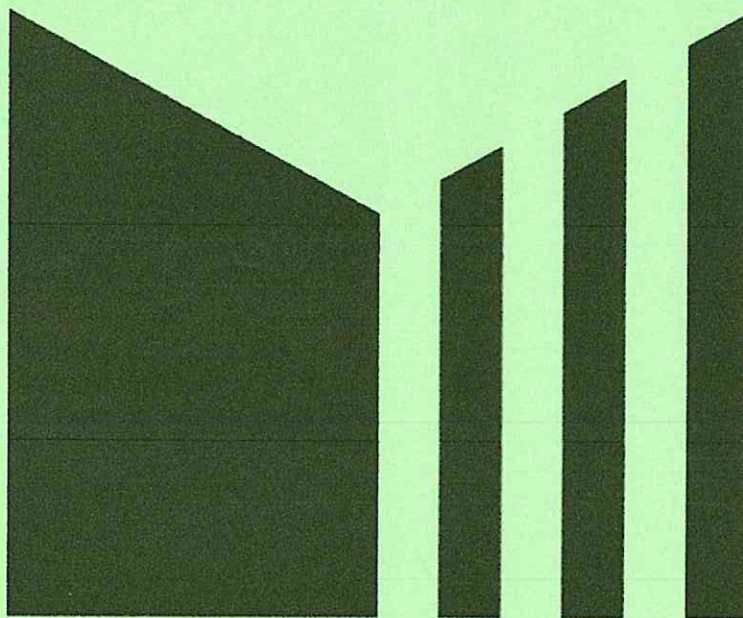


# MONTROSE MANAGEMENT DISTRICT



Agenda and Agenda Materials  
Meeting of the Board of Directors

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February 13, 2017



**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, February 13, 2017**, at the University of St. Thomas, Malloy Hall, Carol Tatkon Boardroom, 3800 Montrose Blvd., Houston, Texas 77006; parking is available at Moran Parking Garage, 3807 Graustark, 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 meeting to order.
2. Receive public comments. (A statement of no more than 3 minutes may be made on items of general relevance. There will be no yielding of time to another person. State law prohibits the Board Chair or members of the Board from commenting on any statement or engaging in dialogue without an appropriate agenda item being posted in accordance with the Texas Open Meetings Law. Comments should be directed to the entire Board, not individual members. Engaging in verbal attacks or comments intended to insult, abuse, malign or slander any individual shall be cause for termination of time privileges.)
3. Receive and accept resignation from Randy Mitchmore, DDS.
4. Approve minutes of regular meeting held November 14, 2016 and December 12, 2016.
5. Receive update and recommendations from Finance Committee.
  - a. Receive Assessment Collection Report
  - b. Receive and consider monthly financial report and approve invoices for payment.
  - c. Consider proposal from McCall Gibson Swedlund Barfoot PLLC to prepare FY2016 and FY2017 audits.
  - d. Consider proposal from Burton Accounting PLLC to perform pre-audit services.
  - e. Receive and consider FY2017 budget.
6. Receive update and recommendations from Public Safety Committee.
7. Receive update and recommendations from Mobility and Visual Improvements Committee.
  - a. Approve small cell tower location
  - b. Approve proposal for design of esplanades on Montrose from W. Dallas to W. Gray
  - c. Approve proposal from Walter P Moore for on call services
  - d. Approve proposal for landscaping design for ID markers
  - e. Approve maintenance agreement between City of Houston and the Montrose Management District.
8. Receive update and recommendations from Marketing and Business Development Committee.
  - a. Consider an agreement with Steel Branding and Marketing for services related to public relations, marketing and branding services.
9. Receive update from Business and Economic Development Committee.
10. Receive Executive Director's Monthly Report.
11. 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.
12. Reconvene in Open Session and authorize appropriate action by legal counsel related to executive session.
13. Announcements.
14. Adjourn.





Executive Director

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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3. Receive and accept the resignation from Randy Mitchmore DDS.





1722 West Alabama Street  
Houston, Texas 77098

January 20, 2017

Mr. Claude Wynn  
Chairman, Montrose District  
5020 Montrose Blvd., Suite 311  
Houston, Texas 77006

Dear Claude,

As you know I was recently appointed by the Mayor to be the Chairman of the Montrose TIRZ. While I am very excited about this new endeavor, it regretfully means I must submit my resignation as Vice Chair of the Montrose Management District at this exciting time for Montrose. It has been an honor to have served on a board that has accomplished so much over the past 10 years and want to also take this opportunity to highlight the programs and projects which have had helped to make the already vibrant and diverse Montrose community even better.

The public safety program, utilizing off-duty HPD officers, has worked closely with the business community and increased the sense of safety in the area and perception of the Montrose community as a desirable place to invest, conduct business, live, work and visit. The presence of the fleet of marked patrol cars sends the message to criminals we mean business. As well many arrests and warrants have been cleared up and serious aggravated crimes stopped in progress. In addition to their enforcement efforts, the officers also inspect parked vehicles visiting area businesses using Burglary of a Motor Vehicle (BMV) report cards and provide other crime prevention material to local retail and commercial businesses.

The graffiti abatement program has abated or removed over **18,000** sites or tags. The street light outage team has reported over **200** lights to CenterPoint for repair or replacement. Over **4,000** curb miles of streets have been cleaned via the street sweeping program. The mobile camera program works with area businesses to address and record suspicious criminal activity. Numerous nuisance and nefarious abatements have been addressed via the partnership with the County Attorney. These are just a few facts to highlight how much of a difference the District's public safety program has made in the Montrose community.

Business, economic development and marketing efforts have helped to market the area to investors and showcase opportunities. Based on available historic data since the formation of the



District, retail sales increased from **\$401.4** million to **\$596.2** million by 2016, an increase of **48.5%**. The numbers of businesses in the District grew from **2,108** in 2012 to **2,364** in 2016, up **12.1%**. Employees of District businesses increased **19.2 %** from **18,717** to **22,322**, and the average number of employees per business rose from **8.9** to **9.5** reflecting increases in sales, but with much more efficient staffing. Also, since 2010, the District has attracted a record amount of over **\$400** million in new capital investment, mostly in high-rise and mid-rise apartments plus some office, restaurant and retail space. The new apartments have attracted over **3,000** new residents creating more support for both existing and new retail, restaurant and bar businesses in the District.

The Montrose District's annual real estate forums are sell out events that brings responsible developers, investors and other agents of change to share information in the deliberate growth and direction of Montrose.

The environmental and urban design and visual improvement projects are mindful of the character of Montrose. Community input along with professional urban landscape architects and landscapers were invaluable in creating a successful design. Wow! The long term approach of using the highest quality durable materials will last many years and handle the abuse of heavy traffic. It is a larger investment of money, but will save a great deal of money in the long run.

By adopting ALL of the esplanades in the District they are kept mowed, liter free and methodically updated with a coordinated plan of street reconstructions so there is not work done that will have to be torn up in a short time for another construction project.

The District took a leadership role to work with TxDOT, H-GAC and the City to relight the bridges over State Highway 59 in time for Super Bowl LI on February 5. This is in keeping with the service assessment plan of cultural enrichment, street-scaping maintenance and public art. Most of this \$3.7 million dollar project was accomplished with leveraged resources from other organizations. The District is not paying for the entire project, but we have been the quarterback in making the calls to bring it to life. It is bringing in millions of outside dollars into the local economy. Further building upon innovative spirit, the installation of the first 13 Montrose District ID Markers will also be ready in time for the Super Bowl and have the ability to coordinate LED colors with the LED lighting on the bridges. The adoption and enhancement to area esplanades has begun which will beautify our area further.

The District worked with the city to create the Montrose TIRZ which can address much needed infrastructure. The TIRZ was the missing link for Montrose in addressing the poor condition of most of our sidewalks, streets, curbs, drainage and access for our residential citizens, visitors and special needs citizens. The District by law cannot do that, but coordination with a TIRZ can again leverage resources to get this done.

The District also worked with the city to address parking issues for businesses via the first of its kind in Houston, a Special Parking Area which will be presented on January 29 and has the endorsement of the *Houston Chronicle* Editorial Board (1-18-17). How innovative is that!

The District created and installed branded bike racks at area businesses to also help with parking and mobility. All of these projects will be legacies of the District thanks to the progressive vision and leadership of the board and will be enjoyed for generations to come.

All the way, the District hired award winning local writers to tell the story of Montrose to the whole city and world via social media and print media to continually inform the public as to significant happenings in the District. This bring business into the District to take advantage of nationally recognized art, dining, service industries, retail and the many one of a kind businesses that by themselves cannot afford this exposure.

By contracting with a professional District management firm the District enjoys a tremendous wealth of knowledge, experience and resources.

Most importantly, the District accomplished all of these things this past 10 years by utilizing long term strategic planning to advocate for needed infrastructure, leverage funds for projects, and create the Montrose TIRZ which will bring in even more jobs and millions of dollars into the District. All this was done while balancing a budget, building cash for projects, maintaining proper cash reserves according to strict financial policies and having 100% perfect independent outside audits every year.

In closing I want to thank you and the entire board for the opportunity to be a part of the Montrose District Board of Directors. The leadership you have shown has been nothing short of outstanding and I look forward to working with you in my new capacity as Chairman of the Montrose TIRZ.

Sincerely Yours with Gratitude and Pride,

*Randy Mitchmore, DDS MAGD*

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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4. Approve minutes of the regular meeting held November 14, 2016 and December 12, 2016.



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

**November 14, 2016**

**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 14, 2016, at 12:00 p.m. at St. Thomas University, 3800 Montrose Blvd., Malloy Hall, Carol Tatkon Boardroom, 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 -	Tammi Wallace	Position 10 -	Michael Grover
Position 3 -	Randy Mitchmore, <i>Vice Chairman</i>	Position 11 -	Ellyn Wulfe
Position 4 -	Justin Singer	Position 12 -	Brad Nagar, <i>Asst. Secretary</i>
Position 5 -	Lane Llewellyn, <i>Secretary</i>	Position 13 -	vacant
Position 6 -	Robert Jara	Position 14 -	Todd Edwards
Position 7 -	Ryan Haley	Position 15 -	vacant
Position 8 -	Stephen L. Madden		

and all were present, with the exception of Directors Singer, Haley, Madden and Edwards, thus constituting a quorum. Also present were Josh Hawes, Gretchen Larson, Tony Allender, Don Huml, Linda Clayton, Kristen Gonzales and Elisa Rodriguez, all with Hawes Hill Calderon, LLP; Clark Lord, Bracewell LLP; Caryn Adams, Municipal Accounts; Pat Hall, Equi-Tax; Ray Lawrence, Lawrence & Associates; and Dennis Beedon, Montrose Business Ambassador. Others attending the meeting were Officer Laureano, Montrose HPD; Tawny Tidwell, Montrose MD social medial strategist; Daphne Scarbrough, Richmond Avenue Coalition; and Taylor Goodall, resident. Chairman Wynn called the meeting to order at 12:00 p.m.

**RECEIVE PUBLIC COMMENTS.**

Daphne Scarbrough provided public comments on the Lovett Blvd esplanade project. Taylor Goodall with the Westmoreland Civic Association provided public comments on the mini cell towers. He reported problems of alley problems and occasional pop-up campsites around the Westmoreland area. He requested the District to help Westmoreland Civic Association with a study to come up with solutions for the issues in the alley and surrounding area.

**APPROVE MINUTES OF REGULAR MEETING HELD OCTOBER 10, 2016.**

Upon a motion duly made by Director Mitchmore, and being seconded by Director Hubbard, the Board voted unanimously to approve the Minutes of the October 10, 2016, Board meeting, as presented.

## **RECEIVE UPDATE AND RECOMMENDATIONS FROM FINANCE COMMITTEE.**

### **a. Receive Assessment Collection Report.**

Ms. Hall presented the Assessment Collection Report, included in the Board agenda materials, and answered questions. She reported a 99% collection rate of 2015 assessments and stated bills for the 2016 assessments were being sent out Thursday or Friday. No action from the Board was required.

### **b. Receive and consider monthly financial report approve invoices for payment.**

Director Hubbard reported the Finance Committee has reviewed the monthly financial report, Quarterly Investment Inventory Report and invoices and is recommending for approval. Upon a motion duly made by Director Hubbard, and being seconded by Director Llewellyn, the Board voted unanimously to accept the Monthly Financial Report and Quarterly Investment Inventory Report and approved payment of invoices, as presented.

## **RECEIVE AND CONSIDER:**

- a. Accept Hearing Examiner's Report and Proposal for Decision for public hearing regarding supplemental assessment roll for the west zone**
- b. Adopt Order Supplementing the Assessment Roll for the west zone; Levying Assessments Against the Property of the Supplemental Assessment Roll for the remainder of the 2016-Year Period; and Setting the Rate of Assessment for the year 2016 for the west zone**
- c. Approve Amended Information Form for the west zone**
- d. Accept Hearing Examiner's Report and Proposal for Decision for public hearing regarding supplemental assessment roll for the east zone**
- e. Adopt Order Supplementing the Assessment Roll for the east zone; Levying Assessments Against the Property of the Supplemental Assessment Roll for the remainder of the 2016-Year Period; and Setting the Rate of Assessment for the year 2016 for the east zone**
- f. Approve Amended Information Form for the east zone**

Upon a motion duly made by Director Mitchmore, and being seconded by Director Wulfe, the Board voted unanimously to (a) accept the Hearing Examiner's Report and Proposal for Decision for public hearing regarding supplemental assessment roll for the west zone; (b) adopt the Order Supplementing the Assessment Roll for the west zone; Levying Assessments Against the Property of the Supplemental Assessment Roll for the remainder of the 2016-year period; and Setting the Rate of Assessment for the year 2016 for the west zone; (c) approve the Amended Information Form for the west zone; (d) accept the Hearing Examiner's Report and Proposal for Decision for public hearing regarding supplemental assessment roll for the east zone; (e) adopt Order Supplementing the Assessment Roll for the east zone; Levying Assessments Against the Property of the Supplemental Assessment Roll for the remainder of the 2016-year Period; and Setting the Rate of Assessment for the year 2016 for the east zone; and (f) approve the Amended Information Form for the east zone.

## **RECEIVE UPDATE AND RECOMMENDATIONS FROM PUBLIC SAFETY COMMITTEE.**

Mr. J. Hawes reported the Committee met on November 7, a copy of the Committee Minutes is included in the Board agenda materials. Officer Laureano presented the October Patrol Summary Report, included in the Board agenda materials, and answered questions. No action from the Board was required.

### **a. Approve renewal of lease for patrol vehicles**

Mr. J. Hawes reviewed the lease proposal for two new patrol vehicles. He reported the term is for three years at a rate of \$469 per month per vehicle. Upon a motion duly made by Director Mitchmore, and being seconded by Director Wallace, the Board voted unanimously to approve a new lease agreement for two patrol vehicles at the rate of \$469.00 per month per vehicle.

## **RECEIVE UPDATE AND RECOMMENDATIONS FROM MOBILITY AND VISUAL IMPROVEMENTS COMMITTEE.**

Mr. Allender reported the Committee met on November 7, a copy of the Committee Minutes is included in the Board agenda materials. He reported the Special Parking Application is ready to be resubmitted to the City today. He reported a public forum will be held in December on the Special Parking Application. Mr. J. Hawes provided an update on the esplanade project.

### **a. Approve small cell tower design standard variance**

Mr. Allender reported Zayo Communications has fabricated a composite pole that will be painted black and will look like a black metal pole. He stated he was requesting approval for the variance from the District's design standards. He reported the site at Westmoreland was questionable because of its proximity to homes and Zayo is working with us to relocate.

### **b. Approve proposal for tree trimming**

Mr. J. Hawes reviewed the proposal from SMC Logistics in the amount of \$1,075.00, included in the Board agenda materials. He reported the proposal is for tree trimming where some of the trees are causing visibility issues.

### **c. Approve change order for bridge relighting project**

Mr. Allender reported Change Order No. 1 is for the bridge lighting project and adds painting of the seven bridges to the contract. He stated the Change Order has been approved by TxDOT and he was requesting acknowledgment and approval from the Board.

Upon a motion duly made by Director Grover, and being seconded by Director Wulfe, the Board voted unanimously to (a) approve the request from Zayo Communications for a variance to the District's small cell tower design standards for a black composite pole; (b) approved the proposal from SMC Logistics in



the amount of \$1,075.00, for tree trimming, as presented; and (c) acknowledged and approved Change Order No. 1 for the bridge lighting project to add painting of the seven arch bridges to the contract.

**RECEIVE UPDATE AND RECOMMENDATIONS FROM MARKETING AND BUSINESS DEVELOPMENT COMMITTEE.**

Ms. Larson reported the Public Relations and Marketing Report is included in the Board agenda materials for review. She reported the Holiday Decorating Contest winners will be announced on December 15 at Yucatan Taco Stand. Ms. Tidwell reported Twitter has verified the District's account.

**a. Consider engaging the services of a branding and marketing firm to assist with review of current District Communications Plan and recommend implementation strategies and budget**

Ms. Larson reported the Committee met to review proposals from CKP, Steel Branding and TPRB for a communications plan. She reported the Committee is requesting additional information from the vendors and is requesting the Board to authorize the Committee to move forward in choosing a vendor prior to the next Board meeting. Upon a motion duly made by Director Jara, and being seconded by Director Llewellyn, the Board voted unanimously to authorize the Committee to proceed in choosing a vendor and entering into an agreement.

**RECEIVE UPDATE FROM BUSINESS AND ECONOMIC DEVELOPMENT COMMITTEE.**

Ms. Larson reported the Committee met on October 26, a copy of the Committee Minutes is included in the Board agenda materials. She reported the Economic Development brochure is ready to go and will be passed out at the Real Estate Forum. Mr. Lawrence provided an update on the sponsors for the Real Estate Forum. He reported Len Cannon will be the emcee for the event and Andy Icken will be the speaker. He reviewed recent business performance data for the District and reported retail sales have increased approximately 48.5%, number of businesses have increased 12.1% and number of employees have increased 19.2%. No action from the Board was required.

**RECEIVE EXECUTIVE DIRECTOR'S MONTHLY REPORT.**

Mr. J. Hawes reported the Executive Director's Report is included in the Board agenda materials for review. No action from the Board was required.

**CONSIDER PETITION PROCESS FOR REAUTHORIZATION OF THE SERVICE AND ASSESSMENT PLAN.**

Mr. Lord reported this agenda item is to be discussed during Executive Session.

**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 12:31 p.m.

**RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION BY LEGAL COUNSEL RELATED TO EXECUTIVE SESSION.**

The Board reconvened in Open Session at 1:35 p.m. Upon a motion duly made by Director Hubbard, and being seconded by Director Wallace, the Board voted unanimously to authorize staff to follow up on study as directed in Executive Session.

**ANNOUNCEMENTS.**

There were no announcements.

**ADJOURN**

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 1:36 p.m.

(Seal)



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Secretary

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

**December 12, 2016**

**DETERMINE QUORUM; CALL TO ORDER.**

The Board of Directors of the Montrose Management District held a regular meeting, open to the public, on Monday, December 12, 2016, at 12:00 p.m. at St. Thomas University, 3800 Montrose Blvd., Malloy Hall, Carol Tatkon Boardroom, 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 -	Tammi Wallace	Position 10 -	Michael Grover
Position 3 -	Randy Mitchmore, <i>Vice Chairman</i>	Position 11 -	Ellyn Wulfe
Position 4 -	Justin Singer	Position 12 -	Brad Nagar, <i>Asst. Secretary</i>
Position 5 -	Lane Llewellyn, <i>Secretary</i>	Position 13 -	vacant
Position 6 -	Robert Jara	Position 14 -	Todd Edwards
Position 7 -	Ryan Haley	Position 15 -	vacant
Position 8 -	Stephen L. Madden		

and all were present, with the exception of Directors Singer, Wulfe and Edwards, thus constituting a quorum. Also present were David Hawes, Josh Hawes, Don Huml, Linda Clayton, Kristen Gonzales and Elisa Rodriguez, all with Hawes Hill Calderon, LLP; Clark Lord, Bracewell LLP; Caryn Adams, Municipal Accounts; Ray Lawrence, Lawrence & Associates; Pat Hall, Equi-Tax, Inc.; Barry Abrams, BlankRome; Dennis Beedon, Montrose Business Ambassador; and Officers Laureano and Beserra, both of Montrose HPD. Others attending the meeting were Pamela Pellegrino, Grant Beekler, Steven Leggett, John Lazaris, Diana Porcarello, Curtis McLemore, Patty Haugen, Taylor Galloway, Don Mascarelli, George J., W. Shuman, R. Evans, Geary Ashby, Gary Toy, Judy Borrell, Christopher Dennis, Carrie McCall, Emily Morgan, Paul Nguyen, Ravi Jaisingham, Lelia Rodgers, John Schreider, William Van Pelt, Andrew Leva, Dennis Gates, Michael Carrou, Jason Pennington, Karen Brotherton, Richard Robbins, J. Web, Daphne Scarbrough, M. P. Keper, Jeffrey Kolb, David Johnson, Leonard Bernard, Helen Bernard, Adam Vega, Joana Tagaropulos, Jim Bartley, Brett Littek, Shawn Baksh, Zoe Littlepage, Tran Vinh, Jila Tavakdi, Susie Thang, Keith Owen, Joan Bishop, Douglas Benson, Eduardo Loper, and William LaFuze.

Chairman Wynn called the meeting to order at 12:00 p.m.

**DISCUSS 1620 HAWTHORNE LTD vs MONTROSE MANAGEMENT DISTRICT.**

Mr. Lord stated the Board will be going into Executive Session to discuss *1620 Hawthorne LTD vs. Montrose Management District*.



**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.**

An Executive Session was called at 12:01 p.m.

**RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION BY LEGAL COUNSEL RELATED TO EXECUTIVE SESSION.**

The Board reconvened in Open Session at 12:59 p.m. No action was taken.

**RECEIVE UPDATE AND RECOMMENDATIONS FROM FINANCE COMMITTEE.**

**b. Receive and consider monthly financial report and approve invoices for payment.**

Director Hubbard reported the Finance Committee reviewed the Bookkeeper's Report and went over invoices and were recommending the Board approve payment of invoices. Upon a motion duly made by Director Hubbard, and being seconded by Director Glover, the Board voted unanimously to accept the Bookkeeper's Report and approved payment of invoices, as presented.

**RECEIVE PUBLIC COMMENTS.**

Director Mitchmore went over the rules and policies for public engagement: *"A statement of no more than 3 minutes may be made on items of general relevance. There will be no yielding of time to another person. State law prohibits the Board Chair or members of the Board from commenting on any statement or engaging in dialogue without an appropriate agenda item being posted in accordance with the Texas Open Meetings Law. Comments should be directed to the entire Board, not individual members. Engaging in verbal attacks or comments intended to insult, abuse, malign or slander any individual shall be cause for termination of time privileges."*

Mr. Lord read a statement regarding the Hawthorne lawsuit: *"The lawsuit remains pending and is not yet resolved. On November 28, 2016, the trial court signed an order in the Lawsuit (the "Judgment"). On December 30, 2016, the Judgment was set aside by the trial court, while not dismissing the case. Any ruling by the court remains subject to an appeal to the Fourteenth Texas Court of Appeals – the court that earlier reversed a previous ruling by the trial court. Unless and until the trial court issues a final judgment that orders a refund of any assessments, which will not occur until after all additional activities in the trial court have taken place, and after any appeal has been concluded, the District will have no obligation to refund any assessments collected."*

Public comments were received from Daphne Scarbrough, M.P. Kieper, Patty Haugen, Diana Porcarello, Jeffrey Kolb, Curtis McLemore, David Johnson, Joana Tagaropulos, Jim Bartley, Grant Beekler, Brett Littek, Steven Leggett, Shawn Baksh, Tran Vihn, Susie Thang, Gary Mosley, Eduardo Loper and Geary Ashby discussed petitions for dissolution, questioning why their petition for dissolution was denied and

requesting that their petition be reinstated or if their petition for dissolution is not accepted to be dropped from the assessment roll. William LaFuze stated he came to listen to the issues and was disappointed in having to wait outside while the Board was in executive session and would appreciate the Board showing courtesy. The following individuals signed up for public comments but were not present at the time their name was called for public comments: Adam Vega, Zoe Littlepage, Jila Tavakoli, Keith Owen, Joan Bishop, Douglas Benson and Emily Morgan.

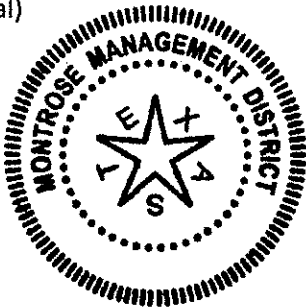
Mr. Hawes requested the individuals whose petition for dissolution were considered invalid and were requesting the petition for dissolution to be considered valid to please email Susan Hill at [shill@hhcllp.com](mailto:shill@hhcllp.com) to make the request in writing. He stated the request would be considered as a Texas Public Information Act request and Ms. Hill would have someone take another look at the petition for dissolution to see if it was valid.

Chairman Wynn announced the room being used for the meeting was only reserved until 1:30 p.m. and all other agenda items would be placed on the agenda for the next board meeting.

**ADJOURN.**

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 1:30 p.m.

(Seal)



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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 an update and recommendations from the Finance Committee.
  - a. Receive the Assessment Collection Report
  - b. Receive and consider the District's monthly financial report and approve invoices for payment
  - c. Consider a proposal from McCall Gibson Swedlund Barfoot PLLC to prepare the FY 2016 and FY 2017 audits
  - d. Consider a proposal from Burton Accounting PLLC to perform pre-audit services
  - e. Receive and consider the FY 2017 budget

**MONTROSE DISTRICT**  
**COMBINED EAST & WEST ZONES**

JAN 2017  
BILLING AND COLLECTIONS SUMMARY

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2016	0.12500	\$2,463,424.11	\$1,141,463.73	\$1,321,960.38	46%
2015	0.12500	\$2,114,453.14	\$2,098,123.19	\$16,329.95	99%
2014	0.12500	\$1,930,243.13	\$1,927,399.29	\$2,843.84	99%
2013	0.12500	\$1,625,082.62	\$1,622,859.88	\$2,222.74	99%
2012	0.12500	\$1,397,000.05	\$1,396,207.85	\$792.20	99%
2011	0.12500	\$1,290,475.44	\$1,290,024.40	\$451.04	99%
2010	0.12500	\$1,267,527.28	\$1,267,489.78	\$37.50	99%

ASSESSED VALUE FOR 2016:	2,045,399,283	Uncertified:	6,989,490
ASSESSED VALUE FOR 2015:	1,700,093,323	Uncertified:	0
ASSESSED VALUE FOR 2014:	1,550,060,955	Uncertified:	0
ASSESSED VALUE FOR 2013:	1,304,659,550	Uncertified:	0
ASSESSED VALUE FOR 2012:	1,118,613,844	Uncertified:	0

**MONTROSE DISTRICT EAST ZONE  
ASSESSMENT COLLECTION REPORT  
January 2017  
BILLING AND COLLECTION SUMMARY  
FISCAL YEAR  
01/01/17 - 12/31/17**

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2016	0.12500	\$709,796.39	\$312,945.17	\$396,851.22	44%
2015	0.12500	\$648,238.85	\$646,433.42	\$1,805.43	99%
2014	0.12500	\$606,182.56	\$606,145.06	\$37.50	99%
2013	0.12500	\$494,559.46	\$494,521.96	\$37.50	99%
2012	0.12500	\$427,480.35	\$427,442.85	\$37.50	99%
2011	0.12500	\$409,030.62	\$408,993.12	\$37.50	99%
2010	0.12500	\$401,884.94	\$401,847.44	\$37.50	99%
2009	0.12500	\$419,571.29	\$419,533.79	\$37.50	99%
2008	0.12500	\$396,307.25	\$396,282.25	\$25.00	99%
2007	0.12500	\$309,059.77	\$309,041.02	\$18.75	99%

Current Month Activity

Revenue:	Current Month	Year to Date
2016 Assessment Collected	184,019.30	184,019.30
2015 Assessment Collected	-230.74	-230.74
2014 Assessment Collected	0.00	0.00
2013 Assessment Collected	0.00	0.00
2012 Assessment Collected	0.00	0.00
2011 Assessment Collected	0.00	0.00
2010 Assessment Collected	0.00	0.00
2009 Assessment Collected	0.00	0.00
2008 Assessment Collected	0.00	0.00
2007 Assessment Collected	0.00	0.00
Penalty & Interest	0.00	0.00
Overpayments	3,525.75	3,525.75
CAD Lawsuits	230.74	230.74
CAD Corrections	0.00	0.00
Collection Fees	0.00	0.00
Estimated Payments	0.00	0.00
Court Fees	0.00	0.00
<b>Total Revenue</b>	<b>187,545.05</b>	<b>187,545.05</b>
Overpayments Presented for Refund	3,756.49	3,756.49
Overpayments Applied to Assessment	0.00	0.00

ASSESSED VALUE FOR 2016:	575,999,464	Uncertified:	870,000
ASSESSED VALUE FOR 2015:	522,172,392	Uncertified:	0
ASSESSED VALUE FOR 2014:	487,403,112	Uncertified:	0
ASSESSED VALUE FOR 2013:	399,320,419	Uncertified:	0
ASSESSED VALUE FOR 2012:	342,293,426	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	309,041.02	
2008	0.12500	344,250	327,038	396,282.25	
2009	0.12500	351,135	333,578	419,533.79	
2010	0.12500	358,158	340,250	401,847.44	
2011	0.12500	365,321	347,055	408,993.12	
2012	0.12500	372,627	353,996	427,442.85	
2013	0.12500	380,080	361,076	494,521.96	
2014	0.12500	387,681	368,297	606,145.06	
2015	0.12500	395,435	375,663	646,433.42	
2016	0.12500	403,344	383,177	312,945.17	
		3,695,531	3,510,754		369,553

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**

January 2017

**TOP TEN ASSESSMENT PAYERS**

PROPERTY OWNERS	ACCOUNT NOS	SITUS	PROPERTY TYPE	VALUE	ASSESSMENT
PPF AMLI 2221 WEST DALLAS ST LL 200 W MONTROSE ST STE 2200 CHICAGO IL 60606-5070	1269260010001	2221 W DALLAS ST 404 77019	MULTI-FAMILY	75,120,400	93,900.50
POST RICHMOND LP 4401 NORTHSIDE PKWY NW STE 800 ATLANTA GA 30327-3093	1309010010001	RICHMOND AVE 77006	MULTI - FAMILY	37,656,896	47,071.12
CAMPANILE SOUTH LP 109 N POST OAK LN STE 200 HOUSTON TX 77024-7789	0302490010001	4306 YOAKUM BLVD 77006	OFFICE BUILDINGS	22,507,000	28,133.75
EQUITAS CAMPANILE EAST LLC 3810 W ALABAMA ST HOUSTON TX 77027-5204	1207680010001 1277520010001	4119 MONTROSE BLVD 77006 4203 MONTROSE BLVD 77006	OFFICE BUILDINGS	16,669,146	20,836.43
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	14,731,120	18,413.90
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	10,821,631	13,527.04
WALGREENS 03157 % TAX DEPT STOP NO 75 300 WILMOT RD DEERFIELD IL 60015-4614	1179390010001	3317 MONTROSE BLVD 77006	RETAIL PHARMACY	10,125,000	12,656.25
ARMSTRONG CHARLES 5000 MONTROSE BLVD UNIT 22C HOUSTON TX 77006-6564	0140670000002 0140670000001 0140670000003 0140670000004 0140670000005 0140670000006 0140670000009 0261510000020 0261510000021 0261510000027 0442130000001	804 PACIFIC ST 77006 802 PACIFIC ST 77006 808 PACIFIC ST 77006 811 PACIFIC ST 77006 925 HYDE PARK BLVD 77006 809 HYDE PARK BLVD 77006 925 HYDE PARK BLVD 77006 2602 CROCKER ST 77006 2605 GRANT ST 77006 805 PACIFIC ST 77006 810 PACIFIC ST 77006	VARIOUS COMMERCIAL	5,839,114	7,135.73

# MONTROSE DISTRICT EAST ZONE

January 2017					
TOP TEN ASSESSMENT PAYERS					
01406800000009	810 HYDE PARK BLVD 77006				
102 104 GREENWICH STREET MANHATTAN					
% RICHMOND MONTROSE CVS LP	1003 RICHMOND AVE 77006		DRUG STORE	5,096,460	6,370.58
1 CVS DR					
WOONSOCKET RI 02895-6146					
3815 MONTROSE BULD LP	3820 ROSELAND ST 77006		OFFICE BUILDINGS		
3815 MONTROSE BULD STE 211	3815 MONTROSE BLVD 77006			5,065,082	6,331.35
HOUSTON TX 77006-4666					

**MONTROSE DISTRICT EAST ZONE**

January 2017					
TOP TEN DELINQUENTS					
PROPERTY OWNER	ACCOUNT NO	SITUS	PROPERTY TYPE	ASSESSMENT YEAR(S)	ASSESSMENT
PANOUSIS TAKIS 3719 INGOLD ST HOUSTON TX 77005-3623	92 051 072 000 0001	912 WESTHEIMER RD 77006	RESTAURANT	2015	679.75
L QUBE CORPORATION 3302 WILLOWICK CT SUGAR LAND TX 77478-4049	92 026 136 000 0014	630 HAWTHORNE ST #8 77006	APARTMENT	2015	586.86
TAGAROPULOS EVANGELINE A 820 RICHMOND AVE HOUSTON TX 77006-5514	92 023 072 000 0006	820 RICHMOND AVE 77006	OFFICE BUILDING	2015	501.32
NGUYEN DONVEIN CAO & NANCY 5529 HARPER FOREST DR HOUSTON TX 77088-2620	92 056 041 000 0001	0 TAFT ST 77019	VACANT	2007 - 2015	306.25

\* Pending HCAD Value Lawsuits

**Harris County Improvement District No. 6 / East Montrose  
Lawsuit and Arbitration Status Summary as of 10/7/2016**

Jur 930

**Summary**

For Tax Years 2007-2015, for the period of June 2009 through September 2016

**Settled**

884,204,177	Original value of <b>Settled</b> accounts as of 10/7/2016
269	Number of <b>Settled</b> accounts as of 10/7/2016
195,090,329	Reduction in value of <b>Settled</b> accounts
<b>22.06%</b>	Average % reduction in value of <b>Settled</b> accounts

**Unsettled**

162,209,605	Original value of <b>Unsettled</b> accounts as of 10/7/2016
47	Number of <b>Unsettled</b> accounts as of 10/7/2016

.125 Tax rate per \$100 valuation

<b>\$44,737</b>	Estimated reduction in assessment on	47	Unsettled accounts, based on <b>22.06%</b> average
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**MONTROSE DISTRICT WEST ZONE  
ASSESSMENT COLLECTION REPORT  
January 2017  
BILLING AND COLLECTION SUMMARY  
FISCAL YEAR  
01/01/17 - 12/31/17**

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2016	0.12500	\$1,753,627.72	\$828,518.56	\$925,109.16	47%
2015	0.12500	\$1,466,214.29	\$1,451,689.77	\$14,524.52	99%
2014	0.12500	\$1,324,060.57	\$1,321,254.23	\$2,806.34	99%
2013	0.12500	\$1,130,523.16	\$1,128,337.92	\$2,185.24	99%
2012	0.12500	\$969,519.70	\$968,765.00	\$754.70	99%
2011	0.12500	\$881,444.82	\$881,031.28	\$413.54	99%
2010	0.12500	\$865,642.34	\$865,642.34	\$0.00	100%

Current Month Activity

Revenue:	Current Month	Year to Date
2016 Assessment Collected	645,447.06	645,447.06
2015 Assessment Collected	-405.97	-405.97
2014 Assessment Collected	0.00	0.00
2013 Assessment Collected	-25.00	-25.00
2012 Assessment Collected	0.00	0.00
2011 Assessment Collected	0.00	0.00
2010 Assessment Collected	0.00	0.00
Penalty & Interest	-2.85	-2.85
Overpayments	1,384.70	1,384.70
CAD Lawsuits	433.82	433.82
CAD Corrections	0.00	0.00
Collection Fees	0.00	0.00
Estimated Payments	0.00	0.00
Court Fees	0.00	0.00
<b>Total Revenue</b>	<b>646,831.76</b>	<b>646,831.76</b>
Overpayments Presented for Refund	2,449.17	2,449.17
Overpayments Applied to Assessment	0.00	0.00

ASSESSED VALUE FOR 2016:	<b>1,469,399,819</b>	Uncertified:	<b>6,119,490</b>
ASSESSED VALUE FOR 2015:	<b>1,177,920,931</b>	Uncertified:	0
ASSESSED VALUE FOR 2014:	<b>1,062,657,843</b>	Uncertified:	0
ASSESSED VALUE FOR 2013:	<b>905,339,131</b>	Uncertified:	0
ASSESSED VALUE FOR 2012:	<b>776,320,418</b>	Uncertified:	0
ASSESSED VALUE FOR 2011:	<b>705,155,443</b>	Uncertified:	0
ASSESSED VALUE FOR 2010:	<b>692,511,502</b>	Uncertified:	0

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	865,642	822,360	\$865,642.34	
2011	0.12500	882,955	838,807	\$881,031.28	
2012	0.12500	900,614	855,584	\$968,765.00	
2013	0.12500	918,627	872,695	\$1,128,337.92	
2014	0.12500	936,999	890,149	\$1,321,254.23	
2015	0.12500	955,739	907,952	\$1,451,689.77	
2016	0.12500	974,854	926,111	\$828,518.56	
		<b>6,435,430</b>	<b>6,113,659</b>		<b>643,543</b>

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

January 2017						
PROPERTY OWNER	TOP TEN ASSESSMENT PAYERS		PROPERTY TYPE	VALUE	ASSESSMENT	
	ACCOUNT NOS	SITUS				
FINGER FSC MONTROSE LTD 99 DETERING ST STE 200 HOUSTON TX 77007-8259	1215190010001	4899 MONTROSE BLVD 187 77006	MULTI - FAMILY	85,622,483	107,028.10	
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	87,758,296	106,037.87	
FINGER-FSG DUNLAVY LTD % THE FINGER COMPANIES 99 DETERING ST STE 200 HOUSTON TX 77007-8289	1345350010001	3833 DUNLAVY ST #399 77006	APARTMENT	60,014,553	73,313.83	
PPF AMLI RIVER OAKS LLC 200 W MONROE ST STE 2200 CHICAGO IL 60606-5070	1335700010001	1340 W GRAY ST #275 77019	APARTMENT	53,955,000	67,443.75	
BEHRINGER HARVARD MUSEUM DISTRICT PROJECT OWNER LP 5800 GRANITE PKWY STE 1000 PLANO TX 75024-6619	1336630010001	1301 RICHMOND AVE #270 77006	APARTMENT	53,750,000	67,187.50	
ANBIL II-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	53,736,935	63,643.66	
US REIF WESTHEIMER APARTMENTS TX LLC 1270 SOLDIERS FIELD RD BRIGHTON MA 02135-1003	1286390010001	2001 WESTHEIMER RD 244 77098	MULTI - FAMILY	46,959,392	58,699.24	
DUNLAVY DEVELOPMENT PHASE 1 LLC 101 BERKSHIRE ST BELLAIRE TX 77401-5309	1286480010001	4310 DUNLAVY ST 236 77006	MULTI - FAMILY	41,980,432	52,475.54	

# MONTROSE DISTRICT WEST ZONE

		January 2017			
		TOP TEN ASSESSMENT PAYERS			
MONTROSE REAL ESTATE PARTNERS LTD C/O PROPERTY TAX DEPT P O BOX 839999 SAN ANTONIO TX 78283-3999	1327190010001	0 W ALABAMA ST 77098		SUPERMARKET	35,345,195
	1327190010002	1701 W ALABAMA ST 77098			
4300 DUNLAVY DEVELOPMENT LLC 101 BERKSHIRE ST BELLAIRE TX 77401-5309	1286480010002	4310 DUNLAVY ST 77006		APARTMENT	31,077,453
					44,181.49
					38,846.82



**MONTROSE DISTRICT WEST ZONE**

January 2017 TOP TEN DELINQUENT ACCOUNTS						
PROPERTY OWNER	ACCOUNT NO	SITUS	PROPERTY TYPE	ASSESSMENT YEAR(S)	ASSESSMENT	
KNA PARTNERS TOWER INC * 550 WAUGH DR HOUSTON TX 77019-2002	94 026 174 000 0007	1124 LOVETT BLVD 77006	SHOPPING CENTER	2013 - 2015	3,759.90	
BISHOP JOAN 1547 WAVERLY ST HOUSTON TX 77008-4148	94 033 193 000 0005	120 PORTLAND 77006	COMMERCIAL	2012 - 2015	3,410.91	
KNA PARTNERS * 550 WAUGH DR HOUSTON TX 77019-2002	94 026 174 000 0001	1111 WESTHEIMER RD 77006	SHOPPING CENTER	2013 - 2014	1,637.50	
IVANHOE BRANARD 2035 MILFORD ST HOUSTON TX 77098-5309	94 038 220 000 0001	1915 BRANARD ST #22 77098	APARTMENT GARDEN	2015	1,355.75	
ASHBY GEARY MICHAEL 2505 PARK ST HOUSTON TX 77019-6737	94 018 051 000 0003	2510 PARK ST #16 77019	APARTMENT	2014 - 2015	1,274.09	
MARKANTONIS CALLIE & TR 2004 SUL ROSS ST HOUSTON TX 77098-2514	94 038 214 000 0001	1919 W ALABAMA ST 77098	BAR	2015	1,204.13	
L QUBE CORPORATION 3302 WILLOWICK CT SUGAR LAND TX 77478-4049	94 038 224 000 0001	1849 W MAIN ST #14 77098	APARTMENT	2015	1,062.50	
KRIEGER DAINTHA 1405 HYDE PARK BLVD APT 2 HOUSTON TX 77006-2535	94 018 006 000 0013	1405 HYDE PARK BLVD #10 77006	APARTMENT	2015	907.99	
DEFOYD JIM L REID BETTYE W 2310 MCDUFFIE ST APT 2 HOUSTON TX 77019-6540	94 029 172 004 0006	2310 MCDUFFIE ST #8 77019	APARTMENT	2011 & 2015	832.61	
MOUZI MOSTAFA 3415 ABINGER LN HOUSTON TX 77088-5607	94 130 493 001 0001	0 WESTHEIMER RD 77006	VACANT	2015	791.83	

\* Pending HCAD Value Lawsuits

**Harris County Improvement District No. 11 / West Montrose  
Lawsuit and Arbitration Status Summary as of 11/4/2016**

Jur 939

**Summary**

For Tax Years 2010-2015, for the period of September 2010 through October 2016

**Settled**

1,563,114,239	Original value of <b>Settled</b> accounts as of 11/4/2016
474	Number of <b>Settled</b> accounts as of 11/4/2016
153,290,223	Reduction in value of <b>Settled</b> accounts
9.81%	Average % reduction in value of <b>Settled</b> accounts

**Unsettled**

589,419,298	Original value of <b>Unsettled</b> accounts as of 11/4/2016
157	Number of <b>Unsettled</b> accounts as of 11/4/2016

.125 Tax rate per \$100 valuation

\$72,253	Estimated reduction in assessment on 157 Unsettled accounts, based on 9.81% average
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**PERDUE, BRANDON, FIELDER, COLLINS & MOTT L.L.P.**  
**DELINQUENT ASSESSMENT SUMMARY REPORT**  
**MONTROSE DISTRICT**  
**February 13, 2017**

Amounts shown are 2015 base assessment unless indicated. Account numbers and addresses for Montrose District-West Zone are noted in *italics*.

**Suit pending:**

Joan Bishop 12-15 assessments \$3,410.91, *120 Portland St – 0331930000005*

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

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



Carl O. Sandin

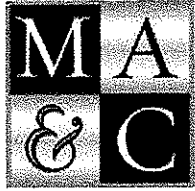
PerdueBrandonFielderCollins&Mott LLP  
ATTORNEYS AT LAW

Email: [csandin@pbfcml.com](mailto:csandin@pbfcml.com)

Office: 713-802-6965 (Direct Line)

Mobile: 713-824-1290

Fax: 713-862-1429



MUNICIPAL ACCOUNTS  
& CONSULTING, L.P.

## **Montrose Management District**

### **Bookkeeper's Report**

February 13, 2017

Montrose Management District  
**Cash Flow Report - Checking Account**  
As of February 13, 2017

Num	Name	Memo	Amount	Balance
<b>BALANCE AS OF 12/13/2016</b>				<b>(\$78,343.44)</b>
<b>Receipts</b>				
	Assessment Revenue		111,960.90	
	Assessment Revenue		173,060.90	
	Interest Earned on Checking		9.41	
	Assessment Revenue		452.02	
	Assessment Revenue		187,545.05	
	Assessment Revenue		646,831.76	
	Assessment Revenue		11,964.40	
	Interest Earned on Checking		17.19	
	PMRG - 2016 Real Estate Forum Luncheon		1,000.00	
	Corinthian Real Estate - 2016 Real Estate Forum Luncheon		500.00	
	Eventbrite Registration		1,154.88	
<b>Total Receipts</b>				<b>1,134,496.51</b>
<b>Disbursements</b>				
5790	ALLY	Vehicle Lease	(939.98)	
5793	Comcast	Office Expense	(626.43)	
5824	Hyde Park United Civic Association	VOID: Hyde Park Civic Association Newsletter Ad	0.00	
5844	ALLY	Vehicle Lease	(939.98)	
5845	Bankcard Center	Credit Card Expenses	(9,561.81)	
5846	Comcast	Office Expense	(409.89)	
5847	Harris County Treasurer	Legal Fees	(5,069.45)	
5848	Verizon Wireless	Cell Phone Expense	(80.08)	
5849	Alora	Christmas Decorating Contest	(150.00)	
5850	Eklektic Jewelry	Christmas Decorating Contest	(250.00)	
5851	Riva's Italian Restaurant	Christmas Decorating Contest	(500.00)	
5852	Joe C. Holzer	Assessment Refund	(6,224.52)	
5853	Blank Rome LLP	Legal Fees	(2,298.00)	
5854	Mr. Dirt of Texas	Street Sweeping Expense	(7,104.00)	
5855	Twisted Mister Promotions	Yearly Storage Fee	(1,125.00)	
5856	Gandy Squared Lighting Design	Bridge Lighting Design - 3 Months	(21,450.00)	
5857	Magoo's Print Shop	Marketing Expenses	(449.00)	
5858	Aaron M Day	Security Expense	(4,251.80)	
5859	Adalberto R Ramos	Security Expense	(903.38)	
5860	Brian M Alms	Security Expense	(831.15)	
5861	Charles Starks	Security Expense	(937.94)	
5862	Joseph C Mabasa	Security Expense	(4,403.59)	
5863	Juan Arroyo	Security Expense	(1,554.30)	
5864	Juan J Chavez-Resendiz	Security Expense	(1,998.10)	
5865	Lee T Jaquarya	Security Expense	(2,330.24)	
5866	Leon Laureano.	Security Expense	(1,684.09)	
5867	Richard J Bass	Security Expense	(623.36)	
5868	Todd L Thibodeaux	Security Expense	(1,961.43)	
5869	John E Obenhaus	Security Expense	(1,321.07)	
5870	Victor Beserra.	Security Expense / Coordinator Fee	(4,911.24)	
5871	DSMSK LLC	Assessment Refund	(2,092.06)	
5872	Kuce Properties LLC	Assessment Refund	(3,128.80)	
5873	McBride Randy Dr.	Assessment Refund	(65.37)	
5874	Montrose Clini I LTD	Assessment Refund	(3,255.10)	
5875	MP Kuper LTD	Assessment Refund	(2,211.51)	
5876	Ngo Joseph Chau-Minh	Assessment Refund	(570.61)	

**Montrose Management District**  
**Cash Flow Report - Checking Account**  
**As of February 13, 2017**

Num	Name	Memo	Amount	Balance
<b>Disbursements</b>				
5877	Slezak Matthew	Assessment Refund	(2,125.09)	
5878	Tran Duy Holdings LTD	Assessment Refund	(133.53)	
5879	Littlepage Properties, LLC	Overpayment Refund	(100.00)	
5880	Chris Labod	Website Maintenece	(350.00)	
5881	Dennis C. Beedon	Business Ambassador Program Services	(3,408.15)	
5882	Equi-Tax, Inc.	Tax Services	(1,795.63)	
5883	Gandy Squared Lighting Design	Bridge Lighting Design	(4,455.00)	
5884	Greater East End Management District	Graffiti Abatement	(6,400.00)	
5885	Hyde Park United Civic Association	Hyde Park Civic Association Newsletter Ad	(825.00)	
5886	Hawes Hill Calderon, LLP	Consulting & Admin Fee	(29,331.80)	
5887	Kudela & Weinheimer	Esplanade Enhancements	(875.00)	
5888	Landscape Art, Inc.	Esplanade Enhancements - Phase 1	(111,972.27)	
5889	Lawrence & Associates	Economic Development	(1,250.00)	
5890	Magoo's Print Shop	Marketing Expenses	(190.00)	
5891	Michael Hardy	Marketing	(500.00)	
5892	Mr. Dirt of Texas	Street Sweeping Expense	(7,104.00)	
5893	Municipal Accounts & Consulting, L.P.	Bookkeeping Fees	(1,763.03)	
5894	Neon Electric Corporation	Construction of Identity Markers	(177,241.00)	
5895	Perdue Brandon, Fielder, Collins & Mott	Delinquent Tax Collection	(2,192.27)	
5896	SentriForce	Mobile Camera Program	(2,250.00)	
5897	Tawny Tidwell	Social Media Consulting Services	(3,500.00)	
5898	Walter P. Moore	US 59 Arch Bridge Lighting	(570.00)	
5899	Yellowstone Landscape & Maintenance	Landscape Maintenance	(1,916.66)	
5900	5020 Investments Ltd	Office Lease Expense	(1,200.00)	
5901	ALLY	Vehicle Lease - Holding Check	0.00	
5902	Bankcard Center	Credit Card Expenses	(583.92)	
5903	Comcast	Office Expense - Holding Check	0.00	
5904	Harris County Treasurer	Legal Fees - Holding Check	0.00	
5905	Verizon Wireless	Cell Phone Expense	(80.08)	
5906	Aaron M Day	Security Expense	(4,009.34)	
5907	Brian M Alms	Security Expense	(623.36)	
5908	Charles Starks	Security Expense	(1,390.18)	
5909	Joseph C Mabasa	Security Expense	(3,737.32)	
5910	Juan Arroyo	Security Expense	(1,924.87)	
5911	Juan J Chavez-Resendiz	Security Expense	(2,032.67)	
5912	Lee T Jaquarya	Security Expense	(2,330.23)	
5913	Leon Laureano.	Security Expense	(2,067.22)	
5914	Richard J Bass	Security Expense	(813.15)	
5915	Todd L Thibodeaux	Security Expense	(1,628.42)	
5916	John E Obenhaus	Security Expense	(1,321.07)	
5917	Victor Beserra.	Security Expense / Coordinator Fee	(4,795.35)	
5918	City of Houston	Water Usage	(231.15)	
5919	Reliant	Utility Expense	(944.03)	
5920	3619 Garrott Place Apartments LLC	Assessment Refund	(230.74)	
5921	Allied American Bank	Assessment Refund	(537.50)	
5922	Banks Street Residences LP	Assessment Refund	(43.58)	
5923	Follensby Corp N V	Assessment Refund	(136.56)	
5924	Pappas Properties I	Assessment Refund	(253.68)	
5925	Samuel R Stuart ET AL.	Assessment Refund	(93.15)	
5926	Accumatch	Overpayment Refund	(742.33)	
5927	Hienlam Inc.	Overpayment Refund	(3,525.75)	
5928	Montrose Courtyards LLC	Overpayment Refund	(642.37)	

