**Colington Harbour Association**

**Board of Directors Meeting**

**07/12/2016**

Chairman Frank Hendricks called the Colington Harbour Board Meeting to order at 10:55am at the Colington Harbour Club House. Those in attendance and constituting a quorum were:

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

Others Present: Emily Lewis (Village Realty), Bob Oakes (Village Realty), Karl Kniffin (Village Realty), Elisabeth Silverthorne (Association’s legal counsel)

Mr. Hentnik brought to the Board’s attention that currently there are not any exit ladders or reflectors at the Association’s piers and boat slips in the marina.

Action: Mr. Kniffin

Mr. Kniffin reported that he has ordered two aluminum ladders for the dock in the park and large pier. For the remaining finger piers, the maintenance department will be constructing wooden ladders and installing them on each pier. The maintenance department will also install the necessary reflectors on the pilings. The Board requested a time frame for completion by the next Board meeting on July 19th.

At a previous meeting it was suggested to create a monthly log of what needs to be done throughout the year. Mr. Collins mentioned that there is a document called “A Year in Colington Harbour” that the Secretary is responsible for updating on an annual basis in order that the next Board may be informed of the Association’s yearly activities. Mrs. Silverthorne mentioned that because there was a vote to change the annual meeting dates that the time lines in that document would need to be adjusted as well.

Action: Mrs. Wheless

Mrs. Wheless will update “A Year in Colington Harbour” and provide the document to the Board and Management for review.

Mr. Collins questioned how the short fiscal year would affect the surplus of funds that get deposited at the end of the year. Mrs. Silverthorne stated it would be a prorated amount. Mrs. Lewis stated Village Realty would be able to adjust the amount when the fiscal year ends. Mrs. Silverthorne also mentioned the bylaws would have to be amended.

Action: Mrs. Silverthorne

Mrs. Silverthorne will draft the documentation needed to change the bylaws.

The Harbour maintains the common area on the rear hillside of Clipper Ct. .The hillside needs to be re-seeded so the sand does not continue to erode.

Motion: Mr. Collins

Mr. Kniffin will contact Phil Sawyer to see if Crown Vetch Seed would work or if there is a better alternative.

Mrs. Wheless seconded the motion. VOTE: Ayes, motion passed by all in attendance.

Mr. Collins stated that the restrooms at the sound front park have been vandalized several times this season. Mr. Kniffin stated he was aware two incidences, but not all of them. Management has been discussing ideas with the maintenance staff on the best way to solve the problem.

Action: Mr. Kniffin

Mr. Kniffin will purchase and have a video surveillance system installed around the ramps to the restrooms. Maintenance will also set up a sign that states the area is under 24 hour surveillance.

There has been an ongoing issue with drainage at the corner of Rhodoms Drive. The Association hired a surveyor to perform a topographical survey and present ideas and costs associated with possible solutions to this problem. The report presented two conclusions with costs ranging between $26,900 and $27,480, both which could not be covered during the previous fiscal year but were budgeted for during 2016/2017 fiscal year. The Board decided not to implement either option and requested Mr. Hentnik to meet with Michael Merrell of Merrell’s Asphalt Maintenance and discuss the Board’s ideas. The Board directed Mr. Hentnik to get a price for installing an 8 inch corrugated pipe with stone over top down the sides of Harbour View and Rhodoms drive. Mrs. Silverthorne reminded the Board that the original reason for the engineer was to take the liability off of the Board if something goes wrong.

Action: Mr. Hentnik and Mr. Kniffin

Mr. Kniffin will arrange the meeting and Mr. Hentnik will meet with Mr. Merrell to get a price and discuss the Board’s ideas on how to improve the drainage. Mr. Hentnik will submit his report at the next Board meeting, July 19th.

202 Sir Richard East is a property that the Association has foreclosed on. The membership voted at the annual meeting to be sell the property and apply all funds after costs to the capital reserve. Mr. Oakes suggested contacting the Board of Realtors and have them send out a message to all the Realtors to have interested parties submit proposals for listing the property.

Action: Mr. Kniffin

Mr. Kniffin will write the Board of Realtors and have them send out a message to all the Realtors to see who will do it and what commission rate they would require to list the property.

