

Corrotoman-By-The Bay Association, Inc.

Board of Directors Meeting Minutes

9:00, Saturday, 11 June 2022

NEW ZOOM Dial-in

<https://us02web.zoom.us/j/82857319410?pwd=MjIxQU9PTzNxQUxuZ2lKMUtaRmNKQT09>

Meeting ID: 828 5731 9410

Passcode: 957075

One tap mobile 13017158592 Meeting ID: 828 5731 9410

Passcode: 957075

Call to Order: Cristian Shirilla & Lisa Adler, Co-Presidents at 9:00 a.m.

Board members present: Lisa Adler, Deb Beutel, Matt Crabbe, Travis Gibbons, Cristian Shirilla, Claire Smith and Don Smith. Absent were Sam Longstreet and Dexter Lewis.

Community members present: Kathy Craven, Rebecca Nelson, Ken Beutel, Tara Linne, Bonnie Hunt, Krista Sherwood, Ed Krill, Alisson Klaiber.

Announcements from Board:

-Welcome to new BOD members and new committee chairs

-Thanks to Deb Beutel for her several years as President

-If any committee chair or community member is interested in being in charge of the abandoned and sad announcement board in front of the Clubhouse or interested in organizing a fall clean-up of the CBTB garage, please contact either Cristian or Lisa: Rebecca Nelson volunteered to take over the management of the Message Board as part of the social committee.

- Thanks to Don Smith who put up the sign about the BOD meeting as people drive in.

Secretary's Report: Deb Beutel- Review and approve minutes from 9 April 2022 Meeting. (Minutes of 30 April Meeting will be reviewed at July 9th meeting. Motion to approve minutes provided by Don Smith, seconded by Travis Gibbons. **Unanimously approved**

Treasurer's Report: Claire Smith- See Treasurer's report. Motion to Approve Treasurer's report made by Deb Beutel, seconded by Matt Crabbe. **Unanimously approved**

Collections Committee: Deb Beutel, Chair- See Report below.

Collections: Meeting with Treasurer Monday 13 June to review the final delinquent account status. Will then schedule a Collections Committee meeting within 30 days.

Finance Committee: Matt Crabbe, Chair – Currently looking at various financing options for the pool.

Capital Reserve Committee: One of the reasons that there is currently insufficient funding in the Capital Reserve fund to replace the pool is because we have not historically been allocating asufficient amount of funding per year to meet the spirit and intent of the VA POA requirement. Our Capital FY 2021 Reserve Study indicated that the Association should be spending an average of \$48,000.00 per year to maintain and sustain the CBTB Common areas and amenities to includes roads. Since we are currently only funding Capital Reserves at just under \$42,000.00 per year we are not currently able to properly maintain and sustain the community. Any proposal to increase the annual assessment amount

support inflation should consider recommending an increase to the annual amount of funding allocated to Capital Reserves.

Architectural Review: Don Smith & Kevin McNair, Co-Chairs: No report
Assistant Chair, Dexter Lewis

Communications: Tara Linne, Chair- Facebook page decorum reminder; if members have questions or comments please direct them to [cibtbay@gmail.com](mailto:cbtbay@gmail.com) and they will be directed to the appropriate Chair or BOD member for response. There is also Member Input time allotted at each BOD meeting.

Documentation Re-write: Kathy Craven, Chair – No report. All participants onboard. The committee will start up shortly.

Pool: Ken Beutel, Chair- See report below:

The Pool Committee is pleased to inform you that (after ***a lot*** of work by our volunteers) the pool opened on Wednesday, 8 June 2022. A big round of thanks to Lisa Adler for her four years as Pool Chair. She is passing that role on to Ken Beutel--who is still looking for volunteers and new CBTB Owners to become Pool Members. The normal rules apply and we are going to add one new thing: a Daily Sign-in Sheet for each member to sign themselves in and the number of guests joining them. We are trying to gauge how much the pool is used as it is both expensive to maintain and barely hanging on. It will be on a clipboard by the gate. If we can continue to stabilize the leaks and pump system and get more members we can probably have a normal season for the rest of the year. We are down a few members from last year (probably waiting to hear the pool is open) so we are going to track expenses very carefully to see if we can afford to run the whole season. If we want to keep the pool open longer, please get your CBTB neighbors to join up! In the meantime, lets enjoy the pool and the nice weather!

