

# TIMBERLANE NEIGHBORHOOD IMPROVEMENT & BEAUTIFICATION DISTRICT

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

July 23, 2020, 6:30PM

Via Zoom

MEETING CALLED TO ORDER (6:35 PM)

In attendance: Chair Jon McGill, Ann Berthelot, Ronnie Evans, Harry Stumpf, John Firestone.  
Quorum is present.

### AGENDA ITEMS

#### 1. Approval of June Minutes

- |              |   |
|--------------|---|
| a. MOVER:    | Jon McGill                                  |
| b. SECONDER: | Ronald Evans                                |
| c. ACTION:   | APPROVE                                     |
| d. VOTE:     | 5 – 0                                       |
| e. YEAS:     | Berthelot, Evans, Firestone, McGill, Stumpf |
| f. NAYS:     | None  |
| g. ABSENT:   | None  |

#### 2. Decision for Zoom meeting

The decision to conduct this meeting via Zoom was made to protect the members during the coronavirus pandemic. This was a safe way to allow members to participate while protecting possibly vulnerable persons. Various other government entities have undertaken this format, including the Gretna City Council and Jefferson Parish Council. In order to broadcast this as a webinar, the Commission had to set up a commercial Zoom account. The regular meeting date had to be postponed one week to allow approval of the expenditures and the setting up of the Zoom account. The Commission may continue this practice even after the pandemic.

#### 3. Update on Century Management and Golf Operations

General: Daily play, cart use, and use of the driving range are still up. Some tournaments were canceled because of the pandemic. Work is beginning to coordinate Century's reporting system with the TNIBD required format. Agreements are near with a CPA to help with those adjustments. In general, for May through July, TGR appears to be bringing in more income than budgeted, even without the tournaments.

##### a. Lease resolutions

###### (1.) DeLage / Landon Public Finance

This lease runs for 60 months and covers the course maintenance equipment. Monthly payments of \$8,896.78 per month — entered into on April 1, 2020.

- |              |                  |
|--------------|------------------|
| a. MOVER:    | Harry Stumpf     |
| b. SECONDER: | Jon McGill       |
| c. ACTION:   | APPROVE / RATIFY |

- d. VOTE: 5 – 0
- e. YEAS: Berthelot, Evans, Firestone, McGill, Stumpf
- f. NAYS: None
- g. ABSENT: None

(2.) PNC (sprinkler equipment) lease

Lease date: May 27, 2020. This is an assumption of the lease entered into by TCC in September 2018. Assumed for balance of the term (41 months) at \$847 per month.

- a. MOVER: Jon McGill
- b. SECONDER: Harry Stumpf
- c. ACTION: APPROVE / RATIFY
- d. VOTE: 5 – 0
- e. YEAS: Berthelot, Evans, Firestone, McGill, Stumpf
- f. NAYS: None
- g. ABSENT: None

(3.) PNC (course maintenance equipment) lease

Lease Date: April 7, 2020. Assumption of remaining term on lease originally approved by TCC March 2016. There were five months remaining at \$7,314.88 per month. We turned this equipment in when we got the new equipment.

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

b. Presentation from Century

Postponed until the August meeting. For that meeting, we hope to have updated financial reports, the agronomist report, and the strategic plan report. Motion to remove the Century presentation and reschedule that for the August meeting.

- a. MOVER: Harry Stumpf
- b. SECONDER: Ann Berthelot
- c. ACTION: REMOVE ITEM / RESCHEDULE
- d. VOTE: 5 – 0
- e. YEAS: Berthelot, Evans, Firestone, McGill, Stumpf
- f. NAYS: None
- g. ABSENT: None

c. Status of operations under COVID-19

COVID Operations are still in Phase II. We are not seeing quite the play as during the lockdown, but still up from last year. Possible reasons include the heat and more people going back to work.

d. Golf course conditions

Definitely better. Zoom meeting was held last week addressing the way the forward with the course.

