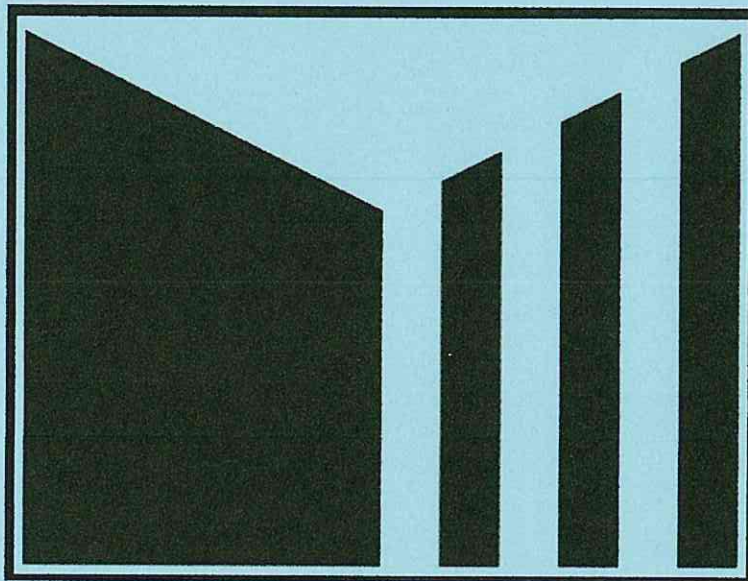


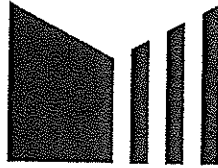
# MONTROSE MANAGEMENT DISTRICT



Agenda and Agenda Materials  
Meeting of the Board of Directors

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September 8, 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, September 8, 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**

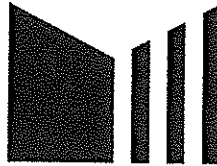
1. Determine quorum; call to order.
2. Approve minutes of meeting held August 11, 2014.
3. Accept Oaths of Office, Sworn Statements, and Bonds from newly appointed board members.
4. Receive public comments.
5. Receive presentation from local non-profit, Young Invincibles.
6. Receive District's monthly Assessment Collection Reports and Billing and Assessment Summaries, Lawsuit and Arbitration Status Details, and Delinquent Assessment Reports.
7. Receive and consider District's monthly financial report, including; pay invoices.
8. Receive Executive Director's Monthly Report on District initiatives.
  - a.) Receive update from Kudela & Weinheimer on District branding signage.
  - b.) Authorize advertisement of bidding documents for District branding signage.
  - c.) Authorize contract with Xenn Creative for website services.
9. Convene in Executive Session pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with attorney to discuss litigation, and matters related to the same.
10. Reconvene in Open Session and authorize appropriate action by legal counsel related to Item 9 on the agenda.
11. Announcements.
12. Adjourn.



*Bill Gibson*

Executive Director

Persons with disabilities who plan to attend this meeting and would like to request auxiliary aids or services are requested to contact the District's Executive Director at (713) 5951200 at least three business days prior to the meeting so that the appropriate arrangements can be made.



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*Bill Calhoun*

\_\_\_\_\_  
Executive Director

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MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

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

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2. Approve minutes of meeting held August 11, 2014.

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

**August 11, 2014**

**DETERMINE QUORUM; CALL TO ORDER.**

The Board of Directors of Montrose Management District held a regular meeting, open to the public, on Monday, August 11, 2014, at 12:00 p.m. at 401 Branard Street, 2<sup>nd</sup> 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>Asst Secretary</i>
Position 5 - Lane Llewellyn	Position 13 - <i>vacant</i>
Position 6 - Robert Jara	Position 14 - <i>vacant</i>
Position 7 - <i>vacant</i>	Position 15 - Randall Ellis
Position 8 - <i>vacant</i>	

and all were present with the exception of Directors Thorpe and Heugel, thus constituting a quorum. Also present were Bill Calderon, Susan Hill, Linda Clayton, Phillip Wagner and Gretchen Larson, all with Hawes Hill Calderon, LLP; Clark Lord, Bracewell & Giuliani; Ray Lawrence, Lawrence & Associates; Barry Abrams, Blank-Rome; and Pat Hall, Equi-Tax, Inc. Others attending the meeting were Dennis Beedon, Montrose Business Ambassador; Victor Beserra, HPD; Tawny Tidwell, Daphne Scarbrough, Richmond Avenue Coalition and Jack Valinski, City of Houston. Chairman Wynn called the meeting to order at 12:04 p.m.

**ACCEPT OATHS OF OFFICE, SWORN STATEMENTS, AND BONDS FROM NEWLY APPOINTED BOARD MEMBERS.**

Chairman Wynn welcomed the new Board members and introductions were made by Ryan Haley and Steve Madden. Upon a motion duly made by Director Stinson, and being seconded by Director Llewellyn, the Board voted unanimously to accept the Oaths of Office, Sworn Statements and Bonds from Ryan Haley for position 7 and Steve Madden for position 8.

**RECEIVE PUBLIC COMMENTS.**

There were no public comments.

**RECEIVE AND CONSIDER DISTRICT'S MONTHLY FINANCIAL REPORT, INCLUDING PAY INVOICES.**

Ms. Alexander presented the Monthly Financial Report and went over invoices, included in the Board agenda materials. Upon a motion duly made by Director Mitchmore, and being seconded by Director Nagar, the Board voted unanimously to accept the monthly financial report and approved payment of invoices.



## **APPROVE MINUTES OF MEETING HELD JULY 14, 2014.**

Upon a motion duly made by Director Hubbard, and being seconded by Director Mitchmore, the Board voted unanimously to approve the Minutes of the July 14, 2014, Board meeting, as presented.

## **RECEIVE EXECUTIVE DIRECTOR'S MONTHLY REPORT ON DISTRICT INITIATIVES.**

Mr. Calderon reported the Marketing and Business Relations Committee continues planning the Fall Business Workshops. Ms. Larson reported the workshops would be covering three topics (1) B2B Marketing & Business Development; (2) Business Ethics in Professional Services; and (3) Marketing Analytics & ROI. Mr. Calderon reported they would be charging \$10 per person and were designed to target specific groups. Mr. Calderon went over the Business Ambassadors program numbers and reported the goal was to visit at least 80 businesses a month. He reported the Mobility and Visual Improvements Committee continues to work on the Special Parking application. He reported the final plans for the District lighting had been submitted to TxDOT. He provided an update on the District branding signs and answered questions. Officer Beserra presented the Patrol Summary Report for July, 2014, and answered questions. He provided an updated on the bicycle theft suspects and arrests made last week. There was general discussion regarding problems with the homeless at Alabama and Fountain. Mr. Calderon reported a retail workshop was held July 10 and the main concern was the District's infrastructure challenges. Director Stinson reported the process and costs associated with sidewalk repair deters businesses from repairing the sidewalks. There was general discussion regarding ways the District could become involved to simplify the process. No action from the Board was required.

- **Consider approval of bidding documents for District Branding Signage**

This item was tabled.

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

Ms. Hall presented the Monthly Assessment Collection Report, included in the Board agenda materials. She reported 96% collected in the East zone with no uncertified properties and 96% collected in the West zone with no uncertified properties. She reported the 2014 certified numbers had not been received from HCAD as yet. She answered questions regarding delinquent accounts. No action from the Board was required.

## **CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.017, TEXAS GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH ATTORNEY TO DISCUSS LITIGATION, AND MATTERS RELATED TO SAME.**

The Board convened in executive session at 12:59 p.m.

## **RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION BY LEGAL COUNSEL RELATED TO ITEM 8 ON THE AGENDA.**

The Board reconvened from executive session at 1:25 p.m. No action was taken.

## **ANNOUNCEMENTS.**

Mr. Calderon reported he had met with Congressman Poe and provided an update regarding federal funding availability on mobility funds for the City of Houston.

## **ADJOURN.**

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 1:28 p.m.

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Secretary



MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

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

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5. Receive a presentation from the local non-profit Young Invincibles.





# YOUNG INVINCIBLES

together, invincible

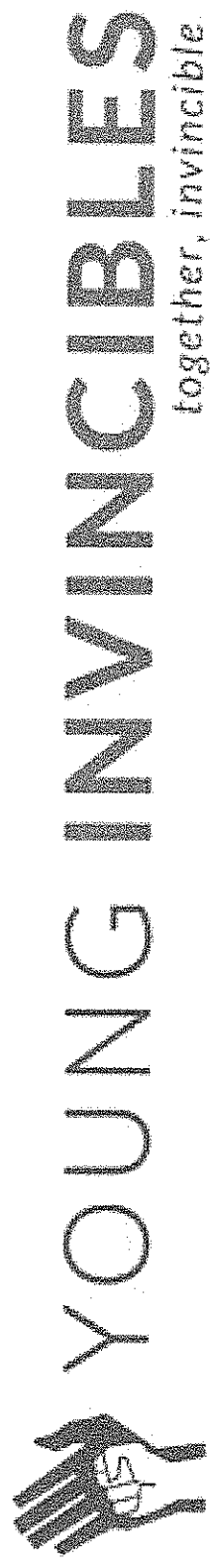
Young Invincibles (YI) is a national organization committed to mobilizing and expanding economic opportunities for young adults between 18 and 34 years of age. YI leads young adult mobilization and education campaigns, high-level policy analysis, and strategic communications, both online and offline, to improve the economic opportunities available to young adults.

By empowering and raising the voices of our generation, YI seeks to positively impact the economic horizons for young people, particularly those from underrepresented communities. YI is a non-partisan organization with diverse national and local partners ranging from the US Chamber of Commerce to the National Council of La Raza.

Established in 2009, YI has led a variety of successful initiatives in its three focus areas of health, education, and jobs, including a 2012 National Youth Bus Tour and 2013 National Jobs Tour which engaged thousands of young adults from all different backgrounds in a conversation about their challenges and their future, insights that proved immensely valuable in crafting our policy agenda.

Some major accomplishments include:

- In 2009, Young Invincibles led *Getting Covered*, a national education and youth engagement campaign and communications effort as part of the Affordable Care Act to expand insurance coverage up to age 26 on a parent's policy. YI worked extensively in the media to explain the importance of young adult health coverage options. The law passed on March 23, 2013 and already over 3.1 million young adults have gained health insurance coverage as a result.
- In 2012, YI gained another victory when HHS issued regulations extending new consumer protections for over 2 million students on student health plans. YI was the national leader on this issue, and pushed back on attempts to exempt schools from the rules.
- In higher education, Young Invincibles played a critical role providing the student voice to shape major policy change around federal student loans by leading a campaign to keep interest rates low and then shaping new reforms to include caps on interest rates.
- YI has helped to impact the debate around a range of youth economic issues, particularly around youth unemployment. Its National Youth Bus Tour was profiled in the NY Times' Business Section in 2012, and YI staff and members have appeared on outlets ranging from CNN to the Wall Street Journal to NPR. Local newspapers and radio have done extensive stories on our state-focused reports and fact sheets on youth unemployment. The national media, from the New York Times to Bloomberg, has come to see Young Invincibles as one of the go-to sources for information on how the economy is impacting young adults. YI has also ensured that local media highlights successful local workforce models.
- YI enrolled hundreds, trained thousands, and educated millions during its Healthy Young America campaigns, designed to ensure that young people understood new changes to the health insurance landscape and took advantage of new benefits.
- YI has already undertaken the largest statewide effort to organize Texas college students - including community college students - in recent Texas memory.



Southern Regional Office  
Jose Eduardo Sanchez, Southern Director

# Who We Are

- Young Invincibles is a national non-partisan, non-profit organization working to amplifying the voices of young adults, ages 18 – 34, and improve economic opportunities for our generation by focusing on higher education, health care, and workforce development.
- Started in 2009 at Georgetown Law School during the debate surrounding health care reform, today we have regional offices in New York, Chicago, Los Angeles, and San Francisco.
- Supporters include the Annenberg Foundation, the Annie E. Casey Foundation, Packard Foundation, and the Robert Wood Johnson Foundation.

# What We Do

Strategies and initiatives focused on healthcare, higher education, and workforce development:

- Outreach and education

- Healthy Young America:

Connects young adults, and their advocates, with the resources to positively engage with their health and health coverage, and the tools to empower their community with healthcare information.

- Student Impact Project:

Equips students with the tools and resources to organize and advocate for that policies that support college access, affordability, and success.

- Policy research:

- In This Together: The Impact of Youth Unemployment
  - Closing the Race Gap: Alleviating Young African American Unemployment Through Education

- Advocacy

# What We Do in Houston

Empower young adults by connecting them with decision-makers in their communities, and partner with organizations around our issues areas to reach and engage young adults.

- Student Impact Project:
  - Community College Tour
  - Higher Education Summits centered around college affordability and student debt
  - Closing the Race Gap: Regional Briefing
- Healthy Young America:
  - Special Enrollment Period Outreach
  - Young Adult Healthcare Outreach
  - Healthcare Advocate Training
- Transportation Issues
- Young Parents Initiative
- Encouraging youth –focused workforce development and entrepreneurship

# How to Get Involved

*We are your workforce and your consumers*

- Connect us with the young people in your organization
- Amplify our voice in the Montrose community by sharing our outreach materials
- Host a Young Invincibles event: Healthy Young America presentation, Quarterly Update, or “Friend-raiser”



# Contact Us

## Office:

Montrose Center  
401 Branard St. Suite  
115

Houston, TX 77006

Phone: 713-800-0805

## Online:

Website: [www.younginvincibles.org](http://www.younginvincibles.org)

Email: [yi-texas@younginvincibles.org](mailto:yi-texas@younginvincibles.org)

Facebook: [/together.invincible](https://www.facebook.com/together.invincible)

Twitter: [@YoungInvincible](https://twitter.com/YoungInvincible)

## Upcoming Events

- Wednesday, September 24: Fall Update at the Montrose Center
- Saturday, October 11: Student Impact Higher Education Summit at the University of Houston

MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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**AGENDA MEMORANDUM**

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

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

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

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2013	0.12500	\$500,317.02	\$486,130.64	\$14,186.38	97%
2012	0.12500	\$431,732.28	\$428,645.89	\$3,086.39	99%
2011	0.12500	\$410,039.70	\$409,661.46	\$378.24	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	-1,612.64	437,261.12
2012 Assessment Collected	675.88	3,419.84
2011 Assessment Collected	0.00	-607.19
2010 Assessment Collected	0.00	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	1,167.75	7,635.28
Overpayments	0.00	20,684.78
CAD Lawsuits	7,250.00	10,234.18
CAD Corrections	0.00	1,311.50
Collection Fees	1,433.70	3,044.86
Court Fees	0.00	0.00
<b>Total Revenue</b>	<b>8,914.69</b>	<b>483,298.12</b>
Overpayments Presented for Refund	7,250.00	32,229.88
Overpayments Applied to Assessment	0.00	0.00
ASSESSED VALUE FOR 2013:	<b>404,016,024</b>	Uncertified: 0
ASSESSED VALUE FOR 2012:	<b>345,694,982</b>	Uncertified: 0
ASSESSED VALUE FOR 2011:	<b>328,053,447</b>	Uncertified: 0
ASSESSED VALUE FOR 2010:	<b>321,799,663</b>	Uncertified: 0
ASSESSED VALUE FOR 2009:	<b>336,117,938</b>	Uncertified: 0
ASSESSED VALUE FOR 2008:	<b>317,339,817</b>	Uncertified: 0
ASSESSED VALUE FOR 2007:	<b>322,144,526</b>	Uncertified: 0

Assessment Collection Account: Compass Bank, Account No. 2530962019

**ASSESSMENT PLAN PROJECTIONS**

YEAR	MAX RATE	PROJECTED LEVY 2%	COLLECTIONS @ 95%	CUMULATIVE COLLECTIONS	10 YEAR AVERAGE @ 10%
2007	0.12500	337,500	320,625	309,849.83	
2008	0.12500	344,250	327,038	396,650.13	
2009	0.12500	351,135	333,578	419,901.67	
2010	0.12500	358,158	340,250	402,184.07	
2011	0.12500	365,321	347,055	409,661.46	
2012	0.12500	372,627	353,996	428,645.89	
2013	0.12500	380,080	361,076	\$486,130.64	
2014	0.12500	387,681	368,297		
2015	0.12500	395,435	375,663		
2016	0.12500	403,344	383,177		
		<b>3,695,531</b>	<b>3,510,754</b>		<b>369,553</b>

The Projected Levy is based on the rate remaining at 0.12500

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

# MONTROSE DISTRICT EAST ZONE

August 2014

## TOP TEN ASSESSMENT PAYERS

PROPERTY OWNERS	ACCOUNT NOS	SITUS	PROPERTY TYPE	VALUE	ASSESSMENT
PPF AMLJ 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	0261640000027 0261630000021 0261630000001	4100 MONTROSE BLVD 77006 4203 YOAKUM BLVD 77006 4200 MONTROSE BLVD	OFFICE BUILDINGS	14,054,250	17,567.81
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 1990 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	0140670000002 0140250000001 0140250000002 0140250000005 0140660000002 0140670000001 0140670000003 0140670000004	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	VARIOUS COMMERCIAL	8,337,163	10,391.61
	0140670000005 0140670000006 0140670000009 0180340000001 0180340000002 0180340000003 0180340000011 0140660000004 0180340000012 0261510000020 0261510000021 0261510000027 0442130000001 0140680000009	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			

MONTROSE DISTRICT EAST ZONE

August 2014

TOP TEN ASSESSMENT PAYERS					
POST RICHMOND LP 4401 NORTHSIDE PKWY NW STE 800 ATLANTA GA 30327-3093	1309010010001	RICHMOND AVE 77006	MULTI - FAMILY	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 BVD LP 3815 MONTROSE BVD 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 MANHATTAN % 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**

