

The Village at Innsbrook HOA

Board of Directors Meeting Minutes

May 1, 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

Others Present:

- Joel Ledford
- Donna and Richard Orr
- Don and Karen Mills

Agenda:

- Meeting Called to Order: 6:05 p.m. by President, Betty Overbey
- Confirmation of Quorum: Welcome by President, Betty Overbey
- Next meeting: Wednesday, June 5, 2024, at 6:00 p.m.
- Approval of Minutes:
 - March 6, 2024, meeting minutes were reviewed and approved electronically with the documents being brought before the Board at this meeting for signatures.
 - April 2, 2024, meeting minutes were approved by vote after motion to approve by Betty Overbey, seconded by Patsy Ledford.

President /Officer/Committee Reports:

PRESIDENT:

Time has been spent throughout the month working with the Officers and Committees on various initiatives to be reported in more detail under Committee Reports:

- Assisted the Hospitality (Social) Committee to get organized.
- Reviewed RFIs electronically by the BOD to facilitate timely response to homeowners.
- Reviewed the design for the sign for the Home-of-the-Month before purchase.
- Reviewed results of Declaration of Restriction Change ballots.
- Contacted Dan Schmidt requesting an update on the traffic control box at Nuckols Road as we are approximately six months with that project unfinished and the old box still not removed. The response is the same, that the County is waiting on Dominion Power to switch the power over to the new box.

The resignation of Robert East from the Secretary position was accepted. I then worked with the Nominating Committee to identify a replacement for the Secretary position.

VICE PRESIDENT / ACC CHAIR:

RFIs

- 1] [REDACTED] – Repaint exterior of home and trim
 - i) Home paint color: Foliage SW3535
 - ii) Trim color: White
 - iii) Redo garden bed at the street, planting flowering perennials
2. 10 [REDACTED]
 - i) Replace four windows on garage side of house with vinyl frame casement windows to match existing wood frame windows – Approved via email vote due to availability of contractor. Motion to approve by Jess, seconded by Patsy, unanimous vote to approve.
3. [REDACTED] – Replacing downstairs bathroom window (rear facing) with same size picture window
4. 4 [REDACTED] – Replace existing fence with 6’ tall privacy fence to match neighbor’s existing fence.
 - i) Approved via email vote due to availability of contractor. Motion to approve by Jess, seconded by Patsy, unanimous vote to approve.
- 5] [REDACTED] – George and Stacie Herring – Replace Hardie Plank Cedar Siding with new Hardie Plank Cedar Siding
 - i) Home siding color: Evening Blue.
 - ii) Trim: Navajo Beige.
6. [REDACTED] – remove one dead tree from back yard. Photo of dead tree included.

Other

- Disclosure packet inspection completed for 10715 High Mountain Ct. No violations observed and reported as such to Chris.
- Purchased more paint for mailbox posts (gallon #2). Submitted receipt to Patsy and was reimbursed in April.
- Purchased gallons #3 and #4 (got extra during Sherwin Williams spring sale – savings of \$25/gallon. \$50 total savings this time). Submitting receipt and request for reimbursement at 5/1/24 meeting.

Jess made a motion to approve RFIs 1-6, above, with a second from Betty. All BOD members approved.

TREASURER:

INCOME AND EXPENSES – APRIL 2024

INCOME

# Dues Paid for CY	28
RECEIPTS	
Dues	2,120.00
Fines	40.00
Disclosure Packets	200.00
Int Inc Savings	7.96
TTL INC	2,367.96
EXPENSES	
<i>Financial/Legal</i>	
SCC Fees/DPOR/Taxes	5.78
Insurance	1,143.00
<i>Office Expenses</i>	
Software/Website/Email	30.00
<i>Utilities/Maintenance</i>	
Electric	16.27
Phone	4.70
Landscaping	77.00
Repairs/Maint	514.55
TTL EXP	1,791.30
NET	576.66
WELLS FARGO BANK	
Checking	4,457.73
Savings	36,343.89
TTL BANK BAL	40,801.62

