

Brenda Hoppe, President  
Joshua Chadwick, Vice President  
Barbara Gardner, Treasurer  
Clyde Hunt  
Trevor Brown  
Janna Hartigan  
Vacant



4B EDC Director, Rachel Steele  
City Secretary, Kandice Garrett  
4B EDC Attorney, Leonard Schneider

## NOTICE OF PUBLIC MEETING

### 4B COMMUNITY DEVELOPMENT CORPORATION

#### AGENDA

#### MONTHLY MEETING

THURSDAY, JUNE 9, 2022 – 5:30 P.M.

Magnolia City Hall Conference Room  
18111 Buddy Riley Blvd., Magnolia, Texas 77354

1. **CALL TO ORDER**
  - a. INVOCATION
  - b. PLEDGE OF ALLEGIANCE
  - c. ROLL CALL AND CERTIFICATION OF QUORUM
2. **CITIZENS FORUM** *(No official or formal action or vote may be taken on any comment made by citizens during Citizens Forum)*
3. **ANNOUNCEMENTS**
4. **TREASURER'S REPORT** – (Director Barbara Gardener)
  - a. Update on revenues and expenditures
  - b. Monthly sales tax summary
  - c. FY 2023 Budget Projections
5. **CONSENT AGENDA – ROUTINE ITEMS:**  
*(This portion of the agenda consists of items considered to be routine and can be enacted by one motion unless separate discussion is requested by a Board Director or a citizen.)*

Minutes	Date
Approval of Minutes	May 12, 2022
Invoices	Amount
Rachel Steele (May)	\$4,583.33
Liles Parker (May)	\$925.00
Greater Magnolia Parkway Chamber of Commerce	\$30.00
Big Ass Fans (Invoice)	\$7,300.00

6. DISCUSSION – REVIEW DESIGN OPTIONS FOR FM 1488 EAST MAGNOLIA MONUMENT SIGN
7. CONSIDERATION – DISCUSS AND TAKE ACTION TO APPROVE AN ELECTRONIC FUNDS TRANSFER UP TO \$10,000 TO CITY OF MAGNOLIA FOR OUTSTANDING INVOICES BY AEI ENGINEERS
8. CONSIDERATION – DISCUSS AND TAKE ACTION ON BUSINESS IMPROVEMENT GRANT FOR 18230 FM 1488 MAGNOLIA TEXAS
9. CONSIDERATION – DISCUSS AND TAKE ACTION ON BUSINESS IMPROVEMENT GRANT FOR 18934 FM 1488 MAGNOLIA TEXAS
10. CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION TO ESTABLISH A PLANNING ASSISTANCE GRANT FOR COMMERCIAL TRACTS ADVERSELY IMPACTED BY TXDOT EXPANSION ALONG FM 1488 WEST
11. CONSIDERATION – DISCUSS AND TAKE ACTION ON PLANNING ASSISTANCE GRANT FOR 17902 FM 1488 MAGNOLIA TEXAS
12. DISCUSSION – DEVELOP FY 2023 PROJECT OPPORTUNITIES FOR CONSIDERATION
13. APPROVED PROJECTS REPORTS/UPDATES AND STATUS
  - a. Unity Park (2006-2007)
  - b. Downtown Upgrades (2011)
  - c. Monument Signs (2021)
  - d. Purchase of Real Property (2021)
14. FUTURE AGENDA ITEMS
15. ADJOURN

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the City Secretary's office at (281-305-0550), two working days prior to the meeting for appropriate arrangements.

#### **CERTIFICATE**

I certify that a copy of the *Notice of Meeting* was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, [www.cityofmagnolia.com](http://www.cityofmagnolia.com), in compliance with Chapter 551, Texas Government Code.

DATE \_\_\_\_\_

TIME \_\_\_\_\_

TAKEN DOWN \_\_\_\_\_

\_\_\_\_\_  
Kandice Garrett, City Secretary



**CITY OF MAGNOLIA**  
**BALANCE SHEET** 31-May-22  
06-COMMUNITY DEVELOPMENT CORPORATION

	<u>CURRENT PERIOD YTD</u>	<u>PROJECTED EOY</u>
Unaudited Balance 9/2021	\$914,369.22	\$914,369.22
Pooled cash discrepancy	\$5,031.20	\$2,431.20
A/P Accruals 9/2021	<u>(\$6,128.39)</u>	<u>(\$6,128.39)</u>
Revenue	\$426,762.93	\$646,057.28
Expenses	<u>(\$131,660.05)</u>	<u>(\$428,162.45)</u>
Surplus(Deficit)	<b>\$1,208,374.91</b>	<b>\$1,128,566.86</b>
Bank account balance 05/31/2022	\$1,208,374.91	
<b>Investment(reduced)</b>		
total	<u>\$1,208,374.91</u>	
outstanding items on bank stmt	<u>\$0.00</u>	
	<b>\$1,208,374.91</b>	

**CITY OF MAGNOLIA**  
**BALANCE SHEET**  
**06-COMMUNITY DEVELOPMENT CORPORATION**

31-May-22

Balance 9/2021		\$914,369.22
Claim on Cash	(\$15,137.20)	
Less A/P Accruals at 9/2021		(\$6,128.39)
Pooled Cash Discrepancy		\$2,431.20
Net Revenue		\$217,694.83
<b>Total Cash</b>		<b>\$1,128,666.86</b>
Balance 9/2021 (less accruals)		\$908,240.83
Pooled Cash Discrepancy		\$2,431.20
Revenue 2021-2022		\$646,057.28
<b>Total Revenue and Cash</b>		<b>\$1,556,728.31</b>
Expenses 2021-2022		
Operating Expenses		\$68,395.27
Capital Expenses		\$339,767.18
<b>Total Expenses</b>		<b>\$428,162.45</b>
<b>Total Cash and Revenue less Expenses</b>		<b>\$1,128,666.86</b>

**INCOME STATEMENT**

31-May-22

**06-COMMUNITY DEVELOPMENT CORPORATION**

	<u>Current Period</u>	Budgeted	Actual YTD	Projected
<b>REVENUES</b>				
SALES TAX REVENUE	\$68,184.89	\$500,000.00	\$437,647.38	\$656,471.07
INVESTMENT REVENUE	\$374.21	\$1,000.00	\$941.32	\$1,411.98
Gain on Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Misc Revenues	\$0.00	\$0.00	\$0.00	\$0.00
Park Rental Fees	\$0.00	\$0.00	\$0.00	\$0.00
Economic Dev Grants	\$0.00	\$0.00	\$0.00	\$0.00
Stroll	\$0.00	\$5,000.00	(\$11,825.77)	(\$11,825.77)
<b>TOTAL REVENUES</b>	<b>\$68,558.90</b>	<b>\$506,000.00</b>	<b>\$426,762.93</b>	<b>\$646,057.28</b>
<b>EXPENDITURES</b>				
PERSONNEL	<u>Current</u>	\$42,189.00	\$40,536.59	\$60,804.89
Steele	\$4,583.33			
Standley	\$224.98			
Garrett	\$198.86			
Public Wks	\$0.00			
Training & Travel	\$0.00			
Dues & Memberships	\$0.00			
CONTRACTUAL EXPENSES	\$832.50	\$6,352.00	\$10,802.60	\$16,203.90
MISCELLANEOUS EXPENSES	\$10.00	\$1,940.00	\$5,119.88	\$7,679.82
OPERATING EXPENSES	\$0.00	\$61,500.00	\$2,471.11	\$3,706.67
CAPITAL EXPENSES	\$0.00	\$267,037.31	\$72,729.87	\$339,767.18
<b>TOTAL EXPENDITURES</b>	<b>\$5,847.67</b>	<b>\$379,018.31</b>	<b>\$131,660.05</b>	<b>\$428,162.45</b>
<b>SURPLUS</b>	<b>\$ 62,711.23</b>	<b>\$ 126,981.69</b>	<b>\$ 295,102.88</b>	<b>\$217,894.83</b>

4B- Community Development Corporation - 06

	Approved 2021-2022	Current 2021-2022	YTD 2021-2022	Budget Balance	Projected 2021-2022
<b>Revenue</b>					
4B 1/4 Sales Tax Revenue	500,000.00	68,184.69	437,647.38	62,352.62	656,471.07
4B Interest Earned	1,000.00	374.21	941.32	58.68	1,411.98
Income on Investments	0.00	0.00	0.00	0.00	0.00
	<b>501,000.00</b>	<b>68,558.90</b>	<b>438,588.70</b>	<b>62,411.30</b>	<b>657,883.05</b>
1 Unity Park- Rental Fees	0.00	0.00	0.00	0.00	0.00
2 Misc. Revenues	0.00	0.00	0.00	0.00	0.00
3 Gain on Sale of Assets	0.00	0.00	0.00	0.00	0.00
4 Economic Development Grants	0.00	0.00	0.00	0.00	0.00
5 Farmer's Market	0.00	0.00	0.00	0.00	0.00
Craft Market	0.00	0.00	0.00	0.00	0.00
6 Gateways (Monuments/Signs -Beautification)	0.00	0.00	0.00	0.00	0.00
8 Downtown Revitalization-Stroll	5,000.00	0.00	(11,825.77)	16,825.77	(11,825.77)
9 Contract-City of Magnolia	0.00	0.00	0.00	0.00	0.00
10 4th Street Extension	0.00	0.00	0.00	0.00	0.00
sub total	5,000.00	0.00	(11,825.77)	16,825.77	(11,825.77)
reserve	-	0.00	0.00	0.00	0.00
<b>Total Revenue</b>	<b>506,000.00</b>	<b>68,558.90</b>	<b>426,762.93</b>	<b>79,237.07</b>	<b>646,057.28</b>
<b>Administrative Expenses</b>					
Personnel Services					
Salary & Benefit Reimbursement	5,040.00	421.84	4,726.61	313.39	7,069.92
Training & Travel	1,500.00	0.00	0.00	1,500.00	0.00
Drug Test	0.00	0.00	0.00	0.00	0.00
Dues & Membership	500.00	0.00	510.00	(10.00)	765.00
Total Personnel Services	<b>7,040.00</b>	<b>421.84</b>	<b>5,236.61</b>	<b>1,803.39</b>	<b>7,854.92</b>
Contractual Expenses					
Contract/consultant Services	500.00	0.00	1,800.00	(1,300.00)	2,700.00
Office Rental	0.00	0.00	200.00	(200.00)	300.00
Legal	1,200.00	832.50	2,701.00	(1,501.00)	4,051.50
Auditing/Accounting Services	2,652.00	0.00	0.00	2,652.00	0.00
Engineering	0.00	0.00	3,961.25	(3,961.25)	5,941.88
Computer Software	0.00	0.00	1,443.75	(1,443.75)	2,165.63
Posting/Advertising	0.00	0.00	198.50	(198.50)	297.75
Promotions	2,000.00	0.00	498.10	1,501.90	747.15
Total Contractual Expenses	<b>6,352.00</b>	<b>832.50</b>	<b>10,802.60</b>	<b>(4,450.60)</b>	<b>16,203.90</b>
Miscellaneous/Operating Expenses					
Magazines, Maps & Books	1,500.00	0.00	4,995.00	(3,495.00)	7,492.50
Copies/Admin.	240.00	0.00	0.00	240.00	0.00
Minor Tools/Equipment	0.00	0.00	0.00	0.00	0.00
Office Supplies	200.00	10.00	124.88	75.12	187.32
Office Equipment	0.00	0.00	0.00	0.00	0.00
Hospitality Refreshments	0.00	0.00	0.00	0.00	0.00
Error & Omissions Insurance	2,200.00	0.00	1,244.49	955.51	1,866.74
Liability Insurance	1,300.00	0.00	657.99	642.01	986.99
Printing	0.00	0.00	0.00	0.00	0.00
Other Expenses	0.00	0.00	0.00	0.00	0.00
Total Misc./Operating Expenses	<b>5,440.00</b>	<b>10.00</b>	<b>7,022.36</b>	<b>(1,582.36)</b>	<b>10,533.54</b>
<b>Projects:</b>					
1 Unity Park					
Salaries	0.00	0.00	0.00	0.00	0.00
Legal	0.00	0.00	0.00	0.00	0.00
Engineering	0.00	0.00	0.00	0.00	0.00
Maintenance	0.00	0.00	568.63	(568.63)	852.95
Capital Improvements	0.00	0.00	32,354.87	(32,354.87)	32,354.87
Marketing/Advertising	0.00	0.00	0.00	0.00	0.00
Total Unity Park	<b>0.00</b>	<b>0.00</b>	<b>32,923.50</b>	<b>(32,923.50)</b>	<b>33,207.82</b>

<b>2 Commercial Marketing (Study, Partnership, Grow Magnolia)</b>					
Salaries	35,149.00	4,583.33	35,299.98	(150.98)	52,949.97
Legal	0.00	0.00	0.00	0.00	0.00
Engineering	0.00	0.00	0.00	0.00	0.00
Maintenance	0.00	0.00	0.00	0.00	0.00
Capital Improvements	0.00	0.00	0.00	0.00	0.00
Marketing/Advertising	0.00	0.00	0.00	0.00	0.00
Total Commercial Marketing	35,149.00	4,583.33	35,299.98	(150.98)	52,949.97
<b>3 Economic Development Business Improvement Grants</b>					
Salaries	0.00	0.00	0.00	0.00	0.00
Legal	0.00	0.00	0.00	0.00	0.00
Engineering	0.00	0.00	0.00	0.00	0.00
Maintenance	0.00	0.00	0.00	0.00	0.00
Capital Improvements	0.00	0.00	0.00	0.00	0.00
Marketing/Advertising	45,000.00	0.00	0.00	45,000.00	0.00
Total Economic Development Business	45,000.00	0.00	0.00	45,000.00	0.00
<b>4 Gateways (Monuments/Signs, Beautification)</b>					
Salaries	0.00	0.00	0.00	0.00	0.00
Legal	0.00	0.00	0.00	0.00	0.00
Engineering	0.00	0.00	0.00	0.00	0.00
Maintenance	0.00	0.00	0.00	0.00	0.00
Capital Improvements	5,000.00	0.00	35,375.00	(30,375.00)	35,375.00
Marketing/Advertising	0.00	0.00	0.00	0.00	0.00
Total Gateways	5,000.00	0.00	35,375.00	(30,375.00)	35,375.00
<b>5 Downtown Revitalization</b>					
Salaries	0.00	0.00	0.00	0.00	0.00
Legal	0.00	0.00	0.00	0.00	0.00
Engineering	0.00	0.00	0.00	0.00	0.00
Maintenance	0.00	0.00	0.00	0.00	0.00
Capital Improvements	0.00	0.00	5,000.00	(5,000.00)	5,000.00
Marketing/Advertising	8,000.00	0.00	0.00	8,000.00	0.00
Total Downtown Revitalization	8,000.00	0.00	5,000.00	3,000.00	5,000.00
<b>7 Debt Service</b>					
2011 SIB Loan Transfer	165,233.31	0.00	0.00	165,233.31	165,233.31
2017 SIB Loan Transfer	40,000.00	0.00	0.00	40,000.00	40,000.00
2021 SIB Loan Transfer	61,804.00	0.00	0.00	61,804.00	61,804.00
Total Debt Service	267,037.31	0.00	0.00	267,037.31	267,037.31
<b>TOTAL EXPENSES</b>	<b>379,018.31</b>	<b>5,847.67</b>	<b>131,660.06</b>	<b>247,358.26</b>	<b>428,162.45</b>
<b>TOTAL REVENUE OVER(UNDER) EXPENSES</b>	<b>126,981.69</b>	<b>62,711.23</b>	<b>295,102.88</b>	<b>(168,121.19)</b>	<b>217,894.83</b>

06 -4B COMMUNITY DEV.  
FINANCIAL SUMMARY

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>						
	REVENUE	501,000.00	68,558.90	438,588.70	87.54	62,411.30
	GENERAL AND ADMINISTRATIV	<u>5,000.00</u>	<u>0.00</u>	( 11,825.77)	<u>236.52-</u>	<u>16,825.77</u>
***	TOTAL REVENUES ***	506,000.00	68,558.90	426,762.93	84.34	79,237.07
<u>EXPENDITURE SUMMARY</u>						
	4B COMMUNITY DEVELOPMENT	<u>379,018.31</u>	<u>5,847.67</u>	<u>131,660.05</u>	<u>34.74</u>	<u>247,358.26</u>
***	TOTAL EXPENDITURES ***	<u>379,018.31</u>	<u>5,847.67</u>	<u>131,660.05</u>	<u>34.74</u>	<u>247,358.26</u>
***	REVENUES OVER/(UNDER) EXPENDITURES *	<u>126,981.69</u>	<u>62,711.23</u>	<u>295,102.88</u>	<u>232.40</u>	( 168,121.19)



CITY OF MAGNOLIA  
FINANCIAL STATEMENT - UNAUDITED  
AS OF: MAY 31ST, 2022

06 -4B COMMUNITY DEV.  
REVENUE

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUE</b>						
40001	Sale of the City Hall Buildin	0.00	0.00	0.00	0.00	0.00
40002	Proceeds from Loan	0.00	0.00	0.00	0.00	0.00
40014	4B 1/4 % Sales Tax Revenue	500,000.00	68,184.69	437,647.38	87.53	62,352.62
40022	4B Interest Earned	1,000.00	374.21	941.32	94.13	58.68
40023	Income on Investments	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE		501,000.00	68,558.90	438,588.70	87.54	62,411.30
<b>GENERAL AND ADMINISTRATIV</b>						
40122	SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00
40124	MISC. REVENUES	0.00	0.00	0.00	0.00	0.00
40126	Project Fund	0.00	0.00	0.00	0.00	0.00
40127	Park Rental Fees	0.00	0.00	0.00	0.00	0.00
40128	Yellow House Rental Fees	0.00	0.00	0.00	0.00	0.00
40129	6th Street Extension	0.00	0.00	0.00	0.00	0.00
40130	Community Marketing	0.00	0.00	0.00	0.00	0.00
40131	Economic Development Grants	0.00	0.00	0.00	0.00	0.00
40132	Gateways	0.00	0.00	0.00	0.00	0.00
40133	The Stroll	5,000.00	0.00	( 11,825.77)	236.52-	16,825.77
40134	FM 1774 Utility Relocation	0.00	0.00	0.00	0.00	0.00
40135	Pressure Valve-Unity Park	0.00	0.00	0.00	0.00	0.00
40136	Downtown Revitalization	0.00	0.00	0.00	0.00	0.00
TOTAL GENERAL AND ADMINISTRATIV		5,000.00	0.00	( 11,825.77)	236.52-	16,825.77
*** TOTAL REVENUE ***		506,000.00	68,558.90	426,762.93	84.34	79,237.07

