

The Village at Innsbrook HOA

Board Meeting Minutes

5001 Twin Hickory Road

May 3, 2023

Board Members Present:

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

Others Present:

Norwood and Thao Scott - homeowners

Meeting Called to Order: 6:00 PM

OPEN FORUM - Guest Discussion

Norwood Scott, a member of the By-Laws Committee, had reviewed the existing By-Laws and was present at this meeting to provide information to the BOD regarding his thoughts for revisions. The By-Laws were revised once in the past. Dave Fellowes stated that the plan at the beginning of the year was for the Board to begin identifying areas where changes should be considered. He plans to activate the By-Laws Committee in June to begin the process to be concluded by January, 2024.

Several points were made during this discussion:

- What percentage needed to change By-laws: 2/3
- Premise to vote on separate parts of the By-laws; examples were given
- How should By-laws committee report to the Board of Directors? Dave will be the chair of the Committee. There will be stand alone committee meetings and Dave will report back to the BOD.
- Word version of By-laws is available.
- Dave spoke about guidance received from outside Counsel in the past that will be drawn on during this process.

Thao Scott discussed lack of response for request for meeting minutes. Dave responded with apology for lack of response. The delay in getting minutes onto the website was explained.

Officer / Committee Reports:

President:

Dave Fellows stated that he felt the activity of the association is going well and there are a lot of activities in motion. He commended the BOD for work being done.

He reported that he had pulled prior newsletters and sent to Melissa Gay with the goal to publish a newsletter in June. The idea is to keep it simple.

Vice President / ACC Chair:

RFIs

- 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 [REDACTED] has reviewed it.

- 2) [REDACTED] Squaw Valley Court
 - Tree removal: request to remove 2 hollow trees in the back yard; site visit 4/17.

- 3) [REDACTED] Canaan Valley Court
 - Tree removal: request to remove 2 diseased trees in the back yard; site visit 4/19.

- 4) [REDACTED] Snowmass Road
 - Landscaping: request to replace grass/weeds between driveway and that of neighbor at [REDACTED] with mulch.

- 5) [REDACTED] Snowmass Road
 - Window: request to add window in garage.

- 6) [REDACTED] Snowmass Road
 - Garage Door: request to replace/change style of garage door.

After discussion, Brian made a motion to approve 2,3,4, 7 with conditional approval for # 5 and to reject #6. Nelson seconded the motion and it was carried.

Other

- [REDACTED] Snowmass Road unapproved tree removal
 - Multiple large trees were removed on 4/10 without approval. Homeowners were informed of the violation in person that day. Violation letter will be sent and added to the member files.

Discussion followed regarding rules and enforcement.

Secretary / Audit Committee:

The minutes from the April 5, 2022 meeting were reviewed and signed by all Board members following a motion by Brian for approval.

There have now been 3 meetings of the Audit Committee with the Books reconciled through March, 2023.

Treasurer's Report:

1. INCOME AND EXPENSES

Apr	
INCOME	
# Dues Paid for CY	4
RECEIPTS	
Dues	220.00
Int Inc Savings	8.03
TTL INC	228.03
EXPENSES	
Financial/Legal	
Insurance	1849.88
Office Expenses	
Software/Website/Email	12.50
Utilities/Maintenance	
Electric	14.10
Phone	4.11
TTL EXP	1,880.59
NET	-1652.56

Checking	3,702.68
Savings	38,556.62

TTL BANK BAL	42,259.30
--------------	-----------

- 2. TRANSFER: On 04/05/2023, I transferred \$4,000 from the Wells Fargo Bank savings account into the Wells Fargo Bank checking account, to replenish it.
- 3. AUDIT STATUS: An audit committee meeting was held on 04.25.23. The committee reviewed Q1 of 2023. See the Secretary’s Audit Committee minutes for details.
- 4. 2023 ANNUAL DUES: As of 05.05.23, there are two HOA members with unpaid 2023 dues. I have sent them invoices updated with the \$20.00 late fee.
- 5. BUSINESS OWNERS INSURANCE POLICY: As of 05.03.23, we have not received an invoice for this policy. I have made a second email enquiry as to whether Nationwide has issued the renewal invoice for the BOP policy.

2022 TAX RETURNS: I submitted the 2022 federal and state tax returns for the HOA. No federal tax was owed. For state tax, \$1.08 was owed on \$18.00 of savings account interest, and was paid via direct debit from the checking account.

See attachment. The report was accepted by the Board.

Director-at-Large:

Nelson Diaz reported:

- 1. Continued to update the Current Address spreadsheet.
- 2. Sent email communications and reminders to members concerning the Spring Yard Sale to be held on May 13, 2023.
- 3. Will place an “away” message on my HOA email from May 17-June 1 as I will be out of the country and will not have access to email.

Meeting Adjourned: 7:15 PM

Next Meeting: Wednesday, June 7, 2022 at 6:00 PM

Officers Signatures:

David Fellows, President

Brian Russell, VP

Betty Overbey, Secretary

Patsy Ledford, Treasurer

Nelson Diaz, Director-at-Large

