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

Call to Order the March BOD meeting: **Cristian Shirilla President** called meeting to order at 9:02 am. Board Members present were: Cristian Shirilla, Travis Gibbons, Claire Smith, Deb Beutel, Matt Crabbe, and Dexter Lewis. Present via ZOOM: Lisa Adler, Nick Klaiber and Sam Longstreet.

Secretary's Report: **Deb Beutel** - Minutes of October 14th meeting were presented to the Board for approval. A motion was made by Travis Gibbons, and seconded by Matt Crabbe to approve the minutes. They were unanimously approved.

Treasurer's Report: **Claire Smith** – Treasurers Report presented for Board Approval. A motion was made by Deb Beutel, and seconded by Travis Gibbons to approve the minutes. They were unanimously approved.

Vice President's Report: **Travis Gibbons**

Committee Reports that have been submitted are attached to this agenda

Architectural Review Committee Chair: **Nick Klaiber** Committee Members: Dexter Lewis, Cristian Shirilla

Collections Committee Chair: **Deb Beutel-** Committee Members: Ed Krill, Claire Smith, Sam Longstreet
No report this month until item #3 in New Business is reconciled.

Communications Committee Chair: **Tara Linne**

Dock Committee Dock Master: **Don Smith**

The issue of required repairs to the Community Dock/Slips was identified by Don Smith. Don presented two estimates for repairs. Deb Beutel made a motion, Travis Gibbons seconded the motion to approve the expenditure of up to \$11,000.00 for to contract to D&L Docks to repair the dock. The slip assignments will not be made until 1 April or after members have paid their 2024/2025 assessment fees.

Finance Committee Chair: **Lisa Adler-** Committee Members: Craig Adler, Bill Ehlman, Lea Gallogly and Beth Allen

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,

Roads & Grounds Committee Chair: **Matt Crabbe-** Committee members: Dexter Lewis, NEED VOLUNTEERS

Social Committee Chairs: **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, Bob Burrus, Carol Greenwalt, Ed Krill, Travis Gibbons

Old Business:

1. The Collections Committee provided the updated Collections Policy for Board review. All previously recommended revisions were made. Policy is complete and will be updated on website and old Collections Policy removed.
2. Architecture Committee Update:
 - a. revisiting the properties presented in last meeting
 - b. shed approval for Lot 594
 - c. camper on West Highview

Nick Klaiber made a motion which was seconded by Deb Beutel to accept Architecture Committee recommendations in attached presentation as follows:

1. Complaint #3 accept Committee recommendation with addition that culvert areas are cleared and maintained by property owners.
2. Complaint #4 accept Committee recommendation with addition that we send a letter to property owner requesting owner clear culvert.
3. Complaint #5 accept Committee recommendation – issue resolved.
4. Complaint #6 accept Committee recommendation with addition that the Architecture Committee sends a letter to the property owner notifying them they have thirty days to remove tent and camper. We will review at next Board meeting.

New Business:

1. Draft FY24-25 Budget was deferred to the February 10, 2024 Board Meeting.
2. Roads and Grounds Topics:
 - a. Vehicle Impact on Gravel Roads
 - b. Bus on Pine Place – update
 - c. Clubhouse/Pavilion Repairs
 - d. Driveway Construction

Cristian Shirilla made a motion and Claire Smith seconded the motion to amend the agenda and insert a brief Executive session prior to item #3 in New Business, “Challenge to declaration amendment increasing assessment.” It was unanimously approved.

Exited regular session and entered executive session at 10:46

Exited executive session and entered regular session at 11:04

3. Challenge to declaration amendment increasing assessment:

Deb Beutel made a motion, seconded by Lisa Adler to “Engage Legal Counsel,” to represent Corrotoman By The Bay Association against probable litigation filed against it by a community member, and perhaps other Association Members on November 8th, 2023. The motion was unanimously approved.

Member Input:

There was much discussion on the parking of a County School bus on a community owners property. It was suggested that if it was a noise issue that the County be contacted. The recommendation was to back the bus into the owners property to avoid the loud backup beeping before 7:00 am which was disturbing neighbors.

Announcements from Board:

BOD meetings beginning June 2023, are now being held every other month.

Check the schedule below for dates and times.

