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**Corrotoman-By-The Bay Association, Inc.**  
**Final Board of Directors Meeting MINUTES (FINAL)**  
**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

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

**NEW ZOOM Dial-in**

<https://us02web.zoom.us/j/82857319410?pwd=MjlxOU9PTzNxQUxuZ2lKMUtaRmNKQT09>

Meeting ID: 828 5731 9410

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

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

**Announcements from Board:**

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

- **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.

**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.
- 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 – See Report.

**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, 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 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**

**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.

**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.

**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.

**4.** Board approve ACS-West to include an option of a payment plan with annual assessment billing.

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

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### **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).

### **Member Input:**

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

### **Next Meeting:**

12 March 2022

### **Motion to exit Regular Board meeting:**

### **Motion to enter Executive Session:**

### **Motion to Adjourn Executive Session and re-enter regular meeting:**

### **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

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

Annual Meeting & Election – Sunday, 1 May 2022



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**Corrotoman-By-The Bay Association, Inc.**  
**Final Board of Directors Meeting Minutes (DRAFT)**  
**9:00, Saturday, 8 January 2022; Reconvened 15 January 2022**

**NEW ZOOM Dial-in**

<https://us02web.zoom.us/j/82857319410?pwd=MjlxOU9PTzNxQUxuZ2lKMUtaRmNKQT09>

Meeting ID: 828 5731 9410

Passcode: 957075

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

**Passcode: 957075**

**Call to Order:** 9:01am Deb Beutel, President

**Members Present:** Deb Beutel, Lea Gallogly, Sam Longstreet, Kevin MacNair, JJ Allen, Lisa Adler, Don Smith, Cristian Shirilla, Matt Crabbe; Non-Voting Member: Claire Smith

**Announcements from Board:**

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

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

**2<sup>nd</sup>:** Sam Longstreet

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

**Treasurer's Report:** **Claire Smith** – Review and approve attached Treasurer's report .

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

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

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

**Collections Committee Chair:** Need to Select New Collections Committee Chair and schedule another Collections Committee Meeting.

- Don Smith will assume role as Collections Committee Chair; members to include Treasurer, Vol. Legal Advisor, President, Finance Committee Chair, other board members that desire to attend, designated community members

**Finance Committee:** **Matt Crabbe, Chair** – No report; meeting penciled in for week of Jan 10, 2022

**Architectural Review:** **Kevin McNair, Chair** – No report

**Communications:** **Tara Linne, Chair** – No report

**Clubhouse/Pavilion/Social:** **Kristina Allen, Chair** No report.

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**Pool: Lisa Adler, Chair:** The leak has been repaired and concrete has been poured back in the trenches. There is now a trip hazard caused by a concrete slab that has been settling. The Pool Committee will look into possible solutions (and cost options) to remedy the hazard.

The committee will meet after the board meeting on Jan 8, 2021 to discuss the pool renovation project and the trip hazard.

**Pool Renovation Review Sub-Committee Chair – Kathy Moffitt:** Update on survey and pool design and estimate info gathered to date.

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

- Provide Update on contract and include estimate for repair of Sandy Lane in support of fiscal year 22/23 Budget.
- Provide Update on contracts and include estimate for Lawn Mowing contract and Snow Removal contracts in support of fiscal year 22/23 Budget.
- 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**

**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 –** First Meeting of Documentation Re-write Committee scheduled for?

**Chair of Legal Advisory Committee: Ed Krill:**

- Legal Committee Chair will review current CBTB Liability Insurance Policy with State Farm Representative this week to ensure we have adequate liability coverage or the Association.

**Nominations Committee Chair: Lea Gallogly:**

**Old Business:**

1. **Treasurer, Claire Smith** to present the draft FY22-23 Budget and Amenities Form based on input received from Board Members and Committee Chairs for Board Review and Approval.
  - a. Based on recommendations from Finance Committee, Treasurer, will review the FY21-22 Actual expenditures and make adjustments to the Draft FY22-23 Budget to more accurately reflect actual expenditures in the Draft FY22-23 Budget which will be reviewed for approval by the Board of Directors on 15 January 2022.

