
Corrotoman-By-The Bay Association, Inc.
Board of Directors Meeting MINUTES
9:00, Saturday 31 October 2020
ZOOM Dial-in

Call to Order: Deb Beutel, President

BOD Members Present: Deb Beutel, Kevin McNair, Cristian Shirilla, Lea Gallogly, Ian Faye, Don Smith, Lisa Adler, Jean Ehlman

Absent: Sam Longstreet

Announcements from Board:

1. Future Board Meetings will be conducted via ZOOM until the Spring time or such time as COVID numbers decrease significantly.
2. HOA Board Member Training Tip of the Month
3. Leadership Moment – “Gift of a Crisis Part 2”

Secretary’s Report:

- **Cristian Shirilla** – Provide Minutes from 17 October 20 Meeting for review and approval.
 - o **Motion to approve:** Lisa Adler
 - o **2nd:** Kevin McNair
 - o **Abstention:** Cristian Shirilla
 - o **Yes:** All present
 - o **No:** n/a

Treasurer’s Report: Vacant – NO REPORT

Committee/Sub-Committee Reports:

***Finance Committee: Vacant, Chair - NO REPORT**

- Member forwarded question, “**What do we get for our HOA dues?**” The approved FY 20-21 Budget was mailed to all CBTB members with their FY20-21 Annual Assessments. In addition, it is posted on the CBTB Website.
- **Collections Sub-Committee Chair – Vacant:** The Collections committee reviewed the status of current delinquent accounts and identified the 9 delinquent accounts with an outstanding total of **\$6,347.38** to be forwarded to collections. Notification of assignment to collections letters were forwarded to 9 delinquent members, requiring they contact Sentry Management and pay their delinquent account balances or set up a payment plan within 30 days of receipt of the letter. If members fail to contact Sentry Management to pay off their delinquent balances or set-up an payment plan by 30 November 2020, their accounts will be forwarded to the Association’s Collections attorney.
- **Capital Reserve Sub-Committee Chair - Vacant:** Board Member Reserve Study Review Meeting TBD

***Architectural Review: Kevin McNair, Chair – SEE ATTACHED REPORT**

Communications: Tara Linne, Chair – NO REPORT

***Hospitality: Vacant Chair –**

- Trunk or Treat slated for 31 October 2020, 4pm-6pm. Open for all CBTB children and adults. Costumes encouraged.

Pool: Lisa Adler, Chair - SEE ATTACHED REPORT

- **Pool Renovation Review Sub-Committee Chair – Kathy Moffitt: - SEE ATTACHED REPORT**

Roads & Grounds: Don Smith, Chair - Roads Repair Update – NO REPORT

- Dock Sub-Committee: Barry Jackson, Chair – NO REPORT

Tennis: Jean Ehlman, Chair – SEE ATTACHED REPORT

Golf : Mike Gallogly– SEE ATTACHED REPORT

Nomination Committee: Jeff Craven- Chair: Resumes for those interested in being considered for an upcoming Board Vacancy with a Term ending in May 2022 should forward resumes to the CBTBay@gmail.com organizational email box NLT 10 November for consideration at the 14 November Board Meeting.

* Denotes a current vacancy.

Old Business:

- 1. Review and Approve Corrotoman Extended Project Resolution. [SEE ATTACHED RESOLUTION] Jeff Craven/Kevin McNair**
 - a. Motion – Kevin McNair**
 - b. 2nd – Lea Gallogly**
 - c. Yes votes:**
 - i. Deb Beutel**
 - ii. Kevin McNair**
 - iii. Cristian Shirilla**
 - iv. Jean Ehlman**
 - v. Ian Faye**
 - vi. Lisa Adler**
 - vii. Don Smith**
 - d. No votes: n/a**
- 2. Review and Approve Proposed Letter of Instruction for Implementing CBTB Membership Survey – Deb Beutel**
 - a. NO action voted on**

New Business:

- 1. Review and Approve Proposed Board Member Code of Conduct: Deb Beutel**
 - a. NO action required**
- 2. Discuss and Approve Pen changes to Admin Policy Manual WRT \$500.00 expenditures per committee Chair or Board Member not in Budget: Deb Beutel**
 - a. NO action required**
- 3. Review Cost and Policy Proposal for gradually reopening clubhouse. Architecture Chair- Kevin Smith and Don Smith/Lisa Adler**
 - a. No action required**

4. **HOA BOARD Member Training is HIGHLY RECOMMENDED:** Recent HOA Board Member and HOA Law Legal Training
5. **Schedule of Planned Committee Meetings for the next Quarter.**
6. **Communications: Secretary and Communications Chair** to discuss Google Docs method for maintaining copies of “official” CBTB documents and files.
7. **Review Proposed Board Member and Committee Chair Duties:** Pushed to 14 November Board Meeting.

