

Minutes of Corrotoman-By-The Bay Association, Inc.
Board of Directors Meeting, Saturday, June 23, 2018

Board Members: Sam Longstreet, Cristian Shrilla, Robert Bennett, Deb Beutel, Jean Ehlman, Lisa Adler, and on the phone, Susan Lindeman.

Members: Bill Ehlman, Arlene Cooper, Bob Burrus, Kathy Moffitt, Ronald Holmes, Marty Bourkland, JJ Allen, Lea Gallogly, Ken Beutel.

Call to Order: By President Deb Beutel at 9:08 am

Announcement: Special thanks to all the volunteers who have been working to investigate and trouble shoot the pool issues. Especially Bill Ehlman, Lea and Mike Gallogly, JJ Allen, Cristian Shrilla, Joe Dickens, Ken Beutel and Carmelo Quijano.

Member Input Session: No comments.

Secretary's Report, Rebecca Nelson: May 28 Minutes we previously distributed to Board members by Secretary Rebecca Nelson. Although she was not present, Susan Lindeman made a motion to Approve May meeting minutes, it was seconded by Lisa Adler. Approved unanimously.

Treasurer's Report, Sam Longstreet: Reports were presented on the screen; Sam made note of the fact that after last night's **Finance** Committee it was stated that we needed to move the \$37,896.00 allocated for FY18 Capital Reserve Funds to the Capital Reserve Fund. He also noted that we cannot amend the Budget after it was approved, therefore the \$6,000.00 Approved for the Corrotoman Extension Survey would need to be expensed from Reserve account and not Operating Budget. President also asked for clarification of current Approved Budget line items for the Pool which were listed as Pool Operations: \$4,125.00 and Pool Repairs: \$2,000.00. Motion to accept treasurer's report: Lisa Adler, Second: Cristian Shrilla, Approved unanimously.

Committee Reports

Architectural Report: JJ chair, he had nothing to report.

Capital Reserve: Jean Ehlman, Chair: Stated t we need to move the \$37,896.00 allocated for FY18 Capital Reserve Funds to the Capital Reserve Fund.

Collections: Bill Ehlman, Chair: Funds outstanding prior to 2018 are approximately \$12,000.00 and are in the legal process. Amount outstanding from prior years is approximately \$18,000.00.

Communications: Tara Linne, Chair: Not Present

Dock: Rocky Boykin, Chair: Not Present

Finance Committee, Bill Ehlman, Chair: Nothing additional to report as was discussed during treasurer's report.

Hospitality: Vacant, Chair: We need a new Social Chair and we currently need a volunteer to be in charge of a 4th of July Activity.

Nominating Committee: Jeff Craven: Not present. Nothing to report.

Pool: James Allen, Chair: Deferred discussion to New Business

Roads & Grounds: James Allen, Chair: Nothing to report.

Tennis & Golf: Jean Ehlman, Chair: Jean indicated that 9 new cups were ordered for golf course to help flags and sticks stay in play. Tennis/Pickleball, 38 families have paid for court keys for FY18. On 15 June, Herb Osburn, owner of the Tennis Court, Inc. visited the CBTB Courts regarding the cracks that were identified on the tennis courts. The company has agreed to accept responsibility to repair the cracks at their cost. We are waiting for the scheduling of the repairs. There will be a pickleball clinic scheduled for CBTB property owners at Indian Creek Yacht and Country Club's indoor Courts in August. Details will be distributed soon.

Old Business:

Status of Collections- already discussed nothing new to add.

Status of Committee to Review and Propose Updates to CBTB Documentation, Deb- Deb stated we are still looking for volunteers to serve on the committee but, due to more pressing matters thus effort will not start until August after Pool Issues have been addressed.

Update on Corrotoman Extension – Robert Bennett proved the update with a draft of the current survey process and will forward copies to affected property owners.

Review of Job Description for Part Time Facilities and Maintenance Person – Tabled until Pool Issues are resolved,

New Business:

July 4th Social Event – **Nothing is currently planned**

Status of Pool Issues: The Volunteer Pool Committee Provided and Brief describing the issues and recommends courses of action. After reviewing the Brief (attached to minutes), a motion was made by Lisa Adler to “Approve the hiring of American Leak Detection Company at the cost of \$2,200.00 for the first day and NTE \$3,800.00. it was seconded by Cristian Shrilla. Approved unanimously. We will schedule American Leak Detection Company for the soonest available appointment either 27 or 28 June and open the pool to community use once the water quality is verified. It will be closed the day of Leak Detection Services and may be closed after pending the ability to isolate the leak

until repairs are estimated, approved and initiated. In addition, copies of previous Water bills will be collected in an effort to estimate water costs for keeping pool filled.

Architecture Committee Responsibilities: Deb reminded Board Members that in accordance with By Laws the three person Architecture Committee (JJ, Allen, Robert Bennett, and Rocky Bokins) should be forwarding all requests for permits with recommendations to the Board for CBTB Board approval and inclusion in future minutes.

Future Meetings- The future meeting schedule was published:

Next Meeting/Annual Meeting: Saturday, July 14 2018, 9:00 a..m.

Board Meeting Schedule:

11 August 2018

8 September 2018

13 October 2018

10 November 2018

8 December 2018

12 January 2019

9 February 2019

9 March 2019

13 April 2019

Meeting adjourned at 11:17am

Addendum to Minutes of Pool Activities that took place immediately following meeting:

American Virginia Water came by because they thought we had a leak. Chatted with two of the on-site technicians. The local Operational Supervisor is Barry Douglas and he has Deb Beutel contact number and Susan Lindeman's contact number (since Deb mentioned she would be out of the country the next two weeks.) The contact number for the local Warsaw office is 804 333-9353. The Operational Supervisor suggested that in the future to avoid affecting the water quality of CBTB residents we should only turn water in pump house on 1/4 turn when filling the pool. We also authorized purchase of a pool chemical test kit for CBTB. Hayden is out new pool cleaning technician and he was in the process of vacuuming the pool!

Bill Ehman contacted American Leak Detection and confirmed that they will be here at CBTB this Wednesday, June 27. Estimated time 10-11 AM.

A couple additional thoughts and notes:

Hayden, the new young man caring for the pool should be instructed on how to use chemical testing kit and record on a log sheet (designed by Lea) and maintained in the clubhouse recording daily checks of the pool chemicals during peak Summer season! (This is important to reduce liability issues if we have claims again that someone was made ill by pool water.)

In addition, we need a poster in Pool pump house that instructs that water turn-on valve should not be turned more than 1/4 turn when filling pool in future since filling too fast creates a problem with the water distribution for the community and could adversely affect water quality of residents' water.

Lastly, we need a log sheet that records when we turn water on, and off by date do we can compare records with American Virginia Water. We should also contact them in advance when we plan to use a large quantity of water so they do not think there is a leak!