
Corrotoman-By-The Bay Association, Inc.
Approved Board of Directors Meeting Minutes
9:00, Saturday, 9 July 2022

ZOOM Dial-in

<https://us02web.zoom.us/j/82857319410?pwd=MjlxQU9PTzNxQUxuZ2lKMUtaRmNKQT09>

Meeting ID: 828 5731 9410

Passcode: 957075

One tap mobile 13017158592 Meeting ID: 828 5731 9410

Passcode: 957075

Call to Order: Lisa Adler & Cristian Shirilla, Co-Presidents: Meeting called to order at 9:02 a.m.
Board members present in person: Lisa Adler, Deb Beutel, Cristian Shirilla, Clair Smith, Don Smith,
present via ZOOM: Travis Gibbons, Sam Longstreet

Announcements from Board:

The Finance Committee will hold a special meeting to brief the community with their finance plan on August 20, 2022. Special meeting letter will be sent out by ACS West in accordance with our Bylaws.

Special thanks to the Social Committee and Rebecca Nelson & Alisson Klaiber for organizing the July 4th Community Parade! It was a fabulous event and we loved the community involvement and participation!

Thanks to Don Smith for arranging for the Pine Tree overlooking Tennis Courts to be removed.

Secretary's Report: Deb Beutel- Minutes of April 30th & June 11th 2022 Meetings were previously forward to Board Members for review.

1. Motion made to approve minutes of 30 April Board Meeting by Don Smith, seconded by Lisa Adler. Unanimously approved.
2. Motion made to approve minutes of 11 June Board Meeting by Don Smith, seconded by Claire Smith. Approved with abstention from Sam Longstreet who was not present at June Board Meeting.

Treasurer's Report: **Claire Smith** – Motion to approve attached Treasurer's Report made by Deb Beutel, seconded by Don Smith. Unanimously approved.

1. A motion to write off uncollectable debit in the amount of \$2,228.85 was made by Deb Beutel, and seconded by Don Smith. Unanimously approved.

Collections Committee Chair: **Deb Beutel**, Committee Members: Ed Krill, Claire Smith, Sam Longstreet – **A summary of Collections Committee Meetings is provided below:**

The first FY 22 Collections Committee was held on Tuesday the 28th of June. A second meeting was held on Friday 1 July and we conducted another meeting with ACS-West on Thursday 7 July and reviewed the ACS-West final Accounts Receivable report and discussed the proposed way ahead after ACS-West sends final notices to owners of delinquent assessment accounts.

Changes to the Virginia Property Owners Act effective January 22 enacted the following change to Section 55.1-1833: Virginia's POA law permits associations to place a lien on member property for unpaid dues and assessments. However, this must now be done within 90 days of the due date; not very much time for informal collection efforts. Placing a lien can ensure payment if the property is sold but

only if within three years, then liens expire. Should the Association choose to be in compliance with the new statutory requirement cited above, we would need to approve the expenditure of **\$21,269.50** in order to collect **\$18,450.00** in FY 22 delinquent assessments in order to place liens on the 103 lots with delinquent FY 22 assessments and we would still not be able to meet the 90 day requirement to be compliant since we did not learn of this change until 17 June 2022 which was past the due date for filing liens in FY22-23 of 1 June (which has been changed by the update to Section 55.1-1833 which requires pertion of liens no more than 90 days after the FY 22 assessments due date of 1 March 2022. Below is status of delinquent assessments:

	FY 22	FY 21	FY 20	FY19	PRIOR YEARS
# of Lot	103	63	42	34	22
Amount Owed	50,786.78	18,450.00	11,750.72	8,202.60	6,615.90
					24,217.56

