

The Village of Innsbrook Homeowners Association  
Board Meeting Minutes from September 6, 2018

Directors Present: David Fellowes, President  
Danielle Fouche Leonard, VP/ACC Chair  
Mike Hamway, Treasurer  
Brian Perryman, Director-at-Large  
Melissa Gay, Secretary

Others Present: N/A

1. Meeting called to order by David Fellowes at 6:00 pm, 4301 Dominion Blvd., Glen Allen, VA.
2. Next meeting: Thursday, October 4 at 6:00 pm, 4301 Dominion Blvd., Glen Allen, VA.
3. Meeting Minutes: Minutes for August 2018 approved in meeting.
4. President's Report:
  - a. A board member continues to work with a contractor to create convenient HO options for replacing mailbox posts.
  - b. Secretary Melissa Gay announced she is stepping down as secretary after February 2019 monthly meeting.
  - c. VP/ACC Chair Danielle Fouche Leonard is stepping down from the board as of 9/6/2018.
5. Director At Large Report:
  - a. No home transactions to report and no request for disclosure packages.
  - b. Fall Newsletter
    - i. Reminder that we need board members 9/30 (Melissa/Brian)
    - ii. Update HO email distribution tool. (Brian)
  - c. Board member notice
    - i. Discussed communications to HOs about changes in the board roster
      1. David to send letter to HOs by next meeting, target 9/24
      2. Brian to focus on contacting new HOs as potential board member candidates
6. ACC Report:
  - a. ■■■■■ Needles Eye Terrace removed large tree(s) without RFI. HO will be notified of violation of covenants and restrictions.
  - b. ■■■■■ Snowmass Road. No RFI was submitted to remove a swimming pool. Board member will ask HO to submit RFI for HO records.
  - c. ■■■■■ Winterset Place RFI replace like-for-like windows and sliding doors. Recommend approval. Board approved.
  - d. ■■■■■ Sugar Court RFI exterior painting. Paint house siding and frames (2 colors) Recommend approval. Board approved.
  - e. ■■■■■ Squaw Valley Court RFI. Remove trees. Recommend approval. Board approved.
  - f. ■■■■■ Needles Eye Court RFI. Wants to remove trees without justification. Recommend rejection. Board agreed with ACC recommendation.

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7. Treasurer's Report:
  - a. Revenues for August: \$ 92.41
  - b. Expenses for August: \$ 281.33
  - c. Ongoing estimated monthly expenses:
    - i. Accounting \$ 5.00
    - ii. Telephone 4.00
    - iii. Utilities 13.00
  - d. Seven HO have not paid.
  - e. Approved expenses
    - i. Jan Vlastic welcome gift \$5
    - ii. SCC annual registration fee for \$25
8. Block Captains: nothing to report
9. Hospitality Committee: nothing to report
10. Audit Committee:
  - a. Meeting scheduled for November 8, 2018 to audit 2Q-3Q18 financial records.
  - b. Ask auditors if they plan to continue in their position for 2019.
11. New Business: nothing to report
12. Old Business: nothing to report.
13. Guests: none.

Meeting Adjourned at 7:08 pm

Name	Signature
Dave Fellowes, President	On file
Danielle Fouche Leonard, VP/ACC	
Mike Hamway, Treasurer	On file
Brian Perryman, Director-at-Large	
Melissa Gay, Secretary	On file