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**Corrotoman-By-The Bay Association, Inc.**

**Board of Directors Meeting Minutes**

**9:00, Saturday, 12 March 2022**

**NEW ZOOM Dial-in**

**<https://us02web.zoom.us/j/82857319410?pwd=MjlxQU9PTzNxQUxuZ2lKMUtaRmNKQT09>**

Meeting ID: 828 5731 9410

Passcode: 957075

**One tap mobile 13017158592 Meeting ID: 828 5731 9410**

**Passcode: 957075**

**Call to Order:** Deb Beutel, President at 9:00

Members Present: Deb Beutel, Matt Crabbe, Kevin McNair, Don Smith, James Allen,

Present via ZOOM: Lisa Adler, Claire Smith, Sam Longstreet

**Announcements from Board:** The Annual Meeting Announcement and Ballots have been Mailed as of 1 March 2022.

**Secretary's Report:** **Cristian Shirilla** - Review and approve minutes from 5 February 2022 Meeting.

Motion made to approve minutes by Don Smith

Seconded by Sam Longstreet

Unanimously Approved Minutes of 5 February 2022 Board Meeting

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

Motion made to approve treasurer's report by Don Smith

Seconded by Matt Crabbe

Unanimously Approved Treasurer's Report

**Collections Committee Chair:** **Don Smith:**

- See Report.

**Finance Committee:** **Matt Crabbe, Chair** – No Report.

**Architectural Review:** **Kevin McNair, Chair** – Will discuss legal actions to be taken to alert property owner of tent and trailer requiring removal during Executive Session. No additional actions to report this month.

**Communications:** **Tara Linne, Chair** – Annual Meeting Announcements and Ballots have been mailed. Please allow 48hours for a response from the Board to inquiries made to CBTB website.

**Clubhouse/Pavilion/Social:** **Vacant, Chair** No Report.

**Pool:** **Lisa Adler, Chair**, See Report:

**Pool Renovation Review Sub-Committee Chair – Kathy Moffitt:**

**Roads & Grounds:** **James Allen, Chair**

- Awaiting bids for repair of Sandy Lane .

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- Three Bids received for Review and consideration during Executive Session for replacement Lawn Mowing contract.
  - Deb Beutel will send an email to all affected Property Owners on Corrotoman Extension in order to schedule a review of the various guard rail options. Meeting will be schedule early June once erosion remediation actions are completed on lots 3 & 4 as Jason Mills indicated he has contracted with Earth Resources to fix the erosion issue. Scheduled to be completed in May.

**Dock Sub-Committee: Don Smith, Chair:** See Report.

**Assistant Chair, Doug Howe**

- James Alan Made a Motion to Approve an additional \$350.00 for purchase of additional dock keys. Lisa Adler seconded motion. Approved with one abstention from Sam Longstreet.

**Tennis: Jean Ehlman, Chair :** No Report

**Golf: Jean Ehlman, Chair:** New flags will be put out on golf course as soon as warmer weather arrives. Please make sure mowers do not mow over flags. .

### **AD HOC/Special Committees**

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

**Chair of Legal Advisory Committee:** Ed Krill: See Report.

**Nominations Committee Chair:** Lisa Adler, Chairperson. Don Smith on Committee. Notice of Annual Meeting and Ballot/Proxy Forms have been mailed.

**Old Business:** N/A

### **New Business:**

1. **Treasurer, Claire Smith** requested to move presentation of recommendations for write-offs from ACS-West Comptroller to for Board Approval to April Meeting.

### **Member Input:**

### **Next Meeting:**

9 April 2022

**Motion to adjourn regular session and enter Executive Session after 5 minute recess made by Matt Crabbe and seconded by Lisa Adler at 10:16**

**Entered Executive Session at 10:21**

**Motion to adjourn Executive Session and resume Regular Meeting made by Matt Crabbe and seconded by Don Smith at 11:01**

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**Motion Made by Don Smith and Seconded by Lisa Adler to Approve selection of Moe & Jay for Lawn Mowing Contract NTE \$17,800.00 Unanimously Approved**

**Motion to Adjourn Meeting made by Don Smith and seconded by Kevin McNair, Approved and meeting Adjourned at 11:04**

**Board Member Terms**

Lisa Adler (2021-24)	James Allen (2021-2024)
Deb Beutel (2020-2023)	Matt Crabbe (2021-2024)
Vacant (2020-2023)	Sam Longstreet (2019-22)
Kevin McNair (2019-22)	Cristian Shirilla (2019-22)
Don Smith (2020-2023)	

**Proposed Schedule of Meetings**

9 April 2022  
Annual Meeting & Election – Sunday, 1 May 2022  
**TBD - Special Meeting to Brief Community on Pool Committee Recommendations**  
**11 June 2022**  
**9 July 2022**  
**13 August 2022**  
**10 September 2022**  
**8 October 2022**  
**12 November 2022**  
**10 December 2022**

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**Corrotoman-By-The Bay Association, Inc.**  
**Final Board of Directors Meeting Agenda**  
**9:00, Saturday, 12 March 2022**

**NEW ZOOM Dial-in**

<https://us02web.zoom.us/j/82857319410?pwd=MjlxQU9PTzNxQUxuZ2lKMUtaRmNKQT09>

Meeting ID: 828 5731 9410

Passcode: 957075

**One tap mobile 13017158592 Meeting ID: 828 5731 9410**

**Passcode: 957075**

**Call to Order:** Deb Beutel, President

**Announcements from Board:** The Annual Meeting Announcement and Ballots have been Mailed as of 1 March 2022.

**Secretary's Report:** Cristian Shirilla - Review and approve minutes from 5 February 2022 Meeting.

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

**Collections Committee Chair:** Don Smith:

- See Report.

