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**Corrotoman-By-The Bay Association, Inc.**  
**Final Board of Directors Meeting Minutes (FINAL)**  
**9:00, Saturday, 9 October 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/j/83121982812?pwd=NWhZWVV0QWd6RFNQSFBQeItqSVV4UT09>

**Call to Order: Deb Beutel, President 9:02am**

**Attendance: Deb Beutel, Lea Gallogly, Don Smith, Clair Smith, Cristian Shirilla, JJ Allen, Sam Longstreet, Kevin MacNair**

**Announcements from Board:**

**Secretary's Report: Cristian Shirilla** – Review and approve minutes from 11 September 2021 Meeting.

**Motion:** Approve as presented Don Smith

**2<sup>nd</sup>:** Sam Longstreet

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

**Treasurer's Report: Claire Smith** – See Attached Treasurer's report.

**Motion:** Approve as presented by Cristian Shirilla

**2<sup>nd</sup>:** Don Smith

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

**Motion:** Approve \$500 to be transferred from Sentry operational account to the Primis account made by Don Smith

**2<sup>nd</sup>:** Kevin MacNair

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

**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 Request Community Members interested in serving in this capacity send resume to [CBTBay@gmail.com](mailto:CBTBay@gmail.com) for Board Consideration.**

**Architectural Review: Kevin McNair, Chair** –

Actions:

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Fence approved at 190 E. Highview Dr  
Carport approved 116 Pine Place  
Boat shed approved 232 E. Highview Dr

**Communications: Tara Linne, Chair – No Report**

**Clubhouse/Pavilion/Social: Kristina Allen, Chair**

- Please email [CBTBay@gmail.com](mailto:CBTBay@gmail.com) if you are interested in helping to plan future social events.
- **Join us for the Third Annual Trunk or Treat** in front of the clubhouse on 30 October from 5:00-6:30 p.m. Decorate your car or trunk and provide a fun and safe place for neighborhood kids to Treat or Treat.
- **Join us for Adult Ghost Stories by the Firepit:** on Saturday 30 October at 7:30 p.m. till the witching hour.....near the Pavilion, BYOB and snacks

**Pool: Lisa Adler, Chair, Pool Committee Report:**

**Pool Renovation Review Sub-Committee Chair – Kathy Moffitt:**

- Lisa inquired about a refund from Sevalg for supplies hoping to filter some funds back into our budget. As it turned out they said no but we have used many of the supplies we have.
- A crew lead by Cristian Shirilla and Scott Kellam will be working to find this weekend and fix the leak in our pool pipes so that we can open up next summer and not bleed water. I wish them lots of luck and a HUGE thanks for all of their generous donation of materials and time. If we had a company do this again it would have cost us much more.
- The pool committee has received estimates on a survey of the area around the pool and clubhouse grounds surrounding the pool. We are evaluating the estimates through Chip Royer and Craig Adler, Kathy and I to determine who to hire for the appropriate scope of work. Architectural design cannot happen until we have the survey and the earliest the work can be done, based on the estimates we have received, is November. This is a process and we want to do it right.
- We will need to request more funds from the Capital Reserve for the survey. If this expense needs to be voted on by the BOD I'd like to request that the pool committee receive approval for an expenditure of no more than \$1,000. This would be for the time being so that if we choose the company that can do the survey in November, we are able to move forward.

**Motion:** Approve an amount not to exceed \$1,000 to have a survey performed on the pool and clubhouse area to proceed with obtaining estimates for pool replacement project – Sam Longstreet

**2<sup>nd</sup>:** Don Smith

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

**Motion:** All Capital Reserve funding expended in support of the Pool renovation/replacement will be reimbursed to the CR account upon community funding of the overall renovation project. – Lea Gallogly

**2<sup>nd</sup>:** Don Smith

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

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**Roads & Grounds: James Allen, Chair**

