Chancellor West Homeowners' Association

MINUTES OF THE MONTHLY BOARD OF DIRECTORS' MEETINGS - October 2023

An Executive Session was called to order at 6:00 PM on 24 October 2023 in the Chancellor West Community Center. Board Members Present: Mike McGee, Jerry Karson, Allen Prickett, and John Kalb.

The following is a recap of the closed session:

- Pending Covenant enforcement action not required; issue resolved.
- Contractor selected for fall and spring leaf removal.
- Pool resurfacing contract costs discussed and approved.
- Latest Reserve Component Study item costs and strategy discussed.

The Executive Session was adjourned at 6:30 PM.

An Open Session meeting was called to order at 6:30 PM. The same Board remained. Bill Anderson joined the meeting. See attached slides.

- Allen Prickett presented the Treasurer's Report. Budget rebalancing slides were discussed. Allen will crosswalk Operating and Reserve expenses with the accountant's report to insure accounts match.
- Updates of ongoing actions were discussed. The Annual Mailing, which includes an
 election ballot, the projected 2024 budget, and the Annual Assessment, will be sent
 to members on Monday 20 November.
- The latest Reserve Component Study results were discussed. Budget strategy,
 2024 & 2025 key items, and the latest projected 2024 Reserve Component Budget were presented. One additional run of the model will be done prior to the next meeting.
- The projected end-of-year 2023 budget was reviewed. This will be updated monthly and finalized prior to the Annual Meeting on 16 January 2024.
- The current year budget with actual expenditures was discussed. The dam and pool account for more than 81% of HOA expenditures.
- The proposed 2024 HOA budget was discussed comparing it to projected end-ofyear 2023 expenses. A projected 2024 budget will be included in the Annual Mailing; a finalized budget will be delivered at the Annual Meeting on 16 January 2024.
- Notice of the Annual Meeting and Election for the 2024 Board of Directors was mailed on 16 October. As of this date ... two individuals have declared their candidacy for the 2024 Board of Directors election. Members desiring to be placed on the ballot, must declare by Sunday 12 November 2023.

Member questions and comments. Bill Anderson highlighted the planned refurbishment of the drainage culverts at the dam.

The Open Meeting was adjourned at 7:30 PM.

The next Board meeting is scheduled for the Chancellor Community Center on Tuesday 14 November. The closed executive session will start at 6 PM, and the Open Session at 6:30 PM.

■CHANCELLOR WESTHOMEOWNERS ASSOCIATION

Board of Directors' Meeting

24 Oct 2023

Agenda

- Executive Session Recap
- Treasurer's Report
- Miscellaneous Updates & New Items
- Reserve Component Study Update
- 2024 Proposed Budget
- Member Comments and Questions

Executive Session Recap

- Pending Covenant enforcement action not required; issue resolved
- Contractor selected for fall and spring leaf removal
- Pool resurfacing contract costs discussed and approved
- Latest Reserve Component Study item costs and strategy discussed

Treasurer's report

Monthly Transaction (Register) - Last month 9/1/2023 through 9/30/2023

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 8/3	31/2023						48,270.19
9/4/2023	BUSINESS C Cred	ditCrd	Jim's Lawn & Landscape	Lawn Maintenance 9/1/2023 Invoice #4590	6190 Lawn Maint, Landscaping	R	-925.00
9/7/2023	BUSINESS C 323	33	Voided	Voided	Voided Check	R	0.00
9/7/2023	BUSINESS C 3234	34	Voided	Voided	Voided Check	R	0.00
9/7/2023	BUSINESS C 323	35	Luke A Wellerman	Pay Period: 08/20/2023 - 09/02/2023	6140 Payroll	R	-406.34
9/7/2023	BUSINESS C 3230	36	Levi J Raines	Pay Period: 08/20/2023 - 09/02/2023	6140 Payroll	R	-103.90
9/7/2023	BUSINESS C 323	37	Luke A Wellerman	Pay Period: 08/22/2023 - 09/04/2023	6140 Payroll	R	-193.94
9/7/2023	BUSINESS C 323	38	Brandie KR Blevins	Pay Period: 08/20/2023 - 09/02/2023	6140 Payroll	С	-41.56
9/9/2023	BUSINESS C 3239	39 S	John Kalb	Reimbursement	Split	R	-841.85
9/9/2023	BUSINESS C 324	10	Best Water VA LLC	Winterize Pipes	6200 Pool Maintenance	R	-225.00
9/18/2023	BUSINESS C 324	11	Dominion Energy	Utilities - Account 000236332508	6240 Utilities	R	-67.89
9/18/2023	BUSINESS C 3242	12	Dominion Energy	Utilities - Account 002459002784	6240 Utilities	R	-15.55
9/18/2023	BUSINESS C 324	13	Dominion Energy	Utilities - Account 001026355006	6240 Utilities	R	-290.90
9/29/2023	BUSINESS C 3204)4	Lenny The Plumber	Removing Pool Filter Fixtures	7050 Pump Room Equipment		-250.00
9/1/2023 - 9	9/30/2023						-3,361.93
A							