The Association was required to notify the Colington Harbour Yacht and Racquet Club if there was going to be an increase in the annual assessment that is charged to fund the capital reserve on July 1st, 2016. The latest reserve study was broken down by Mr. Collins and the numbers were given to Mrs. Lewis and Mr. Donaldson to verify. Mr. Donaldson then notified the Colington Yacht and Racquet Club that there would be no increase from the $12,000 for January 1, 2017. Mr. Collins wanted it on record that he recused himself due to conflict of interest. Mrs. Lewis documented where the numbers came from and documentation Mr. Collins developed.

Mr. Collins received a report from Village Realty at the closing of the fiscal year of 2014/2015 showing a net income$29,485.81 that was not spent on the budgeted items. Members approved transfer of these funds to the Capital Reserve at the annual meeting. For the 2016 /2017 fiscal year Mr. Collins is estimating a $50-60,000 surplus to be deposited. The total of roughly $90,000 in addition to the annual contribution of $50,000 comes to a grand total of approximately $145-150,000 that will transfer to the capital reserve this year. If at any time the Board wanted to approve the funding of the extension of the jetty, this is where the funding would come from. Money from the capital reserve can be used on any project that is listed in the capital reserve without a vote of the membership.

There was discussion of where to post the year end financials.

Action: Mr. Kniffin and Mrs. Wheless

Mr. Kniffin will post the year end financials for the fiscal year of 2015/2016 in the office so the membership can view them.

Mrs. Wheless will post them to the website.

There is an abandoned sail boat at the end of Sir Richard West. Mr. Kniffin researched this and there is a lengthy process to claim the boat. Then there is a question of what to do with it once it is in the Association’s name. The Coast Guard will not take it out unless it is freely floating in the canal. The Board is not interested in claiming the boat.

There was a question about the status of the house on the corner of Sir Chandler and Roanoke Dr. Mr. Kniffin stated the maintenance department has been working with the resident to remove the debris from the property. The broken down truck is in the process of being removed by the owner’s son.

208 Sound View has been fined since April 12, year. The owner has removed one boat, several pilings and several dock floats from the property. The owner stated he would try to remove the two boats and small trailer by the weekend.

921 Colington Drive has been declared a nuisance property by Dare County at the request of Mr. Kniffin. The owner has been given till the end of July to remove all the cars and debris from around the house. Mr. Kniffin has been in contact with both the owner and Donna Creef at the county office.

611 Colington Drive has debris all over the front of the property. The new owner recently acquired the property through foreclosure and is in the process of evicting the current tenants .

Action: Mr. Kniffin

Mr. Kniffin will follow up on time frame for the cleanup and report back to the Board at the next meeting.

102 Quork Ct.: a hearing was held back in April for not having siding on their house for many years. The owner was given till August 1, 2016 to have the exterior of the property finished. Mr. Kniffin reported that the house is now almost complete.

Action: Mr. Kniffin

Mr. Kniffin will follow up with the owner to see when they are expected to be completed.

Mrs. Silverthorne recommended the current Board review and sign the conflict of interest policy on an annual basis.

There was discussion about High Cotton BBQ being an approved vendor in the community and the day they would be starting.

Action: Mr. Kniffin

Mr. Kniffin will contact High Cotton to find out when they will be available to vend near the sound front park.

Action: Mr. Hentnik and Mrs. Wheless

Mr. Hentnik and Mrs. Wheless will gather information on what is needed from a vendor in order to vend in Colington Harbour and they will present any information at a future Board meeting.

The membership approved by majority vote at the annual meeting to change the fiscal year and annual meeting date. The change will require the bylaws of Colington Harbour to be changed as well the document that gives record of the agenda for a calendar year in Colington Harbour needs to be updated with the change of the fiscal year and the annual meeting dates.

Action: Mrs. Silverthorne

Mrs. Silverthorne will create a draft of the bylaws for the Board to review and approve.

There was discussion about how the work Merrel’s Asphalt was doing would affect Dominion Power’s easement work.

Action: Board Member

This will be asked at the Board meeting 7/19/16, when Dominion makes their presentation to the members.

It was discussed at a prior meeting that any meeting of the Board would be called a Board meeting and would only post a discussion that resulted in an action. The Board would meet bimonthly at night and monthly, for a meeting that used to be referred to as a “workshop “ in the morning.

Mrs. Wheless motioned to adjourn the meeting. Mr. Hentnik seconded.

Meeting adjourned 10:16 AM

Motion: John Collins

Enter executive session.