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**Corrotoman-By-The Bay Association, Inc.**  
**Approved Board of Directors Meeting Minutes**  
**9:00 am, Saturday, December 10, 2022**

**ZOOM Dial-in**

<https://us02web.zoom.us/j/84370093423?pwd=yDx5k6F74cqRO5M1i6chzOcReBfaUL.1>

Meeting ID: 843 7009 3423

Passcode: 771803

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**Call to Order the December BOD meeting and a Special Meeting:** Lisa Adler & Cristian Shirilla, Co-Presidents called the meeting to order at 9:07 a.m. Board Members Present: Deb Beutel, Matt Crabbe, Cristian Shirilla, Don & Claire Smith. Present on Zoom: Lisa Adler, Travis Gibbons, Sam Longstreet. Absent: Dexter Lewis

**Secretary's Report:** **Deb Beutel** – Presented the November Meeting Minutes to the Board for approval. A motion was made by Don Smith to approve, seconded by Lisa Adler, **unanimously approved.**

**Treasurer's Report:** **Claire Smith** - Presented the December Treasurer's Report to the Board for approval. A motion was made by Don Smith to approve, seconded by Matt Crabbe, **unanimously approved.**

**Vice President Report:** **Matt Crabbe** Seeking a Nominating Committee Chair for the 2023 election.

**STANDING COMMITTEES**

**Architectural Review Committee Chair:** **Don Smith**– Committee Members: Kevin McNair & Dexter Lewis

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

**Communications Committee Chair:** **Tara Linne**

**Dock Committee Dock Master:** **Don Smith**

**Finance Committee Chair:** **Matt Crabbe**- Committee Members: Craig Adler, Ian Fay and Bill Ehlman – looking for volunteers to conduct a Financial Review of CBTB Financial Records for FY 22/23 after end of FY on 28 February 2023.

**Golf Committee Chair:** **Jean Ehlman**- Landon and Parker and Hunter Shirilla,

**Pool Committee Chair:** **Ken Beutel**- Committee members: Kathy Moffitt, Bill Ehlman, Maria Merkowitz, Barry Jackson, Chip Royer, Nick Klaiber, Carl Failmezger, Cristian Shirilla, Don Smith, Craig Adler

**Roads & Grounds Committee Chair:** **Don Smith**- Committee members: Dexter Lewis

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**Social Committee Chairs: Rebecca Nelson and Alisson Klaiber-** Committee members: Kristy Shirilla, Lisa McNair, Hope Crabbe, Debbie Snellings

**Tennis Committee Chair: Jean Ehlman, Glenn Bryant and Chrissy Brubaker**

**Volunteer Legal Committee Chair: Ed Krill**

***Committee Reports that have been submitted are attached to these minutes***

## **SPECIAL COMMITTEES**

**Documentation Rewrite Committee Chair: Kathy Craven-** Committee members, Jean Ehlman, Deb Beutel, Bob Burrus, Carol Greenwalt, Ed Krill, Travis Gibbons

**Nominating Committee: Chair: TBD**

## **OLD BUSINESS:**

1. Lancaster County Inspector and Environmentalist Report? Deb Beutel will follow-up with the County and VMRC to inquiry when we can expect official reports from their site visits.
2. Corrotoman Ext Guard Rail...where are we with that?  
Don Smith indicated that the Roads and Grounds Committee along with Volunteer Legal Committee will provide a course of action to the Board at the January Board meeting.

## **NEW BUSINESS:**

1. **Budget Discussion** – The Board of Directors reviewed the first draft of the proposed FY23-24 Budget. Minor adjustments were made and Claire Smith will add in estimated amounts for a few cost codes which had not had an estimated operating budget amount identified. We will review the final proposed Budget at the 14 January meeting and approve so it can be forwarded to ACS-West for attachment with the Annual Assessment Billing which is mailed NLT 1 February 2023.
2. **Set date for 5 year prioritization plan discussion for our Capital Reserve Funds** - the FY 23/24 Capital Reserve Budget will be reviewed at the 11 February Meeting. There will be a Committee appointed to work with the Finance Committee and the Treasurer and using the Capital Reserve Study to develop a proposed five-year Capital Reserve Spend Plan. The first meeting is scheduled for Wednesday 1 March at 7:00 via ZOOM. All persons interested in serving on that committee should submit their name for consideration to [CBTBay@gmail.com](mailto:CBTBay@gmail.com).
3. **The results of the Ballot to raise the annual assessments from \$180.00 per lot to \$260.00 per lot is as follows:**  
There were a total of 254 votes, 176 in favor and 78 opposed. As such the Annual Assessment increase was passed by a majority and the annual assessments will be raised to \$260.00 effective with the 1 February billing and 1 March 2023 due date.

