



Board of Director's Monthly Meeting **November 21, 2023**

1. Call to Order: Ms. Kurr 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 (via speakerphone)
Jennifer Kurr: Vice-President
Mary Van Houten: Member-At-Large
Charles Rossi: Secretary/Treasurer
Tim Burke: Lake 1 Coordinator
Clint Flanagan: Web Services Coordinator
Jeffrey Payne: Lake 2 Coordinator
Lou Lafrenaye: Stormwater/CERT Coordinator
Sarah Knaub: Association Manager, Victory Community Management

Personnel absent:

Jim Cochran: Member-At-Large
Angela Hurst: Beautification Coordinator
Shirley Flanagan: Newsletter Editor

Homeowners Present: No homeowners attended the meeting.

2. Open Forum: No issues discussed.

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 October 17, 2023.

4. Committee Reports:

- a) Newsletter Editor: Mr. Flanagan reported for Ms. Flanagan the next newsletter deadline will be Monday, November 27, 2023. Topics for articles were discussed.
- b) Web Services Coordinator: Mr. Flanagan reported the webpage is running well. He has performed the regular maintenance on it and has sent out a few community-wide emails.
- c) Beautification Committee: Ms. Hurst emailed her report that the committee will be placing the holiday decorations at the entrances in December. Information about the Holiday Decorations contest will be in the upcoming newsletter.
- d) Lakes Management: Mr. Burke reported all equipment on Lake 1 and Lake 2 is operational, with the exception of a missing diffuser. A motion was made, seconded and unanimously approved to approve the quote from West Electric for additional work that needs to be done to the power panel for the Lake 1 equipment. A motion was made, seconded and unanimously approved to authorize Tim Burke to spend \$150 for materials to rebuild the wooden equipment box for the Lake 1 compressors.
- e) Storm Water: Mr. Lafrenaye reported the engineering study for the York County Capital Improvement Project should be complete. He and Mr. Ebert will request a meeting with York County staff to get an update on the possible impacts of the project on Tabb Lakes.



- f) CERT: Mr. Lafrenaye presented a proposal to update the name and mission statement of the CERT Committee to more accurately represent the scope and duties of the committee. Ms. Kurr made a motion, which was seconded and unanimously approved to change the name of the CERT committee to the Neighborhood Emergency Preparedness Committee (NEPC) and to adopt the revised mission statement and duties as presented by Mr. Lafrenaye.
- 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: Position vacant; no report.
- i) Grounds Maintenance: Ms. Knaub reported the irrigation system at the Tabb Lakes Dr. entrance has been winterized. Two WatchLights have been submitted to Dominion to be repaired. Ms. Knaub advised she would submit requests to have stop and street name signs fixed that are leaning.
- j) Architectural Review (ARC): Ms. Knaub reported there have been four (4) ARC requests approved since the last board meeting:
- 101 Adele Ct – Screened porch and roof over garage door
 - 936 Tabb Lakes – Parking pad next to garage
 - 111 Elise Place – Replace stone driveway apron with concrete
 - 606 Tabb Lakes Dr. – Exterior color change
- k) Covenants Compliance: Ms. Knaub reported the summary report from the final inspection of the year was sent to Board members. Shorelines will be evaluated over the next two months and homeowners who have not yet brought their shorelines into compliance will be contacted.
5. **Treasurer's Report**: Mr. Rossi presented the Treasurer's Report for October and answered questions from the board.
- Ms. Kurr made a motion, which was seconded and unanimously approved to approve the FY 2023-24 budget as presented at the annual meeting. Assessments for 2024 will be \$208.70 for non-lakefront houses and \$234.70 for lakefront homes.
 - A draft assessment letter was reviewed and the board requested Victory Community Management issue the notices in January.
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 there are approximately nine members on the committee. The next meeting will be scheduled soon.
 - Request for Special Use Permit in Schroeder Center: There was no update; the Board of Supervisors will be voting on the request tonight.
 - Open Items from Previous Meetings: The Board reviewed the Open Items.



7. New Business:

- Appointment of Board Members: Mr. Ebert made a motion, which was seconded and unanimously approved to appoint Timothy Burke and Jennifer Kurr to the Board of Directors.
- Election of Officers: Ms. Van Houten made a motion, which was seconded and unanimously approved to appoint the following Board Officers: Keith Ebert, President; Jennifer Kurr, Vice-President; Charlie Rossi; Secretary/Treasurer. Officers will serve in these positions for one year.
- Board Meeting Location: The board would like to start holding monthly board meetings in the library at Coventry Elementary School. Ms. Knaub was asked to submit a request for the space for the first half of 2024 to use as a trial period.
- Review Comments from Annual Meeting: The board reviewed the comments and suggestions made by homeowners at the annual meeting.

8. Date Confirmation: The next regular Board meeting is scheduled for Tuesday, January 16, 2024, at 7:00 pm. Location TBD.

9. Adjournment: Ms. Kurr made a motion, which was seconded and unanimously approved to adjourn the meeting at 8:32 pm.

Submitted by Victory Community Management, Inc.