



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

### **January 16, 2024**

1. **Call to Order:** Mr. Ebert convened the Tabb Lakes Homes Association monthly Board of Directors (BOD) meeting at 7:02 pm. The meeting was held in the Coventry Elementary School library.

Personnel in attendance:

Keith Ebert: President  
Jennifer Kurr: Vice-President  
Mary Van Houten: Member-At-Large  
Jim Cochran: Member-At-Large, via Zoom  
Tim Burke: Member-At-Large, Lake 1 Coordinator, via Zoom  
Charles Rossi: Secretary/Treasurer  
Jeffrey Payne: Lake 2 Coordinator  
Angela Hurst: Beautification Coordinator  
Shirley Flanagan: Newsletter Editor  
Sarah Knaub: Association Manager, Victory Community Management

Personnel absent: Lou Lafrenaye: Stormwater/NEPC Coordinator

Clint Flanagan: Web Services Coordinator

Homeowners Present: Two homeowners attended the meeting.

2. **Open Forum:** No issues discussed.

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 November 21, 2023.

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

- a) **Newsletter Editor:** Ms. Flanagan provided the 2024 Newsletter Publication Schedule and an updated Advertisement Policy. Two new ads have been submitted by homeowners business owners. Mr. Ebert made a motion, which was seconded and unanimously approved, to approve both ads.
- b) **Web Services Coordinator:** No coordinator present; no report given.
- c) **Beautification Committee:** Ms. Hurst reported the daytime holiday decorations winner was 810 Tabb Lakes Dr. and the nighttime winner was 401 Bridge Wood Dr.
- d) **Lakes Management:** Mr. Payne reported the Lake 2 fountain had been clogged but seems to be functioning again. Mr. Burke reported the lake seems to be draining well after the recent storms. All other Lake 1 and Lake 2 equipment is operational, with the exception of the missing diffuser. The power panel at Lake 1 has been replaced.
- e) **Storm Water:** Mr. Lafrenaye reported via email that the final draft of the engineering study related to the York County Capital Improvement Project should be ready to review with York County staff soon.
- f) **NEPC:** The committee is now called the Neighborhood Emergency Preparedness Committee (NEPC). No new developments reported.
- g) **Welcoming Committee:** Mr. Ebert reported that he welcomed one (1) new resident to the neighborhood since the last meeting.

APPROVED MINUTES



- h) Neighborhood Watch: Position vacant; no report.
- i) Grounds Maintenance: Ms. Knaub reported the stop and street name signs that were leaning have been fixed.
- j) Architectural Review (ARC): Ms. Knaub reported there have been four (4) ARC requests approved since the last board meeting:
- 140 Leslie Lane – Screened porch & gazebo
  - 932 Tabb Lakes Dr. – 8’x 8’ shed
  - 935 Tabb Lakes Dr. – 12’ x 20’ shed
  - 104 Shallow Lagoon – 6’ fence, 8’ across back where their property borders non-Tabb Lakes property
- k) Covenants Compliance: Ms. Knaub reported shorelines will be evaluated over the next month and homeowners who have not yet brought their shorelines into compliance will be contacted. Ms. Knaub reviewed the process to be used for board members to confirm citations for stained roofs and rusty/peeling chimney chase covers. Covenants compliance inspections will resume in February.
5. **Treasurer’s Report**: Mr. Rossi presented the Treasurer’s Report for November & December and answered questions from the board.
6. **Old Business**
- Neighborhood Signage: Ms. Knaub reported no new developments.
  - Reserve Study: Ms. Knaub reported she will meet with the Reserve Analyst on Friday and then will distribute the draft study via email.
  - Governing Documents Revision: Ms. Kurr reported on upcoming meetings of the committee.
  - Open Items from Previous Meetings: The Board reviewed the Open Items.
7. **New Business**:
- Letter of Financial Review: Mr. Rossi provided a copy of the letter of review which confirmed no changes are recommended to be made to the association’s financial procedures. After discussion, the board decided it would not be appropriate to post the Association’s letter of financial review on the public website. Homeowners are welcome to request copies of the TLHA financials from the Association Manager, Treasurer or a board member at any time.
8. **Date Confirmation**: The next regular Board meeting is scheduled for Tuesday, February 20, 2024, at 7:00 pm at the Coventry Elementary School library.
9. **Adjournment**: Mr. Ebert made a motion, which was seconded and unanimously approved to adjourn the meeting at 8:02 pm.

Submitted by Victory Community Management, Inc.