

The Village at Innsbrook Homeowners Association

Board Meeting Minutes for November 7, 2019

Directors Present: Dave Fellowes, President
Debbi Seitz, Vice President, ACC
Mike Hamway, Treasurer
Diane Minear, Secretary

Not Present: Brian Perryman, Director at Large

Others Present: None

1. Meeting called to order by Dave Fellowes at 6:03pm at 4301 Dominion Blvd, Suite 200
2. Next meeting: Thursday, December 5th, at 6:00 pm at 4301 Dominion Blvd., Suite 200.
3. Meeting Minutes from the October Board Meeting were unanimously approved as corrected and signed by all Board Members who were present.
4. Presidents Report—Dave Fellowes
 - Annual Meeting Update: The date for the annual meeting is Saturday, January 25, 2020. Location will be The Place. Same format as last year will be used. Guest speaker will be postmaster and employee from Glen Allen Post Office. Annual Notice will be the same format. Dave will put updates together. Notices will be mailed during last week of December or first week of January. Diane will get volunteers to work at the meeting.
 - Thorncroft Property Update: Property is being cleared and construction has started.
 - Document Protection: Following a discussion of concerns for this issue, Dave reviewed Office 365 settings/safeguards to prevent accidental deletion of files. Anything which is deleted is still available in a folder for 30 days and can be recovered if needed. The administrator can specify what can or cannot be deleted to prevent unintended deletion of files.
 - Henrico County Hearing on short-term rental zoning: Hearing was held on September 12th. Update on status: The short-term rental zoning was approved by the County, with a list of several conditions and requirements included in the ordinance, as per the County website. A property can be used for short-term rental for no more than 60 days per year. Any individual rental of this type is for less than 30 days and requires a “conditional use” permit. This does not affect standard month-to-month rentals that currently exist but is applicable to Airbnb type rentals.

5 Treasurer's Report—Mike Hamway

a. Invoices and Requests for Reimbursement:

- i. Greenline Maintenance for \$120.00

b. Monthly Accounting Information:

- i. Total Receipts: \$ 68.12
- ii. Total Expenses: \$ 138.13
- iii. Total Balance: \$32,988.88

6 Committee Reports

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

i. RFIs

a) 4602 Village Run Court – RFI to remove five trees encroaching on driveway, roof and neighbors' yard. All five trees have been deemed not healthy by an arborist, are dropping large limbs and lots of small branches.

b) 4602 Village Run Court – paint house Behr Custom Blue with cream trim. Picture of color was provided.

c) 10803 St. Anton Circle – paint house Sherwin Williams 7660, Earl Grey for the siding, and Sherwin Williams 7006, Extra White for the trim.

d) 4605 Needles Eye Terrace – Request to remove large oak tree leaning on house, appears to be dying and is dropping large limbs. Tree was limbed up previously with the hope of saving it but this did not help.

All colors and changes are within community guidelines. Debbi moved for approval all four RFIs. Mike seconded. Unanimously approved.

ii. Disclosure Package Inspections

a) 4602 Needles Eye Terrace – No compliance issues. Disclosure will be released.

iii. Mailbox Compliance

a) 4602, 4603 4606 Needles Eye Terrace – have given paint to for the refreshing of the mailbox posts.

b) 10 [REDACTED] Sugar Court – Visited new homeowner regarding changing the mailbox to a non T3 standard box. He is not sure he received the disclosure package, said if he changed anything it would not be soon. I called Mr [REDACTED] and offered to buy him a new T3 mailbox, he told me he would buy it and replace but

will continue to use the reflective sticker house numbers for safety. Mr. [REDACTED] stated that all fire and rescue require eye level numbers.

