

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

**August 10, 2015**

**DETERMINE QUORUM; CALL TO ORDER.**

The Board of Directors of the Montrose Management District held a regular meeting, open to the public, on Monday, August 10, 2015, at 12:00 p.m. at 401 Branard Street, 2nd Floor, Room 106, Houston, Texas 77006, inside the boundaries of the District, and the roll was called of the duly appointed members of the Board, to-wit:

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

and all were present, with the exception of Directors Haley, Madden, Leverett and Ellis, thus constituting a quorum. Also present were David Hawes, Jerry Lowry, Holli Robinson, Linda Clayton, Gretchen Larson, and Tony Allender, all with Hawes Hill Calderon, LLP; Clark Lord, Bracewell & Giuliani; Barry Abrams, Blank Rome; Pat Hall, Equi-Tax, Inc.; Caryn Adams, Municipal Accounts & Consulting; Dennis Beedon, Montrose Business Ambassador; and Ray Lawrence, Lawrence & Associates. Others attending the meeting were Officer Victor Beserra, HPD; Tawny Tidwell; Daphne Scarbrough, Richmond Avenue Coalition; and Jason Ginsburg, Montrose Security Alliance. Chairman Wynn called the meeting to order at 12:03 p.m.

**RECEIVE PUBLIC COMMENTS.**

There were no public comments.

**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 12:04 p.m.

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

The Board reconvened in open session at 12:30 p.m. No action was taken.

**APPROVE MINUTES OF REGULAR MEETING HELD JULY 13, 2015.**

Upon a motion duly made by Director Mitchmore, and being seconded by Director Stinson, the Board voted unanimously to approve the Minutes of the July 13, 2015, Board meeting, as presented.

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

Mr. Allender reported the bridge lighting, esplanade and marker projects were on tract for implementation. He reported City staff has indicated the Special Parking Area application will be heard on September 3<sup>rd</sup>. He reported staff is reviewing and has begun updating the inventory of major roadways

and parking areas in the District originally completed by Walter P Moore. He reported a public hearing was held by the City regarding reconstruction of West Alabama. No action from the Board was required.

**RECEIVE UPDATE FROM NOMINATING COMMITTEE AND ACCEPT OATH OF OFFICE, SWORN STATEMENT AND BOND FROM NEWLY APPOINTED BOARD MEMBER.**

Director Mitchmore reported the Nominating Committee reviewed an application to the Board from Tammi Wallace. He reported she was the former chief of staff to State Representative Ellen Cohen and had extensive experience and ties to the District. He reported Ms. Wallace was unable to make the Board meeting today and would be present at next month's meeting and the Committee was recommending the Board approve appointing her to vacant position number 2. Upon a motion duly made by Director Mitchmore, and being seconded by Director Hubbard, the Board voted unanimously to approve the appointment of Tammi Wallace to position 2 of the Board of Directors of Montrose Management District.

**RECEIVE UPDATE AND RECOMMENDATIONS FROM FINANCE COMMITTEE**

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

Ms. Hall presented the Monthly Assessment Collection Reports, included in the Board agenda materials, and answered questions regarding 2015 assessment projections. She reported 98% collected in the east zone for 2014 assessments with no uncertified properties and 59 unsettled accounts. She reported approximately \$26 million in new construction, which contributed to approximately 25% of the values. She reported 96% collected in the west zone for 2014 assessments, with approximately \$44 million in new construction which contributed to approximately 25% of the values. No action from the Board was required.

**b. Receive and consider District's monthly Financial Report, including pay invoices.**

Mr. Hawes introduced Caryn Adams with Municipal Accounts. He requested for future reports the revenue and expenditures for the total zone be put first. Ms. Adams presented the Monthly Financial Report and went over invoices, included in the Board agenda materials. She reported checks numbered 4995 payable to Mr. Dirt, 4996 payable to SentiForce for the mobile cameras and 4997 payable to 5020 Investments for the lease expense were not included in the report but were being presented for payment. Upon a motion duly made by Director Mitchmore, and being seconded by Director Hubbard, the Board voted unanimously to approve the Monthly Financial Report, and approved payment of invoices, as presented, and payment of checks numbered 4995, 4996 and 4997.

