

Minutes - Timbergrove Manor Civic Club (TMCC) Board Meeting 2/28/2017

Location: Rainbow Lodge Meeting Called to Order: 7:05 PM Quorum Requirement Met

Officer's Reports

- Secretary's Report for January 31, 2017
 - Motion to approve the corrected minutes by Darlene Wayt
 - Motion Seconded by Lorraine Cherry
 - Voice vote, no dissensions.
- Treasurer's Report
 - Motion to approve the reports by Darlene Wayt
 - Motion Seconded by Kirk Guy
 - Voice vote, no dissensions.

Speaker and Meeting Scheduling – Caroline Richardson has volunteered to take the role of Chair of the Program Committee. Bill Morfey nominated Ms. Richardson as the Chair of the Committee. A motion was made by Sandra Cook to approve his nomination which was seconded by Darlene Wayt and approved by a show of hands.

Committee Reports

- Activities
 - Easter Egg Hunt – It was suggested and agreed that TMCC would not provide a photographer for this year's event.
 - SnowFest – Carolyn Bryant agreed to sponsor the event for another year and asked to schedule the event for December 9, 2017. Darlene Wayt made the motion to approve Carolyn as the sponsor for the event, on the proposed date. This motion was seconded by Lorraine Cherry. By a show of hands the motion was approved.
- Beautification – No report
- Block Captains and Timber Greeters – See attached report.
- Deed Restriction Enforcement-
 - Traci had requested questions from the Board for the March General Meeting Speaker.
 - There was concern about the Re-Platting of the Lots in Section 5, and whether the owners will be required to follow the existing Section 5 Deed Restrictions.
 - Lorraine made the motion that the Board authorize the President to contact the Real Estate Attorney that we have previously used to weigh in on the issue, and to expend funds not to exceed \$1,000.
 - Carrie Brawley seconded the motion which was approved by a show of hands.
- Design Review Committee – No Report. The Board will solicit additional volunteers to join the committee.
- Environmental Affairs-

Lorraine reviewed her report concerning the trail in the West 11th Street Park and Bryce Trailhead.

Minutes - Timbergrove Manor Civic Club (TMCC) Board Meeting 2/28/2017

Committee Reports Continued

West 11th Street Park

We are working with our project manager at Houston Parks Board to get an up-to-date estimate for constructing the trail segment running from the kiosk on Shelterwood back to the loop trail in the interior of the park. We are also seeking funding for a 3-year renewal of the carrier for the *Wireless Wilderness* tour. The renewal is due in May.

Bryce Street Trailhead Park

The current contractor is nearly finished with the landscaping and cleanup, which should be done in a couple of weeks. TIRZ 5 is seeking another contractor to repair the fence foundation, which was incorrectly installed by the initial contractor. A second contractor will also complete construction on the rain garden. The initial contractor's insurance company will provide restitution for damage to several mature trees; these funds will be used to replace or remediate the trees.

Bryce Street / W. 11th Chemical Feed Station – Darlene reviewed her phone conversation with the COH representatives and provided the following:

Per Joe Hanak and Robert Toliver, COH PWE, there was equipment failure at the plant which has been repaired; tests have been completed and are being evaluated; we will be notified when a final walk through is scheduled; COH council members will be invited to the final walk through. Joe Hanak, 832-395-2399 or Joe.Hanak@houstontx.gov; RobertToliver, 713-376-4931.

- Membership
 - Gary's report is attached with membership levels being the lowest levels through February since 2012.
- Neighborhood Security – See attached report.
- Program Committee Report – See previous discussion.
- Timbergram- The new issue is at the printer and will be distributed when ready.
- Timbergreeter – Carolyn had mentioned that other Civic Clubs are placing the greeting packages on line, with the certificates being delivered in person. See additional information in attached report.
- Web-Site - No report
- Yard of the Month – No report.

Old Business

- Donation to Sinclair PTO for their Rummage Sale on 4-29-17 -At the last board meeting Darlene was asked by Leslie to contact the Sinclair PTO to ask how the TMCC can support and help the PTO's Rummage Sale on 4-29-17. Ms. Wayt contacted Alice Jensen who is in charge of the Rummage Sale. After a PTO meeting, Alice told her the PTO would like to have document shredding at their event. In the past, when the TMCC arranged rummage sales, the TMCC provided document shredding.