- Contract for repair of Sandy Lane will need to be executed next fiscal year.
- Need to review current Lawn Mowing Contract and Snow Removal Contracts.
- A ZOOM Meeting was scheduled with Roads and Grounds Committee and Residents of Corrotoman Extended on Wednesday 22 September to discuss concerns and issues with regard to a potential guard rail solution. Roads and Grounds Committee to schedule follow-on meeting/

**Dock Sub-Committee: Barry Jackson, Chair - Assistant Chair, Doug Howe**

**Motion:** Approve repair of Sandy Lane by Earth Resources at cost of \$1,612 if treasurer can identify available funds in existing cost codes. – Sam Longstreet

**2<sup>nd</sup>:** Kevin MacNair

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

**Tennis: Jean Ehlman, Chair :**

Grasses and crab grass were removed around the courts by Jean Ehlman. The area was then sprayed next to the court fence to prevent the crab grasses from going on to the courts and breaking up and destroying the asphalt. Signs are on the fence and in the ground areas that state that the area has been sprayed.

**Golf: Jean Ehlman, Chair:**

The sand traps were repaired thanks to JJ Allen. The cups at each hole on the golf course were cleaned and grasses growing over the cups were pulled by golf committee member Parker Shirilla and Jean Ehlman.

**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.

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

**Old Business:**

1. **Roads and Grounds Chair** to present & discuss requirement for Association to fund under road drainage repair between lot 3 and lot 4 and guard rail solution for Corrotoman Extension at a future date.

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**2. 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 November Board Meeting.

**New Business:**

1. The Board of Directors award a contract to a new Professional Financial Management Services Company last month. The contract starts on 1 November. You should have received a letter from ACS West already requesting you update you customer file and contact information.
2. The Pool Committee will need to request more funds from the Capital Reserve for the survey. This expense needs to be voted on by the BOD, do we have motion approve an expenditure of of no more than \$1,000 to fund the requested survey that thae pool committee needs to attain bids. This would allow the survey to be completed in November.

**Member Input:**

**Next Meeting:** 13 November October 2021

**Motion to Adjourn Meeting:**

**Motion:** adjourn at 10:14am – Don Smith

**2<sup>nd</sup>:** Kevin MacNair

**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**

13 November 2021  
**TBD - Special Meeting to Brief Community on Pool Committee Recommendations**  
11 December 2021  
8 January 2022  
5 February 2022  
12 March 2022  
9 April 2022  
Annual Meeting & Election – Sunday, 1 May 2022

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**Corrotoman-By-The Bay Association, Inc.**  
**Final Board of Directors Meeting Agenda**  
**9:00, Saturday, 9 October 2021**

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**Call to Order: Deb Beutel, President**

**Announcements from Board:**

**Secretary's Report: Cristian Shirilla** – Review and approve minutes from 11 September 2021 Meeting.

**Treasurer's Report: Claire Smith** – See Attached Treasurer's report.

**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 Request Community Members interested in serving in this capacity send resume to [CBTBay@gmail.com](mailto:CBTBay@gmail.com) for Board Consideration.**

**Architectural Review: Kevin McNair, Chair** –

Actions:

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Carport approved 116 Pine Place

Boat shed approved 232 E. Highview Dr

**Communications: Tara Linne, Chair** – No Report

**Clubhouse/Pavilion/Social: Kristina Allen, Chair**

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**Pool: Lisa Adler, Chair,** Pool Committee Report:

**Pool Renovation Review Sub-Committee Chair – Kathy Moffitt:**

- Lisa inquired about a refund from Sevarg for supplies hoping to filter some funds back into our budget. As it turned out they said no but we have used many of the supplies we have.
- A crew lead by Cristian Shirilla and Scott Kellam will be working to find this weekend and fix the leak in our pool pipes so that we can open up next summer and not bleed water. I wish them lots of luck and a HUGE thanks for all of their generous donation of materials and time. If we had a company do this again it would have cost us much more.

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**Dock Sub-Committee: Barry Jackson, Chair - Assistant Chair, Doug Howe**

**Tennis: Jean Ehlman, Chair :**

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**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.**

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

**Old Business:**

1. **Roads and Grounds Chair** to present & discuss requirement for Association to fund under road drainage repair between lot 3 and lot 4 and guard rail solution for Corrotoman Extension at a future date.

