

Timbergrove Manor Civic Club (TMCC)
Board Meeting Minutes
January 30, 2018

Meeting Minutes

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

Business Taken Out of Order - Carl Carlson addressed the Board concerning a possible Deed Restriction violations at 1510 Droxford in Section 11 as the result of a fire December 29th. Jennifer Vickers motion that the Board prepare a letter, based on the draft and distribute to the current resident at 1510 Droxford concerning the state of their garage following a fire in December 2017. The motion was seconded by Jamie Hay. The motion was passed without objection.

Officer's Reports

Secretary's Report -Members reviewed minutes from November 28, 2017 and December 19, 2017 Board Meetings. Following review, there was a motion to approve the November minutes by Jennifer, which was seconded by Sandra and approved by a show of hands. Following review Sandra made a motion to approve the December minutes which was seconded by Jamie and approved by a show of hands.

Treasurer's Report – Sandra reviewed her report . There is a CD maturing this month and there was a question concerning re-investment. Peter Davies made the motion that the Treasurer should be authorized to re-invest the security in a similar investment, following research and notification of the board. The motion was seconded by Sandra Crook and approved by a show of hands. The tax return will be prepared by the Treasurer.

2018 Budget - There was a discussion concerning the proposed budget including the items that will not be used, those that need to be modified and the items that need to be added. Sandra will work on getting a draft budget to all committee chair persons for their input so that the Board can finalize the 2018 Budget at the next meeting.

Committee Reports

Activities – There was no report for this meeting.

Beautification – Some of the sprinkler backflow valves were damaged by the recent freeze. Leslie will get the sprinkler contractor to fix the damage when the weather warms.

Deed Restrictions Enforcement- See previous discussion concerning the possible deed restriction on Droxford. There continues to be complaints about the parking of cars and trailers on Pineshade.

Design Review Committee – There was an approval for a new residence at 6XXX Hurst.

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Committee Reports Continued

Environmental Affairs –Report from Darlene Wayt SNC-14

Bryce Trailhead Park

Repair of the fence foundation, that surrounds the Chemical Feed Station, will begin on February 19, 2018 by Jerdon Enterprise, LP. Three trees, which currently impinge on the fence, will be removed and replaced. The plan calls for additional trees around the fence and enlargement of the rain garden. The work should be completed in 90 days. Per Sherry Weesner, MHRA.tirz5@gmail.com, 713-850-9000 or sherry@smwprinciplesolutions.com, 281-610-3985, email dated 1-22-18.

Bryce Chemical Feed Station

The H2S sensor was tested in mid-January and should be installed by the end of the first full week in February. Startup, testing and training should take 2 -3 weeks. Per Joe Hanak and Mike Hamlin in emails dated 1-23-18 and 1-29-18.

Joe Hanak, COH PWE, joe.hanak@houstontx.gov, 832-395-2399

Mike Hamlin, Industrial TX Corp., mhamlin@industrialtx.com [HYPERLINK](mailto:mhamlin@industrialtx.com)

["mailto:mhamlin@industrialtx.com"](mailto:mhamlin@industrialtx.com)ltx.com, 281.890.0152 Ext.102 (O), 713.203.3617 (C)

Membership – Chrystal reviewed her report which is included as an attachment.

Neighborhood Security – Jennifer reviewed the Committee's activity and fund raising. There was a request that volunteers be reimbursed for tire damage during patrols. A motion was made by Peter Davies to deny the request which was seconded by Carie Brawley. The motion was approved by a show of hands.

Programs – Paul Bettncourt will be addressing the next General Meeting.

Survey Committee – No report.

Timbergram – Deadline is February 15th. TMCC Volunteers will distribute the next edition.

Timbergreeter – No report.

Website – The site will updated to include current information.

Yard of the Month – No report.

Old Business – Volunteers are still working on a design and pricing volunteer shirts.

Timbergrove Manor Civic Club (TMCC)
Board Meeting Minutes
January 30, 2018

New Business –

The Secretary will draft a letter to be sent to the City of Houston expressing TMCC's support of renaming the West 11th Street Park as part of the renaming process.

Carrie has volunteered to explore the option of being a correspondence secretary for the Club.

General Meeting will be on March 6th and Board Meeting is scheduled for February 27th

Adjournment at 9: PM.

