

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

April 11, 2011

Determine quorum; call to order;

The Board of Directors of the Montrose Management District held a meeting on Monday, April 11, 2011, at 12:00 p.m. in the 1st Floor meeting room of the Freed-Montrose Library, 4100 Montrose, Houston, TX 77006, inside the boundaries of the District, and open to the public. Chairman Wynn called the meeting to order at 12:15 p.m., and the roll was called of the duly appointed members of the Board, to wit:

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

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

and all of the above were present with the exception of Directors Ellis, Fricke, Hubbard, Jara, Manning, Stinson and Ueckert, thus constituting a quorum. Also present at the meeting were Susan Hill, Gretchen Larson and Josh Hawes, Hawes Hill Calderon, L.L.P.; Darrell Hawthorne, Municipal Accounts and Consulting, L.L.P.; Patricia Hall, Equi-Tax, Inc.; and Clark Lord, Vinson & Elkins, L.L.P. Also in attendance were Bob Rose and Maureen McNamara.

Approve minutes of meeting held March 7, 2011;

Upon a motion duly made by Director Mitchmore and being seconded by Director Murland, the Board voted unanimously to approve the minutes of its meeting held March 7, 2011.

Consider adoption of Resolution Adopting Policies and Procedures for Public Participation and Public Information;

Upon a motion duly made by Director Carter and being seconded by Director Murland, the Board voted unanimously to adopt a resolution adopting policies and procedures for public participation and public information.

Receive public comments;

Ms. McNamara requested the opportunity to make comments regarding the Wilson Wonderground SPARK Park to be discussed later in the meeting. No action was taken.

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

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

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

Ms. Hall briefed the Board with regards to assessments received year-to-date, as well as the status of lawsuits and arbitration matters. She noted that the Board agenda materials include lists of both the Top Ten Assessment Payers and the Ten Largest Delinquent Accounts. She said that property assessment values have decreased by three percent overall throughout Harris County. No action was taken.

Receive and consider lease agreement for District office space;

Chairman Wynn explained that approval of a one-year lease agreement is under consideration today for the District to lease a 500-square-foot office located at Suite 411 in Traditions Plaza. He noted that the lease is inclusive of taxes, parking, utilities, insurance and janitorial services. He added that the District's legal counsel has reviewed the lease. Upon a motion duly made by Director Mitchmore and being seconded by Director Nagar, the Board voted unanimously to approve the lease for office space for the District.

Receive and consider updated contract with Greater East End Management District for graffiti abatement services;

Chairman Wynn explained that the proposed new contract would expand the geographical boundaries to include graffiti abatement services on the West side of the Montrose District. Following discussion, and upon a motion duly made by Director Grover and being seconded by Director Nagar, the Board voted unanimously to approve the updated contract with the Greater East End Management District for graffiti abatement services.

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

Patrol Activity Report for the month of March;

Committee Chair Nagar informed the Board that the Committee will move its meeting location to Traditions Bank and that meetings are held on the 2nd Friday of each month. He said that the Committee is considering a recommendation for the purchase of a 2nd security vehicle. He noted that the security personnel are arresting numerous individuals on their shifts, including persons wanted for felony crimes, drugs, and burglaries. Mr. Hawes noted that the mobile security

cameras are proving to be highly successful at deterring crime. There was discussion about future locations for mobile security camera installations, including a possible location behind the Jack In the Box restaurant at the intersection of Lovett and Hawthorne. No action was taken.

Receive update and consider recommendations from the Business and Economic Development Committee related to:

District Logo design;

Ms. Larson reported that Committee meetings will occur on the 2nd Wednesdays of the month at 5:00 p.m. at Traditions Bank. She said that CURB Branding, the consulting firm developing the new District logo, will attend this month's meeting. She asked Board members to participate in completing the recently-distributed survey about the District and to please forward the survey to others for comment. No action was taken.

Receive and consider recommendations from the Visual Improvements and Cultural Promotions Committee related to:

Authorize the expenditure of funds related to the installation, labor and professional fees for relighting the Montrose Bridge in an amount not to exceed \$39,000;

Chairman Wynn recommended approval of a proposal for relighting the Montrose Bridge. He said it is a cost-effective proposal with a lengthy lifespan, because the new lighting will use low-maintenance LED technology. He explained that the bridge was lighted in the past using fiber optic technology with high maintenance needs. He said that TxDOT will collaborate with the District to install the lighting if the District will underwrite the cost of the hardware. He said that the proposal includes the professional services of a lighting consultant and an architect in order to design the project to meet TxDOT's project specifications. Upon a motion duly made by Director David Robinson and being seconded by Director Mitchmore, the Board voted unanimously to authorize the expenditure of funds related to the installation, labor and professional fees for relighting the Montrose Bridge in an amount not to exceed \$39,000.

Approve partial funding towards the construction of the Wilson Wonderground SPARK Park in the amount of \$5,000 plus an additional \$5,000 once SPARK designation has been granted by the City;

Chairman Wynn explained that the proposed expenditure will assist in funding the planned SPARK Park at Wilson Elementary School. He said the financial commitment is for \$5,000 at the present time and \$5,000 once SPARK designation has been granted by the City. He said that the availability of area parks is important to District residents, particularly apartment dwellers, and that many of the District's assessment payers are multi-family apartment dwellings. Ms. McNamara said that she is an organizer for the SPARK Park and indicated that more than one-half of the total estimated budget for the project has been raised to date. Following discussion, particularly related to park security issues, and upon a motion duly made by Director David Robinson and being seconded by Director Mitchmore, the Board voted unanimously to approve

funding for the Wilson Wonderground SPARK Park. Also in regards to visual improvements, Director Grover requested that the Board discuss trash bins located in high pedestrian areas at a future board meeting.

Consider recommendation from the Transportation Committee to fund a contract with Walter P. Moore for completion of a Transportation Inventory of the West Service Area in the amount of \$129,500;

Chairman Wynn said that the Transportation Committee recommends funding a contract for a comprehensive Transportation Inventory of the West Montrose service area. Director David Robinson added that the Inventory will be an excellent resource and will help the Board to identify and assess future transportation project priorities. Upon a motion duly made by Director Mitchmore and being seconded by Director Murland, the Board voted unanimously to approve a contract with Walter P. Moore for completion of a Transportation Inventory of the West Service Area in the amount of \$129,500.

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

Mr. Hawes said that he is receiving communications from business owners about various matters of interest to them. He noted that he has toured portions of the District with some property owners. Chairman Wynn said that the Museum District Association has petitioned the City for a creation of Banner District in conjunction with the upcoming American Association of Museum's (AAM) annual convention to be held in Houston May 22-25, 2011. He said this will be the largest gathering of museum professionals in the world. No action was taken.

Adjourn.

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 1:12 p.m.

Cassie B. Stinson

Secretary, Board of Directors
Montrose Management District

