



Corrotoman By The Bay Association

P.O. Box 99, Mollusk, VA 22517

www.corrotomanbythebay.org

14 March 2026

From: Board of Directors of Corrotoman-By-The-Bay Association

To: Community Members of Corrotoman By The Bay

Subj: NOTICE OF ANNUAL MEETING AND ELECTION OF BOARD MEMBERS

Ref: (a) Virginia Non-Stock Corporation Act
(b) Virginia Property Owners' Association Act
(c) CBTB Declaration, Articles of Incorporation, and By-Laws

Encl: (1) Board-Approved 2025 Ballot Form
(2) Biographies of 2025 Candidates

1. As required by the references, Corrotoman-By-The-Bay, Inc. Association will hold its annual meeting and election. This meeting shall be held at 9:00 a.m. Eastern Daylight Time on Saturday, May 2nd, 2026 at the CBTB Clubhouse at 1187 Corrotoman Drive, Lancaster, VA 22503, and also remotely via Zoom (Zoom login information will be provided prior to the meeting; please email CBTBay@gmail.com with any questions).

During this meeting, a maximum of three of the candidates listed below shall be elected to serve a three-year term on the Board of Directors. Resumes/biographies of the candidates are enclosed. Please indicate your vote for up to three candidates on the enclosed Ballot form.

Solicitation, collection, or delivery of another Member's ballot is not permitted.

2. There are three options to submit your ballot:

a.) The enclosed Board-approved Ballot/ form can be mailed, (postmarked no later than April 15th, 2026), to the CBTB Association's management company, ACS West, Inc. Please mail to the following address:

Corrotoman-By-The-Bay (CBTB) Association
c/o ACS West, Inc.
1904 Byrd Avenue, Suite 100
Richmond, VA 23230
Attn: Amber Chadil

b.) Or hand delivered to the Association President PRIOR to 9:00 a.m. on Saturday, May 2nd 2026.

c.) Or carried in person by Member NLT 9:30 a.m. at the Annual Meeting on Saturday, May 2nd, 2026, by the Member voting.

3. Should you not be able to attend the Annual Meeting in person on 2 May 2026, the only valid options for the submission of ballots are to mail them to ACS West, Inc. in accordance with paragraph 2a above, by April 15th, 2026, or hand deliver to the Association President PRIOR to 9:30 a.m. on Saturday May 2nd, 2026.

4. If you have additional comments, questions, or concerns, please to send them to the Association email address at CBTBay@gmail.com so that the Board can provide you a thoroughly researched and accurate response.

Sincerely

Cristian Shirilla

Cristian Shirilla
President, Corrotoman-By-The-Bay Association

CC:

Debra A. Beutel, Association Secretary

Amber Chadil, Community Manager and CBTB Assistant Secretary



Official Ballot Form Annual Membership Meeting

Select up to three candidates:

- Debra Beutel

- Nicholas Klaiber

- Claire Smith

All Owners whose names appear on the deed to the lot must sign their name(s) in the spaces provided below.

Per the Association By Laws (Article III, Section 2), "Any member may vote by proxy, provided that no proxy shall be effective unless filed with the President prior to the meeting."

Please see the reverse side of this form for more detailed instructions.

Your Signature

Signature of other person(s) listed on your deed

Print Name

Print Name(s)

Date of Signature

Date of Signature

Your Property Address

CBTB Lot Number(s)

Total number of lots owned

Instructions for Completing Form

1. Please sign exactly as your name(s) appear on your deed. If your property is owned by more than one person, all persons listed on the deed should sign. If you are signing in a representative capacity, please ensure that you sign in the correct capacity (for example, if the property is owned by a corporation, please sign in the corporate name by the president or other authorized officer; if the property is owned by a partnership, please sign in the partnership name by the authorized partner(s); or, if the property is owned by a trust, please have all trustees who are required to sign per the trust documents sign the form).
2. Please be sure to write the date on which you sign the form. To be valid, the date of all signatures must be filled in on the form under each signature.
3. Please return all completed forms containing original signatures to the following address on or before close of business on April 15, 2026:

Corrotoman-By-The-Bay Association
c/o ACS West, Inc.
1904 Byrd Avenue, Suite 100
Richmond, VA 23230
Attn: Amber Chadil

4. All ballots must either be mailed as directed above or delivered in person at the Annual Meeting by the Member voting.
- 5. Solicitation, collection or delivery of another Member's ballot is not permitted.**

*The Association may accept forms after such date and/or may extend the date for accepting forms, as may be determined by the CBTB Board of Directors.

