

Meeting Minutes 9/22/2015

Timbergrove Manor Civic Club (TMCC) Board Meeting

SCANNED

Meeting Called to Order: 7:00 PM

Quorum Requirement Met

Location: Rainbow Lodge

In Attendance

William Morfey-President	Leslie Hillendahl- Vice President	Peter Davies-Secretary
Paige Ochterbeck-Treasurer	Darlene Wayt – BM	Lorraine Cherry - BM
Kirk Guy-BM	Forrest Andrews-BM	Gary Nordstrom – BM and M
Tim Louque - Activities	Jennifer Vickers - Timbergram	Carolyn Bryant - Timbergreeters
Chris Ochterbeck - WS and NS	Sylvia Munson- Resident	

Officer's Reports

- Secretary's Report for July 28, 2015
 - A motion was made to approve the amended minutes by Darlene Wayt.
 - The motion Seconded by Forrest Andrews.
 - The motion was approved by a show of hands.
- Treasurer's Report – Paige Ochterbeck reviewed the report
 - A motion was made by Gary Nordstrom to approve the Treasurer's Report.
 - The motion Seconded by Forrest Andrews.
 - The motion was approved by a show of hands.

Committee Reports

- Activities – The Annual Volunteer appreciation dinner was a success. Snow is ordered for the SnowFest scheduled for December 5th.
- Beautification – There were questions concerning the sprinklers in the esplanades.
- Block Captains – There is a new Block Captain on Foxwood. Forrest volunteered to be a Block Captain on Lindyann.
- Design Review Committee (DRC) – There were approvals for new houses at 6206 Hurst, 6414 Lindyann and 1610 Droxford.
- Deed Restriction Enforcement –
 - The Board was contacted by a representative of the ATF as a Type 1 (Dealer of Firearms) license was issued in July 2011 to Mr. Michael Moore to operate a firearms business at 1019 W. T.C. Jester. Mr. Moore leases the residence from Ms. Sylvia Munson who was in attendance at tonight's meeting.
 - It was the understanding of the Board that the representative was trying to determine whether the deed restrictions had been changed allowing businesses to be operated from a residence and whether the Board had previously "approved" the firearms business. It is the understanding of the President and the Secretary that there has been no correspondence between the ATF and the Board; and that the TMCC Board Minutes do not have any mention of the licensing.

Meeting Minutes 9/22/2015

Timbergrove Manor Civic Club (TMCC) Board Meeting

Committee Reports Continued

- Deed Restriction Enforcement
 - Peter Davies made the Motion that a copy of the Section 6 deed restrictions be sent to the ATF representative. The motion was seconded by Darlene Wayt and approved by a show of hands.
 - Leslie Hillendahl made the motion that a public records request regarding the history of the licensing be made to the ATF which was seconded by Gary Nordstrom. By a show of hands the motion was passed, with the Secretary being instructed to draft a request to be signed by the President and sent to the ATF.
- Environmental Affairs- Lorraine Cherry and Darlene Wayt
 - West 11th Street Park:
 - Fundraising to pay for the last planned trail construction project will begin soon. This is for the radial trail that enters the park at the kiosk on Shelterwood and runs west to connect with the ½-mile loop trail.
 - An educational program has been initiated to try to mitigate the growing problem of off-leash dogs in both of our neighborhood parks. Park users who see violations of the leash law are being encouraged to file a complaint with the 3-1-1 system.
 - Southwaste Disposal: Final approval of Southwaste's request to expand their operation has been tabled until they can demonstrate successful mitigation of their odor problem over a six (6) month period. Residents are being encouraged to continue filing odor complaints.
 - Bryce Street Park: TIRZ 5 (which is funding the project) reports that they finally have obtained "right of entry" from the city and are now trying to coordinate their project with Public Works' redo of the chemical treatment station. No new completion date estimated at this time.
 - Jaycee Park
 - Portable Toilets
 - Darlene made a motion that the Board authorizes her to act on behalf of the TMCC to provide the necessary paperwork required by the COH, including allocating additional funds, not to exceed \$750, to make up any shortfalls from donations.
 - Peter Davies seconded this motion.
 - By a show of hands the motion was approved.
 - Splash Pad Repairs
 - Board Members met with representatives of the Houston Parks Board concerning the proposed repairs of the splash pad, including the contractor. Work is to be completed sometime in November 2015.

