
Corrotoman-By-The Bay Association, Inc.
DRAFT Board of Directors Meeting Minutes (FINAL)
9:00, Saturday, 15 May 2021

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/j/83121982812?pwd=NWhZWVV0QWd6RFNQSFBQeItqSVV4UT09>

Call to Order: Deb Beutel, President meeting called to order at 9:04am

Members Present: Deb Beutel, Jean Ehlman, Sam Longstreet, Lea Gallogly, Don Smith, Cristian Shirilla, Kevin MacNair, Lisa Adler, Ian Fay

Announcements from Board:

1. Future Board Meetings will be held in person in the outdoor Pavilion area, weather permitting, and streamed via ZOOM

Secretary's Report: Cristian Shirilla – Review and Approve Minutes from 24 April 2021 Meeting.

Motion: Approve as presented Don Smith

2nd: Lisa Adler

Yes: All members present

No: N/A

Abstain: N/A

Treasurer's Report: Lea Gallogly – See report.

- **Collections:** Reported Quarterly
- **Contracts:** Reported Quarterly)
- **Capital Reserve** – Reported Quarterly)

Motion: Approve as presented Kevin MacNair

2nd: Don Smith

Yes: All members present

No: N/A

Abstain: N/A

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

Architectural Review: Kevin McNair, Chair – No report as there were no Architecture Committee Actions.

Communications: Tara Linne, Chair – No Report

Clubhouse/Pavilion/Social: Vacant Chair –

- Nothing to report.

Pool: Lisa Adler, Chair - See report

Pool Renovation Review Sub-Committee Chair – Kathy Moffitt: - No report

Roads & Grounds: Don Smith, Chair – See report

Roads Repair Update –

- Drainage Issues currently being evaluated, and prioritized for action.
- Status Update on VDOT Work Request #1376120 based on a web based work request submitted on 25 January 2021 by Deb Beutel. Michael Bryant of Local VDOT (804) 435-1580 office has indicated that VDOT is able to come out in the couple of weeks to remove the one badly uprooted and exposed section of the corrugated metal half pipe, and then they will plan to return in April or May to address the remainder of entire drainage issue on Marina Drive.

Dock Sub-Committee: Barry Jackson, Chair – Work on Dredging and fortifying the Bulkhead Wall in the CBTB boat ramp/slips area has been completed.

Tennis: Jean Ehlman, Chair – On Saturday, June 5th at 9:30 AM there will be a pickleball clinic held at the CBTB Courts. The former tennis/pickleball pro, Pat Abenante, from Indian Creek Yacht & Country Club and other skilled pickleball players will conduct a CBTB pickleball clinic at the CBTB courts. The pickleball clinic is open to the first 12 CBTB property owners that sign up for the clinic. Other pickleball clinics will be held for other CBTB property owners that are interested in attending a pickleball clinic later in the year. Pickleball equipment will be available for use if you don't have a pickleball paddle to bring with you. Balls will be provided for use at the clinic. Please E-mail or text Jean Ehlman if you are interested in attending the pickleball clinic on Saturday, June 5th, ASAP. JEhNorNeck@aol.com or 703-472-6628

Golf : Mike Gallogly– See report

AD HOC/Special Committees:

Chair of Committee for Documentation Rewrite: Kathy Craven

Old Business:

1. **Survey Monkey Questionnaire:** A detailed Report of the Survey Results will be included in President's Annual Report prepared for the 12 June Annual Meeting. Initial Wavetop overview:
 - a. There were 89 respondents to the survey which is a 33% completion rate
 - b. Owner's of dwellings with multiple lots makeup 67% of owners
 - c. 46% live here full-time followed by 33% that are weekend/holiday residents
 - d. The items cited as highest priority for improvements this year were the CBTB Governing documents (3.79), followed closely by Roads (3.76) and in a close third place the pool at (3.29).
 - e. Amenities listed in order of importance were Pool, Roads, Clubhouse, and Boat Ramp