1. ACS-West will be sending a final demand for payment letter (with Board recommend edits) to the ALL delinquent account owners, providing them 30 days to pay or be subject to further Collections efforts and assessment of additional collections and legal fees!
2. The collections committee has previously contacted 6 collections companies for proposals (received proposals from four of six) and four law firms recommended by ACS-West. Three of the four do not cover services in the Lancaster area. The committee has another Telcon with a Legal Collections Firm recommended by ACS-West on 18 July. The collections committee has sent an inquiry the Heritage Point Association to review their current Collections process. The committee will review all proposals and assess all costs associated with various collections efforts and consider return on investment. We will then provide the Board a recommendation for how to proceed after the time period offered to pay off delinquent accounts provided in the Final demand for payment letter sent by ACS-West.
3. The committee will provide a recommendation to the Board at a future meeting after additional collections efforts are pursued, for write-offs of some of the FY 19 and PRIOR year delinquent accounts as identified above. (This recommendation is based on two reasons: the statute of limitations may be three years and CBTB's records for 2019 and before are unreliable.)
4. The committee will also provide an update on the current status of liens and judgements at a future meeting after additional collections efforts are undertaken over the next month and come back to the Board with recommendations.

Finance Committee Chair: Matt Crabbe – No Report

Architectural Review Committee Chair: Don Smith– Committee Members: Kevin McNair & Dexter Lewis - Property owner at the corner of Landsend West and Corrotoman Dr. was given a letter to mow but has only done so once. Neighbor has complained that the overgrowth is now infringing on their

backyard which includes poison ivy and tree limbs. I suggest we send another notice to get yard cleaned up.

Communications Committee Chair, Tara Linne: – Thanks for the Community’s Good Facebook behavior!

Clubhouse/Pavilion/Social Committee Co-Chairs, Rebecca Nelson & Alisson Klaiber:

Social Committee Members: Hope Crabbe, Debbie Snellings, Kristy Shirilla, and Lisa MacNair

1. 4th of July Parade

2. Next Event: Please join us for **Meet Your Neighbor Happy Hour**, pool side, on Saturday, July 9th from 4-6:30pm Tables will be set up by the pool. Utensils, plates, and napkins will be provided. Please bring a *dish to share* and BYOB for adults (no glass per the pool rules), a cooler with water will also be provided. This is a great opportunity for **all CBTB** owners to come and meet your neighbors and/or swim in the pool.

3. In Progress: Calendar, Community Message Board, Upcoming Events, and CBTB Merchandise
- Club House Inventory

Pool Committee Chair: Ken Beutel:

1. Pool has been open since June 8th.
2. From the sign in sheets between June 8th and July 3rd we have had 101 unique visits and 376 persons use the pool (actual numbers are likely 10-20% higher).
3. 2 different public service messages have been sent out by Communications since the pool has opened (see below for texts).
4. A total of 71 families have signed up for either the Pool or Combo amenity (9 new members since the pool opened). Total amenities fees creditable to the pool are \$9,585.00.
5. Expenses to date are: \$7,552.21 (2022 Pool Budget is \$10,025.00).
6. Sevarg has assisted with maintaining/cleaning the pool but the bigger credit goes to the volunteers for keeping the pool in excellent operating condition!
7. Pool is ready for the Social Committee’s “Meet Your Neighbors” event this Saturday (July 9th).
8. Consumables for remainder of season are expected to align with amenities fees collected.
9. Pool is about 1/3 through the operating season with a scheduled closing date of 12 Sep 2022.

Roads & Grounds Committee: Don Smith, Chair;

1. Cleared out the entire culvert (removed brush and a small tree) with the help of Mr.& Mrs. Simmer, Mr. & Mrs. Greenwalt, Kevin MacNair, Tara Korman and George Cater on Pine Place. Professional contractor’s report indicated we could not fix the drainage problem as originally planned. Report was submitted to Co-Presidents for review.
2. Removed Pine Tree on the common grounds Cost \$2,300
3. Mr. Simmer opened up culvert on Cove Lane to stop the run off of water onto the road.
4. Submitted contract for paving filling pot holes and to control drainage problems on the following roads:
 - A: Entrance of Pine Place
 - B: Dock Road fill in hole and divert water from road
 - C: East Highview fill in pot holes.

