

City of Tomball Application for Use of Hotel Occupancy Tax

Application Date: 7/10/2023
Name of Organization/Business: TOMBALL SISTER CITY ORG.
Street Address: PO BOX 1131
City: TOMBALL State: TX Zip Code: 77377
Contact Name: CRAIG BOGNER
Phone Number: 832-715-6291 Email: CRAIG@TOMBALLGERMANFEST.ORG

Type of Organization/Business: Private/For-Profit Non-Profit
Purpose of organization/business: TO KEEP THE GERMAN CULTURE AND HERITAGE OF TOMBALL PAST.
SUPPORT EXCHANGE STUDENTS FROM TELGTE GERMANY TOMBALLS SISTER CITY.
HOLD A HERITAGE DINNER EVERY YEAR FOR THE GERMAN FAMILIES OF TOMBALL.

Does your event/expenditure pass Part One of the statutory Hotel Occupancy Tax test listed below?

Defined specifically as directly enhancing and promoting tourism in Tomball and directly promoting the overnight accommodation industry in Tomball by increasing overnight stays.

Yes No

Does your event/expenditure pass Part Two of the statutory Hotel Occupancy Tax test, defined specifically as limiting the use of Hotel Occupancy Tax funds to one of more of the following categories?

Select all categories that apply.

- Establishment, improvement or maintenance of a convention or visitor center
- Administrative cost for facilitating convention registration
- Advertising, solicitations, and promotions that attracts tourists and delegates
- Encouragement, promotion, improvement, and application of the arts
- Historical restoration or preservation programs
- Signage directing tourists to attractions visited by hotel guests
- None of the above

Is this a new event/expenditure? Yes No

Name of the event/expenditure: TOMBALL GERMAN CHRISTMAS MARKET

Website address of event/expenditure: TOMBALLGERMANFEST.ORG

Date(s) of event/expenditure: DEC. 8,9,10

Location of event/expenditure: 100,200,300,400 BLOCKS OF MARKET STREET

Description of event/expenditure: 3 DAY GERMAN FESTIVAL. 4 MUSIC STAGES, CARNIVAL, KIDS AREA & 150 VENDORS.

Estimated local attendees: 40K Estimated out of town attendees: 20K

If approved, how will the grant funds be used? ADVERTISING, TENTS & CHAIRS GENERATORS & LIGHT TOWERS.

How will you measure the impact of your event on local overnight accommodations? _____

ALL HOTELS FILL UP DURING FESTIVAL ACCORDING TO THE HOTEL AT THE CITY HOTEL MEETING,

Amount of funding requested: \$ 80K/ in kind see Attached

Current operating budget for the event/expenditure: \$ 220,000

Total funding dedicated to advertising/promotion of event/expenditure: \$ 30,000

Organization's direct contribution to the operating and advertising budget: \$ 166,000

Please indicate all promotion efforts your organization will utilize to alert visitors of the event/expenditure:

Paid Advertising

Radio

Television

Brochures

Social Media

Newspaper

Online/Digital

Press Release

How do you intend to advertise or promote your event to gain overnight stays in Tomball? _____

During Application process a link is set up for Vendors to stay in Tomball Hotels.

Website has Tomball Hotels linked.

1. I have read the entire information in this application packet and understand and will comply with all provisions therein; and that I intend to use the grant for the event/expenditure to directly enhance and promote the tourism and hotel industry by attracting visitors from outside of Tomball to stay overnight in one of Tomball's lodging facilities.
2. I will abide by all relevant local, state, and federal laws/regulations regarding the use of Hotel Occupancy Tax.
3. I understand that all grant funds are provided on a reimbursement basis and only proven eligible expenses will be reimbursed.
4. Applicant acknowledges that if grant funds are awarded, the event organizers agree to allow the financials of this event to be viewed at any time by the City of Tomball prior to receiving reimbursement for the event.

