

Corrotoman-By-The Bay Association, Inc.
Final Board of Directors Meeting (MINUTES FINAL)
9:00, Saturday, 13 March 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: Deb Beutel, President: Call to Order 9:00am

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

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.
2. Results of Discussions with SENTRY
3. **Requirement to Re-baseline Annual Assessments to the number of full lot assessments originally identified on Developer's Plat**

Secretary's Report: Cristian Shirilla – Review and Approve Minutes from 13 February 2021 Meeting.

Motion to approve: Lea Gallogly

2nd : Lisa Adler

Yes: Unanimous

No: N/A

Abstain: N/A

Treasurer's Report: Lea Gallogly – SEE REPORT

Motion to approve: Don Smith

2nd : Lisa Adler

Yes: Unanimous

No: N/A

Abstain: N/A

End of Fiscal Year Reports

- **Collections:** - End of Fiscal Year report (attached)
- **Contracts:** End of Fiscal Year report (attached)
- **Capital Reserve** – End of Fiscal Year Report (attached)
 - **Motion to approve FY 2021/22 Budget as presented: Don Smith**
 - **2nd : Cristian Shirilla**
 - **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 –ECO Construction, LLC. has been contracted to conduct 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.
- **CBTB Drainage Issues being evaluated, and prioritized for action.**
- **Provide Update on Road Repair requirements proposed contracting actions that are yet to be funded**

Tennis: Jean Ehlman, Chair – SEE REPORT

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

Nomination Committee: Kevin MacNair has agreed to take over as Chair **2021-22 Election of Officers – we received seven nominations.**

Ballots will be forwarded with the annual meeting notice. The election is being proposed to be conducted with the Annual Meeting in June or July meeting, when the 3-year term begins.

Old Business:

1. **CBTB Board Member Understanding of Responsibilities:** Recommend that all current members and candidates for future Board Positions be forwarded a copy of an understanding of Board Member Responsibilities Agreement. In addition, recommend that all newly elected Board members receive a copy along with a turnover binder when elected for reference on the execution of their duties. Recommend that Board members review on an annual basis – Deb Beutel (attached)
2. **Approve Revised Updated Board Member and Committee Member Duties.**
3. **Survey Monkey Questionnaire:** Questionnaire has been reviewed numerous times and is ready for Board Approval.
 - a. **Motion to approve: Lea Gallogly**
 - b. **2nd : Lisa Adler**
 - c. **Yes: Unanimous**
 - d. **No: N/A**
 - e. **Abstain: N/A**

- f. If Approved today, the link to the electronic questionnaire electronic will be emailed to all CBTB property owners that have an email address on file by 15 March. The online survey will be open for 30 days and close on 15 April
 - g. Any members that do not have an email address on file will receive a postcard with instructions for requesting a link to the online survey or requesting a paper copy to be mailed to them. In order to support the current USPS delivery timelines, we will accept mailed in copies of the paper survey for 60 days or through 15 May 2021.
 - h. We will also publicize on the CBTB Website and via signage at the Clubhouse stating that those that wish to request a paper copy survey should send their request to CBTBay@gmail.com Surveys will be anonymous.
4. **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 indoors to 25 people outdoors during the Pandemic, it is proposed that reschedule the Annual Meeting for either June or July when gathering restrictions may be eased sufficiently to support an outside in person Annual Meeting. 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)
 5. **Annual Assessments were mailed:** SENTRY Management had a miscommunication internal to their organization that failed to combine all Lot vouchers into one mailing per owner! Sentry has profusely apologized for this failure and will not bill CBTB for the mailing.
 6. **The Special Meeting Planned to offer community members an opportunity to express concerns with the Association contracting Professional Financial Services Providers originally planned for 10 April will be rescheduled to 15 May 2021, in order to ensure we can provide the required 30 days notice of the special meeting in accordance with the By Laws.** 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
 7. **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.

New Business:

8. **RFP’s in review for management services**

Member Input: Member Input Questions for the 13 March Meeting should be sent NLT Wednesday 10 March to CBTBay@gmail.com.

Next Meeting: 24 April 2021 (will include Special Meeting immediately following the Board Meeting.)

Motion to Adjourn:

9. **Motion to approve: Don Smith**
10. **2nd : Lisa Adler**
11. **Yes: Unanimous**
12. **No: N/A**
13. **Abstain: N/A**

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

24 April 2021

15 May 2021

Proposed Rescheduled Annual Meeting 12 June 2021

10 July 2021

14 August 2021

11 September 2021

9 October 2021

13 November 2021

11 December 2021

Corrotoman-By-The Bay Association, Inc.
Final Board of Directors Meeting Agenda
9:00, Saturday, 13 March 2021

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Call to Order: Deb Beutel, President

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.
2. Results of Discussions with SENTRY: We have been assigned a new Community Manager effective 10 March 2021
3. **Requirement to Re-baseline Annual Assessments to the number of full lot assessments originally identified on Developer's Plat**

Secretary's Report: Cristian Shirilla – Review and Approve Minutes from 13 February 2021 Meeting.

Treasurer's Report: Lea Gallogly – See report.

End of Fiscal Year Reports

- **Collections:** - End of Fiscal Year report (attached)
- **Contracts:** End of Fiscal Year report (attached)
- **Capital Reserve** – End of Fiscal Year Report (attached)

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

Architectural Review: Kevin McNair, Chair – Only one action approved plans for an RV shelter at 442 Corrotoman Dr. Lots 258 & 259.

Communications: Tara Linne, Chair – No Report

***Hospitality: Vacant Chair** –

- Nothing to report.

Pool: Lisa Adler, Chair - The Pool Committee would like to discuss how the BOD would handle part reserve funds and part loan to fund the pool renovation so we can get it done sooner than later (2 years from now?)

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

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

- Dock Sub-Committee: Barry Jackson, Chair –ECO Construction, LLC. has been contracted to conduct Boat Ramp Dredging and bulk-head repair to be completed in Spring 2021
- CBTB Drainage Issues currently being evaluated, and prioritized for action.

- Provide Update on Road Repair requirements proposed contracting actions that are yet to be funded via Approved Operational or Capital Reserve Budget

Tennis: Jean Ehlman, Chair – No report.

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

Nomination Committee: Kevin MacNair has agreed to take over as Chair of Nominations Committee
2021-22 Election of Officers – we received seven nominations.

Ballots will be forwarded with the annual meeting notice. The election and Annual Meeting will be held on 12 June 2021, when the 3-year term begins.

Old Business:

1. **Approve Revised Updated Board Member and Committee Member Duties & CBTB Board Member Understanding of Responsibilities, and Turnover Binder Contents** – Deb Beutel (attached)
2. **Survey Monkey Questionnaire:** Questionnaire has been reviewed numerous times and is ready for Board Approval.
 - a. If Approved today, the link to the electronic questionnaire electronic will be emailed to all CBTB property owners that have an email address on file by 15 March. The online survey will be open for 30 days and close on 15 April
 - b. All members that do not have an email address on file will receive a postcard with instructions for requesting a link to the online survey or requesting a paper copy to be mailed to them. In order to support the current USPS delivery timelines, we will accept mailed in copies of the paper survey for 60 days or through 15 May 2021.
 - c. We will also publicize on the CBTB Website and via signage at the Clubhouse stating that those that wish to request a paper copy survey should send their request to CBTBay@gmail.com Surveys will be anonymous.
3. **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 indoors to 25 people outdoors during the Pandemic, it is proposed that reschedule the Annual Meeting for 12 June 2021 when gathering restrictions may be eased sufficiently to support an outside in person Annual Meeting, in addition, this will give SENTRY Management sufficient time to mail out the Annual Meeting Announcement and Ballots provided we send them to them NLT 31 March 2021..
4. **Annual Assessments were mailed:** SENTRY Management had a miscommunication internal to their organization that failed to combine all Lot vouchers into one mailing per owner! Sentry has profusely apologized for this failure and will not bill CBTB for the mailing.
5. **The Special Meeting Planned** to offer community members an opportunity to express concerns with the Board of Director's contracting Professional Financial Services Providers originally planned for 10 April will be rescheduled to 24 April 2021, in order to ensure we can provide the required 30 days notice of the special meeting in accordance with the By Laws. If Community members have specific questions for Dave Cicarelli, VP of Sentry Management , he can be available via the ZOOM call to answer questions that are submitted in advance to the CBTBay@gmail.com email NLT 19 April 2021.– Deb Beutel
6. **With regards to CBTB POA 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.

