

February 27th 2026 Board Meeting

Executive Session started 6:30 PM

Community Session Started 7:00 PM

Meeting adjourned 8:00 PM

Board Members in Attendance: Bill Anderson, Mike Jordan, David Walley, Becky, Mike Middleton

Community Members in Attendance: Jerry Karson.

Summary

This summary captures key discussions and decisions from the Chancellor West Homeowners Association (HOA) Board meeting. The meeting focused on financial updates, project progress (notably the pavilion rebuild and pool operations), upcoming maintenance, and community issues, including landscaping, lake management, and external projects potentially affecting the neighborhood. Attendees included Becky, Mike Middleton, Jerry, Dave, and other board members.

Financial & Treasury Report

Dues Collection

- **As of Feb 25:** \$58,176 collected from 72 members; 27 members pending.
- **Recent Payments:** Two partial, one full, plus additional payments brought collections to \$62,116 (77 members paid, 22 pending).
- **Due Date:** Feb 28; late fees typically waived if payment is prompt in March, but may apply for prolonged delays.
- **Tracking:** 2026 assessment log maintained in Google Docs.

Expenses

- **January:** \$22,812.54
- **Feb (through 25th):** \$29,398
- **Major Expenses:** Progress payments for Veterans Choice (pavilion), down payment to Coating Central, payment to GEI consultants for dam certificate.
- **Accounting Adjustments:** Certain construction expenses will be moved to the "Construction in Progress" (Account 1690) per accountant's instruction.

Budget & Variance

- **Operating Budget:** On track; variance column added to monitor actuals vs. budget.
- **Reserve Budget:** Major reserve spending on pavilion/shed rebuild and dam certification. Negative variance noted for irrigation system due to delayed billing and repairs.

Project Updates

Pavilion & Shed Rebuild

- **Contracts:** Signed with Veterans Choice (general contractor), D&M Electrical (electrical work), and Coding Central (slab sealing).
- **Permitting:** Engineering plans submitted; county permit application in progress.
- **Timeline:** Target completion by May 13 (ambitious); construction start depends on permit approval.
- **Design Details:** Pavilion posts to be PVC-clad; roof decking to be stained for an open ceiling look. Board discussed color options (recommendation: light/honey oak).
- **Cost Tracking:** All pavilion-related expenses tracked in Account 1690.

Pool Operations

- **Water System:** Scheduled to turn on March 27 (weather-dependent, may adjust for early construction).
- **Chlorination Upgrade:** Millennium Pools contracted to install new chlorine dispensers for both main and baby pools by May 4.
- **Opening Date:** May 23 (Saturday before Memorial Day).
- **Maintenance:** New contract covers chemicals and cleaning (approx. \$13,000), replacing prior piecemeal approach. Board will monitor service quality.
- **Safety:** Non-slip tape for pool tiles (delayed by prior fire) to be readdressed.
- **Ventilation:** Recent improvements to pump room ventilation noted as beneficial for handling liquid chlorine.

Landscaping & Irrigation

- **Spring Cleanup:** Red Twig to begin March 20 (includes mulching, weeding, seasonal flowers).
- **Irrigation Issues:** Remote rain gauge system malfunctioning; Commonwealth to be contacted for repairs.
- **Committee Coordination:** Landscaping committee to oversee ongoing maintenance.

Lake Operations

- **Restocking:** Scheduled for mid-April (reduced from initial proposal, mainly largemouth bass, blue gill, and minnows).

- **Dam Certification:** GEI Engineering preparing operating certificate application; currently in state review.
- **Signage:** Additional signs may be needed to clarify fishing rules and restrict non-resident access.
- **Turtle Pads:** Maintenance may be required; Lynn Stover monitoring.

Court & Recreation Facilities

- **Pickleball/Basketball Court:** Plan to resurface entire area using five-gallon buckets for cost-effectiveness and flexibility. MBI team will assist; work to resume in spring.
- **Tennis/South Court:** Refurbishment postponed; current courts remain serviceable. Future plans include multi-use posts for tennis, volleyball, and badminton.
- **Playground:** Replacement of wooden play structure deferred to 2028 due to high costs (example: \$78,000 for a comparable playset in CA).
- **Picnic Tables/Grill:** Board to research durable, cost-effective options.

