

The Village at Innsbrook Homeowners Association

Monthly Board Meeting Minutes

February 6, 2025, 6:30 PM

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

Board Members Present:

President:	Cynthia Hudson
Vice-President:	Don Reid
Secretary:	Betty Overbey
Treasurer	Patsy Ledford
Director-at-Large:	Rick Belflower

Others Present:

- Chris Rouse
- Debbi Seitz

Agenda:

- Meeting Called to Order: 6:34 PM
 - Confirmation of Quorum
 - Welcome by President, Cynthia Hudson
- Next regular monthly meeting: March 5, 2025, at 6:30 PM at the Glen Allen Library
- Approval of Previous Meeting Minutes: Approval of January Minutes was completed at the conclusion of the regular January meeting.
- Approval of Annual Meeting Minutes: Acknowledge receipt of minutes as reviewed by the 2024 BOD.

President /Officer/Committee Reports:

PRESIDENT:

- Status of transition between 2024 and 2025 Boards
- Goals from membership at annual meeting:
 1. Adherence to Architectural Guidelines
 2. Foster relationship with BOD of The Meadows
 3. Pedestrian safety across Cox Road
 4. Speed warning signs have been installed through the neighborhood as a temporary measure to call drivers' attention to their speed. This was initiated by Dan Schmitt at the request of homeowners at the Annual Meeting.
- Housekeeping:
- Sense of Community to foster interaction among neighbors
 - Our HOA bylaws used to require notice to members by regular mail, for the annual meeting. HOA voted at the 2024 meeting to allow opt-in for email notice. About 71 members have

done so. Rick plans to upload to the website a link for the opt-in form.

- Remote meeting capability - usual meetings should be in person. Consider hybrid meetings to promote greater homeowner participation.
- Officer Tasks: Each officer should look at what is listed on the chart of responsibilities under office held.
- Committees: There are three standing: Audit, Nomination, Architectural. Others: do they add value? Do we continue them?

VICE PRESIDENT / ACC CHAIR:

RFIs

- No RFIs have been submitted this month.
- Spoke with homeowner located at 4704 Snowmass Rd to get an update on their expected project completion date and learned it should be February 10.
- Tasked with speaking with the county to understand the dumpster ordinance on public streets. These guidelines will be included in future RFI approvals.

TREASURER'S REPORT

INCOME AND EXPENSES – JANUARY 2025

INCOME	
# Dues Paid for CY	98
RECEIPTS	
Dues	7,350.00
Int Inc Savings	1.02
TTL INC	7,351.02
EXPENSES	
Financial/Legal	
Bank Fees	22.00
HOA Activity	
Annual Meeting	600.00
HOA Expenses	293.46
Office Expenses	
Office Supplies	42.39
Postage/P.O. Box	324.50
Software/Website/Email	35.00
Utilities/Maintenance	
Electric	16.97
Phone	4.11
Landscaping	249.85
TTL EXP	1,588.28

NET	\$5,762.74
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WELLS FARGO BANK	
Checking	2,066.13
Savings	30,203.84
TTL BANK BAL	\$32,269.97

NOTES

Expenses:

- "Postage/P.O. Box" amount of \$324.50 = (\$142.00 for annual PO Box + \$182.50 for postage).
- "Bank fee" of \$22.00 is a "deposited items fee", for 98 items deposited into the savings account.

Other:

- For the two "800" numbers maintained by the HOA (with a company called Kall8) for the President and Vice President, I changed the forwarding numbers to Cynthia and Don's phone numbers.
- I updated the names and addresses of The Village BOD with the SCC and with the DPOR.

Patsy made a motion to approve the January expenditures, and the following three expenses. The motion was seconded by Don and approved unanimously.

- Reimbursement payment to Debbi Seitz in the amount of \$46.79 for "welcome baskets" for new residents.
- Reimbursement payment to Betty Overbey in the amount of \$15.90 for printed ballots for the annual meeting.
- The balance of \$1,732.33 for the bill from The Place at Innsbrook for the annual meeting in January (Previously paid \$600.00 downpayment; actual guest count of 71; check preferred as they add 3% for using credit/debit card).

SECRETARY:

- Annual Meeting Minutes were presented to the BOD prior to the meeting and brought for signatures by the 2024 BOD.

DIRECTOR-AT-LARGE:

- Prepared for annual meeting
- Created spreadsheet to track RSVP for annual meeting
- Multiple announcement notifications sent for annual meeting
- Workflow diagram created for Disclosure packet process

COMMITTEE REPORTS:

Patsy made a motion to appoint to the respective committees ALL members who volunteered at the annual meeting for these committees. This was seconded by Don and unanimously approved.

Audit Committee Report:

- The Audit Committee meeting scheduled for Jan. 21 had to be postponed due to a family emergency. It has tentatively been rescheduled for Tuesday, Feb. 11, at 7:00 PM, at the home of Patsy Ledford.

Landscape Committee:

- 2025 committee not yet appointed.

Nominating Committee:

- 2025 committee not yet appointed.

Social Committee:

- 2025 committee not yet appointed.

Welcome Committee:

Patsy made a motion to appoint Debbi Seitz as Chairman of the Welcome Committee. This was seconded by Don and unanimously approved.

OLD BUSINESS:

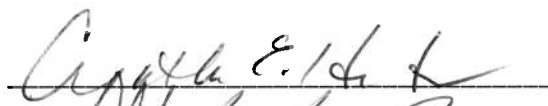
NEW BUSINESS:

MEETING ADJOURNED:

8:09 PM

OFFICER SIGNATURES:

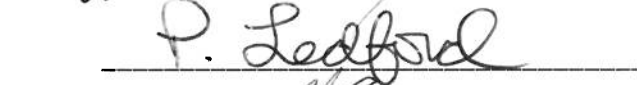
Cynthia Hudson, President



Don Reid, VP/ACC Chair



Patsy Ledford, Treasurer



Rick Belflower, Director-at-Large



Betty Overbey, Secretary