Member Input: Request Community members submit questions for the Board to the CBTBay@gmail.com email no later than Wednesday 28 October so that the Board can be prepared to respond via email, via the appropriate Committee Chairs’ Report or during Member input time.

Next Meeting: Board Meeting Saturday 14 November 2020, 9:00 a.m.

Motion to Adjourn Regular Session and Enter Executive Session:

Don – Motion
Lisa – 2nd
Yes votes: all present
No votes: n/a

EXECUTIVE SESSION: Separate Agenda

Motion to Adjourn Executive Session and Return to Regular Session:

Motion – Lea Gallogly
2nd – Don Smith
Yes Votes: All present
No votes: n/a

Motion to Adjourn:

Motion – Lisa Adler
2nd – Lea Gallogly
Yes votes: all present
No votes: 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

14 November 2020
12 December 2020
9 January 2021
13 February 2021
13 March 2021
10 April 2021

ANNUAL Meeting Sunday 2 May 2021

Corrotoman-By-The Bay Association, Inc.
Board of Directors Meeting Agenda
9:00, Saturday 31 October 2020
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

Announcements from Board:

1. Future Board Meetings will be conducted via ZOOM until the Spring time or such time as COVID numbers decrease significantly.
2. HOA Board Member Training Tip of the Month
3. Leadership Moment – “Gift of a Crisis Part 2”

Secretary’s Report: Cristian Shirilla – Provide Minutes from 17 October 20 Meeting for review and approval.

***Treasurer’s Report: Vacant** – No report required for mid-month Board meeting. October Treasurer’s Report due at 14 November Board Meeting.

- Member forwarded question, **“What do we get for our HOA dues?”** The approved FY 20-21 Budget was mailed to all CBTB members with their FY20-21 Annual Assessments. In addition, it is posted on the CBTB Website.
- **Collections Sub-Committee Chair – Vacant:** The Collections committee reviewed the status of current delinquent accounts and identified the 9 delinquent accounts with an outstanding total of **\$6,347.38** to be forwarded to collections. Notification of assignment to collections letters were forwarded to 9 delinquent members, requiring they contact Sentry Management and pay their delinquent account balances or set up a payment plan within 30 days of receipt of the letter. If members fail to contact Sentry Management to pay off their delinquent balances or set-up a payment plan by 30 November 2020, their accounts will be forwarded to the Association’s Collections attorney.
- **Capital Reserve Sub-Committee Chair - Vacant:** Board Member Reserve Study Review Meeting TBD

Committee/Sub-Committee Reports:

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

***Architectural Review: Kevin McNair, Chair** – Provide Update on cost estimate and proposal to gradually reopen Clubhouse for limited use (in response to Mark Hill’s question). (Coordinate with Lisa and Don)

- Clubhouse Sub-Committee Chair - Vacant:
- Playground Sub-Committee Chair - Vacant:

Communications: Tara Linne, Chair – No Report

***Hospitality: Vacant Chair** –

- Trunk or Treat slated for 31 October 2020, 4pm-6pm. Open for all CBTB children and adults. Costumes encouraged.

Pool: Lisa Adler, Chair - See report. Suggest focus on COVID restrictions and cleanliness requirements of Governor Northam’s Executive Order and proposal to ensure they can be met vice focus on what

happens if we don't get enough money. Recommend adding an additional survey question asking how many households would be willing to purchase an annual pool membership if the Pandemic is still in full swing. This could be addressed in your input to the development of the FY21-22 Budget.

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

Roads & Grounds: Don Smith, Chair - Roads Repair Update – No Report.

- Dock Sub-Committee: Barry Jackson, Chair – No report.

Tennis: Jean Ehlman, Chair – See report.

