

The Village at Innsbrook Homeowners Association

Board Meeting Minutes for August 7, 2019

Directors Present: Dave Fellowes, President
Debbi Seitz, Vice President, ACC
Mike Hamway, Treasurer
Brian Perryman, Director at Large
Diane Minear, Secretary

Others Present: None

1. Meeting called to order by Dave Fellowes at 6:02 pm at 4301 Dominion Blvd, Suite 200
2. Next meeting: Thursday, September 5th, at 6:00pm at 4301 Dominion Blvd., Suite 200.
3. Meeting Minutes from the July Board Meeting were unanimously approved as corrected, and signed by all Board Members.
4. Presidents Report—Dave Fellowes

Dave is continuing to scan documents into Office 365; one box left. Dave reminded us that the year is moving along quickly; time to look for new Board Members for 2020. Brian prepared a list of homeowners who are new within the last three years to check their interest in serving on the Board. Brian will chair the Nominating Committee for next year's officers. Dave is currently posting Meeting Minutes on the website. Still needs October 2018, and January 2019.

5 Treasurer's Report—Mike Hamway

- a. **Annual Dues Update:** Five payments remain outstanding; four for 2019 and one still overdue from 2018.
- b. **Invoices and Requests for Reimbursement:**
 - i. Check for \$93.75 from Quick Books Consultant:
 - ii. Routine telephone and utility charges were only other expenses.
- c. **Monthly Accounting Information:**
 - i. Total Receipts: \$ 16.26
 - ii. Total Expenses: \$ 316.03

Mike got the Quick Books straightened out and in good order thanks to the consultant he found.

6 Committee Reports

a. Vice President's/ACC Report—Debbi Seitz

i. RFIs

- a) 46█ Needles Eye Terrace: remove tree along driveway that is uprooting the driveway. Homeowner had stated that they would present a landscape plan but now says there is no plan, just remove tree and stump and leave area natural.

Debbi initiated discussion of the unapproved driveway issue on Needles Eye. RFI was approved with an addendum to the response notifying the homeowners that the gravel driveway on the side of the house is unapproved and is in violation of the HOA Restrictions. This should be corrected, vehicles should be removed from this area, and the landscape restored to its original condition.

- b) 46█ Village Run Court: remove two diseased oak trees from side of backyard. Site visit made on July 29th. Debbi agrees with homeowner and arborist assessment. Tree is also very close to house foundation.
- c) 46█ Zermatt Court: remove large split pine tree in front yard. Tree is leaning, has a large split trunk and is oozing sap. Site visit on August 5th. Debbi agrees with homeowner and arborist assessment.
- d) 135█ High Mountain Court: remove two diseased and dying River Birch trees. Site visit on August 6th. Debbi agrees with homeowner assessment; trees are dying.

Debbi motioned for approval of all RFIs. Brian seconded the motion. All approved unanimously.

ii. Mailbox Compliance Update

- a) Debbi met with the following homeowners and presented them with a letter stating the non-compliance (copy attached):

July 22, 2019

108█ Canaan Valley Court
108█ Canaan Valley Court
47█ Snowmass Road
46█ Snowmass Road

July 31, 2019

46█ Breithorne Court
46█ Breithorne Court
4605 Breithorne Court

iii. Miscellaneous:

- a) 108█ Snowmass Court: Van parked on side of house. Called homeowner on July 22nd and talked about this issue. He told Debbi it would be removed as soon as the fence repair in his backyard was complete. Should be by end of week. This is an on-going issue.
- b) 46█ Snowmass Road: Unkempt yard. Overgrown grass is overtaking the gravel driveway. There have been complaints from

the neighborhood on this property. This is a rental property. Texted homeowner on July 22: explained situation, recommended solutions and provided names of several contractors who pave driveways. To date, no action. Debbi will continue to monitor and will send a letter to the homeowner.

- c) 46██ Winterset Place: White lattice board in front of driveway to shield trash and recycle bins. After several attempts, finally contacted homeowner on August 1st. Explained that the white lattice was not an acceptable method to shield the bins from street view. Explained acceptable options. Lattice is removed as of August 7th and large bins have been moved from view from the street. One small bin is still turned upside down on side of house.
- d) Suspicious Situation: On August 7th at 10:30 a.m., after calls from multiple neighbors, Debbi called the Henrico County non-emergency number to report rather strange “church ladies” going door to door asking to pray and read scripture. Debbi spoke with them and advised them about the no solicitation policy, and asked them to leave the community. In total there were four women in a late model Camry; will be alert to make sure they are not a continuing presence in the Village.
- e) Debbi talked to homeowner at 10852 Snowmass Court and requested removal of landscape signage, which was immediately done.
- f) Street Signs: Board agrees to try to have County finish up replacing the remaining old wooden signs with new steel post signs. Debbi will contact the county.
- g) Landscaping by new homeowners on Village Run Drive was done without benefit of an RFI. Brian will contact homeowner and inform him that removal of the tree in a front yard involves removal of the stump, as well. Trash cans visible from the street at this residence and Brian will also address that as well.

b. Director at Large Report—Brian Perryman

- i. Home Sales: No new home sales this month.
- ii. Brian will contact the two agents that have pending sales:
4623 Snowmass Road, and
4532 Village Run Drive.
- iii. No requests for disclosure packages as yet

c. Hospitality Committee—Melissa Gay
No report.

d. Social Committee—Melissa Gay. No Report

e. Audit Committee—Diane Minear

Audit meeting held at Markel Building on July 17, 2019. Members present were Diane Minear, Mike Ham way, Elaine Kirby and April Duff. No discrepancies found. Next meeting is scheduled for October 16th.

f. Nominating Committee:

Debbi nominated Brian to be chair of the committee for 2020 officers. Dave seconded. All approved. No Nays. Brian will send out a personal email to all of the people on the new resident list and will follow-up at the next meeting.

7. Old Business:

Nuckols Road Lights—Debbi will contact electrician to purchase lights and install.

Dave still scanning HOA records into Office 365.

8. New Business: None

9. Open Forum: No Comments; no homeowners present.

10. Meeting adjourned: by Dave at 7:23 pm.

Dave Fellowes, President

Debbi Seitz, Vice President

Diane Minear, Secretary

Mike Hamway, Treasurer

Brian Perryman, Director at Large

Village at Innsbrook Homeowner's Association

Dear homeowner @ _____

During a recent evaluation of mailboxes and mailbox posts in the Village it was observed that your mailbox and/or posts do not meet the current HOA restrictions. For your convenience, attached to this notice is a copy of the mailbox specifications and information for a contractor with knowledge and experience in working with Village residents to repair and/or replace. Please take the time to evaluate your mailbox/posts and make the necessary repairs or if needed, replacement of posts and the mailbox. If you need paint, please contact me and I'll deliver the proper paint to your home.

The board and I appreciate your cooperation in doing your part to keep our Village beautiful!

Thank you,

Debbi Seitz.
VP/ACC CHAIR
The Village at Innsbrook HOA
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