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**Corrotoman-By-The Bay Association, Inc.**  
**Minutes of Board of Directors Meeting**  
**9:00 am, Saturday, April 15, 2023**

**Call to Order the March BOD meeting:** Cristian Shirilla & Lisa Adler, Co-Presidents called meeting to order at 9:04 am

**Secretary's Report:** Deb Beutel – Presented the Minutes of March 11 BOD meeting to the Board for approval. Motion to approve was made by Don Smith and seconded by Lisa Adler. Minutes unanimously approved.

**Treasurer's Report:** Claire Smith – Treasurers Report presented for Board Approval. Motion to approve was made by Don Smith and seconded by Deb Beutel. Minutes unanimously approved.

**Vice President's Report:** Matt Crabbe – Researching alternative options for Association Insurance Policy.

**Committee Reports that have been submitted are attached to this agenda**

**Architectural Review Committee Chair:** Temporarily Lisa Adler and Cristian Shirilla– Committee Members: Kevin McNair, Dexter Lewis (Don Smith resigned from this position in March)

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

**Communications Committee Chair:** Tara Linne

**Dock Committee Dock Master:** Don Smith

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

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

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

**Roads & Grounds Committee Chair:** Don Smith- Committee members: Dexter Lewis, NEED VOLUNTEERS

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

**Tennis Committee Chair:** Jean Ehlman Committee member Glenn Bryant

**Volunteer Legal Committee Chair:** Ed Krill

**Special Committees:**

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

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## **Old Business:**

-Owners who want to give CBTB their lots as a donation- appoint a BOD member to investigate the pros and cons of this for the association

## **New Business:**

-New Router will be purchased for the clubhouse – Ken Beutel volunteered to take action.

-Update on Capital Reserve 5 year planning meeting held March 29 – minutes to be forwarded to June 2023 Board Meeting for review.

-ARC project appeals: The Architecture Review Board received an appeal from owners of Lots 459 and 460 concerning the disapproval by the Architecture Review Board of their Land Use/Building Requests to erect garages on their lots which are non-contiguous with their residential lots. The appeal will be addressed after additional information is collected.

**Member Input:** N/A

## **Announcements from Board:**

- 1. Nominations for the BOD-** We have 6 candidates for the May 7 Board of Directors election. A mailing with details on the Annual Meeting and candidate biographies went out in March. Please return your ballots to ACS West on or before April 25. After that date please mail your ballots to our P.O. Box. Ballots will be collected from our P.O. Box up until May 5, 2023. All ballots after that must be hand carried by the member voting to the Annual meeting. Ballots can be printed off the website and will be available at the Clubhouse on election day.
- 2. BOD meetings beginning, June 2023, are now being held every other month**  
Check the schedule below for dates and times.

**Next Meeting: Annual Meeting and Elections- Sunday, May 7, 2023 at 2:00 PM**

**Motion to adjourn Board meeting:** Motion to adjourn Special meeting was made at 10:55 by Don Smith, seconded by Cristian Shirilla. Unanimously approved. Meeting adjourned.

## **Board Member Terms**

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

## **Annual Meeting**

**May 7, 2023 at 2 pm- Annual Meeting & Election of Directors**  
**ELECTION PROCESS WILL COMMENCE AT THE END OF THE ANNUAL MEETING**

**Treasurer's Report**  
**2/28/2023**

**Documents Attached**

- Balance Sheet
- Revenue and Expense Report
- Accounts Payable

**General:**

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

**Fiscal Year 2022-2023 Amenity Payments:**

Status of Payments received as of 4/1/23

Dock:	\$ 1,800.00
Kayak:	\$ 50.00
<b>Total:</b>	<b>\$ 1,850.00</b>

**Reminders:**

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

**Notes:**

Reports are provided by ACS-West by the 3rd week of the following month; therefore, all accounts reported are from the end of FEB with the exception of Cash for Amenities. All funds received for Amenities have been forwarded to ACS for processing.

