

**MINUTES  
COLINGTON HARBOUR ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
AUGUST 17, 2010**

**Roll Call & Verification of Quorum:** Paulette Benz, Don Brady, John Collins, Frank Hendricks, Dennis Linkous, Melissa McAllister, and Ken Pagurek. Present on behalf of Cape Management were Deke Bolte, Niels Moore, and Sherry Martin.

**Proceeding:**

Meeting called to order in the Clubhouse at 7:14 PM by Chairperson, Paulette Benz. A moment of silence was observed.

The meeting agenda was reviewed. Ms. McAllister motioned that the agenda be accepted with two amendments – that the Audit discussion be moved from New to Old Business (from Section XII C to Section XI B) and that Pavilion Rental Rates be added as the final topic under New Business (Section XII C.). The agenda was unanimously accepted as amended.

The minutes of the July 20, 2010 Board Meeting were silently read. Mr. Hendricks motioned that the minutes be accepted as written. Mr. Brady seconded the motion, all were in favor, and the motion carried approving the minutes as written.

**ACC Report:** Mr. Hopkins gave the ACC report, noting that the Committee received two addition applications, three fence applications, one boat lift application, and two pier/dock applications since the last board meeting. Mr. Hopkins noted that approval of some ACC applications has been delayed because incomplete applications were submitted. Mr. Hopkins encouraged owners to review the list of application requirements and ensure that all requirements are met when the application is submitted.

**Street Repair Committee:** Ms. McAllister introduced Committee member Eric Morrison who has been working on a street repair plan. Mr. Morrison explained that lack of preventative maintenance, combined with standing water in many areas, has compromised the asphalt on many CHA streets. Mr. Morrison is investigating a paving technique offered by Slurry Pavement which, by applying a thinner layer of asphalt, gives the appearance of full repaving at approximately a third of the price. Mr. Morrison believes that this process plus regular seal coating may extend the life of the existing asphalt at least another decade. Mr. Morrison noted that the Association will have to fill any potholes, scrape the shoulders, and clean the streets prior to commencement of any asphalt work. Mr. Morrison expects to have repair quotes available for review at the September board meeting.

In preparation for asphalt work, Ms. McAllister motioned that Eric work with the property supervisor, Deke Bolte, and the maintenance supervisor, Jim Roberts, to undertake a road maintenance program now, where CHA maintenance staff will utilize their tractor to scrape back the road edges up to 12", beginning with Sunset Drive and Captain Arthur Barlow Drive. Motion was seconded by Ms. Benz, and unanimously approved.

**Crime Report:** Per a meeting earlier that day with Officer Tony Smith, Jerry Raveling reported that criminal activity has recently tapered off in the Harbour as well as the Outer Banks, in general. Aside from one flat screen television that was stolen outside of a Harbour home, there have been no crime reports in the Harbour since the last board meeting. Mr. Raveling stated that he and Mr. Bolte would be meeting with Sgt. Tony Buball later in the week to prepare for the Harbour's new community watch program.

**Comments from the floor:** Ms. Benz opened the floor to comments and requested owners keep comments to three minutes or less. Several owners spoke on a variety of topics. After all had an opportunity to speak, Mr. Benz closed the floor and moved on to monthly reports.

**Reports or General Comments from Member At Large:** Ms. McAllister circulated a letter from Bill Combs regarding a permit that was initially denied, but expecting approval once a CAMA minor permit was obtained. She also reported that George Wood will be taking depth soundings during the upcoming week relative to the CAMA major permit, and motioned that the CAMA permit include a full list of projects that may or may not actually be done – including a stone jetty – or aren't necessarily currently planned or approved. Motion was seconded by Mr. Pagurek, and unanimously approved. Ms. McAllister also questioned the status of the Geological Resources request. Mr. Moore noted that the issue was previously forwarded for legal review, and was still awaiting response.

**Reports or General Comments from the 1<sup>st</sup> Vice President:** N/A

**Reports or General Comments from the 2<sup>nd</sup> Vice President:** Mr. Brady questioned the status of formal occupancy placards within the clubhouse. Mr. Bolte indicated that these were in his possession, and only required framing. Mr. Brady expressed his concerns about CHA maintenance staff apparel, and motioned to require all maintenance staff to wear fluorescent yellow safety vests at all times while working outdoors. Motion seconded by Ms. McAllister, and unanimously approved.

**Reports or General Comments from the President:** N/A

**Reports or General Comments from the Treasurer:** N/A

**Reports or General Comments from the Secretary:** N/A

**Reports or General Comments from the Chairman:** N/A

**Manager's Report:** Mr. Bolte reviewed the manager's report in the meeting package, and provided an overview of the new security camera system that was currently in the process of installation; updated the water quality status of the park beach; requested volunteers for the upcoming Red Cross blood drive; and announced the successful launching of a new Community Watch program.

**Old Business:**

- A. South Jetty Repair** –Mr. Lynn Small of LSI Marine provided an overview of the problems with the South Jetty, and distributed a proposal to make necessary repairs that should increase its useful life by, perhaps, another 15 years. Ms. McAllister motioned to contract with LSI to repair the South Jetty, per the August 16, 2010 proposal. Motion seconded by Mr. Hendricks, and unanimously approved.
- B. Audit** – Mr. Collins indicated that the current financials were in good shape, and that the funds necessary to repair the South Jetty were readily available. He also relayed that per the Annual Meeting, a comprehensive financial review with heavy A/R focus followed by a certified audit should run about \$10K. Mr. Collins motioned that the Board authorize a comprehensive review and audit. Motion was seconded, and unanimously approved.

**New Business:**

- A. CHY&RC Contract** – The Board indicated that more time was needed to review the new version of the draft contract, and that a workshop was scheduled for August 24<sup>th</sup>. Mr. Hendricks motioned to extend the current contract by two months. Motion was seconded by Mr. Pagurek, and unanimously approved.
- B. Covenants Revisions** – Ms. Benz noted that the Covenants Committee needs to reconvene to review the current documents.
- C. Pavilion Rentals** – Ms. McAllister motioned to amend the park pavilion rental rates to \$50/four-hour block or \$100/day effective January 1, 2011. Motion was seconded, and unanimously approved.
- D. CHA Website** – Mr. Moore relayed that the new Association website was complete and now online. He indicated that community events / alerts may be posted, and that Mr. Bolte should be notified, accordingly. Mr. Moore also outlined the new E-Newsletter capability of the website intended to reduce Association expenses, and interactive functionality to improve communication between residents and the Board.

**Comments from the floor:** Ms. Benz again opened the floor to comments. After all owners had an opportunity to be heard, Ms. Benz closed the floor.

**Adjournment:** A motion was made, seconded, and unanimously approved to adjourn the meeting at 8:45 pm.