August 2014						
TOP TEN DELINQUENTS						
PROPERTY OWNER	ACCOUNT NO	SITUS	PROPERTY TYPE	ASSESSMENT YEAR(S)	ASSESSMENT	
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	1,670.94	
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	
VALLE FANCISCO G 815 RICHMOND AVE HOUSTON TX 77006	92 014 150 000 0015	815 RICHMOND AVE 77006	COMMERCIAL	2012 - 2013	1,481.30	
GAMRU PROPERTIES LTD 501 SUL ROSS ST HOUSTON TX 77006-5030	92 008 270 000 0005	506 SUL ROSS ST #11 77006	APARTMENT	2012 - 2013	1,460.69	
COSA BELLA LTD 2321 MCDUFFIE ST HOUSTON TX 77019-6527	92 018 034 000 0009	1009 MISSOURI ST 77006	COMMERCIAL	2012 - 2013	1,208.79	
SPRECHER DAVID S P O BOX 1388 WALLER TX 77484-1388	92 037 081 000 0023	2205 MONTROSE BLVD 77006	OFFICE BUILDINGS	2013	1,162.91	
GAWERC BRONIA 330 FAIRVIEW ST HOUSTON TX 77006-3002	92 014 054 000 0011	330 FAIRVIEW ST 77006	OFFICE BUILDINGS	2013	920.51	
CHEN ENG C & CHIANG TZUJ 4518 HIGHWAY 6 SUGAR LAND TX 77478-4488	92 026 136 000 0009	3321 STANFORD ST 77006	SHOPPING CENTER	2013	872.96	
515 W ALABAMA LLC P O BOX 3087 HOUSTON TX 77253-3087	92 023 057 000 0018	515 W ALABAMA ST 77006	SHOPPING CENTER	2013	772.14	



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

Jur 930

**Summary**

For Tax Years 2007-2013, for the period of June 2009 through May 2014

**Settled**

478,015,016	Original value of <b>Settled</b> accounts as of 6/6/2014
140	Number of <b>Settled</b> accounts as of 6/6/2014
44,881,105	Reduction in value of <b>Settled</b> accounts
9.39%	Average % reduction in value of <b>Settled</b> accounts

**Unsettled**

155,540,641	Original value of <b>Unsettled</b> accounts as of 6/6/2014
68	Number of <b>Unsettled</b> accounts as of 6/6/2014

.125 Tax rate per \$100 valuation

**\$18,255** Estimated reduction in assessment on 68 Unsettled accounts,  
 based on 9.39% average

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

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2013	0.12500	\$1,147,987.44	\$1,116,192.01	\$31,795.43	97%
2012	0.12500	\$972,674.33	\$964,893.66	\$7,780.67	99%
2011	0.12500	\$884,073.47	\$880,674.75	\$3,398.72	99%
2010	0.12500	\$868,124.80	\$866,391.69	\$1,733.11	99%

Current Month Activity

Revenue:	Current Month	Year to Date
2013 Assessment Collected	6,909.63	1,051,516.82
2012 Assessment Collected	0.01	-3,152.86
2011 Assessment Collected	0.00	538.89
2010 Assessment Collected	-91.04	316.46
Penalty & Interest	1,821.29	9,714.91
Overpayments	7.35	19,448.14
CAD Lawsuits	3,029.10	18,224.99
CAD Corrections	0.00	0.00
Collection Fees	2,333.88	3,818.92
Court Fees	0.00	0.00
<b>Total Revenue</b>	<b>14,010.22</b>	<b>1,100,426.27</b>
Overpayments Presented for Refund	3,036.45	37,673.01
Overpayments Applied to Assessment	0.00	0.00

ASSESSED VALUE FOR 2013:	<b>918,488,931</b>	Uncertified:	<b>0</b>
ASSESSED VALUE FOR 2012:	<b>778,844,119</b>	Uncertified:	<b>0</b>
ASSESSED VALUE FOR 2011:	<b>707,258,348</b>	Uncertified:	<b>0</b>
ASSESSED VALUE FOR 2010:	<b>694,497,461</b>	Uncertified:	<b>0</b>

Assessment Collection Account: Compass Bank, Account No. 2530962086

**ASSESSMENT PLAN PROJECTIONS**

YEAR	MAX RATE	PROJECTED LEVY 2%	COLLECTIONS @ 95%	CUMULATIVE COLLECTIONS	10 YEAR AVERAGE @ 10%
2010	0.12500	868,125	824,719	\$866,391.69	
2011	0.12500	885,487	841,213	\$880,674.75	
2012	0.12500	903,197	858,037	\$964,893.66	
2013	0.12500	921,261	875,198	\$1,116,192.01	
2014	0.12500	939,686	892,702		
2015	0.12500	958,480	910,556		
2016	0.12500	977,650	928,767		
		6,453,886	6,131,191		645,389

The Projected Levy is based on the rate remaining at 0.12500

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

# MONTROSE DISTRICT WEST ZONE

August 2014

## TOP TEN ASSESSMENT PAYERS

PROPERTY OWNER	ACCOUNT NOS	SITUS	PROPERTY TYPE	VALUE	ASSESSMENT
WEINGARTEN REALTY INVESTORS 0591-001 P O BOX 924133 HOUSTON TX 77292-4133	0442250000001 0442250000170 0442250000169 0442250000168 0442250000145 0442250000110 0442250000105 0442250000005 0442250000002 0442250000171	2005 W GRAY ST 77019 1953 W GRAY ST 77019 1953 W GRAY ST 77019 2028 W GRAY ST 77019 2001 W GRAY ST 77019 2020 W GRAY ST 77019 2010 W GRAY ST 77019 2002 W GRAY ST 77019 1950 W GRAY ST 77019 2017 W GRAY ST 77019	VARIOUS COMMERCIAL	65,415,796	81,769.74
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 0660870020006	4310 DUNLAVY ST 236 77006 4403 WOODHEAD ST 16 77098 4403 WOODHEAD ST 77098 4315 WOODHEAD ST 8 77098	MULTI - FAMILY	37,180,166	46,475.21
ANBIL IL-R O L P 105 TOWN CENTER RD STE 10 KING OF PRUSSIA PA 19406-2394	0730810030011 1170070010001 1170070020001 0730810030007	1505 W CLAY ST 77019 1422 W GRAY ST 77019 1414 WAUGH DR 77019 1521 W CLAY 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	1327190010001 1327190010002	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
SHEPHERD INV LP 1800 POST OAK BLVD 6 BLVD PLACE STE 400 HOUSTON TX 77056	0442600000001	2075 WESTHEIMER RD 77098	SHOPPING CENTER	15,899,000	19,873.75

# MONTROSE DISTRICT WEST ZONE

August 2014					
TOP TEN ASSESSMENT PAYERS					
5020 INVESTMENTS LTD 5959 RICHMOND AVE STE 440 HOUSTON TX 77057-6325	03602400000003	5020 MONTROSE BLVD 77006	OFFICE BUILDING	15,725,000	19,656.26
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

August 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	6,931.03	
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	
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	
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	
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	
SAFOS CHRIST 3838 GRENNOCH LN HOUSTON TX 77025-2408	94 056 125 000 0013	2009 COLQUITT ST #16 77098	MULTI - FAMILY	2012 - 2013	1,541.16	
KNA PARTNERS 550 WAUGH DR HOUSTON TX 77019-2002	94 026 174 000 0001	1111 WESTHEIMER RD 77006	RETAIL	2013	1,425.00	
NGUYEN LINH 3455 LEBON DR APT 1516 SAN DIEGO CA 92122-5271	94 124 558 001 0001	1425 W GRAY ST 77019	COMMERCIAL	2011 - 2013	1,385.55	
LEGACY COMMUNITY HEALTH ENDOWMENT P O BOX 50338 HOUSTON TX 77205-0338	94 018 003 000 0011	1407 MISSOURI ST #21 77006	APARTMENT GARDEN	2013	1,316.66	
BENGOLAN COMPANY LLC 140 S HEIGHTS BLVD HOUSTON TX 77007-5807	94 038 247 001 0001	1714 CALIFORNIA ST 77006	COMMERCIAL	2013	1,248.41	

**Harris County Improvement District No. 11  
Lawsuit and Arbitration Status Summary as of 6/6/2014**

Jur 939

**Summary**

For Tax Years 2010-2013, for the period of September 2010 through May 2014

**Settled**

726,086,464	Original value of <b>Settled</b> accounts as of 6/6/2014
206	Number of <b>Settled</b> accounts as of 6/6/2014
45,948,717	Reduction in value of <b>Settled</b> accounts
6.33%	Average % reduction in value of <b>Settled</b> accounts

**Unsettled**

141,091,196	Original value of <b>Unsettled</b> accounts as of 6/6/2014
92	Number of <b>Unsettled</b> accounts as of 6/6/2014

.125 Tax rate per \$100 valuation

<b>\$11,161</b>	Estimated reduction in assessment on 92 Unsettled accounts, based on <b>6.33%</b> average
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**PERDUE, BRANDON, FIELDER, COLLINS & MOTT L.L.P.**  
**DELINQUENT ASSESSMENT SUMMARY REPORT**  
**MONTROSE DISTRICT**  
**September 8, 2014**

Amounts shown are 2013 base assessment unless indicated. Account numbers and addresses for Montrose District-West Zone are noted in *italics*.

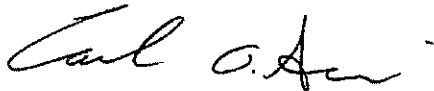
**Suit pending:**

Valerie & John McElroy 11-13 assessments \$3,121.50, *1223 Waugh Dr.-0591730000003*  
Level Headed Chow LLC 10-13 assessments \$2,713.95, *3414 Graustark St.-0261980000005*  
Heirs of Maude Eisemann 10-13 assessments \$2,004.75, *1116 W. Gray St.-0101670000030*  
Gamru Properties Ltd. 12-13 assessments \$1,460.69, *506 Sul Ross St.-0082700000005*  
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

**Paid in full:**

KNA Partners \$3,384.46, *2030 Westheimer Rd., tracts 3B & 4A on Huldy-0442550000020, 0442550000030*  
Cooks Corner LLC \$1,847.79, *817 Westheimer Rd.-0262060010001*  
Naomitsu & Maemi Yoshida \$1,492.50, *4412 Montrose Blvd.-0302450000014*  
Francisco G. Valle 12-13 assessments \$1,481.30, *815 Richmond Ave.-0141500000015*  
Callie Markantonis & Tr \$1,022.07, *1919 W. Alabama St.-0382140000001*  
Eduardo & America Trevino \$1,018.53, *1018 Fairview St.-0180450000001*  
Bobby & Georgia Lakey \$890.85, *1818 Waugh Dr.-0180280000001*  
Maria J. & Mark Robinson \$786.11, *1317 Hawthorne St.-0261980000001*  
Robert W. Kapp, III \$612.42, *1612 Waugh Dr.-0523560000006*  
Carmen Garcia \$508.62, *1610 Richmond Ave.-0522650000028*  
Tosca Homes LLC \$459.82, *2409 Driscoll St.-0291720080003*  
Eduardo & Monica Lopez \$370.01, *Tract 7A Block 3 on Richmond Ave.-0392220000039*  
Daniclay LLC \$360.94, *2026 Alabama St.-0260550010006*  
Shanti Powell \$378.49, *2505 Dunlavy St.-0180490000002*  
Ed Moninger \$187.50, *Tract 12 Block 1 on Kuester St.-0180480000014*  
Antenah T. Roba \$160.62, *223 Westheimer Rd.-0041410000045*

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



Carl O. Sandin

PerdueBrandonFielderCollins&Mott LLP   
ATTORNEYS AT LAW

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

MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

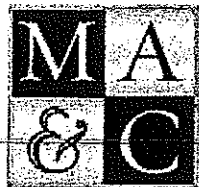
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**AGENDA MEMORANDUM**

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

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



MUNICIPAL ACCOUNTS  
& CONSULTING, L.P.

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## **Montrose Management District**

### **Bookkeeper's Report**

September 8, 2014

**Montrose Management District**  
**Cash Flow Report - Checking Account**  
As of September 8, 2014

Num	Name	Memo	Amount	Balance
BALANCE AS OF 08/12/2014				\$18,153.93
<b>Receipts</b>				
	Interest		13.77	
	Interest		7.48	
	Wire Transfer		100,000.00	
<b>Total Receipts</b>				100,021.25
<b>Disbursements</b>				
3919	Dero Bike Rack Co.	VOID: Bike Racks	0.00	
4171	Comcast	Office Expenses	(90.42)	
4215	Verizon Wireless	Cell Phone Expense	(80.08)	
4280	Bankcard Center	Credit Card Expenses	(812.97)	
4328	Bankcard Center	Credit Card Expenses	(824.00)	
4329	Comcast	Office Expenses	(190.46)	
4330	Verizon Wireless	Cell Phone Expense	(175.16)	
4331	Mitchell J. Shields	Editorial Expense	(1,500.00)	
4332	Bracewell & Giuliani LLP	Legal Fees - General Counsel	(1,643.75)	
4333	Aaron M Day	Security Expense	(3,606.87)	
4334	Adalberto R Ramos	Security Expense	(864.04)	
4335	Brian M Alms	Security Expense	(794.21)	
4336	Chad J Wall	Security Expense	(996.89)	
4337	Francisco R Gomez	Security Expense	(198.55)	
4338	John E Obenhaus	Security Expense	(1,828.65)	
4339	Joseph C Mabasa	Security Expense	(3,462.32)	
4340	Juan Arroyo	Security Expense	(1,486.42)	
4341	Lee T Jaquarya	Security Expense	(2,061.63)	
4342	Leon Laureano.	Security Expense	(1,579.27)	
4343	Natalie Flores	Security Expense	(195.55)	
4344	Ricardo Gonzales	Security Expense	(897.77)	
4345	Richard J Bass	Security Expense	(595.66)	
4346	Sean M Blevins	Security Expense	(595.66)	
4347	Todd L Thibodeaux	Security Expense	(1,132.31)	
4348	Victor Beserra.	Security Expense / Coordinator Fee	(4,326.53)	
4349	Michael M. Carter	Assessment Refund	(91.04)	
4350	PPF Aml 221 West Dallas Stre	Assessment Refund	(7,250.00)	
4351	Robert W. Kapp III	Assessment Refund	(7.35)	
4352	Shepherd Inv. LP	Assessment Refund	(2,096.81)	
4353	5020 Investments Ltd	Office Lease Expense	(1,200.00)	
4354	ALLY	Vehicle Lease	(938.00)	
4355	Amber Ambrose	Editorial Expense	(1,000.00)	
4356	Blank Rome LLP	Legal Fees	(2,111.00)	
4357	Dennis C. Beedon	Business Ambassador Program Services	(2,548.96)	
4358	Dero Bike Rack Co.	Bike Racks	(6,298.00)	
4359	Equi-Tax, Inc.	Tax Services	(1,393.12)	
4360	Hawes Hill Calderon, LLP	Consulting & Admin Fee	(20,160.63)	
4361	Kudela & Weinheimer	District Identity Marker	(6,149.20)	
4362	Lawrence & Associates	Economic Development	(1,305.97)	
4363	M A D 88 Real Est Ltd Prts	Assessment Refund	(841.25)	
4364	Mitchell J. Shields	Editorial Expense	(1,500.00)	
4365	Municipal Accounts & Consulting, L.P.	Bookkeeping Fees	(1,516.35)	
4366	SentriForce	Mobile Camera Program	(2,395.94)	
4367	Tawny Tidwell	Social Media Consulting Services	(3,656.52)	

Montrose Management District  
**Cash Flow Report - Checking Account**  
 As of September 8, 2014

Num	Name	Memo	Amount	Balance
<b>Disbursements</b>				
4368	United Graphics	Postcards	(237.00)	
4369	Walter P. Moore	West Montrose Mobility Study	(4,542.90)	
4372	Bankcard Center	Credit Card Expenses	0.00	
4373	Comcast	Office Expenses	0.00	
4374	Verizon Wireless	Cell Phone Expense	0.00	
4375	Gandy Squared Lighting Design	Bridge Lighting Design	(2,342.69)	
Wire	United States Treasury	Monthly Payroll Taxes	(8,119.68)	
<b>Total Disbursements</b>				<u>(107,641.58)</u>
<b>BALANCE AS OF 09/08/2014</b>				<u><u>\$10,533.60</u></u>

**Montrose Management District**

**Account Balances**

**As of September 8, 2014**

<b>Financial Institution (Acct Number)</b>	<b>Issue Date</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Account Balance</b>	<b>Notes</b>
<b>Fund: Operating</b>					
<b>Certificates of Deposit</b>					
GREEN BANK (XXXX0210)	03/20/2014	09/16/2014	0.30 %	50,000.00	West Zone
POST OAK BANK (XXXX0889)	04/10/2014	10/07/2014	0.30 %	50,000.00	East Zone
POST OAK BANK (XXXX0897)	04/10/2014	10/07/2014	0.30 %	50,000.00	West Zone
ICON BANK (XXXX5538)	05/05/2014	11/01/2014	0.32 %	50,000.00	West Zone
ICON BANK (XXXX7732)	05/12/2014	11/08/2014	0.32 %	50,000.00	East Zone
GREEN BANK (XXXX0169)	06/10/2014	12/08/2014	0.30 %	50,000.00	East Zone
GREEN BANK (XXXX0143)	07/10/2014	01/06/2015	0.30 %	50,000.00	East Zone
GREEN BANK (XXXX0311)	08/07/2014	02/03/2015	0.30 %	50,000.00	East Zone
<b>Money Market Funds</b>					
COMPASS BANK-PREMIER (XXXX2019)	03/20/2012		0.15 %	335,317.48	(East Zone) Tax
COMPASS BANK-PREMIER (XXXX2086)	03/20/2012		0.15 %	567,448.21	(West Zone) Tax
<b>Checking Account(s)</b>					
TRADITION BANK (XXXX9069)			0.25 %	10,533.60	Checking Account
<b>Totals for Operating Fund:</b>				<b>\$1,313,299.29</b>	
<b>Grand total for Montrose Management District:</b>				<b>\$1,313,299.29</b>	

