

≡CHANCELLOR WEST≡

Board of Directors Meeting Summary

November 17, 2025

Overview

This summary covers a recent Board of Directors meeting focused on operational adjustments, financial updates, facility projects, and future planning. Key discussions included shifting from monthly to quarterly meetings, budget and reserve management, facility repairs (especially post-fire), and community maintenance projects. The board also addressed the challenges of member participation and the need to fill critical roles, particularly the treasurer position.

Meeting Type

Project Review & Board Operations Planning

Key Topics & Decisions

1. Meeting Frequency & Board Operations

- **Proposal to Move to Quarterly Meetings:**

Several board members expressed support for changing from monthly to quarterly official meetings, citing low attendance and high stress for volunteers.

- Special meetings can be scheduled as needed for urgent issues.
- The board communicates regularly via email, reducing the necessity for frequent formal meetings.

Consensus to cancel the December meeting and revisit the schedule in the new year.

- **Monthly Reports:**

- Suggestion to issue a monthly report summarizing activities and key issues, using existing chart formats, to maintain transparency.
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2. Financial & Budget Updates

- **2026 Budget Projections:**

- Adjusted budget reflects a \$5,000 reduction in the Millennium Pool contract, leading to an increased reserve contribution (~\$30,400).

Even with increased operating costs, the board expects to meet its reserve goals.

- **Treasurer's Report:**

- October expenditures: \$10,650.07 (major expense: pool cover).
- Current account balance: \$93,159.75.
- Over-budget on pool chemicals by ~\$3,500; contracting pool maintenance is expected to stabilize these costs.

Reserve expenditures included tennis court repairs and holiday decorations.

Example: "Even with the millennium contract and \$6,000 in payroll fees, we're still putting \$30,000 towards our reserve," ensuring financial stability.

3. Facility & Project Updates

A. Pavilion and Shed (Post-Fire Recovery)

- **Insurance Claims & Repairs:**

- Insurance checks received for buildings and contents; further negotiation ongoing for additional funds.

Cleanup completed; concrete and posts assessed for repair.

The Board is engaged in discussions with the insurance company to understand, and possibly increase the final settlement.

Pavilion committee working on new designs; construction expected to take ~12 weeks, likely starting next year. • Additional features under consideration: new concrete pads and improved continuity of design.

Example: “Cleanup has been completed. Once we got to the concrete, we could see the damage is relatively lighter by our post.”

B. Pool Operations

- **Maintenance Contract:**
 - Board to contact Millennium about pool maintenance, fixed price, to reduce volunteer workload and unpredictable chemical costs.
 - Plan for three maintenance visits per week, with interim checks by local volunteers.
- Storage for pool chemicals discussed; temporary solutions in place until a shed is available.

C. Landscaping & Irrigation

- **Red Twig Landscaping:**
 - Contract accepted for ongoing community landscaping, including seasonal tasks and pool area maintenance.
- Irrigation System:
- Commonwealth Irrigation to handle winterization and maintenance.
- Rain gauge issue to be addressed during winterization.

D. Other Community Projects

- **Playground (Wood Play Set):**
 - Noted increased deterioration; repairs and painting planned to extend life by ~2 years before replacement is necessary. Budget allocation for repairs and paint (~\$1,000).
- **Pickleball&TennisCourts:**
 - Major resurfacing and lining projects deferred to 2026.

Discussion on resurfacing the entire north court for multi-use (pickleball, basketball).
- **Lake&Dam:**
 - Engineering firm engaged to support dam certification and riser repairs, with work planned for next year.

4. Board Membership & Volunteer Roles

- **Treasurer Vacancy:**
 - Urgent need to fill the treasurer position as the current treasurer is stepping down.

Potential volunteer identified; training and support offered by outgoing treasurer.
- **BoardSize:**

Not strictly required to have five members; can operate with fewer if necessary.

