

Corrotoman-By-The Bay Association, Inc.
Final Board of Directors Meeting MINUTES (FINAL)
9:00, Saturday, 13 November 2021

ZOOM Dial-in

<https://us02web.zoom.us/j/83121982812?pwd=NWhZWVV0QWd6RFNQSFBQeitzSVV4UT09>

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

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

Announcements from Board:

Secretary's Report: Cristian Shirilla – Review and approve minutes from 9 October 2021 Meeting.

Motion to approve as presented: JJ Allen

2nd: Matt Crabbe

Yes: All members present

No: N/A

Abstain: N/A

Treasurer's Report: Claire Smith – See Attached Treasurer's report.

Motion to approve as presented: Lea Gallogly

2nd: Lisa Adler

Yes: All members present

No: N/A

Abstain: N/A

Finance Committee: Matt Crabbe, Chair – No report

Architectural Review: Kevin McNair, Chair – No report.

Communications: Tara Linne, Chair – No Report

Clubhouse/Pavilion/Social: Kristina Allen, Chair

Pool: Lisa Adler, Chair, Pool Committee Report: (see attached)

Pool Renovation Review Sub-Committee Chair – Kathy Moffitt:

Roads & Grounds: James Allen, Chair

- Contract for repair of Sandy Lane will need to be executed next fiscal year.
- Currently reviewing current Lawn Mowing Contract and Snow Removal Contracts.
- A ZOOM Meeting was scheduled with Roads and Grounds Committee and Residents of Corrotoman Extended on Wednesday 22 September to discuss concerns and issues with regard to a potential guard rail solution. Roads and Grounds Committee to schedule follow-on meeting/

Dock Sub-Committee: Barry Jackson, Chair - Assistant Chair, Doug Howe

Tennis: Jean Ehlman, Chair : See report

Golf: Jean Ehlman, Chair: See report

Golf Course Upgrades Planning Chair : Mike Gallogly, Chair– No Report

AD HOC/Special Committees:

Chair of Committee for Documentation Rewrite: Kathy Craven, Chair – No Report.

Chair of Legal Advisory Committee: Ed Krill – No Report

Old Business:

- 1. Roads and Grounds Chair** to present & discuss requirement for Association to fund under road drainage repair between lot 3 and lot 4 and guard rail solution for Corrotoman Extension at a future date.
- 2. CBTB Association Vice President has forwarded copies of our current Insurance Policies and Riders to counsel for a legal review as to the sufficiency** of the current insurance policies to adequately protect the Community and Association's assets. Will provide a report at a future Meeting.
- 3. The Board of Directors awarded a contract to ACS West as our new Professional Financial Management Services Company last month.** The contract took effect on 1 November. You should have received a letter from ACS West already requesting you update you customer file and contact information. Please be on the look out for a ZOMM meet and great meeting with ACS West in the near future. Contact info for ACS West:

Corrotoman by the Bay
c/o ACS West, Inc
1904 Byrd Avenue
Suite 100

Richmond, VA 23230

Phone: 804-282-7451

Or email to: shannon@acswest.org

New Business:

1. Please ignore the erroneous email from SENTRY Management discussing a change to their billings process. They are no longer under contract to CBTB.

Member Input:

Next Meeting: 11 December 2021

Motion to Adjourn Meeting: 9:48am

Motion to adjourn: JJ Allen

2nd: Lea Gallogly

Yes: All members present

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

13 November 2021

TBD - Special Meeting to Brief Community on Pool Committee Recommendations

11 December 2021

8 January 2022

5 February 2022

12 March 2022

9 April 2022

Annual Meeting & Election – Sunday, 1 May 2022

Corrotoman-By-The Bay Association, Inc.
Final Board of Directors Meeting Agenda
9:00, Saturday, 13 November 2021

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Announcements from Board:

Secretary's Report: Cristian Shirilla – Review and approve minutes from 9 October 2021 Meeting.

Treasurer's Report: Claire Smith – See Attached Treasurer's report.

Finance Committee: Matt Crabbe, Chair – No report

Architectural Review: Kevin McNair, Chair – No report.

Communications: Tara Linne, Chair – No Report

Clubhouse/Pavilion/Social: Kristina Allen, Chair

Pool: Lisa Adler, Chair, Pool Committee Report:

Pool Renovation Review Sub-Committee Chair – Kathy Moffitt:

Roads & Grounds: James Allen, Chair

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Dock Sub-Committee: Barry Jackson, Chair - Assistant Chair, Doug Howe

Tennis: Jean Ehlman, Chair : See report

Golf: Jean Ehlman, Chair: See report

Golf Course Upgrades Planning Chair : Mike Gallogly, Chair– No Report

AD HOC/Special Committees:

Chair of Committee for Documentation Rewrite: Kathy Craven, Chair – No Report.