**Montrose Management District**  
**Cash Flow Report - Checking Account**  
**As of February 13, 2017**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Balance</b>
<b>Disbursements</b>				
5929	Blank Rome LLP	Legal Fees - Litigation	(58,565.35)	
5930	Bracewell & Giuliani LLP	Legal Fees - General Counsel	(13,122.45)	
5931	Chris Labod	Website Maintenance	(350.00)	
5932	Dennis C. Beedon	Business Ambassador Program Services	(3,043.16)	
5933	Equi-Tax, Inc.	Tax Services	(6,991.24)	
5934	Gandy Squared Lighting Design	Bridge Lighting Design	(7,095.00)	
5935	Greater East End Management District	Graffiti Abatement	(5,120.00)	
5936	Hawes Hill Calderon, LLP	Consulting & Admin Fee	(29,574.13)	
5937	Landscape Art, Inc.	Esplanade Enhancements - Phase 1	(3,586.05)	
5938	Lawrence & Associates	Economic Development	(1,250.00)	
5939	Michael Hardy	Marketing	(1,500.00)	
5940	Mr. Dirt of Texas	Street Sweeping Expense	(7,104.00)	
5941	Municipal Accounts & Consulting, L.P.	Bookkeeping Fees	(2,592.29)	
5942	Neon Electric Corporation	Construction of Identity Markers	(83,923.00)	
5943	SentriForce	Mobile Camera Program	(2,250.00)	
5944	Steel Branding	Crisis Management Project	(4,600.00)	
5945	Tawny Tidwell	Social Media Consulting Services	(3,500.00)	
5946	Touch Thirty Three, Inc.	I D Markers	(33,143.06)	
5947	United Graphics	Marketing	(1,117.00)	
5948	5020 Investments Ltd	Office Lease Expense	(1,200.00)	
5949	ALLY	Vehicle Lease - Holding Check	0.00	
5950	Bankcard Center	Credit Card Expense - Holding Check	0.00	
5951	City of Houston	Water Usage - Holding Check	0.00	
5952	Comcast	Office Expense - Holding Check	0.00	
5953	Harris County Treasurer	Legal fees - Holding Check	0.00	
5954	Reliant	Utility Expense - Holding Check	0.00	
5955	Verizon Wireless	Cell Phone Expense - Holding Check	0.00	
ACH	United States Treasury	Monthly Payroll Taxes	(9,862.62)	
ACH	Texas Workforce Commission	Quarterly SUTA Taxes	(81.13)	
ACH	United States Treasury	Monthly Payroll Taxes	(9,428.86)	
Rtn Cks	Prosperity Bank	Customer Returned Checks (3)	(1,872.18)	
Rtn Cks	Prosperity Bank	Customer Returned Check (2)	(1,803.48)	
Srv Chg	Prosperity Bank	Service Charge	(30.00)	
Srv Chg	Prosperity Bank	Service Charge	(47.00)	
Wire	Prosperity Bank	Wire Transfer to Money Market	(221,000.00)	
<b>Total Disbursements</b>				<b>(1,006,131.73)</b>
<b>BALANCE AS OF 02/13/2017</b>				<b>\$50,021.34</b>

PROSPERITY BANK - #XXXX9069



**Montrose Management District**

**Account Balances**

As of February 13, 2017

Financial Institution (Acct Number)	Issue Date	Maturity Date	Interest Rate	Account Balance	Notes
<b>Fund: Operating</b>					
<b>Certificates of Deposit</b>					
COMPASS BANK-PREMIER (XXXX7029)	04/25/2016	02/21/2017	0.55 %	50,000.00	
PROSPERITY BANK (XXXX0219)	11/19/2016	11/19/2017	0.55 %	352,593.52	
<b>Money Market Funds</b>					
TEXAS CLASS (XXXX0001)	04/12/2016		0.88 %	271,805.23	
<b>Checking Account(s)</b>					
PROSPERITY BANK (XXXX9069)			0.25 %	50,021.34	Checking Account
<b>Totals for Operating Fund:</b>				<b>\$724,420.09</b>	
<b>Grand total for Montrose Management District:</b>				<b>\$724,420.09</b>	

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

As of February 13, 2017

Financial Institution: COMPASS BANK-PREMIER			
Total CDs, MM:	\$50,000.00	Collateral Security Required:	No
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File:	Yes
Total pledged securities:	\$1,800,000.00	Investment Policy Received:	Yes
Ratio of pledged securities to investments:	N/A		
Financial Institution: PROSPERITY BANK (Depository Bank)			
Total CDs, MM, and Checking Accounts:	\$402,614.86	Collateral Security Required:	Yes
Less FDIC coverage:	\$250,000.00	Collateral Security Agreement On File:	Yes
Total pledged securities:	\$794,374.33	Investment Policy Received:	Yes
Ratio of pledged securities to investments:	520.50 %		
Financial Institution: TEXAS CLASS			
Total CDs, MM:	\$271,805.23	Collateral Security Required:	No
Less FDIC coverage:	\$0.00	Collateral Security Agreement On File:	No
Total pledged securities:	\$0.00	Investment Policy Received:	Yes
Ratio of pledged securities to investments:	N/A		

**Montrose Management District**  
**Revenue & Expenditures Total Zone**  
December 2016

Source of Funds	Dec 16	Budget	\$ Over Budget	% of Budget	Jan - Dec 16	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
14110 · Assessments	(4,889)	5,193	(10,082)	(94%)	2,098,216	2,121,643	(23,427)	99%	2,121,643
14111 · PY Assessments	(12,439)	667	(13,106)	(1,865%)	(8,722)	8,000	(16,722)	(109%)	8,000
14112 · Assessment Refunds	13,057	(5,833)	18,890	(224%)	(56,520)	(70,000)	13,480	81%	(70,000)
14120 · Collection Fees	1,604	0	1,604	100%	87,353	0	87,353	100%	0
14310 · Penalties & Interest	1,055	2,500	(1,445)	42%	28,774	30,000	(1,226)	96%	30,000
14330 · Miscellaneous Income	0	3	(3)	0%	4,544	40	4,504	11,360%	40
14370 · Interest Earned on Temp. Invest	34	283	(249)	12%	6,317	3,400	2,917	186%	3,400
14380 · Interest	9	11	(2)	82%	79	135	(56)	59%	135
14390 · Prior Year Ending Fund Balance	0	0	0	0%	1,604,072	780,943	823,129	205%	780,943
Total Source of Funds	(1,569)	2,824	(4,393)	(56%)	3,764,113	2,874,161	889,952	131%	2,874,161
Use of Funds									
Business Development									
16123 · Project Management	2,764	2,764	0	100%	33,162	33,162	0	100%	33,162
16125 · Marketing & Public Relations									
16125-2 · Total Projects/Programs	651	1,083	(432)	60%	936	13,000	(12,064)	7%	13,000
16125-3 · Total Marketing Materials & Adv	2,235	6,250	(4,015)	36%	26,523	75,000	(48,477)	35%	75,000
16125-4 · Total Vendor Support of Project	21,700	17,750	3,950	122%	158,434	213,000	(54,566)	74%	213,000
Total 16125 · Marketing & Public Relations	24,586	25,083	(497)	98%	185,893	301,000	(115,107)	62%	301,000
16130 · Publication	0	0	0	0%	1,649	0	1,649	100%	0
16135 · Economic Development Services	1,250	4,167	(2,917)	30%	17,550	50,000	(32,450)	35%	50,000
16136 · Real Estate Consulting	0	1,250	(1,250)	0%	0	15,000	(15,000)	0%	15,000
16138 · Real Estate Forum	9,096	6,115	2,981	149%	9,096	6,115	2,981	149%	6,115
16140 · Web Site Main./Host/I.T.	350	500	(150)	70%	4,200	6,000	(1,800)	70%	6,000
16141 · GIS Services	194	167	27	116%	2,385	2,000	385	119%	2,000
Total Business Development	38,240	40,046	(1,806)	95%	253,935	413,277	(159,342)	61%	413,277

**Montrose Management District**  
**Revenue & Expenditures Total Zone**  
December 2016

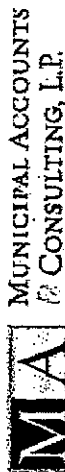
	Dec 16	Budget	\$ Over Budget	% of Budget	Jan - Dec 16	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
<b>Project Staffing &amp; Admin</b>									
16150 · Admin & Management	2,487	2,487	0	100%	29,845	29,845	0	100%	29,845
16160 · Reimbursable Expenses	759	417	342	182%	6,350	5,000	1,350	127%	5,000
16170 · Reimbursable Mileage	856	667	189	128%	6,966	8,000	(1,034)	87%	8,000
16180 · Postage, Deliveries	71	167	(96)	43%	1,762	2,000	(238)	88%	2,000
16190 · Printing & Reproduction	558	771	(213)	72%	7,504	9,250	(1,746)	81%	9,250
16200 · Public Notices, Advertising	9	50	(41)	18%	1,085	600	485	181%	600
16220 · Legal Services	0	5,000	(5,000)	0%	0	60,000	(60,000)	0%	60,000
16220-2 · Legal Services - General	7,522	0	7,522	100%	32,705	0	32,705	100%	0
16220-3 · Legal Services - Collections	0	0	0	0%	18,095	0	18,095	100%	0
16220-4 · Legal Services - Litigation	45,933	0	45,933	100%	156,378	0	156,378	100%	0
16250 · Bookkeeping	1,350	1,685	(335)	80%	18,642	20,220	(1,578)	92%	20,220
16260 · Assess Data Mgmt & Billing Svcs	1,796	2,042	(246)	88%	26,986	24,500	2,486	110%	24,500
16270 · Office Furniture & Supplies	0	333	(333)	0%	1,243	4,000	(2,757)	31%	4,000
16280 · Other	0	46	(46)	0%	2,190	550	1,640	398%	550
16290 · Office Lease Space	1,200	1,200	0	100%	14,400	14,400	0	100%	14,400
16291 · Office Equipment	626	208	418	301%	2,945	2,500	445	118%	2,500
16340 · Auditing Fees	0	0	0	0%	13,270	13,000	270	102%	13,000
16530 · Insurance & Surety Bond	0	0	0	0%	8,767	10,000	(1,233)	88%	10,000
16550 · Service Charges	30	0	30	100%	556	0	556	100%	0
16610 · Meeting Room	200	0	200	100%	2,225	0	2,225	100%	0
<b>Total Project Staffing &amp; Admin</b>	<b>63,397</b>	<b>15,073</b>	<b>48,324</b>	<b>421%</b>	<b>351,914</b>	<b>203,865</b>	<b>148,049</b>	<b>173%</b>	<b>203,865</b>

**Montrose Management District**  
**Revenue & Expenditures Total Zone**  
December 2016

	Dec 16	Budget	\$ Over Budget	% of Budget	Jan - Dec 16	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
<b>Security and Public Safety</b>									
15415 · Vehicle Lease	940	958	(18)	98%	15,585	11,500	4,085	136%	11,500
15416 · Vehicle Maintenance	0	208	(208)	0%	0	2,500	(2,500)	0%	2,500
15417 · Vehicle Maint. & Operations	430	600	(170)	72%	8,842	7,200	1,642	123%	7,200
15420 · Contract Public Safety Services	31,355	31,283	72	100%	378,176	375,400	2,776	101%	375,400
15421 · Payroll Expenses	2,421	2,226	195	109%	31,170	26,712	4,458	117%	26,712
15425 · Mobile Camera Program	2,250	2,917	(667)	77%	27,000	35,000	(8,000)	77%	35,000
15430 · Cell Phone	80	167	(87)	48%	966	2,000	(1,034)	48%	2,000
16102 · Public Safety Equipment	0	133	(133)	0%	0	1,600	(1,600)	0%	1,600
16110 · Graffiti Abatement	6,400	5,417	983	118%	64,640	65,000	(360)	99%	65,000
16115 · Nuisance Abatement	5,069	5,167	(98)	98%	60,833	62,000	(1,167)	98%	62,000
16116 · Street Lights	0	233	(233)	0%	1,750	2,800	(1,050)	63%	2,800
16117 · Project Management	4,422	4,422	0	100%	53,059	53,059	0	100%	53,059
16118 · Security Donation	0	1,000	(1,000)	0%	0	1,000	(1,000)	0%	1,000
<b>Total Security and Public Safety</b>	<b>53,367</b>	<b>54,731</b>	<b>(1,364)</b>	<b>98%</b>	<b>642,021</b>	<b>645,771</b>	<b>(3,750)</b>	<b>99%</b>	<b>645,771</b>
<b>Visual Improvements &amp; Cultural</b>									
16201 · Project Management	829	829	0	100%	9,948	9,948	0	100%	9,948
16202 · Street Sweeping	7,104	7,667	(563)	93%	81,696	92,000	(10,304)	89%	92,000
16213 · Landscape Maintenance	2,992	2,083	909	144%	24,075	25,000	(925)	96%	25,000
<b>Total Visual Improvements &amp; Cultural</b>	<b>10,925</b>	<b>10,579</b>	<b>346</b>	<b>103%</b>	<b>115,719</b>	<b>126,948</b>	<b>(11,229)</b>	<b>91%</b>	<b>126,948</b>
16580 · Transfer to Capital Budget	1,134,300	1,134,300	0	100%	1,134,300	1,134,300	0	100%	1,134,300
<b>Total Use of Funds</b>	<b>1,301,798</b>	<b>1,254,729</b>	<b>45,500</b>	<b>104%</b>	<b>2,497,889</b>	<b>2,524,161</b>	<b>(26,272)</b>	<b>99%</b>	<b>2,524,161</b>
<b>Net Ordinary Source of Funds</b>		<b>(1,251,905)</b>	<b>(49,893)</b>	<b>104%</b>	<b>1,266,224</b>	<b>350,000</b>	<b>916,224</b>	<b>362%</b>	<b>350,000</b>
<b>Other Source/Use of Funds</b>									
<b>Other Source of Funds</b>									

Montrose Management District  
Revenue & Expenditures Total Zone  
December 2016

	Dec 16	Budget	\$ Over Budget	% of Budget	Jan - Dec 16	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Capital Improvements									
15401 · Transfer from General Fund	1,134,300	1,134,300	0	100%	1,134,300	1,134,300	0	100%	1,134,300
15402 · Tradition Bank Loan	0	1,557,802	(1,557,802)	0%	0	1,557,802	(1,557,802)	0%	1,557,802
Total Capital Improvements	1,134,300	2,692,102	(1,557,802)	42%	1,134,300	2,692,102	(1,557,802)	42%	2,692,102
Total Other Source of Funds	1,134,300	2,692,102	(1,557,802)	42%	1,134,300	2,692,102	(1,557,802)	42%	2,692,102
Other Use of Funds									
Capital Improvement									
Mobility & Transportation - CPF									
17000 · Project Management	9,949	9,949	0	100%	119,382	119,382	0	100%	119,382
17002 · Bridge Lighting Eng Services	7,170	8,770	(1,600)	82%	53,978	40,800	13,178	132%	40,800
17003 · SPA Engineering Services	0	0	0	0%	51,407	15,000	36,407	343%	15,000
17004 · Bike Pathway Eng Services	0	59,000	(59,000)	0%	0	59,000	(59,000)	0%	59,000
17005 · General Engineering Services	0	30,000	(30,000)	0%	0	30,000	(30,000)	0%	30,000
17006 · Bike Rack Installation Project	0	51,420	(51,420)	0%	3,580	55,000	(51,420)	7%	55,000
17007 · Bike & Pedestrian Path Imp Proj	0	500,000	(500,000)	0%	0	500,000	(500,000)	0%	500,000
17008 · Bridge Lighting Install Project	0	0	0	0%	793,843	750,000	43,843	106%	750,000
Total Mobility & Transportation - CPF	17,119	659,139	(642,020)	3%	1,022,190	1,569,182	(546,992)	65%	1,569,182
Visual Improve & Cultural - CPF									
17100 · Project Management	7,185	7,185	0	100%	86,220	86,220	0	100%	86,220
17101 · Identity Marker Design Services	0	7,075	(7,075)	0%	4,565	11,700	(7,135)	39%	11,700
17102 · Esplanade Design Services	0	0	0	0%	26,563	45,000	(18,437)	59%	45,000
17103 · Identity Marker Installation	196,934	146,821	50,113	134%	474,718	425,000	49,718	112%	425,000
17104 · Esplanade Installation	124,414	545,000	(420,586)	23%	455,371	555,000	(99,629)	82%	555,000
Total Visual Improve & Cultural - CPF	328,533	706,081	(377,548)	47%	1,047,437	1,122,920	(75,483)	93%	1,122,920
Total Capital Improvement	345,652	1,365,220	(1,019,568)	25%	2,069,627	2,692,102	(622,475)	77%	2,692,102
Total Other Use of Funds	345,652	1,365,220	(1,019,568)	25%	2,069,627	2,692,102	(622,475)	77%	2,692,102
Net Other Source/Use of Funds	788,648	1,326,882	(538,234)	59%	(935,327)	0	(935,327)	100%	0
Planned Reserves	(513,150)	74,977	(588,127)	(684%)	330,897	350,000	(19,103)	95%	350,000




## Montrose Management District


### Quarterly Investment Inventory Report Period Ending December 31, 2016

BOARD OF DIRECTORS  
Montrose Management District

Attached is the Quarterly Investment Inventory Report for the  
Period ending December 31, 2016.

This report and the District's investment portfolio are in compliance with the  
investment strategies expressed in the District's investment policy, and the  
Public Funds Investment Act.

  
Mark M. Burton  
(Investment Officer)

  
Ghia Lewis  
(Investment Officer)

#### COMPLIANCE TRAINING

"HB 675 states the Investment Officer must attend at least one training seminar for (6) six hours  
Within twelve months of taking office and requires at least (4) four hours training within each (2)  
two year period thereafter.

#### INVESTMENT OFFICERS

Mark M. Burton

Ghia Lewis

#### CURRENT TRAINING

October 26, 2007 (UNT 10 Hours)  
October 26, 2009 (Texpool Academy 10 Hours)  
November 5, 2011 (Texpool Academy 10 Hours)  
November 5, 2013 (Texpool Academy 10 Hours)  
November 27, 2015 (Texpool Academy 10 Hours)  
September 13, 2003 (McCall, Gibson 6 Hours)  
September 23, 2007 (McCall, Gibson 4 Hours)  
October 26, 2009 (Texpool Academy 10 Hours)  
October 25, 2011 (Texpool Academy 10 Hours)  
November 7, 2013 (Texpool Academy 10 Hours)  
November 5, 2015 (Texpool Academy 10 Hours)



Montrose Management District  
Summary of Money Market Funds  
10/01/2016 - 12/31/2016

Fund: Operating				Begin Balance	Cash Added	Cash Withdrawn	Int. Earned	End Balance
Financial Institution: TEXAS CLASS								
Account Number: XXXX0001 Date Opened: 04/12/2016 Current Interest Rate: 0.88%								
Date	Description							
10/01/2016				65,226.00				
10/06/2016	ICON CD XXXX7631 INTEREST				92.73			
10/06/2016	WT FROM ICON CD XXXX7631				50,000.00			
10/06/2016	FSB CD XXXX2170 INTEREST				40.54			
10/06/2016	WT FROM FSB CD XXXX2170				50,000.00			
10/06/2016	WT FROM FSB CD XXXX2169				50,000.00			
10/06/2016	FSB CD XXXX2169 INTEREST				40.54			
10/06/2016	WT FROM ALLEG CD XXXX8833				50,000.00			
10/07/2016	ALLEG CD XXXX8833 INTEREST				76.63			
10/10/2016	WT TO CKG					(175,000.00)		
10/12/2016	WT TO CKG					(10,000.00)		
10/24/2016	WT FROM ALLEG CD XXXX8825				50,000.00			83.28
10/31/2016	WT TO CKG					(125,000.00)		
11/09/2016	WT FROM SOT CD XXXX4039				100,000.00			
11/09/2016	SOT CD XXXX4039 INTEREST				51.67			
11/09/2016	PIONEER CD XXXX5309 INTEREST				179.44			
11/09/2016	WT FROM PIONEER CD XXXX5309				100,000.00			
11/09/2016	WT FROM GREEN CD XXXX0169				50,000.00			
11/09/2016	GREEN CD XXXX0169 INTEREST				62.25			
11/09/2016	GREEN CD XXXX0210 INTEREST				86.31			
11/09/2016	WT FROM GREEN XXXX0210				100,000.00			
11/10/2016	WT FROM POB CD XXXX0889				50,000.00			
11/10/2016	POB CD XXXX0889 INTEREST				10.27			
11/14/2016	WT TO CKG					(275,000.00)		119.42
11/30/2016	WT TO CKG					(150,500.00)		
12/08/2016	WT TO CKG							

Methods Used For Reporting Market Values

Cash/Securities of Depositor	Face Value Plus Accrued Interest
Securities/Other Government Obligations	Market Value Quoted by the Seller of the Security and Confirmed in Writing
Public Fund Investment Pool/JAIN Accounts	Balance = Book Value = Current Market

Montrose Management District  
**Summary of Money Market Funds**  
 10/01/2016 - 12/31/2016

Fund: Operating		Financial Institution: TEXAS CLASS		Account Number: XXXX0001		Date Opened: 04/12/2016		Current Interest Rate: 0.88%					
Date		Description		Begin Balance		Cash Added		Cash Withdrawn		Int. Earned		End Balance	
12/31/2016													
		Totals for Account XXXX0001:		\$65,226.00		\$650,640.38		(\$715,500.00)		\$236.88		\$603.26	
		Totals for Operating Fund:		\$65,226.00		\$650,640.38		(\$715,500.00)		\$236.88		\$603.26	

**Methods Used For Reporting Market Values**

Certificates of Deposit:	First Value Plus Accrued Interest
Securities/Direct Government Obligations:	Market Value Quoted by the Seller of the Security and Confirmed in Writing
Public Fund Investment Pool/ADL Account:	Balance= Book Value + Current Market

Montrose Management District  
Summary of Certificates of Deposit with Money Market  
10/01/2016 - 12/31/2016

Financial Institution	Investment Number	Issue Date	Maturity Date	Beginning Balance	Principal From Cash	Principal From Investment	Principal Withdrawn	Principal Reinvested	Ending Balance	Interest Rate	Beg. Acc. Interest	Interest Earned	Interest Reinvested	Interest Withdrawn	Accrued Interest
Fund: Operating															
Certificates of Deposit															
ALLEGIANCE BANK	XXXX8833	04/25/16	10/06/16	50,000.00	0.00	0.00	50,000.00	0.00	0.00	0.50%	108.90	76.63	0.00	76.63	0.00
	WT FROM CB MM XXXX2019/CLOSED TO TXCLASS XXXX0001														
ALLEGIANCE BANK	XXXX8825	04/25/16	10/21/16	50,000.00	0.00	0.00	50,000.00	0.00	0.00	0.50%	108.90	124.45	0.00	124.45	0.00
	WT FROM CB MM XXXX2019/CLOSED TO TXCLASS XXXX0001														
COMPASS BANK-PREMIER	XXXX7029	04/25/16	02/21/17	50,000.00	0.00	0.00	0.00	0.00	50,000.00	0.55%	119.79	0.00	0.00	0.00	188.36
	WT FROM CB MM XXXX2019														
COMPASS BANK-PREMIER	XXXX9807	04/25/16	01/20/17	50,000.00	0.00	0.00	0.00	0.00	50,000.00	0.50%	108.90	0.00	0.00	0.00	171.23
	WT FROM CB MM XXXX2019														
FIRST STATE BANK	XXXX2169	04/25/16	10/06/16	50,000.00	0.00	0.00	50,000.00	0.00	0.00	0.40%	87.12	40.54	0.00	40.54	0.00
	WT FROM CB MM XXXX2019/CLOSED TO TXCLASS XXXX0001														
FIRST STATE BANK	XXXX2170	04/25/16	10/06/16	50,000.00	0.00	0.00	50,000.00	0.00	0.00	0.40%	87.12	40.54	0.00	40.54	0.00
	WT FROM CB MM XXXX2019/CLOSED TO TXCLASS XXXX0001														
GREEN BANK	XXXX0169	05/02/16	11/06/16	50,000.00	0.00	0.00	50,000.00	0.00	0.00	0.45%	93.70	62.25	0.00	62.25	0.00
	CLOSED TO TXCLASS XXXX0001														
GREEN BANK	XXXX0210	06/09/16	11/08/16	100,000.00	0.00	0.00	100,000.00	0.00	0.00	0.50%	156.16	86.31	0.00	86.31	0.00
	\$50K WT FROM CB MM XXXX2086/CLOSED TO TXCLASS XXXX0001														
ICON BANK	XXXX7031	03/25/16	10/06/16	50,000.00	0.00	0.00	50,000.00	0.00	0.00	0.75%	195.21	92.73	0.00	92.73	0.00
	CLOSED TO TXCLASS XXXX0001														
PIONEER BANK	XXXX4309	05/31/16	11/08/16	100,000.00	0.00	0.00	100,000.00	0.00	0.00	0.50%	168.49	179.44	0.00	179.44	0.00
	Rolled over FROM CB XXXX0143/\$50K WT FROM CB MM XXXX2086														
POST OAK BANK	XXXX0889	07/28/16	11/09/16	50,000.00	0.00	0.00	50,000.00	0.00	0.00	0.50%	44.52	10.27	0.00	10.27	0.00
	CLOSED TO TXCLASS XXXX0001														
PROSPERITY BANK	XXXX0219	11/19/15	11/18/16	350,000.00	0.00	0.00	0.00	350,000.00	0.00	0.75%	2,279.79	2,593.52	2,593.52	0.00	0.00
	\$112K FROM EAST ZONE MM/\$238K FROM WEST ZONE MM														
PROSPERITY BANK	XXXX0219	11/19/16	11/19/17	0.00	0.00	352,593.52	0.00	0.00	352,593.52	0.55%	0.00	0.00	0.00	0.00	223.15
SPIRIT OF TEXAS BANK	XXXX4039	05/31/16	11/08/16	100,000.00	0.00	0.00	100,000.00	0.00	0.00	0.40%	134.79	51.67	0.00	51.67	0.00

Method Used For Reporting Market Values

Free Value Plus Accrued Interest

Certificates of Deposit

Securities/Other Government Obligations

Market Value Quoted by the Seller of the Security and Confirmed in Writing

Public Fund Investment Pool/ADOL Accounts

Balance = Book Value = Current Market

Montrose Management District  
**Summary of Certificates of Deposit with Money Market**  
 10/01/2016 - 12/31/2016

Financial Institution	Investment Number	Issue Date	Maturity Date	Beginning Balance	Principal From Cash	Principal From Investment	Principal Withdrawn	Principal Reinvested	Ending Balance	Interest Rate	Beg. Acc. Interest	Interest Earned	Interest Reinvested	Interest Withdrawn	Accrued Interest
Fund: Operating															
Certificates of Deposit															
Rolled over FROM CD XXXX0311/\$50K WT FROM CB MM XXXX2086															
Totals for Operating Funds:				1,100,000.00	0.00	352,593.52	650,000.00	350,000.00	452,593.52	N/A	3,693.39	3,358.35	2,593.52	764.83	\$582.74
Beginning Balance:								Interest Earned:							
Plus Principal From Cash:								Less Beg Accrued Interest:							
Less Principal Withdrawn:								Plus End Accrued Interest:							
Plus Interest Reinvested:								Fixed Interest Earned:							
Fixed Balance:								MM Interest Earned:							
MM Balance:								Total Interest Earned:							
Total Balance:															
Totals for District:				1,100,000.00	0.00	352,593.52	650,000.00	350,000.00	452,593.52	N/A	3,693.39	3,358.35	2,593.52	764.83	\$582.74

**Method Used For Reporting Market Value**

Certificates of Deposit:  
 Face Value Plus Accrued Interest  
 Securities/Dirct Government Obligations:  
 Market Value Quoted by the Seller of the Security and Confirmed in Writing  
 Public Fund Investment Pool/ADL/Accounts:  
 Balance = Book Value = Current Market

**Montrose Management District**  
**Detail of Pledged Securities**  
10/01/2016 - 12/31/2016

Financial Institution: COMPASS BANK-PREMIER

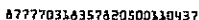
Security: Letter of Credit/FFILB-All CUSIP: 93460	Par Value:	Maturity Date:	Pledged:	Released:	Amount Released:
	Date				
	Value				
10/31/2016	1,800,000.00				
11/30/2016	1,800,000.00				
12/31/2016	1,800,000.00				

Markings Used For Reporting Market Value

Certificates of Deposit: First Value Plus Accrued Interest  
Securities/Debt Government Obligations: Market Value Quoted by the Seller of the Security and Confirmed as Binding  
Public Fund Investment Pool/AMT Accounts: Bid/Ask = Book Value = Current Market

**Montrose Management District  
Vendor Monthly Payment Terms**

Vendor Name	Memo	Monthly Amount	Contractual	Recurring	Monthly Invoice Received
5020 Investments Ltd	Office Lease Expense	2,400.00	X		
Allen Boone Humphries Robinson LLP	Legal Fees - Petition for Dissolution		X		
ALLY	Vehicle Lease (2)	1,879.96	X		X
ALLY	Personal Property Taxes			X	
Alora	Christmas Decorating Contest	150.00	X		X
Bankcard Center	Credit Card Expenses	10,145.73		X	X
Bike Houston	Bike Maps		X		
Blank Rome LLP	Legal Fees	60,863.35	X		X
Bracewell & Giuliani LLP	Legal Fees - General Counsel	13,122.45	X		X
Charles Nicholas Promotional Products	Promotion		X		
Chris Labod	Website Maintenance	700.00	X		X
City of Houston	Water Usage	231.15		X	X
CKP Communication Group LLC	Communication Services			X	
Comcast	Office Expenses	1,036.32		X	X
Cracked Fox	Graphic Design & Marketing Services		X		
Dennis C. Beedon	Business Ambassador Program Services	6,451.31	X		X
Dero Bike Rack Co.	Bike Racks		X		
e-Vision 1 Productions, LLC	MMD Video Archive		X		
Eklektik Jewelry	Christmas Decorating Contest	250.00	X		X
Environmental Design, Inc.	Esplanade Construction		X		
Equi-Tax, Inc.	Tax Services	8,786.87	X		X
Fleet Safety Equipment, Inc.	Patrol Vehicle Equipment Installation		X		
Gandy Squared Lighting Design	Bridge Lighting Design	33,000.00	X		X
Greater East End Management District	Graffiti Abatement Services	11,520.00	X		X
Harris County Treasurer	Legal Fees	5,069.45	X		X
Hawes Hill Calderon, LLP	Consulting & Admin Fee	58,905.93	X		X
Houston Arts Alliance	Syndication Services		X		
Houston Business Journal	Legal Notices		X		
Hyde Park United Civic Association	Hyde Park Civic Association Newsletter Ad	825.00	X		X
Kafoglis Construction	Bike Racks		X		
Kudela & Weinheimer	Esplanade Enhancements	875.00	X		X
Landscape Art, Inc.	Esplanade Enhancements - Phase 1	115,558.32	X		X
Lawrence & Associates	Economic Development	2,500.00	X		X
Magoo's Print Shop	Marketing Expenses	639.00	X		X
Mark Burton, P.L.L.C.	Annual Financial Report		X		
McCall, Gibson, Swedlund, Barfoot, PLLC	Audit Expense		X		
Michael Hardy	Marketing	2,000.00	X		X
Minuteman Press - Post Oak	Brochure		X		
Montrose Car Care Center	Vehicle Maintenance			X	
Mr. Dirt of Texas	Street Sweeping Expense	21,312.00	X		X
Municipal Accounts & Consulting, L.P.	Bookkeeping Fees	4,355.32	X		X
Muze Development Partners LLC	Calendar Maintenance		X		
Neon Electric Corporation	Construction of Identity Markers	261,164.00	X		X
Perdue Brandon, Fielder, Collins & Mott	Delinquent Tax Coll	2,192.27	X		X
Reliant	Utility Expense	944.03		X	X
Riva's Italian Restaurant	Christmas Decorating Contest	500.00	X		X
SentiForce	Mobile Camera Program	4,500.00	X		X
SMC Logistics	Street Lights		X		
South Main Alliance	SMA Membership Dues		X		
Steel Branding	Crisis Management Project	4,600.00	X		X
Tawny Tidwell	Social Media Consulting Services	7,000.00	X		X
Texas State Comptroller	Unclaimed Property		X		
Texas Municipal League	Insurance Expense			X	
Texas Workforce Commission	Quarterly SUTA Taxes	81.13		X	X
Touch Thirty Three, Inc.	ID Markers	33,143.06	X		X
TSG Reporting, Inc.	Public Hearing			X	
Twisted Mister Promotions	Yearly Storage Fee	1,125.00	X		X
TXDOT	Bridge Lighting Project		X		
United Graphics	Postcards	1,117.00		X	X
United States Treasury	Monthly Payroll Taxes	19,291.48		X	X
University of St. Thomas	Meeting Expense		X		
Verizon Wireless	Cell Phone Expense	160.16		X	X
Walter P. Moore	Montrose Mobility Study & US 59 Arch Bridge Lighting	570.00	X		X
Yellowstone Landscape & Maintenance	Landscape Maintenance	1,916.66	X		X







977741592001072346498800001000000080080000008008



Invoice Number Account Number Date Due Page

877415800 72464883-0001 01/10/17 3 of 4

### Summary for Bill Calderon: 713-205-8751

#### Your Plan

Mobile Broadband 10GB  
\$36.00 monthly charge  
\$25 per minute  
10GB/\$19.00  
10 monthly gigabyte allowance  
\$10.00 per GB after allowance

Have more questions about your charges?  
Get details for usage charges at  
[www.verizon.com](http://www.verizon.com). Sign into My Verizon.

#### Monthly Charges

Mobile Broadband 10GB	12/22 - 01/21	\$36.00
		\$36.00
Surcharge		
Regulatory Charge		.02
Administrative Charge		.06
		\$0.08
Total Current Charges for 713-205-8751		\$36.08

pd w/ck #5848



Invoice Number Account Number Date Due Page

877415800 72464883-0001 01/10/17 4 of 4

### Need-to-Know Information

#### Customer Proprietary Network Information (CPNI)

CPNI is information made available to us solely by virtue of our relationship with you that relates to the type, quantity, destination, technical configuration, location, and amount of use of the telecommunications and interconnected VoIP services you purchase from us, as well as related billing information. The protection of your information is important to us, and you have a right, and we have a duty, under federal law, to protect the confidentiality of your CPNI.

We may use and share your CPNI among our affiliates and agents to offer you services that are different from the services you currently purchase from us. Verizon offers a full range of services, such as television, internet, high-speed internet, video, and local and long distance services. Visit [Verizon.com](http://Verizon.com) for more information on our services and companies.

If you don't want your CPNI used for the marketing purposes described above, please notify us by phone any time at 800.233.9958, online at [www.verizon.com/privacy](http://www.verizon.com/privacy) or through Customer Service at 800.222.0204 from Monday - Friday 7 AM to 11 PM and Saturday - Sunday 8 AM to 9 PM.

Unless you notify us in one of these ways, we may use your CPNI as described above beginning 30 days after the first time we notify you of this CPNI policy. Your choice will remain valid until you notify us that you wish to change your selection. Your decision about use of your CPNI will not affect the provision of any services you currently have with us.

Note: This CPNI notice does not apply to residents of the state of Arizona.

#### Explanation of Surcharges

Surcharge includes (1) a Regulatory Charge (which helps defray various government charges we pay including government number administration and license fees); (2) a Federal Universal Service Charge (and, if applicable, a State Universal Service Charge) to recover charges imposed on us by the government to support universal service; and (3) an Administrative Charge, which helps defray certain expenses we incur, including: charges we, or our agents, pay local telephone companies for delivering calls from our customers to their customers' land and wireless numbers on our network facilities and services; property taxes; and the costs we incur responding to regulatory obligations. Please note that these are Verizon Wireless charges, not taxes. These charges, and what's included, are subject to change from time to time.

#### Customer Agreement Revision

We updated the My privacy section of our Customer Agreement to reflect that it is your responsibility to notify others that use your wireless devices to connect to the Internet that we will collect information regarding their device and usage in accordance with our privacy policy. See <http://www.verizonwireless.com/b2c/support/customer-agreement>

pd w/ck #5848

### Caryn Adams

From: Gretchen Larson [glarson@hhcnp.com]  
Sent: Monday, December 12, 2016 6:08 PM  
To: Caryn Adams  
Subject: Fwd: Montrose District Christmas Decorating Contest

Can we get three checks for the winners, names and places below. Check amounts would be \$500, \$250 and \$150. The event is Thursday, can we do?

Sent from my iPhone

Begin forwarded message:

From: "Dennis C. Beeson" <dennis.beeson@gmail.com>  
Date: December 12, 2016 at 4:59:03 PM CST  
To: Gretchen Larson [glarson@hhcnp.com], "Tawny (Social Media MD)" <tdwnt@gmail.com>, Kristen Gonzales [kgonzales@hhcnp.com]  
Subject: Fwd: Montrose District Christmas Decorating Contest

There we are so get me checks please !!!  
Dennis

Sent from my T-Mobile 4G LTE Device

----- Original message -----  
From: "Patricia Moore (151)" <patricia.moore@prosperitybankusa.com>  
Date: 12/12/16 3:57 PM (GMT-06:00)  
To: Dennis C Beeson <dennis.beeson@gmail.com>  
Subject: Montrose District Christmas Decorating Contest

Dennis,

After visiting the seven businesses below, the top three are:

First Place: Riva's Italian Restaurant (over the top Christmas)

2nd Place: Eklektic Jewelry (beautiful snow painted windows)

3rd Place: Alora (Gorgeous entry way garland)

Participants:

Space Montrose

JoyBird Furniture

Q The Salon

pd w/ck #5849  
pd w/ck #5850  
pd w/ck #5851



Equi-Tax Inc.

Ad Valorem Tax Assessors / Collectors

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

17111 Rolling Creek Drive, Suite 200, Houston, Texas 77060  
P. O. Box 73109, Houston, Texas 77273  
Customer Service 281.444.3946 Fax 281.444.8304

DATE: 12/15/2016

LEGAL DESCRIPTION

HOLZER JOE C  
600 TRAVIS ST STE 4200

TRS BA 10 & 12 BLK 9  
MONTLEW PLACE

HOUSTON TX 77002-2929

1824 N MAIN ST 6

MONTROSE MD NEBT

ACCOUNT NUMBER: 94/038/222/000/0010  
YEAR: 2011  
REP No.: 0895341

DATE PROCESSED: 12/01/2016  
RECEIPT NUMBER: 94000312  
DEPOSIT BATCH NO.: RP161201

#### NOTICE OF CHANGE IN ASSESSMENT

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 assessment for the 2011 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$354.11.

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.

pd w/ck #5852



**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: 12/15/2016

LEGAL DESCRIPTION

HOLZER JOE C  
600 TRAVIS ST STE 4200

TRS 8A 10 & 12 BLK 9  
MONTLEW PLACE

HOUSTON

TX 77002-2929

1824 W MAIN ST 6

MONTROSE MD WEST

ACCOUNT NUMBER: 94/038/222/000/0010  
YEAR: 2012  
REF No.: 0895342

DATE PROCESSED: 12/01/2016  
RECEIPT NUMBER: 94000318  
DEPOSIT BATCH No.: RP161201

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2012 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$347.48.

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.

pdw/cx#5850



**Equi-Tax Inc.**  
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P. O. Box 73109, Houston, Texas 77273  
Customer Service 281.444.3946 fax 281.440.8304

DATE: 12/15/2016

LEGAL DESCRIPTION

HOLZER JOE C  
600 TRAVIS ST STE 4200

TRS 8A 10 & 12 BLK 9  
MONTLEW PLACE

HOUSTON

TX 77002-2929

1824 W MAIN ST 6

MONTROSE MD WEST

ACCOUNT NUMBER: 94/038/222/000/0010  
YEAR: 2013  
REF No.: 0895343

DATE PROCESSED: 12/01/2016  
RECEIPT NUMBER: 94130319  
DEPOSIT BATCH No.: RP161201

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2013 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$406.13.

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.

pdw/cx#5852



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Customer Service 281.444.3946 fax 281.440.8304

DATE: 12/15/2016

LEGAL DESCRIPTION

HOLZER JOE C  
600 TRAVIS ST STE 4200

TRS 8A 10 & 12 BLK 9  
MONTLEW PLACE

HOUSTON

TX 77002-2929

1824 W MAIN ST 6

MONTROSE MD WEST

ACCOUNT NUMBER: 94/038/222/000/0010  
YEAR: 2014  
REF No.: 0895344

DATE PROCESSED: 12/01/2016  
RECEIPT NUMBER: 94140309  
DEPOSIT BATCH No.: RP161201

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2014 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$460.38.

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.

pdw/cx#5850



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P. O. Box 73109, Houston, Texas 77273  
Customer Service 281.444.3946 fax 281.440.8304

DATE: 12/15/2016

LEGAL DESCRIPTION

HOLZER JOE C  
600 TRAVIS ST STE 4200

TRS 8A 10 & 12 BLK 9  
MONTLEW PLACE

HOUSTON

TX 77002-2929

1824 W MAIN ST 6

MONTROSE MD WEST

ACCOUNT NUMBER: 94/038/222/000/0010  
YEAR: 2015  
REF No.: 0895345

DATE PROCESSED: 12/01/2016  
RECEIPT NUMBER: 94150310  
DEPOSIT BATCH No.: RP161201

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2015 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$500.00.

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.

pdw/cx#5852



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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: 12/15/2016

LEGAL DESCRIPTION

HOLZER JOE C  
600 TRAVIS SUITE 4200  
HOUSTON TX 77002

TRS 7A & 10C BLK 9  
MONTLEW PLACE

1828 W MAIN ST 6

MONTROSE MD WRST

ACCOUNT NUMBER: 94/038/222/000/0007  
YEAR: 2011  
REF No.: 0895336

DATE PROCESSED: 12/01/2016  
RECEIPT NUMBER: 94000317  
DEPOSIT BATCH No.: RP161201

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2011 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$369.56.

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.

pd w/ck#5852



**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: 12/15/2016

LEGAL DESCRIPTION

HOLZER JOE C  
600 TRAVIS SUITE 4200  
HOUSTON TX 77002

TRS 7A & 10C BLK 9  
MONTLEW PLACE

1828 W MAIN ST 6

MONTROSE MD WRST

ACCOUNT NUMBER: 94/038/222/000/0007  
YEAR: 2012  
REF No.: 0895337

DATE PROCESSED: 12/01/2016  
RECEIPT NUMBER: 94000317  
DEPOSIT BATCH No.: RP161201

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2012 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$353.73.

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.

pd w/ck#5852



**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: 12/15/2016

LEGAL DESCRIPTION

HOLZER JOE C  
600 TRAVIS SUITE 4200  
HOUSTON TX 77002

TRS 7A & 10C BLK 9  
MONTLEW PLACE

1828 W MAIN ST 6

MONTROSE MD WEST

ACCOUNT NUMBER: 94/038/222/000/0007  
YEAR: 2013  
REF No.: 0895338

DATE PROCESSED: 12/01/2016  
RECEIPT NUMBER: 94130318  
DEPOSIT BATCH No.: RP161201

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2013 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$404.11.

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.

pd w/ck#5852



**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: 12/15/2016

LEGAL DESCRIPTION

HOLZER JOE C  
600 TRAVIS SUITE 4200  
HOUSTON TX 77002

TRS 7A & 10C BLK 9  
MONTLEW PLACE

1828 W MAIN ST 6

MONTROSE MD WRST

ACCOUNT NUMBER: 94/038/222/000/0007  
YEAR: 2014  
REF No.: 0895339

DATE PROCESSED: 12/01/2016  
RECEIPT NUMBER: 94140308  
DEPOSIT BATCH No.: RP161201

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2014 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$475.00.

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.

pd w/ck#5852



**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: 12/15/2016

LEGAL DESCRIPTION

HOLZER JOE C  
600 TRAVIS SUITE 4200  
HOUSTON TX 77002

TRS 7A & 10C BLK 9  
MONTLEW PLACE

1828 W MAIN ST 6

MONTROSE MD WEST

ACCOUNT NUMBER: 94/038/222/000/0007  
YEAR: 2015  
REF No.: 0895340

DATE PROCESSED: 12/01/2016  
RECEIPT NUMBER: 94150309  
DEPOSIT BATCH No.: RF161201

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2015 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$492.94.

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.

pd w/c# 5852



**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: 12/01/2016

LEGAL DESCRIPTION

JOE C HOLZER  
600 TRAVIS SUITE 4200  
HOUSTON TX 77002

TRS 7 8 & 10D BLK 9  
MONTLEW PLACE

1826 W MAIN ST 6

MONTROSE MD WEST

ACCOUNT NUMBER: 94/038/222/000/0011  
YEAR: 2011  
REF No.: 0895155

DATE PROCESSED: 12/01/2016  
RECEIPT NUMBER: 94000113  
DEPOSIT BATCH No.: RF161201

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2011 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$360.56.

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.

pd w/c# 5852



**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: 12/01/2016

LEGAL DESCRIPTION

JOE C HOLZER  
600 TRAVIS SUITE 4200  
HOUSTON TX 77002

TRS 7 8 & 10D BLK 9  
MONTLEW PLACE

1826 W MAIN ST 6

MONTROSE MD WEST

ACCOUNT NUMBER: 94/038/222/000/0011  
YEAR: 2012  
REF No.: 0895156

DATE PROCESSED: 12/01/2016  
RECEIPT NUMBER: 94000319  
DEPOSIT BATCH No.: RF161201

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2012 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$351.73.

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.

pd w/c# 5852



**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: 12/01/2016

LEGAL DESCRIPTION

JOE C HOLZER  
600 TRAVIS SUITE 4200  
HOUSTON TX 77002

TRS 7 8 & 10D BLK 9  
MONTLEW PLACE

1826 W MAIN ST 6

MONTROSE MD WEST

ACCOUNT NUMBER: 94/038/222/000/0011  
YEAR: 2013  
REF No.: 0895157

DATE PROCESSED: 12/01/2016  
RECEIPT NUMBER: 94130320  
DEPOSIT BATCH No.: RF161201

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2013 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$401.25.

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.

pd w/c# 5852

WWW.CQRIEXING.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: 12/01/2016

LEGAL DESCRIPTION

JOB C HOLZER  
600 TRAVIS SUITE 4200  
HOUSTON TX 77002

TRS 7 8 & 10D BLK 5  
MONTLEW PLACR

1826 N MAIN ST 6

MONTROSE MD NRST

ACCOUNT NUMBER: 94/018/222/000/0011  
YEAR: 2014  
REF No.: 0695158

DATE PROCESSED: 12/01/2016  
RECEIPT NUMBER: 94140310  
DEPOSIT BATCH No.: RF161201

## NOTICE OF CHANGE IN ASSESSMENT

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 assessment for the 2014 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other:
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.:

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$460.38.

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.

pd work# 5852

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

17111 Rolling Creek Drive, Suite 200, Houston, Texas 77090  
P. O. Box 73169, Houston, Texas 77273  
Customer Service 281.444.3546 fax 281.440.8304

DATE: 12/01/2016

### LEGAL DESCRIPTION

JOE C HOLZER  
600 TRAVIS SUITE 4200  
HOUSTON TX 77062

TRS 7 8 & 100 BLK 9  
MONTLEW PLACE

1826 W MAIN ST 6

**MONTROSE MD WEST**

ACCOUNT NUMBER: 94/038/222/000/0011  
YEAR: 2015  
REF No.: 0895159

DATE PROCESSED: 12/01/2016  
RECEIPT NUMBER: 94150311  
DEPOSIT BATCH No.: RP161201

## NOTICE OF CHANGE IN ASSESSMENT

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 assessment for the 2015 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.:

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$492.94.

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.

pd w/c #5852

12/14/2018 (A0501496) - vholzer - Yahoo! Mail

Q, A, vholzer, search your mailbox

Compose Archive Move Delete Spam Move

FW: West Montrose Management District

Melitzer, Joe <jmelitzer@bandwidthsmith.com> Today at 2:51 PM  
To: vholzer

From: Chief Oliver [mailto:oliver@westmontrose.com]  
Sent: Wednesday, November 30, 2016 3:36 PM  
To: Melitzer, Joe  
Subject: West Montrose Management District

We contacted David Hawes and presented your request for refund and he has advised us to process a refund for all three accounts in the West Montrose Management District and remove the accounts from the rolls and future assessments.

The refund total is \$1738.65. You will receive a breakdown with the check.

We will begin the process tomorrow morning and soon thereafter forward the information to the district's bookkeeper so a check can be issued. The district meets on the second Monday of the month. We will let our best to get the information to the bookkeeper in time for the December meeting but we cannot guarantee they will have a check to sign at the meeting.

We're on our best.  
Cand

Cand Oliver  
Data Systems Manager  
Equi-Tek Inc.  
17111 Rolling Creek Drive, Suite 202  
Abern, Texas 77609  
Tel: 281.444.6866  
Fax: 281.440.3704  
[www.equitemp.com](http://www.equitemp.com)  
[cand@equitemp.com](mailto:cand@equitemp.com)

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Total amount was paid via 2 checks.  
Check # 5810 m the amt of \$ 964.17  
check # 5852 in the amt of \$ 774.48

The screenshot shows a web browser window displaying a Yahoo Mail inbox. The address bar shows "http://web.yahoo.com". The page title is "[4/25/11 unread] - yghzler@ yahoo Mail". The search bar contains "All web, search your mailbox". Navigation links include Home, Visit, and a settings icon.

**Inbox:**

- Compose
- Archive
- Merge
- Delete
- Send +
- More

**Email Details:**

**To:** Tim Holzer  
**From:** David Hawes (mailto:dawes@hdpd.com)  
**Date:** Wednesday, November 30, 2010 3:30 PM  
**Subject:** Re: Fourplex exemption

**Body:**

You are very welcome. We do not want assist anyone who should not be.

Sent from my iPhone

On Nov 30, 2010, at 2:28 PM, Holzer, Joe <joholze@hdsouthlandcity.org> wrote:

Dave,  
Great.  
Thanks so much.

Joe

---

**From:** David Hawes (mailto:dawes@hdpd.com)  
**Date:** Wednesday, November 30, 2010 3:27 PM  
**To:** Holzer, Joe  
**Subject:** Re: Fourplex exemption

Joe

I just spoke with the assessor collector. HCAD lists your properties as apartment 5 units.

I agree with you that if it is a fourplex and a duplex, and are separate lots/parcels, that is not an apartment complex.

I have instructed them to issue a complete refund and remove these three properties from the assessment roll.

Regards,

David  
281.923.2504

Sent from my iPhone

On Nov 30, 2010, at 11:44 AM, Holzer, Joe <joholze@hdsouthlandcity.org> wrote:

Dave I and Josh,

I have been told by our fourplexed at 1824, 1826, and 1828 W. Main since the inception of the district. According to Texas Local Government Code § 201.61, Certain Residential Property Exempt from Assessments are exempt.

