
Corrotoman-By-The Bay Association, Inc.
Minutes of Board of Directors Meeting Agenda
9:00 am, Saturday, February 11, 2023

ZOOM Dial-in

<https://us02web.zoom.us/j/81342578720?pwd=MitTVjQ3T1dZY2lsV3ZJeEVFd2ZoUT09>

Meeting ID: [813 4257 8720](#)

[Passcode: 707062](#)

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Call to Order the January BOD meeting: Lisa Adler, Co-President, called subject meeting to order at 9:02 a.m.. Board members present were: Lisa Adler, Deb Beutel, Matt Crabbe, Travis Gibbons, Dexter Lewis, Cristian Shirilla, Claire Smil and Don Smith. Board members present via ZOOM were Sam Longstreet.

Secretary's Report: Deb Beutel- A motion was made by Don Smith and seconded by Travis Gibbons to approve the minutes of the January 14th 2023 Board Meeting. The Minutes presented to Board were unanimously approved.

Treasurer's Report: Claire Smith provided the February Treasurer's Report. A motion was made by Don Smith and seconded by Dexter Lewis to approve the February Treasurer's Report. The Treasurer's report presented to the Board was unanimously approved.

Committee Reports that were discussed are attached at the end of the minutes under Committee reports.

Treasurer's Report: Claire Smith

Architectural Review Committee Chair: Don Smith– Committee Members: Kevin McNair

Collections Committee Chair: Deb Beutel- Committee Members: Ed Krill, Claire Smith, Sam Longstreet

Communications Committee Chair: Tara Linne

Dock Committee Dock Master: Don Smith

Finance Committee Chair: Matt Crabbe- Committee Members: Craig Adler, Ian Fay and Bill Ehlman

Golf Committee Chair: Jean Ehlman- Landon and Parker Shirilla, Penny Davenport, David Hamer

Pool Committee Chair: Ken Beutel- Committee members: Bill Ehlman, Maria Merkowitz, Barry Jackson, Chip Royer, Nick Klaiber, Carl Failmezger, Cristian Shirilla, Don Smith, Mike Stevens

Roads & Grounds Committee Chair: Don Smith- Committee members: NEED VOLUNTEERS

Social Committee Chairs: Rebecca Nelson and Alisson Klaiber- Committee members: Kristy Shirilla, Lisa McNair, Hope Crabbe, Debbie Snellings

Tennis Committee Chair: Jean Ehlman Committee member Glenn Bryant

Volunteer Legal Committee Chair: Ed Krill

Special Committees: N/A

Documentation Rewrite Committee Chair: Kathy Craven- Committee members, Jean Ehlman, Deb Beutel, Bob Burrus, Carol Greenwalt, Ed Krill, Travis Gibbons

Old Business:

1. A motion was made by Don Smith and seconded by Dexter Lewis to approve the FY2023-2024 Capital Reserve Budget/Spend Plan, it was unanimously approved.
2. Nominating Committee- We have 4 candidates for the May 7 Board of Directors election, other candidate biographies will be accepted until March 1, 2023. Email lkadler6@gmail.com
3. Corrotoman Extension Guard Rail update was rovided by Don Smith.
4. ACS West will not be able to accommodate our desire to have owners waive getting USPS mail vs. email only from ACS West when they send out communications for us. Therefore we did not include the waiver in the assessment packet.
5. At Member Input last month Carl Failmezger requested to see a copy of the current collections contract and to review the CBTB Financial records. He met with Deb Beutel and Claire Smith on January 27.
6. A review of our finances was conducted by Matt Crabbe, members of Finance Committee as well as Treasurer, Claire Smith, On 10 February. Report of financial review is at end of minutes under Finance Committee Report.
7. 5 year Capital Reserve planning meeting will be conducted by Zoom on March 28th at 6:30 p.m. If you are interested in being part of this committee please email Lisa Adler at lkadler6@gmail.com

New Business:

1. Discussion on moving meetings to bi-monthly. We will proceed with Monthly meetings until after the Annual meeting and election of new Board members and selection of new Officers by the 2023-2024 Board of Directors.

