
Corrotoman-By-The Bay Association, Inc.
Board of Directors Meeting Minutes
9:00, Saturday 17 October 2020

Call to Order: Deb Beutel, President at 0908

Board members in attendance: Deb Beutel; Kevin MacNair; Ian Faye, Don Smith and Jean Ehlman. On the phone: Lea Gallogly; Lisa Adler; Sam Longstreet

Announcements from Board: Leadership Moment – “Gift of a Crisis”, Thanks to all volunteers and a special thanks to Doug Howe for contacting VDOT on behalf of the association.

Member Input: Removal of the American flag brought up by Don Smith. Should not have been taken down, Deb said it was tattered and torn and unlit at night. Don said he would replace it and buy a solar light with his own funds.

Doug Howe requested BOD action on abandoned cars, delapidated houses/ junk in yards. Said existing bylaws give the BOD authority. Deb requested address and pictures of the offending properties as well as a draft letter of the issues at hand be prepared (based on template forwarded to Roads and Grounds Committee Chair) and forwarded to the President for signature. Ensure that Architecture Committee Chair, Secretary and Treasurer are cc'd.

Secretary's Report: Absent –Minutes of September Meeting were reviewed, a motion was made by Don Smith to approve September Board Meeting Minutes, it was seconded by Kevin McNair and unanimously approved..

Treasurer's Report: Lea Gallogly – See September Treasurer's report – attached. Motion was made by Kevin McNair to Approve Treasurer's October Report, 2nded by Lisa Adler, and unanimously approved. Treasurer also discussed the Process. Due dates and taskings to Committee Chairs for development and Approval of the FY 21-22 CBTB Annual Budget. (attached presentation)

- **Collections Sub-Committee:** Collections Sub-committee Meeting conducted and report of minutes attached.
 - Carl F presented copies of his proposal for collections using a memorandum of liens, in spite of the fact he had previously submitted a proposal in June 2020 along with two other Law Firms and his firm was not the one chosen for contracting Collections Legal Services.

Capital Reserve Sub-Committee: Board Member Reserve Study Review Meeting TBD, BOD members to review and provide any comments to Lea Gallogly. **Discussion initiated By Board Member, Don Smith concerning the expiration date of the current Sentry contract and it's auto-renewal. Don was informed that the current Contract with Sentry Management does not expire until 31 October 2021. Issue was closed until next Spring at such time as an assessment of all CBTB Contracts would be conducted. Maria Merkwitz suggested that a CBTB resident could have been hired instead of Sentry for less money. Again, the issue was closed and will not be reopened until next Spring at such time as an assessment of all CBTB Contracts would be conducted.**

Committee/Subcommittee Reports:

***Finance Committee:** Vacant, Lea Gallogly is Acting Chair No Report - Initial meeting to be scheduled by acting Chairperson.

***Architectural Review:** Kevin MacNair volunteered to be the Chair

Clubhouse Sub-Committee: Don talked about the need for a partial clubhouse reopening plan, said he would replace toilets himself and get cleaning supplies, will submit cost proposal for board approval at the next Board Meeting (cost proposal should include costs of cleaning supplies and disposable masks. A detailed proposal

outlining the procedures for safely gradually reopen the clubhouse should include a draft release from liability form and a method to track advance reservations for no more than two members in exercise area at one time and not more than ten people allowed inside the clubhouse at any given time until further notice. In addition, in accordance with Governor Northam's signing of House Bill 5093 and Senate Bill 5117 last week which will allow a \$500 civil penalty for violations of a Governor's Executive Order instead of a mere class 1 misdemeanor for failing to wear a mask – Masks are required for all persons using the clubhouse at anytime. Policy and Cost Estimates require approval by the Board of Directors.

- Playground Sub-Committee: no report

Communications: Tara Linne, Chair – No Report

***Hospitality: Vacant Chair –**

- Trick or Trunk slated for 31 October 2020, 4pm-6pm. Open for all CBTB children and adults. Costumes encouraged.

Pool: Lisa Adler, Chair - See attached Pool Report.

- Pool Renovation Review Sub-Committee: No report at this time.

Roads & Grounds: Don Smith, Chair - Roads and Grounds committee hand-written report attached. Three proposals for emergency Tree Removal Services to prevent further erosion on Pine Place were received. They will be reviewed in Executive session and a vendor selected.

- Don forwarded a Motion to approve a cost NTE \$2600.00 to fund the tree removal on Pine Place, 2nded by Jean Ehlman, and unanimously approved. By Board of Directors
- Dock Sub-Committee: Barry Jackson, Chair – No Report (Three Proposals were submitted and will be reviewed in Executive Session for the Bulkhead repair and dredging services in the CBTB Boat Ramp area)

Tennis: Jean Ehlman, Chair – Tennis Nets to be taken down by JJ in order to have them repaired and restitched by Will in order to extend their service life. Nets should be rehung by 31 October 2020.

Golf: Mike Gallogly– See attached Proposal from Golf Chair for enhancing the current CBTB Golf Course due to increased play of members during the Pandemic.

* Denotes a current vacancy.

Old Business:

1. **Corrotoman Extended Project:** President, Treasurer and Roads & Grounds Committee Chair walked, measured and marked the area along Corrotoman Extended that is owned by the Association supporting the Road. It appears that all of the trees that were recommended for immediate removal in order to preserve the bank are located on the private property of the affected homeowners. In order to get County Approval to remove subject trees, each individual affected property owner is required to tag subject trees, complete the required permit request form and then contact and schedule Mr. Brian Barnes, Lancaster County Permits to come out review and approve.
2. **Status and update of Proposed CBTB Membership Survey – Ken Beutel:** The survey will be made available to all CBTB members in good standing. It will be able to be completed online, via access to a kiosk computer that will be available in the clubhouse, or via a drop box at the clubhouse, for all residents who request a hard copy survey. This will enable people that do not have access to internet to

complete the survey. The Board members were provided a draft of the Survey Monkey questions collected to date. Motion by Don to approve NTE \$360 for Survey Monkey software for one year, Lisa Adler seconded, and unanimously approved by the Board of Directors.. We can get a refund if we cancel early.

3. **Review and Approve Draft Board Member and Committee Duties:** Due to the fiduciary responsibilities associated with Positions marked with an Asterisk, they must be filled by current elected BOARD members (or report directly to a Board Member) as required by the Declaration and By Laws or as recommended by Legal Advisors. Discussion of Current Committee Structure and proposed Committee Chair, assignments, duties and limitations. Committee Chairs reviewed draft list of Committee Members so it could be provided to Communications Chair for update on CBTB website. Review of draft revised Board Member and Committee Chair Duties and responsibilities postponed until a later date.validate current committee members of each committee.
4. **Reserve Study.** Board Members received draft Study for review. A meeting will be scheduled in near future date to review and finalize the study prior to publishing.
5. **Documentation re-write Committee.** Kickoff meeting to be scheduled. Kathy Craven has volunteered to Chair the Documentation re-write Committee.

