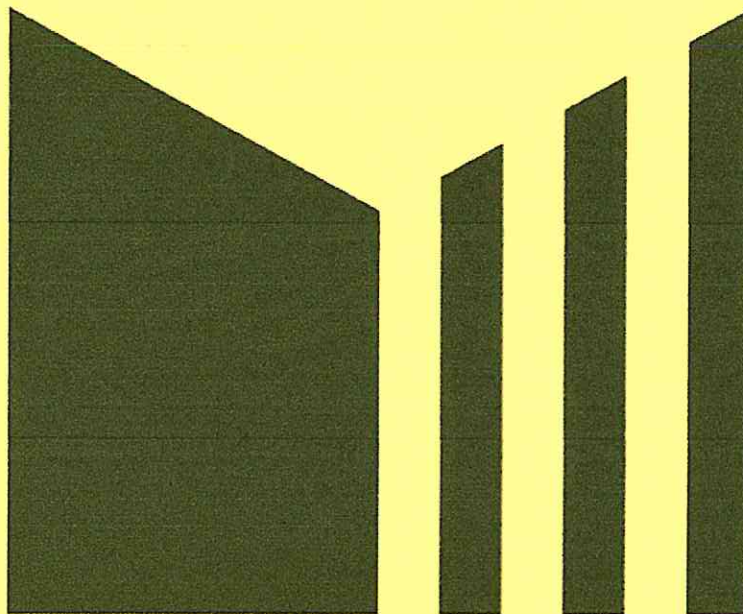


MONTROSE MANAGEMENT DISTRICT



Agenda and Agenda Materials
Meeting of the Board of Directors

April 10, 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, April 10, 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 Kathy Hubbard.
4. Receive update and recommendations from Nominating Committee.
 - a. Consider appointments to unexpired term positions on Board of Directors.
 - b. Accept Oath of Office, Sworn Statement and Bond for newly appointed Board Members.
5. Approve minutes of regular meeting held March 13, 2017.
6. 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. Accept Annual Disclosure Statements from Investment Officer and Bookkeeper
 - d. Conduct annual review of Investment Policy and Approve Resolution regarding Annual Review of Investment Policy and Adopting Amended List of Qualified Broker/Dealers
7. Receive update and recommendations from Public Safety Committee.
8. Receive update and recommendations from Mobility and Visual Improvements Committee.
 - a. Approve additional services request from Walter P. Moore.
 - b. Approve change order from Williams Architectural Signage and Consulting.
9. Receive update from Marketing and Business Development Committee.
 - a. Ratification of Exhibits B-G to the Services Agreement with Steel Branding.
10. Receive update from Business and Economic Development Committee.
11. Receive Executive Director's Monthly Report.
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.





Executive Director

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

3. Receive and accept the resignation from Kathy Hubbard.

HUBBARD FINANCIAL SERVICES, INC.

4611 Montrose Boulevard A210
Houston, TX 77006
(713) 522-9000
FAX (713) 526-6588

March 3, 2017

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

Dear Claude,

I am writing to follow up on our conversation of last month. I am resigning from the Montrose Management Board. My last official day will be March 31, 2017, leaving a vacancy for both Position 9 and Treasurer.

I have served since the District's inception, when Representative Garnet Coleman succeeded in passing HB 3518 in 2005. I am, in fact, the last of the directors named in that bill who is still at this table. Like Dr. Mitchmore, I serve on the newly formed Montrose TIRZ. There is much to learn and do there, and I, like all of us, have to budget time available for community service.

Much has changed since our District was created over ten years ago. Changes in visual appeal and safety have been dramatic. We have raised the standard of living and working in Montrose with amenities such as:

- ✓ Graffiti abatement,
- ✓ Street sweeping,
- ✓ Native and naturalized plantings,
- ✓ Heightened and effective police patrol,
- ✓ A customized Parking District benefiting both businesses and residents, and
- ✓ A monumental bridge lights visible to all who fly over Houston.

I work near the Montrose Bridge. People stop at dusk and at night to photograph the bridges. This is a signature achievement.

We have been blessed with strong and talented board members over the years. Claude, your knowledge of people and property have been an invaluable. I have the deepest respect for the knowledge, dedication and integrity of our Executive Director, David Hawes. He and the members of his firm surrounded the district with top quality legal, engineering and public policy experts. It has been an honor to serve with each and every one of you.

Respectfully yours,



Kathy Hubbard

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

4. Receive an update and recommendations from the Nominating Committee.
 - a. Consider appointments to unexpired term positions on the Board of Directors
 - b. Accept Oath of Office, Sworn Statement, and Bond from the newly-appointed Board Members

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

5. Approve minutes of the regular meeting held March 13, 2017.

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

March 13, 2017

DETERMINE QUORUM; CALL TO ORDER.

The Board of Directors of the Montrose Management District held a regular meeting, open to the public, on Monday, March 13, 2017, 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 -	vacant	Position 11 -	vacant
Position 4 -	vacant	Position 12 -	vacant
Position 5 -	vacant	Position 13 -	vacant
Position 6 -	Robert Jara	Position 14 -	vacant
Position 7 -	Ryan Haley	Position 15 -	vacant
Position 8 -	Stephen L. Madden		

and all were present, with the exception of Directors Haley and Wallace, thus constituting a quorum. Also present were David Hawes, Josh Hawes, Linda Clayton, Gretchen Larson, Tony Allender and Kristen Gonzales, all with Hawes Hill Calderon, LLP; Aaron Roffwarg, 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 Victor Beserra, Montrose HPD; Tawny Tidwell, Montrose MD social medial strategist; Michael Hardy; Daphne Scarbrough, Richmond Avenue Coalition; Lee Anne Dixon, Walter P. Moore; and Eugene Nosad, Avondale Civic Assoc. Chairman Wynn called the meeting to order at 12:00 p.m.

RECEIVE PUBLIC COMMENTS.

There were no public comments.

RECEIVE AND ACCEPT RESIGNATION FROM ELLYN WULFE.

Chairman Wynn stated Chapter 49.052(h), Texas Water Code, provides that a person is considered to have resigned from serving as a member of the Board of Directors if the person fails to attend three consecutive meetings of the Board. He stated Directors Justin Singer and Llane Llewellyn have automatically resigned from the Board due to absences. He requested that if any board member knows of anyone interested in serving on the Board to forward the information to Susan Hill and she will provide them information and an application for the Nominating Committee's consideration. Chairman Wynn reported Ellyn Wulfe has

submitted a resignation letter, included in the Board agenda materials, and the Board acknowledged her resignation.

RECEIVE NOMINATIONS AND ELECT VICE-CHAIR, SECRETARY AND ASST. SECRETARY

Chairman Wynn recommended and made a motion to nominate Director Stephen Madden as Vice-Chair, upon which Director Grover seconded the motion. The Board voted unanimously to appoint Director Stephen Madden Vice-Chair. Chairman Wynn recommended and made a motion to nominate Director Tammi Wallace as Secretary, upon which Director Madden seconded the motion. The Board voted unanimously to appoint Director Tammi Wallace Secretary.

APPROVE MINUTES OF REGULAR MEETING HELD FEBRUARY 13, 2017.

Upon a motion duly made by Director Grover, and being seconded by Director Hubbard, the Board voted unanimously to approve the Minutes of the February 13, 2017, Board meeting, as presented.

RECEIVE UPDATE AND RECOMMENDATIONS FROM FINANCE COMMITTEE.

a. Receive Assessment Collection Report

Mr. Hawes presented the Assessment Collection Report, included in the Board agenda materials. He reported a 72% collection rate on the 2016 assessments for the east and west zones combined. He reported an 82% collection rate for the east zone and 68% collection rate for the west zone. No action from the Board was required.

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

Ms. Adams presented the monthly financial report and went over invoices, included in the Board agenda materials. Upon a motion duly made by Director Grover, and being seconded by Director Madden, the Board voted unanimously to accept the monthly financial report and approved payment of invoices, as presented.

RECEIVE UPDATE AND RECOMMENDATIONS FROM PUBLIC SAFETY COMMITTEE.

The Public Safety Committee met on March 6, 2017, a copy of the Committee Minutes is included in the Board agenda materials. Officer Beserra presented the February 2017 Patrol Summary Report, included in the Board agenda materials, and answered questions. Mr. J. Hawes provided an update on the Harris County Attorney's nuisance program. He reported the renaming of the Neartown Storefront to the Richard V. Wilson Storefront was expected to be on the City Council's Agenda in March.

a. Approve funds for Mayor's Street Solicitation Campaign.

Mr. D. Hawes reported the Committee has reviewed the street solicitation campaign and the request from the Mayor to contribute to the campaign. He reported after review by the Committee it was

recommending a contribution of \$6,000 towards the campaign. He reported 15 management districts are expected to contribute to the panhandling campaign to increase public awareness and to redirect giving to a fund to help individuals who are currently homeless. He provided an overview of the campaign and answered questions. Upon a motion duly made by Director Hubbard, and being seconded by Director Madden, the Board voted unanimously to approve contributing \$6,000 for the Mayor's Street Solicitation Campaign.

RECEIVE UPDATE AND RECOMMENDATIONS FROM MOBILITY AND VISUAL IMPROVEMENTS COMMITTEE.

Mr. Allender reported staff and consultants are moving forward with implementation of the Special Parking Area plan. He reported the application is a two-year commitment and a plan implementation including anticipated tasks is included in the board materials. Mr. J. Hawes provided an update on the identification markers. He reported a proposal to mask the control boxes of the ID markers is included in the board materials for review.

a. Approve proposal from SMC Logistics for litter abatement services

Mr. J. Hawes reviewed the proposal from SMC Logistics to provide litter abatement services from a three-person crew 5 days a week/8 hours a day at a cost of \$105,000 per year. Mr. D. Hawes stated the funds for litter abatement services was included in the approved budget. Chairman Wynn stated he believes these services will have an impact and noticeable improvement in the District's appearance. Upon a motion duly made by Director Grover, and being seconded by Director Hubbard, the Board voted unanimously to approve the proposal from SMC Logistics to provide litter abatement services in the amount of \$105,000 per year, as presented.

b. Approve proposal from Walter P. Moore for esplanade engineering services

Mr. J. Hawes reviewed the proposal from Walter P. Moore for engineering services related to esplanade modifications along Montrose Blvd. between W. Dallas and W. Gray in an amount not to exceed \$30,000, a copy of the proposal is included in the board materials. Upon a motion duly made by Director Hubbard, and being seconded by Director Grover, the Board voted unanimously to approve the proposal from Walter P. Moore for engineering services related to esplanade modifications along Montrose Blvd. between W. Dallas and W. Gray in an amount not to exceed \$30,000.

RECEIVE UPDATE FROM MARKETING AND BUSINESS DEVELOPMENT COMMITTEE.

Ms. Larson reported a Marketing and Business Development Committee Report is included in the Board agenda materials. She reported the Business Ambassador made 47 repeat and 3 new business visits in February. She provided an update on the staff's attendance at Civic and HOA meetings. She reported staff will be attending the Castle Court Neighborhood annual association meeting on March 30. Chair Wynn requested Board Members to provide Ms. Larson with any feedback received on the bridges. No action from the Board was required.

RECEIVE UPDATE FROM BUSINESS AND ECONOMIC DEVELOPMENT COMMITTEE.

Mr. Lawrence reported the Committee did not meet last month. No action from the Board was required.

RECEIVE EXECUTIVE DIRECTOR'S MONTHLY REPORT.

The Executive Director's Report is included in the Board materials for review.

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 12:33 p.m.

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

The Board reconvened in open session at 1:07 p.m. No action was taken.

ANNOUNCEMENTS.

There were no announcements.

ADJOURN.

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 1:07 p.m.

(Seal)



Secretary

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

6. Receive an update and recommendations from the Finance Committee.
 - a. Receive the Assessment Collection Report
 - b. Receive and consider the monthly financial report and approve invoices for payment
 - c. Accept the Annual Disclosure Statements from the Investment Officer and Bookkeeper
 - d. Conduct the Annual Review of Investment Policy and Approve the Resolution Regarding the Annual Review of Investment Policy and Adopting the Amended List of Qualified Broker/Dealers

MONTROSE DISTRICT
COMBINED EAST & WEST ZONES

MARCH 2017
BILLING AND COLLECTIONS SUMMARY

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2016	0.12500	\$2,469,688.68	\$1,853,284.64	\$616,404.04	75%
2015	0.12500	\$2,114,227.09	\$2,098,296.62	\$15,930.47	99%
2014	0.12500	\$1,930,070.99	\$1,927,227.15	\$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:	2,050,410,943	Uncertified:	870,000
ASSESSED VALUE FOR 2015:	1,699,909,701	Uncertified:	0
ASSESSED VALUE FOR 2014:	1,549,923,238	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
March 2017
BILLING AND COLLECTION SUMMARY
FISCAL YEAR
01/01/17 - 12/31/17**

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2016	0.12500	\$709,111.40	\$613,456.71	\$95,654.69	87%
2015	0.12500	\$648,106.25	\$646,300.82	\$1,805.43	99%
2014	0.12500	\$606,010.42	\$605,972.92	\$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	33,547.86	484,530.84
2015 Assessment Collected	0.00	-363.34
2014 Assessment Collected	0.00	-172.14
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	2,241.38	2,489.11
Overpayments	0.00	3,525.75
CAD Lawsuits	0.00	731.93
CAD Corrections	0.00	0.00
Collection Fees	0.00	0.00
Estimated Payments	0.00	0.00
Court Fees	0.00	0.00
Total Revenue	35,789.24	490,742.15
Overpayments Presented for Refund	0.00	4,257.68
Overpayments Applied to Assessment	0.00	0.00

ASSESSED VALUE FOR 2016:	575,451,471	Uncertified:	870,000
ASSESSED VALUE FOR 2015:	522,066,311	Uncertified:	0
ASSESSED VALUE FOR 2014:	487,265,395	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	\$605,972.92	
2015	0.12500	395,435	375,663	\$646,300.82	
2016	0.12500	403,344	383,177	\$613,456.71	
		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

March 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

March 2017					
TOP TEN ASSESSMENT PAYERS					
0148680000009	810 HYDE PARK BLVD 77006				
102 104 GREENWICH STREET MANHATTAN % RICHMOND MONTROSE CVS LP 1 CVS DR WOONSOCKET RI 02895-6146	1258090010001	1003 RICHMOND AVE 77006	DRUG STORE	5,096,460	6,370.58
3815 MONTROSE BVLD LP 3815 MONTROSE BVLD STE 211 HOUSTON TX 77006-4666	1222280020001 1222280010001	3820 ROSELAND ST 77006 3815 MONTROSE BLVD 77006	OFFICE BUILDINGS	5,065,082	6,331.35

March 2017						
TOP TEN DELINQUENTS						
PROPERTY OWNER	ACCOUNT NO	SITUS	PROPERTY TYPE	ASSESSMENT YEAR(S)	ASSESSMENT	
TEXAS ART SUPPLY CO 4899 MONTROSE BLVD STE 1312 HOUSTON TX 77005-6164	92 030 143 000 0026	2001 MONTROSE BLVD 77006	WAREHOUSE	2016	5,399.36	
TEXAS ART SUPPLY 4899 MONTROSE BLVD STE 1312 HOUSTON TX 77005-6164	92 124 288 001 0001	2101 MONTROSE BLVD 77006	WAREHOUSE	2016	3,231.00	
SHAW'S JEWELRY LTD * 1015 W GRAY ST HOUSTON TX 77019-4227	92 133 077 001 0001	1015 W GRAY ST 77019	RETAIL STORE	2016	3,025.00	
PLATSAS PROPERTIES LLC 318 TUAM ST HOUSTON TX 77006-3308	92 132 683 001 0001	318 TUAM ST 77006	RESTAURANT	2016	2,439.94	
SPUR APARTMENTS LLC 6015 HARWOOD AVE OAKLAND CA 94618-1337	92 008 259 000 0003	219 W ALABAMA ST #32 77006	APARTMENT	2016	2,365.94	
BAYOU BEND CAPITAL LLC 11820 WINK RD HOUSTON TX 77024-7433	92 122 924 001 0001	108 WESTHEIMER RD 77006	SHOPPING CENTER	2016	2,293.05	
YOAKUM FL ACQUISITION LLC 4511 YOAKUM BLVD HOUSTON TX 77006-5830	92 030 245 000 0007	4511 YOAKUM BLVD 77006	OFFICE BUILDING	2016	2,099.08	
701 RICHMOND AVE LLC C/O K GREGORY ERWIN 701 RICHMOND AVE STE 250 HOUSTON TX 77006-5556	92 014 149 000 0001	701 RICHMOND AVE 77006	OFFICE BUILDINGS	2016	2,041.27	
SIMPA TEXAS INC 5513 LONGMONT DR HOUSTON TX 77056-2342	92 130 313 001 0001	922 W ALABAMA ST 77006	CONVENIENCE MARKET	2016	1,969.76	
BORRELL LEO J & H JUDY 3819 DRAKE ST HOUSTON TX 77005-1119	92 030 246 000 0003	4314 YOAKUM BLVD 77006	OFFICE BUILDINGS	2016	1,948.69	
* Pending HCAD Value Lawsuits						

*** Pending HCAD Value Lawsuits**

Harris County Improvement District No. 6 / East Montrose
 Lawsuit and Arbitration Status Summary as of 3/3/2017

Jur 930

Summary	
For Tax Years 2007-2015, for the period of June 2009 through February 2017	
Settled	
	Original value of Settled accounts as of 3/3/2017
	Number of Settled accounts as of 3/3/2017
	Reduction in value of Settled accounts
	Average % reduction in value of Settled accounts
	892,968,433
	277
	198,419,565
	22.22%
Unsettled	
	Original value of Unsettled accounts as of 3/3/2017
	Number of Unsettled accounts as of 3/3/2017
	236,711,985
	75
	.125 Tax rate per \$100 valuation
	Estimated reduction in assessment on 75 Unsettled accounts, based on 22.22% average
	\$65,747

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

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2016	0.12500	\$1,760,577.28	\$1,239,827.93	\$520,749.35	70%
2015	0.12500	\$1,466,120.84	\$1,451,995.80	\$14,125.04	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	43,538.08	1,056,756.43
2015 Assessment Collected	368.10	-99.94
2014 Assessment Collected	0.00	0.00
2013 Assessment Collected	0.00	-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	2,754.68	2,946.88
Overpayments	13.83	1,638.47
CAD Lawsuits	93.88	767.30
CAD Corrections	0.00	0.00
Collection Fees	100.67	100.67
Estimated Payments	0.00	0.00
Court Fees	0.00	0.00
Total Revenue	46,869.24	1,062,084.81
Overpayments Presented for Refund	107.71	2,946.48
Overpayments Applied to Assessment	0.00	0.00

ASSESSED VALUE FOR 2016:	1,474,959,472	Uncertified:	0
ASSESSED VALUE FOR 2015:	1,177,843,390	Uncertified:	0
ASSESSED VALUE FOR 2014:	1,062,657,843	Uncertified:	0
ASSESSED VALUE FOR 2013:	905,339,131	Uncertified:	0
ASSESSED VALUE FOR 2012:	776,320,418	Uncertified:	0
ASSESSED VALUE FOR 2011:	705,155,443	Uncertified:	0
ASSESSED VALUE FOR 2010:	692,511,502	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	\$1,451,995.80	
2016	0.12500	974,854	926,111	\$1,239,827.93	
		6,435,430	6,113,659		643,543

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

March 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

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

MONTROSE DISTRICT WEST ZONE

March 2017						
TOP TEN DELINQUENT ACCOUNTS						
PROPERTY OWNER	ACCOUNT NO	SITUS	PROPERTY TYPE	ASSESSMENT YEAR(S)	ASSESSMENT	
FINGER FSC MONTROSE LTD 99 DETERING ST STE 200 HOUSTON TX 77007-8259	94 121 519 001 0001	4899 MONTROSE BLVD #187	APARTMENTS	2016	107,028.10	
FINGER-FSG DUNLAVY LTD % THE FINGER COMPANIES 99 DETERING ST STE 200 HOUSTON TX 77007-8289	94 134 535 001 0001	3833 DUNLAVY ST #399 77006	APARTMENTS	2016	73,313.83	
DUNLAVY DEVELOPMENT PHASE I LLC * 101 BERKSHIRE ST BELLAIRE TX 77401-5309	94 128 648 001 0001	4310 DUNLAVY ST #236 77006	APARTMENT	2016	52,475.54	
4300 DUNLAVY DEVELOPMENT LLC * 101 BERKSHIRE ST BELLAIRE TX 77401-5309	94 128 648 001 0002	4310 DUNLAVY ST #208 77006	APARTMENT	2016	38,846.82	
PREHC GAVI BELLEVUE I LLC 711 HIGH ST DES MOINES IA 50392-1370	94 052 066 061 0006	2323 S SHEPHERD DR 77019	OFFICE BUILDINGS	2016	24,377.33	
5020 INVESTMENTS LTD * 5020 MONTROSE BLVD FL 9 HOUSTON TX 77006-6550	94 036 024 000 0003	5020 MONTROSE BLVD 77006	OFFICE BUILDINGS	2016	18,125.00	
VILLAGE ON SHEPHERD AT RIVER OAKS L 1502 AUGUSTA DR STE 380 HOUSTON TX 77057-2484	94 135 908 001 0001	1015 S SHEPHERD DR #193 77019	HOME FOR THE ELDERLY	2016	12,998.45	
KNA SPRINGFIELD VENTURE * 550 WAUGH DR HOUSTON TX 77019-2002	94 044 255 000 0020	2030 WESTHEIMER RD 77019	RETAIL STORE	2016	7,381.69	
KNA PARTNERS TOWER INC * 550 WAUGH DR HOUSTON TX 77019-2002	94 026 174 000 0007	1124 LOVETT BLVD 77006	SHOPPING CENTER	2013 - 2016	6,679.45	
KNA PARTNERS * 550 WAUGH DR HOUSTON TX 77019-2002	94 026 174 000 0001	1111 WESTHEIMER RD 77006	SHOPPING CENTER	2013 - 2016	5,732.13	

* Pending HCAD Value Lawsuits

Harris County Improvement District No. 11 / West Montrose
 Lawsuit and Arbitration Status Summary as of 3/3/2017

Jur 939

Summary

For Tax Years 2010-2015, for the period of September 2010 through February 2017

Settled

1,604,417,655	Original value of Settled accounts as of 3/3/2017
518	Number of Settled accounts as of 3/3/2017
156,444,360	Reduction in value of Settled accounts
9.75%	Average % reduction in value of Settled accounts

Unsettled

623,723,347	Original value of Unsettled accounts as of 3/3/2017
180	Number of Unsettled accounts as of 3/3/2017

.125 Tax rate per \$100 valuation

\$76,023	Estimated reduction in assessment on 180 Unsettled accounts, based on 9.75% average
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PERDUE, BRANDON, FIELDER, COLLINS & MOTT L.L.P.
DELINQUENT ASSESSMENT SUMMARY REPORT
MONTROSE DISTRICT
April 10, 2017

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

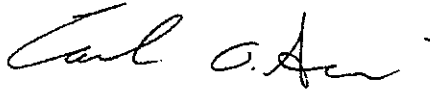
Suit pending:

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

Paid in full:

1508 Westheimer LLC \$399.48, *1504 Westheimer Rd.-0382460000002*

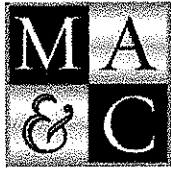
If you have any questions, please feel free to contact me.



Carl O. Sandin

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ATTORNEYS AT LAW

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Fax: 713-862-1429



MUNICIPAL ACCOUNTS
& CONSULTING, L.P.

Montrose Management District

Bookkeeper's Report

April 10, 2017

Montrose Management District
Cash Flow Report - Checking Account
As of April 10, 2017

Num	Name	Memo	Amount	Balance
BALANCE AS OF 03/14/2017				\$50,109.74
Receipts				
	State Farm Insurance Claim - Automobile		15,203.66	
	Interest Earned on Checking		17.05	
	Assessment Revenue		35,789.24	
	Assessment Revenue		46,869.24	
	Assessment Revenue		911.74	
	Wire Transfer from Money Market		100,000.00	
	To void check #5353 & #5823 - Kudela & Weinheimer		1,245.01	
	Unclaimed Property		3,359.13	
Total Receipts				203,395.07
Disbursements				
5949	ALLY	Vehicle Lease	(1,727.70)	
5961	Reliant	Utility Expense	(1,511.22)	
6000	ALLY	Vehicle Lease	(713.72)	
6001	Bankcard Center	Credit Card Expenses	(1,262.53)	
6003	Comcast	Office Expenses	(199.09)	
6004	Harris County Treasurer	Legal Fees	(5,069.45)	
6007	Verizon Wireless	Cell Phone Expense	(80.08)	
6008	Bracewell & Giuliani LLP	Legal Fees - General Counsel	(2,803.50)	
6009	Aaron M Day	Security Expense	(3,888.11)	
6010	Brian M Alms	Security Expense	(664.92)	
6011	Charles Starks	Security Expense	(1,285.51)	
6012	John E Obenhaus	Security Expense	(1,111.73)	
6013	Joseph C Mabasa	Security Expense	(4,009.35)	
6014	Juan Arroyo	Security Expense	(1,554.30)	
6015	Juan J Chavez-Resendiz	Security Expense	(2,694.25)	
6016	Juan Ramos	Security Expense	(1,331.07)	
6017	Lee T Jaquary	Security Expense	(2,538.58)	
6018	Leon Laureano.	Security Expense	(904.82)	
6019	Richard J Bass	Security Expense	(813.15)	
6020	Todd L Thibodeaux	Security Expense	(2,482.79)	
6021	Victor Beserra.	Security Expense / Coordinator Fee	(5,068.58)	
6022	Don A Moscarelli	Assessment Refund	(62.50)	
6023	W Gray & Peden Realty LTD	Assessment Refund	(31.38)	
6024	Startex Title Company LLC	Overpayment Refund	(13.83)	
6025	Blank Rome LLP	Legal Fees - Litigation	(17,071.85)	
6026	Chris Labod	Website Maintenance & Online Stakeholder Survey	(650.00)	
6027	Coalition for the Homeless of Houston/HCH	Meaningful Change Campaign	(6,000.00)	
6028	Comcast	Office Expenses	(210.80)	
6029	Cracked Fox	Graphic Design & Marketing Services	(2,100.00)	
6030	Dennis C. Beedon	Business Ambassador Program Services	(2,957.89)	
6031	Equi-Tax, Inc.	Tax Services	(2,053.04)	
6032	Gandy Squared Lighting Design	Bridge Lighting Design	(1,815.00)	
6033	Greater East End Management District	Graffiti Abatement	(5,760.00)	
6034	Hawes Hill Calderon, LLP	Consulting & Admin Fee	(30,450.03)	
6035	Kudela & Weinheimer	District Identity Marker & Esplanade Enhancement	(6,287.70)	
6036	Lawrence & Associates	Economic Development	(1,250.00)	
6037	Michael Hardy	Marketing	(1,000.00)	
6038	Municipal Accounts & Consulting, L.P.	Bookkeeping Fees	(2,647.30)	
6039	Neon Electric Corporation	Construction of Identity Markers	(42,692.00)	

Montrose Management District
Cash Flow Report - Checking Account
As of April 10, 2017

Num	Name	Memo	Amount	Balance
Disbursements				
6040	SentriForce	Mobile Camera Program	(3,450.00)	
6041	South Main Alliance	SMA Membership Dues	(2,500.00)	
6042	Steel Branding	Brand Standard, Communication Plan Review, Crea	(13,562.50)	
6043	Tawny Tidwell	Social Media Consulting Services	(3,500.00)	
6044	United Graphics	Marketing	(480.00)	
6045	University of St. Thomas	Meeting Expenses	(225.00)	
6046	Yellowstone Landscape & Maintenance	Landscape Maintenance	(1,916.66)	
6047	5020 Investments Ltd	Office Lease Expense	(1,200.00)	
6048	ALLY	Vehicle Lease - Holding Check	0.00	
6049	Bankcard Center	Credit Card Expense - Holding Check	0.00	
6050	Comcast	Office Expense - Holding Check	0.00	
6051	Harris County Treasurer	Legal Fees - Holding Check	0.00	
6052	Reliant	Utility Expense - Holding Check	0.00	
6053	Reliant	Utility Expense - Holding Check	0.00	
6054	Verizon Wireless	Cell Phone Expense - Holding Check	0.00	
ACH	United States Treasury	Monthly Payroll Taxes	(10,025.68)	
ACH	Texas Workforce Commission	Quarterly SUTA Taxes	(71.38)	
Total Disbursements				(201,698.99)
BALANCE AS OF 04/10/2017				\$51,805.82

Montrose Management District

Account Balances

As of April 10, 2017

Financial Institution (Acct Number)	Issue Date	Maturity Date	Interest Rate	Account Balance	Notes
Fund: Operating					
Certificates of Deposit					
PROSPERITY BANK (XXXX0219)	11/19/2016	11/19/2017	0.55 %	352,593.52	
Money Market Funds					
TEXAS CLASS (XXXX0001)	04/12/2016		0.99 %	661,678.24	
Checking Account(s)					
PROSPERITY BANK (XXXX9069)			0.05 %	51,805.82	Checking Account
Totals for Operating Fund:				\$1,066,077.58	
Grand total for Montrose Management District:				\$1,066,077.58	

Montrose Management District
Summary of Pledged Securities
As of April 10, 2017

Financial Institution: PROSPERITY BANK (Depository Bank)		
Total CDs, MM, and Checking Accounts:	\$404,399.34	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:	514.49 %	
Financial Institution: TEXAS CLASS		
Total CDs, MM:	\$661,678.24	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
March 2017