Meeting Minutes 9/22/2015

Timbergrove Manor Civic Club (TMCC) Board Meeting

Committee Reports Continued

- Jaycee Park
 - Ball field Lighting
 - TMCC obtained a copy of the COH permitted set of drawings for the ball field lighting replacement which are posted on the TMCC and SNC-14 websites.
 - Following review of the drawings, it was observed that there were some issues that need to be addressed including protecting the existing planting, irrigation system and providing a point of contact for the COH during construction. These comments will be forwarded to the COH Project and Program Manager by means of a letter generated by the SNC-14
- Environmental Affairs
 - Bryce Street Chemical Feed Station – The COH has posted the construction information sign on West 11th Street in front of the facility.
 - West 11th Street Blocked Sidewalks – There was a report that the COH had posted yellow violation signs along the north side of West 11th Street between Shelterwood and Bryce Streets.
- Membership – Gary prepared the attached report for tonight’s meeting.
- Neighborhood Security – Chris Ochterbeck and Jennifer Vickers
 - Plan to Include Hollypark in Proposed Patrol Area
 - Gary Nordstrom made a motion that the committee include Holly Park (112 homes) in the upcoming negotiations and fundraising efforts for the mid-Nov 2015 to mid-Jan 2016 holiday period; and for the following year.
 - This motion was seconded by Forrest Andrews.
 - By a show of hands the motion was approved.
 - Facebook - There was a discussion concerning management of an account and future direction.
- Timbergram- Jennifer prepared the attached report for tonight’s meeting.
- Timbergreeter – Efforts are continuing, but housing sales are starting to slow down in the area.
- Website-Chris reported concerning the features, including the number of hits and access to the site by the residents.
- Yard of Month – The program is continuing.

Old Business

- None

Meeting Minutes 9/22/2015

Timbergrove Manor Civic Club (TMCC) Board Meeting

New Business-

- Casino Night – There was a lengthy discussion concerning the event.
 - Gary Nordstrom made a motion that the event be cancelled and the Board send a written notice to the Michelle Ray Properties and Envoy Mortgage that the TMCC will no longer sponsor the event.
 - Forrest Andrews seconded the motion and by a show of hands the motion was approved.
- Nominating Committee and Slate
 - The Committee has the following Board and Non-Board Members: Kirk Guy, Darlene Wayt, Paige Ochterbeck, Jennifer Vickers, Carolyn Bryant, Chris Ochterbeck and Tim Louque.
 - A copy of the biographies for the nomination slate has been provided for the Membership to review for the upcoming November Elections.
- Next Board Meeting is scheduled for October 27th and General Meeting on November 10th.

A Motion to Adjourn was made at 9:45 PM

Attached Reports

These Meeting Minutes are to be presented to the TMCC at their Board Meeting on October 27, 2015. A copy has been placed on the TMCC website for review and comment

Peter Davies, TMCC Secretary



Timbergrove Manor Civic Club
Profit & Loss Budget Performance
July 29 through September 21, 2015

	<u>Jul 29 - Sep 21, 15</u>	<u>Jan 1 - Sep 21, 15</u>	<u>Annual Budget</u>
Ordinary Income/Expense			
Income			
Beautification Fund	60.00	998.00	1,000.00
Club Dues	660.00	24,785.00	26,500.00
Deed Rest. Enforcement Fund	0.00	564.00	700.00
Donations-4th of July	0.00	500.00	500.00
Donations-Easter Egg Hunt	0.00	500.00	500.00
Donations-Other	10.00	980.00	1,500.00
Donations-Snow Fest	0.00	0.00	3,000.00
Interest Income	0.00	424.88	300.00
Jaycee Park Port-0 Units	81.58	2,694.00	0.00
Legal Fund	50.00	50.00	0.00
Neighborhood Security Fund	50.00	1,683.00	1,500.00
Private Security Fund	3,210.00	3,210.00	0.00
Rummage Sale Rev.	0.00	655.00	300.00
Timbergram Adv. Revenue	280.00	5,240.00	5,590.00
Total Income	<u>4,401.58</u>	<u>42,283.88</u>	<u>41,390.00</u>
Expense			
4th of July	0.00	219.29	600.00
Bank Charges	35.96	208.86	300.00
Beautification	2,123.50	8,493.50	12,500.00
Casino Night	0.00	0.00	500.00
Donations	350.00	350.00	2,000.00
Easter Egg Hunt	0.00	813.08	700.00
General Meetings	118.46	443.66	500.00
Insurance	0.00	744.00	750.00
Membership	414.78	512.15	750.00
Misc./ Other	0.00	0.00	200.00
Neighborhood Security Expenses	0.00	76.88	300.00
Office/Postage	6.48	138.48	50.00
Professional Services	0.00	720.57	2,000.00
Rummage Sale/Shred Day Expense	0.00	690.11	600.00
Snow Fest	0.00	64.73	5,000.00
Storage Unit	0.00	440.00	500.00
Timbergram	609.00	4,913.00	6,213.00
Volunteer Dinner	1,225.72	1,225.72	1,250.00
Web Site	117.77	249.65	690.00
Total Expense	<u>5,001.67</u>	<u>20,303.68</u>	<u>35,403.00</u>
Net Ordinary Income	<u>-600.09</u>	<u>21,980.20</u>	<u>5,987.00</u>
Net Income	<u><u>-600.09</u></u>	<u><u>21,980.20</u></u>	<u><u>5,987.00</u></u>

