

TMCC Board Meeting  
October 27, 2020  
6:30 PM

### Meeting Minutes

Meeting called to order at 6:35 PM with quorum met.

**Sept 29, 2020 Board Meeting Minutes** – Following review of the Minutes a motion was made by Jennifer Vickers to approve the minutes which was seconded by Cynthia Schwendeman, which was approved by a voice vote with no objections

**October's Treasurer's Report** – Jennifer Wilson reviewed the attached Treasurer's report which is attached. A motion was made by Alison Reynolds to approve the report which was seconded by Jennifer Vickers and approved by a voice vote with no objections.

### Committee Reports

Activities – There was a discussion about ideas in lieu of the Snow Fest including a scavenger hunt.

Beautification – No report. Plan is to put the garlands on the monuments the week following Thanksgiving.

Block Captains – See the attached report by Laura Bradham.

Deed Restrictions – No report.

Design Review – Traci Riley reported that the committee is working on procedures and providing information on the website. Maureen Thompson has volunteered to serve of the committee and Miles Sasser further nominated her to serve on the committee, to fill the vacancy of Brian Hillendahl. By voice vote the nomination was approved.

Environmental – Chanel Richbourg sent her report that is attached.

Future Programs – No report

Membership – See the attached report by Laura Bradham.

Neighborhood Security – Matt Kern reported to the Board that incidents of lewd behavior at the Bryce Chemical Feed station have not been as frequent. A motion was made by Cynthis Schwendeman to allocate \$500 to provide food or for the fire fighters at station on Seamist around Thanksgiving. The motion was seconded by Peter Davies and approved by a vote with no objections.

Timbergram – Matt Kern reported that they are having problems with getting volunteers to deliver the Timbergrams. He asked for additional volunteers to assist in the delivery.

Website – Jennifer Vickers reported that she prepared an analytic report which is attached.

Yard of the Month – No report.

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**Old Business** – The issue of on-line voting was discussed. The preliminary plan is to have members check in at the Annual Zoom Meeting and vote using the Zoom voting feature.

**New Business** – No new business. Next General Meeting is scheduled for November 10<sup>th</sup> @ 6:30 PM and Board Meeting is scheduled for November 17<sup>th</sup> at 6:30 PM.

Miles Sasser reported that the businesses on Overmeyer are supporting the idea of reverting the traffic direction on Overmeyer to two-way traffic.

The meeting was adjourned at 8:25 PM following a motion by Jennifer Vickers being seconded by Cynthia Schwendeman and no objections.

TMCC Board Meeting Minutes were prepared by:

Peter Davies, TMCC Secretary     *Peter Davies*

# Sign In Sheet 10.27.2020

<b>2020 TMCC Officers and Board of Directors</b>		
Position	Name	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	
Director	Micah Heilbrun	
Director	Jennifer Vickers	X
Director*	Cathi Lambert Hernandez	
Director*	Cynthia Schwendeman	X
<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

# Timbergrove Manor Civic Club

## BALANCE SHEET

As of October 27, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Independent Bank Checking	0.00
Prosperity Bank CD -0917	102,402.14
Prosperity Bank CD -0918	25,326.86
Prosperity Bank Checking	50,485.07
<b>Total Bank Accounts</b>	<b>\$178,214.07</b>
Other Current Assets	
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$178,214.07</b>
<b>TOTAL ASSETS</b>	<b>\$178,214.07</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	18,291.15
<b>Total Equity</b>	<b>\$178,214.07</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$178,214.07</b>

