

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST FUND, INC.  
HELD ON MAY 26<sup>th</sup>, 2021 AT 6:00 PM, Via ZOOM TELECONFERENCE

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DIRECTORS PRESENT:

Mary Matthews, President  
Bruce Roloff, Treasurer  
Paul Cox, Director (Late)

DIRECTOR ABSENT:

Kevin Jones, Director  
Russell Hildebrand, Vice President

IN ATTENDANCE:

Greg DiCioccio, Cypress Forest PUD  
Amy Fontana, Monarch Landscape Management  
Sgt. David Mathieu, Precinct 4 Constables Office  
Shannon Lewis represented the Managing Agent, PMG Houston

OWNER FORUM:

Greg DiCioccio commented that he continues to notice improvement in the subdivision properties and is very impressed by Monarchs landscape work on the subdivision community property

CONTRACT DEPUTY REPORT- Sgt David Mathieu:

Sgt. Mathieu gave a brief report of the contract constables work in the previous month:

- Thirteen alarm calls
- Four suspicious person calls
- Deputies conducted 110 contract checks, 13 PUD building checks, and 28 business checks

PUD DISTRICT REPORT- Greg DiCioccio, PUD Board President

Mr. DiCioccio reported:

- Water plant #2 improvements are going well and should be complete within the next two weeks. The new generator will be ready for use before hurricane season begins
- The PUD is getting bids for the oleander tree cutback or removal at the PUD building
- Mr. DiCioccio agreed it would be good to see PUD meetings announced on the HOA signboards and volunteered to assist in placement

***COMMITTEE AND COMMUNITY REPORTS:***

Grounds and Maintenance Report – Amy Fontana, Monarch Landscape Management

- New and replacement plantings have been placed
- Further freeze damage cutbacks are being made
- Irrigation inspections and repairs are going on
- Stornoway irrigation repairs are tentatively scheduled for June 7, 2021
- Proposal for Manningtree at Herts curved wall plantings requested
- The Board will review the need for wall repairs at Knightrider and Harrow in anticipation of establishment of irrigation and plantings at those entrances

Architectural Control Committee - Bruce Roloff:

Mr. Roloff reported that there were 14 ACC applications and approvals in May

- Kinmont Court 'Pool House' usage Deed Restriction to be signed this week and filed with the county

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

- The HOA signboard letters are stored at the PUD Building in a locked room, with access available to the HOA and PUD Boards and HOA committee volunteers for sign postings.
- Greg DiCioccio has also agreed to volunteer to help with the sign boards postings
- Mrs. Matthews requested that the PUD consider sending out a mailing with their next billing reminding people of the need to ensure trash and debris does not enter the roadway drains

#### **MANAGEMENT REPORT:**

##### Financial Statements Review Ending April 30, 2021

- The operating account balance at the end of February was \$787,336.06 and the reserve account balance was \$386,266.98. Delinquencies outstanding total \$122,860.34, this reflects a significant reduction compared to 2020
- New bank account has been established to meet FDIC restrictions and new signatories are being added to files

##### Deed Restriction Enforcement:

- During the month of May, there were 67 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 are consistent, accurate and understandable.
- Follow up is monitored by the Board and cases are sent to the association attorney when resolution is not forthcoming.
- Full color photos are viewable by the homeowner on their TownSq account
- Inspection for June will be lenient on new lawn violations due to all of the recent heavy rainfall

##### LEGAL ACTIONS:

- No legal actions at this time requiring Board approval

##### CALL TO ORDER:

Due notice of the meeting having been given and a quorum being present (due to late arrival of a 3<sup>rd</sup> Director) the meeting was called to order at 6:42 PM by Mrs. Matthews. The Managing Agent assisted in recording the meeting minutes.

##### CONSIDERATION OF THE MINUTES:

On a motion duly made, the minutes of the Board Meeting of April 28, 2021 were approved.

##### SCHEDULING OF NEXT MEETING:

The next meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for June 23, 2021 at 6:00 PM via Zoom

#### ADJOURN TO EXECUTIVE SESSION

The Board adjourned to executive session to discuss legal reports, 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.

Delinquencies are declining and through consistent effort and attorney assistance where needed, they continue to be resolved. At present there is one homeowner with several properties in the subdivision and delinquencies, the Board are discussing legal resolution to the ongoing violations

##### 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.
- Flock safety Usage Policy to be drafted. Mr. Hildebrand will draft a policy for Board agreement.

##### Proposals:

- Between meetings; the Board approved a proposal from Monarch for replacing freeze damaged shrubbery at a cost of \$999

##### Sign Board Utilization:

- The HOA Board has taken back full control of all content and operation of signboards thereby rescinding the 2019 agreement of signboard content delegation of 'operation' to the CFWC
- All Signboard postings will be made by the HOA Signboard Committee and PUD Board as needed in emergency situations.


#### ADJOURNMENT:

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

Respectfully submitted:

Recording Secretary \_\_\_\_\_

Approved as Correct:

  
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Mary MATTHEWS

Date

23rd June 2021

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Director