Applicant Signature: C Bogner
Applicant Name: Craig Bogner

Required Documents:

- Itemized budget of expenditures for grant funds
- Organization's most recent annual budget
- Organization's most recent financial statements – must be audited for grants exceeding \$100,000
- List of Board of Directors/Event Committee with contact information
- IRS Form W-9 – required if not currently on file with the City of Tomball
- Any other information that supports the request for funding

Please submit applications by email to finance@tomballtx.gov or mail/deliver to:

City of Tomball
Attn: Finance Dept.
501 James Street
Tomball, Texas 77375

The Tomball Sister Cities Organization

Budget Overview: Budget_FY23_P&L_(1) - FY23 P&L

October 2022 - September 2023

	TOTAL
Income	
Total Income	
GROSS PROFIT	\$0.00
Expenses	
Payroll	52,000.00
TGCM Expenses	2,500.00
Advertising	10,000.00
Buttonstar	700.00
Champions	5,200.00
Community Impace	8,000.00
Das Fenster	0.00
Horsebay	0.00
Houston Chronicle	10,000.00
Kulp Radio	0.00
Kwik Kopy	2,000.00
Neighborhood Publishing	500.00
Photography	1,500.00
Polka	0.00
Star Montrose	0.00
The Rural Connection	400.00
Tomball Chamber	0.00
Townsquare Publications	0.00
Total Advertising	38,300.00
Distributors	
Buses	5,000.00
Porta Potties	5,000.00
Total Distributors	10,000.00
Security	3,200.00
Total TGCM Expenses	54,000.00
TGHF Expenses	
Advertising	3,500.00
American Classifieds	0.00
Button Star	200.00
Community Impact	7,000.00
Das Fenster	400.00
Hello Woodlands	0.00
Horshoebay	0.00
Houston Chronicle	8,000.00
Houston Livestock Show & Rodeo	0.00
KStar	0.00
Kulp Radio	600.00
Kwik Kopy	1,800.00
Neighborhood Publication	400.00

The Tomball Sister Cities Organization

Budget Overview: Budget_FY23_P&L - FY23 P&L

October 2022 - September 2023

	TOTAL
Income	
TGCM Income	80,000.00
Festival	60,000.00
Sponsors	20,000.00
Vendors	100,000.00
Total TGCM Income	260,000.00
TGHF Income	80,000.00
Festival	60,000.00
Sponsors	20,000.00
Vendors	100,000.00
Total TGHF Income	260,000.00
Total Income	\$520,000.00
GROSS PROFIT	\$520,000.00
Expenses	
Payroll	
Payroll Service Fee	2,000.00
Payroll Tax Expenses	4,000.00
Salary and Wages	49,000.00
Workers Compensation	237.00
Total Payroll	55,237.00
TGCM Expenses	2,500.00
Advertising	30,000.00
Distributors	80,000.00
Buses	5,000.00
Porta Potties	4,800.00
Total Distributors	89,800.00
Entertainment	
Entertainers	50,000.00
Hotels	6,000.00
Total Entertainment	56,000.00
Security	2,500.00
Total TGCM Expenses	180,800.00
TGHF Expenses	
Advertising	30,000.00
Distributors	80,000.00
Buses	55,000.00
Porta Potties	5,000.00
Total Distributors	140,000.00
Entertainment	4,500.00
Entertainers	42,000.00
Hotels	6,300.00
Total Entertainment	52,800.00

	TOTAL
Equipment Rental	15,000.00
Hospitality	1,700.00
Insurance	1,300.00
Security	2,200.00
Volunteers	500.00
Total TGHF Expenses	243,500.00
Total Expenses	\$479,537.00
NET OPERATING INCOME	\$40,463.00
NET INCOME	\$40,463.00

	TOTAL
Photography	3,300.00
Polka	0.00
Printing Materials	0.00
ButtonStar	0.00
FastSigns	0.00
Total Printing Materials	0.00
SP Merchandise	0.00
Star Montrose	1,000.00
Team	0.00
Tomball Chamber	0.00
Townsquare Publications	0.00
Zoogee World	0.00
Total Advertising	26,200.00
Distributors	18,000.00
Buses	5,000.00
Porta Potties	4,800.00
Total Distributors	27,800.00
Total TGHF Expenses	54,000.00
Total Expenses	\$160,000.00
NET OPERATING INCOME	\$ -160,000.00
NET INCOME	\$ -160,000.00

The Tomball Sister City Organization

Independent Accountants' Review Report and
Financial Statements for the Year Ended September 30, 2022



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Independent Accountants' Review Report

To the Board of Directors of
The Tomball Sister City Organization
Houston, Texas

We have reviewed the accompanying financial statements of The Tomball Sister City Organization (a nonprofit organization), which comprise the statement of financial position as of September 30, 2022, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of entity management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

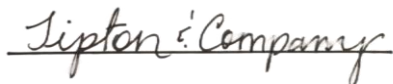
Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.



