

Timbergrove Manor Civic Club (TMCC)
Board Meeting Minutes
May 26, 2020

Meeting Minutes

Meeting Called to Order 6:30 PM Quorum Met at 6:30 PM Location: Teleconference

Officer's Reports

Secretary's Report - The Minutes for April 2020 Board Meeting were distributed, and no corrections were noted. A motion was made by Cynthia Schwendeman to approve these minutes which was seconded by Alison Reynolds. By a show of hands, the motion was approved.

Treasurer's Report – Jennifer Wilson reviewed her report indicated that the tax exempt status has been restored and that the CPA has filed the late tax returns. The latest available Financial Statements, dated May 26, 2020, are attached. After review by Board Members, a Motion to approve the treasurer's report was made by Jennifer Vickers and seconded by Ryan Derong. The motion was approved.

Committee Reports

Activities – Ice Cream social. There was discussion concerning the planned 4th of July Ice Cream Social and the thought of using a vendor, such as Kona Ice, to provide refreshments.

Beautification – Jennifer Wilson reported that the lawn maintenance is on a weekly schedule and there have been sprinkler repairs.

Deed Restriction Enforcement – Traci Riley reported that the main issue is 2311 Haverhill concerning a new build not meeting the Deed Restrictions. A further report is included in the attached report under Design Review Committee.

Design Review Committee – See the attached report by Dana Whitley.

Environmental – Section 5 Development is continuing with the construction of Palisades Park. There are issues concerning the importation of fill, increase in traffic and sheet flow into Section 5. There was further discussion of alternatives to alleviate traffic including extending Ella to the South. The Secretary has volunteered to draft a letter to the City of Houston requesting a traffic study for strategies to abate traffic impacts. Jennifer Vickers suggested future programs could feature developers and neighborhood input concerning the negative impact of these developments.

Jaycee Park – Traci reported that the work done previously done by Bullion Coatings has failed and that the splash pad is in desperate need of repair. She had additional ideas concerning raising funds to accomplish this task.

Membership – Report from Laura Branham is attached.

Neighborhood Security – There has been reports of gunshots emanating from the West 11th Street and Ella vicinity. It was suggested that when gunshots are heard, the location, time and date of the occurrence should be reported to the Neighborhood Security group.

Timbergrove Manor Civic Club (TMCC)
Board Meeting Minutes
May 26, 2020

Committee Reports Continued

Programs – Traci Riley reported that there are plans are to have Abbey Kamin at the September 2020 General Meeting and possibly have a joint meeting with TMNA.

Timbergram – Report by Alison Reynolds attached. The deadline for the July 2020 edition is June 15th.

Timbergreeter – No report.

Website – Report from Jennifer Vickers attached.

Yard of the Month – No report.

Old Business –

Request to CoH Traffic to look at pedestrian crossings at West 18th Street and the intersections with Ella and West T.C. Jester no activity due to City's schedule.

Dian Street Development – There has been no involvement on part of TMCC.

New Business –

Bill Morfey made a motion to not have a July 2020 Board Meeting as allowed for by the Civic Club's By-Laws which was seconded by Peter Davies

Traci Riley suggested inviting Lee Mashburn, Sinclair Elementary Principal, to address the Board at the next meeting about future development of the campus including additional temporary classroom buildings.

Next Board Meeting is scheduled for June 30th and continue to be done as a teleconference at 6:30 PM.

Peter Davies made the motion to adjourn the meeting which was seconded by Cynthia Schwedeman and approved by the members in attendance.

Meeting adjourned 7:55 PM

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

Sign In Sheet

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

Timbergrove Manor Civic Club

Treasurer Update

May 26, 2020

- Report Package
 - Balance Sheet
 - Profit & Loss (as compared to 2019)
 - Check Register

- 2019 Tax Return has been filed
 - No correspondence from the IRS regarding the tax exempt status, however there are delays in processing due to COVID

Timbergrove Manor Civic Club

BALANCE SHEET

As of May 26, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Independent Bank Checking	0.00
Prosperity Bank CD -0917	102,019.21
Prosperity Bank CD -0918	25,288.93
Prosperity Bank Checking	49,071.40
Total Bank Accounts	\$176,379.54
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$176,379.54
TOTAL ASSETS	\$176,379.54
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	62,608.80
Retained Earnings	97,314.12
Net Income	16,456.62
Total Equity	\$176,379.54
TOTAL LIABILITIES AND EQUITY	\$176,379.54

