

**Corrotoman-By-The Bay Association, Inc.
Board of Directors Meeting**

16 November 2019

Deb Beutel, President 0906 called to order.

Noted that Mr. Christian Shirilla was not in attendance. All other Board members physically present.

Announcements from Board:

Effective 1 November we have Sentry Management on board providing Financial Management Services to CBTB. Utilization of the Property/Homeowners association management firm will provide more transparency/visibility for Board Members as well as homeowners. Homeowners will have visibility into their accounts and will be able to assess if their annual assessment has been received.

Secretary's Report: Minutes from 5 October Meeting Reviewed and Approved . These were previously submitted to all Board members for review and were sent a second time with Agenda. A motion to approve was submitted by Sam Longstreet and seconded by Lisa Adler and Kevin MacNair. All approved.

Treasurer's Report: Lea Gallogly.

- Deb Beutel advised that all financial matters/committees will fall under the overarching umbrella of treasurer. This will provide insight into all financial matters of the community and cohesiveness in the financial decision making on behalf of CBTB.
- Final reports from Rivers Accounting presented to the Board. (attached).
- A question was posed to the Treasurer as to how Sentry handles additional payments for the amenities. (Pool, Tennis, Docks). Lea Gallogly to contact Sentry and provide additional information at the next meeting.
- A discussion ensued regarding payment plans and electronic payments, all of which will be handled by Sentry management. It was asked if "Pay Pal" would continue to be used for annual payments or amenity payments. The answer is no. Homeowners will need to ensure their payments have been received by Sentry and updated in the portal before they will be provided access to additional community services. Board

members are no longer accepting checks from homeowners for immediate access to the amenities. We will need to ensure this procedure is widely publicized.

Capital Reserve: Jean Ehlman, Chair. No report provided.

Ms. Ehlman was requested to look at both the 2019 accounts payable spreadsheet and the 2020 reserve study. She is requested to identify any items in the 2019 accounts payable spreadsheet that could be allocated for reimbursement from the Capital reserve account. In addition, Ms. Ehlman has been requested to review the Reserve Study and build a 2020 budget for review and execution. These should be completed and ready for the 16 Dec budget meeting which follows the Board Meeting.

Collections: Bill Ehlman, Chair. No report provided.

Ms. Beutel thanked Mr. Ehlman for all the hard work he has put in over the past years enabling CBTB to reduce the number of delinquent homeowners. In the future, Sentry management will be picking up with the local attorneys and will continue to reduce delinquent accounts.

Finance Committee: Lea Gallogly, Bill Ehlman, Craig Adler, Sam Longstreet, Cristian Shirilla, Ian Fay

A meeting of the finance committee is scheduled for after this Board Meeting. Individuals will be provided with the 1st blush of the 2020 Operations budget for review and comment.

Ms. Gallogly advised she is still working on reconciling the ChesBank (former Operations account) and closing the redundant SonaBank “savings” account. A motion to approve the treasurers report was provided by Ms. Adler and Mr. Longstreet seconded the motion. All approved treasurers report.

Committee Reports:

Architectural Review: Lea Gallogly, Chair. Report attached.

One road deposit (Beutel) is being refunding by Sentry, in process. There is one remaining road deposit on the books (Butler) which is awaiting completion of the home. A site inspection will need to be done in December, if the homeowner is not completed (exterior) they will need to request an extension and provide a new estimated completion date.

There is one request for a shed in process, this was submitted by the Adlers and approved in late October.

Communications: Tara Linne, Chair.

Would like to know when Sentry will be sending the newsletter/ mailing out to the community. Currently the last newsletter is outdated and needs to be updated. Ms. Gallogly will check with Sentry to see when the mailing will be going out and ask for a date for us to update our newsletter.

Dock: Rocky Boykin, Chair- No report.

Hospitality: Vacant Need Chair –

CBTB Holiday Party 14 December & New Year's Eve Parties will be combined to a Holiday Celebration on the 28th of December. The event will be a pot luck (appetizers/deserts), there will be no fee/charge and the DJ will also be available. More information to come. We are looking for a "Sponsor" for this event.

