

**The Village at Innsbrook HOA**  
**Board Meeting Minutes**  
June 07, 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  
Director at Large: Nelson Diaz

**Others Present:**

Heba El-Shazli  
Anthony Gray

**Agenda:**

- Meeting Called to Order: 6:05 PM - Confirmation of Quorum – Welcome by President, David Fellowes
- Next meeting Wednesday, July 12, 2023, at 6:00pm
- Motions:  
Approval of May Meeting Minutes (sent by email for review) by motion from Patsy Ledford, second by Nelson Diaz and approved by the full BOD.

**President /Officer/Committee Reports:**

PRESIDENT:

David Fellowes complimented the Board on the work being done.

He reported that the Minutes from January 2021 to 2022 had been electronically saved. The HOA calendar has key information that that can be added on an annual basis to carry over to future Boards.

VICE PRESIDENT / ACC CHAIR:

- 1) [REDACTED] High Mountain Court
  - New garage: no update since ACC requested a new RFI from the homeowners in March, with confirmation that windows will be casement type and that the neighbor at [REDACTED] has reviewed it.
- 2) [REDACTED] Snowmass Road
  - Window: approved request to add window in garage; additional information provided.

- 3) [REDACTED] Snowmass Road
  - Garage Door: approved request to replace/change style of garage door; windows have been changed to rectangular, top row.
- 4) [REDACTED] St. Anton Circle
  - Tree Removal: approved request to remove cedars encroaching on house, oak encroaching on shed, and dead oak in back yard; site visit 5/31.
- 5) [REDACTED] Village Run Drive
  - Solar Panels: approved request to install an engineered solar system, using roof panels.
- 6) [REDACTED] Snowmass Road
  - Tree Removal: approved request to remove damaged/infested tree in front yard; arborist letter provided.

**Other**

- Disclosure packet inspection for [REDACTED] Snowmass Road.
- Reviewed neighbor complaints about tall grass and noted that two houses were reported to the county for grass more than 12" tall.

**TREASURER'S REPORT:**

**1. INCOME AND EXPENSES**

MAY	
<b>INCOME</b>	
# Dues Paid for CY	1
<b>RECEIPTS</b>	
Dues	55.00
Fines	20.00
Int Inc Savings	8.20
Zelle Test	5.00
<b>TTL INC</b>	<b>88.20</b>
<b>EXPENSES</b>	
<b>Financial/Legal</b>	
Insurance	1,036.00
<b>Office Expenses</b>	
Software/Website/Email	12.50
<b>Utilities/Maintenance</b>	
Electric	14.20
Phone	4.26
Landscaping	77.00
<b>TTL EXP</b>	<b>1,143.96</b>

Checking	2,558.72
Savings	38,644.82
<b>TTL BANK BAL</b>	<b>41,203.54</b>

2. **2023 ANNUAL DUES:** As of 06.07.23, all HOA members have paid their 2023 dues. (The last two were deposited in June.)

There was discussion regarding the electric bill for the neighborhood entrance sign. There was a comment of whether solar panels could be used to power that sign, but that is a consideration for the future.

DIRECTOR-AT-LARGE:

Nelson Diaz reported on the following:

1. Continued to update the Current Address spreadsheet.
2. Communicated with HOA members regarding lack of lawn maintenance, yard sale info, and Hello Summer event to be held in conjunction with The Meadows HOA.
3. Organized and sent a disclosure package for [REDACTED] Snowmass Road which has a scheduled closing date of June 15, 2023.

He announced that the Meadows had cancelled the end of school celebration due to weather.

Bylaws/Declaration Committee:

David Fellowes reported on email exchanges with members of the By-laws committee and how they intend to proceed.

- There is \$700 budgeted for attorney fees. He proposed that it be used to engage an attorney regarding guidance on By-laws changes. Patsy Ledford made a motion that was seconded by Brian Russell and received full BOD approval.

Audit Committee Report:

It was announced that the July audit committee meeting had been cancelled in the absence of the Treasurer. The 2<sup>nd</sup> and 3<sup>rd</sup> quarter audits for 2023 will be completed at the October meeting.

Hospitality Committee:

Heba El-Shazli and Anthony Gray attended the meeting to report on proposed plans for neighborhood events.

- Ice cream social at Dairy Queen in July, 2023. This requires very little planning and was a success in 2022.
- Presented a written outline for a Family Fun Recycling Event in August. Heba and Gray will organize the event.
- Neighborhood picnic in October; further details to be developed.

- Proposal to look into a reusable banner that can be used for various neighborhood functions. Brian Russell made a motion, seconded by Patsy Ledford and approved by the BOD for Heba and Anthony to look into such a banner at a cost that did not exceed \$300.00.

Old Business:

Betty Overbey reported on the responses she received from Henrico County after contacting County Supervisor, Dan Schmidt, to inquire about installation of a pedestrian crosswalk at Village Run and Cox Road. Responses were received from Steven Yob, Deputy County Manager of Community Operations and from John Cejka, Traffic Engineer regarding factors that must be considered in installing crosswalks and of an alternative plan to allow safe pedestrian crossing of Cox Road. Emails from both County officials were shared with the BOD.

New Business:

A request had been received to use the HOA email to announce an event that was planned at an individual homeowner's home of a political nature. The BOD decision was that it was more appropriate to submit that to The Village at Innsbrook Facebook page.

Anthony Gray pointed out that it is very dark in the neighborhood at night which creates a safety concern for drivers and pedestrians. He provided information on reflectors that could be placed mailboxes in strategic locations throughout the neighborhood. He had done this in a couple of places, which the BOD would look at when back in the neighborhood.

**MEETING ADJOURNED:** 7:53 PM by David Fellowes

**NEXT MEETING:** Wednesday, July 12, 2023

**OFFICER SIGNATURES:**

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