Source of Funds	Mar 17	Budget	\$ Over Budget	% of Budget	Jan - Mar 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
14391 · Restricted Funds	0	0	0	0%	(352,594)	(352,594)	0	100%	(352,594)
14110 · Assessments	77,998	77,260	738	101%	1,856,088	1,856,088	0	100%	2,378,660
14111 · PY Assessments	368	(750)	1,118	(49%)	(660)	(2,250)	1,590	29%	(9,000)
14112 · Assessment Refunds	(877)	(4,750)	3,873	18%	(16,774)	(14,250)	(2,524)	118%	(57,000)
14120 · Collection Fees	195	7,083	(6,888)	3%	1,600	21,250	(19,650)	8%	85,000
14310 · Penalties & Interest	4,996	2,083	2,913	240%	5,436	6,250	(814)	87%	25,000
14330 · Miscellaneous Income	15,204	417	14,787	3,640%	17,859	1,250	16,609	1,429%	5,000
14370 · Interest Earned on Temp. Invest	502	458	44	110%	1,075	1,375	(300)	78%	5,500
14380 · Interest	17	7	10	243%	69	20	49	345%	80
14390 · Prior Year Ending Fund Balance	0	0	0	0%	609,322	609,322	0	100%	609,322
Total Source of Funds	98,403	81,808	16,595	120%	2,121,421	2,126,461	(5,040)	100%	2,689,968
Use of Funds									
District and Project Management									
16150 · Staff Admin & Management	29,293	29,293	0	100%	87,878	87,878	0	100%	351,513
Total District and Project Management	29,293	29,293	0	100%	87,878	87,878	0	100%	351,513
Business Development									
16125 · Marketing & Public Relations									
16125-2 · Total Projects/Programs	0	2,500	(2,500)	0%	496	7,500	(7,004)	7%	30,000
16125-3 · Total Marketing Materials & Adv	779	6,492	(5,713)	12%	2,589	19,475	(16,886)	13%	77,900
16125-4 · Total Vendor Support of Project	20,963	17,850	3,113	117%	54,623	53,550	1,073	102%	214,200
16125 · Marketing & Public Relations - Other	0	0	0	0%	1,125	0	1,125	100%	0
Total 16125 · Marketing & Public Relations	21,742	26,842	(5,100)	81%	58,833	80,525	(21,692)	73%	322,100
16135 · Economic Development Services	2,500	1,667	833	150%	2,500	5,000	(2,500)	50%	20,000
16136 · Real Estate Consulting	1,250	1,250	0	100%	3,750	3,750	0	100%	15,000
16138 · Real Estate Forum	0	833	(833)	0%	0	2,500	(2,500)	0%	10,000
16140 · Web Site Main./Host/I.T.	350	600	(250)	58%	1,050	1,800	(750)	58%	7,200
16141 · GIS Services	19	208	(189)	9%	131	625	(494)	21%	2,500
Total Business Development	25,861	31,400	(5,539)	82%	66,264	94,200	(27,936)	70%	376,800

Montrose Management District
Revenue & Expenditures Total Zone
 March 2017

	Mar 17	Budget	\$ Over Budget	% of Budget	Jan - Mar 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Project Staffing & Admin									
16610 · Meeting Room	225	188	37	120%	475	563	(88)	84%	2,250
16550 · Service Charges	0	50	(50)	0%	158	150	8	105%	600
16160 · Reimbursable Expenses	150	533	(383)	28%	1,882	1,600	282	118%	6,400
16170 · Reimbursable Mileage	507	583	(76)	87%	1,314	1,750	(436)	75%	7,000
16180 · Postage, Deliveries	64	146	(82)	44%	233	438	(205)	53%	1,750
16190 · Printing & Reproduction	733	625	108	117%	2,125	1,875	250	113%	7,500
16200 · Public Notices, Advertising	9	92	(83)	10%	18	275	(257)	7%	1,100
16220 · Legal Services									
16220-4 · Legal Services - Litigation	0	12,500	(12,500)	0%	29,705	37,500	(7,795)	79%	150,000
16220-3 · Legal Services - Collections	0	1,583	(1,583)	0%	0	4,750	(4,750)	0%	19,000
16220-2 · Legal Services - General	0	2,729	(2,729)	0%	8,404	8,187	217	103%	32,750
Total 16220 · Legal Services	0	16,812	(16,812)	0%	38,109	50,437	(12,328)	76%	201,750
16250 · Bookkeeping	2,104	1,685	419	125%	5,873	5,055	818	116%	20,220
16260 · Assess Data Mgmt & Billing Svcs	2,053	2,500	(447)	82%	10,840	7,500	3,340	145%	30,000
16270 · Office Furniture & Supplies	40	208	(168)	19%	196	625	(429)	31%	2,500
16280 · Other	806	183	623	440%	806	550	256	147%	2,200
16290 · Office Lease Space	1,200	1,200	0	100%	3,600	3,600	0	100%	14,400
16291 · Office Equipment	410	250	160	164%	1,230	750	480	164%	3,000
16340 · Auditing Fees	0	0	0	0%	0	0	0	0%	13,500
16530 · Insurance & Surety Bond	11,812	9,000	2,812	131%	11,812	9,000	2,812	131%	9,000
Total Project Staffing & Admin	20,113	34,055	(13,942)	59%	78,671	84,168	(5,497)	93%	323,170

Montrose Management District
Revenue & Expenditures Total Zone
 March 2017

	Mar 17	Budget	\$ Over Budget	% of Budget	Jan - Mar 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Security and Public Safety									
15415 · Vehicle Lease	940	1,880	(940)	50%	4,368	5,640	(1,272)	77%	22,560
15417 · Vehicle Maint. & Operations	500	750	(250)	67%	1,026	2,250	(624)	72%	9,000
15420 · Contract Public Safety Services	32,705	31,667	1,038	103%	100,185	95,000	5,185	105%	380,000
15421 · Payroll Expenses	2,577	2,667	(90)	97%	7,740	8,000	(260)	97%	32,000
15425 · Mobile Camera Program	3,950	2,500	1,450	158%	8,450	7,500	950	113%	30,000
15430 · Cell Phone	80	83	(3)	96%	240	250	(10)	96%	1,000
16102 · Public Safety Equipment	0	125	(125)	0%	0	375	(375)	0%	1,500
16110 · Graffiti Abatement	5,760	5,417	343	106%	15,680	16,250	(570)	96%	65,000
16115 · Nuisance Abatement	5,069	5,417	(348)	94%	15,208	16,250	(1,042)	94%	65,000
16116 · Street Lights	0	467	(467)	0%	0	933	(933)	0%	2,800
Total Security and Public Safety	51,381	50,973	608	101%	153,497	152,448	1,049	101%	608,860
Visual Improvements & Cultural									
16205 · Utility Expense	1,331	1,333	(2)	100%	4,242	4,000	242	106%	16,000
16204 · Water Expense	0	833	(833)	0%	231	2,500	(2,269)	9%	10,000
16203 · Litter Abatement	0	8,750	(8,750)	0%	0	26,250	(26,250)	0%	105,000
16213 · Landscape Maintenance	1,917	2,917	(1,000)	66%	5,750	8,750	(3,000)	66%	35,000
Total Visual Improvements & Cultural	3,248	13,833	(10,585)	23%	10,223	41,500	(31,277)	25%	166,000
16580 · Transfer to Capital Budget	0	0	0	0%	666,325	666,325	0	100%	666,325
Total Use of Funds	130,096	159,554	(29,458)	82%	1,062,858	1,126,519	(63,661)	94%	2,492,668
Net Ordinary Source of Funds	(31,693)	(77,746)	46,053	41%	1,058,563	999,942	58,621	106%	197,300

Montrose Management District
Revenue & Expenditures Total Zone
March 2017

	Mar 17	Budget	\$ Over Budget	% of Budget	Jan - Mar 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Other Source/Use of Funds									
Other Source of Funds									
Capital Improvements									
15401 - Transfer from General Fund	0	0	0	0%	666,325	666,325	0	100%	666,325
15402 - Tradition Bank Loan	0	29,167	(29,167)	0%	0	87,500	(87,500)	0%	350,000
Total Capital Improvements	0	29,167	(29,167)	0%	666,325	753,825	(87,500)	88%	1,016,325
Total Other Source of Funds	0	29,167	(29,167)	0%	666,325	753,825	(87,500)	88%	1,016,325
Other Use of Funds									
Capital Improvement									
Mobility & Transportation - CPF									
17009 - B Cycle Station Project	0	0	0	0%	0	0	0	0%	5,000
17003 - SPA ERelated Design/Update Serv	0	0	0	0%	0	0	0	0%	105,000
17004 - Bike Pathway Eng Services	0	0	0	0%	0	0	0	0%	59,000
17005 - General Engineering Services	0	0	0	0%	0	0	0	0%	30,000
17006 - Bike Rack Installation Project	0	0	0	0%	0	0	0	0%	15,000
17008 - Bridge Lighting Install Project	0	0	0	0%	0	0	0	0%	50,000
Total Mobility & Transportation - CPF	2,640	2,640	0	100%	14,190	14,190	0	100%	264,000
Visual Improve & Cultural - CPF									
17005 - Bagby/Elgin Design Services	0	0	0	0%	0	0	0	0%	50,000
17001 - Identity Marker Design Services	0	0	0	0%	159	51	108	312%	1,600
17002 - Esplanade Design Services	0	0	0	0%	7,125	7,125	0	100%	52,710
17003 - Identity Marker Installation	33,523	33,523	0	100%	173,826	173,826	0	100%	184,265
17004 - Esplanade Installation	0	0	0	0%	52,905	52,905	0	100%	463,750
Total Visual Improve & Cultural - CPF	33,523	33,523	0	100%	234,015	233,907	108	100%	752,325
Total Other Use of Funds	36,163	36,163	0	100%	248,205	248,097	108	100%	1,016,325
Net Other Source/Use of Funds	(36,163)	(6,996)	(29,167)	51.7%	418,120	505,728	(87,608)	83%	0
Planned Reserves	(67,856)	(84,742)	16,886	80%	1,476,683	1,505,670	(28,987)	98%	197,300

**Montrose Management District
Vendor Monthly Payment Terms**

Vendor Name	Memo	Monthly Amount	Contractual	Recurring	Monthly Invoice Received
5020 Investments Ltd	Office Lease Expense	1,200.00	X		
Allen Boone Humphries Robinson LLP	Legal Fees - Petition for Dissolution		X		
ALLY	Vehicle Lease (2)	2,441.42	X		X
ALLY	Personal Property Taxes			X	
Bankcard Center	Credit Card Expenses	1,262.53		X	X
Bike Houston	Bike Maps		X		
Blank Rome LLP	Legal Fees	17,071.85	X		X
Bracewell & Giuliani LLP	Legal Fees - General Counsel	2,803.50	X		X
Charles Nicholas Promotional Products	Promotion		X		
Chris Labod	Website Maintenance	650.00	X		X
City of Houston	Water Usage			X	
CKP Communication Group LLC	Communication Services			X	
Coalition for the Homeless of Houston/HC	Meaningful Change Campaign	6,000.00	X		X
Comcast	Office Expenses	409.89		X	X
Cracked Fox	Graphic Design & Marketing Services	2,100.00	X		X
Dennis C. Beedon	Business Ambassador Program Services	2,957.89	X		X
Dero Bike Rack Co.	Bike Racks		X		
e-Vision 1 Productions, LLC	MMD Video Archive		X		
Environmental Design, Inc.	Esplanade Construction		X		
Equi-Tax, Inc.	Tax Services	2,053.04	X		X
Fleet Safety Equipment, Inc.	Patrol Vehicle Equipment Installation		X		
Gandy Squared Lighting Design	Bridge Lighting Design	1,815.00	X		X
Greater East End Management District	Graffiti Abatement Services	5,760.00	X		X
Harris County Treasurer	Legal Fees	5,069.45	X		X
Hawes Hill Calderon, LLP	Consulting & Admin Fee	30,450.03	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		X		
Kafoglis Construction	Bike Racks		X		
Kudela & Weinheimer	Esplanade Enhancements	6,287.70	X		X
Landscape Art, Inc.	Esplanade Enhancements - Phase 1		X		
Lawrence & Associates	Economic Development	1,250.00	X		X
Magoo's Print Shop	Marketing Expenses		X		
Mark Burton, P.L.L.C.	Annual Financial Report		X		
McCall, Gibson, Swedlund, Barfoot, PLLC	Audit Expense		X		
Michael Hardy	Marketing	1,000.00	X		X
Minuteman Press - Post Oak	Brochure		X		
Montrose Car Care Center	Vehicle Maintenance			X	
Mr. Dirt of Texas	Street Sweeping Expense		X		
Municipal Accounts & Consulting, L.P.	Bookkeeping Fees	2,647.30	X		X
Muze Development Partners LLC	Calendar Maintenance		X		
Neon Electric Corporation	Construction of Identity Markers	42,692.00	X		X
Perdue Brandon, Fielder, Collins & Mott	Delinquent Tax Coll		X		
Reliant	Utility Expense	1,511.22		X	X
SentiForce	Mobile Camera Program	3,450.00	X		X
SMC Logistics	Street Lights		X		
South Main Alliance	SMA Membership Dues	2,500.00	X		X
Steel Branding	Brand Standard, Communication Plan Review, Creative Direction & PR Retainer	13,562.50	X		X
Tawny Tidwell	Social Media Consulting Services	3,500.00	X		X
TML Intergovernmental Risk Pool	Insurance Expense		X		
Texas State Comptroller	Unclaimed Property		X		
Texas Workforce Commission	Quarterly SUTA Taxes	71.38		X	X
Touch Thirty Three, Inc.	ID Markers		X		
TSG Reporting, Inc.	Public Hearing			X	
Twisted Mister Promotions	Yearly Storage Fee		X		
TXDOT	Bridge Lighting Project		X		
United Graphics	Postcards	480.00		X	X
United States Treasury	Monthly Payroll Taxes	10,025.68		X	X
University of St. Thomas	Meeting Expense	225.00	X		X
Verizon Wireless	Cell Phone Expense	80.08		X	X
Walter P. Moore	Montrose Mobility Study & US 59 Arch Bridge Lighting		X		
Yellowstone Landscape & Maintenance	Landscape Maintenance	1,916.66	X		X

ally

P.O. BOX 22187
HOUSTON TX 77227-2187

THE MONTROSE MANAGEMENT
8000 MONTROSE BLVD STE 310
HOUSTON TX 77066-4330

|||||

Attn: Susan Hill

February 18, 2017

RECEIVED
MAR 22 2017

Municipal Accounts
& Consulting

Account Number: 81102207891

Dear THE MONTROSE MANAGEMENT,

Thank you for leasing your vehicle through your dealer and Ally. We hope you enjoyed your driving experience as much as we enjoyed helping you with your leasing needs.

Account Statement

Now that your lease has ended, to settle your account and satisfy your obligations, a balance of \$787.72 is due from you. The balance consists of the following:

Excess Wear			
Equipment - Keys, Keyless Transmitter, etc.	\$	128.00	\$ 128.00
Tires - Front-Right Tire, Right Front Wheel	\$	185.00	\$ 185.00
Tires - Front-Left Tire, Left Front Wheel	\$	185.00	\$ 185.00
Exterior - Door, Right Rear (cracked, 2" To 3")	\$	144.00	\$ 144.00
Total Daily Extension Charge (14 days @ \$32.18/day)	\$	450.52	\$ 450.52
Less - Security Deposit	\$	0.00	\$ 0.00
Less - Other Funds Received	\$	0.00	\$ 0.00
Balance Due			\$787.72

This amount is due now. Please promptly send payment of the balance due and the attached payment coupon in the envelope we have enclosed for your convenience.

* Other funds received can include an additional security deposit you paid during the lease, credits applied to excess mileage, excess wear or any other charges owing, refunds we've received for optional insurance, service, maintenance or other agreements, and amounts credited to your account for promotional programs, unused extra mileage and amounts you paid that are not yet due.

To view an image of your vehicle inspection report, go to inspections.ally.com and enter either the last 8 digits of your Ally account number or the full 17 digits of your Vehicle Identification Number (VIN).

Thank You

Thanks again for using Ally. Your business is very important to us and we hope that we exceeded your expectations. We invite you to visit ally.com to learn more about Ally's full line of consumer products and services.

Sincerely,
Ally Financial

pd w/ck #5949

Contact Information: You can reach us by visiting ally.com/auto or call 800-841-0172.

ally

ACCOUNT NUMBER: 81102207891
TOTAL DUE NOW: \$787.72

MAKE CHECK PAYABLE TO ALLY AND MAIL TO:

PAYMENT PROCESSING CENTER
P.O. BOX 22187
HOUSTON TX 77227-2187

|||||

100 d

11/16/2017 11:14:14 AM
11/16/2017 11:14:14 AM
11/16/2017 11:14:14 AM

reliant
an NRG company

Account Information

Account #: 72 674 236 - 4
Invoice #: 117005223320
Customer: MONTROSE
MANAGEMENT DISTRICT

Service Address:
1389 GRAY ST
HOUSTON TX 77004

ESI ID: 1008901023501217400117

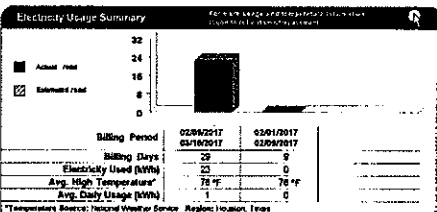
Reliant Account: 72 674 236 - 4
Referral ID: JQPVL7B

Billing Date:
Mar 15, 2017

Date Due	Amount Due	After Due Date
03/31/2017	\$ 9.84	\$ 10.12

Account Summary

Reliant Business Power Plus 80 plan	
Previous Amount Due	\$116.43
Payment 03/03/2017	-116.43
Balance Forward	0.00
Current Charges	9.84
Amount Due	\$9.84



Questions or Comments
Customer Service
800-841-0172
Email us at: business@reliant.com

713-207-5555 Mon-Fri 7am-7pm
1-800-650-4900 Mon-Fri 7am-7pm
TDD Device for Hearing Impaired
1-888-487-3542

Reliant Energy Retail Services, LLC
PUCT Certificate 10007

Payment Address
RELIANT
PO BOX 650475
DALLAS TX 75265-0475

RECEIVED
MAR 22 2017
Municipal Accounts
& Consulting

pd w/ck #5941

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an NRG company

To make an automated payment or request a receipt call 1-877-RELIANT (752-5252)

CARE
Deduction
\$ 9.84

Amount
Enclosed
\$ 9.84

Account: 72 674 236 - 4

Date Due	Amount Due	After Due Date
03/31/2017	\$ 9.84	\$ 10.12

Mail payment to:

MONTROSE MANAGEMENT DISTRICT
PO BOX 22187
HOUSTON TX 77227-2187

RELIANT
PO BOX 650475
DALLAS TX 75265-0475

0350063146747

012100007267423640000000964000000001250

ally

PO BOX 22187
HOUSTON TX 77227-2187

THE MONTROSE MANAGEMENT
PO BOX 22187
HOUSTON TX 77227-2187

|||||

04 07 024 9255 13822 7 00093996 3 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	Next Payment Due Date	Next Payment Amount	Other Unpaid Amounts Pay Immediately	TOTAL
004025513022 17-LEAP GRAND-CHEROKEE 10CARLEAD03H023591	Due Date 03/26/17 Base Payment \$450.50 Sales/Tax Per. Prop. Tax Other Scheduled	Due Date 03/26/17	Amount \$450.50	Late Charge Extension Fee Summons Registration Fee Miscellaneous	
Payments Remaining: 32					
SCHEDULED END DATE: 11/27/19					
TOTALS			\$450.50		\$450.50

Account Number / Description	Next Payment	Next Payment Due Date	Next Payment Amount	Other Unpaid Amounts Pay Immediately	TOTAL
004025511700 17-LEAP GRAND-CHEROKEE 10CARLEAD03H023429	Due Date 03/26/17 Base Payment \$450.50 Sales/Tax Per. Prop. Tax Other Scheduled	Due Date 03/26/17	Amount \$450.50	Late Charge Extension Fee Summons Registration Fee Miscellaneous	
Payments Remaining: 32					
SCHEDULED END DATE: 11/27/19					
TOTALS			\$450.50		\$450.50

- STATEMENT TOTAL: \$938.00

Additional Payment Options:

Automatic Payments - Allow your payment to be conveniently transferred from your checking or savings account to Ally. Please visit ally.com for more information.

Online Payments - Register for Ally Online Services at ally.com, add your account, then schedule upcoming payments of your convenience.

Other Payment Options - To hear available options call 888-925-2559. A third party service provider fee may apply.

pd w/ck #5949

ALLYBLST (1.2)

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an NRG company

Account Information

Account #: 72 518 189 - 5
Invoice #: 158003559104
Customer: MONTROSE
MANAGEMENT DISTRICT

Service Address:
4607 1/2 WOODHEAD ST
HOUSTON TX 77056-4413

ESI ID: 1008901011901185840116

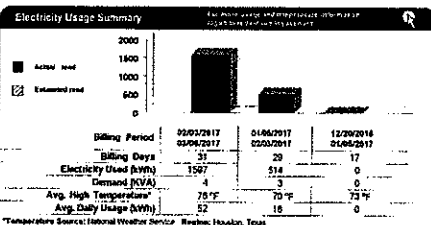
Reliant Account: 72 518 189 - 5
Referral ID: JPBKXFO

Billing Date:
Mar 9, 2017

Date Due	Amount Due	After Due Date
03/27/2017	\$ 84.50	\$ 88.73

Account Summary

Reliant Stay & Save 36 plan	
Previous Amount Due	\$212.02
Payment 02/09/2017	-119.11
Payment 02/21/2017	-212.02
Balance Forward	-119.11
Current Charges	203.61
Amount Due	\$84.50



Questions or Comments
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1-888-487-3542

Reliant Energy Retail Services, LLC
PUCT Certificate 10007

Payment Address
RELIANT
PO BOX 650475
DALLAS TX 75265-0475

pd w/ck #5941

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To make an automated payment or request a receipt call 1-877-RELIANT (752-5252)

CARE
Deduction
\$ 84.50

Amount
Enclosed
\$ 84.50

Account: 72 518 189 - 5

Date Due	Amount Due	After Due Date
03/27/2017	\$ 84.50	\$ 88.73

Mail payment to:

MONTROSE MANAGEMENT DISTRICT
PO BOX 22187
HOUSTON TX 77227-2187

RELIANT
PO BOX 650475
DALLAS TX 75265-0475

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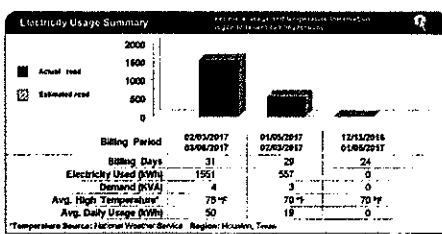
Account Information
Account #: 72 588 112 - 2
Invoice #: 204000579067

Customer: MONTROSE
Name: MANAGEMENT DISTRICT

Service Address:
4654 1/2 MANDELL ST
HOUSTON TX 77066-5716

ESI ID: 100890101901202120116

Reliant Account: 72 588 112 - 2 Referral ID: JPHW028		
Date Due 03/27/2017	Amount Due \$ 70.40	After Due Date \$ 73.92
Account Summary		
Reliant Stay & Save 36 plan		
Previous Amount Due \$220.13		
Payment 02/09/2017 -127.55		
Payment 02/21/2017 -220.13		
Balance Forward -127.55		
Current Charges 197.95		
Amount Due \$70.40		



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PUCT Certificate 10007

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DALLAS TX 75265-0475

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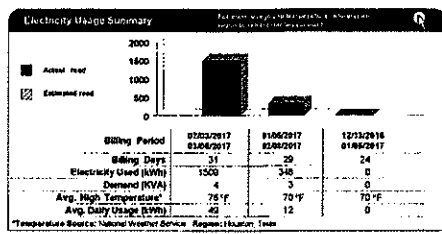
Account Information
Account #: 72 518 804 - 9
Invoice #: 205000571720

Customer: MONTROSE
Name: MANAGEMENT DISTRICT

Service Address:
4654 1/2 MANDELL ST
HOUSTON TX 77066-5716

ESI ID: 1008901023901160100116

Reliant Account: 72 518 804 - 9 Referral ID: JPBX10U		
Date Due 03/27/2017	Amount Due \$ 65.21	After Due Date \$ 68.47
Account Summary		
Reliant Stay & Save 36 plan		
Previous Amount Due \$102.92		
Payment 02/09/2017 -127.55		
Payment 02/21/2017 -102.92		
Balance Forward -127.55		
Current Charges 192.75		
Amount Due \$65.21		



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PUCT Certificate 10007

Payment Address
RELIANT
PO BOX 650475
DALLAS TX 75265-0475

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To make an automated payment or report a metered call, 1-877-881-PAYD (736-7343)

CARE, Consider \$1.55 \$10

Amount Enclosed \$ 70.40

Date Due 03/27/2017
Amount Due \$70.40
After Due Date \$73.92

Mail payment to:

MONTROSE MANAGEMENT DISTRICT
PO BOX 22167
HOUSTON TX 77227-2167

RELIANT
PO BOX 650475
DALLAS TX 75265-0475

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To make an automated payment or report a metered call, 1-877-881-PAYD (736-7343)

CARE, Consider \$1.55 \$10

Amount Enclosed \$ 65.21

Date Due 03/27/2017
Amount Due \$65.21
After Due Date \$68.47

Mail payment to:

MONTROSE MANAGEMENT DISTRICT
PO BOX 22167
HOUSTON TX 77227-2167

RELIANT
PO BOX 650475
DALLAS TX 75265-0475

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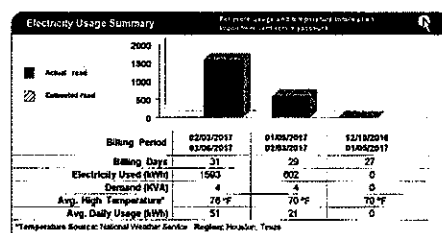
Account Information
Account #: 72 517 282 - 9
Invoice #: 158003559193

Customer: MONTROSE
Name: MANAGEMENT DISTRICT

Service Address:
4654 1/2 MANDELL ST
HOUSTON TX 77066-5716

ESI ID: 1008901023901160100116

Reliant Account: 72 517 282 - 9 Referral ID: JPBUEP7		
Date Due 03/27/2017	Amount Due \$ 80.62	After Due Date \$ 84.65
Account Summary		
Reliant Stay & Save 36 plan		
Previous Amount Due \$227.03		
Payment 02/09/2017 -122.50		
Payment 02/21/2017 -227.03		
Balance Forward -122.50		
Current Charges 203.12		
Amount Due \$80.62		



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1-866-660-4900 Mon-Fri 7am-7pm
TDD Device for Hearing Impaired
1-888-467-3542

Reliant Energy Retail Services, LLC
PUCT Certificate 10007

Payment Address
RELIANT
PO BOX 650475
DALLAS TX 75265-0475

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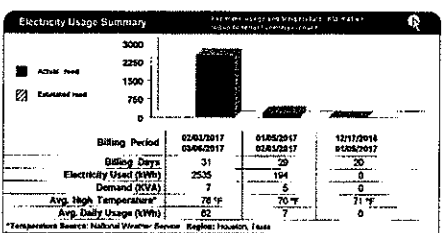
Account Information
Account #: 72 580 546 - 9
Invoice #: 157003640579

Customer: MONTROSE
Name: MANAGEMENT DISTRICT

Service Address:
4571 1/2 MONTROSE BLVD
HOUSTON TX 77066-5617

ESI ID: 10089010190116650116

Reliant Account: 72 580 546 - 9 Referral ID: JPBHE10H		
Date Due 03/27/2017	Amount Due \$ 199.16	After Due Date \$ 209.12
Account Summary		
Reliant Stay & Save 36 plan		
Previous Amount Due \$171.49		
Payment 02/09/2017 -120.13		
Payment 02/21/2017 -171.49		
Balance Forward -120.13		
Current Charges 319.29		
Amount Due \$199.16		



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1-866-660-4900 Mon-Fri 7am-7pm
TDD Device for Hearing Impaired
1-888-467-3542

Reliant Energy Retail Services, LLC
PUCT Certificate 10007

Payment Address
RELIANT
PO BOX 650475
DALLAS TX 75265-0475

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To make an automated payment or report a metered call, 1-877-881-PAYD (736-7343)

CARE, Consider \$1.55 \$10

Amount Enclosed \$ 80.62

Date Due 03/27/2017
Amount Due \$80.62
After Due Date \$84.65

Mail payment to:

MONTROSE MANAGEMENT DISTRICT
PO BOX 22167
HOUSTON TX 77227-2167

RELIANT
PO BOX 650475
DALLAS TX 75265-0475

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To make an automated payment or report a metered call, 1-877-881-PAYD (736-7343)

CARE, Consider \$1.55 \$10

Amount Enclosed \$ 199.16

Date Due 03/27/2017
Amount Due \$199.16
After Due Date \$209.12

Mail payment to:

MONTROSE MANAGEMENT DISTRICT
PO BOX 22167
HOUSTON TX 77227-2167

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PO BOX 650475
DALLAS TX 75265-0475

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Account Information
Account #: 72 597 505 - 6
Invoice #: 104001160046

Customer: MONTROSE
Name: MANAGEMENT DISTRICT

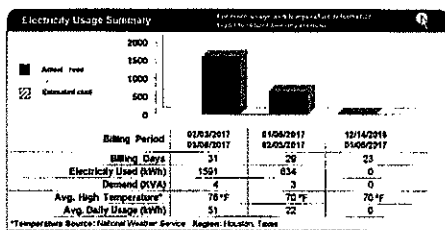
Service Address:
4653 1/2 HAZARD ST
HOUSTON TX 77066-4217

ESI ID: 1008901020901204840116

Reliant Account: 72 597 505 - 6 Referral ID: JPKB2R			Billing Date: Mar 8, 2017
Date Due	Amount Due	After Due Date	
03/27/2017	\$ 75.66	\$ 79.44	

Account Summary

Reliant Stay & Save 20 plan	
Previous Amount Due	\$229.74
Payment 02/21/2017	-127.19
Payment 02/21/2017	-229.74
Balance Forward	-127.19
Current Charges	202.65
Amount Due	\$75.66



