**Colington Harbour Association**

**Board of Directors Meeting**

**09/13/2016**

**Pre-meeting Hearing Notes:**

* Knight 104- (no show) Send certified letter & if not corrected by 10/1/2016, fees of $50/day will commence.($25/day per offense)
* Colington 432- (no show) Asking for proof of registration, or it has to be covered/removed. If not corrected in 10 days, fines will start of $25/day

Mr. Donaldson called the Colington Harbour Board Meeting to order at 9:15 AM at the Colington Harbour Club House. Those in attendance and constituting a quorum were:

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

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

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

Motion: Mr. Ornstein

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

Mr. Donaldson asked for a motion to approve the July 19, 2016 Board meeting minutes.

Motion: Mrs. Wheless

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

Mr. Donaldson asked for a motion to approve the August 2, 2016 Board meeting minutes

Mrs. Wheless questioned the 8/2 minutes and the completion of the Soundside Cameras.

Mr. Collins indicated that they were working on 8/2 and are in working order currently. There was an issue with the camera losing its IP address. The company sent a replacement and it was installed. The old camera had lost the IP address and it is now working as a spare if needed.

Motion: Mr. Collins

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

Motion Mr. Collins

Change the time Mrs. Silverthorne should attend the morning Board meetings to 10:00 AM- 11:00 AM.

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

Mrs. Silverthorne had originally been asked by the Board to attend from11:00AM-12:00PM for legal counsel to cut back on the expenses of having her present for the entire meeting.

Mr. Donaldson received a letter from a member regarding partial lots. The assessments had been fractioned and rounded to the nearest whole dollar. Ms. Lewis and Mr. Kniffin noted that this had been done in accordance with the Declaration which states that the dues shall be rounded up to the nearest whole dollar and that the same practice had been used the previous year. It was noted that the language in the by-laws seems to contradict the Declaration.

Partial Lot Assessments- Dennis Donaldson raised an issue that was submitted by Denise Collins, John Collins Daughter. Mr. Donaldson asked if anyone would like for Mr. Collins to leave the room during the discussion, and no one objected his staying. His vote was needed for a majority vote.

Denise Collins questioned why the partial lots assessments were rounded on the total, and then on the divided amount for the partial lot. Sec 3, Art 5. was referenced by Elisabeth Silverthorne, and indicated the Covenants control this, not the By-Laws. All of the amounts are rounded up to the nearest dollar. This was handled the same as in the past years.

Motion: Mrs. Wheless

Credit the partial lot accounts for the portion of the dues that was rounded to the nearest dollar. No refunds will be issued but the credit will apply to the next year’s dues.
Move to credit the partial lots the rounded-up amount towards next year's assessment and in the meantime, the board can work toward making a policy to handle this, or modify the covenants.

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

**ACTION ITEM:** CH Management under the direction of John Collins

Bill Hentnik was next on the agenda concerning a Talk on the ADA. He is not present, so this item was bypassed.

Sharon Wheless presented the following items for discussion:

* In the coming months, Ms. Wheless will be evaluating collaboration tools to ease the communication and tracking of timelines between the board members. The forerunner at this point is #Slack.
* Expectation on delivery of minutes: Most recently, the CH Manager delivered the minutes from 7/12, and 8/2 on August 26. The minutes from 7/7 were delivered on 9/11. Ms. Wheless suggested that minutes be delivered within 2 weeks of a meeting in case action items are needed. With the pending turnover of management, the BOD Secretary may be stepping in to get these completed in a timely manner.
* Distribution of keys to the clubhouse/office. Where is this list and who keeps up with the records?
* CH Technology Committee- Ms. Wheless is suggesting that a committee be formed to help research key topics: Guard house Computer quote, accessories for bathroom cameras, record scanning software. She will serve as the chair on the committee. There was consensus from the board for Ms. Wheless to take this charge and present any updates to the Board.
* Guard House Computer Quote: There was money in the budget to cover this, and the initial quote received was $468.33. This research will be added to the to do list for the Technology Committee. Steve Ornstein indicated that the guard house computer was replaced recently, but John Collins confirmed this was Deke's old computer. Mr. Ornstein will follow up with Ms. Wheless on any notes he has.
* Bathroom camera accessories- investigate ways to extend functionality
* Record Scanning Software research and evaluation
* ACC follow up by office - CH Manager should be handling the follow up on the permits issued. Ms. Wheless has presented a Policy created by her and Mr. Donaldson, and we should schedule a workshop for this policy. There was discussion about the need of having a current list of permits at the guard gate to determine who can enter.
* Lien on 202 Sir Richard East lot- Sharon Wheless will send a letter to Jordon Price asking for them to research the lien and advise on a direction
* Web automated email list - Ms. Wheless is working with the Office staff to get the info we need to eliminate paper mailing of the HH.
* Need contact numbers for homeowners at gate- This list has been updated and given to the Guard House
* Policies list-the policies need updating, and a list is being created
* List of types of tasks(area of responsibility) being done by office manager and staff to help with salary alignment - the Board has asked for this to be completed by 9/27/2016.
* HR Item

Dennis Donaldson raised a discussion concerning the changes on Colington Road and whether they would be located at our current maintenance yard. The CH Manager will contact the DOT District Engineer in Ahoskie to get information on the road planning.

Adjourn meeting

Motion: Mr. Ornstein

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