

**TIMBERLANE NEIGHBORHOOD IMPROVEMENT & BEAUTIFICATION
DISTRICT**

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

December 21, 2023, 6:30 PM

Conducted via Zoom

MEETING CALLED TO ORDER (6:33 PM)

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

AGENDA ITEMS

1. Approval of the Minutes from the Regular November 16, 2023, TNIBD Meeting

MOVER:	McGill
SECONDER:	Berthelot
ACTION:	APPROVE DRAFT MINUTES
VOTE:	4 – 0
YEAS:	McGill, Berthelot, Firestone, Russell
ABSTENTIONS:	1 (Chauvin)
NAYS:	None

2. Café Hope and Clubhouse Update

Luis Arocha provided an update. He stated that they are still interviewing for staff but anticipate being fully open for business by the first week of January, including dinner service on Thursday and Friday nights and lunch service on Saturday and Sunday. Brunch will follow at a later time. The soft opening for the bar has gone very well.

Luis added that they anticipate resuming construction work in the second week of January. Chairman McGill stated that the TNIBD will meet in person for the January regular meeting, possibly at the old pro shop, if the restaurant is open and serving diners. In response to a question from Donny Darville, Chairman McGill stated that there will be Zoom access; he and Luis discussed logistics for the upcoming meeting.

Luis concluded by thanking everyone for their support, empathy, and encouragement over the past year and stated that he is looking forward to positive developments in 2024.

3. Century Update

Donny Darville an update. Noteworthy items follow. KPI for November 2023: There was one bad weather day. Rounds were up 5 percent over the prior year, primarily because of better weather than in November 2022. Average fee per round was \$53.85, above average for the year.

Membership and GolfVantage enrollments are slow, and revenues were flat. There were operational savings, such that there was a net gain to budget. Revenues were over budget.

Donny stated that they were unable to apply fertilizer to the fairways, roughs, and surrounds, as they had planned to do in October, because of the drought conditions. The senior agronomist indicated that the time had passed for fertilizing for winter; they will aim for February. If that occurs, the February numbers will likely show a budget overage in expenses for that month, but will not adversely impact the yearly budget.

Donny then commented that his visit the previous week was very favorable and that he is excited about the opening of the clubhouse and the opportunities that lie ahead. He then commented that a key aspect of the visit was devoted to the process of developing a business plan for the year ahead, involving an in-depth exploration of the numbers and the goals to set for next year. Commissioners Chauvin and Russell were involved in that process. He commented that a key focus is increasing the turf health: the greens are looking great, and we will see less transition this year. Although the extreme drought conditions have taken a toll on the fairways, he stated that he is confident the Bermuda grass will bounce back, and he expects we will see significant improvements in the near term, even more so when the irrigation system is installed.

Chairman McGill then stated that before initiating plans for the irrigation system, they hired experts to conduct a more thorough analysis, which involved additional soil sampling. We have already opted to include a communication module that will enable automation of the 100 sprinkler heads that will be installed, eliminating the need to switch the heads on individually. There will be a more detailed discussion of the irrigation system plans at a later meeting.

Chairman McGill then commented on the budget expenditure and execution process. The process is becoming formalized in an automated procedure that will track an idea from its inception to the point where the commissioners approve it and allocate the funds. This process will track each step through Century's SharePoint portal, eliminating the need for communicating through emails, which can be inefficient.

4. Proposal to Switch from Halogen to LED Lighting

Chairman McGill then commented on the proposal he had previously sent to the commissioners regarding the switch from halogen to LED lighting. The funds are already budgeted, so there is no need to allocate additional funds. He then made a motion to approve the switch from halogen lighting to LED lighting, based on the proposals previously submitted to the commissioners.

MOVER:	McGill
SECONDER:	Berthelot
ACTION:	APPROVE SWITCH FROM HALOGEN TO LED LIGHTING
VOTE:	5 – 0
YEAS:	McGill, Berthelot, Chauvin, Firestone, Russell
NAYS:	None
ABSENT:	None

5. Golf Course Operations Update

Commissioner Chauvin provided an update. He stated that the nozzles on the front nine fairways have already been replaced, and those on the back nine are underway. They are bringing in some river sand to help level the fairways. Gary stated that he's received several calls from golfers praising the condition of the greens.

He then stated that after the new year, they will resume focus on projects that are still to be completed, including the bathroom on the 14th fairway and the roof of the maintenance building. They will also be turning attention to new projects, such as applying sand to the fairways and the lights on the driving range.

6. Treasurer Update

Treasurer Ann Berthelot presented the financial statements for October 2023. Monthly treasurer reports are posted on the TNIBD website. Noteworthy items follow.

