



**Board of Directors Monthly Meeting Minutes
December 3, 2018**

1. **Call to Order:** Ms. Beissner convened the Woods of Tabb Homes Association monthly Board of Directors (BOD) meeting at 7:01 pm in the Poquoson Library, in Poquoson, VA.

Personnel in attendance:

Tracy Beissner: President
Linette Kirby: Vice President
Bonnie Woltman: Treasurer
Audra Simsic: Secretary
Ron DeWitt: Member-at-Large
Rick Sherwin: Member-at-large
David Flittner: ARC Committee
Jim Kirby: Lakes Committee
David Pine: Newsletter
Sarah Knaub: Victory Community
Management
Craig Nickol, Michael Case: new
Board members

Personnel absent:

Amy Nickol, Rick Kurek: Grounds Committee
Julianne Constantino: Beautification
Committee
Sherrie Krist: Website
Bibi Laborte: Welcoming Committee

2. **Homeowner Forum:** No issues discussed.
3. **Secretary's Report:**
 - a. Approval of previous minutes: Ms. Simsic made a motion, which was seconded and unanimously approved, to approve the minutes from the annual meeting held on November 7, 2018.
 - b. New Business: Ms. Kirby made a motion, which was seconded and unanimously approved, to appoint the 2019 Association Officers as follows: Mr. DeWitt (President); Mr. Nickol (Vice President); Ms. Simsic (Secretary); Ms. Woltman (Treasurer); Mr. Case (Member-at-Large) and Ms. Kirby (Member-at-Large).
4. **Treasurer's Report:**
 - a. Status of Account/Expenditures: Ms. Woltman circulated the November financial reports by email on December 10, 2018.
 - b. Old Business: update on State Farm Insurance policy.
 - c. New Business: Ms. Simsic made a motion, which was seconded and unanimously approved, to approve the 2019 budget and new assessment amount of \$306.
5. **Committee Reports:**

- a. Architectural Review (ARC): Ms. Beissner presented Mr. Flittner's emailed updates on one new ARC disclosure package and one new covenants compliance violation.
- b. Grounds and Tennis Court: Ms. Beissner made a motion by email, which was unanimously approved on November 9, 2018, to purchase new chains for the park swings. Ms. Beissner updated the Board on the status of ongoing landscaping work at the Champions Path Park entrance. Mr. Kurek reported via email on December 23, 2018 that tree trimming in various areas throughout the neighborhood was completed satisfactorily by the contractor.
- c. Lakes: Mr. Kirby reported on the status of obtaining estimates for necessary repairs to the Wayne Lake surface aerator, outlet and wiring. Ms. Knaub noted that the aerator system is listed in the Association's Reserve Study and therefore the major repairs or replacement of the system could be paid for out of the Reserve Fund. Mr. Kirby later circulated estimates from three contractors for the repairs. Mr. DeWitt made a motion, which was seconded and unanimously approved via email on December 5, 2018, to accept the estimate from one of the contractors and begin repairs.
- d. Welcoming: no report submitted.
- e. Beautification: Ms. Kirby made a motion, which was seconded and unanimously approved, to put Yard of the Month on a hiatus until April.
- f. Social: Ms. Woltman updated the board on the luminary distribution event which took place on December 2, 2018.
- g. Website: no report submitted
- h. Newsletter - Mr. Pine reported on changing the submission deadlines for the newsletter to occur after Board meetings to allow for more timely reporting of Association business.

6. Victory Community Management Report:

- a. ARC: no new developments.
- b. Covenants Compliance: Ms. Knaub noted the need to choose a new board member to be the point of contact for the Association's attorney. Mr. DeWitt agreed to follow up with the attorney about a property against which the Association is pursuing legal action.
- c. Website: Ms. Knaub reported on the status of the new neighborhood website and various action items necessary to bring the website to completion.
- d. Grounds: no new developments.

7. Old Business:

- a. On November 14, 2018, Ms. Simsic made a motion, which was seconded and unanimously approved, to begin partial management by Victory Community Management (VCM) on January 1, 2019. Also on November 14, Ms. Beissner



made a motion, which was seconded and unanimously approved, to begin the turnover process with VCM immediately.

8. New Business:

- a. Ms. Knaub reviewed several aspects of the turnover process with the Board and committee chairs.

9. Adjournment: Ms. Beissner adjourned the meeting at 8:50 pm.

10. Date Confirmation:

- a. Monday, January 21, 2019 - Board Meeting, 7PM, Mr. DeWitt's house
- b. Monday, February 18, 2019 - Board Meeting, 7PM, Poquoson Library
- c. Monday, March 18, 2019 - Board Meeting, 7PM, Poquoson Library