

**The Village at Innsbrook HOA**  
**Board Meeting Minutes**  
March 8, 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

The minutes were reviewed with a correction being made by Brian Russell regarding one RFP. A motion was made by Dave Fellowes to accept the minutes with corrections. It was seconded by Brian. All approved.

**BOARD OF DIRECTORS REPORTS:**

**VICE PRESIDENT / ACC CHAIR:**

**RFI:**

- 1) [REDACTED] High Mountain Court
  - Tree removal, landscaping, shed: met with homeowners, who have proceeded with the tree work; RFI rejected and requested new RFI for the shed. A non-compliance letter will be sent to the homeowner and placed in their file for unauthorized tree removal.
- 2) [REDACTED] High Mountain Court
  - Fencing: approved.
- 3) [REDACTED] High Mountain Court
  - New garage: previously requested elevation drawings from the homeowner; after review, will request confirmation that windows will be casement type and that the neighbor at 10700 has reviewed the RFI.

**MISC:**

- Neighborhood Signs
  - Village Run Drive sign water damage: the board approved Joel Ledford's proposal to do the repair work for \$165.00 including labor and supplies.
- Landscaping Service
  - Greenline contract: requesting updated contract, to include annual mulch pricing as the contract needs to be inclusive of all services so it can be budgeted.
- ACC Committee:

- Meeting held 3/2: Brian Russell, Jerry Davis present.
- Joel Ledford has also volunteered to serve on the ACC

**TREASURER’S REPORT:**

**INCOME AND EXPENSES:**

	<b>FEB</b>
<b>INCOME</b>	
# Dues Paid for CY	16
<b>RECEIPTS</b>	
Dues	880.00
Int Inc Savings	7.68
<b>TTL INC</b>	<b>887.68</b>
<b>EXPENSES</b>	
<i>Office Expenses</i>	
Intuit Quickbooks	12.50
<i>Utilities/Maintenance</i>	
Dominion Energy	14.83
Kall8 (phone)	4.18
Greenline Landscaping	140.00
<b>TTL EXP</b>	<b>171.51</b>
<b>NET</b>	<b>716.17</b>

Checking	3,397.17
Savings	40,233.38
<b>TTL BANK BAL</b>	<b>43,630.55</b>

**AUDIT STATUS:** An organizational meeting of the new audit committee was held on 02.28.23. It was decided that an audit meeting will be held on 03.21.23. Further details are covered in the Secretary’s report.

**2023 ANNUAL DUES:** As of 03/08/23, annual dues have been received from 143 members, leaving 30 members who have not yet paid. After March 31, there is a \$20.00 late fee. I will send reminder emails in the next few days to the members with outstanding dues.

**WELLS FARGO BANK:** The four HOA officers have an appointment on Friday, 03/10/23 at 4:00 p.m. to remove the former President (Thao Scott) and to add the new president (David Fellowes) on the HOA bank accounts.

**SECRETARY:**

The following has been accomplished:

1. Thank-you letter sent to Dan Schmidt for speaking at the Annual Meeting and acknowledging the prompt action in having the pedestrian crosswalk installed at Nuckols and Snowmass Roads. I also inquired into the Grant that the County will be awarding to improve neighborhood entrances. Mr. Schmidt responded that Henrico County has not finalized these Grants, but that he was putting The Village at Innsbrook on the list.

2. HOA Committees – a notice was sent out to all volunteers listing Committees and members.
  - A response was received from Thao Scott asking that her name be removed from the Bylaws Committee since her husband had also volunteered for that committee.
  - There has been discussion with Heba El-Shazli about how to add members to the Social Committee. She will ask Nelson to send an email asking for volunteers.
3. The Audit Committee was organized with a meeting held on 2/28/2023.

**DIRECTOR-AT-LARGE:**

Nelson Diaz reported the following activity:

1. Continued to update Current Address spreadsheet.
2. Sent email communications to members concerning change of date for monthly BOD meeting, request for volunteers for Social Committee.
3. Visited both entrances to the Village with Bryan’s Landscaping for bidding purposes. Bid was not submitted.

Evangeline Lopez requested that The Village participate with The Meadows to have a neighborhood Yard Sale on May 13<sup>th</sup>. Any cost of advertising should be split between the two associations and pre-approved by the BOD.

**COMMITTEE REPORTS:**

- By-laws Committee – The plan is for the BOD to keep a running list of By-Laws related matters that need to be reviewed. David will convene the committee six months before annual meeting to begin review of the By-Laws. David will keep a list as Chair of that committee. Brian will read the ACC section to make suggestions.
- Update matrix – David will review and update roles and responsibilities of BOD members.
- Newsletter Committee – a committee needs to be organized to manage our newsletters. Melissa Gay will be asked if she is willing to chair the committee.
- Pedestrian Crosswalk at Village Run and Cox Road - concerns have been expressed regarding pedestrian safety at this intersection. The decision was to reach out to Dan Schmidt to maintain awareness of this situation and determine what alternative are available.

**MEETING ADJOURNED:** 7:20 PM by David Fellowes

**NEXT MEETING:** Wednesday, April 5, 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 in black ink, each written over a horizontal line. From top to bottom, the signatures are: David Fellowes, Brian Russell, Patsy Ledford, and Betty Overbey. The signature for Patsy Ledford is written in purple ink.