Questions or Comments

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1-866-660-4900 Mon-Fri 7am-7pm
TDD Device for Hearing Impaired
1-866-467-3542

Reliant Energy Retail Services, LLC
PUCT Certificate 10007

Payment Address
RELIANT
PO BOX 850475
DALLAS TX 75285-0475

pdw/ck#5941

reliant.
an NRG company

Account Information
Account #: 72 674 241 - 4
Invoice #: 175003053194

Customer: MONTROSE
Name: MANAGEMENT DISTRICT

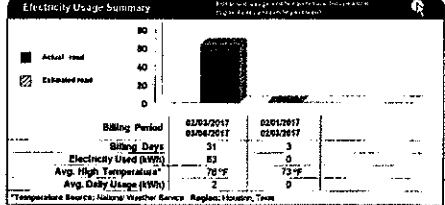
Service Address:
5122 MONTROSE BLVD
HOUSTON TX 77006-6535

ESI ID: 1008901011901217960117

Reliant Account: 72 674 241 - 4 Referral ID: JPKVMR9			Billing Date: Mar 8, 2017
Date Due	Amount Due	After Due Date	
03/27/2017	\$ 14.90	\$ 15.65	

Account Summary

Reliant Business Power Plus 80 plan	
Previous Amount Due	\$114.40
Payment 02/21/2017	-114.40
Balance Forward	0.00
Current Charges	14.90
Amount Due	\$14.90



Questions or Comments

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713-207-5555 Mon-Fri 7am-7pm
1-866-660-4900 Mon-Fri 7am-7pm
TDD Device for Hearing Impaired
1-866-467-3542

Reliant Energy Retail Services, LLC
PUCT Certificate 10007

Payment Address
RELIANT
PO BOX 850475
DALLAS TX 75285-0475

pdw/ck#5941

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

Account: 72 597 505 - 6

CARE, Donor: \$ 75.66
Amount Enclosed: \$ 75.66

Date Due	03/27/2017
Amount Due	\$ 75.66
After Due Date	\$ 79.44

Mail payment to:

0000320 731345 0001 00314 302

MONTROSE MANAGEMENT DISTRICT
PO BOX 22187
HOUSTON TX 77227-2187

RELIANT
PO BOX 850475
DALLAS TX 75285-0475

04000436287486 01230000725975056300000007566000000794430

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

Account: 72 674 241 - 4

CARE, Donor: \$ 14.90
Amount Enclosed: \$ 14.90

Date Due	03/27/2017
Amount Due	\$ 14.90
After Due Date	\$ 15.65

Mail payment to:

000023 731345 0001 00314 302

MONTROSE MANAGEMENT DISTRICT
PO BOX 22187
HOUSTON TX 77227-2187

RELIANT
PO BOX 850475
DALLAS TX 75285-0475

0340066272489 01230000726742414000000014900000000156570

reliant.
an NRG company

Account Information
Account #: 72 674 202 - 6
Invoice #: 151003810145

Customer: MONTROSE
Name: MANAGEMENT DISTRICT

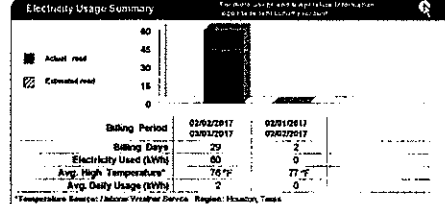
Service Address:
2711 MONTROSE BLVD
HOUSTON TX 77005-2732

ESI ID: 1008901011901217230117

Reliant Account: 72 674 202 - 6 Referral ID: JPKGVIN			Billing Date: Mar 8, 2017
Date Due	Amount Due	After Due Date	
03/24/2017	\$ 14.49	\$ 15.21	

Account Summary

Reliant Business Power Plus 80 plan	
Previous Amount Due	\$114.06
Payment 02/21/2017	-114.06
Balance Forward	0.00
Current Charges	14.49
Amount Due	\$14.49



Questions or Comments

Customer Service
reliant.com
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1-866-660-4900 Mon-Fri 7am-7pm
TDD Device for Hearing Impaired
1-866-467-3542

Reliant Energy Retail Services, LLC
PUCT Certificate 10007

Payment Address
RELIANT
PO BOX 850475
DALLAS TX 75285-0475

pdw/ck#5941

reliant.
an NRG company

Account Information
Account #: 72 674 234 - 9
Invoice #: 154003725725

Customer: MONTROSE
Name: MANAGEMENT DISTRICT

Service Address:
907 RICHMOND AVE
HOUSTON TX 77005-5431

ESI ID: 1008901011901218130117

Reliant Account: 72 674 234 - 9 Referral ID: JPKGVLE			Billing Date: Mar 8, 2017
Date Due	Amount Due	After Due Date	
03/24/2017	\$ 14.49	\$ 15.21	

Account Summary

Reliant Business Power Plus 80 plan	
Previous Amount Due	\$0.00
Payment 02/21/2017	-127.91
Balance Forward	-127.91
Current Charges	114.05
Amount Due (DO NOT PAY)	-\$13.86

Questions or Comments

Customer Service
reliant.com
Email us at: business@reliant.com

713-207-5555 Mon-Fri 7am-7pm
1-866-660-4900 Mon-Fri 7am-7pm
TDD Device for Hearing Impaired
1-866-467-3542

Reliant Energy Retail Services, LLC
PUCT Certificate 10007

Payment Address
RELIANT
PO BOX 850475
DALLAS TX 75285-0475

pdw/ck#5941

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

Account: 72 674 202 - 6

CARE, Donor: \$ 14.49
Amount Enclosed: \$ 14.49

Date Due	03/24/2017
Amount Due	\$ 14.49
After Due Date	\$ 15.21

Mail payment to:

0000375 7326334 0001 00314 302

MONTROSE MANAGEMENT DISTRICT
PO BOX 22187
HOUSTON TX 77227-2187

RELIANT
PO BOX 850475
DALLAS TX 75285-0475

0490061978949 012300007267420263000000014490000000152130

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

Account: 72 674 234 - 9

CARE, Donor: \$ 13.86
Amount Enclosed: \$ 13.86

Date Due	03/24/2017
Amount Due	\$ 14.49
After Due Date	\$ 15.21

Mail payment to:

0000708 7326334 0001 00314 302

MONTROSE MANAGEMENT DISTRICT
PO BOX 22187
HOUSTON TX 77227-2187

RELIANT
PO BOX 850475
DALLAS TX 75285-0475

0970057760575 0123000072674234900000000000000000000049

reliant.
an NRG company

Account Information

Account #: 72 674 234 - 9
Invoice #: 175003053193

Customer Name: MONTROSE MANAGEMENT DISTRICT

Service Address:
907 RICHMOND AVE
HOUSTON TX 77005-5431

ESI ID: 1008901001901218130117

Reliant Account: 72 674 234 - 9
Referral ID: J0PQVLE

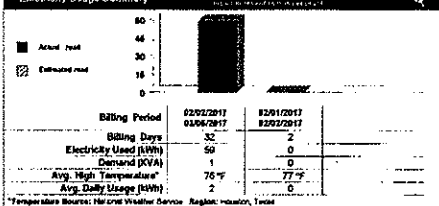
Billing Date:
Mar 9, 2017

Date Due	Amount Due	After Due Date
03/27/2017	\$ 0.52	\$ 0.55

Account Summary

Reliant Business Power Plus 80 plan	
Previous Amount Due	\$13.86
Payment	0.00
Balance Forward	-13.86
Current Charges	14.38
Amount Due	\$0.52

Electricity Usage Summary



Questions or Comments

Customer Service
reliant.com
Email us at: business@reliant.com

713-207-5555 Mon-Fri 7am-7pm
1-866-660-4900 Mon-Fri 7am-7pm
TDD Device for Hearing Impaired
1-866-487-3542

Reliant Energy Retail Services, LLC
PUCT Certificate 10007

Payment Address
RELIANT
PO BOX 650475
DALLAS TX 75265-0475

pd w/ok #59u1

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

Account: 72 674 234 - 9

reliant.
an NRG company

To make an automated payment or report a receipt call 1-877-561-PAID (734-7343)

CARE
Duration: \$1.55, \$10

Amount Enclosed \$ 0.52

Date Due	03/27/2017
Amount Due	\$ 0.52
After Due Date	\$ 0.55

Mail payment to:

0001023 7313434 0001 008344 102

MONTROSE MANAGEMENT DISTRICT
PO BOX 22167
HOUSTON TX 77227-2167

RELIANT
PO BOX 650475
DALLAS TX 75265-0475

0140061627643

012100007267439410000000052000000005530

reliant.
an NRG company

Account Information

Account #: 72 674 189 - 5
Invoice #: 151003810144

Customer Name: MONTROSE MANAGEMENT DISTRICT

Service Address:
1606 MONTROSE BLVD
HOUSTON TX 77005-1238

ESI ID: 1008901024901216990117

Reliant Account: 72 674 189 - 5
Referral ID: J0QVJNS

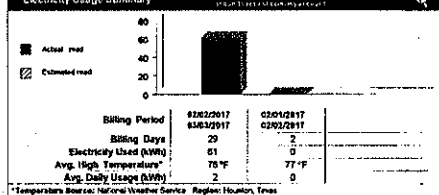
Billing Date:
Mar 8, 2017

Date Due	Amount Due	After Due Date
03/24/2017	\$ 128.35	\$ 134.77

Account Summary

Reliant Business Power Plus 80 plan	
Previous Amount Due	\$0.34
Payment 02/21/2017	-0.34
Balance Forward	0.00
Current Charges	128.35
Amount Due	\$128.35

Electricity Usage Summary



Questions or Comments

Customer Service
reliant.com
Email us at: business@reliant.com

713-207-5555 Mon-Fri 7am-7pm
1-866-660-4900 Mon-Fri 7am-7pm
TDD Device for Hearing Impaired
1-866-487-3542

Reliant Energy Retail Services, LLC
PUCT Certificate 10007

Payment Address
RELIANT
PO BOX 650475
DALLAS TX 75265-0475

pd w/ok #59u1

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

Account: 72 674 189 - 5

reliant.
an NRG company

To make an automated payment or report a receipt call 1-877-561-PAID (734-7343)

CARE
Duration: \$1.55, \$10

Amount Enclosed \$ 128.35

Date Due	03/24/2017
Amount Due	\$ 128.35
After Due Date	\$ 134.77

Mail payment to:

0001576 7313434 0001 008344 102

MONTROSE MANAGEMENT DISTRICT
PO BOX 22167
HOUSTON TX 77227-2167

RELIANT
PO BOX 650475
DALLAS TX 75265-0475

0410061978931

0121000072674189510000000128350000001347730

reliant.
an NRG company

Account Information

Account #: 72 674 232 - 3
Invoice #: 151003810145

Customer Name: MONTROSE MANAGEMENT DISTRICT

Service Address:
2713 MONTROSE BLVD
HOUSTON TX 77005-0732

ESI ID: 1008901022901217760117

Reliant Account: 72 674 232 - 3
Referral ID: J0PQVLC

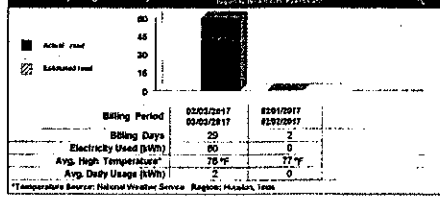
Billing Date:
Mar 8, 2017

Date Due	Amount Due	After Due Date
03/24/2017	\$ 14.49	\$ 15.21

Account Summary

Reliant Business Power Plus 80 plan	
Previous Amount Due	\$114.05
Payment 02/21/2017	-114.05
Balance Forward	0.00
Current Charges	14.49
Amount Due	\$14.49

Electricity Usage Summary



Questions or Comments

Customer Service
reliant.com
Email us at: business@reliant.com

713-207-5555 Mon-Fri 7am-7pm
1-866-660-4900 Mon-Fri 7am-7pm
TDD Device for Hearing Impaired
1-866-487-3542

Reliant Energy Retail Services, LLC
PUCT Certificate 10007

Payment Address
RELIANT
PO BOX 650475
DALLAS TX 75265-0475

pd w/ok #59u1

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

Account: 72 674 232 - 3

reliant.
an NRG company

To make an automated payment or report a receipt call 1-877-561-PAID (734-7343)

CARE
Duration: \$1.55, \$10

Amount Enclosed \$ 14.49

Date Due	03/24/2017
Amount Due	\$ 14.49
After Due Date	\$ 15.21

Mail payment to:

0001561 7313434 0001 008344 102

MONTROSE MANAGEMENT DISTRICT
PO BOX 22167
HOUSTON TX 77227-2167

RELIANT
PO BOX 650475
DALLAS TX 75265-0475

0410061978956

01210000726743231000000014490000000152130

reliant.
an NRG company

Account Information

Account #: 72 674 087 - 1
Invoice #: 124004769780

Customer Name: MONTROSE MANAGEMENT DISTRICT

Service Address:
3635 W DALLAS ST
HOUSTON TX 77015-1703

ESI ID: 100890102901218060117

Reliant Account: 72 674 087 - 1
Referral ID: J0QVHAP

Billing Date:
Mar 7, 2017

Date Due	Amount Due	After Due Date
03/23/2017	\$ 120.15	\$ 126.16

Account Summary

Reliant Business Power Plus 80 plan	
Previous Amount Due	\$0.00
Payment	0.00
Balance Forward	0.00
Current Charges	120.15
Amount Due	\$120.15

Electricity Usage Summary



Questions or Comments

Customer Service
reliant.com
Email us at: business@reliant.com

713-207-5555 Mon-Fri 7am-7pm
1-866-660-4900 Mon-Fri 7am-7pm
TDD Device for Hearing Impaired
1-866-487-3542

Reliant Energy Retail Services, LLC
PUCT Certificate 10007

Payment Address
RELIANT
PO BOX 650475
DALLAS TX 75265-0475

pd w/ok #59u1

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

Account: 72 674 087 - 1

reliant.
an NRG company

To make an automated payment or report a receipt call 1-877-561-PAID (734-7343)

CARE
Duration: \$1.55, \$10

Amount Enclosed \$ 120.15

Date Due	03/23/2017
Amount Due	\$ 120.15
After Due Date	\$ 126.16

Mail payment to:

0003372 7313434 0001 008344 102

MONTROSE MANAGEMENT DISTRICT
PO BOX 22167
HOUSTON TX 77227-2167

RELIANT
PO BOX 650475
DALLAS TX 75265-0475

0260063636142

01210000726740671700000012015000000126160

reliant.
an NRG company

Account Information

Account #: 72 674 129 - 1
Invoice #: 124004709781
Customer: MONTROSE
Name: MANAGEMENT DISTRICT
Service Address:
2053 W GRAY ST
HOUSTON TX 77019-3001
ESI ID: 1008901024901216670117

Questions or Comments

Customer Service
reliant.com
Email us at: business@reliant.com
713-207-5555 Mon-Fri 7am-7pm
1-866-660-4900 Mon-Fri 7am-7pm
TDD Device for Hearing Impaired
1-866-467-3542
Reliant Energy Retail Services, LLC
PUCT Certificate 10007
Payment Address
RELIANT
PO BOX 850475
DALLAS TX 75285-0475

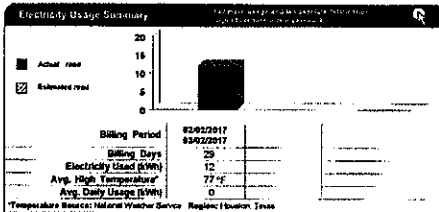
Reliant Account: 72 674 129 - 1
Referral ID: JPOQVPS

Billing Date:
Mar 7, 2017

Date Due	Amount Due	After Due Date
03/23/2017	\$ 121.48	\$ 127.55

Account Summary

Reliant Business Power Plus 60 plan	
Previous Amount Due	\$0.00
Payment	0.00
Balance Forward	0.00
Current Charges	121.48
Amount Due	\$121.48



pd w/ck #5941

reliant.
an NRG company

To make an automated payment or report a usage call 1-877-RELI-PAY (734-7342)

>003173 7339333 0001 006144 302

MONTROSE MANAGEMENT DISTRICT
PO BOX 22167
HOUSTON TX 77227-2167

RELIANT
PO BOX 850475
DALLAS TX 75285-0475

0260063638159

01210000726741291300000012148000001275510

reliant.
an NRG company

Account Information

Account #: 72 674 131 - 7
Invoice #: 124004709782
Customer: MONTROSE
Name: MANAGEMENT DISTRICT
Service Address:
2053 S SHEPHERD DR
HOUSTON TX 77019
ESI ID: 1008901029901217370117

Questions or Comments

Customer Service
reliant.com
Email us at: business@reliant.com
713-207-5555 Mon-Fri 7am-7pm
1-866-660-4900 Mon-Fri 7am-7pm
TDD Device for Hearing Impaired
1-866-467-3542
Reliant Energy Retail Services, LLC
PUCT Certificate 10007
Payment Address
RELIANT
PO BOX 850475
DALLAS TX 75285-0475

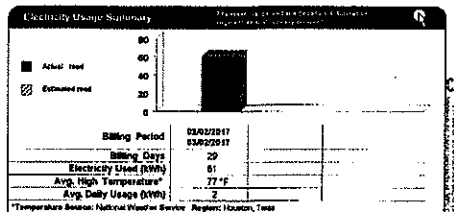
Reliant Account: 72 674 131 - 7
Referral ID: JPOQVPS

Billing Date:
Mar 7, 2017

Date Due	Amount Due	After Due Date
03/23/2017	\$ 127.91	\$ 127.91

Account Summary

Reliant Business Power Plus 60 plan	
Previous Amount Due	\$0.00
Payment	0.00
Balance Forward	0.00
Current Charges	127.91
Amount Due	\$127.91



pd w/ck #5941

reliant.
an NRG company

To make an automated payment or report a usage call 1-877-RELI-PAY (734-7342)

>003174 7339333 0001 006144 302

MONTROSE MANAGEMENT DISTRICT
PO BOX 22167
HOUSTON TX 77227-2167

RELIANT
PO BOX 850475
DALLAS TX 75285-0475

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reliant.
an NRG company

Account Information

Account #: 72 674 183 - 8
Invoice #: 124004709783
Customer: MONTROSE
Name: MANAGEMENT DISTRICT
Service Address:
1008 MONTROSE BLVD
HOUSTON TX 77019-4214
ESI ID: 1008901011901217220117

Questions or Comments

Customer Service
reliant.com
Email us at: business@reliant.com
713-207-5555 Mon-Fri 7am-7pm
1-866-660-4900 Mon-Fri 7am-7pm
TDD Device for Hearing Impaired
1-866-467-3542
Reliant Energy Retail Services, LLC
PUCT Certificate 10007
Payment Address
RELIANT
PO BOX 850475
DALLAS TX 75285-0475

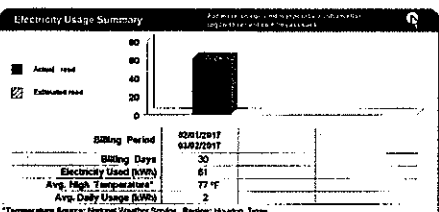
Reliant Account: 72 674 183 - 8
Referral ID: JPOQVPS

Billing Date:
Mar 7, 2017

Date Due	Amount Due	After Due Date
03/23/2017	\$ 128.12	\$ 134.53

Account Summary

Reliant Business Power Plus 60 plan	
Previous Amount Due	\$0.00
Payment	0.00
Balance Forward	0.00
Current Charges	128.12
Amount Due	\$128.12



pd w/ck #5941

reliant.
an NRG company

To make an automated payment or report a usage call 1-877-RELI-PAY (734-7342)

>003176 7339333 0001 006144 302

MONTROSE MANAGEMENT DISTRICT
PO BOX 22167
HOUSTON TX 77227-2167

RELIANT
PO BOX 850475
DALLAS TX 75285-0475

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012100007267418380000000128120000001345340

reliant.
an NRG company

Account Information

Account #: 72 674 237 - 2
Invoice #: 124004709784
Customer: MONTROSE
Name: MANAGEMENT DISTRICT
Service Address:
1511 TAYLOR ST
HOUSTON TX 77019-4508
ESI ID: 100890102490121670117

Questions or Comments

Customer Service
reliant.com
Email us at: business@reliant.com
713-207-5555 Mon-Fri 7am-7pm
1-866-660-4900 Mon-Fri 7am-7pm
TDD Device for Hearing Impaired
1-866-467-3542
Reliant Energy Retail Services, LLC
PUCT Certificate 10007
Payment Address
RELIANT
PO BOX 850475
DALLAS TX 75285-0475

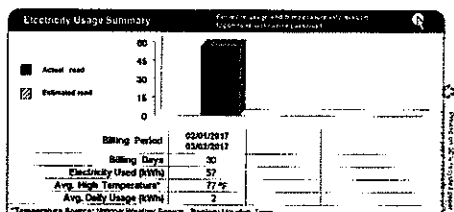
Reliant Account: 72 674 237 - 2
Referral ID: JPOQVPS

Billing Date:
Mar 7, 2017

Date Due	Amount Due	After Due Date
03/23/2017	\$ 127.63	\$ 134.01

Account Summary

Reliant Business Power Plus 60 plan	
Previous Amount Due	\$0.00
Payment	0.00
Balance Forward	0.00
Current Charges	127.63
Amount Due	\$127.63



pd w/ck #5941

reliant.
an NRG company

To make an automated payment or report a usage call 1-877-RELI-PAY (734-7342)

>003177 7339333 0001 006144 302

MONTROSE MANAGEMENT DISTRICT
PO BOX 22167
HOUSTON TX 77227-2167

RELIANT
PO BOX 850475
DALLAS TX 75285-0475

0260063638183

012100007267423727000000127630000001340160

reliant.
an NRG company

Account Information

Account #: 72 674 238 - 0
Invoice #: 124004790785
Customer Name: MONTROSE MANAGEMENT DISTRICT
Service Address:
308 W GRAY ST UNIT A
HOUSTON TX 77019
ESI ID: 1006901023901216200117

Questions or Comments

Customer Service
reliant.com
Email us at: business@reliant.com
713-207-5555 Mon-Fri 7am-7pm
1-866-660-4900 Mon-Fri 7am-7pm
TDD Device for Hearing Impaired
1-866-467-3542

Reliant Energy Retail Services, LLC
PUCT Certificate 10007

Payment Address
RELIANT
PO BOX 650475
DALLAS TX 75265-0475

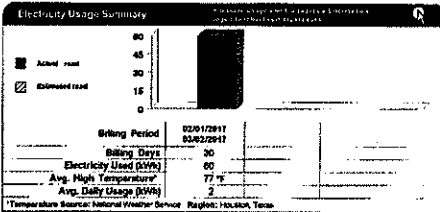
Reliant Account: 72 674 238 - 0
Referral ID: JPSQVLY

Billing Date:
Mar 7, 2017

Date Due	Amount Due	After Due Date
03/23/2017	\$ 127.99	\$ 134.39

Account Summary

Reliant Business Power Plus 80 plan	
Previous Amount Due	\$0.00
Payment	0.00
Balance Forward	0.00
Current Charges	127.99
Amount Due	\$127.99



pd w/ack #691

reliant.
an NRG company

To make an automated payment or report a meter read:
1-877-RELIANT (734-7342)

CARE
Customer
FI, \$1.50

Account: 72 674 238 - 0
Date Due: 03/23/2017
Amount Due: \$ 127.99
After Due Date: \$ 134.39

Mail payment to:

MONTROSE MANAGEMENT DISTRICT
PO BOX 22167
HOUSTON TX 77227-2167

RELIANT
PO BOX 650475
DALLAS TX 75265-0475

0260063638151

01210000726742360500000012799000001343960

AmegyBank
of Texas

CONTROL ACCOUNT
MONTROSE MID
Account Number:
xxxx xxxx 1351

VISA

CONTROL ACCOUNT
Account Number:
xxxx xxxx 1351

ACCOUNT SUMMARY

Account Number	xxxx xxxx 1351	Previous Balance	\$956.38
Credit Limit	\$10,000.00	Payments	\$956.38
Available Credit	\$8,737.00	Credits	\$0.00
Statement Closing Date	March 14, 2017	Purchases	\$1,262.33
Payment Due Date	April 03, 2017	Other Charges	\$0.00
Amount Past Due	\$0.00	Cash Advances	\$0.00
Min Payment Due	\$31.00	Finance Charges	\$0.00
Days in Billing Cycle	28	New Balance	\$1,262.33

TOTAL FINANCE CHARGE PAID IN 2016 \$0.00

TRANSACTIONS

Trans Date	Post Date	Reference Number	Transaction Description	Amount
03/07	03/07	747680023BKQ77ZAY	PAYMENT - THANK YOU	-\$956.38
TOTAL XXXXXXXX000000001351				\$956.38
GRETCHEEN LARSON				
02/22	02/22	21224451N130706550E	JASON'S DELI/SSQ # HOUSTON TX	\$291.52
02/23	02/23	24492151N151DXR323N	FAYVAL CHARLENNICH 402-935-7733 CA	\$475.00
02/26	02/26	24492151T51C8R93M	SPROUT SOCIAL 866-478-3231 IL	\$39.00
02/28	02/28	24904411V113QJ62K	FACTORIE 22451TRUCK2 650-6187714 CA	\$432.01
03/07	03/07	246921522001Y77EBR	MAILCHIMP MAILCHIMP.COM CA	\$25.00
TOTAL XXXXXXXX000000001359				\$1,262.33

pd w/ack #6001

AmegyBank
of Texas

P.O. BOX 30833
SALT LAKE CITY UT 84138-0833

For prompt credit, mail payment to location shown below.
Payments sent to any other location may delay crediting your account.
These checks are payable and return it with your payment to meet proper credit.

Whole Check Payable to:

BANKCARD CENTER
PO BOX 30833
SALT LAKE CITY UT 84138-0833

PAYMENT INFORMATION

Account Number	xxxx xxxx 1351
Payment Due Date	04/03/17
New Balance	\$1,262.33
Minimum Payment Due	\$31.00
Past Due Amount	\$0.00
Cash Received	
Total Payment Amount	\$1,262.33

CONTROL ACCOUNT
MONTROSE MID
PO BOX 22167
HOUSTON TX 77227-2167

45066 000005398000000121351*

ally

P.O. BOX 350803
BLOOMINGTON MN 55438-0802

February 8, 2017

THE MONTROSE MANAGEMENT
5020 MONTROSE BLVD STE 310
HOUSTON TX 77008-8550

Account Number: 611920208617

Dear THE MONTROSE MANAGEMENT,

Thank you for leasing your vehicle through your dealer and Ally. We hope you enjoyed your driving experience as much as we enjoyed helping you with your leasing needs.

Account Settlement

Now that your lease has ended, to settle your account and satisfy your obligations, a balance of \$713.72 is due from you. The balance consists of the following:

Excess Wear	\$	195.00	\$	585.00
Interior - Front Right Tire Worn	\$	195.00		
Interior - Rear Right Tire Worn	\$	195.00		
Tires - Rear-Left Tire Worn	\$		\$	126.72
Total Daily Extension Charge (4 days @ \$32.18/day)			\$	0.00
Less - Security Deposit			\$	0.00
Less - Other Funds Received*			\$	713.72
Balance Due				

This amount is due now. Please promptly send payment of the balance due and the attached payment coupon in the envelope we have enclosed for your convenience.

* Other funds received can include an additional security deposit you paid during the lease, credits applied to excess mileage, excess wear or any other charges owing, refunds we've received for cancelled optional insurance, service, maintenance or other agreements, and amounts credited to your account for promotional programs, unused extra mileage and amounts you paid that are not yet due.

To view an image of your vehicle inspection report, go to inspections.ally.com and enter either the last 8 digits of your Ally account number or the full 17 digits of your Vehicle Identification Number (VIN).

Thank You
Thanks again for using Ally. Your business is very important to us and we hope that we exceeded your expectations. We invite you to visit ally.com to learn more about Ally's full line of consumer products and services.

Sincerely,
Ally Financial

Contact Information: You can reach us by visiting ally.com/auto or call 800-241-0172.

8-910661-00247

97A25610130107234649A80000100000000800800000000000000



Invoice Number Account Number Date Due Page

Get Minutes Used	Get Data Used	Get Balance
10000 + SEND	10000 + SEND	10000 + SEND

Payments

Previous Balance	\$80.00
Payment - Thank You	
Payment Received 03/15/17	-80.00
Total Payments	-80.00
Balance Forward	\$0.00

pdw/act#0007

Verizon Wireless is not responsible for any loss of data or service due to network congestion or other factors beyond our control. We are not responsible for any loss of data or service due to network congestion or other factors beyond our control. We are not responsible for any loss of data or service due to network congestion or other factors beyond our control.

1. Check this box. 2. Sign name in box below, as shown on the bill and date. 3. Return this slip with your payment. Do not send a voided check.

☐ ☐ ☐


Invoice Number Account Number Date Due Page

0782581013 723464988-00001 04/16/17 3 of 4

Summary for Bill Calderon: 713-205-8751

Your Plan

Mobile Broadband 10GB
\$80.00 monthly charge
\$2.25 per minute
\$10.00 per GB after allowance

Have more questions about your charges?
Get details for usage charges at
www.verizon.com. Sign into My Verizon.

