

**CORROTOMAN-BY-THE-BAY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

9:00 A.M., SATURDAY, SEPTEMBER 9, 2017

Call to Order: Deb Beutel, President at 9 A.M.

Establishment of quorum

Board Attendees: Robert Bennett, Sam Longstreet (called in) & Susan Lindeman (called in) & then attended the meeting later, Deb Beutel, Jean Ehlman, & Cristian Shirilla, **Absent:** Susie Pierce, Rebecca Nelson, & JJ Allen

Community Members Present: (Others may have been present but didn't sign-in) Mike Arenson, Rocky Boykin, Kathy Craven, Kathy Moffitt, Marty Bourkand, Tara Linne, Barry Jackson, Bill Ehlman, Bill Saunders

Property Owners Input Session: Questions and comments are listed below:
Kathy Craven asked about the CBTB Association directory. Deb Beutel said that Tara Linne is working on this project and it will be published.

Secretary's Report: Given by Deb Beutel in the absent of secretary, Rebecca Nelson
Corrections made and the minutes will be approved at the next Board meeting
Motion: Made by: Jean Ehlman
 Seconded by: Robert Bennett
 Passed by: Unanimous vote

Treasurer's Report: Visuals by Cristian Shirilla - TV screen & Sam Longstreet, treasurer, by phone
Discussion by board members to move some of the CBTB Assoc. funds to savings/CD and to the capital reserve fund. Deb Beutel asked the Finance Committee chair, Bill Ehlman to have his committee work on the portion of money to be put in capital reserves.

Deb Beutel asked that the receipts from the 50th Anniversary and other money from sales be put on as a separate line item.

Motion: To approved treasurer's report of September 9, 2017
 Made by: Robert Bennett
 Seconded by: Jean Ehlman
 Passed by: Unanimous vote

Committee Reports:

Architectural Review:
No report.

Capital Reserve: Jean Ehlman, Chair
A request for more money to be transferred to the capital reserve fund as determined by the Finance committee.

Collections: Bill Ehlman, Chair

Current year 2017 outstanding is approximately \$12,200. Down \$11,800 from approximately \$24,000 in July, outstanding from previous years approximately \$21,000. Total outstanding that includes previous years is \$33,200. 11.5 % of property owners have not paid this year.

Collection letters have been sent to delinquent property owners. Four Judgements are recorded out of the area or state. Two Foreclosures are in slow process. Ten Judgements have been placed against CBTB property owners that have not paid.

Communications: Tara Linne, Chair

A newsletter will be sent soon to the CBTB Association property owners. Articles for the newsletter are due by September 18th.

Dock: Rocky Boykin, Chair

When there is a hurricane or extremely bad weather, property owners that have rented slips at the community dock are to remove their boats and kayaks from the dock and rack. They can park them on the gravel at the clubhouse and other CBTB property owners can also park their boats there. Stay off the grass! Recommended new signage be put at the dock.

Finance: Bill Ehlman, Chair

Committee recommended that \$42,500 be held in the CBTB Association Capital Reserve fund.

Hospitality: Given by Deb Beutel for Susie Pierce, Chair (absent)

The CBTB clubhouse is reserved for the following for CBTB Assoc. property owners parties:

October 7 - Octoberfest Game Night

October 8 – Tennis tournament planned by Carl Failmetzer

October 28 – Halloween Pot Luck Party

December 2 – Annual Holiday Party

December 30 – New Year's Eve Party

Nominating: Jeff Craven, Chair - Absent

No report

Pool: James Allen, Chair – Absent

No report

Roads & Grounds: Robert Bennett for JJ Allen, Chair (Absent)

Windward Lane needs repair because of ongoing significant erosion. A culvert will remedy that problem. JJ Allen solicited and obtained bids for remedying this problem. Bids include the installation of 24' of 12" culvert and 90 ' ditch to be lined with stabilization cloth and Class A-1 riprap. Three bids were obtained: \$3,990, \$2,830, and \$2,486.40.

Tennis & Golf: Jean Ehlman, Chair

47 CBTB property owners families have keys to the Courts and have paid their \$5 administration fee to Rivers Accounting.

August 1st- Noticed vandalism to the pickleball paddles handles that are stored in the deck box on the Courts. The handles were torn off, broken, and many of the handle tapes were left on the courts and also in the deck box. So the paddle handles were broken and then put back in the deck box. I bought some black electrical tape and re-taped the handles after I hammered the nails back into the torn handles.

Old Business:

Robert Bennett updated the CBTB Board on shore erosion of a bank along the Western Branch of the Corrotoman River on Corrotoman Drive extended, (a CBTB community maintained road). Of the seven waterfront lots subject to erosion, six lots are owned by individuals who own both sides of the road, and one lot is owned by Corrotoman By The Bay Association that owns only on the river side of the road.

On September 10, 2015, a site visit was made and report provided by Michael Vanlandingham, Shoreline Engineer, of the Shoreline Erosion Advisory Service of the Virginia Department of Conservation & Recreation from Tappahannock, VA. To reduce the shoreline erosion and maintain Corrotoman Drive Extended Road, the following recommendations are from a complete report on the CBTB Association website.

The erosion on your property appears to be caused by elevated water levels and waves associated with storms.

1. Trees and shrubs on the bank within 20 feet of the bank edge should be selectively cut or trimmed. Trees undermined by erosion displace large amounts of soil when they fall. The additional sunlight exposure should stimulate growth of upland ground cover.
2. Bank grading may not be practical due to the bank height and location of the road at the top of the bank. Although grading the entire bank may be impractical or cost prohibitive, portions of the bank maybe selectively graded. In conjunction with or as an alternative to bank grading, a properly designed and constructed retaining wall system may be installed.
3. After tree removal or bank grading, a vegetative cover should be established.
4. To prevent further bank erosion, we recommend a properly designed and constructed riprap (large rock) structure.

Robert Bennett also reported he has been working with the CBTB Legal Committee in order to follow the proper course for resolution of this problem.

New Business:

Motion by Robert Bennett to award the contract for the repair of Windward Lane to Moore's Excavating for \$2,486.40. Seconded by Jean Ehlman. Vote: 5 in favor and 1 abstained by Sam Longstreet. Motion passed.

Motion by Robert Bennett to obtain a proposal from engineers for a topographic survey of the eroding bank and shoreline stabilization plan and contact property owners. Seconded by Cristian Shirilla. Vote passed unanimously.

Discussion on approving a fee to reserve the CBTB clubhouse for private parties besides the \$100 deposit. This issue will help in costs of the clubhouse expenses. This will be looked at in the administration policy changes committee.

There was vandalism in the pavilion – glass broken out of the locked door.

The Board is looking into a keycard system for the amenities for 2018.

Rivers Accounting is working on a new process for an updated master list of those CBTB property owners that have paid for the pool, tennis/pickleball courts, boat slips and kayak rack storage for each year.

Discussion on getting new signs made for the pool, courts and the dock area.

Update the Administrative policy manual – Susan Lindeman, chair

Bill Ehlman read a letter from the Virginia Marine Resource Commission in Newport News, VA on the Oyster Lease Protest hearing decision on August 22, 2017. This decision was favorable to CBTB property owners and those that have waterfront property on the Western Branch of the Corrotoman River.

Next CBTB Board Meeting, Saturday, October 7, at 9:00 A.M. in the CBTB club house.

Adjournment: Motion to adjourn

Made by: Robert Bennett

Seconded by: Cristian Shirilla

Passed by: Unanimous vote

Meeting was adjourned.

Minutes by: C. Jean Ehlman, acting secretary, September 9, 2017