

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST FUND,  
INC. HELD ON DECEMBER 1st, 2025, AT 6:00 PM, via Zoom

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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 were in attendance. 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 6:04 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 October.

He reported that November had been a quiet month and the November constable's report for distribution will be ready shortly.

Cypress Forest PUD Report: None

**COMMITTEE REPORTS:**

Architectural Control Committee:

Ms. Matthews reported on behalf of the committee that in October and November the committee received:

- Fifteen ACC applications for approval were submitted between Board meetings.
- All approved bar one fence application pending more details

Grounds & Maintenance Report – Amy Fontana

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

- Multiple irrigation repairs completed
- Fall color installation has been installed
- Mowing and irrigation schedule has been adjusted for the change of season

December work will include:

- Site Audit and Irrigation Inspection

- Shrub and ground cover fertilization
- Heavy acorn drop pick up
- Burying of exposed drip lines where needed

Three proposals were submitted for consideration:

- Work Order #28675 – Irrigation Repairs - \$3,002.45 - Approved.
- Work Order #28667 – Champion Forest & Herts Wall Bed Plantings - \$6,218.08 - Tabled until after wall lettering placement project is complete.
- Work Order #28668 – Champion Forest & Herts Irrigation proposal - \$18,000 - Tabled until after wall lettering placement project is complete. The Board also requested an alternative proposal not including turf irrigation.

Wall & Hardscape Committee – Bill Boyle:

Mr. Boyle reported:

- Monument column light adjustment proposal was sort and the cost of \$500.00 was approved between meetings to highlight the seasonal decorations. The needed adjustments were made before Thanksgiving. The subdivisions refreshed holiday decorations have been installed by the Garden Club.
- Thematic use of the entrance lighting policy is in development.
- A summary of the 2025 monument and landscape lighting project has been compiled by Mr. Boyle for future reference.
- The plan to reuse the old lettering removed from our monuments for economy and further subdivision enhancement is underway. Mr. Boyle and Ms. Matthews surveyed the proposed locations and reported back to the Board that there are two locations; Herts Rd at Champion Forest Drive curved wall and Landau Dr at Champion Forest Dr north curved wall that are prime locations at this time. The Board agreed on the two locations.
- Due to seasonal workload the Elegant Lighting proposal for the lighting of wall lettering locations is pending until January. Mr. Boyle will follow-up with Elegant Lighting in the new year.

Website & Community Liaison Update - Mary Matthews:

- December article submission for the Women's Club magazine contains an annual update, reminder about assessment billings and a safety message regarding porch pirates.
- January article submission is a brief overview of the work ahead for the coming year, assessment reminder and annual meeting reminders. The safety awareness message is on cold weather preparedness.
- Along with the usual December monthly email updates, a Freezing Weather preparation email is ready to be sent if needed.

***MANAGEMENT REPORT:***

Financial Review – Shannon Abernathy, PMG:

- October financials were reviewed:
 

Operating balance	\$961,437.87
Reserve balance	\$594,809.64
- As of November 30, 2025, there were \$6,524.47 in unpaid 2025 assessments outstanding.

Legal:

Two authorizations for legal action, foreclosure lawsuits, were presented and reviewed:

A/c 4719261 - Approved

A/c 5536126 - Approved

Two deed restriction violations were discussed and approved for turnover to our attorneys for follow-up and potential lawsuit to help bring them to resolution.

Scheduling of Meetings: The next regular meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for January 27th, 2025, at 6:00 PM

Annual Election and Meeting:

- The annual meeting was scheduled for February 9<sup>th</sup>, 2026
- The notice of the annual meeting was scheduled to be mailed out by the 7<sup>th</sup> of January
- The election vote, for two director positions, will be conducted electronically via TownSq and email from January 30<sup>th</sup>, 2026, to February 5<sup>th</sup>, 2026.
- The vote will close on February 5<sup>th</sup>, 2026, before the meeting.

EXECUTIVE SESSION

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

An application from a homeowner for an FFL permit received due consideration and it was agreed to grant the permission with the requirement that the owner sign a restriction. Ms. Abernathy was instructed to contact to owner to have the restriction signed.

ADJOURNMENT:

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

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

Approved as Correct:

22nd Jan 2026      Date

  
Mary Matthews      Director