



**Board of Director's Monthly Meeting Minutes
April 17, 2018**

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/Lakes Coordinator
Ron Maddox: Member-at-Large
Charlie Rossi: Secretary/Treasurer
Lou Lafrenaye: Stormwater/CERT Coordinator
Shirley Flanagan: Newsletter Editor
Sarah Knaub: Association Manager, Victory Community Management

Personnel absent:

Ellis Sharadin: Vice President
Clint Flanagan: Website Coordinator
Angela Hurst: Beautification Committee Coordinator

2. **Covenants Compliance Board Hearing Executive Session**: A motion was made, seconded, and unanimously approved to move into Executive Session for the specific purpose of considering outstanding violations of the Association's declaration, rules and regulations at one neighborhood property. The property owner met with the Association Manager and several members of the Board prior to the official beginning of the Board meeting.

Board Hearing Results: Upon exiting the Executive Session a motion was made, seconded, and unanimously approved to allow the homeowner to continue working with a contractor to have some of the violations corrected. The homeowner requested time to make the rest of the corrections herself. Ms. Knaub will contact the homeowner within a week to confirm the schedule given by the contractor and to agree upon a reasonable deadline for completing all of the work. The Board will then approve the proposed deadline via email. Victory Community Management will be instructed to send a letter confirming the Board Hearing Action Decision (N3b) accordingly.

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 March 20, 2018.

4. **Home Owner Forum**: No homeowners were in attendance.

5. **Committee Reports**:

a) **Newsletter Editor**: Ms. Flanagan reported that the next deadline for newsletter submissions is April 23rd. Topics for articles were discussed.



- b) Website Editor: No coordinator present; no report given.
- c) Beautification Committee: Ms. Hurst emailed her report that she has contacted two homeowners who wish to help with Beautification activities. She asked if the committee could coordinate planting flowers at the landscape beds at the neighborhood entrances. The Board approved this activity. The Yard of the Month Competition will begin in May.
- d) Lakes Management: Mr. Noble reported that the lakes maintenance contractor recently repaired the GFCI for the Lake 2 aerator.
- e) Storm Water: Mr. Lafrenaye reported that after a recent storm he cleared a blockage from in front of one of the neighborhood's drainage pipes. He has received the County's documentation of their inspection of the TLHA lakes (storm water retention ponds) which noted no items of concern.
- f) CERT: Mr. Lafrenaye reported that he is working with the Coventry HOA to host seminars on hurricane preparedness and home safety. The seminars will be free and open to all interested homeowners.
- g) Welcoming Committee: Mr. Ebert reported that there have been three (3) new residents to welcome to the neighborhood since the last Board meeting.
- h) Grounds Maintenance: Ms. Knaub reported that she has contacted the grounds maintenance contractor to let him know the approximate dates of the tree removal and dredging projects at Lake 1. The irrigation system has been turned back on at the 134 entrance and the contractor found no issues with the system. Ms. Knaub also reported that the street sign at Coventry Blvd. & Bridge Wood Dr. is broken. The signs at the Coventry Blvd. intersections with both Bridge Wood Dr. and Gardenville Dr. were installed by the developer and have reached the end of their useful life. A motion was made, seconded and unanimously approved to request that the County fabricate and install street name signs at these intersections. The Association is responsible for paying the initial \$500 cost of the signs, but all subsequent maintenance and replacement costs will be borne by the County.
- i) Architectural Review (ARC): There have been four (4) ARC requests approved since the last BOD meeting.
- 103 Tiger Paw Path — Awning over back patio
 - 221 Tiger Run — Antenna mounted on end of garage
 - 204 Monty Manor — Backyard shed (vinyl, but of high quality)
 - 101 Jonathan Junction — Replace deck with same size and materials
- j) Covenants Compliance: Ms. Knaub reviewed the latest inspection report and answered questions from the Board.



6. **Treasurer’s Report:** Mr. Rossi provided the latest financial statement and answered questions from the Board. Approximately 93% of the 2018 homeowner assessments have been received. The Board reviewed comments submitted by homeowners on their assessment payment return slips.
7. **Old Business**
- **Lake 1 Dredging Project:** Mr. Noble reported on the timeline for the Lake 1 dredging project: the necessary trees will be removed during the second week of May with the stumps being ground by May 20. The dredging contractor will begin work in early June. The Board will issue a letter to the residents who live in close proximity to the area to be dredged to keep them informed about the timing of the work.
 - **ARC Request Procedure & Form:** The Board approved the revised version of the Association’s ARC Request Form. Homeowners will now include an estimated project completion date on their application. 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.
 - **Board Member Vacancy:** The Board discussed how best to fill the vacancy that recently opened with Bill Keplesky’s resignation from the Board. It was decided to ask for volunteers in the next newsletter and the Board will make an appointment at the May Board meeting. The appointment will be to complete the rest of the term vacated by Bill Keplesky which ends October 31, 2019 (after the October AGM). Mr. Ebert announced that his son-in-law is interested in serving on the Board. He is a TLHA homeowner in his own right. The Board gave its approval for Robert Self to nominate himself to serve on the Board. He will be considered along with any other volunteers for the open Board position at the May Board meeting.
 - **Cross Development Proposal for 1920 George Wash. Mem. Hwy.:** Mr. Ebert reported that several homeowners attended the meetings hosted by the developer and the YC Planning Commission and spoke out against this development. The Planning Commission voted to request that the BOS not approve the proposed development.
 - **Open Items From Previous Meetings:** The Board reviewed updates on the open items.
8. **New Business**
- **Dominion Watch Lights:** Ms. Knaub reported that she has heard from several homeowners that they have tried to report Watch Lights in need of service to Dominion Energy but they have been unsuccessful. Mr. Sharadin took care of this issue several years ago and will be asked to work on it again.



9. **Date Confirmation**: The next regular Board meeting is scheduled for Tuesday, May 15, 2018 at the Poquoson Public Library meeting room.

10. **Adjournment**: Mr. Ebert adjourned the meeting at 8:22 pm.

Submitted by Victory Community Management, Inc.