

Meeting ID: 831 2198 2812

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

**Inc.**

**Annual Meeting**

**Minutes**

**9:00a.m. Saturday 12 June,**

**2021**

**Call to Order: Deb Beutel, President, 9:00am**

**Announcements from Board: None**

**President's Report to the Annual Meeting: Deb Beutel, President**

**Secretary's Report: Cristian Shirilla, Secretary** – 15 August 2020 minutes were presented to all in attendance for approval by CBTB members.

**Motion to approve as presented: Lisa Adler**

**2<sup>nd</sup>: Don Smith**

**YES: All members present with exception of the no's**

**NO: Linda Howe**

**Abstain: N/A**

**Member Input Session: None**

**Election of Board Members: SENTRY MANAGEMENT presented election results**

**The following members were elected to the CBTB BOD for a term of 3 years:**

**Lisa Adler**

**JJ Allen**

**Matt Crabbe**

**Motion to adjourn Annual Meeting: Lisa Adler**

**2<sup>nd</sup>: Don Smith**

**Yes: All members present**

**No: N/A**

**Abstain: N/A**

**Next Regular Board Business Meeting:**

Saturday 10 July, 2021 9:00 a.m.

**Board Member**

**Terms**

Lisa Adler (2021-2024)

James Allen (2021-2024)

Deb Beutel (2020-2023)

Matt Crabbe (2021-2024)

Lea Gallogly (2020-2023)

Sam Longstreet (2019-22)

Kevin McNair (2019-22)

Cristian Shirilla (2019-22)

Don Smith (2020-2023)

**Proposed Schedule of Meetings**

10 July 2021

14 August 2021

11 September 2021

9 October 2021

13 November 2021

11 December 2021



# President's Report

## Annual Meeting

### 12 June 2021

Presented by Deb Beutel

# Bottom Line Up Front



The Year 2020-2021 continued to present a multitude of challenges and changes, the coming year will continue to present challenges and more changes.

To meet these challenges, the board members will need to continually reach out to the community and the community will need to continue to participate in conjunction with the board for success.

- Questions

# Agenda (Financial)



- Customer Service issues have been addressed with SENTRY Management.
  - Assigned a new Community Manager who is much more responsive
- Challenges/Successes
  - Financial
  - Infrastructure
  - Volunteer
- Committee Updates
- Way forward
- Conclusion
- Questions

Professionally managed Financial Services ensure compliance with Virginia Property Owners Act Requirements

# Challenges (Financial)



## Sentry Management

- Customer Service Issues have been addressed with SENTRY Management
  - Assigned a new Community Manager who is much more responsive

## CBTB Members:

- Growing pains associated with change
- Some Members have had difficulty adjusting to new process for Disclosure Packages
- Not understanding the requirement and benefits of acquiring “Professional Financial Management Services”
- Not aware of all services provided and the fact that we have an annual Audit requirement which we previous could not meet.

**Professionally managed Financial Services ensure compliance  
with Virginia Property Owners Act Requirements**

# Successes (Financial Integriture)



## Sentry Management

- Financial transparency for every property owner and Board member
- Balanced executable budget established
- Records are now auditable and compliant with accounting principals and practices
- Financial records assist in the establishment of realistic budgets for future years

## Fiscal Controls

- Fiscal integrity in place
- Contract actions are competitive and documented for all services
- Current taxes professionally prepared and submitted prior to the tax deadlines

## Internal Actions

- The Capital Reserve account is being utilized to provide upgrades on a scheduled basis to the community
- Significant reduction in Legal Fees

**We are on the path for fiscal success!**

# Challenges (Infrastructure)



## Pool

- Over 50 years old and in need of a cosmetic facelift/replacement
- Fencing and decking require updating for safety

## Roads and Grounds

- Crowning, numerous pot-holes and drainage issues
- Tremendous amount of precipitation and weather anomalies

## Golf Course

- Signage missing, no greens, tee boxes non-existent, general disrepair

## Clubhouse

- Closed due to Pandemic, dated interior which needs upgrade and maintenance

## Tennis and Pickleball Courts

- Swales around the courts & the ditch across the golf course to the road ditch from the courts need to be cleaned out, regraded and recut in 2022
- Crab grass, weeds & grass must be kept away from the fence area surrounding the courts so the asphalt on the courts isn't broken up and damaged
- Keeping courts locked at all times

**Infrastructure continues to age and must be updated continually**

# Successes (Infrastructure) cont..



## Pool

- Establishment of a Pool Replacement Committee to provide estimates and a plan for presentation to the community for consideration
- Replaced salt water salinators and Upgraded out-door surveillance

## Clubhouse

- Electrical issues identified in previous year completed
- Relocated security cameras updating interior surveillance

## Dock

- Dredging and Bulkhead repair completed
- Purchased new numbers for the Dock slips and did general clean-up of the surrounding grounds.

