

Corrotoman-By-The Bay Association, Inc.

BOD Meeting Minutes 9:00, Saturday 21 September 2019

Participants:

Deb Beutel
Lisa Adler (telephone)
Ian Fay (telephone)
Lea Gallogly
Christian Shirilla
Jean Ehlman
Sam Longstreet (telephone)

Community Members:

Carol _____
Bill Ehlman
Michael Gallogly
Rod Brittenham

Call to Order: Deb Beutel, President 0901

Announcements from Board:

A vacancy (S. Lindeman resigned June 19) still remains on the Board, this vacancy is through May 2020. Great opportunity to “test drive” the position prior to a longer-term commitment. Please ask community members if they are interested.

Member Input Session: None.

Secretary’s Report: Minutes from 17 August Meeting to be reviewed and approved at the 12 October meeting.

Treasurer’s Report: Sam Longstreet (Financial Reports have not been reconciled).

- No further expenditures on Corrotoman Drive Extended at this time.
- \$33k in aged receivables reported

Committee Reports:

Architectural Review: Lea Gallogly, Chair. Report attached. Working to locate owners address of Marina Dr. Property.

Capital Reserve: Jean Ehlman, Chair. Nothing to report.

Collections: Bill Ehlman, Chair. Report attached. Michael Gallogly asked what is the rate of return on investment regarding collections. Mr. Ehlman stated that we are “breaking even”. Ms. Beutel mentioned that we really needed to conduct a cost benefit analysis in the future to determine a true rate of return for effort.

Communications: Tara Linne, Chair. No report.

- Lea Gallogly mentioned that we needed to get an email out regarding the rental of the club house on 27 September for a private event.
- Deb Beutel stated we would also need to get an email out regarding the Halloween event on 26 October 6pm – as well as the first CBTB Trick or Trunk event for children residing in the community
- Ms. Linne will also be requested to do an informational email notifying residents that the front and rear lock codes to the club house will be changing and the wi-fi is password protected.

Dock: Rocky Boykin, Chair. No report.

- Lea Gallogly provided information regarding back-filling behind the bulkhead at the Marina. Mr. Allen has received a quote for \$175 to accomplish this maintenance. A motion was presented by Lea Gallogly to approve this project with a not to exceed (NTE) cost of \$200 and was seconded by Cristian Shirilla. All approved.

Finance Committee: Report attached. Bill Ehlman, Craig Adler, Vicki Bartlett, Sam Longstreet, Cristian Shirilla, Lea Gallogly, Ian Fay. A summary of the finance meeting held 31 August was presented by Mr. Ehlman.

- A motion was made by Mr. Longstreet to move \$16,182 from the SonaBank savings account to the SonaBank Capital Reserve account to satisfy fully funding the Capital Reserve account for 2019 in accordance with the VA Property Owners Association Guidelines and the CBTB Capital Reserve Plan established in 2015. Ms. Gallogly seconded this motion and it was approved by the Board. Ms. Gallogly will initiate the transfer this week and advise the Board on completion.

Hospitality: Vacant Need Chair, Halloween Party & Trunk or Treat

- Halloween Party 26 October 6pm
- Trunk or Treat time to be determined

Pool: Lisa Adler, Chair. Report attached.

- Two nest cameras were authorized and purchased as well as motion sensors. Will be looking for volunteers to help install around 5 October.

- Some discussion as to whether or not the current SignaWave router can support. Lea Gallogly to look into this when discussing password protection with the vendor.
- Lea Gallogly advised there was an issue with closing the pool this year. Servage stated the issue was with the filter, Ms. Adler to look into this and get an estimate of the damage/repair costs.

Roads & Grounds: James Allen, Chair. No report.

- Lea Gallogly advised that a road assessment will be conducted in the next few weeks and the Board will be presented with a prioritized list of roads for repair and estimated costs. Funding for road repair is specifically identified in the Capital Reserve Plan, and it is the intent of Roads and Grounds to utilize these funds.

Tennis & Golf: Jean Ehlman, Chair. No report.

- Repairs will be made in October on the asphalt on the Courts at no cost to CBTB Association.

