
Corrotoman-By-The Bay Association, Inc.

Board of Directors Meeting Minutes

9:00 am, Saturday, April 19, 2025

Call to Order the April BOD meeting: **Cristian Shirilla President:** Meeting called to order at 9:05 am. Present in clubhouse were Deb Beutel, Ken Beutel, Dexter Lewis, Cristian Shirilla and Claire Smith. Present via Zoom were Craig Ader and Sam Longstreet. Quorum present.

Secretary's Report: **Deb Beutel** - Minutes of March 8th, 2025 Board Meeting were presented to the Board for approval. Motion to approve made by Cristian Shirilla, seconded by Dexter Lewis. Unanimously approved.

Treasurer's Report: **Claire Smith** – No report.

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 No Report.

Communications Committee Chair: **Tara Linne** No Report.

Dock Committee Dock Master: **Don Smith** - Asst Dock Master Mike Arthur No report.

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 and Maria Merkowitz. See report of Capital Reserve 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.

See Pool Committee Report attached.

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

Special Committees:

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

“Friends of CBTB” Fundraising Committee See report.

Old Business:

1. A motion was made Ken Beutel, seconded by Cristian Shirilla to amend the motion made at the March 8th Board meeting which approved an expenditure NTE \$2,500.00 and approve an increase of \$500.00 for an amount NTE \$3000.00 for Level II Capital Reserve Study Completion. Unanimously approved.

New Business:

1. Board of Directors discussed several estimates and options for a replacement security camera system. Cristian Shirilla made a motion, seconded by Dexter Lewis to approve an amount NTE \$3,600.00 for purchase of a new security camera system. It was unanimously approved. Ken Beutel and Cristian Shirilla will review costs and technical capabilities of each system and determine the best system to meet clubhouse requirements.
2. Board Of Directors reviewed several estimates for repair of vandalism to men’s bathroom. Cristian Shirilla made a motion, seconded by Dexter Lewis to approve an amount NTE \$3,500.00 for repair of damage to men’s restroom caused by vandalism. It was unanimously approved.
3. Board of Directors reviewed 5 Pool tile selections for the new pool to be presented to Community at Annual Meeting.

Member Input:

Don Smith mentioned concerns about the current status of CBTB gravel roads after the severe weather we had over the winter. Specific concerns were identified with respect to Sandy Lane.

Will and Tara Linne reported additional roads concerns in an email to the Board of Directors. The email contained details of the recent washout on Cove Lane included photos to the Board. Where the culvert is across the lane it seems to overflow and is washing out the other side. Also, where the pipe crosses the road, the gravel has washed away and is washing away the road. We request that someone come and inspect. We are done with the building and would like to request our road deposit back.

Announcements from Board: None

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

Motion to adjourn Board meeting: Cristian Shirilla made a motion, seconded by Dexter Lewis to adjourn Board meeting at 9:48 am. 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

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

Followed by Regular Board Business Meeting May 3rd

Saturday, July 12th, 9am

Saturday, September 13th, 9am

Saturday, November 8th, 9am

Saturday, January 10th, 2026 9am

Committee Meeting Reports April 19th 2025

1. Finance Committee Report Chair: Craig Adler:

The Finance Committee has approved the filing of the annual tax return for the year ended February 28, 2025 as prepared by our CPA firm.

The Finance Committee will now send all required documents to our two banks to continue the financing approval process for our pool construction contract.

2. Finance Capital Reserve Planning Sub-Committee Meeting Minutes, Chair Ken Beutel

April 7th, 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 from 5:30-6:35 p.m. Members on Teams were Scott Kellam, Lisa Adler and Ken Beutel.*
2. *Ken opened the meeting with a quick review of his discussions with Mr. Stew Willis, Blue Ridge Reserve LLC (the firm we contacted after Miller Dodson). His revised proposal to perform a Level II Capital Reserve Report study is \$3,000. He previously provided Ken a quote for \$3,800 (prior Level II study was contracted in June of 2020 for \$3,898). We are currently approved for \$2,500 as a Not To Exceed amount by the Board. Ken will bring the new bid before the Board at the Saturday, April 19th meeting and request an additional \$500 for Board approval. All members present approved that approach. When the proposal was shared with the members that could not attend, all others also approved except Maria Merkwitz who stated she did not think we "need a review and certainly don't think we need to spend \$500".*
3. *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)
- ✓ Ken obtained quotes from Miller-Dodson and Blue Ridge Reserve about using our work and completing the financial analysis and writing a Final Report.

