

Corrotoman-By-The Bay Association, Inc.
Final Board of Directors Meeting Minutes
9:00, Saturday, 9 January 2021
ZOOM Dial-in

<https://us02web.zoom.us/j/83121982812?pwd=NWhZWV0QWd6RFNQSFBQeItqSVV4UT09>

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: 9:02am Deb Beutel, President

Announcements from Board:

1. Present: Deb Beutel, Lea Gallogly, Ian Fay, Lisa Adler, Don Smith, Sam Longstreet, Kevin MacNair, Cristian Shirilla, Jean Ehlman

Secretary's Report: Cristian Shirilla – Review and Approve Minutes from 12 December 20 Meeting.

Motion to accept as presented: Don Smith

2nd: Lisa Adler

Yes: All members present

No: N/A

Abstain: N/A

Treasurer's Report: Lea Gallogly – See report.

Motion to accept as presented: Kevin MacNair

2nd: Lisa Adler

Yes: All members present

No: N/A

Abstain: N/A

2021-2022 Budget Development Schedule

• Initial Budget Kick Off –Build Cycle Begins	17 October
• Budget inputs due from Chairs to Treasurer	14 November
• Draft budget (1 st cut) back to Board Members	28 November
• Board Meeting to Review Draft FY21-22 Budget	12 December
• Draft budget (2 nd cut) to Board	26 December
• Finance Committee Review of Draft FY21-22 Budget	2 January
• BOD Approves Budget in Board Meeting	9 January
• If required, updates consolidated & returned to Board	16 January
• BOD Approves Budget in Board Meeting	16 January
• Budget finalized	NLT 30 January
• Budget to Sentry Management	NLT 31 January

- **Collections Sub-Committee Chair – Lea Gallogly:** - See report.
- **Capital Reserve Sub-Committee Chair – Lea Gallogly:** See Report.

***Finance Committee: Vacant, Chair** No Report - Initial meeting to be scheduled by incoming Chairperson.

Architectural Review: Kevin McNair, Chair – One Chicken Coop Waiver Approved.

Communications: Tara Linne, Chair – No Report

***Hospitality: Vacant Chair** –

- Nothing to report.

Pool: Lisa Adler, Chair - No report.

- **Pool Renovation Review Sub-Committee Chair – Kathy Moffitt:** - No report.

Roads & Grounds: Don Smith, Chair - Roads Repair Update –No Report.

- Provided contract coordinating details to Magic Tree Services – Contract was executed
- Dock Sub-Committee: Barry Jackson, Chair –Deposit of \$2,500.00 for permitting and a signed contract were forwarded to ECO Construction, LLC. for Boat Ramp Dredging and bulk head repair to be completed in Spring 2021

Tennis: Jean Ehlman, Chair – No report.

Golf: Mike Gallogly– No Report, pending survey monkey results.

Nomination Committee: Jeff Craven- Chair: 2021-22 Election of Officers - Call for Candidates

Annually, three of the nine board members' 3-year terms end. Property owners in good standing are encouraged to run for one of the three open positions on the board. If you are interested, please send a short bio about yourself and why you would like to run for the board to CBTBay@gmail.com no later than February 1. The nominating committee will review the applicants and add them to the ballot. Ballots are sent out in March with the May annual meeting notice. The election takes place during the May annual meeting, when the 3-year term begins.

Old Business:

- 1. Review and Approve CBTB FY21/22 Budget – Lea Gallogly**
 - a. Motion to move gravel and grass/seed (line items 6302 Gravel Replenishment, 6508 Fertilizer/Seeds/Cutting) expense to Cap Reserve: Kevin MacNair**
 - b. 2nd: Lisa Adler**
 - c. Yes: All members present**
 - d. No: N/A**
 - e. Abstain: N/A**
- 2. Motion to approve the amended budget as presented with a \$0 YE balance: Kevin MacNair**
 - a. 2nd: Lea Gallogly**
 - b. Yes: Deb Beutel, Lea Gallogly, Ian Fay, Jean Ehlman, Kevin MacNair, Lisa Adler, Cristian Shirilla, Sam Longstreet**
 - c. No: Don Smith**
 - d. Abstain: N/A**
- 3. Survey Monkey Questions:** Questionnaire is being finalized and will be review one more time by Board Members prior to being forwarded to Sentry for inclusion Annual Assessment Mail-out.

New Business:

-
1. **Motion to accept amenities fee schedule and form as presented (attached): Don Smith**
 - a. **2nd: Lisa Adler**
 - b. **Yes: Unanimous**
 - c. **No: N/A**
 - d. **Abstain: N/A**

Member Input:

Next Meeting: 13 February 2021

Motion to Adjourn 10:50am: Lisa Adler

2nd: Sam Longstreet

Yes: All members present

No: N/A

Abstain: N/A

Board Member Terms

Lisa Adler (2018-21)	Deb Beutel (2020-2023)
Jean Ehlman (2018-21)	Ian Fay (2018-2021)
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 February 2021

13 March 2021

10 April 2021

ANNUAL Meeting Sunday 2 May 2021

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

ZOOM Dial-in

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Call to Order: Deb Beutel, President

Announcements from Board:

1. Future Board Meetings will be conducted via ZOOM until the Springtime or such time as COVID numbers decrease significantly in accordance with Governor Northam's Executive Order for the State of Virginia.

Secretary's Report: Cristian Shirilla – Review and Approve Minutes from 12 December 20 Meeting.

Treasurer's Report: Lea Gallogly – See report.

2021-2022 Budget Development Schedule

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• Budget finalized	NLT 30 January
• Budget to Sentry Management	NLT 31 January

- **Collections Sub-Committee Chair – Lea Gallogly:** - See report.
- **Capital Reserve Sub-Committee Chair – Lea Gallogly:** See Report.

