Executive session started at 7:00PM

Community session started at 7:30 PM

Meet closed at 9:01 PM

Board Members in attendance: Michael Jordan, Bill Anderson, Stephanie Chen, Becky Walley

Residents in attendance: Alyson Moon, John Kalb, Colgan Norman, Jerry Karson Anne Karson, Joe Fuller, Howard Johnson, Jeremy Sellars

This document summarizes a recent Homeowners Association (HOA) board meeting, focusing on operational updates, financials, rule enforcement, facility maintenance, and long-term planning. The meeting covered current issues, ongoing projects, budget considerations, and future priorities for the community.

Key Discussion Points

- Rule Enforcement & Complaint Handling
- No formal complaints were filed regarding pickleball noise; actions to limit play were considered premature.
- Emphasis on following due process: official documentation and progressive warnings before fines.
- Use of security cameras discussed; access to footage is restricted, with clear protocols for evidence storage and notification.
- New protocol: All board members will review complaints before action; first offenses receive warnings, not fines.
- Increased concern over unsupervised teenagers at the pool and rule violations (e.g., diving, flips, pushing).
- 2. Facility Management & Maintenance
- Pickleball/Tennis Courts:
- Discussion on noise differences and possible segregation of soft and regular pickleballs.
- Plans to resurface and repaint courts, with a preference for a do-it-yourself approach to save costs.
- Consideration of multi-use courts and new equipment purchases.

Pool Area:

- Ongoing issues with rule enforcement.
- Maintenance topics included pool cleaning, and safety signage.
- Landscaping:
 - Front entrance landscaping is a top priority due to aesthetics and property values.
- Proposal to hire professional designers (e.g., Meadows Farms) for a comprehensive, low-maintenance plan.
- Interest in a maintenance contract post-installation and a master list for recurring tasks (e.g., mulching, power washing).

3. Financial Report

- Savings account earned \$0.57; monthly expenditures totaled \$6,557.50.
- Notable expenses: Double Verizon payment (timing issue), \$843 for soft pickleballs.
- Reserve budget stands at ~\$5,000 after recent spending.
- Payroll figures temporarily mismatched due to ongoing tax payments.
- Annual audit submitted to State Farm for workers comp insurance.
- Reserve fund and operational budgeting processes clarified; full reserve study required every five years.
- 4. Reserve Study & Long-Term Planning for the future
- Reserve study updates are ongoing; includes capital improvement prioritization and future needs assessment.
- Emphasis on professional maintenance and moving beyond volunteer-based repairs.
- Plans to include landscaping maintenance, handyman services, and fishery restocking as reserve components.
- Target: Achieve and maintain 60–100% reserve funding; five percent annual assessment increase suggested for budget stability.

5. Project & Maintenance Prioritization

Top Priorities Identified:

- 1. Front entrance landscaping overhaul.
- 2. Painting new pickleball courts and nets on the north court
- 3.South court cleaning and multi-sport application.
- 4. Tennis court fencing repair.
- 5. Lake fish restocking
- 6.Asphalt repair
- 7. Replacing dam-side cement culverts
- 8. Replacing the wooden Tot Lot
- 9. Adding new rip-rap to the dam on the lake side
- Discussion of professional vs. volunteer work and the need for clear annual maintenance schedules.
- 6. Additional Topics & Community Issues
- Lake and dam maintenance: Tree removal, shoreline erosion mitigation, and culvert repairs discussed.
- ACC (Architectural Control Committee): Soft, non-confrontational approach to rule enforcement; few current issues.
- Insurance: Only one carrier available; importance of compliance and documentation stressed.

Decisions & Action Items

- Move forward with professional landscaping consultation and phased installation.
- Prioritize tennis court, dam maintenance, and building repairs in upcoming budgets.
- Formalize complaint and rule enforcement protocols, ensuring due process and board-wide review.
- Continue updating reserve study with new components and maintenance strategies.
- Schedule and document regular surveillance checks for insurance compliance.

