

**Corrotoman-By-The Bay Association, Inc.**  
**Final Board of Directors Meeting Minutes FINAL**  
**9:00, Saturday, 13 February 2021**

**ZOOM Dial-in**

<https://us02web.zoom.us/j/83121982812?pwd=NWhZWVV0QWd6RFNQSFBQeItqSVV4UT09>

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: 9:00am Deb Beutel, President**

**In attendance: Deb Beutel, Lea Gallogly, Kevin MacNair, Cristian Shirilla, Lisa Adler, Jean Ehlman, Sam Longstreet, Ian Fay, Don Smith**

**Announcements from Board:**

1. Board Meetings will be conducted via ZOOM until such time as COVID numbers decrease significantly in accordance with Governor Northam's Executive Order for the State of Virginia.

**Secretary's Report: Cristian Shirilla** – Review and Approve Minutes from 9 January 2021 Meeting.

**Motion to approve: Don Smith**

**2<sup>nd</sup>: Lea Gallogly**

**Yes: All present (Lisa Adler not on the call at this time)**

**No: N/A**

**Abstain: N/A**

**Treasurer's Report: Lea Gallogly** – SEE REPORT

- **Collections Sub-Committee Chair** – Lea Gallogly: - See report.
- **PowerPoint tutorial for Members to pay annual assessments online** – Lea Gallogly: See Brief.
- **Motion to approve: Kevin MacNair**
- **2<sup>nd</sup>: Don Smith**
- **Yes: Unanimous**
- **No: N/A**
- **Abstain: N/A**

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

**Architectural Review: Kevin McNair, Chair** – No Report.

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

**\*Hospitality: Vacant Chair** –

- Nothing to report.

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

- **Pool Renovation Review Sub-Committee Chair** – Kathy Moffitt: - No report.

**Roads & Grounds: Don Smith, Chair** - Roads Repair Update –

- **Dock Sub-Committee: Barry Jackson, Chair** – Deposit of \$2,500.00 for permitting and a signed contract were forwarded to ECO Construction, LLC. for Boat Ramp Dredging and bulk-head repair to be completed in Spring 2021

- **Status Update of VDOT Service Request #1376120** based on a web based work request submitted on 25 January 2021 by Deb Beutel. Michael Bryant of Local VDOT office has indicated that VDOT is able to come out in the couple of weeks to remove the one badly uprooted and exposed section of the corrugated metal half pipe, and then they will plan to return in April or May to address the remainder of entire drainage issue on Marina Drive.
- **A copy of the 2014 VDOT Conducted Traffic Study and June 2020 President CBTB Letter to VDOT have been posted to the CBTB website.**

**Tennis:** Jean Ehlman, Chair – No report.

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

**Nomination Committee:** Jeff Craven- Chair: **2021-22 Election of Officers - Call for Candidates**

Annually, three of the nine board members' 3-year terms end. Property owners in good standing are encouraged to run for one of the three open positions on the board. If you are interested, please send a short bio about yourself and why you would like to run for the board to [CBTBay@gmail.com](mailto:CBTBay@gmail.com) no later than March 1. The nominating committee will review the applicants and add them to the ballot. Ballots will be forwarded with the annual meeting notice. The election normally would take place during the May annual meeting, when the 3-year term begins. **We will discuss revising the date of the Annual meeting based on conditions set forth by Governor Northam in his Executive Order.**

**Old Business:**

1. **Need for a CBTB Board Member Understanding of Responsibilities:** Recommend that all Board Members Receive a Disclosure statement when elected to the Board of Directors, they should read and sign an agreement of understanding of the required references (**to include the Virginia Property Owners Act, the Virginia Non-Stock Corporation Act, the CBTB Articles of Incorporation, Declaration, and By Laws, CBTB ADMIN Policy Manual and Roberts Rules of Order**) they must become familiar with in the execution of their duties as well as responsibilities and duties of Board Members. Recommend that Board members review on an annual basis – Deb Beutel
2. **Survey Monkey Questionnaire:** Questionnaire is being finalized and will be review one more time by Board Members prior to being forwarded. Surveys will be forwarded to all Lot owners that we have email addresses on file for via their email addresses. We will publicize on the CBTB Facebook Page, Website and via signage at the Clubhouse that those that wish to request a hard copy survey should send their request to [CBTBay@gmail.com](mailto:CBTBay@gmail.com) Surveys will be anonymous but, one survey with a randomly generated ID will be provided to each owner for each Lot owned.

**New Business:**

1. **Planning for Annual Meeting and Election of Board Members** – due to current Executive Order from Governor Northam whereby it is forbidden to conduct public or private gatherings of more than 10 people during the Pandemic, we should discuss the feasibility of delaying the Annual Meeting until the Summer when gathering restrictions may be eased. Link to Governor Northam’s Executive Order: [https://www.governor.virginia.gov/media/governorvirginiagov/executive-actions/EO-72-and-Order-of-Public-Health-Emergency-Nine-Common-Sense-Surge-Restrictions-Certain-Temporary-Restrictions-Due-to-Novel-Coronavirus-\(COVID-19\).pdf](https://www.governor.virginia.gov/media/governorvirginiagov/executive-actions/EO-72-and-Order-of-Public-Health-Emergency-Nine-Common-Sense-Surge-Restrictions-Certain-Temporary-Restrictions-Due-to-Novel-Coronavirus-(COVID-19).pdf) - Don Smith
2. **Annual Assessments were mailed:** SENTRY Management has combined all Lot vouchers into one mailing per owner! Similar to the DMV sending separate vouchers for registration of each vehicle, there is a legal requirement for Community Associations to send and track billing and receipt for each and every lot registered with the County for tax purposes. You can go into the