***Finance Committee:** Vacant, Chair No Report - Initial meeting to be scheduled by incoming Chairperson.

Architectural Review: Kevin McNair, Chair – One Chicken Coop Waiver Approved.

Communications: Tara Linne, Chair – No Report

***Hospitality:** Vacant Chair –

- Nothing to report.

Pool: Lisa Adler, Chair - No report.

- **Pool Renovation Review Sub-Committee Chair – Kathy Moffitt:** - No report.

Roads & Grounds: Don Smith, Chair - Roads Repair Update –No Report.

- Provided contract coordinating details to Magic Tree Services – **awaiting their response.**
- Dock Sub-Committee: Barry Jackson, Chair –Deposit of \$2,500.00 for permitting and a signed contract were forwarded to ECO Construction, LLC. for Boat Ramp Dredging and bulk head repair to be completed in Spring 2021

Tennis: Jean Ehlman, Chair – No report.

Golf : Mike Gallogly– No Report, pending survey monkey results.

Nomination Committee: Jeff Craven- Chair: **2021-22 Election of Officers - Call for Candidates**

Annually, three of the nine board members' 3-year terms end. Property owners in good standing are encouraged to run for one of the three open positions on the board. If you are interested, please send a short bio about yourself and why you would like to run for the board to CBTBay@gmail.com no later than February 1. The nominating committee will review the applicants and add them to the ballot. Ballots are sent out in March with the May annual meeting notice. The election takes place during the May annual meeting, when the 3-year term begins.

Old Business:

1. **Review and Approve CBTB FY21/22 Budget – Lea Gallogly**
2. **Survey Monkey Questions:** Questionnaire is being finalized and will be review one more time by Board Members prior to being forwarded to Sentry for inclusion Annual Assessment Mail-out.

New Business:

1. **None**

Member Input: No questions sent to CBTBay@gmail.com this month

Next Meeting: if Required to Approve FY 21-22 Budget Saturday 16 January 2021, otherwise 13 February 2021

Motion to Adjourn:

Board Member Terms

Lisa Adler (2018-21)	Deb Beutel (2020-2023)
Jean Ehlman (2018-21)	Ian Fay (2018-2021)
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 February 2021
 13 March 2021
 10 April 2021
 ANNUAL Meeting Sunday 2 May 2021

Corrotoman-By-The Bay Association, Inc.
Final Board of Directors Meeting MINUTES (draft)
9:00, Saturday, 12 December 2020
ZOOM Dial-in

<https://us02web.zoom.us/j/83121982812?pwd=NWhZWV0QWd6RFNQSFBQeItqSVV4UT09>

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

Attendees: Deb Beutel, Kevin MacNair, Cristian Shirilla, Ian Fay, Sam Longstreet, Don Smith, Lea Galogly, Jean Ehlman, Lisa Adler

Announcements from Board:

1. Future Board Meetings will be conducted via ZOOM until the Springtime or such time as COVID numbers decrease significantly in accordance with Governor Northam's Executive Order for the State of Virginia.
2. HOA Board Member Training Tip of the Month – "Your Responsibilities and Authority"

Secretary's Report: Cristian Shirilla – Provide Minutes from 14 November 20 Meeting for review and approval.

- **Motion to approve: Lea Gallogly**
- **2nd: Kevin MacNair**
- **Yes: All Members Present**
- **No: N/A**
- **Abstain: N/A**

Treasurer's Report: Lea Gallogly – See report.

- **Motion: Lisa Adler**
- **2nd: Sam Longstreet**
- **Yes: All Members Present**
- **No: N/A**
- **Abstain: N/A**

2021-2022 Budget Development Schedule

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• Finance Committee Review of Draft FY21-22 Budget	2 January
• Inputs consolidated & returned to Board	9 January
• Executive Session (to include Chairs) discussion	16 January
• BOD Approves Budget in Board Meeting	16 January
• If required, updates consolidated & returned to Board	30 January
• Final discussion at additional Board Meeting	30 January
• Budget finalized	30 January
• Budget to Sentry Management	31 January

-
- **Collections Sub-Committee Chair – Lea Gallogly:** - See report.
 - **Capital Reserve Sub-Committee Chair – Lea Gallogly:** See Report.

***Finance Committee:** Vacant, Chair No Report - Initial meeting to be scheduled by incoming Chairperson.

Architectural Review: Kevin McNair, Chair – One Letter for Violation of Poultry Policy was sent out.

Communications: Tara Linne, Chair – No Report

***Hospitality:** Vacant Chair –

- Nothing to report.

Pool: Lisa Adler, Chair - See report.

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

Roads & Grounds: Don Smith, Chair - Roads Repair Update – See Report.

- Provided contract coordinating details to Magic Tree Services – **awaiting their response.**
- Dock Sub-Committee: Barry Jackson, Chair – Deposit of \$2,500.00 for permitting and a signed contract were forwarded to ECO Construction, LLC. for Boat Ramp Dregging and bulk head repair to be completed in Spring 2021

Tennis: Jean Ehlman, Chair – No report.

Golf: Mike Gallogly– No Report, pending survey monkey results.

Nomination Committee: Jeff Craven- Chair:

Old Business:

1. **Review and Approve CBTB Board Turnover Binder Content, Officer Duty Descriptions, Committee Structure and Duty Descriptions.** **Pushed to January Board Meeting for Discussion and Review** - Deb Beutel
2. **Review Draft FY21/22 Budget Development:** Lea Gallogly
3. **Corrotoman Extended Project:** The Trees that were of concern on Lots 3-4 have been removed. We will look to continue monitoring the permitting and process of erosion remediation efforts planned to commence in Spring 2021.
4. **Survey Monkey Questions:** **Will be Reviewed and Approved at January Board Meeting** to be included in Annual Assessment Mail-out.

