
Corrotoman-By-The Bay Association, Inc.

Minutes of Board of Directors Meeting

9:00 am, Saturday, March 11, 2023

ZOOM Dial-in

<https://us02web.zoom.us/j/81342578720?pwd=MitTVjQ3T1dZY2lsV3ZJeEVFd2ZoUT09>

Meeting ID: [813 4257 8720](#)

[Passcode: 707062](#)

One tap mobile

[+16469313860,,81342578720#,,,,*707062#](#) US

Call to Order the March 11, 2023 Board of Directors meeting: Cristian Shirilla called the meeting to order at 9:04 a.m. Board members present: Deb Beutel, Matt Crabbe, Dexter Lewis, Cristian Shirilla, Claire Smith, and Don Smith. Present on ZOOM: Lisa Adler.

Secretary's Report: Deb Beutel - Minutes of February 11 BOD Meeting presented to Board for approval. Motion made by Don Smith to approve the minutes, seconded by Lisa Adler. Unanimously approved.

Treasurer's Report: Claire Smith - February Treasurer's Report presented to Board for approval. Motion to approve Treasurer's report made by Don Smith, seconded by Dexter Lewis.

Committee Reports that have been submitted are attached to this agenda

Architectural Review Committee Chair: Don Smith– Committee Members: Kevin McNair, Dexter Lewis

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 Merkowitz, 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 Krll, Travis Gibbons

Old Business: None

New Business:

1. Committee Chairs from Tennis, Pool and Dock...please check the key box in the clubhouse office and place copies of the current each for each of your amenities in the key box for emergencies.
2. Amenities Forms and key distribution for Tennis, Pool and Dock
3. Don, discussion on water and electricity to the dock area.
4. Scott Kellum volunteered purchase a new Basketball Backboard and hoop for the community.

Member Input: (Limited to two minutes per member)

Mike Stevens raised the following issues and will submit a detailed request for a formal response to the Board of Directors:

1. Board Authority to Approve Chicken Waivers
2. Where is Authority to have Dual Presidents
3. Why Board has not used Article 4, Section 7. to force owners to clean-up delinquent properties or clen up delinquent properties and bill owners?
4. How is the current Treasurer who was initially appointed as a non-voting Board member made a legitimate Board member?
5. Wants to see a copy of the Land Use Form submitted by the Gallogly's in 2019 for their shed.
6. Who were the Architecture Committee members when Lea Gallogly recused herself?

Announcements from Board:

1. Assessments fees are considered late after March 31, 2023. Please get them in to ACS West and you can set up a payment plan if you need to through ACS West. If payment is not made by March 31, please note that use of CBTB amenities will be withheld until payment is complete.
2. Nominations for the BOD - We have 5 candidates for the May 7 Board of Directors election. A mailing with details on the Annual Meeting, Candidate Bio's and an Election Ballot will go out in a few weeks. Voting instructions will be included.

Next Meeting: Saturday, April 8, 2023 at 9:00 AM

Motion to adjourn Board meeting:

Motion made by Don Smith to adjourn meeting, seconded by Dexter Lewis. Unanimously approved! Meeting adjourned at 10:17.

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)	

Proposed Schedule of Meetings

April 8, 2023

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
1/31/2023

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 CB Community Manager at ACS West. Her phone number is 804-282-7451 and her email is shannon@acswest.org

Fiscal Year 2022-2023 Amenity Payments:

Status of Payments received as of 3/1/23

Dock:	\$ 1,400.00
Kayak:	\$ 50.00
Total:	\$ 1,450.00

Reminders:

If you are selling or buying property within Corrotoman by the Bay, please remember it Seller's responsibility to order Financial Disclosure Packet for the property you are sellir This ensures your name is deleted and new owners added to the Homeowners Associat 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 JAN 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 \$66,200 paid as of 3/3/23.

BTB
;

is the
ig.
ion records.

.

CORROTOMAN-BY-THE-BAY ASSOCIATION

Balance Sheet
As of 01/31/23

Account Description	Operating	Reserves	Other	Totals
ASSETS				
CIT - OPERATING ACCOUNT	16,804.26			16,804.26
PRIMIS PETTY CASH OPERATING	876.77			876.77
CHESAPEAKE BANK OPERATING	2,042.17			2,042.17
CIT - RESERVE ACCOUNT		40,194.67		40,194.67
PRIMIS BANK RESERVE		131,800.42		131,800.42
A/R - ASSESSMENTS & FEES	57,185.29			57,185.29
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
TOTAL ASSETS	45,087.55	175,409.09	.00	220,496.64
	=====	=====	=====	=====
LIABILITIES & EQUITY				
ACCOUNTS PAYABLE	347.20			347.20
A/P - TO RES / (TO OP)	3,414.00			3,414.00
PREPAID ASSESSMENTS	6,789.76			6,789.76
KEY DEPOSITS (DOCK KEYS)	1,210.00			1,210.00
TOTAL CURRENT LIABILITIES	11,760.96	.00	.00	11,760.96
RESERVES EQUITY - PRIOR		139,068.33		139,068.33
TOTAL RESERVES	.00	139,068.33	.00	139,068.33
OPERATING EQUITY - PRIOR	27,846.46			27,846.46
CURRENT YR NET PROFIT / (LOSS)	5,480.13	36,340.76	.00	41,820.89
TOTAL OPERATING	33,326.59	36,340.76	.00	69,667.35
TOTAL LIABILITIES & EQUITY	45,087.55	175,409.09	.00	220,496.64
	=====	=====	=====	=====