5. Community Engagement & Events

- **Holiday Decorations:**
 - Scheduled for December 6; leaf cleanup to precede decorating.
 - Volunteers coordinated for setup, including assembling lighted reindeer displays.
 - **AnnualMailing:**
 - Priority to mail out annual reports, ballots, and invoices by December 1.

Streamlined process using office metered mail.
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Open Issues & Next Steps

- Insurance negotiations and finalization of pavilion design and contracts.
 - Finalizing pool and landscaping contracts. Recruiting a new
 - treasurer and ensuring smooth board transitions. Ongoing
 - maintenance and repairs for playground and courts. Preparation
 - for annual meeting and major 2026 projects.
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Attendance & Closing

• **Attendees:** Board members in attendance, Mike Jordan, Bill Anderson, Stephanie Chen, Becky Walley, Mike Middleton, community participants, Gerald Childress, Brian Moon, John Kalb, Colgan Norman, Barbara L

- **Next Meeting:** Tentatively set for January 9 (annual meeting). •
 - **December meeting canceled due to workload and lack of urgent issues. •
 - Executive Session started at 6:30 PM Adjourned at 7:00 PM**
 - Community Session started at 7:00 PM Meeting Adjourned at 7:48 PM.**
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≡CHANCELLOR WEST≡ HOMEOWNERS ASSOCIATION

Board of Directors' Meeting

17 November 2025

Open Session

Agenda

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

Treasurer's Report

(As of Oct 31, 2025)

Account number	Ending balance last statement	Ending balance this statement
6709262973	34,807.46	24,157.39
1585285537	69,001.78	69,002.36
Accounts	\$103,809.24	\$93,159.75

Income

Interest	0.58
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Reconciliation

\$ 103,809.24	\$103,809.82
\$ + 0.58 Income	- \$ 10,650.07 Expenses
\$ 103,809.82	\$ 93,159.75

Expenses

Recipient	Account	Oct-25
Dominion	Operating Expenses: 6240 Utilities	399.19
Verizon	Operating Expenses: 6230	84.00
Turner's Pool and Spa	Operational Expenses: 6200 Pool	1,614.68
Belman Tax	Operating Expenses:6170 Professional fees	245
Jim's Lawn	Operating Expenses:6190 Landscaping	1,375
Mike Middleton (Check not cleared)	7020 Tennis court: Sealant	*241.62
Mike Jordan (Check not cleared)	6290 HOA event and 6160 Office	*172.14
Stephanie Chen	Operating Expenses: Pickleball weights Reserve expenses: Christmas decor	490.30
US Treasury and VEC	Operating Expenses: 6160 payroll tax	195.67
Sept Payroll: KR	Operating Expenses: 6140 Payroll	49.86
Turner's Pool and Spa	Pool Covers final payment: Insurance proceeds	6,196.37
Total		10,650.07

2025 Operating Budget (As of Oct 31, 2025)

Belman Tax

Chancellor West Homeowners' Association Inc

Profit & Loss

January through October 2025

Income	Actual 24	Budget 25	Actual 25 CASH
4010 Assessments & Fees	\$71,615	\$76,230	\$76,230.00
4020,4100,4110,4150 Other	\$1,159	\$945	5.74
Income Total	\$72,774	\$77,175	\$76,550.74

Operating Budget			
Account #	Actual 24	Budget 25	Actual 25
6060 Dues & Subscriptions	123	100	198.83
6100 Insurance	2,555	2,700	3010
6130 Repairs & Maintenance	554	800	1,386.16
6140 Payroll Expenses	4,549	5,000	3,253.75
6150 Office / Petty Cash	202	500	299.22
6170 Professional Fees	4,492	6,000	4,116.50
6190 Lawn Maint / Landscaping	13,458	12,000	12,186.01
6200 Pool Maint	7,451	7,500	11,095.42
6220 Travel (Veh Gas)	0	0	0
6230 Telephone / Internet	742	800	804.33
6240 Utilities *	2,596	2,600	2,598.62
6290 HOA Events (Social)	872	900	503.10
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	39,501.94

Addition to Reserve Account	\$34,357	\$37,300	
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Jan - Oct 25

