

**Corrotoman-By-The Bay Association, Inc.**  
**Board of Directors Meeting MINUTES**  
**9:00, Saturday 14 November 2020**

**ZOOM Dial-in**

<https://us02web.zoom.us/j/83121982812?pwd=NWhZWV0QWd6RFN0SFBQeituSVV4UT09>

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**

**Members Present: Deb Beutel, Lea Gallogly, Ian Faye, Jean Ehlman, Cristian Shirilla, Kevin MacNair, Don Smith, Sam Longstreet, 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.
2. HOA Board Member Training Tip of the Month
3. Leadership Moment – “Gift of a Crisis Part 2”

**Secretary’s Report: Cristian Shirilla** – Provide Minutes from 31 October 20 Meeting for review and approval.

**Motion to approve: Lisa Adler**

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

**Abstention: Sam Longstreet**

**Yes: All others present**

**No: n/a**

**Treasurer’s Report: Lea Gallogly** – See report.

**Motion to approve: Lisa Adler**

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

**Abstention: Don Smith**

**Yes: All others present**

**No: n/a**

**2021-2022 Budget Development Schedule**

• <b>Initial Budget Kick Off –Build Cycle Begins</b>	<b>17 October</b>
• Budget inputs due from Chairs to Treasurer	14 November
• Draft budget (1 <sup>st</sup> cut) back to Board Members	28 November
• Executive Session (to include Chairs) Discussion	12 December
• Draft budget (2 <sup>nd</sup> cut) to Board	26 December
• 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

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- **Collections Sub-Committee Chair – Lea Gallogly:** - SEE ATTACHED REPORT
  - **Capital Reserve Sub-Committee Chair – Lea Gallogly:** Board Member Reserve Study Review Meeting TBD

**\*Finance Committee:** Vacant, Chair NO REPORT

**Architectural Review:** Kevin McNair, Chair – Provide Update on cost estimate and proposal to gradually reopen Clubhouse for limited use (in response to Mark Hill’s question). (Coordinate with Lisa and Don)

- Clubhouse Sub-Committee Chair - Vacant:
- Playground Sub-Committee Chair - Vacant:

**Communications:** Tara Linne, Chair – NO REPORT

**\*Hospitality:** Vacant Chair – NO REPORT

- Thanks for all the participation from the neighborhood in the second Annual CBTB Trunk or Treat event. We had more than double the Trunks and Treats and more than double the kids!

**Pool:** Lisa Adler, Chair - SEE ATTACHED REPORT

- **Pool Renovation Review Sub-Committee Chair – Kathy Moffitt:** - See 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 – Request a motion to execute Bulkhead and dock repairs from Capital Reserves at a cost NTE \$27,500.00.
  - **Motion: Ian Faye - Proceed with project so long as costs do not to exceed \$24,615**
  - **2<sup>nd</sup>: Lea Gallogly**
  - **Abstention: n/a**
  - **Yes: all present**
  - **No: n/a**

**Tennis:** Jean Ehlman, Chair – SEE ATTACHED REPORT

**Golf :** Mike Gallogly– SEE ATTACHED REPORT

**Nomination Committee:** Jeff Craven- Chair: NO REPORT

## **Old Business:**

1. **Review and Approval Final CBTB Membership Survey Questions and Implementation timeline –**  
Ken Beutel
2. **Review status of input from Board Members and Committee Chairs for FY21/22 Budget**  
**Development:** Lea Gallogly

## **New Business:**

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1. **Secretary and Communications Chair** to discuss Google Docs method for maintaining copies of “official” CBTB documents and files.

**Member Input:** Request Community members submit questions for the Board to the [CBTBay@gmail.com](mailto:CBTBay@gmail.com) email no later than Wednesday 10 November so that the Board can be prepared to respond via email, via the appropriate Committee Chairs’ Report or during Member input time. This gives the Board time to thoroughly research complicated questions.

**Next Meeting:** Board Meeting Saturday 12 December 2020, 9:00 a.m.

**Motion to Adjourn Regular Session and Enter Executive Session:**

- **Motion: Lisa Adler 10:23am**
- **2<sup>nd</sup>: Cristian Shirilla**
- **Yes: All present**
- **No: n/a**

**EXECUTIVE SESSION:** Separate Agenda

- **Motion to begin executive session: Lisa**
- **2<sup>nd</sup>: Cristian**
- **Yes: Unanimous**
- **No: n/a**

**Motion to Adjourn Executive Session and Return to Regular Session:**

- **Motion: Don Smith**
- **2<sup>nd</sup>: Lisa Adler**
- **Yes: Unanimous 11:56**
- **No: n/a**

**Motion to Adjourn:**

- **Motio: Cristian Shirilla**
- **2<sup>nd</sup>: Don Smith**
- **Yes: Unanimous 11:57**
- **No: 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**

