



**Board of Director's Monthly Meeting Minutes
January 17, 2017**

1. **Call to Order:** Mr. 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: President
Dave West: Member-at-Large
Ron Maddox: Member-at-Large
Bill Keplesky: Member-at-Large/Lake 2 Coordinator
John Noble: Member-at-Large/Lake 1 Coordinator
Charlie Rossi: Secretary/Treasurer
Lou Lafrenaye: Stormwater/CERT Coordinator
Terri Berube: Beautification Committee
Robert Cox: Association Manager, Cox & Lee Management, Inc
Sarah Knaub: Secretarial Services, Cox & Lee Management, Inc.

Personnel absent:

Todd Rippy: Vice-President
Shirley Flanagan: Newsletter Editor
Clint Flanagan: Website Coordinator
Kelli Wright: Activities Coordinator

3. **Approval of Previous Minutes:** Mr. Ebert made a motion, which was seconded and unanimously approved, to approve the minutes from the BOD meeting held November 15, 2016.

4. **Home Owner Issues:** No homeowners present; no issues discussed.

5. **Committee Reports:**

- a. **Newsletter Editor:** Mrs. Flanagan emailed her report that the last newsletter went out as scheduled. She will be sending out a newsletter schedule for 2017.
- b. **Website Editor:** No coordinator present; no report given.
- c. **Beautification Committee:** Ms. Berube reported that photos of the winning homes in the Holiday Decorations Contest were printed in the last newsletter and posted on the neighborhood FaceBook page and website. The 2017 Yard of the Month competition will begin in May and continue through September.
- d. **Activities:** No coordinator present; no report given.



- e. Lakes Management:
- Lake 1: Mr. Noble reported that the repair to the Lake 1 aerator has been completed but that there is an issue with the fountain.
- Lake 2: Mr. Keplesky reported that the repair on the aerator and fountain for Lake 2 was attempted but there is an additional power issue. The Board gave Mr. Keplesky the authority to arrange for an electrician to come do diagnostics and a cost estimate for repair.
- f. Storm Water: Mr. Lafrenaye reported on his progress with obtaining estimates for the dredging he believes needs to be done in Lake 1. Mr. Ebert made a motion, which was seconded and unanimously approved, to authorize Mr. Lafrenaye to move forward with the tree removal necessary for the dredging project. The final proposal will be approved by the Board via email. Homeowners in close proximity to the area to be dredged will be updated about the project by Mr. Lafrenaye. The tree removal will be paid for from the Reserve Fund.
- g. CERT: Mr. Lafrenaye reported no new developments.
- h. Welcoming Committee: Mr. Ebert reported that he has welcomed four new residents to the neighborhood since the last Board meeting.
- i. Grounds Maintenance: Ms. Knaub reported that the additional Lake Rules sign has been placed in the Association's storage unit. Ms. Knaub reported on proposals to repair/replace the irrigation system and to re-landscape the Route 134 entrance. Mr. Ebert moved, and the motion was seconded and unanimously approved, to replace the existing non-functioning irrigation system on both sides of the Route 134 entrance with a new system. The Board authorized Ms. Knaub to go ahead with arranging for the installation of an irrigation system with a standard controller, exact details of the system to be approved via email and then to proceed with arranging for the re-landscaping of both sides of the Route 134 entrance. These improvements will be funded by the Reserve Fund.
- j. Architectural Review (ARC): There have been four ARC requests approved since the last BOD meeting.
- 400 Bridge Wood Dr.—Construct backyard shed (Was pending at Nov. BOD Meeting)
 - 101 Adele Ct.—New siding/gutters, no change to color
 - 304 Gardenville Dr.—Extend concrete driveway to street
 - 107 Richard Run—Construct 12'x12' addition & 12'x12' deck
- k. Covenants Compliance: Mr. Cox reported on the status of an agreement with a homeowner. Mr. Ebert made a motion, which was seconded and unanimously approved, to accept the homeowner's request for a 6-month extension on fulfilling an agreement with the Association.
6. Treasurer's Report: Mr. Rossi presented the latest financial statement and answered questions from the Board.



7. **Old Business**

- Review of TLHA governing documents guidelines on Board membership: The Board reviewed the governing documents of the Association. It was agreed that Mr. West would be asked to remain on the Board but to be a non-voting member.
- Neighborhood Facebook Page: Mr. Ebert requested that CLM provide information about community association FaceBook pages.
- Open Items From Previous Meetings: The Board reviewed updates on the open items.

8. **New Business**: Ms. Flanagan requested via email that the Board consider moving Board meetings to Thursdays. Mr. Ebert made a motion, which was seconded and unanimously approved, to move BOD meetings to the third Thursday of the month.

9. **Date Confirmation**: The next regular Board meeting is scheduled for Thursday, February 23, 2017 at 7 pm provided an appropriate meeting space can be reserved.

10. **Adjournment**: Mr. Ebert adjourned the meeting at 8:42 pm.

Submitted by Cox & Lee Management, Inc.