# Timbergrove Manor Civic Club

## PROFIT AND LOSS COMPARISON

January 1 - October 27, 2020

	TOTAL	
	JAN 1 - OCT 27, 2020	JAN 1 - OCT 27, 2019 (PY)
<b>Income</b>		
Club Dues	23,215.00	23,386.21
Donations		205.68
Jaycee Park Donations	2,197.50	2,030.00
Online Processing Fee Donations	283.49	539.39
Other Donations	4,885.00	7,887.00
West 11th Street Park Donations	3,382.50	2,180.00
<b>Total Donations</b>	<b>10,748.49</b>	<b>12,842.07</b>
Interest Income	1,601.23	1,314.60
Neighborhood Security Income		
Private Security Subscribers		55,392.00
Security Fund Donations	7,915.00	6,365.00
<b>Total Neighborhood Security Income</b>	<b>7,915.00</b>	<b>61,757.00</b>
Timbergram Advertising Income	4,590.00	5,660.00
<b>Total Income</b>	<b>\$48,069.72</b>	<b>\$104,959.88</b>
<b>GROSS PROFIT</b>	<b>\$48,069.72</b>	<b>\$104,959.88</b>
<b>Expenses</b>		
Bank Charges	5.60	23.50
Beautification	4,113.80	9,981.61
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	780.00	
Easter Egg Hunt		828.54
Fourth of July		616.48
General Meetings	158.07	105.00
Insurance		1,488.00
Membership	1,218.83	1,221.23
Misc./ Other	27.65	
Neighborhood Security	7,710.00	50,670.00
Office/Postage	226.00	778.36
Professional Services		2,213.90
Bookkeeping	3,196.46	
Tax Accounting Services	3,000.00	
<b>Total Professional Services</b>	<b>6,196.46</b>	<b>2,213.90</b>
Snow Fest	1,282.35	1,709.01
Storage Unit		565.00
Timbergram	2,572.50	3,634.00
Volunteer Dinner		161.90
Web Site	233.82	466.76
Online Payment Processing Fees	703.49	1,252.95
<b>Total Web Site</b>	<b>937.31</b>	<b>1,719.71</b>
<b>Total Expenses</b>	<b>\$29,778.57</b>	<b>\$75,716.24</b>
<b>NET OPERATING INCOME</b>	<b>\$18,291.15</b>	<b>\$29,243.64</b>
<b>NET INCOME</b>	<b>\$18,291.15</b>	<b>\$29,243.64</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 Jambrina CPA	2016, 2017, 2018 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 paym	\$	-
6/26/2020	1092 Prime Office Solutions	02IN6062	Timbergram	\$	706.50
6/26/2020	1093 Richard Saad	TMNA Resident Error	Dues	\$	30.00
7/10/2020	1094 Laura Bradham	Expense Reprt	Timbergreeters	\$	176.00
7/10/2020	1095 Lorie Hood	Expense Reprt	Timbergreeters	\$	25.98
7/10/2020	1096 Traci Riley	Expense Reprt	General Meeting	\$	140.28
7/10/2020	1097 Apex Sprinkler	7/8/20 Repairs	Beautification	\$	330.00
7/10/2020	1098 Oscar Ramirez	7/8/20 service, landscapir	Beautification	\$	2,750.00
7/10/2020	1099 West 18th Storage	Unit 0303 Annual	Storage Unit	\$	600.00
7/10/2020	1100 Providence Society	Inv#31 and Inv#42	Bookkeeping	\$	312.50
8/11/2020	1101 IRS	2019 Tax Return	2019 Taxes Filing Fee	\$	20.00
8/11/2020	1102 Oscar Ramirez	07/22 and 08/09	Beautification	\$	450.00
8/11/2020	1103 Providence Society	Inv#43	Bookkeeping	\$	243.75
9/15/2020	1104 Providence Society	Inv#52	Bookkeeping	\$	62.50
9/15/2020	1105 Oscar Ramirez	131060, 131062, 131067	Beautification	\$	3,500.00
9/15/2020	1106 Prime Office Solutions	02IN6222	Timbergram	\$	709.00
10/16/2020	1107 Weycer, Kaplan, Pulaski, and Zuber	Retainer	Legal	\$	7,500.00

## **Block Captain Report – Laura Bradham**

Leslie Hillendahl is stepping down as BC of 6202-6335 & 1234-1238 Manville. I still need a BC for 6500 Cindy. Both are advertised in the Timbergram.