Pool Renovation Review Sub-Committee Chair – Kathy Moffitt:

Roads & Grounds: Don Smith, Chair - Assistant Chairs, Doug Howe & Dexter Lewis: See Report below.

- 1) Middle Road was Graded due to being neglected for several years. Cost was \$350 but took \$100 off due to the help of myself and a resident raking it out for the contractor. (See attached invoice from contractor.)
- 2) Removed a fallen tree on West High View with the help of DOUG HOWE and DEXTER LEWIS.
- 3) Dexter Lewis and myself cleaned all the fences and the clubhouse. All mold was removed.
- 4) Went back to look at East High View and Dock Road and after looking at both roads we needed to come up with a better plan of attack. For East High I talked to an Asphalt contractor and he and I agreed that patch work is like putting a bandage on a deep cut and it won't last a year. We need to do this right the first time so we don't keep throwing good money after bad. Will talk to the Board Members and see what is the right thing to do. Dock Road has a drainage problem. I put a half truck load of stone on the road last year and it washed away so I will be getting an estimate to put in a culvert for drainage.
- 5) I'll be sending out Emails to the 4 parties involved on Corrotoman Extension to find out when they can sit and meet about Guardrails. This meeting will take place at the Clubhouse.
- 6) I would like to get volunteers to help remove bushes and small trees along the culvert on Pine Place. Will need some people with a pick up truck or trailers to haul the bushes away by doing this work ourselves could save a couple hundred dollars.

Dock Sub-Committee: Don Smith, Chair: See report below:

- 1) Ordered 20 more keys for the dock area. Prices per key went up to \$15 a piece but still will only require a \$10 deposit for the key. If you desire one please contact me via email at roadschairman@gmail.com.
- 2) Replaced missing boards on the dock.

3) George Cater and myself put up a barrier on the pathway leading to the dock. Thanks to Scott Kellman for allowing us to do that.

Tennis & Golf: Jean Ehlman, Chair-See report below.

Tennis: The CBTB tennis/pickleball courts have cracks and pox marks on the asphalt surface as well as the coloring fading. I had a meeting on Tuesday, June 7, 2022 at 9 AM with the president/owner and vice president/project manager of Tennis Courts, Inc., from Aylett, VA at our CBTB courts to discuss the deteriorating issues that I found on the courts. Tennis Courts, Inc. was responsible for renovating our CBTB courts in the past. Tennis Courts, Inc. has agreed at "their expense" to repair the issues at the CBTB courts. They have sent me a detailed plan to accomplish the repair. This repair will be completed in the next few months.

Golf Course: The golf course sand traps will be repaired on Tuesday 14 June 2022. The holes at each green will also be cleaned.

Social: Rebecca Nelson & Alisson Klaiber Co-Chairs: See report

Introductions:

- Alisson Klaiber & Rebecca Nelson

Responsibilities:

- Club House Rental- Becca
- Calendar- Alisson

Social Committee:

- Volunteers
- Event Volunteers

Events:

- 4 of July parade, Saturday July 2nd from 10-11:30
- Meet your Neighbors*, cocktails and appetizers, Saturday July 9th from 4-6:30 pool side
- Tennis Tournament, September date TBD
- CBTB Day, October date TBD

*sign up genius will be used

Old Business:

1. Vote to accept the Pool Committee's recommendation to build a new pool:
 - a. **Matt Crabbe made a motion to Approve the recommendation to build a new pool based on the presentation made to the Community on 28 May by the Pool Committee, it was seconded by Cristian Shirilla. The following members, voted to approve: Lisa Adler, Deb Beutel, Matt Crabbe, Travis Gibbons, Cristian Shirilla, Claire Smith. Don Smith Vote Against the Proposal.**
2. The Finance Committee Chair has been charged by the Board to bring financing options for the new pool to the Board of Directors within 45 days from today which shall include a recommended plan for increasing yearly assessments to maintain all of the amenities we enjoy here in the CBTB community.
3. Motion was made by Don Smith to Approve an amount NTE \$1,000.00 for the purchase of audio video equipment suite to support the CBTB BOD meeting Zoom Connection, it was seconded by Claire Smith. **Unanimously approved.**

New Business:

-
1. Security Camera Update will be provided to the 9 July Board Meeting. Rebecca Nelosn volunteered to research.

Member Input:

Bonnie Hunt: Asked if there was a Long-term Roads and Grounds Plan that identified condition of all CBTB roads and the Prioritized Plan to repair them that could be shared with the community and posted on the website.

Next Meeting:

Saturday, 9 July 9:00 am

Motion to adjourn Regular Session and Enter Executive Session: At 10:11, Don Smith made a Motion to adjourn the regular session and enter Executive session at 10:21, Travis Gibbons provided a second, unanimously approved.

Executive Session: Discussion of the sale of lot 7A

Motion to adjourn Executive Session and re-enter Regular Session: At 10:51, Claire Smith made a Motion to adjourn the Executive session and re-enter the regular session, Lisa Adler provided a second, unanimously approved.

Motion to adjourn Board meeting: At 10:52, Don Smith made a Motion to adjourn the regular session Board Meeting, Cristian Shirilla provided a second, unanimously approved.

Board Member Terms

Lisa Adler (2021-24)	Travis Gibbons (2021-2024)
Deb Beutel (2020-2023)	Matt Crabbe (2021-2024)
Claire Smith (2022-2023)	Sam Longstreet (2022-2025)
Dexter Lewis (2022-2025)	Cristian Shirilla (2022-2025)
Don Smith (2020-2023)	

Proposed Schedule of Meetings

9 July 2022

13 August 2022

TBD - Special Meeting to Brief Community on Finance Committee Recommendations

10 September 2022

8 October 2022

12 November 2022

10 December 2022

Treasurer's Report
4/30/2022

Documents Attached

- | | |
|------------------------------|-------|
| - Balance Sheet | April |
| - Revenue and Expense Report | April |
| - Accounts Payable | April |

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

Fiscal Year 2022-2023 Amenity Payments:

Status of Payments received as of 6/2/22

Dock:	\$ 2,400.00	
Kayak:	\$ 50.00	
Tennis:	\$ 25.00	
Pool:	\$ 3,510.00	
Combo:	\$ 4,800.00	61 families
Total:	\$ 10,785.00	

Note: Total Pool Collections \$8,310.00 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:

Reports are provided by ACS-West by the 3rd week of the following month; therefore, all accounts reported are from the end of April with the exception of Cash for Amenities. All funds received for Amenities have been forwarded to ACS for processing.

I have been working with ACS to clarify any lot/owner discrepancies. Additionally, we are clearing any Amenities payments sent with lot assessments. With the change of officers at our annual board meeting a new chair for Collections has been named and we will be working on outstanding accounts next week.

CORROTOMAN-BY-THE-BAY ASSOCIATION

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Balance Sheet
As of 04/30/22