**Montrose Management District**  
**Summary of Pledged Securities**

As of September 8, 2014

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**Financial Institution: COMPASS BANK PREMIER**

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Total CDs, MM:	\$902,765.69	Collateral Security Required: Yes
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File: Yes
Total pledged securities:	\$1,603,305.25	Investment Policy Received: Yes
Ratio of pledged securities to investments:	245.61 %	

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**Financial Institution: GREEN BANK**

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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	

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**Financial Institution: ICON BANK**

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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	

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**Financial Institution: POST OAK BANK**

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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	

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**Financial Institution: TRADITION BANK (Depository Bank)**

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Total CDs, MM, and Checking Accounts:	\$10,533.60	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	

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Montrose Management District  
Revenue & Expenditures East Zone  
August 2014

Sources of Funds	Aug 14	Budget	\$ Over Budget	% of Budget	Jan - Aug 14	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
14110 • Assessments	(937)	1,025	(1,962)	(91%)	489,230	493,070	(3,840)	99%	515,377
14112 • Assessment Refunds	(7,250)	720	(7,970)	(1,007%)	(8,667)	5,760	(14,427)	(150%)	8,640
14310 • Penalties & Interest	1,168	667	501	175%	7,635	5,333	2,302	143%	8,000
14370 • Interest Earned on Temp. Invest	106	16	90	663%	1,016	128	888	794%	192
14380 • Interest	4	3	1	133%	23	21	2	110%	32
14390 • Ending FY 2013 Fund Balance	28,047	28,047	0	100%	224,373	224,373	0	100%	336,559
Total Sources	21,138	30,478	(9,340)	69%	713,610	728,685	(15,075)	98%	868,880
Uses of Funds									
Business Development									
16124 • Marketing & Public Rel Director	966	1,012	(46)	95%	7,731	8,095	(364)	96%	12,142
16125 • Marketing & Public Relations	5,747	7,808	(2,061)	74%	63,460	62,464	996	102%	93,696
16135 • Economic Development Services	486	1,064	(578)	46%	5,171	8,512	(3,341)	61%	12,768
16140 • Web Site Main./Host/I.T.	0	240	(240)	0%	54	1,920	(1,866)	3%	2,880
16141 • GIS Services	158	320	(162)	49%	1,188	2,560	(1,372)	46%	3,840
Total Business Development	7,357	10,444	(3,087)	70%	77,604	83,551	(5,947)	93%	125,326
Mobility & Transportation									
17001 • Transportation Inv. Contract	0	1,600	(1,600)	0%	0	12,800	(12,800)	0%	19,200
17010 • Engineering Services	0	2,667	(2,667)	0%	0	21,333	(21,333)	0%	32,000
17020 • Bridge Lighting Maint	3,842	0	3,842	100%	29,846	0	29,846	100%	0
17030 • Mobility Projects	0	3,467	(3,467)	0%	7,861	27,733	(19,872)	28%	41,600
Total Mobility & Transportation	3,842	7,734	(3,892)	50%	37,707	61,866	(24,159)	61%	92,800
Project Staffing & Admin									
16150 • Admin & Management	674	700	(26)	96%	5,484	5,600	(116)	98%	8,400
16160 • Reimbursable Expenses	38	427	(389)	9%	642	3,413	(2,771)	19%	5,120
16170 • Reimbursable Mileage	162	135	29	122%	1,903	1,067	836	178%	1,600
16180 • Postage, Deliveries	25	35	(10)	71%	137	277	(140)	49%	416
16190 • Printing & Reproduction	167	187	(20)	89%	1,900	1,493	407	127%	2,240
16200 • Public Notices, Advertising	0	213	(213)	0%	0	1,707	(1,707)	0%	2,560
16210 • Project Management	1,498	1,310	188	114%	11,981	10,483	1,498	114%	15,725
16215 • Director Of Services	2,157	2,258	(101)	96%	17,256	18,068	(812)	96%	27,102
16220 • Legal Services	1,622	640	982	253%	19,109	5,120	13,989	373%	7,680
16250 • Bookkeeping	502	416	86	121%	3,940	3,328	612	118%	4,992
16260 • Assess Data Mgmt & Billing Svcs	446	587	(141)	76%	4,747	4,693	54	101%	7,040
16270 • Office Supplies	0	80	(80)	0%	0	640	(640)	0%	960
16280 • Other	12	16	(4)	75%	158	128	30	123%	192
16290 • Office Lease Space	388	416	(28)	93%	3,103	3,328	(225)	93%	4,992
16291 • Office Equipment	61	107	(46)	57%	308	853	(545)	36%	1,280
16340 • Auditing Fees	0	800	(800)	0%	3,715	3,520	195	106%	3,520
16330 • Insurance & Surety Bond	0	0	0	0%	3,036	4,800	(1,764)	63%	4,800
Total Project Staffing & Admin	7,752	8,325	(573)	93%	77,419	68,518	8,901	113%	98,619
Security and Public Safety									
15415 • Vehicle Maint. & Operations	360	1,013	(713)	36%	3,747	8,107	(4,360)	46%	12,160
15420 • Contract Public Safety Services	11,130	9,459	1,671	118%	76,402	75,669	733	101%	113,504



Montrose Management District  
Revenue & Expenditures East Zone  
August 2014

	Aug 14	Budget	\$ Over Budget	% of Budget	Jan - Aug 14	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
15425 • Mobile Camera Program	80	800	(720)	10%	7,297	6,400	897	114%	9,600
15430 • Cell Phone	0	48	(48)	0%	490	394	106	128%	576
16100 • Store Front Equipment	0	57	(57)	0%	0	453	(453)	0%	680
16102 • Public Safety Equipment	56	133	(77)	42%	213	1,067	(854)	20%	1,600
16110 • Graffiti Abatement	0	1,600	(1,600)	0%	12,498	12,800	(302)	98%	19,200
16115 • Nuisance Abatement	0	1,400	(1,400)	0%	0	11,200	(11,200)	0%	16,800
Total Security and Public Safety	11,566	14,510	(2,944)	80%	100,647	116,080	(15,433)	87%	174,120
Visual Improvements & Cultural									
16212 • Beautification Design & Install	0	9,715	(9,715)	0%	12,855	77,722	(64,867)	17%	116,582
16213 • Landscape Maintenance	0	2,500	(2,500)	0%	7,371	20,000	(12,629)	37%	30,000
16216 • Holiday Design & Install	0	0	0	0%	0	0	0	0%	3,200
Total Visual Improvements & Cultural	0	12,215	(12,215)	0%	20,226	97,722	(77,496)	21%	149,782
Total Uses	30,517	53,228	(22,711)	57%	313,603	427,737	(114,134)	73%	640,647
Net Ordinary Revenue	(9,379)	(22,750)	13,371	41%	400,007	300,948	99,059	133%	228,153
Planned Reserves	(9,379)	(22,750)	13,371	41%	400,007	300,948	99,059	133%	228,153

**Montrose Management District**  
**Revenue & Expenditures West Zone**  
August 2014

Sources of Funds	Aug 14	Budget	\$ Over Budget	% of Budget	Jan - Aug 14	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
<b>14110-1 - Assessments.</b>	6,819	17,493	(10,674)	39%	1,113,895	1,069,486	44,409	104%	1,095,177
<b>14112-1 - Assessment Refunds.</b>	(3,029)	1,530	(4,559)	(198%)	(18,788)	12,240	(31,028)	(153%)	18,360
<b>14310-1 - Penalties &amp; Interest.</b>	1,821	1,417	404	129%	9,715	11,333	(1,618)	86%	17,000
<b>14370-1 - Interest Earned on Temp. Inves</b>	118	34	84	347%	1,246	272	974	458%	408
<b>14380-1 - Interest.</b>	9	6	3	150%	49	45	4	109%	68
<b>14390-1 - Ending FY 2013 Fund Balance.</b>	34,225	34,225	0	100%	273,801	273,801	0	100%	410,701
<b>Total Sources</b>	39,963	54,705	(14,742)	73%	1,379,918	1,367,177	12,741	101%	1,541,714
<b>Uses of Funds</b>									
<b>Business Development</b>									
<b>16124-1 - Marketing &amp; Public Rel Dir</b>	2,045	2,150	(105)	95%	16,361	17,202	(841)	95%	25,803
<b>16125-1 - Marketing &amp; Public Relation</b>	12,210	16,592	(4,382)	74%	134,793	132,736	2,057	102%	199,104
<b>16135-1 - Economic Development Service</b>	1,030	2,261	(1,231)	46%	11,016	18,088	(7,072)	61%	27,132
<b>16140-1 - Web Site Main./Host/I.T..</b>	0	510	(510)	0%	79	4,080	(4,001)	2%	6,120
<b>16141-1 - GIS Services.</b>	337	680	(343)	50%	2,524	5,440	(2,916)	46%	8,160
<b>Total Business Development</b>	15,622	22,193	(6,571)	70%	164,773	177,546	(12,773)	93%	266,319
<b>Mobility &amp; Transportation</b>									
<b>17001-1 - Transportation Inv. Contract.</b>	0	3,400	(3,400)	0%	0	27,200	(27,200)	0%	40,800
<b>17010-1 - Engineering Services.</b>	0	5,667	(5,667)	0%	0	45,333	(45,333)	0%	68,000
<b>17020-1 - Bridge Lighting Maint.</b>	8,164	0	8,164	100%	63,423	0	63,423	100%	0
<b>17030-1 - Mobility Projects.</b>	0	7,367	(7,367)	0%	16,704	58,933	(42,229)	28%	88,400
<b>Total Mobility &amp; Transportation</b>	8,164	16,434	(8,270)	50%	80,127	131,466	(51,339)	61%	197,200
<b>Project Staffing &amp; Admin</b>									
<b>16150-1 - Admin &amp; Management</b>	1,426	1,488	(62)	96%	11,606	11,900	(294)	98%	17,850
<b>16160-1 - Reimbursable Expenses.</b>	81	907	(826)	9%	1,365	7,253	(5,888)	19%	10,880
<b>16170-1 - Reimbursable Mileage.</b>	344	283	61	122%	4,043	2,267	1,776	178%	3,400
<b>16180-1 - Postage, Deliveries</b>	53	74	(21)	72%	291	589	(298)	49%	884
<b>16190-1 - Printing &amp; Reproduction</b>	354	397	(43)	89%	4,039	3,173	866	127%	4,760
<b>16200-1 - Public Notices , Advertising</b>	0	453	(453)	0%	0	3,627	(3,627)	0%	5,440
<b>16210-1 - Project Management</b>	3,172	2,785	387	114%	25,372	22,277	3,095	114%	33,415
<b>16215-1 - Director Of Services</b>	4,565	4,799	(234)	95%	36,517	38,394	(1,877)	95%	57,591
<b>16220-1 - Legal Services.</b>	3,447	1,360	2,087	253%	40,559	10,880	29,679	373%	16,320
<b>16250-1 - Bookkeeping.</b>	1,066	884	182	121%	8,375	7,072	1,303	118%	10,608
<b>16260-1 - Assess Data Mgmt &amp; Billing Svc</b>	947	1,247	(300)	76%	10,087	9,973	114	101%	14,960
<b>16270-1 - Office Supplies.</b>	0	170	(170)	0%	0	1,360	(1,360)	0%	2,040
<b>16280-1 - Other.</b>	15	34	(19)	44%	120	272	(152)	44%	408
<b>16290-1 - Office Lease Space.</b>	812	884	(72)	92%	6,497	7,072	(575)	92%	10,608
<b>16291-1 - Office Equipment.</b>	130	227	(97)	57%	654	1,813	(1,159)	36%	2,720
<b>16340-1 - Auditing Fees.</b>	0	0	0	0%	7,885	7,480	405	105%	7,480
<b>16530-1 - Insurance &amp; Surety Bond.</b>	0	0	0	0%	6,451	10,200	(3,749)	63%	10,200

Montrose Management District  
Revenue & Expenditures West Zone  
August 2014

	Aug 14	Budget	\$ Over Budget	% of Budget	Jan - Aug 14	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Total Project Staffing & Admin	16,412	15,992	420	103%	163,861	145,602	18,259	113%	209,564
Security and Public Safety									
15415-1 • Vehicle Maint. & Operations.	638	2,153	(1,515)	30%	7,962	17,227	(9,265)	46%	25,840
15420-1 • Contract Public Safety Service	19,338	20,100	(762)	96%	157,966	160,797	(2,831)	98%	241,196
15425-1 • Mobile Camera Program.	170	1,700	(1,530)	10%	15,430	13,600	1,830	113%	20,400
15430-1 • Cell Phone.	0	102	(102)	0%	1,042	816	226	128%	1,224
16101-1 • Public Safety Training.	0	27	(27)	0%	0	213	(213)	0%	320
16102-1 • Public Safety Equipment.	119	283	(164)	42%	448	2,267	(1,819)	20%	3,400
16110-1 • Graffiti Abatement.	0	3,400	(3,400)	0%	26,542	27,200	(658)	98%	40,800
16115-1 • Nuisance Abatement.	0	2,975	(2,975)	0%	0	23,800	(23,800)	0%	35,700
Total Security and Public Safety	20,265	30,740	(10,475)	66%	209,390	245,920	(36,530)	85%	308,880
Visual Improvements & Cultural									
16212-1 • Identification Design & Install	0	20,645	(20,645)	0%	27,317	165,158	(137,841)	17%	247,738
16216-1 • Holiday Design & Install.	0	0	0	0%	0	0	0	0%	6,800
Total Visual Improvements & Cultural	0	20,645	(20,645)	0%	27,317	165,158	(137,841)	17%	254,538
Total Uses	60,463	106,004	(45,541)	57%	645,468	865,692	(220,224)	75%	1,296,501
Net Ordinary Revenue	(20,500)	(51,299)	30,799	40%	734,450	501,485	232,965	146%	245,213
Planned Reserves	(20,500)	(51,299)	30,799	40%	734,450	501,485	232,965	146%	245,213

Montrose Management District  
Revenue & Expenditures Total Zone  
August 2014

Sources of Funds	Aug 14	Budget	\$ Over Budget	% of Budget	Jan - Aug 14	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
14110-1 - Assessments.	6,819	17,493	(10,674)	39%	1,113,895	1,069,486	44,409	104%	1,095,177
14110 - Assessments	(937)	1,025	(1,962)	(91%)	489,230	493,070	(3,840)	99%	515,377
14112-1 - Assessment Refunds.	(3,028)	1,530	(4,558)	(198%)	(16,788)	12,240	(31,028)	(153%)	18,360
14112 - Assessment Refunds	(7,250)	720	(7,970)	(1,007%)	(8,667)	5,760	(14,427)	(150%)	8,640
14310-1 - Penalties & Interest.	1,821	1,417	404	129%	9,715	11,333	(1,618)	86%	17,900
14310 - Penalties & Interest	1,168	667	501	175%	7,635	5,233	2,302	143%	8,000
14370-1 - Interest Earned on Temp. Inves	118	34	84	347%	1,246	272	974	458%	488
14370 - Interest Earned on Temp. Invest	106	16	90	663%	1,016	128	888	794%	192
14380-1 - Interest.	9	6	3	150%	49	45	4	109%	68
14380 - Interest	4	3	1	133%	23	21	2	110%	32
14390-1 - Ending FY 2013 Fund Balance.	34,225	34,225	0	100%	273,801	273,801	0	100%	410,701
14390 - Ending FY 2013 Fund Balance	28,047	28,047	0	100%	224,373	224,373	0	100%	336,559
Total Sources	61,101	85,183	(24,082)	72%	2,093,528	2,095,862	(2,334)	100%	2,410,514
Uses of Funds									
Business Development									
16124-1 - Marketing & Public Rel Dir	2,045	2,150	(105)	95%	16,361	17,202	(841)	95%	25,803
16124 - Marketing & Public Rel Director	966	1,012	(46)	95%	7,731	8,095	(364)	96%	12,142
16125-1 - Marketing & Public Relation	12,210	16,592	(4,382)	74%	134,793	132,736	2,057	102%	199,104
16125 - Marketing & Public Relations	5,747	7,808	(2,061)	74%	63,460	62,464	996	102%	93,696
16135-1 - Economic Development Service	1,030	2,261	(1,231)	46%	11,016	18,088	(7,072)	61%	27,132
16135 - Economic Development Services	486	1,064	(578)	46%	5,171	8,512	(3,341)	61%	12,768
16140-1 - Web Site Main./Host/I.T..	0	510	(510)	0%	79	4,080	(4,001)	2%	6,120
16140 - Web Site Main./Host/I.T.	0	240	(240)	0%	54	1,920	(1,866)	3%	2,880
16141-1 - GIS Services.	337	680	(343)	50%	2,524	5,440	(2,916)	46%	8,160
16141 - GIS Services	158	320	(162)	49%	1,188	2,560	(1,372)	46%	3,840
Total Business Development	22,979	32,637	(9,658)	70%	242,377	261,097	(18,720)	93%	391,445
Mobility & Transportation									
17001-1 - Transportation Inv. Contract.	0	3,400	(3,400)	0%	0	27,200	(27,200)	0%	40,800
17001 - Transportation Inv. Contract	0	1,600	(1,600)	0%	0	12,800	(12,800)	0%	19,200
17010-1 - Engineering Services.	0	5,667	(5,667)	0%	0	45,333	(45,333)	0%	68,000
17010 - Engineering Services	0	2,667	(2,667)	0%	0	21,333	(21,333)	0%	32,000
17020-1 - Bridge Lighting Maint.	8,164	0	8,164	100%	63,423	0	63,423	100%	0
17020 - Bridge Lighting Maint	3,842	0	3,842	100%	29,846	0	29,846	100%	0
17030-1 - Mobility Projects.	0	7,367	(7,367)	0%	16,704	58,933	(42,229)	28%	88,400
17030 - Mobility Projects	0	3,467	(3,467)	0%	7,861	27,733	(19,872)	28%	41,600
Total Mobility & Transportation	12,006	24,168	(12,162)	50%	117,834	193,332	(75,498)	61%	290,000
Project Staffing & Admin									
16150-1 - Admin & Management	1,426	1,488	(62)	96%	11,686	11,908	(224)	98%	17,850
16150 - Admin & Management	674	700	(26)	96%	5,484	5,600	(116)	98%	8,400
16160-1 - Reimbursable Expenses.	81	907	(826)	9%	1,365	7,253	(5,888)	19%	10,880
16160 - Reimbursable Expenses	38	427	(389)	9%	642	3,413	(2,771)	19%	5,120
16170-1 - Reimbursable Mileage.	344	283	61	122%	4,043	2,267	1,776	178%	3,400

