

The Village at Innsbrook HOA
Board of Directors Meeting Minutes

Thursday Aug. 1, 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:

- Don Mills
- Karen Mills
- Debbie Sietz
- Tena Freeman
- Richard Orr

Agenda:

- Meeting Called to Order: 6:00 PM - Confirmation of Quorum – Welcome by President, Betty Overbey.
- Next meeting: Wednesday September 4, 2024, at 6:00pm
- Approval of Meeting Minutes: August 1, 2024, Meeting Minutes were approved by vote after motion to approve by Chris and seconded by Patsy.

President /Officer/Committee Reports:

PRESIDENT:

The following action has taken place:

- Communication with Ociel regarding feedback received from homeowners about the appearance of the entrances and the need for more information regarding what was done during April to generate the invoice received for that month. I also asked Greenline to have a system in place for notifying the BOD of when they are scheduled to work at the property and what they are doing. He was given examples of how that might could be done. His only response was to suggest we increase the service to twice monthly instead of monthly. He did not respond to anything else in the email.
- Sent an email to the HOA attorney asking how much he would recommend we allocate in

reserves for legal fees. He has not responded. I intentionally sent this by email for a quick response that we would have in writing. I do not see this as something an attorney should generate a fee for responding but rather as part of conducting business with a client.

Items that need further discussion from the July HOA meeting:

1. Addition of the color "white" to the acceptable house colors. A plan needs to be in place for notifying the homeowners who are in violation and how it will be communicated to the entire community.
 - a. Motion by Chris Rouse to add "white" as an acceptable color for our community. Patsy raised the concern of other non-compliance and how to get those in compliance; feels this is a slippery slope. 4 for / 1 against; the motion is approved
 - b. A letter to be sent to those in violation that the color white is now approved.
 - c. Need to update website with addition of white as well as send a general email but not until the letter goes to those in violation.
2. Bylaws / Declaration Committee for the purpose of defining property upkeep and fines. I would like to find one more volunteer for this committee. I plan to coordinate an organizational meeting with the committee in mid to late August.
3. Committees – we combined the Social Committee and Welcome Committee into a single committee, Hospitality Committee. Due to circumstances since that time, those 2 committees are again separate and will be reported separate in minutes.

VICE PRESIDENT / ACC CHAIR:

- **RFIs**
 1. [REDACTED] – Removal of 1 large pine tree that is compromising the growth of new trees along fence line. Confirmed via photo.
 2. [REDACTED] – Removal of 3 dead/diseased trees and replant new trees in their place. Confirmed via photos.

Jess made a motion to approve RFIs 1 and 2 above with a second from Patsy. All BOD members approved.

- **Other**
 - Disclosure packet inspection for 10836 Snowmass Ct. Jess inspected property on 7/22/24 at 5:30p. No violations observed. Provided Chris with report.
 - Reserved the library meeting room for the September and October HOA BOD meetings (9/4/24 and 10/2/24)
 - Concerns were brought up from HOA members about some dead trees in the community. A letter will be sent to the homeowners to let them know concerns were raised and encourage them to address this due to the safety hazard it presents to the community.

TREASURER'S REPORT:

INCOME AND EXPENSES – JULY 2024

INCOME

Disclosure Packets	175.00
Int Inc Savings	1.55
TTL INC	176.55
EXPENSES	
<i>Office Expenses</i>	
Software/Website/Email	30.00
<i>Utilities/Maintenance</i>	
Electric	15.90
Phone	4.31
TTL EXP	50.21
NET	126.34
WELLS FARGO BANK	
Checking	3,797.62
Savings	36,635.26
TTL BANK BAL	40,432.88

NOTE: In the interest of greater efficiency, for the monthly Dominion Energy invoices/statements, I changed the delivery method from paper/mail to electronic/email (to be sent to treasurer@thevillageatinnsbrook.com). The monthly invoices/statements from Intuit QuickBooks and Kall8 already are sent to the Treasurer email address.

SECRETARY:

- Presided over the Audit committee met on Monday July 29th.
- Minutes of that meeting to be submitted to the BOD by the September meeting.

DIRECTOR-AT-LARGE:

- Updated website with adjusted date for monthly meeting
- Updated website with next Ice Cream social date
- Prepared the Minutes of Meeting template and emailed
- Prepared and submitted the Disclosure Package for 10836 Snowmass Ct

COMMITTEE REPORTS:

Bylaws/Declaration Committee:

[Not yet active; no report.]