**New Business:**

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1. The CBTB Board of Directors MUST approve an operating budget for fiscal year 22-23 by 15 January so that the Budget can be mailed out by ACS-West with the FY22-FY23 Assessments.

- Jan. 8, 2022 board meeting will reconvene at 9:00am on 15 January 2022 in order to approve the suggested modifications being made to the FY22-23 budget and amenities form and seek board approval.

2. 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 1 March 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)

**Member Input:**

**Next Meeting:** Jan 15, 2022, 9am

**Motion to Adjourn Meeting:**

**Motion:** Motion to adjourn at 10:15am and reconvene on 15 January 2022, 9:00am; JJ Allen

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

**Yes:** All members present (not present at this time; Lea Gallogly, Cristian Shirilla)

**No:** N/A

**Abstain:** N/A

**15 January 2022**

**Meeting reconvened at 9:02am**

**Members present:** Deb Beutel, Cristian Shirilla, Don Smith, Sam Longstreet, Lisa Adler, Kevin MacNair, Clair Smith (non-voting) not present: Matt Crabbe, Lea Gallogly, JJ Allen

**Approve the 2022/23 amenities prices**

**Motion:** Motion to approve prices for amenities with Pool fee \$135 and package price at \$150

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

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

**Approve the 2022/23 amenities form**

**Motion:** Motion to approve as presented by Sam Longstreet

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

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

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**Approve the 2022/23 operating budget**

**Motion:** Motion to approve as presented by Don Smith

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

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

**Motion to enter executive session:**

**Motion:** Motion to enter executive session at 10:00am by Lisa Adler

**2<sup>nd</sup>:** Cristian Shirilla

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

**Motion to reconvene regular session:**

**Motion:** Motion to reconvene at 10:10am by Don Smith

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

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

**Adjourn regular session:**

**Motion:** Motion to adjourn at 10:10am by Don Smith

**2<sup>nd</sup>:** Sam Longstreet

**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**

NEXT Meeting: March 12, 2022

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

9 April 2022

Annual Meeting & Election – Sunday, 1 May 2022

## Corrotoman by the Bay

### Board of Directors, Officers, and Committee Chair

#### Descriptions and Duties

##### GENERAL

**Board of Directors:** The CBTB Board of Directors meets at least monthly on the second Saturday of the Month at 9:00 for conduct of CBTB Business. Board Members should make every effort to attend meetings either in person or virtually to ensure there are sufficient Board members to execute a quorum and execute official Board business. The Annual Meeting and Election of new Members is held on the first Sunday on May.

##### OFFICERS

###### **I. PRESIDENT DUTIES**

- Lead the Board of Directors and Officers in their performance of duties in a professional, legal and business-like manner that is compliant with all Virginia Property Owner's Act, State and Local Statues and CBTB Articles of Incorporation, Declaration and By Laws.
- Provide mentoring and training to future CBTB Board members and officers in parliamentary procedures, HOA/POA Law.
- Provide corporate memory on previous CBTB actions taken during said President's term of office.
- Provide oversight and guidance in the execution of the association's finances to include revenue and expenditures, collections and capital reserve accounts. operating account and reserve account
- Request legal advice on behalf of the Association as required.
- Provide oversight and guidance in the preparation of the annual budget,
- Ensure that reports of the Association's financial health are made available to the Community at large.
- Review annually the current fiduciary controls and implement additional safeguards as required to protect the association's financial assets,
- Sign bank cards and co-sign checks with the vice-president, treasurer or secretary.
- **Approximately 20-25 hours per week to execute President's duties.**

##### **Reports:**

Meeting Agendas: Monthly basis. The President shall prepare an agenda for the monthly Board Meeting in coordination with all Board members and the Secretary. A draft agenda shall be forwarded to Board Members 7-10 days prior to the next scheduled Board Meeting for review and addition of topics. A final agenda shall be submitted to the secretary 3 days prior to a scheduled meeting for forwarding to all Board Members and Committee Chairs.

