



Tabb Lakes Homes Association
P.O. Box 8088
Yorktown, VA, 23693
<http://www.tabblakes.org>

1. The Tabb Lakes Homes Association Annual General Membership Meeting convened on October 25, 2007 in the Tabb Library, 100 Long Green Blvd, Yorktown, VA. Members of the Board in attendance were:

President: Mr. Gary Porter
Vice President: Mr. Dave Otto
Secretary: Mr. Art Johnston
Member-At-Large: Mrs. Sharon Keplesky
Treasurer: Mr. Charles Rossi
Lake Management Committee: Lake #1 Co-Chair, Mr. Bob Spell
Architectural Review Committee: Mrs. Christel Doucette
CERT / Stormwater Management Committee: Mr. Lou Lafrenaye
Newsletter Editor: Mrs. Shirley Flanagan
Website Manager: Mr. Clint Flanagan
Lee Property Management: Mr. Charles Lee

Please see enclosure 1 for a list of homeowners in attendance.

2. Mr. Porter called the meeting to order at 7:05 PM and began by welcoming the membership to the meeting, introducing the Board and Committee Chairpersons and covering the meeting agenda for the evening:

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

a. Mr. Porter provided general information concerning the number of homes that make up the Tabb Lakes subdivision, our lake management responsibilities, original assumption of association responsibilities and some highlights of the Board's activity over the last year.

b. Highlights: Home prices rose by 6.2 % from calendar year 2006 to calendar year 2007.

3. Treasurer's Report. Mr. Charles Rossi

a. Mr. Rossi presented the Fiscal Year (FY) 2007 financial results and discussed the FY 2008 proposed budget.

b. Highlights.

(1) TLHA FY07 expenditures exceeded the budget by \$1,200.00. This occurred mainly because of unforeseen expenditures such as higher electricity costs, grounds and lake maintenance (fountain repairs), legal fees, newsletter printing and mailing fees, insurance for the BOD and Tabb Lakes residents and Lee Property Management. FY 2008 estimate outlays also exceed our projected revenues. The Board will need to address this issue at upcoming meetings.

(2) Proposed FY08 resident annual assessment dues:

- Lake Homeowners: \$155.90
- Non-Lake Homeowners: \$138.15

c. Questions.

QUESTION: If we drop Lee Property Management (LPM), we would have \$7,400.00 per year to pay other expenses.

ANSWER: Mr. Rossi explained that many residents had complained that Tabb Lakes curb appeal was declining because of lack of homeowner maintenance. A major problem with HOA oversight is the lack of citizen volunteers to run a Covenants Compliance committee. The Board, after taking some time to observe the community and discussions, decided to hire LPM to look at all Tabb Lakes' properties to ensure compliance with the Tabb Lakes Covenants and By-Laws. It was also explained that LPM's contract includes Disclosure Packet preparation and court filing operations; that the cost shown was not just for inspections.

QUESTION: How much money is set aside for the Lake Contingency Fund and when will the lake need to be dredged?

ANSWER: Mr. Rossi explained that the Board sets aside \$50.00 per household or \$22,300.00 from the annual assessment for the Lake Contingency Fund. The Lake Contingency Fund is in place to cover the costs of dredging the lakes. Mr. Rossi expects the fund to grow to approximately 132K by the end of this FY. A date to dredge the lakes has not been set yet and requires further analysis.

4. Yard of the Month Program.

a. Mr. Porter explained why the Yard of the Month (YOM) Program was resumed and explained the nomination and selection process.

b. Highlights.

- (1) Mr. Porter recognized the winners of the YOM since it started in July of this year:
 - July: Bobby & Mary Kirts, 133 Gardenville Drive
 - August: Charles & Debbie Keith, 304 Bridge Wood Drive
 - September: Raymond & Sylvia Ortiz, 408 Bridge Wood Drive
 - October: Orville & Vivian Calhoun, 904 Tabb Lakes Drive

(2) Mr. Porter also noted that the BOD was considering purchasing \$20 gift certificates to present to the YOM winners.