Some residents have called to report brown areas. Those areas are brown for a reason. The team sprayed some chemicals and changed some cut settings: all these interim changes were



expected by the agronomist. There is no reason for alarm. These adjustments will help the course look better through the year. Patches are needed on 6 – 8 greens areas. Some areas were patched last year and are still growing in. This process does take some time. The sod was scheduled to arrive Tuesday and laid yesterday. Greens have a way to go but are better weekly.

e. Application for Louisiana CARES Act funds

These funds are not supposed to be for loss of revenue, but are allowed for expenses due to COVID. Our expenses were modest: sanitizer, masks, installed glass panels, etc. The total is under \$2000. This is submitted through the parish to the state.

#### 4. Café Hope Update

The pool has been busy (up to 70 people on one occasion last week). Café Hope is selling pools snacks. That is good for TNIBD: any revenue to Café Hope helps the TNIBD in the long term.

#### 5. CPA Update / Treasurer's Reports

The Chairman and Treasurer met with Wilson and Susan from Kushner LaGraize, LLC. It was a good meeting. They do forensic accounting. They are aware of our \$6000 budget. We need their help to adjust the Century format for our accounting purposes. We are asking them to look back at what the Commission has done since January 2019. We also hope they can help with drafting our policies and procedures. Such procedures have both accounting and legal aspects. The TNIBD Treasurer has started that process. It is being reviewed by the two lawyers on the TNIBD, but needs accountant consultations.

Motion to engage Kushner LaGraize for CPA work.

- |              |   |
|--------------|---|
| a. MOVER:    | Ann Berthelot                               |
| b. SECONDER: | Jon McGill                                  |
| c. ACTION:   | ENGAGE KUSHNER LAGRAIZE                     |
| d. VOTE:     | 5 – 0                                       |
| e. YEAS:     | Berthelot, Evans, Firestone, McGill, Stumpf |
| f. NAYS:     | None  |
| g. ABSENT    | None  |

Work will begin right away. The TNIBD audit begins in September. The audit is by a separate CPA. This work will help us prepare. Treasurer's reports will be forthcoming once the accounting issues (between Century system and public reporting standards) have been resolved. Once resolved, the Commission will report monthly reports all the way back to March 9 (beginning of fiscal year).

#### 6. Membership Requirements (Family members, etc.)

Draft of definitions and procedures was circulated for review. These are guided by law and by how the TNIBD/TGR are set up. The definition of "family members" is congruent with definitions adopted by other governmental agencies (e.g., under 25 years old and claimed as a dependent on federal tax returns). We are not asking to actually see the tax return; rather, the membership application has a statement attesting this is an accurate statement. If questions are raised about a membership, the tax return can be used to verify their proper inclusion.

Questions were raised about households that include elders of the primary member. These will need to be reviewed on a case-by-case basis.

Some district properties (between 10 and 20) are owned by a trust, an LLC, or a corporation. Single-member LLCs are treated as a person. Corporations are a different matter. This will be reviewed. This will be posted to the website when ready for feedback from the members.

7. Other items

We are not ready to review the succession amendment to the bylaws. That will be circulated to the commissioners before the next meeting.

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

Question was raised about signs newly posted on course about walking on the course. Those signs were placed under the direction of the Chairman. Golfers have the right of way on any golf course. There is a liability issue with allowing walkers, joggers, or cyclers (members or non-members) on the course while golfers are present. This was never allowed by TCC, nor is it allowed at any other Century golf courses. The signs were placed because too many members have of late been putting themselves at risk. We are working on opening the course for walking, jogging, and cycling on Mondays, when golf is closed. Non-members are not allowed on the course at any time.

9. Adjourn (7:14 PM)

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

  
 \_\_\_\_\_  
 Jon S. McGill, Chairperson  
 Signed:

  
 \_\_\_\_\_  
 John Firestone, Secretary  
 Signed:

Date: 