

Timbergrove Manor Civic Club (TMCC)  
Board Meeting Minutes  
April 30, 2019

Meeting Minutes

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

**Committee Reports**

**Membership** – Laura Bradham reported the activities of the committee including a Block Captain party to discuss ideas to improve membership. They have mailed out an informative flyer to residents including information on the Block Captains and membership services, with 22 new members joining the Civic Club. They have floated an idea to have a contest for the best membership increase in membership with the winning block having their Neighbor’s Night Out being sponsored by the Civic Club. (10 Min)

**Officer’s Reports**

**Treasurer’s Report** – Jennifer Wilson reviewed the attached report. She also is working on closing out the previous checking account. Jennifer Wilson provided an updated 2019 budget including projected income and expenses. A motion was made by Jennifer Vickers to approve the attached 2019 Budget which was seconded by Leslie Hillendahl. The 2019 Budget was approved by a show of hands.

Deed Restriction Enforcement – Traci is working on a letter to distribute a letter to enforce the ninety (90) day timeframe for display of political signs.

**Secretary’s Report** - The Minutes from March 26<sup>th</sup> were distributed and corrections were noted. A motion was made by Cynthia Schwendeman to approve the corrected February 2019 minutes which was seconded by Jennifer Wilson. By a show of hands, the motion was approved.

**Committee Reports**

Activities – Easter Egg Hunt is scheduled for April 13<sup>th</sup> with HEB donating the breakfast. Jennifer Wilson has asked for volunteers. Next event is the 4<sup>th</sup> of July Ice Cream Social.

Beautification – Leslie Hillendahl reported that planting have been completed.

Block Captains – Block captain is still needed for the 6000 Block of Pineshade. The volunteer for the 800-1000 block of Shelterwood and Drane Court.

Deed Restriction Enforcement – Previously discussed.

Design Review Committee –Dana submitted a report indicating that they had reviewed three (3) projects and had responded to the submittals.

Environmental –

West 11<sup>th</sup> Street Park Renaming - Miles Sasser signed the letter supporting the renaming of the Park and it will be forwarded to the HPARD committee listed on the sign.

Sewage By Pass Pumping in Section 5 –There have been reports about problems with blockage of the sanitary sewer lines in Section 5, with sewage reported to have been overflowing from the sanitary manholes, including the one in the 6500 Block of Queenswood, flowing into the nearby storm sewer.

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#### **Committee Reports Continued**

Environmental - Crews have been pumping sewage using a truck mounted pump every 3-4 days on Shelterwood. An e-mail was sent to the COH PWE but they have not replied.

Speed Humps on Hurst and Traffic from Grace Bible Church –Neighbors in Section 5 continue to complain about church traffic despite previous assurances from the church that they would ask their members to enter and exit via Maxroy to reduce cut through traffic on Hurst and Shirkmere. Heavy traffic continues and residents are asking for a traffic study and possibly speed humps.

Membership – See previous item.

Neighborhood Security – Jennifer Vickers reported on the committee's activity and Cynthia Schwendeman is working on a future VIN etching activity. There is a 24/7 SEALS hotline for reporting suspicious activities.

Programs – May 2019 meeting will focus on how to protest your home's appraised value.

Timbergram – Alison Reynolds reported the next issue will delivered door to door beginning this weekend.

Timbergreeter – They have been coordinating with the Membership Committee and Block Captains to get a better information for greeting new members.

Website – Jennifer Vickers reported that the website has been migrated and they are working through any bugs that arise.

Yard of the Month – No report.

**Old Business** – There was a discussion concerning establishing an account or other means to pay for the food and beverages provided at the General Membership Meetings.

#### **New Business –**

Councilmember Ellen Cohen's Ambassador Program – The CM's office has solicited a volunteer from TMCC and it was suggested the Committee Chairs and Block Captains assist in the endeavor.

Salford Drive Traffic– An e-mail has been received concerning proposed changes on Salford due to recent development. It was suggested that the matter be referred to Bill Morfey who was working on Traffic issues in the area.

Board Member Attendance – It was noted that there have been questions concerning Board Members attendance and the ability to make quorum. The Board will explore options concerning teleconferencing and contacting Board Members concerning future attendance.

Next General Meeting is scheduled for May 14<sup>th</sup> Board Meeting is scheduled for May 28<sup>th</sup> at Rainbow Lodge.

