
Corrotoman-By-The Bay Association, Inc.
Draft Board of Directors Meeting Minutes of
9:00 am, Saturday, January 14, 2023

ZOOM Dial-in

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

Meeting ID: [813 4257 8720](#)

[Passcode: 707062](#)

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Call to Order the January BOD meeting: Cristian Shirilla, Co-President called meeting to order at 9:03 a.m. BOD member present in person were: Cristian Shirilla, Deb Beutel, Claire Smith, Don Smith, and Dexter Lewis. BOD members present via Zoom were Sam Longstreet.

Secretary's Report: Deb Beutel- Minutes of December 10th BOD meeting were presented to Board, a motion was made by Don Smith to Approve, it was seconded by Dexter Lewis and they were unanimously approved.

Committee Reports that have been submitted are attached to this agenda

Treasurer's Report: Claire Smith : Presented to December 2022 Treasurer's Report for BOD Approval. A motion was made by Don Smith to Approve, it was seconded by Deb Beutel and they were unanimously approved.

Architectural Review Committee Chair: Don Smith- Committee Members: Kevin McNair

Collections Committee Chair: Deb Beutel- Committee Members: Ed Krill, Claire Smith, Sam Longstreet

Communications Committee Chair: Tara Linne

Dock Committee Dock Master: Don Smith

Documentation Rewrite Committee Chair: Kathy Craven- Committee members, Jean Ehlman, Deb Beutel, Bob Burrus, Carol Greenwalt, Ed Krill, Travis Gibbons

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

Pool Committee Chair: Ken Beutel- Committee members: Kathy Moffitt, Bill Ehlman, Maria Merkowitz, Barry Jackson, Chip Royer, Nick Klaiber, Carl Failmezger, Cristian Shirilla, Don Smith, Mike Stevens

Roads & Grounds Committee Chair: Don Smith- Committee members: 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

Old Business:

1. Presentation of Proposed FY2023-2024 Operating Budget was made by Treasurer, Claire Smith to BOD for Approval, a motion was made by Don Smith to Approve, it was seconded by Dexter Lewis and they were unanimously approved.
2. Capital Reserve Budget Review and Approval was moved to February 11th Board Meeting 2023-2024- Claire Smith
3. Voting Process Review- Co-President, Cristian Shirilla read a statement concerning the CBTB Vote Counting Process and recent suggested improvements.
4. Nominating Committee- Bylaws state we need a nominating committee. This committee will seek folks to run for open seats, accept Bio's from candidates with why they want to be on the BOD and a bit about themselves, and present a slate of officers and their Bio's to the Vice President by March 1, 2023. **Contact Matt Crabbe @ crabav@gmail.com**
5. Survey Monkey- We Let go of expensive subscription and looking for another platform
6. Email Communication form coming in assessment (see announcement below)

New Business:

1. Amenities Application was presented for Board Approval, a motion was made by Deb Beutel to Approve, it was seconded by Dexter Lewis and the amenities form was unanimously approved.

Member Input:

- 1, Kathy Craven thanked the good neighbor for cleaning up the tree that fell on Marina Drive.
2. Carl Failmezger requested to see a copy of the current collections contract, and to review the CBTB Financial Records.

Announcements from Board: In the annual assessment mailing you will receive a “Waiver of Right to Receive CBTB notices by US Mail.” Please look at the form and if you wish to receive CBTB notices only by email please fill it out and return it to the CBTB address on the form by March 1st 2023.

Next Meeting: Saturday, February 11, 2023 at 9:00 AM

Motion to adjourn Board meeting: Was made by Don Smith at 10:02 a.m. and seconded by Claire Smith, it was unanimously approved.

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

With the recent passing of the dues increase as a result of the vote held on December 10, 2022, several questions and concerns were brought up amongst board members with regard to the voting and tallying process, currently documented in the CBTB by-laws and admin policy.

An executive session was held on December 28 to bring the questions and concerns before all board members to determine what if anything needed to be done.

The board decided to assemble an ad-hoc group of volunteers, both board and non-board members who have participated in the ballot collection and vote tallying process of the September and December votes. The purpose was to review the current process and identify areas for improvement that would add further integrity to future votes.

A first-draft version of an updated procedure was created and tested by this group on Saturday January 7, 2023. The test was performed using the ballots from the December 10, 2022 vote. The affirmative vote was confirmed.

The board will be seeking to fine-tune the procedures and officially adopt a documented process in a future meeting. This process will be expected to be used regardless of volunteer in-house committee or third party agency as we've had in the past.

With assistance from the legal committee (Ed Krill) and perhaps input from the documentation re-write committee, we expect the adopted procedure may include items like:

1. Chain of custody for the ballots themselves
2. Enhanced voter eligibility verification
3. Proper ballot completion verification process
4. A defined ballot structure, clearly defining lots owned
5. A defined multi-counter system with witnesses
6. A requirement for documented repeated results
7. Some sort of audit function

These all sound like common-sense items for a vote. And you might be wondering why a system like this has not already been adopted. I have the same question, and so do the other board members to my right and left.

