



## Board of Director's Monthly Meeting

November 19, 2024

1. **Call to Order:** Ms. Kurr convened the Tabb Lakes Homes Association monthly Board of Directors (BOD) meeting at 7:01pm. The meeting was held in the Coventry Elementary School library.

Personnel in attendance:

Keith Ebert: President (Via speaker phone)  
Jennifer Kurr: Vice-President  
Tim Burke: Member-At-Large/Lake 1 Coordinator  
Mary Van Houten: Member-At-Large  
Dane Royal: Member-At-Large  
Charles Rossi: Secretary/Treasurer  
Jefferey Payne: Lake 2 Coordinator  
Angela Hurst: Beautification Coordinator  
Lou Lafrenaye: Stormwater/NEPC Coordinator  
Stephanie Payne: Administrative Assistant, Victory Community Management  
Sarah Knaub: Association Manager, Victory Community Management

Personnel absent:

Yousuf Mohammed: Neighborhood Watch Coordinator  
Clint Flanagan: Web Services Coordinator  
Shirley Flanagan: Newsletter Editor

Homeowners Present: Two homeowners attended the meeting.

2. **Open Forum:** No comments made.

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 15, 2024.

### 4. Committee Reports

- a) Newsletter Editor: Ms. Flanagan reported via email the next newsletter deadline is Monday, November 25. Topics for articles were discussed.
- b) Web Services Coordinator: Mr. Flanagan sent his report via email that a search function has been added to the association's website.
- c) Beautification Committee: Ms. Hurst reported 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. Ms. Hurst also reported that she will be stepping back from the committee. Volunteers will be solicited in the next newsletter.
- d) Lakes Management: Mr. Burke reported there were no issues at Lake 1. The replacement of the power panel at Lake 2 was completed today. Mr. Payne reported that all equipment on Lake 2 is currently operational.

Prior to the meeting, the board approved, by unanimous consent, a quote from Solitude Lake Management for two new compressors and a new cabinet for the Lake 1 sub-surface aeration system. The cost of the new equipment is \$7,759.85.

- e) Storm Water: Mr. Lafrenaye reported that he has cleared vegetation and confirmed the lake outflow is in good working order.
- f) NEPC: Mr. Lafrenaye reported that he will submit an article about safety to the newsletter.
- g) Welcoming Committee: Mr. Ebert reported there have been five (5) new residents to welcome since the last meeting.

- h) Activities Committee: Mr. Royal reported on the status of the community survey.
- i) Neighborhood Watch: No report
- j) Grounds Maintenance: Prior to the meeting, the board approved, by unanimous consent, a quote from West Electric to replace the spotlight and outlets at the Mid-Atlantic Place entrance for a cost of \$608.80. Ms. Knaub reported the light and outlets have been replaced, and the irrigation system at the Route 134 entrance has been winterized. Mr. Royal reported the last round of Watch Light repairs have been completed.
- k) Architectural Review (ARC): Ms. Knaub reported there have been three (3) ARC requests approved since the last board meeting:
  - 110 Richard Run – Replace front fence with 4’ wooden picket fence.
  - 310 Tabb Lakes Dr. – Replace deck and install fence across the front and across back.
  - 808 Tabb Lakes Dr. – Install fence across back of property.
- l) Covenants Compliance: The summary report from the latest covenants compliance inspection was emailed to the board. The normal inspection schedule has ended for the year. Regular inspections will resume in February.

**5. Treasurer’s Report**: Mr. Rossi presented the Treasurer’s Report for October and answered questions from the board. One 2024 assessment payment remains outstanding.

- Fiscal Year: Mr. Rossi explained the association’s fiscal year starts on October 1 for reporting purposes only. In order to better align with industry best practices, the fiscal year will be changed to correspond with the calendar year beginning with 2025.
- Budget: Mr. Burke made a motion, which was seconded and unanimously approved to approve the 2025 budget as presented at the annual meeting. Assessments for 2025 will be \$213.90 for non-lakefront houses and \$240.50 for lakefront homes. The FY2023-24 budget will be used for reports from the last three months of 2024.
- Assessment Collection: Ms. Knaub reported the new bank account should be opened soon. Beginning with 2025, the return slip that used to be included with assessment letters will be replaced with an electronic form.

**6. Old Business**

- Governing Documents Revision: Ms. Knaub provided an update on plans to meet with the committee.
- VDOT Update: This item was tabled until the next board meeting.
- Annual Meeting: The board reviewed the comments and suggestions made by homeowners at the annual meeting. The slide presentation from the meeting has been posted to the website.
- Corporate Transparency Act Filing: Ms. Kurr made a motion, which was seconded and passed with 4 votes for and 1 vote against, for Victory Community Management to file and maintain the association’s Beneficial Owner Information Report.
- Open Items from Previous Meetings: The Board reviewed the Open Items.

**7. New Business**:

- Appointment of Board Members: Ms. Kurr made a motion, which was seconded and unanimously approved to appoint Keith Ebert and Dane Royal to the Board of Directors.
- Election of Officers: Mr. Ebert made a motion, which was seconded and unanimously approved to appoint Jennifer Kurr to the office of Vice-President and Charlie Rossi to the office of Secretary/Treasurer. Ms. Kurr made a motion, which was seconded and unanimously approved to appoint Keith Ebert to the office of President. Officers will serve in these positions for one year.
- Annual Meeting Postcards: This item was tabled to a future meeting.

- 8. **Date Confirmation:** The next regular Board meeting is scheduled for Tuesday, January 21, 2025 at 7:00 pm at the Coventry Elementary School library. A December meeting will not be held unless urgent business requires it.
- 9. **Adjournment:** Ms. Kurr made a motion, which was seconded and unanimously approved to adjourn the meeting at 8:13pm.

**The 2025 Board Meetings are as follows:**

\*\*Typically canceled due to the holidays unless urgent business requires meeting.

Tuesday, January 21	7:00 @ CES	Tuesday, July 15	7:00 @ CES
Tuesday, February 18	7:00 @ CES	Tuesday, August 19	7:00 @ CES
Tuesday, March 18	7:00 @ CES	Tuesday, September 16	7:00 @ CES
Tuesday, April 15	7:00 @ CES	Tuesday, October 21	7:00 @ CES
Tuesday, May 20	7:00 @ CES	Tuesday, November 18	7:00 @ CES
Tuesday, June 17	7:00 @ CES	**Tuesday, December 16	