

**The Village at Innsbrook HOA  
Board of Directors Meeting Minutes**

June 5, 2024

Glen Allen Library, 10501 Staples Mill Road, Glen Allen, VA 23059

**Board Members Present:**

President:	Betty Overbey
Vice-President:	Jess Engle
Secretary:	Julie Wolford
Treasurer:	Patsy Ledford
Director at Large:	Chris Rouse

**Board Member Absent:**

[None]

**Others Present:**

- Joel Ledford
- Jason Engle
- Don Mills
- Karen Mills
- Donna Orr

**Agenda:**

- Meeting Called to Order: 6:00 p.m. by President, Betty Overbey
- Confirmation of Quorum: Welcome by President, Betty Overbey
- Next meeting: Wednesday July 10, 2024, at 6:00 p.m. in the larger conference room
- Approval of Meeting Minutes: The May 1, 2024, meeting minutes were approved by vote and signed after motion to approve by Jess Engle and seconded by Patsy Ledford.

**President /Officer/Committee Reports:**

**PRESIDENT**

*It Takes a Village* and this Board of Directors continue to work together to carry out the initiatives of the Association and to support the Committees in the work they are doing. Communication between Board members and Committee members is being done promptly, allowing improved responsiveness to the Community.

The ballots for the Declaration of Restrictions were counted and results published to the homeowners on 05/20/2024.

**VICE PRESIDENT / ACC CHAIR**

**RFIs**

- 1) [REDACTED] - Requesting to install a 21' x 13.5' stone paver patio and seating wall in their backyard. Will not be visible from the street. Using Belgard Nicolock pavers
- 2) [REDACTED] - Requesting to install a glass storm door to her front door. 80"x36".
- 3) [REDACTED] - Requesting to replace existing wood deck with new wood material. Keeping the same dimensions and footprint. The deck is original to the property and needs to be replaced with new wood.
- 4) [REDACTED] Requesting to (1) remove existing rear deck and (2) replace paver patio with Belgard Origins pavers. Paver deck to be 10'x9' with a 4'x9' landing and two steps. (3) Replace the existing fence with a 6' privacy fence, moving the fence approx. 5-6' closer to the sidewalk that extends to rear garage.
- 5) [REDACTED] - Remove a 70' dead tree from back yard. Work to be performed by Arborscapes. Once the work is complete, Janice will plant a new tree in its place.
- 6) [REDACTED] - Remove dead pine and oak trees in back yard. Pine started dropping large limbs and the need became urgent. Work completed on 6/1/24.
- 7) [REDACTED] - Remove 5 trees in natural area behind house that are dead or diseased. Photos enclosed.
- 8) [REDACTED] - Remove 3 dead trees in back and on side of house. Photos enclosed.

**Other**

- Disclosure packet prepared for 10844 Snowmass Ct. No violations observed.
- Purchased 3 gallons of paint for Tom Rhodes' mailbox post-painting project. Submitting for reimbursement at 6/5/24 meeting. Purchased 2 of those gallons during the Sherwin Williams Memorial Day Savings event (~\$20 off per gallon).

Jess made a motion to approve RFIs 1-8 with a second from Betty. Passed unanimously.

**TREASURER'S REPORT**

**INCOME AND EXPENSES – MAY 2024**

<b>INCOME</b>	
<b>RECEIPTS</b>	
Disclosure Packets	100.00
Int Inc Savings	7.73
<b>TTL INC</b>	<b>107.73</b>
<b>EXPENSES</b>	
<b>HOA Activity</b>	
HOA Expenses	165.28
<b>Office Expenses</b>	
Software/Website/Email	30.00
<b>Utilities/Maintenance</b>	
Electric	16.28
Phone	4.11

<b>TTL EXP</b>	<b>215.67</b>
<b>NET</b>	<b>-107.94</b>
<b>WELLS FARGO BANK</b>	
Checking	4,242.06
Savings	36,451.62
<b>TTL BANK BAL</b>	<b>40,693.68</b>

**NOTE:**

- "HOA Expenses" of \$165.28 includes \$149.28 for "Home of the Month" signs and one \$25.00 gift card for the May "Home of the Month" winner.

**SECRETARY**

- No new business

**DIRECTOR-AT-LARGE**

- Received 167 emails and responded where needed to 45.
- Signs set and picked up for Spring Yard Sale; notifications on FB, email and NextDoor.
- Disclosure Package prepared for 10844 Snowmass Ct; \$100 received by Patsy.
- Declaration of Restrictions email sent to Homeowners.
- Two mailings for June 8 Dessert Party; one mailing for Social Committee.
- Responded to additional questions for closing agent for 10715 High Mountain.
- Four gift cards purchased for monthly Home of the Month winners; June distributed to Lynn Fellowes to award the winner; expense report to be submitted.
- The summer Newsletter has been drafted and sent to the board for review; plan to send on June 7.

**COMMITTEE REPORTS****Bylaws/Declaration Committee:**

[Not currently active; no report.]