**Ongoing Business:**

Assessment totaling \$158,860 were billed with \$113,889 leaving a balance of over \$94k. Of which \$25+ is attributable to the current year.

We continue working on collections with some positive results. We will have a better look after this month since past due notices are going out.

# CORROTOMAN-BY-THE-BAY ASSOCIATION

Balance Sheet  
As of 02/28/23

Account Description	Operating	Reserves	Other	Totals
<b>ASSETS</b>				
CIT - OPERATING ACCOUNT	70,669.70			70,669.70
PRIMIS PETTY CASH OPERATING	619.49			619.49
CHESAPEAKE BANK OPERATING	2,062.17			2,062.17
CIT - RESERVE ACCOUNT		13,698.95		13,698.95
PRIMIS BANK RESERVE		161,839.60		161,839.60
A/R - ASSESSMENTS & FEES	56,860.29			56,860.29
ASSESSMENT A/R RESERVE	(33,092.00)			(33,092.00)
A/R - FROM OP / (FROM RES)		3,414.00		3,414.00
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
<b>TOTAL ASSETS</b>	<b>98,390.71</b>	<b>178,952.55</b>	<b>.00</b>	<b>277,343.26</b>
=====				
<b>LIABILITIES &amp; EQUITY</b>				
ACCOUNTS PAYABLE	167.20			167.20
A/P - TO RES / (TO OP)	3,414.00			3,414.00
PREPAID ASSESSMENTS	64,220.85			64,220.85
KEY DEPOSITS (DOCK KEYS)	1,210.00			1,210.00
<b>TOTAL CURRENT LIABILITIES</b>	<b>69,012.05</b>	<b>.00</b>	<b>.00</b>	<b>69,012.05</b>
RESERVES EQUITY - PRIOR		139,068.33		139,068.33
<b>TOTAL RESERVES</b>	<b>.00</b>	<b>139,068.33</b>	<b>.00</b>	<b>139,068.33</b>
OPERATING EQUITY - PRIOR	27,846.46			27,846.46
CURRENT YR NET PROFIT / (LOSS)	1,532.20	39,884.22	.00	41,416.42
<b>TOTAL OPERATING</b>	<b>29,378.66</b>	<b>39,884.22</b>	<b>.00</b>	<b>69,262.88</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>98,390.71</b>	<b>178,952.55</b>	<b>.00</b>	<b>277,343.26</b>
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**CORROTOMAN-BY-THE-BAY ASSOCIATION**