**Finance Committee:** Matt Crabbe, Chair – No Report.

**Architectural Review:** Kevin McNair, Chair – No actions to report this month.

**Communications:** Tara Linne, Chair – Annual Meeting Announcements and Ballots have been mailed. Please allow 48hours for a response from the Board to inquiries made to CBTB website.

**Clubhouse/Pavilion/Social:** Vacant, Chair No Report.

**Pool:** Lisa Adler, Chair, See Report:

**Pool Renovation Review Sub-Committee Chair – Kathy Moffitt:**

**Roads & Grounds:** James Allen, Chair

- Provide update on contract status for repair of Sandy Lane .
- Provide update on contracts for Lawn Mowing contract and Snow Removal. (**Current Snow Removal contract expired 17 February 2022**)
- Provide update on proposed way ahead and planned meeting with Residents of Corrotoman Extended to discuss concerns and issues with regard to a potential guard rail solution.

**Dock Sub-Committee:** Don Smith, Chair: See Report.

**Assistant Chair,** Doug Howe

- New keys for Boat Ramp can be requested after the meeting.

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**Tennis:** Jean Ehlman, Chair : No Report

**Golf:** Jean Ehlman, 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: See Report.

**Nominations Committee Chair:** Lisa Adler, Chairperson. Don Smith on Committee. Notice of Annual Meeting and Ballot/Proxy Forms have been mailed.

**Old Business:**

**New Business:**

1. **Treasurer, Claire Smith** to present recommendations for write-offs from ACS-West Comptroller to for Board Approval.

**Member Input:**

- Why were CBTB Roads not plowed after the last snow storm?

**Next Meeting:**

9 April 2022

**Motion to adjourn Board meeting:**

**Board Member Terms**

Lisa Adler (2021-24)	James Allen (2021-2024)
Deb Beutel (2020-2023)	Matt Crabbe (2021-2024)
Vacant (2020-2023)	Sam Longstreet (2019-22)
Kevin McNair (2019-22)	Cristian Shirilla (2019-22)
Don Smith (2020-2023)	

**Proposed Schedule of Meetings**

9 April 2022

Annual Meeting & Election – Sunday, 1 May 2022

**TBD - Special Meeting to Brief Community on Pool Committee Recommendations**

**11 June 2022**

**9 July 2022**

**13 August 2022**

**10 September 2022**

**8 October 2022**

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**12 November 2022**  
**10 December 2022**

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**Corrotoman-By-The Bay Association, Inc.**  
**Final Board of Directors Meeting MINUTES (DRAFT)**  
**9:00, Saturday, 5 February 2022**

**NEW ZOOM Dial-in**

<https://us02web.zoom.us/j/82857319410?pwd=MjlxQU9PTzNxQUxuZ2lKMUtaRmNKQT09>

Meeting ID: 828 5731 9410

Passcode: 957075

**One tap mobile 13017158592 Meeting ID: 828 5731 9410**

**Passcode: 957075**

**Call to Order:** Deb Beutel, President, meeting called to order at 9:00am

**Members Present:** Deb Beutel, Lisa Adler, Matt Crabbe, Sam Longstreet, JJ Allen, Don Smith, Kevin MacNair, Cristian Shirilla; Claire Smith (non-voting member)

**Announcements from Board:**

**Secretary's Report:** Cristian Shirilla - Review and approve minutes from 18 January 2022 Meeting.

**Motion:** Motion to approve as presented; Lisa Adler

**2<sup>nd</sup>:** Matt Crabbe

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

- **Request Board Approval of appointment of ACS-West Community Manager, Shannon Ross as Assistant Secretary.** Specifically, ISO the following secretarial duties: Custodian for most of the association's official documents, including minutes, voting records, and membership lists. Must securely store, maintain, and organize all records and ensure that they are accessible to the appropriate members and authorized representatives. This may be accomplished in conjunction with a professional management firm.

**Motion:** Motion was made by Lisa Adler to appoint ACS-West Community Manager, Shannon Ross as Assistant Secretary

**2<sup>nd</sup>:** Don Smith

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

**Treasurer's Report:** Claire Smith – No Treasurer's report this month..

**Collections Committee Chair: Don Smith:**

- President conducted turnover and review of FY 21 Collections transactions with Treasurer, and Collections Committee Chair on Saturday 22 February 2022.
- Legal Advisor has requested updated status on accounts sent to Collections Attorney in FY21.

