



Board of Director's Monthly Meeting

January 22, 2025

DRAFT

1. **Call to Order**: Mr. Ebert convened the Tabb Lakes Homes Association monthly Board of Directors (BOD) meeting at 7:00pm. The meeting was held via Zoom.

Personnel in attendance:

Keith Ebert: President
Jennifer Kurr: Vice-President
Tim Burke: Member-At-Large/Lake 1 Coordinator
Mary Van Houten: Member-At-Large
Dane Royal: Member-At-Large
Jefferey Payne: Lake 2 Coordinator
Charles Rossi: Secretary/Treasurer
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
Shirley Flanagan: Newsletter Editor
Angela Hurst: Beautification Coordinator
Clint Flanagan: Web Services Coordinator

Homeowners Present: No homeowners present

2. **Open Forum**: No comments made.
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 19, 2024.
4. **Committee Reports**
 - a) **Newsletter Editor**: Ms. Flanagan provided the 2025 newsletter publication schedule via email.
 - b) **Web Services Coordinator**: Ms. Knaub reported Mr. Flanagan is working to move the website to a new host.
 - c) **Beautification Committee**: Ms. Hurst emailed the daytime winner of the Holiday Decorations contest was 205 Heath Place and the nighttime winner was 515 Bridge Wood Dr.
 - d) **Lakes Management**: Mr. Burke reported there were no issues at Lake 1. The new compressors and cabinet for the sub-surface aeration system have been installed. Mr. Payne reported there are no issues at Lake 2.
 - e) **Storm Water**: Mr. Lafrenaye reported no new developments.
 - f) **NEPC**: Mr. Lafrenaye reported no new developments.
 - g) **Welcoming Committee**: Mr. Ebert reported there have been two (2) new residents to welcome since the last meeting.
 - h) **Activities Committee**: Mr. Royal provided an update on the community survey and plans for a community yard sale.
 - i) **Neighborhood Watch**: Mr. Mohammed emailed his report showing there has been one reported crime in the nearby area recently. The board also reported on one fire with no injuries in the area.
 - j) **Grounds Maintenance**: Ms. Knaub reported the entrance off Route 134 and the entrances off Coventry Blvd. were pre-treated prior to the January 10 storm and again last night.

Mr. Lafrenaye reported he has cleaned several signs around the neighborhood. He and Mr. Rossi will be replacing the sign post at the Route 134 entrance once the weather warms up.

- k) Architectural Review (ARC): Ms. Knaub reported there has been one (1) ARC request approved since the last board meeting:
 - 800 Tabb Lakes Dr. – Install a new garage door and paint trim & front door black
- l) Covenants Compliance: The normal inspection schedule has ended for the year. Regular inspections will resume in February.

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

- 2025 Assessments: Ms. Knaub reported payment instructions, year-end financial report, and budget will be included with assessment invoices.

6. **Old Business**

- Governing Documents Revision: Ms. Knaub provided an update on several recent committee meetings.
- VDOT Update: Drainage areas on Mid-Atlantic Place have been concreted.
- Corporate Transparency Act Filing: Ms. Knaub reported there is currently an injunction in place.
- Open Items from Previous Meetings: The Board reviewed the Open Items.

7. **New Business**: There was no new business.

8. **Date Confirmation**: The next regular Board meeting is scheduled for Tuesday, February 18, 2025 at 7:00 pm at the Coventry Elementary School library.

9. **Adjournment**: Mr. Burke made a motion, which was seconded and unanimously approved to adjourn the meeting at 8:03pm.

The 2025 Board Meetings are as follows:

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	

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

Open Action Items:

Keith Ebert

- Follow up with W. Rawls before January board meeting (new for Nov)

Jennifer Kurr

Mary Van Houten

Dane Royal

Charlie Rossi

Lou Lafreneye

- Create an NEPC handout for Keith to give to new residents when welcoming.

Tim Burke

Clint Flanagan

Shirley Flanagan

Angela Hurst

Sarah Knaub

Board Member	Beginning of Term	End of Term
Keith Ebert	November 1, 2024	October 31, 2026
Mary Van Houten	November 1, 2023	October 31, 2025
Dane Royal	November 1, 2024	October 31, 2026
Jennifer Kurr	November 1, 2023	October 31, 2025
Tim Burke	November 1, 2023	October 31, 2025