Next Meeting: Saturday, February 19, 2024, 9 am

Motion to adjourn Board meeting: A motion was made by Travis Gibbons and seconded by Cristian Shirilla to adjourn the Board Meeting. It was unanimously approved. Meeting was adjourned at 11:08

Board Member Terms

Lisa Adler (2021-2024)	Nick Klaiber (2023-2026)
Deb Beutel (2023-2026)	Matt Crabbe (2021-2024)
Travis Gibbons (2021-2024)	Sam Longstreet (2022-2025)
Dexter Lewis (2022-2025)	Cristian Shirilla (2022-2025)
Claire Smith (2023-2026)	

SCHEDULE OF MEETINGS
Saturday, February 9, 2024, 9 am
Saturday, April 13, 2024, 9 am
Annual Meeting, Saturday, May 4th, 9am

CORROTOMAN-BY-THE-BAY ASSOCIATION

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Balance Sheet
As of 09/30/23

Account Description	Operating	Reserves	Other	Totals
ASSETS				
CIT - OPERATING ACCOUNT	82,112.23			82,112.23
CHESAPEAKE BANK OPERATING	2,951.82			2,951.82
BLUE RIDGE BANK RESERVES		205,306.51		205,306.51
A/R - ASSESSMENTS & FEES	71,175.45			71,175.45
ASSESSMENT A/R RESERVE	(36,094.00)			(36,094.00)
A/R - FROM OP / (FROM RES)		3,459.97		3,459.97
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
TOTAL ASSETS	121,416.56	208,766.48	.00	330,183.04
LIABILITIES & EQUITY				
ACCOUNTS PAYABLE	23.16			23.16
A/P - TO RES / (TO OP)	3,459.97			3,459.97
PREPAID ASSESSMENTS	4,591.13			4,591.13
KEY DEPOSITS (DOCK KEYS)	1,460.00			1,460.00
TOTAL CURRENT LIABILITIES	9,534.26	.00	.00	9,534.26
RESERVES EQUITY - PRIOR		178,952.57		178,952.57
TOTAL RESERVES	.00	178,952.57	.00	178,952.57
OPERATING EQUITY - PRIOR	26,376.64			26,376.64
CURRENT YR NET PROFIT / (LOSS)	85,505.66	29,813.91	.00	115,319.57
TOTAL OPERATING	111,882.30	29,813.91	.00	141,696.21
TOTAL LIABILITIES & EQUITY	121,416.56	208,766.48	.00	330,183.04

CASH DISBURSEMENTS

Starting Check Date: 9/01/23 Cash account #: "All"
 Ending Check Date: 9/30/23

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account #:		11001	CIT - OPERATING ACCOUNT		
9/01/23	1107	1	ACS WEST, INC.	500.00	MANAGEMENT FEE
9/05/23	1108	667326	DAVID HAMER	156.78	REIMB GOLF SUPPLIES
9/05/23	100132	702774	NORTHERN NECK ELECTRIC COOP.	623.29	113751001
9/06/23	1109	702291	CORROTOMAN BY THE BAY	5,291.67	RESERVE TRANSFER
9/07/23	100133	701793	GORDON & REES	130.00	LEGAL SERVICES
9/07/23	100134	703071	BREEZELINE	150.49	8282 15 116 0029826
9/08/23	100135	703329	NORTHERN NECK GENERATOR, INC.	340.00	GENERATORS
9/11/23	1110	2	ACS WEST, INC.	17.06	AUG23 P&C
9/19/23	100136	703042	SEVARG POOLS, INC.	194.33	POOL REPAIRS
9/19/23	100137	703140	MO & J'S YARDWORK, LLC	2,400.00	PL
9/20/23	1111	669048	DONALD SMITH	44.53	REIMB FLAG
9/20/23	100138	703187	PARADISE CLEANING, LLC	265.00	JANITORIAL
9/25/23	100139	384	LAFAYETTE, AYERS & WHITLOCK	66.00	COLLECTION FEES
9/26/23	100140	701913	VIRGINIA AMERICAN WATER	559.44	1027-210037207877
9/27/23	100141	701793	GORDON & REES	130.00	LEGAL SERVICES
Totals:				10,868.59	

CORROTOMAN-BY-THE-BAY ASSOCIATION ✓

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Balance Sheet
As of 10/31/23

