



**Board of Director’s Monthly Meeting Minutes
January 16, 2018 MINUTES**

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
- Bill Keplesky: Vice-President/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
- Angela Hurst: Beautification Committee Coordinator
- Sarah Knaub: Associate Manager, Cox & Lee Management, Inc. (CLM)
- Robert Cox: Association Manager, Cox & Lee Management, Inc. (CLM)

Personnel absent:

- Ellis Sharadin: Member-at-Large
- 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 November 21, 2017.

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

4. **Committee Reports**:

- a. **Newsletter Editor**: Ms. Flanagan emailed her report that the December newsletter went out as scheduled. The next newsletter deadline is Monday, February 26.
- b. **Website Editor**: No coordinator present; no report made.
- c. **Beautification Committee**: Ms. Hurst reported that awards had been given to the winners of the Community’s best daytime and nighttime Christmas decorations.
- d. **Lakes Management**:
 - Lake 1**: Mr. Noble reported no new developments.
 - Lake 2**: Mr. Keplesky reported no new developments.
- e. **Storm Water**: Mr. Lafrenaye reported that he has confirmed that a permit from the Virginia Department of Environmental Quality (DEQ) is not required for the proposed Lake 1 dredging.



- f. CERT: Mr. Lafrenaye reported on a regional training event that is scheduled for March in Hampton.
 - g. Welcoming Committee: Mr. Ebert reported that there have been no new residents to welcome to the neighborhood since the last Board meeting.
 - h. Grounds Maintenance: Ms. Knaub reported on concerns from two homeowners and Mr. Sharadin about the neighborhood's Night Watch Lights.
 - i. Architectural Review (ARC): There has been one ARC request approved since the last BOD meeting.
 - 300 Monty Manor—14' x 16' backyard shed
 - j. Covenants Compliance: Ms. Knaub reported that Covenants Compliance inspections will resume in February. This inspection will include mold violations, for which homeowners will be given 60 days to correct instead of 30. The inspection will also include dirty/stained roofs and rusty chimney caps. This list will be given to the Board for confirmation; Board member votes will be used to determine which properties are sent violation notices.
 - Mr. Cox updated the Board on two properties which have been taken to the attorney.
 - Mr. Keplesky updated the Board about the status of a request for assistance from York County's Codes Compliance department.
6. **Treasurer's Report**: Mr. Rossi provided the latest financial statement and answered questions from the Board.
7. **Old Business**
- Lake 1 Dredging Project: Mr. Ebert reported that the dredging project has been approved by the Army Corps of Engineers and the VA Department of Environmental Quality. Mr. Noble will proceed with having the necessary tree work completed. (Authorized via motion passed at the January 17, 2017 Board meeting.)
 - 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**
- Inspection Compliance Wording for Disclosure Packets: The Board confirmed the wording used for the Compliance Inspection Form issued with a recent Resale Disclosure Packet.

A motion was made, seconded and unanimously approved to authorize Cox & Lee Management, Inc. to verify, via site inspection, that all future ARC projects are completed as per the approved specifications of the project. The ARC request form will be edited to



include the requirement that homeowners inform CLM when their project is complete. CLM will begin providing the Board with a report showing the status of all ARC requests made within the last year.

- York County Service Request for businesses on Route 17: Mr. Keplesky provided an update on the status of a request for assistance from York County's Codes Compliance department regarding businesses located on Route 17 that back up to Lake 1.
 - Board Member Handbook Update: Ms. Knaub provided several updated pages to be placed in the Board Member's handbooks.
 - Cox & Lee Management retirement/change of hands: Mr. Cox informed the Board that he will be retiring within the next year. Management contracts will be transferred to Ms. Knaub with no change of service or fees anticipated.
9. **Date Confirmation**: The next regular Board meeting is scheduled for Tuesday, February 20, 2018 at the Poquoson Public Library meeting room.
10. **Adjournment**: Mr. Ebert adjourned the meeting at 8:42 pm.

Submitted by Cox & Lee Management, Inc.