

The Village at Innsbrook HOA

Board Meeting Minutes

October 2, 2024

Glen Allen Library, 10501 Staples Mill Road, Glen Allen, VA 23059

Board Members Present:

| | |
|--------------------|---------------|
| President: | Betty Overbey |
| Vice-President: | Jess Engle |
| Secretary: | Julie Wolford |
| Treasurer: | Patsy Ledford |
| Director at Large: | Chris Rouse |

Board Member Absent:

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Others Present:

- Donna Orr
- Richard Orr
- Tena Freeman
- Don Mills
- Karen Mills
- Debbi Sietz

Agenda:

- Meeting Called to Order: 7:00 PM - Confirmation of Quorum – Welcome by President, Betty Overbey.
- Next meeting: Monday November 4, 2024, at 6:00pm
- Approval of Meeting Minutes. September, 2024 Meeting Minutes were approved by vote after motion to approve by _____ Patricia Ledford and seconded by ___Julie Wolford ____.

President /Officer/Committee Reports:

PRESIDENT:

The following has been addressed since the September BOD meeting and may be discussed in more detail in committee reports:

1. Sent a letter to Greenline giving them 30 days' notice to terminate the contract with Greenline. There has been no response. The letter was sent US Mail and email.
2. Sent a certified letter to Gina Windsor regarding the political garden flag attached to her mailbox that is not in compliance with the architectural guidelines.
3. Obtained a quote from The Place as the venue for the HOA Annual Meeting to take place on 1/25/2025. The quote was sent to the BOD for review and decision.

4. Discussed landscaping needs with Tony Pulliam who expressed interest in the job.
5. Asked the Social Committee for a few ideas of activities for early 2025 so activities are already planned during the period it takes for transition of BOD and appointing of committees

It is being requested that discussion take place on preliminary planning for the Annual Meeting:

- I move that the proposal by The Place be accepted so the date can be confirmed on their calendar.
- Plan the Program: Do we want Dan Schmidt to provide an annual report? What topic of interest for a speaker that might fit our theme of "Sense of Community" or property improvements.
- Nominating Committee status & timeline
- Packets for Annual Meeting – how to approach this task and timeline for completion and mailing.

VICE PRESIDENT / ACC CHAIR:

RFIs

1. [REDACTED] – Remove 1 dead pine in front yard. Approved via email vote.
2. [REDACTED] – Replace all old 6’ fencing with new wood 6’ fencing. Current fence is 30 years old. Approved via email vote.

Other

- Booked a meeting room at Glen Allen Library for the October meeting with a time change. Chris booked the meeting room for November and December.

TREASURER’S REPORT:

INCOME AND EXPENSES

| | SEPTEMBER |
|------------------------------|---------------|
| INCOME | |
| RECEIPTS | |
| Int Inc Savings | 1.52 |
| Received for HOA Events | 296.00 |
| TTL INC | 297.52 |
| EXPENSES | |
| Financial/Legal | |
| SCC Fees/DPOR/Taxes | 25.00 |
| Office Expenses | |
| Software/Website/Email | 467.00 |
| Utilities/Maintenance | |

| | |
|-------------------------|------------------|
| Electric | 16.02 |
| Phone | 5.28 |
| Landscaping | 170.00 |
| TTL EXP | 683.30 |
| NET | -385.78 |
| WELLS FARGO BANK | |
| Checking | 1,342.14 |
| Savings | 37,109.34 |
| TTL BANK BAL | 38,451.48 |

NOTES

- **Income:**
 - \$296 was received from HOA members @ \$8.00/ea. for the BBQ event on Oct. 12.
- **Expenses:**
 - The annual SCC registration fee of \$25.00 was paid in September.
 - \$432.00 was paid to Wix in September, for a 3-year subscription for website hosting.

SECRETARY:

- ~~Insert report here.~~ (NO REPORT)

DIRECTOR-AT-LARGE:

- Notifications about upcoming Social Activities
- Yard sale posts on multiple channels in Facebook and Next Door
- Gift card purchase for Home of the Month and gave three cards to Don Mills
- Collection of money from cash and check BBQ attendees

COMMITTEE REPORTS:

Bylaws/Declaration Committee:

- Three meetings to determine next steps for the committee
- Identified potentially acceptable process to enforce upkeep and maintenance of properties
- Documented process, standards as well as implementation plan
- Propose amendment to Declarations of Restrictions for 2/3 of owner
- Propose implementing rental requirement disclosure for any renters allowing ability to enforce neighborhood guidelines and restrictions

Landscape Committee:

- -The Landscape Committee selected 4601 Zermatt Ct. as October Home of the Month (Erin

Hungerford).

