

**Corrotoman-By-The Bay Association, Inc.**

**Minutes of Board of Directors Meeting**

**10:15 am, Saturday, August 20, 2022**

**ZOOM Dial-in**

**<https://us02web.zoom.us/j/82857319410?pwd=MjIxQU9PTzNxQUxuZ2lKMUtaRmNKQT09>**

Meeting ID: 828 5731 9410

Passcode: 957075

**One tap mobile 13017158592 Meeting ID: 828 5731 9410**

**Passcode: 957075**

**Call to Order:** Lisa Adler & Cristian Shirilla, Co-Presidents called meeting to order at 11:55

Board Members Present: Lisa Adler, Deb Beutel, Travis Gibbons, Cristian Shirilla, present on Zoom: Matt Crabbe & Sam Longstreet. Absent: Claire and Don Smith, Dexter Lewis

**Announcements from Board:** Lisa Adler- Please be aware that if you sell any or all of the lots that you own here in CBTB you must purchase a Disclosure Packet for the buyer. If you do not it's likely that you will continue to be billed for the property you have sold as we won't know who the current owner may be.

The tennis courts now have a sign in sheet which is similar to the sign in sheet at the pool. If you use the courts please fill it out so we can better track court usage.

The tennis courts will be closed for repairs in September. Check emails and our Facebook page for updates.

**Secretary's Report:** Deb Beutel- Minutes of July 9<sup>th</sup>, 2022. Meeting minutes were previously forward to Board Members for review. Motion to approve made by Travis Gibbons, Seconded by Sam Longstreet.

**Unanimously approved.**

**Treasurer's Report:** Claire Smith – See Attached Treasurer's Report. Motion to approve made by Cristian Shirilla, Seconded by Travis Gibbons. **Unanimously approved.**

**Architectural Review Committee Chair:** Don Smith– Committee Members: Kevin McNair & Dexter Lewis

**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

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

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**Roads & Grounds Committee Chair: Don Smith-** Committee members: Dexter Lewis & Doug Howe

**Social Committee Chairs: Rebecca Nelson and Alisson Klaiber-** Committee members: Kristy Shirilla, Lisa McNair, Hope Crabbe, Debbie Snellings

**Tennis Committee Chair: Jean Ehlman**

**Volunteer Legal Committee Chair: Ed Krill**

**Old Business:**

1. Provide Update on Status of Collections

**New Business:**

1. Authorization for the Collections Committee to approve payment plans for owner's requesting them. The Treasurer and Collection Chair must both agree on any owner's payment plan. Status of these plans will be reported out to the BOD at the regular monthly meetings. **Tabled for future meeting and discussion and inclusion with revised Collections Procedures.**
2. How many keys should people be permitted to have for entry to the the pool, dock and tennis courts? **Tabled for future meeting and discussion.**
3. We received an offer from Wray and Terri Powell of \$500 to purchase lot 331. Brett Dawson has told us that this is an unbuildable lot and the same size as 332, for reference, which has a tax assessed value of \$500. **Tabled for future meeting and discussion.**
4. Garage clean up

**Member Input:**

1. **Mike Stevens** asked about current Grass cutting contract and was happy that current vendor was significantly less than previous vendor. He also had the following recommendations:
  - a. Creation of a Community Solar Farm on the Golf Course
  - b. Calculating future Special Assessments by Lot Size.
  - c. Requiring all vendors\contractors performing work in CBTB to post a Bond PRIOR to be allowed to work in community.
  - d. Installation of parabolic Mirrors on "Deadman's Curve."
  - e. Identified a broken culvert on Tiny Place.
2. **Marty Shirilla** offered to contact Bill Ferrell in Lancaster County Land Use Office to get an assessment of feasibility of Golf Course for a Solar Farm, Lot 7A for creation of a Beach Area or Boat Ramp/Dock area for creation of a Beach Area.

