

TIMBERLANE NEIGHBORHOOD IMPROVEMENT & BEAUTIFICATION DISTRICT

**MINUTES OF THE REGULAR MONTHLY MEETING OF THE
BOARD OF COMMISSIONERS**

January 16, 2020 6:30PM

TIMBERLANE COUNTRY CLUB (OLD PRO SHOP)

#1 TIMBERLANE DRIVE GRETNA, LA 70056

MEETING CALLED TO ORDER (6:37 PM)

INVOCATION AND PLEDGE OF ALLEGIANCE

In attendance: Chair Jon McGill, Ann Berthelot, Ronnie Evans, Harry Stumpf, John Firestone

AGENDA ITEMS:

1. Welcome and introduction of John Firestone as new Commissioner. Election of John Firestone to serve as TNIBD Secretary
 - a. MOVER: Jon McGill
 - b. SECONDER: Harry Stumpf
 - c. ACTION: APPROVE
 - d. VOTE: 5-0
 - e. YEAS: Ann Berthelot, Ronald Evans, John Firestone, Jon McGill, Harry Stumpf
 - f. NAYS: None
2. Approval of Minutes of December 26, 2019
 - a. MOVER: Ronald Evans
 - b. SECONDER: Harry Stumpf
 - c. ACTION: APPROVE
 - d. VOTE: 4-0
 - e. YEAS: Ann Berthelot, Ronald Evans, Jon McGill, Harry Stumpf
 - f. ABSTAIN: John Firestone
3. Continuity of Commissioners
 - a. Jon McGill noted that according to the by-laws, Commissioners' terms end on December 31. He raised a concern that if an outgoing Commissioner is also an officer, that office is left vacant in the interregnum between December 31 and the January meeting. He suggested that the by-laws be amended such that an outgoing Commissioner's term concludes at the January meeting. Harry Stumpf will address this and report back.
4. Treasurer Report [sent attached Report and Ledger]
 - a. Setting up of Quick Books is ongoing and hopefully completed soon. This month's report represents efforts of Ann Berthelot and Michelle Preuss, who

recorded all outgoing transactions, and Gary Hamilton's documentation of bank transactions. Thanks also extended to Phillip Rebowe for his assistance.

- b. This is the first report wherein TNIBD has a significant amount of money. TNIBD received a deposit of over \$744,000 from Jefferson Parish. This represents the taxes from over 400 property owners, over 80% of the District.
 - c. TNIBD has added a promontory ICS account connected to the public fund checking. Amounts over \$200,000 in the public fund checking account are automatically swept into the promontory ICS account. This allows the public fund checking account to remain FDIC insured (required for a public commission), as bank accounts over \$250,000 are not insurable by FDIC. The public fund checking and promontory ICS account function as a single account for operational purposes: automatic electronic transactions allow them to function that way.
 - d. TNIBD is maintaining a separate Timberlane Golf and Recreation operating account to ensure that golf operation funds are not commingled with other public funds.
5. Golf Management Company Update
- a. Century Golf has committed to managing golf operations for TNIBD. They will officially take over golf operation payroll and finances on April 1. They will be visiting next week. Meetings to discuss agronomy, greens, equipment, point-of-sale, merchant services, tee times will begin next week, so Century is engaged now.
 - b. The Commissioners have reviewed the contract. Century incorporated our suggested changes. One change was the amount of our deposit in the operating account. Century agreed to a \$100,000 initial deposit in operating account.
 - c. Clauses related to Net Operating Income: There is a clause in the contract which allows Century a bonus for revenue generated above a certain amount or a certain number of new members. The purpose of this bonus is to give Century incentives to generate new members and income. This is a difficult number to set as Timberlane Country Club has operated in the red for so long. How to categorize the \$500,000 revenue from the assessment is a matter that needs to be discussed to make it fair to both parties. Discussions will be held between Jon and Harry from a legal perspective and Gary and Phillip from an accounting perspective. Century has agreed to enter the contract with that number to be negotiated within the next 60 days.
 - d. Jon McGill would like to sign the agreement later tonight – pending any last suggestions from the Commissioners.
 - e. Motion to enter into the agreement with Century as is:
 - i. MOVER: Jon McGill
 - ii. SECONDER: Ronald Evans
 - iii. ACTION: APPROVE
 - iv. VOTE: 5-0
 - v. YEAS: Ann Berthelot, Ronald Evans, John Firestone, Jon McGill, Harry Stumpf
 - vi. NAYS: None

6. TCC/ TNIBD/ Café Hope Transition Update

- a. The Act of Sale of Timberlane Country Club to the TNIBD has been recorded. The Board is looking into getting a survey of the property because the property records are untidy. Cost will be a consideration. In that regard, Harry has reached out to Dufrene Surveying & Engineering (Harvey, LA) for an estimate. There can be some corrections to the Act of Sale depending on the findings.
- b. The lease with Café Hope has been executed.
- c. Members: Thus far, 193 memberships have been applied for. Of those, 23 were not members previously. We do not now have the breakdown of how many are from residents or non-residents. This list of prospective members is being compared against the list of who has paid their property taxes.
- d. The TCC Board has remained active in day-to-day management of the golf course in the interim. TNIBD is paying the payroll currently. We are paying those expenses that are our direct expenses. We have reimbursed certain emergency expenses (fuel, liquor license tax). Careful records are being kept of all reimbursements for purposes of audit.
- e. Capital Improvement Plans: As Century takes over golf operations, it will leave the TNIBD Board with time to make plans for capital improvements. We will be meeting with Café Hope to discuss their capital improvement plans. We will receive from Century ideas for potential capital improvements to the golf course. We will report the overall capital improvement plans when they are sufficiently prepared, hopefully within the next quarter.

