

≡CHANCELLOR WEST≡

Executive session started at 6:30PM

Community session started at 7:00 PM

Meet closed at: 7:45PM

Board Members in attendance: Michael Jordan, Bill Anderson, Stephanie Chen, Becky Walley Mike Middleton

Residents in attendance: Alyson Moon

Board Meeting Summary

Overview

This summary outlines the key discussions and decisions from a community board meeting, focusing on facility maintenance, budgeting, insurance recovery, landscaping, pool management, and community issues.

Facility and Maintenance Updates

- **Fire Cleanup & Insurance:** Insurance adjuster has visited; awaiting proposals and clarifications on claims, especially for structures, pool covers, and fencing. Cleanup is estimated at ~\$8,000, with a proposal pending for full debris removal down to the slab.
- **Slab Cracks:** Existing cracks noted; possible concern for further damage during cleanup. Insurance coverage for slab repairs is uncertain.
- **Pool Covers:** Significant price increase for custom pool covers (from ~\$11,000 in 2023 to \$16,000 in 2025). Alternatives and interim solutions (tarps, mesh) discussed, but safety and insurance reimbursement are priorities.
- **Lighting:** One Tennis Court light remains out; replacement is costly due to access requirements. To be included in the budget.
- **General Maintenance:** Standard repairs (e.g., light bulbs, skimmer basket for baby pool) ongoing; most are minor and manageable.

Pool Operations & Budgeting

- **Pool Management:** Exploring outsourcing to professional pool companies for regular cleaning and chemical handling. One quote received: \$450/month plus chemicals. Comparing costs with in-house management from previous years.
- **Chemical Safety:** Pool materials stored away from existing buildings. Chemical handling instructions to be rewritten based on unknowns from the fire.
- **Opening/Closing Costs:** 2023 pool opening and closing costs were higher due to repairs (e.g., valve replacement). Expectation is for lower costs next year barring unforeseen repairs.

Landscaping and Grounds

- **Landscaping Contracts:** Red Twig Design submitted a contract for all landscaping needs such as, leaf blowing on front entrance and pool area.
- **Proposals:** Meadow Farms submitted a plan to be presented to the board at next BOD meeting.
- **Lake Area:** Adjusting mowing practices to protect shoreline vegetation; considering additional plantings and restocking fish, but postponing non-essential lake projects due to budget constraints.

Budget and Financials

- **Current Finances:** Ending July balance: \$118,197.27 after \$5,490 in expenses. Minor discrepancies in payroll reporting expected to be reconciled soon.
- **Reserve Budget:** No significant changes; categorization of expenditures (operating vs. reserve) discussed for clarity.
- **2026 Budget Planning:** Early stages of building the next budget, with focus on landscaping, pool management, and insurance recovery outcomes.

Project Updates

- **Tennis/Pickleball Courts:** Ongoing crack repair and lining; materials loss from fire accounted for in quotes, minimal additional expense.
- **Other Projects:** Plans for Foursquare lines in tot lot, pool entrance ceiling repairs, masonry work, and replacement fascia. Non-slip tape for pool perimeter to be installed—timing (fall vs. spring) undecided.
- **Fence Replacement:** *Proposed by attendee-* Replacing chain link with higher, more attractive fencing directly around the pool for aesthetics and ease of landscaping.

Community and Miscellaneous

- **Loose Dog Control:** Based on an attendee complaint, a reminder of owner/dog behavior will be sent to the community.
- **Event Planning:** Scheduling for upcoming meetings and events (e.g., pool closing, Halloween, Turkey Trot, board candidate solicitation).
- **Volunteerism:** Uncertainty about future board and volunteer participation; professionalizing certain tasks (e.g., pool, landscaping) considered prudent.

Next Steps

- Gather more quotes for pool management and landscaping.
- Finalize insurance claim details and cleanup contracts.
- Continue project planning and budget development for 2026.
- Schedule next meeting at the community center and prepare for insurance/building updates.

Next Board Meeting scheduled to be held at the Chancellor Community Center for October 1st.

6:30 Executive Session at 6:30 PM

Community Session at 7:00 PM

≡CHANCELLOR WEST≡ HOMEOWNERS ASSOCIATION

Board of Directors' Meeting

3 September 2025

Open Session

Agenda

- **Treasurer's Report & 2025 Budget**
- **2026 Reserve Component Study**
- **2026 Budget Build**
- **Planning Calendar**
- **Pavilion Fire Recovery**
- **Landscape Issues**
- **Lake Actions**
- **Projects & Discussions**
- **Member Questions & Comments**

Treasurer's Report

(As of 31 July 2025)

Income

Interest	0.58
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Page	Account number	Ending balance last statement	Ending balance this statement
2	6709262973	54,605.58	49,196.58
4	1585285537	69,000.04	69,000.62
Total deposit accounts		\$123,605.62	\$118,197.20

