

The Village at Innsbrook HOA
Board Meeting Minutes
December 07, 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: 6:04 PM by President

Next meeting Wednesday, January 04, 2023, at 6:00pm

Officer/Committee Reports:

PRESIDENT:

- 1) Annual packet
 - Duties, Bio, Nomination-Consent to Serve, Budget, P11 Financial, Proxy
 - 12/19/2022 send packets.
- 2) Annual meeting – agenda
 - Can we get in the day before to see set-up?
 - Sign in-table – Board decided to have one person at the table; this could be a board member, volunteer or combination
 - Start proxy list on master list – the plan is to highlight names as proxies are received
 - Request volunteers to help at meeting – request for volunteers will be sent out on 1/09/2023
 - Dan Schmidt has confirmed to attend the breakfast and speak at the meeting
 - Police officer – the plan was also to have an officer speak at the meeting
 - Each Board member should have a slide to present about accomplishments of the year
- 3) Budget FY23 – external audit cost, all categories estimated budget
 - How much detail should be included in the budget? Include all detail in the budget
 - Need to include external audit cost in the 2023 budget
 - Reviewed line items for 2023 budget

4) Follow-up

- Patsy:
 - i) Audit notes from Elaine/April
 - ii) Audit Committee
 - iii) Zelle – communication to be sent out to all homeowners that this is now a payment option
- Brian:
 - i) Snow removal

VICE PRESIDENT / ACC CHAIR:

RFIs:

- 1) ___ Snowmass Road
 - Front door paint (Sherwin Williams, Gale Force, SW705)
- 2) ___ Squaw Valley Court
 - New front door

MISC:

- Monitoring trailer activity in the neighborhood – fall yardwork
- Discussing neighborhood snow removal options with Hynson’s

TREASURER:

Income:	\$116.73 Year-to-date total:	\$10,817.29
Expenses:	\$218.83 Year-to-date total:	\$9,083.90
Total Bank Balance:	\$39,212.61	
Budget Status YTD:	\$946.10 (Under budget)	

1. BANK ACCOUNTS:

- On 11/07/22, the four officers of The Village at Innsbrook met at Wells Fargo Bank to establish a checking account and a savings account.
- An “Initiate Business Checking” account was established with an initial deposit of \$3,000 in the form of a check from the South State checking account.
- A “Business Platinum Savings” account was established with the cashier’s check for \$35,795.59, which was obtained when the South State MMA account was closed in October.
- The South State Bank checking account remains open with a balance of about \$300 until all the periodic scheduled direct debits have been confirmed to be changed over to the Wells Fargo checking account.

2. DPOR: I filed a “new registration” application with the DPOR “Common Interest Community Board” and paid the “Application Fee” of \$125.00.

3. RETURNED CHECK FEE: The homeowner whose 2022 annual dues check was returned has reimbursed the HOA the \$12.00 returned check bank fee for this.

4. AUDIT STATUS:

- No change on the status of the August audit. I have asked the auditors for their notes from the most recent audit meeting and have received no response.
- Since no additional Village HOA member has been identified to serve on the Audit Committee with Mike Hamway, Mike and I have started a search for an independent auditor.

5. ZELLE: To test the Zelle functionality on the new savings account, I successfully sent \$1.00 from my personal checking account to the HOA account. I then initiated a return Zelle transaction of

the \$1.00 to my personal account; this test was also successful.

SECRETARY:

1. Minutes were reviewed approved and signed
2. Secretary discussed the association guidelines for composing annual packets to be mailed to each homeowner and the procedures in place for conducting the annual meeting
3. Board Nominations: 5 Bios of current BOD members have been received to-date. The deadline for receipt of nominations is 12/12/2022.
4. Annual Meeting Date: January 28, 2023
 - Guarantee must be at least 80% of the expected number (80 guests). This count was taken from the last meeting held at The Place
 - Final breakfast headcount must be given to The Place a minimum of 3 business days prior to the event. No decrease in the count will be accepted after that date.
 - Deadline for RSVP by homeowners is 1/16/2023.

DIRECTOR-AT-LARGE:

1. Continued to update Current Address spreadsheet
2. Provided additional communication for seller and closing attorney for property on Canaan Valley Court which closed recently
3. Sent email communications to members concerning Holiday Cookies and Cocoa event, Grand Illumination for the Meadows, volunteer opportunities for Audit Committee and for the HOA Board for 2023

MEETING ADJOURNED:


7:32 PM

NEXT MEETING:

Wednesday, January 04, 2023

OFFICER SIGNATURES:

Thao Scott, President




Brian Russell, VP/ACC Chair



Patsy Ledford, Treasurer



Nelson Diaz, Director at Large



Betty Overbey, Secretary