## Tennis and Pickleball Courts

- Pickleball clinic was held at the CBTB courts on Saturday, June 5<sup>th</sup>
- Deck box with tennis & pickleball equipment and benches were returned to the courts

**Capital Reserves continue to be expended in support of critical infrastructure**



# Successes (Infrastructure) cont...



## Roads and Grounds

- Negotiated a new contracts for lawn mowing, Power Raking of Roads, Gravel replenishment and Snow Removal, reducing Annual Operating costs by ~\$4,100.00 to date
- Contracted for Removal of trees/bushes along Pine Place
- Trees removed from Corrotoman Drive and Highview East with the help of neighbors in the community.

- Existing volunteers burn out quickly because of increased demands and expectations of non-volunteers

The Community can no longer rely exclusively on volunteers



# Challenges (Volunteer)

CBTB has historically been run by a cadre of Volunteers

- Budgets to include the Capital Reserve report were developed relying heavily upon a volunteer workforce
- The current community has limited volunteer capacity or desire
- Insufficient volunteer pool leaves Board positions/chairs vacant
  - Hospitality (where the majority of the fund-raising activities occur)
  - Professional Financial Management Services required to be in compliance with VA POA statues
- Existing volunteers burn out quickly because of increased demands and expectations of non-volunteers

**The Community can no longer rely exclusively on volunteers**

# Successes (Volunteer)



Community members continued to support the volunteer-maintained amenities despite COVID restrictions –

- Tennis/Pickleball Courts
- Slips were fully rented
- Golf Course utilized

## Social Events

- COVID Restrictions limited participation to outdoor events only
- Annual Meeting
- Trick or Trunk

## Improvements

- Consideration for changing Corrotoman Drive speed limit submitted to VDOT ongoing
- Permitting in support of dredging of Docks and facelift of parking area began
- Focus on maintaining roads; power-raking, tree trimming removal; gravel replacement



# Status

## Way Forward Reported 2019 - 2021

### **Develop/Refine CBTB's Strategic Plan – Not Started**

- Vision, Mission and Long -Term Goals
- Define metrics to measure board's annual success

### **Conduct a Survey of CBTB Members - COMPLETED**

- Identify highest priority amenity upgrades and services members want from their Association using Online Survey and brief the Community of the findings

### **Rewrite/Update of Declarations, By-Laws and Admin Policy Manual – IN PROCESS**

- Team established to commence shortly
- Provides adequate "teeth" to take action against non-compliant members

### **Maintain List of Frequently Asked Questions on website**

- Shorten future Board meetings by not rehashing previously addressed questions and issues and referring members to FAQs on website



# Way Forward 2021 - 2022

## **Develop/Refine CBTB's Strategic Plan**

- Vision, Mission and Long -Term Goals
- Define metrics to measure board's annual success

## **Complete Rewrite/Update of Declarations, By-Laws and Admin Policy Manual**

- Ensures legal compliance with VA Property Owners Act & other State statues & Local Regulations:
- Will significantly reduce legal expenses.
- Provides clear guidance to members.
- Enables Annual Assessments to be adjusted for Inflation in order to support a realistic operating budget.
- Provides adequate "teeth" to take action against non-compliant members

## **Maintain List of Frequently Asked Questions on website**

- Shorten future Board meetings by not rehashing previously addressed questions and issues and referring members to FAQs on website.

# Conclusion



**The Year 2020-2021 presented a multitude of changes for the Board and the Community particularly in response to the Pandemic:**

- Clubhouse and Pool Closure
- Learning to add a “virtual” meeting presence

**The coming year will continue to challenge the board and the community as we address the following:**

- the need to rewrite our governing documents
- develop a long-term vision and Mission
- address Community member responses to the survey
- Continued emphasis on CBTB Roads Improvements and maintenance
- Continued outreach by the board for increased community participation and involvement
- Re-invigorate Community Events and social activities post-pandemic



Questions?

or send to  
[CBTBay@gmail.com](mailto:CBTBay@gmail.com)