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- f. On note 76% of respondents indicated that they believe the current Board provides adequate information as to how CBTB funds are managed.
 - g. 28% of respondents said they would support an annual assessment increase if all amenities could be included, with an additional 49% of respondents indicating they might support an increase in Annual assessments if all amenities were included with more information provided.
 - h. 93% of respondents are currently receiving CBTB email notices and announcements.
 - i. 100% of those not currently receiving email announce did not know about it.
 - j. 74% of respondents are satisfied with the CBTB website
 - k. 63% of respondents indicated that the pool is an essential amenity.
 - l. The most important requirement for contracting for Professional Financial Management Services was to ensure the association's financial data and records were professionally managed.
2. **Reminder of Annual Meeting and Election of Board Members** – The Annual Meeting is currently scheduled for *12 June* and will be held outside in person in the Pavilion Area as well as streamed via ZOOM. Please wear masks and practice social distancing if you attend in person.
 3. **With regards to CBTB POA owned lot 7a located on Corrotoman Drive**, at the April 24, 2021 meeting the Board approved the expenditure of up to \$350.00 to have an Appraisal conducted on Lot 7A in order to prepare to offer that lot up for sale and transfer net sale proceeds to the Capital Reserve fund allocated for future pool repairs, improvement and/or replacement.
 4. **The Board approved expenditure of up to \$500.00 for survey of Pine Place Boundaries to identify the property owned by CBTB property owners and property owned by external to CBTB owners:** This will be completed so we can legally determine who owns the properties that are causes flooding and drainage issues on Pine Place. The Board is currently working to contract subject services.

New Business:

1. **Review Requirements from Governing Documents (By Laws) and Virginia POA and Virginia Non-Stock Corporation requirement for the proper execution of Association Annual Election and Voting procedures and certification.** Although the notice of the Annual Meeting and Ballots were mailed out the first week in April, there will be a second mailing to all CBTB members in good standing with a Board Approved Proxy Form. This is in response to the circulation of a non-Board approved Proxy form by an individual currently running for the Board. The Board asked the Association's legal counsel to review the subject "Proxy" form. The Association's legal counsel has advised the Association not to accept any proxies submitted pursuant to that form due to several concerns with the form, namely that it gives a misleading impression that it is a directed proxy on certain issues. Those issues are not on the annual meeting agenda, and therefore it is not possible for a member to "direct" the proxyholder as to how to cast the member's vote on those issues. Board approved Ballot forms were mailed to all CBTB Members in good standing by SENTRY Management in April (given that the Bylaws permit Members to cast absentee ballots). The Board will include a Board approved proxy form in the second mailing that can be used in lieu of the absentee

ballot. Should members decide not to attend the Annual meeting in person on 12 June, the only valid for the submission of Ballots/Proxies are as follows:

- a. to mail them to SENTRY for their collection and certification as stated on the original Board Approved Ballot form
- b. to deliver them to the Association's Secretary, Cristian Shirilla, in accordance with the below cited sections of the CBTB By Laws:
 - i. **Article III Voting Rights, Section 2.**, "Any member may vote by proxy, provided that no proxy shall be effective unless filed with the Secretary prior to the meeting."
 - ii. **Article IV Membership Meetings, Section 7.**, "Members may cast their votes either in person or by proxy when duly filed with the Secretary. The form of proxy shall be determined by the Board of Directors."
- c. **Motion:** To approve the proxy form attached for use in the 2021 BOD elections – Don Smith
- d. **2nd:** Kevin MacNair
- e. **Yes:** All members present
- f. **No:** N/A
- g. **Abstain:** N/A

2. Homeowner's erosion control efforts on Corrotoman extended project are underway, the Board will need to address two issues:

- a. The previously approved remediation to the drainage problem on Mr. Ryan's property caused by the CBTB owned road
- b. Installation of guard rails to prevent vehicles from going over the edge.
- c. **Motion:** Approve the \$3,435.73 expense to correct drainage on Corrotoman Extended on lots 5, 6 – Don Smith
- d. **2nd:** Lisa Adler
- e. **Yes:** All members present
- f. **No:** N/A
- g. **Abstain:** N/A

Motion: Reopen the clubhouse – Ian Fay

2nd: Don Smith

Yes: All members present

No: N/A

Abstain: N/A

Member Input: A compilation of member input questions submitted between 24 April and 12 May 2021 meeting and responses are attached.

Next Meeting: 12 June Annual Meeting and Election 2021

Motion: Adjourn at 10:36am Ian Fay

2nd: Cristian Shirilla

Yes: All members present

No: N/A

Abstain: N/A

Motion: Go into executive session Don Smith 10:49am

2nd: Ian Fay

Yes: All members present

No: N/A

Abstain: N/A

Motion: Leave executive session Kevin MacNair 11:06am

2nd: Ian Fay

Yes: All members present

No: N/A

Abstain: N/A

Motion: To go back into regular meeting Kevin MacNair 11:07am

2nd: Don Smith

Yes: All members present

No: N/A

Abstain: N/A

Motion: Adjourn Don Smith 11:08am

2nd: Kevin MacNair

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

Annual Meeting and Election 12 June 2021
10 July 2021
14 August 2021
11 September 2021
9 October 2021
13 November 2021
11 December 2021