Old Business:

1. Shoreline Evaluation Program Analysis for Lots 3-7 will commence in early October - Deb Beutel
2. Finance Committee to report on full funding of Reserve Account – Bill Ehlman
3. Update on Issues and Concerns WRT Financial Documentation and Controls ID in July and the Revised & Implemented Financial Control Measures and Procedures, and Pending Financial Control Measures and Procedures – Lea/Deb & Sam

New Business:

1. None.

Next Meeting: Saturday 12 October 2019, 9:00 a.m.

Lea Gallogly motioned to adjourn the meeting at 0950, Ms. Ehlman seconded and all approved.

CBTB Architectural Committee 2019 Reviews

17-Sep-19							
CONSTRUCTION							
<u>Date Recd</u>	<u>Applicant</u>	<u>Description</u>	<u>Permits Required</u>	<u>Deposit Required</u>	<u>Approved/Disapproved</u>	<u>Date CBTB Replied</u>	<u>Comments</u>
24-Apr	Buetel	Lots 42 & 43. Forest Lane. Addition/renovation of main home	Yes	Yes/Recd	Approved	15-May	In process.
6-Jun	Butler	Lot 61. ClubHouse View. New Construction for three bedroom home.	Yes	Yes/RECD	Approved pending receipt of deposit	13-Jun	Deposit received 15 July. Exterior needs to be completed NLT 30 December 2019
OTHER							
<u>Date</u>	<u>Applicant/</u>	<u>Description</u>	<u>Correspondence</u>		<u>Action</u>	<u>Date CBTB</u>	<u>Comments</u>
16-Sep	Gallogly	Lot 473. 232 East Highview Drive. Notice of complaint received. The homeowners (Nelsons) have constructed an outbuilding, outbuilding gravel pad and gravel driveway extension on the adjacent property owners (Gallogly) property. The outbuilding was erected without a CBTB Architectural permit, which would have required the building to be 10ft from the property line.			Situational awareness.		This is for situational awareness of the CBTB Board. The Board will need to be aware of this when the outbuilding is relocated to another site. SUSPENSE. 30 OCT
12-Sep		64 Marina Drive. Complaint received regarding individuals residing in foreclosed home without power or electricity and an unregistered vehicle in front yard.			Letter prepared 17 Sept for the homeowner with photos - researching who owns property	17 Sept. Replied to complainant via email. Requested additional information regarding "bank". Advised of county position on living off the grid.	A search for the property owners address was conducted since the complaint stated the home is owned by the Bank. This has not been confirmed and requires additional research. In addition, the CBTB covenants do not state properties must have water/electrical service. Per Social Services in Lancaster County, it is not unlawful for people to live "off the grid". SUSPENSE - 30 OCT

CBTB Architectural Committee 2019 Reviews

1-Sep	N/A	Lot 427 and 428. 166 Lands End East. Reported by neighbors, abandoned car w/ expired tags. Septic smell permeates from the property. Overgrown frontage.			Letter prepared 14 August and submitted to the homeowner with photos		SUSPENSE - 30 SEP. Draft "final letter" required. This will require legal review prior to release. At this time all club house privileges will also be requested to be suspended until clean up occurs.
14-Aug		Corrotoman Drive Extension			Request for evaluation sent to Northern Neck Shoreline Management		Pending further action/discussion upon results from Northern Neck Shoreline Management
14-Aug		Lots 36 - 38. Forest Dr. Unregisterd vehicles, excessive overgrowth, property appears to be abandoned.			Letter prepared 18 Sept and submitted to the homeowner with photos of abandoned equipment		Letter prepared 18 Sept with correct contact information . Address verified w/ Rivers Accounting. SUSPENSE- 30 OCTOBER. Rivers Accounting contacted to verify address. 2nd Email sent 9/17/19
14-Aug	Pierce	496 Corrotoman Dr. Derilict tractors, furniture under tent, unregistered vehicles			Letter prepared 14 August and submitted to the homeowner with photos of abandoned equipment		Letter prepared by the ARB as of 14 August. Clean up/follow up expected NLT 14 September. Final advisory letter will be drafted this letter will require legal review prior to release. New suspense will be 30 October.
14-Aug	Reamer	122 MeadowView Dr. Old appliances to include a refrigerator, water heater and excessive indoor furniture in the yard			Letter prepared and submitted to the homeowner with photos of abandoned equipment.		COMPLETE. PROPERTY CLEANED. Letter prepared by the ARB as of 14 August. Clean up/follow up expected NLT 14 September
28-Jul	Nelson	Lot 473. East Highview Dr. Existing deck replacement	Email from D. Butel				Property owners contacted regarding construction (dumpster delivered / county permit acquired). Property owner has refused to provide a CBTB permit citiing they do not believe they need to comply with existing community rules. ARB chair (Gallogly) has recused self from futher action in this matter since Nelsons are a neighbor and are possibly out of compliance.