Account Description	Operating	Reserves	Other	Totals
ASSETS				
CIT - OPERATING ACCOUNT	72,522.64			72,522.64
CHESAPEAKE BANK OPERATING	2,951.82			2,951.82
BLUE RIDGE BANK RESERVES		211,407.38		211,407.38
A/R - ASSESSMENTS & FEES	70,761.45			70,761.45
ASSESSMENT A/R RESERVE	(36,094.00)			(36,094.00)
A/R - FROM OP / (FROM RES)		3,462.94		3,462.94
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
TOTAL ASSETS	111,412.97	214,870.32	.00	326,283.29
LIABILITIES & EQUITY				
ACCOUNTS PAYABLE	258.21			258.21
A/P - TO RES / (TO OP)	3,462.94			3,462.94
PREPAID ASSESSMENTS	4,861.13			4,861.13
KEY DEPOSITS (DOCK KEYS)	1,460.00			1,460.00
TOTAL CURRENT LIABILITIES	10,042.28	.00	.00	10,042.28
RESERVES EQUITY - PRIOR		178,952.57		178,952.57
TOTAL RESERVES	.00	178,952.57	.00	178,952.57
OPERATING EQUITY - PRIOR	26,376.64			26,376.64
CURRENT YR NET PROFIT / (LOSS)	74,994.05	35,917.75	.00	110,911.80
TOTAL OPERATING	101,370.69	35,917.75	.00	137,288.44
TOTAL LIABILITIES & EQUITY	111,412.97	214,870.32	.00	326,283.29

CASH DISBURSEMENTS

Starting Check Date: 10/01/23 Cash account #: "All"
 Ending Check Date: 10/31/23

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account #:		11001	CIT - OPERATING ACCOUNT		
10/02/23	1112	1	ACS WEST, INC.	500.00	• MANAGEMENT FEE
10/10/23	100142	703042	SEVARG POOLS, INC.	806.81	• PL
10/10/23	100143	669049	CLAIRE SMITH	315.00	• JANITORIAL
10/11/23	1113	702291	CORROTOMAN BY THE BAY	5,291.67	• RESERVE TRANSFER
10/11/23	1114	2	ACS WEST, INC.	23.16	• SEP23 P&C
10/11/23	100144	702774	NORTHERN NECK ELECTRIC COOP.	417.57	• 113751001
10/11/23	100145	703071	BREEZELINE	150.49	• INTERNET
10/13/23	100146	384	LAFAYETTE, AYERS & WHITLOCK	56.00	• COLLECTION FEES
10/23/23	100147	703140	MO & J'S YARDWORK, LLC	2,400.00	• GROUNDS CONTRACT
10/25/23	100148	701913	VIRGINIA AMERICAN WATER	38.89	• 1027-210037207877
Totals:				9,999.59	

CBTB Association Committee Reports, December 9th, 2023 Board Meeting

Architecture Committee Report:

Architecture Committee Update – Nick Klaiber, Chair

Here is the agenda for Architecture:

- revisiting the properties presented in last meeting
- shed approval for Lot 594
- camper on West Highview

Capital Reserve Committee Report: No Report

Ken Beutel, Chair

Collections Committee Report: No Report this month, Collections are currently paused until resolution of item #3 in New Business.

Deb Beutel, Chair

Communications Committee Report: No Report

Tara Linne, Chair

Dock Committee Report: Don Smith, Chair

Provided two estimates for repairing the dock this Winter.

Documentation Rewrite Committee Report: Kathy Craven, Chair

MINUTES OF DOCUMENT REWRITE COMMITTEE MEETING 11/29/2023

Members in attendance:

Bob Burrus, Kathy Craven, Jean Ehlman, and Ed Krill

We reviewed the Declaration and By Laws for references to driveways. Decided to add “clearing of trees and installation of driveways” to Section 6.2 thereby requiring homeowners to submit a plan to the Architectural Committee.

Discussed Article V – Powers and Duties of the board and what the standard is for a property owner to maintain his/her property. We decided not to change the language and set forth specific timeframes as each circumstance will be different and we need to maintain flexibility; for example, getting a contractor to work on a home may take longer than mowing grass.

Began our re-review of the ByLaws.

Next meeting will be December 13, 2023

Finance Committee Report: No Report

Lisa Adler, Chair

Golf Committee Report:

Flagsticks have been ordered for the golf course.

The two sand traps will be repaired in the spring of 2024. Carl Failmezger will help me with this project. Other volunteers are welcome to help. Contact me.

Golf Chair – Jean Ehlman

Pool Committee Report: No report

Ken Beutel
CBTB Pool Chair

Roads & Grounds Committee Report:

- Bus on Pine Place - update
- Vehicle Impact on Gravel Roads
- Driveway Construction
- Clubhouse/Pavilion Repairs

Matt Crabbe, Chair

Social Committee Report: No report

Tennis & Pickleball Committee Report: No report

No report

Jean Ehlman, Chair

Webmaster Report: No report

Lisa Lindeman



CBTB – Architecture Committee

October 2023 Board Meeting



One Approved Application Since Last Meeting

- Shed on Lot 594
- Prefab from Lowes, specs submitted with site plan including requisite setbacks
- Homeowner confirmed appropriate pad for foundation of shed per specs
- All three committee members agreed to approve, and decision was conveyed to Lot owner in November