Timbergrove Manor Civic Club
Balance Sheet
As of September 21, 2015

Sep 21, 15

ASSETS

Current Assets

Checking/Savings

Integrity Bank CD - January 26,174.41

Integrity Bank CD - July 25,307.89

Integrity Bank Checking 44,815.76

Total Checking/Savings 96,298.06

Total Current Assets 96,298.06

TOTAL ASSETS 96,298.06

LIABILITIES & EQUITY

Equity

Opening Bal Equity 62,608.80

Unrestrict (retained earnings) 11,709.06

Net Income 21,980.20

Total Equity 96,298.06

TOTAL LIABILITIES & EQUITY 96,298.06

Timbergrove Manor Civic Club
Transaction Detail By Account
July 29 through September 21, 2015

Type	Date	Num	Name	Memo	Split	Original Amount
Integrity Bank Checking						
Deposit	07/30/2015			Deposit	-SPLIT-	108.63
Deposit	07/30/2015			Deposit	-SPLIT-	68.07
Deposit	08/07/2015			Deposit	-SPLIT-	68.07
Deposit	08/09/2015			Deposit	-SPLIT-	130.00
Deposit	08/18/2015			Deposit	Club Dues	60.00
Check	08/21/2015	1322	Apex Sprinkler and Irrigation Inc.	Aug Sprinkler Repair	Beautification	-763.50
Deposit	08/27/2015			Deposit	Club Dues	136.15
Deposit	08/31/2015			Deposit	Club Dues	60.00
Deposit	08/31/2015			Deposit	Jaycee Park Port-0 Units	31.58
Check	09/07/2015	1323	Prime Source	Sept TG Printing	Timbergram	-609.00
Check	09/07/2015	1324	Chris Ochterbeck	Web Hosting 2 years	Web Site	-114.30
Check	09/07/2015	1325	Chris Ochterbeck	Domain Name 1 year renewal	Web Site	-9.95
Check	09/07/2015	1326	Al's Lawn and Tree Service	July & August Lawn and Sign maint.	Beautification	-1,360.00
Check	09/08/2015	1327	Darlene Wayt	Sept Gen Mtg Food	General Meetings	-88.46
Check	09/08/2015	1328	Sinclair PTA	Fall Fest Trackless Train	Donations	-350.00
Check	09/08/2015	1329	Janet Ruhnke	Sept TG delivery	Timbergram	
Check	09/08/2015	1330	Jose Hernandez	Sept Custodial	General Meetings	-30.00
Deposit	09/08/2015			Deposit	-SPLIT-	97.24
Deposit	09/09/2015			Deposit	-SPLIT-	235.03
Deposit	09/10/2015			Deposit	-SPLIT-	127.25
Deposit	09/11/2015			Deposit	-SPLIT-	520.00
Deposit	09/12/2015			Deposit	-SPLIT-	1,095.00
Deposit	09/12/2015			Deposit	-SPLIT-	48.62
Deposit	09/13/2015			Deposit	-SPLIT-	34.04
Deposit	09/14/2015			Deposit	-SPLIT-	97.24
Deposit	09/15/2015			Deposit	-SPLIT-	145.86
Deposit	09/16/2015			Deposit	-SPLIT-	97.24
Deposit	09/17/2015			Deposit	-SPLIT-	48.62
Deposit	09/18/2015			Deposit	-SPLIT-	196.98
Deposit	09/19/2015			Deposit	-SPLIT-	960.00
Check	09/21/2015	1331	Spaghetti Western Italian Cafe		Volunteer Dinner	-794.99
Check	09/21/2015	1332	Gary Nordstrom		Volunteer Dinner/Membership	-845.51
Total Integrity Bank Checking						

