

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

1. 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.

- Continued communication and documentation for all rule enforcement and facility issues.

This summary captures the essential discussions, decisions, and plans from the meeting, providing an organized reference for board members and the community.

≡CHANCELLOR WEST≡ HOMEOWNERS ASSOCIATION

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)

Income

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

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

Reconciliation

\$ 130,162.55	\$ 130,163.12
\$ + 0.57 Income	- \$ 6,557.50 Expenses
\$ 130,163.12	\$ 123,605.62

2025 Operating Budget (As of 30 June)

Belman Tax

Income	Actual 24	Budget 25	Actual 25 CASH	July 25 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	

Operating Budget				
Account #	Actual 24	Budget 25	Actual 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

Addition to Reserve Account	\$34,357	\$37,300		
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Chancellor West Homeowners' Association Inc Profit & Loss January through June 2025

	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
Total Expense	23,424.32

Payroll includes June and July GROSS wages and tax per our accountant. "Actual 25" reflects NET wages.
The total will reconcile after payroll ends in fall.

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

78.83

7045 - Equipment

847.43

7097 - Lake & Dam

3,750.00

Total 7000 - Reserve Component Expenses

4,676.26

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:**
 - **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

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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23	24	25	26	27	28	

March						
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30	31					

April						
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May						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
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29	30					

July						
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27	28	29	30	31		

August						
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30	31					

September						
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28	29	30				

October						
S	M	T	W	T	F	S
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26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
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23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
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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

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 fascia repair.
- Masonry repair of brick wall at pool.
- Pool entrance ceiling.
- Tot Lot painting.
- 2025 RC Study: full or update?



≡CHANCELLOR WEST≡ HOMEOWNERS ASSOCIATION

Member Questions and Comments

Next

Board of Directors' Meeting

25 August 2025

Executive Session - 7 pm

Open Session - 7:30 pm