New Business:

1. **Documentation Review and Re-write Committee will kick-off after the New Year: Provide overview of effort.** Kathryn Craven

Member Input: The following question was posed by Mike Stevens at the 14 November Board Meeting:

-
- **Question:** Is there any consideration to light pollution. Some neighbors have lights at the end of their driveways that stay on all night. One set shines right in my bedroom window. Could we talk about putting such lights on motion sensors?
 - **Response:** Article VI does not address outdoor lights or light pollution. However, neighbors should be considerate of the impact their outdoor lighting may have on their neighbors. A neighborly conversation with the property owner whose lights are bothering you could resolve this. This would be a good topic for consideration in the re-write of the CBTB governing documents.

Next Meeting: Board Meeting if Required to Approve FY 21-22 Budget Saturday 26 December 2020

Motion to Adjourn: 10:20am

- **Motion: Lea Gallogly**
- **2nd: Sam Longstreet**
- **Yes: All Members Present**
- **No: N/A**
- **Abstain: N/A**

Board Member Terms

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Kevin McNair (2019-22)	Cristian Shirilla (2019-22)
Don Smith (2020-2023)	

Proposed Schedule of Meetings

26 December 2020 (FY21-22 Budget Review if Required)
9 January 2021
13 February 2021
13 March 2021
10 April 2021
ANNUAL Meeting Sunday 2 May 2021

**Treasurers Report
9 January 2021**

Documents Attached.

- Balance Sheet
- Revenue & Expense Report

Areas of concern:

- *Attorney fees* (cost code 8100) in support of CDE. (Underestimated)
- *Copy fees* (cost code 8060) supporting mailings etc. (Underestimated)
- *Postage* (cost code 8040) supporting mailings, refunds, etc. (Underestimated)
- *Grass Cutting* (cost code 6901) Approval received for reprogramming of funds from another cost code which is underspending.

We will need to remain cognizant that we are overspent in these categories and we will need to do a reprogramming action in the next couple of months from a cost code that is **underspending** to ensure we remain within the approved budget amount.

General:

Property owners are reminded to contact Karen Pangakis for all inquiries- she is the CBTB Community Manager. Her phone number is (703) 642-3246 x 56505 and her email is kpangakis@sentrymgt.com.

OPT Out:

Property owners are encouraged to “opt-out” of paper copies via the Sentry website to help drive costs to the association down. This can be accomplished by signing into your Sentry account, selecting the “Your Profile” and checking the “**Opt out of assessment coupons**” option. Your payment will still be due on the specified due date, but you will not receive paper notification(s) from Sentry. Assessments are anticipated to be mailed out 1 March 2021 pending submittal of an approved Budget.

Assessment Payments:

As a reminder a variety of payment options are available from Sentry for payment of the annual assessment (see attached). Depending upon the manner of payment selected there may be a “convenience” charge or a charge for using a credit card. This is a common business practice as is also practiced by the local utility companies and the Lancaster County tax collection authority.

Monthly payment plans are also available for your convenience. Please contact Ms. Pangakis for additional information.

Fiscal Year 2022 Budget Development:

The Operational and Capital Reserve Budgets for fiscal year 2021-2022 are in the process of being developed. The draft budgets have been provided to all Board members for discussion. As a reminder- Sentry Management will not send Annual Assessments to property owners until a ***Balanced*** and ***Board Approved*** budget is received.

Reminder:

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

055300 CORROTOMAN BY THE BAY ASSOCIATION

Balance Sheet January 2021

	OPERATING	RESERVE	TOTAL
CURRENT ASSETS			
1015 UNION BANK - CHECKING - PRIMARY	29,302.03		29,302.03
1041 CHESAPEAKE BANK - CHECKING - OPER	883.76		883.76
1057 SONABANK - SAVINGS - OPER	540.57		540.57
1067 SONABANK - SAVINGS - RESERVE		131,277.30	131,277.30
	30,726.36	131,277.30	162,003.66
ACCOUNTS RECEIVABLE			
1210 ASSESSMENTS	52,286.29		52,286.29
1250 LEGAL FEES	12,028.78		12,028.78
1272 RECEIVABLES - PRIOR OWNER	360.00		360.00
	64,675.07	0.00	64,675.07
PREPAID ASSETS			
1310 STATE FARM PKG INS 6/2/20-21 \$4,175.00	1,391.68		1,391.68
1316 STATE FARM UMB INS 10/15/20-21 \$332.00	221.36		221.36
	1,613.04	0.00	1,613.04
TOTAL ASSETS	97,014.47	131,277.30	228,291.77
CURRENT LIABILITIES			
2010 ACCOUNTS PAYABLE	7,830.97		7,830.97
2020 ACCRUED ESTIMATED EXPENSES	2,800.00		2,800.00
2032 DEFERRED ANNUAL ASSESSMENT	9,120.00		9,120.00
2130 PREPAID ASSESSMENTS	3,944.46		3,944.46
	23,695.43	0.00	23,695.43
RESTRICTED EQUITY - RESERVES			
2215 RESERVES - INTEREST		214.75	214.75
2265 RESERVES - OFFICE EQUIPMENT		(1,980.46)	(1,980.46)
2271 RESERVES - POOLED		144,687.41	144,687.41
SPENT FROM RESERVES			
2471 RESERVES - POOLED		(11,644.40)	(11,644.40)
	0.00	131,277.30	131,277.30

