

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST  
FUND, INC. HELD ON July 22<sup>nd</sup>, 2025, AT 6:00 PM, Via ZOOM TELECONFERENCE

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DIRECTORS PRESENT:

Mary Matthews, President  
Bill Boyle, Vice President  
Charlie Hebert, Director

DIRECTORS ABBSENT:

Bruce Roloff  
Rick Mora

In Attendance:

Homeowners Bob Jackson, Vincent Marquez, and Mark Warpmaeker attended the meeting, along with Stg. David Mathieu from Harris County Constable Precinct 4 and Amy Fontana from Monarch Landscaping. Shannon Abernathy was present as the representative of the administrative Managing Agent, PMG Houston.

Owner Forum:

Mr. Jackson reaffirmed his belief that in-person annual meetings featuring guest speakers have the potential to attract more than 60 participants. He also inquired about the status of the upcoming Traffic Initiative.

Mr. Marquez requested an update regarding his ACC application and was informed that approval had been granted, along with the date on which the notification was sent via email.

CALL TO ORDER:

Due notice of the meeting having been given and a quorum being present, the meeting was called to order by Ms. Matthews at 6:06 pm. The Ms. Abernathy assisted in recording the meeting minutes.

**COMMUNITY REPORTS:**

Contract Deputy Report - Sgt. David Mathieu:

Sgt. Mathieu reported on activity and incidences across the district in June.  
He noted that the district Traffic Initiative would begin tomorrow and continue into the weekend.

Cypress Forest PUD Report

Mr. DiCioccio, PUD Board President was not present.  
Ms. Matthews reported that the land swap and detention contract between the PUD and HCFCD was approved by Commissioners Court on June 26, and an engineering firm has been hired to plan the detention construction. Additionally, discussions have started with a golf group.

**COMMITTEE REPORTS:**

Architectural Control Committee - Mark Warpmaeker:

Mr. Warpmaeker reported that in June and July:

- Twelve ACC applications for approval were submitted between Board meetings.
- Of note there were six new roof applications
- All were approved, with one, a glasshouse application requiring more information.

#### Grounds & Maintenance Report – Amy Fontana

Mrs. Fontana presented a summary of the landscape work completed across the subdivision in July and the work pending in the coming month.

- Seasonal Color has been installed
- Planting repair work at Manningtree and Herts has been completed
- Augmented plantings at the gatehouses have been delayed due to plant sourcing issue
- Tree fungicide treatments have been put on hold waiting for the weather to cool slightly

Three landscape improvement proposals were presented and discussed:

- Irrigation repairs on Esplanade 2 WO# 27383 for \$690.44 Approved
- Tree trimming of the Brampton Ct Island in prep for groundcover WO# 1081622 for \$1,224 Approved
- Tree trimming on Esplanade 1 in preparation for esplanade lighting WO# 1081281 for \$1,518.79 Approved

#### Wall & Hardscape Committee – Bill Boyle:

Mr. Boyle reported:

- Monument work progressing well; backlit lettering has been ordered in a slightly darker color for more contrast. Installation expected by the end of August.
- Electrics on the Cypresswood monument require raising and potting to help prevent flood water damage. Brothers Electric proposal #0072 for \$875 was considered and approved
- A revised plan of lighting with consideration of flood water damage prevention for lighting at the monument and on trees on Esplanade 1 was discussed. Elegant Lighting proposal #1323 for \$7662.60 was approved

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

- August's Women's Club magazine article submission is on Hurricane Preparedness with a safety message of Turn Around, Don't Drown.
- September Women's Club magazine article submission will be on the purpose of the ACC and a call for ACC team volunteers

### **MANAGEMENT REPORT:**

#### Financial Review – Shannon Abernathy, PMG:

- June financials were reviewed:  
Operating balance \$1,072,112.95  
Reserve balance \$ 625,745.21

As of July 18<sup>th</sup>, 2025, there were \$9,874.47 in unpaid 2025 assessments outstanding.

The Board raised inquiries regarding the elevated postage and auxiliary expenses reflected in the June financial statements and requested a comprehensive monthly breakdown of these costs.

#### Legal:

No authorizations for lawsuits were presented for approval.

Scheduling of Meetings:

The next regular meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for August 26th, 2025, at 6:00 PM via Zoom

EXECUTIVE SESSION

The Board addressed concerns with Mrs. Fontana of Monarch Landscaping, specifically requesting itemized breakdowns on all cost proposals—including labor, materials, and equipment expenses. They emphasized that proposals should be compiled and submitted to the Board for review and potential amendment prior to scheduled meetings. Furthermore, the Board requested more frequent and direct communications regarding the progress of ongoing landscape projects, noting the importance of timely updates for effective oversight.

The Board reviewed legal reports, accounts receivable, and deed restriction violations. PMG will follow up on several violations, with ten cases being referred to the attorney for resolution. The importance of consistent inspections and follow-up by PMG and attorneys was emphasized.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:36 pm

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

Approved as Correct:

26th August 2025      Date



Mary Matthews      Director