Member Input: None

Announcements from Board:

Assessment letters went out from ACS West on February 1st. The packet sent to all owners contained our new amenities form. On the form please note that there is no longer a fee for use of the pool and tennis courts. A note will be forthcoming in the next few months about key distribution.

Payment Portal for assessments. If paying via the payment portal you will need to delete last year's assessment fee and replace it with this year's assessment fee that you received in the mail from ACS West.

Next Meeting: Saturday, March 11, 2023 at 9:00 AM

Motion to adjourn Board meeting: A motion to adjourn was made by Don Smith and seconded by Dexter Lewis at 10:09 a.m., it was unanimously approved and meeting adjourned.

Board Member Terms

| | |
|----------------------------|-------------------------------|
| Lisa Adler (2021-2024) | Claire Smith(2020-2023) |
| Deb Beutel (2020-2023) | Matt Crabbe (2021-2024) |
| Travis Gibbons (2021-2024) | Sam Longstreet (2022-2025) |
| Dexter Lewis(2022-2025) | Cristian Shirilla (2022-2025) |
| Don Smith (2020-2023) | |

Proposed Schedule of Meetings

March 11, 2023

April 8, 2023

May 7, 2023 at 2 pm- Annual Meeting

2023 - 2024 Corrotoman by the Bay Capital Reserve Budget

Approved 2/11/23

| <u>Category</u> | <u>Subcategory</u> | <u>2024 Budgeted</u> | <u>Status</u> |
|--------------------------|------------------------|----------------------|---------------|
| Expenses | | | |
| Dock Repair/Other | | \$ 500 | |
| | Bulkhead Shore-up | \$ 1,500 | |
| | Tree Removal | | |
| Road Maintenance/Repairs | | | |
| | CDE Guardrail | \$ 1,500 | |
| | Road Grading & Stone | \$ 4,500 | |
| Clubhouse Main/Repairs | | | |
| | Storage Shed Door Rep. | \$ 675 | |
| Pool Operations | | | |
| | Pump Motor & Install | \$ 1,900 | |
| | 30 amp 120. breakers | \$ 120 | |
| | Installation | \$ 1,000 | |
| | Cordless Pool Vacuum | \$ 800 | |
| | Umbrella (4) | \$ 320 | |
| | Umbrella stand (4) | \$ 240 | |
| | Tables (2) | \$ 160 | |
| | Sling/chairs (14) | \$ 700 | |
| | Lounge chairs (11) | \$ 1,540 | |
| | Side tables (7) | \$ 210 | |
| Total Expenses | | \$ 15,665 | |
| Total Income | | \$ 63,500 | |
| | | <u>\$ 47,835</u> | |

Treasurer's Report

1/31/2023

Documents Attached

- Balance Sheet
- Revenue and Expense Report
- Accounts Payable

General:

Property owners are reminded to contact Shannon Ross for all inquiries - she is their CBTB Community Manager at ACS West. Her phone number is 804-282-7451 and her email is shannon@acswest.org

Fiscal Year 2022-2023 Amenity Payments:

Status of Payments received as of 12/5/22

| | |
|---------|--------------|
| Dock: | \$ 2,400.00 |
| Kayak: | \$ 50.00 |
| Tennis: | \$ 110.00 |
| Pool: | \$ 4,335.00 |
| Combo: | \$ 5,550.00 |
| Total: | \$ 12,445.00 |

Note: Total Pool Collections \$9,885 includes "Combo/Tennis".

Reminders:

If you are selling or buying property within Corrotoman by the Bay, please remember it is the Seller's responsibility to order Financial Disclosure Packet for the property you are selling. This ensures your name is deleted and new owners added to the Homeowners Association records. Failure to do so could leave you liable for future assessment billings until resolved.

Notes:

Reports are provided by ACS-West by the 3rd week of the following month; therefore, all accounts reported are from the end of DEC with the exception of Cash for Amenities.

