

The Village at Innsbrook HOA
Board Meeting Minutes
January 4, 2023
5001 Twin Hickory Rd, Glen Allen, VA 23059

Board Members Present:

President: Thao Scott
Vice President: Brian Russell
Secretary: Betty Overbey
Treasurer: Patsy Ledford

Board Members Absent:

Director at Large: Nelson Diaz

Others Present:

Meeting Called to Order: 6:06 PM by President

Officer/Committee Reports:

PRESIDENT:

There was discussion regarding:

- Annual meeting presentation
- Questions received regarding solar panels – this needs further research
- Lawn activity noise – Henrico County ordinance covers this and other noise

Discussion continued regarding:

- external auditor(s)
- snow removal proposal from a resident
- annual meeting packet
- Communications pertaining to annual meeting/volunteer/Zelle communication. Dates were set to send reminders for return of proxies, RSVP for annual meeting and request for volunteers to help at the meeting.

VICE PRESIDENT / ACC CHAIR:

RFI

- 1) [REDACTED] Canaan Valley Court
 - Remove diseased tree

MISC

- Monitoring trailer activity in the neighborhood
- Discussing neighborhood snow removal options with a Village resident.

TREASURER'S REPORT:

Income: \$7.63 2022 total: \$10,824.92

Expenses: \$91.09 2022 total: \$9,174.99

Total Bank Balance: \$39,119.15

Budget Status: Under budget by \$855.01

1. BANK ACCOUNTS: The [REDACTED] Bank checking account remains open, with a balance of about \$273; remaining funds will be transferred to the [REDACTED] checking account and the [REDACTED] checking account will be closed in January, once the final periodic scheduled direct debit has been confirmed to be changed over to the [REDACTED] checking account.
2. AUDIT STATUS: The search for an independent auditor was delayed by the Treasurer's illness in December.
3. 2023 ANNUAL DUES: Invoicing is underway (each invoice must be created individually), and all invoices are expected to be mailed by 01.07.23. A notation concerning the availability of payment via Zelle has been included on the invoices.

SECRETARY'S REPORT:

Minutes were reviewed, approved and signed.

Annual Homeowner Packet preparation:

GOAL: Prepare a template or WORD document that could; not only be used for the 2022 Packet, but that could be saved and used by future Boards. (Any reproduction of documents on-hand were PDF's which I do not have the software to convert to make changes.)

PROCESS:

- Page-by-page guidelines received from President at the 12/07/22 BOD meeting
- Reviewed guidelines on file in the Association secretary files
- Reviewed packets from prior years for content and format; finding them to appear to be uniformly the same.
- Sent email inquiry to the prior Secretary and President to determine if there was an existing template for preparing the packet. Received a Word document "version from 2013" from the former president.
- Created new WORD documents using the text from prior written versions; sending to the BOD for review and proofing.

RESULTS: The packets; as formatted by the President, were prepared for mailing on 1/03/2023. (Note: mailing date was adjusted based on information found on file in the Association secretary files)

COPY COST: \$195.18 COST SAVINGS: \$198.08 (compared copy cost at FedEx and Staples)

DIRECTOR-AT-LARGE:

1. Continued to update current address database.

2. Researched and shared all 2022 home sales information for the Village at Innsbrook for presentation at upcoming annual meeting.

MEETING ADJOURNED: 6:40 PM

NEXT MEETING: Wednesday, February 1, 2023

OFFICER SIGNATURES:

Brian Russell, VP/ACC Chair
Patsy Ledford, Treasurer
Nelson Diaz, Director at Large
Betty Overbey, Secretary

Signatures
on file