

The Village at Innsbrook HOA
Board Meeting Minutes
February 7, 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
Director at Large:	Chris Rouse

Board Member Absent: Jerry Davis

Others Present: Brian Russell, David Fellowes, Nelson Diaz

Agenda:

- Meeting Called to Order: 6:05 PM - Confirmation of Quorum
- Next meeting: Wednesday March 6, 2024, at 6:00 pm
- Approval of Meeting Minutes: The January 3, 2024, Board Meeting Minutes were unanimously approved via email on January 22, 2024, after a motion by David Fellowes and a second by Patsy Ledford.
- Election of Officers: Board positions and roles/responsibilities were discussed. After a motion by Patsy Ledford which was seconded by Chris Rouse, the Board unanimously approved the following positions for the 2024 Board term:
 - Patsy Ledford – Treasurer
 - Betty Overbey – President
 - Chris Rouse – Director at Large
 - Jess Engle – VP/ACC Chair
 - Secretary – [vacant]

During the discussion, it became known that Jerry Davis was unable to fulfill his Board commitment due to unforeseen circumstances and thus will submit his resignation. A search for his replacement will commence for the role of Board Secretary.

President /Officer/Committee Reports:

PRESIDENT:



- Board mission, goals: Think about the mission/goals of the Board for this year and plan to discuss them at the March Board meeting.
- Committee volunteers: Committee needs and volunteers who signed up at the annual meeting were discussed. While conditioned on confirmation that the volunteers haven't changed their

minds since putting their name on the list, the following committees were established/staffed by unanimous vote after a motion by Betty Overbey and a second by Patsy Ledford:

- **Audit Committee:** Sophie Gutner, Kate Reedy, Beth Diaz, Jeff Adams (Board Secretary as chair)
 - **Communications Committee** (fka Newsletter): Julia Grace Reinbold (Board Director-at-Large Chris Rouse as chair)
 - **ACC Committee:** Brian Russell, David Fellowes, Jerry Davis, Joel Ledford, Don Mills, and Sherilyn Boyles (Board VP Jess Engle as chair)
 - **Landscaping:** Lynn Fellowes, Elaine Kirby, Janice Kuhns, Karen Mills, Tom Rhodes, Don Mills, Sherilyn Boyles, Jeff Adams (Board President Betty Overbey as chair)
 - **Social/Welcome Committee:** Sherilyn Boyles and Tena Freeman (Board Director-at-Large Chris Rouse as chair)
-
- ACC and Landscaping committees to meet within the next three weeks to define scope.
 - Chris Rouse to send out a notice regarding new BOD officers and the open position of Secretary. Chris to update the Village website with this info.
 - Board updates/ reports to be sent to the Secretary by the 28th of each month.
 - Next Audit committee meeting date to be confirmed once Secretary position has been filled.
 - Voting on changes to the Declaration of Restrictions remains open through March 15th. Three emails will be sent by Chris Rouse during that period to encourage members to send in their ballots. The first email will go out next week, with a second email at the end of the month, and a third around March 8.
 - Chris to send confirmation to the Communications and the Social/Welcome committees.
 - Patsy Ledford will be the point of contact for anyone interested in the Secretary role. Chris Rouse will send an email to the membership seeking a volunteer.
 - Revised Bylaws with member-approved changes will be ready for signature at the next Board meeting and then recorded with Henrico County.
 - Meeting room reservations at the Glen Allen Library need to be made at least one month in advance.

VICE PRESIDENT / ACC CHAIR:

RFIs

1.  **Canann Valley Court.** Request to approve 6' fence around back yard. Recommended approval subject to the fence being installed with the finished side of the fence facing outward towards neighboring property.
2.  **Canaan Valley Court.** Request for installation of programmable "trim lights" (LEDs) around trim/fascia of the home.

These RFIs were approved (with condition as stated on #1) by the Board after motion by Jess Engle and a second by Chris Rouse.

Declaration Violations

- There are two (2) home color change violations outstanding. The Board will refrain from taking further action until September 2024, which is ample time for offending members to cure the violations. Notification is pending on an additional member for the same violation and they will be given the same timeframe for curing.
- A color change violation in January was addressed with the homeowner agreeing to repaint the home a color that was approved through the RFI process. Verification of the repaint is pending.

TREASURER'S REPORT:

THE VILLAGE AT INNSBROOK HOA
MONTHLY FINANCIAL SUMMARY - JANUARY 2024

	Jan	Feb	YTD	BUDGET
INCOME				
# Dues Paid for CY	3		3	173
RECEIPTS				
Dues	225.00		225.00	12,920.00
Fines			-	40.00
Disclosure Packets			-	600.00
Int Inc Savings	7.45		7.45	75.00
TTL INC	232.45	0.00	232.45	13,635.00
EXPENSES				
<i>Financial/Legal</i>				
Bank Fees			-	20.00
Legal Fees	117.00		117.00	4,000.00
SCC Fees/DPOR			-	105.00
Insurance			-	3,000.00
<i>HOA Activity</i>				
Annual Meeting			-	2,500.00
HOA Expenses	120.00		120.00	550.00
<i>Office Expenses</i>				
Office Supplies	147.33		147.33	100.00
Postage/P.O. Box	293.70		293.70	400.00
Printing/Copying	685.95		685.95	350.00
Software/Website/Email	30.00		30.00	725.00
<i>Utilities/Maintenance</i>				
Electric	14.50		14.50	180.00
Phone	4.11		4.11	55.00
Landscaping	231.00		231.00	2,500.00
Repairs/Maint			-	100.00
TTL EXP	1,643.59	0.00	1,643.59	14,585.00
NET	-1,411.14	0.00	-1,411.14	-950.00
WELLS FARGO BANK				
Checking	5,435.67			
Savings	30,412.98			
TTL BANK BAL	35,848.65	0.00		

NOTES:

- 1) 4601 Breithorne opted out of dues payment.
- 2) Budgeted Dues: As one homeowner paid partial 2024 annual dues of \$55.00 in 2023 (leaving a balance of \$20), 2024 dues are budgeted at \$20 + (172 x \$75 = \$12,900) = \$12,920.
- 3) "HOA Expenses" includes welcome baskets for newcomers and block party expenses.
- 4) January: \$293.70 for "Postage/P.O. Box" = (\$138 for annual PO Box + \$155.70 for postage).
- 5) 01/31/2024: \$5,000 from the Wells Fargo Bank savings account was transferred into the Wells Fargo Bank checking account.

- 6) New Officers need to be added to the checking account as authorized signers. Patsy will coordinate a time to meet at the bank for this.

SECRETARY:

Nothing to report.

DIRECTOR-AT-LARGE:

Nothing to report.

COMMITTEE REPORTS:

None.

OLD BUSINESS:

None.

MEETING ADJOURNED: 8:20 pm by Betty Overbey

OFFICER SIGNATURES:

Betty Overbey, President

Betty Overbey

Jess Engle, VP/ACC Chair

Jess Engle

Patsy Ledford, Treasurer

P. Ledford

Chris Rouse, Director at Large

Chris Rouse