

---

**Corrotoman-By-The Bay Association, Inc.**  
**Minutes of Board of Directors Meeting**  
**9:00 am, Saturday, June 10, 2023**

**Call to Order the March BOD meeting:** Cristian Shirilla President, called meeting to order via ZOOM at 9:01 am. Board members on ZOOM: Cristian Shirilla and Travis Gibbons. Members present physically: Lisa Adler, Deb Beutel, Matt Crabbe, Nick Klaiber, Sam Longstreet and Claire Smith. Quorum for business is met.

**Secretary's Report: Deb Beutel –**

1. Minutes of April 15<sup>th</sup> BOD meeting were presented for Approval. Motion made by Claire Smith and Seconded by Lisa Adler to approve April 15<sup>th</sup> Minutes. Unanimously approved.

2. Minutes of May 7<sup>th</sup> 2023, Special Meeting which were previously approved virtually by Board members on May 17<sup>th</sup> were presented for formal record approval. A motion was made by Claire Smith and Seconded by Lisa Adler to approve May 7<sup>th</sup> Special Meeting Minutes with a request from Lisa Adler to state for the record that she wished she would have voted No to the ARB Appeal for Lots 459 and 460 on 7 May 2023. (After legal review, it was noted that a Board member vote cannot be changed after the vote has formally closed and the meeting adjourned. The proper way to do it would be for the member to make a motion at a future meeting to revisit the issue, if the motion is seconded and passed then a new vote can be taken.) The motion to approve the minutes of the May 7<sup>th</sup> Special Meeting was passed with two abstentions: Nick Klaiber and Sam Longstreet.

**Treasurer's Report: Claire Smith –** Treasurers Report presented for Board Approval. Motion made by Lisa Adler and Seconded by Matt Crabbe to approve Treasurer's Monthly Financial Report. Unanimously approved.

**Vice President's Report: Travis Gibbons –** No report

**Committee Reports that have been submitted are attached to this agenda**

**Architectural Review Committee Chair: Nick Klaiber** Committee Members: Dexter Lewis, Cristian Shirilla

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

**Communications Committee Chair: Tara Linne**

**Dock Committee Dock Master: Don Smith**

**Finance Committee Chair: Lisa Adler-** Committee Members: Craig Adler, Ian Fay and Bill Ehlman

**Golf Committee Chair: Jean Ehlman-** Landon and Parker Shirilla, Penny Davenport, David Hamer

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

**Roads & Grounds Committee Chair: Matt Crabbe-** Committee members: Dexter Lewis, NEED VOLUNTEERS

---

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

**Tennis Committee Chair: Jean Ehlman** Committee member Glenn Bryant

**Volunteer Legal Committee Chair: Ed Krill**

**Special Committees:**

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

**Old Business:**

- Motion was made by Lisa Adler and seconded by Nick Klaiber to place Capital Reserve Committee under Finance Committee with a separate Committee Chair. Unanimously approved. Ken Beutel volunteered to be Chair of the Capital Reserve Committee.
- New Router status – Ken Beutel will purchase a new router for Clubhouse.

**New Business:**

Recommendation from Deb Beutel based on the scope of work associated with current Roads and Grounds Committee, that we consider splitting current Roads and Grounds Committee into two more manageable committees as follows:

1. Roads Committee – Focuses solely on upkeep and maintenance of CBTB Roads
2. Grounds Committee (works and coordinates efforts with Social, Pool, Tennis, Golf and Dock Committees for maintenance and upkeep of clubhouse and the major amenities areas.

**Member Input:** None

**Announcements from Board:**

**BOD meetings beginning June 2023, are now being held every other month.**

Check the schedule below for dates and times.

**Next Meeting: Saturday August 12, 2023 at 9:00 AM**

**Motion to adjourn Board meeting:** Motion to adjourn made by Matt Crabbe , seconded by Lisa Adler. Unanimously approved. Meeting was adjourned at 9:51 am.

