

TMCC April Board of Directors Meeting Agenda
Tuesday, April 25, 2023
Zoom & In Person – 6207 Kury

Meeting Called to Order -8:00pm

Officer Reports:

Secretaries Report – Peter Davies
Treasurers Report – Roxanne Hall
VP Report – Courtnie Hays

Committee Reports:

Activities – Cynthia Schwendeman

- We are ISO a new activities committee members, spread the word
- Easter Egg Hunt 4/1 3-5pm @ Jaycee Park
 - o Great event, thank you to everyone

Beautification – Michelle Dundee

- Continued maintenance of esplanades

Block Captains – Laura Bradham

- Laura Bradham is proud to report that she now has a full roster of Block Captains!
- Block Captain Happy Hour 5/17 5:00 – 7:30pm: all BOD invited, please check your email for the evite

Deed Restrictions – Miles Sasser

- Legal Fees:
 - o Invoice of \$550.82 been paid to KRCL - paid
 - o Retainer sent to Michael Feibus – paid
 - o Continuing to research the fence issue at Lindyann & Ella
 - o Droxford letter still pending
 - o Front yard issue on Clovis
 - o Will work to send DR letters to option pending realtors in TMCC, begin May 2023

Design Review – Dana Whitney

- The DRC is working on a one story approval in section 6

Environmental Affairs - Pedro Palomino – Report Attached

- Pedro has drafted the letter for our approval

Membership – Tanya Cheney – Report Attached

- will have mid-year membership drive and block captain contest to increase membership

Committee Reports C'td

Neighborhood Security – Larry Scruggs

- Approval for Additional Citizens Patrol Signs approved at March Board meeting
- Constable Patrol Meeting this evening, 4/25 @ Sinclair with Precinct 1 Constable Team

