

Timbergrove Manor Civic Club (TMCC)

Board Meeting Minutes

February 22, 2022

Meeting Minutes

Meeting Called to Order: 6:37 PM Quorum Met Location: Via Zoom

Pedro Palomino introduced himself to the Board giving a brief overview of his background and understanding of the duties of the Environmental Committee.

Officer's Reports

Secretary's Report - The Minutes for January 25, 2022 Meeting were distributed and corrections were noted. A motion was made by Jennifer Vickers to approve the minutes which was seconded by Courtnie Hays. By a show of hands, the motion was approved.

Treasurer's Report – The last Available Financial Statements are dated 2.15.2022. Roxanne Hall reviewed the Report. A motion was made by Peter Davies and seconded by Courtnie Hays; and approved by acclamation.

Committee Reports

Activities – Easter Egg Hunt Sunday April 3rd 3:00-4:00 PM.

Beautification – Michelle Dundee provided a report which is attached. The current contractor who is maintaining the esplanades has decided not to continue the contract and we will need to solicit a new vendor. Michelle Dundee will begin working with new vendors to continue the service. The Board's position was to have her pursue hiring a new vendor and will communicate with the Board if the quotes are outside of the established Budget.

Block Captain – Laura Bradham provided a report which is attached.

Deed Restriction Enforcement – No report.

Design Review Committee – Dana Whitney provided a report which is attached.

Environmental –No report.

Membership – Tanya Chaney provided a report which is attached.

Neighborhood Security –Larry Scruggs reviewed the report he had submitted which is attached. He reported that a number of the Citizen Patrol signs were no longer readable or in need of new signs. A map was presented showing the location of existing and proposed signs. Based on the approximate cost for the CoH to provide and place seventeen (17) signs, Peter Davies made a motion that: "The Board authorizes \$2,300 to be included in the 2022 TMCC Budget for the purchase and mounting of new signs.," which was seconded by Roxanne Hall and approved without objections.

Timbergram – Alison Reynolds reported that additional members have joined the committee and the March Edition is in the works, with the May Edition to follow.

Website – There was a suggestion to put a link on the website for Board Meetings so that interested Members could be extended an invitation to attend.

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Committee Reports Continued

Yard of the Month – No report.

Proposed Budget – The Board reviewed the Budget that was worked on by the Finance Committee. Following a discussion by the Board a motion was made by Jennifer Vickers to approve the 2022 Budget which was seconded by Alison Reynolds; and approved without any objections. The proposed FY 2022 Budget will be presented to the membership at the next General Meeting.

Donations – Jenifer Vickers made the motion that the TMCC modify the Website and any future TMCC donation solicitations to allow for the specification of the recipient, including language that TMCC does not dictate the use of these funds. The motion was seconded by Courtnie Hayes and approved with no objections.

Old Business – None

New Business – None

Next Board Meeting is scheduled for March 29th with location to be determined.

Meeting was adjourned at 8:45 PM.

The February 2022 Board Meeting Minutes were prepared by Peter Davies and placed on the website.

Peter Davies, TMCC Secretary

Peter Davies

2.22.22 TMCC Board Member Meeting

Sign In Sheet

2022 TMCC Officers and Board of Directors		
Position	Name	Signature – In Attendance
President	Alison Reynolds	X
Past Vice President	Miles Sasser	
Vice President	Courtnie Hays	X
Secretary	Peter Davies	X
Treasurer	Roxanne Hall	X
Director	Mallory Dean	
Director	Ralph DeAyala	
Director	Matt Kern	
Director	Cynthia Schwendeman	
Director	Jennifer Vickers	X
Committee Chairs		
Committee	Name	Signature or Report
Activities	Ryan McCearley	
Beautification	Michelle Dundee	X
Block Captains	Laura Bradham	
Deed Restriction Enforcement	Traci Riley	X
Design Review	Dana Whitney	
Environmental	Pedro Palomino*	X
Membership	Tanya Chaney	
Neighborhood Security	Larry Scruggs	X
Timber Greeters	Lorie Hood	
Web Site	Jennifer Vickers	
Yard of the Month	Sandra Crook	
Others/Guests		
Name	Address	Subject
Pending Approval *		