BALANCE 9/30/2023

	44,908.26
TOTAL INFLOWS	0.00
TOTAL OUTFLOWS	-3,361.93
NET TOTAL	-3,361.93

Annual Operating Budget

1/1/2023 through 9/30/2023 Using 2023 Budget

Category	1/1/2023 Actual	- Budget	9/30/2023 Difference
EXPENSES	35,444	46,808	11,364
6060 Dues & Subscriptions	170	220	50
6100 Insurance	2,960	2,960	0
6130 Repairs, Maintenance, Supplies	876	1,740	864
6140 Payroll	10,922	10,922	0
6150 Office, Petty Cash Expenses	185	996	811
6160 Payroll Taxes	675	1,898	1,223
6170 Professional Fees - Accounting	2,000	3,250	1,250
6170 Professional Fees - Legal	300	350	50
6170 Professional Fees - Res Comp Study	0	0	0
6190 Lawn Maint, Landscaping	9,237	13,772	4,535
6200 Pool Maintenance	5,213	6,915	1,702
6210 Federal & State Taxes	0	0	0
6220 Travel (Veh Gas)	0	0	0
6230 Telephone, Internet	0	0	0
6240 Utilities	2,347	3,050	703
6280 Security	0	0	0
6290 HOA Events (Social)	560	735	175
6310 Bad Debt	0	0	0
Net Difference:	-35,444	-46,808	11,364

Annual Reserve Budget

1/1/2023 through 9/30/2023 Using 2023 Budget

	1/1/2023	-	9/30/2023
Category	Actual	Budget	Difference
EXPENSES	35,299.10	47,751.22	12,452.12
7010 Tot Lot	0.00	150.00	150.00
7029 Tennis Courts, Fencing, Lighting	468.97	468.97	0.00
7030 Buildings	43.98	3,243.98	3,200.00
7040 Main & Baby Pool	10,551.42	10,551.42	0.00
7050 Pump Room Equipment	339.25	339.25	0.00
7060 Pool Furniture	1,282.83	1,384.95	102.12
7070 Fencing, Pool & Lot Vinyl, Chain Li	2,929.85	2,929.85	0.00
7075 Fencing, Parking Lot	0.00	0.00	0.00
7080 Asphalt Parking Lot	0.00	0.00	0.00
7090 Concrete Walks, Slabs, & Pool Deck	0.00	0.00	0.00
7095 Entrance Walls, Fence, Lighting	0.00	0.00	0.00
7096 Irrigation System	525.00	525.00	0.00
7097 Lake & Dam	19,157.80	28,157.80	9,000.00
Net Difference:	-35,299.10	-47,751.22	12,452.12

Spending by Category-Last Month Graph - Last month







September Statement

Summary of accounts

Checking and Savings

			Lifding balance	Ending valance
Account	Page	Account number	last statement	this statement
Initiate Business Checking SM	2	6709262973	47,332.03	43,114.82
Business Market Rate Savings	4	1585285537	103,932.86	103,945.67
	Total deposi	it accounts	\$151,264.89	\$147,060.49

Ending halance

Ending halance

Miscellaneous Updates and New Items

- Dam
 - Awaiting DCR classification decision
 - Annual inspection in November
- Pool
 - Awaiting contract for resurfacing of both pools in early 2024
 - Awaiting revised contract for a new entrance gate; install early March '24
- Pump Room: Refurbishment underway
- Social
 - o Next event is the Thanksgiving Day Turkey Trot Andrew Ubbelohde
- Tennis Courts
 - One pickleball net left up
 - Call Board for latest entrance combination
- Landscaping, Irrigation
 - Trees trimmed at entrance
 - Fall leaf removal company selected
 - Irrigation system winterization on 2 Nov
- Security System Tot Lot / Pool / 2 for the courts / Parking Area
 - FIOS line installed at the entrance building
 - Researching packages
- Annual Meeting: notice with election "Call for Candidates" sent on 16 Oct