Golf: Mike Gallogly– Additional questions addressing possibilities to enhance and update the Golf Course have been developed and added to the Draft survey. Once the results from the survey are in, Golf Char will address in a future proposal to the Board.

Nomination Committee: Jeff Craven- Chair: Resumes for those interested in being considered for an upcoming Board Vacancy with a Term ending in May 2022 should forward resumes to the CBTBay@gmail.com organizational email box NLT 10 November for consideration at the 14 November Board Meeting.

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Old Business:

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2. **Review and Approve Proposed Letter of Instruction for Implementing CBTB Membership Survey –** Deb Beutel

New Business:

1. **Review and Approve Proposed Board Member Code of Conduct:** Deb Beutel
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3. **Review Cost and Policy Proposal for gradually reopening clubhouse. Architecture Chair- Kevin Smith and Don Smith/Lisa Adler**
4. **HOA BOARD Member Training is HIGHLY RECOMMENDED:** Recent HOA Board Member and HOA Law Legal Training
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EXECUTIVE SESSION: Separate Agenda

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Motion to Adjourn:

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ANNUAL Meeting Sunday 2 May 2021

Architecture Control committee report for 10/31/20 - emergency meeting

Gallogly - shed request for 218 E. Highview Dr.; received 9/28, approved 10/22.

Kelly - fence request for 678 Corrotoman Dr.; received 10/26; approved on 10/28.

Chapman - shed request 20 Club Dr.; received 10/27 under review

Pool Chair Report for 31 October Meeting

I spoke to Joe Dickens about opening the pool next summer; where it says that the BOD does have the ability to charge and increase fees for the pool; and the question on what happens if once again we don't meet our number to be able to open the pool.

I told Joe that we intend to open the pool provided we make budget with pool fees collection.

I sent Joe directions on how to find the Admin Policy which gives the BOD permission to charge and increase fees for the operation of the pool.

In addition I believe Joe had a good point in asking what we would do if we don't collect enough fees again for 2021 and I told him that I would bring this up at the BOD meeting.

Tennis Committee Chair Report

There will be a pickleball clinic near the end of May, 2021 at our CBTB Courts. Pat Abenante, former tennis/pickleball pro, at ICYCC will be in charge of the clinic. Pat was at CBTB a few years ago giving pickleball clinics for our CBTB property owners. She also brought additional ICYCC players to help with instruction. Will keep the property owners updated on the date.

The nets on the Courts are being repaired by Will Linne. Will will repair one at a time so there will always be a net on the Courts for playing. Special thanks to Will Linne for the repairs and JJ Allen for taking down and putting up the nets on the tennis/pickleball courts. Keep the courts locked after playing.
Jean Ehlman, Chair

Before the Board considers the golf proposal previously submitted, it is imperative that we determine what our community actually wants/desires. I have drafted the following set of questions to be included in the upcoming Survey Monkey. I request each board member review and consider additional questions for inclusion in the upcoming Survey.

SURVEY MONKEY QUESTIONS

1. Do you want a full 9 hole Par 3 practice golf course open to the community? There is currently limited funding in the Capital Reserve (approximately \$4,000 every other year for seeding/maintenance) and Operational Funding (annually for grass cutting). It would be expected that any additional funding would have to be collected through community donations and fund raisers.
 - a. Yes
 - b. No

2. If Yes to question #1; would you be satisfied with artificial tee boxes and artificial greens. If you select yes understand funding is limited as stated in the above question.
 - a. Yes
 - b. No

3. If you do not want a full 9 hole Par 3 practice course, would you consider a large artificial putting green with 1-3 artificial pitching mats set at different distances? This would allow residents to practice their short game at no additional cost to the community. (The same funding restrictions and fund raisers would apply).
 - a. Yes
 - b. No

4. If you want neither a full 9 hole Par 3 Practice course nor a large artificial putting green w/pitching mats do you want the existing golf field to be left and used as is? This would be with the understanding that in accordance with truth in advertising we should remove the golf field as an amenity of the community
 - a. Yes
 - b. No

Resolution In Support of Corrotoman Extended Project

Whereas, the Board of Directors (“the “Board”) of the Corrotoman-By-The-Bay Association (the “Association”) became aware of an erosion issue near Corrotoman Drive Extended;

The Board determined that it needed to be addressed;

Therefore the Board solicited a proposal from Bay Design Group to do an assessment and recommend a plan for erosion control;

That plan was received, reviewed and forwarded by the Board to the affected property owners of Lots 1 through 6, requesting that they agree to implement a plan for erosion control on their property at their expense in order to prevent future damage or catastrophic failure of the Association-owned portion of Corrotoman Drive Extended.

