

**TIMBERLANE NEIGHBORHOOD IMPROVEMENT & BEAUTIFICATION
DISTRICT**

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

April 21, 2022, 6:30 PM

Conducted via Zoom

MEETING CALLED TO ORDER (6:32 PM)

Roll call: Chair Jon McGill, present; Ann Berthelot, present; Gary Chauvin, present; John Firestone, present; Harry Stumpf, present. Quorum was present. Panelist: Luis Arocha. Zoom: One attendee.

AGENDA ITEMS

1. Approval of the Minutes from the Regular March 17, 2022, TNIBD Meeting

MOVER: McGill
SECONDER: Chauvin
ACTION: APPROVE DRAFT MINUTES
VOTE: 5 - 0
YEAS: Berthelot, Chauvin, Firestone, McGill, Stumpf
NAYS: None

2. Approval of Special Assessment for 2022

On motion of Commissioner Stumpf and seconded by Commissioner McGill, the following resolution was offered:

A resolution establishing and setting the amount of the special assessment for the year 2022 in the amount of One Thousand Nine Hundred Fifty Dollars (\$1,950.00) on all property subject to taxation within the District

Whereas, the passage by a majority vote of the votes cast of the proposition submitted to all registered voters of the Timberlane Neighborhood Improvement and Beautification District (the "District"), qualified in and entitled to vote at the election on May 4, 2019 authorized the District to levy and collect a special assessment in an amount not to exceed One Thousand Nine Hundred Fifty Dollars (\$1,950) on all property subject to taxation within the District, with an estimated \$1,012,050 Dollars reasonably expected to be collected from the levy of the assessment for one year, for a period of 10 years, beginning with the year 2019 and ending in and including 2028, for the purpose of promoting and encouraging the improvement, beautification, and overall betterment of the District, including, but not limited to, the acquisition, construction, improvement, operation and/or maintenance of recreational and other facilities in furtherance of the authorized purposes of the District;

Whereas, in order to have the amount of the special assessment included on the tax assessment rolls of the Jefferson Parish Assessor for the year 2022, it is necessary at this time for the Board of Commissioners of the District to establish and set the special assessment for the year 2022.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED that the amount of the special assessment for the year 2022 is established and set in the amount of One Thousand Nine Hundred Fifty Dollars (\$1,950.00) on all property subject to taxation within the District. This resolution shall be continuing and effective for the 2022 special assessment.

This resolution having been submitted to a vote of the Board of Commissioners of the Timberlane Neighborhood Improvement and Beautification District, Parish of Jefferson, State of Louisiana, the vote thereon was as follows:

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|------------|---|
| MOVER: | Stumpf |
| SECONDER: | McGill |
| ACTION: | APPROVE SPECIAL ASSESSMENT FOR YEAR 2022 |
| VOTE: | 5 – 0 |
| YEAS: | Berthelot, Chauvin, Firestone, McGill, and Stumpf |
| NAYS: | None |
| ABSENT: | None |
| ABSTAINING | None |

The resolution was declared adopted by the Board of Commissioners acting as the governing authority of Timberlane Neighborhood Improvement and Beautification District, Parish of Jefferson, State of Louisiana on this the 21st day of April 2022.

3. Hurricane Ida Impact / Update

- a. **Café Hope and Clubhouse.** Luis Arocha provided an update. Noteworthy items follow.
- Gym area of the Pro Shop. Permits are clear, and they will be ready for plumbing and electrical inspections by the middle of next week, to be followed by the closing of the walls. The air conditioning unit has been repaired but will need to be replaced in the near future. Brady Garrity has called on two roofers to inspect the weak spots in the roof. Equipment cannot be installed in the gym area until the roof is repaired and water leakage resolved.
 - Bids have come back on the main facility. The contractor chosen is Robert Wolfe Construction, who bid \$2.939 million. The next closest bid was approximately \$3.5 million. Luis stated that the current plans were submitted with all elements top-of-the line and that they are \$1.3 million short in funds. Café Hope is considering two possible approaches to address the shortfall: value engineering (looking at every aspect of the project to see what might be omitted from current plans) and raising funds, or some combination of both. Luis also stated that the shortfall might have been higher, but that the Lagasse Foundation is very likely to approve by the end of the month Café Hope's \$500,000 grant request to renovate and remodel the kitchen.
 - Luis also stated that they are going to separate the roof from the rest of the project, which will take 45 to 60 days to complete, pending availability of materials.