7. **Approve FY 21/22 Capital Reserve Budget-** Lea Gallogly

New Business:

1. **Professional Financial Management Services Contract Recompete** – Lea Gallogly

Member Input: Member Input Questions for the 13 March Meeting should be sent NLT Wednesday 10 March to CBTBay@gmail.com.

Next Meeting: 24 April 2021 (will include Special Meeting immediately following the Board Meeting.)

Motion to Adjourn:

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

24 April 2021 (includes Special Meeting)
15 May 2021
Proposed Rescheduled Annual Meeting 12 June 2021
10 July 2021
14 August 2021
11 September 2021
9 October 2021
13 November 2021
11 December 2021

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

ZOOM Dial-in

<https://us02web.zoom.us/j/83121982812?pwd=NWhZWVV0QWd6RFNQSFBQeiltSVV4UT09>

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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

2nd: 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**
- **2nd: 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 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 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

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. **2nd : 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. **2nd: 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 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

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
10 July 2021
14 August 2021
11 September 2021
9 October 2021
13 November 2021
11 December 2021

**Treasurers Report
13 March 2021**

Documents Attached.

- Balance Sheet
- Revenue & Expense Report
- Accounts Payable

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.

Fiscal Year 2020-2021 End of Year Status:

- The community collected \$109,170.00 in assessments and amenities fees. (Estimated \$94,299.00)
- Reserve Account fully funded for the 2nd year in the amount of \$41,982.00
- Significant reduction in Legal Expenses: \$2,785.33

2012 VA State Tax Liability:

As previously reported **2012 VA State Taxes** had not been filed. This is not an issue with the previous accounting firm since CBTB was self-managed by volunteers at this time.

The amount due is **\$3,632.09** which includes interest and penalties and must be paid this billing cycle to avoid additional interest and penalties.

NOTE: This can NOT be paid from Capital Reserve funding.

Fiscal Year 2021-2022 Amenity Payments:

Status of Payments received as of 6 March 2021

Dock: \$2,400.00
Kayak: \$25.00
Tennis: \$75.00
Pool: \$2,000.00
Combo: \$3,500.00

Total: \$8,000.00

Fiscal Year 2022 Capital Reserve:

The Capital Reserve Budget for fiscal year 2021-2022 was developed but has not been approved by the Board. (Provided separately to Board Members for consideration). Board members are requested to review and approve after which the capital reserve budget can be posted to the website.

Reminder:

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

055300 CORROTOMAN BY THE BAY ASSOCIATION

Balance Sheet February 2021

	OPERATING	RESERVE	TOTAL
CURRENT ASSETS			
1015 UNION BANK - CHECKING - PRIMARY	37,929.05		37,929.05
1041 CHESAPEAKE BANK - CHECKING - OPER	1,022.76		1,022.76
1057 SONABANK - SAVINGS - OPER	540.67		540.67
1067 SONABANK - SAVINGS - RESERVE		129,840.92	129,840.92
	39,492.48	129,840.92	169,333.40
ACCOUNTS RECEIVABLE			
1210 ASSESSMENTS	22,079.79		22,079.79
1250 LEGAL FEES	12,028.78		12,028.78
1280 DUE FROM OPERATING TO RESERVE		5,022.00	5,022.00
	34,108.57	5,022.00	39,130.57
PREPAID ASSETS			
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
	1,237.45	0.00	1,237.45
TOTAL ASSETS	74,838.50	134,862.92	209,701.42
CURRENT LIABILITIES			
2010 ACCOUNTS PAYABLE	1,281.43		1,281.43
2020 ACCRUED ESTIMATED EXPENSES	8,400.00		8,400.00
2032 DEFERRED ANNUAL ASSESSMENT	(15.00)		(15.00)
2130 PREPAID ASSESSMENTS	4,464.28		4,464.28
	14,130.71	0.00	14,130.71
RESTRICTED EQUITY - RESERVES			
2215 RESERVES - INTEREST		45.50	45.50
2271 RESERVES - POOLED		148,442.28	148,442.28
SPENT FROM RESERVES			
2471 RESERVES - POOLED		(13,624.86)	(13,624.86)
	0.00	134,862.92	134,862.92
OPERATING EQUITY			

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)	9,750.63		9,750.63
	<u>60,707.79</u>	<u>0.00</u>	<u>60,707.79</u>
TOTAL LIABILITIES & EQUITY	<u>74,838.50</u>	<u>134,862.92</u>	<u>209,701.42</u>
	=====	=====	=====

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
INCOME							
OPERATING INCOME							
4020 ASSESSMENTS - ANNUAL	9,120.00	7,612.50	1,507.50	109,455.00	91,350.00	18,105.00	91,350
4060 LATE CHARGES	215.59	0.00	215.59	2,041.00	0.00	2,041.00	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
4210 ADMINISTRATIVE FEES	-3,145.00	0.00	-3,145.00	-3,145.00	0.00	-3,145.00	0
4340 INTEREST - RESERVES	0.00	37.44	- 37.44	423.56	449.22	- 25.66	449
4350 INTEREST ALLOC TO RESERVES	0.00	0.00	0.00	-423.56	0.00	-423.56	0
4470 DONATION/FURNITURE FUND	0.00	0.00	0.00	259.00	0.00	259.00	0
4970	6,190.59	8,681.19	-2,490.60	110,730.59	104,174.22	6,556.37	104,174
4980 TOTAL INCOME	6,190.59	8,681.19	-2,490.60	110,730.59	104,174.22	6,556.37	104,174
EXPENSES							
GROUNDS MAINTENANCE							
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	2,578.87	350.00	2,228.87	350
6580 REPAIR/MAINTENANCE-GENERAL	0.00	134.83	-134.83	3,430.25	1,618.00	1,812.25	1,618
6599	0.00	285.25	-285.25	6,009.12	3,423.00	2,586.12	3,423
CONTRACTS							
6901 GROUNDS MAINTENANCE	0.00	990.16	-990.16	27,000.00	11,881.86	15,118.14	11,881
6937 POOL OPERATIONS	0.00	708.75	-708.75	534.84	8,505.00	-7,970.16	8,505
6999	0.00	1,698.91	-1,698.91	27,534.84	20,386.86	7,147.98	20,386
POOL/CLUBHOUSE EXPENSE							
7045 POOL REPAIR	0.00	83.33	- 83.33	0.00	1,000.00	-1,000.00	1,000
7899	0.00	83.33	- 83.33	0.00	1,000.00	-1,000.00	1,000
UTILITIES							
7910 ELECTRIC	131.96	314.67	-182.71	1,371.32	3,776.00	-2,404.68	3,776
7920 WATER/SEWER	0.00	197.86	-197.86	- 65.08	2,374.37	-2,439.45	2,374
7945 INTERNET SERVICE	131.49	110.98	20.51	1,326.39	1,331.76	- 5.37	1,331
7960 GAS/FUELS	0.00	83.33	- 83.33	189.37	1,000.00	-810.63	1,000
7999	263.45	706.84	-443.39	2,822.00	8,482.13	-5,660.13	8,482
ADMINISTRATIVE							

8013 PAYROLL TAXES	0.00	66.67	- 66.67	47.63	800.00	-752.37	800
8020 MANAGEMENT FEE	1,000.00	1,000.00	0.00	12,000.00	12,000.00	0.00	12,000
8040 POSTAGE	39.65	69.00	- 29.35	1,990.95	828.00	1,162.95	828
8060 COPIES/PRINTING/SUPPLIES	229.50	43.83	185.67	4,794.26	526.00	4,268.26	526
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	609.81	216.67	393.14	765.81	2,600.00	-1,834.19	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
8479	2,254.55	2,408.35	-153.80	33,127.50	28,900.23	4,227.27	28,900
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
9299	3,498.50	3,498.50	0.00	31,486.50	41,982.00	-10,495.50	41,982
9980 TOTAL EXPENSES	6,016.50	8,681.18	-2,664.68	100,979.96	104,174.22	-3,194.26	104,174
9990 GAIN (LOSS)	174.09	0.01	(174.08)	9,750.63	0.00	(9,750.63)	0