"(d) Except as provided by Subsection (a), the board may not impose an impact fee, assessment, tax, or other requirement for

**BLANK**  **ROME LLP**  
COUNSELORS AT LAW

717 TEXAS AVENUE  
SUITE 1400  
HOUSTON, TEXAS 77002  
(713) 228-6801 FAX: (713) 226-8606  
FEDERAL TAX ID NO. 23-1311874

MONIROSE MANAGEMENT DISTRICT  
C/O DAVID HAWES  
HAWES HILL CALDERON LLP  
9616 LONGPOINT, SUITE 150  
HOUSTON, TX 77005

INVOICE DATE:	DECEMBER 02, 2016
MATTER NO.	139016-00601 02732
INVOICE NO.	1625855

**REGARDING: MONTROSE MANAGEMENT DISTRICT  
CAUSE NO. 1012-20396; 1620 HAWTHORNE LTD. VS. MONTROSE  
MANAGEMENT DISTRICT; IN THE 33RD JUDICIAL DISTRICT COURT  
OF HARRIS COUNTY, TEXAS**

FOR LEGAL SERVICES RENDERED THROUGH 11/30/16

\$ 2,298.00

**CURRENT INVOICE TOTAL**

\$ 2.298.00

pdw/ck#5852

1300 Post Oak Blvd  
Ste 1600

## ACH / WIRE

## MAIL

BANK NAME:	RBS Citizens Bank	Blank Rome LLP
ADDRESS:	Philadelphia, PA	Attn: Finance Department
ACCOUNT TITLE:	Blank Rome LLP	One Logan Square
ACCOUNT NUMBER:	6236699326	130 North 18th Street
ABA NUMBER:	036076150 (Domestic)	Philadelphia, PA 19103-6990
SWIFT CODE:	CTZLUS33 (International)	

PENNSYLVANIA NEW YORK NEW JERSEY DELAWARE WASHINGTON, DC FLORIDA CALIFORNIA IOWA TEXAS ILLINOIS

Mr Dirt of Texas (Houston)  
3669 Eastex Freeway  
Houston, TX 77026  
Phone (713)473-2700 Fax (713)473-2701

INVOICE#	6BX00003
INV DATE	11/30/16
ACCOUNT#	229281
DUE DATE	UPON RECEIPT

Please remit top portion with payment

MONTROSE MGMT DISTRICT  
P O BOX 22167  
HOUSTON, TX 77227

AMOUNT YOU  
ARE PAYING 7,104.00  
Phone#

AMOUNT 7.104.00

SERVICE ADDRESS: MONTROSE (HOUSTON, TX)

DATE	DESCRIPTION	AMOUNT
LOCATION: MONTROSE		
11/08/16	68X00003 SWEEPING-FLAT	SWEEP FLAT RATE 11/08/16 776.00
11/08/16	MAIN LANES	
11/08/16	TKT# 00017817	
11/09/16	68X00003 SWEEPING-FLAT	SWEEP FLAT RATE 11/09/16 776.00
11/09/16	MAIN LANES	
11/09/16	TKT# 00017819	
11/22/16	68X00003 SWEEPING-FLAT	SWEEP FLAT RATE 11/22/16 776.00
11/22/16	MAIN LANES	
11/22/16	TKT# 00017829	
11/23/16	68X00003 SWEEPING-FLAT	SWEEP FLAT RATE 11/23/16 776.00
11/23/16	BIKE LANES	
11/23/16	TKT# 00017830	
7d w/ ck #5854		
Please include the invoice number on your check. There will be a \$50.00 charge on all returned checks.		
PLEASE NOTE THAT YOUR ACCOUNT HAS A PAST DUE BALANCE		

INV# 68X00003	CURRENT	30 DAY	60 DAY	90 DAY	DATE 11/30/16
AGCT# 229281	14 208.00		7 104.00		BAGE 1/05/17

**PLEASE PAY THIS AMOUNT**      **7,104.00**

Talented Master Promotions, Productions  
and Events, LLC  
1302 Vaughn Drive # 584  
Houston, Texas 77018  
713.320.9147  
E:westendmaster1204@yahoo.com

Gretchen Larson  
Monroe Management District  
5020 Monroe Blvd Suite 211  
Houston, Texas, 77006

Gretchen Larson  
Montrose Management District  
5020 Montrose Blvd Suite 211  
Houston, Texas 77005

DO Number	DO Date	Submittal #	Supplier	Amount
	Net 10	Montrose Management	Twisted Shaker	Yearly Storage fee
Exemption	Exemption Date	Exemption	Amount	
Transit/goods storage	12.00	\$125.00	\$1,500.00	
Discount for long term	1.00	(\$375.00)	(\$375.00)	

pdw/cx# 5855

Amount Paid	\$0.00	Amount	\$0.00
Amount Due	\$1,125.00	Amount Due	\$0.00
		Sub Total	\$1,125.00

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total  
 \$3.00  
 D.R.  
 Trust  
 Huston





December 2, 2016  
Mr. Bill Calderon  
Executive Director  
Montrose Management District  
5020 Montrose, Suite 311  
Houston 77006  
713.724.4460  
bcalderon@montrosedistrict.org

Invoice # MBRDG-33

Re: Montrose Management District Bridge Lighting Design

Lighting Design:  
Meetings, Submittals and Construction Coordination \$ 6,600.00

Outstanding Invoices:  
MBRDG-31 (10/03/2016) \$ 7,920.00  
MBRDG-32 (11/03/2016) \$ 6,930.00

Reimbursable Expenses:  
N/A

Total Amount Due: \$ 21,450.00

Please remit to:

Gandy2 Lighting Design  
1824 Spring Street, #201  
Houston, TX 77007

Thank You!

pd w/ck # 5856



## Officer Payroll Report

Print to PDF

Officer	Name	Total Hours	Regular Hourly Rate	Hourly Compensation	Salary	Total
Dec-16						
Dec-16	Aime, Brian	20.00	\$45.00	\$900.00	\$0.00	\$900.00 5860
Dec-16	Arroyo, Juan	40.00	\$45.00	\$1,800.00	\$0.00	\$1,800.00 5863
Dec-16	Bass, Richard	15.00	\$45.00	\$675.00	\$0.00	\$675.00 5861
Dec-16	Beserra, Victor	52.00	\$45.00	\$2,340.00	\$1,500.00	\$3,840.00 5870
Dec-16	Chavez-Rosendo, M	54.00	\$45.00	\$2,430.00	\$0.00	\$2,430.00 5864
Dec-16	Day, Aaron	127.00	\$45.00	\$5,715.00	\$0.00	\$5,715.00 5858
Dec-16	Jacquaya, Lee	65.00	\$45.00	\$2,925.00	\$0.00	\$2,925.00 5865
Dec-16	Lauriano, Leon	45.00	\$45.00	\$2,025.00	\$0.00	\$2,025.00 5866
Dec-16	Mabasa, Joseph	132.00	\$45.00	\$5,940.00	\$0.00	\$5,940.00 5862
Dec-16	Oberhaus, John	36.00	\$45.00	\$1,620.00	\$0.00	\$1,620.00 5867
Dec-16	Ramos, Adalberto	24.00	\$45.00	\$1,080.00	\$0.00	\$1,080.00 5869
Dec-16	Starks, Charlie	25.00	\$45.00	\$1,125.00	\$0.00	\$1,125.00 5861
Dec-16	Thibodeaux, Todd	51.00	\$45.00	\$2,295.00	\$0.00	\$2,295.00 5868
Period Total		13		\$30,870.00	\$1,500.00	\$34,370.00
Grand Total		13		\$30,870.00	\$3,500.00	\$34,370.00



## INVOICE

Date: 12/9/2016  
Invoice #: 16-12026

Bill To:

Montrose District  
\*\*\*Email Invoice\*\*\*  
PO Box 22167  
Houston, TX 77065

P.O. Number Customer Contact Rep Account # Terms

Gretchen Larson

Net 10 Days

Item Code	Quantity	Description	Amount
Posters/Da...	1 each of 5	Posters - Spa and Parking Management Plan Highlights	259.00
C8000	100 each	Montrose District - Comment Cards	41.00
Posters/Da...	1 each	Poster - Montrose Management District Sign Construction	51.00
Posters/Da...	1 each	Poster - Identity Marker Construction Phasing	51.00
Posters/Da...	1 each	Poster - Streets and Signage Design	51.00
pd w/ck # 5857			
Thank you for choosing Magoos! . EBN # 20-0544930			Total \$449.00

Magoos PrintShop, Inc. • Certified VBE / HUB  
16637 West Hardy, Suite E • Houston, Texas 77060  
magoosprintshop.com • 281.675.0000 • Fax 281.675.6048

pd w/ck # 5810

Montrose District Patrol  
Security Expense December 2016  
V. Beserra Vin \$575.00

V. Beserra  
SLASH HAND CAR WASH # 2  
2283 S. SHEPHERD DR  
HOUSTON TX 77019  
713-525-5151

V. Beserra  
Kroger  
Homestead Grocer, Homestead, Texas

V. Beserra  
Kroger  
Homestead Grocer, Homestead, Texas

Terminal ID: 01201548 2813  
12/16/16  
MASTERCARD - EBN#1  
AID: 4000000000000000  
ACCT ID: 0000000000000000  
CREDIT SALE  
UID: 63545558815 REF #: 5105  
BATCH #: 415 AUTH #: 005832  
AMOUNT \$28.00

TIP \$  
TOTAL \$  
APPROVED

V. Beserra  
SLASH HAND CAR WASH # 2  
2283 S. SHEPHERD DR  
HOUSTON TX 77019  
713-525-5151

V. Beserra  
Kroger  
Homestead Grocer, Homestead, Texas

V. Beserra  
Kroger  
Homestead Grocer, Homestead, Texas

Terminal ID: 01201548 2811  
12/16/16  
MASTERCARD - EBN#1  
AID: 4000000000000000  
ACCT ID: 0000000000000000  
CREDIT SALE  
UID: 63411931321 REF #: 4563  
BATCH #: 403 AUTH #: 001202  
AMOUNT \$28.00

TIP \$  
TOTAL \$  
APPROVED

1530 V. GRAY  
713-521-1903  
Your cashier was Bry  
KROGER PLUS CUSTOMER  
REF: 000000  
PURCHASE: 100.00 CASHBACK: 0.00  
TOTAL: 100.00  
AID: 4000000000000000  
TC: 6000000000000000  
12/20/16 01:05PM 232 S. 103 107

1025 N. SHEPHERD  
713-880-4496  
Your cashier was Alinley  
KROGER PLUS CUSTOMER  
REF: 000000  
PURCHASE: 100.00 CASHBACK: 0.00  
TOTAL: 100.00  
AID: 4000000000000000  
TC: 6000000000000000  
12/20/16 01:05PM 232 S. 103 107



**Equi-Tax Inc.**  
Ad Valorem Tax Assessors / Collectors

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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: 12/12/2016

LEGAL DESCRIPTION

DSMSK LLC  
4412 ALMEDA RD

TRS 2A & 3A BLK 12  
BUTE

HOUSTON

TX 77004-4902

315 BRANARD ST 4

MONTROSE MD EAST

ACCOUNT NUMBER: 92/008/262/000/0009

DATE PROCESSED: 12/12/2016

YEAR: 2012

RECEIPT NUMBER: 92000043

REF No.: 0895308

DEPOSIT BATCH No.: RP161212

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2012 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	<input type="checkbox"/> Disabled Veteran
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$519.22.

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.

pdw/ck# 5871



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DATE: 12/12/2016

LEGAL DESCRIPTION

DSMSK LLC  
4412 ALMEDA RD

TRS 2A & 3A BLK 12  
BUTE

HOUSTON

TX 77004-4902

315 BRANARD ST 4

MONTROSE MD EAST

ACCOUNT NUMBER: 92/008/262/000/0009

DATE PROCESSED: 12/12/2016

YEAR: 2013

RECEIPT NUMBER: 92130044

REF No.: 0895309

DEPOSIT BATCH No.: RP161212

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2013 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	<input type="checkbox"/> Disabled Veteran
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$428.00.

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.

pdw/ck# 5871



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Customer Service 281.444.3946 fax 281.440.8304

DATE: 12/12/2016

LEGAL DESCRIPTION

DSMSK LLC  
4412 ALMEDA RD

TRS 2A & 3A BLK 12  
BUTE

HOUSTON

TX 77004-4902

315 BRANARD ST 4

MONTROSE MD EAST

ACCOUNT NUMBER: 92/008/262/000/0009

DATE PROCESSED: 12/12/2016

YEAR: 2014

RECEIPT NUMBER: 92140046

REF No.: 0895310

DEPOSIT BATCH No.: RP161212

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2014 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	<input type="checkbox"/> Disabled Veteran
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$660.22.

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.

pdw/ck# 5871



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DATE: 12/12/2016

LEGAL DESCRIPTION

DSMSK LLC  
4412 ALMEDA RD

TRS 2A & 3A BLK 12  
BUTE

HOUSTON

TX 77004-4902

315 BRANARD ST 4

MONTROSE MD EAST

ACCOUNT NUMBER: 92/008/262/000/0009

DATE PROCESSED: 12/12/2016

YEAR: 2015

RECEIPT NUMBER: 92150040

REF No.: 0895311

DEPOSIT BATCH No.: RP161212

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2015 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	<input type="checkbox"/> Disabled Veteran
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$484.62.

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.

pdw/ck# 5871



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DATE: 12/22/2016

LEGAL DESCRIPTION

KUCE PROPERTIES LLC  
1411 HAWTHORNE ST

LT 2 BLK 10  
WEST MANDELL PLACE

HOUSTON

TX 77006-3711

1644 W ALABAMA ST 4

MONTROSE MD WEST

ACCOUNT NUMBER: 94/054/055/010/0002  
YEAR: 2010  
REF No.: 0895369

DATE PROCESSED: 12/22/2016  
RECEIPT NUMBER: 94000676  
DEPOSIT BATCH No.: RF161222

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2010 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$482.99.

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.

pd w/cx# 5872



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DATE: 12/22/2016

LEGAL DESCRIPTION

KUCE PROPERTIES LLC  
1411 HAWTHORNE ST

LT 2 BLK 10  
WEST MANDELL PLACE

HOUSTON

TX 77006-3711

1644 W ALABAMA ST 4

MONTROSE MD WEST

ACCOUNT NUMBER: 94/054/055/010/0002  
YEAR: 2011  
REF No.: 0895370

DATE PROCESSED: 12/22/2016  
RECEIPT NUMBER: 94000630  
DEPOSIT BATCH No.: RF161222

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2011 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$461.30.

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.

pd w/cx# 5872



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DATE: 12/22/2016

LEGAL DESCRIPTION

KUCE PROPERTIES LLC  
1411 HAWTHORNE ST

LT 2 BLK 10  
WEST MANDELL PLACE

HOUSTON

TX 77006-3711

1644 W ALABAMA ST 4

MONTROSE MD WEST

ACCOUNT NUMBER: 94/054/055/010/0002  
YEAR: 2012  
REF No.: 0895371

DATE PROCESSED: 12/22/2016  
RECEIPT NUMBER: 94000630  
DEPOSIT BATCH No.: RF161222

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2012 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$456.92.

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

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pd w/cx# 5872



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DATE: 12/22/2016

LEGAL DESCRIPTION

KUCE PROPERTIES LLC  
1411 HAWTHORNE ST

LT 2 BLK 10  
WEST MANDELL PLACE

HOUSTON

TX 77006-3711

1644 W ALABAMA ST 4

MONTROSE MD WEST

ACCOUNT NUMBER: 94/054/055/010/0002  
YEAR: 2013  
REF No.: 0895372

DATE PROCESSED: 12/22/2016  
RECEIPT NUMBER: 94130629  
DEPOSIT BATCH No.: RF161222

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2013 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$534.15.

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.

pd w/cx# 5872



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DATE: 12/22/2016

LEGAL DESCRIPTION

KUCE PROPERTIES LLC  
1411 HAWTHORNE ST

LT 2 BLK 10  
WEST MANDELL PLACE

HOUSTON

TX 77006-3711

1644 W ALABAMA ST 4

MONTROSE MD WEST

ACCOUNT NUMBER: 94/054/055/010/0002  
YEAR: 2014  
REP No.: 0895373

DATE PROCESSED: 12/22/2016  
RECEIPT NUMBER: 94140605  
DEPOSIT BATCH No.: RP161222

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2014 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other:
<input type="checkbox"/> Disabled Person	<input type="checkbox"/> Lawsuit Cause No.:
<input type="checkbox"/> Disabled Veteran	

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$595.71.

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.

pdw/cx#5812



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Customer Service 281.444.3946 Fax 281.440.8304

DATE: 12/22/2016

LEGAL DESCRIPTION

KUCE PROPERTIES LLC  
1411 HAWTHORNE ST

LT 2 BLK 10  
WEST MANDELL PLACE

HOUSTON

TX 77006-3711

1644 W ALABAMA ST 4

MONTROSE MD WEST

ACCOUNT NUMBER: 94/054/055/010/0002  
YEAR: 2015  
REP No.: 0895374

DATE PROCESSED: 12/22/2016  
RECEIPT NUMBER: 94150611  
DEPOSIT BATCH No.: RP161222

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2015 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other:
<input type="checkbox"/> Disabled Person	<input type="checkbox"/> Lawsuit Cause No.:
<input type="checkbox"/> Disabled Veteran	

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$595.73.

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.

pdw/cx#5812



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P.O. Box 73109, Houston, Texas 77273  
Customer Service 281.444.3946 Fax 281.440.8304

DATE: 12/01/2016

LEGAL DESCRIPTION

MCHRIKE RANDY OR  
1314 WOODHEAD ST

TRS 7A 8A 12 13A 17B & 20  
ABST 696 O SMITH

HOUSTON

TX 77019-4804

1314 WOODHEAD ST

MONTROSE MD WEST

ACCOUNT NUMBER: 94/044/222/000/0145  
YEAR: 2015  
REP No.: 0895194

DATE PROCESSED: 12/01/2016  
RECEIPT NUMBER: 94150373  
DEPOSIT BATCH No.: RP161201

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2015 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other:
<input type="checkbox"/> Disabled Person	<input type="checkbox"/> Lawsuit Cause No.:
<input type="checkbox"/> Disabled Veteran	

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$65.37.

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.

pdw/cx#5813



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Customer Service 281.444.3946 Fax 281.440.8304

DATE: 12/22/2016

LEGAL DESCRIPTION

MONTROSE CLIII I LTD  
3815 MONTROSE BLVD STE 211

LT 4 BLK 5  
ROSEMONT

HOUSTON

TX 77006-4666

1401 WAUGH DR 4

MONTROSE MD WEST

ACCOUNT NUMBER: 94/052/359/000/0004  
YEAR: 2010  
REP No.: 0895363

DATE PROCESSED: 12/22/2016  
RECEIPT NUMBER: 94000602  
DEPOSIT BATCH No.: RP161222

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2010 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other:
<input type="checkbox"/> Disabled Person	<input type="checkbox"/> Lawsuit Cause No.:
<input type="checkbox"/> Disabled Veteran	

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$466.55.

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.

pdw/cx#5814



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Customer Service 281.444.3946 fax 281.440.8304

DATE: 12/22/2016 LEGAL DESCRIPTION  
MONTROSE CLIII I LTD LT 4 BLK 5  
3815 MONTROSE BLVD STE 211 ROSEMONT  
HOUSTON TX 77006-4666 1401 WAUGH DR 4

MONTROSE MD WEST

ACCOUNT NUMBER: 94/052/359/000/0004 DATE PROCESSED: 12/22/2016  
YEAR: 2011 RECEIPT NUMBER: 94000561  
REF No.: 0895364 DEPOSIT BATCH No.: RF161222

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2011 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$660.64.

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.

pdw/ck #5874



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P. O. Box 73109, Houston, Texas 77273  
Customer Service 281.444.3946 fax 281.440.8304

DATE: 12/22/2016 LEGAL DESCRIPTION  
MONTROSE CLIII I LTD LT 4 BLK 5  
3815 MONTROSE BLVD STE 211 ROSEMONT  
HOUSTON TX 77006-4666 1401 WAUGH DR 4

MONTROSE MD WEST

ACCOUNT NUMBER: 94/052/359/000/0004 DATE PROCESSED: 12/22/2016  
YEAR: 2012 RECEIPT NUMBER: 94000563  
REF No.: 0895365 DEPOSIT BATCH No.: RF161222

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2012 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$476.84.

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.

pdw/ck #5874



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DATE: 12/22/2016 LEGAL DESCRIPTION  
MONTROSE CLIII I LTD LT 4 BLK 5  
3815 MONTROSE BLVD STE 211 ROSEMONT  
HOUSTON TX 77006-4666 1401 WAUGH DR 4

MONTROSE MD WEST

ACCOUNT NUMBER: 94/052/359/000/0004 DATE PROCESSED: 12/22/2016  
YEAR: 2013 RECEIPT NUMBER: 94130562  
REF No.: 0895366 DEPOSIT BATCH No.: RF161222

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2013 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$523.64.

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.

pdw/ck #5874



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Customer Service 281.444.3946 fax 281.440.8304

DATE: 12/22/2016 LEGAL DESCRIPTION  
MONTROSE CLIII I LTD LT 4 BLK 5  
3815 MONTROSE BLVD STE 211 ROSEMONT  
HOUSTON TX 77006-4666 1401 WAUGH DR 4

MONTROSE MD WEST

ACCOUNT NUMBER: 94/052/359/000/0004 DATE PROCESSED: 12/22/2016  
YEAR: 2014 RECEIPT NUMBER: 94140540  
REF No.: 0895367 DEPOSIT BATCH No.: RF161222

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2014 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$561.01.

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.

pdw/ck #5874



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Customer Service 281.444.3946 Fax 281.440.8304

DATE: 12/22/2016

LEGAL DESCRIPTION

MONTROSE CUIII I LTD  
3815 MONTROSE BLVD STE 211

LT 4 BLK 5  
ROSEMONT

HOUSTON

TX 77006-4666

1401 WAUGH DR 4

MONTROSE MD WEST

ACCOUNT NUMBER: 94/052/359/000/0004  
YEAR: 2015  
REP No.: 0895368

DATE PROCESSED: 12/22/2016  
RECEIPT NUMBER: 94150545  
DEPOSIT BATCH No.: RP161222

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2015 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	<input type="checkbox"/> Lawsuit Cause No.: _____
<input type="checkbox"/> Disabled Veteran	

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$966.42.

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.

pd w/ck #5874



**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: 12/12/2016

LEGAL DESCRIPTION

MP KUPER LTD  
2403 NAOMI ST UNIT 1

LT 6  
WAUGH DRIVE

HOUSTON

TX 77054-4023

1119 WAUGH DR 4

MONTROSE MD WEST

ACCOUNT NUMBER: 94/059/173/000/0006  
YEAR: 2011  
REP No.: 0895300

DATE PROCESSED: 12/12/2016  
RECEIPT NUMBER: 94000731  
DEPOSIT BATCH No.: RP161212

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2011 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	<input type="checkbox"/> Lawsuit Cause No.: _____
<input type="checkbox"/> Disabled Veteran	

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$362.59.

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.

pd w/ck #5875



**Equi-Tax Inc.**  
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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: 12/12/2016

LEGAL DESCRIPTION

MP KUPER LTD  
2403 NAOMI ST UNIT 1

LT 6  
WAUGH DRIVE

HOUSTON

TX 77054-4023

1119 WAUGH DR 4

MONTROSE MD WEST

ACCOUNT NUMBER: 94/059/173/000/0006  
YEAR: 2012  
REP No.: 0895301

DATE PROCESSED: 12/12/2016  
RECEIPT NUMBER: 94000734  
DEPOSIT BATCH No.: RP161212

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2012 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	<input type="checkbox"/> Lawsuit Cause No.: _____
<input type="checkbox"/> Disabled Veteran	

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$374.88.

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.

pd w/ck #5875



**Equi-Tax Inc.**  
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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: 12/12/2016

LEGAL DESCRIPTION

MP KUPER LTD  
2403 NAOMI ST UNIT 1

LT 6  
WAUGH DRIVE

HOUSTON

TX 77054-4023

1119 WAUGH DR 4

MONTROSE MD WEST

ACCOUNT NUMBER: 94/059/173/000/0006  
YEAR: 2013  
REP No.: 0895302

DATE PROCESSED: 12/12/2016  
RECEIPT NUMBER: 94130730  
DEPOSIT BATCH No.: RP161212

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2013 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	<input type="checkbox"/> Lawsuit Cause No.: _____
<input type="checkbox"/> Disabled Veteran	

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$443.75.

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.

pd w/ck #5875



**Equi-Tax Inc.**  
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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: 12/12/2016 LEGAL DESCRIPTION  
MP KUPER LTD LT 6  
2403 NACMI ST UNIT 1 WAUGH DRIVE  
HOUSTON TX 77054-4023  
1119 WAUGH DR 4

**MONTROSE MD WEST**

ACCOUNT NUMBER: 94/059/173/000/0006 DATE PROCESSED: 12/12/2016  
YEAR: 2014 RECEIPT NUMBER: 94140706  
REF No.: 0895303 DEPOSIT BATCH No.: RP161212

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2014 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$487.79.

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.

pd w/cx # 5815



**Equi-Tax Inc.**  
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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: 12/12/2016 LEGAL DESCRIPTION  
MP KUPER LTD LT 6  
2403 NACMI ST UNIT 1 WAUGH DRIVE  
HOUSTON TX 77054-4023  
1119 WAUGH DR 4

**MONTROSE MD WEST**

ACCOUNT NUMBER: 94/059/173/000/0006 DATE PROCESSED: 12/12/2016  
YEAR: 2015 RECEIPT NUMBER: 94150716  
REF No.: 0895304 DEPOSIT BATCH No.: RP161212

**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 2015 tax year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$542.59.

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.

pd w/cx # 5815



**Equi-Tax Inc.**  
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P.O. Box 73109, Houston, Texas 77273  
Customer Service 281.444.3946 fax 281.440.8304

DATE: 12/12/2016 LEGAL DESCRIPTION  
NGO JOSEPH CHAU-MINH LT 20 BLK 4  
1125 W CLAY ST ROSEMONT HEIGHTS  
HOUSTON TX 77019-4144  
1125 W CLAY ST 5

**MONTROSE MD WEST**

ACCOUNT NUMBER: 94/052/366/000/0020 DATE PROCESSED: 12/12/2016  
YEAR: 2010 RECEIPT NUMBER: 94000616  
REF No.: 0895312 DEPOSIT BATCH No.: RP161212

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2010 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$340.63.

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.

pd w/cx # 5816



**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: 12/12/2016 LEGAL DESCRIPTION  
NGO JOSEPH CHAU-MINH LT 20 BLK 4  
1125 W CLAY ST ROSEMONT HEIGHTS  
HOUSTON TX 77019-4144  
1125 W CLAY ST 5

**MONTROSE MD WEST**

ACCOUNT NUMBER: 94/052/366/000/0020 DATE PROCESSED: 12/12/2016  
YEAR: 2015 RECEIPT NUMBER: 15107344  
REF No.: 0895313 DEPOSIT BATCH No.: RP161212

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2015 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Lawsuit Cause No.: _____

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$229.98.

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.

pd w/cx # 5816



**Equi-Tax Inc.**  
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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: 12/22/2016

LEGAL DESCRIPTION

SLEZAK MATTHEW  
3010 LAKE ST APT 1

LT 6 BLK 19  
PLAINVIEW SEC 2

HOUSTON

TX 77098-2139

2427 HAZARD ST 4

MONTROSE MD WEST

ACCOUNT NUMBER: 94/029/172/007/0006  
YEAR: 2011  
REF No.: 0895359

DATE PROCESSED: 12/22/2016  
RECEIPT NUMBER: 94130217  
DEPOSIT BATCH No.: RF161222

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2013 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	<input type="checkbox"/> Lawsuit Cause No.: _____
<input type="checkbox"/> Disabled Veteran	

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$489.05.

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.

pd w/ck#587



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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: 12/22/2016

LEGAL DESCRIPTION

SLEZAK MATTHEW  
3010 LAKE ST APT 1

LT 6 BLK 19  
PLAINVIEW SEC 2

HOUSTON

TX 77098-2139

2427 HAZARD ST 4

MONTROSE MD WEST

ACCOUNT NUMBER: 94/029/172/007/0006  
YEAR: 2014  
REF No.: 0895360

DATE PROCESSED: 12/22/2016  
RECEIPT NUMBER: 94160210  
DEPOSIT BATCH No.: RF161222

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2014 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	<input type="checkbox"/> Lawsuit Cause No.: _____
<input type="checkbox"/> Disabled Veteran	

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$531.50.

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.

pd w/ck#587



**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: 12/22/2016

LEGAL DESCRIPTION

SLEZAK MATTHEW  
3010 LAKE ST APT 1

LT 6 BLK 19  
PLAINVIEW SEC 2

HOUSTON

TX 77098-2139

2427 HAZARD ST 4

MONTROSE MD WEST

ACCOUNT NUMBER: 94/029/172/007/0006  
YEAR: 2015  
REF No.: 0895361

DATE PROCESSED: 12/22/2016  
RECEIPT NUMBER: 94150214  
DEPOSIT BATCH No.: RF161222

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2015 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	<input type="checkbox"/> Lawsuit Cause No.: _____
<input type="checkbox"/> Disabled Veteran	

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$506.60.

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.

pd w/ck#587



**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: 12/22/2016

LEGAL DESCRIPTION

SLEZAK MATTHEW  
3010 LAKE ST APT 1

LT 6 BLK 19  
PLAINVIEW SEC 2

HOUSTON

TX 77098-2139

2427 HAZARD ST 4

MONTROSE MD WEST

ACCOUNT NUMBER: 94/029/172/007/0006  
YEAR: 2016  
REF No.: 0895362

DATE PROCESSED: 12/22/2016  
RECEIPT NUMBER: 94160217  
DEPOSIT BATCH No.: RF161222

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2016 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input checked="" type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	<input type="checkbox"/> Lawsuit Cause No.: _____
<input type="checkbox"/> Disabled Veteran	

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$597.94.

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.

pd w/ck#587





**Equi-Tax Inc.**  
Ad Valorem Tax Assessors / Collectors

www.equitaxinc.com

17111 Rolling Creek Drive, Suite 200, Houston, Texas 77060  
P. O. Box 73109, Houston, Texas 77273  
Customer Service 281.444.3946 fax 281.440.8304

DATE: 12/01/2016

LEGAL DESCRIPTION

TRAN DUY HOLDINGS LTD  
1301 WAUGH DR STE 200

LT 4 BLK 8  
ROSEMONT

HOUSTON TX 77019-3907

1301 WAUGH DR

MONTROSE MD WEST

ACCOUNT NUMBER: 94/052/362/008/0004  
YEAR: 2015  
REF No.: 0895195

DATE PROCESSED: 12/01/2016  
RECEIPT NUMBER: 94150551  
DEPOSIT BATCH No.: RF161201

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2015 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other:
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	

LI: Law Suit Cause No.: 2015-7154

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$133.53.

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.

pd w/cx #5878



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Ad Valorem Tax Assessors / Collectors

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17111 Rolling Creek Drive, Suite 200, Houston, Texas 77060  
P. O. Box 73109, Houston, Texas 77273  
Customer Service 281.444.3946 fax 281.440.8304

MONTROSE MD EAST  
DATE: 11/29/2016  
YEAR: 2016

OVERPAYMENT: \$100.00  
DEPOSIT BATCH NO.: 92-446  
RECEIPT NUMBER: 92160115

OWNER NAME: LITTLEPAGE 006 HOLDINGS LLC

CHECK NO.: 11227

ACCOUNT NUMBER: 92/014/147/001/0008

DATE OF PAYMENT: 11/29/2016

PAID BY: 430429

LEGAL DESCRIPTION

LITTLEPAGE PROPERTIES, LLC  
2043A W. MAIN ST  
HOUSTON TX 77098

LT 8 & TR 9A BLK 1  
FITZ HOMESTEAD

4315 JACK ST 10

**NOTICE OF OVERPAYMENT OF TAX**

DISTRICT NAME  
MONTROSE MD EAST

OVERPAYMENT AMOUNT  
\$100.00

REASON: Overpayment

AMOUNT OF CHECK: \$916.02

CHECK NO: 11227

AMOUNT APPLIED: \$816.02

Ref No.: LITTLEPAGE 006 H

DIFFERENCE: \$100.00

COMPLETED BY: [Signature]

DATE: 11-29

Make refund payable to:

Address:

City: State: Zip:

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

pd w/cx #5878



**Chris Labod**  
3502 Deer Forest Dr  
Spring TX 77373  
(281) 458-0741

Montrose Management District  
5020 Montrose, Suite 311  
Houston TX 77066

**Invoice**

Jan 01, 2017  
Invoice # 2017-01-19  
Website: zimman.com

Item	hrs / qty	rate / price	taxes	subtotal
MMD Website Maintenance	00.00	\$350.00		\$350.00

Monthly retainer for Montrose Management District website maintenance

pd w/cx #5880

Subtotal \$350.00

Total due by Jan 15, 2017 \$350.00

Item	Period Ending	Service Area	Amount	AD to Dist.
Debra C. Bredon	December 2016	Montrose		
<b>Business Mileage</b>				
Date	Destination	Purpose	Miles Driven	Item
12/05/16	Montrose Area	Business Amb Duty	26	Water for 5020 \$ 3.96
12/06/16	Montrose Area	Business Amb Duty	23	
12/07/16	Montrose Area	Business Amb Duty	21	
12/08/16	Montrose Area	Business Amb Duty	15	
12/09/16	Montrose Area	Business Amb Duty	10	
12/12/16	Montrose Area	Business Amb Duty	24	
12/13/16	Montrose Area	Business Amb Duty	46	
12/14/16	Montrose Area	Business Amb Duty	25	
12/15/16	Montrose Area	Business Amb Duty	23	Holiday Party Deco \$ 38.91
12/16/16	Montrose Area	Business Amb Duty	10	Dry clean MMD throw \$ 11.63
12/16/16	Montrose Area	Business Amb Duty	12	Water/Catered Lunch \$ 287.99
12/21/16	Montrose Area	Business Amb Duty	13	Dry clean 2 MMD throw \$ 28.24
12/27/16	Montrose Area	Business Amb Duty	20	Coffee Walgreen \$ 9.71
12/28/16	Montrose Area	Business Amb Duty	43	Monthly phone allow \$ 45.00
12/29/16	Montrose Area	Business Amb Duty	22	water for 5020 \$ 3.99
			343	
I certify that the above expenses were incurred and are valid.			Business Miles (1) @ 0.54	\$ 179.82
Date: 12/29/16			Other Expenses (2)	
Amount Billed to District (1)			Expenses billed to District (1)	\$ 428.33
Amount Billed to District (N)			Expenses not billed to District (N)	\$
Amount Billed to District			Amount Billed to District	\$ 508.15
Total Reimbursement			Total Reimbursement	\$ 608.15

pd w/cx #5881

**Holiday Party Deco**  
**Walgreens**

#23167 2017 MONTROSE BLVD  
HOUSTON, TX 77066  
713-520-7777

109 0840 0073 12/15/2016 2:58 PM

(C) SINGLE BELL TREE 11.57 PPM AST  
0490208444 A 11.58

RETURN VALUE 5.95 04  
MONTROSE 10.40 PINE 414 2015

0490208870 A 23.06

RETURN VALUE 5.99 04

SUBTOTAL 35.94

SALES TAX A=0.258 2.97

TOTAL 38.91

VISA ACCT 3478 38.91

CHANGE 0.00

AID 40000000031010

CAPITAL ONE VISA

Integrated chip card

THANK YOU FOR SHOPPING AT WALGREENS

GET MORE WITH BALANCE POWERS

REDIRECT POINTS FOR SUPERMARKET EXTRA

IN A FUTURE PURCHASE. RESTRICTIONS

APPLY FOR 6666 NO CREDIT. VISIT

WALGREENS.COM/BALANCE

RFM 0015-7230-8409-1612-1503

12/15/2016 2:58 PM

Water 5020



Homestead Greener, Homestead Team.

1752 WEST 690 ST

373-481-0001

Your Center was 648

AND PURCHASE INTEREST

EXPIRE 12/31/16

10% SENIOR DISC

KROGER PLUS CUSTOMER

10% OFF

10% OFF

10% OFF

10% OFF

10% OFF

10% OFF

10% OFF

10% OFF

10% OFF

10% OFF

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Client/Event	Event Date	Site Tel	Booking Tel	Event P
The Movement District	12/20/2016 (Tue)	(713) 320-9747	(713) 320-9747	813015
Address	5020 Montrose Blvd. Ste. 306, Houston, TX	Site Contact	Site Email	Client
		Dennis Bracken	dennis.bracken@niconicos.com	10 (Act)

10	Open Plant RICE POT @ \$13.95	\$139.50
10	Guest Salad Individual @ \$5.95	\$59.50
1	Dinner Cookies @ \$18.00	\$18.00
1	Gelatin Jello Tea @ \$12.00	\$12.00
	Delivery Charge	\$35.00

	Subtotal	\$264.00
	Gratuity	\$20.00
	Service Charge	\$0.00
	Taxes	\$0.00
	Total	\$284.00

	Paid Balance	\$0.00
		\$284.00

Pay Method	Card Type	Pay Method	Card Holder
Card Number	Expire	Signature	

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Denise G. Beason  
 30 Junior Park Drive  
 # 801  
 Houston, Texas 77092  
 713.390.9747  
 dbeason@montrosedistrict.org

Bill To:  
 Cynthia Larson  
 Montrose Management District  
 5070 Montrose Blvd  
 Suite 311  
 Houston, TX 77056  
 Home

Bill To:  
 Cynthia Larson  
 Montrose Management District  
 5070 Montrose Blvd  
 Suite 311  
 Houston, TX 77056  
 Home

Invoice # 1007  
 Date 1/1/2017

Description Amount  
 Montrose Ambassadorial Council Services \$2,800.00

pd w/ck #5881

Amount Paid	\$0.00	Discount	\$0.00
Amount Due	\$2,800.00	Applying Date	10/01/17
		Sub Total	\$2,800.00
		Total	\$2,800.00

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$0.00	\$0.00	\$0.00	\$3.00	\$3.00

*Denise G. Beason*

Equi-Tax Inc.  
 Suite 200  
 17111 Rolling Creek Drive  
 Houston Texas 77090  
 281-444-4866

# Invoice

DATE	INVOICE #
1/1/2017	50515

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

DESCRIPTION	AMOUNT
Roll Management, Billing and Collections	1,795.63
pd w/ck #5882	
Total 51,795.63	

gandy<sup>2</sup> lighting design  
 1824 spring street, houston, texas 77067  
 281.796.7887 - www.G2LD.com



Page 1 of 2

January 3, 2017

Invoice # M8RDC-34

Mr. Bill Calderon  
 Executive Director  
 Montrose Management District  
 5070 Montrose, Suite 311  
 Houston 77006  
 713.724.4460  
 bcalderon@montrosedistrict.org

Re: Montrose Management District Bridge Lighting Design

Lighting Design:  
 Meetings, Submittals and Construction Coordination \$ 4,455.00

Outstanding Invoices:  
 N/A

Reimbursable Expenses:  
 N/A

Total Amount Due: \$ 4,455.00

Please remit to:

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

Thank You!

pd w/ck #5883

Greater East End Management District  
 P.O. Box 233399  
 Houston, TX 77223-0399  
 713-928-9916  
 eeem@montrosedistrict.org

G2LD  
 EAST END DISTRICT  
 OF HOUSTON  
 INVOICE

BILL TO  
 Montrose (H0026)  
 Bill Calderon, Executive  
 Director  
 HICID #3 (Montrose)  
 P.O. Box 22161-2167  
 Houston, TX 77227

INVOICE # 9-101  
 DATE 12/31/2016  
 DUE DATE 01/31/2017  
 TERMS Net 30

DATE	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
12/03/2016	Gratification Abatement Consistent visit, waiver collection, follow-up visit, gratification identification, reporting, and gratification abatement. Sites Abated: 9	8	\$0.00	\$40.00
12/05/2016	Gratification Abatement Consistent visit, waiver collection, follow-up visit, gratification identification, reporting, and gratification abatement. Sites Abated: 26	8	\$0.00	\$40.00
12/06/2016	Gratification Abatement Consistent visit, waiver collection, follow-up visit, gratification identification, reporting, and gratification abatement. Sites Abated: 44	8	\$0.00	\$40.00
12/12/2016	Gratification Abatement Consistent visit, waiver collection, follow-up visit, gratification identification, reporting, and gratification abatement. Sites Abated: 37	8	\$0.00	\$40.00
12/15/2016	Gratification Abatement Consistent visit, waiver collection, follow-up visit, gratification identification, reporting, and gratification abatement. Sites Abated: 19	8	\$0.00	\$40.00
12/19/2016	Gratification Abatement Consistent visit, waiver collection, follow-up visit, gratification identification, reporting, and gratification abatement. Sites Abated: 20	8	\$0.00	\$40.00
12/21/2016	Gratification Abatement Consistent visit, waiver collection, follow-up visit, gratification identification, reporting, and gratification abatement. Sites Abated: 25	8	\$0.00	\$40.00

pd w/ck #5884

DATE	ACTIVITY	QTY	UNIT	AMOUNT
12/27/2016	Graffiti Abatement Consistent visits, graffiti collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 8	8	80.00	640.00
12/28/2016	Graffiti Abatement Consistent visits, graffiti collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 37	37	80.00	2960.00
12/28/2016	Graffiti Abatement Consistent visits, graffiti collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 11	11	80.00	880.00

Subject to check items were scheduled on December 28, 2016 due to a printer's error.

BALANCE DUE \$6,400.00

pd w/cx # 5884

## Hyde Park United Civic Association

## INVOICE

P. O. Box 66422  
Houston, TX 77266-6422

DATE: DECEMBER 1, 2016

TO:  
Montrose Management District  
Attn: Gretchen Larson  
glanson@mhdp.com  
Phone: 832-352-2546

FOR:  
Hyde Park Civic Association Newsletter Ad

DESCRIPTION	AMOUNT
Newsletter 1/2 page ad for one year: October 2016 to September 2017	\$815.00
pd w/cx # 5885	
TOTAL	\$815.00

Make all checks payable to Hyde Park United Civic Association mail to above address.  
If you have any questions concerning this invoice, contact Carlos Fernandez, 832-541-9246, carlosfergus@aol.com

Thank you for your community support!

pd w/cx #5888

Continuation Sheet

Job #3632 Montrose Espalade

AIA Document G703, APPLICATION AND CERTIFICATION FOR PAYMENT  
CONTAINING Contractor's signed certification attached.  
In tabulations below, amounts stated to the nearest dollar.  
Use Column I Contracts where variable retainage for the items may apply.

APPLICATION NO. 6  
APPLICATION DATE: 12/16/2016  
PERIOD TO: 12/16/2016  
ARCHITECT'S PROJECT NO.

A		B	C		D		E	F	G		H	I	J	K
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%	BALANCE TO BE PAID (F-G)	RETAINAGE (IF VARIABLE) (H-I)	TOTAL PAID TO DATE (J-K)	TOTAL BIDDING COST (L-M)	TOTAL BIDDING COST (N-O)	TOTAL BIDDING COST (P-Q)	TOTAL BIDDING COST (R-S)
			FROM PREVIOUS APPLICATION (D-1)	THIS PERIOD (D-2)										
1	Handscaped Planting	191,189.00	101,185.00			101,185.00	100%			13,116.83				
2	Soilless Center Plants	235,616.56	316,165.56	23,951.36		235,616.56	100%			37,551.82				
3	Shrub Ground	27,514.00		27,514.00		27,514.00	100%			2,765.43				
4	Install Shrubbery Support System	86,787.20	83,086.20	21,686.75		86,787.20	100%			8,915.72				
5	Landscape Paving	47,388.00		47,388.00		47,388.00	100%			4,738.80				
6	Trailer Control	14,576.00	14,575.00			14,575.00	100%			1,487.62				
7	Signage	8,589.10		8,590.00		8,590.00	100%			860.58				
8	Plumbing	5,115.00	1,415.00			1,415.00	100%			161.30				
9	Construction / Tree Removal	83,736.00	83,737.00			23,736.00	100%			2,374.58				
10	100 Day Maintenance	18,538.00					0%			18,538.00				
11	One Year Maintenance (Automatic)	47,877.00					0%			47,877.00				
CCM1	Contractor's fee for labor @ 1200 Minimum	107,948.00	117,888.00			117,888.00	100%			17,788.81				
CCM2	Contractor's fee for materials @ 3750 Minimum	61,827.50	111,927.50			111,927.50	100%			18,353.73				
CCM3	Contractor's fee for equipment @ 2750 Minimum	73,665.10		13,393.10		13,393.10	100%			1,339.31				
CCM4	Planning/development @ 3750 Minimum	17,825.50		17,825.50		17,825.50	100%			1,782.55				
CCM5	Project administration @ 3750 Minimum	22,376.25	116,382.25	15,526.00		22,376.25	100%			2,237.63				
CCM6	Tree removal/development @ 2750 Minimum	759.00		759.00		759.00	100%			75.90				
CCM7	Planting/development @ 3750 Minimum	457.00		457.00		457.00	100%			45.70				
CCM8	Planting/development @ 3750 Minimum	6,136.25	6,136.25			6,136.25	100%			613.63				
CCM9	Plant 1/20 Shrubs @ 2500 Minimum	1,761.00		1,761.00		1,761.00	100%			176.10				
D		8	117,681.75	8	382,832.73	8	101,024.05	8	453,857.73	8	82,790.00	8	45,993.17	

pd w/ok #5888

CONTRACTOR'S AFFIDAVIT AND  
PARTIAL LIEN WAIVER AND RELEASE

STATE OF TEXAS §  
COUNTY OF Galveston §  
DATE: 12/16/2016  
OWNER: Montrose Management District  
5020 Montrose Blvd. Suite 311  
Houston, Texas 77006  
CONTRACTOR: Landscape Art, Inc.  
2303 Dickinson Avenue  
League City, TX 77573  
PROPERTY: Montrose Management District Espalade  
Enhancements - Phase I  
WORK: Landscape/Irrigation/Monument Sign  
PROJECT: Montrose Management District Espalade  
Enhancements - Phase I  
CUT-OFF-DATE: 12/16/2016

AMOUNT OF PAYMENT: \$111,972.27

Contractor on oath swears that the following statements are true:

- Bills Paid.** The total of all charges, for and in connection with labor performed and material furnished by Contractor through the Cut-Off-Date, have been paid in full to Contractor.
- Lien Waiver & Release.** Contractor acknowledges complete satisfaction of, and forever waives and releases, all claims of every kind against Owner or the Property referred to above, including but not limited to all liens and claims of liens, which Contractor may have as a result of, or in connection with the performance of furnishing of such labor or materials through the Cut-Off-Date.
- All Others Paid.** Contractor has further represented and warranted and does hereby represent and warrant, that all persons or entities who have furnished labor or material to Contractor in connection with the Work performed through Cut-Off-Date and the above Amount of Payment will be paid all amounts to which they have become entitled, excepting agreed retainage not yet due and payable.

pd w/ok #5888

Continuation Sheet

Job #3632 Montrose Espalade

AIA Document G703, APPLICATION AND CERTIFICATION FOR PAYMENT  
CONTAINING Contractor's signed certification attached.  
In tabulations below, amounts stated to the nearest dollar.  
Use Column I Contracts where variable retainage for the items may apply.

APPLICATION NO. 6  
APPLICATION DATE: 12/16/2016  
PERIOD TO: 12/16/2016  
ARCHITECT'S PROJECT NO.

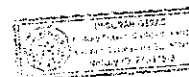
A	B	C	D	E	F	G	H	I					
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (C-1)	THIS PERIOD (D-1)	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/F)	BALANCE TO BE PAID (F-G)	RETAINAGE (IF VARIABLE) (H-I)				
CCM1	Add 100 w/ irrigation @ 2500 Minimum	726.00	845.75	161.25	-	726.00	100%	-	72.36				
CCM2	Add 117 w/ irrigation @ 2500 Minimum	8,128.00	-	2,728.00	-	8,128.00	100%	-	812.80				
CCM3	Add 112 w/ irrigation @ 2500 Minimum	672.00	-	672.00	-	672.00	100%	-	67.31				
CCM4	Contractor's fee for labor @ 1200 Minimum	11,958.00	13,588.00	-	-	11,958.00	100%	-	1,318.32				
CCM5	Contractor's fee for materials @ 3750 Minimum	6,517.00	18,257.00	-	-	6,517.00	100%	-	1,657.00				
CCM6	Contractor's fee for equipment @ 2750 Minimum	2,328.00	-	2,328.00	-	2,328.00	100%	-	232.80				
CCM7	Contractor's fee for labor @ 1200 Minimum	428.10	572.30	174.20	-	428.10	100%	-	42.81				
CCM8	Contractor's fee for materials @ 3750 Minimum	3,878.40	868.70	868.70	-	3,878.40	100%	-	387.84				
CCM9	Contractor's fee for equipment @ 2750 Minimum	15,952.00	16,462.70	-	-	15,952.00	100%	-	1,595.20				
CCM10	Contractor's fee for labor @ 1200 Minimum	116,736.00	116,736.00	-	-	116,736.00	100%	-	11,673.60				
CCM11	Contractor's fee for materials @ 3750 Minimum	366.40	241.64	-	-	366.40	100%	-	36.64				
CCM12	Contractor's fee for equipment @ 2750 Minimum	1,863.00	-	1,863.00	-	1,863.00	100%	-	186.30				
CCM13	Contractor's fee for labor @ 1200 Minimum	8,177.17	-	8,177.17	-	8,177.17	100%	-	817.72				
CCM14	Contractor's fee for materials @ 3750 Minimum	831.08	623.31	257.77	-	831.08	100%	-	83.11				
CCM15	Contractor's fee for equipment @ 2750 Minimum	15,797.00	15,797.00	-	-	15,797.00	100%	-	1,579.70				
CCM16	Contractor's fee for labor @ 1200 Minimum	1,816.63	468.73	468.73	-	1,816.63	100%	-	181.66				
D		8	326,720.45	8	336,872.21	8	116,411.65	8	443,582.06	8	41,748.00	8	44,527.08

pd w/ok #5888

- Authority.** Contractor represents that the person executing this Affidavit on behalf of Contractor is duly authorized to sign this Affidavit and to legally bind Contractor hereto.
- Binding Effect.** All of the provisions of this document shall bind Contractor, Contractor's heirs, legal representatives, successors and assigns and shall inure to the benefit of Owner and Owner's heirs, legal representatives, successors, assigns and sureties.
- Performance Standard.** All labor performed by Contractor on the Project was done in a good and workmanlike manner and in accordance with the plans and specifications for the Project.
- Materials Standard.** All materials supplied by Contractor to the Project were in accordance with the plans and specifications for the Project.

CONTRACTOR:  
Landscape Art, Inc.  
By: *J.H. Williams*  
Name: J.H. Williams  
Title: Vice President

SUBSCRIBED AND SWORN TO BY J.H. Williams  
Vice President of Landscape Art, Inc. before me, the undersigned authority on this 16th day of December, 2016, to certify which witness my hand and seal of office.



Notary Public in and for the  
State of Texas

pd w/ok #5888

# AIA Document G701™ - 2001

## Change Order

PROJECT (Name and address): Monroe Management District Eggleston Enhancement - Phase I	CHANGE ORDER NUMBER: 002 DATE: 12-02-2016	OWNER <input type="checkbox"/> ARCHITECT <input checked="" type="checkbox"/> CONTRACTOR <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
TO CONTRACTOR (Name and address): Landscape Art, Inc. 2303 Dickinson Ave	ARCHITECT'S PROJECT NUMBER: MDM-251 CONTRACT DATE: 02-16-2016 CONTRACT FOR: Construction of Eggleston Enhancement	

THE CONTRACT IS CHANGED AS FOLLOWS:  
(Include, where applicable, any undeposited amount attributable to previously executed Construction Change Directives)

- 1) NTP 4/4, but did not get plans or COH permit until 5/2 (29 day delay)
- 2) Oasle 5/12-5/17
  - a. Project Delayed due to revision of 800 & 900 Laven (49 day delay)
- 3) Oasle 7/5-8/4
  - a. Project delayed due to lack of water meters (applications sent to MMD 4/26, returned 8/1, in our hands 8/3) - (30 day delay)
  - b. Took 3 weeks for COH to send work orders to Mickle Services and 1 week to install
- 4) Oasle 9/2-9/28
  - a. Project delayed due to MM Live Oaks needing to be installed, delaying irrigation & Blackstar installation (44 day delay - irrigation, Blackstar only)
- 5) Gulf Coast Pavers onsite 9/26-9/30
  - a. Paver installation on hold because of concerns in installation methods not holding up over time (22 day delay, included in above 44 day delay; effecting Hardscape)
- 6) Gulf Coast Pavers resumed work 11/4

The delay days above total 152 plus the initial 120 contract days means we have until 1/1/17 to complete the project.

The original Contract Sum was	\$ 603,984.00
The net change by previously authorized Change Orders	\$ -94,863.13
The Contract Sum prior to this Change Order was	\$ 509,120.87
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 509,120.87

The Contract Time will be increased by Five Hundred Fifty Two (152) days.

The date of Substantial Completion as of the date of this Change Order therefore is 1-1-2017

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

pd w/ok #5888

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NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Kudelski & Weidinger ARCHITECT (Firm name) 7155 Old Katy Road, Suite 270 ADDRESS BY (Signature) Travel Title (Typed name) DATE 12/05/16	Landscape Art, Inc. CONTRACTOR (Firm name) 2303 Dickinson Avenue ADDRESS BY (Signature) J.N. Williams (Typed name) DATE 12/05/16	OWNER (Firm name) ADDRESS BY (Signature) (Typed name) DATE
--	---	--

pd w/ok #5888

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

January 2, 2017

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

## INVOICE

### Professional fees:

Services performed as Contract Director of  
Economic Development for December, 2016. \$1,250.00

Total amount due \$1,250.00

pd w/ok #5889

Thank you,

Ray C. Lawrence



## INVOICE

Date Invoice #  
12/15/2016 16-12047

### BILL TO:

Monroe District  
\*\*\*Email Invoice\*\*\*  
PO Box 22167  
Houston, TX 77066

P.O. Number Customer Contact Rep Account # Terms

Item Code	Quantity	Description	Amount
Posters/Ba...	2 each	Improvement Posters	150.00
TS	1 each	Typesetting	40.00

pd w/ok #5890

Thank you for choosing Magoos! EIN # 20-0544930

Total \$190.00

Magoos PrintShop, Inc. • Certified WBE / HUB •  
16637 West Hardy, Suite E • Houston, Texas 77060  
magoosprintshop.com • 281.875.6000 • Fax 281.875.6048

MICHAEL HARDY

949 Reden Street  
Houston, TX 77009  
281-233-3291  
hmi.hardy@gmail.com

# INVOICE

Invoice #	DATE
17	12/29/2016
CUSTOMER ID	TERMS
N/A	N/A

BILL TO

PAY TO

Montrose Management District  
PO Box 22167  
Houston, TX 77227

Michael Hardy  
949 Reden St  
Houston, TX 77009

DESCRIPTION	Date	AMOUNT
My Montrose, Starvas Paragolis	12/29 (Red)	\$50.00
Thank you for your business!		TOTAL \$500.00

pd w/ck #5891

Mr Ditt of Texas (Houston)  
3869 Eastex Freeway  
Houston, TX 77026  
Phone (713)473-2700 Fax (713)473-2701

INVOICE# 68X03154  
INV DATE 08/31/16  
ACCOUNT# 229281  
DUE DATE UPON RECEIPT

Please remit full portion with payment

MONTROSE MGMT DISTRICT  
P O BOX 22167  
HOUSTON, TX 77227

AMOUNT YOU ARE PAYING 7,104.00  
Phone#

SERVICE ADDRESS: MONTROSE  
MONTROSE (HOUSTON, TX)

AMOUNT 7,104.00

DATE	LOCATION: MONTROSE	DESCRIPTION	AMOUNT
08/03/16	68X03154	SWEEPING-FLAT SWEEP FLAT RATE 08/03/16	778.00
08/03/16		MAIN LANES	
08/03/16		TKT 00017443	
08/04/16	68X03154	SWEEPING-FLAT SWEEP FLAT RATE 08/04/16	778.00
08/04/16		BIKE LANES	
08/04/16		TKT 00017447	
08/23/16	68X03154	SWEEPING-FLAT SWEEP FLAT RATE 08/23/16	778.00
08/23/16		MAIN LANES	
08/23/16		TKT 00017453	
08/24/16	68X03154	SWEEPING-FLAT SWEEP FLAT RATE 08/24/16	778.00
08/24/16		BIKE LANES	
08/24/16		TKT 00017485	

PAST DUE

pd w/ck #5892

Please include the invoice number on your check.  
There will be a \$50.00 charge on all returned checks.

