
Corrotoman-By-The Bay Association, Inc.
Minutes of Board of Directors Meeting
9:00 am, Saturday, August 12, 2023

Call to Order the March BOD meeting: Cristian Shirilla President due to technical difficulties with ZOOM meeting called or order at 9:14 am. Present at Meeting: Cristain Shirilla, Deb Beutel, Claire Smith, Nick Klaiber, and via telephone, Sam Longstreet. Quorum present to conduct business.

Secretary's Report: Deb Beutel - Minutes of June 10th BOD meeting presented to the Board for approval. Motion made by Claire Smith and 2nd by Cristian Shirilla to approve. Unanimously approved.

Treasurer's Report: Claire Smith – Treasurers Report presented for Board Approval. Motion made by Deb Beutel and 2nd by Cristain Shirilla to approve. Unanimously approved.

Vice President's Report: Travis Gibbons

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 Merkwitz, 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:

1. Capital Reserve Committee Presentation provided by Ken Beutel. After which a motion was made by Deb Beutel to delay the start of pool build one year to start in 2025 vice 2024 in order to maintain a larger Capital Reserve balance for other contingencies. Motion was 2nd by Claire Smith, Unanimously approved.

New Business:

1. Need a Club House Manager/POC for repairs and rental of clubhouse.

Member Input:

1. **Cindy Blevins** requested status of Board Approval for School Bus parked on Pine Place from Architecture committee.
2. **Brett Dawson** mentioned that Lancaster County is getting close to passing policy on short term rentals and we should consider such in Documentation rewrite effort. Potentially should require Architecture committee approval for short term rentals due to impact to amenities and county service.s

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 October 14, 2023 at 9:00 AM

Motion to adjourn Board meeting: Motion to adjourn made by Nick Klaiber and 2nd by Deb Beutel. Unanimously approved. Meeting adjourned at 10:18 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, December 9, 2023, 9 am

Saturday, February 19, 2024, 9 am

Saturday, April 13, 2024, 9 am

Annual Meeting, Saturday, May 4th, 9am

8/12/2023 meeting

Treasurer's Report

5/31 & 6/30

Bi-monthly meetings

Documents Attached

- | | | |
|---|----------------------------|------------|
| - | Balance Sheet | May & June |
| - | Revenue and Expense Report | May & June |
| - | Accounts Payable | May & June |

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

Fiscal Year 2022-2023 Amenity Payments:

Status of Payments received as of 8/1/23

Dock:	2,000	2 slips remain open
Kayak:	<u>50</u>	
Total:	2,050	

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:

For the next few months our account manager will be Amber Chadill working with Shannon while she takes time to tend to some family medical issues.

Ongoing Business:

Assessments totaling \$159,354 were billed with \$140,746 collected leaving a balance of just over \$68,000.

We continue working on collections with some positive results.

I looked into pricing of new blinds and found we can get the plastic type for \$22/each and metal for \$49/each. My recommendation is to go with metal since they are more durable. Also, only change the ones in the main meeting room as the kitchen and office are in good shape.

We do have the funds in our Chesapeake account to cover these but I wanted to get board approval before ordering.

CORROTOMAN-BY-THE-BAY ASSOCIATION

Balance Sheet
As of 05/31/23

Account Description	Operating	Reserves	Other	Totals
ASSETS				
CIT - OPERATING ACCOUNT	122,067.04			122,067.04
CHESAPEAKE BANK OPERATING	1,925.71			1,925.71
CIT - RESERVE ACCOUNT		18,997.49		18,997.49
BLUE RIDGE BANK RESERVES		162,226.60		162,226.60
A/R - ASSESSMENTS & FEES	78,243.82			78,243.82
ASSESSMENT A/R RESERVE	(36,094.00)			(36,094.00)
A/R - FROM OP / (FROM RES)		3,416.99		3,416.99
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
TOTAL ASSETS	167,413.63	184,641.08	.00	352,054.71
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LIABILITIES & EQUITY				
ACCOUNTS PAYABLE	35.98			35.98
A/P - DUE FOR LEGAL FEES	56.00			56.00
A/P - TO RES / (TO OP)	3,416.99			3,416.99
PREPAID ASSESSMENTS	3,597.13			3,597.13
KEY DEPOSITS (DOCK KEYS)	1,210.00			1,210.00
TOTAL CURRENT LIABILITIES	8,316.10	.00	.00	8,316.10
RESERVES EQUITY - PRIOR		178,952.57		178,952.57
TOTAL RESERVES	.00	178,952.57	.00	178,952.57
OPERATING EQUITY - PRIOR	26,376.64			26,376.64
CURRENT YR NET PROFIT / (LOSS)	132,720.89	5,688.51	.00	138,409.40
TOTAL OPERATING	159,097.53	5,688.51	.00	164,786.04
TOTAL LIABILITIES & EQUITY	167,413.63	184,641.08	.00	352,054.71
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CORROTOMAN-BY-THE-BAY ASSOCIATION

