
Corrotoman-By-The Bay Association, Inc.
Minutes of Board of Directors Meeting
9:00 am, Saturday, April 13 2024
Approved 10 August 2024

Call to Order the March BOD meeting: **Cristian Shirilla President:** Called meeting to order at 9:00 am. Board members present: Lisa Adler, Deb Beutel, Matt Crabbe, Nick Klaiber, Dexter Lewis, Cristian Shirilla, Claire Smith. Present via Zoom: Travis Gibbons, Sam Longstreet

Secretary's Report: **Deb Beutel** - Minutes of February 10th meeting was presented to the Board for approval. Motion to approve made by Lisa Adler, seconded by Matt Crabbe. Unanimously approved.

Treasurer's Report: **Claire Smith** – Treasurers Report was presented for Board Approval. Motion to approve made by Lisa Adler, seconded by Dexter Lewis. Unanimously approved.

Vice President's Report: **Travis Gibbons** – Ballots were mailed. All members in good standing are encouraged to vote. The annual meeting to be held Saturday May 4th at 9am.

Committee Reports that have been submitted are attached to this agenda

Architectural Review Committee Chair: **Nick Klaiber** - Committee Members: Dexter Lewis, Cristian Shirilla See old business #1.

Collections Committee Chair: **Deb Beutel**- Committee Members: Ed Krill, Claire Smith, Sam Longstreet No report this month. Update to be provided at next regular Board Meeting.

Communications Committee Chair: **Tara Linne**
No report.

Dock Committee Dock Master: **Don Smith, Asst Dock Master: Mike Arthur**

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

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 Merkowitz, Barry Jackson, Craig Adler, Chip Royer, Nick Klaiber, Carl Failmezger, Cristian Shirilla, Don Smith. See old business # 3.

Roads & Grounds Committee Chair: **Matt Crabbe**- Committee members: Dexter Lewis, NEED VOLUNTEERS.

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

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

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, Travis Gibbons. No report.

Old Business:

1. Architecture Committee Update:

- (1) Linne Garage Application Approved
- (2) The Highview lots have had grass cut around drainage area
- (3) 272 Marina Drive will address issues.
- (4) Driveway discussion on East Highview expressing the Board's concerns.
- (5) Formal notice sent re: the Camper on West Highview. Will be teeing up a tow service.
- (6) Nick Klaiber will no longer act as Architecture Chair after the Board elections in May, and in the interim, will continue to act only on what is absolutely necessary.

2. Update on the Community Docks/Slips:

- 1) Purchased \$220 worth of additional Dock Keys
- 2) Work on the Dock is progressing very well. They started laying new boards but there are places that will take awhile to get to due to the high tides.
- 3) Mike Arthur is now the Assistant Dockmaster. He will be helping with Dock management.
- 4) There are 6 remaining boat slips available for this summer. Anyone wanting a slip must be in good standing and complete and return the Amenities form in with \$200 fee.
- 5) The bulkhead on the right side needs to be built up or we will lose the entire bulkhead all together.
- 6) We are looking into a price to cut a tree down that is leaning over part of the bulkhead.
- 7) There are dock keys available to hand to those that need a key. Make sure you fill out the Dock Key Form with a check or cash for the \$20 deposit, also make sure you are in good standing as far as dues are concerned.

3. Update on Pool Repairs:

- 1.) The pool repairs are progressing. They have completed fixing the filter and are building a platform to raise the pump and motor so that all of the electrical equipment is out of the normal depth of water that has flooded the pump room in the past.
- 2.) Don Smith and Ken Beutel have cleaned out the sump and replaced the old sump pump that had a failing float switch with a new and more powerful one with a different kind of float switch.
- 3.) Once the changes are made, JDO Pools (new name for Sevarg) can begin the process of opening the pool next month.
- 4.) We also have pool keys for anyone in the community who still has not been given a key and would like to get one. All they need to do is fill out the amenities form and get it to Ken.
- 5.) The pool is run and maintained by neighborhood volunteers that help maintain the chemicals between visits from the pool company, and remove trash; please be courteous and if you create a lot of trash take it out with you when you leave. Also, reminder that there should be no glass poolside.
- 6.) A motion to remove the diving board was made by Lisa Adler and seconded by Deb Beutel to remove the diving board based on safety concerns identified by JDO Pool Company and our

insurance company. Eight Board members voted in favor of the removal of the diving board. Cristian Shirilla voted against removal of the diving board. The motion was passed.

