

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST FUND, INC. HELD ON DECEMBER 10, 2024, AT 6:00 PM, Via ZOOM TELECONFERENCE

DIRECTORS PRESENT:

Mary Matthews, President
William Boyle, Vice President
Charlie Hebert, Director
Paul Cox, Director

DIRECTOR ABSENT:

Bruce Roloff, Director

In Attendance:

Cary William a new owner, Stg. Michael Gonzales of CP4, Mark Warpmaeker of the ACC Team, Wesley Machac of Monarch Landscape Management, and Shannon Abernathy represented the administrative Managing Agent, of PMG Houston.

Owner Forum:

Cary Williams introduced himself as a new owner in Champion Forest.

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 6:05 pm. The Managing Agent assisted in recording the meeting minutes.

Approval of the Meeting Minutes: of 22nd of October 2024.

COMMUNITY REPORTS:

Contract Deputy Report - Sgt. Michael Gonzales:

Sgt. Gonzales gave a review of activity across the district in the month of November.

Cypress Forest PUD Report - Greg DiCioccio:

Mr. DiCioccio was unable to attend.

COMMITTEE REPORTS:

Architectural Control Committee – Mark Warpmaeker:

Reported:

- Eighteen ACC approval applications have been submitted since the last meeting with all but one being approved. The one denial was due to lack of requested information being submitted.
- Mr. Warpmaeker commented that residents seem to have difficulties locating their property surveys. Mr. Cox reiterated that owners could request a digital copy from the title company they closed with if a copy cannot be located with their mortgage closing documents.
- ACC Team required replacement members to be sought.

Grounds & Maintenance Report – Wesley Machac:

The reported events completed in November were:

- Site Audit and Irrigation Inspection Completed
- Winter Seasonal Color Installation
- WO# 25265 Completed
- WO# 25453 Completed
- Seasonal Color Fertilization
- Ant and fungus control applications

One proposal was presented for consideration:

- WO# 25706 for \$ 3,228.88 for Gatehouse lighting and irrigation - Approved

There was discussion regarding the need for more detailed proposals before such can be approved.

The Garden Club has made it known they wish to contribute towards some of the landscape enhancements on the Champion Drive esplanade.

Between Meetings

Proposal WO# 25453 Tree Trimming \$8660.28 was presented and approved.

Wall & Hardscape Committee – Bill Boyle:

Mr. Boyle reported:

- Work on the restorative repairs of our association's two gatehouses on Champion Drive at Louetta has been completed, with the exception of the necessary and expected weatherproofing of the doors which is under discussion with JH Quality.
- It was noted the copper has already begun to show oxidation and the contractor has been notified and a review is anticipated.
- The required new electric connections are also in place and a lighting proposal was approved from Monarch Landscaping for the Gatehouses.
- Proposals were presented for lighting work on the Champion Drive at the Louetta entrance monument. Both the Masonry Solutions and the Elegant Lighting proposals were approved requiring the modification of tax removal from one proposal.
- Elegant Lighting proposal #1250 approved for \$11,290.32
- Masonry Solutions proposal #18098 approved for \$2,875.00

Website & Community Liaison Update – Mary Matthews:

- December's article submission is a thank you to the Board for their work, our professional landscape team, and, our residents for keeping Champion Forest well cared for along with a reminder that 2025 assessment billings are in the mail and due January 1st
- January's Women's Club magazine article submission is a reminder to pay 2025 assessments and to watch for details of the upcoming annual election and meeting.

Security – Mary Matthews:

- Flock continue to monitor camera performance and replace equipment as needed. The constables' report highlighted the usefulness of the cameras and a recent case when they were used.

MANAGEMENT REPORT:

Financial Review – Shannon Abernathy, PMG:

- October financials were reviewed
- Delinquency status reviewed. 2024 assessments remaining unpaid \$5197.68
- 2025 Assessment billings were mailed in early December

Legal:

- No Authorizations for lawsuits to file judicial foreclosure on property accounts were considered for approval

Scheduling of Meetings:

The next regular meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for January 28th, 2025, at 6:00 PM via Zoom

The Annual Election was scheduled to be held electronically on January 31st through February 7th for the election of three Board positions and the Annual Meeting was scheduled for February 11th, 2025, 7pm.

EXECUTIVE SESSION

The Board discussed legal reports, accounts receivable and deed restriction violations, a neighbor-to-neighbor issue brought before the Board and the inspection processes and procedures.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:49 pm

Respectfully submitted: Recording Secretary _____

Approved as Correct:

28th January 2025 Date

Mary Matthews  Director