New Business:

1. **Training:** Recent HOA Board Member and HOA Law Legal Training – All Board Members are highly encouraged to complete training in order to execute their fiduciary responsibilities in a more professional manner.
2. **Battle Rhythm:** – Deb Beutel
 - a. Review Calendar and schedule Board Meetings, Committee Meetings and Clubhouse Cleanup Days – postponed until a later date.
3. **Communications:** Proposed process to enhance communications and documentation of correspondence between Board Members and Community Members. – postponed until a later date.
4. **Halloween Events:** Need to advertise Trunk or Treat and CBTB Neighborhood Bonfire on 31 October
5. **Newsletter:** Soliciting Topics for October/November Newsletter:
 - a. **Disclosure Package Requirements:** Reminder – If an individual sells their lot (even if it's to their neighbor) and doesn't purchase the required disclosure package, the accounting information will not be updated at Sentry. The affected transfer will not occur and Sentry will continue to bill assessments to the former owner. In addition, a new account cannot be established for the new owner. This is a home/lot owners responsibility.
 - b. **Collections:** Update on Collections.
 - c. **Culverts:** It is the responsibility of residents and lot owners to clear drainage ditches, trim trees and remove debris from their property. Culverts for driveways are also the property owners responsibility and must permit the free flow of water.

Next Meeting: Thenext Virtual ZOOM Board Meeting Saturday 31 October 2020, 9:00 a.m.

Motion to Adjourn Regular Session and Enter Executive Session: 1100

EXECUTIVE SESSION: Separate Agenda will include Board Member Code of Conduct, Collections Actions & Legal & Contracting Actions - called to order 1108

Motion to Adjourn Executive Session and Return to Regular Session: 1208

- Motions in regular sessions
 - Cancel old collection policy motion forwarded by by Don Smith, seconded by Ian Fay. and unanimously approved by the Board of Directors.
 - Motion to Approve New Collections Process was made by Don Smith, 2nded by Lisa Adler, and unanimously approved by the Board of Directors.
 - Motion to approve continuation of contractual arrangement with the incumbent collections firm moved by Lisa Adler, seconded by Kevin McNair, and unanimously approved by the Board of Directors.
 - Motion to write-off \$1602.58 of uncollectible debt for Lot 268 due to transfer of ownership forwarded by Don Smith, seconded by Lisa Adler, and unanimously approved by the Board of Directors.
 - Motion to approve reimbursement of \$104.69 to Jean Ehlman for replacement Golf flag sticks and hole cups moved by Don, seconded by Lisa, and unanimously approved by the Board of Directors.
 -

Sam Longstreet has expressed a desire for the Board of Directors to request resumes from interested community members in order to review for selecting a replacement Board Member.

Motion to Adjourn: 1211

17 October 2020

BOARD MEETING

Attendees

Name

Email

JJ Kelly

James2382@gmail.com

Ken Bente

Ken@bentel-us

Jean Ehlman

JEH Nor Neck @ aol.com

Bill Ehlman

Doug Howie

theholahhermits@gmail.com

Wayne Lindeman

oldvan87@gmail.com

CARL FAILMEZGER

CARLFAILMEZGER@GMAIL.COM

Wendy OTTERSTEDT

CONTACTWENDY@GMAIL.COM

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CBTB Zoom

10-16-2020

Robert Burns

Lee Gallogolly

Sam Longstreet

Lisa Adler

Kathleen Moffitt

Deb Beutel

Ann Vid

Caroline Nelson

Tara Linne

Treasurers Report
17 October 2020

Documents Attached.

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

Areas of concern:

- *Attorney fees* (cost code 8100) in support of CDE. (Underestimated)
- *Copy fees* (cost code 8060) supporting mailings etc. (Underestimated)
- *Postage* (cost code 8040) supporting mailings, refunds, etc. (Underestimated)
- *Grass Cutting* (cost code 6901) Approval received for reprogramming of funds from another cost code which is underspending.

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

General:

Homeowners are reminded to contact Karen Pangakis for all inquiries- she is the CBTB Community Manager. Her phone number is (703) 642-3246 x 56505 and her email is kpangakis@sentrymgt.com.

Contracts:

Existing contract(s) status:

- DC's Landscaping and Coatings – Landscape Maintenance.

The following proposals are pending at this time:

- Dredging Proposal- contractor TBD (Capital Reserve funding)
- Bulkhead Proposal – contractor TBD.
- **NOTE:** Funding is **NOT** available for this project.

Prior Year Taxes (2012-2018):

State: Received notification dated 1 June 2020 advising that taxes for the time frame 3/2012-2/2013 have not been filed. The Finance Committee drafted a letter requesting

the State waive the requirement to file. The State has rejected the request to waive the requirement to file a tax

Federal: Received a request from the IRS for a copy of a payment made this past April. Sentry has requested the check from the bank and it will be provided upon receipt.

Capital Reserve

1. Capital Reserve balance:
 - a. Monthly transfer of funds from the Operations Account to the Capital Reserve Account as required by the Virginia Property Owners Association has occurred as of the date of the report.
2. Capital Reserve Study. Miller Dodson conducted the Capital Reserve Study and provided a draft for Board review 3 August 2020. A meeting is required to review and provide a consolidated reply back to Miller Dodson for completion of the Study. Meeting will be scheduled shortly.
3. Approved Projects. The following projects were **APPROVED** for the 2020-2021 Capital Reserve Budget.

Computer Replacement. \$2,200 (includes printer). **COMPLETED**

Roads \$4,000 (Power raking) **COMPLETED**.

Dock. (Dredging) \$15,000. **ON HOLD PENDING ADDITIONAL INFORMATION**

Swimming Pool (salinators) \$7,524 **Deferred**.

