

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

**October 12, 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, October 12, 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 -	Tammi Wallace	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 Stinson, Haley, Hubbard, Edwards, Leverett and Ellis, thus constituting a quorum. Also present were David Hawes, Holli Robinson, Linda Clayton, Jerry Lowry, Gretchen Larson and Tony Allender, all with Hawes Hill Calderon, LLP; Clark Lord, Bracewell & Giuliani; 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, Montrose MD social media strategist; Daphne Scarbrough, Richmond Avenue Coalition; Nicole Chinaea, Jeremy Rocha and Lee Anne Dixon, Walter P. Moore; and Joseph Allen. Chairman Wynn called the meeting to order at 12:04 p.m.

**RECEIVE PUBLIC COMMENTS.**

There were no public comments.

**APPROVE MINUTES OF REGULAR MEETING HELD SEPTEMBER 14, 2015.**

Upon a motion duly made by Director Mitchmore, and being seconded by Director Grover, the Board voted unanimously to approve the Minutes of the September 14, 2015, Board meeting, as presented.

**ACCEPT RESIGNATIONS FROM DAN LEVERETT AND RANDALL ELLIS.**

Upon a motion duly made by Director Madden, and being seconded by Director Llewellyn, the Board voted unanimously to accept Dan Leverett's and Randall Ellis' resignations from the Board of Directors.

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

**a. Receive and consider recommendation for Love to Ride program.**

Mr. Allender reported the Love to Ride program promotes bicycling through community engagement and activities. He reported the organization has coordinated with Bike Houston. He provided an overview of the program and answered questions. Chairman Wynn reported a lot of statistical information would be received from participating in the program. There was a lengthy discussion regarding the pros and cons of the Love to Ride program. Mr. Allender reported the Mobility and Visual Improvements Committee was recommending approval of support of the program at a cost of \$5,000. Upon a motion duly made by Director Madden, and being seconded by Director Grover, the Board voted to approve participation in the Love to Ride program at the cost of \$5,000. Directors Wynn, Wallace, Mitchmore, Jara, Madden, Grover and Nagar voted aye. Director Llewellyn voted naye. The motion passes.

**b. Receive and consider proposal for additional services to assist in completion of amended Special Parking Area application by Walter P. Moore.**

Mr. Allender reported staff withdrew the Special Parking Area application from the October 1 Planning Commission agenda following complaints from business owners regarding the proposed boundary. He reported amending the boundary and resubmission will require notification and an additional study including traffic counts. He answered questions regarding additional businesses to be included. He reported staff was requesting approval of the proposal for additional services by Walter P. Moore to assist in the amendment and resubmission of the Special Parking Area application in the amount of \$44,000. Upon a motion duly made by Director Llewellyn, and being seconded by Director Madden, the Board voted unanimously to approve the proposal for additional services to assist in completion of the amended Special Parking Area application by Walter P. Moore in the amount of \$44,000.

**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 Assessment Collection Reports, included in the Board agenda materials. She reported 99.99% collection of 2014 assessments in the east zone, no uncertified property and 44 unsettled accounts. She reported 99% collection of 2014 assessments in the west zone, 1 uncertified property value and 95 unsettled accounts. She reported 29 notices and 58 notices were mailed out for the supplemental assessment roll hearing. No action from the Board was required.

**b. Receive and consider District's monthly financial report, including pay invoices.**

Ms. Adams presented the monthly financial report and went over invoices, included in the Board agenda materials. She reported checks numbered 5106-5123 were not included in the report and were routine expenses. She went over each check identifying the payer and amount. The Board requested a copy of the invoices to be included in a separate section in next month's report. Upon a motion duly made by Director Grover, and being seconded by Director Llewellyn, the Board voted unanimously to accept the Bookkeeper's Report and approved payment of invoices, as presented.

**c. Receive and consider Line of Credit from Tradition Bank.**

Mr. Lord reported at last month's Board meeting the Board had authorized him to prepare the loan documents with Tradition Bank. He reported the documents included in the Board agenda materials were substantially final and he was recommending approval of the documents in substance. Upon a motion duly made by Director Nagar, and being seconded by Director Llewellyn, the Board voted unanimously to approve to substance and subject to minor changes (1) Loan Agreement Tradition Bank and Montrose Management District; (2) Pledge Assignment of Bank Accounts for Collateral Security; (3) Security Agreement; (4) Security Agreement (Pledge of Certificate of Deposit); and (5) Promissory Note.

**AUTHORIZE EXECUTIVE DIRECTOR TO SET DATE, TIME AND PLACE FOR HEARING ON SUPPLEMENTAL ASSESSMENT ROLL.**

Mr. Hawes reported the hearing on the supplemental assessment roll was scheduled for October 29, 2015, at 9:30 a.m. at the Montrose Center. Upon a motion duly made by Director Madden, and being seconded by Director Llewellyn, the Board voted unanimously to authorize the Executive Director to set date, time and place for hearing on Supplemental Assessment Roll.

**RECEIVE UPDATE FROM PUBLIC SAFETY COMMITTEE.**

Officer Beserra presented the Patrol Summary Report for September, 2015, and answered questions. Director Nagar reported the District would be providing four additional officers for the Pub Crawl event.

**a. Receive and consider Montrose Camera Policy.**

The Board reviewed the Montrose Camera Policy, included in the Board agenda materials. Upon a motion duly made by Director Nagar, and being seconded by Director Llewellyn, the Board voted unanimously to approve the Montrose Camera Policy, as presented.