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SENTRY Management Portal at <https://www.sentrymgt.com/contact-us/> and pay online or opt out of receiving the mailings. (there is a sixty day grace period from day the assessments are mailed per the By Laws – we will track closely due to current issues with USPS.) For more information please see the “5 Easy Ways to Pay” document on the CBTB Website – Lea Gallogly

3. **Board of Directors Discussion of Potential Lot Donations to the Association**
  - a. **Motion: The association will investigate opportunities to sell currently owned CBTB lots that were recently donated and not supporting amenities. – Lisa Adler**
  - b. **2<sup>nd</sup> : Kevin MacNair**
  - c. **Yes: Unanimous**
  - d. **No: N/A**
  - e. **Abstain: N/A**
  - f. Per a legal review of our governing documents there is currently no legal reason for the CBTB Association Not to accept a donation of real property for Association use or resale; Specifically, Article II of the Declaration contemplates Association ownership of property. Article III of the Declaration refers to Title 13.1-205, now 13.1-826 regarding the powers of a Virginia non-stock corporation. Section 3 of that statutory provision states that non-stock corporations may acquire, own and sell real property unless that is expressly barred by its formational documents. It is not. CBTB By-laws, Article 1, section 2, paragraph four, provides that CBTB shall have all the powers granted to Virginia non-stock corporations such as in Title 13.1-826. CBTB does currently own real property that is not in common use on Corrotoman Drive extended. – Lea Gallogly
4. **There was a Special Meeting Planned for 13 March** immediately following the regularly scheduled March Board Meeting to offer community members an opportunity to express concerns with the Association contracting Professional Financial Services Providers. Dave Cicarelli, VP of Sentry Management will be on the ZOOM call to highlight the services provided to CBTB during the first year of their contract – Deb Beutel
  - a. **Motion: Hold the special meeting after the regular 10 April 2021 meeting - Lisa Adler**
  - b. **2<sup>nd</sup>: Kevin MacNair**
  - c. **Yes: Unanimous**
  - d. **No: N/A**
  - e. **Abstain: N/A**
5. **Setting up a “Friends of CBTB” non profit** so donations can be tax deductible when we do fundraisers and Lisa Adler would like to have the pool committee be able to solicit the community for pool donations to go for the renovation – Lisa Adler
6. **With regards to HOA owned lot 7a located on Corrotoman Drive**, the association will obtain an appraisal by a licensed professional appraiser with the intent to sell the lot to the highest bidder (meeting or exceeding appraisal) and transfer net sale proceeds to the Capital Reserve fund allocated for future pool repairs, improvement and/or replacement. (See legal assessment of CBTB Association’s authorization to buy and sell real property above.) – Ian Fay

**Member Input:** Several Questions were sent in advance of Board meeting to [CBTBay@gmail.com](mailto:CBTBay@gmail.com) this month and are addressed on attachment.

**Next Meeting:** 13 March 2021 (May include Special Meeting immediately following the Board Meeting, if Special Meeting is Not rescheduled to coincide with Annual Meeting.)

**Motion to Adjourn: 10:57am**

**Lisa**

**Don**

**Yes: Unanimous**

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### **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**

13 March 2021  
10 April 2021  
ANNUAL Meeting Sunday 2 May 2021 (May be delayed until later in the year due to Pandemic)  
12 June 2021  
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**Corrotoman-By-The Bay Association, Inc.**  
**Final Board of Directors Meeting Agenda**  
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**Call to Order: Deb Beutel, President**

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**Secretary's Report: Cristian Shirilla** – Review and Approve Minutes from 9 January 2021 Meeting.

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

- **Collections Sub-Committee Chair – Lea Gallogly:** - See report.
- **PowerPoint tutorial for Members to pay annual assessments online – Lea Gallogly:** See Brief.

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

**Architectural Review: Kevin McNair, Chair** – No Report.

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

**\*Hospitality: Vacant Chair** –

- Nothing to report.

**Pool: Lisa Adler, Chair** - See report.

- **Pool Renovation Review Sub-Committee Chair – Kathy Moffitt:** - No report.

**Roads & Grounds: Don Smith, Chair** - Roads Repair Update –

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**Tennis: Jean Ehlman, Chair** – No report.

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**Nomination Committee: Jeff Craven- Chair: 2021-22 Election of Officers - Call for Candidates**

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2. **Survey Monkey Questionnaire:** Questionnaire is being finalized and will be review one more time by Board Members prior to being forwarded. Surveys will be forwarded to all Lot owners that we have email addresses on file for via their email addresses. We will publicize on the CBTB Facebook Page, Website and via signage at the Clubhouse that those that wish to request a hard copy survey should send their request to [CBTBay@gmail.com](mailto:CBTBay@gmail.com) Surveys will be anonymous but, one survey with a randomly generated ID will be provided to each owner for each Lot owned.

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**Next Meeting:** 13 March 2021 (May include Special Meeting immediately following the Board Meeting, if Special Meeting is Not rescheduled to coincide with Annual Meeting.)

