

**The Village at Innsbrook HOA**  
**Board Meeting Minutes**  
April 5, 2023  
5001 Twin Hickory Rd, Glen Allen, VA 23059

**Board Members Present:**

President: David Fellowes  
Vice -President: Brian Russell  
Secretary: Betty Overbey  
Treasurer: Patsy Ledford

**Board Members Absent:**

Director-at-Large: Nelson Diaz

**Others Present:**

Jerry Davis – Architectural Committee  
Eric Hanks - Homeowner

**Meeting Called to Order:** 6:00 PM by David Fellowes

**Officer/Committee Reports:**

Minutes from the March meeting were reviewed and approved with an addition to the RFI section.

**PRESIDENT:**

Dave provided a demonstration of how to review HOA files on line. The process for maintaining electronic records for the organization and the ability to search for information that is needed was discussed. Electronic records were reported as complete up to 2019.

**VICE PRESIDENT / ACC CHAIR:**

**RFI:**

- 1) [REDACTED] High Mountain Court
  - New garage: no update since ACC requested a new RFI from the homeowners, with confirmation that windows will be casement type and that the neighbor at 10700 has reviewed it.
- 2) [REDACTED] Village Run Drive
  - Tree removal: approved request to remove a dead tree in the back yard, where a large limb has already fallen.
- 3) [REDACTED] High Mountain Court
  - New fence: approved request to build a 6’ privacy fence along the back yard property line shared with their neighbor at [REDACTED] High Mountain Court.

- 4) [REDACTED] Canaan Valley Court
  - Window replacement: approved request to replace exterior windows in kind with Pella.
- 5) [REDACTED] Squaw Valley Court
  - Tree removal: approved request to remove a dead tree in the front yard, provided the stump is ground.
- 6) [REDACTED] Squaw Valley Court
  - New exterior paint: approved request to paint exterior of the house Sherwin-Williams Gray Birch (SW3013) which closely matches existing color.

**Other**

- Neighborhood Signs
  - Village Run Drive sign water damage: Joel Ledford is moving forward with the repair work.
- Landscaping Service
  - Greenline contract: approved updated contract that includes annual mulch pricing; when returning contract, will request trimming of the bushes at the Nuckols Rd entrance sign back to the control box.
- ACC Committee:
  - Jerry Davis presented research on the [REDACTED] High Mountain Court fencing RFI and participated in RFI review discussion.

A motion to approve the new RFI's was made by Brian, seconded by Patsy and unanimously approved by vote

A motion was also made by Brian to accept the Greenline contract. The motion was seconded by Patsy and approved by the Board.

**TREASURER'S REPORT:**

**1. INCOME AND EXPENSES**

<b>Mar</b>	
<b>INCOME</b>	
# Dues Paid for CY	38
<b>RECEIPTS</b>	
Dues	2,090.00
Int Inc Savings	8.71
<b>TTL INC</b>	<b>2,098.71</b>
<b>EXPENSES</b>	
<b>Financial/Legal</b>	
Bank Fees	3.50
<b>Office Expenses</b>	
Software/Website/Email	444.50

<b>Utilities/Maintenance</b>	
Electric	14.21
Phone	4.11
Landscaping	1,350.00
<b>TTL EXP</b>	<b>1,816.32</b>
<b>NET</b>	<b>282.39</b>

Checking	1,584.35
Savings	42,328.59
<b>TTL BANK BAL</b>	<b>43,912.94</b>

2. **MICROSOFT 365:** The amount paid in March for the “Software/Website/Email” category includes \$12.50 for the monthly QuickBooks subscription, and \$432.00 to Microsoft (for 6 annual licenses @ \$72/ea. for Microsoft 365 Business Basic). ( $\$12.50 + \$432.00 = \$444.50$ )
3. **AUDIT STATUS:** An audit committee meeting was held on 03.28.23. The committee reviewed Q3 and Q4 of 2022. One \$10.00 discrepancy was found between a receipt from Jimmy Johns (for the September block party) and the actual amount charged (which was \$10.00 > receipt). The discrepancy was determined to be due to a tip given, which was not reflected on the receipt.
4. **2023 ANNUAL DUES:** I sent reminder emails in late March to 24 members with outstanding dues. In March, 38 dues payments were collected and deposited (including one for 2024). As of 04.05.23, 172 payments have been collected (171 for 2023, and 1 for 2024). This leaves only two HOA members with unpaid 2023 dues. I will bill them the \$20.00 late fee.
5. **WELLS FARGO BANK:** The four HOA officers met at Wells Fargo Bank on Friday, 03.10.23 at 4:00 p.m. to remove the former President (Thao Scott) and to add the new president (David Fellowes) on the HOA bank accounts.
6. **DIRECTORS AND OFFICERS INSURANCE POLICY:** The annual invoice for the D&O insurance policy, effective 05.01.23 through 05.01.24 has been received, for \$1,796.00. (The cost for this policy in 2022 was \$1,744). Upon approval by the BOD, I will pay it online with the HOA debit card.
7. **BUSINESS OWNERS INSURANCE POLICY:** As of 04.05.23, we have not received an invoice for this policy. Upon inquiry, I was told that Nationwide has not yet issued the renewal invoice for the BOP policy.
8. **2022 TAX RETURNS:** I have completed the 2022 federal and state tax returns for the HOA and will be submitting them this week. No tax is owed.

Patsy made a motion to approve payment of the Business Owners Insurance Policy. Brian seconded and the motion was carried.

**SECRETARY:**

Minutes were reviewed approved and signed.

In addition to keeping minutes of Board of Directors meetings, the following has taken place during the month of March:

1. Contacted Dan Schmidt to ask that Henrico County consider some type of pedestrian crossing at Village Run and Cox Road. I pointed out the traffic situation that is anticipated to get worse with the addition of multiple apartment projects in Innsbrook and that this traffic increases the safety hazard for pedestrians crossing at that intersection. A response was received saying that he was forwarding the concern to the Director of Public Works to be in contact directly with me. There has been no response from the Director of Public Works at this time. The Director of Public Works is Terrell Hughes.
  
2. Chaired the Audit Committee meeting on March 28, 2023. Please see the minutes from that meeting for what was accomplished. The following is being brought before the Board of Directors:
  - A discrepancy of \$10.00 found for September, 2022. Explanation was given and found acceptable by the BOD.
  - The Committee is asking the BOD to provide a policy on use of the Debit Card
  - A request is being made to set budgets in advance for spending on neighborhood events.
  - How to correct the \$75.00 figure shown in QuickBooks that does not actually exist. Per Patsy Ledford, this figure appears to have been mistakenly entered when creating an invoice for a HOA dues late fee (\$55.00 + \$20.00 = \$75.00)

**DIRECTOR-AT-LARGE:**

Activity includes:

1. Continued to update Current Address spreadsheet.
2. Sent email communications to members concerning Spring Yard Sale to be held on May 13, 2023.
3. Communicated with owner of lost dog who was seeking info about his pet and a camera he had placed in the neighborhood.

**Other Business:**

Melissa Gay will generate the 1<sup>st</sup> newsletter of the year. She planned to talk to Thao for direction based on newsletters that were produced in 2022. The plan is for 2023 newsletters spring/summer, fall, winter. David Fellowes to work with her to publish the first newsletter.

**MEETING ADJOURNED:** 7:10 PM by David Fellowes

**NEXT MEETING:** Wednesday, May 3, 2023

**OFFICER SIGNATURES:**

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

	<b>Signatures</b>	
	<b>on file</b>	

