



Tabb Lakes Homes Association
P.O. Box 8088
Yorktown, VA, 23693
<http://www.tabblakes.org>

1. Mr. Otto convened the Tabb Lakes Homes Association Board of Directors meeting at 7:08 PM, August 21, 2008, in the Tabb Library - Meeting Room, Yorktown, VA. Personnel in attendance were:

President: Mr. Dave Otto
Vice President: Mr. James Magnotta
Secretary: Mr. Art Johnston
Treasurer: Mr. Charles Rossi
Emergency Response and Stormwater Committees: Mr. Lou Lafrenaye
Lake Maintenance Committee: Lake#1: Mr. Bob Spell
Lake#2: Mr. & Mrs. Dan Harrington
Newsletter Editor: Mrs. Shirley Flanagan
Website Manager: Mr. Clint Flanagan
Welcome Committee: Mrs. Donna Clifton
Lee Property Management: Mr. Rob Cox

Homeowners: Mr. Emmett Lewis Jr., 103 Monty Manor

2. Review and approve the minutes from the June 19 and July 17, 2008 Board of Director's Meetings. Mr. Johnston presented the minutes from both meetings for Board approval. The Board approved the minutes from both meetings.

3. Homeowner Issues: None

4. Treasurer's Report. Mr. Charles Rossi.

a. Mr. Rossi distributed copies of the Tabb Lakes Treasurer's Report and briefed the TLHA financial status as of August 9, 2008. The BOD approved the report.

b. Mr. Rossi informed the Board that Certificate of Deposit (CD) #2 and #7 had matured in July. Mr. Rossi noted that he renewed CD #2 and closed CD #7. He then deposited the balance of CD #7 into CD #2.

c. Mr. Otto requested that Mr. Rossi work up a budget proposal for Fiscal Year 2009 and present to the Board for review / approval.

d. Mr. Spell, Lake #1 Maintenance Committee co-chair, said he wants to discuss an annual maintenance plan for the diffusers.

5. Committee Reports.

a. Activities Committee. Vacant

b. Architectural Review. Chairperson: Mrs. Christel Doucette. (Absent, submitted written report)

(1) ARC Requests Received:

- driveway extension – 504 Tabb Lakes Drive
- driveway addition – 102 Naurene Court

(2) Inquiries for Information:

- shed restrictions – 107 Jonathan Junction
- fence requirements – 410 Gardenville Drive
- swing/play set restrictions – 300 block of Gardenville Drive

c. Grounds Maintenance. Chairperson: Mr. David Batdorf. (Absent). Mr. Otto said Mr. Batdorf is coordinating with The Greenland's grounds maintenance contractor to determine if TLHA could realize a decrease in our common area maintenance costs (assuming same scope of work contained in our current grounds maintenance contract) by adding our requirements to their contract.

d. Helps Committee. Chairperson: Vacant

e. Lake Management. Lake #1 Co-Chair: Mr. Bob Spell, Lake #2 Co-Chair: Mr. Dan Harrington. Mr. Spell noted the lakes were in good shape and provided the following Virginia Lake Management (VLM) maintenance contract activities report for the month of May 08:

- 03 July - Site Visit: No treatment needed.
- 17 July - Site Visit: No problems found.

f. Neighborhood Watch. Chairperson: Mrs. Christel Doucette (Absent, submitted written report)

(1) Three more homeowners signed up to receive alerts.

(2) Alerts: One alert, sent out this morning: burglary on Heath Place (still looking for additional details). Mrs. Doucette will advise as the Sheriff's Department shares more information concerning this burglary.

(3) Reports: There was one report of a suspicious person, male teen, on Conway Court (Unable to ascertain criminal intent). No alert sent. There was also a report of bad behavior, two males in car on Tiger Paw Path. The complaint was the two males were scaring some of the girls playing near the street. Males had a paint ball gun and also live on Tiger Paw Path. No alert sent.

g. Newsletter Editor. Chairperson: Mrs. Shirley Flanagan.

