

**MINUTES OF THE ANNUAL MEETING OF THE MEMBERS OF CHAMPION
FOREST FUND, INC.
HELD ON FEBRUARY 11th, 2025, AT 7:00 PM, via Zoom**

DIRECTORS PRESENT:

Mary Matthews – President
Bill Boyle - Vice President
Bruce Roloff - Treasurer
Charlie Hebert - Director

DIRECTOR ABSENT:

Paul Cox

IN ATTENDANCE:

21 Owners were present in by proxy
14 Owners attended the meeting
118 Owners had voted on TownSq
Stg. David Mathieu – Constable Precinct 4
Amy Fontana – Monarch Landscape Management
Shannon Abernathy represented the Managing Agent, Associa PMG Houston

CALL TO ORDER:

Due to 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 Ms. Matthews. The administrative Managing Agent assisted in recording the minutes.

INTRODUCTIONS:

Ms. Matthews welcomed the owners present, introduced the members of the Board, and Shannon Abernathy, of Associa PMG Houston.

BOARD PRESIDENT ADDRESS:

Ms. Matthews reviewed the work the Board completed in 2024:

- The Board and Management continued to manage the budget, contractors, deed restriction violations, delinquencies, owner communications
- There were over 89 home sale transfers noted
- 2024 started with the election of two Board members, Charlie Hebert was elected, and Bruce Roloff was re-elected.
- Five contractors' annual contracts were reviewed and renewed
- Website and email content have been upgraded and improved, helping to enhance communications
- The ACC Committee reviewed and processed over 180 applications

CONSIDERATION OF PREVIOUS MEETING MINUTES:

On a motion duly made, the minutes of the Annual Meeting of the Members held on February 5th, 2024 was 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 via our TownSq app, 118 owners voted on town square and there were 17 proxy votes assigned to the Board for the vote. Four proxies were submitted for quorum purposes only.

BOARD REPORTS & GUEST SPEAKERS:

Architectural Control Committee:

- Over 180 ACC Approval Applications submitted and reviewed in 2024
- The majority of them pertained to fences, windows, roofs, and painting.
- One new build was approved
- There is just one vacant buildable lot remaining in our Champion Forest subdivision

Safety & Security: Sergeant David Mathieu

Reported that in 2024:

- 631 Other Calls - Includes, solicitor calls, meet the citizens, fraudulent use of ID
- 418 Traffic Stops
- 184 Reports Taken
- 179 Flock Vehicle Searches
- 78 Vacation Watch Checks

Website, Communications, Community Events:

Ms. Matthews noted 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 is being used to keep homeowners informed and offers an easy way to reach out to management, make assessment payments, take election votes, and view Community Documents.

The HOA participated in and helped to sponsor subdivision events throughout the year. We look forward to co-sponsoring more events in 2025.

Grounds and Maintenance: Amy Fontana

Mrs. Fontana reviewed the scope of the community landscape maintenance and improvement throughout the subdivision in 2024:

- Freeze weather clean-up and windstorm recovery
- Irrigation and heat mitigation
- Tree trimming and removal
- The addition and redesign of several entrance beds and planting enhancements

In 2025 the focus will be on irrigation and water conservation measures, tree trimming and shrub care, enhancement of planting beds and replacement of plantings where depleted, flower bed enhancement and seasonal plantings, along with fertilization and mulching.

Wall & Hardscape Restorations: Bill Boyle

Mr. Boyle reminded residents that with approximately 1 mile of brick walls, all owners who benefit directly from those walls must take care to protect them.

- In 2024 several minor wall repairs were made as needed.
- Our association's two gatehouses on Champion Dr at Louetta were restored and new lighting has been added.
- In 2025 further lighting enhancements will be added to enhance our association's entrances.
- Fresh planting beds will be added in the spring.
- The Committee will continue to monitor the walls identifying areas of concern, and plan for future maintenance.

Cypress Forest PUD Report:

- The park continues to be enjoyed by the community and maintained by the PUD. Discussions are ongoing with the county regarding the land.
- The PUD maintains a low tax rate which was reduced slightly from \$0.2623 to \$0.2523 per \$100 assessed property value. However, as assessed property values have increased so have overall tax bills
- Generator construction and installation at the Herts Rd water plant and Champion Dr water plant is slated to be completed this year at a cost of \$1.3 million.
- Sewer pipeline video camera inspection to assess maintenance needs will take place this spring.
- The water Rate Order was updated to incorporate revisions and slight rate increases.
- Residents were encouraged to attend the PUD meetings and sign up for email/text alerts.

Treasurer Report: Bruce Roloff

Mr. Roloff presented the 2025 Budget, including a planned reserve contribution of \$113,823

Anticipated Total Income \$483,390

Total Expenses \$483,390

Projected Surplus \$ 0

MANAGEMENT REPORT:

Financial Statement Review-December 2024: *Management reported the following:*

As of December 31, 2024, the Association had balances of:

Operating accounts balance of \$928,513

Reserve accounts balance of \$620,138

Accounts receivable balance of \$94,837 (Comprised of 2024 Assessments owed - \$5,573 (1.28%)

Associated legal, late fees and interest and prior years assessments of \$89,264)

Year-end operating expenses were \$455,083

Year-end reserve expenses were \$131,503

Committees for 2025: Ms. Matthews reminded residents that the HOA is always looking for skilled volunteers to help the Association with work on its committees:

Architectural Control

Wall & Hardscape Maintenance

Landscape Management

Policy & Deed Restriction Amendment

Investment Advisory

Civic Outreach

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 our directors for their willingness and dedication in serving our great community.

Thanks were expressed to Director Cox, who has left the Board, for his service and good wishes given for his new endeavors.

CLOSING COMMENTS:

Ms. Matthews thanked everyone for their attendance, the candidates for running, and the management company for their assistance.

ELECTION RESULTS:

Rick Mora, Bill Boyle and Mary Matthews were the successful election candidates.

OWNERS QUESTIONS & COMENTS:

One owner sought information regarding the upkeep of a section of roadside south of Cypresswood Drive. One owner reiterated that they would personally like to have in-person meetings. Another owner questioned the constable's response times and was directed to speak to CPT4 directly.


ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:04 PM.

Respectfully submitted:

Recording Secretary _____

Approved as Correct:

Director  Mary Matthews

Date April 28th 2025