

Corrotoman-By-The Bay Association, Inc.
Board of Directors Meeting Minutes
9:00 pm, Sunday, May 7, 2023

Call to Order: **Cristian Shirilla & Lisa Adler, Co-Presidents:** Annual Meeting called to order at 2:00 pm. Board members present: Lisa Adler, Cristian Shirilla, Deb Beutel, Matt Crabbe, Travis Gibbons, Attending by Zoom: Sam Longstreet

Roll Call: **Cristian Shirilla & Lisa Adler, Co-Presidents**

Board members present: Lisa Adler, Cristian Shirilla, Deb Beutel, Matt Crabbe, Travis Gibbons, Attending by Zoom: Sam Longstreet. Quorum achieved.

Community Members Present:

Craig Adler
Kristina Allen
Catherine Bennett
Ken Beutel
Carl Failmezger
Lea Gallogly
Lisa Lindeman
Wayne Lindeman
Rebecca Nelson
Sheena Nichols
Pat Mason
John Rineherd
Kristen Shirilla
Martin Shirilla
John Simmers
Susan Simmers

Reports of Officers:

Secretary, Deb Beutel: Read minutes of May 1st 2022 Meeting and they were unanimously approved by the membership present.

ANNUAL REPORT: Cristian Shirilla & Lisa Adler: Co-Presidents (See attached report)

Treasurer's Report: Claire Smith (No report, will provide update at June Meeting)

Committee Reports: (Brief review of committee accomplishments for the year)

Architectural Review Committee Chair: Cristian Shirilla & Lisa Adler– Committee Members: Dexter Lewis (See attached report)

Collections Committee Chair: Deb Beutel- Committee Members: Ed Krill, Claire Smith, Sam Longstreet (See attached summary report)

Communications Committee Chair: Tara Linne (No report)

Dock Committee Dock Master: Don Smith (See attached report)

Finance Committee Chair: Matt Crabbe- Committee Members: Craig Adler, Ian Fay and Bill Ehlman (See attached report)

Golf Committee Chair: Jean Ehlman- Landon and Parker Shirilla, Penny Davenport, David Hamer (See attached report) Read by Lisa Adler

Pool Committee Chair: Ken Beutel- Committee members: Bill Ehlman, Maria Merkowitz, Barry Jackson, Craig Adler, Chip Royer, Nick Klaiber, Carl Failmezger, Cristian Shirilla, Don Smith, Mike Stevens (See attached report)

Roads & Grounds Committee Chair: Don Smith- Committee members: Dexter Lewis, NEED VOLUNTEERS (See attached report) Read by Cristian Shirilla

Social Committee Chairs: Rebecca Nelson and Alisson Klaiber- Committee members: Kristy Shirilla, Lisa McNair, Hope Crabbe, Debbie Snellings (No report)

Tennis Committee Chair: Jean Ehlman Committee member Glenn Bryant (See attached report) Read by Lisa Adler

Volunteer Legal Committee Chair: Ed Krill (See attached report)

Special Committee:

Documentation Rewrite Committee Chair: Kathy Craven- Committee members, Jean Ehlman, Deb Beutel, Bob Burrus, Carol Greenwalt, Ed Krill, Travis Gibbons (See attached report)

Legal Committee Chair: Ed Krill - (See attached report)

Unfinished Business: N/A

New Business: A motion was made by Travis Gibbons and seconded by Sam Longstreet to Change the date and time of future Annual Meetings the 9:00 am on the first Saturday in May. It was unanimously approved. Therefore, the Annual Meeting for 2024 will be held at 9:00 am on Saturday, May 4th, 2024.