Landscape Committee: Don Mills presented:

- I was finally able to obtain pricing on the replacement of our entrance signs and will present that information at Thursday's meeting.
- Tom Rhodes and Jeffrey Adams are unable to select the August Home of the Month so

- Karen and I will make the decision. I will announce the winner at the meeting.
- I am still unsatisfied with Greenline's performance, and my understanding is this will be discussed at the meeting
 - Betty to contact Greenline to put them on notice about his service; Don to review other options to get us to the end of the year.

Audit Committee Report:

The Audit Committee met on July 30th, at 7:00 p.m., at the home of Patsy Ledford. The committee reviewed the financial reports for Q2 2024. All records and reports were in order, and no discrepancies were found. (It was noted that the April and May paper statements for the savings account did not arrive in the mail. Statements were used that were printed off of the website.)

Social Committee:

- STATUS OF INTEREST GROUPS
 - Book Club meets August 12 @7:00 at home of Heba El – Shazli (Waiting List Status)
 - Baseball Group meets August 24 @ 6:05 at Diamond Baseball Park
 - Walking Group will meet as weather permits at Innsbrook Lakes
 - Breakfast Group will meet soon @ 8:30 at The Corner Bakery on Broad Street
 - Dinner Group will meet soon @ 6:00 at nearby Panera on Broad Street
 - The Social Committee will email the remaining groups again to request that someone set up the first meeting to discuss expectations at the next meeting. If no one volunteers, they can wait till the Annual HOA Meeting to see if there are sign-up sheets again for interest groups.
- ICE CREAM SOCIAL SCHEDULED FOR AUGUST 13 @ 7:00 AT DAIRY QUEEN ON BROAD STREET
 - Great attendance at the July ice cream social is believed to have improved after changing the day and time to Tuesday at 7:00.
- FALL YARD SALE SCHEDULED FOR SEPTEMBER 28
- FALL CUL DE SAC PARTY
 - BBQ Party – Canaan Valley Court – Saturday, October 12 @TBD

Planning for this event continued at the August BOD meeting and will be finalized at the September meeting:

- Don and Karen Mills will provide BBQ meat, buns, and sauce.
- To simplify the event, one person will purchase all other food and paper goods. Karen Mills volunteered to make the purchase.
- A nominal fee of \$8.00 per attendee will be charged to cover the costs since there is no money allocated in the 2024 budget.
- Chris Rouse will be asked to email neighbors an invitation with an RSVP of Friday, September 27. Don needs the head count by October 1.
- Tena will post reminders in the Facebook Group - "Neighbors in the Village".

Welcome Committee (Debbi Seitz):

- Budget = \$50.00 per home
 Amazon gift w/tax = \$34.97
 Lowe's Gift card = \$15.00
 Total = \$49.97

I ordered five gifts from Amazon and bought four \$15.00 gift cards. I'll turn in the receipts for reimbursement when all the gifts have been delivered.

- **10844 Snowmass Court:** July 15, 2024, delivered a welcome gift with a welcome letter asking they email the director with their email and good phone number. No one was home so I left the gift inside the storm door. Homeowner – Emilia T. Liakhovitsner
- **10715 High Mountain Court:** July 15, 2024, delivered a welcome gift with a welcome letter asking they email the director with their email and good phone number. No one was home so I left the gift inside the storm door. Homeowner – William Andrew Wicker
- **4603 Village Run Court** – Pending delivery; hoping to catch the homeowners at home once renovations are completed.

Nominating Committee:

[Not currently active; no report.]

OLD BUSINESS:

- Update on amount recommended by the HOA attorney for a reserve for legal expenses: Betty says there has been no response from the HOA attorney. Betty will follow up with the attorney.
- Discussion as to whether to pay Greenline Landscaping for work done in April. Greenline has billed the standard maintenance fee of \$77.00 for April. However, previously it was thought that no work had been done in April; but there is no way to know for sure. It was agreed to pay Greenline for April, and that Betty will call/email and send a letter to Greenline/Ociel to point out the deficiencies in their service and to put them on notice. If their service does not improve, we will look for another landscaping maintenance provider.

NEW BUSINESS:

- Patsy Ledford made a motion to appoint Mila Liakhovitsner to the Finance Committee. The motion was seconded by Chris Rouse and unanimously approved.

MEETING ADJOURNED: 7:57 PM by Betty Overbey

OFFICER SIGNATURES:

Betty Overbey, President

Jess Engle, VP/ACC Chair

Patsy Ledford, Treasurer

Chris Rouse, Director at Large

Julie Wolford, Secretary

The image shows five handwritten signatures, each written over a horizontal line. From top to bottom, the signatures are: Betty Overbey, Jess Engle, Patsy Ledford, Chris Rouse, and Julie Wolford. The signatures are in cursive and appear to be written in black ink.