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

P Davies

Peter Davies, TMCC Secretary

Sign In Sheet

Location:

Name	Position/Affiliation	Signature
William F. Morfey	President	W. Morfey
Leslie Hillendahl	Vice President	
Peter Davies	Secretary	P. Davies
Sandra Crook	Treasurer	S. Crook
Carrie Brawley	Board Member	C. Brawley
Jamie Hay	Board Member	J. Hay
Micah Heilbrun	Board Member	
Crystal Neustadt	Board Member	C. Neustadt
Jennifer Vickers	Board Member	J. Vickers
Traci Riley	Deed Restriction Enforcement Committee	T. Riley
Carl Carlsson		C. Carlsson

8:26 PM
01/29/18
Cash Basis

Timbergrove Manor Civic Club
Balance Sheet
As of January 30, 2018

	<u>Jan 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Integrity Bank CD - January	26,410.78
Integrity Bank CD - July	25,536.43
Integrity Bank Checking	<u>124,607.85</u>
Total Checking/Savings	<u>176,555.06</u>
Total Current Assets	<u>176,555.06</u>
TOTAL ASSETS	<u>176,555.06</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	62,608.80
Unrestrict (retained earnings)	77,795.70
Net Income	<u>36,150.56</u>
Total Equity	<u>176,555.06</u>
TOTAL LIABILITIES & EQUITY	<u>176,555.06</u>

8:24 PM

01/29/18

Cash Basis

Timbergrove Manor Civic Club
Transaction Detail By Account
 December 20, 2017 through January 30, 2018

Type	Date	Num	Name	Memo	Clr	Split	Original Amount
Integrity Bank Checking							
Check	12/28/2017	1626	Seal Security Soluti...			Neighborhood ...	-6,400.00
Check	12/28/2017	1627	Crinion Davis & Ric...			Deed Restricti...	-36.00
Check	12/31/2017	1628	Al's Lawn and Tree ...			Beautification	-2,760.00
Deposit	01/02/2018			Deposit		-SPLIT-	1,037.71
Deposit	01/03/2018			Deposit		-SPLIT-	2,072.79
Deposit	01/04/2018			Deposit		-SPLIT-	1,610.35
Check	01/07/2018	1629	Jose Hernandez			General Meeti...	-30.00
Deposit	01/07/2018			Deposit		-SPLIT-	2,794.84
Deposit	01/08/2018			Deposit		-SPLIT-	959.67
Deposit	01/09/2018			Deposit		-SPLIT-	1,778.33
Deposit	01/10/2018			Deposit		-SPLIT-	563.56
Deposit	01/11/2018			Deposit		-SPLIT-	77.95
Deposit	01/14/2018			Deposit		-SPLIT-	927.88
Deposit	01/15/2018			Deposit		-SPLIT-	848.69
Deposit	01/16/2018			Deposit		-SPLIT-	619.98
Deposit	01/17/2018			Deposit		-SPLIT-	602.56
Deposit	01/18/2018			Deposit		-SPLIT-	60.00
Deposit	01/21/2018			Deposit		-SPLIT-	358.55
Deposit	01/22/2018			Deposit		-SPLIT-	1,124.80
Deposit	01/23/2018			Deposit		-SPLIT-	193.60
Check	01/28/2018	1630	Crinion Davis & Ric...			Deed Rest. En...	-88.00
Check	01/28/2018	1631	Prime Source			Timbergram	-711.50
Check	01/28/2018	1632	Gary Nordstrom			Snow Fest	-173.20
Check	01/28/2018	1633	Sandra Crook			Office/Postage	0.00
Check	01/28/2018	1634	Seal Security Soluti...			Neighborhood ...	-6,144.00
Check	01/28/2018	1635	Apex Sprinkler and ...			Beautification	-75.00
Deposit	01/29/2018			Deposit		-SPLIT-	10,865.00
Deposit	01/29/2018			Deposit		-SPLIT-	8,020.00
Deposit	01/29/2018			Deposit		-SPLIT-	416.00
Deposit	01/29/2018			Deposit		-SPLIT-	8,440.00

Total Integrity Bank Checking

TOTAL

Timbergrove Manor Civic Club
Profit & Loss Budget Performance
December 20, 2017 through January 30, 2018

