

Timbergrove Manor Civic Club (TMCC)
Board Meeting Minutes
January 28, 2020

Meeting Minutes

Meeting Called to Order 7:00 PM

Quorum Met

Location:

Rainbow Lodge

SNC-14 Speakers – Leigh Killgore and John Zavala

The speakers introduced themselves and went over the projects that they have been involved in over the past year including expansion of TIRZ-14, which is attached. Leigh further requested input as to future collaboration. Some of the speaker topics that were suggested were: Debut of the new floodplain maps for White Oak Bayou and timing with the releases of other maps, the on-going stench at the Bryce Street Chemical Feed Station, excessive speeding along Ella Boulevard and West 11th Street, Human Trafficking and Solid Waste/Recycling Collection. SNC-14 will provide TMCC with further updates for inclusion in the Timbergram.

Officer's Reports

Secretary's Report - The Minutes for November 19, 2019 Meeting were distributed and minor corrections were noted. A motion was made by Jennifer Wilson to approve the minutes which was seconded by Alison Reynolds. By a show of hands, the motion was approved.

There was no official Board Meeting for December 2019.

Treasurer's Report – Jennifer Wilson went over the attached Financial Statements, dated January 28, 2020 and reviewed by the Board with comments. Board Members were asked to provide suggested Budget changes before the next Board Meeting.

Chris Ellinger suggested that a list of sponsor opportunities be put in the Timbergram.

There was a suggestion to adopt Venmo to allow for the treasurer to make payments to vendors. A motion was made by Jennifer Wilson to allow for the use of the Venmo for vendor payments which was seconded by Jennifer Vickers. There was further discussion concerning accounting safeguards and the need to have a written policy that complied the TMCC Bylaws. The motion was tabled. It was further discussed that the Bylaws require that all checks issued by TMCC are required to have two (2) signatures as stated in the Bylaws. It has previously been noted that most banks will not "sight check" for two (2) signatures, however this policy has never been rescinded by the Board or the General membership.

Miles requested that Members make all proposed edits to the Budget and send them to Jennifer Wilson for discussion at the next Board Meeting.

Committee Reports (As Provided)

Mile Sasser made a motion to incorporate the provided Written Committee Reports for Jan 28, 2020 TMCC Board Meeting which is attached.

Activities – Easter Egg Hunt Tentative Date March 28th, Volunteer Diner T.B.D, December 5TH for Snow Fest. See Attachment.

Beautification – See Attachment

Activities

Cynthia Schwendeman is recommending a family friendly Volunteer Dinner this Fall and had planned to start looking at venues and pricing for budget cycle. Suggested restaurants would be Kings or Hughies and is asking for suggestions.

Beautification Committee Report

For beautification everything is going fine with the exception of the difficulty in paying the yard maintenance company via check. The preference would be an electronic payment via Venmo or some other non-fee electronic medium as we need to be mindful that we are dealing with a small business that needs prompt payment.

Block Captains

Brian Williams, current block captain for Hurst, has agreed to add Shelterwood and Drane Ct to his notification list and include those neighbors for any of his block captain duties.

Brad Kovnat is moving so the 6000 block of Pineshade will need a new block captain.
Timbergram Report – By Jennifer Vickers

Special thanks to Miles Sasser for helping with outreach to a couple of Timbergram advertisers who were past due on their payments. All but one are now current and resuming advertising in the newsletter. We had great volunteer participation for both distribution of the January print edition and our “stuffing party” to assemble newsletters with return envelopes for annual dues payments. (It was a last minute gathering as we were at the mercy of the printer’s holiday schedule, so turnout was even more appreciated!)

Design Review Committee (DRC)– By Dana Whitney

The DRC reported on the following reviews that was done the following for the month of January, 2020:

APPROVED

6234 Queenswood Lane , Section 5 - A one-story addition of a master suite for Rex on January 2.

IN REVIEW

6003 Pineshade Lane, Section 6 plans for a new residence to replace the flood damaged structure

The plans had previously been rejected since the residence plans indicated a half-story in conjunction with the one-story residence.

Section 6 is limited to one-story residences.

