

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST FUND, INC.
HELD ON AUGUST 25th, 2021, AT 6:00 PM, Via ZOOM TELECONFERENCE

DIRECTORS PRESENT:

Mary Matthews, President
Russell Hildebrand, Vice President
Kevin Jones, Director
Bruce Roloff, Treasurer
Paul Cox, Director

DIRECTORS ABSENT:

In Attendance:

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

Owner Forum:

No owner comments

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

- Fenchurch – package theft, perpetrator identified via Ring and Flock camera data
- Runaway returned home after being missing for four days
- Utilizing Flock data, to support numerous investigations

Cypress Forest Pud Report- Greg DiCioccio, PUD Board President

Mr. DiCioccio reported:

- Emergency generator installation at water plant #2 is complete and ready for use
- The county is preparing the HCFCD owned former Raveneaux site club building and pool house for demolition. This will begin in mid-September
- The HCFCD owned site tennis courts and pool will remain in place for now as the potential new golf club partner has requested that HCFCD leave them in place.
- Discussions are ongoing with HCFCD regarding PUD land. PUD land awaiting appraisal
- Mr. DiCioccio confirmed the PUD Park will stay in place and any lease land deal will be made with restrictions

Consideration Of the Minutes:

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

COMMITTEE AND COMMUNITY REPORTS:

Grounds and Maintenance Report – Amy Fontana, Monarch Landscape Management

- Irrigation installation and re-planting will begin next week at Herts and Manningtree
- Fertilization, ant treatment, bed detailing and shrub trimming work continues this month

- Working on a draft of the 5-year Landscape Management plan with Mr. Cox
- Landscape contract review and renewal due this month

Architectural Control Committee - Bruce Roloff:

Mr. Roloff reported that there were nine applications and approvals in August, more awaiting review

- A property at Herts and Heden requested approval for a non-traditional fence. Committee has approved the stucco fence and has asked them to add landscaping on the outside of the fence
- 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 several wall issues
- A wall inspection plan is being made for September
- A proposal for the wall repairs in Section 7 on Tranquil Park Dr for \$2,480 was reviewed and approved.

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 which the Board approved unanimously by email

Flock Cameras – Mary Matthews:

- Landau Park camera solar energy collection issue has been addressed
- Flock Usage Policy drafted by Mr. Hildebrand, was submitted, and approved unanimously by the Board by email between meetings.
- Mrs. Matthews and Security Liaison Lead, Mr. Parsons of Estates at Windrush, continue to follow up with the Precinct on utilization of Flock data and training.

MANAGEMENT REPORT:

Financial Statements Review Ending July 31, 2021

- The operating account balance at the end of July was \$705,767.82 and the reserve account balance was \$439,850.36. Delinquencies outstanding total \$114,258.20

Deed Restriction Enforcement:

- During the month of August, there were 110 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:

- Two accounts presented for DRV lawsuits due to uncorrected violations: 4716510 and 4716798 Both lawsuits were approved unanimously

Policies:

- The Board reviewed revised policies required to bring the Association in line with the new September 2021 State legislation requirements. Six policies were presented and accepted by unanimous approval:

- Records Retention Policy
 - Records Inspection & Production Policy
 - Large Contract Bid Solicitation Policy
 - Deed Restriction Hearing Policy
 - Architectural Review Authority Policy & Charter
 - ARC/ACC Denial & Appeal Hearing Policy
- The revised Collection Policy is awaiting completion by Holt & Young
 - The new Management Certificate will be drafted by PMG to meet new requirements

Scheduling Of Next Meeting:

The next meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for September 22, 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.
- 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 have been drafted and approved.
- The revised collection policy is awaiting completion
- A new Management Certificate will also be drafted by PMG to meet requirements.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:36 PM

Respectfully submitted: Recording Secretary _____

Approved as Correct:

22nd September 2021 Date



Mary Matthews Director