

The Village at Innsbrook HOA
Special Meeting of the Board Minutes
September 13, 2023
10501 Staples Mill Road, Glen Allen, VA 23059

Board Members Present:

President: David Fellowes
Vice-President: Brian Russell
Secretary: Betty Overbey
Treasurer: Patsy Ledford (remote)
Director at Large: Nelson Diaz

Others Present:

Adam Lopez, Evangeline Lopez, Debbi Seitz, Karen Mills, Gina Winslow, Thao Scott, Sherilyn Boyles

Agenda:

- Meeting Called to Order: 6:10 PM
- Confirmation of Quorum – Welcome by President, David Fellowes
- Next meeting is Wednesday October 4, 2023 at 6:00pm
- September 6, Meeting minutes. The minutes will be approved at the October Board meeting.

President /Officer/Committee Reports:

PRESIDENT:

1. Nominating committee. Bylaws require that a Nominating Committee be appointed by the Board of Directors at least 90 days prior to the annual meeting that will be set for January 27, 2024 (appointments due by October 29th). The committee consists of a chairman and two or more members of the Association. Patsy Ledford said that she would be interested in chairing the committee. With that, David Fellowes made a motion to appoint Patsy as the chair. Nelson second the motion. The motion was approved by a unanimous vote. Association members will be appointed once identified.
2. Architectural guidelines. The Declaration of Restrictions establishes that no exterior improvements to one's property be made without such improvement being submitted and approved by the HOA. While not all inclusive, the architectural guidelines provide guidance to association members on what improvements are acceptable and will be approved (e.g., driveways are to be asphalt, aggregate concrete, etc.).

The following changes were discussed after which David Fellowes made a motion to approve them. Nelson seconded the motion, and it was approved by a unanimous vote. (updated copy attached)

Solar Panels (new section; the first solar improvement has been approved/installed and have had enquiries about others. Cannot restrict installation to the rear roof only.)

- Flush-mounted roof panels are allowed, provided visible equipment matches the roof color. Ground-mounted panels are prohibited.
- Submit installer-provided shop drawings and product data along with property plot for review.
- Any tree trimming or removal shall be clearly noted in the RFI. Select tree removal will be considered on a case-by-case basis; material tree removal will not be approved.

Color Changes (painting a small inconspicuous area for color change approval has been common practice over the years -- adding for clarity)

Painting a small three-by-two-foot inconspicuous area of siding on your home may be required as part of the review and approval process.

Order of topics. Change the listing order of categories so that they are alphabetical.

VICE PRESIDENT / ACC CHAIR:

- 1) [REDACTED] Village Run Drive
 - Tree Removal: request to remove a dead oak tree in the back yard.
- 2) [REDACTED] High Mountain Court
 - Exterior Paint: request to re-stain exterior siding and repaint exterior trim with the existing colors (siding = SW3040 – Cottonwood; trim = SW6403 – Super White).
- 3) [REDACTED] Squaw Valley Place
 - Replace Windows: request to replace 6 existing windows with new Pella (4 casement, 2 fixed).

Other

- [REDACTED] Canaan Valley Court: owners have made a temporary driveway modification and need to submit a RFI for approval or remove the modification; site visit made and follow up email sent.
- Setting up a meeting with Greenline to review shrub pruning at the entrance signs and explore options for reworking those beds.

TREASURER'S REPORT:

INCOME AND EXPENSES	
AUGUST	
INCOME	
RECEIPTS	
Int Inc Savings	8.27
TTL INC	8.27
EXPENSES	
Office Expenses	
Software/Website/Email	30.00
Utilities/Maintenance	

Electric	13.60
Phone	4.28
TTL EXP	47.88
NET	-39.61

Checking	2,228.76
Savings	38,949.36
TTL BANK BAL	41,178.12

SECRETARY:

Venue for Annual Meeting:

- Request for proposal was sent to The Place
- Explored other locally run venues in the area
- Looked at cost associated with Glen Allen Cultural Arts Center. The facility charge without food exceeds the total cost of the 2022 event.
- Plan to compare quote anticipated from The Place with local hotel/conference centers in the immediate area.

