

TIMBERLANE NEIGHBORHOOD IMPROVEMENT & BEAUTIFICATION DISTRICT

MINUTES OF REGULAR MONTHLY MEETING OF THE BOARD OF COMMISSIONERS

November 19, 2020, 6:30 PM

Conducted via Zoom

MEETING CALLED TO ORDER (6:36 PM)

In Attendance: Chair Jon McGill, Ann Berthelot, Harry Stumpf, Ronald Evans
Late: John Firestone (due to Zoom connection difficulties); joined @ 5 minutes in progress.
Quorum was present. There were 6 panelists. Maxed at 6 non-panelist attendees.

AGENDA ITEMS

1. Approval of minutes from the October 15, 2020 Regular TNIBD Meeting

Corrections are still being made to the minutes. Consideration of the October meeting minutes will be postponed to the December meeting.

2. Century Update (Donny Darville)

Key Performance Indicators: Total rounds played are similar October and September. There was a small shift to more non-member play than member play. The daily fee average per round is up to \$35 in contrast to our budgeted \$29. This does not include figures from tournament play nor trade out lines. This derives from several factors. TGR / Century decided to move away from comped or traded rounds. Prices were bumped up a bit as our product is improved (better course, new carts). Prices are under continuous monitoring. This price is on the low side compared to other markets. We are a little below the competition. As our product improves, we have some potential upside. More granular reports will be made as we grow.

Membership: Slowed quite a bit this month. The hurricanes have hampered this. Michelle's time is dedicated to accounting issues. The stage is being set to ramp up marketing as more of her time becomes available. Three items are already in place. First, there is a weekly conference call between Lisa at Century and Michelle to discuss execution of marketing plan. Second, there is a process in place to identify new moves into the local area (not just Timberlane) that might be interested in TGR. Those homes receive a mailer about TGR. Third, we had our first Member-Guest Day. Several members (7 or 8) brought a guest. Two or three of those guests had some membership interest. This project will continue after the holidays. Membership Totals: A few non-resident members dropped out. Golf Vantage and Palmer Advantage increased a bit. Total Members are at 394.

Palmer Advantage was launched in October. It will take more than one email campaign to move this. This product is a travel-related product, and travel is down currently due to COVID-19. TGR-Century will keep the message out there. Also, it was decided to roll out Golf Vantage first because that involves the driving range and is not so travel dependent. Another reason to focus on Golf Vantage first is TGR makes more on this product. It is more a member benefit, though it does generate some revenue for TGR.

Financial Performance: Revenues in October were \$1600 over budget. Year to date, revenues are \$53,000 over budget.

Hurricane Clean-Up: A phenomenal job by our team, especially Richie and Johnny. Many other courses were out for several weeks after the hurricane. Richie could not borrow equipment after the storm (everyone needed their own equipment), so he requested purchase of a piece of equipment to place on the front of the tractor to grab debris. Purchase was approved (cost about \$3000). This allowed the course to open within 48 hours after the hurricane. There are potential tree removals in the future, but the course is playable. The tree removal will be expensive (\$100,000), and insurance likely will not cover any of this. The Chair is in discussion with City of Gretna and Jefferson Parish about some of the debris cleanup throughout the neighborhood. This should be completed by Thanksgiving. TGR will review potential insurance claims starting next week.

Greens Roller: APGM/Century has recommended adding a greens roller to our equipment inventory now that the greens have shown improvement. Ladd's has quoted a price below the State contract price. A formal bid process is not required, however we have requested at least three quotes for comparison. Donny is getting quotes for similar products for another course. Those will be forwarded to the board.

Donny will be making another Timberlane visit from December 14–16, 2020. Budget for next year will begin discussion at this visit.

3. Café Hope Update

Some cosmetic improvements have begun in the last two weeks. These changes were discussed during lease negotiations and have been delayed due to COVID-19. The Board is pleased to see them underway. Luis Arocha keeps the Chairman informed of the status of the renovations. As the outlines have already been discussed, neither the Chairman nor the Board is asking for oversight on every single decision. The Chairman and the Board are certainly included in decisions related to the overall strategic plan.

