

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

January 3, 2024

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

Board Members Absent: None

Others Present: Chris Rouse, Jess Engle

Agenda:

- Meeting Called to Order. 6:05 PM, Confirmation of Quorum – Welcome by President, David Fellowes.
- Approval of Meeting Minutes. December 6, 2023, Meeting Minutes were approved by vote after motion to approve by David Fellowes and seconded by Nelson Diaz.
- Next Regular Meeting. Wednesday, February 7, 2024 @ 6:00 PM at the Glen Allen Library (location may change)

President /Officer/Committee Reports:

PRESIDENT:

- Architectural guidelines. The updated guidelines (attached to minutes) were discussed. They were approved by unanimous vote after a motion to approve by David Fellowes and a second by Nelson Diaz. The updated guidelines will be posted on the website and email notification will be sent to members. The spectrum of colors and an exception will be included in the membership poll at the annual meeting for inclusion in the Declaration. .
- Annual meeting notice package: The annual meeting will be held at The Place at Innsbrook, Saturday January 27, 2024, 8:30 a.m. to 10:30 a.m. The draft annual meeting notice package was reviewed, including agenda, proxy and ballots for bylaws and declaration changes, membership poll and 2024 assessment. The objective is to have the package finalized and sent out on Monday, January 8. Friday, January 12, will be the latest they can be mailed to satisfy the Meeting Notice requirements.
- The Board agreed to the following:
 - Content of the draft annual package as reviewed.
 - Updates will be made to the website (once the package is mailed) to include meeting date, time, and location; PDF of the annual notice package; and proxy form.
 - Bylaw change ballots will include changes to member notifications (to allow in-person

delivery and email notification), updates to the ACC function reflecting how it has operated over the years, and updates to the proxy form.

- Declaration change ballots will include the ability to impose fees for violations, terms for amending the Declaration, and rental/lease restrictions to avoid erosion of property values.
- Membership polling will include consolidation and restatement of the Declarations (currently in 3 parts), inclusion of the spectrum of colors permitted, and an exception for existing HOA-approved homes currently outside of the color spectrum.
- Annual meeting logistics: Betty and Patsy will coordinate.
- Patsy will coordinate the mailing of the notice.

VICE PRESIDENT / ACC CHAIR:

RFIs

1. [REDACTED] Squaw Valley Place
 - Exterior Paint: A revised RFI to paint the siding SW6239 (Upward) was received and approved by email Board vote on December 7, 2023.
2. [REDACTED] Village Run Drive
 - Solar Panels: received plans from Top Tier Solar Solutions with a request for any additional information needed for project approval. Responded to the installer and homeowner with the RFI form needed for HOA approval and reminded both parties that mature tree removal to facilitate solar will not be approved.

Other

- Violation of the Declaration. [REDACTED] Snowmass Court. The home paint color was changed without HOA approval, which violates the Declaration. A certified letter will be sent notifying the homeowner of such violation and that remediation action is required.

TREASURER’S REPORT:

1. INCOME AND EXPENSES

DECEMBER	
INCOME	
<i>RECEIPTS</i>	
Int Inc Savings	7.47
TTL INC	7.47
EXPENSES	
<i>Financial/Legal</i>	
SCC Fees/DPOR	80.00
<i>HOA Activity</i>	
Annual Meeting	600.00
<i>Office Expenses</i>	

Software/Website/Email	30.00
Utilities/Maintenance	
Electric	14.37
Phone	4.11
TTL EXP	728.48
NET	-721.01

Checking	2,079.26
Savings	35,180.53
TTL BANK BAL	37,259.79

2. Payment for the annual DPOR fee was made by a check, signed and sent in November, and deposited by DPOR on 12.01.23.
3. The downpayment of \$600.00 for the annual HOA meeting at The Place at Innsbrook was approved at the November meeting, to be made by debit card.
4. The Secretary approved the upcoming electronic payment of the annual Microsoft 365 Business Basic subscription for 6 licenses.

SECRETARY:

Dan Schmitt, County Supervisor, is confirmed to attend and present at the annual meeting. It has been requested that he provide updates on activity and growth on the other side of Cox Road, which – although it is in the Three Chopt District - has an impact on our neighborhood.

