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

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**Corrotoman-By-The Bay Association, Inc.**  
**Final Board of Directors Meeting Agenda**  
**9:00, Saturday, 8 January 2022**

**NEW ZOOM Dial-in**

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

Meeting ID: 828 5731 9410

Passcode: 957075

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

**Passcode: 957075**

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

**Announcements from Board:**

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

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

**Collections Committee Chair:** Need to Select New Collections Committee Chair and schedule another Collections Committee Meeting. Members include Treasurer, Volunteer Legal Advisor, President, VP, Secretary, Finance Committee Chair and Don Smith.

**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:** 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 : See report

**Golf:** Jean Ehlman, Chair: See report.

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## 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: No Report

**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.

### **New Business:**

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.
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:**

12 March 2022

### **Motion to Adjourn Meeting:**

#### **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**

**Propose Cancelling 5 February 2022 as several Board members have a schedule conflict**

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

9 April 2022

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, 11 December 2021**

**ZOOM Dial-in**

<https://us02web.zoom.us/j/83121982812?pwd=NWhZWVV0QWd6RFNQSFBQeItqSVV4UT09>

Meeting ID: 831 2198 2812

Passcode: 22503

**One tap mobile 13017158592 Meeting ID: 831 2198 2812 Passcode: 22503**

Find your local number: <https://us02web.zoom.us/u/kd2O28gpur>

**Call to Order:** Deb Beutel, President at 9:02

**Board Members Present:** Deb Beutel, Sam Longstreet, Lisa Adler, Don Smith, Matt Crabbe, Cristian Shirilla; **Non Voting:** Claire Smith

**Announcements from Board:** A special shout out and thank you to Scott Kellum and Cristian Shirilla who worked diligently to discover the location of the pool leak. We are especially thankful to Scott Kellum for volunteering his expertise, his equipment and his team at no cost to the community!

**Secretary's Report:** Cristian Shirilla – Review and approve minutes from 13 November 2021 Meeting.

**Motion:** Don Smith

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

**Yes:** All members present w/ exception to Matt Crabbe (not present at the moment)

**No:** N/A

**Abstain:** N/A

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

**Motion:** Sam Longstreet

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

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

**Finance Committee:** Matt Crabbe, Chair – Will need to meet in near future to brainstorm ideas for financing pool.

**Architectural Review:** Kevin McNair, Chair – Architecture Review Committee Report

One action - 11/23/21 approved application for a garage and modifications to the front of the house at 247 Bayview Dr.

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

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

**Pool: Lisa Adler, Chair,** Pool Committee Report: We received an estimate from Sevarg to fix the leak and put the cement back. Between labor and materials their estimate was in the high \$6,000's.

Ken Beutel offered an option suggestion that involves marine sealer for the skimmer and pour concrete where needed to close all areas excavated. As we all want to be fiscally responsible, we agreed to get estimates from a few different contractors to do just that. No estimates yet but likely we will have some by the end of the week.

Scott Kellam was kind enough to not charge us anything for the work he, Cristian and Scott's crew, which he brought up from VA Beach, completed. Thank him if you see him. That means that the \$1000 we received permission to spend on the leak detection is now available to use on the fix.

Kicker is that it is likely that the other skimmers will have the same issue that the one we uncovered has. Today Scott mentioned to me that his concerns are that there are more that we have not found. He said he thinks we need to seal around all the 3 skimmers on that side of the pool where the leak was found.

I think it's worth doing as long as the concrete is up.

That's it for now. Kathy, Craig and I are headed to Norfolk Friday to share input with the Pool Design Architect on putting a new pool inside our current pool. We will call another meeting to review the design when we receive it from the Architect.

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

**Motion:** Approve allocation of \$1,000 to repair the discovered leak in the shallow end pool skimmer.

This is in addition to the previous \$1,000 approved for use. Don Smith

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

**Yes:** All members present

**No:** N/A

**Abstain:** N/A

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

- Contract for repair of Sandy Lane will need to be executed next fiscal year.
- Currently reviewing current Lawn Mowing Contract and Snow Removal Contracts.
- A ZOOM Meeting was scheduled with Roads and Grounds Committee and Residents of Corrotoman Extended on Wednesday 22 September to discuss concerns and issues with regard to a potential guard rail solution. Roads and Grounds Committee to schedule follow-on meeting/

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

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



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**Golf: Jean Ehlman, Chair:**

Golf flags & flagsticks have been taken down for the winter and replaced by the old flagsticks. This preserves the flags and newer flagsticks. Metal cups replaced the plastic cups at each hole that keeps the flagsticks in place. A special thanks to Mike Gallogly for contributing the metal cups to the CBTB golf course.

Golf committee members that helped me on the golf course in making all the changes listed above are Parker and Hunter Shirilla.