**Motion to Adjourn:**

**Board Member Terms**

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**Corrotoman-By-The Bay Association, Inc.**  
**Final Board of Directors Meeting Minutes DRAFT**  
**9:00, Saturday, 9 January 2021**

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Find your local number: <https://us02web.zoom.us/u/kd2O28gpur>

**Call to Order: 9:02am Deb Beutel, President**

**Announcements from Board:**

1. Present: Deb Beutel, Lea Gallogly, Ian Fay, Lisa Adler, Don Smith, Sam Longstreet, Kevin MacNair, Cristian Shirilla, Jean Ehlman

**Secretary's Report: Cristian Shirilla** – Review and Approve Minutes from 12 December 20 Meeting.

**Motion to accept as presented: Don Smith**

**2<sup>nd</sup>: Lisa Adler**

**Yes: All members present**

**No: N/A**

**Abstain: N/A**

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

**Motion to accept as presented: Kevin MacNair**

**2<sup>nd</sup>: Lisa Adler**

**Yes: All members present**

**No: N/A**

**Abstain: N/A**

**2021-2022 Budget Development Schedule**

• Initial Budget Kick Off –Build Cycle Begins	17 October
• Budget inputs due from Chairs to Treasurer	14 November
• Draft budget (1 <sup>st</sup> cut) back to Board Members	28 November
• Board Meeting to Review Draft FY21-22 Budget	12 December
• Draft budget (2 <sup>nd</sup> cut) to Board	26 December
• Finance Committee Review of Draft FY21-22 Budget	2 January
• BOD Approves Budget in Board Meeting	9 January
• If required, updates consolidated & returned to Board	16 January
• BOD Approves Budget in Board Meeting	16 January
• Budget finalized	NLT 30 January
• Budget to Sentry Management	NLT 31 January

- **Collections Sub-Committee Chair – Lea Gallogly:** - See report.
- **Capital Reserve Sub-Committee Chair – Lea Gallogly:** See Report.

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



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**Architectural Review: Kevin McNair, Chair** – One Chicken Coop Waiver Approved.

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

**\*Hospitality: Vacant Chair** –

- Nothing to report.

**Pool: Lisa Adler, Chair** - No report.

- **Pool Renovation Review Sub-Committee Chair – Kathy Moffitt:** - No 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 –Deposit of \$2,500.00 for permitting and a signed contract were forwarded to ECO Construction, LLC. for Boat Ramp Dredging and bulk head repair to be completed in Spring 2021

**Tennis: Jean Ehlman, Chair** – No report.

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

**Nomination Committee: Jeff Craven- Chair: 2021-22 Election of Officers - Call for Candidates**

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### **Old Business:**

- 1. Review and Approve CBTB FY21/22 Budget – Lea Gallogly**
  - a. Motion to move gravel and grass/seed (line items 6302 Gravel Replenishment, 6508 Fertilizer/Seeds/Cutting) expense to Cap Reserve: Kevin MacNair**
  - b. 2<sup>nd</sup>: Lisa Adler**
  - c. Yes: All members present**
  - d. No: N/A**
  - e. Abstain: N/A**
- 2. Motion to approve the amended budget as presented with a \$0 YE balance: Kevin MacNair**
  - a. 2<sup>nd</sup>: Lea Gallogly**
  - b. Yes: Deb Beutel, Lea Gallogly, Ian Fay, Jean Ehlman, Kevin MacNair, Lisa Adler, Cristian Shirilla, Sam Longstreet**
  - c. No: Don Smith**
  - d. Abstain: N/A**
- 3. Survey Monkey Questions:** Questionnaire is being finalized and will be review one more time by Board Members prior to being forwarded to Sentry for inclusion Annual Assessment Mail-out.

### **New Business:**

- 
1. **Motion to accept amenities fee schedule and form as presented (attached): Don Smith**
    - a. **2<sup>nd</sup>: Lisa Adler**
    - b. **Yes: Unanimous**
    - c. **No: N/A**
    - d. **Abstain: N/A**

**Member Input:**

**Next Meeting:** 13 February 2021

**Motion to Adjourn 10:50am: Lisa Adler**

**2<sup>nd</sup>: Sam Longstreet**

**Yes: All members present**

**No: N/A**

**Abstain: N/A**

**Board Member Terms**

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**Proposed Schedule of Meetings**

13 February 2021

13 March 2021

10 April 2021

ANNUAL Meeting Sunday 2 May 2021

**Treasurers Report**  
**13 February 2021**

**Documents Attached.**

- Balance Sheet
- Revenue & Expense Report
- Accounts Payable

**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:**

Property owners 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).

**OPT Out:**

Property owners are encouraged to “opt-out” of paper copies via the Sentry website to help drive costs to the association down. This can be accomplished by signing into your Sentry account, selecting the “Your Profile” and checking the “*Opt out of assessment coupons*” option. Your payment will still be due on the specified due date, but you will not receive paper notification(s) from Sentry.

**Assessment Payments:**

Assessment Payments are in the process of being mailed. Payments are expected 30 days from the mailing date (est 1 March 2021). As a reminder a variety of payment options are available from Sentry for payment of the annual assessment. Depending upon the manner of payment selected there may be a “convenience” charge or a charge for using a credit card. This is a common business practice as is also practiced by the local utility companies and the Lancaster County tax collection authority.