OPERATING EQUITY

2650 PRIOR YEAR SURPLUS (DEFICIT)	54,290.56		54,290.56
2652 PRIOR YEAR ADJUSTMENTS	(2,973.40)		(2,973.40)
2670 CURRENT YEAR SURPLUS (DEFICIT)	22,001.88		22,001.88

	73,319.04	0.00	73,319.04
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TOTAL LIABILITIES & EQUITY

	97,014.47	131,277.30	228,291.77

055300 CORROTOMAN BY THE BAY ASSOCIATION
Revenue & Expense Budget Comparison Report
DECEMBER 2020

	Current Period	Monthly Budget	Monthly Variance	10 Month Period	Y-T-D Budget	Y-T-D Variance	Annual Budget
INCOME							
OPERATING INCOME							
4020 ASSESSMENTS - ANNUAL	9,120.00	7,612.50	1,507.50	91,200.00	76,125.00	15,075.00	91,350
4060 LATE CHARGES	- 9.90	0.00	- 9.90	1,387.90	0.00	1,387.90	0
4090 FEES - DOCK/TENNIS/ETC	0.00	208.33	-208.33	1,745.00	2,083.34	-338.34	2,500
4100 INTEREST - OPERATING	0.19	0.00	0.19	0.49	0.00	0.49	0
4190 POOL FEES	0.00	822.92	-822.92	375.00	8,229.16	-7,854.16	9,875
4340 INTEREST - RESERVES	44.56	37.44	7.12	336.44	374.34	- 37.90	449
4350 INTEREST ALLOC TO RESERVES	- 44.56	0.00	- 44.56	-336.44	0.00	-336.44	0
4470 DONATION/FURNITURE FUND	0.00	0.00	0.00	120.00	0.00	120.00	0
4970	9,110.29	8,681.19	429.10	94,828.39	86,811.84	8,016.55	104,174
4980 TOTAL INCOME	9,110.29	8,681.19	429.10	94,828.39	86,811.84	8,016.55	104,174
EXPENSES							
GROUND MAINTENANCE							
6302 ROAD REPAIRS	0.00	121.25	-121.25	0.00	1,212.50	-1,212.50	1,455
6510 DOCK MAINTENANCE	0.00	29.17	- 29.17	78.87	291.66	-212.79	350
6580 REPAIR/MAINTENANCE-GENERAL	0.00	134.83	-134.83	613.25	1,348.34	-735.09	1,618
6599	0.00	285.25	-285.25	692.12	2,852.50	-2,160.38	3,423
CONTRACTS							
6901 GROUNDS MAINTENANCE	0.00	990.16	-990.16	21,400.00	9,901.54	11,498.46	11,881
6937 POOL OPERATIONS	0.00	708.75	-708.75	534.84	7,087.50	-6,552.66	8,505
6999	0.00	1,698.91	-1,698.91	21,934.84	16,989.04	4,945.80	20,386
POOL/CLUBHOUSE EXPENSE							
7045 POOL REPAIR	0.00	83.33	- 83.33	0.00	833.34	-833.34	1,000
7899	0.00	83.33	- 83.33	0.00	833.34	-833.34	1,000
UTILITIES							
7910 ELECTRIC	0.00	314.67	-314.67	984.52	3,146.66	-2,162.14	3,776
7920 WATER/SEWER	0.00	197.86	-197.86	- 65.08	1,978.65	-2,043.73	2,374
7945 INTERNET SERVICE	0.00	110.98	-110.98	1,068.66	1,109.80	- 41.14	1,331
7960 GAS/FUELS	117.68	83.33	34.35	117.68	833.34	-715.66	1,000
7999	117.68	706.84	-589.16	2,105.78	7,068.45	-4,962.67	8,482
ADMINISTRATIVE							
8013 PAYROLL TAXES	0.00	66.67	- 66.67	47.63	666.66	-619.03	800

8020 MANAGEMENT FEE	1,000.00	1,000.00	0.00	10,000.00	10,000.00	0.00	12,000
8040 POSTAGE	37.65	69.00	- 31.35	1,918.30	690.00	1,228.30	828
8060 COPIES/PRINTING/SUPPLIES	152.15	43.83	108.32	4,367.51	438.34	3,929.17	526
8063 CLUBHOUSE & OFFICE SUPPLIES	0.00	8.33	- 8.33	0.00	83.34	- 83.34	100
8080 CPA SERVICES	0.00	80.35	- 80.35	500.00	803.53	-303.53	964
8100 LEGAL EXPENSE	759.00	75.00	684.00	5,103.49	750.00	4,353.49	900
8106 LEGAL EXPENSE - COLLECTIONS	0.00	216.67	-216.67	156.00	2,166.66	-2,010.66	2,600
8120 INSURANCE	375.59	372.92	2.67	2,518.37	3,729.16	-1,210.79	4,475
8143 PERMITS/LICENSES	0.00	7.50	- 7.50	10.00	75.00	- 65.00	90
8230 BANK CHARGES	0.00	0.00	0.00	37.00	0.00	37.00	0
8244 PRIOR YEAR EXPENSES	0.00	0.00	0.00	15.00	0.00	15.00	0
8335 RESERVE ANALYSIS FUND	0.00	416.67	-416.67	3,898.00	4,166.66	-268.66	5,000
8341 MISCELLANEOUS OPERATING	138.21	18.08	120.13	217.83	180.84	36.99	217
8390 ANNUAL CORPORATE REPORT	0.00	0.00	0.00	61.95	0.00	61.95	0
8450 CORROTOMAN EXTENSION PROJECT	0.00	33.33	- 33.33	0.00	333.34	-333.34	400
8479	2,462.60	2,408.35	54.25	28,851.08	24,083.53	4,767.55	28,900
RESTRICTED TRANSFERS TO RESERVES							
9171 POOLED RESERVES	3,498.50	3,498.50	0.00	24,489.50	34,985.00	-10,495.50	41,982
9299	3,498.50	3,498.50	0.00	24,489.50	34,985.00	-10,495.50	41,982
9980 TOTAL EXPENSES	6,078.78	8,681.18	-2,602.40	78,073.32	86,811.86	-8,738.54	104,174
9990 GAIN (LOSS)	3,031.51	0.01	(3,031.50)	16,755.07	(0.02)	(16,755.09)	0