President's Annual Report: Annually. The President shall prepare an Annual Report to be delivered at the Annual Meeting addressing accomplishments and challenges of the previous year.

## **II. VICE PRESIDENT DUTIES**

He/she shall act in place of the President in his/her absence. Shall participate the general and active management of the business of the Association and shall see that all orders and resolutions of the Board are carried into effect. In addition, the Vice President shall act in a manner to preserve and protect the fiscal integrity of the community within the existing Corrotoman by the Bay (CBTB) By-Laws, Covenants, and Administrative Instructions as they relate to the Virginia Property Owners Act and in accordance with the duties of President as identified in Article VIII, Section 2., of the CBTB Articles of Incorporation, Declaration and By Laws. (approximate time commitment is 10 hours per week)

- Support the President's effort to lead the Board of Directors and Officers in the performance of their duties in a professional, legal and business-like manner that is compliant with all Virginia Property Owner's Act, State and Local Statues and CBTB Articles of Incorporation, Declaration and By Laws.
- Provide mentoring and training to future CBTB Board members and officers in parliamentary procedures, HOA/POA Law.
- Provide corporate memory on previous CBTB actions taken during said Vice President's term of office.
- Provide oversight and guidance in the execution of the association's finances to include revenue and expenditures, collections and capital reserve accounts. operating account and reserve account.
- Serve as custodian of the various required Association insurance coverages/policies, and shall be responsible for maintaining existing coverage in force, and for making recommendations to the Board for modifications, extensions or other changes to existing coverage. He/she shall also perform additional duties as may be delegated by the President.
- Serve as Manager of all CBTB reoccurring Contracts and ensure that they are planned in the budget and executed on a timely basis to ensure services are continued without disruption.
- Serve as Nominating Committee Chair and shall be responsible for soliciting members of the Community to run for Election to the board of Directors. They shall provide an information package to potential members of the community seeking election to the Board of Directors that outlines the basic responsibilities and duties of Board members.
- Request legal advice on behalf of the Association as required.
- Provide oversight and guidance in the preparation of the annual budget,
- Ensure that reports of the Association's financial health are made available to the Community at large.
- Review annually the current fiduciary controls and implement additional safeguards as required to protect the association's financial assets,
- Sign bank cards and co-sign checks with the president, treasurer or secretary as required.
- **Approximately 10-15 hours per week required to execute Vice President's duties.**

### III. TREASURER DUTIES

To preserve and protect the fiscal integrity of the community within the existing Corrotoman by the Bay (CBTB) By-Laws, Covenants, and Administrative Instructions as they relate to the Virginia Property Owners Act. To execute the duties of Treasurer as identified in Article VIII, Section 4., of the CBTB Articles of Incorporation, Declaration and By Laws.

Reports directly to the President and the Board of Directors.

- Oversee the association's operating account and reserve account,
- Keep and maintaining the association's financial documents,
- Oversee the deposits,
- Oversee investments,
- Ensure that bills are paid,
- Oversee the preparation of the budget,
- Ensure that a report of financial transactions are made to the board,
- Ensure that a reserve study is prepared,
- Serve as the board's liaison with the association's auditor,
- Review and implement safeguards to protect the association's financial assets,
- Ensure that tax returns are filed on time, and
- Sign bank cards and co-sign checks with the president, vice president or secretary.
- Chairs or co-chairs the following Advisory Groups:
  - Collections
  - Capital Reserve
- **Approximately 25-30 hours per week to execute Treasurer's duties.**  
*The treasurer can delegate many of his/her duties to the community manager, management company, or an assistant, but **must oversee the work.***

Treasurers Report: Monthly basis. Includes multiple reports for the month to include as a minimum: accounts receivable; revenue and expense report; current areas of concern; contract status; and any other pertinent data regarding the fiscal integrity/health of the organization.

