

Meeting Minutes 10/27/2015

Timbergrove Manor Civic Club (TMCC) Board Meeting

Meeting Called to Order: 7:00 PM Quorum Requirement Met Location: Rainbow Lodge

In Attendance

William Morfey-President	Peter Davies-Secretary	Paige Ochterbeck-Treasurer
Darlene Wayt – BM	Gary Nordstrom – BM and M	Lorraine Cherry - BM
Tim Louque - Activities	Jennifer Vickers - Timbergram	Chris Ochterbeck - WS and NS
Traci Riley – DRE		

Officer's Reports

- Secretary's Report for September 22, 2015
 - A motion was made to approve the amended minutes by Lorraine Cherry.
 - The motion Seconded by Darlene Wayt.
 - The motion was approved by a show of hands.
- Treasurer's Report – Paige Ochterbeck reviewed the report
 - A motion was made by Darlene Wayt to approve the Treasurer's Report.
 - The motion Seconded by Gary Nordstrom.
 - The motion was approved by a show of hands.

Committee Reports

- Activities –Pre-planning meeting is scheduled for November 2nd7:00 PM. Tim will send assignment list to volunteers. Holiday Light judging is scheduled for December 19th.
- Beautification – No report.
- Block Captains – Still needing 5 block captains and working on trying to get volunteers.
- Design Review Committee (DRC) – 6303 Waltway – There was a question concerning the proposed building edge and the stipulated setbacks. The Board has requested that the Owner verify the layout of the forms to make sure that they do not violate the deed restrictions.
- Deed Restriction Enforcement – There were complaints concerning political signs in yards. It was reiterated that political, builder signs during construction and real estate signs are allowed in Timbergrove.
- Environmental Affairs- Lorraine Cherry and Darlene Wayt (See Attached Reports for further details)
 - **West 11th Street Park:** Trail project continues requiring \$ 3,600 for trail repairs for 2016. Jennifer Vickers has volunteered to help with fund raising. Wireless phone tour program continues and they are exploring a feature to allow the tour be upgraded for the sight impaired visitors.
 - Lorraine Cherry made a motion that \$1,000 of the budgeted funds for donations to be given to the Friends of West 11th Street Park for improvements to the trail. Gary Nordstrom seconded the motion. By show of hands the motion was approved with no objections.

Meeting Minutes 10/27/2015

Timbergrove Manor Civic Club (TMCC) Board Meeting

Committee Reports Continued

Jaycee Park: Darlene made a motion that TMCC spend \$ 47.63 to provide signs for the portable toilets to meet City of Houston requirements. Paige Ochterbeck seconded the motion. The motion was approved by a show of hands.

- Membership – The Chairman reviewed the report that was provided for the meeting which is attached.
- Neighborhood Security – The contract for SEALS was signed by the President to provide security services for the upcoming Holiday months. Jennifer Vickers was nominated by the President as the co-chair for the committee. Gary Nordstrom made a motion for the Board to accept the nomination which was seconded by Lorraine Cherry. By a show of hands the nomination was approved.
- Timbergram- Jennifer Vickers reviewed the report that she submitted which is attached.
- Timbergreeter –Visited 4 houses last month. Gary is working on a tracking program for house sales to generate leads for the Timbergreeter and ensure that membership records current.
- Yard of the Month – No report.
- Website-Chris reviewed his report that is attached. Peter Davies made a motion to authorize Chris to renew the website domain name for the SNC-14 and reimburse him for the \$45 cost. Gary Nordstrom seconded the motion which was approved by a show of hands.

Old Business

- None

New Business-

- Nominating Committee and Slate – Darlene reviewed the materials that have been put together for the upcoming elections to be held at the General Meeting on November 10th. There was a discussion concerning the check-in procedures to make sure that voters are dues paying members and review of the by-laws requiring a preparation of a slate and its presentation to the Membership.
- The next General Meeting is scheduled for November 10th and Board Meeting on November 24^h.

