
Corrotoman-By-The Bay Association, Inc.

Board of Directors Meeting Agenda

9:00 am, Saturday, March 8th, 2025

Call to Order the March BOD meeting: **Cristian Shirilla President:** Called to order at 9:03. Present were Cristian Shirilla, Deb Beutel, Ken Beutel, Claire Smith and Matt Crabbe. Sam Longstreet present via Zoom.

Secretary's Report: **Deb Beutel** - Minutes of February 22nd, 2025 Board Meeting to be presented to the Board for approval. Motion made by Deb Beutel and seconded by Claire Smith, unanimously approved as presented.

Treasurer's Report: **Claire Smith** – March Treasurers Report with January Financial Reports to be presented for Board Approval. Motion made by Deb Beutel and seconded by Cristian Shirilla, unanimously approved as presented.

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. No report.

Collections Committee Chair: **Deb Beutel**- Committee Members: Ed Krill, Claire Smith, Sam Longstreet

Communications Committee Chair: **Tara Linne**

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

Dock slips will start to be assigned on April 1st. No boats should be placed in slips until the Bulkhead repair/construction is complete. We do not yet have the final start date for construction but, will provide as soon as we have it to share. Any member who desires to use the Boat ramp to put their boat in the water should coordinator with Dock Master PRIOR to the construction beginning. The current planned date for construction to begin is end of Marc, pending weather.

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. See report of Capital Reserve Sub-Committee meeting attached.

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.
No report.

Roads Committee Chair: **Matt Crabbe-** Committee members: NEED VOLUNTEERS. Pipe failed in middle of Senior Creek Lane and there is a deep hole, that we will repair inhouse. 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** - “Advised on the terms of the pool construction contract and dues collection process.”

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. None

New Business:

1. **Board Of Directors to review and Approve the Ballot for the Annual Meeting & Elections.** Motion made by Deb Beutel, seconded by Cristian Shirilla, unanimously approved with changes as stated.
2. **Capital Reserve Study:** Motion made by Ken Beutel, seconded by Claire Smith for the Board to approve a Not To Exceed amount of \$2,500 for contracting a Capital Reserve Study from a yet-to-be-named firm with Community Associations Institute’s (CAI) Reserve Specialist certification.
Unanimously approved.

Member Input: None

Announcements from Board: None

Next Meeting: Annual Meeting and Election - Saturday, May 3rd, 9am with a Regular Board of Directors Business Meeting immediately following the Annual Meeting.

Motion to adjourn Board meeting: Motion to adjourn made by Matt Crabbe, seconded by Claire Smith. Unanimously approved. Meeting adjourned at 10:01 a.m.

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

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

Regular Board Business Meeting Immediately Following Annual Meeting

Saturday, July 12th, 9am

Saturday, September 13th, 9am

Saturday, November 8th, 9am

Saturday, January 10th, 2026 9am

3/6/2025 meeting

Treasurer's Report
January, 2025
Bi-monthly meetings

Documents Attached

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

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:

As many of you know there was a system hiccup with ACS and the dues assessments both on the portal and the mailing. All has been corrected and new invoices have been sent out. IF you did not get an email on how to access your account in the portal, please contact Amber@ACSWest.org

Assessments are due no later than March 31.

New Business:

We continue to chase down properties being sold without disclosure packages or letting ACS know. We have identified the properties sold at auction and have notified ACS of the new owners and billing information.

