

The Village of Innsbrook Homeowners Association  
Board Meeting Minutes from January 4, 2018

Directors Present: David Fellowes, President  
Brian Perryman, Director-at-Large  
Dave Frimpter, Treasurer  
Melissa Gay, Secretary

Others Present: Elaine Kirby, Homeowner; Debbi Seitz, ACC Committee member

1. Meeting called to order by David Fellowes at 6:05 pm, 4301 Dominion Blvd., Glen Allen, VA.
2. Next meeting: Thursday, February 1 at 6:00 pm, 4301 Dominion Blvd., Glen Allen, VA.
3. Meeting Minutes: Minutes for December 2017 approved.
4. President's Report: Annual Meeting. Invitation packages mailed to HOs 12/29/17.
5. Director At Large Report:
  - a. Inspected [REDACTED] Village Run Drive for disclosure package. Passed. House sold and anticipated close date is 2/13.
  - b. Delivered disclosure package to [REDACTED] Village Run Drive. For Sale By Owner.
6. ACC Report:
  - a. RIF for HO at [REDACTED] Canaan Valley Court approved in December.
  - b. [REDACTED] Village Run Drive – 12/12/17 Jan and Debbi visited to perform inspection for the release of Disclosure Package
  - c. [REDACTED] Village Run Drive – 12/15/17 Debbi visited to perform inspection for the release of disclosure package
  - d. Both [REDACTED] and [REDACTED] were compliant with HOA guidelines. Director-at-large was notified to release Disclosure Package.
7. Treasurer's Report:
  - a. Revenues for Dec: \$ 8.61
  - b. Expenses for Dec: \$30.01
  - c. Finished the year in the black: \$1,624.12
  - d. Submitted actuals 2017/budget for 2018. Ready for annual meeting.
  - e. One HO has not paid 2017 dues.
  - f. President/Treasurer discussed upcoming expense events: common area maintenance contract, website domain name renewal, and annual charge for email services. More discussions will be held in January.
  - g. A motion was made to approve Dec/Jan expenses. All approved.
8. Block Captains: HO Diane Minear sent out a request for volunteers to manage tables at annual meeting. Three volunteers have stepped up.
9. Hospitality Committee: Jan Vlastic is on leave, returning in April. Debi Seitz volunteered to cover hospitality duties until then. Thanks, Debi.
10. Audit Committee: 4<sup>th</sup>Q/17 meeting to be scheduled for February 2018.

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11. Nomination Committee: Two director positions are open. Board to ask for volunteers at annual meeting.

12. Old Business: Nothing to report.

13. New Business:

- a. Discussion held about 4509/4515 Thorncroft Drive. These properties abut HOs on Village Run Drive. Developer plans to request rezoning of property from a A-1 to R-2AC and build 5 single family units. President stated plans must be made to assure HOs are aware to developers meeting (1/9) and the county's rezoning meeting (1/11).
- b. Request submitted for board members to remind HOs to be considerate of neighbors when installing and using flood lights.
- c. Suggestion was made to develop instruction/training on the care of cedar siding. President notes perhaps idea may be incorporated into spring cleaning effort.

14. Guests – No guests

Meeting Adjourned at 7:10pm

| Name                              | Signature         |
|-----------------------------------|-------------------|
| Dave Fellowes, President          | Signature on file |
| Dave Frimpter, Treasurer          |                   |
| Brian Perryman, Director-at-Large | Signature on file |
| Melissa Gay, Secretary            | Signature on file |