

The Village at Innsbrook HOA

Board Meeting Minutes

December 2, 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] Patsy Ledford
Director at Large: Chris Rouse

Board Member Absent:

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Others Present:

- Jason Engle
- Karen Mills
- Don Mills
- Donna Orr
- Richard Orr

Agenda:

- Meeting Called to Order: 6:00 PM - Confirmation of Quorum – Welcome by President, Betty Overbey.
- Next meeting: Wednesday January 8, 2025, at 6:00pm
- Approval of Meeting Minutes. November 2024 Meeting Minutes were approved by vote after motion to approve by _Betty Overby and seconded by Jess Engle.

President /Officer/Committee Reports:

PRESIDENT:

Village Entrance landscaping:

I met with Steve Yob, Henrico Deputy County Manager on 11/22/2024 at the Nuckols Road entrance to look at the current landscaping and discuss proposed changes to be funded under the County Beautification program. We discussed considerations including native, slow growing and draught resistant plants. Mr. Yob planned to review his assessment of the area and provide feedback in the coming weeks. Once we receive his recommendations, the Landscape Committee will be able to move forward obtaining 3 quotes from landscape companies. There has been discussion with Don Mills regarding the timing of new planting.

Also learned from Mr. Yob that the current crosswalk at Nuckols and Snowmass Road was not constructed according to Code and will need to be reconstructed, but that will not occur until 2026. When that does occur, it will be necessary for the plants adjacent to the sidewalk to be removed and replaced. With that in mind, it may be better to wait to replace those particular plants.

2025 Annual Meeting Planning:

- Work on Annual Packet Content
- Annual Meeting Agenda
- Board Reports
- Preparation of packets
- Deadline for mailing /email

VICE PRESIDENT / ACC CHAIR:

RFIs

1. [REDACTED] – Removal of dead pine tree in backyard. Voted by email as contractor was ready to start. Approved.
2. [REDACTED] - Removal of dead oak tree from backyard, confirmed by arborist that it is dead. Waiting on actual RFI paperwork--homeowner was giving courtesy heads-up.
3. [REDACTED] – Installation of permanent Christmas Lighting under front soffits and extend deck to go between the hot tub and house, removing railing and replacing with steps.

Other

- Disclosure packet:
 - 10812 Snowmass Ct – provided Chris with inspection report. No violations observed.
 - 10720 High Mountain Ct – provided Chris with inspection report. No violations observed.
- Provided mailbox post paint for one house – 10713 Squaw Valley Pl – Thao and Norwood Scott
- Received inquiry from a homeowner about the wooden boarder separating the gardens of 4528 and 4530 Village Run Dr. I reached out to both homeowners regarding those boards installed (12” high natural wood) and learned they were put up to prevent plants from spreading between their two yards. 12” divider boarders are not considered a fence and the homeowner who did install the boards did show her neighbors what she intended to do before installing, and they were “onboard”.

Jess made a motion to approve RFIs above, with a second from Chris. All BOD members approved.

TREASURER'S REPORT:

INCOME AND EXPENSES – NOVEMBER 2024

INCOME	
RECEIPTS	
Disclosure Packets	525.00
Int Inc Savings	0.93
TTL INC	525.93
EXPENSES	
Financial/Legal	
SCC Fees/DPOR/Taxes	80.00
HOA Activity	
HOA Expenses	358.00
Office Expenses	
Software/Website/Email	91.16
Utilities/Maintenance	
Electric	16.78
Phone	4.20
Landscaping	243.00
Repairs/Maint	5,447.75
TTL EXP	6,240.89
NET	-5,714.96

NOTES:

- **Transfer:**
 - A transfer of \$15,000.00 was made in November from the savings account to the checking account, to prepare for the entrance signs replacement and annual meeting expenses.
- **Income:**
 - Three disclosure packets were provided in November (at \$175.00/ea. = \$525.00).
- **Expenses:**
 - The annual DPOR application fee of \$80.00 was paid in November.
 - Per an approved email motion made by Patsy on 11/02/2024, and seconded by Jess, a payment of \$358.00 was made to Don Mills to reimburse him for the same amount received previously into the HOA savings account for the BBQ event that he and Karen hosted in October.
 - For "Software/Website/Email" in November, in addition to the monthly Intuit QuickBooks charge of \$35.00, a payment of \$56.16 was made to Network Solutions, for the HOA annual domain name renewal. (\$35.00 + \$56.16 = \$91.16)
 - A payment of \$243.00 was made to Tony Pulliam for landscaping/maintenance.
 - A payment of \$5447.75 was made to Woodcraft Sign Shop for the replacement of the two entrance signs.

SECRETARY:

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DIRECTOR-AT-LARGE:

- Prepared Disclosure Package for 10812 Snowmass Ct
- Prepared Disclosure Package for 10720 High Mountain Ct
- Compiled ballots to date for changing to 2/3 approval for Declaration Changes
- Responded to inquiry from Meadows about entrance; no return call
- Communication to residents about Holiday events created and sent; 66.7% opened

COMMITTEE REPORTS:

Bylaws/Declaration Committee:

- Compiling ballots that were received for 2/3 approval for Declaration changes

Landscape Committee:

Audit Committee Report:

- The Audit Committee met on Nov. 19 at 7:00 p.m. at the home of Patsy Ledford. The Committee reviewed the financial reports for Q3 2024. All records and reports were in order, and no discrepancies were found.
- The next Audit Committee meeting is scheduled for Jan. 21 at 7:00 p.m. at the home of Patsy Ledford.

Social Committee:

- El Paso dinner held on November 12
- Open House Cookie Social on December 7
- Christmas Caroling December 16

Nominating Committee:

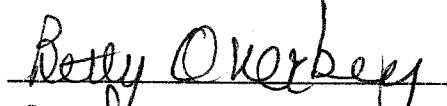
- Need to find volunteer

OLD BUSINESS:

MEETING ADJOURNED: 7:10P M by Betty Overbey

OFFICER SIGNATURES:

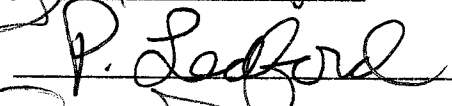
Betty Overbey, President



Jess Engle, VP/ACC Chair



Patsy Ledford, Treasurer



Chris Rouse, Director at Large



Julie Wolford, Secretary

