
Corrotoman-By-The Bay Association, Inc.

Board of Directors Meeting Minutes

9:00 am, Saturday, February 22, 2025

Call to Order the February BOD meeting: Cristian Shirilla President: Meeting was called to order at 9:02 a.m. Present in clubhouse were, Craig Adler, Deb Beutel, Ken Beutel, Matt Crabbe, Cristian Shirilla and Claire Smith. Board Members present via Zoom were Nick Klaiber, Nick Klaiber and Sam Longstreet. A quorum was achieved. Board members absent were Dexter Lewis.

Secretary's Report: Deb Beutel - Minutes of January 11th, 2025 Board Meeting were presented to the Board for approval. A motion was made by Matt Crabbe and seconded by Ken Beutel to approve the January minutes. They were unanimously approved.

Treasurer's Report: Claire Smith – Treasurers Report for February 2025 was presented for Board Approval. A motion was made by Deb Beutel and seconded by Cristain Shirilla to approve the Treasurer's report. It was unanimously approved.

Vice President's Report: Nick Klaiber – No report.

Committee Reports that were submitted are attached to this agenda

Architectural Review Committee Chair: Sam Longstreet - Committee Members: Dexter Lewis, Cristian Shirilla Sam Longstreet brought up one Land Use Request form for the erecting of a fence on lot 460. A motion was made by Sam Longstreet and seconded by Craig Adler to approve the Land Use Request form for the Fence on Lot 460. It was unanimously approved.

Collections Committee Chair: Deb Beutel- Committee Members: Ed Krill, Claire Smith, Sam Longstreet We will continue to retain Glenn Ayers as our Collections Attorney.

Communications Committee Chair: Tara Linne

1. Needs to review current contact info for Community members with Claire in order to update email distribution list.
2. Community Yard sale will take place on Saturday April 5th, details forthcoming.
3. Request Dock Master provide a short info message concerning future bulkhead repair, so we can alert community members.

Dock Committee Dock Master: Don Smith - Asst Dock Master Mike Arthur

- 1) Boat slip Applications will be taken after March 1st and slips assigned after 31 March.
- 2) Construction will begin on the bulkhead and Staining of the dock towards the end of April and the Dock area will be Closed to Everyone while they are doing the work. Further info will be put out when it gets closer to the date.
- 3) Neil Snellings and Don Smith put a new lock on the front door and fixed the blind in the Club House.

Finance Committee Chair: Craig Adler- Committee Members: Bill Ehlman, Ken Beutel, Scott Kellum, Lisa Adler, Beth Arthur and Claire Smith. See report of Finance Committee meeting attached.

Capital Reserve sub-committee Chair: Ken Beutel – Committee Members; Deb Beutel, Claire Smith, Don Smith, Scott Kellum, Lisa Adler, Craig Ader, Bill Ehlman and Maria Merkowitz. 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, Deb Beutel, Lisa Adler, Chip Royer, Nick Klaiber, Carl Failmezger, Cristian Shirilla, Don Smith.

Roads Committee Chair: Matt Crabbe- Committee members: NEED VOLUNTEERS.
No report.

Grounds Committee Chair: Dexter Lewis - NEED VOLUNTEERS. No report.

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

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

Volunteer Legal Committee Chair: Ed Krill - Reviewed proposed Pool Construction Contract, made recommendations.

Special Committees:

Documentation Rewrite Committee Chair: Kathy Craven- Committee members, Jean Ehlman, Bob Burrus, Carol Greenwalt, Travis Gibbons and Ed Krill. No report.

Old Business:

1. The Board of Directors reviewed the Pool Construction Contract and Pool Financing Proposal.

Craig Adler made the following motion, after the Pool Contract Brief and Financing Proposal discussions:

“I Craig Adler, make a motion that the Corrotoman By the Bay Board of Directors, approve the selection of Douglas Aquatics, Inc. for the replacement of the community pool, per the reviewed and attached proposal. The Board further authorizes the allocation of \$300,000.00 from the Capital Reserves toward the project and the pursuit of a commercial loan in the amount of \$302,000.00 to fund the remaining balance of the complete pool build project. The Board acknowledges that the President is authorized to sign all necessary contracts and financial agreements related to this effort, including but not limited to the pool construction contract and loan documents.

