
Corrotoman-By-The Bay Association, Inc.
Board of Directors Meeting Minutes
9:00 am, Saturday, October 19th 2024

Call to Order the August BOD meeting: **Cristian Shirilla President:** Called meeting to order at 9:00 am. Board Members present Cristian Shirilla, Deb Beutel, Claire Smith, Craig Adler, Dexter Lewis, and Nick . Klaiber. Present virtually were: Ken Beutel, and Sam Longstreet

Secretary's Report: **Deb Beutel – A motion was made by Craig Adler and seconded by Claire Smith to approve the minutes of August 10th, 2024 Regular Board Meeting. It was unanimously approved.**

Treasurer's Report: **Claire Smith – A motion was made by Deb Beutel and seconded by Cristian Shirilla to approve the Treasurers Report for October 2024. It was unanimously approved.**

Vice President's Report: **Nick Klaiber – No report.**

Committee Reports that were submitted are attached to this agenda

Architectural Review Committee Chair: **Sam Longstreet - Committee Members: Dexter Lewis, Cristian Shirilla See report.**

Collections Committee Chair: **Deb Beutel- Committee Members: Ed Krill, Claire Smith, Sam Longstreet No report.**

Communications Committee Chair: **Tara Linne No report.**

Dock Committee Dock Master: **Don Smith - Asst Dock Master Mike Arthur See report.**

A motion was made by Claire Smith and seconded by Deb Beutel to approve the expenditure of \$2800.00 from operating funds to stain the dock. It was unanimously approved. The estimate provided for the additional bulkhead repair work will be included in the Capital Reserve study and addressed when planning the expenditures for the 2025 Capital Reserve budget.

Finance Committee Chair: **Craig Adler- Committee Members: Bill Ehlman, Ken Beutel, Scott Kellum, Lisa Adler, Beth Arthur and Claire Smith. No report.**

Capital Reserve sub-committee Chair: **Ken Beutel – Committee Members; Claire Smith, Don Smith**

Golf Committee Chair: **Jean Ehlman- Landon and Parker Shirilla, Penny Davenport, David Hamer See report.**

Grounds Committee Chair: **Dexter Lewis NEED VOLUNTEERS. See report. A motion was made by Deb Beutel and seconded by Cristian Shirilla to approve the expenditure not to exceed \$1,000.00 to repair the toilet in the men's bathroom. It was unanimously approved.**

Pool Committee Chair: **Ken Beutel- Committee members: Bill Ehlman, Maria Merkowitz, Barry Jackson, Craig Adler, Chip Royer, Nick Klaiber, Carl Failmezger, Cristian Shirilla, Don Smith. See Report**

Craig Adler made the following motion, which was seconded by Dexter Lewis: **CBTB Board of Directors approve the specification for the replacement pool provided by the Pool Committee and request the Pool Committee seek bids during the next 45 days. Pool Committee will review the bids and provide a recommended purchase plan to the BoD during the next meeting. It was unanimously approved.**

Roads Committee Chair: Matt Crabbe- Committee members: NEED VOLUNTEERS. See report. A motion was made by Dexter Lewis and seconded by Craig Adler to approve the proposed road repairs on Tiny Place NTE \$3,000.00. It was unanimously approved. The decision to approve proposed work on Ridge Road was postponed until more info could be provided.

Social Committee Chairs: Alisson Klaiber- Committee members: Kristy Shirilla, Lisa McNair, Hope Crabbe, Debbie Snellings, Susie Berry, Deb Beutel. No report.

Tennis Committee Chair: Jean Ehlman Committee member Glenn Bryant. No report

Volunteer Legal Committee Chair: Ed Krill No report. A motion was made by Nick Klaiber and seconded by Craig Adler to refund the last two years of assessments that were inadvertently charged to the owners of Lot 627A for the access road on Lot 627 based on research of Lancaster County plat records. It was unanimously approved.

Special Committees:

Documentation Rewrite Committee Chair: Kathy Craven- Committee members, Jean Ehlman, Bob Burrus, Carol Greenwalt, Ed Krill. See report.

Old Business:

1. **Update from Collections Committee:** No report.
2. **Update on Proposed New Pool Specification:** See report and attached briefing and specification.
3. **Update from Roads Committee:** see committee reports

New Business:

1. None

Member Input:

Carl Failmezger proposed using a stethoscope to detect future leaks in the pool.

Announcements from Board:

On the advice of counsel, CBTB directors, officers, management company staff cannot discuss, explain or comment on the ongoing litigation. We have posted all public filings on this case as same are filed in Court. Thank you for your understanding of our roles and duties in this matter.

Next Meeting: Saturday, December 14th, 2024, 9 am

Motion to adjourn Board meeting: A motion was made by Craig Adler and seconded by Dexter Lewis to adjourn the meeting at 10:22 am. It was unanimously approved. Meeting adjourned.

