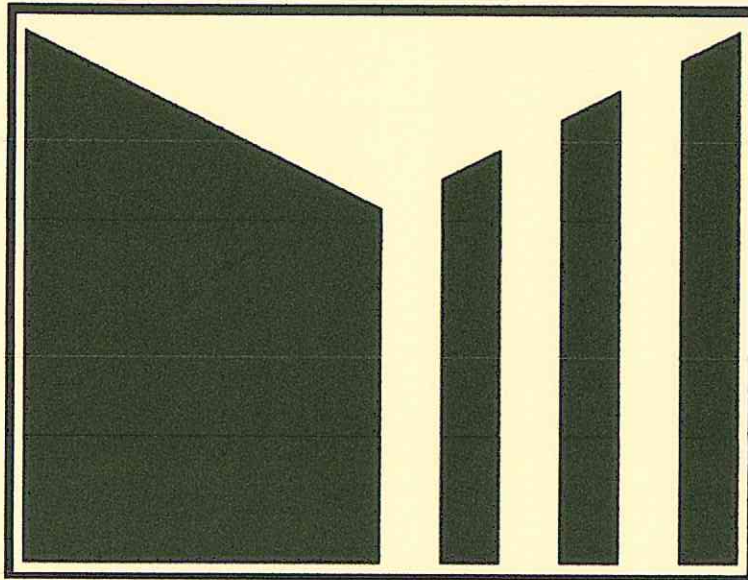


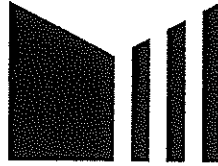
MONTROSE MANAGEMENT DISTRICT



Agenda and Agenda Materials
Meeting of the Board of Directors

March 10, 2014

MONTROSE MANAGEMENT DISTRICT



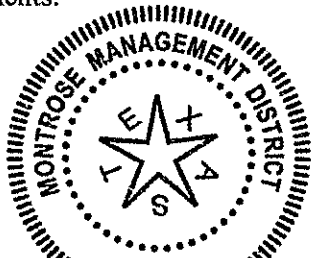
NOTICE OF MEETING

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, March 10, 2014, 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 January 13, 2014.
3. Approve minutes of meeting held on February 10, 2014.
4. Receive public comments.
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. Consider approval of agreement on bike installation.
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 Caldeen

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

AGENDA MEMORANDUM

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

2. Approve minutes of meeting held January 13, 2014.

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

January 13, 2014

Determine quorum; call to order.

The Board of Directors of the Montrose Management District held a meeting on Monday, January 13, 2014, at 12:00 noon at 401 Branard Street, 2nd Floor, Room 106, Houston, TX 77006, inside the boundaries of the District, and open to the public. Assistant Secretary Nagar called the meeting to order at 12:07 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: Vacant
Position 8: Robert Jara	

and all of the above were present, except Directors Wynn, Mitchmore, Stinson, and Heugel, thus constituting a quorum. Also present at the meeting were Bill Calderon, Susan Hill, Josh Hawes, Gretchen Larson, all of Hawes Hill Calderon, L.L.P.; Ray Lawrence, Lawrence & Associates; Clark Lord, Bracewell & Guiliani, L.L.P.; Patricia Hall, Equi-Tax, Inc.; Brian Toland, McCall Gibson Swedlund & Barfoot PLLC; and Darrell Hawthorne and Felecia Alexander, Municipal Accounts and Consulting, L.P. Others present were Daphne Scarbrough, Richmond Avenue Coalition; Eugene Nosad, Avondale Associatoin; Jack Valinski, Mayor's Citizens Assistance Office; Joseph Le, Harris County Precinct One; Dennis Beedon, District Business Ambassador; Tawny Tidwell, District Social Media Consultant; and Officer Victor Beserra, Houston Police Department.

Approve minutes of meeting held December 9, 2013.

Upon a motion made by Director Grover and being seconded by Director Llewellyn, the board voted to approve the minutes of November 11, 2013, as presented.

Receive public comments.

There were no public comments.

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

Ms. Alexander reviewed the financial statements included in the board agenda materials. Mr. Calderón confirmed that the Finance Committee reviewed the report and

invoices and recommended approval. Upon a motion duly made by Director Llewellyn, and being seconded by Director Grover, the board voted unanimously to approve the Montrose Management District's monthly financial report and pay invoices.

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

Mr. Calderón reviewed the terms of the proposed agreement with Mark M. Burton PLLC to prepare financial reports to be submitted to the District's independent auditor. Upon motion made by Director Hubbard, seconded by Director Llewellyn, the board voted to approve the proposed agreement as presented.

Receive proposal to engage McCall Gibson Swedlund & Barfoot PLLC for District's annual audit report.

Mr. Brian Toland reviewed his firm's proposal and responded to questions and comments from the board with regard to various preparatory documents required for their execution. Upon motion made by Director Hubbard, seconded by Director Grover, the board voted unanimously to approve the auditor's proposal as presented.

Receive Executive Director's Report on District Initiatives.

Mr. Calderón presented the Service Plan report, offering highlights of activities noted in the written report contained in the board agenda materials. Director Llewellyn commented on the application for designation as a cultural district, which Mr. Calderón confirmed has been submitted. Mr. Calderón congratulated Director Robinson on his election to Houston City Council. Director Robinson then tendered his resignation from the board in compliance with state law prohibiting dual office holding. He added that he will submit a formal letter of resignation to the Board Chairman. He also announced that he plans to continue to be active in the District's activities as a citizen and that Mayor Parker has appointed him to serve as Vice Chair of the City's Quality of Life Committee. Council Member Ellen Cohen chairs that committee.

HPD Officer Victor Beserra presented the public safety report, noting that total arrests have declined over the past three months, a trend he hopes will continue. Burglaries of motor vehicles continues to be an issue but incidences are not increasing.

Ms. Larson distributed a copy of the December 2013 Montrose District Newsletter, a copy of which is attached to these minutes as Exhibit A. She then reported highlights of public events held in the District during December.

Authorize Executive Director to enter into lease agreements for two security patrol vehicles.

Mr. Calderón reported that he had negotiated a new lease agreement for two patrol vehicles to be used by the District's security officers. These agreements offer more favorable terms than the previous proposed agreement. He requested authorization from the board to execute the leases when the paperwork is prepared. Upon motion made and seconded, by board voted to authorize Mr. Calderón to proceed with finalization of the lease agreements.

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

Ms. Hall provided an overview of each of the reports. No action was required.

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 same.

Reconvene in Open Session and authorize appropriate action by legal counsel related to Item 11 on the agenda.

An executive session was not called.

Announcements

There were no announcements.

Adjourn.

There being no further business to come before the Board, Assistant Secretary Nagar adjourned the meeting at 12:31 p.m.



Secretary, Board of Directors
Montrose Management District

List of Exhibits:

Exhibit A:

[December 13 newsletter edition]

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

3. Approve minutes of meeting held February 10, 2014.

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

February 10, 2014

DETERMINE QUORUM, CALL TO ORDER.

The Board of Directors of Montrose Management District held a regular meeting, open to the public on the 10th day of February, 2014, at 12:00 p.m. at 401 Branard Street, 2nd Floor, Room 106, Houston, Texas 77006, inside the boundaries of the District, 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 Secretary</i>
Position 5 -	Lane Llewellyn	Position 13 -	<i>vacant</i>
Position 6 -	<i>vacant</i>	Position 14 -	<i>vacant</i>
Position 7 -	<i>vacant</i>	Position 15 -	<i>vacant</i>
Position 8 -	Robert Jara		

and all the above were present with the exception of Directors Heugel and Nagar, thus constituting a quorum. Also present were Bill Calderon, Susan Hill, Gretchen Larson, and Josh Hawes, all of Hawes, Hill Calderon, L.L.P.; Clark Lord of Bracewell & Giuliani; Pat Hall of Equi-Tax, Inc.; Darrell Hawthorne and Felicia Alexander both of Municipal Accounts & Consulting; and Ray Lawrence of Lawrence & Associates. Others attending the meeting were Jack Valinski, City of Houston; Marie Cortes and Dennis C. Beedon, Montrose District Business Ambassador; Tawny Tidwell; Johnna Carlson with U.S. Representative Ted Poe; Chris Valdez, Carra Sykes and Rachel Flores all with Primer Grey; and Victor Beserra with Houston Police Department. Chairman Wynn called the meeting to order at 12:05 p.m.

APPROVE MINUTES OF MEETING HELD JANUARY 13, 2013.

Director Jara stated he believed the approval of the vehicle leases was on the agenda for the last meeting and were excluded on the minutes. Approval of minutes was tabled until next meeting.

RECEIVE PUBLIC COMMENTS.

There were no public comments.

CONDUCT ANNUAL REVIEW AND APPROVE RESOLUTION REGARDING THE INVESTMENT POLICY AND LIST OF QUALIFIED BROKER/DEALERS OF MONTROSE MANAGEMENT DISTRICT.

Mr. Calderon reviewed the Resolutions included in the board agenda materials. He reported that by law the board was required to re-adopt Resolutions each year and to make any changes needed, as well as the investment policy and list of institutions. He stated he was not aware there were any changes to either and recommended for approval. Upon a motion duly

made by Director Mitchmore and being seconded by Director Llewellyn, the board voted unanimously to approve the Resolutions dated February 10, 2014.

ACCEPT ANNUAL DISCLOSURE STATEMENTS FOR INVESTMENT OFFICER AND BOOKKEEPER.

Mr. Calderon reviewed and explained the Disclosure Under the Public Funds Investment Act provided by Mark Burton, a copy of which is attached as Exhibit A. Upon a motion duly made by Director Mitchmore and being seconded by Director Llewellyn, the board voted unanimously to accept the disclosure as presented.

RECEIVE DISTRICT'S MONTHLY ASSESSMENT COLLECTION REPORTS AND BILLING AND ASSESSMENT SUMMARIES, LAWSUIT AND ARBITRATION STATUS DETAILS, AND DELINQUENT ASSESSMENT REPORTS.

Ms. Hall reviewed the Assessment Collection Report included in the board agenda materials. She reported approximately 86% collected on east side of the zone and about 83% collected on the west side of the zone. No action was required.

RECEIVE AND CONSIDER DISTRICT'S MONTHLY REPORT ON DISTRICT INITIATIVES.

Ms. Alexander reviewed the financial information included in the board agenda materials. Director Llewellyn questioned what the reimbursement to Weingarten Realty for the assessment as to what year it was for. Ms. Hall stated this was a refund from settlement of a disputed assessment. Calderon stated he spoke with the bookkeepers that there is an \$8,000 check we are asking for approval to TxDOT which is the first installment with them for bridge and lighting. Chairman Wynn confirmed that the Finance Committee reviewed the report and invoices and recommended approval. Upon a motion duly made by Director Stinson, and being seconded by Director Mitchmore, the board voted unanimously to approve the Montrose Management District's monthly financial report and pay invoices.

RECEIVE EXECUTE DIRECTOR'S MONTHLY REPORT ON DISTRICT INITIATIVES.

Mr. Calderon reported the Marketing Committee had been working on a marketing strategy, and plans to have a finalized plan for presentation for the board's approval in March. Mr. Calderon reported that in Safety and Security we do have our contract reapproved with Harris County for the district attorney's nuisance abatement activity. He stated we have our new vehicles, and they have updated equipment and this equipment will be reusable at least two more times in future vehicles. Mr. Calderon stated that they will be looking for new vendors for the mobile cams. The committee will also look at and provide recommendations on selling one of the two old vehicles for approval at the next meeting.

Mr. Calderon reports that in Transportation and Mobility they have had meetings regarding the bridge relighting. He states they have a prototype of the new district branding signs, but there are issues with the manufactured LED lighting. They are working on approval for placement of the signs with the city and approval is probably a good six months away. They will not request manufacturing of the signs until approval from city has been obtained for placement of the signs in those particular locations. Mr. Calderon discussed the application for special parking consideration and approval by city.

Mr. Calderon reported the business ambassadors had distributed 75 "Lock, Hide, Store" signs to area businesses. He also stated the ambassadors had visited fifteen hotels to display marketing material and only two had declined to display our information. Mr. Calderon reported there will be two realtor luncheons to provide social media to raise awareness of Montrose.

HPD Officer Victor Beserra presented the public safety report noting that less and less felons are coming into the area. Burglaries of motor vehicles continue to be an issue. Mr. Calderon reported a mobile camera had been moved to Empire Café and there has been a decline in activity in that area.

Chairman Wynn discussed Montrose District's information brochure, as well as a postcard for business workshops designed to help businesses, copies of which are attached as Exhibit B and C.

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.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION BY LEGAL COUNSEL RELATED TO ITEM 9 ON THE AGENDA.

An executive session was not called.

ANNOUNCEMENTS.

There were no announcements.

ADJOURN.

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 12:58 p.m.



Secretary, Board of Directors
Montrose Management District

List of Exhibits:

Exhibit A - Disclosure Under the Public Funds Investment Act by Mark Burton, dated February 4, 2014

Exhibit B - Social Media brochure on Montrose District

Exhibit C - Postcard on Montrose District Business Workshops

**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

5. 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
February 2014
BILLING AND COLLECTION SUMMARY
FISCAL YEAR
01/01/14 - 12/31/14**

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2013	0.12500	\$509,357.19	\$453,962.70	\$55,394.49	89%
2012	0.12500	\$432,183.51	\$426,763.42	\$5,420.09	99%
2011	0.12500	\$410,638.02	\$409,869.22	\$768.80	99%
2010	0.12500	\$402,221.57	\$402,184.07	\$37.50	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
2013 Assessment Collected	172,040.74	405,093.18
2012 Assessment Collected	340.64	1,537.37
2011 Assessment Collected	313.75	-399.43
2010 Assessment Collected	313.75	313.75
2009 Assessment Collected	0.00	0.00
2008 Assessment Collected	0.00	0.00
2007 Assessment Collected	0.00	0.00
Penalty & Interest	1,365.45	1,672.87
Overpayments	6,497.88	20,475.49
CAD Lawsuits	42.86	161.02
CAD Corrections	0.00	713.18
Collection Fees	267.03	591.49
Court Fees	0.00	0.00
Total Revenue	181,182.10	430,158.92
Overpayments Presented for Refund	18,602.93	21,349.12
Overpayments Applied to Assessment	0.00	0.00

ASSESSED VALUE FOR 2013:	411,295,876	Uncertified:	548,928
ASSESSED VALUE FOR 2012:	346,055,977	Uncertified:	0
ASSESSED VALUE FOR 2011:	328,532,103	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	402,184.07	
2011	0.12500	337,500	320,625	409,869.22	
2012	0.12500	337,500	320,625	426,763.42	
2013	0.12500	337,500	320,625	\$453,962.70	
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

February 2014

TOP TEN ASSESSMENT PAYERS

PROPERTY OWNERS	ACCOUNT NOS	SITUS	PROPERTY TYPE	VALUE	ASSESSMENT
PPF AMLI 2221 WEST DALLAS ST LL 200 W MONTROSE ST STE 2200 CHICAGO IL 60606-5070	1269260010001	2221 W DALLAS ST 404 77019	MULTI-FAMILY	62,800,000	78,500.00
UST REALTY COMPANY % UNIV OF ST THOMAS: ATTN PRES 3800 MONTROSE BLVD HOUSTON TX 77006-4626	02616400000027 02616300000021 02616300000001	4100 MONTROSE BLVD 77006 4203 YOAKUM BLVD 77006 4200 MONTROSE BLVD	OFFICE BUILDINGS	14,054,250	17,557.81
4203 MONTROSE LTD 3810 W ALABAMA HOUSTON TX 77027-5204	1277520010001	4203 MONTROSE BLVD 77006	OFFICE BUILDING	9,716,385	12,145.48
RIVERSIDE CPI LLC & REALTY CTR MANAGEMENT INC 1980 S BUNDY DR STE 100 LOS ANGELES CA 90025	0370370010001	220 W ALABAMA ST 131 77006	MULTI - FAMILY	8,357,357	10,446.70
ARMSTRONG CHARLES 5000 MONTROSE BLVD UNIT 22C HOUSTON TX 77006-6564	01406700000002 01402500000001 01402500000002 01402500000005 01406600000002 01406700000001 01406700000003 01406700000004 01406700000005 01406700000006 01406700000009 01803400000001 01803400000002 01803400000003 01803400000011 01406600000004 01803400000012 02615100000020 02615100000021 02615100000027 04421300000001 01406800000009	804 PACIFIC ST 77006 2302 GENESEE ST 12 77006 2308 GENESEE ST 77006 120 FAIRVIEW ST 77006 2401 GRANT ST 77006 802 PACIFIC ST 77006 808 PACIFIC ST 77006 811 PACIFIC ST 77006 925 HYDE PARK BLVD 77006 809 HYDE PARK BLVD 77006 925 HYDE PARK BLVD 77006 1002 CALIFORNIA ST 77006 1004 CALIFORNIA ST 77006 1004 CALIFORNIA ST 77006 1007 MISSOURI ST 77006 907 FAIRVIEW ST 77006 1005 MISSOURI ST 77006 2602 CROCKER ST 77006 2605 GRANT ST 77006 805 PACIFIC ST 77006 810 PACIFIC ST 77006 810 HYDE PARK BLVD 77006	VARIOUS COMMERCIAL	8,337,163	10,391.61

MONTROSE DISTRICT EAST ZONE

February 2014

TOP TEN ASSESSMENT PAYERS					
		RICHMOND AVE 77006	MULTI - FAMILY		
POST RICHMOND LP 4401 NORTHSIDE PKWY NW STE 800 ATLANTA GA 30327-3093	1309010010001			10,030,448	9,239.10
WALGREENS 03157 % TAX DEPT STOP NO 75 300 WILMOT RD DEERFIELD IL 60015-4614	1179390010001	3317 MONTROSE BLVD 77006	RETAIL PHARMACY	5,825,000	7,281.25
4119 MONTROSE LIMITED 4200 MONTROSE BLVD HOUSTON TX 77006-4963	1207680010001	4119 MONTROSE BVD 77006	OFFICE BUILDINGS	4,526,228	5,657.79
3815 MONTROSE BVLD LP 3815 MONTROSE BVLD STE 211 HOUSTON TX 77006-4666	1222280020001 1222280010001	3820 ROSELAND ST 77006 3815 MONTROSE BLVD 77006	OFFICE BUILDINGS	4,066,056	5,082.57
102 104 GREENWICH ST MANHATTA % RICHMOND MONTROSE CVS LP 1 CVS DR WOONSOCKET RI 02895-6146	1258090010001	1003 RICHMOND AVE 77006	RETAIL PHARMACY	3,843,472	4,804.34

MONTROSE DISTRICT EAST ZONE

February 2014

TOP TEN DELINQUENTS

PROPERTY OWNER	ACCOUNT NO	SITUS	PROPERTY TYPE	ASSESSMENT YEAR(S)	ASSESSMENT
MORTGAGE RECOVERY FUND 3939 LTD 2701 WESTHEIMER RD UNIT 13N HOUSTON TX 77098-1237	92 132 698 001 0001	3939 MONTROSE BLVD 77006	SHOPPING CENTER	2013	4,500.00
SPUR APARTMENTS LLC 1525 MARYLAND ST HOUSTON TX 77006-1875	92 008 259 000 0003	219 W ALABAMA ST 32 77006	MULTI-FAMILY	2012 - 2013	2,562.54
4310 YOAKUM PARTNERS HIP 4310 YOAKUM BLVD HOUSTON TX 77006-5818	92 026 135 000 0014	530 LOVETT BLVD 77006	SINGLE-FAMILY	2013	2,511.16
HAGERTY THOMAS & VERONICA C/O HAGERTY ADVERTISING GROUP 3611 MONTROSE BLVD HOUSTON TX 77006-4691	92 026 156 000 0016	3611 MONTROSE BLVD #3 77006	COMMERCIAL	2012 - 2013	1,736.56
ELMORE JERRY 9225 KATY FWY STE 250 HOUSTON TX 77024-1584	92 052 155 001 0006	1409 MONTROSE BLVD 77019	RETAIL	2013	1,733.27
MOENCH FAMILY LTD PRTSP 5209 CHENEVERT ST HOUSTON TX 77004-5916	92 125 149 001 0001	503 WESTHEIMER RD 77006	RETAIL	2013	1,559.56
SPARTAN REAL ESTATE LLC 1000 JACKSON BLVD HOUSTON TX 77006-1928	92 018 046 000 0028	1000 JACKSON BLVD 77006	COMMERCIAL WAREHOUSE	2012 - 2013	1,530.16
YOSHIDA NAOMITSU & MAEMI 3210 EL DORADO BLVD MISSOURI CITY TX 77459-3012	92 030 245 000 0014	4412 MONTROSE BLVD 77006	RESTAURANT	2013	1,492.50
VALLE FANCISCO G 815 RICHMOND AVE HOUSTON TX 77006	92 014 150 000 0015	815 RICHMOND AVE 77006	COMMERCIAL	2012 - 2013	1,481.30
G F K ASSOCIATES 6307 ELMGROVE RD SPRING TX 77389-3619	92 057 034 000 0040	417 W CLAY ST #12 77019	MULTI-FAMILY	2013	1,476.61

Harris County Improvement District No. 6
Lawsuit and Arbitration Status Summary as of 1/10/2014

Jur 930

Summary									
For Tax Years 2007-2013, for the period of June 2009 through December 2013									
Settled	<table> <tr> <td>432,997,953</td><td>Original value of Settled accounts as of 1/10/2014</td></tr> <tr> <td>119</td><td>Number of Settled accounts as of 1/10/2014</td></tr> <tr> <td>42,457,039</td><td>Reduction in value of Settled accounts</td></tr> <tr> <td>9.81%</td><td>Average % reduction in value of Settled accounts</td></tr> </table>	432,997,953	Original value of Settled accounts as of 1/10/2014	119	Number of Settled accounts as of 1/10/2014	42,457,039	Reduction in value of Settled accounts	9.81%	Average % reduction in value of Settled accounts
432,997,953	Original value of Settled accounts as of 1/10/2014								
119	Number of Settled accounts as of 1/10/2014								
42,457,039	Reduction in value of Settled accounts								
9.81%	Average % reduction in value of Settled accounts								
Unsettled	<table> <tr> <td>200,653,679</td><td>Original value of Unsettled accounts as of 1/10/2014</td></tr> <tr> <td>83</td><td>Number of Unsettled accounts as of 1/10/2014</td></tr> </table>	200,653,679	Original value of Unsettled accounts as of 1/10/2014	83	Number of Unsettled accounts as of 1/10/2014				
200,653,679	Original value of Unsettled accounts as of 1/10/2014								
83	Number of Unsettled accounts as of 1/10/2014								
<table> <tr> <td>.125</td><td>Tax rate per \$100 valuation</td></tr> <tr> <td>\$24,594</td><td>Estimated reduction in assessment on 83 Unsettled accounts, based on 9.81% average</td></tr> </table>		.125	Tax rate per \$100 valuation	\$24,594	Estimated reduction in assessment on 83 Unsettled accounts, based on 9.81% average				
.125	Tax rate per \$100 valuation								
\$24,594	Estimated reduction in assessment on 83 Unsettled accounts, based on 9.81% average								

**MONTROSE DISTRICT WEST ZONE
ASSESSMENT COLLECTION REPORT
February 2014
BILLING AND COLLECTION SUMMARY
FISCAL YEAR
01/01/14 - 12/31/14**

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2013	0.12500	\$1,156,943.42	\$1,066,308.31	\$90,635.11	92%
2012	0.12500	\$974,730.29	\$966,100.64	\$8,629.65	99%
2011	0.12500	\$884,247.53	\$880,848.81	\$3,398.72	99%
2010	0.12500	\$868,215.84	\$866,482.73	\$1,733.11	99%