CASH DISBURSEMENTS

Starting Check Date: 1/01/23 Cash account #: "All"
 Ending Check Date: 1/31/23

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account #:		11001	CIT - OPERATING ACCOUNT		
1/02/23	1063	1	ACS WEST, INC.	500.00	MANAGEMENT FEE
1/06/23	100081	702774	NORTHERN NECK ELECTRIC COOP.	109.72	113751001
1/09/23	100082	701793	GORDON & REES	265.00	LEGAL SERVICES
1/09/23	100083	703071	BREEZELINE	136.77	8282 15 116 0029826
1/10/23	1064	2	ACS WEST, INC.	102.02	DEC22 P&C
1/23/23	100084	701913	VIRGINIA AMERICAN WATER	41.29	1027-210037207877
1/26/23	1065	669049	CLAIRE SMITH	244.25	REIMB FOR TONER
Totals:				1,399.05	

GENERAL LEDGER TRIAL BALANCE

Starting account #: 51000
Ending account #: 58200

Starting date: 01/01/23
Ending date: 01/31/23

Acct-#	Description	Begin-balance	Total-DR	Total-CR	Net-change	End-balance	
51000	GROUNDS MAINTENANCE	20,777.28	.00	.00	.00	20,777.28	
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	3,081.45	109.72	.00	109.72	3,191.17	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	01/05/23	AP0099	VH152	109.72		NORTHERN NECK ELECTRIC CO	113751001
52100	GAS / FUELS	905.30	.00	.00	.00	905.30	
52200	WATER & SEWER	2,609.83	41.29	.00	41.29	2,651.12	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	01/23/23	AP0099	VH156	41.29		VIRGINIA AMERICAN WATER	1027-210037207877
52350	INTERNET	1,711.86	136.77	.00	136.77	1,848.63	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	01/09/23	AP0099	VH154	136.77		BREEZELINE	8282 15 116 0029826
54000	GENERAL ADMINISTRATIVE	101.56	.00	.00	.00	101.56	
54008	MISCELLANEOUS OPERATING	130.00	.00	.00	.00	130.00	
54100	MANAGEMENT FEE	5,000.00	500.00	.00	500.00	5,500.00	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	01/02/23	AP0001	VH151	500.00		ACS WEST, INC.	MANAGEMENT FEE
54110	POSTAGE / COPIES / SUPPLIES	2,725.44	591.45	.00	591.45	3,316.89	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	01/26/23	AP8340	VH157	244.25		CLAIRE SMITH	REIMB FOR TONER
	01/31/23	AP4694	VH160	347.20		ACS WEST, INC.	JAN23 P&C
54130	TAXES & FEES	155.00	.00	.00	.00	155.00	
54900	BAD DEBTS	5,164.92	.00	.00	.00	5,164.92	
55000	INSURANCE	4,883.00	.00	.00	.00	4,883.00	
55100	LEGAL FEES	1,017.50	265.00	.00	265.00	1,282.50	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE

GENERAL LEDGER TRIAL BALANCE

Starting account #: 51000
Ending account #: 58200

Starting date: 01/01/23
Ending date: 01/31/23

Acct-#	Description	Begin-balance	Total-DR	Total-CR	Net-change	End-balance
01/09/23	AP0099 VH153	265.00		GORDON & REES	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:		77,840.17	1,644.23	.00	1,644.23	79,484.40

COMMITTEE REPORTS FOR MARCH BOARD MEETING

Architecture Committee Report: Don Smith Chair:

- Two requests received to put building on lots #459 & #460. The committee will be meeting next week to review.
- Property owners of lot #374 (Dock Road) had their lot surveyed and there are 2 trees of concern are on CBTB property. I am working on it.

Collections Committee: Deb Beutel, Chair: No report.

Communications Committee Report: Lisa Lindeman is our new Webmaster! Thank you to Tara Linne for being our Webmaster for the last nine years and welcome Lisa!

- Website domain name is up for renewal 5/2023. Working with Claire and Tara to have it renewed for a 5 year period.
- Website Builder with Go Daddy will be up for renewal 2/2025.
- New amenities form has been added to the website.
- Rules concerning General Use, Pool and Tennis/Pickleball that are stated on the amenities form have been added to the amenities page of the website.
- January minutes added to the website

Dock Committee Report: Don Smith, Chair:

- There are 5 slips still open. Slip numbers will be drawn and assigned by the end of next week.
- Two new flags were ordered for Boat Ramp.