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**2. 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 November Board Meeting.

**New Business:**

1. The Board of Directors award a contract to a new Professional Financial Management Services Company last month. The contract starts on 1 November. You should have received a letter from ACS West already requesting you update you customer file and contact information.
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**Member Input:**

**Next Meeting:** 13 November October 2021

**Motion to Adjourn Meeting:**

**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)	

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Annual Meeting & Election – Sunday, 1 May 2022

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**Corrotoman-By-The Bay Association, Inc.**  
**Final Board of Directors Meeting Minutes (DRAFT)**  
**9:00, Saturday, 11 September 2021**

**ZOOM Dial-in**

<https://us02web.zoom.us/j/83121982812?pwd=NWhZWVV0QWd6RFNQSFBQeitiqSVV4UT09>

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

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

**Board members present:** Board Members Present: Deb Beutel, Lea Gallogly, Don Smith, Cristian Shirilla, Sam Longstreet, Lisa Adler, Kevin MacNair, Matt Crabbe; Not present: JJ Allen

**Announcements from Board:** On the twentieth anniversary of 9/11 I would like to have a minute of silence to honor those lost on 9/11 and the brave service men and women who made the ultimate sacrifice in the 20 years since. I would like to ask for prayers for the family members and friends of the 13 service members lost on 26 August during the evacuation of Kabul and additional prayers for the 15 service men and women still being treated for their injuries at Walter Reed Medical Center.

**Secretary's Report: Cristian Shirilla** – Review and approve minutes from 14 August 2021 Meeting.

**Motion:** Approve as presented: Don Smith

**2<sup>nd</sup>:** Matt Crabbe

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

**Treasurer's Report: Claire Smith**

- Claire Smith was selected by the Board of Directors to serve as the non-voting Board Member Treasurer.
- Treasurer's Turnover conducted 2 September 2021
- June through August Treasurer Reports submitted for Review and Approval.
- Collections and Capital Reserve Reports will be updated for October Meeting.
- Update on 2012 Tax Liability
  - Craig Adler assisted and contacted the Virginia Department of Taxation on our behalf concerning a Lien that was forwarded to CBTB for past due FY 20212-2013 Taxes. He confirmed that the Dept Taxation did receive our amended return FYE 2/28/13 2. Dept of Taxation did cash our tax payment of \$59.00 In addition, the Lien expired 7/22/21 and thankfully, no payment was made from our operational account by SENTRY. A check for the corrected total amount due on the account of \$141.98 for late filing fees per Doris, (of VA Dept of Taxation), was mailed along with the revised invoice on 8 September 2021.

**Motion:** Approve as presented: Don Smith

**2<sup>nd</sup>:** Sam Longstreet



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**Yes:** All members present

**No:** N/A

**Abstain:** N/A

**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 Request Community Members interested in serving in this capacity send resume to [CBTBay@gmail.com](mailto:CBTBay@gmail.com) for Board Consideration.

**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**

- Please email [CBTBay@gmail.com](mailto:CBTBay@gmail.com) if you are interested in helping to plan future social events.

**Pool: Lisa Adler, Chair**

- Discussion and update pipe leak for next season and request for \$1000.00 for repair.
- Reminder of Special Meeting scheduled for 30 October at 1000 to present Pool Committee Recommendations and Research collected to date

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

- The pool renovation committee contracted a landscape architect who does pool design, and is currently attaining bids for upgrade and replacement of the pool.

**Motion:** Approve \$1000 allocation to repair plumbing leak in pool: Don Smith

2<sup>nd</sup>: Kevin MacNair

**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.
- A ZOOM Meeting is scheduled at 7:00 pm with Roads and Grounds Committee and Residents of Corrotoman Extended for Wednesday 22 September to discuss concerns and issues with regard to a potential guard rail solution.