Monthly Charges

Mobile Broadband 10GB	03/02 - 04/01	\$80.00
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Usage and Purchase Charges

Rate	Allowance	Used	Billable	Cost
Signify Stage	10.000	285	---	---
Total Data				\$0.00

Total Usage and Purchase Charges \$0.00

Surcharges

Regulatory Charge	.02
Administrative Charge	.06

Total Current Charges for 713-205-8751 \$80.08

pdw/act#0007



Invoice Number Account Number Date Due Page

0782581013 723464988-00001 04/16/17 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, telephony, high-speed Internet, video, and local and long distance services. Visit 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 800.933.8855, online at www.verizon.com/privacy or through Customer Service at 800.922.0204 from Monday - Friday 7 AM to 11 PM and Saturday - Sunday 9 AM to 5 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

Surcharges include (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 dialing long distance calls from our customers to their customers; fees and assessments 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.

pdw/act#0007

Bracewell LLP
ATTORNEYS AT LAW

P. O. Box 849586
Dallas, TX 75284-8586
713 223-2300
TAX ID 74-1024227

Remittance Page

March 9, 2017
051914
INVOICE NO: 21675318
04574

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

Please Remit Total Balance Due

\$2,903.50

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.

pdw/act#0008



Officer Payroll Report

Print to PDF

Mar-17						
Mar-17	Alms, Brian	16.00	\$45.00	\$720.00	\$0.00	\$720.00 C# 61010
Mar-17	Arroyo, Ivan	40.00	\$45.00	\$1,800.00	\$0.00	\$1,800.00 C# 61014
Mar-17	Bass, Richard	20.00	\$45.00	\$900.00	\$0.00	\$900.00 C# 61019
Mar-17	Beserra, Victor	58.00	\$45.00	\$2,610.00	\$1,500.00	\$6,110.00 C# 61021
Mar-17	Chavez-Rendón, Ju	74.00	\$45.00	\$3,330.00	\$0.00	\$3,330.00 C# 61025
Mar-17	Day, Aaron	115.00	\$45.00	\$5,175.00	\$0.00	\$5,175.00 C# 61027
Mar-17	Jacquaya, Lee	71.00	\$45.00	\$3,195.00	\$0.00	\$3,195.00 C# 61031
Mar-17	Laureano, Leon	23.00	\$45.00	\$1,035.00	\$0.00	\$1,035.00 C# 61035
Mar-17	Mahasa, Joseph	113.00	\$45.00	\$5,155.00	\$0.00	\$5,155.00 C# 61039
Mar-17	Oberhauser, John	30.00	\$45.00	\$1,350.00	\$0.00	\$1,350.00 C# 61042
Mar-17	Ramón, Juan	36.00	\$45.00	\$1,620.00	\$0.00	\$1,620.00 C# 61046
Mar-17	Starks, Charlie	35.00	\$45.00	\$1,575.00	\$0.00	\$1,575.00 C# 61051
Mar-17	Thibodeaux, Todd	66.00	\$45.00	\$2,970.00	\$0.00	\$2,970.00 C# 61052
Period Total		13		\$31,635.00	\$1,500.00	\$35,135.00
Grand Total		13		\$31,635.00	\$1,500.00	\$35,135.00

Sunday, April 02, 2017

Page 1 of 1

Montrose District Patrol

March 2017

\$550.00

V. Deserra



Homestead Grocers, Homestead Town

3300 MONTROSE BLVD.

HOUSTON TX 77006

Your cashier was Shelby

KROGER PLUS CUSTOMER

1729 25.00 BINC

1737 25.00 BINC

1844 25.00 BINC

1851 25.00 BINC

TAX 100.00

HOUSTON TX 77006

MASTERCARD PURCHASE

REF: 02164 TOTAL: 100.00

ATD: 0000000001010

TC: 20020142300000

MASTERCARD CHARGE 100.00

TOTAL NUMBER OF ITEMS SOLD: 0

03/16/17 03:21am 243 3 114 113

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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 281.444.3945 fax 281.440.8304

DATE: 03/22/2017

LEGAL DESCRIPTION

MOSCARELLI DON A

LTS 16 & 17 BLK 45

1703 IMPERIAL CROWN DR

MEINEKE SEC 1

HOUSTON

TX 77043-3312

2109 DONLAVY ST

MONTROSE MD WEST

ACCOUNT NUMBER: 94/051/382/000/0016

DATE PROCESSED: 03/22/2017

YEAR: 2016

RECEIPT NUMBER: 94160438

REF No.: 08965973

DEPOSIT BATCH No.: RPI170322

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 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.: 102-16-000410 |

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$62.50.

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.

pdwlcx#6022

Caryn Adams

From: Victor Beserra <vicbeserra@yahoo.com>
Sent: Sunday, April 02, 2017 4:14 PM
To: Caryn Adams
Cc: Josh Hayes
Subject: March 2017
Attachments: Montrose Patrol Pay March 2017.pdf, Montrose Patrol Receipts March 2017.pdf

Caryn,

Attached is the payroll and receipts for March 2017.

receipt total \$550.00

V. Beserra



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: 03/07/2017

LEGAL DESCRIPTION

N GRAY & PEDEN REALTY LTD
3217 MONTROSE BLVD

TR 1B & 8
ABST 696 O SMITH

HOUSTON TX 77006-3943

1532 PEDEN ST

MONTROSE MD WEST

ACCOUNT NUMBER: 94/044/228/000/0045
YEAR: 2015
REP No.: 0896318

DATE PROCESSED: 03/07/2017
RECEIPT NUMBER: 94150400
DEPOSIT BATCH No.: RP170107

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.: 2015-71555 |

This action has resulted in a decrease in the amount you owe. Accordingly, we are issuing you a refund in the amount of \$31.38.

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 w/ck # 4023



Equi-Tax Inc.
Ad Valorem Tax Assessors / Collectors

www.equitaxinc.com

17111 Rolling Creek Drive, Suite 200, Houston, Texas 77090
P. O. Box 73109, Houston, Texas 77273
Customer Service 281.444.3946 fax 281.440.8304

MONTROSE MD WEST
DATE: 02/28/2017
YEAR: 2016

OVERPAYMENT: \$13.83
DEPOSIT BATCH NO.: 94-406
RECEIPT NUMBER: 94160323

OWNER NAME: MOORE REYNA

CHECK NO.: 1220002021

ACCOUNT NUMBER: 94/038/227/000/0006

DATE OF PAYMENT: 02/28/2017

PAID BY: 420212

LEGAL DESCRIPTION

STARTER TITLE COMPANY, LLC
3411 RICHMOND AVE STE 110
HOUSTON TX 77046

LT 6 & TR 9C BLK 14
MONTLEW PLACE

1842 RICHMOND AVE

NOTICE OF OVERPAYMENT OF TAX

DISTRICT NAME
MONTROSE MD WEST

OVERPAYMENT AMOUNT
\$13.83

REASON: Overage

AMOUNT OF CHECK: \$754.07

CHECK NO: 1220002021

AMOUNT APPLIED: \$740.24

Ref No.: 49221604092

DIFFERENCE: \$13.83

COMPLETED BY: [Signature]

DATE: 2-28

Make refund payable to:

Address:

City:

State:

Zip:

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

pd w/ck # 4024

BLANK ROME LLP
COUNSELORS AT LAW

717 TEXAS AVENUE
SUITE 1400
HOUSTON, TEXAS 77002
(713) 228-6001 FAX: (713) 228-6005
FEDERAL TAX ID. NO. 23-1211874

MONTROSE MANAGEMENT DISTRICT
C/O DAVID HAWES
HAWES HILL CALDERON LLP
9610 LONGPOINT, SUITE 150
HOUSTON, TX 77055

INVOICE DATE: MARCH 06, 2017
MATTER NO. J39016-00021 02752
INVOICE NO. 1645512

Montrose Management District
5070 Montrose, Suite 311
Houston TX 77006



Chris Labod
2502 Deer Forest Dr
Spring TX 77373
(281) 458-0741

REGARDING: MONTROSE MANAGEMENT DISTRICT
CAUSE NO. 2012-10396: 1528 HAWTHORNE LTD. VS. MONTROSE
MANAGEMENT DISTRICT; IN THE 333RD JUDICIAL DISTRICT COURT
OF HARRIS COUNTY, TEXAS

FOR LEGAL SERVICES RENDERED THROUGH 02/28/17
FOR DISBURSEMENTS ADVANCED THROUGH 02/28/17

\$ 16,123.00
948.85

CURRENT INVOICE TOTAL

\$ 17,071.85

pd w/ck # 4025

Invoice

Apr 01, 2017
Invoice # 2017-04-518
Website Maintenance

Item	hrs / qty	rate / price	taxes	subtotal
MMO Website Maintenance	00.00	\$350.00		\$350.00
Monthly retainer for Montrose Management District website maintenance				

pd w/ck # 4026

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: 6238669326	130 North 18th Street
ABA NUMBER: 036076150 (Domestic)	Philadelphia, PA 19103-6998
SWIFT CODE: CITIUS33 (International)	

PENNSYLVANIA NEW YORK NEW JERSEY DELAWARE WASHINGTON DC FLORIDA CALIFORNIA AND TEXAS SHANGHAI

Subtotal \$350.00
Total due by Apr 15, 2017 \$350.00



Chris Labod
2501 Deer Forest Dr
Spring TX 77373
(281) 658-0741

Montrose Management District
5020 Montrose, Suite 311
Houston TX 77006

Invoice

Apr 01, 2017
Invoice # 2017-04-537
Slips Without a Project

Item	hrs / qty	rate / price	taxes	subtotal
Online Stakeholder Survey	00.00	\$300.00		\$300.00

pd w/ck #4020

Subtotal \$300.00
Total due by Apr 15, 2017 \$300.00



INVOICE

INVOICE NUMBER: 17040307
INVOICE DATE: April 3, 2017
AMOUNT DUE: \$ 8,000.00
DUE DATE: Upon Receipt

Bill To:
David Hawes
Executive Director
Montrose Management District
5020 Montrose, Suite 311
Houston, TX 77006
dhawes@montroisted.org

DESCRIPTION	AMOUNT
Services to deliver Meaningful Change Campaign	\$ 6,000.00

Payable to and mail to our new address.

Coalition for the Homeless of Houston/Harris County
Attn: Accounts Receivable
2000 Crawford, Suite 700
Houston, TX 77002

Thank you for your support.

pd w/ck #4020



Montrose Mgt Dist 2 Acct

Account number
8777 70 318 5399279

For service at:
502 WESTHEIMER RD
POLICE DIST OFFICE
HOUSTON TX 77006-3918

Thanks for choosing XFINITY
from Comcast

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

Bill date Mar 22, 2017
Services from Mar 28, 2017 to Apr 27, 2017

Page 1 of 4

Your monthly account summary

Previous balance	100.37
Payment - Thank You Mar 12, 2017	-100.37
New charges	
Services	99.85
Other charges and credits	0.52

Amount due **\$100.37**
Payment due Apr 12, 2017

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/ck #4020

Account number
8777 70 318 5399279

8777 7031 8039 318 5399279

Page 3 of 4

Services from Mar 28, 2017 to Apr 27, 2017

Your new charges in detail

Services	\$99.85
Internet	
Equipment Fee	0.95
Starter PKG	00.00
Business Internet	
Static IP - 1	19.95

Other charges and credits	\$0.52
State Cost Recovery Charge	0.52
New charges	\$100.37

Hearing/voice impaired call 711
Your FCC Community Line is TX0078

pd w/ck #4020

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

Please write your account number on your check or money order



9502 S 320 W, STE B SANJOY UT 84070-3302
8777 7031 8039 318 5399279

MONTROSE MGT DIST 2 ACCT
POLICE DIST OFFICE
PO BOX 22187
HOUSTON, TX 77227-2187



Account number 8777 70 318 5399279
Payment due Apr 12, 2017
Please pay **\$100.37**
Amount enclosed \$ 100.37

Make checks payable to Comcast
Do not send cash

COMCAST
PO BOX 860818
DALLAS TX 75286-0818



877770318539927900100370

Services from Mar 29, 2017 to Apr 28, 2017



Seamlessly connect your office phone to your mobile phone with **COMCAST BUSINESS VOICE MOBILITY**.
Call 855-862-4443 to get started.

Dear Business Owner:

Isn't it time you were reachable with just one number — so customers and employees don't have to call your phone and then your personal cell phone just to contact you?

With Comcast Business Voice Mobility, it's easy.

AVOID MISSED CALLS

- Calls to your business phone can be re-routed and answerable on all your mobile devices.

TRANSFER CALLS SEAMLESSLY

- In the middle of an important phone conversation but need to be somewhere else?
- Seamlessly transfer calls without having to hang up.

KEEP A PROFESSIONAL APPEARANCE

- Calls from both business and mobile phones can display your business name on Caller ID.

MOBILE VOICEMAIL ACCESS

- Easily manage messages with a mobile app.

Only Comcast Business brings true innovation to your office phone. Now for just \$29.95 per month for 12 months, get Comcast Business Voice Mobility and get the innovative technology designed for the way you work today. Call 855-852-4443 to get started.

Call 855-862-4443
or visit comcastbusiness.com

**COMCAST
BUSINESS
B4B**

Other expires 4/29/2017, and is limited to new Comcast Business customers. Not available in all areas. Limited to up to 3 Mobility Lines for a reduced rate of \$29.95 each for 12 months. Price increases to \$34.95 each in month 13. Register online at Comcast Business Owner Center or higher at additional internet charges, two-year contract required. See restrictions on price. Equipment, installation, taxes, fees, including the Regulatory Recovery Fee and other applicable charges is up, per-call or itemized charges, add. May vary by location and other factors. \$29.95 activation fee per line. Up to 4 fixed access. Service including 911 emergency service may not function after an extended power outage. Call for restrictions and complete details. ©2017 Comcast. All rights reserved.



hello! you have an invoice from:

Cracked Fox
2815 Bermuda Dunes Dr. Missouri City, TX 77459
Beau@CrackedFox.com | 832-364-4312 | www.CrackedFox.com

Date	Invoice No.	Terms
03/30/17	715	Net 30
Payments/Credits	Balance Due	
\$0.00	\$2,100.00	

Bill To:

Monroe Management District
PO Box 22167
Houston, TX 77227

Item	Description	Quantity	Rate	Amount
marketing	marketing, design, photography, research, meetings for March		0.00	0.00
Design	boarding concepts for recycle events	6	75.00	450.00
Design	Recycle flyer, web banners, canvas banner, postcard	7	75.00	525.00
1	Branding, Marketing, Research & Development	2	75.00	150.00
2	Eating, proolia, website/link ideality	1.2	75.00	90.00
3	Meetings, emails/calls, & invoicing	3	75.00	225.00
4	Photography edits/corrections, airbrushing, for use in web/print. Customing and Keywording of galleries for distinet website/SIM and SEO. Archival, licensing, stock, and partner/print requests.	3.7	75.00	277.50
5	Sending media backup & photos/entries, posting, tagging, creation of covers/hosted.	1.5	75.00	112.50
6	Print and Web resolution file creation for distro to printers, web devs, partners and staff.	2.6	75.00	270.00

pdw/cck-# 66029

Total	\$2,100.00
--------------	-------------------

Thank you for your business.

Dennis C. Jordan 36 Jackson Park Drive #801 Houston, Texas 77042 713.350.0447 E-mail: dcojordan@yahoo.com	1007 4/1/2001 C-NA
--	--------------------------

FROM: Graichen Larson Montrose Management District 3075 Montrose Blvd. Suite 311 Houston, Tx 77006 Home	TO: Dennis C. Jordan Montrose Management District 3075 Montrose Blvd. Suite 311 Houston, Tx 77006 Home
--	---

Subject: <u>Letter of Appreciation</u>	Date: <u>4/1/2001</u>
--	-----------------------

Unitless Ambassador Contract Services	\$2,800.00
---------------------------------------	------------

Per work of last 30

1st Party Fee	\$0.00	2nd Party Fee	\$0.00
3rd Party Fee	\$2,800.00	4th Party Fee	\$0.00
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	\$0.00	\$0.00

Date	Business Mileage	Perked Ending Month	Service Area	Montrose		Other Expenses(2)	BAR to District
Date	Business Mileage	Perked Ending Month	Service Area	Montrose	Item	Amount	(17)(1)
01/01/17	Montrose district	Business Amb Duties	10				Y
01/01/17	Montrose district	Business Amb Duties	12				Y
01/06/17	Montrose district	Business Amb Duties	11				Y
01/07/17	Montrose district	Business Amb Duties	9-10				Y
01/08/17	Montrose district	Business Amb Duties	10				Y
01/08/17	Montrose district	Business Amb Duties	11				Y
01/11/17	Montrose district	Business Amb Duties	13				Y
01/11/17	Montrose district	Business Amb Duties	12				Y
01/15/17	Montrose district	Business Amb Duties	10				Y
01/16/17	Montrose district	Business Amb Duties	13				Y
02/20/17	Montrose district	Business Amb Duties	14				Y
02/21/17	Montrose district	Business Amb Duties	12				Y
02/27/17	Montrose district	Business Amb Duties	13				Y
02/27/17	Montrose district	Business Amb Duties	14				Y
02/27/17	Montrose district	Business Amb Duties	12				Y
02/27/17	Montrose district	Business Amb Duties	13				Y
02/28/17	Montrose district	Business Amb Duties	12				Y
01/30/17	Montrose district	Business Amb Duties	10	Phone Allowance	\$ 45.00		Y
			211				
			-222				
						\$ 45.00	
I certify that the above expenses were incurred and paid by me.			Business Rates (1) @ 45.00 - 5 1/2%		12 - 87		
[Signature]			Other Expenses (2)		Expenses billed to District (1)		
3/31/17			Expenses not billed to District (1)		\$ 45.00		
Amount			Date		Total Reimbursement \$ 364.80		
* Attach					\$ 264.80		

157.67

pd w/ok #leo30

Equi-Tax Inc.

Suite 200
17111 Rolling Creek Drive
Houston Texas 77090
281-444-4866

Invoice

DATE	INVOICE #
4/1/2017	50939

BILL TO
The Montrose District c/o Hawes Hill Calderon LLP PO Box 221 67 Houston TX 77227-2167

DESCRIPTION	AMOUNT
Roll Management, Billing and Collections	2,053.04
pd w/ck # 6031	
Total	\$2,053.04

gandy² lighting design
6101 N. Main Street, Houston, Texas 77009
281.746.7867 - www.G2LD.com



April 1, 2017

Invoice # M8RDG-37

Mr. Bill Calderon
Executive Director
Montrose Management District
5020 Montrose, Suite 311
Houston 77006
713.724.4460
bcalderon@montrosegadistrict.org

Re: Montrose Management District Bridge Lighting Design

Lighting Design: Construction Administration \$ 1,815.00

Outstanding Invoices: N/A

Reimbursable Expenses: N/A

Total Amount Due: \$ 1,815.00

- PLEASE NOTE NEW ADDRESS -

Please remit to:

Gandy² Lighting Design
6101 N. Main Street
Houston, TX 77009

Thank You!

pd w/ck # 6032



Greater East End Management District
P.O. Box 230099
Houston, TX 77223-0998
713-928-9915
equrion@greatereastend.com

INVOICE

BILL TO
Montrose (HCID#6)
B.R. Calderon, Executive
Director
HCID #6 (Montrose)
P.O. Box 22161-2167
Houston, TX 77227

INVOICE # 9-104
DATE 03/31/2017
DUE DATE 04/30/2017
TERMS Net 30

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/02/2017	Graffiti Abatement Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 24	8	80.00	640.00
03/05/2017	Graffiti Abatement Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 20	8	80.00	640.00
03/09/2017	Graffiti Abatement Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 21	8	80.00	640.00
03/13/2017	Graffiti Abatement Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 19	8	80.00	640.00
03/16/2017	Graffiti Abatement Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 22	8	80.00	640.00
03/20/2017	Graffiti Abatement Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 27	8	80.00	640.00
03/23/2017	Graffiti Abatement Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 30	8	80.00	640.00

pd w/ck # 6033

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/27/2017	Graffiti Abatement Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 19	8	80.00	640.00
03/30/2017	Graffiti Abatement Constituent visits, waiver collection, follow-up visits, graffiti identification, reporting, and graffiti abatement. Sites Abated: 24	8	80.00	640.00
Total Sites Abated: 206			BALANCE DUE	\$5,760.00

pd w/ck # 6033

WEINHEIMER

INVOICE

BILL TO

Mr. Tony Allender
Montrose District
c/o Hawes Hill Calderon, LLP
P.O. Box 22167
Houston, TX 77227-2167

Project Description: Montrose District Esplanade Enhancements—Ph 1

Services for the Month of December

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
21315	Jan 02, 2017	Feb 01, 2017	MON-551	\$5,169.20

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Stipulated	% phase Completed	Amount Billed	% complete	Value of Completed	Amount remaining
Schematic Design	20.00%	\$10,800.00	100.00%	\$10,800.00	0.00%	\$0.00	\$0.00
Design Development	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00
Construction Documentation	55.00%	\$28,700.00	90.72%	\$25,775.00	0.00%	\$0.00	\$9,925.00
Bidding	5.00%	\$2,700.00	100.00%	\$2,700.00	0.00%	\$0.00	\$0.00
Construction Administration	20.00%	\$10,800.00	45.74%	\$4,940.00	100.00%	\$5,060.00	\$0.00
	100.00%	\$54,000.00	87.34%	\$47,165.00	10.00%	\$5,060.00	\$675.00

Expenses

Expense Type	Amount
Car Mileage	\$6.37
Messenger	\$36.40
Expenses Total:	\$36.77

Invoice Total: \$5,894.77

Previous Balance: \$274.43

Account Balance: \$5,169.20

Please make payments to Kufels & Weinheimer. Late payments are subject to penalty fees.

pd w/ck# 4035

Page 1 of 1

7155 Old Katy Road, Suite 270 | Houston, TX 77024

713.869.6987 Houston | 210.349.3500 San Antonio

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

April 3, 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 March 2017	\$1,250.00
Total amount due	\$1,250.00

Thank you,

Ray C. Lawrence

pd w/ck# 4030

WEINHEIMER

INVOICE

BILL TO

Mr. Tony Allender
Montrose District
c/o Hawes Hill Calderon, LLP
P.O. Box 22167
Houston, TX 77227-2167

Project Description: Montrose District - District Identity Marker

Services for the Month of February

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
21510	Mar 02, 2017	Apr 01, 2017	MON-251	\$158.50

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Stipulated	% phase Completed	Amount Billed	% complete	Value of Completed	Amount remaining
Schematic Design	20.00%	\$4,630.00	100.00%	\$4,630.00	0.00%	\$0.00	\$0.00
Design Development	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00
Construction Documentation	82.00%	\$14,333.00	100.00%	\$14,333.00	0.00%	\$0.00	\$0.00
Bidding	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00
Construction Administration	18.00%	\$4,167.00	98.20%	\$4,089.30	100.00%	\$158.50	\$0.00
	100.00%	\$23,130.00	99.20%	\$22,991.30	0.00%	\$158.50	\$0.00

Invoice Total: \$158.50

Previous Balance: \$2,181.94

Payments Received: \$2,181.94

Account Balance: \$158.50

Please make payments to Kufels & Weinheimer. Late payments are subject to penalty fees.

pd w/ck# 4035

Page 1 of 1

7155 Old Katy Road, Suite 270 | Houston, TX 77024

713.869.6987 Houston | 210.349.3500 San Antonio

MICHAEL HARDY

949 Redan Street
Houston, TX 77006
281-235-5291
mhardy@gmail.com

INVOICE

Invoice #	DATE
20	3/21/2017
CUSTOMER ID	TERMS
N/A	N/A

BILL TO

Montrose Management District
PO Box 22167
Houston, TX 77227

PAY TO

Michael Hardy
949 Redan St.
Houston, TX 77006

DESCRIPTION	DATE	AMOUNT
My Montrose: Jonell Drysdale	3/20 (Red)	\$20.00
David Elton's Work-Tank Bar	3/20 (Red)	\$56.50

pd w/ck# 4037



\$1,000.00

Date	Invoice #
4/1/2017	46483

702 w/ox 1112037

Description	Amount
Monthly Bookkeeping	1,125.00
Delivery of documents	315.00
Preparation of annual slide schedules	843.75
Preparation of additional payables	37.50
Patriot Payroll	150.00
Preparation of Annual Budget	112.50
Additional time for Board Meeting	150.00
Delivery	78.25
Storage	10.68
Mileage	9.11
Delivery	1.00
Copies	79.80
Postage	15,53.53
Document Storage & Retention Service	10.70
Total Reimbursable Expenses	191.09
<i>pdlw/de # 6038</i>	
Total	\$2641.50

pdw/cx #6035

1300 POST OAK BLVD - SUITE 100 - HOUSTON, TX 77056 - PHONE 713-433-4139 - FAX 713-678-4479

7d w/0c#6039

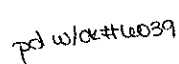


Date: 5/2/2017

pd w/cb#w039

7d6/06#4039

pdw/oc#4039



pd w/ ck# 6039

PHONE: (281) 937-1144
FAX: (281) 987-9443
necsystemsandproducts.com

Owner: Montrose Management District
6203 Montrose Blvd, Suite 311
Houston, Texas 77006
Attention: Mr. Josh Hawes
Contractor: NEC Signs & Architectural Products
1122 Lauder Road
Houston, TX 77028

Contract Information: PAY ESTIMATE NO. 6, April 5, 2017
Contract Date: March 14, 2016
Notice to Proceed Date: September 12, 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	\$	642,236.00
2. Net change by Change Orders	\$	33,890.00
3. CONTRACT SUM TO DATE	\$	578,126.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	573,972.00
5. RETAINAGE:		
a. 10% % of Completed Work (Column D on G703)	\$	57,397.20
b. % of Stored Material (Column F on G703)	\$	
Total Retainage (Line 5a + 5b or Total in Column I on G703)	\$	57,397.20
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	516,575.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 4 from prior Certificates)	\$	486,404.00
8. CURRENT PAYMENT DUE	\$	30,171.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 5 less Line 6)	\$	59,551.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved at previous months by Owner	\$ 33,890.00	\$ 0.00
Total approved this Month	\$ 0.00	\$ 0.00
TOTALS	\$ 33,890.00	\$ 0.00
NET CHANGES by Change Order	\$ 33,890.00	\$ 0.00

Recommended for Payment:

Kudela & Weinheimer
7155 Old Katy Road, Suite 270
Houston, Texas 77024

By: Travis Triola
Date: 4/5/2017

cc: K&W/FB



Invoice

Invoice Number: 18812
Invoice Date: Mar 31, 2017

Sold To: Montrose Mgmt. c/o Kudela & Weinheimer
Attn: Travis 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
HOUST0020000	Travis Triola			Shannon H. Hines, P.E.	Due Upon Receipt
Quantity	Description	Unit Price	Total Price		
	PROGRESS BILLING PAY APPLICATION NO. 6 Furnished labor, material, and equipment to fabricate and install identity markers.				
1.00	Work Performed This Period:	33,523.00	33,523.00		
1.00	Less 10% Retainage:	3,352.00	-3,352.00		

Thank you for your business

Subtotal: 30,171.00
Sales Tax: 30,171.00
Total Invoice Amount: 30,171.00
Payment Received: 30,171.00
TOTAL: 30,171.00

PLEASE REMIT PAYMENT TO:
NEON ELECTRIC CORPORATION
NEC SIGNS & ARCHITECTURAL PRODUCTS
1122 LAUDER ROAD
HOUSTON, TX 77039-2002

PHONE: (281) 867-1144
FAX: (281) 987-9443
neceigsandproducts.com

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: PROJECT: Montrose Identity Markers
Montrose Management District
6203 Montrose Blvd, Suite 311
Houston, TX 77006
FROM CONTRACTOR: ARCHITECT: Kudela & Weinheimer
NEC Signs & Architectural Products
7155 Old Katy Road, Suite 270
Houston, TX 77024
1122 Lauder Rd
Houston, TX 77028
CONTRACT NO. 503-990
CONTRACT DATE: 3/14/2016

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Change Orders approved at previous months by Owner	\$ 33,890.00	\$ 0.00
Change Orders approved this Month	\$ 0.00	\$ 0.00
TOTALS	\$ 33,890.00	\$ 0.00

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 payment shown hereon is a true bill.

CONTRACTOR: By: *Travis Triola* Date: 4/5/17

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the 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.

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$ 642,236.00
2. Net change by Change Orders	\$ 33,890.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 676,126.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 573,972.00
5. RETAINAGE:	
a. 10% % of Completed Work (Column D on G703)	\$ 57,397.20
b. % of Stored Material (Column F on G703)	\$ 0.00
Total Retainage (Line 5a + 5b or Total in Column I on G703)	\$ 57,397.20
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$ 618,575.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 4 from prior Certificates)	\$ 486,404.00
8. CURRENT PAYMENT DUE	\$ 30,171.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 5 less Line 6)	\$ 59,551.00

State of Texas County of Harris
Subscribed and sworn to before me this 4th day of April, 2017.
Notary Public, State of Texas
My Commission expires: 11/11/2020
Notary ID: 123456789

AMOUNT CERTIFIED

I, the undersigned Architect, certify that the amount certified hereon is the amount due to the Contractor for the work covered by this Application for Payment, and that the Contractor is entitled to payment of the amount CERTIFIED.

By: *Travis Triola* Date: 4/5/17

Continuation Sheet

AIA DOCUMENT G703 (Instructions on reverse side) Page 2 of 2 pages

MAXIMUM LINES: APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Continuation is attached.
In accordance with the contract, amounts are listed in the report below.
Use Column I on Contracts where amounts are listed in the report below.

