

Colington Harbour Association
Board of Directors Meeting
December 13, 2022, at 8:00 AM
1000 Colington Drive
Kill Devil Hills, NC 27948

MEETING MINUTES

Call To Order: The meeting was called to order by Howard Snyder at 8:07A

Present:

Stephen Ornstein, Vice President
Bill Meyer, 2nd Vice President
David Creecy, Treasurer

Howard Snyder, Chairman
Leah Holmes, Secretary
Daniel Hoggard, Member at Large

Approval Of Agenda: A motion to adopt the agenda was made by Leah Holmes, Daniel Hoggard 2nd – All in favor

Approval Of Minutes: A motion to approve the November 15th minutes as amended by Leah Holmes, Stephen Ornstein 2nd – All in favor

Foreclosures

- 211 Sir Richard Dr E – Tabled until next meeting

Hearings: None

Department Reports

- **Maintenance:** Maintenance Manager Pat Card reported on:
 - The maintenance yard has been finished, graded, seeded, and decorated while the dumpsters were moved
 - The guard gate has been decorated
 - He is getting the dredge ready by replacing broken parts. When it is time to dredge, he will get the depth chart from the Dredging Committee. Donna will work with scheduling CAMA to fix the pin. Pat will also use the pontoon boat to direct the barge instead of wires. Donna will notify the Coast Guard to put the location of the dredge wires on their channels and an eblast will be sent to homeowners
 - The Fire Marshall completed his inspection and only 2 lights needed to be replaced
 - ATX – Will finish yard debris pickup by the end of September
 - He asked for a battery-operated grease gun for machinery and the Board agreed
- **Administrative:** Community Manager Donna Price reported on:
 - Santa at the Marina went well
 - The Boat Parade went very well with one of the highest turnouts of members and boats
- **Security:** Daniel Hoggard reported on:
 - There is a large number of cars running the red light at the gate with either no sticker or an expired ticket and suggested we start a citation campaign. The Board agreed that Covenant Enforcement will first issue a letter with the fine and give them the option to pay immediately or discuss the matter with the Board at the next morning meeting. If they do not appear, the fine will officially be charged to their account
 - Requested that the security cameras be upgraded considering a recent Guard who was struck by a car at the gate. While there is not money in the budget for a full overhaul of the security system, he requested that we purchase a few security cameras as a “stop-gap” until the 2023/4 budget. The Board agreed and asked Daniel to research potential cameras for pricing
- **Covenant Enforcement/ACC:** Covenant Enforcer Wendi Kmet asked for guidance on the following matters:
 - Businesses within residential homes: The Board advised her to contact the member and ask if they have a special permit to conduct business. If not, she will refer the matter to Dare County

- Trespassing Signs: Owners with issues about trespassing are being told by the Dare County Sheriff's office to hang "No Trespassing signs" which is against CHA's Bylaws. The Board instructed her to contact the owner to tell them that the signs are not allowed, and that if they have proof of trespass (picture, video, etc), to submit it to the Dare County Sheriff's office.

Officers Reports

Doug Wirth, President: Not Present

Stephen Ornstein, Vice President: None

Bill Meyer, 2nd Vice President: None

David Creedy, Treasurer:

- Gave a report on the financials
- Work on the 2023/4 Budget has started
- Stated that the cost of living will increase 8.7% Nationally and 8.4% for Dare County. He recommended that we approve a 5% increase in annual dues to cover increases in insurance, administrative costs, the need to treat/pave the streets outside of the Harbour, and other line items. A motion was made to increase the annual dues by 5% by Daniel Hoggard, Stephen Ornstein, 2nd – All in favor

Leah Holmes, Secretary: None

Howard Snyder, Chairman:

- Discussed the current situation with Colony Lake. The Board contacted Terry Shafer, Chair of the Colony Lake Committee, to answer her questions about CAMA permits, the concrete that is being placed on the side of Colony Lake, the long-term plan for flood and growth control, and potential grants. She asked that the plan that she submitted be attached to the meeting minutes. The Board agreed to send her the plan when we get further information from the Engineer and the company doing the piping and drainage. Terry was asked to join the next meeting with the company/Engineer for further questions and concerns

Daniel Hoggard, Member at Large: None

Old Business: Discussed during Department and Officer Reports

New Business: None

Adjournment: A motion was made to adjourn at 10:02A by Leah Holmes, David Creedy 2nd – All in favor

Executive Session: The Board went into Executive Session at 10:04

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01/16/23

Cash Basis

The Colington Harbour Association Inc.

