

TMCC Board Meeting Minutes – March 24, 2020

- 7:00 PM Conference Call Due to Covid 19 Precautions and Social Distancing
- Attendance Sheet – Separate Document
- Roll Call

- Covid-19 Update, Safety moment, Board needs & check-in

- Secretary Report & Approve February Meeting Minutes – Corrections Noted

- Treasurer Report

- Treasurer Update on CPA
 - Action items

- Committee Reports
 - Activities (Miles/Ryan)
 - Beautification (Leslie) – See Next Page
 - Block Captains (Laura) – See Next Page
 - Deed Restrictions (Traci)
 - Design Review (Traci/Dana/Ryan)
 - Environmental (From Traci/Jennifer)
 - Membership (Laura) – See Next Page
 - Security (Jennifer/Matt)
 - Timbergram (Allison/Jennifer) – Separate Report
 - Timbergreeters (Lorie)
 - Website (Jennifer) – Separate Report
 - YOTM (Leslie/Jennifer) – Nothing to report

Beautification (By Leslie Hillendahl)

I had the signs weeded and cleaned out last week. Mowing is continuing regularly and very happy with the lawn care service.

Block Captain Report (By Laura Bradham)

I have written an article for the May Timbergram about the successful 2nd Block Captain Brunch. There was a good turnout. Miles announced that Carolyn Bryant was stepping down as Block Captain Chair to the Block Captains that were there and I have followed that up with a group email to all of them since there were several not present. I presented an idea of how interconnected all of the pieces of TMCC are based on common geography of the neighborhood. All of the Block Captains that were there seem very eager to build community and were eager to get and share ideas.

I have recruited my first Block Captain, Melissa Gutierrez, who is new to the neighborhood, and will be heading up 6003-6031 Pineshade Dr.

I have emailed with Lillian Joliffe, who will be moving, and is stepping down as Block Captain of her block for this reason, but is still getting the word out to her block right now as far as I know. I will be trying to recruit a block captain for that block via email in the coming month.

I will also be taking the time in the coming months to email Block Captains individually to make sure that they are all on board to continue in their role. I had wanted to try to meet in person with them, but email seems to be the new normal at this point. Because of rising fears from the Coronavirus, I will wait to get this project started until people are ready to respond to email.

Membership Report (By Laura Bradham)

As of March 18, 2020, we had a total of 396 Members, 32% of the neighborhood. This is based on the latest information that I have, Square payments through March 9, 2020, and check payments through March 18, 2020. Last year, by the September 15 cut off for the contest, we had a total of 40% membership of the neighborhood overall. I have captured email addresses for approximately 90% of those that have joined this year.

Notable Changes between 2019 and 2020 at this point:

6003-6031 Pineshade has seen a 100% increase in Membership since last year. Last year, they had 1 member, this year, they have 2.

1502-1613 Droxford has seen an increase of 45%, having 10 members this year as opposed to 7 last year.

1303-1327 Guese has seen an increase of 60%, having 5 members this year as opposed to 3 last year.

6102-6235 Queenswood has seen an increase of 16%, having 7 members this year as opposed to 6 last year.

826-1031 Shelterwood has seen an increase, having 3 members this year as opposed to 2 last year.

823-1031 Shirkmere has seen an increase, having 5 members this year as opposed to 4 last year.

1302-1326 Valleta has seen an increase, having 4 members this year as opposed to 3 last year.

6002-6230 Wister has seen an increase of 60%, having 8 members this year as opposed to 5 last year.

6003-6047 Woodbrook has no members this year at all to this point.

The other blocks are either basically the same as last year, or are at a loss of membership at this point.

Treasury Update

March 24, 2020

Reports

- Balance Sheet
- Profit & Loss (Comparison of 2020 to 2019)
- Check Register
- CPA Agreement

IRS

After sending out three requests for proposal, TMCC has engaged Brendan Muller from Jambrina CPA. He is a local Timbergrove resident and will act within the week to reinstate our tax exempt status.

