Fees:	
Services as contract Director of Economic Development for May, 2013.	\$1,000.00
Reimbursable Expense:	
5/16/13: Registration fee for MOBA luncheon at Mockingbird Restaurant	25.00
Total amount due	\$1,025.00

Thank you,

Ray C. Lawrence

Approved  
4/1/13

## McCALL GIBSON SWEDLUND BARFOOT PLLC

Certified Public Accountants

13300 Wortham Center Drive  
Suite 235  
Houston, Texas 77065-5610  
(713) 462-0341  
Fax (713) 462-2708  
E-Mail: mgsw@mgswpllc.com

111 Congress Avenue  
Suite 400  
Austin, Texas 78701  
(512) 610-2209  
www.mgswpllc.com

May 23, 2013

Montrose Management District  
c/o Municipal Accounts & Consulting, LP  
1300 Post Oak Boulevard, Suite 1600  
Houston, TX 77056

Client Number - 400-06

Audit of Montrose Management District as of and for the year ended December 31, 2012.

Interim Billing \$ 5,000.00



MUNICIPAL ACCOUNTS  
& CONSULTING, L.P.

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

## Invoice

Date	Invoice #
6/1/2013	29852

Description	Amount
Monthly Bookkeeping	1,000.00
Research unclaimed property	240.00
Delivery of documents to clients	10.00
Additional time for board meeting	50.00
Email Audited Bank Acknowledgements for Montrose MD	60.00
Delivery	8.99
Postage	23.40
Copies	61.25
Delivery	8.92
Mileage	7.91
Document Storage & Retention Service	6.00
Total Reimbursable Expenses	116.47
Total	\$7,456.47

POSTED  
CHK 3585

Approved  
5/31/13

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

INVOICE	IVC00017341
Date	5/7/2013
Page	1

**POSTED**  
OL# 3581

**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	
April 2013	\$714.42
Total Due	
	\$714.42

Approved 6/3/13

**PRIMERGREY**

**POSTED**  
OL# 3581

From: Primer Grey, Inc.  
2119 Dallas St.  
Unit C  
Houston, TX 77003

Invoice ID: 1563  
Issue Date: 05/23/2013  
Due Date: 05/30/2013  
Subject: Monthly Web Maintenance, Content, and Email Retainer

Invoice For: Montrose Management District

Type	Description	Quantity	Unit Price	Amount
Expense	Monthly Retainer	1.00	\$2,000.00	\$2,000.00
Amount Due				\$2,000.00

Approved 5/31/13



**Shooter and Lindsey, Inc.**  
P. O. Box 516  
Katy, TX 77492  
281-392-3607 fax 281-392-5245

Invoice No. 8809

**POSTED**  
OL# 3588

**INVOICE**

<b>Customer</b> Name: Harris County Improvement District #6 Address: PO Box 22167 City: Houston State TX ZIP 77227-2167 Re: Montrose Boulevard Esplanades		Date: 5/28/2013 Job No. 16810013 Rep:	
Qty	Description	Unit Price	TOTAL
1	Landscape Maintenance for the Esplanades on Montrose Blvd. for the month of May 2013 per contract agreement.	\$1,053.00	\$1,053.00
Thank you.			
<b>Payment Details</b> <input type="radio"/> Cash <input checked="" type="radio"/> Check <input type="radio"/> Credit Card		SubTotal: \$1,053.00 Shipping & Handling: \$0.00 Taxes: \$0.00 <b>TOTAL: \$1,053.00</b>	
Office Use Only			

Approved 5/31/13



**Shooter and Lindsey, Inc.**  
P. O. Box 516  
Katy, TX 77492  
281-392-3607 fax 281-392-5245

Invoice No. 8809

**INVOICE**

<b>Customer</b> Name: Harris County Improvement District #6 Address: PO Box 22167 City: Houston State TX ZIP 77227-2167 Re: Montrose Boulevard Esplanades		Date: 5/28/2013 Job No. 16810013 Rep:	
Qty	Description	Unit Price	TOTAL
1	Landscape Maintenance for the Esplanades on Montrose Blvd. for the month of May 2013 per contract agreement.	\$1,053.00	\$1,053.00
Thank you.			
<b>Payment Details</b> <input type="radio"/> Cash <input checked="" type="radio"/> Check <input type="radio"/> Credit Card		SubTotal: \$1,053.00 Shipping & Handling: \$0.00 Taxes: \$0.00 <b>TOTAL: \$1,053.00</b>	
Office Use Only			

Rec  
5.22.13  
JL

WALTER P MOORE

POSTED  
OK# 3591

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

Invoice #: P0014344  
Project #: P001900700  
Project Name: Montrose Management District  
Parking Study  
Invoice Group: \*\*  
Invoice Date: 04/26/2013

Attention: Bill Calderon

For Professional Services Rendered through: 4/28/2013

Total Project Fee Authorized	19,500.00
Percent Complete as of 4/28/2013	88.27
Fee Earned To Date	13,312.85
Less Previous Billings	7,215.00
Current Billing Amount	6,097.85
Amount Due this Invoice	6,097.85

JL

For questions regarding this invoice, please contact Lynell Linton.  
Telephone: 713-630-7300 Email: Linton@wpmoore.com

PLEASE REWIT PAYMENT TO ADDRESS NOTED BELOW:  
1301 MCKINNEY, SUITE 100 HOUSTON, TEXAS 77010 PHONE: 713-630-7300 FAX: 713-630-7396

## INVOICE

POSTED  
OK# 3591

Marie Helena Cortés-Matte  
3110 Bramble Hill Ct.  
Houston, Texas 77059  
Phone: (832) 388-8218

INVOICE # 006  
DATE: 6/4/13

Bill To:  
Names: Montrose District.org  
Address: 5020 Montrose Ste. 311  
City, State ZIP: Houston, Texas 77006  
Phone: (832) 388-8218

For:  
JUNE-Business Ambassador Program Services

DESCRIPTION	AMOUNT
Description of services provided:  *Visit Montrose Business and fill out surveys *Attend weekly & monthly meetings for Montrose District *Help organize Montrose Mixer (set up & clean up from 5 pm-8 pm) *Drop off and pick up materials as needed *Attend Monthly Recycling Committee Meeting *Attend weekly and monthly events at Montrose area businesses *Pass News Letters and Postcards for events *5 hrs. per week of office work (organizing data, writing reports and sending emails)	\$1,600
Make all checks payable to Marie H. Cortés-Matte If you have any questions concerning this invoice, Contact: Marie Elena at Phone: (832) 388-8218	
TOTAL	\$1,600

Approved  
6/4/13

C:\Users\WalterP\My Documents\Montrose\Montrose\Temporary Internal Files\Content\Output\Q4\WMOORE\EXPENSE REPORT FOR MONTROSE\4/28/2013

Date	Destination	Purpose	Amount	Bill to Dist.
1-May	Montrose District Area	Visit business/Pass NL & postcards	20	Y
7-May		Team meeting/Visit business	15	Y
8-May		Visit business/Pass NL & postcards	20	Y
9-May		Visit business/Pass out fliers	18	Y
#####		Board meeting/Pass NL & postcards	24	Y
#####		Visit business/Pass NL & postcards	22	Y
#####		Meeting/Visit business/Pass NL & postcards	23	Y
#####		Visit business/Recycling mixer	24	Y
#####		Visit business/Pass NL & Postcards/Mixer	26	Y
#####		Meeting/Visit business/Pass NL & Postcards	15	Y
#####		Visit business	20	Y
#####		Phone Allowance	45.00	Y
#####			45.00	Y
#####			253	
#####			142.85	
#####			45.00	
#####			187.85	
#####			187.85	

Haines Hill Calderon, LLP

EXPENSE REPORT

POSTED  
OK# 3591



## Officer Payroll Report

Print to PDF

Officer	Hours	Rate	Gross Pay	Net Pay	Other
May-13					
May-13 Alms, Brian	24.00	\$42.00	\$1,008.00	\$0.00	\$1,008.00
May-13 Arroyo, Juan	19.00	\$42.00	\$798.00	\$0.00	\$798.00
May-13 Arroyo, Mandy	32.00	\$42.00	\$1,344.00	\$0.00	\$1,344.00
May-13 Bass, Richard	24.00	\$42.00	\$1,008.00	\$0.00	\$1,008.00
May-13 Beterra, Victor	23.00	\$42.00	\$966.00	\$3,500.00	\$4,466.00
May-13 Blevins, Sean	23.00	\$42.00	\$966.00	\$0.00	\$966.00
May-13 Day, Aaron	99.00	\$42.00	\$4,158.00	\$0.00	\$4,158.00
May-13 Gonzales, Ricardo	25.00	\$42.00	\$1,050.00	\$0.00	\$1,050.00
May-13 Jaquarys, Lee	62.00	\$42.00	\$2,604.00	\$0.00	\$2,604.00
May-13 Laureano, Leon	19.00	\$42.00	\$798.00	\$0.00	\$798.00
May-13 Mabasa, Joseph	82.00	\$42.00	\$3,444.00	\$0.00	\$3,444.00
May-13 Obenhaus, John	48.00	\$42.00	\$2,016.00	\$0.00	\$2,016.00
May-13 Ramos, Adalberto	45.00	\$42.00	\$1,890.00	\$0.00	\$1,890.00
May-13 Thibodeaux, Todd	40.00	\$42.00	\$1,680.00	\$0.00	\$1,680.00
May-13 Wall, Chad	23.00	\$42.00	\$966.00	\$0.00	\$966.00
Period Total	15		\$24,696.00	\$3,500.00	\$28,196.00
Grand Total	15		\$24,696.00	\$3,500.00	\$28,196.00

Blevins, Sean  
8-3  
856-703  
714-09-  
600  
additional - 252-738  
6 hrs OK# 3591

POSTED  
OK# 3591



**Felecia Alexander**

From: Darrell Hawthorne  
Sent: Tuesday, June 04, 2013 4:23 PM  
To: Felecia Alexander  
Subject: Fwd: May 2013 Correction  
Attachments: Montrose Patrol Pay May 2013 pdf; ATTO0001.htm

Darrell Hawthorne  
Consultant  
Municipal Accounts & Consulting, L.P.  
1300 Post Oak Blvd., Suite 1600  
Houston, Tx. 77056  
Direct: 713-366-3052  
Fax: 713-629-6859  
dhawthorne@municipalaccounts.com

Begin forwarded message:

From: "Josh Hawes" <jhawes@hhcllp.com>  
To: "Darrell Hawthorne" <DHawthorne@municipalaccounts.com>  
Subject: Fwd: May 2013 Correction

Begin forwarded message:

From: Victor Beserra <vicbeserra@yahoo.com>  
Date: June 4, 2013, 4:20:27 PM CDT  
To: Josh Hawes <jhawes@hhcllp.com>  
Subject: May 2013 Correction

Josh,

Officer Blevins was short 6 hours. He had 17 hours on the original pay. It should be 23 hours.  
Let me know if you can get this corrected for me.

Thanks

1

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

**POSTED**  
CH 359

Invoice

Bill To:

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

Invoice #: 43014425  
Date: 6/3/2013

Page: 1

DATE	DESCRIPTION	AMOUNT
	Professional consulting, project & administrative management, marketing & PR management, and community services management for May 2013	\$15,733.17
	Reimbursable expenses, as follows:	
	Verizon charges, District office, per attachment	\$49.55
	Verizon charges, Josh Hawes, broadband, per attachment	\$49.88
	Verizon charges, Josh Hawes, cell phone, per attachment	\$93.97
	Reimbursable mileage and parking, Bill Calderon, per attachment	\$46.24
	Reimbursable mileage, Josh Hawes, per attachment	\$189.84
	Reimbursable mileage and tolls, Gretchen Larson, per attachment	\$156.08
	Reimbursable mileage and parking, Roy Hill, per attachment	\$30.70
	Posting fees, Harris County, per attachment	\$18.00
	City of Houston Police Dept., data set, 1/6th of invoice	\$0.25
	In house-copies, black & white, 3332 pp @ \$0.15	\$499.80
	In house-copies, color, 165 pp @ \$0.50	\$82.50
	Binding sets @ \$1.00	\$29.00
	Postage	\$0.92
	GIS mapping, Patrick Horton, per attachment	\$511.82
	Sales Tax:	\$0.00
	Total Amount:	\$17,501.72
	Amount Applied:	\$0.00
	Balance Due:	\$17,501.72

Terms: C.O.D.



Invoice Number Account Number Date Due Page

**Summary for Montrose Montrose: 832-370-9191**

**Your Plan**

Nationwide Business Talk 450  
\$44.99 monthly charge  
450 monthly allowance minutes  
\$.25 per minute after allowance

**Friends & Family**

M2M National Unlimited  
Unlimited Mobile to Mobile  
UNL Night & Weekend Min  
Unlimited OFFPEAK

**Pay As You Use Megabyte Data**

\$1.99 per megabyte  
Beginning on 12/04/08:  
06% Access Discount  
Beginning on 03/16/13:  
25 Bonus Minutes Available for Use Within 1 Year  
25 remaining

Have more question about your charges?  
Get details for usage charges at  
vzw.com/mybusinessaccount.

**Monthly Charges**

Nationwide Business Talk 450	05/20 - 06/19	44.99
06% Access Discount	05/20 - 06/19	-3.60
		<b>\$41.39</b>

**Usage and Purchase Charges**

Voice	Allowance	Used	Billable	Cost
SharePlan	minutes 450 (shared)	33	—	—
Mobile to Mobile	minutes unlimited	2	—	—
Night/Weekend	minutes unlimited	79	—	—
Total Voice				\$0.00

Messaging	Allowance	Used	Billable	Cost
Text - Sent	messages —	1	1	.20
Text - Rcv'd	messages —	1	1	.20
Total Messaging				\$0.40
Total Usage and Purchase Charges				\$0.40

Verizon Wireless' Surcharges  
Fed Universal Service Charge 1.54  
Regulatory Charge .18  
Administrative Charge .90  
TX Franchise Surchg .24  
Texas Universal Service 1.48

Taxes, Governmental Surcharges and Fees	
TX State 911 Fee	.50
TX Equalization Surcharge	.06
TX State Sales Tax	2.88
	<b>\$3.44</b>

Total Current Charges for 832-370-9191 **\$49.55**



Invoice Number Account Number Date Due Page

**Summary for Josh Hawes: 832-389-6941**

**Your Plan**

Mobile Broadband 5GB  
\$50.00 monthly charge  
\$.25 per minute

5GB/ \$10/GB  
5 monthly gigabyte allowance  
\$10.00 per GB after allowance

Beginning on 01/28/11:  
06% Access Discount

Have more question about your charges?  
Get details for usage charges at  
vzw.com/mybusinessaccount.