CITY OF MAGNOLIA  
FINANCIAL STATEMENT - UNAUDITED  
AS OF: MAY 31ST, 2022

06 -4B COMMUNITY DEV.  
4B COMMUNITY DEVELOPMENT  
DEPARTMENT EXPENDITURES

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL SERVICES</u>						
500501	Salary & Benefit Reimbursemen	40,189.00	421.84	7,326.61	18.23	32,862.39
500502	CAR ALLOWANCE	0.00	0.00	0.00	0.00	0.00
500517	RETIREMENT- 4 B	0.00	0.00	0.00	0.00	0.00
500536	PAYROLL TAX- 4 B	0.00	0.00	0.00	0.00	0.00
500543	Training & Travel	1,500.00	0.00	0.00	0.00	1,500.00
500547	Drug Test	0.00	0.00	0.00	0.00	0.00
500550	Dues & Memberships	500.00	0.00	510.00	102.00	( 10.00)
	TOTAL PERSONNEL SERVICES	42,189.00	421.84	7,836.61	18.58	34,352.39
<u>CONTRACTUAL EXPENSES</u>						
500602	Utilities/Water & Sewer	0.00	0.00	0.00	0.00	0.00
500605	Telephone	0.00	0.00	0.00	0.00	0.00
500632	Contract/Consultant Services	500.00	4,583.33	34,499.98	900.00	( 33,999.98)
500632.01	OFFICE RENTAL	0.00	0.00	200.00	0.00	( 200.00)
500640	Legal	1,200.00	832.50	2,701.00	225.08	( 1,501.00)
500641	Auditing/Accounting Services	2,652.00	0.00	0.00	0.00	2,652.00
500642	Appraisal	0.00	0.00	0.00	0.00	0.00
500643	Engineering	0.00	0.00	3,961.25	0.00	( 3,961.25)
500673	Computer Software	0.00	0.00	1,443.75	0.00	( 1,443.75)
500674	Posting & Advertising	0.00	0.00	198.50	0.00	( 198.50)
500675	Promotions	2,000.00	0.00	498.10	24.91	1,501.90
500676	Promo-MusicFest Facilities/Op	0.00	0.00	0.00	0.00	0.00
	TOTAL CONTRACTUAL EXPENSES	6,352.00	5,415.83	43,502.58	684.86	( 37,150.58)
<u>MISCELLANEOUS EXPENSES</u>						
500742	Magazines, Maps, & Books	1,500.00	0.00	4,995.00	333.00	( 3,495.00)
500743	Copies / Admin.	240.00	0.00	0.00	0.00	240.00
500744	Minor Tools / Equipment	0.00	0.00	0.00	0.00	0.00
500745	Refreshments-Hospitality	0.00	0.00	0.00	0.00	0.00
500746	Magnolia Tomorrow/Grow Magnol	0.00	0.00	0.00	0.00	0.00
500766	Office Supplies	200.00	10.00	124.88	62.44	75.12
500769	Office Equipment	0.00	0.00	0.00	0.00	0.00
	TOTAL MISCELLANEOUS EXPENSES	1,940.00	10.00	5,119.88	263.91	( 3,179.88)
<u>EXPENSES (Continued)</u>						
500800	Bank Fees	0.00	0.00	0.00	0.00	0.00
500801	Expense Reimbursement	0.00	0.00	0.00	0.00	0.00
500806	Sales Tax Repay - Texas Compt	0.00	0.00	0.00	0.00	0.00
500824	Errors & Omissions Insurance	2,200.00	0.00	1,244.49	56.57	955.51
500825	Liability Insurance 4B - TML	1,300.00	0.00	657.99	50.61	642.01
500833	Postage	0.00	0.00	0.00	0.00	0.00
500836	Printing	0.00	0.00	0.00	0.00	0.00
500839	Economic Dev. Planning Expens	0.00	0.00	0.00	0.00	0.00
500840	Eco Dev Bus Improvement Grant	45,000.00	0.00	0.00	0.00	45,000.00
500841	Farmers Market, Market Park	0.00	0.00	0.00	0.00	0.00
500842	Depot Park Improvements	0.00	0.00	0.00	0.00	0.00
500843	Saturday in the Park	0.00	0.00	0.00	0.00	0.00

CITY OF MAGNOLIA  
FINANCIAL STATEMENT - UNAUDITED  
AS OF: MAY 31ST, 2022

06 -4B COMMUNITY DEV.  
4B COMMUNITY DEVELOPMENT  
DEPARTMENT EXPENDITURES

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
500844	Community Design Guidelines	0.00	0.00	0.00	0.00	0.00
500845	Monuments/Signs	5,000.00	0.00	0.00	0.00	5,000.00
500846	Beautification	0.00	0.00	0.00	0.00	0.00
500847	Park(s) Events	0.00	0.00	0.00	0.00	0.00
500848	Park Maintenance	0.00	0.00	568.63	0.00	( 568.63)
500850	Other Expenses	0.00	0.00	0.00	0.00	0.00
500851	Downtown Revitalization	8,000.00	0.00	0.00	0.00	8,000.00
500858	Depreciation Expense	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENSES (Continued)	61,500.00	0.00	2,471.11	4.02	59,028.89
<b>CAPITAL EXPENSES</b>						
500900	4B Loan/B.Riley 2941 Prin.Pym	0.00	0.00	0.00	0.00	0.00
500902	4B Loan/B.Riley 2941 Int. Pym	0.00	0.00	0.00	0.00	0.00
500920	18111 BUDDY RILEY EXPENSE	0.00	0.00	0.00	0.00	0.00
500924	2011 SIB Loan I&S Transfer	165,233.31	0.00	0.00	0.00	165,233.31
500925	2017 SIB Loan I&S Transfer	40,000.00	0.00	0.00	0.00	40,000.00
500926	2021 SIB Loan I&S Transfer	61,804.00	0.00	0.00	0.00	61,804.00
500970	Computer Equipment	0.00	0.00	0.00	0.00	0.00
500971	Yellow House	0.00	0.00	0.00	0.00	0.00
500972	Prop Purchase(Commerce/Nichol	0.00	0.00	5,000.00	0.00	( 5,000.00)
500973	6th Street Extension	0.00	0.00	0.00	0.00	0.00
500974	FM1774 Utility Relocation	0.00	0.00	0.00	0.00	0.00
500975	Pressure Valve-Unity Park	0.00	0.00	0.00	0.00	0.00
500976	CAPITAL EXPENSES	0.00	0.00	67,729.87	0.00	( 67,729.87)
	TOTAL CAPITAL EXPENSES	267,037.31	0.00	72,729.87	27.24	194,307.44
<b>TOTAL 4B COMMUNITY DEVELOPMENT</b>						
		379,018.31	5,847.67	131,660.05	34.74	247,358.26
<b>*** TOTAL EXPENDITURES ***</b>						
		379,018.31	5,847.67	131,660.05	34.74	247,358.26
<b>*** REVENUES OVER/(UNDER) EXPENDITURES *</b>						
		126,981.69	62,711.23	295,102.88	0.00	( 168,121.19)

Woodforest National Bank  
425637  
4B-Community Development Corporation  
May, 2022

Bank ending balance:		1,208,374.91	General Ledger ending balance:		1,208,374.91
Date	Outstanding Debits:		date	Outstanding Debits:	
Total debits		0.00	Total debits		0.00
date	Outstanding Credits:		date	Outstanding Credits:	
Total credits		0.00	Total credits		0.00
Total		1,208,374.91	Total		1,208,374.91

Prepared By: B Standley  
Beverly Standley, Finance Admin Clerk

Date: 5-Jun-22

0.00



**WOODFOREST<sup>®</sup>**  
NATIONAL BANK

00001728 TW100T06012211231300 3 000000000 20411630



CITY OF MAGNOLIA-4B  
18111 BUDDY RILEY BLVD  
MAGNOLIA TX 77354-5864

Page 1 of 3  
Statement Period: May 01 - May 31, 2022



Account Information & Customer Service  
1-(877) 968-7962



P.O. Box 7889 The Woodlands, TX 77387



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## Summary of Accounts

ACCOUNT TYPE AND NUMBER	BALANCE FORWARD	TOTAL DEBITS	TOTAL CREDITS	CLOSING BALANCE
""Special"" Liquidity Account" 425637	1,153,022.46	13,278.61	68,631.06	1,208,374.91

### ""Special"" Liquidity Account" 425637

#### Deposits and Other Credits

Date	Amount	Transactions	
05-04	72.16	Online Transfer Credit	OL XFER
05-09	67.02	Online Transfer Credit	OL XFER
05-13	68,117.67	Online Transfer Credit	OL XFER
05-31	374.21	INTEREST PAID	

#### Withdrawals and Other Debits

Date	Amount	Transactions	
05-04	100.00	Online Transfer Debit	OL XFER
05-04	100.00	Online Transfer Debit	OL XFER
05-04	196.86	Online Transfer Debit	OL XFER
05-04	224.98	Online Transfer Debit	OL XFER
05-04	634.16	Online Transfer Debit	OL XFER
05-04	674.94	Online Transfer Debit	OL XFER
05-09	196.86	Online Transfer Debit	OL XFER
05-09	224.98	Online Transfer Debit	OL XFER

#### Checks Cleared

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
05-09	3102	500.00 ✓	05-18	3104	832.50 ✓	05-24	3106	10.00 ✓
05-05	3103	5,000.00 ✓	05-13	3105	4,583.33 ✓			

\* Denotes a break in check sequence

5 Check(s) Paid for a Total of \$10,925.83

#### Account Summary

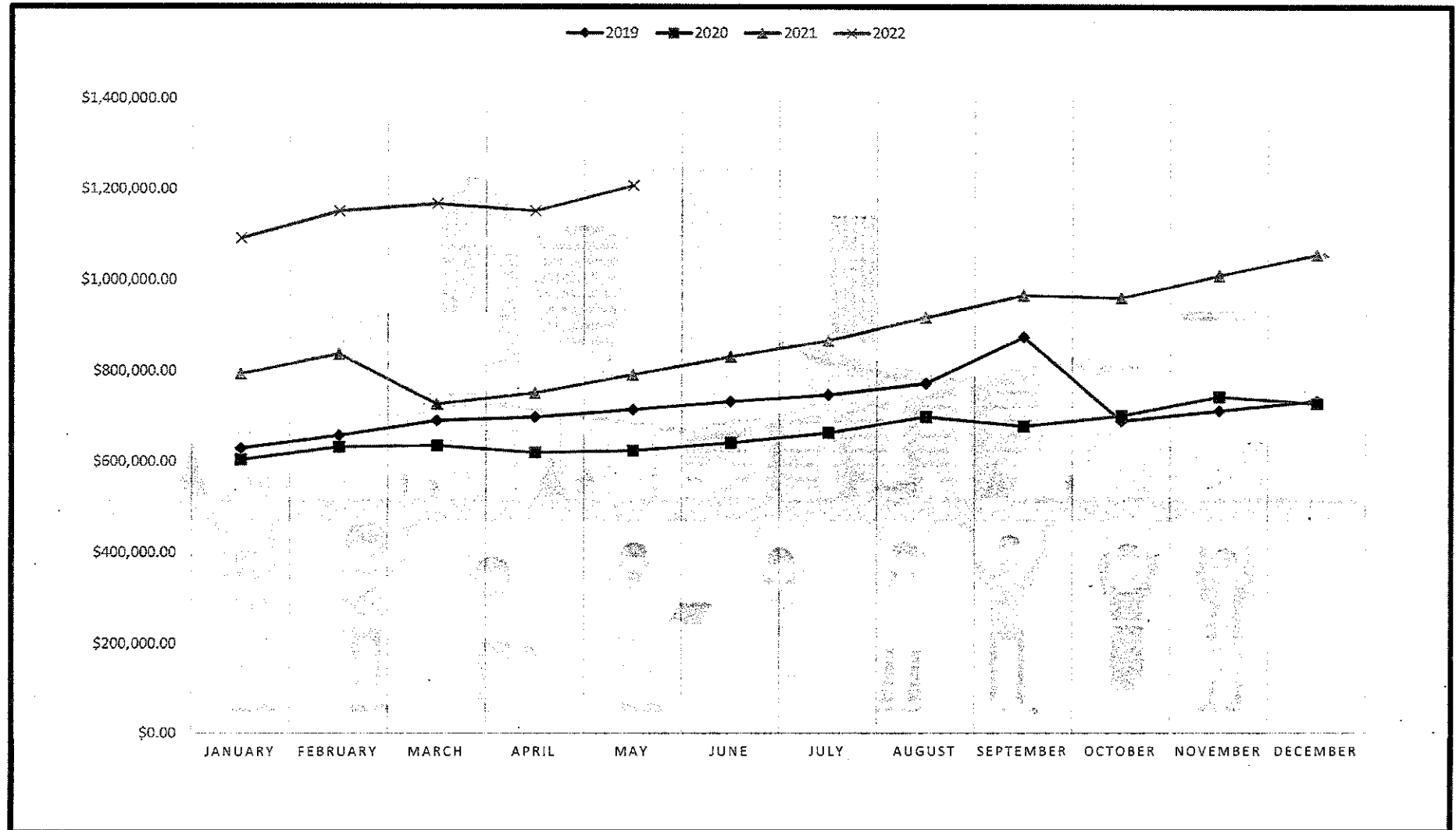
Average Balance	\$1,184,916.36	Annual Percentage Yield Earned	0.37%
Average Collected Balance	\$1,184,916.36	Interest Earned for this Statement Period	\$374.21
Minimum Balance on 05/09/2022	\$1,145,308.86	Average Collected Balance for APY	\$1,184,916.36
Year to Date Interest Paid	\$834.13	Number of Days in Cycle	31

#### Daily Closing Balance Summary



Date	Balance	Date	Balance	Date	Balance
05-01	1,153,022.46	05-09	1,145,308.86	05-24	1,208,000.70
05-04	1,151,163.68	05-13	1,208,843.20	05-31	1,208,374.91
05-05	1,146,163.68	05-18	1,208,010.70		

# 4B COMMUNITY DEVELOPMENT CORPORATION 4-YR BANK STATEMENT BALANCE COMPARISON



CITY OF MAGNOLIA  
MONTHLY ACTIVITY REPORT  
MAY 31ST, 2022

06 -4B COMMUNITY DEV.