**INCOME / EXPENSE STATEMENT**

Period: 02/01/23 to 02/28/23

Description	Current Period			Year-To-Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
OPERATING ASSESSMENTS	(3,498.50)	.00	(3,498.50)	68,148.00	109,350.00	(41,202.00)	109,350.00
INTEREST EARNED - OPERATING	1.66	8.37	(6.71)	28.89	100.00	(71.31)	100.00
LATE FEES BILLED	.00	.00	.00	264.00	.00	264.00	.00
FEES - DOCK / TENNIS / ETC	1,475.00	240.00	1,235.00	2,860.00	2,880.00	(20.00)	2,880.00
POOL INCOME	.00	812.50	(812.50)	11,375.00	9,750.00	1,625.00	9,750.00
CLUBHOUSE INCOME	.00	.00	.00	267.00	.00	267.00	.00
<b>TOTAL OPERATING INCOME</b>	<b>(2,021.84)</b>	<b>1,060.87</b>	<b>(3,082.71)</b>	<b>82,942.69</b>	<b>122,080.00</b>	<b>(39,137.31)</b>	<b>122,080.00</b>
GROUNDS MAINTENANCE	94.77	1,527.88	1,433.11	20,872.05	18,335.00	(2,537.05)	18,335.00
GENERAL MAINT & REPAIR	.00	228.75	228.75	370.67	2,745.00	2,374.33	2,745.00
ROAD REPAIRS	.00	445.87	445.87	15,339.00	5,350.00	(9,989.00)	5,350.00
DOCK MAINTENANCE	.00	41.63	41.63	1,172.70	500.00	(672.70)	500.00
ELECTRICITY	118.77	229.13	110.36	3,309.94	2,750.00	(559.94)	2,750.00
GAS / FUELS	.00	58.37	58.37	905.30	700.00	(205.30)	700.00
WATER & SEWER	42.50	158.37	115.87	2,693.62	1,900.00	(793.62)	1,900.00
INTERNET	374.16	194.37	(179.79)	2,222.79	2,332.00	109.21	2,332.00
GENERAL ADMINISTRATIVE	.00	.00	.00	101.56	.00	(101.56)	.00
MISCELLANEOUS OPERATING	.00	16.62	16.62	130.00	199.00	69.00	199.00
MANAGEMENT FEE	500.00	500.00	.00	6,000.00	6,000.00	.00	6,000.00
POSTAGE / COPIES / SUPPLIES	167.20	394.25	227.05	3,484.09	4,731.00	1,246.91	4,731.00
TAXES & FEES	.00	23.37	23.37	155.00	280.00	125.00	280.00
BAD DEBTS	(121.31)	987.62	1,108.93	5,043.61	11,851.00	6,807.39	11,851.00
INSURANCE	.00	404.13	404.13	4,883.00	4,850.00	(33.00)	4,850.00
LEGAL FEES	750.00	333.37	(416.63)	2,032.50	4,000.00	1,967.50	4,000.00
LEGAL FEES-COLLECTIONS	.00	250.00	250.00	.00	3,000.00	3,000.00	3,000.00
AUDIT / TAX RETURNS	.00	45.87	45.87	550.00	550.00	.00	550.00
POOL OPERATIONS	.00	835.38	835.38	556.78	10,025.00	9,468.22	10,025.00
POOL MAINTENANCE	.00	.00	.00	10,340.66	.00	(10,340.66)	.00
CLUBHOUSE MAINTENANCE	.00	.00	.00	1,247.22	.00	(1,247.22)	.00
<b>TOTAL OPERATING EXPENSES</b>	<b>1,926.09</b>	<b>6,674.98</b>	<b>4,748.89</b>	<b>81,410.49</b>	<b>80,098.00</b>	<b>(1,312.49)</b>	<b>80,098.00</b>
<b>OPERATING NET PROFIT / (LOSS)</b>	<b>(3,947.93)</b>	<b>(5,614.11)</b>	<b>1,666.18</b>	<b>1,532.20</b>	<b>41,982.00</b>	<b>(40,449.80)</b>	<b>41,982.00</b>
RESERVE ASSESSMENTS - CAPITAL	3,498.50	3,498.50	.00	41,982.00	41,982.00	.00	41,982.00
INTEREST EARNED - CAP RESERVES	44.96	.00	44.96	486.22	.00	486.22	.00
<b>TOTAL RESERVE INCOME</b>	<b>3,543.46</b>	<b>3,498.50</b>	<b>44.96</b>	<b>42,468.22</b>	<b>41,982.00</b>	<b>486.22</b>	<b>41,982.00</b>
CAP RESERVE EXPENSE	.00	.00	.00	2,584.00	.00	(2,584.00)	.00
<b>TOTAL RESERVE EXPENSES</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>2,584.00</b>	<b>.00</b>	<b>(2,584.00)</b>	<b>.00</b>
<b>RESERVES NET PROFIT / (LOSS)</b>	<b>3,543.46</b>	<b>3,498.50</b>	<b>44.96</b>	<b>39,884.22</b>	<b>41,982.00</b>	<b>(2,097.78)</b>	<b>41,982.00</b>
<b>TOTAL NET PROFIT / (LOSS)</b>	<b>(404.47)</b>	<b>(2,115.61)</b>	<b>1,711.14</b>	<b>41,416.42</b>	<b>83,964.00</b>	<b>(42,547.58)</b>	<b>83,964.00</b>