Montrose Management District  
Revenue & Expenditures Total Zone  
August 2014

	Aug 14	Budget	\$ Over Budget	% of Budget	Jan - Aug 14	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
16170 - Reimbursable Mileage	162	133	29	122%	1,903	1,067	836	178%	1,600
16180-1 - Postage, Deliveries	53	74	(21)	72%	291	589	(298)	49%	884
16180 - Postage, Deliveries	25	35	(10)	71%	137	277	(140)	49%	416
16190-1 - Printing & Reproduction	354	397	(43)	89%	4,039	3,173	866	127%	4,760
16190 - Printing & Reproduction	167	187	(20)	89%	1,900	1,493	407	127%	2,240
16200-1 - Public Notices, Advertising	0	453	(453)	0%	0	3,627	(3,627)	0%	5,440
16200 - Public Notices, Advertising	0	213	(213)	0%	0	1,707	(1,707)	0%	2,560
16210-1 - Project Management	3,172	2,785	387	114%	25,372	22,277	3,095	114%	33,415
16210 - Project Management	1,498	1,310	188	114%	11,981	10,483	1,498	114%	15,725
16215-1 - Director Of Services	4,565	4,799	(234)	95%	36,517	38,394	(1,877)	95%	57,591
16215 - Director Of Services	2,157	2,258	(101)	96%	17,256	18,068	(812)	96%	27,102
16220-1 - Legal Services.	3,447	1,360	2,087	253%	40,559	20,679	19,880	373%	16,320
16220 - Legal Services	1,622	640	982	253%	19,109	5,120	13,989	373%	7,680
16250-1 - Bookkeeping.	1,066	884	182	121%	8,375	7,072	1,303	118%	10,608
16250 - Bookkeeping	502	416	86	121%	3,940	3,328	612	118%	4,992
16260-1 - Assess Data Mgmt & Billing Svc	947	1,247	(300)	76%	10,087	9,973	114	101%	14,960
16260 - Assess Data Mgmt & Billing Svc	446	587	(141)	76%	4,747	4,693	54	101%	7,040
16270-1 - Office Supplies.	0	170	(170)	0%	0	1,360	(1,360)	0%	2,040
16270 - Office Supplies	0	80	(80)	0%	0	640	(640)	0%	960
16280-1 - Other.	15	34	(19)	44%	120	272	(152)	44%	408
16280 - Other	12	16	(4)	75%	158	128	30	123%	192
16290-1 - Office Lease Space.	812	884	(72)	92%	6,497	7,072	(575)	92%	10,608
16290 - Office Lease Space	388	416	(28)	93%	3,103	3,328	(225)	93%	4,992
16291-1 - Office Equipment.	130	227	(97)	57%	654	1,813	(1,159)	36%	2,720
16291 - Office Equipment	61	107	(46)	57%	308	853	(545)	36%	1,280
16340-1 - Auditing Fees.	0	0	0	0%	7,885	7,480	405	105%	7,480
16340 - Auditing Fees	0	800	(800)	0%	3,715	3,520	195	106%	3,520
16330-1 - Insurance & Surety Bond.	0	0	0	0%	6,451	10,200	(3,749)	63%	10,200
16330 - Insurance & Surety Bond	0	0	0	0%	3,036	4,800	(1,764)	63%	4,800
16600 - Payroll Expenses	2,409	3,200	(791)	75%	20,355	25,600	(5,245)	80%	36,400
Total Project Staffing & Admin	26,573	27,517	(944)	97%	261,635	239,720	21,915	109%	346,583
Security and Public Safety									
15415-1 - Vehicle Maint. & Operations.	638	2,153	(1,515)	30%	7,962	17,227	(9,265)	46%	25,840
15415 - Vehicle Maint. & Operations	300	1,013	(713)	30%	3,747	8,107	(4,360)	46%	12,160
15420-1 - Contract Public Safety Service	19,338	20,100	(762)	96%	157,966	160,797	(2,831)	98%	241,196
15420 - Contract Public Safety Service	11,130	9,459	1,671	118%	76,402	75,669	733	101%	113,504
15425-1 - Mobile Camera Program.	170	1,700	(1,530)	10%	15,430	13,600	1,830	113%	20,400
15425 - Mobile Camera Program	80	800	(720)	10%	7,297	6,400	897	114%	9,600
15430-1 - Cell Phone.	0	102	(102)	0%	1,042	816	226	128%	1,224
15430 - Cell Phone	0	48	(48)	0%	490	384	106	128%	576
16100 - Store Front Equipment	0	57	(57)	0%	0	453	(453)	0%	680
16101-1 - Public Safety Training.	0	27	(27)	0%	0	213	(213)	0%	320
16102-1 - Public Safety Equipment.	119	283	(164)	42%	448	2,267	(1,819)	20%	3,400
16102 - Public Safety Equipment	56	133	(77)	42%	213	1,067	(854)	20%	1,600
16110-1 - Graffiti Abatement.	0	3,400	(3,400)	0%	26,542	27,200	(658)	98%	40,800
16110 - Graffiti Abatement	0	1,600	(1,600)	0%	12,498	12,800	(302)	98%	19,200
16115-1 - Nuisance Abatement.	0	2,975	(2,975)	0%	0	23,800	(23,800)	0%	35,700
16115 - Nuisance Abatement	0	1,400	(1,400)	0%	0	11,200	(11,200)	0%	16,800

Montrose Management District  
Revenue & Expenditures Total Zone  
August 2014

	Aug 14	Budget	\$ Over Budget	% of Budget	Jan - Aug 14	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Total Security and Public Safety	31,831	45,250	(13,419)	70%	310,037	362,000	(51,963)	86%	543,000
Visual Improvements & Cultural									
16212-1 - Identification Design & Install	0	20,645	(20,645)	0%	27,317	165,158	(137,841)	17%	247,738
16212 - Beautification Design & Install	0	9,715	(9,715)	0%	12,855	77,722	(64,867)	17%	116,582
16213 - Landscape Maintenance	0	2,500	(2,500)	0%	7,371	20,000	(12,629)	37%	30,000
16216-1 - Holiday Design & Install	0	0	0	0%	0	0	0	0%	6,800
16216 - Holiday Design & Install	0	0	0	0%	0	0	0	0%	3,200
Total Visual Improvements & Cultural	0	32,860	(32,860)	0%	47,543	262,880	(215,337)	18%	404,320
16421-1 - Collection Expense - West Zone	0				1,485				
Total Uses	93,389	162,432	(69,043)	57%	980,911	1,319,029	(338,118)	74%	1,975,548
Net Ordinary Revenue	(32,288)	(77,249)	44,961	42%	1,112,617	776,833	335,784	143%	434,966
Planned Reserves	(32,288)	(77,249)	44,961	42%	1,112,617	776,833	335,784	143%	434,966





**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: 08/08/2014

LEGAL DESCRIPTION

CARTER MICHAEL M  
1734 W ALABAMA ST  
HOUSTON TX 77098-2808

LT 14 BLK 6  
WINLOW PLACE AMEND

1734 W ALABAMA ST

MONTROSE MD WEST

ACCOUNT NUMBER: 94/054/234/000/0012  
TAX YEAR: 2010  
REP No.: 0885387

DATE PROCESSED: 08/08/2014  
RECEIPT NUMBER: 10107479  
DEPOSIT BATCH No.: RP140808

**NOTICE OF CHANGE IN TAX LIABILITY**

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

The explanation of the change is:

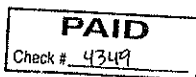
☐ Decrease in Appraised Value  
☐ Exemption(s) Added  
☐ Homestead  
☐ Over 65  
☐ Disabled Person  
☐ Disabled Veteran

☐ Account Prorated  
☐ Account Deleted  
☐ Rendition Penalty Waived  
Other: Cause 2010-67745

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 \$91.04.

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

If you need more information, call Customer Service at 281.444.3946.



**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: 08/07/2014

LEGAL DESCRIPTION

PPF AMLI 2221 WEST DALLAS STRE  
200 W MONROE ST STE 2200  
CHICAGO IL 60606-5070

RES A BLK 1  
VILLAGE AT ALLEN PARKWAY SEC 2

2221 W DALLAS ST 404

MONTROSE MD EAST

ACCOUNT NUMBER: 92/126/926/001/0001  
TAX YEAR: 2013  
REF No.: 0885362

DATE PROCESSED: 08/07/2014  
RECEIPT NUMBER: 92130460  
DEPOSIT BATCH No.: RP140807

**NOTICE OF CHANGE IN TAX LIABILITY**

We have been notified by the 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:

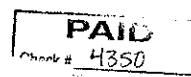
☐ Decrease in Appraised Value  
☐ Exemption(s) Added  
☐ Homestead  
☐ Over 65  
☐ Disabled Person  
☐ Disabled Veteran

☐ Account Prorated  
☐ Account Deleted  
☐ Rendition Penalty Waived  
Other: Cause 2013-54187

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 \$7,250.00.

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

If you need more information, call Customer Service at 281.444.3946.



**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

MONTROSE MD WEST  
DATE: 08/01/2014  
TAX YEAR: 2013

OVERPAYMENT: \$7.35  
DEPOSIT BATCH NO.: 94-251  
RECEIPT NUMBER: 94130556

OWNER NAME: KAPP ROBERT W III

CHECK NO.: 3244

ACCOUNT NUMBER: 94/052/356/000/0006

DATE OF PAYMENT: 07/31/2014

PAID BY: 914220

LEGAL DESCRIPTION

STUP JONATHAN A.  
DBA STUP COMMERCIAL REALTY  
28203 SYCAMORE CT  
MAGNOLIA TX 77355

TR 6 BLK 2  
ROSEMONT  
1612 WAUGH DR

**NOTICE OF OVERPAYMENT OF TAX**

DISTRICT NAME  
MONTROSE MD WEST

OVERPAYMENT AMOUNT  
\$7.35

REASON: Paid Aug amount in July

AMOUNT OF CHECK: \$874.54

CHECK NO: 3244

AMOUNT APPLIED: \$867.19

Ref No.: AUG AMT

DIFFERENCE: \$7.35

COMPLETED BY: [Signature]

DATE: 8-1

Make refund payable to:

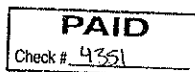
Address:

City:

State:

Zip:

If you need more information, call Customer Service at 281.444.3946.



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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: 08/07/2014

LEGAL DESCRIPTION

SHEPHERD INV LP  
1800 POST OAK BLVD  
6 BLVD PLACE STE 400  
HOUSTON TX 77056

TRS 1 & 8 &  
TRS 6 & 7 BLK 4 & TRS 1 THRU 7  
BLK 5 MELROSE PLACE  
ABST 696 D SMITH  
2621 S SHEPHERD DR

MONTROSE MD WEST

ACCOUNT NUMBER: 94/044/260/000/0001  
TAX YEAR: 2013  
REF No.: 0885368

DATE PROCESSED: 08/07/2014  
RECEIPT NUMBER: 94130423  
DEPOSIT BATCH No.: RP140807

**NOTICE OF CHANGE IN TAX LIABILITY**

We have been notified by the 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  
☐ Homestead  
☐ Over 65  
☐ Disabled Person  
☐ Disabled Veteran

☐ Account Prorated  
☐ Account Deleted  
☐ Rendition Penalty Waived  
Other: Cause 2013-50882

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 \$2,096.81.

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

If you need more information, call Customer Service at 281.444.3946.







PO BOX 38002  
BLOOMINGTON MN 55438-0022

THE MONTROSE MANAGEMENT  
PO BOX 22187  
HOUSTON TX 77227

Account Number: 611920227691  
STATEMENT TOTAL: \$469.00  
TOTAL AMOUNT PAID: \$

PAYMENT PROCESSING CENTER  
PO BOX 78234  
PHOENIX AZ 85062-8234

04 07 633 9202 97693 6 00046900 7 7 4

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.

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



Account Number: 611920227691  
Make/Model: 14 JEEP GRAND CHEROK  
VIN: 1C4RJEA8GEC322596

Payments Remaining: 28  
Scheduled End Date: 01/12/17

#### Account Summary

Next Payment	Due Date	Amount
Base Payment	09/15/16	\$469.00
Sales Tax		
Per. Property Tax		
Other Scheduled		
<b>Total:</b>		<b>\$469.00</b>

Next Payment	Due Date	Amount
Base Payment		
Sales Tax		
Per. Property Tax		
Other Scheduled		
<b>Total:</b>		

Other Unpaid Amounts	Due Date	Amount
Registration Fee		
Miscellaneous		
<b>Total:</b>		

STATEMENT TOTAL: \$469.00 Statement reflects payment(s) received through: 08/22/16

#### Additional Payment Options:

**Automatic Payments** - 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.

**Check Payments/Options** - To hear available options call 888-925-2559. A third party service provider fee may apply.

#### Important Account Messages

**PAID**  
Check # 4351

Have you downloaded our brand new Ally Auto Mobile Pay app yet? If not, you're missing out on the chance to make your vehicle payment on the go - whenever, wherever. Visit us at ally.com/app and click on Ally Auto Mobile Pay to learn more.

Make summer more adventurous with Mopar® Service. Keep your vehicle ready for the trail and the city with help from our expert Mopar technicians. They take the guesswork out of service and use only Authentic Mopar Parts. Stop in for this season's recommended service, including an air conditioning system check and a battery check. Visit mopar.com/coupons to save when you come in.

Any DELIST ROLL DATA



PO BOX 38002  
BLOOMINGTON MN 55438-0022

THE MONTROSE MANAGEMENT  
PO BOX 22187  
HOUSTON TX 77227

Account Number: 611920228617  
STATEMENT TOTAL: \$469.00  
TOTAL AMOUNT PAID: \$

PAYMENT PROCESSING CENTER  
PO BOX 78234  
PHOENIX AZ 85062-8234

04 07 633 9202 98617 2 00046900 7 7 6

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.

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



Account Number: 611920228617  
Make/Model: 14 JEEP GRAND CHEROK  
VIN: 1C4RJEA8GEC348220

Payments Remaining: 28  
Scheduled End Date: 01/12/17

#### Account Summary

Next Payment	Due Date	Amount
Base Payment	09/15/16	\$469.00
Sales Tax		
Per. Property Tax		
Other Scheduled		
<b>Total:</b>		<b>\$469.00</b>

Next Payment	Due Date	Amount
Base Payment		
Sales Tax		
Per. Property Tax		
Other Scheduled		
<b>Total:</b>		

Other Unpaid Amounts	Due Date	Amount
Registration Fee		
Miscellaneous		
<b>Total:</b>		

STATEMENT TOTAL: \$469.00 Statement reflects payment(s) received through: 08/22/16

#### Additional Payment Options:

**Automatic Payments** - 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.

**Check Payments/Options** - To hear available options call 888-925-2559. A third party service provider fee may apply.

#### Important Account Messages

**PAID**  
Check # 4351

Have you downloaded our brand new Ally Auto Mobile Pay app yet? If not, you're missing out on the chance to make your vehicle payment on the go - whenever, wherever. Visit us at ally.com/app and click on Ally Auto Mobile Pay to learn more.

Make summer more adventurous with Mopar® Service. Keep your vehicle ready for the trail and the city with help from our expert Mopar technicians. They take the guesswork out of service and use only Authentic Mopar Parts. Stop in for this season's recommended service, including an air conditioning system check and a battery check. Visit mopar.com/coupons to save when you come in.