Reserve Component Study Update

Budgeting Strategy

- Assume Dam will be classified as Low Hazard
- Prioritize sustained repair of dam deficiencies
- Continue pool refurbishment plans
- Continue Court repairs; refine plans for repurposing and resurfacing
- Fund sustained maintenance of buildings and equipment

Reserve Component Study Update

PROJECTION

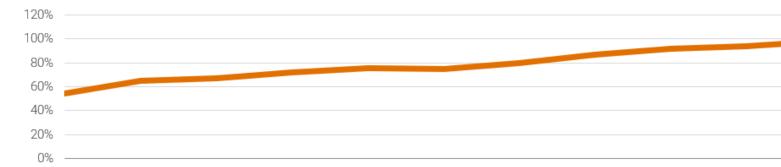
10 Year Snapshot

NAME	INPUT
INFLATION RATE 2024-2033	3.00%
INFLATION RATE 2024-2033	2.00%
INFLATION RATE 2039-2053	2.00%
INTEREST RATE	0.15%
ANNUAL INCREASE 2024-2028	5.00%
ANNUAL INCREASE 2029-2033	0.00%
ANNUAL INCREASE 2034-2053	0.00%
UNITS	00
BEGINNING YEAR	2024
STARTING BALANCE	\$127,000.00
CONTRIBUTION	\$31,320.00

YEAR 0 - 29	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Fully Funded Balance	\$233,418	\$158,579	\$155,790	\$163,931	\$163,658	\$126,802	\$119,727	\$132,018	\$151,482	\$120,631
Percentage Funded (%)	54%	65%	67%	72%	76%	75%	80%	87%	92%	94%
Beginning Balance	\$127,000	\$103,195	\$104,811	\$118,052	\$123,883	\$95,233	\$95,760	\$114,495	\$139,030	\$113,285
Reserve Contribution	\$31,320	\$32,886	\$34,530	\$36,257	\$38,070	\$38,070	\$38,070	\$38,070	\$38,070	\$38,070
Avg Unit Contribution (mth)	\$26.36	\$27.68	\$29.07	\$30.52	\$22.00	\$32.05	\$32.05	\$32.05	\$32.05	\$32.05
Contribution Increase (%)		5.00%	5.00%	5.00%	5.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Special Assessment										
Interest Earned	\$173	\$156	\$167	\$181	\$164	\$143	\$158	\$190	\$189	\$188
Reserve Expenditures	\$55,298	\$31,425	\$21,457	\$30,607	\$66,883	\$37,686	\$19,493	\$13,724	\$64,004	\$13,713
ENDING BALANCE	\$103,195	\$104,811	\$118,052	\$123,883	\$95,233	\$95,760	\$114,495	\$139,030	\$113,285	\$137,830

Projected last year for HOA Assessment increase is 2028

From projected 2023 end-ofyear total expenses



Near Term Projected Reserve Expenses

Key Near Term Provisions				
Project	24	25		
Tot Lot Repair / Refurbish		Х		
Tennis Court 1 Cleaning / Repair	Х			
Tennis Court 2 Refurb		Х		
Pump Room Refurb Completed	Х			
Security System Install	Х			