This motion affirms the Board’s commitment to ensuring the successful completion of the project in alignment with community needs and fiscal responsibility.”

Motion made by: Craig Adler

Seconded by: Ken Beutel

**Vote: Unanimously approved by the eight Board members present: Craig Adler, Deb Beutel, Ken Beutel, Matt Crabbe, Nick Klaiber, Sam Longstreet, Cristian Shirilla and Claire Smith.
Absent: Dexter Lewis.**

(The loan will require a 6-12 month construction interest-only loan and will convert to a loan with a 15 year amortization and a 5 year adjustable rate mortgage for permanent construction. This Board approval covers the multiple contracts necessary for the pool company and CBTB managed efforts to decrease overhead costs. The not to exceed costs for the Douglas Aquatics portion are \$477,072 and \$125,110 for the CBTB-managed portion with a total approved cost of \$602,182. Due to the competition sensitive nature of the pool construction proposals, the approved not to exceed specific costs will be posted on the website after negotiations for all contracts are complete and the pool company contract is signed and awarded.) See attached.

New Business:

- 1. Interested Parties may submit nominations for election to the Corrotoman By The Bay Board of Directors to CBTBay@gmail.com NLT Wednesday March 5th so that the Ballots for this year's Annual Meeting and Election may be approved at the March 8th Board Meeting. Please submit a brief resume and the reason why you desire to be elected to the Board of Directors.**

Member Input: None

Announcements from Board: None

Next Meeting: Saturday, March 8th, 2025, 9 am

Motion to adjourn Board meeting:

A motion was made by Matt Crabbe and seconded by Ken Beutel to adjourn the Board meeting at 11:03 a.m.. It was unanimously approved.

Board Member Terms

Craig Adler (2024-2027)	Deb Beutel (2023-2026)
Ken Beutel (2024-2027)	Matt Crabbe (2024-2027)
Nick Klaiber (2023-2026)	Dexter Lewis (2022-2025)
Sam Longstreet (2022-2025)	Cristian Shirilla (2022-2025)
Claire Smith (2023-2026)	

SCHEDULE OF MEETINGS

Saturday, March 8th, 9am

Annual Meeting and Election - Saturday, May 3rd, 9am

Saturday, July 12th, 9am

Saturday, September 13th, 9am

Saturday, November 8th, 9am

Saturday, January 10th, 2026 9am

2/22/2025 meeting

Treasurer's Report

December, 2024

Bi-monthly meetings

Documents Attached

-	Balance Sheet	December
-	Revenue and Expense Report	December
-	Accounts Payable	December

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 8/3/24

Dock:	1,800
Kayak:	0
Total:	1,800

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:

ACS implemented a new accounting system at the beginning of December and there were a few hiccups with some bill payments. It seems to have been resolved.

Also, deposits into the Cap/Res account which had been stopped continued with an additional \$9,419 being deposited in January creating an overage \$17,803 which was at \$8,304 we discussed in January when approving the budget for next year. I suggest leaving it in Cap/Res since our operating balance is equivalent to where it was this time in 2024.

New Business:

Several homeowners have inquired about assessment billings and they were reminded that invoices will be sent out late Feb, early March.

We continue to chase down properties being sold without disclosure packages or letting ACS know. The properties that were sold at auction still have not been totally identified in the ACS system but we are working on it.