**Next Meeting:**

**Saturday, September 10, 2022 at 9:00**

**Motion to adjourn Board meeting made by Travis Gibbons, seconded by Cristian Shirilla, Unanimously approved. Meeting adjourned at 12:34**

**Board Member Terms**

Lisa Adler (2021-2024)  
Deb Beutel (2020-2023)  
Travis Gibbons (2021-2024)  
Dexter Lewis(2022-2025)

Claire Smith(2021-2024)  
Matt Crabbe (2021-2024)  
Sam Longstreet (2022-2025)  
Cristian Shirilla (2022-2025)

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Don Smith (2020-2023)

**Proposed Schedule of Meetings**

**10 September 2022**

**8 October 2022**

**12 November 2022**

**10 December 2022**

**Treasurer's Report**  
**6/30/2022**

**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](mailto:shannon@acswest.org)

**Fiscal Year 2022-2023 Amenity Payments:**

Status of Payments received as of 8/2/22

Dock:	\$ 2,400.00
Kayak:	\$ 50.00
Tennis:	\$ 110.00
Pool:	\$ 4,335.00
Combo:	\$ 5,550.00
<b>Total:</b>	<b>\$ 12,445.00</b>

73 families have paid for pool amenity

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

**Reminders:**

If you are selling or buying property within Corrotoman by the Bay, please remember 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 June 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.

**New Business:**

The BoD approved the moving of Cap/Res funds from ACS-West account to our Primis account however, I did not make the request since I was going to be out of town most of August.

As approved by BoD last month, \$2,228.85 has been written off from old A/R.

I will be meeting with the Collection Committee to determine next steps with remaining A/R balances.

# CORROTOMAN-BY-THE-BAY ASSOCIATION

## Balance Sheet As of 06/30/22

Account Description	Operating	Reserves	Other	Totals
<b>ASSETS</b>				
CIT - OPERATING ACCOUNT	73,625.46			73,625.46
PRIMIS PETTY CASH OPERATING	964.75			964.75
CHESAPEAKE BANK OPERATING	1,555.17			1,555.17
CIT - RESERVE ACCOUNT		30,271.35		30,271.35
PRIMIS BANK RESERVE		114,236.55		114,236.55
A/R - ASSESSMENTS & FEES	71,909.57			71,909.57
ASSESSMENT A/R RESERVE	(33,092.00)			(33,092.00)
A/R - FROM OP / (FROM RES)		6,225.00		6,225.00
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
<b>TOTAL ASSETS</b>	<b>116,234.01</b>	<b>150,732.90</b>	<b>.00</b>	<b>266,966.91</b>
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<b>LIABILITIES &amp; EQUITY</b>				
ACCOUNTS PAYABLE	27.08			27.08
A/P - TO RES / (TO OP)	6,225.00			6,225.00
PREPAID ASSESSMENTS	4,052.96			4,052.96
KEY DEPOSITS (DOCK KEYS)	990.00			990.00
<b>TOTAL CURRENT LIABILITIES</b>	<b>11,295.04</b>	<b>.00</b>	<b>.00</b>	<b>11,295.04</b>
RESERVES EQUITY - PRIOR		139,068.33		139,068.33
<b>TOTAL RESERVES</b>	<b>.00</b>	<b>139,068.33</b>	<b>.00</b>	<b>139,068.33</b>
OPERATING EQUITY - PRIOR	27,846.46			27,846.46
CURRENT YR NET PROFIT / (LOSS)	77,092.51	11,664.57	.00	88,757.08
<b>TOTAL OPERATING</b>	<b>104,938.97</b>	<b>11,664.57</b>	<b>.00</b>	<b>116,603.54</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>116,234.01</b>	<b>150,732.90</b>	<b>.00</b>	<b>266,966.91</b>
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**CORROTOMAN-BY-THE-BAY ASSOCIATION**