5. Committee Chair Reports.

a. Activities Committee. Chairperson: Mrs. Kris Yancy (Mr. Porter presented the report in Mrs. Yancy's absence)

(1) Mr. Porter began by explaining that the committee was envisioned as an enabler to help bring the community closer together. However, there were challenges that hampered the program to include the inability to efficiently communicate event announcements. This situation may have contributed to the common theme of low turnout / lack of community interest.

(2) Mr. Porter informed the meeting participants that Mrs. Yancy was not able to continue on as the Activities Committee Chair and was looking for a replacement and ideas for future community events.

(3) Highlights.

(a) The Activities Committee planned numerous events in FY07. Two events, Super Supper Night and the Annual Neighborhood Garage Sale were considered successful events.

(b) To "get the word out" the Board is considering purchasing community information signs based on a recommendation from Mrs. Yancy. The signs will be placed at Tabb Lakes entrances having the most traffic flow (based on the results of the VDOT traffic study results) to provide the community with up-to-date information to include upcoming community events and other important information.

b. Architectural Review Committee (ARC). Chairperson: Mrs. Christel Doucette

(1) Mrs. Doucette began by explaining the mission of the ARC is to ensure homeowner projects meet community standards and where applicable, TLHA Covenants and By-Laws. She said the desired objective of the ARC is to help maintain property values through aesthetic and architectural standards throughout the neighborhood. She also pointed out that TLHA Covenants are not the same as County Code Restrictions.

(2) She also pointed out that the ARC Charter is contained in the TLHA Bylaws, Article IX, Section 1 Para (c).

(3) ARC project request forms can be downloaded from the Tabb Lakes website. Completed forms should be hand-delivered or mailed to Mrs. Doucette, no email.

(4) Highlights.

(a) 28 out of 29 ARC requests were approved in FY07 with one request rejected due to insufficient project details.

(b) Numerous projects were completed without ARC approval. However, Lee Property Management, while conducting routine inspections, was able to observe the projects in progress or completion and reported their observations to the Board. Some completed projects were not in-accordance-with the covenants / County Code and had to be dismantled / modified. One such re-do involved a fence project that violated County Code i.e. County Code requires fences to be constructed with the "finished" side facing outward towards surrounding properties and rights-of-ways.

c. Helps Committee. Chairperson: Mr. Gary Porter

(1) Mr. Porter explained the committee was new and still getting organized. The Helps Committee was established to help homeowners with temporary needs caused by accident, illness, temporary financial hardship, etc. Temporary needs include but are not limited to yard work, grocery shopping, errands, etc.

(2) Mr. Porter also asked the association membership for ideas of how the committee can help and asked for volunteers. He also asked the general membership to notify the Helps Committee when an immediate need becomes known in the neighborhood.

d. Lake Management Committee. Co-Chairpersons: Lake #1 - Mr. Bob Spell and Lake #2 - Vacant. (Mr. Gary Porter presented the Committee report.)

(1) Mr. Porter said Lake Committee members began monitoring the performance of Virginia Lakes Management (VLM), our current contractor, and general condition of the lakes. VLM performed adequately in FY07 / IAW our contract.

(2) Mr. Porter said we need one manager per lake and that we have a vacancy for the Lake #2 Co-Chair position asking if there were any volunteers. Mr. and Mrs. Dan and Sylvia Harrington volunteered to fill the Lake #2 Co-Chair position.

(3) Highlights.

(a) The lake diffusers have dramatically improved the health of the lakes.

(b) The Board has been informed by VLM that our lake fountains are nearing the end of their service life. The Board will need to assess the impact of replacing the fountains during the upcoming TLHA administration's tenure.

e. Emergency Response. Chairperson: Mr. Lou Lafrenaye

(1) Mr. Lafrenaye explained the goals of the committee were to provide emergency preparedness info to the neighborhood, establish a group of volunteers to organize and respond to emergencies and support our community first responders.

