

Corrotoman-By-The Bay Association, Inc.
Board of Directors Meeting Agenda
9:00, Saturday 11 July 2020

Outdoor Social Distancing Meeting w/Dial-in for Board Members
(605) 475-6767 Access Code 5280842#

Call to Order: Deb Beutel, President called meeting to order at 9:04 a.m. Board Members present were: Lisa Adler, Deb Beutel, Kevin McNair, Lea Gallogly, Ian Fay, Cristian Shrilla, Jean Ehlman, Carol Greenwalt and Sam Longstreet

Announcements from Board: Nothing to report.

Member Input:

Secretary's Report: *Motion to Approve May Minutes made by Carol Greenwalt, 2nded by Kevin McNair, Unanimously approved. Motion to Approve the June Minutes was made by Lea Gallogly, 2nded by Lisa McNair. Sam Longstreet abstained. June minutes unanimously approved by remaining Board members.*

Treasurer's Report: Lea Gallogly – see report. *Motion was made by Cristian Shrilla and 2nded by Kevin McNair to Approve Treasurers' Report. It was unanimously Approved.*

Collections: Bill Ehlman, Chair – *There was some confusion with regard to allowable amounts SENTRY Management is authorized to charge for Disclosure Packages. Mr. Ehlman passed out excerpted copies from the 2019 Code of Virginia Property and Conveyances Chapter 18 Property Owner's Association Act Section 55.1-1811 (Effective 1 October 2019) Fees for disclosure packet: associations not professionally managed. Unfortunately that section of the VAPOAA is not relevant since CBTB has been considered "Professionally Managed" by law ever since the Association first hired a professional accounting firm to execute financial management services in 2015. Therefore, the excerpt of the VA POAA brought forward by Mr. Ehlman does not apply to Corrotoman By the Bay Disclosure Packages. A copy of the DPOR which cites Legally authorized fees for "Professionally Managed Associations is attached for the record.*

Capital Reserve: Jean Ehlman, Chair - See Report. *Jean Elman recommended that the Association NOT conduct the required Reserve Study as required by the 2019 Code of Virginia Property and Conveyances Chapter 18 Property Owner's Association Act Section 55.1-1826. (Effective October 1 2019 Annual Budget; reserves for capital components this year due to COVID-19. She then passed out copies of an excerpt from the 2019 Code of Virginia Property and Conveyances Chapter 18 Property Owner's Association Act Section 55.1-1826. (Effective October 1 2019 Annual Budget; reserves for capital components (attached) Deb Beutel Read the excerpt which states, " Conduct at least once every five years a study to determine the necessity and amount od reserves required to repair, replace, and restore the capital components as defined in Section 55.1-1800." Motion was made by Cristian Shrilla and 2nded by Kevin McNair to execute the Capaital Reserve Contract Option as budgeted for this fiscal year. All Board members voted to Approve execution of Capital Reserve Study with the exception of Jean Ehlman who voted against execution of the required Capital Reserve Study this fiscal year.*

Committee Reports:

Architectural Review: Lea Gallogly, Chair – See Architecture Report

Communications: Tara Linne, Chair – Info for Annual Meeting and Ballot has been sent to Sentry. Will be mailed out NLT 15 July with 6 candidates for 3 Board Vacancies

Dock: Barry Jackson, Chair – No report.

Hospitality: Vacant –

Finance Committee: Bill Ehlman, Chair – See Report.

Pool: Lisa Adler, Chair - See Pool Report.

Roads & Grounds: James Allen, Chair - Roads Repair Update. See Report.

Tennis: Jean Ehlman, Chair – See Report.

Golf : Jean Ehlman – See Report.

Old Business:

1. Update status and schedule of remediation efforts of all four Corrotoman Extended Project affected property owners current plans. Jeff Craven and Kevin McNair volunteered to lead this project.
2. Rescheduled Annual Meeting is 15 August at 0900 with a rain date of 16 August. We will conduct an outdoor social distancing Annual Meeting per recent Virginia Legislation. Board POCs to coordinate Mailing/ Ballot count with SENTRY will be Kevin McNair and Jeff Craven. SENTRY VP Dave Ciccarelli will attend to address questions and issues concerning the transition to Sentry Management.

New Business:

1. Charter Committee to Review CBTB Documentation and Update in accordance with Virginia Property Owners Act and Local Statutes.
2. Charter new Ad Hoc subcommittee to Pool Committee to review Pool Renovation/Replacement options, costs recommendations and report back to BOD with monthly updates. The primary initial goal of the committee would be to prepare a statement of work and solicit proposals from three pool vendors to address the replacement of the pool. It would be an advisory Committee and work with the Finance Committee to develop various options for consideration by the Board.
3. Since August Meeting is Annual Meeting and Election of Officers, recommend schedule the next Finance Committee meeting prior to 12 September Board Meeting to provide guidance and recommendations to Committee Chairs for development of draft FY 21-22 Budgets with first due by 30 September for initial review at 10 October Board Meeting.

