
Corrotoman-By-The Bay Association, Inc.
Board of Directors Meeting Agenda
9:00 am, Saturday, June 8 2024

Join Zoom Meeting

<https://us02web.zoom.us/j/85042691809?pwd=tRYXDtnzWfN52bYpt6Tkh0d565eSua.1>

Meeting ID: 850 4269 1809

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Meeting ID: 850 4269 1809

Passcode: 950380

Call to Order the March BOD meeting: Cristian Shirilla President:

Secretary's Report: Deb Beutel - Minutes of April 13th meeting will be presented to the Board for approval.

Treasurer's Report: Claire Smith – Treasurers Report will be presented for Board Approval.

Vice President's Report: Nick Klaiber –

Committee Reports that have been submitted are attached to this agenda

Architectural Review Committee Chair: Sam Longstreet - Committee Members: Dexter Lewis, Cristian Shirilla See old business #1.

Collections Committee Chair: Deb Beutel- Committee Members: Ed Krill, Claire Smith, Sam Longstreet No report this month. Update to be provided at next regular Board Meeting.

Communications Committee Chair: Tara Linne

No report.

Dock Committee Dock Master: Don Smith

Finance Committee Chair: Craig Adler- Committee Members: Bill Ehlman, Scott Kellum and Beth Allen. No report.

Golf Committee Chair: Jean Ehlman- Landon and Parker Shirilla, Penny Davenport, David Hamer No report.

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.

Roads Committee Chair: Matt Crabbe- Committee members: NEED VOLUNTEERS.

Grounds Committee Chair: Dexter Lewis -

Social Committee Chairs: Alisson Klaiber- Committee members: Kristy Shirilla, Lisa McNair, Hope Crabbe, Debbie Snellings, Susie Berry, Deb Beutel. July 4th Parade.

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

Volunteer Legal Committee Chair: Ed Krill No report.

Special Committees:

Documentation Rewrite Committee Chair: Kathy Craven- Committee members, Jean Ehlman, Bob Burrus, Carol Greenwalt, Ed Krill. No report.

Old Business:

1. **Architecture Committee Update:** No report

2. **Update on the Community Docks/Slips:**

- a. Received estimate to replace or repair the Bulkhead.
- b. Request that homeowners that are contracting for work on their private docks and have contractors needing access to the dock please notify the Dock Master and Board via the CBTBay@gmail.com email at least a week ahead of time in order to coordinate access to dock area by contractors.
- c. New American Flag for the flagpole at the dock; will be putting it up after we fix the flagpole or replace it.
- d. Boaters please keep your trailer hooked up to your vehicle when going out for the day, so there will be room for the other boaters to park.
- e. Still have 3 slips open on the dock.

3. **Update on Pool Operations:**

- a. Furniture replacements
- b. Umbrellas
- c. Pool gate lock
- d. Need new Life Rings

4. **Update from Grounds Committee:**

Grounds Committee Received 3 quotes for pumping the septic tank.

- Option 1 - \$450/ tank, open availability
- Option 2 - \$375/ tank, must be paid on completion, scheduling unknown.
- Option 3 - \$390/ tank, paid on completion, sporadic scheduling

On the agenda:

1. Sand traps, edge & weed (est. next week)
2. Door of pavilion
3. Email any other suggestions

5. **Update from Roads Committee:**

- a. Camper haul off
- b. East Highview repair
- c. Corrotoman extended
- d. Road Maintenance in the future

New Business:

1. Is there interest in scheduling a Volunteer roadside cleanup day for Corrotoman Drive & Western Branch/Sullavans? CBTB could provide water, volunteers pickup/transport & maybe a quick cookout after we are done. Thoughts?

Member Input:

Announcements from Board:

BOD meetings are now being held every other month.