INCOME / EXPENSE STATEMENT

Period: 05/01/23 to 05/31/23

Description	Current Period			Year-To-Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
OPERATING ASSESSMENTS	(5,291.67)	00	(5,291.67)	153,418.33	158,860.00	(5,441.67)	158,860.00
INTEREST EARNED - OPERATING	5.55	8.33	(2.78)	15.11	24.99	(9.88)	100.00
LATE FEES BILLED	(14.00)	.00	(14.00)	320.00	.00	320.00	.00
FEES - DOCK / TENNIS / ETC	220.05	200.00	20.05	620.05	600.00	20.05	2,400.00
POOL INCOME	.00	.00	.00	(150.00)	.00	(150.00)	.00
TOTAL OPERATING INCOME	(5,080.07)	208.33	(5,288.40)	154,223.49	159,484.99	(5,261.50)	161,360.00
GROUNDS MAINTENANCE	2,550.00	1,491.67	(1,058.33)	2,591.05	4,475.01	1,883.96	17,900.00
GENERAL MAINT & REPAIR	.00	228.75	228.75	.00	686.25	686.25	2,745.00
ROAD REPAIRS	.00	445.83	445.83	.00	1,337.49	1,337.49	5,350.00
DOCK MAINTENANCE	115.83	41.67	(74.16)	178.20	125.01	(53.19)	500.00
ELECTRICITY	113.07	229.17	116.10	339.61	687.51	347.90	2,750.00
GAS / FUELS	.00	58.33	58.33	707.24	174.99	(532.25)	700.00
WATER & SEWER	58.11	158.33	100.22	143.11	474.99	331.88	1,900.00
INTERNET	305.35	63.33	(242.02)	843.96	189.99	(653.97)	760.00
GENERAL ADMINISTRATIVE	162.27	.00	(162.27)	162.27	.00	(162.27)	.00
MISCELLANEOUS OPERATING	.00	16.67	16.67	.00	50.01	50.01	200.00
MANAGEMENT FEE	500.00	500.00	.00	1,500.00	1,500.00	.00	6,000.00
POSTAGE / COPIES / SUPPLIES	35.98	170.00	134.02	577.69	510.00	(67.69)	2,040.00
TAXES & FEES	.00	23.33	23.33	130.00	69.99	(60.01)	280.00
BAD DEBTS	1,116.30	1,333.33	217.03	3,911.71	3,999.99	88.28	16,000.00
INSURANCE	4,335.00	404.17	(3,930.83)	4,335.00	1,212.51	(3,122.49)	4,850.00
LEGAL FEES	.00	333.33	333.33	.00	999.99	999.99	4,000.00
LEGAL FEES-COLLECTIONS	343.00	250.00	(93.00)	343.00	750.00	407.00	3,000.00
POOL OPERATIONS	.00	835.42	835.42	157.95	2,506.26	2,348.31	10,025.00
POOL MAINTENANCE	1,001.81	.00	(1,001.81)	5,581.81	.00	(5,581.81)	.00
TOTAL OPERATING EXPENSES	10,636.72	6,583.33	(4,053.39)	21,502.60	19,749.99	(1,752.61)	79,000.00
OPERATING NET PROFIT / (LOSS)	(15,716.79)	(6,375.00)	(9,341.79)	132,720.89	139,735.00	(7,014.11)	82,360.00
RESERVE ASSESSMENTS - CAPITAL	5,291.67	5,291.67	.00	5,291.67	15,875.01	(10,583.34)	63,500.00
INTEREST EARNED - CAP RESERVES	299.06	.00	299.06	396.84	.00	396.84	.00
TOTAL RESERVE INCOME	5,590.73	5,291.67	299.06	5,688.51	15,875.01	(10,186.50)	63,500.00
TOTAL RESERVE EXPENSES	.00	.00	.00	.00	.00	.00	.00
RESERVES NET PROFIT / (LOSS)	5,590.73	5,291.67	299.06	5,688.51	15,875.01	(10,186.50)	63,500.00
TOTAL NET PROFIT / (LOSS)	(10,126.06)	(1,083.33)	(9,042.73)	138,409.40	155,610.01	(17,200.61)	145,860.00

CASH DISBURSEMENTS

Starting Check Date: 5/01/23 Cash account #: "All"
 Ending Check Date: 5/31/23

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account #:		11001	CIT - OPERATING ACCOUNT		
5/01/23	1082	1	ACS WEST, INC.	500.00	MANAGEMENT FEE
5/03/23	1083	3	ACS WEST, INC.	70.66	UNPAID FEES @ CLOSING
5/03/23	100100	702774	NORTHERN NECK ELECTRIC COOP.	113.07	113751001
5/04/23	1084	2	ACS WEST, INC.	112.05	APRIL23 P&C
5/04/23	100101	703140	MO & J'S YARDWORK, LLC	2,220.00	MONTHLY SERVICE
5/12/23	100102	703071	BREEZELINE	148.84	8282 15 116 0029826
5/16/23	1085	667446	DEBORAH BEUTEL	109.00	REIMB FOR WEBINAR
5/17/23	100103	703140	MO & J'S YARDWORK, LLC	330.00	MONTHLY SERVICE
5/23/23	1086	3	ACS WEST, INC.	50.30	REIMB PROXY MAILING COST
5/23/23	100104	350	STATE FARM INSURANCE	4,335.00	96-58-4087-9
5/24/23	100105	703042	SEVARG POOLS, INC.	1,001.81	NEW MOTOR
5/30/23	1087	669048	DONALD SMITH	115.83	REIMB DOCK KEY
5/30/23	100106	701793	GORDON & REES	343.00	LEGAL SERVICES
5/30/23	100107	701913	VIRGINIA AMERICAN WATER	58.11	1027-210037207877

Totals: 9,507.67

CORROTOMAN-BY-THE-BAY ASSOCIATION

Page: 1

Balance Sheet
As of 06/30/23

Account Description	Operating	Reserves	Other	Totals
ASSETS				
CIT - OPERATING ACCOUNT	114,299.29			114,299.29
CHESAPEAKE BANK OPERATING	2,005.71			2,005.71
BLUE RIDGE BANK RESERVES		187,163.23		187,163.23
A/R - ASSESSMENTS & FEES	75,157.82			75,157.82
ASSESSMENT A/R RESERVE	(36,094.00)			(36,094.00)
A/R - FROM OP / (FROM RES)		3,451.06		3,451.06
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
TOTAL ASSETS	156,639.88	190,614.29	.00	347,254.17
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LIABILITIES & EQUITY				
ACCOUNTS PAYABLE	26.45			26.45
A/P - ACS WEST INC	(8.00)			(8.00)
A/P - TO RES / (TO OP)	3,451.06			3,451.06
PREPAID ASSESSMENTS	4,126.13			4,126.13
KEY DEPOSITS (DOCK KEYS)	1,210.00			1,210.00
TOTAL CURRENT LIABILITIES	8,805.64	.00	.00	8,805.64
RESERVES EQUITY - PRIOR		178,952.57		178,952.57
TOTAL RESERVES	.00	178,952.57	.00	178,952.57
OPERATING EQUITY - PRIOR	26,376.64			26,376.64
CURRENT YR NET PROFIT / (LOSS)	121,457.60	11,661.72	.00	133,119.32
TOTAL OPERATING	147,834.24	11,661.72	.00	159,495.96
TOTAL LIABILITIES & EQUITY	156,639.88	190,614.29	.00	347,254.17
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CORROTOMAN-BY-THE-BAY ASSOCIATION