# 055300 CORROTOMAN BY THE BAY ASSOCIATION

## Balance Sheet February 2021

	OPERATING	RESERVE	TOTAL
<b>CURRENT ASSETS</b>			
1015 UNION BANK - CHECKING - PRIMARY	20,307.17		20,307.17
1041 CHESAPEAKE BANK - CHECKING - OPER	883.76		883.76
1057 SONABANK - SAVINGS - OPER	540.67		540.67
1067 SONABANK - SAVINGS - RESERVE		134,817.42	134,817.42
	<b>21,731.60</b>	<b>134,817.42</b>	<b>156,549.02</b>
<b>ACCOUNTS RECEIVABLE</b>			
1210 ASSESSMENTS	52,547.41		52,547.41
1250 LEGAL FEES	12,028.78		12,028.78
	<b>64,576.19</b>	<b>0.00</b>	<b>64,576.19</b>
<b>PREPAID ASSETS</b>			
1310 STATE FARM PKG INS 6/2/20-21 \$4,175.00	1,043.76		1,043.76
1316 STATE FARM UMB INS 10/15/20-21 \$332.00	193.69		193.69
	<b>1,237.45</b>	<b>0.00</b>	<b>1,237.45</b>
	<b>87,545.24</b>	<b>134,817.42</b>	<b>222,362.66</b>
<b>TOTAL ASSETS</b>			
<b>CURRENT LIABILITIES</b>			
2010 ACCOUNTS PAYABLE	4,227.60		4,227.60
2020 ACCRUED ESTIMATED EXPENSES	5,600.00		5,600.00
2130 PREPAID ASSESSMENTS	4,284.28		4,284.28
	<b>14,111.88</b>	<b>0.00</b>	<b>14,111.88</b>
<b>RESTRICTED EQUITY - RESERVES</b>			
2271 RESERVES - POOLED		148,442.28	148,442.28
SPENT FROM RESERVES		(13,624.86)	(13,624.86)
2471 RESERVES - POOLED			
	<b>0.00</b>	<b>134,817.42</b>	<b>134,817.42</b>
<b>OPERATING EQUITY</b>			
2650 PRIOR YEAR SURPLUS (DEFICIT)	53,930.56		53,930.56
2652 PRIOR YEAR ADJUSTMENTS	(2,973.40)		(2,973.40)
2670 CURRENT YEAR SURPLUS (DEFICIT)	22,476.20		22,476.20

<u>73,433.36</u>	<u>0.00</u>	<u>73,433.36</u>
<u>87,545.24</u>	<u>134,817.42</u>	<u>222,362.66</u>
=====	=====	=====

**TOTAL LIABILITIES & EQUITY**



**055300 CORROTOMAN BY THE BAY ASSOCIATION**  
**Revenue & Expense Budget Comparison Report**  
**FEBRUARY 2021**

	Current Period	Monthly Budget	Monthly Variance	12 Month Period	Y-T-D Budget	Y-T-D Variance	Annual Budget
<b>INCOME</b>							
OPERATING INCOME				109,440.00	91,350.00	18,090.00	91,350
4020 ASSESSMENTS - ANNUAL	9,120.00	7,612.50	1,507.50				
4060 LATE CHARGES	0.00	0.00	0.00	1,608.12	0.00	1,608.12	0
4090 FEES - DOCK/TENNIS/ETC	0.00	208.33	-208.33	1,745.00	2,500.00	-755.00	2,500
4100 INTEREST - OPERATING	0.00	0.00	0.00	0.59	0.00	0.59	0
4190 POOL FEES	0.00	822.92	-822.92	375.00	9,875.00	-9,500.00	9,875
4340 INTEREST - RESERVES	0.00	37.44	-37.44	378.06	449.22	-71.16	449
4350 INTEREST ALLOC TO RESERVES	0.00	0.00	0.00	-378.06	0.00	-378.06	0
4470 DONATION/FURNITURE FUND	0.00	0.00	0.00	120.00	0.00	120.00	0
	<b>9,120.00</b>	<b>8,681.19</b>	<b>438.81</b>	<b>113,288.71</b>	<b>104,174.22</b>	<b>9,114.49</b>	<b>104,174</b>
<b>4970</b>	<b>9,120.00</b>	<b>8,681.19</b>	<b>438.81</b>	<b>113,288.71</b>	<b>104,174.22</b>	<b>9,114.49</b>	<b>104,174</b>
<b>4980 TOTAL INCOME</b>	<b>9,120.00</b>	<b>8,681.19</b>	<b>438.81</b>	<b>113,288.71</b>	<b>104,174.22</b>	<b>9,114.49</b>	<b>104,174</b>
<b>EXPENSES</b>							
6302 ROAD REPAIRS	0.00	121.25	-121.25	0.00	1,455.00	-1,455.00	1,455
6510 DOCK MAINTENANCE	0.00	29.17	-29.17	78.87	350.00	-271.13	350
6580 REPAIR/MAINTENANCE-GENERAL	0.00	134.83	-134.83	908.25	1,618.00	-709.75	1,618
	<b>0.00</b>	<b>285.25</b>	<b>-285.25</b>	<b>987.12</b>	<b>3,423.00</b>	<b>-2,435.88</b>	<b>3,423</b>
<b>6599</b>	<b>0.00</b>	<b>285.25</b>	<b>-285.25</b>	<b>987.12</b>	<b>3,423.00</b>	<b>-2,435.88</b>	<b>3,423</b>
6901 GROUNDS MAINTENANCE	0.00	990.16	-990.16	24,200.00	11,881.86	12,318.14	11,881
6937 POOL OPERATIONS	0.00	708.75	-708.75	534.84	8,505.00	-7,970.16	8,505
	<b>0.00</b>	<b>1,698.91</b>	<b>-1,698.91</b>	<b>24,734.84</b>	<b>20,386.86</b>	<b>4,347.98</b>	<b>20,386</b>
<b>6999</b>	<b>0.00</b>	<b>1,698.91</b>	<b>-1,698.91</b>	<b>24,734.84</b>	<b>20,386.86</b>	<b>4,347.98</b>	<b>20,386</b>
7045 POOL REPAIR	0.00	83.33	-83.33	0.00	1,000.00	-1,000.00	1,000
	<b>0.00</b>	<b>83.33</b>	<b>-83.33</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>1,000</b>
<b>7899</b>	<b>0.00</b>	<b>83.33</b>	<b>-83.33</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>1,000</b>
7910 ELECTRIC	0.00	314.67	-314.67	1,108.01	3,776.00	-2,667.99	3,776
7920 WATER/SEWER	0.00	197.86	-197.86	-65.08	2,374.37	-2,439.45	2,374
7945 INTERNET SERVICE	0.00	110.98	-110.98	1,194.90	1,331.76	-136.86	1,331
7960 GAS/FUELS	0.00	83.33	-83.33	117.68	1,000.00	-882.32	1,000
	<b>0.00</b>	<b>706.84</b>	<b>-706.84</b>	<b>2,355.51</b>	<b>8,482.13</b>	<b>-6,126.62</b>	<b>8,482</b>
<b>7999</b>	<b>0.00</b>	<b>706.84</b>	<b>-706.84</b>	<b>2,355.51</b>	<b>8,482.13</b>	<b>-6,126.62</b>	<b>8,482</b>
8013 PAYROLL TAXES	0.00	66.67	-66.67	47.63	800.00	-752.37	800