ACCOUNTING PERIOD														( YEAR TO DATE )
REVENUES	( OCT )	( NOV )	( DEC )	( JAN )	( FEB )	( MAR )	( APR )	( MAY )	( JUN )	( JUL )	( AUG )	( SEP )	( MAY )	
REVENUE														
40014 4B 1/4 % Sales Tax Revenue	54,251.63	58,016.46	56,827.87	54,152.66	65,260.24	43,639.55	37,314.28	68,184.69	0.00	0.00	0.00	0.00	437,647.38	
40022 4B Interest Earned	32.03	31.65	43.51	53.06	67.45	96.80	242.61	374.21	0.00	0.00	0.00	0.00	941.32	
TOTAL REVENUE	54,283.66	58,048.11	56,871.38	54,205.72	65,327.69	43,736.35	37,556.89	68,558.90	0.00	0.00	0.00	0.00	438,588.70	
GENERAL AND ADMINISTRATIV														
40133 The Stroll	( 25.00 )	( 244.63 )	0.00	( 44.11 )	415.78	0.00	( 11,927.81 )	0.00	0.00	0.00	0.00	0.00	( 11,825.77 )	
TOTAL GENERAL AND ADMINISTRATIV	( 25.00 )	( 244.63 )	0.00	( 44.11 )	415.78	0.00	( 11,927.81 )	0.00	0.00	0.00	0.00	0.00	( 11,825.77 )	
TOTAL REVENUE	54,258.66	57,803.48	56,871.38	54,161.61	65,743.47	43,736.35	25,629.08	68,558.90	0.00	0.00	0.00	0.00	426,762.93	

CITY OF MAGNOLIA  
MONTHLY ACTIVITY REPORT  
MAY 31ST, 2022

06 -4B COMMUNITY DEV.  
4B COMMUNITY DEVELOPMENT

													( YEAR TO DATE )
													( BALANCE THRU )
DEPARTMENTAL EXPENDITURES	( OCT )	( NOV )	( DEC )	( JAN )	( FEB )	( MAR )	( APR )	( MAY )	( JUN )	( JUL )	( AUG )	( SEP )	( MAY )
<u>PERSONNEL SERVICES</u>													
500501 Salary & Benefit Reimburseme	2,600.00	422.51	422.51	1,519.29	421.84	421.84	1,096.78	421.84	0.00	0.00	0.00	0.00	7,326.61
500550 Dues & Memberships	0.00	0.00	0.00	0.00	0.00	10.00	500.00	0.00	0.00	0.00	0.00	0.00	510.00
TOTAL PERSONNEL SERVICES	2,600.00	422.51	422.51	1,519.29	421.84	431.84	1,596.78	421.84	0.00	0.00	0.00	0.00	7,836.61
<u>CONTRACTUAL EXPENSES</u>													
500632 Contract/Consultant Services	0.00	2,600.00	4,583.33	4,583.33	4,583.33	6,383.33	7,183.33	4,583.33	0.00	0.00	0.00	0.00	34,499.98
500632.01OFFICE RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	200.00
500640 Legal	0.00	37.00	185.00	111.00	370.00	203.50	962.00	832.50	0.00	0.00	0.00	0.00	2,701.00
500643 Engineering	0.00	3,961.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,961.25
500673 Computer Software	0.00	0.00	0.00	0.00	0.00	1,443.75	0.00	0.00	0.00	0.00	0.00	0.00	1,443.75
500674 Posting & Advertising	0.00	12.50	0.00	0.00	186.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	198.50
500675 Promotions	498.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	498.10
TOTAL CONTRACTUAL EXPENSES	498.10	6,610.75	4,768.33	4,694.33	5,139.33	8,030.58	8,345.33	5,415.83	0.00	0.00	0.00	0.00	43,502.58
<u>MISCELLANIOUS EXPENSES</u>													
500742 Magazines, Maps, & Books	0.00	0.00	0.00	4,995.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,995.00
500766 Office Supplies	0.00	0.00	0.00	27.69	0.00	0.00	87.19	10.00	0.00	0.00	0.00	0.00	124.88
TOTAL MISCELLANIOUS EXPENSES	0.00	0.00	0.00	5,022.69	0.00	0.00	87.19	10.00	0.00	0.00	0.00	0.00	5,119.88
<u>EXPENSES (Continued)</u>													
500824 Errors & Omissions Insurance	414.83	0.00	0.00	414.83	0.00	0.00	414.83	0.00	0.00	0.00	0.00	0.00	1,244.49
500825 Liability Insurance 4B - TML	219.33	0.00	0.00	219.33	0.00	0.00	219.33	0.00	0.00	0.00	0.00	0.00	657.99
500848 Park Maintenance	0.00	0.00	0.00	798.00	0.00	( 500.00 )	270.63	0.00	0.00	0.00	0.00	0.00	568.63
TOTAL EXPENSES (Continued)	634.16	0.00	0.00	1,432.16	0.00	( 500.00 )	904.79	0.00	0.00	0.00	0.00	0.00	2,471.11
<u>CAPITAL EXPENSES</u>													
500972 Prop Purchase(Commerce/Nicho	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
500976 CAPITAL EXPENSES	0.00	0.00	13,618.78	0.00	0.00	52,733.09	1,378.00	0.00	0.00	0.00	0.00	0.00	67,729.87
TOTAL CAPITAL EXPENSES	0.00	0.00	13,618.78	0.00	0.00	52,733.09	6,378.00	0.00	0.00	0.00	0.00	0.00	72,729.87
TOTAL 4B COMMUNITY DEVELOPMENT	3,732.26	7,033.26	18,809.62	12,668.47	5,561.17	60,695.51	17,312.09	5,847.67	0.00	0.00	0.00	0.00	131,660.05
TOTAL EXPENDITURES	3,732.26	7,033.26	18,809.62	12,668.47	5,561.17	60,695.51	17,312.09	5,847.67	0.00	0.00	0.00	0.00	131,660.05
REVENUES OVER/(UNDER) EXPENDITURES	50,526.40	50,770.22	38,061.76	41,493.14	60,182.30	( 16,959.16 )	8,316.99	62,711.23	0.00	0.00	0.00	0.00	295,102.88





2	<b>Commercial Marketing (Study, Partnership, Grow Magnolia)</b>		
	Salaries	###	55,000.00
	Legal	###	0.00
	Engineering	###	0.00
	Maintenance	###	0.00
	Capital Improvements	###	0.00
	Marketing/Advertising	###	0.00
	Total Commercial Marketing	##	55,000.00
3	<b>Economic Development Business Improvement Grants</b>		
	Salaries	###	0.00
	Legal	###	0.00
	Engineering	###	0.00
	Maintenance	###	0.00
	Capital Improvements	###	0.00
	Marketing/Advertising	###	55,000.00
	Total Economic Development Business	###	55,000.00
4	<b>Gateways (Monuments/Signs, Beautification)</b>		
	Salaries	###	0.00
	Legal	###	0.00
	Engineering	###	0.00
	Maintenance	###	0.00
	Capital Improvements	###	30,000.00
	Marketing/Advertising	###	0.00
	Total Gateways	###	30,000.00
5	<b>Downtown Revitalization</b>		
	Salaries	###	0.00
	Legal	###	0.00
	Engineering	###	0.00
	Maintenance	###	0.00
	Capital Improvements	###	110,000.00 Includes parking
	Marketing/Advertising	###	0.00
	Total Downtown Revitalization	###	110,000.00
6	<b>FM 1774 Sewer</b>		
	Capital Improvements		100,000.00
	Total		100,000.00
7	<b>Debt Service</b>		
	2011 SIB Loan Transfer	###	165,167.00
	2017 SIB Loan Transfer	###	40,000.00
	2021 SIB Loan Transfer	###	61,804.00
	Total Debt Service	##	266,971.00
<b>TOTAL EXPENSES</b>			<b>782,821.00</b>
<b>TOTAL REVENUE OVER(UNDER) EXPENSES</b>			<b># (1,621.00)</b>

Brenda Hoppe, President  
Joshua Chadwick, Vice President  
Barbara Gardner, Treasurer  
Clyde Hunt  
Trevor Brown  
Janna Hartigan  
Vacant



Rachel Steele, Economic Director  
Don Doering, City Administrator  
Kandice Garrett, City Secretary  
Leonard Schneider, Corp. Attorney  
Beverly Standley, Finance Administrator

**MINUTES**  
**4B COMMUNITY DEVELOPMENT CORPORATION**  
**REGULAR MEETING**  
**TUESDAY, MAY 12, 2022 – 5:30 P.M.**  
**Sewall Smith City Council Chambers**  
**18111 Buddy Riley Blvd.**  
**Magnolia, Texas 77354**

---

**1. CALL TO ORDER**

President Brenda Hoppe called the meeting to order at 5:33 p.m.

**a. INVOCATION**

Barbara Gardner delivered the invocation.

**b. PLEDGE OF ALLEGIANCE**

President Brenda Hoppe led the Pledge of Allegiance.

**c. ROLL CALL AND CERTIFICATION OF QUORUM**

President Brenda Hoppe called roll and certified a quorum present with the following Board members in attendance: Brenda Hoppe, Joshua Chadwick, Barbara Gardner, and Janna Hartigan.

Absent: Clyde Hunt and Trevor Brown

Staff present: Economic Development Director Rachel Steele and City Administrator Don Doering

**2. CITIZENS FORUM**

*(No official or formal action or vote may be taken on any comment made by citizens during Citizens Forum)  
(For matters not on the agenda. Comments shall be limited to three (3) minutes per person. Comments by the Board shall be limited to:*

- a. Statements of specific factual information given in response to an inquiry;*
- b. A recitation of existing policy in response to an inquiry;*
- c. A proposal to place the subject on a future agenda.*

None

**3. ANNOUNCEMENTS**

*(Hear announcements concerning items of community interest from the Board members and City staff for which no actions shall be taken or discussed.)*

President Brenda Hoppe announced the Magnolia Festival Committee Annual Magnolia Showdown BBQ Cook-Off on April 29-30, 2022 was a success.

4. **TREASURER'S REPORT**  
(Director Barbara Gardner)  
a. Update on revenues and expenditures  
b. Monthly sales tax report  
c. 2021 Sales Tax Generators

Barbara Gardner provided a summary of revenues, obligations, and expenditures. Executive Director Rachel Steele reviewed the sales tax report.

5. **CONSENT AGENDA – ROUTINE ITEMS:**

*(This portion of the agenda consists of items considered to be routine and can be enacted by one motion unless separate discussion is requested by a Board Director or a citizen.)*

Minutes	Date
Approval of Minutes	February 10, 2022
	March 10, 2022
	April 14, 2022
Invoices	Amount
Rachel Steele (April)	\$4,583.33
Liles Parker (March)	\$832.50
Liles Parker (April)	\$962.00
Trophies & More- Name Plate	\$10.00

**MOTION:** Upon a motion to approve Consent Agenda made by Janna Hartigan and seconded by Barbara Gardner, the Board members present voted, and the motion carried unanimously, 4-0.

6. **CONSIDERATION – DISCUSS AND TAKE ACTION ON RESOLUTION NO. 4BR-2022-001 FOR PURCHASE OF 1.5 ACRE COMMERCE STREET TRACT**

Economic Development Director Rachel Steele presented this item. The Board was instructed that the Resolution No. 4BR-2022-002 is the correct resolution number. There was discussion of the placement of dirt on the property and future needs for a survey.

**MOTION:** Upon a motion to approve Resolution No. 4BR-2022-002 made by Janna Hartigan and seconded by Josh Chadwick, the Board members present voted, and the motion carried unanimously, 4-0.

7. **CONSIDERATION – DISCUSS AND TAKE ACTION ON PROJECT PROPOSAL TO FUND A PORTION OF THE CITY OF MAGNOLIA MASTER THOROUGHFARE PLAN**

Ms. Steele presented this item and noted this would be a split cost of 35 percent with

4A and that it was reviewed and supported by City Attorney Leonard Schneider as a 4B project.

**MOTION:** Upon a motion to approve \$9,800 funds transfer for project proposal to fund a portion of the City of Magnolia Master Thoroughfare Plan at 35 percent made by Josh Chadwick and seconded by Barbara Gardner, the Board members present voted, and the motion carried unanimously, 4-0.

**8. CONSIDERATION – DISCUSS AND TAKE ACTION ON VARIOUS OPTIONS FOR OFFICE SPACE LEASING**

Ms. Steele presented this item and went over four options with the Board. There was further discussion and it was decided that this item would be postponed to the next meeting. No action taken.

**9. CONSIDERATION – DISCUSS AND TAKE ACTION TO APPROVE STUDIO AVID CONTRACT FOR FEASIBILITY STUDY OF COMMERCE STREET TRACT**

Ms. Steele presented this item and noted the contract was reviewed and approved by City Attorney Leonard Schneider.

**MOTION:** Upon a motion to approve Studio Avid Contract for feasibility study of Commerce Street Tract made by Josh Chadwick and seconded by Barbara Gardner, the Board members present voted, and the motion carried unanimously, 4-0.

**10. CONSIDERATION – DISCUSS AND TAKE ACTION ON PROPOSAL FOR SURVEY SERVICES ON 1.5 ACRE COMMERCE STREET TRACT**

Ms. Steele presented this item. There was further discussion.

**MOTION:** Upon a motion to direct Executive Director to negotiate proposal for survey services on 1.5-acre Commerce Street Tract in the amount not to exceed \$2,000 made by Josh Chadwick and seconded by Janna Hartigan, the Board members present voted, and the motion carried unanimously, 4-0.

**11. CONSIDERATION – DISCUSS AND TAKE ACTION ON HAWKEYE MEDIA PROPOSAL FOR DEVELOPMENT OF MARKETING VIDEO**

Ms. Steele presented this item. There was further discussion.

**MOTION:** Upon a motion to approve Hawkeye Media Proposal for development of marketing video made by Janna Hartigan and seconded by Josh Chadwick, the Board members present voted, and the motion carried unanimously, 4-0.

**12. CONSIDERATION – DISCUSS AND TAKE ACTION ON BUSINESS IMPROVEMENT GRANT FOR 415 MAGNOLIA BOULEVARD**

Ms. Steele presented this item and noted this is an amendment to the original proposal. The applicant, Paul Michna, was present to provide an update and answer questions.

**MOTION:** Upon a motion to amend the Business Improvement Grant for 415 Magnolia Boulevard in the amount of \$5,000 made by Janna Hartigan and seconded by Josh Chadwick, the Board members present voted, and the motion carried unanimously, 4-0.

**13. CONSIDERATION – DISCUSS AND TAKE ACTION TO CREATE A PLANNING ASSISTANCE GRANT FOR COMMERCIAL TRACTS AFFECTED BY FM 1488 TXDOT EXPANSION**

Ms. Steele presented this item. There was further discussion.

**MOTION:** Upon a motion to approve a Planning Assistance Grant for commercial tracts affected by FM 1488 TxDOT expansion made by Janna Hartigan and seconded by Josh Chadwick, the Board members present voted, and the motion carried unanimously, 4-0.

**14. APPROVED PROJECTS REPORTS/UPDATES AND STATUS**

- a. **Unity Park** (Apvd.2006-2007)
- b. **Downtown Upgrades** (Approved 2011)
- c. **Monument Signs**
- d. **Purchase of Real Property**

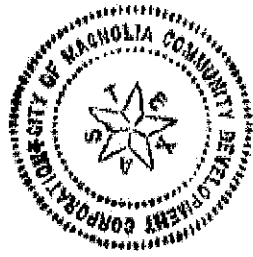
Ms. Steele gave a progress report on activities, meetings and outreach the CDC had made for the month of April.

**20. FUTURE AGENDA ITEMS**

- **Assistance Grant**
- **Budget & Projects**
- **Office space leasing**

**21. ADJOURN**

**MOTION:** Upon a motion to adjourn made by Janna Hartigan and seconded by Barbara Gardner, the Board members present voted, and the motion carried unanimously, 4-0 and President Hoppe adjourned the meeting at 6:41 pm.



---

Brenda Hoppe, President

#### CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting held on May 12, 2022, by the Board of the City of Magnolia 4B Community Development Corporation.

ATTEST:

---

Kandice Garrett, City Secretary

INVOICE: 131

# RACHEL STEELE

2642 George Street

Pearland, Tx 77581

PHONE | 281-221-0090

**5/31/2022**

## BILL TO

**MAGNOLIA 4B Corporation**

18111 Buddy Riley

MAGNOLIA, Tx 77354

PHONE

## FOR

Board Administration

## Details

## HOURS

Week of May 2nd

48.00

Week of May 9th

72.00

Week of May 16th

65.00

Week of May 23rd

70.00

May 30 & 31

12.00

Total Hours 267.00

Monthly Rate: \$4,583.33

Make all checks payable to RACHEL STEELE

If you have any questions concerning this invoice, use the following contact information:

Rachel Steele, rsteeleup@gmail.com

**THANK YOU FOR YOUR BUSINESS!**



# LILES PARKER

ATTORNEYS & COUNSELORS AT LAW

## Liles Parker - Houston

2261 Northpark Drive, Suite 445

Kingwood, TX 77339

713-432-7474

www.lilesparkerhouston.com

June 02, 2022

City of Magnolia-4B  
18111 Buddy Riley Blvd.  
Magnolia, TX 77354

**Invoice Number: 2255**

**Invoice Period: 05-01-2022 - 05-31-2022**

Payment Terms: Upon Receipt

### RE: General

Please make check payable to "Liles Parker PLLC" and forward to 2261 Northpark Dr, Suite 445, Kingwood, TX 77339. (Please include invoice # with your check.)

### Time Details

Date	Professional	Description	Hours	Rate	Amount
05-02-2022	Leonard Schneider	Attention to question on conflict of interest.	0.50	185.00	92.50
05-06-2022	Leonard Schneider	Look at planning as 4B project. Receive and review 4B agenda. Attention to resolution to purchase property.	0.80	185.00	148.00
05-09-2022	Leonard Schneider	Receive and review landscape architect agreement. Receive and review draft agenda.	0.70	185.00	129.50
05-17-2022	Leonard Schneider	Attention to question on President responsibilities.	0.50	185.00	92.50
05-28-2022	Leonard Schneider	Attention to title commitment and lot purchase.	0.30	185.00	55.50
05-31-2022	Leonard Schneider	Receive and review waiver of surface rights to 1.5 acres potential purchase.	0.70	185.00	129.50
05-31-2022	Richard Pecore	Per City Attorney Leonard V. Schneider's request for City of Magnolia, Texas, conducted research and analysis of covenants running with the land for mineral estate owners who waived surface rights to 2.0 acres the city wishes to bid on and acquire, and how these waivers might impact the transaction, if at all. Discussed results of said research and analysis with Leonard V. Schneider by telephone and submitted	1.50	185.00	277.50

We appreciate your business

Page 1 of 3

Date	Professional	Description	Hours	Rate	Amount
		short write-up of analysis, circumstances and recommendations for different scenarios.			
			Total		925.00
			Total for this Invoice		925.00

## Matter Statement of Account

As of 06-03-2022

Matter	Invoices / Credits	Trust	Balance Due
General	925.00		925.00
	<b>Total Amount to Pay</b>		<b>925.00</b>

### General

#### Transactions

Date	Transaction	Applied	Invoice	Amount
04-30-2022	Previous Balance			832.50
05-16-2022	Payment Received - Reference 3104			(832.50)
05-16-2022	Payment Applied	832.50	2243	
06-02-2022	Invoice 2255			925.00
			<b>Balance</b>	<b>925.00</b>

#### Open Invoices and Credits

Date	Transaction	Amount	Applied	Balance
06-02-2022	Invoice 2255	925.00		925.00
			<b>Balance</b>	<b>925.00</b>

## Don Doering

**From:** gmpcc@gretermagnoliaparkwaycc.org  
**Sent:** Thursday, May 19, 2022 10:18 AM  
**To:** Don Doering  
**Subject:** Confirmation: Monthly Business Luncheon - May 26, 2022

## Registration Information

### Monthly Business Luncheon - May 26, 2022

**Date:** May 26, 2022 11:30 AM - 1:00 PM CDT

**Location:** Magnolia Event Center  
11659 Farm to Market Rd 1488, Magnolia, TX 77354

**Date/Time Details:** Thursday, May 26, 2022

11:30 am - 1:00 pm

You've successfully completed registration for Monthly Business Luncheon - May 26, 2022 via Greater Magnolia Parkway Chamber of Commerce Website.