Balance Sheet

As of January 16, 2023

	Jan 16, 23
ASSETS	
Current Assets	
Checking/Savings	
100 · Operating Cash - First National	72,329.35
102 · Southern Operating	25,785.40
104 · Infinex - CHA Reserves	632,918.70
114 · Infinex - CHYRC Reserve Ded	122,558.58
115 · Petty Cash	153.46
116 · Operating 2 CC - First National	7,404.58
Total Checking/Savings	861,150.07
Accounts Receivable	
140 · Accounts Receivable-Assessments	-2,373.06
Total Accounts Receivable	-2,373.06
Other Current Assets	
145 · Undeposited Funds	4,270.08
155 · Prepaid Income Taxes	1,211.00
Total Other Current Assets	5,481.08
Total Current Assets	864,258.09
Fixed Assets	
160 · Land	219,165.96
162 · Buildings	191,310.58
165 · Swimming Pool	100,000.00
167 · Tennis Court	9,951.76
169 · Playground Equipment	27,982.61
171 · Office Equipment	15,251.12
173 · Maintenance Equipment	215,465.33
174 · Vehicles	41,459.35
175 · Security Equipment	24,285.57
179 · Accumulated Depreciation	-516,245.77
Total Fixed Assets	328,626.51
TOTAL ASSETS	1,192,884.60
LIABILITIES & EQUITY	
Equity	
320 · Retained Earnings	-15,783.67
340 · Operating Fund	403,890.31
350 · Reserve Fund	657,872.44
Net Income	146,905.52
Total Equity	1,192,884.60
TOTAL LIABILITIES & EQUITY	1,192,884.60

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Cash Basis

The Colington Harbour Association Inc.
Profit & Loss Budget vs. Actual
May 1, 2022 through January 16, 2023

	May 1, '22 - Jan 16, 23	Budget	\$ Over Budget	% of Budget
Income				
400 · Assessments Outstanding	0.00	15,000.00	-15,000.00	0.0%
401 · Association Assessments	739,565.02	750,382.00	-10,816.98	98.6%
402 · Short period assessment refund	0.00	0.00	0.00	0.0%
424 · Interest on Past Due Assessment	4,856.60	6,500.00	-1,643.40	74.7%
425 · Late Fee Income	7,790.32	10,200.00	-2,409.68	76.4%
426 · Attorney Fee	7,489.00	15,000.00	-7,511.00	49.9%
427 · Convenience Fee - Credit Card	500.00	415.48	84.52	120.3%
428 · NSF Fee Income	0.00	0.00	0.00	0.0%
429 · Collection Fee	200.00	0.00	200.00	100.0%
430 · CHY&R Annual Billing	12,600.00	12,000.00	600.00	105.0%
435 · CHY&R Additional Billing	4,362.92	1,200.00	3,162.92	363.6%
440 · Newsletter Ad	0.00	0.00	0.00	0.0%
442 · Closing Fee	10,415.00	12,000.00	-1,585.00	86.8%
450 · Boat Slip	2,750.00	15,000.00	-12,250.00	18.3%
453 · Launch Fees	1,355.00	1,600.00	-245.00	84.7%
455 · Park Reservations	700.00	400.00	300.00	175.0%
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	136.00	150.00	-14.00	90.7%
462 · Building Permit Fees	600.00	500.00	100.00	120.0%
465 · Miscellaneous Income	0.00	100.00	-100.00	0.0%
470 · Fundraising Income	0.00	0.00	0.00	0.0%
471 · Fines	621.98	1,000.00	-378.02	62.2%
480 · Imagery Sales	0.00	0.00	0.00	0.0%
490 · Interest Income - Operating	5.97	100.00	-94.03	6.0%
495 · Interest Income - Reserves	4.84	0.00	4.84	100.0%
496 · Transfer From Reserve	0.00	0.00	0.00	0.0%
513 · Returned Check Charges	50.00	75.00	-25.00	66.7%
Total Income	794,165.57	843,122.48	-48,956.91	94.2%
Cost of Goods Sold				
500 · Cost of Imagery Sales	0.00	0.00	0.00	0.0%
50000 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	794,165.57	843,122.48	-48,956.91	94.2%
Expense				
605 · Management Fees	0.00	0.00	0.00	0.0%
608 · Admin Expenses	6,569.64	7,500.00	-930.36	87.6%
609 · Office Salaries	82,985.84	119,700.00	-36,714.16	69.3%
615 · Insurance Expense	56,180.98	45,000.00	11,180.98	124.8%
620 · Telephone	799.84	1,200.00	-400.16	66.7%
625 · Utilities	3,013.36	3,477.52	-464.16	86.7%
627 · Bank Charges	343.23	50.00	293.23	686.5%
629 · Bad Debt	0.00	2,500.00	-2,500.00	0.0%
630 · Office Supplies	1,750.70	4,200.00	-2,449.30	41.7%
632 · Postage and Delivery	1,077.66	5,000.00	-3,922.34	21.6%
634 · Printing	1,505.07	4,200.00	-2,694.93	35.8%
637 · Dues and Subscriptions	896.78	418.00	478.78	214.5%
642 · Small Tools and Equipment	1,638.89	2,000.00	-361.11	81.9%
644 · Equipment Rental	0.00	0.00	0.00	0.0%
650 · Covenants Enforcement	444.54	1,000.00	-555.46	44.5%
655 · Tech Committee	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
672 · Legal & Professional Fees	11,689.04	20,000.00	-8,310.96	58.4%
676 · Audit/CPA Fees	6,520.00	0.00	6,520.00	100.0%
680 · Travel	627.20	750.00	-122.80	83.6%
685 · Imagery Expenses	0.00	0.00	0.00	0.0%
690 · Property Tax	664.71	150.00	514.71	443.1%
692 · Federal Income Tax	0.00	500.00	-500.00	0.0%
694 · NC Income Tax	0.00	0.00	0.00	0.0%
695 · Penalties & Interest	0.00	0.00	0.00	0.0%
696 · Payroll Tax Expense	19,828.53	25,417.00	-5,588.47	78.0%
697 · Payroll Processing	1,614.75	2,800.00	-1,185.25	57.7%
69800 · Uncategorized Expenses	0.00	0.00	0.00	0.0%
69810 · Bank Service Charges	34.00	100.00	-66.00	34.0%
705 · Maintenance Salaries	65,131.32	90,400.00	-25,268.68	72.0%
710 · Contract Labor	0.00	0.00	0.00	0.0%
715 · Maintenance Phone	705.55	1,105.00	-399.45	63.9%
716 · Maintenance Utilities	1,734.42	2,490.00	-755.58	69.7%
720 · Common Property Maintenance	8,916.41	10,000.00	-1,083.59	89.2%
722 · Building Maintenance	0.00	0.00	0.00	0.0%
724 · Street Signs	208.26	550.00	-341.74	37.9%
730 · Maintenance Supplies	6,149.76	6,500.00	-350.24	94.6%

