



Tabb Lakes Homes Association

P.O. Box 8088, Yorktown, VA 23693

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

1. **Call to Order:** Mr. Ebert convened the Tabb Lakes Homes Association monthly Board of Directors (BOD) meeting at 7:00pm in the Poquoson Public Library Meeting Room, Poquoson, VA.

Personnel in attendance:

Keith Ebert: 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
Terri Berube: Beautification Committee
Kelli Wright: Activities Coordinator
Robert Cox: Association Manager, Cox & Lee Management, Inc
Sarah Knaub: Associate Manager, Cox & Lee Management, Inc.

Personnel absent:

Lou Lafrenaye: Stormwater/CERT Coordinator
Shirley Flanagan: Newsletter Editor
Clint Flanagan: Website Coordinator
Todd Rippy: Vice-President

2. **Covenants Compliance Board Hearing Executive Session:** The Board moved 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. The issue was that the property had had a shutter missing on the front of the home for several months.

Board Hearing Results: Upon exiting the Executive Session a motion was made, seconded, and unanimously approved for Cox & Lee Management to make one more attempt to contact the owners. 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 owners to bring the property into compliance. If they do 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:** Mr. Ebert made a motion, which was seconded and unanimously approved, to approve the minutes from the BOD meeting held February 21, 2017.



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

5. **Committee Reports:**

- a. **Newsletter Editor:** Ms. Flanagan emailed her report that the newsletter went out as scheduled. There is a slight cost increase due to a change in USPS mailing requirements. The revised ARC Request Form that was approved by the Board at the last meeting was included with the newsletter.
- b. **Website Editor:** No coordinator present; no report given.
- c. **Beautification Committee:** Ms. Berube reported that the Yard of the Month Contest will begin in May and will run through September.
- d. **Activities:** Ms. Wright reported that she has continued to work with the organizers of the Neighborhood Block Party. Mr. Maddox made a motion, which was seconded and unanimously approved to donate \$250 to the 2017 Neighborhood Block Party. Ms. Berube confirmed that she will be taking care of the advertising for the neighborhood yard sale. The yard sale will be on May 20, 2017.
- e. **Lakes Management:**
 - Lake 1:** Mr. Noble reported no new developments.
 - Lake 2:** Mr. Keplesky reported no new developments.
- f. **Storm Water:** Mr. Lafrenaye emailed his report that a stormwater pipe found to be blocked has been cleared by a York County crew. He sent an update on his progress with obtaining estimates for the dredging he believes needs to be done in Lake 1. He also sent the results of an inspection of the trees growing along the Lake 1 trail.
- g. **CERT:** Mr. Lafreneye emailed his report that he has updated all CERT committee members about upcoming events and other pertinent information.
- h. **Welcoming Committee:** Mr. Ebert reported that there have been no new residents to be welcomed to the neighborhood since the last Board meeting.
- i. **Grounds Maintenance:** Ms. Knaub reported that the Route 134 entrance renovation project has been completed. Mr. Ebert made a motion that was seconded and unanimously approved to store the electronic documentation of the renovation in the Board's document storage library. Paper copies of the documentation were given to Mr. Rossi to be kept with the Association's other documents.
- j. **Architectural Review (ARC):** There have been two ARC requests approved since the last BOD meeting.
 - 403 TLD—pave driveway apron to street



- 502 TLD—replace and expand concrete driveway to include a sidewalk to access rear of home
 - k. **Covenants Compliance:** Mr. Cox 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. Approximately 90% of owners have paid their 2017 assessment. CLM has been asked to send late notices to those who have not paid.
7. **Old Business**
- **Neighborhood Facebook Page:** Mr. Ebert reported that he sent out a draft of guidelines to be used for the Neighborhood Facebook Page. BOD members are asked to respond with their input.
 - **Open Items From Previous Meetings:** The Board reviewed updates on the open items.
8. **New Business:**
- **Reserve Study Review:** Mr. Maddox explained the purpose and scope of the TLHA Reserve Study. The Board completed a review of the Reserve Study Summary and provided guidance on the scheduled 2017 update.
 - **Review of guidelines for Board meeting Minutes:** Due to time constraints this item was tabled for a future meeting.
 - **Website Committee Pages Updates:** Due to time constraints this item was tabled for a future meeting.
9. **Date Confirmation:** The next regular Board meeting is scheduled for Tuesday, April 18, 2017 at the Poquoson Public Library.
10. **Adjournment:** Mr. Ebert adjourned the meeting at 8:48 pm.

Submitted by Cox & Lee Management, Inc.