

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST FUND, INC.  
HELD ON JULY 28th, 2021, AT 6:00 PM, Via ZOOM TELECONFERENCE

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DIRECTORS PRESENT:

Mary Matthews, President  
Kevin Jones, Director  
Bruce Roloff, Treasurer

DIRECTORS ABSENT:

Russell Hildebrand, Vice President  
Paul Cox, Director

In Attendance:

Greg DiCioccio, Myron Shemek  
Also present were Amy Fontana with Monarch Landscape Management  
Sgt. David Mathieu, Precinct 4 Constables Office  
Shannon Lewis represented the Managing Agent, PMG Houston.

Owner Forum:

No owner comment

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. David Mathieu

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

- Two burglaries of habitation – Fenchurch, and Landau Park
- Endangerment of a child on Godstone
- Continue to utilize Flock data, in order to support investigations

Cypress Forest Pud Report- Greg DiCioccio, PUD Board President

Mr. DiCioccio reported:

- Emergency generator at water plant #2 is almost complete
- The county is preparing the HCFCD owned Raveneaux Club building for demolition. Salvageable items are being removed and services are being disconnected. Demolition is expected to take 3-4 days and site restoration, 2-3 months.
- The HCFCD owned tennis courts and pool will remain in place for now as the potential new golf club partner has requested the HCFCD leave them in place.
- Discussions are ongoing with HCFCD regarding PUD land

Consideration Of The Minutes:

On a motion duly made, the minutes of the Board Meeting of June 23, 2021 were approved.

*COMMITTEE AND COMMUNITY REPORTS:*

Grounds and Maintenance Report – Amy Fontana, Monarch Landscape Management

- Irrigation inspections are complete
- Irrigation proposal for repairs at Herts at Manningtree entances submitted
- Irrigation installation complete in the Stornoway island cul-de-sac
- Work continues, in order to keep vines off the walls
- Major tree trimming proposal submitted for consideration

Architectural Control Committee - Bruce Roloff:

Mr. Roloff reported that there were 11 applications and approvals in July

- A property at Herts and Heden has requested approval for a non-traditional fence. Committee is awaiting formal application and reviewing proposal
- Mr. Roloff is working on more detailed approval notifications to meet new legal requirements

Wall Committee – Myron Shemek:

- Masonry Solutions, Jorge Alarez met with the committee and reviewed a number of wall issues
- Myron to put together a proposal of ongoing wall care for the committee to review
- A certified arborist is needed to oversee the ongoing situation between trees and walls
- Committee and specialists meeting planned for mid-August

Website & Community Liaison Update - Mary Matthews:

- Mrs. Matthews is working with the Signboard Committee and has compiled a usage policy and guide to operating procedures for Board approval

Flock Cameras – Mary Matthews:

- Landau Park camera solar energy collection issue persists. Installation of one more camera and moving the existing camera, is proposed for the Landau Park area, as a result of this issue. Board approved the additional camera, should the issue fail to be resolved otherwise. Mrs. Matthews will continue to work with Flock, in order to resolve the issue.
- Flock Usage Policy drafted by Mr. Hildebrand, and submitted for Board approval
- Mrs. Matthews and Security Liaison Lead, Mr. Parsons of Windrush, continue to follow up with the Precinct on utilization of Flock data and training.

*MANAGEMENT REPORT:*

Financial Statements Review Ending June 30, 2021

- The operating account balance at the end of May was \$731,187.24 and the reserve account balance was \$405,315.97. Delinquencies outstanding total \$112,676.19

Deed Restriction Enforcement:

- During the month of July, there were 91 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
- Full color photos are viewable by the homeowner on their TownSq account
- Residents can contact PMG via TownSq, phone or email with Board follow up if required

Legal Actions:

- Three accounts presented for foreclosure lawsuits due to delinquency: 4727350, 4717292, and 4724971. All three lawsuits were approved unanimously
- Account presented for deed restriction lawsuit, 4718903. The suit was approved unanimously

Scheduling Of Next Meeting:

The next meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for August 25, 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. Unpaid accounts are with the attorney’s office for collections and cases are being monitored. Several habitual delinquent cases have been closed in the last month.

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.
- Legal discussion with Drew Weitzel from Holt & Young regarding a few accounts. Between meetings the Board voted on two settlement offers; low offers were made by the property owner of accounts 4720438 & 4721372 and the Board unanimously agreed to counter offers of at least 90% of total recoverable debt with strict payment terms.
- Between meetings the Board voted not to accept a settlement offer of payment on account 4714554 and to require the full payment including late fees and interest.
- New legislation requires that the Architectural Control Committee be restructured. Mr Hildebrand has submitted a memo for Board review. Candidates for the revised committee being sought.

Policies:

- The Board approved PMG to draft the needed revised policies to bring the Association into line with the new September 2021 legislation. The policies will be reviewed between meetings and presented for approval at the August meeting.
- A new Management Certificate will also be drafted by PMG to meet requirements.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:45 PM

Respectfully submitted: Recording Secretary \_\_\_\_\_

Approved as Correct:

\_\_\_\_\_ 8-25-2021 Date



\_\_\_\_\_ Director