**Monthly Charges**

Mobile Broadband 5GB	05/20 - 06/19	50.00
06% Access Discount	05/20 - 06/19	-4.00
		<b>\$46.00</b>

**Usage and Purchase Charges**

Data	Allowance	Used	Billable	Cost
Gigabyte Usage	gigabytes 5	1	—	—
Total Data				\$0.00

Total Usage and Purchase Charges **\$0.00**

**Verizon Wireless' Surcharges**

Regulatory Charge .02  
Administrative Charge .06

Taxes, Governmental Surcharges and Fees  
TX State Sales Tax 2.88  
Houston City Sales Tax .46  
Houston Mta Tax .46

Total Current Charges for 832-389-6941 **\$49.88**

Summary for Josh Hawes Josh Hawes: 713-724-3862

## Your Plan

**Nationwide Business Talk 450**  
\$44.99 monthly charge  
450 monthly allowance minutes  
\$.25 per minute after allowance

### Friends & Family

**NT2M National Unlimited**  
Unlimited Mobile to Mobile

UNL Night & Weekend Min  
Unlimited OFFPEAK

Email & Web Unlimited  
\$29.99 monthly charge  
Unlimited monthly kilobyte

Beginning on 03/24/11:  
8% - Feature Discount

Beginning on 04/26/06:  
08% Access Discount

Beginning on 03/10/13:  
25 Bonus Minutes Available for Use Within 1  
Year  
25 remaining

1500 MSG Allowance+ UNL IN MSG  
\$15.00 monthly charge  
Unlimited monthly M2M Text  
Unlimited monthly M2M PIX & Video  
1500 monthly message allowance  
\$.10 per message after allowance

Have more question about your charges?  
Get details for usage charges at  
[vzw.com/mybusinessaccount](http://vzw.com/mybusinessaccount)

### Monthly Charges

Nationwide Business Talk 450	05/20 - 06/19	44.99
00% Access Discount	05/20 - 06/19	-3.80
Email & Web Unlimited	05/20 - 06/19	29.99
8% - Feature Discount	05/20 - 06/19	-2.40
1500 MSG Allowance + URL IN MSG	05/20 - 06/19	15.00
TEC Asurion \$9.99 - Asurion	05/20 - 06/19	9.99
		<b>\$93.97</b>

### Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
SharePlan	minutes 450 (shared)	220	---	---
Mobile to Mobile	minutes unlimited	239	---	---
Night/Weekend	minutes unlimited	131	---	---
Total Voice				\$ 20

## Messaging

Unlimited M2M Text	<i>messages</i>	unlimited	127	—	—
Unl. M2M Picture & Video	<i>messages</i>	unlimited	15	—	—
Text, Picture & Video	<i>messages</i>	1500	112	—	—
Total Messaging					\$ .00

## Data

Unbilled Usage from Previous Months					
Kilobyte Usage	Kilobytes		364,610	---	---
Current Data Usage					
Kilobyte Usage	Kilobytes	unlimited	1,102,961	---	---

### Total Usage and Purchase Charges

Verizon Wireless' Surcharges	
Fed Universal Service Charge	1.54
Regulatory Charge	.16
Administrative Charge	.90
TX Franchise Surchg	.24
Texas Universal Service	1.96

## Taxes, Governmental Surcharges and Fees

TX State 911 Fee	.50
TX Equalization Surcharge	.06
TX State Sales Tax	5.65
Houston City Sales Tax	.91
Houston Mta Tax	.30
	<b>\$7.42</b>

[illegible]

Paul Colburn's notebook

EXPENSE DETAIL (HOLD)						
DATE	CLIENT NO	VENDOR/DESCRIPTION	QTY	U PRICE	TOT REIM.	BILL
5.1.2013	MMD	Mileage to/ffrom Montrose function	24	\$ 0.565	\$ 13.56	
5.2.2013	MMD	Mileage to/ffrom Montrose function	24	\$ 0.565	\$ 13.56	
5.3.2013	MMD	Mileage to/ffrom Montrose function	24	\$ 0.565	\$ 13.56	
5.6.2013	MMD	Mileage to/ffrom Montrose function	24	\$ 0.565	\$ 13.56	
5.7.2013	MMD	Mileage to/ffrom Montrose function	24	\$ 0.565	\$ 13.56	
5.9.2013	MMD	Mileage to/ffrom Montrose function	24	\$ 0.565	\$ 13.56	
5.10.2013	MMD	Mileage to/ffrom Montrose function	24	\$ 0.565	\$ 13.56	
5.13.2013	MMD	Mileage to/ffrom Montrose function	24	\$ 0.565	\$ 13.56	
5.14.2013	MMD	Mileage to/ffrom Montrose function	24	\$ 0.565	\$ 13.56	
5.15.2013	MMD	Mileage to/ffrom Montrose function	24	\$ 0.565	\$ 13.56	
5.17.2013	MMD	Mileage to/ffrom Montrose function	24	\$ 0.565	\$ 13.56	
5.20.2013	MMD	Mileage to/ffrom Montrose function	24	\$ 0.565	\$ 13.56	
5.21.2013	MMD	Mileage to/ffrom Montrose function	24	\$ 0.565	\$ 13.56	
5.22.2013	MMD	Mileage to/ffrom Montrose function	24	\$ 0.565	\$ 13.56	
TOTAL					\$	139.84

Josh Hawes  
TOTAL:

\$ 189.84

189.84

Z:\Start\Folders\Gretchen\Expense Reports\2005 Expense Reports Monitor\May

[illegible]

James Hill Calderon, LLP

## EXPENSE REPORT

6/4/2013



GRETCHEN LARSON

EZ Account: 1762143 Balance: \$38.88 as of June 4, 2013

## Account Activity - Account Transactions

Show  for

from  through

Please Note: Transactions may take several business days to post to your EZ TAG account.

## Account Transactions

Total Amount: \$-27.30  
(based on your filtered transactions)

#	Transaction Date/Time	Posted Date/Time	Vehicle	Axle Count	Location	Description	Amount
1	05/02/2013 10:40	05/02/2013 11:17	TX-21M1395	2	Sam Houston - South Barrier - Mainlines	Toll	\$ -1.40
2	05/02/2013 14:12	05/02/2013 14:19	TX-21M1395	2	Sam Houston - South Barrier - Mainlines	Toll	\$ -1.40
3	05/03/2013 09:29	05/03/2013 16:31	TX-21M1395	2	Sam Houston - South Barrier - Mainlines	Toll	\$ -1.40
4	05/03/2013 09:35	05/03/2013 16:36	TX-21M1395	2	Sam Houston - Central Barrier - Mainlines	Toll	\$ -1.40
5	05/03/2013 09:44	05/03/2013 17:27	TX-21M1395	2	Sam Houston - North Barrier - Mainlines	Toll	\$ -1.40
6	05/03/2013 11:27	05/03/2013 18:13	TX-21M1395	2	Sam Houston - Bellaire Blvd. OFF Ramp	Toll	\$ -0.75
7	05/03/2013 14:28	05/04/2013 01:14	TX-21M1395	2	Dunlavy-Entrance	Toll	\$ -1.00
8	05/04/2013 08:16	05/04/2013 09:52	TX-21M1395	2	Sam Houston - Bellaire Blvd. OFF Ramp	Toll	\$ -0.75
9	05/07/2013 09:36	05/07/2013 10:55	TX-21M1395	2	Sam Houston - South Barrier - Mainlines	Toll	\$ -1.40
10	05/07/2013 15:34	05/07/2013 19:11	TX-21M1395	2	Sam Houston - South Barrier - Mainlines	Toll	\$ -1.40
11	05/08/2013 16:07	05/09/2013 09:19	TX-21M1395	2	Smith-Entrance	Toll	\$ -4.50

<https://www.hctra.org/eztagstore/accountTransactions.do?preview=Y>

6/4/2013

<https://www.hctra.org/eztagstore/accountTransactions.do?preview=Y>

6/4/2013

#	Transaction Date/Time	Posted Date/Time	Vehicle	Axle Count	Location	Description	Amount
32	05/15/2013 16:30	05/15/2013 16:53	TX-21M1395	2	Sam Houston - Hillcroft - Hillcroft OFF Ramp	Toll	\$ -0.75
33	05/15/2013 19:30	05/15/2013 21:34	TX-21M1395	2	Sam Houston - Hillcroft - Hillcroft ON Ramp	Toll	\$ -0.75
34	05/16/2013 15:44	05/16/2013 16:21	TX-21M1395	2	Sam Houston - Hammerly BLVD - E. Hammerly Blvd. OFF Ramp	Toll	\$ -0.75
35	05/16/2013 15:51	05/16/2013 16:09	TX-21M1395	2	Sam Houston - Hammerly BLVD - W. Hammerly Blvd. ON Ramp	Toll	\$ -0.75
36	05/16/2013 15:55	05/16/2013 16:13	TX-21M1395	2	Sam Houston - South Barrier - Mainlines	Toll	\$ -1.40
37	05/17/2013 09:20	05/17/2013 10:20	TX-21M1395	2	Sam Houston - South Barrier - Mainlines	Toll	\$ -1.40
38	05/17/2013 10:39	05/17/2013 11:24	TX-21M1395	2	Sam Houston - South Barrier - Mainlines	Toll	\$ -1.40
39	05/17/2013 12:32	05/17/2013 13:01	TX-21M1395	2	Sam Houston - Southwest Barrier - Mainlines	Toll	\$ -1.40
40	05/17/2013 12:36	05/17/2013 13:05	TX-21M1395	2	Sam Houston - SouthEast Barrier - Mainlines	Toll	\$ -1.40
41	05/17/2013 13:02	05/17/2013 13:29	TX-21M1395	2	Sam Houston - SouthEast Barrier - Mainlines	Toll	\$ -1.40
42	05/17/2013 13:06	05/17/2013 13:31	TX-21M1395	2	Sam Houston - Southwest Barrier - Mainlines	Toll	\$ -1.40
43	05/21/2013 07:00	05/21/2013 07:23	TX-21M1395	2	Sam Houston - South Barrier - Mainlines	Toll	\$ -1.40
44	05/21/2013 07:06	05/21/2013 07:33	TX-21M1395	2	Sam Houston - Central Barrier - Mainlines	Toll	\$ -1.40
45	05/29/2013 11:11	05/29/2013 11:45	TX-21M1395	2	Sam Houston - South Barrier - Mainlines	Toll	\$ -1.40
46	05/29/2013 18:21	05/29/2013 22:43	TX-21M1395	2	Dunlavy-Entrance	Toll	\$ -4.50
47	05/30/2013 11:39	05/30/2013 12:40	TX-21M1395	2	Sam Houston - South Barrier - Mainlines	Toll	\$ -1.40
48	05/30/2013 16:31	05/30/2013 17:02	TX-21M1395	2	Sam Houston - South Barrier - Mainlines	Toll	\$ -1.40

<https://www.hctra.org/eztagstore/accountTransactions.do?preview=Y>

6/4/2013

DATE	CLIENT #	VENDOR/DESCRIPTION	QTY	U PRICE	TOT REM	BILL
5/1/2013	MONTRD	Inspection of entire District for violations	36	0.565	\$16.38	YES
5/6/2013	MONTRD	Posting of board of directors meeting	24	0.565	\$13.56	YES
5/8/2013	MONTRD	Parking for posting of directors meeting			\$0.75	YES
TOTAL					\$30.70	

I certify that the above is true and correct to the best of my knowledge.

Roy Hill

*Roy Hill*

MONTRD MANAGEMENT DISTRICT  
HARRIS HILL CALDERON LLP  
ROY HILL





## NOTICE OF MEETING

TO: THE BOARD OF DIRECTORS OF THE MONTROSE MANAGEMENT DISTRICT AND TO ALL OTHER INTERESTED PERSONS: *EE*

Notice is hereby given that a meeting of the Board of Directors of the Montrose Management District will be held at 12:00 pm on Monday, April 8, 2013, 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 March 11, 2013.
3. Receive public comments.
4. Receive District's monthly Assessment Collection Reports and Billing and Assessment Summaries, Lawsuit and Arbitration Status Details, and Delinquent Assessment Reports.
5. Receive and consider District's monthly financial report, including: pay invoices.
6. Conduct annual review of Investment Policy and adopt Resolution Regarding Annual Review of Investment Policy.
7. Review, revise and adopt Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers.
8. Accept annual disclosure statements for Investment Officer and Bookkeeper.
9. Receive Executive Director's Monthly Report on District initiatives.
10. Sign maintenance agreement with the City of Houston.
11. Receive report and recommendations from the Marketing and Business Relations committee:
  - a. Consider approval of the 2013 PR and Marketing Project Work Plan
12. Convene in Executive Session pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with attorney to discuss litigation, and matters related to the same.
13. Reconvene in Open Session and authorize appropriate action by legal counsel related to Item 11 on the agenda.
14. Announcements.
15. Adjourn.



*Bill Gibson*  
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.

## HAWES HILL CALDERON LLP

P.O. BOX 22167  
HOUSTON, TX 77227-2167  
713-595-1200 or Fax 713-595-1295

AMECITY BANK OF TEXAS  
HOUSTON, TEXAS 77227-7459  
35-1125-1130

8553

PAY Nine and No/100 Dollars

DATE 4/3/2013

AMOUNT \$9.00

TO THE ORDER OF: Harris County Clerk  
201 Caroline, Third Floor  
Houston TX, 77002

Memo: Montrose 4/8/2013

\*008553\* 121301258: \*0030218804\*

## HAWES HILL CALDERON LLP - OPERATING

8553

Harris County Clerk	8553	4/3/2013	\$9.00
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Montrose 4/8/2013 Account Detail:	6-9904 Reimbursable Filing/Post Fees	\$9.00
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## HAWES HILL CALDERON LLP - OPERATING

8553

Harris County Clerk	8553	4/3/2013	\$9.00
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Montrose 4/8/2013 Account Detail:	6-9904 Reimbursable Filing/Post Fees	\$9.00
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PRODUCT DELIVER USE WITH OTHER ENVELOPES

Deliver For Business 1-800-257-6364

PRINTED IN U.S.A.



## NOTICE OF MEETING

TO: THE BOARD OF DIRECTORS OF THE MONTROSE MANAGEMENT DISTRICT AND TO ALL OTHER INTERESTED PERSONS: *EE*

Notice is hereby given that a meeting of the Board of Directors of the Montrose Management District will be held at 12:00 pm on Monday, May 13, 2013, 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 April 8, 2013.
3. Receive public comments.
4. Receive Presentation on esplanade memorial.
5. Receive District's monthly Assessment Collection Reports and Billing and Assessment Summaries, Lawsuit and Arbitration Status Details, and Delinquent Assessment Reports.
6. Receive and consider District's monthly financial report, including: pay invoices.
7. Receive Executive Director's Monthly Report on District initiatives.
8. Receive report and recommendations from the Marketing and Business Relations committee:
  - a. Approval of Services Agreement with District Vendors for graphic design, photography, website, videography and writing services. (This item is carried forward from April 8 meeting).
9. Convene in Executive Session pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with attorney to discuss litigation, and matters related to the same.
10. Reconvene in Open Session and authorize appropriate action by legal counsel related to Item 9 on the agenda.
11. Announcements.
12. Adjourn.



*Bill Gibson*  
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.

## HAWES HILL CALDERON LLP

P.O. BOX 22167  
HOUSTON, TX 77227-2167  
713-595-1200 or Fax 713-595-1295

AMECITY BANK OF TEXAS  
HOUSTON, TEXAS 77227-7459  
35-1125-1130

8651

PAY Nine and No/100 Dollars

DATE 5/7/2013

AMOUNT \$9.00

TO THE ORDER OF: Harris County Clerk  
201 Caroline, Third Floor  
Houston TX, 77002

Memo: Montrose Management District Board meeting

\*008651\* 121301258: \*0030218804\*

## HAWES HILL CALDERON LLP - OPERATING

8651

Harris County Clerk	8651	5/7/2013	\$9.00
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Montrose Management District Board meeting Account Detail:	6-9904 Reimbursable Filing/Post Fees	\$9.00
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## HAWES HILL CALDERON LLP - OPERATING

8651

Harris County Clerk	8651	5/7/2013	\$9.00
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Montrose Management District Board meeting Account Detail:	6-9904 Reimbursable Filing/Post Fees	\$9.00
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PRODUCT DELIVER USE WITH OTHER ENVELOPES

Deliver For Business 1-800-257-6364

PRINTED IN U.S.A.

9705247941010723464988000010000080080000080089



Summary for Bill Calderon: 713-205-9751

Your Plan

Mobile Broadband 10GB  
\$80.00 monthly charge  
\$.25 per minute

10GB/\$10/GB  
10 monthly gigabyte allowance  
\$10.00 per GB after allowance

Have more question about your charges?  
Get details for usage charges at  
www.verizonwireless.com. Sign into My  
Verizon to View Online Bill and click on  
Calls, Messages & Data.

Monthly Charges

Mobile Broadband 10GB 05/22 - 06/21 \$0.00  
\$80.00

Usage and Purchase Charges

Date	Allowance	Used	Billable	Cost
Gigabyte Usage	10	3	---	---
Total Data				\$0.00

Total Usage and Purchase Charges \$0.00

Verizon Wireless' Surcharges  
Regulatory Charge .02  
Administrative Charge .06  
\$0.08

Total Current Charges for 713-205-9751 \$80.08

TEXAS UNCLAIMED PROPERTY  
HOLDER REPORT AND PAYMENT

Holder federal employer identification number (FEIN) 61-1641684

Holder name and address  
Montrose Management District  
1300 Post Oak Blvd Ste 1600  
Houston, Tx 77056

State of incorporation or charter  
Texas  
Date of incorporation or charter

REPORT  
DUE DATE

REPORT CONTACT Phone number 713-623-4539

Name Darrell Hawthorne

Mailing address  
c/o Municipal Accounts & Consulting, LP  
1300 Post Oak Blvd, Suite 1600  
Houston, Tx 77056

E-mail address dhawthorne@municipalaccounts.com

FAX number 713-629-6859

CLAIMS CONTACT Phone number 713-623-4539

Name Darrell Hawthorne

Mailing address  
c/o Municipal Accounts & Consulting, LP  
1300 Post Oak Blvd, Suite 1600  
Houston, Tx 77056

E-mail address @municipalaccounts.com

FAX number 713-629-6859

PLEASE MARK ANY CHANGES TO THE ABOVE INFORMATION

Holder's primary business activity: Property Management

SIC code:

Circle all report media used and provide report totals. Confirmation number must be included if filing via Internet	NUMBER OF ITEMS	SHARES	CASH
Forms 53-105 / 53-119			\$
Diskette (Number of diskettes)			\$
Magnetic tape/cartridge			\$
Internet (Transmission confirmation number E_____)	5		\$ 2,328.84

The foregoing report contains a full and complete list of all property held by the undersigned that from the records of the undersigned, is abandoned under the laws of the State of Texas. The property delivered is a complete and correct remittance of all accounts; the existence and location of the listed owners are unknown, and the listed owners have not asserted an act of ownership with respect to the reported property.