-
- D. Landsend East fill in pot holes.
 5. Dexter and I cleaned out the shed at the pavilion as well as the gas grills. Grills are in working order.
 6. Don and Claire Smith donated new garbage can for the pavilion along with garbage bags.
 7. The Clubhouse men's room door lock needs to be repaired.
 8. The door for the pavilion shed needs to be replaced/repared.
 9. There is a new Volleyball Net

Dock Committee Chair, Don Smith, Committee Members, Dexter Lewis & Doug Howe: Resolved abandoned boat at the dock. Owner was found and will have it moved soon.

Tennis Committee Chair, Jean Ehlman,: Special thanks to Don Smith, CBTB grounds chair for arranging for the pine tree that was struck by lightning and dying near the courts to be cut down. The dead pine needles have been blowing on the courts and they could damage the courts that will be under repair and painted.

Tennis Courts Inc. will be repairing our courts and painting them at their expense. Special acrylic surfaces will also be applied over the repairs. Tennis & muted pickleball lines will again be installed. When the courts are closed for the repairs, you will be notified in advanced by CBTB Association Gmail and a sign will be placed on the courts that they are closed.
Looking forward to beautiful courts again.

Golf Committee Chair, Jean Ehlman: The two golf course sand traps have been repaired and each hole's cups at each green on the golf course have been cleaned. A special thanks to Dexter Lewis for his help in repairing the sand traps and the Shirilla boys, Landon, Parker & Hunter for their help in cleaning out each golf hole cup and surrounding areas on the greens. Dexter Lewis has been added to the CBTB golf committee.

Documentation Rewrite Committee: Chair, Kathy Craven:

The committee has met twice and is working diligently on addressing the rewrite of CBTB's governing documents. Anyone who is interested in providing comments should send their comments to the CBTBay@gmail .com organizational email box and the committee will be sure to address them.

Volunteer Legal Committee Chair: Ed Krill: No Report

Old Business:

1. Lot 7A and Lots 68 & 331 Brief discussion on whether to sell or hold the lots:
Talking points for Lot 7A, Old Business discussion:
 - a.) 7A is buildable per Brett Dawson, Lancaster Building Inspector
 - b.) The lot is part Corrotoman Extension and therefore part of a fragile bank which could be placed in Jeopardy by the sale and subsequent building on the property.
 - c.) We could sell but need an appraisal ahead of a sale for sure; funds are already allocated
 - d.) We could leave it alone and keep it a reserve area as to not disturb the surrounding landscape.

-
- d.) Some of the Corrotoman Ext. neighbors are not in favor of selling the property, one set have offered a bid to buy it and retain it's stability.
 - e.) If we sell we would want to put some restrictions on the sale to the extent that we can preserve the fragile environment of the bank it shares on the extension.
 - f.) There are 2 other lots which are off of the water properties we can sell (68 and 331) not sure how much they will sell for but we would get income from assessments paid each year. Any action on Lot &A is deferred indefinitely.

New Business:

1. Tennis court request from non-resident to use our courts on a regular basis. Proposal Dismissed
2. Community Member Planting of trees proposal for the circle grounds. (See attached Proposal)
 - a. A Motion was made to approve the Tree Planting Proposal with future coordination with Roads and Grounds Committee by Deb Beutel, seconded by Don Smith. Unanimously approved.
3. Deb Beutel would like the Board to consider a proposal to resurface shuffleboard court Deferred until after additional proposals are received and completions of Pool Construction. Don Smith and Dexter Lewis volunteered Roads and Grounds Committee to refurbish Horse Shoe pits.
4. Don Smith provided details of the numerous vendors he contacted and the Single Proposal he received for Roads Repair/Paving on the following roads:
 - A: Entrance of Pine Place
 - B: Dock Road fill in hole and divert water from road
 - C: East Highview fill in pot holes.
 - D. Landsend East fill in pot holes.The contract will be reviewed in Executive session.
5. Rebecca Nelson to Brief suggested Upgrades to Security Cameras and will provided additional recommendations to a future meeting.
6. Deb Beutel suggests the Association Fund the Board's attendance at the HOA Leader Webinar: Condo/HOA Recordkeeping: "How to Avoid Getting Burned in the Age of Social Media." Cost for attendance and recording is \$139.00
 - a. Motion was made by Lisa Adler to approve the expenditure of \$139.00 to order the access and recording of the HOA Leader Webinar, Condo/HOA Recordkeeping: "How to Avoid Getting Burned in the Age of Social Media.". It was seconded by Claire Smith. Unanimously approved.