Jon McGill added that one reason for the disparity between the insurance payments and the project costs is that Café Hope is not just restoring the clubhouse to its previous condition but updating the facility to 21st-century standards and functionality as Café Hope's permanent home for the future—to become a premier venue for a variety of different types of events. Thus, although the work will take longer and require more funding, this approach will help ensure that Café Hope will prosper long term. This in turn will benefit the Timberlane neighborhood. Jon stated that he has heard and understands the frustrations of neighbors who are impatient for the space to be up and running, but that he fully supports Café Hope's approach because of the long-term benefits to the neighborhood. Luis then stated that simply

restoring the clubhouse to the original condition would not enable them to meet the needs of the staff or the students they serve; for example, there were no office spaces for the staff or classrooms for the students. As another example, Luis indicated that they could have restored the roof to its original condition for \$300,000—but that would have been a flat roof. Instead, they are spending over \$600,000 to put on a roof with a pitch so that they won't be faced with future problems caused by standing water, leakage, etc. They were also faced with the fact that the building had not been well maintained in the last years of Timberlane Country Club because of their financial difficulties. He reiterated that the improvements to the building, even with the attendant delays, will ultimately inure to the benefit of the building and the community.

Jon then added that the Board needs to foresee the complexity of working with this building, which had suffered decades of neglect—that when there are delays and problems, the Commission is on board and in line with Café Hope's actions. Jon stated that he intends to institute more formal communication between Café Hope and the TNIBD. That way, the members of the neighborhood will come to see that if they have concerns or questions, those should be directed to the TNIBD, not to Café Hope.

Regarding the pool, Luis stated that he will attempt to keep it open. However, given the increased labor costs of lifeguards and inconsistent use of the pool until the early afternoon, pool hours will likely be from 2 p.m. to 7 p.m., with adjustments possible based on neighborhood reaction. Also, because of issues surrounding the ongoing construction, there will be no outside summer memberships. They are also considering experimenting with new ideas, such as swim clubs (though probably not the competitive swim team), water aerobics programs, "swim with the mermaids," and movie nights by the pool, to find out what the neighborhood wants from the pool.

Jon noted that there is an agreement in place between TNIBD and Café Hope with defined hours for the pool, so any adjustments in that requirement will have to be approved.

John Firestone reminded everyone that GiveNOLA Day is coming up and that Café Hope is accepting donations. Luis noted that all donations will be dedicated to the building restoration.

b. Golf Course—FEMA claim update. Jon stated that we have received the first round of funding for the bridge repair, at 90 percent of the \$47,000 claim, that is, about \$42,000. We have resubmitted the claims for the Category A and B debris removal to update the computation of labor costs from weekly to daily. All FEMA claims have been submitted with the exception of the Codes and Standards document, which must be completed by an architect or engineer. That is in progress. The equipment building claim is ongoing and will be a longer-term issue.

4. Century Update

Jon McGill relayed the update from Donny Darville, who was unable to attend. The membership referral program is doing well. There were some resignations from GolfVantage; an audit revealed some members failing to pay. Also, there was some attrition due to the price increase. Century is now focused on their long-term membership strategy and increasing their social media presence. They feel that once the clubhouse has been renovated, they can start touting the amenities in furtherance of their membership drive.

Play is doing well, and the course is looking great. The snake mower has come in; Jon commented that it is likely to work better on uneven fairways, as ours currently are. Preliminary

numbers on fiscal year revenues are looking good, even with the number of rain days and the closures due to Hurricane Ida. Century is doing customer surveys. The agronomist from Century will be arriving in May.

5. Discussion of Parking in Designated Spaces

The issue is ongoing. Commissioner Berthelot has learned that placing bollards or shrubbery might provide a solution. However, Jon commented that he doesn't want to install these without considering future plans for the parking lot. Currently we are planning to patch the worst areas to prevent damage to cars, but we do want to work with Luis about longer-term plans for the parking area.

6. Filming Resolution

On motion of Commissioner Stumpf and seconded by Commissioner McGill, the following resolution was offered:

A resolution to approve and ratify LOCATION CONTRACT granting permission to **Impressionista Films, the producer**, to use Timberlane Golf Course premises owned by TNIBD for the purpose of photographing and recording scenes for a commercial

WHEREAS, on April 15, 2022, TNIBD, by Jon McGill, Chairman, executed a LOCATON CONTRACT, as owner, with Impressionista Films, as producer, for the use of the Timberlane Golf Course for the purpose of photographing and recording scenes for a commercial for a term of one (1) day in consideration of the payment \$2,500.00.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that the Location Agreement between TNIBD and Impressionista Films, executed on April 15, 2022, is approved and the execution thereof by Jon McGill, Chairman, is hereby ratified.

This resolution having been submitted to a vote, the vote thereon was as follows:

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| MOVER: | Stumpf |
| SECONDER: | McGill |
| ACTION: | APPROVE AND RATIFY LOCATION CONTRACT WITH IMPRESSIONISTA FILMS |
| VOTE: | 5 - 0 |
| YEAS: | Berthelot, Chauvin, Firestone, McGill, and Stumpf |
| NAYS: | None |
| ABSENT: | None |
| ABSTAINING | None |

The resolution was declared adopted by the Board of Commissioners acting as the governing authority of Timberlane Neighborhood Improvement and Beautification District, Parish of Jefferson, State of Louisiana on this the 21st day of April 2022.

