

TMCC Board Meeting  
June 30, 2020  
Via Teleconference

Meeting called to order at 6:30 PM

Sign in sheet attached

Reports Attached

**Introduction of Guests:** Chanel Richbourg was introduced having volunteered to chair the Environmental Affairs Committee. Following her introduction, Ms. Richbourg expressed her desire to serve the Civic Club mentioning that odor pollution in the neighborhood was a major priority. Miles Sasser made the motion to nominate her as the chair of the committee which was seconded by Jennifer Wilson and approved by a voice vote.

**Activities** (Taken out of order) - There was a discussion to reallocate funds from the annual Easter Egg Hunt to the 4th of July Ice Cream Social. Following a discussion, it was agreed to reallocate the money, since the previous budgeted money will not be spent this year.

**Secretary's Report** - The report was reviewed, and it was noted that there was one misspelling which will be corrected. Jennifer Wilson Made a motion to approve the corrected meeting minutes which was seconded by Ryan Derong and approved by a voice vote

**Treasurer's Report** - Jennifer Wilson Submitted her attached financial statements for review by the Board. Following several questions, a motion to approve the Treasurer's Report was made by Miles Sasser which seconded by Ryan Derong and approved by a voice vote.

**Committee Reports** - The committee reports were reviewed and are attached as submitted.

**General Discussion** - There was a discussion about the September 2020 General Meeting and the use of remote technology in lieu of a traditional meeting. There was a motion By Alison Reynolds to use remote technology to hold the September 8th General Meeting because of the COVID-19 situation and uncertainty about HISD holding classes in the Fall. The motion was seconded by Jennifer Wilson and approved by voice vote. Due to the Timbergram deadline, a preliminary trial will be done in or before August 15th before notifying the membership of the final plan.

**Old Business** - Cynthia Schwendeman Reported that there has been no activity concerning the pedestrian crossings on West 18th St at Ella and East West TC jester because of the COVID-19 issue it. It was also reported that the Dian Street project that is located to the East of TMCC has been cancelled.

**New Business** - There will be no July 2020 meeting and the next scheduled Board meeting will be August 25th via teleconference.

A motion was made by Alison Reynolds to adjourn the meeting at 7:38 PM which was seconded by Ryan Derong and approved by voice vote

These FINAL meeting minutes have been posted on the TMCC web-site.

Peter Davies, TMCC secretary

# Sign In Sheet

6.30.2020 Teleconference

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

# Timbergrove Manor Civic Club

## BALANCE SHEET

As of June 30, 2020

	TOTAL
<b>ASSETS</b>	
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	47,494.89
<b>Total Bank Accounts</b>	<b>\$174,803.03</b>
Other Current Assets	
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$174,803.03</b>
<b>TOTAL ASSETS</b>	<b>\$174,803.03</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	62,608.80
Retained Earnings	97,314.12
Net Income	14,880.11
<b>Total Equity</b>	<b>\$174,803.03</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$174,803.03</b>

# Timbergrove Manor Civic Club

## PROFIT AND LOSS COMPARISON

January - June, 2020

	TOTAL	
	JAN - JUN, 2020	JAN - JUN, 2019 (PY)
<b>Income</b>		
Club Dues	21,715.00	21,856.21
Donations		
Jaycee Park Donations	2,142.50	2,010.00
Online Processing Fee Donations	249.50	513.83
Other Donations	4,815.00	7,787.00
West 11th Street Park Donations	3,107.50	2,080.00
<b>Total Donations</b>	<b>10,314.50</b>	<b>12,390.83</b>
Interest Income	1,172.70	148.08
Neighborhood Security Income		
Private Security Subscribers		55,036.00
Security Fund Donations	7,475.00	5,905.00
<b>Total Neighborhood Security Income</b>	<b>7,475.00</b>	<b>60,941.00</b>
Timbergram Advertising Income	2,960.00	4,100.00
<b>Total Income</b>	<b>\$43,637.20</b>	<b>\$99,436.12</b>
<b>GROSS PROFIT</b>	<b>\$43,637.20</b>	<b>\$99,436.12</b>
<b>Expenses</b>		
Bank Charges	5.60	23.50
Beautification	3,863.80	7,624.65
Charitable Contributions		
Donations to Jaycee Park	2,500.00	
Donations to Sinclair PTO	2,050.00	
<b>Total Charitable Contributions</b>	<b>4,550.00</b>	
Dues	750.00	
Easter Egg Hunt		828.54
General Meetings	158.07	105.00
Insurance		1,488.00
Membership	1,218.83	563.00
Misc./ Other	27.65	
Neighborhood Security	7,710.00	30,060.00
Office/Postage	226.00	688.44
Professional Services		2,063.90
Bookkeeping	2,577.71	
Tax Accounting Services	3,000.00	
<b>Total Professional Services</b>	<b>5,577.71</b>	<b>2,063.90</b>
Snow Fest	1,282.35	1,709.01
Timbergram	2,572.50	2,927.50
Web Site	233.82	227.00
Online Payment Processing Fees	580.76	1,149.38
<b>Total Web Site</b>	<b>814.58</b>	<b>1,376.38</b>
<b>Total Expenses</b>	<b>\$28,757.09</b>	<b>\$49,457.92</b>
<b>NET OPERATING INCOME</b>	<b>\$14,880.11</b>	<b>\$49,978.20</b>
<b>NET INCOME</b>	<b>\$14,880.11</b>	<b>\$49,978.20</b>

