

**TIMBERLANE NEIGHBORHOOD IMPROVEMENT & BEAUTIFICATION
DISTRICT**

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

January 20, 2022, 6:30 PM

Conducted via Zoom

MEETING CALLED TO ORDER (6:35 PM)

Roll call: Chair Jon McGill, present; Ann Berthelot, present; Gary Chauvin, present; John Firestone, present; Harry Stumpf, present. Quorum was present. Panelists: Donny Darville Luis Arocha, Brady Garrity. Zoom: two attendees.

Chair Jon McGill officially welcomed new Commissioner Gary Chauvin, sworn in today.

AGENDA ITEMS

1. Approval of the minutes from the regular November 18, 2021, TNIBD meeting

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

Approval of minutes from the regular December 16, 2021, TNIBD meeting

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

2. Hurricane Ida Impact / Update

a. Café Hope and Clubhouse. Brady Garrity presented the plans for the clubhouse renovation. Jon McGill prefaced the presentation, stating that the plan captures much-needed repairs and renovations that had been desired even before Hurricane Ida, adds training spaces (classrooms) for Café Hope on the second floor, and opens up the space substantially while keeping the overall design and look of the clubhouse. Some key points:

- Roof design has been adjusted so that the roof is not completely flat, allowing for improved drainage and prevention of future water damage. The section of roof over the upper ballroom already had some slope; this section will be removed, and the internal drainage system will be replaced with an external gutter system.
- Glass windows are being resealed with a contract warranty against water damage. (The cost of removing and replacing the windows would have been prohibitively expensive.)

- The space is being reoriented to allow for better functioning and more efficient workflow; for example, the entry is being opened up and restructured to allow Café Hope employees to see patrons entering the restaurant space and thus be able to greet them more quickly.
- The kitchen space is being opened up to enhance teaching functions.
- The bar is being moved next to the kitchen to allow for better workflow.
- All the restrooms are being moved to one area, such that they can be accessed by golf patrons when Café Hope is not open.
- A new open lounge area will overlook the pool.
- The dining area will be adaptable to multifunction use.
- A new small private dining area will be created for meetings and conferences. It will include TV monitors and can be reconfigured. It will include a view of the golf course.
- Ballroom: the entry space will be opened up to make the staircase more visible (walls around the staircase and the coat room will be removed). The ceiling lines are also being reconfigured.
- Second floor: The former kitchen area is being converted to office space for Café Hope and a gathering area for students. The upstairs ballroom will be available for smaller functions and for private space for weddings. A small dressing area may be added.
- HVAC system is being rezoned for better and more consistent temperature control.

In summary, Brady indicated that when all the renovations are completed, the clubhouse—with its open space, versatility, and tremendous view—not only will be one of the best event spaces on the Westbank, but will rival any other event site in the entire New Orleans metro area.

Luis Arocha provided some additional updates. Fitness center: Representatives from Fitness Expo have come out to the site, and Luis has received some of the needed documentation. They are still awaiting estimates on the maintenance costs. Liquor license renewal: Luis is working with an attorney from the Louisiana Office of Alcohol and Tobacco Control to renew Café Hope's liquor license. Regulations indicate that the license cannot be issued while the building is still under construction. However, it is possible that the old Pro Shop might be considered an auxiliary bar that has continued to operate and has been completely repaired, and if so, the license might be reissued on that basis. Kitchen renovation: No insurance proceeds are being used for the kitchen renovation; that is being funded through grants and foundation money. Jon McGill added that Café Hope will be ready to accept bids for the kitchen renovation in a few weeks. Bids must include a timeline, and penalties will apply if the deadlines are not met. This will require contractors to incorporate supply chain delays in their bids and provide reasonable timelines.

b. Golf Course—FEMA claim update. Commissioner Chauvin has been preparing the necessary documentation and uploading it to the FEMA grants portal to comply with their requirements.

- The bridge repair claim has been submitted. Once FEMA approves the payment (approximately \$42,000), it goes to the state of Louisiana rather than directly to the TNIBD. Jon McGill has been in contact with state officials to expedite the disbursement of the funds to the TNIBD.
- Jon also stated that within a couple of weeks they will be ready to submit the Category A claim for debris removal, which is separated into 0 to 45 days (100% covered) and 45 to 90 days (90% covered). This encompasses some payroll costs (employees were engaging solely in debris removal for the several weeks when golf operations were closed) and

reimbursement for equipment use at an hourly rate depending on the type of equipment used.

