

The Village of Innsbrook Homeowners Association
Board Meeting Minutes from August 9, 2018

Directors Present: David Fellowes, President
Danielle Fouche Leonard, VP/ACC Chair
Mike Hamway, Treasurer
Brian Perryman, Director-at-Large
Melissa Gay, Secretary

Others Present: Jan Vlastic, Hospitality Committee

1. Meeting called to order by David Fellowes at 6:11 pm, 4301 Dominion Blvd., Glen Allen, VA.
2. Next meeting: Thursday, September 6 at 6:00 pm, 4301 Dominion Blvd., Glen Allen, VA.
3. Meeting Minutes: Minutes for July approved in meeting.
4. President's Report:
 - a. David Fellowes announced he is stepping down at the end of the year. Team discussed launching a nominating committee next month to identify candidates for board officers for 2019.
 - b. A board member is working with a contractor to create convenient HO options for replacing mailbox posts. Options being explored are:
 - i. Expand existing building template to show post components for DIY home owners,
 - ii. Offer packages for purchase
 1. Precut and pre-painted posts for DIY home owner to install
 2. Installation package, including post and contractor installation.
 - c. Discussed issue and dispute resolution which requires county interaction, for example: property damage from car hitting basketball hoop in cul-de-sac. Will add Henrico County community contact information on the website for references.
5. Director At Large Report:
 - a. No request for disclosure packages submitted this month.
 - b. Reached out to block captains to ask (again) for interest in role of block captain coordinator. Will send a second email. Danielle Fouche Leonard suggested the board send email to *all* home owners. It was suggested that "block captain coordinator" be added to list of positions needed for the new board.
6. ACC Report:
 - a. [REDACTED] Snowmass Road RFI request. Remove dead tree. Approved by board.
 - b. [REDACTED] Squaw Valley Court RFI request. Permission to install a 10x10 Home Depot shed. Not approved as additional information in needed from the HO.
 - c. [REDACTED] Village Run Drive RFI request. Add trees to front and backyard. Approved by board.
 - d. HO purchased gallon of mail post paint on sale at Benjamin Moore on behalf of HOA. ACC asking board to reimburse the HO.

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7. Treasurer's Report:

- a. Revenues for July: \$ 492.72
- b. Expenses for June: \$ 21.92
- c. Ongoing estimated monthly expenses:
 - i. Accounting \$ 5.00
 - ii. Telephone 4.00
 - iii. Utilities 13.00
- d. Sent out fifteen "second" invoices to delinquent accounts on 7/7
 - i. 6 paid (5 paid the \$20 late fine.)
 - ii. 8 remaining (Brian Perryman will send an email reminder)
- e. Approved expenses
 - i. Tom Rhodes/mail post paint \$44.69
 - ii. Green Line Landscaping/May-June landscape maintenance \$116.00

8. Block Captains: nothing to report

9. Hospitality Committee:

- a. On June 7 Jan welcomed new HO at [REDACTED] Village Run Drive to the neighborhood.

10. Audit Committee:

- a. Melissa Gay was asked to set up next audit committee meeting. Date tbd

11. New Business:

- a. HO Jan Vlsaic suggested the board include in their informational email a note for HOs to take pride in their neighborhood and be considerate of neighbors by:
 - i. keeping trashcans out of view from the street,
 - ii. removing contractor and service provider signs from yard in timely manner,
 - iii. keeping mail box posts well maintained
 - iv. maintaining gravel driveways by removing weeds, and
 - v. parking RVs at offsite locations.

12. Old Business: nothing to report.

13. Guests: none.

Meeting Adjourned at 7:11 pm

Name	Signature
Dave Fellowes, President	On file
Danielle Fouche Leonard, VP/ACC	On file
Mike Hamway, Treasurer	On file
Brian Perryman, Director-at-Large	
Melissa Gay, Secretary	On file