Board Meeting Report – February 2022 – Committee Reports

Beautification – Michelle Dundee

- Landscaping Updates
 - Invoices for December 2021 and January 2022 have been approved.
 - From Jim Burda: None of the seasonal flowers got damages by the freeze, so you'll have some color until it's time to change them. There was a row of Mexican Heathers (small hedge like plants) that were pretty frostbit, and I've trimmed them down to let them regrow when things warm up.
 - Jim Burda informed me on February 15 that he is taking a new job and will be resigning his position as landscaper with TMCC at the end of the month.
 - His last mowing will be February 24. He will NOT be available for the seasonal color change in March.
 - See below email from Jim with additional details.
 - Jim is vetting some other landscapers to see if they may be a fit for TMCC. If anyone has recommendations, let me know.
 - I asked Jim to provide me with any documentation previously shared with TMCC.
 - I also asked he provide insight into specific skill sets/qualifications based on his experience with TMCC so we can take this into account when vetting a new landscaper.
- Sprinklers
 - Thank you to Matt Kern for his assistance with the sprinklers prior to the freeze.
 - Matt shared recommendations for winterization and repairs for the sprinklers. I am reviewing the recommendations to devise a plan for next steps.
 - Some of the items will require spend to cover them. I will work to get estimates. Given deadlines I have at work and planned travel, this may not be complete prior to finalization of the 2022 budget. The board may want to allocate a fixed amount of funds for the repairs and maintenance. We can then prioritize based on funds available for the year. Any remaining items can them be slated for 2023.
 - A sprinkler tour will be scheduled for late March. I will look at potential dates to get this on calendars.
- Monuments
 - Monument on TC Jester at Droxford – the letter "O" and the deed restriction sign came detached. Traci handed them off to me and I was able to get them to Pete and we will work to get them reattached.
- Other
 - I have access to the Beautification email box. Thanks Jennifer! I did some organization of the mailbox over the weekend. The emails have been a great source of information.

Committee Reports Continued

Block Captains

Block Captain Chair, Laura Bradham, continues to pass on new member information to Block Captains so that they can have any new email addresses they might be missing. By her loose count, there have been around 350 members join TMCC so far this year and Laura has sifted through and passed on all pertinent information to the Block Captains.

Due to the Omicron Variant, Laura had to wait to hold in person Block Captain Get Togethers. With the down turn in the Omicron Variant, Laura is considering putting together a Block Captain Get Together rather quickly to take place on either Sunday, March 6 or Sunday March 13, at 3:00 p.m. in her backyard. She will keep the Board informed as she would love to have any Board Members available to join.

Membership

Here is the current membership count as of February 11, 2022:

Single memberships: 161

Dual memberships: 174

Total memberships: 335

We are not sure how that compares to where we were last year, because our information on when people joined last year is not complete. But based on the fact that our total membership count for 2021 was only 466 members, We think we're doing very well! Welcome letters with car stickers are being mailed out on a rolling basis, and have been sent to all 335 members who have joined so far.

Timbergram

The Timbergram Committee is happy to report a new team of volunteers!

- Natalie Vera will now oversee newsletter content
- Elizabeth (Eli) Cepeda will now oversee newsletter layout
- Chrissy Flemming will now oversee newsletter advertising
- Adrienne Thorp and Laken Kilgore will now oversee newsletter distribution

Thank you to the outgoing committee members for their years of service to the Timbergram!

The March issue was sent to the printer on Feb. 21 and will be distributed to residents ahead of the general meeting on March 8. The next issue is May. Advertising deadline is April 10 and content deadline is April 15.

Committee Reports Continued

Jennifer Vickers reported that Chrissy Fleming, new Timbergram committee volunteer who will be coordinating advertisements going forward, completed training and will be moving forward in spearheading coordinating future Timbergram advertising submissions. Jennifer Vickers will continue to invoice advertisers as appropriate.

For the March 2022 newsletter edition, eight advertisers will be participating including a new addition: Mark Rafail with Farmers Insurance. Anticipated revenue for this addition will total \$1,155. All advertisements from the January 2022 edition have been paid for though there is still an outstanding invoice for \$70 from the November edition payable by one-time advertiser West Coffee Company. We have followed up several times with Kurt Vansickel, the company owner, with no response received.

Webmaster Update:

Jennifer Vickers reported that the new Beautification Committee Michelle Dundee was granted access to the committee email account. Additionally, at the requisition of Dana Whitney, chair of the DRC, a newer committee member was added to the email forwarding list for that account.

Final General Meeting Minutes for November 2022 were posted to the website as were draft General Meeting Minutes from January 2022. Additionally drafts of both the January General and Board Meeting minutes were posted to the website.

A report showing website traffic over the past 30 days is included. Of note, was an increase in traffic Sunday, February 6. This seems to correlate with an essay published by Mike Snyder in the Houston Chronicle that day that mentions Timbergrove Manor