

≡CHANCELLOR WEST≡

Executive session started at 6:30PM

Community session started at 7:00 PM

Meet close at: 7:45PM

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

Residents in attendance: Jerry Karson, Kendall Childress, Gerald Childress, Allen Prickett

HOA Executive Meeting Summary

Overview

This summary captures key discussions and decisions from a Homeowners Association (HOA) meeting focused on post-fire recovery, budgeting for 2026, ongoing maintenance, insurance claims, and community projects. The meeting addressed landscaping, facility repairs, pool management, insurance processes, and upcoming community events.

Major Discussion Points

Landscaping & Grounds Maintenance

Planting: Discussion about adding fall flowers and moving October planting earlier; no planting included in the latest quote.

- **Shrub & Mulch Maintenance:** Need for tot lot mulch, specifying playground-safe mulch, and considering Red Twig for tot lot mulching.
- **Irrigation:** Rain gauge connection issue to be fixed; minor repair costs anticipated.
- **Dam Grass & Erosion:** State requirements discussed; current mowing practices maintain root structure for dam stability.

Pool Operations & Maintenance

- **Pool Covers:** New rectangular covers ordered to save \$6,000; installation pending.
- **Ongoing Cleaning:** Maintenance staff keeping pool clean and chemically balanced until closing.
- **Repairs:** Baby pool pump leak needs repair (\$150 estimate).

Facility & Infrastructure Updates

- **Fire Damage Recovery:** Insurance claim proposed to break out coverage for pool, pavilion, fencing, and contents have been proposed to the insurance company.
- **Building Replacement:** Prefab pavilion and shed options being explored (Amish-built, \$30-40K range); desire for improved design and higher roof. Looking of additional options for replacement.

- **Other Repairs:** Entrance building window/fascia repairs (\$1,200), minor masonry, pool furniture replacements, and parking lot maintenance discussed.

Budget & Financials

Financial for August were presented, voted on and accepted.

Insurance & Claims

- **Ongoing Negotiations:** Waiting for insurance company to properly categorize fire claim items (pool, fence, pavilion).
- **Legal Review:** Recommendation for HOA legal counsel to review settlement before acceptance.
- **Restoration Strategy:** Discussion about maximizing claim value.

Community Projects & Events

- **Tennis Courts:** Lighting repair deferred; pickleball net (\$500) prioritized over other nets.
- **Lake Restocking:** Fish restocking recommended (approx. \$1,900); to be scheduled for fall or spring.
- **Playground & Sports:** Four-square court and pickleball lines to be added; tot lot mulch and painting planned.
- **Event Planning:** Turkey Trot and Halloween events proceeding; preference for T-shirt prizes.
- **Annual Meeting Venue:** Proposed to hold the meeting at the Chancellor Community Center appeared to be favored by the attendees.

Safety & Security

- **Gate & Lock Issues:** Tennis court and pool gate locks found unsecured; plan to update combinations and improve security.
- **Equipment Upgrades:** Recommendation to replace sandbags with interlocking weights for pickleball court.

Action Items & Next Steps

- Obtain additional quotes for pavilion and shed replacement.
- Finalize insurance claim categorization and settlement with legal review.
- Schedule pool cover installation and pool closing.
- Resolve irrigation systems rain gage connectivity issue.
- Implement improved security measures for gates and lockboxes.
- Continue planning for budget finalization and reserve study post-insurance settlement.
- Prepare for upcoming community events and communicate updates to residents.

Questions & Community Feedback

- Open invitation for further questions; acknowledgment of volunteer efforts and need for ongoing communication.

Next Meeting: October 27

Executive: 6:30PM

Community: 7:00 PM

Location: Chancellor community Center

≡CHANCELLOR WEST≡ HOMEOWNERS ASSOCIATION

Board of Directors' Meeting

1 OCTOBER 2025

Open Session

Agenda

- **Treasurer's Report & 2025 Budget**
- **2026 Reserve Component Study**
- **2026 Budget Build**
- **Planning Calendar**
- **Fire Recovery Progress**
- **Landscape Issues**
- **Lake Actions**
- **Projects & Discussions**
- **Member Questions & Comments**

Treasurer's Report

(As of Aug 31, 2025)

Income

Interest	0.59
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Page	Account number	Ending balance last statement	Ending balance this statement
2	6709262973	49,196.58	45,547.25
4	1585285537	69,000.62	69,001.21
Total deposit accounts		\$118,197.20	\$114,548.46

Reconciliation

\$ 118,197.20	\$ 118,197.79
\$ + 0.59 Income	- \$ 3,649.33 Expenses
\$ 118,197.79	\$ 114,548.46

