**Colington Harbour Association**

**Board of Directors Meeting**

**08/02/2016**

Chairman Frank Hendricks called the Colington Harbour Board Meeting to order at 9:00 AM at the Colington Harbour Club House. Those in attendance and constituting a quorum were:

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

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

Approval of Minutes from July 12, 2016

Mrs. Wheless asked to have the duplicate action of updating “A year in Colington Harbour” stricken.

Motion: Mr. Ornstein

Approve the minutes from the July 12, 2016 Board meeting with the change from Mrs. Wheless.

Mr. Collins seconded. VOTE: Yes, unanimous

**Financial Reports**

Action: Mrs. Lewis

Financial reports will be distributed once Mrs. Lewis returns.

**Management Report**

Mr. Kniffin presented the following management report.

**Rhodoms Drainage Project**

Mr. Kniffin has obtained three bids ranging from $2,500- $9,000. The lowest bid was submitted by Merrell’s Asphalt, and included the labor involved as well as getting an excavator. Materials would have to be supplied by the Association.

Motion: Mr. Ornstein

Accept Merrell’s Asphalt’s bid on the drainage project.

Mrs. Wheless seconded VOTE: Yes, unanimous

Action: Mr. Kniffin

Give approval and start the project with Merrel’s Asphalt.

**Hydro seeding on Clipper Court**

The Board previously asked management to contact Phil Sawyer to obtain an estimate to hydro seed the hill behind Clipper Court to prevent erosion. Mr. Sawyer quoted $3,438 using weeping love grass and annual rye grass.

Motion: Mr. Ornstein

Proceed with hydro seeding in the Fall.

Mr. Hentnik seconded VOTE: Yes, unanimous

Action: Mr. Kniffin

Contact Mr. Sawyer and schedule to have the hill seeded in the Fall.

**Basketball Court**

The basketball court is in the process of having several maintenance items addressed. Maintenance will be trimming bushes, repairing the wooden fence around the parking lot, and repairing the bottom of the chain link fence to prevent trespassers. A new U shaped lock has been installed on the gates and has been working great. The signs will also be replaced.

**Inspection Logs**

Inspections of the Harbor are done on a weekly basis. Mr. Kniffen will being sending the logs to the Board.

Action: Mr. Kniffin

Management will send inspection logs to the Board on a weekly basis.

**Mowing Schedule**

The maintenance mowing schedule has consistently been to mow the northern streets as well as the outside of the gate one week and then mow the southern streets the next. It was discussed that maintenance should be mowing the right of ways as well.

Action: Mr. Kniffin

Mr. Kniffin will inform maintenance to mow the right of ways in the community.

There was discussion about the replacement of the zero turn lawn mower. Currently it is fully funded in the capital reserve. In the spring this will be traded in, and the Association will continue trading in the zero turn mowers every 3 years.

**Video Cameras at Sound Front Park**

The video cameras at the sound front restrooms and ramp have been installed. They are functioning great and recording as they should.

**Old Business**

**Policy and Procedures Manual**

There was discussion on updating the policies and procedures manual. Mrs. Wheless stated that policies were still being updated and she will present a draft to the Board when they are ready.

**Website Updates**

There was discussion of having management update the website. Mrs. Wheless is currently working on updating items on the website. Mrs. Wheless stated she would provide the procedure to management so this could be done through the office going forward.

Action: Mrs. Wheless

Mrs. Wheless has agreed to provide the password and procedure for how to update the website to management.

**Workshop Meeting Minutes**

It was noted that the workshop minutes are legal meeting minutes. The Board agreed to only post motions or actions to the website.

**Complaint from owner regarding the Mr. Hendricks removal**

There was discussion about an incident with a property owner involving Mr. Hendricks and a subsequent complaint. Mr. Hendricks gave his version of what transpired. A hearing is scheduled regarding the incident with the County Court on August 30th.

Motion: Mr. Collins

Table the decision pending the legal outcome of August 30 court hearing.

Amended: Mr. Hentnik

Table the decision until the results of the August 30 hearing are presented.

Mr. Ornstein seconded VOTE: Yes Mr. Hentnik ,Mr. Collins and Mr. Ornstein. Mr. Hendricks recused himself and Mrs. Wheless abstained.

Mrs. Wheless tabled the New Accountant agenda item.

**Easement from Dominion**

Motion: Mr. Collins

Accept the easement as presented by Dominion Power to install more power lines.

Mr. Ornstein seconded VOTE: Yes, unanimous

Action: Mr. Kniffin

Have the appropriate Board members sign the easement papers and mail back to Dominion.

**Harbour Headlines**

Action: Mr. Kniffin

Contact Ben Miller to add back into the newsletter the wording “to contact Board members” mail to P.O. Box 342.

Action: Mr. Kniffin

Send a draft of the newsletter to the Board to review for 48 hours and submit any changes presented.

**Jetty Extension**

Motion: Mr. Collins

Authorize Mr. Kniffin to start the bidding process to extend the jetty.

Mr. Hendriks seconded VOTE: Yes, unanimous

**Inspection Of Waterways**

Action: Management and Mrs. Wheless

The waterways will be inspected two times a year.

**ACC Policies**

Action: Mr. Kniffin

Management will reiterate with the office staff what to collect and to review all documentation before the ACC meetings.

Action: Management

Purchase a lock box and install on the outside of the office for the ACC to use.

**Bill from Association Attorney**

Action: Mrs. Wheless

Mrs. Wheless will review bill from prior year to verify legitimacy.

There was discussion of how much time Mrs. Silverthorne actually needed spend at the Board meetings. The Board decided to schedule Mrs. Silverthorne to be present at the morning Board meetings from 11am to 12pm and at all nightly Board meetings.

Action: Mrs. Wheless

Mrs. Wheless will contact Mrs. Silverthorne and adjust the scheduled time to be present.

Motion : Mr. Collins

Adjourn meeting 11:45am

Mr. Ornstein seconded VOTE: Yes, unanimous