12 December 2020  
26 December 2020 (FY21-22 Budget Review)  
9 January 2021  
13 February 2021  
13 March 2021  
10 April 2021

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ANNUAL Meeting Sunday 2 May 2021

**Corrotoman-By-The Bay Association, Inc.**  
**Board of Directors Meeting Agenda**  
**9:00, Saturday 14 November 2020**  
**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.
2. HOA Board Member Training Tip of the Month
3. Leadership Moment – “Gift of a Crisis Part 2”

**Secretary’s Report: Cristian Shirilla** – Provide Minutes from 31 October 20 Meeting for review and approval.

**Treasurer’s Report: Lea Gallogly** – See report.

**2021-2022 Budget Development Schedule**

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- **Collections Sub-Committee Chair – Lea Gallogly:** - See report.
- **Capital Reserve Sub-Committee Chair – Lea Gallogly:** Board Member Reserve Study Review Meeting TBD

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

**Architectural Review: Kevin McNair, Chair** – Provide Update on cost estimate and proposal to gradually reopen Clubhouse for limited use (in response to Mark Hill’s question). (Coordinate with Lisa and Don)

- Clubhouse Sub-Committee Chair - Vacant:
- Playground Sub-Committee Chair - Vacant:

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

**\*Hospitality:** Vacant Chair –

- Thanks for all the participation from the neighborhood in the second Annual CBTB Trunk or Treat event. We had more than double the Trunks and Treats and more than double the kids!

**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 – Request a motion to execute Bulkhead and dock repairs from Capital Reserves at a cost NTE \$27,500.00.

**Tennis:** Jean Ehlman, Chair – See report.

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

**Nomination Committee:** Jeff Craven- Chair:

## **Old Business:**

1. **Review and Approval Final CBTB Membership Survey Questions and Implementation timeline –**  
Ken Beutel
2. **Review status of input from Board Members and Committee Chairs for FY21/22 Budget Development:** Lea Gallogly

## **New Business:**

1. **Secretary and Communications Chair** to discuss Google Docs method for maintaining copies of “official” CBTB documents and files.

**Member Input:** Request Community members submit questions for the Board to the [CBTBay@gmail.com](mailto:CBTBay@gmail.com) email no later than Wednesday 10 November so that the Board can be prepared to respond via email, via the appropriate Committee Chairs’ Report or during Member input time. This gives the Board time to thoroughly research complicated questions.

**Next Meeting:** Board Meeting Saturday 12 December 2020, 9:00 a.m.

**Motion to Adjourn Regular Session and Enter Executive Session:**

**EXECUTIVE SESSION:** Separate Agenda

**Motion to Adjourn Executive Session and Return to Regular Session:**

**Motion to Adjourn:**

**Board Member Terms**

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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**

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

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**Corrotoman-By-The Bay Association, Inc.**  
**Board of Directors Meeting MINUTES**  
**9:00, Saturday 31 October 2020**  
**ZOOM Dial-in**

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

**BOD Members Present: Deb Beutel, Kevin McNair, Cristian Shirilla, Lea Gallogly, Ian Faye, Don Smith, Lisa Adler, Jean Ehlman**

**Absent: Sam Longstreet**

**Announcements from Board:**

1. Future Board Meetings will be conducted via ZOOM until the Spring time or such time as COVID numbers decrease significantly.
2. HOA Board Member Training Tip of the Month
3. Leadership Moment – “Gift of a Crisis Part 2”

**Secretary’s Report:**

- **Cristian Shirilla** – Provide Minutes from 17 October 20 Meeting for review and approval.
  - o **Motion to approve:** Lisa Adler
  - o **2<sup>nd</sup>:** Kevin McNair
  - o **Abstention:** Cristian Shirilla
  - o **Yes:** All present
  - o **No:** n/a

**Treasurer’s Report: Vacant – NO REPORT**

**Committee/Sub-Committee Reports:**

**\*Finance Committee: Vacant, Chair - NO REPORT**

- Member forwarded question, “**What do we get for our HOA dues?**” The approved FY 20-21 Budget was mailed to all CBTB members with their FY20-21 Annual Assessments. In addition, it is posted on the CBTB Website.
- **Collections Sub-Committee Chair – Vacant:** The Collections committee reviewed the status of current delinquent accounts and identified the 9 delinquent accounts with an outstanding total of **\$6,347.38** to be forwarded to collections. Notification of assignment to collections letters were forwarded to 9 delinquent members, requiring they contact Sentry Management and pay their delinquent account balances or set up a payment plan within 30 days of receipt of the letter. If members fail to contact Sentry Management to pay off their delinquent balances or set-up an payment plan by 30 November 2020, their accounts will be forwarded to the Association’s Collections attorney.
- **Capital Reserve Sub-Committee Chair - Vacant:** Board Member Reserve Study Review Meeting TBD

**\*Architectural Review: Kevin McNair, Chair – SEE ATTACHED REPORT**

**Communications: Tara Linne, Chair – NO REPORT**

**\*Hospitality: Vacant Chair –**

- Trunk or Treat slated for 31 October 2020, 4pm-6pm. Open for all CBTB children and adults. Costumes encouraged.