INCOME / EXPENSE STATEMENT

Period: 06/01/23 to 06/30/23

Description	Current Period			Year-To-Date			Yearly Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING ASSESSMENTS	(4,851.67)	.00	(4,851.67)	148,566.66	158,860.00	(10,293.34)	158,860.00
INTEREST EARNED - OPERATING	5.02	8.33	(3.31)	20.13	33.32	(13.19)	100.00
LATE FEES BILLED	.00	.00	.00	320.00	.00	320.00	.00
FEES - DOCK / TENNIS / ETC	80.00	200.00	(120.00)	700.05	800.00	(99.95)	2,400.00
POOL INCOME	.00	.00	.00	(150.00)	.00	(150.00)	.00
TOTAL OPERATING INCOME	(4,766.65)	208.33	(4,974.98)	149,456.84	159,693.32	(10,236.48)	161,360.00
GROUNDS MAINTENANCE	2,400.00	1,491.67	(908.33)	4,991.05	5,966.68	975.63	17,900.00
GENERAL MAINT & REPAIR	.00	228.75	228.75	.00	915.00	915.00	2,745.00
ROAD REPAIRS	.00	445.83	445.83	.00	1,783.32	1,783.32	5,350.00
DOCK MAINTENANCE	.00	41.67	41.67	178.20	166.68	(11.52)	500.00
ELECTRICITY	111.05	229.17	118.12	450.66	916.68	466.02	2,750.00
GAS / FUELS	.00	58.33	58.33	707.24	233.32	(473.92)	700.00
WATER & SEWER	514.73	158.33	(356.40)	657.84	633.32	(24.52)	1,900.00
INTERNET	148.84	63.33	(85.51)	992.80	253.32	(739.48)	760.00
GENERAL ADMINISTRATIVE	172.07	.00	(172.07)	334.34	.00	(334.34)	.00
MISCELLANEOUS OPERATING	.00	16.67	16.67	.00	66.68	66.68	200.00
MANAGEMENT FEE	500.00	500.00	.00	2,000.00	2,000.00	.00	6,000.00
POSTAGE / COPIES / SUPPLIES	263.36	170.00	(93.36)	841.05	680.00	(161.05)	2,040.00
TAXES & FEES	750.00	23.33	(726.67)	880.00	93.32	(786.68)	280.00
BAD DEBTS	55.00	1,333.33	1,278.33	3,966.71	5,333.32	1,366.61	16,000.00
INSURANCE	.00	404.17	404.17	4,335.00	1,616.68	(2,718.32)	4,850.00
LEGAL FEES	963.00	333.33	(629.67)	963.00	1,333.32	370.32	4,000.00
LEGAL FEES-COLLECTIONS	102.00	250.00	148.00	445.00	1,000.00	555.00	3,000.00
POOL OPERATIONS	.00	835.42	835.42	157.95	3,341.68	3,183.73	10,025.00
POOL MAINTENANCE	191.59	.00	(191.59)	5,773.40	.00	(5,773.40)	.00
CLUBHOUSE MAINTENANCE	325.00	.00	(325.00)	325.00	.00	(325.00)	.00
TOTAL OPERATING EXPENSES	6,496.64	6,583.33	86.69	27,999.24	26,333.32	(1,665.92)	79,000.00
OPERATING NET PROFIT / (LOSS)	(11,263.29)	(6,375.00)	(4,888.29)	121,457.60	133,360.00	(11,902.40)	82,360.00
RESERVE ASSESSMENTS - CAPITAL	5,291.67	5,291.67	.00	10,583.34	21,166.68	(10,583.34)	63,500.00
INTEREST EARNED - CAP RESERVES	681.54	.00	681.54	1,078.38	.00	1,078.38	.00
TOTAL RESERVE INCOME	5,973.21	5,291.67	681.54	11,661.72	21,166.68	(9,504.96)	63,500.00
TOTAL RESERVE EXPENSES	.00	.00	.00	.00	.00	.00	.00
RESERVES NET PROFIT / (LOSS)	5,973.21	5,291.67	681.54	11,661.72	21,166.68	(9,504.96)	63,500.00
TOTAL NET PROFIT / (LOSS)	(5,290.08)	(1,083.33)	(4,206.75)	133,119.32	154,526.68	(21,407.36)	145,860.00

CASH DISBURSEMENTS

Starting Check Date: 6/01/23 Cash account #: "All"
 Ending Check Date: 6/30/23

Check-Date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account #: 11001			CIT - OPERATING ACCOUNT		
6/01/23	1088	1	ACS WEST, INC.	500.00	MANAGEMENT FEE
6/06/23	100108	702774	NORTHERN NECK ELECTRIC COOP.	111.05	113751001
6/06/23	100109	384	LAFAYETTE, AYERS & WHITLOCK	56.00	COLLECTION FEES
6/06/23	100110	703141	TURNER, LEINS & GOLD, LLC	750.00	TAX RETURNS
6/06/23	100111	703187	PARADISE CLEANING, LLC	325.00	JANITORIAL
6/07/23	100112	384	LAFAYETTE, AYERS & WHITLOCK	901.00	6759
6/08/23	1089	2	ACS WEST, INC.	35.98	MAY23 P&C
6/08/23	100113	703071	BREEZELINE	148.84	8282 15 116 0029826
6/13/23	1090	3	ACS WEST, INC.	70.66	REIMB UNPAID SET UP FEE
6/14/23	1091	703173	U.S. POSTAL SERVICE	146.00	12 MONTHS BOX RENTAL
6/21/23	100114	701913	VIRGINIA AMERICAN WATER	514.73	1027-210037207877
6/21/23	100115	703042	SEVARG POOLS, INC.	191.59	CHEMICALS
6/21/23	100116	703140	MO & J'S YARDWORK, LLC	2,400.00	MONTHLY SERVICE
6/22/23	1092	702291	CORROTOMAN BY THE BAY	5,291.67	RESERVE TRANSFER
6/28/23	1093	667446	DEBORAH BEUTEL	164.00	REIMB FOR COURT FILINGS
6/28/23	1094	669074	KENNETH BEUTEL	236.91	REIMB FOR ROUTER
Totals:				11,843.43	
Cash account #: 11501			CIT - RESERVE ACCOUNT		
6/01/23	1002	VOID		.00	Void
Totals:				.00	

CBTB Association Committee Reports, August 12th, 2023 Board Meeting

Architecture Committee Report:

Architecture Committee Update – Nick Klaiber, Chair

We have three previously unreported applications and associated decisions. I attach all of the relevant submissions and communications.

