

**COLINGTON HARBOUR
BOARD OF DIRECTORS MEETING
MINUTES
COLINGTON HARBOUR ASSOCIATION CLUBHOUSE
APRIL 11, 2017**

Meeting Location: 1000 Colington Drive, Kill Devil Hills, NC 27948

Board Members Present: Frank Hendricks - Chairman, Sharon Wheless - 2nd Vice President, John Collins - Treasurer, Carole Warnecki - Secretary, Dennis Donaldson - At-Large

Board Members Not Present: Hickman Finch, Bill Hentnik

Guests: Elisabeth Silverthorne-Legal, Roy Welch-Security, Paul Lyttle-Maintenance,
Donna Robertson-Bookkeeper

1. Call to Order

Chairman Frank Hendricks called the meeting to order at 9:05 am.

2. Approval of Agenda

Motion

Carole Warnecki made a motion to approve the agenda

John Collins seconded.

Motion was approved unanimously.

3. Approval of Minutes

Motion

February 17, 2017 minutes

Frank Hendricks made a motion to approve the 2/17/17 minutes

John Collins seconded

Motion was approved unanimously.

Motion

March 21, 2017 minutes

Carole Warnecki made a motion to approved the 3/21/17 minutes

Frank Hendricks seconded.

Motion was approved unanimously.

4. Department Updates

Security

Roy Welch had no report, with the exception of a reported robbery at 1615 Harbour View Drive where \$13,000.00 in cash was stolen.

Sharon asked for an updated on requiring and checking permits for contractors working in the harbour. This needs follow-up and needs to have a person assigned to be responsible to have this completed.

This will be put on the agenda for the next meeting.

Maintenance

Paul Little reported that the maintenance department is actively recruiting for one additional person for the department; resumes are being received.

He will make time in the coming week to get back to the applicants and start interviews.

The additional person is critical as work is starting to back up.

He noted that Rhodoms Drive needs work for standing water.

The park needs work to get in shape for summer; sand piles need to be leveled out and the grills need maintenance.

The contractor is working on leveling the dredging material on the beach.

The final approval for the work in the park will come from Dennis Donaldson.

Trading in the “Zero-Turn” will probably wait until next year. For this year, a tune-up will suffice. John Collins gave the approval to get the tune-up done.

Finance & Budget

John Collins reported that he is waiting for Donna Robinson to give a final number on lots.

Donna was sent by Steve Ornstein reported numbers from old minutes.

Note: This arose from a discrepancy found by Sharon and reported at the annual meeting on April 8.

*****See Unfinished Business for further discussion on lot numbers.*****

John Collins asked Paul about the feasibility of incorporating a pickle ball court inside the basketball court.

Paul indicated the lines can be easily painted. Further discussion about the logistics need to be fleshed out before a final decision is made.

Compliance

There was no report.

Operations

There was no report.

5. New Business

Security Strategy

John Collins and Frank Hendricks will head a committee to investigate a sweeping overview into all security matters for Colington Harbour. This will include cameras, monitors, webcams, cyber, etc. Also to include physical access to buildings.

They will meet and start this moving; they will fill in the committee with others as they move forward.

Property Manager/Office Coverage

There is currently no office manager; it was conveyed that the office staff does not feel there is a need for a full time manager.

It was proposed that the board members spend time in the office, filling the duties of office manager.

It was proposed that a board member “work” in the office on Tuesdays from 9 am to 12 pm, and on Thursdays from 1 pm to 4 pm. With all board members participating, this would amount to one day a month for each member.

Carole Warnecki will slate the members for their volunteer shift; this will start as soon as possible.

It is imperative that the log book be fill out by the board members.

Document Retention

There is currently no document retention schedule; there are documents in the office dating back to the 1960s.

It was suggested by Sharon Wheless that we investigate hiring a college intern for the summer to sort and organize these old documents.

It would then be the job of the board to identify documents that could be destroyed, and determine a document retention schedule for future use.

Carole Warnecki will get in touch with College of the Albemarle (COA) regarding a summer intern.

Board Slip Rental by Non-Resident

There is currently one boat slip being rented by someone who previously lived in the harbour but had relocated outside the harbour. He/she continued paying for the boat slip without anyone noticing.

It was decided that a legal opinion from Elisabeth Silverthorne was need on this.

It was Elisabeth's opinion that since the Association had accepted this person's check, paying for the slip for the upcoming year, a contract was implied.

Currently, the boat slips are not fully rented, and it was decided that it was best to let this as is for the coming year, and not renew the boat owner's contract next year. Proper and timely notice will be sent to the boat owner.

6. Unfinished Business

Ballot Tally from Annual Meeting

The ballot tally from the Annual Meeting was as follows:

- Approve the Budget - Yes - 171, No - 5
- Transfer remaining funds - Yes - 174, No - 0

The board held 140 votes.

Votes assigned to individuals were 36.

Confirm Total Lot Numbers and Communicate to Owners

Donna Robinson reported that she is still trying to determine the final number of lots. There is a discrepancy of 2; the number of lots is either 2408 or 2410.

She will continue to investigate to confirm the number.

Committee Volunteers from Meeting

Sharon Wheless provided the names of three volunteers:

- Scott Morton
- Jim Morgan
- James Horne
- Mary Grissom

Sharon has contact information for these volunteers.

CH Policies

This was tabled for a future meeting.

General Discussion

- There was further discussion regarding the proposed Pickle Ball Court.
- There will be an email blast to residents in the Harbour to find out if there is sufficient interest to pursue.
- It was proposed to construct a simple kayak rack by the clubhouse. Frank Hendricks will solicit bids on construction, or it is possible that our in-house maintenance staff will do this construction.
- There was a discussion regarding setting a space on the website to advertise for contractors needed for specific projects in the harbour.
- Donna Robinson will follow-up with Theresa Burgess, CPA, on the reserve study she was conducting.
- A resident at the annual meeting asked why residents could not park at the front gate parking lot. It was decided that she could park there for short periods of time if she wished,
- The “Yard Sale Crawl” that was requested at the annual meeting would be given further consideration.

The meeting was adjourned at 10:52 am.

Carole Warnecki, Secretary