4. Update from Roads & Grounds Committee:

- Concern has been raised on the condition of the bank eroding on Corrotoman extended across from Lots 3 & 4. Coordination is being conducted to discuss additional remediation efforts.
- The roof on club house was fixed.
- Bids for repairs of Wishing Well Lane were requested from four contractors and two bids were received. A motion was made by Deb Beutel and seconded by Nick Klaiber to authorize expenditure of up to \$4,000.00 for repairs to Wishing Well Lane. It was unanimously approved.
- Several phone calls were made requesting estimates for Asphalt patch repair to CBTB roads, with no response from any contractors. Will continue to seek additional estimates.
- Screen Door removal on the clubhouse
- Removed dead branches off golf course and on the side of several roads in the neighborhood
- The garage key lockbox was replaced.
- Need to conduct a survey of Sandy Lane gravel requirements and assess situation of tree on Pine Place.

New Business:

Nothing to Report

Member Input:

- **Carl Failmezger** made the comments that the Board did not properly amend the Covenants last Spring. Cristian Shirilla responded that according to the Attorney representing the Association, Glenn Ayers, who prepared the Amendment for the Association, it was in fact done correctly.
- **Becca Nelson** thanked the Board for their efforts to remove the trailer on West Highview. She also mentioned the issue with aggressive dogs off-leash in the neighborhood, and suggested that we contact animal control to report off leash dogs.

Announcements from Board: Reminder that the Annual Meeting and Election of Board members is Saturday May 4th at 9:00 a.m.

BOD meetings are now being held every other month.

Next Meeting: Annual Meeting, Saturday, May 4th, 2024, 9 am

Motion to adjourn Board meeting:

Board Member Terms

Lisa Adler (2021-2024)	Nick Klaiber (2023-2026)
Deb Beutel (2023-2026)	Matt Crabbe (2021-2024)
Travis Gibbons (2021-2024)	Sam Longstreet (2022-2025)
Dexter Lewis (2022-2025)	Cristian Shirilla (2022-2025)
Claire Smith (2023-2026)	

SCHEDULE OF MEETINGS

Annual Meeting, Saturday, May 4th, 9am

4/13/2024 meeting

Treasurer's Report

1/31 - 2/29/2024

Bi-monthly meetings

Documents Attached

-	Balance Sheet	Jan & Feb
-	Revenue and Expense Report	Jan & Feb
-	Accounts Payable	Jan & Feb

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 4/6/24

Dock:	1,400
Kayak:	0
Total:	1,400

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:

Assessment billings were mailed timely by ACS. I am getting weekly reports on payments to help us maintain our records.

New Business:

CORROTOMAN-BY-THE-BAY ASSOCIATION

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Balance Sheet
As of 01/31/24

Account Description	Operating	Reserves	Other	Totals
ASSETS				
CIT - OPERATING ACCOUNT	46,115.25			46,115.25
CHESAPEAKE BANK OPERATING	3,171.82			3,171.82
BLUE RIDGE BANK RESERVES		226,313.46		226,313.46
A/R - ASSESSMENTS & FEES	69,746.27			69,746.27
ASSESSMENT A/R RESERVE	(36,094.00)			(36,094.00)
A/R - FROM OP / (FROM RES)		6,965.91		6,965.91
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
TOTAL ASSETS	84,210.40	233,279.37	.00	317,489.77
LIABILITIES & EQUITY				
ACCOUNTS PAYABLE	17.96			17.96
A/P - ACS WEST INC	35.00			35.00
A/P - DUE FOR LEGAL FEES	38.00			38.00
A/P - TO RES / (TO OP)	6,965.91			6,965.91
PREPAID ASSESSMENTS	6,632.90			6,632.90
KEY DEPOSITS (DOCK KEYS)	1,460.00			1,460.00
TOTAL CURRENT LIABILITIES	15,149.77	.00	.00	15,149.77
RESERVES EQUITY - PRIOR		178,952.57		178,952.57
TOTAL RESERVES	.00	178,952.57	.00	178,952.57
OPERATING EQUITY - PRIOR	26,376.64			26,376.64
CURRENT YR NET PROFIT / (LOSS)	42,683.99	54,326.80	.00	97,010.79
TOTAL OPERATING	69,060.63	54,326.80	.00	123,387.43
TOTAL LIABILITIES & EQUITY	84,210.40	233,279.37	.00	317,489.77