PAYMENT AMOUNT

\$ 2,328.84

MAIL THIS FORM WITH YOUR PAYMENT TO:  
TEXAS STATE COMPTROLLER  
Unclaimed Property Division  
Held Reporting Section  
P.O. Box 72019  
Austin, TX 78711-2019

For assistance, call 1-800-321-2274,  
extension 5-6245, toll free nationwide,  
or in Austin, call 512/936-6245.

sign  
here  
Yes  
No

Bookkeeper for the District

\*\*\* DO NOT DETACH \*\*\*

PAYMENT FOR UNCLAIMED PROPERTY

Complete one copy for each check submitted.

- T code \_\_\_\_\_ 1. 9,0,1,0,0 PAYMENT
- Deposit code \_\_\_\_\_ 2. 5,5,2
- Federal Employer's Identification Number (FEIN) \_\_\_\_\_ 3. 611641684
- Amount of check (Dollars and cents) \_\_\_\_\_ 4. 2,328.84

AGENCY USE ONLY

Holder name Montrose Management District

TEXAS UNCLAIMED PROPERTY  
HOLDER REPORT AND PAYMENT

Holder federal employer identification number (FEIN) 61-1641684

AGENCY USE ONLY

Holder name and address  
Harris County ID 6  
1300 Post Oak Blvd Ste 1600  
Houston, Tx 77056

State of incorporation or charter  
Texas  
Date of incorporation or charter

REPORT  
DUE DATE

REPORT CONTACT Phone number 713-623-4539

Name Darrell Hawthorne

Mailing address  
c/o Municipal Accounts & Consulting, LP  
1300 Post Oak Blvd, Suite 1600  
Houston, Tx 77056

E-mail address dhawthorne@municipalaccounts.com

FAX number 713-629-6859

CLAIMS CONTACT Phone number 713-623-4539

Name Darrell Hawthorne

Mailing address  
c/o Municipal Accounts & Consulting, LP  
1300 Post Oak Blvd, Suite 1600  
Houston, Tx 77056

E-mail address @municipalaccounts.com

FAX number 713-629-6859

PLEASE MARK ANY CHANGES TO THE ABOVE INFORMATION

Holder's primary business activity: Property Management

SIC code:

Circle all report media used and provide report totals. Confirmation number must be included if filing via Internet	NUMBER OF ITEMS	SHARES	CASH
Forms 53-105 / 53-119			\$
Diskette (Number of diskettes)			\$
Magnetic tape/cartridge			\$
Internet (Transmission confirmation number E_____)	10		\$ 12,775.11

The foregoing report contains a full and complete list of all property held by the undersigned that from the records of the undersigned, is abandoned under the laws of the State of Texas. The property delivered is a complete and correct remittance of all accounts; the existence and location of the listed owners are unknown, and the listed owners have not asserted an act of ownership with respect to the reported property.

PAYMENT AMOUNT

\$ 12,775.11

MAIL THIS FORM WITH YOUR PAYMENT TO:  
TEXAS STATE COMPTROLLER  
Unclaimed Property Division  
Held Reporting Section  
P.O. Box 72019  
Austin, TX 78711-2019

For assistance, call 1-800-321-2274,  
extension 5-6245, toll free nationwide,  
or in Austin, call 512/936-6245.

sign  
here  
Yes  
No

Bookkeeper for the District

PAYMENT FOR UNCLAIMED PROPERTY

Complete one copy for each check submitted.

- T code \_\_\_\_\_ 1. 9,0,1,0,0 PAYMENT
- Deposit code \_\_\_\_\_ 2. 5,5,2
- Federal Employer's Identification Number (FEIN) \_\_\_\_\_ 3. 611641684
- Amount of check (Dollars and cents) \_\_\_\_\_ 4. 12,775.11

AGENCY USE ONLY

Holder name Harris County ID 6

Invoice # MMD-2160

8/4/12

to montrose management district

for social media/marketing

services  
june 2013

hours billed 1

@ 2500

subtotal 2500

expenses

reimbursements 0  
subtotal 2500  
grand total 2500  
@ interest 0  
@ total with penalty 2500

penalty only applies on paid due invoices.  
your invoice is considered paid due 30 days after issue date.  
20 % interest is added only to expenses, not services.  
please make checks payable to the undersigned. thanks!

POSTED

Approved  
6/6/15





MUNICIPAL ACCOUNTS  
& CONSULTING, L.P.

05/22/2013

Walgreens 03157  
300 Wilmot Rd  
Deerfield, IL 60015-4614

Our records show that we, Harris County ID No. 6, are holding unclaimed property that may belong to you. We also have not had direct contact with you since 07/28/2010. The check or identifying number for the \$658.75 we are holding is Nbr. 2164 and the item is dated 07/28/2010.

Under Texas state law, we may be required to deliver this property to the Texas Comptroller of Public Accounts, on or before July 1, 2013 if the property is not claimed. Please complete the information below and return this letter to:

Harris County ID No. 6  
c/o Municipal Accounts & Consulting, LP  
1300 Post Oak Blvd Suite 1600  
Houston, TX 77056-3043

no later than 05/31/2013, so that we may meet our unclaimed property reporting obligations. Please do not forget to sign and date your response.

☒ I am entitled to the above referenced property.  
Please issue a new check and mail to the following address:

Walgreen Co.  
Attn: Renata Evtimov  
300 Wilmot Rd, MS #3301  
Deerfield, IL 60015

POSTED  
CHK 398

☐ I am not entitled to the above referenced funds or these funds have already been paid to me.

I am aware of these funds and choose not to claim them at the present time.

 (Walgreen Co.)  
Owner Signature

5/28/13  
Date Signed

Your response is appreciated. Please contact us at 713-366-3048 if you have any questions.

Sincerely,

Ginny Grims

Harris County ID No. 6

District or Zone: Montrose District

Name: Josh Harris

I hereby verify that the following fees and actual expenses were reasonably and necessarily incurred by me in connection with the services and business purposes described.

[illegible]

☒ I have attached receipts and supporting documentation of all expenses

Signed:

Date:

Approved:

Date:

6-1-13

District or Zone:

Montrose

Name:

Gretchen Larson

I hereby verify that the following fees and actual expenses were reasonably and necessarily incurred by me in connection with the services and business purposes described.

Date	Description and purpose, location	Participants	Project/program	Amount
4/12	2 Day Postcards 3-1-1 Cards for Pothole campaign	n/A	Marketing	\$109 <sup>00</sup>
4/25	HEB Biz Mixer supplies	various	Marketing	\$71 <sup>21</sup>
4/26	2 Day Postcard Biz Ambassador Flyers	n/A	Marketing	\$149 <sup>00</sup>
4/27	HEB Bi-annual Recycling event	various	Marketing	\$26 <sup>03</sup>
4/27				\$31 <sup>33</sup>
4/29	Richard Hilzinger paypal payment DJ For Bi-annual Recycling event	various	Marketing	\$175 <sup>00</sup>

I have attached receipts and supporting documentation of all expenses.

Signed:

G Larson

Date:

5/28/13

Approved:

Date:





1036 1090 0425 1316 2700 630

1 ISLAND BREEZE ROLLER COOL T 29.88  
2 HEB SPRING WATER  
4 Ea. @ 1/ 1.99 F 7.96  
3 COCA-COLA CAN  
2 Ea. @ 1/ 2.97 TF 5.94  
4 SPRITE CAN  
2 Ea. @ 1/ 2.97 TF 5.94  
5 DIET COKE CAN  
3 Ea. @ 1/ 2.97 TF 8.91  
6 REDDY ICE 10# ICE FACTORY  
4 Ea. @ 1/ 1.94 TF 7.76  
\*\*\*\*\* Sale Subtotal\*\*\* 66.39  
Sales Tax 4.82  
\*\*\*\*\* Total Sale\*\*\* 71.21  
Account No.:\*\*\*\*\*1559  
Appr No.:025681  
Ref No.:862302  
71.21  
\*\*\* VISA EPS 71.21

ITEMS PURCHASED: 16

OUR BRAND SAVINGS : \$0.04

YOU SAVED  
\$0.04 TODAY

RECEIPT EXPIRES ON 07-24-13



1036 1090 0425 1316 2700 630

H-E-B 630  
1701 West Alabama Street  
Houston, Texas 77098  
Phone: (713) 529-2475  
Pharmacy: (713) 807-7293  
Fax: (713) 807-7267  
Store Hours: 6 a.m. to Midnight

Your Cashier: BRANDON M.  
361090 04-25-13 4:27P 211/09/00630



1036 8375 0427 1310 1600 630

1 PERRIER SPRKING MINERAL D  
2 Ea. @ 1/ 5.48 F 10.96  
2 COLOR GARDEN 10IN T 11.98  
3 REDDY ICE 10# ICE FACTORY TF 1.94  
\*\*\*\*\* Sale Subtotal\*\*\* 24.88  
Sales Tax 1.15  
\*\*\*\*\* Total Sale\*\*\* 26.03  
Account No.:\*\*\*\*\*1559  
Appr No.:027397  
Ref No.:867970  
26.03  
\*\*\* VISA EPS 26.03

ITEMS PURCHASED: 4

WIN A \$500 H-E-B GIFT CARD  
Tell us how we are doing and you  
could win a \$500 H-E-B gift card each  
month / \$1,000 cash prize each  
quarter. NO PURCHASE NECESSARY. Take  
survey at [www.heb.com/survey](http://www.heb.com/survey) for 10  
entries or call 1-877-220-0764 for 1  
entry. See rules at

[www.heb.com/survey](http://www.heb.com/survey)

Odds depend on entries received.  
Must be 18. Ends 5/12/2013.

Para Espanol, llame al 1-877-220-0764  
o visitenos por Internet a  
[www.heb.com/survey](http://www.heb.com/survey)

CERTIFICATE CODE

630042 713368 375214

\*\*\*\*\*

RECEIPT EXPIRES ON 07-26-13



1036 8375 0427 1310 1600 630

H-E-B 630  
1701 West Alabama Street  
Houston Texas 77098



1036 29 0427 1312 5100 630

1 PIZZA RONI XL HOT 19.96  
2 PIZZA XL HOT 9.98

\*\*\*\*\* Subtotal\*\*\* 29.94

Sa 2.39

\*\*\*\*\* Total Sale\*\*\* 32.33

Account \*\*\*\*\*1555

Appr No.:

Ref No.:

\*\*\* VISA 31.33

ITEMS 2

R TRES ON 07-26-13



10



1312 5100 630

H-E-B 630  
1701 West  
Houston, 1  
Phone:  
Pharmacy:  
Fax:  
Store Hour

29-2475

17-7293

7-7267

Midnight

Your Cash  
359329

51P 255/53/00630

*mmms*  
*April*  
*Payle*  
*Qu*

MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

---

**AGENDA MEMORANDUM**

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

---

6. Receive and consider the District's FY 2012 financial audit report.



DRAFT

**MONTROSE MANAGEMENT DISTRICT**

**HARRIS COUNTY, TEXAS**

**ANNUAL FINANCIAL REPORT**

**DECEMBER 31, 2012**

FOR MANAGEMENT'S USE ONLY

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# McCALL GIBSON SWEDLUND BARFOOT PLLC

*Certified Public Accountants*

13100 Wortham Center Drive  
Suite 235  
Houston, Texas 77065-5610  
(713) 462-0341  
Fax (713) 462-2708  
E-Mail: [mgsb@mgsbpllc.com](mailto:mgsb@mgsbpllc.com)

111 Congress Avenue  
Suite 400  
Austin, Texas 78701  
(512) 610-2209  
[www.mgsbpllc.com](http://www.mgsbpllc.com)

## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Montrose Management District  
Harris County, Texas

We have audited the accompanying financial statements of the governmental activities and each major fund of Montrose Management District (the "District"), as of and for the year ended December 31, 2012, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



Board of Directors  
Montrose Management District

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of December 31, 2012, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

**Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis on pages 3 through 7 and the Schedules of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Governmental Funds on pages 25 through 27 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The supplementary information required by the Texas Commission on Environmental Quality as published in the *Water District Financial Management Guide* is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The supplementary information, excluding that portion marked "Unaudited" on which we express no opinion or provide any assurance, has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

McCall Gibson Swedlund Barfoot PLLC  
Certified Public Accountants

June 12, 2013

# **MONTROSE MANAGEMENT DISTRICT MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED DECEMBER 31, 2012**

Management's discussion and analysis of the Montrose Management District's (the "District") financial performance provides an overview of the District's financial activities for the fiscal year ended December 31, 2012. Please read it in conjunction with the District's financial statements, which begin on page 8.

## **USING THIS ANNUAL REPORT**

This annual report consists of a series of financial statements. The basic financial statements include: (1) combined fund financial statements and government-wide financial statements and (2) notes to the financial statements. The combined fund financial statements and government-wide financial statements combine both: (1) the Statement of Net Position and Governmental Funds Balance Sheet and (2) the Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balances. This report also includes other supplementary information in addition to the basic financial statements.

## **GOVERNMENT-WIDE FINANCIAL STATEMENTS**

The District's annual report includes two financial statements combining the government-wide financial statements and the fund financial statements. The government-wide portion of these statements provides both long-term and short-term information about the District's overall status. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in full accrual accounting and elimination or reclassification of internal activities.

The first of the government-wide statements is the Statement of Net Position. This information is found in the Statement of Net Position column on pages 8 and 9. The Statement of Net Position is the District-wide statement of its financial position presenting information that includes all of the District's assets and liabilities, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District as a whole is improving or deteriorating. Evaluation of the overall health of the District would extend to other non-financial factors.

The government-wide portion of the Statement of Activities on pages 11 and 12 reports how the District's net position changed during the current year. All current year revenues and expenses are included regardless of when cash is received or paid.

## **FUND FINANCIAL STATEMENTS**

The combined statements also include fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District has two major governmental funds. The General Funds for the East Zone and West Zone account for resources not accounted for in another fund, assessment revenues, costs and general expenditures.



**MONTROSE MANAGEMENT DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

**FUND FINANCIAL STATEMENTS (Continued)**

Governmental funds are reported in each of the financial statements. The focus in the fund statements provides a distinctive view of the District's governmental funds. These statements report short-term fiscal accountability focusing on the use of spendable resources and balances of spendable resources available at the end of the year. They are useful in evaluating annual financing requirements of the District and the commitment of spendable resources for the near-term.

Since the government-wide focus includes the long-term view, comparisons between these two perspectives may provide insight into the long-term impact of short-term financing decisions. The adjustments columns, the Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position on page 10 and the Reconciliation of the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances to the Statement of Activities on page 13 explain the differences between the two presentations and assist in understanding the differences between these two perspectives.

**NOTES TO THE FINANCIAL STATEMENTS**

The accompanying notes to the financial statements provide information essential to a full understanding of the government-wide and fund financial statements. The notes to the financial statements can be found on pages 14 through 23 in this report.

**OTHER INFORMATION**

In addition to the financial statements and accompanying notes, this report also presents certain required supplementary information ("RSI"). Budgetary comparison schedules are included as RSI for the Governmental Funds Total and East Zone and West Zone General Funds.



**MONTROSE MANAGEMENT DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

The District's assets exceeded liabilities and deferred inflows of resources by \$637,341 as of December 31, 2012. A portion of the District's net position reflects its investments in capital assets (e.g., vehicles and related equipment), less any debt used to acquire those assets that is still outstanding. The District uses these assets to provide security services.

The following is a comparative analysis of government-wide changes in net position.