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**Pool: Lisa Adler, Chair - SEE ATTACHED REPORT**

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

**Roads & Grounds: Don Smith, Chair - Roads Repair Update – NO REPORT**

- Dock Sub-Committee: Barry Jackson, Chair – NO REPORT

**Tennis: Jean Ehlman, Chair – SEE ATTACHED REPORT**

**Golf : Mike Gallogly– SEE ATTACHED REPORT**

**Nomination Committee: Jeff Craven- Chair:** Resumes for those interested in being considered for an upcoming Board Vacancy with a Term ending in May 2022 should forward resumes to the [CBTBay@gmail.com](mailto:CBTBay@gmail.com) organizational email box NLT 10 November for consideration at the 14 November Board Meeting.

\* Denotes a current vacancy.

### **Old Business:**

- 1. Review and Approve Corrotoman Extended Project Resolution. [SEE ATTACHED RESOLUTION] Jeff Craven/Kevin McNair**
  - a. Motion – Kevin McNair**
  - b. 2<sup>nd</sup> – Lea Gallogly**
  - c. Yes votes:**
    - i. Deb Beutel**
    - ii. Kevin McNair**
    - iii. Cristian Shirilla**
    - iv. Jean Ehlman**
    - v. Ian Faye**
    - vi. Lisa Adler**
    - vii. Don Smith**
  - d. No votes: n/a**
- 2. Review and Approve Proposed Letter of Instruction for Implementing CBTB Membership Survey – Deb Beutel**
  - a. NO action voted on**

### **New Business:**

- 1. Review and Approve Proposed Board Member Code of Conduct: Deb Beutel**
  - a. NO action required**
- 2. Discuss and Approve Pen changes to Admin Policy Manual WRT \$500.00 expenditures per committee Chair or Board Member not in Budget: Deb Beutel**
  - a. NO action required**
- 3. Review Cost and Policy Proposal for gradually reopening clubhouse. Architecture Chair- Kevin Smith and Don Smith/Lisa Adler**
  - a. No action required**

4. **HOA BOARD Member Training is HIGHLY RECOMMENDED:** Recent HOA Board Member and HOA Law Legal Training
5. **Schedule of Planned Committee Meetings for the next Quarter.**
6. **Communications: Secretary and Communications Chair** to discuss Google Docs method for maintaining copies of “official” CBTB documents and files.
7. **Review Proposed Board Member and Committee Chair Duties:** Pushed to 14 November Board Meeting.

**Member Input:** Request Community members submit questions for the Board to the [CBTBay@gmail.com](mailto:CBTBay@gmail.com) email no later than Wednesday 28 October so that the Board can be prepared to respond via email, via the appropriate Committee Chairs’ Report or during Member input time.

**Next Meeting:** Board Meeting Saturday 14 November 2020, 9:00 a.m.

**Motion to Adjourn Regular Session and Enter Executive Session at 10:36am:**

**Don – Motion**  
**Lisa – 2<sup>nd</sup>**  
**Yes votes: all present**  
**No votes: n/a**

**EXECUTIVE SESSION 10:45am:** Separate Agenda

**Motion to Adjourn Executive Session and Return to Regular Session at 11:09am:**

**Motion – Lea Gallogly**  
**2<sup>nd</sup> – Don Smith**  
**Yes Votes: All present**  
**No votes: n/a**

**Motion to Adjourn at 11:10am:**

**Motion – Lisa Adler**  
**2<sup>nd</sup> – Lea Gallogly**  
**Yes votes: all present**  
**No votes: 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**

14 November 2020  
12 December 2020  
9 January 2021  
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10 April 2021

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ANNUAL Meeting Sunday 2 May 2021

**Treasurers Report  
14 November 2020**

**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:**

Homeowners 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](mailto:kpangakis@sentrymgt.com).

**Prior Year Taxes (2012-2018):**

State: Received notification dated 1 June 2020 advising that taxes for the time frame 3/2012-2/2013 have not been filed. The Finance Committee drafted a letter requesting the State waive the requirement to file. The State has rejected the request to waive the requirement to file a tax. Tax documents were prepared as of 9 November and submitted to the State.

Federal: Received a request from the IRS for a copy of a payment made this past April. Sentry has requested the check from the bank and it will be provided upon receipt. Completed.

