# 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=MjIxQU9PTzNxQUxuZ2IKMUtaRmNKQT09

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

<u>Treasurer's Report:</u> 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.

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

<u>Communications:</u> 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)
Deb Beutel (2020-2023)
Claire Smith (2020-2023)
Kevin McNair (2019-22)

James Allen (2021-2024)
Matt Crabbe (2021-2024)
Sam Longstreet (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:\$ 2,200.00Kayak:\$ 25.00Tennis:\$ 25.00Pool:\$ 2,025.00

Combo: \$ 3,750.00 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

Balance Sheet As of 03/31/22

		710 01 00	NO INCL		
Account Description	Operating	Reserves	Other	Totals	of a water than
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 AJ.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	
			have more supplied to the state of the state	***************************************	
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	27.040.40				
	27,846.46	4 700 04		27,846.46	
CURRENT YR NET PROFIT / (LOSS) TOTAL OPERATING	105,233.00	1,756.61	.00	106,989.61	
IVIAL OPERMING	133,079.46	1,756.61	.00	134,836.07	
TOTAL LIABILITIES & EQUITY	141,854.25	140,824.94	.00	282,679.19	
		************	************	=======================================	

INCOME / EXPENSE STATEMENT Period: 03/01/22 to 03/31/22

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Research to the second		Current Peri			Year-To-D	Yearly	
Description	Actual	Budget	Variance	Actual	Budget	Variance	Budge
DPERATING ASSESSMENTS	106,031.50	109,350.00	(3,318.50)	106,031.50	109.350.00	(3,318.50)	109,350.00
NTEREST EARNED - OPERATING	3.21	8.33	(5.12)	3.21	8.33	(5.12 <u>)</u>	100.00
FEES - DOCK / TENNIS / ETC	7,295.00	240.00	7,055.00	7,295.00	240.00	7,055.00	2,880.00
POOL INCOME	.00	812.50	(812.50)	.00	812.50	(812.50)	9,750.00
TOTAL OPERATING INCOME	113,329.71	110,410.83	2,918.88	113,329.71	110,410.83	2,918,88	122,080.00
GROUNDS MAINTENANCE	.00	1,491.67	1,491.67	.00	1,491.67	1,491.67	17,900.00
GENERAL MAINT & REPAIR	.00.	228.75	228.75	.00	228.75	228.75	2,745.00
ROAD REPAIRS	.00	445.83	445.83	_00	445.83	445.83	5,350.00
OOCK MAINTENANCE	686.27	41.67	(644.60)	686.27	41.67	(644.60)	500.00
LECTRICITY	222.76	229.17	6.41	222.76	229.17	6.41	2,750.00
GAS / FUELS	525.77	58.33	(467.44)	525.77	58.33	(467.44)	700.00
VATER & SEWER	42.63	158.33	115.70	42.63	158.33	115.70	1,900.0
NTERNET	130.13	63.33	(66.80)	130.13	63.33	(66.80)	760.0
MISCELLANEOUS OPERATING	.00	16.58	16.58	.00	16.58	16.58	199.0
MANAGEMENT FEE	500.00	500.00	.00	500.00	500.00	.00	6,000.0
OSTAGE / COPIES / SUPPLIES	333.72	207.58	(126.14)	333.72	207.58	(126.14)	2,491.0
AXES & FEES	:00	23.33	23.33	.00	23.33	23.33	280.0
AD DEBTS	3,145.93	.00	(3,145.93)	3,145.93	.00	(3,145.93)	.0
NSURANCE	.00	404.17	404.17	.00	404.17	404.17	4,850.0
EGAL FEES	247.50	333.33	85.83	247.50	333.33	85.83	4,000.0
EGAL FEES-COLLECTIONS	.00	250.00	250,00	.00	250.00	250.00	3,000.0
POOL OPERATIONS	.00	835.42	835.42	.00	835.42	835.42	10,025.0
POOL MAINTENANCE	2,262.00	.00	(2,262.00)	2,262.00	.00	(2,262.00)	.0
TOTAL OPERATING EXPENSES	8,096.71	5,287.49	(2,809.22)	8,096.71	5,287.49	(2,809.22)	63,450.0
OPERATING NET PROFIT / (LOSS)	105,233.00	105,123.34	109.66	105,233,00	105,123.34	109.66	58,630.0
RESERVE ASSESSMENTS - CAPITAL	3,498.50	3,498.50	.00	3,498.50	3,498.50	.00	41,982.0
NTEREST EARNED - CAP RESERVES	36.11	.00	36.11	36.11	00	36.11	:.0
TOTAL RESERVE INCOME	3,534.61	3,498.50	36.11	3,534.61	3,498.50	36.11	41,982.0
CAP RESERVE EXPENSE	1,778.00	.00	(1,778.00)	1,778.00	.00	(1,778.00)	.0
TOTAL RESERVE EXPENSES	1,778.00	.00	(1,778.00)	1,778.00	.00	(1,778.00)	==0
RESERVES NET PROFIT / (LOSS)	1,756.61	3,498.50	(1,741.89)	1,756.61	3,498.50	(1,741.89)	41,982.0
TOTAL NET PROFIT / (LOSS)	106,989.61	108,621.84	(1,632.23)	106,989.61	108,621.84	(1,632.23)	100,612.0