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**Dock Sub-Committee: Barry Jackson, Chair - Assistant Chair, Doug Howe**

**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.**

- Committee members will be notified when to pickup Binders for Documentation Rewrite Committee Members
- 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 – Report on Liability Concerns and requirement for Safety Measures - Corrotoman Drive Extended:**

This is the Preliminary Report Based on research and the recommendations of several attorneys familiar with road safety issues:

1. CBTB would be exposed to liability for injury to persons or property if adequate safety measures were not taken regarding this road, since the road is CBTB's property and responsibility.
2. Standards for adequate safety can be found in VDOT and other approved road design standards.
3. One measure of the adequacy of safety measures would be the requirements if the road were a State or County road.
4. Two actions are frequently required: warning signs and a guardrail.
5. The National Park Service employs a timber post and single rail barrier on many similar park roads. That design appears adequate.
6. A meeting of those interested in this matter is scheduled for later this month.

**Old Business:**

- 1. Roads and Grounds Chair** to present & discuss requirement for Association to fund under road drainage repair between lot 3 and lot 4 and guard rail solution for Corrotoman Extension.
  - A ZOOM meeting has been scheduled for Wednesday 22 September at 7:00 pm with Roads and Grounds Committee and affected property owners of properties along Corrotoman Extended to discuss issues and concerns regarding a potential safety rail solution.
- 2. SENTRY Management chose not to submit a proposal for the PFMSM contract.** SENTRY Management chose to terminate business relationship with Corrotoman By the Bay effective 31 October 2021.
- 3. 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**

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adequately protect the Community and Association's assets. Will provide a report at the October Board Meeting.

**New Business:**

1. The Association has received two proposals to the RFP sent out to seven potential companies for replacement Professional Financial Management Services Provider (PFMSP). Both companies are located in Richmond, VA. The Board of Directors will review and select a new PFMSP during the Executive session in order to have them in place on 1 November 2021 to conduct a turnover with SENTRY Management.
2. Board of Directors will need to review current Approved Budget and Spend Plan and determine which cost codes to be reduced to fund urgent repairs and the requirement to pay incoming and outgoing PFMSP during transition period.

**Member Input:**

Carl Failmezger presented his idea to create a Public Access Beach on Lot 7A. Mr. Failmezger indicated he would like to contact Earth Resources and Ransome in order to get "Free" estimates to identify the potential costs of such a project. The Board of Directors provided Mr. Failmezger with direction that he indicate that he was acting in his own. Lea Gallogly also suggested that Mr. Failmezger identify potential funding ideas for such a project

**Next Meeting:** 9 October 2021

**Motion to Enter Executive Session:**

**Agenda:**

**Motion:** Enter executive session @ 10:17; Don Smith

**2<sup>nd</sup>:** Lisa

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

1. Review PFMSP Proposals and select replacement PFMSP.

**Motion to Adjourn Executive Session:**

**Motion:** Exit executive session and enter regular session @ 11:55; Don Smith

**2<sup>nd</sup>:** Sam Longstreet

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

**Motion:** Motion to accept the proposal, and enter a contract for financial management services from ACS West effective 1 November 2021; Don Smith

**2<sup>nd</sup>:** Lisa Adler

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**Yes:** All members present (Matt Crabbe, JJ Allen were not present at the time of the vote)

**No:** N/A

**Abstain:** N/A

**Motion to Adjourn Meeting:**

**Motion:** Don Smith 11:59

**2<sup>nd</sup>:** Sam Longstreet

**Yes:** All members present (Matt Crabbe, JJ Allen were not present at the time of the vote)

**No:** N/A

**Abstain:** N/A

**Board Member Terms**

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

**Proposed Schedule of Meetings**

9 October 2021

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

13 November 2021

11 December 2021

8 January 2022

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12 March 2022

9 April 2022

Annual Meeting & Election – Sunday, 1 May 2022

**Treasurer's Report**  
**9/30/2021**

**Documents Attached**

- Balance Sheet
- Revenue and Expense Report
- Accounts Payable

**General:**

Property owners are reminded to contact Mika Abera for all inquiries - she is their CBTB Community Manager. Her phone number is (703) 642-3246 x56507 and her email is [mabera@sentrymgt.com](mailto:mabera@sentrymgt.com).