(1) The deadline for submission of newsletter article input is September 22, 2008.

(2) It was noted that our Homeowner's Annual meeting was scheduled for October 23, 2008 and that residents are required 30 days written notification of this event. It was recommended that we satisfy this requirement by adding the announcement to the next edition of the TLHA newsletter. However, it was noted that adding the announcement to the TLHA Newsletter would not meet the timeline because distribution of the Newsletter would be within the 30-day window. Mr. Magnotta volunteered to write the announcement letter for the upcoming TLHA Annual Meeting for mailing to residents in enough time to meet the notification time requirement.

h. Stormwater Management. Chairperson: Mr. Lou Lafrenaye.

(1) York County added an additional drainage ditch in Tabb Lakes to their list of areas they routinely check and clean. The drainage ditch is located behind the homes on the right side as you enter Tabb Lakes Drive from Rt 134. The ditch is behind the homes and between Tabb Lakes HOA and Arthur Ash/Shell Station property. This ditch drains water behind the homes and sections of Rt 134 to a point just below our emergency spillway. Water does not go into our lakes.

(2) There is no updated status report concerning installation of the additional outflow pipe at the North end of Lake# 1.

i. Community Emergency Response Team (CERT). Chairperson: Mr. Lou Lafrenaye.

(1) TLHA neighborhood safety training is scheduled for September 6, 10:00 – 11:00 AM on Adele Ct. Rain date is September 13. Set up begins at 9:00 AM. Draft flyer is provided (**Enclosure 3**). Pass the word around so we get good attendance. The Department of Fire and Life Safety (FLS) will give a presentation on kitchen fires and prevention, use of fire extinguisher and demonstration. The fire "safe house" and instructor will be available. This was a big hit last year. Instruction is designed for children and adults. The Red Cross representative will be present with a display. We will have a display table with hurricane preparation info, CERT training, TL committee information, and NOAA all hazards radios. Flyers will be distributed on 30 Aug with support from local Scouts. Mr. Rossi will have signs constructed and place them at entrances to Tabb Lakes to advertise the event.

(2) VDOT has distributed the new 2008 Virginia Hurricane Guide. It includes information on the hurricane gates and traffic reversal of I-64. We have placed new information on our web site. Mr. Lafrenaye will also have 100 copies for distribution on 6 Sept.

(3) We have updated our web site with current hurricane predictions for 2009, Hurricane Guide, and our neighborhood preparedness checklist, event checklist, and neighborhood assessment form. We also shared our checklists/forms with Fords Colony CERT team (another organized neighborhood). We share information with them on a routine basis.

(4) Our CERT committee has 40 members. New individual (Joe Tock) is a licensed amateur radio operator. We now have 5 committee members who have amateur radio licenses.

(5) The next CERT class begins September 10 to November 8. Mr. Lafrenaye will send information out to committee members who may be interested.

(6) Seven CERT members attended the Hampton Roads Disaster Volunteer Day on 16 August. The workshop is organized by the local Medical Reserve Corps in conjunction with other volunteer organizations. This is the third year we participated in the day-long event. Subjects included volunteer support to the peninsula after a disaster, pet preparedness & planning, TRIAGE, tornados, mental health impacts of disasters, and radio operations. TRIAGE handout information will be passed out to our committee members. There were several displays from support agencies in the area.

(7) Future articles for newsletter we are considering: Hurricane Pet Preparedness, Be Prepared for Thunderstorms and Lightning.

(8) Next CERT Committee meeting is scheduled for August 26, beginning at 7:00 PM, at the Tabb Library. E-mail with topics will go out tomorrow.

j. Website Editor. Chairperson: Mr. Clint Flanagan.