DIRECTOR-AT-LARGE:

2023 Home Sales Averages.xlsx

A	B	C	D	E	F
		Avg \$	Avg \$/SF		
2023 Averages		\$471,625	\$216		
Change from Prior Year		Ave\$	Ave\$%chg	Ave\$ SF chg	Ave \$ SF chg%
		(-\$19,265)	(-4%)	(-\$3)	(-1%)

2023 Home Sales.xlsx



A	B	C	D	E	F	G
Address			Date	Price	sf	\$ per sf
4635 Snowmass Road			10.31.23	\$485,000	2,261	\$225
10801 Canaan Valley Court			8.25.23	\$475,000	2,171	\$219
4808 Snowmass Road			12.01.23	\$466,000	2,156	\$217
4804 Snowmass Road			6.15.23	\$460,500	2,151	\$204

BOD report - Director at Large - Jan. 3, 2024

1. Continued to update Current Address Spreadsheet.
2. Summarized and created analysis of 2023 home sales in The Village at Innsbrook.

- 3. Communicated with membership regarding leaf removal options.
- 4. Communicated with homeowner regarding emergency fallen tree removal and recommendations for plumbing company.

COMMITTEE REPORTS:

Bylaws/Declaration Committee:

The work of the committee has been completed with recommendations made to the Board on changes to the Architectural Guidelines and Declarations. Bylaw changes were left to the Board to revise, given their knowledge of how the Board operates. (All changes were discussed as part of the annual package above).

The committee may be re-formed with the new Board starting in February. These updates would not have been possible without the endless hours of hard work by the committee. A huge thanks go to Debbi Seitz, Elaine Kirby, Janice Kuhns and Board members Patsy Ledford and Brian Russell.

Audit Committee Report:

The next quarterly Audit Committee meeting will be held on Jan. 9 at 7:00 pm.

Hospitality Committee:

Beth Diaz welcomed three new neighbors with welcome baskets in December.

Nominating Committee:

The Nominating Committee has identified a fifth potential and probable nominee for the 2024 BOD, thus filling the slate of nominees.

OLD BUSINESS:

Traffic control box work by Henrico County continues at the Nuckols Road entrance.

MEETING ADJOURNED: 8:10 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



The Village at Innsbrook HOA
Architectural Guidelines

This document is a combination of key Restrictions (from the Declaration of Restrictions) and Board-approved Architectural Guidelines (collectively the “Neighborhood Architectural Guidelines”) that will help determine if a desired exterior improvement/change to your property will be acceptable and approved by the HOA through the [Request for Improvement](#) (RFI) process. *Any change to grandfathered improvements, to include repainting or replacement, will require approval via the RFI process.*

Refer to the [Bylaws/Restrictions](#) page for additional information as needed. Topics covered include:

Painting your home	Sheds
Doors (home, garage, shed and storm doors)	Siding Material
Driveways	Signs
Fences	Solar Panels
Landscaping	Swimming Pools
Mailboxes and Posts	Tree Removal
Other Exterior Changes	Walkways
Portable AC Units	Windows
Roof Shingles	

Painting your home

If you want to paint or stain your home (siding, trim, corner posts, fascia, etc.) you need to choose a color that has an LRV of less than 72, and falls within the spectrum of the colors shown on Sherwin Williams [WoodScapes Exterior Acrylic Solid Color House Stain](#) color chart¹.

- Stain or paint brand does not have to be Sherwin Williams.
- Wood stain or exterior paint is to be used for siding.
- White paint may be used for trim, gutters, end posts, and fascia boards.
- The paint sheen is to be satin, matte, or eggshell. Semi-gloss is acceptable for trim and gutters, while high gloss is acceptable for front/side entrance doors.
- Fascia, corner posts, gable vents, and gutters are to be the same color as the siding or the trim.
- All the trim must be the same color.

When requesting to paint your home, please follow these steps:

1. Submit a Request for Information (RFI) form for approval, along with a sample (swatch) of the proposed color(s).

¹ When clicking on the WoodScapes link above, scroll down to the “Solid Color” section (48 colors). As colors vary online, email vp@thevillageatinnsbrook.com or stop by your local Sherwin Williams store for a printed brochure.

