**Colington Harbour Association**

**Board of Directors Meeting**

**10/11/2016**

Mr. Hendricks called the Colington Harbour Board Meeting to order at 9:00 AM at the Colington Harbour Clubhouse. Those in attendance and constituting a quorum were:

Present: Dennis Donaldson, Hickman Finch, John Collins, Sharon Wheless, Frank Hendricks, and Bill Hentnik. Stephen Ornstein was present via teleconference.

Others Present: Karl Kniffin (Village Realty), Elisabeth Silverthorne (Association’s legal counsel).

Mr. Hendricks asked for a motion to approve the agenda.

Motion: Mr. Collins

Mrs. Wheless requested to add unfinished and new business after Mr. Hentniks section of discussion.

Motion: Mr. Collins

Approve agenda with the addition of unfinished and new business.

Mrs. Wheless seconded the motion. VOTE: Ayes, unanimous

Mr. Hendricks asked for a motion to approve the September 13, 2016 Board meeting minutes.

Motion: Mrs. Wheless

Mr. Collins seconded the motion. VOTE: Ayes, unanimous

Mr. Hendricks asked for a motion to approve the September 20, 2016 Board meeting minutes.

Motion: Mr. Collins

Mrs. Wheless seconded the motion. VOTE: Ayes, unanimous

John Burgamy, the maintenance supervisor, asked to address the Board. He presented an update on the storm damage around the Harbour. Currently, the association is working with Dare County to remove roughly 400 cubic yards of storm debris and brush from the maintenance yard. He reported that maintenance is in the process of pruning the trees in the Harbour to provide clearance for the new Colington fire trucks. Mr. Kniffin provided a list of maintenance projects to be worked on throughout the year. Mr. Burgamy requested that the Board prioritize the items.

Mr. Collins recommended that any non-hazardous storm debris be left on the sound beach and added to the scope of work for the contractor that will be completing the park work.

There was discussion on the supervisor’s attendance at the monthly Board meetings. The Board noted the importance of the supervisor’s presence so they can be well informed of the ongoing progress in the community.

Mr. Burgamy informed the Board of the daily responsibilities of the maintenance department.

Mr. Collins stated that Village Realty had committed to remain the management company until December 31, 2016. Teresa Burgess, the accountant, questioned whether the association would continue with the payroll service. Mr. Collins read the attached letter from Mrs. Burgess. It was recommended that the association have a separation of duties by using the current office staff and part time book keeper. Mrs. Burgess

Jamie Costa and Rachelle Forrest from Yadkin Bank made a presentation on the programs they offer for treasury management services. Information pamphlets are attached. Key points of the programs are remote deposit capture, online cash management, and ACH collection. The Board discussed the transition of accounts from Village Realty’s software to the QuickBooks platform that the association would be using. It was discussed how the software would integrate and interact.

Action: Mrs. Lewis

Provide a test file of the Village Management Software to transition to the QuickBooks software.

Action : Mr. Kniffin

Provide Mr. Collins and Mrs. Burgess a point of contact from Payroll USA, the association’s current payroll company.

The Board reviewed the bid packets for the upcoming dredging, park bulkhead, and jetty extension projects. It was requested that Mr. Kniffin be removed as the point of contact and other minor wording be changed.

Motion: Mrs. Wheless

Move forward with the invitations for bids after the required changes are made.

Action: Mr. Kniffin

Make necessary changes to bid packets and mail to prospective bidders.

Mr. Collins seconded the motion. VOTE: Ayes, unanimous

Mr. Hentnik mentioned that the new drain at Rhodoms Drive is working very well and that maintenance personnel will be installing swales to complete the project.

There was discussion whether the association should require the maintenance crew to wear safety vests while working on the roads and if OSHA regulations have/should be distributed to the crew.

Action: Mr. Kniffin

Provide maintenance with OSHA regulations and require the maintenance department to wear their safety vests when working outside the vehicles. Also require maintenance vehicle to use caution light on top of truck.

Unfinished Business

There was discussion on whether the Board could add new regulations to the covenants. Mrs. Silverthorne stated that the Board could add a regulation if needed, but enforceability and protection under the covenants would be the issue. The new rules would need to be uniformly applied, reasonable, and not unfairly burdening a homeowner. Mr. Collins discussed current regulations on stopping construction without a permit from the association. It was suggested that the Board to create a fee schedule for ACC violations.

Mrs. Silverthorne requested an update on a few items:

Follow up on 102 King Edward Court. Mr. Kniffin has requested but not received an engineering report on the bulkhead that was recently installed.

Follow up on 501 and 503 Harbour View Drive. Mr. Kniffin noted that these properties were abandoned and have now been claimed by Bank of America. The bank is in the process of getting the properties maintained. The property dues have been paid and are up to date.

Mr. Kniffin noted that the changing of the bylaws will be added as an agenda item for the November 7:00 AM meeting to be discussed.

Mrs. Wheless stated that she is in the process of re-writing the property manager job description. She requested that the Board to review the description.

Adjourn meeting 11:09 AM

Motion: Mrs. Wheless

Mr. Collins seconded the motion. VOTE: Ayes, unanimous

Executive session.