Projects underway include sealing the windows, fixing the ceiling leaks, termite damage remediation, replacing the bar, and painting or papering the walls. The Ballroom carpet has been removed. A leading artisan is resurfacing the terrazzo of the Ballroom. The team expects the Ballroom will be ready for leasing before COVID restrictions are lifted.

Not only does the Board commend the progress on physical renovation, but also with the quality of the food program. Several Board members commented that the food quality compares well against many high quality local restaurants.

4. Membership Requirements

TNIBD membership discussion is proceeding in phases. Phase one: who is responsible for decisions about the membership attached to a property, i.e., who is the primary member? Phase two: what is the assignability of the membership? Who may assign and to whom may they assign membership? Under what conditions are on the approval of the assignment? Phase three: who constitutes a household member and is included in the membership?

It is anticipated to have these conversations completed and the final proposals ready to present to the Board by the December meeting. The membership application will be revised. It will be broader than the current one page application. Eventually, it is expected that current members will

also complete this new application. Then, we will have a single membership form for District members and for members from outside the District. Another form will be developed to enable the primary member to assign their membership to another party, subject to restrictions. It is expected to complete all this for consideration at the December TNIBD meeting.

5. Treasurer Update (Audit and CPA)

Thus far, the Board has reported simply revenue and expenses. Now, our reports will be able to show the overall picture in more detail.

Balance Sheet: The Chair shared the Balance Sheet as of March 31, 2020. This represents 3 months of TNIBD operating golf. TNIBD took over from Timberlane Country Club (TCC) officially on December 28, 2019. TNIBD reimbursed TCC's payroll amounts for those months until Century took over on April 1, 2020. The balance sheet shows assets and liabilities. These are completed, but unaudited. Reports will be submitted to the auditor within a few business days.

Profit & Loss statements: TGR and District accounting is tracked separately. Golf-related expenses and revenues in fall under TGR reports. District expenses encompass all non-golf operation revenues and expenses. The P&L statements reported on are from December 28, 2019 until March 31, 2020.

There are accounting discussions about where to place certain items. Some items things are showing up in TGR expenses that should be under the capital category (such as leases) or should be in TNIBD's expenses. These accounting and reporting variances will be addressed after the audit is complete.

These reports represent lots of work from our Treasurer, Michelle and our CPA consultant, Susan Kliebert from Kushner LaGraize, LLC. The CPA firm has been quite generous in discounting invoices. Even so, their fees have surpassed the \$6000 budget; however, the budgeted amount was based on preparation for the audit, and we have engaged the accounting firm to assist with policies and procedures and additional accounting functions to prepare the district for the audit.

These reports will be provided at the conclusion of the audit.

6. Questions or comments from attendees.

Fae Remedios: The report mentioned Trail Fees. What are trail fees?

If a player rents a cart for a round, there is a fee for rental of that cart. If you are a member, and you bring your own cart, you pay a reduced rate called a trail fee. The purpose of this fee is multiple: (1) It helps cover the wear and tear on the trail; (2) TNIBD will soon be issuing permits for golf carts to be used on the course (for golf or for just riding). This is to ensure that the cart owner-operator has liability insurance on their cart. This fee will be nominal—just enough to pay for the administration of the program.

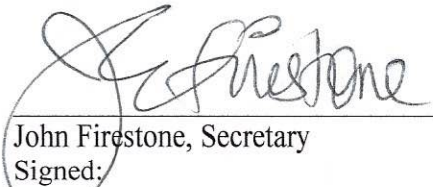
6. Adjourn (7:51 PM)

MOVER:	Jon McGill
SECONDER:	Ronald Evans
ACTION:	ADJOURN
VOTE:	5 – 0
YEAS:	Berthelot, Evans, Firestone, McGill, Stumpf
NAYS:	None

ABSENT: None



Jon S. McGill, Sr., Chairperson
Signed:



John Firestone, Secretary
Signed:

Date: 12 / 17 / 2020

Approved