



Board of Directors Monthly Meeting Minutes

Date: February 18, 2019

1. **Call to Order:** Mr. DeWitt convened the Woods of Tabb Homes Association monthly Board of Directors (BOD) meeting at 7:00 pm at the Poquoson Library.

Personnel in attendance:

Ron DeWitt: President
Craig Nickol: Vice President
Bonnie Woltman: Treasurer
Audra Simsic: Secretary
Michael Case: Member-at-large
Sarah Knaub: Victory Community Management

Personnel absent:

David Pine: Newsletter
Julianne Constantino: Beautification Committee
Bibi Laborte: Welcoming Committee
Linette Kirby: Member-at-Large
Jim Kirby, Lakes Committee

2. **Homeowner Forum:** No homeowners present; no issues discussed.
3. **Secretary's Report:**
 - a. Approval of previous minutes: Mr. DeWitt made a motion, which was seconded and unanimously approved, to approve the minutes from the BOD meeting held on January 21, 2019.
 - b. Old Business: Ms. Simsic and Ms. Knaub have developed an improved file sharing system.
 - c. New Business: no new business.
4. **Treasurer's Report:**
 - a. Status of Account/Expenditures: Ms. Woltman reviewed and answered questions about the association's financial status from January 2019.
 - b. Old Business
 - i. Audit/Tax Prep - Ms. Woltman provided an update on the status of the 2018 tax preparation and financial audit
 - ii. Insurance - Fidelity Bond forms have been turned in
 - iii. Assessments - approximately 50% of assessments have been received.
 - iv. Reserve fund transfers are now complete.
 - v. Update to signer status of operating account - most paperwork has been completed.



c. **New Business**

- i. Landscape maintenance contract payment will be paid by the end of March in order to take advantage of significant savings offered by the contractor for prepaying for the entire year.
- ii. Assessment late notices will be mailed in mid-April and will include 18% interest calculated from February 28.

5. **Committee Reports:**

- a. Welcoming - no report received.
- b. Beautification - Ms. Constantino emailed that she is stepping down from coordinating the Yard of the Month. The Board appreciates her many years of service to the community.
- c. Social
 - i. The Board discussed the storage of Association property that is used by the Social and Beautification committees.
- d. Newsletter
 - i. Deadline for next newsletter: ~~February 23, 2019~~. (After the meeting--Mr. Pine confirmed that the next newsletter will be out at after the March Board meeting.)

6. **Victory Community Management Report:**

- a. ARC
 - i. No ARC requests submitted since last meeting.
 - ii. Ms. Knaub reported on the status of the turnover of documents from the previous ARC chair.
- b. Covenants Compliance
 - i. Manager's Minute in newsletter will contain an update on the Covenants Compliance Program.
- c. Grounds
 - i. Ms. Knaub reported on some unintentional damage to the grass near the Champion's Path entrance. She will follow up with efforts to seek compensation for, or restoration of, the area.
 - ii. Lake repair - Ms. Knaub reported on the status of the Wayne Lake fountain electrical repair and subsequent irrigation system repair.
 - iii. Ms. Knaub will be meeting with the landscaping company about ongoing landscaping plans.
 - iv. Ms. Knaub reported on several lighting issues in the neighborhood.
 - v. Mr. Nickol and Mr. Case reported on several issues with damaged or dead trees in the neighborhood.

7. **Old Business:**

- a. Update on Association legal action — Mr. DeWitt reported that there were no new developments.



- b. Mgt. company Records Retention Policy — Ms. Knaub reviewed the Victory Community Management Records Retention Policy and reported on the status of organizing the Association's documents.
8. **New Business:**
- a. 2019 Covenants Compliance Procedures — The Board reviewed a Covenants Compliance Guidelines table and approved the number of days given to correct each violation. The Board also provided guidance about the wording of the Covenants Compliance notices.
 - b. Ms. Knaub reported on a group discount that she was able to obtain for the neighborhood for siding and roof cleaning.
9. **Meeting Adjournment:** Mr. DeWitt adjourned the meeting at 8:57 pm.
10. **Date Confirmation:** The next Board meeting will be on Monday, March 18, 2019 at 7 pm at the Poquoson Library.



The 2019 Board Meetings at the Poquoson Library are scheduled as follows:

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

Open Action Items:

Ron DeWitt:

- Work with Sarah and David Pine to formulate a Newsletter Advertising Policy for the Bd to review at the next meeting

Craig Nickol

- Map out and flag irrigation system heads when weather warms up (with Michael)

Bonnie Woltman:

- Post reminder about assessment due date on Next Door. Late notices will be mailed in mid-April

Audra Simsic:

- Follow up on Spring Social
- Check on room reservation for meetings (genealogy vs large meeting room)
- Post on NextDoor about Beautification Committee opening

Linette Kirby

Michael Case

- Map out and flag irrigation system heads when weather warms up (with Craig)

Sarah Knaub

- Work with Ron and David Pine to formulate a Newsletter Advertising Policy for the Bd to review at the next meeting
- Obtain new quotes for the Assoc's insurance policies (will be in the next few months)
- Post on website about Beautification Committee opening
- Speak to Bloom Lawns about mowing soccer field lower and/or more regularly

David Pine

Bibi Laborte