Expenses

Recipient	Account	Aug-25
Dominion	Operating Expenses: 6240 Utilities	-361.45
Verizon	Operating Expenses: 6230	-84.00
Turner's Pool and Spa	Operational Expenses: 6200 Pool	-264.25
Belman Tax	Operating Expenses:6170 Professional fees	-245.00
Jim's Lawn	Operating Expenses:6190 Landscaping	-850.00
John Kalb	Operating Expenses:6130 Repairs	-75.10
Stephanie Chen	Operating Expenses: 6200 Pool and SSL Cert	-234.41
Jerry Karson (Cleared 9/23/25)	Operating Expenses: 6190 Landscape	-49.00
May Payroll: KR, BF, and CW	Operating Expenses: 6140 Payroll	-846.38
Mike Jordan	Operational Expenses: 6200 Pool	-538.74
Raines Power Washing	Operating Expenses:6130 Repairs And Maint.	-150.00
Total		-3649.33

2025 Operating Budget (As of 31 Aug)

Belman Tax

Income	Actual 24	Budget 25	Actual 25 CASH	Sept 25 ACCRUAL
4010 Assessments & Fees	\$71,615	\$76,230	\$76,230.00	
4020,4100,4110,4150 Other	\$1,159	\$945	4.59	
Income Total	\$72,774	\$77,175	\$76,549.59	

Operating Budget				
Account #	Actual 24	Budget 25	Actual 25	
6060 Dues & Subscriptions	123	100	178.88	
6100 Insurance	2,555	2,700	3010	
6130 Repairs & Maintenance	554	800	1,227.16	
6140 Payroll	4,549	5,000	2,446.34	2,949.00
6150 Office / Petty Cash	202	500	143.22	
6160 Payroll Taxes	758	900	266.81	246.24
6170 Professional Fees	4,492	6,000	3,381.50	
6190 Lawn Maint / Landscaping	13,458	12,000	8,141.11	
6200 Pool Maint	7,451	7,500	7,840.83	
6220 Travel (Veh Gas)	0	0	0	
6230 Telephone / Internet	742	800	552.33	
6240 Utilities *	2,596	2,600	1,102.58	
6290 HOA Events (Social)	872	900	355.91	
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	31,302.78	31,784.87

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

	Jan - Aug 25
Ordinary Income/Expense	
Income	
4010 · Membership Dues & Fees	76,230.00
4100 · Interest Income	4.59
4150 · Admin & Resale Certificate	315.00
Total Income	76,549.59
Expense	
6060 · Dues and Subscriptions	178.88
6100 · Insurance Expense	3,010.00
6130 · Repairs and Maintenance	1,227.16
6140 · Payroll Expenses	
6145 · Employees Wages	2,949.00
6160 · Payroll Tax	246.24
Total 6140 · Payroll Expenses	3,195.24
6150 · Office / Petty Cash Expenses	143.22
6170 · Professional Fees	3,626.50
6190 · Lawn Maintenance / Landscaping	9,069.81
6200 · Pool Maintenance	8,827.79
6210 · Taxes & Licenses	50.00
6230 · Telephone / Internet	636.33
6240 · Utilities-Elect-Septic-Trash	1,464.03
6290 · HOA Social Events	355.91
Total Expense	31,784.87

Payroll includes Aug and Sept GROSS wages and tax per our accountant.
"Actual 25" reflects NET wages. The total will reconcile after payroll tax paid in Q3.

2025 Reserve Budget (As of Aug 31 2025)

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

2026 HOA Budget Preparation

- **Sept BOD meeting: Budget Preparation Depends on Fire Insurance and Replacement Spending Results, TBD.**
- **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						
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	

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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13	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
	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				

October						
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	

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
-  - BOD Mtg

- 6? Sep: Pool Close Up TBD
- 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

Fire Recovery Progress



- Insurance Progress
 - Notification Complete
 - Awaiting Replaceables Response
 - Questioned 1st Payment
- Cleanup Service
 - Contract Issued
- Building Replacement
 - One Pavilion Quote
 - One Storage Shed Quote
 - Looking for Other Options
- Pool Covers
 - Order Placed (Main & Baby)
- Pool Closing to be Scheduled

Landscape Issues

- Landscape Committee
 - Reviewing Quotes from Redtwig
 - Other Quotes Possible
 - Irrigation Rain Gauge Fix Required

Lake Actions



- Lake Vegetation
 - 8/18, Met with VA Waters to discuss dam water side.
 - 9/1, Met with Landscaper to instruct on vegetation cutting.
 - Current grass inspection looks good.
- Fish Restocking
 - Potential Cost being reviewed with suppliers to lower cost.
 - Fall Time-frame possible.
 - Needs vote to move forward.

Other Projects & Discussions

- North court cleaning & crack repair materials being purchased
 - Materials to be delivered October 2
- Paint 4-Square lines in parking lot along the Tot Lot side.
- Entrance building window replacement and facia repair.
- Masonry repair of brick wall at pool.
- Pool entrance ceiling.
- **2025 RC Study: study update to be completed upon receiving fire insurance claim and updated 2026 budget. Still in process**

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Member Questions and Comments

Next

Board of Directors' Meeting

27 October 2025

Executive Session - 6:30 pm

Open Session - 7 pm

Location – Salem Church Library