**Board Member Terms**

Lisa Adler (2021-2024)	Nick Klaiber (2023-2026)
Deb Beutel (2023-2026)	Matt Crabbe (2021-2024)
Travis Gibbons (2021-2024)	Sam Longstreet (2022-2025)
Dexter Lewis (2022-2025)	Cristian Shirilla (2022-2025)
Claire Smith (2023-2026)	

**SCHEDULE OF MEETINGS**

**Saturday, August 12, 2023, 9 am**  
**Saturday, October 14, 2023, 9 am**  
**Saturday, December 9, 2023, 9 am**  
**Saturday, February 19, 2024, 9 am**

**Treasurer's Report**  
**3/31 & 4/30/23**  
(no May meeting)

**Documents Attached**

- |                              |               |
|------------------------------|---------------|
| - Balance Sheet              | March & April |
| - Revenue and Expense Report | March & April |
| - Accounts Payable           | March & April |

**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 6/1/23

Dock:	\$ 1,800.00	4 slips remain open
Kayak:	\$ 50.00	
<b>Total:</b>	<b>\$ 1,850.00</b>	

**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 FEB with the exception of Cash for Amenities. All funds received for Amenities have been forwarded to ACS for processing.

**Ongoing Business:**

Assessment totaling \$158,860 were billed with \$134,107 collected leaving a balance of over \$74 off which \$6k+ is attributable to the current year.

We continue working on collections with some positive results.

Past due notices were sent out which resulted in more funds being paid.

We have successfully closed the Primis local and Capital Reserve bank accounts and opened a new Cap/Res account at Blue Ridge Bank. We have not yet received checks or deposit slips so funds from CIT bank will be transferred at that time.

# CORROTOMAN-BY-THE-BAY ASSOCIATION

Balance Sheet  
As of 03/31/23

Account Description	Operating	Reserves	Other	Totals
<b>ASSETS</b>				
CIT - OPERATING ACCOUNT	117,284.75			117,284.75
PRIMIS PETTY CASH OPERATING	619.60			619.60
CHESAPEAKE BANK OPERATING	2,062.17			2,062.17
CIT - RESERVE ACCOUNT		13,702.44		13,702.44
PRIMIS BANK RESERVE		161,887.36		161,887.36
A/R - ASSESSMENTS & FEES	103,186.56			103,186.56
ASSESSMENT A/R RESERVE	(36,094.00)			(36,094.00)
A/R - FROM OP / (FROM RES)		3,414.02		3,414.02
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
<b>TOTAL ASSETS</b>	<b>188,330.14</b>	<b>179,003.82</b>	<b>.00</b>	<b>367,333.96</b>
	=====	=====	=====	=====
<b>LIABILITIES &amp; EQUITY</b>				
ACCOUNTS PAYABLE	353.96			353.96
A/P - ACS WEST INC	55.00			55.00
A/P - DUE FOR LEGAL FEES	153.00			153.00
A/P - TO RES / (TO OP)	3,414.02			3,414.02
PREPAID ASSESSMENTS	3,176.53			3,176.53
KEY DEPOSITS (DOCK KEYS)	1,210.00			1,210.00
<b>TOTAL CURRENT LIABILITIES</b>	<b>8,362.51</b>	<b>.00</b>	<b>.00</b>	<b>8,362.51</b>
RESERVES EQUITY - PRIOR		178,952.57		178,952.57
<b>TOTAL RESERVES</b>	<b>.00</b>	<b>178,952.57</b>	<b>.00</b>	<b>178,952.57</b>
OPERATING EQUITY - PRIOR	26,376.64			26,376.64
CURRENT YR NET PROFIT / (LOSS)	153,590.99	51.25	.00	153,642.24
<b>TOTAL OPERATING</b>	<b>179,967.63</b>	<b>51.25</b>	<b>.00</b>	<b>180,018.88</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>188,330.14</b>	<b>179,003.82</b>	<b>.00</b>	<b>367,333.96</b>
	=====	=====	=====	=====



