

The Village at Innsbrook HOA
Board Meeting Minutes
July 12, 2023
5001 Twin Hickory Rd, Glen Allen, VA 23059

Board Members Present:

President: David Fellowes
Vice-President: Brian Russell
Secretary: Betty Overbey
Treasurer: Patsy Ledford (remote attendance)
Director at Large: Nelson Diaz

Others Present:

Adam Lopez
Evangeline Lopez

Agenda:

- Meeting Called to Order: 6:05 PM - Confirmation of Quorum – Welcome by President, David Fellowes
- Next meeting August 9, 2023 at 6:00pm
- Motion: Approval of June Meeting Minutes (sent by email for review) by motion from Dave Fellowes, seconded by Nelson Diaz and approved by the full BOD after correction of minor typos.

President /Officer/Committee Reports:

PRESIDENT:

Dave Fellowes presented the following agenda:

1. Review of Fiduciary Duties of a HOA Board

In general, fiduciary duties include:

- ***Duty of Loyalty:*** *act in good faith to promote the best interest of the entire association.*
- ***Duty of Care:*** *make informed decisions regarding HOA matters.*
- ***Duty to Act*** *within the scope of authority.*

And from the Bylaws:

To manage, maintain and care for all easements, common areas and signs identifying The Village at Innsbrook

To enforce all restrictions applicable to property in the Village at Innsbrook by appropriate proceedings at law for damages and/or equity for appropriate injunctive relief and restraining orders to prevent violation, or to require violations to be corrected.

To fix and levy upon owners regular and special assessments and to enforce payment thereof, by any lawful means.

To do any and all things and acts that the Association from time to time, in its discretion, may deem to be for the benefit of the Property and Owners thereof.

2. Communication with homeowners

- Appreciation was extended to Melissa Gay for all the help on the quarterly newsletter sent to the community. All feedback was that it was well done. The format can be leveraged for future newsletters with flexibility to include special interest topics.
- A regularly scheduled monthly emails to the community covering the same “newsletter” topics in bite-size pieces throughout the year could be an alternative to “newsletter”. As an example, new Board member introductions could be sent in February, RFI process in March, dealing with dead/diseased trees in April, leaf collections in the fall and spring, etc. We’ll look at building out a communications schedule and seeing how to incorporate the email into the HOA website.

VICE PRESIDENT / ACC CHAIR:

1) [REDACTED] High Mountain Court

- New garage: ACC previously requested a new RFI be submitted, with confirmation that windows will be casement type and that the neighbor at [REDACTED] has reviewed it. Resubmission is expected soon.

2) [REDACTED] Snowmass Court

- Tree Removal: approved request to remove tree with limbs and roots encroaching on house.
- Front Door Paint: approved request to change front door color to Compass Blue (Behr MQ5-54).

3) [REDACTED] Squaw Valley Place

- Exterior Paint: the house color was changed without first submitting and obtaining HOA approval via the HOA RFI process (known to the homeowner having submitted color change request previously). The color change is a violation of the Declaration of Restrictions. An RFI was subsequently submitted for the change in color (already painted): Sherwin Williams paints: house – SW 6203, trim – SW 7069, accents – SW 7649. The Board was not prepared to approve the RFI at this meeting. A HOA dispute resolution meeting is planned for July 20th.

4) [REDACTED] Squaw Valley Court

- Tree Removal: approved request to remove damaged/dying oak encroaching on shed in back yard.

5) [REDACTED] Village Run Drive

- Fence Replacement: approved request to replace sections of existing fence in kind.

6) [REDACTED] Squaw Valley Place

- Tree Removal: approved request to remove a tree that is causing sidewalk damage.
- Deck Upgrade: approved request to replace deck boards with composite (grey earthtone) and railings with black aluminum.

Other

- Violation letter sent for unapproved tree removal at 4534 Village Run Drive.
- Provided mailbox paint for 10704 High Mountain Court and 4624 Snowmass Road.

The decision was made to send an email to all homeowners providing guidelines on how to deal with diseased, damaged trees.

After review and discussion of each separate RFI, Brian made a motion with second by Dave Fellowes to accept the actions as decided regarding each request. It received full Board approval.

Secretary

Attention was called to a notification received by mail from County of Henrico regarding a Plan of Development of areas along Lake Brook Drive and Nuckols Road. This notice was emailed to each BOD member upon receipt but was received after the end of the comment period on Monday, July 17, 2023.

County of Henrico response to the HOA request for a pedestrian crosswalk on Cox Road at Village Run Drive was shared with the BOD at the June meeting. It was announced at the July meeting that installation of the pedestrian crosswalk lights is underway. While not at Cox and Village Run as requested, it still provides for a safer crossing of Cox Road although the walking distance is increased. This is for reasons explained by the County.

TREASURER’S REPORT:

1. INCOME AND EXPENSES

JUNE	
INCOME	
# Dues Paid for CY	3
RECEIPTS	
Dues	165.00
Fines	20.00
Disclosure Packets	100.00
Int Inc Savings	8.01
Zelle Test	-5.00
TTL INC	288.01
EXPENSES	
Office Expenses	
Software/Website/Email	12.50
Utilities/Maintenance	
Electric	13.48
Phone	4.88
Landscaping	154.00
Repairs/Maint	165.00
TTL EXP	349.86
NET	-61.85

Checking	2,208.86
Savings	38,932.83
TTL BANK BAL	41,141.69

2. **Zelle Test:** The “Zelle Test” deposit for \$5.00 made in May was reversed in June.
3. **Repairs/Maintenance:** Payment of \$165 was made in June for repair and repainting of the HOA sign on Village Run Drive.

DIRECTOR-AT-LARGE:

1. Continued to update the Current Address spreadsheet.
2. Sent email communications and reminders to HOA Members concerning: tree work and reminders, Dairy Queen ice cream social, and the summer 2023 Village at Innsbrook newsletter
3. Responded to continued reports on fox sightings on Winterset.

Dave Fellowes reminded the BOD of a presentation by Henrico Animal Control at a HOA meeting a few years ago where we were given information about various animals in the neighborhood with Do’s and Don’ts for how to respond to these sightings. Because of the amount of correspondence being received regarding the fox in the neighborhood, it was concluded this would be a timely subject for a neighborhood email.

Bylaws/Declarations Committee:

It was announced that a planning meeting of this committee would take place on 7/13/2023 at 7:00 PM.

Audit Committee Report:

The Audit Committee meeting for August was cancelled in Patsy Ledford’s absence. The October meeting will cover two (2) quarters and keep us on track for the year.

Hospitality Committee:

The Village ice cream social at Dairy Queen on 6/29/2023 was attended by 16 people.

Heba and Anthony Gray are in the process of planning a “Block” party for 8/19/2023. A “Hold the Date” announcement has been communicated to the neighborhood.

There is also a proposed neighborhood picnic for October, 2023 with plans to be finalized.

MEETING ADJOURNED: 7:20 PM by David Fellowes

NEXT MEETING: Wednesday, August 9, 2023

OFFICER SIGNATURES:

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