Account Description	Operating	Reserves	Other	Totals
ASSETS				
CIT - OPERATING ACCOUNT	84,245.25			84,245.25
PRIMIS PETTY CASH OPERATING	1,164.42			1,164.42
CHESAPEAKE BANK OPERATING	1,295.17			1,295.17
CIT - RESERVE ACCOUNT		21,167.91		21,167.91
PRIMIS BANK RESERVE		121,089.51		121,089.51
A/R - ASSESSMENTS & FEES	82,509.51			82,509.51
ASSESSMENT A/R RESERVE	(33,092.00)			(33,092.00)
A/R LEGAL FEES	12,592.93			12,592.93
LEGAL A/R RESERVE	(12,592.93)			(12,592.93)
A/R - FROM OP / (FROM RES)		2,100.00		2,100.00
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
TOTAL ASSETS	137,393.41	144,357.42	.00	281,750.83
LIABILITIES & EQUITY				
ACCOUNTS PAYABLE	29.14			29.14
A/P - ASSESSMENT REFUNDS	200.00			200.00
A/P - TO RES / (TO OP)	2,100.00			2,100.00
PREPAID ASSESSMENTS	4,910.93			4,910.93
KEY DEPOSITS (DOCK KEYS)	730.00			730.00
TOTAL CURRENT LIABILITIES	7,970.07	.00	.00	7,970.07
RESERVES EQUITY - PRIOR		139,068.33		139,068.33
TOTAL RESERVES	.00	139,068.33	.00	139,068.33
OPERATING EQUITY - PRIOR	27,846.46			27,846.46
CURRENT YR NET PROFIT / (LOSS)	101,576.88	5,289.09	.00	106,865.97
TOTAL OPERATING	129,423.34	5,289.09	.00	134,712.43
TOTAL LIABILITIES & EQUITY	137,393.41	144,357.42	.00	281,750.83

CORROTOMAN-BY-THE-BAY ASSOCIATION

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Balance Sheet
As of 05/31/22

Account Description	Operating	Reserves	Other	Totals
ASSETS				
CIT - OPERATING ACCOUNT	79,226.14			79,226.14
PRIMIS PETTY CASH OPERATING	1,164.59			1,164.59
CHESAPEAKE BANK OPERATING	1,295.17			1,295.17
CIT - RESERVE ACCOUNT		26,769.51		26,769.51
PRIMIS BANK RESERVE		114,455.95		114,455.95
A/R - ASSESSMENTS & FEES	74,935.18			74,935.18
ASSESSMENT A/R RESERVE	(33,092.00)			(33,092.00)
A/R - FROM OP / (FROM RES)		5,975.00		5,975.00
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
TOTAL ASSETS	124,800.14	147,200.46	.00	272,000.60
	=====	=====	=====	=====
LIABILITIES & EQUITY				
ACCOUNTS PAYABLE	376.53			376.53
A/P - ASSESSMENT REFUNDS	200.00			200.00
A/P - TO RES / (TO OP)	5,975.00			5,975.00
PREPAID ASSESSMENTS	4,710.96			4,710.96
KEY DEPOSITS (DOCK KEYS)	730.00			730.00
TOTAL CURRENT LIABILITIES	11,992.49	.00	.00	11,992.49
RESERVES EQUITY - PRIOR		139,068.33		139,068.33
TOTAL RESERVES	.00	139,068.33	.00	139,068.33
OPERATING EQUITY - PRIOR	27,846.46			27,846.46
CURRENT YR NET PROFIT / (LOSS)	84,961.19	8,132.13	.00	93,093.32
TOTAL OPERATING	112,807.65	8,132.13	.00	120,939.78
TOTAL LIABILITIES & EQUITY	124,800.14	147,200.46	.00	272,000.60
	=====	=====	=====	=====

CASH DISBURSEMENTS

Starting Check Date: 5/01/22 Cash account #: "All"
 Ending Check Date: 5/31/22

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account #:		11001	CIT - OPERATING ACCOUNT		
5/02/22	1023	1	ACS WEST, INC.	500.00	MANAGEMENT FEE
5/03/22	1024	430	TREASURER OF VIRGINIA - DPOR	15.00	wrong count on total lots
5/06/22	1025	669072	LISA ADLER	137.86	REIMB POOL SUPPLIES
5/09/22	1026	2	ACS WEST, INC.	29.14	APRIL22 P&C
5/09/22	100027	350	STATE FARM INSURANCE	4,551.00	96-58-4087-9
5/09/22	100028	702774	NORTHERN NECK ELECTRIC COOP.	110.68	113751001
5/10/22	100029	703071	BREEZELINE	130.13	8282 15 116 0029826
5/10/22	100030	703140	MO & J'S YARDWORK, LLC	2,150.00	PL
5/11/22	100031	703141	TURNER, LEINS & GOLD, LLC	550.00	TAX RETURN PREP
5/24/22	100032	701913	VIRGINIA AMERICAN WATER	112.14	1027-210037207877
5/26/22	1027	669048	DONALD SMITH	466.39	REIMB FOR ASSOC SUPPLIES
Totals:				8,752.34	