# CORROTOMAN-BY-THE-BAY ASSOCIATION

Balance Sheet  
As of 04/30/23

Account Description	Operating	Reserves	Other	Totals
<b>ASSETS</b>				
CIT - OPERATING ACCOUNT	127,531.63			127,531.63
PRIMIS PETTY CASH OPERATING	619.70			619.70
CHESAPEAKE BANK OPERATING	2,062.17			2,062.17
CIT - RESERVE ACCOUNT		13,705.82		13,705.82
PRIMIS BANK RESERVE		161,930.51		161,930.51
A/R - ASSESSMENTS & FEES	87,536.96			87,536.96
ASSESSMENT A/R RESERVE	(36,094.00)			(36,094.00)
A/R - FROM OP / (FROM RES)		3,414.02		3,414.02
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
<b>TOTAL ASSETS</b>	<b>182,927.52</b>	<b>179,050.35</b>	<b>.00</b>	<b>361,977.87</b>
=====				
<b>LIABILITIES &amp; EQUITY</b>				
ACCOUNTS PAYABLE	112.05			112.05
A/P - TO RES / (TO OP)	3,414.02			3,414.02
PREPAID ASSESSMENTS	3,377.13			3,377.13
KEY DEPOSITS (DOCK KEYS)	1,210.00			1,210.00
<b>TOTAL CURRENT LIABILITIES</b>	<b>8,113.20</b>	<b>.00</b>	<b>.00</b>	<b>8,113.20</b>
RESERVES EQUITY - PRIOR		178,952.57		178,952.57
<b>TOTAL RESERVES</b>	<b>.00</b>	<b>178,952.57</b>	<b>.00</b>	<b>178,952.57</b>
OPERATING EQUITY - PRIOR	26,376.64			26,376.64
CURRENT YR NET PROFIT / (LOSS)	148,437.68	97.78	.00	148,535.46
<b>TOTAL OPERATING</b>	<b>174,814.32</b>	<b>97.78</b>	<b>.00</b>	<b>174,912.10</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>182,927.52</b>	<b>179,050.35</b>	<b>.00</b>	<b>361,977.87</b>
=====				

# CORROTOMAN-BY-THE-BAY ASSOCIATION

## INCOME / EXPENSE STATEMENT

Period: 04/01/23 to 04/30/23

Description	Current Period			Year-To-Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
OPERATING ASSESSMENTS	(90.00)	.00	(90.00)	158,710.00	158,860.00	(150.00)	158,860.00
INTEREST EARNED - OPERATING	5.23	8.33	(3.10)	9.56	16.66	(7.10)	100.00
LATE FEES BILLED	344.00	.00	344.00	334.00	.00	334.00	.00
FEES - DOCK / TENNIS / ETC	400.00	200.00	200.00	400.00	400.00	.00	2,400.00
POOL INCOME	(150.00)	.00	(150.00)	(150.00)	.00	(150.00)	.00
TOTAL OPERATING INCOME	509.23	208.33	300.90	159,303.56	159,276.66	26.90	161,360.00
GROUNDS MAINTENANCE	.00	1,491.67	1,491.67	41.05	2,983.34	2,942.29	17,900.00
GENERAL MAINT & REPAIR	.00	228.75	228.75	.00	457.50	457.50	2,745.00
ROAD REPAIRS	.00	445.83	445.83	.00	891.66	891.66	5,350.00
DOCK MAINTENANCE	.00	41.67	41.67	62.37	83.34	20.97	500.00
ELECTRICITY	109.57	229.17	119.60	226.54	458.34	231.80	2,750.00
GAS / FUELS	.00	58.33	58.33	707.24	116.66	(590.58)	700.00
WATER & SEWER	42.50	158.33	115.83	85.00	316.66	231.66	1,900.00
INTERNET	131.84	63.33	(68.51)	538.61	126.66	(411.95)	760.00
MISCELLANEOUS OPERATING	.00	16.67	16.67	.00	33.34	33.34	200.00
MANAGEMENT FEE	500.00	500.00	.00	1,000.00	1,000.00	.00	6,000.00
POSTAGE / COPIES / SUPPLIES	168.63	170.00	1.37	541.71	340.00	(201.71)	2,040.00
TAXES & FEES	130.00	23.33	(106.67)	130.00	46.66	(83.34)	280.00
BAD DEBTS	.00	1,333.33	1,333.33	2,795.41	2,666.66	(128.75)	16,000.00
INSURANCE	.00	404.17	404.17	.00	808.34	808.34	4,850.00
LEGAL FEES	.00	333.33	333.33	.00	666.66	666.66	4,000.00
LEGAL FEES-COLLECTIONS	.00	250.00	250.00	.00	500.00	500.00	3,000.00
POOL OPERATIONS	.00	835.42	835.42	157.95	1,670.84	1,512.89	10,025.00
POOL MAINTENANCE	4,580.00	.00	(4,580.00)	4,580.00	.00	(4,580.00)	.00
TOTAL OPERATING EXPENSES	5,662.54	6,583.33	920.79	10,865.88	13,166.66	2,300.78	79,000.00
OPERATING NET PROFIT / (LOSS)	(5,153.31)	(6,375.00)	1,221.69	148,437.68	146,110.00	2,327.68	82,360.00
RESERVE ASSESSMENTS - CAPITAL	.00	5,291.67	(5,291.67)	.00	10,583.34	(10,583.34)	63,500.00
INTEREST EARNED - CAP RESERVES	46.53	.00	46.53	97.78	.00	97.78	.00
TOTAL RESERVE INCOME	46.53	5,291.67	(5,245.14)	97.78	10,583.34	(10,485.56)	63,500.00
TOTAL RESERVE EXPENSES	.00	.00	.00	.00	.00	.00	.00
RESERVES NET PROFIT / (LOSS)	46.53	5,291.67	(5,245.14)	97.78	10,583.34	(10,485.56)	63,500.00
TOTAL NET PROFIT / (LOSS)	(5,106.78)	(1,083.33)	(4,023.45)	148,535.46	156,693.34	(8,157.88)	145,860.00

