

TMCC Board Meeting Minutes – April 28, 2020

- 6:30 PM Conference Call Due to Covid-19 Precautions and Social Distancing
- Attendance Sheet – Attached

- **Secretary Report & Approval of March 24, 2020 TMCC Board Meeting Minutes**
 - Following review additional comments were added and Cynthia Schwendeman made a motion to approve the corrected Meeting Minutes which was seconded by Ryan Derong; and approved by all in attendance.

- **Treasurer Report**
 - The Report was reviewed by members. The last invoice from SEAL Patrols has been received. A motion was made by Alison Reynolds and seconded by Ryan Derong; and approved by all in attendance. (Report Attached)

- **Treasurer Update on CPA**
 - CPA has sent in 2016-17-18 Tax returns have been submitted and TMCC has regained our Tax Exempt status. The 2019 return has been prepared and in the process of being submitted as well. The total cost was +/- \$3,000.00.

- **Committee Reports**
 - Activities – No report
 - Beautification – No Report
 - Block Captains – See Attached
 - Deed Restrictions – See Attached
 - Design Review – A motion was made by Peter Davies to provide a statement be included on Design Review Submittals that the approval is valid for one (1) year after issuance and if Construction has not begun and/or been permitted within this time, the approval is no longer valid, and that the resident will be required to re-submit for approval. The motion was seconded by Jennifer Vickers and approved by all in attendance.
 - Environmental
 - Current issues include concerns about fill in the area west of Section 5 (Palisades Park) under development and whether overlaying of streets in the floodplain are considered fill. (Attached Aerial Views)
 - Jennifer Vickers reported that the Friends of West 11th Street Park have a new Board Member who is a resident of Section 5.

TMCC Board Meeting Sign In Sheet 4.28.2020

Meeting Held Via Teleconference Beginning at 6:30 PM

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

Timbergrove Manor Civic Club

PROFIT AND LOSS COMPARISON

January 1 - April 28, 2020

	TOTAL	
	JAN 1 - APR 28, 2020	JAN 1 - APR 28, 2019 (PY)
Income		
Club Dues	19,399.67	19,956.21
Donations		
Jaycee Park Donations	2,002.50	1,935.00
Online Processing Fee Donations	98.13	452.21
Other Donations	3,545.00	7,347.00
West 11th Street Park Donations	2,867.50	1,945.00
Total Donations	8,513.13	11,679.21
Interest Income	1,168.62	134.04
Neighborhood Security Income		
Private Security Subscribers		51,224.00
Security Fund Donations	6,825.00	5,305.00
Total Neighborhood Security Income	6,825.00	56,529.00
Timbergram Advertising Income	2,080.00	2,040.00
Total Income	\$37,986.42	\$90,338.46
GROSS PROFIT	\$37,986.42	\$90,338.46
Expenses		
Bank Charges	5.60	23.50
Beautification	750.00	2,874.65
Charitable Contributions		
Donations to Jaycee Park	2,500.00	
Donations to Sinclair PTO	2,050.00	
Total Charitable Contributions	4,550.00	
Easter Egg Hunt		828.54
General Meetings	40.00	75.00
Insurance		1,488.00
Membership	413.58	563.00
Misc./ Other	27.65	
Neighborhood Security	7,710.00	19,800.00
Office/Postage		484.44
Professional Services		1,133.90
Bookkeeping	1,458.75	
Total Professional Services	1,458.75	1,133.90
Snow Fest	1,282.35	1,709.01
Timbergram	1,247.00	1,508.00
Web Site		
Online Payment Processing Fees	450.06	918.66
Total Web Site	450.06	918.66
Total Expenses	\$17,934.99	\$31,406.70
NET OPERATING INCOME	\$20,051.43	\$58,931.76
NET INCOME	\$20,051.43	\$58,931.76

Timbergrove Manor Civic Club

BALANCE SHEET

As of April 28, 2020

	TOTAL
ASSETS	
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	52,666.21
Total Bank Accounts	\$179,974.35
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$179,974.35
TOTAL ASSETS	\$179,974.35
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	62,608.80
Retained Earnings	97,314.12
Net Income	20,051.43
Total Equity	\$179,974.35
TOTAL LIABILITIES AND EQUITY	\$179,974.35

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, 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

Committee Reports

4.28.2020 Board Meeting

Block Captain Report (Laura Bradham)

I put out my first feelers to try to recruit a Block Captain for Lillian Joliffe's block, 6502-6614 Cindy Ln with the Thank You Mailings. If anyone knows anyone on that block that might make a good Block Captain, please let me know.

