

**MINUTES OF THE ANNUAL MEETING OF THE MEMBERS OF CHAMPION FOREST FUND, INC. HELD
ON FEBRUARY 6, 2023, AT 7:00 PM, via Zoom**

DIRECTORS PRESENT:

Russell Hildebrand, Vice-President
Bruce Roloff, Treasurer
Kevin Jones, Director
Paul Cox, Director

DIRECTOR ABSENT:

Mary Matthews, President

IN ATTENDANCE:

41 Owners were present in person or by proxy
79 Owners had voted on TownSq
Amy Fontana – Monarch Landscaping
Greg Dicioccio – CFPUD Board President
Macie Steed – CF Architectural Control Committee
Shannon Cook represented the Managing Agent, Associa PMG Houston

CALL TO ORDER:

Due notice of the meeting having been given and a quorum being certified as present in person or by proxy, the meeting was called to order at 7:02 PM by Mr. Hildebrand. The managing agent assisted in recording the minutes.

INTRODUCTIONS:

Mr. Hildebrand welcomed owners present and introduced the members of the Board, noted their committee representation and introduced Shannon Cook, of Associa PMG Houston. He noted that he would be chairing the meeting in Mrs. Matthews place due to her unexpected incapacity.
Mr. Hildebrand thanked Director Kevin Jones for his service as he stepped off the Board.

BOARD VICE PRESIDENTS ADDRESS:

Mr. Hildebrand reviewed the work the Board had completed in 2022:

- The Board and Management continued to manage the budget, contractors, deed restriction violations, delinquencies, owner communications
- There were nearly 110 home sales with a significant reduction in days on the market.
- 2022 started with the election of two Board members, Bruce Roloff and Russell Hildebrand were re-elected.
- Brick wall assessments and repairs continued
- Five contractors' annual contracts were reviewed with four being renewed
- A fresh new Champion Forest logo was adopted and added to our website and email
- Website and email content have been upgraded and improved, helping to enhance communications.
- The signboards were updated monthly and the Board is reviewing options for 2023
- The newly formed ACC Committee reviewed and processed over 170 applications.

CONSIDERATION OF PREVIOUS MEETING MINUTES:

On a motion duly made, the minutes of the Annual Meeting of the Members held on February 7, 2022 were approved as presented.

NOMINATIONS/VOTING/COLLECTION OF BALLOTS:

Management stated that the election was held for three Directors for two-year terms. The election was announced as per due process and took place on our TownSq app, there were 79 owners who voted.

BOARD REPORTS & GUEST SPEAKERS:

Architectural Control Committee: Mrs. Steed

- Over 170 ACC Approval Applications submitted in 2022
 - The majority of them pertained to fence, windows, roof, and painting.
- One new build has been completed
- Two new builds are still in process
- There are just two vacant buildable lots remaining in our Champion Forest subdivision

Safety & Security:

Sargent David Mathieu was not available to join the meeting. It was reported that in 2022:

- 705 tickets issued
- 247 reports taken
- 128 Flock Vehicle searches
- 55 Vacation Watch checks were made
- 587 other calls were addressed

Website, Communications and Community Events:

Mr. Hildebrand announced that the HOA website is regularly updated with the latest Subdivision News, information, and useful links. The *CF TownSq* app, available from our management company and is being used to keep homeowners informed and offers an easy way reach out to management, and the Board of Directors, to make assessment payments, and to view Community Documents.

The HOA participated in and helped to sponsor events throughout the year. The Independence Day Parade, and in October, a celebration of First Responders and Frontline Workers. We have missed the community events of previous years and look forward to co-sponsoring more events in 2023.

Grounds and Maintenance:

Mr. Hildebrand introduced Amy Fontana of Monarch Landscape. Mrs. Fontana reviewed the scope of landscape maintenance throughout the community in 2022:

- Freeze recovery.
- Drought and extreme heat mitigation
- Major tree trimming and removal
- Addition of new water meters and irrigation on Champion Forest Drive
- Redesign of entrance beds and plantings

In 2023 the focus will be on irrigation and water conservation measures, tree trimming and shrub care, redesigning of beds and replacement of plantings where depleted, flower bed enhancement and seasonal plantings.

Wall Restorations:

In 2022 minor wall repairs were made as needed.

In 2023 the Wall Committee will continue to monitor the walls and assist the Board in identifying areas of concern, and plan for future maintenance. The Entrance monuments will be cleaned and assessed for needed repairs.

Cypress Forest PUD Report: Greg Dicioccio reviewed the following items:

- The park continues to be enjoyed by the community and maintained by the PUD.
- HCFCF has added tree plantings to their land within the district
- In 2022 the Herts Rd water tower was refurbished and painted.
- The tax rate was reduced by \$0.01 to 0.27 cents per every \$100.00 assessed property value
- The NHCRA water supply listed on the bill was not increased in 2022 this year and will decrease in 2023
- Mr. Dicioccio encouraged residents to attend the PUD meetings and sign up for email and text alerts.

Treasurers Report

Mr. Hildebrand presented the 2023 Budget, including a planned reserve contribution of \$114,000

Anticipated Total Income \$474,690

Total Expenses \$459,248

Projected Surplus \$ 15,442

MANAGEMENT REPORT:

Financial Statement Review-December 2022: *Management reported the following:*

As of December 31, 2022, the Association had a cash balance of \$881,714 in the operating fund and a cash balance of \$467,053 in the reserve fund.

For the months ending December 31, 2022, the Association had an accounts receivable balance of \$89,995.

Committees for 2023:

Architectural Control

Wall Maintenance

Landscape Management

Deed Restriction Amendment

Appreciation:

The Board expressed thanks to their contractors, Committee members, Cypress Forest PUD, the Constables, and all the Community Organizations that help make Champion Forest a great place to live.

We appreciate all of our directors for their willingness and dedication in serving our great community.

CLOSING COMMENTS:

Mr. Hildebrand thanked everyone for their attendance, the candidates for running, and the management company.

ELECTION RESULTS:

Bill Boyle, Paul Cox and Mary Matthews were the successful election candidates.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:07 PM.

Respectfully submitted:

Recording Secretary _____

Approved as Correct:

Director Mary Matthews



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Date Feb 5th 2024