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- Collections Committee Meeting currently scheduled for 10 February 2022 to review status of 2021 collections activities and plan for execution of FY22 collections efforts. Committee Members include Treasurer, Volunteer Legal Advisor, Craig Adler and additional invitees include: President & VP (in advisory role), Finance Committee Chair (Any Board Member wishing to attend may do so)

**Finance Committee: Matt Crabbe, Chair** – The committee met, approved and presented the proposed operating budget to the board for FY 2022/23; and is planning to meet with the pool committee to discuss costs for renovating/replacing the pool.

**Architectural Review: Kevin McNair, Chair** – See Report.

**Communications: Tara Linne, Chair** – See Report.

**Clubhouse/Pavilion/Social: Kristina Allen, Chair** See Report.

**Pool: Lisa Adler, Chair** - Lisa has requested a pool maintenance contract for the 2022 summer season.

BOD request to approve no more than \$1000 to grind and seal large cement crack on pool deck.

- **Pool Renovation Review Sub-Committee Chair – Kathy Moffitt** - Reno committee still awaits the bid letter from Siskind Aurand that will be sent to pool contractors for our pool in a pool renovation.

Kathy M and I would like to request members of the community who would like to form a pool “outfitting” sub-committee that will research, fund raise and bring forward ideas, pricing and assistance with overseeing purchasing, when the time comes, for new pool furniture. Interested members can speak with Kathy or Lisa if interested.

**Roads & Grounds: James Allen, Chair**

- Provide update on contract status for repair of Sandy Lane .
- Provide update on contracts for Lawn Mowing contract and Snow Removal. (**Current Snow Removal contract expires 17 February 2022**)
- Provide update on proposed way ahead and planned meeting with Residents of Corrotoman Extended to discuss concerns and issues with regard to a potential guard rail solution.

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

- **Keys for Boat Ramp**

**Tennis: Jean Ehlman, Chair** : No Report

**Golf: Jean Ehlman, Chair:** No Report.

**AD HOC/Special Committees**



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

**Chair of Legal Advisory Committee:** Ed Krill: See Report.

**Nominations Committee Chair:** Lisa Adler, Chairperson. Don Smith on Committee.

**Old Business:**

1. **Treasurer, Claire Smith** to present comments from ACS-West Comptroller to for Board Adjudication/approval.

**Motion:** Motion was made by Matt Crabbe to approve that ACS-West make quarterly deposits into the Capital Reserve account according to the amount budgeted.

**2<sup>nd</sup>:** Kevin MacNair

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

2. **Lisa Adler, Nominations Committee Chair:** The election of three new Board members will take place at the annual meeting in May 2022. Please consider stepping up to support your community and volunteering to run for the Board. We will be seeking Biographies with your reasons for wanting to join the Board until 14 February 2022. CBTB NEEDS YOU! If you are interested, please submit a short biography and your reasons for wanting to be a Member of the CBTB Board of Directors to the CBTB Organizational mailbox [CBTBay@gmail.com](mailto:CBTBay@gmail.com)

**New Business:**

1. Pool Committee Chair, Lisa Adler to present requirement and request for Board approval of request for Capital Reserve funding to fix and seal pool concrete.
  - **Motion:** Motion was made by Sam Longstreet to utilize the capital reserve funds for the repair of an uneven area on the pool deck. Allocation not to exceed \$1,000.
  - 2<sup>nd</sup>:** Matt Crabbe
  - Yes:** All members present
  - No:** N/A
  - Abstain:** N/A
2. Lisa Adler has volunteered to step up as Vice President and serve in that role until the Election in May and approval by the Board of the new slate of officers.
3. Board review and approve revised Board Member and Officer Duties: **DEFERRED TO NEXT MEETING**
4. Board approve ACS-West to include an option of a payment plan with annual assessment billing.

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- **Motion:** Motion was made by Don Smith to allow property owners who may have financial hardship in a given FY to request payment plans for annual dues. Requests will be approved by the board on a case by case basis.  
**2<sup>nd</sup>:** Lisa Adler  
**Yes:** All members present  
**No:** N/A  
**Abstain:** N/A

5. Board Approve statement on Annual Assessments for publication to website and Local Realtors:

**\* How Are CBTB Dues Allocated?**

The Association's Bylaws, found on its website, reflect the method for allocating annual dues that has been in place since CBTB was established in 1967. There has been no change. The plat for CBTB drawn up at that time identifies all originally numbered lots. That plat is on the wall of the Clubhouse and on the Association's website.

Article I, sections (d) and (e) of the original Bylaws describes responsibility for Member dues as applying to the owner(s) of any "original lot" as shown on that plat.

If a lot is owned by more than one person, it is up to them to decide how to share the cost.

If a lot has been divided and part sold, such as to an adjoining neighbor, they are both responsible to share the annual dues for that original lot.

Lancaster County may record the deed to more than one of the original lots as one parcel, but that does not change who is responsible for annual dues. If three lots are combined and recorded as one, dues for the three original lots must still be paid. See Article III, section (a).