**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
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 Jambriana 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
5/26/2020	1088 Jennifer Vickers	Expense Reprt	Website	\$ 233.82
6/3/2020	1089 Oscar Ramirez	5/23 and 6/10 cut	Beautification	\$ 500.00
6/26/2020	1090 Oscar Ramirez	6/23 Cut	Beautification	\$ 250.00
VOID	1091 Prime Office Solutions	02IN5674	VOID - Getting credit from Jan TMNA payme	\$ -
6/26/2020	1092 Prime Office Solutions	02IN6062	Timbergram	\$ 706.50
6/26/2020	1093 Richard Saad	TMNA Resident Error	Dues	\$ 30.00

## Committee Reports

### Block Captain Report (Laura Bradham)

Laura Bradham emailed each Block Captain to let them know where they stand for the new Membership Contest. At least one Block Captain lit a fire with her neighbors and her block had a big increase this month! Also, several Block Captains have joined TMCC, not realizing they hadn't, but did realize when they saw their address was missing on the list I sent them. And, one Block Captain discovered that her form and check had been lost in the mail when she tried to join in February, so she's joined via Square. So, we are picking up memberships from Block Captains and their blocks!

Laura found out that her Block Captain list was "off" a little functionally when checking on a piece of mail returned to sender. It turns out that the Block Captains for the 6600 & 6700 blocks of Lindyann were dividing up the blocks differently than I had on my list. So, I changed my list to accommodate them as their plan makes more sense! Also had a Block Captain decide to use a different email address. I shared new block division and email address with the Timbergreeters so they can continue to give people the correct information when they start greeting again. I sent a copy of my updated Block Captain List to Miles so that he has the latest information.

### Environmental Affairs Report (Peter Davies)

SNC-14 held their June meeting and had speakers from the City of Houston's Floodplain Management Department and Harris County Flood Control District. A number of questions that still remain concerning the development of the Palisades Park to the west of Section 5, which now has four (4) sections and have, or are in the final process of, being platted. During the recent months the contractor has brought in thousands of cubic yards of fill and there were question concerning permits for this activity which falls in both the 100 and 500 year flood plains. A request for copies of the drainage and fill plans have been sent to design engineer, Jones | Carter, but we have not received a response.

Heavy traffic on Shirkemere on Sunday mornings in Section 5 has resumed along with the resumption of services at Grace Bible Church. With the eventual construction of houses in Palisades Park, the Civic Club may need to request additional traffic studies and recommendations to abate the problem including speed cushions on Shirkemere, extension of Ella to Hurst or other traffic measures.

### Membership Report (Laura Bradham)

As of June 15, 2020, we have a total of 471 official Members, 38% of the neighborhood. I'm keeping track of how many we had before the membership contest kicked off, and how many join monthly thereafter. I am not anticipating a membership contest next year, and can use these figures to track if the 2 membership contests have been successful, and if so, just how successful. I don't have any raw data of how many members we had yearly, nor how many joined monthly prior to my time as Chair.

## **Committee Roads Continued**

I have captured email addresses for approximately 90% of those that have joined this year, and passed that information on to Cynthia Schwendeman who is working on Mail Chimp for neighborhood emails. I'll be sending her monthly updates when I update my list, already have sent an update to her.

