

Corrotoman-By-The Bay Association, Inc.
Final Board of Directors Meeting MINUTES
9:00, Saturday, 12 December 2020

ZOOM Dial-in

<https://us02web.zoom.us/j/83121982812?pwd=NWhZWVV0QWd6RFNQSFQeItqSVV4UT09>

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 9:00am

Attendees: Deb Beutel, Kevin MacNair, Cristian Shirilla, Ian Fay, Sam Longstreet, Don Smith, Lea Galogly, Jean Ehlman, Lisa Adler

Announcements from Board:

1. Future Board Meetings will be conducted via ZOOM until the Springtime or such time as COVID numbers decrease significantly in accordance with Governor Northam's Executive Order for the State of Virginia.
2. HOA Board Member Training Tip of the Month – "Your Responsibilities and Authority"

Secretary's Report: Cristian Shirilla – Provide Minutes from 14 November 20 Meeting for review and approval.

- **Motion to approve: Lea Gallogly**
- **2nd: Kevin MacNair**
- **Yes: All Members Present**
- **No: N/A**
- **Abstain: N/A**

Treasurer's Report: Lea Gallogly – See report.

- **Motion: Lisa Adler**
- **2nd: Sam Longstreet**
- **Yes: All Members Present**
- **No: N/A**
- **Abstain: N/A**

2021-2022 Budget Development Schedule

• Initial Budget Kick Off –Build Cycle Begins	17 October
• Budget inputs due from Chairs to Treasurer	14 November
• Draft budget (1st cut) back to Board Members	28 November
• Board Meeting to Review Draft FY21-22 Budget	12 December
• Draft budget (2 nd cut) to Board	26 December
• Finance Committee Review of Draft FY21-22 Budget	2 January
• Inputs consolidated & returned to Board	9 January
• Executive Session (to include Chairs) discussion	16 January
• BOD Approves Budget in Board Meeting	16 January
• If required, updates consolidated & returned to Board	30 January
• Final discussion at additional Board Meeting	30 January
• Budget finalized	30 January
• Budget to Sentry Management	31 January

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- **Collections Sub-Committee Chair – Lea Gallogly:** - See report.
 - **Capital Reserve Sub-Committee Chair – Lea Gallogly:** See Report.

***Finance Committee:** Vacant, Chair No Report - Initial meeting to be scheduled by incoming Chairperson.

Architectural Review: Kevin McNair, Chair – One Letter for Violation of Poultry Policy was sent out.

Communications: Tara Linne, Chair – No Report

***Hospitality:** Vacant Chair –

- Nothing to report.

Pool: Lisa Adler, Chair - See report.

- **Pool Renovation Review Sub-Committee Chair – Kathy Moffitt:** - See report.

Roads & Grounds: Don Smith, Chair - Roads Repair Update – See Report.

- Provided contract coordinating details to Magic Tree Services – **awaiting their response.**
- Dock Sub-Committee: Barry Jackson, Chair – Deposit of \$2,500.00 for permitting and a signed contract were forwarded to ECO Construction, LLC. for Boat Ramp Dregging and bulk head repair to be completed in Spring 2021

Tennis: Jean Ehlman, Chair – No report.

Golf: Mike Gallogly– No Report, pending survey monkey results.

Nomination Committee: Jeff Craven- Chair:

Old Business:

1. **Review and Approve CBTB Board Turnover Binder Content, Officer Duty Descriptions, Committee Structure and Duty Descriptions.** **Pushed to January Board Meeting for Discussion and Review** - Deb Beutel
2. **Review DraftFY21/22 Budget Development:** Lea Gallogly
3. **Corrotoman Extended Project:** The Trees that were of concern on Lots 3-4 have been removed. We will look to continue monitoring the permitting and process of erosion remediation efforts planned to commence in Spring 2021.
4. **Survey Monkey Questions:** **Will be Reviewed and Approved at January Board Meeting** to be included in Annual Assessment Mail-out.

New Business:

1. **Documentation Review and Re-write Committee will kick-off after the New Year: Provide overview of effort.** Kathryn Craven

Member Input: The following question was posed by Mike Stevens at the 14 November Board Meeting:

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- **Question:** Is there any consideration to light pollution. Some neighbors have lights at the end of their driveways that stay on all night. One set shines right in my bedroom window. Could we talk about putting such lights on motion sensors?
 - **Response:** Article VI does not address outdoor lights or light pollution. However, neighbors should be considerate of the impact their outdoor lighting may have on their neighbors. A neighborly conversation with the property owner whose lights are bothering you could resolve this. This would be a good topic for consideration in the re-write of the CBTB governing documents.

Next Meeting: Board Meeting if Required to Approve FY 21-22 Budget Saturday 26 December 2020

Motion to Adjourn: 10:20am

- **Motion: Lea Gallogly**
- **2nd: Sam Longstreet**
- **Yes: All Members Present**
- **No: N/A**
- **Abstain: N/A**

Board Member Terms

Lisa Adler (2018-21)	Deb Beutel (2020-2023)
Jean Ehlman (2018-21)	Ian Fay (2018-2021)
Lea Gallogly (2020-2023)	Sam Longstreet (2019-22)
Kevin McNair (2019-22)	Cristian Shirilla (2019-22)
Don Smith (2020-2023)	

Proposed Schedule of Meetings

26 December 2020 (FY21-22 Budget Review if Required)
9 January 2021
13 February 2021
13 March 2021
10 April 2021
ANNUAL Meeting Sunday 2 May 2021