# WESTPOINTE SPECIAL IMPROVEMENT DISTRICT

## AGENDA MATERIALS

**BOARD MTG VIA VIDEOCONFERENCE**

**September 7, 2021, 4 pm**

# NOTICE OF MEETING
# WESTPOINTE SPECIAL IMPROVEMENT DISTRICT

Notice is hereby given that the Board of Directors of Westpointe Special Improvement District will hold an in person and Video Conference meeting, open to the public, on **Tuesday, September 7, 2021 at 4:00 PM, in the Board Room of the Davidson, Troilo, Ream & Garza law offices located in Suite 100 of the Pyramid Building, 601 NW Loop 410, San Antonio, Texas 78216,** outside the boundaries of the District.

**BOARD MEETING WILL BE IN PERSON BUT SOME BOARD MEMBERS MAY ATTEND VIRTUALLY AS AUTHORIZED BY SECTION 551.127 OF TEXAS GOVERNMENT CODE.**

**PUBLIC COMMENTS WILL ONLY BE ACCEPTED IN WRITING NO LATER THAN THIRTY (30) MINUTES IN ADVANCE OF THE MEETING BY SENDING THEM TO THE FRANK GARZA AT: fgarza@dtrglaw.com In the body of the email please include date, your name, your address, phone number, agenda item # if applicable or subject of discussion, and your comments.**

**Using a computer or mobile device:** To participate, view or listen to the meeting below, please click the link below or copy and paste the web address into your browser and follow the instructions.

Join Zoom Meeting
https://us02web.zoom.us/j/87171736168?pwd=WkdST2pFdittcUhoWEMyT3hvQlJoQT09

Meeting ID: 871 7173 6168
Passcode: 187165

or by phone: 1 (346) 248-7799
Passcode: 187165

1. Call to Order; Declare a Quorum
2. Approval of Minutes from May 24, 2021 meeting
3. Discuss and review status of 2020-2021 budget.
4. **Public Hearing** on Proposed Budget for Fiscal Year 2021-2022.
5. **Public Hearing** on Tax Rate for Fiscal Year 2021-2022.
6. Discussion and action to consider the Proposed Budget for Fiscal Year 2021-2022.
7. Discussion and action to consider the Tax Rate for Fiscal Year 2021-2022.
8. Discussion and action to consider adoption of Resolution on process to approve invoices not exceeding $5,000.
9. Discussion and action regarding payment to DTRG for legal services.
10. Discussion and action regarding payment to Armstrong & Vaughn for accounting services.
11. Discussion and action regarding payment to Perez Consulting
12. Discussion and action regarding payment to Bexar Appraisal District.
13. Discussion regarding update on partial assignment and development in the District
14. Discuss next meeting date.
15. Adjournment.

**Accessibility Statement**

This meeting site is accessible to disabled persons as follows: Entrance to the Pyramid Building is accessible through all first floor entrances of the building. Parking spaces reserved for the disabled are located at the west and north end of the building.

I certify that a copy of the September 7, 2021 agenda of items to be considered by the BOARD OF DIRECTORS OF WESTPOINTE SPECIAL IMPROVEMENT DISTRICT was posted on September 3, 2021 on the Bulletin Area at Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas 78205, outside the boundaries of the District and also available https://bexarcospecialimprovementdistricts.com/westpointe

F.J. Garza

The Westpointe Public Improvement District Board of Directors reserves the right to adjourn into executive session at any time to discuss any of the matters listed above, as authorized by Texas Government Code § 551.071 (Consultation with Attorney) § 551.072 (Deliberations about Real Property) § 551.074 (Personnel Matters) and § 551.086 (Economic Development)