- **Motion:** Motion was made by Don Smith to post the above statement\* with regard to "How Are CBTB Dues Allocated" to the website.  
**2<sup>nd</sup>:** Lisa Adler  
**Yes:** All members present  
**No:** N/A  
**Abstain:** N/A

**Member Input:**

- Why were CBTB Roads not plowed after the last snow storm?

**Next Meeting:**

12 March 2022

**Motion to exit Regular Board meeting at 10:02, enter executive session at 10:08am:**

- **Motion:** Motion was made by Don Smith  
**2<sup>nd</sup>:** Lisa Adler  
**Yes:** All members present  
**No:** N/A

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**Abstain:** N/A

**Motion to Adjourn Executive Session and re-enter regular meeting at 10:13:**

- **Motion:** Motion was made by Kevin MacNair  
**2<sup>nd</sup>:** Lisa Adler  
**Yes:** All members present  
**No:** N/A

**Motion:** Motion was made by Sam Longstreet to appoint Claire Smith, in accordance with Article 7, Sec 3 of the Bylaws as board member to fulfill the term previously held by Lea Gallogly, through May 2023

**2<sup>nd</sup>:** Lisa Adler

**Yes:** All members present

**No:** N/A

**Abstain:** Don Smith

**Motion to adjourn Board meeting:**

- **Motion:** Motion was made by Matt Crabbe  
**2<sup>nd</sup>:** JJ Allen  
**Yes:** All members present  
**No:** N/A

**Board Member Terms**

Lisa Adler (2021-24)	James Allen (2021-2024)
Deb Beutel (2020-2023)	Matt Crabbe (2021-2024)
Claire Smith (2020-2023)	Sam Longstreet (2019-22)
Kevin McNair (2019-22)	Cristian Shirilla (2019-22)
Don Smith (2020-2023)	

**Proposed Schedule of Meetings**

9 April 2022

**TBD - Special Meeting to Brief Community on Pool Committee Recommendations**

Annual Meeting & Election – Sunday, 1 May 2022

**Treasurer's Report**  
**12/31/2021**

**Documents Attached**

- Balance Sheet
- Revenue and Expense Report
- Accounts Payable

**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](mailto:shannon@acswest.org)

**Fiscal Year 2021-2022 Amenity Payments:**

Status of Payments received as of November 30, 2021

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

*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 to be sold or purchased. This ensures your name is deleted/added to the Homeowners Association records.

**Notes:**

Report are provided by ACS-West by the 3rd week of the following month, as it was with Sentry. Therefore, all accounts reported are from the end of Nov.

The transition was not as "clean" as we had hoped but I will be working with ACS-West to make any adjustments we may need to get the funds into the correct accounts.

**CORROTOMAN-BY-THE-BAY ASSOCIATION**

Balance Sheet  
As of 11/30/21

Account Description	Operating	Reserves	Other	Totals
<b>ASSETS</b>				
CASH PRIOR MNGMNT	1,304.17			1,304.17
CASH PRIOR MNGMNT - RESERVE		127,034.98		127,034.98
CIT - OPERATING ACCOUNT	30,194.11			30,194.11
A/R - ASSESSMENTS & FEES	57,762.08			57,762.08
A/R - LEGAL FEES	12,592.93			12,592.93
A/R - FROM OP / (FROM RES)		138.53		138.53
PREPAID EXPENSES - INSURANCE	2,787.06			2,787.06
<b>TOTAL ASSETS</b>	<b>104,640.35</b>	<b>127,173.51</b>	<b>.00</b>	<b>231,813.86</b>
=====				
<b>LIABILITIES &amp; EQUITY</b>				
ACCOUNTS PAYABLE	9.85			9.85
A/P - TO RES / (TO OP)	138.53			138.53
PREPAID ASSESSMENTS	5,282.62			5,282.62
OTHER PREPAID INCOME	36,450.00			36,450.00
<b>TOTAL CURRENT LIABILITIES</b>	<b>41,881.00</b>	<b>.00</b>	<b>.00</b>	<b>41,881.00</b>
RESERVES EQUITY - PRIOR		99,046.98		99,046.98
<b>TOTAL RESERVES</b>	<b>.00</b>	<b>99,046.98</b>	<b>.00</b>	<b>99,046.98</b>
OPERATING EQUITY - PRIOR	67,028.87			67,028.87
CURRENT YR NET PROFIT / (LOSS)	(4,269.52)	28,126.53	.00	23,857.01
<b>TOTAL OPERATING</b>	<b>62,759.35</b>	<b>28,126.53</b>	<b>.00</b>	<b>90,885.88</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>104,640.35</b>	<b>127,173.51</b>	<b>.00</b>	<b>231,813.86</b>
=====				

