

**TIMBERLANE NEIGHBORHOOD IMPROVEMENT & BEAUTIFICATION
DISTRICT**

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

February 16, 2023, 6:30 PM

Conducted via Zoom

MEETING CALLED TO ORDER (6:34 PM)

Roll call: Chair Jon McGill, present; Ann Berthelot, present; Gary Chauvin, present; John Firestone, present; Pamela Russell, present. Quorum was present. Panelists: Luis Arocha, Donny Darville. Zoom: Four attendees.

AGENDA ITEMS

1. Approval of the Minutes from the Regular January 19, 2023, TNIBD Meeting

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

2. Election of Officers

Comment: The Parish Council amended the act creating the TNIBD. The fifth Commissioner position will now be elected. The president of the Timberlane Estates Improvement Association board of directors will no longer hold an ex officio position on the TNIBD Board. This will enable TNIBD officers to be elected at the January meeting in the future.

Office: Chairperson Nominee: Commissioner McGill

MOVER: Berthelot
SECONDER: Firestone
ACTION: Elect Commissioner McGill as Chairperson
VOTE: 5 – 0
YEAS: McGill, Berthelot, Chauvin, Firestone, Russell
NAYS: None
ABSENT: None

Office: Vice Chairperson Nominee: Commissioner Berthelot

MOVER: McGill
SECONDER: Russell
ACTION: Elect Commissioner Berthelot as Vice Chairperson
VOTE: 5 – 0
YEAS: McGill, Berthelot, Chauvin, Firestone, Russell

NAYS:	None
ABSENT:	None
Office: Treasurer	Nominee: Commissioner Berthelot
MOVER:	McGill
SECONDER:	Chauvin
ACTION:	Elect Commissioner Berthelot as Treasurer
VOTE:	5 – 0
YEAS:	McGill, Berthelot, Chauvin, Firestone, Russell
NAYS:	None
ABSENT:	None
Office: Secretary	Nominee: Commissioner Firestone
MOVER:	McGill
SECONDER:	Chauvin
ACTION:	Elect Commissioner Firestone as Secretary
VOTE:	5 – 0
YEAS:	McGill, Berthelot, Chauvin, Firestone, Russell
NAYS:	None
ABSENT:	None

3. Addition of Commissioner Chauvin as Signatory

On the motion of Commissioner McGill and the second of Commissioner Berthelot, the following resolution was offered:

A resolution to remove Harry Stumpf as a signatory to the bank accounts of the Timberlane Neighborhood Beautification and Improvement District (the “District”), and to authorize addition of commissioner Gary Chauvin as a signatory to said bank accounts.

WHEREAS, it is advisable for the District to have three registered signatories to their bank accounts, and

WHEREAS, Harry Stumpf was a signatory to the bank accounts of the District, and is no longer a member of the Board of Commissioners, and

WHEREAS, Gary Chauvin is a current a member of the Board of Commissioners,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that Harry Stumpf be removed as a signatory to the bank accounts of the District, and that Commissioner Gary Chauvin be authorized as a signatory to said bank accounts.

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

MOVER:	McGill
SECONDER:	Berthelot
ACTION:	ADD COMMISSIONER CHAUVIN AS SIGNATORY TO BANK ACCOUNTS
VOTE:	5 – 0

YEAS:	McGill, Berthelot, Chauvin, Firestone, Russell
NAYS:	None
ABSENT:	None

The resolution was declared adopted by the Board of Commissioners acting as the governing authority of the Timberlane Neighborhood Improvement and Beautification District, Parish of Jefferson, State of Louisiana on this the 16th day of February 2023.

4. Century Update

Donny Darville provided an update. KPI for the four-week period ending January 24: Play was slightly down from last year, but number of rounds continues to be solid. There was an increase to 468 in non-member rounds (compared to 330 from last year). The daily fee rate continues to be close to \$50 (\$49.46). Membership continues to be a focus, but without the clubhouse amenities (currently unavailable) to draw more members, they are placing more emphasis on increasing daily fees; Richie's daily promotions are continuing to drive more traffic to the course. The new loyalty program rolled out at the beginning of February; the program allows both members and non-members to accumulate points that can be redeemed toward future purchases. Richie and the staff have been promoting it very well. A new software system will facilitate the tabulation and redemption of points.

