



**Board of Director's Monthly Meeting Minutes
May 16, 2017**

1. **Call to Order:** Mr. Ebert convened the Tabb Lakes Homes Association monthly Board of Directors (BOD) meeting at 7:02 pm in the Poquoson Public Library Meeting Room, Poquoson, VA.

Personnel in attendance:

Keith Ebert: President
Bill Keplesky: Member-at-Large/Lake 2 Coordinator
John Noble: Member-at-Large/Lake 1 Coordinator
Charlie Rossi: Secretary/Treasurer
Terri Berube: Beautification Committee
Lou Lafrenaye: Stormwater/CERT Coordinator
Robert Cox: Association Manager, Cox & Lee Management, Inc. (CLM)
Sarah Knaub: Associate Manager, Cox & Lee Management, Inc. (CLM)

Personnel absent:

Todd Rippey: Vice-President
Ron Maddox: Member-at-Large
Kelli Wright: Activities Coordinator
Shirley Flanagan: Newsletter Editor
Clint Flanagan: Website Coordinator

2. **Approval of Previous Minutes:** Mr. Ebert made a motion, which was seconded and unanimously approved, to approve the minutes from the BOD meeting held April 18, 2017.

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

4. **Committee Reports:**

- a. **Newsletter Editor:** Ms. Flanagan emailed her report that the last newsletter has been distributed. She included some information from the Yorktown News in the issue.
- b. **Website Editor:** Mr. Flanagan emailed his report that he has completed the website updates and he has almost completed the update of the electronic document management system. The latest approved and final draft minutes have been posted.
- c. **Beautification Committee:** Ms. Berube reported that the Yard of the Month judging will start this weekend. The yard sale ad has been placed in the Daily Press and it is advertised on various websites.
- d. **Activities:** No coordinator present; no report given.



- e. Lakes Management:
- Lake 1: Mr. Noble reported that the herbicide was applied by the lake maintenance contractor as planned. The water in both lakes will not be suitable for irrigation for the rest of the month of May.
- Lake 2: Mr. Keplesky reported no new developments.
- f. Storm Water: Mr. Lafrenaye reported on his progress with obtaining estimates for the dredging he believes needs to be done in Lake 1. He has received one formal estimate and will circulate it to the Board via email.
- g. CERT: Mr. Lafrenaye reported on a refresher course being offered for CERT certified members.
- h. Welcoming Committee: Mr. Ebert reported that he has welcomed one new resident since the last Board meeting.
- i. Grounds Maintenance: Ms. Knaub reported her findings from the York County Office of Development Services about having several street name signs replaced.
- j. Architectural Review (ARC): There has been one ARC request approved and one request pending since the last BOD meeting.
- 106 Heath Place — Construct backyard shed
 - 116 Tiger Paw Path — Replace backyard fence, move to property line (approval pending)
- 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**: Mr. Rossi provided the latest financial statement and answered questions from the Board. Approximately 96% of owners have paid their 2017 assessment. CLM will send a third late notice via certified mail with return receipt.
6. **Old Business**
- Neighborhood Facebook Page: Mr. Ebert reported that he will send out a revision to the proposed neighborhood Facebook page rules for Board approval.
 - Meeting formats for more effective use of time: Due to several Board members being absent this item was tabled until a future meeting.
 - HomeWise Docs: Mr. Cox reviewed the email he sent out explaining the interface for ordering Disclosure Packets and answered questions from the Board.
 - Open Items From Previous Meetings: The Board reviewed updates on the open items.



7. **New Business:**

- **Board Member Information package:** Mr. Cox and Ms. Knaub discussed a Board Member Information book that they will be putting together to provide to each Board member. The Board provided input about what items they would like included.
- **Cox & Lee Management, Inc. Summer Schedule:** Mr. Cox reported that he will be out of the country for five weeks beginning in July. Ms. Knaub will take over his duties while he is away.

8. **Date Confirmation:** The next regular Board meeting is scheduled for Tuesday, June 20, 2017 at the Poquoson Public Library.

9. **Adjournment:** Mr. Ebert adjourned the meeting at 7:47 pm.

Submitted by Cox & Lee Management, Inc.