NOTES:

1. On 04/22/2024, \$4,000 from the Wells Fargo Bank savings account was transferred into the Wells Fargo Bank checking account.
2. The April amount of \$514.55 for "Repairs/Maint" = \$421.81 for supplies to repair the entrance signs (with volunteer labor) and \$92.74 for paint for mailbox posts (supplied to members by the HOA).
3. Dues figure includes these payments: (28 @ \$75/ea. = \$2,100) + (1 @ \$20) = \$2,120.
4. \$514.55 for "Repairs/Maint" = \$421.81 for supplies to repair the entrance signs (with volunteer labor) and \$92.74 for paint for mailbox posts (supplied to members by the HOA).
5. 100% of dues payments have been received as of April 30, totaling 173 payments (with \$55.00 of one 2024 payment made in 2023, and the remaining \$20.00 of that payment made in 2024).
6. In the absence of a trained BOD Secretary, I finalized drafts of the monthly HOA BOD meeting minutes for March and April.
7. I redesigned and updated the HOA form for "Request for Reimbursement".

Betty made a motion, seconded by Chris, to approve the Treasurer's report, along with these upcoming expenses:

1. Starting in May and continuing to the end of the year, a recurring \$25.00 monthly expense for a gift card for the "Home of the Month" winner.
2. \$149.28 to reimburse Chris Rouse for "Home of the Month" signs.
3. \$79.48 to reimburse Jess Engle for mailbox post paint.

SECRETARY:

[No report]

DIRECTOR-AT-LARGE:

- Home of the Month signs have been ordered and received; invoice to be provided to Patsy for reimbursement.
- Email sent to remind members about Home of the Month program and the Yard Sale .
- MailChimp account created for communications to members; first email sent as second announcement for Yard Sale. 136 of 208 emails were opened.
- Disclosure Package created for 10715 High Mountain Court.
- Website updated to remove the voting announcement and new announcement for Yard Sale.
- Communicated with HOA President at The Meadows, Dan Moscar. He said Kathleen Baker and Laura Smith are the two that work on events in their neighborhood. Corresponded with Kathleen Baker to announce the Yard Sale.
- Patti Childress reached out suggesting Christmas decorations at the entrances on the signs for the holidays.
- Created new page on website for Disclosure Requests where email will be sent directly to Director Email address; this will hopefully be a better means of communicating in the future.
 - <https://www.thevillageatinnbrook.com/contact-8>

COMMITTEE REPORTS:

Audit Committee: (Patsy Ledford / Julie Wolford)

- The Audit Committee met on Tuesday, April 30th, at 7:00 p.m., at the home of Patsy Ledford. The members of the audit committee are Julie Wolford (Chairman), Patsy Ledford (Treasurer), Jeffery Adams, Beth Diaz, and Sophie Gutner. The committee reviewed the financial reports for Q1 2024. All records and reports were in order, and no discrepancies were found.

Bylaws/Declaration Committee: (Betty Overbey)

[No report]

Communications Committee: (Chris Rouse)

- Next Newsletter to be sent in June; potential topics include :
 - Faces of the Community - Tom Rhodes would be the first featured person.
 - Good neighbor guidelines - I have a printout of what was proposed.
 - Prepping your yard for the harsh and dry summer weather ahead
 - Home of the Month article to feature the May and June winner
 - Mailbox painting guidelines and reminding owners that it is their responsibility to keep up to date

- "Any interest in hosting a club?" article; I understand there have been book clubs, French club, auto clubs, etc. in the past.
- Opt In for official communications of the HOA

Hospitality Committee: (Betty Overbey)