**AD HOC/Special Committees:**

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

**Chair of Legal Advisory Committee:** Ed Krill – No Report

**Old Business:**

**1. Roads and Grounds Chair** to present & discuss requirement for Association to fund under road drainage repair between lot 3 and lot 4 and guard rail solution for Corrotoman Extension at a future date.

**2. CBTB Association Vice President has forwarded copies of our current Insurance Policies and Riders to counsel for a legal review as to the sufficiency** of the current insurance policies to adequately protect the Community and Association's assets. Will provide a report at a future Meeting.

**3. The Board of Directors awarded a contract to ACS West as our new Professional Financial Management Services Company last month.** The contract took effect on 1 November. You should have received a letter from ACS West already requesting you update your customer file and contact information. Please be on the look out for a ZOOM meet and great meeting with ACS West in the near future. All future billing questions and requests for Disclosure Packages should be directed to ACS-West. Contact info for ACS West:

Corrotoman by the Bay  
c/o ACS West, Inc  
1904 Byrd Avenue  
Suite 100  
Richmond, VA 23230

Phone: 804-282-7451

Or email to: [shannon@acswest.org](mailto:shannon@acswest.org)

**New Business:**

1. There are several owners that sold properties during FY20-FY21 that did NOT order updated financial information for all lots that transferred ownership. If you continue to receive an assessment bill for property you no longer own please contact ACS-West in order to correct Owner POC records.
2. We need to have an Approved Budget for fiscal year FY22-23 completed no later than 31 January so that the Budget can be mailed out by ACS-West with the FY22-FY23 Assessments.
3. Please keep in mind that your Board of Directors are all Volunteers and if you send a request for information to the [CBTBay@gmail.com](mailto:CBTBay@gmail.com) email address it may take a couple days to get a properly researched and vetted response. Also, if you have questions or issues concerning your lots or need for a disclosure package please contact or have your broker, contact Shannon at ACS-West early since ACS-West hours are Monday-Friday 8:30-4:30. We have received several urgent phone calls from realtors on the weekends and were not able to assist.
4. 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!

**Member Input:**

**Next Meeting:**

8 January 2022

**Motion to Adjourn Meeting:**

**Motion:** To adjourn at 10:02; Don Smith

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

**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**

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8 January 2022  
5 February 2022  
**TBD - Special Meeting to Brief Community on Pool Committee Recommendations**  
12 March 2022  
9 April 2022  
Annual Meeting & Election – Sunday, 1 May 2022

**Treasurer's Report**  
**11/30/2021**

**Documents Attached**

- Balance Sheet
- Revenue and Expense Report
- Accounts Payable

**General:**

Property owners are reminded to contact Shannon Ross for all inquiries - she is their CBTB Community Manager at ACS West. Her phone number is 804-282-7451 and her email is [shannon@acswest.org](mailto:shannon@acswest.org)

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

Status of Payments received as of October 31, 2021

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

*Note: Total Pool Collections \$10,435.00 includes "Combo/Tennis".*

**Reminders:**

- If you are selling or buying property within Corrotoman by the Bay, please remember order your Closing Packet (for the 1st lot) and a Financial Disclosure Packet for each additional lot to be sold or purchased. This ensures your name is deleted/added to the Homeowners Association records.

**Notes:**

October reports are not yet complete from Sentry and will be provided at the November meeting after the transition to ACS West is completed.

