



Corrotoman By The Bay Association
P.O. Box 99, Mollusk, VA 22517
www.corrotomanbythebay.org

1 April 2024

From: Board of Directors of Corrotoman-By-The-Bay Association

To: Community Members of Corrotoman By The Bay

Subj: NOTICE OF ANNUAL MEETING AND ELECTION OF BOARD MEMBERS

Ref: (a) Virginia Non-Stock Corporation Act

(b) Virginia Property Owners' Association Act

(c) CBTB Declaration, Articles of Incorporation, and By-Laws

Encl: (1) Board-Approved 2024 Ballot/Proxy Form

(2) Biographies of 2024 Candidates

1. The annual meeting of the Corrotoman-By-The-Bay, Inc. Association shall be held at 9:00 a.m. Eastern Daylight Time on Saturday, May 4th, 2024 at the CBTB Clubhouse at 1187 Corrotoman Drive, Lancaster, VA 22503, and also remotely via Zoom (Zoom login information will be provided prior to the meeting; please email CBTBay@gmail.com with any questions).

During this meeting, a maximum of the three candidates listed below shall be elected to serve a three-year term on the Board of Directors. Resumes/biographies of the candidates are enclosed. Please indicate your vote for up to three candidates on the enclosed Ballot/Proxy form.

Your Ballot/Proxy form must be received by ACS West, Inc. at the address below by 15 April 2024 or presented in person at the annual meeting in order to be counted. Members may cast their votes in person at the Annual Meeting by the Member voting.

Solicitation, collection, or delivery of another Member's ballot is not permitted.

2. To ensure we have a smooth and uneventful election, we request that the enclosed Board-approved Ballot/Proxy form be returned by mail no later than 15 April 2024 to the CBTB Association's management company, ACS West, Inc. This will enable the efficient, accurate, and expeditious collection and certification of ballots. Please mail to the following address:

Corrotoman-By-The-Bay (CBTB) Association
c/o ACS West, Inc.
1904 Byrd Avenue, Suite 100
Richmond, VA 23230
Attn: Amber Chadil

3. Should you decide not to attend the Annual Meeting in person on 4 May 2024, the only valid options for the submission of ballots/proxies is to mail them to ACS West, Inc. for their collection and certification as stated above on the attached Board-approved Ballot/Proxy form.

4. The goal of the Board of Directors is to encourage increased member participation in voting for your choice for future members to be elected to serve on the Board, and to promote a fair and unbiased election.

5. If you have additional comments, questions, or concerns, please feel free to send them to the Association email address at CBTBay@gmail.com so that the Board can review and provide a thoroughly-researched and accurate response.

Sincerely

Cristian Shirilla
President, Corrotoman-By-The-Bay Association

CC:

Debra A. Beutel, Association Secretary

Shannon Ross, Community Manager and CBTB Assistant Secretary

Travis Gibbons, Nominations Committee Chair

Corrotoman-By-The-Bay Association
Official Ballot/Proxy Form
Annual Membership Meeting

The undersigned Member(s) of the Corrotoman-By-The-Bay Association (the "Association") do(es) hereby make, constitute, and appoint [check one] _____, a member of the Association residing at _____ [write in address of person to whom you are giving the proxy] or the Assistant Secretary of the Association, (the "Proxyholder"), as his/her/their attorney-in-fact and proxy to vote on his/her/their behalf, and hereby instruct(s) the Proxyholder to vote for the following candidates at the annual membership meeting of the Association to be held on Saturday, May 4, at 9:00 a.m. Eastern Daylight Time and at any continuation thereof:

[you may select up to three candidates]:

- Craig Adler
- Ken Beutel
- Matt Crabbe
- Don Smith

No Proxy shall be revocable except upon actual receipt of notice of revocation by the person presiding over the meeting, from any of the persons owning the lot.

NOTE: If the blanks above are not filled in, the Assistant Secretary of the Association will be deemed to be the appointed Proxyholder.

All Owners whose names appear on the deed to the lot must sign their name(s) in the spaces provided below.

Please see the reverse side of this form for more detailed instructions.

Your Signature

Signature of other person(s) listed on your deed

Print Name

Print Name(s)

Date of Signature

Date of Signature

Your Property Address

CBTB Lot Number(s)

Total number of lots owned (**official use only**)

Instructions for Completing Proxy Form

1. Please sign exactly as your name(s) appear on your deed. If your property is owned by more than one person, all persons listed on the deed should sign. If you are signing in a representative capacity, please ensure that you sign in the correct capacity (for example, if the property is owned by a corporation, please sign in the corporate name by the president or other authorized officer; if the property is owned by a partnership, please sign in the partnership name by the authorized partner(s); or, if the property is owned by a trust, please have all trustees who are required to sign per the trust documents sign the form).
2. Please be sure to write in the date on which you sign the form. To be valid, the date of all signatures must be filled in on the form under each signature.
3. Please return all completed forms containing original signatures, to the following address on or before close of business on April 15, 2024*, to the attention of the Assistant Secretary of the Association:

Corrotoman-By-The-Bay Association
c/o ACS West, Inc.
1904 Byrd Avenue, Suite 100
Richmond, VA 23230
Attn: Amber Chadil

4. All ballots must either be mailed as directed above or delivered in person at the Annual Meeting by the Member voting.
- 5. Solicitation, collection or delivery of another Member's ballot is not permitted.**

*The Association may accept forms after such date and/or may extend the date for accepting forms, as may be determined by the CBTB Board of Directors.