A Motion to Adjourn was made at 9:45PM

Attached Reports

These Meeting Minutes were approved at the TMCC Board Meeting on November 24th, 2015

Peter Davies, TMCC Secretary



Timbergrove Manor Civic Club
Profit & Loss Budget Performance
 September 22 through October 26, 2015

	<u>Sep 22 - Oct 26, 15</u>	<u>Jan 1 - Oct 26, 15</u>	<u>Annual Budget</u>
Ordinary Income/Expense			
Income			
Beautification Fund	230.00	1,228.00	1,000.00
Club Dues	3,150.00	27,935.00	26,500.00
Deed Rest. Enforcement Fund	90.00	704.00	700.00
Donations-4th of July	0.00	500.00	500.00
Donations-Easter Egg Hunt	0.00	500.00	500.00
Donations-Other	1,000.00	1,980.00	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	30.00	2,724.00	0.00
Neighborhood Security Fund	80.00	1,763.00	1,500.00
Private Security Fund	6,375.00	9,585.00	0.00
Rummage Sale Rev.	0.00	655.00	300.00
Timbergram Adv. Revenue	70.00	5,310.00	5,590.00
Total Income	<u>11,025.00</u>	<u>53,308.88</u>	<u>41,390.00</u>
Expense			
4th of July	0.00	219.29	600.00
Bank Charges	69.01	277.87	300.00
Beautification	0.00	8,493.50	12,500.00
Casino Night	0.00	0.00	500.00
Donations	0.00	350.00	2,000.00
Easter Egg Hunt	0.00	813.08	700.00
General Meetings	0.00	443.60	500.00
Insurance	0.00	744.00	750.00
Membership	0.00	512.15	750.00
Misc./ Other	0.00	0.00	200.00
Neighborhood Security Expenses	0.00	76.88	300.00
Office/Postage	0.00	138.48	50.00
Private Security	391.53	391.53	0.00
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	0.00	5,063.00	6,213.00
Volunteer Dinner	0.00	1,225.72	1,250.00
Web Site	0.00	249.65	690.00
Total Expense	<u>460.54</u>	<u>20,914.16</u>	<u>35,403.00</u>
Net Ordinary Income	<u>10,564.46</u>	<u>32,394.72</u>	<u>5,987.00</u>
Net Income	<u><u>10,564.46</u></u>	<u><u>32,394.72</u></u>	<u><u>5,987.00</u></u>

Timbergrove Manor Civic Club
Balance Sheet
As of October 26, 2015

Oct 26, 15

ASSETS

Current Assets

Checking/Savings

Integrity Bank CD - January 26,174.41

Integrity Bank CD - July 25,307.89

Integrity Bank Checking 55,230.28

Total Checking/Savings 106,712.58

Total Current Assets 106,712.58

TOTAL ASSETS 106,712.58

LIABILITIES & EQUITY

Equity

Opening Bal Equity 62,608.80

Unrestrict (retained earnings) 11,709.06

Net Income 32,394.72

Total Equity 106,712.58

TOTAL LIABILITIES & EQUITY 106,712.58

Timbergrove Manor Civic Club
Transaction Detail By Account
 September 22 through October 26, 2015

Type	Date	Num	Name	Memo	Split	Original Amount
Integrity Bank Checking						
Deposit	09/22/2015			Deposit	-SPLIT-	138.62
Deposit	09/23/2015			Deposit	-SPLIT-	97.24
Deposit	09/24/2015			Deposit	Club Dues	60.00
Deposit	09/25/2015			Deposit	Club Dues	60.00
Deposit	09/27/2015			Deposit	Club Dues	30.00
Deposit	09/28/2015			Deposit	Club Dues	60.00
Deposit	10/02/2015			Deposit	-SPLIT-	117.52
Deposit	10/04/2015			Deposit	-SPLIT-	3,330.00
Deposit	10/05/2015			Deposit	-SPLIT-	48.62
Deposit	10/08/2015			Deposit	-SPLIT-	48.62
Deposit	10/09/2015			Deposit	-SPLIT-	127.25
Deposit	10/11/2015			Deposit	-SPLIT-	58.35
Deposit	10/12/2015			Deposit	-SPLIT-	1,890.00
Deposit	10/13/2015			Deposit	-SPLIT-	29.17
Deposit	10/15/2015			Deposit	Club Dues	30.00
Deposit	10/16/2015			Deposit	-SPLIT-	141.01
Deposit	10/18/2015			Deposit	-SPLIT-	1,100.00
Deposit	10/18/2015			Deposit	-SPLIT-	145.86
Deposit	10/19/2015			Deposit	-SPLIT-	175.04
Deposit	10/20/2015			Deposit	-SPLIT-	205.05
Deposit	10/22/2015			Deposit	-SPLIT-	97.24
Deposit	10/23/2015			Deposit	-SPLIT-	116.69
Check	10/23/2015	1333	Jennifer Vickers	Oct Fundraiser Mailing	Private Security	-26.79
Check	10/23/2015	1334	Chris Ochterbeck	Oct Fundraiser Mailing	Private Security	-364.74
Deposit	10/25/2015			Deposit	-SPLIT-	50.00
Deposit	10/25/2015			Deposit	Private Security Fund	615.00
Deposit	10/25/2015			Deposit	-SPLIT-	234.22
Deposit	10/25/2015			Deposit	-SPLIT-	277.15
Deposit	10/25/2015			Deposit	-SPLIT-	444.13
Deposit	10/25/2015			Deposit	Club Dues	30.00
Deposit	10/25/2015			Deposit	-SPLIT-	324.21
Deposit	10/25/2015			Deposit	-SPLIT-	290.00
Deposit	10/25/2015			Deposit	Donations-Other	500.00
Deposit	10/25/2015			Deposit	Private Security Fund	85.00
Total Integrity Bank Checking						