**CORROTOMAN-BY-THE-BAY ASSOCIATION**

**INCOME / EXPENSE STATEMENT**

Period: 11/01/21 to 11/30/21

Description	Current Period			Year-To-Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
OPERATING ASSESSMENTS	.00	.00	.00	44,912.00	67,368.00	(22,456.00)	67,368.00
INTEREST EARNED - OPERATING	.42	.00	.42	(137.79)	.00	(137.79)	.00
LATE FEES BILLED	.00	.00	.00	2,295.40	.00	2,295.40	.00
FEES - DOCK / TENNIS / ETC	.00	240.00	(240.00)	3,035.00	2,160.00	875.00	2,880.00
POOL INCOME	.00	812.50	(812.50)	10,680.00	7,312.50	3,367.50	9,750.00
MISCELLANEOUS	.00	.00	.00	57.00	.00	57.00	.00
<b>TOTAL OPERATING INCOME</b>	.42	1,052.50	(1,052.08)	60,841.61	76,840.50	(15,998.89)	79,998.00
GROUNDS MAINTENANCE	2,200.00	1,549.92	(650.08)	17,900.00	13,949.28	(3,950.72)	18,599.00
GENERAL MAINT & REPAIR	.00	361.92	361.92	1,015.94	3,257.28	2,241.34	4,343.00
ROAD REPAIRS	.00	83.33	83.33	63.27	749.97	686.70	1,000.00
DOCK MAINTENANCE	.00	94.08	94.08	47.35	846.72	799.37	1,129.00
ELECTRICITY	126.22	229.17	102.95	2,519.52	2,062.53	(456.99)	2,750.00
GAS / FUELS	228.92	91.50	(137.42)	228.92	823.50	594.58	1,098.00
WATER & SEWER	.00	112.50	112.50	2,787.76	1,012.50	(1,775.26)	1,350.00
INTERNET	130.13	128.42	(1.71)	1,158.33	1,155.78	(2.55)	1,541.00
MISCELLANEOUS OPERATING	.00	16.58	16.58	384.00	149.22	(234.78)	199.00
MANAGEMENT FEE	500.00	1,100.00	600.00	9,300.00	9,900.00	600.00	13,200.00
POSTAGE / COPIES / SUPPLIES	11.44	547.58	536.14	4,774.92	4,928.22	153.30	6,571.00
TAXES & FEES	.00	15.00	15.00	130.00	135.00	5.00	180.00
CLOSING FEES	.00	.00	.00	159.76	.00	(159.76)	.00
BAD DEBTS	.00	.00	.00	24.16	.00	(24.16)	.00
INSURANCE	.00	375.00	375.00	3,038.39	3,375.00	336.61	4,500.00
LEGAL FEES	.00	439.50	439.50	790.12	3,955.50	3,165.38	5,274.00
LEGAL FEES-COLLECTIONS	.00	352.92	352.92	7,094.21	3,176.28	(3,917.93)	4,235.00
AUDIT / TAX RETURNS	.00	129.17	129.17	550.00	1,162.53	612.53	1,550.00
PAYROLL TAXES	.00	.00	.00	67.73	.00	(67.73)	.00
POOL OPERATIONS	.00	630.17	630.17	11,816.75	5,671.53	(6,145.22)	7,562.00
CLUBHOUSE SUPPLIES	.00	36.83	36.83	1,260.00	331.47	(928.53)	442.00
<b>TOTAL OPERATING EXPENSES</b>	3,196.71	6,293.59	3,096.88	65,111.13	56,642.31	(8,468.82)	75,523.00
<b>OPERATING NET PROFIT / (LOSS)</b>	(3,196.29)	(5,241.09)	2,044.80	(4,269.52)	20,198.19	(24,467.71)	4,475.00
RESERVE ASSESSMENTS - CAPITAL	.00	3,498.50	(3,498.50)	27,988.00	31,486.50	(3,498.50)	41,982.00
INTEREST EARNED - CAP RESERVES	.00	8.33	(8.33)	138.53	74.97	63.56	100.00
<b>TOTAL RESERVE INCOME</b>	.00	3,506.83	(3,506.83)	28,126.53	31,561.47	(3,434.94)	42,082.00
<b>TOTAL RESERVE EXPENSES</b>	.00	.00	.00	.00	.00	.00	.00
<b>RESERVES NET PROFIT / (LOSS)</b>	.00	3,506.83	(3,506.83)	28,126.53	31,561.47	(3,434.94)	42,082.00
<b>TOTAL NET PROFIT / (LOSS)</b>	(3,196.29)	(1,734.26)	(1,462.03)	23,857.01	51,759.66	(27,902.65)	46,557.00

CASH DISBURSEMENTS

Starting Check Date: 11/01/21 Cash account #: "All"  
Ending Check Date: 11/30/21

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account #:		11001	CIT - OPERATING ACCOUNT		
11/03/21	1000	1	ACS WEST, INC.	500.00	MANAGEMENT FEE
11/03/21	1001	2	ACS WEST, INC.	1.59	OCT21 P&C
11/05/21	100000	702774	NORTHERN NECK ELECTRIC COOP.	126.22	113751-001
11/09/21	100001	702775	SENTRY MANAGEMENT	2,200.00	PL
11/12/21	100002	702782	ATLANTIC BROADBAND	130.13	8282 15 116 0029826
11/23/21	100003	702795	NWP ENERGY	228.92	6074
Totals:				3,186.86	

