

The Village at Innsbrook HOA

Board Meeting Minutes

November 4, 2024

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

Board Members Present:

President: Betty Overbey
Vice-President: [redacted] Jess Engle
Secretary: [redacted] Julie Wolford
Treasurer: [redacted]
Director at Large: Chris Rouse

Board Member Absent:

- Patsy Ledford

Others Present:

- Tena Freeman
- Dan Schmidt
- Donna Orr

Agenda:

- Meeting Called to Order: 6:00 PM - Confirmation of Quorum – Welcome by President, Betty Overbey.
- Next meeting: Monday December 2nd, 2024, at 6:00pm
- Approval of Meeting Minutes. October 2024 Meeting Minutes were approved by vote after motion to approve by Jess and seconded by Chris.

President /Officer/Committee Reports:

PRESIDENT:

Agenda:

1. Discussion with Dan Schmidt regarding Neighborhood Beautification;
 - a. Need three competitive quotes to Dan
2. Nominations for 2025 – to discuss methods to solicit volunteers and deadlines for submitting ballots to homeowners.
3. Annual Meeting Planning
 - Confirmation of The Place – next step is to sign the contract and make the initial deposit.
 - Program to - Follow format of prior years
 - ___each BOD member to prepare a brief summary of accomplishments this year with each member presenting briefly or we can prepare a joint statement of accomplishments, but each BOD member take part in presenting.
 - ___Dan Schmidt to provide a county update

- ___ Ideas for another speaker – maybe a police officer to talk about pedestrian safety and bring the reflective vests that the county has available to hand out to those who want them? Fun topic? Police safety speaker decided
 - Time schedule for completing meeting packets and either mailing or emailing to all residents.
4. Landscape Contract – was awarded to Pulliam Maintenance (Tony Pulliam) with the contract to begin November 2024.

VICE PRESIDENT / ACC CHAIR:

RFIs

1. [REDACTED] – [REDACTED] – Requested to remove 1 diseased tree and 1 that is encroaching on neighbor’s property. Approved via email vote in order for homeowner to have work completed quickly.
2. [REDACTED] – [REDACTED] – Requested to have his RFI updated to “approved” now that exterior paint color has been added as an acceptable color.
3. [REDACTED] – Request to replace sliding doors

Other

- Disclosure packet inspection completed for:
 - 4600 Snowmass Rd. No violations observed
 - 4532 Village Run Dr. Noted 1 violation, mailbox post is not approved post for neighborhood.

Jess made a motion to approve RFIs 1, 2, listed above. etc., with a second from Julie. All BOD members approved.

TREASURER’S REPORT:

INCOME AND EXPENSES – OCTOBER, 2024

INCOME	
RECEIPTS	
Disclosure Packets	175.00
Int Inc Savings	1.58
Received for HOA Events	62.00
TTL INC	238.58
EXPENSES	
HOA Activity	
HOA Expenses	75.00
Office Expenses	
Software/Website/Email	35.00

Utilities/Maintenance	
Electric	16.27
Phone	4.11
Landscaping	85.00
TTL EXP	215.38
NET	23.20
WELLS FARGO BANK	
Checking	1,126.76
Savings	37,347.92

NOTES:

- **Income:**
\$62.00 was received from HOA members for the BBQ event on Oct. 12.
- **Expenses:**
HOA expense of \$75.00 was for three gift cards for the "Home of the Month" program.

SECRETARY:

- No report

DIRECTOR-AT-LARGE:

- Sent ballot to all homeowners for bylaws change and to get approval for official correspondence by email
- Provided Disclosure Package for 4600 Snowmass Rd
- Prepared Disclosure Package for 4532 Village Run Dr; awaiting payment before sending
- Home of the Month You Decide campaign sent – 68% open rate
- Call for Volunteers campaign sent – 62% open rate

COMMITTEE REPORTS:

Bylaws/Declaration Committee:

- Ballot to change bylaws to 2/3 majority sent to all owners; spreadsheet created to track responses
- Will consider house to house if there is a chance to get enough votes (116).