TOTAL

All transactions marked SPLIT are a mix of dues and private security donations

Environmental Affairs
Report for 10/27/2015 Board of Directors Meeting

1. West 11th Street Park:

- a. The proposed trail maintenance and construction project for 2016 will cost approximately \$3,600. Friends of West 11th Street Park, with help from new board member Jennifer Vickers, is designing a social media marketing program to help underwrite this cost as well as other park expenses.
- b. The *Wireless Wilderness* tour is continuing to attract visitors to the park. Plans are underway to introduce some new stops over the winter season and to launch a major new initiative to expand access to the visually impaired.
- c. We are continuing to explore ways to mitigate the growing problem of off-leash dogs in both of our Timbergrove parks as well as in the neighborhood at large. This will become even more important with the start of the new security patrols in November. The SEAL team will include patrol dogs, and the neighborhood has been specifically asked to keep dogs on leash so that they don't interfere with these work animals on duty.

With additional notification posted at the park and on multiple FaceBook pages, there was a noticeable downturn in the number of offenders last month. Park users who see violations of the leash law are still being encouraged to file a complaint with the 311 system. We will be approaching Council Member Cohen's office for assistance in getting an increased presence from park rangers, and will also be investigating the use of additional signage, notification of other civic clubs, and assistance from The Leader.

- d. Motion: From money allocated for Donations in the 2015 budget, it is moved that the TMCC board donate \$400 to Friends of West 11th Street Park to offset the costs of trail maintenance and repair in the coming year.

2. Southwaste Disposal: Nothing new since last month

3. Bryce Street Park: Nothing new since last month

TMCC Membership Report
As of 10/26/2015

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	482	\$ 18,915	148	\$ 6,810	2	\$ 90	34	\$ 1,350	62	\$ -	728	\$ 27,165
Beautification	45	\$ 928	14	\$ 340	1	\$ 10	-	\$ -	-	\$ -	60	\$ 1,278
Deed												
Restriction/Legal	25	\$ 524	5	\$ 140	-	\$ -	1	\$ 30	-	\$ -	31	\$ 694
4th of July	1	\$ 500	-	\$ -	-	\$ -	-	\$ -	-	\$ -	1	\$ 500
Easter Egg Hunt	1	\$ 500	-	\$ -	-	\$ -	-	\$ -	-	\$ -	1	\$ 500
Snow Fest	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Neighborhood												
Security	169	\$ 8,728	81	\$ 4,000	-	\$ -	7	\$ 645	-	\$ -	257	\$ 13,373
Rummage Sale	14	\$ 625	2	\$ 30	-	\$ -	-	\$ -	-	\$ -	16	\$ 655
Timbergram Ads	9	\$ 2,490	16	\$ 1,980	-	\$ -	-	\$ -	-	\$ -	25	\$ 4,470
Jaycee Park	8	\$ 2,780	5	\$ 325	2	\$ 39	-	\$ -	-	\$ -	15	\$ 3,144
Other	29	\$ 1,735	102	\$ 458	1	\$ 1	2	\$ 31	-	\$ -	134	\$ 2,224
Fees	-	\$ -	223	\$ (384)	1	\$ (0.85)	1	\$ (1)	-	\$ -	225	\$ (386)
2015 Total	70%	\$ 37,725	26%	\$ 13,698	0%	\$ 139	4%	\$ 2,055	0%	\$ -	1,493	\$ 53,617