There were no new members for January. There were 19 enrollments in GolfVantage, but 18 resignations. Donny said that he expects to see a better trend going forward, because the new software system has identified members whose credit card had lapsed but weren't aware of it; they are reaching out to these individuals to encourage them to re-enroll. Donny said that there are currently 109 total GolfVantage members. Also, 315 residents have enrolled, but the goal is to get more residents engaged in TGR.

Donny stated that he is working on a report that will summarize the progress of TGR over the past three years. He noted that increased expenses reflect the fact that funds are being put back into the course for improvements.

In response to a question from Commissioner Russell, Donny stated that nationwide, rounds played have decreased, but TGR has fared better than many other places. TGR has also done a better job of controlling expenses than other locations.

5. Café Hope and Clubhouse Update

Luis Arocha provided an update. The roofing materials are still on back order; the contractor is checking with the roofer and manufacturer on a weekly basis. They are moving on to the interior work. The work will be staged in three phases to allow for more rapid use of the facility. When phase I, the Pro Shop, is finished, the state fire marshal will provide a partial occupancy permit; this will allow them to move golf operations inside. When phase II—consisting of the dining room, lounge, and kitchen—is complete and permitted, dining will return to the facility. Phase III will be completion of the ballroom and the upstairs.

Luis stated that he will be meeting with the designer, Renee Becnel of the firm Chrestia Staub Pierce, on February 27. He stated that he is very pleased with her recommendations thus far; she is finding high-end materials at fair prices.

Luis then stated that he is expecting the board of health inspection on Wednesday, February 22. He expects that the next day they will open up food service, with the liquor license to follow soon.

As to renderings, Brady has reviewed them and asked for some changes; revised renderings are expected to follow after the meeting with Renee Becnel.

In response to a question from Commissioner Chauvin, Luis stated that the materials they are waiting on for the roof is the flashing. They had received five-inch flashing but had requested seven-inch flashing. In response to a question from Commissioner Russell, Luis clarified that although no new materials will enter the facility until the roof is complete, demolition for the interior will proceed as soon as the permit is received from the state fire marshal.

6. Golf Course—FEMA Claim Update

Chairman McGill stated that the two remaining FEMA claims have been obligated. The final meeting with FEMA will take place on February 23. He is expecting to receive the funds before the end of the fiscal year.

7. Treasurer Update

Treasurer Ann Berthelot presented the December financial statements. Noteworthy items follow. TGR: There were six bad weather/closed days. Revenues: Total income was under budget in several areas by \$2,229, primarily due to weather conditions. GolfVantage was also under budget due to fewer members than were budgeted for. Miscellaneous income reflected an adjustment for gift certificates that is corrected in January. Expenses: Overall expenses were over budget by \$11,681, primarily due to bonuses budgeted in March rather than December (Century/TNIBD are on different fiscal year calendars; however, this will be corrected in March). Net income was unfavorable to budget by \$18,561 due to lower revenues and higher expenses than budgeted for the month.

TNIBD. Income: 2022 assessment revenue for this month was \$37,050. Expenses: General and administrative expenses and total expenses were over budget by \$5,579, primarily due to audit fees; however, year-to-date we are within budget in this category. Interest earned came out better than budgeted again by \$2,235. A FEMA payment was also received in the amount of \$4,293 for the golf course bathroom. Net income was favorable to budget by \$38,583; however, assessment revenues are completely budgeted for in January, resulting in a positive a variance to budget. The overall net income for TGR and TNIBD position is favorable to budget by \$20,022.

January MOS. There were ten bad weather/closed days. Golf Department revenue: Dues were under budget by \$3,601 mostly in GolfVantage, which is at a much lower level than budgeted. Green fees were under budget by \$2,140 due to the cold weather. Golf Shop revenues were over budget by \$2,033; however, we also want to consider the cost of goods sold. Tournament income is low to budget because the single scheduled tournament was moved to February. Driving range revenues were over budget by \$1,437. Total golf revenues were unfavorable to budget by \$1,808. Payroll: Total payroll was over budget by \$2,834 primarily due to additional mechanic salary and benefits. Cart and Pro Shop employees continue to cross over, balancing out over/under budget numbers. Expenses: General and administrative expenses were over budget by \$1,233 (\$850 of which was for Michelle Preuss's attendance at a membership meeting that was budgeted for in September). Golf course maintenance and driving range expenses are lower than budget, primarily due to savings in range balls, chemicals, and fertilizer. Total operating expenses were under budget by \$5,143. Total expenses were under budget by a total of \$947. After management and incentive fees, we are \$4,731 unfavorable to budget for January.