# AGENDA ITEM 2

**WESTPOINTE PUBLIC SPECIAL IMPROVEMENT DISTRICT**
**MAY 24, 2021**

**THE STATE OF TEXAS** §
§
**COUNTY OF BEXAR** §

The Board of Directors of Westpointe Public Special Improvement District ("District") met in a regularly scheduled meeting, open to the public, via videoconference as a result of COVID-19 pandemic as authorized by Governor Greg Abbott's Order allowing for such "virtual" meetings. Meeting was called to order at **4:04 p.m. on the 24th day of May, 2021**, and the roll was called of the duly appointed members of the Board, to-wit:

| | |
|---|---|
| Frank Cannon | President |
| Daniel Barrera | Vice-President |
| Thomas Garza | Secretary |
| Andres Serbones-Ortiz | Director |
| Salah Diab | Director |
| Derrick Howard | Director |
| Carlo White | Director |

and all but Director Salah Diab and Carlo White were present to establish a quorum of the Board

Also present at the meeting were Frank Garza, General Counsel for Westpointe SID, Trey Dawson from Pape Dawson and Gabriel Perez from Perez Consulting.

No citizens signed up to be heard.

**2. APPROVE LAST MEETING MINUTES OF DECEMBER 9, 2020.**

Mr. Frank Cannon conducted the meeting and opened up this agenda item and the Board discussed and approved the Minutes of December 9, 2020.

Following review and discussion, upon a motion made by Director Derrick Howard and seconded by President Frank Cannon, the Board voted unanimously to approve the Minutes of May 24, 2021.

**3. DISCUSSION AND REVIEW REGARDING STATUS OF 2020-2021 BUDGET.**

Mr. Frank Garza opened this agenda item for discussion. Ms. Debbie Fraser provided a report and referenced attachment in Tab 3 which is the Financial Statements for the one month and seven months ended April 30, 2021. The current total assets are $73,346.

No action is necessary for this agenda item.

4. **DISCUSION AND ACTION REGARDING GENERAL CONTRACTOR PROCUREMENT AND DEVELOPER SELECTION OF CONTRACTORS FOR PUBLIC IMPROVEMENTS.**

Mr. Frank Garza opened up this agenda item for discussion. Mr. Trey Dawson provided a report on the process utilized to select the contractors.

Following review and discussion, upon a motion made by Director Derrick Howard and seconded by Secretary Thomas Garza, the Board voted unanimously to approve the procurement used to select the contractor by the developer for public improvements.

5. **DISCUSSION REGARDING DEVELOPER SUBMITTAL PROCESS.**

Mr. Frank Garza opened up this agenda item for discussion. Mr. Gabriel Perez provided guidance on the submittal review process.

No action is necessary for this agenda item.

6. **DISCUSSION AND POSSIBLE ACTION RATIFYING THE PURCHASE OF BOARD D/O INSURANCE.**

Mr. Frank Garza opened up this agenda item for discussion and updated the Board on E/O policy. The policy is effective from April 6, 2021 to April 6, 2022 with a limit of liability of $1 million aggregate and the cost of the premium is $1,500.00.

Following review and discussion, upon a motion made by Secretary Thomas Garza and seconded by Vice-President Daniel Barrera, the Board voted unanimously to approve the Directors and Officers Policy, premium in the amount of $1,500.00.

7. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING PAYMENT TO DTRG.**

Mr. Frank Garza opened up this agenda item for discussion and present to the Board a statement for legal services rendered and costs and expenses advanced from DTRG for the period from April 2020 through April 30, 2021 for a balance due in the amount of $19,389.19.

Following review and discussion, upon a motion made by Secretary Thomas Garza and seconded by Vice-President Daniel Barrera, the Board voted unanimously to approve the payment to DTRG for the period through April 30, 2021 in the amount of $19,389.19.

8. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING PAYMENT TO ARMSTRONG.**

Mr. Frank Garza opened up this agenda item for discussion and present to the Board a statement for accounting services from Armstrong, Vaughan & Associates for the period October 2020 thru May 2021, in the amount of $4,000.00, which is $500 for the monthly cost under the terms of the contract.

Following review and discussion, upon a motion made by Secretary Thomas Garza and seconded by Vice-President Daniel Barrera, the Board voted unanimously to approve payment for accounting services from Armstrong, Vaughan & Associates for the period October 2020 thru May 2021, in the amount of $4,000.00.

9. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING PAYMENT TO BEXAR COUNTY.**

Mr. Frank Garza opened up this agenda item for discussion and present to the Board a statement from the Bexar Appraisal District, in the amount of $62.00.

Following review and discussion, upon a motion made by Secretary Thomas Garza and seconded by Vice-President Daniel Barrera, the Board voted unanimously to approve payment in the amount of $62.00.

10. **DISCUSSION REGARDING UPDATE ON THE DEVELOPMENT IN THE DISTRICT.**

Mr. Trey Dawson discussed the status of the development in the District.

11. Meeting date discussion: September 7, 2021 at 4:00p.m.

**ADJOURNMENT.**
The Board officially adjourned at 4:32p.m.

_____
Thomas Garza, Secretary

# AGENDA ITEM 3

# WESTPOINTE SPECIAL IMPROVEMENT DISTRICT

## FINANCIAL STATEMENTS

## FOR THE ONE MONTH AND TEN MONTHS ENDED JULY 31, 2021

WESTPOINTE SPECIAL IMPROVEMENT DISTRICT
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE - CASH BASIS
GENERAL FUND
JULY 31, 2021

| | | |
|---|---|---|
| **ASSETS** | | |
| Cash | $ | 49,735 |
| **TOTAL ASSETS** | $ | 49,735 |
| | | |
| **LIABILITIES AND FUND BALANCE** | | |
| *Liabilities:* | | |
| Developer Advances | $ | 25,000 |
| **TOTAL LIABILITIES** | | 25,000 |
| | | |
| *Fund Balance:* | | |
| Unassigned | | 24,735 |
| **TOTAL LIABILITIES AND FUND BALANCE** | $ | 49,735 |

WESTPOINTE SPECIAL IMPROVEMENT DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES - CASH BASIS
BUDGET TO ACTUAL - GENERAL FUND
FOR THE ONE MONTH AND TEN MONTHS ENDED JULY 31, 2021

| | 1 Month Ended July 31, 2021 | Year to Date Through July 31, 2021 | Budget | Over (Under) Budget (YTD) | % of Budget |
|---|---|---|---|---|---|
| **REVENUES** | | | | | |
| Ad Valorem | $ - | $ 63,008 | $ 45,761 | $ 17,247 | 137.69% |
| Sales Tax | - | - | - | - | 100.0% |
| Miscellaneous Income | - | - | - | - | 100.0% |
| **TOTAL REVENUES** | - | 63,008 | 45,761 | 17,247 | 137.69% |
| **EXPENDITURES** | | | | | |
| Appraisal Fees | - | 62 | 50 | 12 | 124.0% |
| Insurance Costs | - | 1,500 | 1,000 | 500 | 150.0% |
| Auditing Services | - | - | - | - | 100.0% |
| Legal Services | - | 4,352 | 15,000 | (10,648) | 29.01% |
| Engineering Services | - | - | 5,000 | (5,000) | 0.0% |
| Accounting Services | - | 4,000 | 4,800 | (800) | 83.33% |
| Banking Services | 46 | 441 | 45 | 396 | 980.0% |
| Contingencies | - | - | 19,800 | (19,800) | 0.0% |
| **TOTAL EXPENDITURES** | 46 | 10,355 | 45,695 | (35,340) | 22.66% |
| **NET INCREASE (DECREASE) IN FUND BALANCE** | $ (46) | $ 52,653 | $ 66 | $ 52,587 | 79777.3% |

| | |
|---|---|
| **PROJECTION OF FUND BALANCE** | |
| Fund Balance - July 31, 2021 | $ 24,735 |
| Less: Remaining Budgeted Expenditures | (35,340) |
| Required Commitment of Fund Balance | - |
| Estimated Remaining Fund Balance (Deficit) | $ (10,605) |

# AGENDA ITEM 4 & 5

# Notice
# Of Public Hearing and
# Vote on 2022 Tax Year Tax Rate and
# Notice
# Of Public Hearing and
# Vote on Budget

The Westpointe Special Improvement District will conduct a public hearing on a proposed tax rate on September 7, 2021 at 4:00 PM at the law offices of Davidson Troilo Ream & Garza located at the Pyramid Building, 601 NW Loop 410, Suite 100, San Antonio, Texas 78216.

