

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST FUND, INC. HELD ON August 23, 2023, AT 6:00 PM, Via ZOOM TELECONFERENCE

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DIRECTORS PRESENT:

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

DIRECTOR ABSENT:

William Boyle, Director

In Attendance:

Homeowners: Ron Blum, Wendy Fryfogle, Tim Merritt & Marti Schwind  
Shannon Cook represented the Managing Agent, PMG Houston

Owner Forum:

Mrs. Fryfogle of the Champion Forest Garden Club noted that she met with Mr. Hildebrand to discuss assisting with funding an HOA landscaping project.

CALL TO ORDER:

Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 6:04 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 the previous month

- There were 120 contract checks
- There were 48 tickets issued
- One burglary of motor vehicles.
- Construction equipment was stolen from the park overnight

Cypress Forest Pud Report:

Mrs. Matthews reported on behalf of Mr. Dicioccio that there were no updates to report, and encouraged residents to attend the PUD meetings for updates.

Consideration of the Minutes:

On a motion duly made, the minutes of the Board Meeting of July 26, 2023, were approved

**COMMITTEE AND COMMUNITY REPORTS:**

Grounds and Maintenance Report – Amy Fontana & Russell Hildebrand

July completed events:

- Irrigation Inspection 7/25
- Site Audit
- WO #21147 irrigation repairs completed 8/3
- WO #21145 power washing brick walls on Champion Forest Dr. and Herts Rd.
- Follow up warranty planting at Kimstone and Redchurch 8/8

Architectural Control Committee:

Mr. Blum reported as liaison for the committee:

- Mr. Tim Merritt has joined the committee to replace Mr. Dougherty, who was thanked for his service
- Twelve ACC approval applications have been submitted since the last meeting
- One has been denied, a gazebo due to no plat survey for review
- ACC Guideline Policy to be revised, reviewed and filed

Wall Committee – Mary Matthews & Russ Hildebrand:

- Sections of wall on Champion Forest Dr and Herts Rd have been power-washed
- Entrance Monuments – a proposal was sought for cleaning
- Mr. Hildebrand noted that several wall repairs are awaiting proposals and materials

Website & Community Liaison Update – Mary Matthews:

- Mr. Boyle submitted an article for the October Women’s club magazine about Halloween Safety
- Installation of new signboard header lettering and logo completed courtesy of NPSigns.

Flock Cameras – Mary Matthews:

- Nothing to report

Proposals and Votes - Mary Matthews

Four proposals from Monarch Landscape Maintenance were approved:

- WO # 21368 to expand and add color to three entrance beds - \$6,976.24
- WO # 21029 irrigation repairs - \$ 3,630.71
- WO # 21287 for removal of two rotten trees - \$3,841.08
- WO # 21372 to power wash three entrance Monuments for \$600.17

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

Financial Statements Review

- The July financials were discussed, and approved, with no questions
- All delinquent assessment accounts are now at the attorney’s office for collection
- 2023 assessments are at less than 2% delinquency.
- 2024 Budget was unanimously approved
- Management certificate needs to be updated with new address for PMG

Legal

Nothing at this time

Scheduling Of Next Meeting:

The next meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for September 27, 2023, at 6:00 PM via Zoom

ADJOURN TO EXECUTIVE SESSION

The Board adjourned to executive session to discuss legal reports, accounts receivable and deed restriction violations.

Reconvene to Open Session

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:04 PM

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

Approved as Correct:

27th September 2023 Date



Mary Matthews Director