## **CBTB Association Committee Reports, June 10th, 2023 Board Meeting**

**Architecture Committee Report:** No Report

**Capital Reserve Committee Report:**

**Capital Reserve 5 year Planning Committee Meeting Minutes of 29 March 2023**

Our focus for this first meeting, culminating in a five year plan, was how much of Cap Reserves we need to keep on hand each year (20-25%) based on what will be in the reserve fund for each year; what is priority and affordable given our new pool build in fall of 2024; and what we could possibly put into the operating budget as opposed to the Cap Res budget.

We shifted my original spread sheet around based on the committee's conversation and Ken Beutel made corrections to the spread sheet as we made changes.

Further discussion is needed as to the question of keeping our goal of \$63,546 in Cap Reserves. I'm not certain what number is realistic yet as we attempt to get capital improvements moving forward but we have been getting by with about \$20,000 less than that in the reserve acct in recent years...more to come as discussion continues.

Priority items are clearly the pool, roads and grounds, septic system, possible water heater; electric to the dock is a recent item that may be considered a priority and new flooring/carpeting for the clubhouse. It's all going to be discussed further.

A sensible suggestion made within the committee, that should be explored and considered during the discussions on the document re-write, is to add a yearly cost of living increase, if needed in any given year, to a section of the Bylaws.

As mentioned before our next meeting is Monday, June 19 time TBD.

Respectfully Submitted,  
Lisa Adler

**Collections Committee Report:** No Collections committee Meeting was held. However, we have been working with our Collections attorney to prepare and file the Amendment to the Declaration for the Annual Assessment Increase and coordinating payoff amount for delinquent lots that we have Liens on.

**Communications Committee Report:** No Report

**Dock Committee Report:** No Report

**Documentation Rewrite Committee Report:**

### **DOCUMENT REWRITE COMMITTEE 5/17/2023**

Members in attendance:

Deb Beutel

Bob Burrus

Kathy Craven

Jean Ehlman

Carol Greenwalt

Ed Krill

Once again, we went back to the Declaration to tighten some language. Specifically, we limited the number of boats to two (2) to be allowed on lots.



We also, shortened the Variance language to only allowing variances “in extraordinary circumstances” which will be discussed more thoroughly in the Administrative Policy.

Next, we added some clarification to the Architectural Control Committee section.

Finally, we reaffirmed that a homeowner on a payment plan is NOT considered in good standing (and therefore can't use the amenities nor vote) because the dues will not have been paid in full by the due date. We recognized that homeowners need to be told this up front, prior to signing up for a payment plan.