Board Member Terms

Craig Adler (2024-2027)	Deb Beutel (2023-2026)
Ken Beutel (2024-2027)	Matt Crabbe (2024-2027)
Nick Klaiber (2023-2026)	Dexter Lewis (2022-2025)
Sam Longstreet (2022-2025)	Cristian Shirilla (2022-2025)
Claire Smith (2023-2026)	

SCHEDULE OF MEETINGS

Saturday, December 14th, 9am

Saturday, February 8th, 9am

Saturday, April 12th, 9am

10/29/2024 meeting

Treasurer's Report

7/1 - 8/31/2024

Bi-monthly meetings

Documents Attached

- | | | |
|---|----------------------------|---------------|
| - | Balance Sheet | July & August |
| - | Revenue and Expense Report | July & August |
| - | Accounts Payable | July & August |

General:

Property owners are reminded to contact Amber Chadil for all inquiries - she is their CBTB Community Manager at ACS West. Her phone number is 804-282-7451 and her email is

Amber@acswest.org

Fiscal Year 2024 -2025 Amenity Payments:

Status of Payments received as of 8/3/24

Dock:	1,800
Kayak:	0
Total:	1,800

Reminders:

If you are selling or buying property within Corrotoman by the Bay, please remember it is the **Seller's** responsibility to order Financial Disclosure Packet for the property you are selling.

This ensures your name is deleted and new owners added to the Homeowners Association records.

Failure to do so could leave you liable for future assessment billings until resolved.

Notes:

Ongoing Business:

New Business:

Property owner of lots 627 & 627A has challenged the assessments charged on 627 since he received notice from Sentry that dues would not be charged on this lot.

I met with legal advisor and we reviewed original plats, etc. We advise not charging dues going forward and noting our records accordingly for historical purposes.

Property was purchased in Dec, 2021 shortly after I took over as Treasurer and our detailed records were still in flux.

Also, we have some properties being sold with no disclosure package being requested as well as some not letting ACS know of the change. I'm not sure how to correct this.

CORROTOMAN-BY-THE-BAY ASSOCIATION

Balance Sheet
As of 07/31/24

Account Description	Operating	Reserves	Other	Totals
ASSETS				
CIT - OPERATING ACCOUNT	109,817.35			109,817.35
CHESAPEAKE BANK OPERATING	3,516.87			3,516.87
BLUE RIDGE BANK RESERVES		251,759.60		251,759.60
A/R - ASSESSMENTS & FEES	88,346.86			88,346.86
ASSESSMENT A/R RESERVE	(38,870.00)			(38,870.00)
A/R - FROM OP / (FROM RES)		18,715.00		18,715.00
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
INCOME TAX DEPOSIT	1,222.00			1,222.00
TOTAL ASSETS	165,304.14	270,474.60	.00	435,778.74
	=====	=====	=====	=====
LIABILITIES & EQUITY				
ACCOUNTS PAYABLE	914.48			914.48
A/P - ACS WEST INC	105.00			105.00
A/P - DUE FOR LEGAL FEES	38.00			38.00
A/P - TO RES / (TO OP)	18,715.00			18,715.00
PREPAID ASSESSMENTS	3,314.08			3,314.08
KEY DEPOSITS (DOCK KEYS)	1,625.00			1,625.00
TOTAL CURRENT LIABILITIES	24,711.56	.00	.00	24,711.56
RESERVES EQUITY - PRIOR		239,399.96		239,399.96
TOTAL RESERVES	.00	239,399.96	.00	239,399.96
OPERATING EQUITY - PRIOR	55,865.47			55,865.47
CURRENT YR NET PROFIT / (LOSS)	84,727.11	31,074.64	.00	115,801.75
TOTAL OPERATING	140,592.58	31,074.64	.00	171,667.22
TOTAL LIABILITIES & EQUITY	165,304.14	270,474.60	.00	435,778.74
	=====	=====	=====	=====

CORROTOMAN-BY-THE-BAY ASSOCIATION

INCOME / EXPENSE STATEMENT

Period: 07/01/24 to 07/31/24

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

CASH DISBURSEMENTS

Starting Check Date: 7/01/24 Cash account #: "All"
 Ending Check Date: 7/31/24

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account #:		11001	CIT - OPERATING ACCOUNT		
7/01/24	1164	1	ACS WEST, INC.	500.00	MANAGEMENT FEE
7/01/24	100201	703800	JDO POOLS & SPAS	1,015.07	POOL MAINTENANCE
7/01/24	100202	703187	PARADISE CLEANING, LLC	265.00	JANITORIAL
7/03/24	1165	669049	CLAIRE SMITH	167.90	REIMB ZOOM
7/03/24	1166	702291	CORROTOMAN BY THE BAY	5,291.67	RESERVE TRANSFER
7/03/24	100203	702774	NORTHERN NECK ELECTRIC COOP.	654.75	113751001
7/09/24	1167	2	ACS WEST, INC.	20.83	JUNE24 P&C
7/10/24	100204	384	LAFAYETTE, AYERS & WHITLOCK	204.00	COLLECTION FEES
7/10/24	100205	703071	BREEZELINE	153.49	8282 15 116 0029826
7/16/24	1168	669048	DONALD SMITH	81.23	FLAG PAINT
7/16/24	1169	667446	DEBORAH BEUTEL	71.11	REIMB OVERNIGHT MAIL
7/16/24	1170	669074	KENNETH BEUTEL	185.18	REIMB POOL & CLUBHOUSE
7/17/24	100206	703140	MO & J'S YARDWORK, LLC	2,550.00	PL
7/22/24	100207	701913	VIRGINIA AMERICAN WATER	816.24	1027-210037207877
7/23/24	100208	703187	PARADISE CLEANING, LLC	265.00	JANITORIAL
7/24/24	1171	669048	DONALD SMITH	117.63	REIMB POOL SALT & KEYS
7/31/24	1172	VOID		.00	
Totals:				12,359.10	