8020 MANAGEMENT FEE	0.00	1,000.00	-1,000.00	11,000.00	12,000.00	-1,000.00	12,000
8040 POSTAGE	0.00	69.00	- 69.00	1,951.30	828.00	1,123.30	828
8060	0.00	43.83	- 43.83	4,564.76	526.00	4,038.76	526
OFFICE/PRINTING/SUPPLIES							
8063 CLUBHOUSE & OFFICE SUPPLIES	0.00	8.33	- 8.33	0.00	100.00	-100.00	100
8080 CPA SERVICES	0.00	80.35	- 80.35	500.00	964.23	-464.23	964
8100 LEGAL EXPENSE	0.00	75.00	- 75.00	5,519.52	900.00	4,619.52	900
8106 LEGAL EXPENSE - COLLECTIONS	0.00	216.67	-216.67	156.00	2,600.00	-2,444.00	2,600
8120 INSURANCE	375.59	372.92	2.67	3,269.55	4,475.00	-1,205.45	4,475
8143 PERMITS/LICENSES	0.00	7.50	- 7.50	10.00	90.00	- 80.00	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	5,000.00	-1,102.00	5,000
8341 MISCELLANEOUS OPERATING	0.00	18.08	- 18.08	217.83	217.00	0.83	217
8390 ANNUAL CORPORATE REPORT	0.00	0.00	0.00	61.95	0.00	61.95	0
8450 CORROTOMAN EXTENSION PROJECT	0.00	33.33	- 33.33	0.00	400.00	-400.00	400
<b>8479</b>	<b>375.59</b>	<b>2,408.35</b>	<b>-2,032.76</b>	<b>31,248.54</b>	<b>28,900.23</b>	<b>2,348.31</b>	<b>28,900</b>
RESTRICTED TRANSFERS TO RESERVES							
9171 POOLED RESERVES	3,498.50	3,498.50	0.00	31,486.50	41,982.00	-10,495.50	41,982
<b>9299</b>	<b>3,498.50</b>	<b>3,498.50</b>	<b>0.00</b>	<b>31,486.50</b>	<b>41,982.00</b>	<b>-10,495.50</b>	<b>41,982</b>
<b>9980 TOTAL EXPENSES</b>	<b>3,874.09</b>	<b>8,681.18</b>	<b>-4,807.09</b>	<b>90,812.51</b>	<b>104,174.22</b>	<b>-13,361.71</b>	<b>104,174</b>
<b>9990 GAIN (LOSS)</b>	<b>5,245.91</b>	<b>0.01</b>	<b>( 5,245.90)</b>	<b>22,476.20</b>	<b>0.00</b>	<b>( 22,476.20)</b>	<b>0</b>



\*\*\* SORTED ACCOUNTS PAYABLE PURCHASE JOURNAL \*\*\* 01/01/2021-01/31/2021  
 055300 CORROTOMAN BY THE BAY ASSOCIATION RUN FEB 1, 2021  
 VOUCHER # INVOICE INV DATE ENTRY DATE

FROM PAID ON PAID WITH

AMOUNT DESCRIPTION

COA-DV VEND # VENDOR NAME

\*\*\*1067 SOMABANK - SAVINGS - RESERVE 809F65 EFILED-N 01/01/2021 01/31/2021 1015 01/04/2021 EFILED-N

1067- 0 055300 Corrotoman by the Bay Assoc 3,498.50 2021 MONTHLY RSV - POOLED  
 3,498.50

\*\*\*2271 RESERVES - POOLED 809F65 EFILED-N 01/01/2021 01/31/2021 1015 01/04/2021 EFILED-N

2271- 0 055300 Corrotoman by the Bay Assoc -3,498.50 2021 MONTHLY RSV - POOLED  
 -3,498.50

\*\*\*6580 REPAIR/MAINTENANCE - GENERAL 2021 ANNUAL BUDGET= 1,618.00 1015 01/29/2021 CHK# 100093  
 6580- 0 59A126 Northern Neck Generator Inc 8F311D 28652 01/18/2021 01/31/2021 295.00 Preventative maintenance  
 295.00