Timbergrove Manor Civic Club

PROFIT AND LOSS COMPARISON

January 1 - May 26, 2020

	TOTAL	
	JAN 1 - MAY 26, 2020	JAN 1 - MAY 26, 2019 (PY)
Income		
Club Dues	20,509.67	21,136.21
Donations		
Jaycee Park Donations	2,072.50	2,010.00
Online Processing Fee Donations	124.86	496.79
Other Donations	4,625.00	7,677.00
West 11th Street Park Donations	3,087.50	2,080.00
Total Donations	9,909.86	12,263.79
Interest Income	1,170.67	136.16
Neighborhood Security Income		
Private Security Subscribers		52,836.00
Security Fund Donations	7,175.00	5,655.00
Total Neighborhood Security Income	7,175.00	58,491.00
Timbergram Advertising Income	2,640.00	3,220.00
Total Income	\$41,405.20	\$95,247.16
GROSS PROFIT	\$41,405.20	\$95,247.16
Expenses		
Bank Charges	5.60	23.50
Beautification	2,150.00	5,554.60
Charitable Contributions		
Donations to Jaycee Park	2,500.00	
Donations to Sinclair PTO	2,050.00	
Total Charitable Contributions	4,550.00	
Easter Egg Hunt		828.50
General Meetings	158.07	105.00
Insurance		1,488.00
Membership	885.57	563.00
Misc./ Other	27.65	
Neighborhood Security	7,710.00	24,840.00
Office/Postage	226.00	688.40
Professional Services		1,853.90
Bookkeeping	2,577.71	
Tax Accounting Services	3,000.00	
Total Professional Services	5,577.71	1,853.90
Snow Fest	1,282.35	1,709.00
Timbergram	1,866.00	2,221.00
Web Site		227.00
Online Payment Processing Fees	509.63	1,075.30
Total Web Site	509.63	1,302.30
Total Expenses	\$24,948.58	\$41,177.30
NET OPERATING INCOME	\$16,456.62	\$54,069.77
NET INCOME	\$16,456.62	\$54,069.77

TMCC Check Register**PROSPERITY BANK CHECKS**

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
4/7/2020	1073	Oscar Ramirez	Weekly Landscaping	Beautification	\$	250.00
4/16/2020	1074	Providence Society	Inv#20	Bookkeeping	\$	400.00
4/16/2020	1075	Jambrina CPA	2016, 2017, 2018, and 2019 Tax Returns		\$	3,000.00
4/16/2020	1076	Traci Riley	Expense Reprt	General Meeting	\$	118.07
4/16/2020	1077	Oscar Ramirez	April Landscaping	Beautification	\$	250.00
5/6/2020	1078	US Postal Service	PO Box Renewal	Postage	\$	226.00
5/6/2020	1079	Providence Society	Inv#24	Bookkeeping	\$	262.50
5/6/2020	1080	Oscar Ramirez	April/May Landscaping	Beautification	\$	450.00
5/6/2020	1081	Laura Bradham	Expense Reprt	Membership	\$	278.26
5/25/2020	1082	Apex Sprinkler	May Maintenance	Beautification	\$	963.80
5/25/2020	1083	Oscar Ramirez	5-10-20 Service	Beautification	\$	250.00
5/25/2020	1084	Laura Bradham	Expense Reprt	Membership	\$	55.00
5/25/2020	1085	Todd Eitlemann	TMNA Resident Error	Dues	\$	60.00
5/25/2020	1086	Michele Supple	TMNA Resident Error	Dues	\$	60.00
5/25/2020	1087	Muffy King	TMNA Resident Error	Dues	\$	30.00

Additional Reports Submitted for May 26, 2020 TMCC Board Meeting

Block Captain Report – By Laura Bradham

I emailed some of the Block Captains that have blocks that are regularly delinquent with Timbergram delivery to see if some of them would take on their own blocks as far as delivery. 4 Block Captains have answered the call, and their names have been submitted to Michele Kern to be added to the Timbergram delivery email.

I have emailed the Block Captains to let them know about the new Membership Contest. I will be emailing the specific numbers to each Block Captain as well so that each one will know where s/he stands in the contest next week.