Current Month Activity

Revenue:	<u>Current Month</u>	<u>Year to Date</u>
2013 Assessment Collected	575,784.47	1,001,633.12
2012 Assessment Collected	1,041.65	-1,945.88
2011 Assessment Collected	300.18	712.95
2010 Assessment Collected	0.00	407.50
Penalty & Interest	2,431.93	3,076.63
Overpayments	18,285.75	19,385.74
CAD Lawsuits	555.74	4,929.62
CAD Corrections	0.00	0.00
Collection Fees	430.09	994.40
Court Fees	0.00	0.00
Total Revenue	598,829.81	1,029,194.08
Overpayments Presented for Refund	17,223.75	22,697.62
Overpayments Applied to Assessment	0.00	0.00

ASSESSED VALUE FOR 2013:	925,653,723	Uncertified:	327,280
ASSESSED VALUE FOR 2012:	780,488,885	Uncertified:	0
ASSESSED VALUE FOR 2011:	707,397,590	Uncertified:	0
ASSESSED VALUE FOR 2010:	694,570,294	Uncertified:	0

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	\$866,482.73	
2011	0.12500	884,248	840,035	\$880,848.81	
2012	0.12500	974,730	925,994	\$966,100.64	
2013	0.12500	1,156,943	1,099,096	\$1,066,308.31	
2014	0.12500		0		
2015	0.12500		0		
2016	0.12500		0		
		3,884,137	3,689,930		388,414

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

February 2014

TOP TEN ASSESSMENT PAYERS

PROPERTY OWNER	ACCOUNT NOS	SITUS	PROPERTY TYPE	VALUE	ASSESSMENT
WEINGARTEN REALTY INVESTORS 0591-001	0442250000001	2005 W GRAY ST 77019	VARIOUS COMMERCIAL	65,415,796	81,769.74
P O BOX 924133	0442250000170	1953 W GRAY ST 77019			
HOUSTON TX 77292-4133	0442250000169	1953 W GRAY ST 77019			
	0442250000168	2028 W GRAY ST 77019			
	0442250000145	2001 W GRAY ST 77019			
	0442250000110	2020 W GRAY ST 77019			
	0442250000105	2010 W GRAY ST 77019			
	0442250000005	2002 W GRAY ST 77019			
	0442250000002	1950 W GRAY ST 77019			
	0442250000171	2017 W GRAY ST 77019			
FINGER FSC MONTROSE LTD 99 DETERING ST STE 200 HOUSTON TX 77007-8259	1215190010001	4899 MONTROSE BLVD 187 77006	MULTI - FAMILY	59,817,107	74,771.38
US REIF WESTHEIMER APARTMENTS TX LLC 1270 SOLDIERS FIELD RD BRIGHTON MA 02135-1003	1286390010001	2001 WESTHEIMER RD 244 77098	MULTI - FAMILY	40,600,000	50,750.00
4310 DUNLAVY LLC 101 BERKSHIRE ST BELLAIRE TX 77401-5309	1286480010001 0660870040002 0660870040001	4310 DUNLAVY ST 236 77006 4403 WOODHEAD ST 16 77098 4403 WOODHEAD ST 77098	MULTI - FAMILY	37,180,166	46,475.21
ANBIL II-R O L P 105 TOWN CENTER RD STE 10 KING OF PRUSSIA PA 19406-2394	0660870020006 0730810030011 1170070010001	4315 WOODHEAD ST 8 77098 1505 W CLAY ST 77019 1422 W GRAY ST 77019	SHOPPING CENTER	36,544,543	45,680.68
TEXAS ABERCROMBIE FAMILY INT LTD 730 N POST OAK RD STE 110 HOUSTON TX 77024-3854	1170070020001 0730810030007 1327190010001 1327190010002	1414 WAUGH DR 77019 1521 W CLAY ST 77019 0 W ALABAMA ST 77098 1701 W ALABAMA ST 77098	SUPERMARKET	25,505,202	31,881.50
WEST GRAY RESIDENTIAL LP C/O THE HANOVER CO EARL MALLEY 5847 SAN FELIPE ST STE 3600 HOUSTON TX 77057-3263	1335700010001	1340 W GRAY ST 77019	MULTI - FAMILY	19,179,417	23,974.27

MONTROSE DISTRICT WEST ZONE

February 2014

TOP TEN ASSESSMENT PAYERS			SHOPPING CENTER	15,899,000	19,873.75
SHEPHERD INV LP 1800 POST OAK BLVD 6 BLVD PLACE STE 400 HOUSTON TX 77056	04426000000001	2075 WESTHEIMER RD 77098			
5020 INVESTMENTS LTD 5959 RICHMOND AVE STE 440 HOUSTON TX 77057-6325	03802400000003	5020 MONTROSE BLVD 77006	OFFICE BUILDING	15,725,000	19,656.25
WEINGARTEN REALTY INVESTORS 0591-001 P O BOX 924133 HOUSTON TX 77292-4133	0442250000173	2030 W GRAY ST 77019	SHOPPING CENTER	15,307,574	19,134.47

MONTROSE DISTRICT WEST ZONE

February 2014

TOP TEN DELINQUENT ACCOUNTS

PROPERTY OWNER	ACCOUNT NO	SITUS	PROPERTY TYPE	ASSESSMENT YEAR(S)	ASSESSMENT
5020 INVESTMENTS LTD 5020 MONTROSE BLVD FL 9 HOUSTON TX 77006-6550	94 036 024 000 0003	5020 MONTROSE BLVD 77006	OFFICE BUILDINGS	2013	19,656.25
MCELROY VALERIE & JOHN P O BOX 540101 HOUSTON TX 77254-0101	94 059 173 000 0003	1223 WAUGH DR 77019	COMMERCIAL BUILDING	2011 - 2013	3,121.50
KNA SPRINGFIELD VENTURE 550 WAUGH DR HOUSTON TX 77019-2002	94 044 255 000 0020	2030 WESTHEIMER RD 77019	RETAIL	2013	2,894.83
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 - 2013	2,713.95
FORTUNES PLAYGROUND LLC 1355 W GRAY ST HOUSTON TX 77019-4019	94 052 355 000 0004	1355 W GRAY ST 77019	MEDICAL OFFICES	2013	2,549.44
RICHARD S ROBBINS INVESTMENTS LTD LLP ET AL 5418 JOHN DREAPER DR HOUSTON TX 77056-4231	94 129 497 001 0001	2015 S SHEPHERD DR 77019	RETAIL	2013	2,194.71
EISEMANN MAUDE 5455 JOHN DREAPER DR HOUSTON TX 77056-4230	94 010 167 000 0030	1116 W GRAY ST 77019	COMMERCIAL VACANT	2010 - 2013	2,004.75
YEUNG INSTITUTE LLC 1103 BANKS ST HOUSTON TX 77006-6113	94 124 782 001 0001	1103 BANKS ST 77006	SURGICAL CENTER	2013	1,906.25
HOUSTON DISPLAY SIGN CO 9102 MAHONING DR HOUSTON TX 77074-2512	94 018 002 000 0001	1200 WESTHEIMER RD 77006	COMMERCIAL	2012 - 2013	1,831.25
BISHOP JOAN 1547 WAVERLY ST HOUSTON TX 77008-4148	94 033 193 000 0005	120 PORTLAND ST #1 77002	COMMERCIAL	2012 - 2013	1,576.16

**Harris County Improvement District No. 11
Lawsuit and Arbitration Status Summary as of 1/10/2014**

Jur 939

Summary

For Tax Years 2010-2013, for the period of September 2010 through December 2013

Settled

640,627,481	Original value of Settled accounts as of 1/10/2014
179	Number of Settled accounts as of 1/10/2014
39,092,174	Reduction in value of Settled accounts
6.10%	Average % reduction in value of Settled accounts

Unsettled

225,640,012	Original value of Unsettled accounts as of 1/10/2014
116	Number of Unsettled accounts as of 1/10/2014

.125 Tax rate per \$100 valuation

\$17,211 Estimated reduction in assessment on 116 Unsettled accounts,
based on 6.10% average

PERDUE, BRANDON, FIELDER, COLLINS & MOTT L.L.P.
DELINQUENT ASSESSMENT SUMMARY REPORT
MONTROSE DISTRICT
March 10, 2014

Amounts shown are 2012 base assessment unless indicated. Account numbers and addresses for Montrose District-West Zone are noted in *italics*.

Suit pending:

Valerie & John McElroy 11-12 assessments \$1,961.36, *1223 Waugh Dr.-0591730000003*
Level Headed Chow LLC (was Charles L. & Siriluck Baird) 10-12 assessments \$1,945.21, *3414 Graustark St.-0261980000005*
Heirs of Maude Eisemann 10-12 assessments \$1,392.19, *1116 W. Gray St.-0101670000030*
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

Bankrupt, claim filed:

Diane Iannucci dba Sacred Heart Studio, Inc. \$372.97, 327 Westheimer Rd.-0041410000026

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



Carl O. Sandin

PerdueBrandonFielderCollins&Mott LLP 
ATTORNEYS AT LAW

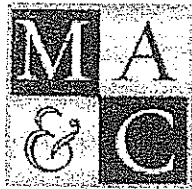
Email: csandin@pbfcml.com
Office: 713-802-6965 (Direct Line)
Mobile: 713-824-1290
Fax: 713-862-1429

MONTROSE MANAGEMENT DISTRICT
CITY OF HOUSTON
HARRIS COUNTY, TEXAS

AGENDA MEMORANDUM

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

6. Receive and consider the District's monthly financial report including payment of invoices.



MUNICIPAL ACCOUNTS
& CONSULTING, L.P.

Montrose Management District

Bookkeeper's Report

March 10, 2014

Montrose Management District
Cash Flow Report - Checking Account
As of March 10, 2014

Num	Name	Memo	Amount	Balance
BALANCE AS OF 2/11/2014				\$17,081.51
Receipts				
	Interest		10.27	
	Interest		9.50	
	Wire Transfer		30,000.00	
	Wire Transfer		120,000.00	
Total Receipts				150,019.77
Disbursements				
3895	Comcast	Office Expenses	(90.48)	
4002	Bankcard Center	Credit Card Expenses	(2,505.94)	
4003	United Graphics	Postcards	(158.00)	
4004	TX Department of Transportation	Bridge Lighting Project	(8,000.00)	
4005	ASE Security Solutions, LLC	Mobile Camera Program	(3,871.02)	
4006	ALLY	Vehicle Lease	(469.00)	
4007	Verizon Wireless	Cell Phone Expense	(80.08)	
4008	ALLY	Vehicle Lease	(469.00)	
4009	ASE Security Solutions, LLC	Mobile Camera Program	(1,248.57)	
4010	Aaron M Day	Security Expense	(2,121.61)	
4011	Adalberto R Ramos	Security Expense	(829.04)	
4012	Brian M Alms	Security Expense	(953.04)	
4013	Chad J Wall	Security Expense	(363.11)	
4014	John E Obenhaus	Security Expense	(1,223.58)	
4015	Joseph C Mabasa	Security Expense	(2,610.69)	
4016	Juan Arroyo	Security Expense	(1,414.42)	
4017	Lee T Jaquarya	Security Expense	(1,774.08)	
4018	Leon Laureano.	Security Expense	(1,782.37)	
4019	Mandy Arroyo.	Security Expense	(1,051.31)	
4020	Ricardo Gonzales	Security Expense	(695.21)	
4021	Richard J Bass	Security Expense	(707.78)	
4022	Sean M Blevins	Security Expense	(476.53)	
4023	Todd L Thibodeaux	Security Expense	(1,081.32)	
4024	Victor Beserra.	Security Expense	(3,747.05)	
4025	1911 W Alabama LP	Assessment Refund	(102.97)	
4026	4900 Travis Investments LLC	Assessment Refund	(37.22)	
4027	Auto Zone Texas L.P.	Assessment Refund	(17.50)	
4028	Clear Channel Worldwide	Assessment Refund	(32.81)	
4029	Corelogic Commercial Reas Es	Assessment Refund	(3,359.13)	
4030	Davis-Penn Mortgage Co	Assessment Refund	(10,446.70)	
4031	Demeris Properties LTD	Assessment Refund	(31.25)	
4032	Demeris Properties LTD	Assessment Refund	(227.46)	
4033	F6 Properties Inc	Assessment Refund	(25.36)	
4034	Four G's Properties LP	Assessment Refund	(74.52)	
4035	Midtown Properties, Inc.	Assessment Refund	(585.94)	
4036	Midtown Properties, Inc.	Assessment Refund	(739.14)	
4037	Midtown Properties, Inc.	Assessment Refund	(1,005.24)	
4038	Midtown Properties, Inc.	Assessment Refund	(1,289.59)	
4039	Midtown Properties, Inc.	Assessment Refund	(2,014.40)	
4040	Midtown Properties, Inc.	Assessment Refund	(1,585.00)	
4041	Paul Barr	Assessment Refund	(28.57)	
4042	Portsmouth Apartments Ltd	Assessment Refund	(53.75)	
4043	Riverway Title Company LLC	Assessment Refund	(71.40)	

Montrose Management District
Cash Flow Report - Checking Account
As of March 10, 2014

Num	Name	Memo	Amount	Balance
Disbursements				
4044	StarTex Title Co.	Assessment Refund	(977.35)	
4045	Weingarten Realty Investors	Assessment Refund	(9,966.71)	
4046	Midtown Properties, Inc.	Assessment Refund	(1,893.75)	
4047	Wilbanks & Wilbanks PC	Assessment Refund	(638.71)	
4048	Winters James Major League Car Sales	Assessment Refund	(622.21)	
4049	5020 Investments Ltd	Office Lease Expense	(1,200.00)	
4050	ALLY	Vehicle Lease Payment	(938.00)	
4051	Blank Rome LLP	Legal Fees	(42.50)	
4052	Bracewell & Giuliani LLP	Legal Fees - General Counsel	(1,917.13)	
4053	Dennis C. Beedon	Buisness Ambassador Program Services	(2,723.37)	
4054	e-Vision 1 Productions, LLC	MMD Video Archive	(2,750.00)	
4055	Equi-Tax, Inc.	Tax Services	(1,393.12)	
4056	Gandy Squared Lighting Design	Bridge Lighting Design	(13,648.02)	
4057	Greater East End Management District	Graffiti Abatement Services	(5,120.00)	
4058	Hawes Hill Calderon, LLP	Consulting & Admin Fee	(17,712.35)	
4059	Houston Arts Alliance	Syndication Services - Pmt 7 of 12	(250.00)	
4060	Kudela & Weinheimer	District Identity Marker	(2,280.00)	
4061	Lawrence & Associates	Economic Development	(2,000.00)	
4062	Minuteman Press - Post Oak	Montrose District Brochure	(5,093.09)	
4063	Mr. Dirt of Texas	Street Sweeping Expense	(6,665.00)	
4064	Municipal Accounts & Consulting, L.P.	Bookkeeping Fees	(2,420.73)	
4065	Perdue Brandon, Fielder, Collins & Mott	Delinquent Tax Coll	(888.77)	
4066	Primer Grey	Website Maintenance	(2,000.00)	
4067	Tawny Tidwell	Social Media Consulting Services	(2,687.50)	
4068	United Graphics	Postcards	(158.00)	
4069	Marie Helens Cortes-Matte	Reimbursement of Expenses	(200.38)	
4070	Bankcard Center	Credit Card Expenses	0.00	
4071	Cracked Fox	Graphic Design & Marketing Services	(2,500.00)	
4072	Shooter and Lindsey, Inc.	Landscape Maintenance	(1,053.00)	
4073	Verizon Wireless	Cell Phone Expense	(80.08)	
Wire	United States Treasury	Monthly Payroll Taxes - February	(8,063.21)	
Total Disbursements				(157,334.16)
BALANCE AS OF 3/10/2014				<u>\$9,767.12</u>

Montrose Management District

Account Balances

As of March 10, 2014

Financial Institution (Acct Number)	Issue Date	Maturity Date	Interest Rate	Account Balance	Notes
Fund: Operating					
Certificates of Deposit					
GREEN BANK (XXXXX0311)	09/10/2013	03/10/2014	0.30 %	50,000.00	East Zone
GREEN BANK (XXXXX0210)	09/10/2013	03/20/2014	0.30 %	50,000.00	West Zone
POST OAK BANK (XXXXX0889)	10/12/2013	04/10/2014	0.30 %	50,000.00	East Zone
POST OAK BANK (XXXXX0897)	10/12/2013	04/10/2014	0.30 %	50,000.00	West Zone
ICON BANK (XXXXX7935)	11/06/2013	05/05/2014	0.32 %	50,000.00	West Zone
ICON BANK (XXXXX8032)	11/06/2013	05/12/2014	0.32 %	50,000.00	East Zone
GREEN BANK (XXXXX0169)	12/12/2013	06/10/2014	0.30 %	50,000.00	East Zone
GREEN BANK (XXXXX0143)	02/10/2014	07/10/2014	0.20 %	50,000.00	East Zone
Money Market Funds					
COMPASS BANK-PREMIER (XXXXX2019)	03/20/2012		0.15 %	513,753.21	(East Zone) Tax
COMPASS BANK-PREMIER (XXXXX2086)	03/20/2012		0.15 %	1,007,836.21	(West Zone) Tax
Checking Account(s)					
TRADITION BANK (XXXXX9069)			0.25 %	9,767.12	Checking Account
Totals for Operating Fund:				\$1,931,356.54	
Grand total for Montrose Management District:				\$1,931,356.54	

Montrose Management District
Summary of Pledged Securities
As of March 10, 2014

Financial Institution: COMPASS BANK-PREMIER		
Total CDs, MM:	\$1,521,589.42	Collateral Security Required: Yes
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File: Yes
Total pledged securities:	\$1,737,470.25	Investment Policy Received: Yes
Ratio of pledged securities to investments:	136.63 %	
Financial Institution: GREEN BANK		
Total CDs, MM:	\$200,000.00	Collateral Security Required: No
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File: No
Total pledged securities:	\$0.00	Investment Policy Received: Yes
Ratio of pledged securities to investments:	N/A	
Financial Institution: 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: TRADITION BANK (Depository Bank)		
Total CDs, MM, and Checking Accounts:	\$9,767.12	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
February 2014

Sources of Funds	Feb 14	Budget	\$ Over Budget	% of Budget	Jan - Feb 14	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
14110 - Assessments	173,008.88	142,330.58	30,678.30	121.55%	455,414.39	438,968.07	16,446.32	103.75%	515,577.28
14112 - Assessment Refunds	6,455.02	720.00	5,735.02	896.53%	766.90	1,440.00	(673.10)	53.26%	8,640.00
14310 - Penalties & Interest	1,365.45	666.67	698.78	204.82%	1,672.87	1,333.30	339.57	125.47%	8,000.00
14370 - Interest Earned on Temp. Invest	52.37	16.00	36.37	327.31%	85.29	32.00	53.29	266.53%	192.00
14380 - Interest	6.33	2.67	3.66	237.08%	6.33	5.30	1.03	119.43%	32.00
14390 - Ending FY 2013 Fund Balance	28,046.58	28,046.58	0.00	100.0%	56,093.16	56,093.16	0.00	100.0%	336,558.96
Total Sources of Funds	208,934.63	171,782.50	37,152.13	121.63%	514,038.94	497,871.83	16,167.11	103.25%	868,800.24
Uses of Funds									
Business Development									
16124 - Marketing & Public Rel Director	966.40	1,011.87	(45.47)	95.51%	1,932.80	2,023.74	(90.94)	95.51%	12,142.44
16125 - Marketing & Public Relations	7,851.32	7,808.00	43.32	100.56%	16,148.02	15,616.00	532.02	103.41%	93,696.00
16130 - Publication	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
16131 - Web Site Development	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
16135 - Economic Development Services	354.50	1,064.00	(709.50)	33.32%	675.40	2,128.00	(1,452.60)	31.74%	12,768.00
16140 - Web Site Main./Host/I.T.	0.00	240.00	(240.00)	0.0%	0.00	480.00	(480.00)	0.0%	2,880.00
16141 - GIS Services	84.00	320.00	(236.00)	26.25%	360.00	640.00	(280.00)	56.25%	3,840.00
Total Business Development	9,256.22	10,443.87	(1,187.65)	88.63%	19,116.22	20,887.74	(1,771.52)	91.52%	125,336.44
Mobility & Transportation									
17001 - Transportation Inv. Contract	0.00	1,600.00	(1,600.00)	0.0%	0.00	3,200.00	(3,200.00)	0.0%	19,200.00
17010 - Engineering Services	0.00	2,666.67	(2,666.67)	0.0%	0.00	5,333.34	(5,333.34)	0.0%	32,000.04
17020 - Bridge Lighting Maint	4,787.20				6,364.80				
17030 - Mobility Projects	0.00	3,466.67	(3,466.67)	0.0%	0.00	6,933.34	(6,933.34)	0.0%	41,600.04
Total Mobility & Transportation	4,787.20	7,733.34	(2,946.14)	61.9%	6,364.80	15,466.68	(9,101.88)	41.15%	92,800.08
Project Staffing & Admin									
16150 - Admin & Management	673.90	700.00	(26.10)	96.27%	1,347.80	1,400.00	(52.20)	96.27%	8,400.00
16160 - Reimbursable Expenses	65.11	426.67	(361.56)	15.26%	223.43	853.34	(629.91)	26.18%	5,120.04
16170 - Reimbursable Mileage	227.71	133.33	94.38	170.79%	497.66	266.66	231.00	186.63%	1,599.96
16180 - Postage, Deliveries	8.08	34.67	(26.59)	23.31%	30.16	69.34	(39.18)	43.5%	416.04
16190 - Printing & Reproduction	315.56	186.67	128.89	169.05%	483.52	373.34	110.18	129.51%	2,240.04
16200 - Public Notices, Advertising	0.00	213.33	(213.33)	0.0%	0.00	426.66	(426.66)	0.0%	2,559.96
16210 - Project Management	1,497.65	1,310.40	187.25	114.29%	2,995.30	2,620.80	374.50	114.29%	15,724.80
16215 - Director Of Services	2,157.00	2,258.48	(101.48)	95.51%	4,314.00	4,516.96	(202.96)	95.51%	27,101.76
16220 - Legal Services	1,622.22	640.00	982.22	253.47%	4,284.80	1,280.00	3,004.80	334.75%	7,680.00
16250 - Bookkeeping	568.00	416.00	152.00	136.54%	953.60	832.00	121.60	114.62%	4,992.00
16260 - Assess Data Mgmt & Billing Svcs	2,071.84	586.67	1,485.17	353.15%	2,071.84	1,173.34	898.50	176.58%	7,040.04
16270 - Office Supplies	0.00	80.00	(80.00)	0.0%	0.00	160.00	(160.00)	0.0%	960.00
16280 - Other	12.40	16.00	(3.60)	77.5%	24.32	32.00	(7.68)	76.0%	192.00
16290 - Office Lease Space	387.93	416.00	(28.07)	93.25%	775.86	832.00	(56.14)	93.25%	4,992.00

