

**Colington Harbour Association
Board of Directors Meeting
7/21/2015**

The Colington Harbour Board of Directors met on July 21th, 2015 at the clubhouse. Frank Hendricks, Hickman Finch, Dennis Donaldson, Sharon Wheless, Bill Hentnik, Stephen Ornstein, and Bob Burk were present. Karl Kniffin, Emily Lewis and Dorie Fuller were present representing Village Realty as the Association Manager. Elisabeth Piff was present as the Association's legal counsel.

Mr. Ornstein called the meeting to order. A moment of silence was observed. On a motion by Mr. Hendricks and a second by Ms. Wheless the agenda was unanimously approved as presented,

On a motion by Mr. Donaldson and a second by Mr. Hendricks the minutes of the May 19th 2015 Board meeting were approved unanimously as presented.

ACC Report

The ACC Chairman was not present and management reported that they had not received a report. Management will follow up with the ACC Chair for the next meeting.

Crime Watch Update

Ms. Wheless informed the Board that she had stepped down as head of the Crime Watch Committee and that Todd Wheless will be taking over as chair starting at the next meeting. This meeting will be held on the second Thursday in September.

Member Comments

There were no member comments at this time.

Board Member Reports/Comments

Mr. Burk noted that a meeting with the Association's accountant, Teresa Burgess, is scheduled for July 29th. Once the fiscal year end reports are finalized Village Realty will be able to complete the opening entries in the new software system and generate current financial reports.

Management Report

Insurance Quotes – Village Realty provided the necessary information to Southern Insurance for an alternate insurance quote for the Association policies. Southern provided a quote for the for the Directors and Officers policy with the same coverage as the existing policy for \$750 compared to the current policy premium of \$6000.

Drainage – Mr. Kniffin met with Quible Engineering to discuss drainage issues on and stemming from the common areas in Colington Harbour. Quible recommended surveying the problem areas and creating a base map. They would then be able to propose engineering solutions to correct the problems. The cost would be a not to exceed fee of \$3250.00 per area with a price break depending on the number of areas

that are addressed. Village is in the process of setting up meetings with two other companies for comparative pricing on addressing these issues.

Guardhouse AC Unit - The AC unit in the guard house has been replaced.

Judicial Foreclosure Attorney – Village Realty has contacted a local attorney who is willing to handle the issue. There is no charge for the initial consultation. Hickman Finch asked if management is continuing to send letters to the owners of the property in question letting them know of the fines that are being incurred. Mr. Finch suggested that a letter be sent stating that the Association has sent the case to the attorney and will be initiating the foreclosure process in ten days if actions are not taken to correct the issues. Ms. Wheless suggested that the matter be turned over immediately to the attorneys without additional time to comply. Ms. Piff stated that the Association could send another letter but noted that many letters have already been sent with no response. Ms. Lewis noted that Village Realty had received a file from Cape Management with these records.

Front Gate Lots – The owner of the lots at the front gate is ADP Construction. The lots were purchased in 2004. Village Realty researched the owner of this company and found that it is Adrian Price. Ms. Lewis noted that they had searched the Register of Deeds website and had not found a recorded agreement for the sign placement. She noted that the property had sold in 2004. Management was asked to check on the lot accounts to see if the Association was assessing dues.

Old Computers – Village Realty confirmed that the old computers have been removed from the guardhouse and maintenance yard and wiped to DOD 52.20-M Short standard then taken to staples for recycling. They were wiped by Village Realty's IT person Erik Nedwidek.

Unsitly home on Colington Drive - Mr. Kniffin reported that he is working on following up with the county on any enforcement that can be performed on their end. The records in the office indicate that the last notice sent from the Association was in January of 2011. Board Members and previous owners present indicated that a hearing had been held regarding this property in the last year and that the more current records must not have been turned over. Village Realty will check with Cape Management to see if they have the more recent files on this case. Mr. Kniffin will also research minutes of the past year's meetings on this issue.

Email Addresses – Mr. Kniffin reported that all email addresses are still active and being checked daily.

Telephones – Mr. Kniffin reported that the office phones are out of order. The problem appears to be with Century Link. A service call has been placed and management has

been told that the problem cannot be addressed until the 24th. An e-blast was sent to let owner know of the problem and alternate contact information was provided.

A discussion on Village Realty's management role was tabled until the workshop.

Old Business

Dredging- The dredging was completed. Steve Ornstein, Bob Burk and David Donaldson took measurements following the work and found an average depth of around 7'. A chart showing the depths around the inlet will be posted in the Harbour Headlines.

Covenants Amendments- The proposed covenant amendments did not receive enough votes to pass. The Board will continue to follow up with the volunteers who agreed to help secure more votes at the Annual Meeting.

Road Maintenance- The road maintenance is almost completed. There are three or four spots left. The contractor needs to have a few days in a row where there is good weather to be able to complete the project. With the storms every afternoon this has not been possible.

The Board ratified the following Actions Taken without a meeting:

- Contact an engineer to review drainage issues in streets and coming from common areas- Motion by Ms. Wheless and second by Mr. Burke. Motion passed unanimously at workshop.
- Create a volunteer mileage form and follow all IRS guidelines for mileage reimbursement for employees and volunteers. Motion by Ms. Wheless seconded by Mr. Finch. Motion passed unanimously at workshop. This was created and put in the board member's boxes.
- Retain a new attorney to assist with judicial foreclosure. Motion by Ms. Wheless and a second by Mr. Donaldson. Motion passed unanimously at workshop.
- Draft conflict of interest policy for August workshop. Motion by Ms. Wheless seconded by Mr. Finch. Motion passed unanimously at workshop. Steve Ornstein stated this was for the board, this motion was to draft one and Elizabeth Piff has done so. It will be reviewed and in the next month it should be signed by the board.

Due to additional information received, the Board agreed to place the following item back on the agenda for discussion at the workshop:

- Waive late fees and interest on Heidi Leo Miller account. Motion by Mr. Finch and seconded Mr. Burk. Motion passed unanimously at workshop.

Member Comments

Marion Carroll asked if the draft of the latest annual meeting minutes would be available to the public for review rather than waiting until the following year's meeting to present them. Steve Ornstein stated they should be available on the website. It was noted that the website was in a

transition phase due to copyright claims from the previous management company. Emily Lewis stated that Ben Miller of Big House Design has been retained to rework the website following the acceptance of his proposal at the July workshop. Sharon Wheless asked when the Board would be able to see a draft of the redesigned website. Karl Kniffin stated he would check with Mr. Miller on the progress. Ms. Wheless and Mr. Orenstein suggested that the website should be taken down until it is updated.

John Collins addressed the Board and asked why fees would be waived on past due accounts. He noted a particular account and stated that the Association had not waived fees in 20 years. Mr. Finch stated that there was a discrepancy to the legitimacy of the person in question's statement. The Board agreed to take a second look at this matter at the next workshop to ensure that they had all of the relevant information.

Mr. Collins encouraged the Board to continue with the work on getting enough votes to pass the proposed covenant amendments. He noted that a great deal of time and effort had been spent to update these documents.

Mr. Collins encouraged the Board to continue to pursue additional grant monies for the extension of the jetties.

There being no further business, and on a motion by Mr. Burk, second by Mr. Donaldson, the meeting was adjourned at 7:31pm.

Respectfully Submitted,

Karl Kniffin
Property Manager