**CORROTOMAN-BY-THE-BAY ASSOCIATION**

Balance Sheet  
As of 12/31/21

Account Description	Operating	Reserves	Other	Totals
<b>ASSETS</b>				
CASH PRIOR MNGMNT - RESERVE		1,281.93		1,281.93
CIT - OPERATING ACCOUNT	27,191.47			27,191.47
PRIMIS OPERATING	60.45			60.45
CHESAPEAKE BANK OPERATING	1,104.76			1,104.76
PRIMIS BANK RESERVE		124,799.85		124,799.85
A/R - ASSESSMENTS & FEES	57,671.63			57,671.63
A/R - LEGAL FEES	12,592.93			12,592.93
A/R - FROM OP / (FROM RES)		7,135.53		7,135.53
PREPAID EXPENSES - INSURANCE	2,787.06			2,787.06
<b>TOTAL ASSETS</b>	<b>101,408.30</b>	<b>133,217.31</b>	<b>.00</b>	<b>234,625.61</b>
<b>LIABILITIES &amp; EQUITY</b>				
ACCOUNTS PAYABLE	164.34			164.34
A/P - TO RES / (TO OP)	7,135.53			7,135.53
PREPAID ASSESSMENTS	5,462.62			5,462.62
OTHER PREPAID INCOME	36,450.00			36,450.00
<b>TOTAL CURRENT LIABILITIES</b>	<b>49,212.49</b>	<b>.00</b>	<b>.00</b>	<b>49,212.49</b>
RESERVES EQUITY - PRIOR		99,046.98		99,046.98
<b>TOTAL RESERVES</b>	<b>.00</b>	<b>99,046.98</b>	<b>.00</b>	<b>99,046.98</b>
OPERATING EQUITY - PRIOR	67,028.87			67,028.87
CURRENT YR NET PROFIT / (LOSS)	(14,833.06)	34,170.33	.00	19,337.27
<b>TOTAL OPERATING</b>	<b>52,195.81</b>	<b>34,170.33</b>	<b>.00</b>	<b>86,366.14</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>101,408.30</b>	<b>133,217.31</b>	<b>.00</b>	<b>234,625.61</b>





**CASH DISBURSEMENTS**

Starting Check Date: 12/01/21 Cash account #: "All"  
 Ending Check Date: 12/31/21

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account #:		11001	CIT - OPERATING ACCOUNT		
12/01/21	1002	1	ACS WEST, INC.	500.00	MANAGEMENT FEE
12/06/21	1003	2	ACS WEST, INC.	9.85	NOV21 P&C
12/06/21	100004	702775	SENTRY MANAGEMENT	2,200.00	PL
12/09/21	100005	702774	NORTHERN NECK ELECTRIC COOP.	109.05	113751-001
12/13/21	100006	702782	ATLANTIC BROADBAND	130.13	8282 15 116 0029826
12/14/21	100007	701913	VIRGINIA AMERICAN WATER	45.24	1027-210037207877
12/15/21	1004	433	STATE CORPORATION COMMISSION	25.00	SCC FEE
12/17/21	100008	702774	NORTHERN NECK ELECTRIC COOP.	255.00	PL
Totals:				3,274.27	

# CORROTOMAN-BY-THE-BAY ASSOCIATION

Balance Sheet  
As of 01/31/22

Account Description	Operating	Reserves	Other	Totals
<b>ASSETS</b>				
CIT - OPERATING ACCOUNT	15,546.13			15,546.13
PRIMIS OPERATING	60.47			60.47
CHESAPEAKE BANK OPERATING	1,104.76			1,104.76
CIT - RESERVE ACCOUNT		10,667.03		10,667.03
PRIMIS BANK RESERVE		123,271.26		123,271.26
A/R - ASSESSMENTS & FEES	57,478.83			57,478.83
A/R - LEGAL FEES	12,592.93			12,592.93
A/R - FROM OP / (FROM RES)		1,600.00		1,600.00
PREPAID EXPENSES - INSURANCE	2,787.06			2,787.06
<b>TOTAL ASSETS</b>	<b>89,570.18</b>	<b>135,538.29</b>	<b>.00</b>	<b>225,108.47</b>
	=====	=====	=====	=====
<b>LIABILITIES &amp; EQUITY</b>				
ACCOUNTS PAYABLE	398.07			398.07
A/P - TO RES / (TO OP)	1,600.00			1,600.00
PREPAID ASSESSMENTS	5,607.62			5,607.62
OTHER PREPAID INCOME	36,450.00			36,450.00
<b>TOTAL CURRENT LIABILITIES</b>	<b>44,055.69</b>	<b>.00</b>	<b>.00</b>	<b>44,055.69</b>
<b>RESERVES EQUITY - PRIOR</b>		<b>99,046.98</b>		<b>99,046.98</b>
<b>TOTAL RESERVES</b>	<b>.00</b>	<b>99,046.98</b>	<b>.00</b>	<b>99,046.98</b>
<b>OPERATING EQUITY - PRIOR</b>	<b>67,028.87</b>			<b>67,028.87</b>
<b>CURRENT YR NET PROFIT / (LOSS)</b>	<b>(21,514.38)</b>	<b>36,491.31</b>	<b>.00</b>	<b>14,976.93</b>
<b>TOTAL OPERATING</b>	<b>45,514.49</b>	<b>36,491.31</b>	<b>.00</b>	<b>82,005.80</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>89,570.18</b>	<b>135,538.29</b>	<b>.00</b>	<b>225,108.47</b>
	=====	=====	=====	=====

