



**Board of Director's Monthly Meeting Minutes
November 21, 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, Poquoson, VA.

Personnel in attendance:

Keith Ebert: President
John Noble: Member-at-Large/Lake 1 Coordinator
Bill Keplesky: Member-at-Large/Lake 2 Coordinator
Ron Maddox: Member-at-Large
Ellis Sharadin: Member-at-Large
Charlie Rossi: Secretary/Treasurer
Shirley Flanagan: Newsletter Editor
Terri Berube: Beautification Committee
Clint Flanagan: Website Coordinator
Sarah Knaub: Associate Manager, Cox & Lee Management, Inc. (CLM)

Personnel absent:

Lou Lafrenaye: Stormwater/CERT 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 October 17, 2017 and from the AGM held October 24, 2017.

3. **Home Owner Forum**: Ms. Flanagan reported on an issue with a business located on Route 17 that backs up to Lake 1 on the other side of the berm. Mr. Keplesky will follow up with York County about whether the issue can be taken care of by their Codes Enforcement office.

4. **Committee Reports**:

- a. **Newsletter Editor**: Ms. Flanagan reported that the next newsletter deadline is November 27. Topics for articles were discussed and the Board provided some guidance about a request for advertising.
- b. **Website Editor**: Mr. Flanagan reported that report that he has performed the routine maintenance on the website.
- c. **Beautification Committee**: Ms. Berube reported that the last Yard of the Month has been awarded for the year. She and the new committee coordinator are going to head up the judging of the Christmas decorations contest. The Board thanked Ms. Berube for her service to the neighborhood as the Beautification Committee Coordinator for the last three years.
- d. **Lakes Management**:
 - Lake 1**: Mr. Noble reported no new developments.



Lake 2: Mr. Keplesky reported no new developments.

- e. Storm Water: Mr. Lafrenaye emailed his report that he has submitted several articles to the newsletter.
 - f. CERT: Mr. Lafrenaye reported no new developments
 - g. Welcoming Committee: Mr. Ebert reported that he has welcomed four (4) new residents to the neighborhood since the last Board meeting.
 - h. Grounds Maintenance: Ms. Knaub reported that the irrigation system at the Route 134 entrance has been winterized.
 - i. Architectural Review (ARC): There have been no ARC requests approved since the last BOD meeting.
 - j. Covenants Compliance: Ms. Knaub presented the latest report and took questions from the Board. The Board provided guidance on several properties. The Covenants Compliance Inspection season is over for 2017; the next inspection will be in February 2018. Ms. Knaub will submit an article to the newsletter reminding residents of the importance of keeping up with exterior home maintenance, especially cleaning mold off of siding and keeping stone driveway aprons free from weeds and grass. The article will also remind residents that ARC approval must be obtained before constructing any new decks or fences.
6. **Treasurer's Report**: (Mr. Rossi provided the latest financial statement and answered questions from the Board. CLM was asked to send the 2018 assessment letters—dated Jan 15, 2018 and due Feb 28, 2018. 2018 assessments will be \$187.35 for lakefront homes and \$166.65 for non-lakefront homes as adjusted for the 2.4% CPI increase.

7. **Old Business**

- Neighborhood Facebook Page: Mr. Ebert reported that the TLHA Facebook page has been closed. The page administrator has started a new unofficial page that has a disclaimer on it stating that it is not the official page of the TLHA.
- Lake 1 Dredging Project: Mr. Ebert reported that he has submitted the Army Corps of Engineer's Applications for Jurisdictional Determination. He will be meeting with a Project Manager from the Army Corps of Engineers on November 29 to clarify the details of the project.
- 2017/2018 Budget: Mr. Rossi presented the proposed 2017/2018 budget and answered questions from the Board. A motion was made, seconded and unanimously approved to approve the 2017/2018 Budget.



- Insurance Liability for Lakes: Mr. Keplesky gave an update on his progress with determining the Association's insurance coverage of the lakes.
- Open Items From Previous Meetings: The Board reviewed updates on the open items.

8. **New Business**

- Board Member Terms of Service: Ms. Knaub confirmed the terms of service for the new Board members.
- Elect Board Officers: A motion was made, seconded and unanimously approved to appoint Keith Ebert to the office of President of the Board of Directors, and to appoint Charles Rossi to the offices of Secretary and Treasurer of TLHA. A motion was made, seconded and unanimously approved to appoint Bill Keplesky to the office of Vice President of the association. The appointments became effective immediately and will continue for a period of one year (to November 2018 Board meeting).
- Review Homeowner Questions from the AGM: The Board reviewed the questions asked and topics discussed at the AGM.

9. **Date Confirmation**: The next regular Board meeting is scheduled for Tuesday, January 16, 2018 at the Poquoson Public Library meeting room. There will be no meeting in December.

10. **Adjournment**: Mr. Ebert adjourned the meeting at 8:21 pm.

Submitted by Cox & Lee Management, Inc.