055300 CORROTOMAN BY THE BAY ASSOCIATION

Accounts Payable Report

02/2021

Vendor #	Name	Balance	0-30	30-60	60-90	Over 90
000020	SENTRY MANAGEMENT INC	-1,149.47	-1,149.47	0.00	0.00	0.00
11F07E	NORTHERN NECK ELECTRIC COOPERA	-131.96	-131.96	0.00	0.00	0.00
		-1,281.43	-1,281.43	0.00	0.00	0.00

Collections Report

28-Feb

UPDATED

Delinquent

2020-2021

	January	February	Variance
Lots	38	40	-2
Owners	24	25	-1
Amount	\$ 13,824.04	\$ 13,875.67	\$ 51.63
Amount Billed	\$ 109,350.00	\$ 109,350.00	
Amount Collected	\$ 94,643.76	\$ 95,474.33	\$ 830.57

% Delinquent 13% 13% 0%

2019-2021

	January	February	Variance
Lots	13	12	1
Owners	7	7	0
Amount	\$ 8,404.72	\$ 8,226.42	\$ (178.30)
Amount Collected	\$ 100,945.28	\$ 101,123.58	\$ 178.30

% Delinquent 8% 8% 0%

Pre 2019

	January	February	Variance
Lots	29	29	0
Owners	20	20	0
Amount	\$ 27,245.22	\$ 27,177.96	\$ (67.26)

% Delinquent *

SUMMARY

Last two years 20-21

	<u>January</u>	<u>February</u>	<u>Variance</u>
Lots	80	81	1
Owners	51	52	1
Amount	\$ 22,228.76	\$ 22,102.09	-126.67
Amount Billed	\$ 218,700.00	\$ 218,700.00	
Amount Collected	\$ 196,471.24	\$ 196,597.91	126.67

Previous Years

	<u>January</u>	<u>February</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>January</u>	<u>February</u>	<u>Variance</u>
Lots	111	112	1
Owners	72	73	1
Amount	\$ 48,409.46	\$ 48,282.79	-126.67

Capital Reserve Report

1 March 2021

Capital Reserve Budget FY 2020-2021

Description	Approved Date	Amount Approved	Contractor	Comments
Bulkhead Repair/Permits	17 Nov 2020 (Originally \$15K Mar 2020)	\$2,500 (deposit)	ECO	Approved for \$24,650. Balance to be paid in FY 2022
Pine Place Tree/Brush removal	Oct 2020	\$2,552	Magic Tree	Completed.
Gravel replacement, Club View & Misc Ditch/Gravel work	Mar 2020	\$3,974.50	Earth Resources	Completed. (Originally approved for
Road Work, Sandy Lane	Aug 2020	\$1,420	Earth Resources	Completed.
IT Upgrade (computer/printer)	Mar 2020	\$1,980.46	K. Beutel	Completed. (originally approved for
HVAC replacement	Jun 2020	\$6,250	Northern Neck Mechanical	Completed.
		\$18,676.86	TOTAL	

Board Members were provided the Capital Reserve report early August for review and comment. After the election of new officers, all Board Members were again requested to provide comments (new members were provided an electronic copy).

There were no Board Member comments received regarding the prepared report therefore the report will be accepted as presented and of the completed document will be posted on the CBTB website for the community.

A draft Capital Reserve budget was provided to Board Member in December for review and comment. To date no comments have been received. Recommend review and approval of the Capital Reserve budget at the same time as the Annual Budget.

Capital Reserve Report

7 March 2021

Capital Reserve Budget FY 2020-2021

Description	Approved Date	Amount Approved	Contractor	Comments
Bulkhead Repair/Permits	17 Nov 2020 (Originally \$15K Mar 2020)	\$24,650.00	ECO	Pending completion of work. Permits submitted.
Salinator replacement	Feb 2020	\$7,042.92	Sevarg	Pending completion of work.
		\$31,692.92	TOTAL	

The Fiscal Year 2021-2022 Draft budget was provided to board members for comment/input and has not yet been finalized nor has it been voted upon. The two projects reflected above are held over from the previous fiscal years commitments.

A copy of the Capital Reserve Budget will be presented to the Board 13 March 2021 for review and approval.

Contracts 2020-2021					
<u>Contractor Name</u>	<u>Description of Services</u>	<u>Period of Performance</u>	<u>Funding</u>	<u>Comments</u>	
Keyzers Lawn Care	Snow Removal Contract	Feb 2021-Feb 2022. Option Period Feb 2022 - Feb 2023	Ops	Multi-year effort Paid \$118 for annual renewing subscription	
Zoom	Re: Pool and Tennis Combo	Feb 2021-Feb 2022	Ops	Paid \$99.99 for annual renewing subscription	
Microsoft Office	Microsoft Office Subscription	Feb 2021-Feb 2022	Ops	Not Issued. Vendor is unable to perform services at an affordable cost.	
Turner, Liens, Gold	Audit/Review of past fiscal years		Ops	Previous vendor unable to meet terms of contract	
To Be Determined	Snow removal 2020-2021	12/1/2020-5/1/2021	Ops	Awaiting signature/invoice. Work completed in January	
Glen Tignor	Clubhouse electrical services	Oct 2020-Jan 2021	Ops	Complete	
Welford Stevens	Tree removal Common Area	Dec-20	Ops	Complete. Final bill submitted	
Magic Tree	Tree removal Pine Place	Oct 2020-Jan 2021	Cap Res	Services billed as required.	
Gordon Rees Scully Mansukhani	Collections	Oct 2020 w/12 month options (ends 2023)	Ops	Complete	
Northern Neck Mechanical	HVAC replacement	Aug-20	Cap Res	Complete	

<u>Contractor Name</u>	<u>Description of Services</u>	<u>Period of Performance</u>	<u>Funding</u>	<u>Comments</u>
Contracts 2021-2022				
Keyzers Lawn Care	Snow Removal Contract	Feb 2021-Feb 2022. Option Period Feb 2022 - Feb 2023	Ops	Multi-year effort
Paradise Cleaning Survey Monkey	Pool and Club House Cleaning Community Survey	Mar 2021-Feb 2022 Feb 2021-Feb 2022	Ops Ops	Funding split between pool and clubhouse subaccount. TBD if required further
Zoom	Meeting facilitation	Feb 2021-Feb 2022	Ops	Reoccurring Service
Turner, Liens, Gold	Tax preparation	June 2020-June 2021	Ops	
Gordon Rees Scully Mansukhani	Collections	Oct 2020 w/12 month options (ends 2023)	Ops	
Microsoft Office	MicroSoft Office subscription	Feb 2021-Feb 2022	Ops	Reoccurring Service
ECO	Bulkhead/Dredging	May-21	Cap Res	Pre approved in 2020
USPS	PO Box renewal	20-Jun	Ops	Annual Service
State Farm Insurance	Insurance	Jun-21	Ops	Reoccurring Service
Option Year TWO (May 2020-Apr 2021 w/2 one year options (ends 2023))				
DCs Lawn Care	Grounds Maintenance		Ops	Need proposed contract changes finalized
Atlantic Broadband	Internet Services	Annual	Ops	Reoccurring Service
Northern Neck Generator	Generator Maint	Annual (Mar)	Ops	Reoccurring Service Agreement not yet received

Sevarge	Pool Salinators	Mar-21	Cap Res	Pre approved in 2020
Sevarge	Pool maintenance	2020	Ops	
Redlaw Mechanical	HVAC Maintenance contract	Annual	Ops	Agreement not yet received
Sentry Mgt	Financial Management	Annual (ends Nov 2021)	Ops	
Community Member	Description of Reimbursement	Period of Performance	Funding	Comments