Pool: Lisa Adler, Chair. No report.

Ms. Adler is working with Mr. Will Linne on motion sensors/camera- for the pool area. They will be installing a pole 14ft high in the spring to mount the cameras on. Motion sensors will be located on both ends of the pool. Ms. Adler is looking at an additional security camera to surveil the pavilion area as well. There has been some after hours activity in that location recently. We will be relocating the existing cameras currently focused on the pool to the interior of the clubhouse to provide full coverage . Cameras are \$250 each.

A discussion was held regarding the current bandwidth available from SignWave and whether or not it will support the added cameras. The recently replaced router will handle the cameras, however the existing bandwidth will not. Ms. Adler to contact SignaWave and Atlantic Broadband to discuss upgraded service.

Ms. Linne mentioned other communities which have signage specifically identifying property/facilities as for Owners use only, and specifically stating others are trespassing. We will work on the verbiage for new signs CBTB Property owners only and present to the Board.

Roads & Grounds: James Allen, Chair. No Report. Not in attendance.

Ms. Gallogly referred to the previously provided Roads and Grounds report and mentioned that Sandy Lane requires immediate attention due to washing from a culvert. Mr. Allen is in the process of obtaining three bids and Ms. Gallogly stated this was a prime usage of capital reserve funding.

Tennis & Golf: Jean Ehlman, Chair. Report attached.

Ms. Ehlman reported current status on the courts, asphalt has been replaced, fence is still down. She reminded everyone there is no cost to CBTB, this is warranty work. The courts are to be repainted possibly this spring.

Ms. Gallogly asked Ms. Ehlman how many folks participated in the Tennis program this year, she stated the number of folks participating is around 39/41 she will look this up. It is requested this information be included on future reports.

Old Business:

Corrotoman Drive Extended.

- The Shoreline Evaluation Program Analysis for Lots 3-7 was conducted. A debrief of their findings occurred Friday 15 November 2019.
- Additional information on Lots 1 & 2 include approval by the wetlands board- 14 November.
- A formal report from Northern Neck Shoreline (NNSL) is expected by the end of the month. Their analysis determined whether or not a living shoreline was feasible. They are not recommending a particular solution. They emphasized the key issue with any project on these lots is that the slope must be stable. Currently that spit of land is on predominately sandy soil, and the use of heavy equipment on the roads could lead to further collapse of the area.
- Biggest concern lots 3 & 4 has most serious erosion.
- CBTB letters of 8/26/19 gave homeowners until 1/26/20 for the development and submittal of their plans to the CBTB Board and 6 month to execute.
- Real challenge is the integration of plans – integrated solutions- are essential.
- Currently lots 3&4 are looking at an Earth resources solution-
- Once report final from NNSL is received we will look at lot 7 (CBTB's lot) most likely a living shoreline solution will be implemented.

- NNSL did recommend we get a risk assessment- hard to make a decision w/out.
- Continuing to work with the affected community members.
- Current challenge getting folks to work together.
- Additional concern about putting heavy equipment on the slope and removing trees- there are a couple of questions that need to go back to the owners of Lots 1 & 2 regarding material and how they intend to accomplish the work (heavy equipment?). May need to go to lots 1 and 2 with their plan and request a road deposit.

Transfer of Financial Services to Sentry Management Company –

- Lea Gallogly. No further comments
- Status Update on Closeout of Rivers Accounting Services, in process.

Meeting adjourned at 1010.

Next Meeting: Saturday 14 December 2019, 9:00 a.m.

Executive Session : Select Replacement BOD Member

Adjournment:

Board Member Terms

Lisa Adler (2018-21)

Jean Ehlman (2018-21)

Lea Gallogly (2017-20)

Sam Longstreet (2019-22)

Cristian Shirilla (2019-22)

Deb Beutel (2017-20)

Ian Fay (2018-2021)

Vacant (2017-20)

Kevin McNair (2019-22)