
Corrotoman-By-The Bay Association, Inc.
Final Board of Directors Meeting Minutes (DRAFT)
9:00, Saturday, 9 April 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 at 9:02am

Board Members Present: Matt Crabbe, Lisa Adler, Sam Longstreet, Deb Beutel, Kevin MacNair, Don Smith, Claire Smith, JJ Allen

Announcements from Board: The Annual Meeting Announcement and Ballots have been Mailed as of 1 March 2022, please mail then back to ACS-West NLT 15 April or bring in person to Annual Meeting on 1 May.

Secretary's Report: Cristian Shirilla - Review and approve minutes from 12 March 2022 Meeting.

Motion: To approve minutes as presented - Don Smith

2nd: Sam Longstreet

Yes: All present w/ exception of

No:

Abstain: Cristian Shirilla

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

Motion: To approve Treasurer's report as presented - Don Smith

2nd: JJ Allen

Yes: All members present

No: N/A

Abstain: N/A

Collections Committee Chair: Don Smith:

- See Report.

Finance Committee: Matt Crabbe, Chair – No Report.

Architectural Review: Kevin McNair, Chair – Letter to be sent to property owner who has left unattended trash.

Communications: Tara Linne, Chair – Annual Meeting Announcements and Ballots have been mailed. Please allow 48hours for a response from the Board to inquiries made to CBTB website.

Clubhouse/Pavilion/Social: Vacant, Chair No Report.

Pool: Lisa Adler, Chair, See Report:

Pool Renovation Review Sub-Committee Chair – Kathy Moffitt:

Motion: To allocate funds not to exceed \$1,000 for any exploratory work that may be necessary to - Cristian Shirilla

2nd: Matt Crabbe

Yes: All members present with exception of Don Smith

No: N/A

Abstain: Don Smith

Roads & Grounds: James Allen, Chair - No report.

Dock Sub-Committee: Don Smith, Chair: See Report.

Assistant Chair, Doug Howe

- New keys for Boat Ramp can be requested after the meeting.

Motion: To allocate \$3,375 for road gravel road repairs (Senior Creek Place, West Highview Dr/Meadowview, Evergreen Dr) - Don Smith

2nd: Claire Smith

Yes: All members present

No: N/A

Abstain: N/A

Tennis: Jean Ehlman, Chair : No Report

Golf: Jean Ehlman, Chair: See Report

AD HOC/Special Committees

Nominations Committee Chair: Lisa Adler, Chairperson. Don Smith on Committee. Notice of Annual Meeting and Ballot/Proxy Forms have been mailed.

Old Business:

1. **Treasurer, Claire Smith** to present recommendations for write-offs from ACS-West Comptroller for Board Approval. - Tabled

New Business:

1. N/A

Member Input:

Next Meeting:

Special Board Meeting - April 30, 9am

Annual Meeting & Election Sunday 1 May 2:00

Motion to adjourn Board meeting:

Motion: To adjourn at - Don Smith

2nd: Kevin MacNair
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)
Claire Smith (2020-2023)	Sam Longstreet (2019-22)
Kevin McNair (2019-22)	Cristian Shirilla (2019-22)
Don Smith (2020-2023)	

Proposed Schedule of Meetings

Annual Meeting & Election – Sunday, 1 May 2022
TBD - Special Meeting to Brief Community on Pool Committee Recommendations
11 June 2022
9 July 2022
13 August 2022
10 September 2022
8 October 2022
12 November 2022
10 December 2022

Treasurer's Report
3/31/2022

Documents Attached

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

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 4/7/22

Dock:	\$ 2,200.00	
Kayak:	\$ 25.00	
Tennis:	\$ 25.00	
Pool:	\$ 2,025.00	
Combo:	<u>\$ 3,750.00</u>	40 families
Total:	\$ 8,025.00	

Note: Total Pool Collections \$5,775.00 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 March 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. Our next task will be clearing any credit balances and addressing old receivables

CORROTOMAN-BY-THE-BAY ASSOCIATION

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Balance Sheet
As of 03/31/22

Account Description	Operating	Reserves	Other	Totals
ASSETS				
CIT - OPERATING ACCOUNT	83,961.64			83,961.64
PRIMIS PETTY CASH OPERATING	1,164.27			1,164.27
CHESAPEAKE BANK OPERATING	995.17			995.17
CIT - RESERVE ACCOUNT		17,667.15		17,667.15
PRIMIS BANK RESERVE		121,057.79		121,057.79
A/R - ASSESSMENTS & FEES	87,554.11			87,554.11
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	141,854.25	140,824.94	.00	282,679.19
	=====	=====	=====	=====
LIABILITIES & EQUITY				
ACCOUNTS PAYABLE	960.26			960.26
A/P - ASSESSMENT REFUNDS	200.00			200.00
A/P - TO RES / (TO OP)	2,100.00			2,100.00
PREPAID ASSESSMENTS	5,084.53			5,084.53
KEY DEPOSITS (DOCK KEYS)	430.00			430.00
TOTAL CURRENT LIABILITIES	8,774.79	.00	.00	8,774.79
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)	105,233.00	1,756.61	.00	106,989.61
TOTAL OPERATING	133,079.46	1,756.61	.00	134,836.07
TOTAL LIABILITIES & EQUITY	141,854.25	140,824.94	.00	282,679.19
	=====	=====	=====	=====