	Summary of Changes in the Statement of Net Position		
	2012	2011	Change Positive (Negative)
Current and Other Assets	\$ 2,130,794	\$ 1,988,293	\$ 142,501
Capital Assets (Net of Accumulated Depreciation)	<u>18,970</u>	<u>28,923</u>	<u>(9,953)</u>
Total Assets	<u>\$ 2,149,764</u>	<u>\$ 2,017,216</u>	<u>\$ 132,548</u>
Total Liabilities	<u>\$ 87,402</u>	<u>\$ 114,531</u>	<u>\$ 27,129</u>
Deferred Inflows of Resources	<u>\$ 1,425,021</u>	<u>\$ 1,325,954</u>	<u>\$ (99,067)</u>
Net Position:			
Net Investment in Capital Assets	\$ 18,970	\$ 28,923	\$ (9,953)
Unrestricted	<u>\$ 618,371</u>	<u>\$ 547,808</u>	<u>\$ 70,563</u>
Total Net Position	<u>\$ 637,341</u>	<u>\$ 576,731</u>	<u>\$ 60,610</u>

**MONTROSE MANAGEMENT DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)**

The following table provides a summary of the District's operations for the years ended December 31, 2012 and December 31, 2011. The District's net position increased by \$60,610.

	Summary of Changes in the Statement of Activities		
	2012	2011	Change Positive (Negative)
Revenues:			
Property Assessments	\$ 1,304,031	\$ 1,210,347	\$ 93,684
Other Revenues	<u>36,932</u>	<u>55,841</u>	<u>(18,909)</u>
Total Revenues	\$ 1,340,963	\$ 1,266,188	\$ 74,775
Expenses for Services	<u>1,280,353</u>	<u>974,373</u>	<u>(305,980)</u>
Change in Net Position	\$ 60,610	\$ 291,815	\$ (231,205)
Net Position, Beginning of Year	<u>576,731</u>	<u>284,916</u>	<u>291,815</u>
Net Position, End of Year	<u>\$ 637,341</u>	<u>\$ 576,731</u>	<u>\$ 60,610</u>

**FINANCIAL ANALYSIS OF THE DISTRICT'S GOVERNMENTAL FUNDS**

The General Fund fund balance for the East Zone decreased by \$4,114 due to current year expenditures exceeding assessment revenues. The General Fund fund balance for the West Zone increased by \$69,723 due to assessment revenues exceeding current year expenditures.

**GENERAL FUNDS BUDGETARY HIGHLIGHTS**

The Board of Directors did not amend the General Fund budgets during the current fiscal year. Governmental funds total revenues were \$13,126 more than budgeted and governmental funds total expenditures were \$463,453 less than budgeted. East Zone revenues were \$7,256 more than budgeted due to more assessment revenue collected than anticipated. East Zone expenditures were \$128,588 less than budgeted. West Zone revenues were \$5,870 more than budgeted due primarily to more collection fees than anticipated. West Zone expenditures were \$334,865 less than budgeted. See the budget to actual comparisons on pages 25 through 27.

**MONTROSE MANAGEMENT DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

**CAPITAL ASSETS**

The District's investment in capital assets as of December 31, 2012, amounts to \$18,970 (net of accumulated depreciation). This investment in capital assets includes two vehicles and related equipment.

Capital Assets At Year-End, Net of Accumulated Depreciation

Capital Assets Subject to Depreciation:

Automobiles and Equipment	\$ <u>18,970</u>
---------------------------	------------------

Additional information on the District's capital assets can be found in Note 4 on page 22 of this report.

**LONG-TERM DEBT ACTIVITY**

The District does not have any long-term debt as of December 31, 2012.

**CONTACTING THE DISTRICT'S MANAGEMENT**

This financial report is designed to provide a general overview of the District's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Montrose Management District, c/o Hawes Hill Calderon LLP, P.O. Box 22167, Houston, TX, 77227-2167.



**MONTROSE MANAGEMENT DISTRICT**  
**STATEMENT OF NET POSITION AND**  
**GOVERNMENTAL FUNDS BALANCE SHEET**  
**DECEMBER 31, 2012**

	East Zone General Fund	West Zone General Fund	Governmental Funds Total
<b>ASSETS</b>			
Cash, Note 3	\$ 177,334	\$ 205,090	\$ 382,424
Investments, Note 3	250,000	150,000	400,000
Receivables:			
Assessments	404,998	941,649	1,346,647
Accrued Interest	124	59	183
Due from Other Fund		4,123	4,123
Prepaid Costs and Other	494	1,046	1,540
Capital Assets (Net of Accumulated Depreciation), Note 4			
<b>TOTAL ASSETS</b>	<u>\$ 832,950</u>	<u>\$ 1,301,967</u>	<u>\$ 2,134,917</u>
<b>LIABILITIES</b>			
Accounts Payable	\$ 32,221	\$ 36,764	\$ 68,985
Payroll Liabilities	3,757	7,903	11,660
Due to Taxpayers	6,235	522	6,757
Due to Other Fund	4,123		4,123
<b>TOTAL LIABILITIES</b>	<u>\$ 46,336</u>	<u>\$ 45,189</u>	<u>\$ 91,525</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Assessments	<u>\$ 452,784</u>	<u>\$ 1,005,290</u>	<u>\$ 1,458,074</u>
<b>FUND BALANCES</b>			
Nonspendable Prepaid Costs	\$ 390	\$ 810	\$ 1,200
Assigned, Note 7	193,489	250,678	444,167
Unassigned	<u>139,951</u>		<u>139,951</u>
<b>TOTAL FUND BALANCES</b>	<u>\$ 333,830</u>	<u>\$ 251,488</u>	<u>\$ 585,318</u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<u>\$ 832,950</u>	<u>\$ 1,301,967</u>	<u>\$ 2,134,917</u>
<b>NET POSITION</b>			
Net Investment in Capital Assets			
Unrestricted			
<b>TOTAL NET POSITION</b>			

The accompanying notes to the financial  
statements are an integral part of this report.

Adjustments	Statement of Net Position
\$	\$ 382,424
	400,000
	1,346,647
	183
(4,123)	1,540
<u>18,970</u>	<u>18,970</u>
\$ <u>14,847</u>	\$ <u>2,149,764</u>
\$	\$ 68,985
	11,660
	6,757
<u>(4,123)</u>	<u></u>
\$ <u>(4,123)</u>	\$ <u>87,402</u>
\$ <u>(33,053)</u>	\$ <u>1,425,021</u>
\$ (1,200)	\$
(444,167)	
<u>(139,951)</u>	<u></u>
\$ <u>(585,318)</u>	\$ <u>-0-</u>
\$ 18,970	\$ 18,970
<u>618,371</u>	<u>618,371</u>
\$ <u>637,341</u>	\$ <u>637,341</u>

The accompanying notes to the financial statements are an integral part of this report.

**MONTROSE MANAGEMENT DISTRICT  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET POSITION  
DECEMBER 31, 2012**

Total Fund Balances - Governmental Funds	\$ 585,318
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in the governmental funds.	18,970
Deferred assessment revenues for the 2011 and prior levies became part of recognized revenues in the governmental activities of the District.	<u>33,053</u>
Total Net Position - Governmental Activities	<u>\$ 637,341</u>

The accompanying notes to the financial  
statements are an integral part of this report.



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**MONTROSE MANAGEMENT DISTRICT**  
**STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES,**  
**EXPENDITURES AND CHANGES IN FUND BALANCES**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	East Zone General Fund	West Zone General Fund
<b>REVENUES</b>		
Assessment Revenues	\$ 418,367	\$ 880,710
Penalty and Interest	8,316	11,806
Investment Revenues	1,663	1,445
Miscellaneous Revenues	5,536	8,166
<b>TOTAL REVENUES</b>	<u>\$ 433,882</u>	<u>\$ 902,127</u>
<b>EXPENDITURES/EXPENSES</b>		
Service Operations:		
Security and Public Safety	\$ 153,360	\$ 321,034
Mobility and Transportation	13,255	28,052
Visual Improvements and Cultural	35,092	47,518
Business Development	82,156	168,826
Administrative Expenditures	140,992	239,165
Creation and Petition Services	13,141	27,809
Depreciation, Note 4		
<b>TOTAL EXPENDITURES/EXPENSES</b>	<u>\$ 437,996</u>	<u>\$ 832,404</u>
<b>NET CHANGE IN FUND BALANCES</b>	\$ (4,114)	\$ 69,723
<b>CHANGE IN NET POSITION</b>		
<b>FUND BALANCES/NET POSITION – JANUARY 1, 2012</b>	<u>337,944</u>	<u>181,765</u>
<b>FUND BALANCES/NET POSITION – DECEMBER 31, 2012</b>	<u>\$ 333,830</u>	<u>\$ 251,488</u>

The accompanying notes to the financial  
statements are an integral part of this report.

Governmental Funds Total	Adjustments	Statement of Activities
\$ 1,299,077	\$ 4,954	\$ 1,304,031
20,122		20,122
3,108		3,108
<u>13,702</u>		<u>13,702</u>
\$ <u>1,336,009</u>	\$ <u>4,954</u>	\$ <u>1,340,963</u>
\$ 474,394	\$	\$ 474,394
41,307		41,307
82,610		82,610
250,982		250,982
380,157		380,157
40,950		40,950
	<u>9,953</u>	<u>9,953</u>
\$ <u>1,270,400</u>	\$ <u>9,953</u>	\$ <u>1,280,353</u>
\$ 65,609	\$ (65,609)	\$
	60,610	60,610
<u>519,709</u>	<u>57,022</u>	<u>576,731</u>
\$ <u>585,318</u>	\$ <u>52,023</u>	\$ <u>637,341</u>

The accompanying notes to the financial statements are an integral part of this report.



**MONTROSE MANAGEMENT DISTRICT  
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2012**

Net Change in Fund Balances - Governmental Funds \$ 65,609

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds do not account for depreciation. However, in the Statement of Position, capital assets are depreciated and depreciation expense is recorded in the Statement of Activities. (9,953)

Governmental funds report assessment revenues when collected. However, in the Statement of Activities, revenue is recorded in the accounting period for which the assessments are levied. 4,954

Change in Net Position - Governmental Activities \$ 60,610

The accompanying notes to the financial  
statements are an integral part of this report.

**MONTROSE MANAGEMENT DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

**NOTE 1. CREATION OF DISTRICT**

The Harris County Improvement District No. 6, also known as the East Montrose Management District ("East Zone"), was created, effective June 17, 2005, by the Texas Legislature under provisions of House Bill No. 3518, of the 79<sup>th</sup> Legislature, Regular Session, 2005, codified as Chapter 3843, Texas Special District Local Laws Code (formerly Subchapter K, Chapter 376, Texas Local Government Code). The Harris County Improvement District No. 11, also known as the West Montrose Management District ("West Zone"), was created, effective June 19, 2009, by the Texas Legislature under provisions of House Bill 4722, of the 81<sup>st</sup> Legislature, Regular Session, 2009, codified as Chapter 3878, Texas Special District Local Laws Code (formerly Subchapter K, Chapter 376, Texas Local Government Code). Pursuant to the provisions of the Acts creating the Districts, the Districts are empowered to promote, develop, encourage, and maintain employment, commerce, transportation, housing, tourism, recreation, arts and entertainment, economic development, safety, and the public welfare in the Harris County Improvement District No. 6 and the Harris County Improvement District No. 11 (collectively the "Districts"). On February 15, 2011, the two Districts lawfully consolidated and became known as the Montrose Management District (the "District").

**NOTE 2. SIGNIFICANT ACCOUNTING POLICIES**

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America as promulgated by the Governmental Accounting Standards Board ("GASB"). In addition, the accounting records of the District are maintained generally in accordance with the *Water District Financial Management Guide* published by the Texas Commission on Environmental Quality (the "Commission").

The GASB has established the criteria for determining whether or not a given entity is a component unit. The criteria are: (1) is the potential component unit a legally separate entity, (2) does the primary government appoint a voting majority of the potential component unit's board, (3) is the primary government able to impose its will on the potential component unit, (4) is there a financial benefit or burden relationship. The District was created as an independent management district. The District does not meet the criteria for inclusion as a component unit of any entity nor does any other entity meet the component unit criteria for inclusion in the District's financial statements.



**MONTROSE MANAGEMENT DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

**NOTE 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Financial Statement Presentation

These financial statements have been prepared in accordance with GASB Codification of Governmental Accounting and Financial Reporting Standards Part II, Financial Reporting.

The GASB Codification set forth standards for external financial reporting for all state and local government entities, which include a requirement for a Statement of Net Position and a Statement of Activities. It requires the classification of net position into three components: Net Investment in Capital Assets; Restricted; and Unrestricted. These classifications are defined as follows:

- Net Investment in Capital Assets – This component of net position consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those assets.
- Restricted Net Position – This component of net position consists of external constraints placed on the use of assets imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulation of other governments or constraints imposed by law through constitutional provisions or enabling legislation.
- Unrestricted Net Position – This component of net position consists of assets that do not meet the definition of "Restricted" or "Net Investment in Capital Assets."

When both restricted and unrestricted resources are available for use, generally it is the District's policy to use restricted resources first.

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information about the District as a whole. The District's Statement of Net Position and Statement of Activities are combined with the governmental fund financial statements. The District is viewed as a special-purpose government and has the option of combining these financial statements.

The Statement of Net Position is reported by adjusting the governmental fund types to report on the full accrual basis, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. Any amounts recorded due to and due from other funds are eliminated in the Statement of Net Position.



**MONTROSE MANAGEMENT DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

**NOTE 2.      SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Government-Wide Financial Statements (Continued)

The Statement of Activities is reported by adjusting the governmental fund types to report only items related to current year revenues and expenditures. Items such as capital outlay are allocated over their estimated useful lives as depreciation expense. Internal activities between governmental funds, if any, are eliminated by adjustment to obtain net total revenue and expense of the government-wide Statement of Activities.

Fund Financial Statements

As discussed above, the District's fund financial statements are combined with the government-wide statements. The fund statements include a Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balances.

Governmental Funds

The District has two major governmental funds.

General Funds - For the East Zone and West Zone to account for resources not required to be accounted for in another fund, assessment revenues, costs and general expenditures.

Basis of Accounting

The District uses the modified accrual basis of accounting for governmental fund types. The modified accrual basis of accounting recognizes revenues when both "measurable and available." Measurable means the amount can be determined. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The District considers revenue reported in governmental funds to be available if they are collectible within 60 days after year end. Also, under the modified accrual basis of accounting, expenditures are recorded when the related fund liability is incurred, except for principal and interest on long-term debt, which are recognized as expenditures when payment is due.

Annual assessments considered available by the District and included in revenue include the 2011 assessments collected during the period October 1, 2011 to December 31, 2012. In addition, assessments collected from January 1, 2012, to December 31, 2012, for the 2010 and prior assessment levies are included in revenues. The 2012 annual assessments for the District have been fully deferred to meet the operating expenditures for the 2013 fiscal year.

**MONTROSE MANAGEMENT DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

**NOTE 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Basis of Accounting (Continued)

Amounts transferred between the funds are reported as other financing sources or uses. Loans between the funds are reported as interfund receivables and payables in the Governmental Funds Balance Sheet if there is intent to repay the amount and if the debtor fund has the ability to repay the advance on a timely basis.

Capital Assets

Capital assets, which include office equipment and fixtures and vehicles, are reported in the government-wide Statement of Net Position. All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated assets are valued at their fair market value on the date donated. Repairs and maintenance are recorded as expenditures in the governmental fund incurred and as an expense in the government-wide Statement of Activities. Capital asset additions, improvements and preservation costs that extend the life of an asset are capitalized and depreciated over the estimated useful life of the asset. Interest costs, including developer interest, engineering fees and certain other costs are capitalized as part of the asset.

Assets are capitalized, including infrastructure assets, if they have an original cost greater than \$5,000 and a useful life over two years. Depreciation is calculated on each class of depreciable property using the straight-line method of depreciation. Estimated useful lives are as follows:

	Years
Office Equipment and Fixtures	3
Vehicles	5

Budgeting

In compliance with governmental accounting principles, the Board of Directors annually adopts an unappropriated budget for the General Fund of the East Zone and the West Zone. The budgets were not amended during the current fiscal year.

Pensions

The District has not established a pension plan as the District does not have employees. The Internal Revenue Service has determined that fees of office received by Directors are considered to be wages subject to federal income tax withholding for payroll tax purposes only.



**MONTROSE MANAGEMENT DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

**NOTE 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Measurement Focus

Measurement focus is a term used to describe which transactions are recognized within the various financial statements. In the government-wide Statement of Net Position and Statement of Activities, the governmental activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position, financial position, and cash flows. All assets and liabilities associated with the activities are reported. Fund equity is classified as net position.

Governmental fund types are accounted for on a spending or financial flow measurement focus. Accordingly, only current assets and current liabilities are included on the Balance Sheet, and the reported fund balances provide an indication of available spendable or appropriable resources. Operating statements of governmental fund types report increases and decreases in available spendable resources. The District's fund balances are classified using the following hierarchy:

*Nonspendable:* amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

*Restricted:* amounts that can be spent only for specific purposes because of constitutional provisions, or enabling legislation, or because of constraints that are imposed externally.

