

MINUTES
COLINGTON HARBOUR BOARD OF DIRECTORS MEETING
June 14, 2022
8:00 AM

Call To Order: Meeting was called to order at 8:05A – Howard Snyder

Present:

Doug Wirth, President
Stephen Ornstein, 1st Vice President
Bill Meyer, 2nd Vice President

Howard Snyder, Chairman
David Creecy, Treasurer
Leah Holmes, Secretary

Others Present:

Donna Price, Community Manager
Pat Card, Maintenance Manager
Ann Blomberg, Bookkeeper

Wendi Kmet, Covenant Enforcement,
Administrative Assistant
Mike Bowling, Maintenance

Approval of Agenda – Motion to approve Agenda by Leah Holmes, Stephen Ornstein 2nd – All in favor

Approval of Minutes – Minutes will be distributed via email for e-vote

Foreclosures: None

Hearings: None

Department Reports

- **Maintenance** - Maintenance Manager Pat Card gave a report on the following:
 - Mike Bowling has joined the maintenance team to replace Darryl Knab who is retiring
 - A temporary silt fence has been placed at the end of the dog park to keep dogs from going onto homeowners properties. A quote for a chain link fence has been received by Albemarle Gates. Pat was asked to get another fencing quote
 - A motion was made to put the fence with a gate at the widest section of the area by David Creecy, Howard Snyder 2nd – All in favor
 - Tar has been placed on all of the tiebacks on the South Bulkhead, and sod has been laid which completes the South Bulkhead project
 - Numbers have been placed on the pilings
 - The channel's greenlights have been replaced. The old lights will be refurbished for future use
 - Lot mowing continues
 - Signs have been placed regarding cleaning up after pets in the marina and dog park
 - A request was made to add live feed cameras to the maintenance shed due to increased trespassing and theft. Stephen Ornstein will assist in research and placement
 - Atlantic ATX Tree Service has trimmed a majority of the branches overhanging Colington and Harbour View Drives to 13'6" high. They will return in the fall to continue with specific streets
- **Administration** - Community Manager Donna Price informed the Board that:
 - She has hired Cory Baker as an administrative assistant to fill the vacancy. Cory will start the last week of June
 - Administrative Assistant Wendi Kmet has taken over the part-time position of Covenant Enforcement/ACC. She will no longer work at the guard gate
- **Security**
 - Maggie Gulino and Lorraine Trimboli have been hired as guards for the gate

- **Covenant Enforcement** - Wendi Kmet with Covenant Enforcement gave the following information:
 - 308 Harbourview Drive: It appears that Colington Kayak's is operating a business.
 - Due to past precedent set by Dare County, the Board agreed not to contact the county, but to deny access to the marina for this business. Wendi will send a notification letter.

Officers Reports

Doug Wirth, President: No Report

Stephen Ornstein, 1st Vice President: No Report

Bill Meyer, 2nd Vice President: No Report

Howard Snyder, Chairman: No Report

David Creecy, Treasurer:

- Gave a report on the unaudited year-end budget results. CHA is at 80% on dues collection.
- Unofficially, it appears that there is \$67,000 in the budget that will be put towards the unbudgeted expenses of the South Bulkhead project.
- Capital reserves are positive.
- The year-end budget is currently being officially audited

Leah Holmes, Secretary: No Report

Daniel Hoggard, Member at Large: Not present

Old Business

- Sunset Drive
 - The Board agreed to leave the non functioning drainage box in the ground with plans to make it more efficient after the road has been paved
- Colony Lake
 - Growth continues to die in the lake.
 - David Creecy will not be able to re-pipe the lake to the sound until the fall
 - David Creecy requested that CHA add leftover concrete from local contractors to create a pathway to the center of the lake for equipment. The Board agreed to contact the homeowner in this area for permission to proceed
- South Bulkhead
 - The Board agreed to deduct \$1,011.35 from the contractor's quote to cover expenses incurred as a result of construction. Bill Meyer will contact the contractor personally to discuss
- Ratification of E-Vote for additional \$400 for South Bulkhead – All in favor

New Business:

- Treasurer: Issue was tabled until the next meeting
- Projects: Bill Meyer requested future projects should have multiple Board members overseeing the progress

Adjournment: Motion to adjourn at 9:18A by Leah Holmes, Stephen Ornstein 2nd – All in favor

10:29 AM

07/11/22

Cash Basis

The Colington Harbour Association Inc.
Profit & Loss Budget vs. Actual
May 2022 through April 2023

	May '22 - Apr 23	Budget	\$ Over Budget	% of Budget
Income				
400 · Assessments Outstanding	0.00	15,000.00	-15,000.00	0.0%
401 · Association Assessments	689,163.97	750,382.00	-61,218.03	91.8%
424 · Interest on Past Due Assessment	1,109.20	6,500.00	-5,390.80	17.1%
425 · Late Fee Income	3,469.61	10,200.00	-6,730.39	34.0%
426 · Attorney Fee	897.00	15,000.00	-14,103.00	6.0%
427 · Convenience Fee - Credit Card	260.00	540.00	-280.00	48.1%
430 · CHY&R Annual Billing	0.00	12,000.00	-12,000.00	0.0%
435 · CHY&R Additional Billing	0.00	1,200.00	-1,200.00	0.0%
440 · Newsletter Ad	0.00	0.00	0.00	0.0%
442 · Closing Fee	3,415.00	12,000.00	-8,585.00	28.5%
450 · Boat Slip	0.00	15,000.00	-15,000.00	0.0%
453 · Launch Fees	295.00	1,600.00	-1,305.00	18.4%
455 · Park Reservations	250.00	400.00	-150.00	62.5%
458 · Maintenance Yard Fees	0.00	0.00	0.00	0.0%
460 · Debris Removal/Grass Cutting	43.92	1,500.00	-1,456.08	2.9%
461 · Bar Code Fees	48.00	150.00	-102.00	32.0%
462 · Building Permit Fees	50.00	500.00	-450.00	10.0%
465 · Miscellaneous Income	0.00	100.00	-100.00	0.0%
471 · Fines	60.98	1,000.00	-939.02	6.1%
490 · Interest Income - Operating	0.00	100.00	-100.00	0.0%
495 · Interest Income - Reserves	0.00	0.00	0.00	0.0%
513 · Returned Check Charges	25.00	75.00	-50.00	33.3%
Total Income	699,087.68	843,247.00	-144,159.32	82.9%
Gross Profit	699,087.68	843,247.00	-144,159.32	82.9%
Expense				
608 · Admin Expenses	867.44	7,500.00	-6,632.56	11.6%
609 · Office Salaries	20,860.41	119,700.00	-98,839.59	17.4%
615 · Insurance Expense	23,645.48	45,000.00	-21,354.52	52.5%
620 · Telephone	199.96	1,200.00	-1,000.04	16.7%
625 · Utilities	749.59	4,792.00	-4,042.41	15.6%
627 · Bank Charges	0.00	50.00	-50.00	0.0%
629 · Bad Debt	0.00	2,500.00	-2,500.00	0.0%
630 · Office Supplies	471.84	4,200.00	-3,728.16	11.2%
632 · Postage and Delivery	112.06	5,000.00	-4,887.94	2.2%
634 · Printing	297.52	4,200.00	-3,902.48	7.1%
637 · Dues and Subscriptions	747.78	418.00	329.78	178.9%
642 · Small Tools and Equipment	0.00	2,000.00	-2,000.00	0.0%
650 · Covenants Enforcement	0.00	1,000.00	-1,000.00	0.0%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
672 · Legal & Professional Fees	2,157.00	20,000.00	-17,843.00	10.8%
680 · Travel	117.28	750.00	-632.72	15.6%
690 · Property Tax	1.21	150.00	-148.79	0.8%
692 · Federal Income Tax	0.00	500.00	-500.00	0.0%
696 · Payroll Tax Expense	5,192.76	25,417.00	-20,224.24	20.4%
697 · Payroll Processing	423.00	2,800.00	-2,377.00	15.1%
69810 · Bank Service Charges	22.00	100.00	-78.00	22.0%
705 · Maintenance Salaries	17,908.61	90,400.00	-72,491.39	19.8%
715 · Maintenance Phone	176.20	1,105.00	-928.80	15.9%
716 · Maintenance Utilities	432.54	2,490.00	-2,057.46	17.4%
720 · Common Property Maintenance	4,030.69	10,000.00	-5,969.31	40.3%
724 · Street Signs	208.26	550.00	-341.74	37.9%
730 · Maintenance Supplies	3,055.72	6,500.00	-3,444.28	47.0%
732 · Miscellaneous Expense	0.00	60.00	-60.00	0.0%
732.1 · Miscellaneous Expenses (CHYRC)	826.13			
740 · Maintenance Yard Tipping Fee	0.00	0.00	0.00	0.0%
754 · Equipment Repair	0.00	1,000.00	-1,000.00	0.0%
756 · Automobile Maintenance	855.27	1,200.00	-344.73	71.3%
758 · Gas	772.86	3,500.00	-2,727.14	22.1%
760 · Security Wages	24,296.85	125,985.00	-101,688.15	19.3%
761 · Contract Security	0.00	2,000.00	-2,000.00	0.0%
763 · Security Supplies	1,033.23	2,500.00	-1,466.77	41.3%
765 · Security Phone	79.98	480.00	-400.02	16.7%

