

June 30th 2025

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 "Low 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.

≡CHANCELLOR WEST≡ HOMEOWNERS ASSOCIATION

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

Interest	0.59
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Page	Account number	Ending balance last statement	Ending balance this statement
2	6709262973	66,493.12	61,163.08
4	1585285537	68,998.88	68,999.47
Total deposit accounts		\$135,492.00	\$130,162.55

Reconciliation

\$ 135,492.00	\$ 135,492.59
\$ + 0.59 Income	- \$ 5,330.04 Expenses
\$ 135,492.59	\$ 130,162.55

Expenses

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

2025 Operating Budget (As of 31 May)

Belman Tax

Chancellor West Homeowners' Association Inc

Profit & Loss

January through May 2025

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	

Operating Budget				
Account #	Actual 24	Budget 25	Actual 25	
6060 Dues & Subscriptions	123	100	25.00	
6100 Insurance	2,555	2,700	252	
6130 Repairs & Maintenance	554	800	200.16	
6140 Payroll	4,549	5,000	0	702
6150 Office / Petty Cash	202	500	70.47	
6160 Payroll Taxes	758	900	0	58.63
6170 Professional Fees	4,492	6,000	2,861.50	
6190 Lawn Maint / Landscaping	13,458	12,000	5,955.48	
6200 Pool Maint	7,451	7,500	5,239.44	
6220 Travel (Veh Gas)	0	0	0	
6230 Telephone / Internet	742	800	295.73	
6240 Utilities *	2,596	2,600	569.88	
6290 HOA Events (Social)	872	900	168.29	
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	15,637.95	16,398.58

Addition to Reserve Account	\$34,357	\$37,300		
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Ordinary Income/Expense

Income

4010 - Membership Dues & Fees	76,230.00
4100 - Interest Income	2.85
4150 - Admin & Resale Certificate	315.00

Total Income

76,547.85

Expense

6060 - Dues and Subscriptions	25.00
6100 - Insurance Expense	252.00
6130 - Repairs and Maintenance	200.16

6140 - Payroll Expenses	
6145 - Employees Wages	702.00
6160 - Payroll Tax	58.63

Total 6140 - Payroll Expenses 760.63

6150 - Office / Petty Cash Expenses	70.47
6170 - Professional Fees	2,861.50
6190 - Lawn Maintenance / Landscaping	5,955.48
6200 - Pool Maintenance	5,239.44
6230 - Telephone / Internet	295.73
6240 - Utilities-Elect-Septic-Trash	569.88
6290 - HOA Social Events	168.29

Total Expense

16,398.58

Cash Total for May 25, plus June Payroll Expenses equals the ACCRUAL TOTAL

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

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

Total Other Expense

4,676.26

Board
Acceptance

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						
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	

March						
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					

April						
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		

May						
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

June						
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					

July						
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		

August						
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					

September						
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				

October						
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	

November						
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						

December						
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			

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

- 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

Dam Outflow and Runoff

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?



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Member Questions and Comments

Next

Board of Directors' Meeting

28 July 2025

Executive Session - 7 pm

Open Session - 7:30 pm