



Board of Director's Monthly Meeting

April 16, 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
Charles Rossi: Secretary/Treasurer
Jeffrey Payne: Lake 2 Coordinator
Clint Flanagan: Web Services Coordinator
Shirley Flanagan: Newsletter Editor
Sarah Knaub: Association Manager, Victory Community Management

Personnel absent:

Tim Burke: Member-At-Large/Lake 1 Coordinator
Lou Lafrenaye: Stormwater/NEPC Coordinator
Angela Hurst: Beautification Coordinator

Homeowners Present: There were two homeowners present at the meeting.

2. **Open Forum:** One homeowner inquired about the lake equipment and the other homeowner inquired about continuing contracts with the Association's vendors.

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 March 19, 2024.

4. Committee Reports:

- a) Newsletter Editor: Ms. Flanagan reported the deadline to submit articles for the next newsletter is Monday. Topics for articles were discussed.
- b) Web Services Coordinator: Mr. Flanagan reported he has performed the standard routine maintenance on the website. Mr. Lafrenaye and Mr. Hess have made a lot of updates to the NEPC portion of the website.
- c) Beautification Committee: Ms. Hurst emailed her report that the Yard of the Month contest begins in May.
- d) Lakes Management: Mr. Burke reported on the status of the Lake 1 aeration equipment. Mr. Payne reported the Lake 2 aerators have been off for a while. Ms. Knaub reported on some aquatic vegetation the lakes maintenance contractor will be treating. Ms. Knaub provided additional information regarding potentially stocking the lakes with mosquito fish. Mosquito fish are generally not helpful in places like ponds that stay wet all the time and can actually harm the lakes' ecosystem. The board decided not to pursue the purchase of mosquito fish for the lakes.
- e) Storm Water: Mr. Lafrenaye emailed his report that he has scheduled a BMP inspection with York County staff and that he met with the YC Stormwater Supervisor for an update on the engineering study completed in preparation for a possible Capital Improvement Project involving the association's stormwater outflow system. He also reported the drainage system responded well to the four inches of rain received in the last week of March.

APPROVED MINUTES



- f) NEPC: Mr. Lafrenaye emailed his report that Mr. Hess has updated the Emergency Contact Numbers document that is posted on the website and provided to new homeowners through the welcoming packets. The board has been asked to review the document and to consider approving it during the New Business portion of the meeting.
- g) Welcoming Committee: Mr. Ebert reported that he welcomed two (2) new residents to the neighborhood since the last meeting.
- h) Neighborhood Watch: Position vacant; no report.
- i) Grounds Maintenance: Ms. Knaub reported she will be looking Dominion's billing of the WatchLights that have been converted to LEDs. The irrigation system has been turned on for the season and no repairs were needed.
- j) Architectural Review (ARC): Ms. Knaub reported there have been six (6) ARC requests approved since the last board meeting:
- 202 Monty Manor: 6'x8' shed near back of house
 - 310 Tabb Lakes Dr.: 10'x12' concrete driveway extension next to garage
 - 123 Tiger Paw Path: Paint all trim & gutters white
 - 105 Cub Ct.: Replacing white siding with gray (had addition built on)
 - 305 Heath Place: Replacing fence
 - 205 Heath Place: Replace driveway and front sidewalk, include dw apron and expand to side of garage (has VDOT permit for concrete over driveway apron)
 - 107 Monty Manor: Painting shutters & front door black and install a storm door
- k) Covenants Compliance: Ms. Knaub reported on the most recent covenants compliance inspection.
5. **Treasurer's Report**: Mr. Rossi presented the Treasurer's Report for March and answered questions from the board. 90% of the 2024 assessments have been received. Late notices have been mailed. The Association's tax returns have been filed and no tax is due.
6. **Old Business**
- Neighborhood Signage: Mr. Ebert made a motion, which was seconded and unanimously approved to approve the proposal from The Sign Shop to produce and install the four signs for the secondary entrances.
 - Reserve Study: Ms. Knaub reported the final Reserve Study has been received and emailed out to the board.
 - Governing Documents Revision: Ms. Kurr reported she will be stepping back from leading the Governing Documents Revision Committee. Ms. Knaub was asked to schedule the next meeting of the committee.
 - Potential Online Payment System: Ms. Knaub presented a proposal to begin providing assessment collection services for the Association.



- VDOT Update: Ditch re-grading has resumed and paving the neighborhood streets has started. Ms. Knaub confirmed the holes at the Mid-Atlantic Place street sign will be repaired as part of the project.
- Open Items from Previous Meetings: The Board reviewed the Open Items.

7. New Business:

- Emergency Contact Numbers Document: A motion was made, seconded and unanimously approved to approve the Emergency Contact Numbers document as revised by the NEPC. The document will be posted on the association's website and added to the information provided to new residents when they are welcomed to the neighborhood.
- New Board Member: Mr. Ebert made a motion, which was seconded and unanimously approved to appoint Dane Royal to the Board of Directors. Mr. Royal will complete Mr. Cochran's term which ends at this year's annual membership meeting. Mr. Royal will serve as a Member-At-Large.

8. Date Confirmation: The next regular Board meeting is scheduled for Tuesday, May 21, 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 8:44 pm.

Submitted by Victory Community Management, Inc.