TGR: There was one bad weather/closed day. Revenues: Total income was under budget. Slow daily play contributed to the lower revenues; however, tournament revenues caused the significant drop. Most of this tournament revenue will occur in November. Expenses: Total Expenses were **under** budget, primarily due to golf course maintenance expenses being significantly low to budget. Fertilizer application did not occur due to the drought. This application is still planned for future months. Also, repairs and maintenance of equipment were low because only minor repairs were required during the month. Net Income (after management and incentive fees) was **favorable** to budget.

TNIBD: Income: No 2022 assessment revenue was recorded for this month. Expenses: Total expenses were under budget.

Net Income for TNIBD is **favorable** to budget. The **overall** Net Income for TGR and TNIBD is **favorable** to budget.

Financial reports are subject to change based on our end-of-year review.

7. Pool Renovation Update

Chairman McGill stated that they had received two bids for the pool renovation. One bid was significantly over the amount budgeted, and the other was missing information and was therefore disqualified. They decided to restart the bidding process. Chairman McGill stated that Commissioner Russell took the lead in the process, and he thanked her for her efforts. Bids are now due on January 17. The review timeline was shortened from 45 days to 21 days. A special meeting of the TNIBD Board may be required.

8. Value Elements Report Proposal Approval

This item was first discussed in the November meeting. The Commissioners have now reviewed the proposal and it is offered for approval.

Chairman McGill made a motion to approve the proposal for Value Elements Report previously submitted to the Commissioners.

MOVER:	McGill
SECONDER:	Berthelot
ACTION:	APPROVE PROPOSAL FOR VALUE ELEMENTS REPORT
VOTE:	5 – 0
YEAS:	McGill, Berthelot, Chauvin, Firestone, Russell
NAYS:	None
ABSENT:	None

9. FYE 2024 Budget Amendment

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

A resolution to adopt an amendment to the 2024 original Adopted Budget of Timberlane Neighborhood Improvement and Beautification District ("District") for the fiscal year 2024 beginning April 1, 2023 and ending March 31, 2024.

WHEREAS, by resolution passed on March 16, 2023, the Board of Commissioners of the District approved and adopted the original Adopted Budget for fiscal year 2024 beginning April 1, 2023, and ending March 31, 2024;

WHEREAS, an amendment to the original Adopted Budget for fiscal year 2024 is required due to increased capital outlay funds directed to the pool renovation project and the new pro shop furnishings, updated actuals to date in expenditures in certain budget expense items in the 2024 Adopted Budget and the creation of a TNIBD expenditures line item for improvements and repairs to the immovable that do not qualify for capital outlay expenses; and

WHEREAS, the Chairperson of the District, with the assistance of the Treasurer, prepared a budget amendment document for the original Adopted Budget for fiscal year 2024 beginning April 1, 2023 and ending March 31, 2024 complying with La R S 39 §1310; and

WHEREAS, the amended budget document was submitted to the Board of Commissioners of the District for review;

NOW, THEREFORE,

BE IT RESOLVED by the Board of Commissioners that the proposed amendment to the original Adopted Budget is hereby approved;

BE IT FURTHER RESOLVED that the amendment is hereby adopted and that the original Adopted Budget as amended for the fiscal year 2024 as set forth in the document marked Exhibit A titled TNIBD Adopted Budget as Amended for fiscal year 2024 attached hereto and incorporated herein is approved and adopted.

BE IT FURTHER RESOLVED that in all other respects the 2024 original Adopted Budget shall remain in full force and effect.

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


MOVER: McGill
 SECONDER: Berthelot
 ACTION: APPROVE AMENDMENT TO FYE 2024 BUDGET
 VOTE: 5 – 0
 YEAS: McGill, Berthelot, Chauvin, Firestone, Russell
 NAYS: None
 ABSENT: None

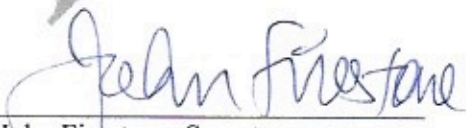
This resolution approving the amendment to the original Adopted Budget of Timberlane Neighborhood Improvement and Beautification District for the fiscal year 2024 beginning April 1, 2023, and ending March 31, 2024, a copy of which Adopted Budget as amended is attached hereto and made a part hereof and marked Exhibit A, 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 December 2023.

10. Adjourn the Meeting (7:20 PM)

Commissioner Russell stated that she and Luis Arocha had given a luncheon for the Café Hope and TGR staff, who very much appreciated the event. Chairman McGill then called for comments and questions from the attendees. There were no responses. John Roberts (Zoom attendee) had by then left the meeting, but Commissioner Berthelot stated that he thanks all the commissioners for their service. Chairman McGill then thanked everyone for their work and dedication throughout the year and wished everyone happy holidays. He then made a motion to adjourn.

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


 Jon McGill, Chairman
 Signed:


 John Firestone, Secretary
 Signed:

Date approved: January 18, 2024