
Corrotoman-By-The Bay Association, Inc.
Board of Directors Meeting Minutes
9:00 am, Saturday, January 11th, 2025
Join Zoom Meeting

Call to Order the August BOD meeting: Cristian Shirilla President: Called Meeting to order on ZOOM at 9:00am. Board members present were: Craig Adler, Deb Beutel, Ken Beutel, Matt Crabbe, Nick Klaiber, Sam Longstreet, Cristian Shirilla and Claire Smith.

President Cristian Shirilla made a motion to amend the agenda and strike item #3 from New Business, as the documentation rewrite would be discussed by the board at a future meeting. The motion was seconded by Sam Longstreet. It was unanimously approved.

Secretary's Report: Deb Beutel - Minutes of December 14th, 2024 Board Meeting were presented to the Board for approval. **A motion to approve was submitted by Sam Longstreet, and seconded by Cristian. It was unanimously approved.**

Treasurer's Report: Claire Smith – Treasurers Report for January 2025 was presented for Board Approval. **A motion to approve was made by Cristian Shirilla and seconded by Sam Longstreet. It was unanimously approved.**

A motion was made by Deb Beutel and seconded by Craig Adler to leave the \$8,834.00 of net overfunding of Capital Reserve in the Capital Reserve Account for 2024-2025. The motion was unanimously approved.

Vice President's Report: Nick Klaiber – No report.

Committee Reports that were submitted are attached to this agenda

Architectural Review Committee Chair: Sam Longstreet - Committee Members: Dexter Lewis, Cristian Shirilla No report. A question was brought up to Architecture Committee Chair inquiring if the Architecture Committee had received Land Use Request Forms and the required \$1,000.00 road deposit for the two current new build projects being advertised on Zillow for Lot 606 (On W Lands End) and Lots 93, 94 and 95 on Senior Creek Place. The Architecture Committee Chair indicated that none had been received to date, therefore the Board requested that he contact owners and identify the requirement to submit a Land Use Request and \$1000.00 road deposit for each new build.

Collections Committee Chair: Deb Beutel- Committee Members: Ed Krill, Claire Smith, Sam Longstreet
No report.

Communications Committee Chair: Tara Linne
No report.

Dock Committee Dock Master: Don Smith - Asst Dock Master Mike Arthur

Has received another estimate for Bulkhead and will be asking the Board to vote on getting bulkhead done this year. The estimate for \$33,000.00 will be reviewed by the Board when they review proposed Capital Reserve Expenditures for 2025-2026 at the March Meeting.

Finance Committee Chair: Craig Adler- Committee Members: Bill Ehlman, Ken Beutel, Scott Kellum, Lisa Adler, Beth Arthur and Claire Smith. No report.

Capital Reserve sub-committee Chair: Ken Beutel – Committee Members; Deb Beutel, Claire Smith, Don Smith, Scott Kellum, Lisa Adler, Craig Ader and Maria Merkwowitz.

1. We continue to refine the quotes and proposed replacement dates. We are still awaiting final quotes for Tennis Courts, Pool and Dock Bulkheads.
2. Rescheduled our January Meeting from last Monday to 5:30 pm March 3rd, 2025 when we will finalize the draft to present to the Board in March.

A Motion was made by Nick Klaiber and seconded by Deb Beutel, requesting the Capital Reserve Sub-committee contact Miller Dodson (authors of the 2021 Capital Reserve Study) and request a proposal for them to complete required financial analysis of the work done by the Capital Reserve Sub-committee to complete the 2026 Capital Reserve Study.

The proposed 2025-2026 Capital Reserve expenditures will be approved at the March Board Meeting.

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 Merkwowitz, Barry Jackson, Craig Adler, Deb Beutel, Lisa Adler, Chip Royer, Nick Klaiber, Carl Failmezger, Cristian Shirilla, Don Smith.

New pool quotes are still being finalized. Craig and Ken will have input in the next couple of days. Due to delays in receiving final pool construction proposals, request we add an additional Regular Board Meeting on February 22nd.

Roads Committee Chair: Matt Crabbe- Committee members: NEED VOLUNTEERS.
Submitted budget for roads of \$15,000.00 Due to the rising cost of materials and labor this will be a safe and realistic number for 2025.

Ken Beutel made a motion, which was seconded by Deb Beutel proposing that regardless of unit cost, all future Asphalt, Gravel and Grading related Road Maintenance be accounted for in the Capital Reserve Plan and expenditures. A discussion occurred and it was determined that reduce the \$15,000 planned in Capital Reserve for Road maintenance in 2025-2026 to \$12,500.00 and add \$2,500.00 to the Operating Budget for Snow Removal as that should not be a Capital Reserve Expenditure. The motion was unanimously approved.

Grounds Committee Chair: Dexter Lewis - NEED VOLUNTEERS. No report.

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

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

Forwarded a request to Capital Reserve Committee for \$6,500 for the repair of the drainage system around the courts and across the golf course to the drainage ditch on Corrotoman Drive. Will be included and reviewed with the 2025-2026 Cap Reserve planned expenditures at the March meeting.

