

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST FUND, INC.
HELD ON FEBRUARY 23rd, 2022 AT 6:00 PM, Via ZOOM TELECONFERENCE

DIRECTORS PRESENT:

Mary Matthews, President
Russell Hildebrand, Vice President
Paul Cox, Director

DIRECTOR ABSENT:

Bruce Roloff, Treasurer
Kevin Jones, Director

In Attendance:

Homeowners: Macie Steed and Gil Lopez
Sgt. David Mathieu of Precinct 4 Constables Office
Amy Fontana of Monarch Landscape Management
Shannon Lewis represented the Managing Agent, PMG Houston

Owner Forum:

Mr. Lopez discussed the alterations that he has completed on his property, without prior approval of the ACC Committee. Incorrectly, it was his understanding that did not have to seek approval from the Association.

CALL TO ORDER:

Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 6:09 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 constable's work in the previous month

- One catalytic converter was stolen on Louetta
- There were 148 contract check, 29 business checks, and 12 MUD building checks
- Package and property theft being followed up with Flock data

Cypress Forest Pud Report – On behalf of Greg DiCioccio: Board President

Mr. DiCioccio was unable to attend the meeting and asked Mrs. Matthews to give a report

- Rehab and painting work at water plant #1 tower will begin soon
- The PUD Board election will be May 7th. There are four candidates for two positions

Consideration of the Minutes:

On a motion duly made, the minutes of the Board Meeting of January 26, 2022, were approved

COMMITTEE AND COMMUNITY REPORTS:

Grounds and Maintenance Report – Amy Fontana

- Mrs. Fontana advised that crepe myrtle trimming has begun
- They are completing seasonal cutbacks
- Boxwood hedges will be trimmed next week, a little more than normal, to reduce height
- Working on weed control and monitoring for brown patch
- There were seven proposals presented for landscaping and all were unanimously approved. They involve restoration of entrances where wall work has been completed and enhancing the beds on the esplanades with new plantings. There will also be necessary tree trimming on the esplanades.

Architectural Control Committee – Mary Matthews and Macie Steed

- Mrs. Matthews reported that there were 28 ACC applications since the last meeting
- Mr. Roloff and Mrs. Matthews met with the proposed replacement Architectural Control Committee members and have begun the required handover of the role
- Macie Steed will lead the committee assisted by Tom Dougherty and Mary Matthews until a suitable replacement is found

ACC Hearing - Mr. Lopez

- Mr. Lopez explained that he had painted the home, trim, columns and added fencing
- He had also added custom 'farmhouse barn style shutters' and had them stained
- He did not complete an application until work had begun and he was cited. He continued to have work done without approval despite letters to cease and desist from the Association.
- The work has not been approved
- Per Mr. Lopez, he is helping raise the property values of the Community
- The Board agreed to discuss this more with the entire Board and ACC at a special hearing

Wall Committee – Mrs. Matthews:

- The Wall Committee met for a review of the progress and prioritization of work. Mr. Shemek is reviewing the Section 10 walls currently and more sites will be identified as needing work shortly.
- The Wall Committee will

Website & Community Liaison Update - Mary Matthews:

- Signboards - Mr. Hildebrand sent out requests for proposals regarding the upgrading of the HOA's signboards to six companies. Only two have responded and neither of these were of interest to the board. He will continue looking for alternative ideas and proposals.
- Branding and Logo - One of our homeowners has given three logos to Mrs. Matthews for the Board to review and use if they so wish. The Board will wait until the entire Board can review before deciding how they wish to move forward with this idea

Flock Cameras – Mary Matthews:

- Mrs. Matthews and Security Liaison Lead, Mr. Mike Parsons of Estates at Windrush, continue to follow up with the Precinct on utilization of Flock data
- Two of the Flock cameras are being replaced due to wear and tear. These replacements are covered by the contract.

Proposals: Mary Matthews

- CenterPoint submitted the requested streetlight proposal for the Herts Rd bridge area. The PUD has agreed to add requested, and HOA approved streetlight requests to their supply and maintenance contract, if CFF pays for the installation. The cost of this installation is \$811.00. The Board unanimously approved this installation for enhanced lighting and safety in the location.
- Mosquito Control Spraying Proposal - Cypress Creek cost is \$161.00 per application and ABC cost is \$500 per application. The Board unanimously approved to stay with Cypress Creek Pest Control for a 3- year contract for weekly seasonal spraying for mid-March to mid-November 2022 through 2024
- Monarch Landscape Management - seven proposals submitted and were approved unanimously
- Canady & Canady Audit and Tax services proposal for year 2021 was submitted and unanimously approved by the Board

MANAGEMENT REPORT:

Financial Statements Review Ending December 31, 2021

- The operating account balance at the end of December was \$802,802.06 and the reserve account balance was \$474,145.66. Delinquencies outstanding total \$88,516.64

Deed Restriction Enforcement:

- During the month of February, there were 223 violations noted
- A new inspector completed the inspection this month with better understanding
- Violations included, but not limited to exterior maintenance and repair, exterior cleaning of the home, maintaining yards, pools, fences, unpermitted vehicles, and unpermitted signage
- The Board requested that PMG pause citations for driveways and pine needles on roofs for the next month and review in the spring
- 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:

- 471-5414 for DR violation – Lawsuit approved unanimously
- 471-8848 for DR violation – Lawsuit approved unanimously
- 472-6788 for delinquency – Lawsuit approved unanimously
- 471-9261 for delinquency – Lawsuit not approved. The Board would like someone to reach out due to the partial payment circumstances. Mrs. Matthews will contact the homeowner directly tomorrow.

Scheduling Of Next Meeting:

The next meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for March 23, 2022, 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 issued reminders mid-February and will send out second reminders in mid-March before the certified letter reminder is sent at the end of March and non-payers are forwarded to the attorney's office for collections.
- Longstanding unpaid accounts are with the attorney's office for collections and lawsuits and cases are being monitored by the Board monthly.
- We are seeing more foreclosures closing due to the end of the CARES Act and are subsequently having to write off bad debt.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:53 PM

Respectfully submitted: Recording Secretary _____

Approved as Correct:

March 23rd, 2022 Date



Mary Matthews Director