

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST
FUND, INC. Held on August 25th , 2026, AT 6:00 PM, via Zoom

DIRECTORS PRESENT:

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

In Attendance:

Several homeowners were in attendance including; Denis Fox, Joy Melsen, Mike Nolan and Vern Vanis.

Stg David Mathieu of Harris County Constable Precinct 4 along with Nick Youngblood from Monarch Landscaping were in attendance.

Jae Pfeffer attended on behalf of the ACC Team.

Ms. Matthews welcomed owners and Dionna Noble-Robinson and Crystal X as the representatives of the admin management agent, RealManage.

Owner Forum:

Mr. Fox had a question regarding fencing and was referred to RealManage for assistance. Mr. Nolan read a statement about Flock. Mr. Vanis gave an update about property issues nearby his home.

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 6:19pm.

Contract Deputy Report – Sgt David Mathieu:

Sgt. Mathieu reported on activity and incidences across the district in July.

Ms. Matthews reported that the Constable's contract had been reviewed by the District HOA liaisons who recommended to the PUD that the proposed fourth officer be approved. This was approved by the PUD in July.

Cypress Forest PUD Report- Mr. Bill Boyle

Mr. Boyle reported that backyard access will be required for upcoming inspections of sewer system in preparation for repairs.

He also reported that a PUD Tax increase will be forthcoming to help finance infrastructure repairs.

COMMITTEE REPORTS:

Architectural Control Committee - Jae Pfeffer

Mrs. Pfeffer reported on frustrations with the transition to the new RealManage processing system.

Ms. Matthews noted that the transition has not gone smoothly with RealManage and she thanked the committee for their work and patience. The Team will receive training from RealManage in the coming week on the new processing system on the RealManage portal.

Ms. Matthews reported the numbers for the on behalf of the committee and reported that 27 ACC approval applications had been submitted since the previous June meeting report.

- Sixteen approved
- Five pending
- Six applications were denied due to lack of submission of requested and required information.

Grounds & Maintenance Report – Nick Youngblood

Mr. Youngblood presented a summary of the landscape work completed across the subdivision in the past month:

July work completed:

- Weekly maintenance and detailing services
- Site audit and irrigation inspection
- Void filled under wall at Harrow Ln and Champion Forest Dr
- Seasonal color installation
- Landau Park entry irrigation and replanting completed

August work completed:

- Wall washing behind Landau of the Dry Gully wall
- Weekly maintenance and detailing services
- Site audit and irrigation inspection

Two proposals were presented which required amendment before approval.

One proposal was approved between meetings:

- WO# 30197 – Irrigation Repairs - \$1,931.98 - Reviewed and approved by Zoom meeting 21st July

Wall & Hardscape Committee – Bill Boyle:

Mr. Boyle discussed the need for a column repair on the Landau Park section of wall. A proposal will be submitted.

He also discussed and shared proposals for the capping of the walls with a concrete mortar to help the structural integrity remain intact. One Board member suggested an alternative and the discussion was tabled pending research into alternatives.

Website & Community Liaison Update – Mary Matthews:

Ms. Matthews reported that the September article submission for the CF Women's Club mag is on the purpose of Architectural Control along with the safety awareness message on distracted driving.

The October submission will be on the facts of the Flock Automatic License Plate Reader camera system.

MANAGEMENT REPORT:

Financial Review – RealManage:

- June financials were reviewed:

Operating balance \$ 1,010,910.20
Reserve balance \$ 654,031.62

Ms. Matthews noted that it appears several reserve projects have been coded as operating expenses and should be re-classified as Reserve Expenses. She requested that the accounts be reviewed for coding errors and expenses coded correctly.

Legal:

One authorization for legal action for foreclosure lawsuit was presented, reviewed and approved on account # A/c R1324325L1076429.

It was ratified that accounts with delinquency balances outstanding for 2026 be turned over to the attorney now for collections.

Scheduling of Meetings:

The next regular meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for Sept 22nd at 6:00pm.

EXECUTIVE SESSION

The Board discussed issues with the transition to the new management company and matters that needed urgent attention. They reviewed legal reports, delinquencies requiring turnover to the attorney, along with owner accounts with credit balances, and deed restriction violations.

Between meetings a legal consult was approved for a second opinion on an issue. The opinion concurred.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8.13 pm

Approved as Correct: ~~_____~~ Date: ~~_____~~ 19th Sept 2026

Director: ~~_____~~ Mary Matthews