	Dec 20, '17 - Jan 30, 18	Budget	Jan 1, '17 - Jan 30, 18	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Beautification Fund	727.78	0.00	2,167.78	0.00	
Club Dues	11,084.89	0.00	39,164.43	0.00	
Deed Rest. Enforcement Fund	615.78	0.00	615.78	0.00	
Donations-4th of July	30.00	0.00	530.00	0.00	
Donations-Easter Egg Hunt	0.00	0.00	500.00	0.00	
Donations-Other	687.00	0.00	5,202.06	0.00	
Donations-Snow Fest	0.00	0.00	3,000.00	0.00	
Donations-W. 11th St Park	926.00	0.00	2,726.00	0.00	
Donations - Volunteer Dinner	0.00	0.00	500.00	0.00	
Donations -Taste of Timbergrove	0.00	0.00	1,000.00	0.00	
Jaycee Park General Fund	551.00	0.00	1,321.00	0.00	
Jaycee Park Port-0 Units	0.00	0.00	765.00	0.00	
Legal Fund	20.00	0.00	680.00	0.00	
Neighborhood Security Fund					
TOT 2017 - Silent Auction	0.00	0.00	1,295.00	0.00	
Neighborhood Security Fund - Other	23,137.20	0.00	103,168.20	0.00	
Total Neighborhood Security Fund	23,137.20	0.00	104,463.20	0.00	
Timbergram Adv. Revenue	725.00	0.00	4,275.00	0.00	
Total Income	38,504.65	0.00	166,910.25	0.00	
Expense					
Bank Charges	0.00	0.00	655.08	0.00	
Beautification	2,744.00	0.00	14,719.31	0.00	
Deed Rest. Legal/Printing	0.00	0.00	400.24	0.00	
Deed Restriction Enforcement	36.00	0.00	576.00	0.00	
Donation-Friends of 11th Street	0.00	0.00	2,000.00	0.00	
Donations	0.00	0.00	1,175.00	0.00	
Easter Egg Hunt	0.00	0.00	1,062.09	0.00	
Equipment	0.00	0.00	1,480.04	0.00	
General Meetings	30.00	0.00	298.61	0.00	
Ice Cream Social	0.00	0.00	423.56	0.00	
Insurance	0.00	0.00	819.00	0.00	
Jaycee Park General	0.00	0.00	-20.00	0.00	
Jaycee Park Port-o Units	0.00	0.00	-10.00	0.00	
Membership	0.00	0.00	892.04	0.00	
Misc./ Other	0.00	0.00	65.73	0.00	
Neighborhood Security	7,359.00	0.00	73,766.34	0.00	
Office/Postage	0.00	0.00	166.00	0.00	
Reconciliation Discrepancies	0.00	0.00	-0.31	0.00	
Snow Fest	173.20	0.00	6,067.88	0.00	
Spring Fling	0.00	0.00	200.00	0.00	
Storage Unit	0.00	0.00	560.00	0.00	
Taste Of Timbergrove	0.00	0.00	3,846.76	0.00	
Timbergram	711.50	0.00	5,320.47	0.00	
Volunteer Dinner	0.00	0.00	1,113.96	0.00	
Web Site					
Hosting	0.00	0.00	310.34	0.00	
Online Payment Processing Fees	496.39	0.00	1,174.86	0.00	
Total Web Site	496.39	0.00	1,485.20	0.00	
Total Expense	11,550.09	0.00	117,063.00	0.00	
Net Ordinary Income	26,954.56	0.00	49,847.25	0.00	
Net Income	26,954.56	0.00	49,847.25	0.00	

6:16 PM

01/28/18

Accrual Basis

Timbergrove Manor Civic Club
Profit & Loss
January 1, 2015 through January 30, 2018