TMCC has not filed a tax return since 2015. The cost to catch up will run between \$3,000-\$4,000, which includes returns for 2016, 2017, 2018 and 2019, along with the fees payable to the IRS and TIN reinstatement.

Out of the three requests for proposal, Jambrina was the most economical, one firm did not respond, and the last firm would not create a proposal but quoted via email that it would cost upwards of \$8,000.

Timbergrove Manor Civic Club

BALANCE SHEET

As of March 24, 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	49,058.49
Total Bank Accounts	\$175,717.05
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$175,717.05
TOTAL ASSETS	\$175,717.05
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	62,608.80
Retained Earnings	97,314.12
Net Income	15,794.13
Total Equity	\$175,717.05
TOTAL LIABILITIES AND EQUITY	\$175,717.05

Timbergrove Manor Civic Club

PROFIT AND LOSS COMPARISON

January 1 - March 24, 2020

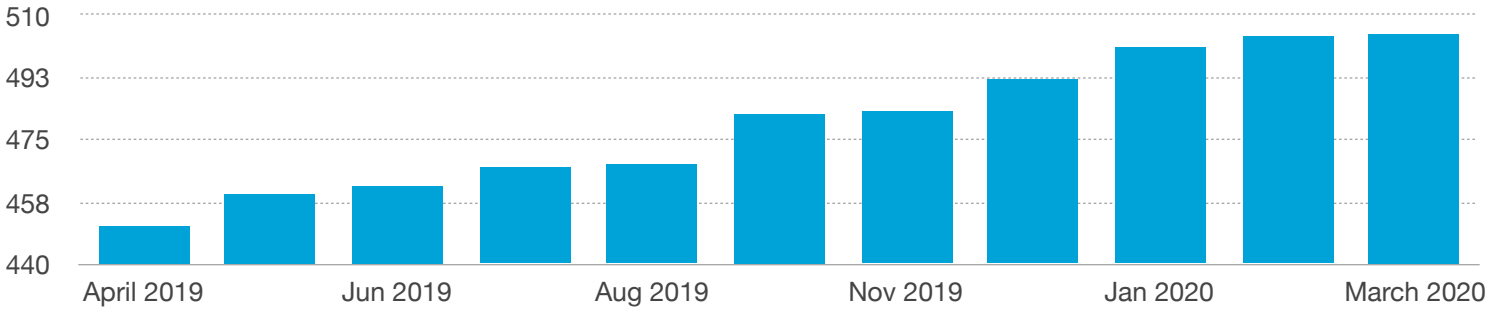
	TOTAL	
	JAN 1 - MAR 24, 2020	JAN 1 - MAR 24, 2019 (PY)
Income		
Club Dues	17,389.67	18,186.21
Donations		
Jaycee Park Donations	1,875.00	1,895.00
Online Processing Fee Donations	92.40	403.92
Other Donations	2,845.00	6,745.00
West 11th Street Park Donations	2,690.00	1,935.00
Total Donations	7,502.40	10,978.92
Interest Income	515.91	134.04
Neighborhood Security Income		
Private Security Subscribers		49,124.00
Security Fund Donations	6,520.00	4,615.00
Total Neighborhood Security Income	6,520.00	53,739.00
Timbergram Advertising Income	1,370.00	1,370.00
Total Income	\$33,297.98	\$84,408.17
GROSS PROFIT	\$33,297.98	\$84,408.17
Expenses		
Bank Charges	5.60	23.50
Beautification	750.00	1,890.00
Charitable Contributions		
Donations to Jaycee Park	2,500.00	
Donations to Sinclair PTO	2,050.00	
Total Charitable Contributions	4,550.00	
General Meetings	40.00	75.00
Insurance		1,488.00
Membership	413.58	
Neighborhood Security	7,710.00	15,090.00
Office/Postage		82.14
Professional Services		863.90
Bookkeeping	1,108.75	
Total Professional Services	1,108.75	863.90
Snow Fest	1,282.35	1,709.01
Timbergram	1,247.00	
Web Site		
Online Payment Processing Fees	396.57	845.12
Total Web Site	396.57	845.12
Total Expenses	\$17,503.85	\$22,066.67
NET OPERATING INCOME	\$15,794.13	\$62,341.50
NET INCOME	\$15,794.13	\$62,341.50