Now that the Coronavirus situation has sort of stabilized, I will begin working with the Block Captains again.

Of Block Captains, 22 have paid dues, 16 have yet to pay dues for this year. I will be emailing Block Captains later this week to fill them in on the mailing that went out and also how the newcomers get their name and email address when they are greeted by Timbergreeters. Lorie Hood, the new Timbergreeter Chair, is emailing Block Captains directly when someone on their block is greeted.

Deed Restriction Enforcement (Traci Riley)

- 2311 Haverhill reported with activity and no DRC approved plan. Contacted number listed on permit and design was received by DRC. Thanked neighbor who emailed for their support.

- two new DRE committee members: Courtnie Hays - section 5 and Matt Fleming - section 6. Thank you to both of them for stepping up.

- discussions in the works about webpage changes for a stronger call to action with DRC submittal on the deed restrictions page. Stay tuned.

PROGRAMS (Programs)

We have reached out to Abby Kamins office in regard to scheduling her for our September meeting. Leigh Kilgore asked that we include TMNA members as well for a larger draw. To date I have not heard back from the district C office. I'll keep you updated. Any other future speaker suggestions, please send them my way.

Design Review Committee (Dana Whitley)

The plans for 2311 Haverhill Dr were just submitted today. The file was very large and may not have reached all of you. I've taken out the extraneous attachments so that the file size is reduced to something that may get through to you.

I've done a quick review of the plans. There are no conflicts with the site restrictions or the aesthetics, in my opinion, but they have a 2-story residence. Problem is the Section 14 Deed Restrictions only allow a 1-1/2 story. The rear and sides of the design clearly indicate a second floor wall. Personally I like the design but it is a 2-story residence and does not meet our current definition of what constitutes a 1-1/2 story. I have no option but to deny the approval.

Please take a quick moment to look over the plans and see if you agree with me. I don't want to leave these people hanging especially if the submission is to be denied.

Environmental Affairs (Vacant)

There is a new person to the neighborhood, Avery Beach, who is interested in volunteering with the Environmental Affairs Committee. I've emailed her, hoping she lived on a street for which I needed a Block Captain, but, alas, she does not. She's very interested in getting started.

Membership Report (Laura Bradham)

Let's Do the Numbers

As of April 10, 2020, we had a total of 430 Members, 35% of the neighborhood, based on information given to me from those that have joined by check and those on Square. Last year, by the September 15 cut off for the contest, we had 492 Members, a total of 40% membership of the neighborhood overall. I have captured email addresses for approximately 90% of those that have joined this year.

This week, a Thank You Mailing went out to 421 members! The other members received their Thank Yous at Project Dogway or through the Timbergreeter Campaign described below.

The Timbergreeters had a "Catch-Up" Campaign, and greeted 43 houses since the last time Timbergreeters was fully functional. Of those houses greeted, 5 have taken us up on the complementary membership. Of those 5, 2 have also paid an additional membership for their partner, and 1 has become a Block Captain!

After thinking it through with Miles, I will reinstate the Membership Contest this year, with the twist I mentioned at the Rainbow Lodge when we met there in February. I will be giving wine prizes to the long and short block that have the greatest percentage IMPROVEMENT. This allows for blocks that had low membership to have a fighting chance at winning.

Miles ok-ed the idea that any block that has 100%+ improvement in membership rates get 2 bottles of sparkling wine automatically. I'll write an article for the next Timbergram (July) describing the contest and announcing that one block is already in the 100%+ category – 6003-6031 Pineshade Lane!

