



**Board of Director's Monthly Meeting Minutes**  
**October 18, 2016** **FINAL DRAFT**

1. **Call to Order:** Mr. Keith Ebert 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:

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

Personnel absent:

Shirley Flanagan: Newsletter Editor  
Clint Flanagan: Website Editor  
Christel Doucette: Beautification Committee  
Terri Berube: Beautification Committee  
Robert Cox: Association Manager, Cox & Lee Management, Inc

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 an outstanding violation 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 come.

Board Hearing Results: Upon exiting the Executive Session a motion was made, seconded, and unanimously approved for two Board members to visit the home in question in order to personally speak to the homeowner. If they are unable to meet with the homeowner or if the meeting produces no positive results, then CLM will be instructed 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. The Attorney will be asked to send a demand letter to the property owner for him to bring the property into compliance. If he does not comply then the attorney will pursue obtaining 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 September 20, 2016.



4. **Home Owner Issues:** No homeowners present. Mr. Ebert reported that one homeowner contacted him about an outstanding Covenants Compliance violation.

5. **Committee Reports:**

- a. Newsletter Editor: No coordinator present; no report given.
- b. Website Editor: No coordinator present; no report given. Ms. Knaub reported that the website pages explaining the responsibilities of the various committees are in need of updating. Mr. Flanagan will be asked to update them.
- c. Beautification Committee: No coordinator present. Ms. Berube emailed her report that there was a September Yard of the Month awarded. The committee will put up the holiday decorations at the entrances again this year and will coordinate the Holiday Decorations Contest.
- d. Activities: Ms. Wright reported that 400-500 attendees/volunteers were at the Neighborhood Block Party from various local neighborhoods. The next block party is scheduled for August 26, 2017 from 1pm to 4pm.
- e. Lakes Management:
  - Lake 1: No coordinator present; no report given.
  - Lake 2: Mr. Keplesky reported no new developments.
- f. Storm Water: Mr. Lafrenaye 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 before the recent storm he performed a pre-storm inspection of the neighborhood. He also did a post-storm inspection where he found very little damage and that all ditches and outflows were working properly.
- h. Welcoming Committee: Mr. Ebert reported that there were no new residents to welcome this month.
- i. Grounds Maintenance: Ms. Knaub reported on her progress with obtaining estimates for renovating the Route 134 entrance to the neighborhood. The Board directed CLM to continue working on getting the irrigation system working. A motion was made, seconded and unanimously approved to authorize CLM to spend up to \$2000 to have trees removed or pruned in accordance with the proposed plan for the neighborhood entrance renovation. Ms. Knaub also provided an update on CLM's progress with having the debris that was dumped along the trail removed.
- j. Architectural Review (ARC): There have been two ARC requests approved since the last BOD meeting.
  - 304 Heath Place — Construct 24'x24' detached garage in backyard
  - 304 Gardenville Dr. — Install backyard fence



- k. Covenants Compliance: Ms. Knaub 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 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.
7. **Old Business**
- Lake/Trail Use Sign: Ms. Knaub reported that the sign has been ordered and will be installed next week.
  - 2016/2017 Budget: Mr. Rossi presented the proposed 2016/2017 budget and answered questions from the Board. Several changes will be made and the budget will be recirculated to the Board members. 2017 assessments will be \$183 for lakefront homes and \$162.75 for non-lakefront homes as adjusted for the 1.1% CPI increase.
  - Neighborhood Facebook Page: The Board will request the current Facebook page administrator to attend the November Board Meeting to review the current Facebook page policies and future format/content changes.
  - AGM Power Point Presentation: The Board and Committee members reviewed the Power Point presentation to be used at the October 25, 2016 AGM.
  - Open Items From Previous Meetings: The Board reviewed updates on the open items.
8. **New Business**:
- Status of Nominations for New Board Members: Mr. West reported that he has identified two homeowners who are interested in filling the vacant Board positions. Official nominations and elections will take place at the AGM.
  - Resignation: Mr. Hopkins resigned from his Board Member position effective as of the end of October. The Board wished Mr. Hopkins well and thanked him for his service.
9. **Date Confirmation**: The AGM is scheduled for October 25, 2016 at the Tabb Library. The next regular Board meeting is scheduled for Tuesday, November 15, 2016 at 7 pm at the Poquoson Library and will be held in the Large Study Room.
10. **Adjournment**: A motion was made, seconded, and unanimously approved to adjourn the meeting at 8:48 pm.

Submitted by Cox & Lee Management, Inc.