GENERAL LEDGER TRIAL BALANCE

Starting account #: 51000
Ending account #: 58200

Starting date: 05/01/22
Ending date: 05/31/22

Acct-#	Description	Begin-balance	Total-DR	Total-CR	Net-change	End-balance
51000	GROUNDS MAINTENANCE	00	3,250.00	.00	3,250.00	3,250.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/09/22 AP0099 VH60 2,150.00 MO & J'S YARDWORK, LLC PL					
	05/31/22 CR0000 ADJUST 1,100.00 1121					
51110	ROAD REPAIRS	00	3,875.00	.00	3,875.00	3,875.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/31/22 CR0000 ADJUST 3,875.00 1123					
51120	DOCK MAINTENANCE	686.27	407.45	.00	407.45	1,093.72
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/26/22 AP4742 VH63 407.45 DONALD SMITH REIMB FOR ASSOC SUPPLIES					
52000	ELECTRICITY	222.76	110.68	.00	110.68	333.44
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/09/22 AP0099 VH58 110.68 NORTHERN NECK ELECTRIC CO 113751001					
52100	GAS / FUELS	525.77	.00	.00	.00	525.77
52200	WATER & SEWER	85.63	112.14	.00	112.14	197.77
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/23/22 AP0099 VH62 112.14 VIRGINIA AMERICAN WATER 1027-210037207877					
52350	INTERNET	644.26	130.13	.00	130.13	774.39
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/09/22 AP0099 VH59 130.13 BREEZELINE 8282 15 116 0029826					
54100	MANAGEMENT FEE	1,000.00	500.00	.00	500.00	1,500.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/02/22 AP0001 VH53 500.00 ACS WEST, INC. MANAGEMENT FEE					
54110	POSTAGE / COPIES / SUPPLIES	362.86	376.53	.00	376.53	739.39
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/31/22 AP4568 VH69 376.53 ACS WEST, INC. MAY22 P&C					
54130	TAXES & FEES	115.00	15.00	.00	15.00	130.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/03/22 AP0231 VH54 15.00 TREASURER OF VIRGINIA - D wrong count on total lots					
54900	BAD DEBTS	3,145.93	.00	.00	.00	3,145.93

GENERAL LEDGER TRIAL BALANCE

Starting account #: 51000
Ending account #: 58200

Starting date: 05/01/22
Ending date: 05/31/22

Acct-#	Description	Begin-balance	Total-DR	Total-CR	Net-change	End-balance
55000	INSURANCE	.00	4,551.00	.00	4,551.00	4,551.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/09/22 AP0099 VH57 4,551.00 STATE FARM INSURANCE 96-58-4087-9					
55100	LEGAL FEES	247.50	.00	.00	.00	247.50
55200	AUDIT / TAX RETURNS	00	550.00	.00	550.00	550.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/09/22 AP0099 VH61 550.00 TURNER, LEINS & GOLD, LLC TAX RETURN PREP					
57100	POOL MAINTENANCE	2,262.00	1,196.80	.00	1,196.80	3,458.80
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	05/06/22 AP1286 VH55 137.86 LISA ADLER REIMB POOL SUPPLIES					
	05/26/22 AP4742 VH63 58.94 DONALD SMITH REIMB FOR ASSOC SUPPLIES					
	05/31/22 CR0000 ADJUST 700.00 1122					
	05/31/22 CR0000 ADJUST 300.00 1120					
*** Totals do not include all accounts ***						
Gnd Total:		9,297.98	15,074.73	00	15,074.73	24,372.71