Member Input: Questions and opinions were raised by Community members concerning the Collections Committee Report

Carl Failmezger submitted a petition the President Lisa Adler requesting a special meeting. The Board has for review and action.

Next Meeting:

August 20th, 2022 at 9:00 Special Meeting presentation from the Finance Committee
August 20th, 2022 at 10:15 am Board of Directors Meeting

Motion to adjourn Board meeting and go into Executive Session: Made by Don Smith and seconded by Cristian Shirilla at 10:39. Unanimously approved.

Executive Session:

1. Review Proposals for Collections Services Deferred until additional proposals are received
2. Review Single Vendor Proposal for Road Repairs/Paving Contract reviewed and documentation validates that numerous vendors were contacted but, only one bid received.

Motion to adjourn Executive Session and return to Board meeting made by Don Smith and seconded by Claire Smith at 11:01. Unanimously approved.

In regular session the following Motion was presented:

Motion made by Don Smith and seconded by Claire Smith to approve the contract for paving of the foru roads mentioned above in an amount NTE \$9,500.00. The motion was approved by 2/3 of Board members as required by the Admin Policy manual, (Lisa Adler, Deb Beutel, Sam Longstreet, Cristian Shirilla, Claire Smith and Don Smith.

Motion to adjourn Board meeting made by Deb Beutel and seconded by Claire Smith at 11:05. Unanimously approved.

Board Member Terms

Lisa Adler (2021-24)	Claire Smith(2021-2024)
Deb Beutel (2020-2023)	Matt Crabbe (2021-2024)
Travis Gibbons (2021-2024)	Sam Longstreet (2022-25)
Dexter Lewis(2022-2025)	Cristian Shirilla (2022-2025)
Don Smith (2020-2023)	

Proposed Schedule of Meetings

**August 20, 2022- Special Meeting to Brief Community on Finance Committee Recommendations
Letter to be sent by ACS in accordance with our Bylaws NLT 20 July
20 August Board Meeting (Immediately Following Special Meeting)
10 September 2022
8 October 2022
12 November 2022
10 December 2022**

Treasurer's Report
5/31/2022

Documents Attached

- Balance Sheet May
- Revenue and Expense Report May
- Accounts Payable May

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

Fiscal Year 2022-2023 Amenity Payments:

Status of Payments received as of 7/1/22

Dock: \$ 2,400.00

Kayak: \$ 50.00

Tennis: \$ 25.00

Pool: \$ 4,185.00

Combo: \$ 5,550.00

Total: \$ 12,210.00

68 families have paid for pool amenity

Note: Total Pool Collections \$9,735 includes "Combo/Tennis".

Reminders:

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 to be sold or purchased. This ensures your name is deleted/added to the Homeowners Association records.

Notes:

Reports are provided by ACS-West by the 3rd week of the following month; therefore, all accounts reported are from the end of May with the exception of Cash for Amenities.

All funds received for Amenities have been forwarded to ACS for processing.

I have been working with ACS to clarify any lot/owner discrepancies.

New Business:

ACS does not have access to our Cap/Res Primis account so funds cannot be transferred by them, however, we can request a check be sent to us and we can deposit ourselves. Thoughts?

Met with the Collections Committee to determine a plan of action for delinquent accounts.

Our first step is to get Board approval to write off \$2,228.85 from old A/R and small balances.

These have been deemed to be incorrect, paid or uncollectable.

