



**Board of Director's Monthly Meeting Minutes
March 20, 2018**

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, 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
Ellis Sharadin: Member-at-Large
Charlie Rossi: Secretary/Treasurer
Lou Lafrenaye: Stormwater/CERT Coordinator
Sarah Knaub: Associate Manager, Cox & Lee Management, Inc. (CLM)
Robert Cox: Association Manager, Cox & Lee Management, Inc. (CLM)
1 Homeowner was in attendance

Personnel absent:

Shirley Flanagan: Newsletter Editor
Clint Flanagan: Website Coordinator
Angela Hurst: Beautification Committee 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 January 16, 2018. There was no February Board Meeting.

3. **Home Owner Forum**: There was one homeowner present at the meeting. She came to participate in the discussion about the Association's insurance liability for the lakes which was covered under Old Business.

4. **Committee Reports**:

a) **Newsletter Editor**: No coordinator present; no report given.

b) **Website Editor**: Mr. Flanagan emailed his report that he performed routine maintenance on the website including updating software and reviewing audit logs. He posted the 1st quarter newsletter and distributed electronic copies through the e-community delivery process.

c) **Beautification Committee**: Ms. Hurst emailed that there were no new developments.

d) **Lakes Management**:

Lake 1: Mr. Noble reported no new developments.

Lake 2: Mr. Keplesky reported that the timer on the lights has been corrected.



- e) Storm Water: Mr. Lafrenaye reported that he performed some maintenance on the drainage system's outflows in between two of our recent storms.
 - f) CERT: Mr. Lafrenaye reported on a recent regional training event that was attended by three members of the committee. Mr. Lafrenaye also reported that he attended a recent meeting of the committee organizing the Neighborhood Block Party to be held August 25. A motion was made, seconded and unanimously approved to make a \$250 donation to the event.
 - g) Welcoming Committee: Mr. Ebert reported that there have been two (2) new residents to welcome to the neighborhood since the last Board meeting.
 - h) Grounds Maintenance: Ms. Knaub reported no new developments.
 - i) Architectural Review (ARC): There has been 1 ARC request approved since the last BOD meeting.
 - 314 Bridge Wood Dr. — Widen driveway
 - j) Covenants Compliance: Ms. Knaub reported that the first set of Covenants Compliance notices are ready to go out. The February/March inspection report incorporated stained roofs and damaged/rusty chimney caps that were voted on by the Board members. Inspections will continue on a monthly basis.
 - 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. Over 85% of the 2018 homeowner assessments have been received.
7. Old Business
- Lake 1 Dredging Project: Mr. Noble reported on his progress with getting revised estimates for the tree work that needs to be done prior to the start of the dredging.
 - 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.
 - Insurance Liability for Lakes: Mr. Keplesky reported that the insurance agent has confirmed that the Association's liability insurance does currently cover boating on the lakes.
 - ARC Request Procedure & Form: The Board approved some changes to the ARC request form. Homeowners will now include an estimated project completion date. After projects are completed they may be re-inspected by Victory Community Management to check that they were completed in accordance with the specifications that were approved by the ARC.



Projects found to have not been completed in accordance with the ARC approval will be handled through the Covenants Compliance Inspection process.

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

8. **New Business**

- Board Member Resignation: On March 9, 2018 Mr. Keplesky resigned via email as of April 1 due to a move out of the area. Mr. Keplesky was thanked for his outstanding service to the Board and to the Tabb Lakes community.
 - Election of New BOD Vice-President: A motion was made, seconded and unanimously approved to appoint Ellis Sharadin to the office of Vice President of the association. The appointment became effective immediately and will continue until the November 2018 Board meeting.
 - Board Member and Lake 2 Coordinator Vacancies: A solicitation for volunteers to fill the vacant positions will be submitted for the next newsletter. The Board authorized John Noble to serve as the Interim Lake 2 Coordinator and point-of-contact with the lakes maintenance contractor.
 - Cross Development Proposal for 1920 George Wash. Mem. Hwy.: Mr. Cox and Mr. Ebert reported on a proposal by Cross Development to build an automobile repair shop on land adjacent to Adele Ct. Letters have been received inviting homeowners to meet with the developer and York County officials for more information.
 - Yard Sale Date: The Tabb Lakes Spring Yard Sale will be held on Saturday, May 19.
 - Retirement of Association Manager: Robert Cox will be retiring at the end of this month. The Board thanked Mr. Cox for his years of service and wished him a very happy retirement. Ms. Knaub, Associate Association Manager, will be taking over as Association Manager under her own company, Victory Community Management, Inc. The current Management Services Agreement will be transferred to VCM and there are no expected changes to services or fees for the remainder of 2018.
9. **Date Confirmation:** The next regular Board meeting is scheduled for Tuesday, April 17, 2018 at the Poquoson Public Library meeting room.
10. **Adjournment:** Mr. Ebert adjourned the meeting at 8:33 pm.

Submitted by Cox & Lee Management, Inc.