I discovered that the BC of Guese is no longer a resident of the neighborhood. When delivering the wine to the winning BC of Valleta, he told me she'd moved and he would be happy to take that block. Apparently, he knows everyone in that area, and used to have Guese included in his block, but was trying to get her more involved with the neighborhood.

Miles Sasser also stepped down, but had found a replacement on his block and Barb Kent has also stepped down, having found herself a replacement also.

I've decided to set up a Block Captain Orientation of sorts as new Block Captains join (had 4 new BC in the past month). However, in the time of Coronavirus, I am having to do this via email. I copied old block captains on the email to the new block captains. This prompted me to be able to pick Barb Kent's brain to set up the orientation. I'm very excited about sending out an orientation to BC for the time being, but more excited about having an in person orientation in the future when we are able to do so.

Sylvia Landry is organizing a Halloween Parade for the blocks of Droxford, Tannehill, Haverhill, and Willowby. She's drawn up a map and made a flyer. I have 2 other BC attempting to copy her idea in other parts of our neighborhood. This way, no parade is too big and social distancing can be achieved.

NNO was a big success according to several of the BC. They said that they really needed the time to engage with their neighbors in such a bizarre year. Some of them had a snow cone truck they shared. All of them mentioned distancing and wearing masks.

## **Design Review Committee Report– Dana Whitney**

- 6751 Grovewood Ln, Section 8, Oct. 7. Sent email to Lynn James, Builder, clarifying that neither the DRC nor the TMCC Board is able to override the deed restrictions for a variance. A variance was asked for modifying a building setback line.
- 6103 Queenswood Ln, Section 5, Oct 8. Sent an approval letter to Jeff Rohrbach with Cason Graye Homes on behalf of their clients, Mike and Lara Baker, for a new 2-story residence.

## Committee Reports Ct'd

- 2410 Droxford Dr, Section 13, Oct. 8. Sent an approval letter to Cullen and Jennifer Brehm for a 1-story rear addition.
- 6735 Cindy Ln, Section 10, Oct. 8. Sent an approval letter to Camille and Mathew Casey for the addition of a second story to a portion of the existing 1-story residence.
- 6215 Abington Way, Section 5, Oct. 15. Sent an approval letter to Brenton Chentnik and Kimble Slonaker for closing in the residence's integral garage with a bay window.

### **Environmental Affairs Committee Report – Chanel Richbourg**

We continue to receive complaints regarding odors coming from two areas in our neighborhood: Bryce Street Chemical Feed Station & Southwaste Disposal on Hurst. If you experience any odors coming from these facilities, please take the below actions:

1. Call 311 and file an “outdoor air pollution” report
2. Record your case number
3. Email the notice of your report to [environmentalaffairs@timbergrove.org](mailto:environmentalaffairs@timbergrove.org)

We will make sure to log all reports and follow up with District C Councilwoman, Abbie Kamin

West 11<sup>th</sup> Street Between Shelterwood and Bryce Streets – SNC-14 had sent a report to the City of Houston requesting that the storm sewer be inspected for blockage or joint separation. Following the response that: “their crews has inspected the lines and found no blockage” TMCC volunteers used a camera to access and verify that one of the lines was blocked an most likely causing the drainage/flooding problem. The City has subsequently re-visited the site and have not provided any details of when they will remove the blockage.

West 11<sup>th</sup> Street at Seamist – These volunteers also made an inspection of an inlet on the southeast corner of West 11<sup>th</sup> Street and Seamist, where flooding has been repeatedly reported, finding a collapsed inlet and blockage at this location. This information was also forwarded to the City of Houston.

West 12<sup>th</sup> Street at Seamist – A third location was inspected and at this location blocked culverts were observed, documented and the information sent to the City. It was observed that the east end one of the pipe on the north side of the intersection cannot be seen, indicating that it has been buried, most likely for several years.



## Committee Reports Ct'd

### Development in the Area

Palisades Park – The developer has finished the streets and utilities for the future high density housing project and began construction of two houses as evidenced by the framing. SNC-14 and TMCC residents have attempted to obtain a copy of the drainage plans but the City has refused to provide the Permitted Drawings claiming that the Engineer and/or Developer has copywrote the drawings. Volunteers continue to obtain information as there are questions concerning the storm water runoff and detention for the site.

