

MINUTES OF THE ANNUAL MEETING OF THE MEMBERS OF CHAMPION FOREST FUND, INC. HELD ON FEBRUARY 3, 2020, AT 6:00 PM, AT CYPRESS FOREST PUD, AT 16215 CHAMPION FOREST DRIVE, SPRING, TEXAS 77379

DIRECTORS PRESENT:

Mary Matthews, President
Barbara Smith, Vice-President
Bruce Roloff, Secretary/Treasurer
Dan Westover, Director
Paul Cox, Director

IN ATTENDANCE:

308 Owners were present in person or by proxy Sargent Aaron Strain, Lieutenant Michael Cohen and Captain Jose Garza of HC Precinct 4
Warren Campbell – Bella Terra Landscaping
Greg Dicioccio – CFPUD Board President
Shannon Lewis and Ann Osuna represented the Managing Agent, Associa PMG Houston

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 6:35 PM by Mrs. Matthews. The managing agent assisted in recording the minutes.

INTRODUCTIONS:

Mrs. Matthews welcomed owners present and introduced the members of the Board, noted their committee representation and introduced Shannon Lewis of Associa PMG Houston.

BOARD PRESIDENTS ADDRESS:

Mrs. Matthews reviewed the work the Board had completed in 2019:

- Election of two new board members and one incumbent.
- Initiation of a complete review of our Deed Restrictions.
- Termination of FSR and hiring of Associa PMG as our management company
- Successful negotiations with our PUD to take over the CFF security contract
- Wall repairs and restorations totaling \$55,000

CONSIDERATION OF PREVIOUS MEETING MINUTES:

On a motion duly made, the minutes of the Annual Meeting of the Members held on February 4, 2019 were approved as presented.

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 and Russell Hildebrand.

Mrs. Matthews called for nominations from the floor. There were two nominations from the floor. James Spradley and Allison Lewis.

BOARD REPORTS & GUEST SPEAKERS:

Architectural Control: Mr. Westover announced that there were 95 applications in 2019. The majority of them pertained to fence, windows, roof, and painting. There was one new build application. Four applications were denied and nine applications required modification before approval.

Mr. Westover stepped down from the board and Mrs. Matthews thanked him for his service.

Safety & Security:

Sargent Aaron Strain reported law enforcement updates and recent events from the office of Harris County Constable Precinct 4 along with a comparison of changes in crime statistics from 2018 - 2019.

As of March 1st 2020, the Security Contract with Precinct 4 for dedicated constable service will no longer be held by the HOA but will be held by our PUD. The CF HOA will remain as the community liaison for CF.

Mrs. Smith explained the Board is in the consideration stage of the possible installation of Radar Speed Signs to help calm traffic on our thoroughfares and a trial of a License Plate Reader Camera system to help provide extra security.

Website, Communications and Community Events:

Mrs. Matthews announced that the HOA website has been enhanced and fully updated. The new *CF TownSq* app, now available from our management company and is being used to keep homeowners informed and offers an easy way to make assessment payments.

Connect emails are being optimized.

The HOA partnered with other community groups, notably the CF Women's Club to co-sponsor three events this year and plans to continue this initiative in 2020.

Grounds and Maintenance:

Mrs. Matthews introduced Warren Campbell of *Bella Terra Care*. Mr. Campbell reviewed the scope of landscape maintenance throughout the community and the anticipated work needed in 2020, including major tree trimming.

Mrs. Matthews thanked the entire board for all of their collaborative work on the three wall work contacts and oversight.

Cypress Forest PUD:

Greg Dicioccio reviewed the following items:

- The PUD will begin discussions in mid-Feb 2020 with Harris County Flood Control District regarding the PUD owned land surrounding the HCFCD's recently purchased Raveneaux Country Club land tract.
- Section 3 sewer rehabilitation commenced in January
- In late 2019, sanitary sewer rehabilitation works were completed in Sections 1 & 2
- The PUD will assume the Constable Security Contract for the district, beginning March 1, 2020
- Water rates will increase by 40 cents per 1000 gallons from April 1st

Treasurers Report

Bruce Roloff presented the 2020 Budget, including a planned reserve contribution of \$114,000

Anticipated Total Income \$455,390

Total Expenses \$407,793

Projected Surplus \$ 47,597

Mr. Roloff made special mention of \$54,000+ of longtime unclaimed funds that were recovered for Champion Forest Fund, and that we are still pursuing another portion of those funds.

MANAGEMENT REPORT:

Financial Statement Review-December 2019:

Management reported the following:

As of December 31, 2019, the Association had a cash balance of \$527,322 in the operating fund and a cash balance of \$198,887 in the reserve fund. The Association had a total revenue of \$455,390 and total expenses of \$482,460 ending 2019 with a surplus of \$35,262 (This was due to the collection of a longtime unclaimed funds.).

For the months ending December 31, 2019, the Association had an accounts receivable balance of \$89,870 resulting in a 7.75% delinquency rate.

CLOSING COMMENTS:

Mrs. Matthews thanked everyone for their attendance, the candidates for running and the management company taking care of the vote counting.

ELECTION RESULTS:

Bruce Roloff and Russell Hildebrand were the successful election candidates.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:41 PM.

Respectfully submitted:

Recording Secretary


Approved as Correct:



Director

Director

MARY MATTHEWS - PRESIDENT



Date