\*\*\*7945 INTERNET SERVICE 2021 ANNUAL BUDGET= 1,331.76 1015 01/15/2021 CHK# 100092  
 7945- 0 1FEC5F ATLANTIC BROADBAND E591E0 60029826 12/28/2020 01/31/2021 126.24 8282 15 116 0029826 01/02-02  
 126.24

\*\*\*8020 MANAGEMENT FEE 2021 ANNUAL BUDGET= 12,000.00 1015 01/11/2021 DRAFTED  
 8020- 0 000020 Sentry Management Inc 221 BNKDRAFT 01/01/2021 01/01/2021 1,000.00 MANAGEMENT FEE  
 1,000.00

\*\*\*8040 POSTAGE 2021 ANNUAL BUDGET= 828.00 1015  
 8040- 0 000020 Sentry Management Inc 223 POSTAGE 01/25/2021 01/25/2021 33.00 POSTAGE CHARGES  
 33.00

\*\*\*8060 COPIES/PRINTING/SUPPLIES 2021 ANNUAL BUDGET= 526.00 1015  
 8060- 0 000020 Sentry Management Inc 224 SUPPLIES 01/25/2021 01/25/2021 194.15 SUPPLY CHARGES  
 8060- 0 000020 Sentry Management Inc 226 LASER CK 01/25/2021 01/25/2021 1.40 LASER CHECK/DEP SLIP FEE  
 8060- 0 000020 Sentry Management Inc 227 DVSUPPLY 01/25/2021 01/25/2021 1.70 DV SUPPLY CHARGES  
 8060- 0 000020 Sentry Management Inc 197.25

\*\*\* SORTED ACCOUNTS PAYABLE PURCHASE JOURNAL \*\*\* 01/01/2021-01/31/2021  
 055300 CORROTOMAN BY THE BAY ASSOCIATION RUN FEB 1, 2021  
 VOUCHER # INVOICE INV DATE ENTRY DATE

COA-DV VEND # VENDOR NAME AMOUNT DESCRIPTION FROM PAID ON PAID WITH

\*\*\*8100 LEGAL EXPENSE 2021 ANNUAL BUDGET= 900.00  
 8100- 0 80E170 GORDON REES SCULLY MANSUKHA 6D3DD0 20891179 01/14/2021 01/31/2021 416.03 General representation 1015 01/29/2021 CH# 100094  
 -----  
 416.03

\*\*\*8310 CLOSING FEES 2021 ANNUAL BUDGET= 0.00  
 8310- 0 000020 Sentry Management Inc 225 TRFR FEE 01/25/2021 01/25/2021 498.85 TRANSFER FEES 1015  
 -----  
 498.85

\*\*\*9171 POOLED RESERVES 2021 ANNUAL BUDGET= 41,982.00  
 9171- 0 055300 Corrotoman by the Bay Assoc 809F65 EFILED-N 01/01/2021 01/31/2021 3,498.50 2021 MONTHLY RSV - POOLED 1015 01/04/2021 EFILED-N  
 -----  
 3,498.50

TOTAL PAYABLES  
 -----  
 6,064.87  
 =====

## Collections Report

		31-Jan	UPDATED						
<b>2020-2021</b>									
		<u>December</u>	<u>January</u>	<u>Variance</u>					
Lots		\$ 41	38	3					
Owners		\$ 24	24	0					
Amount		\$ 14,390.88	\$ 13,824.04	\$ (566.84)					
Amount Billed		\$ 109,350.00	\$ 109,350.00						
Amount Collected		\$ 94,643.76	\$ 95,525.96	\$ 882.20					
% Delinquent		13%	13%	0%					
<b>2019-2021</b>									
		<u>December</u>	<u>January</u>	<u>Variance</u>					
Lots		\$ 13	13	0					
Owners		\$ 7	7	0					
Amount		\$ 8,377.90	\$ 8,404.72	\$ 26.82					
Amount Collected		\$ 100,972.10	\$ 100,945.28	\$ (26.82)					
% Delinquent		8%	8%	0%					
<b>Pre 2019</b>									
		<u>December</u>	<u>January</u>	<u>Variance</u>					
Lots		\$ 29	29	0					
Owners		\$ 20	20	0					
Amount		\$ 27,177.98	\$ 27,245.22	\$ 67.24					
% Delinquent		*							



**SUMMARY**

**Last two years 20-21**

	<u>December</u>	<u>January</u>	<u>Variance</u>
Lots	83	80	-3
Owners	52	51	-1
Amount	\$ 23,084.14	\$ 22,228.76	-855.38
Amount Billed	\$ 218,700.00	\$ 218,700.00	
Amount Collected	\$ 195,615.86	\$ 196,471.24	855.38

**Previous Years**

	<u>December</u>	<u>January</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	

**Summary**

	<u>December</u>	<u>January</u>	<u>Variance</u>
Lots	114	111	-3
Owners	73	72	-1
Amount	\$ 49,264.84	\$ 48,409.46	-855.38

Letters sent advising selected for collection 10/19		9			
# Paid		2			
# Deferred		2	Pending sale; Owner deceased		
# Payment Plan		1			
		0			
	=====				
Balance to Atty 11/19		4			