Next Meeting: Rescheduled Annual Meeting Saturday 15 August 2020, 9:00 a.m.

Motion to Adjourn: *Motion made to adjourn the meeting by Lea Gallogly and 2nded by Lisa Adler, it was unanimously Approved. Meeting adjourned at 10:44 a.m.*

Board Member Terms

Lisa Adler (2018-21)	Deb Beutel (2017-20)
Jean Ehlman (2018-21)	Ian Fay (2018-2021)
Lea Gallogly (2017-20)	Carol Greenwalt (2017-20)
Sam Longstreet (2019-22)	Kevin McNair (2019-22)
Cristian Shirilla (2019-22)	

Proposed Schedule of Meetings

15 August 2020
12 September 2020
10 October 2020
14 November 2020
12 December 2020
9 January 2021
13 February 2021
13 March 2021
10 April 2021

Treasurers Report
13 July 2020

Documents Attached.

- Balance Sheet
- Check Register
- Accounts Receivable Summary
- Revenue & Expense Report

Areas of concern:

- *Attorney fees* (cost code 8100) in support of CDE. (Underestimated) Budgeted \$900.00 Actual :\$2,400. Variance: **\$1,500.** (No change from last report)
- *Copy fees* (cost code 8060) supporting mailings etc. (Underestimated) Budgeted \$526 Actual: \$2,037.58. Variance: **\$1,511.58.**
- *Postage* (cost code 8040) supporting mailings, refunds, etc. (Underestimated) Budgeted \$276.00 Actual: \$719.15. Variance: **\$443.**
- *Grass Cutting* (cost code 6901) Requires reprogramming of funds from another cost code will currently run out of money 12 August.

We will need to remain cognizant that we are overspent in these categories and we will need to do a reprogramming action in the next couple of months from a cost code that is **underspending** to ensure we remain within the approved budget amount.

General:

Homeowners 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@sentrymgmt.com.

Contracts:

The following contract was completed this month:

- Earth Resources. Capital Reserve road repair projects.
- Turner, Leins & Gold – Tax Preparation 2019.

Existing contract(s) status:

- DC's Landscaping and Coatings – Landscape Maintenance. Accomplished five "cuts" first invoice for services received 6 July (dated 6/30/2020) and processed to Sentry for payment 7 July 2020. Contract funded through 12 August, additional funding in the

amount of \$3,518.14 needs to be reprogrammed to extend services through 23 September and \$7,718.14 if we extend through 28 October.

The following proposals are pending at this time:

- Miller Dodson – Capital Reserve Study Due 15 June 2020. (Operational funding)
Recommend approval of engagement letter.
- Dredging Proposal- contractor TBD (Capital Reserve funding)
- Bulkhead Proposal – contractor TBD. **NOTE: Funding is NOT available for this project.**

- Collections. Proposals requested from:
 - DSD Law located in White Stone VA,
 - Tarley Robinson, Williamsburg VA
 - Gordon & Rees, Williamsburg VA (incumbent)

Delinquencies:

As reported last month- Tarley-Robinson (Williamsburg VA) was contacted regarding collection services. A copy of their proposal was been provided to Board Members for review
Additional proposals were requested from Dunton, Simmons and Dunton in White Stone 22 June and from our current Gordon, Rees. Neither of which have been received as of this date.

As of 29 June 2020

	<u>Previous Month</u>	<u>Current Month</u>	<u>Variance</u>
Lots:	146	104	-42
Owners:	95	65	- 30
Amount:	\$58,159.21	\$53,263.32	-\$4,895.89

Prior Year Taxes (2012-2018):

State: Received notification dated 1 June 2020 advising that taxes for the time frame 3/2012-2/2013 have not been filed. The Finance Committee advised they would draft a letter regarding the 2012-2013 Awaiting the letter. Suspense 10 July per VA Tax agent.

Federal: No change from Previous Month. Still working with the IRS regarding mitigation of back taxes owed.

Current Tax Year:

Federal and State Taxes were signed and submitted 7 July 2020. The invoice for tax services is at Sentry for processing.

Next Tax Year:

An engagement letter from Turner, Leins & Gold, LLC has been received for the next tax year. Estimated cost of tax preparation for 2020-2021 fiscal year will be \$750.00. All tax information must be submitted prior to 31 March 2021 otherwise an extension will be required.