Montrose Management District
Revenue & Expenditures East Zone
February 2014

	Feb 14	Budget	\$ Over Budget	% of Budget	Jan - Feb 14	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
16291 · Office Equipment	0.00	106.67	(106.67)	0.0%	29.04	213.34	(184.30)	13.61%	1,280.04
16340 · Auditing Fees	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	3,520.00
16530 · Insurance & Surety Bond	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	4,800.00
Total Project Staffing & Admin	9,607.40	7,524.89	2,082.51	127.68%	18,031.33	15,049.78	2,981.55	119.81%	98,618.68
Security and Public Safety									
15415 · Vehicle Maint & Operations	300.16	1,013.33	(713.17)	29.62%	1,831.54	2,026.66	(195.12)	90.37%	12,159.96
15420 · Contract Public Safety Services	8,647.00	9,438.67	(811.67)	91.42%	18,466.44	18,917.34	(450.90)	97.62%	113,504.04
15425 · Mobile Camera Program	1,726.84	800.00	926.84	215.86%	3,215.43	1,600.00	1,615.43	200.96%	9,600.00
15430 · Cell Phone	0.00	48.00	(48.00)	0.0%	64.91	96.00	(31.09)	67.62%	576.00
16100 · Store Front Equipment	0.00	56.67	(56.67)	0.0%	0.00	113.34	(113.34)	0.0%	680.04
16102 · Public Safety Equipment	26.00	133.33	(107.33)	19.5%	52.00	266.66	(214.66)	19.5%	1,599.96
16110 · Graffiti Abatement	1,638.40	1,600.00	38.40	102.4%	3,486.80	3,200.00	286.80	108.96%	19,200.00
16115 · Nuisance Abatement	0.00	1,400.00	(1,400.00)	0.0%	0.00	2,800.00	(2,800.00)	0.0%	16,800.00
Total Security and Public Safety	12,338.40	14,510.00	(2,171.60)	85.03%	27,117.12	29,020.00	(1,902.88)	93.44%	174,120.00
Visual Improvements & Cultural									
16212 · Beautification Design & Install	0.00	9,715.20	(9,715.20)	0.0%	2,132.80	19,430.40	(17,297.60)	10.98%	116,582.40
16213 · Landscape Maintenance	1,053.00	2,500.00	(1,447.00)	42.12%	2,106.00	5,000.00	(2,894.00)	42.12%	30,000.00
16216 · Holiday Design & Install	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	3,200.00
Total Visual Improvements & Cultural	1,053.00	12,215.20	(11,162.20)	8.62%	4,238.80	24,430.40	(20,191.60)	17.35%	149,782.40
Total Uses	37,042.22	52,427.30	(15,385.08)	70.65%	74,868.27	104,854.60	(29,986.33)	71.4%	640,647.60
Net Ordinary Revenue	171,892.41	119,355.20	52,537.21	144.02%	439,170.67	393,017.23	46,153.44	111.74%	228,152.64
Planned Reserves	171,892.41	119,355.20	52,537.21	144.02%	439,170.67	393,017.23	46,153.44	111.74%	228,152.64

Montrose Management District
Revenue & Expenditures West Zone
February 2014

Sources of Funds	Feb 14	Budget	\$ Over Budget	% of Budget	Jan - Feb 14	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
14110-1 · Assessments.	577,126.30	267,733.52	309,392.78	215.56%	1,065,482.88	949,046.81	116,436.07	112.27%	1,095,176.72
14112-1 · Assessment Refunds.	17,730.01	1,530.00	16,200.01	1,158.82%	(3,261.88)	3,060.00	(6,321.88)	(106.6%)	18,360.00
14310-1 · Penalties & Interest.	2,431.93	1,416.67	1,015.26	171.67%	3,076.63	2,833.30	243.33	108.59%	17,000.00
14370-1 · Interest Earned on Temp. Inves	77.66	34.00	43.66	228.41%	118.01	68.00	50.01	173.54%	408.00
14380-1 · Interest.	13.44	5.67	7.77	237.04%	13.44	11.30	2.14	118.94%	68.00
14390-1 · Ending FY 2013 Fund Balance.	34,225.08	34,225.08	0.00	100.0%	68,450.16	68,450.16	0.00	100.0%	410,700.96
Total Sources of Funds	631,604.42	304,944.94	326,659.48	207.12%	1,133,879.24	1,023,469.57	110,409.67	110.79%	1,541,713.68
Uses of Funds									
Business Development									
16124-1 · Marketing & Public Rel Dir	2,045.10	2,150.22	(105.12)	95.11%	4,090.20	4,300.44	(210.24)	95.11%	25,802.64
16125-1 · Marketing & Public Relation	16,667.35	16,592.00	75.35	100.45%	34,275.22	33,184.00	1,091.22	103.29%	199,104.00
16130-1 · Publications	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
16131-1 · Web Site Development.	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
16135-1 · Economic Development Service	750.50	2,261.00	(1,510.50)	33.19%	1,429.60	4,522.00	(3,092.40)	31.61%	27,132.00
16140-1 · Web Site Main./Host/I.T.	0.00	510.00	(510.00)	0.0%	0.00	1,020.00	(1,020.00)	0.0%	6,120.00
16141-1 · GIS Services.	178.50	680.00	(501.50)	26.25%	765.00	1,360.00	(595.00)	56.25%	8,160.00
Total Business Development	19,641.45	22,193.22	(2,551.77)	88.5%	40,560.02	44,386.44	(3,826.42)	91.58%	266,318.64
Mobility & Transportation									
17001-1 · Transportation Inv. Contract.	0.00	3,400.00	(3,400.00)	0.0%	0.00	6,800.00	(6,800.00)	0.0%	40,800.00
17010-1 · Engineering Services.	0.00	5,666.67	(5,666.67)	0.0%	0.00	11,333.34	(11,333.34)	0.0%	68,000.04
17020-1 · Bridge Lighting Maint.	10,172.80				13,525.20				
17030-1 · Mobility Projects.	0.00	7,366.67	(7,366.67)	0.0%	0.00	14,733.34	(14,733.34)	0.0%	88,400.04
Total Mobility & Transportation	10,172.80	16,433.34	(6,260.54)	61.9%	13,525.20	32,866.68	(19,341.48)	41.15%	197,200.08
Project Staffing & Admin									
16150-1 · Admin & Management	1,426.10	1,487.50	(61.40)	95.87%	2,852.20	2,975.00	(122.80)	95.87%	17,850.00
16160-1 · Reimbursable Expenses.	138.35	906.67	(768.32)	15.26%	474.78	1,813.34	(1,338.56)	26.18%	10,880.04
16170-1 · Reimbursable Mileage.	483.90	283.33	200.57	170.79%	1,057.54	566.66	490.88	186.63%	3,399.96
16180-1 · Postage, Deliveries	17.16	73.67	(56.51)	23.29%	64.09	147.34	(83.25)	43.5%	884.04
16190-1 · Printing & Reproduction	670.55	396.67	273.88	169.05%	1,027.44	793.34	234.10	129.51%	4,760.04
16200-1 · Public Notices, Advertising	0.00	453.33	(453.33)	0.0%	0.00	906.66	(906.66)	0.0%	5,439.96
16210-1 · Project Management	3,171.51	2,784.60	386.91	113.9%	6,343.02	5,569.20	773.82	113.9%	33,415.20
16215-1 · Director Of Services	4,564.67	4,799.27	(234.60)	95.11%	9,129.34	9,598.54	(469.20)	95.11%	57,591.24
16220-1 · Legal Services.	3,447.23	1,360.00	2,087.23	253.47%	9,055.89	2,720.00	6,335.89	332.94%	16,320.00
16250-1 · Bookkeeping.	1,207.00	884.00	323.00	136.54%	2,026.40	1,768.00	258.40	114.62%	10,608.00
16260-1 · Assess Data Mgmt & Billing Svc	4,402.67	1,246.67	3,156.00	353.15%	4,402.67	2,493.34	1,909.33	176.58%	14,960.04
16270-1 · Office Supplies.	0.00	170.00	(170.00)	0.0%	0.00	340.00	(340.00)	0.0%	2,040.00
16280-1 · Other.	15.10	34.00	(18.90)	44.41%	29.18	68.00	(38.82)	42.91%	408.00
16290-1 · Office Lease Space.	812.07	884.00	(71.93)	91.86%	1,624.14	1,768.00	(143.86)	91.86%	10,608.00

Montrose Management District

Revenue & Expenditures West Zone

February 2014

	Feb 14	Budget	\$ Over Budget	% of Budget	Jan - Feb 14	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
16291-1 · Office Equipment.	0.00	226.67	(226.67)	0.0%	61.44	453.34	(391.90)	13.55%	2,720.04
16340-1 · Auditing Fees.	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	7,480.00
16530-1 · Insurance & Surety Bond.	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	10,200.00
Total Project Staffing & Admin	20,356.31	15,990.38	4,365.93	127.3%	38,148.13	31,980.76	6,167.37	119.29%	209,564.56
Security and Public Safety									
15415-1 · Vehicle Maint. & Operations.	637.84	2,153.33	(1,515.49)	29.62%	3,892.04	4,306.66	(414.62)	90.37%	25,839.96
15420-1 · Contract Public Safety Service	18,100.75	20,099.67	(1,998.92)	90.06%	38,671.42	40,199.34	(1,527.92)	96.2%	241,196.04
15425-1 · Mobile Camera Program.	3,648.73	1,700.00	1,948.73	214.63%	6,791.21	3,400.00	3,391.21	199.74%	20,400.00
15430-1 · Cell Phone.	0.00	102.00	(102.00)	0.0%	137.93	204.00	(66.07)	67.61%	1,224.00
16101-1 · Public Safety Training.	0.00	26.67	(26.67)	0.0%	0.00	53.34	(53.34)	0.0%	320.04
16102-1 · Public Safety Equipment.	54.08	283.33	(229.25)	19.09%	108.16	566.66	(458.50)	19.09%	3,399.96
16110-1 · Graffiti Abatement.	3,481.60	3,400.00	81.60	102.4%	7,393.20	6,800.00	593.20	108.72%	40,800.00
16115-1 · Nuisance Abatement.	0.00	2,975.00	(2,975.00)	0.0%	0.00	5,950.00	(5,950.00)	0.0%	35,700.00
Total Security and Public Safety	25,923.00	30,740.00	(4,817.00)	84.33%	56,993.96	61,480.00	(4,486.04)	92.7%	368,880.00
Visual Improvements & Cultural									
16212-1 · Identification Design & Install	0.00	20,644.80	(20,644.80)	0.0%	4,532.20	41,289.60	(36,757.40)	10.98%	247,737.60
16216-1 · Holiday Design & Install.	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	6,800.00
Total Visual Improvements & Cultural	0.00	20,644.80	(20,644.80)	0.0%	4,532.20	41,289.60	(36,757.40)	10.98%	254,537.60
Total Uses	76,093.56	106,001.74	(29,908.18)	71.79%	153,759.51	212,003.48	(58,243.97)	72.53%	1,296,500.88
Net Ordinary Revenue	555,510.86	198,943.20	356,567.66	279.23%	980,119.73	811,466.09	168,653.64	120.78%	245,212.80
Planned Reserves	555,510.86	198,943.20	356,567.66	279.23%	980,119.73	811,466.09	168,653.64	120.78%	245,212.80

Montrose Management District
Revenue & Expenditures Total Zone
February 2014

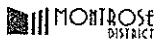
Sources of Funds	Feb 14	Budget	\$ Over Budget	% of Budget	Jan - Feb 14	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
14100-1 - Assessments	577,126.30	267,733.52	309,392.78	215.56%	1,065,482.88	949,046.81	116,436.07	112.27%	1,095,176.72
14100 - Assessments	173,008.86	142,330.58	30,678.30	121.55%	455,414.39	435,968.07	19,446.32	103.75%	515,377.28
14101-1 - Assessment Refunds	17,730.01	1,530.00	16,200.01	1,158.82%	(3,261.80)	3,060.00	(6,321.80)	(106.4%)	18,360.00
14102 - Assessment Refunds	6,455.02	720.00	5,735.02	896.53%	766.90	1,440.00	(673.10)	(53.26%)	8,640.00
14300-1 - Penalties & Interest	2,431.93	1,416.67	1,015.26	170.57%	3,076.63	2,833.30	243.33	108.59%	17,000.00
14300 - Penalties & Interest	1,365.45	666.67	698.78	204.82%	1,472.87	1,333.30	339.57	125.47%	9,000.00
14370-1 - Interest Earned on Temp. Invest	77.66	34.00	43.66	228.41%	118.01	68.00	50.01	173.54%	408.00
14370 - Interest Earned on Temp. Invest	52.37	16.00	36.37	327.31%	85.29	32.00	53.29	266.53%	192.00
14380-1 - Interest	13.44	5.07	7.77	237.04%	13.44	11.30	2.14	118.94%	68.00
14380 - Interest	6.33	2.67	3.66	237.08%	6.33	5.30	1.03	119.43%	32.00
14990-1 - Ending FY 2013 Fund Balance	34,225.08	0.00	34,225.08	100.00%	68,450.16	68,450.16	0.00	100.00%	410,700.96
14990 - Ending FY 2013 Fund Balance	28,046.58	28,046.58	0.00	100.00%	56,093.16	56,093.16	0.00	100.00%	336,538.96
Total Sources of Funds	840,539.05	476,727.44	363,811.61	176.31%	1,647,918.18	1,521,341.40	126,576.78	108.32%	2,410,513.92
Uses of Funds									
Business Development									
1624-1 - Marketing & Public Rel Dir	2,045.10	2,150.22	(105.12)	95.11%	4,090.20	4,390.44	(300.24)	95.11%	25,802.64
1624 - Marketing & Public Rel Director	956.40	1,011.87	(55.47)	95.51%	1,932.80	2,023.74	(90.94)	95.51%	12,142.44
1625-1 - Marketing & Public Relation	16,667.35	16,592.00	75.35	100.45%	34,275.22	33,184.00	1,091.22	103.20%	195,104.00
1625 - Marketing & Public Relations	7,851.32	7,808.00	43.32	100.56%	16,148.02	15,616.00	532.02	103.41%	93,696.00
1631-1 - Web Site Development	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00
1631 - Web Site Development	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00
1633-1 - Economic Development Service	750.50	2,261.00	(1,510.50)	33.19%	1,429.60	4,522.00	(3,092.40)	31.61%	27,132.00
1633 - Economic Development Services	354.50	1,064.00	(709.50)	33.32%	675.40	2,128.00	(1,452.60)	31.74%	12,768.00
16340-1 - Web Site Maint./Host/I.T.	0.00	510.00	(510.00)	0.00%	0.00	1,020.00	(1,020.00)	0.00%	6,120.00
16340 - Web Site Maint./Host/I.T.	0.00	240.00	(240.00)	0.00%	0.00	480.00	(480.00)	0.00%	2,880.00
16341-1 - GIS Services	178.50	680.00	(501.50)	26.25%	765.00	1,360.00	(595.00)	56.25%	8,160.00
16341 - GIS Services	84.00	320.00	(236.00)	26.25%	360.00	640.00	(280.00)	56.25%	3,840.00
Total Business Development	28,897.47	32,637.09	(3,739.62)	88.54%	59,076.24	65,274.18	(6,197.94)	91.42%	391,645.08
Mobility & Transportation									
17001-1 - Transportation Inv. Contract	0.00	3,400.00	(3,400.00)	0.00%	0.00	6,800.00	(6,800.00)	0.00%	40,800.00
17001 - Transportation Inv. Contract	0.00	1,600.00	(1,600.00)	0.00%	0.00	3,200.00	(3,200.00)	0.00%	19,200.00
17010-1 - Engineering Services	0.00	5,666.67	(5,666.67)	0.00%	0.00	11,333.34	(11,333.34)	0.00%	68,000.04
17010 - Engineering Services	0.00	2,666.67	(2,666.67)	0.00%	0.00	5,333.34	(5,333.34)	0.00%	32,000.04
17020-1 - Bridge Lighting Maint.	10,172.80	0.00	10,172.80	0.00%	13,525.20	0.00	13,525.20	0.00%	88,400.04
17020 - Bridge Lighting Maint	4,787.20	7,366.67	(7,366.67)	0.00%	6,364.80	14,733.34	(14,733.34)	0.00%	41,600.04
17030-1 - Mobility Projects	0.00	3,466.67	(3,466.67)	0.00%	0.00	6,933.34	(6,933.34)	0.00%	290,000.16
17030 - Mobility Projects	0.00	24,166.68	(24,166.68)	61.9%	19,890.00	48,333.36	(28,443.36)	41.15%	290,000.16
Total Mobility & Transportation	14,960.00	24,166.68	(9,206.68)	61.9%	19,890.00	48,333.36	(28,443.36)	41.15%	290,000.16
Project Staffing & Admin									
16150-1 - Admin & Management	1,426.10	1,487.50	(61.40)	95.87%	2,852.20	2,975.00	(122.80)	95.87%	17,850.00
16150 - Admin & Management	673.90	700.00	(26.10)	96.27%	1,347.80	1,400.00	(52.20)	96.27%	8,400.00
16160-1 - Reimbursable Expenses	138.35	906.67	(768.32)	15.26%	474.78	1,813.34	(1,338.56)	26.18%	10,880.04
16160 - Reimbursable Expenses	65.11	426.67	(361.56)	15.26%	223.43	853.34	(629.91)	26.18%	5,128.04
16170-1 - Reimbursable Mileage	483.90	283.33	200.57	170.79%	1,057.54	566.66	490.88	186.63%	3,399.96
16170 - Reimbursable Mileage	227.71	133.33	94.38	170.79%	497.66	266.66	231.00	186.63%	1,599.96
16180-1 - Postage, Deliveries	17.16	73.67	(56.51)	23.29%	64.09	147.34	(83.25)	43.5%	884.04
16180 - Postage, Deliveries	8.08	34.67	(26.59)	23.31%	30.16	69.34	(39.18)	43.5%	416.04
16190-1 - Printing & Reproduction	670.55	396.67	273.88	169.05%	1,027.44	793.34	234.10	129.51%	4,760.04
16190 - Printing & Reproduction	315.56	186.67	128.89	169.05%	483.52	373.34	110.18	129.51%	2,240.04
16200-1 - Public Notices, Advertising	0.00	453.33	(453.33)	0.00%	0.00	906.66	(906.66)	0.00%	5,439.96
16200 - Public Notices, Advertising	0.00	213.33	(213.33)	0.00%	0.00	426.66	(426.66)	0.00%	2,555.96
16210-1 - Project Management	3,171.51	2,784.60	386.91	113.9%	6,343.02	5,569.20	773.82	113.9%	33,415.20
16210 - Project Management	1,497.65	1,310.40	187.25	114.29%	2,995.30	2,620.80	374.50	114.29%	15,724.80

Montrose Management District

Revenue & Expenditures Total Zone

February 2014

	Feb 14	Budget	\$ Over Budget	% of Budget	Jan - Feb 14	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
16215-1 - Director Of Services	4,564.67	4,799.27	(234.60)	95.11%	9,129.34	9,598.54	(469.20)	95.11%	57,591.24
16215 - Director Of Services	2,157.00	2,258.48	(101.48)	95.51%	4,314.00	4,516.56	(202.56)	95.51%	27,101.76
16220-1 - Legal Services	3,447.23	1,360.00	2,087.23	253.47%	9,056.89	2,720.00	6,336.89	333.94%	16,320.00
16220 - Legal Services	1,622.22	640.00	982.22	253.47%	4,284.80	1,280.00	3,004.80	334.75%	7,600.00
16250-1 - Bookkeeping	1,207.00	884.00	323.00	136.54%	2,026.40	1,768.00	258.40	114.62%	10,608.00
16250 - Bookkeeping	568.00	416.00	152.00	136.54%	953.60	832.00	121.60	114.62%	4,992.00
16260-1 - Assess Data Mgmt & Billing Svc	4,402.67	1,246.67	3,156.00	353.15%	4,402.67	2,493.34	1,909.33	176.58%	14,960.04
16260 - Assess Data Mgmt & Billing Svc	2,071.84	586.67	1,485.17	353.15%	2,071.84	1,173.34	898.50	176.58%	7,040.84
16270-1 - Office Supplies	0.00	170.00	(170.00)	0.0%	0.00	340.00	(340.00)	0.0%	2,040.00
16270 - Office Supplies	0.00	80.00	(80.00)	0.0%	0.00	160.00	(160.00)	0.0%	960.00
16280-1 - Other	15.10	34.00	(18.90)	44.41%	29.18	68.00	(38.82)	42.91%	408.00
16280 - Other	12.40	16.00	(3.60)	77.5%	24.32	32.00	(7.68)	76.0%	192.00
16290-1 - Office Lease Space	812.07	884.00	(71.93)	91.86%	1,624.14	1,768.00	(143.86)	91.86%	10,608.00
16290 - Office Lease Space	387.93	416.00	(28.07)	93.25%	775.86	832.00	(56.14)	91.25%	4,992.00
16291 - Office Equipment	0.00	226.67	(226.67)	0.0%	61.44	453.34	(391.90)	13.55%	2,720.04
16300-1 - Auditing Fees	0.00	106.67	(106.67)	0.0%	29.04	213.34	(184.30)	13.61%	1,280.04
16340 - Auditing Fees	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	7,480.00
16530-1 - Insurance & Surety Bond	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	3,520.00
16530 - Insurance & Surety Bond	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	10,200.00
16600 - Payroll Expenses	2,004.87	3,200.00	(1,195.13)	62.65%	4,213.71	6,400.00	(2,186.29)	65.84%	4,800.00
Total Project Staffing & Admin	31,968.58	28,715.27	5,253.31	119.66%	60,993.17	53,430.54	6,562.63	113.03%	38,400.00
Security and Public Safety									346,583.24
15415-1 - Vehicle Maint. & Operations	637.84	2,153.33	(1,515.49)	29.62%	3,892.04	4,306.66	(414.62)	90.37%	25,839.96
15415 - Vehicle Maint. & Operations	300.16	1,013.33	(713.17)	29.62%	1,831.54	2,026.66	(195.12)	90.37%	12,159.96
15420-1 - Contract Public Safety Service	18,100.75	20,099.67	(1,998.92)	90.05%	38,671.42	40,159.34	(1,527.92)	96.2%	241,196.04
15420 - Contract Public Safety Service	8,647.00	9,458.67	(811.67)	91.42%	18,466.44	18,917.34	(450.90)	97.62%	113,504.04
15425-1 - Mobile Camera Program	3,648.73	1,700.00	1,948.73	214.63%	6,791.21	3,400.00	3,391.21	195.74%	20,400.00
15425 - Mobile Camera Program	1,726.84	800.00	926.84	215.85%	3,215.43	1,600.00	1,615.43	200.90%	9,600.00
15430-1 - Cell Phone	0.00	102.00	(102.00)	0.0%	137.93	204.00	(66.07)	67.61%	1,224.00
15430 - Cell Phone	0.00	48.00	(48.00)	0.0%	64.91	96.00	(31.09)	67.62%	576.00
16000 - Store Front Equipment	0.00	56.67	(56.67)	0.0%	0.00	113.34	(113.34)	0.0%	680.04
16001-1 - Public Safety Training	0.00	26.67	(26.67)	0.0%	0.00	53.34	(53.34)	0.0%	320.04
16002-1 - Public Safety Equipment	54.08	283.33	(229.25)	19.09%	108.16	566.66	(458.50)	19.09%	3,399.96
16002 - Public Safety Equipment	26.00	133.33	(107.33)	19.5%	52.00	266.66	(214.66)	19.5%	1,599.96
16100-1 - Graffiti Abatement	3,461.60	3,400.00	61.60	102.4%	7,393.20	6,800.00	593.20	108.72%	40,800.00
16100 - Graffiti Abatement	1,638.40	1,600.00	38.40	102.4%	3,486.80	3,200.00	286.80	108.96%	19,200.00
16115-1 - Nuisance Abatement	0.00	2,975.00	(2,975.00)	0.0%	0.00	5,950.00	(5,950.00)	0.0%	35,700.00
16115 - Nuisance Abatement	0.00	1,400.00	(1,400.00)	0.0%	0.00	2,800.00	(2,800.00)	0.0%	16,800.00
Total Security and Public Safety	38,261.40	45,250.00	(6,988.60)	84.56%	84,111.08	90,500.00	(6,388.92)	92.94%	543,000.00
Visual Improvements & Cultural									
16212-1 - Identification Design & Install	0.00	20,644.80	(20,644.80)	0.0%	4,532.20	41,289.60	(36,757.40)	10.98%	247,737.60
16212 - Beautification Design & Install	0.00	9,715.20	(9,715.20)	0.0%	2,132.80	19,430.40	(17,297.60)	10.98%	116,582.40
16213 - Landscape Maintenance	1,053.00	2,500.00	(1,447.00)	42.12%	2,106.00	5,000.00	(2,894.00)	42.12%	30,000.00
16216-1 - Holiday Design & Install	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	6,800.00
16216 - Holiday Design & Install	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	3,200.00
Total Visual Improvements & Cultural	1,053.00	32,860.00	(31,807.00)	3.21%	8,771.00	65,720.00	(56,949.00)	13.35%	404,330.00
16621-1 - Collection Expense - West Zone	0.00				564.31				
Total Uses	115,140.65	161,629.04	(46,488.39)	71.24%	233,405.80	323,258.08	(89,852.28)	72.27%	1,975,548.48
Net Ordinary Revenue	725,398.40	315,098.40	410,300.00	230.21%	1,414,512.38	1,198,083.32	216,429.06	118.07%	434,965.44
Pledged Reserves	725,398.40	315,098.40	410,300.00	230.21%	1,414,512.38	1,198,083.32	216,429.06	118.07%	434,965.44



Officer Payroll Report

Print to PDF

Shift Period	Name	Total Hours	Regular Hourly Rate	Hourly Compensation	Salary	Total
Feb-14						
Feb-14	Alms, Brian	24.00	\$43.00	\$1,032.00	\$0.00	\$1,032.00
Feb-14	Arroyo, Juan	40.00	\$43.00	\$1,720.00	\$0.00	\$1,720.00
Feb-14	Arroyo, Mandy	38.00	\$43.00	\$1,290.00	\$0.00	\$1,290.00
Feb-14	Bais, Richard	18.00	\$43.00	\$774.00	\$0.00	\$774.00
Feb-14	Beserra, Victor	24.00	\$43.00	\$1,032.00	\$1,500.00	\$4,532.00
Feb-14	Blevins, Sean	12.00	\$43.00	\$516.00	\$0.00	\$516.00
Feb-14	Day, Aaron	67.00	\$43.00	\$2,881.00	\$0.00	\$2,881.00
Feb-14	Gonzalez, Ricardo	20.00	\$43.00	\$860.00	\$0.00	\$860.00
Feb-14	Jaquaya, Lee	55.00	\$43.00	\$2,365.00	\$0.00	\$2,365.00
Feb-14	Laureano, Leon	54.00	\$43.00	\$2,322.00	\$0.00	\$2,322.00
Feb-14	Malana, Joseph	84.00	\$43.00	\$3,612.00	\$0.00	\$3,612.00
Feb-14	O'Brien, John	36.00	\$43.00	\$1,548.00	\$0.00	\$1,548.00
Feb-14	Ramos, Adalberto	24.00	\$43.00	\$1,032.00	\$0.00	\$1,032.00
Feb-14	Thibodeaux, Todd	30.00	\$43.00	\$1,290.00	\$0.00	\$1,290.00
Feb-14	Wall, Chad	10.00	\$43.00	\$430.00	\$0.00	\$430.00
Period Total		15		\$22,704.00	\$3,500.00	\$26,204.00
Grand Total		15		\$22,704.00	\$3,500.00	\$26,204.00

PAID
Check # 4024 - 4024

Saturday, March 01, 2014

Page 1 of 1



Equi-Tax Inc.

