



**Board of Director's Monthly Meeting Minutes  
July 18, 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  
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  
Sarah Knaub: Associate Manager, Cox & Lee Management, Inc. (CLM)

Personnel absent:

Todd Rippy: Vice-President  
Ron Maddox: Member-at-Large  
Shirley Flanagan: Newsletter Editor  
Terri Berube: Beautification Committee  
Clint Flanagan: Website Coordinator  
Robert Cox: Association Manager, Cox & Lee Management, Inc. (CLM)

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 June 20, 2017.

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

4. **Committee Reports:**

- a. Newsletter Editor: No coordinator present; no report given.
- b. Website Editor: No coordinator present; no report given.
- c. Beautification Committee: No coordinator present; no report given. Ms. Knaub reported that Ms. Berube emailed that she will be resigning from her position at the end of the year.
- d. Activities: Ms. Knaub reported that Ms. Wright submitted her resignation from the Activities Coordinator position via email on June 23, 2017 due to an impending move out of the area.
- e. Lakes Management:
  - Lake 1: Mr. Noble reported no new developments.
  - Lake 2: Mr. Keplesky reported no new developments.
- f. Storm Water: Mr. Lafrenaye reported that he is assisting with the paperwork needed to obtain the necessary permits for the dredging at Lake 1.



- g. CERT: Mr. Lafreneye reported that he will be sending out some general info/HAM radio class info to the committee.
  - h. Welcoming Committee: Mr. Ebert reported that he has welcomed three (3) new residents to the neighborhood since the last Board meeting.
  - i. Grounds Maintenance: Ms. Knaub reported no new issues with the common grounds.
  - j. Architectural Review (ARC): There have been three (3) ARC requests approved since the last BOD meeting.
    - 506 BWD— Replace & expand existing deck
    - 212 TR—Build addition on back and replace roof
    - 516 BWD—Replace backyard fence
  - k. Covenants Compliance: Ms. Knaub 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 confirmed that he has completed the process of switching the Association's insurance coverage.
  - Reserve Fund Transfer: Mr. Rossi reported that, per the 2017 Reserve Study Update, he has transferred funds from the Reserve Account to the Operating Account to replace those used in the process of re-landscaping and installing the new irrigation system at the Route 134 neighborhood entrance.
7. **Old Business**
- Neighborhood Facebook Page: Mr. Ebert reported on his progress with making some changes to the neighborhood Facebook page.
  - Lake 1 Dredging Project: Mr. Ebert reported on his meeting with the contractor who is going to complete the dredging at Lake 1 and on his progress with completing the paperwork needed to start the process of obtaining the necessary permits.
  - Open Items From Previous Meetings: The Board reviewed updates on the open items.
8. **New Business**: No new business.
9. **Date Confirmation**: The next regular Board meeting is scheduled for Tuesday, August 15, 2017 at the Poquoson Public Library.
10. **Adjournment**: Mr. Ebert adjourned the meeting at 8:00 pm.

Submitted by Cox & Lee Management, Inc.