



Tabb Lakes Homes Association

P.O. Box 8088, Yorktown, VA 23693

**Board of Director's Monthly Meeting Minutes  
November 20, 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  
Ellis Sharadin: Vice President  
Samuel Ray: Member-at-Large  
Ruhana Saif: Member-at-Large  
Charlie Rossi: Secretary/Treasurer  
Lou Lafrenaye: Stormwater/CERT Coordinator  
Clint Flanagan: Website Coordinator  
Shirley Flanagan: Newsletter Editor  
Angela Hurst: Beautification Coordinator  
Sarah Knaub: Association Manager, Victory Community Management

Personnel absent:

Ron Maddox: Member-at-Large  
John Noble: Lakes 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 October 16, 2018 and the Annual General Membership Meeting held on October 23, 2018.

3. **Home Owner Forum**: No homeowners attended to present any issues.

4. **Committee Reports**:

- a) **Newsletter Editor**: Ms. Flanagan reported that Monday, Nov. 26, is the next newsletter deadline. Topics for articles to be included were discussed. Ms. Flanagan also presented the proposed newsletter schedule for 2019. The schedule was approved with no changes.
- b) **Website Editor**: Mr. Flanagan reported that he performed the normal web maintenance for the Tabb Lakes site. Mr. Flanagan also made proposals to the Board to 1) secure the TLHA website with Secure Sockets Layer (SSL) protocol and 2) offer electronic payment of assessments through a service such as Paypal if the website were secured with SSL. The Board authorized Mr. Flanagan to obtain an SSL certificate for the website but tabled a decision about adding online payments so that Mr. Flanagan could get some more information.
- c) **Beautification Committee**: Ms. Hurst reported that the Beautification Committee will be sponsoring the annual Holiday Decorations Contest. Both a daytime and a nighttime winner will be chosen. She will also be coordinating the hanging of the holiday wreaths at the neighborhood entrances.

APPROVED MINUTES



- d) Lakes Management: Mr. Ebert reported on an estimate for replacing the compressors at Lake 1. He will email the formal estimate and the Board will vote on it via email.
- e) Storm Water: Mr. Lafrenaye reported no new developments.
- f) CERT: Mr. Lafrenaye reported on some upcoming follow-up training and that four members joined the committee at the AGM.
- g) Welcoming Committee: Mr. Ebert reported that he welcomed three (3) new residents to the neighborhood since the last Board meeting.
- h) Grounds Maintenance: Ms. Knaub reported no new developments.
- i) Architectural Review (ARC): Ms. Knaub reported there has been one (1) ARC request approved since the last meeting.
- 507 Bridge Wood Dr.—install backyard fence
- j) Covenants Compliance: Ms. Knaub reviewed the latest inspection report and answered questions from the Board. She gave an update on two properties that have been sent to the Association’s attorney. There will be no formal inspections during December or January; the next full inspection will be in February.
5. **Treasurer’s Report**: Mr. Rossi presented the Treasurer’s Report and answered questions from the Board.
6. **Old Business**
- Landscaping at Lake 1 Dredging Site: Mr. Noble emailed that he has not been able to get in contact with the landscape contractor to obtain a revised proposal. Mr. Lafrenaye will contact her and will report back to the Board.
  - Possible Lake 2 Dredging: Mr. Lafrenaye reported no new developments.
  - Neighborhood Road Conditions/VDOT Resurfacing: Mr. Ebert reported on his efforts to have VDOT reconsider the current “road score” for Bridge Wood Dr.
  - Open Items From Previous Meetings: The Board reviewed updates on the open items.
7. **New Business**
- BOD Terms of Office—Ms. Knaub reviewed the provision in the TLHA By Laws for Board members to serve two-year terms. The Board agreed that Ms. Saif ‘s and Mr. Ray’s term will end after the AGM in 2020 and the other three terms will end after the AGM in 2019.



- **Elect Board Officers:** Mr. Ray made a motion, which was 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 Ellis Sharadin 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 2019 Board meeting).
8. **Date Confirmation:** The next regular Board meeting is scheduled for Tuesday, January 15, 2019 at the Poquoson Public Library. There will be no December Board meeting.
  9. **Adjournment:** Mr. Ebert adjourned the meeting at 8:38pm.

Submitted by Victory Community Management, Inc.