Tabb Lakes General Membership Meeting

25 October 2007, 7-9pm Tabb Library Meeting Room





Agenda

- Introductions
- Year in Review
- Treasurer's Report
- Yard of the Month Program
- Committee Reports
- Vacant Committee Positions
- Covenants Compliance Program
- New Business
 - Projects Under Consideration
 - Reserve Study Report
 - Election of New BOD members
- Questions from the Membership

Notice: We must vacate the room by 9pm!



Questions

- A general time for questions has been set aside at the end of the evening.
- Please save your questions for the end.
- Paper and pencils are provided to write down your questions for later.



Introductions - Board of Directors

- President: Gary Porter*
- Vice President: Dave Otto
- Secretary: Art Johnston
- Members-at-Large: Jim Magnotta

Sharon Keplesky*

* Terms expire tonight



Other Association Officers

Treasurer: Charles Rossi





Introductions - Committee Chairs

Activities

Architectural Review

Emergency Response

Grounds Maintenance

Helps

Lake Maintenance (Lake 1) Bob Spell

Lake Maintenance (Lake 2) (Vacant)

Neighborhood Watch

Newsletter Editor

Stormwater

Web Site Manager

Welcome

Kris Yancy

Christel Doucette

Lou Lafrenaye

(Vacant)

Gary Porter

(Vacant)

Shirley Flanagan

Lou Lafrenaye

Clint Flanagan

(Vacant)



Introductions - Special guests?



Welcome to Tabb Lakes

- 446 homes, including 82 lakeside homes.
 - Homes were constructed between 1985 1992
- Two 6-acre recreational lakes also serve as stormwater retention devices.
 - 1985 agreement with between the HOA and York County gave the HOA responsibility for the management of the lakes.
- The Association was turned over to the homeowners in October 1992.





The Year In Review Homes Values Increasing

CY2006

27 homes sold

Avg Price: \$326,420

CY2007

26 homes (thus far)*

Avg Price: \$346,738

Increase in average sale price = 6.2%, CPI = 2.1%.

National median home price rose .22%

In Richmond, VA, homes increased 4.201

*6 more homes currently for sale

,				
TABB LAKES	07/31/2006 PACE,	JAMES ETUX	100 ADELE CT	\$330,000
TABB LAKES	11/20/2006 MINGE	E, RICHARD L ETUX	200 BRIDGE WOOD DR	\$316,000
TABB LAKES	06/30/2006 HEINZ,	JAMES M ETUX	405 BRIDGE WOOD DR	\$345,000
TABB LAKES	06/27/2006 TIMM, [DEBRA A	409 BRIDGE WOOD DR	\$366,900
TABB LAKES	07/17/2006 YANCY	, SCOTT D ETUX	410 BRIDGE WOOD DR	\$364,900
TABB LAKES	08/02/2006 IM, NIN	A K & RO BIN	506 BRIDGE WOOD DR	\$329,000
TABB LAKES	06/30/2006 KUHN,	KEVIN ETUX	100 ELISE PL	\$359,000
TABB LAKES	09/05/2006 HOLLA	ND, SCOTT A & JACQUELINE S	132 GARDENVILLE DR	\$349,800
TABB LAKES	06/13/2006 ZANIEV	VSKI, GEORGE A & MELISSA P	201 HEATH PL	\$324,500
TABB LAKES	07/19/2006 SHULL,	CHARLES L ETUX	302 HEATH PL	\$349,000
TABB LAKES	06/15/2006 ARAGO	N, JAY A ETUX	115 LESLIE LN	\$375,000
TABB LAKES	09/11/2006 CARRO	LL, PATRICK J ETUX	124 LESLIE LN	\$340,000
TABB LAKES	10/26/2006 LYONS	, HOWARD S & JENNIFER L	210 MONTY MNR	\$369,900
TABB LAKES	08/01/2006 WRIGH	T, BARRY O & D F CONGROVE	100 TIGER PAW PATH	\$300,000
TABB LAKES	06/07/2006 HASST	EDT, ANNE MARIE G & STEVEN	108 TIGER PAW PATH	\$319,900
TABB LAKES	09/06/2006 OLIVO,	CHRISTOPHER S ETUX	127 TIGER PAW PATH	\$315,000



November

- Installed new Board of Directors
- Evaluated moving Lake 2 diffuser pump
- Contacted York County re footbridge over spillway

December

Approved new newsletter advertising guidelines

January

- Renewed Lake Management contract
- Added events calendar, activities survey and scrolling banner to the website
- Approved Association lawyer
- Mailed annual assessment notices



February

- Repaired Lake 2 fountain
- Began considering new landscaping regulations
- Had Disclosure Packet reviewed by lawyer
- 93% of assessments received on time

March

- Filed Real Estate Board Annual Report
- Discussed 30 delinquent assessment payments
- Formally adopted provisions of the VPOAA

April

- Conducted Community Garage Sale and Super Suppers Night
- Began e-mail notification and e-newsletter system
- Had BOD work day to thin brush at end of Lake #1



May

Conducted "Walk the Block" night

June

- Sponsored Adult CPR class
- Stormwater Committee removed debris from outflow
- Magruder floodlights finally repaired (cut by Cox Cable)

July

- Resumed Yard of Month program
- CERT members conducted table-top exercise
- Stormwater Committee prepared for hurricane season
- Arranged with VDOT for traffic count
- Changed website hosts
- Received legal review of validity of additional regulations



August

- Installed new, improved CERT website
- Filed in Small Claims Court against a homeowner for overdue assessments

September

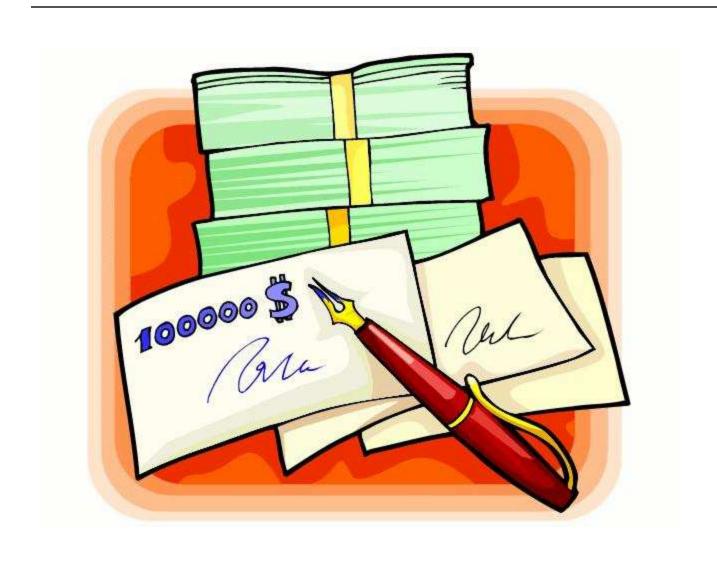
- Conducted Neighborhood First Aid / Fire Safety Day
- Repaired Lake #1 viewing bench
- Repaired Lake #1 fountain
- Enhanced Tabb Lakes website security
- Approved new landscaping regulations
- Final 2007 assessments paid, dropped claim

October

- Investigated alternate location for BOD meetings
- Formed the Helps Committee



Treasurer's Report – Charles Rossi





FY2008 Projected Revenue

TABB LAKES HOMES ASSOCIATION, 2006 ANNUAL MEETING	2006-07 FISCAL YEAR ACTUAL	2007-08 FISCAL YEAR BUDGET	82 X \$155.90 plus 364 X \$138.15 (2.0% CPI)
ANNUAL ASSESSMENTS AD REVENUE & MISC.	62,242 160	63,074 <i>′</i> 150	
TOTAL:	\$62,402	\$63,224	



FY2007 Financial Results & Proposed FY2008 Budget

EXPENSES:	2006-07 FY BUDGETED	2006-07 FY ACTUAL	2007-08 FY BUDGET
DUES COLLECTION EXPENSES	220	390	400
ASSOCIATION MANAGEMENT	8,400	7,404	7,400
COMMITTEES: ACTIVITIES	500	63	100
A.R.C.			30
EMERGENCY RESPONSE	800	440	450
NEWSLETTER	1,800	1,751	1,800
STORMWATER / DRAINAGE	200		50
WEBSITE	80	234	250
WELCOME	200		60
YARD-OF-THE-MONTH			200
COPYING & PRINTING	10	54	55
C.P.A. FEES (taxes & audit books)		250	450
ELECTRICITY	15,100	13,683	13,750
INSURANCE	3,100	2,550	2,700
LEGAL FEES	1,000	1,565	1,500
MAINTENANCE (GROUNDS)	5,400	5,749	5,750
MAINTENANCE (LAKES)	5,600	6,398	6,450
MISCELLANEOUS	150	98	40
POSTAGE	350	411	420
TAXES AND STATE FEES	525	270	275
WATER	40	40	44
LAKE CONTINGENCY SET-ASIDE	22,300	22,300	22,300
TOTAL:	65,775	63,650	64,474
(DEFICIT) or SURPLUS	(3,935)	(\$1,248)	(\$1,250)



Funds Status

ASSETS AS OF 10/01/07:	OPERATING FUNDS		LAKE CONTINGENCY FUND
Checking Account	14,175		
CD's	31,100		69,300
Tax-free Muni Bond Fund			40,691
TOTAL OPERATING FUNDS AT START OF FY	\$45,275		\$109,991
Plus anticipated revenue	63,224		22,300
Minus anticipated operating expenses	(64,474)		
Minus cost of signs	(3,320)		
Minus cost of fountains	(13,110)		
TOTAL OPERATING FUNDS AT END OF FY	\$27,595		\$132,291



Yard of the Month Program

- After a 2-year hiatus, the program was resumed in July.
- Covenants Compliance inspectors nominate a minimum of 4 properties based on their 1st inspection each month.
- BOD members (headed by Charles Rossi) perform final inspection of addresses forwarded by LPM, as well as any others that have come to their attention, and determine the winner.
- BOD considering purchasing \$20 gift certificates for all winners.









July 2007 - 133 Gardenville Dr Bobby & Mary Kirts



August 2007 - 304 Bridge Wood Drive Charles & Debbie Keith



September 2007 - 408 Bridge Wood Dresser Raymond & Sylvia Ortiz



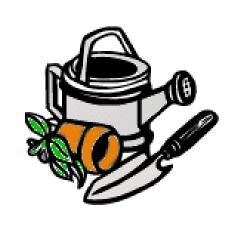
October 2007 – 904 Tabb Lakes Drive Orville & Vivian Calhoun





Yard of the Month Nominees

- Want to nominate your yard or a neighbor's?
- Contact Lee Property Management
 @886-3022 or Charles Rossi @867-8322.







Committee Chair Reports

- Activities
- Architectural Review
- Helps
- Emergency Response
- Stormwater
- Newsletter Editor
- Web Site Manager

Kris Yancy

Christel Doucette

Gary Porter

Lou Lafrenaye

Lou Lafrenaye

Shirley Flanagan

Clint Flanagan

Activities Committee Kris Yancy





- Agenda
 - Our challenges
 - What functions did we have
 - What kind of attendance did we see
 - Thoughts for next year



Activity Committee Challenges

- Activity survey Mailed to all 446 homeowners.
 Only 5 responses received.
- Social Committee 8 people expressed interest in serving on committee, only 3 people showed up to discuss social functions (thank you to the 3!!!).
- Tabb Lakes has no usable common area nowhere to host social events (4th of July parade, Halloween party, Christmas party, Easter Egg hunt).
- Communication Difficulties Difficult to advertise upcoming events (no neighborhood signs); quarterly newsletter was the only information source.
- Budget Started year with \$40 budget.



What did we attempt/accomplish?

- April 17th Two Super Supper nights planned. One successful with 14 attendees.
- April 28th Annual neighborhood garage sale.
 Coordinated with Greenlands.
- May 12th Walk The Block. Difficult to notify residents – low turn out.
- Memorial Day Kid's Parade scrapped due to lack of means to get reminders out to residents.
- June 13th Port Warwick Summer Sounds Concert Series – 3 people attended.



What did we attempt/accomplish?

- Oct 3rd Final Port Warwick Summer Sounds Concert – no way to inform residents of this event in time before newsletter printing.
- Oct 12th Kid's day at Busch Gardens no signups.
- Suggested the Board install a community sign.
 Obtained sign estimate.



Thoughts for Next Year

- Recommend one or more community signs to keep residents informed of upcoming events.
- Need to spur more community involvement how?
 Do we even want planned activities in Tabb Lakes?
 The activities chair had been vacant for 2 years.
- Need ideas regarding a community space/common area to hold more varied activities. Is this even possible?
- Hopefully the 3 people who showed interest in helping plan our community activities will continue to provide feedback. Wish to expand this small group. I would be happy to assist but cannot continue to chair the committee due to impending birth (November).



Architectural Review Committee Christel Doucette

- The intent of our Covenants is to help maintain property values within the neighborhood through aesthetic and architectural standards.
- The Architectural Review Committee's main purpose is to ensure certain projects meet community standards and, where applicable, TLHA Covenants and regulations. ARC is one facet of the Covenants Compliance Program.
- TLHA Covenants are not the same as County Code; homeowners are responsible for researching and complying with all applicable County Code.



The ARC Charter

- TLHA Bylaws Article IX, Section 1 para (c):
- o "an Architectural Review Committee ... shall review and approve on any Lot, all plats, plans, drawings and building specifications to include (but not limited to) houses, fences, sheds, outbuildings, deckings and room additions. Decisions of the Architectural Review Committee may be appealed to the Board of Directors."





CY 2000 Regulations

- Any additions to a house (including, but not limited to, sunroom additions) must be approved by ARC. The additions must have a design similar to the house, including the same siding (when applicable) and roofing materials, and must have a proper foundation. A copy of the County building permit must be attached to the form submitted to ARC.
- Fences shall only be constructed of wood, masonry, or other material <u>approved by the ARC</u>. The fence must comply with the look of the home and neighborhood, with height conforming to County guidelines (4' front, 6' sides, and 8' back). Chain link or wire fences are not allowed.



What Covenants Does ARC Oversee?

- 4. No trailer, basement, tent, shack, garage, barn, or outbuilding erected on the tract shall be used at any time as a residence temporarily or permanently, nor shall any structure of a temporary character be used as a residence.
- 5. Any building, the construction of which is commenced on any such lots, shall be completed and finished in a completely finished condition within one year of such construction and the completion thereof shall include all appropriate construction and completion so that It is consonant with a residential subdivision.
- 13. Yard enclosures. <u>No fence</u> shall be erected, placed or permitted to remain <u>on any lot nearer to any street than the front of the residential structure</u> built thereon.
- 17. Any and <u>all driveways</u> located on any of such lots shall be of asphalt or concrete construction.



ARC Requests Received, CY2007

- ARC Requests received = 29
- ARC Requests approved = 28
- ARC Requests rejected = 1*

*Insufficient project details were provided

Projects completed without ARC approval = numerous



ARC Requests Received, CY2007

- 12 Driveway Extensions/Additions
- 6 Fences
- o 3 Sheds
- o 2 Decks
- 2 Retaining Wall/Bulkheads
- 1 Screened-in Deck
- 1 Room Addition
- 1 Ditch Modification

Request Detail



Caveat Emptor

- VPOAA requires the Association notify prospective home buyers (via the Disclosure Packet) of any non-compliance with covenants or other regulations on a property.
- Homeowners contemplating selling their home should request an inspection to determine whether their property is in full compliance with all covenants and regulations.
- Homeowners who know they have a non-compliant feature on their property are advised to discuss the situation with the Board of Directors.



Did You Know?

- Did you know that County Code requires fences to be constructed with the "finished" side facing outward towards surrounding properties and rightsof-ways?
- York County Code Sec. 24.1-271. para j. (6)



Conclusion

- ARC forms can be downloaded from the Tabb Lakes website. Applications should be hand-delivered or mailed, no email. Speedy turn-around of applications is promised.
- To proceed without ARC approval risks having to dismantle or modify a project if it violates Covenants or County Code.
- The ARC process protects us all.

Questions: Christel Doucette

107 Naurene Court

doucette2@cox.net

867-8098

Helps Committee Gary Porter





- Newly established committee to help homeowners with temporary needs caused by accident, illness, temporary financial hardship, etc.
 - Yard work, grocery shopping, errands, etc.
- Have 8 volunteers signed up, still getting organized.
- If you have ideas on how the committee can help or know of immediate needs in Tabb Lakes, please notify me.





- Monitored performance of Virginia Lakes
 Management, our current contractor, and general condition of lakes.
- VLM performed monthly inspections of lakes, diffusers, fountains and advised us of problems.
 - Spot treated localized algae growth
 - Advises when larger treatment is needed
 - BOD will warn residents of larger treatment
 - Repaired fountains/diffusers when requested



Emergency Response Committee & Stormwater Committee

Lou Lafrenaye

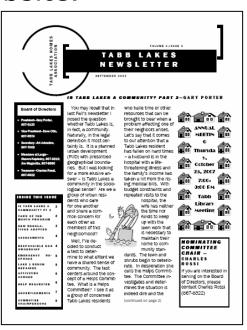
Go to Brief

Newsletter Editor Shirley Flanagan





- Our Goal: a quality newsletter.
- Published quarterly.
- Deadlines for articles & publishing dates are on the website (Nov 19 for Dec 3).
- Articles can be submitted by anyone.
- Advertisement policy/forms on website.
- Option for e-mail delivery in PDF format, sign up on website.
- Final copies posted on website.



Web Site Manager Clint Flanagan





A trip through www.tabblakes.org.

Take Trip

OFFICERS
COMMITTEES
FAQS
TLHA NEWS
EVENTS CALENDAR



NEWSLETTERS
BOARD MINUTES
TLHA E-NETWORK
DOCUMENTS
LIBRARY

Tabb Lakes Homes Association

Tabb Lakes is a mid-size community at the southern edge of York County, Virginia. Our neighborhood has approximately 1500 residents who live in 446 single family homes. Our annual assessments for 2007 are \$152.85 for lakefront owners and \$135.45 for non-lake front owners. Disclosure packets can be obtained by calling Lee Property Management (LPM) at 886-3022. For more information, please E-mail us.

This web site was built to enable all current and prospective homeowners in Tabb Lakes to better access or contact Board members with anything they feel needs to be addressed. The site has very easy to access links to information that may be of value at different times. Please be sure to check the Frequently Asked Questions page for general information.

Annual Homeowners Meeting, Oct 25, 7:00 p.m., Tabb Library

Website created and maintained by the Tabb Lakes Web Manager Please see our <u>legal/privacy issues</u> page for information about use of the materials on this site.





Vacant Committee Chair Positions

- Activities
- Grounds Maintenance
- Lake Maintenance (Lake 2)
- Neighborhood Watch
- Welcome
- These are all extremely important functions to a well-run Association.



Committee Chair Duties (All)

- Keep accurate records of committee activities.
- Prepare an annual budget for the committee.
- Present a briefing on committee operations at the TLHA annual membership meeting.
- Attend monthly board of directors meetings and present a committee report. If a BOD meeting must be missed, forward a committee report via electronic means.
- Surrender all committee correspondence, equipment, supplies, etc, to the BOD upon terminating Chair duties.



Activities Committee

 Develop community events and activities such as annual Garage Sale Day, Walk the Block Night, Christmas Decoration Contest, etc.



Grounds Maintenance Committee

- Monitor performance of the grounds maintenance contractor.
- Advise the BOD on matters concerning the appearance of the common areas and ways to enhance or maintain these areas.
- Purchase and plant seasonal flowers at the two entranceways.





Lake Maintenance (Lake 2)

- Help monitor performance of the Lake Management contractor.
- Advise the BOD when changes are needed to the lake management contract.
- Monitor the performance of the lake fountains/light & air diffuser systems (Lake 2).
- Monitor general condition of algae growth (Lake 2).
- Advise the BOD on general questions concerning the health of the lake biosystems.



Neighborhood Watch Committee

- Setup and maintain a neighborhood watch system for the neighborhood.
- Coordinate with the County Sheriffs office on Neighborhood Watch issues.
- Help educate Tabb Lakes residents on the activities of the County Neighborhood Watch program.



Welcome Committee

 Identify new Tabb Lakes homeowners, visit/greet them, answer any questions and deliver a welcome information packet.





Committee Chair Volunteers

- Activities
- Grounds Maintenance
- Lake Maintenance (Lake 2)
- Neighborhood Watch
- Welcome
- So who will volunteer for these positions??



Covenant Compliance Program

- On 1 June 2006 we hired Lee Property
 Management to design and conduct a
 Covenant Compliance Program and administer the Disclosure Packet Program.
- LPM conducts twicemonthly inspections and notifies residents of problems.

LPM Report





Reserve Study Report

- Effective 1 Jul 2007, all HOAs in Virginia must have a Reserve Study.
- What's a Reserve Study? A Reserve Study is a survey of all property, equipment, and other infrastructure that an organization is responsible for, a projection of the cost for maintaining/replacing those items, and a plan for funding that cost.
- Jim Magnotta and Dave Otto completed an initial Reserve Study and submitted a draft report to the Board on 4 October.
- The draft study is <u>still under review</u> but contains sobering information.



Reserve Study Report

- Property that Tabb Lakes Homes Association is responsible for:
 - 2 Six-acre lakes/stormwater retention devices
 - 2 Lake Fountains
 - 2 Air Diffuser Systems
 - 3 Brick entryway features w/ wood or metal lettering
 - 3 Entryway floodlights
 - 1 Fishing pier
 - 1 Sitting bench
 - 1 mulched walkway
 - Concrete culverts, drainage ditches/pipes



Reserve Study Report

- Maintaining this property will require a considerable reserve account be established.
 - A reserve account begun in 2000 for the sole purpose of lake dredging currently contains ~\$110,000
- Funding this larger reserve account will require a significant increase in homeowners assessments.
- Assessment increases beyond CPI increases must be approved by the membership IAW rules in the Covenants.
- Stay tuned for further developments.



New Business

- Community Sign Proposal
- Lake Fountain Replacement
- Election of New Board Members



New Business Community Sign Proposal

- Communication is important in a community the size of Tabb Lakes.
 - Website not all have internet access
 - Email see above
 - Newsletter only published quarterly
 - Telephone complicated phone rosters
- A series of community notice signs would help communicate time-sensitive information.

Tabb Lakes

- BOD meeting changes
- Upcoming events
- Emergency notifications



Traffic Study Conducted

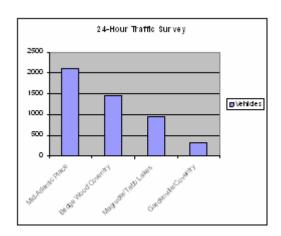
 At BOD request, VDOT erected traffic counters at major entrances to Tabb Lakes for a 24 hour period.