Member Input: Carl Failmezger requested that the following issues be schedule for discussion at the Annual Meeting: Mail Waiver; Liens; & Pool Repairs:

Mail Waiver Issue:

He once again brought up the possible use of a mail waiver to allow members to choose to receive assessment billings and other official Association correspondence via email instead of U.S. Mail. He was reminded again of the previous response with regard to his suggestion that our current Management Form nor CBTB has a tool to validate delivery and receipt of “official” correspondence and therefore that could not be implemented at this time. Mail Waiver Issue:

Liens;

He once again brought up the possible use of recording Liens for all delinquent assessment accounts and was thanked by the current Collections Committee Chair for being the best advertisement for the current very successful efforts being pursued by the Collections Committee which collected in excess of \$14,000.00 in past due assessments since the new Collections program was implements in August 2022, many of which were payments associated with previously recorded Liens and/or Judgements.

Pool Repairs;

He stated he had no comment as he asked for this topic for another community member, and he said he thought Ken Beutel was doing a good job with his effort.

Election of Directors Commences: Counting of ballots commenced at 2:46 PM

Travis Gibbons was appointed as appointed as Assistant Secretary to lead the Election Ballot Counting committee which consisted of the following volunteers: John and Susan Simmers, Neil Snellings, Marty Shirilla and Wayne Lindeman.

Announcement of Elected Directors: Was made at 3:45 p.m. and the following members were elected to serve a three-year term on the CBTB Board of Directors:

Claire Smith, Deb Beutel and Nick Klaiber.

And a special thanks to all who ran for election. We have many other opportunities to serve within the Community!

Motion to go into Executive Session to choose Officers of the Board: A motion was made at 3:53 p.m. by Cristian Shirilla and seconded by Travis Gibbons to go into Executive Session and for the Board to select the slate of officers. It was unanimously approved.

Motion to return to Annual Meeting and Announce Officers: A motion was made at 4:21 p.m. by Lisa Adler and seconded by Travis Gibbons to go back into Regular Session. It was unanimously approved. The newly selected Board slate of officers is:

CBTB Officers:

President:	Cristian Shirilla
Vice President:	Travis Gibbons
Treasurer:	Claire Smith
Secretary:	Deb Beutel

Committee Chairs:

Architecture: Nick Klaiber
Collections: Deb Beutel
Communications: Tara Linne
Finance: Lisa Adler
Golf: Jean Ehlman
Pool: Ken Beutel
Roads & Grounds: Matt Crabbe
Social: Rebecca Nelson & Alisson Klaiber
Tennis: Jean Ehlman

Motion to Adjourn Annual Meeting: A motion was made at 4:22 p.m. by Cristian Shirilla and seconded by Nick Klaiber to go back into Adjourn the May 2023 Annual Meeting. It was unanimously approved.

Proposed Schedule of Meetings
Meetings will now be held every other month:

June 10, 2023
August 12, 2023
October 14, 2023
December 9, 2023



Corrotoman by the Bay (CBTB)
Annual Report
May 7, 2023

Submitted by Lisa Adler and Cristian Shirilla, Co-Presidents

Good afternoon and welcome to the Annual Meeting of CBTB.

When Cristian and I took on this shared role as Co-Presidents we did so knowing that the business of CBTB takes time and attention. Knowing that we wanted the Board of Directors to move CBTB projects and important issues forward towards completion we focused on continuing the work that our prior President had begun.

Since May 2022, our BOD has put forward and the community has passed an increase in our annual assessment fee. We realize this was not what some of the community desired but felt that after all these years of limited increases, aging facilities and a Capital Reserve account that has never been adequately funded, we needed to put an increase to a vote.

We will now be able to build a new pool currently scheduled to begin construction in the fall of 2024 and begin funding a few additional projects listed in the Capital Reserve study. An adhoc committee, offered via email to the community to attend in person or via zoom, met in March to begin the process of looking at a 5 year Capital Reserve funding strategy. A report on this will be presented at the June BOD meeting and another committee meeting will be forthcoming the date TBD.

Progress this year additionally included, many road projects, an established Documentation Rewrite Committee delving into our ancient documents, a collections company hired to assist us with assessments in arrears, signs purchased to warn drivers on Corrotoman Drive of our "Deadman's Curve," tree removal on the circle and from the water by the dock, work to fix the tennis court cracks at no charge to CBTB, our finance committee looking into investing some of our collected assessment fees in a money market fund to make our money work for us, additional cameras to help with security in and around our amenities, we are in the process of purchasing a new router so we don't need to reboot our wi-fi constantly, we are currently evaluating how much insurance is enough if we face a serious situation and we have a new social committee this year currently planning events through the fall.