Corrotoman-by-the-Bay Association

Balance Sheet as of 1/31/2025

Assets	Operating	Reserve	Total
Assets			
FCB OPERATING ACCOUNT	\$48,760.52		\$48,760.52
CHESAPEAKE BANK OPERATING	\$3,756.87		\$3,756.87
BLUE RIDGE BANK RESERVES		\$245,382.25	\$245,382.25
BLUE RIDGE ICS 0163-D		\$44,288.29	\$44,288.29
A/R - ASSESSMENTS & FEES	\$77,421.79		\$77,421.79
ASSESSMENT A/R RESERVE	(\$38,870.00)		(\$38,870.00)
PREPAID EXPENSES - INSURANCE	\$1,271.06		\$1,271.06
Total Assets	\$92,340.24	\$289,670.54	\$382,010.78
Total Assets	\$92,340.24	\$289,670.54	\$382,010.78
Liabilities / Equity	Operating	Reserve	Total
Liabilities			
ACCOUNTS PAYABLE	\$3,674.48		\$3,674.48
A/P - ACS WEST INC	\$70.66		\$70.66
A/P - DUE FOR LEGAL FEES	\$142.00		\$142.00
PREPAID ASSESSMENTS	\$4,669.08		\$4,669.08
KEY DEPOSITS (DOCK KEYS)	\$1,625.00		\$1,625.00
Total Liabilities	\$10,181.22		\$10,181.22
Equity			
RESERVES EQUITY - PRIOR		\$239,399.96	\$239,399.96
OPERATING EQUITY - PRIOR	\$55,865.47		\$55,865.47
CURRENT YEAR NET PROFIT / (LOSS)	\$26,293.55	\$50,270.58	\$76,564.13
Total Equity	\$82,159.02	\$289,670.54	\$371,829.56
Total Liabilities / Equity	\$92,340.24	\$289,670.54	\$382,010.78

Corrotoman-by-the-Bay Association

Statement of Revenues and Expenses 1/1/2025 - 1/31/2025

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Operating Income							
41000 - OPERATING ASSESSMENTS	(4,128.23)	13,238.33	(17,366.56)	107,106.74	145,621.63	(38,514.89)	158,860.00
43000 - INTEREST EARNED - OPERATING	2.31	-	2.31	44.55	-	44.55	-
44000 - INT ON DELINQUENT ASSESSMENTS	144.99	-	144.99	641.12	-	641.12	-
45000 - LATE FEES BILLED	(18.00)	-	(18.00)	261.00	-	261.00	-
45100 - FEES - DOCK / TENNIS / ETC	-	200.00	(200.00)	2,145.00	2,200.00	(55.00)	2,400.00
46100 - CLUBHOUSE INCOME	50.00	-	50.00	467.90	-	467.90	-
Total Operating Income	(3,948.93)	13,438.33	(17,387.26)	110,666.31	147,821.63	(37,155.32)	161,260.00
Total Income	(3,948.93)	13,438.33	(17,387.26)	110,666.31	147,821.63	(37,155.32)	161,260.00