The new Membership Contest kicked off with numbers from May 15! We now have 2 blocks with a 100% increase or better, which will automatically receive 2 bottles of sparkling wine for the NNO party: 6003-6031 Pineshade & 6102-6136 Queenswood. There will be a third one next month when official figures come in after the accountant balances Square. I could tell when I checked my email and saw who joined. I have an article in the Timbergram with the top percentage point increases. This is a fluid number, obviously, but by giving a block 2 bottles of wine when they get to 100% or greater increase moves the ones from the bottom to the top.

Miles and I are working on a letter flyer that the Block Captains can email to their blocks regarding membership. I've written a draft and waiting on Miles to edit. At least 2 Block Captains have created their own and sent them to their blocks.

I've been generating a monthly Membership Roster to share with Leslie and Jenn for Yard of the Month.

I like the new way that Square reports twice. First it says, "You have an Order for a Dual/Single Membership and whatever else they donate to. The second report says, "You have a receipt for Name of New Member. That makes it so that I can check for missing emails and addresses so much more easily! Thank you, whoever set it up that way!

## **Timbergram and Website (Jennifer Vickers)**

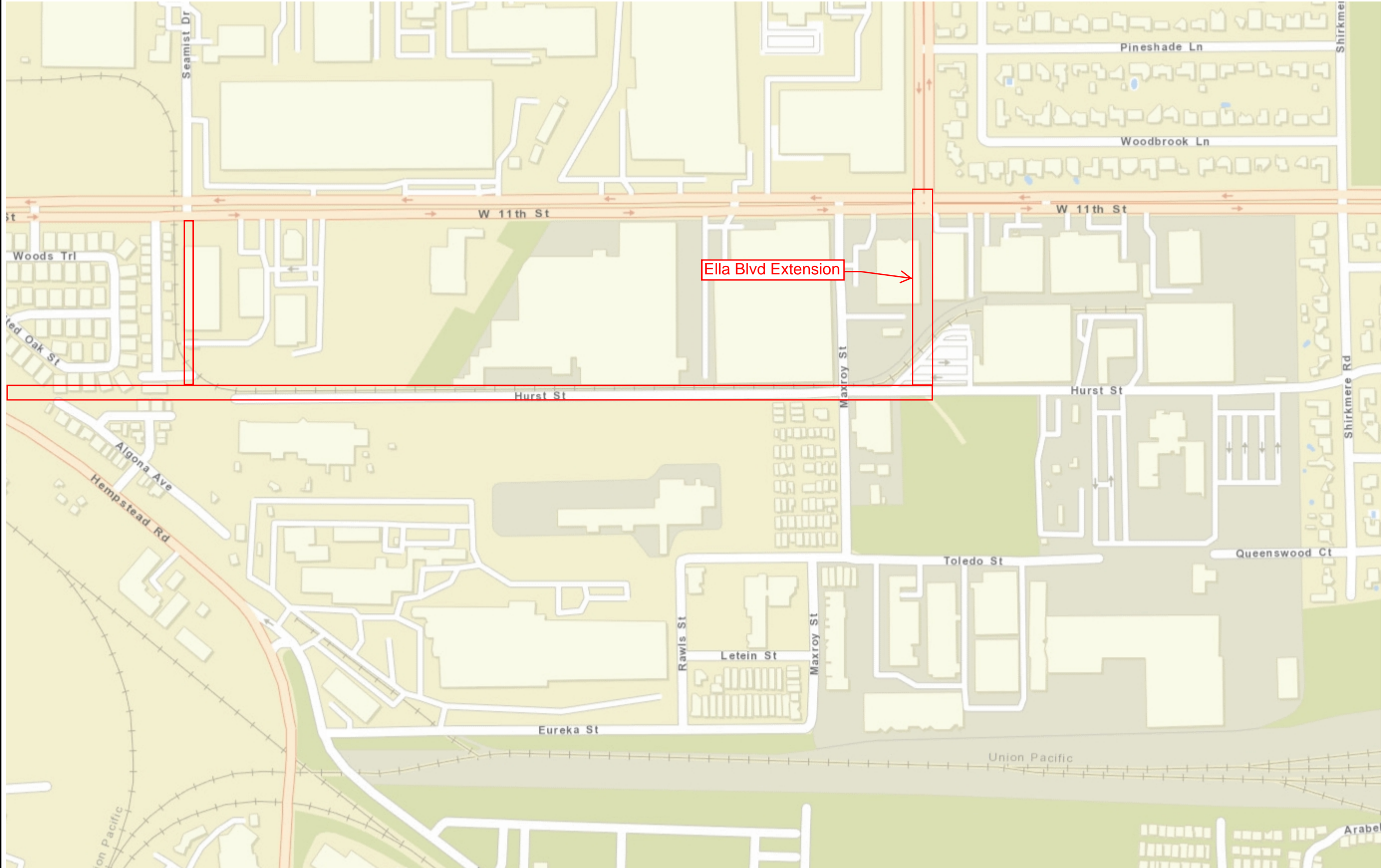
The July edition of the electronic version of the Timbergram was distributed yesterday to our distribution list of 1,116 recipients. We've had a typical open rate thus far but an increase in the number of readers who are clicking links compared with more recent distributions. Not surprisingly the most popular content is about the Ice Cream Social (Distance). Reports attached, but please note the board update was prepared last week and doesn't reflect the last few days of web traffic. We had 250 visits to the website this week from 239 unique visitors, 72% of which were click throughs from the electronic newsletter.

