

# ≡ CHANCELLOR WEST HOMEOWNERS ASSOCIATION ≡

## MINUTES OF THE MONTHLY BOARD OF DIRECTORS' MEETING – 11 March 2024

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

**An Executive Session was called to order at 6:00 PM at the Salem Church Library.** Unpaid assessments were discussed along with actions to be taken.

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

- Stephanie Chen presented the Treasurer's report which was accepted by the BOD. Expenditures were reconciled with Wells Fargo bank balances.
- John Kalb discussed the Tot Lot clean up, the Kids' Easter Egg Hunt, and the timing of April projects.
- Bill Anderson provided an update on Dam actions. He will work on the Emergency Action Plan submission, the last requirement for this year.
- Repurposing the current front pool entrance gate for leaf removal (on the backside of the pool and tennis court fences) will be investigated with MC fence.
- Proposed 2024 pool operations were discussed and accepted with comments.
  - The 2024 pool packet will be delivered in hard copy during April to all those desiring to swim.
  - The pool will be 100% Swim at Your Own Risk (SAYOR); no lifeguards or monitors.
  - The Release of Liability and Waiver Agreement will be amended to include the security camera system, SAYOR, and penalties for pool misbehavior.
  - FIOS WIFI will be made available to members in the pool area due to poor cell phone service.
  - Two Pool Technicians will be employed. The Board will investigate a robotic pool cleaner and approved the purchase of a used, non-riding mower for the pool area.
  - Pool party end time will be 9 PM; pool parties will be SAYOR (no lifeguard/monitor fee).

**The Open Meeting was adjourned at 7:45 PM.**

**The next monthly Open Board meeting is scheduled for 6:30 PM on Monday 15 April; the location to be announced.**

John Kalb  
President, CW HOA

# ≡CHANCELLOR WEST≡ HOMEOWNERS ASSOCIATION

## **Board of Directors' Meeting**

**11 March 2024**

**Open Session**

## **Agenda**

- **Treasurer's Report**
- **Project Updates**
- **2024 Pool Operations**
- **Member Questions & Comments**

# Treasurer's Report

## (As of 29 Feb 2024)

- Total income: \$27,381.03
  - Assessments: \$ 27,380.00 (88 lots have paid)
  - Interest: \$ 1.03
  
- Total Expenses: \$9,994.98

Account #	Description	Actual Feb 24
6150 Office / Petty Cash Expenses	CVS Pharmacy - stamps	- 13.60
6170 Professional Fees	Dean C. Rubin, CPA	- 250.00
6240 Utilities	Dominion	- 188.88
6210 Taxes & Licenses	IRS & VA Dept Tax	- 28.00
7030 Buildings	John Kalb Reimbursement	- 2,064.50
7080 Asphalt Parking Lot	RND Construction	- 3,000.00
7097 Lake & Dam	RND Construction	- 4,450.00
<b>Operating Total</b>		<b>-\$9,994.98</b>

Checks written in Feb 24 but cleared in March 24 have not been included.

# Wells Fargo Statement

(As of 29 Feb 2024)

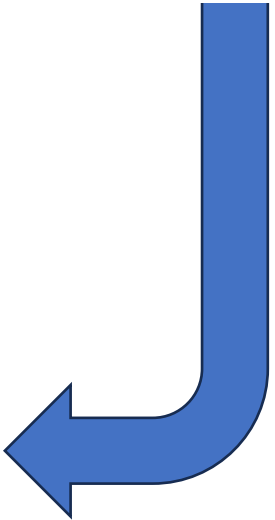
	<i>Page</i>	<i>Account number</i>	<i>Ending balance last statement</i>	<i>Ending balance this statement</i>
Checking	2	6709262973	50,468.76	32,853.78
Savings	4	1585285537	103,987.86	138,988.89
Total deposit accounts			\$154,456.62	\$171,842.67

Balance Transfer: \$35,000  
Checking to Savings

## Reconciliation

\$ 154,456.62  
+ \$ 27,381.03 Income  
\$181,837.65

\$181,837.65  
- \$ 9,994.98 Expenses  
\$171,842.67



# 2024 Budget

(As of 29 Feb 2024)

For all checks written to date



Income	Actual 23	Budget 24	Actual 24
4010 Assessments & Fees	\$69,300	\$72,765	\$64,130.00
4020,4100,4110,4150 Other	1,348	945	\$318.91
<b>Income Total</b>	<b>\$70,773</b>	<b>\$73,710</b>	<b>\$64,448.91</b>

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	86.23
6160 Payroll Taxes	991	600	
6170 Professional Fees	3,250	3,900	750
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	342.95
6290 HOA Events (Social)	710	800	
6310 Bad Debt	0	700	
6210 Taxes & Licenses	30	0	28
<b>Operating Total</b>	<b>\$45,179</b>	<b>\$42,420</b>	<b>\$1207.18</b>