Corrotoman-by-the-Bay Association

Balance Sheet as of 12/31/2024

Assets	Operating	Reserve	Total
Assets			
FCB OPERATING ACCOUNT	\$52,712.78		\$52,712.78
CHESAPEAKE BANK OPERATING	\$3,706.87		\$3,706.87
BLUE RIDGE BANK RESERVES		\$251,643.36	\$251,643.36
BLUE RIDGE ICS 0163-D		\$33,911.14	\$33,911.14
A/R - ASSESSMENTS & FEES	\$80,009.87		\$80,009.87
ASSESSMENT A/R RESERVE	(\$38,870.00)		(\$38,870.00)
PREPAID EXPENSES - INSURANCE	\$1,271.06		\$1,271.06
PREPAID EXPENSES - OTHER	\$801.77		\$801.77
Total Assets	\$99,632.35	\$285,554.50	\$385,186.85
Total Assets	\$99,632.35	\$285,554.50	\$385,186.85
Liabilities / Equity	Operating	Reserve	Total
Liabilities			
ACCOUNTS PAYABLE	\$4,992.56		\$4,992.56
A/P - DUE FOR LEGAL FEES	\$174.00		\$174.00
PREPAID ASSESSMENTS	\$4,550.08		\$4,550.08
KEY DEPOSITS (DOCK KEYS)	\$1,625.00		\$1,625.00
Total Liabilities	\$11,341.64		\$11,341.64
Equity			
RESERVES EQUITY - PRIOR		\$239,399.96	\$239,399.96
OPERATING EQUITY - PRIOR	\$55,865.47		\$55,865.47
CURRENT YEAR NET PROFIT / (LOSS)	\$32,425.24	\$46,154.54	\$78,579.78
Total Equity	\$88,290.71	\$285,554.50	\$373,845.21
Total Liabilities / Equity	\$99,632.35	\$285,554.50	\$385,186.85

Corrotoman-by-the-Bay Association

Statement of Revenues and Expenses 12/1/2024 - 12/31/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Operating Income							
41000 - OPERATING ASSESSMENTS	-	13,238.33	(13,238.33)	111,234.97	132,383.30	(21,148.33)	158,860.00
43000 - INTEREST EARNED - OPERATING	2.59	-	2.59	42.24	-	42.24	-
44000 - INT ON DELINQUENT ASSESSMENTS	-	-	-	496.13	-	496.13	-
45000 - LATE FEES BILLED	-	-	-	279.00	-	279.00	-
45100 - FEES - DOCK / TENNIS / ETC	40.00	200.00	(160.00)	2,145.00	2,000.00	145.00	2,400.00
46100 - CLUBHOUSE INCOME	50.00	-	50.00	417.90	-	417.90	-
Total Operating Income	92.59	13,438.33	(13,345.74)	114,615.24	134,383.30	(19,768.06)	161,260.00
Total Income	92.59	13,438.33	(13,345.74)	114,615.24	134,383.30	(19,768.06)	161,260.00