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

Balance Sheet  
As of 11/30/21

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

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

**INCOME / EXPENSE STATEMENT**

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

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

CASH DISBURSEMENTS

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

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

**Corrotoman By The Bay Association**  
**Approved FY 2022-23 Budget**  
**Beginning 03/01/2022 and ending 02/28/2023**

ACS	Old #	INCOME	2022	2023
41000	4020	Yearly Assessments	\$ 109,350.00	\$ 109,350.00
45100	4090	Fees, Other (Dock/Tennis)	\$ 2,880.00	\$ 2,880.00
46000	4190	Fees, Pool	\$ 9,750.00	\$ 9,750.00
46100	4290	Hospitality Income	\$ -	\$ -
43000	4340	Interest Income	\$ 100.00	\$ 100.00
		<b>TOTAL INCOME</b>	<b>\$ 122,080.00</b>	<b>\$ 122,080.00</b>
		<b>EXPENSES</b>		
		<b>MAINTENANCE</b>		
51110	6302	Road Repairs	\$ 1,000.00	\$ 7,450.00
51000	6508	Golf Course Maintenance	\$ -	\$ 435.00
51120	6510	Dock Maintenance	\$ 1,129.99	\$ 500.00
51106	6580	Repairs & Maintenance	\$ 3,713.83	\$ 3,695.00
51000	6901	Grounds Maintenance	\$ 18,599.00	\$ 20,800.00
		<b>TOTAL MAINTENANCE</b>	<b>\$ 24,442.82</b>	<b>\$ 32,880.00</b>
		<b>POOL</b>		
57000	6919	Pool Operations	\$ 8,192.18	\$ 10,025.00
57100	7045	Repairs	\$ -	\$ -
		<b>TOTAL POOL</b>	<b>\$ 8,192.18</b>	<b>\$ 10,025.00</b>
		<b>UTILITIES</b>		
52350	7311	Internet Subscriptions	\$ 210.00	\$ 220.00
52000	7910	Electric	\$ 2,750.00	\$ 2,750.00
52200	7920	Water	\$ 1,350.00	\$ 1,350.00
52350	7945	Internet Provider & Subscriptions	\$ 1,331.76	\$ 1,572.00
52100	7960	Gas & Fuels	\$ 1,098.40	\$ 1,100.00
		<b>TOTAL UTILITIES</b>	<b>\$ 6,740.16</b>	<b>\$ 6,992.00</b>
		<b>ADMINISTRATIVE</b>		
56100	8013	Payroll Taxes-Back	\$ -	\$ -
54100	8020	Management Fee	\$ 13,200.00	\$ 6,000.00
54110	8040	Postage	\$ 2,491.00	\$ 2,491.00
54110	8060	Copies/Printing Supplies	\$ 4,080.00	\$ 2,040.00
54110	8063	Office Supplies	\$ 442.49	\$ 200.00
55200	8080	CPA Services	\$ 1,550.00	\$ 1,550.00
55100	8100	Legal Expense	\$ 5,274.49	\$ 5,275.00
55150	8106	Legal Expense - Collection	\$ 4,235.96	\$ 4,235.00
55000	8120	Insurance	\$ 4,500.00	\$ 4,500.00
	8143	Permits/Licenses	\$ 180.00	\$ 280.00
	8310	Closing Fees	\$ -	\$ -
	8340	Corrotoman Extension Project	\$ -	\$ -
54008	8341	Miscellaneous	\$ 199.50	\$ 199.50



76300	8390	<b>CAPITAL RESERVE</b> Report	\$	-	\$	-
		<b>TOTAL ADMINISTRATIVE</b>	\$	<b>36,153.44</b>	\$	<b>26,770.50</b>
57100	9171	POOLED RESERVES	\$	41,982.00	\$	41,982.00
		<b>TOTAL POOLED RESERVES</b>	\$	<b>41,982.00</b>	\$	<b>41,982.00</b>
		<b>TOTAL INCOME:</b>	\$	<b>122,080.00</b>	\$	<b>122,080.00</b>
		<b>TOTAL EXPENSE:</b>	\$	<b>117,510.60</b>	\$	<b>118,649.50</b>
		<b>REMAINDER:</b>	\$	<b>4,569.40</b>	\$	<b>3,430.50</b>

**618 lots** #  
 Monthly Assessments = \$180  
 \$90  
 \$60

599	107,820.00
15	1,350.00
3	180.00
	<u>109,350.00</u>

92,947.50 85% collection rate  
 87,480.00 80% collection rate

					2023		Budgeted	
					2023		2022	
		<u>Category</u>	<u>Subcategory</u>		<u>Subtotal</u>	<u>Comments</u>		
<b>INCOME</b>								
41000	4020	Yearly Assessments			\$ 109,350.00		\$ 109,350.00	
45100	4090	Fees, Other (Dock/Tennis)			\$ 2,880.00	12 slips/\$200 ea +\$24 x 20 ea Tennis	\$ 2,880.00	
46000	4190	Fees, Pool			\$ 9,750.00	78 ea x \$125	\$ 9,750.00	
	4290	Hospitality Income			\$ -			
	4340	Interest Income			\$ 100.00	(Ops Only)	\$ 100.00	
		<b>TOTAL INCOME</b>			<b>\$ 122,080.00</b>		<b>\$ 122,080.00</b>	
<b>EXPENSES</b>								
<b>MAINTENANCE</b>								
51110	6302	Road Repairs			\$ 7,450.00		\$ 1,000.00	
			Tree Rem		\$ -	CAP Res if approved		
			Snow Removal		\$ 2,400.00		\$ 1,000.00	
			Gravel/Tar Rep		\$ 1,500.00			
			Corrotoman Ext		\$ 1,700.00	Reflective signs		
			Sandy Lane		\$ 1,850.00			
51000	6508	Golf Course Maintenance			\$ 435.00		\$ -	
			Sandtrap repairs		\$ 300.00			
			Flags/poles		\$ 135.00			
51120	6510	Dock Maintenance			\$ 500.00		\$ 1,130.00	
			Bulkhead Rep		\$ -	CapRes Approved		
			Dock Rep		\$ -			
			Dredge		\$ -	CapRes Approved		
			supplies		\$ 500.00	Keys	\$ 30.00	
			Flags				\$ 1,100.00	
51006	6580	Repairs & Maintenance			\$ 3,695.00		\$ 3,715.00	
58100			Club house		\$ 1,200.00		\$ 1,200.00	