Ad Valorem Tax Assessors / Collectors

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: 02/19/2014

1911 W ALABAMA LP
& MONTE L TINKHAM
4055 WESTHEIMER RD STE A
HOUSTON TX 77027-5015

LTS 3 & 12 & TR 11B BLK 1
MONTLEW PLACE

1911 W ALABAMA ST

MONTROSE MD WRST

ACCOUNT NUMBER: 94/038/214/000/0014
TAX YEAR: 2013
REF No.: 0883522

Date Processed: 02/19/2014
RECEIPT NUMBER: 94130300
DEPOSIT BATCH No.: RF140219

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 2013 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 161-13-000244

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 \$102.97.

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

PAID
Check # 4025



Equi-Tax Inc.

Ad Valorem Tax Assessors / Collectors

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: 02/19/2014

4900 TRAVIS INVESTMENTS LLC
C/O J STEPHEN CRIM II
4900 TRAVIS ST
HOUSTON TX 77002-9748

LTS 1 & 2 BLK 4
SOUTH END VILLA

4900 TRAVIS ST

MONTROSE MD WEST

ACCOUNT NUMBER: 94/033/194/000/0001
TAX YEAR: 2012
REF No.: 0883521

Date Processed: 02/19/2014
RECEIPT NUMBER: 94000227
DEPOSIT BATCH No.: RF140219

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 161-13-000244

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 \$37.22.

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

PAID
Check # 4026



Equi-Tax Inc.

Ad Valorem Tax Assessors / Collectors

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: 02/19/2014

AutoZone Texas L.P.
c/o Wilson & Franco
11000 Richmond Ave Ste 350
Houston TX 77042

LT 6 BLK 3
HYDE PARK EXTN

2301 MONTROSE BLVD

MONTROSE MD EAST

ACCOUNT NUMBER: 92/018/045/000/0005
TAX YEAR: 2012
REF No.: 0883510

Date Processed: 02/19/2014
RECEIPT NUMBER: 92000170
DEPOSIT BATCH No.: RF140219

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 161-13-000244

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 \$17.50.

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

PAID
Check # 4027

**** OVERPAYMENT OF TAX NOTICE ****

MONTROSE MD EAST
DATE: 02/06/2014
TAX YEAR: 2013
OWNER NAME: KELLY G T
ACCOUNT NUMBER: 92/030/156/000/0011
PAID BY: 902665
CLEAR CHANNEL WORLDWIDE
20880 STONE OAK PARKWAY
SAN ANTONIO TX 78258

OVERPAYMENT: \$32.81
DEPOSIT BATCH NO.: 92-324
RECEIPT NUMBER: 92130305
CHECK NO.: 71880967
DATE OF PAYMENT: 01/31/2014
LEGAL DESCRIPTION
LT 12 & TR 11 BLK 14
ROSELAND

DISTRICT NAME OVERPAYMENT AMOUNT
MONTROSE MD EAST 32.81

REASON: paid February amount with January postmark

AMOUNT OF CHECK: 501.56 CHECK NO: 71880967
AMOUNT APPLIED: 468.75 Ref No.: PD FEB
DIFFERENCE: 32.81

COMPLETED BY: [Signature] DATE: 2-6

Refund payable to: _____

Address: _____

City: Itc275 op State: _____ Zip: ORIGINAL



1728



Equi-Tax Inc.
Ad Valorem Tax Assessors / Collectors

L# 030256111

RECEIVED
FEB 13 2014

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: 01/31/2014

LEGAL DESCRIPTION

CORELOGIC COMMERCIAL REAL ES
1 CORELOGIC DR
ROANOKE TX 76262

RES A BLK 1
SAGE PLAZA WESTHEIMER STAMFORD

515 WESTHEIMER RD

MONTROSE MD EAST
ACCOUNT NUMBER: 92/121/369/001/0001
TAX YEAR: 2013
REF No.: 030256111

OVERAGE AMOUNT: \$3,359.13
DATE OF PAYMENT: 01/31/2014
RECEIPT NUMBER: 92130445
DEPOSIT BATCH NO.: 92-322

Dear Taxpayer:

We have received your payment on the above referenced account. This account has been paid for the tax year listed above by: 515 WESTHEIMER LP

Please verify the description of the property, then Check one of the following boxes, COMPLETE and SIGN this form, and send it back to our office.

- ☒ Duplicate payment has been made in error, please issue a refund.
☐ Apply the payment to another account. Tax Account No. _____
☐ Responsible for payment on the referenced account, no refund requested.

Refund payable to: ATTN: EVELYN CHAPA (817) 699-8019

Address: P.O. BOX 96109
FT. WORTH, TEXAS 76161-009
City: echapa@corelogic.com

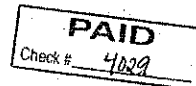
Signature: Evelyn Chapa Date: 2-10-14

Name (print): Evelyn Chapa Title: Sons Agent

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

Very truly yours,

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



Equi-Tax Inc.
Ad Valorem Tax Assessors / Collectors

JAN 21 2014

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FEB 13 2014

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: 01/16/2014

LEGAL DESCRIPTION

DAVIS-PENN MORTGAGE CO
12650 N FEATHERWOOD STE 120
HOUSTON TX 77034-4672

RES A BLK 1
417 419 HANTHORNE TH

220 W ALABAMA ST 131

MONTROSE MD EAST
ACCOUNT NUMBER: 92/037/037/001/0001
TAX YEAR: 2013
REF No.: 707

OVERAGE AMOUNT: \$10,446.70
DATE OF PAYMENT: 01/16/2014
RECEIPT NUMBER: 92130370
DEPOSIT BATCH NO.: 92-315

Dear Taxpayer:

We have received your payment on the above referenced account. This account has been paid for the tax year listed above by: CORELOGIC COMMERCIAL REAL ES

Please verify the description of the property, then Check one of the following boxes, COMPLETE and SIGN this form, and send it back to our office.

- ☒ Duplicate payment has been made in error, please issue a refund.
☐ Apply the payment to another account. Tax Account No. _____
☐ Responsible for payment on the referenced account, no refund requested.

Refund payable to: DAVIS-PENN MORTGAGE CO

Address: 12650 N. FEATHERWOOD Suite 120

City: HOUSTON State: TX Zip: 77034

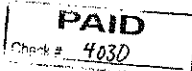
Signature: [Signature] Date: 2-7-14

Name (print): Cathy Ross Title: Loan Servicing

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

Very truly yours,

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



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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: 02/19/2014

LEGAL DESCRIPTION

DEWARRIS PROPERTIES LTD
2911 S SHEPHERD DR
HOUSTON TX 77098-1537

LTS 6 & 7 BLK 7
MELROSE PLACE

2911 S SHEPHERD DR

MONTROSE MD WEST

ACCOUNT NUMBER: 94/026/058/007/0006
TAX YEAR: 2012
REF No.: 0883519

Date Processed: 02/19/2014
RECEIPT NUMBER: 94000120
DEPOSIT BATCH NO.: RP140219

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: Change 2012-55594

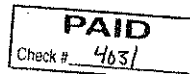
This action has resulted in a decrease in the amount of tax you owe. Accordingly, we are issuing you a refund in the amount of \$31.25.

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





Equi-Tax Inc.
Ad Valorem Tax Assessors / Collectors

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: 02/19/2014

DEMERIS PROPERTIES LTD
2911 S SHEPHERD DR
HOUSTON TX 77098-1537

LTS 8 9 & 10 BLK 7
MBLROSE PLACE
2901 S SHEPHERD DR

MONTRORSE MD WEST

ACCOUNT NUMBER: 94/026/058/007/0008
TAX YEAR: 2012
REF No.: 0883520

Date Processed: 02/19/2014
RECEIPT NUMBER: 94000121
DEPOSIT BATCH No.: RFI40219

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 2012-55594

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 \$227.46.

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



Equi-Tax Inc.
Ad Valorem Tax Assessors / Collectors

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: 02/19/2014

F6 PROPERTIES INC
2106 WAUGH DR
HOUSTON TX 77006-1116

LT 10 & TR 11A BLK 8
WESTMORELAND

420 W ALABAMA ST 16

MONTRORSE MD EAST

ACCOUNT NUMBER: 92/037/036/000/0010
TAX YEAR: 2013
REF No.: 0883511

Date Processed: 02/19/2014
RECEIPT NUMBER: 92130367
DEPOSIT BATCH No.: RFI40219

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 2013 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 101-13-000302

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 \$25.36.

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



Equi-Tax Inc.
Ad Valorem Tax Assessors / Collectors

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: 02/19/2014

FOUR G'S PROPERTIES LP
1800 SAINT JAMES PL STE 218
HOUSTON TX 77056-4109

LTS 21 & 22 BLK 2
JOE ANNIS

1108 JOE ANNIS ST 8

MONTRORSE MD WEST

ACCOUNT NUMBER: 94/064/230/002/0021
TAX YEAR: 2013
REF No.: 0883524

Date Processed: 02/19/2014
RECEIPT NUMBER: 94130752
DEPOSIT BATCH No.: RFI40219

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 2013 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 101-13-000162

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 \$74.52.

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



SECOND PAYMENT NOTICE

MONTRORSE MD WEST
DATE: 02/05/2014
TAX YEAR: 2013

OVERAGE AMOUNT: \$585.94
DEPOSIT BATCH No.: 94-223
RECEIPT NUMBER: 94130709

OWNER NAME: INNER LOOP HOLDINGS LTD

CHECK NO.: 19781

ACCOUNT NUMBER: 94/057/123/000/0028

DATE OF PAYMENT: 01/31/2014

PAID BY: 908419

LEGAL DESCRIPTION

MIDTOWN PROPERTIES, INC.
2106 WAUGH DRIVE
HOUSTON TX 77006

LT 29 & TR 28 BLK 3
RICHMOND PLACE

1926 NORFOLK ST

DISTRICT NAME OVERPAYMENT AMOUNT
MONTRORSE MD WEST 585.94
Amount of Refund: 585.94

AMOUNT OF CHECK: 585.94 CHECK NO.: 19781

AMOUNT APPLIED: .00 Ref No.:

DIFFERENCE: 585.94

COMPLETED BY: J DATE: 2-5

FIRST PAYMENT RECEIVED FROM: 795795 NATIONAL TAX SEARCH

DATE PAID: 01/17/2014 DEPOSIT# 94-215 CHECK# 9458

DISPOSITION OF OVERPAYMENT

PAID

REFUND TO: Midtown Properties Check # 4035 DATE: 2-7

Address: 2106 Waugh Dr

Address:

City: Houston State: TX Zip: 77006

APPLIED TO ACCT# _____ DATE: _____



Equi-Tax Inc.
Ad Valorem Tax Assessors / Collectors

RECEIVED

FEB 05 2014

www.equitaxinc.com

17111 Rolling Creek Drive, Suite 200, Houston, Texas 77060
P.O. Box 73109, Houston, Texas 77273
Customer Service 281.444.3948 fax 281.440.8304

DATE: 01/31/2014

LEGAL DESCRIPTION

MIDTOWN PROPERTIES, INC.
2106 WAUGH DRIVE
HOUSTON TX 77006

LT 7 & TR 8A BLK 12
WESTMORELAND

3620 GARROTT ST 16

MONTROSE MD EAST
ACCOUNT NUMBER: 92/037/040/000/0007
TAX YEAR: 2013
REF No.:

OVERAGE AMOUNT: \$739.14
DATE OF PAYMENT: 01/31/2014
RECEIPT NUMBER: 92130372
DEPOSIT BATCH No.: 92-322

Dear Taxpayer:

We have received your payment on the above referenced account. This account has been paid for the tax year listed above by: NATIONAL TAX SEARCH, LLC

Please verify the description of the property, then Check one of the following boxes, COMPLETE and SIGN this form, and send it back to our office.

- ☒ Duplicate payment has been made in error, please issue a refund.
☐ Apply the payment to another account. Tax Account No. 92/037/040/000/0010
☐ Responsible for payment on the referenced account, no refund requested.

Refund payable to: MIDTOWN PROPERTIES, INC.

Address: 2106 Waugh DR.

City: Houston State: TX Zip: 77006

Signature: [Signature] Date: 2-4-2014

Name (print): Jeff Gould Title: V.P.

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

Very truly yours,

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

PAID

Check # 4036



Equi-Tax Inc.
Ad Valorem Tax Assessors / Collectors

RECEIVED

FEB 05 2014

www.equitaxinc.com

17111 Rolling Creek Drive, Suite 200, Houston, Texas 77060
P.O. Box 73109, Houston, Texas 77273
Customer Service 281.444.3948 fax 281.440.8304

DATE: 01/31/2014

LEGAL DESCRIPTION

MIDTOWN PROPERTIES, INC.
2106 WAUGH DRIVE
HOUSTON TX 77006

LT 10 & TR 11A BLK 5
WESTMORELAND

420 N ALABAMA ST 16

MONTROSE MD EAST
ACCOUNT NUMBER: 92/037/036/000/0018
TAX YEAR: 2013
REF No.:

OVERAGE AMOUNT: \$1,005.24
DATE OF PAYMENT: 01/31/2014
RECEIPT NUMBER: 92130367
DEPOSIT BATCH No.: 92-322

Dear Taxpayer:

We have received your payment on the above referenced account. This account has been paid for the tax year listed above by: NATIONAL TAX SEARCH, LLC

Please verify the description of the property, then Check one of the following boxes, COMPLETE and SIGN this form, and send it back to our office.

- ☒ Duplicate payment has been made in error, please issue a refund.
☐ Apply the payment to another account. Tax Account No. 92/037/036/000/0010
☐ Responsible for payment on the referenced account, no refund requested.

Refund payable to: MIDTOWN PROPERTIES, INC.

Address: 2106 Waugh DR.

City: Houston State: TX Zip: 77006

Signature: [Signature] Date: 2-4-2014

Name (print): Jeff Gould Title: V.P.

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

Very truly yours,

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

PAID

Check # 4037



Equi-Tax Inc.
Ad Valorem Tax Assessors / Collectors

RECEIVED

FEB 05 2014

www.equitaxinc.com

17111 Rolling Creek Drive, Suite 200, Houston, Texas 77060
P.O. Box 73109, Houston, Texas 77273
Customer Service 281.444.3948 fax 281.440.8304

DATE: 01/31/2014

LEGAL DESCRIPTION

MIDTOWN PROPERTIES, INC.
2106 WAUGH DRIVE
HOUSTON TX 77006

LOTS 11 & 12 BLK 12
WESTMORELAND

3602 GARROTT ST 20

MONTROSE MD EAST
ACCOUNT NUMBER: 92/037/040/000/0011
TAX YEAR: 2013
REF No.:

OVERAGE AMOUNT: \$1,289.59
DATE OF PAYMENT: 01/31/2014
RECEIPT NUMBER: 92130373
DEPOSIT BATCH No.: 92-322

Dear Taxpayer:

We have received your payment on the above referenced account. This account has been paid for the tax year listed above by: NATIONAL TAX SEARCH, LLC

Please verify the description of the property, then Check one of the following boxes, COMPLETE and SIGN this form, and send it back to our office.

- ☒ Duplicate payment has been made in error, please issue a refund.
☐ Apply the payment to another account. Tax Account No. 92/037/040/000/0011
☐ Responsible for payment on the referenced account, no refund requested.

Refund payable to: MIDTOWN PROPERTIES, INC.

Address: 2106 Waugh DR.

City: Houston State: TX Zip: 77006

Signature: [Signature] Date: 2-4-2014

Name (print): Jeff Gould Title: V.P.

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

Very truly yours,

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

PAID

Check # 4038

**** SECOND PAYMENT NOTICE ****

MONTROSE MD WEST
DATE: 02/05/2014
TAX YEAR: 2013

OVERAGE AMOUNT: \$2,014.40
DEPOSIT BATCH No.: 94-223
RECEIPT NUMBER: 94130707

OWNER NAME: F6 PROPERTIES INC

CHECK NO.: 19781

ACCOUNT NUMBER: 94/057/123/000/0011

DATE OF PAYMENT: 01/31/2014

PAID BY: 908419

LEGAL DESCRIPTION

MIDTOWN PROPERTIES, INC.
2106 WAUGH DRIVE
HOUSTON TX 77006

LT 27 & TRS 11 12A 26A & 28A
BLK 3
RICHMOND PLACE

1919 PORTSMOUTH ST 30

DISTRICT NAME OVERPAYMENT AMOUNT
MONTROSE MD WEST 2,014.40
Amount of Refund: 2,014.40

AMOUNT OF CHECK: 2,014.40

CHECK NO.: 19781

AMOUNT APPLIED: .00

Ref No.:

DIFFERENCE: 2,014.40

COMPLETED BY: [Signature] DATE: 2-5

FIRST PAYMENT RECEIVED FROM: 795795 NATIONAL TAX SEARCH

DATE PAID: 01/17/2014 DEPOSITS: 94-215 CHECKS: 9458

PAID

Check # 4039

REFUND TO: Midtown Properties

DATE: 2-7

Address: 2106 Waugh Dr.

Address: Houston State: TX Zip: 77006

APPLIED TO ACCT# DATE:

**** SECOND PAYMENT NOTICE ****

MONTROSE MD WEST
DATE: 02/05/2014
TAX YEAR: 2013
OWNER NAME: F6 PROPERTIES INC
ACCOUNT NUMBER: 94/018/058/000/0001
PAID BY: 908419

OVERAGE AMOUNT: \$1,585.00
DEPOSIT BATCH NO.: 94-223
RECEIPT NUMBER: 94130096
CHECK NO.: 19781
DATE OF PAYMENT: 01/31/2014
LEGAL DESCRIPTION

MIDTOWN PROPERTIES, INC.
2106 WAUGH DRIVE
HOUSTON TX 77006

LTS 1 & 2 & TR 3A BLK 11 &
TR D BLK 12
HYDE PARK HEIGHTS
2300 PARK ST 20

DISTRICT NAME OVERPAYMENT AMOUNT
MONTROSE MD WEST 1,585.00
Amount of Refund: 1,585.00

AMOUNT OF CHECK: 1,585.00 CHECK NO: 19781
AMOUNT APPLIED: .00 Ref No.:
DIFFERENCE: 1,585.00
COMPLETED BY: [Signature] DATE: 2-5

FIRST PAYMENT RECEIVED FROM: 000795 NATIONAL TAX SEARCH, LLC

DATE PAID: 01/14/2014 DEPOSIT# 94-211 CHECK# 9394

DISPOSITION OF OVERPAYMENT

PAID
Check # 4040

REFUND TO: Midtown Properties DATE: 2-7
Address: 2106 Waugh Dr
Address:
City: Houston State: TX Zip: 77006
APPLIED TO ACCT# DATE:



Equi-Tax Inc.
Ad Valorem Tax Assessors / Collectors

www.equitaxinc.com

17111 Rolling Creek Drive, Suite 200, Houston, Texas 77090
P. O. Box 73109, Houston, Texas 77273
Customer Service 281.444.3948 fax 281.440.8304

DATE: 02/19/2014

BARR PAUL
181 W 6TH ST STE 415
AUSTIN TX 78701-2933

LTS 16 & 17 BLK 3
MANDELL PLACE

1624 MARSHALL ST 16

MONTROSE MD WEST

ACCOUNT NUMBER: 94/052/223/000/0016
TAX YEAR: 2013
REF No.: 0883523

Date Processed: 02/19/2014
RECEIPT NUMBER: 94130515
DEPOSIT BATCH No.: RP140219

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 2013 tax year.

The explanation of the change is:

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

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 \$28.57.

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

PAID
Check # 4041



Equi-Tax Inc.
Ad Valorem Tax Assessors / Collectors

www.equitaxinc.com

17111 Rolling Creek Drive, Suite 200, Houston, Texas 77090
P. O. Box 73109, Houston, Texas 77273
Customer Service 281.444.3948 fax 281.440.8304

DATE: 02/04/2014

PORTSMOUTH APARTMENTS LTD
7547 INWOOD DR
HOUSTON TX 77063-1801

LEGAL DESCRIPTION
LT 25 & TR 26A BLK 1
RICHMOND PLACE

1930 PORTSMOUTH ST 13

MONTROSE MD WEST

ACCOUNT NUMBER: 94/057/121/000/0025
TAX YEAR: 2012
REF No.: 0883060

Date Processed: 02/04/2014
RECEIPT NUMBER: 94000705
DEPOSIT BATCH No.: RP140204

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: Change in value

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 \$53.75.

