

The Village at Innsbrook HOA
Board of Directors Meeting Minutes

March 5, 2024

10501 Staples Mill Road, Glen Allen, VA 23059

BOD Members Present:

President: Betty Overbey
Vice-President: Jess Engle
Secretary: [Vacant]
Treasurer: Patsy Ledford
Director at Large: Chris Rouse

Others Present:

Debbie East, Don Mills, Karen Mills, Julia Reinboldt, Norwood Scott, Thao Scott

Agenda:

- Meeting Called to Order: 6:00 PM by President, Betty Overbey
- Confirmation of Quorum: Welcome by President, Betty Overbey
- Next meeting: Tuesday, April 2, 2024 at 6:00 PM
- Approval of Minutes: Minutes for the February BOD meeting were approved and signed.

Officer/Committee Reports:

PRESIDENT:

- Let's create a monthly email communication plan, with a calendar of topics for the year.
- Defining goals for the 2024 BOD: Among other things, focus on a sense of community where people want to be involved; encourage homeowners to increase their property's curb appeal; and provide helpful communications from the board.
- To help encourage improvements to neighborhood curb appeal, reference The Cedars at Innsbrook Declaration document for ideas on maintaining/improving property values.
- Consider updating some of the verbiage in the Bylaws and Declaration documents, where it appears harsh. For ideas on alternative wording, look at "The Cedars" Bylaws and Declaration, specifically Items #19 and #20 (can be viewed on the internet).
- Discussion of a "Yard of the month" program: The monthly winning homes could be identified by the Landscape Committee, in the spring and summer. In winter, the award could be for decorations.

VICE PRESIDENT / ACC CHAIR:

RFI Requests:

1. [REDACTED] Village Run Ct – [REDACTED] – Install 5' tall wooden fence along 3 sides of back yard that backs up to Town Bank – Approved after email consensus by BOD.

2. [REDACTED] Squaw Valley Ct – [REDACTED] – Remove a diseased apple tree – Approved after email consensus by BOD.
3. [REDACTED] Squaw Valley Ct – [REDACTED] – Install a French drain along the left side of driveway – Approved after email consensus by BOD.

[REDACTED] Snowmass Rd – [REDACTED] – requested a jar of the mailbox post paint. I reached out to Brian as I do not have the paint yet; he said he would drop it by my house and then I'll drop it off for Tony.

ACC Committee Notes:

I requested a meeting with the folks who volunteered for the ACC committee. The people who responded affirmatively that they want to be involved in the group this year are: Dave Fellowes, Brian Russell, Don Mills, and Jerry Davis. We had a meeting Tuesday, 2/27/24, to go over what would work best with the RFI process this year.

We also discussed if violations are observed in the neighborhood that I would send an email to the committee first, seeing if anyone was friendly with the neighbor who had a violation, and that person would reach out to encourage the homeowner to bring their item into compliance. If that doesn't work, a follow-up email/letter would be sent.

TREASURER'S REPORT:

1. INCOME AND EXPENSES – FEBRUARY, 2024

INCOME	
# Dues Paid for CY	103
RECEIPTS	
Dues	7,707.00
Int Inc Savings	6.77
TTL INC	7,713.77
EXPENSES	
<i>Financial/Legal</i>	
Bank Fees	26.00
<i>HOA Activity</i>	
Annual Meeting	1,776.54
<i>Office Expenses</i>	
Software/Website/Email	30.00
<i>Utilities/Maintenance</i>	
Electric	16.31
Phone	4.21
TTL EXP	1,853.06
NET	5,860.71
WELLS FARGO BANK	
Checking	3,608.61

Savings	38,100.75
TTL BANK BAL	41,709.36

2. The February dues income of \$7,707 includes these payments: (101 payments @ \$75 = \$7,575) + (2 payments @ 55 = \$110) + (1 payment @ \$22) = \$7,707
3. The number of dues payments received as of today is 128 (including one 2024 dues payment received in 2023), leaving 46 due by March 31, in order to avoid the \$20 late fee. I'm going to post a reminder on The Village Facebook group.
4. The February "Bank fees" figure of \$26 is a "deposited items" fee, for the 103 items deposited into the savings account.

SECRETARY:

[No report; Vacant position]

DIRECTOR-AT-LARGE:

- Email sent to all residents announcing who was chosen for each of the Officer roles on the board.
- Email sent to Sherilyn Boyles and Julia Reinboldt regarding their interest in the Communications Committee and the Social Committee.
- Telephone message to each as follow-up.
- Email to all residents on Feb 14 requesting ballot return for Declaration of Restriction changes.

Committee Reports:

ACC Committee:

[See VP/ACC Chair report]

Audit Committee:

Robert East was approved as Secretary during the meeting and will chair the Audit Committee.

Bylaws/Declaration Committee:

There is currently no Bylaws/Declaration Committee. Discussion that the BOD should report to the membership after all results are in from the ballots for the Declaration changes on 4/15.

Communications Committee:

- Chris suggested that we consider using another mail platform, to eliminate the current problems with some ISP's filters blocking the HOA emails as spam. He suggested MailChimp, which is free and secure (Intuit is the parent company).
- Discussion on whether to publish quarterly newsletters.
- Discussion of newsletter ideas: Calendar events, a spring self-assessment checklist, etc. Suggestion to aim for 2-3 pages, quarterly. Don't have too many "do this" items in a newsletter. Have fun things that will make people want to read it.

Landscape Committee:

- A planning meeting took place on 2/26/2024 to define the purpose and mission of this committee. Those present were Betty Overbey, Don Mills, Karen Mills, Janice Kuhns, Lynn Fellowes, Jeff Adams, Sherilyn Boyles, and Tom Rhodes. Betty Overbey is the BOD representative to the committee but suggested that the committee appoint a Chair to direct the functions of the committee.
- There was discussion to identify the scope of function of the committee.
 - 1.) Oversight/maintenance of the entrances at Nuckols Road and Cox Road and the other entrance on Village Run Drive.
 - 2.) Maintaining curb appeal of the neighborhood.
- The committee decided to focus on the entrances first, looking both at the landscaping and the maintenance. The plan was for the committee members to conduct a site visit on 3/3/2024 to develop recommendations back to the BOD.
- Don Mills asked what the BOD thought would be an acceptable cost for paint. Jess Engle made a motion for \$250.00 for paint; motion seconded by Patsy Ledford; motion passed by BOD.

Social Committee:
[No report]

Old Business:
[None]

New Business:

- Robert East - approved as Secretary.
- Norwood Scott asked to address the BOD, regarding the Proxy Form that was sent out. He stated that the form needed to be updated as the current one is incorrect.
- Thao Scott asked to address the BOD, with a question about the November audit, which was addressed.

MEETING ADJOURNED: 7:07 PM by Betty Overbey

OFFICER SIGNATURES:

Betty Overbey, President

Jess Engle, VP/ACC Chair

Patsy Ledford, Treasurer

Chris Rouse, Director at Large

The image shows four handwritten signatures, each written over a horizontal line. From top to bottom, the signatures are: Betty Overbey, Don Mills, P. Ledford, and Chris Rouse. The signatures are in black ink and are cursive in style.