INV# 68X03154	CURRENT	30 DAY	60 DAY	90 DAY	DATE 08/31/16
ACCT# 229281					PAGE 1 OF 1

PLEASE PAY THIS AMOUNT 7,104.00



MUNICIPAL ACCOUNTS  
& CONSULTING, L.P.

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

# Invoice

Date	Invoice #
1/1/2017	45030

Description	Amount
Monthly Bookkeeping	1,125.00
Payroll Payroll	150.00
Preparation of Annual Budget	150.00
Additional time for Payroll Meeting	75.00
Preparation of additional payables	112.50
Correspond with Tax Authority and Customer regarding Tax Refund	56.25
Postage	2.79
Copies	61.55
Delivery	9.04
Mileage	8.10
Document Storage & Retention Service	10.70
Total Reasonable Expenses	94.28
Total \$1,763.01	

pd w/ck #5893



K&W ARCHITECTURAL  
LIFE PLANNING  
MASTER PLANNING  
(Urban Planning)  
Houston Office  
7500 Old Katy Road  
Suite 270  
Houston, TX 77024  
713-869-6987  
713-869-6987/fx  
HOUSTON  
528 ANTONIO  
www.knw.com

January 06, 2017

Montrose Management District  
5020 Montrose Blvd, Suite 311  
Houston, Texas 77006

Attention: Josh Hawes

RE: NEC Signage + Architectural Products Pay Application #003  
Construction of Identity Markers  
MON-251

Attached you will find Pay Request #003 from NEC Signage + Architectural Products. The amount certified is correct. Should you have any questions or require any additional information, please call me at 713-869-6987.

Sincerely,

*Travis Triola*  
Travis Triola

cc: K&W File

pd w/ck #5894



**Contractor:**  
NEC Signs & Architectural Products  
1122 Louder Road  
Houston, TX 77019

PAY ESTIMATE NO. 1 - JANUARY 8, 2017

Contract Date:	March 14, 2016
Notice to Proceed Date:	September 12, 2016
Contract Calendar Days	145
Calendar Days Charged	117
Approved Extensions	0
Remaining Calendar Days	28

1. Original Contract Amount	\$	<u>642,338.00</u>
2. Net change by Change Orders	\$	<u>37,890.00</u>
3. CONTRACT SUM TO DATE	\$	<u>576,126.50</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	<u>433,280.00</u>
5. RETAINAGE:		
a. 10% of Completed Work (Column D on G703)	\$	<u>542,338.00</u>
b. 10% of Stored Material (Column E on G703)	\$	<u>          </u>
Total Retainage (Line 5a + 5b or total in Column I on G703)	\$	<u>43,270</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	<u>380,860</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Sum of prior Certificates)	\$	<u>312,719</u>
8. CURRENT PAYMENT DUE	\$	<u>177,241</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	<u>186,186</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 33,550.00	\$ 0.00
Total approved this Month	\$ 0.00	\$ 0.00
<b>TOTALS:</b>	<b>\$ 33,550.00</b>	<b>\$ 0.00</b>
<b>NET CHANGES by Change Order</b>	<b>\$ 33,550.00</b>	

Kudala & Weinheimer  
7155 Old Katy Road, Suite 270  
Houston, Texas 77024  
By: Travis Trisla  
Date: 1/8/2017

**KEYWORDS:**

PROJECT INFORMATION FOR OWNER		DISTRIBUTION TO:	
TO: <b>Client:</b> Marathon - Monmouth District 3020 Monmouth Suite 511 Houston, TX 77058	<b>PROJECT:</b> Marathon Industry Walkway	<b>APPLICATION NO:</b>	<b>DISTRIBUTION TO:</b>
<b>FROM (CONTRACTOR):</b> NEC Geopac - Architectural Products	<b>ARCHITECT:</b> Fuchs & Vetterli 7158 Old Katy Road Suite 200 Houston, TX 77024	<b>PERIOD TO:</b> 12/31/2016	<input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR
1522 Lander Rd. Houston, TX 77058		<b>PROJECT NO:</b>	<input type="checkbox"/>
		<b>CONTRACT DATE:</b> 3/14/2016	

CHARGE & CREDIT SUMMARY			
Change Credits Approved in Previous month by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$0	
Approved this month			
Member	New Account		
1	8/12/2018	\$16,541	
2	8/12/2018	\$17,549	
TOTALS		\$33,890	

The undersigned Contractor certifies that to the best of the Contractor's knowledge information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payments shown herein is now due.

CONTRACTOR  
By: [Signature] Date: 11/2/17

In accordance with the Contract Documents, based on on-site observations and the data comprising the above appendices, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

ALL DOCUMENT COST APPLICATION AND CONTINGENT FOR PAYMENT MAY 1962 COME  
The American Institute of Architects, 1735 M St. N.W., Washington, D.C. 20036

Application to Proceed for Payment, to show balance due, in connection with the Contract Construction, Trade, and Commercial Credits, as authorized	
1. ORIGINAL CONTRACT SUM	\$ 541,230
2. LESS: CHANGES ORDERED	33,230
3. CONTRACT SUM TO DATE (Line 1-2)	\$ 508,000
4. TOTAL COMPLETED & STORED TO DATE	\$ 512,170
Retention (Line 4-3)	
5. RETAINAGE:	
a. 10% of Completed Work	\$ 51,200
b. Contract Over or Under	
c. % of Stored Materials	
d. Contract Over or Under	
e. Total Retention (Line 5 a, b, c, & d)	
f. Total in Contract of Credits	\$ 41,230
6. TOTAL, DEDUCT LESS RETAINAGE	\$ 386,900
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 less prior Certificates)	
8. CONTRACT PAYMENT BALANCE	\$ 177,941
9. BALANCE TO PAY, PLUS RETAINAGE	\$ 196,151

Estate of Tazari  
 Subscribed and sworn to before me this 1st day of January, 2017.  
 Notary Public: Christy Palmer  
 My Commission Expires: 12/31/2018

AMOUNT CERTIFIED: \$177,241.00

(Amount is explained and amount certified differs from the amount applied for)

ARCHITECT: [Signature] Date: 11/6/2017

The Commission is not responsible for the AMOUNT CERTIFIED if it is applied to the

ALL DOCUMENT COST APPLICATION AND CONTINGENT FOR PAYMENT MAY 1962 COME  
The American Institute of Architects, 1735 M St. N.W., Washington, D.C. 20036



## Invoice

Invoice Number  
18688  
Invoice Date:  
Dec 30, 2016

**Sold To:**  
Monrose Mgmt. s/o Kudela & Weinheimer  
Attn: Trivia Triola  
7155 Old Katy Rd., Suite 270  
Houston, TX 77024  
713-869-6987

**Job Location:**  
Montrose Management District  
Entry signs  
Various locations  
Houston, TX 77024  
713-869-6987

Customer ID	Customer Contact	Customer P. O.	Job Number	NEC Salesman	Payment Terms
H087000000 H087000000	Trevia Trinite			SHERMAN H. KICK, P.E.	Due upon Receipt

Quantity	Description	Unit Price	Total Price
	PROGRESS BILLING		
	PAY APPLICATION NO. 3		
	Furnished labor, material and equipment to fabricate and install Identity Markers.		
1.00	SCHEDULE OF VALUES ATTACHED	196,934.00	196,934.00
1.00	LESS 10% RETAINAGE:	19,693.40	-19,693.40

**Thank you for your business**

Subtotal	177,241.00
Sales Tax	
Total Invoice Amount	177,241.00
Payment Received	
<b>TOTAL</b>	<b>177,241.00</b>

PLEASE REMIT PAYMENT TO:  
NEON ELECTRIC CORPORATION  
NEC SIGNAGE + ARCHITECTURAL PRODUCTS  
1122 LAUDER ROAD  
HOUSTON, TX 77033-2902

PHONE: (281) 987-1144  
FAX: (281) 987-9443  
regionsandproducts.com

INVOICE	VC00033426
Type	
Date	12/12/2016
Page	1

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

Description	Est. Price
<p>Professional Services rendered in the collection of delinquent taxes, penalties and interest November 2016</p> <p style="text-align: center;">pd w/ck # 5895</p>	<p>\$1,090.37</p>
<p>Total</p>	<p>\$1,090.37</p>

INVOICE	VC00033424
Type	
Date	12/12/2016
Page	1

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

Description	Est. Price
Professional Services rendered in the collection of delinquent taxes, penalties and interest November 2016	\$1,101.00
<i>pdlw/ok #5895</i>	
Total	\$1,101.00

[illegible]

pd w/ok #5893

[illegible]

pd w/ok #5895

# SENTRIFORCE

a view from above

## Invoice

### Billing Address

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

Date	Invoice #	Terms	Rep	Due Date	
1/1/2017	23862	NET 15	LC	1/16/2017	
Item	Description	Qty	Rate	Serviceed	Amount
RAVEN	RAVEN Video Recording System. SITE: BISCUIT UNIT: MONTROSEH1	1	350.00	1/1/2017	350.00
RAVEN	RAVEN Video Recording System. SITE: BLACKSMITH UNIT: MONTROSEH2	1	350.00	1/1/2017	350.00
RAVEN	RAVEN Video Recording System. SITE: CUCHARA UNIT: MONTROSEH3	1	350.00	1/1/2017	350.00
RAVEN	RAVEN Video Recording System. SITE: LOUJIVHUR UNIT: MONTROSEH4	1	350.00	1/1/2017	350.00
RAVEN	RAVEN Video Recording System. SITE: SPECS UNIT: MONTROSEH5 / MONTROSEH6	2	350.00	1/1/2017	700.00
CONSOLE	Security Camera Video Console	1	150.00	1/1/2017	150.00

pdw/cw#5946

pdw/ck#5896

Monthly Security Invoice

Make checks payable to SentiForce

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

Sales Tax (0.0%)	\$0.00
Total	\$2,250.00
Payments / Credits	\$0.00
Balance Due	\$2,250.00

Invoice: Caryn Adams

Page 1 of 1

Tawny Tidwell  
4333 Harby St.  
Houston TX 77023

Montrose Management District  
Caryn Adams  
5020 Montrose Blvd #300  
Houston TX 77006

Invoice # 0000081  
Invoice Date January 2, 2017  
Balance Due (USD) \$3,500.00

Task	Time Entry Notes	Rate	Hours	Line Total
General	Social Media Posting, Monitoring, Scheduling, emails, instant messages, texts with the team, reading neighborhood news, programming, testing and finding content for e-news, compiling and sending out weekly board summary	25.00	125	3,125.00
Website Updates	Switching out slider items, filtering comments, adding events	25.00	7	175.00
Writing	Editing Michael's work; writing reports, adding photos, adding tags, etc.	25.00	8	200.00
Total				3,500.00
Amount Paid				0.00
Balance Due (USD)				\$3,500.00

Terms  
Please send payment within 21 days of receiving this invoice. A 1.5% interest charge will be added monthly to late invoices.

pdw/ck#5897

This invoice was sent using FreshBooks

[https://tawnytidwell.freshbooks.com/showInvoice?invoiceid=1238002&\\_ah\\_domain\\_cookie...](https://tawnytidwell.freshbooks.com/showInvoice?invoiceid=1238002&_ah_domain_cookie...) 1/3/2017

WALTER P MOORE

WALTER P MOORE

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

Invoice # : 0001512043  
Project : M031500500  
Project Name : US59 Arch Bridge Lighting Attach

Invoice Group : ""  
Invoice Date : 12/25/2016

Attention: David Hawes

For Professional Services Rendered through: 12/25/2016  
Chawes@MontroseDistrict.org

Professional Personnel	570.00	
Total Salaries		570.00
Current Invoices		570.00
Max Fee:	36,500.00	
Prior Billings	31,990.00	
Total Available:	9,520.00	
Total this Invoice		570.00
Amount Due this Invoice		570.00

Mark E. Williams

For questions regarding this invoice, please contact Amanda Nune.  
Telephone: 713-620-7300 Email: ANune@wepmcc.com

pdw/ck#5898

Project : M031500500 -- US59 Arch Bridge Lighting Attach

Invoice # : 0001512043

Phase : 3003 -- Construction Administration

Rate Schedule Labor	Date	Hours	Rate	Amount
Class / Employee Name				
Principal				
Mark E. Williams	11/28/2016	1.00	265.00	265.00
	12/05/2016	1.00	265.00	265.00
		2.00		570.00
Rate Schedule Labor				570.00
Total Phase : 3003 -- Construction Administration				570.00
				Expense : 0.00

Total Project : M031500500 -- US59 Arch Bridge Lighting Attach 570.00

pdw/ck#5898

For questions regarding this invoice, please contact Amanda Nune.  
Telephone: 713-620-7300 Email: ANune@wepmcc.com

Page 2



**Landscape Professionals**  
10892 Shadow Wood Dr. || Houston TX 77043  
Tel 713.462.8552 || Fax 713.690.6461

### Invoice

Invoice: INV-0000143178  
Invoice Date: January 1, 2017

Customer Number: 19712  
PO Number:

**Bill To:**  
Montrose Management District  
PO Box 22167  
Houston, TX 77227

**Bill To:**  
Yellowstone Landscape  
PO Box 295742  
Dallas, TX 75320-5742

Branch Code: 01.04.020.010  
Project Number: 10101183.101  
Project Name: Montrose Management District  
Property Address:

Invoice Due Date: January 31, 2017  
Invoice Amount: \$1,916.66  
Month of Service: January 2017

Description	Quantity	Unit Price	Amount
Monthly Landscape Maintenance	1	1,916.66	1,916.66

Net Invoice: 1,916.66  
Sales Tax: 0.00  
Invoice Total: 1,916.66

pol w/ ck # 5899

Yellowstone Landscape - Central Inc. is licensed by the Structural Pest Control Board of Texas (Lic. #7218) for chemical applications. The board has jurisdiction over individuals licensed under the Structural Pest Control Act, Structural Pest Control Board, 1106 Clayton Ln. #100 L.V. Austin, Texas 78722 (512) 451-7200.

Application in Texas is regulated by the Texas National Commission on Environmental Quality (TCEQ) (MC-178) P.O. Box 13087, Austin, Texas 78711-3287 TCEQ's website is: [www.bois.state.tx.us](http://www.bois.state.tx.us)

Should you have any questions or inquiries please call (713) 462-8552.

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

Invoice

Bill To:

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

Invoice #: 43015545

Date: 1/10/2017

Page: 1

DATE	DESCRIPTION	AMOUNT
	Professional consulting, administration, project management, public relations/marketing, etc., December 2016	\$27,634.69
	GIS/mapping, P. Horton, November 2016	\$193.80
	In-house postage, photocopies, binding, etc., December 2016	\$535.75
	Agenda posting, Harris County Clerk, 12/7/2016	\$9.00
	Verizon cell phone, office, 12/20-01/19/2017	\$52.34
	Verizon cell phone, J. Hawes, 12/20-01/19/2017	\$57.99
	Verizon cell phone, G. Larson, 12/20/01/19/2017	\$180.16
	Reimbursable mileage, parking, tolls, related expenses, as follows:	
	G. Larson, October 2016	\$158.76
	G. Larson, November 2016	<del>\$487.14</del>
	L. Clayton, December 2016	\$14.04
	K. Gonzales, December 2016	\$84.78
	R. Hill, December 2016	\$3.24
<i>pd w/ck# 588u</i>		
		Sales Tax: \$0.00
		Total Amount: <del>\$29,331.69</del>
		Amount Applied: \$0.00
		Balance Due: <del>\$29,331.69</del>

Terms: C.O.D.

*29,331.80*

HCID 6/11 - MONTROSE DISTRICT  
HAWES HILL CALDERON LLP  
PATRICK HORTON (GIS/MAPPING)

## EXPENSE DETAIL (HCID 6/11 - MONTROSE DISTRICT)

[illegible]

<b>TOTAL</b>	<b>1:292</b>
<b>Rate: \$150/hr      \$193.80</b>	

**P&L** **\$193.80**

I certify that the above is true and correct to the best of my knowledge.

Ed L. Cook

Patrick L. Horton

Date 12/8/2014

**Montrose Management District**  
**In-house Postage, Photocopies, Binding, etc.**

**Postage**

Date	Amount
12/20/2016	\$ 1.40

Total	\$ 1.40
-------	---------

**Photocopies @ \$0.15**

Date	Pages	Amount
12/9/2016	2929	\$ 439.35

Total	\$ 439.35
-------	-----------

**Color Photocopies @ \$0.50**

12/5/2016	132	\$ 66.00
-----------	-----	----------

Total	\$ 66.00
-------	----------

**Binding sets @ \$1.00**

Date	Sets	Amount
12/9/2016	29	\$ 29.00

Total	\$ 29.00
-------	----------

**Total, all Items**

Postage	\$ 1.40
Photocopies	\$ 439.35
Color Photocopies	\$ 66.00
Binding sets	\$ 29.00
	\$ 535.75

pdw/ck # 5886

Alm.  
HMF



1248464  
12/07/2016 PERSONAL  
\$9.00 NPR - NOTICE HTG

**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, December 12, 2016, at the University of St. Thomas, Malloy Hall, Carol Tatkou Boardroom, 3800 Montrose Blvd., Houston, Texas 77006; parking is available at Moran Parking Garage, 3807 Graustark, 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 meeting to order.
2. Receive public comments. (A statement of no more than 3 minutes may be made on items of general relevance. There will be no yielding of time to another person. State law prohibits the Board Chair or members of the Board from commenting on any statement or engaging in dialogue without an appropriate agenda item being posted in accordance with the Texas Open Meetings Law. Comments should be directed to the entire Board, not individual members. Engaging in verbal attacks or comments intended to insult, abuse, malign or slander any individual shall be cause for termination of time privileges.)
3. Approve minutes of regular meeting held November 14, 2016.
4. Receive and accept from Brad Nagar resignation from Board of Directors
5. Receive update and recommendations from Finance Committee.
  - a. Receive Assessment Collection Report
  - b. Receive and consider monthly financial report and approve invoices for payment
6. Receive update from Public Safety Committee.
7. Receive update and recommendations from Mobility and Visual Improvements Committee.
  - a. Consider Change Order No. 2 from Landscape Arts
8. Receive update and recommendations from Marketing and Business Development Committee.
  - a. Consider an agreement with Steel Branding and Marketing for services related to public relations, marketing and branding services.
9. Receive update from Business and Economic Development Committee.
10. Receive Executive Director's Monthly Report.
11. Discuss 1620 Hawthorne LTD vs Montrose Management District.
12. 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.
13. Reconvene in Open Session and authorize appropriate action by legal counsel related to executive session.
14. Announcements.
15. Adjourn.

*[Signature]*

Executive Director



pdw/cr# 5286

Stan D. ...  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

2016 DEC -7 PM 4:01

FILED

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.





Invoice Number Account Number Date Due Page

9777300896 919181047-00001 01/14/17 21 of 31

**Summary for Montrose Montrose: 832-370-9191****Your Plan**

Nationwide Business Talk 450

\$44.99 monthly charge.

450 monthly allowance minutes

\$ .25 per minute after allowance

**Friends & Family**

M2M National Unlimited

Unlimited Mobile to Mobile

UNL Night &amp; Weekend Min

Unlimited OFFPEAK

Pay As You Use Megabyte Data

\$1.99 per megabyte

Beginning on 12/04/08:

08% Access Discount

Have more questions about your charges?  
Get details for usage charges at  
[www.vzw.com/mybusinessaccount](http://www.vzw.com/mybusinessaccount)

**Monthly Charges**

Nationwide Business Talk 450

12/20 - 01/19 44.99

08% Access Discount

12/20 - 01/19 -3.60

**\$41.39****Usage and Purchase Charges**

Voice		Allowance	Used	Billable	Cost
Shared	minutes	450 (shared)	83	---	---
Mobile to Mobile	minutes	unlimited	3	---	---
Night/Weekend	minutes	unlimited	66	---	---
Total Voice					\$0.00

**Messaging**

Text -- Sent	messages	---	3	3	.60
Text -- Rcv'd	messages	---	10	10	2.00
Total Messaging					\$2.60

**Total Usage and Purchase Charges****\$2.60****Surcharges**

Fed Universal Service Charge	1.89
Regulatory Charge	.21
Administrative Charge	1.23
TX Franchise Surchg	.24
Texas Universal Service	1.18
<b>\$4.75</b>	

**Taxes, Governmental Surcharges and Fees**

TX State 911 Fee	.50
TX Equalization Surcharge	.06
TX State Sales Tax--Telco	3.04
<b>\$3.60</b>	

**Total Current Charges for 832-370-9191****\$52.34**

pd w/ck # 5886



Invoice Number Account Number Date Due Page  
9777300896 919181047-00001 01/14/17 12 of 31

## Summary for Josh Hawes Josh Hawes: 713-724-3862

### Your Plan

Nationwide Business Talk 450  
\$44.99 monthly charge  
450 monthly allowance minutes  
\$.25 per minute after allowance

#### Friends & Family

M2M National Unlimited  
Unlimited Mobile to Mobile

UNL Night & Weekend Min  
Unlimited OFFPEAK

Email & Data Unlimited  
\$24.99 monthly charge  
Unlimited monthly kilobyte

Beginning on 04/26/08:  
08% Access Discount

Beginning on 03/24/11:  
8% - Feature Discount

1500 MSG Allowance+ UNL IN MSG  
\$15.00 monthly charge  
Unlimited monthly M2M Text  
Unlimited monthly M2M PIX & Video  
1500 monthly message allowance  
\$.10 per message after allowance

Have more questions about your charges?  
Get details for usage charges at  
[www.vzw.com/mybusinessaccount](http://www.vzw.com/mybusinessaccount).

$115.98 \times 50\% = 57.99$

### Monthly Charges

Nationwide Business Talk 450	12/20 - 01/19	44.99
08% Access Discount	12/20 - 01/19	-3.60
Email & Data Unlimited	12/20 - 01/19	24.99
8% - Feature Discount	12/20 - 01/19	-2.00
1500 MSG Allowance+ UNL IN MSG	12/20 - 01/19	15.00
Total Equipment Coverage - Asurion	12/20 - 01/19	9.00
4G Smartphone Hotspot	12/20 - 01/19	30.00
8% - Feature Discount	12/20 - 01/19	-2.40
		<b>\$115.98</b>

### Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Shared	minutes 450 (shared)	93	---	---
Mobile to Mobile	minutes unlimited	161	---	---
Night/Weekend	minutes unlimited	15	---	---
Total Voice				<b>\$0.00</b>

#### Messaging

Unlimited M2M Text	messages unlimited	5	---	---
UNL M2M Picture & Video	messages unlimited	3	---	---
Text, Picture & Video	messages 1500	37	---	---
Total Messaging				<b>\$0.00</b>

#### Data

Kilobyte Usage	kilobytes unlimited	5,735,785	---	---
Total Data				<b>\$0.00</b>

### Total Usage and Purchase Charges

**\$0.00**

#### Surcharges

Fed Universal Service Charge	1.89
Regulatory Charge	.21
Administrative Charge	1.23
TX Franchise Surchg	.24
Texas Universal Service	1.49

**\$5.06**

#### Taxes, Governmental Surcharges and Fees

TX State 911 Fee	.50
TX Equalization Surcharge	.06
TX State Sales Tax-Telco	3.83
TX State Sales Tax	3.29
Houston City Sales Tax-Telecom	.61
Houston City Sales Tax	.53
Houston Mta Tax	.53

**\$9.35**

pd w/ ac # 5886



Invoice Number Account Number Date Due Page  
9777300896 919181047-00001 01/14/17 23 of 31

## Summary for Gretchen Larson: 832-392-2546

### Your Plan

Nationwide Email & Data 450  
\$84.99 monthly charge  
450 monthly allowance minutes  
\$.25 per minute after allowance

### Friends & Family

M2M National Unlimited  
Unlimited Mobile to Mobile

UNL Night & Weekend Min  
Unlimited OFFPEAK

Data MHS CRP Email/4GB  
\$20.00 monthly charge  
4 monthly gigabyte allowance  
\$10.00 per GB after allowance

Beginning on 01/07/09:  
08% Access Discount

Have more questions about your charges?  
Get details for usage charges at  
[www.vzw.com/mybusinessaccount](http://www.vzw.com/mybusinessaccount)

### Monthly Charges

Nationwide Email & Data 450	12/20 - 01/19	84.99
08% Access Discount	12/20 - 01/19	-6.80
Data MHS CRP Email/4GB	12/20 - 01/19	20.00
Total Equipment Coverage - Asurion	12/20 - 01/19	9.00
		<b>\$107.19</b>

### Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Shared	minutes 450 (shared)	982	---	---
Mobile to Mobile	minutes unlimited	298	---	---
Night/Weekend	minutes unlimited	233	---	---
Total Voice				<b>\$0.00</b>

### Messaging

Text - Sent	messages	---	112	112	22.40
Text - Rcv'd	messages	---	240	240	48.00
Picture & Video - Sent	messages	---	41	41	10.25
Picture & Video - Rcv'd	messages	---	77	77	19.25
Total Messaging					<b>\$99.90</b>

### Data

Gigabyte Usage	gigabytes	4.000	15.889	11.889	120.00
Total Data					<b>\$120.00</b>

Total Usage and Purchase Charges **\$219.90**

### Surcharges

Fed Universal Service Charge	1.89
Regulatory Charge	.21
Administrative Charge	1.23
TX Franchise Surchg	.24
Texas Universal Service	3.60
	<b>\$7.17</b>

### Taxes, Governmental Surcharges and Fees

TX State 911 Fee	.50
TX Equalization Surcharge	.06
TX State Sales Tax-Telco	9.27
TX State Sales Tax	11.17
Houston City Sales Tax-Telecom	1.48
Houston City Sales Tax	1.79
Houston Mta Tax	1.79
	<b>\$26.06</b>

Total Current Charges for 832-392-2546

**\$360.32**

50% 180.16

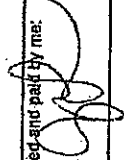
pdw/cx#3886

# EXPENSE REPORT

Name Gretchen Larson		Period Ending October 31, 2016		Service Area Montrose			
Date	Destination	Business Mileage		Miles Driven	Other Expenses(2)		Bill to Dist. (Y/N)
		Purpose			Item	Amount	
3-Oct	District meetings		30			Y	
7-Oct	District meetings		38			Y	
12-Oct	District meetings		34			Y	
14-Oct	District meetings		30			Y	
17-Oct	District meetings		38			Y	
20-Oct	District meetings		30			Y	
21-Oct	District meetings		28			Y	
26-Oct	District meetings		34			Y	
31-Oct	District meetings		32	Tolls	-	Y	
				1	294	\$	
I certify that the above expenses were incurred and paid by me:							
Gretchen Larson		Signature		Business Miles (1) @ 0.54.		\$ 158.76	
		Date		Expenses billed to District (Y)		\$ -	
				Expenses not billed to District (N)		\$ -	
				Amount Billed to District		\$ 158.76	
				Total Reimbursement		\$ 158.76	

pdw/OK # 5886

## EXPENSE REPORT

Name Gretchen Larson		Period Ending November 30, 2016		Service Area Montrose		
Date	Destination	Business Mileage Purpose	Miles Driven	Other Expenses? Item	Amount	Bill to Dist. (Y/N)
2-Nov		District meetings	32			Y
5-Nov		District meetings	36			Y
6-Nov		District meetings	24			Y
10-Nov		District meetings	30			Y
12-Nov		District meetings	22			Y
19-Nov		District meetings	34	Printing - RFP Meetings	\$ 277.65	Y
24-Nov		District meetings	28			Y
30-Nov		District meetings	34			Y
				Tolls	-	Y
			1		\$ 277.65	
I certify that the above expenses were incurred and paid by me: Gretchen Larson 12-9-16 						
* Attach evidence of purchase		Signature		Business Miles (1) @ 0.54		Expenses billed to District (Y) Expenses not billed to District (N)
		Date				\$ 129.60
		Approval				\$ 277.65
		Date				\$ -
				Amount Billed to District		\$ 407.25
				Total Reimbursement		\$ 407.25

Pd w/ok #5880



mmo gl card

October 19, 2016 14:35  
Receipt #: 2118712572  
VISA #: XXXXXXXXXXXX5504  
2016/10/19 14:34

Page: 1

Qty	Description	Amount
18	PNG Color S/S 8.5x11 & 8.5x14	10.62
108	PNG B&W S/S 8.5x11 & 8.5x14	14.04
SubTotal		24.66
Taxes		2.03
Total		26.69

The Cardholder agrees to pay the Issuer of the charge card in accordance with the agreement between the Issuer and the Cardholder.

FedEx Office Print & Ship Centers

4407 Highway 6 South  
Sugar Land, TX 77478  
(281) 980-5900  
[www.FedExOffice.com](http://www.FedExOffice.com)

Tell us how we're doing and receive  
15% off your next \$20 print order  
[fedex.com/aveilisten](http://fedex.com/aveilisten) or 1-800-398-0242  
Offer Code: \_\_\_\_\_ Offer expires 12/31/2016

Please Recycle This Receipt

114.96  
26.69  
136.00  
\$277.65

pd w/ok #5886



October 19, 2016 14:35  
Receipt #: 2118712570  
VISA #: XXXXXXXXXXXX5504  
2016/10/19 14:28

Page: 1

Qty	Description	Amount
180	PNG Color S/S 8.5x11 & 8.5x14	106.20
SubTotal		106.20
Taxes		8.76
Total		114.96

The Cardholder agrees to pay the Issuer of the charge card in accordance with the agreement between the Issuer and the Cardholder.

FedEx Office Print & Ship Centers

4407 Highway 6 South  
Sugar Land, TX 77478  
(281) 980-6900  
[www.FedExOffice.com](http://www.FedExOffice.com)

Tell us how we're doing and receive  
15% off your next \$20 print order  
[fedex.com/weillisten](http://fedex.com/weillisten) or 1-800-398-0242  
Offer Code: \_\_\_\_\_ Offer expires 12/31/2016

Please Recycle This Receipt

pd w/ok # 5886



October 19, 2016 14:35

Page: 1

Receipt #: 2118712571

VISA #: XXXXXXXXXXXX5504

2016/10/19 14:32

Qty	Description	Amount
207	PNG Color S/S 8.5x11 & 8.5x14	122.13
27	PNG B&W S/S 8.5x11 & 8.5x14	3.51
SubTotal		125.64
Taxes		10.36
Total		136.00

The Cardholder agrees to pay the Issuer of the charge card in accordance with the agreement between the Issuer and the Cardholder.

**FedEx Office Print & Ship Centers**

4407 Highway 6 South  
Sugar Land, TX 77478  
(281) 980-5900  
[www.FedExOffice.com](http://www.FedExOffice.com)

Tell us how we're doing and receive  
15% off your next \$20 print order  
[fedex.com/welisten](http://fedex.com/welisten) or 1-800-398-0242  
Offer Code: \_\_\_\_\_ Offer expires 12/31/2016

Please Recycle This Receipt

pd w/ck #5886







MONTROSE MANAGEMENT DISTRICT  
 HAWES HILL CALDERON LLP  
 ROY HILL

EXPENSE DETAIL (MONTROSE MANAGEMENT DISTRICT)

DATE	CLIENT #	VENDOR/DESCRIPTION	QTY	U PRICE	TOT. REIM	BILL
12/7/2016	MONTMD	Posting of board meeting agenda	6	0.540	\$3.24	YES
				TOTAL	\$3.24	

I certify that the above is true and correct to the best of my knowledge.

*Roy Hill*

\_\_\_\_\_  
Roy Hill

pd w/ack #5886



PO BOX 30002  
BLOOMINGTON IN 47406-0002

THE MONTROSE MANAGEMENT  
PO BOX 22167  
HOUSTON TX 77227-2167



ACCOUNT NUMBER	AMOUNT DUE	ACCOUNT NUMBER	AMOUNT DUE	ACCOUNT NUMBER	AMOUNT DUE
014925513422	\$939.94	014925513422	\$939.94		
STATEMENT TOTAL:			\$1,879.96		

ALLY  
PO BOX 9001948  
LOUISVILLE KY 40290-1948



04 07 024 7255 13622 7 00167996 4 7 9

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 Summary

Account Number	Description	Next Payment	Paid Due Payments	Other Unpaid Amounts	TOTAL
004628613422	Debt Due	01/26/17	Due Date	Amount	
17-KEEP-ORAND-CHERCK	Base Payment	\$489.99	12/28/15	\$489.99	
104RJEAG5H030291	Sales/Use Tax				
	Per. Prop. Tax				
	Other Scheduled				
Payments Remaining: 35					
SCHEDULED					
END DATE: 11/27/16	TOTALS	\$489.99	\$489.99		\$939.98

Account Number	Description	Next Payment	Paid Due Payments	Other Unpaid Amounts	TOTAL
004628613422	Debt Due	01/26/17	Due Date	Amount	
17-KEEP-ORAND-CHERCK	Base Payment	\$489.99	12/28/15	\$489.99	
104RJEAG5H030291	Sales/Use Tax				
	Per. Prop. Tax				
	Other Scheduled				
Payments Remaining: 35					
SCHEDULED					
END DATE: 11/27/16	TOTALS	\$489.99	\$489.99		\$939.98

STATEMENT TOTAL: \$1,879.96

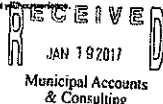
Statement reflects payment(s) received through: 01/06/17

#### 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 will or on a recurring basis.

**Other Payment Options** - To have available options call 888-925-2559. A \$3.00 per-transaction service fee may apply.



ALLY-ALST13.0;

877 7301 70 318 5399270 MYMAYTIME 01/07/2017 0075

Page 2 of 4

#### Looking to shorten your to-do list?

Set up automatic monthly payments and never worry about remembering to pay your bill again.

Enrolling is fast, easy, and free at xfinity.com/autopay.



#### X1 + Netflix = Your entertainment dream team

By upgrading to XFINITY X1 you can quickly access all your Netflix favorites without having to switch remotes or inputs. Just say "House of Cards" into the X1 Voice Remote, and voilà, there it is. Yep, it really is that easy.

Learn more at xfinity.com/netflix.



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#### Need help? We're here for you.

Visit xfinity.com/customersupport  
Call 1-800-934-6489 (1-800-XFINITY)

**Billing support**  
Open 7 am-9 pm, 7 days a week

**Technical support**  
Open 24 hours, 7 days a week

Forgot your email or username?  
Go to xfinity.com/myusername

Please notify us within 120 days of the bill date with any questions on charges billed to your account.

Find your nearest XFINITY customer service center location and operating hours at xfinity.com/locator.

pd w/ Oct 5846

#### Additional payment options

✓ **Automatic payment**  
Sign up at xfinity.com/myaccount

**Online**  
Visit xfinity.com/myaccount

**By app**  
Use the My Account app

**By phone**  
Call 1-800-934-6489 (1-800-XFINITY)

#### On time, guaranteed

Your time is important, so we're committed to shorter, 2-hour appointment windows. And if we're ever late, we'll credit you \$20.

Learn more at xfinity.com/experience.



#### Montrose Mgt Dist 2 Acct

Account number  
8777 70 318 5399270

For service at:  
802 WESTHEIMER RD  
HOUSTON TX 77005-3918

Thanks for choosing XFINITY  
from Comcast

Billed Jan 23, 2017  
Services from Jan 26, 2017 to Feb 27, 2017

Page 1 of 4

#### Your monthly account summary

Previous balance	100.37
Payment - Thank You Jan 15, 2017	-100.37
New charges	
Services	99.85
Other charges and credits	0.52

Amount due

**\$100.37**

Payment due Feb 12, 2017

#### Need help?

Visit xfinity.com/customersupport, use the My Account app, or call 1-800-934-6489 (1-800-XFINITY)

#### Ready to pay?

Visit xfinity.com/myaccount or use the My Account app

Manage your services online or on the go. Access the one-stop destination to pay your bill and manage your services. Visit xfinity.com/myaccount or use the My Account app.

Service updates. See the "additional information" section for upcoming service updates.

pd w/ Oct 5846

Detach the bottom portion of this bill and include with your payment

Please write your account number on your check or money order



8602 S 300 W, STE B SANDY UT 84070-3002  
877 7301 70 318 5399270 MYMAYTIME 01/07/2017 0075

MONTROSE MGT DIST 2 ACCT  
POLICE DIST OFFICE  
PO BOX 22167  
HOUSTON, TX 77227-2167



Account number 8777 70 318 5399270

Payment due Feb 12, 2017

Please pay **\$100.37**

Amount enclosed \$ 100.37

Make checks payable to Comcast  
Do not send cash

COMCAST  
PO BOX 800618  
DALLAS TX 75268-0618



87777031653992700100370

Account number  
8777 70 318 5399270

8777 7031 70 318 5399270 MYMAYTIME 01/07/2017 0075

Page 3 of 4

Services from Jan 28, 2017 to Feb 27, 2017

#### Your new charges in detail

Services	\$99.85
Internet	
Equipment Fee	9.95
Starter PKG	69.95
Business Internet	
Static IP - 1	19.95
Other charges and credits	\$0.52
State Cost Recovery Charge	0.52
New charges	\$100.37



Hearing/speech impaired call 711

Your FCC Community Unit is: TX0670

pd w/ Oct 5846











**City of Houston**  
Utility Bill  
www.houstonwater.org

Customer Name: MONTROSE MANAGEMENT  
Account Number: 9000-0060-1014  
Service Address: 1111 LOVETT BLVD 1/2 ESPL  
Bill Date: 01/03/2017  
Total Amount Due: \$29.39

Billing Period		Billing Summary	
Previous Read Date	01/01/2016	Previous Balance	\$0.00
Current Read Date	12/09/2016	Payments Received	\$500.00
Previous Meter Reading	0	Adjustments	\$0.00
Current Meter Reading	0	Current Charges	\$529.39

Question & Comments?  
Water and Sewer Inquiries: 713-371-1400  
Drainage Inquiries: 713-371-1111  
Pay by Phone: 713-371-1400  
City Leaks and other City Services: 713-837-0311

Please remember to add your W.A.T.E.R. fund pledge to the Total Amount Due. If you have not pledged, check the box on the return portion of this bill below and include an extra dollar with your payment. Contributions can also be made online at www.houstonwater.org. Thanks to everyone who has made a pledge or contribution to the fund.

\*\*\* NEW! \*\*\*  
Manage your account online, register for eBills, make a payment, and more at www.houstonwater.org

Important Notice:

**City of Houston**  
Utility Bill  
www.houstonwater.org

Customer Name: MONTROSE MANAGEMENT  
Account Number: 9000-0060-2012  
Service Address: 1005 LOVETT BLVD 1/2 ESPL  
Bill Date: 01/03/2017  
Total Amount Due: \$36.41

Billing Period		Billing Summary	
Previous Read Date	01/01/2016	Previous Balance	\$0.00
Current Read Date	12/09/2016	Payments Received	\$500.00
Previous Meter Reading	0	Adjustments	\$0.00
Current Meter Reading	0	Current Charges	\$536.41

Question & Comments?  
Water and Sewer Inquiries: 713-371-1400  
Drainage Inquiries: 713-371-1111  
Pay by Phone: 713-371-1400  
City Leaks and other City Services: 713-837-0311

Please remember to add your W.A.T.E.R. fund pledge to the Total Amount Due. If you have not pledged, check the box on the return portion of this bill below and include an extra dollar with your payment. Contributions can also be made online at www.houstonwater.org. Thanks to everyone who has made a pledge or contribution to the fund.

\*\*\* NEW! \*\*\*  
Manage your account online, register for eBills, make a payment, and more at www.houstonwater.org

Important Notice:

Return this portion with payment. Write account number on all checks.  
Payable to: CITY OF HOUSTON

\$1.00 Gift to W.A.T.E.R. Fund ☐

If you have received a drainage charge please note:  
The drainage charge reflects a 1000 foot adjustment in impervious surface area that reduced the amount due.

PCHC1200303999 - 368853  
MONTROSE MANAGEMENT  
5020 MONTROSE BLVD STE #311  
HOUSTON TX 77006-6550

P.O. Box 1560  
Houston, TX 77251

900000601034 0000002939 0000003233

Return this portion with payment. Write account number on all checks.  
Payable to: CITY OF HOUSTON

\$1.00 Gift to W.A.T.E.R. Fund ☐

If you have received a drainage charge please note:  
The drainage charge reflects a 1000 foot adjustment in impervious surface area that reduced the amount due.

PCHC1200304000 - 368854  
MONTROSE MANAGEMENT  
5020 MONTROSE BLVD STE #311  
HOUSTON TX 77006-6550

P.O. Box 1560  
Houston, TX 77251

900000602012 0000003641 0000004005

**City of Houston**  
Utility Bill  
www.houstonwater.org

Customer Name: MONTROSE MANAGEMENT  
Account Number: 9000-0088-8017  
Service Address: 907 LOVETT BLVD 1/2 ESPL  
Bill Date: 01/03/2017  
Total Amount Due: \$50.45

Billing Period		Billing Summary	
Previous Read Date	01/01/2016	Previous Balance	\$0.00
Current Read Date	12/09/2016	Payments Received	\$500.00
Previous Meter Reading	2	Adjustments	\$0.00
Current Meter Reading	3	Current Charges	\$550.45

Question & Comments?  
Water and Sewer Inquiries: 713-371-1400  
Drainage Inquiries: 713-371-1111  
Pay by Phone: 713-371-1400  
City Leaks and other City Services: 713-837-0311

Please remember to add your W.A.T.E.R. fund pledge to the Total Amount Due. If you have not pledged, check the box on the return portion of this bill below and include an extra dollar with your payment. Contributions can also be made online at www.houstonwater.org. Thanks to everyone who has made a pledge or contribution to the fund.

\*\*\* NEW! \*\*\*  
Manage your account online, register for eBills, make a payment, and more at www.houstonwater.org

Important Notice:

**City of Houston**  
Utility Bill  
www.houstonwater.org

Customer Name: MONTROSE MANAGEMENT  
Account Number: 9000-0089-1011  
Service Address: 807 LOVETT BLVD 1/2 ESPL  
Bill Date: 01/03/2017  
Total Amount Due: \$50.45

Billing Period		Billing Summary	
Previous Read Date	01/01/2016	Previous Balance	\$0.00
Current Read Date	12/09/2016	Payments Received	\$500.00
Previous Meter Reading	2	Adjustments	\$0.00
Current Meter Reading	3	Current Charges	\$550.45

Question & Comments?  
Water and Sewer Inquiries: 713-371-1400  
Drainage Inquiries: 713-371-1111  
Pay by Phone: 713-371-1400  
City Leaks and other City Services: 713-837-0311

Please remember to add your W.A.T.E.R. fund pledge to the Total Amount Due. If you have not pledged, check the box on the return portion of this bill below and include an extra dollar with your payment. Contributions can also be made online at www.houstonwater.org. Thanks to everyone who has made a pledge or contribution to the fund.

\*\*\* NEW! \*\*\*  
Manage your account online, register for eBills, make a payment, and more at www.houstonwater.org

Important Notice:

Return this portion with payment. Write account number on all checks.  
Payable to: CITY OF HOUSTON

\$1.00 Gift to W.A.T.E.R. Fund ☐

If you have received a drainage charge please note:  
The drainage charge reflects a 1000 foot adjustment in impervious surface area that reduced the amount due.

PCHC1200304003 - 368857  
MONTROSE MANAGEMENT DISTRICT  
5020 MONTROSE BLVD  
STE 311  
HOUSTON TX 77006-6550

P.O. Box 1560  
Houston, TX 77251

900000608017 0000005045 0000005550

Return this portion with payment. Write account number on all checks.  
Payable to: CITY OF HOUSTON

\$1.00 Gift to W.A.T.E.R. Fund ☐

If you have received a drainage charge please note:  
The drainage charge reflects a 1000 foot adjustment in impervious surface area that reduced the amount due.

PCHC1200304004 - 368858  
MONTROSE MANAGEMENT DISTRICT  
5020 MONTROSE BLVD  
STE 311  
HOUSTON TX 77006-6550

P.O. Box 1560  
Houston, TX 77251

900000609011 0000005045 0000005550



**reliant.**

an NRG company

## Account Information

Account #: 72 518 804 - 9

Invoice #: 184003389008

Customer: MONTROSE  
Name: MANAGEMENT DISTRICTService Address:  
4555 1/2 GRAUSTARK ST  
HOUSTON TX 77006-5800

ESI ID: 1008901023901185100118

Reliant Account: 72 518 804 - 9

Referral ID: JPBXLUU

Billing Date:  
Jan 10, 2017

Date Due	Amount Due	After Due Date
01/26/2017	\$ 121.48	\$ 127.55

## Account Summary

Reliant Stay & Serve 36 plan	\$0.00
Previous Amount Due	0.00
Payment	0.00
Balance Forward	0.00
Current Charges	121.48
Amount Due	\$121.48

## Questions or Comments

Customer Service  
reliant.com  
Email us at: business@reliant.com713-207-5555 Mon-Fri 7am-7pm  
1-866-450-4900 Mon-Fri 7am-7pm  
TDD Device for Hearing Impaired  
1-866-467-3542Reliant Energy Retail Services, LLC  
PUCT Certificate 10007

## Payment Address

RELIANT  
PO BOX 650475  
DALLAS TX 75265-0475

pol w/c # 599

RECEIVED  
JAN 19 2017Municipal Accounts  
& Consulting

Please mail this portion with your payment. Make check payable to: RELIANT

reliant.  
an NRG companyTo make an automated pay-  
ment or report a missed call:  
1-877-883-PAID (736-7343)CARE  
Donation  
\$1.55, \$10Amount  
Enclosed  
\$ 121.48

Date Due	01/26/2017
Amount Due	\$ 121.48
After Due Date	\$ 127.55

Mail payment to:

0010004 7333647 0001 000114 362

MONTROSE MANAGEMENT DISTRICT  
PO BOX 22187  
HOUSTON TX 77227-2187

0460061519274

RELIANT  
PO BOX 650475  
DALLAS TX 75265-0475

012100007251860493000000121480000001275510

**reliant.**

an NRG company

## Account Information

Account #: 72 588 112 - 2

Invoice #: 122004825574

Customer: MONTROSE  
Name: MANAGEMENT DISTRICTService Address:  
4954 1/2 MANDELL ST  
HOUSTON TX 77006-5716

ESI ID: 1008901011901202120116

Reliant Account: 72 588 112 - 2

Referral ID: JPHWQ2B

Billing Date:  
Jan 10, 2017

Date Due	Amount Due	After Due Date
01/26/2017	\$ 121.48	\$ 127.55

## Account Summary

Reliant Stay & Serve 36 plan	\$0.00
Previous Amount Due	0.00
Payment	0.00
Balance Forward	0.00
Current Charges	121.48
Amount Due	\$121.48

## Questions or Comments

Customer Service  
reliant.com  
Email us at: business@reliant.com713-207-5555 Mon-Fri 7am-7pm  
1-866-450-4900 Mon-Fri 7am-7pm  
TDD Device for Hearing Impaired  
1-866-467-3542Reliant Energy Retail Services, LLC  
PUCT Certificate 10007

## Payment Address

RELIANT  
PO BOX 650475  
DALLAS TX 75265-0475

pol w/c # 599

RECEIVED  
JAN 19 2017Municipal Accounts  
& Consulting

Please mail this portion with your payment. Make check payable to: RELIANT

reliant.  
an NRG companyTo make an automated pay-  
ment or report a missed call:  
1-877-883-PAID (736-7343)CARE  
Donation  
\$1.55, \$10Amount  
Enclosed  
\$ 121.48

Date Due	01/26/2017
Amount Due	\$ 121.48
After Due Date	\$ 127.55

Mail payment to:

0007352 7333647 0001 000114 362

MONTROSE MANAGEMENT DISTRICT  
PO BOX 22187  
HOUSTON TX 77227-2187

04600615032023

RELIANT  
PO BOX 650475  
DALLAS TX 75265-0475

012100007258611223000000121480000001275510

**reliant.**

an NRG company

## Account Information

Account #: 72 517 282 - 0

Invoice #: 184003389004

Customer: MONTROSE  
Name: MANAGEMENT DISTRICTService Address:  
4667 1/2 DUNLAVY ST  
HOUSTON TX 77006-5711

ESI ID: 1008901023901186040116

Reliant Account: 72 517 282 - 0

Referral ID: JPBUEPT

Billing Date:  
Jan 10, 2017

Date Due	Amount Due
01/26/2017	\$ 122.50

## Account Summary

Reliant Stay & Serve 36 plan	\$0.00
Previous Amount Due	0.00
Payment	0.00
Balance Forward	0.00
Current Charges	122.50
Amount Due	\$122.50

## Questions or Comments

Customer Service  
reliant.com  
Email us at: business@reliant.com713-207-5555 Mon-Fri 7am-7pm  
1-866-450-4900 Mon-Fri 7am-7pm  
TDD Device for Hearing Impaired  
1-866-467-3542Reliant Energy Retail Services, LLC  
PUCT Certificate 10007

## Payment Address

RELIANT  
PO BOX 650475  
DALLAS TX 75265-0475

pol w/c # 599

RECEIVED  
JAN 19 2017Municipal Accounts  
& Consulting

Please mail this portion with your payment. Make check payable to: RELIANT

reliant.  
an NRG companyTo make an automated pay-  
ment or report a missed call:  
1-877-883-PAID (736-7343)CARE  
Donation  
\$1.55, \$10Amount  
Enclosed  
\$ 122.50

Date Due	01/26/2017
Amount Due	\$ 122.50

Mail payment to:

0010002 7333647 0001 000114 362

MONTROSE MANAGEMENT DISTRICT  
PO BOX 22187  
HOUSTON TX 77227-2187

0460061519256

RELIANT  
PO BOX 650475  
DALLAS TX 75265-0475

012100007251726299000000122500000001225040

**Equi-Tax Inc.**

Ad Valorem Tax Assessors / Collectors

www.equitaxinc.com

12111 Rolling Creek Drive, Suite 200, Houston, Texas 77060  
P. O. Box 73109, Houston, Texas 77273  
Customer Service 281.444.3946 Fax 281.440.8304

DATE: 01/19/2017

LEGAL DESCRIPTION

3619 GARROTT PLACE APARTMENTS LLC  
2002 CHILTON RDLTS 10 & 11 SLK 7  
WESTMORELAND

HOUSTON TX 77019-1502

3619 GARROTT ST 25

MONTROSE MD EAST

ACCOUNT NUMBER: 92/037/035/000/0010

DATE PROCESSED: 01/19/2017

YEAR: 2015

RECEIPT NUMBER: 92150153

RFP No.: 0895787

DEPOSIT BATCH No.: RF170119

## NOTICE OF CHANGE IN ASSESSMENT

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 assessment for the 2015 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other:
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input checked="" type="checkbox"/> Lawsuit Cause No.: 2015-6-88-45

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$230.74.

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.

pol w/c # 5900



**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: 12/27/2016

LEGAL DESCRIPTION

ALLIED AMERICAN BANK  
WELLS FARGO BANK  
PO BOX 61931  
SAN FRANCISCO CA 94163-0001

LTS 5 THRU 10 & TR 11 BLK 3  
ROSEMONT

1500 WAUGH DR

MONTROSE MD WEST

ACCOUNT NUMBER: 94/052/357/000/0014  
YEAR: 2015  
REF No.: 0895399

DATE PROCESSED: 12/27/2016  
RECEIPT NUMBER: 94150541  
DEPOSIT BATCH No.: RP161227

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2015 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other:
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input checked="" type="checkbox"/> Lawsuit Cause No.: 2015-55646

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$537.50.