Entrance Sign on Nuckols Road: Responded to a question/concern on The Village Facebook page from a homeowner regarding obstructed visibility of the entrance sign. In looking at the entrance from both directions, it was concluded that plants are partially obstructing view.

Other ideas to camouflage the traffic light control box were discussed. Brian will look into this further.

Crosswalks: An update was given regarding the crosswalk being installed on Cox Road.

Fielded questions and concerns from homeowners regarding their observations of properties in the neighborhood that need exterior attention. Composed an email with Dave Fellowes that was sent to all homeowners on 9/13/2023 to encourage fall exterior yard and house maintenance.

DIRECTOR-AT-LARGE:

Nelson reported on activity as follows:

1. Continued to update the Current Address spreadsheet.
2. Collaborated with representative from The Meadows to organize and announce Fall Yard Sale on Saturday, September 23, 2023
3. Communicated with members about how to seek information on solar panels, ADA construction, and HOA meeting updates

COMMITTEE REPORTS:

Bylaws/Declaration Committee:

The next committee meeting is set for 4pm next Monday, September 18. The last meeting was August 21.

Lots of good work has been done by the committee related to the Declaration of Restrictions, Architectural Guidelines and what we're currently calling the "good neighbor" policy. The latter is similar content as in the "increase your curb appeal" email sent out earlier in the week. The violation fees and bylaws have not been addressed yet. The intention is to present changes at the Annual Meeting for Association approval. The committee wanted to meet with the HOA attorney for a Q&A session; however, guidance from him is to first compile and rank desired vs. must have changes before engaging. Norwood Scott submitted his resignation from the committee earlier today.

Audit Committee Report:

The next Audit Committee meeting is scheduled for 10/24/2023.

Hospitality Committee:

There was discussion about planning a fall event, but no specific plans made. Volunteers were requested to plan an event.

Old Business:

Betty Overbey report on status of crosswalk signage on Cox Road. The signs are installed and working.

Open Forum:

Homeowners attending the meeting were given a chance to address the BOD. Topics included:

- Emails to homeowners - Some homeowners are not getting emails from the association. Anyone who is not receiving email should provide Nelson Diaz with their address.
- Holiday decorations – it was suggested that a time frame be given for removing decorations after a holiday. This would be included in a good neighbor policy
- Thao Scott discussed her feedback/concerns about how the Association is being managed. The Board thanked her for sharing her feedback and will address as appropriate.

The remainder of the meeting was spent in discussion regarding a violation of the covenants and an unapproved color change at [REDACTED] Squaw Valley Place. The Board and homeowner agreed to work on a resolution that could be present for Board approval at the next meeting.

MEETING ADJOURNED: 8:10 PM by David Fellowes

OFFICER SIGNATURES:

David Fellowes, President
Brian Russell, VP/ACC Chair
Patsy Ledford, Treasurer
Nelson Diaz, Director at Large
Betty Overbey, Secretary

Approved at October 4, 2023,
Board Meeting

The Village at Innsbrook Architectural Guidelines (Revised 9/13/2023)

The following is a combination of key Restrictions and Board approved Architectural Guidelines that will help determine acceptable improvements/changes.

Refer to the Bylaws & Declaration of Restrictions page for additional information as needed. Topics covered include:

- Color Changes
- Doors
- Driveways
- Fences
- Mailbox and Post
- Portable AC Units
- Roof Shingles
- Sheds
- Siding Material
- Signs
- Solar Panels
- Swimming Pools
- Trees
- Windows

Color Changes: For siding, trim, overhead garage door and gutter color change requests, only colors that are in the category generally described as “Earth Tone” will be approved (white is okay for trim). Siding may be painted with either exterior paint or wood stain. (In the past, the ACC has primarily approved selections from charts of wood stain colors, such as acrylic solid stains, opaque oil stains, etc., rather than from paint color charts, as the ranges of colors in the stain charts are usually within acceptable parameters for our neighborhood.