Documentation Rewrite Committee Meeting Minutes: Kathy Craven, Chair:

DOCUMENT REWRITE COMMITTEE MEETING MINUTES – MARCH 1, 2023

Members in attendance:

Deb Beutel

Robert Burrus

Kathy Craven

Jean Ehlman

Travis Gibbons

Ed Krill

We completed updating Article VI (Officers) of the Bylaws.

We agreed to re-review Article VII of the Declaration for our next meeting, paying particular attention to what “incidental” means. Also, we will re-review the variance procedures.

Our next meeting will be Wednesday, March 22, 2023.

Finance Committee Report: Matt Crabbe, Chair: No report

Golf Committee Report: Jean Ehlman, Chair :

- David Hamer, a golf committee member, will be introducing Disc Golf to CBTB. He will organize opportunities between April and October for property owners to learn and play on the CBTB golf course. The equipment for playing has been purchased for players to use. Interested players or anyone with experience should contact David Hamer to help with hole placement on the CBTB golf course and those property owners that are interested in learning to play disc golf contact David at davidhamer4160@gmail.com .

Pool Committee Report: Ken Beutel, Chair: No report

Roads & Grounds Committee Report: Don Smith, Chair:

- Received an estimate on the Guard rail and I ordered a new flag for the common grounds.

Social Committee Report: Alisson Klaiber & Rebecca Nelson, Co-chairs: No Report

Tennis Committee Report: Jean Ehlman, Chair:

- Glenn Bryant, committee member is your contact for the courts, jambandglenn@yahoo.com
- Courts players should be careful when opening the deck box for equipment use. The lock on the deck box has been taken apart and can no longer be used. Also players should keep the deck box organized after using the equipment. Put the equipment back in their correct space in the deck box.

Volunteer Legal Committee Report: Ed Krill, Chair: No Report

Corrotoman by the Bay Association

2023/2024 Amenities Application

Corrotoman by the Bay Association property owners in **good standing** shall 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 (checks or money orders only) to:

CBTB to Corrotoman by the Bay, P. O. Box 99 Mollusk, VA 22517 Please do not send funds to ACS.

Lot Owner Name(s): _____ Lot Numbers: _____

Address: _____

Phone: _____ Emergency Phone _____ Email: _____

Clubhouse or Pavilion Rental \$100.00 with \$50.00 refundable deposit (if post event inspection shows facility is clean and undamaged). Send request to CBTBay@gmail.com to schedule your event. No alcohol may be served by hosting party but, BYOB is acceptable. \$ _____

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

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

Boat Ramp Boat ramp and trailer parking while boating are available (with paid deposit of \$20.00 for dock key from Dock master if you did not get one last year.) -0-

Pool Pool will be open to all members in **good standing**. Gate key is available from Pool Chairperson. Key _____ -0-

Tennis/Pickleball Courts Gate key provided by Tennis Chairperson. Key _____ -0-

Dock Boat Slips Annual boat slip fee is \$200 per slip: Total **12** available. Slips are chosen randomly as received on first come, first served basis. \$ _____

Insurance Carrier: _____ Policy #: _____

Registration #: _____ Vessel L x W x D _____

Gate key provided by Dock master with paid deposit of \$20.00 if you did not get one last year.

Kayak Rack Annual kayak rack fee is \$25 per space. Total # Available = 6 \$ _____

Length: _____ Color: _____

Gate key provided by Dock master with paid deposit of \$20.00 if you did not get one last year however, Cable and lock provided by owner. CBTB is not responsible for any damages incurred at the dock.

TOTAL FEE 2023/24 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 the back) and policies as stated at www.CorrotomanByTheBay.org. All contact information available on this website. I/we agree to be responsible for any damage done to Association property by me/us and our guests. I/we will pay for any necessary repairs required by that damage

Signed: _____ Date: _____

Corrotoman by the Bay Association

2023/24 Pool & Court Rules

GENERAL

1. Amenities are available for all property owners in **good standing** and their invited guests.
2. CBTB property owners are responsible for actions of their guests.
3. All members and guests use the CBTB amenities at their own risk.
4. All organized activities such as tennis, swimming, or pickleball lessons, etc. need to meet the approval of the CBTB Board of Directors. Dates and times of lessons should be posted.
5. Safety is important. Don't get hurt and have fun!
6. Keys should not be duplicated. If a key is lost, please notify the appropriate Committee Chair or CBTB Board. Replacements will be paid by owner and a new key issued after payment is received.

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 oversized flotation devices are not permitted.
7. No smoking in pool area.
8. Diving board 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. The courts are locked when not in use. Please lock them when leaving the courts.
2. The maximum number of playing guests to accompany a member shall be three.
3. Appropriate footwear such as soft, smooth, rubber-soled tennis shoes shall be worn to eliminate injury to players or damage to the courts.
4. 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.
5. No glass containers or glass items are allowed in the court area. All trash or debris should be removed upon leaving the courts.
6. No pets, skateboards, roller-skates, rollerblades, cycles, motor or petal are allowed on the courts.
7. If other players are waiting, limit your use to one (1) hour. A single family or group shall occupy only one court.
8. 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.
9. No smoking on the courts!