(1) Site statistics:

- Total site visits: 3305
- Total pages viewed: 1471

(2) Most popular pages:

- Minutes: 361 views
- Newsletter: 208 views
- Documents: 186 views
- CERT: 183 views
- Calendar: 179

(3) E-Community:

- Total Sign-ups: 61
- E-News and Digital Newsletter: 45
- E-News only: 16

(4) July Web Manager activities:

- Updated calendar of events
- Updated Site Index page as new content was added
- Updated Homeowners' Products & Services
- Updated digital newsletter database
- Updated CERT page
- Designed & re-coded web site
- Added a notice to the website to inform individuals that require a TLHA

Disclosure Packet for real estate sales transactions to contact Lee Property Management

(LPM) and that the disclosure packet located on the TLHA web cannot be downloaded for this purpose.

j. Welcome Committee. Chairperson: Mrs. Donna Clifton. Mrs. Clifton distributed the new Welcome Packet she developed for Board review. The packet was well received by the Board, good effort. Mrs. Clifton was reminded that the Welcome Committee had a programmed budget of \$50.00 for FY 08 to defray costs.

k. Covenant Review Committee. Chairperson: Mr. James Magnotta. No significant activity to report. However, Mr. Johnston recommended that we enlist the aid of our lawyer to assist TLHA in re-writing our charter with the County. He stated that stormwater drainage, to include associated infrastructure, should be a County responsibility and not a homeowner responsibility.

6. Old Business. Mr. Otto discussed the residence on Elise Place that was allegedly operating church services in the home and creating a traffic nuisance. Mr. Otto said he would contact the Code Compliance Office to determine way ahead and discuss courses of action, if any, at the next meeting.

7. Lee Property Management (LPM) Report and BOD Decisions.

a. Mr. Rob Cox distributed the TLHA, LRE Covenants Compliance Program, Inspection Status Report, Inspection 2008-08-2: August 11, 2008, for review by the Board (Enclosure 2). Mr. Cox reported 70 citations open, 26 closed and 16 certified letters mailed this month. Citations being monitored are:

Property	Violation	BOD Decision
400 Bridge Wood Drive	fence LHS broken	BOD decided to remove this citation from the list.
301 Bridge Wood Drive	mold on siding; broken gable vent	No Change. Mr. Otto to visit with homeowner and report back at next meeting.
119 Tiger Paw Path	12/6/07 roof vent broken, gable trim peeling + mold RHS	8/11/08: No Change. Issued certified letter.
215 Tiger Run	grass needs cutting; window blinds broken, need replacing	BOD decided to remove the broken blinds from the citation.
105 Elise Place	boat VA 3859 AD and trailer in driveway	8/1/08: No Change. Issued certified letter.
402 Tabb Lakes Drive	2 utility trailers in front driveway	8/11/08: No Change. One trailer gone however there is a boat in the driveway. LPM to re-inspect.
510 Bridge Wood Drive	front fence extends beyond front of residence	BOD directed certified letter giving homeowner 15 days to resolve violation. LPM to re-inspect. Dave Otto to visit neighbor and report back to BOD at next meeting.