Ordinary Income/Expense

Income

4010 · Membership Dues & Fees	76,230.00
4100 · Interest Income	5.74
4150 · Admin & Resale Certificate	315.00

Total Income

76,550.74

Expense

6060 · Dues and Subscriptions	198.83
6100 · Insurance Expense	3,010.00
6130 · Repairs and Maintenance	1,386.16
6140 · Payroll Expenses	
6145 · Employees Wages	3,003.00
6160 · Payroll Tax	250.75

Total 6140 · Payroll Expenses

3,253.75

6150 · Office / Petty Cash Expenses	299.22
6170 · Professional Fees	4,116.50
6190 · Lawn Maintenance / Landscaping	12,186.01
6200 · Pool Maintenance	11,095.42
6210 · Taxes & Licenses	50.00
6230 · Telephone / Internet	804.33
6240 · Utilities-Elect-Septic-Trash	2,598.62
6290 · HOA Social Events	503.10

Total Expense

39,501.94

2025 Reserve Budget (As of Oct 31, 2025)

Reserve Budget		
Account #	Budget 25	Actual 25
7010 Tot Lot	200	78.83
7020 Tennis Courts, Fencing, Lighting	2,000	285.49
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	448.80
7097 Lake & Dam	5,000	3,750.00
7045 Equipment	0	1,293.86
Reserve Total	\$10,200	5,856.98

Other Income/Expense

Other Expense

7000 · Reserve Component Expenses

7010 · Tot Lot	78.83
7020 · Tennis Court, Fencing, Lighting	285.49
7045 · Equipment	1,293.86
7096 · Irrigation System	448.80
7097 · Lake & Dam	3,750.00

Total 7000 · Reserve Component Expenses

5,856.98

Board
Acceptance

2026 ACTIONS

- **2026 Budget approval not possible until insurance issues finalized.**
- **Nov Actions: Approval of all Annual Mailing documents (Annual Meeting Notice, Election Ballot, Treasurer's Letter, President's Letter, Budgets).**
- **1 Dec: Annual Mailing.**
- **Sun 09 Jan 2026: Annual Meeting at Chancellor Community Center.**

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

- **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

Fire Recovery Progress



- Insurance Progress
 - Pavilion/Shed Response received – Questions posed
 - Replaceables Response received – Questions posed
 - Meeting with State Farm being scheduled
- Cleanup Completed
- Building Replacement
 - Two Pavilion Quotes
 - Two Storage Shed Quotes
 - Pavilion/Shed Restoration Committee reviewing quotes

Landscape Issues

- Landscape Committee
 - Reviewing Quotes from Redtwig
 - Irrigation system Winterizing by Commonwealth I & L
 - Recommend Irrigation 2026 quote from Commonwealth Irrigation & Landscape
 - Irrigation Rain Gage Fix Required
 - To be corrected during Winterizing

Lake Actions



- Lake Restocking Postponed Until Spring Season.
- GEI Engineering Firm to Support Application Process for Formal Operating Certificate.

Other Projects & Discussions

- **North court cleaning & crack repair materials have been purchased**
 - **Crack repairs being worked**
 - **Pickle ball line painting to be done in early 2026**
- **Paint 4-Square lines in parking lot along the Tot Lot side 2026.**
- **Entrance building window replacement and facia repair.**
- **Minor masonry repair of brick wall at pool.**
- **Pool entrance ceiling.**
- **2026 RC Study**
 - **Component Inspection for a Full Study is Complete and a Report Submitted to the BOD**
 - **Inspection provides a list of future needed repairs; Tt Lot Wooden Playscape Is the Most Urgent.**
 - **The Study is Mostly complete; Final Study to be Adjusted/ready for Annual meeting per Insurance payout**

≡CHANCELLOR WEST≡ HOMEOWNERS ASSOCIATION

Member Questions and Comments

Next

Board of Directors' Meeting

16 December 2025

Executive Session - 6:30 pm

Open Session - 7 pm

Location – Chancellor Community Center