We also need to revisit other property conditions

Section 7. *Whenever a property owner member maintains his property in a manner detrimental to the best interest of the Association and the Community, the Board of Directors shall give such owner formal notification of its awareness of the condition or conditions. If the condition or conditions are not corrected within a time period deemed reasonable by the Board and set forth in the formal notice, the Board of Directors shall correct the conditions and assess the cost thereof as a special assessment against the property or properties involved.*

For each issue, we need to vote to determine:

1. Is the property maintained in a manner detrimental to the best interest of the Association and the Community?
2. Is 30 days a reasonable time period to give the property owner to correct the condition?
3. If the answers to both Q1 and Q2 are “yes”, what steps should the Board take to correct the condition?



Complaint No. 1: 272 Marina Drive (Overgrown Yard + Dilapidated Screened Porch)



Status: *Letter re-sent this week to address I was provided*

1. Is the property maintained in a manner detrimental to the best interest of the Association and the Community?
Recommendation: Yes
2. Is 30 days a reasonable time period to give the property owner to correct the condition? **Recommendation: Yes**
3. If the answers to both Q1 and Q2 are “yes”, what steps should the Board take to correct the condition?
Recommendation: Spend the winter seeing if the lot owner will engage and remediate before revisiting corrective action in the Spring



Complaint No. 2: 72 Wishing Well Lane (Overgrown Yard + Dilapidated Shed)



Status: Letter sent 10/10/2023

1. Is the property maintained in a manner detrimental to the best interest of the Association and the Community?
Recommendation: Yes
2. Is 30 days a reasonable time period to give the property owner to correct the condition?
Recommendation: Yes
3. If the answers to both Q1 and Q2 are “yes”, what steps should the Board take to correct the condition?
Recommendation: Use the winter to get engagement, and if none, remediate in the Spring



Complaint No. 3: Lots 570 and 609 (Overgrown at W Highview and Corrotoman)



Status: *Email sent Summer 2023 (no response); Letter sent 10/10/2023*

1. Is the property maintained in a manner detrimental to the best interest of the Association and the Community?

Recommendation: **No; we should let it return to woodland.**



Complaint No. 4: Culvert of 129 E. Highview (Gravel stored in culvert)



Status: Email sent Summer 2023 (Carl responded he would move the gravel); email follow up 10/6/2023 (Carl explained he was saving the gravel for road maintenance per a request from Jean Ehlman); letter not sent

1. Is the property maintained in a manner detrimental to the best interest of the Association and the Community?
Recommendation: I don't see a sufficient issue to invoke the Bylaws.



Complaint No. 5: 1626 Corrotoman Drive



Status: *Cristian texted property owner on 10/6/23; letter not sent*

Issue has been resolved



Complaint No. 6: Camper/Trailer on East Highview

Status: Known issue for some time, complaints have recently resurfaced

Early in 2023, some attempts were made to get consent from the Lot owner for us to remove the vehicle. However, that consent was not forthcoming.

I have not yet sent a formal notice.

1. Is the property maintained in a manner detrimental to the best interest of the Association and the Community?
Recommendation: Yes. Admin. Policy Man. Para. 3(C)(6) requires approval of all “campers, recreational vehicles, or similar vehicles[.]”
2. Is 30 days a reasonable time period to give the property owner to correct the condition? **Recommendation: Yes**
3. If the answers to both Q1 and Q2 are “yes”, what steps should the Board take to correct the condition?
Recommendation: We make one more attempt to get voluntary compliance; if no action taken by next Board meeting (February) we vote to remove the vehicle.



Appendix



Proposed Process Going Forward for Maintenance Conditions/Complaints

Step 1: Board receives one or more complaints about conditions in the neighborhood.

Step 2: Informal efforts are made wherever possible to apprise property owner(s) of complaint(s) and convince the property owner(s) to take action.

Step 2: Assuming no action taken, complaints are aggregated to be discussed at next Board meeting to determine:

1. Is the property maintained in a manner detrimental to the best interest of the Association and the Community?
2. If “yes,” what is a reasonable time period to give the property owner to correct the condition?
3. What steps should the Board take to correct the condition if not rectified within time period?
4. Who does the Board agree is responsible to carry out subsequent steps in the process (notification, remediation)?

Step 3: Letter(s) sent out notifying each property owner of the Board’s determinations and time period for remediation.

Step 4: If time period elapses, action taken to rectify the condition.

Step 5: At next Board meeting, special assessment(s) levied against each property owner for whom action was taken in the amount of the cost of remediation.