**c. Consider request from Mr. Foteh regarding waiver of principal and interest in the amount of \$71.16 and refund of \$115.45 for a total of \$186.61.**

Director Hubbard reported the Finance Committee reviewed the request from Mr. Foteh to waive the penalty and interest in the amount of \$71.16 and refund of \$115.45 for funds paid. She reported Mr. Foteh's father had passed away and monies from the estate were not available to pay the account until recently, which was assessments on his father's business. She reported the Finance Committee was recommending due to the circumstances to waive the penalty and interest. Upon a motion duly made by Director Lane, and being seconded by Director Grover, the Board voted unanimously to approve the request from Mr. Foteh to waive penalty and interest in the amount of \$71.16 and refund of penalty and interest in the amount of \$115.46 for a total of \$186.61.

**d. Consider term sheet offer from Tradition Bank.**

Upon a motion duly made by Director Lane, and being seconded by Director Grover, the Board voted unanimously to accept the term sheet offer from Tradition Bank and authorize the District's attorney, Clark Lord, and staff to move forward with Tradition Bank.

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

Officer Beserra presented the July Patrol Summary, included in the Board agenda materials. He provided an update on current crime statistics and answered questions.

12:57 p.m. Director Llewellyn leaves Board meeting, a quorum is still present.

- a. Consider funding request from Montrose Security Alliance initiative in the amount of \$1,000.00.

Mr. Nagar reported the Public Safety Committee received a request from Montrose Security Alliance to provide a one-time contribution to its security patrol. Mr. Ginsburg reported Montrose Security Alliance was in the process of setting up a HPD patrol in the Montrose Commons during daytime hours. He reported they had raised \$34,000 of the \$35,000 needed and were requesting the District for a one time contribution of the balance needed of \$1,000. Upon a motion duly made by Director Nagar, and being seconded by Director Grover, the Board voted unanimously to approve the funding request from Montrose Security Alliance in the amount of \$1,000.00, as presented.

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

Ms. Larson reported the weekly social media report will be sent to the Board every Friday. She reported the next business mixer was scheduled for September 24. She reported the Business Ambassador had performed 45 new visits this month in the District, and continues to be well received. A 2015 Editorial Calendar was handed out, a copy is attached as Exhibit A. No action from the Board was required.

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

Mr. Lawrence reported the Committee reviewed the responses received from four Mayoral candidates from the surveys sent, included in the Board agenda materials. He reported the Committee continued to work on the next Real Estate Forum Luncheon scheduled for November 18.

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

Mr. Hawes updated the Board on initiatives in the District and answered questions. No action from the Board was required.

**ANNOUNCEMENTS.**

There were no announcements.

**ADJOURN.**

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 1:17 p.m.



*Cassie B. Stinson*  
Secretary

List of Exhibits:

- A. Montrose District, 2015 Editorial Calendar



## Montrose District 2015 Editorial Calendar

### August

Back to School Month

Montessori School, MFAH Expansion & Traffic, St. Stephen's at 15 Years.

Houston Restaurant Weeks - Montrose Picks - interviews with a longtime Montrose participant on the impact, Best Cocktails in Montrose for HRW.

Stay Healthy / Stay Hydrated Dog Days of Summer feature that includes Snap Kitchen, the juice bars, the fitness spots, and maybe the tanning salons?

My Montrose Feature

### September

Labor Day/Fall

METRO Reimagining, Eco Devo in Montrose: What's Happening? Bridge lighting, median enhancements, identity markers, community engagement (interviews) with influencers.

#Staycation: Your Guide to Labor Day Weekend in Montrose

Last Minute Summer Day Trips from the Montrose starting the itinerary with coffee / breakfast / light shopping somewhere in Montrose, then heading to a beach or something

Feature on Sean Marshall of Southside Espresso

My Montrose Feature

### October

Halloween

Montrose Crawl Quick Post possibly highlight that MMD may provide extra HPD patrols, if we are. Place to get cool costumes. Erotic Cabaret, Adam & Eve, etc...

Results of our survey of mayoral candidates.

Recycling Mixer

BikeHouston Moonlight Ramble

My Montrose Feature

## November

Thanksgiving / Fall / Holidays

What we do to keep the community safe

Early Shoppers Montrose Holiday Gift Guide

NaNoWriMo: Great Coffee Shops to Write In / Great Stores to Buy Your Writing Supplies

MMD Holiday Decorating Contest

My Montrose Feature

## December

Christmas/Holiday

Last Minute Shoppers Guide

District Holiday Party / Lighting Contest

A Look Back at 2015

My Montrose Feature

## January

New Year

What to Look Forward to for 2016

People Who Made Montrose Great in 2015

Bridge Lighting Update

My Montrose Feature