Landscape Committee:

- New contract awarded to Pulliam Landscape to start November 2024

Audit Committee Report:

- Quarterly audit meeting on November 19th at 7:00 pm

Social Committee Report:

As the year winds down, I want to thank everyone who has supported our social activities since April.

- Donna and Richard Orr, thank you for serving on the HOA Social Committee by offering helpful suggestions, attending Board meetings, providing food for events, and setting up the walking group.
- Chris and Julie, thank you for creating and emailing notifications about our events.
- Patsy, thank you for creating the interest questionnaire form. Board members and committee chairmen, thank you for furnishing food and tables for the cul de sac parties.
- Karen and Don, thank you for hosting, organizing, cooking, and setting up the BBQ in October. The food was delicious! I believe about 35 people were there.

* The November activity is dinner at El Paso on Cox Rd on Tuesday the 12th at 6:30 with RSVP by Friday, November 8 to tena23235@yahoo.com.

* The December activity is Christmas Caroling. TBA

Our committee has been successful providing numerous opportunities for neighbors to interact using different types of notifications; however, the attendance has been low. We recommend that the 2025 Social Committee ideally be selected before the annual meeting to plan activities for the year and to give a calendar of events to people at the Annual meeting in January. The committee can decide how to distribute the remaining calendars. Each month the calendar can be posted on the HOA website. Below is a suggestion of activities for 2025 for consideration.

MONTHLY SMALL GROUPS

- Book Club
- Walking Group
- (Village Academy proposed by Heba)

MONTHLY VILLAGE WIDE ACTIVITIES

- January
Annual HOA meeting with breakfast
- February
Lunch meeting @ local restaurant
- March
Dinner meeting @ local restaurant/home for Flying Squirrel Fans to meet other fans.
Set a date to go to a game/games. Possibly carpool.
- April
Baseball group attend Flying Squirrels' game
Begin Walking Group
- May
Cul de Sac Potluck Social
- June
Ice Cream Social @ Dairy Queen
Meet for breakfast at local restaurant
- July
Ice Cream Social @ Dairy Queen

Meet for breakfast at local restaurant

- August
Ice Cream Social @ Dairy Queen
Dinner meeting to meet other Folk Festival Fans and discuss going to the festival together in September.
- September
Neighbors attend Folk Festival
- October
Cul de Sac Party - light snacks and desserts
Dinner meeting to meet other theatre fans.
- November
Neighbors attend a local theatre production
- December
Christmas Caroling
Open House?

Welcome Committee:

- On October 6, 2024, I welcomed Dottie and Ronald James to their new home at 4606 Snowmass Road. I presented them with the Amazon gift basket, a \$15.00 gift card to Lowe's and a pass for two to the BBQ. They were very excited about the gifts and sorry they would not be available to attend the BBQ.

Nominating Committee:

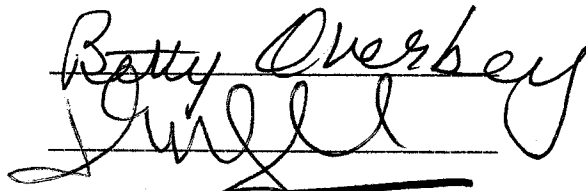
- The committee needs a chairperson. Email sent to all members to get any volunteers that may be interested with no response.

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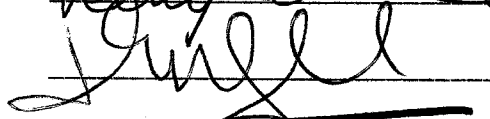
MEETING ADJOURNED: 7:28 PM by Betty Overbey

OFFICER SIGNATURES:

Betty Overbey, President



Jess Engle, VP/ACC Chair



Patsy Ledford, Treasurer



Chris Rouse, Director at Large



Julie Wolford, Secretary