Also, working with Traci Riley, information about the design review process has been updated on the website and displayed more prominently on the home and about pages.

## **Attachments**



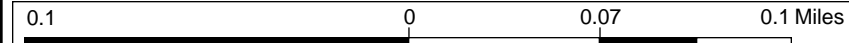
# Ella Boulevard Extension



**Legend**

- Cypress Creek Overflow Area
- Harris County Boundary
- Other Counties
- Harris County
- World Street Map

Ella Blvd Extension



WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

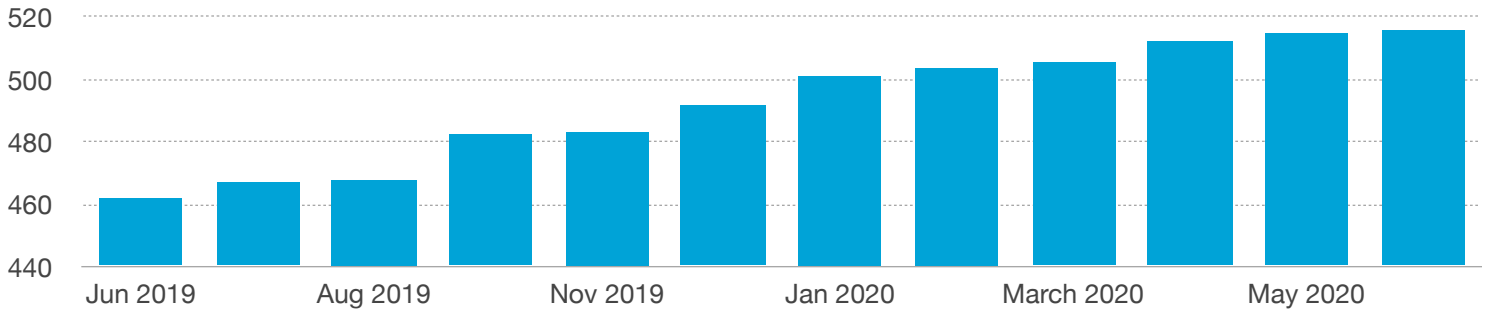
1: 4,514

**Notes**  
Notes



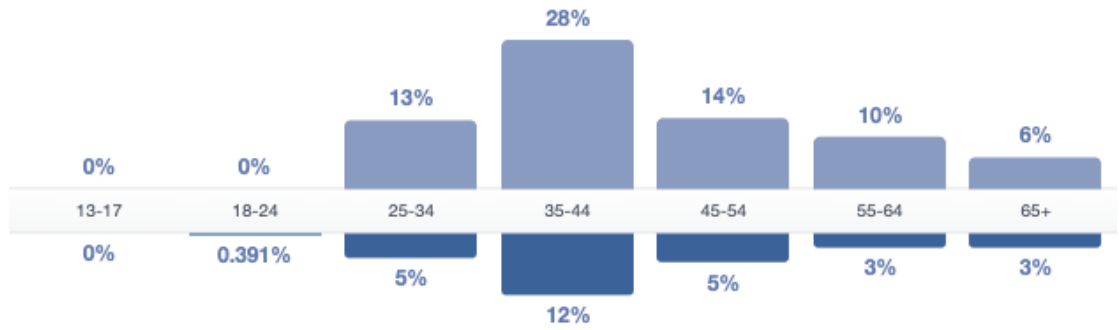
# Facebook Page Update

Total Likes: 516



## Women

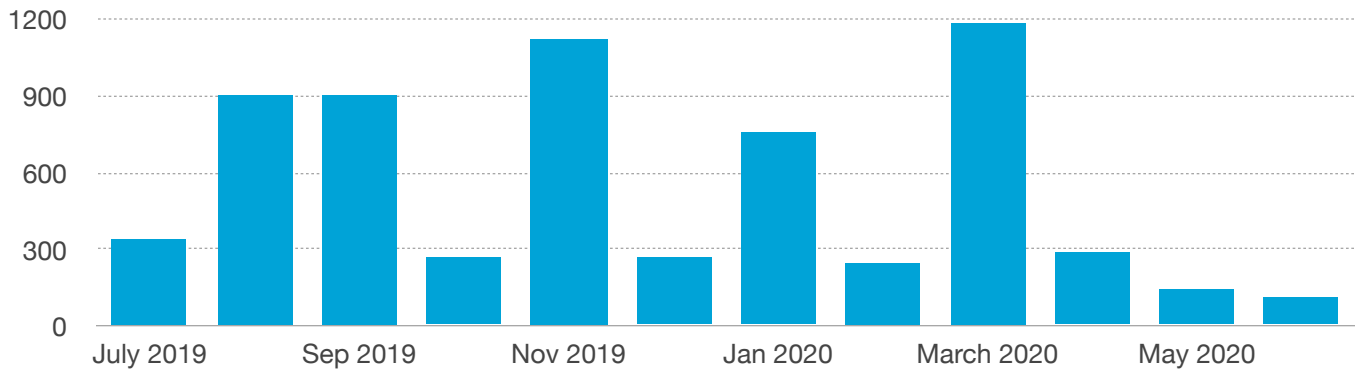
71%  
Your Fans



## Men

28%  
Your Fans

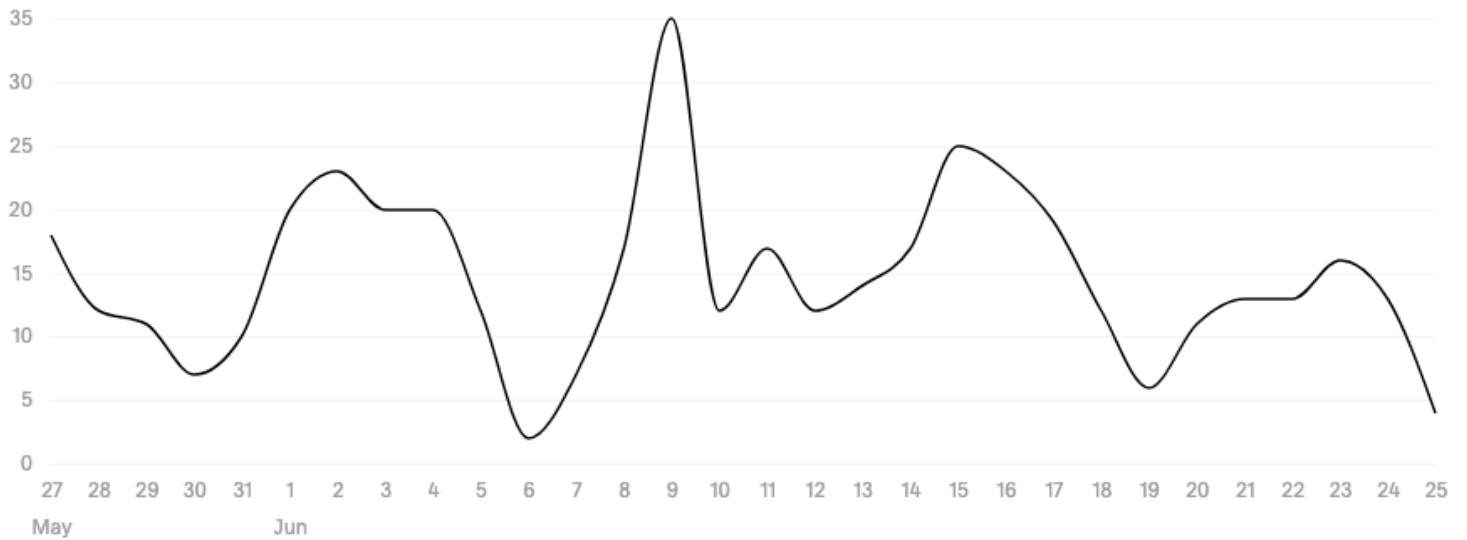
Highest Post Reach



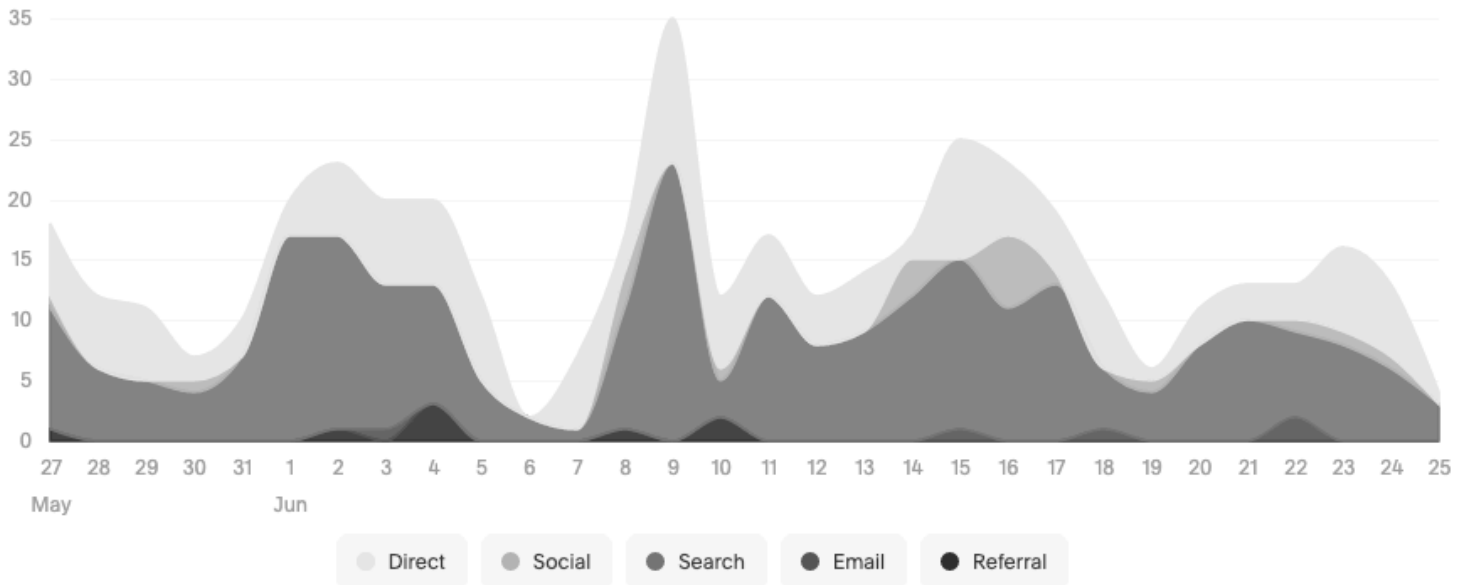
The highest reaching post for June was the Heavy Trash Day reminder on the 16th.