The challenges we have faced all Boards before us have faced. Having enough funds to maintain our community, figuring out how to spend the money we have for the betterment of all among differing opinions, getting volunteers who can donate their time, and the amount of time it takes to run this community.

The most challenging were passing the assessment and interpretation of our documents vs. precedent set through the years. Please take some time to contemplate what you want now and in the future for this community. Once the Document Re-Write committee presents its proposed changes a presentation(s) will be scheduled and the community can weigh in. If there is anything you would like the committee to consider now as they proceed with the re-write, send your idea(s) to the cbtbay gmail.

The Board can't expect to please every owner in CBTB with decisions we render however we do try to do the best we can.

Recommendations for the next Board to consider:

- add a section to our governing documents on the ability to render cost of living increases to our assessment per year, **if needed**
- consider how variances should be handled between now and the time any new policy may take effect after the re-write effort is complete.
- alert architectural review applicants that before they clear a lot they should submit an application for their entire project

Thank you to all our dedicated volunteers who put so much effort into getting things done around CBTB, we so appreciate your time.

Special thanks to Ed Krill for all of your good counsel. We can't thank you enough!

We have given you a brief overview for this year. Now you will hear from our Committee Chairs about their individual challenges and successes this year.

Respectfully Submitted,
Lisa Adler and Cristian Shirilla

Annual Meeting Committee Reports:

2023 Annual Architecture Committee Report:

In response to an Architecture Review Board Decision appeal submitted to the Board, a variance for construction of garages on Lots 459 and 460 was approved. It was approved at the special meeting conducted immediately prior to the Annual Meeting (details can be found in minutes of May 7th 2023 Special Meeting Minutes). The process for variances is currently being reviewed by the Documentation Rewrite Committee in order to provide less ambiguity and more clarity in the future.

2023 Annual Collections Committee Report: (See attached chart)

2023 Annual Communications Committee Report: (No report)

2023 Annual Dock Committee Report:

Thank you to the several volunteers who helped clean up the Marina last year.

A few boards on the dock were replaced with the only expense being the boards themselves with the work being done by me.

Going forward I am looking into getting power and water to the dock area which means we may have to raise the price of the slip fees to help pay for it.

I've talked with several owners who think it would be worth it. There is no definite timeframe for this, but I'll be trying to get electricity in next year.

Respectfully, Don Smith

2023 Annual Documentation Rewrite Committee Report:

The committee consists of Deb Beutel, Bob Burrus, Kathy Craven, Jean Ehlman, Carol Greenwalt and Travis Gibbons, with Ed Krill being our legal advisor. We started reviewing the governing documents in June, 2022 beginning with the Declaration as it is the "highest" level document and needs community approval. We met eleven (11) times in 2022, generally every two weeks. We have met at least six (6) times in 2023 and are now working on the By-laws. Occasionally, we have to go back and "tweak" our suggested changes ; this happens, for example, when an issue arises (e.g. variances) and we want to ensure compatibility amongst the documents. This is a long and arduous process and we remain committed to getting it done. Don't have a particular finish date but we are currently almost through the By-Laws.

2023 Annual Finance Committee Report: Audit like function was conducted during fiscal year 22-23 and the Finance Committee made a recommendation which was approved in the Special Meeting immediately preceding the Annual Meeting to move Capital Reserve Funds to a higher yield account.