Chair of Legal Advisory Committee: Ed Krill – No Report

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New Business:

1. Please ignore the erroneous email from SENTRY Management discussing a change to their billings process. They are no longer under contract to CBTB.

Member Input:

Next Meeting: 13 November October 2021

Motion to Adjourn Meeting:

Board Member Terms

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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

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11 December 2021

8 January 2022

5 February 2022

12 March 2022

9 April 2022

Annual Meeting & Election – Sunday, 1 May 2022

Corrotoman-By-The Bay Association, Inc.
Final Board of Directors Meeting Minutes (DRAFT)
9:00, Saturday, 9 October 2021

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Call to Order: Deb Beutel, President 9:02am

Attendance: Deb Beutel, Lea Gallogly, Don Smith, Clair Smith, Cristian Shirilla, JJ Allen, Sam Longstreet, Kevin MacNair

Announcements from Board:

Secretary's Report: Cristian Shirilla – Review and approve minutes from 11 September 2021 Meeting.

Motion: Approve as presented Don Smith

2nd: Sam Longstreet

Yes: All members present

No: N/A

Abstain: N/A

Treasurer's Report: Claire Smith – See Attached Treasurer's report.

Motion: Approve as presented by Cristian Shirilla

2nd: Don Smith

Yes: All members present

No: N/A

Abstain: N/A

Motion: Approve \$500 to be transferred from Sentry operational account to the Primis account made by Don Smith

2nd: Kevin MacNair

Yes: All members present

No: N/A

Abstain: N/A

Finance Committee: Vacant, Chair. – This is a key volunteer position which will be critical to assisting the Pool Committee in identifying and recommending Pool Financing Options Request Community Members interested in serving in this capacity send resume to CBTBay@gmail.com for Board Consideration.

Architectural Review: Kevin McNair, Chair –

Actions:

Fence approved at 190 E. Highview Dr
Carport approved 116 Pine Place
Boat shed approved 232 E. Highview Dr

Communications: Tara Linne, Chair – No Report

Clubhouse/Pavilion/Social: Kristina Allen, Chair

- Please email CBTBay@gmail.com if you are interested in helping to plan future social events.
- **Join us for the Third Annual Trunk or Treat** in front of the clubhouse on 30 October from 5:00-6:30 p.m. Decorate your car or trunk and provide a fun and safe place for neighborhood kids to Trick or Treat.
- **Join us for Adult Ghost Stories by the Firepit:** on Saturday 30 October at 7:30 p.m. till the witching hour.....near the Pavilion, BYOB and snacks

Pool: Lisa Adler, Chair, Pool Committee Report:

Pool Renovation Review Sub-Committee Chair – Kathy Moffitt:

- Lisa inquired about a refund from Sevalg for supplies hoping to filter some funds back into our budget. As it turned out they said no but we have used many of the supplies we have.
- A crew lead by Cristian Shirilla and Scott Kellam will be working to find this weekend and fix the leak in our pool pipes so that we can open up next summer and not bleed water. I wish them lots of luck and a HUGE thanks for all of their generous donation of materials and time. If we had a company do this again it would have cost us much more.
- The pool committee has received estimates on a survey of the area around the pool and clubhouse grounds surrounding the pool. We are evaluating the estimates through Chip Royer and Craig Adler, Kathy and I to determine who to hire for the appropriate scope of work. Architectural design cannot happen until we have the survey and the earliest the work can be done, based on the estimates we have received, is November. This is a process and we want to do it right.
- We will need to request more funds from the Capital Reserve for the survey. If this expense needs to be voted on by the BOD I'd like to request that the pool committee receive approval for an expenditure of no more than \$1,000. This would be for the time being so that if we choose the company that can do the survey in November, we are able to move forward.