Dave said that we need to follow-up with a letter that advises him that the numbers on the side of the mailbox are not consistent with the community policy for mailboxes. All board members agreed with this decision.

iv. Discussion

- a) Disclosure Package Documents: Debbi suggested that we include information on the website in the disclosure package, and directly reference the details of the Restrictions, architectural guidelines, and RFI process. Board members agreed that Brian should add a short statement to this effect to the Disclosure Package.
- b) Welcome Committee : It appears that some new neighbors are not being visited in a timely manner. We need an organized method for advising the greeter of new arrivals. Once closing occurs for individual homes, the Director at Large will notify the greeter. A list of new neighbors will be generated to review for current visits. Final decision on process will be deferred until next month when Brian is at the meeting.
- c) Signage: One homeowner has placed a "Private Property" sign on the gate to their three-foot fence. This is not consistent with community policy or restrictions. This type of signage is not allowed in the Village. Debbi will address with the residents and follow up with the homeowner if not corrected. This residence is a rental unit.

b. Director at Large Report—Brian Perryman (report by email)

- i. Received \$30 in disclosure package fees that Mike was able to get deposited.
- ii. We are set with The Place for our preferred date in January 2020 at the same rates as last year.
- iii. I need to bring them a deposit. Please decide how much we want to make and get a check signed that I can get from Mike and hand deliver with our contract form. The board decided on \$1500 for deposit. Check was issued.
- iv. a resident emailed Brian about high school students standing in his yard waiting for the bus and possibly leaving cigarette butts. He asked that I send out an email about it. Brian's opinion is that a blast email wouldn't solve his issue but if the board's opinion differs, he wants to know what he should send. Board discussed and believes that the HOA should not get involved at this point. The resident should address directly; not within HOA jurisdiction. If necessary, homeowner can contact Henrico County non-emergency number for police to review.

c. Welcome Committee—Melissa Gay—No Report

d. Social Committee—Melissa Gay. No Report.

e. Audit Committee—Diane Minear

Quarterly audit for second quarter was held on October 23rd. Financial and administrative records were reviewed with no discrepancies found.

f. Nominating Committee—Brian Perryman (report by email)

i. Two residents that have agreed to serve next year:
Thao Cao and Janet Wade.

ii. Three other residents who are giving it consideration:
Heather Harvey, Alexa Arfaoui, and Robin Colton.

We will need to finalize the slate of officers at the December meeting.

7. Old Business:

Record Retention Policy: Diane and Debbi researched guidance on this topic, online, and suggest the following schedule based on Better Business Bureau (BBB) Guidance.

**The Village at Innsbrook Homeowners Association
Record Retention Schedule**

<i>CATEGORY</i>	<i>TYPE OF RECORD</i>	<i>RETENTION PERIOD</i>
<i>Accounting and Tax</i>	Audit Reports	Permanent
	Chart of Accounts	Permanent
	Financial Statements	Permanent
	General Ledger	Permanent
	Tax Returns	Permanent
	Accounts Receivable	7 years
	All Expense Records	7 years
<i>BANKING</i>	Income Records	7 years
	Bank Statements	7 years
	Canceled Checks	7 years
	Electronic payment records	7 years
	Bank Reconciliations	7 years
<i>ADMINISTRATIVE</i>	Board Meeting Minutes	Permanent
	Annual Meeting Documentation	Permanent
	Bylaws	Permanent
	Declaration of Restrictions	Permanent
	Insurance Policies	Permanent
	Homeowner Records	Permanent
	Disclosure Documentation	Permanent
	Legal Opinions	Permanent
	Business Licenses	Permanent

Following discussion, Debbi moved to approve the Record Retention Schedule for the HOA. Mike seconded. Unanimously approved. No nays.

8. New Business:

a. Street signs are still not fully replaced in the Village. Diane will check with the county to see if they will complete the process for the remaining old signs in order to be consistent.

9. Open Forum: No Comments; no homeowners present.

10. Meeting adjourned: by Dave at 7: 21 pm.

Signatures on file

Dave Fellowes, President

Debbi Seitz, Vice President

Mike Hamway, Treasurer

Diane Minear, Secretary

Brian Perryman, Director at Large