CORROTOMAN-BY-THE-BAY ASSOCIATION

Balance Sheet
As of 08/31/24



Account Description	Operating	Reserves	Other	Totals
ASSETS				
FCB OPERATING ACCOUNT	98,730.32			98,730.32
CHESAPEAKE BANK OPERATING	3,516.87			3,516.87
BLUE RIDGE BANK RESERVES		258,033.66		258,033.66
A/R - ASSESSMENTS & FEES	88,461.71			88,461.71
ASSESSMENT A/R RESERVE	(38,870.00)			(38,870.00)
A/R - FROM OP / (FROM RES)		18,715.00		18,715.00
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
INCOME TAX DEPOSIT	1,222.00			1,222.00
TOTAL ASSETS	154,331.96	276,748.66	.00	431,080.62
	=====	=====	=====	=====
LIABILITIES & EQUITY				
ACCOUNTS PAYABLE	332.00			332.00
A/P - ACS WEST INC	105.00			105.00
A/P - DUE FOR LEGAL FEES	38.00			38.00
A/P - TO RES / (TO OP)	18,715.00			18,715.00
PREPAID ASSESSMENTS	3,584.08			3,584.08
KEY DEPOSITS (DOCK KEYS)	1,625.00			1,625.00
TOTAL CURRENT LIABILITIES	24,399.08	.00	.00	24,399.08
RESERVES EQUITY - PRIOR		239,399.96		239,399.96
TOTAL RESERVES	.00	239,399.96	.00	239,399.96
OPERATING EQUITY - PRIOR	55,865.47			55,865.47
CURRENT YR NET PROFIT / (LOSS)	74,067.41	37,348.70	.00	111,416.11
TOTAL OPERATING	129,932.88	37,348.70	.00	167,281.58
TOTAL LIABILITIES & EQUITY	154,331.96	276,748.66	.00	431,080.62
	=====	=====	=====	=====

CORROTOMAN-BY-THE-BAY ASSOCIATION

INCOME / EXPENSE STATEMENT

Period: 08/01/24 to 08/31/24

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

CASH DISBURSEMENTS

Starting Check Date: 8/01/24 Cash account #: "All"
 Ending Check Date: 8/31/24

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account #:		11001	FCB OPERATING ACCOUNT		
8/01/24	1173	1	ACS WEST, INC.	500.00	MANAGEMENT FEE
8/01/24	1174	702291	CORROTOMAN BY THE BAY	5,291.67	RESERVE TRANSFER
8/01/24	100209	702774	NORTHERN NECK ELECTRIC COOP.	498.32	113751001
8/06/24	100210	703800	JDO POOLS & SPAS	1,021.44	SERVICE CALL
8/07/24	1175	669048	DONALD SMITH	86.98	REIMB POOL SALT
8/12/24	100211	384	LAFAYETTE, AYERS & WHITLOCK	253.66	LEGAL MOTIONS/DEMURS
8/13/24	1176	2	ACS WEST, INC.	416.16	JUL24 P&C
8/13/24	100212	703071	BREEZELINE	153.49	282 15 116 0029826
8/15/24	1177	667956	CHAD FORRESTER	800.00	OWNER REQ CREDIT REFUND
8/22/24	100213	703140	MO & J'S YARDWORK, LLC	2,550.00	PL
8/26/24	100214	701913	VIRGINIA AMERICAN WATER	618.05	1027-210037207877
8/26/24	100215	703187	PARADISE CLEANING, LLC	315.00	JANITORIAL
Totals:				12,504.77	



Pool Replacement Specification Approval

Presentation by CBTB Pool Committee to
Corrotoman by the Bay Board of Directors

October 19th,2024

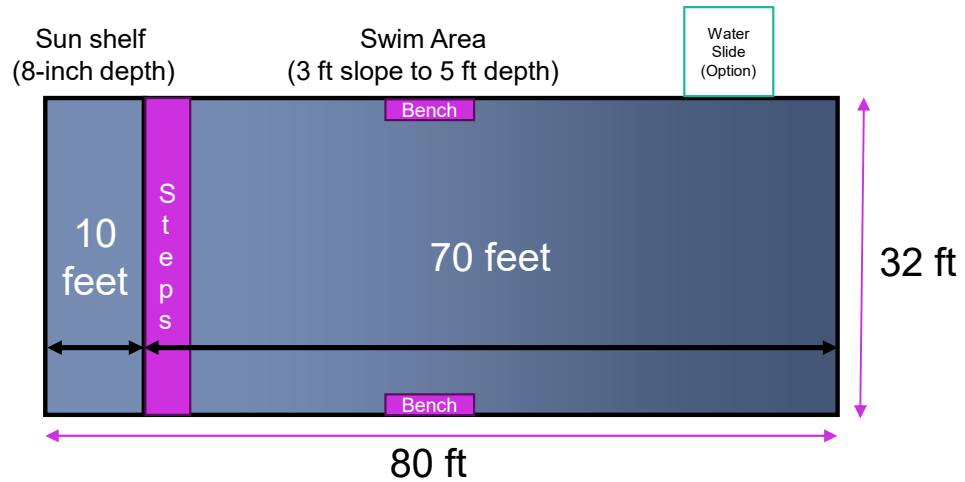
Background

- **July 2021** – Board appoints Pool Committee to begin exploration; Pool Renovation Sub-Committee is formed. Pool architect hired and draft specification started.
- **June 2022** – CBTB BoD receives update. Voted to accept the pool committee's recommendation to build a new pool. The Board directed the Finance Committee to recommend funding options.
- **August 2022** – CBTB BoD receives Finance Committee report on funding options. BoD starts process to increase annual assessments to \$260/lot, effective March 1, 2023.
- **December 2022** – New annual assessment rate approved by CBTB Community.
- **October 3rd 2024** – Pool Committee reviews final specification and forwards to BoD for approval and release to bidders.
- **October 19th 2024** – CBTB BoD Review and approval of final specification.

