

**Corrotoman-By-The Bay Association, Inc.**  
**Final Board of Directors Meeting (MINUTES)**  
**9:00, Saturday, 10 July 2021**

**ZOOM Dial-in**

<https://us02web.zoom.us/j/83121982812?pwd=NWhZWVV0QWd6RFNQSFBQeItqSVV4UT09>

Meeting ID: 831 2198 2812

Passcode: 22503

**One tap mobile 13017158592 Meeting ID: 831 2198 2812 Passcode: 22503**

Find your local number: <https://us02web.zoom.us/u/kd2O28gpur>

**Call to Order: Deb Beutel, President**

**BOD Members Present:** Deb Beutel, Lea Gallogly, Kevin MacNair, JJ Allen, Cristian Shirilla, Don Smith, Sam Longstreet, Lisa Adler (Absent: Matt Crabbe)

**Announcements from Board:**

1. Welcome to newly elected Board members for a three-year term:

- a. **Lisa Adler**
- b. **James Allen**
- c. **Matt Crabbe**

Your new Board of Directors selected the following Officers in accordance with the provisions of the By Laws for the FY 21-22 year:

**President – Deb Beutel**

**Vice President- Lea Gallogly**

**Treasurer – Vacant**

**Secretary – Cristian Shirilla**

2. As per a formal request submitted by a community member the following information regarding the total votes received by each candidate during the Annual Meeting and Election is provided:

Allen - 119

Adler - 103

Crabbe - 87

Howe - 85

Failmezger - 52

Merkowitz - 49

3. The clubhouse is now reopened. Any member in good standing that would like the new door code should send an email request to the CBTB organizational email at [CBTBay@gmail.com](mailto:CBTBay@gmail.com)

4. The Board must review and approve the attached invoice from SEVARG Pools for Emergency Pool Motor replacement and repair in the amount of \$1,631.39 as “Required Emergency Repair.”

**Motion:** Approve the expenditure of \$1,631.39 for replacing the pool pump motor. – Don Smith

**2<sup>nd</sup>:** JJ Allen

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

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5. Cardboard Canoe Build/Race Fundraiser – see attached proposal

**Secretary's Report: Cristian Shirilla** – Review and approve minutes from 15 May 2021 Meeting.

**Motion:** Approve as presented - Don Smith

**2<sup>nd</sup>:** Lisa Adler

**Yes:** Lea Gallogly, Deb Beutel, Don Smith, Cristian Shirilla, Kevin MacNair, JJ Allen

**No:** N/A

**Abstain:** Sam Longstreet

**Treasurer's Report: Vacant .**

- May report(s) (attached) for review and Board approval.
  - Treasurers Report
  - Contracts Report
  - Capital Reserve
  - Collections Report
- Board needs to review and approve revised description of Non-voting Board Member Treasurer's/Bookkeeper's duties in order to advertise and seek resumes for a "Qualified" selection of a Non-voting Board Member Treasurer/Bookkeeper.
- **Motion:** Approve financial report as presented - Lisa Adler
- **2<sup>nd</sup>:** JJ Allen
- **Yes:** All members present
- **No:** N/A
- **Abstain:** N/A

**Finance Committee: Vacant, Chair.** Initial meeting to be scheduled by incoming Chairperson – this is a key volunteer position which will be critical to assisting the Pool Committee in identifying and recommending Pool Financing Options

**Architectural Review: Kevin McNair, Chair** – No report.

- Architecture Committee has sent a letter to the owner of lot 579 concerning the Trailer located on subject lot. The situation has been reported to Lancaster County personnel.
- Discuss status of appraisal of Lot 7A and surveying of Pine Place boundaries
- Letter was sent to Lot owner on 25 June 2021 status update on trailer removal on Lot 579

**Communications: Tara Linne, Chair** – No Report

**Clubhouse/Pavilion/Social: Kristina Allen - Chair**

- July 3<sup>rd</sup> "Appy Hour" at Pool open to the entire Community was a HUGE Success! Thanks to all who came out! It was wonderful to see so many new faces in the Community and we look forward to many more awesome events.
- Planning a Picnic for Labor Day weekend, tentatively **Saturday 4 September 2021!** Please email [CBTBay@gmail.com](mailto:CBTBay@gmail.com) if you are interested in assisting and volunteering in making it a success.
- We would like to combine a Labor Day Picnic with the First ever CBTB Cardboard Canoe Building/Racing Challenge and Fundraiser for the new Pool.

