

The Village at Innsbrook HOA
Board Meeting Minutes
September 4, 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:

- Julie Wolford

Others Present:

- Bill Kunca
- Elaine Kirby
- Thao Scott
- Donna Orr
- Adam Lopez
- Evangeline Lopez
- Gina Windsor
- Don Mills
- Karen Mills
- Debbie Sietz
- Heba El-Shazli
- Anthony Gray
- Julia Reinbold

Agenda:

- Meeting Called to Order: 6:00 PM - Confirmation of Quorum – Welcome by President, Betty Overbey.
- Next meeting: Wednesday October 2, 2024, at 6:00pm
- Approval of Meeting Minutes. August 2024 Meeting Minutes were delayed with the agreement to approve by Sunday September 8.

President /Officer/Committee Reports:

PRESIDENT:

The following action has taken place during the month of August:

1. Letters sent to the two homeowners who had decisions pending related to house color

- violations. Copies of these letters were added to the Homeowner File and sent to HOA Board.
2. Communication with two different homeowners regarding problems they were experiencing with the maintenance of adjacent property.
 - Tall grass – the homeowner was given information on Henrico County resources. While the HOA encourages all homeowners to maintain their property, we do not have any ability to enforce it at this time. The grass has since been cut.
 - Removal of trees – this involves property in an adjacent neighborhood. The homeowner was referred to Henrico County Planning Commission and Brookland County Supervisor, Dan Schmidt to determine if a buffer was required between the two neighborhoods.
 3. Communication with Ociel Escalera at Greenline Landscaping regarding concerns with how the entrance properties are being maintained. He was sent both an email and a letter informing him that the HOA hoped to be able to complete the contract for this year but asking him to meet with a representative of the HOA to discuss concerns and how he planned to address them. There has been no response.
 4. Annual Meeting – preliminary planning (date of event, meeting place, preparation required)

Other involvement of the President will be included in Committee reports.

VICE PRESIDENT / ACC CHAIR:

RFIs

- 1] [REDACTED] – Replace deck with new composite deck boards. Same size deck and footprint. The current deck is original to the house. Voted on and approved unanimously via email as contractor was waiting to begin.
- 2] [REDACTED] – removal of 2 dead trees. Confirmed by an arborist that they are dead. Will replant with new trees. Voted on and approved unanimously via email as contractor was waiting to begin.
3. [REDACTED]
 - i) Replace lamp post light with matte black rectangular shape post light
 - ii) Remove blue lily turf liriopse and plant grass to extend grass area in backyard
4. [REDACTED] – Addition of a sunroom and extending deck out off back of house. Architectural drawings enclosed.
5. [REDACTED] – Remove 4 dying Leland Cyprus Trees and install 6' privacy fence along rear of yard.

Other

- Consulted with homeowner on replacing his existing backyard fence with a 6' privacy fence after the removal of dead trees between his and his back neighbor's property after removal of trees left his backyard wide open. He will submit an RFI if/when he's ready to proceed with the fence. Does not look to be an issue from my perspective provided the neighbor who shares the fence line with him isn't averse to it.

- I reached out to the homeowner that we discussed in August meeting with dead trees on property. They were aware and are making arrangements to have trees cut back or removed and were asked to submit an RFI before, for documentation.
- Reached out to homeowner regarding a garden flag that isn't in alignment with the HOA Architectural Guidelines. The homeowner acknowledged receipt of my email and would like to discuss this further at the September BOD meeting.
- I was contacted by homeowners at 4518 Village Run Drive, letting me know they had free firewood available to anyone who would like it. It is stacked beside their driveway.

Jess made a motion to approve RFI 3 i, ii, 4 and 5 with a second from Patsy. All present BOD members approved.

TREASURER'S REPORT:

INCOME AND EXPENSES

INCOME	
RECEIPTS	
Disclosure Packets	175.00
Int Inc Savings	1.56
TTL INC	176.56
EXPENSES	
Office Expenses	
Software/Website/Email	35.00
Utilities/Maintenance	
Electric	16.07
Phone	4.11
Landscaping	1,717.00
TTL EXP	1,772.18
NET	-1,595.62
WELLS FARGO BANK	
Checking	2,025.44
Savings	36,811.82
TTL BANK BAL	38,837.26

Notes

- In August, the monthly Intuit QuickBooks subscription cost increased from \$30.00 to \$35.00
- The August landscaping payments include three \$77.00 monthly charges (May, June and July) ($\$77.00 \times 3 = \231), plus a charge of \$1,486.00 for mulching ($\$231 + \$1,486.00 =$

\$1,717.00).

SECRETARY:

Minutes are up-to-date with signatures by all BOD members and published for homeowner review.