*Committed:* amounts that can be spent only for purposes determined by a formal action of the Board of Directors. The Board is the highest level of decision-making authority for the District. This action must be made no later than the end of the fiscal year. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the Board. The District does not have any committed fund balances.

*Assigned:* amounts that do not meet the criteria to be classified as restricted or committed, but that are intended to be used for specific purposes. The District has not adopted a formal policy regarding the assignment of fund balances. See Note 7.

*Unassigned:* all other spendable amounts in the General Fund.

When expenditures are incurred for which restricted, committed, assigned or unassigned fund balances are available, the District considers amounts to have been spent first out of restricted funds, then committed funds, then assigned funds, and finally unassigned funds.



**MONTROSE MANAGEMENT DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

**NOTE 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Accounting Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

New Pronouncements

GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, which is effective for fiscal years beginning after December 15, 2011, provides guidance for reporting the financial statement elements of deferred outflows of resources, which represent the consumption of the District's net assets that is applicable to a future reporting period, and deferred inflows of resources, which represent the District's acquisition of net assets applicable to a future reporting period. GASB Statement No. 63 has been implemented in these financial statements.

GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, which is effective for fiscal years beginning after December 15, 2012, establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities. GASB Statement No. 65 has been early implemented in these financial statements.

**MONTROSE MANAGEMENT DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

**NOTE 3. DEPOSITS AND INVESTMENTS**

Deposits

Custodial credit risk is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The District's deposit policy for custodial credit risk requires compliance with the provisions of Texas statutes.

Texas statutes require that any cash balance in any fund shall, to the extent not insured by the Federal Deposit Insurance Corporation or its successor, be continuously secured by a valid pledge to the Authority of securities eligible under the laws of Texas to secure the funds of the District, having an aggregate market value, including accrued interest, at all times equal to the uninsured cash balance in the fund to which such securities are pledged. At fiscal year end, the carrying amount of the District's deposits was \$782,424 and the bank balance was \$831,240. Of the bank balance, \$676,812 was covered by federal depository insurance and the balance was covered by collateral pledged in the name of the District and held in a third party depository.

The carrying values of the deposits are included in the Governmental Funds Balance Sheets and the Statement of Net Position at December 31, 2012, as listed below:

	CASH	CERTIFICATES OF DEPOSIT	TOTAL
EAST ZONE GENERAL FUND	\$ 177,334	\$ 250,000	\$ 427,334
WEST ZONE GENERAL FUND	205,090	150,000	355,090
TOTAL DEPOSITS	<u>\$ 382,424</u>	<u>\$ 400,000</u>	<u>\$ 782,424</u>

Investments

Under Texas law, the District is required to invest its funds under written investment policies that primarily emphasize safety of principal and liquidity and that address investment diversification, yield, maturity, and the quality and capability of investment management, and all District funds must be invested in accordance with the following investment objectives: understanding the suitability of the investment to the District's financial requirements, first; preservation and safety of principal, second; liquidity, third; marketability of the investments if the need arises to liquidate the investment before maturity, fourth; diversification of the investment portfolio, fifth; and yield, sixth. The District's investments must be made "with judgment and care, under



**MONTROSE MANAGEMENT DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

**NOTE 3. DEPOSITS AND INVESTMENTS (Continued)**

Investments (Continued)

prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived." No person may invest District funds without express written authority from the Board of Directors.

Texas statutes include specifications for and limitations applicable to the District and its authority to purchase investments as defined in the Public Funds Investment Act. Authorized investments are summarized as follows: (1) obligations of the United States or its agencies and instrumentalities, (2) direct obligations of the State of Texas or its agencies and instrumentalities, (3) certain collateralized mortgage obligations, (4) other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the State of Texas or the United States or its agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States, (5) certain A rated or higher obligations of states, agencies, counties, cities, and other political subdivisions of any state, (6) bonds issued, assumed or guaranteed by the State of Israel, (7) insured or collateralized certificates of deposit, (8) certain fully collateralized repurchase agreements secured by delivery, (9) certain bankers' acceptances with limitations, (10) commercial paper rated A-1 or P-1 or higher and a maturity of 270 days or less, (11) no-load money market mutual funds and no-load mutual funds with limitations, (12) certain guaranteed investment contracts, (13) certain qualified governmental investment pools and (14) a qualified securities lending program.

As of December 31, 2012, the District had the following investments and maturities:

Fund and Investment Type	Fair Value	Maturities in Years			
		Less Than 1	1-5	6-10	More Than 10
<b><u>EAST ZONE GENERAL</u></b>					
<b><u>FUND -</u></b>					
Certificates of Deposit	\$ 250,000	\$ 250,000	\$	\$	\$
<b><u>WEST ZONE GENERAL</u></b>					
<b><u>FUND</u></b>					
Certificates of Deposit	150,000	150,000			
Total Investments	<u>\$ 400,000</u>	<u>\$ 400,000</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>



**MONTROSE MANAGEMENT DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

**NOTE 4. CAPITAL ASSETS**

Capital assets activity for the year ended December 31, 2012:

	January 1, 2012	Additions	December 31, 2012
<b>Capital Assets at Historical Costs Subject to Depreciation</b>			
Automobiles and Equipment	\$ 50,591	\$ 0	\$ 50,591
<b>Less Accumulated Depreciation</b>			
Automobiles and Equipment	\$ 21,668	\$ 9,953	\$ 31,621
<b>Total Capital Assets, Net of Accumulated Depreciation</b>	<u>\$ 28,923</u>	<u>\$ (9,953)</u>	<u>\$ 18,970</u>

**NOTE 5. ANNUAL ASSESSMENTS**

In accordance with the Acts creating the Districts, the Districts may levy ad valorem taxes or assessment fees in accordance with Chapter 375, Local Government Code, to provide improvements and services for a project or activity the Districts are authorized to acquire, construct, improve, or provide under this Act.

On April 16, 2008, an order was adopted granting a petition for a service plan and an assessment roll for the East Zone. The order authorized levying an annual assessment which would assure sufficient funding for the services provided under the ten year (2008-2017) term of the Service Plan. The order authorized an assessment of \$0.125 per \$100 valuation on land and improvements within the East Zone throughout the term of the Service Plan.

During the year ended December 31, 2012, the East Zone levied an assessment of \$0.125 per \$100 of assessed valuation of taxable real property, which resulted in an assessment of \$440,265 for the 2012 assessment year. Total revenue of \$418,367 has been recorded in the current year.

On January 10, 2011, an order was adopted granting a petition for a service plan and an assessment roll for the West Zone. The order authorized levying an annual assessment which would assure sufficient funding for the services provided under the nine year (2009-2017) term of the Service Plan. The order authorized an assessment of \$0.125 per \$100 valuation on land and improvements within the West Zone throughout the term of the Service Plan.

During the year ended December 31, 2012, the West Zone levied an assessment of \$0.125 per \$100 of assessed valuation of taxable real property, which resulted in an assessment of \$984,756 for the 2012 assessment year. Total revenue of \$880,710 has been recorded in the current year.

**MONTROSE MANAGEMENT DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

**NOTE 5. ANNUAL ASSESSMENTS (Continued)**

The District's calendar for collection of the assessments is as follows:

- Levy Date - October 1 or as soon thereafter as practicable
- Lien Date - January 1.
- Due Date - Not later than January 31.
- Delinquent Date - February 1, at which time the taxpayer is liable for penalty and interest.

**NOTE 6. RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions, and natural disasters. The District participates in the Texas Municipal League Intergovernmental Risk Pool (TML) to provide general liability, automobile, errors and omissions, law enforcement and real and personal property coverage. The District, along with other participating entities, contributes annual amounts determined by TML's management. As claims arise they are submitted and paid by TML. During the fiscal year ended December 31, 2012, the District contributed a total of \$7,994 to the fund for this insurance, which included contributions of \$2,565 from the East Zone and \$5,429 from the West Zone. There have been no significant reductions in coverage from the prior year and settlements have not exceeded coverage in the past three years.

**NOTE 7. ASSIGNED FUND BALANCE**

On December 10, 2012, the Board of Directors approved the District's budget for the fiscal year ending December 31, 2013, which projected a \$193,489 decrease in the East Zone's General Fund fund balance and a \$428,764 decrease in the West Zone's General Fund fund balance. In accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Types*, the District has reported \$193,489 as assigned fund balance in the East Zone Governmental Funds Balance Sheet as of December 31, 2012. The District has only reported \$250,678 as assigned fund balance in the West Zone Governmental Funds Balance Sheet as of December 31, 2012, since reporting more would cause a negative unassigned fund balance.

**MONTROSE MANAGEMENT DISTRICT**

**REQUIRED SUPPLEMENTARY INFORMATION**

**DECEMBER 31, 2012**



**MONTROSE MANAGEMENT DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCE - BUDGET AND ACTUAL - GOVERNMENTAL FUNDS TOTAL**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	Original and Final Budget	Actual	Variance Positive (Negative)
<b>REVENUES</b>			
Assessment Revenues	\$ 1,297,203	\$ 1,299,077	\$ 1,874
Penalty and Interest	25,000	20,122	(4,878)
Investment Revenues	680	3,108	2,428
Miscellaneous Revenues		<u>13,702</u>	<u>13,702</u>
<b>TOTAL REVENUES</b>	<u>\$ 1,322,883</u>	<u>\$ 1,336,009</u>	<u>\$ 13,126</u>
<b>EXPENDITURES</b>			
Service Operations			
Security and Public Safety	\$ 499,335	\$ 474,394	\$ 24,941
Mobility and Transportation	136,500	41,307	95,193
Visual Improvements and Cultural	439,320	82,610	356,710
Business Development	330,938	250,982	79,956
Administrative Expenditures	287,760	380,157	(92,397)
Creation and Petition Services	40,000	<u>40,950</u>	<u>(950)</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 1,733,853</u>	<u>\$ 1,270,400</u>	<u>\$ 463,453</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ (410,970)</u>	<u>\$ 65,609</u>	<u>\$ 476,579</u>
<b>FUND BALANCE - JANUARY 1, 2012</b>	<u>519,709</u>	<u>519,709</u>	
<b>FUND BALANCE - DECEMBER 31, 2012</b>	<u>\$ 108,739</u>	<u>\$ 585,318</u>	<u>\$ 476,579</u>

See accompanying independent auditor's report.

**MONTROSE MANAGEMENT DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE - BUDGET AND ACTUAL - EAST ZONE  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	Original and Final Budget	Actual	Variance Positive (Negative)
<b>REVENUES</b>			
Assessment Revenues	\$ 416,276	\$ 418,367	\$ 2,091
Penalty and Interest	10,000	8,316	(1,684)
Investment Revenues	350	1,663	1,313
Miscellaneous Revenues		<u>5,536</u>	<u>5,536</u>
<b>TOTAL REVENUES</b>	<u>\$ 426,626</u>	<u>\$ 433,882</u>	<u>\$ 7,256</u>
<b>EXPENDITURES</b>			
Service Operations			
Security and Public Safety	\$ 160,238	\$ 153,360	\$ 6,878
Mobility and Transportation	43,803	13,255	30,548
Visual Improvements and Cultural	151,165	35,092	116,073
Business Development	106,199	82,156	24,043
Administrative Expenditures	92,343	140,992	(48,649)
Creation and Petition Services	12,836	<u>13,141</u>	<u>(305)</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 566,584</u>	<u>\$ 437,996</u>	<u>\$ 128,588</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ (139,958)</u>	<u>\$ (4,114)</u>	<u>\$ 135,844</u>
<b>FUND BALANCE - JANUARY 1, 2012</b>	<u>337,944</u>	<u>337,944</u>	
<b>FUND BALANCE - DECEMBER 31, 2012</b>	<u>\$ 197,986</u>	<u>\$ 333,830</u>	<u>\$ 135,844</u>

See accompanying independent auditor's report.

**MONTROSE MANAGEMENT DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE - BUDGET AND ACTUAL - WEST ZONE  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	Original and Final Budget	Actual	Variance Positive (Negative)
<b>REVENUES</b>			
Assessment Revenues	\$ 880,927	\$ 880,710	\$ (217)
Penalty and Interest	15,000	11,806	(3,194)
Investment Revenues	330	1,445	1,115
Miscellaneous Revenues		8,166	8,166
<b>TOTAL REVENUES</b>	<u>\$ 896,257</u>	<u>\$ 902,127</u>	<u>\$ 5,870</u>
<b>EXPENDITURES</b>			
Service Operations			
Security and Public Safety	\$ 339,097	\$ 321,034	\$ 18,063
Mobility and Transportation	92,697	28,052	64,645
Visual Improvements and Cultural	288,155	47,518	240,637
Business Development	224,739	168,826	55,913
Administrative Expenditures	195,417	239,165	(43,748)
Creation and Petition Services	27,164	27,809	(645)
<b>TOTAL EXPENDITURES</b>	<u>\$ 1,167,269</u>	<u>\$ 832,404</u>	<u>\$ 334,865</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ (271,012)</u>	<u>\$ 69,723</u>	<u>\$ 340,735</u>
<b>FUND BALANCE - JANUARY 1, 2012</b>	<u>181,765</u>	<u>181,765</u>	
<b>FUND BALANCE - DECEMBER 31, 2012</b>	<u>\$ (89,247)</u>	<u>\$ 251,488</u>	<u>\$ 340,735</u>

See accompanying independent auditor's report.



**MONTROSE MANAGEMENT DISTRICT**  
**SUPPLEMENTARY INFORMATION – REQUIRED BY THE**  
**WATER DISTRICT FINANCIAL MANAGEMENT GUIDE**  
**DECEMBER 31, 2012**

**MONTROSE MANAGEMENT DISTRICT**  
**GENERAL FUND EXPENDITURES – GOVERNMENTAL FUNDS TOTAL**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

**PURCHASED SERVICES FOR RESALE:**

Security and Public Safety	\$ 474,394
Mobility and Transportation	41,307
Visual Improvements and Cultural	82,610
Business Development	250,982
Administrative Expenditures	380,157
Creation and Petition Services	<u>40,950</u>

**TOTAL EXPENDITURES**

**\$ 1,270,400**

FOR MANAGEMENT'S USE ONLY

See accompanying independent auditor's report.

**MONTROSE MANAGEMENT DISTRICT**  
**GENERAL FUND EXPENDITURES – EAST ZONE**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

**PURCHASED SERVICES FOR RESALE:**

Security and Public Safety	\$ 153,360
Mobility and Transportation	13,255
Visual Improvements and Cultural	35,092
Business Development	82,156
Administrative Expenditures	140,992
Creation and Petition Services	<u>13,141</u>

**TOTAL EXPENDITURES**

**\$ 437,996**

FOR MANAGEMENT'S USE ONLY

See accompanying independent auditor's report.



**MONTROSE MANAGEMENT DISTRICT  
GENERAL FUND EXPENDITURES – WEST ZONE  
FOR THE YEAR ENDED DECEMBER 31, 2012**

**PURCHASED SERVICES FOR RESALE:**

Security and Public Safety	\$ 321,034
Mobility and Transportation	28,052
Visual Improvements and Cultural	47,518
Business Development	168,826
Administrative Expenditures	239,165
Creation and Petition Services	<u>27,809</u>

**TOTAL EXPENDITURES**

**\$ 832,404**

See accompanying independent auditor's report.

**MONTROSE MANAGEMENT DISTRICT  
INVESTMENTS  
DECEMBER 31, 2012**

<u>Funds</u>	<u>Identification or Certificate Number</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Balance at End of Year</u>	<u>Accrued Interest Receivable at End of Year</u>
<b><u>EAST ZONE</u></b>					
Certificate of Deposit	xxxxxxx46	.30%	03/14/2013	\$ 50,000	\$ 32
Certificate of Deposit	xxxxxxx61	.30%	04/14/2013	50,000	19
Certificate of Deposit	xxxxxxx53	.15%	01/13/2013	50,000	28
Certificate of Deposit	xxxxxxx43	.25%	02/14/2013	50,000	37
Certificate of Deposit	xxxxxxx63	.30%	05/10/2013	50,000	8
<b>TOTAL EAST ZONE</b>				<b>\$ 250,000</b>	<b>\$ 124</b>
<b><u>WEST ZONE</u></b>					
Certificate of Deposit	xxxxxxx52	.30%	03/14/2013	\$ 50,000	\$ 32
Certificate of Deposit	xxxxxxx88	.30%	04/14/2013	50,000	19
Certificate of Deposit	xxxxxxx55	.30%	05/10/2013	50,000	8
<b>TOTAL WEST ZONE</b>				<b>\$ 150,000</b>	<b>\$ 59</b>
<b>GRAND TOTAL</b>				<b>\$ 400,000</b>	<b>\$ 183</b>

See accompanying independent auditor's report.