West 12<sup>th</sup> Street at Seamist – The contractor has begun construction of Smart Living on West 12<sup>th</sup> Street which is believed to be a 200+ unit apartment complex.

Schill Steel – West 11<sup>th</sup> Street at Maxroy – Developers have begun the demolition of the existing metal buildings most likely making way for another high density development.

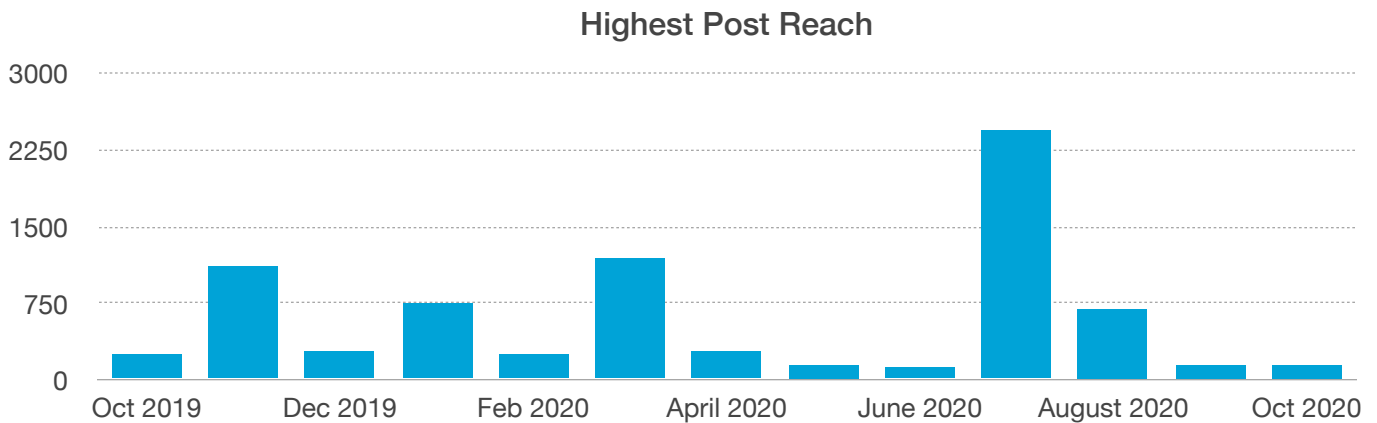
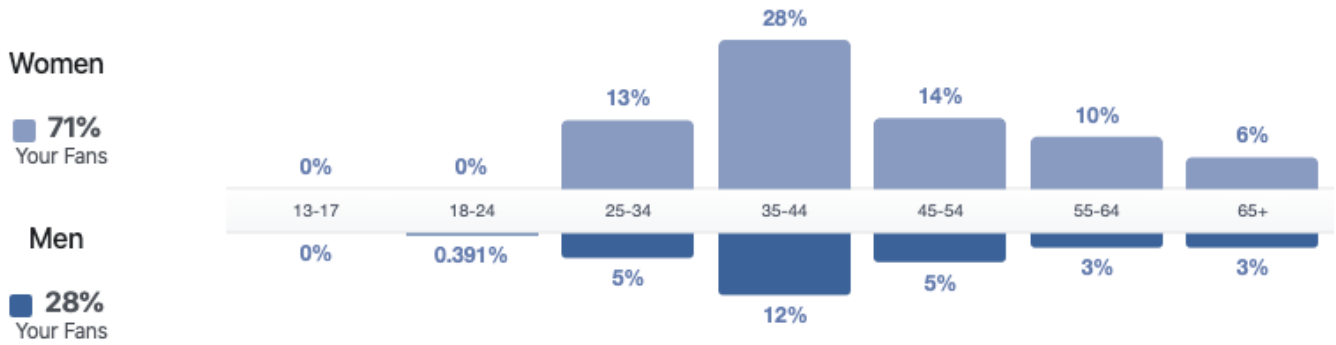
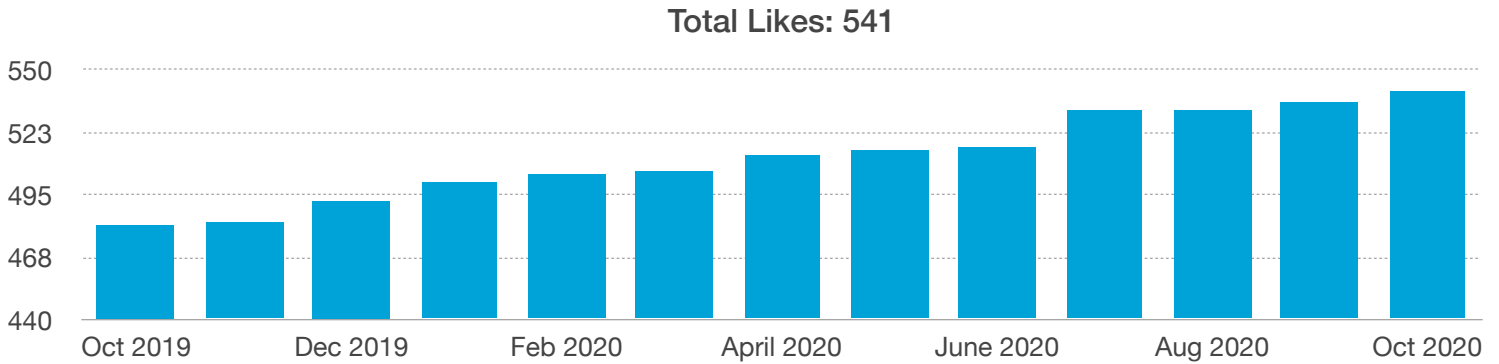
### **Membership Report – Laura Bradham**