Other Maintenance

- **Entrance Gazebo:** Window World to replace windows and repair fascia at no cost.
- **Masonry Repairs:** Pool entrance brickwork needs repointing; board to assess DIY options.

Community & External Issues

Power Line Project & Regional Development

- **Power Line Proposal:** Letters received regarding a 115-mile transmission line (primarily for data center projects). Minimal direct impact expected, but board monitoring due to potential traffic and land use changes.

Water Quality (PFAS Testing)

- **Resident Inquiry:** Request to test pool well for PFAS (“forever chemicals”). Stephanie Chen researching test costs.
- **Discussion:** Board leans toward individual homeowner responsibility for testing; no current evidence of contamination.

Planning & Next Steps

Key Dates

- **Pavilion Target Completion:** May 13, 2026
- **Pool Opening:** May 23, 2026
- **Spring Landscaping:** March 20, 2026

- **Lake Restocking:** Mid-April 2026

Communications

- **Updates:** Board to release periodic project updates to the community (especially on pool and pavilion progress) to manage expectations and reduce meeting attendance pressure.

Notable Discussions & Examples

- **Vendor Recommendations:** Positive experiences with Window World (windows) and D&M Electrical (long-term reliability).
- **Budget Transparency:** Use of Google Docs for real-time tracking; open discussion of negative variances and unplanned expenses.
- **Community Engagement:** Emphasis on keeping residents informed and involved, despite typically low meeting turnout.

Action Items

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- Update and monitor dues collection log; follow up with outstanding members post-February 28.
- Finalize construction accounts per accountant's guidance.
- Schedule and communicate upcoming maintenance (landscaping, irrigation, pool, court resurfacing).
- Research and potentially purchase new signage for lake access.
- Continue monitoring external development projects and communicate implications to residents.
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TBD – Next Board of Directors' Meeting

March 24, 2026,

Executive Session - 6:30pm

Open Session – 7:00 pm (?)

Via Zoom Meeting

≡CHANCELLOR WEST≡ HOMEOWNERS ASSOCIATION

AGENDA

Board of Directors Meeting

February 27, 2026

- **Treasurer's Report**
- **Pavilion/Shed Rebuild**
- **Pool Operations**
- **Landscaping**
- **Lake Operations**
- **Projects/Discussions**
- **Planning Calendar**
- **Member Q&A**

Treasurer's Report

Meeting Date: February 27, 2028

For The Period: Jan 1, 2026 to Feb 25, 2026

David Walley

Highlights as of 2/25/2026

- HOA Dues collected \$58,176 from 72 members.
- Dues pending from 27 members.
- Expenses for period: \$52,210.67
 - Jan 26: \$22812.54 Feb 26: \$29398,13
- Pavilion Shed Project
 - 2 Progress Payments made to Veteran's Choice: \$43,149
 - 1 Down Payment to Coatings Central: \$5440
- Dam Maintenance
 - Conditional Operation & Maintenance Certificate Assistance
 - GEI Consultants: \$1574.88

Expenses 1/1/2026-2/25/2026

Recipient	Account	1/1/26-2/23/26
Dominion	Operating Expenses: 6240 Utilities	172.25
Verizon	Operating Expenses: 6230	168
HB Law	Operating Expenses:6170 Professional fees	187.5
Belman Tax	Operating Expenses:6170 Professional fees	646
Jim's Lawn	Operating Expenses:6190 Landscaping	488.75
VA State Corporation Commission	6060 Subscriptions & Dues	25
Commonwealth irrigation and landscape	7096 Irrigation System	316.2
Mike Middleton	7045 Equipment	21.04
Stephanie Chen	6150 Office	22.05
GEI Consultants	7097 Lake & Dams	1574.88
Coatings Central	7030 Buildings *Insurance expenses: Construction in progress*	5440
Veterans Choice	7030 Buildings *Insurance expenses: Construction in progress*	43,149.00
Total	Jan 26: \$22812.54 Feb 26: \$29398,13	52210.67

Income 1/1/2026-2/25/2026

Income	Jan 26
Interest	\$1.13
Assessment Payments	\$28,280.00
Income	Feb 26*
Interest	\$0
Assessment Payments	\$24,240
* 2/1-2/25	