<b>Addition to Reserve Account</b>	<b>\$25,594</b>	<b>\$31,290</b>	
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Reserve Budget			
Account #	Actual23	Budget 24	Actual24
7010 Tot Lot	0	\$ 200	
7020 Tennis Courts, Fencing, Lighting	469	3,300	205
7030 Buildings	2,156	4,800	2350
7040 Main & Baby Pools	10,551	28,500	8,010.38
7050 Pump Room Mechanical	89	1,200	1535
7060 Pool Furniture	1,385	1,000	
7070 Fencing: Pool & Lot Vinyl, Chain Link	2,930	7,000	3,462
7075 Fencing: Parking Lot	0	0	
7080 Asphalt Parking Lot	0	4,400	3,000
7090 Concrete Walks, Slabs, & Pool Deck	0	0	
7095 Entrance Walls, Fence, Lighting	0	0	
7096 Irrigation System	525	500	
7097 Lake & Dam	27,008	5,000	5050
<b>Reserve Total</b>	<b>\$45,113</b>	<b>\$ 55,900</b>	<b>\$23,611.88</b>

# **Project Updates**

# Project Updates

- **Parking lot drainage culvert repair completed**
- **Tot Lot cleanup: Saturday 16 March**
- **Kids' Easter Egg Hunt: Saturday 23 March**
- **New pool entrance gate installation: week of 1 April**
- **Resurfacing of both pools (will likely take 2 weeks): starts week of 8 April**
- **Parking lot repair (likely 3 days): week of 29 April**
- **FIOS WiFi and security camera system installation: May**

# Dam Actions

- Inundation Zone study - completed; Low Hazard rating achieved
- Working on draft Emergency Action Plan (Low Hazard Dam) this year for Operating Permit; must purchase a rain gauge and water height measuring gauge
- 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 drainpipe from riser to spillway - Completed
  - Repair of northern lakeside drainage culvert - Completed
  - Masonry repair of drainage pipe headwall delamination - Completed
- Project Planning:
  - Repair of spillway / plunge pool: 2025
  - Repair of riprap along lake side of dam: 2025
  - Restore south (spillway-side drainage culvert: 2026





# Repurposing the Old Entrance Gate

- Last year we paid \$600 for leaf removal inside the pool fence and within the tennis courts
- All debris / leaves must be gathered up and transported into the woods
- The old entrance gate offers the opportunity to install a horizontal gate on the lower half of the fence line of the pool and tennis court chain link fences
- These horizontal gates would be used to quickly blow out leaves from both areas
- *Intent is to discuss with MC Fence during installation of the new front gate (otherwise the old gate will be removed), then seek BOD approval*



# Proposed 2024 Pool Operations - Summary

- A 2024 pool packet will be sent to all members by the end of April
- The pool will open on Sunday 26 May and close on Saturday 14 September (the last swim day)
- Hours will be 9 AM to 9 PM
- The pool will be operated on a Swim At Your Own Risk basis; no lifeguards or monitors will be employed; this includes pool parties
- All members 18 years and older desiring to swim must completely fill out and sign a Release of Liability Waiver Agreement
- The Release will include pool rules and penalties for violating those rules
- Front gate entrance codes will be restricted to members 18 years and older who have signed a Release of Liability Waiver Agreement
- A cameral system will used to monitor after hours security, the pool entrance gate, and behavior in the pool, Tot Lot, and tennis court areas
- Two pool technicians will be employed to care for the pool and surrounding landscape
- A new pool party / pavilion reservation policy will be implemented

# Proposed Release of Liability Waiver Agreement - 1

**Chancellor West HOA, Inc.  
2024|Swimming Pool Release of Liability and Waiver  
and  
Pool Rules Agreement**

**PLEASE READ CAREFULLY. BY SIGNING THIS DOCUMENT, YOU CHOOSE TO WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE, AND YOU AGREE TO ASSIST THE ASSOCIATION IN ENFORCING POOL RULES**

**We / I, \_\_\_\_\_**  
and our children listed on page 2, wish to swim at the Chancellor West Home Owners' Association, pool facilities during periods where a certified lifeguard is not present.

**We / I understand that our use of the pool facilities may involve certain risks, including but not limited to:**

1. The risk of injuries resulting from possible malfunction of pool equipment.
2. The risk of injuries resulting from tripping or falling over obstacles in the pool area.
3. The risk of injuries resulting from unsupervised swimmers colliding.
4. The risk of other injuries resulting from participating in any action in the pool.

