

Corrotoman-By-The Bay Association, Inc.
Minutes of Board of Directors Meeting
9:00, Saturday 14 March 2020

Dial-in (605) 475-4000 Access Code 124477#

Call to Order: Deb Beutel, President called meeting to order at 9:05 a.m. Board Members present were: Deb Beutel, Lea Gallogly, Cristian Shrilla, Kevin McNair. Present via phone were Jean Ehlman and Lisa Adler

Announcements from Board: Nothing to report

Member Input: No member input.

Secretary's Report: Minutes from 8 February will be reviewed at next meeting

Treasurer's Report: Lea Gallogly - No report due to COVID -19 will provide March report at next meeting.

Collections: This is now part of the Sentry report- they are providing current status

Capital Reserve: Jean Ehlman, Chair - No report

Finance Committee: Bill Ehlman, Chair (Craig Adler, Sam Longstreet, Cristian Shirilla, Ian Fay) No Report

Committee Reports:

Architectural Review: Lea Gallogly, Chair. See attached report.

Communications: Tara Linne, Chair- No Report

Dock: Rocky Boykin, Chair – No Report

Hospitality: Vacant Need Chair –

Pool: Lisa Adler, Chair - Getting Ready for Pool Opening and setting up additional security cameras.

Roads & Grounds: James Allen, Chair - No Bids submitted yet.

Tennis & Golf: Jean Ehlman, Chair – Continue to monitor tennis courts.

Old Business:

1. Meeting with All four Corrotoman Extended Project affected property owners was held at 1200 on 7 March 2020.
2. New Contract for increased speed Internet Provider Service has been installed effective Monday 2 March 2020.
3. Annual meeting and election of officers will be postponed until appropriate due to Pandemic. Ballots will be mailed by Sentry Management for the Election at least 30 days prior to a rescheduled Annual Meeting.

New Business:

1. Coronavirus Meeting Protocol Update.
2. Board Member Duty Descriptions and Request for Volunteers.
3. Stock the kitchen and cleanup of Clubhouse

Next Meeting: Saturday 18 April 2020, 9:00 a.m.

Motion to Adjourn: Lea made motion, Cristian 2nd All infavor Adjourned at 10:08 a.m

Board Member Terms

Lisa Adler (2018-21)	Deb Beutel (2017-20)
Jean Ehlman (2018-21)	Ian Fay (2018-2021)
Lea Gallogly (2017-20)	Carol Greenwalt (2017-20)
Sam Longstreet (2019-22)	Kevin McNair (2019-22)

Cristian Shirilla (2019-22)

Proposed Schedule of Board Meetings

18 April 2020 (slid a week due to Easter/Passover Holidays)

Postponed due to Pandemic (ANNUAL Meeting - Elections)

13 June 2020

11 July 2020

8 August 2020

12 September 2020

10 October 2020

14 November 2020

12 December 2020

**CBTB Architectural Committee
2020 Reviews**

5-Mar-20				
CONSTRUCTION				
<u>Date Recd</u>	<u>Applicant</u>	<u>Description</u>	<u>Permits Required</u>	<u>Deposit Required</u>
6/6/19	Butler	Lot 61. ClubHouse View. New Construction for three bedroom home.	Yes	Yes/RECD
2/8/20	Bob Burrus & Kathleen Moffitt	Lots 525 and 526a	No	Maybe
OTHER				
<u>Date</u>	<u>Applicant/Complaintant</u>	<u>Description</u>	<u>Correspondence</u>	

**CBTB Architectural Committee
2020 Reviews**

9/16/19	Gallogly	Lot 473. 232 East Highview Drive. Notice of complaint received. The homeowners (Nelsons) have constructed an outbuilding, outbuilding gravel pad and gravel driveway extension on the adjacent property owners (Gallogly) property. The outbuilding was erected without a CBTB Architectural permit, which would have required the building to be 10ft from the property line.		
9/12/19		64 Marina Drive. Complaint received regarding individuals residing in foreclosed home without power or electricity and an unregistered vehicle in front yard.		
9/1/19	N/A	Lot 427 and 428. 166 Lands End East. Reported by neighbors, abandoned car w/expired tags. Septic smell permeates from the property. Overgrown frontage.		

**CBTB Architectural Committee
2020 Reviews**

8/14/19		Corrotoman Drive Extension		
8/14/19		Lots 36 - 38. Forest Dr. Unregisterd vehicles, excessive overgrowth, property appears to be abandoned.		
8/14/19	Pierce	496 Corrotoman Dr. Derilict tractors, furniture under tent, unregistered vehicles		
9/17/19	N/A	Lot 40, 144 Clubhouse Dr. Ltr to homeowner requesting clean up of lot NLT 30 Oct. Owner listed as Joan Hilleary 9493 Conde Rd Marshall VA. 20115-3426		

**CBTB Architectural Committee
2020 Reviews**

**Completed 2019
Reviews**

<u>Date Recd</u>	<u>Applicant</u>	<u>Description</u>	<u>Permits Required</u>	<u>Deposit Required</u>
4/16/19	Gallogly	Lots 457 & 458. East Highview Drive. Install RV Cover	No	No
May	Frye	Lot 470. East Highview Dr. Addition of Deck on side of house and counter-levered over bank to extend existing	Yes	N/A
6/13/19	Shrilla	Lots 80/81/82. Waiver Request to permit chickens	Approval Document Submitted	Yes

**CBTB Architectural Committee
2020 Reviews**

8/14/19	N/A	Lot 40, 144 Clubhouse Dr. Ltr to homeowner requesting clean up of lot NLT 30 June		
8/14/19	Reamer	122 MeadowView Dr. Old appliances to include a refrigerator, water heater and excessive indoor furniture in the yard		
4/24/19	Buetel	Lots 42 & 43. Forest Lane. Addition/renovation of main home	Yes	Yes/Recd
7/28/19	Nelson	Lot 473. East Highview Dr. Existing deck replacement	Email from D. Butel	
10/1/19	Adler	Lot 504. Bay View Dr. Request to install shed 15' from property line and within Chesapeake Bay setbacks. County permit processed.		

