

≡ CHANCELLOR WEST HOMEOWNERS ASSOCIATION ≡

MINUTES OF THE MONTHLY BOARD OF DIRECTORS' MEETING – 12 Feb 2024

Board Members Present: Bill Anderson, Jerry Karson, Stephanie Chen, Jeremy Sellars, and John Kalb.

An Executive Session was called to order at 6:00 PM at the Salem Church Library. A summary follows:

- Governing documents, BOD responsibilities & duties, selected projects, and new contracts were discussed.
- The BOD voted 5-0 to hire a new accountant and proceed with repair of the pool drainage culverts and dam spillway headwall.

The meeting transitioned into an Open Session. No additional Association members were present. See the attached slides.

- The Board thanks members who attended the annual meeting and either voted in person, by proxy, or by absentee ballot.
- Stephanie Chen presented the Treasurer's report which was accepted by the BOD. The revised actual 2023 budget / Income & Expense data from a reconciliation with Dean Rubin Accounting was included.
- John Kalb discussed the 2024 CWHOA Planning calendar to include the 2025 budget preparation plan.
- The status of projects (less those disclosing contractor bids) was then discussed.
 - Obtaining a regular dam operating permit remains a top priority. Submission of the Emergency Action Plan for the dam will be the only 2024 open action.
 - Refurbishment of the pump room will be completed next month with the reinstallation of water treatment equipment.
 - The BOD approved standing up a Court Committee to develop a multi-sport plan for the north court. Nearly \$21k is budgeted for the court improvement plan in 2025/2026.
 - A new pool entrance gate will be installed in April that enable Swim at Your Own Risk (SAYOR).
 - A security camera system will be installed this spring that covers the entire pool-court-tot lot and parking areas. The system will also contribute to SAYOR.
 - The BOD approved standing up a committee to develop and execute a plan for improving the Tot Lot. Nearly \$23k is budgeted for improvement in 2025/2026.
 - Becky Walley, our Social Coordinator, has proposed a plan for 2024. The plan was accepted with the proviso that volunteer step up to assist Becky. A community announcement will seek volunteers to reactivate a social committee.
 - The BOD will seek community input for additional projects to compete for funding.
- The next BOD meeting will focus on 2024 pool operations.

The Open Meeting was adjourned at 8:00 PM.

The next monthly Open Board meeting is scheduled for 6:30 PM on Monday 11 February at the Salem Church Library meeting rooms 5 & 6.

John Kalb
President, CW HOA

≡CHANCELLOR WEST≡
HOMEOWNERS ASSOCIATION

**Board of Directors'
Meeting**

12 Feb 2024

Open Session

Agenda

- **Treasurer's Report**
- **Planning Calendar**
- **Review of Projects**
- **Member Questions & Comments**

Treasurer's Report

(As of 31 Jan 2024)

- Total income: \$37,067.88
 - Assessments: \$36,750.00 (50 lots have paid)
 - Resale Certificate: \$ 315.00
 - Interest: \$ 2.88

- Total Expenses: \$12,199.08

Category	Recipient	Expenses
7070 - Fencing: Pool	MC Fence and Deck LLC	-3,462.00
6150 - Petty cash	Office Depot	-18.93
7040 - Main and Baby Pool	Millennium Pool Service	-8,010.38
6150 - Petty Cash	Wal-Mart	-53.70
6240 - Utilities	Dominion Energy Virginia	-154.07
6170 - Professional Fees	Dean C. Rubin, CPA	-500.00
Total		-12,199.08

Wells Fargo Statement

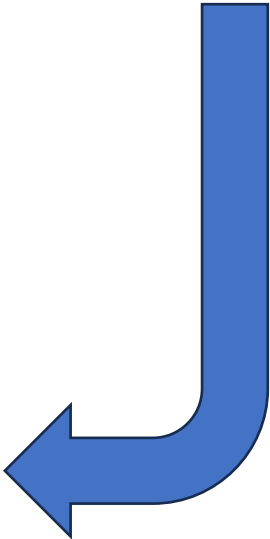
As of 1/31/2024

	<i>Page</i>	<i>Account number</i>	<i>Ending balance last statement</i>	<i>Ending balance this statement</i>
Checking	2	6709262973	25,602.84	50,468.76
Savings	4	1585285537	103,984.98	103,987.86
Total deposit accounts			\$129,587.82	\$154,456.62