Operating Expense

Operating Expenses							
51000 - GROUNDS MAINTENANCE	-	1,666.67	1,666.67	20,133.24	18,333.37	(1,799.87)	20,000.00
51106 - GENERAL MAINT & REPAIR	-	250.00	250.00	200.00	2,750.00	2,550.00	3,000.00
51110 - ROAD REPAIRS	-	833.33	833.33	4,345.00	9,166.63	4,821.63	10,000.00
51120 - DOCK MAINTENANCE	-	41.67	41.67	11,138.64	458.37	(10,680.27)	500.00
52000 - ELECTRICITY	353.36	208.33	(145.03)	3,640.35	2,291.63	(1,348.72)	2,500.00
52100 - GAS / FUELS	775.98	62.50	(713.48)	1,306.17	687.50	(618.67)	750.00
52200 - WATER & SEWER	-	250.00	250.00	3,997.56	2,750.00	(1,247.56)	3,000.00
52350 - INTERNET	134.53	233.33	98.80	2,163.99	2,566.63	402.64	2,800.00
54000 - GENERAL ADMINISTRATIVE	7.76	-	(7.76)	20.20	-	(20.20)	-
54008 - MISCELLANEOUS OPERATING	-	16.67	16.67	-	183.37	183.37	200.00
54100 - MANAGEMENT FEE	500.00	500.00	-	5,500.00	5,500.00	-	6,000.00
54110 - POSTAGE / COPIES / SUPPLIES	-	127.50	127.50	1,619.99	1,402.50	(217.49)	1,530.00
54130 - TAXES & FEES	-	23.33	23.33	905.00	256.63	(648.37)	280.00
54165 - CLOSING FEES	-	16.67	16.67	-	183.37	183.37	200.00
54900 - BAD DEBTS	-	833.33	833.33	(769.00)	9,166.63	9,935.63	10,000.00
55000 - INSURANCE	-	400.00	400.00	4,887.00	4,400.00	(487.00)	4,800.00
55100 - LEGAL FEES	(146.00)	416.67	562.67	351.27	4,583.37	4,232.10	5,000.00
55150 - LEGAL FEES-COLLECTIONS	653.27	333.33	(319.94)	4,011.00	3,666.63	(344.37)	4,000.00
55200 - AUDIT / TAX RETURNS	-	62.50	62.50	-	687.50	687.50	750.00
55250 - INCOME TAX	-	-	-	2,703.00	-	(2,703.00)	-
57000 - POOL OPERATIONS	(494.38)	758.33	1,252.71	6,378.27	8,341.63	1,963.36	9,100.00
57100 - POOL MAINTENANCE	-	91.67	91.67	6,734.30	1,008.37	(5,725.93)	1,100.00
58100 - CLUBHOUSE MAINTENANCE	565.00	-	(565.00)	4,988.69	-	(4,988.69)	-
58200 - CLUBHOUSE SUPPLIES	-	-	-	118.09	-	(118.09)	-
Total Operating Expenses	2,349.52	7,125.83	4,776.31	84,372.76	78,384.13	(5,988.63)	85,510.00
Total Expense	2,349.52	7,125.83	4,776.31	84,372.76	78,384.13	(5,988.63)	85,510.00
Operating Net Total	(6,298.45)	6,312.50	(12,610.95)	26,293.55	69,437.50	(43,143.95)	75,750.00

Corrotoman-by-the-Bay Association

Statement of Revenues and Expenses 1/1/2025 - 1/31/2025

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Reserve Income							
71000 - RESERVE ASSESSMENTS - CAPITAL	4,128.23	5,291.67	(1,163.44)	51,753.26	58,208.37	(6,455.11)	63,500.00
73000 - INTEREST EARNED - CAP RESERVES	809.49	-	809.49	(1,482.68)	-	(1,482.68)	-
Total Reserve Income	4,937.72	5,291.67	(353.95)	50,270.58	58,208.37	(7,937.79)	63,500.00
Total Income	4,937.72	5,291.67	(353.95)	50,270.58	58,208.37	(7,937.79)	63,500.00
Reserve Net Total	4,937.72	5,291.67	(353.95)	50,270.58	58,208.37	(7,937.79)	63,500.00
Net Total	(1,360.73)	11,604.17	(12,964.90)	76,564.13	127,645.87	(51,081.74)	139,250.00

