

**MINUTES OF THE MEETING OF THE MEMBERS OF CHAMPION FOREST FUND, INC. HELD ON FEBRUARY 2, 2015, AT 6:00 PM, AT CYPRESS FOREST PUD, AT 16215 CHAMPION FOREST DRIVE, SPRING, TEXAS 77379**

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**DIRECTORS PRESENT:**

Barbara Smith, President  
Dina Forsyth, Vice President  
Wally Bircher, Secretary  
Heidi Beale, Treasurer  
Harold Horton Jr., Director

**IN ATTENDANCE:**

190 Owners were present in person or by proxy  
Garrett Berg represented Commissioner Cagle's Office  
Constable Ron Hickman  
Joni Pursley, Michelle Walsh, Danielle Slott and Danette Locher represented the Managing Agent, FirstService Residential.

**CALL TO ORDER:**

Due notice of the meeting having been given and a quorum being certified as present in person or by proxy, the meeting was called to order at 6:03PM by Mrs. Smith. The managing agent assisted in recording the minutes.

The Pledge of Allegiance was recited.

**INTRODUCTIONS:**

Mrs. Smith welcomed owners present and introduced the members of the Board and noted their committee representation.

**STATE OF THE COMMUNITY:**

Mrs. Smith reported on the accomplishments of 2014 and reviewed the 2015 goals of the Champion Forest Fund. Mrs. Smith reviewed the Third Amendment to the Bylaws to reduce the quorum requirement at Annual Meetings from 10% to 5% and explained its purpose.

**GUEST SPEAKERS:**

Garrett Berg reported updates and recent happenings from Commissioner Cagle's office.

Constable Ron Hickman reported law enforcement updates and recent happenings from the office of Harris County Constable Precinct 4.

**THIRD AMENDMENT TO THE BYLAWS:**

Management reviewed the proposed Third Amendment to the Bylaws reducing the annual meeting quorum requirement from 10% to 5% and asked that owners mark their ballot casting their vote. Management reported that the results would be provided near the end of the meeting.

**BOARD REPORTS:**

**Grounds and Maintenance:** Mrs. Smith introduced Matt Snider with BellaTerra Care. Mr. Snider reviewed the scope of landscape maintenance throughout the community.

Architectural Control: Mr. Harold Horton reviewed the process for submitting applications to obtain approval for all exterior home improvements. Mr. Horton reported that 76 applications had been submitted in 2014 with 1 of them being denied.

Website & Communication: Heidi Beale reported website and CFConnect statistics for 2014 and asked that all owners register their email with management to ensure continued receipt of CFF communications.

Safety & Security: Lt. Larry Finley was introduced representing Harris County Constable Precinct 4.

Neighborhood Watch: Mrs. Smith reported that Jacque Kern was Chair of the Neighborhood Watch and reviewed purpose and activities of the committee.

PUD: Dave Normand reviewed improvement projects for various parks in the area.

Champion Forest Civic Club: Mrs. Smith reported the names of the Board of the organization and thanked them for their services.

#### **MANAGEMENT REPORT:**

Management reviewed the role of FirstService Residential and introduced the members of the team. A total of 291 service requests remain open with 361 having been closed since November 2014.

#### **Financial Statement Review-November 2014:**

Management reviewed the financial statements for the period ended December 31, 2014. On that date, the Association had a cash balance of \$389,187 in the operating fund. For the month ended December 31, 2014, the Association had total revenue of \$406,070. Management reported that in 2015 the Board had authorized a \$100,000 transfer from operating to reserves to begin setting up for major repair and replacement of signage, irrigation, fencing, walls, etc. Accounts Receivable at February 2, 2015 was \$165,494 with 422 owners remaining unpaid in their 2015 assessment.

#### **NOMINATIONS/VOTING/COLLECTION OF BALLOTS:**

Management stated that the election would be for three Directors for two year terms and introduced the candidates who had agreed to stand for election: Barbara Smith, Harold Horton, Paul Jackson and Winn Andrus. Each candidate introduced themselves and gave a brief biography.

Management called for nominations from the floor. There being no nominations from the floor, the nominations were closed and ballots were cast.

#### **CLOSING COMMENTS:**

Mrs. Smith thanked the Cypress Forest PUD, Champion Forest Garden Club, Champion Forest Women's Club, and the Champion Forest Civic Club. Mrs. Smith asked that owners stay informed by visiting the association website, signing up for the CFConnect eblast system and attending monthly association Board meetings. She also asked for volunteers to the Board and/or committees, esplanade beautification and National Night Out. Mrs. Smith thanked everyone for attending.

**ANNOUNCEMENT OF ELECTION AND VOTING RESULTS:**

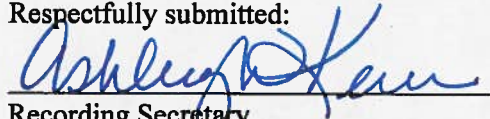
Management reported that the Third Amendment to the Bylaws was passed with 168 in favor and 9 opposed.

Management reported that Barbara Smith, Harold Horton, Jr., and Paul Jackson were elected to the Board to serve two-year terms.

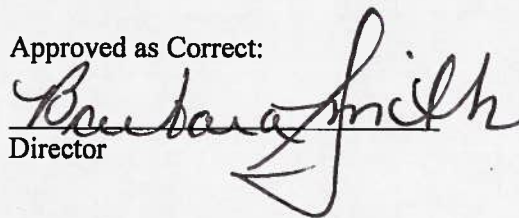
**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 7:40 PM.

Respectfully submitted:

  
Recording Secretary

Approved as Correct:

  
Director

  
Date