Meeting adjourned at 8:50 PM.

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These FINAL Board Meeting Minutes were prepared by Peter Davies, TMCC Secretary, and placed on the website for review and comment.

Peter Davies, TMCC Secretary \_\_\_\_\_ *P. Davies*

## Sign In Sheet

Location: Rainbow Lodge

Name	Position/Affiliation	In Attendance
Miles Sasser	President	<i>Miles Sasser</i>
William E. Morfey	Past President	
Leslie Hillendahl	Vice President	<i>Leslie Hillendahl</i>
Peter Davies	Secretary	<i>Peter Davies</i>
Jennifer Wilson	Treasurer	<i>Jennifer Wilson</i>
Micah Heilbrun	Board Member	
Cathi Lambert Hernandez	Board Member	<i>Cathi Lambert Hernandez</i>
Traci Riley	Board Member	<i>Traci Riley</i>
Cynthia Schwendeman	Board Member	<i>Cynthia Schwendeman</i>
Jennifer Vickers	Board Member	<i>Jennifer Vickers</i>
Alison Reynolds	Timbergram	<i>Alison Reynolds</i>
Carolyn Bryant		
Laura Bradham	Membership	<i>Laura Bradham</i>

**Timbergrove Manor Civic Club  
Profit and Loss**

**January 1 - March 31, 2019**

**Income**

Club Dues	18,486.21
Donations	
Jaycee Park Donations	1,905.00
Online Processing Fee Donations	415.23
Other Donations	6,757.00
West 11th Street Park Donations	1,945.00
Total Donations	11,022.23
Interest Income	134.04
Neighborhood Security Income	
Private Security Subscribers	49,374.00
Security Fund Donations	4,855.00
Total Neighborhood Security Income	\$54,229.00
Timbergram Advertising Income	1,860.00
<b>Total Income</b>	<b>\$85,731.48</b>

**Gross Profit** **\$85,731.48**

**Expenses**

Bank Charges	23.5
Beautification	1,920.00
Easter	51.31
Insurance	1,488.00
Neighborhood Security	19,800.00
Office/Postage	956.79
Professional Services	1,133.90
Snow Fest	1,709.01
Web Site	
Online Payment Processing Fees	869
Total Web Site	\$869.00
<b>Total Expenses</b>	<b>27,951.51</b>

**Net Operating Income** **\$57,779.97**

**Timbergrove Manor Civic Club**  
**Balance Sheet**  
As of April 14, 2019

**ASSETS**

**Current Assets**

Bank Accounts

Independent Bank Checking	55,646.54
Prosperity Bank Checking	102,505.64
Prosperity Bank CD-0918	25,000.00
Prosperity Bank CD-3376	25,000.00
<b>Total Bank Accounts</b>	<b>208,152.18</b>

Other Current Assets

Undeposited Funds	140.00
<b>Total Other Current Assets</b>	<b>140.00</b>

<b>Total Current Assets</b>	<b>208,292.18</b>
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<b>TOTAL ASSETS</b>	<b>\$</b>	<b>208,292.18</b>
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**LIABILITIES AND EQUITY**

**Liabilities**

**Total Liabilities**

**Equity**

Opening Balance Equity	62,608.80
Retained Earnings	87,487.73
Net Income	58,195.65

<b>Total Equity</b>	<b>\$</b>	<b>208,292.18</b>
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<b>Total Liabilities &amp; Equity</b>	<b>\$</b>	<b>208,292.18</b>
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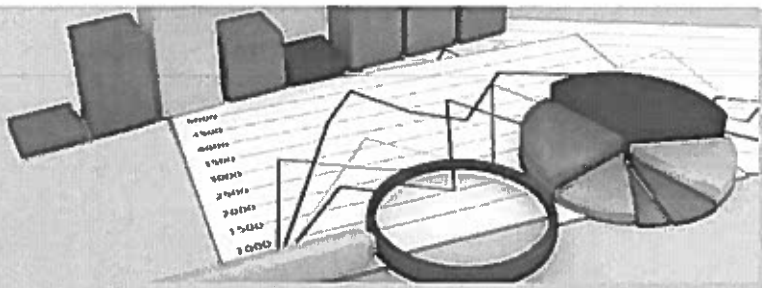
March/April TMCC Payments