## **Member Input:**

1. **Mike Stevens voiced a concern regarding Article VII Section 5. Of the CBTB Articles of Incorporation & Declaration concerning the required actions WRT Variances mentioned in that section of the Declaration. The Board will conduct a legal review and research and provided a formal response to his inquiry during the 14 January Board Meeting.**

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2. Carl Failmezger once again provided his recommendation for the Collections Committee to pursue perfecting Liens on properties with arrears annual assessments. The Collections Committee responded that based on their research and a desire to continue reduce unnecessary legal costs and show a higher return on investment, that they had contracted with a new Legal firm to conduct Collections efforts on behalf of CBTB and the primary action to be taken in most cases would be to file warrants in debt.

**Announcements from Board:**

1. A Survey Monkey will be sent out to the community next year. These surveys really do give us a baseline for what our owners want for CBTB and help us determine in which direction to take the community.
2. Please remember that if you are having any work done which requires heavy trucks carrying heavy loads for your projects, please contact Don Smith at [roadschairman@gmail.com](mailto:roadschairman@gmail.com). CBTB documents require a form to be filled out and a refundable deposit. For information email Don.

**Next Meeting: Saturday, January 14, 2023 at 9:00 AM**

**Motion to adjourn Board meeting: Motion made by Cristian Shirilla, Seconded by Matt Crabbe, unanimously approved. Meeting adjourned at 10:45 a.m.**

**Board Member Terms**

Lisa Adler (2021-2024)	Claire Smith(2020-2023)
Deb Beutel (2020-2023)	Matt Crabbe (2021-2024)
Travis Gibbons (2021-2024)	Sam Longstreet (2022-2025)
Dexter Lewis(2022-2025)	Cristian Shirilla (2022-2025)
Don Smith (2020-2023)	

**Proposed Schedule of Meetings**

**January 14, 2023, February 11, 2023, March 11, 2023, April 8, 2023,  
Annual Meeting and Election, Sunday May 7, 2023**

**Treasurer's Report**  
**11/30/2022**

**Documents Attached**

- Balance Sheet
- Revenue and Expense Report
- Accounts Payable

**General:**

Property owners are reminded to contact Shannon Ross for all inquiries - she is their CBTB Community Manager at ACS West. Her phone number is 804-282-7451 and her email is [shannon@acswest.org](mailto:shannon@acswest.org)

**Fiscal Year 2022-2023 Amenity Payments:**

Status of Payments received as of 12/5/22

Dock: \$ 2,400.00

Kayak: \$ 50.00

Tennis: \$ 110.00

Pool: \$ 4,335.00

Combo: \$ 5,550.00

**Total: \$ 12,445.00**

Correction: 70 not 73 families previously reported.

70 families have paid for pool amenity

*Note: Total Pool Collections \$9,885 includes "Combo/Tennis".*

**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:**

Reports are provided by ACS-West by the 3rd week of the following month; therefore, all accounts reported are from the end of SEPT with the exception of Cash for Amenities. All funds received for Amenities have been forwarded to ACS for processing. I continue working with ACS to clarify any lot/owner discrepancies.

**Ongoing Business:**

Delinquent accounts have been identified and the oldest have been sent to new collections attorney to begin the process. As we move forward, more will be sent on an ongoing process. Fortunately, ACS-West does business with this attorney and they will forward all information for us as part of their service contract with no additional costs incurred.