**CBTB Architectural Committee
2019 Reviews**

17-Sep	N/A	Lot 40, 144 Clubhouse Dr. Ltr to homeowner requesting clean up of lot NLT 30 Oct. Owner listed as Joan Hilleary 9493 Conde Rd Marshall VA. 20115-3426			Letter prepared 17 Sept and submitted to the homeowner with photos of unlicensed vehicle		REOPENED. Trash piled to right of door and in front of unlicensed vehicle in an attempt to conceal lack of registration. Property examined 14 August 19. Previously reported trash has been removed. No evidence of excessive trash accumulation at this time.
Completed							
<u>Date Recd</u>	<u>Applicant</u>	<u>Description</u>	<u>Permits Required</u>	<u>Deposit Required</u>	<u>Approved/ Disapproved</u>	<u>Date CBTB Replied</u>	<u>Comments</u>
16-Apr	Gallogly	Lots 457 & 458. East Highview Drive. Install RV Cover	No	No	Approved 2 May by Architectural Board & 15 June by BOD	5/2/2019 and 6/15/19	CLOSED. Previously disputed by Mr. M. Stevens (Lot 455). Reviewed by board. NOTE. Gallogly has recused herself from this decision. 6/15 Update - Board voted and endorses this Approval based upon similar occurrences w/in CBTB. D. Beutel to inform Mr. Stevens
May	Frye	Lot 470. East Highview Dr. Addition of Deck on side of house and counter-levered over bank to extend existing	Yes	N/A	Pending	TBD	CLOSED. Pending approval from County prior to CBTB approval. 5/23 Recd notice/text from homeowner that the County did not approve . NO further action required
13-Jun	Shrilla	Lots 80/81/82. Waiver Request to permit chickens	Approval Document Submitted	Yes	Architectural Committee approved	15-Jul-19	CLOSED. BOD voted to include waiver for the inclusion of chickens by property owners. Individuals interested in raising chickens must apply to the Architectural Committee for a waiver. Specific details to be posted on the CBTB website.
14-Aug	N/A	Lot 40, 144 Clubhouse Dr. Ltr to homeowner requesting clean up of lot NLT 30 June					Property examined 14 August 19. Previously reported trash has been removed. No evidence of excessive trash accumulation at this time. CLOSED

Subject: FW: Pool Comm Report

**deb@beutel.us**to Lea Gallogly, lkadler6

Tu

You are viewing an attached message. Gmail can't verify the authenticity of attached messages.

From: Lisa Adler <lkadler6@gmail.com>
Sent: Friday, September 20, 2019 12:45 PM
To: Deb Beutel <deb@beutel.us>
Subject: Pool Comm Report

Deb,

Pool Committee has ordered and received 2 Nest cameras to be installed and trained on the pool area; have not been ordered yet but will. Will be requesting installation from some of our very adept residents. Signs have also been purchased and will be installed as well.

Hoping to arrange to have motion sensors and Nest cameras installed the weekend of October 5 or thereabouts. Can the Nest cameras and motion sensors come out of another line item than the pool? Winds up budget with those expenses.

Lea and Michael have installed new locks on the pool restroom access doors. New codes for those will be given out as people sign on for pool memberships next season. Lea and Michael also moved some of the light pool furniture into garage and the other furniture will be assessing needs for next year weekend of October 5.

Sevarg closed the pool yesterday.