- A RFI for any exterior color change must be submitted to the ACC along with a sample (swatch) of the proposed color(s).
- Color(s) requested must be identified on the RFI by paint brand, specification number and type of paint (e.g Duron SW7071 “Gray Screen” Weathershield Exterior Acrylic Latex)
- The ACC will compare the requested color(s) with color charts on file. If the ACC determines that the requested color is within the acceptable range of colors for the neighborhood, the color will be approved. **Painting a small three-by-two-foot inconspicuous area of siding on your home may be required as part of the review and approval process.**
- If the requested color is outside the range of the charts, the ACC will work with the homeowner to select and an acceptable color.

Doors: Any change to color or style of front entrance, garage, side and overhead doors require an approved RFI.

Driveways:

- Brown exposed aggregate concrete is the preferred choice for driveways.
- Materials such as asphalt, colored concrete and brown (pea) gravel are also acceptable. All driveways and extensions should have the same material throughout. Either all exposed aggregate, or all asphalt, etc. No combinations such as pea gravel and asphalt will be permitted.
- All walkways to front doors and side gate/door also require approval.

Fences: Fences shall generally be limited in height to no more 42 inches. Fences more than 42 inches high are sometimes approved based on a review of potential impact on neighboring property.

- Before submitting a RFI for a fence, the ACC strongly encourage homeowners to discuss the proposed fence with all their adjacent neighbors, considering any practical or aesthetic effects it may have on the others' property, and as a matter of good will and courtesy.
- Only fences of pressure treated wood (stained natural or unstained) will be permitted. Colors such as white will not be allowed. Chain link, vinyl, fiberglass or other materials will not be allowed.
- All fence material shall be installed with the finish side facing away from the lot (i.e. framing members on the homeowner's side of fence), except for double-faced or shadowbox styles where both side of the fence are the same.
- Privacy fencing is generally permitted along the rear property lines not to exceed six feet (6'0") in height. Privacy fencing along side property lines is considered on a case by case basis.
- Split rail fences with wire mesh (coated or uncoated) applied to the inside is generally permitted, provided wire or mesh is not easily visible from the street.
- No dog pens or dog runs will be approved.

Mailbox and Post: Mailboxes should satisfy the Mailbox and post specification published. Specific attention shall be paid to the color. The HOA provides approved paint -- just email the ACC Chair at vp@thevillageatinnbrook.com. Nailed on numbers, letters or post caps are not permitted. See Mailbox and Post References for pictures of what is acceptable and is not.

Portable AC Units: No portable air conditioning units will be placed in any window of a dwelling or other building if visible from a public street.

Roof Shingles: Replacements should be the same or better grade than the roofing installed

by the home builder: Asphalt “Dimensional” type shingles (minimum 25 year warranty) and colors approved by the ACC (see color range option in “Color Changes” section).

Sheds: Sheds may be installed in the backyard of a homeowner’s property. The shed must be consistent with the architectural style of the houses in the Village, including the following elements:

- Horizontal siding made of the following materials: Red Western Cedar beveled/overlay siding (1” x 8”) OR HardiePlank fiber cement lap siding. For more details, please refer to the section above titled “**Siding Material.**”
- Main color of shed and trim matches main color and trim of the house.
- Roof shingle style and color matches those of the house.
- Window style is consistent with that of the house.
- Door style is consistent with that of the house.

A sketch/plat of the planned position of the shed on the lot should be submitted with the RFI and must include the dimensions of the shed (length, width and height of the main structure), the dimensions of the roof (height and pitch) and dimensions of a ramp, if applicable.

Approval of the RFI consists of approval of the shed appearance, shed location on the property, and shed dimensions in proportion to the overall size of the lot. Please note that Henrico County also has regulations regarding sheds such as minimum distance from property line and overall square footage.

Siding Material: Replacing siding material with something OTHER than what's on your home or detached building such as a shed and/or a garage requires HOA approval. There shall be no partial replacement of any siding unless replaced with the same type of material originally used. The only siding materials (replacement or additions) which will be approved for use on homes and detached buildings such as sheds and garages are Red Western Cedar bevel 1"x8" wood siding (original/traditional construction material) or HardiePlank brand fiber cement lap siding manufactured by James Hardie Industries. No other brand of fiber cement siding will be approved. Additionally, no vinyl siding will be approved.