CORROTOMAN BY THE BAY ASSOCIATION  
 B A L A N C E S H E E T  
 October 2020

	OPERATING	RESERVE	TOTAL
<b>CURRENT ASSETS</b>			
1015 UNION BANK - CHECKING - PRIMARY	41,882.55		41,882.55
1041 CHESAPEAKE BANK - CHECKING - OPER	738.69		738.69
1057 SONABANK - SAVINGS - OPER	540.38		540.38
1067 SONABANK - SAVINGS - RESERVE		122,717.70	122,717.70
<b>ACCOUNTS RECEIVABLE</b>			
1210 ASSESSMENTS	43,161.62	122,717.70	165,879.32
1250 LEGAL FEES	50,986.39		50,986.39
1272 RECEIVABLES - PRIOR OWNER	12,028.78		12,028.78
	360.00		360.00
<b>PREPAID ASSETS</b>			
1310 STATE FARM PKG INS 6/2/20-21 \$4,175.00	63,375.17	0.00	63,375.17
1316 STATE FARM UMB INS 10/15/20-21 \$332.00	2,435.44		2,435.44
	304.37		304.37
	2,739.81	0.00	2,739.81
<b>TOTAL ASSETS</b>	<u>109,276.60</u>	<u>122,717.70</u>	<u>231,994.30</u>

CORROTOMAN BY THE BAY ASSOCIATION  
 B A L A N C E S H E E T  
 October 2020

	OPERATING	RESERVE	TOTAL
<b>CURRENT LIABILITIES</b>			
2010 ACCOUNTS PAYABLE	114.73		114.73
2020 ACCRUED ESTIMATED EXPENSES	2,800.00		2,800.00
2032 DEFERRED ANNUAL ASSESSMENT	36,480.00		36,480.00
2130 PREPAID ASSESSMENTS	3,710.86		3,710.86
<hr/>			
RESTRICTED EQUITY - RESERVES	43,105.59	0.00	43,105.59
2215 RESERVES - INTEREST		170.19	170.19
2271 RESERVES - POOLED		134,191.91	134,191.91
SPENT FROM RESERVES			
2471 RESERVES - POOLED		(11,644.40)	(11,644.40)
<hr/>			
OPERATING EQUITY	0.00	122,717.70	122,717.70
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)	14,853.85		14,853.85
<hr/>			
	66,171.01	0.00	66,171.01
<hr/>			
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>109,276.60</b>	<b>122,717.70</b>	<b>231,994.30</b>

CORROTOMAN BY THE BAY ASSOCIATION  
 REVENUE & EXPENSE BUDGET COMPARISON REPORT  
 OCTOBER 2020

	CURRENT PERIOD	MONTHLY BUDGET	MONTHLY VARIANCE	8 MONTH PERIOD	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
INCOME							
-----							
OPERATING INCOME							
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4020 ASSESSMENTS - ANNUAL	9,120.00	7,612.50	1,507.50	72,960.00	60,900.00	12,060.00	91,350
4060 LATE CHARGES	235.12	0.00	235.12	1,281.58	0.00	1,281.58	0
4090 FEES - DOCK/TENNIS/ETC	155.00	208.33	-53.33	1,745.00	1,666.68	78.32	2,500
4100 INTEREST - OPERATING	0.09	0.00	0.09	0.30	0.00	0.30	0
4190 POOL FEES	0.00	822.92	-822.92	375.00	6,583.32	-6,208.32	9,875
4340 INTEREST - RESERVES	40.22	37.44	2.78	291.88	299.46	-7.58	449
4350 INTEREST ALLOC TO RESERVES	-40.22	0.00	-40.22	-291.88	0.00	-291.88	0
4470 DONATION/FURNITURE FUND	0.00	0.00	0.00	120.00	0.00	120.00	0
4970	9,510.21	8,681.19	829.02	76,481.88	69,449.46	7,032.42	104,174
4980 TOTAL INCOME	9,510.21	8,681.19	829.02	76,481.88	69,449.46	7,032.42	104,174
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EXPENSES							
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GROUNDS MAINTENANCE							
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6302 ROAD REPAIRS	0.00	121.25	-121.25	0.00	970.00	-970.00	1,455
6510 DOCK MAINTENANCE	0.00	29.17	-29.17	78.87	233.32	-154.45	350
6580 REPAIR/MAINTENANCE-GENERAL	0.00	134.83	-134.83	613.25	1,078.68	-465.43	1,618
6599	0.00	285.25	-285.25	692.12	2,282.00	-1,589.88	3,423
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CORROTOMAN BY THE BAY ASSOCIATION  
 REVENUE & EXPENSE BUDGET COMPARISON REPORT  
 OCTOBER 2020