Next Meeting: Annual Meeting, Saturday, May 4th, 2024, 9 am

Motion to adjourn Board meeting:

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, August 10th, 9am
Saturday, October 12th, 9am
Saturday, December 14th, 9am
Saturday, February 8th, 9am
Saturday, April 12th, 9am

Corrotoman-By-The Bay Association, Inc.
Minutes of Board of Directors Meeting
9:00 am, Saturday, April 13 2024

Call to Order the March BOD meeting: **Cristian Shirilla President:** Called meeting to order at 9:00 am. Board members present: Lisa Adler, Deb Beutel, Matt Crabbe, Nick Klaiber, Dexter Lewis, Cristian Shirilla, Claire Smith. Present via Zoom: Travis Gibbons, Sam Longstreet

Secretary's Report: **Deb Beutel** - Minutes of February 10th meeting were presented to the Board for approval. Motion to approve made by Lisa Adler, seconded by Matt Crabbe. Unanimously approved.

Treasurer's Report: **Claire Smith** – Treasurers Report was presented for Board Approval. Motion to approve made by Lisa Adler, seconded by Dexter Lewis. Unanimously approved.

Vice President's Report: **Travis Gibbons** – Ballots were mailed. All members in good standing are encouraged to vote. Annual meeting to be held Saturday May 4th at 9am.

Committee Reports that have been submitted are attached to this agenda

Architectural Review Committee Chair: **Nick Klaiber** - Committee Members: Dexter Lewis, Cristian Shirilla See old business #1.

Collections Committee Chair: **Deb Beutel-** Committee Members: Ed Krill, Claire Smith, Sam Longstreet No report this month. Update to be provided at next regular Board Meeting.

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

Dock Committee Dock Master: **Don Smith, Asst Dock Master: Mike Arthur**

Finance Committee Chair: **Lisa Adler-** Committee Members: Craig Adler, Bill Ehlman, Scott Kellum and Beth Allen. No report.

Golf Committee Chair: **Jean Ehlman-** Landon and Parker Shirilla, Penny Davenport, David Hamer
No report.

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 old business # 3.

Roads & Grounds Committee Chair: **Matt Crabbe-** Committee members: Dexter Lewis, NEED VOLUNTEERS.

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

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

Volunteer Legal Committee Chair: Ed Krill No report.

Special Committees:

Documentation Rewrite Committee Chair: Kathy Craven- Committee members, Jean Ehlman, Bob Burrus, Carol Greenwalt, Ed Krill, Travis Gibbons. No report.

Old Business:

1. Architecture Committee Update:

- (1) Linne Garage Application Approved
- (2) The Highview lots have had grass cut around drainage area
- (3) 272 Marina Drive will address issues.
- (4) Driveway discussion on East Highview expressing the Board's concerns.
- (5) Formal notice sent re: the Camper on West Highview. Will be teeing up a tow service.
- (6) Nick Klaiber will no longer act as Architecture Chair after the Board elections in May, and in the interim, will continue to act only on what is absolutely necessary.

2. Update on the Community Docks/Slips:

- 1) Purchased \$220 worth of additional Dock Keys
- 2) Work on the Dock is progressing very well. They started laying new boards but there are places that will take awhile to get to due to the high tides.
- 3) Mike Arthur is now the Assistant Dockmaster. He will be helping with Dock management.
- 4) There are 6 remaining boat slips available for this summer. Anyone wanting a slip must be in good standing and complete and return the Amenities form in with \$200 fee.
- 5) The bulkhead on the right side needs to be built up or we will lose the entire bulkhead all together.
- 6) We are looking into a price to cut a tree down that is leaning over part of the bulkhead.
- 7) There are dock keys available to hand to those that need a key. Make sure you fill out the Dock Key Form with a check or cash for the \$20 deposit, also make sure you are in good standing as far as dues are concerned.

3. Update on Pool Repairs:

- 1.) The pool repairs are progressing. They have completed fixing the filter and are building a platform to raise the pump and motor so that all of the electrical equipment is out of the normal depth of water that has flooded the pump room in the past.
- 2.) Don Smith and Ken Beutel have cleaned out the sump and replaced the old sump pump that had a failing float switch with a new and more powerful one with a different kind of float switch.
- 3.) Once the changes are made, JDO Pools (new name for Sevarg) can begin the process of opening the pool next month.
- 4.) We also have pool keys for anyone in the community who still has not been given a key and would like to get one. All they need to do is fill out the amenities form and get it to Ken.