Other/Miscellaneous

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

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

055300

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		OPERATING	RESERVE	TOTAL
CURRENT ASSETS				
1015	UNION BANK - CHECKING - PRIMARY	49,285.80		49,285.80
1041	CHESAPEAKE BANK - CHECKING - OPER	738.69		738.69
1057	SONABANK - SAVINGS - OPER	540.29		540.29
1067	SONABANK - SAVINGS - RESERVE		119,178.98	119,178.98
		-----	-----	-----
		50,564.78	119,178.98	169,743.76
ACCOUNTS RECEIVABLE				
1210	ASSESSMENTS	51,354.33		51,354.33
1250	LEGAL FEES	12,028.78		12,028.78
1272	RECEIVABLES - PRIOR OWNER	360.00		360.00
1280	DUE FROM OPERATING TO RESERVE		3,498.50	3,498.50
		-----	-----	-----
		63,743.11	3,498.50	67,241.61
PREPAID ASSETS				
1310	STATE FARM PKG INS 6/2/20-21 \$4,175.00	2,783.36		2,783.36
1316	STATE FARM UMB INS 10/15/20-21 \$332.00	332.00		332.00
		-----	-----	-----
		3,115.36	0.00	3,115.36
		-----	-----	-----
	TOTAL ASSETS	117,423.25	122,677.48	240,100.73
		=====	=====	=====

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

	OPERATING	RESERVE	TOTAL
CURRENT LIABILITIES			
2010 ACCOUNTS PAYABLE	6,298.50		6,298.50
2020 ACCRUED ESTIMATED EXPENSES	314.67		314.67
2032 DEFERRED ANNUAL ASSESSMENT	45,600.00		45,600.00
2130 PREPAID ASSESSMENTS	3,710.46		3,710.46
	-----	-----	-----
	55,923.63	0.00	55,923.63
RESTRICTED EQUITY - RESERVES			
2215 RESERVES - INTEREST		129.97	129.97
2271 RESERVES - POOLED		134,191.91	134,191.91
SPENT FROM RESERVES			
2471 RESERVES - POOLED		(11,644.40)	(11,644.40)
	-----	-----	-----
	0.00	122,677.48	122,677.48
OPERATING EQUITY			
2650 PRIOR YEAR SURPLUS (DEFICIT)	54,290.56		54,290.56
2652 PRIOR YEAR ADJUSTMENTS	(2,973.40)		(2,973.40)
2670 CURRENT YEAR SURPLUS (DEFICIT)	10,182.46		10,182.46
	-----	-----	-----
	61,499.62	0.00	61,499.62
	-----	-----	-----
TOTAL LIABILITIES & EQUITY	117,423.25	122,677.48	240,100.73
	=====	=====	=====

CHECK REGISTER 055300 CORROTOMAN BY THE BAY ASSOCIATION

FOR 09/2020

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CHECK#	PAYEE	VENDOR #	DATE	COA	TYPE	TOTAL CHECK
EFILED-N	CORROTOMAN BY THE BAY ASSOCIAT	055300	09/04/2020	1015	E-F	3,498.50
DRAFTED	SENTRY MANAGEMENT, INC	000020	09/02/2020	1015	BAN	1,000.00
DRAFTED	SENTRY MANAGEMENT, INC	000020	09/30/2020	1015	BAN	450.87
1001	JACKSON KEYS	CD4F6E	09/01/2020	1057	MAN	26.22
1102	EARTH RESOURCES INC	41E2D9	09/01/2020	1067	MAN	1,420.00
1104	NORTHERN NECK MECHANICAL, PLUM	CFE600	09/01/2020	1067	MAN	6,250.00
100069	NORTHERN NECK ELECTRIC COOPERA	11F07E	09/04/2020	1015	GLO	132.64
100070	ATLANTIC BROADBAND	1FEC5F	09/11/2020	1015	GLO	125.23
100071	NORTHERN NECK GENERATOR INC	59A126	09/11/2020	1015	GLO	36.25
100072	DANNY CARLSON INC	51ED1F	09/18/2020	1015	GLO	2,800.00
100073	STATE FARM	650148	09/18/2020	1015	GLO	332.00
100074	GORDON REES SCULLY MANSUKHANI	80E170	09/18/2020	1015	GLO	104.00

16,175.71

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*' = AUTOPAY

PAGE 3

*' = AUTOPAY

	ANNUAL	LEGAL
TOTAL PREPAYS	0.00	0.00
TOTAL ARREARS	51,207.62	12,028.78

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

055300

PAGE 1

	CURRENT PERIOD	MONTHLY BUDGET	MONTHLY VARIANCE	7 MONTH PERIOD	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
INCOME							
OPERATING INCOME							
4020 ASSESSMENTS - ANNUAL	9,120.00	7,612.50	1,507.50	63,840.00	53,287.50	10,552.50	91,350
4060 LATE CHARGES	215.20	0.00	215.20	1,046.46	0.00	1,046.46	0
4090 FEES - DOCK/TENNIS/ETC	0.00	208.33	-208.33	1,590.00	1,458.35	131.65	2,500
4100 INTEREST - OPERATING	0.10	0.00	0.10	0.21	0.00	0.21	0
4190 POOL FEES	0.00	822.92	-822.92	375.00	5,760.40	-5,385.40	9,875
4340 INTEREST - RESERVES	43.46	37.44	6.02	251.66	262.02	- 10.36	449
4350 INTEREST ALLOC TO RESERVES	- 43.46	0.00	- 43.46	-251.66	0.00	-251.66	0
4470 DONATION/FURNITURE FUND	120.00	0.00	120.00	120.00	0.00	120.00	0
4970	9,455.30	8,681.19	774.11	66,971.67	60,768.27	6,203.40	104,174
4980 TOTAL INCOME	9,455.30	8,681.19	774.11	66,971.67	60,768.27	6,203.40	104,174
EXPENSES							
GROUNDS MAINTENANCE							
6302 ROAD REPAIRS	0.00	121.25	-121.25	0.00	848.75	-848.75	1,455
6510 DOCK MAINTENANCE	26.22	29.17	- 2.95	78.87	204.15	-125.28	350
6580 REPAIR/MAINTENANCE-GENERAL	36.25	134.83	- 98.58	613.25	943.85	-330.60	1,618
6599	62.47	285.25	-222.78	692.12	1,996.75	-1,304.63	3,423