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Cash Basis

The Colington Harbour Association Inc.
Profit & Loss Budget vs. Actual
May 1, 2022 through January 16, 2023

	May 1, '22 - Jan 16, 23	Budget	\$ Over Budget	% of Budget
732 · Miscellaneous Expense	0.00	60.00	-60.00	0.0%
732.1 · Miscellaneous Expenses (CHYRC)	2,668.79	0.00	2,668.79	100.0%
740 · Maintenance Yard Tipping Fee	0.00	0.00	0.00	0.0%
752 · Maint Equipment Rental	0.00	0.00	0.00	0.0%
754 · Equipment Repair	1,692.72	1,000.00	692.72	169.3%
756 · Automobile Maintenance	988.47	1,200.00	-211.53	82.4%
758 · Gas	2,861.88	3,500.00	-638.12	81.8%
760 · Security Wages	95,128.09	125,985.00	-30,856.91	75.5%
761 · Contract Security	0.00	2,000.00	-2,000.00	0.0%
763 · Security Supplies	2,370.03	2,500.00	-129.97	94.8%
765 · Security Phone	319.92	480.00	-160.08	66.7%
766 · Security Utilities	2,573.03	3,200.00	-626.97	80.4%
767 · Security Passes	3,080.60	7,500.00	-4,419.40	41.1%
768 · Security Vehicle	0.00	0.00	0.00	0.0%
770 · Johns Brothers Monitoring	1,461.54	2,500.00	-1,038.46	58.5%
780 · Street Paving	211,821.40	170,000.00	41,821.40	124.6%
781 · Bus Stop Construction	0.00	0.00	0.00	0.0%
782 · Dredging	1,132.48	15,000.00	-13,867.52	7.5%
783 · Tree Service	9,887.50	15,000.00	-5,112.50	65.9%
784 · Drainage Control	2,752.50	35,000.00	-32,247.50	7.9%
785 · Discretionary	2,070.00	15,000.00	-12,930.00	13.8%
786 · Contingency	0.00	0.00	0.00	0.0%
787 · Depreciation Expense	0.00	0.00	0.00	0.0%
800 · Reserve Funding	0.00	85,000.00	-85,000.00	0.0%
810 · Reserve Funding - CHY&RC	0.00	0.00	0.00	0.0%
895 · Reserve Disb	25,420.62	0.00	25,420.62	100.0%
Total Expense	647,260.05	841,932.52	-194,672.47	76.9%
Net Income	146,905.52	1,189.96	145,715.56	12,345.4%