Ongoing Business:

We continue working with the collections attorney on the accounts sent to them in December. I requested funds from Capital Reserve account that ACS maintains be transferred to our local account.

New Business:

We have signed a letter of engagement with Turner, Leins & Gold for this year's tax preparation. They are the same firm who prepared our taxes last year and the fee remains at \$550. Assessment invoices were mailed out. ACS had not updated their system to our new assessment rate which created some problems. Deb Beutel reviewed our by-laws and found we do not need to give 30 day notice on regular assessment billing; only on special assessments. I highly recommend that we move our billing date to March 1 going forward to avoid payment issues. We have also received boat slip requests and those funds will be reported next month.

CORROTOMAN-BY-THE-BAY ASSOCIATION

Balance Sheet
As of 12/31/22

| Account Description | Operating | Reserves | Other | Totals |
|---------------------------------------|------------------|-------------------|------------|-------------------|
| ASSETS | | | | |
| CIT - OPERATING ACCOUNT | 20,186.01 | | | 20,186.01 |
| PRIMIS PETTY CASH OPERATING | 876.62 | | | 876.62 |
| CHESAPEAKE BANK OPERATING | 2,042.17 | | | 2,042.17 |
| CIT - RESERVE ACCOUNT | | 36,686.56 | | 36,686.56 |
| PRIMIS BANK RESERVE | | 131,875.63 | | 131,875.63 |
| A/R - ASSESSMENTS & FEES | 57,460.29 | | | 57,460.29 |
| ASSESSMENT A/R RESERVE | (33,092.00) | | | (33,092.00) |
| A/R - FROM OP / (FROM RES) | | 3,414.00 | | 3,414.00 |
| PREPAID EXPENSES - INSURANCE | 1,271.06 | | | 1,271.06 |
| TOTAL ASSETS | 48,744.15 | 171,976.19 | .00 | 220,720.34 |
| | ===== | ===== | ===== | ===== |
| LIABILITIES & EQUITY | | | | |
| ACCOUNTS PAYABLE | 102.02 | | | 102.02 |
| A/P - TO RES / (TO OP) | 3,414.00 | | | 3,414.00 |
| PREPAID ASSESSMENTS | 5,729.76 | | | 5,729.76 |
| KEY DEPOSITS (DOCK KEYS) | 1,210.00 | | | 1,210.00 |
| TOTAL CURRENT LIABILITIES | 10,455.78 | .00 | .00 | 10,455.78 |
| RESERVES EQUITY - PRIOR | | 139,068.33 | | 139,068.33 |
| TOTAL RESERVES | .00 | 139,068.33 | .00 | 139,068.33 |
| OPERATING EQUITY - PRIOR | 27,846.46 | | | 27,846.46 |
| CURRENT YR NET PROFIT / (LOSS) | 10,441.91 | 32,907.86 | .00 | 43,349.77 |
| TOTAL OPERATING | 38,288.37 | 32,907.86 | .00 | 71,196.23 |
| TOTAL LIABILITIES & EQUITY | 48,744.15 | 171,976.19 | .00 | 220,720.34 |
| | ===== | ===== | ===== | ===== |

CASH DISBURSEMENTS

Starting Check Date: 12/01/22 Cash account #: "All"
 Ending Check Date: 12/31/22

| Check-date | Check-# | Vend-# | Vendor Name | Check-amount | Reference |
|-----------------|---------|--------|------------------------------|--------------|------------------------|
| Cash account #: | | 11001 | CIT - OPERATING ACCOUNT | | |
| 12/01/22 | 1059 | 1 | ACS WEST, INC. | 500.00 | MANAGEMENT FEE |
| 12/06/22 | 1060 | 433 | STATE CORPORATION COMMISSION | 25.00 | SCC ANNUAL FEE |
| 12/06/22 | 1061 | 2 | ACS WEST, INC. | 305.80 | NOV22 P&C |
| 12/06/22 | 100078 | 702774 | NORTHERN NECK ELECTRIC COOP. | 110.67 | 113751001 |
| 12/06/22 | 100079 | 703071 | BREEZELINE | 136.77 | 8282 15 116 0029826 |
| 12/12/22 | 1062 | 669082 | SHANNON ROSS | 54.51 | REIMB PROXIES SHIPPING |
| 12/27/22 | 100080 | 701913 | VIRGINIA AMERICAN WATER | 39.93 | 1072-210037207877 |
| Totals: | | | | 1,172.68 | |