**Fiscal Year 2021-2022 Amenity Payments:**

Status of Payments received as of September 30, 2021.

Dock:	\$	2,400.00
Kayak:	\$	75.00
Tennis:	\$	75.00
Pool:	\$	5,115.00
Combo:	\$	5,320.00

**Total:     \$ 12,985.00**

*Note: Total Pool Collections \$10,435.00 includes "Combo/Tennis".*

**Reminders:**

- If you are selling or buying property within Corrotoman by the Bay, please remember order your Closing Packet (for the 1st lot) and a Financial Disclosure Packet for each additional lot be sold or purchased. This ensure you name is deleted/added to the Homeowners Association records.

**New Business:**

1. Request for small amount to be transferred to Primis Operating account since balance is down to \$60.
2. A basket has been placed in the office for invoices to be sent to Sentry/ACS which be checked a few times every week.
3. Requesting permission to have online access to Primis Operating and Capital Reserve accounts for balancing and getting statements more quickly.

CORROTOMAN BY THE BAY ASSOCIATION  
REVENUE & EXPENSE BUDGET COMPARISON REPORT  
SEPTEMBER 2021

	CURRENT PERIOD	MONTHLY BUDGET	MONTHLY VARIANCE	7 MONTH PERIOD	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
<b>INCOME</b>							
<b>OPERATING INCOME</b>							
4020 ASSESSMENTS - ANNUAL	9,112.50	9,112.50	0.00	63,877.50	63,787.50	90.00	109,350
4060 LATE CHARGES	223.63	0.00	223.63	2,051.59	0.00	2,051.59	0
4090 FEES - DOCK/TENNIS/ETC	0.00	240.00	-240.00	3,035.00	1,680.00	1,355.00	2,880
4100 INTEREST - OPERATING	0.13	0.00	0.13	0.30	0.00	0.30	0
4190 POOL FEES	0.00	812.50	-812.50	10,680.00	5,687.50	4,992.50	9,750
4340 INTEREST - RESERVES	38.63	8.33	30.30	138.53	58.35	80.18	100
4350 INTEREST ALLOC TO RESERVES	- 38.63	0.00	- 38.63	-138.53	0.00	-138.53	0
4970	9,336.26	10,173.33	-837.07	79,644.39	71,213.35	8,431.04	122,080
4980 TOTAL INCOME	9,336.26	10,173.33	-837.07	79,644.39	71,213.35	8,431.04	122,080
<b>EXPENSES</b>							
<b>GROUNDS MAINTENANCE</b>							
6302 ROAD REPAIRS	0.00	83.33	- 83.33	63.27	583.35	-520.08	1,000
6510 DOCK MAINTENANCE	0.00	94.17	- 94.17	47.35	659.14	-611.79	1,129
6580 REPAIR/MAINTENANCE-GENERAL	899.85	361.99	537.86	1,799.70	2,533.88	-734.18	4,343
6599	899.85	539.49	360.36	1,910.32	3,776.37	-1,866.05	6,473