Next Steps

- Board to finalize budget allocations and project schedules.
- Landscaping committee/chair to be established.
- Maintenance contracts and professional service providers to be selected as needed.





Board of Directors' Meeting

28 July 2025

Open Session

Agenda

- Treasurer's Report & 2025 Budget
- 2026 Reserve Component Study
- Planning Calendar
- 4th of July Picnic
- ACC Reconstitution
- SAYOR Rules Enforcement
- Lake Restock
- Projects & Discussions
- Member Questions & Comments

Treasurer's Report

(As of 30 June 2025)

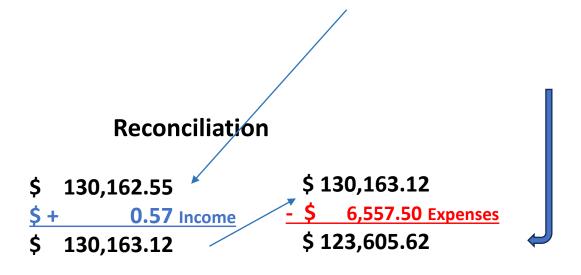
Ending balance

Income

Interest	0.57
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Account number	last statement	this statement	
6709262973	61,163.08	54,605.58	
1585285537	68,999.47	69,000.04	
counts	\$130,162.55	\$123,605.62	

Ending balance



Expenses

	· · · · · · · · · · · · · · · · · · ·	
Recipient	Account	June-25
Dominion	Operating Expenses: 6240 Utilities	-213.95
Verizon	Operating Expenses: 6230	-177.20
Turner's Pool and Spa	Operational Expenses: 6200 Pool	-452.04
Belman Tax	Operating Expenses:6170 Professional fees	-275.00
Jim's Lawn	Operating Expenses:6190 Landscaping	-850.00
State Farm	Operating Expenses: 6100 Insurance	-2,758.00
Becky Walley	Operating Expenses: HOA event, Signs, Subscriptions	-245.72
Treasurer of Virginia	Operating Expenses: 6210 Licenses	-50.00
May Payroll: KR, BF, and CW	Operating Expenses: 6140 Payroll	-648.30
Mike Jordan	Operational Expenses: 6200 Pool	-143.06
Commonwealth Irr. And Land.	Operating Expenses:6190 Landscaping	-448.80
Stephanie Chen	Operating Expenses: stamps and contact cement	-84.84
Total		-6,557.50

2025 Operating Budget (As of 30 June) Belman Tax

Income	Actual	Budget	Actual 25	July 25
	24	25	CASH	ACCRUAL
4010 Assessments & Fees	\$71,615	\$76,230	\$76,230.00	
4020,4100,4110,4150 Other	\$1,159	\$945	3.42	
Income Total	\$72,774	\$77,175	\$76,548.42	

Chancellor West Homeowners' Association Inc
Profit & Loss

January through June 2025

Operating Budget						
Account #	Actual	Budget	Actual 25			
	24	25				
6060 Dues & Subscriptions	123	100	144.88			
6100 Insurance	2,555	2,700	3010			
6130 Repairs & Maintenance	554	800	252.33			
6140 Payroll	4,549	5,000	648.30	1732.50		
6150 Office / Petty Cash	202	500	143.22			
6160 Payroll Taxes	758	900	0	144.67		
6170 Professional Fees	4,492	6,000	3,136.50			
6190 Lawn Maint / Landscaping	13,458	12,000	7,254.28			
6200 Pool Maint	7,451	7,500	6,057.22			
6220 Travel (Veh Gas)	0	0	0			
6230 Telephone / Internet	742	800	472.93			
6240 Utilities *	2,596	2,600	783.83			
6290 HOA Events (Social)	872	900	241.96			
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	22,195.45	23,424.32		

