

≡ CHANCELLOR WEST HOMEOWNERS ASSOCIATION ≡

MINUTES OF THE MONTHLY BOARD OF DIRECTORS' MEETING – 30 May 2024

This meeting was changed to a virtual gathering at the last moment due to unanticipated contractor work on the pool front gate. No Executive session was held. See the attached slides.

- The planning calendar was reviewed.
- The Treasurer's report was accepted by the BOD. Expenditures were reconciled with Wells Fargo bank balances and verified by the accountant.
- Project Updates - highlights:
 - Front entrance landscaping was completed thanks to a host of volunteers!
 - The MC Fence repair of the pool entrance gate (this evening) was not successful; a new lock part must be ordered. A chain and combo lock now secures the gate.
 - The Board will meet with Andrew Ubbelohde and Alex White to discuss plans for the Tot Lot.
 - The spring ACC walkabout letter was approved for distribution.
 - The pool is now a renovation vs simple resurfacing. New waterline tile has been installed and new coping has been ordered. Removal of the current coping will determine how much additional repair work is needed. An opening date has not been established.
 - The projected cost for repair of the pool is now \$33K over the budget. We will absorb the cost this year by drawing down our Reserve fund and trimming remaining 2024 expenses where possible.
- The June meeting will focus on beginning to build the 2025 budget. Adjustments to the Reserve Component Study update will be required to stretch out / defer major expenditures so that we can rebuild our bank balance.
- Members are invited to provide their questions and comments via the Board email account at: CWESTboard@gmail.com.

The next monthly Open Board meeting is scheduled for 6:30 PM on Thursday 20 June; the location to be announced.

John Kalb
President, CW HOA

≡CHANCELLOR WEST≡ HOMEOWNERS ASSOCIATION

Board of Directors' Meeting

30 May 2024

Open Session

Agenda

- **Calendar**
- **Treasurer's Report**
- **Project Updates**
- **Tot Lot Planning**
- **Pool Renovation**
- **Member Questions & Comments**

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						
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		

March						
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						

April						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
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	

June						
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						

July						
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			

August						
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

September						
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					

October						
S	M	T	W	T	F	S
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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
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				

■ - Holiday ★ - Social
■ - School ● - Pool

- 30 March: Easter Egg Hunt ... **Social** ★
- 22 May: Schools Out ■
- 25 May: Pool Opens ●
- 27 May: Memorial Day... **Social** ★
- 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

Treasurer's Report

(As of 30 April 2024)

- Total monthly income: \$736.14
 - Assessments: \$735.00 (1 paying by installment))
 - Interest and late fees: \$ 1.14
- Total Expenses: \$ -17,358.81

Account #	Recipient	Actual April 2024
6130 Repairs & Maintenance	John Kalb	-81.35
6170 Professional Fees	Belman Tax	-245
6190 Lawn Maint / Landscaping	John Kalb / Norfleet	-636.42
6230 Telephone / Internet	Verizon	-157.26
6240 Utilities	Dominion Energy	-138.95
6290 HOA Events (Social)	John Kalb	-105.88
7030 Buildings	John Kalb	-306.43
7040 Main & Baby Pools	Millenium Pool Services	-13,385.62
7050 Pump Room Mechanical	John Kalb / My Plumber	-2,135.64
7075 Fencing: Parking Lot	John Kalb	-78.88
7097 Lake & Dam	John Kalb	-87.38
	Total Expenses	-17,358.81

Wells Fargo Statement

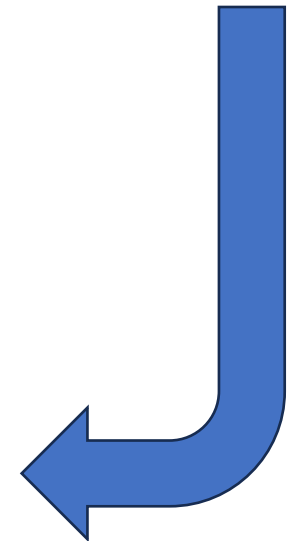
As of 4/30/2024

	<i>Page</i>	<i>Account number</i>	<i>Ending balance last statement</i>	<i>Ending balance this statement</i>
Checking	2	6709262973	34,662.76	18,038.95
Savings	3	1585285537	138,990.07	138,991.21
Total deposit accounts			\$173,652.83	\$157,030.16

Reconciliation

\$ 173,652.83
 + \$ 736.14 **Income**
 \$174,388.97

\$174,388.97
 - \$ 17,358.81 **Expenses**
 \$157,030.16



2024 Budget (As of April 30, 2024)

Income	Actual 23	Budget 24	Actual 24
4010 Assessments & Fees	\$69,300	\$72,765	\$70,745.00
4020,4100,4110,4150 Other	1,348	945	\$838.33
Income Total	\$70,773	\$73,710	\$71,583.33

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	81.35
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	1,685
6190 Lawn Maint / Landscaping	13,121	13,600	2,006.50
6200 Pool Maint	6,915	7,200	850
6220 Travel (Veh Gas)	0	0	
6230 Telephone / Internet	0	620	157.26
6240 Utilities	2,721	3,000	654.94
6290 HOA Events (Social)	710	800	105.88
6310 Bad Debt	0	700	
6210 Taxes & Licenses	30	0	28
6180 Violations and Penalties			10
Operating Total	\$45,179	\$42,420	\$5,666.16
Addition to Reserve Account	\$25,594	\$31,290	

Belman Tax:

Chancellor West Homeowners' Association Inc	
Profit & Loss	
January through April 2024	
	Jan - Apr 24
Ordinary Income/Expense	
Income	
4010 · Membership Dues & Fees	70,745.00
4020 · Member Late Fees & Interest	202.10
4100 · Interest Income	6.23
4150 · Admin & Resale Certificate	630.00
Total Income	71,583.33
Expense	
6130 · Repairs and Maintenance	81.35
6150 · Office / Petty Cash Expenses	86.23
6170 · Professional Fees	1,685.00
6180 · Penalties & Violations	10.00
6190 · Lawn Maintenance / Landscaping	2,006.50
6200 · Pool Maintenance	850.00
6210 · Taxes & Licenses	28.00
6230 · Telephone / Internet	157.26
6240 · Utilities-Elect-Septic-Trash	654.94
6270 · Void	0.00
6290 · HOA Social Events	105.88
Total Expense	5,665.16

2024 Budget (As of April 30, 2024)

Belman Tax:

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	2,655.93
7040 Main & Baby Pools	10,551	28,500	21,396.00
7050 Pump Room Mechanical	89	1,200	3,670.64
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	78.88
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	5,137
Reserve Total	\$45,113	\$ 55,900	\$39,605.83

Chancellor West Homeowners' Association Inc	
Profit & Loss	
January through April 2024	
Other Income/Expense	
Other Expense	
7000 · Reserve Component Expenses	
7020 · Tennis Court, Fencing, Lighting	205.00
7030 · Buildings	2,655.93
7040 · Main & Baby Pools	21,396.00
7050 · Pump Room Equipment	3,670.64
7070 · Fencing-Pool Vinyl, Chain Link	3,462.00
7075 · Fencing Parking Lot	78.88
7080 · Asphalt Parking Lot	3,000.00
7097 · Lake & Dam	5,137.38
Total 7000 · Reserve Component Expenses	39,605.83
Total Other Expense	39,605.83

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6150 Office / Petty Cash Expenses	653	500	86.23
6160 Payroll Taxes	991	600	
6170 Professional Fees	3,250	3,900	1,685
6190 Lawn Maint / Landscaping	13,121	13,600	2,006.50
6200 Pool Maint	6,915	7,200	850
6220 Travel (Veh Gas)	0	0	
6230 Telephone / Internet	0	620	157.26
6240 Utilities	2,721	3,000	654.94
6290 HOA Events (Social)	710	800	105.88
6310 Bad Debt	0	700	
6210 Taxes & Licenses	30	0	28.00
6180 Violations and Penalties			10.00
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7040 Main & Baby Pools	10,551	28,500	21,396.00
7050 Pump Room Mechanical	89	1,200	3,670.64
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	78.88
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	5,137
Reserve Total	\$45,113	\$ 55,900	\$39,605.83

Project Updates

Project Updates

- **Parking lot resurfaced**
- **Purchased used lawn mower for the pool area; already saved the cost**
- **Awaiting MC Fence reschedule for pool entrance gate fixes ...**
- **Repurposing of old pool gate, repair of top rail: TBD**
- **Front entrance landscaping completed : thank you volunteers!**
Maggie Norman, Blake Goodnoe, David Walley, Tom & Vicky Ullrich, Ian Grimstad, Mike Jordan, Elisabeth Scott, Ben Freeman
- **Front entrance irrigation system turned on**
- **Christmas reindeer rehab completed**
- **Working on positioning rain gauge and lake water level measuring device (dam permit requirements)**
- **Spring Walkabout: Sunday 2 June**



Tot Lot Planning

From Andrew Ubbelohde & Alex White

- **Market research points heavily to the fact that \$25,000 isn't sufficient to make any meaningful upgrades to the playground.**
- **We propose waiting (1-2 years?) until more money can be allocated to the project. At that time, we could proceed with replacing the main structure and improve the playground surfacing (we'll recommend pour-in place or bond-in place rubber).**
- **I have a consult coming with Landscape Structures (they produce remarkable playgrounds that are well built, require no maintenance, and would be a legitimate enhancing feature of the neighborhood for years and years to come).**
- **My rough estimate is this proposal would cost between \$50-75K.**

Pool Resurfacing Renovation

- Main pool drains repaired. Added cost: \$4,000
- Waterline tiles in main and baby pools replaced (Blue Seas):
Added Cost: \$10,155
- Decision to replace coping on both pools. Added cost: \$13,672

Travertine stone selected; awaiting start of work

- Repair of underlying bond beam to be completed prior to installation of new coping. Cost: TBD
- Plastering and caulking to be completed once coping is placed.
- One underwater pool light burned out. Working
- Two days to refill pools.

Travertine Coping



Philadelphia

Pool Renovation \$

- Total cost (not including board beam repairs): \$61,528.24
\$26,701.24 + \$14,155 + \$13,672 + \$7,000
 - We have paid \$21,396 (80%) of the initial contract (\$26,701.24).
 - Total remaining to be paid (not including board beam repair) and including pool refill: \$40,132.24
 - 2024 Reserve Budget for the Baby & Main Pools: \$28,500. (\$7,104 remaining)
 - Over budget: \$33,028.24 (\$40,132.24 - \$7,104)
-

Accommodation Discussion

- Additional income
- Trim planned FY 24 Reserve spending
- Re-work Reserve Component Study plans

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7080 Asphalt Parking Lot	0	4,400	3,000
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≡CHANCELLOR WEST≡
HOMEOWNERS ASSOCIATION

Member Questions and Comments

Next

Board of Directors' Meeting

**Thursday 20 June– Location To be
Announced**

Executive Session – 6:00 pm

Open Session - 6:30 pm