

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST
FUND, INC. HELD ON August 26th, 2025, AT 6:00 PM, Via zoom teleconference

DIRECTORS PRESENT:

Mary Matthews, President
Bill Boyle, Vice President
Bruce Roloff, Director
Rick Mora, Director
Charlie Hebert, Director

DIRECTORS ABBSENT:

In Attendance:

Homeowner Bob Jackson 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:

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 6:04 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 July.

He also reported on the district Traffic Initiative and noted that there would be a further traffic initiative in early September.

Cypress Forest PUD Report

Mr. DiCioccio, PUD Board President was not present.

Ms. Matthews reported that the PUD has engaged an engineering firm for the planning of the detention ponds and residents should use caution in the park while planning and works are in progress.

COMMITTEE REPORTS:

Architectural Control Committee

Ms. Matthews reported that in July and August the committee received:

- Seven ACC applications for approval were submitted between Board meetings.
- One application denied due to quality of workmanship and materials, and lack of harmony of external design with existing structures

Ms. Matthews noted that a new Architectural Control Committee Member Application Form and explanation of the role has been developed and uploaded to the HOA website. We have two candidates for the ACC team currently. The newly required official call for candidates will be published in September.

Grounds & Maintenance Report – Amy Fontana

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

- Irrigation repairs on Esplanade 2 have been completed
- Brampton Ct tree trimming and new groundcover installation has been completed
- Gatehouse augmented plantings have been completed
- Tree trimming on Esplanade 1 completed
- Arbor fungicide treatment has been applied
- Ant and pest treatment is being applied on the community grounds
- The Cypresswood frontage of the property at Guinstead was cleaned up by Monarch but it was noted that this is not community property, the owners are required to continue the maintenance upkeep.

Three landscape improvement proposals were presented and discussed:

- Tree trimming of the internal cul-de-sac islands: WO# 1103061 \$1,740.12 - Approved
- Arkdale Ct groundcover renewal proposal: WO # 27658 \$7,854.68 - Tabled pending alternative plan
- Irrigation Repairs: WO# 27417 \$4,475.06 - Approved

Wall & Hardscape Committee – Bill Boyle:

Mr. Boyle reported:

- Monument work progressing well. Installation expected to be completed by the end of August on both Champion Forest Dr at Louetta and Cypresswood Dr at Guinstead
- Electrics on the Cypresswood Dr monument have been potted and raised. Invoice submitted for payment

Website & Community Liaison Update - Mary Matthews:

- September Women's Club magazine article submission is on the purpose of the ACC, along with an official call for ACC team volunteer applications, to be accepted until the 14th of September. The September safety message is on Distracted Driving.
- October Women's Club magazine article submission will be on Halloween Safety along with a safety message on the 9PM Lockup Routine.

MANAGEMENT REPORT:

Financial Review – Shannon Abernathy, PMG:

- July financials were reviewed:
Operating balance \$ 1,038,086.79
Reserve balance \$ 605,592.44

As of August 20th, 2025, there were \$9,132.47 in unpaid 2025 assessments outstanding.

The Board concerns regarding the elevated postage and auxiliary expenses reflected in the April – July financial statements were reviewed. Ms. Abernathy explained her understanding of the errors. A further investigation and written explanation was requested by the Board.

The July meeting Minutes were accepted.

Mr. Hebert noted that mosquito activity had increased of late and asked if additional treatments could be added. The Board approved adding a second spray per week for the remainder of the 2025-year contract.

The ACC ELIGIBILITY AND SOLICITATION POLICY required as of September 1st, 2025, was presented an approved pending confirmation of numeric details.

The newly drafted SECURITY MEASURES POLICY was presented, reviewed and approved pending confirmation of numeric details.

Legal:

No authorizations for lawsuits were presented for approval.

Delinquent assessment accounts listed were approved to be sent to attorney's office legal collection:

A/C 5904415

A/C 4715634

A/C 4721107

A/C 4720658

A/C 4727606

Scheduling of Meetings:

The next regular meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for September 23rd, 2025, at 6:00 PM via Zoom

October meeting date is set for the 28th

December meeting date was tentatively set for the 9th, the final Board meeting for 2025

EXECUTIVE SESSION

The Board discussed legal representation, reviewed legal reports, accounts receivable, and deed restriction violations. It was noted that PMG have changed their inspection team and process; the Board requested a further amendment to the process which is designed to enhance accuracy and speed up the escalation timeline. The importance of consistent inspections and follow-up by PMG and our attorneys was emphasized.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8 pm

Respectfully submitted: Recording Secretary _____

Approved as Correct:

29th August 2025 Date



Mary Matthews Director