



**Board of Director's Monthly Meeting Minutes  
February 21, 2017**

1. **Call to Order:** Mr. 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: President  
Todd Rippy: Vice-President  
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  
Robert Cox: Association Manager, Cox & Lee Management, Inc  
Sarah Knaub: Secretarial Services, Cox & Lee Management, Inc.

Personnel absent:

Terri Berube: Beautification Committee  
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 January 17, 2017.

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

5. **Committee Reports:**

- a. **Newsletter Editor:** Ms. Flanagan emailed the proposed 2017 Newsletter Publication Schedule. The Board approved the publication schedule. The next newsletter deadline is February 27. Articles to be included were discussed.
- b. **Website Editor:** Mr. Flanagan emailed his report that he has performed the normal monthly maintenance on the website and is in the process of converting it from a static site to a dynamic site.
- c. **Beautification Committee:** Ms. Berube emailed her report that there are no new developments.
- d. **Activities:** Ms. Wright emailed her report that she has been working with the organizers of the 2017 Neighborhood Block Party.
- e. **Lakes Management:**
  - Lake 1:** Mr. Noble reported that there are no new developments.



Lake 2: Mr. Keplesky reported that the fountain and aeration systems on Lake 2 have been repaired and are now functioning properly.

- 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 he has cleaned the five CERT signs that are posted around the neighborhood.
  - h. Welcoming Committee: Mr. Ebert reported that he has welcomed one new resident to the neighborhood since the last Board meeting.
  - i. Grounds Maintenance: Ms. Knaub reported on the status of the Route 134 entrance renovation project. The project should be completed within the next month.
  - j. Architectural Review (ARC): There have been three ARC requests approved since the last BOD meeting.
    - 101 Tiger Paw Path—Replace existing driveway and extend concrete to street
    - 104 Jonathan Junction— Replace existing driveway and extend concrete to street and back gate
    - 101 Tabb Lakes Dr.—Replace existing backyard fence on back and right sideA Board member reported on a property that is having its ditch filled in. No ARC request was made. CLM will follow up with a letter and ARC request form.
  - k. Covenants Compliance: Mr. Cox presented the latest report and took questions from the Board. The Board provided guidance on several properties. Mr. Cox also provided Board members with a copy of the Covenants Compliance and Architectural Review Guidelines Table and took questions from the Board. In addition, he reported that CLM is going to start using a third party vendor to distribute disclosure packets at no extra cost to the Association.
6. **Treasurer's Report**: Mr. Rossi presented the latest financial statement and answered questions from the Board. 220 out of 446 owners have paid their 2017 assessment.
7. **Old Business**
- Neighborhood Facebook Page: Mr. Ebert reported on his progress with researching guidelines for the neighborhood Facebook page.
  - Open Items From Previous Meetings: The Board reviewed updates on the open items.
8. **New Business**:
- Review current ARC Request Form and Vehicle Parking & Storage Resolution:
    - a) Mr. Keplesky made a proposal to revise the ARC request form to include a note to homeowners that if they are operating a business out of their home and wish to make a related change to their property they must be sure the improvement complies with



York County Code 24.1-280, Home Occupations. Mr. Ebert made a motion to make the revision. The motion was seconded and unanimously approved.

- b) Mr. Keplesky also requested that the Board formalize an effort to support homeowners in addressing concerns about commercial vehicles or equipment/trailers being parked in the neighborhood. If a homeowner contacts the Board with a concern about a vehicle parked in the neighborhood, Mr. Keplesky was appointed to assist the homeowner in contacting the County per the August 2016 TLHA Vehicle Parking & Storage Resolution.

- Neighborhood Watch Signs: Mr. Lafrenaye presented a proposal to purchase new Neighborhood Watch signs for six locations in the neighborhood. The Board authorized Mr. Lafrenaye to purchase the signs.
  - Reserve Study Review: Due to time constraints this item was tabled for a future meeting.
  - Night Watch Lights: Mr. Rippy reported on his efforts to investigate payment responsibility for the neighborhood's Night Watch Lights.
  - Review of guidelines for Board meeting Minutes: Due to time constraints this item was tabled for a future meeting.
9. **Date Confirmation**: The next regular Board meeting is scheduled for Tuesday, March 21, 2017 at the Poquoson Public Library. Board meetings will remain scheduled for the third Tuesday of the month as there is not a suitable location available on Thursdays.
10. **Adjournment**: Mr. Ebert adjourned the meeting at 8:47 pm.

Submitted by Cox & Lee Management, Inc.