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Old Business Continued

Pete and Darlene contacted 3 shredding companies to get an idea of cost to the PTO so that the PTO can arrange for this service on Sinclair/HISD grounds in conjunction with their Rummage Sale as follows:

Shred-It - \$981 all-inclusive quote for 4 hours at a site
Iron Mountain -\$790 for 4 hours on site, other charges like fuel surcharge NOT included in quote
Shredtex - \$800 all-inclusive quote for 4 hours at a site

Darlene made the motion that: "The Board authorizes a donation of \$800 to the Sinclair PTO to pay for on-site document shredding which will be paid for, scheduled and managed by the PTO and that TMCC members and neighbors, residents have two (2) boxes of documents shredded for free," as a commitment to TMCC's on-going support of Sinclair Elementary.

The motion was seconded by Peter Davies and subsequently approved by a show of hands with no dissentions.

- Sinclair Beautification – SWA has volunteered to provide a Master Plan for the School. The improvements are to be phased and will require some volunteers to help on April 1. The following information was provided by Darlene:

At the 2-15-17 Sinclair Shared Decision Making Committee (SDMC) meeting, the principal said this about the SWA Group and the plans for Sinclair's beautification:

1. SWA will donate the design of the master plan
2. Beautification will be in phases and will eventually involve fundraising
3. There is some money in the Sinclair budget for landscaping but fundraising will eventually be necessary to complete all goals
4. 4-1-17 from 8:00 a.m. – 2:00 p.m. Work Day at Sinclair for anyone interested
5. Phase 1 of Beautification:
 - Create a rain garden
 - Clean up and mulch the area by the cafeteria's entrance
 - Repair a bench
 - Remove bird bath
 - Re-build the star which is the wooden, raised bed in the shape of a star off of Grovewood which is overrun and obscured by a Sago Palm
6. Traci is on the Sinclair Beautification Committee
7. SWA's master plan is in the process and may be available by summer

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New Business

2200 Droxford Parking Issues – It was mentioned that there were on street parking issues with the residents, because residents of a nearby apartment complex are parking on Droxford.

Motion to Adjourn

Meeting adjourned at 8:38 PM

These FINAL Board Meeting Minutes were prepared by Peter Davies, TMCC Secretary and posted on the TMCC website.

Peter Davies, TMCC Secretary *P. Davies*

Attached Sign-In Sheet and Reports







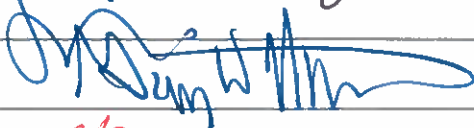


TIMBERGROVE MANOR CIVIC CLUB (TMCC)

Board Meeting ATTENDANCE LIST

DATE: February 28, 2017

Location: Rainbow Lodge

Name - Title
William Morfey -President
Leslie Hillendahl - VP
Peter Davies - Secretary
Sandra Crook - Treasurer
Carrie Brawley – Director (2018)
Lorraine Cherry – Director (2017)
Kirk Guy – Director (2017)
Jamie Hay- Director (2018)
Darlene Wayt - Director (2017)
JENNIFER VICKERS
GARY NORDSTROM
CAROLINE RICHARDSON
Carolyn Bryant
DALE DUGAS (Secretary)
TRACI RILEY

Signature

Peter Davies






OK



11:16 AM

02/26/17

Cash Basis

Timbergrove Manor Civic Club
Transaction Detail By Account
January 31 through February 28, 2017

Type	Date	Num	Name	Memo	Clr	Split	Original Amount
Integrity Bank Checking							
Deposit	01/31/2017			Deposit	X	-SPLIT-	96.80
Deposit	01/31/2017			Deposit	X	-SPLIT-	854.63
Deposit	02/04/2017			Deposit		-SPLIT-	6,325.00
Deposit	02/11/2017			Deposit		-SPLIT-	631.07
Deposit	02/13/2017			Deposit		-SPLIT-	917.63
Deposit	02/14/2017			Deposit		-SPLIT-	60.00
Deposit	02/16/2017			Deposit		-SPLIT-	600.44
Deposit	02/19/2017			Deposit		-SPLIT-	3,485.00
Deposit	02/19/2017			Deposit		-SPLIT-	3,470.00
Check	02/26/2017	1451	Seal Security Soluti...			Neighborhood ...	-11,808.00
Check	02/26/2017	1452	Mitchell Insurance ...			Insurance	-819.00

Total Integrity Bank Checking

TOTAL

11:07 AM

02/26/17

Cash Basis

Timbergrove Manor Civic Club
Profit & Loss Budget Performance
 January 31 through February 28, 2017

