



Tabb Lakes Homes Association

P.O. Box 8088, Yorktown, VA 23693

**Board of Director's Monthly Meeting Minutes  
February 19, 2019**

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

Personnel absent:

Angela Hurst: Beautification Coordinator  
Clint Flanagan: Website Coordinator  
John Noble: Lakes Coordinator  
Neal VanHouten: Neighborhood Watch 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 20, 2018.

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

4. **Committee Reports**:

- a) **Newsletter Editor**: Ms. Flanagan reported that the next newsletter deadline is Monday, February 25. Topics for articles were discussed. Ms. Flanagan presented her recommendations for revisions to the TLHA Newsletter Advertising Policy. The Board approved the revised policy with some changes. The new policy clarifies the size of ads and payment terms. The policy is posted on the Tabb Lakes website.
- b) **Website Editor**: Mr. Flanagan emailed his report that he performed the normal web maintenance for the Tabb Lakes site.
- c) **Beautification Committee**: Ms. Hurst emailed that there are no new developments.
- d) **Lakes Management**: Mr. Ebert reported that payment was submitted for the Lake 1 compressor replacement.

APPROVED MINUTES



- e) Storm Water: Mr. Lafrenaye reported that he has sent the summary of the Lake 1 dredging project to the Engineering Specialist for BMPs at York County who was very interested in following the Tabb Lakes project. He also reported some relevant information about the York County Capital Improvement Plan.
- f) CERT: Mr. Lafrenaye reported on an upcoming “Stop the Bleed” class offered by the York County Department of Fire and Life Safety. Mr. Lafrenaye also confirmed that he will be the Tabb Lakes representative on the committee that is planning the August 24, 2019 Neighborhood Block Party.
- g) Welcoming Committee: Mr. Ebert reported that there were no new residents to be welcomed to the neighborhood since the last Board meeting.
- h) Neighborhood Watch: No coordinator present; no report given.
- i) Grounds Maintenance: The Board approved an estimate to have the landscape contractor repair damage to the grass at the side of the road along Mid-Atlantic Place.
- j) Architectural Review (ARC): Ms. Knaub reported there has been one (1) ARC request approved since the last Board meeting. There is one (1) ARC request that is currently pending.
- 116 Tiger Paw Path – stacked stone retaining wall along drainage ditch (Approved)
  - 116 Tiger Paw Path – backyard fence (Pending)
- k) Covenants Compliance: Ms. Knaub reviewed the report from the first Covenants Compliance inspection of the year and a table summarizing the guidelines used for the inspections. The inspection included dirty/stained roofs and rusty/peeling chimney caps. This list has been given to the Board for confirmation; Board member votes will be used to determine which properties are sent violation notices. She also updated the Board on three properties with ongoing covenants compliance issues.
5. Treasurer’s Report: Mr. Rossi presented the Treasurer’s Report and answered questions from the Board. He reported that approximately 50% of the annual assessment payments have been received. The Board reviewed several comments/questions that were sent with the payment remittance slips.
6. Old Business
- Landscaping at Lake 1 Dredging Site: Mr. Ebert reviewed the estimate for landscaping at the Lake 1 dredging site and clarified the changes to the estimate desired by the Board.
  - Possible Lake 2 Dredging: Mr. Lafrenaye reported on his plans to gather information needed in order to draft a scope of work for the possible future dredging of Lake 2.



- 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**

- 2019 Association Management Services Agreement: The Board approved the 2019 agreement with Victory Community Association Management, Inc. There is no increase in price or change in scope over the previous year’s contract.
  - Dominion Watch Lights: Mr. Sharadin reported that he has received a report from Dominion listing all of the neighborhood’s Watch Lights and their identification numbers. The report differs from the records of the Association so the Board discussed follow-up to take place in the spring.
  - Board Member Handbook Update: Ms. Knaub provided several updated pages to be placed in the Board Member’s handbooks.
8. **Date Confirmation**: The next regular Board meeting is scheduled for Tuesday, March 19, 2019 at the Poquoson Public Library. The meeting will be held in the Large Study Room.
9. **Adjournment**: Mr. Ebert adjourned the meeting at 8:45 pm.

Submitted by Victory Community Management, Inc.