2022 Corrotoman by the Bay Budget Estimate

MUST PAYS					\$ 9,545.15	\$ 6,490.04	\$ 5,458.46
Category	Subcategory			Mar	Apr	May	
Expenses							
Dock Operations/Maintenance							
6510	Bulkhead Repair			\$ -	\$ -	\$ -	
6510	Dock Repair			\$ -	\$ -	\$ -	
6510	Dredge Landing			\$ -	\$ -	\$ -	
6510	Supplies (flags/keys/etc)			\$ 29.99	\$ -	\$ -	
6510	Flags			\$ 275.00	\$ -	\$ -	
Ground Maintenance							
6901	Grass Cutting/Trim			\$ -	\$ 2,657.00	\$ 2,657.00	
6901	Tree cutting/removal			\$ -	\$ -	\$ -	
6901	Storm Damage			\$ -	\$ -	\$ -	
6901	Concrete Repair			\$ -	\$ -	\$ -	
6901	Fence Repair			\$ -	\$ -	\$ -	
Road Maintenance/Repairs							
6302	Tree cutting/removal						
6302	Gravel repensihment			\$ 416.66	\$ 416.66	\$ 416.66	
6302	Tar / Black top			\$ -	\$ -	\$ -	
6302	Snow Removal			\$ -	\$ -	\$ -	
Facilities Repairs and Maintenance							
6580	Clubhouse Building			\$ 100.00	\$ 100.00	\$ 100.00	
6580	Playground repair			\$ -	\$ -	\$ 350.00	
Generator Service							
6580	Contract			\$ -	\$ 350.00	\$ -	
6580	HVAC Service Contract			\$ 200.00	\$ -	\$ -	
6580	Clubhouse Cleaning			\$ 275.00	\$ 100.00	\$ 100.00	

	Golf Course						
6508	Fertilizer/Seeds/Cutting			\$	-	\$	-
						\$	515.49
	Tennis Court Operation/Maintenance						
	Supplies (keys etc)			\$	-	\$	31.58
	Emergency			\$	-	\$	-
	Pool Operations/Maintenance						
6580	Pool rest room cleaning						\$ 126.00
6919	Chemicals			\$	-	\$	-
6919	Service Contract						\$ 626.00
6919	Opening/Closing Costs			\$	-	\$	-
6919	Keys			\$	-	\$	-
6919	Extra Chlorine tabs			\$	-	\$	-
6919	Salinators			\$	-	\$	-
6919	Repair Benches			\$	-	\$	-
6919	Furniture replacement			\$	-	\$	-
7045	Repairs/Maintenance			\$	-	\$	-
	Other/Special Projects						
8340	Corrotoman Dr Extension (CDE)			\$	-	\$	-
8106	CDE Legal			\$	-	\$	-
	Administration						
	Management						
8341	Management Reserve			\$	-	\$	-
8341	Hospitality			\$	-	\$	-
8143	Licesnses/Permits			\$	-	\$	-
8143	PO Box Rental			\$	-	\$	-

8143		DPOR			\$ -	\$ -	\$ -
6580		Cleaning & Sanitary Supplies			\$ 238.83	\$ -	\$ -
8063		Office Supplies			\$ 309.78	\$ 57.56	\$ 55.98
8040		Postage Sentry			\$ 203.00	\$ 203.00	\$ 203.00
8040		Postage CBTB			\$ -	\$ -	\$ -
8060		Printing/Reproduction Sentry			\$ 340.00	\$ 340.00	\$ 340.00
7311		Website Maintenance (GoDaddy every 3rd year); Zoom Subscription; MS Office Subscription			\$ 210.00	\$ -	\$ -
8811		HOA Dues and Training for Board Members			\$ -	\$ -	\$ -
8080		Professional Tax Service and Year End Review			\$ -	\$ 550.00	\$ -
8390		Cap Reserve Report update (every 5th year)			\$ -	\$ -	\$ -
8341		Misc (ensure specified)			\$ -	\$ -	\$ -
		Professional Fees					
8020		Fin Mgt Fees/Firm (Sentry)			\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
						\$ -	\$ -
8100		Atty Legal Fees in support of CBTB			\$ 2,774.49	\$ -	\$ -
8106		Atty Legal Fees in support of Collections			\$ -	\$ -	\$ -
8106		Prep of cases to atty			\$ -	\$ -	\$ -
8106		Court Costs			\$ -	\$ -	\$ -

8106		Follow on Collection Fees			\$ -	\$ 400.00	\$ 400.00
	Utilities						
7910		Electric			\$ 150.00	\$ 150.00	\$ 150.00
7960		Propane			\$ 648.40	\$ -	\$ -
7920		Water			\$ -	\$ 130.00	\$ -
7945		Internet			\$ 110.98	\$ 110.98	\$ 110.98
8120	Insurance				\$ 375.00	\$ 375.00	\$ 375.00
	Taxes						
		Employment			\$ -	\$ -	\$ -
8013		Back Taxes/Penalties			\$ -	\$ -	\$ -
8310		Closing Fees			\$ -	\$ -	\$ -
9171		Transfer to reserves			\$ 3,498.50	\$ 3,498.50	\$ 3,498.50
					=====	=====	=====
(\$ Spent)	Total Expenses				\$ 11,255.63	\$ 10,570.28	\$ 12,879.33
(\$ Collected)	TOTAL Income				\$ 7,745.63	\$ 7,745.63	\$ 7,745.63
					=====	=====	=====
	Balance				\$ (3,510.01)	\$ (2,824.66)	\$ (5,133.71)

