

The Village at Innsbrook HOA Board Meeting Minutes

October 4, 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:

Dan Schmitt, Henrico County Brookland District Supervisor, and HOA member Debbi Seitz

Agenda:

- Meeting Called to Order: 6:03 PM - Confirmation of Quorum – Welcome by President, David Fellowes.
- Next meeting: Wednesday, November 1, 2023, at 6:00pm, Glen Allen Library
- Approval of Meeting Minutes.
 - Minutes of the Special **Meeting of the Board held on September 13, 2023** were reviewed. After a motion to approve by David Fellowes and seconded by Patsy Ledford it received unanimous approval by the Board of Directors.
 - Minutes from the **HOA Annual Meeting** held on January 28, 2023, were reviewed. Some updates were made after which Brian made a motion to approve. The motion was seconded by Patsy and the Minutes were approved by all current directors who were present at the meeting. Dave was not at the meeting and abstained.
 - Minutes from the Regular **Meeting of the Board held on September 6, 2023**. There were technical difficulties distributing these minutes in time for this meeting and will be circulated and approved via email.

Work session with Henrico County Supervisor:

Dan Schmitt attended the meeting on invitation by the Board of Directors to collaborate with the BOD to address the problems contributing to the lack of visibility of the Village at Innsbrook entrance sign at Nuckols Road and Snowman Road. Visuals were used of that entrance to discuss possible solutions, with the most likely solution being to elevate the sign, which Dave was able to produce using computer graphics. Dan planned to involve several County departments and Dominion Power as necessary steps to address traffic safety as the sign is on county property and under power lines. In the interim, the HOA will obtain bids for having this project completed.

President /Officer/Committee Reports:

PRESIDENT:

- David Fellowes thanked the Board for their continued great collaboration, efforts and focus through what is an unusually challenging HOA Board year. From restarting audit committee meetings, to following Robert's Rules of Order, reviewing Association governance documents, great member communications, two crosswalks and the north entrance improvement project – there's a lot of good work being done that will benefit Association Members and future Boards.
- [REDACTED] Squaw Valley Place update. As affirmed by HOA legal, the color change is a violation of the covenants and not an approved HOA color. A draft resolution has been presented and is awaiting homeowner feedback. The Board continues to work in good faith to resolve this matter and will refrain from taking further action until after completing a review of HOA color guidelines (via the Bylaw/Declaration Committee).

VICE PRESIDENT / ACC CHAIR:

RFIs

1. [REDACTED] Village Run Drive
 - Front Door: request to replace front door (with ThermaTru model S6103) and change paint color to one of several Sherwin Williams tones (SW 9700, 6593, 6614, 6606, or 6620). The board decided further review and discussion is needed.
2. [REDACTED] Zermatt Court
 - Tree Removal: request to remove a dead oak tree in the back yard.
3. [REDACTED] Snowmass Road
 - Tree Removal: request to remove a dead tree in the back yard.

Other

- Disclosure packet inspections for: [REDACTED] Snowmass Road, [REDACTED] Snowmass Road.
- Met with Greenline to review shrub pruning at the entrance signs and explore options for reworking those beds.

Brian made a motion to approve RFIs 2 and 3 from the list above, with a second from Betty Overbey
All BOD members approved.

TREASURER'S REPORT:

INCOME AND EXPENSES

SEPTEMBER	
INCOME	
RECEIPTS	
Int Inc Savings	8.01
TTL INC	8.01
EXPENSES	

HOA Activity	
HOA Expenses	40.00
Office Expenses	
Software/Website/Email	30.00
Utilities/Maintenance	
Electric	13.57
Phone	4.26
Landscaping	154.00
TTL EXP	241.83
NET	-233.82

Checking	1,986.93
Savings	38,957.37
TTL BANK BAL	40,944.30

- Received an invoice from Chadwick, Washington in the amount of \$1,053.00 for legal services.
 - Expenditure was approved.
- Received invoice from State Corporation Commission in the amount of \$25.00 for the annual registration fee.
- Expenditure was approved to be paid with HOA's debit card.

SECRETARY:

- Received a proposal from The Place for the Annual Meeting in January, 2024. This was shared with the BOD.
- Contacted Dan Schmitt, Brookland District Supervisor asking for input from Henrico County on how to improve The Village at Innsbrook signage at the Nuckols Road and Snowmass Road intersection which is obstructed from view due to landscaping that was installed to hide the traffic signal control panel that was installed on that same parcel.

DIRECTOR-AT-LARGE:

- Continued to update the Current Address spreadsheet.
- Organized and sent a disclosure package for [REDACTED] Snowmass Road
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- Communicated with members about Fall Yard Sale, foxes, and how to manage an RFI
- Attended meeting at the neighborhood entrance to discuss landscape changes

COMMITTEE REPORTS:

Audit Committee Report:

The Audit Committee will hold the next meeting on 10/24/2023 to review the two most recent quarters of financial records.

Hospitality Committee:

Patsy volunteered to host another Cookies and Cocoa Open House for the community on December 2, 2023. (Date is Tentative)

Bylaws/Declaration Committee:

Delighted to welcome Elaine Kirby and Janice Khun as two new members of the committee whose committee appointment was approved by the Board via email since the last Board meeting.

The committee has been making good progress with meetings held on 9/18, 9/28 and 10/4. Focus is still on the Declaration and Architectural Guidelines (including color changes). Violations fees and Bylaws will follow. The objective is still to present recommendations to the Board and ultimately to Association membership for approval at the annual meeting.

Nominating Committee:

Patsy made a motion to approve Debbi Seitz and Sophie Gutner as the two non-board Members on this committee. There was a second from Nelson Diaz. All BOD members approved.

OLD BUSINESS:

- Nuckols Road entrance sign. Discussion was moved to the beginning of the meeting since Henrico County Supervisor was in attendance on this topic.
- Cox Road crosswalk. Construction has been completed.

MEETING ADJOURNED: 7:45 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

Board Approved 11/1/23