After the 11 May 2019 Board meeting with Ben Burton of Bay Design Group (“BDG”), additional information concerning verbal guidance was provided to BDG for inclusion in their assessment and development of a plan for erosion control, specifically that they were directed to include the Association-owned lot # 7A “in order to ensure that the Association had skin in the game.” In addition, the fact that the requests for proposals to numerous vendors to implement the subject plan were overly prescriptive as to how their individual proposals would address the shoreline erosion concerns, rather than asking each vendor for their professional recommendation, resulted in the receipt of only two proposals which were costed out to be vastly different, indicating the lack of a competitive range of proposals.

. In addition, several homeowners and newly elected Board members objected to the notion of forcing property owners to use only the BDG plan.

Therefore, the Association authorized, coordinated and funded a second assessment and requested a plan for erosion control from Northern Neck Shoreline Evaluation Program (“NNSEP”). Two of the four affected home owners (who collectively own Lots 1 2 & 2A) opted out of participation in the second evaluation and two homeowners (who collectively own Lots 3A – 6A) joined with the Association’s evaluation of the Association-owned lot (Lot 7A).

That plan has been received and reviewed, and the plan provided additional data points and recommendations to the Board and the homeowners of lots 3A-6A. Specifically, the NNSEP did not identify the Association-owned lot as eminently needing shoreline erosion remediation as indicated by the statement, “There are some early signs of soil disturbance on the upper parts of the bank for Lots 5A & 6A but, none was observed on Lot 7A.” In addition, the NNSEP Evaluation also reviewed the currently permitted BDG Plan for Lots 1 2 & 2A and made the following recommendations, “From an environmental perspective the living shoreline is preferred. However, considering a more complex approval process, vulnerability of the access road and rising sea levels, the revetment may provide more long-term protection for the road and a more certain approval process. The key concern is the stability of the slope after vegetation removal. This needs to be assessed and managed carefully in the short and long-term.” “In particular before disturbing the slopes, soil borings and tests should be made by qualified soil

engineers to determine the near and long-term consequences of removing the current vegetation.”

The NNSEP Study has been forwarded to the property owners of Lots 3A-6A and they were originally given until 26 January to provide their proposed plan for shoreline remediation. However, because the data collected from the NNSEP study and the Title Search that was conducted for the Association, did not get returned until 25 November and 1 December 2019 respectively, an additional letter was forwarded to all affected property owners to extend the deadline for submission of final plans until 26 March 2020. The NNSEP Evaluation stated, with respect to Lot 7A: “There are some early signs of soil disturbance on the upper parts of the bank for Lots 5A & 6A but, none was observed on Lot 7A.” In light of that, there does not appear to be an eminent need to commence erosion remediation measures on Lot 7A and this will allow the Association to continue to monitor erosion on Lot 7A while reviewing the concurrent projects on Lots 1, & 2A-6A prior to determining the best course of action (if any) for Lot 7A.

The NNSEP plan differs from the BDG plan regarding the methods and scope of erosion control but both approaches appear acceptable. One or both evaluations can be used to inform requesting proposals from various vendors, and ultimately support affected homeowners’ choice of remediation plan.

The Board is recommending cooperation among the owners of Lots 1 through 6A in the implementation of this project.

Although the original letter to all affected homeowners dated 26 July 2019 stated that all affected homeowners needed to submit their final plans NLT 26 January 2020, the letter on 27 January 2020 has a 90 day extension, making final plans due NLT 26 March 2020; and then 180 days after submission of their plan for erosion remediation. they are requested to have completed the plan. Once that is done, the Board will decide what further action, if any, is needed.