2021 Corrotoman by the Bay Capital Reserve Budget					
	Category	Subcategory		Actual	Status
Expenses					
	Dock Operations/Maintenance				
6510		Bulkhead Repair/Dredging		\$ 2,500.00	Balance to be paid in FY2022
6510		Dock Repair/Other		\$ -	
	Ground Maintenance				
6901		Tree cutting/removal		\$ 2,552.00	Contract written pending recpt
6901		Concrete Repair		\$ -	
	Road Maintenance/Repairs				
6302		Gravel repensihment		\$ 5,394.40	Contract. Complete
6302		Tar / Black top		\$ -	
	Facilities Repairs and Maintenance				
6580		Clubhouse Building		\$ -	
6580		Computer Replacement		\$ 1,980.46	Purchase. Complete
6580		HVAC Replacement		\$ 6,250.00	Contract Complete
	Golf Course				
6508		Fertilizer/Seed/Upgrade		\$ -	
6580	Tennis Court Operation/Maintenance				
		Description		\$ -	
	Pool Operations/Maintenance				
6919		Salinators		\$ -	
7045		Repairs/Maintenance		\$ -	
	Other/Special Projects				
				\$ -	
				\$ -	
				=====	
(\$ Spent)	Total Expenses			\$ 18,676.86	
(\$ Collected)	TOTAL Income			\$ 41,982.00	
				=====	

	Balance				\$ 23,305.14		

2022 Corrotoman by the Bay Capital Reserve Budget Estimate

Updated 3/7/2021																
Category	Subcategory	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Estimate		
Expenses																
Dock Operations/Maintenance																
6510	Bulkhead Repair/Dredging	\$ -	\$ -	\$ 24,650.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,650.00		
6510	Dock Repair/Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Ground Maintenance																
6901	Grass Cutting/Trim	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
6901	Tree cutting/removal	\$ -	\$ 1,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100.00	\$ -	\$ -	\$ -	\$ -	\$ 2,200.00		
6901	Storm Damage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
6901	Concrete Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
6901	Fence Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Road Maintenance/Repairs																
6302	Tree cutting/removal													\$ -		
6302	Gravel repensihment	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00		
6302	Tar / Black top	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Facilities Repairs and Maintenance																
6580	Clubhouse Building	\$ -	\$ 2,073.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,073.00		
6580	Tot Lot Underlayment	\$ -	\$ 4,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,200.00		
6580		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Golf Course																
6508	Fertilizer/Seed/Up grade	\$ 179.95	\$ 287.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 310.00	\$ -	\$ -	\$ -	\$ 777.45		
6508	Artificial turf tee box & green	\$ -	\$ 3,336.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,336.54		
Tennis Court Operation/Maintenance																
	Description	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Pool Operations/Maintenance																
6919	Salinators	\$ -	\$ 6,901.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,901.92		
6919	Furniture replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
7045	Repairs/Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Other/Special Projects																
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
		=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====		
(\$ Spent)	Total Expenses	\$ 179.95	\$ 20,398.96	\$ 24,650.00	\$ -	\$ -	\$ -	\$ -	\$ 3,600.00	\$ 310.00	\$ -	\$ -	\$ -	\$ 49,138.91		
(\$ Collected)	TOTAL Income	\$ 3,498.50	\$ 3,498.50	\$ 3,498.50	\$ 3,498.50	\$ 3,498.50	\$ 3,498.50	\$ 3,498.50	\$ 3,498.50	\$ 3,498.50	\$ 3,498.50	\$ 3,498.50	\$ 3,498.50	\$ 41,982.00		
		=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====		
	Balance	\$ 3,318.55	\$ (16,900.46)	\$ (21,151.50)	\$ 3,498.50	\$ 3,498.50	\$ 3,498.50	\$ 3,498.50	\$ (101.50)	\$ 3,188.50	\$ 3,498.50	\$ 3,498.50	\$ 3,498.50	\$ (7,156.91)		

	FY2021	FY2022
3 Asphalt pavement, parking overlay	\$ 15,015.00	
4 Gravel road, power rake & replenish	\$ 4,000.00	
5 Gravel road, reshape (25%)	\$ 21,405.00	
42 Exercise equipment, allowance	\$ 3,000.00	
55 Swimming pool, structure	\$ 210,600.00	
56 Swimming pool, coping	\$ 6,490.00	
57 Wading pool, structure	\$ 16,380.00	
58 Wading pool, coping	\$ 1,770.00	
59 Swimming pool, concrete deck	\$ 47,840.00	
60 Swimming pool pump (5 hp)	\$ 4,685.00	
61 Swimming pool filter	\$ 3,600.00	
62 Chlorine / salinator system	\$ 5,000.00	
64 Perimeter fence - 4' (chain link)	\$ 6,480.00	
65 Pool cover	\$ 4,144.00	
66 Diving board	\$ 1,100.00	
67 Diving board stand	\$ 10,000.00	
68 Pool painting	\$ 3,000.00	
91 Bulkhead, replace (across the cove)	\$ 22,125.00	
93 Channel dredging as needed	\$ 15,000.00	
94 GC Golf course repairs	\$ 4,000.00	
Asphalt pavement, chip seal & patch 6 Concrete sidewalk (6%)		\$ 6,000.00

6 Concrete sidewalk (6%)	\$ 749.00
34 Ceiling fan	\$ 1,750.00
77 Tot lot, arch climber	\$ 1,050.00
78 Tot lot, slide	\$ 1,575.00
79 Tot lot, swing	\$ 1,890.00
80 Tot lot, merry-go-round	\$ 1,155.00
81 Tot lot, spring toy	\$ 5,775.00

POOL COMMITTEE REPORT- 3/21- Submitted by Pool Chair Lisa Adler

- Bryan Sklar, who owns a Maid Brigade franchise, purchases a product called “Bioprotect Anti-Microbial.” One application can last on surfaces for 2-3 months depending on the frequency of a locations use. Bryan and his wife have volunteered to apply Bioprotect to our bathroom surfaces which will add an important layer of protection for our owners who will utilize the facilities during pool season. Bryan thinks we will need it to be applied every two months. We appreciate your volunteering to help the community Bryan.

This of course will be in addition to the cleaning crew who will clean and sanitize the bathrooms every Friday throughout the summer. Our pool volunteers will also be assisting in making sure our bathrooms are tidy and most touched surfaces are wiped down.

- Kathy Moffitt discussed her initial foray into locating companies that we can contact as possible contractors to renovate the pool. She will contact them once we have gathered all pertinent pool info such as: dimensions, to include sq footage of the existing pool deck; pictures of the pool; a site plan; contract of work done by Sevarg in 2014. Maria Merkowitz has volunteered to help Kathy contact the list of pool contractors when we are ready to reach out to them.
- Cristian Shirilla and Chip Royer both mentioned how we need to assess if we will go for a complete replacement of the pool, the volume of the pool, an “L” shape, just redoing the coping and replastering if the guts are good and redoing the deck/extending the deck and new fencing. We need to wait for the survey results to hear from the community. Pool companies should be able to help us with assessing our situation and of course price will be a factor.
- We discussed financing options. Deb Beutel mentioned that a finance person should come on board in March. She will get the ball rolling on looking at the Capital Reserve Reports and some ideas on how much we can expect from the reserves.
- Chip and Lisa brought up conversations they had about asking the community for donations towards the building of the pool, setting up a non-profit “Friends of CBTB” to accept donations that would be tax deductible for the community and the tax implications for CBTB in accepting donations since they are not a charitable 501 C3. Lisa has an email into a tax accountant to see what the pros and cons of this are for the community.
- Chip also brought up the possibility of taking out a loan to pay for whatever remains after we deduct whatever is necessary to get us over the hump after it’s determined how much we will be given from the capital reserve funds. Interest rates are low now. We are wondering if one way to go is to possibly borrow against the value of the clubhouse?
- There Is agreement that when speaking with contractors we want to keep them interested by letting them know this project is two years away.
- Pool fees have been rolling in. We currently have 41 owners who have paid for this amenity. Lisa knows of one other check being sent in shortly. An email was sent to those who paid with a thank you, an encouragement to ask neighbors to send in their fees and they have been asked if they need keys for this season.

