



Board of Director's Monthly Meeting

November 18, 2025

1. **Call to Order**: Mr. Ebert convened the Tabb Lakes Homes Association monthly Board of Directors (BOD) meeting at 7:04 pm. The meeting was held in the library at Coventry Elementary School.

Personnel in attendance:

Keith Ebert: President
Jennifer Kurr: Vice-President
Tim Burke: Member-At-Large/Lake 1 Coordinator (via Zoom)
Dane Royal: Member-At-Large
Anita Hensley: Member-At-Large
Charles Rossi: Secretary/Treasurer
Clint Flanagan: Web Services Coordinator
Lou Lafrenaye: Stormwater/NEPC Coordinator
Jefferey Payne: Lake 2 Coordinator
Sarah Knaub: Association Manager, Victory Community Management
Stephanie Payne: Administrative Assistant, Victory Community Management

Personnel absent:

Shirley Flanagan: Newsletter Editor
Yousuf Mohammed: Neighborhood Watch Coordinator

Homeowners Present: There was one homeowner present.

2. **Open Forum**: The homeowner asked about the status of the new fountain and lights at Lake 2.
3. **Approval of Previous Minutes**: Mr. Ebert made a motion, which was seconded and unanimously approved to approve the minutes from the October 21, 2025 board meeting.
4. **Committee Reports**
 - a) **Newsletter Editor**: Mr. Flanagan reported for Ms. Flanagan that the next newsletter deadline is Monday, Nov. 24. Topics for articles were discussed.
 - b) **Web Services Coordinator**: Mr. Flanagan reported the email server has been working without issue. He also reported he is working to create a new homepage for the website.
 - c) **Beautification Committee**: Mr. Royal reported he planted 9 pansies at the entrances.
 - d) **Lakes Management**:
 - Mr. Burke reported no new developments.
 - Mr. Payne thanked the board for the effort they have made to correct the lights and fountain issues.
 - Ms. Knaub reported the new lights and power cable for the Lake 2 fountain have been ordered.
 - e) **Storm Water**: Mr. Lafrenaye reported he checked the lakes and all aerators were working. He noted there are lots of leaves collecting in the center of the lakes. He provided information about dredging projects that have been completed at other associations.
 - f) **NEPC**: Mr. Lafrenaye reported he and several committee members participated in a disaster preparedness drill.
 - g) **Welcoming Committee**: Mr. Ebert reported he welcomed one new resident to the neighborhood since the last meeting.

- h) Activities Committee: Mr. Royal reported he picked up the signs for Christmas decorating contest. He will be picking up the wreaths for the entrances and purchasing new batteries. The new pet waste bag station has not been installed yet.
- i) Neighborhood Watch: Mr. Mohammed provided his report that there have been two incidents in the nearby area reported since the last meeting.
- j) Grounds Maintenance: Ms. Knaub reported the irrigation system at the Tabb Lakes Dr. entrance has been winterized.
- k) Architectural Review (ARC): Ms. Knaub reported there has been one ARC request approved since the last board meeting:
 - 100 Gardenville Dr. – 8’ x 12’ shed
- l) Covenants Compliance: Ms. Knaub reported the last inspection of the season will be done soon. A demand letter will be sent from the Association’s attorney to a homeowner who did not meet the requirements of the board’s decision following their board hearing.

5. Treasurer’s Report: Mr. Rossi presented the October Treasurer’s Report and answered questions from the board.

- 2026 Budget: Mr. Ebert made a motion, which was seconded and unanimously approved, to approve the 2026 Budget as presented at the AGM. 2026 assessments for those living on the lakes will be \$247.45 and for those not living on a lake will be \$220.10

6. Old Business

- Governing Documents Revision: Ms. Knaub provided an update on progress with preparing the drafts to be sent to the attorney.
- Potential Lake 1 Projects: Mr. Burke clarified the scope of work with the board. He will be providing the board with an estimate for his proposed work.
- Annual Meeting: The board reviewed the comments made by homeowners during the Open Forum at the annual meeting.
- Landscaping Contract: Ms. Knaub reported no new developments.
- Open Items from Previous Meetings: The Board reviewed the open items.

7. New Business

- Appointment of Board Members: Mr. Ebert made a motion, which was seconded and approved to appoint Jennifer Kurr, Anita Hensley, and Timothy Burke to the Board of Directors. Board members serve two-year terms.
- Election of Officers: Mr. Royal made a motion, which was seconded and unanimously approved to appoint Keith Ebert to the office of President, Jennifer Kurr to the office of Vice-President and Charlie Rossi to the office of Secretary/Treasurer. Officers will serve in these positions for one year.

8. Date Confirmation: The next regular Board meeting is scheduled for Tuesday, January 20, at 7:00 pm at the Coventry Elementary School library. *A December meeting will not be held unless urgent business requires it.*

9. Adjournment: Mr. Ebert made a motion, which was seconded and unanimously approved to adjourn the meeting at 8:11 pm.