CASH DISBURSEMENTS

Starting Check Date: 3/01/22 Cash account #: "All"
 Ending Check Date: 3/31/22

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account#:	11001		CIT - OPERATING ACCOUNT		
3/01/22	1011	1	ACS WEST, INC.	500.00	MANAGEMENT FEE
3/03/22	1012	669048	DONALD SMITH	317.72	REIMB FOR DOCK KEYS
3/03/22	1013	669049	CLAIRE SMITH	211.60	REIMB STAMPS/PETTY CASH
3/03/22	1014	669049	CLAIRE SMITH	500.00	DEPOSIT - PETTY CASH
3/03/22	100018	702774	NORTHERN NECK ELECTRIC COOP.	110.39	113751001
3/08/22	1015	2	ACS WEST, INC.	167.41	FEB22 P&C
3/09/22	100019	701793	GORDON & REES	247.50	LEGAL SERVICES
3/09/22	100020	703042	SEVARG POOLS, INC.	2,262.00	POOL CONTRACT
3/09/22	100021	703071	BREEZELINE	130.13	8282 15 116 0029826
3/16/22	1016	3	ACS WEST, INC.	55.00	REIMB 1 CHK @ CLOSING
3/23/22	100022	701913	VIRGINIA AMERICAN WATER	42.63	1027-210037207877
3/30/22	1017	669048	DONALD SMITH	368.55	REIMB DOCK KEYS
Totals:				4,912.93	

GENERAL LEDGER TRIAL BALANCE

Starting account #: 51000
Ending account #: 58200

Starting date: 03/01/22
Ending date: 03/31/22

Acct-#	Description	Begin-balance	Total-DR	Total-CR	Net-change	End-balance
51120	DOCK MAINTENANCE	.00	686.27	.00	686.27	686.27
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	03/03/22 AP2120 VH33 317.72 DONALD SMITH REIMB FOR DOCK KEYS					
	03/30/22 AP2549 VH43 368.55 DONALD SMITH REIMB DOCK KEYS					
52000	ELECTRICITY	.00	222.76	.00	222.76	222.76
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	03/02/22 AP0099 VH36 110.39 NORTHERN NECK ELECTRIC CO 113751001					
	03/30/22 AP0099 VH45 112.37 NORTHERN NECK ELECTRIC CO 113751001					
52100	GAS / FUELS	.00	525.77	.00	525.77	525.77
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	03/30/22 AP0099 VH46 525.77 NWP ENERGY 6074					
52200	WATER & SEWER	.00	42.63	.00	42.63	42.63
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	03/22/22 AP0099 VH42 42.63 VIRGINIA AMERICAN WATER 1027-210037207877					
52350	INTERNET	.00	130.13	.00	130.13	130.13
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	03/09/22 AP0099 VH40 130.13 BREEZELINE 8282 15 116 0029826					
54100	MANAGEMENT FEE	.00	500.00	.00	500.00	500.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	03/01/22 AP0001 VH32 500.00 ACS WEST, INC. MANAGEMENT FEE					
54110	POSTAGE / COPIES / SUPPLIES	.00	333.72	.00	333.72	333.72
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	03/03/22 AP2120 VH34 11.60 CLAIRE SMITH REIMB STAMPS/PETTY CASH					
	03/31/22 AP4540 VH50 322.12 ACS WEST, INC. MAR22 P&C					
54900	BAD DEBTS	.00	3,145.93	.00	3,145.93	3,145.93
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	03/10/22 AR0000 AR06 58.69 Owner Expense Adjust.					
	03/15/22 AR0000 AR06 3,087.24 Owner Expense Adjust.					
55100	LEGAL FEES	.00	247.50	.00	247.50	247.50
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	03/08/22 AP0099 VH38 247.50 GORDON & REES LEGAL SERVICES					

GENERAL LEDGER TRIAL BALANCE

Starting account #: 51000
 Ending account #: 58200

Starting date: 03/01/22
 Ending date: 03/31/22

Acct#	Description	Begin-balance	Total-DR	Total-CR	Net-change	End-balance
57100	POOL MAINTENANCE	.00	2,262.00	.00	2,262.00	2,262.00

DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
03/09/22	AP0099	VH39	2,262.00		SEVARG POOLS, INC.	POOL CONTRACT

*** Totals do not include all accounts ***

Gnd Total: .00 8,096.71 .00 8,096.71 8,096.71