\$ 515.49	\$ 515.49	\$ 515.49	\$ 515.49	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 126.00	\$ 126.00	\$ 126.00	\$ 126.00			
\$ 509.72	\$ 509.72	\$ 509.72	\$ 509.72	\$ -	\$ -	\$ -
\$ 626.00	\$ 626.00	\$ 626.00	\$ 626.00	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ 675.00		\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ -
\$ 99.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

\$ -	\$ -	\$ -	\$ 60.00	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 10.52	\$ 8.65	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 203.00	\$ 203.00	\$ 203.00	\$ 203.00	\$ 203.00	\$ 203.00	\$ 203.00
\$ -	\$ -	\$ 55.00	\$ -	\$ -	\$ -	\$ -
\$ 340.00	\$ 340.00	\$ 340.00	\$ 340.00	\$ 340.00	\$ 340.00	\$ 340.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,775.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
\$ 350.00	\$ 450.00	\$ 450.00	\$ 300.00	\$ 150.00	\$ 150.00	\$ 150.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450.00
\$ 400.00	\$ 300.00	\$ 130.00	\$ -	\$ 130.00	\$ -	\$ 130.00
\$ 110.98	\$ 110.98	\$ 110.98	\$ 110.98	\$ 110.98	\$ 110.98	\$ 110.98
\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 498.84	\$ 117.37	\$ -	\$ -	\$ -	\$ -
\$ 3,498.50	\$ 3,498.50	\$ 3,498.50	\$ 3,498.50	\$ 3,498.50	\$ 3,498.50	\$ 3,498.50
=====	=====	=====	=====	=====	=====	=====
\$ 11,933.37	\$ 11,935.84	\$ 13,430.72	\$ 11,988.35	\$ 9,181.14	\$ 6,444.14	\$ 13,524.14
\$ 7,745.63	\$ 7,745.63	\$ 7,745.63	\$ 7,745.63	\$ 7,745.63	\$ 7,745.63	\$ 7,745.63
=====	=====	=====	=====	=====	=====	=====
\$ (4,187.75)	\$ (4,190.22)	\$ (5,685.10)	\$ (4,242.73)	\$ (1,435.52)	\$ 1,301.49	\$ (5,778.52)

\$ 5,402.48	\$ 5,532.48	\$ 78,106.35	MUST PAYs	
<u>Jan</u>	<u>Feb</u>	<u>Estimate</u>		
\$ -	\$ -	\$ -	Capital Reserve	
\$ -	\$ -	\$ -		
\$ -	\$ -	\$ -	Capital Reserve	
\$ -	\$ -	\$ 29.99	10 keys at \$2.99 per key	
\$ -	\$ -	\$ 1,100.00	American 4x6 -4 ea \$115.96; VA 4x6- 4ea \$158.56	
\$ -	\$ -	\$ 18,599.00	\$21,600 Based on actuals (if \$3k added to Nov we would be at \$21,599	
\$ -	\$ -	\$ -		
\$ -	\$ -	\$ -		
\$ -	\$ -	\$ -		
\$ -	\$ -	\$ -		
		\$ -		
Recommend using only CAP				
\$ 416.66	\$ 416.66	\$ 4,999.92	Res	
\$ -	\$ -	\$ -		
\$ 1,000.00	\$ -	\$ 1,000.00	\$60 per hr x 16 hrs	
\$ 100.00	\$ 100.00	\$ 1,200.00		
\$ -	\$ -	\$ 350.00	Replace broken spring on elephant spring rider.	
\$ -	\$ -	\$ 350.00		
\$ -	\$ -	\$ 200.00		
\$ 100.00	\$ 100.00	\$ 1,375.00		

\$ -	\$ -	\$ 2,577.45	Recommend using only CAP Res. Supplies \$777.45; extra cutting \$1800.00	
\$ -	\$ -	\$ 31.58	10 keys	
\$ -	\$ -	\$ -		
		\$ 630.00	Est \$45 per week x 3 weeks; 4th week part of overall clubhouse cleaning pool not charged	
\$ -	\$ -	\$ 2,548.60		
\$ -	\$ -	\$ 3,130.00		
\$ -	\$ -	\$ 1,370.00		
\$ -	\$ -	\$ 100.00		
\$ -	\$ -	\$ -		
\$ -	\$ -	\$ -	Capital Reserve Item	
\$ -	\$ -	\$ -		
\$ -	\$ -	\$ 400.00		
\$ -	\$ -	\$ -		
			Pool Total	\$ 8,178.60
\$ -	\$ -	\$ -		
\$ -	\$ -	\$ -		
\$ -	\$ -	\$ 100.00		
\$ -	\$ -	\$ 99.50	Water: \$42.20; Snacks: \$40.00; Ice: \$17.5	
\$ -	\$ -	\$ -		
\$ -	\$ -	\$ 120.00		