### IV. SECRETARY DUTIES

To maintain and keep a majority of the association's records. This includes membership records, board meeting records, and other official HOA records and documents. Reports to President and the Board of Directors.

- Record Management and Maintenance. 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.
- Agenda development. Works closely with the board president to develop the meeting agenda. Agendas are created and distributed in advance of scheduled meetings.
- Meeting Correspondence. Provides adequate notice of meetings in conjunction with Communications director, ensuring compliance with governing documents and state

requirements. Provides proof of Notice to conform members received proper notification and information, including meeting purpose, date, time and place.

- **Meeting minutes.** Takes minutes during meetings. Minutes are an official record of actions taken by board members at the board meeting – not a complete transcript of what was said and opinions expressed.
- **Document Validation.** Serves as the witness when official documents need signatures, or validate association documents when necessary.
- Sign bank cards and co-sign checks with the president, vice president or treasurer.
- **Approximately 8-10 hours per week to support Secretaries duties.**

## **Reports**

**Meeting Minutes:** Monthly basis or as required. Ensures approved minutes are provided to Communications director for publishing on CBTB web site.

**Committee Chairs and Members.** The President shall appoint in writing a Chair for each committee in accordance with Article VIII. Section 1. of the By Laws. The Board and Committee Chair may solicit additional members for each committee from among the members, community affiliates and the spouses/partners of either. Board members shall be eligible for appointment to all committees except when prevented by a conflict of interest. Community members at large are eligible to serve as Advisors in support of any Committee and are eligible to serve on all committees with the exception of the Collections committee, due to the sensitivity of information.

## **GENERAL COMMITTEE CHAIR DUTIES:**

Committee Chairs shall execute the required research and data collection activities necessary in order to provide recommendations to the Board of Directors for approval and execution. Committee Chairs provide recommended solutions but, only implement upon Board approval unless a specific activity was previously included in an Approved Annual Budget, approved Capital Reserve budget or Board Decision.

1. **Meetings:** Standing Committees shall customarily meet on a monthly basis, but not less than quarterly and the Chair shall determine the specific times and dates for such meetings. All meetings will be advertised to the community in advance and will be held at the CBTB clubhouse unless otherwise approved by the Board.
2. **Minutes:** Committee chairs are required to provide to the Board written minutes at the next scheduled Board meeting.
3. **Reports:** Committee Chairs are required to submit committee reports for Board meetings in electronic format a minimum of three business days prior to a regularly scheduled Board Meeting.
4. **End of Year Reports:** Committee Chairs shall forward a year-end closeout report of achievements and activities performed the year prior NLT 31 March for inclusion in the President's Annual Report to be delivered at the Annual Meeting the first Sunday in May.



5. **Correspondence:** Committee Chairs shall forward draft copies of letters, contracts or other correspondence requiring the President's signature a minimum of 10 days to due date of correspondence in order to allow sufficient time for coordination and legal review.

## **COMMITTEE DESCRIPTIONS**

The following committees as identified in the Corrotoman By the Bay Governing Documents are as follows: Architecture, Collections, Finance, Golf, Hospitality/Clubhouse, Pool, Roads and Grounds, and Tennis/Pickleball, Committee. Each such Committee shall, subject to the direction and control of the Board, perform such duties and exercise such powers as prescribed below:

### **I. ARCHITECTURE COMMITTEE BOARD MEMBER**

The Architecture Committee Chair shall be a current Board member in accordance with Article VIII. Section 6. Of the By Laws. In addition, it shall consist of at least three or more property owners. The Architecture Committee shall ensure that all lots and buildings within the Corrotoman By The Bay Subdivision are constructed and maintained in accordance with the provisions of Articles VI and VII of the Declaration and Articles of Incorporation concerning Architectural Control and Building and Use Limitations.

All plans for buildings, fences, walls, boat houses, exterior changes, additions, or alterations prior to commencing construction shall be submitted to and approved in writing by the Architecture Committee. The chairman has the responsibility for maintaining all architectural records. These records will consist of plans submitted to the committee and letters of approval or disapproval written by the committee as well as other correspondence to members who violate the above referenced Building and Use Limitations or maintain their property in a manner detrimental to the best interests of the Association.