I would like to do something for all pool committee volunteers either the weekend of October 5 or another day. We will ask more of them next season as we add on another day of volunteering and they're doing a great job.

Lisa Adler
lkadler6@gmail.com

571-278-9766

CBTB				
Balance Sheet				
31-Aug-19				
Cash Assets:				
	Chesapeake Bank Checking			\$ 16,562
	Sonabank Savings			24,201
	Restricted Funds - Furniture Replacement	\$ 3,070	**	
	Non- Restricted Funds	21,131		
	Sonabank Capital Reserve			100,195
				<hr/>
Total Cash Assets				140,958
Outstanding Accounts Receivable				31,584 *
Balance, Cash Assets and Receivables				\$ 172,542
*Comprised of unpaid annual owner fees as follows:				
\$12,363 for prior-to-FY 2017 unpaid balances;				
\$1,800 for FY 2017 unpaid balances only;				
\$2,371 for all outstanding FY 2018 dues; and				
\$15,050 or all outstanding FY 2019 dues				
** Comprised of the June 30 balance of \$3,640 plus Memorial Day party profit of \$483 less furniture pu				

Corrotoman by the Bay Association
 Operating Income & Expenses
 YTD as of August 31, 2019
 Compared to FY 2018

	Income/Expense			Actual Expenses YTD		
	Month of	Month of	Yr-to-Date	August	August	Increase/
	Jan	Feb	March-Feb	FY 2018	FY 2019	(Decrease)
Expenses						
Insurance	0	0	3,751	\$ 3,759	\$ 3,808	\$49
Taxes	0	0	97	464	206	(258)
Golf Course Maintenance	0	0	276	69	-	(69)
Dock Expense	0	0	53	143	258	115
Ground Maintenance	625	0	12,880	\$8,185	12,898	4,713
Road Maintenance	0	0	2,994	1,000	-	(1,000)
Repairs & Maintenance	240	0	240	\$195	2,625	2,430
Tennis Court Expense					31	31
Pool Operations and Repair						-
Operations				\$2,893	7,833	4,940
Water				\$1,817	1,034	(783)
Repairs				7,188	-	(7,188)
Total Pool Operations and Repairs				\$11,898	\$8,867	(3,031)
Management, Office & Postal						
Licenses & Permits	0	0	177	\$188	64	(124)
Office Supplies	47	90	180	96	48	(48)
Postage & Delivery	200	0	904	638	456	(182)
Printing & Reproduction	132	126	848	281	126	(155)
Misc.	0	0	0	-	-	-
Total Management , Office & Postal	379	216	2,109	\$1,203	\$694	(509)
Professional Fees						
Accounting/Bookkeeping	600	600	7,850	\$3,600	3,000	(600)
Website Expense				240	-	(240)
HOA Dues and Training				-	-	-
Legal Fees						-
Collections	952	0	6,750	3,491	6,463	2,972
Court costs incl follow-on fees	0	0	0	22	442	420
Corrotoman Extension Project	0	22	1,118	\$3,522	2,458	(1,064)
Total Professional Fees	1,552	622	15,718	\$10,875	\$12,363	1,488
Utilities						
Electric	108	188	4,668	\$1,423	1,891	468
Gas and Fuels	361	0	361	\$560	536	(24)
Internet	40	40	400		258	258
Telephone	49	49	590	\$237	258	21
Total Utilities	558	277	6,019	\$2,220	\$2,943	723

Other Expenses	0	0	0																				
Total Expenses	\$3,354	\$ 1,115	\$ 44,137	\$40,011	\$44,693	\$4,682																	

Corrotoman by the Bay Association
Operating Income & Expenses
YTD as of August 31, 2019
UNRECONCILED