- I am pulling together a volunteer list for the pool. Need helpers for mornings 3 days per week to check pool vitals and a few other tasks and to tidy up the bathrooms. Monday, Wednesday and Saturday will be the days for volunteers. Fridays the pool will be serviced by Sevarg and the bathrooms will be thoroughly cleaned by a cleaning crew. Will also be setting up dates for training volunteers and putting out the furniture.

Dock Sub Committee Report

3/13/2021

The dredging, bulkhead repair and parking expansion is on schedule. ECO construction is waiting for the final permit and will commence the project soon thereafter.

The dredge area is staked.

Three abandoned crab pots have been removed from the dock. One had a live crab in it. Residents are reminded to remove their pots when not in use. (and not block slips of others.) The pots left in the water kill crabs, even without bait.

A combination lock has been added to the ramp access gate. This is for the use of ECO during the project and will be removed after the project is complete. Please do not configure the chain in a way that will override this lock.

An unknown lock added to one end of the chain has been locked out and is scheduled for removal. Residents should not add any additional locks to the gate.

All dock slips are rented for the year. Kayak rack spots remain available for rent.



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

Board Member Responsibilities Acknowledgement

Board members should:

1. Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
2. Use sound judgment to make the best possible business decisions for the association, taking into consideration all reasonably available information, circumstances and resources.
3. Act within the boundaries of their authority as defined by law and the governing documents of the association.
4. Have read and familiarized themselves with the following governing documents and references:
 - Virginia Property Owners Act
 - Virginia Non-stock Corporation Act
 - Corrotoman By The Bay Articles of Incorporation, Declaration and By Laws
 - Corrotoman By the Bay Admin Policy Manual
 - Roberts Rules of Order
5. Provide opportunities for residents to comment on decisions facing the association, as authorized by law and the governing documents of the association.
6. Perform their duties without bias for or against any individual or group of owners or non-owner residents.
7. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
8. Conduct open, fair and well-publicized elections in accordance with the governing documents and Virginia law.
9. Always speak with one voice, supporting all duly adopted board decisions—even if the board member was in the minority regarding actions that may not have obtained unanimous consent.
10. Be prepared to invest 10-20 hours per month as a Board Member at large or committee chair; be prepared to invest in excess of 40 hours per month as an Officer.

Board members should not:

1. Reveal confidential information provided by contractors or share information with those bidding for association contracts unless specifically authorized by the board.
2. Make unauthorized promises to a contractor or bidder.
3. Advocate or support any action or activity that violates a law or regulatory requirement.

4. Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
5. Spend unauthorized association funds for their own personal use or benefit.
6. Accept any gifts—directly or indirectly—from owners, residents, contractors or suppliers.
7. Misrepresent known facts in any issue involving association business.
8. Divulge personal information about any association owner, resident or employee that was obtained in the performance of board duties.
9. Make personal attacks on colleagues, staff or residents.
10. Harass, threaten or attempt through any means to control or instill fear in any board member, owner, resident, employee or contractor.
11. Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.

Nothing contained herein creates any additional rights in favor of owners against the association or against directors; nor shall anything contained herein control over any provisions of the governing documents to the contrary.

Signature, Name & Board Position

Date Signed

Corrotoman by the Bay

Board of Directors, Officers, and Committee Chair

Descriptions and Duties

GENERAL

Board of Directors: The CBTB Board of Directors meets at least monthly on the second Saturday of the Month at 9:00 for conduct of CBTB Business. Board Members should make every effort to attend meetings either in person or virtually to ensure there are sufficient Board members to execute a quorum and execute official Board business. The Annual Meeting and Election of new Members is held on the first Sunday on May.

OFFICERS

I. PRESIDENT DUTIES

- Lead the Board of Directors and Officers in their performance of duties in a professional, legal and business-like manner that is compliant with all Virginia Property Owner's Act, State and Local Statues and CBTB Articles of Incorporation, Declaration and By Laws.
- Provide mentoring and training to future CBTB Board members and officers in parliamentary procedures, HOA/POA Law.
- Provide corporate memory on previous CBTB actions taken during said President's term of office.
- Provide oversight and guidance in the execution of the association's finances to include revenue and expenditures, collections and capital reserve accounts. operating account and reserve account
- Request legal advice on behalf of the Association as required.
- Provide oversight and guidance in the preparation of the annual budget,
- Ensure that reports of the Association's financial health are made available to the Community at large.
- Review annually the current fiduciary controls and implement additional safeguards as required to protect the association's financial assets,
- Sign bank cards and co-sign checks with the vice-president, treasurer or secretary.

Reports:

Meeting Agendas: Monthly basis. The President shall prepare an agenda for the monthly Board Meeting in coordination with all Board members and the Secretary.

President's Annual Report: Annually. The President shall prepare an Annual Report to be delivered at the Annual Meeting addressing accomplishments and challenges of the previous year.

II. VICE PRESIDENT DUTIES

He/she shall act in place of the President in his/her absence. Shall participate the general and active management of the business of the Association and shall see that all orders and resolutions of the Board are carried into effect. In addition, the Vice President shall act in a manner to preserve and protect the fiscal integrity of the community within the existing Corrotoman by the Bay (CBTB) By-Laws, Covenants, and Administrative Instructions as they relate to the Virginia Property Owners Act and in accordance with the duties of President as identified in Article VIII, Section 2., of the CBTB Articles of Incorporation, Declaration and By Laws. (approximate time commitment is 10 hours per week)

- Support the President's effort to lead the Board of Directors and Officers in the performance of their duties in a professional, legal and business-like manner that is compliant with all Virginia Property Owner's Act, State and Local Statues and CBTB Articles of Incorporation, Declaration and By Laws.
- Provide mentoring and training to future CBTB Board members and officers in parliamentary procedures, HOA/POA Law.
- Provide corporate memory on previous CBTB actions taken during said Vice President's term of office.
- Provide oversight and guidance in the execution of the association's finances to include revenue and expenditures, collections and capital reserve accounts. operating account and reserve account.
- Serve as custodian of the various required Association insurance coverages/policies, and shall be responsible for maintaining existing coverage in force, and for making recommendations to the Board for modifications, extensions or other changes to existing coverage. He/she shall also perform additional duties as may be delegated by the President.
- Serve as Manager of all CBTB reoccurring Contracts and ensure that they are planned in the budget and executed on a timely basis to ensure services are continued without disruption.
- Serve as Nominating Committee Chair and shall be responsible for soliciting members of the Community to run for Election to the board of Directors. They shall provide an information package to potential members of the community seeking election to the Board of Directors that outlines the basic responsibilities and duties of Board members.
- Request legal advice on behalf of the Association as required.
- Provide oversight and guidance in the preparation of the annual budget,
- Ensure that reports of the Association's financial health are made available to the Community at large.
- Review annually the current fiduciary controls and implement additional safeguards as required to protect the association's financial assets,
- Sign bank cards and co-sign checks with the president, treasurer or secretary as required.

III. TREASURER DUTIES

To preserve and protect the fiscal integrity of the community within the existing Corrotoman by the Bay (CBTB) By-Laws, Covenants, and Administrative Instructions as they relate to the Virginia Property Owners Act. To execute the duties of Treasurer as identified in Article VIII, Section 4., of the CBTB Articles of Incorporation, Declaration and By Laws.

Reports directly to the President and the Board of Directors.

- Oversee the association's operating account and reserve account,
- Keep and maintaining the association's financial documents,
- Oversee the deposits,
- Oversee investments,
- Ensure that bills are paid,
- Oversee the preparation of the budget,
- Ensure that a report of financial transactions are made to the board,
- Ensure that a reserve study is prepared,
- Serve as the board's liaison with the association's auditor,
- Review and implement safeguards to protect the association's financial assets,
- Ensure that tax returns are filed on time, and
- Sign bank cards and co-sign checks with the president or secretary.
- Chairs the following Advisory Groups:
 - Collections
 - Capital Reserve

*The treasurer can delegate many of his/her duties to the community manager, management company, or an assistant, but **must oversee** the work.*

Treasurers Report: Monthly basis. Includes multiple reports for the month to include as a minimum: accounts receivable; revenue and expense report; current areas of concern; contract status; and any other pertinent data regarding the fiscal integrity/health of the organization.