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- Residents would pre-register to participate in a Build and Race a Cardboard Canoe
  - Races will be held in the Pool during the Labor Day Picnic.
  - Cost would be \$50.00 per registrant which includes purchase of a package that include instructions and all materials required to build your Cardboard Canoe.
  - Awards to be provided for various categories.

**Pool: Lisa Adler, Chair** - See report

**Pool Renovation Review Sub-Committee Chair – Kathy Moffitt:** - See report.

- Pool Rule Violators, please report violators. Repeat offenders will have pool privileges suspended/revoked.
- In order to start reviewing financing options for pool renovations, the Pool Renovation Committee is actively seeking estimates for the following:
  - Re-fencing current Pool footprint to Lancaster County code (6 ft fence) with key card entry (providing the fencing and key card reader could be re-used for pool update.)
  - Implementing additional shade options
  - Refurbishing current pool
  - Building a new pool

**Roads & Grounds: James Allen, Chair (effective 1 July)–**

**New Roads and Grounds Chair Topics:**

Roads Repair Update –

- Drainage issues currently being evaluated, and prioritized for action, to include Pine Place (see Architecture Committee Update on Pine Place Survey.
- Chairman to provide recommendations and estimates for various safety rail solution(s) (placement at the end of Corrotoman Extension)
- The Board should consider allowing outside of community members the ability to purchase a Tennis Court use key/pass for \$150.00 per season.

**Below is Report from outgoing Roads and Grounds Chairman: Don Smith (for actions though 1 July):**

- 1) Dock Ln, Cove Ln and Landsend East were fixed after the heavy rains we had by neighbors and myself. Pine Place still has a big hole in the road and need attention.
- 2) JJ, Doug Howe and myself cleaned up around the Club house. Trim up the bushes and along the the drive way.
- I want to thank Kevin McNair for all his help writing the contracts during this past year." Your The Bomb" Also I want to thank everyone in the community for stepping up and helping me cleaning up after the storms this year I couldn't have done it with you Thank you so much for your support.
- I will continue to support this community for the next 2years s a board member and hopefully we can still work together and make it a better place to live.
- Thanks again for all your support
- Don Smith

**Motion:** Approve \$2,000 max capital allocation for repairs for Sandy Lane - Don

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2<sup>nd</sup>: Kevin

Yes: All members present

No: N/A

Abstain: N/A

**Dock Sub-Committee: Barry Jackson, Chair, Assistant Chair – Doug Howe – See Report**

**Tennis: Jean Ehlman, Chair – See Report.**

**Golf: Jean Ehlman, Chair – See Report.**

**Golf Course Upgrades Planning Chair : Mike Gallogly, Chair**– Per the May Board meeting, the Board made the decision to take “no” action on the golf field based on the Survey Monkey results. Mr Smith (Roads and Grounds at the time) made the motion to delay any actions on the golf field until the new Board was elected in June and could meet to discuss the way forward at the July Board meeting. Deb Beutel Board President agreed and further stated that she thought the Survey Monkey questions and results may have been due to insufficient follow-up questions to better quantify the community’s actual desires and additional questions could be formulated by the July Board and resent to the community if so agreed. The golf upgrades planning committee chair stands by for the board to provide concurrent majority guidance.

#### **AD HOC/Special Committees:**

**Chair of Committee for Documentation Rewrite: Kathy Craven, Chair – See Report.** Binders are available for pickup for Documentation Rewrite Committee Members.

- Include verbiage in revised Documentation to support increases to annual assessments based on inflation index as advised by special committee.

**Chair of Legal Advisory Committee: Ed Krill – See Report.**

#### **Old Business:**

**1. CBTB POA owned lot 7a located on Corrotoman Drive:** At the April 24, 2021 meeting the Board approved the expenditure of up to \$350.00 to have an appraisal conducted on Lot 7A in order to prepare to offer that lot up for sale. Net sale proceeds deposited to the Capital Reserve fund and allocated for future pool repairs, improvement and/or replacement. The appraisal was started but, Appraiser was looking for a survey. Architecture Committee to coordinate with Bay Design Group to see if measurements and drawings produced in support of the Corrotoman Extended Project are sufficient to support survey requirements.