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. **Update on Status of Pool Construction Bids:** It was provided by Craig Adler and Ken Beutel. They just received the second proposal earlier this week. They will review the proposals and provide an assessment and recommendation to the Board at the February Board Meeting.
2. **Update from Capital Reserve Committee:** It was provided by Ken Beutel. The final results of the work done by the Capital Reserve Sub-committee will be presented to the March Board Meeting.

New Business:

1. The Budget for Fiscal Year 2025-2026 was presented for review and approval.

Ken Beutel made a motion to approve the proposed 2025-2026 operating budget as long as it includes an explanatory note that all road maintenance will now be accounted for in Capital reserve. Motion was seconded by Cristian Shirilla and the motion was unanimously approved.

2. The Board will review and approve the Pool Construction Contract and Pool Financing Proposal at an additional regular Board meeting which needs to be added February to the schedule.

Deb Beutel made a motion to add an additional regular Board meeting to the schedule to review and approve the Pool Construction Contract and Pool Financing Proposal, the motion was seconded by Claire Smith. The motion was unanimously approved.

Member Input:

Don Smith, Dock Committee Chair contacted the vendor proposing to complete the bulkhead repair and he stated it would take approximately 2 weeks and could be schedule late April or early May.

Announcements from Board: None

Next Meeting: Saturday, February 22nd, 2025, 9 am

Motion to adjourn Board meeting: Motion was made by Matt Crabbe and seconded by Claire Smith to adjourn the meeting at 10:30 am. The motion was unanimously approved.

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, February 22nd, 2025 9am

Saturday, March 8th, 9am

Saturday, May 4th, 9am

Saturday, July 12th, 9am

Saturday, September 13th, 9am

Saturday, November 8th, 9am

Saturday, January 10th, 2026 9am

1/11/2025 meeting

Treasurer's Report

November, 2024

Bi-monthly meetings

Documents Attached

-	Balance Sheet	November
-	Revenue and Expense Report	November
-	Accounts Payable	November

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 8/3/24

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:

As previously mentioned we have been mandated by the Federal government to complete an annual report of Beneficial Ownership Information under the Corporate Transparency Act. This has been challenged in the federal courts but the stay has been lifted. In an effort to remain compliant the report was completed and filed on 1/8/24. It will be updated when the new board is elected in May per their requirements.

New Business:

Effective December 1st, ACS-West has implemented a new accounting system. All residents will be receiving login instructions in the near future. Board members were the test back in early December.

Also, we have some properties being sold with no disclosure package being requested as well as some not letting ACS know of the change.

CORROTOMAN-BY-THE-BAY ASSOCIATION

Balance Sheet
As of 11/30/24

Account Description	Operating	Reserves	Other	Totals
ASSETS				
FCB OPERATING ACCOUNT	57,761.73			57,761.73
CHESAPEAKE BANK OPERATING	3,516.87			3,516.87
BLUE RIDGE BANK RESERVES		250,840.36		250,840.36
BLUE RIDGE ICS 0163 -D		32,953.10		32,953.10
A/R - ASSESSMENTS & FEES	79,973.79			79,973.79
ASSESSMENT A/R RESERVE	(38,870.00)			(38,870.00)
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
TOTAL ASSETS	103,653.45	283,793.46	.00	387,446.91
	=====	=====	=====	=====
LIABILITIES & EQUITY				
A/P - ACS WEST INC	(195.00)			(195.00)
A/P - DUE FOR LEGAL FEES	38.00			38.00
PREPAID ASSESSMENTS	4,320.08			4,320.08
KEY DEPOSITS (DOCK KEYS)	1,625.00			1,625.00
TOTAL CURRENT LIABILITIES	5,788.08	.00	.00	5,788.08
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)	41,999.90	44,393.50	.00	86,393.40
TOTAL OPERATING	97,865.37	44,393.50	.00	142,258.87
TOTAL LIABILITIES & EQUITY	103,653.45	283,793.46	.00	387,446.91
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CORROTOMAN-BY-THE-BAY ASSOCIATION

