

Minutes - Timbergrove Manor Civic Club (TMCC) Board Meeting 1/31/17

Location: Rainbow Lodge Quorum Met Meeting Began at 7:00 PM

Attendees: See Attached Sign in Sheet

Officer's Reports

- Secretary's Report (Meeting Minutes for 11/29/16 and 12/27/16 Meetings)
 - November and December 2016 Minutes – Darlene Wayt made a motion to approve both sets of minutes which was seconded by Leslie Hillendahl and approved by a show of hands.
- Treasurer's Report (1/08/17) – Leslie Hillendahl made a Motion to approve the Year End Financial Statement which was seconded by Kirk Guy and approved by a show of hands.
- 2017 Budget - Paige Reviewed the Proposed Budget covering the major items that have changed since last year. A motion was made by Leslie Hillendahl to approve the proposed budget with minor changes which was seconded by Darlene Wayt and approved by a show of hands.

Committee Reports

- Activities – Easter Egg Hunt is scheduled for April 8th and the Rain Day for April 15th. There will be no Rummage Sale since Sinclair Elementary will have a Rummage Sale on April 29th.
- Beautification – No report. There was a question concerning the esplanades which will be addressed by Leslie.
- Block Captains and Timbergreeters (Report via E-mail)

Blocks Needing Block Captains	Timbergreeters Greetings
6202 – 6439 Cindy	6227 Cindy
6515 – 6555 Grovewood	6319 Cindy
1103 – 1255 Clovis	1303 Foxwood
2202 – 2331 Haverhill	6603 Grovewood
1302 – 1318 Jeannine	6518 Lindyann
	6539 Lindyann

- Deed Restriction Enforcement –
 - 1610 Droxford -The previous request for the Deed Restriction Variance concerning the building setback line which was denied by a vote of 1 in favor (LH) and 2 (WM+TR) not in favor of the request. The homeowner spoke to the Board expressing his concerns.
- Design Review Committee – No report.
- Environmental Affairs – There were two (2) reports prepared by Lorrain Cherry and Darlene Wayt which are attached.
- Membership – Gary's report is attached.

Minutes - Timbergrove Manor Civic Club (TMCC) Board Meeting 1/31/17

Committee Reports Continued

- Neighborhood Security – Dale’s report is attached and there is an item under New Business concerning the renewal of the S.E.A.L. Security contract. Bill asked the Committee to consider build a reserve over the next year to build up the fund where the fund would have at least 50% of the amount of funding necessary to pay for the patrols for 30 days. There was a discussion concerning separating out the Security funding and expenses, in the Budget.
- Timbergram – Jennifer sent her report via e-mail which is attached. A local realtor has contacted the Editor to request a dedicated ½ page for Sinclair Elementary. The general consensus and that the Editor has the discretion to make any determination based on availability.
- Web-Site – No report.
- Yard of Month – Tim Louque volunteered to help with Section 6 & 7.

Old Business – Darlene mentioned that as of Fall 2017 that a volunteer will be needed to arrange for future meeting speakers and schedule meetings with Sinclair Elementary. Lillian has requested that future meetings include HPD representatives to make presentations at the General Meetings similar to the previous Auto Theft talk and VIN Etching event.

New Business –

The President has signed the renewal for the Security Contract for 2017 with changes which are further noted.

Darlene covered the issue of the City of Houston not installing No Cell Phone Usage signage in posted school zones per her attached report. The Secretary volunteered to research the MUTCD designation for the sign, availability and cost.

There was a report of dogs in the Sinclair Elementary Spark Park which is prohibited by HISD and fouling the area.

Paige Ochterbeck announced her resignation as TMCC Treasurer. Sandra Crook has volunteered to fill the vacant term of Treasurer. Sandra addressed the Board reviewing her background and agreed to serve. Leslie Hillendahl made the motion to appoint Sandra to fill the remainder of the term which was seconded by Darlene Wayt and approved by a show of hands.

Peter Davies made a motion that the President strike the indemnification clause from the Addendum and sign the document 2/1/17 and return it to the security contractor.

Respectfully Submitted By: Peter Davies, TMCC Secretary P. Davies

The meeting was adjourned at 9:10 PM.

