

Minutes
Colington Harbour Board of Directors Meeting
February 11, 2025

Call to order: Meeting was called to order at 8:04 am by Richard Hess

Present:

President – Deborah Beddingfield
Chairman – Richard Hess
1st VP – Adele Page
Member at Large – Mike Weidinger

Treasurer – Mike Hutchinson
Secretary – Jessica Loose
2nd VP – Shane Hite

Others Present:

Community Manager – Donna Price
Covenant Enforcement – Wendi Kmit
Maintenance – Pat Card
Bookkeeper – Ann Blomberg

Approval of Agenda: Jessica Loose 1st, Shane Hite 2nd. All in favor, motion passed.

Approval of Minutes of January 14, 2025: Adele Page 1st, Deborah Beddingfield 2nd. All in favor, motion passed

OPEN COMMUNITY FORUM

- Steve McDonald felt that all meetings should be scheduled in the evening, as many residents cannot attend morning meetings. He also questioned what procedure is in place at the guard gate to prevent solicitation by Brightspeed. He also praised the new website.
- Steve Buick asked if we were increasing the number of boat slips. Richard Hess replied that we are working on it.
- David Reed had questions about the surplus noted in the financial report for 2024. Mike Hutchinson explained that the budget cash flow is always in flux. Excess funds should show up as reserves on the balance sheet. Richard Hess said we have been reviewing the budgeting process to make it more transparent.

DEPARTMENTAL REPORTS

Foreclosures: Ann Blomberg

- Jordan Price will send foreclosure letters after completing title searches on seven properties.
- We have received the deed to the donated lot at 330 Harbour Road.
- No hearings are scheduled.

Security/Covenant Enforcement: Wendy Kmit

- She acknowledged that Brightspeed solicitations have been a problem. There has been a lot of employee turnover. They need to present a work order at the guard shack to enter but then another employee does the soliciting. She will send them a letter stating that if they don't comply, they will not be permitted inside the gate.
- No other covenant enforcement issues to report.

Maintenance: Pat Card

- Roads: He has repaired potholes and dug up the root that was causing the upheaval on Kitty Hawk Bay Drive. More prep is necessary in the modular section prior to the repaving. Pat trimmed back branches that impede visibility at intersections. He cited loose asphalt peeling off the concrete at the edge of driveway at 213 Sir Richard East where it joins the road. He questioned who was responsible for repairing the apron, CHA or the homeowner. Ann Blomberg will let the homeowner to proceed with the repairs.
- New fence to protect the oak tree in the soundfront park: Installed but still needs to be painted.
- Heater in maintenance shop: A portable propane heater is \$685, an installed heater will cost \$3,000-5,000. The Board asked Pat to do more research into infrared heaters. Worker safety is paramount.
- Soundfront walkway: Parts of it are rotten. Shane Hite moved that Pat remove the wooden walkway at his discretion and put down blue mat. Adele Page 2nd, all in favor. Motion passed.
- Clubhouse repairs:
 - Pat has received several bids to replace the 25 year old roof with varying specifications. The Board agreed that the bid should include the removal of the copper vanity caps, upgrading water/ice underlayment shield on the entire roof, and plywood sheathing instead of MDF board. Mike Hutchinson moved that we ask Roofing Solutions to amend their bid to include the water/ice shield. If the revised price does not exceed \$36,000, it will be approved. Adele Page 2nd. All in favor, motion passed.
 - Back wall of clubhouse needs to be replaced; original T-111 is not adequate. Mike Weidinger will get bids to repair the rotten section.
 - Spongy section on the deck needs to be repaired/replaced.
- Maintenance shop: Pat has received several bids to replace the roof, siding, windows and doors. Shane Hite moved that we accept Roofing Solutions bid of \$24,000 to do the repairs , with that amount to include heat in the shop. Adele Page 2nd, all in favor. Motion passed.
- Guard shack roof: Mike Weidinger moved that we accept the bid of \$4,610 from Roofing Solutions to replace the roof on the guard shack.

Administrative: Donna Price

- No report.

OFFICER REPORTS

President: Deborah Beddingfield

- She thanked the Board and the staff for their hard work. She said that while we will hit some bumps and complaints, not to take it personally. We serve the whole community.

First VP: Adele Page

- She presented the community survey results. 387 property owners and 8 renters responded. Quite a few expressed interest in serving on committees. Results will be posted on the website with the link shared in an e-blast.

2nd VP: Shane Hite

- He asked that we resume posting on Facebook as we live in a world of immediate communication. Adele said we should use it as a means to share information and create avenues to access the Board. Shane Hite moved that we resume posting information on Facebook, Jessica Loose 2nd. Deborah Beddingfield abstained; the rest of the Board members voted in favor. Motion passed.

