

**The Village at Innsbrook HOA
Board Meeting Minutes**

November 1, 2023

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

Board Members Present:

President	David Fellowes
Vice-President	Brian Russell
Secretary	Betty Overbey
Treasurer	Patsy Ledford
Director at Large	Nelson Diaz

Others Present: None.

Agenda:

- Meeting Called to Order: 6:00 PM – Confirmation of Quorum – Welcome by President, David Fellowes.
- Next meeting: Wednesday, December 6, 2023, at 6:00 PM, Glen Allen Library
- Approval of Meeting Minutes. The minutes of the **Regular Meeting of the Board held on October 3, 2023** were reviewed. After a motion to approve by Dave and seconded by Brian it received unanimous approval by the Board of Directors.

President /Officer/Committee Reports:

PRESIDENT:

The Annual Meeting will be held on **January 27, 2024**, at The Place at Innsbrook.

- Recommended Guests Speakers: Dan Schmitt (Betty to follow up), Wildlife (Dave to follow up), Arborist (extension, Lewis Ginter) (Nelson to follow up)
- Membership Package: Draft template is ready; Declaration/Bylaw changes to be added.
- Presentation: template will be ready at our next meeting.
- Mailing: Mail out first week of January.

VICE PRESIDENT / ACC CHAIR:

RFIs

1. [REDACTED] Village Run Drive
 - Tree Removal: request to remove a dead oak tree in the front yard.
2. [REDACTED] Canaan Valley Court
 - Tree Removal: request to remove two crowded oak trees in the back yard and one oak in the front yard that is leaning over the driveway.

Brian made a motion to approve the above RFIs, with a second from David. All BOD members approved.

Other

Provided mailbox post paint to [REDACTED] Snowmass Rd.

TREASURER'S REPORT:

1. INCOME AND EXPENSES

OCTOBER	
INCOME	
RECEIPTS	
Disclosure Packets	0 20.00
Int Inc Savings	8.30
TTL INC	208.30
EXPENSES	
Financial/Legal	
Legal Expense	1053.00
SCC Fee	25.00
Office Expenses	
Software/Website/Email	30.00
Utilities/Maintenance	
Electric	13.89
Phone	4.89
Landscaping	77.00
TTL EXP	1,203.78
NET	-995.48

Checking	783.15
Savings	39,165.67
TTL BANK BAL	39,948.82

2. Payment for an invoice from Chadwick, Washington in the amount of \$1,053.00 for legal services was approved and the check was signed in October.
3. Payment for the invoice from the State Corporation Commission in the amount of \$25.00 for the annual registration fee was approved and paid by debit card in October.
4. Will have draft budget at the next meeting.

SECRETARY:

- Received proposals from The Place at Innsbrook and The Hilton Garden Inn for the Annual Meeting in January 2024. These were both shared with the BOD. Based on the two estimates, Betty Overbey made a motion to accept the proposal from The Place and approve use of the debit card for payments. Seconded by Nelson. All approved.
- Continued communication with Dan Schmitt regarding upgrades to the Nuckols Road entrance that will allow visibility of The Village entrance sign. Mr. Schmitt has come back with

information regarding a change in the location of the traffic control box that should solve the problem without The Village at Innsbrook incurring an expenditure that would cost an estimated \$5,000 or more for proposed changes to the sign and new landscaping.

DIRECTOR-AT-LARGE:

- Continued to update the Current Address spreadsheet.
- Communicated with members about fall landscape updates, volunteering for the 2024 HOA board, dog owners' responsibilities, foxes, mailbox repair
- Visited a homeowner to view possible fox lair in storm drain behind her home
- Discussion of Gmail account problems. The decision was to break down the number of mailings sent at a time.

COMMITTEE REPORTS:

Audit Committee Report:

The Audit Committee will hold the next meeting on 11/02/2023 to review the two most recent quarters of financial records. This was changed from 10/24/2023 due to conflicting schedules of committee members.

Hospitality Committee:

Patsy volunteered to host another Cookies and Cocoa Open House for the community on December 2, 2023. Notice to be sent out on or about 11/18/2023 and on 11/29/2023.

Bylaws/Declaration Committee:

The committee meets weekly (Wednesday at 4pm at Glen Allen Library) and is making great progress. The Architectural Guidelines (including color changes) is close to being final for Board review and approval. Next is to review top items for inclusion in the Declaration along with ability to assess fees for violations. That will be followed by Bylaw changes. Still on track for recommendations to the Board and ultimately membership approval (as needed) at the annual meeting.

Nominating Committee:

The Nominating Committee has met several times, has approached Members about the possibility of serving on the BOD in 2024, and so far, has identified one candidate for the three open slots.

OLD BUSINESS:

- Nuckols Road entrance sign. This was discussed in the Secretary's report.

NEW BUSINESS

- Discussed changes in Dispute Resolution policy consistent with legal counsel ----Motion Patsy, 2nd Nelson, approved.
- Commercial vehicles. Both our Declaration of Restrictions and Henrico ordinance restrict parking of commercial vehicles on the streets or in any lot. There was discussion on recent

home buyer enquiry to park a food/beverage rig in the driveway, or in the garage with a modified entrance, or along the side of the home. In consultation with Henrico County officials, it was confirmed that such vehicle would not be permitted. An existing homeowner who parks a commercial vehicle in the community will be addressed.

- The homeowner of [REDACTED] Breithorne Ct. has requested to donate an amount to the HOA equivalent to the amount of the annual dues, but does not want to belong to the HOA. It was determined that, due to a historical sequence of events, this is permitted, for this property. (The house at this address was sold by the developer to the original owner after the Declaration of Restrictions for The Village at Innsbrook was legally filed, but before the HOA was legally created.) With non-member status, the property owner has no voting rights, and no admittance to the annual meeting - but an attorney has confirmed in the past that legally they still have to abide by the Restrictions.

MEETING ADJOURNED: 7:01 PM by David Fellowes

OFFICER SIGNATURES:

David Fellowes, President
Brian Russell, VP/ACC Chair
Patsy Ledford, Treasurer
Nelson Diaz, Director at Large
Betty Overbey, Secretary

Board approved at 12/6
Board Meeting
Signatures on file