

The Village at Innsbrook HOA
Board of Directors Meeting Minutes

April 2, 2024

10501 Staples Mill Road, Glen Allen, VA 23059

BOD Members Present:

President: Betty Overbey
Vice-President: Jess Engle
Secretary: Robbie East
Treasurer: Patsy Ledford (on phone)
Director-at-Large: Chris Rouse

Others Present:

Don Mills, Karen Mills, Neil Hening, and Thao Scott; Tom Rhodes came in later.

Agenda:

- Meeting Called to Order: 6:00 PM by President, Betty Overbey
- Confirmation of Quorum: Welcome by President, Betty Overbey
- Next meeting: Wednesday, May 1, 2024, at 6:00 PM
- Approval of Minutes: Minutes for the March BOD meeting are not yet complete, due to the transition to a new Secretary; to be completed soon.

President/Officer/Committee Reports:

PRESIDENT:

- Board members and Committee members have been busy at work fulfilling the initiatives set forth for 2024 centered on "Community". I would like to thank each person involved for the high energy and teamwork that makes The Village a great place to live.
- Other items will be covered in the Committee reports.

VICE PRESIDENT / ACC CHAIR:

- More paint has been purchased for the mailbox posts.
- Tom Rhodes continues to volunteer his time and efforts repairing and painting The Village mailboxes and mailbox posts. Neighbors have been very appreciative of this.

RFIs:

1. [REDACTED] Snowmass Ct – [REDACTED] – Painting exterior of home and shed
 - - SW 3010 Woodsmoke Gray = House and Shed
 - - SW 3012 Meadowbrook = Exterior Doors
 - - WHITE = Trim
2. [REDACTED] Village Run Drive – [REDACTED] – Landscaping along sidewalk and in front of

home, along the street (two separate RFIs)

3. [REDACTED] Sugar Ct – [REDACTED] – Remove 4 oaks that are storm damaged, dead, and hanging over roof.
4. [REDACTED] Snowmass Rd – [REDACTED] – Install 830 SQFT Stone Patio behind home, not visible from street
5. [REDACTED] Canaan Valley Ct – [REDACTED] – Painting exterior of home
- SW3009 Pineneedle = House
- WHITE = Trim
6. [REDACTED] Squaw Valley Ct – [REDACTED] – Install temporary wheelchair ramp from front porch to driveway

All of the above RFI's were unanimously approved by the Board at this meeting.

TREASURER'S REPORT:

1. INCOME AND EXPENSES – MARCH, 2024

# Dues Paid for CY	38
RECEIPTS	
Dues	2,870.00
Int Inc Savings	8.18
TTL INC	2,878.18
EXPENSES	
Financial/Legal	
Bank Fees	3.00
Legal Fees	1,668.00
Insurance	1,977.00
Office Expenses	
Software/Website/Email	462.00
Utilities/Maintenance	
Electric	16.44
Phone	5.14
Landscaping	231.00
TTL EXP	4,362.58
NET	-1,484.40

WELLS FARGO BANK	
Checking	2,249.03
Savings	37,975.93
TTL BANK BAL	40,224.96

2. The dues figure includes these payments: $(38 @ \$75 = \$2,850) + (1 @ \$20) = \$2,870$.

3. On 03/04/2024, we paid the Microsoft 365 annual subscription for 6 licenses, for \$432.00. \$432 + \$30 (QuickBooks monthly subscription) = \$462.00.
4. On 03/18/2024, \$3,000 from the Wells Fargo Bank savings account was transferred into the Wells Fargo Bank checking account.
5. On 03/29/2024, the "Bank fee" of \$3.00 is a "deposited items fee", for 38 items deposited into the savings account in March.
6. The number of dues payments received as of today is 166 (including one 2024 dues payment received in 2023), leaving eight outstanding.

SECRETARY:

[No report]

DIRECTOR-AT-LARGE:

- Home of the Month Program: Discussion on gift cards for winners; motion to order sign inventory to display in yard of the winners.
- Newsletter published; when do we want to send the next one?
- Notifications about Declarations of Restrictions sent on 3/9 and 3/19.
- Disclosure Package delivered to listing agent on 3/19; closing is said to be 4/5.
- Mailchimp.com as an option for sending broadcast messages to members.

COMMITTEE REPORTS:

ACC Committee: (Jess Engle)

[See VP/ACC Chair report]

Audit Committee Report: (Patsy Ledford)

- The next meeting of the Audit Committee, to review the financial reports for Q1, will be held on Tuesday, April 30th, at 7:00 PM, at the home of Patsy Ledford.

Bylaws/Declaration Committee: (Betty Overbey)

- Questions have continued to be fielded from homeowners regarding the Declaration of Restrictions, prompting the BOD to extend the voting until April 15, 2024, to give everyone time to process this and submit their response. The decision was made to publish via email/MailChimp a tally of the votes on the Declaration ballots by May 1.
- Further discussion is needed to decide how we want to move forward with property maintenance additions to the Declaration.