(2) Current membership consists of 30 personnel with 14 members having completed the York County Community Emergency Response Team (CERT) course of instruction. Mr. Lafrenaye said the committee is always looking for volunteers.

(3) Highlights.

(a) Tabb Lakes was proud to be recently designated as a CERT Neighborhood by York County Fire and Life Safety.

(b) The Committee has conducted neighborhood training on Fire Safety, First Aid and the CPR/Automated External Defibrillator.

(c) Information has been provided to residents on how to prepare for emergencies via welcome packets and the CERT website.

(d) The Committee conducted a recent table top exercise that presented various emergency situation scenarios that the CERT team might have to deal with. The intent of the exercise was to determine response procedures, validate checklists and identify equipment needed for these emergencies.

(e) The Committee has been active in other CERT forums presenting information at the James City County CERT forum, Governors Landing and Fords Colony CERT committees and Hampton Roads Disaster Volunteer Day to cite a few.

(f) Committee future projects include a neighborhood presentation on Tabb Lakes CERT program (prior to hurricane season), Standard Operating Procedure (SOP) Improvement, CERT committee reinforcement training and neighborhood training events.

f. Stormwater Committee. Chairperson: Mr. Lou Lafrenaye.

(1) Mr. Lafrenaye began by stating that the Committee conducted most of their 10 - point checklist of "things to do" to reduce the potential for flooding in Tabb Lakes. This includes notifying / educating Tabb Lakes' residents concerning how to prepare for hurricanes and possible flooding, checking the outflow pipe and emergency spillway and other drainage infrastructure for obstructions, etc.

(2) Mr. Lafrenaye also stated that it was a community responsibility to help prepare the community to mitigate flooding by ensuring items such as beach balls, boats and other forms of debris that can clog up the drainage system are properly secured in preparation for a storm.

(3) Highlights. The York County Capitol Improvement Plan project for Tabb Lakes is underway. Work has already begun to replace the drainage pipe under Victory Blvd. Our lake #1 outflow pipe is also programmed to be upgraded by the County however a start date for this project has not been determined.

g. Newsletter Editor. Chairperson: Mrs. Shirley Flanagan.

(1) Mrs. Flanagan began by stating the objective for the newsletter was to publish a quality newsletter containing pertinent information to the Tabb Lakes community.

(2) The newsletter is published on a quarterly basis. Mrs. Flanagan announced the next newsletter is due to be published December 1, 2007. The deadline for submission of articles is November 19. She also stated that any member could submit an article, and advertisement policy / forms were located on the Tabb Lakes website.

(3) Highlights. Mrs. Flanagan informed / reminded the membership about the e-mail delivery option for the newsletter and how to sign-up on the Tabb Lakes website and at this meeting.

h. Website Manager. Chairperson: Mr. Clint Flanagan.

(1) Mr. Flanagan presented a "virtual" walk-thru of the Tabb Lakes website explaining its organization and highlighting various areas of the site that might be of interest to the membership such as the committee sites and the ditch guide.

(2) Mr. Flanagan pointed out the site to sign up for receiving the newsletter via e-mail with Mr. Porter stressing this option as a method to reduce the publishing costs of the newsletter.

(3) Mr. Flanagan asked the membership to recommend suggestions to improve the website.

(3) Highlights.

(a) The Board approved transition of the website to a new website provider based on a recommendation by Mr. Flanagan. The website has better functionality and security as a result of this transition.

(b) Future projects include an event calendar and community discussion page.

6. Solicitation of Volunteers for Vacant Committee Positions. Mr. Porter informed the membership that the Activities, Grounds Maintenance, Lake Maintenance (Lake #2), Neighborhood Watch, and Welcome Committee Chair positions were vacant. He also explained the vacant committees were extremely important functions to a well-run homeowner's association and then proceeded to describe the duties of the positions.

