

MINUTES
COLINGTON HARBOUR BOARD OF DIRECTORS MEETING
August 9, 2022
8:00 AM

Call To Order: Meeting was called to order at 8:02A – Doug Wirth

Present:

Doug Wirth, President
Stephen Ornstein, 1st Vice President
David Creecy, Treasurer

Leah Holmes, Secretary
Daniel Hoggard, Member at Large

Others Present:

Donna Price, Community Manager
Pat Card, Maintenance Manager

Ann Blomberg, Bookkeeping
Wendi Kmet, Covenant Enforcement

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

Approval of Minutes – July 19th, 2022 – Motion to approve by David Creecy, Stephen Ornstein 2nd – All in favor

Foreclosures: Ann Blomberg reported that two homes previously reported in foreclosure have been paid in full. However, she has sent 15-day demand letters to 14 property owners.

Hearings: None

Department Reports

- **Maintenance** - Maintenance Manager Pat Card gave a report on the following:
 - He will get in touch with David Creecy about moving sand at the dog park
 - The fence at the dog park will be placed between the bulkhead and the pine tree per the motion during the July 12th meeting
 - The Harbour entrance has been torn up by the Colington Road project including pavers, pipes, and boxes. The owner of Fred Smith has agreed to cover the cost of repairs. Irrigation is on standby for the following day with plants and pavers being replaced immediately afterwards
 - Quotes have been received from both Fred Smith and Barnhill for street paving in the Harbour
 - Ductwork collapsed in Donna Price's office and the hallway. Home Solutions has been contacted to fix it
 - Mowing continues every other week
 - Maintenance will look at the slide at the Soundfront Park that is facing towards the sidewalk to determine if it can be moved
 - If dredging is required this year, Pat will need a 3rd person to help with the process
- **Administration** - Community Manager Donna Price informed the Board of the following:
 - Head of the dredging committee Rick Hildebrant will be surveying the inlet in September. If dredging is required, it will begin in November
 - Leah agreed to be the BOD contact for Rick Hildebrant during surveying
 - Staff will research liability insurance issues with volunteers
- **Security** - Community Manager Donna Price said that everything is good at the guard gate
- **Covenant Enforcement** - Wendi Kmet/Covenant Enforcement said that there have been multiple complaints of homeowners/renters parking on the easements of neighboring homes and refusing to move. She asked for a clearer definition of "Short Term Parking". Leah volunteered to research County/Town regulations and guidelines

Officers Reports

Doug Wirth, President

- Reported on visiting the dog park to look at the placement of the fence and commended Pat Card on a job well done

Stephen Ornstein, 1st Vice President: No Report

Bill Meyer, 2nd Vice President: Not Present

Howard Snyder, Chairman: Not Present

David Creedy, Treasurer:

- Per Ann Blomberg, 2021 taxes have been signed and mailed
- Stated that with insurance doubling for the pool, future cost of repairs for the Harbour boat slips and bulkheads, and rising fuel costs that he recommends the Board consider increasing the price of boat slip rentals.
 - Motion was made to raise the rental price based on further research by Doug Wirth, Leah Holmes 2nd - All in favor
- The approved \$85,000 from the year end financial report has been transferred to capital reserves accordingly
- Discussed the paving quotes and their differences. Discussion was tabled until Old Business

Leah Holmes, Secretary: No Report

Daniel Hoggard, Member at Large: No Report

Old Business

- Colony Lake
 - Daniel Hoggard informed the Board that the lake will be retreated by the end of August or early September
- Paving
 - The Board reviewed the quotes from Fred Smith and Barnhill. Due to a large discrepancy in the proposed streets to be paved, Donna will contact Barnhill for a new quote on the exact same roads as quoted by Fred Smith
- Procedure for animal nuisance
 - The committee agreed that the procedure for filing a nuisance claim must include a phone call, the name of the complainant, and proof of the nuisance (i.e. photograph, etc). All items are required for Covenant Enforcement to follow up on the complaint.

New Business:

- New Fine: The committee agreed that per Restrictive Covenants, Part II, Ordinance 3, Section 11 - Sunken Boat a fine should be assessed for sunken boats in the Harbour.
 - A motion was made and then amended to create a \$50/day fine after 7 days of notification for up to 30 days by Leah Holmes, Daniel Hoggard 2nd - All in favor
- Diving Board Insurance: Due to the sudden notification by the CHA & CHY&RC liability insurance carrier QBE/General Casualty that no existing liability policies will be renewed in North Carolina, the Willey Agency (CHY&RC and CHA's insurance provider) is working on replacement liability insurance. To prevent coverage lapse, CHA was given 2 options until the agency finds something better:
 - Auto Owners: \$11-13K in premiums, but the diving board had to be removed immediately
 - Scottsdale: \$24K in premiums to insure with the pool.
 - Per The Willey Agency's recommendation, and considering the cost of keeping the diving board would result in significant increases in fees the decision was made to use Auto Owners, thus having to remove the diving board immediately
 - A motion was made to table additional insurance discussions and other relevant items until further research has been completed by Leah Holmes, Stephen Ornstein 2nd - All in favor
 - Leah Holmes volunteered to reach out to the President of CHY&RC to help research several items related to the pool/insurance so everyone on CHY&RC and the Board are informed of what is going on during the process

Adjournment: Motion to adjourn was made at 9:39A by Daniel Hoggard, Stephen Ornstein 2nd – All in favor

12:05 PM

09/12/22

Cash Basis

The Colington Harbour Association Inc.