- Committee Members: Tena Freeman, Donna Orr, Richard Orr
- Goal: To bring neighbors together for various functions throughout the year.
- Plan: Mail a questionnaire to Village residents to discover interest, availability and willingness to participate in social activities.
- This committee met and proposed a schedule of events for the year including:
 - 05/04/2024 Spring yard Sale
 - 06/12/2024 Dairy Queen Ice Cream Social 6:30 – 8:00 PM
 - 07/10/2024 Dairy Queen Ice Cream Social 6:30 – 8:00 PM
 - 08/14/2024 Dairy Queen Ice Cream Social 6:30 – 8:00 PM
- Other events have tentatively been proposed to be announced as details are finalized. This includes breakfast/lunch/dinner at local restaurants, cul-de-sac parties, and a holiday party.
- They also announced club meetings that will be posted for neighbors to view dates/times.
- DISCUSSION of potential activities:
 - Potluck Dessert gathering at Squaw Valley Place cul-de-sac on Saturday, June 8, with June 9 as rain date [later changed to June 15]. Then another in October.
 - "Dog Days of Summer" gathering in July – in the morning, with well-behaved dogs.
 - Richmond Squirrels game. Don Mills will investigate this.
 - Lewis Ginter (Patsy to work on a plan to poll the HOA members to see how many members of Lewis Ginter Botanical Garden we have and are there extra "Visitor/Guest" passes we could offer to other HOA members for a group excursion.

Landscape Committee: (Betty Overbey / Don Mills)

- The Greenline Landscaping contract was signed and returned on 4/26/2024. There was a delay due to a communication issue, so no services were provided in April. Betty Overbey spoke to the owner of Greenline, and he planned to resume service on 5/1/2024.
- Janice Kuhns has resigned from the Landscaping Committee.
- "Prettiest Garden" is the theme for the June "Home of the Month".

Nominating Committee: (Patsy Ledford)

- After the prior Secretary resigned, Julie Wolford agreed to serve as Secretary. On 04/10/24, Jessica Engle made the motion via email to approve Julie Wolford as Secretary. The motion was seconded by Patsy Ledford and approved unanimously.

OLD BUSINESS:

- The board needs a plan to obtain "opt in" consent from the HOA members to email them meeting notices, per the Bylaws change adopted at the 2024 annual meeting.
 - The Board decided to include a highlighted item on this in the next newsletter, and in the next broadcast email, stating that we need either an emailed response or written notice to "opt in". We will evaluate the response in July, and send out a separate email on this topic in August with an eye-catching subject such as "Help us to save you

money!" - explaining the savings in postage and printing will decrease the amount that dues might have to increase.

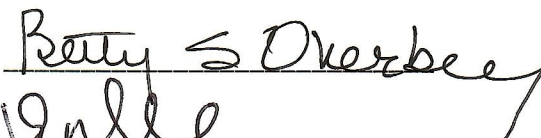
NEW BUSINESS:

- Patti Childress reached out suggesting Christmas decorations at the entrances on the signs for the holidays. Karen Mills volunteered to oversee the decoration of these signs.
- Discussion about the dues amount and the reserves in the savings account (currently \$15,000 for "Capital Improvement" and \$2,000 for "Legal Expenses". Don Mills will work to identify someone who can do a reserve study.
- Don Mills suggested putting a flagpole(s) at the entrance(s).
- Don Mills suggested putting some of the money in the savings account into a 6-month CD.
- Patsy Ledford made the motion to create a Finance Committee to assist the Treasurer. It was seconded by Jess Engle and passed unanimously.

MEETING ADJOURNED: 7:50p.m. by Betty Overbey

OFFICER SIGNATURES:

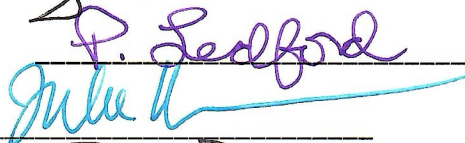
Betty Overbey, President



Jess Engle, VP/ACC Chair



Patsy Ledford, Treasurer



Julie Wolford, Secretary



Chris Rouse, Director-at-Large