	Jan 31 - Feb 28, 17	Budget	Jan - Feb 17	YTD Budget
Ordinary Income/Expense				
Income				
Beautification Fund	150.00	48.39	985.00	1,500.00
Club Dues	3,660.00	870.97	14,060.00	27,000.00
Deed Rest. Enforcement Fund	0.00	16.13	450.00	500.00
Donations-4th of July	0.00	16.13	0.00	500.00
Donations-Easter Egg Hunt	0.00	16.13	0.00	500.00
Donations-Other	1,458.69	64.52	2,751.78	2,000.00
Donations-Snow Fest	0.00	96.77	0.00	3,000.00
Donations-W. 11th St Park	185.00	32.26	1,040.00	1,000.00
Interest Income	0.00	15.32	0.00	475.00
Jaycee Park General Fund	65.00	24.19	210.00	750.00
Jaycee Park Port-0 Units	70.00	103.23	400.00	3,200.00
Legal Fund	65.00	0.00	65.00	
Neighborhood Security Fund	10,885.00	2,545.16	43,490.00	78,900.00
Timbergram Adv. Revenue	0.00	197.42	700.00	6,120.00
Total Income	16,538.69	4,046.62	64,151.78	125,445.00
Expense				
4th of July	0.00	19.35	0.00	600.00
Bank Charges	98.12	48.39	552.12	1,500.00
Beautification	0.00	483.87	680.00	15,000.00
Donation-Friends of 11th Street	0.00	32.26	0.00	1,000.00
Donations	0.00	32.26	0.00	1,000.00
Easter Egg Hunt	0.00	25.81	0.00	800.00
General Meetings	0.00	19.35	82.97	600.00
Insurance	819.00	24.00	819.00	744.00
Jaycee Park General	0.00	24.19	0.00	750.00
Jaycee Park Port-o Units	0.00	103.23	0.00	3,200.00
Membership	0.00	32.26	151.48	1,000.00
Misc./ Other	0.00	6.45	0.00	200.00
Neighborhood Security	11,808.00	2,545.16	21,082.62	78,900.00
Office/Postage	0.00	4.84	0.00	150.00
Professional Services	0.00	32.26	0.00	1,000.00
Snow Fest	0.00	169.35	0.00	5,250.00
Storage Unit	0.00	17.74	0.00	550.00
Timbergram	0.00	158.06	874.00	4,900.00
Timbergreeters	0.00	6.45	0.00	200.00
Volunteer Dinner	0.00	40.32	0.00	1,250.00
Web Site	0.00	6.45	0.00	200.00
Total Expense	12,725.12	3,832.05	24,242.19	118,794.00
Net Ordinary Income	3,813.57	214.57	39,909.59	6,651.00
Net Income	3,813.57	214.57	39,909.59	6,651.00

11:07 AM
02/26/17
Cash Basis

Timbergrove Manor Civic Club
Profit & Loss Budget Performance
January 31 through February 28, 2017

	<u>Annual Budget</u>
Ordinary Income/Expense	
Income	
Beautification Fund	1,500.00
Club Dues	27,000.00
Deed Rest. Enforcement Fund	500.00
Donations-4th of July	500.00
Donations-Easter Egg Hunt	500.00
Donations-Other	2,000.00
Donations-Snow Fest	3,000.00
Donations-W. 11th St Park	1,000.00
Interest Income	475.00
Jaycee Park General Fund	750.00
Jaycee Park Port-0 Units	3,200.00
Legal Fund	
Neighborhood Security Fund	78,900.00
Timbergram Adv. Revenue	6,120.00
Total Income	<u>125,445.00</u>
Expense	
4th of July	600.00
Bank Charges	1,500.00
Beautification	15,000.00
Donation-Friends of 11th Street	1,000.00
Donations	1,000.00
Easter Egg Hunt	800.00
General Meetings	600.00
Insurance	744.00
Jaycee Park General	750.00
Jaycee Park Port-o Units	3,200.00
Membership	1,000.00
Misc./ Other	200.00
Neighborhood Security	78,900.00
Office/Postage	150.00
Professional Services	1,000.00
Snow Fest	5,250.00
Storage Unit	550.00
Timbergram	4,900.00
Timbergreeters	200.00
Volunteer Dinner	1,250.00
Web Site	200.00
Total Expense	<u>118,794.00</u>
Net Ordinary Income	<u>6,651.00</u>
Net Income	<u><u>6,651.00</u></u>