CORROTOMAN BY THE BAY ASSOCIATION  
REVENUE & EXPENSE BUDGET COMPARISON REPORT  
SEPTEMBER 2021

	CURRENT PERIOD	MONTHLY BUDGET	MONTHLY VARIANCE	7 MONTH PERIOD	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
<b>CONTRACTS</b>							
6901 GROUNDS MAINTENANCE	0.00	1,549.92	-1,549.92	13,500.00	10,849.40	2,650.60	18,599
6937 POOL OPERATIONS	2,810.56	630.18	2,180.38	11,564.24	4,411.28	7,152.96	7,562
6999	2,810.56	2,180.10	630.46	25,064.24	15,260.68	9,803.56	26,161
<b>POOL/CLUBHOUSE EXPENSE</b>							
7311 INTERNET	0.00	17.50	- 17.50	0.00	122.50	-122.50	210
7899	0.00	17.50	- 17.50	0.00	122.50	-122.50	210
<b>UTILITIES</b>							
7910 ELECTRIC	0.00	229.17	-229.17	1,737.62	1,604.15	133.47	2,750
7920 WATER/SEWER	0.00	112.50	-112.50	2,245.66	787.50	1,458.16	1,350
7945 INTERNET SERVICE	130.13	110.98	19.15	898.07	776.86	121.21	1,331
7960 GAS/FUELS	0.00	91.53	- 91.53	0.00	640.75	-640.75	1,098
7999	130.13	544.18	-414.05	4,881.35	3,809.26	1,072.09	6,530
<b>ADMINISTRATIVE</b>							
8013 PAYROLL TAXES	0.00	0.00	0.00	67.73	0.00	67.73	0
8020 MANAGEMENT FEE	1,100.00	1,100.00	0.00	7,700.00	7,700.00	0.00	13,200
8040 POSTAGE	58.47	207.58	-149.11	756.34	1,453.10	-696.76	2,491

CORROTOMAN BY THE BAY ASSOCIATION  
REVENUE & EXPENSE BUDGET COMPARISON REPORT  
SEPTEMBER 2021

	CURRENT PERIOD	MONTHLY BUDGET	MONTHLY VARIANCE	7 MONTH PERIOD	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
8060 COPIES/PRINTING/SUPPLIES	316.25	340.00	- 23.75	3,283.56	2,380.00	903.56	4,080
8063 CLUBHOUSE & OFFICE SUPPLIES	425.00	36.87	388.13	1,260.00	258.14	1,001.86	442
8080 CPA SERVICES	0.00	129.17	-129.17	0.00	904.15	-904.15	1,550
8100 LEGAL EXPENSE	0.00	439.54	-439.54	790.12	3,076.79	-2,286.67	5,274
8106 LEGAL EXPENSE - COLLECTIONS	136.00	353.00	-217.00	5,313.65	2,470.96	2,842.69	4,235
8120 INSURANCE	714.34	375.00	339.34	2,988.09	2,625.00	363.09	4,500
8143 PERMITS/LICENSES	0.00	15.00	- 15.00	130.00	105.00	25.00	180
8310 CLOSING FEES	58.69	0.00	58.69	234.76	0.00	234.76	0
8341 MISCELLANEOUS OPERATING	0.00	16.63	- 16.63	384.00	116.35	267.65	199
8479	2,808.75	3,012.79	-204.04	22,908.25	21,089.49	1,818.76	36,153
RESTRICTED TRANSFERS TO RESERVES							
9171 POOLED RESERVES	3,498.50	3,498.50	0.00	24,489.50	24,489.50	0.00	41,982
9299	3,498.50	3,498.50	0.00	24,489.50	24,489.50	0.00	41,982
9980 TOTAL EXPENSES	10,147.79	9,792.56	355.23	79,253.66	68,547.80	10,705.86	117,510
9990 GAIN (LOSS)	( 811.53)	380.77	1,192.30	390.73	2,665.55	2,274.82	4,569