CORROTOMAN-BY-THE-BAY ASSOCIATION

Page: 1

Balance Sheet
As of 05/31/22

Account Description	Operating	Reserves	Other	Totals
ASSETS				
CIT - OPERATING ACCOUNT	79,226.14			79,226.14
PRIMIS PETTY CASH OPERATING	1,164.59			1,164.59
CHESAPEAKE BANK OPERATING	1,295.17			1,295.17
CIT - RESERVE ACCOUNT		26,769.51		26,769.51
PRIMIS BANK RESERVE		114,455.95		114,455.95
A/R - ASSESSMENTS & FEES	74,935.18			74,935.18
ASSESSMENT A/R RESERVE	(33,092.00)			(33,092.00)
A/R - FROM OP / (FROM RES)		5,975.00		5,975.00
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
TOTAL ASSETS	124,800.14	147,200.46	.00	272,000.60
	=====	=====	=====	=====
LIABILITIES & EQUITY				
ACCOUNTS PAYABLE	376.53			376.53
A/P - ASSESSMENT REFUNDS	200.00			200.00
A/P - TO RES / (TO OP)	5,975.00			5,975.00
PREPAID ASSESSMENTS	4,710.96			4,710.96
KEY DEPOSITS (DOCK KEYS)	730.00			730.00
TOTAL CURRENT LIABILITIES	11,992.49	.00	.00	11,992.49
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)	84,961.19	8,132.13	.00	93,093.32
TOTAL OPERATING	112,807.65	8,132.13	.00	120,939.78
TOTAL LIABILITIES & EQUITY	124,800.14	147,200.46	.00	272,000.60
	=====	=====	=====	=====

CASH DISBURSEMENTS

Starting Check Date: 5/01/22 Cash account #: "All"
 Ending Check Date: 5/31/22

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account #:		11001	CIT - OPERATING ACCOUNT		
5/02/22	1023	1	ACS WEST, INC.	500.00	MANAGEMENT FEE
5/03/22	1024	430	TREASURER OF VIRGINIA - DPOR	15.00	wrong count on total lots
5/06/22	1025	669072	LISA ADLER	137.86	REIMB POOL SUPPLIES
5/09/22	1026	2	ACS WEST, INC.	29.14	APRIL22 P&C
5/09/22	100027	350	STATE FARM INSURANCE	4,551.00	96-58-4087-9
5/09/22	100028	702774	NORTHERN NECK ELECTRIC COOP.	110.68	113751001
5/10/22	100029	703071	BREEZELINE	130.13	8282 15 116 0029826
5/10/22	100030	703140	MO & J'S YARDWORK, LLC	2,150.00	PL
5/11/22	100031	703141	TURNER, LEINS & GOLD, LLC	550.00	TAX RETURN PREP
5/24/22	100032	701913	VIRGINIA AMERICAN WATER	112.14	1027-210037207877
5/26/22	1027	669048	DONALD SMITH	466.39	REIMB FOR ASSOC SUPPLIES
Totals:				8,752.34	

GENERAL LEDGER TRIAL BALANCE

Starting account #: 51000
Ending account #: 58200

Starting date: 05/01/22
Ending date: 05/31/22

Acct-#	Description	Begin-balance	Total-DR	Total-CR	Net-change	End-balance
51000	GROUNDS MAINTENANCE	00	3,250.00	.00	3,250.00	3,250.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/09/22 AP0099 VH60 2,150.00 MO & J'S YARDWORK, LLC PL					
	05/31/22 CR0000 ADJUST 1,100.00 1121					
51110	ROAD REPAIRS	00	3,875.00	.00	3,875.00	3,875.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/31/22 CR0000 ADJUST 3,875.00 1123					
51120	DOCK MAINTENANCE	686.27	407.45	.00	407.45	1,093.72
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/26/22 AP4742 VH63 407.45 DONALD SMITH REIMB FOR ASSOC SUPPLIES					
52000	ELECTRICITY	222.76	110.68	.00	110.68	333.44
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/09/22 AP0099 VH58 110.68 NORTHERN NECK ELECTRIC CO 113751001					
52100	GAS / FUELS	525.77	.00	.00	.00	525.77
52200	WATER & SEWER	85.63	112.14	.00	112.14	197.77
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/23/22 AP0099 VH62 112.14 VIRGINIA AMERICAN WATER 1027-210037207877					
52350	INTERNET	644.26	130.13	.00	130.13	774.39
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/09/22 AP0099 VH59 130.13 BREEZELINE 8282 15 116 0029826					
54100	MANAGEMENT FEE	1,000.00	500.00	.00	500.00	1,500.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/02/22 AP0001 VH53 500.00 ACS WEST, INC. MANAGEMENT FEE					
54110	POSTAGE / COPIES / SUPPLIES	362.86	376.53	.00	376.53	739.39
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/31/22 AP4568 VH69 376.53 ACS WEST, INC. MAY22 P&C					
54130	TAXES & FEES	115.00	15.00	.00	15.00	130.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/03/22 AP0231 VH54 15.00 TREASURER OF VIRGINIA - D wrong count on total lots					
54900	BAD DEBTS	3,145.93	.00	.00	.00	3,145.93