Tipton & Company
Certified Public Accountants
Houston, Texas

November 29, 2022

The Tomball Sister City Organization

Statement of Financial Position

As of September 30, 2022

Assets

Cash and cash equivalents	\$	255,692
Property and equipment, net		4,849

Total Assets \$ **260,541**

Liabilities and Net Assets

Liabilities

Deferred revenue		48,252
Accrued expenses		16,097

Total Liabilities **64,349**

Net Assets

Without donor restriction		196,192
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Total Net Assets **196,192**

Total Liabilities and Net Assets \$ **260,541**

The Tomball Sister City Organization

Statement of Activities

Year ended September 30, 2022	Without Donor Restrictions	With Donor Restrictions	Total
Public Support and Revenues			
Public Support			
Tomball German Heritage Festival grant	\$ 80,000	\$ -	\$ 80,000
Tomball German Christmas Market grant	80,000	-	80,000
Revenue			
Tomball German Heritage Festival sponsorship and fees	173,510	-	173,510
Tomball German Christmas Market sponsorship and fees	137,555	-	137,555
Other income	190	-	190
Total Public Support and Revenues	471,255	-	471,255
Expenses			
Program Activities			
Tomball German Christmas Market	188,635	-	188,635
Tomball German Heritage Festival	190,584	-	190,584
Total Program Activities	379,219	-	379,219
Supporting Activities			
Management and general	52,087	-	52,087
Fundraising	37,990	-	37,990
Total Supporting Activities	90,077	-	90,077
Total Expenses	469,296	-	469,296
Change in Net Assets	1,959	-	1,959
Net Assets, Beginning of Year	194,233	-	194,233
Net Assets, End of Year	\$ 196,192	\$ -	\$ 196,192

The Tomball Sister City Organization

Statement of Functional Expenses

Year ended September 30, 2022	Program Activities			Supporting Activities			Total
	Tomball German Heritage Festival	Tomball German Christmas Market	Total Program Activities	Management & General	Fundraising	Total Supporting Activities	
Salaries and related expenses							
Salaries and wages	\$ 12,325	\$ 12,325	\$ 24,650	\$ 14,790	\$ 9,860	\$ 24,650	\$ 49,300
Payroll taxes	943	943	1,886	1,131	754	1,885	3,771
Employee benefits	59	59	118	71	48	119	237
Total salaries and related expenses	13,327	13,327	26,654	15,992	10,662	26,654	53,308
Other Expenses							
Advertising	13,668	12,875	26,543	-	26,543	26,543	53,086
Auto	-	-	-	2,253	-	2,253	2,253
Depreciation	-	-	-	1,126	-	1,126	1,126
Distributors	84,589	94,973	179,562	-	-	-	179,562
Donations	-	-	-	1,000	-	1,000	1,000
Dues	-	-	-	5,104	-	5,104	5,104
Equipment rental	13,720	-	13,720	-	-	-	13,720
Exchange students	4,184	4,184	8,368	-	-	-	8,368
Hospitality	1,604	3,308	4,912	-	-	-	4,912
Insurance	1,260	-	1,260	6,828	-	6,828	8,088
Maintenance	-	-	-	750	-	750	750
Miscellaneous	1,441	2,579	4,020	2,932	-	2,932	6,952
Postage	-	-	-	256	-	256	256
Security	1,070	2,360	3,430	-	-	-	3,430
Service fees	465	465	930	752	372	1,124	2,054
Storage	-	-	-	2,036	-	2,036	2,036
Taxes	516	516	1,032	619	413	1,032	2,064
Travel and entertainment	54,240	54,048	108,288	3,350	-	3,350	111,638
Utilities	-	-	-	5,619	-	5,619	5,619
Volunteers	500	-	500	-	-	-	500
Website	-	-	-	3,470	-	3,470	3,470
Total Other Expenses	177,257	175,308	352,565	36,095	27,328	63,423	415,988
Total Expenses	\$ 190,584	\$ 188,635	\$ 379,219	\$ 52,087	\$ 37,990	\$ 90,077	\$ 469,296

See accompanying notes and independent accountants' review report.