2. Identify the requested color(s) on the RFI form by brand, specification number, color name, LRV, and whether stain or paint (e.g., Sherwin Williams SW 3040, Cottonwood, LRV 46, stain). If paint, note the sheen.
3. If not a Sherwin Williams brand, please reference the Sherwin Williams paint color that your brand choice most closely matches.
4. Painting a small three-by-two-foot inconspicuous area of siding on your home may be required as part of the review and approval process.
5. If the requested color falls within the acceptable color spectrum range, and other requirements are met, the RFI will be approved.

Doors (front, side, rear, garage, shed and storm doors)

Any change to the color or style of a door that's visible from the street requires an approved RFI.

- Front, side, and shed doors are to be in the same transitional style as the house and follow the same color scheme as described in the Color Changes section above – or a natural wood stain.
- Storm doors are to be a full-view, glass-panel door with the frame the same color as the trim or the entrance door.
- Garage doors should be either the color of the siding or the trim. Flat- or flush-panel doors are recommended. Windows across the top panel of the door as shown at this [link](#) are acceptable.

Driveways

- Brown exposed aggregate concrete is the preferred choice for driveways.
- Materials such as asphalt, neutral concrete, and brown (pea) gravel are also acceptable for driveways. All driveways and extensions should have the same material throughout (either all exposed aggregate, or all asphalt, etc.). No combinations such as pea gravel and asphalt will be permitted.

Fences

Fences shall generally be limited to no more than 42 inches in height. Fences up to 72 inches (e.g., a privacy fence) may be approved, based on a review of potential impact on neighboring property and aesthetics of the neighborhood.

- No fence shall be permitted in the front yard of any lot (between the building setback line and street line).
- Only fences of pressure-treated or engineered wood (stained/painted a natural wood tone or unstained) will be permitted. Chain link, vinyl, fiberglass, lattice, or other materials are not acceptable and will not be allowed.
- All fence materials shall be installed with the finished side facing away from the lot (i.e., framing members on the homeowner's side of the fence), except for double-faced or shadowbox styles where both sides of the fence are the same.

- Split rail fences with wire mesh (coated or uncoated) applied to the inside are generally permitted, provided the wire or mesh is not easily visible from the street.
- No dog pens or runs will be approved.

Landscaping

Material landscaping changes require an RFI and HOA approval (e.g., replacing the grassed front yard with mulch, hardscaping, adding large stones/boulders, etc.).

Mailboxes and Posts

Mailboxes shall satisfy the published [Mailbox and post specification](#). The post is to be painted with Sherwin Williams Semi-gloss Exterior Latex SW7071 "Gray Screen" paint (email vp@thevillageatinnbrook.com for paint). Nailed-on or stuck-on numbers and/or letters or post caps are not permitted. See [Mailbox and Post References](#) for pictures of what is acceptable and what is not.

Other Exterior Changes

Any exterior, permanent/fixed changes not mentioned in these guidelines, including lighting fixtures, lamp posts, awnings, front porch railings, flower boxes, pergolas, flag poles, etc. require an RFI.

Portable AC Units

No portable air conditioning units will be placed in any window of a dwelling or other building if visible from a public street.

Roof Shingles

Replacement roof shingles are to be Asphalt Architectural / Dimensional type shingles. Color changes require HOA approval.

Sheds

Sheds may be installed in the backyard of a homeowner's property. The shed must be consistent with the architectural style of the houses in the Village, including the following elements:

- Horizontal siding made of the following materials: Western Red Cedar beveled/overlay siding (1" x 8") OR Hardie Plank fiber cement lap siding. For more details, please refer to the section above titled "**Siding Material.**"
- Main color of shed and trim matches main color and trim of the house.
- Roof shingle style and color match those of the house.
- Window style is consistent with that of the house.
- Door style is consistent with that of the house.

A sketch/plat of the planned position of the shed on the lot should be submitted with the RFI and must include the dimensions of the shed (length, width, and height of the main structure), the dimensions of the roof (height and pitch) and dimensions of a ramp, if applicable. Approval of the RFI consists of approval of the shed appearance, shed location on the property, and shed dimensions in proportion to the overall size of the lot. Please note that Henrico County also has regulations regarding sheds such as minimum distance from property line and overall square footage. It is the responsibility of the property owner to know and to abide by these requirements.

