



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

### **August 15, 2023**

**1. Call to Order:** Ms. Kurr convened the Tabb Lakes Homes Association monthly Board of Directors (BOD) meeting at 7:08 pm. The meeting was held at the Poquoson Public Library.

Personnel in attendance:

Jennifer Kurr: Vice-President  
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  
Shirley Flanagan: Newsletter Editor  
Clint Flanagan: Web Services Coordinator  
Sarah Knaub: Association Manager, Victory Community Management

Personnel absent:

Keith Ebert: President  
Jim Cochran: Member-At-Large  
Brian Forbes: Neighborhood Watch Coordinator  
Jeffrey Payne: Lake 2 Coordinator  
Angela Hurst: Beautification Coordinator

Homeowners Present: None

**2. Open Forum:** No homeowners present; no comments made.

**3. Approval of Previous Minutes:** Ms. Kurr made a motion which was seconded and unanimously approved, to approve the minutes from the board meeting held on July 18, 2023.

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

- a) Newsletter Editor: Ms. Flanagan reported the next newsletter deadline will be August 21. Topics for articles were discussed.
- b) Web Services Coordinator: Mr. Flanagan reported the website is up to date.
- c) Beautification Committee: Ms. Hurst emailed her report that the August Yard of the Month award was given to 915 Tabb Lakes Dr.
- d) Lakes Management: Mr. Burke reported no new developments. Mr. Payne emailed his report that there are no new developments. Ms. Knaub reported the electrical outlet at the Lake 2 compressor box has been replaced. Mr. Lafrenaye reported he vacuumed out the compressor boxes at both lakes. Solitude will be troubleshooting several diffusers that are not working.
- e) Storm Water: Mr. Lafrenaye reported the vegetation at the outflow pipes will need to be sprayed soon.
- f) CERT: Mr. Lafrenaye reported no new developments.



- g) Welcoming Committee: Mr. Ebert emailed his report that he welcomed one (1) new resident to the neighborhood since the last meeting.
- h) Neighborhood Watch: Mr. Forbes emailed prior to the meeting that he is no longer able to chair the Neighborhood Watch committee. The position will be advertised in the upcoming newsletter.
- i) Grounds Maintenance: Ms. Knaub reported two Watch Lights on Bridge Wood Dr. have been submitted for repairs. She also placed a VDOT request for two traffic signs that need to be replaced.
- j) Architectural Review (ARC): Ms. Knaub reported there have been four (4) ARC requests approved since the last board meeting:
- 512 Bridge Wood Dr. – replace 6’ wooden privacy fence
  - 106 Adele Ct. – flag pole
  - 923 Tabb Lakes Dr. – replace 6’ wooden privacy fence along back property line with a white & beige vinyl privacy fence
  - 200 Heath Place – install 10’ x 14’ shed
- k) Covenants Compliance: Ms. Knaub reported the summary report from the latest inspection has been sent to Board members. The board provided guidance about one property.
5. **Treasurer’s Report**: Mr. Rossi presented the Treasurer’s Report for July. 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 provided an update on her progress with providing the required documentation to the reserve analyst.
  - Review of Lake Coordinator Duties: The board reviewed an updated list of Lake Coordinator Duties. One additional revision was made. The document will be voted on at the next board meeting.
  - Governing Documents Revision: Ms. Kurr reported she will be scheduling a meeting with those interested in working on the revision of the governing documents.
  - Open Items from Previous Meetings: The Board reviewed the Open Items.
7. **New Business**:
- Annual Meeting Planning: The annual meeting will be held on Oct. 24, 2023. The meeting will be held in person if a location can be reserved.
8. **Date Confirmation**: The next regular Board meeting is scheduled for Tuesday, September 19, 2023 at 7:00 pm at the Poquoson Library.
9. **Adjournment**: Ms. Van Houten made a motion, which was seconded and unanimously approved to adjourn the meeting at 8:15 pm.