2024 Candidates for Election to the CBTB Board of Directors

CRAIG ADLER

Craig and Lisa Adler have owned a home in CBTB since 2009. Our children also own a home in CBTB and they and our grandchildren thoroughly enjoy CBTB. We absolutely love the community and all it has to offer. I am currently serving on the finance and pool renovation committees. I would like to be considered as a board member for the following reasons:

- Will strive to maintain the beauty and surroundings of our community
- Keep our amenities in proper working order, continuously updated, renovated and or replaced as needed
- Be sure our community continues to be financially sound
- Be fully transparent with the community on all business matters

By doing all of the above we will continue to make CBTB the best place to live in the Northern Neck and at the same time maintaining our property values in the best possible way. Craig is also active in supporting the local boys and girls club and mentoring in the Lancaster school system.

Craig Adler's Biography

Mr. Adler was most recently Executive Chairman of Avenu Insights and Analytics, a Private Equity (PE) backed \$150M technology company in the business services sector serving state and local markets. He served in that role from inception of the company in 2017 until the successful sale in 2023 to another PE firm. He was on the Board of Kemp Technologies for 3 years through PE firm acquisition to the successful exit to a large strategic company. He also served on the Board of DLT Solutions, a \$1Bn Technology reseller of enterprise wide software to the federal, state and local markets. For DLT Solutions, Craig served on the Operating Committee and chaired the Audit Committee.

Prior to this, Mr. Adler served as EVP & CFO of DLT Solutions from 2004 to 2017. He was responsible for all finance, contracts and operational functions. He also played a key role in defining and implementing DLT Solutions' corporate strategy and helped grow the Company from \$250M to \$1Bn over his tenure. Previously, Mr. Adler was senior vice president, CFO and corporate secretary of Optimized Systems and Solutions Limited ("Optimized Systems and Solutions") (formerly known as Data Systems and Solutions, LLC) a Science Applications International Corporation and Rolls Royce Plc joint venture.

Prior to Optimized Systems and Solutions Limited, he served in various senior roles with Computer Sciences Corporation including vice president and controller of CSC Professional Services Group, Inc., a \$200 million high technology services company with customers in the international and US public sectors.

In 2011, Craig was named Washington Business Journal's CFO of the Year: Government Contracting. Mr. Adler earned a B.S. in Accounting from the University of Maryland and is a retired CPA from Virginia.

Craig also served as the President and continues to be an active board member of the non-profit Second Story which supports teenagers in need and young mothers. He is an active investor and advisor in a number of early stage companies.

KEN BEUTEL

Hey there, everyone! I'm Ken Beutel, and I am about to retire from civil service where I will end 47 years of active duty and civilian work in the Marine Corps. My wife Deb is currently elected to the Board and serving as Secretary—with your vote, I would like to join her on the Board.

I've had the pleasure of being the volunteer Pool Committee Chair here at Corrotoman by the Bay for the past two years. It's been an absolute blast/learning experience! I've become deeply involved in our community, attending most Board meetings and getting to know the ins and outs of our budget process. Plus, I've served as the Capital Reserve subcommittee Chair for the Finance Committee, which has given me a keen understanding of our financial landscape.

You know, being involved in our Capital Reserve planning has made me quite fiscally conservative. I'm all about making smart financial decisions that benefit our community in the long run. In fact, based on my knowledge, I recommended to the Board that we delay replacing the pool for another season. By doing so, we were able to avoid several thousand dollars in interest expenses. It's all about being savvy with our resources and making sure we're getting the most bang for our buck. I know many of us would like to see that significant part of our amenities upgraded but I think it makes sense to delay until it's more affordable.

I'm really passionate about making our neighborhood an amazing place to live and play, which is why I'm excited about the possibility of being elected to the Board. I've had the chance to work closely with our neighbors, and I'm eager to continue collaborating to make our community even better.

So, if you're looking for someone who's dedicated, knowledgeable about our community's needs, and fiscally responsible, I'm your guy! Let's work together to keep Corrotoman by the Bay a thriving and fun community.

MATT CRABBE

My name is Matt Crabbe and I am a native of Lancaster county. I have been a professional pilot for over 30 years in and around this area. I have owned and managed successful aviation businesses which gives me the experience to help manage our association effectively. I was elected to the CBTB board 3 years ago and I am the current Roads and Grounds chairman. Having grown up in Lancaster county I have a deep sense of pride for our community and to keep our small country neighborhood enjoyable for everyone.

DON SMITH

Neighbors, I'm Don Smith, and I'm running for the Board because our community deserves the best. As a retired Navy veteran with 22 years of service, I understand commitment and dedication. That's what I bring to every project, whether it's serving on the CBTB Board, negotiating a new dock decking contract, or simply rolling up my sleeves and getting things done.

I know our neighborhood like the back of my hand. As former Roads and Grounds Chairman, I was passionate about requesting the Board invest in the improvements that still benefit us today. Now, as Dock Master and head of the Dock Committee, I'm spearheading exciting plans to spruce up our waterfront. These are not just pretty words, they're proven results.

I don't just talk, I act. With the help of fellow residents, I've saved our community thousands by taking on projects ourselves. That's the kind of hands-on leadership I offer. But my dedication extends beyond Board duties. I'm out there helping neighbors and ensuring our roads are the best they've been in years.

As a permanent resident, I share your vision for a thriving community. My experience, dedication, and results-oriented approach make me the right choice for the Board. Together, we can keep moving forward, tackling challenges and making our neighborhood even better.