We then went on to complete our review of the by-laws.

Next meeting: Wednesday, May 31, 2023.

### **Finance Committee Report:**

The Money Market account with Blue Ridge Bank has been set up Claire tells me.

We are still waiting on checks, etc. from the bank.

I would like to place the Capital Reserve Planning Committee as a sub-committee of the Finance Committee. This way everyone working on our financials is on top of and part of the Cap Res discussions towards a 5 year plan. Claire, Ken and Don showed up for the committee for the first meeting.

I am looking for two new volunteers for the finance committee with some experience in finance/business. Email [CBTbay@gmail.com](mailto:CBTbay@gmail.com) if you are interested.

Next meeting is Monday, June 19 on Zoom, time TBD.

### **Golf Committee Report:**

Frisbee Disc Golf is up and running at CBTB on the golf course. There are Frisbees available at the 1<sup>st</sup> tee (between the pool pump house and the corner of the courts) in a container. Please put the Frisbees back in the container after using them.

There are 4 disc baskets and the CBTB course now has seven holes and the number of baskets will be increased in the future. When reaching the fourth basket, you turn around and come back to holes 5, 6, & 7. The tees are clearly marked and the use of Frisbees at each hole can be a fun challenge that encourages you to practice or play to develop the skill of tossing Frisbees into the basket.

Scoring: Keep track the number of Frisbees tossed at each hole and how many tosses it takes to get your Frisbee into the basket. A fun game to enjoy!

A scorecard will be available in the future.

Thanks to David Hamer for introducing disc golf to CBTB property owners.

Golf Chair – Jean Ehlman

### **Pool Committee Report:**

1. New Pool
  - a. The Committee review the comments received last year from vendors as well as information provided by Craig Adler. Ken reformatted the draft specification into specific sections and added information provided by many members of the Committee.
  - b. The result is now available and was sent to local pool developers to get their comments and questions in advance of the request for bids at a later date. This will help improve the draft and give us a better understanding of the costs and schedule.
2. Old Pool

- a. First, the pool opened before Memorial Day! Yes, it was a bit later than we hoped as Sevarg needed to swap the pump motor (twice—a shout out here to the professional electricians of CBTB that volunteered their expertise!). Despite lack of a working motor, we managed to keep the water clarity and chemistry headed in the right direction. Water temperature is still a bit cool (which kept people away and got cooler especially after our rainy Memorial Day open) but that should change after the next week of warmer temps. The (final) new motor is awesome! Much quieter and more efficient than the old one. It runs cooler too-- we just need to keep water moving through it.
- b. Second, the pool bottom was surprisingly dirty. Our working theory is there is enough paint missing from the sides that the gunite (concrete) walls are oozing little bits of cement. At least that is what it looks like. (The big hero was the new pool robot as it works so well that we have yet to manually vacuum the pool). The robot is getting a lot of the sediment and it gives us a close look at what was on the bottom. It is getting close to catching up now but if we see more concrete in the vacuum throughout the summer, there is going to be a need to do something after the season.
- c. Third, it took 40 bags (almost a ton!) of salt to get the chlorinators happy. The amount of pool is theoretically more than is needed but our chlorinators were showing low salt—we will keep working on this.
- d. Fourth, thanks to some volunteer labor, the pool furniture from last year is setup and ready to use. We replaced a broken umbrella base and also bought 2 new lounges and 5 sling chairs. We have a bit more money in the budget for more tables and chairs, but we want to see how the current ones are being used while we look for sales. Volunteers are also painting the 4 fixed benches in the pool area.

Respectfully submitted, Ken Beutel. CBTB Pool Chair

**Roads & Grounds Committee Report:**

Going to fix east high view pot holes

Getting pine branches off the golf course  
Been requested to fix or remove 3 picnic tables at the pavilion  
The storage shed at the pavilion needs a door plus carpentry work to make it secure  
I will need approval for the storage shed and picnic table repair/removal

**Social Committee Report:** No report

**Tennis & Pickleball Committee Report:** No report

**Webmaster Report:** : No report