Component	2024	2025	2026	2027	2028
COMMON AREA TOT LOT					
General Site - Playground, Poly Playscape, Repair Allowance	\$200	\$0	\$212	\$0	\$225
General Site - Playground, Wood Playscape, Repair Allowance	\$0	\$206	\$0	\$219	\$0
General Site Playground, Playscape Refurb	\$0	\$2,060	\$0	\$0	\$0
General Site - Playground, 3" Bark, Replace	\$0	\$0	\$424	\$0	\$0
General Site - Playground, Bench, Replace	\$0	\$0	\$0	\$0	\$0
General Site - Playground, Picnic Table, Replace	\$0	\$0	\$0	\$0	\$0
COMMON AREAS TENNIS COURTS, FENCES & LIGHTS					
General Site - Tennis Courts 1, Repurpose/Refurbish Allowance 2024	\$1,500	\$0	\$0	\$0	\$0
General Site - Tennis Courts 1, Repurpose/Refurbish Allowance 2025	\$0	\$7,725	\$0	\$0	\$0
General Site - Tennis Courts 2, Refurbishment	\$0	\$0	\$7,957	\$0	\$0
General Site - Tennis Court, Light Fixtures Allowance	\$800	\$824	\$849	\$874	\$900
General Site - Tennis Court, Light Poles, Paint	\$0	\$0	\$0	\$0	\$0
COMMON AREAS ENTRANCE BLDG, PAVILION, STORAGE BLDG					
Building Exterior - Pavilion & Pool Storage - Asphalt Roof, Replace	\$0	\$0	\$0	\$0	\$0
Building Exterior - Vinyl Siding Repair Allowance	\$0	\$0	\$530	\$0	\$0
Building Exterior - Entrance Building - Asphalt Roof, Replace	\$0	\$0	\$0	\$0	\$0
Building Exterior - Pavilion, Fans, Replace	\$0	\$0	\$0	\$0	\$0
Building Interior - Repair / Paint Allowance	\$0	\$0	\$0	\$2,185	\$0
General Site - Pump Room, Electrical, Refurbish	\$1,500	\$0	\$0	\$0	\$0
Video Security System	\$1,000	\$0	\$0	\$0	\$0
COMMON AREAS PUMP ROOM MECHANICAL					
General Site - Pool Filters, Replace	\$0	\$0	\$0	\$0	\$0
General Site - Pool Filter Sand Replacement	\$0	\$0	\$0	\$0	\$450
General Site - Pumps, Main & Baby Pools	\$0	\$0	\$0	\$5,464	\$0
General Site - Septic System	\$0	\$0	\$0	\$546	\$0
General Site - Well Pump & Pressure Tank, Replace	\$0	\$0	\$0	\$0	\$0
General Site - Water Softner, Iron Filter System, Refurb	\$1,200	\$0	\$0	\$0	\$0
General Site - Water System, Annual Service	\$0	\$747	\$769	\$792	\$816

Near Term Projected Reserve Expenses - 2

Key Near Term Provisions				
Project	24	25		
Pool Replastered	Х			
New Pool Entrance Gate	Х			
Asphalt Parking Lot Repaired	Х			
Concrete Pool Deck Resealed		Х		
Entrance Gatehouse Repaired	Х			
Culvert Restoration	Х			
Headwall & Spillway Repaired	Х			
Spill Side Repair Tasks		Х		
Shoreline Repaired		Х		

Component	2024	2025	2026	2027	2028
General Site - Main Pool Refurbishment	\$30,000	\$0	\$0	\$0	\$0
General Site - Baby Pool - Refurbishment	\$0	\$0	\$0	\$0	\$0
General Site - Pool, Covers, Replace	\$0	\$0	\$0	\$0	\$0
General Site - Pool Outer Security Fence, Refurbishment Allowance	\$0	\$0	\$0	\$10,927	\$0
General Site - New Entrance Gate	\$6,900	\$0	\$0	\$0	\$0
General Site - Pool Inner Fence, 4' Vinyl, Repair Allowance	\$0	\$0	\$530	\$0	\$0
General Site - Pool Tables, Chairs,Lounges, Umbrellas, Replacement Allowance	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126
General Site - Pavilion Picnic Tables, Replacement Allowance (x9)	\$0	\$294	\$0	\$311	\$0
COMMON AREAS ASPHALT & CONCRETE					
General Site - Asphalt, Paving, Repair & Seal Coat	\$4,398	\$0	\$0	\$0	\$0
General Site - Asphalt, Paving ~12,000 Sq ft	\$0	\$0	\$0	\$0	\$61,003
General Site - Concrete, Sidewalks and Pool Deck Repair Allowance	\$0	\$0	\$1,061	\$0	\$0
General Site - Concrete, Pool Deck, Resurface 7190 SF	\$0	\$0	\$0	\$0	\$0
General Site - Concrete, Pool Deck, Reseal 7190 SF	\$0	\$515	\$0	\$0	\$0
General Site - Concrete, Pavillion Deck & Shed Floor, Repair Allowance	\$0	\$515	\$0	\$546	\$0
COMMON AREAS ENTRANCE					
General Site - Entry Monuments, Fence & Wall, Repair Allowance	\$0	\$0	\$530	\$0	\$0
General Site - Irrigation, Well Pump & Pressure Tank, Replace	\$0	\$0	\$0	\$0	\$0
General Site - Irrigation System, Repair & Maintenance Allowance	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126
General Site - Gatehouse, Reroof	\$0	\$0	\$0	\$0	\$0
General Site - Gatehouse, Door & Windows, Restore	\$800	\$0	\$0	\$0	\$0
General Site - Light Fixtures, Landscape & Carriage Restore Allowance	\$0	\$0	\$106	\$0	\$113
COMMON AREAS LAKE & DAM					
General Site - Dam Culvert Restoration	\$3,500	\$0	\$0	\$0	\$0
General Site - Dam Maintenance - Spill Side Tasks	\$0	\$5,150	\$0	\$5,464	\$0
General Site - Dam Maintenance - Shoreline Restoration	\$0	\$10,300	\$0	\$0	\$0
General Site - Dam Maintenance - Brush Removal (Landscaping)	\$0	\$1,030	\$1,061	\$1,093	\$1,126
General Site - Dam Riser - Reserve Fund	\$0	\$0	\$5,305	\$0	\$0
General Site - Concrete Spillway and Headwall Restoration	\$1,500	\$0	\$0	\$0	\$0
Annual Expenditure	\$55,298	\$31,425	\$21,457	\$30,607	\$66,883
					13