The Tomball Sister City Organization

Statement of Cash Flows

Year ended September 30, 2022

Cash Flows from Operating Activities

Change in Net Assets	\$	1,959
Adjustments to reconcile change in net assets to net cash from operating activities:		
Depreciation expense		1,126
Change in operating assets and liabilities:		
Deferred revenue		14,336
Accrued expenses		2,041
Total Adjustments		17,503
Net Change from Operating Activities		19,462
Cash and Cash Equivalents, beginning of year		236,230
Cash and Cash Equivalents, end of year	\$	255,692

The Tomball Sister City Organization

Notes to Financial Statements

NOTE 1 – NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations – The Tomball Sister City Organization, (the Organization), is a nonprofit corporation founded in 2003 under the laws of the State of Texas for the purpose of the establishment, sponsorship, promotion and support of cultural, business, educational, diplomatic and other exchanges with Tomball's sister city – Telgte, Germany.

To this end the corporation endeavors to promote and heighten public interest in and appreciation of the culture, business, education, products, people or language of sister cities of the City of Tomball, Texas, and to develop programs and provide activities that highlight such culture, business, education, products, people or language, and to assist its members in the development of such programs and the provisions of such activities.

The following programs and services are supported by The Tomball Sister City Organization:

- *Tomball German Christmas Market* – traditionally holds in Tomball on the second weekend in December and includes live music and an open-air market. During this event, street vendors line Market and S. Walnut Streets, selling German Christmas items, arts and crafts, and much more. The event is sponsored by the City of Tomball, Tomball Sister City Organization, and German Heritage Festival.
- *Tomball German Heritage Festival* – traditionally holds in Tomball during the last weekend in March. It is a Music/Street festival celebrating German and ethnic heritage with four stages of live music entertainment, ethnic and festival food, beer, wine, street vendors, all kinds of German souvenirs and clothing, arts crafts, antiques, Heritage Center, German church service, fireworks, carnival, pony ride, petting zoo, strolling music makers, street performers, and much more.

Basis of Accounting – The financial statements of The Tomball Sister City Organization have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Basis of Presentation – The Organization reports information regarding its financial position and activities according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: net assets without donor restrictions and net assets with donor restrictions.

Net assets without donor restrictions are resources available to support operations and not subject to donor restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations. Assets restricted solely through the actions of the Board of Directors are reported as net assets without donor restrictions, board-designated.

Net assets with donor restrictions are resources that are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or use for a purpose specified by the donor. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-restricted endowment earnings are released when those earnings are appropriated with spending policies and are used for the specified purpose.

Cash and Cash Equivalents – The Organization considers all monies in banks and highly liquid investments with maturities of three months or less from the date of purchase to be cash and cash equivalents. The carrying values

The Tomball Sister City Organization

Notes to Financial Statements

of any cash and cash equivalents are deemed to approximate their fair values because of the short maturities of those financial instruments.

Property and Equipment – Property and equipment are stated at cost or fair value at date of donation. Depreciation is provided using the straight-line method over the estimated useful lives of the assets as follows:

Computers	2 years
Trailers	5 - 15 years

Additions and betterments of \$2,500 or more are capitalized, while maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed currently.

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is noted. If the carrying amount for the asset is not recoverable, the value is written down to the asset's fair value.

Grants – Grants are recognized when cash, or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met or the donor has explicitly released the condition.

Donated Assets – Donated investments and other noncash donations are recorded as contributions at their fair values at the date of donation.

Donated Property and Equipment – Donations of property and equipment are recorded as contributions at fair value at the date of donation. Such donations are reported as increases in net assets without donor restrictions unless the donor has restricted the donated assets to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service. The Organization reclassifies net assets with donor restrictions to net assets without restrictions at that time.

Donated Services – The Organization recognizes contributed services at their fair value if the services provide value to the Organization and require specialized skills, are provided by individuals possessing those skills, and would have been purchased if not provided by contributors, as established by FASB ASC 958-605-25-26.

Deferred Revenue – fees charged to vendors participating in the Christmas Market which are received prior to a fiscal year-end but which relate to the following fiscal year are deferred and recognized as revenue in that following fiscal year, once Christmas Market is held.

Revenue Recognition – Revenue is recognized when earned. Heritage Festival and Christmas Market sponsorship and fees revenue are deferred to the applicable period in which the related event is held.

Estimates – The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates. The significant estimates included in the financial statements are the estimates of useful lives used for depreciating property and equipment items.

The Tomball Sister City Organization

Notes to Financial Statements

Functional Allocation of Expense – The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The Organization allocates these expenses based on time and effort. Expenses that can be identified with a specific program or supporting service are allocated directly according to their natural expenditure classification.

