



Board of Directors Monthly Meeting Minutes - September 16, 2019

1. **Call to Order:** Mr. DeWitt convened the Woods of Tabb Homes Association monthly Board of Directors (BOD) meeting at 7:02 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
David Pine: Newsletter
Linette Kirby: Member-at-large

Personnel absent:

Bibi Laborte: Welcoming Committee

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 August 19, 2019.
4. **Treasurer's Report:**
 - a. Status of account/expenditures: Ms. Woltman reviewed the association's financial reports for August 2019 with the Board.
 - b. Old Business
 - i. Assessment update: 2 remain outstanding. Ms. Woltman sent certified letters to these homeowners. Ms. Knaub will also attempt to make contact by phone.
 - c. 2020 Proposed Budget: Mr. DeWitt and Ms. Woltman reviewed the proposed budget for the coming year with the Board.
5. **Committee Reports:**
 - a. Welcoming: Ms. Laborte emailed her report that there are no new developments.
 - b. Beautification: no report
 - c. Social: Ms. Woltman discussed plans for coordinating this year's luminary night.
 - d. Newsletter: input for next newsletter needed by Friday, September 20, 2019.
6. **Victory Community Management Report:**
 - a. ARC requests submitted since previous meeting: 0
 - b. Post-construction review of homeowner improvements: The Board requested that Ms. Knaub follow up with homeowners after they have completed an improvement

on their lot to confirm that the project was completed in accordance with the specifications of the approved Architectural Review Request. A line will be added to the ARR Form to reflect this change.

- c. HOA Disclosure Packages requested since previous meeting: 0
- d. Covenants Compliance: Ms. Knaub provided an update based on their latest inspection. 125 properties have corrected all violations for which they were cited this year. The final inspection of the year will be held in October or early November.
- e. 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.
 - 2. Equipment maintenance - Ms. Knaub provided an update to the Board on the status of lake equipment. All equipment is functional at this time.
 - 3. Riprap - Ms. Knaub updated the Board on quotes she obtained for renovations to the riprap areas at the park and is in the process of obtaining another quote.
 - ii. Drainage swales: Ms. Knaub reported on a meeting with the Superintendent of Operations from York County's Stormwater Department. The County staff clarified what falls under their jurisdiction and what maintenance is expected of residents. The County is supposed to maintain anything that is designated as their stormwater easement while residents are required to keep the swales clean on a day-to-day basis. Areas inside fences will not be maintained by York County and if the lack of maintenance is found to be responsible for any damage due to flooding the homeowner will be held responsible. Information will also be included in the next newsletter.
 - iii. Rain Sensors: Rain sensors have been installed on all four irrigation system controllers.
 - iv. Split Rail Fence at Tennis Court Entrance: The Board agreed to remove one section of fence at the tennis court entrance and to repair another section.

7. Old Business:

- a. Professional Reserve Study Estimates: Due to time constraints this item was tabled for a future meeting.
- b. AGM Planning
 - i. The AGM will start with a "social" time at 6:30 pm. Business meeting will start at 7:00.
 - ii. The Board reviewed the materials sent with last year's AGM mailing. Ms. Knaub was asked to review the Association's documents and to provide



guidance about what needs to be included in this year's mailing to the WoTHA membership.

8. **New Business:** There was no new business.

9. **Meeting Adjournment:**

a. Mr. DeWitt adjourned the meeting at 8:55 pm.

10. **Date Confirmation:**

- a. Monday, October 21, 2019 - Board Meeting, 7:00 PM, Poquoson Library
- b. Wednesday, November 6, 2019 - Annual General Membership Meeting, 6:30 PM - Tabb Library Meeting Room
- c. Monday, December 16, 2019 - Board Meeting, 7:00 PM, Poquoson Library