COA-DV	VEND #	VENDOR NAME	VOUCHER #	INVOICE	INV DATE	ENTRY DATE	AMOUNT	DESCRIPTION	FROM	PAID ON	PAID WITH
***8040 POSTAGE			2022 ANNUAL BUDGET=		2,491.00						
8040- 0	000020	Sentry Management Inc	282	BNKDRAFT	09/02/2021	09/02/2021	50.49	POSTAGE CHARGES	1015	09/07/2021	DRAFTED
8040- 0	000020	Sentry Management Inc	287	BNKDRAFT	09/02/2021	09/02/2021	7.98	DV POSTAGE CHARGES	1015	09/07/2021	DRAFTED
							-----	58.47			
***8060 COPIES/PRINTING/SUPPLIES			2022 ANNUAL BUDGET=		4,080.00						
8060- 0	000020	Sentry Management Inc	283	BNKDRAFT	09/02/2021	09/02/2021	312.05	SUPPLY CHARGES	1015	09/07/2021	DRAFTED
8060- 0	000020	Sentry Management Inc	284	BNKDRAFT	09/02/2021	09/02/2021	1.05	LASER CHECK/DEP SLIP FEE	1015	09/07/2021	DRAFTED
8060- 0	000020	Sentry Management Inc	285	BNKDRAFT	09/02/2021	09/02/2021	0.15	DV ELECTRONIC TRANSMISSIONS	1015	09/07/2021	DRAFTED
8060- 0	000020	Sentry Management Inc	286	BNKDRAFT	09/02/2021	09/02/2021	0.45	DV COPIER CHARGES	1015	09/07/2021	DRAFTED
8060- 0	000020	Sentry Management Inc	288	BNKDRAFT	09/02/2021	09/02/2021	2.55	DV SUPPLY CHARGES	1015	09/07/2021	DRAFTED
							-----	316.25			
***8063 CLUBHOUSE & OFFICE SUPPLIES			2022 ANNUAL BUDGET=		442.49						
8063- 0	D6AA31	HENDERSON*CYNTHIA A	05270A	09.18.21	09/18/2021	09/30/2021	190.00	Bathroom cleaning	1015	10/01/2021	CHK# 100153
8063- 0	D6AA31	HENDERSON*CYNTHIA A	C9FA30	08.28.21	08/28/2021	09/30/2021	235.00	Bathroom cleaning	1015	10/01/2021	CHK# 100153
							-----	425.00			
***8106 LEGAL EXPENSE - COLLECTIONS			2022 ANNUAL BUDGET=		4,235.96						
8106- 0	80E170	GORDON REES SCULLY MANSUKHA	25739E	20998388	09/09/2021	09/30/2021	136.00	Legal services	1015	09/24/2021	CHK# 100152
							-----	136.00			
***8120 INSURANCE			2022 ANNUAL BUDGET=		4,500.00						
8120- 0	002689	State Farm Insurance Compan	F10844	8.17.21	08/17/2021	09/30/2021	332.00	96-J6-5967-9	1015	09/24/2021	CHK# 100150
							-----	332.00			
***8310 CLOSING FEES			2022 ANNUAL BUDGET=		0.00						
8310- 0	000020	Sentry Management Inc	289	BNKDRAFT	09/25/2021	09/25/2021	528.18	TRANSFER FEES	1015	09/30/2021	DRAFTED
8310- 0	000020	Sentry Management Inc	290	BNKDRAFT	09/30/2021	09/30/2021	440.16	TRANSFER FEES	1015	09/30/2021	DRAFTED
							-----	968.34			

COA-DV	VEND #	VENDOR NAME	VOUCHER #	INVOICE	INV DATE	ENTRY DATE	AMOUNT	DESCRIPTION	FROM	PAID ON	PAID WITH
***9171		POOLED RESERVES		2022 ANNUAL BUDGET=		41,982.00					
9171- 0	055300	Corrotoman by the Bay Assoc	84E5D3	EFILED-N	09/01/2021	09/30/2021	3,498.50	2022 MONTHLY RESERVES - POOLED	1015	09/02/2021	EFILED-N
							----- 3,498.50				
		TOTAL PAYABLES					----- 26,770.83 =====				