Any DELIST ROLL DATA

Amber N. Ambrose

6431 Fairwood Dr.  
Houston, TX 77085  
Phone: 361.813.6681  
E-Mail: amber@ambernambrose.com

Bill To: Ship To:

Montrose District

N/A

Invoice No.: 211

Payment Terms:  
Mail check to above  
Amber Ambrose  
6431 Fairwood Dr.  
Houston, TX 77088

Date	Order No.
08-31-14	

Quantity	Month	Description	Unit Price	Total
1 month	September 2014	Editorial and content creation services (see writer's agreement)	\$1000	\$1000

Subtotal:	\$1000
Paypal Percentage (4%):	n/a
Paypal Fee:	n/a
Miscellaneous:	n/a
Balance Due:	\$1000

**PAID**  
Check # 4355

BLANK  ROME LLP  
COUNSELLORS AT LAW

700 LOUISIANA  
SUITE 4000  
HOUSTON, TEXAS 77002-2727  
(713) 228-6601 FAX: (713) 228-6605  
FEDERAL TAX ID. NO. 23-1311874

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

INVOICE DATE: AUGUST 04, 2014  
MATTER NO. 139016-00601 02752  
INVOICE NO. 1423992

REGARDING: MONTROSE MANAGEMENT DISTRICT  
CAUSE NO. 2012-20396; 1620 HAWTHORNE LTD. VS. MONTROSE  
MANAGEMENT DISTRICT; IN THE 333RD JUDICIAL DISTRICT  
COURT OF HARRIS COUNTY, TEXAS

FOR LEGAL SERVICES RENDERED THROUGH 07/31/14  
FOR DISBURSEMENTS ADVANCED THROUGH 07/31/14

\$ 2,082.50  
28.50

CURRENT INVOICE TOTAL

\$ 2,111.00

**RECEIVED**  
AUG 27 2014  
Municipal Accounts  
& Consulting

**PAID**  
Check # 4356

WIRE

MAIL

BANK NAME: ADDRESS: ACCOUNT TITLE: ACCOUNT NUMBER: ABA NUMBER: SWIFT CODE:	Citizens Bank Philadelphia, PA Blank Rome LLP 6238669326 036876150 (Domestic) CTZIUS33 (International)	Blank Rome LLP Attn: Cash Receipts One Logan Square 130 North 18th Street Philadelphia, PA 19103-6998
---	---	---

MISSOURI ALABAMA NEW YORK NEW JERSEY DELAWARE WASHINGTON, DC FLORIDA CALIFORNIA OHIO TEXAS MICHIGAN

Dennis C Beeson  
39 Justice Park  
Drive  
April 1981  
Houston Texas  
77002

# INVOICE

Montrose District  
5020 Montrose  
Blvd.  
# 311  
Houston Texas  
77009

Invoice # 092014  
Invoice Date 09/01/2014  
Due Date 02/29/2014

Item	Description	Unit Price	Quantity	Amount
Service	Business Ambassador Contract Agreement	1,476.00	1	1,476.00

NOTES: Market Research Survey information gathered via Survey Format by day to day visits to Montrose Business locations

Subtotal 0  
Total 02409.00  
Amount Paid 0.00  
Balance Due \$2,409.00

*Dennis C Beeson 8/31/14*

**PAID**  
Check # 4357

C:\Users\Nancy\Documents\Business Ambassador\delivers reports report.html

Item	Description	Unit Price	Quantity	Amount	Other Description	Amount	Bill to Date
14-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
15-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
16-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
17-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
18-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
19-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
20-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
21-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
22-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
23-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
24-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
25-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
26-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
27-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
28-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
29-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
30-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
31-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
32-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
33-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
34-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
35-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
36-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
37-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
38-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
39-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
40-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
41-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
42-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
43-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
44-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
45-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
46-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
47-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
48-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
49-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
50-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
51-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
52-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
53-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
54-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
55-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
56-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
57-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
58-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
59-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
60-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
61-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
62-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
63-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
64-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
65-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
66-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
67-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
68-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
69-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
70-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
71-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
72-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
73-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
74-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
75-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
76-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
77-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
78-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
79-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
80-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
81-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
82-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
83-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
84-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
85-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
86-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
87-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
88-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
89-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
90-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
91-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
92-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
93-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
94-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
95-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
96-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
97-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
98-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
99-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014
100-Aug	Montrose Business visits	Business Ambassador contacts	12	1,476.00	Montrose	1,476.00	9/1/2014

**PAID**  
Check # 4357

HAWES HILL CALDERON, LLP

## EXPENSE REPORT



**DERO**  
A MACCORE COMPANY

Remit to:  
DERO  
504 Malcolm Ave SE Suite 100  
MINNEAPOLIS, MN 55414

504 Malcolm Ave SE Suite 100 MINNEAPOLIS, MN 55414  
Tax Registration No 25-303-0026  
www.dero.com  
(612) 359-0630 • (888) 337-6729

Payment: Net 30 days  
Invoice date: 03/30/2014  
Due date: 04/29/2014

Site contact:  
Contact phone:

## Invoice

Page 1 of 1  
Invoice number: INV-00000430  
Sales order: SO-00000239  
Customer PO: signed quote  
Reference:

Customer no: 00007187  
State's telephone: 713-489-4560

Ship to:  
Stamps Keflogis  
1122 West Gray  
HOUSTON, TX 77019

Sold to:  
Montrose Management District  
5020 Montrose Suite 311  
HOUSTON, TX 77005

Catalog No	Description	Qty	Unit	Amount
MONTROSE RACK	Montrose Rack, 1000761-A w/ Logo RED RAL 3003	3,000	EA	1,668.00
MONTROSE RACK	Quantity: 3.00 Configuration: EPK Style: FT	3,000	EA	1,668.00
MONTROSE RACK	Montrose Rack, 1000761-A ORANGE w/ Custom Logo	2,000	EA	1,112.00
MONTROSE RACK	Quantity: 2.00 Configuration: EPK Style: FT	2,000	EA	1,112.00
DOWNTOWN-A	Montrose Rack, 1000761-A YELLOW RAL 1023 w/ custom logo	4,000	EA	612.00
DOWNTOWN-A	Quantity: 4.00 Configuration: EPK Style: FT	4,000	EA	612.00
DOWNTOWN-A	Downtown Rack ORANGE	3,000	EA	459.00
DOWNTOWN-A	Quantity: 3.00 Configuration: EPK Style: FT	3,000	EA	459.00
DOWNTOWN-A	Downtown Rack YELLOW RAL 1023	3,000	EA	459.00
DOWNTOWN-A	Quantity: 3.00 Configuration: EPK Style: FT	3,000	EA	459.00
WEDGE-375-3000	Wedge Anchor .375 x 3.000	72,000	EA	0.00
CUSTOMER LOGO	Custom Laser cut plates welded to rack	8,000	EA	0.00
Mode of delivery:	LTL			
Tracking number:	RAL: 88050029-7			

Sales subtotal amount: 5,578.00  
Other charges: 0.00  
Freight: 320.00  
Net amount: 6,298.00  
Sales tax: 353.63

**PAID**  
Check # 4358

## 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 #
9/1/2014	47083

DESCRIPTION	AMOUNT
Roll Management, Billing and Collections	1,393.12

**PAID**  
Check # 4359

Total: \$1,393.12

Ray C. Lawrence



**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: 08/14/2014

LEGAL DESCRIPTION

M A D 88 REAL EST LTD PRTS  
2370 RICH BLVD STE 200  
HOUSTON TX 77005-2644

RES A BLK 1  
CHELSEA MARKET

4611 MONTROSE BLVD

MONTROSE MD WEST

ACCOUNT NUMBER: 94/132/059/001/0001  
TAX YEAR: 2013  
REF No.: 0885450

DATE PROCESSED: 08/14/2014  
RECEIPT NUMBER: 94130820  
DEPOSIT BATCH No.: RF140814

**NOTICE OF CHANGE IN TAX LIABILITY**

We have been notified by the 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  
☐ Homestead  
☐ Over 65  
☐ Disabled Person  
☐ Disabled Veteran

☐ Account Prorated  
☐ Account Deleted  
☐ Rendition Penalty Waived  
Other: *Change 2013-5158*

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 \$841.25.

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

If you need more information, call Customer Service at 281.444.3946.

**PAID**

Check # 4363

To: Gretchen Larson, Bill Calderon  
Montrose Management District

From:  
Mitchell J. Shields  
1934 North Boulevard #5  
Houston, Texas 77098-5446

Date: 8/29/14

Re: Invoice for editing stories for MMD website

Rate: \$500 per article

Articles: 3 - Bird Man of Montrose, Wharton Elementary School Schedule, Voices Breaking Boundaries

Total Due: \$1,500

**PAID**

Check # 4364



**MUNICIPAL ACCOUNTS  
& CONSULTING, L.P.**

**Invoice**

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

Date	Invoice #
9/1/2014	35041

Description	Amount
Monthly Bookkeeping	1,000.00
Delivery of documents	10.00
Projects requested by Board of Directors	30.00
Preparation of TREC Report and Payment	30.00
Preparation of annual audit schedules	120.00
Correspond with Board Member	15.00
Advance invoices to Directors	30.00
Preparation of additional payables	120.00
Additional time for Board Meeting	30.00
Correspond with IRS	10.00
Delivery	8.92
Postage	21.05
Copies	62.85
Document Storage & Retention Service	7.50
Total Reimbursable Expenses	101.35
<b>Total</b>	<b>\$1,516.35</b>

**PAID**

Check # 4365

**SENTRIFORCE**

a view from above

**Invoice**

We have moved. Our new mailing address is below. Please update your records. Thank you.

**Billing Address**

Montrose Management District  
Phillip Wagner  
9610 Long Point Dr  
Suite 150  
Houston, TX 77055

Date	Invoice #	Terms	Due Date		
7/28/2014	15021	NET 15	8/12/2014		
Item	Description	Qty	Rate	Serviced	Amount
NRC-RAVEN	Non-Recurring Installation Charges for RAVEN Camera unit.	1	350.00	7/28/2014	350.00
	SITE: BARNABYS				
	UNITE MONTROUSE3				
Customer Discount	Discount on installation.		-100.00	7/28/2014	-100.00
LABOR-SECURE	Electrician Charges for Power to Barnaby's Unit.	1	325.00	7/28/2014	325.00
<div>RECEIVED AUG 27 2014 Municipal Accounts &amp; Consulting</div> <div>PAID Check # 4346</div>					
Security System Installation				Sales Tax (0.9%)	\$0.00
				Total	\$575.00
				Payments/Credits	\$0.00
				Balance Due	\$575.00

Make checks payable to Sentriforce

Sentriforce  
6611 Porcwest Dr. Suite 100  
Houston, TX 77024  
713-742-6000

**RECEIVED**  
AUG 27 2014  
Municipal Accounts  
& Consulting

**PAID**

Check # 4366

Make checks payable to Sentriforce

Sentriforce  
6611 Portwest Dr. Suite 100  
Houston, TX 77024  
713-742-6000

100 River Points • Suite 240 • Conroe, Texas 77304 • Phone: 936.756.1644 • Fax: 936.756.1844

8834 N. CAPITAL OF TEXAS HIGHWAY, SUITE 150 • AUSTIN, TEXAS 78759 • 512.782.3400 • fax 512.795.9968

1100 Post Oak Blvd. • Suite 1600 • Houston, Texas 77056 • Phone: 713.613.4539 • Fax: 713.619.6859

# SENTRIFORCE

a view from above

## Invoice

We have moved. Our new mailing address is below. Please update your records. Thank you.

### Billing Address

Montrose Management District  
Phillip Wagner  
9610 Long Point Dr  
Suite 150  
Houston, TX 77055

Date	Invoice #	Terms	Due Date		
7/24/2014	15022	NET 15	8/8/2014		
Item	Description	Qty	Rate	Serviced	Amount
NRC-RAVEN	Non-Recurring Installation Charges for RAVEN Camera unit.	1	350.00	7/24/2014	350.00
	SITE: ARTGALLERY				
	UNIT: MONTROSE2				
Customer Discount	Discount on Installation		-100.00	7/24/2014	-100.00
<div style="text-align: center;"><p>RECEIVED</p><p>AUG 27 2014</p><p>Municipal Accounts &amp; Consulting</p><p>PAID</p><p>Check # 4366</p></div>					
Security System Installation				Sales Tax (0.0%)	\$0.00
				Total	\$250.00
Make checks payable to SentiForce				Payments/Credits	\$0.00
				Balance Due	\$250.00
SentiForce 6611 Portwest Dr. Suite 100 Houston, TX 77024 713-742-6910					

Make checks payable to SentiForce

SentiForce  
6611 Portwest Dr. Suite 100  
Houston, TX 77024  
713-742-6900

# SENTRIFORCE

a view from above

## Invoice

We have moved. Our new mailing address is below. Please update your records. Thank you.

### Billing Address

Montrose Management District  
Phillip Wagner  
9610 Long Point Dr  
Suite 150  
Houston, TX 77055

Date	Invoice #	Terms	Due Date		
7/24/2014	15023	NET 15	8/8/2014		
Item	Description	Qty	Rate	Serviced	Amount
RAVEN	RAVEN Video Recording System. 4 Camera, optional Strobe Lighting, Wireless Communication. SITE: ARTGALLERY UNIT: MONTROSE2  Pro-Rated Invoice for July 2014 Services.	1	79.03	7/24/2014	79.03
<div style="text-align: center;"><b>RECEIVED</b> AUG 27 2014 Municipal Accounts &amp; Consulting <div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>PAID</b> Check # <u>4366</u></div></div>					
Monthly Security Invoice				Sales Tax (0.0%)	\$0.00
				Total	\$79.03
Make checks payable to SentriForce				Payments/Credits	\$0.00
SentriForce 6611 Portwest Dr. Suite 100 Houston, TX 77024 713-742-6600				Balance Due	\$79.03

Make checks payable to SentiForce

SentiForce  
6611 Portwest Dr. Suite 100  
Houston, TX 77024  
713-742-6900

# SENTRIFORCE

a view from above

## Invoice

We have moved. Our new mailing address is below. Please update your records. Thank you.

### Billing Address

Montrose Management District  
Phillip Wagner  
9610 Long Point Dr  
Suite 150  
Houston, TX 77055

Date	Invoice #	Terms	Due Date		
8/1/2014	15024	NET 15	8/16/2014		
Item	Description	Qty	Rate	Serviced	Amount
RAVEN	RAVEN Video Recording System. 4 Camera, optional Strobe Lighting, Wireless Communication. SITE: ARTGALLERY UNIT: MONTROSE2	1	350.00	8/1/2014	350.00
<div>RECEIVED AUG 27 2014 Municipal Accounts &amp; Consulting</div> <div>PAID Check # 4366</div>					
Monthly Security Invoice				Sales Tax (0.0%)	\$0.00
				Total	\$350.00
				Payments/Credits	\$0.00
				Balance Due	\$350.00

Make checks payable to SentiForce

SentiForce  
6611 Purwest Dr. Suite 100  
Houston, TX 77024  
713-742-6600

Make checks payable to SentiForce

SentiForce  
6611 Portwest Dr. Suite 100  
Houston, TX 77024  
713-742-6900

# SENTRIFORCE

a view from above

## Invoice

We have moved. Our new mailing address is below. Please update your records. Thank you.

### Billing Address

Montrose Management District  
Phillip Wagner  
9610 Long Point Dr  
Suite 150  
Houston, TX 77055

Date	Invoice #	Terms	Due Date		
7/28/2014	15025	NET 15	8/12/2014		
Item	Description	Qty	Rate	Serviced	Amount
RAVEN	RAVEN Video Recording System. 4 Camera, optional Strobe Lighting, Wireless Communication. SITE: BARNABYS UNIT: MONTROSE3  Pro-Rated Invoice for July 2014 Services  <div>RECEIVED AUG 27 2014 Municipal Accounts &amp; Consulting  PAID Check # 4366</div>	1	33.87	7/28/2014	33.87
Monthly Security Invoice					
Make checks payable to SentiForce				Sales Tax (0.0%)	\$0.00
SentiForce 6611 Portwest Dr. Suite 100 Houston, TX 77024 713-742-6980				Total	\$33.87
				Payments/Credits	\$0.00
				Balance Due	\$33.87

Make checks payable to SentiForce

SentiForce  
6611 Portwest Dr. Suite 100  
Houston, TX 77024  
713-742-6900

# SENTRIFORCE

a view from above

## Invoice

We have moved. Our new mailing address is below. Please update your records. Thank you.

### Billing Address

Montrose Management District  
Phillip Wagner  
9610 Long Point Dr  
Suite 150  
Houston, TX 77055

Date	Invoice #	Terms	Due Date		
8/1/2014	15026	NET 15	8/16/2014		
Item	Description	Qty	Rate	Service	Amount
RAVEN	RAVEN Video Recording System. 4 Cameras, optional Strobe Lighting, Wireless Communication. SITE: BARNABYS UNIT: MONTROSE1	1	\$50.00	8/1/2014	\$50.00
<div style="text-align: center;"><div>RECEIVED</div><div>AUG 27 2014</div><div>Municipal Accounts &amp; Consulting</div><div>PAID</div><div>Check # 4366</div></div>					
Monthly Security Invoice					
Make checks payable to Sentriforce 6611 Portwest Dr. Suite 100 Houston, TX 77024 713-742-6000				Sales Tax (0.0%)	\$0.00
				Total	\$350.00
				Payments/Credits	\$0.00
				Balance Due	\$350.00

# SENTRIFORCE

a view from above

## Invoice

We have moved. Our new mailing address is below. Please update your records. Thank you.

### Billing Address

Montrose Management District  
Phillip Wagner  
9610 Long Point Dr  
Suite 150  
Houston, TX 77055

Date	Invoice #	Terms	Due Date										
7/17/2014	15027	NET 15	8/1/2014										
Item	Description	Qty	Rate	Service	Amount								
RAVEN	RAVEN Video Recording System. 4 Cameras, optional Strobe Lighting, Wireless Communication. SITE: CHILSEA UNIT: MONTROSE2  Pro Rated Invoice for July 2014 Services	1	158.04	7/17/2014	158.04								
<div style="text-align: center;"><b>RECEIVED</b> AUG 27 2014 Municipal Accounts &amp; Consulting</div> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"><b>PAID</b> Check # 4366</div>													
Monthly Security Invoice				<table><tr><td>Sales Tax (8.25%)</td><td>\$0.00</td></tr><tr><td>Total</td><td>\$158.04</td></tr><tr><td>Payments/Credits</td><td>\$0.00</td></tr><tr><td>Balance Due</td><td>\$158.04</td></tr></table>		Sales Tax (8.25%)	\$0.00	Total	\$158.04	Payments/Credits	\$0.00	Balance Due	\$158.04
Sales Tax (8.25%)	\$0.00												
Total	\$158.04												
Payments/Credits	\$0.00												
Balance Due	\$158.04												
Make checks payable to Sentriforce													
Sentriforce 6611 Portwest Dr. Suite 100 Houston, TX 77024 713-742-6000													

# SENTRIFORCE

a view from above

## Invoice

We have moved. Our new mailing address is below. Please update your records. Thank you.