# Website Analytics

## Daily Traffic Summary



## Daily Traffic Sources

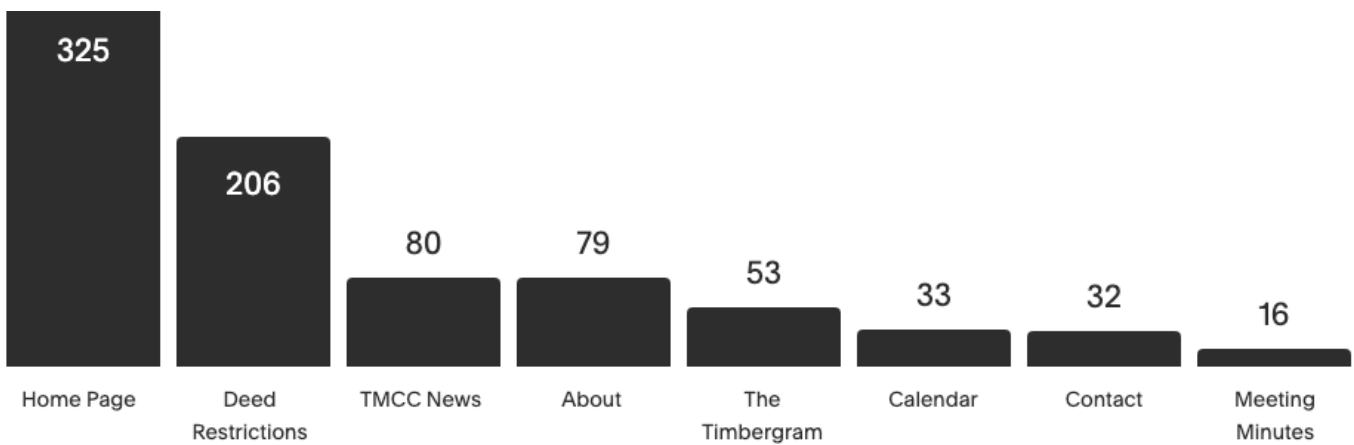


## Daily Traffic Sources

Source	▼ Visits
Search	261 (59.2%)
Direct	147 (33.3%)
Social	20 (4.54%)
Referral	8 (1.81%)
Email	5 (1.13%)

## Popular Content

May 25th - June 24th 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](http://bit.ly/TMCCNews)

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

# Timbergram - July 2020

**Sent**

Mon, Jun 29, 2020 4:30 pm

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# Overview

## 1,122 Recipients

**Audience:** TMCC Residents

**Delivered:** Mon, Jun 29, 2020 4:30 pm

**Subject:** The Timbergram - Official TMCC  
Newsletter

<b>0</b> Orders	<b>\$0.00</b> <u>Average order revenue</u>	<b>\$0.00</b> <u>Total revenue</u>
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<b>476</b> Opened	<b>162</b> Clicked	<b>6</b> Bounced	<b>4</b> Unsubscribed
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Successful deliveries	<b>1,116</b> 99.5%	Clicks per unique opens	<b>34.0%</b>
Total opens	<b>1,079</b>	Total clicks	<b>279</b>
Last opened	6/30/20 8:38AM	Last clicked	6/30/20 8:26AM
Forwarded	<b>0</b>	Abuse reports	<b>0</b>