Operating Expense

Operating Expenses							
51000 - GROUNDS MAINTENANCE	3,900.00	1,666.67	(2,233.33)	20,300.00	16,666.70	(3,633.30)	20,000.00
51106 - GENERAL MAINT & REPAIR	-	250.00	250.00	200.00	2,500.00	2,300.00	3,000.00
51110 - ROAD REPAIRS	-	833.33	833.33	4,345.00	8,333.30	3,988.30	10,000.00
51120 - DOCK MAINTENANCE	-	41.67	41.67	11,138.64	416.70	(10,721.94)	500.00
52000 - ELECTRICITY	114.08	208.33	94.25	3,286.99	2,083.30	(1,203.69)	2,500.00
52100 - GAS / FUELS	-	62.50	62.50	530.19	625.00	94.81	750.00
52200 - WATER & SEWER	-	250.00	250.00	3,997.56	2,500.00	(1,497.56)	3,000.00
52350 - INTERNET	471.81	233.33	(238.48)	2,029.46	2,333.30	303.84	2,800.00
54000 - GENERAL ADMINISTRATIVE	12.44	-	(12.44)	12.44	-	(12.44)	-
54008 - MISCELLANEOUS OPERATING	-	16.67	16.67	-	166.70	166.70	200.00
54100 - MANAGEMENT FEE	500.00	500.00	-	5,000.00	5,000.00	-	6,000.00
54110 - POSTAGE / COPIES / SUPPLIES	-	127.50	127.50	1,619.99	1,275.00	(344.99)	1,530.00
54130 - TAXES & FEES	25.00	23.33	(1.67)	905.00	233.30	(671.70)	280.00
54165 - CLOSING FEES	-	16.67	16.67	-	166.70	166.70	200.00
54900 - BAD DEBTS	-	833.33	833.33	(769.00)	8,333.30	9,102.30	10,000.00
55000 - INSURANCE	-	400.00	400.00	4,887.00	4,000.00	(887.00)	4,800.00
55100 - LEGAL FEES	-	416.67	416.67	497.27	4,166.70	3,669.43	5,000.00
55150 - LEGAL FEES-COLLECTIONS	2,453.00	333.33	(2,119.67)	3,357.73	3,333.30	(24.43)	4,000.00
55200 - AUDIT / TAX RETURNS	-	62.50	62.50	-	625.00	625.00	750.00
55250 - INCOME TAX	-	-	-	2,703.00	-	(2,703.00)	-
57000 - POOL OPERATIONS	-	758.33	758.33	6,872.65	7,583.30	710.65	9,100.00
57100 - POOL MAINTENANCE	-	91.67	91.67	6,734.30	916.70	(5,817.60)	1,100.00
58100 - CLUBHOUSE MAINTENANCE	2,247.00	-	(2,247.00)	4,423.69	-	(4,423.69)	-
58200 - CLUBHOUSE SUPPLIES	-	-	-	118.09	-	(118.09)	-
Total Operating Expenses	9,723.33	7,125.83	(2,597.50)	82,190.00	71,258.30	(10,931.70)	85,510.00
Total Expense	9,723.33	7,125.83	(2,597.50)	82,190.00	71,258.30	(10,931.70)	85,510.00
Operating Net Total	(9,630.74)	6,312.50	(15,943.24)	32,425.24	63,125.00	(30,699.76)	75,750.00

Corrotoman-by-the-Bay Association

Statement of Revenues and Expenses 12/1/2024 - 12/31/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Reserve Income							
71000 - RESERVE ASSESSMENTS - CAPITAL	-	5,291.67	(5,291.67)	47,625.03	52,916.70	(5,291.67)	63,500.00
73000 - INTEREST EARNED - CAP RESERVES	1,761.04	-	1,761.04	(1,470.49)	-	(1,470.49)	-
Total Reserve Income	1,761.04	5,291.67	(3,530.63)	46,154.54	52,916.70	(6,762.16)	63,500.00
Total Income	1,761.04	5,291.67	(3,530.63)	46,154.54	52,916.70	(6,762.16)	63,500.00
Reserve Net Total	1,761.04	5,291.67	(3,530.63)	46,154.54	52,916.70	(6,762.16)	63,500.00
Net Total	(7,869.70)	11,604.17	(19,473.87)	78,579.78	116,041.70	(37,461.92)	139,250.00

Corrotoman-by-the-Bay Association

Cash Disbursement - 12/31/2024

Date	CheckNo	Description	Amount
11001 - FCB OPERATING *8308			
12/2/2024	Check 2000	ACS West Inv # 13614	500.00
		54100 - MANAGEMENT FEE - Association Community Services West - MANAGEMENT FEE	500.00
12/6/2024	Check 2002	Claire Smith Inv # 120224CS	350.00
		58100 - CLUBHOUSE MAINTENANCE - CH CARPET CLEANING	350.00
12/10/2024	Avid 2003	Lafayette, Ayers & Whitlock Inv # 54079	301.00
		55150 - LEGAL FEES-COLLECTIONS - CONSULTATION	301.00
12/10/2024	Avid 2004	Lafayette, Ayers & Whitlock Inv # 120224-6759	2,150.00
		55150 - LEGAL FEES-COLLECTIONS - LTITIGATION	2,150.00
12/18/2024	Avid 2005	Paradise Cleaning, LLC Inv # 255999	115.00
		58100 - CLUBHOUSE MAINTENANCE - JANITORIAL	115.00
12/18/2024	Avid 2006	R.W. Gordon Construction, LLC Inv # 265	490.00
		58100 - CLUBHOUSE MAINTENANCE - PLUMBING	490.00
12/19/2024	Misc Check 2007	Breezeline - AVID VOID IN ESCROW	153.77
		13200 - PREPAID EXPENSES - OTHER	153.77
12/19/2024	Misc Check 2008	Post Item - AVID VOID IN ESCROW	646.00
		13200 - PREPAID EXPENSES - OTHER	646.00
12/19/2024	Check 2009	State Corporation Commission Inv # 121824	25.00
		54130 - TAXES & FEES - SCC ANNUAL FEE	25.00
12/19/2024	Misc Check AVID VOID	Post Item - AVID VOID IN ESCROW	2.00
		13200 - PREPAID EXPENSES - OTHER	2.00
Total			4,732.77
11502 - BLUE RIDGE BANK RESERVE *5141			
12/2/2024	Transfer Out	Transfer to BLUE RIDGE ICS RESERVE ACCOUNT *141 - THIRD PARTY SWEEP TO ACC 0163 -D	840.36
		11504 - BLUE RIDGE ICS 0163-D - Transfer from BLUE RIDGE BANK RESERVE *5141 - THIRD PARTY SWEEP TO ACC 0163 -D	840.36
Total			840.36

Douglas Aquatics (3-5-2025)	Price
Base Contract with approved options	
29x74 Pool in Pool	\$341,527
Demo and debris removal & fill	\$39,211
Concrete Patio	\$72,313
Remove vacuum (credit)	(\$1,500)
Four 12' x 16' shade sails on one side of pool	\$12,450
One ¾" stainless steel shower and foot wash	\$3,500
Provide and install Spectrum anchor only for Motion Trek BP350 aquatic lift	\$550
Provide and install new "Rugged Mesh" pool cover	\$14,021
Preferred customer discount off cover	(\$5,000)
NTE Total	\$477,072

CBTB Provided	Price
Fence	\$15,610
Access Control for gate	\$5,000
Boring & geo tech report	\$14,000
Pump and Equipment Room (12x15)	\$30,000
Electrical subcontractor	\$15,000
Water	\$6,000
Grading, seeding, landscaping	\$3,000
Plat and county approved site plan	\$500
Plumb 2" water with backflow preventer	\$2,000
Temporary construction site and silt fencing	\$2,000
Other owner requirements	\$8,000
Reserve	\$24,000
NTE Total	\$125,110
Grand Total	\$602,182

Subject: - CBTB Finance Committee Meeting 2/18/25 – Minutes 5:07pm start

In attendance:

Beth Arthur

Bill Ehlman

Ken Beutel

Craig Adler

Absent – Scott Kellam

1. Craig Adler opened the meeting and summarized where the Pool Committee was with the two remaining vendors for our new pool build. Douglas Aquatics and CCI/Dominion Builders. Both vendors are fully accredited, reference checked, meet our scope of work and acceptable to be our vendor. Douglas Aquatics is substantially lower by 20% or \$138k (\$708k vs \$570k). Douglas's approach is to build our new pool within our existing pool framework. Which will be fully vetted for suitability. Douglas Aquatics is the vendor the Pool Committee will recommend be approved at the upcoming CBTB board meeting
2. Craig reviewed in detail the pool build financing assumptions, loan documents required, reserve and cash flow forecast and optional fundraising. These same documents were reviewed on 11/4/24 and documented in the approved minutes of that date. The primary change being the cost of the pool now firmed up to be \$570k.
3. Each agenda item was briefed in detail and discussion and questions responded to
4. Bill volunteered to join Craig when we enter into formal discussions with our bank lenders
5. The committee agreed the draft briefing was very complete and well supported how CBTB would finance the pool build from CBTB cash reserves and a bank loan and at the same time maintaining adequate reserves for other CBTB reserve requirements
6. There were minor recommend changes which were incorporated

Meeting adjourned at 5:51pm

Respectfully submitted,

Craig Adler, Finance Chair