

# *Colington Harbour Association*

## MANAGER'S REPORT

**Date:** October 22, 2014 to November 18, 2014

**Distribution:** Frank Hendricks, President  
 Steve Ornstein, Chairman  
 Ron Rossi, 1<sup>st</sup> Vice President  
 John Collins, Treasurer  
 Bill Hentnik, Secretary  
 Hickman Finch, Member-at-Large  
 Dennis Donaldson, Member-at-Large  
 Niels Moore, Cape Management

**Prepared by:** Paula Burchette, Property Manager

### ACC Applications

Date	Address	Name	ACC Item	Status
10/21/14	207 Outrigger	Jeffrey Cooper	Fence	Approved
11/4/14	277 Outrigger	Lawrence McClellan	Bulkhead	Approved

Description	Status / Cost	Cat*
Coordinating with Planning Department about cleaning up nuisance properties in the Harbour	Ongoing	S
Harbour View drainage ditch project completed and appears to be a success.	Completed	B/M
With the success of Harbour View drainage ditch project plans are being made to use leftover supplies and order what is needed to complete the same project at the Rhodoms and Harbour View intersection or possibly another area of Harbour	Ongoing	B/M/S
Follow up letters sent out letters about issues in the Harbour to those not in compliance. Issues that have not been corrected have been scheduled for a hearing on Oct 21.	Completed	S/B
Zone Inspections = CHA Manager has been inspecting the Modular section and first letters sent out to those not in compliance with yards, boat/trailers, cars, etc.	Completed	S
Zone Inspections = CHA Manager has been following up on previous violations in Modular section in addition to zones 1, 2, 3, and 4.	Ongoing	S
Continued enforcement of Covenants throughout the Harbour	Ongoing	S/M
Maintenance has been cutting visual obstructions from the right of ways and empty lots in preparation for end of season.	Ongoing	M
Looking into contracting a Facilitator to help with Covenants Meetings. 3 have been contacted with 2 possible to choose from, waiting on proposals.	Completed	S/B
Contracting with Walking Stick (Madeleine Henely) to facilitate 2 covenant meetings either in late January or early February.	Ongoing	S/B
Put together covenants review packet for Elizabeth Piff to review.	Completed Preliminary	O

The approximate start date for jetty construction has changed to the middle to end of November. Goodman and Sawyer are coordinating on the project.	Ongoing	CN
Regular maintenance continues in the park. (Replacing cap boards; checking play equipment, pavilion, bath house, etc...)	Completed	M
Association office has hired a new part time assistant, Joan Haley which is being trained on our policies and procedures	Completed	S/C
Property Manager working on structuring and organizing the office	Ongoing	S
Association office is in the process of creating a procedure manual for all office duties such as barcode data entry/removal/change, E-blast, handling member complaints, etc	Ongoing	S
Gathering information for placing a wire/mesh fence for property line purposes at the dog beach	Completed	S
Developed an Owner/Tenant information update form that will allow the office the opportunity to update/clean up our barcode system and create a more efficient way of communicating with Owners and Tenants.	Completed	S
Owner information form and letter to be distributed with the Nov/Dec Harbour Headlines and a link provided on our website. Projected date first week of Nov.	Completed	S
Owner/Tenant information form has been circulated. Forms are steadily being returned. Assistants are busy entering data to update our systems and verifying barcodes to update that system	Ongoing	S
Inspection log is viewed weekly and properties needing re-inspection are being completed along with follow up results as needed.	Ongoing	S
Looking into road markings at guard gate to show left lane merging into right lane traffic lane.	Ongoing	S/M
Jim Roberts will be retiring as of January 2015 and John Kottas will be taking his place. Maintenance Technician Job has been posted on Craigslist to back fill for John's position.	Ongoing	S/M
Website Meetings & Minutes tab has now been updated to link to the correct document. Going forward Agenda will be available this page prior to the start of the Board Meeting each month along with the previous month's minutes (pending approval)	Ongoing	S

**B = CHA Board**

**C = Cape Management**

**CN = Contractor**

**HO = Homeowner**

**L = Legal**

**M = CHA Maintenance Staff**

**O = Other**

**S = CHA Office Staff**

**TBD = To Be Determined**

**V = Volunteer**