**CBTB Architectural Committee
2020 Reviews**

<u>Approved/Disapproved</u>	<u>Date CBTB Replied</u>	<u>Comments</u>
Approved pending receipt of deposit	13-Jun	Deposit received 15 July. Exterior enclosed.
Approved - deposit will be required if heavy equipment is required.		Letter sent via email to homeowners approving with a requirement for a road deposit if heavy equipment is required
<u>Action</u>	<u>Date CBTB Replied</u>	<u>Comments</u>

**CBTB Architectural Committee
2020 Reviews**

<p>Situational awareness.</p>		<p>This is for situational awareness of the CBTB Board. The Board will need to be aware of this when the outbuilding is relocated to another site. Homeowner working relocation of shed. Will be requesting board approval shortly. UPDATE: 5 MARCH ADJACENT HOMEOWNER CONTINUES TO FAIL TO MOVE SHED TO A NEW LOCATION AND REPAIR PROPERTY AS PREVIOUSLY AGREED.</p>
<p>Letter prepared 17 Sept for the homeowner with photos - researching who owns property</p>	<p>17 Sept. Replied to complaintant via email. Requested additional information regarding "bank". Advised of county position on living off the grid.</p>	<p>A search for the property owners address was conducted since the complaint stated the home is owned by the Bank. This has not been confirmed and requires additional research. In addition, the CBTB covenants do not state properties must have water/electrical service. Per Social Services in Lancaster County, it is not unlawful for people to live "off the grid". SUSPENSE - 30 OCT not met. Will discuss options/recommendations with the HOA/POA management company</p>
<p>Letter prepared 14 August and submitted to the homeowner with photos</p>		<p>SUSPENSE - 30 SEP. Suspense not met. Will discuss options/recommendations with the HOA/POA management company</p>

**CBTB Architectural Committee
2020 Reviews**

Request for evaluation sent to Northern Neck Shoreline Management		Pending further action/discussion upon results from Northern Neck Shoreline Management. Awaiting plans from property owners affected.
Letter prepared 18 Sept and submitted to the homeowner with photos of abandoned equipment		Letter prepared 18 Sept with correct contact information . Address verified w/ Rivers Accounting. SUSPENSE- 30 OCTOBER. Rivers Accounting contacted to verify address. 2nd Email sent 9/17/19. In correct address still on file. Will work with Sentry to see if they have received a better mailing address.
Letter prepared 14 August and submitted to the homeowner with photos of abandoned equipment		Letter prepared by the ARB as of 14 August. Clean up/follow up attempted by owner. Need to discuss possible course of action forward for the future.
Letter prepared 17 Sept and submitted to the homeowner with photos of unlicensed vehicle		Neighbor assisting with the removal of trash. Homeowner reported to be looking into this.

**CBTB Architectural Committee
2020 Reviews**

<u>Approved/Disapproved</u>	<u>Date CBTB Replied</u>	<u>Comments</u>
Approved 2 May by Architectural Board & 15 June by BOD	5/2/2019 and 6/15/19	CLOSED. Previously disputed by Mr. M. Stevens (Lot 455). Reviewed by board. NOTE. Gallogly has recused herself from this decision. 6/15 Update - Board voted and endorses this Approval based upon similar occurrences w/in CBTB. D. Beutel to inform Mr. Stevens
Pending	TBD	CLOSED. Pending approval from County prior to CBTB approval. 5/23 Recd notice/text from homeowner that the County did not approve . NO further action required
Architectural Committee approved	15-Jul-19	CLOSED. BOD voted to include waiver for the inclusion of chickens by property owners. Individuals interested in raising chickens must apply to the Architectural Committee for a waiver. Specific details to be posted on the CBTB website.

**CBTB Architectural Committee
2020 Reviews**

		Property examined 14 August 19. Previously reported trash has been removed. No evidence of excessive trash accumulation at this time. CLOSED
Letter prepared and submitted to the homeowner with photos of abandoned equipment.		COMPLETE. PROPERTY CLEANED. Letter prepared by the ARB as of 14 August. Clean up/follow up expected NLT 14 September
Approved	15-May	Completed. Reimbursement of road deposit in process.
		Property owners contacted regarding construction (dumpster delivered / county permit acquired). Property owner has refused to provide a CBTB permit citing they do not believe they need to comply with existing community rules. ARB chair (Gallogly) has recused self from further action in this matter since Nelsons are a neighbor and are possibly out of compliance.
Approved. No road deposit required.	9-Oct	Approved 9 Oct. In process. Sent to J. Allen and K MacNair for review. COMPLETED