IV. SECRETARY DUTIES

Committee Chairs and Members. The President shall appoint in writing a Chair for each committee in accordance with Article VIII. Section 1. of the By Laws. The Board and Committee Chair may solicit additional members for each committee from among the members, community affiliates and the spouses/partners of either. Board members shall be eligible for appointment to all committees except when prevented by a conflict of interest. Community members at large are eligible to serve as Advisors in support of any Committee and are eligible to serve on all committees with the exception of the Collections committee, due to the sensitivity of information.

GENERAL COMMITTEE CHAIR DUTIES:

Committee Chairs shall execute the required research and data collection activities necessary in order to provide recommendations to the Board of Directors for approval and execution. Committee Chairs provide recommended solutions but, only implement upon Board approval unless a specific activity was previously included in an Approved Annual Budget, approved Capital Reserve budget or Board Decision.

1. **Meetings:** Standing Committees shall customarily meet on a monthly basis, but not less than quarterly and the Chair shall determine the specific times and dates for such meetings. All meetings will be advertised to the community in advance and will be held at the CBTB clubhouse unless otherwise approved by the Board.

2. **Mintues:** Committee chairs are required to provide to the Board written minutes at the next scheduled Board meeting.
3. **Reports:** Committee Chairs are required to submit committee reports for Board meetings in electronic format a minimum of three business days prior to a regularly scheduled Board Meeting.
4. **End of Year Reports:** Committee Chairs shall forward a year-end closeout report of achievements and activities performed the year prior NLT 31 March for inclusion in the President's Annual Report to be delivered at the Annual Meeting the first Sunday in May.
5. **Correspondence:** Committee Chairs shall forward draft copies of letters, contracts or other correspondence requiring the President's signature a minimum of 10 days to due date of correspondence in order to allow sufficient time for coordination and legal review.

COMMITTEE DESCRIPTIONS

The following committees as identified in the Corrotoman By the Bay Governing Documents are as follows: Architecture, Collections, Finance, Golf, Hospitality/Clubhouse, Pool, Roads and Grounds, and Tennis/Pickleball, Committee. Each such Committee shall, subject to the direction and control of the Board, perform such duties and exercise such powers as prescribed below:

I. ARCHITECTURE COMMITTEE

The Architecture Committee Chair shall be a current Board member in accordance with Article VIII. Section 6. Of the By Laws. In addition, it shall consist of at least three or more property owners. The Architecture Committee shall ensure that all lots and buildings within the Corrotoman By The Bay Subdivision are constructed and maintained in accordance with the provisions of Articles VI and VII of the Declaration and Articles of Incorporation concerning Architectural Control and Building and Use Limitations.

All plans for buildings, fences, walls, boat houses, exterior changes, additions, or alterations prior to commencing construction shall be submitted to and approved in writing by the Architecture Committee. The chairman has the responsibility for maintaining all architectural records. These records will consist of plans submitted to the committee and letters of approval or disapproval written by the committee as well as other correspondence to members who violate the above referenced Building and Use Limitations or maintain their property in a manner detrimental to the best interests of the Association.

II. CAPITAL RESERVE COMMITTEE

III. COLLECTIONS COMMITTEE

Identify from the delinquent (accounts receivable) listing and prioritize accounts to be submitted to an attorney for collections. The Advisory Group shall have not less than three adult resident members (property owners) and will be chaired by the Treasurer. Additionally, the CBTB HOA President and Community Manager will serve as ex-officio members. All members will have voting privileges. The Advisory Group reports to the Board of Directors.

Responsibilities.

- Identify from the delinquent listing (accounts receivable) a prioritization of those accounts to send to collections. This will be done sixty (60) days after the assessment due date. (Includes annual and special assessments).
- Identify and document in writing accounts for write off. Present to the CBTB Board for approval.
 - Submit approved write off documentation to the professional financial management firm/Community Manager.
- The number of accounts to be submitted for collection will be determined based upon the amount of funding in the Operations Budget for that fiscal year.
 - Prepare and send the selected account holder(s) a letter advising that their account is moving to collections.
 - Upon expiration of the date referenced in the above letter and continued non-payment of the account, submit the account to the HOA Collections Attorney.
- Accounts not selected for collections which remain delinquent will receive a monthly letter from the professional financial management firm/Community Manager regarding the delinquency.
- The prioritized list will be reviewed monthly and upon availability of funding the next account in the cue will move into collections.
- The HOA Attorney will advise of any liens/foreclosures/other actions required and keep the CBTB Treasurer apprised of the collection status on a monthly basis.
- The HOA Attorney will also advise if the account has no likely hood of ever being collected and the appropriate disposition of the account. If advised the debt is uncollectable the account will follow the procedures referenced above. Collections Committee meetings are scheduled as necessary. Meetings are held at the CBTB clubhouse. Meeting packets are sent as a PDF document(s) no later than the Friday before each meeting. It is essential that committee members prepare for the Advisory Group's discussions and deliberations by reviewing all materials sent prior to the meeting. The Collections Committee does not have an annual budget. The proposed projects need Board approval and release of funds. A contingency budget is in place to allow seed money for projects which require research, design and consulting fees to request a proposal from a contractor.

Reports

Collections Advisory Group Report: Collections Committee Meetings notes are recorded when the Advisory Group meets.

Collections Advisory Group Progress Worksheet: The Collections Committee prepares an annual worksheet and submits monthly updates for review of the Board.

Annual Collections Advisory Group Report: The Collections Committee submits an end of the year summary report of for publication in the CBTB HOA annual meeting packet to the members.

IV. FINANCE COMMITTEE

The Finance Committee serves as an advisory group to the Corrotoman by the Bay (CBTB) Board of Directors. This advisory group serves at the will of the BOD on all matters pertaining to the finances of the CBTB Homeowners Association (HOA). This committee is responsible for recommending and monitoring financial policies, goals, and budgets that support the mission, values, and strategic goals of the CBTB HOA. The committee also reviews vendors' contracts, invoices, and work orders to ensure CBTB continues to receive required services in a timely manner that are consistently value-add and at a fair and reasonable cost. It also monitors the financial health of all capital accounts against its goals and the annual budgets and will advise the Treasurer and elected officers in the execution of their fiduciary responsibilities and duties. The committee shall have not less than three adult resident members and is open to anyone willing to assist or has a working knowledge, background, or education in finance, accounting, bookkeeping, or business. Each member of the advisory group must be unencumbered by any conflict of interest and also attest that they have never been convicted and to the best of their knowledge, are not presently under investigation for any felony. The committee chair will be appointed in writing by the President. The committee will be chaired by an elected Board Member. Additionally, the CBTB HOA President, Treasurer and Community Manager will serve as ex-officio members. All members will have voting privileges. The advisory group reports to the Board of Directors.

Appointment consideration criteria will include, but will not be limited to, relevant experience, willingness and availability to serve, ability to get along with others, fairness, firmness and ability to function within a team. The Finance Advisory Group's specific responsibilities include:

- Recommending policies that maintain and improve the financial health and integrity of the HOA.
- Preparing and recommending a long-range financial plan for the HOA in conjunction with other financial committees.
- Reviewing the annual operating budget and annual capital budget to ensure consistency with the long-range financial plan and financial policies.
- Reviewing and recommending capital expenditures and unbudgeted operating expenditures in conjunction with other financial advisory groups.
- Reviewing the financial ramifications of major proposed transactions, new programs or services, as well as proposals to discontinue programs or services and providing Board with action recommendations.
- Monitoring the financial performance and health of the HOA as a whole and its major vendors and accounts against approved budgets, long-term trends, and industry benchmarks.
- Requiring and monitoring corrective actions to ensure that the HOA remains in compliance with its budget and other financial targets.
- Reviewing vendors' contracts and ensuring they remain viable, necessary and financially sound.