- In May, Carl Failmezger submitted two applications. The first was for removal of an “old, dilapidated house” on Lot 462 for which he obtained a demolition permit from the county. In response to questions from the Committee, Mr. Failmezger committed “to remove the entire structure and have a clean ground.” While he suggested he may build a garage later, Mr. Failmezger committed to submitting a separate application if he decided to do so. The Committee agreed to approve this application, supplemented by this additional information, and reminded Mr. Failmezger to adhere to the plans he had outlined.
- The second from Mr. Failmezger was to erect a “Wooden Pergola-Style Trellis” on his garden plot (Lot 446-47). In response to the Committee’s request, Mr. Failmezger also submitted a drawing of the trellis. The Committee agreed to approve this application, supplemented by this additional information, and reminded Mr. Failmezger to adhere to the plans he had outlined.
- The third application, from June, came from Rod and Deb Brittenham, who sought to erect a shed on their property. They provided detailed plans and specifications for the shed and its location, which contemplated a metal roof, LP SmartPanel Siding, painted beige with white trim. The Committee viewed the shed as well within the construction standards for the community, and approved the application.

In addition, I also intend to follow up on a few other matters in the coming days and weeks. First, I corresponded with Mr. Failmezger about moving the gravel in his culvert. He committed to doing so, but has not taken action to date. I also will be contacting the landowner for the lot at the corner of West Highview and Corrotoman Drive to demand that they maintain the property, before the community has to step in to do so at the landowner’s expense. Finally, I have heard that the A-Frame near the marina also may require the same maintenance reminder, and once I get a chance to look myself and confir, I’ll be sending correspondence there as well.

Capital Reserve Committee Report:

Initial estimate was \$29,469 per year or estimated payments of \$2,455 per month for a 15 year loan. The revised estimate was \$33,950 per year with estimated payments of \$2,829 per month for the same 15 year period.

If the pool payments were to start in Feb ‘25, there would be months in multiple years through Mar ‘27 when the Cap Reserve allocation would fall below \$30,000.

By deferring exactly one year, the Cap Reserve allocation would not fall below \$53,000 in any year and the following items can still be considered for replacement:

<u>Cap Reserve #</u>	<u>Description</u>	<u>Amount</u>
69	Tennis Court Color Coat	\$15,840
5	Reshape gravel roads	\$21,405
93	Channel Dredge	\$15,000
13	Clubhouse roof	\$18,480
92	Boat ramp	\$7,140
69	Tennis Court Color Coat	\$15,840
86	Pier replacement	\$26,375
87	Pilings	\$13,720
85	Pier decking	\$10,138
	Subtotal	\$143,938

Deferred from Cap Reserve in March 2023

<u>Cap Reserve #</u>	<u>Description</u>	<u>Amount</u>
15	Clubhouse windows	\$9,158
16-20	Clubhouse doors	\$7,035
38	Bathroom re-remodel (men)	\$15,000

39	Bathroom re-remodel (women)	\$14,500
30, 37	Kitchen remodel	\$6,440
51	HVAC	\$6,500
52	Generator	\$6,000
50	TV	\$800
77-81	Playground equipment	\$11,455
	Subtotal	\$76,888

Additional items added 7-29-2023

	Flashing around chimney	\$2,000
	New blinds	\$0
	Screen door-kitchen	\$500
	Electronic Key system	\$5,000

Additional discussion on scheduling to have the septic system pumped and assessed for the bathrooms in the club house.

Collections Committee Report: No Collections committee Meeting was held during July or August. We will reconvene in September and provide an updated status for the October meeting. The Amendment to the Declaration for the Annual Assessment Increase was filed with the Courthouse.

Communications Committee Report: No Report

Dock Committee Report: No Report

Documentation Rewrite Committee Report:

DOCUMENT REWRITE COMMITTEE MEETING JULY 18,2023

Members in attendance:

Bob Burrus

Kathy Craven

Jean Ehlman

Ed Krill

We skipped over Billing and Collections and went to Section 50 of the Administrative Policy Manual, Common Facilities Use/Access/Responsibilities. We changed c to read:

All pets that may come in contact with other residents or animals shall be on a leash. Pets should not be allowed to become a nuisance in accordance with county ordinance.

We also added subsection d. : Under no circumstances shall a pet be allowed to roam free in the absence of supervision by its owner.

We deleted C(6) in Section 60.

We added B (9) in Section 70: No pets allowed inside clubhouse

We need to find out to whom the clubhouse requests get submitted. Currently it states the clubhouse superintendent. (C. (3))

We deleted D. (4)

Again in paragraph E we need to find out who the clubhouse superintendent is.

We changed the wording of E(4) to read: Any damage occurred during private use is the financial responsibility of the member.

We added a line on the clubhouse form to check a box yes or no as to whether alcohol will be served.

We need to confirm whether there's a gas grill to rent in Section 80.

We eliminated D (4). And to conform to section 70 we changed the wording to read; Any damage during private use is the financial responsibility of the member.

We recommend changing the Amenities form to read that the Clubhouse or Pavillion rental needs a separate form as does the dock and kayak rental.

We ended the meeting by starting to review the Road Policy, Section 90. We need to research when golf carts were allowed on community roads because the current policy forbids them.

Next meeting is Wednesday, August 2, 2023.

DOCUMENT REWRITE COMMITTEE 8/2/2023

Members in attendance:

Bob Burrus
Kathy Craven
Jean Ehlman
Carol Greenwalt
Ed Krill

We skipped over the Billing and Collections section again because we are waiting from updates from that Committee.

In section 100, Swimming Pool, we eliminated section A.

We changed B.1. to read: All members in good standing and their guests shall be allowed access to the pool. Only access to the pool is via the keyed gate which should be kept locked at all times. No fence jumping is allowed.

Deleted reference to the courtesy pone in subsection 3.

Eliminated Sections 4 and 5.

Changed request to one week instead of two in section 6.

Added a section to read: Please close umbrellas when exiting the pool area.

In section C, subsection 4, eliminated requirement for a shower. (need to check whether there is a foot spigot)

Shortened subsection 6 to read "rafts or large flotation devices are not permitted.

Added a section : "No smoking in pool area."

Deleted application for pool pass because the amenities form now covers pool users.

In Section 110, Tennis Courts, we eliminated section A.

Added the sentence, "Please lock courts when leaving" to B.1.

In subsection 4, added (s) to guest.

Changed subsection 5 to read: Keys are issued to members in good standing who want to play tennis/pickleball. Members need to contact tennis representative or board for key after filling out the amenities application.