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.

pd w/ok # 5921



**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: 01/19/2017

LEGAL DESCRIPTION

BANKS STREET RESIDENCES LP  
9601 KATY FWY STE 475

LT 7 & TRS 6 8A 11B & 12A  
BLK 14  
TURNER N P

HOUSTON TX 77024-1347

1116 BANKS ST 24

MONTROSE MD WEST

ACCOUNT NUMBER: 94/036/040/000/0006  
YEAR: 2015  
REF No.: 0895797

DATE PROCESSED: 01/19/2017  
RECEIPT NUMBER: 94150269  
DEPOSIT BATCH No.: RP170119

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2015 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other:
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input checked="" type="checkbox"/> Lawsuit Cause No.: 2015-68826

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$43.58.

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.

pd w/ok # 5922



**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: 01/19/2017

LEGAL DESCRIPTION

FOLLENSBY CORP N V  
1502 AUGUSTA DR STE 110

TRS 20 & 21  
ABST 696 O SMITH

HOUSTON TX 77057-2454

1947 W GRAY ST

MONTROSE MD WEST

ACCOUNT NUMBER: 94/044/225/000/0163  
YEAR: 2013  
REF No.: 0895799

DATE PROCESSED: 01/19/2017  
RECEIPT NUMBER: 94130189  
DEPOSIT BATCH No.: RP170119

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2013 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other:
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input checked="" type="checkbox"/> Lawsuit Cause No.: 2013-70108

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$111.56.

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.

pd w/ok # 5923



**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: 01/19/2017

LEGAL DESCRIPTION

FOLLENSBY CORP N V  
1502 AUGUSTA DR STE 110

TRS 20 & 21  
ABST 696 O SMITH

HOUSTON TX 77057-2454

1947 W GRAY ST

MONTROSE MD WEST

ACCOUNT NUMBER: 94/044/225/000/0163  
YEAR: 2013  
REF No.: 0895798

DATE PROCESSED: 01/19/2017  
RECEIPT NUMBER: 94130400  
DEPOSIT BATCH No.: RP170119

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2013 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other:
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input checked="" type="checkbox"/> Lawsuit Cause No.: 2013-61721

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$25.00.

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.

pd w/ok # 5923



**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: 01/19/2017

LEGAL DESCRIPTION

PAPPAS PROPERTIES I  
PO BOX 3141

LT 12 BLK 8  
MELROSE PLACE

HOUSTON TX 77253-3141

MARSHALL ST

MONTEROSE MD WEST

ACCOUNT NUMBER: 94/026/058/008/0012  
YEAR: 2015  
REF No.: 0895795

DATE PROCESSED: 01/19/2017  
RECEIPT NUMBER: 94150132  
DEPOSIT BATCH No.: RF170119

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2015 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input checked="" type="checkbox"/> Lawsuit Cause No.: <u>2015-55998</u>

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$19.68.

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.

pdw/cwt-5924



**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: 01/19/2017

LEGAL DESCRIPTION

PAPPAS PROPERTIES I  
PO BOX 3141

LT 11 BLK 8  
MELROSE PLACE

HOUSTON TX 77253-3141

MARSHALL ST

MONTEROSE MD WEST

ACCOUNT NUMBER: 94/026/058/008/0011  
YEAR: 2015  
REF No.: 0895794

DATE PROCESSED: 01/19/2017  
RECEIPT NUMBER: 94150131  
DEPOSIT BATCH No.: RF170119

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2015 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input checked="" type="checkbox"/> Lawsuit Cause No.: <u>2015-55998</u>

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$19.68.

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.

pdw/cwt-5924



**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: 01/19/2017

LEGAL DESCRIPTION

PAPPAS PROPERTIES I  
PO BOX 3141

LT 10 BLK 8  
MELROSE PLACE

HOUSTON TX 77253-3141

MARSHALL ST

MONTEROSE MD WEST

ACCOUNT NUMBER: 94/026/058/008/0010  
YEAR: 2015  
REF No.: 0895793

DATE PROCESSED: 01/19/2017  
RECEIPT NUMBER: 94150130  
DEPOSIT BATCH No.: RF170119

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2015 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input checked="" type="checkbox"/> Lawsuit Cause No.: <u>2015-55998</u>

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$19.68.

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.

pdw/cwt-5924



**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: 01/19/2017

LEGAL DESCRIPTION

PAPPAS COMPANIES  
PO BOX 3141

LTS 8 & 9 BLK 8  
MELROSE PLACE

HOUSTON TX 77253-3141

3001 S SHEPHERD DR

MONTEROSE MD WEST

ACCOUNT NUMBER: 94/026/058/008/0008  
YEAR: 2015  
REF No.: 0895792

DATE PROCESSED: 01/19/2017  
RECEIPT NUMBER: 94150129  
DEPOSIT BATCH No.: RF170119

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2015 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	<input checked="" type="checkbox"/> Lawsuit Cause No.: <u>2015-55998</u>

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$119.64.

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.

pdw/cwt-5924



**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: 01/19/2017 LEGAL DESCRIPTION  
PAPPAS PROPERTIES I LTS 13 & 14 BLK 8  
PO BOX 3141 MELROSE PLACE  
HOUSTON TX 77253-3141  
2015 MARSHALL ST

MONTROSE MD WEST

ACCOUNT NUMBER: 94/026/050/008/0013 DATE PROCESSED: 01/19/2017  
YEAR: 2015 RECEIPT NUMBER: 94150133  
RSF No.: 0895796 DEPOSIT BATCH No.: RF170119

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2015 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other:
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	

☒ Lawsuit Cause No.: 2015-55998

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$75.00.

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.

pd w/c# 5924



**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: 12/27/2016 LEGAL DESCRIPTION  
STUART SAMUEL R ET AL LT 6 & TRS 5 & 14D BLK 67  
1620 S GESSNER RD MONTROSE  
HOUSTON TX 77063-1116  
3420 MOUNT VERNON ST 16

MONTROSE MD WEST

ACCOUNT NUMBER: 94/026/193/000/0027 DATE PROCESSED: 12/27/2016  
YEAR: 2015 RECEIPT NUMBER: 94150156  
REP No.: 0895398 DEPOSIT BATCH No.: RF161227

**NOTICE OF CHANGE IN ASSESSMENT**

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 assessment for the 2015 year.

The explanation of the change is:

<input type="checkbox"/> Decrease in Appraised Value	<input type="checkbox"/> Account Prorated
<input type="checkbox"/> Exemption(s) Added	<input type="checkbox"/> Account Deleted
<input type="checkbox"/> Homestead	<input type="checkbox"/> Rendition Penalty Waived
<input type="checkbox"/> Over 65	<input type="checkbox"/> Other:
<input type="checkbox"/> Disabled Person	
<input type="checkbox"/> Disabled Veteran	

☒ Lawsuit Cause No.: 2015-71451

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$93.15.

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.

pd w/c# 5925



**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

**NOTICE OF OVERPAYMENT**

DATE: 12-29  
CONTROL #: 94  
DISTRICT: Montrose MD West AMOUNT: 742.33  
ACCOUNT #: 94-054-055-010-0002 DEPOSIT: 94-390  
LEGAL DESCRIPTION:

REFUND TO: Accumatch  
Attn: Tax Pmt Services  
2711 LBJ Freeway #1065  
Dallas TX 75234  
REASON: CAD levy change

AMOUNT OF CHECK: 742.33 CHECK #: 22872  
AMOUNT APPLIED: LOAN #  
DIFFERENCE: GF #  
COMPLETED BY: DATE: 12-29

pd w/c# 5926

Equi-Tax Inc. is not responsible for any errors or omissions in this document.  
Revised 12 November 2009

MONTROSE MD EAST  
DATE: 01/10/2017  
YEAR: 2016  
OWNER NAME: HIEN LAM INC CHECK NO.: 13798  
ACCOUNT NUMBER: 92/014/064/000/0007 DATE OF PAYMENT: 01/10/2017  
PAID BY: LEGAL DESCRIPTION  
HIEN LAM INC LTS 1 THRU 8 BLK 12  
819 W DREW ST FAIRVIEW  
HOUSTON TX 77006-1915  
819 DREW ST

**SECOND PAYMENT**

DISTRICT NAME: MONTROSE MD EAST OVERPAYMENT AMOUNT: \$3,525.75  
Amount of Refund: \$3,525.75

AMOUNT OF CHECK: \$3,525.75 CHECK NO.: 13798  
AMOUNT APPLIED: \$0.00 Ref No.:  
DIFFERENCE: \$3,525.75  
COMPLETED BY: DATE: 1-10

FIRST PAYMENT RECEIVED FROM: 575059 MERCANTIL COMMERCE BANK NA

DATE PAID: 12/27/2016 DEPOSIT# 16LER061 CHECK#

**DISPOSITION OF OVERPAYMENT**

REFUND TO: Hien Lam Inc DATE: 1-18

Address: 819 W Drew Street

Address:

City: Houston State: TX Zip: 77006

APPLIED TO ACCT# DATE:

pd w/c# 5927

MONTROSE MD WEST  
DATE: 01/24/2017  
YEAR: 2016  
OWNER NAME: MONTROSE COURTYARDS LLC  
ACCOUNT NUMBER: 94/052/049/015/0002  
PAID BY:  
MONTROSE COURTYARDS LLC  
1915 COMMONWEALTH ST STE 100  
HOUSTON TX 77006-1859

OVERDRAFT AMOUNT: \$642.37  
DEPOSIT BATCH NO.: 94C17123  
RECEIPT NUMBER: 94160441  
CHECK NO.: SAV-3788  
DATE OF PAYMENT: 01/23/2017  
LEGAL DESCRIPTION  
LT 2 BLK 15  
HYDE PARK MAIN  
2201 DRISCOLL ST 6

DISTRICT NAME  
MONTROSE MD WEST  
Amount of Refund: 5642.37  
OVERPAYMENT AMOUNT  
\$642.37

AMOUNT OF CHECK: \$642.37 CHECK NO: SAV-3788  
AMOUNT APPLIED: 5.00 Ref No.: 123038081  
DIFFERENCE: \$642.37  
COMPLETED BY: [Signature] DATE: 1-24

FIRST PAYMENT RECEIVED FROM: OWNER

DATE PAID: 01/23/2017 DEPOSIT# 94C17123 CHECK# SAV-3788

DISPOSITION OF OVERPAYMENT

REFUND TO: \_\_\_\_\_ DATE: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

APPLIED TO ACCT# \_\_\_\_\_ DATE: \_\_\_\_\_

*pd w/ck# 5928*

BLANK ROME LLP  
COUNSELORS AT LAW

717 TEXAS AVENUE  
SUITE 1400  
HOUSTON, TEXAS 77002  
(713) 228-8601 FAX: (713) 228-8605  
FEDERAL TAX ID NO. 25-1511874

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

INVOICE DATE: FEBRUARY 02, 2017  
MATTER NO. 139016-00601 02752  
INVOICE NO. 1633598

REGARDING: MONTROSE MANAGEMENT DISTRICT  
CAUSE NO. 2012-28396; 1638 HAWTHORNE LTD. VS. MONTROSE  
MANAGEMENT DISTRICT; IN THE 33RD JUDICIAL DISTRICT COURT  
OF HARRIS COUNTY, TEXAS

DATE	INVOICE	AMOUNT	CREDITS	BALANCE
01/17/17	1633964	45,932.56	0.00	45,932.56
BALANCE FORWARD				\$ 45,932.56
FOR LEGAL SERVICES RENDERED THROUGH 01/31/17				\$ 11,727.00
FOR DISBURSEMENTS ADVANCED THROUGH 01/31/17				914.48
CURRENT INVOICE TOTAL				\$ 12,641.48
LESS UNALLOCATED PAYMENT				\$ (8.69)
TOTAL AMOUNT DUE				\$ 12,632.79

*pd w/ck# 5929*

ACH / WIRE	MAIL
BANK NAME: RBS Citizens Bank ADDRESS: Philadelphia, PA ACCOUNT TITLE: Blank Rome LLP ACCOUNT NUMBER: 6238669316 ABA NUMBER: 036076150 (Domestic) SWIFT CODE: CTZUUS33 (International)	Blank Rome LLP Attn: Finance Department One Logan Square 130 North 18th Street Philadelphia, PA 19103-6998

PENNSYLVANIA NEW YORK NEW JERSEY DELAWARE WASHINGTON DC FLORIDA CALIFORNIA OHIO TEXAS MINNESOTA

BLANK ROME LLP  
COUNSELORS AT LAW

717 TEXAS AVENUE  
SUITE 1400  
HOUSTON, TEXAS 77002  
(713) 228-8601 FAX: (713) 228-8605  
FEDERAL TAX ID NO. 25-1511874

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

INVOICE DATE: JANUARY 17, 2017  
MATTER NO. 139016-00601 02752  
INVOICE NO. 1633964

REGARDING: MONTROSE MANAGEMENT DISTRICT  
CAUSE NO. 2012-28396; 1638 HAWTHORNE LTD. VS. MONTROSE  
MANAGEMENT DISTRICT; IN THE 33RD JUDICIAL DISTRICT COURT  
OF HARRIS COUNTY, TEXAS

FOR LEGAL SERVICES RENDERED THROUGH 12/31/16 \$ 44,143.00  
FOR DISBURSEMENTS ADVANCED THROUGH 12/31/16 1,789.56  
CURRENT INVOICE TOTAL \$ 45,932.56

*pd w/ck# 5929*

ACH / WIRE	MAIL
BANK NAME: RBS Citizens Bank ADDRESS: Philadelphia, PA ACCOUNT TITLE: Blank Rome LLP ACCOUNT NUMBER: 6238669316 ABA NUMBER: 036076150 (Domestic) SWIFT CODE: CTZUUS33 (International)	Blank Rome LLP Attn: Finance Department One Logan Square 130 North 18th Street Philadelphia, PA 19103-6998

PENNSYLVANIA NEW YORK NEW JERSEY DELAWARE WASHINGTON DC FLORIDA CALIFORNIA OHIO TEXAS MINNESOTA

Bracewell LLP  
ATTORNEYS AT LAW

P.O. Box 948558  
Dallas, TX 75294-8558  
FAX 214-752-2500  
FAX ID 74-1024827

Remittance Page

Client: Montrose Management District  
Matter: General Counsel  
Matter No: 051914.000001

January 11, 2017  
051914  
INVOICE NO: 21670007  
01674

Please Remit Total Balance Due

\$7,522.20

Please Return this Remittance Page with Your Payment

WIRE TRANSFER INFORMATION

Wire to: Bank of America, 901 Main Street, Dallas, Texas  
Name on Account: Bracewell LLP  
Bank Account No: 001390004197  
ABA Number (For Wire Transfers Only): 026009593; (For ACH's Only): 111000025  
For International Wires Also Include:  
Swift Code (U.S. Funds): BOPAFUS33; Swift Code (Foreign Funds): BOPAFUS6S  
Please include the invoice number as a reference when sending the wire.

*pd w/ck# 5930*

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

**Bracewell LLP**  
ATTORNEYS AT LAW

P. O. Box 849586  
Dallas, TX 75284-9586  
713 275-2500  
TAX ID 74-1024827

**Remittance Page**

February 3, 2017  
051914  
INVOICE NO: 21672164  
04674

Client: Montrose Management District  
Matter: General Council  
Matter No: 051914.000001

**Billing Summary**

Balance Forward	\$7,522.20
Total Current Billing for this Matter	\$5,600.25
Please Remit Total Balance Due	\$13,122.45

**Please Return this Remittance Page with Your Payment**

**WIRE TRANSFER INFORMATION**

Wire to: Bank of America, 901 Main Street, Dallas, Texas  
Name on Account: Bracewell LLP  
Bank Account No: 001390004197  
ABA Number (For Wire Transfers Only): 026009593; (For ACH's Only): 111000025  
For International Wire: Also include:  
Swift Code (U.S. Funds): BOFAUS33; Swift Code (Foreign Funds): BOFAUS66  
Please include the invoice number as a reference when sending the wire.

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



**Chris Labod**  
1502 Deer Forest Dr  
Spring TX 77373  
(817) 658-0741

Montrose Management District  
5020 Montrose, Suite 311  
Houston TX 77006

**Invoice**

Feb 03, 2017  
Invoice # 2017-02-507  
Website Maintenance

Item	hrs / qty	rate / price	taxes	subtotal
MMD Website Maintenance	00:00	\$350.00		\$350.00
Monthly retainer for Montrose Management District website maintenance				

Subtotal \$350.00  
Total due by Feb 17, 2017 \$350.00

Dennis C. Reardon		Period Ending January 2017	Service Area Montrose	Other Expenses(2)		Billed to Dist.
Date	Business Mileage	Purpose	Mile Driven	Item	Amount	(Y/N)
01/03/17	Montrose Businesses	8 Ambassador Duties	13			Y
01/04/17	Montrose Businesses	8 Ambassador Duties	13			Y
01/05/17	Montrose Businesses	8 Ambassador Duties	13			Y
01/09/17	Montrose Businesses	8 Ambassador Duties	15-Jan			Y
01/10/17	Montrose Businesses	8 Ambassador Duties	23			Y
01/11/17	Montrose Businesses	8 Ambassador Duties	18			Y
01/12/17	Montrose Businesses	8 Ambassador Duties	32			Y
01/17/17	Montrose Businesses	8 Ambassador Duties	16			Y
01/18/17	Montrose Businesses	8 Ambassador Duties	31			Y
01/19/17	Montrose Businesses	8 Ambassador Duties	40			Y
01/20/17	Montrose Businesses	8 Ambassador Duties	42			Y
01/23/17	Montrose Businesses	8 Ambassador Duties	15			Y
01/24/17	Montrose Businesses	8 Ambassador Duties	12			Y
01/25/17	Montrose Businesses	8 Ambassador Duties	20			Y
01/26/17	Montrose Businesses	8 Ambassador Duties	32	Meter Parking	\$ 0.75	Y
01/30/17	Montrose Businesses	8 Ambassador Duties	21			Y
01/31/17	Montrose Businesses	8 Ambassador Duties	23	Phone Allowance	\$ 45.00	Y
			Sub		\$ 45.75	
			Business Miles (1) @ \$0.44 - 1530		\$ 664.40	
			Other Expenses (2)		\$ 45.75	
			Expenses billed to District (Y)		\$ -	
			Expenses not billed to District (N)		\$ -	
			Amount Billed to District		\$ 714.15	
			Total Reimbursement		\$ 714.15	

PLACE FACE UP ON DASH  
11 HOUR TIME LIMIT  
Hour Meter Traction & Seal  
City Inspection Stamp  
LISA, ALICE BY THE WAY  
Expiration Date/Time

12:17 PM  
JAN 26, 2017

Purchase Date/Time: 8:57am Jan 26, 2017  
Total Due: \$100.00  
Total Paid: \$100.00  
Total Billed: \$100.00  
Sales Tax: \$10.00  
Net Due: \$90.00

RECEIPT  
8 HOUR TIME LIMIT  
Hour Meter Traction & Seal  
City Inspection Stamp  
LISA, ALICE BY THE WAY  
Expiration Date/Time: 8:57am Jan 26, 2017

Total Due: \$100.00  
Total Paid: \$100.00  
Total Billed: \$100.00  
Sales Tax: \$10.00  
Net Due: \$90.00

pd w/cx#5933

pd w/cx#5932



Crickett Larson  
Montrose Management District  
5020 Montrose Blvd.  
Suite 311  
Houston, Tx, 77005  
Name

<b>Business Ambassador Contact Services</b>	<b>\$2,000.00</b>
---	-------------------

File # 5732

Amortization	\$0.00	Amortization	\$0.00
Depreciation	\$2,800.00	Depreciation	\$0.00
		Depreciation	\$2,800.00
		Total	\$7,800.00

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$7,800.00	\$0.00	\$0.00	\$0.00	\$7,800.00

Equi-Tax Inc.

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

# Invoice

DATE	INVOICE #
2/1/2017	50641

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

DESCRIPTION	AMOUNT
Assessment Year 2016	
Supplemental Hearing October 3, 2016	115.32
Mailing Notices: 62 First Class	585.00
Prepare Documents and Attend Hearing	
Total w/OK #57133	
Total	\$700.32

## Equi-Tax Inc.

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

## Invoice

DATE	INVOICE #
2/1/2017	50620

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

DESCRIPTION	AMOUNT
Roll Management, Billing and Collections	2,053.04
<i>pdw/cr #5933</i>	
<b>Total</b>	<b>\$2,053.04</b>

pdw/cr.#5933

## Equi-Tax Inc.

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

**Invoice**

DATE	INVOICE #
2/1/2017	50665

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

DESCRIPTION	AMOUNT
Postage, Supplies and Handling for 1544 Items	2,871.84
Computer Charges	941.84
Return Envelopes	123.52
Postal Service Fee on items returned for address correction	8.25
Records Retention Storage Fee, annual	292.43
petw/ck#5933	
<b>Total</b>	<b>\$4,237.88</b>



February 7, 2017

Invoice # MBRDG-35

Mr. Bill Calderon  
Executive Director  
Montrose Management District  
5020 Montrose, Suite 311  
Houston 77006  
713.724.4460  
[bcaldaron@montrostedistrict.org](mailto:bcaldaron@montrostedistrict.org)

Re: Montrose Management District Bridge Lighting Design

Lighting Design:  
Meetings, Site Visits and Construction Coordination \$ 4,435.00

Outstanding Invoices:  
N/A

Reimbursable Expenses:  
N/A

Total Amount Due: \$ 4,435.00

Please remit to:

Gandy² Lighting Design  
1824 Spring Street, #201  
Houston, TX 77007

Thank You!

*pdw/ck#5934*



February 7, 2017

Invoice # MSLC-15

Mr. Bill Calderon  
Executive Director  
Montrose Management District  
5020 Montrose, Suite 311  
Houston 77006  
713.724.4460  
[bcaldaron@montrostedistrict.org](mailto:bcaldaron@montrostedistrict.org)

Re: Montrose Management District Signage Lighting and Controls Design

Lighting Design:  
Meeting, Review and Coordination \$ 660.00

Outstanding Invoices:  
N/A

Reimbursable Expenses:  
N/A

Total Amount Due: \$ 660.00

Please remit to:

Gandy² Lighting Design  
1824 Spring Street, #201  
Houston, TX 77007

Thank You!

*pdw/ck#5934*



Greater East End Management District  
P.O. Box 200299  
Houston, TX 77223-0099  
713-928-9616  
[equus2@greastend.com](mailto:equus2@greastend.com)

**INVOICE**

BILL TO  
Montrose (HCID#)  
Bill Calderon, Executive  
Director  
HCID #6 (Montrose)  
P.O. Box 22161-2167  
Houston, TX 77227

INVOICE # 9-102  
DATE 01/31/2017  
DUE DATE 02/28/2017  
TERMS Net 30

DATE	ACTIVITY	QTY	RATE	AMOUNT
01/03/2017	Graffiti Abatement Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 26	8	80.00	640.00
01/09/2017	Graffiti Abatement Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 27	8	80.00	640.00
01/12/2017	Graffiti Abatement Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 25	8	80.00	640.00
01/16/2017	Graffiti Abatement Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 29	8	80.00	640.00
01/19/2017	Graffiti Abatement Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 24	8	80.00	640.00
01/23/2017	Graffiti Abatement Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 22	8	80.00	640.00
01/26/2017	Graffiti Abatement Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 24	8	80.00	640.00

*pdw/ck#5935*

DATE	ACTIVITY	QTY	RATE	AMOUNT
01/30/2017	Graffiti Abatement Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 23	8	80.00	640.00
Total Sites Abated: 201			<b>BALANCE DUE</b>	<b>\$5,120.00</b>

*pdw/ck#5935*

February 03, 2017

Montrose Management District  
5020 Montrose Blvd, Suite 311  
Houston, Texas 77006

Attention: Josh Hawes

RE: Landscape Art Pay Request #7  
Explanade Enhancements - Phase I  
MON-252

Attached you will find Pay Request #7 from Landscape Art, Inc. The amount certified is correct.  
Should you have any questions or require any additional information, please call me at  
713-869-6987.

Sincerely,

*T. Triola*

Travis Triola

cc: K&W File

pd w/c #5937



LANDSCAPE ARCHITECTS  
K&W PLANNING  
3401 N. LOOP WEST  
SUITE 270  
HOUSTON, TX 77010  
713.869.6987  
www.kandw.com

Montrose Management District  
5020 Montrose Blvd, Suite 311  
Houston, Texas 77006

Owner:  
Montrose Management District  
5020 Montrose Blvd, Suite 311  
Houston, Texas 77006  
Attention: Mr. Josh Hawes

Contractor:  
Landscape Art, Inc.  
2303 Dickinson Avenue  
League City, Texas 77573

Contract Information:  
Contract Date: February 8, 2016  
Notice to Proceed Date: May 27, 2016  
Contract Calendar Days: 120  
Calendar Days Charged: 254  
Approved Extensions: 163  
Remaining Calendar Days: 18

CONTRACTOR'S APPLICATION FOR PAYMENT	
1. Original Contract Amount	\$ 603,884.00
2. Net change by Change Orders	\$ -84,863.15
3. CONTRACT SUM TO DATE	\$ 509,120.85
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 448,355.35
5. RETAINAGE: a. 10% of Completed Work (Column D on G703) b. 10% of Stored Material (Column F on G703)	\$ 54,935.54
Total Retainage (Line 5a + 5b or total in Column I on G703)	\$ 44,935.54
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$ 403,419.81
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 420,833.78
8. CURRENT PAYMENT DUE	\$ 2,586.03
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 6 Less Line 8)	\$ 104,701.04

CHANGE ORDER SUMMARY		ADDITIONS		DEDUCTIONS	
Total changes approved in previous months by Owner	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total approved this Month	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTALS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
NET CHANGES by Change Order	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Recommended for Payment:

K&W & Walsheimer  
7155 Old Katy Road, Suite 270  
Houston, Texas 77024

By: Travis Triola  
Date: 2/3/2017

cc: K&W File

pd w/c #5937

# APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER:	PROJECT:	APPLICATION NO.:	DATE SUBMITTED:
Montrose Management District 5020 Montrose Blvd, Suite 311 Houston, Texas 77006	Explanade Enhancements-Phase I	15917	1/18/17
FROM CONTRACTOR:	VEA ARCHITECTS:	PROJECT #:	DATE:
Landscape Art, Inc. 2303 Dickinson Avenue League City, Texas 77573	5020 Montrose Blvd, Suite 311 Houston, Texas 77006	15917	1/18/17

## CONTRACTOR'S APPLICATION FOR PAYMENT

1. ORIGINAL CONTRACT SUM	\$ 603,884.00
2. Net change by Change Orders	\$ -84,863.15
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 509,120.85
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 448,355.35
5. RETAINAGE: a. 10% of Completed Work (Column D on G703) b. 10% of Stored Material (Column F on G703)	\$ 54,935.54
Total in Column 5 of G703	\$ 54,935.54
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$ 403,419.81
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 Less Line 7 Total)	\$ 420,833.78
8. CURRENT PAYMENT DUE	\$ 2,586.03
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 6 Less Line 8)	\$ 104,701.04

## ARCHITECT'S CERTIFICATE FOR PAYMENT

I, the undersigned Architect, certify that to the best of my knowledge and belief, the Work shown in the Application for Payment has been completed in accordance with the Contract Documents, and that all amounts have been paid for the Contractor for Work for which the Contractor has performed under the Contract and payment received from the Owner, and that the balance payable should be as shown.

By: *[Signature]* Date: 1/18/17

Architect: *[Signature]* Date: 1/18/17

# AIA Document G703

## Continuation Sheet

AIA Document G703, APPLICATION AND CERTIFICATION FOR PAYMENT  
CONTAINING Contractor's signed certification attached.  
In addition, below, amounts added to the amount shown in the Application for Payment for items that are not included in the Application for Payment.

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED THIS PERIOD	PREVIOUS PERIODS APPLICATION (G-6)	MATERIALS PREVIOUSLY STORED (G-7) IN G OR F	TOTAL COMPLETED AND STORED TO DATE (G-4 + G-5)	% (G-6 / G-4)	BALANCE TO FINISH (G-9)	RETAINAGE (G-10)
1	Explanade Phase I	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30
2	Explanade Phase II	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30
3	Explanade Phase III	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30
4	Explanade Phase IV	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30
5	Explanade Phase V	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30
6	Explanade Phase VI	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30
7	Explanade Phase VII	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30
8	Explanade Phase VIII	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30
9	Explanade Phase IX	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30
10	Explanade Phase X	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30
11	Explanade Phase XI	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30
12	Explanade Phase XII	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30
13	Explanade Phase XIII	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30
14	Explanade Phase XIV	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30
15	Explanade Phase XV	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30
16	Explanade Phase XVI	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30
17	Explanade Phase XVII	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30
18	Explanade Phase XVIII	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30
19	Explanade Phase XIX	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30
20	Explanade Phase XX	101,181.00	101,181.00	-	-	101,181.00	100%	-	18,118.30

pd w/c #5937

pd w/c #5937



# Confirmation Sheet

AIA Document G703, APPLICATION AND CERTIFICATION FOR PAYMENT  
CONTAINING Contractor's signed certification attached.  
In tabulations below, amounts stated to the nearest dollar.  
Use Column 1. Contracts where variable retainer fee items may apply.

Job #2552 Montrose Esplanade

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION DATE	THIS PERIOD	MATERIALS PREVIOUSLY STORED AND NOT USED IN D OR E	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% OF D	BALANCE TO BE PAID (D-G)	RETAINER (IF VARIABLE RATE)
CDP1	Asst. Dir. of Landscape @ 800 Visum	775.00	775.00	-	-	775.00	100%	-	12.50
CDP2	Asst. Dir. of Landscape @ 800 Visum	2,126.00	2,126.00	-	-	2,126.00	100%	-	12.50
CDP3	Asst. Dir. of Landscape @ 800 Visum	279.30	279.30	-	-	279.30	100%	-	12.50
CDP4	Asst. Dir. of Landscape @ 800 Visum	15,100.00	15,100.00	-	-	15,100.00	100%	-	12.50
CDP5	Asst. Dir. of Landscape @ 800 Visum	10,000.00	10,000.00	-	-	10,000.00	100%	-	12.50
CDP6	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP7	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP8	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP9	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP10	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP11	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP12	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP13	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP14	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP15	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP16	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP17	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP18	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP19	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP20	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP21	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP22	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP23	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP24	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP25	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP26	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP27	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP28	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP29	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP30	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP31	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP32	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP33	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP34	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP35	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP36	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP37	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP38	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP39	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP40	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP41	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP42	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP43	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP44	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP45	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP46	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP47	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP48	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP49	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP50	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP51	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP52	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP53	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP54	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP55	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP56	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP57	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP58	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP59	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP60	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP61	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP62	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP63	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP64	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP65	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP66	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP67	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP68	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP69	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP70	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP71	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP72	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP73	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP74	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP75	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP76	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP77	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP78	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP79	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP80	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP81	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP82	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP83	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP84	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP85	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP86	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP87	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP88	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP89	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP90	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP91	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP92	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP93	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP94	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP95	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP96	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP97	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP98	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP99	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50
CDP100	Asst. Dir. of Landscape @ 800 Visum	1,276.37	1,276.37	-	-	1,276.37	100%	-	12.50

pdw/cx#5937

## CONTRACTOR'S AFFIDAVIT AND PARTIAL LIEN WAIVER AND RELEASE

STATE OF TEXAS §  
COUNTY OF Galveston §  
DATE: 1/19/2017  
OWNER: Montrose Management District  
5020 Montrose Blvd. Suite 311  
Houston, Texas 77006  
CONTRACTOR: Landscape Art, Inc.  
2303 Dickinson Avenue  
League City, TX 77573  
PROPERTY: Montrose Management District Esplanade  
Landscape, Irrigation, Paver Installation  
WORK: Montrose Management District Esplanade  
Enhancements - Phase 1  
PROJECT: 1/19/2017  
CUT-OFF-DATE: 1/19/2017  
AMOUNT OF PAYMENT: \$ 3,586.05

Contractor on oath swears that the following statements are true:

1. Bills Paid. The total of all charges, for and in connection with labor performed and material furnished by Contractor through the Cut-Off-Date, have been paid in full to Contractor.
2. Lien Waiver & Release. Contractor acknowledges complete satisfaction of, and forever waives and releases, all claims of every kind against Owner or the Property referred to above, including but not limited to all liens and claims of liens, which Contractor may have as a result of, or in connection with the performance of furnishing of such labor or materials through the Cut-Off-Date.
3. All Other Paid. Contractor has further represented and warranted and does hereby represent and warrant, that all persons or entities who have furnished labor or material to Contractor in connection with the Work performed through Cut-Off-Date and the above Amount of Payment will be paid all amounts to which they have become entitled, excepting agreed retainer not yet due and payable.

pdw/cx#5937

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

February 1, 2017

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

## INVOICE

Description	Amount
Professional fees:	
Services performed as Contract Director of Economic Development for January 2017	\$1,250.00
Total amount due	\$1,250.00

4. Authority. Contractor represents that the person executing this Affidavit on behalf of Contractor is duly authorized to sign this Affidavit and to legally bind Contractor herein.
5. Binding Effect. All of the provisions of this document shall bind Contractor, Contractor's heirs, legal representatives, successors and assigns and shall inure to the benefit of Owner and Owner's heirs, legal representatives, successors, assigns and sureties.
6. Performance Standard. All labor performed by Contractor on the Project was done in a good and workmanlike manner and in accordance with the plans and specifications for the Project.
7. Materials Standard. All materials supplied by Contractor to the Project were in accordance with the plans and specifications for the Project.

CONTRACTOR:  
Landscape Art, Inc.

By: *[Signature]*

Name: *[Signature]*

MICHAEL HARDY

848 Rector Street  
Houston, TX 77008  
281-236-3281  
hmr.hardy@gmail.com

# INVOICE

Invoice #	DATE
18	3/1/2017
CUSTOMER ID	TERMS
N/A	N/A

BILL TO

Montrose Management District  
PO Box 22167  
Houston, TX 77221

PAY TO

Michael Hardy  
848 Rector St  
Houston, TX 77008

DESCRIPTION	DATE	AMOUNT
My Montrose Kate Casselton	1/31	500.00
Planning Commission Recommendation SPA	1/24	500.00
New ID Markers Installed	1/31 (Paid)	500.00
Thank you for your business!		TOTAL \$1,500.00

pd w/ck #5939

Mr Ort of Texas (Houston)  
3669 Eastex Freeway  
Houston, TX 77026  
Phone (713)473-2700 Fax (713)473-2701

INVOICE# 6CX00007  
INV DATE 12/31/16  
ACCOUNT# 229281  
DUE DATE UPON RECEIPT

Please remit top portion with payment

MONTROSE MGMT DISTRICT  
P O BOX 22167  
HOUSTON, TX 77221

AMOUNT YOU ARE PAYING 7,104.00  
Phone#

AMOUNT 7,104.00

SERVICE ADDRESS: MONTROSE (HOUSTON, TX)

DATE	LOCATION: MONTROSE	DESCRIPTION	AMOUNT
12/06/16	6CX00007	SWEEPING-FLAT MAIN LANES	776.00
12/06/16	12/06/16	SWEEP FLAT RATE	1,776.00
12/06/16	TKT#00017854	BIKE LANES	776.00
12/07/16	6CX00007	SWEEPING-FLAT MAIN LANES	776.00
12/07/16	12/07/16	SWEEP FLAT RATE	1,776.00
12/07/16	TKT#00017855	BIKE LANES	776.00
12/20/16	6CX00007	SWEEPING-FLAT MAIN LANES	776.00
12/20/16	12/20/16	SWEEP FLAT RATE	1,776.00
12/20/16	TKT#00017881	BIKE LANES	776.00
12/21/16	6CX00007	SWEEPING-FLAT MAIN LANES	776.00
12/21/16	12/21/16	SWEEP FLAT RATE	1,776.00
12/21/16	TKT# 00017882	BIKE LANES	776.00

pd w/ck #5940

RECEIVED  
JAN 18 2017  
Municipal Accounts  
& Consulting

Please include the invoice number on your check.  
There will be a \$50.00 charge on all returned checks

PLEASE NOTE THAT YOUR ACCOUNT HAS A PAST DUE BALANCE

INV# 6CX00007	CURRENT 14,208.00	30 DAY	60 DAY	90 DAY 7,104.00	DATE 12/31/16
ACCT# 229281					PAGE 1 OF 1

PLEASE PAY THIS AMOUNT 7,104.00



MUNICIPAL ACCOUNTS  
& CONSULTING, L.P.

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

# Invoice

Date	Invoice #
2/1/2017	45709

Description	Amount
Monthly Bookkeeping	1,125.00
Delivery of documents	37.50
Correspond with Haver Hill regarding Evesham's encroachment	37.50
Payroll Payroll	150.00
Preparation of 1099s and 1096 tax forms	56.25
Preparation of annual audit schedule	381.25
Preparation and submission of Quarterly Investment Report	450.00
Delivery	50.45
Annual charge for Checks, W-2s, 1099s, W-3s & 1096s Tax Forms	56.73
Postage	16.70
Document Storage & Retention Service	69.50
Copies	454.79
Total Reimbursable Expenses	
pd w/ck #5941	
Total	12,592.29

February 03, 2017

Montrose Management District  
5020 Montrose Blvd., Suite 311  
Houston, Texas 77006

Attention: Josh Hawes

RE: NEC Signage + Architectural Products Pay Application #004  
Construction of Identity Markers  
MON-251

Attached you will find Pay Request #004 from NEC Signage + Architectural Products. The amount certified is correct. Should you have any questions or require any additional information, please call me at 713-869-6987.

Sincerely,

*Travis Trisla*

Travis Trisla

cc: K&W File

pd w/ck #5942



NEC SIGNAGE + ARCHITECTURAL PRODUCTS  
1315 RICHMOND  
HOUSTON, TEXAS 77006  
713-869-6987  
713-869-6987 Fax  
www.necusa.com

Owner: Montrose Management District  
3020 Montrose Blvd. Suite 311  
Houston, Texas 77006  
Attention: Mr. Josh Hawes  
Contractor: NEC Signs + Architectural Products  
1122 Lauder Road  
Houston, TX 77059

Contract Information: PAY ESTIMATE NO. 4, February 3, 2017  
Contract Date: March 14, 2016  
Notice to Proceed Date: May 27, 2016  
Contract Calendar Days: 145  
Calendar Days Charged: 143  
Approved Extensions: 0  
Remaining Calendar Days: 2

CONTRACTOR'S APPLICATION FOR PAYMENT

1. Original Contract Amount	\$	842,258.00
2. Net change by Change Orders	\$	33,890.00
3. CONTRACT SUM TO DATE	\$	876,148.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	526,837.00
5. RETAINAGE:		
a. 10% of Completed Work (Column D on G703)	\$	87,614.80
b. 10% of Stored Material (Column F on G703)	\$	
Total Retainage (Line 5a-5b or total in Column I on G703)	\$	87,614.80
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	478,553.30
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 less prior Certificates)	\$	349,990.30
8. CURRENT PAYMENT DUE	\$	63,923.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 8)	\$	102,242.70

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 33,890.00	\$ 0.00
Total approved this Month	\$	\$
TOTALS	\$ 33,890.00	\$ 0.00
NET CHANGES by Change Order	\$ 33,890.00	

Recommended for Payment:

Kudala & Weinheimer  
7155 Old Katy Road, Suite 270  
Houston, Texas 77024

By: Travis Triola

Date: 2/2/2017

cc: HAWES

pd w/ck#5942

APPLICATION AND CERTIFICATE FOR PAYMENT

TO (OWNER): Montrose Management District  
3020 Montrose Blvd. Suite 311  
Houston, TX 77006  
FROM (CONTRACTOR): NEC Signs + Architectural Products  
1122 Lauder Rd.  
Houston, TX 77059  
PROJECT: Montrose Identity Markers  
ARCHITECT: Kudala & Weinheimer  
7155 Old Katy Road Suite 270  
Houston, TX 77024  
CONTRACT NO.: 31470218  
CONTRACT DATE: 3/14/2016

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Change Orders Approved in Previous months by Owner	\$	\$
Approved this Month	\$	\$
1. 02/02/16	\$16,541	
2. 01/27/16	\$17,349	
TOTALS	\$33,890	\$

Net Income by Change Order: \$33,890  
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by the Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: 1002517  
By: [Signature] Date: 2/2/2017

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above Application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

1. ORIGINAL CONTRACT SUM	\$ 842,258.00
2. Net change by Change Orders	\$ 33,890.00
3. CONTRACT SUM TO DATE (Line 1+2)	\$ 876,148.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 526,837.00
5. RETAINAGE:	
a. 10% of Completed Work (Column D on G703)	\$ 87,614.80
b. 10% of Stored Material (Column F on G703)	\$
Total Retainage (Line 5a + 5b or Total in Column I on G703)	\$ 87,614.80
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$ 478,553.30
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 less prior Certificates)	\$ 349,990.30
8. CURRENT PAYMENT DUE	\$ 63,923.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 8)	\$ 102,242.70

Amount Certified: \$63,923.00  
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Insurance, payment and satisfaction of payment are without prejudice to any rights of the Owner or Contractor under the Contract.  
Date: 2/2/2017  
By: [Signature]  
Architect: GREGORY HOLMES  
Harris County, Texas  
My Commission Expires: 08/19/2020  
My Commission Number: 6137220

AN DOCUMENT C703 APPLICATION AND CERTIFICATE FOR PAYMENT MAY 1985 Edition  
The American Institute of Architects, 1734 H ST. N.W., Washington DC 20006

pd w/ck#5942

Continuation Sheet

AAA DOCUMENT C703 (Instructions on reverse side) Page 2 of 2 Pages

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED THIS PERIOD (Column C on G703)	WORK COMPLETED TO DATE (Column D on G703)	MATERIALS PROVIDED & STORED (Column E on G703)	TOTAL COMPLETED AND STORED TO DATE (Column F on G703)	% COMPLETE (Column G on G703)	BALANCE TO FINISH (Column H on G703)	RETAINAGE (Column I on G703)
1	General Service	\$17,349.00	\$17,349.00	\$17,349.00	\$17,349.00	\$17,349.00	100%	\$	\$
2	Installed Retainment	\$14,260.00	\$14,260.00	\$14,260.00	\$14,260.00	\$14,260.00	100%	\$	\$
3	Wood	\$7,130.00	\$7,130.00	\$7,130.00	\$7,130.00	\$7,130.00	100%	\$	\$
CONTRACT TOTAL		\$38,739.00	\$38,739.00	\$38,739.00	\$38,739.00	\$38,739.00	100%	\$	\$

pd w/ck#5942



SIGNATURE  
ARCHITECTURAL  
PRODUCTS

Invoice

Sold To: Montrose Mgmt. c/o Kudala & Weinheimer  
Attn: Travis Triola  
7155 Old Katy Rd., Suite 270  
Houston, TX 77024  
713-569-5987

Job Location: Montrose Management District  
Entry sign  
Various locations  
Houston, TX 77024  
713-569-5987

Invoice Number: 18736  
Invoice Date: Jan 30, 2017

Customer ID	Customer Contact	Customer P. O.	Job Number	NEC Salesman	Payment Terms
7017031001	Travis Triola			Sherman R. Hest, P.E.	Due Upon Receipt
Quantity	Description	Unit Price	Total Price		
1	PROGRESS BILLING PAY APPLICATION #4 Furnished labor, material, and equipment to fabricate and install Identity Markers.				
1.00	Work Performed This Period:	\$3,248.00	\$3,248.00		
1.00	Less 10% Retainage:	\$-324.80	\$-324.80		

Thank you for your business

Subtotal: \$3,923.00  
Sales Tax: \$3,923.00  
Total Invoice Amount: \$7,846.00  
Payment Received: \$0.00  
TOTAL: \$7,846.00

pd w/ck#5942

PLEASE REMIT PAYMENT TO:  
NEON ELECTRIC CORPORATION  
NEC SIGNS + ARCHITECTURAL PRODUCTS  
1122 LAUDER ROAD  
HOUSTON, TX 77059-2602

PHONE: (281) 987-1144  
FAX: (281) 987-0443  
necsignsandproducts.com

# SENTRIFORCE

a view from above

## Invoice

### Billing Address

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

Date	Invoice #	Terms	Rep	Due Date	
2/1/2017	24079	NET 15	LC	2/16/2017	
Item	Description	Qty	Rate	Service	Amount
RAVEN	RAVEN Video Recording System. SITE: DISCUTT UNIT: MONTROSE1	1	350.00	2/1/2017	350.00
RAVEN	RAVEN Video Recording System. SITE: BLACKSMITH UNIT: MONTROSE2	1	350.00	2/1/2017	350.00
RAVEN	RAVEN Video Recording System. SITE: COCHLARA UNIT: MONTROSE3	1	350.00	2/1/2017	350.00
RAVEN	RAVEN Video Recording System. SITE: LOLLIVIER UNIT: MONTROSE4	1	350.00	2/1/2017	350.00
RAVEN	RAVEN Video Recording System. SITE: SPECS UNIT: MONTROSE5 / MONTROSE6	2	350.00	2/1/2017	700.00
CONSOLE	Security Camera Video Console	1	150.00	2/1/2017	150.00
pd w/c # 59412					
Monthly Security Invoice			Sales Tax (0.0%)		50.00
Make checks payable to SentiForce			Total		\$2,250.00
6611 Portwest Dr. Suite 106 Houston, TX 77024 713-742-6000			Payments/Credits		50.00
			Balance Due		\$2,250.00

Make checks payable to SentiForce

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



Steel Branding  
6414 Bee Cave Road, Suite B  
Austin, TX 78746 US  
steel@steelbranding.com  
www.steelbranding.com

Invoice 4210

DATE  
1/10/2016

DUE DATE  
01/10/2017

BILL TO  
Montrose Management District

Please detach top portion and return with your payment.

DESCRIPTION	AMOUNT
Final Invoice for the following services provided by Steel Branding:	4,600.00
Steel will provide crisis management including messaging and press support related to the recent developments with the lawsuit.	
Immediate statement for the Houston Chronicle -Includes follow-up after initial statement is sent	
Drawer statement -A blanket statement for the Montrose District website to point reporters to as they ask for comment	
FAQ Sheet to post on the website -Includes 10 (ten) questions and answers that will help educate the public and reporters to the facts of the recent movement in the case	
Board strategy statement -This will give the board the agreed upon messaging and strategy	
Financial Requirements and Terms: -Invoice will follow agreed upon terms as stated in Service Agreement	
TOTAL DUE	\$4,600.00

THANK YOU

pd w/c # 59411

Invoice: Gretchen Larson

Page 1 of 1

Tammy Tidwell  
4333 Hubby St  
Houston TX 77023

Montrose Management District  
Gretchen Larson  
5070 Montrose Blvd. #300  
Houston TX 77006

Invoice # 0000084  
Invoice Date February 5, 2017  
Balance Due (USD) \$3,500.00

Task	Time Entry Notes	Rate	Hours	Line Total
General	Social Media Posting, Monitoring, Scheduling, emails, instant messages, texts with the team, reading neighborhood news, programming, testing and finding content for e-news, compiling and sending out weekly board summary	25.00	124	3,100.00
Website Updates	Switching out slider items, filtering comments, adding events	25.00	9	225.00
Writing	Editing Michael's work, writing reports, editing photos, adding tags, etc.	25.00	7	175.00
Total				3,500.00
Amount Paid				0.00
Balance Due (USD)				\$3,500.00

Terms  
Please send payment within 21 days of receiving this invoice. A 1.5% interest charge will be added monthly to late invoices.

This invoice was sent using FRY@0005

pd w/c # 59415

## Invoice

33  
touch thirty three, inc.  
1712 MILFORD STREET  
HOUSTON, TX 77058-5408

Bill To:  
Montrose Management District  
1300 Post Oak Blvd, Suite 100  
Houston, TX 77056-3043

Ship To:  
Montrose Management District  
1300 Post Oak Blvd, Suite 100  
Houston, TX 77056-3043

P.O. Number	Date	Invoice No.	Terms
contract	01/19/17	MMD-002INV	Due on receipt

Quantity	Description	Rate	Amount
0.4	Design & Consultation services - Montrose Sign Project		
	40% Progress Payment on Contract Total per "Control System Budget 1.1"	82,857.66	33,143.06
pd w/c # 59416			
Thank you for using touch thirty three, inc.			Total \$33,143.06



## Invoice

Date	Invoice #
1/9/2017	22849

<b>Bill To</b> Montrose Management District 5020 Montrose BLVD. Suite 311 Houston, TX 77006
---

<b>Ship To</b> Montrose Management District 5020 Montrose BLVD. Suite 311 Houston, TX 77006
---

P.O. Number	Terms	Rep	Ship	Project
			1/9/2017	
Quantity	Item Code	Description	Price Each	Amount
1	Print	200 - 8 PG - CVR (2017-2021 SERVICE IMPROVEMENT, AND ASSESSMENT PLAN); 11 X 17 TO 8.5 X 11, COLORS 4/4 ON 100% GLOSS COVER AND 100% GLOSS TEXT.	484.00	484.00
1	Bindery	CUT, SCORE, FOLD, SADDLE STITCH, TRIM, AND BOX. Out-of-state sale, exempt from sales tax.	0.00 0.00%	0.00 0.00
pd w/cx #5947				
<b>Total</b>				\$484.00

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



## Invoice

Date	Invoice #
1/18/2017	22928

<b>Bill To</b> Montrose Management District 5020 Montrose BLVD. Suite 311 Houston, TX 77006
---

<b>Ship To</b> Montrose Management District 5020 Montrose BLVD. Suite 311 Houston, TX 77006
---

P.O. Number	Terms	Rep	Ship	Project
			1/18/2017	
Quantity	Item Code	Description	Price Each	Amount
1	Print	250 - 12 PG SELF CVR (MMD 2017 - 2021 SERVICE IMPROVEMENT, AND ASSESSMENT PLAN); 11 X 17 TO 8.5 X 11, COLORS 4/4 ON 100% GLOSS TEXT.	633.00	633.00
1	Bindery	CUT, FOLD, SADDLE STITCH, TRIM, AND BOX. Out-of-state sale, exempt from sales tax.	0.00 0.00%	0.00 0.00
pd w/cx #5947				
<b>Total</b>				\$633.00

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



HAWES HILL CALDERON  
LLP

2/2/2017

Invoice #: 43015569

Bill To:

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

Invoice

Balance Due: \$29,588.01

Description	Amount
Professional consulting, administration, project management, public relations/marketing, etc., January 2017	\$27,634.69
GIS/mapping, P. Horton, December 2016	\$111.75
In-house postage, photocopies, binding, etc., January 2017	\$2.42
Verizon, J. Hawes, 01/20-02/19	\$57.99
Verizon, office cell phone connection, 01/20-02/19	\$50.63
Verizon, G. Larson, 01/20-02/19	\$89.68
Reimbursable mileage, parking, tolls, related expenses, as follows:	
D. Hawes, Oct - Dec 2016	\$168.48
B. Calderon, Jan - Nov 2016	35.64 <del>\$49.52</del>
G. Larson, Nov. 2016 (amended)	\$634.20
G. Larson, Dec. 2016	\$757.62
K. Gonzales, Jan. 2017	\$31.03

Terms: C.O.D.

Sales Tax: \$0.00

Total Amount: ~~\$29,588.01~~

29,574.13

pdw/ok #5934

Owed As Of: 2/2/2017

30 DAYS	90 DAYS	90+ DAYS	Total Owed
---------	---------	----------	------------

~~\$29,588.01~~

29,574.13

Hawes Hill Calderon LLP, PO Box 22167, Houston TX 77227-2167

713-595-1200

EIN 76-0565638



**Montrose Management District**  
**In-house Postage, Photocopies, Binding, etc.**

**Postage**

Date	Amount
1/4/2017	\$ 0.47

Total	\$ 0.47
-------	---------

**Photocopies @ \$0.15**

Date	Pages	Amount
1/11/2017	3	\$ 0.45
1/23/2017	10	\$ 1.50

Total	\$ 1.95
-------	---------

**Color Photocopies @ \$0.50**

Total	\$ -
-------	------

**Binding sets @ \$1.00**

Date	Sets	Amount
	29	\$ -

Total	\$ -
-------	------

**Total, all items**

Postage	\$ 0.47
Photocopies	\$ 1.95
Color Photocopies	\$ -
Binding sets	\$ -
	\$ 2.42

pd w/ok #5936



Invoice Number Account Number Date Due Page  
9778974176 919181047-00001 02/14/17 12 of 31

## Summary for Josh Hawes Josh Hawes: 713-724-3862

### Your Plan

Nationwide Business Talk 450  
\$44.99 monthly charge  
450 monthly allowance minutes  
\$.25 per minute after allowance

#### Friends & Family

M2M National Unlimited  
Unlimited Mobile to Mobile

UNL Night & Weekend Min  
Unlimited OFFPEAK

Email & Data Unlimited  
\$24.99 monthly charge  
Unlimited monthly kilobyte

Beginning on 04/26/08:  
08% Access Discount

Beginning on 03/24/11:  
8% - Feature Discount

1500 MSG Allowance+ UNL IN MSG  
\$15.00 monthly charge  
Unlimited monthly M2M Text  
Unlimited monthly M2M PIX & Video  
1500 monthly message allowance  
\$.10 per message after allowance

Have more questions about your charges?  
Get details for usage charges at  
[www.vzw.com/mybusinessaccount](http://www.vzw.com/mybusinessaccount).