Treasurer: Mike Hutchinson

- Report is attached.

Secretary: Jessica Loose

- She supported linking the Facebook page to the website and agreed with the Board decision not to use the page as a forum for opinion and debate.

Chairman: Richard Hess

- No report.

Member at Large: Mike Weidinger

- Mike requested that budget reports show monthly trends, i.e. percentage of budgeted funds expended to date. Mike Hutchinson, treasurer, said he would do it.

OLD BUSINESS

- Colony Lake: Jessica Loose reported that she will share a bid from Foster Management on stocking the lake with fish and aerating the water to keep down the vegetation.
- 2025-26 Budget: Mike Hutchinson explained the reasoning behind the proposed budget.
 - Proposed annual budget will include a 5% increase, as substantiated by the cost of living increase.
 - Approximately 3% will be allocated to various accounts; some have increased other have decreased. For example, common property maintenance will increase to cover repairs to our aging infrastructure while legal expenses will decrease.
 - The balance of 2% will be allocated to the reserve funds to reflect the pending \$2.7 million dollars projected for road maintenance.
 - He stressed the need to save for future maintenance expenses as it is very difficult to get the membership to approve a special assessment.
 - We have a fiduciary duty to protect the assets of the community.
 - Deborah Beddingfield moved that we approve the budget, including the 5% dues increase, Adele Page 2nd. All in favor, motion passed.
- Replacement of Clubhouse roof: Discussed previously.
- Boat lift donation from Colington Volunteer Fire Department: Donation is on hold.
- Road paving: Discussed previously.
- Dumpster at maintenance yard: The wooden dumpster that was added last summer for residents to use for free actually cost about \$3800 last year, and it is only being used regularly by a handful of residents. Shane Hite moved to eliminate the wooden dumpster, Mike Weidinger 2nd. All in favor, motion passed. Donna Price will send out an e-blast informing the community that Wednesday, February 19 will be the last day the dumpster will be available.

NEW BUSINESS

- No new business discussed.

Meeting adjourned at 10:23am. Motion by Jessica Loose, Shane Hite 2nd. All in favor, motion passed.

*Respectfully submitted,
Jessica Loose, Secretary*

Treasurers' Report Through January 2025

1. Income

- a. 495 · Interest Income – Reserves - We are \$12,000 behind on interest income. The Accountant still hasn't reconciled books to include interest.
- b. Total Income - We are \$45,659.57 behind for income overall versus budget, an improvement of \$5,868 from last month.

2. Expenses

- a. 756 · Automobile Repair – Replaced engine sensor on the blue truck.
- b. 780 · Street Paving – We have year to date spent nothing versus a budget of \$107,695.
- c. Total Expenses \$464,157 versus a budget of \$919,241.

3. Net Income - \$376,925.29 versus \$464,157.41, for a reduction of \$87,232.12

4. Balance sheet

- a. 100 and 102 \$150,000 transferred from Southern Bank to First National when operating reserves dipped to \$80,000 in the First National working Checking Account.
- b. Total Assets reduced \$24,074.99 from last month.