Regardless of what may have been, or not have been, in the past...this board is moving forward with its commitment to maintain and improve CBTB with the best interest of all property owners in mind.

Treasurer's Report

12/31/2022

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 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 12/5/22

Dock:	\$ 2,400.00	
Kayak:	\$ 50.00	
Tennis:	\$ 110.00	
Pool:	\$ 4,335.00	Correction: 70 not 73 families previously reported.
Combo:	\$ 5,550.00	70 families have paid for pool amenity
Total:	\$ 12,445.00	Note: Total Pool Collections \$9,885 includes "Combo/Tennis".

Reminders:

If you are selling or buying property within Corrotoman by the Bay, please remember it is the Seller's responsibility to order Financial Disclosure Packet for the property you are selling. This ensures your name is deleted and new owners added to the Homeowners Association records. 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 SEPT with the exception of Cash for Amenities. All funds received for Amenities have been forwarded to ACS for processing. I continue working with ACS to clarify any lot/owner discrepancies.

Ongoing Business:

Delinquent accounts have been identified and the oldest have been sent to new collections attorney to begin the process. As we move forward, more will be sent on an ongoing process. Fortunately, ACS-West does business with this attorney and they will forward all information for us as part of their service contract with no additional costs incurred.

CORROTOMAN-BY-THE-BAY ASSOCIATION

Balance Sheet
As of 11/30/22

Account Description	Operating	Reserves	Other	Totals
ASSETS				
CIT - OPERATING ACCOUNT	24,657.01			24,657.01
PRIMIS PETTY CASH OPERATING	876.48			876.48
CHESAPEAKE BANK OPERATING	2,042.17			2,042.17
CIT - RESERVE ACCOUNT		33,179.26		33,179.26
PRIMIS BANK RESERVE		133,339.27		133,339.27
A/R - ASSESSMENTS & FEES	57,460.29			57,460.29
ASSESSMENT A/R RESERVE	(33,092.00)			(33,092.00)
A/R - FROM OP / (FROM RES)		1,914.00		1,914.00
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
TOTAL ASSETS	53,215.01	168,432.53	.00	221,647.54
=====				
LIABILITIES & EQUITY				
ACCOUNTS PAYABLE	305.80			305.80
A/P - TO RES / (TO OP)	1,914.00			1,914.00
PREPAID ASSESSMENTS	5,684.76			5,684.76
KEY DEPOSITS (DOCK KEYS)	1,210.00			1,210.00
TOTAL CURRENT LIABILITIES	9,114.56	.00	.00	9,114.56
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)	16,253.99	29,364.20	.00	45,618.19
TOTAL OPERATING	44,100.45	29,364.20	.00	73,464.65
TOTAL LIABILITIES & EQUITY	53,215.01	168,432.53	.00	221,647.54
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CASH DISBURSEMENTS

Starting Check Date: 11/01/22 Cash account #: "All"
 Ending Check Date: 11/30/22

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account #:		11001	CIT - OPERATING ACCOUNT		
11/01/22	1054	1	ACS WEST, INC.	500.00	MANAGEMENT FEE
11/01/22	100072	702774	NORTHERN NECK ELECTRIC COOP.	112.22	113751001
11/07/22	100073	703071	BREEZELINE	136.77	8282 15 116 0029826
11/08/22	1055	3	ACS WEST, INC.	5.00	REIMB UNPAID SETUP FEE
11/08/22	1056	2	ACS WEST, INC.	22.46	OCT22 P&C
11/17/22	100074	703042	SEVARG POOLS, INC.	389.49	PL
11/17/22	100075	703140	MO & J'S YARDWORK, LLC	2,300.00	PL
11/28/22	100076	701913	VIRGINIA AMERICAN WATER	39.93	1027-210037207877
11/29/22	1057	667294	CAROLYN EHLMAN	135.00	REIMB GOLF FLAGS
11/29/22	1058	667326	DAVID HAMER	156.78	REIMB GOLF SUPPLIES
11/29/22	100077	702795	NWP ENERGY	379.53	operating
Totals:				4,177.18	

