

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST
FUND, INC. HELD ON JANUARY 28TH, 2025, AT 6:00 PM, Via ZOOM TELECONFERENCE

DIRECTORS PRESENT:

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

DIRECTOR ABSENT:

In Attendance:

Marti Schwind homeowner, Stg. David Mathieu of CP4, Ron Blum of the ACC Team, Wesley Machac of Monarch Landscape Management, and Shannon Abernathy represented the administrative Managing Agent, of PMG Houston.

Owner Forum:

Mrs. Schwind reiterated her desire for in-person meetings and let the Board know she has put her name on the ballot for the upcoming HOA election.

CALL TO ORDER:

Due notice of the meeting having been given and a quorum being present, the meeting was called to order by Ms. Abernathy at 6:09 pm. The Managing Agent assisted in recording the meeting minutes.

Approval of the Meeting Minutes: of the 10th of December 2024

Ms. Matthews asked the Board to consider reviewing the meeting minutes for acceptance between meetings to facilitate a quicker turnaround for public viewing. The Board unanimously approved this change in procedure with the goal of publishing the approved minutes within a week to 10 days of each meeting.

COMMUNITY REPORTS:

Contract Deputy Report - Sgt. David Mathieu:

Sgt. Mathieu gave a review of activity across the district in December.

Cypress Forest PUD Report - Greg DiCioccio:

Mr. DiCioccio was unable to attend.

COMMITTEE REPORTS:

Architectural Control Committee – Ron Blum:

Reported:

- Seventeen ACC approval applications have been submitted since the last meeting.
- One application was withdrawn from submission, one application for a landscaping change did not require approval and one application was closed out for lack of information and owner response. The remaining applications were approved.
- New ACC Team members have been found who will be mentored in shortly and confirmed by the Board.

Grounds & Maintenance Report – Wesley Machac:

The reported events completed in December were:

- Site Audit and Irrigation Inspection Completed
- Ant and fungus control applications

- WO# 25453 – Dead tree and limb removal
- WO# 25706 – Gatehouse Lighting and Irrigation Modifications
- WO# 24911 – Controllers, Repairs, and PVB at Gatehouses

Two proposals were presented for consideration:

- WO# 24912 – New revision to the Champion Drive and Louetta. The Board asked that the dwarf yaupon be reconsidered. This proposal needs further review.

The Champion Forest Garden Club met with Mr. Boyle in January and expressed the wish to contribute towards the landscape enhancements on the Champion Drive esplanade in March/April. A follow-up meeting was held with Mr. Machac and Ms. Matthews where they discussed a proposal for Board review and approval.

- WO# 25185 was reviewed and approved by the Board who will pay Monarch on completion of the work and invoice the Champion Forest Garden Club.

Between Meetings there were no proposals approved between the December and January meeting.

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, except for the necessary weatherproofing of the doors which is under discussion.
- Final payment was authorized to JH Quality.
- It was noted the cleaned and treated copper roofing has already begun to show oxidation. The contractor has been notified and, a review is awaited.
- The required new electric connections are also in place awaiting lighting installation by Monarch Landscaping for the Gatehouses.
- Elegant Lighting, who was approved to do new in monument lighting is pending vendor authorization.

Website & Community Liaison Update – Mary Matthews:

- The January HOA article in the Women’s Club was an error posting and not submitted by the HOA. The editors have stated they are publishing an apology and note, along with the February article.
- February’s Women’s Club magazine article submission is an invitation to participate in the upcoming Board Election and Annual Meeting along with a brief overview of the Board's work in 2024.
- March’s article submission is a recap of the Board’s 2025 Vision for the subdivision and a security message on the locking your vehicles.

Security – Mary Matthews:

- Flock continue to monitor camera performance and replace equipment as needed. The camera data was recently used in a ‘Silver Alert’ helping a homeowner be reunited with their family.

MANAGEMENT REPORT:

Financial Review – Shannon Abernathy, PMG:

- November and December financials were reviewed along with the year-end financial totals.
- 2024 Delinquency status reviewed: assessments remaining unpaid is \$5,572.68 or 1.28%
- 2025 Assessment billings were mailed in early December and, as of 1/24/25 there was a total of \$141,962.27 outstanding
- Late fees and interest will be added to delinquent accounts on February 1st and delinquency notices will be mailed in mid-February.

Legal:

- An authorization for foreclosure sale was considered and approved for property account 4729060
- An authorization for a lawsuit to file judicial foreclosure on property account 4716976 was discussed and tabled pending full legal review of heirship owners.

Scheduling of Meetings:

The next regular meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for February 25th, 2025, at 6:00 PM via Zoom

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

EXECUTIVE SESSION

The Board discussed legal reports, accounts receivable and deed restriction violations, a difficult foreclosure case and process, and the inspection processes and procedures.

The Board also discussed the need for a Civics Club or committee to aid in organizing and encouraging community events, building community spirit.

ADJOURNMENT:

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

Respectfully submitted: Recording Secretary _____

Approved as Correct:

4th February 2025 Date



Mary Matthews Director