

ZOOM Dial-in

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

Meeting ID: 831 2198 2812

Passcode: 22503

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

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

Corrotoman-By-The Bay Association, Inc.

Annual Meeting Agenda

2:00 p.m.. Sunday 1 May, 2022

Call to Order:

Deb Beutel, President

Board Members Present: Lisa Adler, Deb Beutel, Kevin McNair, Sam Longstreet (via Zoom), Claire Smith & Don Smith

Announcements from Board:

President’s Report to the Annual Meeting:

Deb Beutel, President

Secretary’s Report:

Cristian Shirilla, Secretary (absent) – Members Approve Minutes of 21 June 2021 Annual Meeting

Member Input Session:

Election of Board Members:

Nomination Committee Chaired by Lisa Adler:

**The following new Board members were elected for a three-year term though May 2025:
Dexter Lewis, Sam Longstreet and Cristian Shirilla**

Motion to Adjourn regular session and enter Executive Session: for Selection of Board Officers was made at 2:35 p.m. by Claire Smith, seconded by Don Smith, Unanimously Approved.

Motion to Adjourn Executive Session and return to regular session: made by Deb Beutel and seconded by Lisa Adler at 2:50 p.m. Unanimously Approved.

The following Board Officers will remain in their previous billets as:

Deb Beutel – President (Involuntarily as no one else stepped up)

Vacant – Vice President

Claire Smith – Treasurer

Cristian Shirilla – Secretary

There will be an executive session scheduled on 28 May immediately following the Pool Special Meeting in order to select Officers and fill the vacant Board Position.

Motion to Adjourn the Annual Meeting: made at 3:01p.m. by Deb Beutel, seconded by Lisa Adler. Unanimously Approved.

Next Regular Board Business Meeting:

Saturday, 9 June, 2022 9:00 a.m.

Board Member Terms

Lisa Adler (2021-2024)	Deb Beutel (2020-2023)
Matt Crabbe (2021-2024)	Dexter Lewis (2022- 2025)
Sam Longstreet (2022-2025)	Cristian Shirilla (2022-2025)
Claire Smith (2020-2023)	Don Smith (2020-2023)
Vacant* (2021- 2024)	

*due to James Allen’s resignation of 22 April 2022

Proposed Schedule of Meetings

28 May Pool Special Meeting

9 June 2022

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11 July 2022

13 August 2022

10 September 2022

8 October 2022

12 November 2022

10 December 2022



President's Report Annual Meeting 1 May 2022

Presented by Deb Beutel



Bottom Line Up Front

The Year 2021-2022 continued to present serious financial challenges. We have seriously aging amenities and infrastructure and have historically underfunded our Capital Reserve account IAW with statutory requirements identified in the VA POAA.

If we do not increase annual funding of capital reserves, amenities can not be maintained nor replaced at the current rate.

To meet these challenges, the community will need to continue to participate in conjunction with the board for success.

Agenda



- Challenges/Successes
 - Financial
 - Infrastructure
 - Volunteer
- Way forward
- Conclusion
- Questions

Challenges (Financial)



New Professional Financial Management Services Provider

- ACS-West (a local Richmond based company) conducted turnover with SENTRY Management October 2021, SENTRY did a very poor job of closeout reports. Our treasurer continues to make progress towards correcting the records. (Note: the records are in substantially better shape than when transferred in 2019 from local provider.)

Capital Reserve is severely UNDERFUNDED on an Annual basis!

Many homes changed ownership in the last two years and Lancaster County records up to two years out of date.

Members continue to not to procure required Disclosure Packages during sale of properties making it difficult to maintain property owner records and issue accurate assessment bills to current owners.

Continue to mis-understand the requirement and benefits of acquiring “Professional Financial Management Services”, to include annual Audit requirement mandate.

Professionally managed Financial Services ensure compliance with Virginia Property Owners Act Requirements

Successes (Financial)



- **ACS-West**
 - ACS-West was fully on-boarded effective 1 November 2021.
 - Board Approved the FY22-23 Operating Budget.
 - Financial Records remain auditable and compliant with accounting principals & practices.
- **Fiscal integrity remains in place**
- **Contract actions are competitive and documented for all services**
- **All taxes are current, professionally prepared and submitted prior to the tax deadlines**
- **The Capital Reserve account is being funded and utilized to provide upgrades on a yearly basis to the community in accordance with approved CR annual spend plan.**

We are on the path towards improved fiscal success!