### Monthly Charges

Nationwide Business Talk 450	01/20 - 02/19	44.99
08% Access Discount	01/20 - 02/19	-3.60
Email & Data Unlimited	01/20 - 02/19	24.99
8% - Feature Discount	01/20 - 02/19	-2.00
1500 MSG Allowance+ UNL IN MSG	01/20 - 02/19	15.00
Total Equipment Coverage - Asurion	01/20 - 02/19	9.00
4G Smartphone Hotspot	01/20 - 02/19	30.00
8% - Feature Discount	01/20 - 02/19	-2.40
		<b>\$115.98</b>

### Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Shared	minutes 450 (shared)	45	---	---
Mobile to Mobile	minutes unlimited	167	---	---
Night/Weekend	minutes unlimited	32	---	---
Total Voice				\$0.00

#### Messaging

Unlimited M2M Text	messages unlimited	25	---	---
UNL M2M Picture & Video	messages unlimited	4	---	---
Text, Picture & Video	messages 1500	44	---	---
Total Messaging				\$0.00

#### Data

Kilobyte Usage	kilobytes unlimited	1,603,722	---	---
Total Data				\$0.00

Total Usage and Purchase Charges \$0.00

#### Surcharges

Fed Universal Service Charge	1.83
Regulatory Charge	.21
Administrative Charge	1.23
TX Franchise Surchg	.24
Texas Universal Service	1.48
	<b>\$4.99</b>

#### Taxes, Governmental Surcharges and Fees

TX State 911 Fee	.50
TX Equalization Surcharge	.06
TX State Sales Tax-Telco	3.83
TX State Sales Tax	3.29
Houston City Sales Tax-Telecom	.61
Houston City Sales Tax	.53
Houston Mta Tax	.53
	<b>\$9.35</b>

pdw/ok# 5936



Invoice Number Account Number Date Due Page  
9778974176 919181047-00001 02/14/17 21 of 31

## Summary for Montrose Montrose: 832-370-9191

### Your Plan

Nationwide Business Talk 450  
\$44.99 monthly charge  
450 monthly allowance minutes  
\$.25 per minute after allowance

#### Friends & Family

M2M National Unlimited  
Unlimited Mobile to Mobile

UNL Night & Weekend Min  
Unlimited OFFPEAK

Pay As You Use Megabyte Data  
\$1.99 per megabyte

Beginning on 12/04/08:  
08% Access Discount

Have more questions about your charges?  
Get details for usage charges at  
[www.vzw.com/mybusinessaccount](http://www.vzw.com/mybusinessaccount)

### Monthly Charges

Nationwide Business Talk 450	01/20 - 02/19	44.99
08% Access Discount	01/20 - 02/19	-3.60
		<b>\$41.39</b>

### Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Shared minutes	450 (shared)	112	---	---
Mobile to Mobile minutes	unlimited	4	---	---
Night/Weekend minutes	unlimited	80	---	---
Total Voice				<b>\$0.00</b>

#### Messaging

Text - Rcv'd messages	---	3	3	.60
Picture & Video - Rcv'd messages	---	2	2	.50
Total Messaging				<b>\$1.10</b>

Total Usage and Purchase Charges **\$1.10**

#### Surcharges

Fed Universal Service Charge	1.83
Regulatory Charge	.21
Administrative Charge	1.23
TX Franchise Surchg	.24
Texas Universal Service	1.13
	<b>\$4.64</b>

#### Taxes, Governmental Surcharges and Fees

TX State 911 Fee	.50
TX Equalization Surcharge	.06
TX State Sales Tax-Telco	2.94
	<b>\$3.50</b>

Total Current Charges for 832-370-9191 **\$50.63**

pd w/ ac #5936



Invoice Number Account Number Date Due Page  
9778974176 919181047-00001 02/14/17 23 of 31

## Summary for Gretchen Larson: 832-392-2546

### Your Plan

Nationwide Email & Data 450  
\$84.99 monthly charge  
450 monthly allowance minutes  
\$.25 per minute after allowance

#### Friends & Family

M2M National Unlimited  
Unlimited Mobile to Mobile

UNL Night & Weekend Min  
Unlimited OFFPEAK

Data MHS CRP Email/4GB  
\$20.00 monthly charge  
4 monthly gigabyte allowance  
\$10.00 per GB after allowance

Beginning on 01/07/09:  
08% Access Discount

Have more questions about your charges?  
Get details for usage charges at  
[www.vzw.com/mybusinessaccount](http://www.vzw.com/mybusinessaccount)

### Monthly Charges

Nationwide Email & Data 450	01/20 - 02/19	84.99
08% Access Discount	01/20 - 02/19	-6.80
Data MHS CRP Email/4GB	01/20 - 02/19	20.00
Total Equipment Coverage - Asurion	01/20 - 02/19	9.00
		<b>\$107.19</b>

### Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Shared	minutes 450 (shared)	839	---	---
Mobile to Mobile	minutes unlimited	146	---	---
Night/Weekend	minutes unlimited	63	---	---
Total Voice				<b>\$0.00</b>

#### Messaging

Text - Sent	messages	---	50	50	10.00
Text - Rcv'd	messages	---	105	105	21.00
Picture & Video - Sent	messages	---	30	30	7.50
Picture & Video - Rcv'd	messages	---	60	60	15.00
Total Messaging					<b>\$53.50</b>

#### Data

Gigabyte Usage	gigabytes 4.000	.728	---	---
Total Data				<b>\$0.00</b>

Total Usage and Purchase Charges  
**\$53.50**

#### Surcharges

Fed Universal Service Charge	1.83
Regulatory Charge	.21
Administrative Charge	1.23
TX Franchise Surchg	.24
Texas Universal Service	2.44
	<b>\$5.95</b>

#### Taxes, Governmental Surcharges and Fees

TX State 911 Fee	.50
TX Equalization Surcharge	.06
TX State Sales Tax-Telco	6.30
TX State Sales Tax	3.67
Houston City Sales Tax-Telecom	1.01
Houston City Sales Tax	.59
Houston Mta Tax	.59
	<b>\$12.72</b>

Total Current Charges for 832-392-2546

**\$179.36**

pdw/dk #5936

# Hawes Hill Calderon, LLP Expense Report



Total Reimbursement Due \$ 168.48

Name David Hawes

Client MONTROSE MD

Period October - December 2016

Date	Description of Expense	Ground Transportation (Gas, Rental Car, Taxi)	Miles	Mileage Rate	Mileage Reimbursement	Miscellaneous	Total
10/5/2016	Travel to Board Chair	\$0.00	28	\$ 0.540	\$15.12		\$15.12
10/18/2016	Travel to mtg with property owner		30	\$ 0.540	\$16.20		\$16.20
10/19/2016	Travel to Board Chair		28	\$ 0.540	\$15.12		\$15.12
10/20/2016	Travel to Comm. Mtg.		28	\$ 0.540	\$15.12		\$15.12
11/1/2016	Travel to Comm. Mtg.		28	\$ 0.540	\$15.12		\$15.12
11/16/2016	Travel to Mtg with Board Chair		28	\$ 0.540	\$15.12		\$15.12
11/16/2016	Travel to luncheon		30	\$ 0.540	\$16.20		\$16.20
11/17/2016	Travel to Mtg with Board Chair		28	\$ 0.540	\$15.12		\$15.12
12/7/2016	Travel to Mtg with Board Chair		28	\$ 0.540	\$15.12		\$15.12
12/12/2016	Travel to Board mtg.		28	\$ 0.540	\$15.12		\$15.12
12/14/2016	Travel to Mtg with Board Chair		28	\$ 0.540	\$15.12		\$15.12
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
Total		\$0.00	312		\$168.48	\$0.00	\$168.48

31112 #5936





EXPENSE REPORT

Name Gretchen Larson		Period Ending November 30, 2016		Service Area Montrose - AMENDED		
Date	Destination	Business Mileage Purpose	Miles Driven	Other Expenses(2) Item	Amount	Bill to Dist. (Y/N)
2-Nov		District meetings	32			Y
5-Nov		District meetings	36			Y
6-Nov		District meetings	24			Y
10-Nov		District meetings	30			Y
12-Nov		District meetings	22			Y
19-Nov		District meetings	34	Printing - RFP Meetings	\$ 277.65	Y
24-Nov		District meetings	28	4th Ann Holiday Lighting Ceremony		Y
30-Nov		District meetings	34	Niko Niko's	\$ 634.20	Y
				Tolls	-	Y
AMENDED			1	240	\$ 911.85	

I certify that the above expenses were incurred and paid by me:

Signature Gretchen Larson 12-9-16	Date
Approval	Date

\* Attach evidence of purchase

Business Miles (1) @ 0.54	Expenses billed to District (Y) Expenses not billed to District (N)
\$ 129.60	\$ 911.85
\$ 0	\$ 0
\$ 1,041.45	\$ 1,041.45
\$ 1,041.45	\$ 1,041.45

paid

7-634-20

1041.45  
(407.25) → already reimbursed  
634.20 → net  
Still

pdw/cx #3936

**Gretchen Larson**

---

**From:** Gretchen Larson  
**Sent:** Thursday, November 17, 2016 11:35 AM  
**To:** 'catering@nikonikos.com'  
**Subject:** RE: Credit card receipt from Niko Niko's Catering Dept

TY!

-----Original Message-----

**From:** catering@nikonikos.com [mailto:catering@nikonikos.com]  
**Sent:** Tuesday, November 15, 2016 6:26 PM  
**To:** glarson@hhclp.com  
**Cc:** catering@nikonikos.com  
**Subject:** Credit card receipt from Niko Niko's Catering Dept

Niko Niko's Greek & American Cafe - Catering MOTO  
2520 Montrose Blvd  
Houston, TX 77006  
713-528-0966  
11/15/2016 7:26:04 PM

Operator Kostas  
Account XXXXXXXXXXXXX7257  
Exp Date XXXX  
Card Type Sale VISA  
Subtotal \$634.20  
Taxes \$0.00  
Total Amount \$634.20  
Invoice E12863  
Ref Number 5511  
Auth Code 01562D

I agree to pay the amount shown.  
Thank you for using our catering, come back soon!

pd w/ ac # 3936

## EXPENSE REPORT

Name Gretchen Larson		Period Ending December 31, 2016		Service Area Montrose Management District		
Business Mileage		Miles Driven		Other Expenses(2)		Bill to Dist. (Y/N)
Date	Destination	Purpose		Item	Amount	
1-Dec		District Mgt, other	34			Y
6-Dec		District Mgt, other	28			Y
7-Dec		District Mgt, other	36			Y
12-Dec		District Mgt, other	26			Y
15-Dec		District Mgt, other	30			Y
20-Dec		District Mgt, other	30			Y
29-Dec		District Mgt, other	24	Tolls	\$ 45.30	Y
				Holiday Mixer	\$ 600.00	Y
			1	208	\$ 645.30	

I certify that the above expenses were incurred and paid by me:

Gretchen Larson. *GJL 1/28/17*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\* Attach evidence of purchase

Business Miles (1) @	\$ 112.32
0.54	
Other Expenses (2)	
Expenses billed to District (Y)	\$ 645.30
Expenses not billed to District (N)	\$ -
Amount Billed to District	\$ 757.62
Total Reimbursement	\$ 757.62

pd w/ Oc #5936

Account TransactionsDec 1-30  
Run date: 28 January 2017

Account: 1762143 GRETCHEN LARSON

#	Transaction Date/Time	Posted Date/Time	Vehicle	Axle	Location	Description	Amount
1	12/01/2016 08:24	12/01/2016 10:45	TX-FGM8128	2	FBPK-SMLP- NB Lane 2 - FBGPTRA: 281-242-9740	Toll	-0.40
2	12/01/2016 08:27	12/01/2016 11:14	TX-FGM8128	2	FBPK Lk Olymp ML NB L11 - FBGPTRA: 281-242-9740	Toll	-0.40
3	12/01/2016 08:29	12/01/2016 11:13	TX-FGM8128	2	FBPK McHard ML NB L21 - FBGPTRA: 281-242-9740	Toll	-0.40
4	12/01/2016 08:30	12/01/2016 11:43	TX-FGM8128	2	FBPK Fondren ML NB L31 - FBGPTRA: 281-242-9740	Toll	-0.60
5	12/01/2016 08:34	12/01/2016 09:11	TX-FGM8128	2	Sam Houston - Hillcroft - Hillcroft ON Ramp - HCTRA: 281-875-3279	Toll	-0.90
6	12/01/2016 08:49	12/01/2016 09:27	TX-FGM8128	2	Sam Houston - South Barrier - Mainlines - HCTRA: 281-875- 3279	Toll	-1.50
7	12/01/2016 10:53	12/01/2016 11:07	TX-FGM8128	2	Sam Houston - South Barrier - Mainlines - HCTRA: 281-875- 3279	Toll	-1.50
8	12/01/2016 18:16	12/01/2016 19:08	TX-FGM8128	2	Sam Houston - US 90 - U.S. 90A OFF Ramp - HCTRA: 281- 875-3279	Toll	-0.90
9	12/02/2016 11:05	12/02/2016 13:43	TX-FGM8128	2	FBPK-SMLP- NB Lane 2 - FBGPTRA: 281-242-9740	Toll	-0.40
10	12/02/2016 11:08	12/02/2016 13:44	TX-FGM8128	2	FBPK Lk Olymp ML NB L11 - FBGPTRA: 281-242-9740	Toll	-0.40
11	12/02/2016 11:09	12/02/2016 13:45	TX-FGM8128	2	FBPK McHard ML NB L21 - FBGPTRA: 281-242-9740	Toll	-0.40
12	12/02/2016 11:10	12/02/2016 13:44	TX-FGM8128	2	FBPK Fondren ML NB L31 - FBGPTRA: 281-242-9740	Toll	-0.60
13	12/02/2016 11:14	12/02/2016 11:33	TX-FGM8128	2	Sam Houston - Hillcroft - Hillcroft ON Ramp - HCTRA: 281-875-3279	Toll	-0.90
14	12/02/2016 11:24	12/02/2016 11:44	TX-FGM8128	2	Sam Houston - South Barrier - Mainlines - HCTRA: 281-875- 3279	Toll	-1.50
15	12/02/2016 12:20	12/02/2016 12:43	TX-FGM8128	2	Sam Houston - Central Barrier - Mainlines - HCTRA: 281-875- 3279	Toll	-1.50
16	12/02/2016 12:25	12/02/2016 12:43	TX-FGM8128	2	Sam Houston - Fallbrook/Windfern - Fallbrook OFF Ramp - HCTRA: 281-875- 3279	Toll	-1.20

pd w/ok #5986

#	Transaction Date/Time	Posted Date/Time	Vehicle	Axle	Location	Description	Amount
33	12/06/2016 02:32	12/06/2016 00:00			Rebill Tag Store	AUTOCHARGE	50.00
34	12/07/2016 07:26	12/07/2016 14:32	TX-FGM8128	2	West Airport Decl-SOV In - METRO: 713-462-5263	Toll	-6.50
35	12/07/2016 20:26	12/07/2016 20:42	TX-FGM8128	2	Ft. Bend Connector Mainlines - HCTRA: 281-875-3279	Toll	-1.50
36	12/07/2016 20:29	12/07/2016 22:57	TX-FGM8128	2	FBPK Fondren ML SB L36 - FBGPTRA: 281-242-9740	Toll	-0.60
37	12/07/2016 20:30	12/07/2016 22:56	TX-FGM8128	2	FBPK McHard ML SB L26 - FBGPTRA: 281-242-9740	Toll	-0.40
38	12/07/2016 20:32	12/07/2016 22:57	TX-FGM8128	2	FBPK Lk Olymp ML SB L16 - FBGPTRA: 281-242-9740	Toll	-0.40
39	12/07/2016 20:34	12/07/2016 22:57	TX-FGM8128	2	FBPK-SMLP-SB Lane 6 - FBGPTRA: 281-242-9740	Toll	-0.40
40	12/08/2016 16:15	12/08/2016 16:39	TX-FGM8128	2	Sam Houston - South Barrier - Mainlines - HCTRA: 281-875- 3279	Toll	-1.50
41	12/08/2016 16:27	12/08/2016 16:47	TX-FGM8128	2	Sam Houston - US 90 - U.S. 90A OFF Ramp - HCTRA: 281- 875-3279	Toll	-0.90
42	12/09/2016 12:03	12/09/2016 14:33	TX-FGM8128	2	FBPK-SMLP- NB Lane 2 - FBGPTRA: 281-242-9740	Toll	-0.40
43	12/09/2016 12:07	12/09/2016 14:33	TX-FGM8128	2	FBPK Lk Olymp ML NB L11 - FBGPTRA: 281-242-9740	Toll	-0.40
44	12/09/2016 12:09	12/09/2016 14:34	TX-FGM8128	2	FBPK McHard ML NB L21 - FBGPTRA: 281-242-9740	Toll	-0.40
45	12/09/2016 12:10	12/09/2016 14:34	TX-FGM8128	2	FBPK Fondren ML NB L31 - FBGPTRA: 281-242-9740	Toll	-0.60
46	12/09/2016 12:13	12/09/2016 12:34	TX-FGM8128	2	Sam Houston - Hillcroft - Hillcroft ON Ramp - HCTRA: 281-875-3279	Toll	-0.90
47	12/09/2016 12:23	12/09/2016 12:45	TX-FGM8128	2	Sam Houston - South Barrier - Mainlines - HCTRA: 281-875- 3279	Toll	-1.50
48	12/09/2016 18:41	12/09/2016 19:56	TX-FGM8128	2	Sam Houston - Hillcroft - Hillcroft OFF Ramp - HCTRA: 281-875-3279	Toll	-0.90
49	12/09/2016 18:44	12/09/2016 21:30	TX-FGM8128	2	FBPK Fondren ML SB L36 - FBGPTRA: 281-242-9740	Toll	-0.60
50	12/09/2016 18:45	12/09/2016 20:57	TX-FGM8128	2	FBPK McHard ML SB L25 -	Toll	-0.40

pd w/ok #5936

#	Transaction Date/Time	Posted Date/Time	Vehicle	Axle	Location	Description	Amount
FBGPTRA: 281-242-9740							
51	12/09/2016 18:47	12/09/2016 21:28	TX-FGM8128	2	FBPK Lk Olymp ML SB L16 - FBGPTRA: 281-242-9740	Toll	-0.40
52	12/09/2016 18:50	12/09/2016 21:30	TX-FGM8128	2	FBPK-SMLP-SB Lane 6 - FBGPTRA: 281-242-9740	Toll	-0.40
53	12/10/2016 08:42	12/10/2016 11:29	TX-FGM8128	2	FBPK-SMLP- NB Lane 2 - FBGPTRA: 281-242-9740	Toll	-0.40
54	12/10/2016 08:45	12/10/2016 11:28	TX-FGM8128	2	FBPK Lk Olymp ML NB L11 - FBGPTRA: 281-242-9740	Toll	-0.40
55	12/10/2016 08:47	12/10/2016 11:29	TX-FGM8128	2	FBPK McHard ML NB L21 - FBGPTRA: 281-242-9740	Toll	-0.40
56	12/10/2016 08:48	12/10/2016 11:29	TX-FGM8128	2	FBPK Fondren ML NB L31 - FBGPTRA: 281-242-9740	Toll	-0.60
57	12/10/2016 08:54	12/10/2016 09:10	TX-FGM8128	2	Sam Houston - SouthWest Barrier - Mainlines - HCTRA: 281-875-3279	Toll	-1.50
58	12/10/2016 08:58	12/10/2016 09:14	TX-FGM8128	2	Sam Houston - SouthEast Barrier - Mainlines - HCTRA: 281-875-3279	Toll	-1.50
59	12/10/2016 09:23	12/10/2016 09:41	TX-FGM8128	2	Sam Houston - SouthEast Barrier - Mainlines - HCTRA: 281-875-3279	Toll	-1.50
60	12/12/2016 16:37	12/12/2016 19:26	TX-FGM8128	2	FBPK-SMLP- NB Lane 2 - FBGPTRA: 281-242-9740	Toll	-0.40
61	12/12/2016 16:40	12/12/2016 19:25	TX-FGM8128	2	FBPK Lk Olymp ML NB L11 - FBGPTRA: 281-242-9740	Toll	-0.40
62	12/12/2016 16:42	12/12/2016 19:26	TX-FGM8128	2	FBPK McHard ML NB L21 - FBGPTRA: 281-242-9740	Toll	-0.40
63	12/12/2016 16:42	12/12/2016 19:27	TX-FGM8128	2	FBPK Fondren ML NB L31 - FBGPTRA: 281-242-9740	Toll	-0.60
64	12/12/2016 16:49	12/12/2016 17:17	TX-FGM8128	2	Sam Houston - SouthWest Barrier - Mainlines - HCTRA: 281-875-3279	Toll	-1.50
65	12/12/2016 16:53	12/12/2016 17:30	TX-FGM8128	2	Sam Houston - SouthEast Barrier - Mainlines - HCTRA: 281-875-3279	Toll	-1.50
66	12/12/2016 17:41	12/12/2016 18:18	TX-FGM8128	2	Sam Houston - SouthEast Barrier - Mainlines - HCTRA: 281-875-3279	Toll	-1.50

pd w/ok #5936

#	Transaction Date/Time	Posted Date/Time	Vehicle	Axle	Location	Description	Amount
67	12/12/2016 17:48	12/12/2016 18:26	TX-FGM8128	2	Sam Houston - SouthWest Barrier - Mainlines - HCTRA: 281-875-3279	Toll	-1.50
68	12/12/2016 17:58	12/12/2016 20:57	TX-FGM8128	2	FBPK Fondren ML SB L35 - FBGPTRA: 281-242-9740	Toll	-0.60
69	12/12/2016 17:57	12/12/2016 20:50	TX-FGM8128	2	FBPK McHard ML SB L26 - FBGPTRA: 281-242-9740	Toll	-0.40
70	12/12/2016 17:59	12/12/2016 20:50	TX-FGM8128	2	FBPK Lk Olymp ML SB L16 - FBGPTRA: 281-242-9740	Toll	-0.40
71	12/12/2016 18:21	12/12/2016 21:12	TX-FGM8128	2	FBPK-SMLP-SB Lane 6 - FBGPTRA: 281-242-9740	Toll	-0.40
72	12/13/2016 14:49	12/13/2016 17:50	TX-FGM8128	2	FBPK-SMLP- NB Lane 2 - FBGPTRA: 281-242-9740	Toll	-0.40
73	12/13/2016 14:51	12/13/2016 17:52	TX-FGM8128	2	FBPK Lk Olymp ML NB L11 - FBGPTRA: 281-242-9740	Toll	-0.40
74	12/13/2016 14:53	12/13/2016 17:49	TX-FGM8128	2	FBPK McHard ML NB L20 - FBGPTRA: 281-242-9740	Toll	-0.40
75	12/13/2016 14:54	12/13/2016 17:49	TX-FGM8128	2	FBPK Fondren ML NB L31 - FBGPTRA: 281-242-9740	Toll	-0.60
76	12/13/2016 14:57	12/13/2016 15:18	TX-FGM8128	2	Ft. Bend Connector Mainlines - HCTRA: 281-875-3279	Toll	-1.50
77	12/13/2016 22:07	12/13/2016 22:21	TX-FGM8128	2	Sam Houston - North Barrier - Mainlines - HCTRA: 281-875- 3279	Toll	-1.50
78	12/13/2016 22:18	12/13/2016 22:31	TX-FGM8128	2	Sam Houston - Central Barrier - Mainlines - HCTRA: 281-875- 3279	Toll	-1.50
79	12/13/2016 22:24	12/13/2016 22:37	TX-FGM8128	2	Sam Houston - Hammerly BLVD - W. Hammerly Blvd. ON Ramp - HCTRA: 281-875-3279	Toll	-0.90
80	12/13/2016 22:28	12/13/2016 22:42	TX-FGM8128	2	Sam Houston - South Barrier - Mainlines - HCTRA: 281-875- 3279	Toll	-1.50
81	12/13/2016 22:38	12/13/2016 22:52	TX-FGM8128	2	Sam Houston - Hillcroft - Hillcroft OFF Ramp - HCTRA: 281-875-3279	Toll	-0.90
82	12/13/2016 22:41	12/14/2016 01:06	TX-FGM8128	2	FBPK Fondren ML SB L36 - FBGPTRA: 281-242-9740	Toll	-0.60
83	12/13/2016 22:42	12/14/2016 01:06	TX-FGM8128	2	FBPK McHard ML SB L26 - FBGPTRA: 281-242-9740	Toll	-0.40

pd w/ok #5936

#	Transaction Date/Time	Posted Date/Time	Vehicle	Axle	Location	Description	Amount
84	12/13/2016 22:44	12/14/2016 01:06	TX-FGM8128	2	FBPK Lk Olymp ML SB L16 - FBGPTRA: 281-242-9740	Toll	-0.40
85	12/13/2016 22:47	12/14/2016 01:08	TX-FGM8128	2	FBPK-SMLP-SB Lane 6 - FBGPTRA: 281-242-9740	Toll	-0.40
86	12/14/2016 07:08	12/14/2016 20:52	TX-FGM8128	2	West Airport Decl-SOV In - METRO: 713-462-5263	Toll	-6.50
87	12/14/2016 20:54	12/14/2016 21:09	TX-FGM8128	2	Sam Houston - South Barrier - Mainlines - HCTRA: 281-875- 3279	Toll	-1.50
88	12/14/2016 21:04	12/14/2016 21:17	TX-FGM8128	2	Sam Houston - Hillcroft - Hillcroft OFF Ramp - HCTRA: 281-875-3279	Toll	-0.90
89	12/14/2016 21:07	12/14/2016 23:52	TX-FGM8128	2	FBPK Fondren ML SB L36 - FBGPTRA: 281-242-9740	Toll	-0.60
90	12/14/2016 21:08	12/14/2016 23:57	TX-FGM8128	2	FBPK McHard ML SB L26 - FBGPTRA: 281-242-9740	Toll	-0.40
91	12/14/2016 21:10	12/14/2016 23:51	TX-FGM8128	2	FBPK Lk Olymp ML SB L16 - FBGPTRA: 281-242-9740	Toll	-0.40
92	12/14/2016 21:13	12/14/2016 23:52	TX-FGM8128	2	FBPK-SMLP-SB Lane 6 - FBGPTRA: 281-242-9740	Toll	-0.40
93	12/15/2016 02:52	12/15/2016 00:00			Rebill Tag Store	AUTOCHARGE	50.00
94	12/15/2016 15:57	12/15/2016 19:44	TX-FGM8128	2	FBPK-SMLP- NB Lane 2 - FBGPTRA: 281-242-9740	Toll	-0.40
95	12/15/2016 15:59	12/15/2016 18:57	TX-FGM8128	2	FBPK Lk Olymp ML NB L10 - FBGPTRA: 281-242-9740	Toll	-0.40
96	12/15/2016 16:01	12/15/2016 19:44	TX-FGM8128	2	FBPK McHard ML NB L21 - FBGPTRA: 281-242-9740	Toll	-0.40
97	12/15/2016 16:02	12/15/2016 18:57	TX-FGM8128	2	FBPK Fondren ML NB L31 - FBGPTRA: 281-242-9740	Toll	-0.60
98	12/15/2016 16:04	12/15/2016 16:38	TX-FGM8128	2	Ft. Bend Connector Mainlines - HCTRA: 281-875-3279	Toll	-1.50
99	12/15/2016 20:11	12/15/2016 21:11	TX-FGM8128	2	Ft. Bend Connector Mainlines - HCTRA: 281-875-3279	Toll	-1.50
100	12/15/2016 20:13	12/15/2016 23:07	TX-FGM8128	2	FBPK Fondren ML SB L35 - FBGPTRA: 281-242-9740	Toll	-0.60
101	12/15/2016 20:14	12/15/2016 23:07	TX-FGM8128	2	FBPK McHard ML SB L26 - FBGPTRA: 281-242-9740	Toll	-0.40
102							

pd w/ ck #5936



#	Transaction Date/Time	Posted Date/Time	Vehicle	Axle	Location	Description	Amount
119	12/18/2016 22:07	12/19/2016 00:38	TX-FGM8128	2	FBPK McHard ML SB L26 - FBGPTRA: 281-242-9740	Toll	-0.40
120	12/18/2016 22:09	12/19/2016 00:38	TX-FGM8128	2	FBPK Lk Olymp ML SB L16 - FBGPTRA: 281-242-9740	Toll	-0.40
121	12/18/2016 22:13	12/19/2016 00:36	TX-FGM8128	2	FBPK-SMLP-SB Lane 5 - FBGPTRA: 281-242-9740	Toll	-0.40
122	12/20/2016 05:22	12/20/2016 07:41	TX-FGM8128	2	FBPK-SMLP- NB Lane 2 - FBGPTRA: 281-242-9740	Toll	-0.40
123	12/20/2016 05:27	12/20/2016 08:28	TX-FGM8128	2	FBPK Lk Olymp ML NB L11 - FBGPTRA: 281-242-9740	Toll	-0.40
124	12/20/2016 05:29	12/20/2016 08:29	TX-FGM8128	2	FBPK McHard ML NB L21 - FBGPTRA: 281-242-9740	Toll	-0.40
125	12/20/2016 05:30	12/20/2016 08:28	TX-FGM8128	2	FBPK Fondren ML NB L31 - FBGPTRA: 281-242-9740	Toll	-0.60
126	12/20/2016 05:36	12/20/2016 05:49	TX-FGM8128	2	Sam Houston - SouthWest Barrier - Mainlines - HCTRA: 281-875-3279	Toll	-1.50
127	12/20/2016 05:41	12/20/2016 05:58	TX-FGM8128	2	Sam Houston - SouthEast Barrier - Mainlines - HCTRA: 281-875-3279	Toll	-1.50
128	12/20/2016 06:05	12/20/2016 06:23	TX-FGM8128	2	Sam Houston - SouthEast Barrier - Mainlines - HCTRA: 281-875-3279	Toll	-1.50
129	12/20/2016 06:09	12/20/2016 06:26	TX-FGM8128	2	Sam Houston - SouthWest Barrier - Mainlines - HCTRA: 281-875-3279	Toll	-1.50
130	12/20/2016 06:17	12/20/2016 08:49	TX-FGM8128	2	FBPK Fondren ML SB L35 - FBGPTRA: 281-242-9740	Toll	-0.60
131	12/20/2016 06:18	12/20/2016 08:51	TX-FGM8128	2	FBPK McHard ML SB L25 - FBGPTRA: 281-242-9740	Toll	-0.40
132	12/20/2016 06:20	12/20/2016 08:51	TX-FGM8128	2	FBPK Lk Olymp ML SB L16 - FBGPTRA: 281-242-9740	Toll	-0.40
133	12/20/2016 06:23	12/20/2016 08:50	TX-FGM8128	2	FBPK-SMLP-SB Lane 5 - FBGPTRA: 281-242-9740	Toll	-0.40
134	12/20/2016 08:55	12/20/2016 11:57	TX-FGM8128	2	FBPK-SMLP- NB Lane 2 - FBGPTRA: 281-242-9740	Toll	-0.40
135	12/20/2016 08:59	12/20/2016 11:50	TX-FGM8128	2	FBPK Lk Olymp ML NB L11 - FBGPTRA: 281-242-9740	Toll	-0.40
136	12/20/2016 09:01	12/20/2016 12:10	TX-FGM8128	2	FBPK McHard ML NB L21 - FBGPTRA: 281-242-9740	Toll	-0.40

pd w/ CL #5936

#	Transaction Date/Time	Posted Date/Time	Vehicle	Axle	Location	Description	Amount
137	12/20/2016 09:02	12/20/2016 12:10	TX-FGM8128	2	FBPK Fondren ML NB L31 - FBGPTRA: 281-242-9740	Toll	-0.60
138	12/20/2016 09:04	12/20/2016 09:22	TX-FGM8128	2	Ft. Bend Connector Mainlines - HCTRA: 281-875-3279	Toll	-1.50
139	12/20/2016 16:08	12/20/2016 16:35	TX-FGM8128	2	Ft. Bend Connector Mainlines - HCTRA: 281-875-3279	Toll	-1.50
140	12/20/2016 16:10	12/20/2016 19:01	TX-FGM8128	2	FBPK Fondren ML SB L36 - FBGPTRA: 281-242-9740	Toll	-0.60
141	12/20/2016 16:11	12/20/2016 19:01	TX-FGM8128	2	FBPK McHard ML SB L28 - FBGPTRA: 281-242-9740	Toll	-0.40
142	12/20/2016 16:13	12/20/2016 19:01	TX-FGM8128	2	FBPK Lk Olymp ML SB L16 - FBGPTRA: 281-242-9740	Toll	-0.40
143	12/20/2016 16:16	12/20/2016 19:01	TX-FGM8128	2	FBPK-SMLP-SB Lane 5 - FBGPTRA: 281-242-9740	Toll	-0.40
144	12/22/2016 11:18	12/22/2016 13:38	TX-FGM8128	2	FBPK-SMLP-NB Lane 2 - FBGPTRA: 281-242-9740	Toll	-0.40
145	12/22/2016 11:34	12/22/2016 14:19	TX-FGM8128	2	FBPK Lk Olymp ML NB L11 - FBGPTRA: 281-242-9740	Toll	-0.40
146	12/22/2016 11:36	12/22/2016 14:20	TX-FGM8128	2	FBPK McHard ML NB L21 - FBGPTRA: 281-242-9740	Toll	-0.40
147	12/22/2016 11:37	12/22/2016 14:20	TX-FGM8128	2	FBPK Fondren ML NB L31 - FBGPTRA: 281-242-9740	Toll	-0.60
148	12/22/2016 11:40	12/22/2016 11:58	TX-FGM8128	2	Sam Houston - Hillcroft - Hillcroft ON Ramp - HCTRA: 281-875-3279	Toll	-0.90
149	12/22/2016 11:50	12/22/2016 12:09	TX-FGM8128	2	Sam Houston - South Barrier - Mainlines - HCTRA: 281-875- 3279	Toll	-1.50
150	12/22/2016 14:18	12/22/2016 14:46	TX-FGM8128	2	KTY EB @ Wirt - HCTRA: 281- 875-3279	Toll	-0.30
151	12/22/2016 15:11	12/22/2016 15:35	TX-FGM8128	2	Ft. Bend Connector Mainlines - HCTRA: 281-875-3279	Toll	-1.50
152	12/22/2016 15:14	12/22/2016 17:38	TX-FGM8128	2	FBPK Fondren ML SB L36 - FBGPTRA: 281-242-9740	Toll	-0.60
153	12/22/2016 15:15	12/22/2016 17:38	TX-FGM8128	2	FBPK McHard ML SB L28 - FBGPTRA: 281-242-9740	Toll	-0.40
154	12/22/2016 15:16	12/22/2016 17:39	TX-FGM8128	2	FBPK Lk Olymp ML SB L16 - FBGPTRA: 281-242-9740	Toll	-0.40

pd w/ok #5934

#	Transaction Date/Time	Posted Date/Time	Vehicle	Axle	Location	Description	Amount
155	12/23/2016 02:19	12/23/2016 00:00			Rebill Tag Store	AUTOCHARGE	60.00
156	12/29/2016 10:17	12/29/2016 12:46	TX-FGM8128	2	FBPK-SMLP- NB Lane 2 - FBGPTRA: 281-242-9740	Toll	-0.40
157	12/29/2016 10:21	12/29/2016 12:47	TX-FGM8128	2	FBPK Lk Olymp ML NB L11 - FBGPTRA: 281-242-9740	Toll	-0.40
158	12/29/2016 10:23	12/29/2016 12:47	TX-FGM8128	2	FBPK McHard ML NB L21 - FBGPTRA: 281-242-9740	Toll	-0.40
159	12/29/2016 10:24	12/29/2016 12:47	TX-FGM8128	2	FBPK Fondren ML NB L31 - FBGPTRA: 281-242-9740	Toll	-0.60
160	12/29/2016 10:26	12/29/2016 10:41	TX-FGM8128	2	Ft. Bend Connector Mainlines - HCTRA: 281-875-3279	Toll	-1.50
161	12/29/2016 15:08	12/29/2016 15:26	TX-FGM8128	2	FL Bend Connector Mainlines - HCTRA: 281-875-3279	Toll	-1.50
162	12/29/2016 15:10	12/29/2016 17:24	TX-FGM8128	2	FBPK Fondren ML SB L36 - FBGPTRA: 281-242-9740	Toll	-0.60
163	12/29/2016 15:11	12/29/2016 17:23	TX-FGM8128	2	FBPK McHard ML SB L26 - FBGPTRA: 281-242-9740	Toll	-0.40
164	12/29/2016 15:13	12/29/2016 17:26	TX-FGM8128	2	FBPK Lk Olymp ML SB L16 - FBGPTRA: 281-242-9740	Toll	-0.40
Total Amount							14.40

pol w/ ac #5936

mmn YUCATAN TACO STAND  
3407 MONTROSE BLVD AB  
HOUSTON, TX  
(832) 740 4922

Date: 12/15/16 Time: 07:24 pm

Order #: 207

COUNTER

Server: PM Reg 6

Paid: Paid

Payment #: 17385

Payment Date Time: 12/15/16 07:24 pm

Transaction ID: CH207

Cashier: PM Reg. 6

Tax ID: MONT

Merchant ID: 450239477391=YUCATA

XXXXXXXXXXXX8298 Visa

Swiped

Invoice: 549222 Auth Code: 03264C

Reference: 1044

1 OPEN ITEM \$500.00

Sub-total: \$500.00

Tax:

Exempt

Total:

\$500.00

Visa \$500.00

Tip :

Total :

Customer Copy

Thank You for Dining with us.

Come Join Us For Brunch  
Every Saturday And Sunday From  
9am to 2pm

pd w/ck #5936



# McCALL GIBSON SWEDLUND BARFOOT PLLC

*Certified Public Accountants*

13100 Wortham Center Drive  
Suite 235  
Houston, Texas 77065-5610  
(713) 462-0341  
Fax (713) 462-2708  
E-Mail: [mgsb@mgsbpllc.com](mailto:mgsb@mgsbpllc.com)

9600 Great Hills Trail  
Suite 150W  
Austin, Texas 78759  
(512) 610-2209  
[www.mgsbpllc.com](http://www.mgsbpllc.com)

January 9, 2017

Board of Directors  
Montrose Management District  
Harris County, Texas

We are pleased to confirm our understanding of the services we are to provide Montrose Management District (the "District") for the years ended December 31, 2016, and December 31, 2017. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the years ended December 31, 2016, and December 31, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis, and
- 2) Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. The document we submit to you will include various supplementary schedules as required by the Texas Commission on Environmental Quality (the "Commission") as published in the *Water District Financial Management Guide*. This supplementary information will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole except for that portion marked "unaudited", on which we will express no opinion.

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Directors of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of certain assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatements, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, consultants, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws and regulations.



### **Management Responsibilities (Continued)**

You are responsible for the preparation of the supplementary information in conformity with the Commission's requirements. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the Commission's requirements, (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with the Commission's requirements, (3) that the methods of measurement or presentation have not changed from those used in the prior period, and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

### **Engagement Administration, Fees and Other**

We are aware of the State statute requiring the audit to be completed within 120 days and filed with the Texas Commission on Environmental Quality within 135 days from the closing date of the audit and barring any unforeseen circumstances every effort will be made to comply with this rule.

In accordance with provisions of the Local Records Retention Schedule Section 2-1: Item 1025-01(e) we agree to retain our audit work papers in our office for a period of three years after all questions arising from the audit have been resolved. In order to allow for all questions arising from the audit to be resolved and to comply with Rule 501.76(f) of the Rules of Professional Conduct of the Texas State Board of Public Accountancy the actual date will be the five-year anniversary of the audit report in question.

We expect to present a draft of the audit report within 45 days of the availability of the District's accounting records. Chris Swedlund is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign the report. The following is an estimate of our fees for the services included in this engagement letter.

- Fees for the audit of the District's financial statements for the year ended December 31, 2016, to range between \$8,500 and \$9,500
- Fees for the audit of the District's financial statements for the year ended December 31, 2017, to range between \$8,500 and \$9,500

**Engagement Administration, Fees and Other (Continued)**

Not included in the fees above are out-of-pocket costs such as printing, postage, and other charges incidental to the completion of our audit. If for any reason our services are terminated prior to issuance of a final report, our engagement will be deemed to have been completed, even if we have not completed our report. The District will be obligated to compensate us for our time expended through the date of termination. The above fee is based on anticipated cooperation from your consultants and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You agree that any dispute regarding this engagement will, prior to resorting to litigation, be submitted to mediation upon written request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The American Arbitration Association will administer any such mediation in accordance with its Commercial Mediation Rules. The results of the mediation proceeding shall be binding only if each of us agrees to be bound. We will share any costs of mediation proceedings equally.

We believe this letter accurately summarizes the significant terms of the engagement. If you have any questions, please let us know. If you agree with the terms of the engagement as described in this letter, please sign the enclosed copy and return it to us. We appreciate the confidence you have placed in us by retaining this firm as your independent auditor in this matter.

Sincerely,

*McCall Gibson Swedlund Barfoot PLLC*

McCall Gibson Swedlund Barfoot PLLC  
Certified Public Accountants

This letter correctly sets forth the understanding of Montrose Management District.

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Signature

---

Title

---

Date



BURTON ACCOUNTING, P.L.L.C.  
Certified Public Accountants  
HOUSTON ■ CONROE ■ AUSTIN

January 09, 2017

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

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will perform the following services:

1. We will compile, from information you and your bookkeeper provide, the annual financial statements of Montrose Management District as of and for the year ended December 31, 2016.
2. We will assist your bookkeeper in adjusting the books of accounts so that he (she) will be able to prepare a working trial balance from which financial statements can be compiled as of and for the year ended December 31, 2016. Your bookkeeper will provide us with a detailed trial balance and any supporting schedules we require.

#### **Our Responsibilities**

The objective of our engagement is to apply accounting and financial reporting expertise to you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

We will conduct our compilation engagement in accordance with the Statements of Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

#### **Your Responsibilities**

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to assist you in the presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.

2. The preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America and the inclusion of all informative disclosures that are appropriate for accounting principles generally accepted in the United States of America, if applicable.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements.
4. The prevention and detection of fraud.
5. To ensure that the District complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
7. To provide us with:
  - Access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - Additional information that we may request from you for the purpose of the compilation engagement.
  - Unrestricted access to persons within the District of whom we determine it necessary to make inquiries.

#### **Our Report**

As part of our engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

You agree to include our accountant's compilation report in any document containing the financial statements that indicates that we have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to ask our permission to do so.

You are responsible for making management decisions and performing management functions, and for designating an individual with suitable skill, knowledge, or experience to oversee any consulting services we provide. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

We estimate that our fees for these services will range from \$3,600 to \$3,900. You will also be billed for out-of-pocket costs such as report production, word processing, postage, travel, etc. Additional expenses are estimated to be \$85 to \$250. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees are payable upon presentation.

All working papers of our engagement remain our property and constitute confidential information. Except as discussed below, any requests for access to our working papers will be discussed with you before making them available to requesting parties:

1. Our firm, as well as other accounting firms, participate in a peer review program covering our audit and accounting practices. This program requires that once every three years we subject our system of quality control to an examination by another accounting firm. As part of this process, the other firm

will review a sample of our work. It is possible that the work we perform for you may be selected for review. If it is, the other firm is bound by professional standards to keep all information confidential.

2. We may be required to make certain work papers available to state or federal regulators pursuant to authority given to them by law or regulation. If requested, access to such work papers will be provided under the supervision of our firm personnel. Further, upon request, we may provide copies of selected work papers to the state or federal regulators and such copies may be distributed by the state or federal regulators to other third parties including government agencies.

It is our policy to keep work papers related to this engagement for seven years. When your records are returned to you, it is your responsibility to retain and protect your records for possible use, including potential examination by any government or regulatory agencies.

In the event of a dispute over our engagement, we mutually agree that any dispute that may arise in connection with our engagement will be submitted to mediation by selecting a third party to help us reach an agreement. We acknowledge that the results of this mediation will not be binding upon either of us. The costs of the mediation will be shared equally by both of us.

If we incur legal fees as a result of our reliance on any false representation by you, you agree to reimburse us for all of our legal fees and related costs of defense.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



BURTON ACCOUNTING, PLLC.

Acknowledged:

MONTROSE MANAGEMENT DISTRICT

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS**

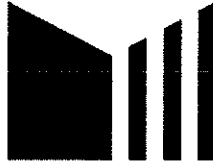
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**AGENDA MEMORANDUM**

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

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6. Receive an update and recommendations from the Public Safety Committee.



**MONTROSE MANAGEMENT DISTRICT**

**Memorandum**

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TO: Montrose District Board of Directors  
FROM: Deputy Executive Director  
DATE: Monday, February 6, 2017  
SUBJECT: Public Safety & Security Committee Meeting Minutes

---

The Public Safety and Security Committee met on Monday, February 6, 2017 at 12:00 p.m. at the Montrose District Office, 5020 Montrose Blvd., Suite 311, Houston TX 77006.

**Montrose District Board present:** Claude Wynn

**Contractors and guests present:** Officer Victor Beserra, Houston Police Department and Captain Darrin Lewis, Metro Police Department.

**Staff present:** Josh Hawes and Kristen Gonzales

***THE COMMITTEE WAS CALLED TO ORDER AT 12:00 P.M. AND CONSIDERED THE FOLLOWING:***

**Discuss Proactive Patrol activity report for the month of January, 2017.**

For the month of January 2017, patrols netted 44 arrests, with 4 felonies and 35 misdemeanors. There were 174 calls for service, 230 self-initiated actions, 996 BMV report cards issued, and 1,080 Crime Prevention brochures distributed. See attached report for additional details.

**Discuss ongoing or new public safety issues in the district**

The committee discussed the influx of homeless and panhandlers in the district and issues of Kush at a location on Richmond.

Shift Period: Jan-17

Total Hours Worked: 658:00

Total Miles Driven 2,222

## Crime Arrest Activity

Felony Arrests:	4
Misdemeanor Arrests:	35
Charges Filed:	12
Suspects in Jail:	44

## Field Activity

Parking Tickets:	1
Citations:	0
BMV Report Cards:	996
Crime Prevention:	1080
311 Calls	2

## Patrol Activity

Calls for Service:	174
Self-Initiated:	230
Incident Reports:	16
Accident Reports	0
Locations Checked:	1451

## Warrants

Felony Warrants:	3
Misdemeanor Warrants:	0
City Warrants:	14
SETCIC Warrants:	3

## Arrest Summary

Shift Period Jan-17

Charge	# of Arrests
BMV	2
City Warrants	5
Consumption of Alcohol on an Unlicensed Premise.	1
Criminal Trespass	8
Failure to ID	1
Failure to Register as a Sex Offender	2
Felony P.C.S. Warrant	1
Parole Violation	2
Possession of a Controlled Substance	1
Possession of Marijuana	1
Public Intoxication	18
Setcic Warrant	1
Urinating in Public	1
<b>Total Arrests</b>	<b>44</b>



MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

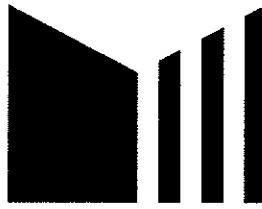
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**AGENDA MEMORANDUM**

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

---

7. Receive an update and recommendations from the Mobility and Visual Improvements Committee.
  - a. Approve a small cell tower location
  - b. Approve a proposal for design of esplanades on Montrose Boulevard from W. Dallas to W. Gray
  - c. Approve a proposal from Walter P. Moore for on-call services
  - d. Approve a proposal for landscaping design for ID markers
  - e. Approve a maintenance agreement between the City of Houston and the Montrose Management District



## MEMORANDUM

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TO: Montrose Management District Board of Directors  
FROM: Josh Hawes  
DATE: Monday, February 6, 2017  
SUBJECT: Mobility and Visual Improvements Committee Meeting

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The Montrose Management District Mobility and Visual Improvements Committee held a meeting on Monday, February 6, 2017 at 11:00 AM at 5020 Montrose, Suite 311, Houston TX 77006.

Montrose Management District Board of Directors Claude Wynn attended the meeting. Also in attendance were consultants Lee Anne Dixon (Walter P Moore), Travis Triola (Kudela & Wienheimer) and Lance Gandy (Gandy<sup>2</sup> Lighting Design). Staff in attendance was Josh Hawes, Don Huml and Kristen Gonzales. Also in attendance was Robin Holzer.

**1. Call Meeting to Order.**

The meeting was called to order at 11:00am.

**2. Receive an update and discuss the Special Parking Area application to the City of Houston.**

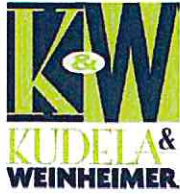
The plan was approved by the planning commission and has been forwarded to the city for approval by city council.

**3. Receive an update and discuss the Esplanade and Marker programs.**

The Consultant Team for Kudela and Weinheimer updated the Committee on the installation of ID markers. ID marker has been completed with the exception of one marker per the request of a property owner.

**4. Receive an update on bridge lighting plans.**

Staff and the consultant team leader Lance Gandy provided an update on the US 59 Bridge Lighting project. The bridges have been activated and there will be additional work to the Montrose bridges once equipment has been delivered.



7155 Old Katy Road  
Suite 270  
Houston, Texas 70024

P 713.869.6987  
F 713.869.0908

**PROJECT:** Montrose Esplanades & Identity Markers

**Field Report:** 009

**DATE:** 02-06-2017

**By:** Travis Triola

**COPIES:** Montrose, K&W File

**Weather:** Hard Freeze Last Month

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## **FIELD REPORT ITEMS**

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The purpose of the field report is to update Montrose District on the status of the Esplanade & Identity Marker Projects.

### **Esplanades**

#### **A) Budget and Contract**

1. NTP – April 04, 2016
  - a. Contract Calendar Days – 120
2. Original Contract Amount: \$603,984.00
  - a. Change Order 001 – (\$94,863.15)
    - i. 2700 Montrose Removal, Mortar Set Pavers and Lowering of Sanitary Sewer manholes, Additional 28' of Esplanade at 3300 Yoakum, 800 Lovett Blvd. Revised Plans, 900 Lovett Blvd. Revised Plans
      1. Total Contract to date – \$509,120.85
3. Pay Applications
  - a. Total Billed By Contractor - \$404,419.82
    - i. Pay Application #1 - \$23,826.38
    - ii. Pay Application #2 - \$45,930.59
    - iii. Pay Application #3 - \$53,083.27
    - iv. Pay Application #4 - \$61,711.31
    - v. Pay Application #5 - \$104,309.94
    - vi. Pay Application #6 - \$111,972.27
    - vii. Pay Application #7 - \$ 3,586.05 (submitted this month)

#### **B) Schedule**

- a. Substantial Completion – December 13, 2016



- b. 120 Day Maintenance Complete – April 12, 2017
- c. 1 Year Maintenance Period – April 12, 2017 through April 12, 2018
- d. Warranty Period (90days) – December 13, 2017 through March 13, 2017



## **Identity Markers**

### **A) Budget and Contract**

1. NTP – April 25, 2016
  - a. Contract Calendar Days – 180
    - i. Calendar Days Charged – 35
    - ii. Substantial Completion to be 145 days from execution of CO 1&2
    - iii. Calendar days resumed September 12, 2016
2. Original Contract Amount: \$542,236.00
  - a. Change Order 001 - \$16,541.00
    - i. Change in quantity, location, and service drop locations for signs
  - b. Change Order 002 - \$17,349.00
    - i. Fabrication of unistrut racks for remote mounting of NEMA boxes
      1. Total Contract to date – \$576,126.00
3. Pay Applications
  - a. Total Billed by Contractor - \$473,883.30
    - i. Pay Application #1 - \$146,347.20
    - ii. Pay Application #2 - \$66,372.30
    - iii. Pay Application #3 - \$177,241.00
    - iv. Pay Application #4 - \$83,923.00 (submitted this month)

### **B) Schedule**

1. Identity Markers
  - a. All ID Marker and Control Box Foundations Installed
  - b. All Electrical Panels Installed and meters
  - c. All ID Markers and Control Boxes installed except for Shepherd @ W. Dallas
  - d. Markers went live 1/2-1/3 with a basic white-light program scene running dusk to dawn
    - a. Will need to coordinate final light show selections with Bridges









7155 Old Katy Road  
Suite 270  
Houston, Texas 70024

P 713.869.6987  
F 713.869.0908

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### LANDSCAPE ARCHITECT'S CERTIFICATE OF COMPLETION

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Name of Project: Montrose Esplanade Enhancements - Phase 1

Owner of Project: Montrose Management District

Address of Owner: 5020 Montrose Blvd. Suite 311

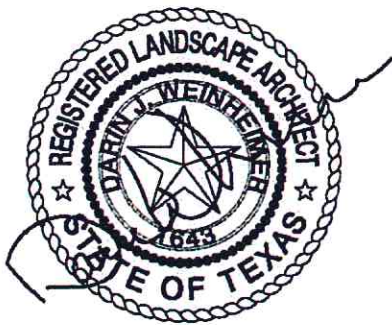
Houston, TX 77066

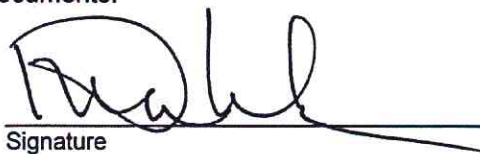
Consulting Landscape Architect: Kudela & Weinheimer

Project Number: MON-252

Scope of Services: Design of Hardscape, Softscape, and Irrigation

I certify this Project was completed December 13, 2016; that the Project was under periodic observation during construction; that the project observation was performed by or under the supervision of Darin J. Weinheimer, Registered Landscape Architect; that to the best of my knowledge the Project was constructed in general accordance with approved plans and specification outlined in the "Construction Documents."