The open action items

- 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.)
- 4. We then went around the membership looking for questions and concurrence on both the way ahead. The next meeting is not currently scheduled, pending decision by the Board.

New Action items

- Draft and approve Minutes (Ken/Committee)
- **Request additional \$500 from CBTB Board of Directors for a Level II Study Report to be conducted by Mr. Stew Willis, Blue Ridge Reserve, LLC**

Respectfully submitted, Ken Beutel, Cap Reserve Planning Committee Chair

3. “Friends of CBTB” Fundraising Committee, Co-Chairs: Lisa Adler, & Deb Beutel

We now have 12 committee members and have a total of **\$3,038.97** in our fund

“Friends of CBTB” proposed Fundraising Events:

1. **May 3rd Annual Meeting** – Coffee, Donuts Water and soft drinks available for donations at Annual Meeting (All proceeds to go to Pool Furniture Fund)
 1. Sklar’s to purchase Donuts
 2. Lisa Lindeman to purchase Cases of bottled water
 3. Beutel’s to purchase soft drinks and bring extra-large cooler with ice.
 4. Sell remaining CBTB SWAG: Car Magnets, shirts, Koozies

5. Request Tara Linne send put Annual Meeting Reminder email and bring your wallet reminder.
6. Have a 50/50 Raffle at Annual Meeting (Need Volunteer to Lead)
7. Sell Remining CBTB Koozies, Magnets and shirts

2. Saturday May 31st – Community Concert near Pavillion/Clubhouse with “Slow Burn Duo”

1. Beutel’s contracted Slow Burn Duo
2. Ask Tara to Create Flyer for Concert to Advertise in Community, webpage and Facebook:
 1. Suggested Donation \$10.00 per person
 2. Donations of \$100.00 or more receive FREE Tie Dye t-shirt
 3. Wear your best Tie Dye
 4. Bring your own Lawn Chair and BYOB
 5. Burgers, Hot Dogs and soft drinks/Water for sale.

3. Saturday June 21st Summer Solstice Yoga on the Lawn/Ice Cream Social

4. Friday July 4th, Potluck Brunch in Clubhouse for donations after 4th of July Parade.

5. Saturday August 16th – Dog Days of Summer - Dog Movie and Hot Dogs, Popcorn, softdrinks sold in Pavillion. Hope Crabbe volunteered her large screen outdoor Movie Screen

4. Pool Committee Meeting Minutes April 14, 2025 , Chair Ken Beutel:

The goal for the Pool Committee is to keep the current pool usable until Fall 2025, while engaging the community in the design and need for a replacement to the existing one.

1. The meeting was held in the CBTB Clubhouse and on Zoom from 7:00 to 7:55 p.m.
2. Members in attendance were Ken Beutel (in person), Deb Beutel (in person), Bill Ehlmann (in person), Byran Sklar and Wayne Lindeman.
3. Items discussed:
- 4. What has happened since we last met?**
 - First, the new pool recommendation that we made was approved by the Board at the December meeting. The Board gave the bidders another month to revise their proposals and provide a final cost. The Board met again on February 22nd, 2025, and selected the Douglas Aquatics proposal to build a “pool-in-pool” to replace the current pool after this Summer’s season. Cristian signed the contract, and the Pool Committee is building our part of the project plan now. Ken has been nominated by the Board to be the CBTB Representative to Douglas Aquatics (more on that later) and Craig is working on the financial and contractual aspects. If you want to help with the new pool build, there are plenty of opportunities to lead one or more of the

various sub-projects: water, shelter, soil analysis, communications, fencing, etc. Please let Ken know if you are interested and I can give more details.