In subsection 7, added language: "Be careful not to track dirt or mud onto the courts. If the courts are wet after a rain, use the roller to eliminate the water."

In subsection 9 (a) we reduced the limit to one hour and deleted (c).

Deleted subsection 10.

Added to subsection 11(a) that a large group using the facilities must schedule in advance and (c) any personal injury.

Also added a subsection to read : "no pets, skateboards, roller skates, roller blades, cycles, motor or pedal, are allowed on the courts.

Also added another subsection: "No smoking allowed on the courts."

Finally deleted application for season tennis court pass as that is subsumed on the amenities application.

Next meeting is Wednesday, August 16, 2023 where we will start with Section 120, Due Process.

Finance Committee Report:

Finance Committee Meeting 7/29/2023

Finance Chair, Lisa

In person: Lisa Adler, Cristian Shirilla, Craig Adler, Bill Ehlman, Ken Beutel, Claire Smith, Don Smith. On Zoom: Lea Gallogly, Sam Longstreet, Travis Gibbons, Scott Kellam

The Finance Committee met with the Capital Reserve Chair and committee members. We discussed timing and financing for the new pool which then allowed us discussion on Capital Reserve spending.

New Pool: Ken Beutel, Chair, Capital Reserve Committee

We discussed and calculated the inevitable increased cost of the pool in terms of what our loan would look like for fall 2024 and forward for the 15 year life of the loan.

Given our assumptions, the current financial climate, construction costs, and fiscal responsibility, Ken estimated the cost of the new pool build in Fall 2024 will be nearly \$4,500 higher than originally planned for and therefore more of a drain on our Annual Cap Res funds than the entire group agreed was comfortable.

Ken then made the suggestion that we defer until Fall 2025 to start the new pool build.

This would allow us to fund, through the life of the loan, several other Cap Res items we have been putting off for lack of funding. There are significant opportunities to meet other needs for our community while still replacing the pool if we held off until Fall 2025.

Therefore, the Finance and Cap Reserve Committee members unanimously agreed to ask the BOD to take a vote on moving the new pool build to 2025/26.

Golf Committee Report:

No Report

Golf Chair – Jean Ehlman

Pool Committee Report:

Just a quick reminder to please close umbrellas when you leave the pool area as we had to replace 50% of the umbrellas last month. Also, please no glass at the pool! The pool is looking great and glad so many in the community are enjoying it!

Ken Beutel, Chair

Roads & Grounds Committee Report:

1. Patched several roads in the neighborhood with asphalt millings
2. Removed a tree branch logged under the dock at the marina with the help of Cliff Dawson
3. Removed the dead branches on the golf course
4. Sprayed the tennis courts for weeds and grass. One more to the done list

To be done list

1. fix the storage shed door and ceiling
2. Repair broken picnic tables
3. Replace blinds in club house
4. check hole repair on roads

CBTB extended has an area on the shoreline that is going to continue to let the bank erode if a more gradual slope is not constructed .

thanks, Matt

Social Committee Report: No report

Tennis & Pickleball Committee Report:

No report

Jean Ehlman, Chair

Webmaster Report: : No report

On Jun 4, 2023, at 5:12 PM, Debra Brittenham
<rdsjr_us@yahoo.com> wrote:

Nick,

I understand you are the current Architecture Committee Chair for CBTB. Attached is an application for adding a shed to our property.

Let us know if you have any questions,

Rod and Deb Brittenham

<Shed for 1380 Corrotoman Drive.pdf>

Application # _____ Name BILLYE HARRIS Lot# 83-85 Phone# 763-55-7900

Corrotoman By The Bay (CBTB)

Land Use and Construction Application

Instructions:

The Architectural Control Committee, appointed by the Board of Directors of CBTB, has prepared the following application to assist property owners in construction projects and enhancements to private properties located within this subdivision. This application is intended to cover all areas as defined in the covenants but may be modified by descriptive comments and attachments as needed to meet any special request of property owners. Please refer to Article VI and VII of your covenants for building and land use limitations.

Return application to: **CBTB P.O. Box 99 Mollusk, Va. 22517**

1. New construction (permanent requiring foundation)

- A. Submit one full set of plans with elevations
- B. Submit one Lancaster County approved site plan or survey with construction area outlined
- C. List exterior wall finish: Wall _____
- D. Roof Material _____

2. Additions and alterations to existing structures

- A. Submit plans or scale drawing of proposed project
- B. Submit copy of plat with scale drawing of site work
- C. Exterior finish: before, _____ ; after, _____
- D. Roof material: before, _____ ; after, _____

3. Pools, septic systems, site work or any work requiring heavy equipment on CBTB roads

- A. Submit copy of plat and health permit outlining the scope and location of work

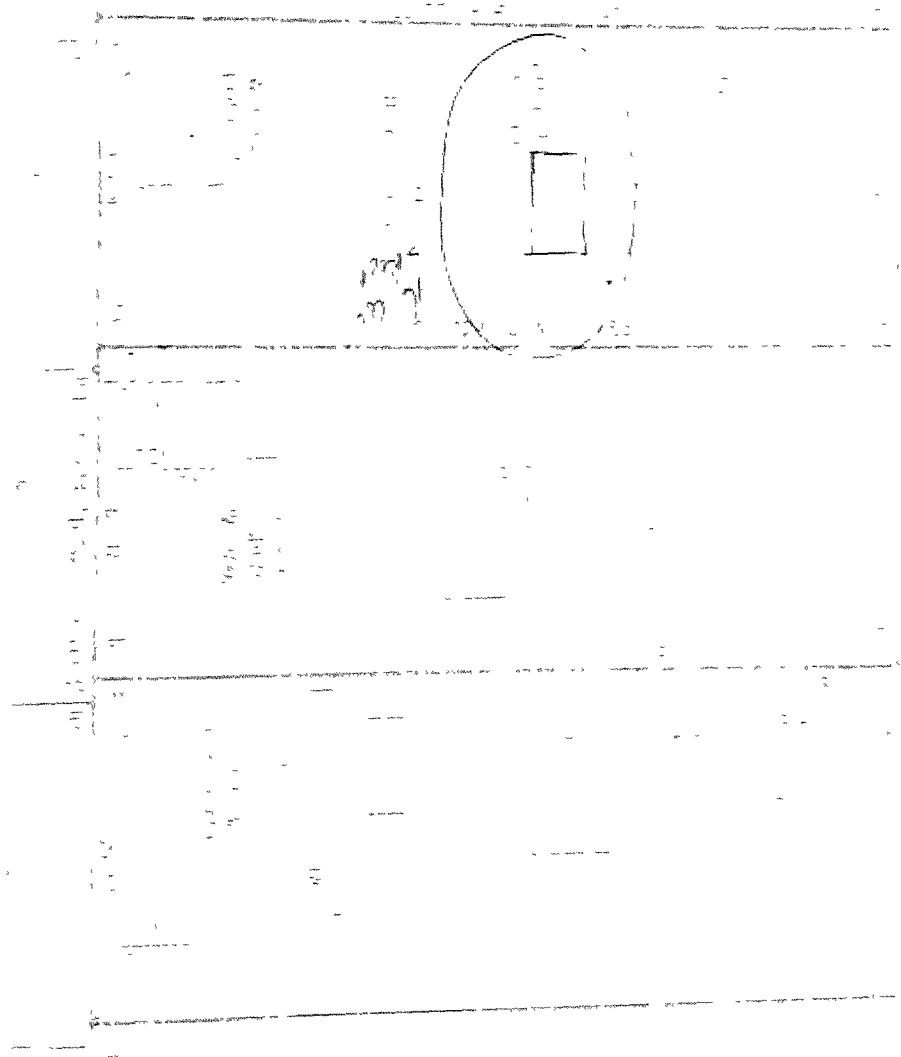
4. Storage facilities and non permanent structures (not requiring foundations)

