

MINUTES
COLINGTON HARBOUR BOARD OF DIRECTORS MEETING
July 11, 2023 8:00 AM

Call To Order: Meeting was called to order at 8:02A by Chairman Stephen Ornstein

Present:

Doug Wirth, President
Howard Snyder, 1st Vice President
Stephen Ornstein, Chairman

David Creecy, Treasurer
Leah Holmes, Secretary
Bill Meyer, Member at Large

Others Present:

Donna Price, Community Manager
Pat Card, Maintenance Manager

Ann Blomberg, Bookkeeper
Wendi Kmet, Covenant Enforcement,

Approval of Agenda – Motion was made to approve the Agenda by Howard Snyder, Leah Holmes 2nd – All in favor

Approval of Minutes – Motion to approve the June 13th meeting minutes by Doug Wirth, Howard Snyder 2nd - All in favor

Foreclosures: Bookkeeper Ann Blomberg informed the Board that there is one home in foreclosure and is being handled by Jordan Price

Hearings: None.

Department Reports

- **Bookkeeping:** Bookkeeper Ann Blomberg reported:
 - 30 accounts are past due and 15-day demand letters will be sent at the end of July
 - Informed the Board that there are potential law changes for HOA's that would encourage HOA's to file liens after only 4 months. If approved, the law will not take effect in 2023
 - CHA received payment from Fred Smith for repair work on the irrigation system at the guard gate that was damaged during road work
- **Maintenance** - Maintenance Manager Pat Card reported on the following:
 - Paving on Sandpiper went well. Additional preparation work was needed and Fred Smith helped by removing the largest tree root, and helped fill the gap created between unpaved driveways and the new pavement by putting down rocks for free.
 - Attempts at raking vegetation growth in Colony Lake were unsuccessful, but the areas around the lake was cleared
 - The areas where sand had washed out at the south bulkhead have been filled with no damage to homeowners lawns
 - CHA is still seeing major vandalism of signs including removal, turning signs the wrong way, and vulgar graffiti, particularly between Eagle and Outrigger Drives. Police reports have been filed and the Board was encourage to post on various CHA Facebook pages about homeowners checking their ring cameras, especially during the day
 - The landscaping at the guard gate is looking really good
 - Pat and Mike will begin trimming tree limbs that are lower than 13 feet as well as trimming bushes
 - Pat and Mike will begin digging the pit discussed at a previous meeting
- **Administrative** - Community Manager Donna Price reported on the following:
 - Requested approval for a keypad lock for the office door that costs \$299.
 - A motion was made to approve the expense by Leah Holmes, David Creecy 2nd - All in favor

- CHYRC has requested that CHA pay for an updated security system since their's no longer works now that CHA upgraded. Steve Ornstein will contact CHYRC for more information
- CHA is holding a Labor Day event at the soundside park that will feature bands, several food trucks, the 252 Bus, and a fire truck
- **Covenant Enforcement** - None
- **Security** - Wendi Kmet with Covenant Enforcement reviewed the new security cameras with the Board to show what areas they are now able to see and the greatly improved quality of the video.
 - A motion to turn on sound recording at the guard gate was made by Bill Meyer, Leah Holmes 2nd - All in favor

Officers Reports

Doug Wirth, President: Stated the following:

- CHYRC has offered to pay half of the amount for repairs to the marina bulkhead needed to protect the septic system.
- We are looking into more grants to help fund future projects

Howard Snyder, 1st Vice President:

- Discussed conversations with a homeowner living on Colony Lake.
 - A motion was made to approve a treatment plan for Colony Lake that involves environmentally friendly herbicides and adding carp to the lake by Leah Holmes, Howard Snyder 2nd - All in favor
- Asked Community Manager Donna Price to send a letter to a homeowner with a dead tree in their yard to inform them that we have received a complaint and wanted to make them aware. The Board agreed to send a letter and that it is a civil matter and not an Association responsibility

Randey Reade, 2nd Vice President: Not present

David Creedy, Treasurer:

- Gave a report on the financials including the operating account, credit card, payroll, and capital reserves
- Informed the Board that recent changes to capital reserves regulation and new required items have caused reserves to drop. He is researching options to adjust for this
- Discussed the idea of adding additional boat slips that go out into the marina to add additional income for CHA, and said he would research the issue with CAMA

Leah Holmes, Secretary: No report

Stephen Ornstein, Chairman: No report

Bill Meyer, Member at Large: No report

Old Business

- Bulkhead in Marina: The Board agreed to table this matter until CAMA can confirm whether a permit is needed because the woman that was our contact is no longer working there and we are waiting to hear from her replacement

New Business: None

Adjournment: Motion to adjourn at 9:42A by Leah Holmes, Howard Snyder 2nd – All in favor

11:15 AM
07/18/23
Cash Basis

The Colington Harbour Association Inc.
Balance Sheet
As of July 18, 2023

	Jul 18, 23
ASSETS	
Current Assets	
Checking/Savings	
100 · Operating Cash - First National	288,544.47
102 · Southern Operating	304,810.33
104 · Infinex - CHA Reserves	613,132.15
114 · Infinex - CHYRC Reserve Ded	123,510.81
115 · Petty Cash	153.46
116 · Operating 2 CC - First National	32,088.04
Total Checking/Savings	1,362,239.26
Accounts Receivable	
140 · Accounts Receivable-Assessments	-329.17
Total Accounts Receivable	-329.17
Other Current Assets	
155 · Prepaid Income Taxes	1,211.00
Total Other Current Assets	1,211.00
Total Current Assets	1,363,121.09
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	1,691,747.60
LIABILITIES & EQUITY	
Equity	
320 · Retained Earnings	34,212.67
340 · Operating Fund	403,890.31
350 · Reserve Fund	657,872.44
Net Income	595,772.18
Total Equity	1,691,747.60
TOTAL LIABILITIES & EQUITY	1,691,747.60

11:12 AM

07/18/23

Cash Basis

The Colington Harbour Association Inc.
Profit & Loss Budget vs. Actual
May 2023 through April 2024