The Westpointe Special Improvement District is scheduled to vote on the tax rate that will result in the adoption of a tax rate no greater than 0.*55827 cents per $100 taxable valuation.*

The Westpointe Special Improvement District will also conduct a public hearing on a proposed budget for fiscal year 2021-2022 on September 7, 2021 at 4:00 P.M. The budget will be posted on https://bexarcospecialimprovementdistricts.com/

The Westpointe Special Improvement District is scheduled to vote on the tax rate and approve the budget for fiscal year 2021-2022 on September 7, 2021 at 4:00 PM at the law offices of Davidson Troilo Ream & Garza located at the Pyramid Building, 601 NW Loop 410, Suite 100, San Antonio, Texas 78216.

# AGENDA ITEM 6

**RESOLUTION NO. 090721-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTPOINTE SPECIAL IMPROVEMENT DISTRICT APPROVING THE PROPOSED BUDGET FOR FISCAL YEAR 2021-2022; AND ESTABLISHING AN EFFECTIVE DATE**

**********

**WHEREAS,** the proposed budget for FY 2021-2022 constitutes a spending plan for the fiscal year and is consistent with the Westpointe Special Improvement District's desire to maintain fiscal responsibility and sustainability, in addition, this action would authorize the Board to carry out the necessary requirements to meet expenditures; and

**WHEREAS,** the Westpointe Special Improvement District and consultants have outlined the anticipated sources and uses of funds in the "FY 2022 Budget" and will require Board approval and Westpointe Special Improvement District's will ensure that all funds are spent in accordance with all applicable laws, Westpointe policies and procedures; and

**WHEREAS,** the District properly published and held a public hearing on September 7, 2021 to obtain public input on the proposed budget; and

**WHEREAS,** the Budget provides that there is a source of funding adequate to cover all operating expenditures and all unexpended funds will be carried forward to the next fiscal year and be presented in the FY 2023 Operating Budget.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WESTPOINTE SPECIAL IMPROVEMENT DISTRICT**:

**SECTION 1**. The Budget for fiscal year 2021-2022 is hereby adopted and approved. Funding through FY 2022. The Budget is outlined in **Exhibit A** and all unexpended funds will be carried forward in the next fiscal year and be presented in the FY '23 Proposed Budget

**SECTION 2. EFFECTIVE DATE**. This Resolution shall become effective immediately following its passage.

**PASSED, APPROVED, AND ADOPTED THIS 7th DAY OF SEPTEMBER 2021**, by the Board of Directors of the Westpointe Special Improvement District.

_____
Frank Cannon, President

Attest:

_____
Thomas Garza, Secretary

PCD 261919

**EXHIBIT A**

**WESTPOINTE SPECIAL IMPROVEMENT DISTRICT**
**GENERAL FUND**
BUDGET FOR 2021-2022

| | 9/30/2020 Audited Financials | 2020-2021 Rev/Exp through 7/31/20 | 2020-2021 Rev/Exp 08/31 - 09/30/20 | 2020-2021 Rev/Exp Estimate through 09/30/20 | 2021-2022 Proposed Budget | Reference |
|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | |
| Ad Valorem | $ 63,008 | $ 63,008 | $ - | $ 63,008 | $ 182,330 | 2a/b |
| Sales Tax | - | - | - | - | - | 3 |
| **TOTAL REVENUES** | 63,008 | 63,008 | - | 63,008 | 182,330 | |
| **EXPENDITURES** | | | | | | |
| Appraisal Fees | 62 | 62 | 62 | 124 | 50 | |
| Insurance - D & O | - | 1,500 | - | 1,500 | 1,500 | |
| Auditing Services | - | - | - | - | 6,000 | |
| Legal Services | - | 4,352 | 20,000 | 24,352 | 20,000 | 5 |
| Consulting Services | - | - | - | - | - | |
| Engineering Services | - | - | - | - | 5,000 | |
| Accounting Services | - | 4,000 | 2,000 | 6,000 | 7,200 | |
| Banking Services | 21 | 441 | 105 | 546 | 600 | |
| Developer Reimbursements | - | - | - | - | 25,000 | 4 |
| Contingencies | - | - | - | - | 19,800 | |
| **TOTAL EXPENDITURES** | 83 | 10,355 | 22,167 | 32,522 | 85,150 | |
| **NET INCREASE (DECREASE) IN FUND BALANCE** | $ 62,925 | $ 52,653 | $ (22,167) | $ 30,486 | $ 97,180 | |
| 1. Cash in the bank | $ 30,619 | $ 49,735 | | | | |

2a. Property tax is based upon tax rate of .55827 and Property Values of 8,196,846 2020

2b. Property tax is based upon tax rate of .55827 and Property Values of 232,659,815for 2021

3. Sales Tax is not expected in the budgeted year

4. Developer is owed $25,000; Do not expect to pay it back this year. Have included in the budget to pay in 2021

5. Do not have the outstanding legal balance; need to complete an accurate budget
DTRG was owed $15,037 from previous years. I have included that in 2021 to pay this year.

| Land | Value |
|---|---|
| Homesite: | 4,852,550 |
| Non Homesite: | 19,612,326 |
| Ag Market: | 79,058,957 |
| Timber Market: | 0 |

| Improvement | Value |
|---|---|
| Homesite: | 8,008,860 |
| Non Homesite: | 100 |

| Non Real | Count | Value |
|---|---|---|
| Personal Property: | 0 | 0 |
| Mineral Property: | 0 | 0 |
| Autos: | 0 | 0 |

| Ag | Non Exempt | Exempt |
|---|---|---|
| Total Productivity Market: | 79,058,957 | 0 |
| Ag Use: | 185,979 | 0 |
| Timber Use: | 0 | 0 |
| Productivity Loss: | 78,872,978 | 0 |

| | | |
|---|---|---|
| **Total Land** | (+) | 103,523,833 |
| **Total Improvements** | (+) | 8,008,960 |
| **Total Non Real** | (+) | 0 |
| **Market Value** | = | 111,532,793 |
| **Productivity Loss** | (-) | 78,872,978 |
| **Appraised Value** | = | 32,659,815 |
| **Homestead Cap** | (-) | 0 |
| **Assessed Value** | = | 32,659,815 |
| **Total Exemptions Amount (Breakdown on Next Page)** | (-) | 0 |
| **Net Taxable** | = | 32,659,815 |

APPROXIMATE TOTAL LEVY = NET TAXABLE * (TAX RATE / 100)
182,329.95 = 32,659,815 * (0.558270 / 100)

| | |
|---|---|
| Calculated Estimate of Market Value: | 111,532,793 |
| Calculated Estimate of Taxable Value: | 32,659,815 |
| Tax Increment Finance Value: | 0 |
| Tax Increment Finance Levy: | 0.00 |

## New Value

| | |
|---|---|
| **TOTAL NEW VALUE MARKET:** | **$8,031,610** |
| **TOTAL NEW VALUE TAXABLE:** | **$8,031,610** |

## New Exemptions

| Exemption | Description | Count |
|---|---|---|

**ABSOLUTE EXEMPTIONS VALUE LOSS**

| Exemption | Description | Count | Exemption Amount |
|---|---|---|---|

**PARTIAL EXEMPTIONS VALUE LOSS**

**NEW EXEMPTIONS VALUE LOSS** **$0**

## Increased Exemptions

| Exemption | Description | Count | Increased Exemption Amount |
|---|---|---|---|