<b>Contracts 2020-2021</b>					
<u>Contractor Name</u>	<u>Description of Services</u>	<u>Period of Performance</u>	<u>Funding</u>	<u>Comments</u>	
Microsoft Office	Microsoft Office Subscription	Feb 2021-Feb 2022	Ops	Paid \$99.99 for annual renewing subscription	
Turner, Liens, Gold	Audit/Review of past fiscal years		Ops	Not Issued. Vendor is unable to perform services at an affordable cost.	
<b>To Be Determined</b>	<b>Snow removal 2020-2021</b>	<b>12/1/2020-5/1/2021</b>	<b>Ops</b>	<b>Previous vendor unable to meet terms of contract</b>	
Glen Tignor	Clubhouse electrical services	Oct 2020-Jan 2021	Ops	Awaiting signature/invoice. Work completed in January	
Welford Stevens	Tree removal Common Area	Dec-20	Ops	Complete	
Magic Tree	Tree removal Pine Place	Oct 2020-Jan 2021	Cap Res	Complete. Final bill submitted	
Gordon Rees Scully Mansukhani	Collections	Oct 2020 w/12 month options (ends 2023)	Ops	Services billed as required.	
Northern Neck Mechanical	HVAC replacement	Aug-20	Cap Res	Complete	
ECO	Bulkhead/Dredging	May-20	Cap Res	Work in progress. \$2,500 paid. Balance in spring	
USPS	PO Box renewal	20-Jun	Ops	Complete	
Earth Resources	Repair Sandy Land	20-Aug	Cap Res	Complete	





Pool Committee Report  
February 8, 2021

Submitted by Lisa Adler

The Pool Committee decided to cancel their January meeting as it was set for the evening of the Capital insurrection.

We added Carl Failmezger to our pool committee at his request.

I have ordered the salinators for the pool so that we have them ready for install in May before the pool opens for the summer. Pool has sat for a long time and it's old...I want the least amount of issues we need to deal with to have this summer pool season run smoothly.

I have also asked Sevarg for our summer contract.

Pool will be opened by Sevarg on May 13 and service days will be Fridays I believe.

Hoping to open the pool to residents on May 21.

Starting conversation to set up a "Friends of CBTB" as a non-profit so donations to the pool fund or other projects at CBTB will be tax deductible.

## Dock Sub Committee Report

2/13/2021

The dredging, bulkhead repair and parking expansion is progressing. The US Army Corps of Engineers and VMRC permits have been submitted by ECO construction as well as requested cross-section drawings to VMRC.

The projected MLW depth of the first 2 dock slips and the approach to the boat ramp is 4 feet after dredging. Currently the 2 slips are .5 feet and unusable. After dredging these slips will be available for rental.

Bryan Barns with Lancaster County will inform ECO of any required action or permits but since no wetlands are to be impacted none is foreseen at this time.

Adjacent property owner forms are to be mailed to 4 owners. A copy of the APO form is attached with this report and can be forwarded by Ian Fay to any adjacent property owner upon request.

A temporary combination lock will be added to the access gate in order for the contractor to have access for the duration of the project.

Once a work schedule is determined notice will be provided to residents of dates that the ramp and/or dock will be closed and projected duration of closure.

## Questions Submitted for Board Response at 13 February 2021 Board Meeting

1. From: Tom Price <[price611p@outlook.com](mailto:price611p@outlook.com)>

Date: Tue, Feb 9, 2021 at 9:22 AM

Subject: Re: Updated Amenities Form and Traffic Study

To: CBTB Assoc <[cbtbay@gmail.com](mailto:cbtbay@gmail.com)>

My name is Tom Price. What is up with the giant increase in boat dock fees? This seems to be quite a jump.

**Response:** Great question concerning the increase in Boat dock fees. When the Board was trying to make the fiscal year 21-22 Budget work we had to look seriously at the cost of operations of all amenities and we looked at those that had not had an increase to accommodate an inflation adjustment in a long time. That fact, combined with the fact that we are spending almost \$25,000.00 this Spring to restore the Bulkhead and dredge around the boat ramp and docks is what prompted the increase.

2. From: Don Smith <[roadschairman@gmail.com](mailto:roadschairman@gmail.com)>

Date: Tue, Feb 9, 2021 at 8:30 AM

Subject: Re: Updated Amenities Form and Traffic Study

To: CBTB Assoc <[cbtbay@gmail.com](mailto:cbtbay@gmail.com)>

How does the whole community know that there is a Special Meeting this Saturday when there are people in this community that do not own a computer? It was my understanding that originally we were going to send out letters notifying of this meeting.

**Response:** The special meeting is not until Saturday 13 March 2021 NOT this Saturday 13 February 2021. In accordance with the By Laws we must provide 30 days notice of a special meeting, that is the Board's intent. There will be signage in up in the neighborhood, at Community center, notices on website, via Facebook, email and we will be either sending out post card notices of subject special meeting that we do not have an valid email address for or postponing the Special Meeting to coincide with the Annual Meeting so we can bundle the announcement of the Special Meeting with the Annual Meeting Announcement and Ballot mailing, since we are trying to be good stewards of limited resources and not waste money in additional postage!

3. On Feb 9, 2021, at 9:17 AM, Tom Price <[price611p@outlook.com](mailto:price611p@outlook.com)> wrote:

Hi my name is Tom Price and I live at 25 Corrotoman Dr. I am in favor of reducing the speed limit to 25 the entire length of Corrotoman Dr. People also ignore the stop sign on the corner leaving Corrotoman Dr.