Specification Overview

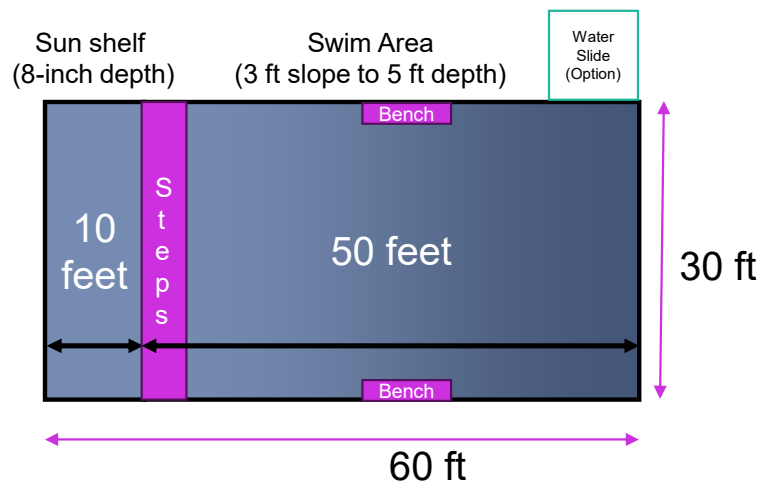
- Planned Start date: September 8, 2025
- Planned Completion date: No later than March 31, 2026
- Plan is to replace the pool on the current site
- Important characteristics are:
 - Required bids for two different pool sizes (both would work but the large is similar to the current footprint)
 - No water depth greater than 5 feet (no diving board or diving)
 - An 8-inch deep sun shelf to serve both as a lounge area and to take the place of the dedicated wading pool
 - The pool provider will remove the old and provide everything (but the fence) for the new pool as part of the basic package--we made the fencing as an option as it will likely be less expensive if we contract for it directly.
 - There are several desirable items in the options, but we want to make sure that everyone is willing to pay for the upgrades so, when the quotes come back to the Board (on December 14th 2024) will need to:
 - Decide on small v. large
 - Line-item approve from the options list
 - Compare cost of being the contractor for the fence or letting the pool vendor do it.
- No cost estimates have provided by potential contractors for the current specification

LARGE CBTB Pool



(existing pool is 77 x 32 ft)

SMALL CBTB Pool



Request to CBTB BoD

- Discuss specification and approve as final during this meeting
- Direct CBTB Pool Committee to get quotes during next 45 days
- Plan to discuss and approve purchase during December BoD Meeting

Draft Motion: CBTB Board of Directors approve the specification for the replacement pool provided by the Pool Committee and request the Pool Committee seek bids during the next 45 days. Pool Committee will review the bids and provide a recommended purchase plan to the BoD during the next meeting.



Corrotoman By the Bay
1187 Corrotoman Dr., Lancaster, VA 22503

Pool and Site Design Build Proposal and Requirements
October 3rd, 2024

A. Description

The Corrotoman by the Bay (CBTB) Property Owner's Association is requesting bids to replace the existing 85,000-gallon swimming pool. This replacement includes demolition and removal of the existing pool and kiddie pool, diving board, ladders, steps, decking, fencing, plumbing, entrance gate, and equipment room (pump house). The following sections describe the requirements, type of replacement desired, a sample rendering, and proposed specifications for the replacement design. **Offerors are encouraged to recommend equivalent or more innovative solutions to these specifications.**

Two bids are required. Offerors shall submit two bids that are identical other than the size/volume of the pool (see paragraph D). Each may have different supporting equipment such as sanitization and filter/pump specifications to handle the difference in capacities. Each pool shall include a sun shelf that is 10 feet long with 8 inches of water depth. At the end of the sun shelf there will be steps to a shallow end water depth of 3 feet. The pool will have a water depth of 5 feet at the far end and a depth of 4 and a half feet in the middle.

- **Large: The large pool estimate shall be 32 feet wide by 70 feet long and include the 10-foot long sun shelf for a total length of 80 feet.**
- **Small: the small pool estimate shall be 30 feet wide by 50 feet long and include the 10-foot long sun shelf for a total length of 60 feet.**

B. Business Proposal Requirements

- 1) Draft Contract with business Terms & Conditions
- 2) Itemized, fully inclusive Cost Estimate including:
 - a) Complete demo of existing main pool and kiddie pool structures, removal of all materials, existing concrete decking, and fencing.
 - b) New pool, decking and fencing consistent with design build requirements below.
 - i) Electrical is included.
 - ii) Plumbing is included.
 - c) All construction drawings, plans, engineering, and permitting required for county approvals.
- 3) Payment Schedule
- 4) Identify warranty of workmanship and materials
 - a) Provide a minimum 10-year warranty for plaster or other protective coating.