TMCC Check Register**PROSPERITY BANK CHECKS**

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
2/25/2020	1064 Oscar Ramirez	February Landscaping	Beautification	\$	250.00
3/9/2020	1065 Laura Bradham	Expense Reprt	Membership	\$	471.99
3/9/2020	1066 Jennifer Wilson	Expense Reprt	Bookkeeping	\$	399.75
3/9/2020	1067 Prime Office Solutions	02IN5873	Timbergram	\$	619.00
3/12/2020	1068 Jennifer Wilson	Expense Reprt	Bookkeeping	\$	56.71
3/12/2020	1069 Providence Society	Inv#9	Bookkeeping	\$	350.00
VOID	1070 Sinclair Janitorial	Janitorial	General Meeting	\$	40.00
3/18/2020	1071 Oscar Ramirez	February Landscaping	Beautification	\$	450.00
3/23/2020	1072 US Treasury	Tax Filing Fee		\$	600.00

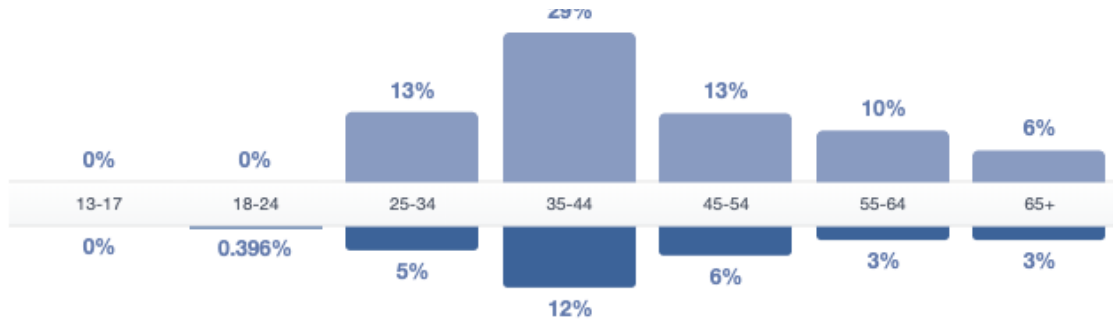
Facebook Page Update

Total Likes: 505



Women

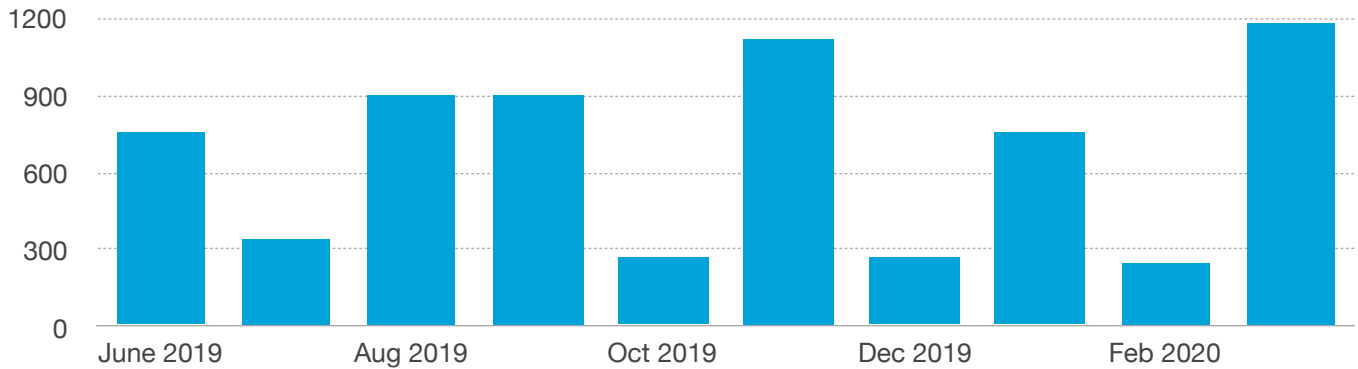
71%
Your Fans



Men

27%
Your Fans

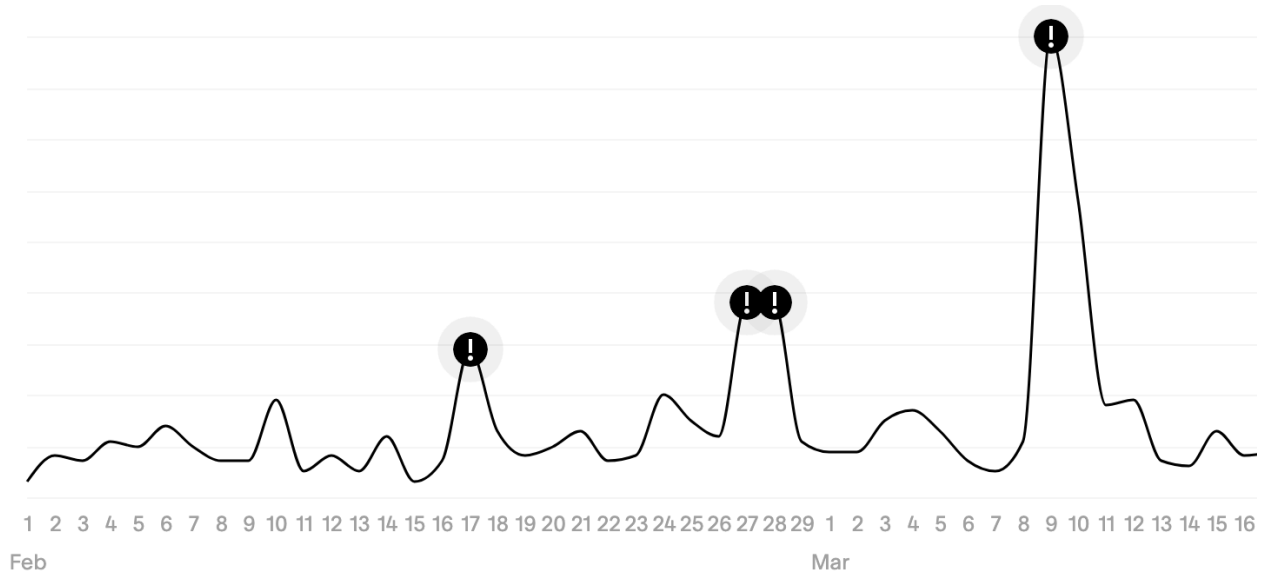
Highest Post Reach



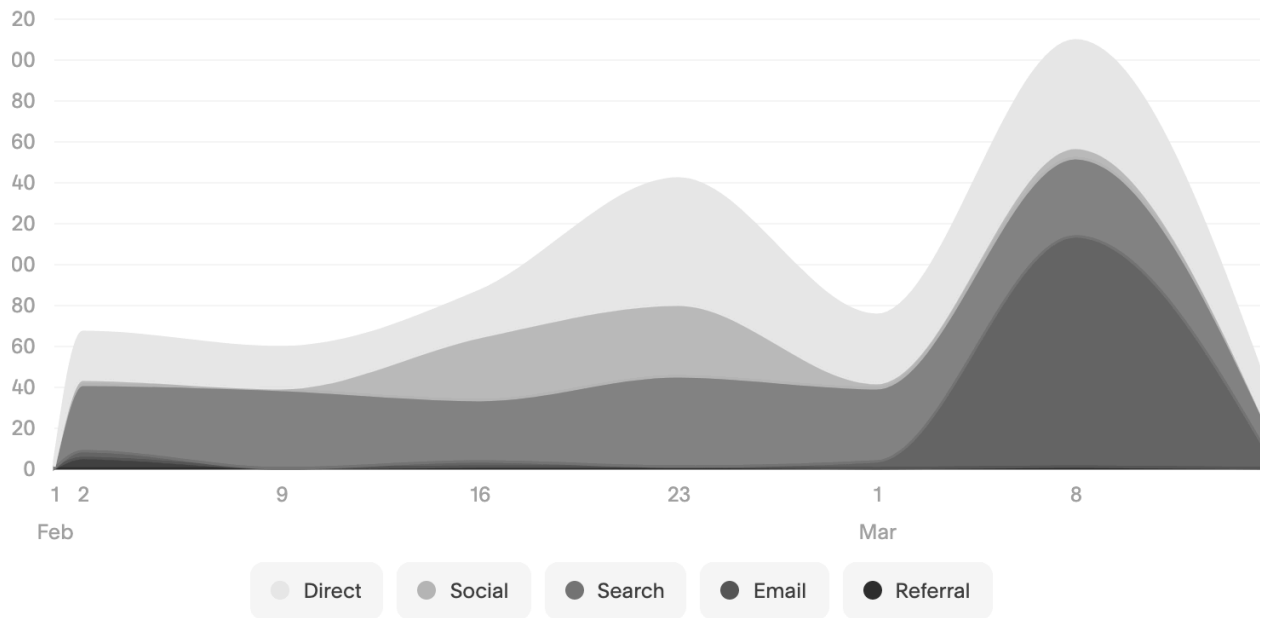
The highest reaching posts from the last three months were the “Volunteers Needed-Timbergram Delivery” in January, the odor reporting for Bryce Street Chemical Feed Station in February and the TMCC General Meeting with Alyce Coffey from COH Solid Waste Management.