TOTAL

TMCC Membership Report
As of 9/21/2015

2015 Membership Statistics												
Income	Mail		Website/Square		Events		Meeting		Other/Prepaid		Total	
	Count	Amt	Count	Amt	Count	Amt	Count	Amt	Count	Amt	Count	Amt
Dues	428	\$ 16,785	137	\$ 6,390	2	\$ 90	34	\$ 1,350	62	\$ -	663	\$ 24,615
Beautification	39	\$ 778	14	\$ 340	1	\$ 10	-	\$ -	-	\$ -	54	\$ 1,128
Deed												
Restriction/Legal	23	\$ 504	5	\$ 140	-	\$ -	1	\$ 30	-	\$ -	29	\$ 674
4th of July	1	\$ 500	-	\$ -	-	\$ -	-	\$ -	-	\$ -	1	\$ 500
Easter Egg Hunt	1	\$ 500	-	\$ -	-	\$ -	-	\$ -	-	\$ -	1	\$ 500
Snow Fest	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Neighborhood												
Security	93	\$ 3,378	52	\$ 2,505	-	\$ -	7	\$ 645	-	\$ -	152	\$ 6,528
Rummage Sale	14	\$ 625	2	\$ 30	-	\$ -	-	\$ -	-	\$ -	16	\$ 655
Timbergram Ads	9	\$ 2,490	15	\$ 1,910	-	\$ -	-	\$ -	-	\$ -	24	\$ 4,400
Jaycee Park	6	\$ 2,250	5	\$ 325	2	\$ 39	-	\$ -	-	\$ -	13	\$ 2,614
Other	27	\$ 1,245	94	\$ 448	1	\$ 1	2	\$ 31	-	\$ -	124	\$ 1,725
Fees	-	\$ -	185	\$ (333)	1	\$ (0.85)	1	\$ (1)	-	\$ -	187	\$ (335)
2015 Total	68%	\$ 29,055	27%	\$ 11,755	0%	\$ 139	5%	\$ 2,055	0%	\$ -	1,264	\$ 43,004

	<u>Amount</u>		<u># Homes</u>		<u>Avg. Pymt</u>	<u>2014 Avg.</u>	<u>2013 Avg.</u>
2015 Dues Budget	\$ 26,500		883		\$ 30.00		
Paid Homes	<u>\$ 24,615</u>	93%	<u>663</u>	75%	\$ 37.13	\$ 41.44	\$ 36.51
Remaining to Budget	<u>\$ 1,885</u>		<u>220</u>				
To Meet # Homes Budget	\$ 6,610		220		\$ 30.00		
To Meet \$ Budget	\$ 1,885		51		\$ 37.13		

TMCC Membership Report
As of 9/21/2015

Membership Statistics - Category Annual Comparisons

	Dues		Beautification		Legal / Deed		Neighborhood		Event Sponsorship &		Other / Fee	
	Count	Amt	Count	Amt	Count	Amt	Count	Amt	Count	Amt	Count	Amt
2015 Total	663	\$ 24,615	54	\$ 1,128	29	\$ 674	152	\$ 6,528	31	\$ 4,269	311	\$ 1,390
2014 Total	734	\$ 30,000	54	\$ 1,163	35	\$ 1,033	84	\$ 2,335	5	\$ 3,625	41	\$ 1,649
2013 Total	744	\$ 27,235	20	\$ 605	5	\$ 95	20	\$ 620	0	\$ -	93	\$ 2,750