- A. Submit plans, scale drawings or manufacturers specifications
- B. Submit copy of plat with location of proposed structure to scale
- C. Exterior finish: painted tongue + groove
- D. Roof material: metal

5. Fences, walls or other structures not outlined

- A. Submit copy of plat showing the location of proposed work to scale
- B. List dimensions: height _____, section length _____, total length _____
- C. Material: _____
- D. Description: _____

PLAN OF THE ...



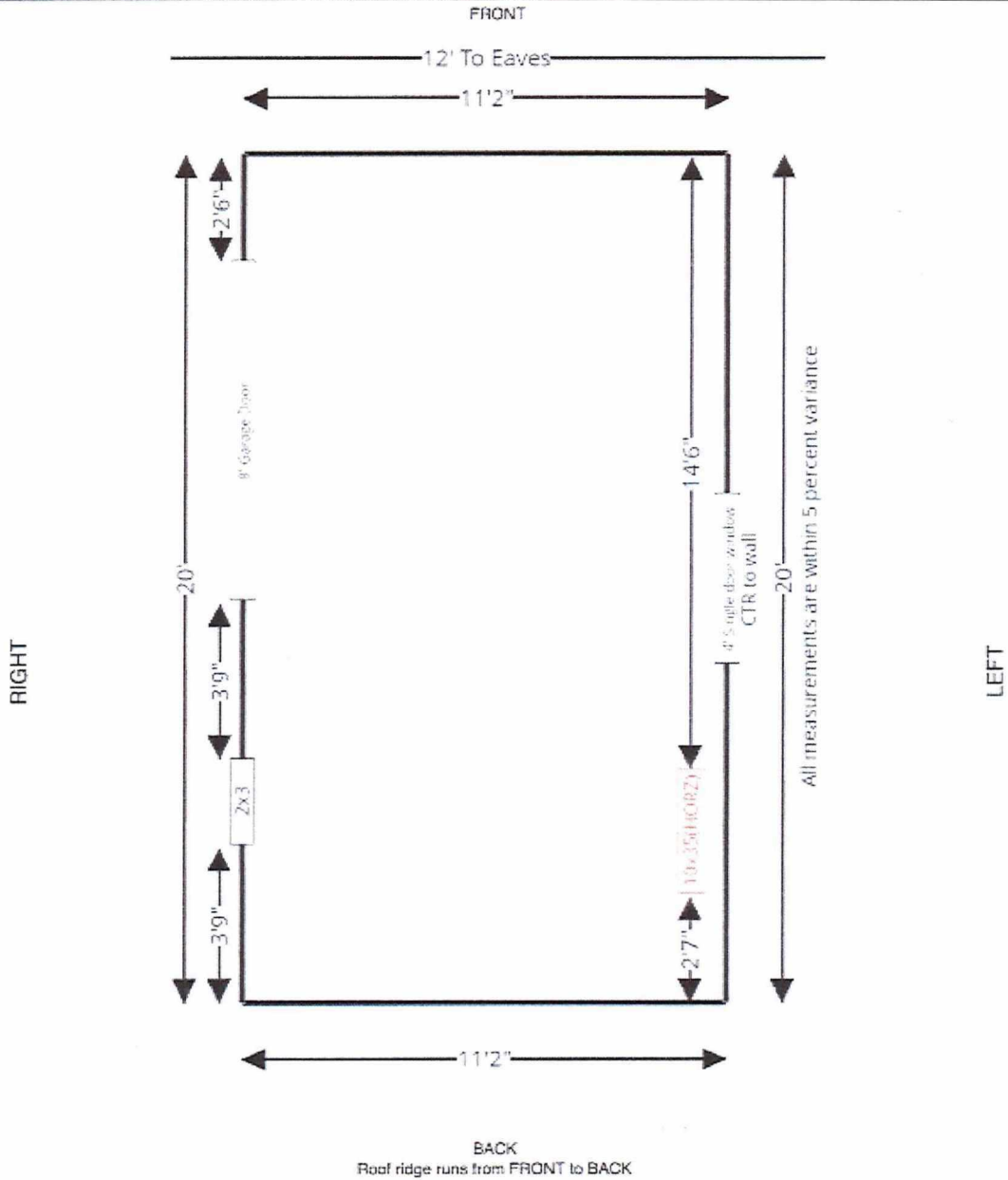
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(S: 06/02/2023) R: 06/02/2023 10:41am (America/Chicago) by: Bob Makulowich - #2

Old Hickory Buildings, LLC - DRAWING SHEET

Please send along with work order and order sheet on all custom orders - Order Number: 1099273

Sales Lot Kilmarnock Sheds, LLC Date 06/02/2023
Customer Name Rod Brittenham Bldg Type/Size 8' Utility (8' Walls) 12x20



Customer Signature: Rod Brittenham
Customer agrees that diagram is accurate; changes will be subject to fee.