GENERAL LEDGER TRIAL BALANCE

Starting account #: 51000
 Ending account #: 58200

Starting date: 05/01/22
 Ending date: 05/31/22

Acct-#	Description	Begin-balance	Total-DR	Total-CR	Net-change	End-balance
55000	INSURANCE	.00	4,551.00	.00	4,551.00	4,551.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/09/22 AP0099 VH57 4,551.00 STATE FARM INSURANCE 96-58-4087-9					
55100	LEGAL FEES	247.50	.00	.00	.00	247.50
55200	AUDIT / TAX RETURNS	00	550.00	.00	550.00	550.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/09/22 AP0099 VH61 550.00 TURNER, LEINS & GOLD, LLC TAX RETURN PREP					
57100	POOL MAINTENANCE	2,262.00	1,196.80	.00	1,196.80	3,458.80
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/06/22 AP1286 VH55 137.86 LISA ADLER REIMB POOL SUPPLIES					
	05/26/22 AP4742 VH63 58.94 DONALD SMITH REIMB FOR ASSOC SUPPLIES					
	05/31/22 CR0000 ADJUST 700.00 1122					
	05/31/22 CR0000 ADJUST 300.00 1120					
*** Totals do not include all accounts ***						
Gnd Total:		9,297.98	15,074.73	00	15,074.73	24,372.71



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

9 July 2022

From: Board of Directors of Corrotoman-By-The-Bay-Association
To: Lancaster County Realtors
Subj: REQUIREMENT FOR SELLERS PURCHASE OF DISCLOSURE PACKAGES
Ref: (a) Virginia Property Owners' Association Act

Dear Lancaster Realtor,

The Virginia Property Owners Law, Section 55.1-1808 Virginia Code, requires every real estate contract for the sale of property within a homeowners association (HOA) to obligate your owner/client to deliver a disclosure packet before closing. This disclosure packet contains the covenants, rules and obligations that the owner of HOA property is subject to. If this is not done, the buyer has the right to cancel the contract.

Several sales of property within Corrotoman by the Bay have recently been sold without compliance with this requirement. This results in the loss of dues income to the Association, inaccurate Membership records and strained relations with new owners.

It is your obligation to make your sellers aware of this legal requirement, to assist with compliance and in your interest to avoid a situation where a sale might be cancelled. Please do so.

In addition, it is the responsibility of the buyer's broker or attorney to order a payoff package. Failure to do so can leave the buyer at risk of being responsible for past due assessment amounts accrued by the seller. Both packages can be ordered from the following URL: <http://www.homewisedocs.com>

If you have any questions in this regard or want to order a disclosure packet, please contact Ms. Shannon Ross, our ACS-West, Community Manager, by phone at (804) 282-7451 or via email at shannon@acswest.org

Sincerely,

Lisa Adler
President, Corrotoman-By-The-Bay-Association

c.c. Association Secretary, Deb Beutel; Shannon Ross, ACS-West



Tree Replacement Proposal

Presented by

CBTB Tree Replacement Advocates



Bottom Line Up Front

- There are significantly fewer trees on the common grounds than in previous years.
- Trees have either died, are dying or need to be removed and are not/have not been replaced.
- Request the CBTB Board approve the replacement/planting of trees by the CBTB Tree Replacement Advocates.

Issue

- Corrotoman by the Bay trees were planted in the late 60's/early 70's and historically lined the perimeter of the common area.
- Over the last 60 years many of the trees have succumbed to storms, lightening and age.
- Trees have not been replaced and the common area has become a desolate field.

