

**THE CEDARS HOMEOWNERS ASSOCIATION**  
**MINUTES OF THE 2013 ANNUAL HOMEOWNERS MEETING**  
**Thursday January 23, 2014 - DRAFT**

Welcome

The Annual Meeting of The Cedars Homeowners Association (HOA) was held on Thursday, January 23, 2013, at the Markel Building, Salon Conference Room, First Floor, 4501 Highwoods Parkway, Glen Allen, Virginia, 23060. A social time began at 6:30 pm, when pizza and refreshments were served. President Niki Donathan called the meeting to order at 7:00 pm. A package of information containing all documents discussed in the meeting, including a meeting agenda, minutes, financial report, and proposed slate of directors, was made available to all homeowners. Mrs. Donathan introduced the Board members and asked everyone in the room to introduce themselves by giving their name, address, and the length of time they had lived in the neighborhood.

Proof of Notice

Mrs. Donathan reported that notice of the meeting had been properly given by mailed, hand delivered and emailed invitations and proxies to each homeowner at the addresses on the distribution list. A reminder email was also sent the Tuesday before the meeting. Attendance in person and by proxy was forty-three , which satisfied the requirements for a quorum.

Approval of Minutes

Julie Traylor presented the minutes from the 2013 HOA meeting. Upon motion duly made and seconded, reading of the minutes was dispensed, and the 2013 minutes were approved as presented.

Social Committee Report

Amarish Jain reported on social events held during 2013. The 2013 Annual Meeting was held in February. A Community Yard Sale was held on Saturday, June 1, and was a great success. The Spring Social was postponed due to scheduling conflicts. The Fall Social was held on Saturday, October 26, and the neighborhood children were invited to wear their Halloween costumes. The HOA provided a bounce house for the kids, candy to celebrate Halloween, and a cotton candy machine in addition to the drinks, hamburgers and hot dogs. Unfortunately, we had very low attendance at this social, similar to the socials held in 2012. The Board would welcome new ideas to improve attendance at the socials.

Welcoming Committee Report

Amarish Jain reported that six new neighbors had moved into the Cedars neighborhood during the year, and had received Welcome Packages. There are currently two owners scheduled to receive their new neighbor package of information when they move in.

Treasurer's Report

Marshall Higgins presented the financial report for 2012. He reviewed the various revenue and expense items, particularly the landscaping expense (unbudgeted electrical work on lights in common areas). Mr. Higgins stated that at year-end, the HOA had \$1,578.35 in the checking account and \$7,239.34 in the savings account. Upon motion duly made and seconded, the homeowners voted to accept the report as presented.

### Innsbrook Rezoning Initiatives

Dave Cummings reported on the efforts undertaken by Highwoods Properties to rezone large sections of Innsbrook to urban mixed-use (UMU) as part of the "Innsbrook Next" plan. Their efforts were supported by Henrico County and approved by the Board of Supervisors in late 2012. Mr. Cummings provided background information on the project, which was first proposed in 2004. He noted that the Planning Commission held an Administrative Hearing in July where Highwoods presented their plan which retained the parameters of the case approved by the County last year. All infrastructure (road work, sewers, sidewalks, etc.), including widening Nuckols Road from Cox to 295 interchange, must be completed before any building construction is begun. Construction was anticipated to begin in October 2013, but is now in a holding stage. Work could now begin as early as spring 2014. Once work begins, we could possibly expect 6 to 12 months of infrastructure construction, and then 12 to 18 months of building and landscaping. Of the major buildings, one is expected to be the world headquarters of Markel, which will be 12 or 13 stories. Another of the major buildings is planned to be apartment/condo/retail complex with a parking garage. No other major tenants have been signed on as of yet. A question was asked if the hotel was still in the plan. The 200 room hotel is still scheduled to be built on the empty lot at the intersection of Nuckols and Sadler Roads. The Sadler Road widening project was also discussed; however, the County does not have a proposed start date for that project. Mr. Cummings referred homeowners to the County's [www.Innsbrook.com/next](http://www.Innsbrook.com/next) website for more information. The neighbors present thanked the Board, especially Mr. Cummings, for their diligence and dedication to monitoring neighborhood issues.