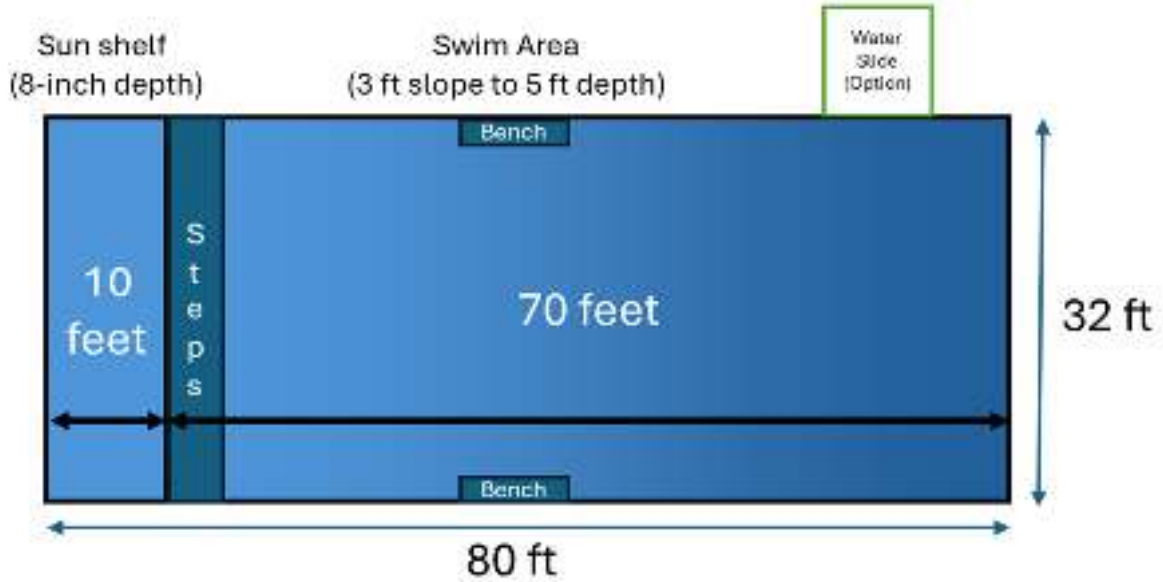
- b) Provide a 5-year warranty against structural cracks and leaks.
 - c) All pool equipment shall have a minimum of 3-year warranty.
 - d) All other items shall have a minimum 2-year warranty on pool, fence, and deck.
- 5) Resume of Project Manager
 - 6) Minimum of 3 commercial project references of similar projects. Name, Address, Phone No.& summary of project
 - 7) Timeframe
 - a) Planned start date: September 8, 2025.
 - b) Planned finish date: No later than March 31, 2026.

C. Design Build Requirements

- 1) Provide design build package for commercial pool and associated site work.
- 2) Comply with International Swimming Pool and Spa Code (ISPSA) and local code requirements for public swimming pools.
- 3) Items to be replaced:
 - a) Existing pool to be demolished, materials removed and use the existing pool site for new pool.
 - b) Kiddie pool to be demolished and materials removed. Fill in with topsoil and graded.
 - c) Remove existing below grade pool equipment building and fill in steps to the existing pool equipment room.
- 4) Provide new pool with sun shelf and steps across shallow end to a deep end deep enough (5 ft minimum) to allow a slide or similar feature.
- 5) Provide associated new concrete deck with 12-foot-wide side areas outside of pool, 20-foot wide areas at end closest to clubhouse, and 15-foot wide at the end with a concrete pad bump out for pump room. Grading to proper depth and stone fill where needed.
- 6) Provide fire resistant pump room with ventilation and storage space for pool accessories and supplies.
- 7) Provide recommendation and options for sanitation and filter systems.