Benefits of Trees

- Economic

- Enhance the appearance of open space and increase home values
- Homes landscaped with trees are **typically worth 2 –15% more** than homes without trees, while homes located on a tree-lined street may be worth up to 18% more.

- Environmental

- Clean pollutants from the air and water. When rain falls in a neighborhood with trees, the trees serve as natural storm drains. Their root systems absorb the water, prevent soil erosion, and reduce water pollution, helping preserve the environmental health of nearby bodies of water.
- Provide a welcome habitat for insects, birds, and other animals in our community.

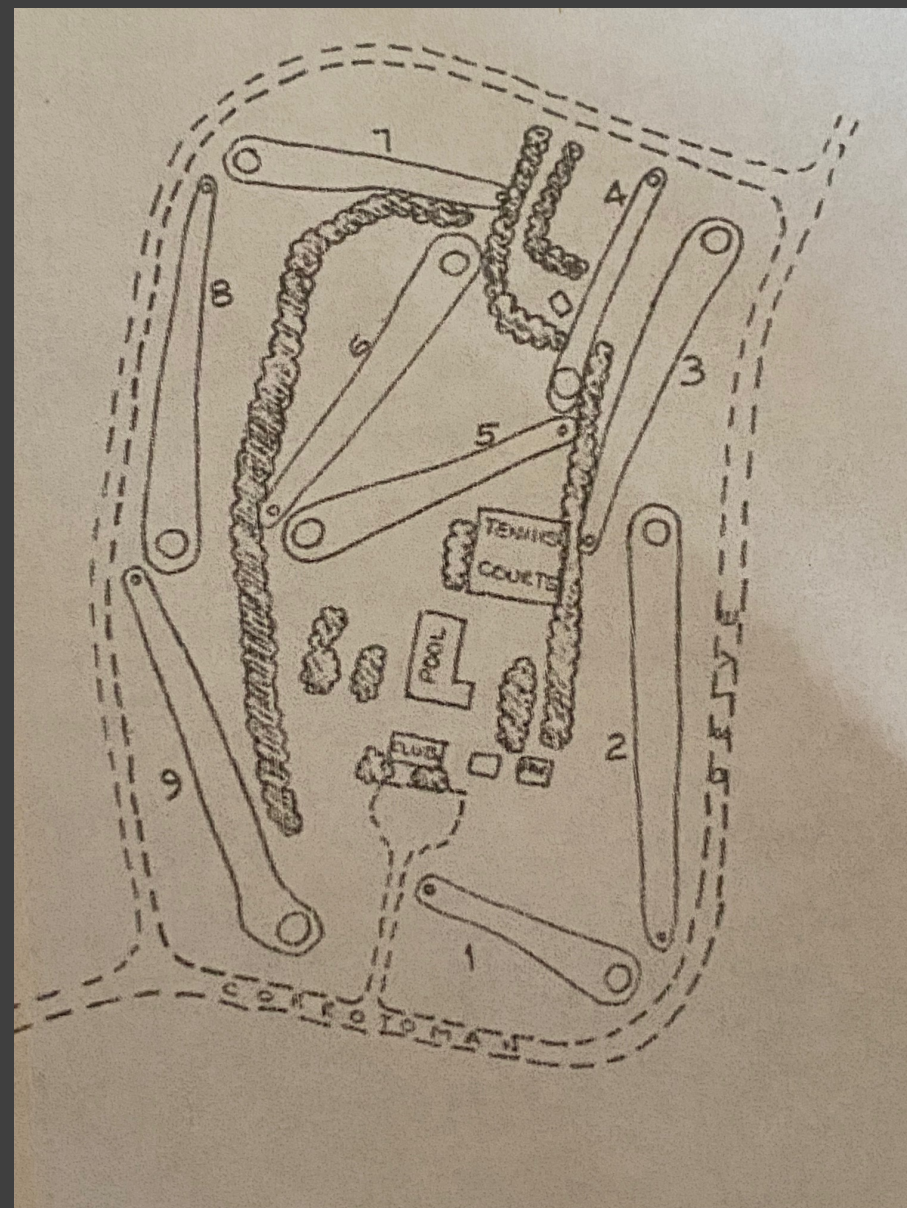
- Health

- Trees clean the pollution from our air, provide cooler streets for walking, and shield pedestrians from the sun's harmful UV rays.
- Access to green spaces with trees also promotes physical activity and leads to reduced stress. **Studies have shown** that areas with more trees tend to have inhabitants with lower blood pressure and better respiratory health.