Pool/Dock Fees:

All pool fees collected manually (here at CBTB) have been returned. Individuals who submitted checks which included tennis fees have also been returned along with a request for members to resubmit their tennis fees to Sentry along with an amenity sheet. Individuals who submitted their fees directly to Sentry need to contact Sentry for reimbursement.

Capital Reserve

1. Capital Reserve balance:
 - a. Monthly transfer of funds from the Operations Account to the Capital Reserve Account as required by the Virginia Property Owners Association did not occur as of the date of the report.
 - b. Road repair previously approved in the amount of \$4,000.00 has been completed. Final contract amount \$3,974.40.
2. Capital Reserve Study. Unchanged from last report. Miller Dodson (conducted the previous report) was contacted 7 May to provide a proposal for the CBTB Capital Reserve Report update. Proposal due date is 15 June 2020. **Recommend approval to proceed.**
3. Approved Projects. The following projects were **APPROVED** for the 2020-2021 Capital Reserve Budget.

Computer Replacement. \$2,200 (includes printer)
Roads \$4,000 (Power raking) **COMPLETED.**
Dock. (Dredging) \$15,000
Swimming Pool (salinators) \$7,524 **Deferred.**

Proposals are requested from the applicable points of contact/Chairperson for contract review/approval.

Other/Miscellaneous

IMPREST Fund Account. An imprest fund is in the process of being established at the local SonaBank. This is an existing account and will be used only for **OPERATIONAL pre-approved** budgetary items such as key replacement. Account balance is not to exceed \$1,000.00.

Financial Review Committee. Need date of next meeting. Agenda items should include planning and programming recommendations of funding needed for next year's Capital Reserve projects, pool replacement, bulkhead replacement/repair at golf course restoration at a minimum.

General

- Answered an inquiry regarding HOA Packets- as a reminder HOA Disclosure Packet is \$146.71 (includes initial lot financial update), each additional lot requires a financial update (\$58.69). There is a fee for expediting the package(s), homeowners should plan ahead to avoid additional fees.
- Received a complaint regarding dangerous dogs within the Community. Homeowner needs to contact the Lancaster Animal Control Officer. They have been advised by the Board, but need to have contact with the homeowner.
- Deb Beutel and Lea Gallogly held a telecon with Sentry (Dave Ciccarelli & Karen Pangakis) 19 June to discuss various issues. They highly recommend we obtain a collections attorney.
- Received an outside the community request for guidelines on Tiny Houses and the establishment of stand alone storage structures.
- Received a report of internet not working- system is responding appropriately. NOTE. Password should be changed in the next couple of weeks to preclude unauthorized access.

CORROTOMAN BY THE BAY ASSOCIATION
 B A L A N C E S H E E T
 July 2020

	OPERATING	RESERVE	TOTAL
CURRENT ASSETS			
1015 UNION BANK - CHECKING - PRIMARY	78,263.88		78,263.88
1041 CHESAPEAKE BANK - CHECKING - OPER	618.69		618.69
1057 SONABANK - SAVINGS - OPER	103.36		103.36
1067 SONABANK - SAVINGS - RESERVE		123,696.41	123,696.41
	-----	-----	-----
	78,985.93	123,696.41	202,682.34
ACCOUNTS RECEIVABLE			
1210 ASSESSMENTS	53,558.32		53,558.32
1250 LEGAL FEES	12,028.78		12,028.78
1272 RECEIVABLES - PRIOR OWNER	360.00		360.00
	-----	-----	-----
	65,947.10	0.00	65,947.10
PREPAID ASSETS			
1310 STATE FARM PKG INS 6/2/20-21 \$4,175.00	3,479.20		3,479.20
	-----	-----	-----
	3,479.20	0.00	3,479.20
	-----	-----	-----
TOTAL ASSETS	<u>148,412.23</u>	<u>123,696.41</u>	<u>272,108.64</u>

CORROTOMAN BY THE BAY ASSOCIATION
 B A L A N C E S H E E T
 July 2020

	OPERATING	RESERVE	TOTAL
CURRENT LIABILITIES			
2010 ACCOUNTS PAYABLE	375.00		375.00
2019 HOMEOWNER REFUNDS	540.00		540.00
2032 DEFERRED ANNUAL ASSESSMENT	63,840.00		63,840.00
2130 PREPAID ASSESSMENTS	4,117.61		4,117.61
	-----	-----	-----
	68,872.61	0.00	68,872.61
RESTRICTED EQUITY - RESERVES			
2271 RESERVES - POOLED SPENT FROM RESERVES		123,696.41	123,696.41
	-----	-----	-----
	0.00	123,696.41	123,696.41
OPERATING EQUITY			
2650 PRIOR YEAR SURPLUS (DEFICIT)	54,290.56		54,290.56
2652 PRIOR YEAR ADJUSTMENTS	(2,613.40)		(2,613.40)
2670 CURRENT YEAR SURPLUS (DEFICIT)	27,862.46		27,862.46
	-----	-----	-----
	79,539.62	0.00	79,539.62
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TOTAL LIABILITIES & EQUITY	<u>148,412.23</u>	<u>123,696.41</u>	<u>272,108.64</u>