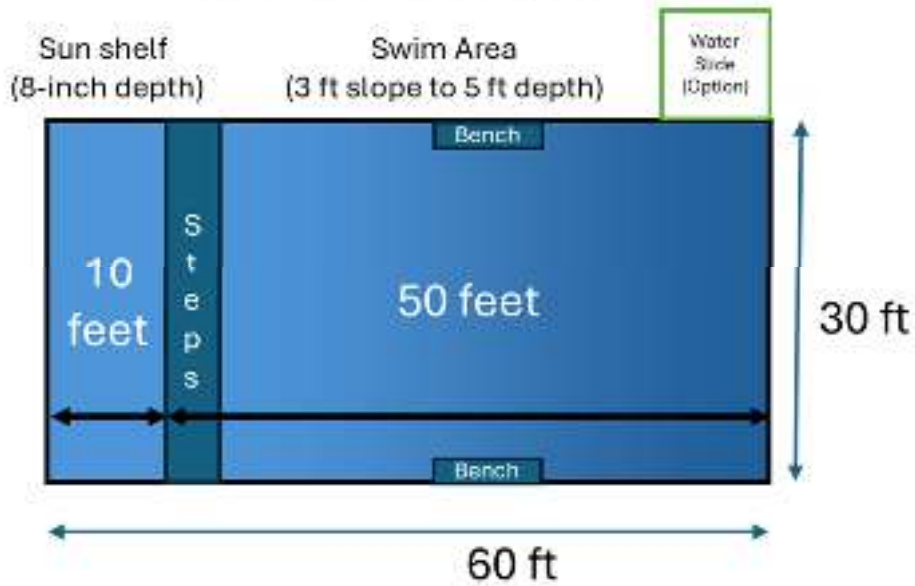
D. Rendering

LARGE CBTB Pool



5

SMALL CBTB Pool



E. Draft Specifications

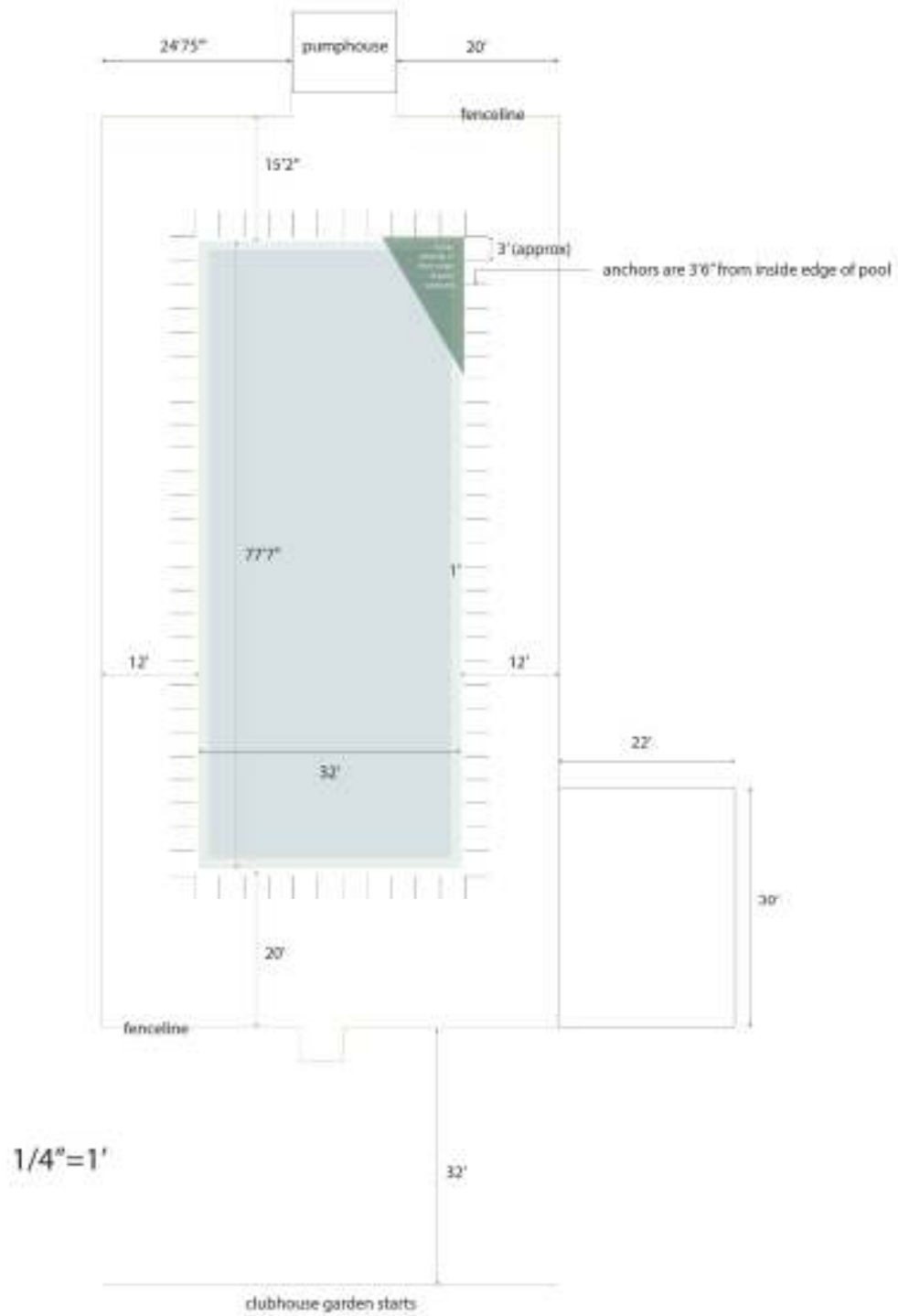
- 1) A registered structural engineer in the state of Virginia shall prepare construction plans for concrete and reinforcing to the swimming pool. The construction plans shall describe methods that will be used to stabilize the site for new pool.
- 2) Include installation of retractable anchors to allow use of existing safety cover.
- 3) Provide 4,000 psi air entrained concrete floor and 4,000 psi shotcrete walls.
- 4) Provide hydrostatic valves installed in the main drains of pool.
- 5) Provide LED niche lights, 500 equivalent wattage (by Pentair or equal) in pool sufficient to illuminate the entire pool area.
- 6) Main drain line shall be sized to flow at 5 fps at total pump GPM size.
- 7) Skimmer lines and pump size shall be sized to provide 30 GPM from each skimmer.
- 8) Water turnover, pump size and plumbing to comply with ISPSC requirements.
- 9) Provide recommended filter (and options) that meet GPM standards as listed above.
(Note: CBTB furnished equipment is available as potential to meet requirement)
- 10) Provide a minimum of six surface skimmers by Sta-rite or equal. Provide 4" min depth of reinforced concrete behind skimmers.
- 11) Specify number of returns in floor of pool and sun shelf at 15 ft. oc. and at 20 GPM maximum.
- 12) Provide approved autofill device and backflow preventer on fill line.
- 13) Provide four (4) 1.5 od. S.S. Americans with Disability Act (ADA)-compliant grab rails and recessed steps, two per each long edge of the pool.
- 14) Provide six (6) side ADA compliant 1.5 od. S.S. 3 bend rails by SR Smith or equal. Provide custom welded safety line anchors at sun shelf area. 4 of the rails are to be ADA compliant tightly spaced rails. Rails are to provide entrance from edge of pool to sun shelf and then from sun shelf to swimming area.
- 15) Provide concrete brick coping, color to be determined.
- 16) Provide upgraded 6 x 6-foot choices for waterline tile by NPT or Classic Pool Tile.
- 17) Provide plaster or coating, color to be determined.
- 18) Provide new above grade concrete equipment room with asphalt shingle roof and fiberglass doors.
- 19) Design and provide drainage (away from existing clubhouse and tennis courts) for:
 - a) Pump room drainage
 - b) Storm water drainage (pool deck/site work)
 - c) Backwash waste
 - d) Pool decking
- 20) Provide drawings as required for permitting, plan submittal and approval.
- 21) Provide code-required connections to required backwash sources.
- 22) Provide new power panel, equipment potential grounding grid and associated electrical work.
- 23) Include all required plumbing services including support for in-ground 2-inch diameter water supply and a freeze-proof spigot on the exterior of the equipment room.