The last meeting with all affected property owners was held on 7 March 2020. At that time, they all agreed to initiate some type of remediation efforts. Ms. Nix Owner of Lots 3A-4A and Mr. Ryan, owner of Lots 5A & 6A had submitted their plans for remediation and were working with Earth Resources and Ransomes to attain updated estimates. Although the plan for Lots 1 & 2A was already permitted the National Pandemic caused a delay in starting the previously permitted erosion remediation efforts and in attaining additional estimates on Lots 3A-6A. The Royers and Hamers (owners of Lots 1 and 2A) have signed a contract with Earth Resources for shoreline work to be completed in response to the board’s various letters and requirements. Earth Resources will start the work in early May, 2021 (they have selected this timing based off of the growing period for grasses that need to be planted on the refurbished bank). Ms. Nix property on Lots 3A-4A is currently on the market for sale. She has notified the potential buyer of the erosion issue.

The Board of Directors plans to continue monitor the erosion remediation progress along Corrotoman Extended and continue to encourage neighboring homeowners to coordinate transition area plans for erosion mitigation efforts. The Board is seeking estimates for repair of the drainage issue affecting the drainage and erosion on Lots 5A-6A and has identified that

repair in the current Fiscal Year Budget.

On Thursday, 1 October, 2020, the CBTB President, Deb Beutel; Treasurer, Lea Gallogly; and Roads & Grounds Committee Chair, Don Smith; along with Ms. Nix and Mr. Ryan, walked, measured from the utility poles in accordance with the CBTB Platt and marked with yellow tape the outer edge of the CBTB Association owned property along the side of the road facing the area with the erosion in question. It appears visible that the trees that are in most need of urgent removal are all located on behind the yellow tape, and therefore on property that is not owned by the Association but, rather on property owned by the owners of Lots 1, 2A, 3A, 4A, 5A and 6A.

It appears that all of the trees that were identified by both the Bay Design Group Study and the NNKSEP Study as requiring immediate removal in order to preserve the bank and the Association owned Road, are located on the private property of the affected homeowners as described above. Therefore, in order to get County approval to remove subject trees, each individual affected property owner is required to tag subject trees, complete the required permit request form, sign it and forward a copy to Lancaster County and then contact and schedule Mr. Brian Barnes, Lancaster County Permits to come out to assess and approve removal of subject trees. In addition, they will then be responsible for attaining estimates and contracting for removal of subject trees. Property owners are encouraged to coordinate the permitting and tree removal services in order to expedite and provide maximum opportunity for cost savings for all affected property owners.



Corrotoman By The Bay Association
P.O. Box 99, Mollusk, VA 22517
www.corrotomanbythebay.org

31 October 2020

LETTER OF INSTRUCTION 01-20

From: President, CBTB Association

To: CBTB Association Members

Subj: LETTER OF INSTRUCTION FOR DELIVERY OF CBTB MEMBER SURVEY

Ref: (a) President Annual Report dtd 29 August 2020

(b) CBTB Articles of Incorporation, Declaration and By Laws

Encl: (1) Draft Survey

1. Situation. This Letter of Instruction (LOI) provides information and tasking for delivery and execution of a survey instrument to the membership of Corrotoman By the Bay. In accordance with reference (a), a membership survey will be delivered to the Corrotoman By the Bay Association Membership in November 2020.

2. Mission. The purpose of the survey is to poll residents on important issues and concerns and to help inform development of future Corrotoman By The Bay Budgets and a Strategic Plan, to include a Vision and Mission for the future of Corrotoman By The Bay.

3. Execution

a. President's Intent and Concept of Operations

(1) President's Intent

(a) As identified in reference (a), the survey instrument is designed to collect data from the community members to inform the

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preparation, development and approval of future budgets and Capital Reserve Studies and planned expenditures. The data collected will be used to support development of a long term Vision and Strategic Plan for Corrotoman By The Bay.

(b) Although the plan is to deliver the survey instrument electronically via email, for completion online, Members can choose to request a paper copy of subject survey if they do not have access to email or the Internet. A collection Box will be placed in front of the clubhouse on designated dates and times for drop-off of hard copy surveys.

(c) Surveys will be provided to all current CBTB Members in good standing and will be distributed and collected via the same means as annual Board election ballots, receiving one survey per Lot in accordance with Article II, Section 3., Rights of Membership and Article III Section 1., Voting Rights of reference (b).

