



**Board of Director's Monthly Meeting Minutes
September 20, 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
Dave West: Member-at-Large
Charlie Rossi: Secretary/Treasurer
Lou Lafrenaye: Stormwater/CERT Coordinator
Shirley Flanagan: Newsletter Editor
Bill Keplesky: Lake 2 Coordinator
Kelli Wright: Activities Coordinator
Robert Cox: Association Manager, Cox & Lee Management, Inc.
Sarah Knaub: Secretarial Services, Cox & Lee Management, Inc.

Personnel absent:

Ron Maddox: Member-at-Large
Bill Hopkins: Member-at-Large
Clint Flanagan: Website Editor
Christel Doucette: Beautification Committee
Terri Berube: Beautification Committee

2. **Approval of Previous Minutes:** A motion was made, seconded, and unanimously approved to approve the minutes from the BOD meeting held August 16, 2016.

3. **Home Owner Issues:** Mr. Ebert reported that two properties will be cited by VDOT for improperly filling in their drainage ditches along the VDOT right-of-way.

4. **Committee Reports:**

- a. **Newsletter Editor:** Mrs. Flanagan reported that the newsletter went out as scheduled.
- b. **Website Editor:** No coordinator present; no report given. Mr. Lafrenaye reported that Mr. Flanagan posted the Statement of Work for a dredging contractor to the website for residents to review and comment on.
- c. **Beautification Committee:** No coordinator present; no report given.
- d. **Activities:** Ms. Wright reported that the Neighborhood Block Party was a success and it will probably become an annual event.
- e. **Lakes Management:**
 - Lake 1:** Mr. Spell reported no new developments.



Lake 2: Mr. Keplesky reported that he reported an issue with algae to Solitude and they have come out to treat it. They will check on it next month.

- f. Storm Water: Mr. Lafrenaye reported that he met with York County Supervisor Sheila Noll on-site and that she is supportive of TLHA’s BMPs being added to the 2018 York County Capital Improvement Project. Mr. Lafrenaye also reported on his progress with obtaining estimates for the dredging he believes needs to be done in Lake 1.
 - g. CERT: Mr. Lafrenaye reported that a few CERT volunteers helped with the Neighborhood Block Party. Before the recent storm he performed a pre-storm inspection of the neighborhood. One TLHA resident is attending the current round of CERT classes.
 - h. Welcoming Committee: Mr. Ebert reported that he welcomed one new resident this month.
 - i. Grounds Maintenance: Mr. Cox reported that the landscape contractor has replaced several broken landscape ties along the entrance to the trail and around the bench. The broken ties were exposing several inches of rebar and were posing a safety hazard. Ms. Knaub reported that she has an initial estimate for renovating the landscaping at the 134 entrance. The Board requested that she proceed with obtaining a formal estimate and landscape plan.
 - j. Architectural Review (ARC): There have been four ARC requests approved since the last BOD meeting. The Board provided guidance on a request for a detached 2-car garage.
 - 134 Leslie Lane — Replace backyard fence
 - 907 Tabb Lakes Dr. — Construct back deck
 - 104 Adele Ct. — Install emergency generator
 - 139 Gardenville Dr. — Replace backyard fence
 - k. 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 is currently one homeowner who has not paid his 2016 Assessment. The account has been submitted to the Association’s attorney for collection.
6. **Old Business**
- Lake/Trail Use Sign: Mr. Cox reported on the status of the sign and the final cost. The Board approved the final design of the sign, including some additional wording, as well as the location of the sign near the beginning of the Lake 1 Trail.
 - Neighborhood Facebook Page: Mr. West reported that he and Mr. Maddox met and reviewed the current TLHA Facebook page. The Board agreed that the current page should be taken offline while they formulate a Social Media Policy and are able to restructure the page to better suit the neighborhood’s needs.



- Open Items From Previous Meetings: The Board reviewed updates on the open items.

7. **New Business:**

- Grass/debris piles along trail: Mr. Cox reported that he and Ms. Knaub met with the York Co. Mosquito Control Biologist about branches and grass being dumped along the trail. These piles of debris are providing a breeding ground for mosquitoes. Mr. Cox recommended that “No Dumping” be added to the Lake/Trail Use sign. The Board approved of this wording. Mr. Cox also reviewed a letter to be sent to residents clarifying that nothing is to be dumped along the trail or in the lake. The Board requested that CLM find out if a York Co. crew can clear out the debris as a one-time service. The issue will also be highlighted in the next newsletter and at the AGM.
 - AGM Power Point Presentation: CLM will coordinate the Power Point presentation for the AGM. Last year’s slides will be sent to all Board members and Coordinators to update and send back to CLM.
 - 2016-2017 Budget: Mr. Rossi will prepare a draft of the 2016-2017 budget to be discussed at next Board meeting.
 - Resignation: Mr. Spell confirmed that he will be leaving the Board in October. Mr. Ebert, the current Vice President, will serve as Interim President for the remainder of the year.
 - Key to Storage Unit: A second key to the Association’s storage unit has been given to CLM for safe-keeping.
8. **Date Confirmation:** The next regular Board meeting is scheduled for Tuesday, October 18, 2016 at 7 pm at the Poquoson Library. The AGM is scheduled for October 25, 2016 at the Tabb Library.
9. **Adjournment:** A motion was made, seconded, and unanimously approved to adjourn the meeting at 8:49 pm.

Submitted by Cox & Lee Management, Inc.