DETAILED CHECK REGISTER FROM 06/01/2020 TO 06/30/2020 1015

CHECK#	DV/VNDR	PAYEE	VENDOR VO#	INV#/DT	F-COA	INV DT	ENTRY DT	INV AMT	INVOICE DESCRIPTION	COA	TOT CHECK
	0 000020		164	BNKDRAFT		06/01/2020	06/01/2020	-1,000.00	MANAGEMENT FEE	8020	
DRAFTED		SENTRY MANAGEMENT INC	000020			06/03/2020	1015BAN				1,000.00
	0 000020		166	BNKDRAFT		06/25/2020	06/25/2020	-74.50	POSTAGE CHARGES	8040	
	0 000020		167	BNKDRAFT		06/25/2020	06/25/2020	-277.05	SUPPLY CHARGES	8060	
	0 000020		168	BNKDRAFT		06/25/2020	06/25/2020	-117.38	TRANSFER FEES	8310	
	0 000020		169	BNKDRAFT		06/25/2020	06/25/2020	-5.25	LASER CHECK/DEP SLIP FEE	8060	
	0 000020		170	BNKDRAFT		06/25/2020	06/25/2020	-2.00	DV POSTAGE CHARGES	8040	
	0 000020		171	BNKDRAFT		06/25/2020	06/25/2020	-7.40	DV SUPPLY CHARGES	8060	
DRAFTED		SENTRY MANAGEMENT INC	000020			06/30/2020	1015BAN				483.58
	0 11F07E		147	11375		05/26/2020	05/01/2020	-108.45	11375-0001 May	7910	
100029		NORTHERN NECK ELECTRIC CO	11F07E			06/05/2020	1015GLO				108.45
	0 9DD9AF		2C4167	11441		05/21/2020	06/03/2020	-159.00	Service maintenance	6580	
100030		REDLAW MECHANICAL INC	9DD9AF			06/05/2020	1015GLO				159.00
	0 055300		67E743	05312020		05/31/2020	05/31/2020	-3,498.50	2021 MONTHLY RSV - POOLED	1067	
	0 055300		67E743	05312020		05/31/2020	05/31/2020	3,498.50	2021 MONTHLY RSV - POOLED	2271	
	0 055300		67E743	05312020		05/31/2020	05/31/2020	-3,498.50	2021 MONTHLY RSV - POOLED	9171	
	0 055300		931F4D	06302020		06/30/2020	06/01/2020	-3,498.50	2021 MONTHLY RSV - POOLED	1067	
	0 055300		931F4D	06302020		06/30/2020	06/01/2020	3,498.50	2021 MONTHLY RSV - POOLED	2271	
	0 055300		931F4D	06302020		06/30/2020	06/01/2020	-3,498.50	2021 MONTHLY RSV - POOLED	9171	
100031		CORROTOMAN BY THE BAY ASS	055300			06/05/2020	1015GLO				6,997.00
	0 A110D2		703E70	06.03.20		06/03/2020	06/04/2020	-125.00	Pool access refund	2019	
100032		ANITRA MACKEY	A110D2			06/08/2020	1015G G				125.00
	0 1FEC5F		D8A5A7	0029826		05/28/2020	06/09/2020	-125.23	8282151160029826 6/2-7/1	7945	
100033		ATLANTIC BROADBAND	1FEC5F			06/12/2020	1015GLO				125.23
	0 3093EE		5F348E	000244		06/05/2020	06/10/2020	-180.00	Assessment over payment	2019	
100034		BRIAN GRIMES	3093EE			06/12/2020	1015GLO				180.00
	0 46E800		60F39A	6.5.20		06/05/2020	06/01/2020	-120.00	Mail box	8341	
100035		US POSTAL SERVICE	46E800			06/12/2020	1015GLO				120.00
	0 87D740		23A3FF	000477		06/05/2020	06/10/2020	-60.00	Assessment over payment	2019	