Mid-Atlantic Place: 2120

Bridge Wood/Coventry: 1466

Magruder/Tabb Lakes: 965

Gardenville/Coventry: 335







Proposed Sign Placement



Mid-Atlantic Place



Bridge Wood/Coventry

- Signs will cost \$1560 each plus \$200 installation.
- Project is still under review by BOD.



New Business Lake Fountain Replacement

 The lakes are the key features of the community.

"Curb appeal" of the lakes is apparent from

Bridge Wood Drive.





New Business Lake Fountain Replacement

 The two fountains also provide, acoustic and biological benefits to the lakes.

Provide "white noise" that masks sound of air diffuser pumps

- Supplement aeration effect of the air diffusers
 - Well-aerated lakes help control algae
- The two fountains are well-past their 10-year expected service life (installed in 1991).





Cost of Replacement

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$9,996 Fountains ($4,998.00 Each)

3,104 Light Sets ($1,552.00 Each)

$13,110 Total
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Project is still under review by BOD.



New Business – Board Vacancies

- Board positions occupied by Gary Porter and Sharon Keplesky expire tonight.
- Positions run for two (2) years.
- Officers of the Association are determined at the November BOD meeting.



Voting

Although each owner of a lot is a member,

 Covenants Article II. "Every person or entity who Is a record owner of a fee or undivided fee interest in any Lot which Is subject by this Declaration to assessment by the Association, Including contract sellers, shall be a Member of the Association

Only one vote per lot is allowed

 Covenants Article III. "Members shall be entitled to one (1) vote for each Lot in which they hold the Interest required for membership by Article II hereof. When more than one person holds such Interest in any Lot, all such persons shall be Members, and the vote for such Lot shall be exercised as the majority of such persons among themselves determine."

Is anyone holding a proxy for another member?



Nominations?

- Nominating Committee
 - Chaired by Charles Rossi
- Nominations from the floor



Questions From The Membership

- Please stand and identify yourself and your address.
- Speak clearly/loudly enough to be heard.
- One at a time please.



This concludes our meeting

Thank You All For Coming.

Next BOD meeting is 8 November, 7-9pm, at the Tabb Library (small) meeting room.





Backups



ARC Requests Received

0	10/6/07	216 Tiger Run	Fence
0	9/24/07	932 Tabb Lakes Drive	Retaining Wall
0	9/21/07	518 Bridge Wood	Driveway
0	9/12/07	940 Tabb Lakes Drive	Fence
0	8/31/07	937 Tabb Lakes Drive	Deck
0	8/18/07	100 Tiger Paw Path	Deck
0	7/18/07	408 Bridge Wood	Screen In Deck
0	7/12/07	140 Leslie Lane	Ditch Modification
0	7/12/07	107 Naurene Court	Shed
0	7/10/07	120 Tiger Paw Path	Addition
0	7/09/07	105 Monty Manor	Driveway
0	7/05/07	203 Monty Manor	Fence
0	7/05/07	106 Naurene Court	Driveway
0	7/03/07	507 Bridge Wood	Shed



ARC Requests Received (Continued)

0	6/08/07	940 Tabb Lakes Drive	Driveway
0	6/07/07	942 Tabb Lakes Drive	Driveway
0	6/06/07	600 Bridge Wood	Driveway
0	5/30/07	200 Monty Manor	Driveway
0	5/28/07	942 Tabb Lakes Drive	Driveway
0	5/25/07	103 Monty Manor	Driveway
0	5/23/07	104 Richard Run	Shed
0	5/18/07	107 Monty Manor	Driveway
0	5/15/07	701 Tabb Lakes Drive	Fence
0	5/10/07	104 Monty Manor	Driveway
0	4/28/07	945 Tabb Lakes Drive	Driveway
0	4/03/07	200 Heath Place	Fence
0	3/28/07	200 Bridge Wood	Driveway
0	3/22/07	108 Bridge Wood	Fence (A/G Pool)