Income Statement May 24 to Jan 25

Income	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Monthly Budget	Monthly Variance	Cumulative Results YTD	Annual Budget 24	Cumulative Annual Var	Comments
400 - Assessments Outstanding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
401 - Association Assessments	706,217.07	48,349.14	28,349.25	8,043.10	7,488.99	4,984.09	5,010.58	5,063.50	3,143.82	69,017.00	-65,873.18	816,629.54	828,204.00	-11,574.46	Is this related to the people being taken to foreclosure. Currently at 98% collected.
424 - Interest on Past Due Assessment	764.88	2,728.63	1,797.75	468.01	616.71	561.30	413.01	532.18	483.42	580.17	-96.75	6,365.89	6,962.00	-596.11	
425 - Late Fee Income	212.11	7,271.83	2,175.31	525.00	656.81	424.81	350.00	428.92	280.00	280.00	-66.67	-416.67	8,000.00	-204.21	
426 - Attorney Fee	1,645.25	50.00	3,651.50	0.00	0.00	476.00	0.00	0.00	506.00	708.33	-202.33	6,328.75	8,500.00	-2,171.25	
427 - Convenience Fee - Credit Card	240.00	190.00	60.00	40.00	60.00	30.00	10.00	0.00	0.00	83.33	-83.33	630.00	1,000.00	-370.00	
429 - Collection Fee	300.00	100.00	300.00	0.00	0.00	100.00	0.00	0.00	100.00	125.00	-25.00	900.00	1,500.00	-600.00	
430 - CHY&R Annual Billing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,000.00	0.00	1,666.67	-1,666.67	14,000.00	14,000.00	0.00	
435 - CHY&R Additional Billing	500.00	1,375.00	0.00	1,000.00	1,750.00	1,875.00	1,825.00	1,500.00	625.00	875.00	-250.00	11,375.00	10,500.00	875.00	Collected in Feb and March
442 - Closing Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	1,766.67	-1,016.67	750.00	21,200.00	-20,450.00	
490 - Boat Slip	230.00	355.00	595.00	315.00	295.00	150.00	25.00	0.00	0.00	133.33	-133.33	1,955.00	1,600.00	355.00	
493 - Launch Fees	100.00	100.00	125.00	25.00	0.00	0.00	0.00	0.00	0.00	58.33	-58.33	350.00	700.00	-350.00	
495 - Park Reservations	24.00	40.00	56.00	32.00	24.00	8.00	8.00	8.00	10.00	12.50	-2.50	210.00	50.00	60.00	
461 - Bar Code Fees	50.00	50.00	0.00	0.00	100.00	50.00	0.00	50.00	0.00	41.67	-41.67	350.00	50.00	-150.00	
462 - Building Permit Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
465 - Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
471 - Fines	0.00	350.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	20.83	-20.83	500.00	250.00	250.00	
490 - Interest Income - Operating	243.93	237.99	249.35	240.49	232.91	0.00	0.00	0.00	0.00	2.08	-2.08	1,204.67	25.00	1,179.67	Accountant hasn't reconciled books to include interest
495 - Interest Income - Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.00	12,000.00	-12,000.00	
513 - Returned Check Charges	50.00	25.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	12.50	-12.50	95.00	150.00	-55.00	
Total Income	710,577.24	54,722.59	40,911.00	10,738.60	11,244.42	8,639.20	7,441.59	23,438.55	5,868.24	76,603.42	-70,735.18	873,581.43	919,241.00	-45,659.57	
Gross Profit	710,577.24	54,722.59	40,911.00	10,738.60	11,244.42	8,639.20	7,441.59	23,438.55	5,868.24	76,603.42	-70,735.18	873,581.43	919,241.00	-45,659.57	
Expense	415.83	230.90	136.68	725.78	3,014.65	4,694.64	6,463.34	889.65	1,295.37	950.00	-345.37	7,824.95	11,400.00	3,575.05	
608 - Admin Expenses	15,145.78	10,377.86	9,841.89	10,192.51	9,746.26	15,078.63	10,841.18	10,797.73	9,450.27	11,300.00	-1,797.73	100,744.99	133,560.00	32,815.01	
609 - Office Salaries	7,264.29	9,551.77	17,831.13	19,229.24	3,683.82	4,274.24	2,660.53	3,993.83	4,544.62	5,411.67	4,787.05	62,034.47	62,900.00	865.53	
615 - Insurance Expense	99.98	0.00	199.96	0.00	199.96	99.98	0.00	199.96	0.00	100.00	100.00	799.84	1,200.00	400.16	
620 - Telephone	418.49	223.58	646.75	245.30	660.84	441.53	221.72	767.60	272.35	408.33	-135.98	3,896.16	4,900.00	1,001.84	
627 - Bank Charges	251.45	200.44	235.78	0.00	0.00	0.00	0.00	0.00	0.00	20.83	-20.83	897.67	250.00	-437.67	
629 - Bad Debt	318.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41.67	-41.67	318.66	500.00	-181.34	
630 - Office Supplies	230.72	287.52	340.48	490.41	522.16	610.30	465.94	502.02	212.25	283.33	-37.75	3,661.80	3,000.00	661.80	
632 - Postage and Delivery	133.44	0.00	307.80	0.00	868.33	43.65	750.73	162.25	145.22	491.67	-346.45	2,401.42	590.00	3,498.58	
637 - Dues and Subscriptions	0.00	0.00	329.52	0.00	0.00	0.00	0.00	25.17	165.00	62.50	-102.50	519.69	750.00	230.31	