### **II. CAPITAL RESERVE COMMITTEE TREASURER is DEFACTO CHAIR (ADHOC COMMITTEE during years when conducting a Revised Capital Reserve Study)**

### **III. COLLECTIONS COMMITTEE BOARD MEMBER (TREASURER CO-CHAIRS)**

Identify from the delinquent (accounts receivable) listing and prioritize accounts to be submitted to an attorney for collections. The Collections Committee shall have not less than three adult resident members (property owners) and will be chaired by a Board member and the Treasurer. Additionally, the CBTB HOA President and Community Manager will serve as ex-officio members. All members will have voting privileges. The Committee reports to the Board of Directors.

## **Responsibilities.**

- Identify from the delinquent listing (accounts receivable) a prioritization of those accounts to send to collections. This will be done sixty (60) days after the assessment due date. (Includes annual and special assessments).
- Identify and document in writing accounts for write off. Present to the CBTB Board for approval.
  - Submit approved write off documentation to the professional financial management firm/Community Manager.
- The number of accounts to be submitted for collection will be determined based upon the amount of funding in the Operations Budget allocated for Collections/Legal fees for that fiscal year.
  - Prepare and send the selected account holder(s) a letter advising that their account is moving to collections.
  - Upon expiration of the date referenced in the above letter and continued non-payment of the account, submit the account to the HOA Collections Attorney.
- Accounts not selected for collections which remain delinquent will receive a monthly letter from the professional financial management firm/Community Manager regarding the delinquency.
- The prioritized list will be reviewed monthly and upon availability of funding the next account in the cue will move into collections.
- The HOA Attorney will advise of any liens/foreclosures/other actions required and keep the CBTB Treasurer apprised of the collection status on a monthly basis.
- The HOA Attorney will also advise if the account has no likely hood of ever being collected and the appropriate disposition of the account. If advised the debt is uncollectable the account will follow the procedures referenced above. Collections Committee meetings are scheduled as necessary. Meetings are held at the CBTB clubhouse. Meeting packets are sent as a PDF document(s) no later than the Friday before each meeting. It is essential that committee members prepare for the Advisory Group's discussions and deliberations by reviewing all materials sent prior to the meeting. The Collections Committee does not have an annual budget. The proposed projects need Board approval and release of funds. A contingency budget is in place to allow seed money for projects which require research, design and consulting fees to request a proposal from a contractor.

## **Reports**

Collections Advisory Group Report: Collections Committee Meetings notes are recorded when the Committee meets.

Collections Advisory Group Progress Worksheet: The Collections Committee prepares an annual worksheet and submits monthly updates for review of the Board.

Annual Collections Advisory Group Report: The Collections Committee submits an end of the year summary report of for publication in the CBTB HOA annual meeting packet to the members.

## **IV. FINANCE COMMITTEE**

The Finance Committee serves as an advisory group to the Corrotoman by the Bay (CBTB) Board of Directors. This advisory group serves at the will of the BOD on all matters pertaining to the finances of the CBTB Homeowners Association (HOA). This committee is responsible for recommending and monitoring financial policies, goals, and budgets that support the mission, values, and strategic goals of the CBTB HOA. The committee also reviews vendors' contracts,

invoices, and work orders to ensure CBTB continues to receive required services in a timely manner that are consistently value-add and at a fair and reasonable cost. It also monitors the financial health of all capital accounts against its goals and the annual budgets and will advise the Treasurer and elected officers in the execution of their fiduciary responsibilities and duties. The committee shall have not less than three adult resident members and is open to anyone willing to assist or has a working knowledge, background, or education in finance, accounting, bookkeeping, or business. Each member of the advisory group must be unencumbered by any conflict of interest and also attest that they have never been convicted and to the best of their knowledge, are not presently under investigation for any felony. The committee chair will be appointed in writing by the President. The committee will be chaired by an elected Board Member. Additionally, the CBTB HOA President, Treasurer and Community Manager will serve as ex-officio members. All members will have voting privileges. The advisory group reports to the Board of Directors.