11:06 AM
02/26/17
Cash Basis

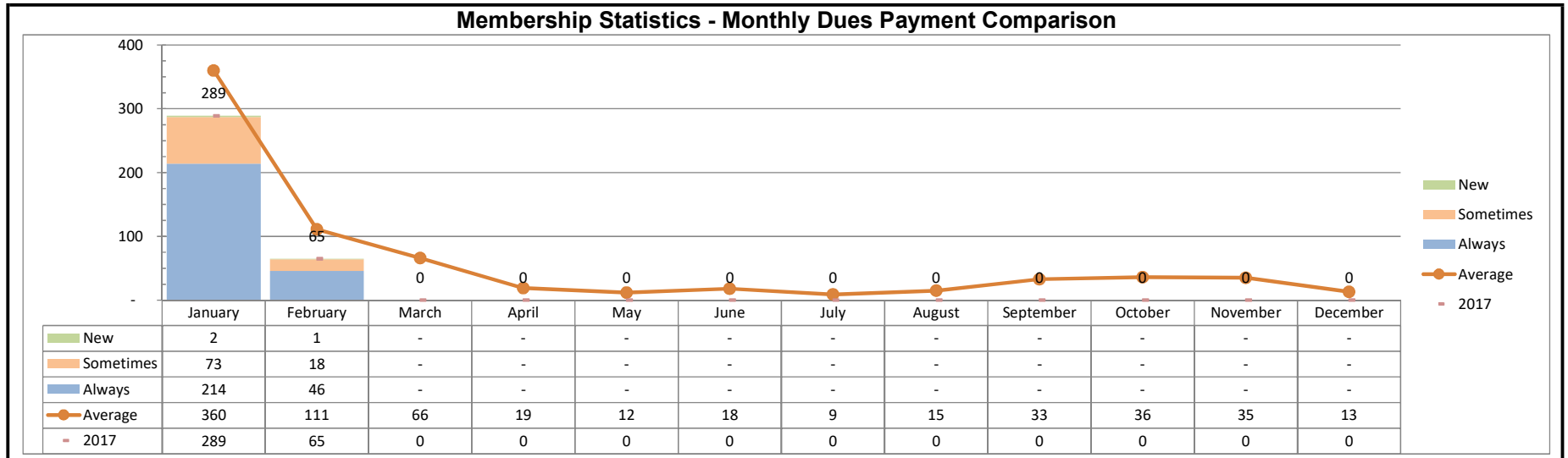
Timbergrove Manor Civic Club
Balance Sheet
As of February 28, 2017

	<u>Feb 28, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Integrity Bank CD - January	26,410.78
Integrity Bank CD - July	25,536.43
Integrity Bank Checking	<u>114,670.19</u>
Total Checking/Savings	<u>166,617.40</u>
Total Current Assets	<u>166,617.40</u>
TOTAL ASSETS	<u>166,617.40</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	62,608.80
Unrestrict (retained earnings)	64,099.01
Net Income	<u>39,909.59</u>
Total Equity	<u>166,617.40</u>
TOTAL LIABILITIES & EQUITY	<u>166,617.40</u>

**Timbergrove Manor Civic Club
Membership Committee Report as of 2/25/2017**

2017 Membership & Donation Information												
Income	Mail		Website		Meeting / Events		Other / Prepaid		Total			
	Count	Amt	Count	Amt	Count	Amt	Count	Amt	Count	Amt		
Dues	264	10,790.00	66	3,060.00	15	600.00	9	-	354	14,450.00		
Beautification	17	505.00	12	480.00	-	-	1	-	30	985.00		
Deed Restriction	6	365.00	5	150.00	-	-	-	-	11	515.00		
4th of July	-	-	-	-	-	-	-	-	-	-		
Easter Egg Hunt	-	-	-	-	-	-	-	-	-	-		
Snow Fest	-	-	-	-	-	-	-	-	-	-		
Security	158	30,050.00	58	13,390.00	8	1,925.00	29	-	253	45,365.00		
Timbergram Ads	-	-	4	1,500.00	-	-	-	-	4	1,500.00		
Jaycee Park	7	90.00	3	120.00	-	-	-	-	10	210.00		
Jaycee Porto Units	7	340.00	2	60.00	-	-	-	-	9	400.00		
W. 11th St. Park	19	665.00	12	375.00	-	-	-	-	31	1,040.00		
Other Donation	28	2,290.43	48	449.13	1	20.00	-	-	77	2,759.56		
Bank Fees	-	-	88	(594.46)	-	-	-	-	88	(594.46)		
2017 Total	75%	\$ 45,095.43	19%	\$ 18,989.67	4%	\$ 2,545.00	2%	\$ -		\$ 66,630.10		
2016 Percentages	67%		28%		4%		1%					
	<u>Amount</u>		<u># Homes</u>		<u>Avg. Pymt</u>		<u>2016 Avg.</u>		<u>2015 Avg.</u>			
2017 Dues Budget	\$ 27,000		900		\$ 30.00							
Paid Homes	\$ 14,450 54%		354 39%		\$ 40.82		\$ 41.11		\$ 37.91 \$ 41.44			
Remaining to Budget	<u>\$ 12,550</u>		<u>546</u>									
To Meet # Homes Budget	\$ 16,380		546		\$ 30.00							
To Meet \$ Budget	\$ 12,550		307		\$ 40.82							
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	354	\$ 14,450	30	\$ 985	11	\$ 515	253	\$ 45,365	50	\$ 1,650	117	\$ 2,165
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

