



## **BHV, INC.**

**NOTICE IS HEREBY GIVEN OF A MEETING OF THE BHV, INC. BOARD OF DIRECTORS TO BE HELD ON TUESDAY, JUNE 16, 2026, AT 4:30 P.M. IN THE CITY HALL COUNCIL CHAMBERS AT 11977 MEMORIAL DRIVE, HOUSTON, TEXAS, FOR THE PURPOSE OF DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:**

**This meeting agenda and the agenda packet are posted online at [www.bunkerhilltx.gov](http://www.bunkerhilltx.gov)**

### **NOTICE OF MEETING BY TELEPHONE AND VIDEO CONFERENCE:**

In accordance with Texas Government Code, Sec. 551.127, on a regular, non-emergency basis, Directors may attend and participate in a meeting remotely by video conference. Should such attendance transpire, a quorum of the Board of Directors will be physically present at the location noted above on this agenda.

#### **Join Zoom Meeting:**

<https://us06web.zoom.us/j/86746107233?pwd=ojDSzpSURzmnkEuOe3hHmmbAuY2k12.1>

**Meeting ID:** 867 4610 7233

**Passcode:** 244394

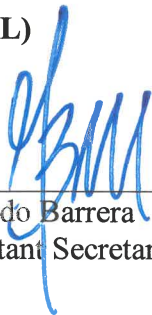
**Dial by your location:** +1 346 248 7799 US (Houston)

The public will be permitted to offer public comments by video conference as provided by the agenda and as permitted by the presiding officer during the meeting. A recording of the meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request.

- I. CALL TO ORDER**
- II. PUBLIC COMMENTS**
- III. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE APRIL 15, 2025, MEETING MINUTES**
- IV. CONSIDERATION AND POSSIBLE ACTION REGARDING ELECTION OF OFFICERS TO SERVE A ONE-YEAR TERM**
- V. BHV, INC. ASSISTANT SECRETARY REPORT**
  - A. Report on Activities
- VI. ADJOURN**

**I, Gerardo Barrera, Assistant Secretary of the Board of Directors of BHV, Inc., certify that the above notice of meeting was posted in a place convenient to the general public in compliance with Chapter 551, Texas Government Code, on June 10, 2026, by 4:00 p.m.**

(SEAL)



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Gerardo Barrera  
Assistant Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive service must be made 48 hours before this meeting. Please contact the City Secretary's office at 713-467-9762 for further information.

**MINUTES OF A PUBLIC MEETING  
OF THE CITY OF BUNKER HILL VILLAGE  
BOARD OF DIRECTORS OF BHV, INC.  
APRIL 15, 2025**

**I. CALL TO ORDER**

Vice President Susan Schwartz called the meeting to order at 4:30 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present

Susan Schwartz, Vice President  
Will Franklin, Treasurer  
Carl Moerer, Member  
Keith Brown, Member

Staff in Attendance

Gerardo Barrera, Assistant Secretary of the Board of Directors/ City Administrator  
Susan Grass, Assistant Treasurer of the Board of Directors/ Finance Director  
Loren Smith, City Attorney  
Mallory Pack, Management Analyst  
Elvin Hernandez, Public Works Director

Absent

Eric Thode, Member  
Andrew Poor, Member

**II. PUBLIC COMMENTS**

**There were no public comments.**

**III. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE APRIL 16, 2024, MEETING MINUTES**

**A motion was made by Board Member Brown and seconded by Board Member Franklin to approve the April 16, 2024, meeting minutes.**

**The motion carried 4-0**

**IV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE BOARD OF DIRECTORS OF BHV, INC. AMENDING THE BHV, INC. BYLAWS**

The BHV, Inc. bylaws require the Board of Directors to hold an annual meeting each April to elect officer positions. The Board is composed of the Mayor and City Council of the City of Bunker Hill Village, and one additional member appointed by the City Council.

The City holds its annual general election on the first Saturday in May. The election for Councilmember Positions 1, 2, and 3 are held in even-numbered years, and the election for Mayor and Councilmember Positions 4 and 5 are held in odd-numbered years. Following certification of election results, elected officials are sworn in and assume office in May.

To better align the Board’s officer election process with the City’s May election cycle and the onboarding/ swearing in of Councilmembers, staff recommended moving the annual meeting requirement to the month of June. This adjustment will ensure the Board reflects the most current composition of the City Council and that officer terms align with the City’s election calendar, rather than the respective terms of each individual member of the City Council.

Article VIII of the BHV, Inc. bylaws requires that any amendments to the bylaws receive formal consent from the City Council through a resolution. Pending Board approval, this item will be presented to City Council to receive formal consent.

**A motion was made by Board Member Franklin and seconded by Board Member Moerer to approve Resolution No. 04-15-2025 to amend the bylaws to move the annual meeting to the month of June of each year, and to make the terms of the Board Members be one year.**

**The motion carried 4-0**

**V. CONSIDERATION AND POSSIBLE ACTION REGARDING ELECTION OF OFFICERS TO SERVE A ONE-YEAR TERM**

The BHV, Inc. bylaws require the Board of Directors to hold an annual meeting each April to elect officer positions.