GENERAL LEDGER TRIAL BALANCE

Starting account #: 51000
Ending account #: 58200

Starting date: 12/01/22
Ending date: 12/31/22

| Acct-# | Description | Begin-balance | Total-DR | Total-CR | Net-change | End-balance | |
|--------|-----------------------------|---------------|------------------|------------------|------------------|---------------------------|------------------------|
| 51000 | GROUNDS MAINTENANCE | 19,277.28 | 1,500.00 | .00 | 1,500.00 | 20,777.28 | |
| | DATE | SOURCE | REFERENCE | DR-AMOUNT | CR-AMOUNT | DESCRIPTION | A/P REFERENCE |
| | 12/31/22 | CR0000 | ADJUST | 1,500.00 | | 1127 | |
| 51106 | GENERAL MAINT & REPAIR | 370.67 | .00 | .00 | .00 | 370.67 | |
| 51110 | ROAD REPAIRS | 15,339.00 | .00 | .00 | .00 | 15,339.00 | |
| 51120 | DOCK MAINTENANCE | 1,172.70 | .00 | .00 | .00 | 1,172.70 | |
| 52000 | ELECTRICITY | 2,970.78 | 110.67 | .00 | 110.67 | 3,081.45 | |
| | DATE | SOURCE | REFERENCE | DR-AMOUNT | CR-AMOUNT | DESCRIPTION | A/P REFERENCE |
| | 12/06/22 | AP0099 | VH147 | 110.67 | | NORTHERN NECK ELECTRIC CO | 113751001 |
| 52100 | GAS / FUELS | 905.30 | .00 | .00 | .00 | 905.30 | |
| 52200 | WATER & SEWER | 2,569.90 | 39.93 | .00 | 39.93 | 2,609.83 | |
| | DATE | SOURCE | REFERENCE | DR-AMOUNT | CR-AMOUNT | DESCRIPTION | A/P REFERENCE |
| | 12/22/22 | AP0099 | VH150 | 39.93 | | VIRGINIA AMERICAN WATER | 1072-210037207877 |
| 52350 | INTERNET | 1,575.09 | 136.77 | .00 | 136.77 | 1,711.86 | |
| | DATE | SOURCE | REFERENCE | DR-AMOUNT | CR-AMOUNT | DESCRIPTION | A/P REFERENCE |
| | 12/06/22 | AP0099 | VH148 | 136.77 | | BREEZELINE | 8282 15 116 0029826 |
| 54000 | GENERAL ADMINISTRATIVE | 47.05 | 54.51 | .00 | 54.51 | 101.56 | |
| | DATE | SOURCE | REFERENCE | DR-AMOUNT | CR-AMOUNT | DESCRIPTION | A/P REFERENCE |
| | 12/12/22 | AP8299 | VH149 | 54.51 | | SHANNON ROSS | REIMB PROXIES SHIPPING |
| 54008 | MISCELLANEOUS OPERATING | 130.00 | .00 | .00 | .00 | 130.00 | |
| 54100 | MANAGEMENT FEE | 4,500.00 | 500.00 | .00 | 500.00 | 5,000.00 | |
| | DATE | SOURCE | REFERENCE | DR-AMOUNT | CR-AMOUNT | DESCRIPTION | A/P REFERENCE |
| | 12/01/22 | AP0001 | VH144 | 500.00 | | ACS WEST, INC. | MANAGEMENT FEE |
| 54110 | POSTAGE / COPIES / SUPPLIES | 2,623.42 | 102.02 | .00 | 102.02 | 2,725.44 | |
| | DATE | SOURCE | REFERENCE | DR-AMOUNT | CR-AMOUNT | DESCRIPTION | A/P REFERENCE |
| | 12/31/22 | AP4678 | VH155 | 102.02 | | ACS WEST, INC. | DEC22 P&C |
| 54130 | TAXES & FEES | 130.00 | 25.00 | .00 | 25.00 | 155.00 | |
| | DATE | SOURCE | REFERENCE | DR-AMOUNT | CR-AMOUNT | DESCRIPTION | A/P REFERENCE |
| | 12/06/22 | AP0441 | VH146 | 25.00 | | STATE CORPORATION COMMISS | SCC ANNUAL FEE |