GENERAL LEDGER TRIAL BALANCE

Starting account #: 51000
Ending account #: 58200

Starting date: 11/01/22
Ending date: 11/30/22

Acct-#	Description	Begin-balance	Total-DR	Total-CR	Net-change	End-balance	
51000	GROUNDS MAINTENANCE	16,685.50	2,591.78	.00	2,591.78	19,277.28	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	11/17/22	AP0099	VH139	2,300.00		MO & J'S YARDWORK, LLC	PL
	11/29/22	AP1183	VH141	135.00		CAROLYN EHLMAN	REIMB GOLF FLAGS
	11/29/22	AP1183	VH142	156.78		DAVID HAMER	REIMB GOLF SUPPLIES
51106	GENERAL MAINT & REPAIR	370.67	.00	.00	.00	370.67	
51110	ROAD REPAIRS	13,425.00	1,914.00	.00	1,914.00	15,339.00	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	11/30/22	CR0000	ADJUST	1,914.00		1126	
51120	DOCK MAINTENANCE	1,172.70	.00	.00	.00	1,172.70	
52000	ELECTRICITY	2,970.78	.00	.00	.00	2,970.78	
52100	GAS / FUELS	525.77	379.53	.00	379.53	905.30	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	11/29/22	AP0099	VH143	379.53		NWP ENERGY	operating
52200	WATER & SEWER	2,529.97	39.93	.00	39.93	2,569.90	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	11/22/22	AP0099	VH140	39.93		VIRGINIA AMERICAN WATER	1027-210037207877
52350	INTERNET	1,438.32	136.77	.00	136.77	1,575.09	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	11/07/22	AP0099	VH136	136.77		BREEZELINE	8282 15 116 0029826
54000	GENERAL ADMINISTRATIVE	47.05	.00	.00	.00	47.05	
54008	MISCELLANEOUS OPERATING	130.00	.00	.00	.00	130.00	
54100	MANAGEMENT FEE	4,000.00	500.00	.00	500.00	4,500.00	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	11/01/22	AP0001	VH133	500.00		ACS WEST, INC.	MANAGEMENT FEE
54110	POSTAGE / COPIES / SUPPLIES	2,317.62	305.80	.00	305.80	2,623.42	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	11/30/22	AP4664	VH145	305.80		ACS WEST, INC.	NOV22 P&C
54130	TAXES & FEES	130.00	.00	.00	.00	130.00	

GENERAL LEDGER TRIAL BALANCE

Starting account #: 51000
Ending account #: 58200

Starting date: 11/01/22
Ending date: 11/30/22

Acct-#	Description	Begin-balance	Total-DR	Total-CR	Net-change	End-balance
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	.00	.00	.00	1,017.50
55200	AUDIT / TAX RETURNS	550.00	.00	.00	.00	550.00
57000	POOL OPERATIONS	711.00	.00	.00	.00	711.00
57100	POOL MAINTENANCE	9,951.17	389.49	.00	389.49	10,340.66
	DATE SOURCE REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE	
	11/17/22 AP0099 VH138	389.49		SEVARG POOLS, INC.	PL	
58100	CLUBHOUSE MAINTENANCE	1,247.22	.00	.00	.00	1,247.22
*** Totals do not include all accounts ***						
Gnd Total:		69,268.19	6,257.30	.00	6,257.30	75,525.49

COMMITTEE REPORTS FOR DECEMBER BOARD MEETING

Architecture Committee Report: Don Smith Chair

1. Plans for a driveway for property owners of lots #459 & #460 were approved by me and Dexter Lewis; work has begun.
2. Property owners of lot #374 (Dock Road) responded to our letter and has hired someone to clean up the property. I met with the contractor and work should begin soon.

Collections Committee Meeting Minutes of 7 December: Deb Beutel, Chair, No Report for December

Communications Committee Report: Chair, Tara Linne, No Report.

Dock Committee Report: Chair, Don Smith, Nothing to Report.

Documentation Rewrite Committee Meeting Minutes: Chair, Kathy Craven

1. DOCUMENT REWRITE COMMITTEE MINUTES DECEMBER 21, 2022

Members in attendance:

Deb Beutel

Bob Burrus

Kathy Craven

Jean Ehlman

Ed Krill

Travis Gibbons

Carol Greenwalt

We spent the majority of the meeting going back over Article VII, Building and Use Limitations, and what constituted “incidental thereto.” Regardless of what has been decided in the past (previous decisions can be grandfathered in), as a committee we are tasked to update the documents to reflect current thinking. By a majority vote, the Committee decided that other than boat trailers, no other structures would be allowed on resident owned lots that do not have a residence on them. This means that a homeowner could not build a garage across the street from their residence but they could store their boat and boat trailer there.

We added language in Article III, Section 2 regarding proxies. Proxy forms must be approved by the Board of Directors and filed with the Secretary prior to the meeting.

We updated the by-laws to reflect state law that allows voting by electronic means.

In addition we added language to Article IV, Section 6 to state that a quorum can be constituted from participation in person OR electronically.

We moved the next meeting to January 11, 2022.

2. DOCUMENT REWRITE COMMITTEE MINUTES JANUARY 11, 2023

Members in attendance:

Bob Burrus

Deb Beutel

Kathy Craven

Ed Krill

Travis Gibbons

Carol Greenwalt

The meeting focused on the powers and duties of the Board as stated in the By Laws. We combined the old Article IV and Article VII into one section. We will have to revisit this new section at the next meeting to finalize the suggested language.

Ed Krill confirmed that the Property Owners Act, 55.1-1805 does indeed allow for the Board to charge for amenities.

Our next meeting will be held Wednesday, January 25 @ 7pm.

Finance Committee Report: Chair, Matt Crabbe: No Report

Golf Committee Report: Chair, Jean Ehlman: No Report

Pool Committee Report: Chair, Ken Beutel, No Report.

Roads & Grounds Committee Report: Chair, Don Smith, Nothing to Report.

Social Committee Report: Chairs, Alisson Klaiber & Rebecca Nelson: No Report

- Congratulations to the Simmer's for winning the holiday decorating contest.

- We had a lot of houses that looked great, it was a tough decision!

Tennis Committee Report: Chair, Jean Ehlman: No Report

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