

The Village of Innsbrook Homeowners Association
Board Meeting Minutes from December 5, 2018

Directors Present: David Fellowes, President
Debbi Seitz, VP/ACC
Mike Hamway, Treasurer
Brian Perryman, Director-at-Large
Melissa Gay, Secretary

Others Present: Diane Minear, Homeowner

1. Meeting called to order by David Fellowes at 5:53 pm, 4301 Dominion Blvd., Glen Allen, VA.
2. Next meeting: Thursday, January 3 at 6 pm, 4301 Dominion Blvd., Glen Allen, VA.
3. Meeting Minutes: Minutes for November 1, 2018 approved in meeting.
4. President's Report:
 - a. HO at 10715 High Mountain Court asked the board to notify them prior to coming on property. (Call ahead.) Asked notation be made in HO file.
 - b. Reminded the board that political signs of any kind or affiliation are not allowed on HO property in the Village @ Innsbrook.
 - c. Asked treasurer to research record retention requirements for a home owners association in state of Virginia.
 - d. Placing annual meeting presentation in share folder.
5. Director At Large Report:
 - a. Booked The Place @ Innsbrook for annual meeting. (1/26/19)
 - b. Proposed approval for \$1,500 deposit required for meeting venue.
 - c. Required tools for annual meeting:
 - i. Projector screen
 - ii. Podium
 - iii. Microphone
 - iv. HOA to provide projector.
 - d. Four disclosure packets were processed:
 - i. 10704 Squaw Valley Place
 - ii. 10803 Canaan Valley Court
 - iii. 10709 Squaw Valley Place
 - iv. 4701 Snowmass Road (disclosed with mailbox not being in compliance.)
 - e. Breithorne HO who expressed interest in leading social activities rescinded their inquiry. The board suggested to Brain to encourage HO to attend annual meeting to explore other ways to become involved in neighborhood activities.
6. ACC Report:
 - a. No RFI submitted in November
 - i. HOs at 4628 and 4632 Snowmass Road asked for guidance regarding trees straddling property line which need trimming. RFI pending.
 - b. Inspections/Disclosure Packages:
 - i. 11.05.2018 - 10704 Squaw Valley Place - follow up on mailbox refresh. Compliant
 - ii. 11.16.2018 - 10803 Canaan Valley Court - mailbox paint incorrect color. Provided paint and is compliant. Provided assistance for window replacements.

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- iii. 11.28.2018 - 10709 Squaw Valley Place - mailbox paint could be refreshed. Advised next door neighbor has the paint. Compliant
 - iv. 11.28.2018 4701 Snowmass Rd. - mailbox still NOT compliant. Trash cans still in driveway. Recommend discussion with new HO.
 - c. Signage:
 - i. 11.05.2018 - 10715 High Mountain Ct. - political sign displayed in front yard. Spoke to HO, they challenged Debbi on HOA sign restrictions. She referred the matter to Dave who sent the HO an email with HOA code on sign restriction. Sign removed.
 - d. Mailbox Maintenance:
 - i. 11.29.2018 - 4632 Snowmass Rd. - Discussed with HO the need for mailbox repair. Post is not stabilized in ground. Contractor to access at 9am on 12.04.2018. Additionally, discussed trash cans being placed out of sight and general maintenance of property.
 - e. Reimbursement for paint request - \$42.88, Sherwin Williams 10.07.2018 (forgot to bring last month)
7. Treasurer's Report:
- a. Revenues for Nov: \$ 161.98
 - b. Expenses for Nov: \$ 79.65
 - c. Ongoing estimated monthly expenses:
 - i. Accounting \$ 5.00
 - ii. Telephone 4.00
 - iii. Utilities 13.00
 - d. Two HO (still) have not paid.
 - e. Approved expenses
 - i. Issued check for reimbursement to Debbi Seitz for paint \$42.88
 - ii. Issued check to Green Line Landscaping \$238.00
 - iii. Issued check to The Place for annual meeting \$1,500.00. Asked Brian to bring a receipt to next month's meeting
 - f. Utilities: Question about the neighborhood entrances' sign lighting. President suggested we look for other alternatives.
 - g. Board approved the high level 2019 budget for annual package.
8. Hospitality Committee:
- a. Melissa Gay to assume the role of neighborhood welcome host.
9. Audit Committee:
- a. Met November 7, 2018 to audit 2Q-3Q18 financial records. No discrepancies found.
 - b. Auditors agreed to serve for 2018-19.
 - c. Auditors reminded the board that a request for reimbursement form should accompany payments made by the treasurer on behalf of the board.
10. Nominating Committee:
- a. Melissa Gay will be nominating chair for 2019 annual meeting
11. New Business: nothing to report.
12. Old Business: nothing to report.

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13. Guests:

- a. Diane nothing to report

Meeting Adjourned at 7:13 pm

Name	Signature
Dave Fellowes, President	Signatures on File
Debbi Seitz, VP/ACC	
Mike Hamway, Treasurer	
Brian Perryman, Director-at-Large	
Melissa Gay, Secretary	