



**Board of Director's Monthly Meeting Minutes
September 19, 2017**

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

Keith Ebert: President
Todd Rippey: Vice-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
Sarah Knaub: Associate Manager, Cox & Lee Management, Inc. (CLM)
Robert Cox: Association Manager, Cox & Lee Management, Inc. (CLM)
Spencer Norman, York County Development Services, Planner
Susan Kassel, York County Chief of Development Services

Personnel absent:

Shirley Flanagan: Newsletter Editor
Terri Berube: Beautification Committee
Lou Lafrenaye: Stormwater/CERT Coordinator
Clint Flanagan: Website Coordinator

2. **Neighborhood Street Lights:** The Board met with Spencer Norman and Susan Kassel from York County Development Services to clarify responsibility for the neighborhood's streetlights. Ms. Kassel and Mr. Norman confirmed that at this time the lights must remain the responsibility of the Association. Mr. Norman also explained the procedure for obtaining permits to install signs at the neighborhood entrances.

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 August 15, 2017.

4. **Home Owner Issues:** Two homeowners addressed the Board.

5. **Committee Reports:**

- a. **Newsletter Editor:** Ms. Flanagan emailed her report that the September newsletter has gone out.
- b. **Website Editor:** Mr. Flanagan emailed his report that he has performed the routine maintenance on the website and has completed the updates to the new website. The new website is complete and is ready for Board feedback. (Report received after the Board meeting due to a technical issue.)
- c. **Beautification Committee:** Ms. Berube emailed her report that the first two Yard of the Month selections have been awarded.



- d. Activities: Position vacant.
 - e. Lakes Management:
 - Lake 1: Mr. Noble reported no new developments.
 - Lake 2: Mr. Keplesky reported that the lakes maintenance contractor has been notified about weeds and algae present on Lake 2.
 - f. Storm Water: Mr. Lafrenaye emailed his report that he made a site visit and met with York County staff regarding Lake 2 stormwater retention capacity.
 - g. CERT: Mr. Lafrenaye emailed his report that there are two committee members currently enrolled in the York County CERT course. The committee provided support to York County Fire and Life Safety during the Neighborhood Block Party that took place in August.
 - h. Welcoming Committee: Mr. Ebert reported that he has welcomed two (2) new residents to the neighborhood since the last Board meeting.
 - i. Grounds Maintenance: Ms. Knaub reported no new developments.
 - j. Architectural Review (ARC): There have been two (2) ARC requests approved since the last BOD meeting.
 - 116 TPP—Addition of front porch, single garage and concrete driveway extension
 - 300 MM—Exception made for fence in front yard to mitigate a safety issue
 - 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: 443 out of 446 assessments for the year have been paid.
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 that he has completed the Army Corps of Engineers applications for jurisdictional determination.
 - Open Items From Previous Meetings: The Board reviewed updates on the open items.



8. **New Business**

- **AGM Planning:** Cox & Lee Management, Inc. was asked to update the Power Point slides for the AGM presentation. Board Members and Committee Coordinators will submit their revisions to CLM by October 9.

9. **Date Confirmation:** The next regular Board meeting is scheduled for Tuesday, October 17, 2017 at the Poquoson Public Library **in the Large Study Room**. The TLHA Annual General Meeting is scheduled for Tuesday, October 24, 2017 at 7:00 pm at the Tabb Library.

10. **Adjournment:** Mr. Ebert adjourned the meeting at 8:43 pm.

Submitted by Cox & Lee Management, Inc.