
Corrotoman-By-The Bay Association, Inc.

Board of Directors Meeting Minutes

11:00 am, Saturday, May 3rd, 2025

Call to Order the May BOD meeting: Cristian Shirilla President:

Cristian Shirilla called the Regular May Business Meeting to order at 11:07 a.m. Board Members present: Deb Beutel, Ken Beutel, Nick Klaiber, Cristian Shirilla, Claire Smith, and Don Smith. Sam Longstreet was present via ZOOM

Secretary's Report: Deb Beutel –

1. Deb Beutel made a motion to approve the Minutes of April 19th, 2025 Board Meeting, seconded by Nick Klaiber, unanimously approved.
2. Deb Beutel made a motion, seconded by Cristian Shirilla to approve the newly selected slate of Officers and Committee Chairs as follows:

The new Board Of Directors Officer Slate is:

President	- Cristian Shirilla
Vice President	- Nick Klaiber
Secretary	- Deb Beutel
Treasurer	- Claire Smith

Committee Chairs:

Pool Chair	- Ken Beutel
Architecture Committee	- Sam Longstreet, Chair, Nick Klaiber and Deb Beutel (members)
Roads, Grounds and Dock	- Don Smith
Finance	- Craig Adler
Capital Reserve	- Ken Beutel

Treasurer's Report: Claire Smith – Treasurer presented the February Financial Report for Board Approval. A motion was made by Deb Beutel and seconded by Cristian Shirilla to approve the February Financial 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: 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

Work is currently ongoing to repair Bulkhead new Boat Ramp and slips. Deb Beutel made a motion which was seconded by Cristian Shirilla. The motion, requests that the following information be provided to the community via email and the website. **“Due to the current repair efforts to the Bulkhead and the need to allow the backfilled area to settle, access to the Bulkhead area is restricted through September 1st 2025. Please coordinate any request to use the Bulkhead area prior to that date with the Dock Master.”**

Finance Committee Chair: Craig Adler- Committee Members: Bill Ehlman, Ken Beutel, Scott Kellum, Lisa Adler, Beth Arthur and Claire Smith. No report.

Capital Reserve sub-committee Chair: Ken Beutel – Committee Members; Deb Beutel, Claire Smith, Don Smith, Scott Kellum, Lisa Adler, Craig Ader 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, Nick Klaiber, Carl Failmezger, Cristian Shirilla, Don Smith. No Report.

Roads Committee Chair: Don Smith- Committee members: NEED VOLUNTEERS.

Grounds Committee Chair: Don Smith - 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 No report.

Old Business:

1. Road issues and concerns that were tabled at the April Meeting for discussion when the Roads Chair would be present were readdressed during this meeting. **“A motion was made by Deb Beutel, seconded by Cristian Shirilla to authorize the new Roads Chair, Don Smith, to spend an amount not to exceed \$5,000.00 for immediate road repairs as mentioned in a proposed contract and project plan to be reviewed and approved by the Association President.”** With Don and Claire Smith abstaining, it was approved by a quorum vote.

New Business:

1. The new Roads Chair, Don Smith, brought up concerns regarding the lack of visibility to the Board and Roads and Grounds Committees when property owners are contracting for lot clearing and other efforts that bring large trucks and equipment into the community. The Board is investigating the most appropriate way to document requirements for notification and Roads deposits in such cases in coordination with our Documentation Rewrite effort.
2. Ken Beutel pointed out that CBTB has worked hard to establish relationships with contractors that are cost effective and have provided proven results for pool maintenance, lawn mowing and road repairs. It is both a challenge and time-consuming trying to obtain three or more responsive quotes for these services. **“A motion was made by Ken Beutel and seconded by Cristian Shirilla to maintain relationships that have been previously negotiated by the Board for the next two years for**

maintenance of the grounds, roads, and pool, providing the work to be performed is within the approved budget and contracts are reviewed and approved by the President.”

Member Input: None

Announcements from Board: None

Next Meeting: Saturday, July 12th, 2025, 9am

Motion to adjourn Board meeting: A motion was made by Don Smith and seconded by Claire Smith to adjourn the Meeting at 12:05. 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)	Sam Longstreet (2025-2028)
Cristian Shirilla (2025-2028)	Claire Smith (2023-2026)
Don Smith (2025-2028)	

SCHEDULE OF MEETINGS

Saturday, July 12th, 9am
Saturday, September 13th, 9am
Saturday, November 8th, 9am
Saturday, January 10th, 2026 9am

