



**Board of Director’s Monthly Meeting Minutes  
April 19, 2016**

1. **Call to Order:** Mr. Bob Spell convened the Tabb Lakes Homes Association monthly Board of Directors (BOD) meeting at 7:00 pm in the Poquoson Public Library Meeting Room, Poquoson, VA.

Personnel in attendance:

- Bob Spell: President/Lake 1 Coordinator
- Keith Ebert: Vice-President/Welcoming Coordinator
- Charlie Rossi: Secretary/Treasurer
- Ron Maddox: Member-at-Large
- Lou Lafrenaye: Stormwater/CERT Coordinator
- Bill Keplesky: Lake 2 Coordinator
- Clint Flanagan: Website Editor
- Robert Cox: Association Manager, Cox & Lee Management, Inc.
- Sarah Knaub: Secretarial Services, Cox & Lee Management, Inc.

Personnel absent:

- Dave West: Member-at-Large
- Pete Peters: Member-at-Large
- Shirley Flanagan: Newsletter Editor
- Terri Berube: Beautification Committee
- Denise Bertelli: Beautification Committee

2. **Covenants Compliance Board Hearing Executive Session:** A motion was made, seconded, and unanimously approved to move into Executive Session for the specific purpose of considering outstanding violations of the Association’s declaration, rules and regulations at one neighborhood property. The property owner had been requested to attend the Board Hearing, but did not show.

Board Hearing Results: Upon exiting the Executive Session a motion was made, seconded, and unanimously approved to send a letter confirming the Board Hearing Action Decision (N3b) as follows:

The property remains in violation of the neighborhood covenants and will be referred to the Association’s attorney for injunctive relief. Instructions to the Attorney will include requesting the presiding judge to award the Attorney’s fees to be included in the final collection amount.

3. **Approval of Previous Minutes:** A motion was made, seconded, and unanimously approved to approve the minutes from the BOD meeting held March 15, 2016.
4. **Home Owner Issues:** No homeowners present; no issues discussed.



5. **Committee Reports:**

- a. Newsletter Editor: No coordinator present; no report given.
- b. Website Editor: Mr. Flanagan reported that he has performed the regular maintenance on the website. He has taken the neighborhood message board off the website due to lack of activity on the message board.
- c. Beautification Committee: No coordinator present; no report given.
- d. Lakes Management:
  - Lake 1: Mr. Spell reported that the annual Solitude contract has been signed and the work is beginning on the fountain for Lake 2. Letters are being prepared by CLM to inform lake-front residents that the lake water will be unsuitable for use for irrigation during the month of May every year for the foreseeable future.  
  
Lake 2: Mr. Keplesky reported that he will follow up via email with Lake 2 residents about the May ban on using lake water for irrigation.
- e. Storm Water: Mr. Lafreneye reported that:
  - A footbridge was placed across the emergency spillway that drains the lakes. The spillway is part of the Association’s common area and was removed. Any future placement of a footbridge will be treated as a covenants compliance issue.
  - A contractor will be needed to perform some repairs on one of the outflow pipes.
  - He recommends that the HOA obtain an estimate to have the section of Lake 1 adjacent to Bridgewood Dr. dredged.
- f. CERT: Mr. Lafreneye reported that he will distribute VDOT Hurricane Preparedness brochures to residents.
- g. Welcoming Committee: Mr. Ebert reported that he has welcomed 3 new residents this month.
- h. Grounds Maintenance: Mr. Cox reported no new developments. Mr. Rossi reported that a new contract has been signed with the landscape maintenance contractor.
- i. Architectural Review (ARC): There have been three ARC requests approved since the last BOD meeting. All three were pending as of the March Board meeting.
  - 308 Tabb Lakes Drive—Back yard vinyl shed (after-the-fact approval request)
  - 103 Tiger Paw Path—In-ground pool
  - 204 Tiger Run—Replace and widen driveway, including existing gravel section to street
- j. Covenants Compliance: Mr. Cox presented the latest report and took questions from the Board. The Board provided guidance on several properties.



6. **Treasurer's Report**: Mr. Rossi presented the latest financial report and answered questions from the Board. He reported that 409 properties (approx. 92%) have paid their 2016 assessments. First late notices have been sent to the delinquent homeowners.
  
7. **Old Business**
  - **Goose Round-up**: Mr. Maddox confirmed that the site visit for the goose round-up will take place at the end of May.
  - **Lake/Trail Use Signs**: Mr. Ebert agreed to coordinate the installation of the signs. Quotes will be reviewed at the next Board meeting.
  - **Open Items From Previous Meetings**: The Board reviewed updates on the open items.
  
8. **New Business**:
  - **Neighborhood Block Party**—A motion was made, seconded and unanimously approved to make a contribution of \$150 to the joint neighborhood festival that is being organized by Coventry HOA.
  - The Board appointed Bill Hopkins to serve as a member-at-large on the Board of Directors as of May 1, 2016. Mr. Hopkins will serve the rest of the term vacated by Pete Peters that ends December 31, 2017.
  
9. **Date Confirmation**: The next regular Board meeting is scheduled for Tuesday, May 17, 2016 at 7 pm at the Poquoson Library.
  
10. **Adjournment**: A motion was made, seconded, and unanimously approved to adjourn the meeting at 8:36 pm.

Submitted by Cox & Lee Management, Inc.