**INCOME / EXPENSE STATEMENT**

Period: 06/01/22 to 06/30/22

Description	Current Period			Year-To-Date			Yearly Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING ASSESSMENTS	(2,418.50)	.00	(2,418.50)	96,316.00	109,350.00	(13,034.00)	109,350.00
INTEREST EARNED - OPERATING	3.37	8.33	(4.96)	13.77	33.32	(19.55)	100.00
LATE FEES BILLED	7.00	.00	7.00	296.00	.00	296.00	.00
FEES - DOCK/ TENNIS / ETC	2,250.00	240.00	2,010.00	12,550.00	960.00	11,590.00	2,880.00
POOL INCOME	.00	812.50	(812.50)	.00	3,250.00	(3,250.00)	9,750.00
<b>TOTAL OPERATING INCOME</b>	<b>(158.13)</b>	<b>1,060.83</b>	<b>(1,218.96)</b>	<b>109,175.77</b>	<b>113,593.32</b>	<b>(4,417.55)</b>	<b>122,080.00</b>
GROUNDS MAINTENANCE	2,300.00	1,491.67	(808.33)	5,550.00	5,966.68	416.68	17,900.00
GENERAL MAINT & REPAIR	.00	228.75	228.75	.00	915.00	915.00	2,745.00
ROAD REPAIRS	400.00	445.83	45.83	4,275.00	1,783.32	(2,491.68)	5,350.00
DOCK MAINTENANCE	.00	41.67	41.67	1,093.72	166.68	(927.04)	500.00
ELECTRICITY	279.87	229.17	(50.70)	613.31	916.68	303.37	2,750.00
GAS / FUELS	.00	58.33	58.33	525.77	233.32	(292.45)	700.00
WATER & SEWER	702.40	158.33	(544.07)	900.17	633.32	(266.85)	1,900.00
INTERNET	130.13	63.33	(66.80)	904.52	253.32	(651.20)	760.00
MISCELLANEOUS OPERATING	130.00	16.58	(113.42)	130.00	66.32	(63.68)	199.00
MANAGEMENT FEE	500.00	500.00	.00	2,000.00	2,000.00	.00	6,000.00
POSTAGE / COPIES / SUPPLIES	27.08	207.58	180.50	766.47	830.32	63.85	2,491.00
TAXES & FEES	.00	23.33	23.33	130.00	93.32	(36.68)	280.00
BAD DEBTS	.00	.00	.00	3,145.93	.00	(3,145.93)	.00
INSURANCE	.00	404.17	404.17	4,551.00	1,616.68	(2,934.32)	4,850.00
LEGAL FEES	467.50	333.33	(134.17)	715.00	1,333.32	618.32	4,000.00
LEGAL FEES-COLLECTIONS	.00	250.00	250.00	.00	1,000.00	1,000.00	3,000.00
AUDIT / TAX RETURNS	.00	.00	.00	550.00	.00	(550.00)	.00
POOL OPERATIONS	.00	835.42	835.42	.00	3,341.68	3,341.68	10,025.00
POOL MAINTENANCE	2,453.57	.00	(2,453.57)	5,912.37	.00	(5,912.37)	.00
CLUBHOUSE MAINTENANCE	320.00	.00	(320.00)	320.00	.00	(320.00)	.00
<b>TOTAL OPERATING EXPENSES</b>	<b>7,710.55</b>	<b>5,287.49</b>	<b>(2,423.06)</b>	<b>32,083.26</b>	<b>21,149.96</b>	<b>(10,933.30)</b>	<b>63,450.00</b>
<b>OPERATING NET PROFIT / (LOSS)</b>	<b>(7,868.68)</b>	<b>(4,226.66)</b>	<b>(3,642.02)</b>	<b>77,092.51</b>	<b>92,443.36</b>	<b>(15,350.85)</b>	<b>58,630.00</b>
RESERVE ASSESSMENTS - CAPITAL	3,498.50	3,498.50	.00	13,994.00	13,994.00	.00	41,982.00
INTEREST EARNED - CAP RESERVES	33.94	.00	33.94	140.57	.00	140.57	.00
<b>TOTAL RESERVE INCOME</b>	<b>3,532.44</b>	<b>3,498.50</b>	<b>33.94</b>	<b>14,134.57</b>	<b>13,994.00</b>	<b>140.57</b>	<b>41,982.00</b>
CAP RESERVE EXPENSE	.00	.00	.00	2,470.00	.00	(2,470.00)	.00
<b>TOTAL RESERVE EXPENSES</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>2,470.00</b>	<b>.00</b>	<b>(2,470.00)</b>	<b>.00</b>
RESERVES NET PROFIT / (LOSS)	3,532.44	3,498.50	33.94	11,664.57	13,994.00	(2,329.43)	41,982.00
<b>TOTAL NET PROFIT / (LOSS)</b>	<b>(4,336.24)</b>	<b>(728.16)</b>	<b>(3,608.08)</b>	<b>88,757.08</b>	<b>106,437.36</b>	<b>(17,680.28)</b>	<b>100,612.00</b>

