

The Village at Innsbrook HOA
Board of Directors Meeting Minutes

July 10, 2024

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

Board Members Present:

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

Board Member Absent:

Secretary: Julie Wolford

Others Present:

- Donna Orr
- Tena Freeman
- Debbi Sietz
- Mila Liakhovitser

Agenda:

- Meeting Called to Order: 6:00 PM - Confirmation of Quorum – Welcome by President, Betty Overbey.
- Next meeting: Thursday August 1, 2024, at 6:00 PM
- Approval of Meeting Minutes: The June 5, 2024, meeting minutes were approved by vote after motion to approve by Chris Rouse and seconded by Jess Engle.

President /Officer/Committee Reports:

PRESIDENT:

The following has been addressed during the last month:

- Landscaping performed by GreenLine at the Nuckols Road and the Cox Roads entrances. Based on discussion between the Landscape Committee and the BOD, the decision was that the Board should address this with GreenLine. I did contact the owner, pointing out that the maintenance was not meeting the expectations set forth in the contract for 2024. He responded by getting a crew out to both locations. Both the BOD and the Landscape Committee will be observing those areas closely going forward to be sure the services contracted for are being performed.
- A request was made for a complete list of homes determined by the 2023 BOD to be non-compliant with the Architectural guidelines so these issues could be addressed by the BOD and decisions be made on how to handle the issues.

VICE PRESIDENT / ACC CHAIR:

- **RFIs**
 1. [REDACTED] – Paint exterior siding and trim – Voted via email and approved
 - a. Exterior to be Woodscapes Driftwood or Kings Canyon (both pre-approved colors)
 - b. Trim to be white
 2. [REDACTED] – Replace front grass area with mulch and plant shade-tolerant plantings – Voted via email and approved
 3. [REDACTED] – Remove tree whose roots are too close to foundation and trim back a few tree branches that are touching the roof. Photos included.
 4. [REDACTED] – Build a 2-car garage proposed in 2023, following the stipulations laid out in '23. New RFI to be submitted with backup documentation prior to 7/10 meeting.
 5. [REDACTED] – remove one White Pine that is leaning toward neighbor's fence.
- Jess made a motion to approve RFIs 1 through 5, with a second from Chris Rouse. All BOD members approved.
- **Other**

Add wording to Architectural Guidelines to include Poured and Stamped Concrete Sidewalks and Driveways as an approved medium. Under “Driveways” and “Walkways” in the Architectural Control section:

 - “Material shall be the same as the driveway or may be poured concrete (brushed or stamped). Concrete should be gray. Additional colors may be considered by the Board if it matches the existing driveway. Approved stamped patterns are Ashlar Slate, Flagstone, Random Stone, or Herringbone. Additional patterns may be considered by the Board and voted upon.”
- Jess made a motion to approve the additional driveway and sidewalk verbiage with a second from Chris Rouse. All BOD members approved.

TREASURER:**INCOME AND EXPENSES – JUNE 2024**

INCOME	
RECEIPTS	
Int Inc Savings	7.09
TTL INC	7.09
EXPENSES	
HOA Activity	
HOA Expenses	100.00
Office Expenses	
Software/Website/Email	30.00

Utilities/Maintenance	
Electric	15.89
Phone	4.11
Repairs/Maint	244.23
TTL EXP	394.23
NET	-387.14

WELLS FARGO BANK	
Checking	3,847.83
Savings	36,458.71
TTL BANK BAL	40,306.54

NOTES:

1. June "HOA Expenses" of \$100 = (4) \$25.00 gift cards for "Home of the Month".
2. June "Repairs/Maint." of \$244.23 = paint for mailbox posts.
3. Greenline Landscaping:
Three invoices were received in the mail from Greenline on 07/09/24; they need BOD approval to pay:
 - a. Invoice #2738, for \$77.00, for service day 04/02/24. This was marked "OVERDUE". We never received the original. And I thought it was noted that no work was performed in April?
 - b. Invoice #2989, for \$1,555.00, for service day 05/02/24 (\$85.00 for monthly fee, \$1,190.00 for mulch, and \$280.00 for "Trim bushes". This was marked "OVERDUE". We did receive the original, and I was instructed not to pay it yet. Waiting for approval by the BOD to pay this.
 - c. Invoice # 3032, for \$85.00, for service day 06/06/24. This is the original.