DETAILED CHECK REGISTER FROM 06/01/2020 TO 06/30/2020 1015

CHECK#	DV/VNDR	PAYEE	VENDOR VO#	INV#/DT	F-COA	INV DT	ENTRY DT	INV AMT	INVOICE DESCRIPTION	COA	TOT CHECK
0 87D740			83FF64	00476		06/05/2020	06/10/2020	-550.00	Assessment over payment	2019	
100036		MARK HILL	87D740	06/12/2020	1015GLO						610.00
0 D62D84			78A620	00102A		06/05/2020	06/10/2020	-290.00	Assessment over payment	2019	
100037		BRUCE NEIL SNELLINGS JR	D62D84	06/12/2020	1015GLO						290.00
0 19CF72			4CED63	287		06/03/2020	06/11/2020	-150.00	Dock slip refund	2019	
100038		ERIC CORNWELL	19CF72	06/15/2020	1015G G						150.00
0 1E7125			3E4730	02.14.20		02/14/2020	06/18/2020	-52.65	Duplicate	6510	
100039		SECURA TECH IND INC	1E7125	06/19/2020	1015G G						52.65

											10,400.91

TOTAL PER BANK ACCOUNT:
COA 1015 10,400.91

**** ACCOUNTS RECEIVABLE REPORT****

055300 CORROTOMAN BY THE BAY ASSOCIATION THRU 07/06/2020 RUN JUL 6, 2020 ** ARREARS ONLY ** NO ZERO AMOUNTS LISTED PAGE 4
 *' = AUTOPAY

ACCT#	NAME	ACCOUNT TOTAL	ANNUAL CURRENT	ANNUAL PAST DUE	LEGAL TOTALS	COLLECTION	CLOSINGS
		65,292.10	369.21	52,894.11	12,028.78		
			ANNUAL		LEGAL		
	TOTAL PREPAYS		0.00		0.00		
	TOTAL ARREARS		53,263.32		12,028.78		

CORROTOMAN BY THE BAY ASSOCIATION
 REVENUE & EXPENSE BUDGET COMPARISON REPORT
 JULY 2020

	CURRENT PERIOD	MONTHLY BUDGET	MONTHLY VARIANCE	5 MONTH PERIOD	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
INCOME							
OPERATING INCOME							
4020 ASSESSMENTS - ANNUAL	8,955.00	7,612.50	1,342.50	45,525.00	38,062.50	7,462.50	91,350
4060 LATE CHARGES	0.00	0.00	0.00	341.46	0.00	341.46	0
4090 FEES - DOCK/TENNIS/ETC	5.00	208.33	-203.33	1,570.00	1,041.69	528.31	2,500
4100 INTEREST - OPERATING	0.00	0.00	0.00	0.06	0.00	0.06	0
4190 POOL FEES	-500.00	822.92	-1,322.92	125.00	4,114.56	-3,989.56	9,875
4340 INTEREST - RESERVES	0.00	37.44	- 37.44	121.69	187.14	- 65.45	449
4350 INTEREST ALLOC TO RESERVES	0.00	0.00	0.00	-121.69	0.00	-121.69	0
4970	8,460.00	8,681.19	-221.19	47,561.52	43,405.89	4,155.63	104,174
4980 TOTAL INCOME	8,460.00	8,681.19	-221.19	47,561.52	43,405.89	4,155.63	104,174
EXPENSES							
GROUNDS MAINTENANCE							
6302 ROAD REPAIRS	0.00	121.25	-121.25	0.00	606.25	-606.25	1,455
6510 DOCK MAINTENANCE	0.00	29.17	- 29.17	52.65	145.81	- 93.16	350
6580 REPAIR/MAINTENANCE-GENERAL	0.00	134.83	-134.83	159.00	674.19	-515.19	1,618
6599	0.00	285.25	-285.25	211.65	1,426.25	-1,214.60	3,423