COMPARISON OF CRIMES IN 2022 TO 2023 IN TIMBERGRAM WEST, ALL SECTIONS							
RMSOccurrenceDate	RMSOccurrenceHour	NIBRSDescription	OffenseCount	Premise	StreetNo	StreetName	StreetType
Saturday, January 8, 2022	10:00 PM	Burglary, Breaking and Entering	1	Residence, Home (Includes Apartment)	2300	DROXFORD	DR
Sunday, January 9, 2022	4:00 AM	Burglary, Breaking and Entering	1	Residence, Home (Includes Apartment)	2200	DROXFORD	DR
Monday, January 10, 2022	10:00 AM	Burglary, Breaking and Entering	1	Construction Site	6200	LINTON	RD
Thursday, January 27, 2022	12:00 NOON	Theft from motor vehicle	1	Highway, Road, Street, Alley	6500	GROVEWOOD	LN
RMSOccurrenceDate	RMSOccurrenceHour	NIBRSDescription	OffenseCount	Premise	StreetNo	StreetName	StreetType
Monday, January 16, 2023	3:00 PM	Motor vehicle theft	2	Highway, Road, Street, Alley	6500	LINDYANN	LN
Sunday, January 29, 2023	9:00 PM	Motor vehicle theft	1	Residence, Home (Includes Apartment)	6400	WISTER	LN
NOTE: THE RMSOccurrenceHour INDICATES EITHER THE TIME THE CRIME OCCURRED, OR THE TIME THE CRIME WAS REPORTED.							
RMSOccurrenceDate	RMSOccurrenceHour	NIBRSDescription	OffenseCount	Premise	StreetNo	StreetName	StreetType
Friday, February 4, 2022	5:00 PM	All other larceny	1	Residence, Home (Includes Apartment)	1100	GROVEWOOD	LN
Saturday, February 5, 2022	10:00 AM	Burglary, Breaking and Entering	1	Residence, Home (Includes Apartment)	6100	WALTWAY	DR
Sunday, February 13, 2022	10:00 AM	Aggravated Assault	1	Residence, Home (Includes Apartment)	6300	WOODBROOK	LN
RMSOccurrenceDate	RMSOccurrenceHour	OffenseCount	OffenseCount	Premise	StreetNo	StreetName	StreetType
Wednesday, February 8, 2023	9:00 AM	Motor vehicle theft	1	Highway, Road, Street, Alley	6300	WYNNWOOD	LN
Tuesday, February 14, 2023	11:00 AM	Drug, narcotic violations	1	Residence, Home (Includes Apartment)	6100	WALTWAY	DR
Tuesday, February 14, 2023	11:00 AM	Burglary, Breaking and Entering	1	Residence, Home (Includes Apartment)	6100	WALTWAY	DR
#####	3:00PM	Burglary, Breaking and Entering	1	Residence, Home (Includes Apartment)	6300	WOODBROOK	LN
NOTE: THE RMSOccurrenceHour INDICATES EITHER THE TIME THE CRIME OCCURRED, OR THE TIME THE CRIME WAS REPORTED.							
RMSOccurrenceDate	RMSOccurrenceHour	NIBRSDescription	OffenseCount	Premise	StreetNo	StreetName	StreetType
3/2/22	4:00 PM	Theft of motor vehicle parts or accessory	1	Parking Lot, Garage	6200	LINDYANN	LN
3/19/22	5:00 PM	Burglary, Breaking and Entering	1	Residence, Home (Includes Apartment)	2300	DROXFORD	DR
3/23/22	5:00 PM	Burglary, Breaking and Entering	1	Residence, Home (Includes Apartment)	6400	WISTER	LN
RMSOccurrenceDate	RMSOccurrenceHour	NIBRSDescription	OffenseCount	Premise	StreetNo	StreetName	StreetType
Saturday, March 11, 2023	5:00 AM	Theft of motor vehicle parts or accessory	1	Parking Lot, Garage	6800	WYNNWOOD	LN
Saturday, March 11, 2023	9:00 PM	All other larceny	1	Residence, Home (Includes Apartment)	6200	WISTER	LN
Wednesday, March 15, 2023	10:00 AM	Theft from motor vehicle	1	Highway, Road, Street, Alley	2400	WILLOWBY	DR
NOTE: THE RMSOccurrenceHour INDICATES EITHER THE TIME THE CRIME OCCURRED, OR THE TIME THE CRIME WAS REPORTED.							

Programs – Traci Riley

- May General Meeting: HPD Community Liason & Security Committee Chair
 - o Will go over security options and hope for a vote on a plan to move forward

Timbergram – Elizabeth Cepeda, Natalie Vera, Laken Kilgore, Chrissy Fleming, Jennifer Vickers.

- Next delivery on 4/29 weekend, volunteer email sent
- Annual anticipated Timbergram printing cost - \$4500 (1275 issues delivered)
- There will be a future report on advertisement revenues
- It is estimated that volunteer effort are about 112 hours per year

Timbergreeters – Lorie Hood

- No Report

Website – Jennifer Vickers

- Thank you to Jennifer Vickers and Jessica Nute for working together to improve our website

Committee Reports C'td

Yard of the Month – Carson Johnston

- Working with Membership Chair to ensure process transition - continuing
- Looking for 1-2 people to help support sections 8,9,10,12,13,14 (BOM volunteers)
- Carson covers 5,6,7 & 11.
- Plan for signs to be in a new yard in the first 7 days of the month.
 - o Please nominate yards

Old Business

- Bank transition to Central

New Business – Jennifer Vickers

Item 1 - I want to make you aware that I have picked up the PO Box key from Roxane this evening. My plan is to deliver the mail to the membership secretary (Alison Reynolds), who will pass along invoices and monies for deposit to Roxanne so they can be processed. This is us reverting to a best practices process used by the Civic Club for many years. This is a process control that sets all parties up for success and has a degree of separation between the volunteer tasks. Thank you to everyone who has taken on extra jobs in the interim. This process will be further refined for the 2023 year after May 10 upon the Treasurers return to town and we can setup a meeting with the Membership team.