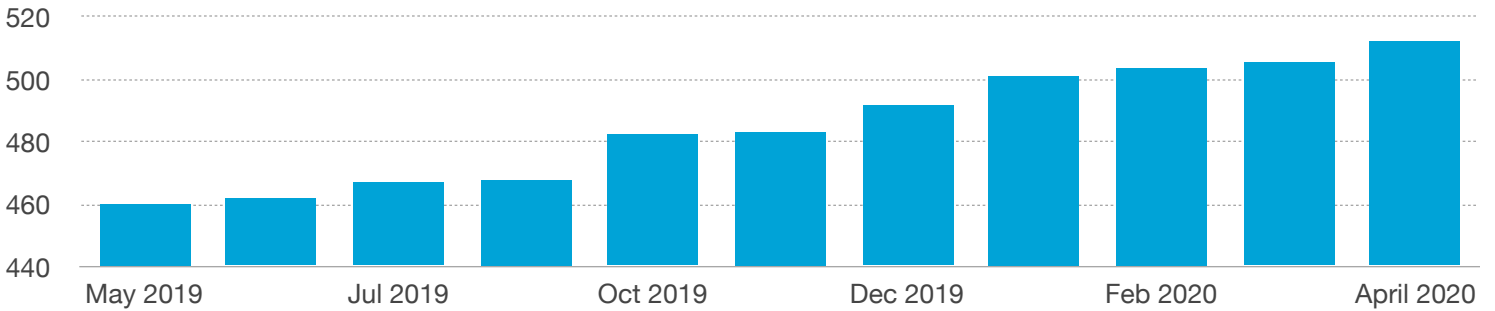
As of April 10, we have 3 people from Timbergrove Manor Neighborhood Association (the other side of TC Jester) that have incorrectly joined TMCC. I will be writing a letter, putting it in an addressed, stamped envelope, and taking the envelope over to Jenn Wilson's so that when she has time to get a check written, she can include it and mail them a refund. Last year, we only had one person from that neighborhood wrongly join us from what I remember.

Neighborhood Security (Matt Kern)

- Citizens Patrol training to be rescheduled following relaxation of the stay-home order. Gas reimbursements, planned to start in April, will not hit the financials until CP restarts.
- Article on wheel theft prevention included in the upcoming May Timbergram.

