

**DRAFT MINUTES
COLINGTON HARBOUR ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MARCH 15, 2011**

Roll Call & Verification of Quorum: Don Brady, John Collins, Marion Carroll, Frank Hendricks and Dennis Linkous were in attendance. Present on behalf of Cape Management were Deke Bolte and Niels Moore.

Proceeding:

Meeting called to order in the Clubhouse at 7:03 PM by Chairman Carroll. A moment of silence was observed.

The meeting agenda was reviewed. Mr. Hendricks motioned to accept the agenda, and Mr. Brady seconded. The motion carried unanimously.

The minutes of the February 15, 2011 Board Meeting were read silently. Mr. Collins motioned to approve the minutes as written, and Mr. Linkous seconded. The motion carried unanimously.

ACC Report: Bob Hopkins stated that the Architectural Control Committee received seven (three marine-related, one retaining wall, one enclosure and two fence) applications since the last Board meeting. Mr. Hopkins also commended Mr. Bolte for his ongoing assistance to the ACC.

Crime Watch Report: No report was provided. The Board noted that it is still seeking a replacement for Mr. Jerry Raveling to serve as Chair of this Committee.

Comments from the floor: Mr. Carroll opened the floor to comments. After all owners had an opportunity to be heard, Mr. Carroll closed the floor.

Board Members Reports / Comments: Mr. Collins provided updated financials to the Board, and reviewed and highlighted concerns regarding line items of the budget variance report. Mr. Hendricks announced that the Colington Harbour Volunteer Fire Department was holding a fundraiser dinner on March 18th.

Manager's Report: Mr. Bolte reviewed his Property Manager's report as presented in the meeting package, and noted he had a landscape contractor provide a comprehensive bid to potentially outsource the ongoing maintenance of all undeveloped lots. However, he indicated that the current fulfillment of this function by internal staff remains significantly more cost effective. Mr. Bolte also relayed that the Association staff, Board members and volunteers have recently completed long-overdue remodeling of portions of the Harbour entrance guard gatehouse.

Old Business:

- A. Bar Code Scanner.** Installation of the new bar code scanner system at the gate entrance is almost complete. Equipment testing and barcode sticker roll-out is expected to begin over the next week. Mr. Bolte relayed that the in-house installation of this equipment has resulted in savings of approximately \$20,000.00.
- B. Paving / Basketball Court Resurfacing Update.** Mr. Bolte stated that all streets scheduled for maintenance (except for Rhodoms) should be completed by either cracksealing / coating or slurry paving over the near future, and that this project should remain within budget. Mr. Collins added that if the draft budget is approved for 2012/13, it is probable that all remaining paving projects will be completed within the available budget.
- C. Beach Groin Repair / Replacement.** A CAMA permit was recently issued for the groin repair work, and the Association will be replacing / extending them shortly. Those groins washed away will likely be constructed of vinyl, while remaining groins should be made of wood. An RFP will be distributed to potential contractors within the next several weeks.
- D. CAMA Major Permit Status.** Mr. Bolte indicated that the CAMA major permit process was still in progress. An EPA contingency plan for the fuel dock is now required and will likely represent an additional expense to the Association, but this development is not expected to delay the initial permitting process.
- E. Recycling.** With the County recalling its loaned recycling trailer, the Association's two-month trial recycling project was well-received with many residents requesting that the program continue. In response, Mr. Bolte and staff plan to potentially construct a recycling area near the front entrance bulkhead area, and are currently evaluating possible

designs and associated costs.

- F. Annual Dues Assessment.** Mr. Collins relayed that 2011/12 annual membership dues assessments will be distributed shortly with a due date of May 1st.

New Business:

- A. Park Structures Engineering Report.** Mr. Bolte reviewed the structural engineer's report regarding the Soundside Park equipment, and noted that a couple of items required (and received) immediate attention. Mr. Collins added that approximately \$5,000.00 still remains available in the 2010/11 budget for potential required remediation projects.

- B. Webcam.** The Board noted concerns recently expressed by some members about the new online webcam's inclusion of the pool area. As a result, the camera was re-tasked to exclude this zone.

Comments from the floor: Mr. Carroll reopened the floor to comments. After all owners had an opportunity to be heard, Mr. Carroll closed the floor.

Adjournment: There being no further business, the meeting was adjourned at 7:40 PM.