



Tabb Lakes Homes Association

P.O. Box 8088, Yorktown, VA 23693

**Board of Director's Monthly Meeting Minutes
April 18, 2017**

1. **Call to Order:** Mr. Rippy 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:

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
Lou Lafrenaye: Stormwater/CERT Coordinator
Shirley Flanagan: Newsletter Editor
Clint Flanagan: Website Coordinator
Robert Cox: Association Manager, Cox & Lee Management, Inc. (CLM)
Sarah Knaub: Associate Manager, Cox & Lee Management, Inc. (CLM)

Personnel absent:

Keith Ebert: President
Charlie Rossi: Secretary/Treasurer
Kelli Wright: Activities Coordinator
Terri Berube: Beautification Committee

2. **Approval of Previous Minutes:** Mr. Rippy made a motion, which was seconded and unanimously approved, to approve the minutes from the BOD meeting held March 21, 2017.

3. **Home Owner Issues:** Mr. Cox reported that a homeowner contacted him about a problem with the lights at the neighborhood entrance and Route 134. CLM has been working on correcting the problem.

4. **Committee Reports:**

- a. **Newsletter Editor:** Ms. Flanagan reported that the next newsletter deadline is Monday. Topics for articles were discussed.
- b. **Website Editor:** Mr. Flanagan reported that he has completed Phase 1 of converting the Association's webpage to a new format. Phase 2 will result in a new, more modern look to the site. Mr. Flanagan made a motion, which was seconded and unanimously approved, that committee coordinators be asked to review their current page on the website and to send to him any corrections or changes that they believe need to be made.
- c. **Beautification Committee:** No coordinator present; no report given.
- d. **Activities:** Ms. Wright emailed her report that there are no new developments.



e. Lakes Management:

Lake 1: Mr. Noble reported no new developments.

Lake 2: Mr. Keplesky reported that he will submit an article for the newsletter to remind lake-front owners that the lakes maintenance contractor will be applying herbicide in the lakes and the water will be unusable for irrigation purposes for the month of May.

- f. Storm Water: Mr. Lafrenaye reported on his progress with obtaining estimates for the dredging he believes needs to be done in Lake 1. A motion was made, seconded and unanimously approved to authorize Mr. Lafrenaye to spend up to \$500 to have an arborist take care of a fallen tree along the Lake 1 Trail.
- g. CERT: Mr. Lafrenaye reported on upcoming York County CERT training.
- h. Welcoming Committee: Mr. Ebert emailed his report that there have been no new residents to welcome since the last Board meeting.
- i. Grounds Maintenance: Ms. Knaub presented the proposed maintenance contract for the irrigation system recently installed at the Route 134 entrance. Mr. Rippy made a motion, which was seconded and unanimously approved, to accept the Basic maintenance contract option. The landscape maintenance contract for the next year was signed.
- j. Architectural Review (ARC): There have been three ARC requests approved since the last BOD meeting.
- 118 GVD—pave driveway apron to street
 - 303 TLD—pave driveway apron to street, add walkway to rear of home and parking pad on side of house
 - 305 TLD—add paved parking pad to side of driveway/house
- k. Covenants Compliance: Mr. Cox presented the latest report and took questions from the Board. The Board provided guidance on several properties.
5. **Treasurer's Report:** Ms. Knaub provided the latest financial statement and presented the Treasurer's Report from Mr. Rossi. Approximately 95% of owners have paid their 2017 assessment. CLM will send a second late notice via certified mail with return receipt.
6. **Old Business**
- Open Items From Previous Meetings: The Board reviewed updates on the open items.
7. **New Business:**
- Review of guidelines for Board meeting Minutes: The Board members agreed that this agenda item was no longer necessary.



- Website Committee Pages Updates: This item was discussed during the Website Committee report.
 - HomeWise Docs: Mr. Maddox inquired about services provided by the third party being used to coordinate TLHA Disclosure Packets. Due to lack of time this item will be addressed at a future Board meeting.
 - Board Meeting Format: Different options for using Board Meeting time more efficiently were discussed.
8. **Date Confirmation**: The next regular Board meeting is scheduled for Tuesday, May 23, 2017 at the Poquoson Public Library.
9. **Adjournment**: Mr. Rippy adjourned the meeting at 8:53 pm.

Submitted by Cox & Lee Management, Inc.