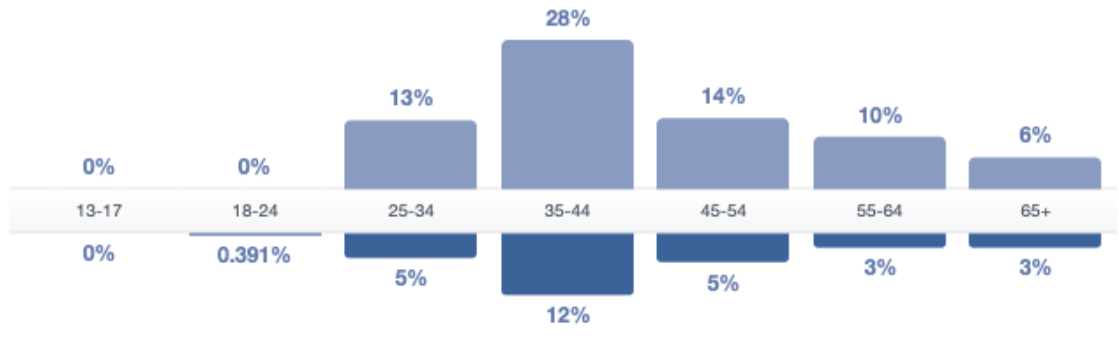
Facebook Page Update

Total Likes: 512



Women

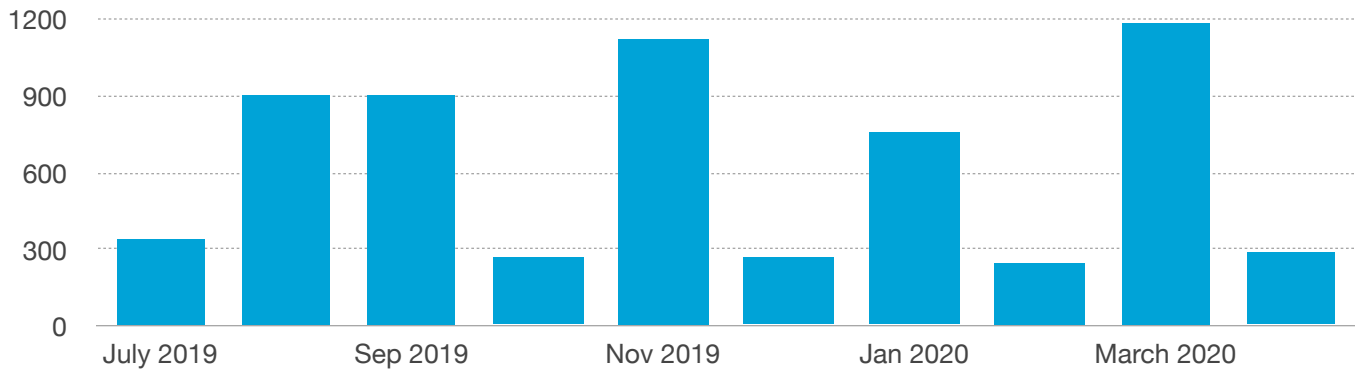
71%
Your Fans



Men

28%
Your Fans

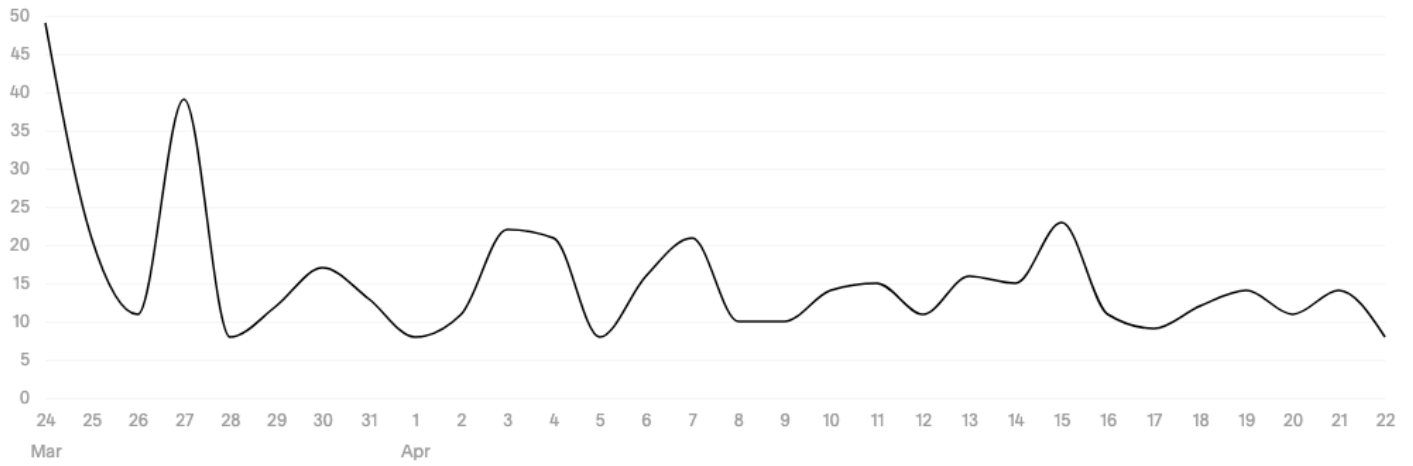
Highest Post Reach



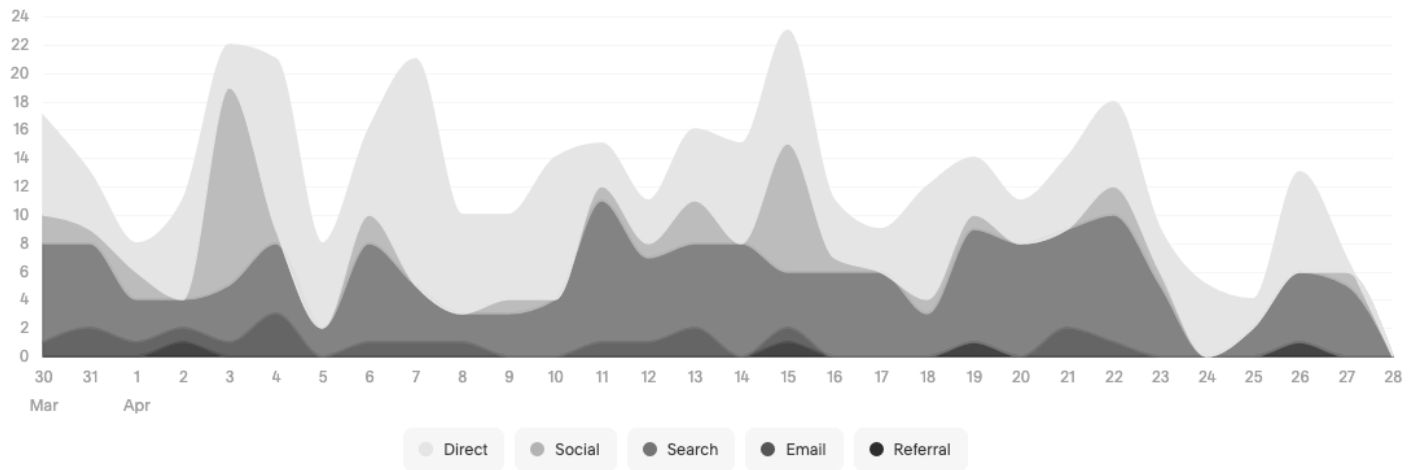
The highest reaching post from March was concerning the General Meeting with special guest speaker Alyce Coffey with the COH Solid Waste Management with recycling questions answered. The highest reaching post for the month of April was the “Call for photos of neighbors keeping busy”.