Appointment consideration criteria will include, but will not be limited to, relevant experience, willingness and availability to serve, ability to get along with others, fairness, firmness and ability to function within a team. The Finance Advisory Group's specific responsibilities include:

- Recommending policies that maintain and improve the financial health and integrity of the HOA.
- Preparing and recommending a long-range financial plan for the HOA in conjunction with other financial committees.
- Reviewing the annual operating budget and annual capital budget to ensure consistency with the long-range financial plan and financial policies.
- Reviewing and recommending capital expenditures and unbudgeted operating expenditures in conjunction with other financial advisory groups.
- Reviewing the financial ramifications of major proposed transactions, new programs or services, as well as proposals to discontinue programs or services and providing Board with action recommendations.
- Monitoring the financial performance and health of the HOA as a whole and its major vendors and accounts against approved budgets, long-term trends, and industry benchmarks.
- Requiring and monitoring corrective actions to ensure that the HOA remains in compliance with its budget and other financial targets.
- Reviewing vendors' contracts and ensuring they remain viable, necessary and financially sound.

The Finance Committee not authorized to financially or legally obligate the HOA in any manner (i.e. contract for services, hire contractors, borrow money, purchase equipment or supplies, or approve such a request on behalf of the BOD) unless it has been specifically approved in the Annual Plan and Budget for the Advisory Group or separately approved by the BOD. The Advisory Group shall meet at least once a quarter for review and discussion of assigned tasks.

The BOD also has the right and authority to take action and/or make decisions with or without involving any advisory groups and to take action and/or make decisions which are consistent with and/or contrary, in whole or in part, to any committee's or advisory group's

recommendations, should they see the need. The BOD also has the right to amend these duties, should it be required.

### **Finance Committee Meetings**

Finance Committee meetings are scheduled on a quarterly basis as a minimum. Meetings are held at the CBTB clubhouse. Meeting packets are sent as a PDF document(s) no later than the Friday before each meeting. It is essential that advisory group members prepare for the advisory group's discussions and deliberations by reviewing all materials sent prior to the meeting.

### **Finance Committee Budget**

The Finance Committee does not have an annual budget. The proposed projects need Board approval and release of funds. A contingency budget is in place to allow seed money for projects which require research, design and consulting fees to request a proposal from a contractor.

### **Reports**

Finance Committee Report: Finance Committee Meeting notes are recorded and provided to the BOD at monthly meetings. Effective finance committee reports clearly communicate the organization's financial and cash position, as well as its adherence to the budget. Reports should help to focus the board's discussion about expected outcomes and potential strategies for overcoming setbacks or changes in the financial environment.

## **V. GOLF COMMITTEE**

**Golf Activities Committee Chair** The Golf Activities Chair shall be in charge of and ensure that a comprehensive quality program of golf play, is available to CBTB members and their guests. This advisor shall formulate all the communities golf activities. It shall make recommendations to the Board concerning the use of the golf course by members and others. The advisor will provide recommendations regarding maintenance, improvements or changes to the golf course including those involving its design and configuration which will be brought before the Board by this advisor. The advisor will communicate with the CBTB membership via articles in the Association's newsletter, postings on the CBTB website, and in such other ways it may elect, on matters affecting course "playability". The advisor will also be responsible for the proposal and submission to the Board of an annual operations and capital reserve budget.

## **VI. HOSPITALITY/CLUBHOUSE COMMITTEE**

**Hospitality/Clubhouse Committee Chair:** The CBTB Hospitality Advisor shall have charge of all entertainment and social affairs given at the Clubhouse or under the auspices of the CBTB Community. In addition, the Hospitality/Clubhouse Chair shall recommend for Board approval clubhouse rules and be responsible for improvements, repairs, replacement, alterations and maintenance of the buildings and adjacent grounds. Within budget allocations, the advisor shall

be responsible for overseeing the décor, acquisition, maintenance, repair and replacement of furnishings, fixtures and equipment required in the operation of the clubhouse.