- -Tom Rhodes gave me the name of a handyman that homeowners may be able to use in the future for mailbox post repairs, landscaping, deck building, plumbing, power washing, etc. His name is Jose and his number is 804-549-3522.
- - Tom Rhodes also asked me to provide the board information on a solar powered speed limit sign that could possibly be installed strategically in the neighborhood. It flashes the speed you are driving as you approach it. I will share this information tomorrow night at our meeting. They are expensive (\$3,400 approximately). And for what it's worth a car blew by me while I was on a walk several days ago on Snowmass Rd. traveling at a speed of 35-40 MPH.
- - I would like to know the board's thoughts on the recent quote I received from Glen Allen Grounds Mgt.

Welcome Committee Report:

- On September 5, 2024, I welcomed Don and Jane Reid to 10836 Snowmass Court. They were given the welcome Amazon gift box, the \$15.00 Lowe's gift card and two tickets to the BBQ on Saturday, October 12. I asked that they RSVP for the BBQ and that they notify the director at large of their preferred email address and phone number. I explained that by providing this information they would be kept in the loop on events and meetings in the Village. Both Don and Jane were very humbled and appreciative of the kindness of the board in helping make them feel welcome.
- Additionally, I received a handwritten thank you note to the board from the Hennings at 4603 Village Run Ct., thanking the board for their thoughtful and generous gifts welcoming them to the Village.

Audit Committee Report:

- Update on Audit Committee....

Social Committee:

- The Social Committee planned 3 activities in September to bring neighbors together:
 - Walking Around Innsbrook Lakes
 - Attending an Agatha Christie play at the Cultural Arts' Center followed by dessert at the Silver Diner
 - Sponsoring a Fall Yard Sale
- UPCOMING EVENTS
 - October 12 @ 4:00pm BBQ in Canaan Valley Cul de Sac with Karen and Don Mills hosting and Social Committee providing chocolate chip cookies and brownies.
 - November 12 @ 6:30 pm the Social Committee is hosting dinner at El Paso at Cox Road and Three Chopt Road.
 - December TBD Heba El Shazli is organizing Christmas Caroling.
- RECOMMENDATIONS
 - The members of the 2024 Social Committee will be passing the baton to someone else

in 2025.

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- Finding volunteers for the Social Committee before the Annual meeting will be helpful in making neighbors aware of upcoming events and possibly get them to sign up for them.
- While the committee will present helpful suggestions to the next committee in November or December, we recommend now that the Board consider budgeting at least the cost of the Mills BBQ plus funds to pay for other Village wide events, publishing mailbox fliers and 3 signs to notify residents of events. Or the Board could add \$3 - \$5 per household to dues for social events.

Nominating Committee:

- Update on committee...

OLD BUSINESS:

Landscaping maintenance: Motion made and passed unanimously to accept the proposed contract with Tony Pulliam, with the conditions that he be licensed, insured, name The Village at Innsbrook on the insurance policy, and include in the contract the provision of a 30-day cancellation policy for either party.

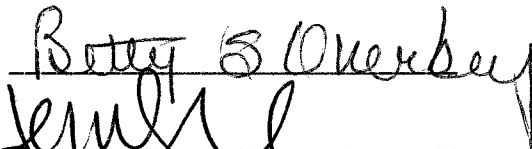
NEW BUSINESS

Motion by Jess Engle, seconded by Patsy Ledford and passed unanimously, to replace the current entrance signs, accepting the proposal by Woodcraft Signs.

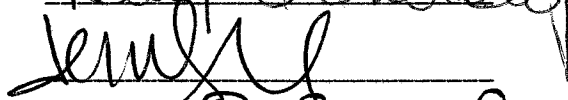
MEETING ADJOURNED: _____ PM by Betty Overbey

OFFICER SIGNATURES:

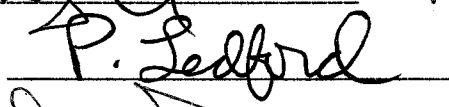
Betty Overbey, President



Jess Engle, VP/ACC Chair



Patsy Ledford, Treasurer



Chris Rouse, Director at Large



Julie Wolford, Secretary