  
Signature

Darin Weinheimer  
Printed Name

January 24, 2017  
Date



January 24, 2017

Josh Hawes  
Deputy Executive Director  
Montrose District  
5020 Montrose, Suite 311  
Houston, Texas 77006

RE: Montrose Medians (4 total)—Schematic Design, Construction Documentation, Construction Observation—K&W Job# MON-751

Kudela & Weinheimer, Inc., (*hereinafter K&W*), 7155 Old Katy Road, Suite 270, Houston, Texas 77024 is pleased to submit the following proposal for professional services in connection with the **Montrose Medians (4 total)**, Houston, Texas. This agreement is by and between K&W and Montrose District (Client)

## **Article 1: Landscape Architect's Basic and Additional Services**

### **Schematic Design**

During this phase, K&W shall provide hardscape and softscape design alternatives in a Schematic Design scheme.

Having gained a firm understanding of the project and its constraints, K&W will begin the production of sketch level drawings which define the essential elements of the Landscape Architectural portion of the project.

During the Schematic Design Phase K&W will:

1. Meet with the project team to confirm program information and to establish goals and objectives of the project.
2. Acquire site surveys and relevant architectural drawings from all available sources and build a CADD background for the project for use by K&W.
3. Visit the site to review and analyze existing conditions, existing vegetation, topography, approach to the site and adjacent land uses which will give K&W a firm understanding of the site and its context.
4. Prepare and present Schematic Drawings, which help develop the following:
  - a. Hardscape/Paver Design
  - b. Planting Design
  - c. Irrigation Design
  - d. Landscape Grading
  - e. Adopt-An-Esplanade
5. Prepare and present Preliminary Cost Estimates of probable construction costs.
6. Attend project meetings as required.





**Note:** Design alternatives will be produced and will include plan views and elevations. Drawing perspectives, bird's eye views will be an additional service.

### **Construction Documents**

*Based on your approval of the design development documents, K&W will prepare Construction Documents to properly describe the nature and scope of the landscape architectural portion of the project. These drawings will be suitable for bidding as well as to construct the project. The Construction Documents shall include the following:*

1. Materials and Layout Plans indicating the various materials as well as horizontal dimensioning used to build the project.
2. Landscape Grading Plans indicating the aesthetic grading on the project.
3. Hardscape construction details which indicate the means and methods for construction.
4. Planting Plans including all trees, shrubs, vines, groundcover, and turf. A plant list including plant names, sizes, spacing and or required quantities, and desired character for each species shall be provided.
5. Irrigation Plans including specifications, identification, location and sizing of irrigation system and its component parts.
6. Technical sections of the specifications in the CSI format covering all work shown on the drawings.
7. Final construction cost estimates to include unit costs at current construction dollars.
8. Reviews with Client as required.

### **Exclusions**

1. Fountain/ Pool Mechanical, Electrical and Plumbing (MEP) engineering and Structural engineering including pump and filtration engineering shall be the responsibility of the fountain sub-contractor. K&W will review submittals from fountain sub-contractor for design intent only.

### **Construction Administration**

*Construction Administration services shall include Bidding/ Negotiations and Construction Observation for all portions of the project detailed in the construction documents. These services may include but are not necessarily limited to the following:*

1. *Bidding/ Negotiations:* Assist Client in re-leasing plans to Contractors for competitive bidding. Provide clarification's and answer any and all question regarding the drawings, assist in preparing bid Addenda if necessary.



2. *Construction Observation:* Services shall be provided for the work detailed on the Landscape Construction Documents.

K&W shall make periodic visits to the site to become familiar with the progress and quality of the construction underway. K&W shall keep the client informed of the progress of construction. K&W may recommend to the Client the rejection of work failing to conform to the Contract Documents.

In addition to the above K&W shall also provide the following Construction Observation services.

1. Review contractor's submittals and shop drawings.
2. Review construction Change Orders and Construction Change Directives.
3. Review plants material sourcing and tag selected materials.
4. Conduct final inspection and prepare a punch-list.

#### Site Visits

This proposal includes professional service time for up to (10) site visit/ construction observation meetings scheduled approximately as follows:

Pre-Con Meeting	1
Planting/ Irrigation	7
Substantial Completion/ Punch List	1
Final Acceptance	<u>1</u>
Total	10

***K&W shall not be responsible for construction means, methods, techniques, or sequencing employed by the contractor.***

#### Article 2: Client's Responsibilities

- A. Client agrees to provide Landscape Architect with all information, surveys, reports, and professional recommendations and any other related items requested by Landscape Architect in order to provide its professional services. Landscape Architect may rely on the accuracy and completeness of these items. *K&W assumes no responsibility for the accuracy of such information or services.*
- B. Client shall furnish the services of the following consultants as may be needed: Structural Engineer, MEP Engineer and Fountain Engineer. **All waterproofing shall be provided by Owner or Architect.**
- C. Client will obtain and pay for all necessary permits from authorities with jurisdiction over the Project.
- D. Client agrees to provide the items described in Article 2.A and to render decisions in a timely manner so as not to delay the orderly and sequential progress of Landscape Architect's services.
- E. Additional Services beyond Landscape Architect's Basic Services may be provided if confirmed in writing. Additional services might include but are not limited to presentation models, and or sub-consultants. Clients may elect to contract directly with sub-consultants upon consultation with Landscape Architect.



- F. Excluded Services are not a part of Landscape Architect's Basic or Additional Services and are the responsibility of others. Excluded Services include, but are not limited to, the following: Subsurface conditions, soil issues, soil content, level of compaction, drainage; utilities' locations, structural or mechanical engineering, or any form of waterproofing.

### Article 3: Estimated Schedule and Project Budget

- A. Landscape Architect shall render its services as expeditiously as is consistent with professional skill and care. During the course of the Project, anticipated and unanticipated events may impact any Project Schedule.
- B. Client agrees to promptly notify Landscape Architect if Client's schedule or budget changes. Client acknowledges that significant changes to the Project or construction schedule or budget, or to the Project's scope may require Additional Services of Landscape Architect, which Services are beyond the scope of this contract, and which will require amendment to this agreement or a separate agreement to reflect such Services.

### Article 4: Compensation and Payments

- A. Basic Services: Compensation for the Basic Landscape Architectural services described above shall be a stipulated sum of **\$28,500** and billed monthly on a percentage of completion per the following schedule

Schematic Design	30%
Construction Documentation	55%
Construction Administration	15%

B. Project Assumptions:

- This proposal is based on approximately \$500,000 in construction costs.
- Variance plans will be charged at an additional hourly rate, if not previously negotiated and specified in the original proposal fee.
- Meetings or presentations not described specifically (ie. HOA meetings, Board Meetings, Committee Meetings etc.)
- Extensive drawing, survey, and digital file changes—exceeding five changes
- Revisions to work after prior approval by Client
- Changes to scope of work or plans after 100% submission
- Drawing perspectives, bird's eye views
- All Structural, MEP, Fountain and Waterproofing engineering will be provide by the Owner or architect.

- C. Additional Services: Services requested by the Client that are not included in the scope of services shall be billed as Additional Services at a rate per the following schedule:

Principal	\$180 hr
Project Manager	\$120/ hr
Staff Architect	\$100/ hr
Administrative assistant	\$75/ hr



Kudela & Weinheimer shall issue monthly invoices for professional services. Client shall pay amounts that are due not more than **thirty (30)** days after the date of Client's receipt of a valid statement. Amounts properly due yet unpaid after the expiration of **forty-five (45)** days after Client received K&W's valid statement shall bear simple interest at an annual rate of **eight percent (8%)**, unless otherwise limited by law. Each monthly invoice shall include an accounting of:

1. The portion of the Basic Compensation earned by K&W during the period covered by the invoice.
2. All Reimbursable Expenses incurred by K&W during the period covered by the invoice.
3. All Extra Services earned by K&W during the period covered by the invoice.

D. Reimbursable Expenses: Expenses that are required for the performance of the work shall be billed to the Client on a monthly basis with a 15% markup. These expenses shall include, but are not limited to the following:

1. Prints of drawings as required to perform the work or for the information of the Client and/or other consultants.
2. Use of reprographic services for enlargements, reductions, or reproduction of drawings.
3. Computer Plotting.
4. Mail, Courier, or Overnight delivery services.
5. Special supplies unique to the performance of this work.
6. Mounting or laminating of drawings.
7. Automobile travel at \$0.55 a mile.
8. Transportation - airline tickets, rental cars.

#### Article 5: Termination

- A. Either Client or Landscape Architect may terminate this Agreement upon seven days written notice.
- B. If terminated, Client agrees to pay Landscape Architect for all Basic and Additional Services rendered and Reimbursable Expenses incurred up to the date of termination.
- C. Upon not less than seven days written notice, Landscape Architect may suspend the performance of its services if Client fails to pay Landscape Architect in full for services rendered or expenses incurred. Landscape Architect shall have no liability because of such suspension of services or termination due to Client's nonpayment.
- D. Any change of address for Landscape Architect or Client must be updated within ten (10) days to all parties to this Agreement, and receipt of such change of address must be confirmed, either by certified mail, return receipt, or by facsimile confirmation to ensure that the change of address has been received.
- E. All notices from one party to the other must be in writing and are effective when mailed to, hand-delivered at, or transmitted by facsimile or electronic transmission as follows:



To Landscape Architect at:  
Mr. Darin Weinheimer  
KUDELA & WEINHEIMER, L.P.  
7155 Old Katy Road, Ste. 270  
Houston, Texas 77024-2195  
Facsimile: 713.869.0908

To Client at::  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Article 6: Dispute Resolution**

- A. Client and Landscape Architect agree to mediate claims or disputes arising out of or relating to this Agreement before initiating litigation. The mediation shall be conducted by a mediation service acceptable to the parties. A party shall make a demand for mediation within a reasonable time after a claim or dispute arises, and the parties agree to mediate in good faith. In no event shall any demand for mediation be made after such claim or dispute would be barred by applicable law. Mediation fees shall be shared equally.

**Article 7: Use and Ownership of Landscape Architect's Documents**

- A. Upon the parties signing this Agreement, Landscape Architect grants Client a nonexclusive license to use Landscape Architect's documents as described in this Agreement, provided Client performs in accordance with the terms of this Agreement. No other license is implied or granted under this Agreement. All instruments of professional service prepared by Landscape Architect, including but not limited to, drawings and specifications, are the property of Landscape Architect. These documents shall not be reused on other projects without Landscape Architect's written permission. Landscape Architect retains all rights, including copyrights, in its documents. Client or others cannot use Landscape Architect's documents to complete this Project with others unless Landscape Architect is found to have materially breached this Agreement.

**Article 8: Indemnity Provisions**

- A. CLIENT AGREES TO INDEMNIFY, DEFEND AND HOLD LANDSCAPE ARCHITECT HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, LIABILITIES, SUITS, DEMANDS, LOSSES, COSTS AND EXPENSES, INCLUDING, BUT NOT LIMITED TO, REASONABLE ATTORNEYS' FEES AND ALL LEGAL EXPENSES AND FEES INCURRED THROUGH APPEAL, AND ALL INTEREST THEREON, ACCRUING OR RESULTING TO ANY AND ALL PERSONS, FIRMS OR ANY OTHER LEGAL ENTITIES ON ACCOUNT OF ANY DAMAGES OR LOSSES TO PROPERTY OR PERSONS, INCLUDING INJURIES OR DEATH, OR ECONOMIC LOSSES, ARISING OUT OF THE PROJECT AND/OR THIS AGREEMENT, EXCEPT THAT THE LANDSCAPE ARCHITECT SHALL NOT BE ENTITLED TO BE INDEMNIFIED TO THE EXTENT SUCH DAMAGES OR LOSSES ARE FOUND BY A COURT OR FORUM OF COMPETENT JURISDICTION TO BE CAUSED BY LANDSCAPE ARCHITECT'S NEGLIGENT ERRORS OR OMISSIONS.

**Article 9: Miscellaneous Provisions.**

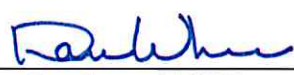
- A. This Agreement is governed by the Laws of the State of Texas.
- B. This Agreement is the entire and integrated agreement between Client and Landscape Architect and supersedes all prior negotiations, statements or agreements, either written or oral. The parties may amend this Agreement only by a written instrument signed by both Client and Landscape Architect.
- C. In the event that any term or provision of this Agreement is found to be unenforceable or invalid for any reason, the remainder of this Agreement shall continue in full force and effect, and the parties agree that any unenforceable or invalid term or provision shall be amended to the minimum extent required to make such term or provision enforceable and valid.
- D. Neither Client nor Landscape Architect shall assign this Agreement without the written consent of the other.
- E. Irrespective of any other term in this Agreement, Landscape Architect shall not control or be responsible for construction means, methods, techniques, schedules, sequences or procedures; or for construction safety or any other related programs; or for another parties' errors or omissions or for another parties' failure to complete their work or services in accordance with Landscape Architect's documents.
- F. Client understands and acknowledges that the design and construction process for this Project poses certain risks to both Landscape Architect and Client. Client further understands and acknowledges that the amount of risk that Landscape Architect can accept is tied, in part, to the amount of compensation received for services rendered. Landscape Architect's fee for the services offered is based on Client's agreement to limit Landscape Architect's liability as described below. Client further acknowledges that were it not for this promise to limit Landscape Architect's liability, Landscape Architect's compensation would need to increase to address the risks posed by this Project. Client, therefore, acknowledging its right to discuss this provision with legal counsel experienced in the design and construction process, as well as other design professionals, voluntarily agrees that, to the fullest extent permitted by law, Landscape Architect's total liability to Client for any and all injuries, claims, liabilities, losses, costs, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Landscape Architect's negligence, errors, omissions or breach of contract, shall not exceed the amount of the total compensation received by Landscape Architect under this Agreement. This limitation of liability shall apply to Client's direct claims and Client's claims arising from third parties.
- G. Should any legal proceeding be commenced between the parties to this Agreement seeking to enforce any of its provisions, including, but not limited to, fee provisions, the prevailing party in such proceeding shall be entitled, in addition to such other relief as may be granted, to a reasonable sum for attorneys' and expert witnesses' fees, which shall be determined by the court or forum in such a proceeding or in a separate action brought for that purpose. For purposes of this provision, "prevailing party" shall include a party that dismisses an action for recovery hereunder in exchange for payment of the sum allegedly due, performance of covenants allegedly breached, or consideration substantially equal to the relief sought in the action or proceeding.
- H. Client and Landscape Architect waive consequential damages for any claims, disputes or other matters in question arising out of or relating to this Agreement. Landscape Architect's waiver of consequential damages, however, is contingent upon the Client requiring contractor and its subcontractors to waive all consequential damages against Landscape Architect for claims, disputes or other matters in question arising out of or relating to the Project.

- I. To the extent damages are covered by property insurance during construction, Client and Landscape Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for such damages. Client or Landscape Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties described in this paragraph.
- J. Client acknowledges and agrees that proper Project maintenance is required after the Project is complete. A lack of or improper maintenance in areas may result in damage to property or persons. Client further acknowledges and agrees that, as between the parties to this Agreement, Client is solely responsible for the results and/ or consequences of any lack of or improper maintenance.
- K. Nothing in this Agreement shall create a contractual relationship for the benefit of any third party.
- L. If this Agreement is not signed and returned to Landscape Architect within ten (10) business days, the offer to perform the described services may, in Landscape Architect's sole discretion, be withdrawn and said offer shall then be null and void.
- M. For purposes of interpretation of the meaning of any clause, phrase or paragraph of this Agreement, both parties to this Agreement acknowledge having had input in the drafting of this agreement. This Agreement shall not therefore be interpreted for or against either party because of that party or its counsel having drafted the Agreement.

**Accepted:** *Montrose District*

**Submitted:** *Kudela & Weinheimer LP*

Signature/Date:

  
Signature/Date: January 24, 2017

**Print:**

Name/Title: \_\_\_\_\_

**Print:**

Name/Title: Darin Weinheimer  
*Partner*

# WALTER P MOORE

February 3, 2017

Mr. David Hawes  
Executive Director  
Montrose District  
5020 Montrose Blvd., Suite 311  
Houston, TX 77006

Re: Proposal for Professional Services  
2017 Consulting Additional Services, Houston, Texas  
Walter P Moore Proposal No. 16-1558

Dear David:

Walter P Moore is pleased to submit this proposal to provide engineering and planning services for the Montrose District. This proposal is presented in order to establish a basis for the commencement of our scope of services for the Project. We anticipate that this Proposal and Agreement for Professional Services and attachments, when signed, will serve as our entire Agreement unless superseded by another document signed by both parties.

## Basis of Proposal

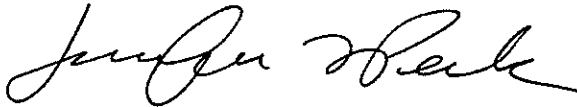
This proposal is based on discussions at the Mobility Initiatives & Visual Improvements Committee meetings attended by Lee Anne Dixon and discussions with Montrose District staff and board members requesting additional ongoing engineering and planning support similar to what has been provided for the past several years. If specific projects evolve that require more defined scope and deliverables, these will be proposed and presented to the District above and beyond this initial estimate of level of effort.

## Agreement

If this proposal is acceptable, please sign the attached Proposal and Agreement for Professional Services where indicated and return the signed copy to us. This proposal is valid for 60 days. We very much appreciate the opportunity to provide these services and look forward to working with you on this Project.

Sincerely,

WALTER P. MOORE AND ASSOCIATES, INC.



Jennifer L. Peek, P.E., PTOE, PTP  
Senior Principal

Attachments:  
Agreement for Services

cc: Edwin Friedrichs, P.E., PTP  
Lee Anne Dixon, P.E., PTOE, STP



# WALTER P MOORE

## PROPOSAL AND AGREEMENT FOR PROFESSIONAL SERVICES - Terms Attached

Project: 2017 Additional Consulting Services  
Client: Montrose District  
Client Contact: David Hawes  
Proposal Date: February 3, 2017  
Proposal Number: 16-1558

Walter P. Moore and Associates, Inc. (Walter P Moore) shall provide services to Client for the Project as defined below and in accordance with the attachments listed below:

**Project Description:** It is our understanding that the project consists of providing continued general engineering and planning support for the Montrose District for the 2017 calendar year, including general coordination of projects that Montrose District is working on and attendance at District board committee meetings, as well as project coordination meetings with City of Houston, TxDOT, etc. as requested.

**Project Parameters:** Walter P Moore's fee for Basic Services is based upon the information about the Project described in this Agreement for Professional Services. If our understanding of the project scope is inaccurate or the project scope materially changes, we understand that our compensation will be equitably adjusted.

**Scope of Services:** Walter P Moore's scope of Basic Services includes the items listed below:

- A. Walter P Moore will assist the Montrose District in the planning, design and implementation of its Capital Improvement Program, but not specific to a particular project effort.
- B. Walter P Moore will attend Board (and subcommittees) meetings (as necessary).
- C. Walter P Moore will assist in preparation of materials for Board (and subcommittee) meetings.
- D. Walter P Moore will help with coordination on CIP matters with other stakeholders of the Montrose District.
- E. Walter P Moore will perform miscellaneous tasks associated with the Capital Improvement Program, as directed by the Montrose District.

**Compensation:** Walter P Moore shall provide Basic Services for This Part of the Project on a Time and Expense fee basis, calculated and payable in accordance with the terms in Schedule T2 "Terms of Agreement," attached. Our fees for Basic Services is \$60,000. If specific projects evolve that require more defined scope and deliverables, these will be proposed and presented to the District above and beyond this initial estimate of level of effort.

Walter P Moore's fee for Basic Services does not include sales tax, fees for any Additional Services or Reimbursable Expenses.

### Additional Supplemental Services

Any additional supplemental services requested by Client or services provided not described as Basic Services or required supplemental services above shall be provided without invalidating this Agreement as Additional Services. Any Additional Supplemental Services shall be compensated in addition to

compensation for Basic Services and required Supplemental Services stated above on either an agreed lump sum basis or on an hourly basis according to Schedule RC1 "Billing Rate Schedule," attached. Any Additional Services for services provided by any consultant retained by Walter P Moore shall be compensated at a multiple of 1.10 times the amount for such services billed to Walter P Moore. The Billing Rate Schedule shall be revised annually and shall replace the Hourly Invoicing Rates Schedule described above without invalidating this Agreement.

#### **Reimbursable Expenses**

Miscellaneous, project-related, out-of-pocket expenses incurred by Walter P Moore in providing its services shall be reimbursed in addition to any fees as described in Schedule T2 "Terms of Agreement." A reimbursable budget of \$1,000 is recommended for this project.

#### **Client's Responsibilities**

Client shall provide overall management and coordination for the design of the Project. Walter P Moore agrees to participate in the coordination effort, to be led by Client, in order that This Portion of the Project is coordinated with the designs and deliverables of the other members of the Project design team.

The Client shall provide to Walter P Moore in a timely manner full information of which the Client is aware regarding any special conditions, design criteria, reports, or special services needed, and to make available any existing data or drawings concerning the Project and Project Site. Walter P Moore shall be entitled to rely upon the accuracy and completeness of any such information provided.

#### **Project Schedule**

Walter P Moore shall endeavor to achieve the requirements of a reasonable schedule determined appropriate for the Project. Walter P Moore's fee for Basic Services is based, in part, upon the Project being executed in a timely manner without significant delays or interruptions. We are prepared to begin work immediately after receipt of an executed copy of this agreement.

In order for Walter P Moore to proceed with its services toward accomplishment of the Project Schedule, the following information from Client shall be timely provided to Walter P Moore:

1. The attached copy of this Agreement, duly executed.

Client agrees to furnish Walter P Moore, in a timely manner, full information regarding any special conditions or criteria for the Project or special services needed, and to make available to Walter P Moore all pertinent, existing data concerning the Project and Project site of which Client is aware. Walter P Moore shall be entitled to rely upon the accuracy and completeness of any such information provided by Client.

#### **Limitation of Liability**

To the maximum extent permitted by law, Client agrees to limit Consultant's liability for claims arising from the Agreement to the Sum of \$100,000 or Walter P Moore's paid fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

PROPOSAL AND AGREEMENT FOR PROFESSIONAL SERVICES  
2017 Additional Consulting Services  
Page 3 of 3

**Payment:** Walter P Moore shall be paid based upon the following basis and as defined in the attached Terms of Agreement.

1. **Time and Expense Fee** - The periodic fee payable shall be the cumulative sum of the mathematical products of the actual hours worked by individuals assigned to and providing services on the Project multiplied by the category billing rate for each respective individual as indicated in the Hourly Billing Rate Schedule attached to this Agreement for Professional Services.

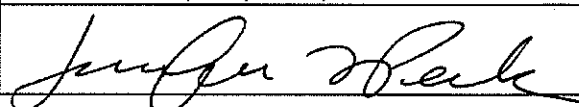
**Attachments:**

The following attachments are incorporated by reference as if set forth at length. In the event of a direct conflict between this Agreement and the content of any of the Attachments, this Agreement shall govern.

Schedule T2: Terms of Agreement

Schedule RC1: Billing Rate Schedule – Infrastructure - 2017

Executed on this 3rd day of February, 2017 by:

Client: Montrose District	Walter P. Moore and Associates, Inc.: Jennifer L. Peek, P.E., PTOE, PTP
	

# WALTER P MOORE

## Schedule RC1

### BILLING RATE SCHEDULE Infrastructure Services 2017 Standard

<u>Category</u>	<u>Rate</u>
Senior Principal.....	\$ 300.00
Principal.....	\$ 250.00
Chief Hydrologist.....	\$ 225.00
Managing Director.....	\$ 225.00
Team Director .....	\$ 220.00
Senior Project Manager .....	\$ 220.00
Project Manager.....	\$ 170.00
Senior Engineer.....	\$ 170.00
Engineer .....	\$ 145.00
Graduate Engineer .....	\$ 125.00
Senior Transportation Planner .....	\$ 175.00
Transportation Planner .....	\$ 145.00
Graduate Transportation Planner .....	\$ 110.00
Senior GIS Specialist .....	\$ 160.00
GIS Specialist.....	\$ 135.00
Senior Hydrologist.....	\$ 160.00
Hydrologist .....	\$ 120.00
Senior Designer.....	\$ 170.00
Designer .....	\$ 125.00
CAD Manager .....	\$ 165.00
Senior CAD Technician.....	\$ 115.00
CAD Technician .....	\$ 95.00
Senior Field Representative.....	\$ 140.00
Field Representative .....	\$ 120.00
Engineering Intern .....	\$ 70.00
Project Accountant.....	\$ 110.00
Senior Administrative Assistant .....	\$ 105.00
Administrative Assistant.....	\$ 90.00

#### Notes:

1. These billing rates are effective January 1, 2017 through December 31, 2017.
2. Rates after December 31, 2017 may be adjusted by 4% annually.

# WALTER P MOORE

## Schedule T2 TERMS OF AGREEMENT

### I. Compensation & Expenses

- A. Walter P. Moore and Associates, Inc., "WALTER P MOORE", shall be paid as stated in the Agreement for Professional Services.
  1. Time and Expense Fee - The periodic fee payable shall be the cumulative sum of the mathematical products of the actual hours worked by individuals assigned to and providing services on the Project multiplied by the category billing rate for each respective individual as indicated in the Hourly Billing Rate Schedule attached to this Agreement for Professional Services.
- B. WALTER P MOORE shall be compensated for all services provided regardless of whether the improvements designed are built, in whole or in part.
- C. Additional Services: Additional Services shall be paid monthly in proportion to the percentage of the Additional Services completed for Fixed Fee compensation, or for the number of hours spent for Time and Expense Fee compensation, as of the invoice date.
- D. Reimbursable Expenses: Miscellaneous out-of-pocket project related expenses including, without limitation; printing, postage, courier costs, lodging, travel expenses, etc., shall be charged at the incurred cost. Mileage shall be charged at IRS Standard Business Mileage Rate in effect at the time of travel.
- E. Reimbursable Services: Third Party services retained by WALTER P MOORE on behalf of Owner shall be charged at the incurred cost plus 10%.
- F. Sales taxes, if applicable, are not included and shall be paid by the Client.

### II. Invoices and Payments

- A. WALTER P MOORE will prepare and present invoices in WALTER P MOORE's standard format on a monthly basis, unless other arrangements are stated in the Agreement for Professional Services.
- B. Client shall pay WALTER P MOORE for approved invoices within thirty (30) days after receipt of invoice from WALTER P MOORE.
- C. If the Client fails to make any payment due WALTER P MOORE for services and expenses within thirty (30) days after receipt of invoice from WALTER P MOORE may charge interest on the amounts due but unpaid at the lesser of the highest legal rate or twelve percent (12%) per annum.
- D. Final payment for all fees and expenses is due to WALTER P MOORE no later than completion of the construction of This Part of the Project.
- E. Any costs incurred by WALTER P MOORE in collecting delinquent amounts including, without limitation, reasonable attorney's fees shall be reimbursed by the Client. If any portion of WALTER P MOORE's invoice is disputed, the undisputed portion shall be paid by the Client by the due date, and Client shall contemporaneously advise WALTER P MOORE in writing of the basis for any disputed portion of any invoice.
- F. WALTER P MOORE reserves the right to declare a substantial breach of this Agreement upon the Client's failure to make payment for services performed or Reimbursable Expenses incurred within ninety (90) days after Client's receipt of invoice from WALTER P MOORE.

- G. No deductions shall be made from WALTER P MOORE's compensation on account of penalty, liquidated damages, or on account of the cost of changes in the Work except to the extent such costs are found by a court of competent jurisdiction to be caused by WALTER P MOORE.

- H. WALTER P MOORE reserves the right to declare a substantial breach of this Agreement upon the Client's failure to make payment for services performed or Reimbursable Expenses incurred within seven (7) days after Client's receipt of payment from the Owner of the Project.

### III. Responsibilities of the Client

- A. The Client shall, with reasonable promptness, perform normal administrative and management tasks to facilitate the design process, including, without limitation, the following:
  1. Verify that the contemplated Project will be financed adequately, including provisions for contingencies, to accomplish stated goals and commitments.
  2. Define the Project in writing and list the intended functions and needs and enumerate any special design criteria, for This Part of the Project, such as high water usage, heavy equipment loads, clear space requirements and other special structural or civil criteria.
  3. Provide all available information regarding requirements for This Part of the Project. WALTER P MOORE shall have the right to rely on the accuracy and completeness of any information provided by Client.
  4. When requested in writing by WALTER P MOORE, the Client shall furnish the services of other reasonably required consultants including, without limitation; surveyor, wind-tunnel studies, geotechnical and testing laboratory. These services shall be furnished at no charge to WALTER P MOORE which shall be entitled to rely upon the accuracy and completeness of any such consultants' work.
  5. Advise WALTER P MOORE of the identity and scope of services of other consultants participating in the Project.
  6. Review WALTER P MOORE's work for compliance with Client's programmatic requirements and for overall coordination with the work of the Clients' other consultants.
  7. Notify WALTER P MOORE promptly if Client becomes aware of any fault with This Part of the Project or WALTER P MOORE's Services.
  8. The Client or other professional consultant retained by the Client shall prepare and assemble specifications for the General Conditions, Supplementary Conditions and all components of the Project, and coordinate assembly of WALTER P MOORE's specification sections into the proper format.
  9. Furnish to WALTER P MOORE copies of preliminary or detailed estimates of Total Project Construction Cost, bidding documents, change orders, and construction change directives, to the extent that they pertain to This Part of the Project.
  10. Furnish to WALTER P MOORE for review and recommendation all construction phase submittals

that pertain, directly or indirectly, to This Part of the Project.

11. Confer with WALTER P MOORE before issuing any interpretations or clarifications of documents prepared by WALTER P MOORE.
12. Endeavor to protect the interests of WALTER P MOORE in any dealings with Owner during the course of the Project to same extent as Client protects its interests.

- B. If a signed certificate is to be provided as a deliverable of WALTER P MOORE, the Client shall provide WALTER P MOORE with the exact requested wording no later than five (5) days prior to the anticipated execution date of the Agreement for Professional Services. To the extent such wording is currently available; it shall be attached to the Agreement for Professional Services as an exhibit and made part of the Agreement for Professional Services. Under no circumstances shall WALTER P MOORE be required to execute a certificate that requires WALTER P MOORE to accept duties or have knowledge beyond that required by the Agreement.
- C. If a Certificate of Merit against a design professional is executed by WALTER P MOORE as part of this project, and a professional complaint is filed by or on the behalf of such design professional with the Texas Board of Professional Engineers against WALTER P MOORE, all time and expense, including attorney's fees associated with preparing and delivering a defense against such a professional complaint will be paid by CLIENT.

#### IV. Instruments of Service

- A. Drawings, specifications and other documents prepared by WALTER P MOORE pursuant to the Agreement are instruments of WALTER P MOORE's professional services ("Instruments of Service"). WALTER P MOORE shall be deemed the author of these documents and shall retain all common law, statutory, and other reserved rights, including the copyrights. Provided that Client is not in breach of the Agreement, Client is granted a limited, non-exclusive license to use WALTER P MOORE's Instruments of Service for the construction, use, replacement, and maintenance of the Project. The Client shall be permitted to retain copies, including reproducible copies, of the Instruments of Service for the purposes permitted by the non-exclusive license. The Instruments of Service shall not be used on any other project, or for completion of the Project by others, except as permitted by law in the event WALTER P MOORE has been adjudged in default under the Agreement or except by separate written agreement of the parties with appropriate compensation to WALTER P MOORE. Third parties such as the Contractor shall be permitted to obtain a copy of the Instruments of Service in electronic format in connection with the construction of the Project by executing WALTER P MOORE's standard agreement for such use.
- B. The Client or WALTER P MOORE shall not make changes in each other's Drawings, Specifications and other documents without written permission of the other party.

#### V. Insurance

- A. WALTER P MOORE shall endeavor to maintain professional liability insurance covering claims arising out of the performance of professional services under the

Agreement or the Project or caused by negligent errors, omissions or acts for which each may be liable. This insurance, as reflected in the parties' certificates of insurance, shall be maintained in force for a period of One (1) year after the date of Substantial Completion of the Project, if reasonably available and commercially affordable, or as otherwise agreed to and documented by Client and WALTER P MOORE.

- B. If insurance is required, and an Architect or other professional consultants are part of the design team, the Architect and any other consultants shall be required by the Client to obtain and maintain insurance coverage of similar nature to cover errors, omissions, or negligent acts for which the Architect or consultant are legally liable.
- C. Unless otherwise agreed, WALTER P MOORE, Client, Architect, and other professional consultants shall each provide insurance to protect themselves from: 1) claims under workers' or workmen's compensation acts; 2) from general liability claims for damages because of bodily injury, including personal injury, sickness, disease, or death of any employees or of any other person and from claims for damages because of destruction of property including loss of valuable papers and records coverage and including loss of use resulting therefrom; and 3) employment practices liability.
- D. The insurance coverage required by the above paragraphs shall be in not less than the limits required by law and as otherwise agreed.
- E. If Client enters into a construction contract based in whole or in part upon design services performed or deliverables prepared by WALTER P MOORE under the Agreement, Client shall use its best efforts to require in the Contract Documents that the Contractor shall: 1) provide liability insurance appropriate and adequate for the size and complexity of the Project; 2) agree to hold harmless, defend and indemnify Client and WALTER P MOORE against claims and lawsuits by Contractor or its subcontractors or suppliers of any tier for economic loss; and 3a) name WALTER P MOORE as an additional insured party, and 3b) waive any right of subrogation against WALTER P MOORE, under any commercial general liability or builders' risk policy providing coverage with respect to the construction of the Project; provided, however, that Client shall use its best efforts to have Client name WALTER P MOORE as an additional insured on, and waive subrogation against WALTER P MOORE under, any such policies Client provides with respect to the Project.

#### VI. Controlling Law and Disputes

- A. The Agreement, and its interpretation and performance, shall be governed by the laws of the United States of America and State of Texas notwithstanding any choice of law principles. Exclusive venue for any dispute arising out of the interpretation or performance of the Agreement shall be a court of competent jurisdiction where the Project is located.

#### VII. Standard of Care

- A. WALTER P MOORE shall provide services under the Agreement in a manner consistent with that degree of care and skill customarily exercised by members of the same profession currently practicing under similar circumstances.

VIII. Time for Performance

- A. WALTER P MOORE shall perform its services as expeditiously as is consistent with the Standard of Care as defined herein and the orderly progress of the Project.

IX. Indemnity, Limitations of Liabilities, Warranty and Remedies

- A. WALTER P MOORE shall not be responsible or held liable for any acts or omissions of Client, Client's other consultants, Contractor or any of its subcontractors or suppliers of any tier or any other persons or entity performing any of the Work.
- B. WALTER P MOORE agrees, to the fullest extent permitted by law, to hold harmless and indemnify Client from and against any and all claims, damages, fines, penalties, assessments, requirements or liabilities including, without limitation, claims for injury to persons or property, death, or economic loss, and costs including, without limitation, reasonable attorney's fees and defense and response costs that arise under the Agreement for Professional Services to the extent such damages are caused by the negligence of WALTER P MOORE.
- C. Client agrees, to the fullest extent permitted by law, to hold harmless and indemnify WALTER P MOORE from and against any and all claims, damages, fines, penalties, assessments, requirements or liabilities including, without limitation, claims for injury to persons or property, death, or economic loss, and costs including, without limitation, reasonable attorney's fees and defense and response costs that arise under the Agreement for Professional Services to the extent such damages are caused by the negligence of the Client.
- D. If WALTER P MOORE's construction contract administration services are limited or excluded from WALTER P MOORE's scope of services, it is agreed that WALTER P MOORE's professional services shall not extend to or include any review or site observation of Contractor's work or performance, and Client shall in such circumstances, to the fullest extent permitted by law, hold harmless and indemnify WALTER P MOORE from and against any and all claims, damages, liabilities including without limitation, claims for injury to persons or property, death, or economic loss, or costs including without limitation reasonable attorney's fees and defense costs arising out of, or alleged to arise out of, designs or deliverables of WALTER P MOORE regardless of whether any such claims, damages, liabilities, or costs were, or were alleged to be, caused in part by the negligence or negligent misrepresentation of WALTER P MOORE or someone for whom WALTER P MOORE is legally responsible.
- E. Because remodeling and/or rehabilitation of an existing structure and/or related infrastructure requires that certain assumptions be made regarding existing conditions, and because these assumptions may not be verifiable without expending inordinate amounts of time and money, or damaging otherwise adequate and serviceable portions of the structure, Client agrees, to the fullest extent permitted by law to hold harmless and indemnify WALTER P MOORE from and against any and all claims, damages or liabilities including, without limitation, claims for injury to persons or property, death, or economic loss, and costs including, without limitation,

reasonable attorney's fees and defense costs arising out of any designs or deliverables of WALTER P MOORE based in whole or in part upon any assumptions made by WALTER P MOORE regarding existing conditions, excepting only those claims, damages, liabilities or costs to extent caused by the negligence or willful misconduct by WALTER P MOORE.

To the maximum extent permitted by law, Client agrees to limit WALTER P MOORE's liability for claims arising from the Agreement to the Sum of \$100,000 or Walter P Moore's paid fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

- F. Other than as expressly stated herein, WALTER P MOORE makes no other express or implied warranties regarding the performance or result of these services.

X. Successors and Assigns

- A. Client and WALTER P MOORE, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to the Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of the Agreement.
- B. Neither party to the Agreement shall transfer, sublet or assign any rights under or interest in the Agreement (including, without limitation, monies that are due or monies that may be due) without the prior written consent of the other party. Subcontracting by WALTER P MOORE shall not be considered an assignment for purposes of the Agreement, and nothing contained in this paragraph shall prevent WALTER P MOORE from employing such independent professional associates and consultants as WALTER P MOORE may deem appropriate to assist in the performance of services hereunder.
- C. Nothing under the Agreement shall be construed to confer any rights or benefits in the Agreement to anyone other than Client and WALTER P MOORE, and all duties and responsibilities undertaken pursuant to the Agreement shall be for the sole and exclusive benefit of Client and WALTER P MOORE and not for the benefit of any other party.

XI. Hazardous Material

- A. WALTER P MOORE shall have no responsibility for the detection, presence, removal, encapsulation, treatment, abatement, storage, transportation, disposal, or any other form of identification or handling of any asbestos, asbestos containing products materials or substances, polychlorinated biphenyl (PCB), or any other materials, constituents or substances that are, or are deemed to be, hazardous under the Resource Conservation and Recovery Act of 1976 as amended or any other similar federal, state or local regulation or law ("Hazardous Material"). Client shall use its best efforts to have Client furnish any tests for Hazardous Materials and other laboratory and environmental tests, inspections, reports, mitigation or removal as necessary or required by law since no such test shall be provided by or through WALTER P MOORE.
- B. Client agrees, to the fullest extent permitted by law, to hold harmless and indemnify WALTER P MOORE from and against any and all claims, damages, fines, penalties, assessments, requirements or liabilities

including, without limitation, claims for injury to persons or property, death, or economic loss, and costs including, without limitation, reasonable attorney's fees and defense and response costs arising out of any claims related to Hazardous Materials.

**XII. Termination and Suspension**

- A. The Agreement may be terminated by either party upon not less than Seven (7) days' written notice should the other party fail substantially to perform in accordance with the terms of the Agreement through no fault of the party initiating the termination, and such failure to perform is not cured within such Seven (7) days.
- B. After the Project or WALTER P MOORE's services are interrupted or suspended for any cause other than the fault of WALTER P MOORE for more than Forty-Five (45) calendar days in the aggregate over the term of the Agreement, WALTER P MOORE may, at its option at any time thereafter, without waiving any other right or remedy, and without incurring any liability to Client or any other party, terminate the Agreement upon seven days written notice without cure or suspend its services, and WALTER P MOORE shall be compensated for all its services performed and reimbursable expenses incurred prior to the termination or commencement of suspension of services by WALTER P MOORE. WALTER P MOORE shall have no liability to Client or otherwise for such suspension, and Client covenants not to make any claim for any delay or damage alleged to have resulted from such suspension. If WALTER P MOORE elects to suspend its services, Client shall, upon WALTER P MOORE's resumption of services, compensate WALTER P MOORE for expenses incurred as a result of the suspension and resumption of its services, and WALTER P MOORE's schedule and fees for the remainder of WALTER P MOORE's Project services shall be equitably adjusted.
- C. If Client is in breach of the Agreement, WALTER P MOORE may at any time thereafter, without waiving any other right or remedy, and without incurring any liability to Client or any other party, upon Seven (7) calendar days' written notice suspend its services to Client. WALTER P MOORE shall have no liability to Client or otherwise for such suspension, and Client covenants not to make any claim for any delay or damage alleged to have resulted from such suspension. If WALTER P MOORE elects to resume its services, provided that WALTER P MOORE has not previously terminated the Agreement, and upon receipt of payment in full to WALTER P MOORE of all outstanding sums due from Client, or curing of such other breach by Client which caused WALTER P MOORE to suspend services, Client shall as Additional Services compensate WALTER P MOORE for expenses incurred as a result of the suspension and resumption of its services, and WALTER P MOORE's schedule and fees for the remainder of WALTER P MOORE's Project services shall be equitably adjusted.

**XIII. Force Majeure**

- A. In the event that WALTER P MOORE is prevented, directly or indirectly, from completing performance of any of its obligations under the Agreement by adverse weather, war, attack, labor unrest or shortage, civil unrest or other occurrence beyond the control of

WALTER P MOORE, then WALTER P MOORE shall be excused from any further performance of its obligations under the Agreement. In the event of a force majeure delay which does not result in termination of the Agreement, the Project schedule shall be equitably adjusted before resumption of services.

**XIV. Waiver**

- A. The failure on the part of either party, at any time, to require full performance by the other party of any portion of the Agreement, shall not be deemed a waiver of, or in any way affect, that party's rights to enforce such provisions or any other provision at a later time. Any waiver by any party of any provision or on any occasion shall not be taken or held to be a waiver of any other provision or on any other occasion.

**XV. Severability and Survival of Terms**

- A. If any one or more provisions of the Agreement, any portion thereof, or the application thereof to any person or circumstance, shall for any reason be held invalid, illegal or unenforceable in any respect, any such invalidity, illegality or unenforceability shall be deemed stricken and shall not affect any other provision of the Agreement or the application of such provisions to other persons or circumstances, and the balance of the Agreement shall be enforced to the greatest extent permitted by law. Limitations of liability and remedies and all indemnity obligations shall survive termination of the Agreement for any cause.

**XVI. Dispute Resolution**

If a dispute arises out of or relates to this contract or the breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to try to settle the dispute by mediation administered by the American Arbitration Association under its Construction Industry Mediation Procedures before resorting to arbitration or litigation.

**XVII. Meaning of Terms**

- A. **Client** - The party, with which WALTER P MOORE has entered into the Agreement, responsible for managing the overall design including, without limitation, the design and deliverables of WALTER P MOORE as a consultant to the Client.
- B. **Construction Cost of This Portion of the Project** - The total cost incurred by, or if the project is not built, the estimated construction cost to, Client of all elements of the Project designed or specified by WALTER P MOORE. Such Cost shall include the cost (at current market rates if estimated) of all labor and materials furnished including the overhead, fee or profit contingency for This Part of the Project.
- C. **Contractor** - A third party, if any, engaged to provide construction services to Client based in part upon designs and deliverables of WALTER P MOORE.
- D. **WALTER P MOORE** - Walter P. Moore and Associates, Inc. and WALTER P MOORE's independent professional associate or consultant engineering firms.
- E. **Project** - As defined in the Agreement for Professional Services.
- F. **Services** - As defined in the Agreement for Professional Services.
- G. **This Part of the Project** - All elements of the Project design within WALTER P MOORE's engineering discipline designed or specified by WALTER P MOORE.



- H. **Total Project Construction Cost** - The total cost incurred by, or if the project is not built, the estimated construction cost to, Client of all elements of the Project designed or specified by Client and its Consultants. Such Cost shall include the cost at current market rates of all labor and materials furnished including the overhead, fee or profit contingency, plus the cost of equipment specifically specified by Client and its Consultants.

## MAINTENANCE AGREEMENT

THE STATE OF TEXAS

§

COUNTY OF HARRIS

§

§

**THIS MAINTENANCE AGREEMENT** is made on the date countersigned by the City Controller ("Effective Date") by and between the **CITY OF HOUSTON, TEXAS** ("City"), a home rule city of the State of Texas, principally situated in Harris County acting by and through its governing body, the City Council, and **MONTROSE MANAGEMENT DISTRICT** (the "District"), a municipal management district created by the State of Texas under the provisions of Chapter 3849 of the Special District Local Laws Code.

### WITNESSETH:

**WHEREAS**, the District was created by the State of Texas to provide management services and improvements within the boundaries ("Service Area") depicted in Exhibit "A", attached to and incorporated into this Agreement for all purposes; and

**WHEREAS**, the City, through the City of Houston Code of Ordinances ("Code"), requires abutting property owners to maintain certain improvements in the public right-of-way, including, trimming trees, (Sec. 40-14); controlling weeds between the private property line and the curb in the right-of-way (Sec. 10-451(b)10); repairing sidewalks, curbs and gutters (Sec. 40-84); and

**WHEREAS**, the District has agreed to maintain certain improvements and embellishments within the boundaries of its Service Area that are beyond those already covered by existing maintenance provisions of the City of Houston Code of Ordinances, including street furniture, landscaping and irrigation systems, lighting, pavers in crosswalks and roadways, directional signs, and other related improvements (the "Improvements"), all as specifically described in Exhibits "B" and "C", attached to and incorporated into this Agreement for all purposes; and

**WHEREAS**, the City has agreed to allow the District to install the Improvements with the understanding that the District will assume the responsibility of maintaining the Improvements, but that the District will not assume the responsibilities of abutting owners already provided in the Code that include but are not limited to Sections 40-14, 10-451(b)10, and 40-84; and

WHEREAS, the City and the District have agreed as to their respective duties and obligations concerning the ownership, operation, maintenance, repair, and replacement of the Improvements; and

## **AGREEMENT**

NOW, THEREFORE, for and in consideration of the mutual covenants, agreements and benefits to the parties herein named, it is agreed as follows:

### **I. RIGHT OF ENTRY AND SERVICE AREA**

All Improvements in the Service Area described in Exhibit "A" are within the City's rights-of-way. The City grants to the District the right to enter into the Service Area and install the Improvements set out in Exhibit "B". The City hereby agrees that the Service Area may be adjusted and Exhibit "A" may be amended at any time, upon the District's submittal to the Director of Public Works and Engineering, or his or her designee ("Director"), of a new map substantially in the form as Exhibit "A," to include any area lawfully added or annexed into the boundaries of the District or exclude any area that is no longer within the boundaries of the District and will become effective upon the signed agreement between the District and the Director.

### **II. OWNERSHIP**

All Improvements within the City's rights-of-way, including those Improvements installed prior to the Effective Date, shall be the property of the City.

### **III. APPROVALS**

Prior to the installation of any Improvements in the City right-of-way by the District, the District will obtain all necessary approvals and signatures from Public Works as may be required. In the development of all plans and specifications for construction of Improvements, District or District's representatives shall use the current edition of the City's Design Manual at the time the Improvements are constructed and any other applicable standards or specifications as determined by the City.

### **IV. MAINTENANCE**

4.1 Exhibit "B" identifies and maps the locations of Improvements that the District shall maintain. Exhibit "C" describes the type, frequency and standard of such maintenance.

Exhibit "B", as such documents may be amended from time to time to include additional improvements in the City's rights-of-way, shall form the record of Improvements that the District is obligated to maintain. Exhibits "B" and "C" may be amended by written agreement between the Director and the District. The District shall submit updates to Exhibits "B" and "C" annually for review and approval by the Director. Such approval shall not be unreasonably withheld.

4.2 Additional maintenance obligations may be added to Exhibit "C" only with the written agreement of the District and the Director. Upon the District approving an Improvement and agreeing to maintain such Improvement, the District shall assume full responsibility for the maintenance, repair and replacement of the Improvement, except as specified in this Article IV. The District shall not be obligated to maintain, repair or replace any element installed by others that it has not approved and agreed to maintain. The District shall obtain the required permits for maintenance work that affects traffic flow and pedestrian passage.

4.3 The District shall maintain, repair, or replace the Improvements described in Exhibit "B" as amended pursuant to this Article, and to the extent and in the same manner as for other like City facilities within the City, unless otherwise requested in writing by the Director. The District's performance shall conform to the professional standard prevailing in Harris County, Texas with respect to the scope, quality, due diligence, and care of services and products, if any, provided under this Agreement. It is specifically agreed that the City shall have no responsibility for the condition or maintenance of any Improvement except as specified in this Article IV and Article V below. Except as enumerated in this Agreement, the District shall pay all costs related to the operation, maintenance, and repair of any Improvements.

4.4 Upon request by the Director, the District shall submit a report of this Agreement (the "Annual Report"). The Annual Report, which shall be in a form substantially similar to Exhibit "C", shall include a list of all Improvements in the City's rights-of-way, including those Improvements that have been installed in the previous calendar year. The Annual Report shall include the following information with regard to each Improvement: (1) description and dimensions of the Improvement, (2) identification of the location of the Improvement, including the City right-of-way block or intersection, and (3) the drawing identification or map approval number assigned to the Improvement by the City during the approval process described in Article III of this Agreement.

4.5 In the event the Annual Report includes an Improvement that has not received prior Public Works approval, the District shall submit plans and specifications for the Improvement as described in Article III of this Agreement. If Public Works does not approve the Improvement, the District shall modify or remove the Improvement as required by Public Works.

4.6 At the time of submission of an Annual Report to the City, the Director may require an inspection of the Improvements. If the Director requires an inspection of the Improvements, the District shall pay to the City the "Annual Inspection Fee" for each inspection of the Improvements (the "Fee"). The City shall provide notice of the amount and description of the Annual Inspection Fee on the official City web page for City Schedule Fees.

## **V. CITY OBLIGATIONS**

5.1 The City shall perform the following maintenance obligations under this Agreement pertaining to management of street and sidewalk repair work that could impact or damage the Improvements:

- (a) Subject to the appropriation of funds, the City shall replace or repair, at the City's cost, any Improvement damaged during the course of and directly caused by the City's street or sidewalk repairs. This shall not include reinstallation of pavers, which are addressed in Paragraphs (b) and (c) of this Section.
- (b) In cases where pavers must be removed for City crews to complete repairs to crosswalks or roadways, including repairs to utilities and to road beds/concrete, the City shall notify the District when it initiates repair activity so that the District can schedule the reinstallation of the pavers without causing a delay to the completion of the City's repair activity. The City shall remove pavers, stack them behind the curb so that they do not obstruct pedestrian traffic, complete repairs, and replace the sub-grade materials (concrete roadway slab in crosswalks and cement stabilized sand and/or concrete in sidewalk areas) to match surrounding conditions and notify the District upon completions. The District shall complete repairs by reinstalling the sand, leveling bed and replacing the pavers over the sub-grade materials installed by the City. If the District does not schedule the pavers to be reinstalled at the time the City has completed repairs, the City shall fill the work area in question to allow resumption of traffic flow. The District shall remove the stacked pavers within five days of completion of the City's repairs until such time as the District is able to schedule the reinstallation of the pavers. Repair of pavers that have settled or displaced shall be the sole responsibility of the District except when such displacement is caused by settlement or displacement of roadway

sub-grades, road beds/concrete and/or utilities. In the latter case, the City shall replace such pavers.