	<u>Jan - Dec 15</u>	<u>Jan - Dec 16</u>	<u>Jan - Dec 17</u>	<u>Jan 1 - 30, 18</u>	<u>TOTAL</u>
Ordinary Income/Expense					
Income					
Neighborhood Security Fund					
TOT 2017 - Silent Auction	0.00	0.00	1,295.00	0.00	1,295.00
Neighborhood Security Fund - Other	19,870.00	81,240.00	80,031.00	23,137.20	204,278.20
Total Neighborhood Security Fund	<u>19,870.00</u>	<u>81,240.00</u>	<u>81,326.00</u>	<u>23,137.20</u>	<u>205,573.20</u>
Total Income	19,870.00	81,240.00	81,326.00	23,137.20	205,573.20
Expense					
Neighborhood Security	5,752.93	72,123.78	72,807.34	6,144.00	156,828.05
Total Expense	<u>5,752.93</u>	<u>72,123.78</u>	<u>72,807.34</u>	<u>6,144.00</u>	<u>156,828.05</u>
Net Ordinary Income	<u>14,117.07</u>	<u>9,116.22</u>	<u>8,518.66</u>	<u>16,993.20</u>	<u>48,745.15</u>
Net Income	<u><u>14,117.07</u></u>	<u><u>9,116.22</u></u>	<u><u>8,518.66</u></u>	<u><u>16,993.20</u></u>	<u><u>48,745.15</u></u>

**Timbergrove Manor Civic Club
Membership Committee Report as of 1/29/2018**

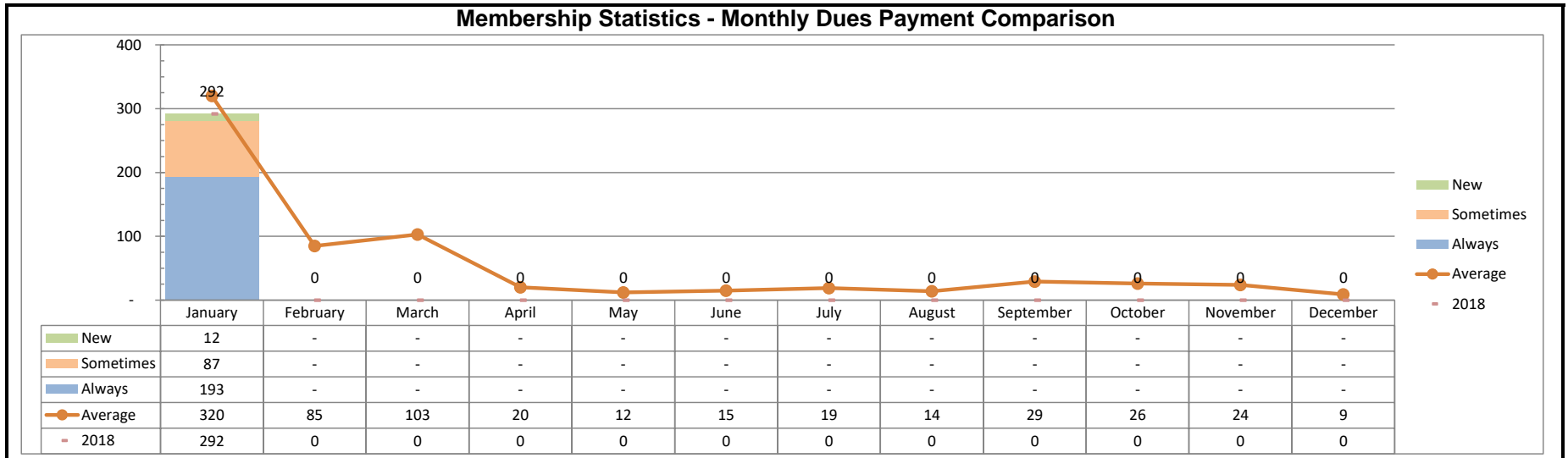
2018 Membership & Donation Information												
Income	Mail		Website		Meeting / Events		Other / Prepaid		Total			
	Count	Amt	Count	Amt	Count	Amt	Count	Amt	Count	Amt		
Dues	206	8,160.00	83	4,154.89	2	120.00	1	-	292	12,434.89		
Beautification	14	330.00	12	627.78	1	1.00	-	-	27	958.78		
Deed Restriction	10	390.00	3	100.00	1	1.00	-	-	14	491.00		
4th of July	-	-	1	30.00	-	-	-	-	1	30.00		
Easter Egg Hunt	-	-	-	-	-	-	-	-	-	-		
Snow Fest	-	-	-	-	-	-	-	-	-	-		
Security	123	23,960.00	49	9,734.98	1	250.00	-	-	173	33,944.98		
Taste of Timbergrove	-	-	-	-	-	-	-	-	-	-		
Timbergram Ads	1	140.00	5	765.00	-	-	-	-	6	905.00		
Jaycee Park	20	475.00	6	105.00	1	1.00	-	-	27	581.00		
Jaycee Porto Units	-	-	-	-	-	-	-	-	-	-		
W. 11th St. Park	32	830.00	8	340.00	2	41.00	-	-	42	1,211.00		
Other Donation	16	1,720.00	6	310.00	1	2.00	-	-	23	2,032.00		
Bank Fees	-	-	88	(498.16)	-	-	-	-	88	(498.16)		
2018 Total	71%	\$ 36,005.00	28%	\$ 15,669.49	1%	\$ 416.00	0%	\$ -	88	(498.16)		
2017 Percentages	68%		28%		3%		1%					
	<u>Amount</u>		<u># Homes</u>		<u>Avg. Pymt</u>		<u>2017 Avg.</u>		<u>2016 Avg.</u>		<u>2015 Avg.</u>	
2018 Dues Budget	\$ 27,000		900		\$ 30.00							
Paid Homes	\$ 12,435 46%		292 32%		\$ 42.59		\$ 44.12		\$ 41.11		\$ 37.91	
Remaining to Budget	<u>\$ 14,565</u>		<u>608</u>									
To Meet # Homes Budget	\$ 18,240		608		\$ 30.00							
To Meet \$ Budget	\$ 14,565		342		\$ 42.59							
Membership Statistics - Annual Comparisons												
	Dues		Beautification		Legal Fund		Security Fund		Event Sponsorship & Park Support		Other / Fee Reimbursement	
	Count	Amt	Count	Amt	Count	Amt	Count	Amt	Count	Amt	Count	Amt
2018 Total	292	\$ 12,435	27	\$ 959	14	\$ 491	173	\$ 33,945	70	\$ 1,822	105	\$ 1,534
2017 Total	594	\$ 28,080	54	\$ 1,440	19	\$ 660	441	\$ 81,326	111	\$ 8,835	275	\$ 8,065
2016 Total	675	\$ 27,750	47	\$ 1,595	16	\$ 340	445	\$ 80,990	110	\$ 6,654	324	\$ 1,011
2015 Total	750	\$ 28,395	62	\$ 1,313	31	\$ 694	409	\$ 21,538	37	\$ 7,944	462	\$ 1,824
2014 Total	734	\$ 30,000	54	\$ 1,163	35	\$ 1,033	84	\$ 2,335	5	\$ 3,625	41	\$ 1,649