	<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>\$ 27,165</u>	103%	<u>728</u>	82%	\$ 37.31	\$ 41.44	\$ 36.51
Remaining to Budget	<u>\$ (665)</u>		<u>155</u>				
To Meet # Homes Budget	\$ 4,660		155		\$ 30.00		
To Meet \$ Budget	\$ -		-		\$ -		

TMCC Membership Report
As of 10/26/2015

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	728	\$ 27,165	60	\$ 1,278	31	\$ 694	257	\$ 13,373	33	\$ 4,799	359	\$ 1,838
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
5	111	↑ 67%	101	61%	59%	50%	165
6	175	↓ 56%	177	56%	61%	47%	315
7	94	↓ 61%	96	62%	65%	52%	155
8	61	↓ 55%	69	62%	63%	44%	111
9	23	↓ 62%	25	68%	65%	57%	37
10	50	↑ 63%	48	61%	57%	47%	79
11	40	↑ 66%	37	61%	64%	52%	61
12	35	↑ 69%	33	65%	63%	61%	51
13	71	↑ 55%	70	55%	55%	41%	128
14	68	↓ 53%	78	61%	56%	41%	128
Total	728	↓ 59%	734	60%	61%	48%	1230

TMCC Membership Report
As of 10/26/2015

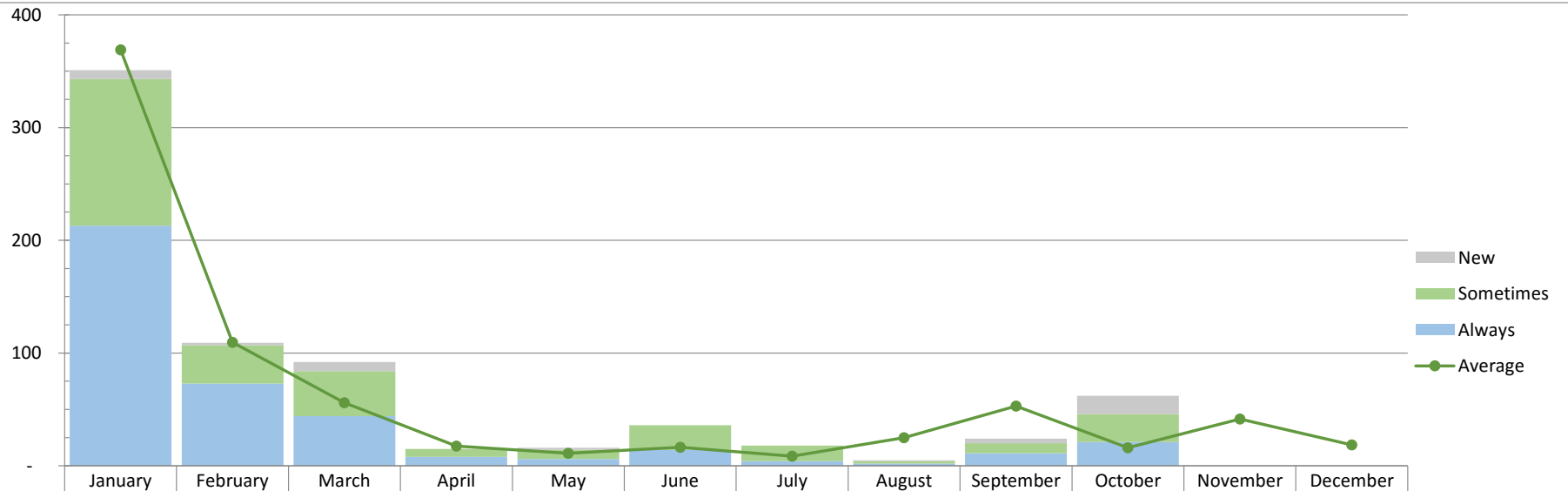
Membership Statistics - Dues Annual Comparison

