



Tabb Lakes Homes Association

P.O. Box 8088, Yorktown, VA 23693

**Board of Director's Monthly Meeting Minutes  
November 17, 2020**

1. **Call to Order**: Mr. Ebert convened the Tabb Lakes Homes Association monthly Board of Directors (BOD) meeting at 7:08 pm. The meeting was held via Zoom in accordance with Amendment 28 to the House Bills 29 and 30 during the State of Emergency due to the coronavirus pandemic.

Personnel in attendance:

Keith Ebert: President  
Ellis Sharadin: Vice President  
Ron Maddox: Member-at-Large  
Samuel Ray: Member-at-Large  
Lou Lafrenaye: Stormwater/CERT Coordinator  
Shirley Flanagan: Newsletter Editor  
Clint Flanagan: Website Coordinator  
Charlie Rossi: Secretary/Treasurer  
Angela Hurst: Beautification Coordinator  
Neal VanHouten: Neighborhood Watch Coordinator  
Sarah Knaub: Association Manager, Victory Community Management

Personnel absent: Ruhana Saif, Member-at-Large

Homeowners Present: There were three homeowners present.

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 20, 2020.

3. **Home Owner Forum**: No comments from homeowners.

4. **Committee Reports**:

- a) **Newsletter Editor**: Ms. Flanagan reported the next newsletter deadline is November 23. The newsletter will be published in electronic format only. One homeowner has requested a hardcopy so far.
- b) **Website Editor**: Mr. Flanagan reported he performed the usual website maintenance, posted the Annual Update slides and emailed homeowners about the upcoming Board meeting. He has done a lot of updating to the email list as requests to be added have come in. The board requested he remove the "Complaints" tab from the Association's homepage as it seems to be misleading. The state-required policy is already located with the other disclosure documents on the website.
- c) **Beautification Committee**: Ms. Hurst reported the Yard of the Month program is over for the year. The Holiday Decorations contest will take place in December.
- d) **Lakes Management**: Ms. Knaub gave an update on the condition of the lakes and lake equipment from the Solitude technician. A volunteer is still needed for the Lake 1 and Lake 2 Coordinator positions.

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- e) Storm Water: Mr. Lafrenaye reported on a meeting with one of the potential lake dredging contractors and sent additional information via email. A clogged outflow pipe has been cleared by York County staff and the storm water system worked well during a recent rain event.
  - f) CERT: Mr. Lafrenaye reported no new developments.
  - g) Welcoming Committee: Mr. Ebert reported there were no new residents to welcome since the last Board meeting.
  - h) Neighborhood Watch: Mr. VanHouten reported no new developments.
  - i) Grounds Maintenance: Ms. Knaub reported the irrigation system at the 134 entrance has been winterized. She also reported VDOT completed the work request to repair the eroded area behind the Lake 1 bench. Replacement of the landscape timbers around the bench are pending. Ms. Knaub also reported on the status of working with Dominion Energy to correct the billing of the Association's Watch Lights.
  - j) Architectural Review (ARC): Ms. Knaub reported there has been one (1) ARC request approved since the last Board meeting.
    - 402 Bridge Wood Dr — 10'x12' Shed
  - k) Covenants Compliance: Ms. Knaub reported on the latest Covenants Compliance inspection.
    - The normal inspection schedule has ended for the year. Regular inspections will resume in February.
    - The board requested Ms. Knaub coordinate a neighborhood discount for siding and roof cleaning in the early spring.
5. Treasurer's Report: Mr. Rossi presented the latest Treasurer's Report. One assessment remains unpaid.
- FY 2020-21 Budget: Mr. Ebert made a motion, which was seconded and unanimously approved to approve the FY 2020-21 Budget as amended at this meeting. Assessments will be \$176.50 for non-lake homeowners and \$198.55 for those on the lake. The increase is 1.3% over last year's assessment rates which corresponds to the current Consumer Price Index.
  - Assessments for 2021 will be due February 28, 2021. Victory Community Management was asked to mail assessment notices by the end of January.
6. Old Business
- Stormwater Ditches: Mr. Ebert gave an update on efforts to work with VDOT to improve the drainage ditches along Tiger Paw Path.
  - Lakeside Vegetation and Tree Growth: Mr. Lafrenaye recommended some updates to the Lakes Information Library on the TLHA website.
  - Open Items From Previous Meetings: The Board reviewed the Open Items.

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7. **New Business:**

- **Board Member Terms:** Due to the coronavirus restrictions and the difficulty of having an in-person AGM, no board member elections were held this year. All board members' terms were extended by one year. A table of board members and their terms of service is provided below.
- **Board Officer Elections:** 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, Ellis Sharadin to the office of Vice-President, and Charles Rossi to the offices of Secretary and Treasurer. The appointments became effective immediately and will continue for a period of one year (to the November 2021 board meeting).

8. **Date Confirmation:** The next regular Board meeting is scheduled for Tuesday, January 19, 2021 at 7:00. The meeting will be held via Zoom. There will be no December Board meeting unless urgent business requires a meeting to be held.

9. **Adjournment:** Mr. Ebert adjourned the meeting at 8:20 pm.

**TLHA Board Member Terms**

<b>Board Member</b>	<b>Beginning of Term</b>	<b>End of Term</b>
Keith Ebert	November 1, 2019	October 31, 2022
Ron Maddox	November 1, 2019	October 31, 2022
Ellis Sharadin	November 1, 2019	October 31, 2022
Sam Ray	November 1, 2018	October 31, 2021
Ruhana (Sony) Saif	November 1, 2018	October 31, 2021

*The 2020 AGM was not held due to the coronavirus pandemic. Homeowners received a letter in the mail and a PowerPoint presentation was published on the website. All board members agreed to remain in place and all terms were extended by one year.*

Submitted by Victory Community Management, Inc.