



**Board of Director's Monthly Meeting Minutes
November 15, 2016**

1. **Call to Order:** Mr. West convened the Tabb Lakes Homes Association monthly Board of Directors (BOD) meeting at 7:10 pm in the Poquoson Public Library Group Study Room, Poquoson, VA.

Personnel in attendance:

Dave West: Member-at-Large
Ron Maddox: Member-at-Large
Bill Keplesky: Member-at-Large/Lake 2 Coordinator
Todd Rippy: Member-at-Large
John Noble: Member-at-Large/Lake 1 Coordinator—via speaker phone
Charlie Rossi: Secretary/Treasurer
Lou Lafrenaye: Stormwater/CERT Coordinator
Terri Berube: Beautification Committee
Kelli Wright: Activities Coordinator
Robert Cox: Association Manager, Cox & Lee Management, Inc
Sarah Knaub: Secretarial Services, Cox & Lee Management, Inc.

Personnel absent:

Keith Ebert: Interim President
Shirley Flanagan: Newsletter Editor
Clint Flanagan: Website Coordinator
Christel Doucette: Beautification Committee

3. **Approval of Previous Minutes:** A motion was made, seconded, and unanimously approved to approve the minutes from the BOD meeting held October 18, 2016 and the AGM held October 25, 2016.

4. **Home Owner Issues:** No homeowners present.

5. **Committee Reports:**

- a. **Newsletter Editor:** Mrs. Flanagan emailed her report that the next newsletter deadline is November 21, 2016. Assignments for submitting articles were discussed.
- b. **Website Editor:** No coordinator present; no report given.
- c. **Beautification Committee:** Ms. Berube reported on the October Yard Of The Month winners and provided information on the Holiday Decorations Contest.
- d. **Activities:** Ms. Wright reported no new developments.



e. Lakes Management:

Lake 1: Mr. Keplesky reported that the lakes maintenance contractor is addressing some issues with the Lake 1 aerator.

Lake 2: Mr. Keplesky reported that the lakes maintenance contractor is addressing some issues with the Lake 2 aerator and fountain.

f. Storm Water: Mr. Lafrenaye reported on his progress with obtaining estimates for the dredging he believes needs to be done in Lake 1 and that hurricane season ends Nov. 30.

g. CERT: Mr. Lafrenaye reported that Mr. Keplesky has graduated with his CERT certification. Mr. Keplesky reported that the Tabb Lakes CERT program was cited several times throughout the training program as a model organization.

h. Welcoming Committee: No coordinator present; no report given.

i. Grounds Maintenance: Mr. Cox reported that the Lake and Trail Use Rules sign has been installed. Ms. Knaub reported on the progress of the Route 134 entrance renovation project. The Board directed CLM to continue with having the wall pressure washed and getting the irrigation system working.

j. Architectural Review (ARC): There has been one ARC request approved since the last BOD meeting. The Board provided guidance on a pending request.

- 110 Elise Place—replace two windows
- 400 Bridge Wood Dr.—construct backyard shed (pending)

k. Covenants Compliance: Mr. Cox presented the latest report and took questions from the Board. The Board provided guidance on several properties. The Covenants Compliance Inspection season is over for 2016; the next inspection will be in February 2017.

6. Treasurer's Report: Mr. Rossi presented the latest financial statement and answered questions from the Board. He reported that the annual financial review has been completed and that the SCC and DPOR paperwork has been filed.

7. Old Business

- Board Member Terms of Service: Ms. Knaub confirmed the terms of service for the new Board members.
- 2016/2017 Budget: Mr. Rossi presented the proposed 2016/2017 budget and answered questions from the Board. A motion was made, seconded and unanimously approved to approve the 2016/2017 Budget. 2017 assessments will be \$183 for lakefront homes and \$162.75 for non-lakefront homes as adjusted for the 1.1% CPI increase. CLM was asked to send the 2017 assessment letters—dated Jan 15, 2017 and due Feb 28, 2017.



- Neighborhood Facebook Page: Due to time constraints this item was tabled and will be addressed at a future meeting
- Open Items From Previous Meetings: The Board reviewed updates on the open items.

8. **New Business:**

- Elect Board Officers: A motion was made, seconded and unanimously approved to appoint Keith Ebert to the office of President and Todd Rippy to the office of Vice-President of the Board of Directors, and to appoint Charles Rossi to the offices of Secretary and Treasurer of TLHA. The appointments became effective immediately and will continue for a period of one year (to November 2017 Board meeting).

Mr. Cox, as the Association's management agent, advised the Board to review the Association's governing documents to ensure that appointing a sixth member to the Board is consistent with the document's intent. It was agreed that this issue would be covered at the January 2017 Board meeting when the President is expected to be present.

- Review Homeowner Questions from the AGM: Due to time constraints this item was tabled and will be addressed at a future meeting.

9. **Date Confirmation**: The next regular Board meeting is scheduled for Tuesday, January 17, 2017 at 7 pm at the Poquoson Library. There will be no December 2016 Board meeting.

10. **Adjournment**: A motion was made, seconded, and unanimously approved to adjourn the meeting at 8:45 pm.

Submitted by Cox & Lee Management, Inc.