January 31, 2026 ■ Page 2 of 7



Summary of accounts

Checking and Savings

<i>Account</i>	<i>Page</i>	<i>Account number</i>	<i>Ending balance last statement</i>	<i>Ending balance this statement</i>
INITIATE BUSINESS CHECKING SM (Your primary account)	2	6709262973	16,892.93	21,552.39
BUSINESS MARKET RATE SAVINGS	5	1585285537	133,385.52	133,386.65
Total deposit accounts			\$150,278.45	\$154,939.04

	Jan 26 Register	Statement 1/31/2026
Previous Balance	\$16,892.93	\$16,892.93
Income *,**	\$28,280.00	\$27,472.00
Expenditures	\$22,812.54	\$22,812.54
New Balance	\$22,360.39	\$21,552.39
*Tim McLaughlin's \$808 Cleared bank in Dec 25 reflected as part of previous balance from Dec, but counted as 2026 Income		
**Sharon Webb's \$808 Payment not reflected in Statement from Wells Fargo dated 1/31/2026. Credited on 2/1/2026		

Income 1/1/2026 – 2/25/2026

	Actual Jan 26	Actual Feb 26	Actual Mar 26	Actual April 26	Actual May 26	Actual June 26	Actual July 26	Actual Aug 26	Actual Sept 26	Actual Oct 26	Actual Nov 26	Actual Dec 26	Total Actual 26
4010 Assessments & Fees	\$28,280.00	\$29,896.00											\$58,176.00
4020,410,4110,4150 Other	1.13												\$1.13
Income Total	\$28,281.13	\$29,896.00											\$58,177.13

*1 \$808 payment received in Dec 2025 being counted as Jan 2026 income: Makes $\$808 + \$27,472 = \$28,280$ as the Jan 26 Income total.

10:41 AM

02/26/26

Cash Basis

Chancellor West Homeowners' Association Inc
Profit & Loss
January 2026

	<u>Jan 26</u>
Ordinary Income/Expense	
Income	
4010 · Membership Dues & Fees	28,280.00
4100 · Interest Income	1.13
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Total Income	28,281.13
Expense	
6060 · Dues and Subscriptions	25.00
6150 · Office / Petty Cash Expenses	22.05
6170 · Professional Fees	245.00
6190 · Lawn Maintenance / Landscaping	488.75
6230 · Telephone / Internet	84.00
6240 · Utilities-Elect-Septic-Trash	36.00
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Total Expense	900.80
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Net Ordinary Income	27,380.33
Other Income/Expense	
Other Expense	
7000 · Reserve Component Expenses	
7045 · Equipment	21.04
7096 · Irrigation System	316.20
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Total 7000 · Reserve Component Expenses	337.24
	<hr/>
Total Other Expense	337.24
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Net Other Income	-337.24
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Net Income	<u>27,043.09</u>

Operating Budget 1/1/2026-2/25/2026

Operating Budget						
Account #	Actual Jan 26	Actual Feb 26	Actual Mar 26	2026 Actual Total to Date	2026 Budget	Variance
6060 Dues & Subscriptions	\$25.00			\$25.00	\$200.00	\$175.00
6100 Insurance				\$0.00	\$3,000.00	\$3,000.00
6130 Repairs & Maintenance				\$0.00	\$1,800.00	\$1,800.00
6140 Payroll				\$0.00	\$1,500.00	\$1,500.00
6150 Office / Petty Cash Expenses	\$22.05			\$22.05	\$200.00	\$177.95
6160 Payroll Taxes				\$0.00	\$0.00	\$0.00
6170 Professional Fees	\$245.00	\$588.50		\$833.50	\$6,000.00	\$5,166.50
6190 Lawn Maint / Landscaping	\$488.75			\$488.75	\$12,000.00	\$11,511.25
6200 Pool Maint				\$0.00	\$13,905.00	\$13,905.00
6220 Travel (Veh Gas)				\$0.00	\$0.00	\$0.00
6230 Telephone / Internet	\$84.00	\$84.00		\$168.00	\$1,000.00	\$832.00
6240 Utilities	\$36.00	\$136.25	\$151.00	\$323.25	\$2,600.00	\$2,276.75
6290 HOA Events (Social)				\$0.00	\$500.00	\$500.00
6310 Bad Debt				\$0.00	\$0.00	\$0.00
6210 Taxes & Licenses				\$0.00	\$375.00	\$375.00
6180 Penalties and Violations				\$0.00	\$0.00	\$0.00
Operating Total	\$900.80	\$808.75	\$151.00	\$1,860.55	\$43,080.00	\$41,219.45