### Billing Address

Montrose Management District  
Phillip Wagner  
9610 Long Point Dr  
Suite 150  
Houston, TX 77055

Date	Invoice #	Terms	Due Date		
8/1/2014	15028	NET 15	8/16/2014		
Item	Description	Qty	Rate	Service	Amount
RAVEN	RAVEN Video Recording System. 4 Cameras, optional Strobe Lighting, Wireless Communication. SITE: CHILSEA UNIT: MONTROSE1	1	350.00	8/1/2014	350.00
<div style="text-align: center;"><div>RECEIVED</div><div>AUG 27 2014</div><div>Municipal Accounts &amp; Consulting</div><div>PAID</div><div>Check # 4366</div></div>					
Monthly Security Invoice				Sales Tax (8.25%)	\$0.00
				Total	\$350.00
Make checks payable to Sentriforce				Payments/Credits	\$0.00
Sentriforce 6611 Portwest Dr. Suite 100 Houston, TX 77024 713-742-6000				Balance Due	\$350.00

# SENTRIFORCE

a view from above

## Invoice

We have moved. Our new mailing address is below. Please update your records. Thank you.

### Billing Address

Montrose Management District  
Phillip Wagner  
9610 Long Point Dr  
Suite 150  
Houston, TX 77055

Date	Invoice #	Terms	Due Date		
8/5/2014	15049	NET 15	8/20/2014		
Item	Description	Qty	Rate	Service	Amount
NRG-RAVEN	Non-Recurring Installation Charges for RAVEN Camera unit. SITE: BUSCHIT UNIT: MONTROSE4	1	350.00	8/5/2014	350.00
Customer Discount	Discount on installation.  Pay your bills online at: <a href="https://www.innateallpay.com/networkoutfittersinc">https://www.innateallpay.com/networkoutfittersinc</a>		-100.00	8/5/2014	-100.00
<div><div>RECEIVED</div><div>AUG 27 2014</div><div>Municipal Accounts &amp; Consulting</div></div> <div><div>PAID</div><div>Check # 4366</div></div>					
Security System Installation					
Make checks payable to Sentriforce					
Sentriforce 6611 Portwest Dr. Suite 100 Houston, TX 77024 713-742-6000					
Sales Tax (8.17%)				\$0.00	
Total				\$250.00	
Payments/Credits				\$0.00	
Balance Due				\$250.00	

Tawny Tidwell  
4333 Harby St  
Houston TX 77023

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

Invoice # 0000012  
Invoice Date August 28, 2014  
Amount Due \$3,656.52 USD

Task	Time Entry Notes	Rate	Hours	Line Total
Time	[Social Media Management 08/01/14 to 08/30/14]	25.00	140	3,500.00

Item	Description	Unit Cost	Quantity	Line Total
Expense	[Social Media Management 08/28/14] Advertising, Facebook; Facebook Promotions, Biz Workshop Ads	156.52	1	156.52
Total				3,656.52
Amount Paid				-0.00
Amount Due				\$3,656.52 USD

This invoice was sent using **PDFBOOKS**

**PAID**  
Check # 4317

## PAYMENT STUB

Tawny Tidwell  
4333 Harby St  
Houston TX 77023

To Pay Your Invoice Online  
Go to <https://tawnytidwell.leasebooks.com/invoice> and enter the code xs3Gq9GVF8Bj32

Client Montrose Management District  
Invoice # 0000012  
Invoice Date August 28, 2014  
Amount Due \$3,656.52 USD  
Amount Enclosed

# UNITED GRAPHICS

## Invoice

Date	Invoice #
8/11/2014	15351

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

**Ship To**  
Montrose Management District  
5020 Montrose BLVD.  
Suite 311  
Houston, TX 77006

P.O. Number	Terms	Rep	Ship	Project
			8/11/2014	
Quantity	Item Code	Description	Price Each	Amount
1	Print	500 - MMD JEB MIXER POSTCARDS: 4 X 6, COLORS 4/0 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
<b>Total</b>				\$158.00

**PAID**  
Check # 4318

United Graphics 3426 North Gessner, Houston, TX 77041 PH: 713.460.3260 FAX: 713.460.4210 [customerservice@unitedgraphics.org]

# UNITED GRAPHICS

## Invoice

Date	Invoice #
8/13/2014	15444

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

**Ship To**  
Montrose Management District  
5020 Montrose BLVD.  
Suite 311  
Houston, TX 77006

P.O. Number	Terms	Rep	Ship	Project
			8/13/2014	
Quantity	Item Code	Description	Price Each	Amount
1	Print	250 - MMD BUSINESS WORKSHOPS POSTCARD: 4 X 6, COLORS 4/0 ON 100% GLOSS COVER.	79.00	79.00
1	Bindery	CUT AND BOX. Out-of-state sale, exempt from sales tax	0.00	0.00
			0.00%	0.00
<b>Total</b>				\$79.00

**PAID**  
Check # 4318

WALTER P MOORE

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

Invoice # : P032714038  
Project : P031800701  
Project Name : Montrose Management District  
Special Parking Area  
Invoice Group : -  
Invoice Date : 07/27/2014

Attention: Bill Calderon

For Professional Services Rendered through: 7/27/2014	
Total Project Fee Authorized	57,000.00
Percent Complete as of 7/27/2014	95.00
Fees Earned To Date	54,150.00
Less Previous Billings	49,607.10
Current Billing Amount	4,542.90
Amount Due this Invoice	4,542.90

For questions regarding this invoice, please contact Lynne Linton.  
Telephone: 713 630-7300 Email: LLinton@wasteppmoore.com

**PAID**  
Check # 4319

**RECEIVED**  
AUG 27 2014  
Municipal Accounts  
& Consulting

5020 Investments Ltd  
5020 Montrose Blvd., 9th Floor  
Houston, TX 77006

# Invoice

Date	Invoice #
9/11/2014	832



Bill To
Montrose Management District P.O. Box 22167 Houston, Texas 77227

September 4, 2014

Invoice # MBRDG-09

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% Construction Document Review Set	\$2,030.00
Reimbursable Expenses:	
Plotting (see attached)	\$ 312.69
Total Amount Due:	\$ 2,342.69

Please remit to:

Gandy<sup>2</sup> Lighting Design  
1824 Spring Street, #201  
Houston, TX 77007

Thank You!

Description	Amount
BASE RENT ACCESS CARD - PHILLIP WAGNER	1,200.00 10.00
<div>PAID Check # 4353</div>	
Total	\$1,210.00





MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

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AGENDA MEMORANDUM

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

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8. Receive the Executive Director's Monthly Report on District initiatives.
  - a. Receive an update from Kudela & Weinheimer on District branding signage
  - b. Authorize the advertisement of bidding documents for District branding signage
  - c. Authorize a contract with Xenn Creative for website services

**MONTROSE MANAGEMENT DISTRICT**

**SERVICE PLAN**

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**MONTHLY REPORT**

**AUGUST 11 – SEPTEMBER 7, 2014**

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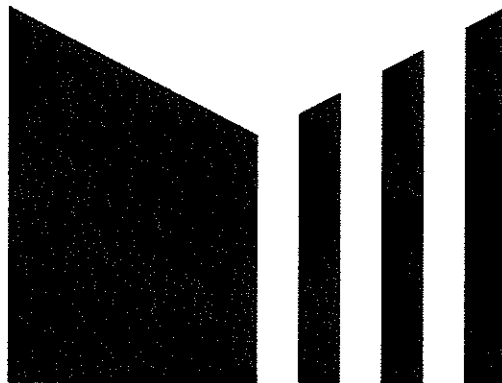
**COMMITTEE ACTIVITY**

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**STAFF ACTIVITY**

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## COMMITTEE ACTIVITY

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

The committee met on August 27.

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

The committee met on August 27.

### **Recycling Sub-Committee**

The recycling sub-committee will meet again in October.

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

The Mobility and Visual Improvements Committee met on August 18.

### **Public Safety Committee**

The Public Safety Committee last met on August 8.

### **Finance Committee**

The Finance Committee met on September 8.

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## STAFF ACTIVITY

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AUGUST 11 – SEPTEMBER 7, 2014

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

The marketing and business relations committee met on August 27 and a copy of the minutes from the meeting are included in the September board packet.

The first in the series for the Fall Business Workshop Seminar series was postponed due to a lack of attendance. The workshop slated to take place August 28 has been rolled into the September 25 workshop. Staff will be working with the seminar speakers on additional strategies to hopefully increase attendance for the two subsequent workshops.

Staff worked with the website team to make corrections and updates to the District website and business directory database. Work was also completed for the August e-newsletter.

### **Business Ambassador Program**

The Business Ambassadors completed 87 visits this month. BA's are assisting with planning for the September business mixer at the Siphon, the fall Real Estate Luncheon and other assignments as directed by the Executive Director and staff.

### **Social Media**

See social media report attached.

Three month recapped stats:	<u>June</u>	<u>July</u>	<u>August</u>
Twitter Followers:	3,455	3,567	3,782
Facebook Likes:	3,446	4,955	5,901

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

The committee met on August 18 and was briefed by Walter P Moore on the Special Parking Area application with the City of Houston. The application has been submitted to the Planning Department. Staff anticipates the application going before the Planning Commission in the next month. Additionally, Walter P Moore and staff made presentations to the Neartown Civic Association and the Houston Museum District on the benefits of the SPA.

The committee received an update from Gandy Lighting Design regarding the lighting of bridges over US 59. The plans are now being reviewed by TxDOT.

The committee received an update on the District branding signage from Kudela & Weinheimer. The consultants will present to the Board at the upcoming meeting, and staff is requesting authorization to advertise bids for the fabrication of the signs.

The committee also received an update on bike rack installations in the District. Seven locations have been equipped with anywhere from one to four bike racks. At the direction of the committee, staff is placing an order for an additional 16 bike racks to accommodate new requests, and ongoing interest that have been generated through the District's website.

### **Safety and Security Committee**

The committee met on August 8 and discussed various items related to security in the District. Staff has worked to install four SentiForce cameras at Barnaby's, Biscuit, Chelsea Market, and the Gallery Building on Montrose. Additionally, Comcast has installed an internet connection on behalf of the District at the HPD storefront location at 802 Westheimer which will be used for the Sentriforce monitoring equipment.

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

The committee met on August 18 and discussed various developments occurring in the District. Additionally, the committee discussed plans for the upcoming Fall Real Estate Forum Luncheon.

The theme is “Retail and Commercial Opportunities in the Montrose District.” This will occur on November 19, 2014 at La Colombe d’Or. Various invitees and speakers were also discussed.

#### **Finance Committee**

The committee will meet prior to the Board meeting on September 8 and discuss invoices and various delinquent assessments.

#### **Cultural District Designation**

Staff received notice from Art Commission staff that the application for cultural district designation had not been approved. There were nine applications total, and only 2 were approved. We are evaluating the comments and doing some back channel work to determine why the application was not favorably received, and will update the board when more information is available.

Montrose Management District  
Mobility and Visual Improvements Committee Meeting

August 18, 2014

The Montrose Management District Mobility and Visual Improvements Committee held a meeting on Monday, August 18, 2014, at 9:00 AM at the District offices, 5020 Montrose, Suite 311, Houston, Texas.

Montrose Management District Board members present were Chairman Claude Wynn and Robert Jara. Also in attendance were Executive Director Bill Calderon, District Director of Services Phil Wagner, Social Media Manager Tawny Tidwell, Jeremy Rocha with Walter P Moore, and Cathleen Lynch and Austin Taphorn with Kudela & Weinheimer.

**1.) Call Meeting to Order.**

The meeting was called to order at 9:04 a.m.

**2.) Receive an Update on SPA application with the City of Houston from Walter P. Moore.**

Rocha said he has submitted final plans for the Special Parking Area application to the Planning Department with the City of Houston. He said that staff member Hector Rodriguez was very complimentary of the submittal. The next step is for the application to go before the Planning Commission, which will likely occur in September or October. Rocha said he would follow up with Rodriguez next week to be updated on the timeline. Calderon asked for a summary from Rocha so that interested City Council members could be briefed on the progress.

Rocha also said that he has prepared a 10-slide presentation for the August 19<sup>th</sup> meeting with the Neartown Civic Association. The presentation will provide a generic overview, explaining the SPA, what the District is trying to achieve, and what will be the next steps. A general discussion occurred regarding the upcoming meeting as well as other SPAs in Montrose that may eventually be submitted.

**3.) Receive an Update on Bridge Lighting Plans from Gandy**

Calderon provided an update on behalf of Gandy, who was not able to attend the meeting. He said that plans have been filed with TxDOT for review of the bridge lighting. According to Gandy, a 90 day time frame for review is the best case scenario with the state. Calderon also mentioned that he has asked for bridge painting money with TxDOT, and said he would keep trying to speak with them in the hopes of getting funding.

**4.) Receive an Update on District Branding Signage from K&W.**

Lynch said that comments have been sent to Councilman David Robinson. Calderon said he heard from Robinson and that in general, he liked the plans. Calderon said that he did have some comments related to style and presentation. Calderon asked Lynch to get in touch with Robinson soon to finalize the plans. Lynch said after that occurred, they will be able to print the plans on mylars. She also mentioned that controls for the signalization of the lighting will now be in the pole. Aesthetically, this will result in an improvement as there will be no vault boxes. Also Lynch estimated that the costs for the project will decrease.

Lynch also discussed K&W's desire to change proposed signage at two locations – at the Montrose intersections of West Dallas and West Gray – from two signs each on the corners of the intersections to one sign at each intersection in the esplanade. Lynch believed that this would increase visibility for the signs, despite the reduction in number. The committee accepted the recommendation.

Calderon asked Lynch to handle advertising of the bids for the project. He also said the District's attorney, Clark Lord, would review a portion of the specifications.

#### **5.) Receive an Update on the Branded Bike Rack Project**

Wagner gave an overview of the bike rack program. He said that the District now has four waivers, each likely to accommodate multiple racks, however there are only two racks in stock. Calderon suggested ordering eight branded racks and eight non-branded racks to accommodate the existing requests, as well as others that could be coming in. The committee concurred. Wynn said that Wagner should go out with the rack installer to make sure that each site works for installation.

#### **6.) Announcements**

Wynn discussed the proposed Jonathan Farb apartment development at the current block where Hollywood Vietnamese is located. Farb is seeking a variance, reducing the setback from 25 feet to 10 feet. Wynn said that commercial development will not be allowed on the site, due to deed restrictions that prevents the property owner from receiving title insurance. Jara asked about the setbacks of other projects. He said that the variance should be approved due to its consistency with other projects, as well as because it contains elements associated with complete streets. The committee voiced their support for the variance.

#### **7.) Adjourn**

The meeting was adjourned at 10:15 a.m.

PROJECT MANUAL

**Montrose Management District  
Identity Markers**

Houston, Texas

Bid Documents and Specifications  
For Construction of  
Identity Markers

Prepared by:



7155 Old Katy Road  
Suite 270  
Houston, Texas 77024

713.869.6987 P  
713.869.0908 F

[www.kwtexas.com](http://www.kwtexas.com)

Contract Documents  
August 2014



## MONTROSE MANAGEMENT DISTRICT

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<u>PART</u>	<u>TITLE</u>
-------------	--------------

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- |       |                                 |
|-------|---------------------------------|
| I.    | INSTRUCTIONS TO BIDDERS         |
| II.   | PROPOSAL FORM                   |
| III.  | PERFORMANCE & MAINTENANCE BOND  |
| IV.   | PAYMENT BOND                    |
| V.    | GENERAL CONDITIONS              |
| VI.   | SUPPLEMENTARY CONDITIONS PART A |
| VII.  | SUPPLEMENTARY CONDITIONS PART B |
| VIII. | TECHINICAL SPECIFICATIONS       |

033000 -- Cast in Place Concrete  
051200 - Structural Steel Framing  
099113 -- Exterior Painting  
3111013 -- Site Preparation  
Light Fixture & Controller

Date: August 2014

### INVITATION TO BIDDERS

Sealed Bids, in duplicate, addressed to Montrose Management District, Attention Bill Calderon President, Board of Directors, will be received at the office of Kudela & Weinheimer, 7155 Old Katy Rd, ste. 270, until \_\_\_\_\_ p.m. Local Time, \_\_\_\_\_, 2014, and then publicly opened and read for "Identification Markers for Montrose Management District, Harris County, Texas"

Scope of Work of the Contract includes the construction and installation of 27 new Identification Markers throughout the Montrose Management District.

Bids received after the closing time will be returned unopened. A **MANDATORY** pre-bid conference will be held on \_\_\_\_\_, 2014, at \_\_\_\_\_ [a/p.m.] Local Time, at the office of \_\_\_\_\_. Attendance by each prospective bidder or its representative at the pre-bid conference is **MANDATORY**, and no Bid will be opened unless the bidder or representative was present at the pre-bid conference

Each Bid must be accompanied by a bid bond or a certified or cashier's check, acceptable to the Owner, in an amount not less than 5 percent of the total amount bid, as a guarantee that the successful bidder will enter into the Contract and execute the Bonds on the forms provided and provide the required insurance certificates within 7 days after the date Contract Documents are received by the Contractor.

Copies of the bidding documents are on file at the following locations: Kudela & Weinheimer, 7155 Old Katy Rd, ste. 270.

Bidding documents may be examined at the above locations or may be obtained by prospective bidders or suppliers upon payment of One Hundred Dollars (\$100.00 non-refundable) for each set of documents at 7155 Old Katy Rd, ste. 270. Checks should be made payable to Kudela & Weinheimer. No cash will be accepted.]

The Owner reserves the right to reject any or all Bids and to waive all defects and irregularities in bidding or bidding process except time of submitting a Bid. The Successful Bidder, if any, will be the responsible Bidder which in the Board's judgment will be most advantageous to the District and result in the best and most economical completion of the Project.

MONTROSE MANAGEMENT DISTRICT

1. PREPARATION OF BIDS. Unless otherwise directed in the Invitation to bidders, each Bid shall be submitted, in duplicate, on the bid forms provided or on photocopies of the forms, in conformity with the requirements of the Invitation to bidders, these instructions, and the instructions printed on the bid form.