DIRECTOR-AT-LARGE:

- Updated website with Community Activities page
- Provided Disclosure package for 4606 Snowmass Rd
- Identified that 10836 Snowmass Ct sold off market for \$515,000
- Various responses to other topics ahead of this meeting
- Initiated discussion about Fall Newsletter; topics to include Social Activity plans

COMMITTEE REPORTS:

Bylaws/Declaration Committee:

- This committee is now being charged with defining responsibilities of the home owners to maintain their lot and structures and enforcement rights of the Association if any owner fails to adhere to their maintenance responsibility. This has been identified as an initiative by the BOD based on the frequent concerns expressed by homeowners. The committee consists of Debbi Seitz, Mila Liakhovitser, and Faruk Bilalagic with a Board member (Chris Rouse) currently organizing an initial meeting. Will report back to the BOD in October.

Landscape Committee:

- Discussion regarding the current landscaping contract, the irresponsiveness of the owner of the landscape company (Greenline Landscaping). Motion by Patsy to terminate the contract with Greenline with Jess second. Agreed to terminate the contract with Greenline and Betty will send the letter certified by September 7.
- Don to reach out to Glen Allen Landscape and Betty to reach out to someone else for the remainder of the year
- Neighborhood entrance signs were inspected by Don and recommends keeping the signs as is for now and plan to replace once they need it
- Thao and Norwood Scott were selected as Home of the Month
- Three wreaths for the entrances are proposed for each entrance for the holidays and is estimated at \$225 total; Motion was made by Chris Rouse not to exceed budget of \$250 with second by Patsy. Karen Mills volunteered to get the wreaths.

Audit Committee Report:

- Next meeting is October 25.

Social Committee:

Our Social Committee has planned multiple activities for the neighborhood using the survey as a

guide, but attendance has been low despite notifications in Chris Rouse's Village-wide emails, on the HOA website, and in the Facebook group "Neighbors in the Village".

SOLUTIONS

- Plan a social event each month with a different interest.
- Invite all Villagers instead of just a small interest group.
- Require RSVPs with a deadline.
- Notify neighbors by placing fliers in mailboxes in addition to emails, Facebook group, and website. Would Chris or Julie create and print fliers and walkers volunteer to distribute them? The flier can include the events through December.

EVENTS FOR REMAINING OF THE YEAR

- Walk around the Innsbrook Lakes - Saturday, September 21 @ 8:30 am
- Fall Yard Sale - Saturday morning, September 28
- Agatha Christie's Murder on the Orient Express - Saturday, September 28 @7:00 pm RSVP & TICKETS REQUIRED
- BBQ at Canaan Valley Cul-de-Sac RSVP & TICKETS REQUIRED - Saturday, October 12. Originally announced to be held at 6:00 pm; changed to 4:00 pm. Rain date Oct. 19; decision to be made the Wednesday prior to Oct. 12.
- Dinner at El Paso at Cox Road/Three Chopt Road - Tuesday, November 12 @ 6:30pm
- Christmas Caroling in the Village, Leader – Heba F. El-Shazli - December TBD; before dark.

Nominating Committee:

- Volunteers for the nominating committee to be recruited soon; start meeting in October. An email will be sent in October asking for HOA members interested in serving on the BOD for 2025 to contact the committee.

Welcome Committee:

- 10836 Snowmass Court – Debby will visit them later this week

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

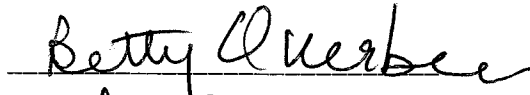
- Heba El-Shazli presented ideas for social activities for Village residents, such as a "Village Academy" with expert talks given by HOA members each "semester" (fall/spring), and a holiday "sing-along". These would be activities for next year, run by the 2025 Social Committee and then presented to the BOD.
- Bill Kunca, HOA member, concerning the approximately 20 large, healthy trees between The Meadows and The Village at Innsbrook being removed/clear-cut: he is seeking any supporting documentation that the HOA may have regarding proffers and agreements between the developer/builder of The Meadows and The Village HOA. It was suggested that he consult directly with the Planning Commission regarding his search for the original documentation on any such agreements.

- Adam Lopez, seeking information on a letter sent to him by the HOA, but which he has not yet received. He also had questions and concerns about the HOA restriction against political signs/flags.
- Elaine Kirby requested the BOD send out another reminder to the HOA members reminding them of the HOA Declaration of Restrictions and Architectural Guidelines prohibition against political signs and flags.
- Thao Scott: Suggestions for the BOD to pay more attention to detail, and to communicate more changes in the newsletter.

MEETING ADJOURNED: 8:10 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