## CORROTOMAN-BY-THE-BAY ASSOCIATION

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Balance Sheet  
As of 10/31/22

Account Description	Operating	Reserves	Other	Totals
<b>ASSETS</b>				
CIT - OPERATING ACCOUNT	31,856.46			31,856.46
PRIMIS PETTY CASH OPERATING	876.34			876.34
CHESAPEAKE BANK OPERATING	1,717.17			1,717.17
CIT - RESERVE ACCOUNT		29,673.39		29,673.39
PRIMIS BANK RESERVE		135,216.30		135,216.30
A/R - ASSESSMENTS & FEES	57,610.29			57,610.29
ASSESSMENT A/R RESERVE	(33,092.00)			(33,092.00)
PREPAID EXPENSES - INSURANCE	1,271.06			1,271.06
TOTAL ASSETS	60,239.32	164,889.69	.00	225,129.01
	=====	=====	=====	=====
<b>LIABILITIES &amp; EQUITY</b>				
ACCOUNTS PAYABLE	134.68			134.68
PREPAID ASSESSMENTS	5,364.76			5,364.76
KEY DEPOSITS (DOCK KEYS)	1,060.00			1,060.00
TOTAL CURRENT LIABILITIES	6,559.44	.00	.00	6,559.44
RESERVES EQUITY - PRIOR		139,068.33		139,068.33
TOTAL RESERVES	.00	139,068.33	.00	139,068.33
OPERATING EQUITY - PRIOR	27,846.46			27,846.46
CURRENT YR NET PROFIT / (LOSS)	25,833.42	25,821.36	.00	51,654.78
TOTAL OPERATING	53,679.88	25,821.36	.00	79,501.24
TOTAL LIABILITIES & EQUITY	60,239.32	164,889.69	.00	225,129.01
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# CORROTOMAN-BY-THE-BAY ASSOCIATION

## INCOME / EXPENSE STATEMENT

Period: 10/01/22 to 10/31/22

Description	Current Period			Year-To-Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
OPERATING ASSESSMENTS	(3,498.50)	.00	(3,498.50)	81,962.00	67,368.00	14,594.00	67,368.00
INTEREST EARNED - OPERATING	1.68	8.33	(6.65)	23.61	66.64	(43.03)	100.00
LATE FEES BILLED	.00	.00	.00	264.00	.00	264.00	.00
FEES - DOCK / TENNIS / ETC	.00	240.00	(240.00)	12,800.00	1,920.00	10,880.00	2,880.00
POOL INCOME	.00	812.50	(812.50)	.00	6,500.00	(6,500.00)	9,750.00
CLUBHOUSE INCOME	.00	.00	.00	52.00	.00	52.00	.00
TOTAL OPERATING INCOME	(3,496.82)	1,060.83	(4,557.65)	95,101.61	75,854.64	19,246.97	80,098.00
GROUND MAINTENANCE	2,235.50	1,527.92	(707.58)	16,685.50	12,223.36	(4,462.14)	18,335.00
GENERAL MAINT & REPAIR	370.67	228.75	(141.92)	370.67	1,830.00	1,459.33	2,745.00
ROAD REPAIRS	.00	445.83	445.83	13,425.00	3,566.64	(9,858.36)	5,350.00
DOCK MAINTENANCE	78.98	41.67	(37.31)	1,172.70	333.36	(839.34)	500.00
ELECTRICITY	502.12	229.17	(272.95)	2,970.78	1,833.36	(1,137.42)	2,750.00
GAS / FUELS	.00	58.33	58.33	525.77	466.64	(59.13)	700.00
WATER & SEWER	84.62	158.33	73.71	2,529.97	1,266.64	(1,263.33)	1,900.00
INTERNET	136.77	194.33	57.56	1,438.32	1,554.64	116.32	2,332.00
GENERAL ADMINISTRATIVE	47.05	.00	(47.05)	47.05	.00	(47.05)	.00
MISCELLANEOUS OPERATING	.00	16.58	16.58	130.00	132.64	2.64	199.00
MANAGEMENT FEE	500.00	500.00	.00	4,000.00	4,000.00	.00	6,000.00
POSTAGE / COPIES / SUPPLIES	22.46	394.25	371.79	2,299.72	3,154.00	854.28	4,731.00
TAXES & FEES	.00	23.33	23.33	130.00	186.64	56.64	280.00
BAD DEBTS	.00	987.58	987.58	5,164.92	7,900.64	2,735.72	11,851.00
INSURANCE	.00	404.17	404.17	4,883.00	3,233.36	(1,649.64)	4,850.00
LEGAL FEES	137.50	333.33	195.83	1,017.50	2,666.64	1,649.14	4,000.00
LEGAL FEES-COLLECTIONS	.00	250.00	250.00	.00	2,000.00	2,000.00	3,000.00
AUDIT / TAX RETURNS	.00	45.83	45.83	550.00	366.64	(183.36)	550.00
POOL OPERATIONS	.00	835.42	835.42	711.00	6,683.36	5,972.36	10,025.00
POOL MAINTENANCE	1,358.20	.00	(1,358.20)	10,141.17	.00	(10,141.17)	.00
CLUBHOUSE MAINTENANCE	190.00	.00	(190.00)	1,075.12	.00	(1,075.12)	.00
TOTAL OPERATING EXPENSES	5,663.87	6,674.82	1,010.95	69,268.19	53,398.56	(15,869.63)	80,098.00
OPERATING NET PROFIT / (LOSS)	(9,160.69)	(5,613.99)	(3,546.70)	25,833.42	22,456.08	3,377.34	.00
RESERVE ASSESSMENTS - CAPITAL	3,498.50	3,498.50	.00	27,988.00	27,988.00	.00	41,982.00
INTEREST EARNED - CAP RESERVES	45.60	.00	45.60	303.36	.00	303.36	.00
TOTAL RESERVE INCOME	3,544.10	3,498.50	45.60	28,291.36	27,988.00	303.36	41,982.00
CAP RESERVE EXPENSE	.00	.00	.00	2,470.00	.00	(2,470.00)	.00
TOTAL RESERVE EXPENSES	.00	.00	.00	2,470.00	.00	(2,470.00)	.00
RESERVES NET PROFIT / (LOSS)	3,544.10	3,498.50	45.60	25,821.36	27,988.00	(2,166.64)	41,982.00
TOTAL NET PROFIT / (LOSS)	(5,616.59)	(2,115.49)	(3,501.10)	51,654.78	50,444.08	1,210.70	41,982.00