I have emailed all of the folks that joined TMCC that live on Lillian Joliffe's block (6502-6614 Cindy Ln) to see if any of them would be interested in becoming a Block Captain. I found that one person had moved 2 years ago to Pineshade, and another might be moving out of the neighborhood due to employment complications from Covid-19, and another has a new baby. But, I didn't actually find a Block Captain, although they are all nice people. I did get a new name today when I got the newest names that have joined TMCC and I will email her tomorrow.

Membership Report – By Laura Bradham

As of May 26, 2020, we have a total of 451 official Members, 36% of the neighborhood. I have captured email addresses for approximately 90% of those that have joined this year, and that is a really handy tool to have when looking for a Block Captain. :)

I wrote a letter, put it in an addressed, stamped envelope, and took the envelope over to Jenn Wilson's so that when she had time to get a check written, she could include it and mail a refund to the 3 people from TMNA that accidentally joined TMCC this year. I also sent an email to the TMNA Membership Chair to let her know what had happened, not naming any names, of course. :) I was hoping that they might check and see if they had anyone from TMCC accidentally join TMNA. And, then today, when I got the latest Membership numbers, I found that we've had one more join from over there as well. I'll do the same thing next month for his refund. (None of these TMNA people are included in our official membership numbers.)

The new Membership Contest will be kicking off in June. The Blocks (long & short) with the highest percentage increase will receive wine for the NNO party in October. Any block that has 100% increase or better will automatically receive 2 bottles of sparkling wine for the

NNO party. We already have a block in that category: 6003-6031 Pineshade!

Deed Restrictions Enforcement - Report By Traci Riley

2311 Haverhill had been reported as a deed restriction violation. Followed up with number listed on permit to get plans over to DRC.

Had a call about a listing on Cindy asking if we had an HOA and if a business could be run out of the home. Informed person we were a civic club and that deed restrictions were enforced by the TMCC.

Spoke with Andrew Schaefer about ways that the development near Grace Church in section five might be violating deed restrictions.

I need to submit details and work with the website committee to make updates so deed restrictions and DRC process have a more prominent placement on the TMCC website.

Design Review Committee – By Dana Whitley

Attached is the revised document set for the proposed residence at 2311 Haverhill Drive in Section 14. Tracy and I had a cordial conversation with the designer, John Richardson, yesterday evening. He was unaware that there are deed restrictions, and was surprised that his client had neglected to inform him of that.

Much to my surprise, I found out that the set of documents that was sent to the DRC was an old set. The new design is almost 1000 sq. ft. smaller than the original. I have not had a chance to look at what the new set looks like, other than to see that it still has the second floor issue as before.

John is quite willing to revise the plans, with the approval of the owner of course. He was already going over what he could do in his mind.

Even though John is willing to revise the plans, I still have to provide a written decision per the requirements of the Section 14 Deed Restrictions. As much as I dislike having to give people bad news I am going to send a letter of denial this weekend to the owners. I think this will not come as a surprise given how much conversation has already occurred between the owners, contractor, Miles, and Traci.

Traci has informed me that the owners just want to get the project moving and wish to work within the deed restrictions. Hopefully this will not become a protracted issue.

Security Update – By Matt Kern

- As restaurants make their way back to some sense of normalcy we have started to revisit the idea of citizen's patrol training with HPD. A date has not yet been set. As the start of patrolling continues to get pushed further out we anticipate less annual spend which is mostly related to gas reimbursements for patrols.
- Per feedback from Rethink Security we have started increasing communication tips. Our first article was on reporting crime and the most recent was on wheel theft prevention. It was disappointing to see that this was one of the articles with the least amount of interest from an online clicks perspective.
- Pete Davies has graciously volunteered to assemble a list of signs related to neighborhood security throughout the neighborhood. Once assembled we will be looking to get the estimated costs for a sign renewal program.

Security Addendum – By Jennifer Vickers

Please find enclosed a report with analytics from the electronic version of the May Timbergram. You'll notice that the update from the president and cute feature on residents staying home (and doing lots of stuff in their driveways) received the most interest followed by the recycling update, security update, and Traces of Timbergrove feature. I'm also including an update on website and Facebook traffic.