A	B	C	D	E	F	G	H	I	J
LINE NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED THROUGH PREVIOUS THIS PERIOD APPLICATION (D-E)	MATERIALS STORED TO DATE (F-G)	TOTAL COMPLETED AND STORED TO DATE (D+F)	% TO DATE (G-H)	% TO FINISH (I-J)	AMOUNT TO BE PAID (J-K)	RETAINAGE (K-L)
1	Structural Service	375,393.00	375,393.00	0.00	375,393.00	100%	0%	0.00	0.00
2	Interior Improvement	266,843.00	266,843.00	0.00	266,843.00	100%	0%	0.00	0.00
3	Paint	1,799.00	1,799.00	0.00	1,799.00	100%	0%	0.00	0.00
4	Signage	18,201.00	17,201.00	1,000.00	18,201.00	100%	0%	0.00	0.00
5	Other	17,000.00	16,000.00	1,000.00	17,000.00	100%	0%	0.00	0.00
	Subtotal	779,196.00	766,436.00	1,000.00	767,436.00	100%	0%	0.00	0.00

pdw/cx#u039

SENTRIFORCE Invoice

a view from above

Billing Address
Montrose Management District Holly Robinson P.O. Box 22167 Houston, TX 77227-2167

Date	Invoice #	Terms	Rep	Due Date	
3/28/2017	24423	NET 15	LC	4/12/2017	
Item	Description	Qty	Rate	Serviced	Amount
Electrician Services	Electric services delivered to 510 Richmond Ave 77006 for security camera system installation.	1	200.00	3/28/2017	200.00
pdw/ok #4040					
Sales Tax (0.0%)					\$0.00
Total					\$200.00
Payments/Credits					\$0.00
Balance Due					\$200.00

Make checks payable to Sentriforce

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

SENTRIFORCE Invoice

a view from above

Billing Address
Montrose Management District Holly Robinson P.O. Box 22167 Houston, TX 77227-2167

Date	Invoice #	Terms	Rep	Due Date	
3/28/2017	24424	NET 15	LC	4/12/2017	
Item	Description	Qty	Rate	Serviced	Amount
Electrician Services	Electric services delivered at 2222 Houston St 77006 for security camera installation.	1	300.00	3/28/2017	300.00
pdw/ok #4040					
Sales Tax (0.0%)					\$0.00
Total					\$300.00
Payments/Credits					\$0.00
Balance Due					\$300.00

Make checks payable to Sentriforce

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

SENTRIFORCE Invoice

a view from above

Billing Address
Montrose Management District Holly Robinson P.O. Box 22167 Houston, TX 77227-2167

Date	Invoice #	Terms	Rep	Due Date	
4/1/2017	24503	NET 15	LC	4/16/2017	
Item	Description	Qty	Rate	Serviced	Amount
RAVEN	RAVEN Video Recording System. SITE: BISCUIT UNIT: MONTROSE1	1	350.00	4/1/2017	350.00
RAVEN	RAVEN Video Recording System. SITE: BLACKSMITH UNIT: MONTROSE2	1	350.00	4/1/2017	350.00
RAVEN	RAVEN Video Recording System. SITE: CLICHARA UNIT: MONTROSE3	1	350.00	4/1/2017	350.00
RAVEN	RAVEN Video Recording System. SITE: LOULVIER UNIT: MONTROSE4	1	350.00	4/1/2017	350.00
RAVEN	RAVEN Video Recording System. SITE: SPECS UNIT: MONTROSES / MONTROSE6	2	350.00	4/1/2017	700.00
RAVEN	RAVEN Video Recording System. SITE: PORT 510 APTS UNIT: MONTROSE7	1	350.00	4/1/2017	350.00
RAVEN	RAVEN Video Recording System. SITE: GYM BOWIE UNIT: MONTROSE8	1	350.00	4/1/2017	350.00
CONSOLE	Security Camera Video Console	1	150.00	4/1/2017	150.00
pdw/ok #4040					
Monthly Security Invoice			Sales Tax (0.0%)		\$0.00
			Total		\$2,950.00
Make checks payable to Sentriforce			Payments/Credits		\$0.00
			Balance Due		\$2,950.00
Sentriforce 6611 Portwest Dr. Suite 100 Houston, TX 77024 713-742-6000					



Membership Renewal

REF #	DATE
M16/17_24	3/30/2017

MEMBER	PLEASE REMIT TO
Montrose Management District Attn: Mr. Tony Allender 5020 Montrose, Suite 311 Houston, TX 77006	SOUTH MAIN ALLIANCE P.O. Box 273122 Houston, TX 77277 ***PLEASE NOTE NEW ADDRESS
DESCRIPTION	AMOUNT
FY 2016-2017 Membership Renewal	2,500.00
<p>SOUTH MAIN ALLIANCE is a 501(c)3 nonprofit organization, Federal Tax ID# 74-1860148</p> <p>If you have any questions concerning this Membership Renewal Notice, please contact Monica Rhodes or Maureen Maiuri, SMA Administrators, at phone # 713.790.1020 or email sma@southmainalliance.org.</p>	
Thank you for your support.	Total: \$2,500.00

pdw/ok #4040



March 30, 2017

Tony Allender
Montrose Management District
5020 Montrose Blvd., Suite 311
Houston, TX 77006

Dear Mr. Allender:

The South Main Alliance (SMA) serves a dynamic 12-square mile area in Houston. Founded in 1978 as the South Main Center Association, and now the South Main Alliance, SMA became Houston's first area organization to advocate for public investment and public policy that benefits a specific area of the city. Today, forty years later, collaborative advocacy and action are just as relevant.

The 2016-2017 fiscal year has been an important one for SMA thanks to our member engagement. We have addressed some very critical organizational issues through an extensive strategic planning process. One outcome is to move forward with more member-initiated action. A final presentation of the strategic plan was featured at our Annual Meeting on September 8, 2016. We appreciate all your support during the past few months as we grappled with our purpose and direction going forward.

The SMA Transportation Committee has ramped up its agenda as well. Some very critical, actionable topics are the focus of the Committee. These topics are member-driven initiatives for the entire SMA membership and membership area. Additionally, independent institutional strategic plans will continue to exist in their institutional realm, with SMA only addressing those that make us "better together." Assistance will be provided as requested. This change is one of the most significant outcomes of enhanced member-driven leadership.

Your participation this past year and in the coming year is important to SMA, and to the voice we are raising for our common good. We have unique opportunities, right now, in the areas of transportation, land use, advocacy and safety.

SMA is extremely grateful for contributions such as yours to support member-driven efforts to protect, enhance and give voice to the topics for the area. Please renew your SMA Membership contribution in 2016-2017 for \$2,500. Thank you so very much. We look forward to another great year at SMA with you.

Sincerely yours,

Gwendolyn H. Goffe

Gwendolyn H. Goffe
Chair, South Main Alliance

Enclosure

P.O. Box 273122
Houston, TX 77217
713.790.1000
713.790.1005 fax
smain@steelbranding.com
www.southmainalliance.org

pdw/ck#6041



Steel Branding
6414 Bee Cave Road, Suite B
Austin, TX 78746 US
steel@steelbranding.com
www.steelbranding.com

Invoice 4289

DATE	PLEASE PAY	DUE DATE
02/01/2017	\$2,000.00	03/18/2017

BILL TO
Montrose Management District

Please detach top portion and return with your payment.

DESCRIPTION	AMOUNT
Invoice for the following services provided by Steel Branding: January 2017	2,000.00
Steel branding will execute an ongoing media outreach effort to help Montrose Management District to gain awareness of its offerings within the community.	
Media Relations Outreach The individual activities by month will be determined in writing with the client in status meetings on a monthly basis, but over time activities will include tactics needed to support media outreach such as: -Media relations input session -Review and update press kit and company fact sheet (as needed for outreach) -Media list of target outlets- ongoing updates -Pitch grid detailing strategy per publication/reporter with key messages and ongoing status -Ongoing outreach to target reporters- email, phone and follow-up as needed -Monitoring -Account services time, project management and marketing/branding consulting -Monthly status docs and quarterly reporting	
The following Additional Services are not included in this estimate of services: -Legal Updates -Communications strategic planning and plan development -Content marketing (blogs, social media, video) -Advertising	
*Months 1 and 2 will be primarily dedicated to prepping the designated team member for a sit down with the Houston Chronicle and for putting together a legal updates that can be used going forward. However, additional crisis communications outside of this scope may be a separate charge.	

TOTAL DUE \$2,000.00

THANK YOU.

pdw/ck#6042



Steel Branding
6414 Bee Cave Road, Suite B
Austin, TX 78746 US
steel@steelbranding.com
www.steelbranding.com

Invoice 4323

DATE	DUE DATE
03/13/2017	04/27/2017

BILL TO
Montrose Management District

Please detach top portion and return with your payment.

DESCRIPTION	AMOUNT
Deposit Invoice for the following services provided by Steel Branding: Steel Branding to review existing communication plan and rework areas of need.	1,500.00
Includes: -Board communication survey to determine preferred method of communication -Review of current plan	
Deliverable: Word document outlining communication plan	
Financial Requirements and Terms Will Follow Master Service Agreement. This proposal will be marked as Exhibit D to the Master Agreement.	
TOTAL DUE	\$1,500.00

THANK YOU.

pdw/ck#6042



Steel Branding
6414 Bee Cave Road, Suite B
Austin, TX 78746 US
steel@steelbranding.com
www.steelbranding.com

Invoice 4324

DATE	DUE DATE
03/13/2017	04/27/2017

BILL TO
Montrose Management District

Please detach top portion and return with your payment.

DESCRIPTION	AMOUNT
Deposit Invoice for the following services provided by Steel Branding: Steel Branding will provide creative and messaging direction for projects that the District initiates	2,812.50
Info-graphic Creative Direction -Creative direction for Info-graphics that MMD would like to create (e.g. MMD vs. City of Houston services) -Review of created info-graphics	
Deliverable: -Creative Brief	
Newsletter Content Outlines -Develop content outlines based on the editorial calendar presented in the marketing plan	
Deliverable: -Word document content outlines	
Messaging Consulting -Ongoing review of MMD created deliverables to ensure caregiver approved messaging is being represented in District communications	
Financial Requirements and Terms Will Follow Master Service Agreement. This proposal will be marked as Exhibit D to the Master Agreement.	
TOTAL DUE	\$2,812.50

THANK YOU.

pdw/ck#6042



Steel Branding
6414 Bee Cave Road, Suite B
Austin, TX 78746 US
steel@steelbranding.com
www.steelbranding.com

invoice 4325

DATE
03/13/2017

DUE DATE
04/27/2017

BILL TO
Montrose Management District

Please detach (or) portion and return with your payment.

Tawny Tidwell 4333 Harby St.
9186380062 Houston, Texas
77023
United States

DESCRIPTION	AMOUNT
Deposit Invoice for the following services provided by Steel Branding: Steel branding will design a new visual identity system (VID) and develop a tagline to help strengthen the Morrocco Management District brand.	7,250.00
Design System Including: Inspiration Board -Three (3) initial designs -Two (2) round of revisions to client-selected Inspiration Board	
Brand Board -One (1) initial design based that includes all available information as described above based on client-approved Inspiration Board -Up to one (1) round of revisions	
Simple Style Guide -One (1) initial design based that includes all available information as described above based on client-approved Inspiration Board -Up to one (1) round of revisions	
Tagline Steel Branding will develop a tagline to go along with the current MMD logo Includes: -Up to five (5) initial taglines -Two (2) rounds of revisions	
Financial Requirements and Terms Will Follow Master Service Agreement. This proposal will be marked as Exhibit O to the Master Agreement.	
TOTAL DUE	\$7,250.00

2d w/cx# 6042

Billed To
Gretchen Larson
Montrose Management District
5020 Montrose Blvd. #300
Houston, Texas
77006
United States

Date of Issue
04/03/17

Invoice Number
0000089

Amount Due (USD)
\$3,500.00

Due Date
05/03/17

Description	Rate	Qty	Line Total
General	\$25.00	123	\$3,075.00
Social Media Posting, Monitoring, Scheduling, emails, instant messages, texts with the team, reading neighborhood news, programming, testing and finding content for a news, compiling and sending out weekly board summary			
Website Updates	\$25.00	8	\$200.00
Switching out slider image, fixing comments, adding events			
Writing	\$25.00	0	\$225.00
Eating Michael's work, writing reports, adding photos, adding tags, etc.			
		Subtotal	3,500.00
		Tax	0.00
		Total	3,500.00
		Amount Paid	0.00
		Amount Due (USD)	\$3,500.00

pdw/ok #00013

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

<https://my.freshbooks.com/>

4/3/2017



Invoice

Date	Invoice #
3/26/2017	23348

Bill To
Montrose Management District 5020 Montrose Rd.,VD. Suite 311 Houston, TX 77006

Ship To
Montrose Management District 5028 Montrose BLVD. Suite 311 Houston, TX 77006

P.O. Number	Terms	Rep	Ship	Project	
			3/28/2017		
Quantity	Item Code	Description	Price Each	Amount	
1	Print	2,500 - MMD REPORT CARD; 4.25 X 6, COLORS 4/4 ON 100% UNCOATED COVER.	323.00	323.00	
1	Bindery	CUT AND BOX. Out-of-state sale, exempt from sales tax.	0.00 0.00%	0.00 0.00	
pdu/cst+tax!!					
			Total	\$323.00	



Invoice

Date	Invoice #
4/6/2017	23443

B4 To
Motron Management District
5620 Montrose BLVD.
Suite 311
Houston, TX 77006

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

P.O. Number	Terms	Rep	Ship	Project	
			4/6/2017		
Quantity	Item Code	Description	Price Each	Amount	
1	Print	500 - MMD RECYCLE DAY POSTCARDS; 4 1/8 X 6, COLORS 4/0 ON 100% GLOSS COVER.	158.00	158.00	
1	Dialdry	CLUT AND BOX. Out-of-state sale, exempt from sales tax	0.00 0.00%	0.00 0.00	
pdw/ok#46044					
			Total	\$158.00	



UNIVERSITY
ST. THOMAS
HOUSTON

INVOICE

April 5, 2017

Montrose Management District

Due Date: April 10, 2017

ATTENTION: Josh Hawes

MEETING NAME	DATE	START	END	ROOM
Montrose Management District Meeting	04/10/17	11:00 am	1:30 pm	Carol Torkon Boardroom

Room Rental Fee	\$125.00
Parking Tokens (20)	\$100.00

Total Due	\$225.00
------------------	-----------------

Please remit to:

University of St. Thomas
Attn: Cindy Viaud
Office of the President
3800 Montrose Blvd.
Houston, Texas 77006

pd w/ok #16045



YELLOWSTONE
LANDSCAPE PROFESSIONALS

Landscape Professionals
10802 Shadow Wood Dr. || Houston TX 77043
Tel 713.462.8552 || Fax 713.690.6461

Invoice

Invoice: INV-000155918
Invoice Date: April 1, 2017

Customer Number: 19712
PO Number:

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

Remit To:
Yellowstone Landscape
PO Box 20542
Dallas, TX 75320-5742

Branch Code: 01.04.020.010
Project Number: 10201183.101
Project Name: Montrose Management Distri
Property Address:

Invoice Due Date: May 1, 2017
Invoice Amount: \$1,916.66
Month of Service: April 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

pd w/ok #16045

Yellowstone Landscape - Central Inc. is licensed by the Structural Pest Control Board of Texas (Lic. #7218) for chemical applications. The lowest fee practitioner over individuals licensed under the Structural Pest Control Act, Structural Pest Control Board, 1106 Clayton Ln. #100 L.W. Austin, Texas 78773 (512) 451-7200.

Integration in Texas is regulated by the Texas National Commission on Environmental Quality (TCEQ) (MCP 378) P.O. Box 13287, Austin, Texas 78711-3087 TCEQ's website is: www.tceq.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

Federal EIN 76-0565638
Phone: 713-595-1200

BILLED TO

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

DETAILS

Invoice
43015623
4/5/2017

TOTAL DUE

\$30,450.03
C.O.D.

DESCRIPTION	AMOUNT
Professional consulting, administration, project management and related services, March 2017	\$29,292.75
GIS/mapping, P. Horton, March 2017	\$18.75
In-house postage, photocopies, binding, etc., March 2017	\$627.91
Agenda posting, Harris County Clerk, 3/8/2017	\$9.00
Verizon, smartphone access, 03/01-04/19/2017	\$39.60
Verizon, cellphone, J. Hawes, 50% of shared costs, 03/01-04/19/2017	\$28.58
Verizon, cellphone, G. Larson, 50% of shared costs, 03/01-04/19/2017	\$47.17
Reimbursable mileage, parking, tolls, related expenses, as follows:	
B. Calderon, Jan-Mar 2017	\$43.87
G. Larson, Jan 2017	\$169.06
G. Larson, Feb 2017	\$148.73
K. Gonzales, Mar 2017	\$11.77
R. Hill, Mar 2017	\$12.84

pd w/ ck # 4034

Sales Tax: \$0.00

Total Amount: \$30,450.03

Amount Applied: \$0.00

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

Postage

Date	Amount
3/6/2017	\$ 0.46

Total	\$ 0.46
-------	---------

Photocopies @ \$0.15

Date	Pages	Amount
3/1/2017	16	\$ 2.40
3/10/2017	3509	\$ 526.35
3/15/2017	24	\$ 3.60
3/16/2017	24	\$ 3.60

Total	\$ 535.95
-------	-----------

Color Photocopies @ \$0.50

3/3/2017	125	\$ 62.50
----------	-----	----------

Total	\$ 62.50
-------	----------

Binding sets @ \$1.00

Date	Sets	Amount
3/10/2017	29	\$ 29.00
Total		\$ 29.00

Total, all items

Postage	\$ 0.46
Photocopies	\$ 535.95
Color Photocopies	\$ 62.50
Binding sets	\$ 29.00
	\$ 627.91

Pol w/Orz # 6034



1260731
03/08/2017 PERSONAL
\$9.00 NPR - NOTICE MTG

OR
**MONTROSE MANAGEMENT DISTRICT
NOTICE OF MEETING**

cc
**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, March 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 Gräustark, 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 Ellyn Wulfe.
4. Receive nominations and elect Vice-Chair, Secretary and Asst. Secretary
5. Approve minutes of regular meeting held February 13, 2017.
6. Receive update and recommendations from Finance Committee.
 - a. Receive Assessment Collection Report
 - b. Receive and consider monthly financial report and approve invoices for payment
7. Receive update and recommendations from Public Safety Committee.
 - a. Approve funds for Mayor's Street Solicitation Campaign.
8. Receive update and recommendations from Mobility and Visual Improvements Committee.
 - a. Approve proposal from SMC Logistics for litter abatement services
 - b. Approve proposal from Walter P. Moore for esplanade engineering services
9. Receive update from Marketing and Business Development Committee.
10. Receive update from Business and Economic Development Committee.
11. Receive Executive Director's Monthly Report.
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.



pdw/OK #2034

Q. De Haves

Executive Director

FILED
2017 MAR -8 PM 2:22
Stan Stewart
COUNTY CLERK
HARRIS COUNTY TEXAS



State of Texas
County of Harris
County Auditor's Form 153
Harris County, TX (rev. 07/11)

Stan Stanart, County Clerk
Personal Records (713) 755-6436
201 Caroline, STE 330, Houston, TX 77002
Fee Officer's Official Receipt

Receipt #: PR17006568
Receipt Date: 03/08/2017 02:27:06 PM
Fees Assessed By: CCO\svgapc
Cashier: Dagen, Maria (CCO)

MONTROSE MANAGEMENT DISTRICT

Fee Description	Amount	Notes
County Clerk	\$9.00	NOTICE OF PUBLIC MEETING - 1260731
Total :	\$9.00	MONTROSE MANAGEMENT DISTRICT::TO THE PUBLIC \$9.00

Tender Type	Tender SubType	Check # / CC Auth #	Tender Amount
CREDIT CARD	Visa		\$9.00
Total Paid:			\$9.00

pd w/ck # 40034

THANK YOU



Invoice Number Account Number Date Due Page
9782442572 919181047-00006 04/14/17 5 of 13

Summary for Montrose Montrose: 832-370-9191

Your Plan

Plan from 3/1 - 3/19
The new Verizon Plan Unlimited
(see pg 3)

Have more questions about your charges?
Get details for usage charges at
www.vzw.com/mybusinessaccount.

Monthly Charges

New Plan

Smartphone Line Access 03/01 - 03/19 13.57
\$20.00 per month / 19 days on new plan

Month In Advance

Smartphone Line Access 03/20 - 04/19 20.00
These are the normal monthly charges billed in advance.

\$33.57

Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Shared (03/01 - 03/19) minutes	unlimited	64	--	--
Mobile to Mobile (03/01 - 03/19) minutes	unlimited	5	--	--
Night/Weekend minutes	unlimited	45	--	--
Total Voice				\$0.00

Data

Gigabyte Usage(03/01 - 03/19) gigabytes	unlimited	.674	--	--
Total Data				\$0.00

Total Usage and Purchase Charges \$0.00

Surcharges+

Fed Universal Service Charge	.54
Regulatory Charge	.21
Administrative Charge	1.23
TX Franchise Surchg	.07
Texas Universal Service	.59
	\$2.64

Taxes, Governmental Surcharges and Fees+

TX State 911 Fee	.50
TX Equalization Surcharge	.06
TX State Sales Tax--Telco	1.56
TX State Sales Tax	.79
Houston City Sales Tax--Telecom	.24
Houston City Sales Tax	.12
Houston Mta Tax	.12
	\$3.39

Total Current Charges for 832-370-9191 \$39.60

+Percentage-based taxes, fees, and surcharges apply to charges for this line, including overage charges, plus this line's share of account charges.

pdwkk#6034



Invoice Number Account Number Date Due Page
9782442571 919181047-00005 04/14/17 10 of 18

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

Your Plan

Plan from 3/1 - 3/19
The new Verizon Plan Unlimited
(see pg 3)

Have more questions about your charges?
Get details for usage charges at
www.vzw.com/mybusinessaccount

Monthly Charges

Previous Plan

Smartphone Line Access 03/01 - 03/01 1.43
\$40.00 per month / 1 day on plan

New Plan

Smartphone Line Access 03/02 - 03/19 12.86
\$20.00 per month / 18 days on new plan
Total Equipment Coverage - Asurion 03/01 - 03/19 6.11
\$9.00 per month / 19 days on new service

Month in Advance

Smartphone Line Access 03/20 - 04/19 20.00
Total Equipment Coverage - Asurion 03/20 - 04/19 9.00

These are the normal monthly charges billed in advance.

\$49.40

Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Shared (03/01 - 03/19) minutes	unlimited	39	---	---
Mobile to Mobile (03/01 - 03/19) minutes	unlimited	73	---	---
Night/Weekend minutes	unlimited	3	---	---
Total Voice				\$0.00

Messaging

Text, Picture & Video (03/01 - 03/19) messages	unlimited	26	---	---
Total Messaging				\$0.00

Data

Gigabyte Usage(03/01 - 03/19) gigabytes	unlimited	2.781	---	---
Total Data				\$0.00

Total Usage and Purchase Charges \$0.00

Surcharges+

Fed Universal Service Charge .55
Regulatory Charge .21
Administrative Charge 1.23
TX Franchise Surchg .07
Texas Universal Service .62

\$2.68

Taxes, Governmental Surcharges and Fees+

TX State 911 Fee .50
TX Equalization Surcharge .06
TX State Sales Tax-Telco 1.58
TX State Sales Tax 2.05

pdw/clt#16034

50% 257.16
\$28.58



Invoice Number Account Number Date Due Page
9782442571 919181047-00005 04/14/17 11 of 18

Monthly Charges, continued

Taxes, Governmental Surcharges and Fees+

Houston City Sales Tax-Telecom	.25
Houston City Sales Tax	.32
Houston Mta Tax	.32
	<u>\$5.08</u>

Total Current Charges for 713-724-3862 **\$57.16**

+Percentage-based taxes, fees, and surcharges apply to charges for this line, including overage charges, plus this line's share of account charges.

pd w/ ok #4034



Invoice Number Account Number Date Due Page
 9782442572 919181047-00006 04/14/17 6 of 13

Summary for Gretchen Larson: 832-392-2546

Your Plan

Plan from 3/1 - 3/19
 The new Verizon Plan Unlimited
 (see pg 3)

Have more questions about your charges?
 Get details for usage charges at
www.vzw.com/mybusinessaccount.

Monthly Charges

New Plan

Smartphone Line Access	03/01 - 03/19	27.14
\$40.00 per month / 19 days on new plan		
Total Equipment Coverage - Asurion	03/01 - 03/19	6.11
\$9.00 per month / 19 days on new service		

Month in Advance

Smartphone Line Access	03/20 - 04/19	40.00
Total Equipment Coverage - Asurion	03/20 - 04/19	9.00

These are the normal monthly charges billed in advance.

\$82.25

Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Shared (03/01 - 03/19) minutes	unlimited	416	---	---
Mobile to Mobile (03/01 - 03/19) minutes	unlimited	184	---	---
Night/Weekend minutes	unlimited	124	---	---
Total Voice				\$0.00

Messaging

Text, Picture & Video (03/01 - 03/19) messages	unlimited	309	---	---
Total Messaging				\$0.00

Data

Gigabyte Usage (03/01 - 03/19) gigabytes	unlimited	.343	---	---
Total Data				\$0.00

Total Usage and Purchase Charges \$0.00

Surcharges+

Fed Universal Service Charge	1.02
Regulatory Charge	.21
Administrative Charge	1.23
TX Franchise Surchg	.13
Texas Universal Service	1.17

\$3.76

Taxes, Governmental Surcharges and Fees+

TX State 911 Fee	.50
TX Equalization Surcharge	.06
TX State Sales Tax-Telco	3.02
TX State Sales Tax	3.24
Houston City Sales Tax-Telecom	.48
Houston City Sales Tax	.51
Houston Mta Tax	.51

\$8.32

50% of 94.33
 = 47.17

pd w/ack # 4034



Invoice Number Account Number Date Due Page
9782442572 919181047-00006 04/14/17 7 of 13

Monthly Charges, continued

Total Current Charges for 832-392-2546 \$94.33

+Percentage-based taxes, fees, and surcharges apply to charges for this line, including overage charges, plus this line's share of account charges.

pd w/ok # 6034

EXPENSE REPORT

Name Gretchen Larson		January 31, 2017		Service Area Montrose District		
Date	Destination	Business Mileage Purpose	Miles Driven	Other Expenses (2) Item	Amount	Bill to Dist. (Y/N)
5-Jan		District Mgt.	30			Y
6-Jan		District Mgt.	28			Y
10-Jan		District Mgt.	26	Tolls	-	Y
13-Jan		District Mgt.	28			Y
17-Jan		District Mgt.	30			Y
18-Jan		District Mgt.	32			Y
20-Jan		District Mgt.	32			Y
24-Jan		District Mgt.	28			Y
25-Jan		District Mgt.	24			Y
27-Jan		District Mgt.	18			Y
31-Jan		District Mgt.	40			Y
			1	316	\$ -	
<p>I certify that the above expenses were incurred and paid by me:</p> <div style="display: flex; justify-content: space-between;"> <div> <p>Signature: <i>Gretchen Larson</i></p> <p>Date: 2/10/17</p> </div> <div> <p>Business Miles (1) @ 0.535: \$ 169.05</p> <p>Other Expenses (2): \$ -</p> <p>Expenses billed to District (Y): \$ -</p> <p>Expenses not billed to District (N): \$ -</p> <p>Amount Billed to District: \$ 169.05</p> <p>Total Reimbursement: \$ 169.05</p> </div> </div>						

for work # 4034

EXPENSE REPORT

Name Gretchen Larson		Period Ending February 28, 2017		Service Area Montrose District		
Date	Destination	Business Mileage Purpose	Miles Driven	Other Expenses (2) Item	Amount	Bill to Dist. (Y/N)
1-Feb		District Meetings	28			Y
3-Feb		District Meetings	24			Y
7-Feb		District Meetings	32			Y
10-Feb		District Meetings	22			Y
13-Feb		District Meetings	26			Y
15-Feb		District Meetings	40			Y
17-Feb		District Meetings	24			Y
22-Feb		District Meetings	26			Y
24-Feb		District Meetings	30	Tolls		Y
28-Feb		District Meetings	26			Y
			1	278	\$ -	
<p>I certify that the above expenses were incurred and paid by me:</p> <p><i>Gretchen Larson</i> 3/29/17</p>						
<p>* Attach evidence of purchase</p>		<p>Business Miles (1) @ 0.535</p>		<p>\$ 148.73</p>		
		<p>Other Expenses (2)</p>		<p>\$ -</p>		
		<p>Expenses billed to District (Y)</p>		<p>\$ -</p>		
		<p>Expenses not billed to District (N)</p>		<p>\$ -</p>		
		<p>Amount Billed to District</p>		<p>\$ 148.73</p>		
		<p>Total Reimbursement</p>		<p>\$ 148.73</p>		

pd w/ok # 66034

MONTROSE MANAGEMENT DISTRICT
 HAWES HILL CALDERON LLP
 ROY HILL

EXPENSE DETAIL (MONTROSE MANAGEMENT DISTRICT)

DATE	CLIENT #	VENDOR/DESCRIPTION	QTY	U PRICE	TOT. REIM	BILL
3/8/2017	MONTMD	Posting of board meeting agenda	24	0.535	\$12.84	YES
TOTAL					\$12.84	

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

Roy Hill

Roy Hill

pd w/ ck # 4034

MEMORANDUM

Date: March 13, 2017

To: Board of Directors
Montrose Management District (the "District")

Copy: Board of Directors
Attorney for the District
Bookkeeper for the District
Texas Ethics Commission

From: Mark Burton

Subject: DISCLOSURE UNDER THE PUBLIC FUNDS INVESTMENT ACT

As Bookkeeper and Investment Officer for the District, I submit this disclosure of my relationships with entities or individuals who are offering, have offered, or may offer to engage in an investment transaction with the District as of the date of this memorandum, in compliance with the Public Funds Investment Act and with the District's Investment Policy.

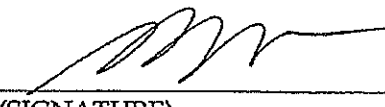
1. I have the following "personal business relationships" with individuals or entities who are offering to engage, have offered to engage or may offer to engage in an investment transaction with the District.
 - (a) I own (i) ten per cent (10%) or more of the voting stock or shares or (b) \$5,000 or more of the fair market value of the following business organizations: N/A

 - (b) I have received from the following business organizations funds that exceed ten percent (10%) of my gross income for the previous year: N/A

 - (c) I acquired from the following business organizations during the previous year investments with a book value of \$2,500 or more for my personal account: N/A

2. I am related within the second degree of affinity (marriage) or consanguinity (blood) as determined by Chapter 573, Government Code, to the following individuals who are seeking, have sought or may seek to sell an investment to the District: N/A

3. I acknowledge that this disclosure will be filed with the Board of Directors of the District and the Texas Ethics Commission by the District.