Corrotoman-by-the-Bay Association

Balance Sheet as of 2/28/2025

Assets	Operating	Reserve	Total
Assets			
FCB OPERATING ACCOUNT	\$53,903.67		\$53,903.67
CHESAPEAKE BANK OPERATING	\$2,919.43		\$2,919.43
BLUE RIDGE BANK RESERVES		\$250,604.23	\$250,604.23
BLUE RIDGE ICS 0163-D		\$45,103.60	\$45,103.60
A/R - ASSESSMENTS & FEES	\$66,303.50		\$66,303.50
ASSESSMENT A/R RESERVE	(\$28,203.72)		(\$28,203.72)
PREPAID EXPENSES - INSURANCE	\$1,271.06		\$1,271.06
INCOME TAX DEPOSIT	\$1,160.00		\$1,160.00
Total Assets	\$97,353.94	\$295,707.83	\$393,061.77
Total Assets	\$97,353.94	\$295,707.83	\$393,061.77
Liabilities / Equity			
Liabilities			
ACCOUNTS PAYABLE	\$520.92		\$520.92
A/P - ACS WEST INC	\$70.66		\$70.66
PREPAID ASSESSMENTS	\$12,377.13		\$12,377.13
KEY DEPOSITS (DOCK KEYS)	\$1,625.00		\$1,625.00
Total Liabilities	\$14,593.71		\$14,593.71
Equity			
RESERVES EQUITY - PRIOR		\$239,399.96	\$239,399.96
OPERATING EQUITY - PRIOR	\$55,865.47		\$55,865.47
CURRENT YEAR NET PROFIT / (LOSS)	\$26,894.76	\$56,307.87	\$83,202.63
Total Equity	\$82,760.23	\$295,707.83	\$378,468.06
Total Liabilities / Equity	\$97,353.94	\$295,707.83	\$393,061.77

Corrotoman-by-the-Bay Association

Statement of Revenues and Expenses 2/1/2025 - 2/28/2025

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Operating Income							
41000 - OPERATING ASSESSMENTS	(126.40)	13,238.37	(13,364.77)	106,980.34	158,860.00	(51,879.66)	158,860.00
43000 - INTEREST EARNED - OPERATING	2.03	-	2.03	46.58	-	46.58	-
44000 - INT ON DELINQUENT ASSESSMENTS	40.95	-	40.95	682.07	-	682.07	-
45000 - LATE FEES BILLED	(8.00)	-	(8.00)	253.00	-	253.00	-
45100 - FEES - DOCK / TENNIS / ETC	-	200.00	(200.00)	2,145.00	2,400.00	(255.00)	2,400.00
46100 - CLUBHOUSE INCOME	50.00	-	50.00	517.90	-	517.90	-
49999 - BAD DEBT RECOVERY	212.32	-	212.32	212.32	-	212.32	-
Total Operating Income	170.90	13,438.37	(13,267.47)	110,837.21	161,260.00	(50,422.79)	161,260.00
Total Income	170.90	13,438.37	(13,267.47)	110,837.21	161,260.00	(50,422.79)	161,260.00

Operating Expense

Operating Expenses							
51000 - GROUNDS MAINTENANCE	(1,950.00)	1,666.63	3,616.63	18,183.24	20,000.00	1,816.76	20,000.00
51106 - GENERAL MAINT & REPAIR	-	250.00	250.00	200.00	3,000.00	2,800.00	3,000.00
51110 - ROAD REPAIRS	-	833.37	833.37	4,345.00	10,000.00	5,655.00	10,000.00
51120 - DOCK MAINTENANCE	-	41.63	41.63	11,138.64	500.00	(10,638.64)	500.00
52000 - ELECTRICITY	6.81	208.37	201.56	3,647.16	2,500.00	(1,147.16)	2,500.00
52100 - GAS / FUELS	-	62.50	62.50	1,306.17	750.00	(556.17)	750.00
52200 - WATER & SEWER	-	250.00	250.00	3,997.56	3,000.00	(997.56)	3,000.00
52350 - INTERNET	1,329.61	233.37	(1,096.24)	3,493.60	2,800.00	(693.60)	2,800.00
54000 - GENERAL ADMINISTRATIVE	33.26	-	(33.26)	53.46	-	(53.46)	-
54008 - MISCELLANEOUS OPERATING	-	16.63	16.63	-	200.00	200.00	200.00
54100 - MANAGEMENT FEE	500.00	500.00	-	6,000.00	6,000.00	-	6,000.00
54110 - POSTAGE / COPIES / SUPPLIES	-	127.50	127.50	1,619.99	1,530.00	(89.99)	1,530.00
54130 - TAXES & FEES	-	23.37	23.37	905.00	280.00	(625.00)	280.00
54165 - CLOSING FEES	-	16.63	16.63	-	200.00	200.00	200.00
54900 - BAD DEBTS	-	833.37	833.37	(769.00)	10,000.00	10,769.00	10,000.00
55000 - INSURANCE	-	400.00	400.00	4,887.00	4,800.00	(87.00)	4,800.00
55100 - LEGAL FEES	(443.37)	416.63	860.00	(92.10)	5,000.00	5,092.10	5,000.00
55150 - LEGAL FEES-COLLECTIONS	354.20	333.37	(20.83)	4,327.20	4,000.00	(327.20)	4,000.00
55200 - AUDIT / TAX RETURNS	1,307.12	62.50	(1,244.62)	1,307.12	750.00	(557.12)	750.00
55250 - INCOME TAX	-	-	-	1,543.00	-	(1,543.00)	-
57000 - POOL OPERATIONS	-	758.37	758.37	6,378.27	9,100.00	2,721.73	9,100.00
57100 - POOL MAINTENANCE	-	91.63	91.63	6,734.30	1,100.00	(5,634.30)	1,100.00
58100 - CLUBHOUSE MAINTENANCE	276.06	-	(276.06)	4,618.75	-	(4,618.75)	-
58200 - CLUBHOUSE SUPPLIES	-	-	-	118.09	-	(118.09)	-
Total Operating Expenses	1,413.69	7,125.87	5,712.18	83,942.45	85,510.00	1,567.55	85,510.00
Total Expense	1,413.69	7,125.87	5,712.18	83,942.45	85,510.00	1,567.55	85,510.00
Operating Net Total	(1,242.79)	6,312.50	(7,555.29)	26,894.76	75,750.00	(48,855.24)	75,750.00