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## CASH DISBURSEMENTS

Starting Check Date: 10/01/22 Cash account #: "All"  
 Ending Check Date: 10/31/22

Check-date	Check-#	Vend-#	Vendor Name	Check-amount	Reference
Cash account #:		11001	CIT - OPERATING ACCOUNT		
10/03/22	1047	1	ACS WEST, INC.	500.00	MANAGEMENT FEE
10/04/22	100063	701793	GORDON & REES	82.50	LEGAL SERVICES
10/04/22	100064	702774	NORTHERN NECK ELECTRIC COOP.	389.90	113751001
10/04/22	100065	703042	SEVARG POOLS, INC.	1,358.20	PL
10/06/22	1048	669048	DONALD SMITH	78.98	REIMB LOCKS
10/11/22	1049	2	ACS WEST, INC.	322.31	SEP22 P&C
10/11/22	100066	703071	BREEZELINE	136.77	8282 15 116 0029826
10/12/22	100067	703140	MO & J'S YARDWORK, LLC	2,150.00	MONTHLY SERVICE
10/20/22	1050	3	ACS WEST, INC.	315.00	UNPAID RESALE/SETUP FEES
10/24/22	100068	701793	GORDON & REES	55.00	LEGAL SERVICES
10/24/22	100069	701913	VIRGINIA AMERICAN WATER	84.62	1027-210037207877
10/25/22	100070	703187	PARADISE CLEANING, LLC	190.00	JANITORIAL
10/25/22	100071	703329	NORTHERN NECK GENERATOR, INC.	370.67	PL
10/27/22	1051	667294	CAROLYN EHLMAN	85.50	REIMB FLAGSTICK
10/27/22	1052	669082	SHANNON ROSS	47.05	REIMB FOR FEDEX MAILING
10/31/22	1053	3	ACS WEST, INC.	55.00	UNPAID AT CLOSING
Totals:				6,221.50	

## **COMMITTEE REPORTS FOR DECEMBER BOARD MEETING**

### **Architecture Committee Report:** Don Smith Chair

1. Property owners of lots #570 & #609 complied with mowing their lots.
2. Property owners of lot #374 need to be notified of lot maintenance as well as trees leaning over the bulkhead before the fall.

### **Collections Committee Meeting Minutes of 7 December:** Deb Beutel, Chair

Present: Deb Beutel, Claire Smith, Ed Krill and Sam Longstreet

Collections Committee Members reviewed and approved the final list of delinquent accounts to be forwarded to ACS-West for compilation of account information forms and forwarding to Glenn Ayers Law Firm for Collections.

