

**The Cedars at Innsbrook  
Homeowners Association Board Meeting Minutes  
Thursday, October 17, 2013**

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

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

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**Reports:**

- Secretary: September minutes were approved via email and have been sent to Sajan to post to website. Requests received for two Disclosure Packages. Email sent to neighborhood with Pumpkin Palooza information, reminder about yard maintenance and thank you to dog owners.
  - Treasurer: Marshall reported via email that letters were sent to homeowners with outstanding dues.
  - Social Committee: No report. Dave and Caren are helping Amarish coordinate the Fall Social scheduled for Oct 26.
  - Architectural Requests: Richele reported no new requests have been made.
  - Welcoming Committee: No report.
  - Neighborhood Watch: Joanne confirmed with Henrico Police that she is still the NW Coordinator. Block Captains placed notices into their respective neighbor mailboxes with info about locking cars.
  - Landscaping/Common Areas: Julie removed the dead flowers. Niki will be planning pansies next week. Marshall had the sprinklers winterized this week.
  - Website: No news to report.
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**Old Business:**

- Property Maintenance: Email sent to homeowner and property manager regarding lack of grass/dirt spots in yard. If no response received, Board will contact Robson to do the work.
  - Property Management: The Board continued to review outstanding issues and discussed the issues with hiring an outside management company.
  - Innsbrook Development: Highwoods is proceeding with the Innsbrook development according to the approved plans. Construction is scheduled to likely begin this fall.
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**New Business:**

- Road Resurfacing and Landscaping Repair: Dave continues to obtain a response from the County regarding the road repairs. Board is also still waiting for contractor to get with Robson regarding the damage to the plants from road work.
  - Fall Social: Saturday, October 26 from 4pm to 6pm. Flyer to be distributed this weekend. Julie will send out reminder email.
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**Calendar of Events:**

- The next BOD meeting will be held on Thursday, November 21, 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