The Finance Committee not authorized to financially or legally obligate the HOA in any manner (i.e. contract for services, hire contractors, borrow money, purchase equipment or supplies, or approve such a request on behalf of the BOD) unless it has been specifically approved in the

Annual Plan and Budget for the Advisory Group or separately approved by the BOD. The Advisory Group shall meet at least once a quarter for review and discussion of assigned tasks.

The BOD also has the right and authority to take action and/or make decisions with or without involving any advisory groups and to take action and/or make decisions which are consistent with and/or contrary, in whole or in part, to any committee's or advisory group's recommendations, should they see the need. The BOD also has the right to amend these duties, should it be required.

Finance Committee Meetings

Finance Committee meetings are scheduled on a quarterly basis as a minimum. Meetings are held at the CBTB clubhouse. Meeting packets are sent as a PDF document(s) no later than the Friday before each meeting. It is essential that advisory group members prepare for the advisory group's discussions and deliberations by reviewing all materials sent prior to the meeting.

Finance Committee Budget

The Finance Committee does not have an annual budget. The proposed projects need Board approval and release of funds. A contingency budget is in place to allow seed money for projects which require research, design and consulting fees to request a proposal from a contractor.

Reports

Finance Committee Report: Finance Committee Meeting notes are recorded and provided to the BOD at monthly meetings. Effective finance committee reports clearly communicate the organization's financial and cash position, as well as its adherence to the budget. Reports should help to focus the board's discussion about expected outcomes and potential strategies for overcoming setbacks or changes in the financial environment.

V. GOLF COMMITTEE

Golf Activities Committee Chair The Golf Activities Chair shall be in charge of and ensure that a comprehensive quality program of golf play, is available to CBTB members and their guests. This advisor shall formulate all the communities golf activities. It shall make recommendations to the Board concerning the use of the golf course by members and others. The advisor will provide recommendations regarding maintenance, improvements or changes to the golf course including those involving its design and configuration which will be brought before the Board by this advisor. The advisor will communicate with the CBTB membership via articles in the Association's newsletter, postings on the CBTB website, and in such other ways it may elect, on matters affecting course "playability" The advisor will also be responsible for the proposal and submission to the Board of an annual operations and capital reserve budget.

VI. HOSPITALITY/CLUBHOUSE COMMITTEE

Hospitality/Clubhouse Committee Chair: The CBTB Hospitality Advisor shall have charge of all entertainment and social affairs given at the Clubhouse or under the auspices of the CBTB Community. In addition, the Hospitality/Clubhouse Chair shall recommend for Board approval clubhouse rules and be responsible for improvements, repairs, replacement, alterations and maintenance of the buildings and adjacent grounds. Within budget allocations, the advisor shall be responsible for overseeing the décor, acquisition, maintenance, repair and replacement of furnishings, fixtures and equipment required in the operation of the clubhouse.

Playground Advisor: The Playground Advisor shall oversee the playground area ensuring equipment is maintained/refurbished as required and all playground safety requirements are planned and budgeted in accordance with operational and capital reserve guidelines and constraints.

VII. POOL COMMITTEE

Pool Committee Chair: Purpose of the Pool Committee Chair is ensure the CBTB Pool is properly and safely maintained for the use of CBTB Members and residents.

- a. maintenance of the pool – *need members to assist especially in the run up to opening* (liaising with Sevarg, pool volunteers, upkeep of pool furniture, security of pool area,
- b. maintaining list of pool members and distribution of keys to pool)
- c. manage replacement of the pool
- d. Lead Pool Replacement Sub-Advisory Group
 - i. pool replacement sub-committee works with Finance Committee
 - ii. determine how to finance the replacement & timeframe to do so
 - iii. determine if we use the same footprint or build new pool beside the current one and use current pool area for another purpose
 - iv. determine the size and type of pool (gunite or vinyl liner or fiberglass)
 - v. arrange for 3 estimates for replacement
 - vi. report back to pool committee

VIII. ROADS AND GROUNDS COMMITTEE

Roads and Grounds Committee: The Roads and Grounds Committee Chair shall be responsible for managing the safety and transportability of the Roads within Corrotoman By the Bay. The Chair shall submit an annual operating budget that support the safe maintenance and repair of all CBTB owned roads plans and budgets for snow removal and storm damage cleanup and for coordinating the assessment of the condition of roads and annotating possible damage to roads caused by heavy equipment from residents that have submitted a building use permit and provided a \$1000.00 roads deposit to the Association.

Dock and Boat Ramp Advisor: The Docks and Boat Ramp Advisor shall be responsible for managing the safety and transportability of the Dock and Boat Ramp Corrotoman By the Bay. The Advisor shall submit an annual operating budget that support the safe maintenance and repair of the CBTB Dock and Boat Ramp for inclusion in the Roads and Grounds Committee Budget submission.

IX. TENNIS/PICKLEBALL COMMITTEE

Tennis/Pickleball Committee Chair. The Tennis Activities Chair shall be in charge of and ensure that a comprehensive quality program of tennis/pickleball play, is available to CBTB members and their guests. This Committee shall formulate the communities' tennis activities. It shall arrange or oversee the arrangement of any exhibitions, tournaments, competitions and matches, as well as make recommendations to the Board concerning the use of the tennis course by members and others. The Committee will provide recommendations regarding maintenance, improvements or changes to the tennis courts including those involving its design and configuration which will be brought before the Board by this Committee. The Committee will communicate with the CBTB membership via articles in the Association's newsletter, postings on the CBTB website, and in such other ways it may elect, on matters affecting course "playability" The Committee will also be responsible for the proposal and submission to the Board of an annual operations and capital reserve budget.

X. AD HOC COMMITTEES

The Board shall from time to time, create such other special/ad hoc committees if in the judgment of the Board they are required for the proper conduct of the affairs of the Community. The acts of such special committees shall be subject to the direction and control of the Board.

Legal Advisory Group: The Legal Advisory Group shall provide advice and assistance to the Board on an as needed basis. Members must be in good standing, have no conflict of interest issues with CBTB and support confidentially requirements of sensitive legal, contractual and collections issues.

Emergency Advisory Groups. The President shall, in time of emergency and when it would be impossible in his or her judgment to arrange a meeting of the Board for the appointment of a special advisor/advisory group, be empowered to appoint a temporary members to attend to emergency situations or to advise or report thereon, such appointments to be subject to ratification and approval by the Board at its next meeting, the acts of such advisory groups shall be subject to the direction and control of the Board.

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CBTB

Intro and demographics

Thank you for taking the time to complete this survey about your CBTB and letting us know what matters to you. The survey is made up of four parts and is anonymous--you are not required to answer every question. The total time required to answer all questions is about 15-16 minutes. Please be sure to answer any question that matters to you. The results provided will be used by your elected board to make decisions about capital investments and your community priorities in the coming year.

1. How long have you been a property owner in Corrotoman by the Bay (CBTB)?

- New owner (under 1 year)
- 2-5 years
- 5-10 years
- Greater than 10 years
- Founder--owner since 1968

2. Do you own:

- A single lot (or subdivided lot)
- Multiple lots but no dwelling
- Dwelling on a single lot
- Dwelling with multiple lots

3. Do you consider yourself a

- Full time or nearly full-time resident
- Seasonal resident (spend multiple months elsewhere)
- Weekend or holiday resident
- Occasional visitor
- Never visit CBTB



CBTB

General Survey

This next part contains general information and questions about the Property Association, related to specific requirements levied on the Association by the Virginia Property Owner's Act and the Virginia Non-stock Corporation Act and the Association's Governing documents. CBTB was founded over fifty years ago and the governing documents have not been revised to ensure compliance and alignment with local and state statutes. In many cases this disparity has resulted in the Association expending large sums of money on legal fees or prevented the Board from ensuring that all residents are equally sharing the responsibilities and burdens of maintaining our community and amenities. Re-writing our governing documents will enable future Board of Directors to execute their duties to manage and maintain CBTB in the most cost effective and efficient manner and the the potential to reduce future unnecessary legal expenses. The Board is also looking for more timely and less costly means to communicate with you, and to identify what issues and concerns are most important to the owners. Many of the questions are from the Board asking for how you would like the operating expenses and capital improvements prioritized within our budget. The Association is also required to have a certain amount of funds in the Reserve to cover contingencies or unplanned capital improvements.