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

055300

PAGE 2

	CURRENT PERIOD	MONTHLY BUDGET	MONTHLY VARIANCE	7 MONTH PERIOD	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
CONTRACTS							
6901 GROUNDS MAINTENANCE	4,609.84	990.16	3,619.68	15,800.00	6,931.06	8,868.94	11,881
6937 POOL OPERATIONS	0.00	708.75	-708.75	534.84	4,961.25	-4,426.41	8,505
6999	4,609.84	1,698.91	2,910.93	16,334.84	11,892.31	4,442.53	20,386
POOL/CLUBHOUSE EXPENSE							
7045 POOL REPAIR	0.00	83.33	- 83.33	0.00	583.35	-583.35	1,000
7899	0.00	83.33	- 83.33	0.00	583.35	-583.35	1,000
UTILITIES							
7910 ELECTRIC	314.67	314.67	0.00	902.52	2,202.65	-1,300.13	3,776
7920 WATER/SEWER	0.00	197.86	-197.86	- 65.08	1,385.07	-1,450.15	2,374
7945 INTERNET SERVICE	125.23	110.98	14.25	689.94	776.86	- 86.92	1,331
7960 GAS/FUELS	0.00	83.33	- 83.33	0.00	583.35	-583.35	1,000
7999	439.90	706.84	-266.94	1,527.38	4,947.93	-3,420.55	8,482
ADMINISTRATIVE							
8013 PAYROLL TAXES	0.00	66.67	- 66.67	47.63	466.65	-419.02	800
8020 MANAGEMENT FEE	1,000.00	1,000.00	0.00	7,000.00	7,000.00	0.00	12,000
8040 POSTAGE	58.15	69.00	- 10.85	1,785.50	483.00	1,302.50	828

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

055300

PAGE 3

	CURRENT PERIOD	MONTHLY BUDGET	MONTHLY VARIANCE	7 MONTH PERIOD	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
8060 COPIES/PRINTING/SUPPLIES	216.65	43.83	172.82	3,837.11	306.85	3,530.26	526
8063 CLUBHOUSE & OFFICE SUPPLIES	0.00	8.33	- 8.33	0.00	58.35	- 58.35	100
8080 CPA SERVICES	0.00	80.35	- 80.35	0.00	562.48	-562.48	964
8100 LEGAL EXPENSE	0.00	75.00	- 75.00	2,444.49	525.00	1,919.49	900
8106 LEGAL EXPENSE - COLLECTIONS	104.00	216.67	-112.67	156.00	1,516.65	-1,360.65	2,600
8120 INSURANCE	347.92	372.92	- 25.00	1,391.64	2,610.40	-1,218.76	4,475
8143 PERMITS/LICENSES	0.00	7.50	- 7.50	10.00	52.50	- 42.50	90
8230 BANK CHARGES	0.00	0.00	0.00	37.00	0.00	37.00	0
8244 PRIOR YEAR EXPENSES	0.00	0.00	0.00	15.00	0.00	15.00	0
8335 RESERVE ANALYSIS FUND	0.00	416.67	-416.67	3,898.00	2,916.65	981.35	5,000
8341 MISCELLANEOUS OPERATING	0.00	18.08	- 18.08	120.00	126.60	- 6.60	217
8450 CORROTOMAN EXTENSION PROJECT	0.00	33.33	- 33.33	0.00	233.35	-233.35	400
8479	1,726.72	2,408.35	-681.63	20,742.37	16,858.48	3,883.89	28,900
RESTRICTED TRANSFERS TO RESERVES							
9171 POOLED RESERVES	3,498.50	3,498.50	0.00	17,492.50	24,489.50	-6,997.00	41,982
9299	3,498.50	3,498.50	0.00	17,492.50	24,489.50	-6,997.00	41,982
9980 TOTAL EXPENSES	10,337.43	8,681.18	1,656.25	56,789.21	60,768.32	-3,979.11	104,174

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

	CURRENT PERIOD	MONTHLY BUDGET	MONTHLY VARIANCE	7 MONTH PERIOD	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
9990 GAIN (LOSS)	(882.13)	0.01	882.14	10,182.46	(0.05)	(10,182.51)	0

Collections Committee Minutes 17 October 2020

Two Collections Committee meetings were conducted in September (18th and 29th) at the Corrotoman by the Bay (CBTB) Clubhouse.

Participants:

Mr. B. Ehlman – Previous Collections Chairperson

Collections Team:

Ms. Lea Gallogly – Chairperson

Mr. Ed Krill

Ms. Lisa Adler

Mr. Don Smith

Ms. Deb Beutel

A review of previous Years (2019-2020) Collection activity was requested and Mr. Elhman provided a historical synopsis. Mr. Krill contacted the previous collections attorney's identified for a current status of judgements and actions in process.

The committee was provided the following documents for review and comment on the 18th and reconvened to provide final recommendations for adoption to the overall Board on the 29th.

- **Collections Process.** Approved by the committee.
- **CBTB Final letter.** to homeowners. Approved by the committee.
- **Collections Firm.** Two proposals were reviewed and Gordon and Reese (incumbent) will be recommended to the Board for approval.
- **Accounts Receivable.** Delinquencies and the return on investment (ROI) were reviewed and a prioritization of accounts to send to collections was determined. It was agreed that collections would commence with first year delinquencies for individuals with multiple lots (3 and 4) and would progress to lots with two year delinquencies (3 and 2 lots).
- **Budgeted Funds.** Funds in the amount of \$2,600.00 are available for 2020-2021.
- **Uncollectable Debts.** Reviewed accounts which need to be cleared/written off. One account is to be presented to the board for approval.

In addition, the Chairperson was requested to contact Sentry Management to discuss reducing the \$185.00 fee charged by Sentry for sending a property to collections. The current Sentry policy of charging a fee for each lot and not a single fee for a property owner with multiple lots cannot be waived nor reduced pursuant to the contract signed with Sentry. They also stated that the fees cover transition of the lot/account data to the attorneys as well as monitoring of the status of the account with the selected attorney on a monthly basis.

Pool Committee Report:

Pool Committee has not met in October as we are waiting to receive results from impending survey so we can consolidate all pool issues and not take up anyone's time more than necessary.

Kathy Moffitt, Pool Renovation Subcommittee Chair, reached out to committee members asking for pool related questions for the survey. She then forwarded questions onto Ken Beutel.

Pool Chair, Lisa Adler, reached out to some of our 2019 pool volunteers testing the water, so to speak, determining if they would be willing to take turns not only checking the pool but tidying up the bathrooms during the next pool season.

I received positive responses from the majority of those queried. I am not certain of how the volunteer clean will look but will be mulling over a plan. Lisa will still suggest to the committee, as we discuss the budget more completely, that we add funds to the pool budget for a more full clean of the bathrooms once or twice per week, so that the funds are available to us if we need them.

Don Smith and I discussed his replacing our club house toilets and he will be addressing this at the next BOD meeting.

Lisa spoke to our electrician Glen Tignor and he will likely be out next week to set up the camera and motion sensor for the pool and other various items we approved last meeting.

Respectfully Submitted

Lisa

Lisa Adler
lkadler6@gmail.com

571-278-9766

Roads & Grounds Report Submitted by Don Smith

⑦ We are getting Estimates for Snow Plowing this year.

⑧ Sandy Ln we need to do something about the water flowing from House across the Street from Doug Howe House.

⑨ TALK about Dumping Crush and Run on CBTB property for usage for Rds.