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

PAID
Check # 4042

**** OVERPAYMENT OF TAX NOTICE ****

MONTROSE MD EAST
DATE: 02/06/2014
TAX YEAR: 2013

OWNER NAME: BERCON LTD

ACCOUNT NUMBER: 92/030/246/000/0008

PAID BY: 670542

RIVERWAY TITLE COMPANY LLC
5 RIVERWAY STE 300
HOUSTON TX 77056

OVERPAYMENT: \$71.40
DEPOSIT BATCH NO.: 92-324
RECEIPT NUMBER: 92130325

CHECK NO.: 44749

DATE OF PAYMENT: 01/31/2014

LEGAL DESCRIPTION

TR 8 BLK 2
ROSSMOYNE

YOAKUM BLVD

DISTRICT NAME OVERPAYMENT AMOUNT
MONTROSE MD EAST 71.40

REASON: paid February amount with January postmark

AMOUNT OF CHECK: 1,091.40 CHECK NO: 44749
AMOUNT APPLIED: 1,020.00 Ref No.: 130518
DIFFERENCE: 71.40

COMPLETED BY: [Signature] DATE: 2-6

Refund payable to:

Address:
City: Itc275 op State: TX Zip: 77061

PAID
Check # 4043

**** SECOND PAYMENT NOTICE ****

MONTROSE MD WEST
 DATE: 01/31/2014
 TAX YEAR: 2013
 OWNER NAME: WINTERS JAMES A
 ACCOUNT NUMBER: 94/056/121/000/0011
 PAID BY: 640920
 WINTERS JAMES
 MAJOR LEAGUE CAR SALES
 15106 TRAILSIDE DR
 HOUSTON TX 77095
 OVERAGE AMOUNT: \$622.21
 DEPOSIT BATCH NO.: 94-222
 RECEIPT NUMBER: 94130661
 CHECK NO.: 1948
 DATE OF PAYMENT: 01/31/2014
 LEGAL DESCRIPTION
 TRS 11 12 & 13A BLK 1
 DEARBORN PLACE
 2015 W ALABAMA ST 1

DISTRICT NAME OVERPAYMENT AMOUNT
 MONTROSE MD WEST 622.21
 Amount of Refund: 622.21

AMOUNT OF CHECK: 622.21 CHECK NO: 1948
 AMOUNT APPLIED: .00 Ref No.:
 DIFFERENCE: 622.21
 COMPLETED BY: [Signature] DATE: 1-31

FIRST PAYMENT RECEIVED FROM: 700921 PREFERRED BANK

DATE PAID: 12/29/2013 DEPOSIT# 94-208 CHECK# 11481

DISPOSITION OF OVERPAYMENT

PAID
 Check # 4048

REFUND TO: James Winters DATE: 2-6

Address: 15106 Trailside Dr.

Address: _____

City: Houston State: TX zip: 77095

APPLIED TO ACCT# _____ DATE: _____

7/10/12 001164

ally

PO BOX 380002
 BLOOMINGTON MN 55438-0902
 THE MONTROSE MANAGEMENT
 PO BOX 22167
 HOUSTON TX 77227

ACCOUNT NUMBER	ACCOUNT TYPE	ACCOUNT NUMBER	ACCOUNT TYPE
611920291691	1813.75		
611920291691	1813.75		
STATEMENT TOTAL:		\$1,671.50	

PAYMENT PROCESSING CENTER
 PO BOX 78234
 PHOENIX AZ 85062-8234

04 07 611 9202 97691 8 00167150 2 7 4

1. COLD AT CAR MOUNTS

Do not send cash or post-dated checks. All checks will be deposited upon receipt. Make checks payable to ALLY. Return the above portion with your payment to the Payment Processing Center address above.

2. FOLD & RE-USE PORTION

Questions? Visit allyauto.com or call 888-925-2559 (ALLY)

ally

Account Summary

Account Number	Description	Next Payment	Paid Due Payments - Pay Immediately	Other Unpaid Amounts - Pay Immediately	TOTAL
611920291691	Order Due	09/13/14	Due Date	Amount	
144EPR0040100000	Base Payment	\$469.00	02/13/14	\$398.75	
104RUCACSEC340225	Sales/Tax				
	Per. Prop. Tax				
	Other Scheduled				
Payments Remaining: 35					
SCHEDULED					
END DATE: 01/12/17					
TOTALS		\$469.00		\$398.75	\$867.75

Account Number	Description	Next Payment	Paid Due Payments - Pay Immediately	Other Unpaid Amounts - Pay Immediately	TOTAL
611920291691	Order Due	09/13/14	Due Date	Amount	
144EPR0040100000	Base Payment	\$469.00	02/13/14	\$398.75	
104RUCACSEC340225	Sales/Tax				
	Per. Prop. Tax				
	Other Scheduled				
Payments Remaining: 35					
SCHEDULED					
END DATE: 01/12/17					
TOTALS		\$469.00		\$398.75	\$867.75

STATEMENT TOTAL: \$1,671.50

Statement reflects payment(s) received through: 02/18/14

Additional Payment Options:

Automatic Debits - Allow your payment to be conveniently transferred from your checking or savings account to Ally. Please visit allyauto.com for more information.
 Online Payments - Register for Ally Online Services at allyauto.com, add your account, then schedule one-time payments at your convenience.
 Other Payment Options - To hear available options call 888-925-2559.

PAID
 Check # 4050

OK [Signature]

BLANK ROME LLP
COUNSELORS AT LAW

700 LOUISIANA
 SUITE 4000
 HOUSTON, TEXAS 77002-2727
 (713) 228-6601 FAX: (713) 228-6605
 FEDERAL TAX ID. NO. 23-1511874

MONTROSE MANAGEMENT DISTRICT
 C/O BILL CALDERON
 HAWES HILL CALDERON LLP
 9610 LONGPOINT
 HOUSTON, TX 77005
 SUITE 150

INVOICE DATE: FEBRUARY 06, 2014
 MATTER NO. 139016-00601 02752
 INVOICE NO. 1368968

REGARDING: MONTROSE MANAGEMENT DISTRICT
 CAUSE NO. 2012-10396; 1620 HAWTHORNE LTD. VS. MONTROSE
 MANAGEMENT DISTRICT; IN THE 33RD JUDICIAL DISTRICT
 COURT OF HARRIS COUNTY, TEXAS

FOR LEGAL SERVICES RENDERED THROUGH JANUARY 31, 2014

DATE	DESCRIPTION	TIMEKEEPER	TASK ACTIVITY HOURS	AMOUNT
01/03/14	CALENDAR AND REVIEW 2014 DOCKET CONTROL ORDER DEADLINES	ABRAMS, BARRY	0.10	42.50
TOTAL SERVICES			\$	42.50

CURRENT INVOICE TOTAL \$ 42.50

TIME AND FEE SUMMARY

TIMEKEEPER	RATE	HOURS	FEES
BARRY ABRAMS	425.00	0.10	42.50
TOTALS		0.10	\$ 42.50

PAID
 Check # 4051

Bracewell & Giuliani LLP
ATTORNEYS AT LAW

P. O. Box 84856
 Dallas, TX 75284-8566
 713-223-2300
 TAX ID 74-1024827

Page 1

Montrose Management District
 3815 Montrose Boulevard
 Suite 211
 Houston, Texas 77006

February 6, 2014
 Invoice: 21571414
 B/A: 04674

Our Matter #: 051914.000001 For Services Through January 31, 2014
General Counsel

			Hours	Rate/Hr	Amount
01/10/14	Telephone conference with B Calderon regarding handle vehicle rental issues	Clark Stockton Lord	0.25	535.50	133.88
01/13/14	Prepare for and attend Board meeting	Clark Stockton Lord	1.50	535.50	803.25
01/17/14	Review and analyze materials from Federal Transit Administration website to ascertain when a letter of no prejudice is necessary and how to obtain one when needed	Katherine R. Milton	1.50	400.00	600.00
01/21/14	Review and analyze materials relating to letters of no prejudice	Katherine R. Milton	2.00	400.00	800.00

Summary of Fees

	Hours	Rate/Hr	Amount
Clark Stockton Lord	1.75	535.50	937.13
Katherine R. Milton	3.50	400.00	1,400.00
Total	5.25	467.75	2,337.13

Less 30% Discount on Katherine Milton Fees (420.00)

Total Fees for Professional Services \$ 1,917.13

Fees for Professional Services \$ 1,917.13

Total Current Billing for this Matter

\$ 1,917.13

Billable Summary

PAID
 Check # 4052

STATEMENT FOR PROFESSIONAL SERVICES IS PAYABLE UPON PRESENTATION
INVOICE AMOUNT DUE IN UNITED STATES DOLLARS

Montrose Management District

February 6, 2014
Invoice: 21571414

Balance Forward	\$ 1,381.05
Total Current Billing for this Matter	\$ 1,917.13
Please Remit Total Balance Due	\$ 3,298.18

STATEMENT FOR PROFESSIONAL SERVICES IS PAYABLE UPON PRESENTATION
INVOICE AMOUNT DUE IN UNITED STATES DOLLARS

MORAN H. GILSON, LLP

EXPENSE REPORT

Date		Destination		Business Purpose		Dates Covered		Amount		Gst to Date	
Date		Destination		Business Purpose		Dates Covered		Amount		Gst to Date	
1-Feb	Montreal Business visit	Business Ambassador contact	23	Y	Y						
3-Feb	Montreal Business visit	Business Ambassador contact	17	Y	Y						
4-Feb	Montreal Business visit	Business Ambassador contact	27	Y	Y						
5-Feb	Montreal Business visit	Business Ambassador contact	26	Y	Y						
7-Feb	Montreal Business visit	Business Ambassador contact	27	Y	Y						
10-Feb	Montreal Business visit	Business Ambassador contact	22	Y	Y						
11-Feb	Montreal Business visit	Business Ambassador contact	14	Y	Y						
12-Feb	Montreal Business visit	Business Ambassador contact	13	Y	Y						
13-Feb	Montreal Business visit	Business Ambassador contact	15	Y	Y						
14-Feb	Montreal Business visit	Business Ambassador contact	28	Y	Y						
17-Feb	Montreal Business visit	Business Ambassador contact	21	Y	Y						
18-Feb	Montreal Business visit	Business Ambassador contact	12	Y	Y						
24-Feb	Montreal Business visit	Business Ambassador contact	15	Y	Y						
25-Feb	Montreal Business visit	Business Ambassador contact	18	Y	Y						
26-Feb	Montreal Business visit	Business Ambassador contact	10	Y	Y						
27-Feb	Montreal Business visit	Business Ambassador contact	10	Y	Y						
20-Feb	Montreal Business visit	Business Ambassador contact	10	Y	Y						
21-Feb	Montreal Business visit	Business Ambassador contact	10	Y	Y						
22-Feb	Montreal Business visit	Business Ambassador contact	10	Y	Y						
23-Feb	Montreal Business visit	Business Ambassador contact	10	Y	Y						
24-Feb	Montreal Business visit	Business Ambassador contact	10	Y	Y						
25-Feb	Montreal Business visit	Business Ambassador contact	10	Y	Y						
26-Feb	Montreal Business visit	Business Ambassador contact	10	Y	Y						
27-Feb	Montreal Business visit	Business Ambassador contact	10	Y	Y						
28-Feb	Montreal Business visit	Business Ambassador contact	10	Y	Y						
29-Feb	Montreal Business visit	Business Ambassador contact	10	Y	Y						
30-Feb	Montreal Business visit	Business Ambassador contact	10	Y	Y						
31-Feb	Montreal Business visit	Business Ambassador contact	10	Y	Y						
1-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
2-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
3-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
4-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
5-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
6-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
7-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
8-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
9-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
10-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
11-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
12-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
13-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
14-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
15-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
16-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
17-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
18-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
19-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
20-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
21-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
22-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
23-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
24-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
25-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
26-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
27-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
28-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
29-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
30-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
31-Mar	Montreal Business visit	Business Ambassador contact	10	Y	Y						
1-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
2-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
3-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
4-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
5-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
6-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
7-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
8-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
9-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
10-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
11-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
12-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
13-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
14-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
15-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
16-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
17-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
18-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
19-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
20-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
21-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
22-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
23-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
24-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
25-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
26-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
27-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
28-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
29-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
30-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
31-Apr	Montreal Business visit	Business Ambassador contact	10	Y	Y						
1-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
2-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
3-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
4-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
5-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
6-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
7-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
8-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
9-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
10-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
11-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
12-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
13-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
14-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
15-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
16-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
17-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
18-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
19-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
20-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
21-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
22-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
23-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
24-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
25-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
26-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
27-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
28-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
29-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
30-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
31-May	Montreal Business visit	Business Ambassador contact	10	Y	Y						
1-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
2-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
3-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
4-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
5-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
6-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
7-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
8-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
9-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
10-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
11-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
12-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
13-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
14-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
15-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
16-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
17-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
18-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
19-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
20-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
21-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
22-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
23-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
24-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
25-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
26-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
27-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
28-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
29-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
30-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
31-Jun	Montreal Business visit	Business Ambassador contact	10	Y	Y						
1-Jul	Montreal Business visit	Business Ambassador contact	10	Y	Y						
2-Jul	Montreal Business visit	Business Ambassador contact	10	Y	Y						
3-Jul	Montreal Business visit	Business Ambassador contact	10	Y	Y						
4-Jul	Montreal Business visit	Business Ambassador contact	10	Y	Y						
5-Jul	Montreal Business visit	Business Ambassador contact	10	Y	Y						
6-Jul	Montreal Business visit	Business Ambassador contact	10	Y	Y						
7-Jul	Montreal Business visit	Business Ambassador contact	10	Y	Y						
8-Jul	Montreal Business visit	Business Ambassador contact	10	Y	Y						
9-Jul	Montreal Business visit	Business Ambassador contact	10	Y	Y						
10-Jul	Montreal Business visit	Business Ambassador contact	10	Y	Y						
11-Jul	Montreal Business visit	Business Ambassador contact	10	Y	Y						
12-Jul	Montreal Business visit	Business Ambassador contact	10	Y	Y						
13-Jul	Montreal Business visit	Business Ambassador contact	10	Y	Y						
14-Jul	Montreal Business visit	Business Ambassador contact	10	Y	Y						
15-Jul	Montreal Business visit	Business Ambassador contact	10	Y	Y						
16-Jul	Montreal Business visit	Business Ambassador contact	10	Y	Y						
17-Jul	Montreal Business visit	Business Ambassador contact	10	Y	Y						
18-Jul	Montreal Business visit	Business Ambassador contact	10	Y	Y						
19-Jul	Montreal Business visit	Business Ambassador contact	10	Y	Y						

PAID
Check # 4053

3/1/2014

Dennis C Beadon
39 Justice Park Drive
Apt 801
Houston Texas 77092


INVOICE

Montrose District
5020 Montrose Blvd.
Suite 311
Houston Texas 77006

Invoice #	030114
Invoice Date	03/01/2014
Due Date	03/31/2014

Item	Description	Unit Price	Quantity	Amount
Service	Business Ambassador Contract Agreement	2,400.00	1.00	2,400.00

NOTES: Market Research Survey information gathered via Survey Format by day to day visit's to Montrose Business locations

	Subtotal	\$
	Total	\$2400.00
	amount Paid	0.00
	Balance Due	\$2,400.00

PAID
4053
Check #

eVOLUTION
productions

ev1pro.com
e-Vision 1 Productions, LLC
2522 Palo Pinto Dr.
Houston, TX 77060
Phone 713-703-4811

INVOICE

Date: March 1, 2014
Invoice # 22

For: March 2014 Video Development

To:
Gretchen Larson
Director of Economic Development
Montrose Management District
5020 Montrose, suite 311
Houston, TX 77006
(713) 595.1215

DESCRIPTION	QTY	RATE	AMOUNT
MMD Video Development for MARCH 2014	1.00	2500.00	\$ 2,500.00
AN/ Equipment -Biz Workshop Feb 27	1.00	250.00	\$ 250.00
Tax exemption			
SUBTOTAL			\$ 2,750.00
SALES TAX @ 8.25%			-
OTHER			
TOTAL			\$ 2,750.00

PAID

Check # 4054

Make all checks payable to e-Vision 1 Productions, LLC

THANK YOU FOR YOUR BUSINESS!

Equi-Tax Inc.

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

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

Invoice

DATE	INVOICE #
3/17/2014	46411



March 3, 2014

Invoice # MSLC-01

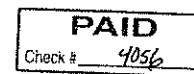
Mr. Bill Calderon
Executive Director
Montrose Management District
5020 Montrose, Suite 311
Houston 77006
713.724.4460
bcalderon@montrosedistrict.org

Re: Montrose Management District Signage Lighting and Controls Design

Lighting Design:
Partial Design Development \$ 4,640.00

Reimbursable Expenses:
N/A

Total Amount Due: \$ 4,640.00



Please remit to:

Gandy² Lighting Design
1824 Spring Street, #241
Houston, TX 77007

Thank You!

DESCRIPTION	AMOUNT
Roll Management, Billing and Collections	1,393.12
PAID Check # 4055	
Total	\$1,393.12



March 3, 2014

Invoice # MBRDG-03

Mr. Bill Calderon
Executive Director
Montrose Management District
5020 Montrose, Suite 311
Houston 77006
713.724.4460
bcalderon@montrosedistrict.org

Re: Montrose Management District Bridge Lighting Design

Lighting Design:
100% Through Schematic Design \$ 8,990.00

Reimbursable Expenses:
Printing \$18.02

Total Amount Due: \$ 9,008.02

Please remit to:

Gandy² Lighting Design
1824 Spring Street, #241
Houston, TX 77007

Thank You!



INVOICE AME - The Graphics Complex A Division of The Graphics Complex, Inc. PO Box 27386, Houston, TX 77227 713.621.0022 • Fax: 713.621.1537 www.amecomplex.com		INVOICE NO. 1-27000 DATE 02/21/14 LOC-00 L1-0 REF: 116456	AC 11-57 0 AC 11-57 0
AME THE GRAPHICS COMPLEX A DIVISION OF THE GRAPHICS COMPLEX, INC.	COUNTER CASH SALES	REFERENCE 1-27000	P.O. NO.
QUANTITY 1 EA 10 EA 1 EA	UNIT EA EA EA	DESCRIPTION COMPUTER USE / SELF SENSE COLOR COPY SELF/SER 11X17 11X17 SPECIAL STOCK 10%	PRICE 8,990.00 18.02 18.02
SUB-TOTAL TAX (11%)		TOTAL 8,990.00 18.02 18.02	
INVOICED BY: A. COMBEN		TERMS 10-02	
CHECKS/TIMES? COMPLAINTS? LEAVE A MESSAGE ON OUR LINE @ 713.621-0022 EXT. 3355 OR EMAIL TO JIN@ame.com OR CALL ON CUSTOMER FEEDBACK @ www.ame.com		TOTAL AMOUNT DUE \$ 9,008.02	



Greater East End Management District
P.O. Box 230099
Houston, TX 77223-0099
713-928-9916
equiro2@greatoreastend.com

Invoice

Date	Invoice No.
02/28/2014	9-67
Terms	Due Date
Net 30	03/30/2014

Bill To

Harris County Improvement District #6
Bill Calderon, Executive Director
HCID #6 (Montrose)
P.O. Box 22161-2157
Houston, TX 77227

Amount Due	Enclosed
\$5,120.00	

Please detach top portion and return with your payment.

Date	Service	Activity	Quantity	Rate	Amount
02/03/2014	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 29	8	80.00	640.00
02/06/2014	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 21	8	80.00	640.00
02/10/2014	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 17	8	80.00	640.00
02/13/2014	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 34	8	80.00	640.00
02/18/2014	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 30	8	80.00	640.00
02/20/2014	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 34	8	80.00	640.00
Continue to the next page					

Date	Service	Activity	Quantity	Rate	Amount
02/24/2014	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 15	4	80.00	320.00
02/26/2014	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 21	8	80.00	640.00
02/28/2014	Graffiti Abatement	Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 23	4	80.00	320.00
Total Sites Abated: 224			Total		\$5,120.00



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

Invoice

Bill To:

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

Invoice #: 43014635
Date: 3/1/2014

Page: 1

DATE	DESCRIPTION	AMOUNT
	Professional Consulting, Project Management & Administrative & Mgmt., Marketing & PR Mgmt, Services Mgmt., February 2014	\$16,502.33
	OIS mapping, P. Horton	\$262.50
	Reimbursable expenses as follows:	
2/5/2014	Harris County Clerk 2/10/2014	\$9.00
1/13/2014	City of Houston 1/6 of invoice	\$0.25
	Mileage, R. Hill	\$33.79
	Mileage, G. Larson Jan	\$176.77
	Mileage, G. Larson	\$163.56
	16 house copies 3074 @ .15 each + 29 sets @ \$1.00 each	\$490.10
	16 house postage	\$4.55
	16 house color copies 139 @ .50 each	\$69.50
Sales Tax:		\$0.00
Total Amount:		\$17,712.35
Amount Applied:		\$0.00
Balance Due:		\$17,712.35

Terms: C.O.D.

Houston Arts Alliance

3201 Allen Parkway, Suite 250
Houston, Texas 77019
Phone 713-527-9330 Fax 713-630-5210

INVOICE

INVOICE: ARTSHOUND 3-13-1
DATE: AUGUST 21, 2013

TO:
GRETCHEN LARSON
DIRECTOR OF MARKETING
Montrose Management District
c/o Hawes Hill Calderon LLP
5610 Long Point Road, Suite 100
Houston, TX 77055
RE: ARTSHOUND SYNDICATION

FOR:
Syndication Services August 12th, 2013 through August 12, 2014

DESCRIPTION	AMOUNT
Annual Artshound Syndication License Fee for agreed upon Zip Codes (77006, 77058, 77019)*	\$ 3,000.00
* Maybe be modified to include up to five additional zip codes throughout the year, as per agreement.	
monthly payment	
TOTAL	\$ 3,000.00



Make all checks payable to Houston Arts Alliance
Payment may be distributed annually or in monthly installments as per agreement.
If you have any questions concerning this invoice, CONTACT Reginald French, Chief Operating Officer, 713-527-9330

Thank you for your business!

LAWRENCE & ASSOCIATES
7155 Old Katy Road, Suite 270
Houston, Texas 77024
713.869.8937
713.869.9928 (fax)
www.lawrence.com

Invoice #: 17044
Invoice Date: 2/9/2014
Billing Period: 1/1/2014 - 1/31/2014
Project #: MON-351
Project Name: Montrose District - District
Identity Marker Extra Services

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

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

January 31, 2014

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

INVOICE

Phase	Contract Amount	% Complete	Prior Billings	This Invoice
Construction Documentation	\$9,500.00	57%	\$3,135.00	\$2,280.00
	\$9,500.00		\$3,135.00	\$2,280.00

Total Amount Due This Invoice: **\$2,280.00**

PAYMENTS OUTSTANDING

Invoice #	Invoice Date	Fees	Expenses	Paid to Date	Balance Due
10995	1/10/2014	\$2,375.00	\$65.05	\$0.00	\$2,440.05
		\$2,375.00	\$65.05	\$0.00	

Total Past Due Amount: **\$2,440.05**

Total Current + Past Due Amount: **\$4,720.05**

WORK PERFORMED THIS PERIOD

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

- Received PDFs and plans of site locations from AT&T, Center Point Energy, and City of Houston GIMS site
- Began preparing site plan with information gathered from AT&T, Center Point Energy, and the GIMS site
- Coordinated lighting fixtures with lighting designer

*2/18/14
OK to PM
PL*

PAID
Check # 4060

Thank You!

INVOICE

Description	Amount
-------------	--------

Professional fees:

Services as contract Director of Economic Development for January, 2014. **\$1,000.00**

Total amount due **\$1,000.00**

Thank you,

Ray C. Lawrence

PAID
Check # 4061

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

March 3, 2014

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

INVOICE

Description	Amount
-------------	--------

Professional fees:

Services as contract Director of Economic Development for February, 2014. **\$1,000.00**

Total amount due **\$1,000.00**

Thank you,

Ray C. Lawrence

PAID
Check # 4061

POST OAK 713.423.0703 | Fax 713.423.4290 | 713.942.8889
50 Briar Hollow Lane, Suite 180 West, Houston, TX 77027

www.printhouston.com

Minuteman Press • Post Oak
50 Briar Hollow Lane, Suite 180 West
Houston, TX 77027
713.623.0703 / Fax: 713.623.4290
www.printhouston.com / E-mail: csr@printhouston.com

INVOICE

Invoice Number: 20431
Invoice Date: 2/11/2014

Bill To: Montrose District
Josh Hawes
5020 Montrose Blvd. Suite 331
Houston TX 77006

Ship To: Montrose District
Gretchen Larson
5020 Montrose Blvd. Suite 331
Houston TX 77006

*PL
2.26.14*

THANK YOU! THANK YOU! THANK YOU!
We appreciate your business from the bottom of our hearts!