SECRETARY:

[No report.]

DIRECTOR-AT-LARGE:

- Scanned and loaded May Meeting Minutes to SharePoint; redacted copy loaded to website and website updated with the link on June 6
- Responded to additional calls from closing agent on Snowmass Ct home sale
- Updated website with Ice Cream Social information and HOA meeting change
- Emailed the Summer Newsletter to all email addresses
- Worked on cleaning up email lists and reconciling to assure we are communicating to all homeowners
- Emailed separate announcement about Ice Cream Social and HOA Change (68.5% open rate as of 7/8)
- Provided Don Mills with Home of the Month gift cards for July, August, and September

COMMITTEE REPORTS:

Bylaws/Declaration Committee:

Concerns have been expressed by many homeowners that the Architectural guidelines have been limited in scope and that there are no guidelines to address upkeep of property. At the June 2024 meeting, there was discussion about having this committee define expectations for property maintenance; like what is defined in The Cedars at Innsbrook Declaration of Restrictions. After speaking with prior committee members, it seems this will require forming a new committee. The BOD is open to receiving volunteers.

There are currently 3 volunteers:

1. Debbi Seitz
2. Faruk Bilalagic
3. Mila Liakhovitser

The BOD is seeking one additional volunteer. The President will plan a committee meeting in August.

Landscape Committee:

HOME OF THE MONTH:

- Randy and Patti Childress at 4618 Snowmass Rd.

ENTRANCE SIGNAGE:

- Met with Superior Signs representative to start obtaining pricing for sign replacement. Sent an email to HOA board members asking if we had any computer-generated files of existing signage. Never heard back. Artist and Design work is necessary for any sign company to provide pricing, and it adds to the overall cost. Providing a price is guess at best. The goal is to obtain an informal quote prior to our July 10 meeting.

GREENLINE:

- The committee continues to express concern about the appearance of the neighborhood's entrances. Discussion has included putting Greenline on notice. With that said they are the least expensive of the quotes received for the year.
- Discussion took place in the BOD meeting with the decision to expect Greenline to increase accountability for when they perform maintenance per the contract and making the BOD aware of when this is done.

Audit Committee Report:

- The next meeting to review Q2 2024 is scheduled for July 29 at 7:30 PM at the home of Patsy Ledford.

Hospitality Committee:

- ICE CREAM SOCIAL
 - Dairy Queen @Innsbrook – Wednesday, June 12 @ 6:30
 - · 8 people attended.
 - · The day of the week and time of the July social were changed from Wednesday to Tuesday and 6:30 to 7:00. Tuesday, July 9 @ 7:00.
 - · The Social Committee voted not to place reminder signs at the 2 entrances to the Village.

No money is in the HOA budget to purchase signs. Signs may make Village homes vulnerable to break-ins.

