**MINUTES
COLINGTON HARBOUR**

**BOARD OF DIRECTORS MEETING**

**TUESDAY, DECEMBER 13, 2016**

**9:00 A.M.**

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

Attendees: Dennis Donaldson, President

Hickman Finch, 1st Vice President

Bill Hentnik, 2nd Vice President

John Collins, Treasurer

Sharon Wheless, Secretary

Stephen Ornstein, Assistant Secretary

Absent: Frank Hendricks, Chairman

Other Attendees: Billie Marshall, CHA Property Manager

 Donna Robertson, Accounting Administrator

 John Burgamy, Director of Maintenance

 Roy Welch, Director of Security

 **GENERAL SESSION**

1. **Call to Order**

President Dennis Donaldson called the meeting to order.

1. **Approval of Agenda**

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

 **3. Approval of Minutes, November 16, 2016**

Motion approved by Sharon Wheless, motion seconded by John Collin with conditions: Conditions: Carolina Marine submitted three bids for upcoming work in Harbour, two of which were low. However, Carolina Marine would not accept work without award of all three bids (bulkhead, Jetti, dredging). Therefore, bids from Sawyer Marine constituted the total low bid and was awarded all work. Motion was unanimously approved with conditions.

**New Business**

 **4. Winter-Office Hours Change Proposal**

Sharon Wheless proposed changing the Winter office hours to 9:00 a.m. to 4:30 p.m. Staff has tracked the office needs/visitors for one week and reports only one visitor between 4:30-5:00 p.m. The Board agreed to adjust the hours to 9:00 a.m. to 4:30 p.m. until Daylight Savings Time begins on Sunday, March 7, 2017.

 **5. New Employee Introduction**

Billie Marshall introduced herself as the new CHA Property Manager. Billie’s background is in office and facility management. She also served elected municipal officials and senior staff for over ten years.

Donna Robertson introduced herself as the new CHA Accounting Administrator. Donna will be handling Accounts Payable/Receivable, generating assessments, filing property liens and other accounting duties as necessary. John Collins reported the Donna has been instrumental in the transfer of accounting from the previous property management.

 **6**. **Office Worker Duties**

Bill Hentnik presented a graph previously used to denote organizational chart for duties performed by office workers. Billie Marshall will review and revise for Board.

 **7. Maintenance Department Report**

John Burgamy reported that the Maintenance Building has several areas that need work including the roof, a leak in the bathroom and stairs to the dumpster. He also mentioned that the Department of Transportation had visited the Maintenance site some time ago and mentioned that a road expansion may ensue in the future, at which time, part of the Maintenance Yard may be acquired.

John also reported that the Guard House entrance steps need to be repaired. The Board decided this a priority as a safety concern and that the Maintenance staff will build a platform enclosed by pipe fencing to protect the Guards. John was asked to provide pricing for this project.

John told the Board that there is sand buildup, etc., around Pavilion. He also said the bulkhead around the bathroom in that area might need replacing. John Collins mentioned that backfill from the dredging project might be used for help with this issue. John Burgamy told the Board that a Bobcat would be needed to do this work. John Collins said that $1,500 would be allowed in the budget to complete work for this project.

John Collins asked the Board to table the work needed at the Maintenance Building and asked Billie Marshall to research the proposed D.O.T. project to widen Colington Road. He also said the Board needs to consider possible alternate locations for the Maintenance Building if the road widening project encroaches on the Maintenance yard.

Additionally, Dare County has scheduled another storm debris pickup.

Maintenance staff have completed the painting project in the Guard House.

Sharon Wheless recommended Maintenance staff use the off-season months to landscape around the common areas of the Harbour. Sharon thanked the Maintenance staff for the work that has been done in this area.

 **8. Security Department Report**

Roy Welch asks that the Administrative staff not arm the Clubhouse in the evening.

 Roy also reported there were several car break in’s over the weekend.

Roy asked that the Administrative staff provide a list of activities in the Clubhouse to the Guard House when available.

