

**MINUTES OF THE ANNUAL MEETING OF THE MEMBERS OF CHAMPION FOREST FUND, INC. HELD
ON FEBRUARY 5th 2024, AT 7:00 PM, via Zoom**

DIRECTORS PRESENT:

Mary Matthews, President
Bill Boyle, Vice-President
Bruce Roloff, Treasurer
Charlie Hebert, Director
Paul Cox, Director

IN ATTENDANCE:

18 Owners were present in person or by proxy
69 Owners had voted on TownSq
Amy Fontana – Monarch Landscape Maintenance
Greg DiCioccio – Cypress Forest Public Utility District Board President
Macie Steed – CFF Architectural Control Committee
Shannon Abernathy represented the Managing Agent, Associa PMG Houston

CALL TO ORDER:

Due notice of the meeting having been given and a quorum being certified as present in person or by proxy, the meeting was called to order at 7:00 PM by Mrs. Matthews. The managing agent assisted in recording the minutes.

INTRODUCTIONS:

Mrs. Matthews welcomed the owners present and introduced the members of the Board, noted their committee representation, and introduced Shannon Abernathy, of Associa PMG Houston.

Mrs. Matthews expressed thanks to Director Russ Hildebrand for his service and wished him well in his new endeavors.

BOARD PRESIDENT ADDRESS:

Mrs. Matthews reviewed the work the Board had completed in 2023:

- The Board and Management continued to manage the budget, contractors, deed restriction violations, delinquencies, owner communications
- There were over 68 home sale transfers noted
- 2023 started with the election of three Board members, Bill Boyle was elected, and Paul Cox 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 communications.
- Our entrance monuments were cleaned, and their lettering was repaired and painted
- Our signboards were updated with our new logo
- The ACC Committee reviewed and processed over 160 applications.

CONSIDERATION OF PREVIOUS MEETING MINUTES:

On a motion duly made, the minutes of the Annual Meeting of the Members held on February 6, 2023, were approved as presented.

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 on our TownSq app, 87 owners voted.

BOARD REPORTS & GUEST SPEAKERS:

Architectural Control Committee: Mrs. Steed

- Over 160 ACC Approval Applications were submitted and reviewed in 2023
- The majority of them pertained to fence, windows, roof, and painting.
- Two new builds have been completed
- There are just two vacant buildable lots remaining in our Champion Forest subdivision

Safety & Security: Sargent David Mathieu

It was reported that in 2023:

- 615 Other Calls - Includes, solicitor calls, meet the citizens, fraudulent use of ID
- 623 Tickets Issued
- 249 Reports Taken
- 114 Flock Vehicle Searches
- 46 Vacation Watch Checks

Website, Communications, Community Events:

Mrs. Matthews announced 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 our homeowners informed and offers an easy way to reach out to management, make assessment payments, and view Community Documents.

In 2023 the HOA participated in and helped to sponsor the Independence Day Parade. We also sponsored the rental of the Brill Cafeteria for a very important community meeting regarding the future of Brill. We look forward to co-sponsoring more events in 2024 as the situation allows.

Grounds and Maintenance: Amy Fontana

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

- Freeze recovery
- Drought and extreme heat mitigation
- Tree trimming and removal
- Major redesign of entrance beds and planting enhancements

In 2024 the focus will be on irrigation and water conservation measures, tree trimming and shrub care, redesigning of beds and replacement of plantings where depleted, flower bed enhancement, and seasonal plantings.

Wall & Hardscape Restorations: Bill Boyle

Mr. Boyle reminded residents that with approximately 1 mile of brick walls, it is critical all owners who benefit directly from those walls must take care to protect them.

- In 2023 minor wall repairs were made as needed, sections of wall and our entrance monuments were cleaned, and their lettering was repaired and repainted.
- In 2024 the Association's two gatehouses on Champion Dr at Louetta will be restored and new lighting will be added to enhance entrances.
- In 2024 the Committee will continue to monitor the walls and assist the Board in identifying areas of concern, and plan for future maintenance.

Cypress Forest PUD Report: Greg DiCioccio reviewed the following items:

- The park continues to be enjoyed by the community and maintained by the PUD.
- The PUD Tax rate was reduced slightly from \$0.2623 to \$0.2523 per \$100 assessed property value.
- Design and bidding have been completed for two new natural gas-powered standby generators for the Herts Rd water plant and the lift station on Champion Forest Drive.

- Mr. DiCioccio encouraged residents to attend the PUD meetings and sign up for email/text alerts.

Treasurers Report

Mr. Roloff presented the 2024 Budget, including a planned reserve contribution of \$114,000

Anticipated Total Income \$478,690

Total Expenses \$471,686

Projected Surplus \$ 6,822

MANAGEMENT REPORT:

Financial Statement Review-December 2023: *Management reported the following:*

As of December 31, 2023, the Association had balances of:

Operating accounts balance of \$915,061

Reserve accounts balance of \$609,156

Accounts receivable balance of \$87,338 (Comprised of 2023 Assessments owed - \$6,616.37 (Less than 2%) associated legal, late fees and, interest and prior years assessments of \$80,721.49)

Year-end operating expenses were \$446,510

Year-end reserve expenses were \$ 18,096

Committees for 2024: Mrs. Matthews stated 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

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 all our Directors for their willingness and dedication to serving our great community.

CLOSING COMMENTS:

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

ELECTION RESULTS:

Charles Hebert and Bruce Roloff were the successful election candidates.

OWNERS QUESTIONS & COMENTS:

Several owners asked security-related questions, regarding Flock's effectiveness, street parking, and increased reports of suspicious vehicles and persons. One owner reiterated that they would personally like to have in-person meetings.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:07 PM.

Respectfully submitted:

Recording Secretary _____

Approved as Correct:

Director _____  Mary Matthews

Date 11th February 2025