Reconciliation

\$129,587.82
+ \$ 37,067.88 Income
\$166,655.70

\$166,655.70
- \$ 12,199.08 Expenses
\$154,456.62



2024 Budget

(As of 31 Jan 2024)

Income	Actual 23	Budget 24	Actual 24
4010 Assessments & Fees	\$69,300	\$72,765	\$36,750.00
4020,4100,4110,4150 Other	1,348	945	317.88
Income Total	\$70,773	\$73,710	\$37,067.88

Operating Budget			
Account #	Actual 23	Budget 24	Actual 24
6060 Dues & Subscriptions	195	200	
6100 Insurance	3,589	3,100	
6130 Repairs & Maintenance	876	900	
6140 Payroll	11,826	7,000	
6150 Office / Petty Cash Expenses	653	500	72.63
6160 Payroll Taxes	991	600	
6170 Professional Fees - R C Study	0	0	
6170 Professional Fees - Accounting	3,250	3,900	500.00
6170 Professional Fees - Legal	300	300	
6190 Lawn Maint / Landscaping	13,121	13,600	
6200 Pool Maint	6,915	7,200	
6220 Travel (Veh Gas)	0	0	
6230 Telephone / Internet	0	620	
6240 Utilities	2,721	3,000	154.07
6290 HOA Events (Social)	710	800	
6310 Bad Debt	0	700	
6210 Taxes & Licenses	30	0	
Operating Total	\$45,179	\$42,420	\$726.70

Reserve Budget			
Account #	Actual23	Budget 24	Actual24
7010 Tot Lot	0	\$ 200	
7020 Tennis Courts, Fencing, Lighting	469	3,300	
7030 Buildings	2,156	4,800	
7040 Main & Baby Pools	10,551	28,500	8,010.38
7050 Pump Room Mechanical	89	1,200	
7060 Pool Furniture	1,385	1,000	
7070 Fencing: Pool Vinyl & Chain Link	2,930	7,000	3,462.00
7075 Fencing: Parking Lot	0	0	
7080 Asphalt Parking Lot	0	4,400	
7090 Concrete Walks, Slabs, & Pool Deck	0	0	
7095 Entrance Walls, Vinyl Fence, Lighting	0	0	
7096 Irrigation System	525	500	
7097 Lake & Dam	27,008	5,000	
Reserve Total	\$45,113	\$ 55,900	\$11,472.38

Addition to Reserve Account	\$25,594	\$31,290	
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CWFOA Planning Calendar

2024

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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31						

April						
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28	29	30				

May						
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June						
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23	24	25	26	27	28	29
30						

July						
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21	22	23	24	25	26	27
28	29	30	31			

August						
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25	26	27	28	29	30	31

September						
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29	30					

October						
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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
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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 ● - Pool

- 30 March: Easter Egg Hunt ... **Social** ★
- 22 May: Schools Out ■
- 26 May: Pool Opens ... **Social** ★ ●
- 27 May: Memorial Day
- 4 July: ... **Social** ★
- 11 Aug: Ice Cream ... **Social** ★
- 12 Aug: First School Day ■
- 2 Sept: Labor Day ... **Social** ★
- 16 Sep: Pool Closes ●
- 16 Oct: Call for New Candidates
- 26 Oct: 2024 Budget Approved
- 31 Oct: Halloween
- 28 Nov: Thanksgiving ... **Turkey Trot** ★
- 7 Dec: Front entrance decorations

◇ - BOD Meeting

- 1 Jan: CWFOA Fiscal Year Begins
- 28 Feb: Assessments Due
- April – May: Parking Lot, Entrance Gate, and Pool Resurfacing
- 20 June: Begin RC Study Update
- 25 July: Begin 2025 Budget
- 24 Oct: 2025 Budget Approved
- 1 Nov: Call for Candidates
- 2 Dec: Annual Mailing
- 7 Dec: Holiday Decorations

