

The Village at Innsbrook Homeowners Association

Board Meeting Minutes for May 2, 2019

Directors Present: Dave Fellowes, President
Debbi Seitz, Vice President, ACC
Mike Hamway, Treasurer
Brian Perryman, Director at Large (**not present**)
Diane Minear, Secretary

Others Present: None

1. Meeting called to order by Dave Fellowes at 6:10 pm at 4301 Dominion Blvd, Suite 200
2. Next meeting: Thursday, June 6th at 6:00pm at 4301 Dominion Blvd., Suite 200.
3. Meeting Minutes from the April Board Meeting were unanimously approved, and signed by all Board Members.
4. **Presidents Report—Dave Fellowes** The website has been updated with more contractors and yard sale information. Dave will post information on the Neighborhood Social for May 16th from 6-8 pm on Zermatt Court. Dave also asked Mike for credit card information in order to complete payment to Microsoft for Office 365.
5. **Treasurer's Report—Mike Hamway**
 - a. **Annual Dues Update:** Three homeowners paid dues in April; 168 out of 173 dues have been paid for the year, thus far. Plus two other payments were collected: one for 2020 and one overdue from 2018. Certified letter to [REDACTED] St. Anton Court was not claimed. It will be forwarded to the new owner [REDACTED] at their PO address.
 - b. **Invoices and Requests for Reimbursement:**
 - i. Reimbursement Request for \$312.71 for paint, ink stamp(return address), envelopes and printing of April resident's letter for Debbi Seitz
 - ii. Reimbursement Request for \$124.29 for envelope address labels and postage for Diane Minear.
 - iii. Annual Tax Return resulted in payment on Form 1128 of \$19.
 - iv. Insurance Invoice for Director and Officers' Coverage of \$1705.
 - v. Insurance Invoice for Nationwide for Casualty Policy of \$1275.
 - vi. Greenline invoice for mulch and maintenance for \$1054.
 - c. **Monthly Accounting Information for April:**
 - i. Total Receipts: \$ 221.67
 - ii. Total Expenses: \$ 78.81
 - iii. Net: \$ 142.86
 - iv. Total Cash: \$39,088.90

- d. Mike moved to approve all monthly expenses and requests for payment, Debbi seconded; approved unanimously. No Nays.
- e. **Records Retention Policy:** No further update.

6 Committee Reports

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

In addition to the email sent in April, letters were mailed to all homeowners on April 11th regarding spring clean-up and home maintenance (copy attached).

i. RFI's:

- a) [REDACTED] Snowmass Ct.: request to remove four trees. Too close to house and diseased. Site visit 4.14.2019. Agree with homeowner and recommend approval.
- b) [REDACTED] Squaw Valley Ct., two RFI'S...one to remove oak tree growing in path of fence and close to home, the second to remove dying and diseased evergreens along back property line. The evergreens will be replaced in the fall of 2019. Site visit 4.16.2019. Agree with homeowner and recommend approval.
- c) [REDACTED] Squaw Valley Ct., RFI to change color of exterior paint. RFI submitted after painting was completed at request of VP. New color is Behr Premium Solid Wood Stain, Cedar SC 146. Site visit 4.23.2019, recommend approval. I informed them their mailbox posts were the wrong color, took them paint and it was brought into compliance April 27, 2019.
- d) [REDACTED] Village Run Dr., RFI to install a free library box at the curb of house. Purpose is for the residents to have a method to share and exchange books. The post to hold the library box is approximately 5'6" high. See attached pictures. Discussion: Location is on a dangerous curve of the street, and it is inconsistent with architectural standards. Debbi moved to reject the RFI. Diane seconded. Motioned carried unanimously. No nays.

