

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST  
FUND, INC. HELD ON September 27, 2023, AT 6:00 PM, Via ZOOM TELECONFERENCE

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DIRECTORS PRESENT:

Mary Matthews, President  
William Boyle, Director  
Paul Cox, Director

DIRECTOR ABSENT:

Russell Hildebrand, Vice President  
Bruce Roloff, Director

In Attendance:

Homeowners: Jarratt Crockett, Wendy Fryfogle, Tim Merritt and Macie Steed  
Shannon Cook and Shannon Abernathy represented the Managing Agent, PMG Houston

Owner Forum:

Mrs. Fryfogle of the Champion Forest Garden Club requested an update on landscape projects that the club could donate funds towards.

CALL TO ORDER:

Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 6:11 PM by Mrs. Matthews. The Managing Agent assisted in recording the meeting minutes. Mrs. Matthews introduced Mrs. Shannon Abernathy as our newly assigned Administration Manager from PMG. Mrs. Matthews thanked Mrs. Shannon Cook for her great service and work for the subdivision and wished her every success with new position with another company.

Contract Deputy Report - Sgt. David Mathieu

Sgt. Mathieu gave a brief report of the Constables work the previous month:

- One burglary of motor vehicle – vehicle was unlocked
- There were three incidences at local businesses
- There were 334 contract checks
- There were 53 tickets issued

Cypress Forest Pud Report- Greg DiCioccio

Mr. DiCioccio was unable to attend. Mrs. Matthews reminded the attendees that we are under mandatory drought restrictions until further notice.

Consideration of the Minutes:

On a motion duly made, the minutes of the Board Meeting of August 23, 2023, were approved

**COMMITTEE AND COMMUNITY REPORTS:**

Grounds and Maintenance Report – Amy Fontana & Russell Hildebrand

August completed events:

- Irrigation Inspection and adjustment to meet mandatory water restrictions.
- Site Audit
- Ant bait application 8/6
- WO #21147 Irrigation repairs completed 8/8
- WO #21029 Irrigation repairs completed 8/22
- WO #21372 Power washing entrance monuments completed 8/30
- WO #21287 Removal of two rotten trees and broken branches completed 8/30
- Follow up warranty replanting at Kimstone and Redchurch TBD

#### Architectural Control Committee:

Mr. Merritt reported as liaison for the committee:

- Eight ACC approval applications have been submitted since the last meeting
- Three denials due to lack of information or plat survey for review
- ACC Guideline Policy to be revised, distributed for board review, approval and filing.

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

- Brick Entrance Monuments – have been cleaned
- Proposals to be requested for needed wall repairs

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

- Mrs. Matthews submitted an article for the November Women's club magazine edition regarding how the HOA works and an update on our PMG administration. Safety Awareness for Nov. is on home fire risks. The December article will feature ways to stay in touch with our HOA, a reminder that 2024 assessment billing are in the mail and due 1<sup>st</sup> January. Safety Awareness re porch pirates.
- Mr. Merritt volunteered to assist with signboard letter placement
- Microsoft annual software subscription expense approved

#### Flock Cameras – Mary Matthews:

- No issues to report

#### Proposals and Votes - Mary Matthews

Three proposals from Monarch Landscape Maintenance were presented:

- WO #21368 to expand and add color to the eastside of Cypresswood and Champion Dr entrance bed for \$10,014 was discussed and tabled further review by the Board.
- WO # 21369 to add a new bed to the entrance at Champion Dr on Louetta \$5,746.82 was tabled for further review by the Board
- WO #21633 irrigation repairs \$2,210.72 was approved

A proposal from NPSigns for repair and repainting of lettering on our three brick entrance monuments was considered and approved for \$1,530.00

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

#### Financial Statements Review

- The August financials were discussed with several explanations
- All delinquent assessment accounts are now at the attorney's office for collection
- Management certificate has been updated and filed with the new address for PMG
- 2024 Assessment billings will be sent out mid-November

#### Legal

Deed Restriction Violation lawsuit on A/c # 4727033 was considered and approved

#### Scheduling Of Next Meeting:

The next meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for October 25, 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

Several deed restriction violations were discussed along with required actions.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:22 PM

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

Approved as Correct:

25th October 2023          Date

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