

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

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

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

Reports:

- Secretary: October minutes were approved via email and have been posted to website. Requests received for one Disclosure Package.
 - Treasurer: Marshall reported we still have 3 homeowners with outstanding dues.
 - Social Committee: Fall Social was not well attended. We will discuss possible changes at Annual Meeting. Discussed issuing Evites in the future. Room was booked for Annual Meeting.
 - Architectural Requests: Richele reported one request was received and approved.
 - Welcoming Committee: Amarish reported via email that Welcoming Packages were issued to two new neighbors.
 - Neighborhood Watch: No report.
 - Landscaping/Common Areas: Niki planted pansies in the common areas. Appears the damaged plants/trees in the medium were cleaned up.
 - Website: No news to report.
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Old Business:

- Property Maintenance: Bill received for weed removal at a homeowner's yard. Marshall needs to forward to the homeowner/property manager.
 - Property Management: The Board continued to review outstanding issues and discussed the issues with hiring an outside management company.
 - Innsbrook Development: Markel and Highwoods have postponed beginning construction to mid - 2014. Minimum of one year of infrastructure/roadwork to be done before buildings.
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New Business:

- Road Resurfacing and Landscaping Repair: No response from County.
 - Annual Meeting: Scheduled for January, 16, 2014. Marshall and Dave to prepare 2014 Budget. Julie will email Niki the meeting script. Invitations and proxies need to be distributed by end of the year.
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Calendar of Events:

- The next BOD meeting will be held on Thursday, December 12, 2013 at 4620 Cedar Forest Road.
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With no further business, the Board meeting was adjourned at 7:40 p.m.

Respectfully submitted by,

Julie Traylor