	May '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Income				
400 · Assessments Outstanding	0.00	15,000.00	-15,000.00	0.0%
401 · Association Assessments	736,329.11	788,766.00	-52,436.89	93.4%
424 · Interest on Past Due Assessment	1,712.42	4,500.00	-2,787.58	38.1%
425 · Late Fee Income	4,154.77	7,500.00	-3,345.23	55.4%
426 · Attorney Fee	3,110.38	7,500.00	-4,389.62	41.5%
427 · Convenience Fee - Credit Card	580.00	540.00	40.00	107.4%
429 · Collection Fee	100.00	100.00	0.00	100.0%
430 · CHY&R Annual Billing	0.00	12,600.00	-12,600.00	0.0%
435 · CHY&R Additional Billing	1,259.15	2,500.00	-1,240.85	50.4%
442 · Closing Fee	3,375.00	10,500.00	-7,125.00	32.1%
450 · Boat Slip	0.00	19,550.00	-19,550.00	0.0%
453 · Launch Fees	840.00	1,600.00	-760.00	52.5%
455 · Park Reservations	325.00	500.00	-175.00	65.0%
460 · Debris Removal/Grass Cutting	0.00	150.00	-150.00	0.0%
461 · Bar Code Fees	64.00	100.00	-36.00	64.0%
462 · Building Permit Fees	150.00	500.00	-350.00	30.0%
465 · Miscellaneous Income	3,239.81	0.00	3,239.81	100.0%
471 · Fines	650.00	350.00	300.00	185.7%
490 · Interest Income - Operating	0.00	150.00	-150.00	0.0%
495 · Interest Income - Reserves	0.00	75.00	-75.00	0.0%
513 · Returned Check Charges	100.00	75.00	25.00	133.3%
Total Income	755,989.64	872,556.00	-116,566.36	86.6%
Gross Profit	755,989.64	872,556.00	-116,566.36	86.6%
Expense				
608 · Admin Expenses	582.94	7,500.00	-6,917.06	7.8%
609 · Office Salaries	28,245.08	127,200.00	-98,954.92	22.2%
615 · Insurance Expense	25,372.67	62,900.00	-37,527.33	40.3%
620 · Telephone	299.94	1,200.00	-900.06	25.0%
625 · Utilities	1,167.91	4,800.00	-3,632.09	24.3%
627 · Bank Charges	0.00	850.00	-850.00	0.0%
629 · Bad Debt	0.00	2,000.00	-2,000.00	0.0%
630 · Office Supplies	1,041.98	4,200.00	-3,158.02	24.8%
632 · Postage and Delivery	0.00	5,000.00	-5,000.00	0.0%
634 · Printing	904.63	4,500.00	-3,595.37	20.1%
637 · Dues and Subscriptions	210.00	450.00	-240.00	46.7%
642 · Small Tools and Equipment	806.94	2,000.00	-1,193.06	40.3%
650 · Covenants Enforcement	118.08	1,000.00	-881.92	11.8%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
672 · Legal & Professional Fees	3,703.88	12,500.00	-8,796.12	29.6%
676 · Audit/CPA Fees	0.00	6,500.00	-6,500.00	0.0%
680 · Travel	241.29	750.00	-508.71	32.2%
690 · Property Tax	1.23	750.00	-748.77	0.2%
692 · Federal Income Tax	0.00	500.00	-500.00	0.0%
696 · Payroll Tax Expense	6,520.07	28,800.00	-22,279.93	22.6%
697 · Payroll Processing	495.00	2,800.00	-2,305.00	17.7%
69810 · Bank Service Charges	46.00	100.00	-54.00	46.0%
705 · Maintenance Salaries	20,214.65	99,640.00	-79,425.35	20.3%
715 · Maintenance Phone	216.41	1,100.00	-883.59	19.7%
716 · Maintenance Utilities	594.98	2,500.00	-1,905.02	23.8%
720 · Common Property Maintenance	2,743.72	10,000.00	-7,256.28	27.4%
724 · Street Signs	523.59	500.00	23.59	104.7%
730 · Maintenance Supplies	3,645.70	6,500.00	-2,854.30	56.1%
732 · Miscellaneous Expense	0.00	0.00	0.00	0.0%
732.1 · Miscellaneous Expenses (CHYRC)	910.42	2,500.00	-1,589.58	36.4%
740 · Maintenance Yard Tipping Fee	0.00	0.00	0.00	0.0%
754 · Equipment Repair	1,298.47	1,500.00	-201.53	86.6%
756 · Automobile Maintenance	32.65	1,200.00	-1,167.35	2.7%
758 · Gas	482.84	3,500.00	-3,017.16	13.8%
760 · Security Wages	31,636.50	146,280.00	-114,643.50	21.6%
761 · Contract Security	4,803.75	2,000.00	2,803.75	240.2%
763 · Security Supplies	688.78	3,500.00	-2,811.22	19.7%
765 · Security Phone	119.97	480.00	-360.03	25.0%

11:12 AM

07/18/23

Cash Basis

The Colington Harbour Association Inc.
Profit & Loss Budget vs. Actual
May 2023 through April 2024

	May '23 - Apr 24	Budget	\$ Over Budget	% of Budget
766 · Security Utilities	854.45	3,500.00	-2,645.55	24.4%
767 · Security Passes	4,094.71	7,000.00	-2,905.29	58.5%
770 · Johns Brothers Monitoring	273.68	2,500.00	-2,226.32	10.9%
780 · Street Paving	0.00	100,000.00	-100,000.00	0.0%
782 · Dredging	0.00	1,500.00	-1,500.00	0.0%
783 · Tree Service	6,762.50	15,000.00	-8,237.50	45.1%
784 · Drainage Control	0.00	25,000.00	-25,000.00	0.0%
785 · Discretionary	0.00	10,000.00	-10,000.00	0.0%
787 · Depreciation Expense	0.00	30,000.00	-30,000.00	0.0%
800 · Reserve Funding	0.00	95,000.00	-95,000.00	0.0%
895 · Reserve Disb	10,562.05	25,556.00	-14,993.95	41.3%
Total Expense	160,217.46	872,556.00	-712,338.54	18.4%
Net Income	595,772.18	0.00	595,772.18	100.0%