(SIGNATURE)

MEMORANDUM

Date: March 13, 2017

To: Board of Directors
Montrose Management District (the "District")

Copy: Board of Directors
Attorney for the District
Bookkeeper for the District
Texas Ethics Commission

From: Caryn Adams

Subject: DISCLOSURE UNDER THE PUBLIC FUNDS INVESTMENT ACT

As Bookkeeper for the District, I submit this disclosure of my relationships with entities or individuals who are offering, have offered, or may offer to engage in an investment transaction with the District as of the date of this memorandum, in compliance with the Public Funds Investment Act and with the District's Investment Policy.

1. I have the following "personal business relationships" with individuals or entities who are offering to engage, have offered to engage or may offer to engage in an investment transaction with the District.
 - (a) I own (i) ten per cent (10%) or more of the voting stock or shares or (b) \$5,000 or more of the fair market value of the following business organizations: N/A

 - (b) I have received from the following business organizations funds that exceed ten percent (10%) of my gross income for the previous year: N/A

 - (c) I acquired from the following business organizations during the previous year investments with a book value of \$2,500 or more for my personal account: N/A

2. I am related within the second degree of affinity (marriage) or consanguinity (blood) as determined by Chapter 573, Government Code, to the following individuals who are seeking, have sought or may seek to sell an investment to the District N/A

3. I acknowledge that this disclosure will be filed with the Board of Directors of the District and the Texas Ethics Commission by the District.

Caryn Adams
(SIGNATURE)

CERTIFICATE FOR RESOLUTION

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, the undersigned officer of the Board of Directors of Montrose Management District, hereby certify as follows:

1. The Board of Directors of Montrose Management District convened in regular session on the 10th day of April, 2017, at the regular meeting place thereof, inside the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board to-wit:

Claude Wynn	Chairman
Stephen Madden	Vice-Chair
Tammi Wallace	Secretary
Robert Jara	Director
Ryan Haley	Director
Michael V. Grover	Director

and all of said persons were present, except Directors _____, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting: a written

**RESOLUTION REGARDING ANNUAL REVIEW OF INVESTMENT POLICY AND ADOPTING
AMENDED LIST OF QUALIFYING BROKER/DEALERS OF MONTROSE MANAGEMENT
DISTRICT**

was introduced for the consideration of the Board. It was then duly moved and seconded that the resolution be adopted, and, after due discussion, the motion, carrying with it the adoption of the resolution, prevailed and carried unanimously.

2. That a true, full and correct copy of the aforesaid Resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; that the Resolution has been duly recorded in the Board's minutes of the meeting; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Board as indicated therein; that each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid meeting, and that the Resolution would be introduced and considered for adoption at the meeting, and each of the officers and members consented, in advance, to the holding of the meeting for such purpose; that the meeting was open to the public as required by law; and that public notice of the time, place and subject of the meeting was given as required by Chapter 551, Texas Government Code.

SIGNED AND SEALED on the 10th day of April, 2017.

(SEAL)

Secretary, Board of Directors



**RESOLUTION REGARDING ANNUAL REVIEW OF INVESTMENT POLICY AND
AMENDING LIST OF QUALIFIED BROKER/DEALERS OF MONTROSE
MANAGEMENT DISTRICT**

WHEREAS, Montrose Management District (the "District"), has been legally created and operates pursuant to the general laws of the State applicable to municipal management districts; and

WHEREAS, the Public Funds Investment Act, Chapter 2256, Government Code, as amended, requires the Board of Directors of the District to, at least annually, review its investment policy; and

WHEREAS, the Board of Directors has convened on this date at a meeting open to the public to conduct the District's annual review of its Investment Policy and wishes to confirm the Amended Investment Policy dated April 9, 2012;

WHEREAS, the District's Amended Investment Policy contains a list of qualified broker/dealers that are authorized to engage in investment transactions with the District; and

WHEREAS, the District desires to amend that portion of its investment policy containing a current list of qualified broker/dealers; Now, Therefore,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF MONTROSE MANAGEMENT DISTRICT THAT:

Section 1: The Board hereby conducted the annual review of the District's Amended Investment Policy, dated April 9, 2012, attached hereto as Exhibit A and confirms that same shall remain in effect until modified by action of the Board.

Section 2: The Board hereby adopts the amended list of qualified broker/dealers, attached hereto as Exhibit B, and confirms that same shall be in effect until modified by action of the Board.

Section 3: The provisions of this Resolution shall be effective as of the date of adoption and shall remain in effect until modified by action of the Board of Directors.

PASSED AND APPROVED THIS 10th day of April, 2017.

Chair

ATTEST:

Secretary

(Seal)



EXHIBIT A

AMENDED INVESTMENT POLICY – April 9, 2012

INVESTMENT POLICY

This Investment Policy (the "Policy") is adopted by the Board of Directors of Montrose Management District (the "District") pursuant to Chapter 2256 of the Texas Government Code and Chapter 49 of the Texas Water Code, effective as of April 9, 2012.

ARTICLE I PURPOSE

Section 1.01. Purpose.

This Policy with respect to District investments has been adopted to establish the principles and criteria by which the funds of the District should be invested and secured and to comply with various provisions of Texas law relating to the investment and security of public funds (the "Investment Laws"). As of the date of the adoption of this Policy, the following laws are applicable to the investment of the District's funds: Chapter 49, Texas Water Code; Chapter 2256, Texas Government Code; Chapter 791, Texas Government Code; Chapter 2257, Texas Government Code; and Chapter 404.101 *et seq.*, Texas Government Code. The Investment Laws generally provide the minimum criteria for the authorized investment and security of the District's funds and require the District to adopt rules to ensure the investment of District funds in accordance with such laws. This Policy will specify the scope of authority of District Officials who are responsible for the investment of District funds.

ARTICLE II DEFINITIONS

Section 2.01. Definitions.

Unless the context requires otherwise, the following terms and phrases used in this Policy shall mean the following:

- A. The term "Authorized Collateral" means any means or method of securing the deposit of District funds authorized by Chapter 2257, Texas Government Code.
- B. The term "Authorized Investment" means any security which the District is authorized to invest under Chapter 2256, Texas Government Code.
- C. The term "Board" means the Board of Directors of the District.
- D. The term "Collateral" means any means or method of securing the deposit of District funds under Article IV hereof.
- E. The term "Collateral Act" means Chapter 2257, Texas Government Code, as amended from time to time.

- F. The term "Director" means a person appointed to serve on the Board of Directors of the District.
- G. The term "District Officials" means the Investment Officer, District Directors, officers, employees, and persons and business entities engaged in handling the investment of District funds.
- H. The term "Employee" means any person employed by the District, but does not include independent contractors or professionals hired by the District as outside consultants, such as the District bookkeeper or the District's financial advisor.
- I. The term "FDIC" means the Federal Deposit Insurance Corporation or any successor entity.
- J. The term "Investment Act" means Chapter 2256, Texas Government Code, as amended from time to time.
- K. The term "Investment Officer(s)" means the Director(s) or Employee(s) of the District appointed from time to time by the Board or independent contractor(s) or a person with whom the District has contracted to invest and reinvest the funds of the District held in its various accounts.

ARTICLE III INVESTMENT OFFICER

Section 3.01. Investment Officer.

From time to time, the District shall appoint one or more of its Directors or Employees or contract with a person to serve as Investment Officer(s) to handle the investment of District funds. The Investment Officer(s) shall be responsible for investing District funds in accordance with this Policy. The Investment Officer(s) shall invest the District's funds, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived, with all investment decisions to be governed by the following objectives in order of priority: (a) preservation and safety of principal; (b) liquidity; and (c) yield.

Section 3.02. Training.

The Investment Officer(s) shall attend training sessions and receive the number of hours of instruction as required by the Investment Laws. The District bookkeeper shall also attend the same number and type of investment training sessions as those required for the Investment Officer(s).

Section 3.03. Reporting by the Investment Officer and District Officials.

Not less than quarterly and within a reasonable time after the end of the period reported, the Investment Officer and District Officials shall prepare and submit to the Board a written report of the investment transactions for all funds of the District for the preceding reporting period. The report must (1) describe in detail the investment position of the District on the date of the report, (2) be prepared jointly by all the Investment Officers of the District, if the District appoints more than one, (3) be signed by all Investment Officers and District Officials who prepare the report, (4) contain a summary statement of each pooled fund group that states the beginning market value for the reporting period, ending market value for the period, and fully accrued interest for the reporting period, (5) state the book value and the market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested, (6) state the maturity date of each separately invested asset that has a maturity date, (7) state the District fund for which each individual investment was acquired, and (8) state the compliance of the investment portfolio as it relates to this Policy and the Investment Act.

Section 3.04. Assistance with Certain Duties of the Investment Officer.

The Board hereby authorizes and directs the District's Bookkeeper and any other District Officials requested by the Investment Officer to assist the Investment Officer(s) with any of his duties, including but not limited to the following:

- A. Presenting a copy of the Policy to any person or business organization seeking to sell an investment to the District and obtaining the necessary written certification from such seller referred to in this section;
- B. Handling investment transactions;
- C. Preparing and submitting to the Board the written report of all investment transactions for the District as required by this section;
- D. Researching investment options and opportunities;
- E. Obtaining written depository pledge agreements as required herein;
- F. Obtaining safe-keeping receipts from the Texas financial institution which serves as a depository for pledged Collateral; and
- G. Reviewing the market value of the District's investments and of the Collateral pledged to secure the District's funds.

ARTICLE IV
PROCEDURES FOR INVESTMENT OF DISTRICT MONIES

Section 4.01. Qualified Broker/Dealers

A list of the qualified broker/dealers with whom the District may engage in investment transactions is attached hereto as Exhibit "A."

Section 4.02. Disclosures of Relationships with Entities Offering to Enter into Investment Transactions with the District.

The Investment Officer(s) and the District Officials shall disclose in writing (a) any "personal business relationship" with a business organization offering to engage in an investment transaction with the District and (b) any relationship within the second degree by affinity or consanguinity, as determined by Chapter 573, Texas Government Code, to any individual seeking to sell an investment to the District, as required by the Investment Act. The existence of a "personal business relationship" shall be determined in accordance with the Investment Act. Such disclosure statement shall be filed with the Board and the Texas Ethics Commission.

Section 4.03. Certifications from Sellers of Investments.

The Investment Officer(s) or the District Officials shall present this Policy to any person or business organization offering to engage in an investment transaction with the District and obtain the certificate that such potential seller has reviewed the Policy as provided in the Investment Act. This certificate shall be in a form acceptable to the District and shall state that the potential seller has received and reviewed the Policy and has acknowledged that the potential seller has implemented reasonable procedures and controls in an effort to preclude investment transactions with the District that are not authorized by this Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the District's entire portfolio or requires an interpretation of subjective investment standards. Neither the Investment Officer nor the District Officials shall purchase or make any investment from a potential seller that has not delivered to the District this required certification. A form of certificate acceptable to the District is attached hereto as Exhibit "B."

Section 4.04. Solicitation of Bids for Certificates of Deposit.

Bids for certificates of deposit may be solicited orally, in writing, electronically or in any combination of those methods.

Section 4.05. Settlement Basis.

All purchases of investments, except investment in investment pools or in mutual funds, shall be made on a delivery versus payment basis. The safekeeping entity for all District investments and for all Collateral pledged to secure District funds shall be one approved by the Investment Officer(s).

Section 4.06. Monitoring of the Market Value of Investments and Collateral.

The Investment Officer(s), with the help of such District Officials as needed, shall determine the market value of each investment and of all Collateral pledged to secure deposits of District funds at least quarterly and at a time as close as practicable to the closing of the reporting period for investments. Such values shall be included on the investment report. The following methods shall be used:

- A. Certificates of deposit shall be valued at their face value plus any accrued but unpaid interest.
- B. Shares in money market mutual funds and investment pools shall be valued at par plus any accrued but unpaid interest.
- C. Other investment securities with a remaining maturity of one year or less may be valued in any of the following ways:
 - (1) the lower of two bids obtained from securities broker/dealers for such security;
 - (2) the average of the bid and asked prices for such investment security as published in The Wall Street Journal or The New York Times;
 - (3) the bid price published by any nationally recognized security pricing service; or
 - (4) the market value quoted by the seller of the security or the owner of such Collateral.
- D. Other investment securities with a remaining maturity greater than one year shall be valued at the lower of two bids obtained from securities broker/dealers for such security, unless two bids are not available, in which case the securities may be valued in any manner provided in 4.06(c) hereof.

Section 4.07. Monitoring the Rating Changes in Investments.

Consistent with the Investment Act, an Investment Officer shall monitor all investments that require a minimum rating under subchapter A of the Investment Act such that any such investment that does not have the minimum rating shall no longer constitute an Authorized Investment. Such investments that do not have the required minimum rating shall be liquidated within thirty (30) days of the investment's failure to maintain the required minimum rating.

ARTICLE V
PROVISIONS APPLICABLE TO ALL FUNDS

Section 5.01. Provisions Applicable to All Fund Groups.

A. All funds of the District shall be invested only in accordance with this Policy and shall comply with any additional requirements imposed by Bond Resolutions of the District and applicable state law or federal tax law, including the Investment Laws.

B. The Board, by separate resolution, may provide that the District's bookkeeper may with-draw or transfer funds from and to accounts of the District only in compliance with this Policy.

C. No fund groups shall be pooled for the purposes of investment, e.g. the funds in the Operating Account and in the Capital Projects (Construction) Account shall not be commingled or pooled for purposes of investment.

Section 5.02. Policy of Securing Deposits of District Funds -- Applicable to All Deposited District Funds.

A. The District recognizes that FDIC (or its successor) insurance is available for District funds deposited at any one Texas Financial Institution (including branch banks) only up to the maximum FDIC insurance limit (including accrued interest) for each of the following: (i) demand deposits, (ii) time and savings deposits, and (iii) deposits made pursuant to an indenture or pursuant to law in order to pay bondholders or noteholders. It is the policy of the District that all deposited funds in each of the District's accounts shall be insured by the FDIC, or its successor, and to the extent not insured, shall be secured by Collateral pledged to the extent of the fair market value of the principal amount deposited plus accrued interest as required by the Collateral Act.

B. If it is necessary for the District's depositories to pledge Collateral to secure the District's deposits, (1) the Collateral pledge agreement must be in writing, (2) the Collateral pledge agreement must be approved by the depository's board of Directors or loan committee, (3) the depository's approval of the Collateral pledge agreement must be reflected in the minutes of the meeting of the depository's board or loan committee approving same, and (4) the Collateral pledge agreement must be kept in the official records of the depository. The depository must provide to the Investment Officer or District Officials with written proof of the depository's approval of the pledge agreement as required herein in a form acceptable to the District. A signed or certified copy of the minutes of the meeting of the depository's board or loan committee reflecting the approval of the Collateral pledge agreement or other written documentation of such approval acceptable to the Investment Officer will be accepted. It is the preference of the Board that all requirements of this section be met prior to the deposit of any District funds in such financial institution when a pledge of Collateral is required; however, the Board recognizes that compliance with this preference might not be practicable due to time constraints for making a deposit. In such event, the Board directs the Investment Officer and District Officials to proceed diligently to have such agreement approved and documented to

assure protection of the District's funds. If the decision is made to forego the protection of a Collateral pledge agreement with any depository, the District bookkeeper shall be responsible for maintaining the balance of deposit(s) in such depository plus any accrued but unpaid interest at or below FDIC insurance levels.

C. Collateral pledged by a depository shall be held in safekeeping at an independent third party institution, and the District bookkeeper shall obtain safe-keeping receipts from the Texas financial institution or the safekeeping institution that reflect that Collateral as allowed by this Investment Policy and in the amount required was pledged to the District. Principal and accrued interest on deposits in a financial institution shall not exceed the FDIC's, or its successor's, insurance limits or the market value of the Collateral pledged as security for the District's deposits. It shall be acceptable for the bookkeeper to periodically receive interest on deposits to be deposited to the credit of the District if needed to keep the amount of the funds under the insurance or Collateral limits. It is the preference of this Board that there be no sharing, splitting or cotenancy of Collateral with other secured parties or entities; however, in the event that a depository cannot accommodate this preference due to the denominations of the securities to be pledged, the Board directs the Investment Officer and District Officials to obtain appropriate protections in the pledge agreement with the depository to assure that the Collateral is liquidated and the funds distributed appropriately to all parties with a security interest in such Collateral. The District bookkeeper shall monitor the pledged Collateral to assure that it is pledged only to the District, review the fair market value of the Collateral to ensure that the District's funds are fully secured, and report periodically to the Investment Officer and the Board regarding the Collateral.

D. The District's funds deposited in any Texas financial institution, to the extent that they are not insured, may be secured in any manner authorized by law for the District as such law is currently written or as amended in the future. As of the date of this Agreement, the following securities are authorized to serve as Collateral under the Collateral Act:

- (1) Surety bonds;
- (2) An obligation that in the opinion of the Attorney General of the United States is a general obligation of the United States and backed by its full faith and credit;
- (3) A general or special obligation that is (a) payable from taxes, revenues, or a combination of taxes and revenues and (b) issued by a state or political or governmental entity, agency, instrumentality or subdivision of the state, including a municipality, an institution of higher education as defined by Section 61.003, Education Code, a junior college, a district created under Article XVI, Section 59, of the Texas Constitution, and a public hospital;
- (4) A fixed-rate collateralized mortgage obligation that has an expected weighted average life of 10 years or less and does not constitute a "high-risk mortgage security" under the Collateral Act;

- (5) A floating-rate collateralized mortgage obligation that does not constitute a "high-risk mortgage security" under the Collateral Act; or
- (6) A letter of credit issued by a federal home loan bank; or
- (7) A security in which a public entity may invest under the Investment Act. As of the date of this Agreement, the following are the securities in which a public entity may invest under the Investment Act and, therefore, may be used as Collateral:
 - (a) Obligations of the United States, including letters of credit, of the United States or its agencies and instrumentalities;
 - (b) Direct obligations of the State of Texas or its agencies and instrumentalities;
 - (c) Collateralized mortgage obligations directly issued by a federal agency or instrumentality or the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
 - (d) Other obligations, the principal and interest of which are unconditionally guaranteed or insured by or backed by the full faith and credit of the United States or the State of Texas or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States;
 - (e) Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
 - (f) Certificates of deposit issued by a depository institution that has its main or a branch office in the State and that are guaranteed by the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund or its successor, or that are secured by the obligations in which the District may invest under the Investment Act, or that are secured in other manner and amount provided by law for deposits of the District;
 - (g) Certificates of deposit made in accordance with the following conditions:
 - (1) the funds are invested by an investing entity through a broker that has its main office or a branch in this state and is selected from a list adopted by the District, or through a depository institution selected by the District;
 - (2) the broker or the depository institution selected by the District under subdivision (1) arranges for the deposit of funds in certificates of deposit in one or more federally insured depository institutions, wherever located

for the account of the District; (3) the full amount of principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and (4) the investing entity appoints the depository institution selected by the investing entity under subdivision (1), an entity described by Section 2257.041(d) of the Collateral Act, or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the investing entity with respect to the certificates of deposit issued for the account of the investing entity;

- (h) Repurchase agreements that comply with the Investment Act;
- (i) Bankers' acceptances that comply with the Investment Act;
- (j) Commercial paper that complies with the Investment Act;
- (k) No-load money market mutual funds that comply with the Investment Act;
- (l) No-load mutual funds that comply with the Investment Act; and
- (m) Guaranteed investment contracts that comply with the Investment Act.

Notwithstanding anything to the contrary provided above, the following may not be used as Collateral and are not authorized as investments for the District under the Investment Act:

- (a) Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
- (b) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
- (c) Collateralized mortgage obligations that have a final stated maturity date of greater than 10 years other than those listed in Section 5.02.D.4 and 5.02.D.5 above; or
- (d) Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

Section 5.03 Diversification.

The Investment Officer may invest up to 100% of the funds of the District in any investment instrument authorized in this Policy.

ARTICLE VI
AUTHORIZED INVESTMENTS

Section 6.01. Authorized Investments.

Unless specifically prohibited by law or elsewhere by this Policy, District monies in any of its fund groups may be invested and reinvested only in the following types of investments:

- A. Obligations, including letters of credit, of the United States or its agencies and instrumentalities;
- B. Direct obligations of the State of Texas or its agencies and instrumentalities;
- C. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
- D. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by or backed by the full faith and credit of the State of Texas or the United States or their respective agencies and instrumentalities;
- E. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
- F. Certificates of deposit issued by a state or national bank domiciled in Texas, or a savings bank domiciled in Texas, or a state or federal credit union domiciled in Texas that is guaranteed or insured by the Federal Deposit Insurance Corporation or the national Credit Union Share Insurance Corporation or its successor; and secured by obligations that are authorized under the Investment Act;
- G. In addition to the authority to invest funds in the manner in Section 6.01(F) above, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment: the funds are invested by an investing entity through a broker that has its main office or a branch in this state and is selected from a list adopted by the District, or through a depository institution selected by the District; (2) the broker or the depository institution selected by the District under subdivision (1) arranges for the deposit of funds in certificates of deposit in one or more federally insured depository institutions, wherever located for the account of the District; (3) the full amount of principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and (4) the investing entity appoints the

depository institution selected by the investing entity under subdivision (1), an entity described by Section 2257.041(d) of the Collateral Act, or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the investing entity with respect to the certificates of deposit issued for the account of the investing entity;

- H. Repurchase agreements that comply with the Investment Act;
- I. Bankers' acceptances that comply with the Investment Act;
- J. Commercial paper that complies with the Investment Act;
- K. No-load money market mutual funds that comply with the Investment Act;
- L. No-load mutual funds that comply with the Investment Act; and
- M. TexPool, TexStar, and Texas Cooperative Liquid Assets Securities System Trust ("Texas CLASS"), investment pools, provided that they comply with the Investment Act.

Section 6.02. Prohibited Investments.

Notwithstanding anything to the contrary stated herein, no funds of the District may be invested in the following or in any other type of investment prohibited by the Investment Act or other applicable law:

- A. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal (CO's);
- B. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest (PO's);
- C. Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and
- D. Collateralized mortgage obligations the interest rate of which are determined by an index that adjusts opposite to the changes in the market index (inverse floaters).

ARTICLE VII
INVESTMENT STRATEGIES

Section 7.01. Strategy Applicable to All Funds.

The District's general investment strategy for all fund groups shall be to invest such monies from such fund groups so as to accomplish the following objectives, which are listed in the order of importance:

- A. Understanding of the suitability of the investment to the financial requirements of the District;
- B. Preservation and safety of principal;
- C. Liquidity;
- D. Marketability of the investment if the need arises to liquidate the investment before maturity;
- E. Diversification of the investment portfolio; and
- F. Yield.

Section 7.02. Investment Strategy for all Funds.

All District funds shall be invested to meet the requirements of the District and shall not be invested for longer than two (2) years.

ARTICLE VIII
MISCELLANEOUS

Section 8.01. Annual Review.

The District shall review this Investment Policy at least annually and adopt a resolution confirming the continuance of the Investment Policy without amendment or adopt an Amended Investment Policy.

Section 8.02. Superseding Clause.

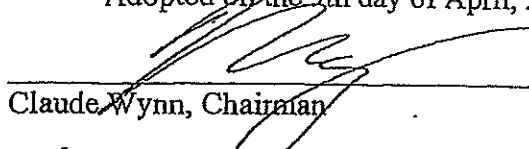
This Policy supersedes any prior policies adopted by the Board of Directors regarding investment or securitization of District Funds.

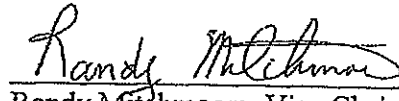
Section 8.03. Open Meeting.


The Board officially finds, determines and declares that this Investment Policy was reviewed, carefully considered, and adopted at a regular meeting of the Board, and that a sufficient written notice of the date, hour, place and subject of this meeting was posted at a place

readily accessible and convenient to the public within the District and on a bulletin board located at a place convenient to the public in Harris County for the time required by law preceding this meeting, as required by the Open Meetings Act, Chapter 551, Texas Government Code, and that this meeting had been open to the public as required by law at all times during which this Policy was discussed, considered and acted upon. The Board further ratifies, approves and confirms such written notice and the contents and posting thereof.

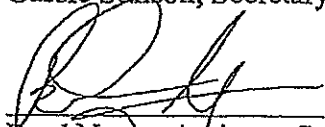
Adopted on the 9th day of April, 2012.

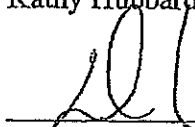

Claude Wynn, Chairman


Randy Mitchmoore, Vice Chairman

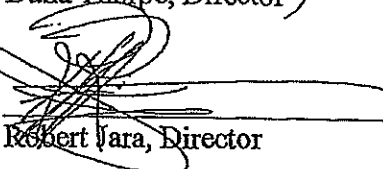

Cassie Stinson, Secretary

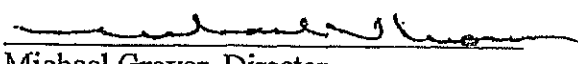
Kathy Hubbard, Treasurer


Brad Nagar, Assistant Secretary



Dana Thorpe, Director


Dennis Murland, Director

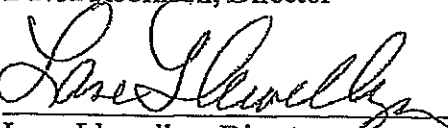

Robert Jara, Director


Michael Grover, Director

Tammy Manning, Director


David Robinson, Director

Randall Ellis, Director


Lane Llewellyn, Director

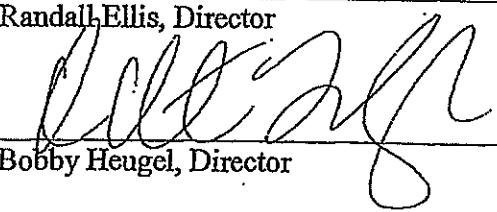

Bobby Heugel, Director

EXHIBIT A
LIST OF AUTHORIZED BROKER/DEALERS

Allegiance Bank of Texas	Metro Bank, N.A.
Trustmark National Bank	Midkiff & Stone Capital Group, Inc.
Amegy Bank, N.A.	MidSouth Bancorp, Inc.
Bank of America, N.A.	Moody National Bank
Bank of Houston	Morgan Keegan & Co., Inc.
Bank of Texas, N.A.	Morgan Stanley
BBVA Compass Bank	New First National Bank
Beal Bank, s.s.b.	Northwest Investment Services, Inc.
Capital Bank	Omni Bank, N.A.
Capital Markets Group, Inc.	Patriot Bank
Capital One Financial Corp.	Plains State Bank
Central Bank	Post Oak Bank
Chase Investments Services Corp.	Preferred Bank
Chasewood Bank (Inc)	Prosperity Bank/Prosperity Bancshares, Inc.
Coastal Securities, Inc.	Prudential Securities Group, Inc.
Comerica Bank	Raymond James & Associates, Inc.
Commercial State Bank	RBC Capital Markets
Community State Bank	Regions Bank
Crosby State Bank	Morgan Stanley Smith Barney
Edward Jones	Security State Bank
Encore Bank	Southwest Securities, Inc.
Enterprise Bank	State Bank of Texas
First Bank	State Street Bank & Trust Co.
First Bank of Conroe	Sterling Bank/Sterling Bancshares, Inc.
First Bank of Texas	Sun America Securities, Inc.
First Bank & Trust Company (Inc)	Tex Star Investment Pool
First Choice Bank	Texas Capital Bank, N.A.
First Community Bank	Texas CLASS
First National Bank Bastrop	Texas Citizens Bank
First Southwest Company	Texas Community Bank
First National Bank	Texas First Bank
First National Bank of Texas	Texas Independent Bank
FiServ Investor Services, Inc.	Texas Savings Bank, s.s.b.
Frost Bank	Texas State Bank

Green Bank
Herring National Bank
Hometown Bank, N.A.
Houston Community Bank, N.A.
International Bank of Commerce
Ironstone Bank
JP Morgan Chase Bank, N.A.
JP Morgan Securities Inc.
Legacy Texas Bank
Legg Mason
LOGIC (Local, Gov't. Investment
Cooperative)
Lone Star Bank, s.s.b.
Lone Star Investment Pool
LPL Financial Services
Main Street Bank
Memorial City Bank
Merchants Bank, N.A.
Merrill Lynch & Co., Inc.

Texpool/Texpool Prime
The Bank of River Oaks
Tradition Bank
Tri-Star Financial
Trustmark National Bank
UBS Financial Services, Inc.
Union Planters Bank
Unity National Bank
Wachovia Bank, N.A.
Wallis State Bank
Wells Fargo Bank, N.A.
Wells Fargo Brokerage Services, LLC
Westbound Bank
Whitney National Bank
Woodforest National Bank

Exhibit "B"

CERTIFICATE OF COMPLIANCE FROM SELLERS OF INVESTMENTS AS REQUIRED
BY THE PUBLIC FUNDS INVESTMENT ACT

To: Montrose Management District (the "District")

From: _____,

[Name of the person offering or the
"qualified representative of the business
organization" offering to engage in an
investment transaction with the District]

[Office such person holds]

of _____ (the "Business Organization")
[name of financial institution, business organization or investment pool]

Date: _____, 2012

In accordance with the provisions of Chapter 2256 of the Texas Government Code, I hereby certify that:

1. I am an individual offering to enter into an investment transaction with the District or a "qualified representative" of the Business Organization offering to enter an investment transaction with the District, as applicable, as such terms are used in the Public Funds Investment Act, Chapter 2256, Texas Government Code, and that I meet all requirements under such act to sign this Certificate.
2. I or the Business Organization, as applicable, anticipate selling to the District investments that comply with the District's Investment Policy and the Investment Act (collectively referred to herein as the "Investments") dated April 9, 2012 (the "Investment Policy").
3. I or a registered investment professional that services the District's account, as applicable, have received and reviewed the Investment Policy, which the District has represented is the complete Investment Policy of the District now in full force and effect. The District has further acknowledged that I or the Business Organization, as applicable, may rely upon the Investment Policy until the District provides me or the Business Organization, as applicable, with any amendments to or any newly adopted form of the Investment Policy.
4. I or the Business Organization, as applicable, have/has implemented reasonable procedures and controls in an effort to preclude investment transactions between the District and me or the Business Organization, as applicable, that are not authorized by the Investment

Policy, except to the extent that this authorization is dependent upon an analysis of the District's entire portfolio or requires an interpretation of subjective investment standards.