Regarding the Treasurer's Report, would it be possible to see a breakdown of the Income/Online Processing Fee Donations and Expenses/Web Site line items? I'm a little confused on what expenses/income are tracked to these categories and why our processing fees would be so different from last year. Moreover, I wanted to see if the annual website hosting costs are included. In related news, can you please confirm receipt of the reimbursement request for web hosting charges I sent April 28? (Reattaching for reference.)

Regarding Alison's comment for new business this evening — yes, let's talk about the gunshot comments. I did hear what may have been gunshots or fireworks one evening last week.

Timbergram - May 2020

Sent

Wed, May 06, 2020 11:00 am

Table of contents

Overview	1
Opens by location	2
Subscriber activity	3
Click performance	4
Social stats	5
Advanced reports	6

Overview

1,108 Recipients

Audience: TMCC Residents

Delivered: Wed, May 06, 2020 11:00 am





Subject: The Timbergram - Official TMCC Newsletter

0 Orders	\$0.00 <u>Average order revenue</u>	\$0.00 <u>Total revenue</u>
--------------------	---	---------------------------------------

440 Opened	131 Clicked	4 Bounced	2 Unsubscribed
----------------------	-----------------------	---------------------	--------------------------

Successful deliveries	1,104 99.6%	Clicks per unique opens	29.8%
Total opens	1,175	Total clicks	276
Last opened	5/24/20 5:05AM	Last clicked	5/24/20 5:03AM

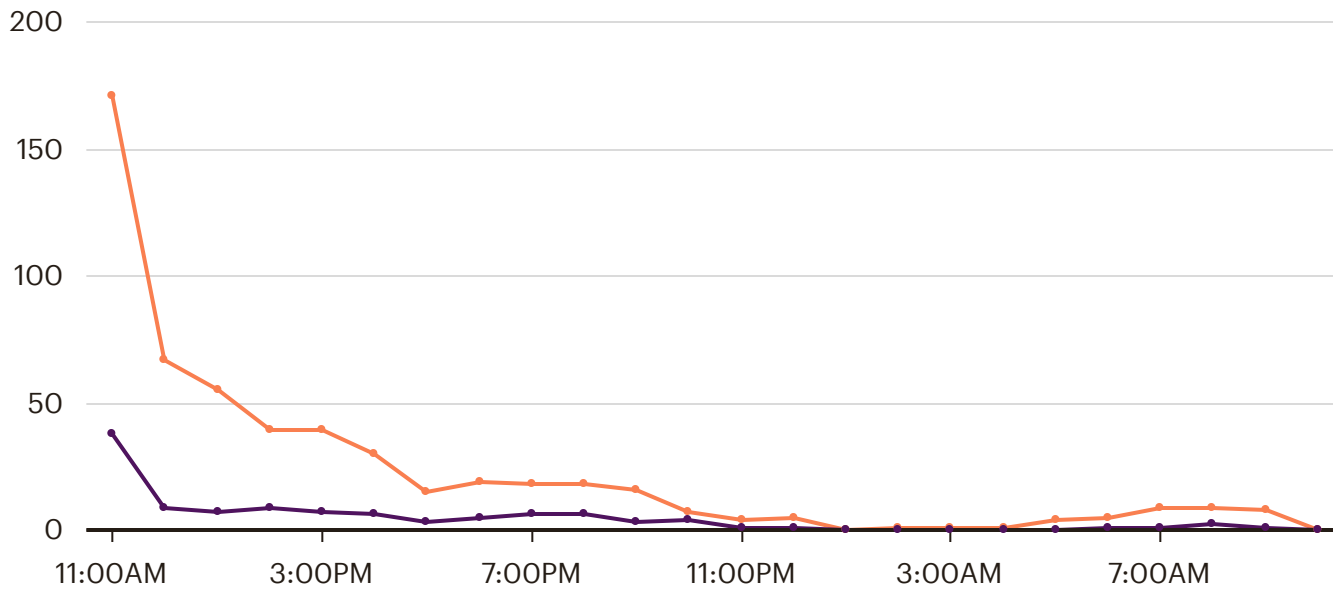
Opens by location

Country	Opens	Percent
 USA	1,105	98.8%
 Canada	9	0.8%
 Czech Republic	3	0.3%
	1	0.1%