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	May '22 - Apr 23	Budget	\$ Over Budget	% of Budget
766 · Security Utilities	704.49	3,200.00	-2,495.51	22.0%
767 · Security Passes	0.00	7,500.00	-7,500.00	0.0%
770 · Johns Brothers Monitoring	914.18	2,500.00	-1,585.82	36.6%
780 · Street Paving	0.00	170,000.00	-170,000.00	0.0%
782 · Dredging	0.00	15,000.00	-15,000.00	0.0%
783 · Tree Service	9,287.50	15,000.00	-5,712.50	61.9%
784 · Drainage Control	277.50	35,000.00	-34,722.50	0.8%
785 · Discretionary	0.00	15,000.00	-15,000.00	0.0%
800 · Reserve Funding	0.00	85,000.00	-85,000.00	0.0%
895 · Reserve Disb	20,685.62	0.00	20,685.62	100.0%
Total Expense	141,410.96	843,247.00	-701,836.04	16.8%
Net Income	557,676.72	0.00	557,676.72	100.0%

The Colington Harbour Association Inc.
Balance Sheet
As of July 11, 2022

	Jul 11, 22
ASSETS	
Current Assets	
Checking/Savings	
100 · Operating Cash - First National	275,580.62
102 · Southern Operating	325,780.78
104 · Infinex - CHA Reserves	547,906.79
114 · Infinex - CHYRC Reserve Ded	109,955.91
115 · Petty Cash	153.46
116 · Operating 2 CC - First National	15,664.62
Total Checking/Savings	1,275,042.18
Accounts Receivable	
140 · Accounts Receivable-Assessments	-870.14
Total Accounts Receivable	-870.14
Other Current Assets	
12100 · Inventory Asset	-2.24
155 · Prepaid Income Taxes	975.00
Total Other Current Assets	972.76
Total Current Assets	1,275,144.80
Fixed Assets	
160 · Land	219,165.96
162 · Buildings	192,847.80
165 · Swimming Pool	100,000.00
167 · Tennis Court	9,951.76
169 · Playground Equipment	27,982.61
171 · Office Equipment	37,224.64
173 · Maintenance Equipment	248,210.47
174 · Vehicles	41,459.35
175 · Security Equipment	24,641.60
179 · Accumulated Depreciation	-541,785.10
Total Fixed Assets	359,699.09
TOTAL ASSETS	1,634,843.89
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
255 · Income Tax Payable	673.00
Total Other Current Liabilities	673.00
Total Current Liabilities	673.00
Total Liabilities	673.00
Equity	
320 · Retained Earnings	80,147.67
340 · Operating Fund	431,805.85
350 · Reserve Fund	564,540.65
Net Income	557,676.72
Total Equity	1,634,170.89
TOTAL LIABILITIES & EQUITY	1,634,843.89