All blanks on the bid form shall be completed, typed, or written in ink, and no change shall be made on the bid form or any other of the Contract Documents. All amounts shall be written in figures, with amounts extended and totaled. Minimum unit prices have been established for certain items shown on the bid. See Paragraph 7 of these instructions. If the bidder chooses not to bid on optional items (if any), "No Bid" shall be entered in the bid space. Any Bid may be rejected if it contains any omission, erasure, alteration, addition, irregularity of any kind, or items not called for; if it does not submit prices for each of the items in the bid form; if any of the prices are obviously unbalanced; or if it shall, in any manner, fail to conform to the conditions of the Invitation to bidders and these instructions.

The bidder shall sign its Bid in the signature space. If the Bid is made by a partnership or corporation, the name and address of the partnership or corporation shall be shown, together with the names and addresses of the partners or officers. If the Bid is made by an individual, it must be executed by that person; if made by a partnership, it must be executed by one of the partners (and if by a limited partnership, then executed by the general partner); or if made by a corporation, it must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or assistant secretary of the corporation. The corporate address and state of incorporation must be shown below the signature.

When applicable, evidence of authority to conduct business as an out-of-state corporation in the State of Texas shall be provided in accordance with the paragraph entitled QUALIFICATION OF BIDDERS. State Contractor license number, if any, must also be shown.

The Bid and the Bid Security must be enclosed in a sealed envelope, plainly identified on the outside with the contents (i.e. Bid or Bid Security), the bidder's name, and the job name and number, and addressed to the Owner as prescribed in the Invitation to Bidders.

2. CONTRACT DOCUMENTS. The Contract Documents are complementary and must be read together as a whole; what is called for by one is as binding as if called for by all.

Bidders desiring further information or further interpretation of any part of the Contract Documents are hereby obligated to submit a written request for such information to Engineer not less than **7 calendar days** before the Bid opening. Answers to these requests will be given, in writing, to all bidders as addenda to the Contract, and each addendum will be made a part of the Contract. No explanation or interpretation of the Contract, other than written addenda, shall be binding.

Should a bidder find discrepancies in or omissions from the Contract Documents or should the bidder be in doubt as to any meaning, the bidder is hereby obligated to notify Engineer, so a written addendum may be sent to all bidders. It is the responsibility of each bidder to determine if it has received all addenda, complete files of which will be maintained at the Engineer's office and the office designated to receive the Bids.

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#### **MONTROSE MANAGEMENT DISTRICT INSTRUCTIONS TO BIDDERS**

2 of 6

Each bidder shall inform itself fully of the construction and labor conditions under which the Work will be performed and shall be presumed to have inspected the Site and to have read and to be thoroughly familiar with the Contract Documents. Failure to do so will not relieve the successful bidder of its obligation to furnish all materials and labor necessary to carry out the provision of the Contract and to complete the Work for the consideration of its Bid.

3. PRE-BID CONFERENCE. [Remove highlight if not mandatory.] A **MANDATORY** prebid conference among Owner, Engineer, prospective bidders, and others will be held to discuss the scope of the Work and to answer questions concerning the Work. No addendum will be issued at this conference, but an addendum will be issued afterwards, if necessary, to answer questions. The **MANDATORY** pre-bid conference will be held at the time and place shown in the Invitation to bidders. Attendance by each prospective bidder or its representative at the pre-bid conference is **MANDATORY**, and no Bid will be opened unless the bidder or representative was present at the pre-bid conference. If an attendee fails to sign the attendance log, giving individual's name, firm represented, street address, and telephone number, Owner may treat such attendee as not having been present and as having failed to comply with the mandatory pre-bid conference requirement. No person shall represent more than one bidder at the pre-bid conference. If a person claims to represent more than one bidder at the pre-bid conference, the Bid of each bidder so represented will be returned unopened.

4. BID SECURITY. Each Bid shall be accompanied by a bid bond or a certified or cashier's check, acceptable to the Owner, in an amount not less than 5 percent of the total amount bid (the "Bid Security"), as a guarantee that the successful bidder will enter into the Contract and execute the Bonds on the forms provided and provide the required insurance certificates within 7 days after the date Contract Documents are received by the Contractor. Bid Securities will be returned to all but the three most qualified, responsible bidders within 5 days after opening of Bids, and the latter's Bid Securities will be returned after complete execution of the Contract. The surety company providing a bid bond must conform to the same requirements for surety companies providing the performance bonds, maintenance bonds and/or payment bonds described below.

5. BONDS. The successful bidder must furnish a Performance and Maintenance Bond and a Payment Bond, each in the sum of 100 percent of the Contract Price from a surety company holding a permit from the State of Texas to act as surety. Unless otherwise specified, the cost of proving such Bonds shall be included in the bidders total bid amount. The surety company must have a minimum Best Key Rating of "B+" or better. The surety company, the agency and agent issuing the Bonds must be authorized to issue Bonds in Texas in an amount equal to the total Contract Price and such authorization must be recorded in the files of the Texas Department of Insurance. The Bonds must be executed by a duly appointed representative of the surety company licensed by the State of Texas as a General Lines Agent and such licensing must be recorded in the files of the Texas Department of Insurance. If the surety company does not have such a rating due to the length of time it has existed, the surety company must be eligible to participate in the surety bond guarantee program of the Small Business Administration and must be an approved surety listed in the current U.S. Department of Treasury Circular 570, and must meet all of the rules and regulations of the Treasury Department with respect to performance and payment bonds for federal jobs, including specifically the rules related to underwriting limitation. For contracts over \$100,000, the surety must also hold a certificate of authority from the United States Secretary of Treasury to qualify as a surety

Each bidder shall inform itself fully of the construction and labor conditions under which the Work will be performed and shall be presumed to have inspected the Site and to have read and to be thoroughly familiar with the Contract Documents. Failure to do so will not relieve the successful bidder of its obligation to furnish all materials and labor necessary to carry out the provision of the Contract and to complete the Work for the consideration of its Bid.

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qualify as a surety or reinsurer on obligations permitted or required under federal law. If bidder's proposed surety company, agency or agents do not meet the aforementioned requirements, then Owner may refrain from considering the bidder for Contract award and Owner may require bidder to forfeit the Bid Security.

6. DELIVERY OF BIDS. It is each bidder's responsibility to deliver its Bid and Bid Security to the location named in the Invitation to Bidders before the closing time. The fact that a Bid and Bid Security were dispatched will not be considered. The Bid and Bid Security must actually be delivered to be considered.

7. "OR EQUAL" SUBMISSIONS. Where materials or equipment are specified by a trade or brand name, it is not the intention of the Owner to discriminate against an equal product of another manufacturer, but to set a definite standard of quality or performance. In preparing his/her proposal, each bidder is expected to include in his/her base Bid the cost of the item so specified. However, in certain Technical Specification sections, manufacturers are listed followed by "or equal." In certain other Technical Specification sections, manufacturers are listed with "or equal" not included. In those items where "or equal" is not included, it is hereby added and understood to be included, even though not specifically stated in each and every Technical Specification. If a Contractor chooses to submit a suggested "or equal" product in lieu of a product by one of the named manufacturers, Owner will evaluate the item to determine if it is an equal. The Contractor is responsible for providing all data required to evaluate an item submitted as a suggested "or equal." Owner's decision on whether an unnamed manufacturer is an "equal" is to be final. No claims for additional cost, time delay, etc. will be accepted if an unnamed manufacturer is submitted by Contractor as a suggested "equal" and Owner decides the item is not "equal."

Contractor must submit list of items to be submitted as a suggested "or equal" at time of bid submission. No additional suggested "or equal" items will be considered after bid opening.

8. MINIMUM AND EXTRA UNIT PRICE ITEMS. If the approximate quantity and a minimum unit price have been established for items as shown in the Bid, the bidder may not bid a unit price less than the minimum value; however, it may bid an amount greater than the minimum unit price. If no entry is made in the spaces provided, the minimum unit prices shown shall apply. These Extra Unit Price Items are included to facilitate payment for changes and alterations that may be required to complete the Work. The Work, as provided by the Contract Documents, is described in bid items other than Extra Unit Price Items. When additional Work covered by Extra Unit Price Items is performed, payment will be based on the quantity actually constructed and the unit prices entered in the Bid.

9. TIME FOR COMPLETION. Contractor will not be allowed time extensions that are due to (i) inclement weather (not including Force Majeure); (ii) non-availability of equipment or material, when the principal units of Work and tasks on the critical path are not in progress or are not delayed by the event of delay, interference, disruption, or hindrance; (iii) when at least seven (7) hours of available working time remain out of the working day; (iv) while materials are drying and it is possible for the Contractor to enclose the area and use drying devices; (v) when an event of delay, interference, disruption, or hindrance occurs on a day other than a working day or other day when the Contractor had not originally planned to work; (vi) when an event of delay, interference, disruption, or hindrance occurs after the expiration of the time for completion; (vii) to the extent the Contractor could have anticipated or alleviated the impact of the event of delay, interference, disruption, or hindrance through reasonable efforts; (viii) when events of concurrent delay overlap the claimed

delay; and/or (ix) when an extension of time is precluded by any other provision of the Contract Documents.

10. QUALIFICATION OF BIDDERS. The apparent most qualified, responsible bidder shall submit to Owner, within **5 calendar days** of notification, either i) a fully completed Contractor's Statement of Qualification or ii) a written statement that the most recently submitted Contractor's Statement of Qualification is accurate, which statement shall be considered in the award of the Contract. Failure to accurately complete the Contractor's Statement of Qualification or to submit the Statement will, at Owner's option, disqualify the bidder from consideration in the award of the Contract. The form of the Contractor's Statement of Qualification is available from Engineer. No other form of Statement of Qualification will be acceptable. Evidence of out-of-state corporation to conduct business in the state in which the Work is to be performed, along with state contractor license number, must also be provided.

11. MODIFICATION AND WITHDRAWAL OF BIDS. Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids. If, within twenty-four hours after Bids are opened, any Bidder files a duly signed, written notice with Owner and promptly thereafter demonstrates to the reasonable satisfaction of Owner that there was a material and substantial mistake in the preparation of its Bid, that Bidder may withdraw its Bid and the Bid Security will be returned. Thereafter, that Bidder will be disqualified from further bidding on the Work to be provided under the Contract Documents.

12. AWARD OF CONTRACT. Owner reserves the right to reject any or all Bids, including without limitation the rights to reject any or all nonconforming, non-responsive, unbalanced or conditional Bids and to reject the Bid of any bidder if Owner believes that it would not be in the best interest of the Project to make award to that bidder, whether because the Bid is not responsive or the bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by Owner. Owner also reserves the right to waive all informalities and defects in bidding, except time of submitting a Bid. Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

In evaluating Bids, Owner will consider, among other things, the qualifications of bidders, whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award. Alternate bid items will not be considered unless requested in the Bid Form.

Owner may consider the qualifications and experience of subcontractors, suppliers, and other persons and organizations proposed for the Work. Owner also may consider the operating costs, maintenance requirements, performance data and guarantees of major items of materials and equipment proposed for incorporation in the Work.

Owner may conduct such investigations as Owner deems necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of bidders, proposed subcontractors, suppliers and other persons and organizations to perform and furnish the Work in accordance with the Contract Documents, to Owner's satisfaction.

BY SUBMITTING A BID, EACH BIDDER AGREES TO FULLY AND FOREVER WAIVE AND RELEASE ANY CLAIM (KNOWN OR UNKNOWN) IT HAS OR MAY HAVE AGAINST THE

OWNER, ENGINEER, DEVELOPER AND THEIR RESPECTIVE ATTORNEYS, EMPLOYEES, CONSULTANTS, REPRESENTATIVES, AND AGENTS ARISING OUT OF OR IN CONNECTION WITH THE: (I) ADMINISTRATION, EVALUATION, OR RECOMMENDATION (OR LACK THEREOF) OF ANY BID; (II) WAIVER OF ANY REQUIREMENTS UNDER THE BID DOCUMENTS OR THE CONTRACT DOCUMENTS; AND (III) ACCEPTANCE OR REJECTION OF ANY BIDS AND AWARD OF THE CONTRACT.

Owner reserves the right to award the Bid, at Owner's discretion, based on the amount of the Total Base Bid (without including "Extra Unit Price Items" or "alternate" bid items) or on the amount of the Total Amount Bid (including "Extra Unit Price Items" items or "alternate" bid items), or based on any other combination, means or method determined appropriate by Owner.

If the contract is to be awarded, it will be awarded to the responsible bidder whose evaluation by Owner indicates that the award will be most advantageous to the Owner and result in the best and most economical completion of the Work.

If the contract is to be awarded, Owner will give the successful bidder a notice of award within thirty days after the day of the Bid opening.

13. TAXES, LICENSES AND FEES. Certain taxes, licenses, fees and other similar items are part of the cost of the Work and it shall be Contractor's responsibility to familiarize itself with these costs and to observe and comply with the Laws and Regulations relating to the same. The prices, sums, rates and other charges set forth in the Contractor's Bid shall cover and include all such costs. Owner is exempt from Texas sales and use taxes pursuant to Texas Tax Code § 151.309 as a political subdivision of the State of Texas. Owner shall provide Contractor, if requested by Contractor in writing, with a completed Texas Sales and Use Tax Exemption Certification as evidence of the applicability of such exemption and Contractor shall not collect Texas sales and use taxes from Owner with respect to this contract. Contractor and all subcontractors to Contractor shall issue a Texas Sales and Used Tax Exemption Certification with respect to, and shall not pay Texas sales and use taxes on, all purchases of the following items that are exempt from Texas sales and use taxes pursuant to Texas Tax Code § 151.311: (i) tangible personal property that will be incorporated into Owner's realty; (ii) tangible personal property that is necessary and essential for the performance of this contract and is consumed entirely on the job site; and (iii) taxable services for use in the performance of this Contract that are performed at the job site and are either integral to the performance of this Contract or expressly required to be provided by this Contract. In addition, Contractor and all subcontractors to Contractor (i) shall not include any provision for Texas sales and use taxes with respect to such exempt items in any Bid or the Contract Price, and (ii) shall pass on to the Owner cost savings due to the exempt status of such exempt items. Contractor's contracts with all subcontractors to Contractor shall include the foregoing provision regarding the exemption from Texas Sales and use taxes. Contractor must pay taxes on items that are not exempt.

14. NUMBER OF SIGNED SETS OF DOCUMENTS. The Contract Documents will be prepared in at least five original sets for signature, one for delivery to the successful bidder. Owner will furnish the successful bidder six sets of Plans and Technical Specifications free of charge, and additional sets may be obtained from Engineer at Engineer's reproduction rates. The successful bidder shall provide five signed originals of each of the Bonds to be bound with the Contract Documents.

15. WORKER'S COMPENSATION INSURANCE. See section entitled "INSURANCE" in Special Conditions Part A of the Contract.



16. SOILS REPORT. If a soils investigation has been made for this project, the soils report and log of borings is available for bidder's information only. The report is not a warranty of subsurface conditions, nor is it a part of the Contract Documents. Bidders are expected to examine the Site and such reports and then decide for themselves the character of the materials to be encountered.

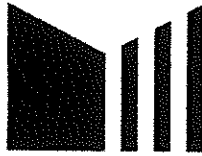
Owner and Engineer disclaim any responsibility for the accuracy, true location and extent of the surface and subsurface investigations that have been prepared by others. Owner and Engineer further disclaim responsibility for interpretation of that data by bidder, *i.e.* projecting soil-bearing values, rock profiles, soil stability and the presence, level and extent of underground water or underground facilities.

17. LABOR CLASSIFICATION AND MINIMUM WAGE SCALE.

(A) General: Chapter 2258 of the Texas Government Code provides that any political subdivision of the State of Texas shall ascertain the general prevailing wage rate received by the classes of workers employed on projects similar to this project and shall specify in the call for Bids and in the Contract the minimum wage rates which shall be paid for each type of worker. This statute further provides that the Contractor or subcontractors shall pay, as penalty, to Owner Sixty Dollars (\$60.00) for each worker employed for each calendar day or part of the day that the worker is paid less than the wage rates stipulated in the Contract. Owner is authorized to withhold from the Contractor the amount of this penalty from any payment due under the Contract.

The statute likewise requires that the Contractor and subcontractors keep an accurate record of the names and occupations of all persons employed by them on the construction of the Project and to show the accrual per diem wages paid to each worker. These records are open to the inspection of Owner.

(B) The minimum wage rates that apply to this Contract are specified in the Special Conditions Part A of the Contract. Contractor and subcontractors shall review and ascertain such wage rates and pay at least such minimum rates.



## MEMORANDUM

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TO: Montrose District Board of Directors  
FROM: District Executive Director  
DATE: September 8, 2014  
SUBJECT: Marketing and Business Relations Committee Meeting Minutes

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The Marketing and Business Relations Committee met on Wednesday, August 27 at 2:00 p.m. at Tradition Bank, 5020 Montrose Blvd., Suite 311, Houston TX 77006.

Montrose District Board & Committee Members present were: Claude Wynn, Robert Jara and Stathis Kafoglis.

Staff and vendors present: Executive Director Bill Calderon, Marketing Director Gretchen Larson, Director of Services Phil Wagner, and Social Media Strategist Tawny Tidwell.

**THE COMMITTEE WAS CONSIDERED THE FOLLOWING:**

- a. Receive presentations from website design professionals in response to District issued RFQ.**

Executive Director Calderon stated that three vendors had submitted proposals for the redesign of the District website. Firms submitting proposals and presenting to the committee were Blue Atlas, Chris Labod, LLC and Xenn Creative.

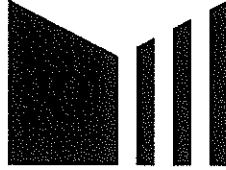
The committee received the presentations and asked questions of the vendors related to their experience, pricing, scope of work and thoughts on what each vendor would recommend as to the overall redesign. They also confirmed that each of the vendors could take over the current site and maintain while the new site was being created. Each of the vendors stated that they anticipated no issues with maintaining the current site while the redesign was in development.