2023 & 2024 Budgets

As of 24 Oct 2023

- Projected 2023 Total Expenses
- Projected Year End Account Balances
- Projected 2024 Budget

Projected 2023 Income & Operating Expenses

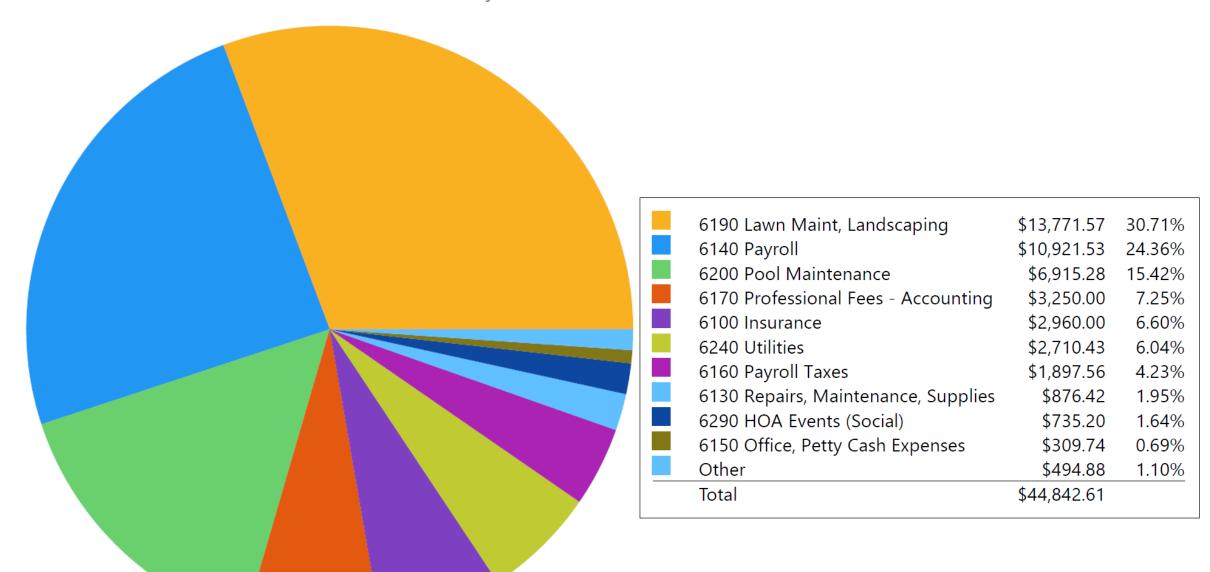
INFLOWS	
4010 Assessments	69,300.00
4110 Other Income	982.00
TOTAL INFLOWS	70,282.00
OUTFLOWS	
6060 Dues & Subscriptions	194.88
6100 Insurance	2,960.00
6130 Repairs, Maintenance, Supplies	876.42
6140 Payroll	10,921.53
6150 Office, Petty Cash Expenses	309.74
6160 Payroll Taxes	1,897.56
6170 Professional Fees - Accounting	3,250.00
6170 Professional Fees - Legal	300.00
6190 Lawn Maint, Landscaping	13,771.57
6200 Pool Maintenance	6,915.28
6240 Utilities	2,710.43
6290 HOA Events (Social)	735.20
TOTAL OUTFLOWS	44,842.61
OVERALL TOTAL	25,439.39

