

**The Cedars at Innsbrook  
Homeowners Association Board Meeting Minutes  
Thursday, December 11, 2014**

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**Attending:** Niki Donathan, Dave Cummings, Julie Traylor, Marshall Higgins  
**Absent:** Michael Moss, Caren Cummings, Amarish Jain

Niki called the meeting to order at 7:05 p.m.

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**Reports:**

- Secretary: October meeting minutes approved during the meeting. July & September minutes sent to Michael to post to website. Email sent to neighborhood with Neighborhood Watch updates from Henrico County. House on Cedar Post Place is scheduled to close on December 19<sup>th</sup>. No other homes currently for sale in the neighborhood.
  - Treasurer: Two 2014 dues are outstanding. Marshall will follow up with letters.
  - Social Committee: Caren decorated the entrances for Christmas.
  - Architectural Requests: No requests have been received.
  - Welcoming Committee: No update.
  - Neighborhood Watch: No update.
  - Landscaping: Nothing to report.
  - Website: No update.
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**Old Business:**

- Property Maintenance: Nothing to report.
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**New Business:**

- Annual Meeting: Board set January 15, 2015 as date for the Annual meeting. Board members will arrive at 6pm to set up. Social begins at 6:30pm and meeting starts at 7pm. Marshall and Dave will create a 2015 proposed budget. Niki will obtain the home sales information. Rest of Board will provide reports for their committee. Caren, Dave and Amarish will obtain pizza, drinks and cookies. Julie will send a "Save the Date" email and include a request for new Board members. Formal invitations will be distributed the first week in January and need to be RSVP'd by January 10<sup>th</sup>.
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**Calendar of Events:**

- The Annual HOA meeting will be held on Thursday, January 10, 2015.
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With no further business, the Board meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Julie Traylor,  
Secretary