**Timbergrove Manor Civic Club
Membership Committee Report as of 1/29/2018**

Membership Statistics - Section Comparison											
Section	2018 Paid Homes		2017 Paid Homes		2016 Paid	2015 Paid	2014 Paid	Total Homes			
5	39	24%	79	48%	56%	68%	61%				165
6	74	23%	155	49%	56%	58%	56%				315
7	31	20%	73	47%	54%	61%	62%				155
8	23	21%	58	52%	53%	58%	62%				111
9	10	27%	21	57%	65%	62%	68%				37
10	24	30%	39	49%	58%	66%	61%				79
11	18	30%	29	48%	52%	69%	61%				61
12	16	31%	28	55%	57%	69%	65%				51
13	30	23%	58	45%	57%	56%	55%				128
14	27	21%	54	42%	48%	55%	61%				128
Total	<u>292</u>	24%	<u>594</u>	<u>48%</u>	<u>55%</u>	<u>61%</u>	<u>60%</u>				<u>1,230</u>

Membership Statistics - Dues Comparison											
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Dues Paid	12,435	28,080	27,750	28,395	30,000	27,235	21,150	23,720	23,970	24,580	25,110
Houses Paid	292	594	675	750	734	745	588	670	685	714	750
% Paid	24%	48%	55%	61%	60%	61%	48%	54%	56%	58%	61%
TMCC Meeting Attendance											
January	18	58	44	45	30	24	-	-	-	-	-
March	-	31	21	87	40	36	-	-	-	-	-
May	-	27	38	35	47	21	-	-	-	-	-
September	-	-	32	28	56	35	-	-	-	-	-
November	-	-	48	55	53	20	-	-	-	-	-

