

**The Village at Innsbrook HOA**  
**Board Meeting Minutes**  
February 15, 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

**Board Members Absent:**

**Others Present:**

**Meeting Called to Order:** 6:00 PM

Next meeting Wednesday, March 8, 2023 at 6:00 PM

The first order of business was to decide which positions each Board member would serve in as listed above. A motion was made by Dave Fellowes to accept each Board member serving in these capacities for February, 2023 through January, 2024. It was seconded by Patsy Ledford and approved by all Board members.

**Officer/Committee Reports:**

**PRESIDENT:**

**VICE PRESIDENT / ACC CHAIR:**

Brian Russell reported on the following:

**RFI**

- 1) \_\_\_\_ High Mountain Court (needs discussion)
  - Tree removal, landscaping – the decision was to request an arborist report on condition of the trees
  - Driveway modification – approved provided asphalt is repaired and sealed, if that option is pursued.
- 2) \_\_\_\_ Village Run Drive
  - Remove chimney
- 3) \_\_\_\_ Squaw Valley Court
  - Landscaping
- 4) \_\_\_\_ High Mountain Court (needs discussion)
  - New garage – additional information is needed regarding driveway material, location of trees , drawings and elevation of the garage.

## MISC

- Neighborhood Signs
  - Village Run Drive sign showing signs of water damage and rot along the top edge; Joel Ledford offered to propose doing the repair work
  - The Snowmass Road sign appears to be in good condition
- Landscaping Service – The BOD continues to look for other providers; suggestions are welcome.
- Follow up on county study of intersections and potential crosswalks
- Approve New Committee Volunteers

## TREASURER'S REPORT:

Income: \$ 6,167.94

Expenses: \$ 2,372.71

Total Bank Balance: \$42,914.38

### 1) BANK ACCOUNTS:

- A. The SouthState Bank checking account was closed on January 26, 2023. The remaining funds of the \$283.34 were deposited into the Wells Fargo savings account. This completes the transition from SouthState Bank to Wells Fargo Bank.
- B. On January 26, 2023, \$3,000 was transferred from Wells Fargo Bank savings account to the Wells Fargo Bank checking account to replenish it.

2.) AUDIT STATUS: At the annual meeting in January, four people volunteered to serve on an audit committee, in order to avoid the high cost of external auditors.

3.) 2023 ANNUAL DUES: HOA members have not reported any problems using the news option of Zelle for dues payment. One member inadvertently made two Zelle payments; I was able to easily refund the duplicate payment via Zelle.

## SECRETARY:

January minutes were reviewed approved and signed.

Betty reported on homeowners who volunteered to service on committees for 2023. A motion was made by David Fellowes to accept these volunteers. It was seconded by Patsy Ledford with all Board members in favor. 2023 volunteers are:

### Audit Committee:

1. Jeff Adams
2. Anthony Gray
3. Chris Rouse
4. Sophie Gutner

Chair: Betty Overbey, Secretary

There was discussion about the audit process. Patsy Ledford will attend the Audit Committee meeting to report on her extensive research into HOA Board audits and the process to be followed. Mike Hamway is being invited due to his past experience and his professional perspective.

ACC Committee:

1. Brian Russell, Chair
2. Jerry Davis

By-Laws Committee:

1. Glen Gay
2. Norwood Scott
3. Debbie Seitz
4. Thao Scott

Chair: David Fellowes

This committee is being charged with reviewing the current By-laws to determine if they continue to meet the needs of the HOA or if changes are in order. The committee shall make recommendations back to the Board.

Welcome Committee:

1. Beth Diaz
2. Thao Scott

This committee will prepare Welcome Baskets for new homeowners at a maximum cost of \$50.00 per basket.

Social Committee:

1. Heba F. El-Shazli

DIRECTOR-AT-LARGE:

1. Continued to update Current Address spreadsheet.
2. Sent email communications to members concerning Annual Breakfast, request for questions prior to Annual Breakfast, 2023 slide presentation, change of date for February BOD meeting, dues, and various wildlife questions.
3. Tallied RSVPs for annual breakfast.
4. Attended annual breakfast and presented data on 2022 home sales.
5. Accepted dues payments from members.

**MEETING ADJOURNED:** 7:30 PM by David Fellowes

**NEXT MEETING:** Wednesday, March 8, 2023

**OFFICER SIGNATURES:**

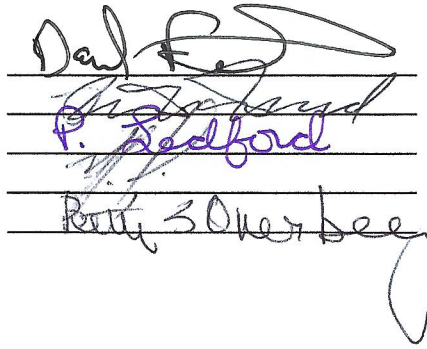
David Fellowes, President

Brian Russell, VP/ACC Chair

Patsy Ledford, Treasurer

Nelson Diaz, Director at Large

Betty Overbey, Secretary

The image shows four handwritten signatures on a set of horizontal lines. The first signature is in black ink and appears to be 'David Fellowes'. The second signature is in black ink and appears to be 'Brian Russell'. The third signature is in purple ink and appears to be 'P. Ledford'. The fourth signature is in black ink and appears to be 'Betty Overbey'. The lines are horizontal and extend across the width of the signatures.