

**The Village at Innsbrook HOA**  
**Board Meeting Minutes**  
November 2, 2022  
5001 Twin Hickory Rd, Glen Allen, VA 23059

**Board Members Present:**

President:               Thao Scott  
Vice President:       Brian Russell  
Secretary:             Betty Overbey  
Treasurer:             Patsy Ledford  
Director at Large:     Nelson Diaz

**Board Members Absent:**

**Others Present:**

**Meeting Called to Order:** 6:06 PM by President, Thao Scott

Next meeting Wednesday, December 07, 2022 at 6:00PM

**Officer/Committee Reports:**

**PRESIDENT:**

- 1.) Job descriptions - Review by the Board members including a Master list of job duties for each board member that was last revised on 1/03/2016.
- 2.) Annual meeting – deposit was paid by the Treasurer. Betty will contact The Place about deadlines and information needed, which is actually defined in the contract that was signed with The Place.

**Deadlines:**

- Send homeowner notices email on 1/04/2023.
  - RSVPs must be received 1/16/2023 of those who plan to attend. This is necessary for providing The Place with a headcount for breakfast.
- 3.) Holiday get together – plans were made for a cookies and hot chocolate open house at the home of Patsy and Joel Ledford on Saturday 12/03/2022 from 2-5 PM.
  - 4.) Nominations of Officers for 2023 -

The following deadlines were set:

12/12/2022 Deadline to submit request/bio to serve on the 2023 BOD

12/15/2022 (mid December) mailing of Annual Packets to all homeowners with notice of the January annual meeting and a ballot to include all nominees for the 2023 year.

5.) Follow up

a. Treasurer

- i. audit notes – an email received from Elaine was discussed; that included her resignation from the Audit Committee. Audit procedures were reviewed. The plan included researching audit files we have from prior years. The frequency of audits and method for completing audits for 2022 were discussed.
- ii. returned check – there was discussion regarding a policy for how to handle fees related to returned checks; with the expectation that the homeowner be responsible for return check fees.
- iii. reminder of meeting at Wells Fargo on Monday 11/7/2022 @ 3 PM to transfer bank accounts.
- iv. announcement that we have 100% dues paid for 2022; plus those outstanding from prior years.

**VICE PRESIDENT / ACC CHAIR:**

Brian Russell reported on the following:

**RFI**

- 1.) \_\_\_ Snowmass Road – there was a change in color from that originally submitted
  - Exterior pain (Sherwin Williams, Early Grey, SW766)
- 2.) \_\_\_ Village Run Drive
  - Installing gutters

Misc:

1. Boat and jet ski have been removed from the driveway on Snowmass Court
2. Provided mailbox paint for 2 houses
3. Conducted disclosure package inspection for \_\_\_\_\_ Canaan Valley Court

**TREASURER'S REPORT:**

Patsy Ledford presented the Treasurer's Report through October, 2022. Financial status is summarized as follows:

Income:	\$200.04	Year-to-date total: \$10,700.56
Expenses:	\$925.65	Year-to-date total: \$8,865.07
Total Bank Balance:		\$39,314.71
Budget Status YTD:		Under budget by \$1,164.93

1. **BANK ACOUNTS:** The bank change from SouthState to Wells Fargo was delayed, due to the bank's requirement. It was discovered at the Oct. 12, 2022 bank meeting that the original HOA Articles of Incorporation be available to download from the SCC website.
  - Per Treasurer request, the SCC has since made this document available on their website and another appointment has been scheduled for 11/07/22, for the four HOA officers to meet at Wells Fargo to establish the new HOA checking and money market accounts.

- Immediately preceding the initial October meeting with Wells Fargo Bank, the MMA account at SouthState Bank was closed, and a cashier's check for \$35,795.59 (made out to "The Village at Innsbrook Homeowners Association") was obtained and is being held by Patsy Ledford.
2. SCC: Treasurer filed the State Corporation Commission HOA Annual Report and paid the \$25.00 annual SCC fee for the HOA. She also filed a change of "Registered Agent" to change from Mike Hamway to Patsy Ledford.  
DPOR: Treasurer found that the HOA DPOR registration with the "Common Interest Community Board" has not been filed and paid since February of 2020. She contacted the DPOR Common Interest Community Board inquiring how to proceed and was instructed that the HOA should now file a "new registration" application. The "Application Fee" will be \$125.00. DPOR has rules how much HOA can charge.
  3. RETURNED CHECK FEE: The homeowner whose 2022 annual dues check was returned has agreed to reimburse the HOA the \$12.00 returned check bank fee for this.
  4. AUDIT STATUS: No change. The auditors have not yet completed the most recent audit. I have asked them for an estimated completion date.

The plan is for the Treasurer to bring the 2023 budget to the next Board of Directors meeting for review and discussion.

**SECRETARY:**

Minutes were reviewed, approved and signed.

**DIRECTOR-AT-LARGE:**

Nelson Diaz reported on the following:

Disclosure packages - Lawyers have been asking for information in a certain way. This was discussed with the conclusion that the association should not adjust our format to each request. Nelson is to let Thao know if there is a problem.

**MEETING ADJOURNED:** 7:20 PM by Thao Scott

**NEXT MEETING:** Wednesday, December 7, 2022

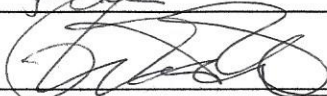
**OFFICER SIGNATURES:**

Thao Scott, President




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Brian Russell, VP/ACC Chair




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Patsy Ledford, Treasurer



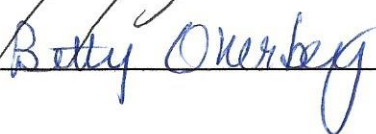

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Nelson Diaz, Director at Large




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Betty Overbey, Secretary




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