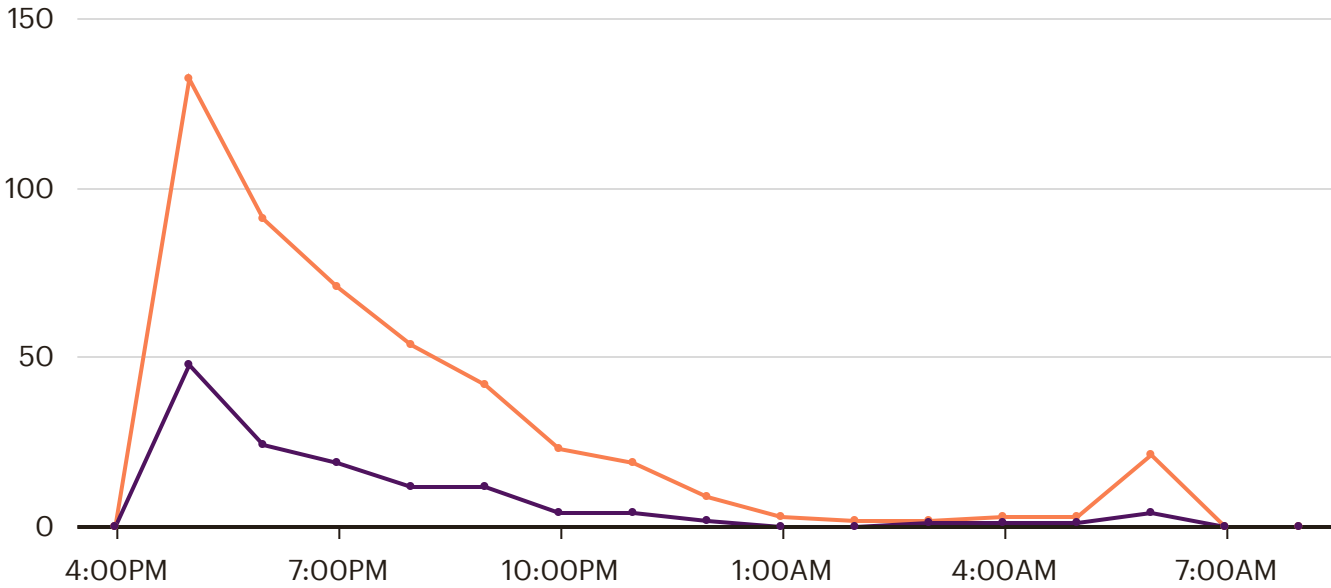


# Subscriber activity

## 24-hour performance

Opens

Clicks



## Top links clicked

<a href="https://www.timbergrove.org/calendar/ice-cream-social">https://www.timbergrove.org/calendar/ice-cream-social</a>	77
<a href="https://www.timbergrove.org/news/a-home-for-generations-to-come">https://www.timbergrove.org/news/a-home-for-generations-to-come</a>	47
<a href="https://www.timbergrove.org/news/block-captains-building-community">https://www.timbergrove.org/news/block-captains-building-community</a>	26
<a href="https://www.timbergrove.org/news/annual-july-4th-ice-cream-social-distance">https://www.timbergrove.org/news/annual-july-4th-ice-cream-social-distance</a>	24
<a href="https://www.timbergrove.org/news/rethink-security-update">https://www.timbergrove.org/news/rethink-security-update</a>	22

## Subscribers with most opens

URL	Total	Unique
<a href="https://www.timbergrove.org/calendar/ice-cream-s...">https://www.timbergrove.org/calendar/ice-cream-s...</a>	77 (28%)	67 (27%)
<a href="https://www.timbergrove.org/news/a-home-for-gen...">https://www.timbergrove.org/news/a-home-for-gen...</a>	47 (17%)	40 (16%)
<a href="https://www.timbergrove.org/news/block-captains-...">https://www.timbergrove.org/news/block-captains-...</a>	26 (9%)	18 (7%)
<a href="https://www.timbergrove.org/news/annual-july-4th-i...">https://www.timbergrove.org/news/annual-july-4th-i...</a>	24 (9%)	19 (8%)
<a href="https://www.timbergrove.org/news/rethink-security-...">https://www.timbergrove.org/news/rethink-security-...</a>	22 (8%)	22 (9%)
<a href="https://www.timbergrove.org/news/yard-of-the-mon...">https://www.timbergrove.org/news/yard-of-the-mon...</a>	20 (7%)	19 (8%)