**MONTROSE MANAGEMENT DISTRICT**  
**CHANGE IN ASSESSMENTS RECEIVABLE – GOVERNMENTAL FUNDS TOTAL**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Assessments</u>	
ASSESSMENTS RECEIVABLE –		
JANUARY 1, 2012	\$ 1,206,731	
Adjustments to Beginning Balance	<u>(21,922)</u>	\$ 1,184,809
Original 2012 Assessments Roll	\$ 1,425,021	
Adjustment to 2012 Assessments Roll	<u>                    </u>	<u>1,425,021</u>
TOTAL TO BE ACCOUNTED FOR		\$ 2,609,830
ASSESSMENT COLLECTIONS:		
Prior Year	\$ 1,151,756	
Current Year	<u>111,427</u>	<u>1,263,183</u>
ASSESSMENTS RECEIVABLE – December 31, 2012		<u>\$ 1,346,647</u>
ASSESSMENTS RECEIVABLE BY YEAR:		
2012		\$ 1,313,594
2011		23,168
2010		9,804
2009		38
2008		25
2007		<u>18</u>
		<u>\$ 1,346,647</u>

See accompanying independent auditor's report.



**MONTROSE MANAGEMENT DISTRICT**  
**CHANGE IN ASSESSMENTS RECEIVABLE – EAST ZONE**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Assessments</u>	
ASSESSMENTS RECEIVABLE –		
JANUARY 1, 2012	\$ 379,842	
Adjustments to Beginning Balance	<u>(4,841)</u>	\$ 375,001
Original 2012 Assessments Roll	\$ 440,265	
Adjustment to 2012 Assessments Roll	<u>                    </u>	<u>440,265</u>
TOTAL TO BE ACCOUNTED FOR		\$ 815,266
ASSESSMENT COLLECTIONS:		
Prior Year	\$ 362,482	
Current Year	<u>47,786</u>	<u>410,268</u>
ASSESSMENTS RECEIVABLE – December 31, 2012		<u>\$ 404,998</u>
ASSESSMENTS RECEIVABLE BY YEAR:		
2012		\$ 392,479
2011		8,216
2010		4,222
2009		38
2008		25
2007		<u>18</u>
		<u>\$ 404,998</u>

See accompanying independent auditor's report.

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**MONTROSE MANAGEMENT DISTRICT**  
**CHANGE IN ASSESSMENTS RECEIVABLE – WEST ZONE**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Assessments</u>	
ASSESSMENTS RECEIVABLE –		
JANUARY 1, 2012	\$ 826,889	
Adjustments to Beginning Balance	<u>(17,081)</u>	\$ 809,808
Original 2012 Assessments Roll	\$ 984,756	
Adjustment to 2012 Assessments Roll		<u>984,756</u>
TOTAL TO BE ACCOUNTED FOR		\$ 1,794,564
ASSESSMENT COLLECTIONS:		
Prior Year	\$ 789,274	
Current Year	<u>63,641</u>	<u>852,915</u>
ASSESSMENTS RECEIVABLE – December 31, 2012		<u>\$ 941,649</u>
ASSESSMENTS RECEIVABLE BY YEAR:		
2012		\$ 921,115
2011		14,952
2010		<u>5,582</u>
		<u>\$ 941,649</u>

See accompanying independent auditor's report.



**MONTROSE MANAGEMENT DISTRICT**  
**COMPARATIVE SCHEDULE OF REVENUES AND EXPENDITURES**  
**GOVERNMENTAL FUNDS TOTAL – FIVE YEARS**

	<u>Amounts</u>		
	<u>2012</u>	<u>2011</u>	<u>2010</u>
<b>REVENUES</b>			
Assessment Revenues	\$ 1,299,077	\$ 1,216,293	\$
Penalty and Interest	20,122	30,768	
Investment Revenues	3,108	1,597	
Miscellaneous Revenues	13,702	23,476	
<b>TOTAL REVENUES</b>	<u>\$ 1,336,009</u>	<u>\$ 1,272,134</u>	<u>\$</u>
<b>EXPENDITURES</b>			
Service Operations:			
Security and Public Safety	\$ 474,394	\$ 406,687	\$
Mobility and Transportation	41,307	127,834	
Visual Improvements and Cultural	82,610	43,871	
Business Development	250,982	101,092	
Administrative Expenditures	380,157	365,614	
Creation and Petition Services	40,950		
<b>TOTAL EXPENDITURES</b>	<u>\$ 1,270,400</u>	<u>\$ 1,045,098</u>	<u>\$</u>
<b>NET CHANGE IN FUND BALANCES</b>	<u>\$ 65,609</u>	<u>\$ 227,036</u>	<u>\$</u>
<b>FUND BALANCE – Beginning of the Year</b>	<u>519,709</u>	<u>292,673</u>	<u></u>
<b>FUND BALANCE – End of the Year</b>	<u>\$ 585,318</u>	<u>\$ 519,709</u>	<u>\$ N/A</u>

See accompanying independent auditor's report.

		Percent of Total Revenues				
<u>2009</u>	<u>2008</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
\$	\$	97.3%	95.6%			
		1.5	2.4			
		0.2	0.1			
		1.0	1.9			
\$	\$	100.0%	100.0%			
\$	\$	35.5%	32.0%			
		3.1	10.0			
		6.2	3.4			
		18.8	7.9			
		28.4	28.7			
		3.1	0.0%			
\$	\$	95.1%	82.0%			
\$	\$	4.9%	18.0%	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
\$ <u>N/A</u>	\$ <u>N/A</u>					

See accompanying independent auditor's report.

**MONTROSE MANAGEMENT DISTRICT**  
**COMPARATIVE SCHEDULE OF REVENUES AND EXPENDITURES**  
**EAST ZONE – FIVE YEARS**

	<u>Amounts</u>		
	<u>2012</u>	<u>2011</u>	<u>2010</u>
<b>REVENUES</b>			
Assessment Revenues	\$ 418,367	\$ 363,651	\$ 467,273
Penalty and Interest	8,316	10,510	20,513
Investment Revenues	1,663	984	394
Miscellaneous Revenues	<u>5,536</u>	<u>8,444</u>	<u>13,547</u>
<b>TOTAL REVENUES</b>	<u>\$ 433,882</u>	<u>\$ 383,589</u>	<u>\$ 501,727</u>
<b>EXPENDITURES</b>			
Service Operations:			
Security and Public Safety	\$ 153,360	\$ 180,407	\$ 137,642
Mobility and Transportation	13,255	2,546	
Visual Improvements and Cultural	35,092	23,080	12,636
Business Development	82,156	41,502	20,359
Administrative Expenditures	140,992	90,783	148,386
Creation and Petition Services	<u>13,141</u>		
<b>TOTAL EXPENDITURES</b>	<u>\$ 437,996</u>	<u>\$ 338,318</u>	<u>\$ 319,023</u>
<b>NET CHANGE IN FUND BALANCE</b>	\$ (4,114)	\$ 45,271	\$ 182,704
<b>FUND BALANCE – Beginning of the Year</b>	<u>337,944</u>	<u>292,673</u>	<u>109,969</u>
<b>FUND BALANCE – End of the Year</b>	<u>\$ 333,830</u>	<u>\$ 337,944</u>	<u>\$ 292,673</u>

See accompanying independent auditor's report.



		Percent of Total Revenues				
<u>2009</u>	<u>2008*</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008*</u>
\$ 415,987	\$ 272,455	96.4%	94.8%	93.1%	96.1%	97.2%
12,563	7,563	1.9	2.7	4.1	2.9	2.7
1,125	229	0.4	0.3	0.1	0.3	0.1
3,368	7	1.3	2.2	2.7	7	
<u>\$ 433,043</u>	<u>\$ 280,254</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>
\$ 108,595	\$ 49,312	35.3%	47.0%	27.4%	25.1%	17.6%
48,970		3.1	.7	0.0	11.3	0.0
14,421		8.1	6.0	2.5	3.3	0.0
43,851	11,000	18.9	10.8	4.1	10.1	3.9
120,961	206,218	32.5	23.7	29.6	27.9	73.6
		<u>3.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
<u>\$ 336,798</u>	<u>\$ 266,530</u>	<u>100.9%</u>	<u>88.2%</u>	<u>63.6%</u>	<u>77.7%</u>	<u>95.1%</u>
\$ 96,245	\$ 13,724	(.9)%	11.8%	36.4%	22.3%	4.9%
13,724						
<u>\$ 109,969</u>	<u>\$ 13,724</u>					

\* First Year Audit

See accompanying independent auditor's report.

**MONTROSE MANAGEMENT DISTRICT**  
**COMPARATIVE SCHEDULE OF REVENUES AND EXPENDITURES**  
**WEST ZONE – FIVE YEARS**

	<u>Amounts</u>		
	<u>2012</u>	<u>2011</u>	<u>2010</u>
<b>REVENUES</b>			
Assessment Revenues	\$ 880,710	\$ 852,642	\$
Penalty and Interest	11,806	20,258	
Investment Revenues	1,445	613	
Miscellaneous Revenues	8,166	15,032	
<b>TOTAL REVENUES</b>	<u>\$ 902,127</u>	<u>\$ 888,545</u>	<u>\$</u>
<b>EXPENDITURES</b>			
Service Operations:			
Security and Public Safety	\$ 321,034	\$ 226,280	\$
Mobility and Transportation	28,052	125,288	
Visual Improvements and Cultural	47,518	20,791	
Business Development	168,826	59,590	
Administrative Expenditures	239,165	274,831	
Creation and Petition Services	27,809		
<b>TOTAL EXPENDITURES</b>	<u>\$ 832,404</u>	<u>\$ 706,780</u>	<u>\$</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ 69,723</u>	<u>\$ 181,765</u>	<u>\$</u>
<b>FUND BALANCE – Beginning of the Year</b>	<u>181,765</u>		
<b>FUND BALANCE – End of the Year</b>	<u>\$ 251,488</u>	<u>\$ 181,765</u>	<u>\$ N/A</u>

See accompanying independent auditor's report.

		Percent of Total Revenues				
2009	2008	2012	2011	2010	2009	2008
\$	\$	97.6%	96.0%			
		1.3	2.3			
		0.2	0.1			
		0.9	1.6			
\$	\$	100.0%	100.0%			
\$	\$	35.6%	25.5%			
		3.1	14.1			
		5.3	2.3			
		18.7	6.7			
		26.5	30.9			
		3.1	0.0			
\$	\$	92.3%	79.5%			
\$	\$	7.7%	20.5%	N/A	N/A	N/A
\$ N/A	\$ N/A					

See accompanying independent auditor's report.



**MONTROSE MANAGEMENT DISTRICT**  
**BOARD MEMBERS, KEY PERSONNEL AND CONSULTANTS**  
**DECEMBER 31, 2012**

District Mailing Address - Montrose Management District  
c/o Hawes Hill Calderon LLP  
P.O. Box 22167  
Houston, TX 77227-2167

District Telephone Number - (713) 595-1200

Board Members	Term of Office (Appointed)	Fees of office for the year ended December 31, 2012	Expense reimbursements for the year ended December 31, 2012	Position
Claude Wynn	07/09 06/13 (Appointed)	\$ -0-	\$ -0-	1 - Chairman
Dana Thorpe	04/12 06/13 (Appointed)	\$ -0-	\$ -0-	2
Randy Mitchmore	07/09 06/13 (Appointed)	\$ -0-	\$ -0-	3 - Vice Chairman
Cassie Stinson	07/09 06/13 (Appointed)	\$ -0-	\$ -0-	4 - Secretary
Lane Llewellyn	04/12 06/13 (Appointed)	\$ -0-	\$ -0-	5
Vacant				6
Vacant				7
Robert Jara	07/11 06/15 (Appointed)	\$ -0-	\$ -0-	8
Kathy Hubbard	07/09 06/13 (Appointed)	\$ -0-	\$ -0-	9 - Treasurer
Michael Grover	07/09 06/13 (Appointed)	\$ -0-	\$ -0-	10

See accompanying independent auditor's report.

**MONTROSE MANAGEMENT DISTRICT**  
**BOARD MEMBERS, KEY PERSONNEL AND CONSULTANTS**  
**DECEMBER 31, 2012**

<b>Board Members (Continued)</b>	<b>Term of Office (Appointed)</b>	<b>Fees of office for the year ended December 31, 2012</b>	<b>Expense reimbursements for the year ended December 31, 2012</b>	<b>Position</b>
Bobby Heugel	04/12 06/13 (Appointed)	\$ -0-	\$ -0-	11
Brad Nagar	07/09 06/13 (Appointed)	\$ -0-	\$ -0-	12 – Assistant Secretary
Vacant				13
David Robinson	07/11 06/15 (Appointed)	\$ -0-	\$ -0-	14
Randall Ellis	07/11 06/15 (Appointed)	\$ -0-	\$ -0-	15

See accompanying independent auditor's report.

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**MONTROSE MANAGEMENT DISTRICT  
BOARD MEMBERS, KEY PERSONNEL AND CONSULTANTS  
DECEMBER 31, 2012**

<b>Consultants:</b>	<b>Date Hired</b>	<b>Fees for the year ended December 31, 2012</b>	<b>Title</b>
Vinson & Elkins First City Tower 1001 Fannin Street, Suite 2300 Houston, TX 77002	11/15/06	\$ 7,424	Prior Attorney
Bracewell & Giuliani 711 Louisiana Street, Suite 2300 Houston, TX 77002	03/01/13	\$ 27,134	Attorney
McCall Gibson Swedlund Barfoot PLLC Certified Public Accountants 13100 Wortham Center Drive, Suite 235 Houston, TX 77065-5610	02/18/09	\$ 7,000	Auditor
Equi-Tax Inc. 17111 Rolling Creek Drive, Suite 200 Houston, TX 77090	02/20/08	\$ 19,978	Assessment Collector and Database Management
Municipal Accounts and Consulting LP 1300 Post Oak Blvd., Suite 1600 Houston, TX 77056	08/20/08	\$ 20,942	Bookkeeper
Hawes Hill Calderon LLP 10103 Fondren Road, Suite 300 Houston, TX 77096	01/31/07	\$ 264,989	Administrator
Greater East End Management District 3211 Harrisburg Houston, TX 77003	07/16/08	\$ 69,320	Graffiti Abatement
Mark M. Burton PLLC 1300 Post Oak Blvd., Suite 1600 Houston, TX 77056	11/1/09	\$ 3,600	Annual Financial Report

See accompanying independent auditor's report.

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. Receive the Executive Director's Monthly Report on District initiatives.

MONTROSE MANAGEMENT DISTRICT

SERVICE PLAN

---

MONTHLY REPORT

MAY 13 – JUNE 10, 2013

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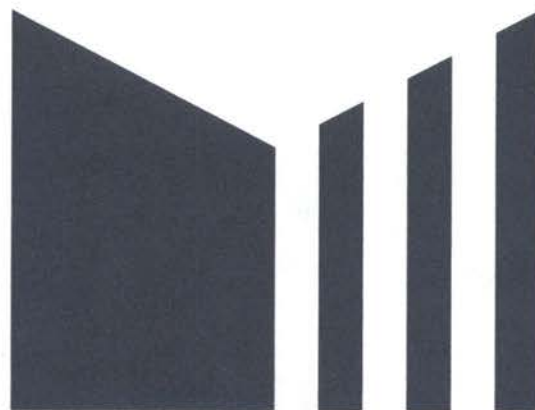
COMMITTEE ACTIVITY

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STAFF ACTIVITY

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## COMMITTEE ACTIVITY

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### **Business and Economic Development Committee**

The committee met on May 22.

### **Marketing and Business Relations Committee**

This committee met on May 29.

### **Recycling and Event Planning Sub-Committees**

The recycling committee did not meet during the review period.

### **Mobility and Visual Improvements Committee**

The Mobility and Visual Improvements Committee met on May 20.

### **Public Safety Committee**

The Public Safety Committee will meet on June 14.

### **Finance Committee**

The Finance Committee met on June 3 and reviewed District invoices and the Delinquent Assessment Report. The committee recommended the approval of District invoices.