Corrotoman-by-the-Bay Association

Statement of Revenues and Expenses 2/1/2025 - 2/28/2025

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Reserve Income							
71000 - RESERVE ASSESSMENTS - CAPITAL	-	5,291.63	(5,291.63)	51,753.26	63,500.00	(11,746.74)	63,500.00
73000 - INTEREST EARNED - CAP RESERVES	745.62	-	745.62	4,554.61	-	4,554.61	-
Total Reserve Income	745.62	5,291.63	(4,546.01)	56,307.87	63,500.00	(7,192.13)	63,500.00
Total Income	745.62	5,291.63	(4,546.01)	56,307.87	63,500.00	(7,192.13)	63,500.00
Reserve Net Total	745.62	5,291.63	(4,546.01)	56,307.87	63,500.00	(7,192.13)	63,500.00
Net Total	(497.17)	11,604.13	(12,101.30)	83,202.63	139,250.00	(56,047.37)	139,250.00

Corrotoman-by-the-Bay Association

Cash Disbursement - 2/28/2025

Date	CheckNo	Description	Amount
11001 - FCB OPERATING *8308			
2/1/2025	Check 2017	ACS West Inv # 69755	500.00
	54100 - MANAGEMENT FEE - Association Community Services West - MANAGEMENT FEE		500.00
2/4/2025	Check 2018	ACS West Inv # JAN25 P&C	7.76
	54000 - GENERAL ADMINISTRATIVE - Association Community Services West - JAN25 P&C		7.76
2/5/2025	Check 2019	Chad Forrester Inv # 020325CF	800.00
	21070 - A/P - ASSESSMENT REFUNDS - REFUND ASSESSMENT OVERPAYMENT		800.00
2/6/2025	Avid 2021	Northern Neck Electric Cooperative Inv # 012725-13751001	353.36
	52000 - ELECTRICITY		353.36
2/10/2025	Avid 2022	Paradise Cleaning, LLC Inv # 256087	115.00
	58100 - CLUBHOUSE MAINTENANCE - JANITORIAL		115.00
2/12/2025	Avid 2023	Breezeline Inv # 012825-60029826	288.30
	52350 - INTERNET		288.30
2/12/2025	Avid 2024	Lafayette, Ayers & Whitlock Inv # January 24, 2025	70.00
	21075 - A/P - DUE FOR LEGAL FEES - Lafayette, Whitlock, Fischer, Hughes - COLLECTIONS FEES		70.00
2/12/2025	Misc Check BANK FEE	Post Item - BANK FEE CHARGED TO OWNER	10.00
	21065 - A/P - BANK FEES		10.00
2/13/2025	Check 2025	Don Smith Inv # 020725DS	161.06
	58100 - CLUBHOUSE MAINTENANCE - REIMB CLUBHOUSE LOCK		161.06
2/20/2025	Avid 2026	NWP Energy Inv # 35924	775.98
	52100 - GAS / FUELS		775.98
2/20/2025	Check 2027	IRS Inv # 9307 1107 5660 1250 9064 35	1,307.12
	55200 - AUDIT / TAX RETURNS - INTERNAL REVENUE SERVICE - EEID# 54-0892565, TAX PERIOD February 28, 2023		1,307.12
2/24/2025	Check 2028	ACS West Inv # 022125	288.30
	52350 - INTERNET - Association Community Services West - REIMB BREEZELINE BIILL PAID FOR HOA BY CC		288.30
2/25/2025	Avid 2029	Paradise Cleaning, LLC Inv # 256093	115.00
	58100 - CLUBHOUSE MAINTENANCE - JANITORIAL		115.00
Total			4,791.88