Date	Check	Payee	Purpose	Account	Amount	
4/16/2019	1724	Jennifer Wilson	Easter Event Reimbursement	Easter Egg Hunt	\$ 377.23	FINAL CHECK
4/2/2019	1723	TMCC	Opening Deposit for Prosperity		\$ 100,000.00	
4/2/2019	1722	TMCC	Opening Deposit for Prosperity		\$ 25,000.00	
4/2/2019	1721	TMCC	Opening Deposit for Prosperity		\$ 25,000.00	
3/27/2019	1720	Laura Bradham	Membership Committee Expense Reimbursement	Membership	\$ 288.00	\$563
				Postage	\$ 275.00	
3/27/2019	1719	Al's Lawn & Tree	February Maintenance	Beautification	\$ 530.00	
3/27/2019	1718	SEAL Security	Inv#41522	Security	\$ 4,710.00	
3/27/2019	1717	Incredible Events	Inv#19252	Easter Egg Hunt	\$ 400.00	
3/27/2019	1716	Jennifer Wilson	Easter Event Reimbursement	Easter Egg Hunt	\$ 51.31	
3/27/2019	1715	Jennifer Wilson	QuickBooks Reimbursement	Bookkeeping	\$ 375.00	
3/27/2019	1714	Prime Source Office	Inv# 02IN4092, 02IN4376	Timbergram	\$ 1,508.00	
3/24/2019	1713	Valerie McElhose	Inv#1003	Bookkeeping	\$ 270.00	
VOID	1001	VOID	VOID	VOID	VOID	
4/19/2019	1002	Al's Lawn & Tree	March Maintenance	Beautification	\$ 2,680.00	

**Timbergrove Manor Civic Club**  
**Profit and Loss**  
**Security 2015-2019 YTD**

	YTD 2019	2018	2017	2016	2015
<b>Income</b>					
Security Income	\$ 54,229.00	\$ 62,740.57	\$ 82,441.00	\$ 81,240.00	\$ 19,870.00
<b>Expense</b>					
Security Expense	\$ 19,800.00	\$ 57,264.46	\$ 72,807.34	\$ 72,123.78	\$ 5,752.93
<b>Annual Net Income</b>	<b>\$ 34,429.00</b>	<b>\$ 5,476.11</b>	<b>\$ 9,633.66</b>	<b>\$ 9,116.22</b>	<b>\$ 14,117.07</b>
<b>Security Surplus</b>	<b>\$ 72,772.06</b>				





## TMCC 2019 Proposed Budget

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

Operating Expenses	
QuickBooks	\$ (375.00)
Bookkeeper	\$ (1,500.00)
Security	\$ (74,000.00)
Web Site Expenses	\$ (900.00)
Online Payment Fees	\$ (1,440.00)
Timbergram	\$ (4,320.00)
Deed Restriction Enforcement	\$ (900.00)
Insurance	\$ (850.00)
Storage Unit	\$ (540.00)
Postage/Office	\$ (2,400.00)
General meeting	\$ (450.00)
Membership Activities	\$ (1,000.00)
Misc Expenses	\$ (2,500.00)
<b>Subtotal</b>	<b>\$ (91,175.00)</b>

Community Involvement	
11th Street Park Donation	\$ (2,500.00)
Jaycee Park Donation	\$ (2,500.00)
Sinclair Support	\$ (2,500.00)
<b>Subtotal</b>	<b>\$ (7,500.00)</b>

Activities	
Easter Egg Hunt	\$ (1,000.00)
4th of July	\$ (500.00)
Snow Fest	\$ (5,500.00)
Volunteer Dinner	\$ (1,500.00)
<b>Subtotal</b>	<b>\$ (8,500.00)</b>

<b>Total Planned Expenses</b>	<b>\$ (122,175.00)</b>
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Projected Income	
Dues Income	\$ 27,000.00
Unrestricted Donations	\$ 7,500.00
Interest Income	\$ 2,500.00

Resident Subscriptions           \$ 74,000.00

Advertising Revenue           \$ 6,780.00

Resident Donations           \$ 2,000.00

Resident Donations           \$ 2,000.00

Sponsorship                   \$ 500.00

Sponsorship                   \$ 500.00

Sponsorship                   \$ 3,000.00

Sponsorship                   \$ 500.00

<b>Total Projected Income</b>	<b>\$ 126,280.00</b>
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<b>Projected Profit &amp; Loss for 2019</b>	<b>\$</b>	<b>4,105.00</b>
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