Description	Price
1,000 Montrose District Brochure (Job 32756)	\$5,093.09

Invoice Total **\$5,093.09**

Balance Due **\$5,093.09**

*Thank you!
OK to PM
PL*

PAID
Check # 4062

Terms: 50% Deposit, COD

Make check payable to MINUTEMAN PRESS - POST OAK.
Please remit to 4212 San Felipe Rd., PMB #385, Houston, TX 77027-2902

Minuteman Press
The First & Last Step In Printing.

Mr. Ditt of Texas (Houston)
3669 Eastex Freeway
Houston, TX 77025
Phone (713)473-2700 Fax (713)473-2701

INVOICE# 41X00164
INV DATE 01/31/14
ACCOUNT# 229281
DUE DATE UPON RECEIPT



MUNICIPAL ACCOUNTS
& CONSULTING, L.P.

Invoice

Date	Invoice #
3/17/2014	32921

MONTROSE MGMT DISTRICT
P O BOX 22167
HOUSTON, TX 77227

AMOUNT YOU
ARE PAYING
Phone#

Montrose Management District
1300 Post Oak Blvd., Suite 1620
Houston, TX 77056

AMOUNT 6,665.00

SERVICE ADDRESS: MONTROSE
MONTROSE (HOUSTON, TX)

DATE	DESCRIPTION	AMOUNT
01/02/14	LOCATION: MONTROSE	
01/02/14	41X00164 SWEEPING-FLAT SWEEP FLAT RATE 01/02/14	776.00
01/02/14	MAIN LANES	
01/02/14	ORDER/TICKET#00012015	
01/02/14	41X00164 SWEEPING-FLAT SWEEP FLAT RATE 01/02/14	776.00
01/02/14	MAIN LANES	
01/02/14	ORDER/TICKET#00012036	
01/15/14	41X00164 SWEEPING-FLAT SWEEP FLAT RATE 01/15/14	776.00
01/15/14	MAIN LANES	
01/15/14	ORDER/TICKET#00012116	
01/15/14	41X00164 SWEEPING-FLAT SWEEP FLAT RATE 01/15/14	332.50
01/15/14	ADDITIONAL LANES:	
01/15/14	BKE LANES/BKE RT, W GRAY ST	
01/15/14	ORDER/TICKET#00012123	
01/21/14	41X00164 1 ADMIN FEE ADMIN FEE 01/21/14	4.50
<div style="text-align: center;"> </div>		
<div style="text-align: center;"> </div>		
INV# 41X00164	CURRENT 6,665.00	30 DAY
ACCT# 229281		60 DAY
		90 DAY
		DATE 01/31/14
		PAGE 1 OF 1

PLEASE PAY
THIS AMOUNT 6,665.00

Description	Amount
Monthly Bookkeeping	1,000.00
Additional report preparation	200.00
Preparation of Annual Budget	60.00
Additional time for Board Meeting	60.00
Preparation of annual road schedule	900.00
Delivery	8.77
Delivery	16.94
Mileage	7.84
Postage	43.74
Copies	57.00
Delivery	16.94
Document Storage & Retrieval Service	7.50
Total Reimbursable Expenses	160.73
<div style="text-align: center;"> </div>	
Total	\$2,430.73

200 River Pointe • Suite 130 • Conroe, Texas 77384 • Phone: 936.716.1641 • Fax: 936.716.1842

8634 N. CAPITAL OF TEXAS HIGHWAY, SUITE 150 • AUSTIN, TEXAS 78759 • 512.782.2409 • for 512.795.9968

1100 Post Oak Blvd. • Suite 600 • Houston, Texas 77056 • Phone: 713.623.4539 • Fax: 713.629.6519

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

INVOICE#	IVC00020454
DATE	2/6/2014
PAGE	1 OF 1

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

INVOICE#	IVC00020456
DATE	2/6/2014
PAGE	1 OF 1

Bill to:

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

Bill to:

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

Description	Ext. Price
Professional Services rendered in the collection of delinquent taxes, penalties and interest: January, 2014.	\$564.31
<div style="text-align: center;"> </div>	
<div style="text-align: right;">\$564.31</div>	

Description	Ext. Price
Professional Services rendered in the collection of delinquent taxes, penalties and interest: January, 2014.	\$524.46
<div style="text-align: center;"> </div>	
<div style="text-align: right;">\$524.46</div>	

PRIMERGREY

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

Tawny Tidwell
306 Stratford Apt. 16
Houston TX 77006

Invoice ID	1821
Issue Date	02/23/2014
Due Date	03/02/2014
Subject	Murchy Web Maintenance, Content, and Email Retainer

Invoice For : **Montrose Management
District**

Montrose Management District
Gretchen Larson
5020 Montrose Blvd, #300
Houston TX 77006

Invoice #	0000006
Invoice Date	February 26, 2014
Amount Due	\$2,687.50 USD

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

Task	Time Entry Notes	Rate	Hours	Line Total
Time	[Social Media Management 02/01/14 to 02/28/14]	25.00	100	2,500.00
	[Social Media Management 02/01/14 to 02/28/14 Over Hours]	50.00	3.75	187.50
	Total			2,687.50
	Amount Paid			-0.00
	Amount Due			\$2,687.50 USD

Terms
Please remit payment within 30 days of receipt.

This invoice was sent using **FreeBooks**

PAID
Check # 4066

Page 1 of 1

PAID

Check # 4067

PAYMENT STUB

To View Your Invoice Online
Go to <https://lawmyidwell.freshbooks.com/code> and enter the
code G9SVxUDUKFepND.

Yanny Tidwell
306 Stratford Apt. 16
Houston TX 77006

Client	Montrose Management District
Invoice #	0000006
Invoice Date	February 26, 2014
Amount Due	\$2,687.50 USD
Amount Enclosed	

UNITED 
GRAPHICS

Invoice

Date	Invoice #
2/21/2014	14017

Montrose Management District
5620 Montrose BLVD.
Suite 311
Houston, TX 77006

Ship To
Montrose Management District
5020 Montrose BLVD.
Suite 111
Houston, TX 77006

P.O. Number	Terms	Rep	Ship	Project	
			2/21/2014		
Quantity	Item Code	Description	Price Each	Amount	
1	Print	500 - BIZ WORKSHOP POSTCARDS: 4 X 6, COLORS 4x6 ON 100% GLOSS COVER.	158.00	158.00	
1	Bindery	CUT AND BOX. Out-of-state sale, exempt from sales tax	0.00 0.00%	0.00 0.00	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> PAID Check # <u>4068</u> </div>					
			Total	\$158.00	

United Graphics 5426 North Gessner, Houston, TX 77041 PH: 713.460.3260 FAX: 713.460.4210 customerservice@unitedgraphics.org

[illegible]

PAID

Check # 4069



hello! you have an invoice from:

Cracked Fox

14715 Carriage Park Dr. Humble, TX 77396
e:Roan@CrackedFox.com c: +1 713.364.4012 www.CrackedFox.com

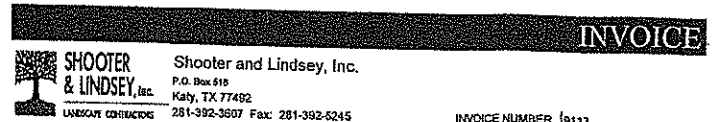
Date	Terms
01/29/14	Net 30
Payments/Credits	Balance Due
\$0.00	\$2,500.00

Bill To:

Montrose Management District
Attn: Gretchen Larson
5920 Montrose Blvd., Suite 311
Houston, TX

Item	Description	Quantity	Rate	Amount
marketing	marketing, graphic design and photography, research, meetings and other... for the month of February:		2,500.00	2,500.00
notice	Please change address to: Cracked Fox 14715 Carriage Park Drive Humble, TX 77396		0.00	0.00
PAID Check # 4071				
Total				\$2,500.00

Thank you for your business



Shooter and Lindsey, Inc.
P.O. Box 515
Katy, TX 77492
281-392-3607 Fax: 281-392-6245

INVOICE NUMBER 9113
INVOICE DATE February 28, 2014

SOLD TO:

Name Harris County Improvement District # 6
Address P.O. Box 22167
City, State, ZIP Houston, TX 77227-2167
Re: Montrose Boulevard Esplanades

TERMS Net 30
ATTN: Vanessa Aviles
Job No. 1581014

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Monthly maintenance February 2014	1,053.00	\$1,053.00
	Thank you!		
PAID Check # 4072			
Sales Tax Rate: 0.00%		SUBTOTAL	1,053.00
		TAX	0.00
		FREIGHT	
		PAY THIS AMOUNT	\$1,053.00

MAKE ALL CHECKS PAYABLE TO:
Shooter and Lindsey, Inc.
Attn: Accounts Receivable
P.O. Box 515
Katy, TX 77492

THANK YOU FOR YOUR BUSINESS!



PO BOX 4001
ADWORTH, GA 30101

Manage Your Account & View Your Usage Details	Account Number	Date Due
Go to Verizon at www.verizonwireless.com	722464988-00001	02/16/14
Address Changed? - go to vzw.com/changeaddress	Invoice Number	9720495223

10000757 51 89 9432 "AUTO" 74 8 6251 71827-2167 1 6 10000757

MONITROSE MANAGEMENT DISTRICT

PO BOX 22167
HOUSTON, TX 77227-2167

Quick Bill Summary

Jan 22 - Feb 21

Previous Balance (see back for details)	\$80.08
Payment - Thank You	-\$80.08
Balance Forward	\$.00
Monthly Charges	\$80.00
Usage and Purchase Charges	
Data	\$.00
Verizon Wireless' Surcharges and Other Charges & Credits	\$.08
Taxes, Governmental Surcharges & Fees	\$.00
Total Current Charges	\$80.08

Total Charges Due by March 16, 2014 \$80.08

It's A Great Time To Get A Free Phone
We have the cool phones you and your family love, and the all-inclusive plans and network reliability you need. New 2-yr agmt req'd. Check out the deals at vzw.com/free.

PAID
Check # 4073

Pay from Wireless	Pay on the Web	Questions:
Go to www.verizonwireless.com	Go to www.verizonwireless.com	1-800-922-6244 or 1-811 from your wireless phone



Bill Date February 21, 2014
Account Number 722464988-00001
Invoice Number 9720495223



Total Amount Due by March 16, 2014

Make check payable to Verizon Wireless.
Please return this mail slip with payment.

\$80.08

\$

PO BOX 662138
DALLAS, TX 75266-0138



☐ Check here and fill out the back of this slip if your billing address has changed or you are adding or changing your email address.

972049522301072346498800001000008080000080808

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

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

MONTROSE MANAGEMENT DISTRICT

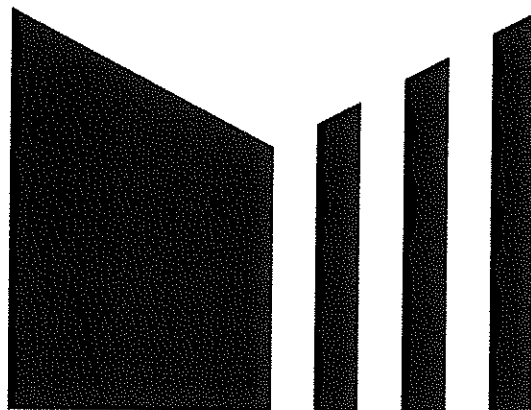
SERVICE PLAN

MONTHLY REPORT

FEBRUARY 10 – MARCH 10, 2014

COMMITTEE ACTIVITY

STAFF ACTIVITY



COMMITTEE ACTIVITY

Business and Economic Development Committee

The committee met on February 26, 2014.

Marketing and Business Relations Committee

The committee did not meet in February.

Recycling Sub-Committee

The recycling committee did not meet in February and will not meet again until April.

Mobility and Visual Improvements Committee

The Mobility and Visual Improvements Committee met on January 21.

Public Safety Committee

The Public Safety Committee met on February 14.

Finance Committee

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

STAFF ACTIVITY

FEBRUARY – MARCH 10, 2014

Marketing and Business Relations Committee

The marketing and business relations committee did not meet in February and will meet in March once final details of the proposed 2014 project work plan are complete however, on-going projects and planning continued throughout the reporting period.

The first in the spring series of business workshops was held on February 27. Board Member Stinson and her colleague Blake Royal were the featured speakers. The next workshops will be March 27 and April 24.

We also completed work for the monthly March e-newsletter as well as postcards and materials for upcoming events.

Business Ambassador Program

The Business Ambassadors completed 60 visits this month as well assisted with final planning for the business workshops, setup of business mixer schedule, a survey of area hotels as a part of the marketing outreach program and other assignments as directed by the Executive Director and staff.

Social Media

See social media report attached.

Three month recapped stats:	<u>December</u>	<u>January</u>	<u>February</u>
Twitter Followers:	2,340	2,481	2,682
Facebook Likes:	1,145	1,158	1,242

Other

Staff is continuing working with area business on locations for the branded bike rack program. In addition, we are working on final details regarding the cultural district designation LOI and other projects and programs in support of District outreach.

Highlights

- Board Member Stinson was the featured speaker at February 27 Business Workshop Seminar series.
- Business Mixers will be changed to quarterly events this year with the first one slated for March 27 which will also be the kick-off event announcing the CDD to the community.
- The Cultural District Designation Phase 2 which is the application process, is underway. See attached memorandums to this report.

Mobility and Visual improvements committee

The Mobility and Visual improvements committee met and discussed the District branding signage, and the need to continue tweaking the lighting to be used for the sign in order to make it more visible. Options also included the modification of the sign itself. Gandy Squared and K & W will continue work on that to come up with a recommendation.

The committee received an update from Gandy on work related to the US 59 bridge relighting project. Plans were presented with three options. Upon lengthy discussions on benefits of

undertaking a greater level of improvement, the committee voted to support the second option, with a preliminary estimated cost of \$1MM to the district. Final actual cost will be determined at the time the project is bid. Next steps will be to meet with TxDOT to review preliminary plans, garner feedback and support prior to generating the 30% plan docs.

The committee also discussed the upcoming District C Capital Improvement Projects community meeting, and what information we would need to present the District's priorities to the City.

Staff also updated the committee on meeting had with the City Planning Department staff on review of the Special Parking Area application. The District engineering will have the revised application ready for resubmission to the City for their review in three weeks.

The City Parks department continues their work to process the application for esplanade adoptions submitted in November.

Safety and Security Committee updates

The committee met and received updates from the security coordinator. BMV numbers were a focus of discussion. Stats will be presented to the board at the meeting.

The committee was also advised that staff were continuing work to identify additional providers for mobile camera security service. It is anticipated that there will be a recommendation for an alternative vendor in the next 30-60 days.

Economic Development Committee Update

The committee discussed options for the hosting of the next real estate broker luncheon. Director Stinson led a discussion about the need for the District to determine actions it might take to better inform and facilitate transactions within Montrose in the Real Estate broker community. The committee discussed hosting the next luncheon with the expressed object of receiving input from the realtors themselves about the challenges they face, in order to position the District to provide meaningful assistance to them in their effort.

Montrose District Social Media Report January 2014

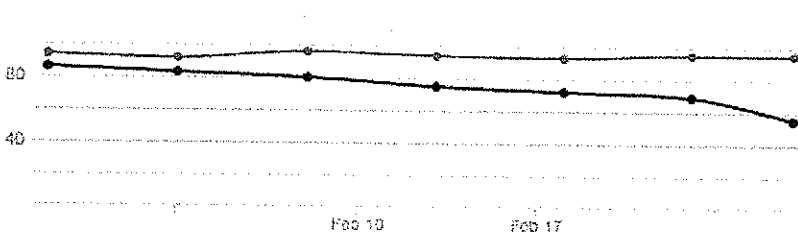
Twitter

New Followers: 220

Total Followers: 2,682

MY SOCIAL SCORES

ENGAGEMENT 55% INFLUENCE 95%



TWEETING BEHAVIOR

CONVERSATION

55%

UPDATES

45%

NEW CONTACTS

26%

EXISTING

74%

Interactive Stats (above):

Engagement: Conversing with people on Twitter who talk about our content.

New Contacts: People talking to the District or sharing the District's content for the first time.

Facebook

New Likes: 90

Total Likes: 1,242

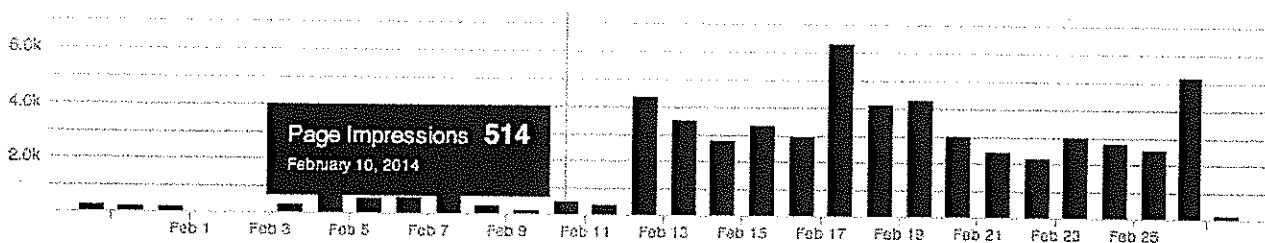
Impressions: 61.1k by 48.9k Individual Users*

Impressions in Jan.: 7.8k by 2.6k Individual Users

**results of a FB ad campaign for biz workshops*

PAGE IMPRESSIONS

Impressions 61.1k by 48.9k Users



Top 5 Posts:

Business Workshops Ad Campaign	33.3k
Bike Parking in Montrose (boosted post)	3.3k
New Max's Wine Dive Location Now Open	233
Update on Cyclist Death on Waugh	201
Marriage Equality Post via CNN	178

Social Media

TWITTER:

Number of total tweets from Jan 01-Jan 26 :	189
Increase in Followers for January 2014:	220
Total Followers:	2,682

FACEBOOK:

Total number of 'likes':	1242
(Up from 1158 in December 2013)	

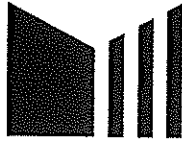
Total page views this month:	61.1k by 48.9k Indiv. Users
Total page views in January:	7.8k by 2.6k Indiv. Users

Top 5 Posts (measured in Reach):

Business Workshops Ad Campaign	33.3k
Bike Parking in Montrose (boosted post)	3.3k
New Max's Wine Dive Location Now Open	233
Update on Cyclist Death on Waugh	201
Marriage Equality Post via CNN	178

Three month recapped:

	December	January	February
Twitter Followers:	2340	2481	2682
Facebook Likes:	1145	1158	1242



MONTROSE
DISTRICT

Memorandum

To: Marketing and Business Relations Committee
From: Maries Cortes, Consultant
Date: February 26th, 2014
RE: Cultural Designation Report

The letter of intent for the Cultural Designation in our District was submitted in January. This is exciting because a cultural districts attracts artists and cultural enterprises to a community, encourages business and job creation, establishes tourist destinations, preserves and reuses historic buildings, enhances property values and fosters local cultural development.

We are now in the process of planning our meetings with the community, businesses, board members, steering committee, and the creative team. The application deadline - **June 30**.

A calendar of meeting dates and application milestones are listed below.

Date	Task	Completed
March 12	Meet with Team of Consultants (<i>list A</i>) to share deadlines and plan the collection of data needed for the application (due June 30 th)	
March 18	Meet with Steering Committee (<i>list B</i>) and invite them to Cultural Designation "Kick off" party.	
March 19	Meet with Team of Consultants to finalize things for our "Kick off" party (presentation, food, art exhibit and music)	
March 21	<u>Confirm</u> with Baba Yega (event location) final RSVP count for the event "Kick off".	
March 27	Cultural Designation "Kick off" event @ Baba Yega (in conjunction with our Quarterly Montrose Mixer) to inform the community and garner support. Mayor, City officials, District Board, businesses, Steering Committee and the community will be invited.	
April 2	Creation of maps and data (this will be ongoing and completed by June 9 th) <i>List C</i> .	
April 9	Plan marketing and promotion materials to be used.	
April 16	Meet with Team of Consultants (<i>list on Attachment A</i>) to discuss video creation ideas.	
April 23	Photograph our parks and unique areas (add locations to map).	
April 24	Photograph and video interviews with restaurant owners (add	

[Type here]

	locations to map).	
May 7	Photograph and video interviews with art galleries and museums (add locations to map).	
May 14	Photograph and video interviews of unique businesses (add locations to map).	
May 19-23	Photograph and video interviews with City Council and Board Members.	
May 28	Finalize video.	
June 6	Finalize all reports needed to be included in application.	
June 9	Present application to the Board of Directors.	
June 19	Finalize reports, maps, and any additional photography.	
June 26	Community Meeting to show final plan at our quarterly June mixer.	
June 27	Application binder should be complete and ready to deliver to Texas Commission on the Arts.	

"Kick off" Party (This will happen during our 2014 March 27 mixer).

*We will invite the Mayor and introduce the Cultural Designation Program and highlight the benefits of receiving the Cultural District Designation.

*We will have separate sign-up sheets for: artists, musicians, city officials, restaurant owners, entertainment, museums, and residents who attend mixer (to add to application binder).

*The event will feature an art exhibit by different artist and invite musicians to play.

List A: Creative Team

Gretchen Larson, Director of Marketing
 Marie Elena Cortes, Business Ambassador
 Roan Mathews, Cracked Fox Photography
 Juan Islas, e-Vision 1 Productions
 Chris Valdez, Primer Grey
 Tawny Tidwell, Social Media Strategist

List B: Steering Committee Recommended Members

MMD Board Members: **Lane Llewellyn**
 Montrose Business Ambassador: **Marie Elena Cortes**
 Houston Musician: **Joe Sample**
 Houston Artists: **Reginald Adams** and **Phillip Perez**
 Resident: **DJ Sun** - has lived in Montrose many years and is a Montrose history expert
 Business Owners (not on the MMD board): **Ana Beaven** (Cuchara's Restaurant), **Jonathan Estes**,
 (Montrose Proper Art Studio), **Dimitri** (Niko Nikos).
 [Type here]

Additional members suggested include representatives from non-profits that support art and music:

- *Museum District
- *Houston Center of Photography
- *The Menil
- *Sicardi Gallery
- *Museum District Business Alliance
- *Houston Institute for Culture (organizes cultural events and concerts at Miller Outdoor Theatre, Discovery Green and around Houston)

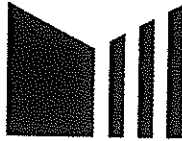
Once we have the **“Steering Committee”** in place they can help us spread the word and later, once the District receives the CD Designation, the Steering Committee can assist with recommending members to or become part of the **Advisory Board**.

NOTE: The MMD District Executive Director and Marketing Director are de-facto members of the committee.

List C: Different maps must be included to show what services the Montrose District business community offers the public

Restaurants
Art Galleries
Museums
Public Transportation Routes (bus and bike routes)
Historic buildings
Schools (Elementary, High School and College)
Parks and Greenspace

[Type here]



MONTROSE
DISTRICT

Memorandum

To: Marketing Committee
From: Maries Cortes, Consultant
Date: Feb. 25th, 2014
RE: Cultural Designation Report

The following are items that must be included in a binder and turned in by June 30.

