

Meeting Minutes

Meeting Called to Order at 7:05

Quorum Met

Rainbow Lodge

Committee Reports Taken Out of Order

Membership – Laura Bradham demonstrated the Membership program that she is using to track membership participation and coordination with the

Timbergreeters – Lorie Hood introduced herself and committed to trying to greet new residents within one (1) month of them moving in. New residents are offered a free membership for the first year to increase participation.

Miles Sasser nominated Lorie Hood to be the chair of the Timbergreeter committee. Bill Morfey made the motion to approve the nomination which was seconded by Jennifer Wilson. By a show of hands, the motion was approved.

Secretary's Report for January 2020 – Board members reviewed the minutes and made corrections as noted. Miles Sasser made a motion to approve the minutes which was seconded Cynthia Schwendeman and approved by a show of hands.

Treasurer's Report as of February 25, 2020 – There was a question about what the threshold for the amount of money that TMCC can have on hand before the non-profit status is compromised. Peter Davies volunteered to research the question and report back to the membership at the next meeting. Jennifer Wilson reviewed the report with members and went over the proposed 2020 Budget.

Neighborhood Security - Miles Sasser brought up the question of whether the Security portion of the budget should be kept separate as it was obligated for security patrols. The unspent money will be kept "in escrow" and shown on the financial statement until TMCC can determine whether the money will be returned to the donors or used for security. Bill Morfey made the motion that the Neighborhood Security Committee submit a revised budget for the +/- \$43,000 remaining prior to expending funds, without prior Board Approval, other than the \$7,500 already committed for Citizen's Patrol gas reimbursements. Peter Davies seconded the motion which was approved by a show of hands.

Other budget items were discussed and adjusted. The adjusted budget will be presented to the Membership at the next General Meeting. It was further suggested that the previous year's budget be presented side by side with the proposed budget to provide information to the members. Bill Morfey made the motion to present the amended budget with edits, to be presented to the General Membership, which was seconded by Peter Davies and approved by a show of hands. Bill Morfey made another motion to approve the Treasurer's report which was seconded by Peter Davies which was approved by a show of hands.

Committee Reports Continued

Beautification – Leslie Hillendahl discussed payment to the mowing vendor. Bill Morfey made the motion that the Treasurer be authorized to set up a Venmo account, with a built in limit and other such safe guards, which was seconded by Jennifer Wilson. By a show of hands, the motion was approved.

Design Review Committee – There was a complaint concerning construction on Lindyann concerning violations and construction has stopped pending resolution of the issues. A submittal was received for 6114 Abington and there was a question concerning a rear set back that is in the process of being resolved.

Environmental Affairs

Members of TMNA and TMCC have continued their efforts to obtain information concerning the redevelopment of the areas adjacent to Timbergrove Manor and their impact of drainage, traffic and utilities. They have been in contact with the City of Houston (CoH), Harris County, TxDOT and other neighborhood associations. A brief summary of current efforts follows:

Palisades Park/Grace Bible Church – The developer has cleared the 10 acre site to the west of TMCC Section 5 and obtained access to Hurst Street on the west side of the church and has began underground utility and drainage work. The contractor was apparently working without valid permits so we contacted the City of Houston and arranged to have the Permit Group tour the area and other developments. In addition, it is unknown where the drainage from the development will outfall, as both the probable outfalls, the Flood Control Ditch (E105) and Hurst Street are not capable of accommodating additional runoff. As construction is continuing, we will strive to obtain more information.

Stanley Park – It is our understanding that the City of Houston and Harris County Flood Control District (HCFCD) are in the process of dismantling the “380 agreement” and there are negotiations to purchase the property and to use it for detention and recreational space.

Timebergrove Drainage Study – As previously authorized by the Mayor in November 2018, the CoH Public Works and Engineering Department has engaged an engineering firm to study the drainage for the areas bounded by West 18th Street, White Oak Bayou, the Eureka Rail Yards and Hempstead Highway. In addition, HCFCD has also began a drainage study in support of the CoH study. Our understanding is that the newly elected Councilmember Abbey Kamin is aware of the project and is monitoring its progress.

When more information is available we will update the membership and hope to have representatives address the issues at the General Membership Meetings in the future.

Neighborhood Security – Citizens Patrol has eighteen (18) volunteers and tentatively meet with HPD on March 19th. Matt requested comment on Citizen Patrol reimbursement. Matt recommended a reimbursement of \$3.00 per hour for use of their vehicle. He has also explored the option of using security cameras.

Old Business

Cross Walks – Cynthia Schwendeman has volunteered to look into the issue and has the support from the Board to pursue the issue and report back to the Board in her findings.

Bryce Street Chemical Feed Station - Traci Reily reported that the fetid odors continue and that residents need to continue to report odors to 3-1-1.

New Business

Sinclair Elementary – Traci Riley mentioned that HISD was working on another bond election that would include rebuilding of the school and possibly expanding the size of the school.

Finance Committee – There was a discussion concerning establishing a finance committee to assist the Treasurer with her duties. See attachment.

