



## **Board of Director's Monthly Meeting**

### **July 18, 2023**

**1. Call to Order:** Mr. Ebert convened the Tabb Lakes Homes Association monthly Board of Directors (BOD) meeting at 7:01 pm. The meeting was held at the Poquoson Public Library.

Personnel in attendance:

Keith Ebert: President  
Jennifer Kurr: Vice-President  
Jim Cochran: Member-At-Large  
Mary Van Houten: Member-At-Large  
Robert Cook: Member-At-Large (via Zoom)  
Charles Rossi: Secretary/Treasurer  
Tim Burke: Lake 1 Coordinator  
Lou Lafrenaye: Stormwater/CERT Coordinator  
Clint Flanagan: Web Services Coordinator  
Sarah Knaub: Association Manager, Victory Community Management

Personnel absent:

Angela Hurst: Beautification Coordinator/Victory Community Management  
Jeffrey Payne: Lake 2 Coordinator  
Shirley Flanagan: Newsletter Editor  
Brian Forbes: Neighborhood Watch Coordinator

Homeowners Present: One homeowner attended the meeting in person and one attended remotely.

**2. Open Forum:** One homeowner expressed his appreciation to the board and Lake Coordinators for working to get the lights back on the fountains. The other homeowner requested some information about the drainage ditches near his house. Mr. Lafrenaye provided the information.

**3. Approval of Previous Minutes:** Mr. Ebert made a motion which was seconded and unanimously approved, to approve the minutes from the board meeting held on June 20, 2023.

#### **4. Committee Reports:**

- a) Newsletter Editor: Mr. Flanagan reported for Ms. Flanagan that the next newsletter deadline will be the Monday following the August board meeting.
- b) Web Services Coordinator: Mr. Flanagan reported the website is currently working well.
- c) Beautification Committee: Ms. Hurst emailed her report that the July Yard of the Month award was given to 133 Gardenville Drive.
- d) Lakes Management: Mr. Burke reported on the effects of the last big rain event on the water level of Lake 1. Mr. Payne reported the owner of a canoe that he pulled from the lake after the last storm was located. One aerator on Lake 2 is inoperable and the timer on the fountain lights needs to be adjusted.
- e) Storm Water: Mr. Lafrenaye reported there are currently no issues with the lake outflow.
- f) CERT: Mr. Lafrenaye reported he participated in a FEMA exercise to practice responses to a problem at the Surry Nuclear Power Plant.



- g) Welcoming Committee: Mr. Ebert reported he welcomed three (3) new residents to the neighborhood since the last meeting.
  - h) Neighborhood Watch: No report submitted.
  - i) Grounds Maintenance: Ms. Knaub reported no new developments.
  - j) Architectural Review (ARC): Ms. Knaub reported there have been no ARC requests approved since the last board meeting:
  - k) Covenants Compliance: Ms. Knaub reported the summary report from the latest inspection has been sent to Board members.
5. **Treasurer's Report**: Mr. Rossi presented the Treasurer's Report for June. 99% of 2023 assessments have been collected.
6. **Old Business**
- Neighborhood Signage: Ms. Knaub provided an update on the status of obtaining the license agreement from the County for a sign to be installed at Bridge Wood Dr.
  - Reserve Study: Ms. Knaub reported she is in contact with and sharing required documents with the reserve analyst.
  - Governing Documents Revision: Ms. Kurr reported she will hold a meeting with interested document rewrite committee members at the Tabb Library. Members will be contacted via email to determine the time and date.
  - Sims Property Update: Mr. Ebert reported Sheila Noll has confirmed that County Code prohibits Sims Metal Management from expanding their operations onto a piece of property they have purchased adjacent to their current property.
  - Open Items from Previous Meetings: The Board reviewed the Open Items.
7. **New Business**:
- Review of Lake Coordinator Duties: This item was tabled until a future board meeting.
  - Registered Agent Change: A motion was made, seconded and unanimously approved to change the association's registered agent to Will Sleeth due to the current registered agent's move to a firm located in Norfolk.
  - Email Scam: Ms. Van Houten reported on an email scam that is targeting officers of organizations. She has taken the action necessary to report the scam to the appropriate authorities.
8. **Date Confirmation**: The next regular Board meeting is scheduled for Tuesday, August 15, 2023 at 7:00 pm at the Poquoson Library.
9. **Adjournment**: Mr. Ebert adjourned the meeting at 8:05 pm.