



**Board of Director's Monthly Meeting Minutes  
June 20, 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  
Ron Maddox: Member-at-Large  
Charlie Rossi: Secretary/Treasurer  
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  
Kelli Wright: Activities Coordinator  
Shirley Flanagan: Newsletter Editor  
Terri Berube: Beautification Committee  
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 May 16, 2017.

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

4. **2017 Reserve Study Update & Review:** Mr. Maddox presented the 2017 updated Reserve Study and answered questions from the Board.

5. **Committee Reports:**

- a. **Newsletter Editor:** Ms. Flanagan emailed her report that there are no new developments.
- b. **Website Editor:** Mr. Flanagan emailed his report that the updated website, including the Association's document database, is complete and operational. The latest approved and final draft minutes have been posted.
- c. **Beautification Committee:** No coordinator present; no report given.
- d. **Activities:** No coordinator present; no report given.



- e. Lakes Management:
- Lake 1: Mr. Noble reported no new developments.
  
  - Lake 2: Mr. Keplesky reported that the first herbicide treatment of the lakes has been completed.
- f. Storm Water: Mr. Lafrenaye reported that the drainage system responded well to the recent heavy rain and reported on the status of some damaged trees along the trail. Mr. Ebert made a motion, which was seconded and unanimously approved, to proceed with the dredging and tree removal at Lake 1 based on the estimates received.
- g. CERT: Mr. Lafreneye reported that three committee members attended a recent training event.
- h. Welcoming Committee: Mr. Ebert reported that there have been no new residents to welcome since the last Board meeting.
- i. Grounds Maintenance: Ms. Knaub reported no new issues with the common grounds. The Board requested that CLM obtain an estimate for re-landscaping the neighborhood entrance at Mid-Atlantic Place for preliminary budgeting purposes.
- j. Architectural Review (ARC): There has been one ARC request approved since the last BOD meeting.
- 116 Tiger Paw Path — Replace backyard fence, move to property line (was pending at last BOD meeting)
- 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 provided the latest financial statement and answered questions from the Board.
- Unpaid Dues Update: Approximately 98% of owners have paid their 2017 assessment.
  - Association Insurance Coverage: Mr. Rossi reported that he will be switching insurance companies for a policy that includes more coverage than the current policy with a lower premium.
7. **Old Business**
- Neighborhood Facebook Page: Mr. Ebert lead a discussion of the appropriate information to be posted on the TLHA Facebook page. Mr. Cox and Ms. Knaub noted that the Community Associations Institute (CAI) discussion forum advises against the use of an open Facebook page as an official vehicle for a housing association. The primary concern is that the Facebook page opens the Association to several areas of legal liability. A number of communities are in litigation over the content shared on their Facebook pages.



Mr. Noble made a motion, which was seconded and unanimously approved to discontinue the neighborhood FB page. The TLHA website is the official vehicle of communication for the neighborhood.

- Open Items From Previous Meetings: The Board reviewed updates on the open items.

8. **New Business**:

- Disclosure Packet Inspection Procedure: Mr. Cox reviewed the current procedure and applicable state statutes and answered questions from the Board.

9. **Date Confirmation**: The next regular Board meeting is scheduled for Tuesday, July 18, 2017 at the Poquoson Public Library.

10. **Adjournment**: Mr. Ebert adjourned the meeting at 8:38 pm.

Submitted by Cox & Lee Management, Inc.