Reserve Budget 1/1/2026 to 2/25/2026

<u>Reserve Budget Expenses</u>					
Account #	Actual Jan 26	Actual Feb 26	2026 Actual Total to Date	Budget 2026	Variance
7010 Tot Lot			\$0.00	\$1,000.00	\$1,000.00
7020 Tennis Courts, Fencing, Lighting			\$0.00		\$0.00
7030 Buildings	\$21,574.50		\$21,574.50	\$93,500.00	\$71,925.50
7040 Main & Baby Pools			\$0.00		\$0.00
7050 Pump Room Mechanical			\$0.00	\$3,600.00	\$3,600.00
7060 Pool Furniture			\$0.00	\$5,000.00	\$5,000.00
7070 Fencing: Pool Vinyl & Chain Link			\$0.00	\$3,000.00	\$3,000.00
7075 Fencing: Parking Lot			\$0.00		\$0.00
7080 Asphalt Parking Lot			\$0.00		\$0.00
7090 Concrete Walks, Slabs, & Pool Deck			\$0.00		\$0.00
7095 Entrance Walls, Vinyl Fence, Lighting			\$0.00	\$1,000.00	\$1,000.00
7096 Irrigation System	\$316.20		\$316.20	\$150.00	\$166.20
7097 Lake & Dam		\$1,574.88	\$1,574.88	\$1,900.00	\$325.12
7045 Equipment	\$21.04		\$21.04	\$1,000.00	\$978.96
Reserve Total	\$21,911.74	\$1,574.88	\$23,486.62	\$110,150.00	\$86,663.38

Forecasted Major Expenses

- **2026**
 - Pavilion & shed rebuild
 - Item replacement
 - North court refurbishment
 - Dam operational certification
 - Lake Restocking
- **2027**
 - South court refurbishment
- **2028**
 - Wooden playscape replacement
- **2029**
 - Chain link fence maintenance
 - Pool deck resealing
- **2030**
 - Culvert restoration

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Pavilion and Shed Rebuilding

Pavilion Rebuild

- **Pavilion rebuild contract signed with two preliminary payments.**
 - **Veterans Choice.**
 - **Engineering plans submitted to County for permit – February 27.**
- **Electrical Work Contract signed and payment made.**
 - **D&M Electrical Services, Inc. (subcontractor to Veterans Choice)**
- **Coating Central contract (slab) signed with down payment made.**

2026 POOL OPERATIONS

- Water System turn on March 27
- System Modification and Operational Opening – May 4
- Community Opening - May 23 (Memorial Day Weekend)
- Planned Pool Closing – September 8



Landscape Issues

- Landscape Committee
 - Spring Landscaping to begin March 20 (Red Twig).
 - Irrigation system Winterizing by Commonwealth I & L - TBD

