

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST FUND, INC.  
HELD ON DECEMBER 8th, 2021, AT 6:00 PM, Via ZOOM TELECONFERENCE

---

DIRECTORS PRESENT:

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

DIRECTOR ABSENT:

Paul Cox, Director

In Attendance:

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

Owner Forum:

No owners were present at comment time

CALL TO ORDER:

Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 6:05 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 two months:

- Several burglaries of motor vehicles in October and November. All vehicles were unlocked
- Package and property theft being followed up with Flock data
- Vandalism and theft of HOA backflow preventers on Champion Forest Dr and Cypresswood
- Hit and run of vehicle, leads are being investigated using Flock data
- Terroristic threat, arrest made, and charges have been filed

Cypress Forest Pud Report - Greg DiCioccio: Board President

Mrs. Matthews reported in Mr. DiCioccio absence:

- The PUD Board discussed the HOA's request for new streetlights to be added to the PUD electricity contract. The PUD has agreed to add them to their electricity contract when CenterPoint and the HOA Board recommend and approve. HOA will pay installation
- Both water plants have been winterized
- The emergency backup generator at water plant #2 is ready for use if needed
- Rehab work of water plant #1 tower is out for bid. Work will begin early next year
- Discussions are ongoing with HCFCFCD regarding the PUD land

Consideration of the Minutes:

On a motion duly made, the minutes of the Board Meeting of October 27, 2021, were approved

**COMMITTEE AND COMMUNITY REPORTS:**

Grounds and Maintenance Report – Amy Fontana: Monarch Landscape Management

- Irrigation inspections are complete
- Mulch has been applied where needed
- Fall color has been installed
- Mrs. Fontana was approached by the Garden Club – they would like HOA approval of a donation for work to spruce up the garden bed at Champion Drive and Cypresswood Drive in the fall or spring.

She will forward the suggested plans to the Board for their review and approval

- Between meetings the Board sought three quotes for repair and replacement of the vandalized and stolen irrigation systems and chose Monarch to do the work. An insurance claim was successfully submitted to the HOA's insurance, payment was received, and the work has been completed
- Between meetings, the Board reviewed and approved a proposal to remove two decaying trees on Cypresswood for safety. The trees will be removed in the coming week

Architectural Control Committee – Bruce Roloff:

- Mr. Roloff reported that there were 17 ACC applications over the last two months. One has not been approved at this time; a carport proposal will need to be investigated further due to roofline issues
- Mr. Roloff and Mrs. Matthews will meet with the proposed replacement Architectural Control Committee members and begin the required handover of the role

Wall Committee – Russ Hildebrand:

- Mr. Shemek of the Wall Committee met with a second foundation specialist to review the wall at Dry Gully in Section 10. The foundation is deemed safe, but it is recommended that soil be backfilled against the foundation to aid stability. Mrs. Matthews will approach HCFCFCD regarding work in Dry Gully
- A proposal from Masonry Solutions for completion of wall repairs in Section 7 was considered (\$2,225) as was a proposal for work on the Knight rider column (\$2,400). Both proposals were approved unanimously
- Harrow wall tree root issue is the next priority for repairs. Once these repairs are done rehabilitation of the irrigation and garden beds at those locations can begin.

Website & Community Liaison Update - Mary Matthews:

- Mrs. Matthews December article for the Women's Club magazine highlighted Flock usage and safety, January's article talked about assessments, budgeting, and the upcoming annual meeting
- Signboards: The Board discussed and approved Mr. Hildebrand to follow up request bids not to exceed \$30,000 in total for the replacement of all four (4) subdivision signboards. Mr. Hildebrand will investigate options in the new year
- The Board approved Mrs. Matthews request for the expense for holiday gift cards for our constables. A \$50 card was approved for each officer in contract

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

**MANAGEMENT REPORT:**

Financial Statements Review Ending October 31, 2021

- The operating account balance at the end of July was \$620,775.90 and the reserve account balance was \$468,436.18. Delinquencies outstanding total \$112,615.67

Deed Restriction Enforcement:

- During the month of November, there were 207 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
- The Board requested that PMG pause citations for driveways and pine needles on roofs for the next month or two 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:

- 471-5333 for delinquency – Lawsuit approved unanimously
- 471-5812 for delinquency – Lawsuit approved unanimously
- 472-2397 for delinquency – Lawsuit approved unanimously

Scheduling Of Next Meeting:

The next meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for January 26, 2022, at 6:00 PM via Zoom

Annual Meeting:

- The Annual meeting is scheduled for February 7<sup>th</sup>, 2022, at 7 pm via Zoom
- Digital election voting using TownSq was approved by the Board, email and paper proxy votes will also be accepted
- The Annual Meeting announcement will be mailed out in early January with a copy of the 2022 Budget, a proxy and nomination form
- Announcements will be made on the website, signboards and via TownSq and Connect email

ADJOURN TO EXECUTIVE SESSION

The Board adjourned to executive session to discuss legal reports, accounts receivable

RECONVENED IN OPEN SESSION

Delinquencies:

- The second payment for property account 472-0438 was made on November 30 as per the settlement. Final payment to be received by the end of December.
- The Board discussed the delinquency resolutions. Unpaid accounts are with the attorney’s office for collections and cases are being monitored.
- We are seeing more foreclosures closing due to the end of the CARES Act and having to write off bad debt.

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.

Policies:

- A new Management Certificate had been drafted, approved, and filed. PMG will ensure it is file with the Texas Real Estate Commission as require by law


ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:17 PM

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

Approved as Correct:

January, 26th 2022      Date

 \_\_\_\_\_ Mary Matthews      Director