Motion: Approve an amount not to exceed \$1,000 to have a survey performed on the pool and clubhouse area to proceed with obtaining estimates for pool replacement project – Sam Longstreet

2nd: Don Smith

Yes: All members present

No: N/A

Abstain: N/A

Motion: All Capital Reserve funding expended in support of the Pool renovation/replacement will be reimbursed to the CR account upon community funding of the overall renovation project. – Lea Gallogly

2nd: Don Smith

Yes: All members present

No: N/A

Abstain: N/A

Roads & Grounds: James Allen, Chair

- Contract for repair of Sandy Lane will need to be executed next fiscal year.
- Need to review current Lawn Mowing Contract and Snow Removal Contracts.
- A ZOOM Meeting was scheduled with Roads and Grounds Committee and Residents of Corrotoman Extended on Wednesday 22 September to discuss concerns and issues with regard to a potential guard rail solution. Roads and Grounds Committee to schedule follow-on meeting/

Dock Sub-Committee: Barry Jackson, Chair - Assistant Chair, Doug Howe

Motion: Approve repair of Sandy Lane by Earth Resources at cost of \$1,612 if treasurer can identify available funds in existing cost codes. – Sam Longstreet

2nd: Kevin MacNair

Yes: All members present

No: N/A

Abstain: N/A

Tennis: Jean Ehlman, Chair :

Grasses and crab grass were removed around the courts by Jean Ehlman. The area was then sprayed next to the court fence to prevent the crab grasses from going on to the courts and breaking up and destroying the asphalt. Signs are on the fence and in the ground areas that state that the area has been sprayed.

Golf: Jean Ehlman, Chair:

The sand traps were repaired thanks to JJ Allen. The cups at each hole on the golf course were cleaned and grasses growing over the cups were pulled by golf committee member Parker Shirilla and Jean Ehlman.

Golf Course Upgrades Planning Chair : Mike Gallogly, Chair– No Report

AD HOC/Special Committees:

Chair of Committee for Documentation Rewrite: Kathy Craven, Chair – No Report.

Chair of Legal Advisory Committee: Ed Krill – No Report

Old Business:

1. **Roads and Grounds Chair** to present & discuss requirement for Association to fund under road drainage repair between lot 3 and lot 4 and guard rail solution for Corrotoman Extension at a future date.

2. CBTB Association Vice President has forwarded copies of our current Insurance Policies and Riders to counsel for a legal review as to the sufficiency of the current insurance policies to adequately protect the Community and Association's assets. Will provide a report at the November Board Meeting.

New Business:

1. The Board of Directors award a contract to a new Professional Financial Management Services Company last month. The contract starts on 1 November. You should have received a letter from ACS West already requesting you update you customer file and contact information.
2. The Pool Committee will need to request more funds from the Capital Reserve for the survey. This expense needs to be voted on by the BOD, do we have motion approve an expenditure of of no more than \$1,000 to fund the requested survey that thae pool committee needs to attain bids. This would allow the survey to be completed in November.

Member Input:

Next Meeting: 13 November October 2021

Motion to Adjourn Meeting:

Motion: adjourn at 10:14am – Don Smith

2nd: Kevin MacNair

Yes: All members present

No: N/A

Abstain: N/A

Board Member Terms

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Proposed Schedule of Meetings

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Annual Meeting & Election – Sunday, 1 May 2022

Treasurer's Report
10/31/2021

Documents Attached

- Balance Sheet
- Revenue and Expense Report
- Accounts Payable

General:

Property owners are reminded to contact Mika Abera for all inquiries - she is their CBTB Community Manager. Her phone number is (703) 642-3246 x56507 and her email is mabera@sentrymgt.com.

Fiscal Year 2021-2022 Amenity Payments:

Status of Payments received as of October 31, 2021

Dock:	\$	2,400.00
Kayak:	\$	75.00
Tennis:	\$	75.00
Pool:	\$	5,115.00
Combo:	\$	5,320.00
Total:	\$	12,985.00

Note: Total Pool Collections \$10,435.00 includes "Combo/Tennis".

Reminders:

- If you are selling or buying property within Corrotoman by the Bay, please remember order your Closing Packet (for the 1st lot) and a Financial Disclosure Packet for each additional lot be sold or purchased. This ensure you name is deleted/added to the Homeowners Association records.

CORROTOMAN BY THE BAY ASSOCIATION
 B A L A N C E S H E E T
 October 2021

		OPERATING	RESERVE	TOTAL
CURRENT ASSETS				
1005	OPERATING FUNDS - NEW MANAGEMENT COMPANY	5,000.00		5,000.00
1015	PACIFIC WESTERN - CHECKING - PRIMARY	28,087.13		28,087.13
1041	CHESAPEAKE BANK - CHECKING - OPER	1,104.76		1,104.76
1057	SONABANK - SAVINGS - OPER	199.41		199.41
1067	SONABANK - SAVINGS - RESERVE		127,034.98	127,034.98
		-----	-----	-----
		34,391.30	127,034.98	161,426.28
ACCOUNTS RECEIVABLE				
1201	A/R USE ONLY	(35.00)		(35.00)
1210	ASSESSMENTS	58,559.10		58,559.10
1250	LEGAL FEES	12,028.78		12,028.78
		-----	-----	-----
		70,552.88	0.00	70,552.88
PREPAID ASSETS				
1310	STATE FARM PKG INS 6/2/21-22 \$4,256.00	2,482.69		2,482.69
1316	STATE FARM UMB INS 10/15/21-22 \$332.00	304.37		304.37
		-----	-----	-----
		2,787.06	0.00	2,787.06
		-----	-----	-----
	TOTAL ASSETS	107,731.24	127,034.98	234,766.22
		=====	=====	=====

