Chancellor West Board Meeting Minutes

Meeting started at 7:00 PM

Meeting adjourned at 8:22 PM

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

Community Members in attendance: Mark McLaurine

This is a detailed summary of a homeowner's association (HOA) board meeting, primarily focused on community maintenance, landscaping, financial updates, committee roles, and upcoming events. The discussion covers ongoing and planned projects, committee changes, financial status, and resident concerns.

Committee and Personnel Updates

Architectural Control Committee (ACC)

- Jen Cook has stepped down; John Kalb is now covering ACC duties with support from Mike Middleton.
- Committee currently lacks official members, seeking volunteers.
- Approach has shifted to direct, supportive engagement with residents instead of formal notices.

The Board noted with great appreciation the work by Jen Cook during her time on the ACC.

- Other Roles:
- Board members are willing to shift roles as needed for committee coverage.
- Social committee currently inactive; event organization is handled by volunteers.

Maintenance & Projects

Mailbox Repairs:

- Damaged mailbox to be relocated and reinstalled with a new post; neighbor (homeowner)is purchasing materials.
- Landscaping:
- Ongoing issues with weeds and front entrance appearance.
- Plan to switch from annuals to low-maintenance perennials.
- Landscaping is scheduled for weeding; surplus funds from other projects may be used.
- Dead bushes to be replaced are under warranty.
- The HOA front fence will be cleaned
- Lake & Fish Stocking:
- Community members may be willing to contribute to fish restocking, Further discussion needed
- Estimated cost: \$3,900; exploring options for reduced costs.
- Emphasis on catch-and-release policy to maintain fish population.
- Culvert & Drainage Work:
- Some materials in recent culvert repair noted by recent engineering firm inspection are not up to spec, i.e., riprap could be deeper. May still be OK due to the dam being "I ow Hazard Dam"
- Engineering firm report pending; further work may be required. Anticipate final approval of state operating certificate this summer.
- Animal damage (beavers) noted near runoff areas on dam down slope; repairs deferred but monitored.
- Pool & Facility Maintenance:
- Leak detected in pool equipment; contractor to be contacted.
- Pool maintenance practices reviewed, including safe chlorine handling.

- Rain gauge and irrigation improvements installed.
- Building repairs (fascia, brickwork, entrance ceiling) scheduled for cooler weather.
- Tennis/Basketball Courts:
- Court cleaning and repainting scheduled; volunteers needed.
- Net and fencing repairs discussed, possible repainting before resurfacing.
- Four square lines to be added in the parking lot.

Financial Report

- May Financials:
- \$0.59 interest earned: \$5,330.04 in expenses (including pool repairs).
- Total funds: \$130,162.55 (bank), \$76,547.85 (cash basis after payroll adjustments).
- Reserve funds: \$4,676.26.
- Audit and insurance paperwork in progress; deadline extended to August 6.
- Budget Planning:
- Reserve study ongoing; prioritization needed for major expenses (culverts, retaining walls).
- Dues increase of up to 5% allowed without community vote; further increases require approval.
- Comparison to other HOAs shows dues remain a "bargain."

Events & Community Engagement

- Fourth of July Picnic:
- 45 guests signed up; event logistics and volunteer assignments discussed.
- Pie contest and decorations planned, backup plans for food and supplies in place.
- Community encouraged to contribute and participate.
- Other Activities:

- Pool and grounds receive positive feedback; ongoing efforts to maintain and improve facilities.
- Volunteer appeals for both maintenance projects and social activities.

Resident Concerns & Comments

- Front Entrance Appearance:
- Residents emphasize the importance of a well-maintained entrance for community image.
- Landscaping improvements and professional maintenance discussed. Delay in the landscaping explained as due to very hot weather and long periods of rain.
- Wildlife Encounters:
- Coyotes, foxes, and beavers reported; animal control and removal discussed.
- Market Trends:

Action Items & Next Steps

- Continue seeking ACC volunteers and clarify committee structure.
- Proceed with mailbox, landscaping, and court maintenance projects.
- Finalize fish stocking plan and coordinate community contributions.
- Monitor and address pool and facility repairs as needed.
- Prepare for upcoming events and ensure adequate volunteer support.
- Update reserve study and finalize budget planning for next year.



Board of Directors' Meeting

30 June 2025

Open Session

Agenda

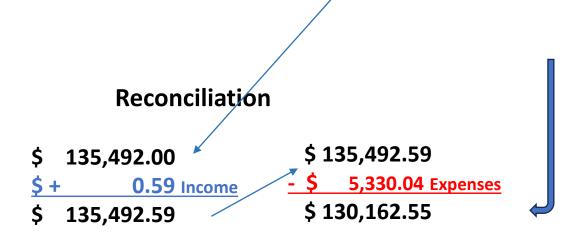
- Treasurer's Report & 2025 Budget
- Planning Calendar
- Lake Actions
- ACC Reconstitution
- 4th of July Picnic
- Projects & Discussions
- Member Questions & Comments

Treasurer's Report

(As of 31 May 2025)

Income

		Ending balance	Ending balance
Page	Account number	last statement	this statement
2	6709262973	66,493.12	61,163.08
4	1585285537	68,998.88	68,999.47
Total deposi	it accounts	\$135,492.00	\$130,162.55