4. What are the improvements you feel are most important to the community in the coming year?



Update Association Governing Documents (Articles of Incorporation, Declaration, and By-Laws)



Replace Pool



Repair or Improve Roads



Renovate the Clubhouse and bathrooms



Improve the Golf Course

5. Rank the importance of the following facilities to you



Clubhouse



Pool



Boat Ramp/Dock



Roads



Golf Course



Pavilion



Tennis Courts

6. On the scale below, do you feel that the Board of Directors provides sufficient information as to how the CBTB Property Owner Association (POA) funds are managed?

- None at all
- Not enough
- Normally just enough
- Too many details

7. If you responded none or not enough to the preceding question, what do you feel could be improved?

8. Although the Annual Assessment was raised to \$180 per lot in 2017, it is still insufficient to meet the current operating budget, capital reserve funding requirements and amenity fees. Would you be supportive of an increase in annual dues if it included all fees for amenities?

- Yes
- No
- Maybe (need more information)

9. How often do you think the Association should review the annual assessment amount and adjust for inflation?

- Never
- Annually
- Every 3-5 years
- Every 5-10 years

10. Are you receiving board email communications and other announcements from CBTBay@gmail.com?

- Yes
- No

11. If you answered no, why are you not receiving these emails?

- I don't have email or internet access
- I didn't know about it
- I don't wish to receive this information

16. What do you like least about CBTB?

17. What could we do to make it better for you or others that live here?

18. Are you willing to serve on the Board of Directors or a Volunteer Committee? (If you answered yes to this question, please forward your desire to volunteer to the CBTBay@gmail.com email.)

Yes

No

19. What suggestions do you have for motivating more members to volunteer to serve on a committee or the Board?

20. Would you find value in revitalizing the existing "golf course" to become a fully functional 9 hole Par 3 golf course with artificial tee boxes and greens?

Yes

No

21. If you answered Yes to the question above, would you be willing to assist with fund raising efforts?

Yes

No

22. If you do not want a full 9 hole Par 3 course, would you support a large artificial putting green with 1-3 artificial pitching mats set at different distances?

Yes

No

23. If you do not believe a golf course or a putting green are a valuable asset to the community, would you be in favor of removing the "golf course" as an amenity for the community?

Yes

No



CBTB

Pool Survey

The pool is nearly 50 years old and in need of significant fixes to improve appearances, usability, maintenance and operating costs. The Board needs to understand the needs of the owners before spending funding from the Reserve funds on a permanent solution.

24. How valuable an asset is the pool to you as a property owner?

- Not valuable
- Valuable but not essential
- Essential

25. If the existing pool is replaced, do you feel the new one should be:

- Smaller
- Same Size
- Larger

26. If the pool and deck were renovated or replaced would you be more or less likely to use it?

- More likely
- Less likely

27. How often do you and/or your guests intend to use the pool during the season it is open (May-September)?

- Never
- Less than once a month
- Once a month
- A few times a month
- About once a week
- A few times a week
- Every day

28. Do you feel there is adequate shade at the pool?

- Yes
- No

29. Is a separate kiddie pool area important to you?

- Yes
- No

30. Would you prefer a kiddie pool or a splash pad (raised water features and sprinklers with no water depth)?

- Kiddie Pool
- Splash Pad
- None of the above

31. Is a diving area (deep end) of the pool important to you?

- Yes
- No

32. Is the diving board important to you or your guests?

- Yes
- No

33. Would you rather have a

- diving board
- slide
- neither

34. Indicate which activities you enjoy doing at the pool (check all that apply):

- diving
- lap swimming
- stationary exercise/therapy
- deep end games
- shallow end games
- floating/relaxing
- volleyball
- swimming lessons
- social activities on the deck (Happy Hour)

35. If the COVID-19 pandemic is still ongoing, how comfortable would you be with purchasing a pool pass for the FY21 Season?

- Definitely would
- Probably would
- Probably would not
- Definitely would not



CBTB

Professional Financial Management of the Association

What Services are Provided by a Professional Financial Management Firm:

Professional Financial Management Services include the following: obtaining and maintain the fidelity bond as required by Section 55-514.2 of the Virginia Property Owners Act (VA POA), management and monthly reporting of CBTB financial records and activities, maintaining owner billing and contact information, annual assessments and meeting announcements, voting (including ballots and certifying election results) for 675 lots belonging to 297 owners, accounts receivable and payable, balance accounts and documentation to support an audit of the association's records as required by Section 55-514.2 of the VA POA, disclosure packets in accordance with Governing Documents and the VA POA. In addition, provide guidance regarding compliance with the VA POA and Virginia Non-Stock Corporation Act that may affect the Association as well as training for Board Members. Ensure vendors are licensed and insured prior to being issued contracts, administer all employee paperwork required by the State and Federal tax entities (if contracted for by the community) and responsible for the issuance of 1099 tax forms for vendors. Provide required financial records and documentation to the Association's CPA for assistance in filling of Association's state and federal tax returns and support delinquency collections to comply with the Governing documents and applicable law.

36. Please rank the financial management services which are important to you



Customer service and communication



Internet access for billing and services



Professional financial management



Up to date and VA POA-compliant Operations



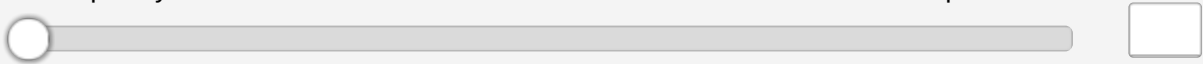
Cost

37. What is your preferred method of communication with the financial management company?

- In person
- Telephone
- Email
- Text

38. Our current professional financial management company is Sentry. Thinking of your most recent experience with Sentry, how satisfied are you with their Billing services?

Completely unsatisfied Satisfied Exceeded expectations



39. What is the main reason for your rating?

40. How often have you contacted the Management firm in the last 12 months

- Monthly
- 6-11 times
- 3-5 times
- Once or twice
- Never

41. If a new financial management services contract were to be selected, what would be the most important factor to you for selecting a new vendor?



Ability to combine multiple Lot billings into one mailing



More user friendly website



More responsive Customer Service



Monthly cost

42. Members of the community have suggested using a qualified volunteer to reduce the cost of a paid-for service. If qualified, (i.e. an accounting background) would you or someone you know be willing to conduct the yearly audit of CBTB financial records?

- Yes
- No

Thank you for taking the CBTB Owner's survey! We will share the results of all responses at our next Annual Meeting.

Dear Corrotoman By The Bay Property Owner,

The CBTB Board of Directors is trying to reduce unnecessary expenses and cut down on mailing costs. We did not however, have an email address on file for you. Therefore, the Board of Directors would like to alert you of to three upcoming events:

Special Meeting of Members

A special meeting of members will be held immediately following the regular 9:00 am Board **Meeting on April 24th** to offer community members an opportunity to express concerns with the Association contracting Professional Financial Services Providers.

Annual Meeting and Election of Board Members

The Announcements and Ballots for the Annual Meeting which has been **rescheduled to 12 June at 9:00** will be mailed out in early April.

CBTB Online Member Survey

The Board Of Directors is initiating an online survey to attain feedback from CBTB Property Owners as to what issues and concerns are of most importance to our members. This data will be used to help make plans and recommendations for the maintenance and upgrades to CBTB amenities. Please submit your request for a link to complete the anonymous online survey or hard copy survey be sent to you NLT 30 March 2021 via one of the two methods below:

1. Send your request to the CBTB Board of Directors via the CBTBay@gmail.com email address or
2. Call (703) 966-7307 and request that a hard copy survey to be mailed to you

Respectfully, Deb Beutel, President, Corrotoman By The Bay Association