Website Analytics

Daily Traffic Summary



Daily Traffic Sources

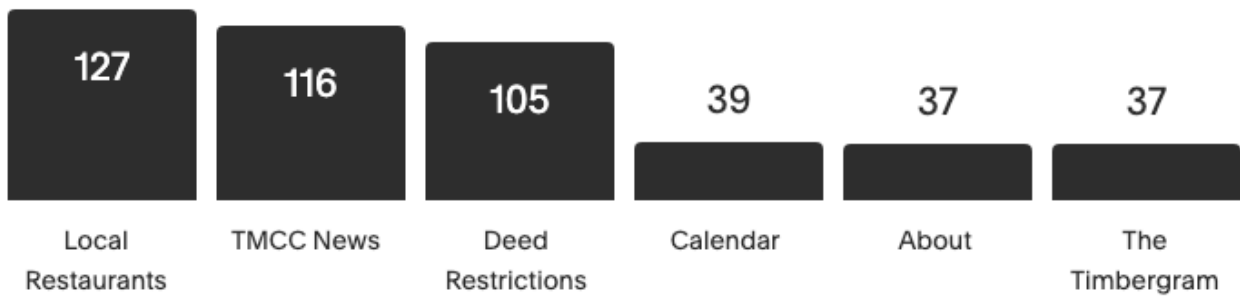


Daily Traffic Sources

Source	Visits
Direct	215 (45.7%)
▶ Search	143 (30.4%)
▶ Social	55 (11.7%)
▶ Email	52 (11.1%)
▶ Referral	5 (1.06%)

Popular Content

March 24th - April 22nd 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

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



Palisades Subdivision
Under Construction

Grace Bible Church

Timbergrove Manor
Section 5

Stanley Park

Eureka Rail Yards