FEMA Lots – Harris County Flood Control Department (HCFCD) has awarded the contract for mowing of Flood Control Ditches which includes the mowing of FEMA lots in the TMCC and TMNA area. The cost for mowing and trimming lots less than ½ acre is about \$25-30 per mowing. We have discussed adding additional mowing cycles with HCFCD, but they were obdurate

Next General Meeting is scheduled for March 10th and Board Meeting scheduled for March 24th

Motion to adjourn 9:35 PM

These FINAL Meeting Minutes were prepared by:

Peter Davies, TMCC Secretary

P. Davies

Sign In Sheet

February 25, 2020

7:00 PM

Location: Rainbow Lodge

2020 TMCC Officers and Board of Directors		
Position	Name	Signature – In Attendance
President	Miles Sasser	√
Past Vice President	Bill Morfey	√
Vice President	Alison Reynolds	
Secretary	Peter Davies	√
Treasurer	Jennifer Wilson	√
Director	Ryan Derong	√
Director	Micah Heilbrun	
Director	Jennifer Vickers	
Director*	Cathi Lambert Hernandez	
Director*	Cynthia Schwendeman	√
Committee Chairs		
Committee	Name	Signature or Report
Activities	Ryan McCearley	
Beautification	Leslie Hillendahl	√
Block Captains		
Deed Restriction Enforcement	Traci Riley	√
Design Review	Dana Whitney	
Environmental		
Future Programs		
Membership	Laura Bradham	√
Neighborhood Security	Matt Kern	√
Timber Greeters		
Web Site		
Others/Guests		
Name	Address	Subject
Chris Ellinger		√

Timbergrove Manor Civic Club

BALANCE SHEET

As of February 25, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Independent Bank Checking	0.00
Prosperity Bank CD -0917	101,514.41
Prosperity Bank CD -0918	25,144.15
Prosperity Bank Checking	50,757.60
Total Bank Accounts	\$177,416.16
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$177,416.16
TOTAL ASSETS	\$177,416.16
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	62,608.80
Retained Earnings	97,314.12
Net Income	17,493.24
Total Equity	\$177,416.16
TOTAL LIABILITIES AND EQUITY	\$177,416.16

Timbergrove Manor Civic Club

PROFIT AND LOSS BY MONTH

January 1 - February 25, 2020

	JAN 2020	FEB 1-25, 2020	TOTAL
Income			
Club Dues	12,103.78	2,432.42	\$14,536.20
Donations			\$0.00
Jaycee Park Donations	1,215.00	190.00	\$1,405.00
Online Processing Fee Donations	52.50	14.70	\$67.20
Other Donations	1,990.00	250.00	\$2,240.00
West 11th Street Park Donations	1,700.00	475.00	\$2,175.00
Total Donations	4,957.50	929.70	\$5,887.20
Interest Income	512.11		\$512.11
Neighborhood Security Income			\$0.00
Security Fund Donations	4,915.00	720.00	\$5,635.00
Total Neighborhood Security Income	4,915.00	720.00	\$5,635.00
Timbergram Advertising Income	1,190.00		\$1,190.00
Total Income	\$23,678.39	\$4,082.12	\$27,760.51
GROSS PROFIT	\$23,678.39	\$4,082.12	\$27,760.51
Expenses			
Bank Charges	5.60		\$5.60
Beautification	250.00	250.00	\$500.00
Charitable Contributions			\$0.00
Donations to Jaycee Park	2,500.00		\$2,500.00
Total Charitable Contributions	2,500.00		\$2,500.00
General Meetings	40.00		\$40.00
Neighborhood Security	4,140.00		\$4,140.00
Professional Services			\$0.00
Bookkeeping	240.00		\$240.00
Total Professional Services	240.00		\$240.00
Snow Fest	1,282.35		\$1,282.35
Timbergram	1,247.00		\$1,247.00
Web Site			\$0.00
Online Payment Processing Fees	267.87	44.45	\$312.32
Total Web Site	267.87	44.45	\$312.32
Total Expenses	\$9,972.82	\$294.45	\$10,267.27
NET OPERATING INCOME	\$13,705.57	\$3,787.67	\$17,493.24
NET INCOME	\$13,705.57	\$3,787.67	\$17,493.24

