

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST FUND,  
INC. Held on January 27th, 2026, 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 were in attendance. Stg Michael Gonzales 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 6:12 pm. Ms. Abernathy assisted in recording the meeting minutes.

**COMMUNITY REPORTS:**

Contract Deputy Report – Sgt Michael Gonzales:

Sgt. Gonzales reported on activity and incidences across the district in December  
He reported that it had been a quiet month and the in the district.

Cypress Forest PUD Report: None

**COMMITTEE REPORTS:**

Architectural Control Committee:

Ms. Matthews reported on behalf of the committee that in December and January the committee received:

- Twelve ACC applications for approval were submitted between Board meetings.
- Ten applications have been approved and two are pending review.

Grounds & Maintenance Report – Amy Fontana

Mrs. Fontana presented a summary of the landscape work completed across the subdivision:

December and January and the work included:

- Multiple irrigation repairs completed
- Mowing and irrigation schedule has been adjusted for the change of season
- Irrigation has been winterized to protect from freezing temperatures
- Shrub and Groundcover fall fertilization
- WO# 28953 Irrigation emergency after hours shut off stuck valve on esplanade #32

February work will include:

- Site audit and irrigation inspection and repair WO #29007
- Bed detailing

- Trimming for site lines
- Heavy acorn drop pick up

Three proposals were submitted for consideration:

- Work Order #28853 – Champion Forest & Herts Wall Bed Plantings - \$3,489.40 – was reviewed and it was requested that the bed be amended slightly to allow for the safety of pedestrian traffic. A follow up proposal will be prepared and submitted.
- Work Order #28852 – Champion Forest & Herts Irrigation proposal - \$7,160 - was reviewed and pending cost breakdown and alternative contractor quote.
- Work Order # 29007 Esplanade 32, Champion Dr at Rockford Hall, stuck valve repair - \$1,291.55 - was approved.

Wall & Hardscape Committee – Bill Boyle:

Mr. Boyle reported:

- Thematic use of the entrance lighting guidance policy is complete.
- A summary of the 2025 monument and landscape lighting project has been compiled by Mr. Boyle and Ms. Matthews for future reference.
- The plan to reuse the old lettering in two locations; Herts Rd at Champion Forest Drive curved wall, and Landau Dr at Champion Forest Dr north curved wall, was approved at a cost of \$3,600 with Elegant Lighting making the installations.
- Currently there is no plan to light the new lettering locations. The Board agreed to revisit the option once lettering is installed if the cost of running electricity to the locations is not prohibitive.
- Mr. Boyle is looking into solar options for lighting our three signboards.
- PMG were asked to provide contractors contacts for wall cleaning.

Website & Community Liaison Update - Mary Matthews:

- February article submission for the CFWC mag is a reminder to vote in the annual election and join the annual meeting along with a recap of the work completed in 2025. The safety awareness message is a reminder to practice the 9 P.M. routine and lock up.
- March article submission is the 2026 HOA work vision for the subdivision and a reminder to lock your vehicles.
- April submission will be a guest article from relator Wendy Roloff on protesting property taxes and the exemptions that are available.
- Along with the usual January monthly email update, the Annual Meeting notices were emailed and posted on TownSq. A Freezing Weather preparation email was sent along postings on TownSq and our website. An article by Monarch on Post Freeze Landscape care advice has been posted.
- The Annual Election and Meeting reminders will be posted on our website, emailed to owners and posted on TownSq when the election goes live.

**MANAGEMENT REPORT:**

Financial Review – Shannon Abernathy, PMG:

- November financials were reviewed:
 

Operating balance	\$988,521.85
Reserve balance	\$595,520.57
- As of November 30, 2025, there were \$7,144.34 in unpaid 2025 assessments outstanding.

- December financials were reviewed:  
Operating balance \$1,059,667.94  
Reserve balance \$ 603,926.67
- As of December 31<sup>st</sup>, 2025, there were \$7,024.14 assessments outstanding, 1.62 % of total billable. Associated Legal, late fees and prior year assessments \$ 91,573.58

Legal:

No authorizations for legal action, foreclosure lawsuits, were presented or reviewed.

One property was discussed and approved to be sent to the attorney due to an outstanding deed restriction violation.

Scheduling of Meetings: The next regular meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for February 24th, 2025, at 6:00 PM

Annual Election and Meeting:

- The annual meeting is scheduled for February 9<sup>th</sup>, 2026
- 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.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:40 pm

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

Approved as Correct:

5th February 2026 Date



Mary Matthews Director