

**TIMBERLANE NEIGHBORHOOD IMPROVEMENT & BEAUTIFICATION
DISTRICT**

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

April 15, 2021, 6:30 PM

Conducted via Zoom

MEETING CALLED TO ORDER (6:45 PM)

Roll call: Chair Jon McGill: present, Ann Berthelot: present, Ronald Evans: present via Zoom, John Firestone: present. Harry Stumpf: present. Quorum was present. There were 6 panelists (including Donny Darville of Century). Zoom attendees there were three participants. Two persons attended at the clubhouse.

AGENDA ITEMS

Announcement: Notice in the Advocate of the Public Hearing on the Budget for FYE 2022 did not go out sufficiently before the hearing. The Public Hearing will be postponed until the Regular TNIBD meeting on May 20, 2021.

1. Approval of minutes from the Regular March 18, 2021 TNIBD Meeting & the March 31, 2021 Special Meeting.

A. Approval of the minutes for the March 18, 2021 Regular Meeting.

MOVER: McGill
SECONDER: Stumpf
ACTION: APPROVE
VOTE: 5 – 0
YEAS: Berthelot, Evans, Firestone, McGill, and Stumpf
NAYS: None
ABSTAIN: None

B. Approval of the minutes for the March 31, 2021 Special Meeting.

MOVER: McGill
SECONDER: Stumpf
ACTION: APPROVE
VOTE: 5 – 0
YEAS: Berthelot, Evans, Firestone, McGill, and Stumpf
NAYS: None
ABSTAIN: None

2. Task List Discussion

The Chairman expressed the need for longer term planning and easier task monitoring. Goal: Creation of a Master Task List containing the tasks, the due dates, the person who is responsible, and a way to mark the tasks completed. The list must be accessible by anyone and editable by anyone. Various programs to accomplish this were discussed. Dropbox Paper and Google Sheets were chosen to be the most plausible to use. For Commissioners who have multiple Dropbox accounts, it may be a challenge to keep these documents in the proper accounts.

PLAN: Commissioners will send their current To Do list to Jon within the next week. Jon will create sample To Do lists in both Google Sheets and Dropbox Paper. He will send us links to the lists for the Commissioners to examine. Thus, we will see which program we like better. The Commissioners commit to learning whichever program we choose.

3. Century update (Donny Darville)

KPI: This is the final report for this fiscal year. Future reports will compare current year over actual numbers from last year. The March rounds-played were quite up over February (especially non-member rounds). It was also a good month for sales. Communications / Marketing upgrades placed last month are in operation and seem to be helping. New enrollments: 20 new golf members (8 upgrades from Golf Vantage). GV enrolled 35 new members. Financial Impact: Gross revenues and net income are over the amounts budgeted. Expenses are in line with budget. Golf operations: There were small price increases for golf guests, in fees for Saturday and Sunday play, and for range balls. Tournament rounds: Tournaments are good for community fundraising and to show the course to potential new members / players. However, tournament income must be balanced against lost daily play. Richie is asking a minimum guarantee from those booking tournaments.

The private cart agreement is going out tonight via email to all members. Anyone using a private cart on the property must register the cart. There is a minimal trail fee of \$30. Richie will review the insurance documents, take a picture of the cart, and issue the sticker. The annual renewal fee is \$10. Anyone operating a cart must have a driver's license.

Feedback on course: conditions are good. Bud will be here next week to supervise aerification. The course will be closed two days next week for this aerification. Discussions on irrigation: An automated control system is being examined that might make this more efficient. This would allow better attention to known hot spots on the course.

Concerns were raised and will be addressed about the lack of women's apparel. The golf shop can special order, but will look into making more options available in the future. In general, golf courses struggle with this issue

4. Treasurer update

Financials are in today, so have not yet been reviewed. These will be reviewed at next meeting. Monthly and end-of-year reports are being prepared. Also, March is a five-week month. This pushes the end of month closer to the TNIBD meeting.

5. Umbrella Insurance Policy

The original agreement with Century suggests we maintain a \$5 million umbrella insurance policy (over the current \$1 million base policy). A policy for an additional \$1 million is not very expensive; an umbrella policy of the full \$5 million is four times the price. After discussion with Risk Management at Century and our insurance company, Daul Insurance, we propose to take an additional \$1 million of an umbrella policy.

A. Amend the original Century agreement to require an umbrella policy of some other amount than the \$5 million:

MOVER:	Stumpf
SECONDER:	McGill
ACTION:	APPROVE
VOTE:	5 - 0

YEAS: Berthelot, Evans, Firestone, McGill, and Stumpf
 NAYS: None
 ABSTAIN: None
 B. Set the new amount in the agreement to a \$2 million umbrella policy (over the \$1 million base policy) and authorize the purchase of said \$2 million umbrella policy:
 MOVER: McGill
 SECONDER: Stumpf
 ACTION: APPROVE
 VOTE: 5 – 0
 YEAS: Berthelot, Evans, Firestone, McGill, and Stumpf
 NAYS: None
 ABSTAIN: None

6. Policies and Procedures.

The shell of the policies is nearly done. The website of the Center for Government Excellence will be used as a resource. Once prepared, the procedures and policies will be forwarded to the Commissioners. Specifically, Harry will review from a legal viewpoint. Input from other commissioners will be sought also.

7. Audit proposal approval

Last year’s auditor, Camnetar & Company, submitted a proposal to perform this year’s audit. The Board is not required to send out proposals for this job. They did a good job last year. Audit cost is based on the time required to understand the relationships and accounting of an organization. Since Camnetar is already familiar with us, this helps make the audit cost lower than hiring a firm unfamiliar to us. Proposed fees were the same as

A. Engage Camnetar & Company to perform this year’s audit:

MOVER: McGill
 SECONDER: Stumpf
 ACTION: APPROVE
 VOTE: 5 – 0
 YEAS: Berthelot, Evans, Firestone, McGill, and Stumpf
 NAYS: None
 ABSTAIN: None

8. 9. 10. 11. Items related to the Public Hearing for the Budget and budget adoption

We are postponing this hearing to next month.

A. Move to remove these agenda items from the current meeting:

MOVER: McGill
 SECONDER: Stumpf
 ACTION: APPROVE
 VOTE: 5 – 0
 YEAS: Berthelot, Evans, Firestone, McGill, and Stumpf
 NAYS: None
 ABSTAIN: None

12. Annual Report approval

The report is in large part done, but needs better polishing to reflect accurately the events of the last year. We would also like to include the actual budget for the first fiscal year.

A. Motion to table the Annual Report until better completed.

MOVER: McGill
SECONDER: Stumpf
ACTION: APPROVE
VOTE: 5 - 0
YEAS: Berthelot, Evans, Firestone, McGill, and Stumpf
NAYS: None
ABSTAIN: None

13. Adjourn (7:55 PM)

MOVER: Stumpf
SECONDER: McGill
ACTION: ADJOURN
VOTE: 5 - 0
YEAS: Berthelot, Evans, Firestone, McGill, and Stumpf
NAYS: None
ABSENT: None



Jon S. McGill, Sr., Chairperson
Signed:



John Firestone, Secretary
Signed:

Date: 5/20/2021

APPROVED