These FINAL Board Meeting minutes were placed on the website.



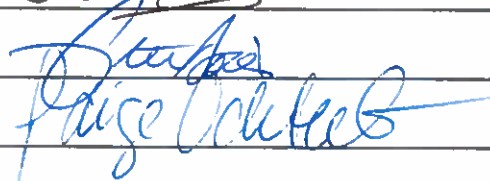
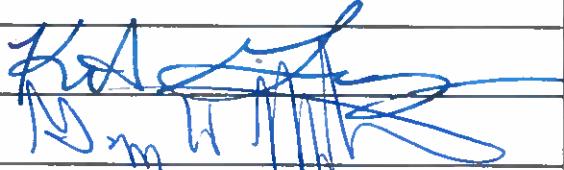


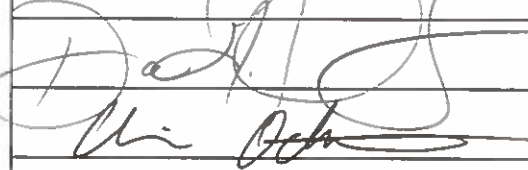





TIMBERGROVE MANOR CIVIC CLUB (TMCC)

Board Meeting ATTENDANCE LIST

DATE: January 31, 2017

Location: Rainbow Lodge

Name - Title
William Morfey - President
Leslie Hillendahl - VP
Peter Davies - Secretary
Paige Ochterbeck - Treasurer
Lorraine Cherry - Director
Kirk Guy - Director
Gary Nordstrom - Director
Darlene Wayt - Director
JAMIE HAY - Director
CARRIE BRAWLEY - Director
DALE DUGAS Security Chris Ochterbeck
Sandra Crook
JENNIFER WICKENS
Alex Niebmesge
TRACI RILEY
TIM LOUQUE

Signature













Timbergrove Manor Civic Club
Profit & Loss Budget Performance
November 29 through December 31, 2016

	<u>Nov 29 - Dec 31</u>	<u>Jan - Dec 16</u>	<u>Annual Budget</u>
Ordinary Income/Expense			
Income			
Beautification Fund	80.00	1,595.00	1,000.00
Club Dues	690.00	27,750.00	27,000.00
Deed Rest. Enforcement Fund	0.00	340.00	700.00
Donations-4th of July	0.00	500.00	500.00
Donations-Easter Egg Hunt	0.00	500.00	500.00
Donations-Other	49.94	2,311.57	2,000.00
Donations-Snow Fest	0.00	0.00	3,000.00
Donations-W. 11th St Park	50.00	1,590.00	500.00
Interest Income	0.00	464.91	440.00
Jaycee Park General Fund	50.00	1,110.00	
Jaycee Park Port-0 Units	0.00	2,954.00	3,200.00
Neighborhood Security Fund	4,250.00	81,240.00	66,560.00
Rummage Sale Rev.	0.00	0.00	600.00
Timbergram Adv. Revenue	3,960.00	7,100.00	5,505.00
Total Income	<u>9,129.94</u>	<u>127,455.48</u>	<u>111,505.00</u>
Expense			
4th of July	0.00	659.53	600.00
Bank Charges	179.14	1,331.01	1,000.00
Beautification	2,454.78	15,669.48	12,500.00
Donation-Friends of 11th Street	0.00	1,590.00	
Donations	57.35	1,847.35	2,000.00
Easter Egg Hunt	0.00	891.76	800.00
General Meetings	0.00	561.14	650.00
Insurance	0.00	744.00	750.00
Jaycee Park Port-o Units	0.00	3,205.81	3,200.00
Membership	72.88	1,025.30	750.00
Misc./ Other	0.00	66.00	300.00
Neighborhood Security	8,632.70	72,123.78	66,860.00
Office/Postage	0.00	140.00	50.00
Professional Services	0.00	0.00	1,000.00
Rummage Sale/Shred Day Expense	0.00	0.00	700.00
Snow Fest	606.00	606.00	5,250.00
Storage Unit	0.00	440.00	440.00
Timbergram	0.00	4,808.00	5,505.00
Timbergreeters	0.00	0.00	500.00
Volunteer Dinner	0.00	1,081.66	1,250.00
Web Site	0.00	119.60	225.00
Total Expense	<u>12,002.85</u>	<u>106,910.42</u>	<u>104,330.00</u>
Net Ordinary Income	<u>-2,872.91</u>	<u>20,545.06</u>	<u>7,175.00</u>
Net Income	<u><u>-2,872.91</u></u>	<u><u>20,545.06</u></u>	<u><u>7,175.00</u></u>