On October 22, I spent 1½ hours orienting Tanya to the role of Membership Chair. I showed her a rundown of how I've been gathering and recording new members, how the programmed Master List works, and how to make a Membership Roster, where that information goes as it's received as well as how to let the Block Captains know and how to send out Thank You Mailings.

As of October 22, 2020, the latest numbers I have: we have a total of 507 official Members, 41% of the neighborhood! An increase of 3 members over last month. I know for sure that we have had more members, but the accountant hadn't checked in yet, and I needed to show her how everything worked. Next month, there will be more members in my report as we had quite a few join in response to NNO.

Tanya is going to attempt to gather new members next month, so the transition is in process at this time. I'm in the process of emailing her paperwork and information that she will need as she transitions and then takes over.

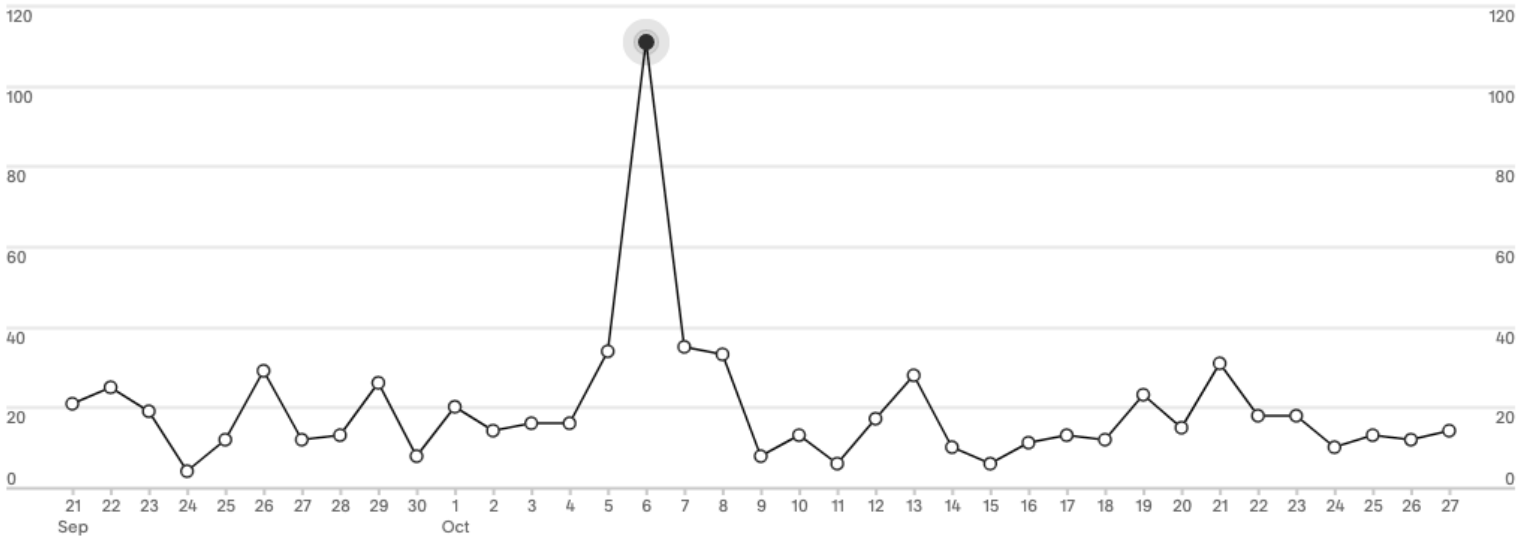
# Facebook Page Update



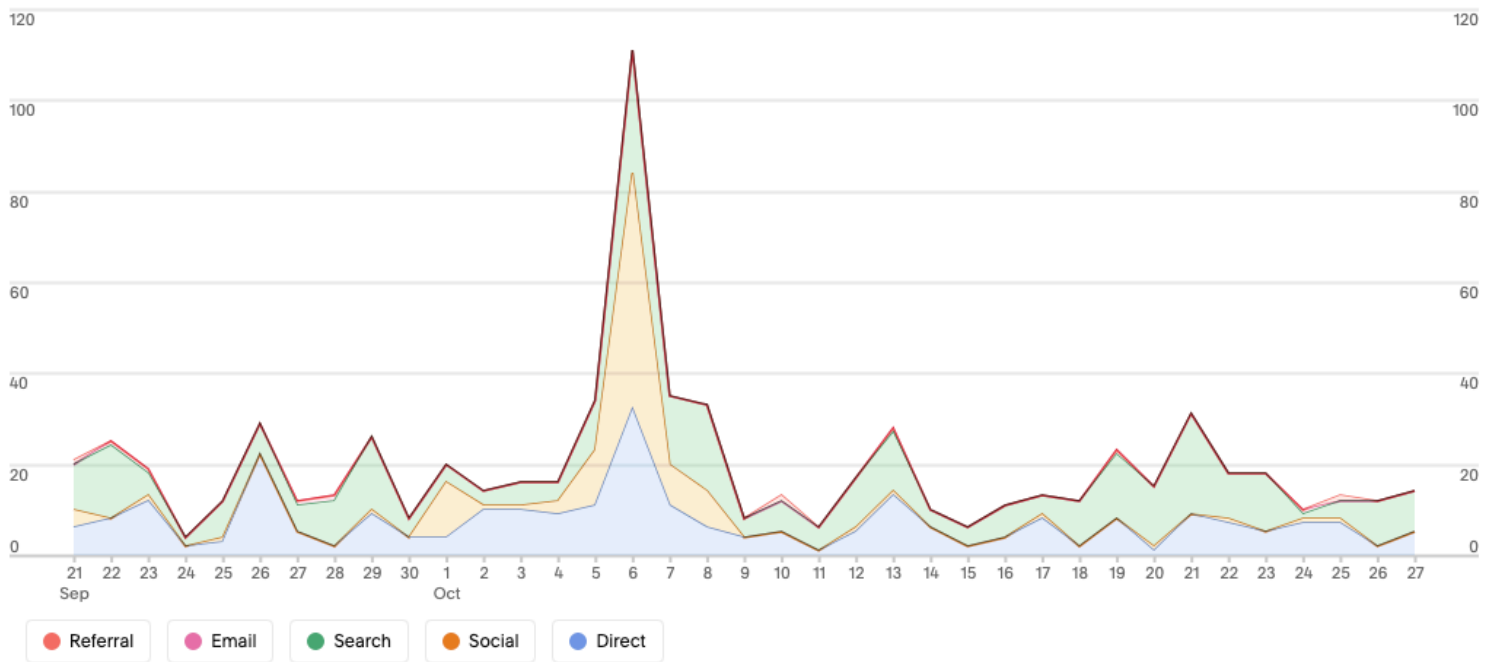
The highest reaching post for the end of September was the General Meeting via Zoom with the announcement regarding special guest Abbie Kamin, and the "It's Lego Time" event from October 5th.

