

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

April 8, 2013

Determine quorum; call to order.

The Board of Directors of the Montrose Management District held a meeting on Monday, April 8, 2013, at 12:00 p.m. Noon at 401 Branard Street, 2nd Floor, Room 106, Houston, TX 77006, inside the boundaries of the District, and open to the public. Chairman Wynn called the meeting to order at 12:06 p.m., and the roll was called of the duly appointed members of the Board, to wit:

Position 1: Claude Wynn, <i>Chairman</i>	Position 9: Kathy Hubbard, <i>Treasurer</i>
Position 2: Dana Thorpe	Position 10: Michael Grover
Position 3: Randy Mitchmore, <i>Vice Chairman</i>	Position 11: Bobby Heugel
Position 4: Cassie Stinson, <i>Secretary</i>	Position 12: Brad Nagar, <i>Ass't Sec'y</i>
Position 5: Lane Llewellyn	Position 13: Vacant
Position 6: Vacant	Position 14: David Robinson
Position 7: Vacant	Position 15: Randall Ellis
Position 8: Robert Jara	

and all of the above were present with the exception of Director Heugel, Hubbard and Stinson, thus constituting a quorum. Also present at the meeting were Bill Calderon, Josh Hawes, Gretchen Larson and Ray Lawrence, all of Hawes Hill Calderon, L.L.P.; Clark Lord, Bracewell & Giuliani, L.L.P.; Patricia Hall, Equi-Tax, Inc.; and Darrell Hawthorne, Muni

cipal Accounts and Consulting, L.P. Others present were Dennis Beedon, District business ambassador; Daphne Scarbrough, Richmond Avenue Coalition; Eugene Nosal, Avondale Association; Officer Victor Beserra, Houston Police Department (HPD); Kirk Baxter; and Chloe Sanders.

Approve minutes of meeting held March 11, 2013.

Upon a motion duly made by Director Grover and being seconded by Director Llewellyn, the Board voted unanimously to approve the minutes of its meeting held on March 11, 2013.

Receive public comments.

There were no public comments.

Receive Public Safety portion of Executive Director's Report

This agenda item was addressed early and out of sequence at the meeting due to Officer Beserra's need to leave the meeting. Officer Beserra presented highlights of the Patrol Activity Report, which was included in the Board agenda materials. He said that 88 arrests were made during the month of March, 2013 and provided a breakdown as to the types of arrests. He said that there have been sporadic increases in terms of burglaries of motor vehicles (BMV), and that these incidents have each been addressed. He reported that BMV prevention flyers and automobile "report cards" were distributed to almost 3,000 vehicles in the District last month. He said that the security cameras are operating well. Mr. Calderon added that a recent meeting held with the managers of multi-family complexes has proven beneficial in terms of facilitating an exchange of information. No action was taken.

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

Ms. Hall presented the Report. She reported that the 2012 assessments are 98% collected to date on the East side of the District and 92% collected on the West side of the District. She said that there are no properties in the District with uncertified property values. She noted that lists of the District's Top Ten Assessment Payers and the Ten Largest Delinquent Accounts are both included in the Board agenda materials, as well as a report on delinquent collections activities. 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. Chairman Wynn noted that the invoices being presented for payment were reviewed by the Finance Committee. Mr. Calderon said that the monthly invoice for graffiti abatement services arrived following the Committee's monthly meeting, and he recommended the payment be approved since it involves a Board-approved expense. Upon a motion duly made by Director Mitchmore and being seconded by Director Robinson, the Board voted unanimously to approve the Montrose Management District's monthly financial report and pay invoices.

Conduct annual review of Investment Policy and adopt Resolution Regarding Annual Review of Investment Policy.

Mr. Lord suggested that this agenda item should be addressed together with the subsequent two agenda items. He then explained that the review of the Investment Policy is required annually. He said there are no changes to the Investment Policy at this time.

Review, revise and adopt Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers.

Mr. Lord explained that the Authorized Depository Institutions and List of Qualified Broker/Dealers has been updated to reflect those financial institutions that manage public funds, as well as those which may have merged or closed.

Accept annual disclosure statements for Investment Officer and Bookkeeper.

Mr. Lord said that Mr. Hawthorne, the District's Investment Officer and Bookkeeper, has prepared an annual disclosure statement declaring that he has no conflicts of interest with the financial institutions with which the District does business. Following a brief discussion on all three agenda items, Director Mitchmore moved to adopt a resolution regarding the annual review of the Investment Policy; to adopt a resolution establishing the Authorized Depository Institutions and List of Qualified Broker/Dealers; and to accept the annual disclosure statement for the Investment Officer and Bookkeeper. Director Grover seconded. The Board voted unanimously to approve the motion.

Receive Executive Director's Monthly Report on District initiatives.

Mr. Calderon said that the full Executive Director's Monthly Report is included in the Board agenda materials. He reported on Committee activity during the past month, noting that the Marketing and Business Relations Committee will present a separate report later in the meeting. He said the Marketing and Business Relations Committee intends to host a series of business training sessions for area businesses, with the first session scheduled for May, 2013. He said that a recycling event is scheduled for April 27, 2013 at HEB. He reported that the District's business ambassadors are in the process of circulating information about the City of Houston's 311 program. Mr. Calderon also said that a survey has been conducted of businesses located along Richmond Avenue with regard to their levels of support for METRO rail and that the results are expected soon. He reported that the District's business mixers provide an excellent opportunity for networking and that the next mixer is scheduled for April 25, 2013. He said that the District's street-sweeping vendor has met with the Neartown Association to ask for assistance with on-street parking issues. Chairman Wynn inquired about the plans for additional "Adopt An Esplanades" with the City, and Mr. Calderon indicated that meetings are forthcoming with City of Houston Parks personnel. No action was taken.

Sign maintenance agreement with the City of Houston.

Mr. Calderon explained the request from the Houston Museum District for the District to assume responsibility for the maintenance of 32 way-finding and five location signs which were installed within the District's boundaries. He said that the City of Houston will not provide maintenance to the signage. Following discussion, and upon a motion duly made by Director Robinson and being seconded by Director Llewellyn, the Board voted unanimously to sign a maintenance agreement with the City of Houston for maintenance of the Houston Museum District signage.

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

a. Consider approval of the 2013 PR and Marketing Project Work Plan

Mr. Calderon said that a proposed service agreement for each of the recommended marketing vendors and suppliers is included in the Board agenda materials. Ms. Larson then reviewed highlights of the 2013 Marketing and Business Relations Project Work Plan and Budget, also included in the Board agenda materials. Chairman Wynn said that the District's multi-faceted marketing approach is working well and is proving beneficial. Mr. Calderon agreed, noting that the social media and ambassador programs are particularly effective. He and Ms. Larson requested that Board members review the 2013 Marketing and Business Relations Project Work Plan and Budget prior to the next Board meeting and consider its approval at that time. No action was taken.

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

The Board convened in Executive Session at 12:26 p.m.

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

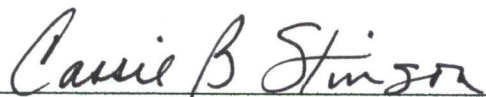
The Board reconvened in Open Session at 1:04 p.m. No action was taken.

Announcements.

There were no announcements.

Adjourn.

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 1:04 p.m.



Secretary, Board of Directors
Montrose Management District

