

**The Village at Innsbrook HOA
Board Meeting Minutes**

December 6, 2023

Glen Allen Library, 10501 Staples Mill Road, Glen Allen, VA 23059

Board Members Present:

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

Others Present:

Thao Scott, Norwood Scott, Chris Rouse, Debbi Seitz

Agenda:

- Meeting Called to Order: 6:00 PM
- Confirmation of Quorum – Welcome by President, David Fellowes
- Next meeting Wednesday January 3, 2024 at 6:00pm at the Glen Allen Library
- November 1, 2023, Meeting Minutes. Minutes approved.

President/Officer/Committee Reports:

PRESIDENT:

Annual Meeting:

- Packets must be mailed 15 days in advance of the meeting.
- Plan is to finalize the information at the 1/03/2024 meeting and mail packets by 1/05/2024. Dave felt this time should be manageable with volunteers to help prepare packets for mailing.
- Speakers – a save-the-date email was sent to Dan Schmitt. He will also be asked if he can provide an update on the development on the other side of Cox Road that affects our neighborhood.
Other topics include having an arborist speak.
- Board Report to homeowners – David has the template to prepare slides for the presentation similar to past years.

VICE PRESIDENT / ACC CHAIR:

RFIs

1) [REDACTED] Squaw Valley Place

- Exterior Paint: request to paint house SW9145 (Sleepy Hollow) and trim SW6252 (Ice Cube).

- 2) █████ Squaw Valley Place
 - Front Door: request to paint front door SW7588 (Show Stopper).
- 3) █████ Squaw Valley Place
 - Storm Door: request to add a white, full-view storm door (Lowe’s 874968).
- 4) █████ Squaw Valley Place
 - Exterior Light Fixtures: request to replace exterior fixtures with bronze lantern fixtures.

RFIs 2, 3, and 4 were approved. RFI 1 was not approved, with a new color selection being recommended. Board members committed to stop by the home the next day to review the sample color painted. Since the homeowner already started painting the exterior of the home without HOA approval, it was recorded as a violation of the Declaration of Restrictions.

TREASURER’S REPORT:

1. INCOME AND EXPENSES

| NOVEMBER | |
|------------------------------|------------------|
| INCOME | |
| RECEIPTS | |
| Int Inc Savings | 7.39 |
| TTL INC | 7.39 |
| EXPENSES | |
| Financial/Legal | |
| Legal Expense | 1,872.00 |
| Office Expenses | |
| Software/Website/Email | 84.98 |
| Utilities/Maintenance | |
| Electric | 14.25 |
| Phone | 4.18 |
| TTL EXP | 1,975.41 |
| NET | -1,968.02 |

| | |
|---------------------|------------------|
| Checking | 2,807.74 |
| Savings | 35,173.06 |
| TTL BANK BAL | 37,980.80 |

- 2. Payment for an invoice from Chadwick, Washington in the amount of \$1,872.00 for legal services was approved and the check was signed in November.
- 3. Payment for the annual domain name renewal of “THEVILLAGEATINNSBROOK.COM” was made by debit card on 11.28.23 in the amount of \$54.98.
- 4. A draft of the 2024 Budget was presented to the Board of Directors for review. There was discussion regarding each line item with the goal of identifying ways of reducing

expenditures to reach a balanced budget as an alternative to increasing dues. Patsy Ledford moved to approve the Budget with the changes that were made, including increasing the annual dues from \$55.00 to \$75.00. The motion was seconded by Dave Fellowes and met full BOD approval."

SECRETARY:

- Annual Meeting Facility – The Place
The final contract required signature by the President.
Patsy Ledford will submit the deposit along with the signed contract.
Nelson Diaz will send an email with save-the-date for the meeting and then get a final headcount of attendees by the deadline set by The Place.

Dave made a motion to accept the contract and have Patsy pay the deposit. The motion received a second by Nelson with approval by the BOD.

- Speakers for Annual Meeting - an email has been sent to Dan Schmitt to save-the-date.

DIRECTOR-AT-LARGE:

- Continued to update the Current Address spreadsheet.
- Communicated with membership about Cocoa and Cookies party for December 2 and rescheduling of party for December 9, 2023.
- Communicated with closing attorney for home sale on Snowmass Road.

COMMITTEE REPORTS:

Bylaws/Declaration Committee:

Huge thanks to the continued hard work of the committee. The architectural guidelines are in a final draft form. Clarification of the color change guidelines were briefly reviewed during the meeting with some discussion. The guidelines will be sent out for Board review and email vote in advance of the next meeting. Good Neighbor guidelines have been finalized and will be incorporated into the website. A review of the Declaration of Restrictions changes with HOA attorney is set for December 11. Finally, the Board was reminded to review and update the Bylaws. Declaration and Bylaw changes will be included in the Annual Meeting package for a member vote.

Audit Committee Report:

The Audit Committee met on 11/09/2023 with the 2nd and 3rd quarter financials being reconciled. The next meeting will be held on 01/09/2024.

Nominating Committee:

Patsy reported that 4 of 5 spots for Board of Director positions for 2024 have been accepted. The Committee continues to reach out to homeowners to fill the 5th position.

Old Business:

Updates were provided on the installation of the new traffic box and removal of the old box at Cox and Nuckols Road. We were told by The County that their contract did not include removal of landscaping. If the bushes are not removed by the contractors, the suggestion was made that we solicit volunteers from the homeowners to remove the old bushes rather than pay Greenline to do that.

New Business:

The Meadows invited the Village at Innsbrook to participate in their holiday event, which was scheduled the same date as our Cookies and Cocoa event. Although we would like to collaborate with their association on some events, the decision was to decline because of the timing.

MEETING ADJOURNED: 8:15 PM by David Fellowes

NEXT MEETING: January 3, 2024

OFFICER SIGNATURES:

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

Board approved at
1/3/24 Board Meeting
Signatures on file