Next, he asked for volunteers. The following members volunteered to chair or assist with the following vacant:

- Activities Committee: Cathy King (assist)
- Grounds Maintenance: David Batdorf (chair), Charles Rossi (assist), Christel Doucette (assist)
- Lake Maintenance (Lake #2): Dan & Sylvia Harrington
- Neighborhood Watch: Bonnie Kersta (assist)
- Welcome: Donna Clifton (chair) and Cathy King (assist)

7. Covenant Compliance Program. Lee Property Management (LPM)

a. Mr. Porter first explained why the Tabb Lakes Association Board of Directors hired LPM and provided a brief presentation concerning LPM inspection procedures before turning over the floor to Mr. Charles Lee of LPM.

b. Mr. Lee explained their inspection and citation process in detail and the possible courses of action available to the Tabb Lakes Board of Directors once a citation has been delivered. He also explained some unique situations where LPM and Board members have met and worked with the homeowners to assist them with solutions to fixing violations or offered contractor suggestions etc.

c. Mr. Lee also presented charts that depicted the number of citations, certified letters, BOD hearing letters and fine letters they issued by violation, and number of corrections since they were hired on June 1, 2006.

8. Reserve Study Report. Mr. Gary Porter

a. Mr. Porter began by informing the membership that effective July 1, 2007, all homeowner associations must have a reserve study on file. He then explained that the 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 the cost.

b. Mr. Porter also explained that Mr. Jim Magnotta & Mr. Dave Otto, TLHA officers responsible for developing the Tabb Lakes reserve study, submitted a draft report to the Board for review on October 4, 2007. After review of the draft report, it was determined that Tabb Lakes has a lot of property to maintain and that some of the items on the list may or may not be our responsibility. The bottom line is that we do not have enough accurate information to continue and must make an assessment concerning the way ahead for completion of this action and how the Association will handle the results.

9. New Business.

a. Community Sign Proposal. Mr. Porter

(1) Mr. Porter stated that communication is important in a community the size of Tabb Lakes and cited current methods used to communicate with residents such as the website, e-mail, newsletter, telephone, and their pros and cons. Next he presented the community sign initiative as a proposed method to provide time-sensitive information such as a change to Board meeting dates / locations, upcoming events, emergency notifications etc.

(2) Mr. Porter presented an analysis of possible sites to locate the signs based on a VDOT traffic survey that consisted of vehicle counters being placed at major entrances to Tabb Lakes over a 24 hour period. Survey results indicated that Mid-Atlantic Place and Bridge Wood/Coventry entrances had the heaviest traffic.

(3) Estimated costs for two signs are \$1650 each plus \$200 for installation. The project is under review by the Board of Directors.

b. Lake Fountain Replacement. Mr. Porter.

(1) Virginia Lake Management informed the Board, after recent repairs of our fountains, that the fountains are well beyond their expected service life of 10 years (installed in 1991). Repairs may not be possible in the future.

(2) The Board is considering purchase of new fountains at a cost of an estimated \$13,000.00 when the existing fountains are not repairable. Mr. Porter also stressed the "curb appeal" of the lakes and added that the fountains provide acoustic and biological benefits to the lakes.

c. Nomination / Voting of New Board Directors. Mr. Rossi & Mr. Porter

(1) Mr. Rossi informed the membership that Mr. Gary Porter, current president and Mrs. Sharon Keplesky, member-at-large, were completing their terms of office / terms were expiring.

(2) Mr. Rossi explained the voting process and informed the membership that voting was to be by secret ballot. Mr. Rossi entered a motion to dispense with the secret ballot and use the hand count method. The motion passed.

(3) Mrs. Christel Doucette and Mr. Ellis Sharadin each volunteered to serve on the board. Mr. Porter declined re-nomination for another term stating he wanted to focus his efforts on the Helps Committee. There being only two nominees for two open positions Mr. Porter entered a motion, which was passed by majority vote, to dispense with the requirement for a written ballot. Mr. Porter then entered a motion to accept Mrs. Doucette and Mr. Sharadin as the two new BOD members. The motion passed.