Website Analytics

Daily Traffic Summary



Daily Traffic Sources

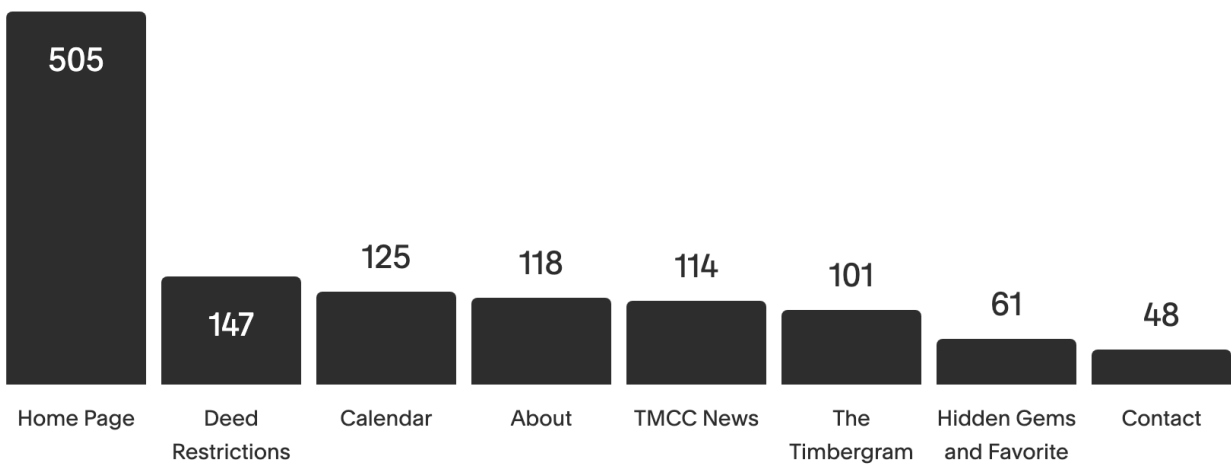


Daily Traffic Sources

▶ Search	226 (34.4%)
Direct	224 (34.1%)
▶ Email	122 (18.6%)
▶ Social	77 (11.7%)
▶ Referral	8 (1.22%)

Popular Content

February 1st - March 17th 2020



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
 Election Results

March

Easter Egg Hunt Announcement

May

Easter Egg Hunt In Review
 Ice Cream Social Save the Date

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
 (not included in July editions as no meeting)
 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 Online reminder*
 Membership Form*
 Website Updates
 Design review Committee Updates
 Timberkids Greetings*

Past editions of the Timbergram and current media kit are available online at bit.ly/TMCCNews

*select editions as space allows and/or submissions are received