2026 Candidates for Election to the CBTB Board of Directors

Debra A Beutel

Why I Am Seeking Re-Election

My husband and I purchased our home in CBTB in 2016 as a weekend retreat and relocated here full-time in 2020. This is our retirement and forever home. For that reason, I am deeply committed to ensuring CBTB remains financially sound and that we maintain a thoughtful, forward-looking plan for preserving and enhancing our community amenities.

Since my election to the Board in May 2017, I have served nine years — five as Association President and the past four as Secretary. During this time, I have focused on strengthening governance practices and improving the Association's recordkeeping processes.

In collaboration with our Treasurer and our management company, I also helped implement a more effective collections program, including a return-on-investment review of collection efforts. This initiative significantly reduced legal and collection costs while improving overall efficiency.

If re-elected, I would welcome the opportunity to continue serving as Secretary and to build upon the progress we have made.

Goals for the Next Term

If re-elected, my priorities for the next three years include:

1. Continuing to demonstrate sound financial stewardship while improving transparency and visibility of Board decisions.
2. Strengthening relationships between the Board and community members to foster greater engagement and participation.
3. Ensuring Association records are accurate, organized, and properly retained for long-term governance continuity.

Professional Experience and Qualifications

- Over 38 years of professional experience in Communications, Information Technology, Program Management, Contracting, and Acquisition.
- 20+ years of active-duty service in the United States Marine Corps, retiring as a Lieutenant Colonel.
- 18 additional years of federal civil service.

Nicholas Klaiber

My name is Nick Klaiber. My wife Alisson and I have two young daughters. We purchased a home in CBTB 9 years ago at 1547 Corrotoman Drive and have spent every moment we can there ever since. We feel very blessed to have found this place and to have met so many great neighbors and friends in our time here. I have been serving on the Board the last 3 years, holding the officer positions of Architecture Chair and Vice President.

Before moving to Virginia over two decades ago, I grew up in a working class community on Long Island, NY that had a coastal atmosphere similar in many ways to the Northern Neck. I am a 2005 graduate of the University of Richmond, and a 2010 graduate of UVA's law school. After law school, I spent five years at a large firm before I took a position in Capital One's Legal Department, where I have been for over a decade.

2026 Candidates for Election to the CBTB Board of Directors

In addition to my 3 years on the CBTB Board, I have significant experience work on, and with, corporate boards. I also have served on a number of professional organizations, such as Capital One's pro bono legal service committee, and Firms in Service (an organization that brings together major Richmond firms and legal departments to provide free legal services to those in need). I was the 2018 recipient of a department wide pro bono award, and in 2013 I was featured in the Richmond Times Dispatch for my pro bono work.

Why I Want to Be on the Board: I love CBTB. Our family sees it as a magical place to enjoy time with friends and natural beauty. I believe that having a pragmatic, level-headed attorney on the Board with no self-interest other than maintaining and enhancing what makes this place special would be helpful.

Claire Smith

I would like to be considered for the position of Treasurer in the upcoming election. I have lived in CBTB fulltime since February, 2017 when I moved here from California after getting married. I went to a few board meetings but did not fully get involved until my husband was voted onto the board in August, 2020.

I took on the position of non-voting Treasurer in September, 2021 after a board member asked me to and no one else would step up. Shortly thereafter, a board seat was vacated and the board unanimously voted me on to complete the term of the open position.

My entire work life has included payroll along with its accounting functions. I have also worked in Human Resources handling benefits of all types including insurance and pension plans as well as risk management all of which required a high level of confidentiality.

I have volunteered for the SD Chapter of the American Payroll Association, Ronald McDonald House and advised in the Junior Achievement program. I also volunteered locally at Seconds, the thrift store that supports Rappahannock General hospital when I first relocated here.

My time on the board has been both challenging and fulfilling. No one had really been handling the position for 4 months prior to my onboarding and then the board decided to change management companies to help reduce costs. I found I spent nearly 30 – 40 hours per week in those first few months to acquire the history knowledge and to streamline some of our processes. The transition was smooth but Sentry did not leave us with good records and much tracking has had to be done. I have been diligently working with our management company, ACS-West to keep track of all the property owners and changes.

In addition, I have also been working with the Collections Chair in tracking delinquent accounts and following up to ensure better returns. This has required many hours of research and finding documents at the courthouse in order to keep track of all property transfers that are not always done correctly.

I believe we currently have a strong board and that makes it an effective board. I look forward to continue working with all of you. Thank you for your consideration.

Respectfully, Claire C. Smith