

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST FUND, INC.  
HELD ON January 27<sup>th</sup>, 2021 AT 6:00 PM, Via ZOOM TELECONFERENCE**

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**DIRECTORS PRESENT:**

**DIRECTORS ABSENT**

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

**IN ATTENDANCE:**

Three (3) homeowners Alma Dubone, Bob Jackson and Greg DiCioccio.  
Also present were Amy Fontana with Monarch Landscape Management and Lt. Michael Cohen, Precinct 4 Constables Office.  
Shannon Lewis represented the Managing Agent, PMG Houston.

**OWNER FORUM:** No comments made

**CALL TO ORDER:**

Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 6:06 PM by Mrs. Matthews. The Managing Agent assisted in recording the meeting minutes.

**CONTRACT DEPUTY REPORT- Sgt Michael Cohen**

Sgt. Cohen reported:

- Twenty (20) Alarm calls
- Nine (9) suspicious vehicles
- Sixty-three (63) other calls
- One (1) Burglary vehicle

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

Mr. DiCioccio reported:

- A raised platform for the new generator and the generator will be installed at water plant #2 very soon
- Work will begin on water plant #1 and the water tower on Herts Rd once the works at plant #2 are completed. The inside of the tower will be rehabbed, and the exterior will be cleaned and repainted
- Next PUD meeting is Tuesday 2<sup>nd</sup>, there will be Raveneaux land use discussions
- Plans are emerging for a development on the east side of Champions Forest, south of Louetta Rd, northwest of Chasemore Dr – possibly small professional offices

**CONSIDERATION OF THE MINUTES:**

On a motion duly made, the minutes of the Board Meeting of December 9, 2020, were approved.

## **COMMITTEE AND COMMUNITY REPORTS:**

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

- Irrigation inspection is complete
- Crepe Myrtle trimming has begun
- Cutbacks have begun to reshape plants
- Spot treating ants
- Cleaning up leaf drops
- Vine removal from community walls will begin shortly
- Proposal presented for Brampton Ct. tree trimming

### **Architectural Control Committee - Bruce Roloff:**

- Mr. Roloff reported that there have been 10 new applications for approval in 2021

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

- Flock Safety ALPR camera installation easement licenses are mostly in place. Installation will begin soon
- Two more ALPR cameras may be needed for coverage, Board has conditionally approved the extra expense if necessary
- Mike Parsons of the Estates at Windrush is the new Constable Contract lead liaison for the district. Mike replaces Barb Smith and will liaise with HOA Leads and the Precinct

### **Website & Community Liaison Update - Mary Matthews:**

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

## **MANAGEMENT REPORT:**

### **Financial Statements Review Ending December 31, 2020:**

- The operating account balance was \$645,906.32 and the reserve account balance was \$348,079.72. Delinquencies total \$82,113.40, this reflects a significant reduction compared to 2019
- It was reported that PMG had charged \$8.99 per annual statement coupon mailout this year instead of the negotiated \$1.50 rate. The contract allows for 'reasonable increases' Mrs. Matthews discussed the increase with PMG upper management and negotiated a reduction to \$1.65, a more appropriate 10% increase

### **Deed Restriction Enforcement:**

- During the month of January, there were 132 violations noted
- Violations included but not limited to exterior maintenance and repair, exterior cleaning of the home, maintaining yards, pools, fences, 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

#### **LEGAL ACTIONS:**

- A/c 473-1029 Violations – motion carried to file lawsuit
- A/c 471-8042 Violations – motion carried to file lawsuit
- A/c 472-1246 Delinquency – motion carried to file lawsuit

#### **SCHEDULING OF NEXT MEETING:**

The next meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for February 24, 2021 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, mostly due to bank foreclosures. Delinquencies are now less than half of what they were at the end of 2019.

##### **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.

##### **Deed Restrictions:**

- It was voiced that some homeowners have claimed they have not received violation letters known to be sent by the Fund, and the subsequent necessary escalation letters sent to them from our legal representatives. Shannon to ask Holt & Young if their letters to homeowners are sent as certified or not and report to the Board
- Political sign violations are still being cited; the Board discussed escalation of remedies
- The Board agreed not to cite violations for tree branches hanging below 10 feet unless overhanging a street. All foliage overhanging a street or interfering with visibility will be cited.

**Proposals:**

- Brampton Ct tree trimming was put to vote and approved for \$922.50

**Annual Meeting:**

- The Annual Meeting notice packet receipt was delayed due to USPS COVID delays. The deadline for return of documents was subsequently extended. Announcement of the delay and posting of meeting information have been made on all HOA communication channels
- The Annual Meeting notice documents were posted for homeowners on TownSq
- Board election voting to open on the 28<sup>th</sup> January and finish on the 4<sup>th</sup> February
- A representative of the Constables office, Monarch Landscaping and CFPUD have been confirmed to speak at the meeting. Mr. Hildebrand will speak about the walls
- An annual meeting reminder and the agenda will be posted on all HOA channels at the beginning of February

**Votes Between Meetings**

- In December the Board approved the total expense of \$150 for Holiday gift cards for our constables

**ADJOURNMENT:**

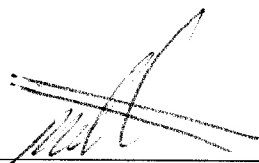
There being no further business, the meeting was adjourned at 7:52 PM

Respectfully submitted:

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Recording Secretary

Approved as Correct:

24<sup>th</sup> Mar 2021 Date

 Director