Item 2 - We have found a volunteer who has experience setting up recurring membership payments in Square. His name is Alex Dailey and he is a Grovewood resident. We will be giving him access to the TMCC Square account to facilitate his process. Thank you, Alex!

Item 3 - Jennifer Vickers made a motion for us to move all of our funds to one bank. The goal would be to have all TMCC monies, checking and CDs, moved to Central Bank by May 12. Roxanne & Jill have been working to confirm that all outstanding checks with Prosperity checks have cleared so this should not be an issue.

Item 4 - Jennifer reached out to Central Bank and they are willing to increase our CD interest rate to 2.50% on the 90 day and 2.75% on the 6 month CD. We have options if we would like to separate the funds.

Item 5 - Sn14 will be hosting John Whitmire on Saturday Apr 29. I have passed along a few key priority items in addition to SN14 items. Thank you to SN14 for their efforts.

These Meeting Minutes were provided by several sources

Peter Davies, TMCC Secretary

Peter Davies

Detailed Reports Attached

Environmental Report

I've recently started volunteering as the Environmental Affairs Chair for the [Timbergrove Manor Civic Club](#) (TMCC), which is a non-profit 501(c)4 organization established for the purpose of promoting civic pride, developing social welfare and establishing public unity in Timbergrove Sections 5 – 14. TMCC generally covers the neighborhood of homes within I-610, 11th St, T.C. Jester Blvd and 18th St. within Houston City Council District C.

For several years, our neighborhood has experienced significant sewage/rotten egg odors from a Houston Public Works (HPW) wastewater facility and nearby sewers at the intersection of 11th St. and Bryce St. (referred to as Bryce Street Facility below). I've included a detailed record of odor issues from 2020, and copied below in italics a description of the City of Houston's assessment of the odor (i.e., high hydrogen sulfide concentrations in the wastewater) and mitigation efforts (i.e., equipment improvements, odor control treatment system and operational procedures). At that time, the Director of Constituent Services for Houston City Council - District C, Ngan Nguen, recognized that there remained ongoing odor issues that Houston Public Works would work to address.

More recently, TMCC has worked collaboratively with the City and a wastewater vendor ([esgw.us](#)) to purchase and install [odor scrubbers in nearby sewer manholes](#) along 11th St, which did provide relief to the neighbors in the immediate vicinity. The chemical absorptive media in these manhole scrubbers require replacement every three months to effectively remove odor causing gases such as hydrogen sulfide (H₂S), mercaptans and volatile organic compounds (VOCs), but have not been maintained in XX months. **[Can someone provide more detail on the process and timing for installing the manhole scrubbers?]**

Our neighborhood's attempts to direct more focus on these nuisances through Houston 311 Service Requests have not been successful, so we are extending our requests for assistance to you and others with the authority to address neighborhood nuisances. The [City of Houston Code of Ordinances, Chapter 10, Article XI](#) describes neighborhood nuisances, classifying "the accumulation of any foul, decaying, or putrescent substance... in such a way as to become offensive or objectionable" or "the escape of gases... to such an extent that... shall by reason of offensive odors become a source of discomfort to persons living or passing in the vicinity thereof." as "public nuisances... that are hereby prohibited and made unlawful..."

TMCC requests an update to HPW's "purchase of maintenance and repair services for two (2) odor control towers for the 11th Street Lift Station Wastewater Treatment Plant [Bryce Street Facility]" approved at the [May 10, 2022 Houston City Council Meeting](#), plans to monitor and mitigate odors from the Bryce Street Facility in line with the HPW commitment described in this June 2020 email, and options to regularly maintain nearby sewer manhole scrubbers. **[Should TMCC offer to financially contribute to the manhole scrubbers?]**

Background from Ngan Nguyen Email (June 2020)

