

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST  
FUND, INC. HELD ON January 23rd, 2024, AT 6:00 PM, Via ZOOM TELECONFERENCE

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DIRECTORS PRESENT:

Mary Matthews, President  
William Boyle, Vice President  
Bruce Roloff, Director  
Charlie Hebert, Director

DIRECTOR ABSENT:

Paul Cox, Director

In Attendance:

Greg DiCioccio of Cypress Forest PUD, Amy Fontana and David Fernandez of Monarch Landscape Management, Shannon Abernathy represented the Managing Agent, PMG Houston

Owner Forum:

No owner comments.

CALL TO ORDER:

Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 6:07 pm. The Managing Agent assisted in recording the meeting minutes.

Contract Deputy Report - Sgt. David Mathieu:

Sgt. Mathieu was unable to attend. Mrs. Matthews noted that it had been a quiet month in the district.

Cypress Forest PUD Report- Greg DiCioccio:

Mr. DiCioccio reported:

- A new natural gas-powered emergency generator has been ordered for Water Plan #1 on Herts Rd. Installation will be made once it is received, expected late this year.
- Best Trash is performing their service consistently well despite inclement weather.
- PUD Tax Rate has been reduced slightly for 2024 tax year.
- Water and sewer rates have been increased to offset inflation of costs.

***COMMITTEE AND COMMUNITY REPORTS:***

Grounds and Maintenance Report – Amy Fontana:

December / January completed events:

- Pre freeze irrigation inspection completed and one BPV at Redchurch found to be leaking. Warranted repair to be completed when parts available.
- Site Audit and post freeze debris clean up made.
- Shrub and groundcover fertilization applied in December, a second application to be made in February.
- Cutbacks to be made for plant health in the coming months as temperatures warm.
- Weed removal and treatment continues.
- Summer color enhancement pallet chosen.

#### Architectural Control Committee:

- Seven ACC approval applications have been submitted since the last meeting.
- Two 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 – Bill Boyle & Mary Matthews:

- Inspection of our association two gate houses on Champion Drive at Louetta to be made this week. If needed, proposals to be sort for cleaning and any required restorative repairs.
- Proposals to be requested for two needed wall column repairs.
- Replacement of lighting of entrance monuments was discussed and the Board approved the purchase of a trial system for one entrance. If successful further additions will be considered.

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

- Mrs. Matthews submitted an article for the February edition of the Women's Club magazine, the article featured an invitation to the annual meeting a brief review of the Boards work in 2023 along with a Safety Awareness reminder of the 9 p.m. Routine.
- March's article submission will be an overview of the Board plan for 2024 and a Safety Awareness reminder to lock your vehicles.

#### Flock Cameras – Mary Matthews:

- Flock continues to monitor camera performance and replace equipment as needed.

#### Approved between meetings:

- October 25<sup>th</sup>, 2023, Meeting Minutes
- Nomination and confirmation of interim HOA Director Charlie Hebert
- Nomination and confirmation of ACC Team member Robert Bruno
- Associations Annual Insurance Contract reviewed and renewed for a total cost of \$17,098.96
- Annual Meeting date and time set for 7 pm on the 5<sup>th</sup> February 2024, via Zoom
- Regular meeting date adjustment to the fourth Tuesday of each month at 6 pm

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

#### Financial Review

- The October, November & December financials were reviewed
- 2023 year-end delinquency status reviewed
- 2024 Assessments received reviewed
- 2023 Annual Audit and Tax Engagement Letter of Nagesh & Associates approved for \$3,800

#### Scheduling Of Next Meeting:

The next regular meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for February 27, 2024, at 6:00 PM via Zoom

Annual Meeting & Election:

Election via TownSq & Email to take place from the 26<sup>th</sup> January to 1<sup>st</sup> of February

There are three candidates on the ballot

Annual Meeting 5<sup>th</sup> February 2024 at 7 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 7:17 pm.

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

Approved as Correct:

27th Feb 2024 Date

 Mary Matthews Director