

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST FUND, INC.  
HELD ON February 22, 2023, AT 6:00 PM, Via ZOOM TELECONFERENCE

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DIRECTORS PRESENT:

Mary Matthews, President  
Russell Hildebrand, Vice President  
Bruce Roloff, Treasurer  
William Boyle, Director

DIRECTOR ABSENT:

Paul Cox, Director

In Attendance:

Homeowners: Macie Steed and Marti Schwind  
Shannon Abernathy and KuKuLania "Cookie" LaVergne represented the Managing Agent, PMG Houston in the absence of our usual PMG Manager, Shannon Cook

Owner Forum:

Mrs. Schwind spoke regarding her preference for in person board meetings

CALL TO ORDER:

Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 6:06 PM by VP Mr. Hildebrand. The Managing Agent assisted in recording the meeting minutes.

Contract Constable Deputy Report - Sgt. David Mathieu:

Sgt. Mathieu was unavailable due to report in person due to traffic initiatives being conducted in the neighborhood  
January monthly constable report has been circulated via the HOA TownSq & email utility as per usual procedure

Cypress Forest PUD Report – Greg DiCioccio:

Mr. DiCioccio was not available; Mrs. Matthews reported on behalf of Mr. DiCioccio that it was an uneventful month with no updates to report

Consideration of the Minutes:

On a motion duly made, the minutes of the Board Meeting of January 25<sup>th</sup>, 2023, were accepted

**COMMITTEE AND COMMUNITY REPORTS:**

Grounds and Maintenance Report – Amy Fontana

January:

- Irrigation Inspection and Site Audit (comp 1/29)
- Work Order # 19034 Irrigation repair of Stornoway (comp 1/31)

February:

- Work Order # 19238 Rut Repair on Esplanades (TBS)
- Cape Myrtle Trimming (sch 2/6)
- Irrigation Inspection and Site Audit (sch 2/27)
- Turf Spring Pre/Post Emergent Treatments (TBS)

Architectural Control Committee - Macie Steed reported for the committee:

- Sixteen ACC approval applications have been submitted since the last meeting
  - Twelve have been approved
  - One pending
  - Three were denied, requiring more information
- Bon Hill new build is progressing well with no noted issues

Wall Committee – Mary Matthews & Russ Hildebrand:

- Nothing new to report

Website & Community Liaison Update – Mary Matthews:

- Nothing new to report

Flock Cameras – Mary Matthews:

- Mrs. Matthews reported that battery packs are being upgraded at several installations
- Flock Safety ALPR camera contract is due for renewal in the next two months
- Estates at Windrush will again subsidize one camera cost at renewal

Proposals and Votes - Mary Matthews

- Between Meetings – Board approved Monarch Landscape Maintenance Work Order # 19238 for \$928 – for Esplanade Rut Repair caused by vehicles taking refuge from Cypresswood Dr flooding
- Between Meetings – Board approved a one-time first late fee courtesy wavier policy for requesting homeowners who are non-habitual delinquents and have not previously been issued a fee waiver. Full payment of outstanding balance must be received before waiver is issued

Legal:

- Authorization to File a Judicial Foreclosure Lawsuit on account: # 4725080 - Approved
- Authorization to Conduct Foreclosure Sale on account: # 4727350 - Approved
- Authorization for Writ of Injunction on account: # 4716510 - Approved
- Authorization to File a Judicial Foreclosure Lawsuit on account: #4719122- Hold
  - Board members will conduct personal home visit
- Authorization for a Lawsuit for Deed Restriction Violations: # 4720810 – Hold
  - Board members will conduct personal home visit

***MANAGEMENT REPORT- PMG Community Director***

Financial Statements Review - Ending December 31, 2022

- The operating account balance at the end of December 2022 was \$881,713.94 and the reserve account balance was \$467,053.05. (Mrs. Matthews noted that some 2022 expenses were misclassified as operating expenses and are being reclassified to reserve expenses.)
- Delinquencies outstanding total year-end balance was \$89,994.98, including interest, late and legal fees
- Some account funds are being moved to higher interest rates earning accounts

Delinquencies:

- 162 Delinquency statements issued and mailed in February. Five need reissuing as they are missing the addition of late fees
- 79 late fee statements were issued and mailed in February where assessments had not been *received* by the delinquency date of 31<sup>st</sup> January
- Next late fee of \$150 to be added March 2<sup>nd</sup> along with interest.
- Second delinquency and late fee statements go out to homeowners on/or about March 15th

ADJOURN TO EXECUTIVE SESSION:

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

Reconvene in Open Session:

- Issues noted at Tranquil Park property. Board member will take photos and report back tomorrow. Board will take action and file a HC Heath Department Nuisance report, PMG to issue citations based on report
- Property account #4934790 visible A/C unit. Board discussed and agreed that homeowner should screen garage A/C unit from public view in order to be acceptable. Unit had previously been acceptably screened from public view by shrubbery

Scheduling Of Next Meeting:

The next meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for March 22, 2023, at 6:00 PM via Zoom

ADJOURNMENT:

There being no further business, the meeting was adjourned at 6:55 PM

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

Approved as Correct:

22 March 2023          Date



Mary Matthews          Director