Reconciliation

\$ 123,605.62	\$ 123,606.20
\$ + 0.58 Income	- \$ 5,409.00 Expenses
\$ 123,606.20	\$ 118,197.20

Expenses

Recipient	Account	June-25
Dominion	Operating Expenses: 6240 Utilities	-318.75
Verizon	Operating Expenses: 6230	-79.40
Turner's Pool and Spa	Operational Expenses: 6200 Pool	-481.02
Belman Tax	Operating Expenses:6170 Professional fees	-245.00
Jim's Lawn	Operating Expenses:6190 Landscaping	-850.00
John Kalb	Operating Expenses:6130 Repairs	-269.41
Becky Walley	Operating Expenses: HOA event	-113.95
United States Treasury and VA Empl. Comm.	Operating Expenses: 6160 Payroll Taxes	-266.81
May Payroll: KR, BF, and CW	Operating Expenses: 6140 Payroll	-951.66
Mike Jordan	Operational Expenses: 6200 Pool	-748.42
Raines Power Washing	Operating Expenses:6130 Repairs And Maint.	-375.00
Stephanie Chen	Operating Expenses:6200 Pool Non Slip Deck Tapes	-554.17
Total		-5,409.00

2025 Operating Budget (As of 31 July)

Belman Tax

Income	Actual 24	Budget 25	Actual 25 CASH	Aug 25 ACCRUAL
4010 Assessments & Fees	\$71,615	\$76,230	\$76,230.00	
4020,4100,4110,4150 Other	\$1,159	\$945	4.00	
Income Total	\$72,774	\$77,175	\$76,549.00	
Operating Budget				
Account #	Actual 24	Budget 25	Actual 25	
6060 Dues & Subscriptions	123	100	144.88	
6100 Insurance	2,555	2,700	3010	
6130 Repairs & Maintenance	554	800	1,015.32	
6140 Payroll	4,549	5,000	1,599.96	2,649.00
6150 Office / Petty Cash	202	500	143.22	
6160 Payroll Taxes	758	900	266.81	221.21
6170 Professional Fees	4,492	6,000	3,381.50	
6190 Lawn Maint / Landscaping	13,458	12,000	8,141.11	
6200 Pool Maint	7,451	7,500	7,840.83	
6220 Travel (Veh Gas)	0	0	0	
6230 Telephone / Internet	742	800	552.33	
6240 Utilities *	2,596	2,600	1,102.58	
6290 HOA Events (Social)	872	900	355.91	
6310 Bad Debt	0	0	0	
6210 Taxes & Licenses	55	75	0	
6180 Violations and Penalties	10	0	0	
Operating Total	\$38,417	\$39,875	27,604.45	28,607.89
Addition to Reserve Account	\$34,357	\$37,300		

Chancellor West Homeowners' Association Inc

Profit & Loss

January through July 2025

	Jan - Jul 25
Ordinary Income/Expense	
Income	
4010 · Membership Dues & Fees	76,230.00
4100 · Interest Income	4.00
4150 · Admin & Resale Certificate	315.00
Total Income	76,549.00
Expense	
6060 · Dues and Subscriptions	144.88
6100 · Insurance Expense	3,010.00
6130 · Repairs and Maintenance	1,015.32
6140 · Payroll Expenses	
6145 · Employees Wages	2,649.00
6160 · Payroll Tax	221.21
Total 6140 · Payroll Expenses	2,870.21
6150 · Office / Petty Cash Expenses	143.22
6170 · Professional Fees	3,381.50
6190 · Lawn Maintenance / Landscaping	8,141.11
6200 · Pool Maintenance	7,840.83
6210 · Taxes & Licenses	50.00
6230 · Telephone / Internet	552.33
6240 · Utilities-Elect-Septic-Trash	1,102.58
6290 · HOA Social Events	355.91
Total Expense	28,607.89

Payroll includes July and Aug GROSS wages and tax per our accountant.
 "Actual 25" reflects NET wages. The total will reconcile after payroll ends in fall.

2025 Reserve Budget (As of 31 July)

Reserve Budget		
Account #	Budget 25	Actual 25
7010 Tot Lot	200	78.83
7020 Tennis Courts, Fencing, Lighting	2,000	0
7030 Buildings	0	0
7040 Main & Baby Pools	0	0
7050 Pump Room Mechanical	1,500	0
7060 Pool Furniture	500	0
7070 Fencing: Pool & Lot Vinyl, Chain Link	0	0
7075 Fencing: Parking Lot	0	0
7080 Asphalt Parking Lot	0	0
7090 Concrete Walks, Slabs, & Pool Deck	0	0
7095 Entrance Walls, Fence, Lighting	0	0
7096 Irrigation System	1,000	0
7097 Lake & Dam	5,000	3,750.00
7045 Equipment	0	847.43
Reserve Total	\$10,200	4,676.26

