



Board of Director's Monthly Meeting

March 18, 2025

1. **Call to Order**: Mr. Ebert convened the Tabb Lakes Homes Association monthly Board of Directors (BOD) meeting at 7:02pm. The meeting was held in the library at Coventry Elementary School.

Personnel in attendance:

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

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 February 18, 2025.

4. **Committee Reports**

- a) **Newsletter Editor**: Ms. Flanagan emailed that the first quarter newsletter was sent out and hardcopies were delivered to those who have requested them. The next submission deadline is April 21st. She also will meeting with the homeowner volunteer who delivers the newsletter hardcopies.
- b) **Web Services Coordinator**: No report submitted.
- c) **Beautification Committee**: Ms. Hurst emailed that she is stepping down as the Chair of the Beautification Committee. The board will be looking for a replacement.
- d) **Lakes Management**: Ms. Knaub emailed an update on the lake equipment from a recent meeting with the Solitude tech. Both fountains are fully operational, the aerators will undergo some maintenance with the tech's next visit to the property. Mr. Burke reported he removed several items of trash and natural debris from the lake and surrounding area during his recent inspection. Mr. Burke reported no issues with the lake or its equipment. Mr. Payne reported that there are no issues at Lake 2.
- e) **Storm Water**: Mr. Lafrenaye reported a clog of natural debris was removed from the outflow pipes.
- f) **NEPC**: Mr. Lafrenaye reported no new developments.
- g) **Welcoming Committee**: Mr. Ebert reported there has been one (1) new resident to welcome since the last meeting.
- h) **Activities Committee**: Mr. Royal reported he is working to set a date for the fall yard sale.
- i) **Neighborhood Watch**: Mr. Mohammed emailed his report showing there have been no reported crime incidents in the nearby area recently.

- j) Grounds Maintenance: Ms. Knaub reported a sink hole near the bench on Bridge Wood Drive was recently repaired by VDOT. Mr. Lafrenaye reported he cleaned a street name sign at Bridge Wood Drive and Leslie Lane. The Board also reviewed the contract for Scotty's lawn and landscaping.
- k) Architectural Review (ARC): Ms. Knaub reported there have been three (3) ARC requests approved since the last board meeting:
 - 800 Tabb Lakes Dr. – Replace siding (gray), trim (black) and windows.
 - 101 Jonathan Junction - Replace front door and sidelights.
 - 106 Adele Court – Replace front door and sidelights.
- l) Covenants Compliance: Ms. Knaub provided an update on the most recent inspection. She thanked the board for their participation in evaluating roofs and chimney caps identified at the February inspection. The report will be sent to the board members via email.

5. Treasurer's Report: Mr. Rossi presented the February Treasurer's Report and answered questions from the board. Approximately 85% of this year's assessment payments have been received. Mr. Rossi reported the 2024 state and federal taxes have been filed and no tax was due.

6. Old Business

- Governing Documents Revision: Ms. Knaub reported the committee has completed its task of reviewing and revising the template documents provided by the attorney. Once she has compiled the feedback, she will provide the revised drafts for board review prior to sending them to the attorney for his input.
- VDOT Update: Mr. Ebert provided an update from the VDOT superintendent about the roadside ditches, there is currently no timeline for completion.
- Corporate Transparency Act Filing: The US Treasury Department has issued a notice that the CTA BOIR filing requirement will no longer be enforced and will likely be rewritten. At this time, the proposal would remove community associations from falling under the scope of the CTA altogether.
- 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, April 15, 2025, at 7:00 pm at the Coventry Elementary School library.

Executive session:

A motion was made, seconded, and unanimously approved to move into Executive Session for the specific purpose of considering outstanding violations of the Association's rules and regulations at one neighborhood property.

Upon exiting the Executive Session there were no motions made.

9. Adjournment: Mr. Ebert made a motion, which was seconded and unanimously approved to adjourn the meeting at 8:13pm.