

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

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DIRECTORS PRESENT:

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

DIRECTOR ABSENT:

Paul Cox, Director

In Attendance:

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

Owner Forum:

No comments

CALL TO ORDER:

Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 6:02 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

- One burglary of habitation: Suspected offending vehicle had no license plate
- There were 168 contract checks, 27 business checks, and 13 MUD building checks

Cypress Forest Pud Report - Greg DiCioccio: Board President

Mrs. Matthews gave a brief report on behalf of Mr. DiCioccio

- Cleaning and painting of the water tower to begin in April and is expected to take six months
- There are complaints regarding the trash service and all issues are being followed up on
- The PUD Board election will be May 7<sup>th</sup>, there are three candidates for two positions
- Mrs. Matthews was approved to post all PUD candidate BIO's on the HOA medias

Consideration of the Minutes:

On a motion duly made, the minutes of the Board Meeting of February 23, 2022, were approved

**COMMITTEE AND COMMUNITY REPORTS:**

Grounds and Maintenance Report – Amy Fontana

- Mrs. Fontana advised that the tree trimming is complete
- Irrigation repairs have been completed
- New irrigation has been installed at Harrow and Knightrider
- March 29<sup>th</sup> the landscaping will be installed at Harrow and Knightrider
- March 30<sup>th</sup> and 31<sup>st</sup> the landscaping will be installed at the monument signs
- Mrs. Fontana will formulate a proposal for Kimstone and the remaining Champion Forest Dr. garden beds

#### Architectural Control Committee – Macie Steed

- Mrs. Steed reported that there were 15 ACC applications since the last meeting
- It was stated that there was no application for the circular driveway to Champion Drive and the project appears to have stalled with no communication responses from the owners

#### Wall Committee – Russ Hildebrand & Mary Matthews

- Mrs. Matthews of the Wall Committee stated that Mr. Shemek is currently reviewing the walls status
- Proposal being sought for the northern Kimstone wall entrance

#### Website & Community Liaison Update – Mary Matthews

- Mr. Hildebrand announced that he has reached out to six companies with request for proposals, with regard to the signboards: Only two of these have responded and neither proposal is acceptable
- Considering other options for updating the cabinets – Mr. Hildebrand will have an update by the next meeting
- Branding – update the lettering to be bolder and post a poll on Townsq to gather homeowner input

#### 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
- Flock Safety contract 2022-2023 year paid
- Estates at Windrush have paid their contribution share for the 2022 contract

#### Proposals: Mary Matthews

- CenterPoint streetlights were approved for Landau and Herts Bridge. We are waiting on an install date

#### **MANAGEMENT REPORT:**

#### Financial Statements Review Ending January 31, 2022

- The operating account balance at the end of December was \$971,626.69 and the reserve account balance was \$472,468.43. Delinquencies outstanding total \$161,341.49

#### Delinquencies:

- The Board discussed the delinquency resolutions and the sending of the 209/Certified 45-day demand letters is scheduled for the 25<sup>th</sup> March. Failing collection of full payment, cases will be sent to the attorney office for further action
- Unpaid accounts that are already with the attorney's office for collections, and cases, are being monitored for escalation and resolution
- We are seeing more foreclosures closing due to the end of the CARES Act and therefore bad debts are subsequently having to be written off.

#### Deed Restriction Enforcement:

- During the month of March, there were 100 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 Action:

- 471-9957 – Authorization for foreclosure sale – unanimously approved

Scheduling Of Next Meeting:

The next meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for April 27, 2022, at 6:00 PM via Zoom

Meeting Format Discussion:

- Discussion with regard to going back to in person meetings, versus Zoom meetings
- It is more efficient for most to attend the meeting online and contractors all prefer this method, as do the majority of the Board and committee members
- The Board voted to continue with online meetings

ADJOURN TO EXECUTIVE SESSION

The Board did not adjourn to executive session

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:11 PM

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

Approved as Correct:

27th April 2022 Date



Mary Matthews Director