5. I or the Business Organization, as applicable, have/has reviewed or will review prior to sale, the terms, conditions and characteristics of the investments to be sold to the District and determined (i) that each of the Investments is an authorized investment for local governments under the Investment Act and (ii) each of the Investments is an authorized investment under the Investment Policy. The Business Organization makes no representation as to whether any limits on the amount of District monies to be invested in the Investments exceeds or in any way violates the Investment Policy.
6. The Business Organization makes no representations or guarantees regarding the prudence, reasonableness or adequacy of the Investment Policy.
7. The Business Organization has attached hereto, for return to the District, or will provide a prospectus or disclosure document for each of the Investments other than certificates of deposit and direct obligations of the United States.

By: _____
Name: _____
Title: _____

Investments other than certificates of deposit are not FDIC insured, are not deposits or other obligations of me, the Business Organization or any of its affiliates, and are subject to investment risks, including possible loss of the principal amount invested.

EXHIBIT B

AMENDED LIST OF BROKER/DEALERS

ABC Bank	Omni Bank N.A.
Allegiance Bank	Pioneer Bank
Amegy Bank of Texas, N.A.	Plains Capital Bank
BB & T	Patriot Bank
Bank of America N.A.	Plains State Bank
Bank of New York- Mellon	Plus4 Credit Union
Bank of Texas N.A.	Post Oak Bank
BBVA Compass Bank	Preferred Bank
Business Bank of Texas	Prosperity Bank
Cadence Bank	R Bank
Capital Bank of Texas	Regions Bank
Capital Markets Group	Sovereign Bank
Capital One	Spirit of Texas Bank
Central Bank	State Bank of Texas
Chasewood Bank	State Street Bank & Trust Co.
Citibank N.A.	Stifel Nicolaus
Comerica Bank	Tex Star Investment Pool
Comerica Securities	Texan Bank
Commercial State Bank	Texas Capital Bank, N.A.
Community Bank of Texas	Texas Class
Community Trust Bank	Texas Citizens Bank
Coastal Securities	Texas Exchange Bank
Enterprise Bank	Texas First Bank
East/West Bank	Texas Gulf Bank
First Bank of Conroe	Texas Independent Bank
First Bank of Texas	Texas Savings Bank
First Bank & Trust	Texpool/Texpool Prime
First Citizens Bank	The Independent Bankers Bank
First Community Bank	The Bank of River Oaks
First Financial Bank, N.A.	The Right Bank for Texas
First National Bank of Texas	Third Coast Bank
First State Bank of Central Texas	Tradition Bank
First Southwest	Trustmark National Bank
First Texas Bank	United Bank of el Paso Del Norte
Frontier Bank of Texas	United Texas Bank
Frost National Bank	Unity National Bank
Green Bank	U. S. Bank
Herring National Bank	Wells Fargo Bank, N.A.
Hilltop Securities	Wells Fargo Brokerage Services, LLC
Hometown Bank, N.A.	Wells Fargo Trust
Houston Community Bank N.A.	Westbound Bank
Icon Bank	West Star Bank
Independent Bank	Whitney Bank
Integrity Bank	Woodforest National Bank
International Bank of Commerce	
Inter National Bank	
JP Morgan Chase	
Legacy Texas Bank	
Lone Star Bank	
Lone Star Investment Pool	
Memorial City Bank	
Metro Bank, N.A.	
Moody National Bank	
New First National Bank	
North Star Bank of Texas	

The above list shall include any successor bank.

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

7. Receive an update and recommendations from the Public Safety Committee.



MONTROSE MANAGEMENT DISTRICT

Memorandum

TO: Montrose District Board of Directors
FROM: Deputy Executive Director
DATE: Monday, April 10, 2017
SUBJECT: Public Safety & Security Committee Meeting Minutes

The Public Safety and Security Committee met on Monday, April 3, 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 Felix Vara, Metro Police Department, and James Tate, Chief of Police University of St. Thomas.

Staff present: Josh Hawes, 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 March, 2017.

For the month of February 2017, patrols netted 49 arrests, with 5 felonies and 44 misdemeanors. There were 169 calls for service, 268 self-initiated actions, 1033 BMV report cards issued, and 1,263 Crime Prevention brochures distributed. See attached report for additional details.

Update from Harris County Attorney's Office.

- There are a number of ongoing investigations of smoke shops and massage parlors in the District.

Renaming of the Neartown Storefront to the Richard V. Wilson Storefront.

Shift Period: **Mar-17**

Total Hours Worked: **703:00**

Total Miles Driven **2,637**

Crime Arrest Activity

Felony Arrests:	3
Misdemeanor Arrests:	49
Charges Filed:	12
Suspects in Jail:	57

Patrol Activity

Calls for Service:	184
Self-Initiated:	256
Incident Reports:	15
Accident Reports	2
Locations Checked:	1531

Field Activity

Parking Tickets:	0
Citations:	0
BMV Report Cards:	1077
Crime Prevention:	940
311 Calls	5

Warrants

Felony Warrants:	1
Misdemeanor Warrants:	1
City Warrants:	12
SETCIC Warrants:	4

Arrest Summary

Shift Period **Mar-17**

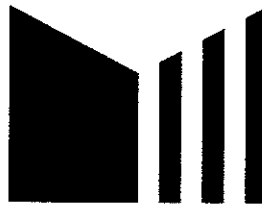
Charge	# of Arrests
Assault	2
Burglary of a Business	1
City Warrants	5
Criminal Trespass	11
DWI	2
DWLS	1
Felony DWI	1
Interfering with a Peace Officer	1
P.C.S and Felony Warrant	1
Public Intoxication	30
Setcic Warrant	1
UUMV	1
Total Arrests	57

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

8. Receive an update and recommendations from the Mobility and Visual Improvements Committee.
 - a. Approve an additional services request from Walter P. Moore
 - b. Approve a Change Order from Williams Architectural Signage and Consulting



MEMORANDUM

TO: Montrose Management District Board of Directors
FROM: Josh Hawes
DATE: Monday, April 10, 2017
SUBJECT: Mobility and Visual Improvements Committee Meeting

The Montrose Management District Mobility and Visual Improvements Committee held a meeting on Monday, April 3, 2017 at 11:00 AM at 5020 Montrose, Suite 311, Houston TX 77006.

Montrose Management District Board of Directors Claude Wynn and Robert Jara attended the meeting. Also in attendance were consultants Lee Anne Dixon (Walter P Moore), Travis Triola (Kudela & Wienheimer), and Lance Gandy (Gandy² Lighting Design). Staff in attendance was Josh Hawes, Tony Allender, 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.

Staff and consultants are moving forward with implementation of the plan. Attached is a listing of Year One, Year Two and Year Five anticipated tasks.

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. A new location has been chosen that is a short distance from the original location. The committee discussed painting the ID Marker controller boxes instead of using synthetic vines to screen ID Marker control boxes. A mock up of the painted control boxes will be presented at the next committee meeting. Design of the Montrose esplanade were discussed and designs are being drafted.

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 additional work to the Montrose will be completed by the end of the month. Policy is being drafted to handle lighting requests.

WALTER P MOORE

PROPOSAL AND AGREEMENT FOR PROFESSIONAL SERVICES – Additional Service Request

Project: Comprehensive District Wide Mobility Study
Client: Montrose Management District
Client Contact: Tony Allender, Don Huml, Josh Hawes
Additional Service Title: Special Parking Area - ASR #3
Additional Service Date: April 10, 2017
Base Project Number: M03-15003-00

Walter P. Moore and Associates, Inc. (Walter P Moore) is currently engaged as a consultant on this project. We are submitting this Additional Service Request based on our understanding of increased and/or modified scope of work. We propose to provide services to Client as defined below:

Additional Service Description: Walter P Moore incurred additional labor and expense beyond the Additional Service Request #2 estimate during the months of July 2016 through January 2017 with regards to getting the Special Parking Area approved by Planning Commission and City Council.

Scope of Services: The scope of services/scope of work includes the following tasks:


- Special Parking Area (SPA) Coordination and Approvals
 - Additional scope of services and task items related to getting the Special Parking Area approved by Planning Commission and City Council

Compensation: Walter P Moore proposes the following:

- Reallocate unused expense balance of \$1,995.68 to labor budget.
(Expenses incurred = \$4.32. Original expense budget was estimated at \$2,000.)
- Additionally, increase labor budget by \$4,136.82 to match effort expended.

Terms of Agreement: Terms for this Additional Service shall be in accordance with our base Proposal and Agreement for this project.

Executed on this 10th day of April 2017 by:

Client: Montrose Management District	Walter P Moore and Associates, Inc.: Jennifer L. Peek, P.E., PTOE, PTP
	



Montrose Next Steps in Parking

Tasks to implement the Parking Management Plan/Special Parking Area and to become a strong parking advocate for our community

Phase One Tasks

Task One

Develop business and civic handouts of MMD as Parking Advocate

Purpose: Two separate handouts that essentially and simply state “what the MMD can do for you!”. For business, to inform the business community and others as necessary in the services that the MMD can provide as a parking advocate and business partner (consider whether this needs to be different for those areas in the SPA vs. the remainder of the district). For example, MMD staff can help to interpret parking requirements, assist in making shared parking arrangements, etc. For civic associations, to inform the residential community of the services that the MMD can provide as a parking advocate and community partner. For example, security services in areas where customers and employees park, support for residential parking permit requests, work together for a better means of management parking in our residential communities. Both handouts should accompany improvements to the MMD website related to parking.

Task Owners: Tony Allender & Gretchen Lawson with support from Public Relations Firm

Timeline: Content within two weeks; distribution within a month

Task Two

Expand MMD security services into areas where customers and employees park

Purpose: To reduce criminal activity and mishchief in the residential areas surrounding the business community by extending security patrols into residential areas where business customers and employees are known to park.

Task Owners: Josh Hawes & security services

Timeline: Two weeks

Task Three

Expand and update parking inventory

Purpose: At minimum, this task will update the parking inventory conducted as part of the Special Parking Area application, including on and off-street parking and including limitations such as locations where residential parking restrictions have been implemented. Ultimately, it will be necessary to inventory the entire district in order to assist business and civic partners, but also to prepare for expansion of the Special Parking Area.

Process: The consultant team will establish an inventory of parking spaces and will map the information to include location, type and traits of parking areas (including any parking restrictions).

Task Owners: Tony Allender as PM & Walter P Moore as consultant

Timeline: If SPA only: 1 month, If districtwide: 2-3 months

Task Four

Establish parking occupancy

Purpose: To determine how existing pavement is used, including where it is most actively used and where capacity may be found. At minimum this study would be conducted in the SPA; however, ultimately it is most desirable to conduct the parking occupancy survey districtwide. The study will, among other things, allow the MMD to discover parking lots where capacity may exist for purposes of increased shared parking, valet service, uber “storage”, etc. Information is anticipated to consider peak demand such as peak times of day, days of week, times of year, events, etc. The study should look at all possible off-site parking areas, including churches and other civic institutions that are almost always underparked.

Process: The MMD staff and consultant team will identify clusters of use types that may share common traits and will develop a series of questions to ask property owners/business owners. MMD staff (proposed to be Dennis B.) will visit with business owners to gather information (along with information for other tasks listed below). The consultant team will formulate a

survey strategy based upon the information that is received, conduct the survey, and report/map results.

Task Owners: Tony Allender as PM, Gretchen Larson/Dennis Beedon et al as MMD staff support & Walter P Moore as consultant

Timeline: If SPA only: 1 month, If districtwide: 2-3 months

Task Five

Inventory shared/valet parking and craft model agreements

Purpose: To update the inventory of shared parking and valet service agreements in place that was partially completed as part of the Special Parking Area application. This task is critical to complete the understanding of how much capacity is currently available and the extent to which the private sector is already utilizing off-site, off-street parking options. It is also critical to establishing the MMD as a resource that can assist in matching parking demand with supply. This inventory may be limited to the Special Parking Area, but it should ultimately be extended to be district-wide. Desired information would include details such as where off-site parking is located (along with location of business), number of spaces, contract expiration (so we can track when spaces would become available) and, if possible, a copy of agreements to use in creation of a model program.

NOTE: Tasks Three, Four and Five are highly interrelated and could run relatively concurrent or phased as a larger inventory project.

Process: The MMD staff and consultant team will develop a series of questions to ask property owners/business owners and to also ask valet service providers (in coordination with the consultant team). MMD staff (proposed to be Dennis B.) will visit with business owners to gather information (along with information for other tasks listed below). The consultant team will compile information that is received into a useful and manageable inventory and map details as appropriate. The consultant team will craft model agreements for shared parking and valet services agreements.

Task Owners: Tony Allender as PM, Gretchen Larson/Dennis Beedon et al as MMD staff support & Walter P Moore as consultant

Timeline: If SPA only: 1 month, If districtwide: 2-3 months

Task Six

Implement PMP/SPA related CIP improvements

Purpose: To discover, design and implement various capital improvements that can directly enhance parking by adding capacity or indirectly by improving conditions for walking, biking and transit use (along with creating the social spaces that promote them).

SUBTASK 6.1: Reinvent block parking and ROW space in block of Commonwealth/Lovett/Westheimer/Yoakum

Purpose: The Lower Westheimer study by City of Houston staff has proposed reinvention of parking in this area, but a greater opportunity to reinvent the right-of-way spaces may exist. Walter P Moore recommended reexamination of this area prior to the Lower Westheimer study, including alternatives for Mt. Vernon Street as a parking area, social space or another alternative, as well as the manner in which parking along Lovett/Commonwealth is designed. MMD staff and WPM propose to conduct a community engagement process focused exclusively on this area and development of a new design for the area.

Process: MMD staff and WPM propose to conduct a substantial community engagement/problem solving process focused exclusively on this area that would result in a concept design, potentially followed by detailed design and project implementation.

Task Owners: Tony Allender as design PM, Don Huml as construction PM, Walter P Moore and/or other as consultant

Timeline: Community Engagement and Concept Design: 3-4 months, Detailed Design and Construction: 6-9 months

SUBTASK 6.2: Establish “Safe/Best Routes” connecting residential areas to commercial destinations

Purpose: To enhance the connection between commercial areas, transit stops and the surrounding residential community in an effort to increase walking and biking as sources of transportation, to strengthen the relationship between the residential and business community, and increase the percentage of sales from Montrose neighborhoods.

Process: MMD staff and WPM propose to conduct a substantial community engagement/problem solving process designed to define commercial destinations, discover the most desirable routes from residential areas, and propose enhancements to improve those routes, including art and landscape enhancements, street furniture, sidewalk/crosswalk/intersection/bike lane enhancements, signage, CPTED enhancements, and more. Each route should result in a series of proposed improvements and associated costs for incorporation into the district’s capital improvements program (or through improvement in coordination with community partners)

Task Owners: Tony Allender as design PM, Don Huml as construction PM, Walter P Moore and/or other as consultant (unless the Board would prefer an RFP process)

Timeline: Community Engagement and Concept Design: 6 months

SUBTASK 6.3: Establish Emergency Sidewalk Repair program

Purpose: To establish a program that can quickly respond to sidewalk repair needs in the commercial areas of Montrose as appropriate. This program is intended to be the last resort in situations where the City of Houston or other partners determine that they cannot/will not make the improvement.

Task Owners: Don Huml as construction PM, Walter P Moore as consultant (if needed)

Timeline: 3 months program development, on-going resource

SUBTASK 6.4: Fund all/portion of corridor enhancements associated with Lower Westheimer

Purpose: To complement planning, predesign and design efforts by the City of Houston along the Lower Westheimer corridor with enhancements above and beyond the base construction services of the City of Houston, including funding strategies as well as capital improvements. The project would not begin until the Lower Westheimer study transitions into design and as determined appropriate. Detailed design and construction services would follow under a separate or enhanced agreement.

Task Owners: Tony Allender as design PM, Walter P Moore and/or other as consultant (unless the Board would prefer an RFP process)

Timeline: 1.5 year design, 1.5 year construction

SUBTASK 6.5: Fund all/portion of design of mobility improvements to Lower Westheimer

Purpose: The City of Houston has allocated funds for design of Lower Westheimer from Montrose to Main Street; however, funds have not been allocated for the remainder of the corridor that extends to Shepherd. Should the MMD be interested, it could offer to fund all or a portion of the design services for the remainder of the Lower Westheimer corridor or offer to cover a portion of the entire design if the city would be willing to expand the scope to include all of the Lower Westheimer corridor. Walter P Moore has been selected by the city for the project from Montrose to Main Street.

Task Owners: Tony Allender as facilitator/design PM, Walter P Moore and/or other as consultant (unless the Board would prefer an RFP process)

Timeline: 1.5 year preliminary engineering, 1.5 year design, 1.5 year construction

Phase Two Tasks (to be expanded on next month)

Update and expand the transportation infrastructure audit

Develop a signage and wayfinding package for Montrose

Establish a program to promote structured parking

Engage the business community and surrounding civic associations

Initiate digital or otherwise methods of noting locations for shared parking

Conduct annual customer satisfaction survey



7155 Old Katy Road
Suite 270
Houston, Texas 70024

P 713.869.6987
F 713.869.0908

PROJECT: Montrose Esplanades & Identity Markers

Field Report: 011

DATE: 04-03-2017

By: Travis Triola

COPIES: Montrose, K&W File

Weather: Recent Heavy Rain

FIELD REPORT ITEMS

The purpose of the field report is to update Montrose District on the status of the Esplanade & Identity Marker Projects.

Esplanades Phase 1

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 - \$457,324.35
 - 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
 - viii. Pay Application #8 - \$48,920.04
 - ix. Pay Application #9 - \$3,984.50 (submitted this month)

B) Schedule

- a. Substantial Completion – December 13, 2016
- b. Warranty Period (90days) – December 13, 2017 through March 13, 2017
- c. 120 Day Maintenance Complete – April 12, 2017
- d. 1 Year Maintenance Period – April 12, 2017 through April 12, 2018
- e. Passed Adopt-An-Esplanade Final Inspection February 14, 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
 - c. Change Order 003 – (\$10,077.00)
 - i. Deduction for Bonds
 - 1. Total Contract to date – \$566,049.00
- 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
 - v. Pay Application #5 - \$12,521.00

B) Schedule

1. All ID Markers and Control Boxes operational except for Shepherd @ W. Dallas
2. Markers went live 1/2-1/3 with a basic white-light program scene running dusk to dawn
3. Substantial Completion Punch – February 27, 2017

C) Action Items

1. Coordinate final light show selections with Bridges
2. Review Proposal from Neon Electric to relocate the ID Marker at S. Shepherd and W. Dallas
3. Review Proposal from Williams Architectural Signage for Control Box Screening

Esplanades Phase 2

A) Status

1. Preliminary cost estimate (does not factor in roadway improvements)

B) Schedule

1. Design Development
 - a. April –May
2. Construction Documentation
 - a. June
3. Permitting
 - a. July (duration will vary based on extent of roadway improvements)
4. Construction
 - a. August – December (duration will vary based on extent of roadway improvements)



Williams Architectural Signage and Consulting
5002 Coral Gables Drive
Houston, Texas 77069

March 30, 2017

Montrose Management
c/o Travis Triola
Kudela and Weinheimer
7155 Old Katy Road #270
Houston, Texas 77024

Dear Sirs,

The estimated pricing for screens for the control boxes for the Montrose Entry Markers is \$3000 each, installed.

The estimate is for an approximate 46" tall x 23" deep x 25" wide welded 2" x 1/8" aluminum angle frame box with 12" legs in each corner. The legs are to be set in 6"- 8" diameter x 15" deep concrete piers, depending on location and clearances with sidewalks etc. The sides will be flat rolled aluminum expanded metal with 1" x 0.64" openings bolted onto the frame with tamper-proof machine bolts or screws and fender washers. The front panel will be removable for control door access. The expanded metal panels will be covered with faux English ivy mat on 4 sides. The top will be open. There will be a minimal opening between the bottoms of the panels and the ivy and the ground. Neither the aluminum frame nor the mesh is to be painted.

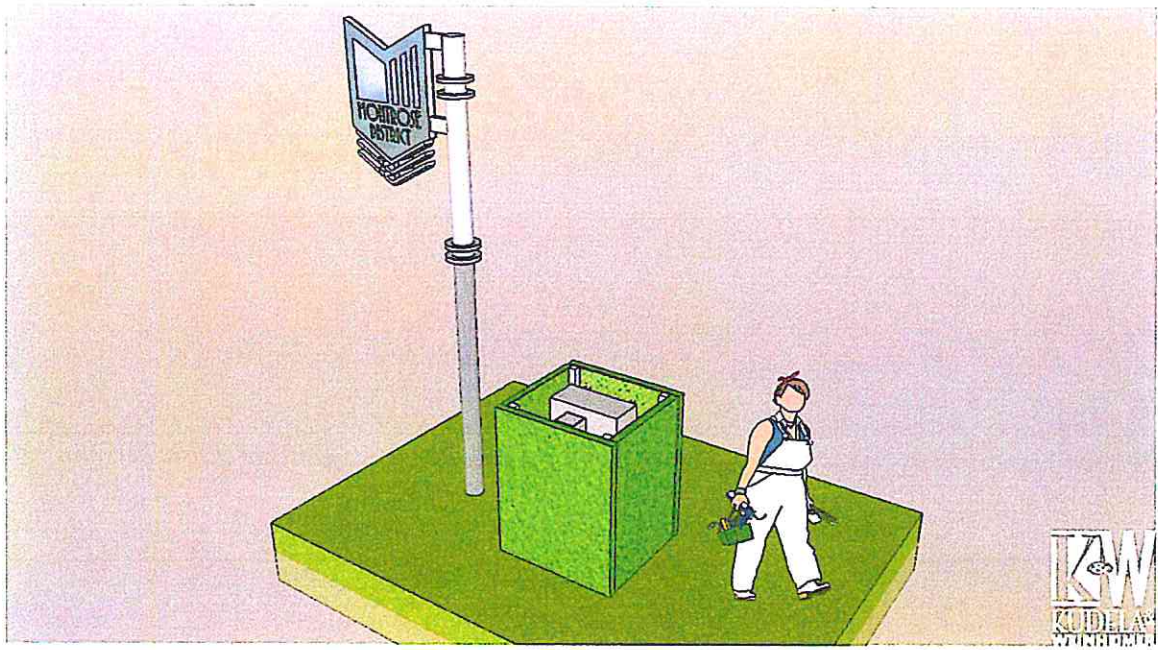
Pricing does not include the cost of any required permits or permit acquisition fees.

I used an average size as measured in the field and substituted aluminum expanded metal for the mesh shown in the concept drawings. The mesh would have required a 'U' extrusion mitered and welded into a frame around the edges of the non- welded woven mesh to keep it from falling apart. The expanded metal will require no framing.

Please call with any questions.

Best regards,

Ed Williams
Williams Architectural Signage and Consulting LLC
5002 Coral Gables Dr.
Houston, TX 77069
ewilliams8831@gmail.com
[281-802-3546](tel:281-802-3546)





Williams Architectural Signage and Consulting
5002 Coral Gables Drive
Houston, Texas 77069

March 30, 2017

Montrose Management
c/o Travis Triola
Kudela and Weinheimer
7155 Old Katy Road #270
Houston, Texas 77024

Dear Sirs,

The price to move the location of the W. Dallas foundation and control box rack is \$6528. The pricing includes:

FOUNDATION

- Pull wire out of existing foundation, back to the C-Channel service.
- Dig up and remove pole foundation that was previously installed at the location of W. Dallas @ S. Shepherd.
- Install pull box at the location where foundation was removed, in order to tie in conduit run
- Install new foundation at location to be specified by the Montrose District.
- Tie in conduit run from pull box to new foundation location.
- Pull new wire from the service back out to the foundation.

UNISTRUT RACK

- Remove existing unistrut rack that was installed next to the original foundation location.
- Relocate unistrut rack next to the new foundation location.
- Tie in conduit from foundation to unistrut rack.

Pricing also includes permits and additional bonding (payment & performance).

Please call with any questions.

Best regards,

Ed Williams
Williams Architectural Signage and Consulting LLC
5002 Coral Gables Dr.
Houston, TX 77069
ewilliams8831@gmail.com
[281-802-3546](tel:281-802-3546)

Montrose Mgmt. District Esplanade Design Phase II

 Memorial City Management District
 Kudela & Weinheimer - Landscape Architects

Option 1 - Cost Estimate

 3/13/2017
 MON-751

ITEM	QTY	UNIT	UNIT COST	ITEM TOTAL	REMARKS
1100 Montrose Blvd. Esplanade					
1 Esplanade					
Demolition of Existing Concrete	120	sf.	\$3.75	\$450.00	Excavation, Spoil Removal
Concrete Curb Repair	50	sf.	\$55.00	\$2,750.00	Repair to Existing Conditions
4"x8" Granite Pavers Mortar Set	2,519	sf.	\$25.00	\$62,975.00	Includes Granite Paver Mortar Set
Concrete Sub-base	2,519	sf.	\$7.50	\$18,892.50	4 1/2" thick
Mulch	9	cy.	\$45.00	\$414.58	3" Depth
Plant Mix	18	cy.	\$54.00	\$995.00	6" Depth
Knockout Roses	9	ea.	\$57.00	\$525.14	3 Gal.
Wedelia	328	ea.	\$11.00	\$3,607.23	1 Gal.
Foxtail Fern	83	ea.	\$22.00	\$1,817.84	3 Gal.
Tree Removal	10	ea.	\$50.00	\$500.00	Removal of Existing Trees
Tree Protection Fencing	80	lf.	\$4.50	\$360.00	Tree Protection Fencing
Blackstar Gravel	32	cy.	\$150.00	\$4,754.50	4" Thick on Filter Fabric
Irrigation	1	ea.	\$15,000.00	\$15,000.00	Drip, Tubing, Controller, Meter, etc.
Traffic Control & Mobilization	1	ea.	\$3,000.00	\$3,000.00	
Traffic Control Permits	1% sub-total			\$1,160.42	1% of job total
Bonds	1% sub-total			\$1,160.42	1% of job total
Sub-Total 1 Esplanade				\$118,362.42	
1200 Montrose Blvd. Esplanade					
1 Esplanade					
Demolition of Existing Concrete	120	sf.	\$3.75	\$450.00	Excavation, Spoil Removal
Concrete Curb Repair	50	sf.	\$55.00	\$2,750.00	Repair to Existing Conditions
4"x8" Granite Pavers Mortar Set	2,314	sf.	\$25.00	\$57,850.00	Includes Granite Paver Mortar Set
Concrete Sub-base	2,314	sf.	\$7.50	\$17,355.00	4 1/2" thick
Mulch	11	cy.	\$45.00	\$511.67	3" Depth
Plant Mix	23	cy.	\$54.00	\$1,228.00	6" Depth
Knockout Roses	86	ea.	\$57.00	\$4,902.00	3 Gal.
Wedelia	415	ea.	\$11.00	\$4,560.93	1 Gal.
Foxtail Fern	119	ea.	\$22.00	\$2,614.26	3 Gal.
Tree Protection Fencing	80	lf.	\$4.50	\$360.00	Tree Protection Fencing
Blackstar Gravel	46	cy.	\$150.00	\$6,889.40	4" Thick on Filter Fabric
Irrigation	1	ea.	\$15,000.00	\$15,000.00	Drip, Tubing, Controller, Meter, etc.
Traffic Control & Mobilization	1	ea.	\$3,000.00	\$3,000.00	
Traffic Control Permits	1% sub-total			\$1,174.71	1% of job total
Bonds	1% sub-total			\$1,174.71	1% of job total
Sub-Total 1 Esplanade				\$119,820.68	
1300 Montrose Blvd. Esplanade					
1 Esplanade					
Demolition of Existing Concrete	120	sf.	\$3.75	\$450.00	Excavation, Spoil Removal
Concrete Curb Repair	50	sf.	\$55.00	\$2,750.00	Repair to Existing Conditions
4"x8" Granite Pavers Mortar Set	3,082	sf.	\$15.00	\$46,230.00	Includes Granite Paver Mortar Set
Concrete Sub-base	3,082	sf.	\$20.00	\$61,640.00	4 1/2" thick
Mulch	13	cy.	\$40.00	\$528.89	3" Depth
Plant Mix	26	cy.	\$54.00	\$1,428.00	6" Depth
Knockout Roses	13	ea.	\$25.00	\$330.58	3 Gal.
Wedelia	455	ea.	\$6.50	\$2,956.98	1 Gal.
Foxtail Fern	128	ea.	\$20.00	\$2,550.00	3 Gal.
Tree Removal	5	ea.	\$50.00	\$250.00	Removal of Existing Trees
Tree Protection Fencing	80	lf.	\$4.50	\$360.00	Tree Protection Fencing
Blackstar Gravel	66	cy.	\$150.00	\$9,890.10	4" Thick on Filter Fabric
Irrigation	1	ea.	\$15,000.00	\$15,000.00	Drip, Tubing, Controller, Meter, etc.
Traffic Control & Mobilization	1	ea.	\$3,000.00	\$3,000.00	
Traffic Control Permits	1% sub-total			\$1,473.65	1% of job total
Bonds	1% sub-total			\$1,473.65	1% of job total
Sub-Total 1 Esplanade				\$150,311.81	
1400 Montrose Blvd. Esplanade					
1 Esplanade					
Demolition of Existing Concrete	170	sf.	\$3.75	\$637.50	Excavation, Spoil Removal
Concrete Curb Repair	50	sf.	\$55.00	\$2,750.00	Repair to Existing Conditions
4"x8" Granite Pavers Mortar Set	2,236	sf.	\$15.00	\$33,540.00	Includes Granite Paver Mortar Set
Concrete Sub-base	2,236	sf.	\$20.00	\$44,720.00	4 1/2" thick
Mulch	9	cy.	\$40.00	\$346.30	3" Depth
Plant Mix	17	cy.	\$54.00	\$935.00	6" Depth
Knockout Roses	68	ea.	\$25.00	\$1,700.00	3 Gal.
Wedelia	278	ea.	\$6.50	\$1,809.99	1 Gal.
Foxtail Fern	92	ea.	\$20.00	\$1,846.20	3 Gal.
Tree Removal	10	ea.	\$50.00	\$500.00	Removal of Existing Trees
Tree Protection Fencing	80	lf.	\$4.50	\$360.00	Tree Protection Fencing
Blackstar Gravel	25	cy.	\$150.00	\$3,783.25	4" Thick on Filter Fabric
Irrigation	1	ea.	\$15,000.00	\$15,000.00	Drip, Tubing, Controller, Meter, etc.
Traffic Control & Mobilization	1	ea.	\$3,000.00	\$3,000.00	
Traffic Control Permits	1% sub-total			\$1,109.28	1% of job total
Bonds	1% sub-total			\$1,109.28	1% of job total
Sub-Total 1 Esplanade				\$113,146.80	
Overall Subtotal				\$501,641.72	
10% Contingency				\$50,164.17	
Total Estimate				\$551,805.89	

AIA® Document G701™ – 2001

Change Order

PROJECT: <i>(Name and address)</i> Montrose Management District 5020 Montrose Suite 311 Houston, TX 77006	CHANGE ORDER NUMBER: 3 DATE: 4/5/2017	OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input checked="" type="checkbox"/>
TO CONTRACTOR: <i>(Name and address)</i> NEC Signage + Architectural Products 1122 Lauder Road Houston, TX 77039	ARCHITECT'S PROJECT NUMBER: Montrose Identity Markers CONTRACT DATE: 3/14/2016 CONTRACT FOR: Signage	FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>

The Contract is changed as follows:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives.)