15 06/02/2023 8:18 06/02/2023 10:44am (Amount of Amount for Paid Materials) 40

Old Hickory Buildings, LLC - ORDER SHEET

Please send along with work order: order sheet and drawings sheet to a customer case # 1099277

Sales Lot Kilmarnock Sheds LLC Date 06/02/2023
 Customer Name Rod Brittenham Bldg Type/Size 8' Utility (8' Walls) 12x20

Bldg Type	Utility (8' Walls)
Finishing	Engineered Panels T&G
Roof	Ocean Blue - Metal
siding Type	LP SmartPanel
Exterior Finish	Painted
Wall Color	Beige Paint
Trim Color	Barn White Paint
Door Color	Beige
Window Color	Barn White
Interior Color	

Item	Price	Qty	Total Price
12" On Center Floor Joists	INCLUDED		
8' Walls	175.00 EA	1	\$175.00
Barn White Trim	70.00 EA	1	\$70.00
Ocean Blue Roof	60.00 EA	-	\$60.00
2x6 Floor Joists	0.40 / SF	240	\$96.00
8' Garage Door	805.00 EA	-	\$805.00
2x3 Window	105.00 EA	-	\$105.00
4 Single Door with Window	230.00 EA	1	\$230.00
10x35 (Horz) Window	120.00 EA	1	\$120.00
Double Door	165.00 EA	-1	\$165.00
TOTAL OPTIONS PRICE			\$1496.00

Build Notes/Comments:

(HORZ) window(s) will be placed at the top of the wall, unless otherwise noted.
 10x35 (HORZ): (Left Wall - 27" from left corner)

Delivery Directions/Instructions.

Customer Signature _____
 Customer agrees that the above information is accurate. Changes will be subject to fee.

From: nicholas klaiber <nick.klaiber@gmail.com>

Date: June 11, 2023 at 7:26:27 PM EDT

To: Debra Brittenham <rdsjr_us@yahoo.com>

Cc: Cristian Shirilla <cshirilla11@gmail.com>, Dexter Lewis <lewisdexter96@gmail.com>, cbtbay@gmail.com

Subject: Re: Shed application for 1380 Corrotoman Drive

Rod and Deb —

The Committee has discussed your application and it is hereby approved.

Please don't hesitate to reach out with any future projects. I hope you enjoy the new shed!

Nick

Sent from my iPhone

On Jun 5, 2023, at 7:02 PM, nicholas klaiber <nick.klaiber@gmail.com> wrote:

Hi Rod and Deb,

Thanks for sending this over. I'll get with the other committee members and we'll follow up if we have any questions before we render a decision.

Sent from my iPhone

Application # _____ Name CARL FAIRMORIS Lot# 402 Phone# 804 313 5986

Corrotoman By The Bay (CBTB)

Land Use and Construction Application

Instructions:

The Architectural Control Committee, appointed by the Board of Directors of CBTB, has prepared the following application to assist property owners in construction projects and enhancements to private properties located within this subdivision. This application is intended to cover all areas as defined in the covenants but may be modified by descriptive comments and attachments as needed to meet any special request of property owners. Please refer to Article VI and VII of your covenants for building and land use limitations.

Return application to: **CBTB P.O. Box 99 Mollusk, Va. 22517**

1. New construction (permanent requiring foundation)

- A. Submit one full set of plans with elevations
- B. Submit one Lancaster County approved site plan or survey with construction area outlined
- C. List exterior wall finish: Wall _____
- D. Roof Material _____

2. Additions and alterations to existing structures

- A. Submit plans or scale drawing of proposed project
- B. Submit copy of plat with scale drawing of site work
- C. Exterior finish: before, _____ ; after, _____
- D. Roof material: before, _____ ; after, _____

*REMOVAL OF
OLD DILAPIDATED
HOUSE*

3. Pools, septic systems, site work or any work requiring heavy equipment on CBTB roads

- A. Submit copy of plat and health permit outlining the scope and location of work

4. Storage facilities and non permanent structures (not requiring foundations)

- A. Submit plans, scale drawings or manufacturers specifications
- B. Submit copy of plat with location of proposed structure to scale
- C. Exterior finish: _____
- D. Roof material: _____

5. Fences, walls or other structures not outlined

- A. Submit copy of plat showing the location of proposed work to scale
- B. List dimensions: height _____, section length _____, total length _____
- C. Material: _____
- D. Description: _____

Additional comments or information: I HAVE A DEMO PERMIT FROM COUNTY, EXPIRES 8/23 BUT EXTENDABLE 6 MONTHS.
NO HEAVY EQUIPMENT - JUST BY PICK UP TRUCK

Items 1, 2, & 3 require a one thousand dollar (\$1000) road damage deposit held in escrow during the construction phase. This deposit is returned after all work is completed and an inspection certifies there is no damage to CBTB property. This fee does not apply to any construction site entirely accessed by roads under control of the Virginia Department of Transportation. The property owner assumes all responsibility for their agents and or contractors during the term of this project. The property owner agrees to reimburse CBTB for all costs of repairs in excess of the deposit and any costs of collection including reasonable attorney's fees.

The property owner shall comply with all local, state and federal regulations and codes applicable to the project.

All structures shall be completed on the exterior within **6 months** from start of construction.

Signed: [Signature] (Seal) Date: 5/3/2023
 Property Owner

_____(Seal) Date: _____
 Property Owner

Accepted: _____ Date: _____
 Architectural Control Committee Chairperson

Deposit required: Y N Amount: _____ Check# _____ Date: _____

Post Construction

Approved: _____ Date: _____
 Road Committee

Deposit returned: _____ Date: _____

Please allow **30 days** from acceptance by the Architectural Committee for Board approval. Incomplete applications will not be approved. Please contact the Architectural Committee or Board member if you have a question concerning this application. Every effort will be made to expedite your request in conformity with the Covenants of CBTB.

A signed copy of this application approved in accordance with the covenants of CBTB shall serve as notice of compliance to proceed with work.

Revised: Pending review and approval

Application # _____ Name CARL ADUMBER Lot# 447 Phone# 5986

446 804 313

Corrotoman By The Bay (CBTB)

Land Use and Construction Application

Instructions:

The Architectural Control Committee, appointed by the Board of Directors of CBTB, has prepared the following application to assist property owners in construction projects and enhancements to private properties located within this subdivision. This application is intended to cover all areas as defined in the covenants but may be modified by descriptive comments and attachments as needed to meet any special request of property owners. Please refer to Article VI and VII of your covenants for building and land use limitations.

