

MINUTES  
COLINGTON HARBOUR BOARD OF DIRECTORS MEETING  
June 13, 2023 8:00 AM

**Call To Order:** Meeting was called to order at 8:01A by Chairman Stephen Ornstein

**Present:**

Doug Wirth, President

Randy Reale, 2nd 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 to approve Agenda by Leah Holmes, Doug Wirth 2nd – All in favor

**Approval of Minutes** – Motion to approve May 9th meeting minutes by Doug Wirth, Bill Meyer 2nd - All in favor

**Foreclosures:** Bookkeeper Ann Blomberg informed the Board that the family of 1977 Colington Drive that was in foreclosure has reclaimed it from the bank and intends to bring it up to Association regulations. We now have contact information for followup purposes.

**Hearings:** None.

**Department Reports**

- **Bookkeeping:** Bookkeeper Ann Blomberg reported:
  - New dues statements with late fees have been sent
  - CHA's workman's comp was evaluated and the association will be getting \$900 back
  - The Association did not qualify for a COVID-19 grant
- **Maintenance** - Maintenance Manager Pat Card reported on the following:
  - Fred Smith will begin paving Sandpiper in the modular section on the 19th
  - Pat and Mike have been working on removing roots that would affect the paving instead of Fred Smith to reduce the cost of paving
  - Fred Smith will be coming to check the work that Pat and Mike have done on Sandpiper
  - There are issues with sand washing out around the South Bulkhead. Pat will be filling it in with sand
  - A roofer checked a potential leak on the roof and said that it does not need to be fixed
  - Everything went well over Memorial Day weekend
  - Signs that have been stolen or moved have been replace or fixed
  - A dog station has officially been installed on Sir Hart
  - Pat will be mowing during the week
  - Stated that there had been a rip rap complaint on Colony Lake
- **Administrative** - Community Manager Donna Price reported on the following:
  - Discussed the latest quotes for new playground equipment
    - Due to the high prices, the Board agreed to table the issue until the fall when they can look at possibly funding it through the playground improvements line item in capital reserves
  - Requested that Wendi Kmit with Covenant Enforcement and Jim Caldwell, Guard Supervisor, be added to the security committee and the Board agreed
- **Covenant Enforcement** - None
- **Security** - Wendi Kmet with Covenant Enforcement reported on the following:
  - The installation of the security system is ongoing.

- John's Brothers would be coming on Wednesday to do a final check of camera locations and angles.
- Donna and Wendi will be training with John's Brothers on Friday

#### **Officers Reports**

*Doug Wirth, President:* Discussed the bulkhead

*Howard Snyder, 1<sup>st</sup> Vice President:* Not present

*Randey Reade, 2<sup>nd</sup> Vice President:* Stated that we have to wait to get information about a potential grant until Joyce with the Department of Natural Resources researches it

*David Creecy, Treasurer:*

- Gave a report on the financials including the operating account, credit card, payroll, and capital reserves
- We have received 86.8% in dues payments and only have \$104,000 outstanding. Second notices with late fees have been mailed as previously stated
- Shared the quotes for fixing the bulkhead in the marina that is at risk for sinkholes and destroying the septic system during the next major storm or hurricane
- Asked Community Manager Donna Price if we need a CAMA permit for that work. She stated a decision would be made Friday
- Discussed the cameras in the CHA office, particularly Ann Blomberg's office. The Board agreed that the cameras are unnecessary and should be removed immediately
- Discussed access into the CHA office by non-staff members. Community Manager Donna Price said that Johns Brothers was looking into separating the security systems between the CHA and the CHYRC
  - A motion was made to install a keypad on the CHA office door by David Creecy, Leah Holmes 2nd - All in favor

*Leah Holmes, Secretary:* Stated she checked CHA's PO Box the day after the dues deadline in case anyone had mailed their dues to that address and there was nothing there

*Stephen Ornstein, Chairman:* Stated that only the Community Manager, Covenant Enforcement and no Board members should have access to the security system and the Board agreed

*Bill Meyer, Member at Large:* Asked about getting food trucks to come to the soundside during the summer. Community Manager Donna Price said she would research the matter to inquire about cost and permitting

#### **Old Business**

- Colony Lake: President Doug Wirth stated that he would research rakes used to scrape biological growth in water so that the Association can purchase one and Maintenance Pat Card can begin regularly raking the lake.
- Ratify Evote-Paving: A motion was made to ratify evote regarding proceeding with paving Sandpiper by Stephen Ornstein, Leah Holmes, 2nd - All in favor
- Bulkhead in Marina: A motion was made to proceed with repairing the marina bulkhead with Shane Clark Construction by Leah Holmes, Stephen Ornstein 2nd - All in favor