(d) In order to facilitate follow-on clarification of data collected in response to subject survey, and to validate that surveys are submitted by members in good standing, Lot numbers at a minimum, must be included with completed and returned surveys.

(e) In order to facilitate the development of appropriate remediation plans for addressing complaints or member defined issues, it is requested that negative comments include a recommended corrective action.

(2) Concept of Operations

(a) The CBTB Board of Directors will send out an email announcement with details concerning the distribution of the survey and requesting respondents reply with their preference of an online survey instrument or a paper copy survey. The survey response period will be open from two weeks, after which the data collection and analysis phase will begin.

(b) The Survey analysis will be completed over a 60 days period. A draft report of the survey will provided to the Board of Directors during a future Board Meeting once the draft survey analysis

report is completed, and once approved by the Board of Directors, it will be posted on the CBTB website for members to review.

4. Administration and Logistics

a. This paragraph contains information regarding the specific dates and duration for execution of the survey instrument, supplies required and estimated costs for execution of subject survey. **This section is all still to be determined and will completed once we complete the final version of the survey instrument.**

b. Access to the survey instrument will be via online survey tool or via a hard copy survey of requested by members. Surveys do not have to include member names but, must include identification of Member's Lot Numbers to enable verification of Member's good standing.

5. Command and Signal

a. Command. The Ad Hoc Survey Committee Chairperson is Mr. Ken Beutel. All distribution issues, questions and or anomalies should be directed to him at email: ken@beutel.us

b. Signal. **Once we have identified the dates, times for distribution this section will be updated.**

Deb Beutel
President,
Corrotoman By The Bay Association

Cc: Board of Directors
Ad Hoc Survey Committee Chair

CBTB Member Questions submitted to 31 October 2020 Board Meeting

1. From: Tom Price
Date: Wed, Oct 21, 2020 at 11:27 AM
What is the extended project?

The Corrotoman Extended Project is an effort to work with affected homeowners on the CBTB owned portion of Corrotoman Drive where significant erosion has been identified and there is a requirement to remediate the erosion that could potentially damage the Association owned portion of Corrotoman Drive. A copy of the pre-decisional Board Resolution on Corrotoman Extended will be discussed and reviewed at the meeting and will be discussed by the Corrotoman Extended Chair. It will be made available in hard copy in a notebook for residents to review.

2. From: Tom Price
Date: Wed, Oct 21, 2020 at 11:25 AM
What is our HOA fees for if we can't swim, use the exercise equipment, play on a golf course that is unplayable? What did our HOA fees go for?

The Corrotoman By the Bay (CBTB) budget is posted on the CBTB website Corrotomanbythebay.org. It is listed under “documents” and entitled 2021 Budget. There are two columns reflected, the first is the Sentry Management proposal for the budget and the second is the approved CBTB budget that the community has been using for this years income and expenses. The question at hand is what does my assessment go towards since the Pool and the Clubhouse have been closed due to COVID19 and the VA Governors guidance. As previously noted in your question, the pool did not open this year therefore monies were not collected from Members and with the exception of minor chemical upkeep funding has not been expended for this amenity. The Clubhouse although not being “open” at this time still requires electricity, water, maintenance contracts (generator/HVAC) and general upkeep. Our assessment dollars also continue to maintain the roads, grounds maintenance, and general overall appearance of the community. In addition and in accordance with VA State law, a monthly contribution is made to the Capital Reserve (CR) fund and for the second year in a row is being funded at the recommended amount. This year the CR funding repaired a number of roads, replaced the HVAC unit at the club house (over 17 years old), and will be repairing the boat launch area bulkhead and dredging the channel and the pier area. This is the first time since the installation of the tennis courts that this community has utilized the CR funding in a manner in which it was originally intended.

Everyone of us that choose to make CBTB our home were aware of the existence of the Home/Property Owners Association (HOA/POA) and agreed to abide by the rules and requirements of the HOA/POA to include annual assessments to maintain the amenities. Unfortunately, the funding collected from the annual assessments is far from being sufficient to adequately maintain this community to the standards most people are expecting. It is difficult and places an added burden on everyone when we have property owners within the Community that believe they do not have to

pay their assessments because they don't believe they receive benefit. These owners detract service from us all, especially when we must take legal action against them. It takes everyone's contribution in order to develop and maintain the community that supports our property values and provides us the kind of place in which we want to live.

