



## Board of Director's Monthly Meeting

October 17, 2023

1. **Call to Order:** Mr. Ebert convened the Tabb Lakes Homes Association monthly Board of Directors (BOD) meeting at 7:00 pm. The meeting was held at the Poquoson Public Library.

Personnel in attendance:

Keith Ebert: President  
Jennifer Kurr: Vice-President  
Robert Cook: Member-At-Large  
Mary Van Houten: Member-At-Large  
Charles Rossi: Secretary/Treasurer  
Tim Burke: Lake 1 Coordinator  
Angela Hurst: Beautification Coordinator  
Sarah Knaub: Association Manager, Victory Community Management

Personnel absent:

Shirley Flanagan: Newsletter Editor  
Clint Flanagan: Web Services Coordinator  
Jim Cochran: Member-At-Large  
Jeffrey Payne: Lake 2 Coordinator  
Lou Lafrenaye: Stormwater/CERT Coordinator

Homeowners Present: Two homeowners were present via Zoom.

2. **Open Forum:** Ms. Hurst advised she has received several positive comments on the fountain lights.

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 September 19, 2023.

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

- a) **Newsletter Editor:** Ms. Flanagan emailed her report that there are no new developments. The next newsletter deadline will be the Monday following the November board meeting.
- b) **Web Services Coordinator:** Mr. Flanagan emailed his report that in the last month he has updated the homeowners' database and posted previous minutes to the TLHA web site. He has also performed the monthly web server maintenance.
- c) **Beautification Committee:** Ms. Hurst reported that the *Yard of the Month* was over for the season. Also, she has the new yard signs for the Holiday Lights Contest winners.
- d) **Lakes Management:** Mr. Burke reported on Lake 1 and that all equipment on Lake 2 is operational. Ms. Knaub reported on electrical work that needs to be done at Lake 1 and provided an update on the equipment on Lake 1. Mr. Ebert made a motion which was seconded and unanimously approved, to approve the quote from West Electric to replace the power panel for the Lake 1 equipment.
- e) **Storm Water:** No coordinator present; no report given.
- f) **CERT:** Mr. Lafrenaye emailed a proposal from the committee to revise the name and mission of the committee.



- g) Welcoming Committee: Mr. Ebert emailed his report that he welcomed three (3) new residents to the neighborhood since the last meeting.
- h) Neighborhood Watch: Position vacant; no report.
- i) Grounds Maintenance: Ms. Knaub reported the irrigation system at the Tabb Lakes Dr. entrance will be winterized in the next month. One WatchLight is out and has been reported to Dominion. Mr. Burke reported that several street sign and stop sign poles are leaning. Ms. Knaub advised she would submit requests to have them fixed.
- j) Architectural Review (ARC): Ms. Knaub reported there have been four (4) ARC requests approved since the last board meeting:
- 934 Tabb Lakes Dr. – Replacing split-rail fence on right property line and adding fencing across the front
  - 105 Cub Ct.– Renovating the back of house to turn FROG into a full-height addition
  - 222 Tiger Run – Replacing shed with a new 10’x16’ shed
  - 504 Tabb Lakes Dr. – Exterior color change
- k) Covenants Compliance: Ms. Knaub reported the summary report from the latest inspection will be sent to Board members. One property that had been in distress has been purchased and will be renovated soon.
5. **Treasurer’s Report**: Mr. Rossi presented the Treasurer’s Report for September and answered questions from the board. All 2023 assessments have been collected.
6. **Old Business**
- Neighborhood Signage: Ms. Knaub provided an update on the status of obtaining approval from the County for a sign to be installed at Bridge Wood Dr.
  - Reserve Study: Ms. Knaub reported the draft of the new reserve study has been completed. After an initial review it will be sent out to the board for review.
  - Governing Documents Revision: Ms. Kurr reported that she, Phil Hess and Sam Ritter have had three meetings. Ms. Kurr requested additional help from Board members.
  - Annual Meeting Planning: The board and committee members reviewed a draft of the slide presentation for the annual meeting and made a few revisions. The annual meeting will be held Tuesday, October 24<sup>th</sup> at 7:00 pm in the library at Coventry Elementary School.
  - Open Items from Previous Meetings: The Board reviewed the Open Items.
7. **New Business**:
- Request for Special Use Permit in Schroeder Center: Mr. Ebert provided a report on the proposed car window tinting business. The York County Planning Commission has recommended that the Board of Supervisors approve the Special Use Permit.
8. **Date Confirmation**: The next regular Board meeting is scheduled for Tuesday, November 21, 2023, at 7:00 pm at the Poquoson Library.
9. **Adjournment**: Mr. Ebert made a motion, which was seconded and unanimously approved to adjourn the meeting at 8:22 pm.

Submitted by Victory Community Management, Inc.

APPROVED 11/21/23