
Corrotoman-By-The Bay Association, Inc.
Final Board of Directors Meeting MINUTES (FINAL)
9:00, Saturday, 14 August 2021

ZOOM Dial-in

<https://us02web.zoom.us/j/83121982812?pwd=NWhZWVV0QWd6RFNQSFBQeitqSVV4UT09>

Meeting ID: 831 2198 2812

Passcode: 22503

One tap mobile 13017158592 Meeting ID: 831 2198 2812 Passcode: 22503

Find your local number: <https://us02web.zoom.us/u/kd2O28gpur>

Call to Order: Deb Beutel, President, 9:00am

Board Members Present: Deb Beutel, Lea Gallogly, Don Smith, Cristian Shirilla, Sam Longstreet, Lisa Adler, Kevin MacNair, JJ Allen, Matt Crabbe

Announcements from Board: None

Secretary's Report: Cristian Shirilla – Review and approve minutes from 10 July 2021 Meeting.

Motion: Sam Longstreet

2nd: Don Smith

Yes: All members present

No: N/A

Abstain: N/A

Treasurer's Report: Vacant (P&L, Balance Sheet attached for documentation – needs to be reviewed by future treasurer and approved at a future board meeting)

- Draft Revised description of Non-voting Board Member Treasurer's duties was published via CBTB website and email distribution list seeking a volunteer. Only one resume was received. Board will review subject resume in Executive Session
- No Treasurer's Reports have been prepared for June through August due to lack of Treasurer
- Request for Proposal for a new Professional Financial Management Services Provider will be reviewed and approved in Executive Session prior to release

Finance Committee: Vacant, Chair. – This is a key volunteer position which will be critical to assisting the Pool Committee in identifying and recommending Pool Financing Options

Architectural Review: Kevin McNair, Chair – See report.

- Architecture Committee has sent a letter to the owner of lot 579 concerning the Trailer located on subject lot. The situation has been reported to Lancaster County personnel. Status update?
- Status update of appraisal of Lot 7A and surveying of Pine Place boundaries

Communications: Tara Linne, Chair – No Report

Clubhouse/Pavilion/Social: Kristina Allen - Chair

- Due to lack of interest there will not be an organized Picnic for Labor Day weekend, Please email CBTBay@gmail.com if you are interested in helping to plan future social events.

Pool: Lisa Adler, Chair -

- There will be an August 12th, 5:30 pm Zoom meeting for the Pool Committee
- The pool renovation committee requests \$2,500 from the Capital Reserve to hire a landscape architect who does pool design.
- The pool renovation committee asks a special meeting be held, for the presentation to the BOD and the community, on Saturday October 30th, 2021 at 10 am, at the Clubhouse or on Zoom or both. This request comes because pool season is in full gear and pool companies are really swamped. We want time to get in all the pool proposals and to create our PowerPoint after a full analysis. Once completed we will present as a trial to the entire pool committee and then be ready for a BOD presentation.
- Diving at the pool and code violations we can remedy somewhat now; diving cautions.
- There appears to be a possible Pool Leak which is currently being investigated.

Pool Renovation Review Sub-Committee Chair – Kathy Moffitt: - See above

Motion: To approve up to \$2,500 for conceptual drawings for a new pool design. – Don Smith
2nd: JJ Allen

Yes: All members present

No: N/A

Abstain: N/A

Roads & Grounds: James Allen, Chair – See Report

- Tree was removed from Golf Course after storm.
- Working contract for repair of Sandy Lane.
- Need to review current Lawn Mowing Contract and Snow Removal Contracts.

Dock Sub-Committee: Barry Jackson, Chair, Assistant Chair – Doug Howe – The dock area is going well this summer since improvements were completed.

Tennis: Jean Ehlman, Chair – See Report.

Golf: Jean Ehlman, Chair – See Report.

Golf Course Upgrades Planning Chair : Mike Gallogly, Chair– No Report

AD HOC/Special Committees:

Chair of Committee for Documentation Rewrite: Kathy Craven, Chair – No Report.

- Binders will available for pickup for Documentation Rewrite Committee Members at the September Board Meeting.
- Include verbiage in revised Documentation to support increases to annual assessments based on inflation index as advised by special committee.

Chair of Legal Advisory Committee: Ed Krill – No Report.

Old Business:

1. Board approved the procurement and installation of a lockable roadside mailbox at a cost NTE \$350.00 at the July Board Meeting. It should be located in front of the community center so we can transition off dependence of paying annually for a P.O. Box at the Mollusk, Post Office. This will also make mail pickup much easier for Board members, We can keep the P.O. Box through the end of the current contract which ends June 2022. and provide new mailing info on the FY 22-23 Assessment and Amenities Form Mailings. **Request Roads and Grounds Committee Chair Procure and Install Mailbox.**

2. **Roads and Grounds Chair** to present recommendations and options for installation of a suitable barrier at the end of Corrotoman Extended.

3. Board approved sending notification to SENTRY Management that the PFMSP contract will be recompleted. Notice was sent to SENTRY Management on 14 July 2021.

New Business:

1. CBTB Association Vice President has forwarded copies of our current Insurance Policies and Riders to counsel for a legal review as to the sufficiency of the current insurance policies to adequately protect the Community and Association's assets. Will provide a report at the September Board Meeting.