Timbergrove Manor Civic Club Membership Committee Report as of 1/29/2018



Security Payments by Section & Length of Residency

Security by Section	5	6	7	8	9	10	11	12	13	14	Total
Total Amount	\$ 4,667	\$ 10,031	\$ 3,681	\$ 1,390	\$ 1,175	\$ 1,929	\$ 2,523	\$ 1,941	\$ 3,976	\$ 2,633	\$ 33,945

Participating Households	5	6	7	8	9	10	11	12	13	14	Total
1 - 2 Years	2	2	3	1	1	1	2	1	2	1	16
3 - 5 Years	5	5	2	-	-	4	1	1	3	2	23
6 - 10 Years	7	10	3	1	-	1	1	3	1	1	28
11 - 20 Years	5	12	3	2	1	1	4	3	2	3	36
21 - 30 Years	3	5	2	3	1	1	1	1	5	3	25
31 + Years	4	13	4	2	3	3	2	3	7	4	45
Total	26	47	17	9	6	11	11	12	20	14	173
	16%	15%	11%	8%	16%	14%	18%	24%	16%	11%	14%

Average Payment	179.51	213.42	216.54	154.44	195.83	175.35	229.34	161.71	198.78	188.09	196.21
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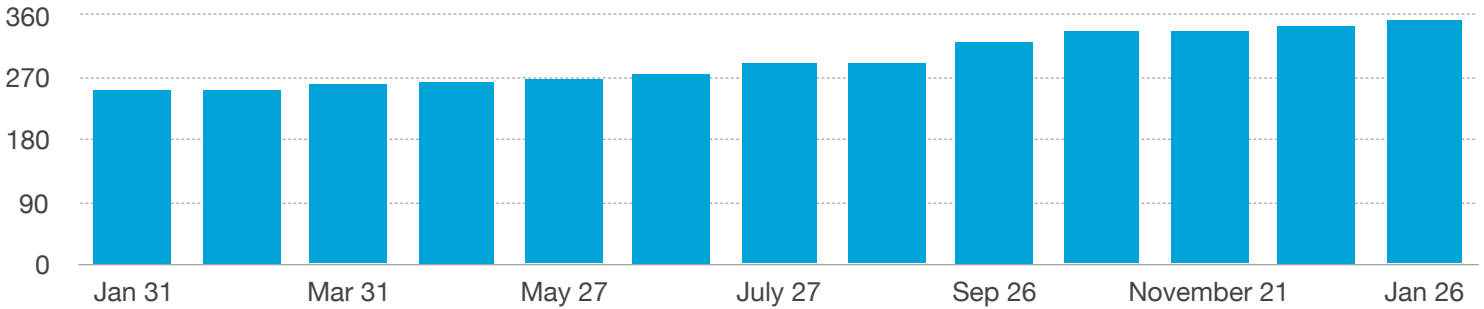
of Households to Reach Goal of \$78,900 at Current Dotation Rate 229

**Timbergrove Manor Civic Club
Membership Committee Report as of 1/29/2018**

Sales by Section, Length in Residence by Section & % Membership Payment by Section											
Change in Residency	5	6	7	8	9	10	11	12	13	14	Total
1 - 2 Years	1	2	1	1	1	-	1	-	-	2	9
3 - 5 Years	-	-	-	-	-	-	-	-	-	-	-
6 - 10 Years	(1)	-	(1)	-	(1)	-	(1)	-	-	(2)	(6)
11 - 20 Years	-	(1)	-	(1)	-	-	-	-	-	-	(2)
21 - 30 Years	-	-	-	-	-	-	-	-	-	-	-
31 + Years	-	(1)	-	-	-	-	-	-	-	-	(1)
Total	-	-	-	-	-	-	-	-	-	-	-
2018 Length In Residence	5	6	7	8	9	10	11	12	13	14	Total
1 - 2 Years	18	22	15	10	4	7	6	4	14	11	111
3 - 5 Years	33	53	24	19	2	17	10	5	18	18	199
6 - 10 Years	40	65	31	20	4	12	8	6	23	27	236
11 - 20 Years	32	80	42	22	8	12	15	16	24	20	271
21 - 30 Years	21	33	16	12	7	6	7	4	18	14	138
31 + Years	21	62	27	28	12	25	15	16	31	38	275
Total	165	315	155	111	37	79	61	51	128	128	1,230
% Payment by Section	5	6	7	8	9	10	11	12	13	14	Total
1 - 2 Years	11%	9%	20%	10%	25%	14%	33%	25%	14%	9%	14%
3 - 5 Years	15%	9%	8%	0%	0%	24%	10%	20%	17%	11%	12%
6 - 10 Years	18%	15%	10%	5%	0%	8%	13%	50%	4%	4%	12%
11 - 20 Years	16%	15%	7%	9%	13%	8%	27%	19%	8%	15%	13%
21 - 30 Years	14%	15%	13%	25%	14%	17%	14%	25%	28%	21%	18%
31 + Years	19%	21%	15%	7%	25%	12%	13%	19%	23%	11%	16%
Total	16%	15%	11%	8%	16%	14%	18%	24%	16%	11%	14%