Lake Actions



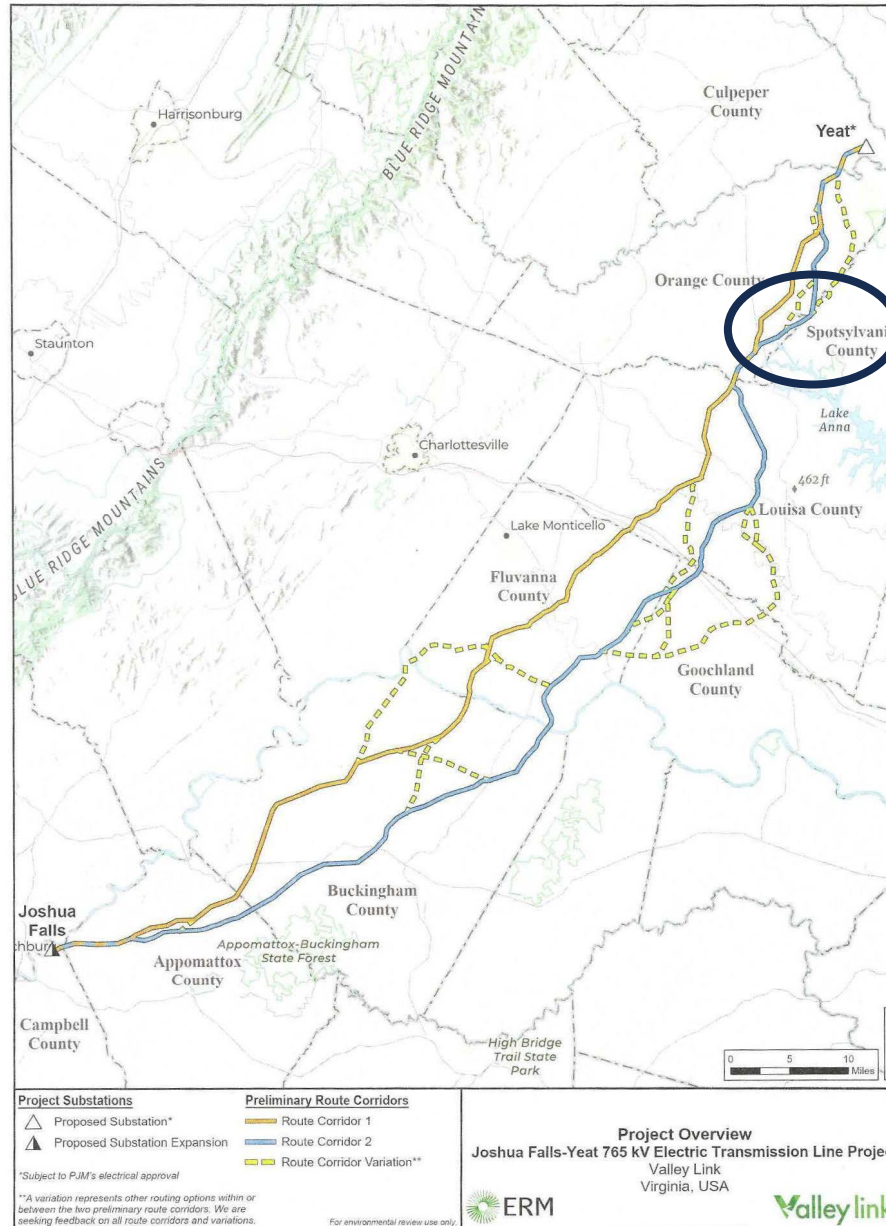
- Lake Restocking – Mid-April.
- Initial payment made to GEI Engineering for Application Process for Formal Operating Certificate. Status – Pending.