### Neighborhood Watch

Joanne Vinci provided an update on the Neighborhood Watch program. She stated that 2013 was another year of progress for the program, with regular emails sent to residents on crime prevention tips, as well as communications on local crime alerts. Emphasis continued to be placed on educating all residents to be alert and call **501-5000** if they see any suspicious activity. Meetings for Block Captains had been held during the year. There is still a need for additional Block Captains. In May, a speed trailer was placed in two different locations on Cedar Forest Road in an effort to educate motorists how fast they were travelling. The neighborhood did experience several instances of larcenies from cars. One home burglary occurred that resulted in a juvenile being arrested. Mrs. Vinci advised neighbors that Office Jason can visit any home when requested and provide suggestions for improving security.

### President's Report

Mrs. Donathan reported on activities and actions taken by the Board during the previous year. After the prior annual meeting, the new Board met in March to elect officers and committee chairs. The Board generally held open monthly meetings in 2013. Mrs. Donathan reported that an on-going initiative the Board had for 2013 was to address the overgrown landscaping that bookend both entrances. We obtained a quote from Robson to refurbish the Cedar Branch Court entrance that was significantly higher than the budget. Board discussed decreasing the size of the beds (plant more grass) and reducing the quantity and size of the plants; however, the adjacent homeowners wanted to retain the existing plantings for privacy. Mrs. Donathan advised that the Neighborhood Directory had been distributed in June. Next, Mrs. Donathan discussed the lack of attendance at the Neighborhood Socials. As a result, we plan to have only one social this year in the spring. She stated that the Board does not want to cancel the socials altogether, as we feel they are a good way to build a sense of community in the neighborhood. Mrs. Donathan next updated the homeowners present about the resurfacing of the streets that occurred

over the summer. The Board had significant concerns after the work was finished. The County's subcontractor, American Asphalt, paid Robson Landscaping to repair the damage landscaping in our common areas. The Board made numerous attempts to contact the County regarding the condition of the road in the cul-de-sacs, the uneven lines along the curbs, and the clumps of material on Sadler Road, with no satisfactory response. Next, Mrs. Donathan discussed the need for updating the website to make it more interactive. The Board has recommended using the funds made available from not having a fall social to pay for this upgrade. This action is addressed in the 2014 proposed budget. Mrs. Donathan also discussed the need to maintain the property values in our neighborhood. The Board continues to research ways to effectively address this issue. Residents were invited to attend the monthly Board meetings to discuss any issues or provide ideas regarding this initiative. Finally, Mrs. Donathan thanked all the Board members who had served during the year. She also thanked Mr. Sajan Kaushik, who posted minutes and updates to the website during the year.

#### New Business

Mr. Higgins presented a proposed budget for 2014, and indicated that the budget called for maintaining the annual dues amount of \$75 per homeowner. He responded to questions, and explained that the dues, if approved, would be payable by March 25, 2014. Upon motion duly made and seconded, the homeowners approved the 2014 budget and dues amount as presented.

Mrs. Donathan presented a slate of proposed board members, including Dave Cummings, Caren Cummings, Marshall Higgins, Julie Traylor, Niki Donathan, Amarish Jain and Michael Moss. Upon motion duly made and seconded, the homeowners voted to approve the 2014 slate of board members as presented.

#### Open Discussion

A question was asked by a neighbor about replacing personal landscaping and foundation plantings. Mrs. Donathan outlined the procedure for architectural requests. The main concern with landscaping requests is not cutting down large trees without cause. Another resident asked the date of the spring social and yard sale. Mrs. Donathan said those events will most likely be in May.

#### Reminders

Mrs. Donathan again thanked the Board members for their service during 2013. In turn, Mrs. Donathan was thanked for her work during the past year as president. She reminded everyone to pay their dues by the March 25 due date, and encouraged neighbors to check the HOA website at [www.thecedarsatinnsbrook.com](http://www.thecedarsatinnsbrook.com) frequently for information regarding upcoming events and neighborhood news. The website also contains guidelines for submitting architectural requests.

#### Adjournment

There being no further business to come before the HOA, the Annual Meeting was adjourned at 8:00 pm.

Respectfully submitted by,

Julie Traylor  
Secretary