CORROTOMAN BY THE BAY ASSOCIATION
 B A L A N C E S H E E T
 October 2021

		OPERATING	RESERVE	TOTAL
CURRENT LIABILITIES				
2019	HOMEOWNER REFUNDS	(35.00)		(35.00)
2032	DEFERRED ANNUAL ASSESSMENT	36,450.00		36,450.00
2130	PREPAID ASSESSMENTS	5,222.07		5,222.07
		-----	-----	-----
		41,637.07	0.00	41,637.07
RESTRICTED EQUITY - RESERVES				
2271	RESERVES - POOLED		163,075.63	163,075.63
	SPENT FROM RESERVES			
2471	RESERVES - POOLED		(36,040.65)	(36,040.65)
		-----	-----	-----
		0.00	127,034.98	127,034.98
OPERATING EQUITY				
2650	PRIOR YEAR SURPLUS (DEFICIT)	68,623.83		68,623.83
2652	PRIOR YEAR ADJUSTMENTS	(1,594.96)		(1,594.96)
2670	CURRENT YEAR SURPLUS (DEFICIT)	(934.70)		(934.70)
		-----	-----	-----
		66,094.17	0.00	66,094.17
		-----	-----	-----
	TOTAL LIABILITIES & EQUITY	107,731.24	127,034.98	234,766.22
		=====	=====	=====

Finance Committee Report:

Two additional members have been recruited, and a meeting is scheduled with one other.

Matt Crabbe

Pool Committee Report:

Leak Detection- Cristian Reported:

Cristian and Scott Kellam, with his crew, dug up ground to expose pipes. They filled the pool and found no leaks under the deck and into pump house. But Cristian ran the pump after they filled the pool and the leak showed and Cristian thinks the leak is related to water level. They still don't know the source and need to pull up more concrete but will only go as far as the skimmer. They suspect that the crack may be the skimmer itself as when the pool leaks it stops when the water gets down below the skimmer. The suspect skimmer was close to prior work done to the pool. Another possibility is a pipe to or from the pool is coming across underground and upwards somewhere and still leak stops at the bottom of the skimmer. This could be a stress crack that randomly shows itself and now it's less random.

If they get to the skimmer while digging up the concrete and find a problem we can either get an estimate to possibly fix the skimmer. This may cost a bunch and at that point we need to determine if we want to pour more money into this pool.

Survey of pool area for renovation:

Kathy reported out that the survey around the pool area has been done and we are awaiting the results. Should take another week.

Kathy, Lisa and Craig and hopefully someone else on the pool committee will head to Norfolk on December 10th to catch an 11 am meeting with Doug Aurand, our pool design architect. We will be discussing pool designs based on the CBTB survey as well as the surveyors work and based on placing a new pool in the old pool. This will save us quite a bit of money in demolition for sure. Keep in mind we already have two other estimates for pools but they are not a pool in a pool design.

After we get a design from Doug Aurand he will recommend three pool companies who will give us estimates.

Straightening out pool expenses and income for Summer 2021:

Currently as the numbers stand: Our expenses came to \$11,816.75; Claire tells me we took in \$10,435.00 and so we spent \$1,381.75 over what we took in. Keep in mind CBTB's water bill was quite high due to the pool leak but that money did not come out of our pool budget.

Lisa Adler

Tennis Committee: No Report

Golf Committee

Grass mowers broke a flagstick in recent mowing on hole 5. I have an extra old flagstick to replace it.

Request that a clause be put in the contract with the new grass mowers that they are responsible for damaging our flagsticks and should replace them. They have to be careful when mowing too close to the holes.

Also add in the grass mowing contract of the mowers to mow the grass shorter in the swales around the courts and in the ditch across the golf course to the ditch at the road. Also, don't blow grass in the swales, ditch across the golf course and the sand traps. (The mowers blew grass in the sand traps the last two times they mowed.)

The flags and flagsticks will be replaced in December with the old flagsticks until Spring. This way the new flags and flagsticks will be preserved from winter weather.

Jean Ehlman