Other Projects & Discussions

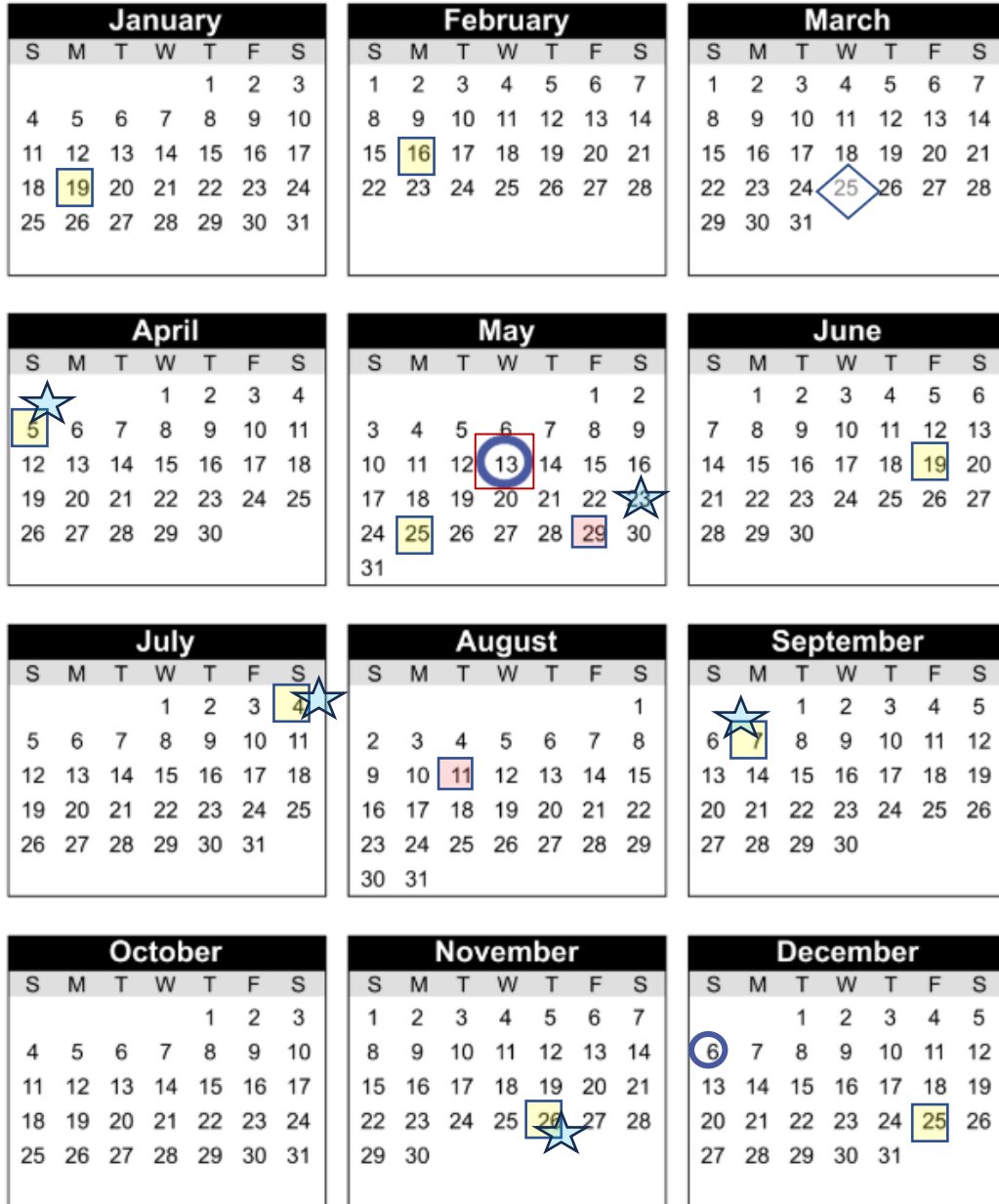
- **North court cleaning & crack repair materials have been purchased**
 - **Crack repairs being worked**
 - **Pickle ball line painting - TBD**
- **Paint 4-Square lines in parking lot along the Tot Lot side 2026.**
- **Entrance building window replacement and facia repair. Next week.**
- **Minor masonry repair of brick wall at pool. TBD**
- **Pool entrance ceiling. TBD.**
- **We need to start planning for picnic tables and grill replacement (Volunteers?)**
- **Question raised about water tests in the neighborhood for PFAs (forever chemicals).
Cost of tests? Board communication to community?**

Other Projects & Discussions

- **Power Line Project:**



Proposed CW HOA 2026 Planning Calendar



- Holiday
 - **Social**

- School
 - BOD Mtg

- **9 Jan: Annual Meeting**
- **5 April: Easter & Easter Egg Hunt**
- **13 May: Pavilion Construction Completed**
- **23 May: Picnic & Pool Opens**
- **29 May: Last Day of School**
- **4 July: Independence Day & Picnic**
- **11 Aug: 1st School Day**
- **7 Sep: Picnic & Last Swim Day**
- **31 Oct: Halloween**
- **1 Nov: Call for Candidates**
- **26 Nov: Thanksgiving & Turkey Trot**
- **1 Dec: Annual Mailing**
- **6 Dec: Front Entrance Decorating**
- **25 Dec Christmas**

Sun 10 Jan 2027: Annual Meeting

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Member Questions and Comments

Next TBD

Board of Directors' Meeting

March 24, 2026

Executive Session - 6:30 pm

Open Session - 7 pm

Zoom Meeting