# CORROTOMAN-BY-THE-BAY ASSOCIATION

## INCOME / EXPENSE STATEMENT

Period: 01/01/22 to 01/31/22

Description	Current Period			Year-To-Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
OPERATING ASSESSMENTS	(3,498.50)	.00	(3,498.50)	34,416.51	67,368.00	(32,951.49)	67,368.00
INTEREST EARNED - OPERATING	1.14	.00	1.14	(135.47)	.00	(135.47)	.00
LATE FEES BILLED	.00	.00	.00	2,295.40	.00	2,295.40	.00
FEES - DOCK / TENNIS / ETC	.00	240.00	(240.00)	3,035.00	2,640.00	395.00	2,880.00
POOL INCOME	.00	812.50	(812.50)	10,680.00	8,937.50	1,742.50	9,750.00
OTHER INCOME	.00	.00	.00	3.01	.00	3.01	.00
MISCELLANEOUS	.00	.00	.00	57.00	.00	57.00	.00
<b>TOTAL OPERATING INCOME</b>	<b>(3,497.36)</b>	<b>1,052.50</b>	<b>(4,549.86)</b>	<b>50,351.45</b>	<b>78,945.50</b>	<b>(28,594.05)</b>	<b>79,998.00</b>
GROUNDS MAINTENANCE	.00	1,549.92	1,549.92	20,100.00	17,049.12	(3,050.88)	18,599.00
GENERAL MAINT & REPAIR	.00	361.92	361.92	1,015.94	3,981.12	2,965.18	4,343.00
ROAD REPAIRS	.00	83.33	83.33	63.27	916.63	853.36	1,000.00
DOCK MAINTENANCE	.00	94.08	94.08	80.35	1,034.88	954.53	1,129.00
ELECTRICITY	107.19	229.17	121.98	2,990.76	2,520.87	(469.89)	2,750.00
GAS / FUELS	.00	91.50	91.50	228.92	1,006.50	777.58	1,098.00
WATER & SEWER	477.54	112.50	(365.04)	3,461.40	1,237.50	(2,223.90)	1,350.00
INTERNET	130.13	128.42	(1.71)	1,418.59	1,412.62	(5.97)	1,541.00
MISCELLANEOUS OPERATING	.00	16.58	16.58	384.00	182.38	(201.62)	199.00
MANAGEMENT FEE	500.00	1,100.00	600.00	10,300.00	12,100.00	1,800.00	13,200.00
POSTAGE / COPIES / SUPPLIES	156.10	547.58	391.48	4,944.50	6,023.38	1,078.88	6,571.00
TAXES & FEES	.00	15.00	15.00	296.98	165.00	(131.98)	180.00
CLOSING FEES	.00	.00	.00	159.76	.00	(159.76)	.00
BAD DEBTS	.00	.00	.00	24.16	.00	(24.16)	.00
INSURANCE	.00	375.00	375.00	3,038.39	4,125.00	1,086.61	4,500.00
LEGAL FEES	.00	439.50	439.50	790.12	4,834.50	4,044.38	5,274.00
LEGAL FEES-COLLECTIONS	.00	352.92	352.92	7,094.21	3,882.12	(3,212.09)	4,235.00
AUDIT / TAX RETURNS	.00	129.17	129.17	550.00	1,420.87	870.87	1,550.00
PAYROLL TAXES	.00	.00	.00	67.73	.00	(67.73)	.00
POOL OPERATIONS	1,600.00	630.17	(969.83)	13,416.75	6,931.87	(6,484.88)	7,562.00
CLUBHOUSE MAINTENANCE	180.00	.00	(180.00)	180.00	.00	(180.00)	.00
CLUBHOUSE SUPPLIES	.00	36.83	36.83	1,260.00	405.13	(854.87)	442.00
<b>TOTAL OPERATING EXPENSES</b>	<b>3,150.96</b>	<b>6,293.59</b>	<b>3,142.63</b>	<b>71,865.83</b>	<b>69,229.49</b>	<b>(2,636.34)</b>	<b>75,523.00</b>
<b>OPERATING NET PROFIT / (LOSS)</b>	<b>(6,648.32)</b>	<b>(5,241.09)</b>	<b>(1,407.23)</b>	<b>(21,514.38)</b>	<b>9,716.01</b>	<b>(31,230.39)</b>	<b>4,475.00</b>
RESERVE ASSESSMENTS - CAPITAL	3,498.50	3,498.50	.00	38,483.50	38,483.50	.00	41,982.00
INTEREST EARNED - CAP RESERVES	35.12	8.33	26.79	498.86	91.63	407.23	100.00
<b>TOTAL RESERVE INCOME</b>	<b>3,533.62</b>	<b>3,506.83</b>	<b>26.79</b>	<b>38,982.36</b>	<b>38,575.13</b>	<b>407.23</b>	<b>42,082.00</b>
CAP RESERVE EXPENSE	.00	.00	.00	2,491.05	.00	(2,491.05)	.00
<b>TOTAL RESERVE EXPENSES</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>2,491.05</b>	<b>.00</b>	<b>(2,491.05)</b>	<b>.00</b>
<b>RESERVES NET PROFIT / (LOSS)</b>	<b>3,533.62</b>	<b>3,506.83</b>	<b>26.79</b>	<b>36,491.31</b>	<b>38,575.13</b>	<b>(2,083.82)</b>	<b>42,082.00</b>
<b>TOTAL NET PROFIT / (LOSS)</b>	<b>(3,114.70)</b>	<b>(1,734.26)</b>	<b>(1,380.44)</b>	<b>14,976.93</b>	<b>48,291.14</b>	<b>(33,314.21)</b>	<b>46,557.00</b>

