

The Village at Innsbrook HOA
Board Meeting Minutes
August 9, 2023
5001 Twin Hickory Rd, Glen Allen, VA 23059

Board Members Present:

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

Board Member Absent: Patsy Ledford (Treasurer)

Others Present: Adam and Evangeline Lopez

Agenda:

- Meeting Called to Order: 6:05 PM - Confirmation of Quorum – Welcome by President, David Fellowes.
- Next meeting: Wednesday September 6, 2023, at 6:00pm
- Approval of July Meeting Minutes. July 12, 2023 Meeting Minutes were approved by vote after motion to approve by David and seconded by Nelson.

President /Officer/Committee Reports:

PRESIDENT:

- Monthly communication plan – David has started a calendar of topics for the year and will share with the Board for additional input. The consensus is that timely communication of information will be helpful for homeowners. A decision can be made as to whether quarterly newsletters will be needed in addition.
- Expense of annual meeting package – this is a large expense in the budget. The question is whether it is possible to go paperless? There was discussion of how to move forward. The first step is to send an email to homeowners asking them to opt out of paper.
- Annual Meeting – Betty Overbey will get quotes from The Place and one or two other venues for where the meeting could be held. The breakfast menu would remain the same as last year.
- The meeting is held on the 4th Saturday of January, which is January 27, 2024.
- Minutes: There was discussion about minutes being posted online in a timely manner. We also discussed using e-signatures to allow quicker processing. Adobe costs about \$14 per month. Other options will be looked at before making any decision.
- One Family Residents. There was a question from a homeowner about this. According to Henrico County Zoning, Single Family, One Family definition v. duplex based on the type of dwelling. There was no restriction on multiple families living in the same household.
- Dispute resolution meeting for regarding covenant violation at [REDACTED] will follow the Board meeting.

VICE PRESIDENT / ACC CHAIR:

RFIs

- 0) [REDACTED] Sugar Court
 - Fence Stain: approved request to apply a natural stain to fence (new last year).
- 1) [REDACTED] Zermatt Court
 - Tree Removal: approved request to remove dead split oak tree at the back of the property line.
- 2) [REDACTED] High Mountain Court
 - Tree Removal: approved request to remove two trees in the back yard; one is dying, and one is leaning over the house.
- 3) [REDACTED] Village Run Drive
 - Tree Removal: approved request to remove a dead tree from the back yard.
- 4) [REDACTED] Snowmass Road
 - Exterior Lighting: approved request to replace front door wall sconce and post lantern and add two wall sconces, one on each side of the garage door.
- 5) [REDACTED] Snowmass Road
 - Repainting Front Door: approved request to repaint front door 'Admiral Blue' (Behr M520-7) - repainting similar color as it is currently.
- 6) [REDACTED] Snowmass Road
 - Tree Removal: approved request to remove one red oak in the front yard that is partially dead and leaning towards the house and two small trees (pine, oak) encroaching on fence and deck.
- 7) [REDACTED] High Mountain Court
 - Tree Removal: approved request to remove a dead tree from the back yard that is leaning and encroaching on the neighbor's house.
- 8) [REDACTED] Squaw Valley Place
 - Tree Removal, Replace Rear Deck: approved request to replace deck with engineered deck boards, add a backyard patio (not visible from street), and remove a damaged tree at the front of the lot at the right property line (when viewing from street).

Other

- Disclosure packet inspections for [REDACTED] Canaan Valley Court and [REDACTED] Village Run Court.
- Provided mailbox paint for two houses.

Brain made a motion to approve the RFIs, with a second from Nelson. All BOD members approved.

TREASURER’S REPORT:

[Patsy Ledford emailed the Treasurer’s report to the BOD. David Fellowes read it into the minutes.]

1. INCOME AND EXPENSES

JULY	
INCOME	
RECEIPTS	
Disclosure Packets	200.00
Int Inc Savings	8.26
TTL INC	208.26
EXPENSES	
Office Expenses	
Postage	7.12
Software/Website/Email	30.00
Utilities/Maintenance	
Electric	13.58
Phone	4.52
Landscaping	77.00
TTL EXP	132.22
NET	76.04

Checking	2,276.64
Savings	38,941.0
TTL BANK BAL	41,217.7

- **Income:** The \$200 in receipts for two disclosure packets was mistakenly deposited into the checking account instead of into the savings account.
- **Expenses - Postage:** The \$7.12 in postage was for a certified letter for [REDACTED] violation.
- **Expenses – Software:** The monthly cost for QuickBooks Online has gone from \$12.50 to \$30.00, as the end of the one-year promotional period was reached in June. The increase is in the budget.

SECRETARY:

The July 2023 minutes were submitted to the BOD prior to this meeting for review and corrections. Final minutes were then distributed and approved at this meeting.

DIRECTOR-AT-LARGE:

Nelson reported on activity as follows:

1. Continued to update the Current Address spreadsheet.

2. Organized and sent disclosure package for [REDACTED] Canaan Valley Court- expected closing date: Aug. 25, 2023.
3. Organized and sent disclosure package for [REDACTED] Village Run Court-expected closing date: TBD

Disclosure packets are sent by email. David suggested copies be kept in the homeowner online file.

COMMITTEE REPORTS:

Bylaws/Declaration Committee:

This committee met on 8/3 and 8/17/2023. Good progress was reported around restrictions and the language content. They are still in rough draft with more work required. Bylaws will be addressed next. The target is to have changes identified and out to homeowners well in advance of the annual meeting.

Declarations changes require 2/3 vote of homeowners. It pertains to what the homeowners can/cannot do to their property. By-laws require 50% approval of attendees at the Annual Meeting. The By-laws define how we run the business.

Audit Committee Report:

The next Audit Committee report is scheduled for 10/24/2023.

Hospitality Committee:

The event discussed for August did not materialize. There was discussion about planning a fall event.

Nominating Committee:

The Board appoints the Nominating Committee at least 90 days prior to each annual meeting. It consists of a chair (member of the Board) plus two or more members of the association. They nominate members for election to the Board – voted on at the Annual Meeting. This topic will be placed on the agenda for September - deciding who will chair this committee.

OLD BUSINESS:

Betty Overbey reported on the status of crosswalk signage on Cox Road. The signs are installed and working.

MEETING ADJOURNED: 6:58 PM by David Fellowes

These minutes were
approved at the Regular
Meeting of the Board held
on September 6, 2022.