[Click Here for More Information](#)

Summary			
Item	Details	Quantity	Total Amt
Monthly Business Luncheon - Member	Don Doering	1	\$30.00
Monthly Business Luncheon - Member	Rachel Steele ✓	1	\$30.00
Monthly Business Luncheon - Member	Basil Tate	1	\$30.00
Early Registration Discount		N/A	-\$30.00
Total:			\$60.00 PAID

[Edit Registration / Edit Attendee\(s\)](#)

[Options to Resend Confirmation Email\(s\)](#)

[Add to Google Calendar](#)

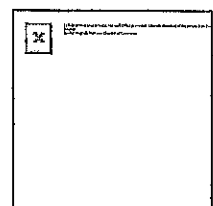
[Add to Yahoo Calendar](#)

[Add to iCal \(Outlook, Apple, or other\) Calendar](#)

4 B \$30.00

### Monthly Business Luncheon - May 26, 2022

**Date:** May 26, 2022 11:30 AM - 1:00 PM CDT



Delta T LLC  
2348 Innovation Drive  
P.O. Box 11307  
Lexington KY 40575-1307  
UNITED STATES

Remit Payment to:  
Big Ass Fans  
PO Box 638767  
Cincinnati, OH 45263-  
8767  
Phone: 1-877-BIG-FANS



INVOICE

Invoice: 10084299

Date: 5/17/2022

Bill To: 10873936

Ship To: 298586

CITY OF MAGNOLIA  
18111 Buddy Riley Blvd  
Magnolia TX 77354-5864  
UNITED STATES

CITY OF MAGNOLIA  
19450 Unity Park Dr.  
Magnolia TX 77354

Email: rsteele@cityofmagnolia.com

PO Number: BAF715234  
Sales Rep: Zachary Sparks  
Packing Slip: See Below

Terms: Net 30  
Ordered: 1/19/2022  
Sales Order: 1030893

F.O.B.: FOB (Origin)  
Ship Via: Not Applicable  
Ship Date: 5/17/2022

Line	Part Number/Description	Revision	Quantity	Unit Price	Ext Price
	N-IND-STND-AF-Z1		1.00 EA	3,300.00 EA	3,300.00
	Industrial Overhead Fan, Standard installation, Additional Fan, Zone 1 (AL, AR, FL, GA, KY, LA, MS, NC, NM, OK, SC, TN, TX)				
	N-ADDER-STRUCTURAL-PJ		1.00 EA	700.00 EA	700.00
	Installation Adder, Structural Engineering Charges, Per Job				
	N-IND-STND-1ST-WL-Z1		1.00 EA	3,300.00 EA	3,300.00
	Industrial Overhead Fan, Standard installation, First Fan, with lift, Zone 1 (AL, AR, FL, GA, KY, LA, MS, NC, NM, OK, SC, TN, TX)				

Delta T LLC  
2348 Innovation Drive  
P.O. Box 11307  
Lexington KY 40575-1307  
UNITED STATES

**Remit Payment to:**

Big Ass Fans  
PO Box 638767  
Cincinnati, OH 45263-  
8767  
Phone: 1-877-BIG-FANS



**INVOICE**

**Invoice: 10084299**

Date: 5/17/2022

Payment Schedule		
Due Date	Amount (USD)	
1	6/16/2022	7,300.00
	<u>Total</u>	7,300.00

**Total: USD 7,300.00**

Applicable taxes are also subject to the tax provisions of the applicable Proposal's 'STANDARD TERMS'. Big Fans customers who have been approved for term credit and are invoiced for their orders may pay their invoice through one of our customary term credit payment methods of: Check, money order, wire transfer or ACH payment. Any such term credit approved customers who subsequently elect to pay their term invoice by credit card will also be charged a convenience fee for doing so. The exact amount of the convenience fee will be communicated to the customer before the transaction is processed and the card is charged. The Fee is calculated by multiplying the amount sought to be charged to the credit card by .03. (Fee = .03 x Total Amount Paid). If the customer elects not to pay the convenience fee, the customer may use one of the other payment channels alluded to above, free of charge. For billing inquiry, please contact Accounts Receivable at [receivables@bigsolutions.co](mailto:receivables@bigsolutions.co), by phone at (859)-629-7900, or by fax at (859) 977-0730. Interest and/or finance charges will be added to past-due balances. In addition to the above, in the event that this invoice is placed in the hands of an attorney or agency for collection, Big Ass Fans will add all of such costs to the past-due balance.



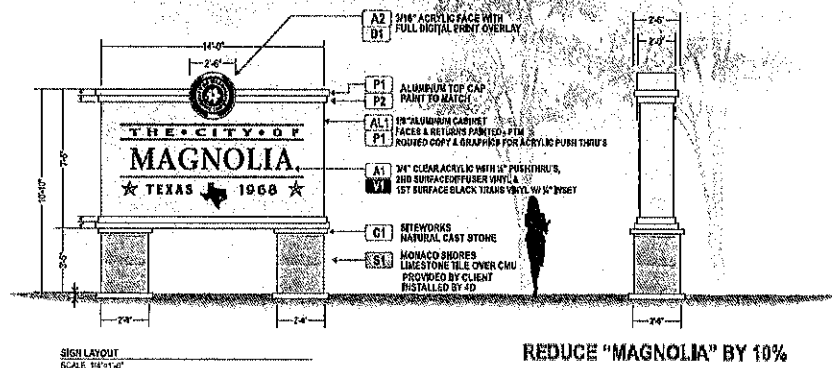
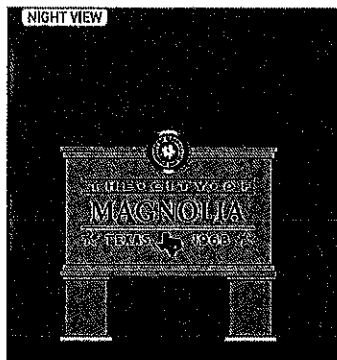


# SIGNWORX

2022 Pech Road • Houston, Texas 77055 • P: 713.984.2010 • F: 713.984.8064

## Tenant Pylon:

Manufacture and install (2) double-sided 10'-10" x 14'-0" x 2'-8" monuments with LED illuminated cabinets and masonry pole covers.



<b>Bid Amount:</b>	<b>Sales Tax:</b>	<b>Total:</b>	<b>Down Payment:</b>
<b>\$64,290</b>	<b>\$5,303.93</b>	<b>\$69,593.93</b>	<b>\$34,796.97</b>

\_\_\_\_ (initial)

PRODUCTION WILL NOT BEGIN UNTIL RECEIPT OF DOWN PAYMENT, SIGNED CONTRACT, AND WRITTEN APPROVAL OF ARTWORK. \_\_\_\_ (initial)

## PROPOSAL SPECIFIC CONDITIONS:

**ELECTRICAL CONNECTIVITY:** It is agreed that Buyer is to furnish all primary electrical service required. All electrical signage requires a minimum of (1) dedicated circuit and must be run on a Time Clock or Photocell in order to maintain the Warranty provided. "Post-Installation" trips required or related to any electrical issues will be at the buyer's expense. \_\_\_\_ (initial)

**SELLER'S RIGHT OF POSSESSION:** Buyer recognizes and consents that all merchandise agreed to herein and above can be recalled, retaken, or repossessed until full and final payment is received by 4D Signworx, LTD. ALL BALANCES ARE DUE UPON COMPLETION OF JOB, UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE IN ADVANCE. If balance is not paid as agreed upon, 4D Signworx, LTD reserves the right to file judgments for the total amount due including any additional expenses incurred in the process.

- Deadlines are met when the customer has provided all the required information, within the required timeframe.

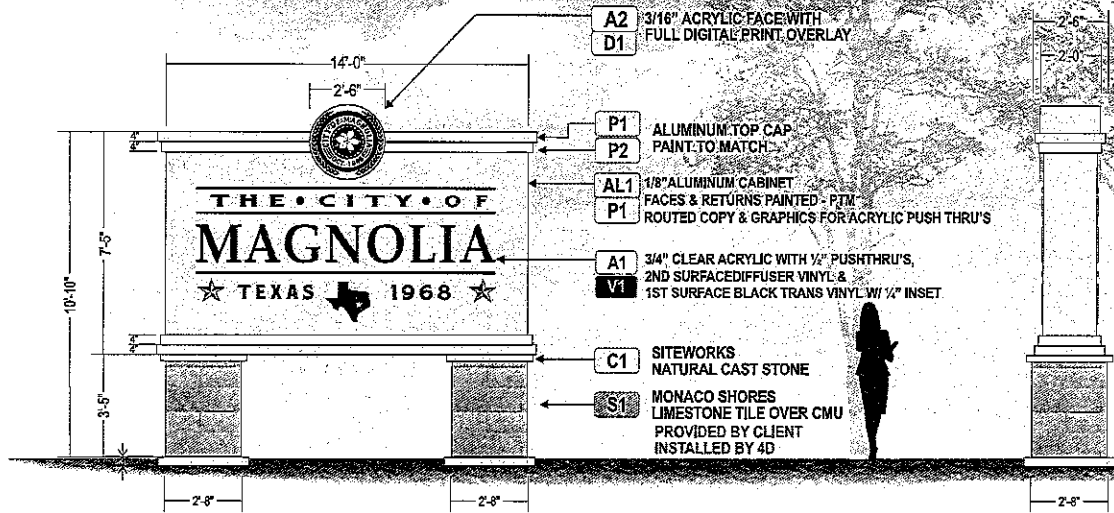
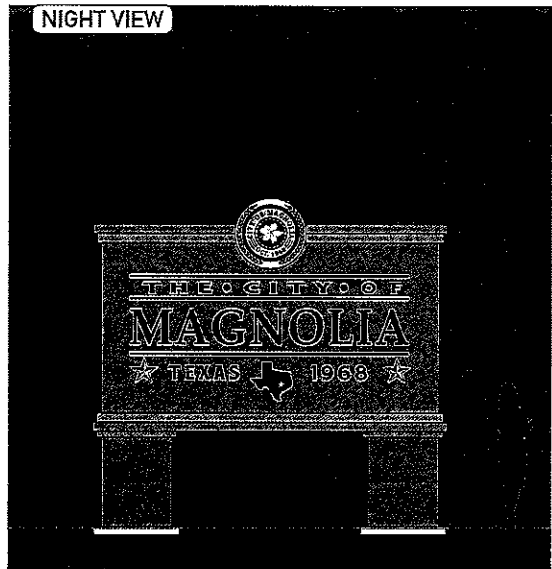




+

<b>SIGN TYPE</b>	<b>PAINT SPEC - SATIN FINISH</b>
MFG. & INSTALL (2) D/F INTERNALLY ILLUMINATED MULTI-TENANT PYLON SIGN	<input type="checkbox"/> P1: MATCH MONACO SHORES TILE <input type="checkbox"/> P2: MP-WHITE
<b>MATERIAL SPEC</b>	<b>VINYL SPEC</b>
<input type="checkbox"/> A1: 3/4" WHITE ACRYLIC <input type="checkbox"/> A2: 3/16" WHITE ACRYLIC (#7328) <input type="checkbox"/> S1: MONACO SHORES TILE <input type="checkbox"/> C1: SITEWORKS NATURAL CAST STONE	<input type="checkbox"/> V1: ORACAL - 8800-070 TRANS BLACK
	<b>DIGITAL SPEC - MATTE LAMINATE</b>
	<input type="checkbox"/> D1: HI-RES IMAGE, DIGITALLY PRINT AS IS.

OPTION #1



SIGN LAYOUT  
SCALE: 1/4"=1'-0"

THIS IS ONLY AN ARTIST RENDERING. FINISHED PROJECT MAY VARY SLIGHTLY IN SIZE AND COLOR.

PROJECT



PROJECT INFO  
CLIENT: CITY OF MAGNOLIA  
ADDRESS: 18111 BUDDY RILEY BLVD  
CITY, STATE: MAGNOLIA, TX 77354  
DATE: 3/22/2022  
SALES REP: RA  
DRAWN BY: KJ

DRAWING NUMBER  
PRO22-0412  
W.G. (E2) NUMBER

#	DATE	REVISIONS
1		
2		
3		
4		
5		
6		

SIGNATURES  
CLIENT APPROVAL  
SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
LANDLORD APPROVAL  
SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
SALES  
SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

ESTIMATION  
APPROVAL \_\_\_\_\_  
APPROVAL \_\_\_\_\_  
APPROVAL \_\_\_\_\_  
APPROVAL \_\_\_\_\_  
APPROVAL \_\_\_\_\_  
APPROVAL \_\_\_\_\_

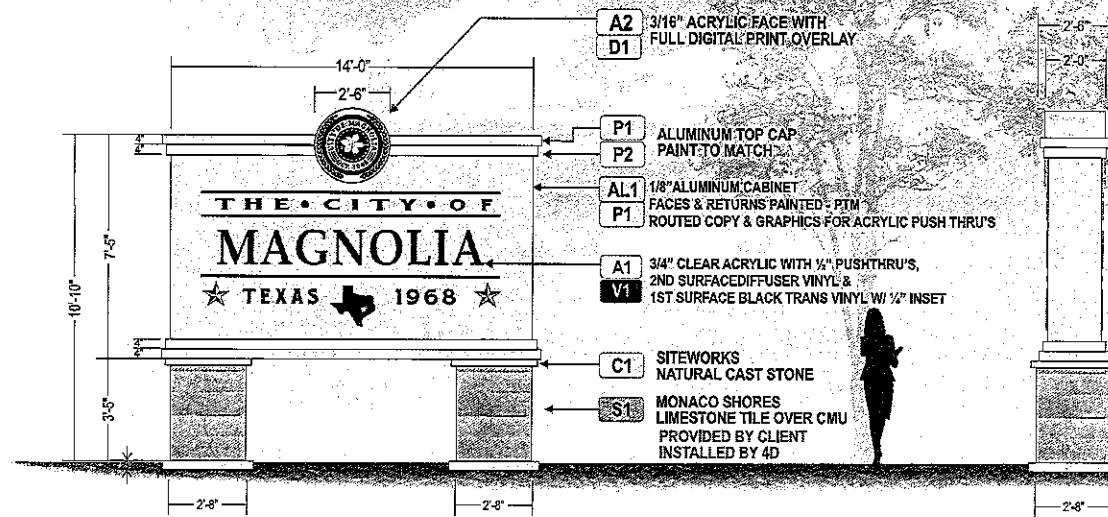
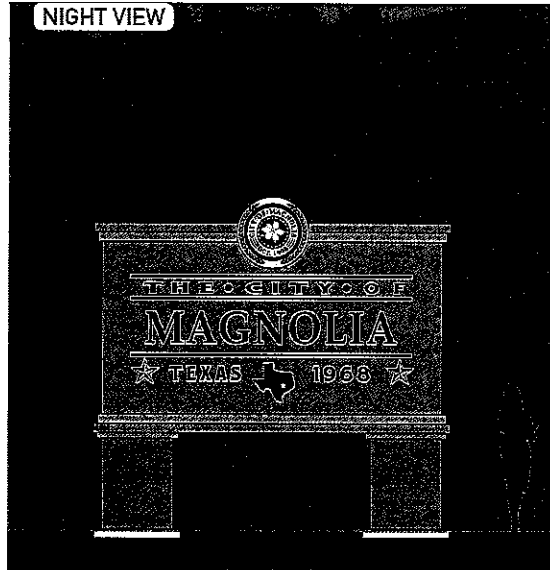
SPECIFICATION  
THIS SIGN IS INTENDED TO BE  
INSTALLED IN ACCORDANCE  
WITH THE REQUIREMENTS OF  
ARTICLE 609 OF THE NATIONAL  
ELECTRICAL CODE (NEC) AND/OR  
OTHER APPLICABLE LOCAL  
CODES. THIS INCLUDES  
PROPER GROUNDING AND  
BONDING OF THE SIGN.

ILLUMINATED  
120 or 277 VOLT ELECTRICAL SERVICE  
ELECTRICAL LOAD:  
20 AMP CIRCUIT(S)  
CLIENT TO PROVIDE ALL PRIMARY ELECTRICAL SERVICES  
TO THE SIGN UNLESS OTHERWISE SPECIFIED  
PAGE 1 OF 2

<b>SIGN TYPE</b>	<b>PAINT SPEC - SATIN FINISH</b>
MFG. & INSTALL (2) D/F INTERNALLY ILLUMINATED MULTI-TENANT PYLON SIGN	<input type="checkbox"/> P1: MATCH MONACO SHORES TILE
	<input type="checkbox"/> P2: MP-WHITE
<b>MATERIAL SPEC</b>	<b>VINYL SPEC</b>
<input type="checkbox"/> A1: 3/4" WHITE ACRYLIC	<input type="checkbox"/> V1: ORACAL - 8800-070 TRANS BLACK
<input type="checkbox"/> A2: 3/16" WHITE ACRYLIC (#7328)	<b>DIGITAL SPEC - MATTE LAMINATE</b>
<input type="checkbox"/> S1: MONACO SHORES TILE	<input type="checkbox"/> D1: HI-RES IMAGE, DIGITALLY PRINT AS IS.
<input type="checkbox"/> C1: SITEWORKS NATURAL CAST STONE	

**OPTION #2**  
REDUCE "MAGNOLIA" BY 10%

**NIGHT VIEW**



**SIGN LAYOUT**  
SCALE: 1/4"=1'-0"

THIS IS ONLY AN ARTIST RENDERING. FINISHED PROJECT MAY VARY SLIGHTLY IN SIZE AND COLOR.