CASH DISBURSEMENTS

Starting Check Date: 2/01/23  
Ending Check Date: 2/28/23

Cash account #: "All"

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account #:		11001	CIT - OPERATING ACCOUNT		
2/01/23	100085	702774	NORTHERN NECK ELECTRIC COOP.	118.77	113751001
2/02/23	1066	1	ACS WEST, INC.	500.00	MANAGEMENT FEE
2/07/23	1067	2	ACS WEST, INC.	347.20	JAN23 P&C
2/08/23	100086	703071	BREEZELINE	136.77	8282 15 116 0029826
2/24/23	1068	669048	DONALD SMITH	94.77	REIMBURSE KEYS
2/24/23	100087	701913	VIRGINIA AMERICAN WATER	42.50	1027-210037207877
2/27/23	100088	384	LAFAYETTE, AYERS & WHITLOCK	750.00	LEGAL SERVICES

Totals: 1,990.01

Cash account #:		11501	CIT - RESERVE ACCOUNT		
2/08/23	1001	702291	CORROTOMAN BY THE BAY	30,000.00	TRANSFER TO LOCAL ACCT

Totals: 30,000.00

GENERAL LEDGER TRIAL BALANCE

Starting account #: 51000  
Ending account #: 58200

Starting date: 02/01/23  
Ending date: 02/28/23

Acct-#	Description	Begin-balance	Total-DR	Total-CR	Net-change	End-balance
51000	GROUNDS MAINTENANCE	20,777.28	94.77	.00	94.77	20,872.05
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	02/24/23 AP4215 VH164 94.77 DONALD SMITH REIMBURSE KEYS					
51106	GENERAL MAINT & REPAIR	370.67	.00	.00	.00	370.67
51110	ROAD REPAIRS	15,339.00	.00	.00	.00	15,339.00
51120	DOCK MAINTENANCE	1,172.70	.00	.00	.00	1,172.70
52000	ELECTRICITY	3,191.17	118.77	.00	118.77	3,309.94
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	02/01/23 AP0099 VH158 118.77 NORTHERN NECK ELECTRIC CO 113751001					
52100	GAS / FUELS	905.30	.00	.00	.00	905.30
52200	WATER & SEWER	2,651.12	42.50	.00	42.50	2,693.62
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	02/22/23 AP0099 VH165 42.50 VIRGINIA AMERICAN WATER 1027-210037207877					
52350	INTERNET	1,848.63	394.16	20.00	374.16	2,222.79
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	02/08/23 AP0099 VH163 136.77 BREEZELINE 8282 15 116 0029826					
	02/28/23 CR0000 ADJUST 20.00 DEPOSIT					
	02/28/23 CR0000 ADJUST 99.99 PURCHASE					
	02/28/23 CR0000 ADJUST 157.40 PURCHASE - RECUR					
54000	GENERAL ADMINISTRATIVE	101.56	.00	.00	.00	101.56
54008	MISCELLANEOUS OPERATING	130.00	.00	.00	.00	130.00
54100	MANAGEMENT FEE	5,500.00	500.00	.00	500.00	6,000.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	02/02/23 AP0001 VH159 500.00 ACS WEST, INC. MANAGEMENT FEE					
54110	POSTAGE / COPIES / SUPPLIES	3,316.89	167.20	.00	167.20	3,484.09
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	02/28/23 AP4714 VH171 167.20 ACS WEST, INC. FEB23 P&C					
54130	TAXES & FEES	155.00	.00	.00	.00	155.00
54900	BAD DEBTS	5,164.92	.00	121.31	121.31CR	5,043.61