	Jan - Jun 25
Ordinary Income/Expense	
Income	
4010 · Membership Dues & Fees	76,230.00
4100 · Interest Income	3.42
4150 · Admin & Resale Certificate	315.00
Total Income	76,548.42
Expense	
6060 · Dues and Subscriptions	144.88
6100 Insurance Expense	3,010.00
6130 · Repairs and Maintenance	252.33
6140 · Payroll Expenses	
6145 · Employees Wages	GROSS wages 1,732.50
6160 · Payroll Tax	144.67
Total 6140 · Payroll Expenses	1,877.17
6150 · Office / Petty Cash Expenses	143.22
6170 · Professional Fees	3,136.50
6190 · Lawn Maintenance / Landscaping	7,254.28
6200 · Pool Maintenance	6,057.22
6210 · Taxes & Licenses	50.00
6230 · Telephone / Internet	472.93
6240 · Utilities-Elect-Septic-Trash	783.83
6290 · HOA Social Events	241.96

Addition to Reserve Account

\$34,357 \$37,300

Total Expense

23,424.32

lan - Jun 25

2025 Reserve Budget (As of 30 June)

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 7045 · Equipment 7097 · Lake & Dam

ike & Dam 3,750.00

Total 7000 · Reserve Component Expenses

4,676.26

78.83 847.43

Board Acceptance

The Annual Audit Report for State Farm Workers Comp Insurance has been submitted.	

2026 HOA Budget Preparation

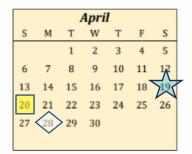
- July BOD meeting: Reserve Component update discussion.
- Aug BOD meeting:
 - o Initial projected 2026 Operating Costs, rationale, discussion.
 - FY25 Reserve Component Study Update discussion.
- Sept BOD meeting: Operating & Reserve Budgets update.
- Oct BOD meeting: 2026 Budget approval.
- 1 Nov: Call for Candidates.
- Nov BOD meeting: Approval of all Annual Mailing documents (Annual Meeting Notice, Election Ballot, Treasurer's Letter, President's Letter, Budgets).
- 1 Dec: Annual Mailing.
- Sun 11 Jan: Annual Meeting.

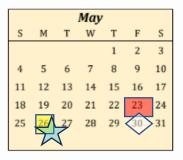
Proposed CW HOA 2025 Planning Calendar

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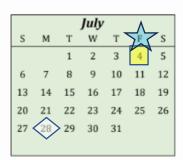
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24 May: Pool Opens

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

4th of July Picnic



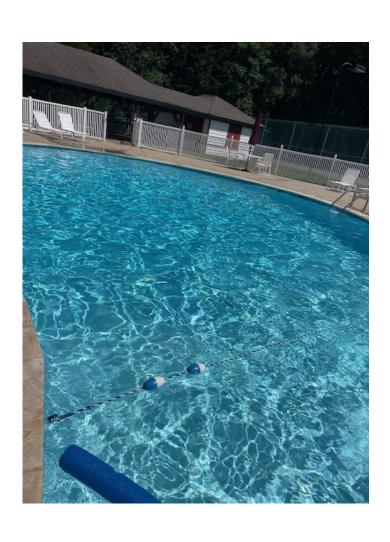
Picnic was well Attended

- Alex White won the pie contest again with a luscious peach pie
- A Big THANK YOU to all who helped with decorating, carry in dishes, set up, and clean up.

ACC Reconstitution

- John Kalb covering with help
- Mike Middleton Assisting
- Need Volunteers
- Non-combative approach

SAYOR Rules Enforcement



- Numerous Rules Violations
 - Diving off the edge
 - Flips
 - Cartwheels on the Deck
 - Pushing and shoving on Deck
 - Under 18 with no Adult
- Actions
 - Reminders to the membership
 - First Offence Direct Contact
 - Second as stated penalties

Lake Actions



- Lake Volunteer Work
 - Small trees behind Dam
- Fish Restocking
 - Potential Cost
 - Shared Expense
 - Member Contribution
 - Need to Poll Membership

Other Projects & Discussions

- North court cleaning & crack repair in process
- Paint 4-Square lines in parking lot along the Tot Lot side.
- Reserve study and 2026 Budget plan.
- Camera system. Still needs training.
- 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 25 August 2025

Executive Session - 7 pm

Open Session - 7:30 pm