



Board of Directors Monthly Meeting Minutes January 21, 2019

1. **Call to Order:** Mr. DeWitt convened the Woods of Tabb Homes Association monthly Board of Directors (BOD) meeting at 7:05 pm at 112 Willards Way, in Yorktown, VA.

Personnel in attendance:

Ron DeWitt: President
Craig Nickol: Vice President
Bonnie Woltman: Treasurer
Audra Simsic: Secretary
Linette Kirby: Member-at-Large
Michael Case: Member-at-large
Sarah Knaub: Association Manager
Jim Kirby: Lakes Committee

Personnel absent:

David Pine: Newsletter
Julianne Constantino: Beautification
Committee
Bibi Laborte: Welcoming Committee

2. **Homeowner Forum:** 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 December 3, 2018.
 - b. New Business:
 - i. Ms. Simsic reviewed the new process for making sure that the Board meeting minutes comply with advice from attorneys and industry standards.
 - ii. Mr. Nickol made a motion, which was seconded and unanimously approved, to approve the previous 6 months of minutes as revised. The minutes were revised to bring them more in line with the industry standard format for board meeting minutes; no content was changed in the course of the revisions.
4. **Treasurer's Report:**
 - a. Status of Account/Expenditures: Ms. Woltman reviewed and answered questions about the association's financial status from November and December 2018.
 - b. New Business:
 - i. Updates to the Association's insurance policy: Victory Community Management was added to policy. Mr. Nickol made a motion, which was seconded and unanimously approved, to add a \$175,000 fidelity bond to the policy to meet state requirements for HOA associations. Ms. Knaub was asked to obtain new quotes for the Association's insurance policies.



- ii. Reserve Fund transfers: Mr Dewitt made a motion, which was seconded and unanimously approved, to move funds from the capital reserve account to the checking account to cover recent expenditures and replenish the checking account.
- iii. In the interest of seeking the best value, the Board will be seeking estimates for this year's financial audit/tax preparation and will review them at the next Board meeting.

5. Committee Reports:

- a. Welcoming: Ms. Knaub reported on working with Ms. Laborte to update forms used to gather new residents' information for the neighborhood directory.
- b. Beautification: Ms. Kirby stated that yard of the month has been put to rest for the winter.
- c. Social: Ms. Woltman reported that she attempted to get a refund or credit for luminary candles the association purchased that were defective.
- d. Newsletter: **next newsletter submission date is January 23, 2019.**

6. Victory Community Management Report:

- a. ARC:
 - i. The Board approved a revised Architectural Review Request form.
 - ii. Ms. Knaub advised the Board about a new solar panel installation law.
- b. Covenants Compliance:
 - i. The Board and Ms. Knaub developed a timeline for Covenants Compliance inspections and communication with residents about procedures.
- c. Website:
 - i. The new website is mostly complete. Ms. Knaub will continue adding content to www.WoodsOfTabb.org.
- d. Grounds:
 - i. Ms. Knaub reported on trees near the tennis court requiring Board attention.
 - ii. Ms. Knaub reported on an estimate for irrigation system maintenance. The Board approved continuing with the current contractor and Mr. DeWitt signed the estimate.

7. Old Business:

- a. Mr. DeWitt reported on communicating with the Association's attorney regarding a homeowner's unpaid assessment and covenants noncompliance. Mr. DeWitt will look into the next steps for achieving compliance by this homeowner.
- b. Mgt. company turnover update: Ms. Knaub confirmed that she has received materials from nearly all the committee chairs and that the organization of the Association's hardcopy and electronic records is in process. Ms. Knaub will soon have Victory Community Management's Records Retention Policy complete and will provide that to the Board.



8. **New Business:** No new business.
9. **Adjournment:** Mr. DeWitt adjourned the meeting at 10:13 pm.
10. **Date Confirmation:**
 - a. Monday, February 18, 2019 - Board Meeting, 7PM, Poquoson Library
 - b. Monday, March 18, 2019 - Board Meeting, 7PM, Poquoson Library
 - c. Monday, May 20, 1019 - Board Meeting, 7PM, Poquoson Library
 - d. Monday, June 17, 1019 - Board Meeting, 7PM, Poquoson Library