

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST
FUND, INC. Held on September 22nd , 2026, AT 6:00 PM, via Teams.

DIRECTORS PRESENT:

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

DIRECTORS ABSENT:

Bruce Roloff, Director

In Attendance:

Several homeowners were in attendance; Mike Dodson, Pete Sattler, Sandee Jolly, Ryan Strubeck, Jack McHugh, Phillip Lee and Hillary Sletten.

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, contractors and Crystal Williams, Selena Boss, Bron Hannon and Dionna Noble-Robinson as representatives of the admin management agent, RealManage.

Owner Forum:

Mr. Dodson made a request to share a PowerPoint report on the feral/stray cat problem which would take 15 minutes. Due to time constraints, he was instructed to send the report by email for the Board's information and a request a shorter time on the October meeting agenda.

Ms. Matthews also instructed him to contact County Pet's regarding public health concerns.

Ms. Sletten inquired into the timing of their requested ACC hearing and was told it would be held in Executive Session.

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 6:10 pm.

Cypress Forest PUD Report- Mr. Bill Boyle

Mr. Boyle provided an update on Public Utility District activities and ongoing infrastructure projects. He reported on the recent special meeting held to review progress on detention basin plans associated with the flood mitigation project. Permitting is currently underway and may require additional follow-up requests from the U.S. Army Corps of Engineers. Once permits are issued, a process estimated to take approximately 45 to 60 days, the Board will proceed with soliciting construction bids and initiating excavation activities.

The Board also voted unanimously to begin land lease negotiations for the former Country Club property with the Dunn Golf Group.

Mr. Boyle further reported that Inframark, the District's operations contractor, is currently conducting manhole inspections. As part of this effort, residents with manholes located on their property may be contacted and asked to provide access to their backyards to facilitate the inspections.

Contract Deputy Report – Sgt David Mathieu:

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

COMMITTEE REPORTS:

Architectural Control Committee - Jae Pfeffer

Mrs. Pfeffer reported RealManage provided training on the new processing system on the RealManage portal; the Team are still reporting issues and working toward resolution.

Ms. Matthews directed RealManage to provide the Boards monthly meeting ACC summary report going forward.

Grounds & Maintenance Report – Nick Youngblood

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

- Weekly maintenance service
- Monthly irrigation inspection
- WO #31122 – Irrigation repairs identified during August inspection

October scheduled:

- Weekly maintenance service
- Monthly irrigation inspection
- Turf pre-emergent & post-emergent w/ fertilization
- Fall ant bait application
- Fall hardwood mulch installation
- Shrub and ground cover fertilization w/ insect & disease treatment

Proposals Submitted for Consideration:

- WO #1353369 – Arbor Care, Fungicide Application – Tabled pending full review
- WO #1431856 – Arbor Care, Recommended Deadwood/Hazard and Liability Pruning for Cypresswood Drive - \$ 6,900.95 - Approved
- WO #31120 – Construction damage identified during August inspection \$890.50 – Approved
- WO #31139 – Irrigation repairs identified during inspection outside of HOA \$322.23 Tabled requesting map to be sure assigned to correct HOA involved.

Wall & Hardscape Committee – Bill Boyle:

Mr. Boyle discussed the electricity outage on Cypresswood at Guinstead Esplanade. CenterPoint has been contacted by both Mr. Boyle and Ms. Matthews for repair.

The approved column repair Masonry Solutions on the Landau Park section of wall is complete. A proposal was discussed for the capping of the walls with a concrete mortar to help the structural integrity along Landau Park / Dry Gully. An estimate from Masonry Solutions #19491 - \$29,497.50 - Approved.

Website & Community Liaison Update – Mary Matthews:

Ms. Matthews reported that the October submission for the CFWC magazine is regarding the facts of the Flock Automatic License Plate Reader camera system along with some of our neighborhood birds and a safety awareness reminder.

The October website updates and email updates have been formatted ready for posting.

The November CFWC mag article submission is on Thankfulness and the role of the HOA and its officers along with a safety message on home cooking fire prevention.

Ms. Matthews noted that one Flock ALPR camera is reporting issues, and she has submitted a request for service.

RealManage to prepare signs, mailings and email blasts for a Meet-the-Manager introductory event proposed for Oct 23. Board to confirm available dates to the admin management team.

MANAGEMENT REPORT:

Financial Review – RealManage:

- July financials were reviewed

Handover of 2026 delinquencies to attorney pending documentation from previous management company, PMG

August Financial Report: Pending documentation from previous management company, PMG.

Budget planning meeting scheduled for the Board on the 21st of October in preparation for Budget submission and approval at the October Board meeting.

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 to align the budget.

Legal:

No authorizations for legal action or for foreclosure lawsuit were presented for consideration.

Scheduling of Meetings:

The next regular meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for October 27th at 6:00pm.

The November / December combined meeting to be scheduled.

EXECUTIVE SESSION

The Board heard an ACC Hearing.

They discussed also a revised Roofing Guidelines Policy, which will be presented for approval at the October meeting.

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

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:54 pm

Approved as Correct:

Date: 7th October 2026

Director: Mary Matthews

