

**The Cedars at Innsbrook
Homeowners Association Board Meeting Minutes
Thursday, May 17, 2012**

Attending: Kimberly Sowers, Marshall Higgins, Lori Coyne, Richele Jenkins, Barbara Hershey, Niki Donathan, Joanne Yonce, Julie Traylor

Absent: Dave Cummings

Kimberly called the meeting to order at 7:15 p.m.

Reports:

- Secretary: April minutes were approved via email and sent to Sajan to be posted to website.
 - Treasurer: Marshall reported there are now 8 outstanding dues. Letters were sent to those residents requesting payment. Received 2 with the \$20 late fee included.
 - Social Committee: The Spring Social will be on Sunday, June 10th from 4pm to 7pm. Bounce House and tables have been reserved. Barbara will distribute flyers next week.
 - Architectural Requests: A request for a new fence and another for exterior paint had been approved via email. BOD approved a request for siding replacement at the meeting. BOD reviewed changes that had been made to another house w/o approval. Julie to send email to listing agent requesting specific changes that need to be made (with BOD approval).
 - Landscaping/Common Areas: New flowers will be planted this week. Have not received the estimates for needed work in the common areas. Niki will request again.
 - Welcoming Committee: Waiting for new neighbors to move in on Cedar Forest Road to deliver package.
 - Neighborhood Directory: Julie to email a PDF file of the directory requesting updated information.
 - Neighborhood Watch: Joanne reported Officer Jason continues to patrol neighborhood. National Night Out is August 7th.
 - Innsbrook Rezoning: Dave reported to Kimberly that there are no updates.
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Old Business:

- Neighborhood Yard Sale: Saturday, May 19th. Reminder email sent May 15th. Lori will post to Craigslist. Kimberly to put out signs. Sadler Green HOA will run ad in newspaper.
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New Business:

- Landscaping: Letter and email was sent to landlord of one property regarding yard issues. No response received yet. Board reviewed and approved a draft email to be sent to the neighborhood regarding high grass and weeds in mulch beds which also included Henrico County maintenance requirements. Board will continue to monitor this concern.
 - Property Maintenance Letters: Residences in need of property maintenance will also be identified to receive letters.
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Calendar of Events:

- The next BOD meeting will be held on Thursday, June 21, 2012 at 4617 Cedar Forest Road.
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With no further business, the Board meeting was adjourned at 8:35 p.m.

Respectfully submitted by,

Julie Traylor