CORROTOMAN BY THE BAY ASSOCIATION
REVENUE & EXPENSE BUDGET COMPARISON REPORT
JULY 2020

	CURRENT PERIOD	MONTHLY BUDGET	MONTHLY VARIANCE	5 MONTH PERIOD	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
CONTRACTS							
6901 GROUNDS MAINTENANCE	0.00	990.16	-990.16	400.00	4,950.74	-4,550.74	11,881
6937 POOL OPERATIONS	0.00	708.75	-708.75	0.00	3,543.75	-3,543.75	8,505
6999	0.00	1,698.91	-1,698.91	400.00	8,494.49	-8,094.49	20,386
POOL/CLUBHOUSE EXPENSE							
7045 POOL REPAIR	0.00	83.33	- 83.33	0.00	416.69	-416.69	1,000
7899	0.00	83.33	- 83.33	0.00	416.69	-416.69	1,000
UTILITIES							
7910 ELECTRIC	-314.67	314.67	-629.34	333.39	1,573.31	-1,239.92	3,776
7920 WATER/SEWER	0.00	197.86	-197.86	- 65.08	989.35	-1,054.43	2,374
7945 INTERNET SERVICE	0.00	110.98	-110.98	314.25	554.90	-240.65	1,331
7960 GAS/FUELS	0.00	83.33	- 83.33	0.00	416.69	-416.69	1,000
7999	-314.67	706.84	-1,021.51	582.56	3,534.25	-2,951.69	8,482
ADMINISTRATIVE							
8013 PAYROLL TAXES	0.00	66.67	- 66.67	47.63	333.31	-285.68	800
8020 MANAGEMENT FEE	1,000.00	1,000.00	0.00	5,000.00	5,000.00	0.00	12,000
8040 POSTAGE	0.00	69.00	- 69.00	795.65	345.00	450.65	828

CORROTOMAN BY THE BAY ASSOCIATION
REVENUE & EXPENSE BUDGET COMPARISON REPORT
JULY 2020

	CURRENT PERIOD	MONTHLY BUDGET	MONTHLY VARIANCE	5 MONTH PERIOD	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
8060 COPIES/PRINTING/SUPPLIES	0.00	43.83	- 43.83	2,327.28	219.19	2,108.09	526
8063 CLUBHOUSE & OFFICE SUPPLIES	0.00	8.33	- 8.33	0.00	41.69	- 41.69	100
8080 CPA SERVICES	0.00	80.35	- 80.35	0.00	401.78	-401.78	964
8100 LEGAL EXPENSE	0.00	75.00	- 75.00	2,444.49	375.00	2,069.49	900
8106 LEGAL EXPENSE - COLLECTIONS	0.00	216.67	-216.67	52.00	1,083.31	-1,031.31	2,600
8120 INSURANCE	347.92	372.92	- 25.00	695.80	1,864.56	-1,168.76	4,475
8143 PERMITS/LICENSES	0.00	7.50	- 7.50	10.00	37.50	- 27.50	90
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	0.00	2,083.31	-2,083.31	5,000
8341 MISCELLANEOUS OPERATING	0.00	18.08	- 18.08	120.00	90.44	29.56	217
8450 CORROTOMAN EXTENSION PROJECT	0.00	33.33	- 33.33	0.00	166.69	-166.69	400
8479	1,347.92	2,408.35	-1,060.43	11,507.85	12,041.78	-533.93	28,900
RESTRICTED TRANSFERS TO RESERVES							
9171 POOLED RESERVES	0.00	3,498.50	-3,498.50	6,997.00	17,492.50	-10,495.50	41,982
9299	0.00	3,498.50	-3,498.50	6,997.00	17,492.50	-10,495.50	41,982
9980 TOTAL EXPENSES	1,033.25	8,681.18	-7,647.93	19,699.06	43,405.96	-23,706.90	104,174

CORROTOMAN BY THE BAY ASSOCIATION
REVENUE & EXPENSE BUDGET COMPARISON REPORT
JULY 2020

	----- CURRENT PERIOD -----	----- MONTHLY BUDGET -----	----- MONTHLY VARIANCE -----	----- 5 MONTH PERIOD -----	----- Y-T-D BUDGET -----	----- Y-T-D VARIANCE -----	----- ANNUAL BUDGET -----
9990 GAIN (LOSS)	<u>7,426.75</u>	<u>0.01</u>	<u>(7,426.74)</u>	<u>27,862.46</u>	<u>(0.07)</u>	<u>(27,862.53)</u>	<u>0</u>

CBTB Association Finance Committee Report July 11, 2020

Finance Committee met after the June 13th CBTB Association Board meeting.

The following actions were taken:

1. Resolution of outstanding tax issues to be handled by Craig Adler and Ian Fay.

2019 Federal & Virginia State Tax Returns – The preparer’s process was reviewed with him and approved. The returns were filed by the CBTB Association Treasurer.

2013 VA State Tax Return - Letter requesting relief, since no tax was due will be sent to the state of VA after the current 2019 Tax returns are filed. The letter was prepared by Ian Fay, 7-8-20.

2. Treasurer to set up petty cash account at local bank to handle local miscellaneous items. Checks written will require two (2) signatures.
3. Bill Ehlman to request a collection proposal from LawMart LC, (Carl Failmetzer, attorney). Proposal has been received.