**INCREASED EXEMPTIONS VALUE LOSS**

**TOTAL EXEMPTIONS VALUE LOSS** **$0**

## New Ag / Timber Exemptions

## New Annexations

## New Deannexations

## Average Homestead Value

| Count of HS Residences | Average Market | Average HS Exemption | Average Taxable |
|---|---|---|---|

## Lower Value Used

| Count of Protested Properties | Total Market Value | Total Value Used |
|---|---|---|
| 1 | $303,600.00 | $303,600 |

# AGENDA ITEM 7

**RESOLUTION NO. 090721-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTPOINTE SPECIAL IMPROVEMENT DISTRICT LEVYING A TAX RATE FOR THE DISTICT OF 0.55827 PER $100 VALUATIONN FOR TAX YEAR 2021-2022.**

**BE IT ORDAINED BY THE WESTPOINTE SPECIAL IMPROVEMENT DISTRICT:**

**SECTION 1.** That the property tax rate per $100.00 valuation for the Westpointe Special Improvement District for tax year 2021-2022 is hereby levied and adopted as follows:

**$0.55827 cents Total Tax Rate for 2021-2022.**

**SECTION 2.** That the recorded vote of the Board on this Resolution is:

| | FOR | AGAINST | ABSENT |
|---|---|---|---|
| Frank Cannon | _____ | _____ | _____ |
| Daniel Barrera | _____ | _____ | _____ |
| Thomas Garza | _____ | _____ | _____ |
| Andres Serbones-Ortiz | _____ | _____ | _____ |
| Salah Diab | _____ | _____ | _____ |
| Derrick Howard | _____ | _____ | _____ |
| Carla White | _____ | _____ | _____ |

**SECTION 3.** The Bexar County Tax Assessor Collector is authorized to assess and collect taxes pursuant to Interlocal Agreement and this Resolution.

**SECTION 4.** That this Resolution shall become effective immediately after passage.

**PASSED, APPROVED, AND ADOPTED THIS 7th DAY OF SEPTEMBER 2021**, by the Board of Directors of the Westpointe Special Improvement District.

_____
Frank Cannon, President

Attest:

_____
Thomas Garza, Secretary

#261900

CERTIFICATE

THE STATE OF TEXAS §
§
COUNTY OF BEXAR §

I, the undersigned officer of the Board of Directors of Westpointe Special Improvement District, hereby certify as follows:

1. The Board of Directors of Westpointe Special Improvement District, convened in regular session on the 7h day of September, 2021, inside the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board to-wit:

| | |
|---|---|
| Frank Cannon | President |
| Daniel Barrera | Vice-President |
| Thomas Garza | Secretary |
| Andres Serbones-Ortiz | Director |
| Salah Diab | Director |
| Derrick Howard | Director |
| Carla White | Director |

and a quorum of the Directors were present. Whereupon, among other business, the following was transacted at the meeting:

Resolution Adopting the District's Tax Rate for Fiscal Year 2021-2022

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

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

SIGNED AND SEALED on the 7h day of September, 2021.

_____
Thomas Garza, Secretary

# AGENDA ITEM 8

**RESOLUTION NO. 090721-003**

**A RESOLUTION AUTHORIZING PAYMENT OF ROUTINE INVOICES IN AN AMOUNT NOT TO EXCEED $5,000 PER INVOICE UPON THE APPROVAL OF THE BOARD CHAIR AND THEN RATIFICATION BY THE FULL BOARD OF DIRECTORS; AND SETTING AN EFFECTIVE DATE.**

**WHEREAS,** the Westpointe Special Improvement District is a district created by an order of the Commissioners Court of the County (the "Court"), pursuant to Chapter 372, Subchapter C, Texas Local Government Code, as amended ("Chapter 372"), and a confirmation election for the District to approve its powers and taxing authority

**WHEREAS,** the District is meeting infrequently and calls for meetings when needed to conduct substantive business of the District, but certain invoices are still required to be paid by the District that become overdue before the next scheduled board meeting; and