In addition, the following restrictions will be placed on the use of **HardiePlank lap siding:**

- Mixing of cedar siding and HardiePlank siding on the exterior walls of structures (houses, sheds, etc.) will not be approved due to a difference in the thickness of the boards and the obvious visual differences that would result. The entire structure under construction or remodeling (all sides collectively) must be either all cedar siding or all HardiePlank lap siding. There will be no exceptions to this restriction.
- HardiePlank’s “Select Cedarmill” product with a thickness of 5/16” and width of 7.25” is the only type of HardiePlank siding that will be considered for approval to replace existing siding. Other types such as Smooth HardiePlank and Beaded HardiePlank siding will not be approved.
- HardiePlank lap siding must be installed in accordance with the current manufacturer’s installation requirements. In addition, the lap siding may be

installed on flat vertical wall applications only, cannot be used in Fascia or Trim applications and must be installed using the “blind nailed” method.

- Factory primed (unpainted) types of HardiePlank will require on site painting with 100% acrylic paints. Staining of HardiePlank is not approved. ACC approval in advance is required for the acrylic paint color selected for the siding color. Paint colors must conform to community standards. (Refer to “Color Changes” above)
- ColorPlus (factory painted/coated) versions of HardiePlank will be approved. The choice of the “ColorPlus” siding color must be approved in advance by the ACC. Colored finishes must conform to community standards. (Refer to “Color Changes” above)
- HardieTrim may be used to replace all trim on a structure, without replacing the siding on the structure. Similarly, HardiePlank siding may be used to replace all siding on a structure without replacing the trim on that structure.
- It is recommended that contractors selected to install HardiePlank siding be a James Hardie Preferred Remodeler ([23060 Siding Contractors | James Hardie](#))

Signs: A “For Sale” sign shall not be displayed beyond the house sale closing date. A “For Rent” sign shall not be displayed beyond the date that a rental contract is signed. Contractor signs require ACC/Board approval. Board policy is to not allow the display of any political sign or homeowner business sign.

A single “Security Company” sign is permitted (without HOA approval) in the homeowner’s yard located either adjacent to the driveway or in close proximity to the front entrance of the main dwelling. Security company signs are also permitted in the windows of the home. Security signs shall not exceed 8” by 10”. The HOA reserves the right to impose shape and color restrictions on security signs.

Swimming Pools: Above-ground swimming pools have never been allowed by the ACC or Board, as this type of pool would generally be considered outside the character and flavor of the neighborhood. In-ground swimming pools shall not be located nearer to a street line than the rear building line of the dwelling.

Solar Panels:

- Flush-mounted roof panels are allowed, provided visible equipment matches the roof color.
- Ground-mounted panels are prohibited.
- Submit installer-provided shop drawings and product data along with property plot for review.
- Any tree trimming or removal shall be clearly noted in the RFI. Select tree removal will be considered on a case-by-case basis; material tree removal will not be approved.

Trees (removal of): No trees over six (6) inches in diameter shall be removed without the prior written approval of The Village at Innsbrook Homeowners Association. Planting of

trees to replace those taken out is strongly encouraged.

Windows: Window design and type can have a significant architectural impact on the appearance of a house. As stated above, the intent of the ACC guidelines is to preserve as much as possible the original builders design concept. In that regard, if the architect designed the house with a casement window, the replacement window should be casement. If the architect designed the house using a double hung window then the replacement window should be a double hung window. Some houses were designed using both double hung and casement and they should be replaced in kind.

- Casement and fixed pane windows are the standard for the majority of houses in the community.
- Double hung windows were installed on a few houses and were determined to be acceptable for those original building designs at time of construction. The number of homes with these types of windows in the community is very small.
- Fiberglass, Vinyl and aluminum clad may be acceptable replacements for wood windows and doors, provided they have a look similar to that of the original.