

**MINUTES OF THE ANNUAL MEETING OF THE MEMBERS OF CHAMPION FOREST FUND, INC.
HELD ON FEBRUARY 9th, 2026, AT 7:00 PM, via Zoom**

DIRECTORS PRESENT:

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

DIRECTORS ABSENT:

Bruce Roloff - Treasurer
Rick Mora - Director

IN ATTENDANCE:

21 Owners were present in person or by proxy
101 Owners had voted on TownSq
Amy Fontana – Monarch Landscape Management
Shannon Abernathy represented the Admin Managing Agent, Associa PMG Houston

CALL TO ORDER:

Due to notice of the meeting having been given and a quorum being certified, by vote, presence in person or by proxy, the meeting was called to order at 7:04 PM by Ms. Matthews. Ms. Abernathy assisted in the recording of the minutes.

INTRODUCTIONS:

Ms. Matthews welcomed the owners present, introduced the members of the Board, and Shannon Abernathy, of Associa PMG Houston.

BOARD PRESIDENT ADDRESS:

Ms. Matthews reviewed the work the Board had completed in 2025:

- The Board and Management continued to manage the budget, contractors, deed restriction violations, delinquencies, owner communications
- There were over 50 home sale transfers noted
- 2025 commenced with the election of three Board members, Rick Mora was elected and Bill Boyle and Mary Matthews were re-elected.
- Five contractors' annual contracts were reviewed and renewed
- Website and email content have been upgraded and improved, helping to enhance commutations.
- The ACC Committee reviewed and processed over 155 applications.
- Landscaping efforts progressed with tree trimming, irrigation system upgrades, redesign and planting enhancements at multiple entrances and internal esplanades.
- The Association's three entrance monuments underwent refurbishment, featuring new backlit lettering, uplighting, and illumination of surrounding trees, greatly improving the overall entrance aesthetics.

NOMINATIONS/VOTING/COLLECTION OF BALLOTS:

Management stated that the election was held for two Directors for two-year terms. The election was announced as per due process and took place via our TownSq app, 101 owners voted on town square and there were 14 proxy votes assigned to the Board for the vote. Four proxies were submitted for quorum purposes only.

BOARD REPORTS & GUEST SPEAKERS:

Architectural Control Committee:

- Over 155 ACC Approval Applications submitted and reviewed in 2025
- The majority of them pertained to fences, windows, roofs, and painting.
- There are just two vacant buildable lots remaining in our Champion Forest subdivision
- A new Security Measures Policy was developed and adopted for guidance along with a required ACC Eligibility and Solicitation Policy

Safety & Security: A review of incidences across the district and reported was given. In 2025 activity included:

- 2,825 Checks (Contract, Neighborhood, etc.)
- 1,449 Other Calls - Includes, solicitor calls, meet the citizens, fraudulent use of ID
- 769 Traffic Stops
- 344 Reports Taken
- 206 Flock Vehicle Searches
- 78 Vacation Watch Checks

Website, Communications, Community Events:

Ms. Matthews noted that the HOA website is regularly updated with the latest Subdivision News, information, and useful links. The *CF TownSq* app, available from our management company is being used to keep homeowners informed and offers an easy way to reach out to management, make assessment payments, take election votes, and view Community Documents.

The HOA participated in and helped to sponsor subdivision events throughout the year. We look forward to co-sponsoring more events in 2026.

Grounds and Maintenance: Amy Fontana

Mrs. Fontana reviewed the scope of the community landscape maintenance and improvement throughout the subdivision in 2025:

- Freeze clean up and windstorm recovery
- Irrigation and heat mitigation
- Tree trimming and removal
- The addition and redesign of several entrance and internal esplanade plantings

In 2026 the focus will be on:

- Repairs of and addition of irrigation along with water conservation measures
- Tree trimming and shrub care
- Enhancement of planting beds & replacement of plantings where depleted
- Flower bed enhancement with seasonal planting
- Fertilization, pest control and mulching

Wall & Hardscape Restorations: Bill Boyle

Mr. Boyle reminded residents that with approximately one mile of brick walls, all owners who benefit directly from those walls must take care to protect them.

- In 2025 further enhancement was made to our association's two newly restored gate houses (2024) on Champion Drive at Louetta, with up lighting and fresh landscaping. a
- Our three entrance monuments signs were upgraded with back lit lettering and up lighting.

- The lighting on the monument esplanades and entrances has been replaced, and landscaping updates were made enhance the areas further.
- In 2026 we will reinstall the old lettering from two monuments in new locations to enhance other entrances.
- The Wall & Hardscape Committee continue to oversee the walls, support the Board in pinpointing areas requiring attention, and develop plans for ongoing maintenance.
- A heartfelt thank you to the Garden Club for their valuable contributions to the community's beautification efforts and maintenance of the subdivisions' holiday decorations.

Cypress Forest PUD Report:

- Best Trash remains the trusted provider of waste and recycling collection services under contract.
- Sewer pipeline video camera inspection to assess maintenance needs are ongoing, as are needed repairs.
- Water Rate Order is updated annually to incorporate revisions, and rate increases as needed.
- Residents were encouraged to attend the PUD meetings to keep up with PUD business news and sign up for email/text alerts.

Treasurer Report:

Ms. Matthews presented the 2026 Budget, including a planned reserve contribution of \$89,848

Anticipated Total Income \$490,390

Budgeted Total Expenses \$490,390

Projected Surplus \$ 0

MANAGEMENT REPORT:

Financial Statement Review-December 2025: PMG Admin Management reported the following:

As of December 31, 2025, the Association had balances of:

Operating Accounts -	\$1,059,667.94
Reserve Accounts -	\$ 603,926.67
Delinquencies owed -	\$ 98,597.72

2025 Outstanding Assessments Owed were \$7,024.14 (1.62%)

Associated Legal, late fees and prior year assessments equaled \$ 91,573.58

Year End Expenses totaled:

Operating expense - \$ 449,663.09

Reserve expenses - \$ 145,675.70

Committees for 2026: Ms. Matthews reminded residents that the HOA is always looking for skilled volunteers to help the Association with work on its committees:

Architectural Control

Wall & Hardscape Maintenance

Landscape Management

Policy & Deed Restriction Amendment

Investment Advisory

Civic Outreach

Appreciation:

The Board expressed thanks to their Contractors, Committee members, Cypress Forest PUD, the Constables, and all the Community Organizations that help make Champion Forest a great place to live. We appreciate our directors for their willingness and dedication in serving our great community.

CLOSING COMMENTS:

Ms. Matthews thanked everyone for their attendance, the candidates for running, and the admin management company for their assistance.

ELECTION RESULTS:

Bruce Roloff and Charlie Hebert were the successful election candidates.

OWNERS QUESTIONS & COMENTS:

Mr. Jackson thanked the Board and Committees for their efforts. He expressed concern about contract constable response times and speeding on Cypresswood. A stealth study of speeding was suggested and will be actioned on.

Mrs. Schwind expressed concerns about trash cans being brought to and left curbside. She also noted she would like to see some in person HOA Board meetings.

Mr. Warpmaecker thanked the Board for doing an outstanding job and their ongoing support of the ACC Team.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:00 PM.

Respectfully submitted:

Recording Secretary _____

Approved as Correct:

Director  _____

Date 20th Feb 2026