

The Village of Innsbrook Homeowners Association  
Board Meeting Minutes from May 3, 2018

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

Directors Absent: Melissa Gay, Secretary

Others Present: Debbi Seitz and Jan Vlasic

1. Meeting called to order by David Fellowes at 6:05 pm, 4301 Dominion Blvd., Glen Allen, VA.
2. Next meeting: Thursday, June 7 at 6:00 pm, 4301 Dominion Blvd., Glen Allen, VA.
3. Meeting Minutes: Minutes for April 2018 approved.
4. President's Report:
  - a. Homeowner file scanning. Cheryl has completed scanning of some streets but there is much work to be done. I will be scanning some at work in parts until done.
  - b. Yard sale this weekend. Signs will be posted at the entrances. The RTD advertisement will be canceled since the Meadows has already placed an ad.
  - c. Thorncroft property zoning is coming up on May 10<sup>th</sup>.
5. Director At Large Report:
  - a. █████ Winterset has requested a disclosure package. They have not paid dues. And inspection has been requested. Brian will talk with homeowner about the dues before releasing the package.
6. ACC Report:
  - a. █████ Village Run Drive. RFI to remove 1 large and 1 small dead tree in backyard due to treat to structures. Approved.
  - b. █████ Squaw Valley Court. RFI to replace existing cracked asphalt driveway with aggregate/concrete driveway and replace mailbox post. Approved on condition that the new driveway does not expand/change dimensions of existing driveway.
7. Treasurer's Report:
  - a. Revenues for Apr: \$ 409.99
  - b. Expenses for Apr: \$ 82.93
  - c. Ongoing estimated monthly expenses:
    - i. Accounting \$ 15.00
    - ii. Telephone \$ 4.00
    - iii. Utilities \$ 15.00
  - d. Need to confirm number of annual dues outstanding -- - currently estimated at 18.
  - e. Expenses were approved for reimbursement for mailbox post paint (\$21.24) and welcome gifts (\$7.16).
  - f. It was discussed on whether Board approvals were needed for expenses already in the Board approved budget (Greenline, utilities etc.) – and decided that approval is not needed. This should be brought up in the next quarterly audit review meeting.
8. Block Captains: Nothing to report.

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9. Hospitality Committee:

- a. [REDACTED] Village Run Drive and [REDACTED] Village Run. Jan has met the neighbor and welcomed them to the neighborhood. Names and contact information were provided to Brian for the file.

10. Audit Committee: Meeting was held on 5/1. Minutes will be distributed and posted.

11. New Business:

- a. Breithorne Court – White construction trailer that has been parked for a while that needs to be addressed. Danielle will go by to see what's going on.
- b. 4707 Snowmass Road. Dogs barking a lot. This is something that needs to be handled via the County – non-emergency number. Brian did say that he might be able to stop by and let the homeowner know that there have been some complaints

12. Old Business:

- a. House numbers on mail post and on house. Board member said he was seeing house numbers on mail boxes and houses which may not meet HOA specification standards. The team agreed to collect examples for review.

Meeting Adjourned at 7:05 pm

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