**PROJECT**



**PROJECT INFO**  
CLIENT: CITY OF MAGNOLIA  
ADDRESS: 18111 BUDDY RILEY BLVD  
CITY, STATE: MAGNOLIA, TX 77354  
DATE: 3/22/2022  
SALES REP: RA  
DRAWN BY: KJ

**DRAWING NUMBER**  
PRO22-0412  
**W.G. (E2) NUMBER**

#	DATE	REVISIONS
1		
2		
3		
4		
5		
6		

**SIGNATURES**  
CLIENT APPROVAL  
SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
LANDLORD APPROVAL  
SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
SALES  
SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**ESTIMATION**  
APPROVAL \_\_\_\_\_  
APPROVAL \_\_\_\_\_  
APPROVAL \_\_\_\_\_  
APPROVAL \_\_\_\_\_  
APPROVAL \_\_\_\_\_

**SPECIFICATION**  
THIS SIGN IS INTENDED TO BE  
INSTALLED IN ACCORDANCE  
WITH THE REQUIREMENTS OF  
ARTICLE 16.01 OF THE NATIONAL  
ELECTRICAL CODE AND/OR  
OTHER APPLICABLE LOCAL  
CODES. THIS INCLUDES  
PROPER GROUNDING AND  
BONDING OF THE SIGN.  
**ILLUMINATED**  
120 or 277 VOLT ELECTRICAL SERVICE  
ELECTRICAL LOAD:  
20 AMP CIRCUITS  
CLIENTS PROVIDE ALL PRIMARY ELECTRICAL SERVICES  
TO THE SIGN UNLESS OTHERWISE SPECIFIED

18230 FM 1488  
Landmark

# MAGNOLIA

## ECONOMIC DEVELOPMENT

#8

### SCORING CRITERIA

3 categories  
Demo/Sign/Property



<b>Visual Impact</b> <ul style="list-style-type: none"><li>• Improvement in the attractiveness of the location and the level of blight or deterioration removed;</li><li>• Paint color/sign chosen are consistent with surrounding businesses; and or Magnolia UDC;</li><li>• Paint chips/sign materials/landscaping materials are submitted with application and final project reflects what was submitted and approved;</li><li>• Level of improvements' impact on overall appearance of facility;</li></ul>	<b>Possible Points</b>  <b>40</b>	<b>Awarded Points</b>
<b>Economic Impact</b> <ul style="list-style-type: none"><li>• Amount of additional funding expended by business;</li><li>• Appropriateness of business to overall economic development in the surrounding neighborhood;</li><li>• Traffic level of roadways adjacent to improvement;</li><li>• Mitigation of health and safety issues;</li><li>• Reuse of vacant or underutilized property.</li></ul>	<b>30</b>	
<b>Community Impact</b> <ul style="list-style-type: none"><li>• Level of value added to the community by the business;</li><li>• Level of interest/desire for business in the community;</li></ul> Level of attention to Magnolia UDC/The Stroll Overlay design Guidelines (if applicable).	<b>20</b>	
<b>Public Safety</b> <ul style="list-style-type: none"><li>• Improves pedestrian access in and around City of Magnolia</li><li>• Improves vehicle circulation and access in a commercial area</li><li>• Enhances visibility of commercial building in a positive way</li></ul>	<b>10</b>	

### Section 10. Funding

- A. Funding will only be provided on a reimbursement basis upon the completion of the project in accordance with Section 7 above and following an on-site inspection of the improvements.
- B. The MCDC and City shall be granted the right to inspect the improvement work in progress and upon completion.

# MAGNOLIA

## ECONOMIC DEVELOPMENT

1. Applicant/Applicants' name(s) High Star, Inc.
2. Type of grant(s) being requested (check all that apply):  
Façade ☐ Sign ☒ Property Improvement ☒ Demolition ☒
3. Business name High Star, Inc.
4. Mailing address PO Box 1491, Magnolia, TX 77353-1491
5. Applicant contact: Phone 713.724.0887 E-mail: Paul@rescomra.com
6. Physical address of property for which grant is being requested  
18230 FM 1488, Magnolia, TX 77354
7. This business is a: Sole Proprietorship ☐ Partnership ☐ Corporation ☒  
Other \_\_\_\_\_ (Please state and provide applicable business documentation such as DbA, Partnership Agreement, Corporate Charter, etc.)
8. Brief description of business activity (Attach additional sheets, if necessary)  
High Star, Inc. is the Owner of a Multi-Tenant Office Building, known as the Magnolia Landmark Building. Tenancy includes: a 24 hour Emergency Room, Imaging Center, Pharmacy, 2 Medical Clinics, and other Tenants that support the local area residents. The office building Tenants employee workforce is estimated at over 100.
9. Do you own any or all interest in the real property listed in No. 6 above?  
Yes ☒ No ☐  
Owners, please provide:  
A. Name of owner: High Star, Inc  
B. Address of owner PO Box 1491, Magnolia, TX 77353-1491  
C. Contact information: Phone 713.724.0887 E-mail: Paul@rescomra.com

Requesting 3 categories: Demolition  
Signage  
Property Improvement

# MAGNOLIA

## ECONOMIC DEVELOPMENT

10. Date business established in Magnolia, TX 2006
11. Number of employees the Office Building houses 12 Employers with over 100 employees
12. Please provide a description of the proposed project and project drawings, specifications, and/or information about the project.  
(Attach additional sheets, if necessary)

The Owners are requesting 2 Grants; one for the demolition of the existing sign and one for the construction of the new sign.

Please find attached the new signage renderings and two Sign replacement quotes.

- 1) The new sign construction cost is over \$115,000.
- 2) The cost of demolition for the existing sign is \$10,800. A copy of the Demolition proposal is also attached.
- 3) The curb cut through the esplanade will reduce the chances of a customer of the retail center entering FM 1488 from the wrong side of the driveway. The cost of the curb cut and repaving of concrete is estimated at \$12,205 (Bid attached) This does not include replacing the esplanade landscaping and sprinkler heads.

# MAGNOLIA

## ECONOMIC DEVELOPMENT

**A. For Façade Improvements:** List the colors you plan to use and provide color chip samples from a paint supply store (such as Sherwin Williams, Benjamin Moore, etc.)

Colors: \_\_\_\_\_

**B. For Sign Improvements:** List the colors you plan to use and provide color chip samples

Colors: The new sign rendering is attached to this application

**C. For Property Improvements:** Provide any additional information which would further help describe this project. Curb cut will enhance the safety of exiting customers from the Retail Center in front of the Magnolia Landmark Building

**D. For Demolitions:** Must provide description of the demolition project and detailed plans of disposition of all materials.

13. Amount of grant funds requested (Up to 50 percent, max of \$5,000) \$15,000

14. Total cost of the project \$115,000 Construction / \$10,800 Demolition / Curb cut \$12,000

A. Labor cost Third Party Contracts

B. Materials Cost Third Party Contracts

↳ Property Improvement

15. Estimated start date of project Week of June 6th, 2022

16. Estimated completion date of project 75 days from start date

17. Please attach photos of the existing conditions.

18. I (we) the undersigned do hereby acknowledge and/or certify the following:

A. Prior to the submission of this application, a copy of the "Guidelines and Criteria" for the Business Improvement Grant program has been obtained, reviewed and clearly understood.

1/1/22 Initials

B. The submission of this Application does not create any property, contract or other legal rights in any person or entity to have the Grantor provide grant funding.

       Initials

C. If the grant funding is approved, full compliance will be maintained with all the provisions of

# MAGNOLIA

## ECONOMIC DEVELOPMENT

the "Guidelines and Criteria", and/or special provisions attached as part of the grant. Failure to do so may be grounds for ineligibility to receive previously approved grant funding.

\_\_\_\_ Initials

D. If grant funding is approved, a designee(s) of the MCDC shall have the right to inspect the work in progress, as well as the completed improvements.

\_\_\_\_ Initials

E. All grant funding is contingent upon the continued availability of grant funds. The MCDC reserves the right to decrease funding or cancel the grant program at its sole discretion.

\_\_\_\_ Initials

F. The MCDC reserves unto itself its absolute right of discretion in deciding whether or not to approve a grant relative to this application. The Applicant accepts that the all decisions relating to the award of grant funds involve subjective judgments, on the part of the decision-making entity, related to the aesthetics of the proposed project and the granting of award funds for said project. The MCDC reserves the right to waive or add to any of the requirements of a grant application as it deems necessary.

\_\_\_\_ Initials

G. The MCDC, its employees and its agents shall be held harmless for any damages, both personal and property, which may result directly or indirectly from any incident associated with subject project of this Application both during and after construction, and that the MCDC, its employees, and its agents shall not be liable for any debts incurred in association with the execution and completion of the subject project of this Application, and further that I (we) the Applicant/Applicants assume all responsibility for any and all of the aforementioned liabilities.

\_\_\_\_ Initials

H. The laws of the State of Texas shall govern the interpretation, validity, performance and enforcement of the "Guidelines and Criteria", and this Application, and that if any provision or provisions of these should be held invalid or unenforceable, the validity and enforceability of the remaining provisions shall not be affected thereby.

\_\_\_\_ Initials



# MAGNOLIA

## ECONOMIC DEVELOPMENT

I. The information provided in this Application has been provided voluntarily, and may be relied on as being true and correct, and that the MCDC may rely on the signatures affixed hereto as if the same had been signed by Applicant(s) before a Notary Public or other authorized officerto administer oaths and to take acknowledgements.

   Initials

19. State law requires that, by signing and submitting this application, you certify that the company, its branches, divisions and departments (company) do not and will not knowingly employ an undocumented worker. An agreement with the company will require the company to repay the total amount of the public benefit received with interest at the rate and according to the terms of the agreement if the company is convicted of a violation under 8 U.S.C. Section 1324a (f). Repayment will be due no later than the 120th day after the date the City notifies the company of the violation as provided in the agreement.

An undocumented worker is an individual who, at the time of employment, is not:

- A. Lawfully admitted for permanent residence to the United States; or
- B. Authorized under law to be employed in that manner in the United States.

   Initials

Signed this 25 day of May, 2022 Paul Gardaphe  
(Print Applicant Signature)

Paul Gardaphe

(Applicant Signature)

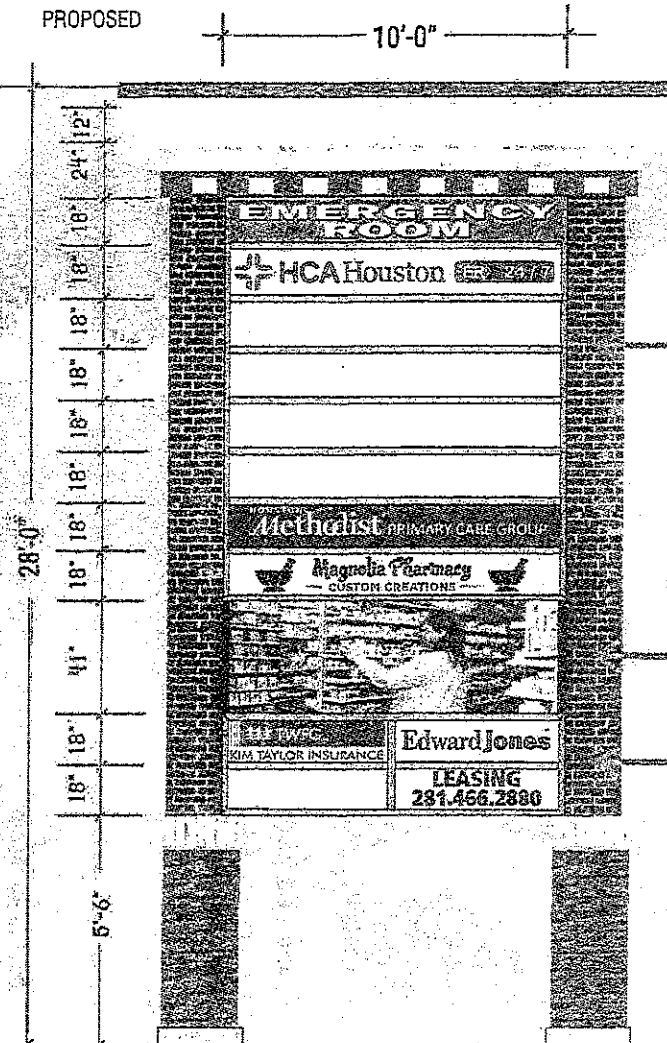
Signed this 25 day of May, 2022 Cecil Bell, Jr.  
(Print Property Owner Signature)

Cecil Bell, Jr.  
(Property Owner Signature)

# EXISTING



# PROPOSED



New 12' x 10'  
Internally Illuminated  
Cabinet

New EMC with Frame 41" x 9'6"

New 3' x 10'  
Internally Illuminated  
Cabinet



CUSTOM  
SIGN  
CONCEPTS

LANDMARK CENTER

18230 FM 1408  
MAGNOLIA, TX 73554

CLIENT APPROVAL

DATE

LANDLORD APPROVAL

DATE

Rev	Date	By	Description
1	2/7/22	SR	Issued For Review and Comment

PROJECT No.	220022
DRAWING TITLE	Sign A: New Pylon Cabinets and EMC
DRAWING No.	220022 - 00 - 001
SHEET	1
TOTAL	A

Fax: 713-674-3837

Salesman	Date	Contract #
MRB	4/19/2022	6818

[illegible]

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the above stated sum plus sales tax. All sums due under this agreement for labor, material and equipment when same is accepted are due payable upon completion of job unless otherwise specified above. You are hereby notified that QUALITY SIGNS, INC. will charge 1 1/2% per month as a service charge on all sums that remain delinquent 30 days after due date. 1 1/2% per month is an annual percentage rate of 18%.

Submitted By: \_\_\_\_\_ (Salesman)

Approved for Quality Signs, Inc. \_\_\_\_\_ (Authorized Signature)

ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Guaranty For value received I/we, the undersigned jointly and severally, my/our heirs and assigns forever, absolutely and unconditionally guarantee prompt payment of all monies due and payable under the foregoing Proposal Contract, at the date and for the purpose therein stated, and the performance of all other undertakings as herein provided, including reasonable attorneys fee. The undersigned agrees that no notice of acceptance by Quality Signs, Inc. of the Guaranty shall be required of Quality Signs, Inc.

[illegible]

SOCIAL SECURITY NO. \_\_\_\_\_ TEXAS DRIVERS LICENSE \_\_\_\_\_

T.E.C.L. #33381

Regulated by the Texas Department of Licensing and Regulation • P.O. Box 12157 • Austin, Texas 78711  
1-800-803-9202 / 512-463-6599 - [www.license.state.tx.us/complaints](http://www.license.state.tx.us/complaints)

# CUSTOM SIGN CONCEPTS

12401 Hulon Dr. Willis, Tx. 77318  
936-242-5912 or 936-321-4888

## PROPOSAL

220022-06

Date: 05/13/2022

Expires: 05/23/2022

Drawing Numbers:

**Project:** Landmark Center  
18230 FM 1488  
Magnolia, 77354

**Client:** Highstar, Inc.  
P.O. Box 131042  
The Woodlands, TX 77393

**Contact:** Paul Gardaphe 713-724-0887 pgardaphe@comcast.net

We are pleased to offer this proposal for the following services at the above location.

<b>Project Description:</b>	<b>Item Total:</b>
New Support poles	\$30,492.00
<ul style="list-style-type: none"> <li>• Drill (2) new holes and set column poles</li> <li>• Tie into existing electrical</li> <li>• Install new stone at base, and face brick per drawing with wall ties as needed and grey mortar.</li> </ul>	
Provide and Install New Frame for Watchfire unit	\$5,998.00
<ul style="list-style-type: none"> <li>• Ship unit to site and install</li> <li>• Hook up electrical into existing</li> </ul>	
Provide Galaxy® Outdoor Electronic Message Center - GT6x Series - 10mm RGB; 2V Interconnect	\$42,683.65
<ul style="list-style-type: none"> <li>• Pixel Matrix: 108 lines by 252 columns</li> <li>• Cabinet Size: 4' 2" H X 8' 8" W X 0' 7" D (Approx. Dimensions)</li> <li>• Viewing Area: 3' 8" H X 8' 5" W (Approx. Dimensions)</li> <li>• Cabinet Style: 2V - two one sided displays - same content</li> <li>• Approx. Weight: Unpackaged 320 lbs per display; Packaged 430 lbs per display</li> <li>• Max Power: 2200 watts/display</li> <li>• Warranty: Five (5) Year Parts Only Warranty</li> <li>• Color Capability: RGB- 281 Trillion Colors</li> <li>• Venus® Control Suite Basic 10- Year Subscription Secure, web-based software that enables display management anytime, anywhere via internet connection.</li> <li>• Venus® Control Suite Training Onboarding Venus® self guided training videos. (English only.)</li> </ul>	

**Salesperson: Darrell Tinsley - Adcorp**

Buyer \_\_\_\_\_ Seller \_\_\_\_\_

# CUSTOM SIGN CONCEPTS

12401 Hulon Dr. Willis, Tx. 77318  
936-242-5912 or 936-321-4888

## PROPOSAL

220022-06

Date: 05/13/2022

Expires: 05/23/2022

Drawing Numbers:

**Project:** Landmark Center  
18230 FM 1488  
Magnolia, 77354

**Client:** Highstar, Inc.  
P.O. Box 131042  
The Woodlands, TX 77393

**Contact:** Paul Gardaphe 713-724-0887 pgardaphe@comcast.net

- Daktronics Verizon Lifetime 4G Cellular Data Plan for VCS, Up to 100,000 Pixels  
Daktronics Verizon Lifetime 4G Cellular Data Plan Per Modem, for Venus Control Suite on  
Displays Up to 100,000 pixels. Excludes streaming data feeds and diagnostics.