10. Questions from the membership.

QUESTION: Mr. Baker, Gardenville Drive, asked if there was anything being done about the ditches that are filling in naturally, or prompting VDOT to come out and conduct maintenance?

ANSWER: Mr. Lafrenaye, Stormwater Management Chairperson, answered the question by stating that he had approached VDOT with this question before, and he was told by VDOT that VDOT had higher priorities.

QUESTION: Who is responsible for maintaining the fence along Coventry Blvd, who owns the fence and why was it erected?

ANSWER: Mr. Porter answered the question by stating that he believed Mr. Dick Ashe, the developer of Coventry subdivision, erected the fence. Currently, the responsibility for maintenance of the fence belongs to the property owner on which the fence is constructed.

QUESTION: Why is there no standardization of sign posts in Tabb Lakes?

ANSWER: Mr. Porter recommended that the homeowner should send a letter to the Board and the new Board would take the matter to the County for resolution.

QUESTION: Mr. Sharadin, Leslie Lane, asked about the restriction concerning the display of election signs during elections, stating that previous boards looked the other way. He also asked for a census from the membership to determine support for his proposal to allow Tabb Lakes homeowners to display political signs during election time.

ANSWER: Mr. Porter explained that the Tabb Lakes Covenants do not allow election signs to be displayed. Mr. Porter then asked how many members would want the covenant changed to allow display of election signs. The membership did not support the proposal to display election signs.

QUESTION: Mr. Batdorf, Richard Run, said the new Mid-Atlantic Real Estate office building drains a lot of water into our lakes. Does Mid-Atlantic pay any fees to use our drainage system?

ANSWER: Mr. Porter replied that the plat for the Mid-Atlantic office building was on the original development plan and included drainage into Tabb Lakes.

11. Mr. Porter thanked everyone for coming and announced that the next Board of Directors meeting would meet on November 8, 2007, 7:00 - 9:00 PM, in the Tabb Library (small) Meeting Room, 100 Long Green Blvd, Yorktown, VA.

12. The briefing charts for the Annual Meeting can be viewed on the Tabb Lakes Website by opening TLHA News and 2007 Annual Meeting Presentations.

13. The meeting adjourned at 8:55 PM.

Respectfully submitted by: Art Johnston, Secretary

Enclosure
Meeting Attendance Roster

**Attendance Roster
Tabb Lakes General Meeting
25 October 2007**

Name	Address
David Batdorf	Richard Run
Bonnie Kersta	Gardenville Drive
Barbara Mallory	Tabb Lakes Drive
David Gorwitz	Gardenville Drive
Kevin Kuhn	Elise Place
John Wallen	Monty Manor
John Anderson	Tabb Lakes Drive
David Bridges	Heath Place
Cathy and Leo King	Bridge Wood Drive
Keith Ebert	Edele Court
Bob and Mary Kirts	Gardenville Drive
Kathy Quinkert	Bridge Wood Drive
Herman Harsey	Bridge Wood Drive
Doug Alexander	Leslie Lane
S. Fukawa	Bridge Wood Drive
Todd Rippy	Richard Run
Donna Clifton	Tabb Lakes Drive
Oliver Wong	Heath Place
Phil Hess	Tabb Lakes Drive
Del Nash	Bridge Wood Drive
Treven Baker	Gardenville Drive
Monroe and Chris Keene	Gardenville Drive
Bob Spell	Shallow Lagoon
T. Doucette	Naurene Court
Neal Braidwood	Bridge Wood Drive
Kirk McFaw	Gardenville Drive
Dan and Sylvia Harrington	Tabb Lakes Drive
David VanLear	Bridge Wood Drive
Ellis and Rosemarie Sharadin	Leslie Lane

Enclosure