- 24) Include all required electrical services including three (3) Ground-Fault Circuit Interrupter (GFCI) outlets with covers equally spaced at outside edge of decking on one side of pool to support 120-volt ac robotic cleaner.
- 25) Specify high quality valves.
- 26) Replace hard-plumbed drainage line for water discharge/disposal area.
- 27) Install (2) 10-foot rest benches per rendering.

F. Requested Options with Separate Pricing (Do not include any of these items in the base price). Each item to be individually priced.

- 1) Provide to code black aluminum fence with self-latching and self-closing access gate as per code and plans. Fencing shall surround all the deck and enable direct access to the pump house.
- 2) Provide 1 ½" plumbing rough-in for Vortex Half Tube Pool Slide with Ladder by S.R. Smtih or similar. Provide main drains and suction line for 40 to 60 GPM water to the slide. Provide adequate space in equipment room for slide pump. Place rough-in at a minimum of 4 and a half feet of water depth in accordance with manufacturer's instructions.
- 3) Furnish and install Vortex Half Tube Pool Slide with Ladder by S.R. Smtih or similar.. The slide shall be approximately 10 and a half feet high with a ladder entry and closed flume. It should be deck-mounted and use water from a pool return as specified above. See <https://www.srsmith.com/en-us/products/pool-slides/vortex/>
- 4) Furnish and install 12 x 60-foot shade over deck on one side of pool with stainless steel support post and sun-resistant cloth awning roof by Sun Sails or equal.
- 5) Furnish and install anchor and electric service (if required) for ADA-compliant lift by Spectrum or equal.
- 6) Furnish and install stainless steel shower and foot wash near entrance gate.
- 7) Furnish and install automatic pool water leveler.
- 8) Install 3 bubblers by CMP or equal on sun shelf.
- 9) Install 3 umbrella anchors on sun shelf.

G. Dimensions and siting of existing pool



CBTB COMMITTEE REPORTS

October 19th, 2024

Architecture Committee – Chairperson – Sam Longstreet

1. Inquiry regarding fencing. Owner is selling property and prospective buyer asked what types of fencing are allowed, I responded that we do not specify allowable types of fencing but that a Land Use and Construction Application should be submitted before building or installing a fence. I looked around CBTB and we have all types of fencing.
2. New building construction. Denes Construction submitted plans for building a house on Seniors Creek Lane. I sent him a Land Use and Construction Application, requesting that he provide the set-backs for the construction. Our by-laws specify 25 ft set-backs on all sides. They said they would send in the application when they've firmed up their plan.

Collections Committee – Chairperson – Deb Beutel

No report.

Communications Committee – Chairperson – Tara Linne

No report.

Dock Committee – Chairperson – Don Smith

Dock Chair submitted an estimate for the Bulkhead repair to the Board. In addition he submitted a quote to have the dock stained for \$2,800.00.

Documentation Rewrite Committee – Chairperson – Kathy Craven

See committee recommendations.

The following comments should be read with the Committee's "Summary of Recommendations" and both the original 1970 Declaration and the most recent draft Recommendations.

Introduction: The original Declaration is 54 years old and contains a great deal of Information that is obsolete, including the entire preamble. The Committee recommends removal of all references to the Developer.

The first part of the new Declaration replaces that entire section with a customary, legally appropriate commitment to non-discrimination, Virginia HOA law, due process, Member fairness and enforceability.

Article I - Introduction: This section contained several "definitions" but they were really cross references to the more detailed explanations in the body of the document, so were eliminated. This Article now describes the original Declaration and its defining terminology as being replaced entirely by this Amended and Restated document. Thus the original document would no longer have any relevance.