GENERAL LEDGER TRIAL BALANCE

Starting account #: 51000  
 Ending account #: 58200

Starting date: 02/01/23  
 Ending date: 02/28/23

Acct.#	Description		Begin-balance	Total-DR	Total-CR	Net-change	End-balance
	DATE SOURCE REFERENCE		DR-AMOUNT	CR-AMOUNT	DESCRIPTION		A/P REFERENCE
	02/16/23 AR0000 AR06			121.31	Owner Expense Adjust.		
55000	INSURANCE		4,883.00	.00	.00	.00	4,883.00
55100	LEGAL FEES		1,282.50	750.00	.00	750.00	2,032.50
	DATE SOURCE REFERENCE		DR-AMOUNT	CR-AMOUNT	DESCRIPTION		A/P REFERENCE
	02/27/23 AP0099 VH166		750.00		LAFAYETTE, AYERS & WHITLO		LEGAL SERVICES
55200	AUDIT / TAX RETURNS		550.00	.00	.00	.00	550.00
57000	POOL OPERATIONS		556.78	.00	.00	.00	556.78
57100	POOL MAINTENANCE		10,340.66	.00	.00	.00	10,340.66
58100	CLUBHOUSE MAINTENANCE		1,247.22	.00	.00	.00	1,247.22
*** Totals do not include all accounts ***							
Gnd Total:			79,484.40	2,067.40	141.31	1,926.09	81,410.49



## **CBTB Association Committee Reports, April 16<sup>th</sup>, 2023 Board Meeting**

**Architecture Committee Report:** No Report

**Collections Committee Meeting Minutes of 7 April 2023 Report:**

Committee Chair: Deb Beutel, Other attendees, Claire Smith, Treasurer, Sam Longstreet

Our current collections efforts are working!

As of % April report from ACS-West we billed \$158,987.00 in FY 23-24 Annual Assessments and have received a total of \$113,889.00 to date (does include some past due amounts, which we will break out for annual meeting), for an ~ 28% current delinquency rate.

We are still working with Glenn Ayers, the Collections Attorney to collect on accounts turned over for collections.

We sent letters to the four property owners with previously agreed to payment plans that were currently delinquent. One paid up to date in amount of \$300.00 in accordance with payment plan agreement and the other property owner paid entire delinquent balance of \$1026.00. Two others have yet to respond and will be forwarded to collections after 15 April 2023.

One of the very delinquent accounts with three lots that we have a Lien on has requested a payoff amount in order to settle estate. We should be receiving a check shortly in the amount of \$3,065.00.

We are closely monitoring the ~\$13,000.00 in current judgements and Glenn Ayers is pursuing collection of those amounts as well.

ACS-West will be applying the late fee and interest to all accounts that remain past due as of 1 April and will be sending a final notice of required payment PRIOR to forwarding to Collections.

The Collections Committee will review all past due accounts in May and will decide which accounts should be forwarded for Warrants in Debt and which should have liens processed on them.

V/R Deb Beutel

**Communications Committee Report:** No Report

**Dock Committee Report:**

1. Have estimate to clean Dock area and remove trees from bulkhead landscaping for \$1,625.00; need additional \$100 for replacing board along bulkhead which is warped.
2. Have 3 boat slips left.
3. Removed old flag and put up new one along with new pole light. No cost to the community. Still need to extend the top pole to prevent tangling.
4. Have no keys left for Dock. I will not order anymore until I get requests for some.

### **Documentation Rewrite Committee Report:**

#### **DOCUMENT REWRITE COMMITTEE MINUTES, APRIL 5, 2023**

Members in attendance:

Deb Beutel

Bob Burrus

Kathy Craven

Jean Ehlman

Ed Krill

Travis Gibbons

We discussed Jeff's Rosenfeld's April 2, 2023 letter to the Board as well as Ed Krill's April 5, 2023 legal memorandum regarding the language contained in Article VII of the Declaration regarding accessory structures. The Committee agreed with Ed Krill's research that found that "incidental" as used in building and zoning codes relates to property on the same or abutting lots of a primary residence. Thus, we once again decided to keep the limitation of only allowing accessory structures if located on the same or abutting lot as the residence.

We also clarified language in the Declaration to allow chickens (but not roosters) provided that an application is made to the Architectural Committee.