Bill Ehlman, Chair

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2019 Code of Virginia

Title 55.1 - Property and Conveyances

Chapter 18 - Property Owners' Association Act

§ 55.1-1811. (Effective October 1, 2019) Fees for disclosure packet; associations not professionally managed

Universal Citation: VA Code § 55.1-1811 (2019)

A. An association that is not professionally managed may charge a fee for the preparation and issuance of the association disclosure packet required by § 55.1-1809. Any fee shall reflect the actual cost of the preparation of the association disclosure packet, but shall not exceed \$0.10 per page of copying costs or a total of \$100 for all costs incurred in preparing the association disclosure packet. The seller or his authorized agent shall specify whether the association disclosure packet shall be delivered electronically or in hard copy and shall specify the complete contact information of the parties to whom the disclosure packet shall be delivered. If the seller or his authorized agent specifies that delivery shall be made to the purchaser or his authorized agent, the preparer shall provide the disclosure packet directly to the designated persons at the same time it is delivered to the seller or his authorized agent. The association shall advise the requester if electronic delivery of the disclosure



MAXIMUM ALLOWABLE PREPARATION FEES

Disclosure Packets for Professionally Managed Property Owners' Associations
Includes Fees Updated January 16, 2018 + Law Changes Effective July 1, 2019

Virginia law requires that when selling a home in a property owners' association (POA), the owner must provide a potential purchaser with certain legally required information regarding the home, common areas, and the association. The Property Owners' Association Act (POA Act) calls the legally required information a **disclosure packet**. The packet must be requested by the seller, prepared by the POA, and delivered to the potential purchaser.

Compiling the required documents involves time, effort, and resources, so the law allows the preparer to assess **reasonable fees**, but sets a **maximum amount for such fees**.

The POA Act distinguishes between communities that are "professionally managed" and those run by volunteer member-owners. "Professionally managed" means a common interest community that has engaged (i) a common interest community manager to provide management services to the community or (ii) a person as an employee for compensation to provide management services to the community, other than a resident of the community who provides bookkeeping, billing, or recordkeeping services for that community. (See § 55-509 in the POA Act)

POAs that **are** professionally managed may charge fees as established in § 55-509.6 of the POA Act. (See adjacent table.)

NOTE: Effective July 1, 2019, no professionally managed POA may collect fees authorized by § 55-509.6 of the POA Act unless the association is (i) registered with the Common Interest Community Board (CIC Board), (ii) current in filing its most recent annual report and fee pursuant to § 55-516.1, (iii) current in paying any assessment made by the CIC Board pursuant to § 55-530.1; and (iv) provides the disclosure packet electronically if so requested by the seller or seller's authorized agent.

- See page two of this form for more information on association registration.

PREPARERS of DISCLOSURE PACKETS FOR PROFESSIONALLY MANAGED POAs are allowed to charge **no more than the following maximum fees** for *only* the following tasks:

\$117.37 for **inspection** of the exterior of the dwelling unit and lot *if authorized in the declaration* and as necessary to prepare the disclosure packet.

\$176.05 for **preparation and delivery** of the disclosure packet in **paper form (for no more than two copies)** OR **\$146.71 total** in **electronic form**. Only one fee shall be charged for preparation and delivery of the disclosure packet.

\$58.69 for an additional fee to **expedite** the inspection, preparation, and delivery of the packet (if completed within five business days of the request)—but only if the preparer agrees to do so (*optional* at request of seller/agent).

\$29.34 for an **additional hard copy** of the packet (*optional* at request of seller/agent).

Actual cost for third-party commercial delivery service to **hand-deliver or overnight** the packet (*optional* at request of seller/agent).

\$58.69 post-closing fee charged to the purchaser (*collected at settlement*) to update ownership records of the association.

\$58.69 for pre-settlement **updates** to the packet (*collected at settlement*).

\$117.37 for **additional inspection** of the exterior of the dwelling unit and lot *if authorized* by the association declaration (*optional* at request of purchaser/agent).

To account for inflation, the law automatically adjusts the maximum fees applicable to professionally managed POAs every five years, based on the U.S. Average Consumer Price Index (CPI). The General Assembly established the initial cap amounts in 2008. The current fees (**displayed in bold**) are effective as of **January 16, 2018**. The next mandatory CPI adjustment will occur in 2023.

Corrotoman By The Bay Association

Capital Reserve Study History

FYI:

2002 – VA General Assembly passed a POA capital reserve bill and the Governor signed the bill, stating that a capital reserve study be done by property owners associations every five years. This survey must be completed by 2007.