Corrotoman-by-the-Bay Association

Cash Disbursement - 1/31/2025

Date	CheckNo	Description	Amount
11001 - FCB OPERATING *8308			
1/1/2025	Check 2010	ACS West Inv # 26705	500.00
	54100 - MANAGEMENT FEE - Association Community Services West - MANAGEMENT FEE		500.00
1/3/2025	Avid 2011	Mo & J's Yardwork, LLC Inv # 1618	1,950.00
	51000 - GROUNDS MAINTENANCE		1,950.00
1/8/2025	Check 2012	Dexter Lewis Inv # 010725DL	450.00
	58100 - CLUBHOUSE MAINTENANCE - SEPTIC PUMP OUT		450.00
1/13/2025	Avid 2013	R.W. Gordon Construction, LLC Inv # 353	646.00
	58100 - CLUBHOUSE MAINTENANCE - REPAIRS		646.00
1/13/2025	Avid 2014	Breezeline Inv # 122824-60029826	318.04
	52350 - INTERNET		318.04
1/14/2025	Misc Check 2013	Gordon & Rees, LLP - PLUMBING SERVICE	646.00
	58100 - CLUBHOUSE MAINTENANCE - Gordon, Rees, Scully, Mansukhani, LLP - PLUMBING SERVICE		646.00
1/14/2025	Check 2015	ACS West Inv # DEC24 P&C	12.44
	54000 - GENERAL ADMINISTRATIVE - Association Community Services West - DEC24 P&C		12.44
1/28/2025	Transfer Out	Transfer to BLUE RIDGE BANK RESERVE *5141	4,128.23
	11502 - BLUE RIDGE BANK RESERVES - Transfer from FCB OPERATING *8308		4,128.23
1/28/2025	Avid 2016	Lafayette, Ayers & Whitlock Inv # 1/21/2025	38.00
	55150 - LEGAL FEES-COLLECTIONS - COLLECTIONS FEES		38.00
Total			8,688.71
11502 - BLUE RIDGE BANK RESERVE *5141			
1/3/2025	Transfer Out	Transfer to BLUE RIDGE ICS RESERVE ACCOUNT *141	821.68
	11504 - BLUE RIDGE ICS 0163-D - Transfer from BLUE RIDGE BANK RESERVE *5141		821.68
1/9/2025	Transfer Out	Transfer to BLUE RIDGE ICS RESERVE ACCOUNT *141	5,291.67
	11504 - BLUE RIDGE ICS 0163-D - Transfer from BLUE RIDGE BANK RESERVE *5141		5,291.67
1/31/2025	Transfer Out	Transfer to BLUE RIDGE ICS RESERVE ACCOUNT *141	4,128.23
	11504 - BLUE RIDGE ICS 0163-D - Transfer from BLUE RIDGE BANK RESERVE *5141		4,128.23
Total			10,241.58

Committee Meeting Reports

Finance Report:

1. Douglas Aquatics - our CBTB Selected Pool Construction build contractor:
 - a. We have successfully concluded negotiations on the contract
 - b. Douglas Aquatics accepted all of our requested changes from our legal advisor Ed Krill, Ken and Craig
 - c. We expect Cristian will sign the contract over the next few business days
2. Bank Financing for pool build:
 - a. Chesapeake Bank and Blue Ridge Bank were both informed of our Board approval that we are proceeding with building our pool beginning September 2025, approval of allocating \$300,000 of cash reserves to build the pool, and approval to seek financing for \$302,000
 - b. Both banks were pleased that 50% of our total project costs were covered with cash reserves
 - c. Both banks provided their documents request list
 - d. CBTB will expedite the completion of the annual tax return and target completion during the month of April 2025
 - e. We plan to submit all necessary documents to the both banks by end of April 2025
 - f. Both banks should be able to provide terms sheets for our review in May 2025
 - g. Finance committee will negotiate and make a recommendation which bank to use to the Board in May 2025
 - h. Selected bank will provide a fully documented and committed loan by end of June 2025

Finance Capital Reserve Planning Sub-Committee Meeting Minutes

March 3rd, 2025

Goal: "CBTB resolves to form a group of community members to work under the Finance Committee as the Capital Reserve Planning Committee [to develop the 2026 Capital Reserve Replacement Report (AKA Cap Reserve Study)]. CBTB further resolves to adopt a formal capitalization policy. For an item to be considered for Capital Reserve Funding, the unit cost must be greater than \$2,000 and[or] have a useful life of a minimum of 5 years. Participation in this Planning Committee is open to any member in the community in good standing. The Planning Committee will take the prior Cap Reserve Replacement Report, review all ground rules and

assumptions, validate the inventory, produce other details as necessary to properly plan and estimate replacement costs, and direct actions to have a new Replacement Reserve Report presented to the Board no later than 1 December 2025. The Committee shall provide progress reports at each meeting and make other recommendations as needed before delivery of the final report.”

This plan will guide capital expenditures and inform the community of projected costs across the next 40-year study period (2026-2065).