TMCC Check Register**PROSPERITY BANK CHECKS**

VOID	VOID	VOID	VOID	VOID
12/6/2019	1041 Ice Express	Inv#120719	SnowFest	\$ 3,640.00
12/6/2019	1042 Leslie Hillendahl	Expense Reprt	Beautification	\$ 2,750.00
12/16/2019	1043 Jennifer Vickers	Expense Reprt	Security	\$ 10.85
12/16/2019	1044 Cynthia Schwendeman	Expense Reprt	SnowFest	\$ 159.27
12/16/2019	1045 Apex Sprinkler	12-3 and 12-9 repairs	Beautification	\$ 598.50
12/27/2019	1046 Leslie Hillendahl	Expense Reprt	Beautification	\$ 250.00
12/27/2019	1047 Jennifer Vickers	Expense Reprt	Security \$152.65, Membership \$149.13	\$ 301.78
12/27/2019	1048 Prime Office Solutions	02IN5397	Timbergram	\$ 706.50
12/27/2019	1049 SEAL Security	INV#45010	Security	\$ 5,310.00
12/27/2019	1050 Sinclair PTO	2019 Donation	Donation	\$ 2,050.00
12/27/2019	1051 Jaycee Park	2019 Donation	Donation	\$ 2,500.00
12/27/2019	1052 11th Street Park	2019 Donation	Donation	\$ 2,500.00
12/30/2019	1053 Valerie McElhose	Bookkeeping	Bookkeeping	\$ 240.00
12/30/2019	1054 SEAL Security	INV#45488	Security	\$ 4,140.00
12/30/2019	1055 Prime Office Solutions	02IN5516	Timbergram	\$ 540.50
1/10/2020	1056 Oscar Ramirez	Inv#823379	Beautification	\$ 250.00
1/16/2020	1057 Ryan McCleary	Expense Reprt	SnowFest	\$ 1,282.33
1/16/2020	1058 Jennifer Wilson	Expense Reprt	General Meeting	\$ 40.00
1/31/2020	1059 Tracy Riley	Expense Reprt	General Meeting	\$ 273.04
1/31/2020	1060 Oscar Ramirez	January Landscaping	Beautification	\$ 250.00
2/14/2020	1061 Laura Bradham	Expense Reprt	Membership	\$ 413.58
2/14/2020	1062 SEAL Security	Inv#45885	Security	\$ 3,570.00
2/14/2020	1063 Providence Society	Inv#6	Bookkeeping	\$ 868.75



TMCC 2020 Budget

Beautification	
Landscaping	\$ (4,500.00)
Tree Trimming	\$ (4,800.00)
Sprinkler Maintenance	\$ (3,600.00)
Misc Expenses	\$ (2,100.00)
Subtotal	\$ (15,000.00)

Operating Expenses	
QuickBooks	\$ (430.00)
Bookkeeper	\$ (3,000.00)
Security	\$ (7,500.00)
Web Site Expenses	\$ (500.00)
Online Payment Fees	\$ (1,440.00)
Timbergram	\$ (4,320.00)
Deed Restriction Enforcement	\$ (500.00)
Insurance	\$ -
Timbergreeters	\$ (150.00)
Storage Unit	\$ (575.00)
Postage/Office	\$ (1,000.00)
General meeting	\$ (750.00)
Membership Activities	\$ (1,500.00)
Misc Expenses	\$ -
Subtotal	\$ (21,665.00)

Community Involvement	
11th Street Park Donation	\$ (2,500.00)
Jaycee Park Donation	\$ (2,500.00)
Sinclair Support	\$ (1,500.00)
Subtotal	\$ (6,500.00)

Activities	
Easter Egg Hunt	\$ (750.00)
4th of July	\$ (500.00)
Snow Fest	\$ (7,000.00)
Volunteer Dinner	\$ (2,000.00)
Subtotal	\$ (10,250.00)

Total Planned Expenses	\$ (53,415.00)
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Projected Income	
Dues Income	\$ 24,000.00
Unrestricted Donations	\$ 8,800.00
Interest Income	\$ 2,000.00

Resident Donations \$ 7,500.00

Advertising Revenue \$ 6,780.00

Resident Donations \$ 2,000.00

Resident Donations \$ 2,000.00

Sponsorship \$ 500.00

Sponsorship

Sponsorship

Sponsorship

Total Projected Income	\$ 53,580.00
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Projected Profit & Loss for 2019	\$	165.00
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Timbergrove Manor Civic Club Finance Process Considerations

Propose Creation of a Finance Committee

- evaluate CDs & insurance annually
- keep track of renewal timeframes on subscriptions and filings
- Mail secretary (consider having a person designated to get the mail, scan papers into a Dropbox and deliver checks to treasurer. This creates a reconciliation report of deposits versus received. The treasurer deposits in batches and the mail received should match the deposits. Super primitive and easily tracked and reported at given time range.)
- Tax preparation or utilize a CPA

Meeting Reports (More or less the current reports):

- Profit and Loss Statement
- Balance Sheet
- Accounts Payable/Receivable
- Statement of Cash Flows

Event Tracking:

- To be tracked by each event chair and reported to the treasurer via excel spreadsheet with income and expenses
 - o Sponsor payment
 - o Vendor cost
 - o Item purchases & receipts
 - o Event date

Deposit reconciliation

- bank statement opened by President and delivered to treasurer.

Expense Reimbursement

- complete reimbursement form
- have reimbursement approved by Vice President and President
- Treasurer to have checks signed at monthly board meetings

Physical check signature process

- per bylaws, 2 signatures. Add additional signees (VP, Secretary)
- Physical Checks signed at monthly board meetings unless arrangement is made

Encourage adopting PayPal or Venmo

Encourage use of a limited debit card for routine expenses

PO Box Mail Processing

- Finance committee member checks mail
- Opens mail and records checks
- Deposits checks and delivers check ledger to treasurer