**055300 CORROTOMAN BY THE BAY ASSOCIATION****Balance Sheet  
September 2021**

	OPERATING	RESERVE	TOTAL
<b>CURRENT ASSETS</b>			
1015 UNION BANK - CHECKING - PRIMARY	44,824.95		44,824.95
1041 CHESAPEAKE BANK - CHECKING - OPER	1,047.76		1,047.76
1057 SONABANK - SAVINGS - OPER	199.39		199.39
1067 SONABANK - SAVINGS - RESERVE		123,536.48	123,536.48
	<b>46,072.10</b>	<b>123,536.48</b>	<b>169,608.58</b>
<b>ACCOUNTS RECEIVABLE</b>			
1210 ASSESSMENTS	58,701.86		58,701.86
1250 LEGAL FEES	12,028.78		12,028.78
1260 ALLOWANCE FOR DOUBTFUL ACCOUNTS	24.16		24.16
	<b>70,754.80</b>	<b>0.00</b>	<b>70,754.80</b>
<b>PREPAID ASSETS</b>			
1310 STATE FARM PKG INS 6/2/21-22 \$4,256.00	2,837.36		2,837.36
	<b>2,837.36</b>	<b>0.00</b>	<b>2,837.36</b>
<b>TOTAL ASSETS</b>	<b>119,664.26</b>	<b>123,536.48</b>	<b>243,200.74</b>
<b>CURRENT LIABILITIES</b>			
2010 ACCOUNTS PAYABLE	1,324.85		1,324.85
2032 DEFERRED ANNUAL ASSESSMENT	45,562.50		45,562.50
2130 PREPAID ASSESSMENTS	5,357.31		5,357.31
	<b>52,244.66</b>	<b>0.00</b>	<b>52,244.66</b>
<b>RESTRICTED EQUITY - RESERVES</b>			
2215 RESERVES - INTEREST		38.63	38.63
2271 RESERVES - POOLED SPENT FROM RESERVES		159,538.50	159,538.50
2471 RESERVES - POOLED		(36,040.65)	(36,040.65)
	<b>0.00</b>	<b>123,536.48</b>	<b>123,536.48</b>
<b>OPERATING EQUITY</b>			
2650 PRIOR YEAR SURPLUS (DEFICIT)	68,623.83		68,623.83
2652 PRIOR YEAR ADJUSTMENTS	(1,594.96)		(1,594.96)
2670 CURRENT YEAR SURPLUS (DEFICIT)	390.73		390.73
	<b>67,419.60</b>	<b>0.00</b>	<b>67,419.60</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>119,664.26</b>	<b>123,536.48</b>	<b>243,200.74</b>

## **Pool Committee Report-**

- Lisa inquired about a refund from Sevarg for supplies hoping to filter some funds back into our budget. As it turned out they said no but we have used many of the supplies we have.

- A crew lead by Cristian Shirilla and Scott Kellam will be working to find this weekend and fix the leak in our pool pipes so that we can open up next summer and not bleed water. I wish them lots of luck and a HUGE thanks for all of their generous donation of materials and time. If we had a company do this again it would have cost us much more.

-The pool committee has received estimates on a survey of the area around the pool and clubhouse grounds surrounding the pool. We are evaluating the estimates through Chip Royer and Craig Adler, Kathy and I to determine who to hire for the appropriate scope of work. Architectural design cannot happen until we have the survey and the earliest the work can be done, based on the estimates we have received, is November. This is a process and we want to do it right.

- We will need to request more funds from the Capital Reserve for the survey. If this expense needs to be voted on by the BOD I'd like to request that the pool committee receive approval for an expenditure of no more than \$1,000. This would be for the time being so that if we choose the company that can do the survey in November, we are able to move forward.

Respectfully submitted,

Lisa Adler

## **CBTB Golf Course Report – October 2021**

The sand traps were repaired thanks to JJ Allen. The cups at each hole on the golf course were cleaned and grasses growing over the cups were pulled by golf committee member Parker Shirilla and Jean Ehlman.

Jean Ehlman, Chair

## **CBTB Tennis/Pickleball Report**

Grasses and crab grass were removed around the courts by Jean Ehlman. The area was then sprayed next to the court fence to prevent the crab grasses from going on to the courts and breaking up and destroying the asphalt. Signs are on the fence and in the ground areas that state that the area has been sprayed.

Jean Ehlman, Chair

## **Architecture Review Committee report for 9 Oct 21**

### Actions:

Fence approved at 190 E. Highview Dr

Carport approved 116 Pine Place

Boat shed approved 232 E. Highview Dr

- Kevin MacNair