

## The Village at Innsbrook Homeowners Association

### Board Meeting Minutes from February 7, 2019

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

Others Present: Melissa Gay, Chairperson, Hospitality Committee  
Patsy and Joel Ledford, homeowners

1. Meeting called to order by Dave Fellowes at 6:04pm at 4301 Dominion Blvd, Suite 200
2. Next meeting: Thursday, March 7th at 6:00pm at 4301 Dominion Blvd., Suite 200.
3. Meeting Minutes from the January Board Meeting and the Annual Meeting were submitted by Melissa Gay, unanimously approved, and signed by all Board Members. Meeting minutes from the January Board Meeting were also unanimously approved and signed.
4. Dave confirmed the new Board positions for 2019 to continue as in 2018, with the change that Diane Minear will now serve as secretary. Dave moved to appoint those officers, Brian seconded. Vote by acclamation to approve. No Nays. Currently, there are no other members of the ACC committee. The Audit committee will continue as it was in 2018. Dave moved to accept the committees for the 2019 year. Brian seconded. Motion carried. No Nays. Dave reminded group to have bank information updated with new signatures, next week. We will meet at South State Bank, 11001 W. Broad Street, on Tuesday, February 12<sup>th</sup> at 11:30 am. Dave summarized response to annual meeting; venue was well-received and we will use The Place again next year.
5. Treasurer's Report—Mike Hamway
  - a. Invoices and Requests for Reimbursement:
    - i. Invoice from The Place for \$504.40 for balance due.
    - ii. Greenline bill for \$58.00 submitted.
    - iii. Mike submitted reimbursement request for office supplies for annual meeting for \$27.89, as well as \$152 for postage stamps and PO Box renewal.
    - iv. Debbi Seitz presented a reimbursement request for \$6.25 for a pint of mailbox paint provided to a homeowner.
    - v. Diane moved to approve paying the above amounts. Debbi Seconded. Approved by acclamation. No nays.

## 6 Committee Reports

### a. Vice President's/ACC Report—Debbi Seitz

#### i. Disclosure Package Inspections:

- a. 107 [redacted] Squaw Valley Place - [redacted] residence, compliant
- b. 46 [redacted] Winterset Place - [redacted] residence, compliant
- c. 46 [redacted] Winterset Place [redacted] residence - mailbox had to be painted correct color and requested RFI for unapproved screened porch. Both have been completed and are compliant.
- d. 107 [redacted] Squaw Valley Place [redacted] residence - mailbox post cross arm is not compliant. Realtor has procured services of Joel Ledford to repair.

#### ii. RFI's:

- a. 47 [redacted] Squaw Valley Court - [redacted] residence. Remove diseased trees, trim and top off trees. Site visit made on December 13, 2018. Agree with homeowner assessment of trees. Approval of RFI was received in early January through email consensus.
- b. 46 [redacted] Winterset Place [redacted] residence. Existing porch was screened.
- c. 47 [redacted] Snowmass Road [redacted] residence. Two RFI's:
  - (i). Landscape front yard. Remove gravel sidewalk from street to front steps and replace with sod. Remove overgrown and diseased maple on left side of front yard and remove dying Leyland cypresses on left side of yard. Replacing Leyland's with hollies and replacing dead maple with a new maple.
  - (ii). Landscape backyard. Remove deck and replace with patio. Remove overgrown crepe myrtles and replace with small perennials, annuals and mulch around patio. Remove dying river birch and replace with new river birch.
- d. 47 [redacted] Squaw Valley Court is asking approval for a shed that would be 8' x 16' x 10' (at peak of roof). It has double doors and a casement window. Materials are cedar siding, shingles, roof, and wood trim---all to match the house colors.

Approval of RFIs: Debbi moved to approve all RFIs. Mike seconded.  
Approved by acclamation. No nays.

- iii. **Road Paving:** On January 31, 2019 Debbi spoke to Bill Bradshaw with Henrico County paving division. He stated the Village at Innsbrook main roads are scheduled for paving in 2019. He stated he would also have the cul de sacs assessed. Two days later that assessment was done. Bill advised that the County will place signage in the Village prior to initiating the paving. Debbi will reach out to Bill again on the cul de sacs status in the next two weeks and Brian will send a notification to HOA once details are known.

**iv. Mailbox Paint & Maintenance:**

- a. 107 [redacted] High Mountain Court - [redacted] residence – Joel Ledford will replace mailbox and paint the posts.
- b. 48 [redacted] Snowmass Road - [redacted] residence - dropped off paint for homeowner use.
- c. Joel Ledford has volunteered to help homeowners with painting and cross arm repairs on mailboxes. He is unable to help when full in-ground replacement of the post is required. He is currently working with two homeowners to bring them into compliance with the specification.

**v. 2019 ACC Initiatives for board discussion...preferred method to proceed?**

- a. Mailbox compliance - nailed on and stick on house numbers, color, maintenance. Debbi will survey block by block and send emails to homeowners who are out of compliance.
- b. Trash/Recycle container compliance - out of sight of the street, screen in, place in backyard or in garage
- c. Street Signs - replace and the Village maintain?
- d. Unkempt landscape - overgrown, tree logs in front yards
- e. Unkempt home maintenance - deteriorating decks, porch railings, paint, gutters, driveway

The Board discussed the above initiatives. Dave suggested that we start with the mailbox compliance and move on from there. Debbi and Diane will investigate possible street sign designs for future discussion.

**b. Director at Large Report—Brian Perryman**

**i. Home Sales:**

- a) No new homes for sale this month.
- b) Two new owners have moved to the community:

4724 Squaw Valley Court: [redacted]

10803 Canaan Valley Court: [redacted]

**c. Hospitality Committee**—Melissa Gay. No visitations this month with new homeowners. Melissa sent an email to Erin Hungerford, who has volunteered to coordinate social functions.

**d. Social Committee**—No Chairperson. Alice [redacted] at 4604 Winterset Court volunteered to coordinate block parties and socials. Melissa will talk with Erin and Alice and coordinate a process.

Melissa and Patsy Ledford are exploring possibilities for a facebook page for the Village.

**e. Audit Committee**—Mike said that the committee met for Q3 Audit. Will meet in February for Q4 audit. Dave will update the website with the latest audit reports.

7. Old Business:

- a. Lights at Nuckols Road entrance are still not working. The weather-resistant panels are broken and need to be replaced. Power is currently off. Joel volunteered to check on them and procure new LED bulbs.

8. New Business: None

9. Open Forum: Patsy Ledford asked if we were still using water at Nuckols and Snowmass for irrigation. Dave responded that we are no longer using that irrigation system.

10. Meeting adjourned: by Dave at 7:09 pm.

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Dave Fellowes, President

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Debbi Seitz, Vice President

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Mike Hamway, Treasurer

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Brian Perryman, Director At Large