Currently the architect is addressing review comments about:

- The 25 foot building setback line, which is being shown on the plans as being a 20 foot setback line which would be an encroachment of the structure 5 feet into utility easement at the rear property line;
- The method of allowing flood waters to pass through the new 6 ft plus structural walls that support the raised living area.
- Note that the new finish floor level is about 7 ft above grade due to the flood management rules.

6303 Lindyann Ln, Section 7 - plans are being reviewed for a car port addition.

Environmental Affairs – Infrastructure, Parks, Traffic and Other Items

By Jennifer Vickers - West 11th Street Park (WESP) For the environmental committee/West 11th Street Park I can report that we will be having the first quarter 2020 board meeting soon. We are anticipating a change in leadership, as the current President of Friends of WESP will be resigning her post to travel more in her retirement. If anyone has an interest in serving on the board of Friends of WESP, please let me know. Otherwise, efforts are underway to organize a volunteer workday in the water smart gardens in the Spring and to solidify a liability policy that will satisfy the organization's obligations under the COH Adopt a Park program. The proposed name change to the park is still in a holding pattern until added to the City Council agenda.

By Cynthia Schwendeman - Ms. Schwendeman requested the Board's approval and support for her to initiate a request for cross walk signs (walk/don't walk) on West 18th Street at Ella and West TC Jester.

There are traffic signals but no cross walk signals/beacons and the current condition is very dangerous. She would further suggested that bring this issue to the attention of City Councilmember Abbie Kamin and volunteered to be the representative of our Civic Club; and will coordinate with our Lazybrook neighbors.

By Peter Davies – Members of TMNA and TMCC have continued their efforts to obtain information concerning the redevelopment of the areas adjacent to Timbergrove Manor and their impact of drainage, traffic and utilities. They have been in contact with the City of Houston (CoH), Harris County, TxDOT and other neighborhood associations. A brief summary of current efforts follows:

Palisades Park/Grace Bible Church – The developer has cleared the 10 acre site to the west of TMCC Section 5 and obtained access to Hurst Street on the west side of the church and has begun underground utility and drainage work. The contractor was apparently working without valid permits so we contacted the City of Houston and arranged to have the Permit Group tour the area and other developments. In addition, it is unknown where the drainage from the development will outfall, as both the probable outfalls, the Flood Control Ditch (E105) and Hurst Street are not capable of accommodating additional runoff. As construction is continuing, we will strive to obtain more information.

Stanley Park – It is our understanding that the City of Houston and Harris County Flood Control District (HCFCD) are in the process of dismantling the "380 agreement" and there are negotiations to purchase the property and to use it for detention and recreational space.

Timbergrove Drainage Study – As previously authorized by the Mayor in November 2018, the CoH Public Works and Engineering Department has engaged a engineering firm to study the drainage for the areas bounded by West 18th Street, White Oak Bayou, the Eureka Rail Yards and Hempstead Highway. In addition, HCFCD has also began a drainage study in support of the CoH study. Our understanding is that the newly elected Councilmember Abbey Kamin is aware of the project and is monitoring its progress.

When more information is available we will update the membership and hope to have representatives address the issues at the General Membership Meetings in the future.

Neighborhood Security Report – By Jennifer Vickers

Matt can provide more details for the security committee, but we had what I thought was a great turn out from our last brainstorm session. There is definitely an enthusiastic interest in resuming a Citizen's Patrol endeavor, possibly supplemented by foot patrollers in the future. Annette Barry has graciously volunteered to work as our HPD liaison and organize CP efforts.

Additionally, one of the residents who attended the brainstorm session has volunteered to help develop and deliver more frequent crime prevention and awareness content/tips through the Timbergram, TMCC website, email, and potentially flyers. She and Matt recently met to talk about past efforts, available tech tools, etc and get the process going. More frequent awareness/education campaigns was a very popular idea at the brainstorm session.

