

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST FUND, INC. HELD  
ON SEPTEMBER 22nd, 2021, AT 6:00 PM, Via ZOOM TELECONFERENCE

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DIRECTORS PRESENT:

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

DIRECTORS ABSENT:

In Attendance:

Greg DiCioccio, President, Cypress Forest PUD  
Myron Shemek, Champion Forest Wall Committee  
Also present were Amy Fontana of 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 present, the meeting was called to order at 6:03 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:

- There were four burglaries of motor vehicles, all unlocked vehicles
- Robbery of Subway near Kroger, HCSO are investigating
- Utilizing Flock camera data, in order to support investigations

Cypress Forest Pud Report- Greg DiCioccio, PUD Board President

Mr. DiCioccio reported:

- The demolition has begun on the site of the old country club building and parking lot and is going very well with little neighborhood disruption
- PUD tax rate cut approved by 1 cent from \$0.28 to \$0.27; this will take effect in 2022
- Discussions are ongoing with HCFCD regarding the PUD land swap, awaiting land appraisal

Consideration Of the Minutes:

On a motion duly made, the minutes of the Board Meeting of August 25, 2021, were approved.

**COMMITTEE AND COMMUNITY REPORTS:**

Grounds and Maintenance Report – Amy Fontana, Monarch Landscape Management

- Irrigation installation at Herts and Manningtree is complete, replanting next week
- Subdivision irrigation repairs are completed, and dialed back for the season
- Storm Nicholas debris clean-up is completed
- Tree trimming proposal to come now that the county has completed their trimming

- A couple of sweet olive trees on Champion Dr at Louetta will be cut to the ground where new growth has begun to see how they regenerate
- All seasonal color has been removed, new seasonal color will be installed in November
- Traffic line of sight plantings to be checked and trimmed back this week
- Mulching, fertilization, and ant treatments will be applied this week
- Working on a 5-year improvement plan draft with Mr. Cox

Architectural Control Committee - Bruce Roloff:

Mr. Roloff reported there were 11 applications & approvals in September, with more waiting

- New build drainage issue at the end of Landau Park is being worked on with the owner/developer and the county has been contacted for investigation and remediation of the easement drain at the location. The new owner has requested permission to put in fencing, Mrs. Matthews has asked them to wait on resolution of the drainage issues
- Mr. Roloff is working on more detailed approval notifications in order to meet new legal requirements

Wall Committee – Myron Shemek:

- Jorge Alarez of Masonry Solutions met with the committee and reviewed several wall issues. Wall review will continue through October and November
- Mr. Shemek reported that the review of all internal community walls in Section 9 is complete, and recommendations submitted; Harrow north corner wall has been prioritized as needing repairs, Knightrider south corner is next in line, then a degraded column at 16626 Manningtree

Website & Community Liaison Update - Mary Matthews:

- Mrs. Matthews discussed the signboards need for repairs or updating as they have latch issues, and the lettering is degraded. Repair of the latches was approved, and Mr. Hildebrand will investigate updated signboard designs and costs

Flock Cameras – Mary Matthews:

- 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 \$113,188.84

Deed Restriction Enforcement:

- During the month of August, there were 104 violations noted
- Violations included, but not limited to exterior maintenance & repair; exterior cleaning of the home; maintaining yards, pools, fences; unpermitted vehicles, & 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:

No accounts to discuss

#### Community Events:

- National Night Out party will not be held this year. However, the board approved the purchase and delivery of four cookie cakes to first responder entities. Mrs. Matthews will arrange for the cakes and Russ, and Kevin volunteered to assist in delivery. Estates at Windrush HOA will also contribute and participate in the delivery.

#### Donations:

- The Board approved a \$1,000 donation to Brill Elementary PTO which will be used towards a new play structure.

#### Microsoft 365 Subscription:

- The Board approved the subscription to be renewed for another year. The documents created for the HOA meetings, presentations and mailouts are created with the program.

#### 2022 Budget:

- The budget for 2022 was reviewed. It was approved with a 3% management fee increase to \$35,646 per the contract and an increase in Landscape Management contract price to \$97,750

#### Scheduling Of Next Meeting:

The next meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for October 27, 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 third and final payment has been made on account 4721372 as per the settlement
- 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:

- 4727156 would like a hearing regarding legal fees and late fees. It was agreed to offer to waive the soft costs but require that the hard costs on the account must be paid. Mrs. Matthews will write to the property owner notifying them of the Boards decision
- 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 the Architectural Control Committee to be restructured. Mr Hildebrand submitted a memo for Board review. Seeking candidates for the revised committee. Mrs. Matthews will follow up with candidates.

Policies:

- The Board approved PMG to draft the necessary revised policies to bring the Association into line with the new September 2021 legislation. The policies have been drafted, approved, and filed with the county. They are now uploaded to the HOA's website.
- The Board reviewed revised collection policy was presented. The policy adds a second late fee of \$150.00 to assessments that are not paid by March 2<sup>nd</sup> each year. The policy was approved.
- A new Management Certificate will also be drafted by PMG to meet requirements, Mrs. Matthews will review before filing.

ADJOURNMENT:

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

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

Approved as Correct:

\_\_\_\_\_ 27th October 2021 \_\_\_\_\_ Date  \_\_\_\_\_ Mary Matthews \_\_\_\_\_ Director