

**The Cedars at Innsbrook
Homeowners Association Board Meeting Minutes
Thursday, March 21, 2013**

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

Absent: Amarish Jain

Dave called the meeting to order at 7:00 p.m.

Reports:

- Election of BOD Officers: The Board nominated and elected the following officers for 2013:
 - President – Niki Donathan
 - Vice President – Dave Cummings
 - Treasure – Marshall Higgins
 - Secretary – Julie Traylor
 - Secretary: Annual Meeting minutes (Draft) were approved via email. Julie will have Sajan update the website with minutes and new Board Members. She also advised that she received two quotes for printing the Directory and will obtain several more.
 - Treasurer: Marshall has deposited 40 annual dues checks. Will continue to check the PO Box for additional payments. One 2012 due is still outstanding. Marshall & Dave will wait until April 1 for payment prior to proceeding to place lien.
 - Social Committee: Amarish Jain is the new Committee Chair. Tentative dates set for Community Yard Sale (Saturday, June 1) and Spring Social (Sunday, June 2).
 - Architectural Requests: Richele Jenkins continues as the Committee Chair. Two requests for tree removal were approved via email. BOD adopted a new measure of requiring a plot plan depicting the location of trees when tree removal requests are received.
 - Welcoming Committee: Amarish Jain is the new Committee Chair. Two new neighbors need a Welcoming Package when they move in.
 - Neighborhood Watch: Joanne Vinci is the new Committee Chair. She will contact all Block Captains in the coming weeks.
 - Landscaping/Common Areas: Niki Donathan will continue as the Committee Chair. She has advised the landscaper the budget for refurbishing the Cedar Branch Court Commons Area. Joanne will contact landscaper to obtain a plan.
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Old Business:

- Property Maintenance: Board will continue to work with all homeowners who received letters in 2012 as well as identify any new properties.
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New Business:

- Board of Directors Monthly Meetings: Board discussed having meetings every other month if no pending issues required a meeting. Resolved to make the decision on a monthly basis.
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Calendar of Events:

- The next BOD meeting will be held on Thursday, April 18, 2013 at 4620 Cedar Forest Road.
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With no further business, the Board meeting was adjourned at 8:00 p.m.

Respectfully submitted by,

Julie Traylor