**New Business:** None

**Adjournment:** Motion to adjourn at 9:30A by Leah Holmes, Stephen Ornstein 2nd – All in favor

**The Colington Harbour Association Inc.**  
**Balance Sheet**  
As of July 10, 2023

	Jul 10, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
100 · Operating Cash - First National	302,743.10
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	30,500.21
<b>Total Checking/Savings</b>	1,374,850.06
<b>Accounts Receivable</b>	
140 · Accounts Receivable-Assessments	-274.40
<b>Total Accounts Receivable</b>	-274.40
<b>Other Current Assets</b>	
145 · Undeposited Funds	360.04
155 · Prepaid Income Taxes	1,211.00
<b>Total Other Current Assets</b>	1,571.04
<b>Total Current Assets</b>	1,376,146.70
<b>Fixed Assets</b>	
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
<b>Total Fixed Assets</b>	328,626.51
<b>TOTAL ASSETS</b>	<b>1,704,773.21</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
320 · Retained Earnings	34,212.67
340 · Operating Fund	403,890.31
350 · Reserve Fund	657,872.44
Net Income	608,797.79
<b>Total Equity</b>	1,704,773.21
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,704,773.21</b>



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

	May '23 - Apr 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
400 · Assessments Outstanding	0.00	15,000.00	-15,000.00	0.0%
401 · Association Assessments	730,168.65	788,766.00	-58,597.35	92.6%
424 · Interest on Past Due Assessment	1,531.78	4,500.00	-2,968.22	34.0%
425 · Late Fee Income	3,608.80	7,500.00	-3,891.20	48.1%
426 · Attorney Fee	3,110.38	7,500.00	-4,389.62	41.5%
427 · Convenience Fee - Credit Card	530.00	540.00	-10.00	98.1%
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	3,000.00	10,500.00	-7,500.00	28.6%
450 · Boat Slip	0.00	19,550.00	-19,550.00	0.0%
453 · Launch Fees	655.00	1,600.00	-945.00	40.9%
455 · Park Reservations	300.00	500.00	-200.00	60.0%
460 · Debris Removal/Grass Cutting	0.00	150.00	-150.00	0.0%
461 · Bar Code Fees	48.00	100.00	-52.00	48.0%
462 · Building Permit Fees	150.00	500.00	-350.00	30.0%
465 · Miscellaneous Income	0.00	0.00	0.00	0.0%
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%
<b>Total Income</b>	<b>745,211.76</b>	<b>872,556.00</b>	<b>-127,344.24</b>	<b>85.4%</b>
<b>Gross Profit</b>	<b>745,211.76</b>	<b>872,556.00</b>	<b>-127,344.24</b>	<b>85.4%</b>
<b>Expense</b>				
608 · Admin Expenses	582.94	7,500.00	-6,917.06	7.8%
609 · Office Salaries	23,626.64	127,200.00	-103,573.36	18.6%
615 · Insurance Expense	18,414.67	62,900.00	-44,485.33	29.3%
620 · Telephone	299.94	1,200.00	-900.06	25.0%
625 · Utilities	944.60	4,800.00	-3,855.40	19.7%
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	727.48	4,200.00	-3,472.52	17.3%
632 · Postage and Delivery	0.00	5,000.00	-5,000.00	0.0%
634 · Printing	524.07	4,500.00	-3,975.93	11.6%
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	5,418.42	28,800.00	-23,381.58	18.8%
697 · Payroll Processing	405.00	2,800.00	-2,395.00	14.5%
69810 · Bank Service Charges	46.00	100.00	-54.00	46.0%
705 · Maintenance Salaries	16,900.77	99,640.00	-82,739.23	17.0%
715 · Maintenance Phone	216.41	1,100.00	-883.59	19.7%
716 · Maintenance Utilities	509.31	2,500.00	-1,990.69	20.4%
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	3,174.29	6,500.00	-3,325.71	48.8%
732 · Miscellaneous Expense	0.00	0.00	0.00	0.0%
732.1 · Miscellaneous Expenses (CHYRC)	528.63	2,500.00	-1,971.37	21.1%
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	25,948.36	146,280.00	-120,331.64	17.7%
761 · Contract Security	4,803.75	2,000.00	2,803.75	240.2%
763 · Security Supplies	656.65	3,500.00	-2,843.35	18.8%
765 · Security Phone	119.97	480.00	-360.03	25.0%

10:46 AM

07/10/23

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	710.44	3,500.00	-2,789.56	20.3%
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%
<b>Total Expense</b>	<b>136,413.97</b>	<b>872,556.00</b>	<b>-736,142.03</b>	<b>15.6%</b>
<b>Net Income</b>	<b>608,797.79</b>	<b>0.00</b>	<b>608,797.79</b>	<b>100.0%</b>