⑩ GOT 2 ESTIMATES FOR Cutting Trees and bushes ON PINE PL.

⑪ ~~Sat 10-3-2020~~

Met with Lisa Saturday 10-~~3~~³-2020 to discuss getting CLUB House BACK IN ORDER.
Need 3 NEW Toilets

SINKS NEED TO BE Cleaned

~~TOILETS~~

Read Committee Saturday 9-26-2020

- ① CORROTOMAN Rd and Marina DR ARE County Rds
IF THERE are PROBLEMS People (OWNERS) need to
Call VDOT.
- ② POT Holes ON SOME OF PAVED Rds.
CRUSH AND RUN
- ③ CORROTOMAN Ext Drainage Pipe BROKEN
IN FRONT OF LOT 11. Can be fixed.
Bill Hunt, his neighbor and myself looked
at it and we FEEL that we can fix it
WITH ANY COST TO THE HOA.
OUT
- ④ FOREST Rd was DISCUSSED AMONG Committee
members we All feel that we SHOULD
Power Rake IT first then go from there instead
OF Just throwing stone ON IT.
- ⑤ The COMMITTEE AGREED TO Get an ESTIMATE
ON Get an EXCAVATOR Company TO COME IN
AND DO THE CULVERTS DONE Right
- ⑥ PINE Place Needs alot of work Trees
need to be TRIM Culvert and Pipe need to
be Cleaned We are getting Estimates for
all this work but we are going to start with
the Trees first then go from there
* Number One Priority!!

Corrotoman by the Bay Golf Committee Proposal to Re-Designate/Re-Design the CBTB Golf Field

General:

Corrotoman by the Bay (CBTB) has a long history of golf within the community. Previously, the Course was maintained by Community Members and was a source of enjoyment for many of our residents. Over the course of the last few years, the course has fallen into disrepair and it is no longer feasible to maintain the course with only volunteers, nor are there sufficient funds available under the current annual association dues structure (\$180.00 per lot) to refurbish the course to a true Par 3 playing field. Our "course" has become a golf field.

Proposal:

It is proposed to redesign and re-designate the existing "golf field" as a "Practice Par 3 Course". Redesignation of the course to a "Practice Par 3" would allow the community to use the golf course as a reasonable practice facility for all ages; and would garner external interest from potential property buyers. (Think of it as a walking practice and putting range that could be used for internal friendly games.)

The Practice Par 3 Course would be accomplished by the installation of artificial tee boxes and undersized putting surfaces for each hole. This has the potential to accomplish the revitalization of the "course" with minimal investment in comparison to refurbishing the course to it's original condition. NOTE: These tee boxes are the same artificial boxes being used by Indian Creek Yacht and Country Club.

Description:

The proposal is for a phased installation of Fiberbuilt* Grass over the course of 3 years. The project would include all nine (9) holes circling the CBTB Club House. Each hole would be comprised of the following:

- Hitting mat, double sided for left and right handed golfers. Estimated size 4' x 6'
- Putting mat, commercial grade. Estimated size 6' x 12'

*Fiberbuilt Grass has been engineered to withstand more than 300,000 shots on the exact same spot. Conventional turf mats will wear out with as few as 10,000 shots from

the same location and will be completely worn out after fewer than 50,000 shots. The Fiberbuilt® rubber bases have a 5 year limited warranty against defects.

Annual maintenance is minimal (pulling the mats up and hosing them and the foundations off), operational funding is not anticipated.

Cost:

There are a number of Tee Box and Green configurations available for consideration at a variety of price points. Each hole can be done in part (tee box or green) or as a whole hole (tee box and green). The holes can also be scaled; just the tee box, a tee box and 6x12 green; or a tee box and 10x10 green.

The prices are included in Atch 1 and include free shipping. Taxes are not included in these prices nor are the installation costs. The current expectation would be for each hole to be finished either as self-help or installed by a contractor and funded by the sponsor.

The greens and tee boxes can be laid on most any stable surface such as aggregate, patio stone or concrete; aggregate or patio stone being the most cost effective.

Funding:

Capital Reserve

There is a line item in the Capital Reserve (CR) Study (and has been for a number of years) for the upkeep of the golf course (historically \$4,000.00 every other year). Because the asset does not currently exist (artificial turf), the refurbishment of the tee boxes and greens requires discussion by the board. It is feasible to establish one hole every other year, utilizing these funds.

If the board makes the decision that CR funding cannot be used at this time to establish the tee boxes and greens, then once the asset is introduced into the CBTB "inventory" the long-term replacement (at the end of the assets life expectancy) could be added to the CR study/budget for future years.

Operational

Annual budget submissions for the Practice Par 3 will be submitted for:

- An expansion of the mowing contract to include a weekly cutting of a 10-20 foot walk line (from tee boxes to the greens) on a weekly basis.*
- Seasonal turf building to eliminate dandelions, crab grasses etc;
- Fertilization and seeding on a regular basis.

* NOTE: the weekly field cutting should be accomplished for the field, regardless of the golf requirement, for a more safe playing area for small children.

Sponsorship:

Regardless of funding available in order to initiate and complete this re-design it will still be necessary to seek sponsorship funding from within the Community. Several community members have expressed an interest in contributing. And a firm commitment has been received.

Sponsorship could be accomplished on three different levels:

- Sponsor an entire hole – Tee Box and Green
- Sponsor a Tee Box
- Sponsor a Green

Branding:

Request adaption of the attached logo for use when promoting the CBTB Practice Par 3 Course. See Atch 3.

Reccomendation:

Request the Board:

- Approve redesignation and re-design the existing “golf field” as a “Practice Par 3 Course”
- Support regular budget submittals for the CR and Operational accounts beginning in the 2021-2022.
- Approve the sponsorship of a Hole/Tee box/Green program
- Adopt the new CBTB Golf logo as presented in Atch 3

One of the original Fiberbuilt Golf Mats! Our traditional solid rubber foundation, traditional stance mat and traditional Fiberbuilt Grass (nylon). The Double Sided Traditional Mat System is a great solution for busy facilities that count on the Fiberbuilt durability and performance; the mats won't slide around, accommodates both left handed and right handed golfers, the nylon grass offers a tighter lie, and the rubber foundation provides longevity to the Fiberbuilt stance mat. Measuring 4' wide x 6' long, fill your range with the best golf mat on the market.

This traditional golf mat system looks perfect with the original [Half Moon Fiberbuilt Ball Tray](#) on either side.

