

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST  
FUND, INC.  
HELD ON December 9<sup>th</sup> 2020, AT 6:00 PM, Via ZOOM TELECONFERENCE

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**DIRECTORS PRESENT:**

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

**DIRECTORS ABSENT**

**IN ATTENDANCE:**

Two (2) homeowners Kevin Jones 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**

Kevin and Greg stated that they appreciate the Board for everything they are doing. The violations are going down and the Community is looking good

**CALL TO ORDER:**

Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 6:07 PM by Mrs. Matthews. The Managing Agent assisted in recording the meeting minutes.

**CONTRACT DEPUTY REPORT- Sgt David Mathieu**

Sgt. Mathieu reported:

- Nineteen (19) Alarm calls
- Eight (8) suspicious vehicles
- Fifty-five (55) other calls
- One (1) Burglary vehicle
- A review was given of response times

**PUD DISTRICT REPORT- Greg DiCioccio, PUD Board President**

Mr. DiCioccio reported:

- Sewer rehabilitation of Section 3 is complete.
- Sewer rehabilitation of Section 4 is expected to begin in 2021.
- New Generator installation will begin soon.
- Cleaning of and repainting of the water tanks will begin once the new generator is installed.
- 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 October 28, 2020, were approved.

**COMMITTEE AND COMMUNITY REPORTS:**

**Grounds and Maintenance Report – Amy Fontana & Barb Smith**

- Irrigation inspection is complete
- Magnolia tree installation is complete
- Seasonal color has been installed
- Three lights are out, and Monarch will check them
- Harrow & Knightrider proposals
- Garden Club has requested permission of the Board to enhance the south end esplanade 36, at Champion Dr and Louetta – Board Approved to let Garden Club to spend their own funds on this.

**Architectural Control Committee - Bruce Roloff:**

- Mr. Roloff reported that there have been One hundred and seventeen (117) new applications in 2020. Bruce has requested paper and ink. The Board approved for him to purchase and then send PMG the receipt for reimbursement.

**Champion Forest Safety & Security – Mary Matthews**

- Flock Safety LPR camera project was approved by the Board. Russ and Mary will work on getting the easement licenses signed by property owners. Installation should begin in Feb all going to plan.

**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 October 31, 2020:**

- The operating account had \$580,581.93 and the reserve account had \$328,873.85.  
Delinquencies total \$80,432.07

**Deed Restriction Enforcement:**

- During the month of October, there were 104 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.

**SCHEDULING OF NEXT MEETING:**

The next meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for January 27, 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:**

- Vote HOA Now was approved for the 2021 Annual meeting vote, the meeting will be virtual via Zoom on the 8<sup>th</sup> Feb 2021. Shannon and Mary will work on the logistics and the mailout notice.
- 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.
- Barb announced that she will not be running for the Board again in 2021 as she is moving to Denver. The Board thanked her for her work throughout the years.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 7:48 P.M.

Respectfully submitted:

  
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 Recording Secretary

Approved as Correct:

January 27<sup>th</sup> 2021 -  
 Date

  
 \_\_\_\_\_ Director  
 Mary Matthews - President