Additional Article: There should be an article in the Declaration stating that the Association is governed by a Board of Directors who are selected in accord with the Bylaws and have the full authority to govern the Association, without limitation, as set forth in the Bylaws and Virginia law. Draft is forthcoming.

Article II - Additional Members - A long, cumbersome, complex process for adding land to CBTB has been replaced with a simplified approach that requires approval by 2/3rds of Directors and a majority of Members.

Article III - Membership: No substantial change is recommended in the definition of "Member." It continues to be based on ownership of an original Lot, as described in the original Tomlin & Keyser plat. One Lot, one vote. Member obligations are made binding on owners as terms of the conveyance, arising out of the stated terms of the deed. Emphasis on "good standing" for the exercise of Member rights and privileges was added.

Article IV - Association Property: Because of questions regarding the authority of the Board to manage and control the use of Common Properties, being the Clubhouse, Pool, Marina (Dock Area) Golf Course, roadways and rights of way and owned Lots, a list of 9 administrative rights and authorities has been added. This clarifies existing Board authority regarding Common Properties. Also added is the obligation of a Member to repair damage he caused to a Common Area.

Article V - Assessments. This was, by far, the most challenging section. Achieving a balance between the duty of the Board to raise enough money to meet Association obligations, present and future, and the reluctance to overcharge Members was discussed several times. That balance requires a fair division of authority between the Board and Members with a transparent, fair voting process for both. This allocation is not presented by the Committee as a firm, unanimous proposal. The arrangement that appears to have the most support is for a majority of the Board, a quorum of a majority of Members and the approval of 2/3rds of those Members voting.

In addition, based on changes in Virginia law, a detailed Collection Process was added. Also, consistent with Virginia HOA law, an Annual Budget must be approved and published.

Article VI - Architectural Control: Because of recent experience and challenges to this process, the Committee spent considerable time reviewing how applications for new construction and other changes in use are reviewed. These are the recommendations:

1. Require more detail in the application, a site plan, drawings, boundaries, height and width, means of access, etc., prior to review and approval.
2. Require a Lancaster County approved building permit attached.
3. Architectural Review Committee assures that the application is complete, evaluates it in accord with Administrative Policy Manual guidelines and recommends approval (with conditions) to the Board for final action.
4. Appeals to the Board by the applicant Member is permitted.

Article VII - Use of Lots: Much discussion was held on the permitted use of CBTB properties by Members, especially what is needed to maintain the residential character of the community. The minimum sizes were retained. The requirement to meet Lancaster County building codes was emphasized. Outbuildings generated the most discussion. The recent erection of two adjacent industrial "workshop" buildings was discussed. The interests of nearby Lot Lot owners, both visual/scenic and residential character were considered. The final recommendation was to permit garages and outbuildings on the home Lot or the adjacent owned Lot, not down or across the street. In addition, two boats may be stored anywhere, on a Lot owned or leased. Exceptions (variances) require notice to surrounding Lot owners.

Article IX - Amendments to Declaration: Now separated from changes in assessments. To change the substantive terms of the Declaration would require Board approval and a 2/3rds vote of all Members.

Article X - Dissolution: This is a new section required for compliance with IRS Rules for 501(c)(6) tax exempt organizations. If dissolution is approved by 2/3rds of the Members, the first step is to pay debts. Then refund all paid dues to Members. Then the Common properties are to be offered to Lancaster County and, failing that, to any tax exempt organization willing to accept the properties.

Golf Committee – Chairperson – C. Jean Ehlman

The sand traps have been repaired . In November, older flagsticks will replace the flags & newer flagsticks for the winter. This is done every year.

Special thanks to Dexter Lewis for keeping an eye on the golf 🏌️ course and keeping everything updated and repaired.
Change to Clubhouse Combo.

Grounds Committee – Chairperson – Dexter Lewis

Grounds report: Toilet was looked at by RW Gordon Plumbing, although they could not identify the specific problem, the plumbing company recommendation is to replace the old toilet.

Quote for that was :

\$646 for Labor and material to install new toilet

\$115 Labor and Materials to install new toilet flange if necessary

Finance Committee – Chairperson – Craig Adler

No report.

Pool Committee – Chairperson – Ken Beutel

The minutes from the Pool Committee are:

The Pool Committee met on Zoom from 7:30-8:20 pm on October 3rd, 2024, to discuss the final draft specification for the replacement of the CBTB pool. Present were Wayne and Lisa Lindeman, Neil and Debbie Snellings, Craig and Lisa Adler, and Ken and Deb Beutel.

We went over the specification and list of options and made one small change (adding electric service if required to the ADA lift option). The Pool Committee voted to unanimously approve the final spec and forward it to the Board for approval on October 19th. Although the current draft is not approved, it is as available “as-is”. This (and the earlier drafts) is shareable with others outside the community (including potential contractors) to review and comment—it is simply not yet approved by the Board to solicit actual bids and the spec may still change during that upcoming Board meeting. The new final draft is attached.

Roads Committee – Chairperson – Matt Crabbe

Requested three quotes to repair Ridge Rd and Tiny place. At this moment I have received one quote for tiny place.

I have also been contacted about a house on wishing well that looks to be abandoned and is an eye soar to the neighbors . They are concerned about their property values being compromised.

Tennis/Pickleball Committee– Chairperson – C. Jean Ehlman

No report.