Projected 2023 Operating Expenses And 2023 Budget

			Difference
EXPENSES	44,843	54,300	9,457
6060 Dues & Subscriptions	195	220	25
6100 Insurance	2,960	3,500	540
6130 Repairs, Maintenance, Supplies	876	1,740	864
6140 Payroll	10,922	10,000	-922
6150 Office, Petty Cash Expenses	310	1,000	690
6160 Payroll Taxes	1,898	1,000	-898
6170 Professional Fees - Accounting	3,250	3,000	-250
6170 Professional Fees - Legal	300	3,500	3,200
6170 Professional Fees - Res Comp Study	0	1,000	1,000
6190 Lawn Maint, Landscaping	13,772	15,000	1,228
6200 Pool Maintenance	6,915	8,700	1,785
6210 Federal & State Taxes	0	40	40
6220 Travel (Veh Gas)	0	200	200
6230 Telephone, Internet	0	0	0
6240 Utilities	2,710	3,000	290
6290 HOA Events (Social)	735	1,700	965
6310 Bad Debt	0	700	700
Net Difference:	-44,843	-54,300	9,457

Year End Operations Spending by Category - Current Year

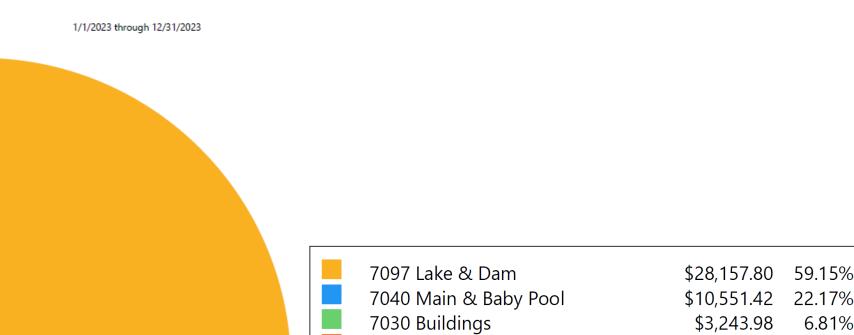


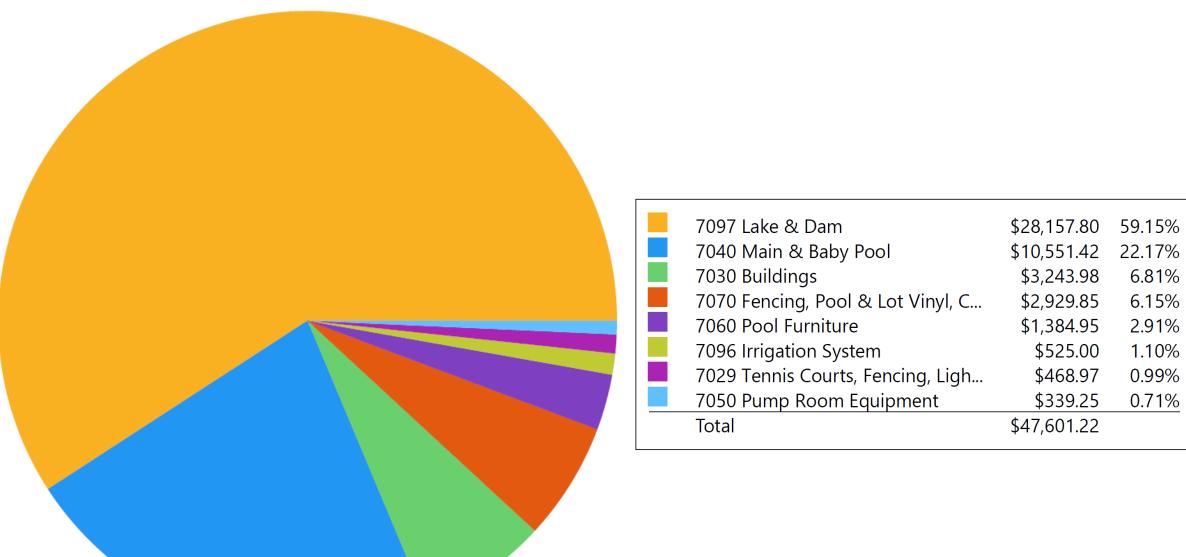


Projected 2023 Reserve Expenses And 2023 Budget

			Difference
EXPENSES	47,601.22	44,225.00	-3,376.22
7010 Tot Lot	0.00	0.00	0.00
7029 Tennis Courts, Fencing, Lighting	468.97	2,000.00	1,531.03
7030 Buildings	3,243.98	0.00	-3,243.98
7040 Main & Baby Pool	10,551.42	4,600.00	-5,951.42
7050 Pump Room Equipment	339.25	725.00	385.75
7060 Pool Furniture	1,384.95	1,000.00	-384.95
7070 Fencing, Pool & Lot Vinyl, Chain Li	2,929.85	4,000.00	1,070.15
7075 Fencing, Parking Lot	0.00	0.00	0.00
7080 Asphalt Parking Lot	0.00	0.00	0.00
7090 Concrete Walks, Slabs, & Pool Deck	0.00	0.00	0.00
7095 Entrance Walls, Fence, Lighting	0.00	0.00	0.00
7096 Irrigation System	525.00	1,500.00	975.00
7097 Lake & Dam	28,157.80	30,400.00	2,242.20
Net Difference:	-47,601.22	-44,225.00	-3,376.22

Year End Reserve Component Spending by Category-Annual_Graph - Current Year





Forecasted Year End Bank Account Balances

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    Business Market Rate Savings= $103,971.67