- · The Social Committee requests that future Ice Cream Socials and Board meetings be scheduled on different weeks.
- NEIGHBORHOOD INVOLVEMENT PROJECT
 - 28 responses to the HOA Questionnaire were organized into 11 activity groups with names and emails of interested neighbors listed below.
 - The 7 most popular groups were the walking group (16), breakfast group (11), baseball group (11), museum group (8), cars (7), dinner group (7), and Christmas caroling (7).
 - The 4 groups with 6 or less were the religious study group (6), cards/board games (6), garden club (5), and movie (4).
 - Results:
 - Richard Orr agreed to lead the Walking Group. He set up a walking date on Saturday, June 29 @ 8:00 am at Innsbrook Lakes at Waterfront Drive. There were 3 responses – 1 yes but went to the wrong place to meet Richard. 2 no’s but asked to let them know the next date. As the weather permits, Richard will set walking dates in July and August and will give a description of himself and his car.
 - Alice Waagen agreed to lead The Village Coffee Group. She set up a coffee date on Monday, July 1@8:30 at The Corner Bakery Café with few responding. Alice plans to try again in the fall.
 - Social Committee’s Response to results
 - The committee speculated that some neighbors did not read their emails, were on vacation, had another commitment, and did not reach out to the others because they did not want to lead the group.
 - The committee decided to focus on 4 groups: the walking group with Richard as leader, the coffee group with Alice, the dinner group with Tena, and the baseball group with TBD as leader.
 - Don Mills graciously talked with his friend who is President of the Flying Squirrels. A contact from the President’s office is willing to help set up the group’s first outing to see the Squirrels.
 - The committee will email the remaining 7 groups again to request that someone in their group set up the first meeting to discuss expectations and next meeting. If there are no volunteers, they will be told that sign- up sheets for interest groups will be available in January at the 2025 HOA Annual meeting.
- EXISTING VILLAGE GROUPS
 - The Village Garden Club has been active for about 20 years. However, the members recently voted to give up the title Garden Club since they mainly meet for lunch. They will continue to meet as friends throughout the year. Therefore, an email will be sent to the neighbors who showed interest in being in the Garden Club that explains that they will be starting a new Garden Club.
 - The Village Book Club has 11 members. Because of seating capacity in homes, a waiting list is now in place.
- FALL YARD SALE
 - The date needs to be announced.
- FALL CUL DE SAC PARTY
 - BBQ Party – Canaan Valley Court – Saturday, October 12 @TBD
 - Don and Karen Mills will provide BBQ meat, buns, and sauce.
 - Members of the Board and Social Committee will be asked to provide 3 tables, tablecloths,

paper plates, utensils, and main sides (slaw, potato salad, baked beans, and chips). If there is a large response, we may need to rethink this and ask neighbors to bring some of the main sides.

- Neighbors will bring a dessert or other side dish that goes with BBQ, their beverages, and chairs.
- Chris Rouse will be asked to email neighbors an invitation and a food sign-up sheet with an RSVP of Friday, September 27. Don needs the head count by October 1.
- Tena will post reminders in the Facebook Group - "Neighbors in the Village".
- **DATES OF FALL ACTIVITIES**
 - Book Club - Monday, July 8@ 7:00
 - Ice Cream Social – Tuesday, July 9 @ 7:00
 - Book Club – Monday, August 12@ 7:00
 - Ice Cream Social – Tuesday, August 13 @ 7:00
 - Fall Yard Sale – September 28th
 - Hopefully dates for walking, coffee, dinner, and baseball will be available
 - Canaan Valley cul de sac BBQ – Saturday, October 12 @ TBD

OLD BUSINESS:

- Continued discussion of reserve study components; these key points are being considered to set reserves:
 - Sign replacement (Landscaping Committee)
 - Legal expenses (HOA attorney)
 - Landscaping renovation (Landscaping Committee)

NEW BUSINESS:

- The board approved the payment of Greenline invoices #2989 and #3032 for service in May and June, and instructed the Treasurer to wait on paying #2738, for service in April.
- Discussion of welcome gift budget, what we want to communicate to new homeowners, and the types of items suitable for the welcome baskets. Gift amount budget: \$50.00.
- From Patsy Ledford: Motion that we change the HOA fee structure for disclosure packets (resale certificates) to comply with the state code, to charge \$175.00 for an electronic copy (and to offer electronic copies only) - and that we publish this information on The Village at Innsbrook website, to comply with the state code requirement of publication. Motion was seconded by Chris Rouse and passed unanimously.

MEETING ADJOURNED: 7:40 PM by Betty Overbey

OFFICER SIGNATURES:

Betty Overbey, President

Jess Engle, VP/ACC Chair

The image shows two handwritten signatures. The top signature is "Betty Overbey" written in cursive over a horizontal line. The bottom signature is "Jess Engle" written in cursive over a horizontal line.