Sat 18 Jan: 2025 Annual Meeting

2025 Budget Preparation Plan

- **July BOD: 2025 budget framework decisions**
 - **Mowing, Landscaping, Irrigation**
 - **Social**
 - **Pool**
 - **Reserve Components**
 - **Tennis courts**
- **Aug BOD**
 - **Initial projected 2025 Operating Costs, rationale, discussion**
 - **Current Budget adjustments**
 - **Reserve Component Update discussion**
- **Sept BOD**
 - **2025 operating Budget approval; projected RC contribution**
 - **Reserve Component Study update presentations**
 - **FY25 Assessment level discussion and decision**
- **Oct BOD**
 - **Proposed Reserve Component Study conclusions**
- **Nov BOD**
 - **2024 Budget adjustments**
 - **2025 Operating & Reserve Component Budgets: discussions and approval**
- **Dec: Annual Mailing**

Review of Projects

(Less Those w/Contractor Bids)

Dam Actions

- Inundation Zone study - **completed**; Low Hazard rating achieved
 - **Must develop Emergency Action Plan (Low Hazard Dam) this year for Operating Permit**
 - Items identified in initial inspection report:
 - Removal of trees within 25' zone (from toe of dam) - **Completed**
 - Repair of southern lakeside drainage culvert - **Completed**
- Inspection of drain pipe from riser to spillway - Completed, no issues discovered**
- **Repair of spillway / plunge pool: 2025**
 - **Repair of riprap along lake side of dam: 2025**
 - **Restore south (spillway-side drainage culvert: 2026**
 - **Repair of northern lakeside drainage culvert: 2024 - Completed**
 - **Masonry repair of drainage pipe headwall delamination: 2024**



Pump Room Refurbishment

- Water filtration system removed and stored
- Old spa piping, pumps, and filter removed; reusable items stored
- Electrician removed old boxes, conduits, wires
- Lower sheet rock walls removed
- Electrical control face board removed
- Outer wall foundation re-cemented, sill plate and studs replaced
- Lower walls insulated, covered with plywood and cement board, then waterproofed
- Upper walls cleaned and patched
- Ceiling and walls repainted
- New exhaust fan and vent installed
- New entry door to be installed
- Electrician to complete work 15-16 February (~ \$1200)
- Water filtration to be reinstalled in March



