**Colington Harbour Association**

**Board of Directors Workshop**

**10/6/2015**

The Colington Harbour Board of Directors met on October 6, 2015 at the clubhouse. Frank Hendricks, Bill Hentnik, Dennis Donaldson, Sharon Wheless and Bob Burk were present.

Steve Ornstein was present via phone. Hickman Finch was absent. Karl Kniffin and Emily Lewis were present representing Village Realty. Elisabeth Silverthorne was present as the Association’s attorney. Dennis Beeferman was present as a Colington Harbour resident.

Mr. Hendricks called the meeting to order at 9:04.

**Canadian Geese Concerns** – Mr. Beeferman was invited by the Board to discuss his concerns over the geese population in Colington Harbour after the Board received a letter from him on this topic. Mr. Beeferman shared his background in testing animal waste for communicable pathogens with the CDC and detailed his concerns regarding the goose waste left in populated areas in Colington Harbour. He noted that his neighbor feeds the geese and that there are approximately 30 non-migratory birds in his neighborhood. Mr. Beeferman does not want the geese on his property and has pursued all legal means to keep them away from his yard. He has contacted several organizations including the Dare County Health Department and U.S. Fish and Wildlife for suggestions and advice. Mr. Beeferman is waiting for a call back from the Fish and Wildlife agency regarding possible removal of the geese. He also noted that alleviating the standing water in the neighborhood may help as the geese seem to congregate around puddles. Mr. Burk stated that the Association is currently looking potential solutions to flooding issues around the entire harbor. The Board would like for Mr. Beeferman to continue pursuing potential solutions with the Fish and Wildlife Service and to keep management informed of their advice. The Board also suggested that he write an article about the geese in the newsletter.

**Covenant Vote Tally-**Mr. Ornstein reported that the office staff had tallied all of the votes on the individual covenant amendments. He is reviewing the results and noting the amendments that received over 300 affirmative votes. He will report on the results once his review is complete.

**Conflict of Interest Concerns from John Collins** - The Board discussed a letter received from John Collins regarding concerns Mr. Collins has with the recently adopted conflict of interest policy. Ms. Silverthorne reviewed Mr. Collins letter and addressed Mr. Collins’ concerns with the Board. She noted that the adopted policy is not more restrictive than what is required by law, that the policy can be amended or even rescinded by future Boards, and that the policy would not prevent anyone from serving as a director, only from participating in decisions regarding areas where there was a conflict of interest. The Board asked Ms. Silverthorne to draft a response to Mr. Collins for their review.

Mrs. Silverthorne noted that she would like to clarify that the Association is organized as a 501-3c corporation. Mr. Burk agreed to contact the accountant and possibly the IRS to confirm.

**Letter from Employee-** The Board reviewed a letter from an employee to the Board addressing concerns with new policies put into place by Village Realty. The Board discussed the concerns stated in the letter and agreed that the policies questioned were common business practice. Mrs. Lewis reminded the Board that Village Realty’s management agreement includes the oversight of employees and discretion over employment. She asked for the Board members’ support in this matter and encouraged the Board to direct employees to the Property Manager regarding such issues rather than addressing them directly. The Board agreed that the issue should be handled by management. It was agreed that Ms. Wheless will draft a letter of response directing the employee to address concerns with Mr. Kniffin.

**Treasurer’s Report-** Mr. Burk presented the treasurer’s report. (Attached.) He noted that payments for dredging, paving and insurance had been completed for the year.

**Monthly board meetings-** Mr. Burk suggested moving the monthly Board meetings to bimonthly. He noted that it might put more value to the members and there might be a greater turn out. There was a motion by Mrs. Wheless and a second by Mr. Hendricks to move to bi-monthly meetings starting in February of 2016. After discussion regarding the requirement to meet at least once every quarter and the timing of the Annual Meeting, Ms. Wheless amended her motion to meet bi-monthly starting in January of 2016. Mr. Hendricks seconded. All were in favor and the motion passed.

**Update on Policies and Procedures-** Mrs. Wheless stated that she is working on getting information together on current policies and procedures to put into a binder so we have the policies documented and accessible. As new policies are adopted they can be added.

 **John Polk Response-** Mrs. Wheless stated that she had researched and found the minutes from meetings leading up to and from the 1987 annual meeting where the issue of the manager being employed by the association was addressed. Mrs. Wheless has shared her findings with Ms. Silverthorne who will review and report her opinion.

It was suggested that the old records be scanned so they can be searched online rather than physically. Mrs. Wheless suggested using software called NEAT, which can search by key words.

Mrs. Wheless informed the board that the website domain name is currently owned by Ben Miller of Big House Designs. Mr. Miller will be transferring ownership to the Harbour.

**Status update from Matt Spencer concerning foreclosure on 302 Kitty Hawk Bay Drive.-** Ms. Lewis reported that preliminary research has been completed and the Association can move forward with judicial foreclosure. She presented an engagement letter from Mr. Spencer. Ms. Silverthorne reviewed the letter and Mr. Hendricks signed on behalf of the Board.

**109 Clipper Ct**. –Mr. Kniffin reported that the vegetation on 109 Clipper Ct. was looked at by Bob Hopkins a master gardener to determine if the plants are weeds or grass that is overgrown. Mr. Hopkins reported that the vegetation is weeds. Ms. Silverthorne suggested that an neutral party be contacted to give an opinion and suggestions on possible remedies to stabilizing the area with a ground cover acceptable to the Association. Mrs. Wheless suggested contacting the NC Cooperative Extension Agency to come and look at the property and make suggestions.

Mr. Burk noted that the common property behind Clipper Ct. should be looked at because it is very overgrown.

**Boat storage lot** –Mr. Kniffin noted that fees have been compiling since August when the owner was notified that they would begin if the boats were not covered or removed. He suggested taking other enforcement action since there was nothing had been done to bring the property into compliance. The covenants state that the items can be removed at the owner’s expense. Mrs. Silverthorne advised against removing personal property. The Board advised to calculate the total fines and impose a lien on the property.

**Flooding issues around the harbor** –Mr. Kniffin reported that maintenance will be installing a perforated pipe and creating a French drain for the excess water on Rhodoms Ct. to alleviate the flooding problem. This method was also used on the corner of Joust and Harbour View.

**Yacht Club Donation**- Mrs. Wheless informed the Board that the Colington Yacht Club would like to donate something to the park. The Board decided that more picnic tables would be a good addition and best use for the community.

**Full Time Staff Benefits- Mrs. Wheless made a motion, second by Mr. Hendricks, to enter Executive Session to discuss staff benefits. The motion passed and the m**eeting was adjourned to Executive Session at 11:48.

Respectfully Submitted,

Karl Kniffin

Property Manager