

Colington Harbour Association

MANAGER'S REPORT

Date: September 17, 2014 to October 21, 2014

Distribution: Frank Hendricks, President
 Steve Ornstein, Chairman
 Ron Rossi, 1st 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
9/2/14	225 Eagle Drive	Kelly Hess, Gaylind Adims	Fence	Approved
9/2/14	231 Kitty Hawk Bay Drive	Timothy Daube	Upper Deck	Approved
9/14/14	115 Harbour ct	D&D Miller	Replace Windows	Approved
9/16/14	259 Outrigger	Janet Riddick	Trellis	Approved
9/16/14	241 Roanoke Dr	Melissa McAllister	Bulkhead Repair	Approved
10/7/14	102 Harbour Ct	Gregory Butcher	New House	Approved
10/7/14	316 Harbour Rd	Beach Rentals	New House	Approved
10/7/14	117 Prince Charles	Chris Kyger	Fence	Approved
10/7/14	102 Harbour View Dr	Daniel Stepen	Fence	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	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.	Ongoing	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.	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
Member comments updated in proposed Covenants	Completed	S/B

Looking into contracting a Facilitator to help with Covenants Meetings. 3 have been contacted with 2 possible to choose from, waiting on proposals.	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 October. 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...)	Ongoing	M
Association office has hired a new part time assistant, Joan Haley which is being trained on our policies and procedures	Ongoing	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	Ongoing	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.	Ongoing	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.	Ongoing	S
Inspection log is viewed weekly and properties needing re-inspection are being completed along with follow up results as needed.	Ongoing	S
Security traffic light malfunctioning, Albemarle fence contacted to take care of issue next week	Completed	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