7. Auditor Proposal Approval

On motion of Commissioner Stumpf and seconded by Commissioner McGill, the following resolution was offered:

A resolution to engage Ericksen Krentel, CPAs as auditor for fiscal year April 1, 2021, through March 31, 2022

Whereas, the provisions of La.R.S. 24:513 require that the financial statements, records and accounts of Timberlane Neighborhood Improvement and Beautification District (“TNIBD” or “the District”), auditee, be audited or reviewed annually and submitted to the Louisiana Legislative Auditor “LLA”);

Whereas, the LLA may, at his discretion, accept an audit or review report prepared by a licensed certified public accountant at the expense of auditee;

Whereas, Ericksen Krentel, CPAs is a licensed certified public accounting firm;

Whereas, Ericksen Krentel, CPAs has submitted a written proposal dated March 15, 2022, (“Engagement Letter”), a copy of which is attached hereto and made a part hereof, to TNIBD to perform specified procedures on the control and compliance areas identified in the Louisiana Legislative Auditor’s (LLA’s) Statewide Agreed-Upon Procedures (SAUPs) for the TNIBD fiscal year April 1, 2021 through March 31, 2022 for a conditional estimated fee for services not to exceed \$3,970.00;

Whereas, in accord with the Louisiana Government Audit Guide for licensed CPAs, the certified public accountant is responsible for submitting the engagement agreement to the legislative auditor for approval prior to the commencement of the audit;

Whereas, each auditee shall designate an individual who shall be responsible for filing annual financial reports with the legislative auditor and shall notify the legislative auditor of the name and address of the person so designated;

NOW, THEREFORE,

BE IT RESOLVED by the Board of Commissioners of Timberlane Neighborhood Improvement and Beautification District that TNIBD engage the firm of Ericksen Krentel, CPAs, and to accept the terms of the firm’s Engagement Letter dated March 15, 2022, to audit the financial statements, records, and accounts of TNIBD for the fiscal year April 1, 2021, through March 31, 2022 in accordance with law and the rules, regulations, and requirements of the Louisiana Legislative Auditor.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners, or his successor, is hereby authorized to execute the Engagement Letter on behalf of the District.

This resolution, having been submitted to a vote, the vote thereon was as follows:

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| MOVER: | Stumpf |
| SECONDER: | McGill |
| ACTION: | APPROVE AUDITOR PROPOSAL |
| VOTE: | 5 – 0 |
| YEAS: | Berthelot, Chauvin, Firestone, McGill, and Stumpf |
| NAYS: | None |
| ABSENT: | None |
| ABSTAINING | None |

This resolution to engage the firm of Ericksen Krentel, CPAs to perform specified procedures on the control and compliance areas identified in the Louisiana Legislative Auditor’s (LLA’s) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period ended March 31, 2022 set forth in the firm’s proposal dated March 15, 2022 was declared adopted by the Board of Commissioners

acting as the governing authority of Timberlane Neighborhood Improvement and Beautification District, Parish of Jefferson, State of Louisiana on this the 21st day of April 2022.

8. Task List

Jon McGill provided further clarification and instructions to the Commissioners on use of the Task List.

9. Treasurer Update


Treasurer Ann Berthelot presented the February financial statements. Noteworthy items follow. TGR: Revenues for TGR were favorable to budget in most areas, even with significant rain days. Total income was favorable to budget by \$11,832. Most expenses were under budget. Cart expenses were over budget for the month due to fuel expenses and cleaning supplies (higher use from tournaments) but not over budget year to date. Total expenses were under budget by \$22,808. Net income was favorable to budget by \$31,740.

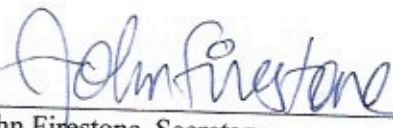
TNIBD: Received \$274,938 of the remaining assessment revenue. General and administrative expenses were over budget by \$4,706 primarily due to higher-than-expected legal fees. Year to date we have received \$949,619 of the \$1,015,950 due for 2021 assessment revenue. Net income for TGR is favorable to budget by \$136,613. Overall year-to-date net income for TGR and TNIBD is over budget by \$45,255.

MOS for March: Golf revenues were over budget in all areas except tournament, totaling \$19,317. Expenses were over budget in a few areas, primarily golf course maintenance due to the pitch and putt construction. Other factors: The mowers contract for clubhouse landscaping was not included in the initial budget; fuel expenses for carts and maintenance equipment were also higher. Payroll expenses were over budget by \$5,215 primarily due to pay increases and later hours. With higher-than-expected revenues offsetting some of the expenses, we were \$2,574 unfavorable to budget in March. Jon McGill commented that this is amazingly good, given that we sustained over \$18,000 of additional expenses, in addition to the payroll increase that has been implemented.

10. Adjourn the Meeting (8:03 PM)

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


Jon McGill, Chairman
Signed:


John Firestone, Secretary
Signed:

Date: approved May 19, 2022