Timbergrove Manor Civic Club
Balance Sheet
As of December 31, 2016

Dec 31, 16

ASSETS

Current Assets

Checking/Savings

Integrity Bank CD - January 26,410.78

Integrity Bank CD - July 25,536.43

Integrity Bank Checking 74,760.60

Total Checking/Savings 126,707.81

Total Current Assets 126,707.81

TOTAL ASSETS 126,707.81

LIABILITIES & EQUITY

Equity

Opening Bal Equity 62,608.80

Unrestrict (retained earnings) 43,553.95

Net Income 20,545.06

Total Equity 126,707.81

TOTAL LIABILITIES & EQUITY 126,707.81

Timbergrove Manor Civic Club
Transaction Detail By Account
November 29 through December 31, 2016

Type	Date	Num	Name	Memo	Split	Original Amount
Integrity Bank Checking						
Check	12/16/2016	1435	Darlene Wayt	Kolaches (unable to cancel)	Snow Fest	-390.00
Deposit	12/16/2016			Deposit	-SPLIT-	950.98
Deposit	12/16/2016			Deposit	-SPLIT-	38.54
Deposit	12/16/2016			Deposit	-SPLIT-	762.19
Deposit	12/17/2016			Deposit	-SPLIT-	272.45
Deposit	12/17/2016			Deposit	-SPLIT-	815.34
Check	12/17/2016	1436	Al's Lawn and Tree Service	Sept/Oct/Nov Lawn & Signs	Beautification	-2,040.00
Check	12/17/2016	1437	Apex Sprinkler and Irrigation Inc.	Nov Sprinkler repair	Beautification	-378.00
Check	12/17/2016	1438	Leslie Hillendahl	TMCC Sign Cleaning	Beautification	-36.78
Deposit	12/17/2016			Deposit	-SPLIT-	1,035.00
Deposit	12/17/2016			Deposit	Neighborhood Security Fund	100.00
Deposit	12/17/2016			Deposit	-SPLIT-	875.00
Deposit	12/17/2016			Deposit	-SPLIT-	865.00
Deposit	12/17/2016			Deposit	Neighborhood Security Fund	275.00
Check	12/31/2016	1439	Seal Security Solutions LLC	INV 32487 Nov 16-Dec 15	Neighborhood Security	-8,576.00
Check	12/31/2016	1440	Gary Nordstrom		-SPLIT-	-346.23
Check	12/31/2016	1441	Lillian Jolliffe	COP Gas Reimbursement	Neighborhood Security	-56.70
Deposit	12/31/2016			Deposit	-SPLIT-	57.96
Deposit	12/31/2016			Deposit	-SPLIT-	127.10
Deposit	12/31/2016			Deposit	-SPLIT-	1,999.66
Deposit	12/31/2016			Deposit	-SPLIT-	30.00
Deposit	12/31/2016			Deposit	-SPLIT-	436.05
Deposit	12/31/2016			Deposit	-SPLIT-	310.53
Total Integrity Bank Checking						