1. Pull wire out of foundation back to service, excavate and remove existing foundation, install pull box in location of old foundation to tie in conduit run, install foundation new location within 25' of current foundation, tie in conduit run from pull box to new foundation location, and pull new wire from the service to the new foundation location.
2. Remove existing unistrut rack and relocate to within 10' of new foundation, tie in foundation to unistrut rack

The original (Contract Sum) (Guaranteed Maximum Price) was	\$ 542,236
The net change by previously authorized Change Orders	\$ 33,890
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$ 576,126
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$ 6,528
The new (Contract Sum) (Guaranteed Maximum Price), including this Change Order, will be \$	582,654

The Contract Time will be (increased) (~~decreased~~) (**unchanged**) by (95) days. Substantial Completion May 10th 2017

The date of Substantial Completion as of the date of this Change Order, therefore, is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price that 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.

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

_____ ARCHITECT <i>(Firm name)</i>	_____ CONTRACTOR <i>(Firm name)</i>	_____ OWNER <i>(Firm name)</i>
_____ ADDRESS	_____ ADDRESS	_____ ADDRESS
_____ BY <i>(Signature)</i>	_____ BY <i>(Signature)</i>	_____ BY <i>(Signature)</i>
_____ <i>(Typed name)</i>	_____ <i>(Typed name)</i>	_____ <i>(Typed name)</i>
_____ DATE	_____ DATE	_____ DATE

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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

9. Receive an update from the Marketing and Business Development Committee.
 - Ratification of Exhibits B – G to the service agreement with Steel Branding



MONTROSE DISTRICT AGENDA MEMORANDUM

TO: Montrose Management District Board of Directors
FROM: David Hawes, Executive Director
DATE: April 10, 2017
ITEM: Ratify exhibits B through G in the current services agreement with Steel Branding

Background:

At the board meeting of November 2016 the marketing committee recommended to the board that the firm of Steel Branding be selected to assist with review of the 2017 Communications Plan and recommend implementation strategies. The board approved the committee recommendation and authorized the marketing committee chair and staff to proceed with negotiations to hire Steel Branding, with the final agreement to be returned to the board for ratification. Staff returned the final agreement to the board for ratification in February.

With the adoption of the FY 2017 Budget, additional work to implement the approved plan was authorized. The attached Exhibits B through G are the additional scopes of services from Steel Branding to assist with implementation of the plan and will be attached to the master services agreement previously approved by the board in February.

Fiscal Notes:

Funding for services in the attached exhibits is budgeted and is available in the approved 2017 marketing and communications budget.

Attachments

B – Media and community outreach
C – PR for bridge lighting ceremony
D – Review of existing coms plan
E – Visual Identity System (VID)
F – Media training
G – Creative direction

steel

BRANDING

PROJECT ESTIMATE

Client: Montrose Management District

Contact: Gretchen Larson

Job #: MON-003

Date: January 17, 2017

Description

Steel branding will execute an ongoing media outreach effort to help Montrose Management District to gain awareness of its offerings within the community.

Media Relations Outreach

The individual activities by month will be determined in writing with the client in status meetings on a monthly basis, but over time activities will include tactics needed to support media outreach such as:

- Media relations input session
 - Discuss media relations objective(s), strategy and brand positioning
 - Key messaging development
 - Identify media geography- local, regional, statewide
 - Channel selection- newspaper, magazine, online, television, radio
- Review and update press kit and company fact sheet (as needed for outreach)
- Media list of target outlets- ongoing updates
- Pitch grid detailing strategy per publication/reporter with key messages and ongoing status
- Ongoing outreach to target reporters- email, phone and follow-up as needed
- Monitoring
- Account service time, project management and marketing/branding consulting
- Monthly status docs and quarterly reporting

Additional Services

The following Additional Services are not included in this estimate of services:

- Crisis communications*
- Communications strategic planning and plan development
- Content marketing (blogs, social media, video)
- Advertising

*Months 1 and 2 will be primarily dedicated to prepping the designated team member for a sit down with the Houston Chronicle and for putting together a legal playbook that can be used going forward. However, additional crisis communications outside of this scope may be a separate charge.

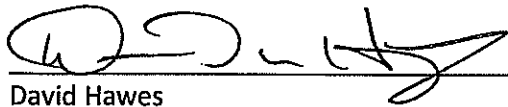
If Client would like to add the above (or other) Additional Services Steel Branding will submit a written proposal for review and approval by the Client.

**** Media coverage is not guaranteed. Steel will use a consistent strategy to build relationships with reporters and work for balanced coverage.**

Total Cost: 26 hours a month @ \$150/hour \$3,900.00 + 10% expenses

Approval:

Signature below signifies approval of the above scope.



David Hawes

Date 01.18.2017

Financial Requirements and Terms Will Follow Master Service Agreement. This proposal will be marked as Exhibit B to the master agreement.

steel

BRANDING

PROJECT ESTIMATE

Client: Montrose Management District

Contact: Gretchen Larson

Job #: MON-003

Date: January 12th, 2017

Description and Strategy: Montrose Management District has an incredible opportunity to secure media coverage for the lighting of the Montrose bridges in early February by leveraging the timing and national interest in Super Bowl LI.

The goals are to:

- Highlight the unique, eclectic character that Montrose embodies to local media
- Take advantage of Super Bowl LI to showcase Montrose with national media (as an area that breaks stereotypes)
- Bring awareness to the role MMD played in securing funding from TX DOT and the Houston-Galveston area Council for this project

Tactics: There are two paramount requirements:

- 1) MMD selects a date for the lights to turn on (there needs to be a specific moment when the lights come on – for news value).
- 2) Steel and the District collaborate to ensure all required pitch element are available at least 1 week prior to the lighting moment). For Steel, this means building the PR assets, pre-pitching story elements to target media and coordinating with the Mayor's office.

Steps include:

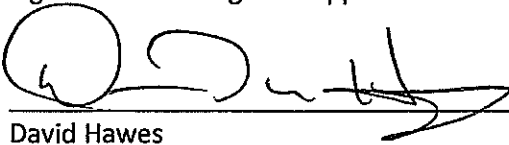
- Work with the District to prepare written documentation and other support elements (including press release, fact sheet and media alerts on bridge lights) along with any photography or video the District has available. (8-10 hours)
- Coordinate with Houston Mayor Sylvester Turner's Press Secretary and Director of Communications to secure participation from the City's PR machine – including ensuring inclusion in the City's Event Calendar. (3-4 hours)
- Pitch local media (create press list, pre-pitch, prepare spokespersons, coordinate interviews, manage special requests with print, TV and radio, coordinate with producers and field reporters); pitch package will include images of bridge(s), best shooting locations and "visuals" sheet. (22-26 hours)
- Pitch national media... priority target is Houston Bureau for Associated Press (AP); insure we ID appropriate reporter (and back-up); Ed Lavender from CNN out of Dallas, also insure Tier 1 national news desks have press release and package. (8-10 hours)

- Client coordination (10-12 hours)

Total Cost: 51- 62 hours@ \$150/hour -\$7,650- \$9,300 + 10% expenses

Approval:

Signature below signifies approval of the above scope.



David Hawes

Date 01.18.2017

Financial Requirements and Terms to Follow Master Service Agreement. This proposal will be marked as Exhibit C to the master agreement.



PROJECT ESTIMATE

Client: Montrose Management District

Contact: Gretchen Larson

Job #: MON-XXX

Date: February 21, 2017

Description:

Steel Branding to review existing communication plan and rework areas of need.

Includes:

- Board communication survey to determine preferred method of communication
- Review of current plan

Deliverable: Word document outlining communication plan

Total Cost: \$3,000 + 10% expenses

Approval:

Signature below signifies approval of the above scope.

A handwritten signature in black ink, appearing to read "David Hawes", written over a horizontal line.

David Hawes

Date 03.13.2017

Financial Requirements and Terms Will Follow Master Service Agreement. This proposal will be marked as Exhibit D to the Master Agreement.



PROJECT ESTIMATE

Client: Montrose Management District

Contact: Gretchen Larson

Job #: MON-005

Date: February 21, 2017

Description

Steel branding will design a new Visual Identity System (VID) and develop a tagline to help strengthen the Montrose Management District brand. A solid VID will provide the design elements necessary to construct any of the collateral, advertising, promotional and digital assets the brand requires.

Design System

The Design System is created from a 3-stage process consisting of 1) Inspiration Board, 2) Brand Board and 3) Simple Style Book. Once the Inspiration Board is completed and approved, the Brand Board and Style Guide may be created simultaneously.

Inspiration Board

The Inspiration Board demonstrates the overall feeling, mood and tone a brand will have through a combination of elements such as imagery styles, color palette, fonts, patterns and messaging

Brand Board

This is a single 17x11 page "overview" of all key brand elements. These elements are derived from, and expanded upon, the approved Inspiration Board. Contents may include additional information such as, tagline + logo/tagline lock up, brand archetype description, brand promise, positioning statement, key words, fonts/typography usage, imagery both visually and verbally described, the brand tone and manner explained, color palette and other design elements.

Simple Style Guide

This 8.5x11 multi-page instructional booklet includes all of the elements from the Brand Board but with more in-depth usage instructions for items such as the logo, fonts/typography and color palette. The Style Guide may include additional information such as naming conventions, key words, etc.

Scope Includes:

Inspiration Board

- Three (3) initial designs
- Two (2) round of revisions to client-selected Inspiration Board

Brand Board

- One (1) initial design based that includes all available information as described above based on client-approved Inspiration Board
- Up to one (1) round of revisions

Simple Style Guide

- One (1) initial design based that includes all available information as described above based on client-approved Inspiration Board
- Up to one (1) round of revisions

All deliverables include account management, creative direction, art direction and design, copywriting and proofreading. Not included is image/photography purchase or design element(s) final production.

Final deliverables will be provided in both printed and digital (downloadable pdf) formats

Tagline

Steel Branding will develop a tagline to go along with the current MMD logo

Includes:

- Up to five (5) initial taglines
- Two (2) rounds of revisions

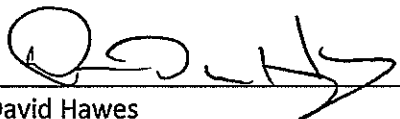
Deliverable:

- Client approved tagline

Total Cost: 98-116 hours @ \$125/hour \$12,250 - \$14,500.00 + 10% expenses

Approval:

Signature below signifies approval of the above scope.

 Date 03.13.2017
David Hawes

Financial Requirements and Terms Will Follow Master Service Agreement. This proposal will be marked as Exhibit E to the master agreement.



PROJECT ESTIMATE

Client: Montrose Management District

Contact: Gretchen Larson

Job #: MON-XXX

Date: February 21, 2017

Description:

Steel will provide media training for Montrose Management District team. The goal is to make members of the board/staff feel more comfortable talking to the media or those in the community about the projects, issues and the valuable things the district does. Steel will teach tactics to help make sure that the points that are most important are conveyed.

Scope Includes:

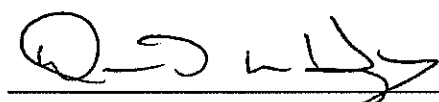
- Research
- Development of Q&A documents based on pertinent topics
- Media training and video-taping for up to 4 members of the MMD team in a group setting
- Follow up score-cards

Deliverable: Follow up score-cards and videos.

Total Cost: \$4,500 + 10% expenses

Approval:

Signature below signifies approval of the above scope.

 _____ Date 03.13.2017
David Hawes

Financial Requirements and Terms Will Follow the Master Service Agreement. This proposal will be Exhibit F to the master agreement.



PROJECT ESTIMATE

Client: Montrose Management District

Contact: Gretchen Larson

Job #: MON-XXX

Date: February 21, 2017

Description

Steel branding will provide creative and messaging direction for projects that the District initiates.

Infographic Creative Direction

Includes the following:

- Creative direction for infographics that MMD would like to create (e.g. MMD vs. City of Houston services)
- Review of created infographics

Deliverable:

- Creative Brief

Newsletter Content Outlines

Includes the following:

- Develop content outlines based on the editorial calendar presented in the marketing plan

Deliverable:

- Word document content outlines

Messaging Consulting

Includes the following:

- Ongoing review of MMD created deliverables to ensure caregiver approved messaging is being represented in District communications

Total Cost: 78-90 hours @ \$125/hour \$9,750--\$11,250 + 10% expenses-Project will be paid quarterly

Approval:

Signature below signifies approval of the above scope.

A handwritten signature in black ink, appearing to read "David Hawes", written over a horizontal line.

David Hawes

Date 03.13.2017

Financial Requirements and Terms Will Follow Master Service Agreement. This proposal will be marked as Exhibit G to the Master Agreement.



MARCH 2017 MONTHLY PR AND MARKETING REPORT

TO: Committee Chair, Steve Madden
THROUGH: Executive Director, David Hawes
FROM: Communications Director, Gretchen Larson
DATE: April 5, 2017

The marketing committee meets as needed and the next meeting date has not been set. Ongoing activities included:

1. Monthly e-newsletter
2. Updates of FAQ's for all District services
3. Media alert to inform the media and the public about the on-going bridge lighting equipment installation. As of this report the equipment installation is estimated to be complete by Friday, April 14.
4. Development of creative briefs for April 29 recycling event and MMD patrol officer profiles for public safety program
5. Revisions to the community stakeholder survey as the Business and Economic Development Committee had additional questions that they would like added,
6. Assisted the University of St. Thomas with their media outreach for dedication of the new STEM building on Thursday, April 6
7. Work continues on visual identity system (VID), updates to the communication plan and the bridge lighting and ID marker protocols

The bi-annual recycling event will be held on **April 29 from 10 am to 2 pm** at Walgreen's (see attached flyer). Secure document shredding is being provided by the District via Pro Shred and the electronics pick up service is sponsored by CompuCycle.

The BA made 42 visits during March 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. The Executive Director and staff will make recommendations at the June quarterly marketing meeting on revisions to the program based upon our analysis of program goals and outcomes to date.

TWITTER:

Number of total tweets from March 01-March 31:	91
Increase in Followers for March:	85
Total Followers:	9,243

 71,408 Organic Impressions	 1,467 Total Engagements	 786 Link Clicks
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FACEBOOK:

Total number of 'likes' in March: (Up from 22,524 in February)	23,136
Total page views this month:	179,223

 179,223 Impressions	 1,083 Post Engagements	 2,319 Link Clicks
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Top 5 Posts:

Special Parking Area Approved by City Council	8,570
Montrose on Top Ten Places to Live (Houstonia)	8,106
PR On Bridge Lighting Construction Delays	3,996
Kinder Institute History of "The Gayborhood"	3,860
Montrose Bridge Closing Notice (PR)	3,618

Twitter

Top Follower followed by 543K people



ABC13 Houston

@abc13houston **FOLLOWS YOU**

ABC13 is Houston's news leader. Your number one source for breaking news 24 hours a day/7 days a week.

MAR 2017 SUMMARY

Tweets

91

Tweet impressions

72.5K

Profile visits

1,443

Mentions

56

New followers

95

While several ABC13 reporters have followed @MontroseHTX for some time, we had yet to get the official ABC13 account on board. They followed us this month, however, which is great news for getting the word out about District news.

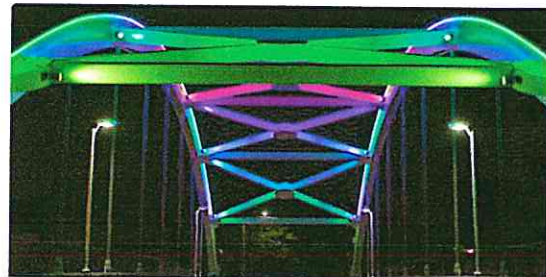
We also had 1,443 profile visits this month. This is great because it means that people are clicking through on our tweets fairly often to see more about us, visit our website, or just view our pinned tweet (see below: currently a share of our bridge lighting construction press release.)

Pinned Tweet

Montrose Houston @MontroseHTX · Mar 18



Montrose Bridge Lights Will Be Operating Intermittently During Final Phase of Installation



Montrose Bridge Lights Will Be Operating Intermittently During Final ...

UPDATE: Lights for the Montrose Blvd. bridges are in, and installation is underway. Traffic will be re-routed during this final phase of installation, w...

montrosedistrict.org

Facebook

Post bridge-lighting, we are back to our regular (still fairly high) engagement. Below is our most popular post for March, which is our press release on the Special Parking Area (SPA). It reached 8,570 people, and received 153 reactions, comments, and shares, as well as 1,017 post clicks. We have also included some feedback from the comments, which were predominantly positive!



The Montrose District

Published by Tawny Tidwell [?] · March 2 ·

We are thrilled that City Council unanimously approved our Special Parking Area for Montrose! We worked hard to come up with a solution that will make better use of existing off street parking, improve parking for businesses and reduce the negative impact of crowded parking in the neighborhood.

Learn more at the link!



Montrose Management District – Houston City Council Approves Montrose Management District's Application for a Special Parking Area

MONTROSEDISTRICT.ORG

8,570 People Reached

153 Reactions, Comments & Shares

111 Like
104 On Post 7 On Shares

10 Love
10 On Post 0 On Shares

1 Haha
0 On Post 1 On Shares

4 Wow
4 On Post 0 On Shares

12 Comments
10 On Post 2 On Shares

16 Shares
16 On Post 0 On Shares

1,017 Post Clicks

1 Photo Views
645 Link Clicks
371 Other Clicks

NEGATIVE FEEDBACK

4 Hide Post **4** Hide All Posts

0 Report as Spam **0** Unlike Page



Michael Vachmiel Thank you for all the hard work you are doing turning Montrose into a modern 21st century community.

Unlike · Reply · Message · 2 · March 2 at 11:46am



Flora Moon If all businesses pooled funds to raise a garage on Westheimer the streets would be safer and there would be more pedestrian traffic to boot!

Like · Reply · Message · March 2 at 7:29pm

Statistics:

Key Article	Facebook Reach	Twitter Reach	Clicks (Total)
Bridge Construction PR	7,618	48,500	528
SPA Press Release	8,570	31,000	1,117

**we tweet important articles multiple times to increase their reach*

Newsletter Open Rate: 33.2%

(Compare to industry average: 23%)

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Weekly Update 03-31 Regular · Weekly Board Update List Sent on Fri, Mar 31, 2017 3:30 pm	15 Subscribers	40.0% Opens	0.0% Clicks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Weekly Update 03-24 Regular · Weekly Board Update List Sent on Fri, Mar 24, 2017 3:30 pm	15 Subscribers	53.3% Opens	13.3% Clicks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Weekly Update 03-17 Regular · Weekly Board Update List Sent on Fri, Mar 17, 2017 3:30 pm	15 Subscribers	33.3% Opens	6.7% Clicks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	March Newsletter Regular · Master List Sent on Thu, Mar 09, 2017 3:00 pm	1,033 Subscribers	33.2% Opens	10.5% Clicks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Weekly Update 03-10 Regular · Weekly Board Update List Sent on Fri, Mar 10, 2017 3:30 pm	15 Subscribers	46.7% Opens	13.3% Clicks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Weekly Update 03-03 Regular · Weekly Board Update List Sent on Fri, Mar 03, 2017 3:30 pm	17 Subscribers	47.1% Opens	17.6% Clicks



UNIVERSITY
ST. THOMAS
HOUSTON

Dr. and Mrs. Robert Ivany

cordially invite you to the

GRAND OPENING
AND DEDICATION

of the

CENTER FOR SCIENCE
AND HEALTH PROFESSIONS

on

THURSDAY, APRIL 6, 2017

4:00 to 6:00 pm

Poster Reception for Research Symposium

6:30 to 8:00 pm

Reception and Dedication Program

4102 Yoakum Boulevard

Business attire

RSVP

713.525.3118

buvensL@stthom.edu

\$5 Parking

Moran Center

Graustark @ W. Alabama

WE ♥ RECYCLE

MontroseDistrict.org
@MontroseTX | @MontroseDistrict

KEEP MONTROSE DISTRICT CLEAN + GREEN

recycle day

10am-2pm
walgreens
@3317 Montrose
April 29

ON-SITE SHREDDING
No Fridges, A/Cs or Hvac's
For a list of accepted items please visit
MontroseDistrict.org/AnnualRecycling
Questions? MV@montrose.org | 713.662.6700

Walgreens
at the core of happy & healthy

walgreens
@3317 Montrose
10am-2pm
April 22

RECYCLESATURDAY
April 29
10am-2pm
walgreens
@3317 montrose

MONTROSE DISTRICT

walgreens
@3317 Montrose
10am-2pm
April 29

Recycle Day
April 29
10am-2pm
MontroseDistrict.org

walgreens
@3317 Montrose
10am-2pm
April 29

walgreens
@3317 Montrose
10am-2pm
April 29

April 22 10am-2pm
walgreens @3317montrose

walgreens
@3317 Montrose
10am-2pm
April 22

some Bunny's coming!

saturday 10-3pm

March 25
The Blue Bird Circle Resale Shop
611 W. Adams

April 22
The Montrose District Annual Recycling Event
Please bring items to our recycling event at Walgreens, 3317 Montrose April 22. Check for our list of items with a complete guide to information on what we will and will not accept. For a complete list of items, please visit MontroseDistrict.org/AnnualRecycling. Items accepted by the Montrose District include: Appliances, Books, Computers, Electronics, Furniture, Glass, Housewares, Lawnmowers, Paint, Pesticides, Power Tools, Stoves, Tires, Toys, and more.

recycle day

APRIL 4.22
10am-2pm
walgreens
@3317 Montrose

ON-SITE SHREDDING
No Fridges, A/Cs or Hvac's
For a list of accepted items visit
MontroseDistrict.org/AnnualRecycling

recycle day

APRIL 4.22
10am-2pm
walgreens
@3317 Montrose

ON-SITE SHREDDING
No Fridges, A/Cs or Hvac's
For a list of accepted items visit
MontroseDistrict.org/AnnualRecycling

APRIL 22
10am-2pm
walgreens
@3317 Montrose

ON-SITE SHREDDING
No Fridges, A/Cs or Hvac's
For a list of accepted items visit
MontroseDistrict.org/AnnualRecycling

recycle day

April 22
10am-2pm
walgreens
@3317 Montrose

ON-SITE SHREDDING
No Fridges, A/Cs or Hvac's
For a list of accepted items visit
MontroseDistrict.org/AnnualRecycling

I ♥ Recycle

recycle day

April 22
10am-2pm
walgreens
@3317 Montrose

ON-SITE SHREDDING
No Fridges, A/Cs or Hvac's
For a list of accepted items visit
MontroseDistrict.org/AnnualRecycling

HAPPY INTERNATIONAL WOMEN'S DAY
MARCH 8
Celebrating Women, please Businesses Rock our District!

Montrose Management District - Montrose Bridge
Lighting Will Be Operating Bioluminescently During Final Phase of Installation

Montrose Management District - Montrose Bridge
Lighting Will Be Operating Bioluminescently During Final Phase of Installation

MEANINGFUL CHANGE - NOT SPARE CHANGE
Don't Give Recycling To Spare Change
MontroseDistrict.org



KEEP MONTROSE DISTRICT CLEAN + GREEN

recycle
day

10am-2pm
walgreens
@3317 Montrose
April 29

ON-SITE SHREDDING

» No Fridges, ACs or Heaters «

For a list of accepted items please visit:

MontroseDistrict.org/biAnnualRecycling

Questions? MVillafranca@CompuCycle.net | 713.869.6700



Walgreens
at the corner of happy & healthy

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

10. Receive an update from the Business and Economic Development Committee.

Memorandum

TO: Montrose Management District Board of Directors
FROM: District Executive Director
DATE: March 22, 2017
SUBJECT: Business & Economic Development Committee Meeting

The Business & Economic Development Committee of the Montrose Management District held its March meeting on March 22, 2017, at Prosperity Bank, 5020 Montrose Blvd. Members attending were Claude Wynn, Ryan Haley, Charlie Norris, Larry Zomper and Paul Ankar. Staff present were Ray Lawrence and Dennis Beedon. The meeting was called to order at 11:50 AM.

Approval of January Minutes

The minutes of the January 25 meeting were approved as written.

Survey of District Businesses

At the January meeting, the committee had expressed the view that a survey of businesses in the District should be conducted prior to launching business development efforts to be conducted by the District on behalf of District businesses. The committee recommended including certain questions in the survey being conducted by Steele Public Relations on behalf of the District. Several questions were discussed which Ray Lawrence will pass on to Steve Malden and Gretchen Larson.

Spring Breakfast Meeting

The committee is planning to hold two breakfast meetings, particulars as follows.

- **Purpose.** To obtain reactions and inputs from apartment and business owners to aid near term and mid-term planning.
- **Dates, Times and Location.** One in May and one in June at 7:30 AM on selected Wednesdays, Canopy Restaurant, 3939 Montrose Blvd.
- **Participants.** May: Apartment owners. June: Retailers, restaurant owners and professionals.
- **Sponsor.** To be determined.
- **Discussion Topics.** Separate discussion guides for each group to be drafted by Ray Lawrence for review at the April committee meeting.

Steele staff will be invited as observers. In addition to table tent signs, name tags will be provided to all attendees.

Announcements

Paul Ankar announced that he is still doing due diligence for the automated garage project he is planning on Westheimer. His development term is going to Philadelphia and New York City to look at different systems in use there, after which they will make a final decision on the type to erect at his location. He expects construction to begin before the end of the year. Meanwhile, he wants to meet with the Mandell Place and Winslow Place homeowner groups to inform them of his plans. Since approval of the SPA has given District staff the contacts and status to help facilitate new parking facilities in the District, staff will assist Paul with his neighborhood meeting arrangements.

Adjournment

The meeting was adjourned at 1:20 PM.

**CITY OF HOUSTON PERMIT ACTIVITY REPORT
MONTROSE MANAGEMENT DISTRICT
March 2017**

Address	Project
1904A Whitney	Single family residences w/attached garage
1904B Whitney	Single family residences w/attached garage
1305 Crocker	Single family residences w/attached garage
1307 Crocker	Single family residences w/attached garage
1400 Richmond	Apartment demolition and sewer disconnect
1400 Richmond	Apartment demolition and sewer disconnect
1400 Richmond	Apartment demolition and sewer disconnect
1400 Richmond	Apartment demolition and sewer disconnect
1652 Harold Street	Single family residences w/attached garage

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

11. Receive the Executive Director's Monthly Report.

MONTROSE MANAGEMENT DISTRICT

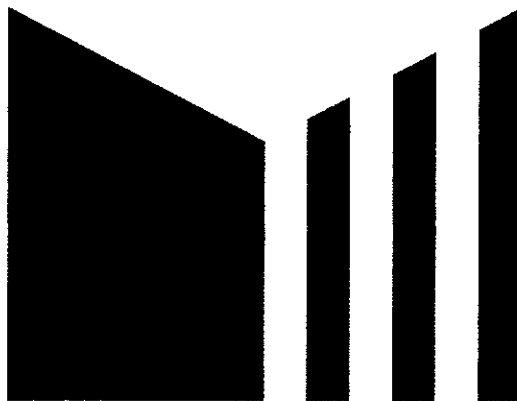
SERVICE PLAN

MONTHLY REPORT

March 13 – April 10, 2017

COMMITTEE ACTIVITY

STAFF ACTIVITY



COMMITTEE ACTIVITY

Mobility and Visual Improvements Committee

The committee met on April 4.

Finance Committee

The committee met on April 10.

Public Safety Committee

The committee met on April 4.

PR, Marketing and Business Relations Committee

The committee did not meet.

Business and Economic Development Committee

The committee met on March 22.

STAFF ACTIVITY

March 13 – April 10, 2017

PR, Marketing and Business Relations Committee

Staff worked throughout the review period with the Committee Chair on all of the coms plan and community engagement projects underway. A detailed report of the activities of staff, the team at Steel, and the creative team are included in the PR, Marketing and Business Relations report.

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.

Business Ambassador Program

The BA made (42) business visits during March. The BA will assist during April with direct outreach

related to implementation of the Special Parking Area and staff is working on development of a marketing handout to assist in discussions with business owners and managers.

Civic and HOA Meetings

No meetings are scheduled for April as of this report. Staff will reach out to the Neartown Association shortly regarding their meeting on April 25.

PR, Marketing, Web and Social Media

See attached report in the monthly PR, Marketing and Business Relations report.

Finance Committee

The committee met on April 10th 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.