**WHEREAS,** the District Board of Directors are familiar with these monthly invoices and wishes to pay invoices on a timely basis; and

**WHEREAS,** this action authorizes Westpointe's Board Chair to direct District's accountant (Armstrong, Vaughan & Associates, PC) to make payments for invoices that are included in the approved budget and do not exceed five thousand dollars ($5,000) that will then be approved and ratified by the Board at the next scheduled board meeting; and

**NOW THEREFORE BE IT RESOLVED BY THE WESTPOINTE SPECIAL IMPOVEMENT DISTRICT:**

**SECTION 1**. Armstrong, Vaughan & Associates, PC is authorized to make payments for invoices that are budgeted and do not exceed five thousand dollars ($5,000) that are authorized by Board Chair.

**SECTION 2. RECITALS.** The Board finds the recitals contained in the preamble to this resolution are true and correct and incorporates them as findings of fact.

**SECTION 3.** This Resolution shall be effective immediately upon the passage hereof.

PASSED AND APPROVED this 7th day of September 2021.

_____

Frank Cannon
President, Board of Directors

ATTEST: _____

Thomas Garza
Secretary

PCD # 278323

# AGENDA ITEM 9

# WESTPOINTE SPECIAL IMPROVEMENT DISTRICT

Board Members

Frank Cannon
President

Daniel Barrera
Vice-President

Thomas Garza
Secretary

Salah Diab
Director

Derrick Howard
Director

Andres Serbones-Ortiz
Director

Carla White
Director

September 7, 2021

Deborah F. Fraser, CPA
Shareholder
Armstrong, Vaughan & Associates, PC
941 W. Byrd Blvd., Suite 101
Universal City, TX 78148

Re: Westpointe Special Improvement District

Dear Debbie:

This letter is a request from the Westpointe Special Improvement District (District) to issue a check in the amount of **$1,528.50** to Davidson, Troilo Ream & Garza. This amount is for payment for legal services provided by Frank Garza to the District from April 2021 through August 31, 2021. Attached please find a copy of the invoice for legal services

If you have any questions, please do not hesitate to call me.

Sincerely,

Frank Cannon
President, Board of Directors

C: Frank J. Garza, General Counsel

PCD #: 260230

# AGENDA ITEM 10

# WESTPOINTE SPECIAL IMPROVEMENT DISTRICT

Board Members

Frank Cannon
President

Daniel Barrera
Vice-President

Thomas Garza
Secretary

Salah Diab
Director

Derrick Howard
Director

Andres Serbones-Ortiz
Director

Carla White
Director

September 7, 2021

Deborah F. Fraser, CPA
Shareholder
Armstrong, Vaughan & Associates, PC
941 W. Byrd Blvd., Suite 101
Universal City, TX 78148

Re: Westpointe Special Improvement District

Dear Debbie:

This letter is a request from the Westpointe Special Improvement District (District) to issue a check in the amount of **$2,000** to Armstrong, Vaughan & Associates for accounting services from the period June 2021 thru September 2021. Monthly cost under the terms of the contract is $500.

If you have any questions, please do not hesitate to call me.

Sincerely,

Frank Cannon
President

C: Frank J. Garza, General Counsel

PCD #: 260230

# AGENDA ITEM 11

PEREZ PROJECT CONSULTING, INC

September 3, 2021

Frank J. Garza, Esq.
Westpointe Special Improvement District
Davidson, Troilo, Ream & Garza, P.C.
Pyramid Building
601 NW Loop 410, Suite 100
San Antonio, Texas 78216

RE: Westpointe Special Improvement District – Perez Project Consulting, Inc.
Professional Services Invoice No. 01

Dear Mr. Garza,
Attached for your review is our Invoice No. 01 dated September 3, 2021 for Professional Services provided as outlined on the attached exhibits.

Thank you for the opportunity to provide our Professional Services support to the Westpointe Special Improvement District Board of Directors.

If there are any questions or comments on the invoice as submitted, please feel free to contact me at 210.683.5222.