Neighborhood Security Report – By Matt Kern

The second Rethink Security meeting was held Jan 16th at Kojaks and was well attended (18). The primary objective was to take the list of 50 something ideas and narrow it down to 3-5 of what we believed would be the most effective as a starting point. After allowing multiple tables to discuss and vote the following items bubbled up to the top at almost every table:

1. Citizen Patrol - Almost unanimous agreement to restart CP. Annette Barry has agreed to take the lead role on this. Multiple notifications (email, FB, etc.) went out this week calling for volunteers.
2. Communications - Increase the amount of tips, crime notifications, campaigns, etc. that are being shared. Roxanne Hall as agreed to help put this together. We met last week to get her started.
3. Cameras/Surveillance - The details of this are still being worked but we will be approaching the board with a request to trial a camera installation in the coming months. Will Hennegan has agreed to assist in putting together some details on what this might look like including costs.

CP will be our primary focus in the coming months due to the number of volunteers being sought out, training requirements, establishing scheduling processes, etc. If time permits after the above three items listed we are recommending to start a Super Neighborhood Security team of sorts with TMNA, Lazybrook and possibly some others as well as add some additional neighbors night out events.

Timbergram – By Jennifer Vickers

Special thanks to Miles Sasser for helping with outreach to a couple of Timbergram advertisers who were past due on their payments. All but one are now current and resuming advertising in the newsletter. We had great volunteer participation for both distribution of the January print edition and our "stuffing party" to assemble newsletters with return envelopes for annual dues payments. (It was a last minute gathering as we were at the mercy of the printer's holiday schedule, so turnout was even more appreciated!)

Yard of the Month

No update for yard of the month.

Sign In Sheet

January 28, 2020

7:00 PM

Location: Rainbow Lodge

2020 TMCC Officers and Board of Directors		
Position	Name	Signature – In Attendance
President	Miles Sasser	<i>Miles Sasser</i>
Past Vice President	Bill Morfey	
Vice President	Alison Reynolds	
Secretary	Peter Davies	<i>asst. Peter Davies</i>
Treasurer	Jennifer Wilson	<i>Jennifer Wilson</i>
Director	Ryan Derong	<i>Ryan Derong</i>
Director	Micah Heilbrun	
Director	Jennifer Vickers	<i>Jennifer Vickers</i>
Director*	Cathi Lambert Hernandez	
Director*	Cynthia Schwendeman	
Committee Chairs		
Committee	Name	Signature or Report
Activities	Ryan McCearley	
Beautification		
Block Captains	<i>Carolyn Bryant</i>	<i>Carolyn Bryant</i>
Deed Restriction Enforcement	Traci Riley	
Design Review	Dana Whitney	
Environmental		
Future Programs		
Membership	Laura Bradham	<i>Laura Bradham</i>
Neighborhood Security	Matt Kern	
Timber Greeters		
Web Site		
Others/Guests		
Name	Address	Subject
<i>JVCAVACA</i>		<i>JNA 14-14</i>
<i>Leigh Kullgore</i>		<i>SNC-14</i>

Chris Ellinger

Timbergrove Manor Civic Club

BALANCE SHEET

As of January 28, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Independent Bank Checking	0.00
Prosperity Bank CD -0917	101,514.41
Prosperity Bank CD -0918	25,144.15
Prosperity Bank Checking	43,315.02
Total Bank Accounts	\$169,973.58
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$169,973.58
TOTAL ASSETS	\$169,973.58
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	62,608.80
Retained Earnings	97,314.12
Net Income	10,050.66
Total Equity	\$169,973.58
TOTAL LIABILITIES AND EQUITY	\$169,973.58

Timbergrove Manor Civic Club

PROFIT AND LOSS

January 1-28, 2020

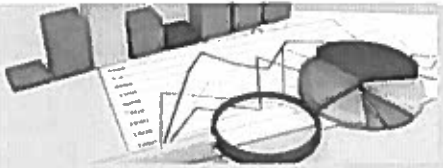
	TOTAL
Income	
Club Dues	9,848.94
Donations	
Jaycee Park Donations	895.00
Online Processing Fee Donations	31.50
Other Donations	1,805.00
West 11th Street Park Donations	1,200.00
Total Donations	3,931.50
Interest Income	509.16
Neighborhood Security Income	
Security Fund Donations	3,250.00
Total Neighborhood Security Income	3,250.00
Timbergram Advertising Income	840.00
Total Income	\$18,379.60
GROSS PROFIT	\$18,379.60
Expenses	
Charitable Contributions	
Donations to Jaycee Park	2,500.00
Total Charitable Contributions	2,500.00
Neighborhood Security	4,140.00
Professional Services	
Bookkeeping	240.00
Total Professional Services	240.00
Timbergram	1,247.00
Web Site	
Online Payment Processing Fees	201.94
Total Web Site	201.94
Total Expenses	\$8,328.94
NET OPERATING INCOME	\$10,050.66
NET INCOME	\$10,050.66