CONTRACTS

	CURRENT PERIOD	MONTHLY BUDGET	MONTHLY VARIANCE	8 MONTH PERIOD	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
6901 GROUNDS MAINTENANCE	2,800.00	990.16	1,809.84	18,600.00	7,921.22	10,678.78	11,881
6937 POOL OPERATIONS	0.00	708.75	-708.75	534.84	5,670.00	-5,135.16	8,505
6999	2,800.00	1,698.91	1,101.09	19,134.84	13,591.22	5,543.62	20,386

POOL/CLUBHOUSE EXPENSE

7045 POOL REPAIR	0.00	83.33	-83.33	0.00	666.68	-666.68	1,000
7899	0.00	83.33	-83.33	0.00	666.68	-666.68	1,000

UTILITIES

7910 ELECTRIC	-41.52	314.67	-356.19	861.00	2,517.32	-1,656.32	3,776
7920 WATER/SEWER	0.00	197.86	-197.86	-65.08	1,582.93	-1,648.01	2,374
7945 INTERNET SERVICE	126.24	110.98	15.26	816.18	887.84	-71.66	1,331
7960 GAS/FUELS	0.00	83.33	-83.33	0.00	666.68	-666.68	1,000
7999	84.72	706.84	-622.12	1,612.10	5,654.77	-4,042.67	8,482

ADMINISTRATIVE

8013 PAYROLL TAXES	0.00	66.67	-66.67	47.63	533.32	-485.69	800
8020 MANAGEMENT FEE	1,000.00	1,000.00	0.00	8,000.00	8,000.00	0.00	12,000
8040 POSTAGE	50.00	69.00	-19.00	1,835.50	552.00	1,283.50	828



CORROTOMAN BY THE BAY ASSOCIATION  
 REVENUE & EXPENSE BUDGET COMPARISON REPORT  
 OCTOBER 2020

	CURRENT PERIOD	MONTHLY BUDGET	MONTHLY VARIANCE	8 MONTH PERIOD	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET	
8060	COPIES/PRINTING/SUPPLIES	198.55	43.83	154.72	4,035.66	350.68	3,684.98	526
8063	CLUBHOUSE & OFFICE SUPPLIES	0.00	8.33	- 8.33	0.00	66.68	- 66.68	100
8080	CPA SERVICES	0.00	80.35	- 80.35	0.00	642.83	-642.83	964
8100	LEGAL EXPENSE	330.00	75.00	255.00	2,774.49	600.00	2,174.49	900
8106	LEGAL EXPENSE - COLLECTIONS	0.00	216.67	-216.67	156.00	1,733.32	-1,577.32	2,600
8120	INSURANCE	375.55	372.92	2.63	1,767.19	2,983.32	-1,216.13	4,475
8143	PERMITS/LICENSES	0.00	7.50	- 7.50	10.00	60.00	- 50.00	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	3,333.32	564.68	5,000
8341	MISCELLANEOUS OPERATING	0.00	18.08	- 18.08	120.00	144.68	- 24.68	217
8450	CORROTOMAN EXTENSION PROJECT	0.00	33.33	- 33.33	0.00	266.68	-266.68	400
8479		1,954.10	2,408.35	-454.25	22,696.47	19,266.83	3,429.64	28,900

RESTRICTED TRANSFERS TO RESERVES

9171	POOLED RESERVES	0.00	3,498.50	-3,498.50	17,492.50	27,988.00	-10,495.50	41,982
9299		0.00	3,498.50	-3,498.50	17,492.50	27,988.00	-10,495.50	41,982
9980	TOTAL EXPENSES	4,838.82	8,681.18	-3,842.36	61,628.03	69,449.50	-7,821.47	104,174

CORROTOMAN BY THE BAY ASSOCIATION  
 REVENUE & EXPENSE BUDGET COMPARISON REPORT  
 OCTOBER 2020

	CURRENT PERIOD	MONTHLY BUDGET	MONTHLY VARIANCE	8 MONTH PERIOD	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
9990 GAIN (LOSS)	4,671.39	0.01	( 4,671.38)	14,853.85	( 0.04)	( 14,853.89)	0

## Collections Report

4-Nov

UPDATED

**Delinquent**

**2020-2021**

	<u>October</u>	<u>November</u>	<u>Variance</u>
Lots	48	44	
Owners	29	27	
Amount	\$ 16,588.53	\$ 15,801.14	\$ (787.39)
Amount Billed	\$ 109,350.00	\$ 109,350.00	
Amount Collected	\$ 92,761.47	\$ 93,548.86	\$ 787.39

