



Board of Directors Monthly Meeting Minutes - August 19, 2019

1. **Call to Order:** Mr. DeWitt convened the Woods of Tabb Homes Association monthly Board of Directors (BOD) meeting at 7:15 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:

Linette Kirby: Member-at-large
Bibi Laborte: Welcoming Committee
David Pine: Newsletter

2. **Homeowner Forum:** no homeowners present.
3. **Secretary's Report:**
 - a. Mr. DeWitt made a motion, which was seconded and unanimously approved, to approve the minutes from the meeting held on July 15, 2019.
4. **Treasurer's Report:**
 - a. Status of account/expenditures: Ms. Woltman reviewed the association's financial reports for July 2019 with the Board.
 - b. Old Business
 - i. Assessment update: 2 outstanding. Ms. Woltman will resend one assessment notice to a new address.
5. **Committee Reports:**
 - a. Welcoming:
 - b. Beautification:
 - c. Social:
 - d. Newsletter:
 - i. Mr. Nickol made a motion to approve the newsletter advertising policy, which was seconded and unanimously approved. The policy will be posted on the website.
 - ii. Ms. Knaub will post revised versions of the newsletter on the neighborhood website which do not contain residents' personal information.
6. **Victory Community Management Report:**
 - a. ARC requests submitted since previous meeting: 0
 - b. HOA Disclosure Packages requested since previous meeting: 0
 - c. Covenants Compliance:



- i. Ms. Knaub reported on August inspections.
 - d. Grounds:
 - i. Lakes
 - 1. Algae/aquatic weed management - Ms. Knaub updated the Board on recent meetings with contractors, county officials and residents regarding WOT lakes and constructed wetlands. One resident contacted the Board regarding Alligator Weed growth.
 - 2. Equipment maintenance - Ms. Knaub provided an update to the Board on the status of lake equipment.
 - 3. Riprap - Ms. Knaub updated the Board on quotes she obtained for renovations to the riprap areas at the park and on the infrastructure of the constructed wetlands (BMP). The two estimates Ms. Knaub obtained were vastly different so she will seek a third estimate.
 - 4. Rain Sensors: Mr. DeWitt made a motion, which was seconded and unanimously approved, to hire a contractor who will install rain sensors for the Association's irrigation system in order to reduce water bills and overwatering of plants.
 - ii. Drainage Swales
 - 1. The Board discussed the need for increased maintenance on our drainage swales to keep the stormwater drainage system functional. Ms. Knaub will seek information from the county about their role in maintaining swales and what neighborhood residents need to take care of.
7. **Old Business:**
 - a. 2019 Reserve Study - the Board reviewed the current Reserve Study and discussed the need for an update. Ms. Knaub will seek out estimates for a professional reserve study.
 - b. The Board discussed the Association's current insurance policy and Ms. Knaub's progress on seeking comparative estimates from other insurance carriers.
 - c. The Board discussed how projected housing developments nearby will impact WoT when constructed.
8. **Meeting Adjournment:**
 - a. Mr. DeWitt adjourned the meeting at 8:55 pm.
9. **Date Confirmation:**
 - a. Monday, September 16, 2019 - Board Meeting, 7:00 PM, Poquoson Library
 - b. Monday, October 21, 2019 - Board Meeting, 7:00 PM, Poquoson Library
 - c. Wednesday, November 6, 2019 - Annual General Membership Meeting, 7:00 PM - Tabb Library Meeting Room