# Website Analytics

## Daily Traffic Summary



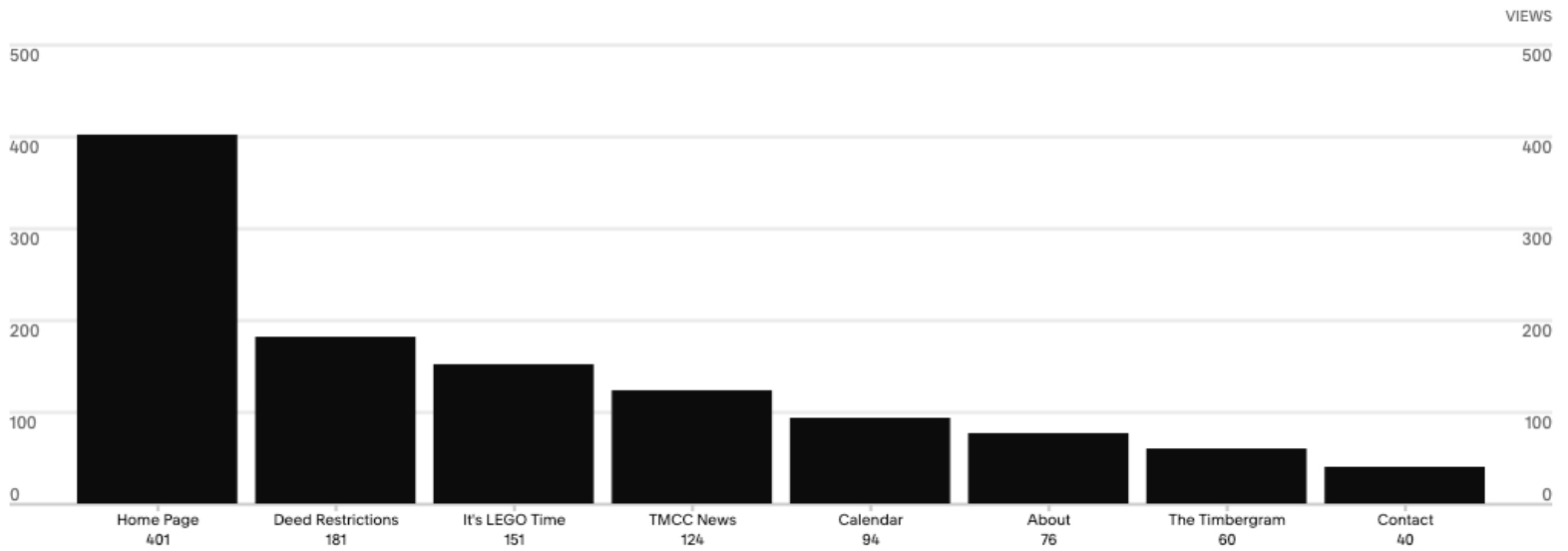
## Daily Traffic Sources



## Daily Traffic Sources

Source	Visits
Search	337 (46.4%)
Direct	267 (36.8%)
Social	112 (15.4%)
Email	7 (0.96%)
Referral	3 (0.41%)

## Popular Content



September 21st - October 27th 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