513 Bridge Wood Drive	front fence extends beyond front of residence	BOD directed certified letter giving homeowner 15 days to resolve violation. LPM to re-inspect. Dave Otto to visit neighbor and report back to BOD at next meeting.
119 Gardenville Drive	popup trailer in front driveway	Mr. Magnotta will contact the homeowner and report back next BOD meeting.
126 Tiger Paw Path	mold on LHS siding; upper trim and windows need painting	8/11/08: No change. Issued certified letter.
101 Cub Court	front fence extends past front of residence	BOD reviewing fencing policy. Mr. Otto to meet with owner.
507 Bridge Wood Drive	RHS gable vents broken; mold on LHS siding	Progress, mold gone. Vent still needs repair. BOD directed certified letter if no change by next inspection.
312 Bridge Wood Drive	excessive amount of staining on roof: needs cleaning	LPM to re-inspect after 60 days.
317 Bridge Wood Drive	chimney cap rusty; need repair/painting	LPM to re-inspect after 60 days.
500 Bridge Wood Drive	excessive amount of staining on roof: need cleaning	LPM to re-inspect after 60 days.
502 Bridge Wood Drive	gable roof vents paint peeling; need painting	LPM to re-inspect after 60 days.
113 Conway Court	bass boat on trailer in front yard; basket ball goal needs to be moved away from street	Some progress. Boat remains but basketball hoop moved away from the street. LPM to re-inspect next month.
106 Shallow Lagoon	lean-to / car port in back yard	8/11/08 No Change. Owner working with TLHA ARC Chair to upgrade to an acceptable standard. ARC to advise.
104 Leslie Lane	gable vents broken	8/11/08 No Change. Issued certified letter.
206 Monty Manor	boat on trailer in driveway	8/11/08 No Change. Boat and trailer moved to side of the house on grass; 6/12/08: Boat gone but trailer remains at side of the home. BOD directed certified letter.
105 Adel Court	excessive amount of staining on roof - needs cleaning; chimney cap rusty - needs repair or painting	8/11/08: No Change. Issued certified letter.
200 Bridge Wood Drive	chimney cap rusty -	8/11/08: No Change. Issued

	needs repair or painting	certified letter.
101 Gardenville Drive	trees/bushes overhanging community street lighting such that the light sensor keeps light on during daytime. Trim vegetation back at least 4 feet from lamp post	8/11/08: No Change. Issued certified letter.
113 Gardenville Drive	excessive amount of staining on roof: needs cleaning	LPM to re-inspect after 60 days from citation date.
206 Gardenville Drive	grass needs cutting	8/11/08: No Change. Issued certified letter.
110 Leslie Lane	upper gable trim and vents paint peeling; need painting; gutters need cleaning: weeds growing in back gutters will cause roof damage; grass needs cutting; beds need weeding	8/11/08: No Change. Issued certified letter.
105 Leslie Lane	mold on LHS gable end; upper trim and chimney cap needs repair or painting	8/11/08: No Change. Issued certified letter.
102 Monty Manor	rusty chimney cap & RHS gable vent broken - needs repair & painting	8/11/08: No Change. Issued certified letter.
103 Monty Manor	upper trim including gable vents and upper windows paint peeling; needs painting.	LPM to re-inspect after 60 days from citation date.
104 Monty Manor	upper trim paint peeling, needs painting; chimney cap rusty, needs paint/repair.	LPM to re-inspect after 60 days from citation date.
108 Naurene Court	excessive amount of staining on roof, roof needs cleaning	LPM to re-inspect after 60 days from citation date.
113 Richard Run	chimney cap rusty, needs repair/paint	LPM to re-inspect after 60 days from citation date.
205 Tabb Lakes Drive	excessive amount of staining on roof, roof needs cleaning	LPM to re-inspect after 60 days from citation date.
508 Tabb Lakes Drive	excessive amount of staining on roof - needs cleaning	LPM to re-inspect after 60 days from citation date.

916 Tabb Lakes Drive	mold on RHS siding, needs cleaning	LPM to re-inspect after 60 days from citation date.
924 Tabb Lakes Drive	LHS gable roof vent broken, needs repair; upper LHS gable and vent paint peeling, needs painting/repair	LPM to re-inspect after 60 days from citation date.
932 Tabb Lakes Drive	gable trim and roof vents paint peeling, needs painting	LPM to re-inspect after 60 days from citation date.
101 Tiger Run	trees overhanging community lamp post and obstructing STOP sign. Trim trees to allow unobstructed view of STOP sign and street lamp.	Owner has done some trimming, just clear of the lamp post. STOP sign is still partially obscured in approach from Tiger Run. BOD recommended certified letter.
109 Richard Run	excessive amount of staining on back roof - needs cleaning; front gable trim needs painting	8/11/08: No Change. Issued certified letter.
806 Tabb Lakes Drive	excessive amount of staining on roof - needs cleaning; chimney cap rusty - needs repair or painting	8/11/08: No Change. Issued certified letter.
940 Tabb Lakes Drive	excessive amount of staining on roof - needs cleaning	8/11/08: No Change. Issued certified letter.
106 Tiger Paw Path	boat on trailer in yard (venture trailer, boat VA 9293 AS)	8/11/08: No Change. Rental property. Issued certified letter to owner address.