CASH DISBURSEMENTS

Starting Check Date: 6/01/22 Cash account #: "All"  
 Ending Check Date: 6/30/22

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account #:		11001	CIT - OPERATING ACCOUNT		
6/01/22	1028	1	ACS WEST, INC.	500.00	MANAGEMENT FEE
6/02/22	100033	702774	NORTHERN NECK ELECTRIC COOP.	279.87	113751001
6/08/22	1029	703173	U.S. POSTAL SERVICE	130.00	12 MOS. - BOX #99
6/09/22	100034	703071	BREEZELINE	130.13	MONTHLY SERVICE
6/09/22	100035	703140	MO & J'S YARDWORK, LLC	2,300.00	PL
6/14/22	1030	2	ACS WEST, INC.	376.53	MAY22 P&C
6/15/22	1031	3	ACS WEST, INC.	110.00	REIMB UNPAID @ CLOSINGS
6/17/22	100036	703042	SEVARG POOLS, INC.	1,014.39	POOL SUPPLIES
6/27/22	100037	701793	GORDON & REES	487.50	LEGAL SERVICES
6/27/22	100038	703042	SEVARG POOLS, INC.	1,284.96	POOL MAINT
6/27/22	100039	703187	PARADISE CLEANING, LLC	320.00	POOLHOUSE CLEANING
6/27/22	100040	701913	VIRGINIA AMERICAN WATER	702.40	1027-210037207877
6/29/22	100041	703192	CHESAPEAKE ROAD GRADER SRVC.	150.00	PL
6/30/22	1032	669074	KENNETH BEUTEL	154.22	REIMB POOL SUPPLIES
Totals:				7,920.00	

## 20 August 2022 - Committee Reports:

### ARCHITECTURE COMMITTEE REPORT – No Report

### COLLECTIONS COMMITTEE REPORT submitted by Deb Beutel

The Collections Committee did not meet in August. We have been aggressively working with ACS-West to clean up owner records and ensure we are sending bills to current property owners. **The fact that Lancaster County GIS records are almost two years out of date has significantly hampered our efforts, especially when trying to update records for new owners when the sellers did not purchase the required disclosure packages. The mailing of final notices on AR delinquent accounts in July resulted in payment of over \$6,500.00 in arrears assessments and we have established payment plans with two delinquent property owners.**

Although we cannot perfect liens on this fiscal year's delinquent accounts due to changes in the VA Property Owners Act which took effect 1 January 2022, that require liens to be perfected within 90 days of due date vice the previously allotted 12 months, we have drafted a revised Collections process and schedule to be implemented in FY23-24. The new process will ensure each delinquent account is thoroughly reviewed, and return on investment analysis is conducted when recommending the appropriate collections process and activities in order to ensure that the Association selects the best option for collections whether it be a future perfected Lien or Warrant in Debt.

We plan to present the revised process and schedule to the Board of Directors for approval at the next meeting along with our recommendations for write-offs of debt that is considered uncollectible, (based on the Fair Debt Collection Act requirements), and a recommendation for establishing a contract with a Collections Firm. We sought proposals from numerous firms and are waiting for the final proposals to be submitted. Once we receive the final proposals, the committee will review them as a committee and provide a recommendation to the Board of Directors for the 10 September Board Meeting.

We request approval of the following Motion: "Authorization for the Collections Committee to approve payment plans for delinquent assessment accounts for owner's requesting them providing that BOTH the Treasurer and Collection Chair are in concurrence with owner's proposed payment plans. Status of these plans will be reported out to the BOD at the regular monthly meeting."

### COMMUNICATIONS COMMITTEE REPORT – No Report

### DOCK COMMITTEE REPORT submitted by Don Smith

Collected \$80 for Dock Keys

People are just showing up to my house expecting dock keys please make arrangement's via Email ([roadschairman@gmail.com](mailto:roadschairman@gmail.com)) make sure the form is filled out completely and there is a \$10 deposit.

### DOCUMENTATION REWRITE COMMITTEE MINUTES( 8/17/22 ZOOM) submitted by Kathryn Craven

Members in attendance:

Deb Beutel



Bob Burrus  
Kathy Craven  
Jean Ehlman  
Travis Gibbons  
Carol Greenwalt  
Ed Krill

Discussed at quite some length Section 3.1 of the Declaration. This is the section wherein a member is defined. We agreed to use the term member rather than owner throughout. Ed Krill advised that we should be forward thinking and define member so as to encompass all sorts of situations. For example, there could be people who live in CBTB properties and take advantage of its amenities but may not be on the deed. We would want to capture them in our definition.