**2. The Board approved expenditure of up to \$500.00 for the survey of Pine Place Boundaries:** Objective is to identify the property owned by CBTB property owners and property owned by external to CBTB owners. This will be completed so we can legally determine who owns the properties that are causing flooding and drainage issues on Pine Place. The Board has contracted subject services and is awaiting results.

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## **New Business:**

1. **President's Goals for Fiscal Year 21-22** (Deb Beutel)
  
2. **Recommend the Board vote and approve the procurement and installation of a lockable roadside mailbox.** It should be located in front of the community center so we can transition off dependence of paying annually for a P.O. Box at the Mollusk, Post Office. This will also make mail pickup much easier for Board members, We can keep the P.O. Box through the end of this fiscal year and provide new mailing info on the FY 22-23 Assessment and Amenities Form Mailings. (Lisa Adler)
  - a. **Motion:** Approve \$300 max allocation for installation of a lockable mailbox at the clubhouse.
  - b. **2<sup>nd</sup>:** Lisa Adler
  - c. **Yes:** All members present
  - d. **No:** N/A
  - e. **Abstain:** N/A
  
3. **Serious Continued Violation of Pool Rules:** Due to numerous complaints of residents continuing to jump the 4 foot fence, and others allowing non-pool pass community members into the pool, and numerous teenagers engaging in afterhours pool activities against published rules it is deemed an urgent requirement to replace pool perimeter fence with 6 foot feet to Lancaster County Code and attain a card key system. (Both the fence materials and card key system could be re-used on restored or replaced pool in the future.) (Lisa Adler)
  
4. **Establish an Ad Hoc Committee to review the current annual assessment amount.** As a result of the Survey we are seeking committee volunteers to join an Ad Hoc committee to develop the business case and supporting documentation required to prepare a briefing to the Community in support of increasing the annual POA assessments by \$40 per lot (to \$220.00 per lot) to provide sufficient funding to cover operations and maintenance expenses for pool and tennis court amenities and have all amenities (with the exception of boat and kayak slip/rack rental), included in the annual assessments. This would significantly reduce tax liability and simplify accounting and bookkeeping tasks. The would also research and provide recommendations to the Documentation Rewrite Committee on adjusting Documentation to support increases in Annual assessments to support the inflation index. (Lisa Adler)

**Member Input:** A compilation of member input questions submitted between 15 May 2021 meeting and 7 July 2021 responses are attached.

**Motion:** Send Sentry notice of recompetete by 1 August, 2021

**2<sup>nd</sup>:** JJ Allen

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

**Next Meeting:** 14 August 2021

**Motion to Adjourn:**

**Motion:** Cristian Shirilla

**2<sup>nd</sup>:** JJ Allen

**Yes:** All members present (Don Smith was not present at this point in the meeting)

**No:** N/A

**Abstain:** N/A

**Board Member Terms**

Lisa Adler (2021-24)	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**

14 August 2021  
 11 September 2021  
 9 October 2021  
 13 November 2021  
 11 December 2021

Sevarg Pools, Inc. (2)  
 100 Technology Park Drive  
 Kilmarnock, VA 22482

RECEIVED  
 JUN 29 2021  
 DIVN 65

**Invoice**

Date	Invoice #
6/24/2021	15236

<b>Bill To</b>
Consortium By the Bay Attn: Sentry Management 3619 Little River Turnpike Suite 210 Annandale, VA 22003

Item	Quantity	Description	P.O. No.		Terms
			Rate	Amount	Due on receipt
Service invoice	1	Service Call: 06/13/21	85.50	85.50	
Labor	3	Labor: Replace SHP Motor	76.50	229.50	
Purchased Parts	1	SHP Motor	1,201.03	1,201.03	
Purchased Parts	1	Seal Assembly	49.10	49.10	
Thank you for your business. A 3.5% interest charge will be added to invoices 30 days overdue.			<b>Subtotal</b>	\$1,565.13	
			<b>Sales Tax (5.3%)</b>	\$86.26	
			<b>Total</b>	\$1,651.39	
			<b>Payments/Credits</b>	\$0.00	
			<b>Balance Due</b>	\$1,651.39	

Phone #	Fax #	E-mail
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