Timbergrove Manor Civic Club

PROFIT AND LOSS

January - December 2019

	TOTAL
Income	
Club Dues	23,777.42
Donations	205.68
Jaycee Park Donations	2,045.00
Online Processing Fee Donations	546.90
Other Donations	8,057.00
West 11th Street Park Donations	2,180.00
Total Donations	13,034.58
Interest Income	1,326.84
Neighborhood Security Income	
Private Security Subscribers	55,392.00
Security Fund Donations	6,725.00
Total Neighborhood Security Income	62,117.00
Timbergram Advertising Income	6,650.00
Total Income	\$106,905.84
GROSS PROFIT	\$106,905.84
Expenses	
Bank Charges	23.50
Beautification	14,330.11
Charitable Contributions	
Donations to Sinclair PTO	450.00
Total Charitable Contributions	450.00
Easter Egg Hunt	828.54
Fourth of July	616.48
General Meetings	145.00
Insurance	1,488.00
Membership	1,373.88
Neighborhood Security	60,579.98
Office/Postage	983.31
Professional Services	2,663.90
Snow Fest	5,508.28
Storage Unit	565.00
Timbergram	4,250.50
Volunteer Dinner	1,518.21
Web Site	466.76
Online Payment Processing Fees	1,288.00
Total Web Site	1,754.76
Total Expenses	\$97,079.45
NET OPERATING INCOME	\$9,826.39
NET INCOME	\$9,826.39



TMCC 2019 Budget

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

Actual Expenses	Difference
\$ (14,330.11)	\$ 669.89

Projected Income	Actual Income	Difference
Dues Income \$ 27,000.00	\$ 23,777.42	\$ (3,222.58)
Unrestricted Donations \$ 7,500.00	\$ 8,809.58	\$ 1,309.58
Interest Income \$ 2,500.00	\$ 1,326.84	\$ (1,173.16)

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)
Subtotal	\$ (91,175.00)

\$ (375.00)	\$ -
\$ (2,663.90)	\$ (1,163.90)
\$ (60,579.98)	\$ 13,420.02
\$ (466.76)	\$ 433.24
\$ (1,288.00)	\$ 152.00
\$ (4,250.50)	\$ 69.50
\$ (900.00)	\$ 900.00
\$ (1,488.00)	\$ (638.00)
\$ (565.00)	\$ (25.00)
\$ (983.31)	\$ 1,416.69
\$ (145.00)	\$ 305.00
\$ (1,373.88)	\$ (373.88)
\$ (23.50)	\$ 2,476.50

Resident Subscriptions \$ 74,000.00	\$ 62,117.00	\$ (11,883.00)
Advertising Revenue \$ 6,780.00	\$ 6,650.00	\$ (130.00)

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

\$ (2,500.00)	\$ -
\$ (2,500.00)	\$ -
\$ (2,500.00)	\$ -

Resident Donations \$ 2,000.00	\$ 2,180.00
Resident Donations \$ 2,000.00	\$ 2,045.00

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

\$ (828.54)	\$ 171.46
\$ (616.48)	\$ (116.48)
\$ (5,508.28)	\$ (8.28)
\$ (1,518.21)	\$ (18.21)

Sponsorship \$ 500.00	\$ 500.00
Sponsorship \$ 500.00	\$ 500.00
Sponsorship \$ 3,000.00	\$ 3,000.00
Sponsorship \$ 500.00	\$ 500.00

Total Planned Expenses	\$ (122,275.00)
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\$ (104,504.45)	\$ 17,770.55
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Total Projected Income	\$ 126,280.00	\$ 104,905.44	\$ (18,099.16)
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Projected Profit & Loss for 2019	\$ 4,105.00	\$ 2,401.39
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TMCC Check Register