With the Traditional Double Sided Golf Mat you will receive:

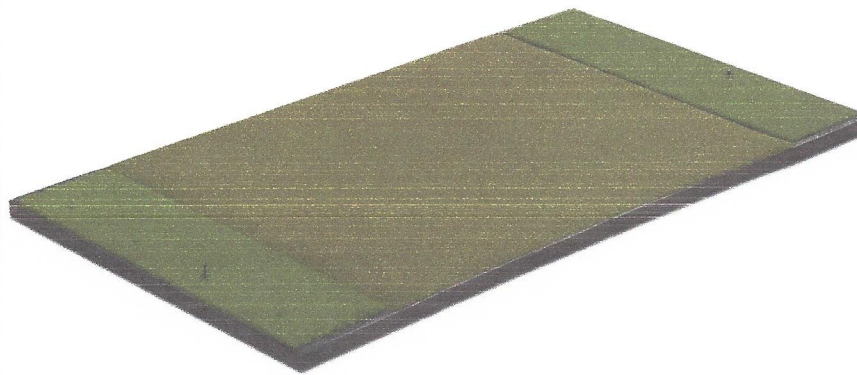
- Traditional solid rubber foundation
- Two Fiberbuilt grass hitting surfaces with nylon grass (measuring 1' x 4')
- Traditional Fiberbuilt Stance Mat

*From the manufacturer. Regarding the aggregate, as long as it is firm, packed and level, you can achieve a straight and true putting surface.

There is no recommended thickness of the substrate of your choice, as long as it stays level throughout the life of the green.

Our putting greens & hitting mats are commercial grade and will perform the same either indoor or outdoors.

This same substrate will work great for either our hitting mats or putting greens.



6' x 4' Double Hitting Mat Traditional Stance & Nylon Grass \$999.99



6' x 12' Putting Green **\$1,599.00**

Bring the love of golf right to your home with Fiberbuilt's 6' x 12' Putting Green. This superior putting system will transform your backyard or larger indoor space into the ideal environment to practice your short game, with true roll and soft feel underfoot for accurate, comfortable practice.

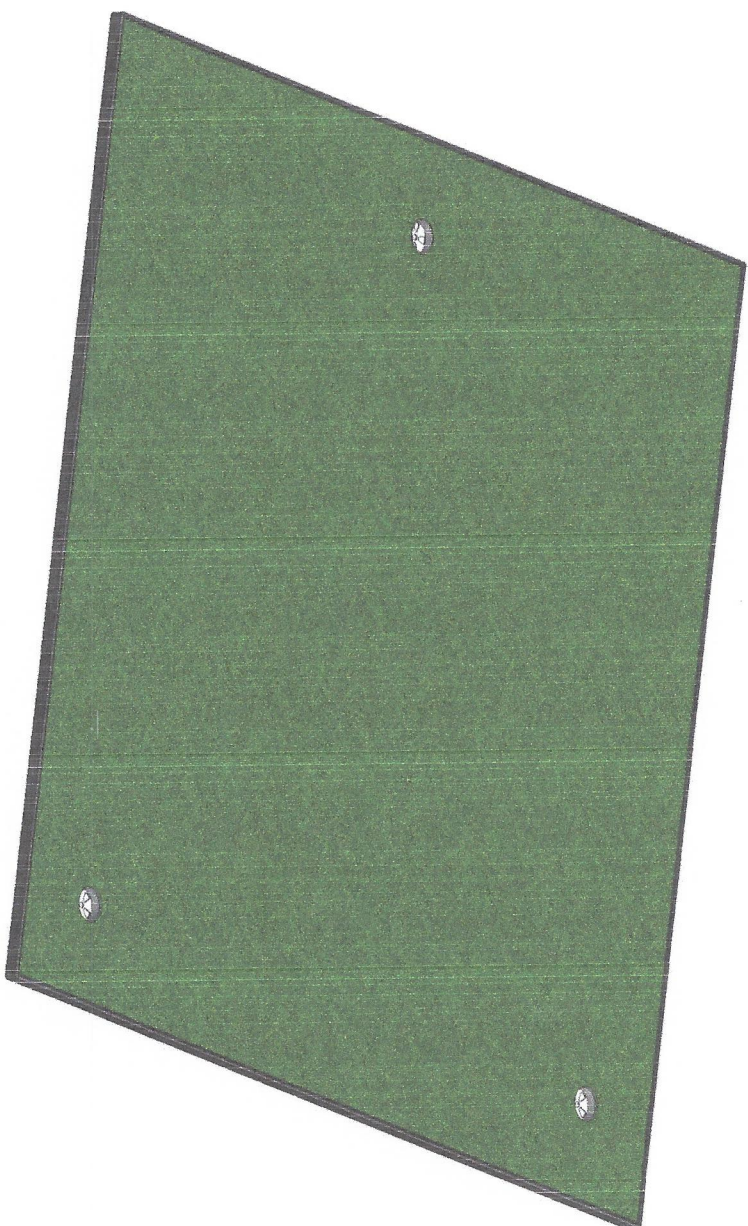
- 6' wide by 12' long putting green
- Realistic feel underfoot and true green conditions for accurate practice
- Comes with 3 metal putting cups for visual targets and authentic sound
- Turf delivers realistic check and roll on chips
- Runs at a stimpmeter speed of 9
- Installs evenly and quickly with no landscaping skills or tools required
- Includes: Putting turf with 3 hole cutouts, 3 metal cups, and our exclusive tool-free modular rubber foundation with easy-lock fasteners



10' x 10' Putting Green \$2,199.00

Supersize the finest putting practice area on the market today, with Fiberbuilt's largest putting green. The 10' x 10' Putting Green will help you with your short game thanks to the true roll of the putting surface, as well as its three cups for variety in your practice. Not only does this system offer the best feel underfoot, but it also allows the putting green to be set up in minutes with no tools or landscaping skills required. Improve your game, improve your home.

