

**MINUTES OF THE MEETING OF THE MEMBERS OF CHAMPION FOREST FUND, INC. HELD ON
FEBRUARY 5, 2018, AT 6:00 PM, AT CYPRESS FOREST PUD, AT 16215 CHAMPION FOREST
DRIVE, SPRING, TEXAS 77379**

DIRECTORS PRESENT:

Barbara Smith, President
Dana Khan, Vice President
Bruce Roloff, Secretary/Treasurer
Tom Dougherty, Director
Gloria Black, Director

IN ATTENDANCE:

176 Owners were present in person or by proxy
Constable Mark Herman
Cpt. Steve Ener
Sgt. Aaron Strain
Greg Dicioccio – PUD Rep.
Commissioner Jack Cagle
Landon Reed – Commissioners Rep.
Ashleigh Kern, Travis McDonald, Alex Chavez, De'ja Owens, and Stefany Franco 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 6:00 PM by Mrs. Smith. The managing agent assisted in recording the minutes.

INTRODUCTIONS:

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

CONSIDERATION OF PREVIOUS MEETING MINUTES:

On a motion duly made, the minutes of the Annual Meeting of the Members held on February 6, 2017 were approved as presented.

DECLARATION AMENDMENTS:

Mr. Roloff announced that in lieu of an amendment, the board would utilize a community service fee to raise annual assessment up to 5% annually if expenses require.

DISCUSSION OF:

Section 11 Merger:

Mrs. Smith reviewed the following:

- Don Hand, Developer of Section 11, is very ill at this time and this item will be tabled for a later date
- The Board is working with the Civic Club to develop an HOA Directory

NOMINATIONS/VOTING/COLLECTION OF BALLOTS:

Management stated that the election would be for two Directors for two year terms and introduced the candidates who had agreed to stand for election: Bruce Roloff, Wendell Hutchins, Mary Mathews, and Marti Schwind.

Management called for nominations from the floor. Two homeowners, Paul Cox and Dan Westover, volunteered. Each candidate introduced themselves and gave a brief biography. The nominations were closed and Bruce Roloff and Dan Westover were elected.

BOARD REPORTS & GUEST SPEAKERS:

Architectural Control: Mr. Dougherty announced there were 95 applications in 2017. The majority of them pertained to fence, windows, roof, and painting.

Website: Mr. Dougherty provided an update that the website was being revamped making it more functional for the homeowners.

Safety & Security: Constable Mark Herman introduced the team of officers that patrol the association and surrounding areas to the owners. Sargent Aaron Strain reported law enforcement updates and recent happenings from the office of Harris County Constable Precinct 4 along with a comparison of changes in crime from 2016 - 2017.

Commissioner Cagle thanked the constables for their hard work and their model which has influenced other precincts. Commissioner Cagle also provided maps with future projects of a third reservoir and acknowledged existing work orders. The goal is to have a 24 – 48 hour turnaround with yearly rotation for enhancements to county property and parks.

Neighborhood Watch: Mrs. Smith stated additional volunteers are needed for the Neighborhood Watch Program and thanked Mrs. Black for her help with National Night Out Events.

Grounds and Maintenance: Mrs. Smith introduced Warren Campbell with BellaTerra Care. Mr. Campbell reviewed the scope of landscape maintenance throughout the community and listed action items under review for 2018:

- Stump grinding on Champion Forest Dr.
- Replanting of damaged gardens
- Tree replacement/trimming
- Irrigation unable to water annuals

PUD: Greg Dicioccio reviewed the following items:

- Service & management have received very little complaints.
- Heavy trash pickup needs to remain out of public view until the night before.
- Homeowners were asked to notify their landscapers of debris pickup times or have them haul it away when they leave.
- Cypress Forest Park has never looked better as a result of the increased mowing schedule.
- Water rate increase by \$0.50 due to Houston's rapid growth will affect 1.4 million owners and goes into effect April 1, 2018. A \$0.50 increase is expected annually going forward.

MANAGEMENT REPORT:

Financial Statement Review-December 2017:

Management presented owners with a report of the year end financials as they arrived to allow additional time in the meeting. The report included the following: As of December 31, 2017 the Association had a cash balance of \$385,335 in the operating fund and a cash balance of \$115,714 in the reserve fund. The Association had a total revenue of \$496,604 and total expenses of \$473,181 ending 2017 with a surplus of \$23,423. For the months ended December 31, 2017, the Association had an accounts receivable balance of \$29,539 resulting in a 3% delinquency rate.

CLOSING COMMENTS:

Mrs. Smith thanked the Cypress Forest PUD, Champion Forest Garden Club, Champion Forest Women's Club, Champion Forest Civic Club, Constable Mark Herman and Harris County Constable Precinct 4 Officers, and Commissioner Cagle. 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.

ADJOURNMENT:

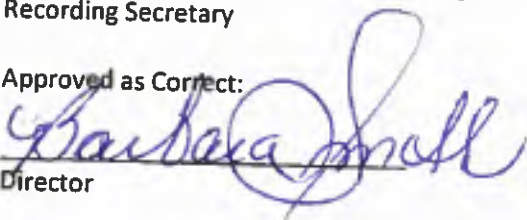
There being no further business, the meeting was adjourned at 7:30 PM.

Respectfully submitted:



Recording Secretary

Approved as Correct:



Director



Date