INCOME / EXPENSE STATEMENT

Period: 11/01/24 to 11/30/24

Description	Current Period			Year-To-Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
OPERATING ASSESSMENTS	(5,291.67)	.00	(5,291.67)	111,494.97	158,860.00	(47,365.03)	158,860.00
INTEREST EARNED - OPERATING	2.54	.00	2.54	39.65	.00	39.65	.00
INT ON DELINQUENT ASSESSMENTS	340.28	.00	340.28	548.05	.00	548.05	.00
LATE FEES BILLED	(18.00)	.00	(18.00)	271.00	.00	271.00	.00
FEES - DOCK / TENNIS / ETC	.00	200.00	(200.00)	2,105.00	1,800.00	305.00	2,400.00
CLUBHOUSE INCOME	.00	.00	.00	267.90	.00	267.90	.00
TOTAL OPERATING INCOME	(4,966.85)	200.00	(5,166.85)	114,726.57	160,660.00	(45,933.43)	161,260.00
GROUNDS MAINTENANCE	.00	1,666.67	1,666.67	16,400.00	15,000.03	(1,399.97)	20,000.00
GENERAL MAINT & REPAIR	.00	250.00	250.00	200.00	2,250.00	2,050.00	3,000.00
ROAD REPAIRS	.00	833.33	833.33	4,345.00	7,499.97	3,154.97	10,000.00
DOCK MAINTENANCE	.00	41.67	41.67	11,138.64	375.03	(10,763.61)	500.00
ELECTRICITY	122.21	208.33	86.12	3,172.91	1,874.97	(1,297.94)	2,500.00
GAS / FUELS	.00	62.50	62.50	530.19	562.50	32.31	750.00
WATER & SEWER	.00	250.00	250.00	3,997.56	2,250.00	(1,747.56)	3,000.00
INTERNET	.00	233.33	233.33	1,557.65	2,099.97	542.32	2,800.00
MISCELLANEOUS OPERATING	.00	16.67	16.67	.00	150.03	150.03	200.00
MANAGEMENT FEE	500.00	500.00	.00	4,500.00	4,500.00	.00	6,000.00
POSTAGE / COPIES / SUPPLIES	20.60	127.50	106.90	1,619.99	1,147.50	(472.49)	1,530.00
TAXES & FEES	.00	23.33	23.33	880.00	209.97	(670.03)	280.00
CLOSING FEES	.00	16.67	16.67	.00	150.03	150.03	200.00
BAD DEBTS	.00	833.33	833.33	(769.00)	7,499.97	8,268.97	10,000.00
INSURANCE	.00	400.00	400.00	4,887.00	3,600.00	(1,287.00)	4,800.00
LEGAL FEES	.00	416.67	416.67	497.27	3,750.03	3,252.76	5,000.00
LEGAL FEES-COLLECTIONS	304.30	333.33	29.03	904.73	2,999.97	2,095.24	4,000.00
AUDIT / TAX RETURNS	.00	62.50	62.50	.00	562.50	562.50	750.00
INCOME TAX	.00	.00	.00	2,703.00	.00	(2,703.00)	.00
POOL OPERATIONS	.00	758.33	758.33	6,872.65	6,824.97	(47.68)	9,100.00
POOL MAINTENANCE	.00	91.67	91.67	6,734.30	825.03	(5,909.27)	1,100.00
CLUBHOUSE MAINTENANCE	115.00	.00	(115.00)	2,176.69	.00	(2,176.69)	.00
CLUBHOUSE SUPPLIES	.00	.00	.00	118.09	.00	(118.09)	.00
TOTAL OPERATING EXPENSES	1,062.11	7,125.83	6,063.72	72,466.67	64,132.47	(8,334.20)	85,510.00
OPERATING NET PROFIT / (LOSS)	(6,028.96)	(6,925.83)	896.87	42,259.90	96,527.53	(54,267.63)	75,750.00
RESERVE ASSESSMENTS - CAPITAL	5,291.67	5,291.67	.00	47,625.03	47,625.03	.00	63,500.00
INTEREST EARNED - CAP RESERVES	(10,865.82)	.00	(10,865.82)	(3,231.53)	.00	(3,231.53)	.00
TOTAL RESERVE INCOME	(5,574.15)	5,291.67	(10,865.82)	44,393.50	47,625.03	(3,231.53)	63,500.00
TOTAL RESERVE EXPENSES	.00	.00	.00	.00	.00	.00	.00
RESERVES NET PROFIT / (LOSS)	(5,574.15)	5,291.67	(10,865.82)	44,393.50	47,625.03	(3,231.53)	63,500.00
TOTAL NET PROFIT / (LOSS)	(11,603.11)	(1,634.16)	(9,968.95)	86,653.40	144,152.56	(57,499.16)	139,250.00

CORROTOMAN-BY-THE-BAY ASSOCIATION

INCOME / EXPENSE STATEMENT

Period: 11/01/24 to 11/30/24

Description	Current Period			Year-To-Date			Yearly Budget
	Actual	Budget	Variance	Actual	Budget	Variance	

CASH DISBURSEMENTS

Starting Check Date: 11/01/24 Cash account #: "All"
 Ending Check Date: 11/30/24

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account #:		11001	FCB OPERATING ACCOUNT		
11/01/24	1186	1	ACS WEST, INC.	500.00	MANAGEMENT FEE
11/12/24	100234	702774	NORTHERN NECK ELECTRIC COOP.	122.21	113751001
11/13/24	1187	702291	CORROTOMAN BY THE BAY	5,291.67	RESERVE TRANSFER
11/18/24	100235	384	LAFAYETTE, AYERS & WHITLOCK	84.00	COLLECTION FEES
11/19/24	100236	703187	PARADISE CLEANING, LLC	115.00	JANITORIAL
11/25/24	1188	669049	CLAIRE SMITH	10.45	PRIORITY MAILING
11/29/24	1189	2	ACS WEST, INC.	10.15	OCT&NOV P&C
Totals:				6,133.48	