

**MINUTES OF THE ANNUAL MEETING OF THE MEMBERS OF CHAMPION FOREST FUND, INC. HELD ON FEBRUARY 8, 2021, AT 7:00 PM, via Zoom**

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**DIRECTORS PRESENT:**

Mary Matthews, President  
Barbara Smith, Vice-President  
Bruce Roloff, Secretary/Treasurer  
Russ Hildebrand, Director  
Paul Cox, Director

**IN ATTENDANCE:**

61 Owners were present in person or by proxy  
Sargent David Mathieu of Harris County Precinct 4  
Amy Fontana of Monarch Landscaping  
Greg Dicioccio of CFPUD Board President  
Shannon Lewis represented the Managing Agent, Associa PMG Houston

**CALL TO ORDER:**

Due notice of the meeting having been given and a quorum being certified as present in person or by proxy, the meeting was called to order at 7:07 PM by Mrs. Matthews. The managing agent assisted in recording the minutes.

**INTRODUCTIONS:**

Mrs. Matthews welcomed owners present and introduced the members of the Board, noted their committee representation and introduced Shannon Lewis of Associa PMG Houston.

**BOARD PRESIDENTS ADDRESS:**

Mrs. Matthews reviewed the work the Board had completed in 2020:

- Election of a new board member, Russell Hildebrand and one incumbent, Bruce Roloff
- Initiation of a complete review of our Deed Restrictions.
- Repair of one wall that was severely damaged by an automobile in February. The repair was covered under the drivers' auto insurance
- COVID 19 pandemic set in, and the Board switched to virtual meetings
- In May we reviewed the scope of landscaping and interviewed five companies. Monarch Landscape Management was awarded the contract
- The Board and Management continued to monitor the budget, owner communications, deed restriction violations, ACC Applications and delinquencies
- The Board also continued to work on the details of the radar speed signs and Flock cameras installations

**CONSIDERATION OF PREVIOUS MEETING MINUTES:**

On a motion duly made, the minutes of the Annual Meeting of the Members held on February 4, 2020, were approved as presented.

**NOMINATIONS/VOTING/COLLECTION OF BALLOTS:**

Management stated that the election was for three Directors for two-year terms. The election was complete and took place via *Vote HOA Now*.

## **BOARD REPORTS & GUEST SPEAKERS:**

Architectural Control: Mr. Roloff reported that there were 117 applications processed in 2020. The majority of them pertained to fences, windows, roofs, and painting. There was one new build application. One application was denied, and five applications required modification before approval.

### Safety & Security:

Sargent David Mathieu reported law enforcement updates and recent events from the office of Harris County Constable Precinct 4 along with a comparison of changes in crime statistics from 2019 - 2020.

There were 1109 tickets issued, 336 reports taken, and 963 other calls in 2020.

As of March 1<sup>st</sup>, 2020, the Security Contract with Precinct 4 for dedicated constable service was no longer being held by the CF HOA but is held by our Cypress Forest PUD. The CF HOA will remain as the community liaison for CF.

Mary Matthews announced that the Radar Speed Signs will be installed in 2021. Flock Safety license plate cameras will also be installed in 2021.

### Website, Communications and Community Events:

Mrs. Matthews announced that the HOA website is regularly updated with Community News, information, and useful links. The *CF TownSq* app, available from our management company and is being used to keep homeowners informed and offers an easy way reach out to management, and the Board of Directors, to make assessment payments, and to view Community Documents.

The HOA participated in and helped to sponsor events throughout the year with consideration of the pandemic restrictions. The Fourth of July Patriotic porches competition, and in October, a celebration of First Responders and Frontline Workers.

### Grounds and Maintenance:

Mrs. Matthews introduced Amy Fontana of Monarch Landscape Management. Mrs. Fontana reviewed the scope of landscape maintenance throughout the community and the anticipated work needed in 2021, including major tree trimming.

### Wall Restorations:

In 2021 the Wall Committee will continue to monitor the walls and assist the Board in identifying areas of concern and plan for future maintenance as needed.

### Cypress Forest PUD:

Mr. Greg Dicioccio reviewed the following items:

- In 2020 the PUD assumed the Constable contract, the HOA's in the district remain as liaisons
- Reviewed Trash and Recycling issues and contracted a new provider – Texas Pride
- The PUD continues discussions with Harris County Flood Control regarding the PUD land surrounding the former country club land
- New fencing has been completed at the PUD building
- Construction has begun on water plant #2.
- Water rates will increase by 35 cents per 1,000 gallons on April 1, 2021 due to NHCRWA increased fee

Treasurers Report

Mary Matthews presented the 2021 Budget, including a planned reserve contribution of \$114,000

Anticipated Total Income \$459,190

Total Expenses \$412,553

Projected Surplus \$46,637

**MANAGEMENT REPORT:**

Financial Statement Review-December 2020:

*Management reported the following:*

As of December 31, 2020, the Association had a cash balance of \$623,031 in the operating fund and a cash balance of \$325,204 in the reserve fund.

For the months ending December 31, 2020, the Association had an accounts receivable balance of \$82,113.40 resulting in a 7.75% delinquency rate.

**New Committees for 2021:**

Architectural Control

Wall Maintenance

Landscape Management

Deed Restriction Amendment

**Appreciation:**

The Board expressed thanks to Mrs. Smith for her work for the Association for the past 12 years and wished her the best on her relocation.

**CLOSING COMMENTS:**

Mrs. Matthews thanked everyone for their attendance, the candidates for running and the management company.

**ELECTION RESULTS:**

Kevin Jones, Paul Cox, and Mary Matthews were the successful election candidates.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:18 PM.

Respectfully submitted:

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Recording Secretary

Approved as Correct:



Mary Matthews

Director

**7th February 2022**

Date