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## STAFF ACTIVITY

---

MAY 13 – JUNE 10, 2013

### **Marketing and Business Relations Committee**

The committee met to discuss the 2013 marketing project work plan and budget at their May 29 meeting. Staff updated the committee that plans for the quarterly business seminars as well as plans for a holiday decorating program. The committee discussion and recommendations are included in the May 29 minutes and in the June 10 BOD meeting packet for consideration.

The Business Workshops Seminar Series has been finalized with the first workshop this Sunday, June 9 from 2 to 4 at Underbelly. The next two workshops in the series will be held August 11 and October 13 at the same location and time. The 2<sup>nd</sup> workshop will feature Brian Crimmins from the city talking about the city permitting process and the 3<sup>rd</sup> workshop will feature a panel of marketing experts discussing effective marketing strategies and social media 101.

## Recycling Committee

The committee has determined that they will meet as needed, rather than monthly. The next committee will be on September 3 to discuss the October 26 bi-annual event. The monthly mixers will be converted from recycling mixers to regular business mixers and staff is working on a change over for the 2014 schedule for committee consideration at an upcoming marketing meeting. The June mixer will be hosted by Uchi.

## Business Ambassador Program

In April the ambassadors made **138** visits to our business community for a total of **887** visits since the program began. Detailed reports of the visits are available at the district offices and the ambassadors make regular reports at the Marketing and Business Relations committee meeting each month. The ambassadors continue to identify new businesses and others that have closed or changed hands that are not on our original master list. All information gathered is being updated on the master list. The business ambassador visits continue to be well received by the businesses.

## Social Media

### **TWITTER:**

Number of total tweets from May 1 – May 31: **251**

Increase in Followers for May 2013: **153**

**Total Followers: 1114**

### **FACEBOOK:**

Total number of 'likes': **279**

(up from 259 in April 2013)

Total Facebook posts for May: **97**

Total page views this month: **5960**

Top Five Posts (measured in viral reach):

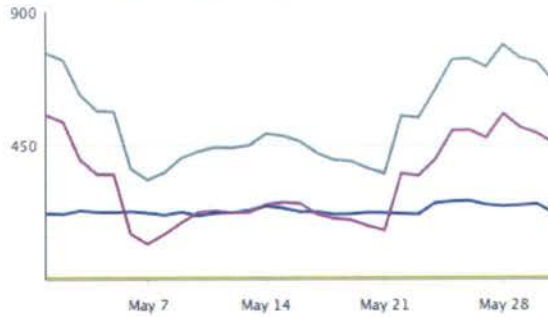
Date ?	Post ?	Reach ?	Engaged Users ?	Talking About This ?	Virality ?
5/30/13	 Whatcha doin' today? It's FREE at the ...	18	3	2	11.11%
5/21/13	 Way to go CenterPoint Energy! You ro...	40	4	4	10%
5/9/13	 Art League Houston's Summer Art Ca...	51	8	4	7.84%
5/13/13	 Monday blahs? It's way too pretty out...	31	3	2	6.45%
5/13/13	 Hello Montrose! Can you guess wher...	102	22	6	5.88%

## How You Reached People (Reach and Frequency)

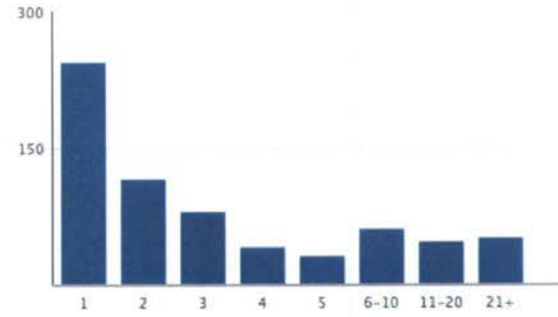
All Page Content ▾

### Reach<sup>?</sup>

☒ Organic<sup>?</sup> ☒ Paid<sup>?</sup> ☒ Viral<sup>?</sup> ☒ Total<sup>?</sup>



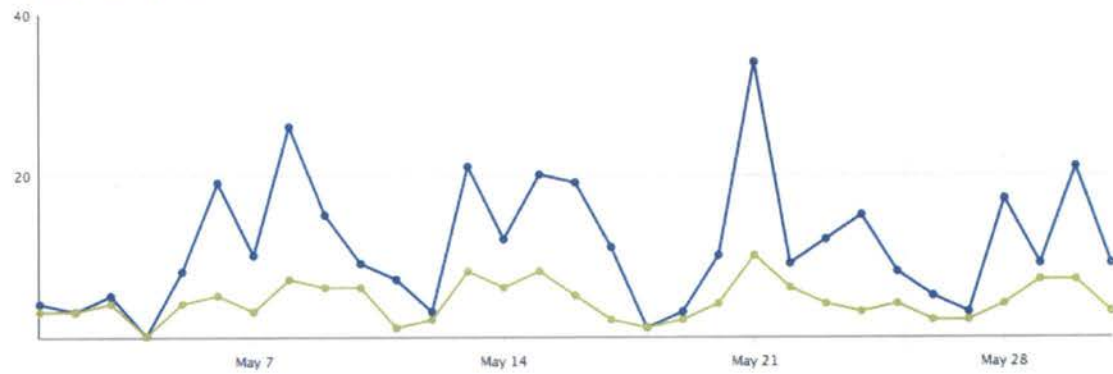
### Unique Users by Frequency<sup>?</sup>



## Visits to Your Page

### Page Views

☒ Page Views<sup>?</sup> ☒ Unique Visitors<sup>?</sup>



### Total Tab Views<sup>?</sup>

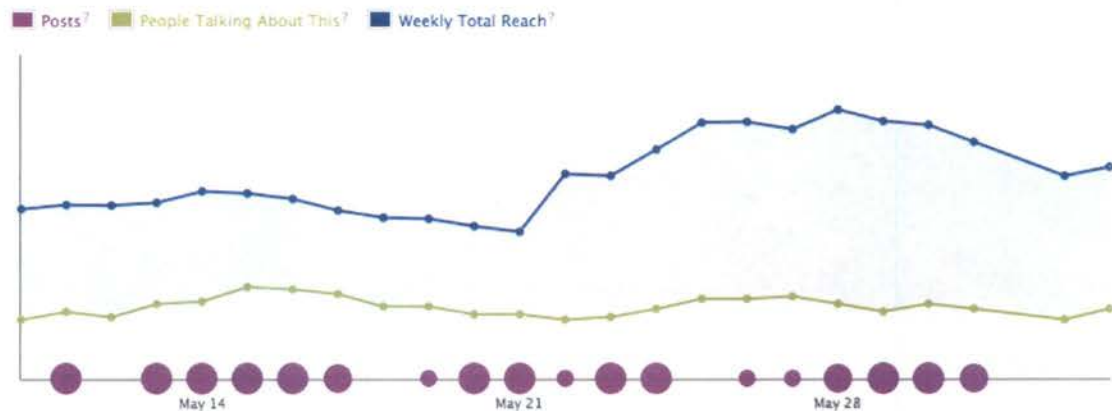
273 timeline  
18 photos\_stream  
13 Events  
11 profile  
5 messages\_inbox  
3 About Section  
3 likes

### External Referrers<sup>?</sup>

8 montrosedistrict.org  
2 google.com



#### Where Your Likes Came From



#### Other

Staff worked throughout the month with the website designers on various changes and updates to the district website. The team at PG has met several times with staff and Board Member Nagar to work on issues related to functionality and design with the database. After several additional meetings late in May all the issues have been resolved and staff will put together an action plan for dissemination of the information.

Staff is also working with our social media strategist on the PR and Marketing action plan to move all of the approved projects forward. Work includes additional actions regarding the 311 initiative, all of the arts designations and event plan, the streets of Montrose blog and the business workshops/seminars.



**Shift Period:** May-13  
**Total Hours Worked** 582:00  
**Total Miles Driven** 1,863

## Crime Arrest Activity

Felony Arrests:	11
Misdemeanor Arrests:	111
Charges Filed:	17
Suspects in Jail:	94

## Field Activity

Parking Tickets:	1
Citations:	4
BMV Report Cards:	668
Crime Prevention:	1061

## Patrol Activity

Calls for Service:	257
CIT Calls:	2
Incident Reports:	22
Accident Reports	0
Locations Checked:	1067

## Warrants

Felony Warrants:	2
Misdemeanor Warrants:	7
City Warrants:	81
SETCIC Warrants:	12

## Arrest Summary

**Shift Period** May-13

Charge	# of Arrests
Aggravated Robbery	2
Assault	1
Assault Warrant	1
Camping in City Park	2
City Warrants	16
Consumption of Alcohol at a City Park	1
Consumption of Alcohol at a Metro Bus Stop	2
Consumption of Alcohol on an Unlicensed Premise.	7
Criminal Trespass	5
D.W.I.	1
Littering	9
Loitering with the Intent to Comitt Prostitution	3
Parole Violation	2
Possession of a Controlled Substance	7
Possession of a Dangerous Drug	1
Possession of Marijuana	2
Prostitution	2
Public Intoxication	23
Setcic Warrant	3
Theft Warrant	2



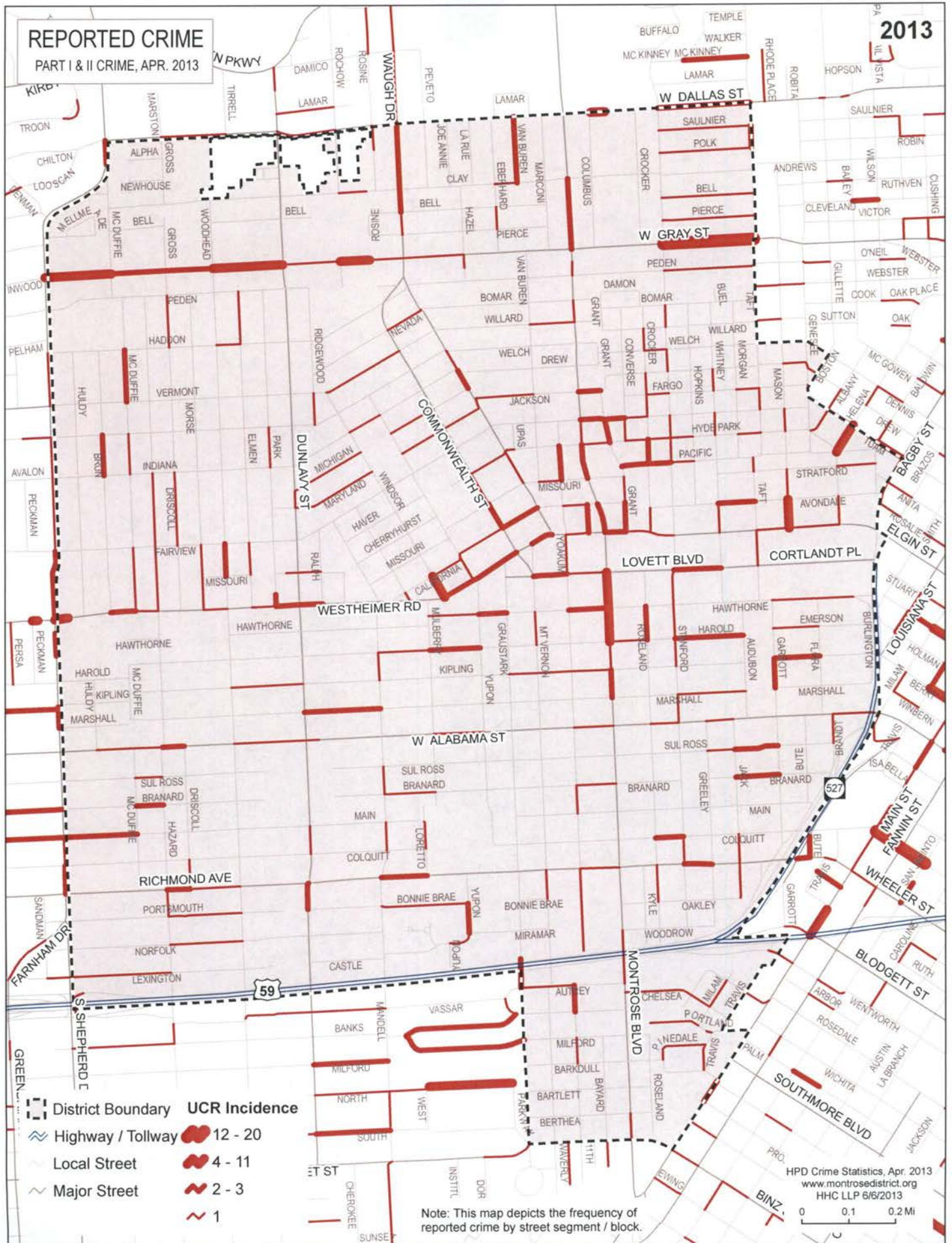
Urinating in Public	1
Walking in the Roadway Where Sidewalks are Provid	1
<b>Total Arrests</b>	<b>94</b>



2013

# REPORTED CRIME

PART I & II CRIME, APR. 2013

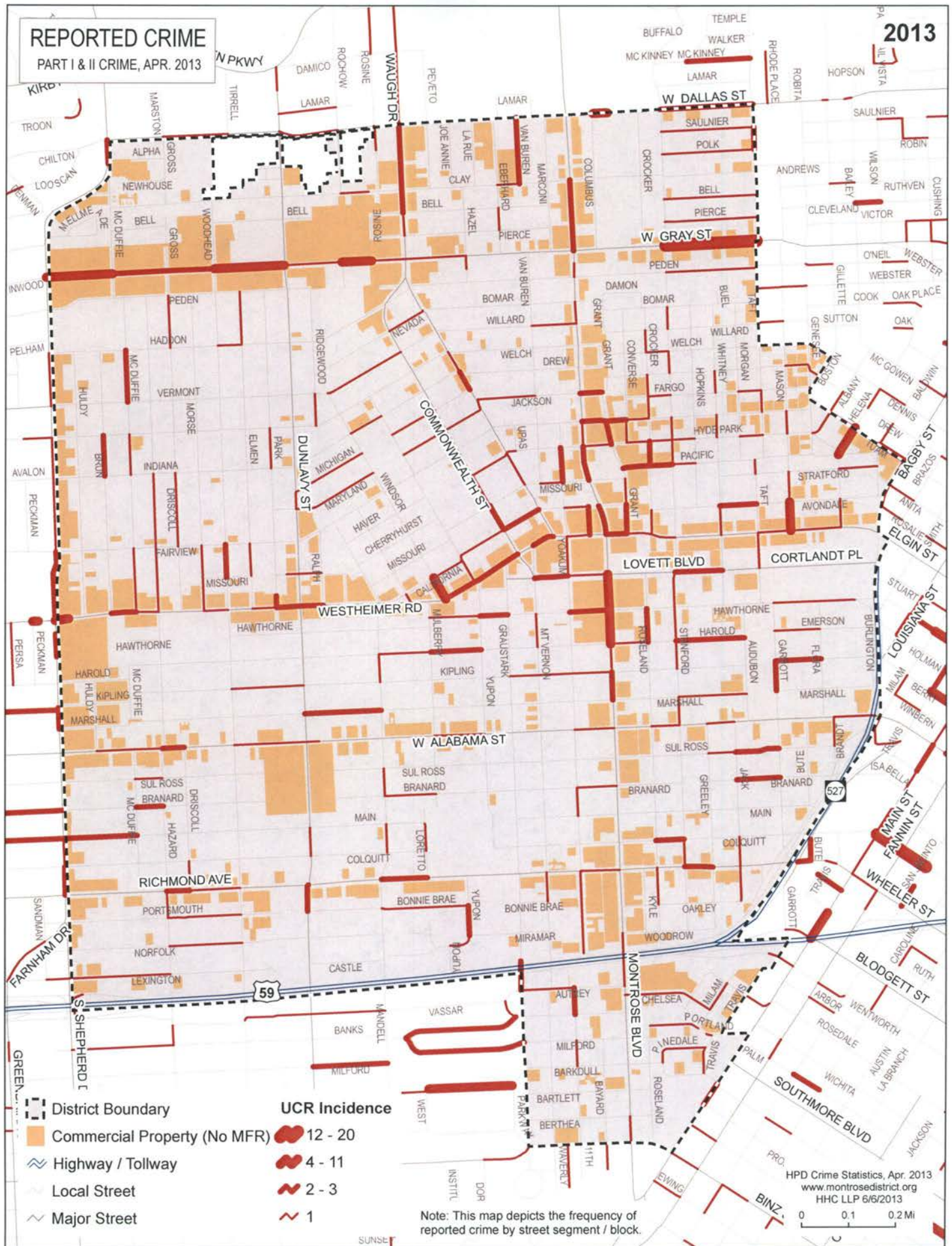




2013

# REPORTED CRIME

PART I & II CRIME, APR. 2013





## 2013

**Legend:**

- District Boundary
- Apt. / MFR Property
- Highway / Tollway
- Local Street
- Major Street

**UCR Incidence**

- 12 - 20
- 4 - 11
- 2 - 3
- 1

Note: This map depicts the frequency of reported crime by street segment / block.