b. BOD advised LPM not to report unregistered motor vehicles in this report unless the vehicle is an eyesore.

c. Yard of the Month (July): Nomination info was not available at this meeting.

8. New Business.

a. Agenda for the Annual Meeting. The Board addressed the Annual Meeting milestones and Mr. Otto asked the Board for assistance to develop the Annual Meeting agenda. Some agenda topics for consideration are: Lee Property Management Update, Elections (Board Members), Budget, Committee Briefs, Home Value Comparisons.

- (1) Proposed timeline for preparation for the Annual Meeting follows:
- 18 Sep 08 - Finalize Agenda

- 01 Oct 08 - Complete Draft Briefings
- 10 Oct 08 - Finalize Briefings(on-line) and build PPT Presentation
- 16 Oct 08 - Rehearsal
- 23 Oct 08 - Conduct Annual Meeting

(2) Mr. Otto noted that three Board position terms are expiring: President, Vice President and Secretary.

(3) There was discussion concerning the formation of the Nomination Committee. Mr. Rossi volunteered to chair the nominating committee. The Board voted and approved Mr. Rossi as the Nominating Committee chair.

b. Disclosure Packet Price Increase. Mr. Magnotta asked why we need to increase the price of Disclosure Packets. Mr. Cox noted that the new law change required LPM to do more work in order to comply to include an external inspection of the home for covenant violations. Mr. Cox asked that the Board advise LPM what price the Board wants LPM to charge for the disclosure packets considering the new law and additional LPM functions. Mr. Cox distributed a Disclosure Package Process/Cost/Returns information sheet to aid the Board in its decision. Mr. Cox also noted that LPM doesn't get paid for the Disclosure Packet until the closing. Mr. Cox also asked for the BOD decision within two weeks from the date of this BOD meeting.

c. Elections. See paragraph 8.a.(3) this report.

d. Safety Presentation. See paragraph 5.i.(1) this report.

e. Discussion of 2009 Budget. See paragraph 4.c. this report.

f. Newsletter Articles Due – 15 September:

- Annual Meeting Announcement. See paragraph 5.g.(2) this report for related information. Mr. Magnotta
- Results of Safety Day on 6 / 13 September 2008 – Mr. Lafrenaye
- Enforcement of Covenants – Mr. Sharadin
- BOD Elections – Mr. Otto
- Neighborhood Watch – Mrs Doucette
- Hurricane Preparation – Mr. Lafrenaye
- County Work – Lake Outflow Pipe Installation – Mr. Lafrenaye
- Covenants Status – Mr. Magnotta
- Leaf Raking / Pick-up – Mr. Lafrenaye

9. Set the next two meetings date/time/location. The Board agreed to convene the next TLHA BOD meetings:

- September 18, 2008, 7:00 - 9:00 PM, Tabb Library, 100 Long Green Blvd, Yorktown, VA
- October 16, 2008, 7:00 - 9:00 PM (TBD)
- October 23, 2008, 7:00 – 9:00 PM (Annual Tabb Lakes Homeowner's Meeting), Tabb Library, 100 Long Green Blvd, Yorktown, VA

10. The meeting adjourned at 9:00 PM.

Respectfully submitted by: Art Johnston, Secretary

3 Enclosures

1. Meeting Agenda
2. LPM Inspection Report
3. Tabb Lakes Neighborhood Safety Training Event Flyer