\* Not previously broken out

% Delinquent

15%                      14%                      -1%

**2019-2021**

	<u>October</u>	<u>November</u>	<u>Variance</u>
Lots	13	13	
Owners	7	7	
Amount	\$ 7,948.95	\$ 8,463.18	\$ 514.23
Amount Collected	\$ 101,401.05	\$ 100,886.82	\$ (514.23)
% Delinquent	0%	0%	\$ -

\* Not previously broken out

**Pre 2019**

	<u>October</u>	<u>November</u>	<u>Variance</u>
Lots	31.00	31	
Owners	21.00	21	
Amount	\$ 26,180.70	\$ 28,751.21	\$ 2,570.51
% Delinquent	*		

\* Not previously broken out



<b>SUMMARY</b>					
<b>Last two years 20-21</b>					
		<u>October</u>	<u>November</u>	<u>Variance</u>	
Lots		92	88	-4	
Owners		57	55	-2	
Amount		\$ 24,637.48	\$ 24,264.32	-373.16	
Amount Billed		\$ 218,700.00	\$ 218,700.00		
Amount Collected		\$ 194,162.52	\$ 194,435.68	273.16	
<b>Previous Years</b>		<u>October</u>	<u>November</u>	<u>Variance</u>	
Lots		31	31	0	
Owners		21	21	0	
Amount		26,180.70	\$ 26,180.70	0	
Amount Billed			Unknown		
Amount Collected			Unknown		
<b>Summary</b>		<u>October</u>	<u>November</u>	<u>Variance</u>	
Lots		123	119	-4	
Owners		78	76	-2	
Amount		\$ 50,718.18	\$ 50,445.02	-273.16	

November 14, 2020

## **Tennis/Pickleball Report**

### **Update On The Courts – Nets & Pickleball Clinic**

The nets at the courts have been repaired by Will Linne and are now back on the courts. Special thanks to Will for the repairs and JJ for taking down and putting up the nets on the courts.

If you are interested in participating in the pickleball clinic in late May/early June, please E-mail me at [JEhNorNeck@aol.com](mailto:JEhNorNeck@aol.com) ASAP so I know how many people are interested in attending the clinic. Pat Abenante, former tennis/pickleball pro from ICYCC & other skilled pickleball players from ICYCC will conduct the clinic. We will set the date of the clinic later. It will be on a Saturday at 10:00 AM.

### **Drainage Around The CBTB Courts & Across The Golf Course**

Swales were put in around the Courts to a drainage ditch that runs across the golf course to the ditch at the road so that water would “drain away” from the Courts to the road ditch.

It is “important” that the swales around the courts and the ditch across the golf course to the road have the grass “cut shorter” at each mowing, so they don’t fill up and the water can continue to drain away from the courts to the road ditch. The mowers should do this at every cutting.

This will prevent the CBTB Association from having to have the swales and ditch “cut out again” at CBTB expense. This also keeps our courts in excellent condition and free from water damage.

### **Weed Killer Sprayed Around The Courts**

It is important that weed killer is sprayed outside the fence surrounding the Courts. This prevents the crab grass and other weeds from growing into the Courts and destroying the asphalt. Our mowing group is required to put down the weed killer spray around the courts.

Please keep the Courts locked at all times. Thanks.

C. Jean Ehlman  
CBTB Tennis Chair

14-Nov-20									
<b>CBTB Golf Society Fund Drive</b>									
					Sell Price (s) \$26.00 per dozen or				
Vice Golf Balls 2020 Logo (CBTB Golf Society)									
Invoice # US2020141932      Aug-20									
Quantity 5 Dozen									
Cost                    \$95.93 (First 5 Dozen donated by M Gallogly)									
<b>Sales:</b>		<b>Amt Due</b>	<b>Amt Paid</b>	<b>Comments</b>					
Deb Buetel	1 Dozen	\$ 26.00	\$ 26.00	Cash					
Millie Dickson	1 Dozen	\$ 26.00	\$ 26.00	Cash					
L. Adler	1 Dozen	\$ 26.00	\$ 26.00	Check					
L. Adler	Donation	\$ -	\$ 4.00	Check					
Tara Linde	1 Dozen	\$ 26.00	\$ 26.00	Cash					
Caroline Nelson	2 Sleeves	\$ 14.00	\$ 14.00	Cash					
Caroline Nelson	Donation	\$ -	\$ 1.00	Cash					
		=====	=====						
		<b>\$ 118.00</b>	<b>\$ 123.00</b>						
Vice Golf Balls 2020 Logo (CBTB Golf Society)									
Invoice # US20200152790      Sep-20									
Quantity 5 Dozen									
Cost <b>\$95.93</b> (M Gallogly to be reimbursed)									
<b>Sales:</b>		<b>Amt Due</b>	<b>Amt Paid</b>	<b>Comments</b>					
K Shirilla	2 Dozen	\$ 52.00	\$ 52.00	Check					
B Lindeman	1 Dozen	\$ 26.00							
K. Craven	1 Dozen	\$ 26.00	\$ -						
		=====	=====						
		<b>\$ 104.00</b>	<b>\$ 52.00</b>						