Membership Statistics - Section Comparison

Section	2015 Paid Homes		2014 Paid Homes		2013 Paid	2012 Paid	Total Homes
	Count	Percentage	Count	Percentage	Percentage	Percentage	
5	103	62%	101	60%	59%	50%	165
6	157	50%	177	56%	61%	47%	315
7	87	56%	96	60%	65%	52%	155
8	54	49%	69	61%	63%	44%	111
9	21	57%	25	68%	65%	57%	37
10	46	58%	48	61%	57%	47%	79
11	39	64%	37	61%	64%	52%	61
12	30	59%	33	65%	63%	61%	51
13	62	48%	70	55%	55%	41%	128
14	64	50%	78	59%	56%	41%	128
Total	663	54%	734	60%	61%	48%	1230

TMCC Membership Report
As of 9/21/2015

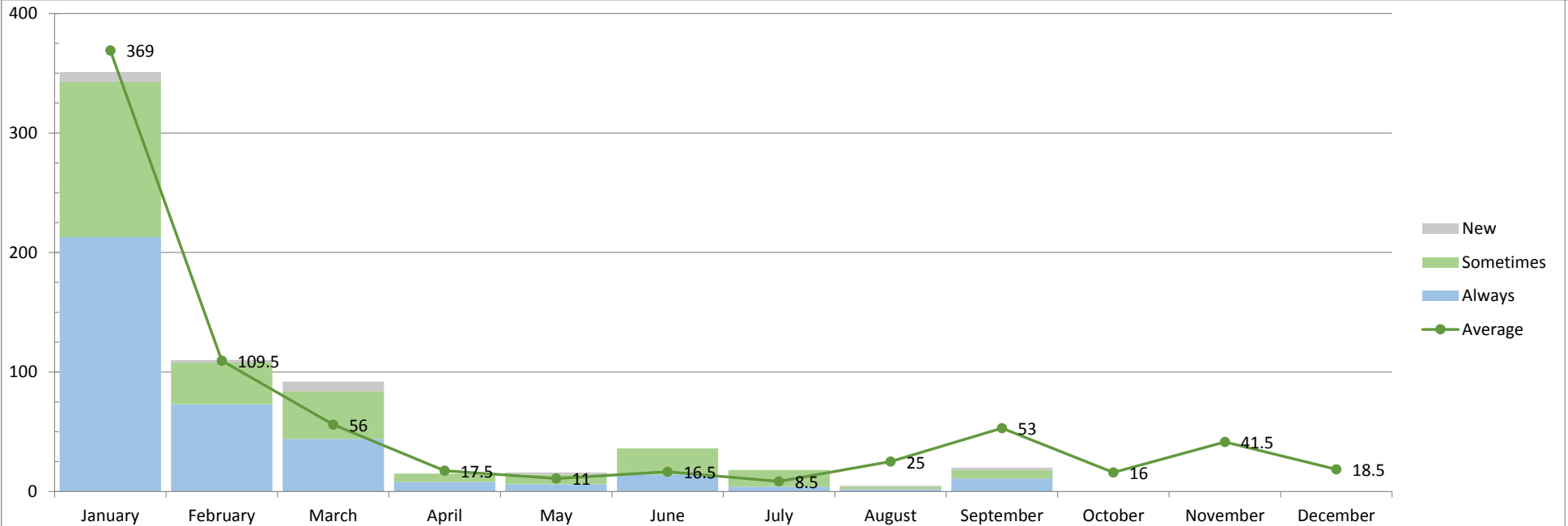
Membership Statistics - Dues Annual Comparison

	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
Dues Paid	24,615	30,000	27,235	21,150	23,720	23,970	24,580	25,110	23,910	24,750	26,230
Houses Paid	663	734	745	588	670	685	714	750	784	839	885
% Paid	54%	60%	61%	48%	55%	56%	58%	61%	64%	68%	72%

TMCC Meeting Attendance

January	45	30	24	-	-	-	-	-	-	-	-
March	87	40	36	-	-	-	-	-	-	-	-
May	35	47	21	-	-	-	-	-	-	-	-
September	28	56	35	-	-	-	-	-	-	-	-
November	-	53	20	-	-	-	-	-	-	-	-