	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
Dues Paid	27,165	30,000	27,235	21,150	23,720	23,970	24,580	25,110	23,910	24,750	26,230
Houses Paid	728	734	745	588	670	685	714	750	784	839	885
% Paid	59%	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



	January	February	March	April	May	June	July	August	September	October	November	December
New	8	2	8	-	2	-	-	1	4	16	-	-
Sometimes	130	34	40	7	8	22	14	2	9	25	-	-
Always	213	73	44	8	6	14	4	2	11	21	-	-
Average	369	109.5	56	17.5	11	16.5	8.5	25	53	16	41.5	18.5

Timbergram Update

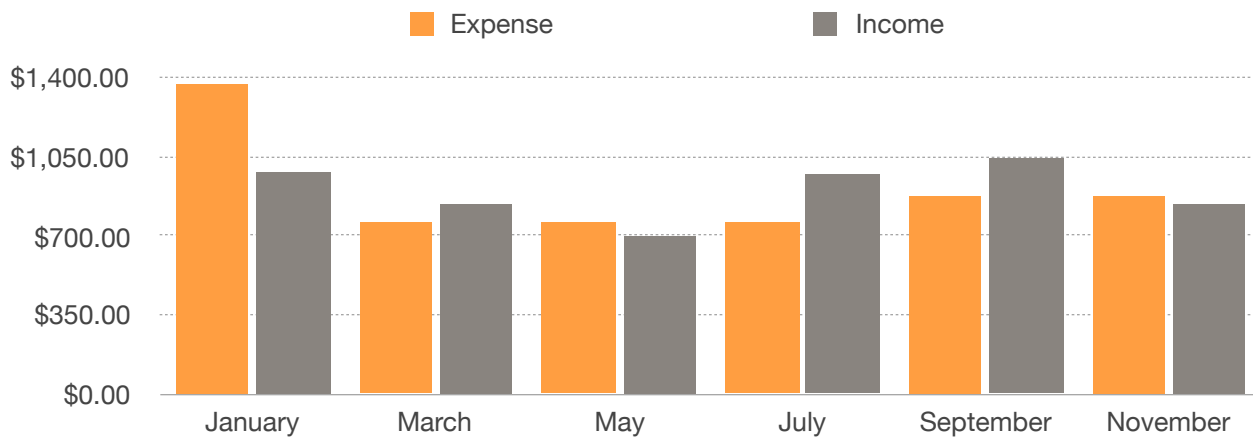
November 2015 Edition

The final issue of the year will be distributed this weekend and features FEMA lots in Timbergrove on the cover. Outstanding invoices total \$555. It is expected these will be collected by year-end.

November Edition

Expenses	\$ 877.00
Ad Revenue	\$ 840.00
PNL	\$ (37.00)

Year to Date

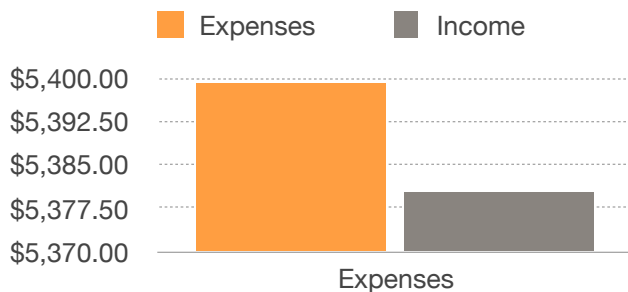


Profit & Loss (Cash)

Total Advertising Revenue	\$ 5,515.00
Total Expenses	\$ 5,399.00
PNL	\$ 116.00

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	\$ 877.00	\$ 840.00
Total	\$ 5,399.00	\$ 5,380.00



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

November

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

TMCC Website Committee Report

October 27, 2015

By Chris Ochterbeck

Motion Request – TMCC Contributes up to \$45 for Super Neighborhood 14 Domain Name Renewal in 2016

Site is continuing to run well – overall very happy with performance and support

We're currently hosting the snc-14 email accounts – this is free and has no effect on our performance, storage or costs. We may host their website at some point in the future with no cost or affect to TMCC

Email list mailings – up and running using MailChimp for Neighborhood Security; can easily expand to all residents, block captains, etc; currently free.

Going to do a new homepage design oriented toward links and info

Anybody have anything else they'd like to see?