GENERAL LEDGER TRIAL BALANCE

Starting account #: 51000
Ending account #: 58200

Starting date: 12/01/22
Ending date: 12/31/22

| Acct# | Description | Begin-balance | Total-DR | Total-CR | Net-change | End-balance | |
|--|-----------------------|---------------|------------------|------------------|------------------|--------------------|----------------------|
| 54900 | BAD DEBTS | 5,164.92 | .00 | .00 | .00 | 5,164.92 | |
| 55000 | INSURANCE | 4,883.00 | .00 | .00 | .00 | 4,883.00 | |
| 55100 | LEGAL FEES | 1,017.50 | .00 | .00 | .00 | 1,017.50 | |
| 55200 | AUDIT / TAX RETURNS | 550.00 | .00 | .00 | .00 | 550.00 | |
| 57000 | POOL OPERATIONS | 711.00 | .00 | 154.22 | 154.22CR | 556.78 | |
| | DATE | SOURCE | REFERENCE | DR-AMOUNT | CR-AMOUNT | DESCRIPTION | A/P REFERENCE |
| | 12/29/22 | AR0000 | 6301 | | 154.22 | Overpayment | |
| 57100 | POOL MAINTENANCE | 10,340.66 | .00 | .00 | .00 | 10,340.66 | |
| 58100 | CLUBHOUSE MAINTENANCE | 1,247.22 | .00 | .00 | .00 | 1,247.22 | |
| *** Totals do not include all accounts *** | | | | | | | |
| Gnd Total: | | 75,525.49 | 2,468.90 | 154.22 | 2,314.68 | 77,840.17 | |

COMMITTEE REPORTS FOR FEBRUARY BOARD MEETING

Architecture Committee Report: Don Smith Chair: No Report

Collections Committee: Deb Beutel, Chair:

Meeting Minutes of 10 February Meeting w/Collections Attorney:

Treasurer, Claire Smith and Collections Committee Chair, Deb Beutel had a telcon with Glenn Ayers, the new Collections Attorney. Of the first batch of 14 delinquent accounts forwarded to the firm, 2 have the initial Collections Notification letters going out. 12 accounts had balances adjusted to correspond with fees authorized to be charged IAW our Governing Documents. Glenn Ayers stated that they will send the Board a Spreadsheet with the revised amounts to be entered into collections and 1 of the accounts had the collections amount adjusted by subtracting an amount already contained in a judgement. Once we receive the adjusted amounts, we will forward a recommended adjustment to be written off as uncollectible bad debt for Board Approval. Claire and Deb will forward the next batch of past due accounts to Glenn Ayers for processing early next week.

Communications Committee Report: Chair, Tara Linne: Lisa Lindeman has volunteered to be our new Webmaster! Thank you to Tara Linne for being our Webmaster for the last nine years and welcome Lisa!

Dock Committee Report: Chair, Don Smith, There are three trees on CBTB Property near the border of CBTB Boat ramp area property and the A Frame on Marina Drive. Owners of the A Frame had their lot surveyed and the trees requiring removal are clearly on CBTB property. Don will request an estimate for their removal.

