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

November 10, 2014

DETERMINE QUORUM; CALL TO ORDER.

The Board of Directors of the Montrose Management District held a regular meeting open to the public, on Monday, November 10, 2014, at 12:00 p.m. at 401 Branard Street, 2nd Floor, Room 106, Houston, Texas 77006, inside the boundaries of the District, and the roll was called of the duly appointed members of the Board, to-wit:

Position 1 - Position 2 - Position 3 - Position 4 - Position 5 - Position 6 - Position 7 -	Claude Wynn, Chairman Dana Thorpe Randy Mitchmore, Vice Chairman Cassie Stinson, Secretary Lane Llewellyn Robert Jara Ryan Haley	Position 9 - Position 10 - Position 11 - Position 12 - Position 13 - Position 14 -	Kathy Hubbard, Treasurer Michael Grover vacant Brad Nagar, Asst Secretary Dan B. Leverett vacant
	Ryan Haley	Position 15 -	Randall Ellis
Position 8 -	Stephen I Madden		

and all were present, with the exception of Directors Madden, Nagar and Ellis, thus constituting a quorum. Also present were Bill Calderon, Susan Hill and Linda Clayton, all with Hawes Hill Calderon, LLP; Amanda Edwards, Bracewell & Giuliani; Felecia Alexander, Municipal Accounts & Consulting; Pat Hall, Equi-Tax, Inc.; and Ray Lawrence, Lawrence & Associates. Others attending the meeting were Officer Victor Beserra, HPD; Dennis Beedon, Montrose Business Ambassador; Eugene Nosad, Avondale Association; Daphne Scarbrough, Richmond Avenue Coalition; and Tawny Tidwell. Chairman Wynn called the meeting to order at 12:06 p.m.

APPROVE MINUTES OF MEETING HELD OCTOBER 13, 2014.

Upon a motion duly made by Director Mitchmore, and being seconded by Director Grover, the Board voted unanimously to approve the Minutes of the October 13, 2014, Board meeting, as presented.

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

No newly appointed Board members were present; therefore, no action from the Board was required.

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, included in the Board agenda materials, and answered questions. She reported three additional checks for consideration of payment, not included in the agenda materials: (1) Minuteman Press for a little over \$1,700 (2) Museum District Alliance for a luncheon in the amount of \$750, and (3) Claudia Kolker in the amount of \$6,400. Upon a motion duly made by Director Mitchmore, and being seconded by Director Haley, the Board voted unanimously to accept the Bookkeeper's Report, and approved payment of invoices as presented.

RECEIVE EXECUTIVE DIRECTOR'S MONTHLY REPORT ON DISTRICT INITIATIVES.

Mr. Calderon provided an update on the Committee meetings. He reported the Marketing and Business Relations Committee has been working with the website company on redesigning the District's website. He reported the recycling event went well. He reported the holiday lighting ceremony is to be held at Niko Niko's November 12th and a business mixer will be held in December at Rivas. Ms. Tidwell provided an update on the social media numbers. Mr. Calderon provided an update on the Special Parking Area application. He answered questions regarding invoices from Walter P. Moore regarding the SPA application. Officer Beserra presented the Patrol statistics and stated the Montrose Crawl went very well this year. Mr. Calderon provided an update on the District brochure. He reported the Real Estate Forum luncheon scheduled for November 19th had six sponsors at this time. Mr. Lawrence reported he had met with Bruce Frankel and discussed a new project "Alabama Row" Mr. Frankel is developing at the corner of Mandel and Alabama.

a. Consider fee increase for hourly rate paid to Municipal Accounts for bookkeeping services;

Mr. Calderon reported Municipal Accounts was requesting a fee increase for their bookkeeping services, a copy of their proposal is attached as Exhibit A. Upon a motion duly made by Director Hubbard, and being seconded by Director Llewellyn, the Board voted unanimously to approve the fee increase and the First Amendment of Bookkeeping Contract, as presented.

b. Consider approval of an agreement with Chris Labod for web maintenance services; and

Mr. Calderon reported the agreement with Chris Labod, included in the Board agenda materials, was for web maintenance services in the amount of \$350 per month. Upon a motion duly made by Director Stinson, and being seconded by Director Mitchmore, the Board voted unanimously to approve the Agreement with Chris Labod, as presented.

c. Renew agreement with Houston Arts Alliance.

Mr. Calderon reported the agreement with Houston Arts Alliance had one issue to be corrected. He reported the agreement included in the Board agenda materials had an indemnification clause which after review by the District's attorney, needed to be removed. Upon a motion duly made by Director Hubbard, and being seconded by Director Stinson, the Board voted unanimously to approve the Agreement with Houston Arts Alliance subject to the indemnification clause being removed.

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 98% collected in the East zone, no uncertified properties and 55 unsettled accounts for 2013. She reported 98% collected in the West zone, no uncertified properties and 93 unsettled accounts for 2013. Director Llewellyn provided suggestions for next year's supplemental assessment roll hearing to make it a more positive event: (1) having the hearing in the District; (2) having an introduction committee; (3) to have at least two board members present; (4) providing a handout with accounting formulas. Chairman Wynn asked Mr. Calderon to have an agenda next year for the Finance Committee to address these issues. 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 THE SAME.

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

An executive session was not called.

ANNOUNCEMENTS.

Mr. Calderon announced the Real Estate Forum Luncheon is to be held on November 19th at the Grand Salon of La Colombe d'Or. He further announced Niko Niko's will have its Kick off the Holiday celebration on November 12, 2014, at 6 p.m.

ADJOURN.

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 1:10 p.m.



Secretary

List of Exhibits:

A. First Amendment of Bookkeeping Contract, Municipal Accounts & Consulting, LP

FIRST AMENDMENT OF BOOKKEEPING CONTRACT

STATE OF TEXAS

COUNTY OF HARRIS	8			
WHEREAS, MUNICIPAL ACCOUNTS & CONSULTING, L.P. (hereinafter designated "Bookkeeper") and MONTROSE MANAGEMENT DISTRICT (hereinafter designated the "District") ") entered into that certain Agreement For Services For Bookkeeper dated April 1, 2012 (the "Contract"). WHEREAS, Bookkeeper requests the following changes to the base fee amount charges for bookkeeping				
services and the hourly rate charged for additional services to the following:				
<u>Current</u>	New			
\$950.00 Base Fee	\$1,075.00 Base Fee			
\$60 Hourly Rate	\$75 Hourly Rate			
WHEREAS, these are the only changes to the existing agreement, all other terms and provisions would remain the same.				
EXECUTED effective this 10th day of November, 2014.				
	MUNICIPAL ACCOUNTS & CONSULTING, L.P.			
	Ву:			
	Mark M. Burton, Managing Partner The Asher Group, LLC, its General Partner			
The District, acting herein by and through the President of its Board of Directors, pursuant to the authority granted at a meeting duly and lawfully called and convened, evidences its consent to the foregoing Amendment of Bookkeeping Contract by signing in the space provided below.				
ATTEST	MONTROSE MANAGEMENT DISTRICT			
Ву:	Ву:			
Secretary, Board of Directors	President, Board of Directors			