**MINUTES
COLINGTON HARBOUR BOARD OF DIRECTORS MEETING**

**TUESDAY JANUARY 10, 2017**

**9:00 A.M.**

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

Attendees: Bill Hentnik, 2nd Vice President

John Collins, Treasurer

Sharon Wheless, Secretary

Stephen Ornstein, Assistant Secretary

Absent: Dennis Donaldson, President

Hickman Finch, 1st Vice President

Frank Hendricks, Chairman

Other Attendees: Donna Robertson, Accounting Administrator

 Paul Lyttle, Maintenance Lead

 Roy Welch, Security Lead

 Elisabeth Silverthorne, Legal Counsel (arriving at 10am)

 **GENERAL SESSION**

1. **Call to Order**

2nd Vice President Bill Hentnik called the meeting to order.

1. **Approval of Agenda**

Motion to approve by John Collins, motion seconded by Steve Ornstein. The motion was unanimously approved.

 **3. Approval of Minutes, December 13, 2016**

Motion by Sharon Wheless, motion seconded by Steve Ornstein to table the approval until the January 17, 2017 Board Meeting. The motion was unanimously approved.

**New Business**

 **4. CHA Manager Report**

Sharon Wheless proposed job descriptions for splitting the Association Manager position into two roles: Covenant Compliance Officer and Association Manager. After Board discussion, agreement was to call the positions: Operations Manager (30 hrs/week) and Covenant Compliance Officer (20 hrs/week). Motion by John Collins to make the Covenant Compliance Officer a part of the ACC and have inspection rights as set forth in Article 8, Section 3 of the Covenants, and seconded by Steve Ornstein. The motion was unanimously approved.

 **5. Maintenance Department Report**

Paul Lyttle reported that John Burgamy's last day was 1/6/17, and Joe ? will be working part time beginning 1/15/17 until the beginning of grass cutting season. At that time, we will reassess our needs and take appropriate action.

John Collins asked for the Maintenance Department to look into the hours on the Zero Turn and Tractor to determine if it is time for a trade in.

Bill Hentnik asked that a swale be created at the Rhodums Drive drainage.

Bill Hentnik also reminded the maintenance department to use a safety light for visibility.

 **6. Security Department Report**

Roy Welch reported on an incident that occurred where the violator was given a Reckless

 driving ticket, and indicated minimal or no damage was done to CH property.

 John Collins reported that a recent property manager was providing CH information to our

 guards. John contacted the company president and asked that this be halted.

John Collins expressed a concern about inclement weather coverage in the Gate House, and Roy will ascertain appropriate coverage is available.

 **7. Liens/Foreclosures**

John Collins and Donna Robertson reported that they are working with Jordon Price on processing liens and foreclosures. There are between $130K - $227K of AR currently on the books. We continue to accept payment plans for assessments.

 **8. Navigation Hazards**

John Collins reported a tree in the canal, and the board agreed to have the contractor for the Bulkhead give us an estimate while he has his barge in the water.

 **9. Covenant Violations- Storage Buildings**

Tabled until next meeting

 **10. Office and Guard Gate Cleaning**

There was discussion on whether to allow the current housekeeping contractor for the Club to clean the Office and Guard Gate on a bi-monthly schedule for $100/month. This item is tabled so the full board can provide feedback.

**Unfinished Business**

 **11. HUD Training/ADA**

The board was given the options for HUD training:(Feb. 1 @ 2pm or March 9 @ 10am) . There was no preference and Sharon Wheless will get this scheduled. This is a 90-minute training. Sharon Wheless, John Collins, Elisabeth Silverthorne, Bill Hitnick, and Matt Spencer will attend.

Sharon Wheless presented options for enforcing our pending NCHRC agreement with a resident. Sharon Wheless made a motion to ask NCHRC to follow up on compliance of this agreement and seconded by John Collins. The motion was unanimously approved.

 **12. Land Purchase, 202 Sir Richard East**

Sharon Wheless reported that there has no response from Charles Evans on the property status, and will contact him for an update. (Ref.: President Dennis Donaldson signed a 30-day extension amendment to the contract for Blair Meads to purchase 202 Sir Richard East. Closing attorney, Charles Evans, will contact PNC Bank to secure a settlement offer for the lien owed to them. In light of the amount owed to PNC from the previous owner (Twiford), the Board is interesting in what Meads may consider to withdraw his offer to purchase this property. The value of the lot is $40,000 and the lien owed to PNC by the previous owner in bankruptcy is $97,000+. )

 **13. Tech Committee Report**

Tabled for next meeting.

 **14. Newsletter**

Sharon Wheless reported that there is not a specific requirement in the bylaws regarding the publishing of the Newsletter. Elisabeth Silverthorne, counsel, will verify that we are meeting state requirements for arbitration by listing it on our website.

The board agreed that the next newsletter would be produced, emailed and listed on the website. If a resident would like a printed copy, they can pick it up at the office.

 **15. Village Realty Transition Follow Up and Treasurer’s Report**

Donna Robertson reported that new signature cards must be signed since we are removing Billie Marshall.

John Collins provided information that all monies have been transferred from VR to CH with the exception of funds to cover the next installment on the Bulkhead/Jetty project being funded through Capital Account.

John Collins submitted a Draft Budget to be presented in the Annual Meeting. There was discussion and clarification. John Collins made a motion to approve the Draft Budget (attached) to include a 4% increase in the assessment, and seconded by Steve Ornstein. The motion was unanimously approved.

 **16. Bulkhead, Jetty, Dredging Projects Update**

 Work has begun, and materials have been delivered and staged in Marina parking lot.

  **17. Hydroseeding on Clipper Court**

This seeding will commence in the Spring, but the contract needs to be presented and voted upon.

 **18. Annual Meeting Discussion**

The Colington Harbour Association Annual Meeting is scheduled for April 8, 2017. Elisabeth Siverthorne, attorney for Association indicated the ratification for this meeting has already been approved. Sharon Wheless will work with Counsel on validation of the documents.

An email blast will be sent out the last week of January, 2017. The next edition of *Harbour Highlights* will also go out the last week of January, 2017. The email and the newsletter will advertise the availability of two (2) Board of Director seats, the Annual Meeting, the 4% increase in assessments, the 10-month billing cycle and that actual 2017 assessments will be less in 2017 than 2016, due to the 10-month billing cycle.

Sharon Wheless motioned for adjournment, Steve Ornstein seconded, and the meeting was adjourned.