Income Taxes – The Organization is a nonprofit corporation that is exempt from federal income taxes under Section 501(c)(3) of the U.S. Internal Revenue Code (“Code”) and comparable State law, and contributions to it are tax deductible within the limitations prescribed by the Code. The Organization did not conduct any unrelated business activities in the current fiscal year. Therefore, the Organization has made no provision for federal income taxes in the accompanying financial statements.

The Organization applies the provisions of FASB ASC Topic 740, *Income Taxes*, which prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return. Topic 740 also provides guidance on de-recognition, classification, interest and penalties, accounting in interim periods, disclosures and transition.

The Organization believes that it has appropriate support for any tax positions taken, and as such, does not have any uncertain tax positions that are material to the financial statements.

Advertising – Advertising costs are expensed as incurred. Advertising expense for the year ended September 30, 2022 was \$53,086.

NOTE 2 – LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of September 30, 2022, comprise the following:

Financial assets available to meet cash needs for
general expenditures within one year:

Cash	\$247,440
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For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Organization considers all expenditures related to its ongoing program activities, as well as the conduct of services undertaken to support those activities, to be general expenditures.

The Organization is primarily funded by grants and festival. The Organization has a goal to maintain financial assets on hand to meet two festivals’ operating expenses, which are, on average, approximately \$100,000. The majority of the funds needed to meet the festival operating expenses is maintained in a savings account with Amegy Bank.

NOTE 3 – CONCENTRATIONS

The Organization maintains cash balances at one financial institution located in Texas. The accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At September 30, 2022, the Organization had no uninsured balances.

The Organization had one grantor that accounted for thirty-four percent (34%) of total public support and revenue for the year ended September 30, 2022.

The Tomball Sister City Organization

Notes to Financial Statements

The Organization also conducts its operations solely in the Tomball area, and, therefore, is subject to risks from changes in local economic conditions. A downturn in the local economy could cause a decrease in grants.

NOTE 4 – PROPERTY AND EQUIPMENT

As of September 30, 2022, property and equipment consist of the following:

Computer	\$3,357
Trailer	8,248
Subtotal property and equipment	11,605
Less: accumulated depreciation	(6,756)
Total property and equipment, net	\$4,849

Depreciation expense for the year ended September 30, 2022 was \$1,126.

NOTE 5 – SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through November 29, 2022, the date the financial statements were available to be issued. Management has not identified any subsequent events that would require an adjustment to the financial statements or disclosures as required by GAAP.

Tomball Sister City Organization, Inc.
P. O. Box 1131, Tomball, TX 77377
AS OF 10/3/2022

Officers and Board of Directors

NAME & ADDRESS	PHONE	EMAIL	TERM EXPIRES
Grady Martin, Chair 8118 Spring Stuebner Road Spring, Texas 77379	713-829-7116	gradsand@yahoo.com	2024
Kit Pfeiffer, Vice Chair 31214 Helen Lane Tomball, Texas 77375	281-460-7630	kitpfeiffer@yahoo.com	2024
Sandra Martin 8118 Spring Stuebner Road Spring, Texas 77379	713-829-0313	gradsand@yahoo.com	2024
Craig Bogner Treasurer, General Manager 31226 Antionia Lane Tomball, Texas 77375	832-715-6291	craigbogner@gmail.com craig@tomballgermanfest.org	2023
Amy Mason 26003 Di-jon Tomball, Texas 77377	713-412-1882	amyamason@yahoo.com	2025
Elizabeth Barnett, Secretary 2 Blue Bungalow Drive Spring, Texas 77389	281-900-8663	ebarnett@houstonmethodist.org	2025
Sonja Love 11907 Julia Lane Magnolia, Texas 77354	832-236-5412	larry.sonja@sbcglobal.net	2024
Wesley Burke 11918 Painted Canyon Dr. Tomball, Texas 77377	832-347-0699	wesleyjburke.com	2023
Nora Stovall 307 Florence Street Tomball, Texas 77375	281-541-1449	norastovall@sbcglobal.net	2023
Shawn Mason 26003 Di-jon Tomball, Texas 77377	281-799-9292	shama_go14@yahoo.com	2024
Mark Barnett 2 Blue Bungalow Drive Spring, Texas 77389	832-326-8141	mjbarnett76@yahoo.com	2025
Klaus Rotermund 18915 Ayston Drive Tomball, Texas 77375	832-594-6258	klaro10@att.net	2025