

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST FUND, INC. HELD ON FEBRUARY 25<sup>TH</sup>, 2025, AT 6:00 PM, Via ZOOM TELECONFERENCE

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DIRECTORS PRESENT:

Mary Matthews, President  
William Boyle, Vice President  
Bruce Roloff, Director  
Charlie Hebert, Director  
Rick Mora, Director

DIRECTOR ABSENT:

In Attendance:

Homeowners Marti Schwind and Teresa, Greg DiCioccio of the Cypress Forest PUD, and Terrance Stephens represented the administrative Managing Agent, of PMG Houston.

Owner Forum:

Mrs. Schwind asked several questions about the annual election vote count process and posting. She also asked when the annual meeting minutes would be posted and who recorded and compiled the minutes.

Cypress Forest PUD Report - Greg DiCioccio:

Mr. DiCioccio commented on the upcoming all district HOA's leaders meeting regarding the PUD Bond election and expressed appreciation to the HOA Board for organizing.

Mr. DiCioccio thanked Ms. Matthews for her assistance in reporting a recent PUD Park truck incident and the Constables for their swift follow up.

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 6:11 pm. The Managing Agent assisted in recording the meeting minutes.

**COMMUNITY REPORTS:**

Contract Deputy Report - Sgt. David Mathieu:

Sgt. Mathieu was unable to attend due to duty. Ms. Matthews gave a summary of the activity in the district in January. Of note, Flock cameras were used in a local Silver Alert.

**COMMITTEE REPORTS:**

Architectural Control Committee

Ms. Matthews reported in the absence of the Committee:

- Fourteen ACC approval applications have been submitted since the last meeting.
- Three applications are pending approval
- Mr. Blum has stepped down from the Committee. The board expressed appreciation for his outstanding work for the Team. New ACC Team member Allyson Rapacki has replaced him, we welcome her aboard.

Grounds & Maintenance Report – Amy Fonatna:

Mrs. Fontana was unable to attend but sent word that there were no outstanding proposals pending approval and the site inspection was scheduled.

Wall & Hardscape Committee – Bill Boyle:

Mr. Boyle reported:

- Monarch Landscape proposals have been accepted for the gatehouse's areas and installation of lighting, irrigation adjustments and plantings will begin in the shortly when the threat of freeze is past.
- Elegant Lighting, who will be installing the new in monument lighting has received vendor approval and a partial payment has been issued. The required specialty parts will be ordered soon, and work will begin when they arrive.

Website & Community Liaison Update – Mary Matthews:

- April's article submission to the CFWC magazine introduces our constable's and new board Director Rick Mora, along with some goals for 2025 and a security awareness message of "Stop means Stop".
- May's article submission will be on who to contact about various non-HOA issues across the neighborhood area.

Security – Mary Matthews:

- The Flock annual subscription service invoice is due to be paid in May.
- There has been a slight increase of \$250 per camera installation subscription per year. This is the first increase in the four years since the cameras were installed in 2020. Improvements and camera upgrades are part of the ongoing package.
- Total annual contract price will increase from \$23,500 to \$28,500.
- The cost of one camera is mitigated by a contribution of \$2,250 by Estates at Windrush HOA.

***MANAGEMENT REPORT:***

Financial Review – Terrance Stephens, PMG:

- January financials were reviewed:  
Operating balance \$1,117,558.63  
Reserve balance \$619,433.11
- 2025 Assessment outstanding unpaid assessments were \$61,529.77 as of February 17, 2025
- Late fees and interest were added to delinquent accounts on February 11<sup>th</sup>
- First delinquency notices were mailed on the 21<sup>st</sup> of February.
- A 2<sup>nd</sup> late fee of \$150 per account will be added to delinquent accounts on March 2<sup>nd</sup> and a second delinquency notice will be mailed mid-March.

Legal:

- Authorizations for lawsuit to file judicial foreclosure on property accounts:  
#5196223  
#4715333  
Were both reviewed and approved.

Scheduling of Meetings:

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

EXECUTIVE SESSION

The Board discussed legal reports, accounts receivable, deed restriction violations, and a pending foreclosure case. They also discussed the inspection processes and procedures along with the benefit of calling on the county for action when a health and safety violation is involved.


ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:11 pm

Respectfully submitted:      Recording Secretary \_\_\_\_\_

Approved as Correct:

15th Mar 2025 Date

 Mary Matthews Director