2011 - CBTB Association completed their first Capital Reserve study on March 14th. Miller Dobson Associates was chosen to do the reserve study. Jean Ehlman organized the capital reserve study with Miller Dobson Associates. Roger Failmetzer, engineer and John Cooper, CBTB facilities manager worked with the Miller Dobson reserve specialist when he visited CBTB for the CBTB Association survey. (Important to have local CBTB property owners to go with the reserve specialist when he or she is doing the capital reserve survey of the CBTB Association property). The study was revised on June 24, 2011 after CBTB Association Board reviewed and commented on the capital reserve survey.

2015 – Saturday, July 18th, Miller Dodson completed their capital reserve survey for CBTB Association. Jean Ehlman organized the survey with Miller Dobson Associates. JJ Allen worked with the reserve specialist. The survey was revised on October 12, 2015. **The CBTB golf course was taken out of the survey as it is really is not a functioning golf course and the additional cost to maintain a golf course was put in the capital reserve survey. It is CBTB Association common grounds. (This should be done in future capital reserve studies).

C. Jean Ehlman, Capital Reserve Chair

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2019 Code of Virginia

Title 55.1 - Property and Conveyances

Chapter 18 - Property Owners' Association Act

§ 55.1-1826. (Effective October 1, 2019)

Annual budget; reserves for capital components

Universal Citation: VA Code § 55.1-1826 (2019)

A. Except to the extent provided in the declaration, the board of directors shall, prior to the commencement of the fiscal year, make available to lot owners either (i) the annual budget of the association or (ii) a summary of such annual budget.

B. Except to the extent otherwise provided in the declaration and unless the declaration imposes more stringent requirements, the board of directors shall:

1. Conduct at least once every five years a study to determine the necessity and amount of reserves required to repair, replace, and restore the capital components as defined in § 55.1-1800;

2. Review the results of that study at least annually to determine if reserves are sufficient; and

**CBTB Architectural Committee
2020 Reviews**

8/14/19		Corrotoman Drive Extension			Request for evaluation sent to Northern Neck Shoreline Management		Pending further action/discussion upon results from Northern Neck Shoreline Management. Awaiting plans from property owners affected.
8/14/19		Lots 36 - 38, Forest Dr. Unregistered 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. In correct address still on file. Will work with Sentry to see if they have received a better mailing address.
8/14/19	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 attempted by owner. Need to discuss possible course of action forward for the future.
9/17/19	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		Neighbor assisting with the removal of trash. Homeowner reported to be looking into this.

CBTB Architectural Committee
2020 Reviews

Completed 2020 Reviews							
Date Recd	Applicant	Description	Permits Required	Deposit Required	Approved/Disapproved	Date CBTB Replied	Comments
4/1/20	Beutel	Lots 42 & 43, Forrest Lane.	Yes	No	Approved.	7-May	CBTB Permit not required since the work is Internal, Lancaster County permit obtained and posted. Approval letter sent to homeowners. COMPLETE
2/8/20	Bob Burrus & Kathleen Moffitt	Lots 525 and 526a	No	No	Approved - deposit will be required if heavy equipment is required.		Letter sent via email to homeowners approving with a requirement for a road deposit if heavy equipment is required. COMPLETE
5/7/20	Holmes/Brubaker	Lot 22 Cove Lane. Installation of a shed	No	No	Approved Contingent of 25' set back from ditch line and 10' from property line. Difficult to ascertain from drawings provided that this was the case. Homeowner reminded.	8-May	Approval Letter sent 5/8/2020 Lot number corrected on 10 May. COMPLETE
4/17/20	Gallogly	Lots 471 & 472. 218 East Highway Drive. Repair and replace steps from the deck to the dock.	Yes	No	Approved by default - sent to board members (Gallogly recused) no reply w/in 30 days		COMPLETE
4/17/20	Gallogly	Lots 457 & 458. Tiny Place/East Highway Drive. Installation of electricity	Yes	No	Approved by default - sent to board members (Gallogly recused) no reply w/in 30 days		COMPLETE
5/31/20	Nelson	Lot 470. Relocate shed	No	No	Approved	2-Jun	Complete

July 11, 2020 Committee Report

The Pool will be closed for the remainder of the 2020 season. The number of members who signed on to join the pool did not meet the 54 we needed in the end to make our budget. The budget had increased due to the estimated chemical costs we received from Sevorg.

I have requested a meeting with the Finance Committee and the Pool Committee soon. It's important that we know where, in the list of projects to be accomplished, the pool is and what suggestions the Finance Committee has for funding.

The committee has two new members, Nick Klaiber and Chip Royer, and we look forward to working with them. They are interested in being involved with eminent discussions on a new pool.

I am looking for 2 additional committee members so that we have a committee of 10.

Interested residents in good standing can contact me directly at lkadler6@gmail.com.

Respectfully Submitted,

Lisa Adler
Pool Committee Chair