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• Business Checking = + $23,207.99
$127,179.66
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This is the 2024 starting Reserve Account Balance shown in the previous Reserve Component Study Update

Proposed 2024 Budget As of 24 Oct 2023

	Est 23	Budget 24		
4010 Assessments	\$69,300	\$72,765		
4110 Other	•	945		
	1,119	-		
Income Total	\$70,419	\$73,710		
Onevetina				
Operating Account #	Est 23	Budget 24		
6060 Dues & Subscriptions	195	200		
6100 Insurance	2,960	3,100		
6130 Repairs & Maintenance	876	900		
6140 Payroll	10,922	7,000		
6150 Office / Petty Cash Expenses	310	500		
6160 Payroll Taxes	1,898	1,220		
6170 Professional Fees - Res Comp Study	0	0		
6170 Professional Fees - Accounting	3,250	3,250		
6170 Professional Fees - Legal	300	300		
6190 Lawn Maint / Landscaping	13,772	13,600		
6200 Pool Maint	6,915	7,200		
6220 Travel (Veh Gas)	0	0		
6230 Telephone / Internet	0	620		
6240 Utilities	2710	3,000		
6290 HOA Events (Social)	735	800		
6310 Bad Debt	0	700		
6210 Fed & State Taxes	0	0		
Operating Total	\$44,843	\$42,390		
Addition to Reserve Account	\$25,576	\$31,320		

Reserve				
Account	Est 23	Budget 24		
7010 Tot Lot	0	\$ 200		
7029 Tennis Courts, Fencing, Lighting	469	2,300		
7030 Buildings	3244	2,300		
Security System	0	1,000		
7040 Main & Baby Pools	10,551	30,000		
7050 Pump Room Mechanical	339	1,200		
7060 Pool Furniture	1,385	1,000		
7070 Fencing: Pool & Lot Vinyl, Chain Link	2,930	6,900		
7075 Fencing: Parking Lot	0	0		
7080 Asphalt Parking Lot	0	4,398		
7090 Concrete Walks, Slabs, & Pool Deck	0	0		
7095 Entrance Walls, Fence, Lighting	0	0		
7096 Irrigation System	525	1,000		
6135 Lake & Dam		5,000		
Reserve Total	\$47,601	\$ 55,298		



Member Comments and Questions

Next Board Meeting: Tuesday 14 November

Chancellor Community Center

6:00 pm Executive Session (Closed): ACC Actions, Contracts, Purchases
6:30 pm Regular (Open) Session

Annual Meeting: Tuesday 16 January 2024
Chancellor Community Center