7. Additional Agenda Item: Audit of TNIBD.

- a. Motion to add item to agenda to discuss approval of proposal for audit services.
 - i. MOVER: Jon McGill
 - ii. SECONDER: Ann Berthelot
 - iii. ACTION: APPROVE
 - iv. VOTE: 5-0
 - v. YEAS: Ann Berthelot, Ronald Evans, John Firestone, Jon McGill, Harry Stumpf
 - vi. NAYS: None
- b. All public entities are required to be audited annually. There is a list of accounting firms approved by the state of Louisiana to perform such audits. This motion approved the proposal prepared by Ann Berthelot and the Finance committee and authorizes submission for bid to the entities on this list.
- c. The audit must be requested by the end of the fiscal year (March 31). We are sending the requests for proposals to the auditing firms to be returned to us by early February. We plan review the proposals and discuss at the February meeting. The audit has to be completed within 6 months. The Commissioners have all reviewed the proposal.
- d. We are assessing the need to hire part time bookkeeping services.
- e. Motion to accept the proposal for audit as reviewed.
 - i. MOVER: Jon McGill
 - ii. SECONDER: Ann Berthelot
 - iii. ACTION: APPROVE

- iv. VOTE: 5-0
- v. YEAS: Ann Berthelot, Ronald Evans, John Firestone, Jon McGill, Harry Stumpf
- vi. NAYS: None

8. Resolutions

- a. To adopt Timberlane Golf and Recreation as the new name of the land, improvement, and facilities formerly known as Timberlane Country Club and to adopt the logo previously discussed.
 - i. MOVER: Jon McGill
 - ii. SECONDER: Ronald Evans
 - iii. ACTION: APPROVE
 - iv. VOTE: 5-0
 - v. YEAS: Ann Berthelot, Ronald Evans, John Firestone, Jon McGill, Harry Stumpf
 - vi. NAYS: None
- b. Authorize and direct Harry Stumpf, Vice Chairman, to file an application for registration of Timberlane Golf & Recreation as a trade name and/or the logo as a service mark of the District with Louisiana Secretary of State.
 - i. MOVER: Jon McGill
 - ii. SECONDER: Ronald Evans
 - iii. ACTION: APPROVE
 - iv. VOTE: 5-0
 - v. YEAS: Ann Berthelot, Ronald Evans, John Firestone, Jon McGill, Harry Stumpf
 - vi. NAYS: None
- c. Authorize Jon McGill, Chairman, to execute and file an affidavit with the Jefferson Parish Clerk of Court to register Timberlane Golf and Recreation as an assumed business name of the District.
 - i. MOVER: Harry Stumpf
 - ii. SECONDER: Jon McGill
 - iii. ACTION: APPROVE
 - iv. VOTE: 5-0
 - v. YEAS: Ann Berthelot, Ronald Evans, John Firestone, Jon McGill, Harry Stumpf
 - vi. NAYS: None

9. Questions/comments from the public (LIMIT 3 MINS PER PERSON)

- a. Several members expressed their approval of the new logo. The Commissioners acknowledged A-1 Signs, who helped in its design. The decision to include the words "established 1959" was discussed briefly. Although the new entity, now called Timberlane Golf and Recreation Club, came into existence in 2019, its prior existence harkens back to 1959 and to the golf course's designer, Robert Trent Jones. It was thought beneficial to highlight that fact.
- b. Jon McGill expressed his thanks to the Commissioners (including Veronica Bard) for their hard work over the past year. Many challenges presented themselves, but

the Commissioners, through their diligence and perseverance and the help of several Timberlane residents and TCC members, were able to meet them. Among the many successes is that we have able to move forward without accessing our line of credit. In addition, the cooperation of several individuals enabled the Commission to execute the purchase of the TCC over the holidays: The Commissioners extend thanks to everyone involved, especially to Daul Insurance and Don Hingle (closing attorney) for managing the transfer.


- c. The Commissioners expressed their particular appreciation to Jon McGill for his leadership over the past year.
- d. Audience members expressed their thanks for the amount of work and the integrity of the work over the last year.
- e. Additional thanks were expressed to the families of the Commissioners for the sacrifices they have made so the Commissioners can serve.

10. Adjourned – 7:23 PM

- a. MOVER: Jon McGill
- b. SECONDER: Ronald Evans
- c. ACTION: APPROVE
- d. VOTE: 5-0
- e. YEAS: Ann Berthelot, Ronald Evans, John Firestone, Jon McGill, Harry Stumpf
- f. NAYS: None



Jon S. McGill, Chairperson
Signed:



John Firestone, Secretary
Signed: