



Tabb Lakes Homes Association
P.O. Box 8088
Yorktown, VA, 23693

1. The Tabb Lakes Homes Association Board of Directors meeting convened on 9 November 2006 in the second floor conference of Mid-Atlantic Properties. Attending were:

President: Mr. Jim Magnotta
Secretary: Mr. Clint Flanagan
Member-At-Large: Mr. Art Johnston
Member-At-Large: Mrs. Sharon Keplesky
Stormwater / CERT Committee Chair: Mr. Lou Lafrenaye
Newsletter: Mrs. Shirley Flanagan
Lee Property Management: Charles Lee/Rob Cox
Newly elected Board Member: Mr. Dave Otto
Homeowner: Mrs. Kris Yancey

2. Mr. Magnotta called the meeting to order at 1903 hrs, welcomed everyone and began covering the agenda (Enclosure 1).

3. Agenda

a. The first order of business was the nomination and election of new TLHA Officers. The following TLHA Officers were nominated and elected to serve in the positions as follows:

President: Mr. Gary Porter
Vice President: Mr. Dave Otto
Secretary: Mr. Art Johnston
Treasurer: Mr. Charles Rossi (The Board unanimously voted in abstention for Mr. Charles Rossi to remain as TLHA Treasurer)
Member-At-Large: Mr. Jim Magnotta
Member-At-Large: Mrs. Sharon Keplesky

b. Review/Approve minutes of Annual meeting. The Board approved the minutes from the Annual Meeting with one change. The comment regarding the bushes that have overgrown around Lake 1 common area resulting in the obstructed view of the lake doesn't accurately state the correct location of the problem. Change Lake 1 to reflect Lake 2.

c. Treasurer Report. Mr. Charles Rossi was absent from this meeting. Mr. Porter will obtain the report from Mr. Rossi and e-mail the treasurer report to the BOD members for review and approval.

d. Old Business.

(1) Movement of Lake 2 Diffuser Compressor: Mr. Porter recommended passing this issue to another board member for resolution citing possible conflict of interest. Mrs. Keplesky volunteered to take this issue on. Mr. Porter made another

recommendation to consider moving the Lake 2 Diffuser Compressor to homeowner property (where red tip bushes are overgrown / blocking view of the lake). Mr. Magnotta recommended that we should obtain homeowner approval in writing before we proceed to move the compressor. The location of the diffuser compressors should also be annotated in the cover letter of the TLHA disclosure packets. Another recommendation was offered to include the location of the street light poles and any other items that have been installed on TLHA easements etc. Action: Mrs. Keplesky will draft a Statement of Work for relocating the Diffuser Unit on Lake 2.

(2) Overdue Assessment Status. Mr. Porter introduced a comprehensive document that outlines the history of 317 Bridge Wood Drive (Enclosure 2) Mr. Porter recommended the Board approve conduct of a property survey to determine if the cement footing where the Tabb Lakes entrance sign was previously is located is accurately located in the a TLHA easement as recorded in the County Court. The Board agreed with this recommendation and to pay for the survey with TLHA funds. Mr. Porter will give the go ahead to the surveyor (expected cost: \$100) and contact the homeowner to inform them of the plan and date to survey the property. There was discussion concerning the overdue assessment dues for this property. The Board agreed to separate the footing business from the property owner responsibility to pay the annual TLHA assessment. Mr. Porter asked Mr. Lee, Lee Property Management, if he would draft a certified letter for review by the Board that would be sent to the homeowners that had past due assessments. Mr. Porter also recommended TLHA obtain an attorney on retainer by 1 Jan 2007 and to consider budget implications. Action: Mr. Porter asked all Board Members to begin searching for an Attorney.

(3) Garbage Can Shielding and Mailbox Standards. Mr. Porter recommended we consider replacing the Architecture Review Committee and Lake Maintenance Committee chairs citing absence at Board Meetings, no activity reports etc. and said better communication between Committee Chairs and the BOD is warranted. A question was asked if anyone had volunteered for either committee at the TLHA Annual Meeting. Mr. Porter said there were a few volunteers and that he would contact them determine if they were still interested. Mr. Magnotta brought the subject of standards for garbage can shielding and mailbox standards. He stated the board needs to define what "visible" means as it refers to visibility of garbage cans from the street. Mr. Magnotta agreed to draft regulatory guidance for Board review. Mr. Porter said he would like to see in-progress reports on items that Board members / Committee Chairs are working and supports voting on issues using electronic means depending on the issue. The Board recommended that voting should be conducted at formal BOD / annual meetings because Tabb Lakes residents have a right to be notified of these TLHA venues and attend if they so desire.

(4) Covenants Compliance Program (LPM). Mr. Lee distributed the TLHA, LRE Covenants Compliance Program, Inspection Status Report, for review by the Board. (Enclosure 3). Mr. Porter pointed out this report depicted more properties for hearings than the previous report but still complied with existing contract procedures for tracking violations / the next step. Each entry was reviewed, with the board making the following decisions for action:

- 317 Bridge Wood Drive - Certified letter - Invite to 14 Dec 06 BOD
- 105 Elise Place - Certified Letter - Invite to 14 Dec 06 BOD Hearing
- 103 Naureen Court - Certified Letter - Invite to 14 Dec BOD Hearing
- 203 Tabb Lakes Drive - Making progress; skip hearing. Mr. Porter will provide a memo to LPM regarding contact / visit with the property owner. Followup: Done
- 806 Tabb Lakes Drive - Certified Letter - Invite to 14 Dec BOD Hearing
- 918 Tabb Lakes Drive - Recommend County inspection
- 122 Tiger Paw Path - Certified Letter - Invite to 14 Dec BOD Hearing
- 214 Tiger Run - Certified Letter - Invite to 14 Dec BOD Hearing

Mr. Magnotta recommended that we have a plan in place that outlines the procedures concerning fining residents for violations. Mr. Lee, LPM, explained TLHA can fine a resident up to \$50.00 for a single offense and \$10.00 per day for continuing problems. Mr. Magnotta asked what the process is for fining residents. Mr. Flanagan recommended the board consider a fill in the blank "Judgment Letter" to mail / hand to the homeowner. Action: Mr. Porter said he would draft a letter for review by the Board.

LPM plans to conduct a follow-up inspection next week and will notify the board if corrections have been accomplished that would preclude homeowners from receiving a certified letter and hearing notification.

Mrs. Keplesky commented on a portable basketball hoop that was in the street on Adele Court. Mr. Porter said he would determine who owns the equipment and instruct them to move / remove the apparatus from the street. Update: Mr. Porter contacted the owner at 102 Adele court and obtained their permission to discard the apparatus.

(5) Non-performance by Scotty's Lawn Service. Mr. Porter briefed the Statement of Work (contract specifications) that Scotty's Lawn Service must comply with. Invoices provided by the contractor depict the work as completed. Mr. Porter wants to review the invoices. Mr. Porter will also contact Scotty's Lawn Service to request the contractor notify him or the Vice President, immediately after work has been performed. Action: Jim Magnotta agreed to forward the existing invoices to Mr. Porter.

(6) Proposed Landscaping Standards from Lee Property Management (LPM). The BOD at a previous meeting asked LPM to develop landscaping standard. LPM, Mr. Lee, handed out copies of the proposed landscaping standards for Board review. (Enclosure 4).

(7) Proposed letters to homeowners from the Stormwater Committee. Committee chair, Mr. Lou Lafrenaye sent letters to homeowners that had constructed foot bridges over drainage ditches / the spillway. These structures are in violation of county ordinances. No reply from the homeowners has been received to date and the footbridge remains in place at the spillway. Mr. Lafrenaye said he will contact the county to have the foot bridge removed. The Board approved this plan of action.

Mr. Lafrenaye noted the County Board of Supervisors meeting, originally scheduled for 14 Nov 06 had been rescheduled for 5 Dec 06. Mr. Lafrenaye plans to attend.

Mr. Lafrenaye noted three new members signed up for the TLHA Community Emergency Response Team (CERT) and one new member signed up for the Stormwater Committee.

(8) Newsletter advertising/proposal. The Newsletter Committee Chair, Ms Flanagan, provided a written recommendation for the Board to review. (Enclosure 5) Mr. Porter recommended the TLHA next newsletter publication date after the 1st of the year. He also recommended TLHA publish a newsletter on a quarterly basis. The suspense for input to the newsletter must be adhered to. Mrs. Flanagan will publish suspense dates based on this quarterly newsletter recommendation. Mr. Porter also asked that each Board member submit an article for the next newsletter.