1970's
Common
Area View



1990's Golf
Course Score
Card (depicting
trees)



2022 Trees Remaining



Proposal

- Planting 12 new trees on the CBTB common area as illustrated in the attached plan.
 - Trees would be native to this area.
 - Would not encroach on septic, pool or tennis courts.
 - Would consider future growth patterns along the golf course.
- CBTB Tree Advocates would provide all the labor, materials and trees at **no cost** to CBTB.



2022 Trees Proposed Placement



Recommendation

Approve the addition of 12 Trees to the CBTB common area at no cost to the community.

CBTB Tree Advocates- Leaf it to us!

Documentation Rewrite Committee Minutes

23 June 2022 Meeting Minutes:

Committee members present:

Kathy Craven

Deb Beutel

Bob Burrus

Jean Ehlman

Carol Greenwalt

Travis Gibbons

Ed Krill (Volunteer Legal Committee Chair)

Ed Krill provided an overview of the importance and Hierarchy of the Documents governing Corrotoman By the Bay and referenced the Virginia Property Owners Act and the Virginia Non-stock Corporation Act as the higher Authoritative Sources we need to ensure our Declaration and By Laws are consistent with. He did mention that if our Declaration or By Laws has specific different guidance on an issue, it is binding unless it is contradicted by higher statutes.

We discussed various areas of the Declaration that we recommended we should review and amend to include the following:

1. Rewrite the section on Annual Assessments to allow of inflationary increase adjustments by the Board of Directors (not requiring a 2/3 membership vote)
 - a. Lots at previously subdivided original Lots which now have single family homes
2. Rewrite the section on delinquent payment and specific mention of late fees (amounts should be addressed in a lower level document which can be updated by Board of Directors such as the Admin Policy Manual).
3. Rewrite the Architectural Committee section, to remove issues that should be addressed in a lower level document which can be updated by Board of Directors such as the Admin Policy Manual, to include the following:
 - a. Tiny Homes
 - b. Wells
 - c. Poultry
 - d. Firearms
 - e. Dogs
 - f. Hunting
 - g. Lighting on Driveways
 - h. Rental of CBTB Properties
4. Add to Declaration statement of Non-discrimination and acknowledgement of Human Rights and Fairness
5. Add to By Laws specific process for member grievance as well as membership discipline.
6. Ed agreed to research issues regarding serving alcohol in Clubhouse at Association sponsored events or private events where clubhouse is rented.

The Committee agreed to start with the Declaration and By Laws and then work on synchronizing with a rewrite of the admin Policy Manual. (required in order to be able to reference the correct articles and sections of the revised higher level documents).

The next meeting is scheduled for Wednesday, July 6th after we each reviewed the Declaration with suggested deletions/changes.

6 July 2022 Meeting Minutes:

The Document Rewrite Committee held a zoom meeting on Wednesday, July 6, 2022.

Members in attendance included:

Bob Burrus

Deb Beutel

Kathy Craven

Jean Ehlman

Ed Krill

As a course of action, we decided to use the sample Declaration template provided by CBTB's attorney, Will Sleeth as our working document.

We agreed that it would be best to keep changes as simple as possible. We worked on definitions. Ed Krill agreed to draft a new Article II for committee consideration.

Before the next meeting we agreed to come up with a suggested definition of "owner" and "member". If possible, members will share their definitions prior to the next meeting.

Ed Krill is researching the provision in our current Declaration requiring three (3) years after a 2/3 vote of the owners for amendments to the Declaration to take effect.

The next zoom meeting will be held, Wednesday, July 20, 2022 @ 7pm. The dial in is the same one we have been using here to date.