			Playground		\$ 350.00	Repair spring rider	\$ 350.00	
			Gen Service		\$ 350.00	Service contract	\$ 350.00	
			HVAC Ktr		\$ 180.00	Service contract	\$ 200.00	
			Cleaning		\$ 1,375.00		\$ 1,375.00	
			Cleaning Supplies		\$ 240.00		\$ 240.00	
		6901	Grounds Maintenance		\$ 20,800.00		\$ 18,599.00	
			Grass Cutting		\$ 20,800.00		\$ 18,599.00	
			Tree Cutting		\$ -	CAP Res if approved		
			Storm Damage		\$ -	CAP Res if approved		
			Concrete Repair		\$ -	CAP Res if approved		
			Fence Repair		\$ -	CAP Res if approved		
			<b>POOL</b>					
57000		6919	Pool Operations		\$ 10,025.00		\$ 8,194.00	
			Chemicals		\$ 3,550.00		\$ 2,550.00	
57100			Service Contract		\$ 3,895.00		\$ 3,130.00	
			Open/Close		\$ 1,450.00		\$ 1,352.00	
			Keys		\$ 500.00	Includes \$31.58 for tennis keys	\$ 132.00	
			Salinators		\$ -	Cap Reserve Item		
			Repair Benches		\$ -			
			Furniture Rep				\$ 400.00	
			Pool Cleaning		\$ 630.00		\$ 630.00	
			<b>UTILITIES</b>					
		7311	Internet Subscriptions		\$ 220.00		\$ 750.00	
			Zoom		\$ 120.00		\$ 150.00	
			MS Office		\$ 100.00		\$ 60.00	
			Go-Daddy		\$ -		\$ 540.00	
		7910	Electric		\$ 2,750.00		\$ 2,750.00	
52200		7920	Water		\$ 1,350.00		\$ 1,350.00	
52350		7945	Internet Provider		\$ 1,572.00		\$ 1,331.76	

52100	7960	Gas & Fuels		\$ 1,100.00		\$ 1,100.00	
		<b>ADMINISTRATIVE</b>					
56100	8013	Payroll Taxes-Back		\$ -		\$ -	
54100	8020	Management Fee		\$ 6,000.00		\$ 13,200.00	
54110	8040	Postage		\$ 2,491.00		\$ 2,491.00	
			Sentry Postage	\$ 2,436.00		\$ 2,436.00	203/mo
			CBTB Postage	\$ 55.00		\$ 55.00	
54110	8060	Copies/Printing Supplies		\$ 2,040.00		\$ 4,080.00	
			Sentry	\$ 2,040.00	Used 1/2 of 2022	\$ 4,080.00	\$340/mo
			CBTB	\$ -	In office supplies		
54110	8063	Office Supplies		\$ 200.00		\$ 442.49	
			Sentry	\$ -			
			CBTB	\$ 200.00	Office Supplies	\$ 442.49	
55200	8080	CPA Services		\$ 1,550.00		\$ 1,550.00	
			Tax Prep	\$ 550.00	0	\$ 550.00	
			EOY Review	\$ 1,000.00		\$ 1,000.00	
55100	8100	Legal Expense		\$ 5,275.00		\$ 5,275.00	
			General	\$ 5,275.00		\$ 5,275.00	
			OTHER	\$ -			
55150	8106	Legal Expense - Collection		\$ 4,235.00		\$ 4,235.96	
			Legal Support	\$ 2,000.00		\$ 2,000.00	
			Prep cases to aty	\$ 1,435.00		\$ 1,435.96	
			Court Cost	\$ -			
			Follow on Fees	\$ 800.00		\$ 800.00	
			CDE	\$ -			

55000	8120	Insurance		\$ 4,500.00		\$ 4,500.00	
			State Farm	\$ 4,500.00		\$ 4,500.00	
			Other	\$ -			
	8143	Permits/Licenses		\$ 280.00		\$ 180.00	
			DPOR	\$ 220.00	Filing fee	\$ 120.00	
			PO Box Rental	\$ 60.00		\$ 60.00	
	8310	Closing Fees		\$ -		\$ -	
			Sentry	\$ -			
			Other	\$ -			
	8340	Corrotoman Extension Project		\$ -		\$ -	
54008	8341	Miscellaneous		\$ 199.50		\$ 199.50	
			Mgt Reserve	\$ 100.00		\$ 100.00	
			Hospitality	\$ 99.50		\$ 99.50	
			Misc	\$ -			
76300	8390	<b>CAPITAL RESERVE</b> Report		\$ -	Used every 5 years	due in 2025	
		Total Expenses		\$ 76,667.50			
				\$ 41,982.00			
				\$ 118,649.50			