**Landscape Committee: (Don Mills)**

- As noted in a previous email, 4720 Squaw Valley Ct. was chosen as June Home of the Month. Ben and Andrea Purcell were elated to have been selected and very much appreciated the gift card.
- Tom Rhodes continues his great work on mailbox restorations and has now completed well over 100.
- Greenline Landscaping, LLC performed routine maintenance at the entrances including weeding, shrub trimming/pruning, and mulching. In an email dated May 21, Betty asked for a review of the proposal Greenline provided earlier in the year regarding landscape changes/enhancements at our entrances. The only thing that was in the proposal for the Nuckols Rd. entrance was the removal of one crepe myrtle at a cost of \$150.00. There was nothing in the proposal regarding removing the shrubs that are partially blocking the sign. The remaining \$2700.00 was for the

removal of the existing shrubs at the Village Run entrance and adding new plantings to include (8) seven-gallon Burford hollies, (15) one-gallon autumn ferns, (8) one-gallon burgundy hellebores, and (9) one-gallon lemon hellebores.

- There is still no word on the removal of the traffic control box at the Nuckols Rd. entrance. I'm frustrated that we have not heard back from the County regarding their conversations with Dominion Energy and what the tentative date is to have this completed.
- \*\*\*I suggest that the BOD send an email out to homeowners reminding them that the theme of July's Home of the Month is "Most Patriotic Home" and that the winner will be chosen on July 4. My fear is that some homeowners will not have their homes decorated as soon as July 1.

Audit Committee Report: (Julie Wolford)

- The next meeting of the Audit Committee will be at the home of Patsy Ledford at 7:00 p.m. on Tuesday, July 23, 2024, to review the financial reports for Q2 2024.

Hospitality / Social Committee:

- DESSERT SOCIAL
  - 1) Saturday, June 8th/Rain date 15th @ 6:30pm in Squaw Valley Court Cul de Sac
  - 2) Chris Rouse sent an email to residents on May 8th and a reminder on May 31st to determine how many will attend and the desserts they will bring. He will share how many are coming to the June Board meeting.
  - 3) Betty Overby will provide the tables.
  - 4) Tena Freeman will provide plastic tablecloths, napkins, knives, paper plates, and plastic bags for trash. Thank you, Jess, for offering to bring paper plates. I hope to coordinate the table supplies.
  - 5) Neighbors will bring their own chairs and beverages. Should we provide a cooler of water bottles?
  - 6) New neighbors will personally be invited by email to the party if possible.
  - 7) Our Social Committee has requested the Board consider allotting money for future social activities, mainly for cul-de-sac events.
- NEIGHBORHOOD INVOLVEMENT PROJECT
  - 1) The Social Committee and some of the HOA Board members worked together to write and format the Activity Questionnaire.
  - 2) Chris Rouse emailed the Questionnaire to neighbors in the Village on May 23 with a reminder on May 30. He will share the results at the Board Meeting on June 5.
  - 3) The Social Committee will organize the information into interest groups and notify the participants of their first meetings. The committee will report the date, time, and place of each new interest group at the July Board meeting.
- DATES FOR JUNE ACTIVITIES
 

June 8	Dessert Cul de sac Party
June 10	Book Club 7:00 PM
June 12	Dairy Queen Ice Cream Social 6:30 PM - 8:00 PM
June 15	Rain date Dessert Cul de sac Party
June 19	Rain date for Dairy Queen Ice Cream Social
- SAVE THE DATES
  - Book Club - June 10, July 8, Aug 12, Sept 9, Oct 14, Nov 11, Dec 18
  - Dairy Queen Social - July 10, Aug 14

Walk with Richard around the Innsbrook Lakes - June TBD

Welcome Committee:

Debbi Seitz was appointed to chair this committee. She is familiar with the duties as she has served on this committee previously.

Nominating Committee:

[Not currently active; no report]

**OLD BUSINESS:**

Reserve study: Since it has been more than five years since one has been done, we need to conduct one this year (per the state code). The reserve funds currently are \$15,000 for the entrance signs and \$2,000 for legal costs. For the study, we need to get an estimate on replacing the entrance signs, decide on an amount for legal costs, and determine whether we want to include a major landscaping project for the entrances in the reserve amount (as many HOAs do).

- Discussion: For the Nuckols Rd. entrance, we need to wait until the old utility box has been moved to see if we want to replace the sign with an identical one, or choose a new design, when the time comes. Ideally we would get three estimates, once the basic design has been confirmed.
- Betty will ask the HOA attorney pro bono to recommend a reserve figure for legal expenses.

**NEW BUSINESS:**

- Patsy Ledford made the motion to approve the use of Zelle (in addition to paper checks) to reimburse HOA members (only) for HOA expenses. This was seconded by Julie Wolford and unanimously approved. Patsy said she would change the RFI form to allow the payee to choose payment via either a check or Zelle, and to include their email address or phone number for a Zelle payment.
- Betty Overbey made a motion to increase the HOA disclosure package fee to \$200, effective immediately. Chris Rouse seconded the motion, which passed unanimously. Patsy Ledford cautioned that there may be limits in the state code, and will research this.
- Information package for new owners to be given out with a welcome gift. Patsy Ledford to ask Debbi Seitz to draft this.
- Discussion of allowing stamped concrete for walkways and driveways. Jess Engle will put together draft language for consideration for inclusion in the Architectural Guidelines.

**MEETING ADJOURNED:** 7:37 p.m. by Betty Overbey

**OFFICER SIGNATURES:**

Betty Overbey, President

Jess Engle, VP/ACC Chair

The image shows two handwritten signatures in black ink. The top signature is 'Betty Overbey' written in a cursive style over a horizontal line. The bottom signature is 'Jess Engle' also in a cursive style, written over another horizontal line.

Patsy Ledford, Treasurer

P. Ledford

Chris Rouse, Director at Large

Chris Rouse

Julie Wolford, Secretary

Julie Wolford