1.- Cover Pages include:

- *Cover Page
- *Mission Statement
- *Certificate of Certification Accuracy-Board Chair of MMD

2.-Maps

- *Map of Texas Highlighting Harris Country
- *Map of Harris County
- *City Map Highlighting Cultural District
- *MMD Cultural Arts & Entertainment District Boundary Map (color code/add visuals/pictures to make it attractive)

3.-Level of Community Support

- *Narrative-Benefits of a Cultural District in Montrose
- *Evidence of Public Input
- *Public Meeting Notices (certified and filed)
 - Meeting sign in sheets (we need to organize these soon)
 - Meeting Minutes and Notes
 - Meeting Power Point Presentations
 - Petitions of Support (200 or more)

4.-Management Structure

- *Narrative (1 page)
- *Organization Chart (Board Members plus any staff)

5.-Cultural Assets

- *Narrative that includes transportation and Education projects in MMD (1 page)...may include future METRO Rail and Bike Trails
- *Listing of Cultural Arts Venues and Artist Living in MMD
- *Listing of Cultural Arts Related Businesses

*May include fold outs, previous ads, special cultural events, and Press Releases

6.-Developing & Sustaining

*Budget Narrative

*3 yr. Budget Plan

*House Bill 2894 (Handicap)

*Historical Valuation

*Monthly Assessment Collection Report

*Narrative of Social Media (1page)

*Documentation of Social Media

*Narrative of MMD Public Space as an Arts Designation (1page)

*Renderings of Park Space in Montrose (show where they are or could be in future)

7.-Photographs

*Public Art in Montrose

*Other Arts Based Events in MMD

8.- Resolutions/Letters of Support

*From Board of Directors

*Listing-Community Letters of Support

*Letters of Support from Officials or City Reps

9.-Board of Directors

*MMD Board of Directors (who are they)

*Application Steering Committee

10.- Audited Financial Statement

*2012-2013 Board Approved Audit

11.-District Plans

*Narrative-Programs and Activity Plans in MMD (1 page)

Samples: Montrose Art in the Park or Montrose Art & Bikes....Montrose Art & Poetry

Nights/MMD Restaurants Multicultural Arts & Music Weekends

*Published Services and Improvements & Assessment Plan (2006-present-future)

*Published and Board Approved Marketing Plan

12.-Transportation

*Transportation Route Maps-Bus and Train

*Bike Trails

13.- Ad Features

*Narrative-MMD and the AD Plan (1 page)

* Central City Mobility Task Force Presentation

14.- Printed Materials Samples (include what we envision)

*Varied Press for MMD

*MMD VISIONS for Cultural Art Tour Invite

*MMD VISIONS for Cultural Art Tour Poster

*MMD Art in Park/ MMD Art & Bikes/ MMD Art & Poetry Nights/MMD Restaurants

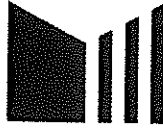
Multicultural Arts & Music Weekends (posters or fliers to advertise)

*Block Party Poster

*Montrose Fest Poster

*Executive Summary, Renderings and Media

*****Include a Movie CD with a mini-commercial that shows the best of MMD (include community leaders, artists, musicians, historic areas, business owners, special events that highlight Montrose).



MEMORANDUM

TO: District Executive Director
FROM: Marketing and Business Development Director
DATE: March 5, 2014
SUBJECT: Hotel Recon

As we discussed Business Ambassador Beedon has visited hotels within a 3-mile radius of the District to explore whether the hotels would be interested in providing a shopping/dinning of the Montrose to their guests. Below are the hotels visited to date and Ambassador Beedon will update us further at our monthly meeting on March 10th. This concludes the research work.

- 1) Best Western- Yes
915 West Dallas
713.571.7733
Manager: Ms. Amita
- 2) Athens Hotel and Suites- Not Interested at all
1308 Clay Street
713.739.1960
Manager: Bill Anderson
- 3) Courtyard by Marriott- Yes
916 Dallas (downtown)
832.366.1600
Manager: Marissa Carlin
- 4) Best Western- Yes
6700 Main
713.522.2811
Manager: Perez Ahmed
- 5) Courtyard by Marriott - Yes
7702 Main Street
713.668.4500
Manager: Tom Mozer
- 6) Courtyard by Marriott - Yes
2929 West Park Drive
713.661.5669
Manager: Diane Fernandez
- 7) Crown Plaza -Yes
1700 Smith Street

713.739.8800
Manager: Anna Fausto

8) Double Tree Downtown-Yes
400 Dallas
713.759.0202
Manager: Anthony Giraldo

9) Crown Plaza River Oaks -Yes
2712 Southwest Freeway
713.523.8448
Manager: Roxanne at Front desk

10) Double Tree Greenway- Yes
6 E Greenway
713.629.1200
Manager: Garrott or Alicia

11) Drury Inn Galleria -NO not interested
1615 West Loop
713.963.0700
Front Desk Manager

12) Embassy Suites -Yes
1515 Dallas Street
713.739.9100
Front Desk Manager

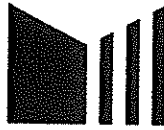
13) Four Seasons- Yes
1300 Lamar
713.650.1300
Front Desk Manager

14) Hilton of the Americas -Yes
1600 Lamar
713.739.8000
Front Desk Manager

15) Lancaster Hotel -Yes
701 Texas Ave
713.228.9500
Front Desk Manager

16) Hampton Inn
1715 Old Spanish Trail
713.797.0040
Sales Manager

- 17) Hampton Inn
5820 Katy Freeway
713.869.9211
Sales Manager
- 18) Hampton Inn (no)
4500 Post Oak Parkway
713.871.9911
- 19) Hilton of the Americas
1600 Lamar Street
713.739.8000
Marketing/Catering Manager
- 20) Hilton Post Oak
2001 Post Oak Blvd
713.961.9300
Sales Manager
- 21) Hilton Plaza
6633 Travis Street
713.313.4000
John Mc Clendon, Sales Manager
- 22) Holiday Inn Express
1810 Bell Ave
713.652.9400
Toni Rogers, Assist Sales Manager
- 23) Holiday Inn Express
8080 South Main
713.665.4439
- 24) Holiday Inn South Loop
8111 Kirby Drive
713.790.1900



MEMORANDUM

TO: District Executive Director
FROM: Marketing and Business Development Director
DATE: March 5, 2014
SUBJECT: Lock, Hide, Store Sign Distribution

A total of 75 signs have been distributed to area businesses to date.

Barnaby's - three locations - 6
Niko Niko's - 3
HEB - 2, but would like more.
Anvil, Blacksmith and Hay Merchant - 6
Lightbulbs Unlimited - 2

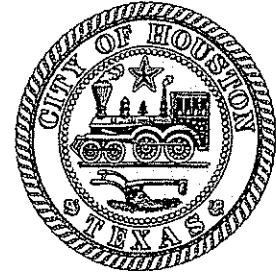
Chocolate Bar - 2
Cuchara - 2
Midtown Bar and Grill - 3
Downtown Radiator - 2
Soap and Candle - 2
Paulie's - 2
Theo's - 2
Empire Café - 3
Chelsea's - 10

Alira - 2
BJ Antiques - 2
Agora - 2
Solutions for Hair - 2
El Real - 2
Copy.Com - 2
Lil Biggs - 2
Half Price Books - 2

The Flats - 2
Angie Dinh, DDS - 2
Montrose Proper Art - 2
713 Tattoo - 2
Jr's Bar n Grill - 2
Montrose Mine - 2



FY 2014
Capital Improvement Plan
PUBLIC MEETING AGENDA



**Hosted By:
COUNCIL MEMBER ELLEN COHEN
DISTRICT C**

**Metropolitan Multi-Service Center
1475 West Gray
Houston, Texas 77019**

**March 5, 2014
6:30 p.m. – 8:30 p.m.**

- **WELCOME AND INTRODUCTIONS**
Council Member Ellen Cohen
- **CIP OVERVIEW**
Finance Department
- **REBUILD HOUSTON OVERVIEW**
Public Works & Engineering Department
- **PROJECT UPDATES**
Parks and Recreation Department
General Services Department
Public Works and Engineering Department
- **CONSTITUENT SUGGESTIONS AND QUESTIONS**
Department representatives respond

This series of public input meetings has been coordinated by the
**Mayor's Citizens' Assistance Office
Department of Neighborhoods**

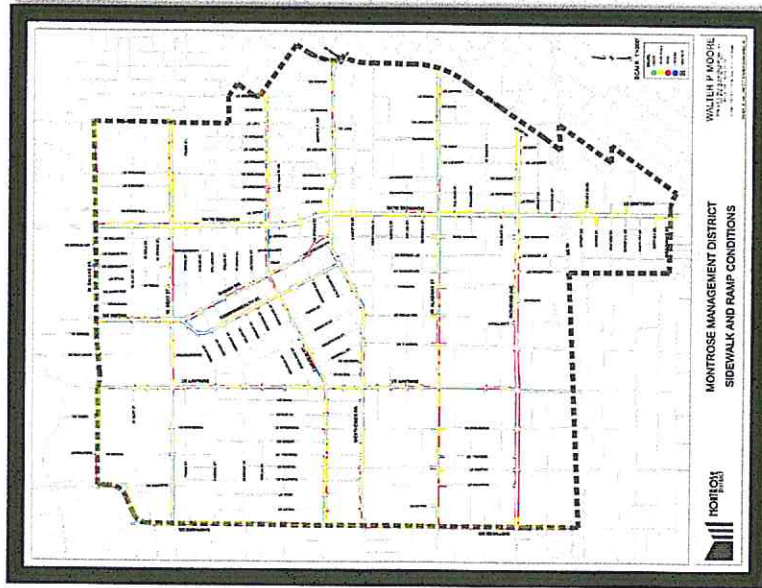
COUNCIL DISTRICT- C

Project Number	Department	Project Name	Address	Zipcode	Progress	Construction End Date (Substantial Completion)
C-000196	FIRE	Fire Station Renovation # 16	1700 Richmond	77098	Planned	2016
H-000094	HEALTH	West End Health Center: Roof & Windows	190 Heights Boulevard	77007	Planned	2018
H-000095	HEALTH	West End MSC: Roof & Windows Finishing	170 Heights Boulevard	77007	Planned	2018
H-000098	HEALTH	West End Health Center: Wheelchair Lift to Stage	170 Heights Boulevard	77007	Planned	2014
E-000015	LIBRARY	Montrose Neighborhood Library Renovation	4100 Montrose	77087	Planned	2018
E-000195	LIBRARY	Gregory School - Row Houses	1300 Victor	77019	Planned	2015
E-000200	LIBRARY	Collier Roof Replacements	6200 Pinemont	77092	Planned	2014
E-000214	LIBRARY	Clayton Library Exterior Repairs	5300 Caroline	77002	Planned	2018
E-000JOC	LIBRARY	Job Order Contract - Collier Roof & Exterior Renovation	6200 Pinemont	77092	Planned	2015
F-000709	PARKS	Wright Bembry Park	850 West 23Rd Street	77008	Planned	2015
F-000713	PARKS	Metropolitan MSC	1475 West Gray	77019	Planned	2015
F-000758	PARKS	Jaycee Park	1300 Seamist	77008	Planned	2015
F-000759	PARKS	Mandell Park	1500 Richmond	77098	Construction	2014
F-000781	PARKS	Fonde Recreation Center (FCA)	110 Sabine St.	77007	Planned	TBD
F-TIGER4	PARKS	TIGER Grant - Project 2 - WOP: MKT Bridge to West 11th St.	White Oak Bayou	77008	Bid & Award	2015
F-BG2020	PARKS	WOBP: Yale to MKT Bridge	White Oak Bayou	77008	Design	2015
F-BG2020	PARKS	WOBP: MKT Bridge Replacement	White Oak Bayou	77008	Construction	2014

Project Number	Department	Project Name	Progress	Construction End Date (Substantial Completion)
Current Projects				
M-000297-0001-4	PWE	Cottage Grove (Low Impact Development)	24%	May-2014
N-00610A-0111-4	PWE	Montrose Safe Sidewalk Project	52%	Mar-2014
S-000035-0110-4	PWE	Waterline Replacement in the Oak Estates II Area	100%	Dec-2013
S-000035-0127-4	PWE	Water Line Replacement in Avondale Area	51%	Aug-2014
S-000035-0130-4	PWE	Waterline Replacement in the Forest Pines Area	67%	Apr-2014
S-000035-0156-4	PWE	Waterline Replacement in the Shepherd Forest Area	68%	May-2014
S-000035-0157-4	PWE	Waterline Replacement in the Mangum Manor North Area	83%	Apr-2014

Upcoming Projects				
Project Number	Department	Project Name	Design Start	Construction Start
M-000265-0001-3	PWE	Rampart Street Area Drainage Improvements Sub-Project I (Beechnut to Jessamine)	Jun-2007	May-2014
M-000267-0001-3	PWE	Shepherd Drive Drainage and Paving	Jun-2007	Mar-2014
M-000285-0001-3	PWE	Garden Oaks and Shepherd Forest Drainage and Paving Sub-Project I	Jul-2011	Jan-2015
M-000290-0002-3	PWE	Montrose Area and Midtown Drainage Improvements	Jul-2011	Feb-2014
M-001013-0001-3	PWE	Willow Waterhole Drainage and Paving	May-2012	Jun-2014
N-000389-0001-3	PWE	Neighborhood Street Reconstruction No 460	Mar-2014	Jul-1905
N-000400-0001-3	PWE	Montrose Area and Midtown Drainage Project No. 467	Nov-2009	May-2014
N-000475-0002-3	PWE	Pinemont Drive from Ella to N. Shepherd Drive	May-2011	Oct-2014
N-001315-0001-3	PWE	Brick Streets in Freedmen's Town.	Nov-2007	May-2014
S-000035-0151-3	PWE	Waterline Replacement in the Braeburn Terrace Area	Jan-2012	Mar-2014
S-000035-0182-3	PWE	Waterline Replacement in the Inner Loop North area	Jan-2012	Sep-2014

Programmed Projects				
Project Number	Department	Project Name	Estimated Construction FY	Estimated Construction Amount
N-100002-0001-3	PWE	TC Jester: Washington to IH-10 Paving and Drainage	2017	\$2,699,000
N-100003-0001-3	PWE	Shepherd and Durham: Washington to Dickson Paving and Drainage Project	2017	\$9,429,000
N-100004-0001-3	PWE	Greenbriar Street: Rice Boulevard to W. Holcombe Boulevard Paving and Drainage Project	2017	\$5,237,000
N-100006-0001-3	PWE	University Boulevard: Kirby Drive To Main Street	2018	\$6,714,000
N-100007-0001-3	PWE	TC Jester Boulevard: Timbergrove To Interstate 10	2018	\$4,106,000
N-100010-0001-3	PWE	Dunlavy Street: Dallas Street To West Gray Street	2018	\$2,578,000
N-100012-0001-3	PWE	Hillcroft Avenue: Bissonnet To Beechnut	2018	\$5,332,000
N-100020-0001-3	PWE	West Alabama: Shepherd to SPUR 527	2018	\$12,435,000
N-210005-0001-3	PWE	Roseland Area Paving and Drainage	2019	\$5,935,000



Summary of sidewalk and ramp conditions as evaluated in the "Comprehensive District-Wide Mobility Study" dated February 2012 that was commissioned by the Montrose District. The full report can be found at www.montrosedistrict.org/transportation

CIP Priorities for Montrose District

- Roadways
 - West Alabama
 - Currently planned for reconstruction west of Shepherd
 - Needs to be continuous to Downtown
 - Westheimer
 - Portions currently on 'Need Priority' list
 - Montrose Boulevard
 - W. Dallas
 - W. Gray
 - Richmond
 - Should be coordinated with METRO
- Sidewalks
 - To provide connectivity throughout district and support Special Parking Area
- Intersection Improvements
 - Signals along Montrose Boulevard

Existing Conditions



Northbound Waugh north of W. Gray (02/26/13)



Eastbound W. Alabama at Menil (02/26/13)



Westbound Westheimer at Woodhead (02/26/13)



MEMORANDUM

TO: MONTROSE DISTRICT BOARD OF DIRECTORS
FROM: DISTRICT EXECUTIVE DIRECTOR
DATE: FEBRUARY 3, 2014
SUBJECT: FINANCE COMMITTEE MEETING MINUTES

Meeting called to order by Kathy Hubbard at 10:06 a.m.

Attending:

Bill Calderon, Executive Director Montrose Management District

Claude Wynn, Chairman of the Board, Montrose Management District

Greg East of Perdue, Brandon, Fielder, Collins and Mott L.L.P.

Josh Hawes, Director of Services, Montrose Management District

Dennis Beedon, Business Ambassador, Montrose Management District

Assessment Accounts Status:

Greg East presented breakdown of past due assessment accounts and status.

Mr. East stated that Upstairs Downstairs had mailed checks on Friday and that those checks would cover the outstanding debt due from this business and that the checks were due to his office by Tuesday.

Mr. East also updated the committee on remaining outstanding assessment fees.

The committee requested that they be given additional updates from Perdue Brandon at their March meeting.

Security Vehicles:

New vehicles were purchased by the District for the HPD extra security staff.

Executive Director Calderon and Josh Hawes presented the check to River Oaks Jeep. Staff stated that they and Officer Beserra had picked up new vehicles last week.

Discussion/Agreement Approval of Vendor invoices:

Upon conclusion of the discussion, the consensus of the committee was to pay all invoices as presented by staff for payment.

Used security vehicle:

Upon conclusion of the discussion, the consensus of the committee was to sell one of the used vehicles as soon as a buyer was found.

Executive Director Calderon informed the committee that the approved 2014 budget included an increase in hours for the Business Ambassadors from 20-30 hours per week.

Adjourn:

There being no further discussion, the meeting was adjourned by Chair Kathy Hubbard at 10:43 a.m.



MEMORANDUM

TO: MONTROSE DISTRICT BOARD OF DIRECTORS
FROM: DISTRICT EXECUTIVE DIRECTOR
DATE: MARCH 3, 2014
SUBJECT: FINANCE COMMITTEE MEETING MINUTES

Meeting called to order by Kathy Hubbard at 10:00 a.m.

Attending:

Bill Calderon, Executive Director Montrose Management District

Claude Wynn, Chairman of the Board, Montrose Management District

Dennis Beedon, Business Ambassador, Montrose Management District

Delinquent Account Status/Law Suit status:

No action taken.

Discussion/Agreement Approval of Vendor invoices:

The committee reviewed the invoices that had been received by the District. Upon a motion made by Chairman Wynn, and seconded by Committee Chair Hubbard, the committee voted to approve the payment of invoices and recommend the same to the full board.

Request for waiver of P & I from Dan Brooks:

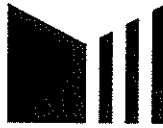
The committee reviewed this request and it was granted on a one time only basis.

Review/consider approval of standard vendor payments:

Executive Director Calderon recommended agreed contract vendor payments be approved automatically with exception to a unique payment being required, the committee voted and approved recommendation.

Adjourn:

There being no further discussion, the meeting was adjourned by Chair Kathy Hubbard at 10:25 a.m.



MEMORANDUM

TO: Montrose District Board of Directors
FROM: District Executive Director
DATE: February 14th, 2014
SUBJECT: Safety and Security Committee Meeting Minutes

The Safety and Security Committee met on Friday, February 14th at 9:00 a.m. at Tradition Bank, 5020 Montrose Blvd., Suite 311, Houston TX 77006.

Montrose District Board & Committee Members present were: Claude Wynn, Bill Calderon, Brad Nagar, Josh Hawes and Jason Ginsberg.

Staff and vendors present: Business Ambassador Dennis Beedon and Tawny Tidwell. Officer Victor Beserra and Leo Laurano from the Montrose Patrol Staff

THE COMMITTEE CONSIDERED THE FOLLOWING:

Review of the Safety and Security of the Montrose District:

- 1) Discuss Patrol Activity Report for the month of January
- 2) Discuss PIP report for the month of January
- 3) Receive report from Celina Vinson concerning nuisance abatement initiatives
- 4) Discuss mobile security cameras
 - A) Anvil
 - B) Autozone
 - C) Chelsea Market
 - D) Barnaby's
 - E) Empire
- 5) Discuss mobile security camera vendor options
- 6) Discuss Public Safety issues in the District

The committee was updated on all the projects and programs as follows:

- 1) Discuss Patrol Activity Report for the month of January

Officer Beserra reviewed the statistics in detail of the PIP report. Arrests have been reduced by 20% over January 2013. BB for the East side of the district show an increase. Bill Calderon recommended that Tawny (social media staff) begin campaign to tweet out the district request for citizens to Lock, Hide and Secure personal belongings in their cars.

- 2) Discuss PIP report for the month of January

Officer Beserra reviewed statistics in detail and advised that Alert Slips were again being created by Business owners and this has shown to help in reducing crime in the district. Bill Calderon suggested that the ability to file an alert slip be made part of the District website and Tawny Tidwell was directed to bring this request to website vendor for resolution.

3) **Receive report from Celina Vinson concerning nuisance abatement initiatives**

Ms. Vinson did not attend. Expectations for her report were agreed for the next meeting.

4) **Discuss mobile security cameras**

Josh Hawes reported that progress is moving forward with bids from new vendors such as S. E.A.L.

Brad Nagar requested that Proposals include presentations by each vendor prior to final Commitment to contract.

5) **Discuss mobile security camera vendor options**

Same as item # 4

6) **Discuss Public Safety Issues in the District**

Overall view by Officer Beserra was positive and encouraging that crime in the District seems to be on a downward trend.

Adjourn

There being no further business to discuss the meeting adjourned at 10:10 a.m.

Memorandum

TO: Montrose Management District Board of Directors
FROM: District Executive Director
DATE: February 26, 2014
SUBJECT: Business & Economic Development Committee Meeting Minutes

The Business & Economic Development Committee of the Montrose Management District held its regular monthly meeting on Wednesday, February 26, 2014 in the second floor conference room of Tradition Bank, 5020 Montrose Blvd., Houston, TX 77006. Committee members attending were Claude Wynn, Cassie Stinson, Steve Madden, Charlie Norris and Jason Ezer. Staff present were Bill Calderon, Ray Lawrence and Tawny Tidwell. Pamela Anders attended as a guest. The meeting was called to order at 12:18 PM.

Approval of Minutes

Minutes of the January 22 meeting were approved as written.

METRO Reimagining Project

Christof Spieler had been invited to attend and provide an update on this important internal study at METRO, but was unable to come. Susan Young, president of the South Main Alliance which has been involved, has been to the March committee meeting to discuss this subject.

Spring Retail Luncheon

This topic generated considerable interest among committee members due to the difficulties involved in attracting new retailers to the District. The rapidly growing numbers of new upscale apartment residents that will be attracted to the District over the next 1-2 years and beyond will require more retail services than are presently available. However, the older improved and limited number of vacant properties in the District are too expensive for the type of retail development that is suited to the Montrose market – small, privately owned and operated shops. The only users who can afford such space are the large national credit retailers that are not likely to find good acceptance in the market. Further complicating the situation is the severe lack of parking in the main corridors and the increased congestion that can be expected as a result of the increasing density of population as the major new multi-family projects lease up.

Moreover, the District may find it harder to retain the retail space it has. As an example, it is expected that Chelsea Market may be torn down and replaced with a large multi-family project.

Whereas originally it was believed that the spring luncheon event might be aimed toward attracting retail development and users to the District, the committee concluded that the best approach should be to define the needs, constraints and available alternatives first and then to host a luncheon featuring speakers that can address those alternatives. It was agreed that the first step could best be accomplished by holding a workshop to which representatives of City P&D, local ULI Council and

perhaps even HGAC would be invited, along with community representatives. The product of the effort could be a white paper listing the conclusions of the workshop. The workshop would then be followed by a luncheon with experts in the various areas covered in the white paper speaking.