Expenses

Expenses						
Recipient	Account	May-25				
Turner's Pool and Spa	Operating Expenses: 6200	-1,478.24				
	Pool					
Maggie Norman	Operating Expenses: 6290	-86.87				
	HOA events: Easter					
State Farm	Operational Expenses: 6100	-252.00				
	Insurance					
Belman Tax	Operating Expenses:6170	-245.00				
	Professional fees					
Jim's Lawn	Operating Expenses:6190	-850.00				
	Landscaping					
Turner's Pool and Spa	Operating Expenses: 6200	-1,294.39				
	Pool					
Mike Middleton	Reserve Expenses: 7045	-824.74				
	equipment: Pickleballs					
Mike Jordan	Operating Expenses: 6130	-211.37				
	repairs and 6190 landscaping					
	Bathroom repairs and fuel					
Stephanie Chen	Operating Expenses: 6150	-44.53				
	Office, 6290 HOA events:					
	Address stamp and Easter					
Total		-5,330.04				

2025 Operating Budget (As of 31 May)

IncomeJ	Actual 24	Budget 25	Actual 25 CASH	June 25 ACCRUAL
4010 Assessments & Fees	\$71,615	\$76,230	\$76,230.00	
4020,4100,4110,4150 Other	\$1,159	\$945	2.85	
Income Total	\$72,774	\$77,175	\$76,547.85	

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Chancellor West Homeowners' Association	Inc
Profit & Loss	

January through May 2025

						Jan - May 25
Operating	Budget				Ordinary Income/Expense	
Account #	Actual	Budget	Actual 25		Income	
	24	25			4010 · Membership Dues & Fees	76,230.00
6060 Dues & Subscriptions	123	100	25.00		4100 · Interest Income	2.85
6100 Insurance	2,555	2,700	252		4150 · Admin & Resale Certificate	315.00
6130 Repairs & Maintenance	554	800	200.16		Total Income	76,547.85
6140 Payroll	4,549	5,000	0	702		
6150 Office / Petty Cash	202	500			Expense	
6160 Payroll Taxes	758	900	0	58.63	6060 · Dues and Subscriptions	25.00
6170 Professional Fees	4,492	6,000	2,861.50		6100 · Insurance Expense 6130 · Repairs and Maintenance	252.00 200.16
6190 Lawn Maint / Landscaping	13,458	12,000			6140 · Payroll Expenses	200.10
6200 Pool Maint	7,451	7,500	· ·		6145 - Employees Wages	702.00
6220 Travel (Veh Gas)	0	0	0		6160 · Payroll Tax	58.63
6230 Telephone / Internet	742	800			Tatal C440 Daywell Ferrance	760.63
6240 Utilities *	2,596	2,600			Total 6140 · Payroll Expenses	700.03
6290 HOA Events (Social)	872	900			6150 · Office / Petty Cash Expenses	70.47
6310 Bad Debt	0	0			6170 · Professional Fees	2,861.50
6210 Taxes & Licenses	55	75			6190 · Lawn Maintenance / Landscaping	5,955.48
			_		6200 · Pool Maintenance	5,239.44
6180 Violations and Penalties	10	0		46 200 50	6230 · Telephone / Internet	295.73
Operating Total	\$38,417	\$39,875	15,637.95	16,398.58	6240 · Utilities-Elect-Septic-Trash 6290 · HOA Social Events	569.88 168.29
					0230 - HOA SOCIAI EVERTS	100.29
Addition to Reserve Account	\$34,357	\$37,300			Total Expense	16,398.58

2025 Reserve Budget (As of 31 May)

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
 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

 Total Other Expense
 4,676.26

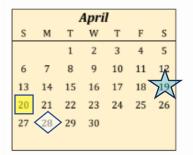
Board Acceptance

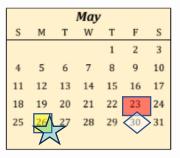
Proposed CW HOA 2025 Planning Calendar

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24 May: Pool Opens

26 May: Memorial Day

XXXXX: Walk About

4 July: Independence Day

12 Aug: First School Day

• 1 Sept: Labor Day / Last Swim Day

6 Sep: Pool Close Up

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

Lake Actions



- Lake Engineering Review
 - Riprap Replacement
 - Plunge Pool
 - Outflow Repair
 - Trees on the dam
 - Animal Damage
- Fish Restocking
 - Shared Expense
 - Member Contribution

Architectural Control Committee

- Jen Cook Stepped Down
- No Official Members
- John Kalb covering with help
- Need minimum 3 Volunteers
- Board Support
- Non-combatitive approach

The CWHOA Board would like to thank Jen Cook for her help and wish her well in the future.

4th of July Picnic

Waiting for picture

- Friday July 4th
- 12 to 2PM
- Hamburgers and Hot Dogs
- Carry in dishes
- Pie Contest

Other Projects & Discussions

North court cleaning & crack repair. Pressure washer repaired



- Paint 4-Square lines in parking lot along the Tot Lot side.
- Reserve study and 2026 Budget plan.
- Camera system. Needs training.
- Weed cleanup & flowers at entrance. Perennials vs Annuals
- Entrance building window replacement and facia repair.
- Masonry repair of brick wall at pool.
- Pool entrance ceiling.
- Tot Lot painting.
- 2025 RC Study: full or update?





Member Questions and Comments

Next

Board of Directors' Meeting 28 July 2025

Executive Session - 7 pm

Open Session - 7:30 pm