Communications Committee: (Chris Rouse):

- The first newsletter of the year has been published.
- There was discussion about when to publish the next one, and it was decided to adopt a quarterly publication schedule.
- There was discussion about content for it (yard sale, "Yard of the Month" update with pictures, how to prepare your yard for hot weather ahead). Betty Overbey suggested a section called "Faces of the Community", where an HOA member would be featured in each issue.
- Chris Rouse suggested timing the publication of each newsletter for a couple of days before the

change of each season; the upcoming one would be called the "Summer Newsletter".

Landscape Committee: (Betty Overbey / Don Mills)

- The Committee met at both entrances to the neighborhood on 03/03/24 to look at the current signage and determine what upgrades were necessary. The conclusion was that the signs at Nuckols and Snowmass and the sign on Village Run Drive needed repairs and painting. The BOD in March approved \$250.00 for supplies to make these repairs. Don and Tom then volunteered their time to make the repairs.
- Quotes for annual landscaping maintenance of the neighborhood entrances were solicited from several professional landscaping vendors. Greenline Landscaping's proposal was by far the least expensive and was the recommendation of the committee.
- Robbie East made a motion to contract with Greenline Landscaping for 2024 annual maintenance of the Nuckols and Cox Roads entrances at \$2,880. The motion was seconded by Chris Rouse and passed unanimously.
- A quote for landscaping enhancements was requested and received from Greenline Landscaping. Since there is no money in the budget for such enhancements, this was not acted upon.

Social Committee: (Betty Overbey)

- Patsy Ledford put forward as members of this committee Richard and Donna Orr, and Tena Freeman. Chris Rouse is going to get with Sherilyn Bowles to confirm her interest in serving on this committee.
- Heba Gray (who was involved in this committee last year before moving to England in August, 2023; on sabbatical in England until August, 2024) provided ideas via email for community events during the year: 4th of July parade, ice cream trucks, Christmas caroling.
- There was discussion about holding a yard sale with The Meadows one weekend in May. Chris Rouse will continue trying to contact a board member of The Meadows to coordinate this event with them.

Old Business:

1. Chris Rouse initiated further discussion on using Intuit MailChimp, a robust, secure communications platform, for sending HOA-wide emails. The MailChimp app provides a dashboard with reporting insights. Robbie East made a motion to adopt the use of MailChimp; the motion was seconded by Chris Rouse and passed unanimously.
2. "Home of the Month" program: Chris Rouse priced 24" x 18" corrugated plastic yard signs at about \$140-\$165 for a dozen (allowing for weather effects, etc.). They would be placed in the yard of the "Home of the Month" winner each month, suggested by the Landscape Committee, starting in May. A motion to purchase the signs was made by Chris Rouse, seconded by Jess Engle, and passed unanimously.

New Business:

1. Chris Rouse initiated discussion on a proposal to give a \$25 gift card, perhaps from Home Depot or Lowes, to the "Home of the Month" winner each month. For 2024, this would be done for 8

- months (8 * \$25 = \$200). Discussion ensued regarding where the funds for this unbudgeted expenditure could be found. It was agreed that this was an important goodwill gesture. Betty made a motion to approve this expenditure, seconded by Chris Rouse and passed unanimously.
2. Don Mills asked about the possibility of buying four solar lights for \$75, for the entrance signs. Robbie East said he has some that he will donate.
 3. Betty Overbey made a motion, seconded by Jess Engle, to reimburse Tom Rhodes for the expenses he personally incurred for supplies to repair and paint the entrance signs, as the amount of \$250 initially requested and approved by the board for this project was insufficient.
 4. Tom Rhodes is now going through the neighborhood to identify mailboxes and posts that need painting and repairs. With the owners' permission, he is using HOA paint for the posts, and using money donated by the neighbors to buy black and red paint for the mailboxes and mailbox flags, and supplies for repairs. His goal is to offer his services for all mailboxes and posts in the neighborhood, as a volunteer good neighbor, in 2024.
 5. Patsy Ledford raised the point that the Bylaws in Article IX stipulate that committee members are appointed by the board. Chris Rouse made a motion that everybody who has volunteered to serve on a committee be appointed to that committee. Betty Overbey seconded the motion. The motion passed with only Patsy Ledford voting "Nay," explaining that she believed the board should have a formal vote specifying the names for each committee member appointed.
 6. Patsy Ledford suggested that in preparation for the 2025 annual meeting, the board create a plan well in advance to obtain "opt in" consent from the HOA members to email them meeting notices, per the Bylaws change adopted at the 2024 annual meeting. (*"Written or printed notice stating the place, day and hour of any meeting of the Members shall be delivered, either personally, by mail or by email, pursuant to Section 55.1-1832 of the Virginia Property Owners' Association Act, if the intended recipient has consented to receive notice in this manner [...]"*) Betty Overbey proposed to discuss such a plan at the next meeting.
 7. Neil Hening addressed the board with a suggestion that the board find a landscaping company that would offer a basic package (grass cutting and leaf removal) for HOA members. There was discussion around the feasibility of a volunteer BOD such as ours taking on that responsibility.

MEETING ADJOURNED: 7:53 PM by Betty Overbey

OFFICER SIGNATURES:

Betty Overbey, President

Jess Engle, VP/ACC Chair

Patsy Ledford, Treasurer

Chris Rouse, Director-at-Large