Subscriber activity

24-hour performance

Opens Clicks

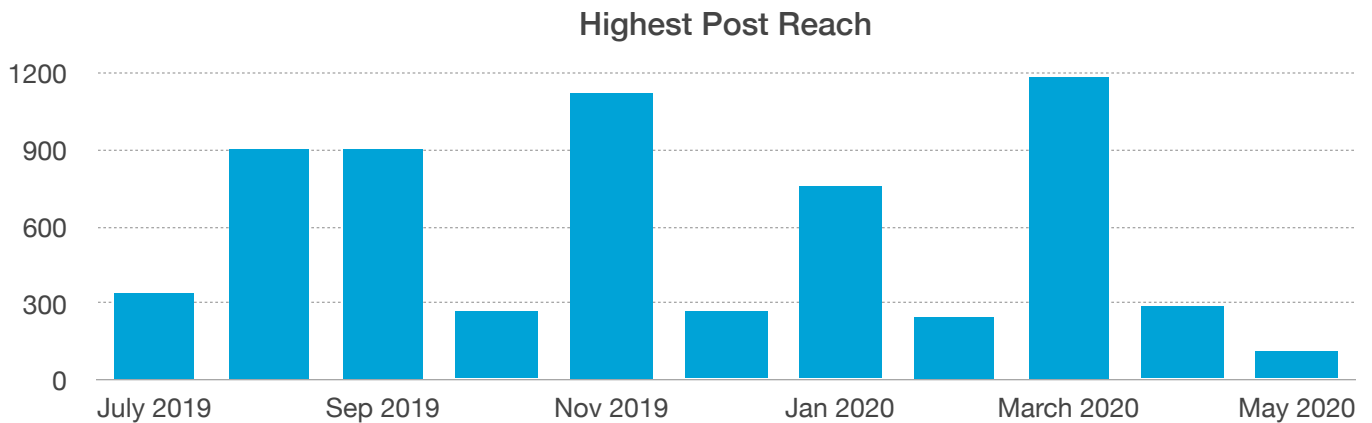
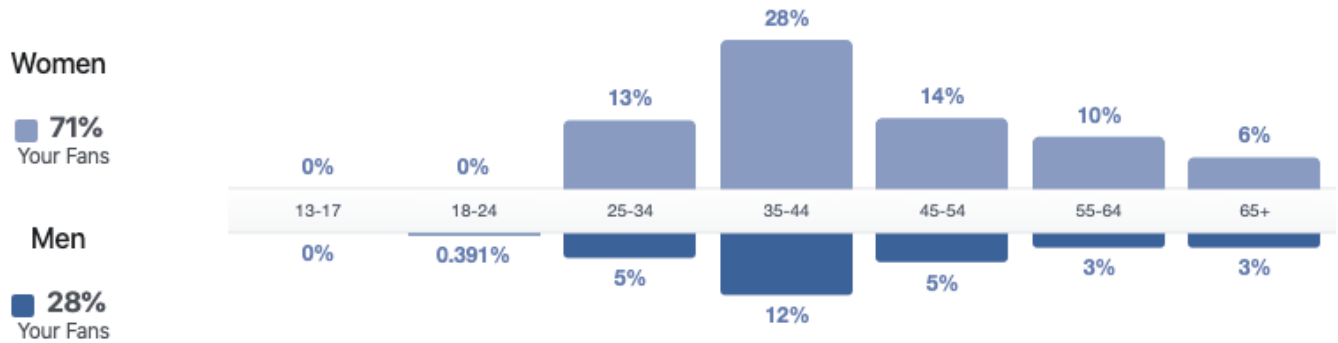
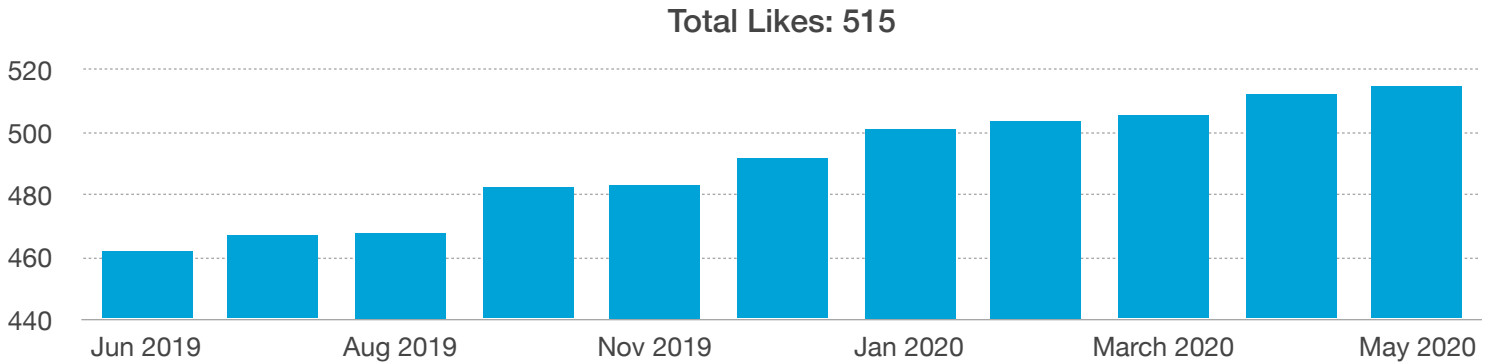