Due to the limited amount of time available, Ray Lawrence asked that committee members bring the following to March 26 committee meeting:

- Workshop invitation list
- Recommended facilitators
- Suggested location and format

Status of Proposed Parking District

Bill Calderon provided an update on the District's application. The original application was submitted last fall. The City said they required more data which was submitted. On February 25, the City had a meeting to review the submission and suggested that it be condensed somewhat. The District plans to resubmit in three weeks. Bill expects the Planning Commission to take approximately one month to review it again, after which it will be submitted to City Council. When approved, businesses within the parking District will have more flexible parking requirements with some requirements able to be met off-site.

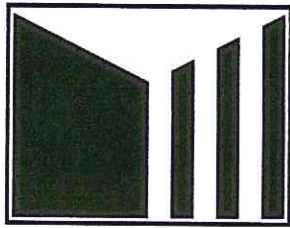
Other

In addition to the agenda items above, there was a discussion of how best to obtain future CIP expenditures for the District. The District is now utilizing its infrastructure engineering consultant, Walter P. Moore, in this effort, particularly with respect to sidewalk improvements. Council members Ellen Cohen and David Robinson are strong supporters of the District's efforts.

There was also discussion about possible cooperation with other Districts who may be interested in a coordinated effort. Over 50% of the city is covered by management Districts. The ULI District Council recently met and selected David Hightower and Cassie Stinson to head up this effort. One possibility would be an interlocal agreement with the Upper Kirby District with the objective of developing an inter-District transportation link to reduce vehicular congestion, such a streetcar similar to that on McKinney Avenue in Dallas or a rubber tired trolley.

Adjournment

The meeting was adjourned at 1:42 PM. The next meeting will be held on March 26.



MONTROSE MANAGEMENT DISTRICT

Cleanup Update

March 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.

1215 Joe Annie – Thank you for your request or comment. Your Tracking Number is: 101001290465.

1840 Colquitt – Thank you for your request or comment. Your Tracking Number is: 101001290468.

905 Woodrow – Thank you for your request or comment. Your Tracking Number is: 101001290472.

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: 101001290478.

715 Woodrow – Thank you for your request or comment. Your Tracking Number is: 101001290483.

4326 Jack – Thank you for your request or comment. Your Tracking Number is: 101001290483.

NEW CONSTRUCTION and DEMOLITIONS IN PROGRESS



New construction at 1941-45 W. Clay



New construction in the 1900 block of Vermont



New construction at 2405 Elmen



Demolition in progress at 1834 W. Main



New construction in the 800 block of Bomar



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 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. Consider approval of an agreement for bicycle rack installation.

Kafoglis Construction, Inc.

PO Box 66549

Houston, TX 77266

Agreement Submitted to Client:		Date: 3/6/2014
Montrose Management District	WORK:	LOCATION:
5020 Montrose Blvd Suite 211	Bike Rack Install	Per District Instruction
Houston, TX 77006	Proposal good until: April 2014	

We hereby submit our agreement for the following work:

Bike Rack Installation according to Manufacturer's guidance included as an attachment for a surface foot mount Downtown rack. An in concrete or rail mount is not included in the scope of this proposal. Please see included manufacturer's specifications.

We propose to furnish labor, in accordance with the above specifications for the sum of: \$150 per install (one hundred fifty). An install is equivalent to a rack. If there are 2 Downtown Racks to be installed the effective price would be \$300.00. ~~X~~

Payments shall be made as follows:

Invoice will be generated per installation and payable upon receipt.

General Provisions:

Work shall commence on or about March 15th, 2014.

All work is guaranteed to be as specified above. All work shall be completed in a workmanlike manner, in accordance with standard industry practices and manufacturers' instructions. Any deviation or alteration from the above specifications that involves extra costs will be completed only upon executing a written change order, and will require extra charges and time to complete, above and beyond this estimate. Owner shall carry any required insurances. Contractor shall carry General Liability Insurance and Workers Compensation Insurance for all employees. All labor is guaranteed against defects for a period of one year from the date of completion.

** Amount not to exceed \$5,000.⁰⁰ w/o further approval of the Board of Directors.*

Be

Acceptance of Proposal:

The above price, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment shall be made as described above. Please sign and email a scanned copy to sales@kafoglis.com and mail the original to PO Box 66549, Houston, TX 77266.

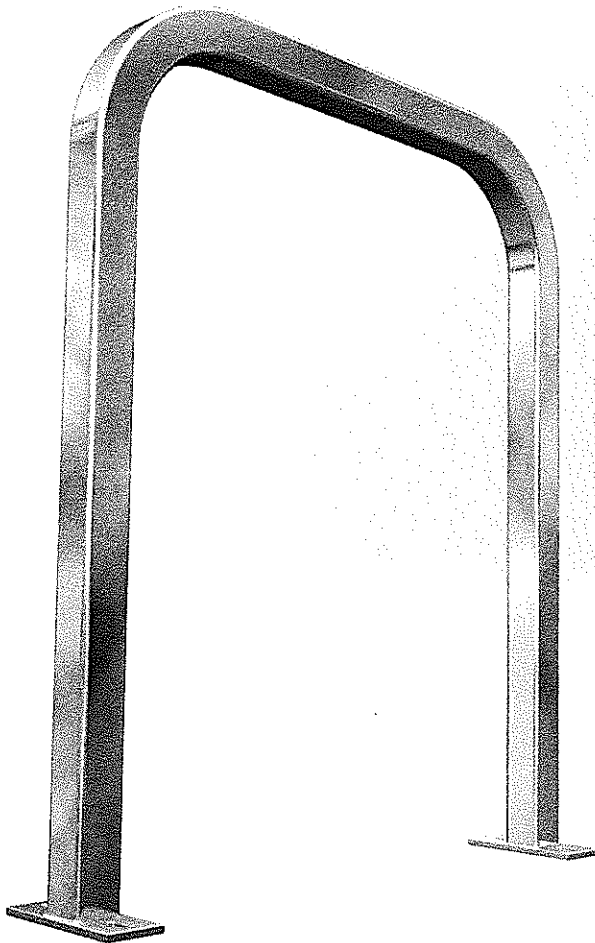
Client's Signature(s) of Acceptance

Date

Printed Name:

Attachments:

Dero's_Downtown_Rack_Installation



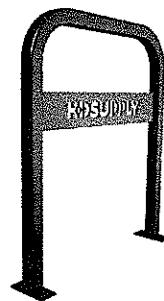
DERO DOWNTOWN RACK

- High security
- Superior bike support
- Freestanding rail mount available

The Dero Downtown Rack uses thick, square-tube construction that can't be cut with a pipe cutter. The extended width of the Dero Downtown Rack makes for easy bike parking by giving the bike full support and multiple locking points for a u-style bike lock. Break-a-way nuts or concrete spike anti-theft hardware options are included with the Dero Downtown Rack.



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Your Logo Here!

We can include your organization's logo in the center of a specially designed Dero Downtown Rack. Contact us for more details on this unique option.



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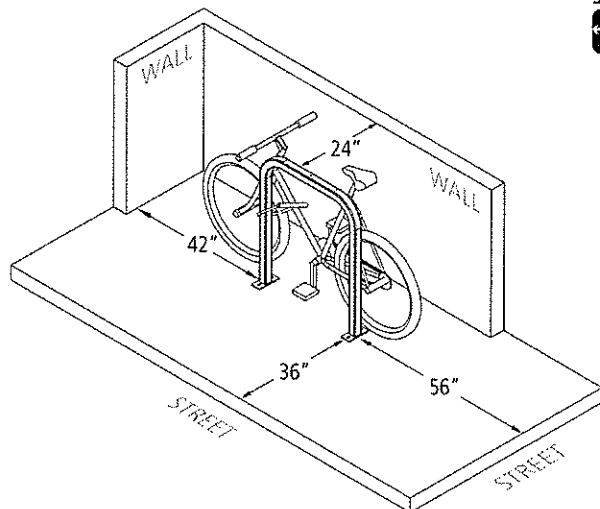
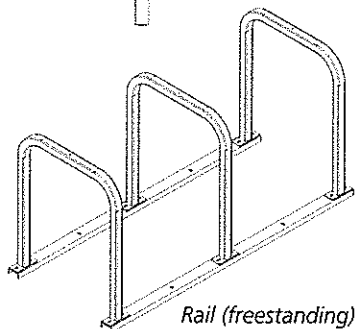
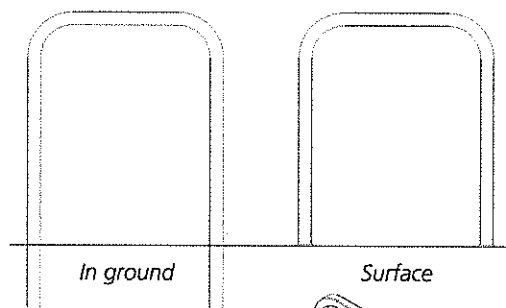
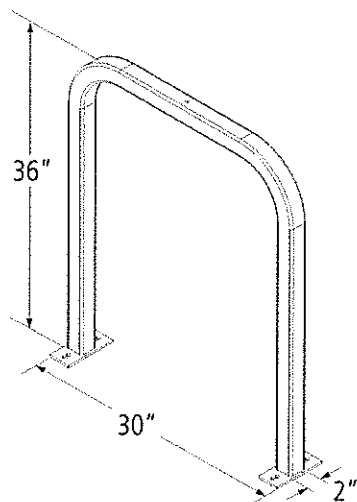


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DOWNTOWN RACK

Specifications and Space Use



Product

Dero Downtown Rack
As manufactured by Dero Bike Racks

Capacity

2 Bikes

Materials



2" x 2" x 3/16" square tube - mild steel
2" x 2" x 11g square tube - stainless steel

Finishes



An after fabrication hot dipped galvanized finish is our standard option. 250 TGIC powder coat colors, thermoplastic coating, PVC dip, and stainless steel finishes are also available as alternate options.

Our powder coat finish assures a high level of adhesion and durability by following these steps:

1. Sandblast
2. Epoxy primer electrostatically applied
3. Final thick TGIC polyester powder coat

Stainless Steel: 304 grade stainless steel material finished in either a high polished shine or a satin finish.

Installation Methods



In ground mount is embedded into concrete base. Specify in ground mount for this option.

Foot Mount has two 2.5"x6"x.25" feet with two anchors per foot. Specify foot mount for this option.

Rail Mounted Downtown Racks are bolted to two parallel rails which can be left freestanding or anchored to the ground. Rails are heavy duty 3"x1.4"x3/16" thick galvanized mounting rails. Specify rail mount for this option.

Space Use and Setbacks



Wall Setbacks:

For racks set parallel to a wall:

Minimum: 24"

Recommended: 36"

For racks set perpendicular to a wall:

Minimum: 28"

Recommended: 42"

Distance Between Racks:

Minimum: 24"

Recommended: 36"

Street Setbacks:

Minimum: 24"

Recommended: 36"



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DOWNTOWN RACK

Installation Instructions - Surface Mount

Tools Needed for Installation

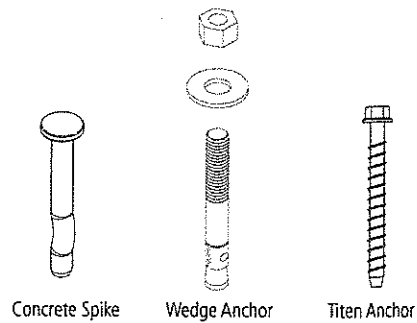
Tape Measure
 Marker or Pencil
 Masonry Drill Bit
 Drill (Hammer drill recommended)
 Hammer
 Wrench 9/16"
 Level

Recommended Base Materials:

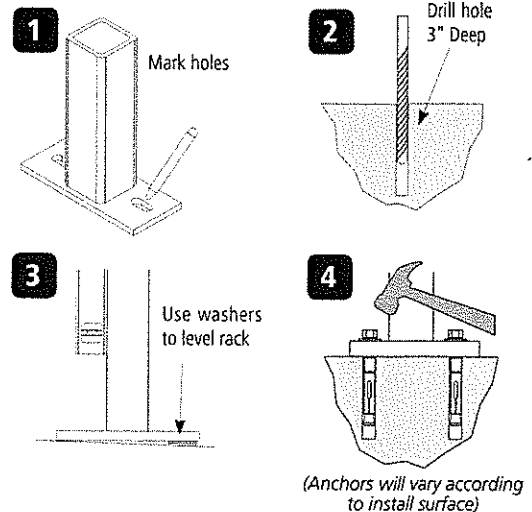
Solid concrete is the best base material for installation. To ensure the proper anchors are shipped with your rack, ask your Dero Rack representative which anchor is appropriate for your application. Be sure nothing is underneath the base material that could be damaged by drilling.

Installation:

3/8" anchors are shipped with the rack. Place the rack in the desired location. Use a marker or pencil to outline the holes of the flange onto the base material. Drill the holes in accordance with the specifications shipped with the anchors. Make sure the holes are at least 3" away from any cracks in the base material. Use washers to level rack if necessary. Tap in anchors and follow your specific anchor instructions provided with the rack.



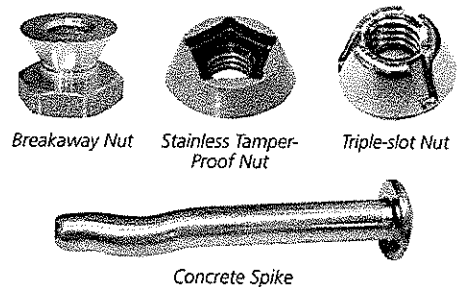
Standard Anchor Types



Tamper Resistant Fasteners

The concrete spike is a permanent anchor. The top of the wedge anchor can also be pounded sideways after installation so that it cannot be removed. Other tamper resistant fasteners are also available for purchase.

When using the special tamper resistant nuts, always set and first tighten the anchors. Once the rack is installed, replace two nuts from the bracket (opposite sides from each other) with the tamper resistant fastener. DO NOT OVERTIGHTEN the tamper resistant nut.



If you have any questions about installation or other features of the Downtown Rack, please call us toll free at 1-800-298-4915



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DOWNTOWN RACK

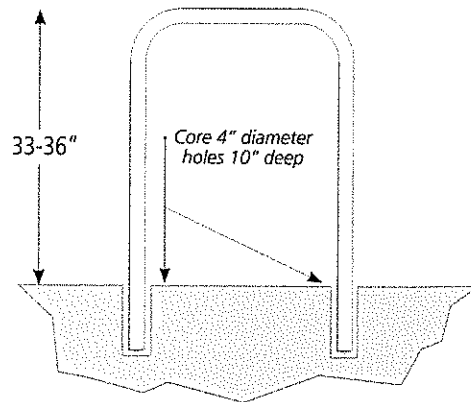
Installation Instructions - In Ground Mount

Tools Needed for Installation

Level	Hole coring machine with 4" bit
Cement mixing tub	Access to water hose
Shovel	Materials to build brace (see "Install Tip" at bottom of page)
Trowel	

Installing into Existing Sidewalk

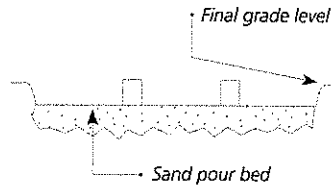
Core holes no less than 3" diameter (4" recommended) and 10" deep into sidewalk. Fill holes with Por-Rok or epoxy grout. Place Downtown Rack into holes, making sure the rack is level. 33"-36" of the Downtown Rack should remain above the surface. If the Downtown Rack is less than 33" high, it will not support the bike adequately. Make sure the rack is level and held in place until the grout has set.



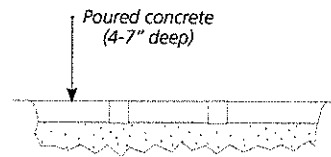
Installing Into a New Sidewalk:

Sleeve Method:

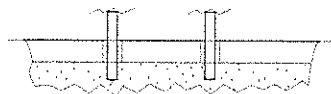
- 1 Place corrosion resistant sleeve (min. 4" inside diameter) in sand pour bed in exact location where rack will be installed. Make sure top of sleeve is at same level as desired finished concrete surface. Fill sleeve with sand to keep it in place and prevent it from filling with concrete.



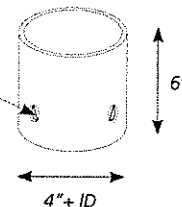
- 2 Pour concrete and allow to cure.



- 3 After appropriate cure time, dig out sand from sleeves and insert racks, making sure they are level and at the appropriate height. Pour in Por-Rok or epoxy grout and allow to set.

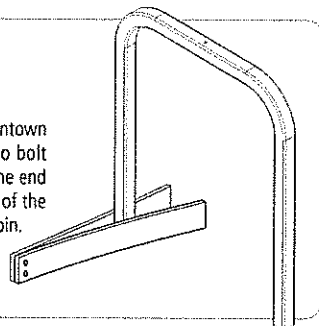


Note: Sleeve should have profile to keep it from coming loose from hardened concrete.



INSTALL TIP

An easy way to brace the Downtown Rack while the grout sets is to bolt two 1x4" boards together at one end and clamp them onto the legs of the Downtown Rack like a clothes pin.



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DOWNTOWN RACK

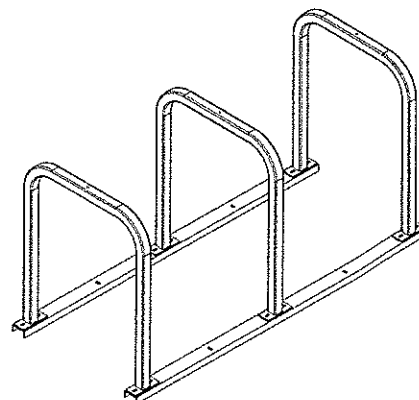
Rail Mounted Options

RAIL MOUNTED OPTIONS

Rail mounted Downtown Racks are standard foot mounted Downtown Racks attached with bolts to a rail as in the diagram at left. Rail mounted racks provide more flexibility than other mounting options while providing the same degree of security.

Rail mounted Downtown Racks can be left freestanding, or they can be anchored to the ground using several anchors. This option allows for easier snow removal and sweeping. Installation of Rail mounted Hoops is also much less expensive than embedding the racks into the ground.

* Note: Though racks may be painted, the rails will remain with only a galvanized finish

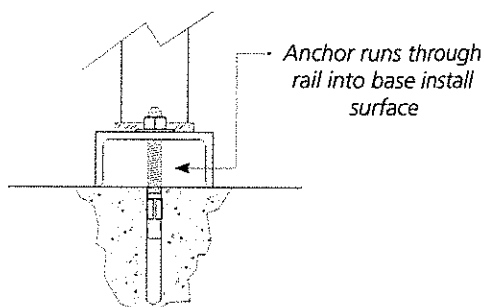


Advantages to rail mounted Downtown Racks:

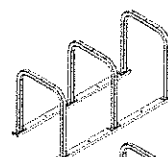
- Easier and inexpensive installation
- Can be left freestanding or anchored to the ground
- Easier to remove for sweeping and snow removal

Applications where rail mounted racks work best:

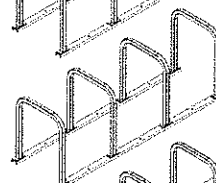
- Installation to pavers
- Asphalt Installations
- Ground, dirt, or mulch
- Situations where the rack needs to be moved occasionally



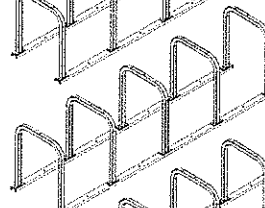
3 Unit Rack
76" Long
Parks 6 Bikes



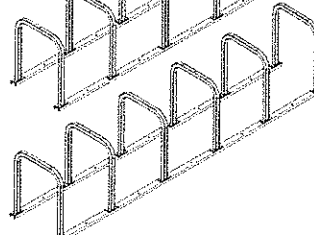
4 Unit Rack
108" Long
Parks 8 Bikes



5 Unit Rack
146" Long
Parks 10 Bikes



6 Unit Rack
181" Long
Parks 12 Bikes



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DOWNTOWN RACK

Installation Instructions - Rail Mount

Tools Needed for Installation:

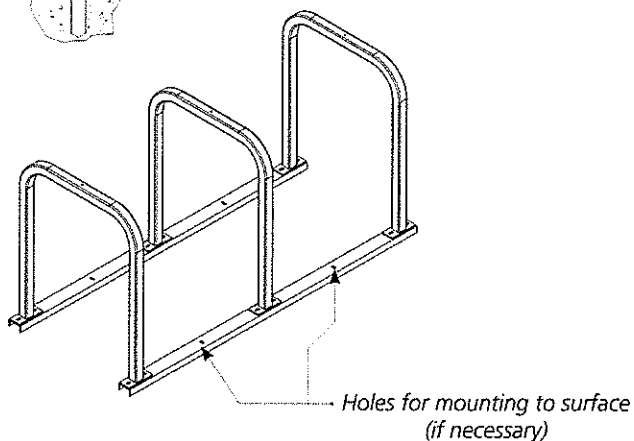
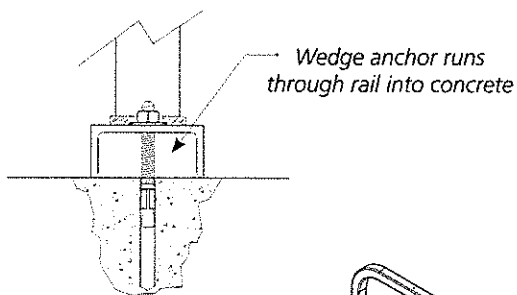
9/16" Socket set
Two 4"x4"x28" (or larger) blocks
4 bolts, nuts and washers for every Hoop (included with rack). If using a tamper resistant nuts, install two tamper resistant nuts with each Hoop.

Installation Steps

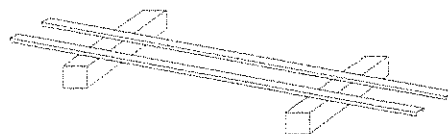
- 1** Lay out the two channel beams where the rack will be placed. Place the two beams on top of the two blocks of wood so that the open part of the channel faces the ground.
- 2** Place Downtown Racks on beams so holes in rack flanges line up with beam slots.
- 3** Put bolts through Downtown Rack flange holes and beams so bolt head faces up. **HAND** tighten the nuts using new flange nuts.
- 4** Once nuts are on, tip assembled rack over and use a 9/16" socket to tighten nuts. Before fully tightening nuts, make sure the racks are straight on beams. If using tamper resistant nuts, use access tool to tighten nuts. Do not overtighten the tamper resistant nuts. Tip rack upright.

Anchoring the Rails

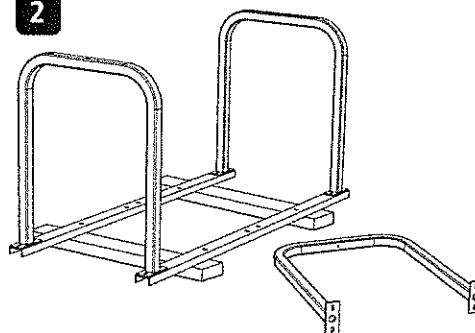
To anchor the rails to concrete, place 3.75" wedge anchor through holes in the rail into the concrete. Secure with nut.



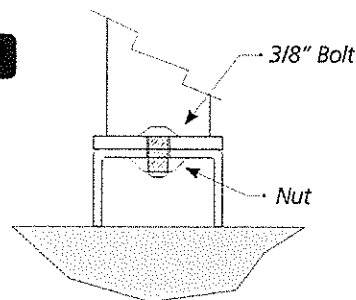
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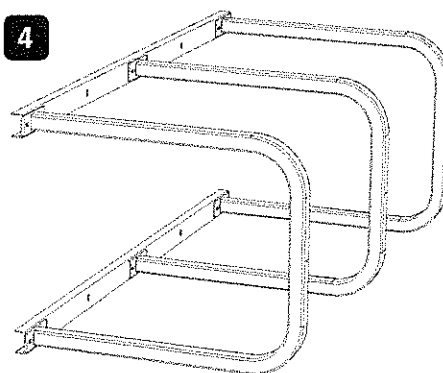
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3



4



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