2. Review attached brief outlining Requirements for CBTB Association Financial Management Services.

a. Need a vote to conditionally approve additional funds, (if required), NTE \$2,500.00 to cover up to 60-day transition period from SENTRY to new Professional Financial Management Services Provider (PFMSP).

b. Board will conduct final review of RFP Package for PFMSP Contract Re compete during Executive Session to support RFP release NLT 15 August.

Motion: Approve additional funds, (if required), NTE \$2,500.00 to cover up to 60-day transition period from SENTRY to new Professional Financial Management Services Provider– Don Smith

2nd: Lisa Adler

Yes: All members present

No: N/A

Abstain: N/A

Member Input:

There will be no special meeting as originally requested by Carl Failmezger in his undated petition forwarded to the CBTB Board of Directors on 9 July 2021 because there were not the required 25 "valid" signatures from CBTB Property owners.

However, per agreement with Mr. Failmezger, the following topics as provided by him are included for Member input time for open discussion:

1.) Potential sale of Lot "7A" Corrotoman Drive Extended – still predecisional as we are awaiting appraisal.

2.) Potential refurbishment or replacement of the CBTB Association Pool – there will be a special meeting scheduled for 30 October at 10:00 for the Community to review recommendations for the Pool

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- 3.) Filing of Liens and sale of delinquent lots – they are currently being filed by our collections attorney.
 - 4.) non-renewal of SENTRY contract – notice was sent 14 July, SENTRY responded they are not submitting a bid and ending their contractual relationship with CBTB effective 31 October 2021.
 - 5.) Ability of CBTB Members in good standing to view all CBTB contracts, and bank statements, including all checks, payments and withdraws – please schedule at convenience of your volunteer Board members

Member Input Comments from Chip Royer:

- 1) I note that recommendations for the road barrier along the recently modified Corrotoman Drive shoreline are on the agenda. Kitty, Warren, the Hamers and Anne and I have connected with each other regarding the road barrier, and it is important to share that we feel strongly that we should be included in any discussions regarding barrier selection and installation. We've all spent a considerable amount of money to try and abide by various Board requirements around the shoreline, and we'd certainly hope (and dare I say expect) that doing so has earned us the right to participate in coming up with a solution that is functional, affordable and attractive. We are, of course, the ones who will be staring at any structure the most, and the selection will no doubt affect our property values.
- 2) Unrelatedly, I know that there has been discussion among some neighbors who are of the opinion that a volunteer or local bookkeeper can manage the association. I would be beyond remiss if I didn't share my viewpoint as a real estate attorney who regularly deals with HOA matters. My job affords me the opportunity to see all that can go right---and wrong—with HOA management, and, based on my experience, I see no way that any party other than a professionally licensed property/HOA management company could successfully manage the administration of the association for a neighborhood of this size and scope. Yes, there is the matter of managing the books, but there are countless legal reporting requirements that are required of an association (many of which change yearly)...and any one violation of those items can come with a grave expense (not to mention damage home values). I appreciate that Sentry had its faults, but there are plenty of capable companies out there who can help the HOA navigate its financial and legal obligations. Yes, it comes with a cost, but that is likely the cost of doing business for a neighborhood of this size---and it's much better than the significant costs associated with penalties for failure to comply with legal requirements.

Member Input from Warren Ryan:

“Chip has expressed exactly what I have been concerned about on the guard rail discussion. Input from the property owners should be part of the discussion/plan before the board meeting, not during the meeting. To be frank this smells like the same approach that was used in the past for the Corrotoman Extension shoreline project. The board decides before asking or gathering home owner input. As Chip stated we have spent a lot of money trying to resolve the shoreline problem. Let's not repeat the past. Work with the involved homeowners first.”

Next Meeting: 4 September 2021

Motion: to Enter Executive Session at 10:50 Don Smith
2nd: Cristian Shirilla

Yes: All members present

No: N/A

Abstain: N/A

Agenda:

1. Review Resumes for Non-Voting Board Member Treasurer
2. Review PFMSP re-compete Request for Proposal Package.

Motion: to Adjourn Executive Session at 11:16am – Lisa Adler

2nd: Matt Crabbe

Yes: All members present

No: N/A

Abstain: N/A

Motion: to re-enter Regular Session: 11:17 – Lisa Adler

2nd: Matt Crabbe

Yes: All members present

No: N/A

Abstain: N/A

Motion: to approve Claire Smith as non voting board treasurer - Kevin

2nd: Lea

Yes: All membes present

No: N/A

Abstain: Don Smith

Motion: to approve RFP for PFMSP as presented – Lisa Adler

2nd: Don

Yes: All members present

No: N/A

Abstain: N/A

Motion to adjourn: JJ Allen at 11:21

2nd: Don Smith

Yes: All members present

No: N/A

Abstain: N/A

Board Member Terms

Lisa Adler (2021-24)	James Allen (2021-2024)
Deb Beutel (2020-2023)	Matt Crabbe (2021-2024)
Lea Gallogly (2020-2023)	Sam Longstreet (2019-22)
Kevin McNair (2019-22)	Cristian Shirilla (2019-22)
Don Smith (2020-2023)	

Proposed Schedule of Meetings

11 September 2021

9 October 2021 **Special Meeting to Brief Community on Pool Committee Recommendations**

13 November 2021

11 December 2021