**Unfinished Business**

 **9. HUD Training/ADA**

Sharon Wheless reported that Matt Spencer said that members of the Board must attend HUD training by April, 2017. This is a 90-minute training. Sharon Wheless, John Collins and Billie Marshall will attend. Sharon will contact HUD to obtain their availability and schedule the training.

Bill Hentnik mentioned previous request from a resident regarding the construction of a step on boat deck. This issue has been resolved but the Board should be mindful of requests the involve ADA.

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

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+.

 **11. Tech Committee Report**

All of Village Realty’s equipment has been removed. The phones and Internet will now be provided by Charter. A new computer has been installed in the Guard House and one has been ordered for the Property Manager. Software is being updates in the Guard House. The Accounting software has been installed and is working properly. The Yacht and Racquet Club security cameras will be on the Colington Harbour Association’s network. The CHA purchased the computer rack from Village Realty. All backups will be housed on the Cloud.

The Maintenance Yard’s security has been upgraded and more follow up will ensue (cameras, etc.).

All work is still within technical budget allocated.

John Collins addressed the camera theft at the Maintenance Building. A report was filed with the Dare County Sheriff’s Department. Todd Wheless will be installing new cameras in the near future. The expense was authorized by the Board.

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

John Collins reported that Donna Robertson is working with the CHA Accountant, Teresa Burgess to set up a new company, accounts, etc.

Checks received from Mutual of Omaha via Village Realty were in excess of $858,500.00. They will be set up in accounts at Yadkin Bank as follows. All figures shown are rounded to the nearest dollar amount:

Operating Account $190,000.00

Money Market Account $227,000.00

Bank Account $ 30,500.00

Reserve Money Market $375,000.00

(*this was already at Yadkin)*

CHYRC Money Market Reserve $ 36,000.00

CHYRC CD 12,353.00

Village Realty has a small amount of funds left to pay outstanding invoices.

Donna Robertson reports that QuickBooks is will up and running to full capacity within the next few weeks,

Check signers on the Yadkin Account will be:

Dennis Donaldson

Frank Hendricks

Sharon Wheless

John Collins

Billie Marshall

Donna Robertson

Two staff member may not sign the checks. The check must be signed by two Board members or one Board member and one staff member. Check requests must be signed by John Collins and Billie Marshall.

The Team Viewer software will allow John Collins and Teresa Burgess to remote into the financials.

Donna’s office will be locked at all times when she is not present.

A meeting will be set up with Cedars at Yadkin to discuss capital reserve account to ensure funds over $250,000.00 are insured.

John Collin will begin working on the 2017 budget in January, 2017.

A discussion ensued regarding issuing a credit for assessments since the fiscal year has been changed to May 1 through April 30, 2017. Ask Donna for input.

Sharon Wheless motioned to raise 2017 assessments 4%, motioned seconded by John Collins. The motion was unanimously approved.

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

Billie Marshall reported that contracts have been signed and work will begin on January 2, 2017. The bulkheads will be done first with dredging going on simultaneously with bulkheads and jetti extensions. CAMA has been given notice to proceed.

Materials will be staged in the Marina parking lot. Delivery of material to begin the week after Christmas.

Billie Marshall was asked to consult Ivan Sawyer, contractor for the above projects, for a quote to stabilize beachfront area behind CHA-owned lot at 109 Clipper Court. Engineering drawings from Hal Goodman are available to discuss this work with the contractor.

 **14. Hydroseeding on Clipper Court**

***(****Firs Vice President Hickman Finch is now presiding due to President Dennis Donaldson’s departure.)*

Hydroseeding has already been approved for Clipper Court. This procedure is contingent upon contractor’s quote for other work needed.

 **15. 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.

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.

Elisabeth advised against changing quorum number to change Covenants. There are many involved factors in changing the Covenants. Sharon Wheless proposed making cosmetic changes to the Covenants. John Collins proposed changing Covenants to comply with State controls.

Elisabeth continued with a suggestion for the Board to canvas the Community and campaign utilizing neighborhood captains, multiple community meetings, etc.

This issue was tabled.

Sharon Wheless motioned for adjournment to Executive Session, John Collins seconded and the meeting was adjourned.1