**MINUTES
COLINGTON HARBOUR**

**BOARD OF DIRECTORS MEETING**

**TUESDAY, JANUARY 17, 2017**

**7:00 P.M.**

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

Attendees: Frank Hendricks, Chairman

Hickman Finch, 1st Vice President

Bill Hentnik, 2nd Vice President

John Collins, Treasurer

Sharon Wheless, Secretary

Stephen Ornstein, Assistant Secretary

Absent: Dennis Donaldson, President

Other Attendees: Elisabeth Silverthorne, Legal counsel for CHA

 **GENERAL SESSION**

1. **Call to Order**

Chairman Frank Hendricks called the meeting to order at 7:02 and held a moment of Silence.

1. **Approval of Agenda**

Motion to approve by Steve Ornstein, motion seconded by Sharon Wheless. The motion was unanimously approved.

 **3. Approval of Minutes**

 **December 13, 2016**

Motion to approve by Steve Ornstein and seconded by John Collins. The motion was

unanimously approved.

 **January 10, 2017**

 Motion to approve with one spelling change (Manger vs. Manager)by Steve Ornstein and seconded by John Collins. The motion was unanimously approved.

Steve Ornstein reminded all attendees that approved minutes are available on www.colingtonharbour.net.

 **4. ACC Report** No one from the ACC was in attendance, so the agenda item was discharged.

 **5. Board Member Reports**

 **President-** No report from President, 1st VP, or 2nd VP

 **Secretary - Operations Report**

Currently the office is not staffed at full capacity. Some restructuring of the roles has

 been implemented to better serve the community.

 **Positions:**

 **Operations Manager(1 30 hrs/week)** This role was renamed from the Property

 Manager Position, and the main role is to supervise and organize operations at the

 Association. They will not have financial or compliance responsibilities.

 **Compliance Officer(1 20 hrs/week)** The responsibility of this role is to inspect

 properties for covenant compliance and follow up with enforcement measures.

 **Bookkeeper(1 15-20 hrs/week)** This role will work with the Board Treasurer and

 the Accountant on transactions dealing with money.

 **Administrative Assist. (2 part-time)** We currently have 2 openings - part time. Pat

 will be moving into the Compliance Officer position as soon as these roles are trained

 and filled.

 Sharon Wheless explained how splitting these positions into role-based jobs will help the

 office run more efficiently. A few of the board members filled in some gaps over the

 past month and were able to see firsthand what needs we have.

 **Treasurer Report**

Village Realty continues to have a small amount of cash and we are still in the

 process of making transfers. Our primary transfer was $858,500 and they have

 been distributed into Cedars Accounts to ensure they are FDIC insured. VR

 currently has a total of $79K in the Operating Account & reserve accounts to cover

 deposits on the Jetty project. After those checks, there will be $18,861 remaining in

 those funds to be closed out this week.

 We are still awaiting the opening numbers for the fiscal year.

**New Business**

 **6. Foreclosure Procedure**

John Collins submitted the attached Exhibit A - " Procedures for Turning Clients over to Jordan Price".

Presented to the Board for approval to proceed with the intent to foreclose:

Attached: Exhibit B

Motion by John Collins to proceed with intent to foreclose on the list, and seconded by Frank Hendricks. The motion was carried unanimously.

Presented to the Board for approval to Begin Foreclosure- Exhibit B- page 2.

Motion by John Collins to begin Foreclosure, and seconded by Steve Ornstein. The motion was carried unanimously.

John Collins additionally provided information about statements that we are sending out with past due amounts. In the past, it appears that those statement were not being sent.

During the last week, we have received 10 responses, and $$ is being collected.

 **7. Red Light Violation Enforcement**

The latest newsletter included information about the intent to enforce red light violators at the gate. This report will be processed by the Compliance Officer. The Covenants cover the infraction since we require each resident to have a barcode.

 **8. Tree - 2237 Colington Road**

Mr. Hamm is reporting that a CH tree fell into his yard during a storm. There was discussion about who should take responsibility for the cleanup. Counsel's opinion was for CHA to take necessary steps to remove the tree. The issue is that this could be costly. John Collins made a motion to get estimates and bring back to the board prior to making a decision, and Frank Hendricks seconded the motion. The motion was carried unanimously.

**Unfinished Business**

 **9. Office and Guard Gate Cleaning**

This item was tabled from the last meeting. John Collins announced that he recuse himself from the discussion and vote. Sandra had previously agreed to clean the Office and Guard gate on a bimonthly basis for $100 per month. Bill Hentnik raised a concern that the existing staff should clean. Sharon Wheless made a motion that we move forward with the aforementioned cleaning agreement, and Frank Hendricks seconded. The vote was: 4- Yes, 1- No, 1- Abstain. The motion was carried.

 **10. Covenant Violation- Storage Buildings**

This item was also tabled from the previous meeting. Sharon Wheless indicated that we have received phone calls about whether or not sheds and/or storage buildings are allowed. Many already exist . Counsel advises that the Board evaluate how to treat all residents the same and enforce fairly. We will put this on the

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

Closing attorney Charles Evans has not been successful in getting PNC bank to negotiate a settlement for the $97K Lien. The extension for the sales contract has expired. We have not received any information from the Buyer about their intentions if we cannot provide a clear title.

 **12. Tech Committee Report**

Todd Wheless provided an update on the infrastructure installs. As of 11/1/16, new infrastructure as been installed at all locations. On 12/3/16, Charter became our provider for phone and internet. Net2(barcode) and Milestone (camera system) updates have been implemented, as well as a new license plate camera. We have installed a camera viewer at the Sheriff Office - CH for them to review entry/exits. A new file server has been installed at the office to host the backups onsite and offsite.

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

John Collins reported that Ivan Sawyer has begun work on the Project. No cleats will be installed on the poles because CAMA considers them slips. Sharon Wheless reported that there are a bag of reflectors for the new poles when needed. John Collins will speak to Ivan about the tree in the canal when the barge gets here.

 **14. Annual Meeting Discussion**

Sharon Wheless reminded the attendees that there are 2 open seats on the board, and the endorsement signatures should be turned in between Feb1-15.

Steve Ornstein noted that the Annual Meeting will be held on April 8 this year because of the Fiscal Year change.

This upcoming assessment bill will show a 4% increase and owners will get a 2 month credit on the prior year assessment.

No residents signed up to speak.

Sharon Wheless motioned for adjournment, John Collins seconded and the meeting was adjourned.