TOTAL

**Timbergrove Manor Civic Club
Membership Committee Report as of 1/30/2017**

2017 Membership & Donation Information												
Income	Mail		Website		Meeting / Events		Other / Prepaid		Total			
	Count	Amt	Count	Amt	Count	Amt	Count	Amt	Count	Amt		
Dues	179	7,340.00	52	2,460.00	15	600.00	9	-	255	10,400.00		
Beautification	13	435.00	10	400.00	-	-	1	-	24	835.00		
Deed Restriction	3	310.00	4	140.00	-	-	-	-	7	450.00		
4th of July	-	-	-	-	-	-	-	-	-	-		
Easter Egg Hunt	-	-	-	-	-	-	-	-	-	-		
Snow Fest	-	-	-	-	-	-	-	-	-	-		
Security	105	20,190.00	46	10,490.00	8	1,925.00	29	-	188	32,605.00		
Timbergram Ads	-	-	1	700.00	-	-	-	-	1	700.00		
Jaycee Park	5	75.00	2	70.00	-	-	-	-	7	145.00		
Jaycee Porto Units	3	270.00	2	60.00	-	-	-	-	5	330.00		
W. 11th St. Park	14	550.00	10	305.00	-	-	-	-	24	855.00		
Other Donation	18	970.43	38	302.66	1	20.00	-	-	57	1,293.09		
Bank Fees	-	-	70	(454.00)	-	-	-	-	70	(454.00)		
2017 Total	70%	\$ 30,140.43	20%	\$ 14,473.66	6%	\$ 2,545.00	4%	\$ -		\$ 47,159.09		
2016 Percentages	67%		28%		4%		1%					
	<u>Amount</u>		<u># Homes</u>		<u>Avg. Pymt</u>		<u>2016 Avg.</u>		<u>2015 Avg.</u>	<u>2014 Avg.</u>		
2017 Dues Budget	\$ 27,000		900		\$ 30.00							
Paid Homes	\$ 10,400 39%		255 28%		\$ 40.78		\$ 41.11		\$ 37.91	\$ 41.44		
Remaining to Budget	<u>\$ 16,600</u>		<u>645</u>									
To Meet # Homes Budget	\$ 19,350		645		\$ 30.00							
To Meet \$ Budget	\$ 16,600		407		\$ 40.78							
Membership Statistics - Annual Comparisons												
	Dues		Beautification		Legal Fund		Security Fund		Event Sponsorship & Park Support		Other / Fee Reimbursement	
	Count	Amt	Count	Amt	Count	Amt	Count	Amt	Count	Amt	Count	Amt
2017 Total	255	\$ 10,400	24	\$ 835	7	\$ 450	188	\$ 32,605	36	\$ 1,330	89	\$ 839
2016 Total	675	\$ 27,750	47	\$ 1,595	16	\$ 340	445	\$ 80,990	110	\$ 6,654	324	\$ 1,011
2015 Total	750	\$ 28,395	62	\$ 1,313	31	\$ 694	409	\$ 21,538	37	\$ 7,944	462	\$ 1,824
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	-	\$ -	93	\$ 2,750

Environmental Affairs
Report for 12/31/2017 Board of Directors Meeting
Lorraine Cherry

West 11th Street Park

Our annual winter fundraising drive is going well so far. We hope to be able to embark on our 2017 trail building project by late spring.

We've begun planting the gardens for spring. While we are moving towards a perennial garden, we will still have some areas planted with spring annuals. So expect to see a lot of bluebonnets and other wildflowers out there over the next few months. One bed of annuals will be planted by a troop of Daisy girls (entry-level girl scouts, aged 6-7), who are coming out with their parents to work with Wally Ward, FofWESP board member and certified master naturalist.

Bryce Street Trailhead Park

Landscaping work has commenced at the park. Four metal benches have been installed at the trailhead, and a large picnic table has been installed just north of there. Trees have been planted and staked around the parking area. Additional soil has been brought in to finish off the beds, which are being planted with low-lying ground cover.

**Timbergrove Manor Civic Club
Membership Committee Report as of 1/30/2017**

Change in Residency	5	6	7	8	9	10	11	12	13	14	Total
1 - 2 Years	2	2	2	-	-	-	-	-	-	-	6
3 - 5 Years	(1)	-	(1)	-	-	1	-	-	-	-	(1)
6 - 10 Years	-	(1)	(1)	-	-	-	-	-	-	-	(2)
11 - 20 Years	(1)	(1)	-	-	-	-	-	-	-	-	(2)
21 - 30 Years	-	-	-	-	-	-	-	-	-	-	-
31 + Years	-	-	-	-	-	(1)	-	-	-	-	(1)
Total	-	-	-	-	-	-	-	-	-	-	-

