

# *Colington Harbour Association*

## MANAGER'S REPORT

**Date:** July 16, 2013 – August 19, 2013

**Distribution:** Marion Carroll, President  
Ken Pagurek, Chairman  
Dennis Linkous, 1<sup>st</sup> Vice President  
Don Brady, 2<sup>nd</sup> Vice President  
John Collins, Treasurer  
Bill Froehlich, Secretary  
Steve Ornstein, Member-at-Large  
Niels Moore, Cape Management

**Prepared by:** Deke Bolte, Property Manager

### ACC Applications

| Date | Address                      | Name             | ACC Item             | Status   |
|------|------------------------------|------------------|----------------------|----------|
| 8/1  | 119 Sir Walter Raleigh Drive | Randolph Banks   | Bulkhead             | Approved |
| 8/1  | 104 Elizabeth Court          | William Burkhart | Dock                 | Approved |
| 8/7  | 113 King Court               | Mark Rosenfield  | Boatlift             | Approved |
| 8/7  | 227 Kitty Hawk Bay Drive     | Gail Sonnesso    | Rip-Rap              | Approved |
| 8/7  | 1707 Harbourview Drive       | Nell Bullock     | Pier & Boatlift      | Approved |
| 8/7  | 1801 Harbourview Drive       | John Redpath III | Bulkhead Replacement | Approved |
| 8/7  | 112 Knight Court             | Stephen O. Frank | Fence                | Approved |
| 8/7  | 352 Soundview Drive          | Brian Holland    | Fence                | Approved |
| 8/7  | 1803 Harbourview Drive       | William Davis    | Fence                | Approved |
|      |                              |                  |                      |          |
|      |                              |                  |                      |          |
|      |                              |                  |                      |          |
|      |                              |                  |                      |          |

### Property To-Do Items

| Description                                                                                                     | Status / Cost | Cat*  |
|-----------------------------------------------------------------------------------------------------------------|---------------|-------|
| Coordinating with Planning Department about cleaning up nuisance properties in the Harbour                      | Ongoing       | S     |
| Drainage expert/soil specialist reviewing problem areas in the Harbour. Waiting answers from DWQ on proceeding. | Ongoing       | S / O |
| Contacted contractors for bids on drainage ditch 600/700 block Harbour View Drive                               | Ongoing       | S/CN  |
| Sent out several letters about issues in the Harbour.                                                           | Ongoing       | S     |
| Continued enforcement of signs throughout the Harbour                                                           | Ongoing       | S / M |

|                                                                                                                          |           |       |
|--------------------------------------------------------------------------------------------------------------------------|-----------|-------|
| Sent Letter to Board of Realtor addressing sign regulations                                                              | Completed | S     |
| Grant proposal approved by Dare Co. BOC and sent to state for review.                                                    | Completed | O     |
| Preparing bid packet for N. Jetty replacement to be advertised September 1, 2013.                                        | Ongoing   | S     |
| Maintenance has been cutting low hanging limbs and will focus on more in the fall.                                       | Ongoing   | M     |
| Maintenance has been preparing school bus stops for the start of school.                                                 | Ongoing   | M     |
| Maintenance will be power washing and “spiffing” up the clubhouse area.                                                  | Ongoing   | M     |
| Covenant review                                                                                                          | Ongoing   | S / B |
| Discussed maintenance plan w/ contractor for road maintenance                                                            | Completed | S / C |
| Asphalt paving to start ASAP weather permitting.                                                                         | Ongoing   | S     |
| Worked with CHY&RC on assessment collections.                                                                            | Completed | S     |
| Ordered and installed a portable heat pump for the guard house.                                                          | Completed | S/M   |
| Garden of the month award was awarded to Lena Ward. (907 Harbourview Drive)                                              | Completed | O     |
| Maintenance has begun filling low shoulder areas with crush and run.                                                     | Ongoing   | M     |
| Our head of security, Roy Welch, is back on the job and giving everyone “heck” again.                                    | Ongoing   | O     |
| A new office assistant, Theresa Christian. She is working well for us.                                                   | Ongoing   | S     |
| Property Manager will start a new inspection schedule covering different sections of the Harbour each month.             |           |       |
| A link to the website accessible only to Board members is being created to log inspection reports each day.              |           |       |
| Regular maintenance continues in the park. (Replacing cap boards; checking play equipment, pavilion, bath house, etc...) | Ongoing   | M     |
|                                                                                                                          |           |       |

**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**