Other Income/Expense	
Other Expense	
7000 - Reserve Component Expenses	
7010 - Tot Lot	78.83
7045 - Equipment	847.43
7097 - Lake & Dam	3,750.00
Total 7000 - Reserve Component Expenses	4,676.26

Board
Acceptance

Building the 2026 Budget

Maintenance item	When	Frequency	Who	Estimated cost
Landscaping				
Mulch Tot Lot	April	Annual	Red Twig?	
Mulch Front Entrance	April	Annual	Red Twig?	
Front Entrance Flowers	April	Annual	Red Twig?	
Front Entrance Weeding	April-Sept	Monthly	Red Twig?	
Pool/Rec area/Rec entrance Weeding	April-Sept	Monthly	Red Twig?	
Trim pool hedges	April	Annual	Red Twig?	
Pool Lawn Mow	April-Sept	Weekly	Jim's Lawn?	\$50-\$100
Whole Property Mow	April-Sept	bi Weekly	Jim's Lawn and Landscape	\$6,000
Pool Perimeter Fence brush removal	April	Annual	?	
Leaf Removal front entrance and tennis court	Nov/Dec	Annual	SARP	\$1,200 front +
Pressure washing				
Front Fence	April	Annual	Raines Power Washing?	\$350
Pool House	April	Annual	Raines Power Washing?	\$150
Rec area front fence	April	Annual	Raines Power Washing?	
Pool vinyl fence	April	Annual	Raines Power Washing?	
Tennis Courts	April	Annual	Raines Power Washing?	
Pool				
Prof pool cleaning: Chem, vac, brush...etc	May-Sept	Weekly	Pool Company	\$450/mo + Chems
Pool cleaning by techs: Chem, vac, brush, bathrooms, trash, open/close.	May-Sept	Daily	Pool Techs	\$1,100/mo + Chems (50hrs @\$18/hr in July)
Pool Chems	May-Sept	Monthly	Varies (Turner's/Amazon)	\$1,150 in July
Pool, Pump room and Property Maintenance	May-Sept	As needed	Property and Pool "Manager" position	\$25/hr (10hrs/wk, 6mo, \$6,000)
Pool Opening	May	Annual	Best Water/Turner's Pool	\$4,000
Pool Closing	Sept	Annual	Best Water/Turner's Pool	\$1,700

2026 HOA Budget Preparation

- **Sept BOD meeting: Budget Preparation Depends on Fire Insurance and Replacement Spending Results, TBD.**
- **Oct BOD meeting: 2026 Budget approval.**
- **1 Nov: Call for Candidates.**
- **Nov BOD meeting: Approval of all Annual Mailing documents (Annual Meeting Notice, Election Ballot, Treasurer's Letter, President's Letter, Budgets).**
- **1 Dec: Annual Mailing.**
- **Sun 11 Jan: Annual Meeting.**

Proposed CW HOA 2025 Planning Calendar

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
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March						
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30	31					

April						
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May						
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June						
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29	30					

July						
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August						
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31						

September						
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28	29	30				

October						
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November						
S	M	T	W	T	F	S
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30						

December						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

-  - Holiday
-  - Social
-  - School
-  - BOD Mtg

- 6? Sep: Pool Close Up TBD
- 31 Oct: Halloween
- 1 Nov: Call for Candidates
- 27 Nov: Thanksgiving ... Turkey Trot
- 1 Dec: Annual Mailing
- 6 Dec: Front Entrance Decorating
- 25 Dec Christmas

Sun 11 Jan 2026: Annual Meeting

Pavilion Fire Recovery



- Insurance Progress
 - Notification Complete
 - Adjuster Visit Complete
 - Replacement List Complete
 - Support Request in Process
- Cleanup Service TBD
- Building Replacement TBD
- Pool Chemicals stored separate from building
- Pool Closing to be rescheduled

Landscape Issues

- Landscape Committee?
- Landscape Plan? Meadows Farms?
- Irrigation Rain Gauge Fix

Lake Actions



- Lake Vegetation
 - 8/18, Met with VA Waters to discuss dam water side.
 - 9/1, Met with Landscaper to instruct on vegetation cutting.
- Fish Restocking
 - Potential Cost being reviewed with suppliers to lower cost.
 - Fall Time-frame possible

Other Projects & Discussions

- North court cleaning & crack repair materials being purchased
- Paint 4-Square lines in parking lot along the Tot Lot side.
- Reserve study and 2026 Budget plan. Pending insurance issues.
- Entrance building window replacement and facia repair.
- Masonry repair of brick wall at pool.
- Pool entrance ceiling.
- 2025 RC Study: full or update?

≡CHANCELLOR WEST≡ HOMEOWNERS ASSOCIATION

Member Questions and Comments

Next

Board of Directors' Meeting

29 September 2025

Executive Session - 7 pm

Open Session - 7:30 pm

Location - TBD