

**The Village at Innsbrook HOA**  
**Board Meeting Minutes**  
October 12, 2022  
5001 Twin Hickory Rd, Glen Allen, VA 23059

**Board Members Present:**

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

**Board Members Absent:**

**Others Present:**

**Meeting Called to Order:** 6:05PM by President, Thao Scott

Next meeting Wednesday, November 02, 2022 at 6:00PM

**Officer/Committee Reports:**

**PRESIDENT:**

Thao Scott reported on the following:

1. Return check policy  
There had been a problem with one return check where the bank assessed the HOA for the returned check. The decision was:
  - Request that the homeowner reimburse the HOA for the return check fee.
  - 2023 dues should include clause stating that the homeowner will be responsible for payment of any insufficient funds on a returned check.
2. Annual Meeting – board members should be prepared to share accomplishments through short presentations and slides to be presented at the annual meeting. Ex. Book Club, French Club, Welcome Committee, Auto Mechanics class
3. End of year packet – it is the responsibility of the secretary to prepare this packet. It was suggested consulting with the prior secretary on how it was done. The president made recommendations on format and printing. This packet must be mailed to homeowners. Officer biographies should be professionally updated. (Spring newsletter) Deadlines were discussed. Meeting notice reminders should be sent 15 days before the meeting. Packets should be sent out January 2, 2023.
4. Nominations – There was discussion on what to send to the community for volunteers. Duties need to be reviewed and updated by the next meeting. Email notice is to be sent on 11/28 with deadline to submit nominations by 12/12/2022.
5. Block party – This event was a success with around 60 people in attendance.

6. Newsletter - the quarterly newsletter was discussed. There is a need for a newsletter editor and contributors.
7. Secretary files – these have now been received from the former secretary
8. Neighborhood entrance landscaping – Betty submitted the name of a potential contractor for the job. Follow up is needed to obtain information from him when he returns from vacation.
9. Audit Committee – Patsy reported on events with the auditors that had delayed their report. By-law state the audit should be performed annually, but it has been standard practice to complete it quarterly to avoid end-of-year errors. There was discussion about doing it every 6 months. Of note, according to the By-laws, the Chair of Audit Committee is the secretary who calls the meeting.
10. Initiative slide for next year - this may include by-law revisions.

**VICE PRESIDENT / ACC CHAIR:**

Brian Russell reported on the following:

RFI:

- 1.) \_\_\_\_ Squaw Valley Court
  - Remove dead tree
- 2.) \_\_\_\_ Snowmass Road
  - Remove dead/diseased trees
- 3.) \_\_\_\_ Snowmass Road
  - Remove split tree, leaning over house
- 4.) \_\_\_\_ Village Run Drive
  - Replace existing deck in kind
- 5.) \_\_\_\_ Squaw Valley Place
  - Remove dying tree, extend side yard fence
- 6.) \_\_\_\_ High Mountain Court
  - New fence

MISC:

- Boat in driveway on Snowmass Court: owner was notified, and they plan to move it
- Disclosure Package Inspections:
  - \_\_\_\_ High Mountain Court

**TREASURER’S REPORT:**

Patsy Ledford presented the Treasurer’s Report through September, 2022. Financial status is summarized as follows:

Income:	\$401.49	Year-to-date total: \$10,500.52
Expenses:	\$276.04	Year-to-date total: \$7,939.42
Total Bank Balance:		\$40,040.32
Budget Status YTD:		Under budget by \$2,090.58
Dues Payments:		Collected 3 for 2022 Collected 1 for 2021 Uncollected = 0

For the two Village at Innsbrook Homeowners Association bank accounts, we will be changing banks in October from South State to Wells Fargo, to obtain access to Zelle for business accounts, and for Saturday hours (neither of which are offered by South State Bank).

Association Dues Status:

2021	1 collected; none outstanding
2022	3 collected; none outstanding

Patsy Ledford reported the following:

- Audit Status – report should be received in a couple of weeks.
- Bank Accounts– meeting scheduled 10/12 @ 3 PM to set up new business accounts. All check signers must attend.
- State Corporation annual report due end of October, 2022. She got forms to update new BOD members. The annual \$25 fee must be paid by 10/31/2022.
- Department of Professional and Occupational Regulation – community of \_\_\_\_ Yearly filings must be done. It had not been done since 20\_\_\_. Patsy was to look into this to see what has to be done.

Budget for next year must be presented at the Annual meeting. Patsy will have this ready for review at the December BOD meeting.

**SECRETARY:**

Minutes were reviewed approved and signed.

The contract for the Annual Meeting at The Place was reviewed. It was signed by Thao Scott. Betty Overbey was to return the signed contract and Patsy will submit the initial deposit. Set-up for the meeting will take place at 8:30 AM. Food and program will start at 9:00 AM.

**DIRECTOR-AT-LARGE:**

Nelson Diaz reported the following:

- Communicated via email to all members about the Fall Block party to be held on September 29, 2022 and posted this on Innsbrook Facebook page.
- Communicated via email to all members about the Fall Yard Sale to be held on September 17, 2022.
- Created and sent disclosure package for sale of \_\_\_\_ High Mountain Court – due to close on October 28, 2022.
- In addition to the disclosure package sent last month, more information was supplies to facilitate the sale of \_\_\_\_ St. Anton Circle which closed on September 29, 2022.
- Continued to communicate with the current owner of \_\_\_\_ Snowmass Court regarding status of fee payment for new disclosure package. The property sold in early summer, 2022 and is up for sale again by the new owner.
- Continued to update names and contact information in the HOA database.

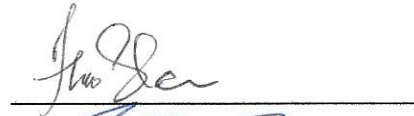
Nelson Diaz is to send out Save-the-Date email for the Annual Meeting.

**MEETING ADJOURNED:** 7:35 PM by Thao Scott

**NEXT MEETING:** Wednesday, November 02, 2022

**OFFICER SIGNATURES:**

Thao Scott, President



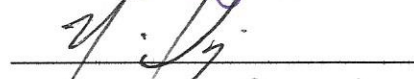
Brian Russell, VP/ACC Chair



Patsy Ledford, Treasurer



Nelson Diaz, Director-at-Large



Betty Overbey, Secretary