HPD Crime Statistics, Apr. 2013  
www.montrosedistrict.org  
HHC LLP 6/6/2013

0 0.1 0.2 Mi

HPD Crime Statistics, Apr. 2013  
www.montrosedistrict.org  
HHC LLP 6/6/2013

Note: This map depicts the frequency of reported crime by street segment / block.



## **Memorandum**

---

TO: Montrose Management District Board of Directors  
FROM: District Executive Director  
DATE: May 22, 2013  
SUBJECT: Business & Economic Development Committee Meeting Minutes

---

The Business & Economic Development Committee of the Montrose Management District held its regular monthly meeting on Wednesday, May 22, 2013 in the second floor conference room of Tradition Bank, 5020 Montrose Blvd., Houston, TX 77006. Committee members attending were Claude Wynn, Lane Llewellyn, Dana Thorpe, Ryan Haley, Steve Malden, Jason Ezer and Charlie Norris. Staff attending were Bill Calderon, Ray Lawrence and Dennis Beedon. Following lunch, courtesy of Tradition Bank, the meeting was called to order by Chairman Claude Wynn at 12:15.

### **Approval of April 24 Minutes**

The April minutes were approved as written with the exception that the new Urban Living project on Waugh Drive should have been specified as being on the "northeast" rather than the "southwest" corner of Waugh Drive and Fairview.

### **Campanile Office Project**

Ryan Haley described the new six floor, 80,000 SF office building (see attachment) that Hansen Partners has under construction on the south side of Richmond between Yoakum and Mt. Vernon. The project will target small office users typically requiring 6,000-10,000 SF of space. Committee members agreed that there was likely to be strong demand for this type of space in the District.

### **Vacant and Underutilized Properties**

Ray Lawrence distributed updated maps of vacant and underutilized properties in the District reflecting the additions suggested by Dana Thorpe and Claude Wynn respectively. The maps, particularly the latter one, are intended to show where redevelopment is most likely to occur over the next 10-20 years. (Further revision of the underutilized properties map may be made to reflect the fact that deed restrictions have elapsed for whole blocks in one or more corridors).

In addition, Mr. Lawrence passed out a map (attached) showing the six historic districts in the MMD where no redevelopment is likely to occur. The MMD has 6 of the 19 historic districts in Houston.

### **Interim Visioning Exercise**

In accordance with the Economic Development Action Plan agreed to last fall, the committee undertook an interim visioning exercise to try to gauge the types and magnitude of development and redevelopment that could take place in the District over the next 10-20 years, as well as the factors that may limit or impact them. There was general agreement that there is likely to be substantial demand for new apartment, retail, restaurant and even office space within the District due to the MMD's growing appeal as a dining and entertainment destination for Houstonians and visitors alike and the attractiveness of its close-in location to young professionals and suburbanites that want to live closer to their Downtown and TMC jobs, as well as the visual and performing arts. It was also noted that as property values continue to climb, more development is likely to

occur to achieve highest and best uses. In addition, as the upper Kirby District gets built out and leased up, both demand and redevelopment may spill over to the Montrose District.

On the other hand, it was agreed that there were major factors limiting future development and redevelopment. The District has virtually no vacant land available for new development. That means the District is almost entirely dependent on redevelopment to accommodate market demand. However, redevelopment is likely to be impacted by the decaying infrastructure of the MMD which can't really be addressed by the City of Houston because it has little money and won't have until the City bonds are paid off in 2020. As a result, redevelopment projects are likely to occur one at a time near to mid-term where developers are willing to absorb the costs of improving infrastructure associated with their individual projects. The only exceptions, as Lane Llewellyn noted, might be in cases where existing property owners have surplus utility capacity. But this would probably only aid small projects at best.

Another serious limitation discussed by the committee were parking and traffic problems. Bill Calderon stated that the District's Mobility & Transportation Committee, assisted by Walter P. Moore analysts, was studying and working with COH P&D on this issue. That the District's approach was to take advantage of the City's latest ordinances to the extent possible. The biggest problem is after hours parking. New thinking is needed along with observation of how other areas, such as Washington Avenue and Rice Village, are addressing the same problems. Claude Wynn stated his belief that a Parking Benefits District, such as that being instituted by Washington Avenue, would not be beneficial to Montrose. Another trend worth noting is that several residential subdivisions in Houston are adopting permit parking.

With respect to traffic, it is very unlikely that there will be any increases in ROW along any of the District's streets, so it was agreed that congestion will likely continue to increase. However, one or two committee members thought that that made the District even more appealing as a walkable entertainment district.

#### **Brochure and Luncheon**

Ray Lawrence reminded the committee that he is still planning to produce a District brochure and organize a District luncheon for this coming fall. He is starting work on the brochure now and hopes to have a rough draft available for the next committee meeting.

#### **Adjournment**

The meeting was adjourned at 1:30. The next meeting of the committee is scheduled for June 26.



## **NEW OFFICE BUILDING COMING TO MONTROSE DISTRICT**

The Montrose Management District will soon welcome an important new addition to the district. A new commercial office building, tailored to the needs of small tenants, is under construction on a 1.0 acre property in the block stretching from Yoakum to Mt. Vernon on the south side of Richmond. The building, to be called Campanile South, represents an expansion of the five building, 220,000 square foot Campanile office complex situated between Colquitt and Richmond on both sides of Montrose. According to Ryan Haley, partner at Hansen Partners, the developer of the project, the new structure will have six floors and 80,000 square feet of office space. A 3½ floor garage with 250 parking spaces, and 4,000 square feet of retail space on ground level will also be incorporated into the facility. Redstone is partnering with Hansen Partners on the project designed by Philip Ewald Architecture. The general contractor is Manhattan Construction, a nationwide construction company whose Houston office is located in the Montrose District at 2120 Montrose. The estimated completion date is the first quarter of 2014.

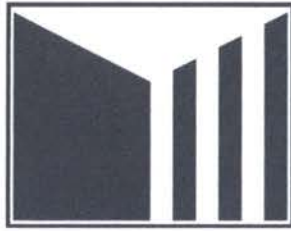
Mr. Haley believes the new office facility will have strong appeal to small firms that require 1,000-10,000 square feet of space, but the building can accommodate both smaller and larger tenants. Hansen Partners will handle all leasing and building management. The firm will provide standard finish out to most tenants and reasonable tenant improvement allowances will be made available to other users with special requirements. The company is also willing to be somewhat flexible on lease rates and terms, depending on the particular spaces selected and tenant needs. Although rates won't be finalized for a few months, they are expected to be around the mid \$30s per square foot gross rents. Interested organizations are invited to call (713) 529-4100.

Secure after hours access will be provided, and the building will offer a conference room to tenants at no additional cost on a reservation only basis. A bicycle rack will also be provided for the convenience of tenants that reside within biking distance and want to avoid traffic while maintaining their fitness.

The Montrose District looks forward to the completion of this important new facility in the district and to welcoming its future tenants.

May 1, 2013





## **MONTROSE MANAGEMENT DISTRICT**

### **Cleanup Update**

June 2013 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 311 Help Online for abatement.*

***Overgrown vacant lots and other violations were found in the following locations in the District:***

**1500 W. Alabama** - Thank you for your request or comment. Your Tracking Number is: 101001018724.

**1902 Westheimer** - Thank you for your request or comment. Your Tracking Number is: 101001018732.

**1529 Indiana** - Thank you for your request or comment. Your Tracking Number is: 101001018733.

**1714 Ridgewood** - Thank you for your request or comment. Your Tracking Number is: 101001018737.

**414 W. Gray** - Thank you for your request or comment. Your Tracking Number is: 101001018741.

**519 W. Bell** - Thank you for your request or comment. Your Tracking Number is: 101001018744.

**601 W. Bell** - Thank you for your request or comment. Your Tracking Number is: 101001018745.

**0 W. Dallas, Vacant lot at SE corner of W. Dallas & Stanford, just west of 1969 W. Dallas, Key Map 493N** - Thank you for your request or comment. Your Tracking Number is: 101001018748.

**905 Woodrow** - Thank you for your request or comment. Your Tracking Number is: 101001018760.

**0 Roseland, at SE corner of Roseland & Woodrow, vacant lot across the street and east of 905 Woodrow, Key Map 493W** - Thank you for your request or comment. Your Tracking Number is: 101001018769.

**4326 Jack** - Thank you for your request or comment. Your Tracking Number is: 101001018777.

**1115 Montrose** - Thank you for your request or comment. Your Tracking Number is: 101001018780.

**3703 Newhouse** - Thank you for your request or comment. Your Tracking Number is: 101001018783.

**3711 Newhouse** - Thank you for your request or comment. Your Tracking Number is: 101001018784.

**3717 Newhouse** - Thank you for your request or comment. Your Tracking Number is: 101001018787.

**3816 Newhouse** - Thank you for your request or comment. Your Tracking Number is: 101001018790.

## NEW CONSTRUCTION



In the 400 block of W. Bell



In the 300 block of W. Clay, getting ready to pour the slab





In the 1100 block of Stanford

### MISCELLANEOUS

- *Two burned houses, at 611 and 615 Saulnier*





## ILLEGAL DUMP SITES



616 W. Pierce, at NE corner of W. Pierce & Stanford  
Thank you for your request or comment. Your Tracking Number is: 101001018812.

- *Evidence regular reporting to the Department of Neighborhoods is doing some good*



NP sign at the vacant lot at Colquitt and Driscoll



NP sign at the vacant lot at Yupon and Indiana



NP sign at the vacant lot at 601 W. Bell



NP sign at the vacant lot at Jack and Oakley, a lot reported by Staff to 311 Online many times





NP sign at an empty house at 311 Peden, with overgrown grass



Staff will continue to look for violations and other problems as they arise. Please call Roy Hill at 713-595-1207 or 713-724-2189 or send an e-mail to [rhill@hhcllp.com](mailto:rhill@hhcllp.com) if you see a possible violation that needs to be inspected.

MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

---

AGENDA MEMORANDUM

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

---

8. Receive the Marketing and Business Relations Committee report and recommendations.
- a. Consider approval of the Business Seminar Program and establish a budget not to exceed \$1,000.00 per event
  - b. Consider creation of a Branded Bike Rack Program and authorization to proceed with a budget not to exceed \$25,000.00 for the remainder of 2013
  - c. Consider approval of ad placements in area civic association e-news and printed newsletters:
    - i. East Montrose Civic Association, in the amount of \$65.00 per month
    - ii. First Montrose Commons, in the amount of \$18.00 per month
  - d. Consider approval of a Holiday Decorating Program with a budget not to exceed \$3,500.00

**Staff note:** The minutes of the committee meeting of May 29 are attached for review.

**THE COMMITTEE CONSIDERED THE FOLLOWING ACTION ITEM(S):**

2013 Marketing Project Work Plan Implementation:

- a. Business Seminar Program (June 9/August 11/October 13) - \$3,000.
- b. Branded Bike Rack Program - \$25,000.
- c. Civic Association NL Ad Placements - \$83/mo.
- d. Holiday Decorating Program - \$3,500.

**Committee Recommendations:**

The committee recommends approval of a Business Seminar Program with a budget not to exceed \$3,000, implementation of a Branded Bike Rack Program with a budget not to exceed \$25,000, placement of ads in the East Montrose and First Montrose Commons Civic Association newsletters with a budget of \$83/mo. and approval of a Holiday Decorating Program with a budget not to exceed \$3,500.

**Fiscal Notes:**

Funding for these programs is a component of the marketing project work plan and included in the approved 2013 marketing budget.





## MEMORANDUM

TO: Montrose District Board of Directors  
FROM: District Executive Director  
DATE: June 10, 2013  
SUBJECT: Marketing and Business Relations Committee Meeting Minutes

The Marketing and Business Relations Committee met on Wednesday, May 29 at 4:00 p.m. at Tradition Bank, 5020 Montrose Blvd., Suite 311, Houston TX 77006.

Montrose District Board & Committee Members present were: Jason Ginsberg, Bobby Heugel and Stathis Kafoglis

Staff and vendors present: Marketing Director Gretchen Larson, Executive Director Bill Calderon, Social Media Strategist Lenny Williams, Business Ambassador Dennis Beedon and Chris Valdez of Primer Grey.

Guests present: None.

### THE COMMITTEE CONSIDERED THE FOLLOWING:

Review of the marketing project work plan and implementation:

- a. Business Seminar Program (June 9/August 11/October 13)
- b. Branded Bike Rack Program
- c. Civic Association NL Ad Placements
- d. Holiday Decorating Program
- e. District created events and festivals and issuance of RFQ for qualified event planners

#### a. Business Seminar Program (June 9/August 11/October 13)

Staff stated that they had met since the last committee meeting with Board Member Heugel and the creative team to finalize the plan for the workshops. The agreed upon schedule would be the 2<sup>nd</sup> Sunday of June, August and October from 2:00 to 4:00 at Underbelly. The first speaker would be Mr. Heugel talking about creating effective business plans, the 2<sup>nd</sup> series would be presented by Brian Crimmins from the city regarding the permitting process and the 3<sup>rd</sup> series would feature 3 panelists who were experts in the field of marketing and social media. Staff stated that everything was in order for the first event and that additional details of parts 2 and 3 of the series were in planning. Staff stated that \$1,000 per workshop was recommended and that funds were available in the approved FY 2013 marketing budget for development of a business workshop series.

After discussion, the consensus of the committee was to recommend approval and support the program and forward to the board for consideration.

#### b. Branded Bike Rack Program

Staff and Board Member Heugel presented the request to the committee. Board Member Heugel stated that he strongly supported the program development as it would directly impact and improve challenges related to parking in the District. Staff stated that they had been working with Board Member Heugel on the details related to costs for the bike racks and the installation. Staff stated that it was recommended to install 25 bike racks along the Westheimer corridor. Board Member Heugel stated that this was as a result of recommendations from the engineers at Walter P. Moore who had identified the Westheimer corridor as having some of the most serious parking issues in the District. Executive Director Calderon noted that if the project were to move forward we would still need to do additional research to determine locations and resolve any potential r-o-w and liability issues as well as send to legal counsel for review. Board Member Heugel also stated that he would like the District to consider partnering with



Bike Houston on this project. Staff stated that a budget of \$25,000 (\$1,000 per rack including installation) was recommended and that funds to support the program were available in the approved FY 2013 marketing budget.

After discussion, the consensus of the committee was to recommend approval and support the program and forward to the board for consideration.

**c. Civic Association NL Ad Placements**

Staff stated that advertising in the area civic association newsletters had been included in the approved 2013 budget and project work plan. They stated that they had been approached by the East Montrose CA last year regarding an ad in their monthly publication. Staff stated that the committee had approved the placement of the ads and that they were now returning with the first requests since the April committee meeting. Staff noted that as of this month's meeting the East Montrose and the First Montrose Commons Associations had provided information and costs. They noted that a monthly ad in the EMC association e-news was \$65 and for FMC association the monthly costs were \$18. Staff stated that a budget of \$250 per month for these types of ads had been budgeted in the approved FY 2013 marketing budget.

After discussion, the consensus of the committee was to recommend approval and support the program and forward to the board for consideration.

**d. Holiday Decorating Program**

Staff stated that work on development of this program was underway and that a draft for review was anticipated to be ready for the June committee meeting and that a budget for the kick-off of the program was recommend at \$3,500. The committee concurred that they would like to see this program move forward. Staff stated that program was a component of the marketing plan implementation and that the budget of \$3,500 was available in the approved FY 2013 marketing budget.

After discussion, the consensus of the committee was to recommend approval of the program and forward to the board for consideration.

**e. District created events and festivals and issuance of RFQ for qualified event planners**

Committee Member Ginsberg stated that he had requested that this item be placed on the agenda for discussion. He noted that he had been contacted by several event planners who would be interested in creating events for the district. The committee discussed the request noting that they didn't want to proceed with an RFQ at this time. They stated that they would prefer to focus on more infrastructure type projects and programs that more directly impacted and improved things for the businesses such as the bike rack program.

After discussion, the consensus of the committee was to not issue an RFQ for events planning.

**Adjourn**

There being no further business to discuss the meeting adjourned at 6:15 p.m.