

# MINUTES

## HOUSTON FIRST CORPORATION

**HOTEL COMMITTEE MEETING**  
**September 5, 2023 – 1:30 P.M.**  
**George R. Brown Convention Center, 3<sup>rd</sup> Floor Executive Board Room**  
**1001 Avenida de las Americas**  
**Houston, Texas 77010**

*The Hotel Committee (“Committee”) of Houston First Corporation (the “Corporation” or “HFC”), a Texas local corporation created and organized by the City of Houston as a local government corporation pursuant to TEX. TRANSP. CODE ANN. §431.101 et seq. and TEX LOC. GOV’T. CODE ANN. §394.001 et seq., held a meeting at the George R. Brown Convention Center (GRB), 1001 Avenida de las Americas, 3<sup>rd</sup> Floor Executive Board Room, Houston, Harris County, Texas 77010 on Tuesday, September 5, 2023 commencing at 1:30 p.m.*

*Written notice of the meeting including the date, hour, place, and agenda for the meeting was posted in accordance with the Texas Open Meetings Act.*

*The following Committee Members participated in the meeting: Nicki Keenan (Chair), Ryan Martin, and Paul Puente.*

- I. **Call to Order.** The Committee Chair called the meeting to order at 1:36 p.m. and a quorum was established.
- II. **Public Comments.** None
- III. **Review and approval of minutes from prior meeting.** Following a duly seconded motion, the June 29, 2023, minutes were approved as presented.
- IV. **Committee Business.**
  - A. **Consideration and possible recommendation of additional funding for the Hilton Americas-Houston Hotel Roof Project with Chamberlin Houston, LLC.**

Roksan Okan-Vick, Urban Development Officer, reported that Chamberlin Houston LLC (“Chamberlin”) completed the Hilton Americas-Houston Hotel’s (“Hilton”) 6th-floor roof overlay renovation in 2022. Ms. Okan-Vick explained that, after the uplift testing of the new 6<sup>th</sup>-floor roof, uplift testing for the 8<sup>th</sup>, 18<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, and 26<sup>th</sup>-level roofs was recommended before Chamberlin could install each overlay. Of the additional roof membranes tested, 88 percent failed testing. According to Ms. Okan-Vick, FM Global conveyed that, due to the failures, complete roof replacement would be required of the remaining roofs. Due to the additional work required to replace, versus overlay, the remaining roofs, Chamberlin’s pricing proposal increased by \$2,456,056 plus a 10 percent contingency of \$245,606, totaling to \$2,701,662. Ms Okan-Vick indicated that, regarding the cost for this change, the architect for the project, Gensler, informed her that it was competitive and reasonable. The additional funds will be allocated from the

2023 budget. The project is expected to be completed by March 1, 2024, before HFC's May 1, 2024, insurance renewal date.

Paul Puente, Board Member, disclosed his concerns that the total roof replacement appeared to be a new project and possibly should be re-bid. Management reminded Mr. Puente that the Committee, in previous meetings, had been informed that it was important to have one vendor perform the roof work for the entirety of the project for warranty purposes. Additionally, the Committee was reminded that it is highly important to complete this work by March 1, 2024, to avoid additional property insurance premiums estimated to be \$2.5 million for the 2024-2025 insurance year as well as a higher deductible.

Following a duly seconded motion, recommendation of additional funding for the Hilton Americas-Houston Hotel Roof Project with Chamberlin Houston, LLC was approved unanimously.

Jacques D'Rovencourt, General Manager for the Hilton Americas-Houston Hotel, informed the Committee that Hilton has been in constant communication with representatives of Unite Here and is confident that there will be a resolution in negotiations very soon.

V. **Adjourn.** The meeting adjourned at 1:59 p.m.