\$ -	\$ -	\$ 60.00		
\$ -	\$ -	\$ 238.83	Disinfecting wipes: \$67.98; Facemasks: \$35.92; Hand sanitizer: \$24.95; Paper towels: \$19.99; Toilet Bowl cleaner: \$33.60; Swiffer wet: \$13.41; TP \$19.99	
\$ -	\$ -	\$ 442.49	Toner: \$309.78; Paper: \$57.56; Binders: \$55.98; Folders: \$10.52; Envelopes: \$8.65	
\$ 203.00	\$ 203.00	\$ 2,436.00	Based upon 9 months of actuals	
\$ -	\$ -	\$ 55.00	Coil of stamps	
\$ 340.00	\$ 340.00	\$ 4,080.00	Based upon 9 months of actuals	
\$ -	\$ -	\$ 210.00	Zoom \$150.00; Microsoft \$60.00; GoDaddy \$_____	
\$ -	\$ -	\$ -		
\$ -	\$ -	\$ 1,550.00	Tax Prep: \$550; End of Year Review: \$1,000	
\$ -	\$ -	\$ -	Not required	
\$ -	\$ -	\$ -		
\$ 1,100.00	\$ 1,100.00	\$ 13,200.00		
\$ -	\$ -	\$ -		
\$ -	\$ -	\$ 5,274.49	Added \$2,500 towards end of year for legal review of revised by-laws. Based upon Gen Rep actuals	
\$ -	\$ -	\$ 2,000.00	Actual 2021 - \$156 Legal & \$1,200 in Nov	
\$ -	\$ -	\$ 2,775.00	Assumes 15 lots forwarded at \$185 per lot	
\$ -	\$ -	\$ -		

\$ -		\$ 800.00	Estimate for those in collections Dec 2020	
			Based upon 2021	
\$ 150.00	\$ 150.00	\$ 2,750.00		
\$ -	\$ -	\$ 1,098.40		
\$ -	\$ 130.00	\$ 1,350.00		
\$ 110.98	\$ 110.98	\$ 1,331.76		
		\$ -		
\$ 375.00	\$ 375.00	\$ 4,500.00		
		\$ -		
\$ -	\$ -	\$ -		
\$ -	\$ -	\$ -		
\$ -	\$ -	\$ 616.21	Sentry collects from New Owners who request Disclosure packages at time of closing. This represents circumvention of the process	
\$ 3,498.50	\$ 3,498.50	\$ 41,982.00		
=====	=====	=====		
\$ 7,394.14	\$ 6,524.14	\$ 127,061.22		
\$ 7,745.63	\$ 7,745.63	\$ 109,350.00	Per Sentry- we must use full amount billed here.	
=====	=====	=====		
\$ 351.49	\$ 1,221.49	\$ (17,711.22)		
		\$ 8,178.60	Pool Estimate \$105 per family, at est 78 participants	
		=====		
		\$ (9,532.62)		

Letters sent advising selected for collection 10/19		9				
# Paid		2				
# Deferred		2	Pending sale; Owner deceased			
# Payment Plan		1				
		0				
	=====					
Balance to Atty 11/19		4				

**Capital Reserve Report
9 January 2021**

Capital Reserve Budget FY 2020-2021

Description	Approved Date	Amount Approved	Contractor	Comments
Bulkhead Repair/Permits	17 Nov 2020 (Originally \$15K Mar 2020)	\$2,500 (deposit)	ECO	Approved for \$24,650. Balance to be paid in FY 2022
Pine Place Tree/Brush removal	Oct 2020	\$2,552	Magic Tree	Awaiting contract acceptance
Gravel replacement, Club View & Misc Ditch/Gravel work	Mar 2020	\$3,974.50	Earth Resources	Completed. (Originally approved for
Road Work, Sandy Lane	Aug 2020	\$1,420	Earth Resources	Completed.
IT Upgrade (computer/printer)	Mar 2020	\$1,980.46	K. Beutel	Completed. (originally approved for
HVAC replacement	Jun 2020	\$6,250	Northern Neck Mechanical	Completed.
		\$18,676.86	TOTAL	

Board Members were provided the Capital Reserve report early August for review and comment. After the election of new officers, all Board Members were again requested to provide comments (new members were provided an electronic copy).

There were no Board Member comments received regarding the prepared report therefore the report will be accepted as presented and of the completed document will be posted on the CBTB website for the community.

A draft Capital Reserve budget was provided to Board Member in December for review and comment. To date no comments have been received. Recommend review and approval of the Capital Reserve budget at the same time as the Annual Budget.

Contracts 2020-2021					
<u>Contractor Name</u>	<u>Description of Services</u>	<u>Period of Performance</u>	<u>Funding</u>	<u>Comments</u>	
	Audit/Review of past fiscal years		Ops	Pending proposal	
Turner, Liens, Gold			Ops	Previous vendor unable to meet terms of contract	
PENDING	Snow removal 2020-2021	12/1/2020-5/1/2021	Ops	Contract	
Glen Tignor	Clubhouse electrical services	Oct 2020-Jan 2021	Ops	Awaiting signature	
Welford Stevens	Tree removal Common Area	Dec-20	Ops	Complete	
Magic Tree	Tree removal Pine Place	Oct 2020-Jan 2021	Cap Res	Complete awaiting final bill	
Gordon Rees Scully Mansukhani	Collections	Oct 2020 w/12 month options (ends 2023)	Ops	Services billed as required.	
Northern Neck Mechanical	HVAC replacement	Aug-20	Cap Res	Complete	
ECO	Bulkhead/Dredging	May-20	Cap Res	Awaiting signature	
USPS	PO Box renewal	20-Jun	Ops	Complete	
Earth Resources	Repair Sandy Land	20-Aug	Cap Res	Complete	
Earth Resources	Repair Club View Lane and Misc Ditch work	20-Jun	Cap Res	Complete	
Miller Dodson	Capital Reserve Report	Aug-20	Ops	Complete	
State Farm Insurance	Insurance	Jun-20	Ops	Complete	
Turner, Liens & Gold	Tax preparation	Jun-20	Ops	Complete	
DCs Lawn Care	Grounds Maintenance	May 2020-Apr 2021 w/2 one year options (ends 2023)	Ops	Complete awaiting final bills	
Cutting Edge Lawn Service	Grounds Maintenance	Apr-20	Ops	Complete	