Siding Material

Replacing the siding material with something OTHER than what's on your home or detached building such as a shed and/or a garage requires HOA approval. There is not to be any partial replacement of siding unless replaced with the same type of material currently installed. The only siding materials (replacement or additions) which will be approved for use on homes and detached buildings such as sheds and garages are **Western Red Cedar** bevel 1"x8" wood siding (original/traditional construction material) or Hardie Plank brand fiber cement lap siding manufactured by James Hardie Industries. No other brand of fiber cement siding will be approved. Additionally, no vinyl siding will be approved.

In addition, the following restrictions will be placed on the use of **Hardie Plank lap siding**:

- Hardie Plank's "Select Cedarmill" product with a thickness of 5/16" and width of 7.25" is the only type of Hardie Plank siding that will be considered for approval to replace existing siding. Other types such as Smooth Hardie Plank and Beaded Hardie Plank siding will not be approved.
- Mixing cedar siding and Hardie Plank lap siding on the exterior walls of structures (houses, sheds, etc.) will not be approved due to a difference in the thickness of the boards and the obvious visual differences that would result. The entire structure under construction or remodeling (all sides collectively) must be either all cedar siding or all Hardie Plank lap siding. There will be no exceptions to this restriction.
- Hardie Plank lap siding must be installed in accordance with the manufacturer's current installation requirements. In addition, the lap siding may be installed on flat vertical wall applications only, cannot be used in fascia or trim applications, and must be installed using the "blind nailed" method.
- Factory primed (unpainted) types of Hardie Plank will require on-site painting with 100% acrylic paints. The staining of Hardie Plank is not approved. ACC approval in advance is required for the acrylic paint color selected for the siding color. The paint colors must conform to community standards. (Refer to "Color Changes" above)
- ColorPlus (factory painted/coated) versions of Hardie Plank will be approved. The choice of the "ColorPlus" siding color must be approved in advance by the ACC. Colored finishes must conform to community standards. (Refer to "Color Changes" above)
- HardieTrim may be used to replace all trim on a structure, without replacing the siding on the structure. Similarly, Hardie Plank lap siding may be used to replace all siding on a structure without replacing the trim on that structure.

- It is recommended that contractors selected to install Hardie Plank siding be a James Hardie Preferred Remodeler ([23060 Siding Contractors | James Hardie](#))

Signs

No sign of any kind, including political endorsements (signs/flags), shall be displayed to the public view on any lot, except for one sign of not more than four (4) square feet advertising the property for sale or rent, displaying the contractor's name while work is being done, or a security company sign not more than 80 square inches meeting the criteria below.

- "For Sale" signs are not to be displayed beyond the house sale closing date.
- "For Rent" signs are not to be displayed beyond the date that a rental contract is signed.
- "Contractor" signs are not to be displayed beyond the completion of associated work.
- A single "Security Company" sign is permitted in the homeowner's yard located either adjacent to the driveway, near the front entrance of the main dwelling, or displayed in a window of the home.

Solar Panels

- Flush-mounted roof panels are allowed, provided visible equipment matches the roof color. Ground-mounted panels are prohibited.
- Installer-provided shop drawings and product data along with property plot are to be submitted with the RFI for review.
- Any tree trimming or removal as part of the solar panel installation shall be clearly noted in the RFI. Removal of select trees will be considered on a case-by-case basis.

Swimming Pools

- Above-ground swimming pools are not permitted.
- In-ground swimming pools require RFI approval and shall not be located nearer to a street line than the rear building line of the dwelling and must comply with Henrico County guidelines.

Tree removal

- No trees over six (6) inches in diameter (healthy, diseased, or dead) shall be removed without RFI approval.
- If a dead tree poses an immediate danger, notify the ACC while you take steps to mitigate the danger.
- All stumps in the front yard or visible from the street must be ground below ground-level within thirty days of tree removal.
- Planting native trees to replace those taken out is strongly encouraged.

Walkways

- Walkways to front doors and side gate/door require approval and are to be less than 42-inches in width.
- Material shall be the same as the driveway, except that pea gravel is not permitted.

Windows

Windows are to be the same style (casement or double-hung) as the existing home windows. New and replacement windows require an RFI.

- Fiberglass, Vinyl and Aluminum clad may be acceptable replacements for wood windows and doors, provided they look like the original.