



**Board of Director's Monthly Meeting Minutes
June 21, 2016**

1. **Call to Order:** Mr. Keith Ebert convened the Tabb Lakes Homes Association monthly Board of Directors (BOD) meeting at 7:01 pm in the Poquoson Public Library Meeting Room, Poquoson, VA.

Personnel in attendance:

Keith Ebert: Vice-President/Welcoming Coordinator
Ron Maddox: Member-at-Large
Bill Hopkins: Member-at-Large
Dave West: Member-at-Large
Charlie Rossi: Secretary/Treasurer
Lou Lafrenaye: Stormwater/CERT Coordinator
Bill Keplesky: Lake 2 Coordinator
Robert Cox: Association Manager, Cox & Lee Management, Inc.
Sarah Knaub: Secretarial Services, Cox & Lee Management, Inc.
Kelli Wright: Homeowner/volunteer

Personnel absent:

Bob Spell: President/Lake 1 Coordinator
Terri Berube: Beautification Committee
Christel Doucette: Beautification Committee
Clint Flanagan: Website Editor
Shirley Flanagan: Newsletter Editor

2. **Approval of Previous Minutes:** A motion was made, seconded, and unanimously approved to approve the minutes from the BOD meeting held May 17, 2016.

3. **Home Owner Issues:**

- Ms. Knaub reported that all information about homeowners who indicated on their assessment payment slips that they would like to volunteer has been given to the appropriate committee coordinator. Homeowners who indicated interest in a committee that is not currently active were contacted by CLM.
- Ms. Wright expressed interest in being the point of contact for the Activities Committee. Board members answered her questions. Ms. Wright will contact other potential volunteers and will report back to the Board.
- Mr. Cox reported that a homeowner contacted him about properties that have not maintained their stormwater drainage ditches. This maintenance item is not specifically addressed in the Covenants, but in the interest of maintaining the drainage system for all residents the Board directed CLM to begin sending Covenants Compliance notices to homeowners whose ditches have been allowed to fill in with yard debris or become blocked.
- Mr. Ebert reported that a resident contacted him about a recent possible act of vandalism. The matter has been taken care of and was determined to not have been an act of vandalism.



4. **Committee Reports:**

- a. Newsletter Editor: No coordinator present; no report given.
- b. Website Editor: No coordinator present; no report given.
- c. Beautification Committee: No coordinator present; no report given. Ms. Berube emailed her report that they awarded a Yard of the Month award and that she will follow up with some people who indicated that they would like to volunteer with the committee.
- d. Lakes Management:
 - Lake 1: No coordinator present. Mr. Cox reported that he spoke with a homeowner who wishes to volunteer to help coordinate maintenance for Lake 1. He requested that Mr. Keplesky contact her.
 - Lake 2:
 - Mr. Keplesky reported that Solitude did their monthly inspection. He had to call them back because they missed an issue with the fountain. The fountain is now fully operational. Mr. Keplesky completed his monthly inspection and debris pick-up around the lake.
 - Mr. Keplesky and Mr. Lafenaye obtained signatures from lake property owners giving permission for their properties to be used in the upcoming Goose Roundup.
- e. Storm Water:
 - Mr. Lafrenaye reported on a recent meeting with County staff about increased stormwater volume and sediment coming in to Lake 2 due to increased development of land outside of Tabb Lakes.
 - Mr. Lafrenaye gave an update on researching contractors to dredge areas of Lake 1.
 - Mr. Lafrenaye and Mr. Cox gave an update on the small footbridge that has been placed across the spillway.
- f. CERT: Mr. Lafrenaye reported that there are now 48 members on the committee. Recently he sent out an informational email message to the committee and those who are on the HAM radio team will do a test this week. Mr. Lafrenaye also reported on a meeting with Annetta Norwood to talk about CERT and assisting with the upcoming Neighborhood Block Party.
- g. Welcoming Committee: Mr. Ebert reported that he welcomed 1 new resident this month.
- h. Grounds Maintenance: Mr. Cox reported that he spoke with a resident about volunteering to help with the Grounds Maintenance Committee. The Board reviewed the Committee scope of work and decided that no additional volunteer assistance was required at this time. Cox & Lee Management, Inc. will continue to be the ones to monitor the grounds maintenance contractor.
- i. Architectural Review (ARC): There has been one ARC request approved since the last BOD meeting.
 - 127 Leslie Lane—tree house



- j. Covenants Compliance: Mr. Cox presented the latest report and took questions from the Board. The Board provided guidance on several properties.
5. **Treasurer's Report**: . Mr. Rossi presented the latest financial statement and answered questions from the Board. There are currently 438 homeowners (98%) who have paid their 2016 Assessments. The Board directed CLM to send certified letters to the 8 owners who have not paid their 2016 assessments.
6. **Old Business**
 - Commercial Vehicle Parking Resolution—tabled until a future meeting due to lack of time.
 - Goose Round-up: Mr. Maddox reported on the status of plans for a USDA Wildlife Services Goose Round-up.
 - Lake/Trail Use Signs: Mr. Ebert reported that he is still researching options for the lake/trail use signs.
 - Open Items From Previous Meetings: The Board reviewed updates on the open items.
7. **New Business**:
 - Tabb Lakes Facebook Page: Mr. Cox reported concerns regarding open access to the Association's Facebook page. The FB coordinator will be invited to meet with the Board to discuss appropriate operating guidelines at a future meeting.
8. **Date Confirmation**: The next regular Board meeting is scheduled for Tuesday, July 19, 2016 at 7 pm at the Poquoson Library.
9. **Adjournment**: A motion was made, seconded, and unanimously approved to adjourn the meeting at 8:53 pm.

Submitted by Cox & Lee Management, Inc.