We ended the meeting when we got to Article V.

Next zoom meeting is Wednesday, August 30, 2022 @ 7pm.

### **FINANCE COMMITTEE REPORT – No Report**

### **CBTB GOLF /TENNIS COMMITTEE REPORTS submitted by C. Jean Ehlman**

The sand traps are being repaired and raked by golf committee member, Dexter Lewis. Also the greens on holes 1 & 9 are being cut shorter. Other golf committee members are helping Dexter on the golf course repairs.

Tennis sign-up sheets have been placed on a clip board on the fence inside near the deck box for all players to sign up when they play. It is the same sign-up sheet that is used at the pool for signing up. The courts will be closed sometime in September for repairs. Property owners will be notified in advanced. This will be completed by Tennis Courts Inc. at no expense to the CBTB Association.

### **POOL COMMITTEE REPORT submitted by Ken Beutel**

1. Pool has been open since June 8<sup>th</sup>.
2. From the sign in sheets between July 3<sup>rd</sup> and August 8<sup>th</sup>, we have had 144 unique visits and 405 persons use the pool (actual numbers are likely 10-20% higher). This shows a 10% increase of members that have reported and reflects the significant use this amenity receives.
3. Two more families for a total of 73 families have signed up for either the Pool or Combo amenity. Total amenities fees creditable to the pool are \$9,855.00.
4. Expenses to date are: \$ \$9,187.99 (2022 Pool Budget is \$10,025.00).
5. Sevarg has assisted with maintaining/cleaning the pool but the bigger credit goes to the volunteers for keeping the pool filled, pool area clean, and chemicals added to keep us in excellent operating condition!
6. Pool remains ready for the Social Committee's "Meet Your Neighbors" event.
7. Consumables for remainder of season are expected to align with amenities fees collected.
8. Pool is about 3/4 through the 97-day operating season with a scheduled closing date of 12 Sep 2022.

Known issues: Pool continues to leak (needs incremental filling every 2-3 days) and has never truly

reached stable chemistry. It remains overly alkaline (requires hydrochloric acid each week), high pH (requires continual adding of reducer), and the salt water chlorinators get frequently clogged (may require another cleaning before end of season). Those factors are unusual-to-highly-unusual and are symptomatic of the age and condition of the pool. The poor circulation that resulted from the major repairs 8 years ago will continue to prevent any significant improvement to the existing pool or filter capabilities.

The bottom line is the pool water continues to look and feel good despite the maintenance issues; that is due to the daily hard work of the volunteers. The reason it has been affordable so far is because of all of their donated time (I have provided the new pool/finance team my estimate of how many hours and what that would have cost CBTB). We all need to hope that the mechanical bits stay working as well as they can because everything else seems to be going great!

Please contact Ken Beutel, Pool Committee Chair, with any questions or concerns either by sending an email to [CBTBay@gmail.com](mailto:CBTBay@gmail.com) or 540 840-6036.

### **ROADS & GROUNDS COMMITTEE REPORT submitted by Don Smith**

- 1) Paving of roads completed total cost \$9,150
- 2) Replaced locks on the Ladies and Men's Bathroom doors inside
- 3) Remove the limbs and pines needles on common grounds with help from George Cater
- 4) Measured Horse pits for redoing them
- 5) Will be working on getting a Snow removal Contract next month
- 6) Recommend Renewing Mowers contract to a 3 year deal to lock in price.
- 7) Recommend to keep the D&D tree cutters as a permanent contact for tree removal
- 8) Recommend that we also make Chesapeake Road Grader Services to keep them as a permanent contact to do roads when needed.
- 9) Will work on replacing door at the pavilion when I get back.

### **SOCIAL COMMITTEE REPORT submitted by Becca Nelson & Alisson Klaiber**

#### **Upcoming Social Events**

- August 27th, Meet your Neighbor 4pm-6pm, pool
- September 17th, Community Yard Sale, 10am-1pm
- October 8th, CBTB Day, 12pm-3pm
- December 3rd, Holiday brunch, 10am-1pm