2017 Length In Residence	5	6	7	8	9	10	11	12	13	14	Total
1 - 2 Years	17	31	17	11	4	11	6	3	15	18	133
3 - 5 Years	41	60	22	18	3	15	10	5	18	21	213
6 - 10 Years	38	56	31	19	3	11	13	7	26	20	224
11 - 20 Years	30	73	42	23	9	12	9	16	23	20	257
21 - 30 Years	17	30	13	12	6	4	8	3	13	11	117
31 + Years	22	65	30	28	12	26	15	17	33	38	286
Total	165	315	155	111	37	79	61	51	128	128	1,230

% Payment by Section	5	6	7	8	9	10	11	12	13	14	Total
1 - 2 Years	6%	16%	12%	9%	0%	18%	0%	0%	7%	6%	11%
3 - 5 Years	22%	20%	18%	11%	0%	13%	0%	40%	6%	24%	17%
6 - 10 Years	26%	20%	23%	16%	0%	27%	31%	0%	15%	5%	19%
11 - 20 Years	17%	22%	21%	22%	0%	33%	33%	31%	17%	20%	21%
21 - 30 Years	35%	33%	15%	33%	17%	0%	25%	0%	23%	9%	25%
31 + Years	36%	26%	23%	36%	42%	15%	7%	29%	33%	21%	27%
Total	24%	23%	20%	23%	22%	19%	16%	24%	19%	16%	21%

Security Committee report
TMCC Board of Directors meeting
January 31, 2017

2016 Year funds:

Donations collected: \$101,110
 spent: 77,876
 balance: 23,234

2017 Year to date:

Donations collected: \$ 32,605 or \$ 40,326
 spent: 9,274

- 185 2017 donors totaling \$40,326 compared to 155 homes and \$33,072 processed through approximately the same time frame in 2016.
- 185 donors relates to 46.3% of our 2017 target 400 homes and \$40,326 relates to 50.5% of our 2017 target \$79,800.
- 14.8% of Timbergrove homes have donated thus far. Section 6 still leads with the highest contributing % (18%) with sections 7, 5 and 10 still running closely behind (15-17% participation).
- 78 (42.2%) of the 185 donors are seniors who have contributed \$14,916 (37%)
- We have 46 homes thus far in 2017 that did not donate in 2016. 34 of those have never donated (12 donated in 2015 but not 2016). We still have 217 of the 2016 security supporters that have not donated to 2017.
- Continue aggressive campaign email and Timbergram solicitations
- Sudden apparent increase of early morning crimes to motor vehicles:
Abington Way
Groewood (6500)
Valetta
- New Business: SEAL Security Contract Renewal

TMCC Neighborhood Security Committee
Dale Dugas
Jennifer Vickers
Matt Kern

Timbergram Update

January 2017

A ten page January 2017 edition, with Dues Donation Form on colored paper, was distributed at the beginning of January. It was accompanied by an addressed return envelope in a plastic sleeve. Invoices for advertising were distributed in December and reminders to overdue accounts have been distributed. Additional advertisers have prepaid.

January 2017 PNL

Expenses	\$	759.00
Ad Revenue	\$	845.00
PNL	\$	86.00

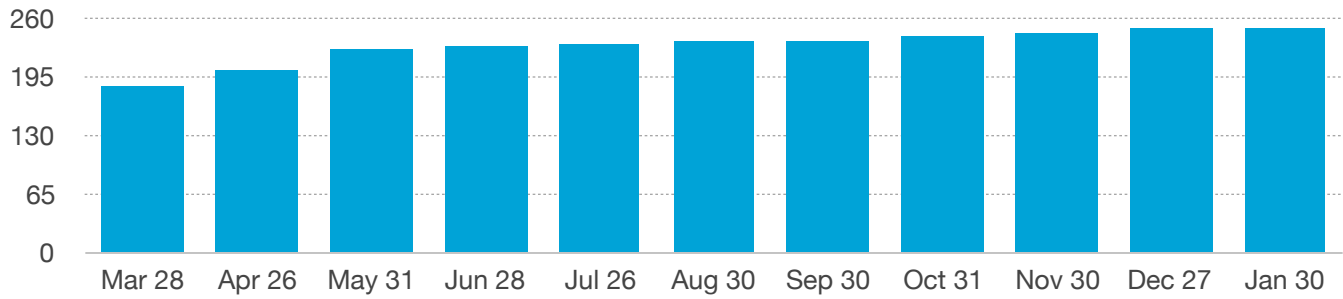
An email reminding board members, committee chairs and collaborating and neighbor organizations that submissions are requested by February 15 for inclusion in the March edition was distributed today and scheduled for Facebook Distribution.