Timbergrove Manor Civic Club Membership Committee Report as of 2/25/2017



Security Payments by Section & Length of Residency

Security by Section	5	6	7	8	9	10	11	12	13	14	Total
Total Amount	\$ 6,615	\$ 14,375	\$ 6,615	\$ 3,860	\$ 1,025	\$ 2,650	\$ 1,260	\$ 2,335	\$ 3,510	\$ 3,120	\$ 45,365

Participating Households	5	6	7	8	9	10	11	12	13	14	Total
1 - 2 Years	1	5	1	1	2	1	2	-	1	2	16
3 - 5 Years	6	16	7	1	-	3	1	3	3	4	44
6 - 10 Years	9	13	6	5	-	4	1	2	1	1	42
11 - 20 Years	7	16	10	4	1	3	5	5	4	5	60
21 - 30 Years	5	11	3	4	2	-	1	1	2	2	31
31 + Years	7	17	7	4	4	3	1	3	7	7	60
Total	35	78	34	19	9	14	11	14	18	21	253
	21%	25%	22%	17%	24%	18%	18%	27%	14%	16%	21%

Average Payment	189.00	184.29	194.56	203.16	113.89	189.29	114.55	166.79	195.00	148.57	179.31
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of Households to Reach Goal of \$78,900 at Current Dotation Rate 187

**Timbergrove Manor Civic Club
Membership Committee Report as of 2/25/2017**

Sales by Section, Length in Residence by Section & % Membership Payment by Section											
Change in Residency	5	6	7	8	9	10	11	12	13	14	Total
1 - 2 Years	3	2	4	-	-	-	1	2	-	-	12
3 - 5 Years	(2)	-	(1)	-	-	1	-	-	-	-	(2)
6 - 10 Years	-	(1)	(1)	-	-	-	-	(1)	-	-	(3)
11 - 20 Years	(1)	(1)	-	-	-	-	-	(1)	-	-	(3)
21 - 30 Years	-	-	-	-	-	-	(1)	-	-	-	(1)
31 + Years	-	-	(2)	-	-	(1)	-	-	-	-	(3)
Total	-	-	-	-	-	-	-	-	-	-	-
2017 Length In Residence	5	6	7	8	9	10	11	12	13	14	Total
1 - 2 Years	18	31	19	11	4	11	7	5	15	18	139
3 - 5 Years	40	60	22	18	3	15	10	5	18	21	212
6 - 10 Years	38	56	31	19	3	11	13	6	26	20	223
11 - 20 Years	30	73	42	23	9	12	9	15	23	20	256
21 - 30 Years	17	30	13	12	6	4	7	3	13	11	116
31 + Years	22	65	28	28	12	26	15	17	33	38	284
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%	19%	11%	18%	0%	18%	0%	0%	20%	17%	15%
3 - 5 Years	23%	27%	18%	11%	33%	20%	0%	60%	22%	33%	23%
6 - 10 Years	26%	23%	26%	26%	0%	36%	38%	33%	23%	15%	25%
11 - 20 Years	27%	32%	29%	35%	11%	33%	56%	40%	26%	25%	30%
21 - 30 Years	65%	37%	23%	50%	50%	0%	43%	0%	38%	18%	38%
31 + Years	45%	34%	43%	43%	67%	31%	13%	41%	36%	37%	38%
Total	30%	29%	26%	32%	41%	27%	25%	35%	28%	27%	29%

Security Committee report
TMCC Board of Directors meeting

February 28, 2017

2017 Year to date:

Donations collected: \$40,327

	2016	2017
Contributing Homes	356	185
Total Homes	1247	1247
% Contributing Homes	29%	15%
Target %	25.0%	32.0%
Target Contributing Homes	311.8	399.0
Donations	\$71,729	\$40,327
Target	\$68,400	\$79,800



Patrols beginning Feb 20 weekly included 4 daytime shifts and 2 deep night shifts (beginning after 7PM)

Campaigning to reach our goal to continue patrols as planned

TMCC Neighborhood Security Committee

Jennifer Vickers

Dale Dugas

Matt Kern