MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST FUND, INC. Held on October 27th , 2026, AT 6:00 PM, via Teams.

DIRECTORS PRESENT:
Mary Matthews, President
Bruce Roloff, Director
Don Baer, Director

DIRECTORS ABSENT:
Bill Boyle, Vice President
Charlie Hebert, Director

In Attendance:
Ten homeowners were in attendance; William Arsola, Mike Dodson, Bill Ebanks, Phylicia Kehner, Kathleen Kiefer, Shelley Kremling, Mark Schaefer, Lori Schwenkel, Vern Vanis and Anne White.

Stg David Mathieu & Dt Martinez of Harris County Constable Precinct 4 along with Nick Youngblood from Monarch Landscaping, and Jae Pfeffer on behalf of the ACC Team, were in attendance.

Ms. Matthews welcomed owners, contractors and Bron Hannon and John "Doug" Faulk as representatives of the admin management agent, RealManage.

Owner Forum:
Mrs. Kehner and Mrs. White raised the issue they have been having with the ACC process permitting their joint fence. It was further addressed by the ACC Team and Board with direction to RealManage.

Mrs. Schwenkel and Mr. Vanis expressed further concerns regarding nearby properties. Ms. Matthews stated that the Association is following up as appropriate but cannot discuss confidential legal or enforcement matters.

Sgt. Mathieu encouraged residents to contact law enforcement about suspicious activity and explained that reports may be made anonymously. He also discussed patrol coverage, including Halloween.

Mrs. Kremling expressed concerns regarding the CenterPoint tree trimming and requested the Board send a memo out to owners on prevention of damage.

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 6:24pm

Cypress Forest PUD Report
Ms. Matthews presented the report on behalf of our Public Utility District in Mr. Boyles absence.

Detention plan permitting process is now complete and the PUD anticipate moving forward with excavation bids in the near-term.

A rate order increase was approved at October meeting to cover current and future infrastructure refurbishment projects. Effective October the Residential Base Rate increased.

Contract Deputy Report – Sgt David Mathieu
Sgt. Mathieu introduced Dep. Mykalia Martinez who will be our fourth officer and reported on activity and incidences across the district in September.

COMMITTEE REPORTS:

Architectural Control Committee – Jae Pfeffer

Mrs. Pfeffer expressed frustration with the RealManage handling of ACC applications and the errors and delays in processing. She suggested a solution, and Ms. Matthews directed RealManage to work with the team to resolve the issues and adjust the process as needed.

The fence issue raised above, was expedited and permitted by the Board.

Mr. Hannon reported that there were five applications open at this time.

Ms. Mathews requested RealManage provide an accurate monthly ACC summary showing applications received, approved, denied, canceled, and pending, including reasons for denials as appropriate, without displaying private homeowner information in open session.

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
- Turf pre-emergent & post-emergent w/ fertilization
- Fall ant bait application
- Fall hardwood mulch installation
- Shrub and ground cover fertilization w/ insect & disease treatment
- WO #31120 – Construction damage identified during August inspection
- WO #1431856 – Arbor Care, Recommended Deadwood/Hazard and Liability Pruning for Cypresswood Drive

November scheduled:

- Weekly maintenance service
- Monthly irrigation inspection
- Fall ant bait application
- Shrub and ground cover fertilization w/ insect & disease treatment
- Winter seasonal color installation

Proposals Submitted for Consideration:

- WO #31762 – Arkdale Ct plant installation $4,701.17 - Approved
- WO #31765 – Brampton Ct plant installation $8,169.65 - Approved
- WO #31764 – Stornoway Dr plant installation $651.45. Tabled for discussion with nearby owner.
- WO #31139 – Irrigation repairs on esplanades adjacent $322.23 - Approved

Ms. Matthews requested review of the landscape needs on the remaining two traffic islands; Chasemore Dr and Aspery Ct.

The 2027 Landscape Maintenance Agreement renewal submitted for review. The proposed renewal includes a 3.41% adjustment to the monthly maintenance investment based on the Consumer Price Index (CPI) - Approved

Wall & Hardscape Committee – Mary Matthews:
Ms. Matthews reported that the electricity remains out on the Cypresswood at Guinstead Esplanade. CenterPoint has been contacted by both Mr. Boyle and Ms. Matthews for repair.
Once power is restored Elegant Glow Lighting will be called on to restore power to monument and tree lighting on the esplanade.

Masonry Solutions provided an email update and photos of wall capping work in process to the Board. Estimated completion of wall capping on Landau Park / Dry Gully project #19491, within 2 weeks.

Website & Community Liaison Update – Mary Matthews:
Ms. Matthews reported that 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.

The December article submission is on seasonal property maintenance, upcoming assessment billing, due date and payment process along with a seasonal safety awareness message reminder porch pirates.

A Halloween Safety Suggestions Reminder was developed by the Board and has been posted to the website and emailed to owners.

RealManage is to host a Meet-the-Manager introductory event; prepare signs, mailings and email blasts. Board to confirm available dates to the admin management team.

Mr. Dodson previously submitted a report of his concerns regarding feral/stay cats to the Board.
He re-presented his report and suggestions for controlling the issue.
The Board reiterated that our documents do not allow for fines and requested addresses of properties be submitted for follow up and asked that he assist with development of a policy.

MANAGEMENT REPORT:
Financial Review – RealManage: Bron Hannon & Doug Faulk
September financials were reviewed:

Operating Fund	$1,220,973
Replacement Fund	$ 677,823

A cumulative delinquency rate of 6.64% representing 98 accounts, was reported.

The Board requested separate current-year delinquency figures in subsequent reports to distinguish new delinquencies from historical balances.

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.

Budget planning meeting scheduled with the Board on the 29th of October in preparation for Budget submission and approval.

Ms. Matthews requested follow up on three homeowner accounts she previously submitted with error credit balances that need to be reviewed and correctly credited.

She also noted that there appears to have been further statement mailout for trivial amounts.
The costs should not be charged and any charges for these billings be credited back.

Only outstanding assessment accounts should be sent as previously directed.

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

Scheduling of Meetings:
A Special Meeting of the Board has been scheduled for 2nd November at 6pm for the purpose of approving the 2027 Budget.

The next regular meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for December 15th at 6:00pm.

EXECUTIVE SESSION
Issues with the transition to the new management company and matters that needed urgent attention were discussed. The Board reviewed the 2027 scope of insurance needs, reports, delinquencies, along with owner accounts with credit balances, certain deed restriction violations and inspection timings and issues.

ADJOURNMENT:
There being no further business, the meeting was adjourned 8:10pm

Approved as Correct:

Date: Nov 7th 2026

Director: Mary Matthews