- Cristian also signed our 2025 Pool Maintenance Services contract with JDO. When Ken talked with them, they gave us an offer to enroll in a Pool & Hot Tub Alliance (PHTA) course called “Certified Pool Operator” that they were hosting in Kilmarnock. The Board felt we needed someone with a bit more expertise in what it takes to run a pool, especially with the new pool coming so Ken took the course (and passed) on March 27th.
5. **Pool Open:** the Maintenance contract has JDO opening the pool the week of May 5th. This is to give us time to get the water cleaned, balanced, and warming up for the open to the community. Depending on how many people can help, once JDO is done we need to clean the deck, get the pool furniture out of the shed, run the robot, test the water, and add salt to open the pool—hopefully we can beat the May 23rd open from last year.
 6. **Pool volunteers:** given Ken’s new training, we need to go back to the more detailed records that Lisa was keeping. Ken will work with the volunteers and JDO to make sure we know how to keep track and use our test kits.
 7. **New Pool Color Scheme.** We reviewed the current new pool color scheme (black lettering for depth and “No Diving” signs, the bullnose travertine coping is Ivory, and the pool finish is Martinique. We have the Noble Tile & Coping catalog for the Travertine Coping and a WetEdge brochure for the Luna Quartz, Martinique interior finish. According to the pool builder, in most cases the coping and tile do not "match" in color. Generally, we want a light color for the pool coping so that it will not be too hot to walk or sit on. The WetEdge Luna Quartz-Martinique has a white matrix with small bits of blue intermixed. When the pool is full and clean the water will appear light blue in color, what Douglas Aquatics refers to as "Caribbean blue". The greater the water depth the deeper blue the water color will appear.
 8. **New Pool tile selection:** Douglas Aquatics is asking for us to select a color for the 6x6 tile to be used around the edge of the new pool. The Committee selected our top 5 choices from the catalog. Douglas will provide us sample tiles for those five that will be used during the CBTB Annual Meeting on May 3rd to get the community engaged in the new pool build. The options are (from the 2024 NPT Catalog):
 - BLUE SEAS (page 63) Light Blue SEA-LIGHT
 - OCEANS (page 70) Marine OCEANS-MARINE
 - BERMUDA (page 82) Bermuda Blue BERMUDA BLG
 - VERONA (page 111) Borba Turquoise VR679
 - VERONA (page 111) Tondela Blue VR681
 9. **Pool change orders.** We pretty much described the new pool features last Fall, but I would like to continue to ask the entire committee for input whenever possible about making changes from the base contract. One item that has come up is the combination shower and footbath. One option we did not consider earlier was going with a footbath only. It is likely to be sturdier than the one that requires a shower head and might get just as much use. We can ask for a change at it might not be costly now as Douglas Aquatics has not yet purchased the combination unit. We should discuss the
 10. **New Pool Furniture.** There is a new volunteer committee working on fund raising to buy new furniture for the pool deck and maybe playground equipment and lounge chairs that can be used on the sun shelf for 2026. Let me know if you are interested in helping with that, too. I don't think we need new furniture for the start of this year, and we have plenty of

umbrellas (the new pool will have a sunshade so we will only need umbrellas for the sun shelf next year).

11. The next Committee meeting will be in June and focus on 2025 pool operations.

Respectfully submitted, Ken Beutel, Pool Committee Chair

5. Roads Committee: Chair Matt Crabbe

There are several roads which need attention after this wet winter. I need board approval on these roads and it may exceed \$5000.00, but we will try and keep it well under if possible. We also need to discuss the road wear at the new construction sites. I am beginning to get busy at work, but at this moment I plan on participating in tomorrow's meeting. **Roads discussion was tabled until May 3rd Regular Board Meeting when Roads Chairman will be present.**