- Maintenance/equipment building: We have been urging FEMA to provide the necessary funds to replace the building rather than to repair the existing one, which underwent major damage. If FEMA does not fund a replacement, then we will investigate options to repair the existing building. Insurance provided roughly \$80,000, and should that amount not be sufficient to cover the repairs, we will dispute the claim.

3. Century update (Donny Darville). Donny gave his report, which covers a five-week period from December. Even with some bad weather days, there was a 15% increase in rounds played and an increase in the average daily fee per round of \$8 over last year. GolfVantage had 18 new enrollments (now totaling 160), and monthly dues are \$4,000 higher over the same time last year. GolfVantage membership will increase \$5 monthly for current members and \$10 for new members. Also, they will institute a \$10 rate for walking golfers.

Donny also stated that Century is working on revising their business plan. He stated that one key focus will be the member experience. In addition, he stated that once the renovation of the building is complete, the business plan will be revised yet again.

They are planning a trip to the site in February to focus on membership strategies to grow the revenue stream and their implementation. They are working on a communication piece to the members and non-members about the progress that has been made and plans they have for the future.

Jon stated that the TGR operations meetings will henceforth take place on the first and third Tuesdays of the month.

4. Task List

Jon stated that all Commissioners have been provided with their link and encouraged them to familiarize themselves with it. The tool will be heavily used going forward.

5. Treasurer Update

Treasurer Ann Berthelot presented her reports. Noteworthy items follow. November: TGR revenues were over budget in all areas. Total income was over budget by \$4,812. Expenses: General and administrative and golf course maintenance were under budget by \$11,167. This was due primarily to delay in the forecasted and budgeted chemical treatment of the golf course. The January numbers will be impacted by this delay. Cart, driving range, and golf shop were over budget by \$2,658, primarily because of ball replacement. Total expenses were under budget by \$8,509. The Century incentive and travel expenses were over budget, but this was a catch up from the lack of activity in the aftermath of Hurricane Ida; these items are under budget year-to-date. Net income was over budget by \$13,923.

For TNIBD: No income (still awaiting tax revenues for 2021). Expenses: General and administrative expenses were over budget by \$9,098 due to higher-than-anticipated legal and accounting fees. With interest earned and interest paid factored in, net income was under budget by \$8,208. Overall, TGR and TNIBD are over budget by \$5,719 for November.

December MOS: Revenues were over budget in all areas for a total of \$16,489. Expenses: General and administrative expenses were over budget, but all other areas were under budget by a total of \$8,479. Golf course maintenance was below budget, again due to delay in the chemical treatment of the golf course. Payroll and golf course maintenance were over budget by \$4,616 primarily due to the addition of Johnny Rogers as an hourly employee. With the inclusion of management and incentive fees, we are \$17,143 ahead for December.

Jon reiterated that the key items to look for are total revenues and total expenses. Jon is alerted when any expense category is over budget for a given month, at which point he gives his approval if he can be shown why the additional expense occurred, whether it is justified, and how it will impact the total budget for that category. The overage becomes a matter for the Commission to review only when it causes an increase in the yearly budget by 5% or more or requires a procurement/purchase of some kind. An increase of that amount would require the Commission to amend its budget. Jon added that prior to the beginning of each new month, Michelle Preuss provides an updated forecast of expenses.


6. Amendment of the Budget

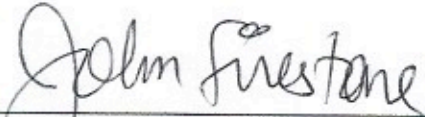
Commissioner Harry Stumpf will review the process to amend the budget.

Jon then reviewed the current budget and proposed amendment. The main reason for the amendment of the budget were the legal fees for the well dispute, which were \$15,000 over the previously budgeted amount. Audit and election expenses were less than budgeted. Total TNIBD expenses increased by \$11,000. TGR expenses dropped by \$6,000.

7. Adjourn the meeting (8:35 PM)

MOVER:	Stumpf
SECONDER:	McGill
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: February 17, 2022