Sales 1st Doz  
Purchase 2nd  
  
Sales 2nd Do  
  
Proceeds to



## **Questions Submitted for Board Response at 14 November Board Meeting**

(sans Royer Question and answer to be addressed individually)

1. From: **mike stevens** <[mike@ganderdesign.net](mailto:mike@ganderdesign.net)>  
Date: Sat, Nov 7, 2020 at 10:40 AM  
Subject: illegal structures  
To: <[CBTBay@gmail.com](mailto:CBTBay@gmail.com)>

**My question for the board is why do board members get special consideration?**

**Response: Members of the CBTB Board of Directors (BOD) do not get special treatment for Land Use Applications or any other CBTB BOD controlled processes. If a board member is on the committee receiving the application, that BOD member recuses themselves from the decision-making process. This was the case for the Gallegly's carport and the shed applications. These were approved by other members of the Architecture Control Committee. Even though the last is across the street it was considered adjacent and part of their parcel for land use, as has been the historical precedent set with previous requests of that type.**

From: **carl failmezger** <[carlfailmezger@yahoo.com](mailto:carlfailmezger@yahoo.com)>  
Date: Sun, Nov 8, 2020 at 12:59 PM  
Subject: Re: Board Meeting agenda and Q&As  
To: CBTB Assoc <[cbtbay@gmail.com](mailto:cbtbay@gmail.com)>

**I wish to be appointed to the CBTB board and serve as Treasurer.**

**Response: Article VII, Section 3 of the CBTB By Laws states a vacancy on such a Board of Directors may be filled by the remaining directors. As such, at the October 31, 2020 CBTB Board Meeting, Executive Session, Lea was appointed to the vacant Board position and appointed in writing as Treasurer. There is currently no vacancy on the Board. Normal preparations for the election to be held at the 2021 Annual Meeting are appropriate beginning next Spring. Thank you for your interest in the CBTB Board of Directors and we encourage you to provide an updated resume to the Nominations Committee when nominations are requested.**

2. From: **Maria Merkowitz** <[mariamerkowitz@gmail.com](mailto:mariamerkowitz@gmail.com)>  
Date: Sun, Nov 8, 2020 at 10:32 AM  
Subject: Question for next meeting  
To: CBTB Assoc <[CBTBay@gmail.com](mailto:CBTBay@gmail.com)>

**Is there any chance that a sofa/arm chair will ever be put back in the clubhouse? While the bar stools and chairs are very attractive - they're difficult**



to sit on for people of a certain age - or even short people - legs dangle. Sofa and armchair were comfortable and often used for a group to gather around.

**Response:** Thank you for your interest in the furnishing of the CBTB Clubhouse. While there is always a chance. There currently is no budget for a sofa or set of armchairs for the clubhouse. We did dispose of the sofa due to deterioration and wear from use. Once a plan is developed and approved for gradual reopening of the clubhouse during the National Pandemic, the Clubhouse Advisor may request a budget for additional furnishings based on what is recommended in the Capital Reserve Study or additional fund raisers could be planned for procurement if the CBTB survey identifies a sofa or armchairs as a highly desired item.

3. From: **Michael Stevens** <[bentsailing@icloud.com](mailto:bentsailing@icloud.com)>  
Date: Wed, Nov 11, 2020 at 5:08 PM  
Subject: Questions  
To: <[CBTBBay@gmail.com](mailto:CBTBBay@gmail.com)>

I would like a breakdown of costs for each professional service we payed out to. Specifically how much did we pay for Sentry and what percentage of our budget did it account for. I would like the same information about legal as well as bookkeeping/accounting, and any other professional services we utilized. I would also like to discuss the Gogoloys (sorry if it spelled correctly) new shed. Given there was objection to the carport why was this allowed without input from the community. I would also like to discuss the ramifications of these decisions.

**Response:** A breakdown of the estimated expenses for this year is contained in the annual budget. You can locate the costs for the current management firm in the copy of the FY20-21 Budget which was mailed to you with your annual assessment and is also located on our CBTB website. The monthly fee for Sentry is similar to the historical costs for the previous professional firm and they are completing all tasks required as opposed to the previous firm. At the current time it is difficult to provide the specific percentages you requested as the financial records turned over to the Association were in such a poor state, we literally have to reconstruct financial forensics for the last five years. With the new transparency and fiduciary controls we anticipate the ability to be better able to prepare realistic future budgets and prepare more accurate analysis of historical expenses. Thankfully, our financial records are in a much better state presently, and we are preparing to have an independent professional Auditor review the last five years of records in accordance with the requirement in Article VIII, Section 4 of the By Laws.