After each presentation the committee discussed the strengths and weakness of each of the vendors. After all presentations were concluded the committee and staff visited further about each of the presenters noting they things they felt were good about each and the weakness they perceived.

Upon conclusion of the discussions the consensus of the committee was to recommend Xenn Creative dependent upon a follow up meeting with the Executive Director and staff to clarify pricing and scope of services. Director Calderon stated that he would get a meeting set as soon as possible so that an agreement could be ready for consideration at the September 8 board meeting.

There being no further business to discuss the meeting adjourned at 5:15 p.m.

MONTROSE DISTRICT AGENDA MEMORANDUM



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TO: Montrose Management District Board of Directors  
FROM: Bill Calderon, Executive Director  
DATE: September 8, 2014  
RE: Receive report from Marketing and Business Relations Committee

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**Staff note:** The minutes of the committee meeting of August 27 are attached for review.

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

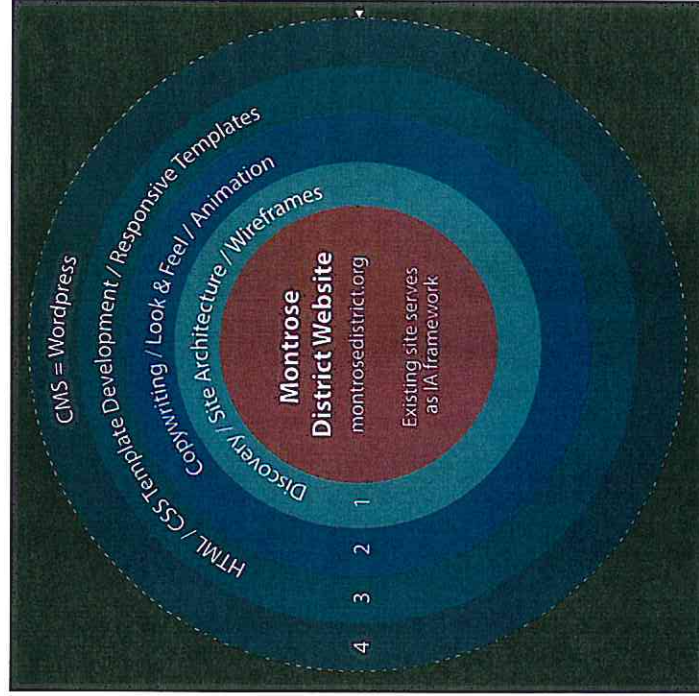
Receive presentations from website design professionals in response to the District issued RFQ for redesign of the District website.

**Committee Recommendations:**

The committee recommends approval of the agreement with Xenn Creative for redesign of the District website in an amount not to exceed \$24,000.00.

**Fiscal Notes:**

There is sufficient funding in the FY 2014 marketing budget for the proposed expenditure.



### Site Planning

Discovery/Architecture/Wireframes.....\$2,500

### Creative

Design / Look & Feel / Design for Social Media Pages .....\$8,500

### Development

Template development /

CMS Integration / Analytics..... \$10,500

**Project Management** .....\$2,500

**Hourly Revision rate** .....\$150/hr

**TOTAL** .....**\$24,000**

**Note:** This cost is an estimate only and may change based on technical requirements gathering and determination of scope. Price does not include additional custom functionality. If The District's requirements necessitate a cost change, Xenn will provide a budget variance for approval before proceeding.

**Montrose District  
Social Media Report  
August 2014**

**prepared by  
Tawny Tidwell**

**September 2, 2014**

# Stats

## TWITTER:

Number of total tweets from Aug 01-Aug 31:	104
Increase in Followers for August 2014:	195
Total Followers:	3,782

## FACEBOOK:

Total number of 'likes': (Up from 4955 in July 2014)	5901
---	------

Total page views this month:	161.6k by 101.4k Indiv. Users
Total page views in June:	176.6k by 109k Indiv. Users

## Top 5 Posts:

Announcing the Edmont	8.3k
Workshop Ads	6.3k
Stones Throw Opening	5.1k
Final 5 Restaurant Week	4.7k
Places to Relax in Montrose	4.4k

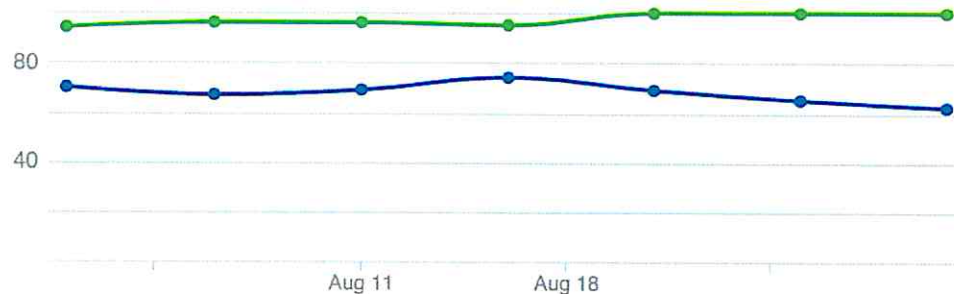
## THREE MONTH RECAP

	June	July	August
Twitter	3446	3662	3782
Facebook	3672	5000	5901

# Graphs

MY SOCIAL SCORES

ENGAGEMENT 62% INFLUENCE 100%



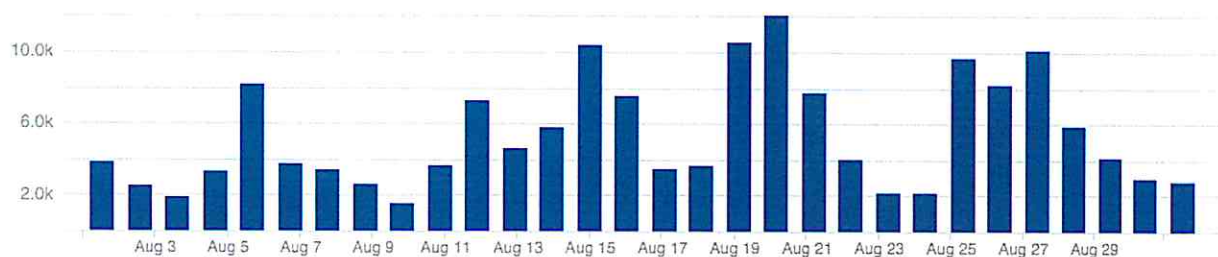
Interactive Stats (above):

**Engagement:** Conversing with people on Twitter who talk about our content, and retweeting others' content.

**Influence:** This indicates the growth and interest level of our audience.

PAGE IMPRESSIONS

Impressions 161.5k by 101.4k Users



Our engagement is up on Facebook by a pretty great margin, thanks to our new content-driven approach. People are really responding well to our original content.

You may notice a change in July's numbers; I accidentally transposed a nine into that figure. It should read 5000. My mistake.



# Observations

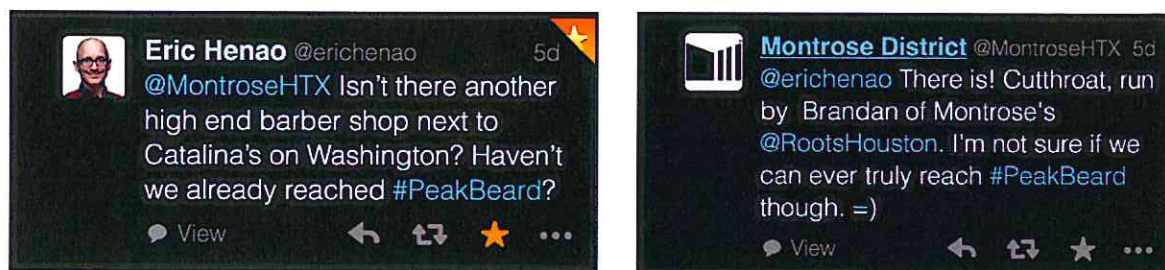
Our posts about neighborhood institutions drive lots of traffic. Both Mandell Park and HSPVA were very popular topics on our Facebook and Twitter.

Mandell Park FB Post Data			HSPVA FB Post Data		
4,666 People Reached			3,164 People Reached		
215 Likes, Comments & Shares			79 Likes, Comments & Shares		
185 Likes	127 On Post	58 On Shares	58 Likes	29 On Post	29 On Shares
10 Comments	0 On Post	10 On Shares	7 Comments	2 On Post	5 On Shares
20 Shares	20 On Post	0 On Shares	14 Shares	12 On Post	2 On Shares
88 Post Clicks			220 Post Clicks		
0 Photo Views	48 Link Clicks	40 Other Clicks <i>i</i>	0 Photo Views	46 Link Clicks	174 Other Clicks <i>i</i>

As you can see, people interact with neighborhood content in a variety of ways beyond just “seeing” the post (i.e., FB Post Reach). They tend to like, comment, and share it, too. And most importantly, they click through to read it, driving website traffic.

On Twitter, people are getting more and more likely to actually reply to the District, as I give friendly / funny responses within an hour (usually 30m) of their question or comment. We regularly talk with Craig Hlavaty, a writer at the Houston Press, and recently also saw engagement with Dwight Silverman (HP’s Social Media Manager) and some influential twitter personalities in Houston like Eric Henao.

\*



Interactions like the above are very successful ones for Twitter because it shows that people acknowledge the Montrose District is a brand that is willing to really engage with them, rather than just constantly talk about itself. Plus, as you can see, we can promote District assessment payers through cute responses, kind of hitting two birds with one stone.

\* For context, Eric was replying to a tweet that had 4.7k Potential Reach on Twitter that was promoting Amber’s story on new Montrose barbershop, The Argyle League.



## Memorandum

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TO: Montrose Management District Board of Directors  
FROM: District Executive Director  
DATE: August 27, 2014  
SUBJECT: Business & Economic Development Committee Meeting Minutes

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The Business & Economic Development Committee of the Montrose Management District held its August meeting on Wednesday, August 27, 2014 at Tradition Bank, 5020 Montrose Blvd., Houston, TX 77006. Committee members attending were Claude Wynn, Ryan Haley, Steve Madden and Charlie Norris. Staff attending were Bill Calderon, Ray Lawrence, Phil Wagner and Tawny Tidwell. Following lunch provided by Tradition Bank, the meeting was called to order at 12:25 PM.

### Approval of Minutes

Minutes of the July 23 meeting were approved as written.

### New Projects in the District

Ray Lawrence passed around renderings of the newly announced seven-story, 34-unit condominium project planned by Riverway Properties at Montrose & Marshall. According to Michael Carroll, President, Riverway only requires 8-10 presales in order to proceed with construction. The firm has already applied for and obtained a set-back variance. Claude Wynn revealed that his vacant property located at 1634 Westheimer has sold, apparently for restaurant use. He also understands that the former EJ's property at 2517 Ralph Street has been purchased by The Raven Grill. A property at Mandrell & Alabama is rumored to be under contract for a 3-4 story commercial parking garage.

### Planning for Fall Real Estate Forum Luncheon

The majority of meeting time was devoted to discussing plans for the Second Fall Real Estate Forum Luncheon. The general format agreed to is as follows:

- **Theme:** "Retail & Commercial Opportunities in the Montrose District."
- **Date:** November 18, 19 or 20. (Subsequently, Ray Lawrence reserved Wednesday, November 19).
- **Location:** Grand Salon, La Colombe d'Or.
- **Invitation List.** Last year's invitation list was too small. Contacts will be made to more brokerage firms to obtain lists of their retail brokers. Ray will contact Moody Rambin (Waterman Steele), JLL, Marcus & Millichap, PMRG, New Quest, Tarantino and Page and Partners. Bill will contact Transwestern. Claude and Ryan will contact Wulfe & Co. Claude will contact Edge Realty. Ryan will contact Weingarten Realty. The invitation list will also be opened to architectural firms such as Gensler and Morris, and legal advisors to developers

(Cassie Stinson to be asked to help). Bill will provide a current list of political office holders and public officials.

- **Speakers:** Possible speakers include Jason Baker of BakerKatz, Dan Braun of Braun Enterprises, Bailey McCarthy of Biscuit Homes, Bobby Heugel and Scott McClelland of H-E-B. Bill and Claude will contact Bobby, Ray the others.
- **Sponsors:** Sponsorships will be solicited on the same basis as year - \$1,000 each, entitling the sponsor to a table for nine and the privilege of displaying a banner and marketing materials in the foyer of the Grand Salon. Organizations desiring to become sponsors should contact Ray Lawrence at (713) 595-1235 or [rlawrence@hhcllp.com](mailto:rlawrence@hhcllp.com).
- **Promotion:** A "Save the Date" flyer will be distributed as early as possible followed by two rounds of invitation flyers as the luncheon date approaches. A website notice will also be posted. Ray Lawrence will explore the possibility of updating the District brochure with Gretchen Larson, marketing director.

### **Adjournment**

The meeting was adjourned at 1:33 PM. The next meeting of the committee is scheduled for September 24.

Montrose Management District  
Public Safety Committee Meeting

August 8, 2014

The Montrose Management District Public Safety Committee held a meeting on Friday, August 8, 2014 at 9:00 a.m. at the District offices, 5020 Montrose, Suite 311, Houston, Texas.

Montrose Management District Chairman Claude Wynn and Director Brad Nagar were present. Also present were Executive Director Bill Calderon, District Director of Services Phil Wagner, Montrose Patrol Coordinator Victor Beserra, and Social Media Coordinator Tawny Tidwell.

**1.) Call meeting to order.**

The committee was called to order at 9:10 a.m.

**2.) Discuss Patrol Activity Report for the Month of July.**

Beserra reviewed his patrol report. He said that there are 62 suspects in jail, many of which have already been arrested. The numbers have fluctuated a lot between the last few months. There were four felony arrests in July. Beserra mentioned that there have been many issues with graffiti recently. He said that he doesn't believe any taggings are gang related, but isn't completely sure, and is something that he will be keeping an eye out for. He also discussed an assault that occurred at Soap and Candle and Settlement Goods and Design by the same suspect against two women.

**3.) Discuss PIP Report for the Month of July.**

Beserra provided a brief overview of the PIP Report.

**4.) Discuss security camera installations.**

Wagner discussed the cameras. He said that four have been installed however he has not had success in getting permission to install a camera at the overflow parking lot used by Aladdins. Beserra said he would talk to Ali, the owner of Aladdins, to see what they could do to receive consent from the owner of the lot. Calderon encouraged those efforts, as he said he would rather have a camera at that location than finding a new location in the District.

Calderon also said that SentiForce, the camera provider for the District, is looking to install monitoring hardware to be used by the District when incidents occur. He said his preference is to have the hardware located at the Houston Police Department storefront on Westheimer. Calderon said that he has spoken with HPD officials and generally, they are supportive of placing the monitoring equipment in their facility. However their only concern is the District connecting to the HPD internet. Calderon said he is still waiting to find out if that is possible or not, but if it is an issue, he proposed that the District pay for their own internet connection at the storefront. The committee expressed support for that expenditure, if it is needed.

**5.) Discuss Public Safety Issues in the District.**

Beserra mentioned that bicycle thefts have significantly increased in Midtown, and are starting to spread to Montrose. He said that people should not keep bikes on racks overnight. Tidwell said she would spread the word on social media.

Beserra also mentioned that National Night Out is October 7<sup>th</sup>. He said that if anyone wants to host an event, he should be contacted as the coordinator in Montrose. Both Calderon and Wagner expressed an interest in accompanying the Montrose patrol during the event.

Beserra also asked if they could tactfully provide overtime to address problems, should they present themselves. Calderon said he would need to see the budget forecast moving forward in order to provide the extra allocation of resources, but in general he was supportive of the concept. Wynn said it was a good idea to proactively address problems before they get out of hand.

A general discussion occurred regarding clean up around the southwest portion of Richmond that exists within the District, as a result of concerns expressed by local property owners. Wagner said there has been a significant effort made to abate graffiti in the area, however some property owners are concerned with weeds and overgrowth on neighboring lots. Calderon said that maybe they could get a Boy Scout group to come out and perform some of the cleanup, and have the District provide pizza and soda. Beserra said he would reach out to the Explorers group. He also said that he had a contact in the City of Houston Neighborhood division that has been helpful in cleaning up some problem areas.

Beserra mentioned the need to clean up the area around Richmond and Main, which exists outside of the District but potentially could cause spill over problems. Wynn suggested Beserra get in touch with Susan Young of the South Main Alliance and utilize her various contacts to help fix the homeless and vagrant issues.

#### **6.) Adjourn.**

The meeting was adjourned at 10:18 a.m.

**Shift Period:** Aug-14

**Total Hours Worked** 610:00

**Total Miles Driven** 2,021

## Crime Arrest Activity

Felony Arrests:	8
Misdemeanor Arrests:	54
Charges Filed:	10
Suspects in Jail:	90

## Field Activity

Parking Tickets:	1
Citations:	2
BMV Report Cards:	440
Crime Prevention:	754

## Patrol Activity

Calls for Service:	275
CIT Calls:	0
Incident Reports:	14
Accident Reports	0
Locations Checked:	1186

## Warrants

Felony Warrants:	4
Misdemeanor Warrants:	2
City Warrants:	101
SETCIC Warrants:	32

## Arrest Summary

**Shift Period** Aug-14

Charge	# of Arrests
Abusive Language	2
Assault	6
Auto Theft	2
City Warrants	21
Consumption of Alcohol at a City Park	2
Consumption of Alcohol at a Metro Bus Stop	1
Criminal Trespass	2
Felony Theft	1
Felony Theft Warrant	3
Littering	2
Obstructing a Roadway	1
Panhandling	1
Possession of a Controlled Substance	5
Public Intoxication	24
Setcic Warrant	11
Tampering with a Government Document	2
Theft	4
<b>Total Arrests</b>	<b>90</b>