

**The Cedars at Innsbrook
Homeowners Association Board Meeting Minutes
Thursday, December 12, 2013**

Attending: Niki Donathan, Richele Jenkins, Marshall Higgins, Amarish Jain
Absent: Julie Traylor, Dave Cummings, Joanne Vinci

Niki called the meeting to order at 7:06 p.m.

Reports:

- Secretary: Julie reported via email that November minutes were approved and have been posted to website. Request received for one Disclosure Package.
 - Treasurer: Marshall reported we still have 3 homeowners with outstanding dues. One house he visited and payment is forthcoming; one is rental; one is vacant and for sale.
 - Social Committee: Board members discussed the cost vs benefit concern of having socials. Idea was vetted to only have the Spring social and use the funds freed from not having a Fall social for website improvements. Will be discussed during the Annual Meeting.
 - Architectural Requests: Richele reported two requests were received and approved.
 - Welcoming Committee: Amarish reported that one Welcoming Package will be issued to a new neighbor on Cedar Post Court.
 - Neighborhood Watch: Joanne reported via email that she had sent a Holiday Safety email to the neighborhood. She had also advised about a break-in reported from a neighbor.
 - Landscaping/Common Areas: Refurbishing commons areas has been tabled for now due to resident concerns of privacy. Will address at the Annual Meeting to discuss options. Amarish will reach out to Highwoods about common areas. Need to determine whether any additional money can be moved to the landscaping budget. Will discuss at next meeting once the 2014 proposed budget is ready.
 - Website: Additional storage was purchased – up to 1GB for \$8.99 per year. Will need to be renewed in March 2016. Discussion about how the website can be enhanced and made interactive. Would like website to have a forum where neighbors can “talk” to each other and share recommendations for services.
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Old Business:

- Property Maintenance: Joanne will contact an attorney about sending property letters for the HOA.
 - Property Management: The Board continued to review outstanding issues and discussed the issues with hiring an outside management company.
 - Innsbrook Development: No news to report.
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New Business:

- Annual Meeting: Scheduled for January 16, 2014. Invitations have been distributed. Marshall and Dave will prepare a proposed budget. Returning Board members will be Niki, Dave, Julie, Marshall and Amarish. Niki will reach out to NW Block captains to try to replace Joanne. Julie will send email to neighborhood requesting board member nominations.
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Calendar of Events:

- The next BOD meeting will be held on Thursday, February 20, 2014 at 4620 Cedar Forest Road.
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With no further business, the Board meeting was adjourned at 8:22 p.m.

Respectfully submitted by,

Julie Traylor