Balance Sheet

As of April 30, 2023

	Apr 30, 23
ASSETS	
Current Assets	
Checking/Savings	
100 · Operating Cash - First National	217,846.71
102 · Southern Operating	240,780.78
104 · Infinex - CHA Reserves	632,906.79
114 · Infinex - CHYRC Reserve Ded	109,955.91
115 · Petty Cash	153.46
116 · Operating 2 CC - First National	21,757.19
Total Checking/Savings	1,223,400.84
Accounts Receivable	
140 · Accounts Receivable-Assessments	-1,113.42
Total Accounts Receivable	-1,113.42
Other Current Assets	
12100 · Inventory Asset	-2.24
145 · Undeposited Funds	716.57
155 · Prepaid Income Taxes	975.00
Total Other Current Assets	1,689.33
Total Current Assets	1,223,976.75
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	1,583,675.84
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	506,508.67
Total Equity	1,583,002.84
TOTAL LIABILITIES & EQUITY	1,583,675.84

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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	729,344.25	750,382.00	-21,037.75	97.2%
424 · Interest on Past Due Assessment	3,670.43	6,500.00	-2,829.57	56.5%
425 · Late Fee Income	6,820.10	10,200.00	-3,379.90	66.9%
426 · Attorney Fee	5,980.66	15,000.00	-9,019.34	39.9%
427 · Convenience Fee - Credit Card	430.00	540.00	-110.00	79.6%
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	6,665.00	12,000.00	-5,335.00	55.5%
450 · Boat Slip	0.00	15,000.00	-15,000.00	0.0%
453 · Launch Fees	1,070.00	1,600.00	-530.00	66.9%
455 · Park Reservations	650.00	400.00	250.00	162.5%
458 · Maintenance Yard Fees	0.00	0.00	0.00	0.0%
460 · Debris Removal/Grass Cutting	162.92	1,500.00	-1,337.08	10.9%
461 · Bar Code Fees	104.00	150.00	-46.00	69.3%
462 · Building Permit Fees	150.00	500.00	-350.00	30.0%
465 · Miscellaneous Income	0.00	100.00	-100.00	0.0%
471 · Fines	381.98	1,000.00	-618.02	38.2%
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	50.00	75.00	-25.00	66.7%
Total Income	755,479.34	843,247.00	-87,767.66	89.6%
Gross Profit	755,479.34	843,247.00	-87,767.66	89.6%
Expense				
608 · Admin Expenses	2,471.91	7,500.00	-5,028.09	33.0%
609 · Office Salaries	43,467.94	119,700.00	-76,232.06	36.3%
615 · Insurance Expense	32,424.57	45,000.00	-12,575.43	72.1%
620 · Telephone	399.92	1,200.00	-800.08	33.3%
625 · Utilities	1,562.85	4,792.00	-3,229.15	32.6%
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	896.49	4,200.00	-3,303.51	21.3%
632 · Postage and Delivery	741.21	5,000.00	-4,258.79	14.8%
634 · Printing	682.56	4,200.00	-3,517.44	16.3%
637 · Dues and Subscriptions	747.78	418.00	329.78	178.9%
642 · Small Tools and Equipment	1,087.69	2,000.00	-912.31	54.4%
650 · Covenants Enforcement	29.48	1,000.00	-970.52	2.9%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
672 · Legal & Professional Fees	4,157.54	20,000.00	-15,842.46	20.8%
676 · Audit/CPA Fees	6,520.00			
680 · Travel	117.28	750.00	-632.72	15.6%
690 · Property Tax	637.60	150.00	487.60	425.1%
692 · Federal Income Tax	0.00	500.00	-500.00	0.0%
696 · Payroll Tax Expense	10,737.78	25,417.00	-14,679.22	42.2%
697 · Payroll Processing	874.65	2,800.00	-1,925.35	31.2%
69810 · Bank Service Charges	34.00	100.00	-66.00	34.0%
705 · Maintenance Salaries	36,532.54	90,400.00	-53,867.46	40.4%
715 · Maintenance Phone	352.74	1,105.00	-752.26	31.9%
716 · Maintenance Utilities	919.52	2,490.00	-1,570.48	36.9%
720 · Common Property Maintenance	5,972.98	10,000.00	-4,027.02	59.7%
724 · Street Signs	208.26	550.00	-341.74	37.9%
730 · Maintenance Supplies	3,678.19	6,500.00	-2,821.81	56.6%
732 · Miscellaneous Expense	0.00	60.00	-60.00	0.0%
732.1 · Miscellaneous Expenses (CHYRC)	1,142.50			
740 · Maintenance Yard Tipping Fee	0.00	0.00	0.00	0.0%
754 · Equipment Repair	1,692.72	1,000.00	692.72	169.3%
756 · Automobile Maintenance	974.87	1,200.00	-225.13	81.2%
758 · Gas	1,803.37	3,500.00	-1,696.63	51.5%
760 · Security Wages	50,797.75	125,985.00	-75,187.25	40.3%
761 · Contract Security	0.00	2,000.00	-2,000.00	0.0%
763 · Security Supplies	1,605.50	2,500.00	-894.50	64.2%

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09/12/22

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
765 · Security Phone	159.96	480.00	-320.04	33.3%
766 · Security Utilities	1,359.44	3,200.00	-1,840.56	42.5%
767 · Security Passes	3,080.60	7,500.00	-4,419.40	41.1%
770 · Johns Brothers Monitoring	1,187.86	2,500.00	-1,312.14	47.5%
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	20,345.62	0.00	20,345.62	100.0%
Total Expense	248,970.67	843,247.00	-594,276.33	29.5%
Net Income	506,508.67	0.00	506,508.67	100.0%