	<u>Income/Expense</u>			<u>31-Aug</u>	<u>FY 2019</u>	<u>Balance</u>	<u>Percentage</u>
	<u>Month of</u>	<u>Month of</u>	<u>Yr-to-Date</u>	<u>YTD</u>	<u>Operating</u>		
<u>Income</u>	<u>Jan</u>	<u>Feb</u>	<u>March-Feb</u>	<u>Inc/Exp</u>	<u>Budget</u>	<u>Remaining</u>	<u>Paid In/Spent</u>
CBTB Yearly Association Fees	\$0	\$0	\$85,605	\$90,450	\$86,432 *	\$ (4,018)	105%
Fees, Pool				9,625	7,200	(2,425)	134%
Fees, Other (Dock, Tennis Cts, etc.)	150	0	9,825	2,010	2,785	775	72%
Hospitality Income	30	0	228		-	-	
Interest Income	18	18	86	185	201	16	92%
						-	
Total Income	\$198	\$18	\$95,744	102,270	96,618	(5,652)	106%
					-	-	
						-	
Expenses						-	
Insurance	0	0	3,751	3,808	4,091	283	93%
Taxes	0	0	97	206	464	258	44%
Golf Course Maintenance	0	0	276	-	94	94	0%
Dock Expense	0	0	53	258	196	(62)	132%
Ground Maintenance	625	0	12,880	12,898	13,171	273	98%
Road Maintenance	0	0	2,994	-	4,000	4,000	0%
Repairs & Maintanance	240	0	240	2,625	240	(2,385)	1094%
Tennis Court Expense				31		(31)	
Pool Operations and Repair						-	
Operations				7,833	5,844 ***	(1,989)	134%
Water				1,034	781	(253)	132%
Repairs				-	2,000 ****	2,000	0%
Total Pool Operations and Repairs				\$8,867	8,625	(242)	103%
						-	
Management, Office & Postal						-	
Licenses & Permits	0	0	177	64	188	124	34%
Office Supplies	47	90	180	48	306	258	16%
Postage & Delivery	200	0	904	456	1,138	682	40%
Printing & Reproduction	132	126	848	126	1,049	923	12%
Misc.	0	0	0	-		-	
Total Management , Office & Postal	379	216	2,109	\$694	2,681	1,987	26%
						-	
Professional Fees						-	
Accounting/Bookkeeping	600	600	7,850	3,000	7,200	4,200	42%
Website Expense				-		-	
HOA Dues and Training				-	295	295	0%
Legal Fees						-	
Collections	952	0	6,750	6,463	8,000	1,537	81%

Court costs incl follow-on fees	0	0	0	442	5,000		4,558	9%		
Corrotoman Extension Project	0	22	1,118	2,458	-	*****	(2,458)			
Total Professional Fees	1,552	622	15,718	\$12,363	20,495		8,132	60%		
							-			
Utilities							-			
Electric	108	188	4,668	1,891	3,456		1,565	55%		
Gas and Fuels	361	0	361	536	1,334		798	40%		
Internet	40	40	400	258	953		695	27%		
Telephone	49	49	590	258	594		336	43%		
Total Utilities	558	277	6,019	\$2,943	6,337		3,394	46%		
							-			
Other Expenses	0	0	0				-			
							-			
Total Expenses	\$3,354	\$ 1,115	\$ 44,137	\$44,693	\$60,394		15,701	74%		
							-			
*Original \$108,040 invoiced less anticipated 20% non-payment										
**Includes \$431 for three-year GoDaddy service										
***Comprised of \$2,320 for 16 weeks of services, \$1,325 for opening/closing, and \$2,174 for chemicals										
****Actual repairs likely to exceed \$2K										
*****Does not include estimated CBTB share of permitting costs (\$1,644) or actual construction costs (\$36,262).										

CBTB Association

September 21, 2019

Collection Committee Report

\$9,269 - Collection reduction since June 30, 2019 report
 \$264 prior to 2017
 0 from 2017
 \$4,126 from 2018
 \$7,269 from 2019

Informed CBTB Board of Janet Garland phone conversation

Updated information on: Tahan and Gresham

Finance Committee Report

Finance Committee met at the CBTB Clubhouse on August 3, 2019

Reviewed current status of capital reserve fund

No fund for capital reserve fund until it is clear that sufficient operating funds available

Discussed:

Accounting services being provided & future financial needs

Pool status

Movement of telephone pole at dock area

Corrotoman Drive Extended – No current expenses anticipated

Property management companies – Expect proposals from 3 groups

Aged receivables