[Click here to view the completed advertising media kit.](#)

[Click here to view past editions of the Timbergram.](#)

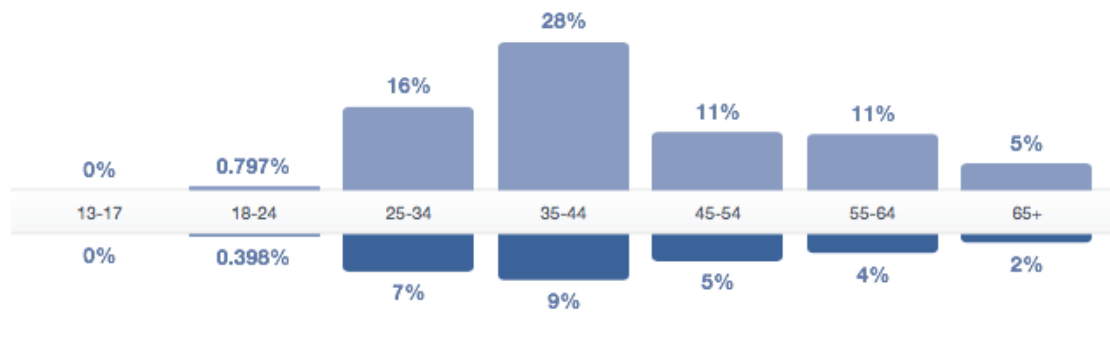
Facebook Page Update

Total Likes



Women

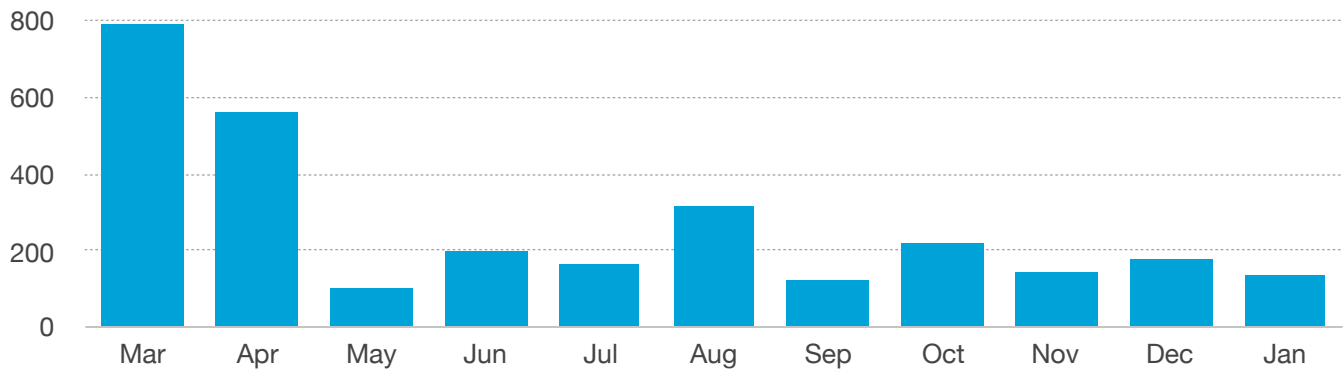
72%
Your Fans



Men

27%
Your Fans

Highest Post Reach



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

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

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

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 General Meeting Guest Speaker
Tuesday, March 21, 2017 at
7:00 p.m. at Sinclair Elementary School



Heather N. Cook

Assistant City Attorney, COH, Legal Department
Deed Restrictions

Learn how deed restrictions protect neighborhoods and avenues and procedures for enforcement. Plan to attend, spread the word, and visit www.houstontx.gov/legal/deed.html for information. All interested parties are welcome.

Upcoming for May 9, 2017 Council Member and Mayor Pro Tem Ellen Cohen
For info about the TMCC, visit www.timbergrove.org and read The Timbergram