22 Delinquent Accounts will be forwarded to Collections.

A fee of \$65.00 per delinquent account is estimated for the processing of a Warrant in Debt. 22 accounts at \$65.00 processing fee for Warrants in Debt equals \$1,430.00 plus the one-time fee for account set-up of \$750.00 equals a planned Association collections expense in FY 22-23 of \$2,180.00 which is less than the \$3,000.000 budgeted for collections for the fiscal year.

ROI for the current Collections effort: To collect \$10,788.45 we will be investing \$2,180.00. The remainder of Legal fees are transferred directly to delinquent owners.

We will review existing judgements and Liens after the first of the year and forward to Collections after additional background information is collected. Ed Krill will research and attain copies of all current judgement paperwork.

Thanks to Ed Krill's investigative efforts we now have updated mailing and owner billing information for all but one CBTB property!

There are currently 5 owners representing 10 Lots that are on payment plans. A letter is being sent to the one owner that currently owes \$761.00 and has been sending in a \$25.00 payment monthly requesting that they increase their payment to \$50.00 per month, since, at \$25.00 per month it would take in excess of 30 months to pay off the account during which time they would be incurring a minimum of \$540.00 in additional assessments. We will encourage future requestors of payment plans to use direct deposit or auto-pay. Next Collections Committee Meeting scheduled for Wednesday 4 January at 4:00 pm.



**Communications Committee Report:** Chair, Tara Linne

**Dock Committee Report:** Chair, Don Smith

Tree was removed from the water near the bulkhead.

**Documentation Rewrite Committee Meeting Minutes:** Chair, Kathy Craven

MINUTES OF DOCUMENT REWRITE COMMITTEE MEETING 12/07/2022

Members in attendance:

Deb Beutel

Bob Burrus

Kathy Craven

Jean Ehlman

Carol Greenwalt

Ed Krill

We resumed work on By Laws rewrite where the committee had left off last month in Article III Voting. We will review the suggested verbiage on electronic Voting at the next meeting. Our next meeting will be December 21<sup>st</sup>, 2022 at 7:00 pm.

**Finance Committee Report:** Chair, Matt Crabbe: No Report

**Golf Committee Report:** Chair, Jean Ehlman: No Report

**Pool Committee Report:** Chair, Ken Beutel

Minutes of 29 November Pool Committee Meeting:

CBTB Pool Committee Meeting Minutes The goal for the Pool Committee is to keep the current pool usable for 2 more years (Fall 2024), while engaging the community in the design and need for a replacement to the current one. 1. Meeting was held on Zoom from 7-8 p.m. 2. Members in attendance were Ken Beutel, Kathy Moffitt, Bryan Sklar, Barry Jackson, Maria Merkwitz, and Bill Ehlman. 3. Kathy gave a verbal summary of the efforts to get quotes and detailed design for the new Pool. She discussed the increase of interest in potential bidders and the success that Craig Adler had in getting the bid and proposal schedule defined. The goal is to have all the documents and preliminary discussions completed by late next summer so that--by November 2023--we can provide a uniform proposal to the pool construction companies interested in doing the work. 4. Sevarg has been contacted to schedule the pool opening date of 3 May. This will allow time for the volunteers to make sure the water and vacuuming are sufficient for allowing the pool to be made available for use. While a closing date has not been identified, we are planning for about 19 weeks of operation, ending around the 12th of September. 5. Ken discussed the 2022 costs as the basis for the 2023 budget that is due 1 December 2022 to the Board. We decided that the budget needed to reflect the possibility that the dues increase proposal could pass and may result in a significant increase in potential households wanting to use the pool as there would no

longer be an amenity fee associated with use. Everyone considered both expanded pool capital expenses (such as additional furniture) and potentially greater need for cleaning. A detailed proposal was developed and submitted. After this meeting that initial proposal was refined via email discussions with the Board, so the version attached to these minutes reflect the final that was submitted (not the initial draft.) Respectfully submitted, /s/ Ken Beutel Pool Committee Chair

**Roads & Grounds Committee Report:** Chair, Don Smith

1. Have approved a 3 -year contract with Mo & J's mowing service; pending signatures.
2. Road throughout community with Clyde Hathaway to assess which roads need work this coming year.
3. Just received road signage we ordered and will install soon.

**Social Committee Report:** Chairs, Alisson Klaiber & Rebecca Nelson: No Report

**Tennis Committee Report:** Chair, Jean Ehlman: No Report

**Volunteer Legal Committee Report:** Chair, Ed Krill: No Report