**Response:** Thanks and we appreciate the comments and concerns! We may circulate another petition to acquire signatures for forwarding to VDOT requesting another Traffic Study! In the recent Board communications with VDOT, we tried to emphasize that the traffic study performed in 2014, which VDOT continues to reference as the gold standard, is outdated for numerous reasons particularly the increased number of full-time residents in CBTB since the Pandemic began, increase in

**construction and the increase in delivery vehicle traffic. Several Board members and other community members have experienced situations when they were almost been run off the road on the Corrotoman Drive curve by large trucks exceeding the posted speed limit!**

**4. From:** carl failmezger <[carlfailmezger@yahoo.com](mailto:carlfailmezger@yahoo.com)>  
Date: Fri, Jan 8, 2021 at 7:15 PM  
Subject: Re: Board Meeting Reminder, Call for Candidates . . .  
To: CBTB Assoc <[cbtbay@gmail.com](mailto:cbtbay@gmail.com)>

Dear CBTB Board,

Attached please find a letter signed by over 25 members in good standing to request a special meeting.

Do you wish to see the original letters?

If so, please state the time and place of delivery desired.

Sincerely, Carl F

**Response: On 9 January 2021: Thank you for your correspondence! Our communications chair was out of town so unfortunately, we did not see your note until after we had adjourned today's meeting! Please send the original letter and original signature sheets to the CBTB mailing address:**

**CBTB Board of Directors  
P.O. Box 99  
Mollusk, VA 22517**

**After we receive it, the Board will review and address accordingly at a future meeting.**

**5. From:** carl failmezger <[carlfailmezger@yahoo.com](mailto:carlfailmezger@yahoo.com)>  
Date: Wed, Feb 10, 2021 at 3:23 PM  
Subject: Re: Upcoming Board Meetings and A Special Meeting  
To: CBTB Assoc <[cbtbay@gmail.com](mailto:cbtbay@gmail.com)>  
CC: carl failmezger <[carlfailmezger@gmail.com](mailto:carlfailmezger@gmail.com)>

Article VI, Section 7 of the By Laws states " The form of the Proxy shall be determined by the Board of Directors" Is there a proxy form that the board has decided upon ?

Sincerely, Carl F

**Response: This Petition cites Article VI, Section 4 of the Bylaws which relates to the Annual Meeting, a mistaken reference. The following section on Special Meetings of the Membership should have been referred to. Assuming the signatures of 25 Members, a Special Meeting should be called. It could be held right after a regular Board Meeting with appropriate notice. That is the current Board Plan, and we had planned for the Special Meeting to be held on 13 March immediately following the Board Meeting but, will discuss postponing the Special Meeting in order to combine it with the Annual Meeting and Election of Board Members, that will allow us to combine mailing the notice of special meeting with the Annual Meeting Announcement and Ballots.**

However, it is important to point out that the authorities of the Board of Directors does not change simply because a Special Meeting of Members has been called. The By Laws authorized such a meeting to "discuss" identified matters. The By Laws do not give the Members any additional authority, such as the authority to overturn a Board decision on the Sentry contract, or negate the powers of the Board of Directors to authorize the making and execution on behalf of the corporation of any lawful contracts...and generally to control all the affairs of the corporation. The evident purpose of a Special Meeting is to call the Board's attention to a subject and provide an opportunity to Member's for to communicate their concerns, views and issues regarding a specific subject, nothing more. It is not an opportunity for the Members present to remove or modify authorities vested on the Board of Directors by the Governing Documents which include the Corrotoman By The Bay Articles of Incorporation, Declaration and By Laws, as well as the Virginia Property Owners Act and the Virginia Non-Stock Corporation Act. Therefore, there is no requirement for a Proxy nor a vote in support of the requested Special Meeting.

6. On Jan 23, 2021, at 11:02 AM, carl failmezger <[carlfailmezger@yahoo.com](mailto:carlfailmezger@yahoo.com)> wrote:

Attached please find a sample memo of liens form that needs to be prepared by a CBTB board member (may be required to be treasurer or president) or a licensed Virginia attorney for each delinquent owner.

CBTB's failure to file these liens for the last several years probably made collecting our delinquent dues unlikely or at least not cost effective.

Rather than lose another \$9,000 this year, please prepare and file these forms and file them on or before February 26, 2021.

My company Lawmart, LC remains willing to prepare these forms for a fee of \$25 per form.

Thanks

Carl Failmezger

Virginia Attorney

**Response:** 23 January 2021 Mr. Failmezger, Thank you once again for offering your services to the Corrotoman By the Bay (CBTB) Collections Committee. While we appreciate your interest in assisting with the collections, please be advised the Board based upon the Collections Committee recommendation and a competitive proposal have secured the services of Gordon Rees Scully Mansukhani, a professional firm with Home Owners Association (HOA) experience for our collections activities. We have forwarded your concerns for their situational awareness. We thank you for your interest. Corrotoman By the Bay Collections Committee

7. From: carl failmezger <[carlfailmezger@yahoo.com](mailto:carlfailmezger@yahoo.com)>

Date: February 10, 2021 at 3:11:50 PM EST

To: CBTB Assoc <[CBTBay@gmail.com](mailto:CBTBay@gmail.com)>

Subject: Re: memo of liens form

FYI: I looked in Lancaster Land records yesterday: no liens filed.

Does this Gordon Rees Scully Mansukhan firm realize that our filing deadline is February 29 ?

**Response:** Mr. Failmezger, Thank you once again for offering your services to the Corrotoman By the Bay (CBTB) Collections Committee. While we appreciate your interest in assisting with the collections, please be advised the Board based upon the Collections Committee recommendation and a competitive proposal have secured the services of Gordon Rees Scully Mansukhani, a professional firm with Home Owners Association (HOA) experience for our collections activities. We have forwarded your concerns for their situational awareness. We thank you for your interest.

**Corrotoman By the Bay Collections Committee**