

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST FUND,
INC. HELD ON OCTOBER 28th, 2025, AT 6:00 PM, via Zoom

DIRECTORS PRESENT:

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

DIRECTOR ABBSENT:

Rick Mora, Director

In Attendance:

No homeowners attended the meeting. Stg David Mathieu of Harris County Constable Precinct 4 and Amy Fontana from Monarch Landscaping attended. Shannon Abernathy was present as the representative of the administrative Managing Agent, PMG Houston.

Owner Forum: None.

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 6:01 pm. 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 September.

Cypress Forest PUD Report – None

COMMITTEE REPORTS:

Architectural Control Committee: Mark Warpmeaker

Mr. Warpmeaker reported on behalf of the committee that in August and September the committee received:

- Twelve ACC applications for approval were submitted between Board meetings.
- All approved bar one solar installation application is pending more details
- Mr. Warpmeaker thanked the Board for their assistance in locating and confirming two new volunteers for the ACC

Grounds & Maintenance Report – Amy Fontana

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

- Tree trimming on the internal cul-de-sac islands has been completed.
- Arkdale ground cover installation is complete.
- Multiple irrigation repairs completed
- Fresh mulch has been applied
- Fungicide and pest control applications have been made
- Ant bait and control is being applied
- Storm debris clean-up is underway
- Fall color installation will take place in the next week or two

Two draft proposals for planting enhancements on internal islands were presented and tabled till spring. There was discussion regarding changing two of the irrigation power sources at Champion Dr at Louetta to ensure reliable irrigation delivery and a quote was requested.

Wall & Hardscape Committee – Bill Boyle:

Mr. Boyle reported:

- Monument work is completed on all three of our entrances; Champion Dr at Louetta, Champion Forest Dr at Louetta and Cypresswood Dr at Guinstead. Final payment has been made.
- A plan has been developed to reuse the old lettering removed from our monuments for economy and further subdivision enhancement. A proposal has been submitted to the Board for discussion and consideration. Mr. Boyle and Ms. Matthews will survey the proposed locations and report back to the Board.
- Thematic use of the entrance lighting was discussed, and a plan was formulated. Ms. Matthews offered to draw up a detail and use policy for Board guidance.

Website & Community Liaison Update - Mary Matthews:

- November Women's Club article magazine submission will be on thankfulness and appreciation for our community and those who serve in it, along with a safety message on home fire awareness.
- December article submission contains an annual update, reminder about assessment billings and a safety message regarding porch pirates.
- After some Board discussion between meetings an increase was made to the "Communications & Website" budget line for 2026. The increase is in expectation of the handover to a paid contractor of much of the work Ms. Matthews does at present on regular monthly subdivision electronic communications, article composition, website updates and website page maintenance.

MANAGEMENT REPORT:

Financial Review – Shannon Abernathy, PMG:

- September financials were reviewed:
Operating balance \$983,527.82
Reserve balance \$583,857.25
- As of October 21, 2025, there were \$7,199.47 in unpaid 2025 assessments outstanding.
- The 2026 Budget was presented and approved
- The Board requested follow up on the postage overage values and the refund due the association.

Legal:

No authorizations for legal action were presented.

Several deed restriction violations were discussed; the Board requested more clarity in photographs and wording of violation details be sent to the owners before being turned over to the attorneys for action. One deed restriction violation was approved as cited to be sent to the attorney for action on property Account #472-7198

Scheduling of Meetings: The next regular meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for December 1st, 2025, at 6:00 PM

EXECUTIVE SESSION

The Board reviewed legal reports, accounts receivable, and deed restriction violations.

PMG have changed their inspection team and process; the new process is now being implemented.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:33 pm

Respectfully submitted: Recording Secretary _____

Approved as Correct:

30th Oct 2025 Date

 Mary Matthews Director