Financial reports are subject to change based on our end-of-year review. Please note: The Financial Statement covers the month of December and the MOS is for January.

Commissioner McGill stated that there is some redundancy in the KPI and the MOS. He suggested that going forward, we could eliminate presenting the MOS orally at the meetings. Discussion followed. The other commissioners agreed; however, the MOS will be available at all meetings should any questions arise.

8. Resolution to Engage Southeast Engineers for Pool Remediation Design

The TNIBD hired aquatic commercial engineers to determine what needs to be done to remediate the pool. The engineers stated that although the basic structure is good, everything else—decking, plaster, expansion joints, etc.—needs work. Given the complexities and scale of the project and the need to coordinate with the health department, the TNIBD board of commissioners has decided to hire a company to handle the design, prepare the project for public bidding, and handle the proposals.

This is the first project undertaken by the TNIBD that will break the threshold required for the public bidding process; the cost will likely be in the range of \$300,000 to \$500,000. There is no time or funding to do the pool remediation by summer 2023; however, having the project designed and ready for bid may allow us to undertake the bidding process and hire a contractor by September. The Commission hopes to find the funding by September, such that the work can be completed and the pool ready for opening by Memorial Day 2024. To that end,

On the motion of Commissioner McGill and the second of Commissioner Berthelot, the following resolution was offered:

A resolution to engage the service of Southeast Engineers to undertake the design of remediation of the clubhouse swimming pool, prepare the project for public bidding, and manage the ensuing proposals.

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

MOVER:	McGill
SECONDER:	Berthelot
ACTION:	ENGAGE SOUTHEAST ENGINEERS FOR POOL REMDIATION DESIGN
VOTE:	5 – 0
YEAS:	McGill, Berthelot, Chauvin, Firestone, Russell
NAYS:	None
ABSENT:	None

The resolution was declared adopted by the Board of Commissioners acting as the governing authority of the Timberlane Neighborhood Improvement and Beautification District, Parish of Jefferson, State of Louisiana on this the 16th day of February 2023.

9. Resolution to Engage Tin Man LLC to Repair Equipment Building

FEMA has given its final word on the claim, and we are proceeding with the repair of the equipment building. The cost will be \$90,000, with an estimated timeline of three weeks. There will be a three-stage payment process: down payment, fifty percent payment by a certain point in

the process, and finally the balance when the work is completed. On the motion of Commissioner McGill and the second of Commissioner Chauvin, the following resolution was offered:

A resolution to engage the service of Tin Man LLC to repair the equipment building.

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

MOVER:	McGill
SECONDER:	Chauvin
ACTION:	ENGAGE TIN MAN LLC TO REPAIR THE EQUIPMENT BUILDING
VOTE:	5 – 0
YEAS:	McGill, Berthelot, Chauvin, Firestone, Russell
NAYS:	None
ABSENT:	None

The resolution was declared adopted by the Board of Commissioners acting as the governing authority of the Timberlane Neighborhood Improvement and Beautification District, Parish of Jefferson, State of Louisiana on this the 16th day of February 2023.

10. Proposed Budget Approval

The current budget year ends on March 31, 2023. Chairman McGill presented the proposed budget for Fiscal Year ending March 31, 2024 (FYE 2024). The budget will be posted to the website on March 3, 2023. A copy of the proposed Budget FYE 2024 will also be posted at the TGR Pro Shop on March 4. Another copy will be available for review at the Office of the Jefferson Parish Council before Monday, March 6. Notice of availability of the proposed budget for public inspection will be published in the *New Orleans Advocate* for publication on Monday, March 6.

On the motion of Commissioner McGill and the second of Commissioner Berthelot, the following resolution was offered:

A resolution to approve the proposed budget for the fiscal year ending March 31, 2024, for publication.

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

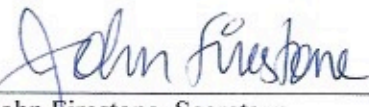
MOVER:	McGill
SECONDER:	Berthelot
ACTION:	APPROVE THE PROPOSED BUDGET FOR FYE 2024 FOR PUBLICATION
VOTE:	5 – 0
YEAS:	McGill, Berthelot, Chauvin, Firestone, Russell
NAYS:	None
ABSENT:	None

11. Adjourn the Meeting (8:24 PM)

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



Jon McGill, Chairman
Signed:



John Firestone, Secretary
Signed:

Date approved: March 16, 2023

Approved