<a href="https://www.timbergrove.org/news/notes-from-your...">https://www.timbergrove.org/news/notes-from-your...</a>	18 (6%)	17 (7%)
<a href="https://www.timbergrove.org/news/deter-crime-wit...">https://www.timbergrove.org/news/deter-crime-wit...</a>	18 (6%)	17 (7%)
<a href="https://www.timbergrove.org/news/traces-of-timber...">https://www.timbergrove.org/news/traces-of-timber...</a>	7 (3%)	7 (3%)
<a href="https://www.timbergrove.org/news/west-11th-street-...">https://www.timbergrove.org/news/west-11th-street-...</a>	7 (3%)	7 (3%)
<a href="https://www.timbergrove.org/calendar/yard-waste-...">https://www.timbergrove.org/calendar/yard-waste-...</a>	5 (2%)	5 (2%)
<a href="https://squareup.com/store/TMCC">https://squareup.com/store/TMCC</a>	5 (2%)	5 (2%)
<a href="https://www.timbergrove.org/calendar/heavy-trash-...">https://www.timbergrove.org/calendar/heavy-trash-...</a>	3 (1%)	3 (1%)
<a href="https://www.timbergrove.org/contact">https://www.timbergrove.org/contact</a>	0 (0%)	0 (0%)
<a href="https://www.timbergrove.org/calendar/tmcc-board-...">https://www.timbergrove.org/calendar/tmcc-board-...</a>	0 (0%)	0 (0%)
<a href="https://www.facebook.com/TimbergroveManorCivi...">https://www.facebook.com/TimbergroveManorCivi...</a>	0 (0%)	0 (0%)
<a href="http://www.timbergrove.org">http://www.timbergrove.org</a>	0 (0%)	0 (0%)

Domain	Email	Bounces	Opens	Clicks	Unsubs
gmail.com	426 (38%)	0 (0%)	184 (43%)	59 (14%)	1 (0%)
yahoo.com	172 (15%)	0 (0%)	77 (45%)	23 (13%)	1 (1%)
sbcglobal....	84 (7%)	0 (0%)	33 (39%)	13 (15%)	0 (0%)
aol.com	68 (6%)	1 (1%)	32 (48%)	11 (16%)	0 (0%)
hotmail.com	62 (6%)	0 (0%)	22 (35%)	9 (15%)	0 (0%)
Other	310 (28%)	5 (2%)	128 (42%)	47 (15%)	2 (1%)