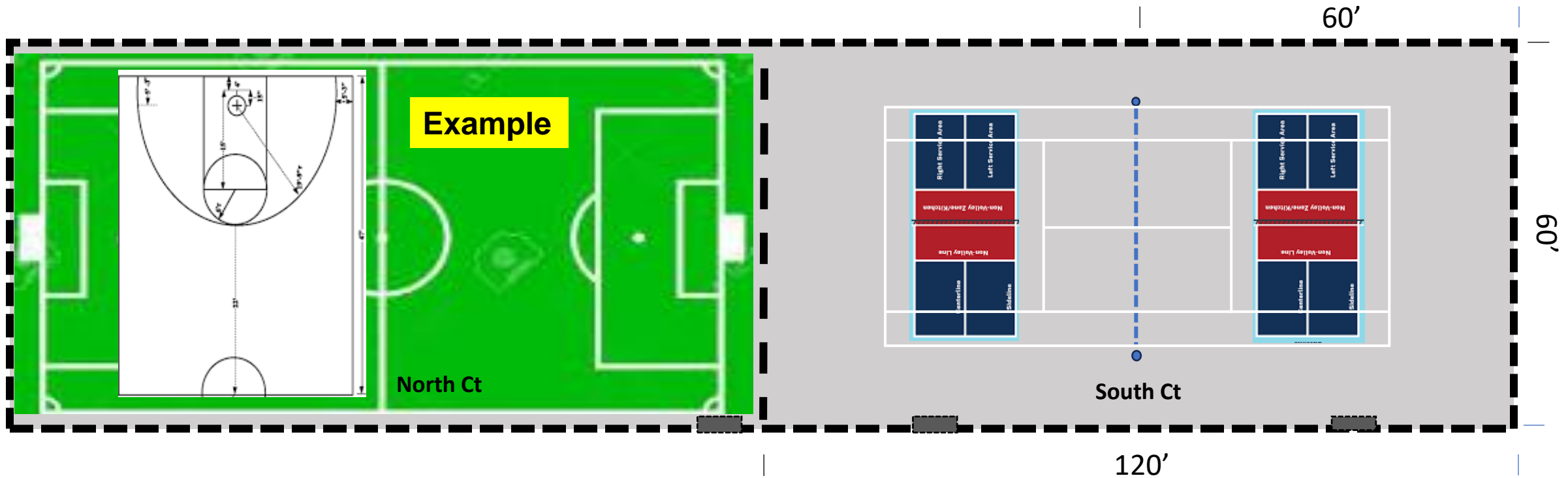
Front Entrance Building Repair

- Entrance door frame and two windows need replacing
- Contractor estimate: \$3,800
- Door is reuseable
- Fascia rotting in several places
- Likely Association DIY; \$1,000 in Reserve budget



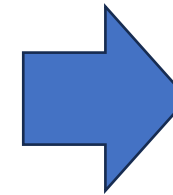
Tennis Court Refurbishment

- 2024
 - Power wash entire north court
 - Modify back fence for leaf removal; repair the fence
 - Apply 2d crack repair on south court
 - Add a bench?
- 2025 -- \$10,300
 - Resurface entire north court
 - Apply multi-sport striping
- 2026 -- \$10,630
 - Resurface and re-stripe the south court
- **Stand up a court committee:** develop a multi-sport court plan for the north court



New Front Entrance Gate

- Enables SAYOR
- Gate Specs
 - 7" x 5.8',
 - Top to 10' and sides to current width enclosed
 - Outer door frame is cemented
 - Self closing
 - Mechanical, resettable, cipher lock
 - Inner crash bar with security plate
- Contactor: MC Fence
- ½ paid; April installation
- New shrubbery by building entrance



Security Camera System

- **Enables SAYOR**
- **5 Camera Reolink system: \$603**
 - Outdoor POE (Power over Ethernet), high def, 12 MP cameras
 - Night vision, animal-human-vehicle recognition, zoom
 - 8 channel NVR with remote access / viewing, push notifications, and expandable 2 TB storage
 - 2 year warranty
- **Fios cable already run to entrance building for internet capability; must open a Verizon account**
- **NVR to be placed in closet**
 - Electric outlet in place
 - Easy Cat6 cable runs
- **Will need:**
 - Modem, 1 Cat-6 cable
 - Small display & mouse for controls
- **In the budget: \$1,000 in Reserve for equipment; \$620 in Operating for internet**
- **DIY or Electrician install**



- Entrance Gate; Parking Area
- Tot Lot
- Pool
- North & South Courts

Tot Lot Refurbish

- Playscapes need cleaning, repair & painting
- Mulched areas need maintenance
- Have set aside (via Reserve Study)
 - \$200 ea year for maintenance
 - \$12,372 in 2025
 - \$10,630 in 2026
- **Recommendation: Stand up a Tot Lot committee to get ready for 2024 and develop plans for 2025/2026**



Proposed Social Activities – Becky Walley

- March Easter Egg Hunt - **Need an announcement**
- April CPR class (fee)
- 26 May Memorial Day / Pool Opening Potluck
- August Back-to-School Ice Cream Social
- September Labor Day Cookout
- October Halloween costume / Candy Hunt
- November Thanksgiving Turkey Trot
- December Christmas Decorating Contest

A Social Committee?

Yard Sale?

Other Projects

- **Pool globe lights ... repair, cleaning, painting**
- **Pool entrance building ceiling repair**
- **Vinyl fence repair: front entrance sides and pool area entrance**
- **Timber retaining wall replacement (Wise driveway at dam)**
- **VDOT-controlled street signs replaced**
- **Dam guardrail replaced**
- **Fish stocking**
- **Governing Documents Update**
 - **Bylaws**
 - **Resolutions**

More?

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HOMEOWNERS ASSOCIATION

Member Questions and Comments

Next

Board of Directors' Meeting

Monday 11 March – Salem Church Library

Meeting Rooms 5 & 6

Executive Session – 6:00 pm

Open Session - 6:30 pm