1. The meeting was held on MS Teams and in person from 5:30-6:35 p.m.
2. Meeting was held via MS Teams. Members on Teams were Scott Kellam, Beth Arthur, Rebecca Nelson, Bill Ehlman, Craig Adler, Lisa Adler and Ken Beutel.
3. Ken opened the meeting with a quick review of his telephone call with Miller-Dodson (the firm that performed the last Level II Study for CBTB). They are willing to use our Inventory data and complete a Level II Update Replacement Reserve Study for us and will provide Ken a quote by Friday. He will share the quote with the committee (prior study was contracted in June of 2020 for \$3,898) and bring it before the Board at this Saturday’s meeting as a Not To Exceed amount for Board approval.
4. We then reviewed each item in the inventory, the research data, and we updated records as needed. We also discussed performing certain blocks of replacements during the same year or in a specific sequence to gain efficiency and enable future Boards to make better informed spending decisions when they budget. For example, the flooring in the clubhouse now has a single replacement year so that a decision can be made regarding moving to a luxury vinyl tile or continuing with tile, linoleum, and carpet in different areas. We added an item to replace the areas under the playground equipment with a weed barrier, engineered wood fiber, and landscaping to improve safety and usability of the equipment. We now have the contract pricing data for the replacement pool and accept the estimates for tennis courts and dock. This working document is the one we wish to provide Miller-Dodson and was unanimously approved by all Cap Reserve committee members present. It is called “2026 Cap Reserve items (03-03-2025)” and the updated draft is attached.
5. This spreadsheet has a second tab after “Inventory” called “Outlay” that shows the total planned expenditures by year and provides a graph that shows each year across the study period. Ken pointed out that there were both peaks and valleys in that graph, but the average yearly cost was \$34,912 (and in the first 15 years when there will be an active loan for the pool, the average was \$32, 403). Bill voiced concern that the replacement date for East Highview (year 4: 2029) may need to be moved up due to the condition of the road; if it needs to be done in the next year this is a new expense that Ken will bring to the attention of the Board.
6. Several other items may come in at a reduced cost due to community efforts. Lisa mentioned the fundraising work that she, Deb Beutel and a few others were going to do to get donations to fund the new pool furniture and playground equipment.
7. Action Items
The completed action items
 - ✓ Draft and approve Minutes (Ken/Committee)
 - ✓ Request a Resolution from the board to direct the committee (Craig/Ken)

- ✓ Create a schedule of events/timeline to produce the Report (Ken)
- ✓ Highlight findings to Board regarding Picnic Pavilion from 2021 Report (Craig)
- ✓ Review Inventory (All)
- ✓ Review Exclusions and document assumptions (All)
- ✓ Assign a committee member to inventory, inspect, and verify replacement cost, useful life and remaining life for the new inventory of items (All)
- ✓ Recommendation to the Board on whether an outside firm (such as Miller Dotson) should certify/approve the work/report of the capital reserve committee, and estimated cost (All)
- ✓ Update the board on new inventory items (Craig/Ken)

The open action items

- ☐ Ken will get a quote from Miller-Dodson about using our work and completing the financial analysis and writing a Final Report.
 - ☐ A desired outcome is that the Committee provide a plain language recommendation to the CBTB Board of Directors regarding the sufficiency of the current assessment and when additional increases are required. The prior report includes an "Evaluation of Current Funding" that estimated the ability of the then-current reserves and annual funding as well as a recommended Minimum Balance. Those calculations assumed the pool was replaced in 2021 and that the Minimum Balance calculations of \$48,000 will always be held in reserve (\$47,789 is the annual expenditure rate for the reserve calculated by the 12-month 40-year average annual expenditures and was rounded up to \$48K.)
8. We then went around the membership looking for questions and concurrence on both the way ahead and the date of the next meeting. We will meet over Microsoft Teams at 5:30 pm on Monday, April 7th, 2025.

New Action items

- ☐ Draft and approve Minutes (Ken/Committee)

Respectfully submitted,

Ken Beutel, Cap Reserve Planning Committee Chair