<b>Officer Position</b>	<b>Current Appointment</b>
President	Vacant (formerly Robert Lord)
Vice President	Susan Schwartz
Secretary	Vacant (formerly Laurie Rosenbaum)
Treasurer	Will Franklin

There are two (2) vacant officer positions:

- President – At the March 18, 2025, City Council meeting, Council accepted President Robert Lord’s resignation from the position of Mayor of the Bunker Hill Village City Council, effective March 18, 2025. Mayor Pro-Tem Susan Schwartz will serve as Acting Mayor until Mayor-Elect Keith Brown takes office on May 20, 2025.
- Secretary – At the May 16, 2024, City Council meeting, Council accepted the resignation of Secretary Laurie Rosenbaum from City Council Position No. 5.

Council appointed Andrew Poor to fill the remainder of the unexpired term, which runs through May 2025.

**A motion was made by Board Member Brown and seconded by Board Member Moerer to make the following appointments to the Board of Directors for a one-year term:**

<b><u>OFFICER POSITION</u></b>	<b><u>APPOINTMENT</u></b>
<b>President.....</b>	<b>Keith Brown</b>
<b>Vice President.....</b>	<b>Susan Schwartz</b>
<b>Secretary.....</b>	<b>Josh Pratt</b> ( <i>incoming Councilmember May 2025</i> )
<b>Treasurer.....</b>	<b>Will Franklin</b>

**The motion carried 4-0**

**VI. REPORT FROM THE ASSISTANT CITY SECRETARY OF BHV, INC./ CITY ADMINISTRATOR OF THE CITY OF BUNKER HILL VILLAGE**

City Administrator Barrera provided an update on the Public Works & Disaster Operations Building Enhancement Project:

- The Public Works Building Ribbon Cutting Ceremony was held on November 19, 2024.
- Three (3) donors contributed to the fund in 2024.
- The total balance as of March 31, 2025, is \$6,694.58.
- Items purchased with the donated funds:
  - Furniture (\$13,322.40)
  - Dedication plaques (Gama & Oz meeting room & outdoor plaque, \$4,155.63)
  - City seal (\$1,560.30)

*Finance Director Grass addressed the Board that the audit was being conducted in conjunction with the City's annual audit. The audit is expected to be completed in May.*

**This item was for discussion only. No action was taken.**

**VII. ADJOURN**

**Vice President Schwartz adjourned the meeting at 4:41 p.m.**

Approved and accepted on June 16, 2026.

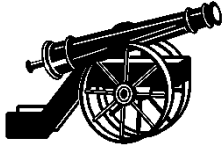
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Keith Brown  
President of the Corporation

ATTEST:

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Gerardo Barrera  
Secretary of the Corporation



**City of Bunker Hill Village**  
**BHV, Inc.**  
**Agenda Request**

**Agenda Date:** June 16, 2026  
**Agenda Item:** IV  
**Subject:** Election of Officers  
**Exhibits:** N/A  
**Funding:** N/A  
**Presenter(s):** Gerardo Barrera, Assistant Secretary

**Executive Summary**

The BHV, Inc. bylaws require the Board of Directors to hold an annual meeting each June to elect officers of the board.

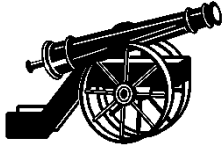
<b>Officer Position</b>	<b>Current Appointment (Appointed April 15, 2025)</b>
President	Keith Brown
Vice President	Susan Schwartz
Secretary	Vacant (formerly Josh Pratt)
Treasurer	Will Franklin
Assistant Secretary	City Secretary of the City of Bunker Hill Village
Assistant Treasurer	Finance Director of the City of Bunker Hill Village

There is one (1) vacancy:

- Secretary – At the May 19, 2026, City Council meeting, Council accepted the resignation of Josh Pratt from City Council Position No. 4. Council appointed Hunter Cameron to fill the remainder of the unexpired term through May 2027.

**Recommended Action**

Staff recommends the Board elect officers to serve a one year-term ending June 2027.



**City of Bunker Hill Village**  
**BHV, Inc.**  
**Agenda Request**

**Agenda Date:** June 16, 2026  
**Agenda Item:** V  
**Subject:** Board Update  
**Exhibits:** Financial Summary  
**Funding:** N/A  
**Presenter(s):** Gerardo Barrera, Assistant Secretary

**Executive Summary**

The Assistant Secretary will provide a report on the activities and financials of BHV, Inc.

**Recommended Action**

Staff recommends the Board receive the Assistant Secretary's Report.

**BHV Inc. Financials**  
**As of May 31, 2026**

**Balance Sheet**

**Assets**

14-00-00-1017	Independent Financial	7,009.38
	<b>Total Assets</b>	<b>7,009.38</b>

**Liability**

**Fund Balance**

14-00-00-3101	Fund Balance	(6,966.24)
	<b>Total Beg. Equity</b>	<b>(6,966.24)</b>

**Income Statement**

**Revenue**

14-00-00-4910	Interest	(43.14)
	<b>Total Revenues</b>	<b>(43.14)</b>

**Expenses**

**Total Expenses**

**Total Liabilities, Equity & Revenues Over/Under Exp.** (7,009.38)