Membership Statistics - Monthly Dues Payment Comparison



Timbergram Update

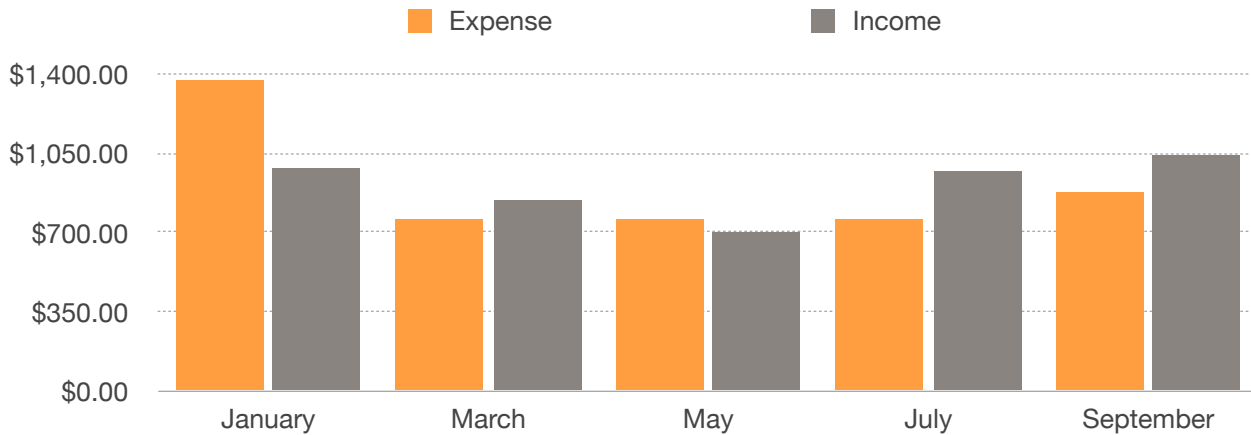
September 2015 Edition

The fourth issue of the year was distributed at the beginning of September and featured the TMCC commitment to private security for the holiday season.

September Edition

Expenses	\$ 877.00
Ad Revenue	\$ 1,045.00
PNL	\$ 168.00

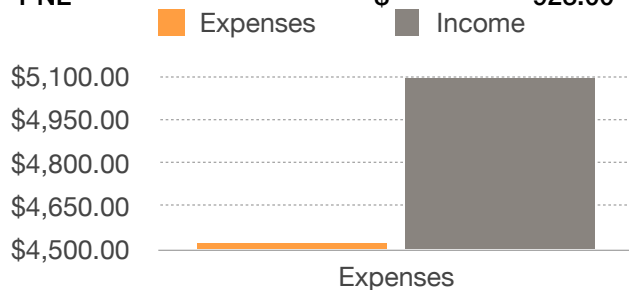
Year to Date



Profit & Loss (Cash)

Total Advertising Revenue	\$ 5,445.00
Total Expenses	\$ 4,522.00

PNL **\$ 923.00**



Income & Expenses (Accrual)

Month	Expense	Income
January	\$ 1,368.00	\$ 980.00
March	\$ 759.00	\$ 840.00
May	\$ 759.00	\$ 700.00
July	\$ 759.00	\$ 975.00
September	\$ 877.00	\$ 1,045.00
November		\$ 560.00
Total	\$ 4,522.00	\$ 5,100.00

Annual Timbergram Editorial Calendar

Distribution	Ad Commitment	Ad Artwork	Article Copy
January	December 5	December 10	December 15
March	February 5	February 10	February 15
May	April 5	April 10	April 15
July	June 5	June 10	June 15
September	August 5	August 10	August 15
November	October 5	October 10	October 15

Monthly Content

January

Membership Solicitation
 Winter Festival in Review
 Holiday Decorating Contest Winners

March

Easter Egg Hunt Announcement
 Rummage Sale Announcement

May

Easter Egg Hunt In Review
 Rummage Sale in Review

July

Independence Day Ice Cream Social
 Announcement

September

Independence Day Ice Cream Social in
 Review
 Volunteer Dinner Announcement
 National Night Out Announcement
 Masquerade Party Announcement

November

Winter Festival Announcement
 Holiday Decorating Contest Announcement
 General Elections Announcements and
 Candidate Info
 Volunteer Dinner in Review
 National Night Out in Review
 Casino Night in Review

In Every Edition

Meeting and Speaker Announcement
 President's Corner
 West 11th Street Park Update
 Jaycee Park Update
 Director & Committee Contact Info
 Solid Waste Collection Schedule
 Traces of Timbergrove

Yard of the Month
 Excellent Eats
 Crime Report
 Naturally Good Recipes
 Meeting Minutes
 Membership Form¹
 Website Updates

Past editions of the Timbergram and current media kit are available online at bit.ly/TMCCNews

¹ March, May and November editions only