

The Village at Innsbrook Homeowners Association

Board Meeting Minutes for January 9, 2020

Directors Present: Dave Fellowes, President
Mike Hamway, Treasurer
Diane Minear, Secretary,
Brian Perryman, Director at Large

Not Present: Debbi Seitz, Vice President, ACC

Others Present: Dana Richey
Thao Cao and Norwood Scott

1. Meeting called to order by Dave Fellowes at 6:03pm at 4301 Dominion Blvd, Suite 200
2. Next meeting: Thursday, February 6th at 6:00 pm at 4301 Dominion Blvd., Suite 200.
3. Meeting Minutes from the December Board Meeting were unanimously approved as corrected and signed by all Board Members.
4. Presidents Report—Dave Fellowes
 - **Annual Meeting Update:** Notifications of annual meeting and annual dues were mailed during first week of January and received. Dave hopes that in future it could be handled online rather than by mail. Updated budget information and presentations were provided to Dave. Dave has agenda for the meeting. Volunteers will be confirmed by Diane for registration and collection of dues. Brian will confirm the microphone and projector for presentations. Dave will add a slide on the community development within Innsbrook—apartments, etc., and rezoning/redistricting for schools.
 - **Website Update:** Dave has posted the minutes for board meetings and audit meetings for the entire year other than September and January. Diane will provide those to Dave for posting on the site.
 - **Office 365 Update:** Deletion of documents are controlled by the administrators. New board will decide on its administrators and control who deletes documents with the proviso that there is an option to disallow any deletion of documents from the site, if needed.
 - **Thorncroft Property:** Still no construction started. But the property is advertised on Zillow and still anticipated to begin the four houses.
 - **Redistricting of schools for Innsbrook:** Brian reported that there are four options for redistricting. Three of the four have our children at Springfield Park Elementary, Homan Middle School, and Glen Allen High School, and all four options have them at Glen Allen High School.
 - **Innsbrook Development:** General discussion of the updates to housing, shopping, etc. in Innsbrook. No impact expected on the Village at this time.

5 Treasurer's Report—Mike Hamway

a. Invoices and Requests for Reimbursement:

- i. Postage: \$110.00—Mike for Annual Dues Invoices

b. Monthly Accounting Information:

- i. Total Receipts: \$ 22.72
- ii. Total Expenses: \$ 189.81
- iii. Cash Balance: \$ 31,106.38

c. Housekeeping/Admin issues:

- i. Dave signed the changeover for the registered agent for the state corporation commission.
- ii. Expenses for annual meeting were approved and checks signed.
- iii. Greenline Expenses for December were approved and signed. A new contract with Greenline will be requested for 2020.

6 Committee Reports

a. Vice President's/ACC Report—Debbi Seitz (submitted online)

i. RFIs

- (a) ~~10504~~ 10504 St. Anton Circle - Remove large tree in front of home. Site visit made on 01.05.2020. The tree is approximately seven feet from the front of the house and foundation. See photo. Recommend approval, conditional upon agreement to grind stump. Email received from homeowner with confirmation of this agreement. Photo of email attached to RFI. Recommend approval.
- (b) ~~4530~~ Village Run Drive - Site visit made on 01.07.2020. Homeowner wants to install a six-foot shadow box privacy fence (photo attached), along the right side of yard and remove existing four-foot gate and fence on front side of house and replace with matching gate that will be attached to the new fence. There is a large Doberman in the rental house next door that is not friendly to the homeowner at ~~4530 Village Run Drive~~. We approved a temporary six-foot privacy fence for the previous owner for the same reason. The temporary fence was removed prior to ownership transfer. Recommend approval.
- (c) Brian moved to approve both RFIs. Mike seconded. All voted in favor.

ii. Website Maintenance:

- (a) Debbi recommended multiple changes to the Volunteer Tab and Community Activity Tabs to make all information current. Dave will make the appropriate changes prior to the annual meeting on the 25th.
- (b) Website Suggestion: Debbi suggested we make this a closed

website where only our residents can have access with a password. This way we could post all board related notices that are currently mailed on the website for residents only. Possibilities include stopping mailing annual notices and invoices and allowing payment of annual dues through a payment portal on the site. This was discussed by the board and will be passed to the incoming board for further consideration and possible implementation. The board agreed that cost and time savings would be significant.

iii. Disclosure Package Inspections:

- (a) 10717 Squaw Valley Place - Inspected on 01/02/2020, newspaper slot is blocked by a piece of wood. No reason to withhold package.

b. Director at Large Report—Brian Perryman

- i. 10717 Squaw Valley Place: Agent was simply looking for a new statement that there are no violations and dues are paid for the year, as the property continues to be on the market.
- ii. Brian's wife noted that several neighbors were confused about the statement on the website that the current board would not be returning next year. This was misinterpreted by some neighbors to mean that there would be no Board next year; has been clarified.

c. Welcome Committee—Melissa Gay—No Report

Dave still to check with Melissa and determine resolution for lack of activity.

d. Social Committee—Melissa Gay. No Report.

e. Audit Committee—Diane Minear

Audit of Fourth Quarter records is scheduled for January 22, 2020.

f. Nominating Committee—Brian Perryman

- i. Slate of Candidates for 2020 Board of Directors complete:

7. Old Business:

- a. Diane checked with Henrico County regarding upgrading street signposts. They agreed to come to the Village and inspect all current signs and upgrade those that need repair or replacement with the new metal signposts, however, they are unable to replace any signs which remain fully functional and undamaged. Damaged sign at Needles Eye Terrace has been replaced.

8. New Business: None

- 9. Open Forum:** Dana Richey discussed an RFI for his home at 4601 Village Run Court which will be forwarded to the ACC for consideration and approval. His other concern is that the flood lights at the town bank parking area light up the back of his property and allows people at the bank parking area to look directly into his property

and home. He would prefer that the bank install a fence to provide more privacy and less flooding light coming from the bank area. Dave suggested that he talk directly to the bank to see if they will either shield the light in some way or put a fence up to protect homeowner privacy. If they refuse, the board may be a point of escalation. Dana also complained about the leaves in the streets. Brian will send a blast email to all homeowners reminding them that they must call the county to remove the "raked leaves" from the street.

Norwood asked about Verizon solicitations that come door-to-door, even after dark. These are not approved. He also commented on the problem of the US mail delivery to the wrong addresses frequently. Dave said that this will be addressed at the annual meeting.

Thao mentioned that cars are sometimes parked on the wrong side of the street and questioned if this is legal. Dave said that this situation should be reported to the county police who will ticket the car if needed.

10. Meeting adjourned: by Dave at 7:32 pm.

<i>Signatures on File</i>

Dave Fellowes, President

Debbi Seitz, Vice President

Mike Hamway, Treasurer

Diane Minear, Secretary

Brian Perryman, Director at Large