**CORROTOMAN-BY-THE-BAY ASSOCIATION**

**INCOME / EXPENSE STATEMENT**

Period: 01/01/22 to 01/31/22

Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
		Budget	Variance		Budget	Variance	

## **Collections Committee Minutes February 10, 2021**

The Collections Committee met via Zoom on February 10, 2022 to determine needed actions for CBTBs aging Accounts Receivables.

### Participants:

Mr. Don Smith – Chairperson  
Mr. Ed Krill – Legal Advisor  
Ms. Deb Beutel - President  
Mr. Craig Adler  
Mr. Kevin McNair  
Ms. Claire C. Smith – Treasurer

Ms. Smith provided a report of all current Accounts Receivable. The accounts were divided into 4 groups for discussion purposes. Specifically, long term debts that have had judgements, accounts with 4 or more years owed, accounts with 3 or more years owed, and accounts with 2 and 1 year owed. Discussion followed with historical data provided by both Deb Beutel and Ed Krill.

Delinquencies and the return on investment (ROI) were reviewed and it was determined the group with judgements would be reviewed by Mr. Krill to determine the status within the courts as well as placing a phone call to the homeowners to inquire about payment.

It was determined that a phone call will also be made to those in arrears more than 4 years in hope of collecting some of the monies owed. The possibility of a one-time Amnesty program was discussed for these long term receivables.

It was also determined no liens would be placed on current properties with 2 years owed as the (ROI) is equal to the amount owed.

One foreclosure and a few accounts with small balances will be presented to the board for approval to be cleared/written off.

The next Collections Committee will be held in April, after the current year assessments are due in order to determine if any further actions need to be taken.

Pool Committee Report, Submitted by Lisa Adler:

1. Please send in your amenities form as soon as possible. We rely on those funds to support our amenities' operations.

2. Craig Adler has sent out 3 bid letters for proposals for the new pool based on our architect design approved by the Pool Committee. A presentation will be held in either April or May depending on when we receive the proposals, then convene with the pool committee and finance committee members to discuss the proposals and financing.

We want to present the community with a big picture and all of our ducks in a row.

3. Our leak has been repaired as most of you know by now. We are planning to open the pool up the weekend of May 20 barring any unforeseen complications. Towards that end we have the pool company opening the pool on May 6 so that we can stabilize the chemicals and not have algae day 1. The pool deck will be power washed in April as the weather gets more spring like and we can thank Don Smith volunteering to do that task. After that is accomplished we will be fixing the rough spots in the cement to make it safer for our residents when using the pool.

4. **I need volunteers** to help maintain the pool this season and will do a training on **May 6 for volunteers**. I also **need volunteers** to help put out the pool furniture the same day we will do the trainings. More info to come in a Facebook message and an email through our Communications Director Tara Linne.

5. **KEEP YOUR KEYS FROM LAST YEAR.** We are using the same keys again this season as it is our last season (hopefully) with this pool. IF YOU NEED A KEY to the pool please let me know as soon as you send in your amenities form with payment.

Email me at [lkadler6@gmail.com](mailto:lkadler6@gmail.com).....Let me know only after you have sent in your form with payment. If you don't have a form please go to the website and run off a copy for submission with payment.

Nominating Committee Report, Submitted by Lisa Adler:

Everyone should have received a proxy form in the mail with an announcement of our elections for CBTB officers coming up on Sunday, May 1 st, 2022 at 2 pm at the clubhouse or via zoom. The proxy form is posted on the website if you misplaced it as well as the biographies of the four candidates running for 3 positions.

The form needs to be sent into ACS West by April 15, 2022 unless you plan to hand in your ballot at the meeting on May 1st.

At the meeting we will appoint 2 people to observe the ballot counting of those ballots handed in at the meeting and add them to the already counted ballots sent to us by ACS West. Two pre appointed CBTB members will be on hand to collect and count the ballots.

Any questions contact Lisa Adler at [lkadler6@gmail.com](mailto:lkadler6@gmail.com) or Don Smith at [roadschairman@gmail.com](mailto:roadschairman@gmail.com).