Top links clicked

<https://www.timbergrove.org/news/a-letter-from-your-tmcc-president> 43

<https://www.timbergrove.org/news/stay-home-and-carry-on> 28

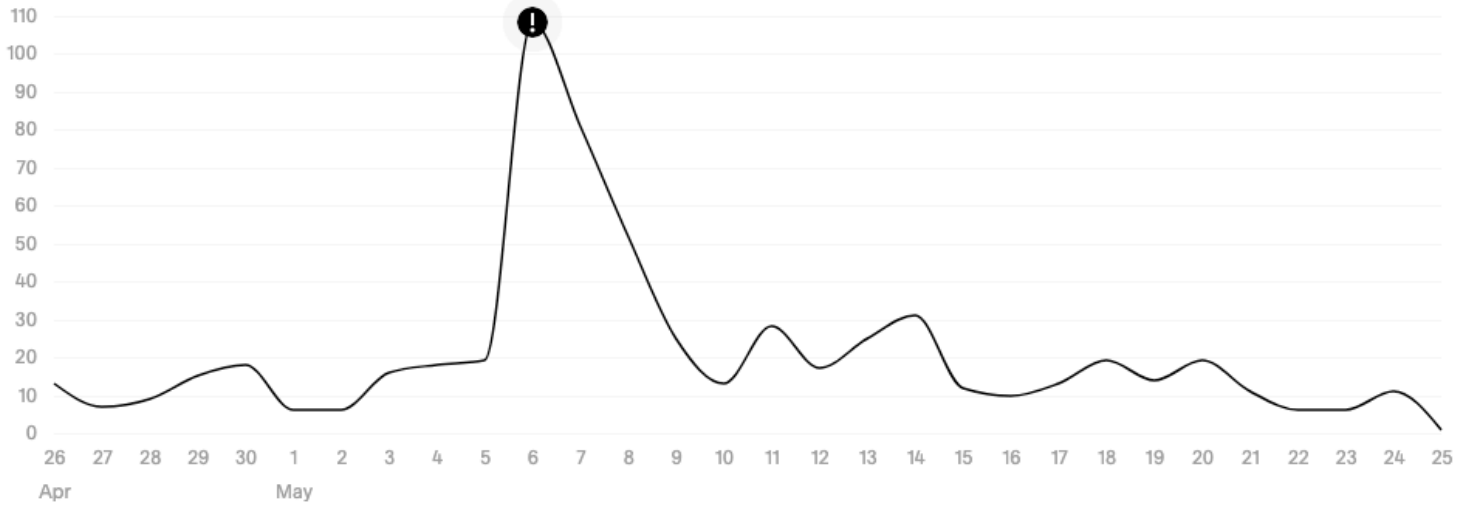
Facebook Page Update



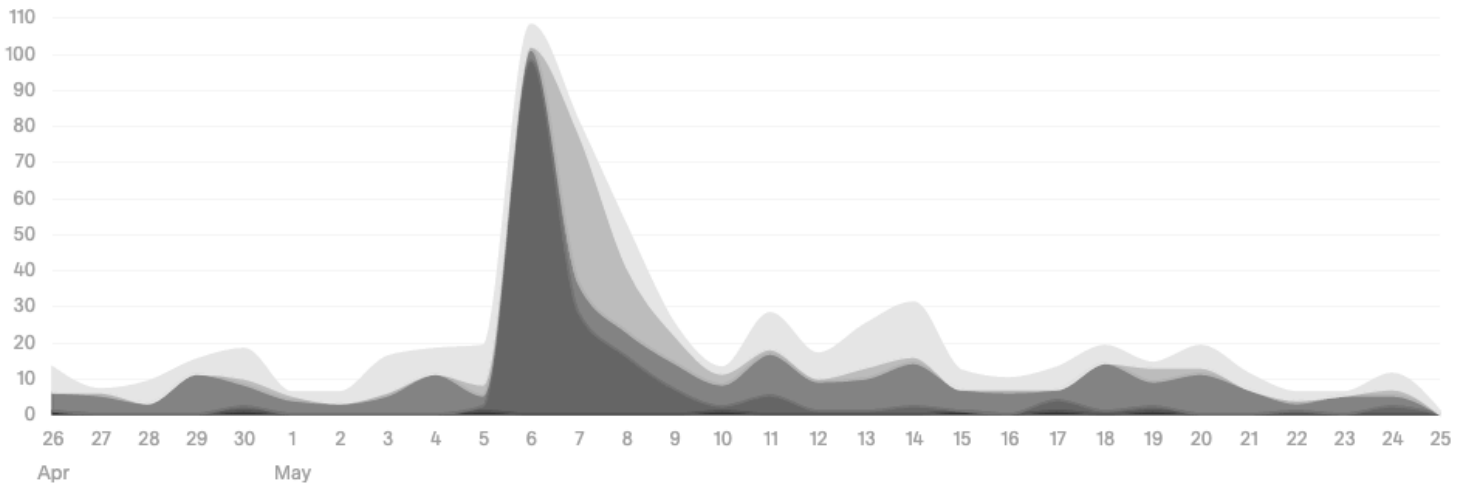
The two highest reaching posts for May were the Property Tax Protest Deadline, and the announcement concerning meetings being conducted via Zoom.