Mr. Porter said he had reserved the Tabb Library meeting room for 25 Oct 2007. The Board still needs to approve this as the next annual meeting date.

e. Committee Reports.

(1) Newsletter. Ms Flanagan. See paragraph d. (8)

(2) Website Editor. Mr. Flanagan. Mr. Porter asked Mr. Flanagan to post the current grandfather list to the TLHA website. But before doing so, the status of 8 Grandfather applications that Mr. Porter found in a folder of TLHA records and which did not appear on the approved Grandfather List needs to be resolved. We need to verify that the boats/vehicles in the errant applications are still at the listed properties and then vote as a board to include them on the list. Mr. Porter also requested that once the Committee Chair Responsibilities list is finalized that it be posted on the site. Mr. Flanagan asked for recommendations to make the website better. The Vice President, Mr. Otto, recommended adding an Event Calendar to the website to post upcoming events.

(3) Architectural Review Committee. Absent

(4) Lake Management Committee. Absent

(5) CERT. Mr. Lafrenaye. See paragraph d. (7).

(6) Activities Committee. (Vacant) Mrs Chris Yancy was present at the request of Mr. Porter to determine whether she indeed wants to volunteer to head the Activities Committee. She discussed some ideas for community events that we might conduct. (See Paragraph 3. f.(2))

(7) Grounds Maintenance. (Vacant)

(8) Neighborhood Watch. (Vacant)

f. New Business.

(1) Homeowner Issues/Presentations. None

(2) Assignment of new Activities Committee Chair. Mrs. Kris Yancey volunteered to lead this committee and was accepted by the Board.

(3) Status of Grandfather List. See Paragraph 3.e.(2)

(4) Overgrowth at North end of Lake 2. Mr. Porter and Mr. Otto will make contact with the two owners of the properties concerned to discuss.

Mr. Porter discussed the lighting problem at the entrance to Magruder Blvd entrance to Tabb Lakes. He said he bought a new bulb but the light fixture lacked power. Mr. Porter contacted Mr. Bill Hopkins (previous grounds maintenance committee chair) to determine the specifics about the lighting, circuit breaker box etc. Further investigation by Mr. Porter revealed the light sensor was overgrown with vegetation which would degrade the operation of the lighting system and that the TLHA should hire an electrical contractor if necessary to assess the problem and repair it. Mr. Porter reported that Mr. Hopkins had informed him that he kept a few extra bulbs on hand that he purchased at his own expense. Mr. Porter recommended the TLHA reimburse him. Update: Further investigation by Mr. Hopkins revealed the junction box shorted out due to apparent water intrusion. A skilled electrician will need to be hired to fix the system

g. Other Business / Comments.

(1) Mr. Porter asked the board to document any phone calls that are received from Tabb Lake's residents concerning any TLHA business.

(2) Mr. Magnotta reminded the Board that the lake maintenance contract ends on 31 Dec 06. When renewed, the contract will start back up on 1 Jan 07.

(3) Mr. Magnotta also reminded the Board the 2007 Annual Assessments must be mailed out. Mr. Porter recommended that the Board will develop an action plan prior to 14 Dec 06.

(4) Mr. Porter asked the board to review the proposed BOD meeting schedule for CY 2007 and determine individual availability. (Enclosure 6)

(5) Mrs. Keplesky asked that anything dealing with TLHA business be sent to the following e-mail address which she had specifically set up for this purpose: sharonk932@yahoo.com

(6) Mr. Porter pointed out that he is looking forward to resolving issues and expected the Board member's and Committee Chair's full support. Mr. Porter also distributed his goals for the TLHA.

5. The next BOD Meeting is scheduled for 7:00 p.m., 14 Dec 06, at the Mid Atlantic second floor conference room.

6. The BOD meeting adjourned at 10:00 p.m.

Respectfully submitted by Art Johnston, Secretary, TLHA.

Enclosures

1. Meeting Agenda
2. 317 Bridge Wood Drive Timeline
3. TLHA, LRE Covenants Compliance Program, Inspection Status Report
4. LRE Proposed Landscaping Regulations
5. Newsletter advertising/proposal
6. Proposed Tabb Lakes BOD Meeting Schedule
7. TLHA Committee Chairman Responsibilities
8. Mr. Porter (President, TLHA) Goals for TLHA