

APPROVED MINUTES

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**Board of Director's Monthly Meeting Minutes  
December 20, 2011**

1. Mr. Bob Spell convened the Tabb Lakes Homes Association monthly Board of Directors (BOD) meeting at 7:05 PM, December 20, 2011 in the Poquoson Public Library meeting room, Poquoson, VA.

Personnel in attendance were:

President: Bob Spell

Member at Large: Ron Maddox

Member at Large: Bill Hopkins

Treasurer: Charles Rossi

Website Editor: Clint Flanagan

Stormwater Mgt / CERT: Lou Lafrenaye

Cox and Lee Management, Inc. : Rob Cox- Assoc. Manager, Molly Cox- Secretary

*ABSENT Board Member(s): Dave West (Vice President), Ellis Sharadin (Member at Large)*

2. **Landscape Maintenance Proposal:** Chris Miller, owner of Elegant Green Lawns made a presentation of his company and left a portfolio/proposal with the Board for review.
3. **Home Owner Issues:** No homeowners attended the meeting to address the BOD.
4. **Treasurer's Report:** Mr. Rossi presented the latest report. The Association recently took legal action against three homeowners for non-payment of 2011 assessments. Two homeowners have since paid in part or full, one has not yet paid. The Association attorney is pursuing the outstanding payments.
5. **Committee Reports:**
  - a. **Architectural Review**
    - Mr. Cox reported that there have been no ARC review requests this month (December 2011).
    - The Board confirmed that any drainage ditch projects require Architectural Committee Review for non-engineering issues. If there are no ARC issues with the project the owner will be informed that the ARC has 'no objection' to the request rather than project 'approval'.
  - b. **Grounds Maintenance** –
    - Mr. Hopkins, the Grounds Maintenance Committee Chair reported that the 2 lights out on the entryway signs will be repaired.
    - Mr. Hopkins took the Elegant Green Lawns proposal to evaluate and report back to the Board.
  - d. **Lakes Management** – Mr. Spell, the Lake 1 Maintenance Coordinator reported that there were no lakes issues to be discussed.
  - e. **Neighborhood Watch** – No chair present, no issues discussed.

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- f. Newsletter Editor- Mr Flanagan reported on behalf of the Newsletter Editor Mrs. Flanagan that the Winter (December 2011) Newsletter went out on time as scheduled via email and printed edition.
- g. Website Editor : Mr. Flanagan reported:
  - The recent email spam problem has been stopped.
  - The TLHA database project is in progress.
- h. Storm water and CERT -
  - Mr. Lafrenaye presented the reports. The Board supported the proposal to send letter of appreciation to York county for support during Hurricane Irene.
- i. Welcoming and Activity Committees – A motion was made, seconded and unanimously approved to appoint Susan Maddox as Welcoming Committee Chair.

**6. Old Business:**

- a. Reserve study: Mr. Maddox reported that the ‘in-house’ study is in progress. A draft study is targeted for review at the January 2012 Board meeting.
- b. Moratorium on outside mold: A motion was made, seconded and unanimously approved to adopt a moratorium on issuing covenants compliance violations for significant maintenance items during the winter months.
  - The items are limited to the following: Mold on roofs, mold on siding, rusting chimney caps, painting on outside/trim. The Board will review any other moratorium requests on a case by case basis.
  - Moratorium will run from December 1 to March 31.
  - Any existing violations will be required to complete repairs by April 1.

**7. Cox and Lee Management Covenants Compliance Inspection Status Report:**

Mr. Cox presented the most recent December 2011 inspection report.

A motion was made, seconded and unanimously approved to set up an Ad-Hoc Committee to review current inspection and follow-up procedures with a view to updating procedures to reduce the time taken bring outstanding violations into compliance. The committee will be composed of available Board Members and Cox & Lee Management. TLHA President will chair the Committee.

**8. New Business:****a. 2012 Assessments**

A motion was made, seconded and unanimously approved to set the 2012 assessment dues at \$153.00 for non-lakeside homes and \$172.00 for lakeside homes. This represents an increase of 3.8% (the CPI as of Sep 2011) over the 2011 rates, rounded down to the nearest dollar.

Assessment letters will be mailed out with a February due date.

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b. 2012 Board Meeting Schedule

A motion was made, seconded and unanimously approved to have every Board meeting on the third Tuesday of each month. The meetings will be held in the Poquoson Public Library meeting room at 7pm.

The 2012 Board Meeting schedule is as follows:

- Tuesday, January 17
- Tuesday, February 21
- Tuesday, March 20
- Tuesday, April 17
- Tuesday, May 15
- Tuesday, June 19
- Tuesday, July 17
- Tuesday, August 21
- Tuesday, September 18
- Tuesday, October 16
- Tuesday, November 20
- Tuesday, December 18

9. **Adjourned**: There being no other business, a motion was made, seconded and unanimously approved to adjourn the meeting at 8:45 PM.

Submitted by Cox & Lee Management, December 24, 2011