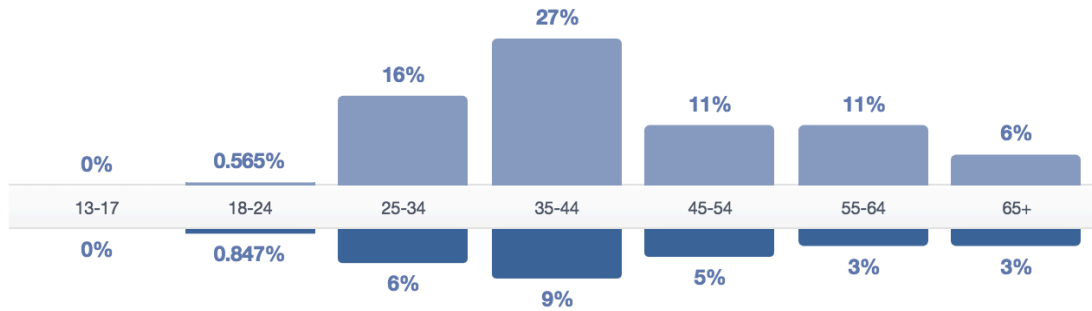
Facebook Page Update

Total Likes



Women

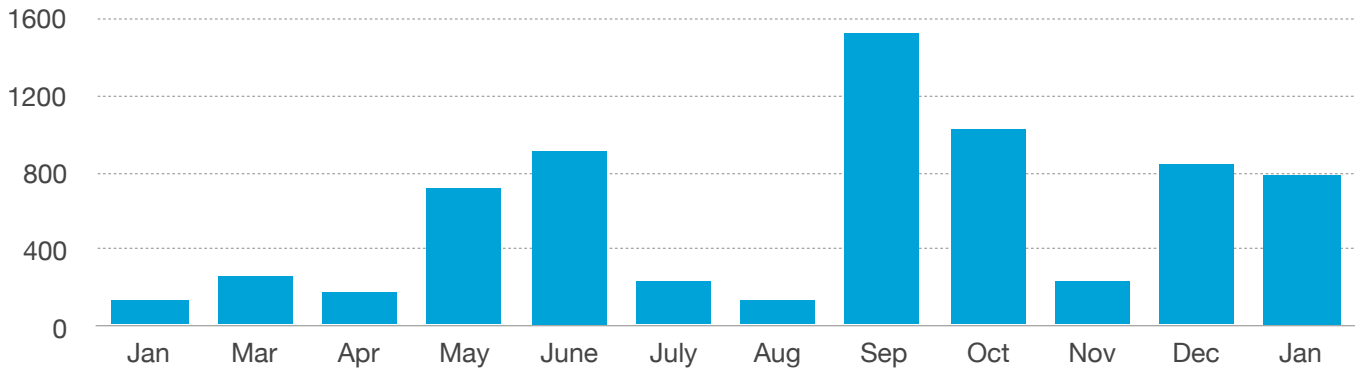
71%
Your Fans



Men

27%
Your Fans

Highest Post Reach



January's highest reaching post was a posted link to the electronic version of the Timbergram.

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
 Taste of Timbergrove in Review

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
 Taste of Timbergrove 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