**As far as your question about the Architecture committee, see response above to the question you submitted on 7 November 2020, above.**

4. From: **carl failmezger** <[carlfailmezger@yahoo.com](mailto:carlfailmezger@yahoo.com)>  
Date: Wed, Nov 11, 2020 at 2:30 PM  
Subject: Re: Next Saturday's Board Meeting and Zoom Link  
To: CBTB Assoc <[cbtbay@gmail.com](mailto:cbtbay@gmail.com)>

**May I ask about the Sentry contract :  
How much have we paid this company ?  
How much is the increase in their fees?  
Did we agree to this fee increase?**

**Thanks  
Carl F**

**Response: You can locate the costs for the current management firm in the copy of the FY20-21 Budget which was mailed to you with your annual assessment and is also located on our CBTB website. The fees will increase \$100.00 per month effective with the second year of the contract effective 1 November 2020. All nine members that were on the Board on 5 October 2019 when the decision was made to transition to a Professional HOA Financial Services company were provided copies of the proposed contract for review. The contract did indicate a modest annual increase in fees which was approved with the vote – therefore no further annual vote is required to maintain our contractual agreement for services with Sentry Management. As previously identified in questions answered for the 31 October Board Meeting:**

“Several financial anomalies were discovered in July 2019 by the CBTB Board members concerning CBTB’s previous Accounting Service. Those anomalies included failure to execute all tasks as written in the previous Engagement letter, failure to submit CBTB taxes for the last five years and lack of maintaining the required financial documentation in support of future realistic budget development process, Capital Reserve Studies and lack of an audit trail.

The Board of Directors approved the decision to transition from the previous Accounting Service that had been supporting CBTB to a Professional Financial Management Firm at the 5 October 2019 Board Meeting with 8 members in favor and 1 abstention. **The minutes can be viewed on the CBTB Website.** The monthly fee for Sentry is similar to the historical costs for the previous firm. In addition, the fact that having resident HOA expertise and knowledge available to provide training and advice in support of the Board had the potential to greatly reduce the huge legal expenses executed by previous Boards.”

5. From: **Linda Howe** <[theholebhermits@gmail.com](mailto:theholebhermits@gmail.com)>  
Date: Wed, Nov 11, 2020 at 8:52 AM  
Subject: HOA  
To: [CBTBay@gmail.com](mailto:CBTBay@gmail.com) <[CBTBay@gmail.com](mailto:CBTBay@gmail.com)>

**Morning...**

**I'm trying to gain info on Sentry.**

**Can you tell me about our contract with them and are we governed by Roberts Rules of Order?**

**Thanks**

**Doug Howe**

**Sandy Lane**

**Info on Sentry is provided in the above response. Yes we are governed by Roberts Rules of Order.**

6. From: **Maria Merkowitz** <[mariamerkowitz@gmail.com](mailto:mariamerkowitz@gmail.com)>  
Date: Tue, Nov 10, 2020 at 4:31 PM  
Subject: Question for Board  
To: CBTB Assoc <[CBTBay@gmail.com](mailto:CBTBay@gmail.com)>

**What 5 years did CBTB not pay taxes? Which taxes were they - to which entity? Who was Treasurer at CBTB at time? Any reason that the taxes were not paid?**

**Maria Merkowitz**

**Response: Great question Maria, considering you were a Board member the first year that our taxes were not paid. Ironically there was difficulty keeping up with the Treasurer's duties and required reports and documentation with a Volunteer Treasurer and so in 2015 the CBTB BOARD decided it was time to hire a Professional Accounting Service and CPA to provide "Financial Services" to CBTB. The minutes of the 8 August 2015 Board Meeting note the Board Approval a decision to transition to a professional financial services firm. The Engagement Agreement with said firm, included the preparation and filing of annual taxes. This was but one of the many tasks not being correctly completed by the "professional Accounting" firm over the course of five years.**

**As to why the taxes were not prepared or submitted correctly would be pure speculation. There were multiple treasurers over the course of 2012-2019 during which the local accounting firm(s) were tasked with the preparation of taxes.**

**Corrotoman By the Bay (CBTB) paid Federal and State taxes over the last five years. The issue was with the submittal and acceptance of the tax forms. CBTB re- submitted both Federal and State Taxes for the following years. 2015, 2016, 2017 and 2018. In addition, the state of Virginia notified CBTB that taxes were not on file for 2012. These taxes were also researched, prepared and submitted. Taxes for 2019 were professionally prepared and submitted timely. Thankfully, our financial records are in a much better state and we are preparing to have an independent professional Auditor review the last five years of records in accordance with the requirement in Article VIII, Section 4 of the By Laws.**