Challenges (Infrastructure)



Pool

- Over 50 years old and in need of replacement
- Fencing and decking require updating for safety

Roads and Grounds

- Crowning, numerous pot-holes and drainage issues, Tremendous amount of precipitation and weather anomalies
- Increased Vandalism in Community
- Need to start allocating a higher percentage of Capital Reserve Funding to Roads repair and Maintenance

Clubhouse

- Reopened after Pandemic, however, dated interior which needs upgrade and maintenance to include new flooring, kitchen and bathroom remodeling.

Tennis and Pickleball Courts

- Keeping courts locked at all times and preventing vandalism.

Infrastructure continues to age and must be updated continually

Successes (Infrastructure)



Pool

- Pool Replacement Committee has worked hard to provide several contracting and financing options for a replacement pool. Special Meeting to Community to present findings scheduled for 1000 on 28 May 2022.

Clubhouse

- Re-opened after Pandemic

Dock

- Purchased new Dock Keys which are not reproducible

Roads and Grounds

- Drainage and Erosion Control measures required along Corrotoman Drive Extended have been completed by all property owners.
- A meeting with affected property owners of Corrotoman Extended will be scheduled during May to discuss options for Guard rail/safety solution along Corrotoman Extended.

Capital Reserves continue to be expended judiciously in support of critical infrastructure

Challenges (Volunteer)



Previously identified challenges remain:

- Historical budgets identified in the Capital Reserve report were developed relying heavily upon a volunteer workforce
- The current community has limited volunteer capacity or desire
- Insufficient # of volunteers leaves Board positions/chairs vacant
 - Hospitality (where the majority of the social/fund-raising activities occur)
- Volunteers continue to burn out quickly because of increased demands and expectations of non-volunteers

The Community can no longer rely exclusively on volunteers

Successes (Volunteer)



Community members continued to support the volunteer-maintained amenities

- Marina Chair ensured slips were fully rented
- Pool Committee Chair ensured increased Pool Use/Memberships on the rise

Social Events

- Annual Meeting
- 4th of July “Appy Hour”
- Trunk or Treat

Improvements

- Consideration for reducing speed limit along Corrotoman Drive submitted to VDOT ongoing
- Focus on maintaining roads; power-raking, tree trimming removal; gravel replacement; power washing pool area



Status Way Forward Reported

2019-2020:

Develop/Refine CBTB's Strategic Plan – Not Started

2020-2021:

Develop/Refine CBTB's Strategic Plan – Not Started

Rewrite Declarations, By-Laws and Admin Policy Manual – Not Started

Maintain List of Frequently Asked Questions on website - COMPLETED

Survey of CBTB Members completed in 2021 & 2022 - COMPLETED

- In order to track and identify highest priority amenity upgrades and services members want from their Association using Online Survey and brief the Community of the findings as well as Member satisfaction with

Way Forward 2022 - 2023



Complete Rewrite/Update of Declarations, By-Laws and Admin Policy Manual

- Ensures legal compliance with VA Property Owners Act & other State statues & Local Regulations:
- Provides clear guidance to members.
- Enables Annual Assessments to be adjusted for Inflation in order to support a realistic operating budget.
- Provides adequate “teeth” to take action against non-compliant members

Develop/Refine CBTB’s Strategic Plan

Continue to conduct an annual Survey of CBTB Members

- Identify highest priority amenity upgrades and services members want from their Association using Online Survey and brief the Community of the findings

Re-establish a Neighborhood Watch & enhanced Security Cameras

Conclusion



The Year 2021-2022 presented a multitude of challenges for the Board and the Community :

- Aging Pool that requires replacement in future.
- Learning to get used to a “virtual” meeting presence

The coming year will continue to challenge the board and the community as we address the following:

- Rewrite our governing documents is a high a priority
- Plan to Build and fund a replacement pool in future
- Continued emphasis on CBTB Roads Improvements and maintenance
- Updating property ownership records & re-baselining the annual assessment to the Original CBTB Platt.
- Conducting the analysis and developing the business case for an annual assessment increase based on an inflation adjustment



Questions?

or send to

CBTBay@gmail.com