- (c) When installing or repairing regulatory signs or traffic sign poles in sidewalks with pavers, the City shall give the District the same notice as required in Article V (b) above. Then the City shall remove necessary pavers, stack them so that they do not obstruct pedestrian traffic, complete sign installation or repairs, and notify the District upon completion. The City shall exercise care so as to not unnecessarily damage pavers. The District shall then schedule the reinstallation of the pavers. If the District does not schedule the pavers to be reinstalled at the time the City has completed repairs, the City shall fill the work area in question to allow resumption of pedestrian traffic. The District shall remove the stacked pavers within five days of completion of the City's repairs until such time as the District is able to schedule the reinstallation of the pavers. If the District does not reinstall the pavers it shall replace the pavers with sub-grade materials (cement stabilized sand and/or concrete in sidewalk areas) to match surrounding conditions within five days of completion of the City's installation or repair of regulatory signs or traffic sign poles.
- (d) Notification as it applies to above Paragraphs (b) and (c) shall be by fax or email by the City to the District, followed by mailing a notification.
- (e) The City, in contracting with permittees and franchisees, shall require such permittees and franchisees to repair or replace pavers and other Improvements constructed in the right-of-way in accordance with City Ordinances 40-121 through 40-167, relating to Excavation in Public Way, and Ordinance 00-1115, as amended by Ordinance 01-203, the City's Street-Cut Ordinance, to the extent these ordinances apply, and as such Ordinances may be amended or supplemented in the future. If Improvements are damaged by a private contractor working without a permit or franchise, then the City shall identify the responsible contractor and require that contractor to repair the damage at the contractor's cost, to the extent that the City is legally able. Additionally, the City, to the extent that it is able, shall require any producer of events within the Service Area to repair or replace damaged Improvements at the producer's cost. These provisions in this paragraph shall include reinstallation of pavers.

- (f) If there is no alternative to removal of an Improvement in order for the City to perform new construction or planned major repairs of City facilities, then the City shall give the District at least 60 days advance written notice that the Improvement in question must be removed. The District will then remove the Improvement in advance of City maintenance or construction activity. To the extent that it is able, at the Director's sole discretion, the City shall accommodate the District's reinstallation of any Improvement that must be removed within the scope of construction of City facilities that required removal of said Improvement.
- (g) When a repair must be made under emergency conditions, then the City may remove an Improvement without advance notification to the District. In such cases, the City shall strive to minimize damage to the Improvement and to reinstall the Improvement upon completion of repairs. This provision pertains to all Improvements except pavers, which are addressed in Paragraphs (b) and (c) of this section.

## **VI. LIMITS OF APPROPRIATION**

The District recognizes that under certain provisions of the Charter of the City of Houston, the City may not obligate itself by contract to an extent in excess of an amount therefor appropriated by the City Council and further recognizes that no funds have been appropriated by the City Council.

## **VII. FAILURE TO MAINTAIN**

If the District fails to maintain, repair, or replace the Improvements, as such obligations are set forth in Exhibits "B" and "C", the City may, in its sole discretion, alter, reduce, replace or authorize other changes to the Improvements to that of the City's criteria and standard of care for the same or similar improvements provided, however, that the City shall first notify the District in writing of any Improvements that the City believes the District has failed to maintain, repair or replace, and give the District 60 days to cure any such failure.

## **VIII. INSURANCE**

8.1 The District shall maintain in effect certain insurance coverage and shall furnish certificates of insurance, including any necessary endorsements, in duplicate form, before

beginning its performance under this Agreement. All policies except Professional Liability and Worker's Compensation must name the City as an additional insured. (1) shall have a Certificate of Authority to transact insurance business in Texas or (2) shall be an eligible non-admitted insurer in the State of Texas and have a Best's rating of at least B+ and a Best's Financial Size Category of Class VI or better, according to the most current edition Best's Key Rating Guide. The District shall maintain the following insurance coverages in the following amounts:

Coverage	Limit of Liability
Commercial General Liability including Contractual Liability insurance	\$1,000,000 per occurrence; \$1,000,000.00 aggregate
Worker's Compensation	Statutory amount for Workers' Compensation
Employer's Liability	<ul style="list-style-type: none"> <li>• Bodily injury by accident \$100,000 (each accident)</li> <li>• Body injury by disease \$100,000 (policy limit)</li> <li>• Bodily injury by disease \$100,000 (each employee)</li> </ul>
Automobile Liability	\$1,000,000 combined single limit for (1) Any Auto or (2) All Owned, Hired, and Non-Owned Autos
<b>Defense costs are excluded from the face amount of the policy. Aggregate Limits are per 12-month policy period unless otherwise indicated.</b>	

8.2 Insurance Certification(s) attached to this Agreement is described as Exhibit "D".

8.3 All insurance policies must require on their face, or by endorsement, that the insurance carrier waives any rights of subrogation against the City. **THE DISTRICT SHALL GIVE 30 DAYS' ADVANCE WRITTEN NOTICE TO THE DIRECTOR IF ANY OF ITS INSURANCE POLICIES ARE CANCELED, MATERIALLY CHANGED OR NON-RENEWED.** Within the 30 day period, the District shall provide other suitable policies in lieu of those about to be canceled, materially changed, or nonrenewed so as to maintain in effect the required coverage. If the District does not comply with this requirement, the Director, at his or her sole discretion, may

- (1) immediately suspend the District from any further performance under this Agreement and begin procedures to terminate for default, or
- (2) purchase the required insurance with City funds and deduct the cost of the premiums from amounts due to the District under this Agreement.

8.4 The District shall require all subcontractors whose subcontracts exceed \$100,000 to provide proof of professional liability coverage meeting all requirements stated above



except amount. The amount must be commensurate with the amount of the subcontract, but no less than \$500,000 per claim.

## **IX. INDEMNIFICATION**

**9.1 THE DISTRICT AND ITS CONTRACTORS SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE "CITY") HARMLESS FOR ALL CLAIMS, CAUSES OF ACTION, LIABILITIES, FINES, AND EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEYS' FEES, COURT COSTS, AND ALL OTHER DEFENSE COSTS AND INTEREST) FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT INCLUDING, WITHOUT LIMITATION, THOSE CAUSED BY:**

- (a) THE DISTRICT'S AND/OR ITS AGENTS', EMPLOYEES', OFFICERS', DIRECTORS', CONTRACTORS', OR SUBCONTRACTORS' (COLLECTIVELY IN NUMBERED PARAGRAPHS a-c, "DISTRICT") ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS;**
- (b) THE DISTRICT'S ACTUAL OR ALLEGED CONCURRENT NEGLIGENCE, WHETHER DISTRICT IS IMMUNE FROM LIABILITY OR NOT; AND**
- (c) THE DISTRICT'S ACTUAL OR ALLEGED STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY, WHETHER DISTRICT IS IMMUNE FROM LIABILITY OR NOT.**

**9.2 THE DISTRICT SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY HARMLESS DURING THE TERM OF THIS AGREEMENT AND FOR FOUR YEARS AFTER THE AGREEMENT TERMINATES. THE DISTRICT'S INDEMNIFICATION IS LIMITED TO \$500,000 PER OCCURRENCE. THE DISTRICT SHALL NOT INDEMNIFY THE CITY FOR THE CITY'S SOLE NEGLIGENCE.**

## **X. RELEASE & STANDARD OF CARE**

**10.1 TO THE EXTENT ALLOWED BY LAW, THE DISTRICT AGREES TO AND SHALL RELEASE THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE "CITY") FROM ALL LIABILITY FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO DISTRICT'S PERFORMANCE UNDER THIS AGREEMENT.**

**10.2 THE DISTRICT'S AND ITS CONTRACTORS' PERFORMANCE SHALL CONFORM TO THE PROFESSIONAL STANDARDS PREVAILING IN HARRIS COUNTY, TEXAS WITH RESPECT TO THE SCOPE, QUALITY, DUE DILIGENCE, AND CARE OF THE SERVICES AND PRODUCTS, IF ANY, PROVIDED UNDER THIS AGREEMENT.**

#### **XI. DISTRICT AND CONTRACTOR AGREEMENTS**

**THE DISTRICT SHALL INSURE THAT ALL OF ITS AGREEMENTS WITH CONTRACTORS PROVIDING SERVICES RELATED TO THIS AGREEMENT SHALL CONTAIN RELEASE AND INDEMNIFICATION LANGUAGE AS SET OUT IN THE ABOVE ARTICLES.**

#### **XII. TERMINATION**

**12.1 This Agreement may be terminated by any of the following conditions:**

- (a) By mutual agreement and consent of the District and the Director.**
- (b) By either party, upon the failure of the other party to fulfill its obligations as set forth in this Agreement after notice to the defaulting party and 60 days opportunity to cure. To the extent permitted by law, the breaching party shall pay any cost incurred by the other party through the date of termination of this Agreement due to such breach.**
- (c) By the District, in the event that its duly approved service plan expires or the District may no longer legally assess property to provide funding for the maintenance obligations herein.**
- (d) By expiration of this Agreement and settlement of all accounts.**

- (e) Termination for Convenience by City. The Director may terminate this Agreement at any time by giving 30 days written notice to the District. The City's right to terminate this Agreement for convenience is cumulative of all rights and remedies which exist now or in the future.

12.2 Should the District terminate this Agreement, as prescribed here above, the District shall reimburse the City for any reasonable costs incurred by the City as a result thereof.

12.3 If the District elects to terminate this Agreement, it shall do so in such a manner that the Improvements are operational and are not left in an unreasonably hazardous condition. If either party elects to terminate this Agreement at any time, for any reason, then that party shall notify the other not less than 45 days prior to the termination and the District shall provide documentation to demonstrate the Improvements affected will be left in an operational condition and that termination of this Agreement will not create an unreasonably hazardous condition. The District shall reimburse the City for any reasonable costs incurred by the City as a result thereof.

### **XIII. PERIOD OF AGREEMENT**

This Agreement is effective on the Countersignature Date as shown in the signature page of this Agreement and remains in effect until **December 31, 2017** and thereafter shall be automatically renewed for consecutive **one-year** periods. If the Director or the District chooses not to renew this Agreement, that party shall notify the other party at least 30 days in advance of the end of the then-current term.

### **XIV. ASSIGNMENT**

No party hereto shall make, in whole or in part, any assignment of this Agreement or any obligation hereunder without the prior written consent of the other party hereto. Notwithstanding the foregoing, the City hereby consents to any assignment by the District of all or a portion of its obligations under this agreement as they relate to Improvements to be maintained by a third party, if the third party covenants to fulfill the assigned obligations in a form approved by the Director.

### **XV. NOTICES**

All notices required or permitted hereunder shall be in writing and shall be deemed delivered on the earlier of the following dates: the date of actual receipt or the third day following deposit in a United States Postal Service post office or receptacle with proper postage

affixed (certified mail, return receipt requested), addressed to the respective other party at the address prescribed herein below or at such other address as the receiving party may have theretofore prescribed by written notice to the sending party.

Address for notice shall be as follows:

CITY: Director  
Department of Public Works and Engineering  
Attn: Office of the City Engineer– Planning and Development  
Services Division  
City of Houston  
P.O. Box 1562  
Houston, TX 77251

DISTRICT: Montrose Management District  
c/o Hawes Hill Calderon, LLP  
Houston, TX 77227-2167  
Attn: David W. Hawes, Executive Director  
Phone: 713-595-1209

#### **XVI. LEGAL CONSTRUCTION**

If any part of this Agreement is for any reason found to be unenforceable, all other parts remain enforceable unless the result materially prejudices the other party.

#### **XVII. SOLE AGREEMENT**

This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any modifications concerning these instruments shall be of no force and effect excepting a subsequent modification in writing, signed by both parties.

This Agreement is in duplicate originals, each having equal force has been executed on behalf of the parties hereto as follows:

**CITY OF HOUSTON**

ATTEST/ SEAL:

CITY OF HOUSTON, TEXAS

Signed by:

\_\_\_\_\_  
City Secretary

\_\_\_\_\_  
Mayor

APPROVED:

COUNTERSIGNED BY:

\_\_\_\_\_  
Director, Department of  
Public Works and Engineering

\_\_\_\_\_  
City Controller

APPROVED AS TO FORM:

DATE COUNTERSIGNED:

\_\_\_\_\_  
Assistant City Attorney  
L.D. File No.

**MONTROSE MANAGEMENT DISTRICT**

ATTEST:

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

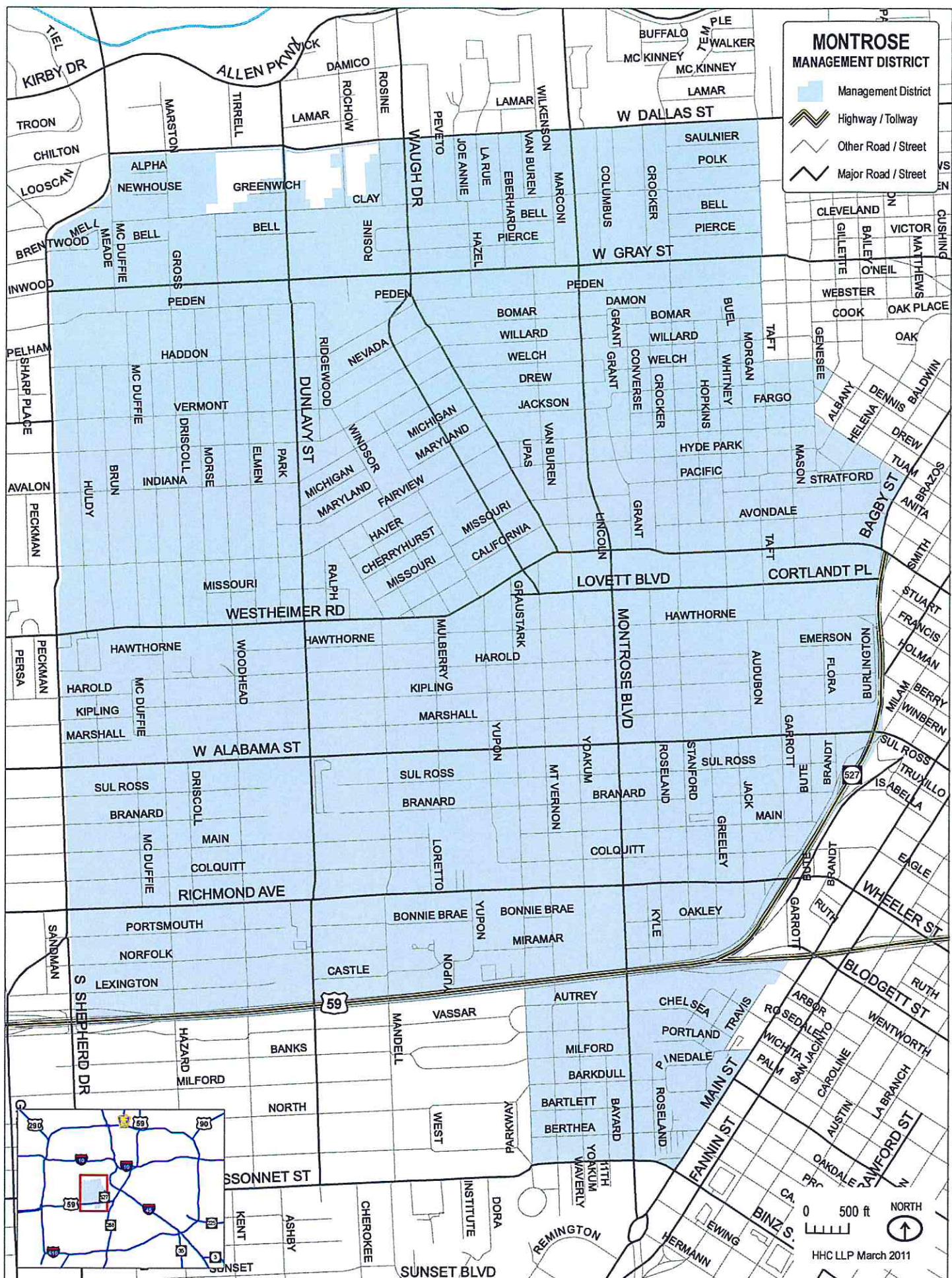
Date: \_\_\_\_\_

## **LIST OF EXHIBITS**

<b>Exhibit A:</b>	Boundaries of District Service Area
<b>Exhibit B:</b>	District Improvements and Locations
<b>Exhibit C:</b>	District Maintenance Obligations
<b>Exhibit D:</b>	Insurance Certificates

**EXHIBIT "A"**  
**BOUNDARIES OF DISTRICT SERVICE AREA (ATTACHED)**







**EXHIBIT “B”**  
**DISTRICT IMPROVEMENTS AND LOCATIONS (ATTACHED)**



Esplanade Layout







## EXHIBIT “C” DISTRICT MAINTENANCE OBLIGATIONS

The following table describes the specific Improvements that the **International Management District** (“District”) shall maintain under this Agreement as identified in Exhibit A, B, and C, as well as the locations of such Improvements. Additional Improvements may be added as referenced in Articles III and IV, upon advanced written approval by the Director and the District. In addition, footnotes describe limitations to those obligations.

<b>Improvement</b>	<b>Component</b>	<b>Maintenance Activity</b>
Street Furniture	Trash Receptacles Benches Bike Racks	Clean and paint Repair or replace when damaged Store spare parts
Irrigation System <sup>1</sup>	Controller Water Meter Valves Irrigation Lines Planting Bed Emitters	Pay monthly water meter bill (unless covered under City’s adopt an esplanade program) Operate and maintain controller Replace defective controllers and valves Repair or replace broken irrigation lines and heads Clean and maintain dripper lines and/or spray heads
Plantings	Trees Ground Cover at Trees Hedges Planters and Beds Concrete planter bands Landscaping Improvements	Water all plants (automated irrigation or by hand) Prune and limb up plants Mulch, weed, fertilize, and clean beds Remove and replace dead plants within 30 days
Lighting	Banner Pole Lights Tree Uplights Sign Lights	Pay monthly electric meter charge Adjust timers Maintain wiring and circuits Replace lamps when required Repair or replace defective equipment and wiring
Pavers	Crosswalk Pavers Median Pavers	Repair or replace broken pavers Reset settled pavers that are hazardous to pedestrians or traffic (including but not limited to resetting following City repairs) Reinstall pavers after City repairs as described in Article V. Maintain, repair, repaint and/or replace if damaged
Wayfinding Signs	Poles Message Boards & maps Banners	Repair damaged poles Maintain paint finishes Maintain and update message boards and maps Replace banners and adjust brackets
Street Signs	Street Signs (approved by Traffic/Transportation)	Maintain paint finishes Replace damaged signs
Monuments	Monuments and markers	Repair and/or replace monuments and markers

**EXHIBIT “D”**  
**INSURANCE CERTIFICATES (ATTACHED)**



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 an update and recommendations from the Marketing and Business Development Committee.

- Consider an agreement with Steel Branding and Marketing for services related to public relations, marketing, and branding services

## Memorandum

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TO: Montrose Management District Board of Directors  
FROM: District Executive Director  
DATE: January 25, 2017  
SUBJECT: Business & Economic Development Committee Meeting

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The Business & Economic Development Committee of the Montrose Management District held its January meeting on January 25, 2017, at Prosperity Bank, 5020 Montrose Blvd. Members attending were Steve Madden, Ryan Haley, Larry Zomper and Robin Holzer. Staff member attending was Ray Lawrence. The meeting was called to order at 12:01 PM.

### **Approval of October Minutes**

The minutes of the October 26 meeting were approved as written.

### **Status of the SPA Application**

Ray Lawrence reported that David Hawes had advised him that the Special Parking Area application had been approved by the Planning Commission. It must now go City Council for approval prior to activation.

### **Committee Activities for 2017**

The following activities are recommended by the committee:

- Special Parking Area: We need to get the word out to all assessment payers. A post card starting with "The Montrose District wants all of our partners to know what the SPA will mean to them and the District" might be the best way. We need to be the go to experts on the SPA.
- Business Promotion: We need to help the businesses throughout the District promote their businesses. To do this right, we should survey them first to find out what's important to them.
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- Breakfast Meetings: The breakfast meetings that the District has held over the past two years are good events, but the format should be changed to give attendees more opportunities to voice their concerns and ideas.

There was also discussion of the need to get the word out to those that are opposed to the District. Was there a way to reach them through “influencers” that know a lot of people in the District? Are there opportunities for people other than district staff to talk about the benefits of being in the District?

### **New Business in the District**

Ray Lawrence mentioned that a new restaurant, Riel, had opened at 1927 Fairview. The owner and chef is Ryan Lachaine who was formerly sous chef at Underbelly and Reef. The restaurant is named after Louis Riel, founder of Winnipeg, Canada, Ryan’s home town.

### **Adjournment**

The meeting was adjourned at 1:00 PM.





## JANUARY 2016 MONTHLY MARKETING REPORT

---

TO: Committee Chair, Steve Madden  
THROUGH: Executive Director, David Hawes  
FROM: Communications Director, Gretchen Larson  
DATE: February 9, 2017

---

### **Marketing and Business Relations Activities**

The committee continues work on the marketing and brand archetype projects. The services agreement for branding and communications plan review are included in this report for ratification by the board.

Staff shared a variety of project updates with the HOA/Civic Association database including the bridge lighting project and ID Marker installation. We are also offering to make presentations at monthly/quarterly meetings to all civic associations/HOA. Staff attended the super neighborhood meeting in January.

Ongoing activities included work on the monthly e-newsletter, weekly Friday Board updates of communications outreach, and pitching to the media for the bridge lighting on February 2.

### **Business Ambassador Program**

The BA made **48** visits during January and continues to be well received in the community. The BA Program and the work of the BA, have created a critical connection between the businesses and the District.

### **Social Media and Web**

See executive directors report for social media and website engagement numbers.

## SERVICE AGREEMENT

This Service Agreement (this "Agreement") is entered into on \_\_\_\_\_ of December 2016 (the "Effective Date") by and between the Montrose Management District, a municipal management district and a body politic and a political subdivision of the State of Texas, created under the authority of Article XVI, Section 59 of the Texas Constitution and operating under and governed by the provisions of Chapters 49 and 54, Texas Water Code, as amended (the "Owner"), and Steel Branding, (the "Contractor").

### RECITALS

WHEREAS, the Owner has determined it is in the Owner's best interest to engage a service provider for the services described herein; and NOW, THEREFORE, in consideration of the premises, mutual promises, covenants, obligations and benefits herein contained, the Owner and Contractor agree as follows:

#### I.

##### SERVICES

Section 1.01. Services. Contractor shall perform certain services (the "Services") for the Owner from time to time as approved in writing by the Board of Directors (the "Board"), and Contractor shall be compensated for such services as approved by the Board. Contractor may not deviate from approved Services without the prior written consent of the Board. Approval of Services shall be evidenced by a written proposal or service order, which shall include the service to be performed, the location and the fees. Currently approved proposals and service orders are attached hereto as **Exhibit A**. During the term of this Agreement, Contractor or Owner may recommend certain additions or changes to the Services. In such case, the additions or changes shall be submitted to the Owner for approval in the form of a new proposal or service order. When any new Services or changes to Services are approved, another exhibit shall be added to this Agreement, signed and dated by each Party. The exhibits added shall be sequenced in alphabetical order beginning with **Exhibit B** and shall be dated when approved by the Board. All fees described in the proposal or service order shall include charges for labor, materials, insurance, equipment and any other items required to perform the work in the Services.

#### II.

##### COMPENSATION

Section 2.01. Payment for Services. Contractor shall submit a detailed invoice (together with any back-up documentation requested by the Owner) indicating the Services performed for the prior billing period under the terms of this Agreement. Contractor shall submit detailed invoices to the Owner's bookkeeper:

Caryn Adams  
Municipal Accounts & Consulting, L.P.  
1300 Post Oak Blvd., Suite 1600  
Houston, TX. 77056  
Direct: 713-366-3065  
Fax: 713-629-6859  
[Cadams@municipalaccounts.com](mailto:Cadams@municipalaccounts.com)  
[www.municipalaccounts.com](http://www.municipalaccounts.com)

with a copy also sent to the Executive Director:

David Hawes – [Dhawes@hhcllp.com](mailto:Dhawes@hhcllp.com)

Payment shall be made within forty-five (45) days of the approval of Contractor's invoice by the Owner. Interest shall not be paid on service invoices. Contractor will invoice for work completed and/or consulting hours spent during the prior billing period. Back-up documentation required with invoice will be agreed upon in the written proposal or service order. Upon submitting invoice with back-up documentation, the amount billed by Contractor will be reviewed by the Owner for approval and all undisputed amounts shall be paid to Contractor in accordance with this Section.

### III. GENERAL CONDITIONS

Section 3.01. Contractor's Duties. Contractor covenants with the Owner to furnish its best skill and judgment in performing the Services for the Owner. Contractor agrees to furnish efficient business administration and superintendence and to use its best efforts to furnish at all times an adequate supply of workmen, materials and equipment and to perform the Services in the most expeditious and economical manner. Contractor agrees to exercise reasonable diligence in performing the Services, using the degree of care and skill that a prudent person in the same or similar profession would use.

Section 3.02. Relationship of Owner and Contractor. Contractor has been retained by the Owner for the sole purpose and to the extent set forth in this Agreement. It is understood and agreed that all work so done by Contractor shall meet with Owner approval, but that the detailed manner and method of performing the Services shall be under the control of Contractor. Contractor's relationship to the Owner during the term of this Agreement is that of an independent contractor. The relationship between the Owner and Contractor is not exclusive.

Section 3.03. Hold Harmless.

**CONTRACTOR, FOR ITSELF AND ITS SUCCESSORS AND ASSIGNS, AGREES TO WAIVE ANY CLAIMS AGAINST AND HOLD HARMLESS THE OWNER AND ITS OFFICERS, DIRECTORS, REPRESENTATIVES, AND AGENTS FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, OR CAUSES OF ACTION ARISING PERSONAL INJURY OR PROPERTY DAMAGE ARISING FROM THIS AGREEMENT OR THE SERVICES CONTEMPLATED THEREIN.**

Section 3.04. Term and Termination. Either party may terminate this Agreement at any time, without cause, upon thirty (30) days written notice to the other party. Contractor shall not be entitled to any payment or further payment other than for work performed or material, equipment, or supplies furnished prior to such termination. The Owner does not waive any other remedy allowed under Texas law.

Section 3.05. Agreement Controls. To the extent that there is any inconsistency between the provisions of this Agreement and any attachments or exhibits hereto, the terms of this Agreement shall control.

Section 3.06. Regulatory Requirements. All work will be done in strict compliance with all applicable city, county, state and federal rules, regulations and laws and any codes which may apply to the Services being provided. Contractor will obtain all permits and licenses required to perform the Services and will be responsible for securing inspections and approvals of its work from any authority having jurisdiction over Contractor's Services.

Section 3.07. Safety and Health Standards. Contractor shall observe and comply with all applicable federal, state and local health and safety laws and regulations.

Section 3.08. Inspection. The Owner and its duly authorized representatives shall have the right to inspect all Services being performed hereunder at any time. Contractor agrees to maintain adequate books, payrolls and records satisfactory to the Owner in connection with any and all Services performed hereunder and to maintain such books, payrolls and records for at least four years. The Owner and its duly authorized representatives shall have the right to audit such books, payrolls and records at any reasonable time or times.

Section 3.09. Warranty. In addition to other common law and statutory warranties, whether implied or express, Contractor's warranty applies to materials, parts, labor and workmanship for one year from the date of completion of the Project. Contractor shall transfer all manufacturers' warranties to the Owner.

Section 3.10. Assignability. Contractor shall not assign its rights or obligations or any sum that may accrue to it hereunder without the written consent of the Owner, which shall be granted or denied in the Owner's sole discretion.

Section 3.11. Modifications. This Agreement shall be subject to amendment, change or modification only with the prior mutual written consent of the Owner and Contractor, except to add any future exhibits pursuant to Section 1.01.

Section 3.12. Force Majeure. In the event either party to this Agreement is rendered unable, wholly or in part, by force majeure including an act of God; strikes; lockouts, or other industrial disturbances; acts of the public enemy; orders of any kind of government of the United States or the State of Texas or any civil or military authority (other than a party to this Agreement); insurrections; riots; epidemics; landslides; lightning; earthquakes; fires; hurricanes; storms; floods; droughts; arrests; civil disturbances; explosions; or other inability similar to those enumerated; to carry out its obligations under this Agreement, it is agreed that party shall give written notice of such act to the other party as soon as possible after the occurrence of the cause relied on and shall, thereafter, be relieved of its obligations, so far as they are affected by such act, during the continuance of any inability so caused, but for no longer.

Section 3.13. Agreement Subject to Applicable Law. This Agreement and the obligations of the parties hereunder are subject to all rules, regulations and laws which may be applicable by the United States, the State of Texas or any other regulatory agency having jurisdiction.

Section 3.14. Governing Law. This Agreement is governed in accordance with the laws of the State of Texas and shall be enforceable in the county in which the Owner is located.

Section 3.15. Waiver. No waiver or waivers of any breach or default by a party hereto of any term, covenant or condition or liability hereunder of performance by the other party of any duty or

obligation hereunder will be deemed a waiver thereof in the future, nor will any such waiver or waivers be deemed or construed to be a waiver of subsequent breaches or defaults of any kind, character or description, under any circumstances.

Section 3.16. Intended Beneficiaries. This Agreement is for the sole and exclusive benefit of the Owner and Contractor and will not be construed to confer any benefit upon any other party.

Section 3.17. Severability. The provisions of this Agreement are severable, and if any provision or part of this Agreement or the application thereof to any person or circumstance is ever held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such provision or part of this Agreement to other persons or circumstances will not be affected hereby.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in multiple copies, each of equal dignity, as of the date set forth on the first page hereof.

[EXECUTION PAGE FOLLOWS]

## ***Exhibit A***

This estimate includes the following services to be provided by Steel Branding:

### **Marketing Plan**

- **Initiation and Continued Project Management**
  - Background research
  - Creation of initial project timeline, schedule and work plan
  - On-boarding session for the teams to meet and review project scope, timing, deliverables, goals and success measures
  - Go over the communications plan with Client team
  - Weekly status meetings and project status reports
  - Continued progress updates and schedule updates
- **Information Gathering and Review**
  - Conduct meetings with committee members
  - Generate conference report of findings from interviews
  - Gather information: existing communications materials, message dissemination strategies, measurement tools and processes, media content
  - Review gathered information/Q&A
  - Gather and review published industry benchmarks
  - Identify and interview key media contacts
  - Pull reports from media monitoring service (media and social), as applies
- **Analysis**
  - Strengths, weaknesses, opportunities, threats
  - Relative financial benefit and priorities
  - New tactical ideas for reaching goals
  - Recommendations for improving branding, messaging, tactics and processes
- **Report**
  - Findings Report summary presentation in PowerPoint
  - Initial presentation to main point of contact
  - Up to two rounds of revisions to final Findings Report
  - Presentation to Group Stakeholders
- **Closing**
  - Archiving
  - File transition to client
  - Contract closing
- **Cost: \$12000**

The above scope of work includes up to 80 hours of services at our consulting rate of \$150/hr.

### **Constituent Input**

- Development of single survey for online feedback via Survey Monkey platform.
- Use existing database via text only email (initial draft and one round of revisions)
- Collection and analysis of feedback

- Cost \$5000

**\*\*Does not include:** Purchase of list, promotion of survey or incentives to participants. These can be added for an additional hard cost and administration fee.

#### **Archotyping and Positioning for Brand Foundations**

- Steel will conduct a facilitated session with key stakeholders to determine which of the 12 brand archetypes best fits and gather input on Positioning Statement
- Deliverable is a presentation of the selected Brand Archetype and Positioning Statement
  - Extended description on the selected Brand Archetype
  - Four message pillars
- Cost: \$2000

#### **Messaging Development**

- Based on features input from the client, Steel will create a list of 4 Brand Pillars and Key Message(s) by Audience in support of each Pillar
- Includes presentation and one round of client revisions.
- Cost: \$3000

**Total: \$22,000 + 10% expenses**

**The above estimate will be further refined and detailed after completion of the on-boarding.**

Owner:

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David Hawes, Executive Director, Montrose District

Contractor:

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Kirsten Cutshall, President, Steel Branding

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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9. Receive an update from the Business and Economic Development Committee.



## Memorandum

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TO: Montrose Management District Board of Directors  
FROM: District Executive Director  
DATE: January 25, 2017  
SUBJECT: Business & Economic Development Committee Meeting

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The Business & Economic Development Committee of the Montrose Management District held its January meeting on January 25, 2017, at Prosperity Bank, 5020 Montrose Blvd. Members attending were Steve Madden, Ryan Haley, Larry Zomper and Robin Holzer. Staff member attending was Ray Lawrence. The meeting was called to order at 12:01 PM.

### **Approval of October Minutes**

The minutes of the October 26 meeting were approved as written.

### **Status of the SPA Application**

Ray Lawrence reported that David Hawes had advised him that the Special Parking Area application had been approved by the Planning Commission. It must now go City Council for approval prior to activation.

### **Committee Activities for 2017**

The following activities are recommended by the committee:

- Special Parking Area: We need to get the word out to all assessment payers. A post card starting with "The Montrose District wants all of our partners to know what the SPA will mean to them and the District" might be the best way. We need to be the go to experts on the SPA.
- Business Promotion: We need to help the businesses throughout the District promote their businesses. To do this right, we should survey them first to find out what's important to them.
- Quarterly Meetings or Business Mixers: We need to stage regular events at different venues around the District with the theme "Get to know the Montrose District". This will be more effective in cultivating relationships with a larger number of assessment payers and even residents than annual real estate forums. Display boards showing improvement projects underway or planned could be shown.

- Breakfast Meetings: The breakfast meetings that the District has held over the past two years are good events, but the format should be changed to give attendees more opportunities to voice their concerns and ideas.

There was also discussion of the need to get the word out to those that are opposed to the District. Was there a way to reach them through “influencers” that know a lot of people in the District? Are there opportunities for people other than district staff to talk about the benefits of being in the District?

### **New Business in the District**

Ray Lawrence mentioned that a new restaurant, Riel, had opened at 1927 Fairview. The owner and chef is Ryan Lachaine who was formerly sous chef at Underbelly and Reef. The restaurant is named after Louis Riel, founder of Winnipeg, Canada, Ryan’s home town.

### **Adjournment**

The meeting was adjourned at 1:00 PM.

MONTROSE MANAGEMENT DISTRICT  
CITY OF HOUSTON  
HARRIS COUNTY, TEXAS

---

**AGENDA MEMORANDUM**

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

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10. Receive the Executive Director's Monthly Report.

**MONTROSE MANAGEMENT DISTRICT**

**SERVICE PLAN**

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**MONTHLY REPORT**

December 12, 2016 – February 13, 2017

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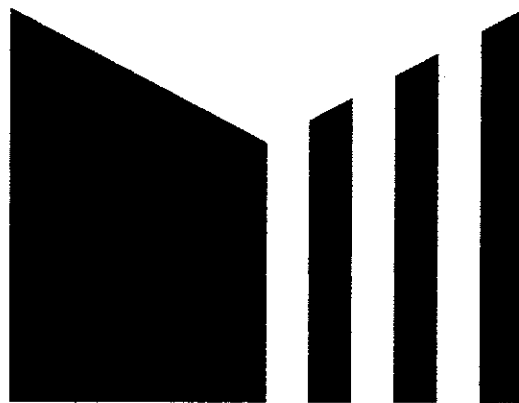
**COMMITTEE ACTIVITY**

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**STAFF ACTIVITY**

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## COMMITTEE ACTIVITY

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

The committee met on February 6.

### **Finance Committee**

The committee met on February 13.

### **Public Safety Committee**

The committee met on February 6.

### **PR, Marketing and Business Relations Committee**

The committee did not meet.

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

The committee met on January 26.

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## STAFF ACTIVITY

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**December 12, 2016 – February 13, 2017**

### **PR, Marketing and Business Relations Committee**

Staff worked throughout the review period with the Committee Chair on outreach related to the super bowl and general messaging directed at district programs and services.

Ongoing projects included the monthly e-newsletter, weekly BOD updates on social media coverage, and daily updates via SM about happenings in the business community such as grand openings, special mentions and more.

Staff also worked to craft a press release for the bridge lighting on February 2. The press release was sent to 50 reporters and a full report of coverage, with executive summary, has been shared with the committee and will be presented for review by the full board at the meeting on February 13.

### **Business Ambassador Program**

The BA made 48 visits during January. The BA Program and the work of the BA, have created a critical connection between the businesses and the District. BA assisted the team in preparing for a quick celebration for the bridge lighting in time for the super bowl. Staff notes that the bridges are not fully operational as yet and a proper celebration of the lighting will be most likely sometime in mid-March once all of the equipment has been installed.

### **PR, Marketing, Web and Social Media**

See attached report.

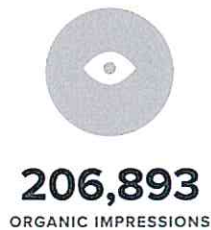
### **Finance Committee**

The committee met on February 13<sup>th</sup> to review and discuss the bookkeeper's report, invoices and various delinquent assessments. The committee recommends approval of the reports and that invoices be paid.

### TWITTER:

Number of total tweets from January 01-January 31:	89
Increase in Followers for January:	398
Total Followers:	8,978

#### Twitter Activity Overview



### FACEBOOK:

Total number of 'likes' in January: (Up from 20,767 in December)	21,760
Total page views this month:	269,926

#### Facebook Activity Overview



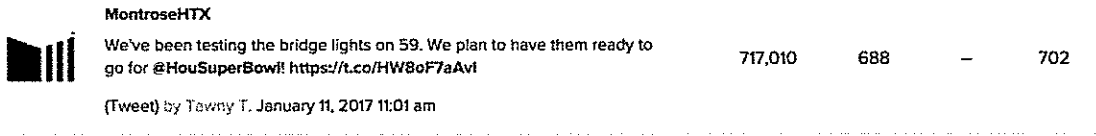
### Top 5 Posts:

Bridge Lighting Test Photos	40,533
Chron Bridge Test Article	9,211
LGBT Remembrance Garden	9,137
One Fifth Now Open	6,702
Houston Setting Stage for Super Bowl	4,754

## Twitter

This was a banner month for our social accounts due to the very popular bridge lighting. We received record numbers of replies, retweets, and follows as our test photos, live video, and professional photography made the rounds at different points.

The number of engagements  
increased by  
**▲ 4,720.2%**  
since previous month




We are unlikely to see such record breaking engagement for a while until we complete another community-serving project, or change the bridge lights to rainbow for Pride Week, for example, but we were able to capitalize on it to a great extent and bring many new community members into our audience.

We will see some of this engagement bleed over into February thanks to the lighting ceremony, and are planning a series of articles on the “making of the bridges” to capitalize on the interest.



**The Montrose District** added 3 new photos.  
Published by Tawny Tidwell [?] · January 11 at 10:28am · 🌐

We've been running tests on the lights this week, and plan to have all bridges lit in time for Super Bowl weekend. Did you see the tests? Tell us what you think in the comments!



**40,533** People Reached

**2,240** Reactions, Comments & Shares

<b>1,553</b> Like	<b>465</b> On Post	<b>1,088</b> On Shares
<b>162</b> Love	<b>70</b> On Post	<b>92</b> On Shares
<b>11</b> Haha	<b>0</b> On Post	<b>11</b> On Shares
<b>52</b> Wow	<b>9</b> On Post	<b>43</b> On Shares
<b>2</b> Sad	<b>0</b> On Post	<b>2</b> On Shares
<b>268</b> Comments	<b>127</b> On Post	<b>141</b> On Shares
<b>194</b> Shares	<b>191</b> On Post	<b>3</b> On Shares

**4,381** Post Clicks

<b>735</b> Photo Views	<b>18</b> Link Clicks	<b>3,628</b> Other Clicks
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**NEGATIVE FEEDBACK**

**5** Hide Post **6** Hide All Posts


## Facebook

We saw similarly impressive numbers on Facebook. The bridges brought in record numbers of likes, reactions, and shares. As you can see, the test photos reached 40,533 people, and received 2,240 reactions, comments and shares. Here are some of

the opportunities we had to talk to community members in the comments:

 **Katarzyna Kaśka** Hopefully this will be permanent and not for just the super bowl.  
Like · Reply · Message · 🌐 19 · January 11 at 10:50am  
[View previous replies](#)

 **The Montrose District** Sam Ettinger,  
We have completely replaced the old neon with LED lights that are not only more cost-effective and use less energy, but are far more durable. We expect these lights to be beautifying 59 and Montrose for decades to come.  
Like · Reply · 🌐 24 · Commented on by Tawny Tidwell [?] · January

 **Ryan Munthe** They look great, but the lights need to be pointed upwards, the actual light pieces are blinding when you're coming down 59.  
Like · Reply · Message · 🌐 10 · January 11 at 12:46pm

 **The Montrose District** Thanks for your feedback, **Ryan Munthe**! Part of the process involves testing the angles of the lights and seeing where and how shrouds need to be fitted to avoid problems for drivers. Our crews are working quickly to get this done so that this problem is eliminated. 😊  
Like · Reply · 🌐 12 · Commented on by Tawny Tidwell [?] · January 11 at 2:39pm

## Statistics

Key Article	Facebook Reach	Twitter Reach	Clicks (Total)
Bridge Test Photos	40,533	726,000+	42,628
Chron Bridge Article	9,211	33,000+	300
SPA Article	1,910	21,800	214

*\*we tweet important articles multiple times to increase their reach*



# Montrose Bridges Once Again Light Up the Night



**T**he seven arched bridges spanning US 59 – connecting Montrose with the rest of Houston – are once again shining brightly. The new, low-energy LED lighting system outlines the arches of the bridges and illuminates the streets, replacing the popular but non-repairable lighting that was turned off almost 10 years ago.

Total investment was slightly more than \$3.7 million and involved replacing bridge and street lighting for Woodhead, Mandell, Dunlavy, Hazard, Graustark and Montrose (2 bridges), said Bill Calderon, Special Projects Manager for the Montrose Management District.

The lights came back on just in time to showcase the area to Super Bowl visitors.

“The lights on the Montrose bridges were such a special feature and landmark of our neighborhood and we have worked hard to bring them back,” said Claude Wynn, MMD Chairman of the Board. “Our team, along with the Texas Department of Transportation (TxDOT), the Houston Galveston Area Council (H-GAC), State Representative Garnet Coleman and Mayor Sylvester Turner’s office, is especially excited to turn on the lights for the big game, creating a unique and beautiful display that shows off an important asset of our incredible city and gives all Houstonians something to be proud of.”

The lights include 2800+ LED strands on the inside and outside of the archways and 308 LED spotlights pointing up

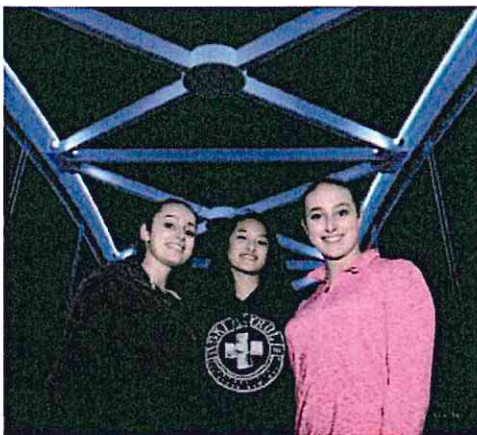
at the bridge canopies. Each platform also has four LED lamps at street level to illuminate the sidewalks.

The lights are computer-controlled via secure Internet connection and offer a wide range of colors and effects; the colors can be changed to reflect special events throughout the year, e.g., the Super Bowl, Fourth of July and St. Patrick’s Day.

Careful attention was paid to driver safety and steps were taken to ensure that glare from the lights did not pose a driving hazard. The project also improves lighting on the bridge platform itself to increase pedestrian safety.

The LED technology allows for easy maintenance and the lights are expected to last for 20 years.

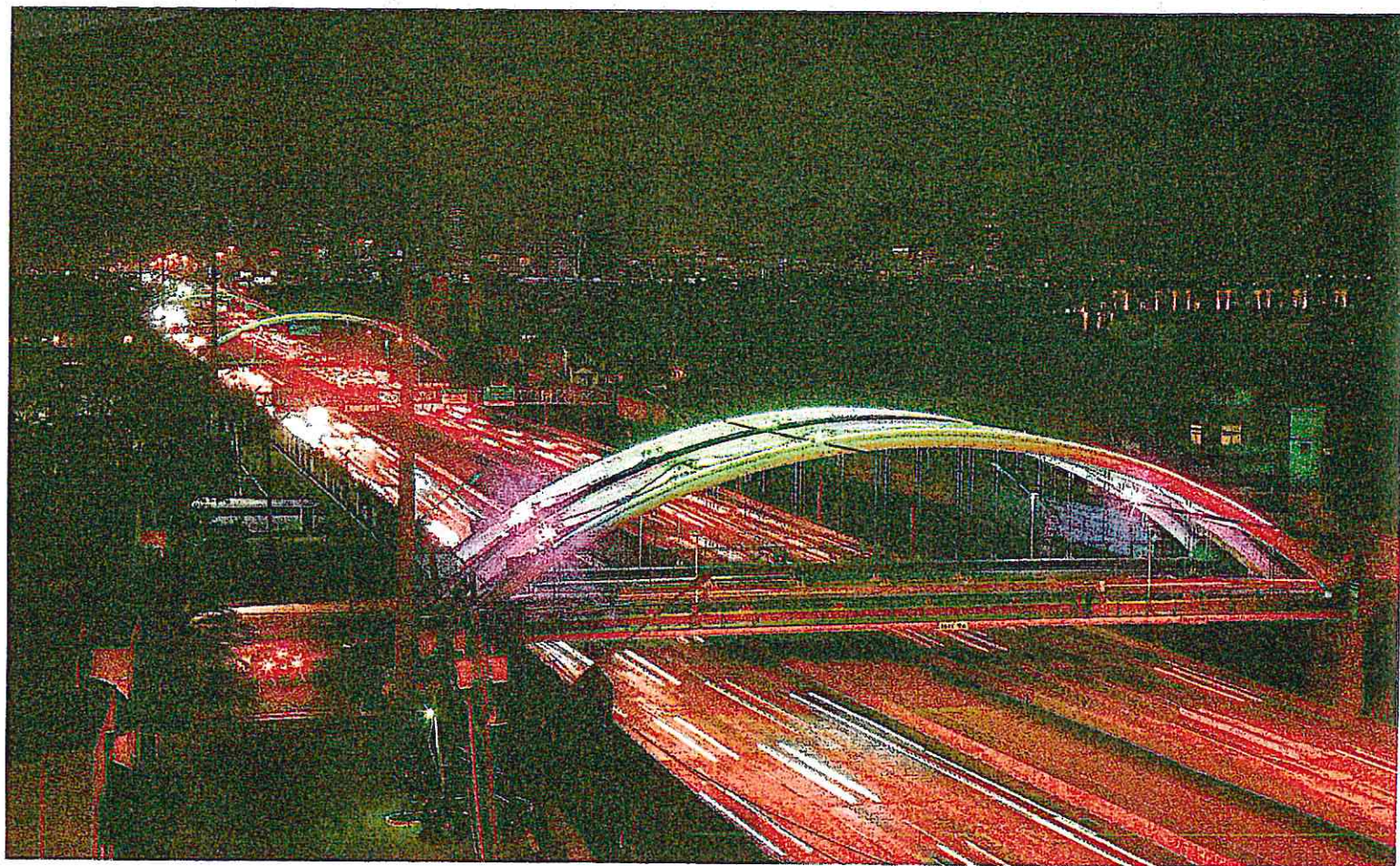
Photos by Elaine Matte Mut



Nicole Mut, ChauLien Phan, Michelle Mut, Lamar HS sophomores who joined the crowd of neighbors who came out to see the lights.







Jon Shapley / Houston Chronicle

With the countdown to the Super Bowl ticking, lights on bridges over U.S. 59 in the Montrose area have been switched on.

# Blitz is on as fan frenzy, security start to heat up

By Mihir Zaveri

Antionette Wright flew into Houston on Thursday night from Atlanta on her "birdie wings," as she puts it.

Garbed in red-and-black Atlanta Falcons regalia — a bird mask on her face, black wire wings sprouting from her back, and "Falcons" stamped in white letters across her black boots — Wright was a spectacle at Discovery Green on Friday morning, attracting the attention of passersby and sending a clear signal: Super Bowl Weekend is here.

"I'm ready to 'Rise up!'" Wright shouted, a Falcons rallying cry.

Crowds, including super fans like Wright, packed into the NFL Live festival at Discovery Green, bouncing between athlete and celebrity sightings, photo opportunities, and exhibits and amusements. As their ranks swelled in parties, restaurants and parks, so did an unspoken undercurrent of energy, one that promised not to ebb until Sunday when the Falcons square off against the New England Patriots at NRG Stadium.

The anticipation took on other

forms Friday: public officials touted their heavy security measures, particularly in light of reports that Vice President Mike Pence plans to attend the game and with multiple protests scheduled over the weekend.

Montrose's Southwest Freeway bridge lights came back online Thursday night, ready to shine for the influx of football-loving tourists.

And organizers cautiously eyed the weekend's weather — there's a chance of rain both Saturday and Sunday, potentially confounding

*Countdown continues on A4*



Steve Gonzales / Houston Chronicle

Luke Guillaume, 3, has fun inside a large Minnesota Vikings helmet at Super Bowl Live.



# Countdown to Super Bowl includes travel tips, Trump protests

Countdown from page A3

plans to keep NRG's roof open. "We're not really expecting any severe weather," said Michael Walter, a spokesman for the Houston Office of Emergency Management, which was monitoring the week's festivities. "We're going to have a couple of showers in a couple of places."

NRG's roof was open Friday, but NFL officials did not answer questions about their plans, with a decision likely to come Sunday morning.

Brett Hardin was one of the throng at Discovery Green on Friday morning. Hardin has missed three Patriots games in the last 42 years: once when he was in college and had to stay up late the day before; once when his wife was pregnant and was expecting to deliver their baby; and once when she planned a surprise trip to visit Hardin's in-laws.

Hardin, 58, doesn't intend to miss Sunday's game. After flying in Thursday night, Hardin and Mark Quealy, 54, planned to head to the Kirby Ice House for a Patriots' fan party, and then on Sunday, to his seventh Super Bowl.

On Friday, though, the two were strolling through Discovery Green, drinking cold beers and talking in Houston.

"It's a great city," Hardin said. Across town, protests brewed, as they had the weekend prior, as the debate over President Donald Trump's immigration policies vied with sporting festivities for the nation's attention. More than 100 protesters chanted, drummed and danced in vehement opposition to Trump during a loud but peaceful protest.

Toting "Resist Trump" and "Black Lives Matter" signs, the growing crowd chanted "Hands too small, can't build a wall!" and rapped anti-Trump chants.

More protests are Saturday and near NRG Stadium on Sunday.

CNN reported Friday that Pence would be attending the game, but the White House had yet to confirm the vice president's plans as of mid-day Friday.

Security measures for Pence's motorcade could stall travelers along Interstates 45 and 69 and U.S. 59 in the Houston area.

Pence would be the fourth sitting vice president to attend a Super Bowl while in office, after Vice Presidents Spiro Agnew, George H.W. Bush and Al Gore.

In what will surely be an emotional moment, the 92-year-old Bush and his wife Barbara will participate in the coin toss at Super Bowl LI, less than two weeks after he was discharged from a Houston hospital for treatment of pneumonia. The ex-president is an avid Houston sports fan.

The attendance of Pence likely

will add to the intense security at Sunday's game, which is considered a major national security event by the Department of Homeland Security.

Officials provided a slice of the level of security present during Super Bowl Live festivities. Three dozen new cameras provide live surveillance of Discovery Green, from atop surrounding buildings or posted within, to three main command centers. At a smaller station inside Super Bowl Live on Friday, 16 wide screens showed videos, statistics and web activity from the area. Green boxes honed in on every face that passed through one feed, and another showed thermal footage of an entry area.

Administrators of the system said it could send a notification if a backpack were left behind, screams erupted, or if someone stood in one place too long. Motion-sensing thermal cameras

and analytics can zero in on and track a nighttime intruder, or identify the source point of gunshots.

"The upside is we have all this capability," said Jack Hanagriff, an officer with the Mayor's Office of Public Safety and Homeland Security, who estimated that the job was the most advanced temporary surveillance blitz ever organized in Houston. "The downside is we had four days to build it."

Traffic-wise, officials urged residents to plan ahead for travel: aim at a pre-paid parking spot and rely on public transportation, bicycling or walking for those last few blocks to the venue.

*Dylan Baddour, Dug Begley and Keri Blasinger contributed to this report.*

*mihir.zaveri@chron.com  
twitter.com/mihirzaveri*