

## **Corrotoman-By-The Bay Association, Inc. Board of Directors Meeting, Saturday, January 13, 2018**

**Board Members:** Sam Longstreet, JJ Allen, Christian Schrilla, Deb Beutel, Becca Nelson, on the phone Bill Ehlman, Jean Ehlman, Susan Lindeman, Robert Bennett

**Members:** Bruce Lindeman, Rocky Boykin, Jeff Craven, Kathy Craven, Tara Linne, and Ken Beutel

**Call to Order:** Deb at 9:06am

**Announcement:** Coozies and T-shirts for purchase. Great New Year's party-59 attended.

**Member Input Session:** N/A

**Secretary's Report:** December and January minutes to go out today, July still needs to be modified

**Treasurer's Report:** Sam provided his report; hospitality shows a negative but we haven't deposited some checks, we have a surplus in the budget, expenses total \$44,636, budgeted 53,570, surplus of over \$9,000 with two months to go but looking at the previous year's costs we look pretty good. Last year in January we had a large expense of \$7,000 for road maintenance; however, after talking to JJ we do not expect to have that expense this year. Deb would like to break out the money received from social events to show we are not using the normal CBTB expense budget. JJ wanted to know how much we have and Deb needs to reconcile her paid expenses with her receipts and money from 50/50, it is estimated to be around \$1,000. Jean indicated how Susie handled the social money previously; Deb is choosing to keep it tracked on the budget. Balance Sheet: checking over \$9,000, \$39,479, excess goes into the savings account, Sam is estimating expenses based on previous years, no issues noted. We are in good shape. Motion to accept: JJ, Second: Becca, Approved unanimously

### **Committee Reports**

**Architectural Report:** nothing to report. Deb asked who else is on this committee. JJ indicated it includes Rocky, Robert Bennett, and Joe Dickens when present.

**Capital Reserve:** Jean will work with Sam, treasurer, and the finance chair about the amount of money that should go into the capital reserve account for 2018.

**Collections: Bill Ehlman, Chair:** Amount outstanding \$18,000 and change as of the end of December. New money has been received. Collection policy- in the past we would have Vicki distributed our demand letter, the demand letter includes all the fees to be paid, if not paid we would start the collection process of lien or warrant in debt. The courts started to question the lack of an attorney and using a CPA in court. In the future the attorney will handle the collection process after the demand letter and will continue to go through the legal system to receive the money. Sam asked if we will have any legal costs for January and February. We expect the retainer cost to increase from \$500 to \$1,200. We are proceeding with two foreclosure proceedings but we do not know what the costs for the legal fees will be. Deb asked if the check has been sent on the increase in the retainer, Bill to check with Vicki.

**Communications: Tara Linne, Chair:** Tara indicated the news letter will go out with the annual dues which will be January 29, 2019. She will also indicate that members can use PayPal to pay their annual dues. JJ inquired on how to pay, Tara will indicate in the news letter the steps to take to pay appropriately. Comment came into Gmail on a list of phone numbers of who to contact when they are in the club house and something is going on for example the heat is not on. Any topics for the news letter need to be sent to Tara by this weekend.

**Dock: Rocky Boykin, Chair:** Not much to report as we do not have any boats. The area looks ok with the ice and frozen water. JJ to work with Rocky on how many signs we need at the dock area, Rocky believes he needs 3. JJ asked if we know how much to dredge, Rocky indicated he looked into that last year.

**Finance Committee: Bill Ehlman, Chair:** \$39,479 is how much is in the capital fund with no expenses year to date. The number should be around \$49,500 per the finance committee recommendation. We look to be around \$10,000 under budget; however, we have other funds in savings accounts to cover. Fiscal year ends in February; we will have the updated numbers provided next month.

**Hospitality: Susie Pierce, Chair:** Susie is not present and Deb is not aware of anything coming up.

**Nominating Committee: Jeff Craven, Chair:** The committee has not met recently, they are providing information to Tara for the news letter, and we have open positions coming up.

**Pool: James Allen, Chair:** Nothing new to report, JJ to provide a status report for March on maintenance

**Roads & Grounds: James Allen, Chair:** We have someone coming to look at the septic fields tomorrow the fee is around \$300. They will check the distribution box and look into making sure we don't have a problem. JJ to look into moving the pipes for the furnace so we don't have the pipe freeze and have the heat turn off. Tara offered Will could come in and put a heat wrap around on the pipe. JJ and Christian did not think that would be a good solution. We do have a service contract with a company for our HVAC systems.

**Tennis & Golf: Jean Ehlman, Chair:** Tennis and pickle ball courts have had all of the furniture moved out and in storage until the spring. We have new flags for golf and those will be put up in the spring.

## **Old Business**

1. **Status of Corrotoman Extension Letters-** Deb to work on getting those out this weekend. Next meeting to be either in February or March we need to make a decision. Deb and Susan cannot make the Feb meeting so the decision was made to have the next meeting on March 10<sup>th</sup>.
2. **Review and Approve Proposed New Signage for CBTB Amenities for 2018 Season,** Deb- Deb worked with an attorney we have on a retainer to look at the admin policy to compare and update the verbiage for the signs. Deb is proposing that we move forward with updating the signs. Sam recommended removing c and d and the majority agreed. Bruce indicated the rules are very wordy and we should look to reduce the verbiage keep what is important. Kathy

commented on some typos on number 2 under both sections. Deb to update the signage today and we can then proceed with getting the signs. Robert indicated we have an amenities application that is also being worked on for distribution with the January newsletter.

3. **Status of Committee to Review and Propose Updates to the Administrative Policy Manual, by Laws and other CBTB Documentation**, Deb Beutel- Deb handed out a copy of the memorandum for the record. Deb asked that the board review and provide comments within the next 2 days. Tara suggested we modify what goes into the newsletter to stream the request for volunteers. Bruce indicated we need to make sure the ask is clear. Tara to draft the verbiage. Motion to approve: Sam, Second: JJ, approved unanimously.

## **New Business**

1. **Process for Receipt and Recording of Dues and Amenities Fees, Receipt of Mail and Signing of Checks**-board needs to vote and approve authorizing President and Vice President to serve as alternative with check signers. **Motion to approve: Sam, Second: JJ, approved unanimously.**
2. **Updating the thermostat**- discussion on if we want to update the thermostat with the free wifi thermostat. **Motion to approve: Sam, Second: JJ, approved unanimously.**
3. **Status of Past Dues Collections**-already discussed
4. **Discuss updating authorized users of CBTB credit card miscellaneous expenses Rocky and JJ** **Motion to approve: Christian, Becca, Second, approved unanimously.**
5. **Amenities Application**- Reviewed the application on the screen. Discussion around the pool fees and expenses. Add the changes to the application as approved on the signage. Deb indicated she would like the rules to be synchronized with the administrative policy. We are keeping in the pool fee for \$100. **Motion to keep the \$100 fee: Becca, Second: Sam, approved unanimously.** Also recommended that number 12 be modified to include the golf chair approve organized parties. **Motion to approve: Sam, Christian Second, approved unanimously,** Motion to approve the application with the changes **discussed Motion to approve Sam: Second Christian, approved unanimously**
6. **Pool card reader**-Bonnie Hunt offered to research the card reader, Becca to follow up with Bonnie to see if she has any new information.

**Meeting adjourned at 10:49**