3. From: Maria Merkowitz
Date: 21 October 2020

Is there any place to find the documents which describe the topics to be discussed?

Draft documents and minutes are normally not posted to the website until they are approved. Unfortunately, when meeting virtually, there are added challenges. However, in accordance with the Virginia Property Owners Act Section § 55.1-1816. Meetings of the board of directors, at least one copy of all agenda packets and materials furnished to members of an association's board of directors or subcommittee or other committee of the board of directors for a meeting shall be made available for inspection by the membership of the association at the same time such documents are furnished to the members of the board of directors. We will ensure that there is at least one hard copy notebook with the final agenda and all reports placed in the Pavilion area for review at the same time that I send the final agenda and documents to the Board members prior to the meeting! Very analog but, meets spirit and intent!

4. From: Joe Dickens
Date: Tue, Oct 20, 2020 at 4:24 PM
I see nothing about the most important issue! What is being done to insure the pool will be ready to open Memorial Day?

Pool Chair (Lisa Adler) will discuss the current planning effort to ensure that the input for the FY21-22 Budget will support execution and maintenance of the CDC and VA Governor's Executive Order Cleanliness guidelines in response to the National Pandemic. In addition, the Survey instrument will ask CBTB members how many will be willing to purchase a family pool membership, if we are still in a National Pandemic status.

5. From: Mark Hill
Date: Tue, Oct 20, 2020 at 4:49 PM

I'm asking about minimal immediate use of clubhouse. If use was limited to one household at a time, and use was first come first served, can't we design some simple method? Like an occupied sign On the front door means use by one household in progress. Users would be responsible for wiping down with antiseptic wipe anything touched before and after use. Upon leaving Turn the sign to unoccupied. A clock with mobile hands might be used to show how long users might stay. I will try to attend the meeting and explain the idea.

Architecture Committee Chair (Kevin McNair) will address Mr. Hill's questions and comments in the Architecture Committee report to the Board to include the budget and policy to gradually reopen the clubhouse.

6. From: Carl Failmetzger

Date: 22 October 2020

Is there a reason why the appointment of a replacement CBTB Board member and replacement treasurer is not on the agenda for Saturday's meeting?

Regarding the Treasurer's position, that is filled by Board vote from among elected Board Members. Lea Gallogly resigned as Treasurer, that was not acted on, she quickly reconsidered and will again be appointed Treasurer. Her position as a member of the Board was never open. We do however have a Board opening and are continuing to look for interested candidates. Request resumes be submitted to fill a vacancy of a Board member who terms ends in May 2022 NLT 10 November for review at the 14 November planned meeting.

7. From: James Kelly

Date: Thu, Oct 22, 2020 at 4:22 PM

Will there be an in person venue for us computer illiterate folks?

Unfortunately, with Governor Northam's signing of House Bill 5093 and Senate Bill 5117 last week which will allow a \$500 civil penalty for violations of a Governor's Executive Order instead of a class 1 misdemeanor for failing to wear a mask in public and the recent increase in COVID numbers, the meeting will remain virtual.

Dial-in: 1(301) 715-8592 Meeting ID: 831 2198 2812 Passcode: 22503

8. From: Various Members

Why and When and Who made the decision made to transition financial Management Services to Sentry Management?

Several financial anomalies were discovered in July 2019 by the CBTB Board members concerning CBTB's previous Accounting Service. Those anomalies included failure to execute all tasks as written in the previous Engagement letter, failure to submit CBTB taxes for the last five years and lack of maintaining the required financial documentation in support of future

realistic budget development process, Capital Reserve Studies and lack of an audit trail.

The Board of Directors approved the decision to transition from the previous Accounting Service that had been supporting CBTB to a Professional Financial Management Firm at the 5 October 2019 Board Meeting with 8 members in favor and 1 abstention. The minutes can be viewed on the CBTB Website. The monthly fee for Sentry is similar to the historical costs for the previous firm. In addition, the fact that having resident HOA expertise and knowledge available to provide training and advice in support of the Board had the potential to greatly reduce the huge legal expenses executed by previous Boards.

Lastly a pre-approved copy of the presentation made at the 15 August CBTB Annual Meeting, "President's Report to the Annual Meeting" is available on the CBTB website.