- 10' wide by 10' long
- Realistic feel underfoot and true green conditions for accurate practice
- Comes with 3 metal putting cups for visual targets and authentic sound
- Turf delivers realistic check and roll on chips
- Runs at a stimpmeter speed of 9
- Installs evenly and quickly with no landscaping skills or tools required
- Includes: Putting turf with 3 hole cutouts, 3 metal cups, and our exclusive tool-free modular rubber foundation with easy-lock fasteners
- Custom sizes and shapes available



SETUP INSTRUCTIONS

T-760-10X10

1 Check your shipment for accuracy. You should have received the following pieces.

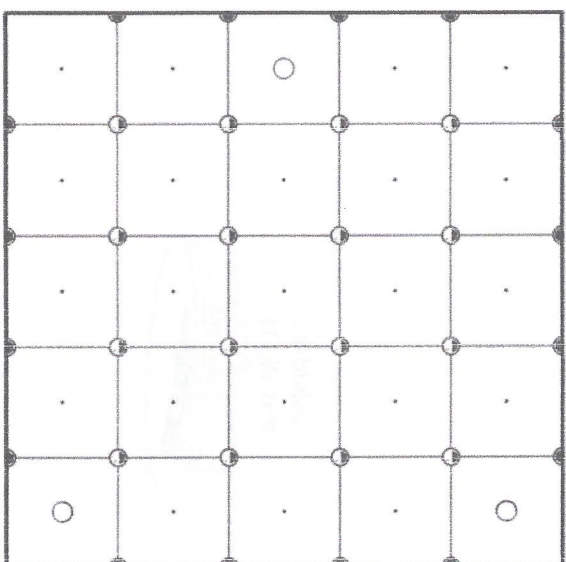
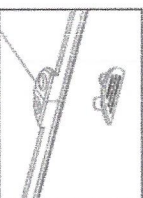
ITEM NO.	PART NUMBER	QTY.
1	TLCM-C-2	2
2	TLCM-C-2/H	2
3	TLCM-E-2	11
4	TLCM-E-2/H	1
5	TLCM-M-2	9
6	TLCM-P-4	16
7	TLCM-P-2	16
8	760-TL 10X10-167	1
9	P-760CUPS	3

2 Lay down the rubber as shown here, inserting the edge and center pins as you go.

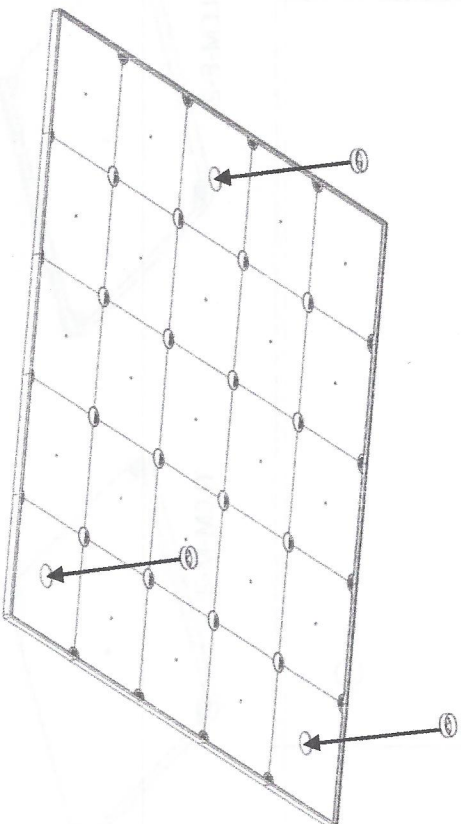
Center Connections
("4-PINS")



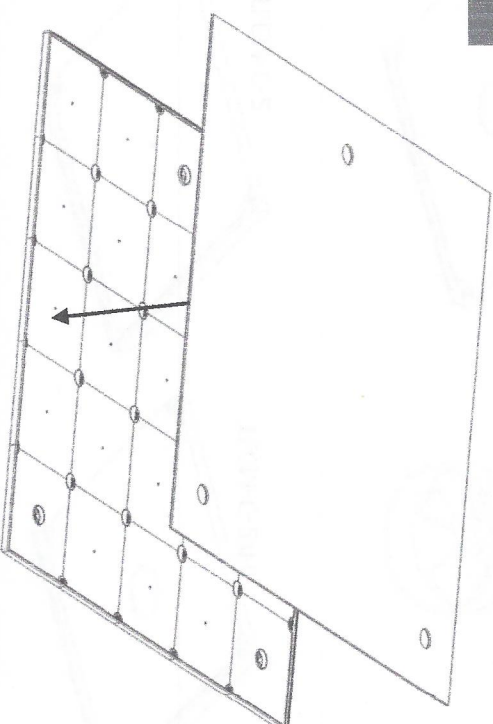
Edge Connections
("2-PINS")



3 Insert putting cups (P-760CUPS).



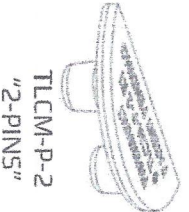
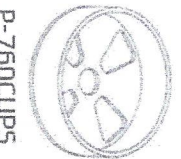
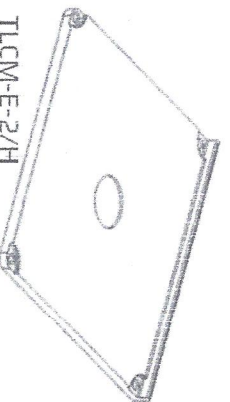
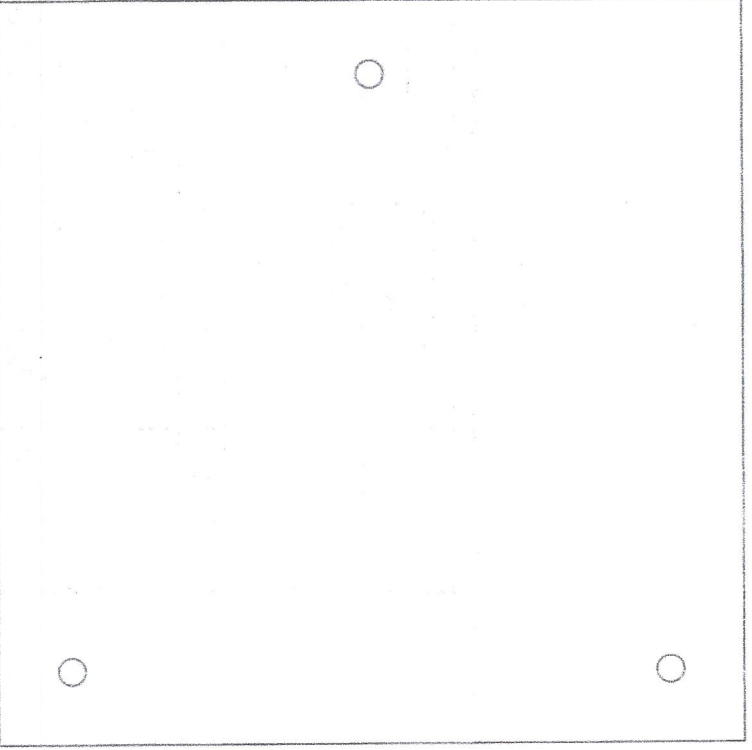
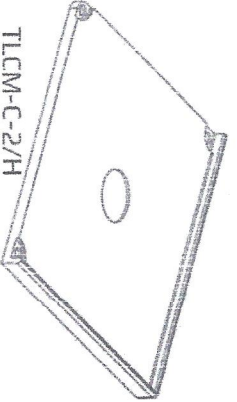
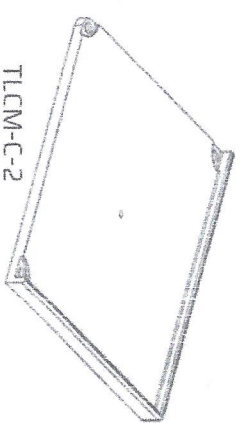
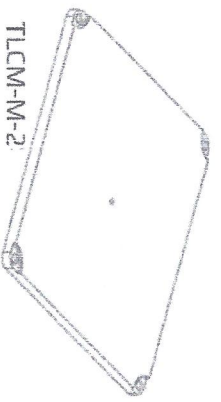
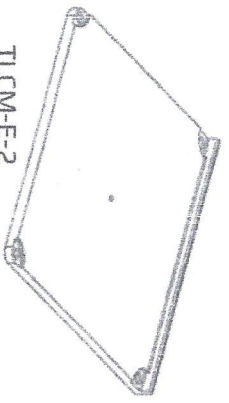
4 Lay down the putting turf (760-TL 10X10-167).