Debbi moved to approve RFIs listed in (a), (b), and (c) above. Mike seconded. Approved unanimously; no nays.

ii. Disclosure Packages

- a) [REDACTED] Sugar Ct.: Home inspection and report submitted to Brian on 4.24.2019. Provided paint for mailbox post on April 28. Suggested replacement of posts due to rotted wood and also replacement of the mailbox as it is unstable and the door unhinged. On April 28, spoke to agent in person about this and also accepted \$15.00 for the disclosure package and delivered to Mike Hamway. Disclosure package is being withheld since repairs are not yet completed for mailbox.

iii. Visits/Conversations

- a) [REDACTED] Snowmass Road. On April 16, visited the rental residents and addressed the tall grass and the weeds in the driveway. Highlighted the HOA restrictions and expectations. Grass has been cut and weeds have been sprayed with Roundup as was promised.
- b) [REDACTED] Snowmass Road. On April 16, discussed with the homeowner the need to repair or replace the mailbox post and mailbox. Gave him Robert Norton's contact info and work should be completed by this Friday. Paint was delivered May 1. The contractor from December did not follow through.
- c) [REDACTED] Snowmass Road. On April 16, homeowner placed check for two year's dues in my mailbox; delivered to Mike Hamway.
- d) [REDACTED] St. Anton Circle. I tried calling the Henrico County owner of record, McAdams & Son Holdings, LLC...no luck. Visited residence on April 17, 2019. Spoke to resident who currently resides there with the previous homeowner. Was told they have until middle of May to work out arrangements to stay in the home.
- e) [REDACTED] Winterset Place. On April 23, visited homeowner about the placement of trash and recycle bins in front of garage door. Homeowner wants to build a place shielded on the side of the house and would try to get it done. I asked if he received our letter and email and was told yes. Then he said he didn't know we'd be checking. Homeowner was reminded that an RFI is required in order to construct an exterior structure for shielding the trash bins.
- f) [REDACTED] Squaw Valley Ct. On April 25, talked to homeowner about a complaint received that their RV hampering street visibility. Homeowner has moved RV from the Village.
- g) [REDACTED] Canaan Valley Ct. On April 24, spoke to homeowner about contractor sign in the yard and no contractor present. Sign had been up about a month. Explained the HOA guidelines and was told the work would begin the next day. Sign was again in front yard with no contractor present this week. Sign taken down and placed beside tree.
- h) [REDACTED] Village Run Dr. On April 24, delivered paint to homeowner as their mailbox posts are painted the color of the exterior house paint. Resident would not open door to talk to me even after I showed her the note I had written as to why paint was being left. The Mailbox is still not compliant. If not compliant within 30 days, a letter will be sent to the homeowner.
- i) [REDACTED] Snowmass Rd. April 24 stopped at home, talked with homeowner and left paint asking that they paint their mailbox posts with the approved HOA paint.
- j) [REDACTED] Village Run Dr. April 24 knocked on door, explained that trash and recycle bins are to be placed out of view of the street. As of April 30, bins are out of sight.

- k) [REDACTED] Snowmass Rd. April 30 knocked on door and spoke to homeowner about stick-on numbers. Asked her to please remove. She asked about nail on numbers and told her they too were prohibited. She pointed out all the nailed on numbers she could see and knew of.
- l) [REDACTED] Snowmass Ct., April 30, Talked to homeowner about the magnetic cover on mailbox; she removed it.
- m) [REDACTED] Snowmass Rd., Dropped off mailbox post paint. Homeowner will paint correct color.
- n) [REDACTED] Snowmass Rd., 4600 Snowmass Rd., 4624 Snowmass Rd., Stopped by to drop off paint for mailboxes but no one answered.
- o) [REDACTED] Snowmass Rd., Talked to daughter of homeowner about condition of yard...grass at 12" and debris in side yard. Homeowner's son intends to correct the problem and has Debbi's contact information.

iv. Discussion

- a) Magnetic decorative covers for mailboxes will not be approved.
- b) Nail on black mailbox numbers will not be approved, but we will confirm having a contractor who can rout the numbers for the mailbox posts and provide this information to all residents.
- c) Annual meeting speakers: political candidates will not be considered.
- d) Update on Street Sign Post: Quote from contractor is for \$815 per post to cover purchase and installation. Extra \$150 would be charged to the total if grey color matching mailbox posts is desired. For 15 posts, the total is \$12,225 (plus \$150 for grey color) is \$12,375. This may be considered for future budgetary purposes, but not for this year.