**We / I recognize and fully understand that the above list is not a complete or exhaustive list of all possible risks; the list only provides examples of types of risks present.**

# Proposed Release of Liability Waiver Agreement -2

**We / I hereby agree to the following conditions:**

1. TO WAIVE ANY AND ALL CLAIMS that I have or may have in the future against the Chancellor West HOA, its property owners, directors, officers, employees, agents, and/or representatives (hereinafter collectively referred to as the "HOA") relating to the use of the pool and pool area.
2. TO RELEASE THE HOA FROM ANY AND ALL LIABILITY for any loss, damage, injury, expense, or other cost that I or my family may suffer in connection with the use of the pool or pool area to any cause whatsoever, INCLUDING NEGLIGENCE ON THE PART OF THE HOA.
3. TO HOLD HARMLESS AND INDEMNIFY THE HOA from any and all liability to property, or personal injury resulting from the use of the pool or pool area.
4. That this Waiver, Release, and Agreement is fully effective and shall be effective and binding upon me, and my heirs, next of kin, executors, administrators, and assigns, or anyone else authorized to act on my behalf or on behalf of my estate for calendar year 2024.

**We / I hereby further agree to uphold the following as a condition to swim at the pool:**

1. To ensure that all my family members listed on this form, and any family guests understand and follow Chancellor West HOA pool rules posted in the pool area and listed here.

# Proposed Release of Liability Waiver Agreement - 3

2. To ensure that our children and guests under 18 years of age in our care are continuously accompanied by one of us (or an Association member, 18 years of age or older designated by us) when at the pool.

3. To inform an offender that he or she is in violation of one or more of the following pool rules:

- Bringing a pet into the pool or pavilion areas.
- Running in the pool area.
- Diving, twisting, flipping, or jumping into a pool from any side.
- Fighting, rough housing, or wrestling in the pool area.
- Pushing or throwing another person into the pool.
- Holding another swimmer involuntarily under water.
- Using profane language or playing loud music.
- Smoking in the pool or pavilion areas.
- Using a glass container in the pool area.
- Consuming or possessing alcohol in the pool or pavilion areas.
- Acting in a manner that is an obvious nuisance to other members in or around the pool.
- Failing to deposit waste in a trash receptacle upon leaving.

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**We / I have read this document, are fully aware that by signing we freely waive certain legal rights, and agree to abide by the stated provisions.**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Child's Name (17 Years Old and Younger) \_\_\_\_\_ Age \_\_\_\_\_ Birth Date \_\_\_\_\_



To be Amended

# Proposed Pool Technician(s)

- Association hires two members as employees; Luke Wellerman has accepted; \$18 an hour
- Principal duties ... Ensure the pool is ready for opening daily by 9 AM and closed at 9 PM
  - Pool maintenance – Daily unless noted
    - Clean the pools ... brushing sides and bottom, emptying skimmers, surface cleaning, bottom vacuuming
    - Water testing; posting results
    - Water balancing
    - Water sampling & analysis (at Turner's weekly)
    - Replenishment of pool chemicals (as needed)
  - Pump room maintenance – ~2x weekly
    - Backwash & bleed the filters
    - Clean the pump filter baskets
    - Ensure pump timers are operational / set
  - Pool landscaping
    - Grass mowing and edging inside the fence ... likely 2-3x monthly
    - Trimming and watering plantings
    - Fertilizing and weed control

**Consider a robotic  
pool vacuum**

**Consider Purchasing  
A Used Mower**

# Proposed Pool Party and Pavilion Reservation Policy

- **Pool Parties**

- **Adult members who have signed the Release of Liability Waiver Agreement may reserve the pool and pavilion for a private party between the hours of 6-9 PM**
- **The adult member reserving the party will be the host and will:**
  - **Always attend the function**
  - **Ensure that all attendee behavior follows pool rules**
  - **Position a representative at the entrance to verify that only invitees may enter and that every individual signs in**
  - **Ensure that the area is cleaned, and all trash removed upon completion**
- **The number of attendees is limited to 25**
- **Loud music in the pool area is prohibited**
- **Cost: \$100, payable 7 days prior**

- **The Pavilion**

- **May be reserved by an adult member / sponsor**
- **The adult member reserving the pavilion will be the host, in attendance at all times of the function, responsible for attendee behavior, and supervise area clean up upon completion of the event**
- **There will be no cost so long as no damage is inflicted, and the area is cleaned after the event**

≡CHANCELLOR WEST≡  
HOMEOWNERS ASSOCIATION

**Member Questions and Comments**

**Next**

**Board of Directors' Meeting**

**Monday 15 April – Location To be  
Announced**

**Executive Session – 6:00 pm**

**Open Session - 6:30 pm**