Documentation Rewrite Committee Meeting Minutes: Chair, Kathy Craven

DOCUMENT REWRITE COMMITTEE MINUTES 2/7/23

Members in attendance:

- Bob Burrus
- Deb Beutel
- Kathy Craven
- Jean Ehlman
- Ed Krill

We spent the meeting going over the powers and duties of the Board of Directors. We referenced Will Sleeth's template and the current Virginia state laws.

Our next meeting will be Wednesday, February 22, 2023.

Finance Committee Report: Chair, Matt Crabbe:

In accordance with CBTB By Laws Article 8. Section 4 Under the duties of the board of directors: the treasurer shall cause an audit function to be performed at the close of each fiscal year. This report is to document the following procedures were performed:

1. CBTB has hired a 3rd party property management firm, ACS West, to perform all the required accounting functions of CBTB. ACS West is an Accredited Association Management Company by Community Associations Institute.
2. ACS West reconciles all CBTB bank accounts
3. ACS West prepares the monthly financial statements
4. ACS West sends a monthly package of financial statements, bank statements, reconciliations and cancelled checks the Treasurer for review
5. The Treasurer reviews the monthly financial statements and bank reconciliations for accuracy
6. CBTB has hired a 3rd party CPA firm to prepare the required annual tax returns
7. The Board of Directors reviews the monthly financial statements through the monthly Treasurer's report

It is with the above procedures that the audit function has been deemed to be completed. Respectfully submitted.

Golf Committee Report: Chair, Jean Ehlman: No Report

Pool Committee Report: Chair, Ken Beutel:

CBTB Pool Committee Meeting Minutes (31 January 2023)

The goal for the Pool Committee is to keep the current pool usable for 2 more years (Fall 2024), while engaging the community in the design and need for a replacement to the current one.

1. Meeting was held on Zoom from 7-8 p.m.
2. Members in attendance were Ken Beutel, Bryan Sklar, Mike Stevens, Craig Adler, and Lisa Adler.
3. Ken gave a recap of the community approved increase in dues and the expectation that many other new community members would desire to use the aging pool in 2023 beyond those that paid the amenity fee in 2022. This was anticipated in the December meeting so the budget and Reserve fund request was aligned with the potential for increased use. The \$8,948.41 operating budget for the pool was approved by the Board in December but the approval for \$6,990.00 in capital funds from the Reserve (for a new motor, furniture and vacuum system) has not yet been approved. Ken will ask the Board to provide a status at the February meeting.
4. Once the capital funds are authorized, the Committee will need someone to volunteer to get quotes for new furniture. Ken will work with Sevarg to get an initial quote for the pump motor as well as order replacement breakers.
5. The Committee will start asking for volunteers to help keep the pool and deck area clean. This is in addition to the debris removal and water balance performed once a week by Sevarg, our pool maintenance company. Sevarg has been contacted to schedule the pool opening date of 3 May. This will allow time for the volunteers to make sure the water and vacuuming is stabilized prior

to allowing the pool to be made available for use. While a closing date has not been identified, we are planning for about 19 weeks of operation, ending around the 12th of September. We also discussed replacing the existing trash receptacles with wheeled ones and recommend that the Board consider hiring a trash service for the Summer months.

6. Mike Stevens is continuing to look for ways to improve the flow of water into the pool which should improve the life of the pump motor as well as increase water circulation. He is also looking for cost estimates to recondition the existing fencing as an alternative to building new. He also needs to determine if building code for new construction will permit use of a fence of that height.
7. The next Committee meeting will focus on smoothing a uniform build proposal for the new pool so that it can be approved by the Board and be released to local companies for bids. All documents and preliminary discussions need to be completed by late summer so that--by November 2023--we can establish a contract with the selected pool construction company.

Respectfully submitted,

/s/

Ken Beutel

Pool Committee Chair

Roads & Grounds Committee Report: Chair, Don Smith, No Report.

Social Committee Report: Chairs, Alisson Klaiber & Rebecca Nelson: No Report

Tennis Committee Report: Chair, Jean Ehlman: No Report

Volunteer Legal Committee Report: Chair, Ed Krill: No Report