



1. The Tabb Lakes Homes Association (TLHA) Board of Directors (BOD) meeting convened on 10 April 2006 at 924 Tabb Lakes drive. Present were President Jim Magnotta, Vice President Gary Porter, Member-at-large Art Johnston, Member-at-large Chris McNulty, Treasurer Charles Rossi, Secretary Clint Flanagan, Emergency Response Committee chair Lou Lafrenaye, and Neighborhood Watch Committee chair Sandra Shafer.

2. Old Business.

a. Hiring of Lee Property Management (LPM). Jim checked with Woodlake Homeowners Association; they were very pleased with LPM. LPM does all of Woodlake's management services and Woodlake had absolutely nothing bad to say about them.

b. LPM memorandum of agreement (MOA). The BOD conducted a separate working group on the MOA. Minutes for this working group are in attachment one. The following is continuing discussion from the current BOD's meeting.

(1) Grandfathering considerations. TLHA's only grandfathered items are boats and recreational vehicles. Gary will check the records and report back on what the requirements are and which ones are on the records.

(2) Art asked if we should enter negotiations with LPM for a fee of .90 a lot/per month instead of our initial asking price of \$1.00 per lot/per month. After discussion the BOD decided to offer a price of \$1.00 per lot/per month for an initial 120 day contract.

(3) LPM will also manage the disclosure packet process. The price to homeowners will be \$50 per packet for delivery within 14 days or \$70 per packet if delivery is required in less than 10 days. LPM will collect the fees from the requestor and remit the excess cost to the Association. The quality of the packet, including binding, will be equal to the master copy provided by the BOD.

(4) A motion was made by Gary to hire LPM for 120 days to manage specified Association business according to the signed memo of agreement and allow Jim Magnotta to negotiate price within a price range of \$1.00 to \$1.42 per lot/per month. Clint seconded the motion. The motion carried in a 4-0 vote.

c. A discussion followed on how to notify homeowners concerning the hiring of LPM and its strict enforcement of the TLHA covenants. The decision was made to mail a special notice to homeowners concerning LPM and how the inspection and violation process will work. Gary is drafting the notice letter and will send it via email to the BOD for review and comment. The final letter will be signed by Jim and list all the BOD names and contact numbers.



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d. Annual yard sale. Yard sale signs will be put up by Charles the weekend of 16 April, which is one week in advance of the 22 April yard sale .

e. The grounds maintenance request for proposal (RFP) has been prepared by Jim and is ready to be sent to prospective bidders. Jim will mail it out this coming week.

f. Lake diffuser pumps. Gary would like to have the Lake 2 diffuser pump in his backyard moved to a possible easement on Lake 2 on the west side of Bridge Wood. Discussion ensued on whether to pursue this solution or put the pump on the common area on the east side of Bridge Wood and run the air lines through the culvert under Bridge Wood to Lake 2. If moved to the east side of Bridge Wood the pump could possibly be connected to a utility light pole as a power source. Art will research whether an easement actually exists around the lake. Gary will call Virginia Lake Management and request they see if the pump can be connected to the utility light.

### 3. New Business.

a. Gary stated that the Tabb Lakes history will be completed by our May BOD meeting.

b. It was noted that no flowers have been planted at the Association's entrances by Larry Epperd and the Grounds Committee even though the cost of such flowers was approved by the BOD last month. Gary will follow-up on this item.

c. Jim received a letter from Shelia Noll requesting a meeting between Tabb Lakes, Coventry, and York Meadows Homeowners Associations to discuss cost sharing for grounds maintenance on Coventry Boulevard. These grounds are the responsibility of VDOT to maintain and our BOD believes that we should not pay for their maintenance. The decision was made to ignore the request for the time being.

d. Treasurer's Report. Our current cash balance is \$139,095.09. We currently have 19 unpaid homeowner assessments. Charles mailed a second notice last Saturday to these homeowners. After some discussion, it was decided that the next cut-off date for payment will be 16 April. After that date the following process will be followed:

(1) Jim Magnotta, with at least one other BOD member, will make a personal visit to the homeowner with a third notice letter.



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(2) If the delinquent amount is still not paid, the final step will be either a collection agency or a court lien. Jim will check with LPM to see if either is a proper recourse and find out the proper process for doing the selected action.

e. Open committee chairs. We currently have open chairs for the Covenants Review and Traffic and Safety committees and the Neighborhood Watch committee chair will shortly be vacant. A motion was made, and seconded, to dissolve the Traffic and Safety committee. This action was approved by the BOD.

f. Committee reports:

(1) Emergency Response Committee: The committee will be having a coordination meeting at Fire Station #2 in the near future. Date is yet to be determined.

(2) Stormwater Management Committee:

(a) The Tabb Lakes project is now number three on the York County CIP. However, the two projects ahead of it are both very large and expensive. It will still be a while before the Tabb Lakes project is started.

(b) The county stormwater system inspecting and cleaning team will be in Tabb Lakes in the next couple of weeks.

g. Other items. Chris asked if the BOD would consider assisting homeowners in paying for cutting and removing trees. The BOD answered no because these trees are on private property and it's the homeowners responsibility to care and maintain their property.

4. Next Meeting: 11 May 2006, 7:00 p.m. at 504 Tabb Lakes Drive.

5. BOD meeting adjourned at 9:15 p.m.

Respectfully submitted by Clint Flanagan



## ATTACHMENT 1

1. The Tabb Lakes Homeowners Association (TLHA) Board of Director's (BOD) held a working group meeting on 2 April 2006 at 924 Tabb Lakes Drive to discuss the Lee Property Management (LPM) proposal to conduct management services for TLHA. Attending were President Jim Magnotta, Vice President Gary Porter, Secretary Clint Flanagan, and Treasurer Charles Rossi.

2. The minutes from the 29 March 2006 BOD's meeting were presented and approved by the BOD.

3. The BOD began discussion on LPM's proposal and decided to regularly utilize two of LPM's offered services. These services are the covenant inspections and disclosure packets. Services procedures were also discussed at this meeting.

a. Covenant Inspections:

(1) The memorandum of agreement (MOA) with LPM will require copies of all homeowner discrepancy notices be sent to the BOD.

(2) A covenants inspection will occur the first week of each month. Homeowners in violation of covenants will receive a notification at the time of the inspection.

(3) A follow-up inspection will occur fifteen (15) days later. If the homeowner is still in violation, a second notice will be delivered at that time.

(4) A second follow-up inspection will occur at the beginning of the next month. If a homeowner is still out of standards, a certified letter will be sent informing the homeowner that, if not corrected in 15 days, a fine of \$50 per one-time violation or \$10 per day for continuing infractions will be levied by the BOD. The certified letter will also include an appeals process.

b. Disclosure packets:

(1) LMP will manufacture the disclosure packets as needed and distribute to homeowners as required by state statute.

(2) Normal disclosure packet cost to homeowner will be \$35 if receipt is required in less than 14 days. The cost will increase by \$25 if receipt is required in less than 10 days.

c. General management services. These services will be used on an "as needed" basis at the prices provided by LPM.



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d. Gary will draft the MOA and provide review copies to the BOD by email for review and comment. Final discussion and decision will occur at the next scheduled BOD meeting.

4. Next Meeting: 10 April 2006, 7:00 p.m., at 112 Richard Run.