Provide and Install (2) New Double-sided Cabinets

\$27,582.00

- Top Cabinet 12' x 10' with 8 tenant panels at 18" tall x 10' wide per side.
- Bottom Cabinet 36" x 10' with 4 tenant panels at 18" tall x 5' wide per side or 18" tall x 10' wide per side. (Need to know before production)
- Provide Vinyl Graphics for the following "EMERGENCY ROOM" "HOUSTON METHODIST" "MAGNOLIA PHARMACY" "TWFG KIM TAYLOR INSURANCE" "EDWARD JONES" "LEASING 281.446.2880"

**Deposit Rate: 50%**  
**Deposit: \$57,781.50**

**Subtotal: \$106,755.65**  
**Tax: \$8,807.34**  
**Total: \$115,562.99**

### Notes:

1. Sign permit administrative procurement fee is \$450.00 in addition to the cost of permits.
2. Engineering fee is \$550.00
3. Procurement Fee, Cost of permits and Engineering Fee are NOT included in the pricing shown above and will be added to the final invoice.
4. Production time to be 14-16 weeks after all approvals and permits are received. Lead-times may vary due to size and type of signage.
5. Customer's responsibility to provide Primary Electrical at the base of the sign and/or within 5' of wall sign for Custom Sign Concepts to make the final connection.
6. Wall removals: Customer's responsibility to repair the exterior wall once signage is removed to prevent future leaks. Custom Sign Concepts will ONLY patch/seal holes with caulking.

**Salesperson: Darrell Tinsley - Adcorp**

Buyer \_\_\_\_\_ Seller \_\_\_\_\_



## CUSTOM SIGN CONCEPTS

12401 Hulon Dr. Willis, Tx. 77318  
936-242-5912 or 936-321-4888

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220022-06

Date: 05/13/2022  
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**Client:** Highstar, Inc.  
P.O. Box 131042  
The Woodlands, TX 77393

**Contact:** Paul Gardaphe 713-724-0887 pgardaphe@comcast.net

7. Normal business hours are Monday through Friday from 7:00 a.m. until 5:00 p.m. (CST) All work requested by the Customer to be performed outside of normal hours of operation will incur additional costs associated with overtime labor.

**Price:** Prices shown will be good for 30 days from the date of this proposal. Prices indicated above are minimum estimates for art or sign design work only. Excessive changes or multiple designs may be terms for additional charges. Photostats, typography, photographs, over time, changes and/or time additions, a delay caused by the client/client subcontractors, special consultations and all other work expenses that cannot be estimated accurately in advance will be billed extra unless otherwise specified herein.

**Designs:** Designs are to remain the property of Custom Sign Concepts. Finished art, mechanicals, and signs will be released for use by the client only. Mechanicals, original art, sketches, and materials other than signs originated by CSC are property of CSC and will be held for the client unless otherwise shown.

**Landlord Approval:** The customer is responsible for the landlord's written approval.

**Special Conditions:** Special conditions on client's purchase orders in no way negate the above Terms of Purchase. In ordering the work described above, the client accepts all of these conditions whether noted on this purchase order or not.

**Ground Clause:** The supporting structure, unless otherwise noted, shall be embedded in a concrete base. The concrete shall be installed on the basis of normal soil-bearing conditions, with normal excavating conditions. If unusual digging conditions (such as a ledge, water, etc.) do exist in the ground installation, this contract is binding: however, an additional cost based on our labor, plus twenty percent (20%) of subcontract labor and materials will be added to the above price.

**Damages to Property:** The customer understands this is a construction project and the use of heavy machinery may be required. Custom Sign Concepts will not be responsible for any damage to landscaping, parking lot, concrete, underground, etc. during the normal nature of work. CSC will call in all necessary

**Salesperson:** Darrell Tinsley - Adcorp

Buyer \_\_\_\_\_ Seller \_\_\_\_\_



# CUSTOM SIGN CONCEPTS

12401 Hulon Dr. Willis, Tx. 77318  
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**Contact:** Paul Gardaphe 713-724-0887 pgardaphe@comcast.net

underground for utilities, it will be the customer's responsibility to inform CSC of any private utilities that may be in the vicinity. CSC shall not be responsible for un-marked on-premise utilities.

**Taxes:** All prices are subject to applicable sales tax. Prices are based on available information given at the time and are subject to change.

**Exclusions:** Sign permits, structural engineering, traffic control equipment and permits are not included in the above quotations and if required shall be invoiced on a time and material basis unless otherwise noted. Electrical services to the proposed sign(s), unless specifically quoted above, is assumed to be existing or provided by others.

**Warranty:** 12 months against defective materials and 12 month unconditional guarantee on parts and labor. LED message centers and LED components shall carry a (1) year parts and labor warranty from Custom Sign Concepts. The customer agrees to pay for all maintenance or service calls requested which are not covered by warranty. The foregoing shall not be construed to include a warranty or guaranty on the part of CSC against variations in the color of any materials used or fabricated in any sign or any damage due to an act of God or nature from wind or hurricane, vandalism, accident or other similar causes.

**Delivery:** When the signage is completed, Custom Sign Concepts will notify the customer of such. If the customer cannot or will not accept delivery and/or installation of the sign within fifteen (15) days from the date of the notice of completion, CSC shall still be entitled to invoice and receive payment for the balance due and owing to CSC pursuant to this Agreement. CSC shall not be liable for the delay due to causes beyond its reasonable control, such as but not limited to, acts of God, vandalism, accident, acts or circumstances of the customer, acts of civil or military authorities, fires, strikes, floods, riots, delays in transportation and inability due to causes beyond its reasonable control to obtain the necessary labor, materials or paint facilities.

**Terms:** 25% advanced deposit before filing for city permit and LED display to be paid in full. Once city permit is approved remaining 25% due. Final balance due upon completion of the project.

**Salesperson:** Darrell Tinsley - Adcorp

Buyer \_\_\_\_\_ Seller \_\_\_\_\_



# CUSTOM SIGN CONCEPTS

12401 Hulon Dr. Willis, Tx. 77318  
936-242-5912 or 936-321-4888

## PROPOSAL

220022-06

Date: 05/13/2022  
Expires: 05/23/2022  
Drawing Numbers:

**Project:** Landmark Center  
18230 FM 1488  
Magnolia, 77354

**Client:** Highstar, Inc.  
P.O. Box 131042  
The Woodlands, TX 77393

**Contact:** Paul Gardaphe 713-724-0887 pgardaphe@comcast.net

**Default in payment:** If payment is not received within 30 days Custom Sign Concepts retains the right to issue a (1) one-time late fee of 5% of the total outstanding balance and a (1.5%) one and a half percent accruing finance charge for each subsequent month that payment is not received. The customer understands and accepts this with the acceptance of the proposal. The customer agrees to pay any and all costs of collection of the invoice in the event of a default of payment by the customer, including reasonable attorney's fees. This contract is enforceable in Montgomery County, TX.

**Ownership of Sign:** Customer understands that until final payment is received in full all signage is to remain the property of Custom Sign Concepts. The customer understands that CSC retains the right to be able to repossess any signage installed by CSC while it is still Custom Sign Concepts' property.

**Salesperson: Darrell Tinsley - Adcorp**

Buyer's Acceptance \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Seller's Acceptance \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_





# CUSTOM SIGN CONCEPTS

12401 Hulon Dr. Willis, Tx. 77318  
936-242-5912 or 936-321-4888

## PROPOSAL

220022-02

Date: 03/10/2022

Expires: 03/20/2022

Drawing Numbers:

**Project:** Landmark Center  
18230 FM 1488  
Magnolia, 77354

**Client:** Highstar, Inc.  
P.O. Box 131042  
The Woodlands, TX 77393

**Contact:** Paul Gardaphe 713-724-0887 pgardaphe@comcast.net

We are pleased to offer this proposal for the following services at the above location.

<b>Project Description:</b>	<b>Item Total:</b>
Demo - Demo and haul off Structure existing	\$10,800.00

- Remove plaster cap, brick, stone, and steel down to base.
- Disammable cabinets
- Cut poles at grade and cap holes

**Deposit Rate: 50%**  
**Deposit: \$5,845.50**

**Subtotal: \$10,800.00**  
**Tax: \$891.00**  
**Total: \$11,691.00**

### Notes:

1. Sign permit administrative procurement fee is \$450.00 in addition to the cost of permits.
2. Procurement Fee and Cost of permits are NOT included in the pricing shown above and will be added to the final invoice.
3. Production time to be 4-6 weeks after all approvals and permits are received. Lead-times may vary due to size and type of signage.
4. Customer's responsibility to provide Primary Electrical at the base of the sign and/or within 5' of wall sign for Adcorp Sign Systems to make the final connection.
5. Wall removals: Customer's responsibility to repair the exterior wall once signage is removed to prevent future leaks. Adcorp Sign Systems will ONLY patch/seal holes with caulking.
6. Normal business hours are Monday through Friday from 7:00 a.m. until 5:00 p.m. (CST) All work requested by the Customer to be performed outside of normal hours of operation will incur additional costs associated with overtime labor.

**Price:** Prices shown will be good for 10 days from the date of this proposal. Prices indicated above are

**Salesperson: Darrell Tinsley - Adcorp**

Buyer \_\_\_\_\_ Seller \_\_\_\_\_



# CUSTOM SIGN CONCEPTS

12401 Hulon Dr. Willis, Tx. 77318  
936-242-5912 or 936-321-4888

## PROPOSAL

220022-02

Date: 03/10/2022

Expires: 03/20/2022

Drawing Numbers:

**Project:** Landmark Center  
18230 FM 1488  
Magnolia, 77354

**Client:** Hlghstar, Inc.  
P.O. Box 131042  
The Woodlands, TX 77393

**Contact:** Paul Gardaphe 713-724-0887 pgardaphe@comcast.net

minimum estimates for art or sign design work only. Excessive changes or multiple designs may be terms for additional charges. Photostats, typography, photographs, over time, changes and/or time additions, a delay caused by the client/client subcontractors, special consultations and all other work expenses that cannot be estimated accurately in advance will be billed extra unless otherwise specified herein.

**Designs:** Designs are to remain the property of Custom Sign Concepts. Finished art, mechanicals, and signs will be released for use by the client only. Mechanicals, original art, sketches, and materials other than signs originated by CSC are property of CSC and will be held for the client unless otherwise shown.

**Landlord Approval:** The customer is responsible for the landlord's written approval.

**Special Conditions:** Special conditions on client's purchase orders in no way negate the above Terms of Purchase. In ordering the work described above, the client accepts all of these conditions whether noted on this purchase order or not.

**Ground Clause:** The supporting structure, unless otherwise noted, shall be embedded in a concrete base. The concrete shall be installed on the basis of normal soil-bearing conditions, with normal excavating conditions. If unusual digging conditions (such as a ledge, water, etc.) do exist in the ground installation, this contract is binding; however, an additional cost based on our labor, plus twenty percent (20%) of subcontract labor and materials will be added to the above price.

**Damages to Property:** The customer understands this is a construction project and the use of heavy machinery may be required. Custom Sign Concepts will not be responsible for any damage to landscaping, parking lot, concrete, underground, etc. during the normal nature of work. CSC will call in all necessary underground for utilities, It will be the customer's responsibility to inform CSC of any private utilities that may be in the vicinity. CSC shall not be responsible for un-marked on-premise utilities.

**Taxes:** All prices are subject to applicable sales tax. Prices are based on available information given at the

**Salesperson:** Darrell Tinsley - Adcorp

Buyer \_\_\_\_\_ Seller \_\_\_\_\_



# CUSTOM SIGN CONCEPTS

12401 Hulon Dr. Willis, Tx. 77318  
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220022-02

Date: 03/10/2022  
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**Project:** Landmark Center  
18230 FM 1488  
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P.O. Box 131042  
The Woodlands, TX 77393

**Contact:** Paul Gardaphe 713-724-0887 pgardaphe@comcast.net

time and are subject to change.

**Exclusions:** Sign permits, structural engineering, traffic control equipment and permits are not included in the above quotations and if required shall be invoiced on a time and material basis unless otherwise noted. Electrical services to the proposed sign(s), unless specifically quoted above, is assumed to be existing or provided by others.

**Warranty:** 12 months against defective materials and 12 month unconditional guarantee on parts and labor. Plastic faces, broken tubes, normal loss of brilliancy of neon tubing and/or fluorescent lamps during periods of low temperature, burned-out lamps, electrical wiring and blown fuses, including triacs, are not included in the warranty. LED message centers and LED components shall carry a (1) year parts and labor warranty from Custom Sign Concepts. The customer agrees to pay for all maintenance or service calls requested which are not covered by warranty. The foregoing shall not be construed to include a warranty or guaranty on the part of CSC against variations in the color of any materials used or fabricated in any sign or any damage due to an act of God or nature from wind or hurricane, vandalism, accident or other similar causes.

**Delivery:** When the signage is completed, Custom Sign Concepts will notify the customer of such. If the customer cannot or will not accept delivery and/or installation of the sign within fifteen (15) days from the date of the notice of completion, CSC shall still be entitled to invoice and receive payment for the balance due and owing to CSC pursuant to this Agreement. CSC shall not be liable for the delay due to causes beyond its reasonable control, such as but not limited to, acts of God, vandalism, accident, acts or circumstances of the customer, acts of civil or military authorities, fires, strikes, floods, riots, delays in transportation and inability due to causes beyond its reasonable control to obtain the necessary labor, materials or paint facilities.

**Terms:** 50% advanced deposit with the balance due upon completion of the project.

**Default in payment:** If payment is not received within 30 days Custom Sign Concepts retains the right to

**Salesperson:** Darrell Tinsley - Adcorp

Buyer\_\_\_\_\_Seller\_\_\_\_\_



# CUSTOM SIGN CONCEPTS

12401 Hulon Dr. Willis, Tx. 77318  
936-242-5912 or 936-321-4888

## PROPOSAL

220022-02

Date: 03/10/2022

Expires: 03/20/2022

Drawing Numbers:

**Project:** Landmark Center  
18230 FM 1488  
Magnolia, 77354

**Client:** Highstar, Inc.  
P.O. Box 131042  
The Woodlands, TX 77393

**Contact:** Paul Gardaphe 713-724-0887 pgardaphe@comcast.net

issue a (1) one-time late fee of 5% of the total outstanding balance and a (1.5%) one and a half percent accruing finance charge for each subsequent month that payment is not received. The customer understands and accepts this with the acceptance of the proposal. The customer agrees to pay any and all costs of collection of the invoice in the event of a default of payment by the customer, including reasonable attorney's fees. This contract is enforceable in Montgomery County, TX.

**Ownership of Sign:** Customer understands that until final payment is received in full all signage is to remain the property of Custom Sign Concepts. The customer understands that CSC retains the right to be able to repossess any signage installed by CSC while it is still Custom Sign Concepts' property.

**Salesperson: Darrell Tinsley - Adcorp**

Buyer's Acceptance \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Seller's Acceptance \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



**CONCRETE  
SERVICES  
INC.**

DAY \_\_\_\_\_ TIME \_\_\_\_\_ NO. 10468

☐ JOB  
☒ QUOTE

☐ CORE DRILLING  
☐ WALL SAWING  
☐ SLAB SAWING  
☐ CONCRETE BREAKING  
☐ JACKHAMMER  
☐ LOAD & HAUL  
☐ POUR BACK  
☐ WATER CONTROL

DRILLING • DEMOLITION • SAWING • POURBACK

P.O. BOX 367 • CYPRESS, TEXAS 77410-0367

OFFICE: 281/357-5600

FAX: 281/357-5790

JOB#:	JOB DATE:	MAP PAGE:	P.O. NO.
-------	-----------	-----------	----------

PGARDAPHE@comcast.NET

CUSTOMER: <i>High Star Inc.</i>		JOB NAME: <i>Magnolia Landing</i>	
ADDRESS:		ADDRESS: <i>18230 Fm 1488</i>	
CITY, STATE, ZIP:		CITY, STATE, ZIP:	
CONTACT: <i>Paul Gardaphe</i>		FOREMAN:	
OFFICE PHONE:	OFFICE FAX:	JOB SITE PHONE:	MOBILE NO.:

QUANTITY	JOB DESCRIPTION	UNIT	PRICE
	<i>Area #1</i>		
<i>80 LNF</i>	<i>Saw 6"</i>		
	<i>Remove 40' curb &amp; Street</i>		
	<i>4 curb cuts</i>		
	<i>Pour back 2 curb Radius 18'</i>		
	<i>6" x 6" Each 1 Area 11' x 20' x 6"</i>		
	<i>Area #2</i>		
<i>40 LNF</i>	<i>Saw 6"</i>		
	<i>Remove 40' curb &amp; Street</i>		
	<i>2 curb cuts</i>		
	<i>Pour 18' FT curb 6" x 6"</i>		
	<i>Fill void Area</i>		
	<i>Pour 11' x 24' Area x 6"</i>		
	<i>560<sup>2</sup> SQFT Drive Area 6"</i>		
	<i>#4 Rebar 16" centers 3500 P.S.I.</i>		
	<i>54 FT 6" x 6" curb</i>		
	<i>All work to be Done Per owner in.</i>	<i>Tax</i>	<i>1,275.</i>
	<i>Exclude Dirt Removal. Electrical</i>		<i>930.18</i>
	<i>Irrigation Pipe</i>		<i>12,205.18</i>

QUOTED BY: *[Signature]*

DATE: *2-23-22*

ALL QUOTES BASED ON REGULAR WORKING HOURS 7:00AM TO 4:00PM MONDAY THROUGH FRIDAY. CUSTOMER IS RESPONSIBLE FOR: COVERING OPENING IN SLABS, TRAFFIC CONTROL, WATER CONTROL, DUST CONTROL, PERMITS AND LAYOUT. STAND-BY TIME IS \$75.00 PER HOUR. NOT RESPONSIBLE FOR DAMAGE TO UNDERGROUND UTILITIES OR SURROUNDING CONCRETE. PAYMENT DUE IN NET 30 DAYS.