4. Update from Roads & Grounds Committee:

- Corrotoman extended concern
- roof on club house fix
- Wishing well Lane repair bids
- Asphalt patch repair

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- Screen Door removal on the clubhouse
 - Removed dead branches off golf course and on the side of several roads in the neighborhood
 - The garage needs a new key for the door

New Business:

Nothing to Report

Member Input:

Announcements from Board: Reminder that the Annual Meeting and Election of Board members is Saturday May 4th at 9:00 a.m.

BOD meetings are now being held every other month.

Next Meeting: Annual Meeting, Saturday, May 4th, 2024, 9 am

Motion to adjourn Board meeting:

Board Member Terms

Lisa Adler (2021-2024)	Nick Klaiber (2023-2026)
Deb Beutel (2023-2026)	Matt Crabbe (2021-2024)
Travis Gibbons (2021-2024)	Sam Longstreet (2022-2025)
Dexter Lewis (2022-2025)	Cristian Shirilla (2022-2025)
Claire Smith (2023-2026)	

SCHEDULE OF MEETINGS

Annual Meeting, Saturday, May 4th, 9am

6/8/2024 meeting

Treasurer's Report

3/31 - 4/30/2024

Bi-monthly meetings

Documents Attached

-	Balance Sheet	Mar & Apr
-	Revenue and Expense Report	Mar & Apr
-	Accounts Payable	Mar & Apr

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 6/5/24

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:

We continue to make good progress in collection of assessments.

New Business:

An invoice has been submitted for printing for the re-write committee for \$391.12. Request board approval to pay.

CORROTOMAN-BY-THE-BAY ASSOCIATION

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Balance Sheet
As of 03/31/24

Account Description	Operating	Reserves	Other	Totals
ASSETS				
CIT - OPERATING ACCOUNT	133,044.88			133,044.88
CHESAPEAKE BANK OPERATING	3,043.97			3,043.97
BLUE RIDGE BANK RESERVES		234,741.80		234,741.80
A/R - ASSESSMENTS & FEES	124,757.04			124,757.04
ASSESSMENT A/R RESERVE	(38,870.00)			(38,870.00)
A/R - FROM OP / (FROM RES)		10,835.91		10,835.91
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
TOTAL ASSETS	223,246.95	245,577.71	.00	468,824.66
LIABILITIES & EQUITY				
ACCOUNTS PAYABLE	205.70			205.70
A/P - ACS WEST INC	70.00			70.00
A/P - DUE FOR LEGAL FEES	38.00			38.00
A/P - TO RES / (TO OP)	10,835.91			10,835.91
PREPAID ASSESSMENTS	2,527.01			2,527.01
KEY DEPOSITS (DOCK KEYS)	1,500.00			1,500.00
TOTAL CURRENT LIABILITIES	15,176.62	.00	.00	15,176.62
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)	152,204.86	6,177.75	.00	158,382.61
TOTAL OPERATING	208,070.33	6,177.75	.00	214,248.08
TOTAL LIABILITIES & EQUITY	223,246.95	245,577.71	.00	468,824.66

CASH DISBURSEMENTS

Starting Check Date: 3/01/24 Cash account #: "All"
 Ending Check Date: 3/31/24

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account #: 11001		GIT - OPERATING ACCOUNT			
3/01/24	1130	1	ACS WEST, INC.	500.00	MANAGEMENT FEE
3/06/24	1131	702291	CORROTOMAN BY THE BAY	10,583.34	RESERVE TRANSFER
3/06/24	100176	702774	NORTHERN NECK ELECTRIC COOP.	138.29	113751001
3/07/24	1132	669048	DONALD SMITH	220.00	DOOR KEYS
3/11/24	100177	703071	BREEZELINE	150.49	8282 15 116 0029826
3/12/24	1133	2	ACS WEST, INC.	264.88	FEB2023 P&C
3/13/24	1134	3	ACS WEST, INC.	70.66	REIMB UNPAID SET UP FEE
3/21/24	100178	701913	VIRGINIA AMERICAN WATER	38.99	1027-210037207877
3/21/24	100179	703187	PARADISE CLEANING, LLC	115.00	JANITORIAL
3/28/24	1135	VOID		.00	Void
Totals:				12,081.65	