Atlantic Broadband	Internet Services	Annual	Ops	Ongoing
Northern Neck Generator	Generator Maint	Annual (Mar)	Ops	Ongoing
Sevarge	Pool maintenance	2020	Ops	Complete
Redlaw Mechanical	HVAC Maintenance contract	Annual	Ops	Complete
Sentry Mgt	Financial Management	Annual (ends Nov 2021)	Ops	Ongoing
Community Member	Description of Reimbursement	Period of Performance	Funding	Comments
Jean Ehلمان	Ratification of purchase	n/a	Ops	Paid by Sentry
Barry Jackson	10 dock keys	n/a	Ops	Paid locally (ops)
Ken Beutel	Computer replacement	Aug-20	Cap Res	Complete
Deb Beutel	Promo Items	Dec	Ops	Paid by Sentry

Corrotoman By The Bay Association

2021/22 Amenities Application

Corrotoman By The Bay Association property owners in good standing may apply for use of the amenities. Indicate the CBTB amenities you want to enjoy, agree to abide by the rules, and send total fees payable to CBTB to Corrotoman By The Bay, 7619 Little River Turnpike Suite 210, Annandale VA 22003

Lot Owners: _____ Lot Numbers: _____
Address: _____
Phone: _____ Emergency Phone: _____ Email: _____

Clubhouse or Pavilion Rental **\$100.00** \$50.00 with \$50.00 refundable deposit \$ _____
if post event inspection shows facility is clean and undamaged. Contact Grounds Chairman to schedule your event.
(All funds raised from clubhouse rental fees will be used solely for Clubhouse modernization and upkeep)

Golf Course Free 9-hole golf course. Starting near clubhouse -0-

Ping Pong, Basketball, Fitness Free use on first come, first serve basis -0-

Boat Ramp Free boat ramp and trailer parking while boating. Gate key provided by Dockmaster. -0-

Pool Annual pool pass is **\$150** per household. \$ _____
Gate key provided by Pool Chairman.

Tennis/Pickleball Courts Annual courts pass is **\$25** per household. \$ _____
Gate key provided by Grounds Chairman.

Dock Boat Slips Annual boat slip fee is **\$200** per slip. \$ _____
Insurance Carrier: _____
Policy #: _____
Registration #: _____
Vessel L x W x D: _____
Gate key provided by Dockmaster.

Kayak Rack Annual kayak rack fee is **\$25** per space. \$ _____
Manufacturer: _____
Color: _____
Length: _____
Serial #: _____
Cable and lock provided by owner.
Gate key provided by Dockmaster.

TOTAL FEE 2020 CBTB ASSOCIATION, INC. AMENITIES \$ _____

I/we the undersigned are Corrotoman By The Bay Association, Inc. property owner(s) in good standing and have read the CBTB policies and rules for the selected amenities and agree to abide by the rules (on back) and policies as stated at www.CorrotomanByTheBay.org

Signed: _____ Date: _____

Corrotoman By The Bay Association
2021/22 Pool & Court Rules

Pool Rules

1. No glass containers are permitted within the fenced area surrounding the pool.
2. No running is permitted within the fenced area surrounding the pool.
3. Proper swimming attire is required. Cutoffs and/or street clothes are not allowed in the pool.
4. A shower and footbath are required prior to entering the pool.
5. Waterproof rubber pants are required for children in diapers.
6. Rafts or large flotation devices, which could block the bottom of the pool, are not permitted.
7. No smoking in pool area.
8. Diving rules:
 - a. Only one person at a time on the diving board.
 - b. No diving from the side of the board.
 - c. Single bounce only.
 - d. Swim immediately to the side of the pool after diving.
 - e. No swimming in the area under the diving board.
 - f. No goggles, masks or flippers allowed on the diving board

Tennis/Pickleball Court Rules

1. Tennis/pickleball courts will remain locked when not in use. Lock them when leaving the courts.
2. Courts are available for all property owners in good standing and their invited guests.
3. The maximum number of playing guests to accompany a member shall be three.
4. All players play tennis and pickleball at their own risk.
5. CBTB property owners are responsible for actions of their guests.
6. Upon payment of the administration fee, the user shall receive an access card or key to the courts good for (1) year. The fee is due for May 1 but can be paid at the same time that the pool fee and annual assessment are paid.
7. Appropriate foot ware such as soft, smooth, rubber-soled tennis shoes shall be worn to eliminate injury to players or damage to the courts.
8. Courts should be swept free of debris before play. Be careful not to track dirt or mud onto the courts. If the courts are wet after a rain, use the roller to eliminate the water.
9. No glass containers or glass items are allowed in the court area. All trash or debris should be removed upon leaving the courts.
10. No pets, skateboards, roller-skates, rollerblades, cycles, motor or petal are allowed on the courts.
11. If players are waiting, limit your use to one hour. A single family or group shall occupy only one court.
12. All other organized activities such as tennis or pickleball lessons, etc. need to meet the approval of the board of directors. Dates and times of lesson should be posted.
13. The CBTB president or a board member should be contacted in the event of:
 - a. A large group using the courts, schedule in advance.
 - b. Hazards, damage or other concerns.
 - c. Any personal injury
14. No smoking on courts!
15. Safety is important. Don't get hurt! Have fun.