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#### CASH DISBURSEMENTS

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash acc	ount#:	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	1.13751001
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	10:17	669048	DONALD:SMITH	368.55	REIMB DOCK KEYS
			Totals;	4,912.93	

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#### GENERAL LEDGER TRIAL BALANCE

Starting account #: 51000 Ending account #: 58200

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

MINISTER PRODUCE	eccount #:		Annual State of State of Manager	ding date: US	100		00 7.1	100	in at research	Cartina.	
Acct#		Description		Begin-balan		Total-			let-change	End-balance	
51120	DOCK-MAIN DATE 03/03/22 03/30/22	SOURCE AP2120 AP2549	REFERENCE VH33 VH43	DR-AMOUNT 317.72 368.55	00	686 CR-AMOUNT	DESCRIPTION DONALD SMITH DONALD SMITH	.00	REI	REFERENCE MB FOR DOCK KEYS MB DOCK KEYS	
52000	ELECTRICI	ſΥ			.00	222	.76	.00	222.76	222.76	
	DATE 03/02/22 03/30/22	SOURCE AP0099 AP0099	REFERENCE VH36 VH45	DR-AMOUNT 110.39 112.37		CR-AMOUNT	DESCRIPTION NORTHERN NEC NORTHERN NEC		113	<b>REFERENCE</b> 751001 751001	
52100	GAS / FUEL	S			.00	525	5.77	.00	525.77	525.77	
	DATE 03/30/22	SOURCE AP0099	REFERENCE VH46	DR-AMOUNT 525.77		CR-AMOUNT	DESCRIPTION NWP ENERGY		<b>A/P</b> 607	REFERENCE 4	
52200	WATER & S	EWER			.00	42	2.63	.00	42.63	42:63	
	DATE 03/22/22	SOURCE AP0099	REFERENCE VH42	DR-AMOUNT 42.63		CR-AMOUNT	DESCRIPTION VIRGINIA AMERI	CANWATER		REFERENCE 7-210037207877	
52350	INTERNET				00	130	1.13	.00	130.13	130.13	
	DATE 03/09/22	SOURCE AP0099	REFERENCE VH40	DR-AMOUNT 130.13		CR-AMOUNT	DESCRIPTION BREEZELINE			REFERENCE 12 15 116 0029826	
54100	MANAGEM	ENT FEE			.00	500	0.00	.00	500.00	500:00	
	<b>DATE</b> 03/01/22	SOURCE AP0001	REFERENCE VH32	DR-AMOUNT 500,00		CR-AMOUNT	DESCRIPTION ACS WEST, INC.			REFERENCE NAGEMENT FEE	
54110	POSTAGE	COPIES / SU	PPLIES		.00	333	3.72	.00	333.72	333.72	
	DATE 03/03/22 03/31/22	SOURCE AP2120 AP4540	REFERENCE VH34 VH50	DR-AMOUNT 11.60 322.12		CR-AMOUNT	DESCRIPTION CLAIRE SMITH ACS WEST, INC.		RE	REFERENCE IMB STAMPS/PETTY C/ R22 P&C	ASH
54900	BAD DEBT	S			.00	3,145	5.93	.00	3,145.93	3,145.93	
	DATE 03/10/22 03/15/22	SOURCE AR0000 AR0000	REFERENCE AR06 AR06	DR-AMOUNT 58.69 3,087.24		CR-AMOUNT	DESCRIPTION Owner Expense A	*	AIF	REFERENCE	
55100	LEGAL FE	ES:			.00	247	7.50	.00	247.50	247.50	
	<b>DATE</b> 03/08/22	SOURCE AP0099	REFERENCE VH38	DR-AMOUNT 247.50		CR-AMOUNT	DESCRIPTION GORDON & REE	:S		PREFERENCE GAL SERVICES	

Date 04/20/22 Time:15:41:09

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

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### GENERAL LEDGER TRIAL BALANCE

Starting account #: 51000 Ending account #: 58200

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

Ending	account #:	58200	En	raing date: 03/3	1/22				
Acct-#		Description		Begin-balance	Total	DR Total-CR	Net-change	End-balance	
57100	POOL MAIN	ITENANCE	4411	.00	2,262	.00	2,262.00	2,262.00	
	<b>DATE</b> 03/09/22	SOURCE AP0099	REFERENCE VH39	DR-AMOUNT 2,262.00	CR-AMOUNT	DESCRIPTION SEVARG POOLS, IN		PREFERENCE OOL CONTRACT	
*** Totals Gnd Total	do not include al	l accounts ***		.00.	8,096	.71 .00	8,096.71	8,096.71	