We also added language requiring the Architectural Committee to report its decision to the Board for approval.

We agreed to move the next meeting to Thursday, April 20, 2023 to accommodate members' schedules.

**Finance Committee Report:** No report

**Golf Committee Report:**

Flags are now on the golf course after the cold winter/spring season. Each hole on the greens has also been cleaned. Thanks to Penny Davenport, golf committee member for completing this task.

Disc golf is being introduced to CBTB by David Hamer, golf committee member. The disc golf equipment will be placed on the golf course for use on Friday and Saturday, April 28 & 29 and the weekend of May 19-21. Please contact David Hamer if you are interested in learning how to play the game at [davidhamer4160@gmail.com](mailto:davidhamer4160@gmail.com) and or interested in playing disc golf. David will also organize a Memorial Weekend disc golf event. Appreciate David introducing this game to the CBTB property owners.

C. Jean Ehlman, CBTB Golf Committee Chair

### **Pool Committee Report:**

1. The Committee did not meet last month so no minutes submitted.
2. We will meet this month on Zoom at 6:30 PM next Wednesday, April 19<sup>th</sup>.
3. Cristian has signed the Pool Contract with Sevarg so we have pool services.
4. The replacement motor for the pump is on order and should arrive by the time Sevarg opens the pool.
5. Planned date to begin opening the pool is May 3<sup>rd</sup>. We anticipate it may take a couple of weeks to get things stabilized before the pool can open to owners.
6. I have additional keys for families that do not yet have one and will issue them before this month and next month's meeting or by appointment if they can't make those dates.
7. I have sent an email to Tara to send out for volunteers to keep the pool area clean and check the water daily.

### **Roads & Grounds Committee Report:**

1. Still waiting to get new estimate to put 3x3 posts along Extension.
2. Have a price on new door for the pavilion (approximately \$500) waiting for contractor to do it.
3. 3 Potholes on East Highview that were not there when roads were patched last year. Recommend that the residents who had big trucks doing work be liable to fix them; or their contractors.
4. Need help putting signs on poles, so warning signs can be put up at Deadman's curve at Corrotoman extension.

### **Social Committee Report:**

Club house

- Provided more supplies for the clubhouse; TP, paper towels, coffee

Upcoming social events

- Meet your neighbors; Saturday April 29th, 3-5 pm clubhouse, please bring an appetizer to share

- CBTB Day; Saturday June 3rd, 12-3, more details will follow

- July 4th Patriotic parade; Tuesday July 4th, 10am, this is the time to get creative!

More details will follow regarding CBTB Day.

Thanks Social Committee

Becca, Alisson, Lisa, Debbie, Hope, Kristy

### **Tennis & Pickleball Committee Report:**

The crack on the far court was repaired this week by Tennis Courts Inc. at no cost to CBTB.

Glenn Bryant, Tennis/Pickleball committee member will hand out a courts key at the CBTB annual meeting on Sunday, May 7th to those property owners in “good standing” that want to play tennis and pickleball on our courts. Those that E-mailed me at [JEhNorNeck@aol.com](mailto:JEhNorNeck@aol.com) before the annual meeting will receive their key (one per household) at the annual meeting. Glenn will also give out a copy of the CBTB tennis courts rules to those picking up their key.

\*Please make sure you “lock” the courts when leaving and wear “soft soled shoes” while on the courts. There is a shoe cleaner on the platform entering the courts that you can use to clean your shoes before entering the courts.

C. Jean Ehlman, CBTB Tennis/Pickleball Chair

### **Webmaster Report:**

The website has been updated with the following information:

Approved February 2023 minutes

Annual Meeting Notice

    Highlighted deadline for voting

    Ballot/Proxy Form

    Instructions

Proposed 2023-24 meeting dates

CBTB Budget for 2023-24

CBTB Capital Reserve Budget for 2023-24

Governing Document Review Letter: April 2023

Update on amenities keys