Sincerely,

Gabriel Perez

Gabriel Perez
Project Principal

PEREZ PROJECT CONSULTING, INC

**Statement of Charges**
**September 3, 2021**

Westpointe Special Improvement District
Davidson, Troilo, Ream & Garza, P.C.
Pyramid Building
601 NW Loop 410, Suite 100
San Antonio, Texas 78216

Attn.: Frank J. Garza, Esq.

Project ID: 2020 WESTPOINTE
Invoice No. 2021 - 01

**Period of Service: Professional Services May 1, 2021 through September 3, 2021**

**Labor Charges**

| Labor / Staff Classification | Contract Rate | Regular Hours | Regular Amount | Total Amount |
|---|---|---|---|---|
| Project Principal | $200.00 | 4.60 | $920.00 | $920.00 |
| Sr. Project Manager | $175.00 | 0.00 | $0.00 | $0.00 |
| Engineer IV | $165.00 | 0.00 | $0.00 | $0.00 |
| Administrative Assistant | $70.00 | 0.00 | $0.00 | $0.00 |
| **Total Time & Charges** | | **4.60** | **$920.00** | **$920.00** |

**Reimbuseables**

| | |
|---|---|
| **Total Reimbursables** | **$0.00** |

**TOTAL PROJECT CHARGES** **$920.00**

**WESTPOINTE SPECIAL IMPROVEMENT DISTRICT**
**PEREZ PROJECT CONSULTING, INC. (PPC)**
**CONSTRUCTION REVIEW SERVICES**
**INVOICE NO. 01**

**PERIOD: MAY 1, 2021 THROUGH SEPTEMBER 3, 2021**

| DATE | ACTIVITY | TIME / HOURS PRINCIPAL |
|---|---|---|
| 24-May-21 | Participate in Special Improvement District Board meeting | 0.5 |
| 1-Jun-21 | Research Developer submittals, and correspondence to Leslie Ostrander on samples of Developer Reimbursment Request formats | 0.75 |
| 1-Jun-21 | Research Developer submittals, and correspondence to Leslie Ostrander on samples of Proof of Payment docs | 0.75 |
| 22-Jul-21 | Correspondence to Leslie Ostrander to coordinate submittal review process meet as discussed at last Board meet (3) | 0.6 |
| 17-Aug-21 | Correspondence to Leslie Ostrander to provide submittal review process templates | 0.5 |
| 17-Aug-21 | Meet with Leslie Ostrander to discuss submittal review templates and process | 1.5 |
| **TOTAL TIME FOR PERIOD** | | **4.6** |
| **TOTAL FEE DUE FOR PERIOD** | | **$920.00** |

# AGENDA ITEM 12

# Invoice

**Bexar Appraisal District**
**411 N. Frio**
**P. O. Box 830248**
**San Antonio TX 78283-0248**
210-242-2402

DAVIDSON TROILO
AUG 4 2021
RECEIVED
REAM & GARZA

| | |
|---|---|
| **Invoice** | 00012735 |
| **Date** | 8/1/2021 |

**Bill To:**
Westpoint SID
Mr. Frank Garza
c/o Davidson & Troilo
601 NW Loop 410 Ste 100
San Antonio TX 78216

| | |
|---|---|
| **Customer ID** | 4395 |
| **Payment Terms** | Net 30 |
| **Tax Levy** | $27,110 |
| **Percent of Levy** | 0.000006 |
| **Annual Budget Levy** | $121 |

| Ordered | Item Number | Description | Unit Price | Ext. Price |
|---|---|---|---|---|
| 1 | BUDGET LEVY | Budget Levy 4th Quarter 2021 | $30.00 | $30.00 |

This quarter's billing reflects updated tax levy numbers for the 2020 tax year. Thank you.

| | |
|---|---|
| **Subtotal** | $30.00 |
| **Tax** | $0.00 |
| **Total** | $30.00 |

3rd QTR (30.00)

Past Due $60.00