

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST FUND, INC.
HELD ON October 28th, 2020, AT 6:00 PM, Via ZOOM TELECONFERENCE**

DIRECTORS PRESENT:

Mary Matthews, President
Barbara Smith, Vice President
Bruce Roloff, Treasurer
Russell Hildebrand, Director

DIRECTORS ABSENT

Paul Cox, Director

IN ATTENDANCE:

Two (2) homeowners Myron Shemek and Greg DiCioccio
Also present were Amy Fontana with Monarch Landscape Management and Sgt David Mathieu.
Shannon Lewis represented the Managing Agent, PMG Houston.

OWNER FORUM

- Myron Shemek discussed refuse being left on the curbs for days, mostly yard waste. He asked what the Board could do to help remedy this issue. Greg DiCioccio agreed that this had been a longtime standing issue. The Board agreed to take further action to ensure residents are reminded not to leave refuse in public site and have their yard service people take their service waste or place it out of sight for their clients.

CALL TO ORDER:

Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 6:14 PM by Mrs. Matthews. The Managing Agent assisted in recording the meeting minutes.

CONTRACT DEPUTY REPORT- Sgt David Mathieu

Sgt. Mathieu reported:

- Sixteen (16) Alarm calls
- Twelve (12) suspicious persons
- Eighty-three (83) other calls
- Three (3) Burglary other
- A review was given of response times
- The CFPUD Area Constable Contract cost will increase to \$232,709.00 for 2021.

PUD DISTRICT REPORT- Greg DiCioccio, PUD Board President

Mr. DiCioccio reported:

- Sewer rehabilitation of Section 3 is complete.
- Sewer rehabilitation of Section 4 will begin early 2021.
- New Generator installation will begin in December
- Cleaning of the water storage tanks will begin in February 2021.
- The PUD Building fence on Champion Forest Fund reserve land alongside Dry Gully is being taken down and reinstalled due to encroachment on the Flood Control waterway.

CONSIDERATION OF THE MINUTES:

On a motion duly made, the minutes of the Board Meeting held September 23, 2020, were approved.

COMMITTEE AND COMMUNITY REPORTS:

Grounds and Maintenance Report – Amy Fontana & Barb Smith

- There is ongoing trimming of plantings to encourage better shape and growth.
- Mulching is complete.
- Major tree trimming on several entrances and esplanades has been completed.
- Major irrigation repairs have been completed.
- Ant treatments have been applied.
- Fertilizer and pre-emergent weed treatments have been applied.
- Harrow & Knightrider entrances are being examined for water supplies and proposals are being put together for irrigation repairs and plantings.
- Fall color planting will be installed at main entrances in mid-November.

Architectural Control Committee - Bruce Roloff:

- Mr. Roloff reported that there have been Nine (9) new applications since the last meeting, approved with conditions. A new build application is pending site survey submission.

Champion Forest Safety & Security – Mary Matthews

- Flock Safety LPR camera project continues to be worked on by Mrs. Matthews. The Board wants to ensure that the Precinct has direct access to the data before moving forward with any installation agreement. Flock is working with the Precinct on a Memorandum Of Understanding. The MOU is stalled with the Precincts legal team, Mrs. Matthews is following up frequently. She will report back to the Board and plan the next steps.
- The cost of each camera subscription will increase in January 2021 to \$2,500 per camera per year for contracts signed in 2021.

Website & Community Liaison Update - Mary Matthews:

- Website and TownSq updates are reviewed at least twice a week. Monthly news updates are posted, emailed out and uploaded to TownSq.
- HOA Signboard postings requests should be submitted to Mrs. Matthews directly who will then ask the Women's Club volunteers to place the postings.

MANAGEMENT REPORT:

Financial Statement Review Ending September 30, 2020:

- The operating account had \$592,291.15 and the reserve account had \$319,279.09. Delinquencies total \$87,104.77

Annual Assessment Billing for 2021:

- 2021 annual assessments will be added to homeowner accounts beginning November 1st, mailout of statements will be completed by November 30th. The annual assessment for 2021 remains at \$250 per lot.

Deed Restriction Enforcement:

- During the month of October, there were 103 violations noted.
- Violations included but not limited to exterior maintenance and repair, exterior cleaning of the home, maintaining yards, pools, fences and unpermitted vehicles and unpermitted signage.
- Mrs. Matthews has been working with PMG on ensuring that violation notifications consistent, accurate and understandable.
- Full color photos are viewable by the homeowner on their TownSq account.

Resolutions:

- Resolution for \$100 transfer fee to be collected by CFF at the sale of each home was approved. This resolution replaces the Board approval recorded previously in the meeting minutes.
- Resolution for attorney's office to allow homeowners to pay their outstanding overdue assessments, fees and legal fees by credit card was approved. The attorney's office will charge the homeowner who uses this service a processing fee to cover the extra cost involved.

SCHEDULING OF NEXT MEETING:

The next meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for December 9, 2020 at 6:00 PM via Zoom.

ADJOURN TO EXECUTIVE SESSION

The Board adjourned to executive session to discuss legal reports, and accounts receivable.

RECONVENED IN OPEN SESSION

Delinquencies:

- The Board discussed the delinquency resolutions. Mrs. Matthews continues to oversee this effort reviewing accounts details for accuracy and making the mailouts. Many delinquent accounts have been resolved through this effort and some longstanding bad debts have been clarified, some have been written off as unrecoverable.

Legal:

- The Board will put together a formal handbook with their interpretation of the deed restrictions – Mr. Hildebrand will chair this effort.
- The Board will draft and resolve a Donation Policy to ensure that any donations to the Fund/HOA are approved by the Board and with specific understandings of ongoing responsibilities to ensure the Board does not obligate the Fund's assets or favor to donors.

Proposals:

- A proposal was submitted and approved for Bella Terra to install irrigation at Chasemore island for \$1,050. The residents in the cul-de-sac wish to add new foliage there and have volunteered to choose and committed to fund the new plantings. Agreement in writing has been requested.
- Tree replacement for Herts of \$585 was approved, awaiting a proposal from Monarch for signature.
- Mr. Cox discussed an idea of improving the look of the west side of Champion Forest Drive near Louetta. The Board were in favor of researching the idea further and Mr. Cox agreed to do further research and report back to the Board. Mrs. Matthews reported that Mr. Cox had sort one proposal and is seeking others.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:45 P.M.

Respectfully submitted:

Recording Secretary

Approved as Correct:

9th Dec 2020 Date



Mary MATTHEWS - PRESIDENT

Director