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

i. Home Sales:

Disclosure package requested for 10804 Sugar Court, per Debbi's report. We need to get the redacted minutes for January-April posted on the website. Brian needs these because they are required by law in our disclosure package including the pending package above. Diane provided copies of the required minutes to Dave to post on the website.

ii. Annual Yard Sale:

Brian reached out twice to the Meadows but still has not heard back from anyone. We will have our annual sale on May 18th. Brian will organize the notice for the Richmond Times Dispatch, and will let Melissa know so that she can do her own communication via the social network.

iii. Email Address Update: We received 10 new email addresses in response to the April (spring) letter that went to all homeowners.

c. **Hospitality Committee**—Melissa Gay (not present)

d. **Social Committee**—Melissa Gay (not present). Neighborhood social scheduled for May 16th in Zermatt Court at 6 pm. Debbi talked to Melissa to discuss logistics. They plan to have games, and ice-breakers at this event.

e. **Audit Committee**—Diane Minear

The committee will meet on May 8th to conduct the 4Q 18 and 1Q 19 audits. The meeting will be held at 6 pm at the Markel Building. Future dates and requirements for quarterly audits will be discussed at that meeting.

7. Old Business:

Light on Innsbrook sign at Nuckols Road: still unrepaired. Debbi will contact an electrician to make the repair. Both LED floodlights need to be replaced.

8. New Business: None

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

10. Meeting adjourned: by Dave at 7:25 pm.

Dave Fellowes, President

Debbi Seitz, Vice President

Diane Minear, Secretary

Mike Hamway, Treasurer

Brian Perryman, Director at Large

Attachment 1
Letter to Homeowners for Spring Clean-up and Maintenance

Dear Village Residents,

As was discussed at the annual meeting in January and in conjunction with our annual Spring beautification initiative, the Architectural Control Committee (ACC) will begin addressing non-compliant mailboxes and mailbox posts along with the placement of trash and recycling containers. Below is a highlight of what will be addressed beginning in May, 2019 and a few Spring good neighbor reminders.

Mailbox Related Issues:

- Deteriorating mailbox posts
- Incorrect paint color on mailbox posts - the ACC provides the paint; however if you wish to purchase, the approved paint is Sherwin Williams SW7071 Gray Screen, semi gloss exterior latex.
- Nailed on address numbers
- Stick on/adhesive address numbers
- Mailbox specs can be obtained on the Village website, www.thevillageatinnsbrook.com (select Architectural Control and scroll down to Mailbox Specs.)
- Recommended contractor for mailbox repairs or replacement - Robert Norton, Norton Contracting, Inc., 804.591.9075, Robert@nortoncontractinginc.com.
www.nortoncontractinginc.com

Trash and Recycle Containers:

- Per the Village Declaration of Restrictions #6, "All trash, garbage and /or rubbish shall be kept in sanitary containers located so as not to be visible from a public street except as necessary for limited times in connection with pickup and removal by disposal services." Please ensure your containers are not stored in front of your garage door or in front of your home. The preferred storage location is in your garage if possible. If your containers are stored on the side of your house or elsewhere, they should be enclosed so as not to be visible from any street.

Trees:

As a reminder, every Spring we in the Village get knocks on our doors from traveling tree companies asking if we want certain trees removed. Please remember that per Village restrictions, removal of any tree that is 6" in diameter or larger, dead or alive, requires HOA/ACC approval through the RFI process.

Walking and Landscaping:

We are a walking community and therefore need to share the road with vehicle traffic, bikers and other walkers. To give full access to the Village roads, please ensure your landscaping does not overflow to the curb(s) and street(s).

Your cooperation is appreciated. I look forward to working with you if assistance or advice is needed, and I promise if I do not have the answer, I'll get the answer.

Debbi Seitz, VP/ACC
Vp@thevillageatinnsbrook.com

Attachment 2
Pictures of Library Box requested by 4536 Village Run Drive