2023 Annual Golf Committee Report:

Flags are now flying at each of the nine holes on the golf course. They are taken down during the cold months to preserve them. Need help in May to repair the two sand traps at holes 1. &

9. Please contact Jean Ehlman via the CBTBay@gmail.com email if you can volunteer to help. We also need use of a rotor tiller. David Hamer is introducing Disc Golf to CBTB on the golf course. Contact him via the CBTBay@gmail.com email if you are interested in learning how to play or if you want to play May 19 – 21. David is setting up those days for property owners to come to the golf course to learn how to play and also play disc golf. There will be a special Memorial Day weekend disc golf event planned. More details will follow. C. Jean Ehlman, Chair

2023 Annual Pool Committee Report: SEVARG opened the Pool last week but, the filter is not yet working due to an electrical issue. Therefore, it is not yet open for swimming. When you see patio furniture out you will know it is open. Thankfully with many volunteers, we will be able to limp along with this pool for the next two years. We can always use more volunteers!

2023 Annual Roads & Grounds Committee Report:

1. Dexter Lewis and I want to thank all the volunteers for stepping up this year which resulted in saving over \$8,000. To me this is the greatest thing we accomplished as a community.
2. For the first time we were able to sign a 3 year contract for mowing which takes a lot off of the Grounds Committee's plate to focus on more important issues.
3. We have repaired 11 roads that included patch work on East Highview, Landsend East, Dock Road and the entrance to Pine Place.
4. We spent a total of \$13,075 this year on the roads and little over \$9,000 went to patch the black top roads the right way.
5. Going forward we have 11 more roads needing work done which includes trimming bushes and some tree cutting to be able to fix them correctly.
6. In conclusion, as chairman, we had a really good year in getting things done and saving the community money at the same time.

Respectfully, Don Smith

2023 Annual Social Committee Report: (No report)

2023 Annual Tennis Committee Report:

A crack on the far court's asphalt has been repaired by Tennis Courts, Inc. at no cost to the CBTB Association. The courts have an active tennis group that plays each weekend. There are also other tennis and pickleball players that use the courts. Many items that are "most useful" to the courts have been contributed by the active tennis group and they are appreciated. Thank you! The lock on deck box on the courts has been broken and is now replaced with a special clip to keep the lid secure on the deck box. This prevents the lid to the box from blowing open during storms, which happened recently and it flooded the box and contents. To get a key to the courts, if you want to play tennis and pickleball, contact Jean Ehlman via the CBTBay@gmail.com email. A copy of the "rules of the courts" which are important to follow when using the courts will be given to you, when picking up your key, filling out and signing your amenities application. You can also look on the CBTB website for the courts rules. Glenn Bryant, committee member, will give out a court key, one per household, at the annual

meeting to those property owners in good standing that have E-mailed Jean Ehlman in advanced their desire to play tennis and pickleball on the CBTB courts and would like a key. C. Jean Ehlman, Chair

Collections Committee Progress Update

8/1/2022				5/3/2023			
<u>Year</u>	<u>%</u>	<u>Delinquent</u>	<u>Assessment</u>	<u>Year</u>	<u>%</u>	<u>Delinquent</u>	<u>Assessment</u>
2019	5.9%	\$ 6,615.90	\$ 111,600.00	2019	4.9%	\$ 5,417.80	\$ 111,600.00
2020	6.7%	\$ 7,421.46	\$ 111,600.00	2020	5.9%	\$ 6,550.97	\$ 111,600.00
2021	9.2%	\$ 10,298.75	\$ 111,600.00	2021	8.1%	\$ 9,080.84	\$ 111,600.00
2022	12.9%	\$ 14,432.20	\$ 111,600.00	2022	10.3%	\$ 11,458.20	\$ 111,600.00
2023-	-	-	-	2023	10.4%	\$ 16,770.00	\$ 161,200.00
Overall	8.7%	\$ 38,768.31	\$ 446,400.00	Overall*	8.1%	\$ 49,277.81	\$ 607,600.00
*Notice reduced delinquency percentage even with annual assessment increase.							

The above numbers include collectible bad debt from FY 2019 forward. In addition to the info provided above, we are tracking past due balances from PRIOR to FY19 which include \$26,458.77 in judgements and \$6,170.80 in recorded Liens. The Collections Committee will meet in June 2023 to start reviewing current 2023 delinquent accounts the purpose of recording additional Liens or Warrants in Debt based on Return-on-Investment (ROI) criteria set forth in the Current Collections Policy.,