PART ILLUSTRATIONS

Atch 2 Page2

1-760-10X10



Atch 3



golf society

CBTB



SUMMARY → **DESIGN SURVEY** → PREVIEW & SCORE → COLLECT RESPONSES → ANALYZE RESULTS →

PRESENT RESULTS

NEXT →

P1: General Sur... ▼

Page Logic ▼

More Actions ▼

⊕ LOGO

CBTB

General Survey








These are general questions about the Property Association and what is important to the owners.

1. What is the issue you feel is most important for the Board to address in the next three years?

- ☐ Update Outdated Association Documentation
- ☐ Replace Pool
- ☐ Update Roads
- ☐ Renovate the clubhouse and Bathrooms
- ☐ Improve the Golf Course
- ☐ Dredge Boat Ramp/Repair Bulkheads



2. Rank the importance of the following facilities to you

	Clubhouse	Saving survey ...
	Pool	
	Boat Ramp/Dock	
	Roads	
	Golf Course	New version available!
	Pavilion	Saving changes...
	Tennis Courts	

3. On a scale of 0 (no detail) to 100 (Too much detail) Do you feel that the Board of Directors provides sufficient information as to how dues are spent?

0 Just right 100

☐

4. Although the Annual Dues were raised in 2017, they are still insufficient to meet the current operating budget and capital reserve funding requirements. What do you feel is an acceptable annual dues?

- ☐ 0 to \$180.00 per lot
- ☐ \$181.00-\$200.00 per lot
- ☐ \$201.00-\$225.00 per lot
- ☐ \$226.00-\$250.00 per lot

5. Would you be willing to volunteer your time if you could receive a credit as partial payment of your annual dues?



☐ Yes

☐ No

Saving survey ...

6. What are the preferred methods for the Board to communicate information to CBTB Members?

☐ Newsletter

☐ Email

☐ Monthly Meeting (in person)

☐ Virtual Meetings (i.e. ZOOM)

☐ Private Facebook Page posts

☐ Signage in CBTB

New version available!

Saving changes...

7. What do you like best about owning property in CBTB?

//

8. What do you like least about CBTB?

//

9. What could we do to make it better for you or others that live here?

+

//

10. Are you willing to serve on the Board of Directors or a Volunteer Committee?

Saving survey ...

- ☐ Yes
- ☐ No

 NEW QUESTIONS

New version available!
Saving changes...

or [Copy and paste questions](#)

Next

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See how easy it is to [create a survey](#).

 NEW PAGE

P2: Pool Survey ▼

Page Logic ▼

More Actions ▼

 LOGO

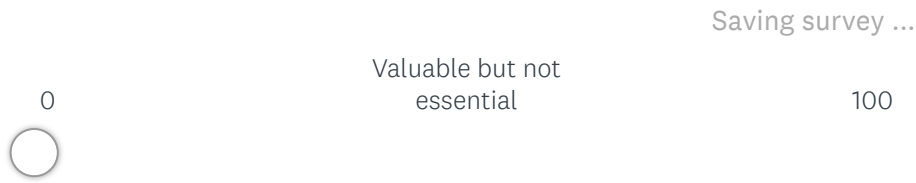
CBTB

Pool Survey

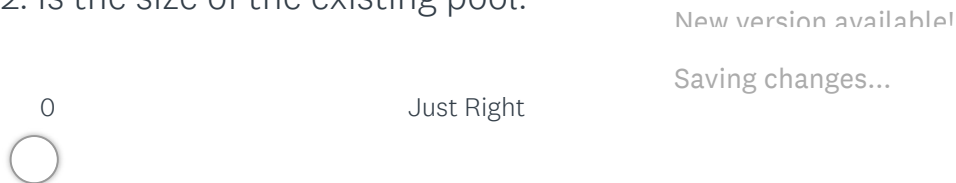
The pool is nearly 50 years old and in need of significant fixes to improve appearances, usability, maintenance and operating costs. The Board needs to understand the needs of the owners before spending funding from the Reserve funds on a permanent solution.



* 11. How valuable an asset is the pool a to you as a property owner?



12. Is the size of the existing pool:



13. If the pool and deck were renovated or replaced would you be more or less likely to use it?

☐ More likely

☐ Less likely

14. How often do you and/or your guests intend to use the pool?

☐ Never

☐ Less than once a month

☐ Once a month

☐ A few times a month

☐ About once a week

☐ A few times a week

☐ Every day



15. Do you feel there is adequate shade at the pool?

☐ Yes

Saving survey ...

☐ No

16. Is kiddie area important to you?

☐ Yes

New version available!

Saving changes...

☐ No

17. Would you prefer a kiddie pool or a splash pad (raised water features and sprinklers with no water depth)?

☐ Yes

☐ No

18. Is a diving area (deep end) of the pool important to you?

☐ Yes

☐ No

19. Is the diving board important to you or your guests?

☐ Yes

☐ No

20. Would you rather have a



☐ diving board

☐ slide

Saving survey ...

☐ neither

21. Indicate which activities you enjoy doing at the pool (check all that apply):

New version available!

Saving changes...

☐ diving

☐ lap swimming

☐ stationary exercise/therapy

☐ deep end games

☐ shallow end games

☐ floating/relaxing

☐ volleyball

☐ swimming lessons

 NEW QUESTION



or [Copy and paste questions](#)

Prev

Done

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See how easy it is to [create a survey](#).

Saving survey ...

NEW PAGE

ENGLISH

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New version available!

Saving changes...