**Playground Advisor:** The Playground Advisor shall oversee the playground area ensuring equipment is maintained/refurbished as required and all playground safety requirements are planned and budgeted in accordance with operational and capital reserve guidelines and constraints.

## **VII. POOL COMMITTEE**

**Pool Committee Chair:** Purpose of the Pool Committee Chair is ensure the CBTB Pool is properly and safely maintained for the use of CBTB Members and residents.

- a. maintenance of the pool – *need members to assist especially in the run up to opening* (liaising with Sevalg, pool volunteers, upkeep of pool furniture, security of pool area,
- b. maintaining list of pool members and distribution of keys to pool)
- c. manage replacement of the pool
- d. Lead Pool Replacement Sub-Advisory Group
  - i. pool replacement sub-committee works with Finance Committee
  - ii. determine how to finance the replacement & timeframe to do so
  - iii. determine if we use the same footprint or build new pool beside the current one and use current pool area for another purpose
  - iv. determine the size and type of pool (gunite or vinyl liner or fiberglass)
  - v. arrange for 3 estimates for replacement
  - vi. report back to pool committee

## **VIII. ROADS AND GROUNDS COMMITTEE**

**Roads and Grounds Committee:** The Roads and Grounds Committee Chair shall be responsible for managing the safety and transportability of the Roads within Corrotoman By the Bay. The Chair shall submit an annual operating budget that support the safe maintenance and repair of all CBTB owned roads plans and budgets for snow removal and storm damage cleanup and for coordinating the assessment of the condition of roads and annotating possible damage to roads caused by heavy equipment from residents that have submitted a building use permit and provided a \$1000.00 roads deposit to the Association.

**Dock and Boat Ramp Advisor:** The Docks and Boat Ramp Advisor shall be responsible for managing the safety and transportability of the Dock and Boat Ramp Corrotoman By the Bay. The Advisor shall submit an annual operating budget that support the safe maintenance and repair of the CBTB Dock and Boat Ramp for inclusion in the Roads and Grounds Committee Budget submission.

## **IX. TENNIS/PICKLEBALL COMMITTEE**

**Tennis/Pickleball Committee Chair.** The Tennis Activities Chair shall be in charge of and ensure that a comprehensive quality program of tennis/pickleball play, is available to CBTB members and their guests. This Committee shall formulate the communities' tennis activities. It shall arrange or oversee the arrangement of any exhibitions, tournaments, competitions and matches, as well as make recommendations to the Board concerning the use of the tennis course by members and others. The Committee will provide recommendations regarding maintenance, improvements or changes to the tennis courts including those involving its design and configuration which will be brought before the Board by this Committee. The Committee will communicate with the CBTB membership via articles in the Association's newsletter, postings on the CBTB website, and in such other ways it may elect, on matters affecting course "playability" The Committee will also be responsible for the proposal and submission to the Board of an annual operations and capital reserve budget.

#### **X. AD HOC COMMITTEES**

The Board shall from time to time, create such other special/ad hoc committees if in the judgment of the Board they are required for the proper conduct of the affairs of the Community. The acts of such special committees shall be subject to the direction and control of the Board.

**Legal Advisory Group:** The Legal Advisory Group shall provide advice and assistance to the Board on an as needed basis. Members must be in good standing, have no conflict of interest issues with CBTB and support confidentially requirements of sensitive legal, contractual and collections issues.

**Emergency Advisory Groups.** The President shall, in time of emergency and when it would be impossible in his or her judgment to arrange a meeting of the Board for the appointment of a special advisor/advisory group, be empowered to appoint a temporary members to attend to emergency situations or to advise or report thereon, such appointments to be subject to ratification and approval by the Board at its next meeting, the acts of such advisory groups shall be subject to the direction and control of the Board.