**Colington Harbour Association**

**Board of Directors**

**Workshop Meeting**

**06/06/2016**

Chairman Stephen Ornstein called the Colington Harbour Workshop Meeting to order at 1p.m. at the Colington Harbour Club House. Those in attendance and constituting a quorum were:

Present: Stephen Ornstein, Frank Hendricks, Dennis Donaldson, Hickman Finch, Bob Burk and Sharon Wheless. Bill Hentnik was absent.

Others Present: Emily Lewis (Village Realty), Leslie Sanders (Village Realty), Elizabeth Silverthorne (Association’s legal counsel)

Mr. Ornstein reported on an incident involving an employee at the Association office. Some unidentified material was sprayed over the top and side of her new vehicle. She felt it was done intentionally and has since resigned. The former employee has submitted a bill for detailing her vehicle to remove the substance. Review of the security video showed no activity near her truck and no one was seen, but it was noted that there was painting in the area on the day of the incident. The Board unanimously agreed to cover the cost of cleaning the vehicle.

**Action:** Mr. Kniffin

Mr. Kniffin will process and approve the invoice submitted for detailing the vehicle.

Mr. Ornstein informed the Board that Dominion Power will be upgrading the main lines coming into Colington Harbour. In order to do this they will need an updated easement agreement. They will be removing some of the shrubbery around the transmission station on Mann Court, from there they will install an underground line to Sir Richard and then the new line will continue overhead to Rhodoms Drive. It was noted the new line will be an improvement and will reduce outages but it will require some interruption of service.

**Action:** Mr. Kniffin

Mr. Kniffin will contact Dominion Power and ask for a presentation to made at the next Board meeting in July. The association will request a time frame that the work will be done so that the membership may be informed.

On behalf of Mr. Hentnik, Mr. Ornstein asked the Board for their feelings about allowing vendors, specifically ice cream trucks, to operate in the community. Ms. Wheless stated that while she enjoys ice cream she has heard complaints from other owners regarding allowing any type of soliciting inside the gate. It was noted that a previous vendor had donated a portion of their sales to the Association. Ms. Lewis read a letter from the ice cream vendor offering to adjust services as requested and/or make a contribution to the Association from their sales. After some discussion it was agreed to circulate a survey at the Annual Meeting to gauge the opinion of the membership.

Mr. Burk distributed financial reports to be passed out at the Annual Meeting. He stated there should be a surplus of $50,000-$60,000 that can be put into the reserve fund account. He also distributed a report of upcoming expenses and income including the disposition of a property obtained by the association through foreclosure, road resurfacing, the 2016/2017 Reserve Study and bulkheading at the park.

Mr. Burk discussed changing the date of the fiscal year. He informed the Board that as it is now, there is a conflict between the time required by the covenants for levying assessments and billing the membership and the approval of the new budget nearly two months later. This could result in a billing that isn’t supported by the membership if the proposed budget is not approved. It also causes unnecessary complications in the Association’s accounting procedures. Mr. Burk asked the Board to ask the membership to change the date of the fiscal year to a May 1 to April 30 Fiscal Year with the Annual Meeting to be held in early April.

**Action:** Ms. Wheless

Ms. Wheless will add this item to the Ballot to be voted upon at the Annual Meeting. Also to be included on the Ballot; disposition of the property at Sir Richard and the approval of the 2016/2017 Budget.

The Board discussed the status of an ongoing legal matter.

Ms. Lewis then presented the Management Report on behalf of Karl Kniffin. She presented a brief review of asphalt maintenance planned for 2016-2017. She reviewed some problems with the irrigation system at the front gate. An estimate was received that seemed extremely expensive and might not address the problem. It was agreed another estimate should be obtained.

**Action:** Mr. Kniffin

Mr. Kniffin will contact irrigation contractors for estimates to repair the system by the front gate.

Ms. Wheless reported 169 Proxies in good standing have been received so far. Ballots have been date stamped, only those received before June 1st will be counted. Counting will be done at noon on June 8th.

Mr. Ornstein then asked for items from the floor.

Mrs. Wheless again expressed her concern that the Board did not follow the recommendation from Ms. Silverthorne that a parliamentarian be hired for the Annual Meeting to ensure that Roberts Rules are followed.

Mrs. Wheless reported there has been inappropriate use of some of the cameras installed by Albemarle Fence. It was noted the cameras do not belong to the Association and it has limited control over them. Ms. Wheless recommended removing them and purchasing cameras the Association can use and program itself. Mr. Burk indicated that $5000 has been earmarked in the Budget for this expense.

Mr. Burk made a motion to adjourn.

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

Meeting Adjourned