Wastewater reaching the Bryce Street facility undergoes two treatment processes: the primary treatment allows solids to settle out of the water. In the secondary treatment, the separated biological solids are broken down with pathogens to create biomass, also known as sludge. This process generates hydrogen sulfide (H₂S), a colorless gas with the characteristic foul smell of rotten eggs. The smelly gas collects in the air in the sewage transfer pipe that carries the sludge to the final treatment center. As wastewater enters the facility, prior to treatment, the gaseous H₂S concentration measures an average of 18.6 PPM. After treatment, the concentration is measuring at an average of 0.0835 PPM. Therefore, the bio-scrubber is able to remove odors at an efficiency rate of 99.6%. The City has made equipment improvements to help mitigate the odor, including plastic sheeting, an odor control treatment system and fans, chemical feed systems, and chemical storage tanks—plus operational procedures. However, while some residents did report improvement, it did not eradicate the issue. Instead, HPW had outlined some actions items to continue attempts of addressing the issue, such as regular system checks for compliance with manufacturer recommendations, keeping key equipment in inventory, regular testing of bio-scrubber equipment (including PH checks), use of chemicals to neutralize H₂S that is downstream from the scrubber, and a study between COH and the chemical vendor to optimize the use of neutralizing chemicals.

Thank you for your assistance,

Pedro Palomino
Timbergrove Manor Civic Club
Environmental Affairs

Membership Report

Membership April 2023:

Single memberships: 108

Dual memberships: 114

Total memberships: 222

At this point last year we had 412 memberships, so we are way behind where we were last year.

I wanted to make the Board aware of some complications I've noticed recently with the information I receive. You probably know that I run a report in our Quickbooks system every month to find out who has purchased new memberships that month. I then use that information to update my master spreadsheet of homes in the neighborhood, to reflect which households have purchased memberships and whether each membership is single or dual. The Board may already know that in the past there have sometimes been issues with having the Quickbooks records updated regularly, sometimes causing a delay in my ability to have an up-to-date membership list. Earlier this year I had a discussion with Roxanne, Tracy, and Alison about TMCC's expectations for our bookkeeper in that regard. The Quickbooks records have seemed to be updated more regularly since then.

I noticed some irregularities around the time of the Easter Egg Hunt. I volunteered at that event and brought an updated membership list with me in order to run the membership raffle giveaway. I logged into our Quickbooks account that morning in order to make sure my list was as current as possible. There had been some new households purchase memberships since the last time I updated my spreadsheet, so I added those people and printed out an updated list to bring with me to the event. That was on April 1, and the most recent entries in Quickbooks were dated March 18.

At the event, I ran the raffle giveaway. Whenever someone wanted to enter the raffle, I checked my list to see if they were current TMCC members. Even though I had just updated my list that morning, there were still one or two folks who said they were current members but were not on my list. I asked if they had just paid their dues in the past week or two (since the most recent QB entries were from March 18), but they said they had paid longer ago than that.

It was annoying to have people say they had paid their dues but not be on my list. I decided to run a Quickbooks report of all members who have joined so far this year, and reconcile my membership list against that in the hopes of having an accurate list of our members. I discovered 7 entries dated January 30 that were not on my list. These entries are consecutive, and are unusual because they all have something in the "Memo/Description" field, when most of the other entries do not. They all indicate that the payment method was by check. They also include transaction numbers much higher than the surrounding entries. I believe those transaction numbers are assigned by Quickbooks in the order the transactions are done. If that's the case, then these transaction numbers seem to match up with transactions from much later, around March. It seems likely that these transactions were entered later but given an earlier transaction date for some reason. If that happened, they would not show up on my monthly report, which is based on the transaction date, not the date the transaction is entered into QB.

I've attached screenshots from the Quickbooks report showing these transactions. The report is broken down by membership type, so one screenshot shows the individual dues and the other shows the dual dues. In each case, the transactions that were missing from my records are the ones that say either "Individual Dues" or "Dual Dues" in the "Memo/Description" column. You can also see the unusually high transaction numbers in these screenshots.

I wanted to let the Board know about this. It would be good to communicate with the bookkeeper and let him know to please not backdate any transactions. If that happens, those transactions may not show up in my report, and those memberships won't get added to my list. Thank you!

