



Board of Director's Monthly Meeting

February 20, 2024

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 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
Tim Burke: Member-At-Large/Lake 1 Coordinator
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 in-person and one attended via Zoom.

2. Open Forum: One homeowner inquired about current housing resale prices.

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 January 16, 2024.

4. Committee Reports:

- a) Newsletter Editor: Ms. Flanagan reported the next newsletter submission deadline is February 26. Topics for articles were discussed.
- b) Web Services Coordinator: Mr. Flanagan emailed that over the past month he has performed the routine backup activities and has sent several community-wide emails. He will be fixing a problem that is preventing uploads to the electronic document library. Mr. Hess has been working on updating the CERT portion of the website to reflect the new name of the committee.
- c) Beautification Committee: Ms. Hurst reported the Great American Cleanup is March 22 and 23. She will solicit for volunteers through the newsletter.
- d) Lakes Management: Mr. Burke and Mr. Payne both reported the fountains on their respective lakes had been off at some point during the month but were now operational. Solitude replaced a capacitor in the Lake 1 fountain motor.
- e) Storm Water: Mr. Lafrenaye reported no new developments.
- f) NEPC: Mr. Lafrenaye reported via email that he has submitted an article to the upcoming newsletter to explain the change in committee name and mission to the Tabb Lakes membership. He also reported that York County will be re-starting their CERT training program beginning in March.
- g) Welcoming Committee: Mr. Ebert reported that he welcomed one (1) new resident to the neighborhood since the last meeting.

Minutes approved 3/19/24



- h) Neighborhood Watch: Position vacant; no report.
 - i) Grounds Maintenance: Ms. Knaub reported the spring mulching has been completed there is one landscaping timber at the Lake 1 bench in need of maintenance.
 - j) Architectural Review (ARC): Ms. Knaub reported there has been one (1) ARC request approved since the last board meeting:
 - 940 TLD: Install a parking pad made of pavers next to garage
 - k) Covenants Compliance: Ms. Knaub reported the first inspection of the season has been completed. The roof and chimney cap/chase cover list has been sent to Board members. Board member votes will be used to determine which properties are sent violation notices. Ms. Knaub requested the inspections be completed by March 7.
5. **Treasurer's Report**: Mr. Rossi presented the Treasurer's Report for January and answered questions from the board. Approximately half of the 2024 assessments have been received.
6. **Old Business**
- Neighborhood Signage: Ms. Knaub reported she has submitted documentation to VDOT to apply for the permit for installing a sign at the corner of Bridge Wood Dr. and Coventry Blvd.
 - Reserve Study: Ms. Knaub provided copies and reviewed the last revision of the reserve study. Several changes were made and will be submitted to the Reserve Study Analyst.
 - Governing Documents Revision: Ms. Knaub reported she has received all of the title search documents from the association's attorney. Ms. Kurr reported she will be scheduling upcoming meetings of the committee.
 - Open Items from Previous Meetings: The Board reviewed the Open Items.
7. **New Business**:
- USPS Regulations: Mr. Payne reported a neighbor was recently left a Form 4056 by the mail carrier. The form indicated that her mailbox was not the proper height, and if it was not corrected she would risk having her mail delivery put on hold. Homeowners are reminded that per USPS regulations, mailbox posts must be straight and securely installed, and mailboxes should be 41"-45" from the ground to the bottom of the box. The front of the mailbox should be 6" – 8" back from the curb.
8. **Date Confirmation**: The next regular Board meeting is scheduled for Tuesday, March 19, 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 8:24 pm.