CUSTOMER APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_

CUSTOMER COPY

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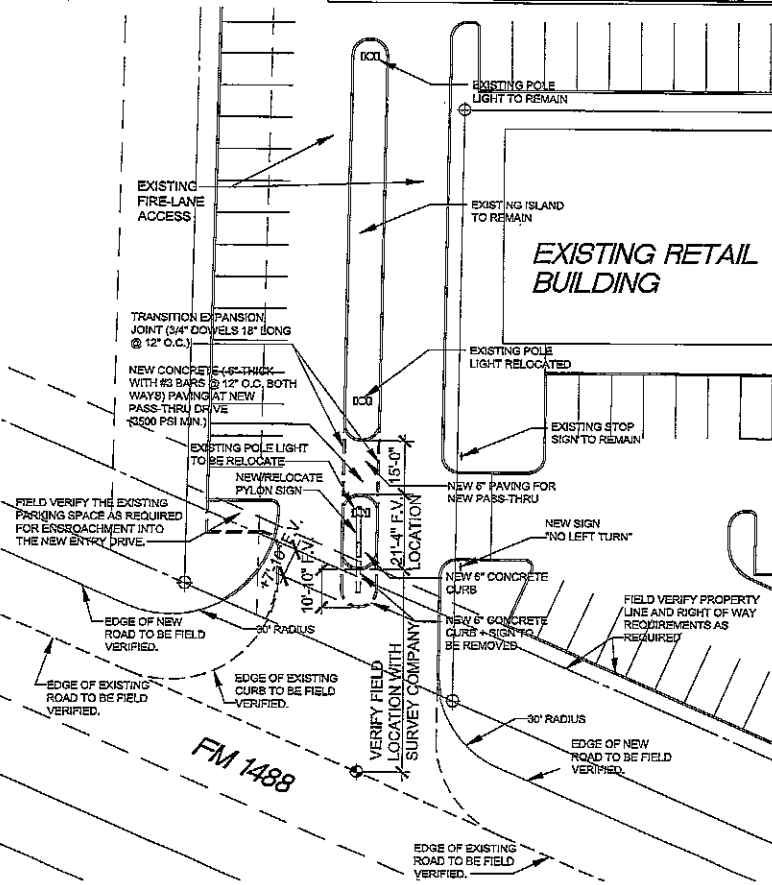
## GENERAL CONSTRUCTION NOTES

- 1) CONTRACTOR TO COMPLY WITH ALL CODES FOR THE WORK DONE FOR THE MODIFICATIONS. THE CONTRACTOR TO OBTAIN THE PERMIT AND COORDINATE WITH THE OWNER + LOCAL BUILDING OFFICIAL PRIOR TO ANY WORK BEING STARTED.
- 2) CONTRACTOR TO FIELD VERIFY THE MODIFIED LOCATION FOR THE CURB CHANGES AND THE Pylon SIGN LOCATION. A CURVED FIELD SURVEY SHALL BE DONE TO CONFIRM THE MODIFIED LOCATIONS IF IN CONFORMANCE WITH THE NEW SETBACK FOR THE FUTURE ROAD EXPANSION.
- 3) THE CONTRACTOR SHALL CONTACT THE OWNER IF THERE ARE ANY DISCREPANCIES PRIOR TO BEGINNING THE WORK.
- 4) THE CONTRACTOR TO COORDINATE WITH THE OWNER A SCHEDULE TO KEEP THE BUILDING ACCESS OPERATIONAL DURING THE MODIFICATIONS.
- 5) THE CONTRACTOR TO COORDINATE WITH THE OWNER ALL LANDSCAPE REQUIREMENTS FOR THE MODIFICATIONS. PRIOR TO BEGINNING WORK THE CONTRACTOR TO VERIFY ANY MODIFICATION MODIFICATIONS REQUIRED.
- 6) THE CONTRACTOR TO HAVE A UTILITY VERIFICATION SURVEY FOR ANY UNDERGROUND UTILITIES IN THE AREA TO BE MODIFIED PRIOR TO ANY SITE WORK REQUIRED.
- 7) THE CONTRACTOR TO RELOCATE THE LIGHT POLE AS REQUIRED AND ENSURE THE FOUNDATION SUPPORT AS REQUIRED PER THE LIGHT POLE MANUFACTURER. THE SETBACK SHALL BE DONE BY A MASTER ELECTRICIAN AND THEY SHALL HAVE ANY REQUIRED PERMITS FOR THE SCOPE OF WORK.
- 8) CONTRACTOR TO RELOCATE THE Pylon SIGN POLE AS REQUIRED AND ENSURE THE FOUNDATION SUPPORT AS REQUIRED PER THE SIGN COMPANY. THE ELECTRICAL WORK FOR THE SIGN SHALL BE DONE BY A MASTER ELECTRICIAN AND THEY SHALL HAVE ANY REQUIRED PERMITS FOR THE SCOPE OF WORK. ALL SIGN FRAMES SHALL BE FIELD VERIFIED AS REQUIRED PRIOR TO BEGINNING ANY WORK.
- 9) DEMOLITION OF THE SIGN SHALL BE PERMITTED AS REQUIRED FROM THE LOCAL BUILDING DEPARTMENT. THE EXISTING SIGN FOUNDATION SHALL BE REMOVED AND COORDINATED WITH THE BUILDING OWNER.
- 10) CONTRACTOR TO INSTALL NEW DIRECTIONAL SIGN STOP SIGN, AND PAINT DIRECTIONAL ARROWS ON THE PAVING AS REQUIRED BY THE LOCAL TRAFFIC DEPARTMENT.
- 11) ALL WORK SHALL BE COORDINATED WITH THE OWNERS FOR ANY AFTER HOUR WORK AND ACCESS REQUIREMENTS TO THE SITE.

THE CONTRACTOR TO ESTABLISH SURVEY BENCHMARKS TO CONFIRM THE NEW LOCATION IS WITHIN THE NEW PROPERTY LINE AND ALL REQUIRED SETBACKS ESTABLISHED BY THE ROAD EXPANSION PRIOR TO MODIFYING THE AREA. THE OWNER OR REPRESENTATIVE SHALL CONFIRM THE FINAL LOCATION FOR THE SIGN, LIGHT, AND DRIVE-THRU LOCATIONS PRIOR TO BEGINNING THE SITE WORK FOR THE MAGNOLIA LANDMARK BUILDING.

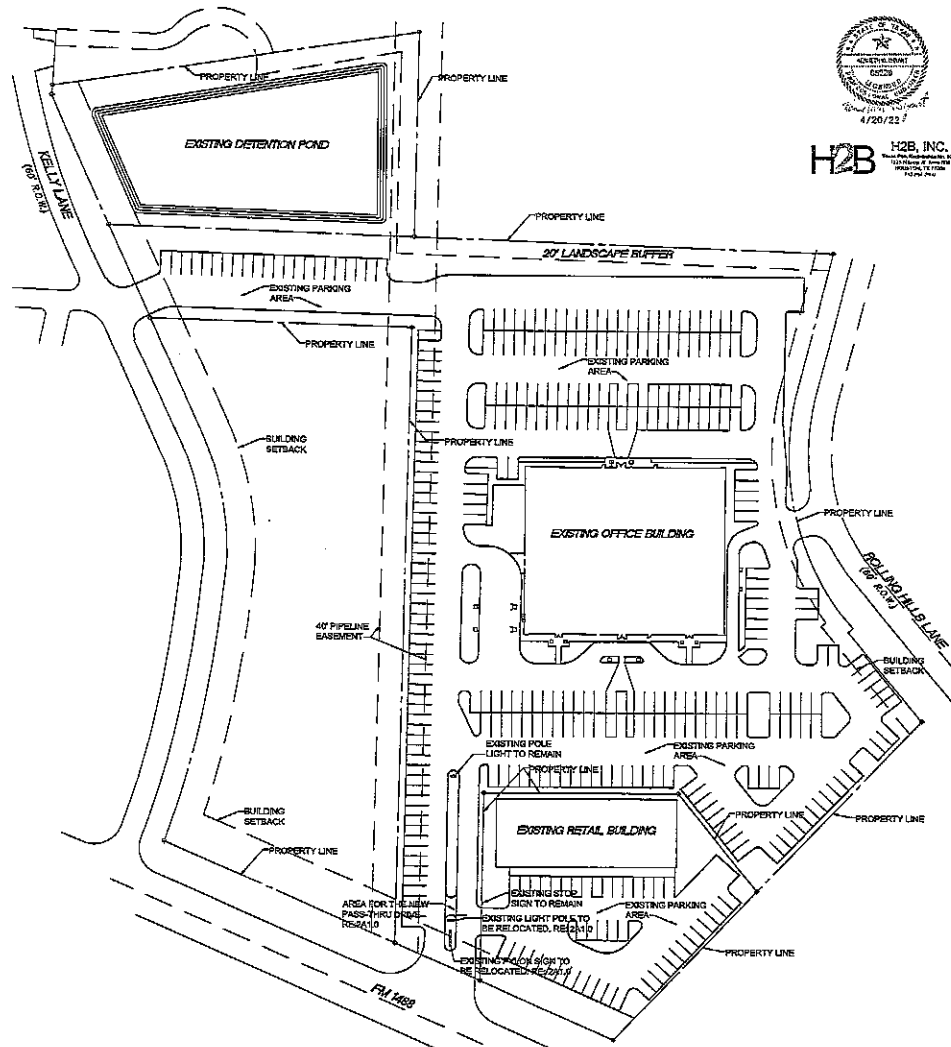
## 3 CONSTRUCTION NOTES

SCALE: 1/4" = 1'-0"



## 2 NEW SITE PLAN

SCALE: 1/4" = 1'-0"



## 1 EXISTING SITE PLAN

SCALE: 1" = 40'-0"



**H2B**

**H2B, INC.**  
12000 FM 1488 Rd.  
Suite 100  
Magnolia, Texas 77354

**G&A**  
GOULAS & ASSOCIATES  
ARCHITECTS/PLANNERS



04-01-22 FOR P2007

Project Information

Consultant

**MAGNOLIA LANDMARK BUILDING**  
18200 FM 1488 Rd.  
MAGNOLIA, TEXAS 77354

Sheet Title:  
SITE PLANS + NOTES

Issue:  
Issue Date:  
04/22/2022 - P2007

Revision Date:

Sheet:

**A1.0**

18934 FM 1488

Mag. Family  
Medicine

# MAGNOLIA

## ECONOMIC DEVELOPMENT

#9

### SCORING CRITERIA

2 Categories  
Signage/Property

<b>Visual Impact</b> <ul style="list-style-type: none"> <li>Improvement in the attractiveness of the location and the level of blight or deterioration removed;</li> <li>Paint color/sign chosen are consistent with surrounding businesses; and or Magnolia UDC;</li> <li>Paint chips/sign materials/landscaping materials are submitted with application and final project reflects what was submitted and approved;</li> <li>Level of improvements' impact on overall appearance of facility;</li> </ul>	<b>Possible Points</b>  40	<b>Awarded Points</b>
<b>Economic Impact</b> <ul style="list-style-type: none"> <li>Amount of additional funding expended by business;</li> <li>Appropriateness of business to overall economic development in the surrounding neighborhood;</li> <li>Traffic level of roadways adjacent to improvement;</li> <li>Mitigation of health and safety issues;</li> <li>Reuse of vacant or underutilized property.</li> </ul>	30	
<b>Community Impact</b> <ul style="list-style-type: none"> <li>Level of value added to the community by the business;</li> <li>Level of interest/desire for business in the community;</li> </ul> Level of attention to Magnolia UDC/The Stroll Overlay design Guidelines (if applicable).	20	
<b>Public Safety</b> <ul style="list-style-type: none"> <li>Improves pedestrian access in and around City of Magnolia</li> <li>Improves vehicle circulation and access in a commercial area</li> <li>Enhances visibility of commercial building in a positive way</li> </ul>	10	

### Section 10. Funding

- A. Funding will only be provided on a reimbursement basis upon the completion of the project in accordance with Section 7 above and following an on-site inspection of the improvements.
- B. The MCDC and City shall be granted the right to inspect the improvement work in progress and upon completion.

# MAGNOLIA

ECONOMIC DEVELOPMENT

1. Applicant/Applicants' name(s) FERAS ELHATJ

2. Type of grant(s) being requested (check all that apply):

Façade ☒ Sign ☒ Property Improvement ☒ Demolition ☐ P/A

3. Business name Magnolia Family Medicine

4. Mailing address 18934 FM 1488 Magnolia TX 77355

5. Applicant contact: Phone 713-992-2121 E-mail: FERASELHATJ@gmail.com

6. Physical address of property for which grant is being requested

18934 FM 1488 Magnolia TX 77355

7. This business is a: Sole Proprietorship ☐ Partnership ☐ Corporation ☒

Other \_\_\_\_\_ (Please state and provide applicable business documentation such as Dba, Partnership Agreement, Corporate Charter, etc.)

8. Brief description of business activity (Attach additional sheets, if necessary)

Primary Care Group - Family Medicine

9. Do you own any or all interest in the real property listed in No. 6 above?

Yes ☒ No ☐

Owners, please provide:

A. Name of owner: FERAS ELHATJ

B. Address of owner 6912 FM 1488 Ste A Magnolia TX 77354

C. Contact information: Phone \_\_\_\_\_ E-mail: FERASELHATJ@gmail.com  
FERASE@MFM.CARE



# MAGNOLIA



## ECONOMIC DEVELOPMENT

10. Date business established in Magnolia, TX new location opening 06/2022  
established since 2008

11. Number of employees ~ 60

12. Please provide a description of the proposed project and project drawings, specifications, and/or information about the project.  
(Attach additional sheets, if necessary)

- Existing was Old Regions Bank Building with  
Pink base - partly kept.
- Renovated Building - New outside paint
  - New Signage.
  - + cabinetry --
  - New Fence.



DATE	INVOICE #
5/6/2022	39437

Magnolia Family Medicine  
6912 FM 1488, Ste. A  
Magnolia, TX. 77354

DESCRIPTION	QTY	RATE	AMOUNT
One (1) new 3' x 7' double face LED lighted pole sign installed on east side of driveway as drawing #63335.	1	5,650.00	5,650.00T
Furnish and install black viionyl lettering on existing building sign cabinet.	1	1,680.00	1,680.00T
Provide customer with pre-masked white vinyl lettering reading DOORS TO REMAIN UNLOCKED DURING BUSINESS HOURS.	1	40.00	40.00T
Install white vinyl lettering reading DOORS TO REMAIN UNLOCKED DURING BUSINESS HOURS at 6912 FM 1488 location.	1	85.00	85.00T
Engineering for City of Magnolia permit.	1	275.00	275.00
Sign installed at right side of door to cover stainless steel plaque as customer's specifications.	1	335.00	335.00T
City of Magnolia permit fee	1	176.35	176.35
Subtotal			8,241.35
8.25% Tax			642.68
Total			8,884.03
Balance Due			8,884.03

All Things New Co

amagallon85@yahoo.com

# INVOICE

**BILL TO**

Magnilia Family Medicine  
18934 FM-1488  
Magnolia, TX 77355

**INVOICE #** 1335**DATE** 06/06/2022**DUE DATE** 06/06/2022**TERMS** Due on receipt

---

DATE	DESCRIPTION	AMOUNT
	<b>Paint</b>	4,500.00
	Paint the exterior of building.	
	<b>Services</b>	6,500.00
	Build fence 180ft	

---

BALANCE DUE

**\$11,000.00**

# MAGNOLIA

## ECONOMIC DEVELOPMENT

**A. For Façade Improvements:** List the colors you plan to use and provide color chip samples from a paint supply store (such as Sherwin Williams, Benjamin Moore, etc.)

Colors: SW 7503 @ SW 7641

**B. For Sign Improvements:** List the colors you plan to use and provide color chip samples

Colors: Black Aluminum

**C. For Property Improvements:** Provide any additional information which would further help describe this project.

**D. For Demolitions:** Must provide description of the demolition project and detailed plans of disposition of all materials. N/A

13. Amount of grant funds requested (Up to 50 percent, max of \$5,000) \$10,000

14. Total cost of the project ~ 100k

A. Labor cost \_\_\_\_\_

B. Materials Cost \_\_\_\_\_

15. Estimated start date of project 11/01/22

16. Estimated completion date of project 06/03/22

17. Please attach photos of the existing conditions.

18. I (we) the undersigned do hereby acknowledge and/or certify the following:

A. Prior to the submission of this application, a copy of the "Guidelines and Criteria" for the Business Improvement Grant program has been obtained, reviewed and clearly understood.

RS Initials

B. The submission of this Application does not create any property, contract or other legal rights in any person or entity to have the Grantor provide grant funding.

SK Initials

C. If the grant funding is approved, full compliance will be maintained with all the provisions of

# MAGNOLIA

## ECONOMIC DEVELOPMENT

the "Guidelines and Criteria", and/or special provisions attached as part of the grant. Failure to do so may be grounds for ineligibility to receive previously approved grant funding.

RS Initials

D. If grant funding is approved, a designee(s) of the MCDC shall have the right to inspect the work in progress, as well as the completed improvements.

RS Initials

E. All grant funding is contingent upon the continued availability of grant funds. The MCDC reserves the right to decrease funding or cancel the grant program at its sole discretion.

RS Initials

F. The MCDC reserves unto itself its absolute right of discretion in deciding whether or not to approve a grant relative to this application. The Applicant accepts that the all decisions relating to the award of grant funds involve subjective judgments, on the part of the decision-making entity, related to the aesthetics of the proposed project and the granting of award funds for said project. The MCDC reserves the right to waive or add to any of the requirements of a grant application as it deems necessary.

RS Initials

G. The MCDC, its employees and its agents shall be held harmless for any damages, both personal and property, which may result directly or indirectly from any incident associated with subject project of this Application both during and after construction, and that the MCDC, its employees, and its agents shall not be liable for any debts incurred in association with the execution and completion of the subject project of this Application, and further that I (we) the Applicant/Applicants assume all responsibility for any and all of the aforementioned liabilities.