PROSPERITY BANK CHECKS

VOID	1001 VOID	VOID	VOID	VOID
4/19/2019	1002 Al's Lawn & Tree	March Maintenance	Beautification	\$ 2,680.00
4/30/2019	1003 Jennifer Vickers	Website Fee Reimbursement	Website	\$ 227.00
5/1/2019	1004 Valerie McElhose	Inv#1013	Bookkeeping	\$ 495.00
5/3/2019	1005 Prime Office Solutions	Supplies	Supplies	\$ 713.00
5/3/2019	1006 SEAL Security	Inv#42028	Security	\$ 5,040.00
5/3/2019	1007 USPS	PO Box Renewal	Postage	\$ 204.00
5/9/2019	1008 Valerie McElhose	Inv#1016	Bookkeeping	\$ 225.00
5/16/2019	1009 Jeri Jensen	Dues Refund, resident owes TMNA	Dues	\$ 60.00
6/10/2019	1010 Apex Sprinkler	Sprinkler Maint	Beautification	\$ 820.00
6/10/2019	1011 Prime Office Solutions	TMCC Stickers	Supplies	\$ 706.50
6/10/2019	1012 SEAL Security	Security Patrol	Security	\$ 5,220.00
6/17/2019	1013 Al's Lawn & Tree	April/May Maint	Beautification	\$ 1,250.00
6/26/2019	1014 Valerie McElhose	Inv#1020	Bookkeeping	\$ 210.00
7/1/2019	1015 West 18th Storage	Storage Unit	Storage	\$ 565.00
7/18/2019	1016 Ryan McCleary	4th of July Event Reimbursement	4th of July	\$ 616.48
7/18/2019	1017 Al's Lawn & Tree	June Maint	Beautification	\$ 530.00
7/18/2019	1018 Laura Bradham	Expense Reprt	Membership	\$ 96.75
7/26/2019	1019 Valerie McElhose	Inv#1026	Bookkeeping	\$ 150.00
8/4/2019	1020 SEAL Security	Inv#42865	Security	\$ 5,280.00
8/4/2019	1021 SEAL Security	Inv#43328	Security	\$ 5,040.00
8/6/2019	1022 Jennifer Vickers	Expense Reprt	Website	\$ 239.76
8/26/2019	1023 Al's Lawn & Tree	July Maint	Beautification	\$ 780.00
9/10/2019	1024 S Home Décor	Christmas Garlands	Beautification	\$ 600.00
9/10/2019	1025 SEAL Security	Inv#43735	Security	\$ 5,280.00
10/2/2019	1026 SEAL Security	Inv#44144	Security	\$ 5,010.00
10/10/2019	1027 Prime Office Solutions	02INS127	Timbergram	\$ 706.50
10/10/2019	1028 Jennifer Wilson	Expense Reprt	Membership. Beautification	\$ 893.91
10/10/2019	1029 Laura Bradham	Expense Reprt	Membership	\$ 114.53
10/10/2019	1030 Bill Morfey	Expense Reprt	Supplies	\$ 204.95
10/10/2019	1031 John Zavala	Expense Reprt	Plans	\$ 89.92
10/10/2019	1032 Pete Davies	Expense Reprt	Volunteer Dinner	\$ 161.90
10/29/2019	1033 Prime Office Solutions	02IN4844	Timbergram	\$ 616.50
10/29/2019	1034 Cynthia Schwendeman	Expense Reprt	Volunteer Dinner	\$ 1,356.31
10/29/2019	1035 SEAL Security	Inv#44608	Security	\$ 4,440.00
10/30/2019	1036 Leslie Hillendahl	Expense Reprt	Beautification	\$ 500.00
10/30/2019	1037 Valerie McElhose	Bookkeeping	Bookkeeping	\$ 450.00
11/22/2019	1038 Leslie Hillendahl	Expense Reprt	Beautification	\$ 250.00
11/22/2019	1039 Sinclair PTO	Fall Fest Train	Donation	\$ 450.00
11/22/2019	1040 Jennifer Wilson	Expense Reprt	General Meeting	\$ 40.00
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	02INS397	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	02INS516	Timbergram	\$ 540.50
1/10/2020	1056 Oscar Ramirez	Inv#823379	Beautification	\$ 250.00