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

Ms. Larson updated the Board on the Marketing and Business Development Committee meeting. She reported the Business Ambassador did 57 visits with 13 completed for September. She reported the bi-annual recycling event was scheduled for October 24. She presented the Social Media Report for September, 2015, included in the Board agenda materials. No action from the Board was required.

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

Mr. Lawrence reported preparations continue for the Fall Real Estate Forum scheduled for November 18, 2015. He reported the District has received \$7,000 in pledged sponsorships for the event. He reported save the date flyers have been sent out. Mr. Hawes provided an update on the proposed Montrose TIRZ. He reported the City has requested Hawes Hill Calderon LLP to prepare the proposed project and finance plan. He reported the plan is expected to be completed in November, then a community meeting will be scheduled followed by a public hearing. No action from the Board was required.

**12:58 p.m. Director Madden leaves the meeting; a quorum is still present.**

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

Mr. Hawes handed out a map showing the location for the next board meeting and parking area at St. Thomas University, 3800 Montrose Blvd., a copy is attached as Exhibit A.

**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.**

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

An executive session was not called.

**ANNOUNCEMENTS.**

There were no announcements.

**ADJOURN.**

There being no further business, Chairman Wynn adjourned the meeting at 1:00 p.m.

(Seal)



*Randy Mitchem DDS*  
Secretary

List of Exhibits:

- A. Map showing location and parking for next Board meeting at St. Thomas University

# Parking Map

## Student

Lots S  
8:00 am - 7:00 pm Permit Required

## Faculty & Staff

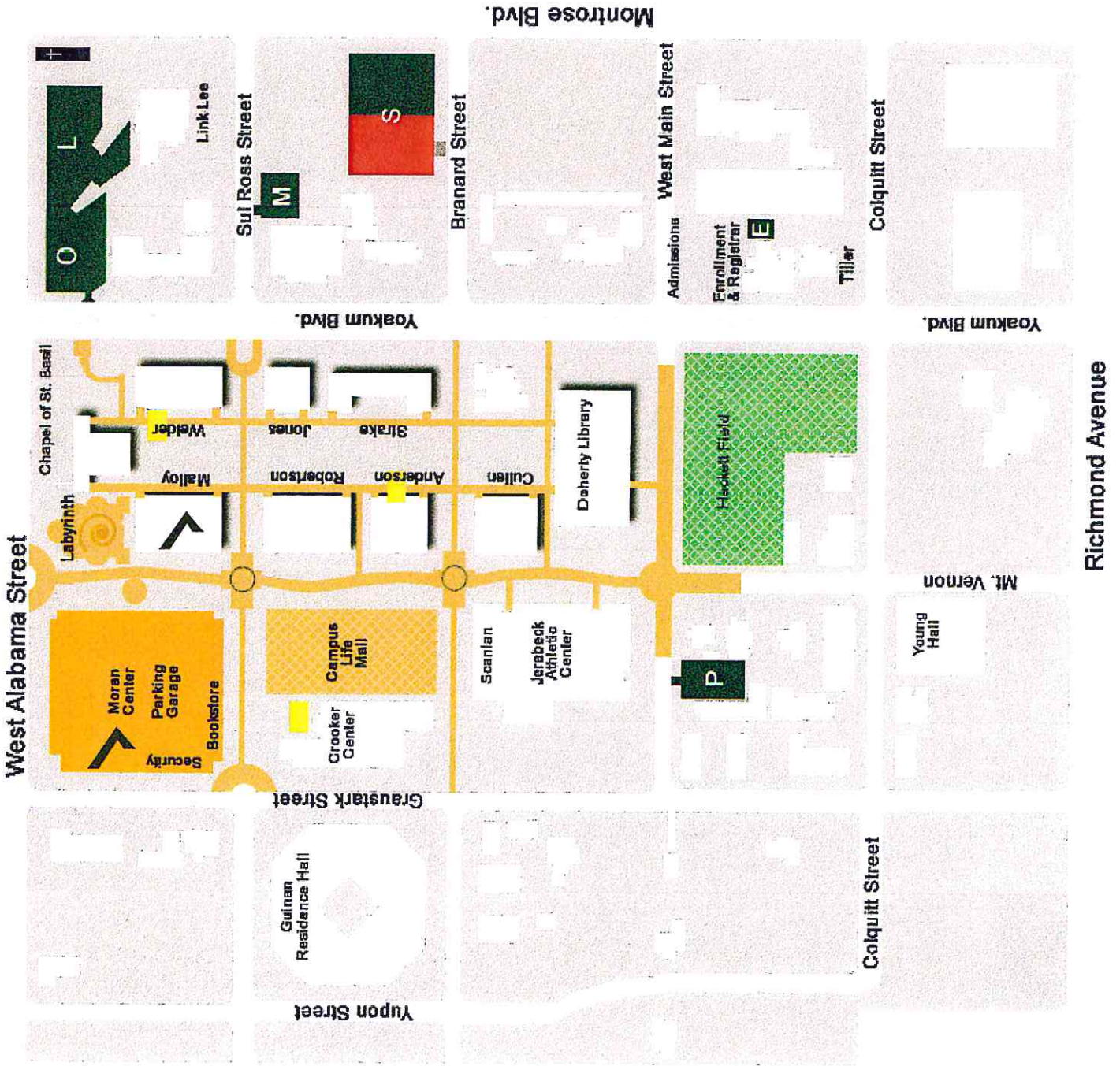
Lots E, L, M, O, P, S  
8:00 am - 7:00 pm Permit Required

## Moran Center Parking Garage

Visitor Parking - \$2 exit fee

## Bicycle Racks

## Pedestrian Only



Ex.A