RS Initials

H. The laws of the State of Texas shall govern the interpretation, validity, performance and enforcement of the "Guidelines and Criteria", and this Application, and that if any provision or provisions of these should be held invalid or unenforceable, the validity and enforceability of the remaining provisions shall not be affected thereby.

RS Initials

# MAGNOLIA

## ECONOMIC DEVELOPMENT

I. The information provided in this Application has been provided voluntarily, and may be relied on as being true and correct, and that the MCDC may rely on the signatures affixed hereto as if the same had been signed by Applicant(s) before a Notary Public or other authorized officerto administer oaths and to take acknowledgements.

LS Initials

19.State law requires that, by signing and submitting this application, you certify that the company, its branches, divisions and departments (company) do not and will not knowingly employ an undocumented worker. An agreement with the company will require the company to repay the total amount of the public benefit received with interest at the rate and according to the terms of the agreement if the company is convicted of a violation under 8 U.S.C. Section 1324a (f). Repayment will be due no later than the 120th day after the date the City notifies the company of the violation as provided in the agreement.

An undocumented worker is an individual who, at the time of employment, is not:

- A. Lawfully admitted for permanent residence to the United States; or
- B. Authorized under law to be employed in that manner in the United States.

\_\_\_\_ Initials

Signed this 03 day of June, 2022

[Signature]  
(Print Applicant Signature)

PERAS ELIAS  
(Applicant Signature)

Signed this 03 day of June, 2022

PERAS ELIAS  
(Print Property Owner Signature)

[Signature]  
(Property Owner Signature)

# Planning Grant Program Guidelines & Application

DRAFT

## **A. Introduction**

The Magnolia 4B Community Development Corporation has established the FM 1488 Planning Assistance Grant (PA Grant) to provide site planning assistance to commercial tracts within the 1.2 mile FM 1488 west corridor, in Magnolia, Texas. The corridor is located at the western city limits and runs easterly along FM 1488 to Magnolia Ridge Boulevard.

This grant provides planning assistance to prepare adequate plans to support development to support the construction, reconstruction, improvements or expansion of commercial tracts. Additionally, the PA Grant will support and encourage new and existing business enterprises that support the economic success of the City of Magnolia.

The PA Grant is also a resource to balance the City's UDC and zoning guidelines and standards on tracts on a case-by-case basis. The Magnolia 4B Board of Directors maintains sole discretion to carryover the program in subsequent years. Evaluation of the program's success will be evaluated at the end of the FY 2022 fiscal year, and potential modifications or recommendations prepared to respond to program needs.

## **B. Definitions**

The following definitions shall apply to the terms used in this Policy:

Applicant: The property owner signing the application for grant application.

FM 1488 West Corridor: A 1.2 mile corridor running from the western city limits of Magnolia Easterly along FM 1488 to Magnolia Ridge Boulevard.

Planning Assistance: The cost to develop a site planning recommendations that balances the City's UDC and Zoning guidelines with new physical conditions of the FM 1488 west corridor.

Eligible Enhancements: The improvements identified as eligible in Section C herein.

MCDC: Magnolia Community Development Corporation.

Property: The physical lot and/or building to which planning assistance is provided.

## **C. Eligibility Criteria**

The following criteria must be met for participation in the Grant Program:

1. Applicants must be commercial property owners located within the FM 1488 West Corridor;
2. Applicants must be up to date on all municipal taxes prior to participation in the program;
3. Applicants must not have any City liens filed against any property owned by the Applicant; including but not limited to code enforcement liens or tax liens.
4. Applicants must comply with all State and local laws and regulations pertaining to licensing, permits, building code and zoning requirements;
5. Understanding that the overall objective of the program is the improve exterior, visibility and



presentation of a property; the City has the discretion to decline an application while suggesting enhancements that would enable future acceptance.

#### **D. Design Principles and Guidelines**

Improvements to be funded by the PA Grant must be compatible with the zoning, land use and overall principles outlined in the City of Magnolia Unified Development Code. Ineligible Project Costs:

- a. Exterior improvements
- b. Interior improvements;
- c. Playground or recreational equipment;
- d. Structural changes;
- e. Furniture;
- f. Architectural renderings and fees;
- g. Asbestos testing, removal, abatement, or remediation; or
- h. Improvements for which insurance funds are received.
- i. Environmental studies or evaluations
- j. Drainage mitigation plans and specifications

#### **Prior Improvements**

Plans and assessments done outside the PA Grant parameters or program are not eligible for funding or reimbursement. All planning assistance will be rendered within 90 days of authorization by the MCDC Board of Directors.

#### **E. Program Assistance**

##### **Financial Assistance**

The MCDC will directly retain a certified planning firm, with experience in site development and feasibility to facilitate the assistance. If a property owner chooses not to follow the plans and recommendation of the planning recommendations, the MCDC will require that 50% the grant amount be reimbursed back to the MCDC by the property owner.

MCDC will fund up to \$4,000 a tract in planning assistance. Grant funds will be made directly by the MCDC to a qualified planning firm or entity capable of undertaking the analysis and preparing findings and recommendations that support development that still supports the zoning and UDC guidelines of the City of Magnolia. If, upon presentation of findings additional work or analysis is required, the property owner will have the opportunity to work directly with planning firm or entity to finalize plans and recommendations.

#### **F. Procedures**

All prospective applicants must follow the procedures in the order outlined below:

1. Applicant meets with the Director of Economic Development for initial discussions and application.
2. Applicant provides proof of ownership and site survey of tract needing assistance.

3. Director of Economic Development conducts a site visit
4. Director of Economic Development works with planning firm/ planning entity to develop a scope of work
5. Applicants proposed scope of work is presented to the Magnolia Community Development Corporation for review and consideration.
6. Planning firm/ Planning entity undertakes analysis and develops findings.
7. If owner refuses recommendation, they will be required to pay back 50% of the planning assistance grant.

#### **G. Statutory Eligibility**

Texas Local Government Code Chapter 501 and 505 are the guiding authority and are cited for justification.

**Sec. 501.152. DEFINITION OF COST WITH RESPECT TO PROJECT.** In this subtitle, "cost," with respect to a project, means the cost of the acquisition, cleanup, construction, reconstruction, improvement, or expansion of a project, including:

- (1) the cost of acquiring all land, rights-of-way, property rights, easements, and interests;
- (2) the cost of all machinery and equipment;
- (3) financing charges;
- (4) the cost of inventory, raw materials, and other supplies;
- (5) research and development costs;
- (6) interest accruing before and during construction and until the first anniversary of the date the construction is completed, regardless of whether capitalized;
- (7) necessary reserve funds;
- (8) the cost of estimates, including estimates of cost and revenue;
- (9) the cost of engineering or legal services;
- (10) the cost of plans, specifications, or surveys;

#### **H. Termination**

The MCDC has the right to terminate any agreement under the grant program if a participant is found to be in violation of any conditions set forth in these guidelines in accordance with the Planning Assistance Grant Terms.

## Magnolia 4B CDC

### Planning Assistance Application

All completed applications with required plans must be submitted to:  
Magnolia 4B Corporation, 18111 Buddy Riley Blvd. Magnolia, Tx 77354

Applicant Name:	Business Name:
Mailing Address:	Project Address:
	Contact Number:
	Email Address:

Describe (below) the existing conditions, development plan and need for assistance. Attach survey or plat of property.

Total Grant Request: \_\_\_\_\_

Applicant/Owner Signature

Date

Office Use Only:
Date Submitted: _____
Approval Date: _____
Completion Date: _____

## Magnolia 4B CDC

### Planning Assistance Application

All completed applications with required plans must be submitted to:  
Magnolia 4B Corporation, 18111 Buddy Riley Blvd. Magnolia, Tx 77354

Applicant Name:	Business Name: <i>Magnolia Small Engine</i>
Mailing Address:	Project Address: <i>17902 FM 1488, Magnolia TX</i> Contact Number: <i>346-248-5555</i> Email Address:

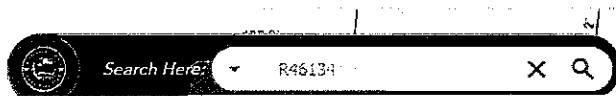
Describe (below) the existing conditions, development plan and need for assistance. Attach survey or plat of property.

UDC guidelines suggest that I can't build a building on this lot I just purchased due to right of way and road issues. Requesting planning assistance to allow us to build in accordance with city guidelines.

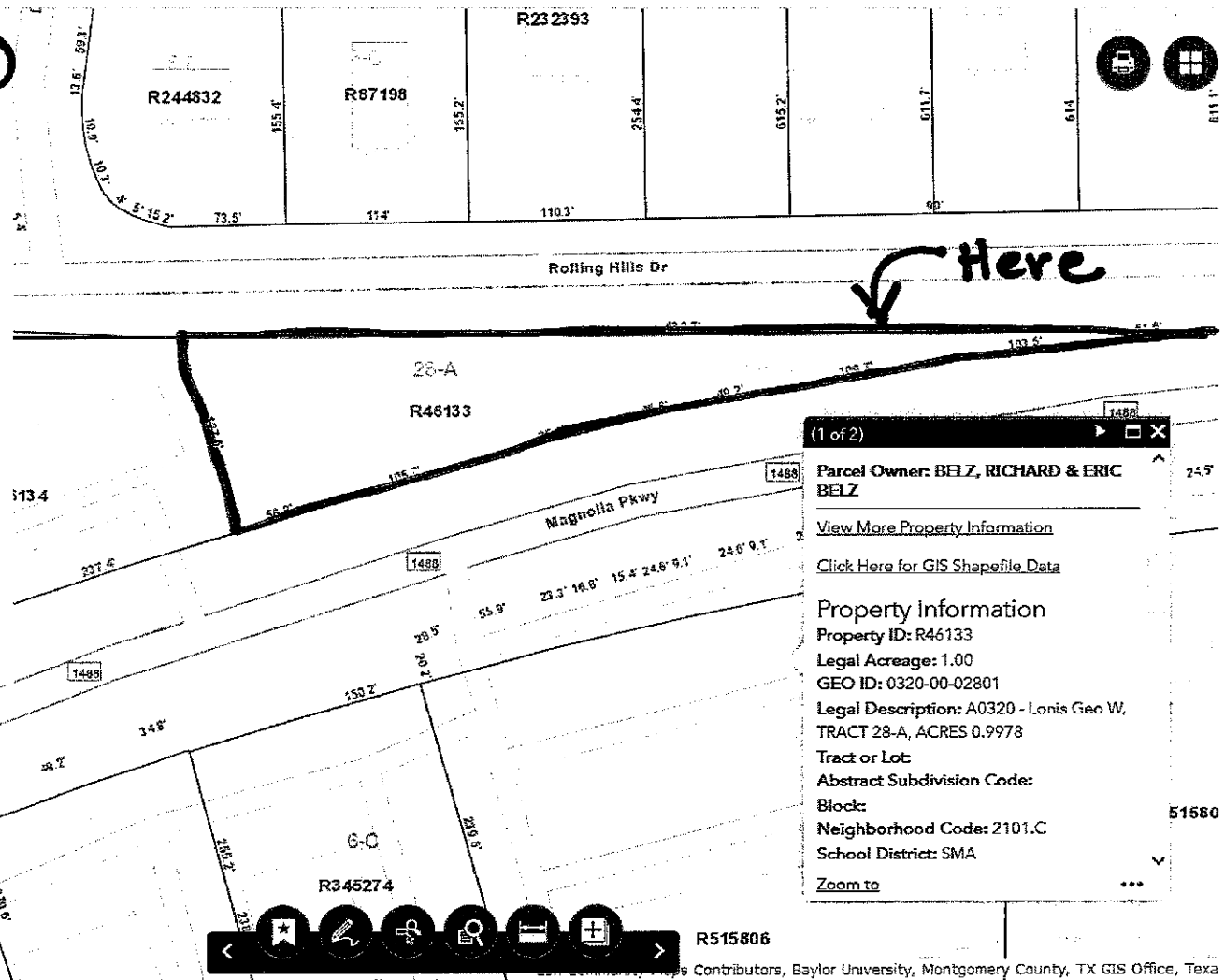
Total Grant Request: \_\_\_\_\_

Applicant/Owner Signature

Date



17902 FM 1488  
Planning Assistance  
Site Plan  
Variance Development



(1 of 2)

Parcel Owner: BELZ, RICHARD & ERIC  
BELZ

[View More Property Information](#)

[Click Here for GIS Shapefile Data](#)

Property Information

Property ID: R46133

Legal Acreage: 1.00

GEO ID: 0320-00-02801

Legal Description: A0320 - Lonis Geo W,  
TRACT 28-A, ACRES 0.9978

Tract or Lot

Abstract Subdivision Code:

Block:

Neighborhood Code: 2101.C

School District: SMA

[Zoom to](#)

51580



#12



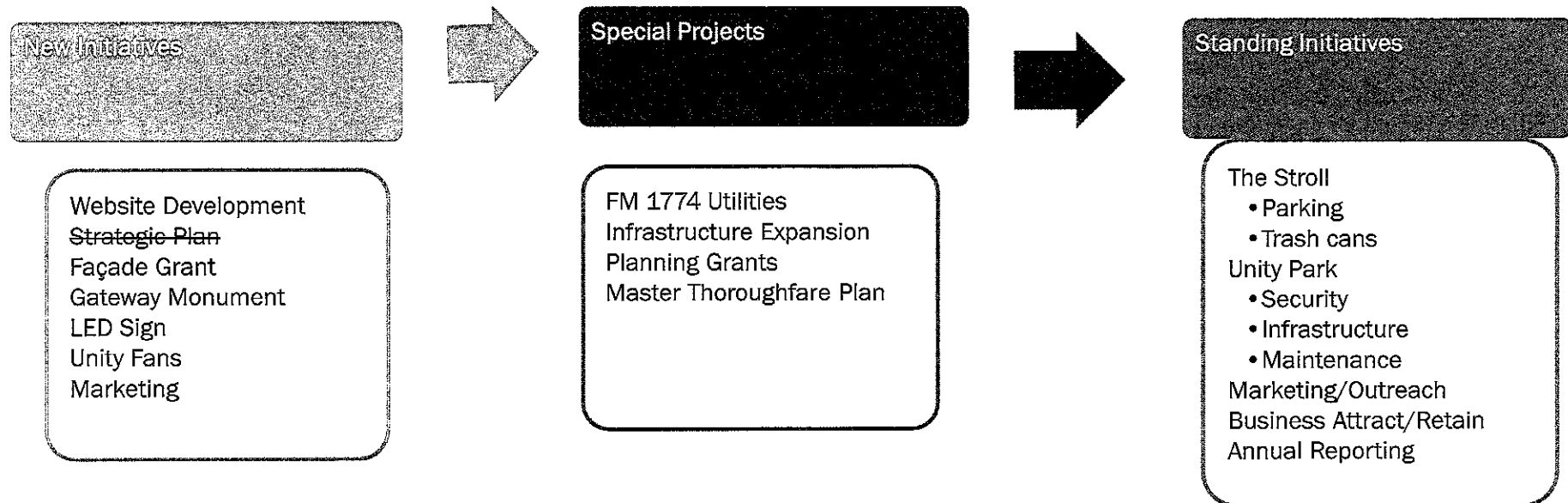
# MAGNOLIA 4B CDC PROJECT LIST

JUNE 2022



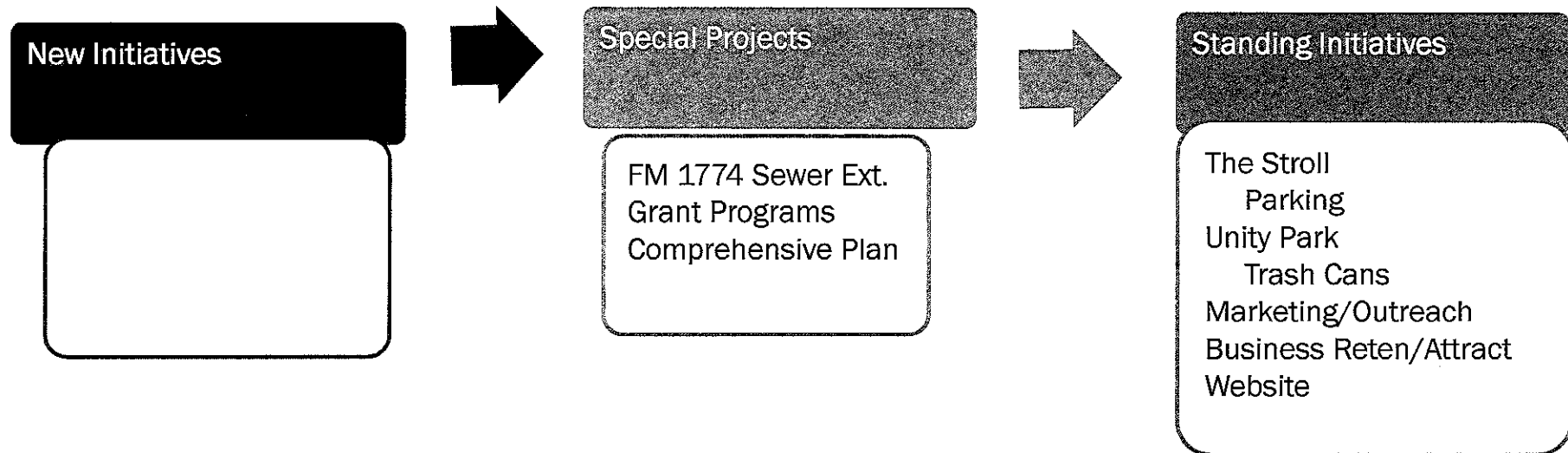
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# 2022 PROJECT SUMMARY



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# 2023 PROJECT AREAS





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## 2022 OBLIGATIONS

Shared Services Agreement  
Executive Director Contract  
Potential Office Space  
Cost-share on website