Website Analytics

Daily Traffic Summary



Daily Traffic Sources



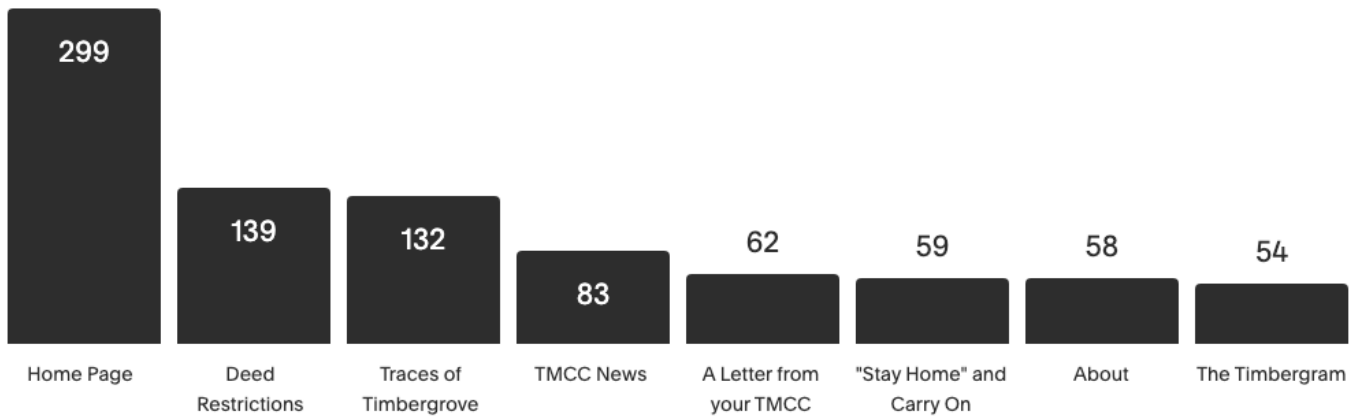
- Direct
- Social
- Search
- Email
- Referral

Daily Traffic Sources

Source	Visits
▶ Search	191 (30.4%)
▶ Email	169 (26.9%)
Direct	165 (26.2%)
▶ Social	97 (15.4%)
▶ Referral	7 (1.11%)

Popular Content

April 26th - May 25th 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