CASH DISBURSEMENTS

Starting Check Date: 1/01/24 Cash account #: "All"
 Ending Check Date: 1/31/24

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account #:		11001	CIT - OPERATING ACCOUNT		
1/01/24	1122	1	ACS WEST, INC.	500.00	MANAGEMENT FEE
1/03/24	1123	702291	CORROTOMAN BY THE BAY	5,291.67	RESERVE TRANSFER
1/04/24	1124	3	ACS WEST, INC.	25.00	REIMB SCC FILING FEE PAID
1/05/24	100164	702795	NWP ENERGY	409.22	PROPANE
1/08/24	1125	2	ACS WEST, INC.	20.89	DEC23 P&C
1/09/24	100165	702774	NORTHERN NECK ELECTRIC COOP.	117.13	113751001
1/11/24	100166	703071	BREEZELINE	150.49	8282 15 116 0029826
1/18/24	1126	669048	DONALD SMITH	105.30	LOCKS - DOCK & POOL
1/18/24	1127	669049	CLAIRE SMITH	21.94	MEN'S ROOM TOILET SEAT
1/18/24	100167	384	LAFAYETTE, AYERS & WHITLOCK	1,984.50	LEGAL SERVICES
1/18/24	100168	701913	VIRGINIA AMERICAN WATER	37.50	1027-210037207877
1/29/24	100169	384	LAFAYETTE, AYERS & WHITLOCK	2.00	COLLECTION FEES
1/31/24	100170	384	LAFAYETTE, AYERS & WHITLOCK	1,582.50	COLLECTION FEES
1/31/24	100171	703187	PARADISE CLEANING, LLC	115.00	JANITORIAL
Totals:				10,363.14	

CORROTOMAN-BY-THE-BAY ASSOCIATION

Balance Sheet
As of 02/29/24

Account Description	Operating	Reserves	Other	Totals
ASSETS				
CIT - OPERATING ACCOUNT	74,994.53			74,994.53
CHESAPEAKE BANK OPERATING	3,003.97			3,003.97
BLUE RIDGE BANK RESERVES		228,564.05		228,564.05
A/R - ASSESSMENTS & FEES	69,554.27			69,554.27
ASSESSMENT A/R RESERVE	(36,094.00)			(36,094.00)
A/R - FROM OP / (FROM RES)		10,835.91		10,835.91
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
TOTAL ASSETS	112,729.83	239,399.96	.00	352,129.79
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LIABILITIES & EQUITY				
ACCOUNTS PAYABLE	5,556.55			5,556.55
A/P - ACS WEST INC.	70.00			70.00
A/P - DUE FOR LEGAL FEES	38.00			38.00
A/P - TO RES / (TO OP)	10,835.91			10,835.91
PREPAID ASSESSMENTS	36,127.90			36,127.90
KEY DEPOSITS (DOCK KEYS)	1,460.00			1,460.00
TOTAL CURRENT LIABILITIES	54,088.36	.00	.00	54,088.36
RESERVES EQUITY - PRIOR		178,952.57		178,952.57
TOTAL RESERVES	.00	178,952.57	.00	178,952.57
OPERATING EQUITY - PRIOR	26,376.64			26,376.64
CURRENT YR NET PROFIT / (LOSS)	32,264.83	60,447.39	.00	92,712.22
TOTAL OPERATING	58,641.47	60,447.39	.00	119,088.86
TOTAL LIABILITIES & EQUITY	112,729.83	239,399.96	.00	352,129.79
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CASH DISBURSEMENTS

Starting Check Date: 2/01/24 Cash account #: 11001
Ending Check Date: 2/29/24

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
2/01/24	1128	1	ACS WEST, INC.	500.00	MANAGEMENT FEE
2/01/24	100172	702774	NORTHERN NECK ELECTRIC COOP.	138.86	113751001
2/06/24	1129	2	ACS WEST, INC.	17.96	JAN2023 P&C
2/08/24	100173	703071	BREEZELINE	150.49	8282 15 116 0029826
2/21/24	100174	384	LAFAYETTE AYERS & WHITLOCK	10.00	COLLECTION FEES
2/21/24	100175	701913	VIRGINIA AMERICAN WATER	37.50	1027-210037207877
Totals:				854.81	