CORROTOMAN-BY-THE-BAY ASSOCIATION

Balance Sheet
As of 04/30/24



Account Description	Operating	Reserves	Other	Totals
ASSETS				
CIT - OPERATING ACCOUNT	133,655.51			133,655.51
CHESAPEAKE BANK OPERATING	3,063.97			3,063.97
BLUE RIDGE BANK RESERVES		239,369.03		239,369.03
A/R - ASSESSMENTS & FEES	110,599.80			110,599.80
ASSESSMENT A/R RESERVE	(38,870.00)			(38,870.00)
A/R - FROM OP / (FROM RES)		12,390.00		12,390.00
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
TOTAL ASSETS	209,720.34	251,759.03	.00	461,479.37
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LIABILITIES & EQUITY				
ACCOUNTS PAYABLE	11,172.67			11,172.67
A/P - ACS WEST INC	70.00			70.00
A/P - DUE FOR LEGAL FEES	38.00			38.00
A/P - TO RES / (TO OP)	12,390.00			12,390.00
PREPAID ASSESSMENTS	2,806.11			2,806.11
KEY DEPOSITS (DOCK KEYS)	1,500.00			1,500.00
TOTAL CURRENT LIABILITIES	27,976.78	.00	.00	27,976.78
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)	125,878.09	12,359.07	.00	138,237.16
TOTAL OPERATING	181,743.56	12,359.07	.00	194,102.63
TOTAL LIABILITIES & EQUITY	209,720.34	251,759.03	.00	461,479.37
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CASH DISBURSEMENTS

Starting Check Date: 4/01/24 Cash account #: "All"
 Ending Check Date: 4/30/24

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account #:		11001	GIT - OPERATING ACCOUNT		
4/01/24	1136	1	ACS WEST, INC.	500.00	MANAGEMENT FEE •
4/02/24	1137	669074	KENNETH BEUTEL	210.52	POOL SUMP PUMP •
4/02/24	1138	702291	CORROTOMAN BY THE BAY	5,291.67	RESERVE TRANSFER •
4/05/24	100180	702774	NORTHERN NECK ELECTRIC COOP.	146.08	113751001 •
4/08/24	1139	2	ACS WEST, INC.	205.70	MAR24 P&C •
4/08/24	1140	430	TREASURER OF VIRGINIA - DPOR	130.00	DPOR ANNUAL FEE •
4/08/24	100181	703071	BREEZELINE	153.49	8282 15 116 0029826 •
4/08/24	100182	703042	SEVARG POOLS, INC.	1,480.00	PL
4/09/24	1141	3	ACS WEST, INC.	70.66	REIMB UNPAID SETUP FEE •
4/09/24	1142	669048	DONALD SMITH	31.59	POOL KEYS •
4/17/24	100183	701913	VIRGINIA AMERICAN WATER	37.50	1027-210037207877 •
4/18/24	1143	669048	DONALD SMITH	41.68	REIMB CH LOCKBOX •
4/18/24	100184	350	STATE FARM INSURANCE	4,555.00	96-58-4087-9 •
4/24/24	100185	703141	TURNER, LEINS & GOLD, LLC	750.00	2023 TAXES •
4/24/24	100186	703187	PARADISE CLEANING, LLC	115.00	JANITORIAL •
4/24/24	100187	703800	JDO POOLS & SPAS	1,480.00	POOL OPENING •
4/25/24	1144	3	ACS WEST, INC.	70.66	REIMB UNPAID @ CLOSING •
4/25/24	100188	702795	NWP ENERGY	530.19	PROPANE •
Totals:				15,799.74	