Return application to: **CBTB P.O. Box 99 Mollusk, Va. 22517**

1. New construction (permanent requiring foundation)

- A. Submit one full set of plans with elevations
- B. Submit one Lancaster County approved site plan or survey with construction area outlined
- C. List exterior wall finish: Wall _____
- D. Roof Material _____

WOODEN PERGOLA-STYLE GARDEN TRELIS

2. Additions and alterations to existing structures

- A. Submit plans or scale drawing of proposed project
- B. Submit copy of plat with scale drawing of site work
- C. Exterior finish: before, _____ ; after, _____
- D. Roof material: before, _____ ; after, _____

3. Pools, septic systems, site work or any work requiring heavy equipment on CBTB roads

- A. Submit copy of plat and health permit outlining the scope and location of work

4. Storage facilities and non permanent structures (not requiring foundations)

- A. Submit plans, scale drawings or manufacturers specifications
- B. Submit copy of plat with location of proposed structure to scale
- C. Exterior finish: _____
- D. Roof material: _____

5. Fences, walls or other structures not outlined

- A. Submit copy of plat showing the location of proposed work to scale
- B. List dimensions: height 6, section length 16, total length 80
- C. Material: WOOD
- D. Description: WOOD GARDEN TRELIS TO REPLACE UGLY TEMPORARY PLASTIC

Additional comments or information: NO HEAVY EQUIPMENT

Items 1, 2, & 3 require a one thousand dollar (\$1000) road damage deposit held in escrow during the construction phase. This deposit is returned after all work is completed and an inspection certifies there is no damage to CBTB property. This fee does not apply to any construction site entirely accessed by roads under control of the Virginia Department of Transportation. The property owner assumes all responsibility for their agents and or contractors during the term of this project. The property owner agrees to reimburse CBTB for all costs of repairs in excess of the deposit and any costs of collection including reasonable attorney's fees.

The property owner shall comply with all local, state and federal regulations and codes applicable to the project.

All structures shall be completed on the exterior within 6 months from start of construction.

Signed: [Signature] (Seal) Date: 5/3/2023
Property Owner

Property Owner (Seal) Date: _____

Accepted: _____ Date: _____
Architectural Control Committee Chairperson

Deposit required: Y N Amount: _____ Check# _____ Date: _____

Post Construction

Approved: _____ Date: _____
Road Committee

Deposit returned: _____ Date: _____

Please allow 30 days from acceptance by the Architectural Committee for Board approval. Incomplete applications will not be approved. Please contact the Architectural Committee or Board member if you have a question concerning this application. Every effort will be made to expedite your request in conformity with the Covenants of CBTB.

A signed copy of this application approved in accordance with the covenants of CBTB shall serve as notice of compliance to proceed with work.

Revised: Pending review and approval

Sent from my iPhone

On May 18, 2023, at 9:08 AM, nicholas klaiber
<nick.klaiber@gmail.com> wrote:

Carl —

I hope you are well. I am Nick Klaiber, and we met after the last Board meeting. I am the new Chair of the Architecture Committee, and Dexter and Cristian are currently serving alongside me.

We're in receipt of the two applications you have made. One for the pergola/trellis replacement and one for demolition of the structure on your property. I was hoping you could provide some additional information to complete your application that would help us render a decision:

1. Do you have a picture of what the new pergola/trellis would look like?
2. Will you please resubmit to specify that all demolished materials (both the old plastic pergola/trellis and the demolished structure) will be hauled away as part of the project?

3. Will you please provide us with your plan for the end state of the area that would be left by demolition of the structure? In other words, how do you plan to address whatever foundation or vacant spot, as the case may be, that would be left by the demolition project?

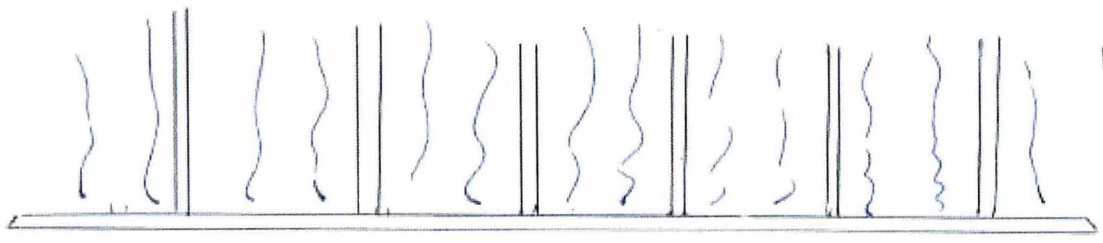
We look forward to hearing from you on these points.
Once we get clarity we may have a few more questions but I anticipate an expeditious decision

Thanks,

Nick Klaiber

446 & 447 CBTR GARAGE REAR - STREET VIEW

2x6 RAIL - 80 feet in length



6 feet
4x6 (PT)
6 feet tall

DEPTH = 50 feet

Vegetable Plants growing up year or nets

From: nicholas klaiber <nick.klaiber@gmail.com>

Date: May 30, 2023 at 12:37:05 PM EDT

To: carlfailmezger@gmail.com

Cc: Cristian Shirilla <cshirilla11@gmail.com>, Dexter Lewis <lewisdexter96@gmail.com>, [cibtay@gmail.com](mailto:cbtbay@gmail.com)

Subject: Re: Recent Applications to Architectural Committee

Hi Carl—

Thank you for the additional information and drawing you provided to me last week. So that all of the information is on this original chain I reproduce your email and drawing below (your email in italics):

For the old house removal, I plan to remove the entire structure and have a clean ground. I may build a garage later, but will apply to do so if that happens. I am removing the entire structure.

For the garden trellis, I attach a drawing... sorry that my artistic skills are lacking. 6 feet tall, 80 feet wide and 50 feet deep... more than 25 feet from each lot line ,, more than 50 feet from front lot line

All metal and plastic materials will be removed in 2023, but now I have hundreds of plants growing up these pieces for this season.

The Architectural Review Committee has discussed your applications. As supplemented by the additional information you provided by email (which we treat as incorporated into your submission), the Committee approves them. Please be sure to adhere to the plans you have outlined and apply again if/when you intend to build any new structures.

Thanks,

Nick

Sent from my iPhone

On May 22, 2023, at 9:20 PM, nicholas klaiber
<nick.klaiber@gmail.com> wrote:

Carl —

Just following up on the below. Please let us know soon. Thanks.