642 - Small Tools and Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103.55	133.33	29.78	-29.78	103.55	160.00	149.45	
650 - Covenants Enforcement	54.70	58.60	58.63	58.63	297.82	58.64	58.64	58.64	83.33	24.66	-759.02	1,000.00	240.98	759.02	
672 - Legal & Professional Fees	0.00	2,245.00	3,966.50	112.50	7,053.50	5,678.63	6,965.91	892.50	238.00	1,208.33	970.33	27,152.54	14,500.00	12,652.54	Legal associated with collections, w/e prepay and it is added to homeowners bill
676 - Audit/CPA Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	541.67	-541.67	5,650.00	6,500.00	850.00	
680 - Travel	178.49	0.00	0.00	0.00	0.00	142.30	0.00	0.00	158.65	76.67	-81.98	478.44	920.00	441.56	
691 - Property Tax	0.00	0.00	0.00	80.35	0.00	0.00	56.64	0.00	20.83	136.99	-20.83	136.99	250.00	111.01	
694 - Federal Income Tax	0.00	0.00	0.00	613.00	0.00	0.00	0.00	0.00	0.00	125.00	-125.00	425.00	150.00	275.00	
694 - NC Income Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
696 - Payroll Tax Expense	3,342.43	2,293.35	2,293.35	2,293.16	2,307.27	3,348.98	2,252.50	2,232.76	2,380.15	2,338.33	-46.82	22,735.56	28,000.00	5,264.44	
697 - Payroll Processing	251.00	171.00	168.00	184.00	167.50	255.50	162.00	165.00	376.00	200.33	-167.67	1,900.00	2,500.00	600.00	
69810 - Bank Service Charges	0.00	12.00	0.00	0.00	12.00	0.00	0.00	0.00	8.33	8.33	-8.33	24.00	100.00	76.00	
705 - Maintenance Salaries	10,124.94	6,500.00	7,163.00	7,215.00	7,574.25	11,213.50	7,320.75	7,290.00	6,891.75	8,718.50	-1,826.75	71,293.19	104,622.00	33,328.81	
715 - Maintenance Phone	39.99	79.98	79.98	0.00	79.98	39.99	0.00	79.98	0.00	83.33	-83.33	319.92	2,000.00	680.08	
716 - Maintenance Utilities	235.91	71.80	295.65	126.89	296.54	177.65	107.21	190.68	120.85	216.67	-95.82	1,623.38	2,600.00	976.62	
720 - Comm on Property Maintenance	8,098.93	816.49	3,731.16	865.21	3,701.00	454.28	0.00	0.00	170.50	1,000.00	829.41	14,416.76	12,000.00	2,416.76	
724 - Street Signs	1,488.46	327.20	222.71	276.10	697.19	200.88	1,165.34	465.38	228.60	583.33	-354.73	5,086.86	7,000.00	1,911.14	
730 - Maintenance Supplies	0.00	0.00	2,442.87	0.00	0.00	0.00	0.00	0.00	0.00	333.33	-333.33	2,442.87	4,000.00	1,557.13	
7321 - Miscellaneous Expenses (CHYRC)	0.00	1,000.00	100.00	550.00	550.00	550.00	550.00	550.00	550.00	0.00	-550.00	4,400.00	4,400.00	0.00	Dumpster at Maintenance yard
752 - Maint Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	138.76	-138.76	2.91	588.76	170.00	
754 - Equipment Repair	26.21	0.00	160.14	129.25	0.00	126.40	192.13	374.00	665.90	100.00	-665.90	1,674.22	1,200.00	474.22	
764 - Automobile Maintenance	251.41	307.37	428.51	168.12	415.82	380.81	243.01	144.88	242.38	2,330.17	-49.29	23,301.67	3,500.00	19,801.67	
768 - Gas	15,571.78	11,685.14	11,371.52	11,094.67	11,576.82	15,958.83	10,430.01	11,014.01	11,593.63	12,799.50	-1,206.24	110,275.24	153,934.00	43,658.76	
760 - Security Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,337.50	400.00	-4,937.50	5,337.50	4,800.00	-537.50	
761 - Contract Security	1,248.37	169.04	240.00	542.83	132.09	552.20	-50.01	51.86	38.53	166.67	-128.14	2,924.91	2,000.00	-924.91	
763 - Security Supplies	39.99	79.98	79.98	0.00	79.98	39.99	0.00	79.98	0.00	41.67	-41.67	319.92	500.00	180.08	
765 - Security Phone	306.55	141.93	525.39	238.97	482.70	297.55	165.16	479.69	208.31	316.67	-110.36	2,833.25	3,800.00	966.75	
766 - Security Utilities	0.00	0.00	0.00	0.00	0.00	2,514.81	0.00	2,514.81	0.00	708.33	-708.33	5,036.46	8,500.00	3,463.54	
768 - Security Vehicle	588.53	0.00	0.00	588.53	0.00	0.00	0.00	588.53	0.00	208.33	-208.33	1,765.59	2,500.00	734.41	
770 - Johns Brothers Monitoring	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,974.58	-8,974.58	107,695.00	107,695.00	0.00	
780 - Street Paving	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	416.67	-416.67	966.01	5,000.00	4,033.99	
782 - Dredging	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,666.67	-1,666.67	14,512.50	20,000.00	5,487.50	
783															

Balance Sheet changes from 12/17 to 1/31/25

		Dec 17, 24	Dec 31, 24	Jan 31, 25	Monthly change
ASSETS					
Current Assets					
Checking/Savings					
	100 · Operating Cash - First National	102,573.00	84,614.91	199,621.26	115,006.35
	102 · Southern Operating	299,228.17	299,228.17	149,878.51	-149,349.66
	104 · Infinex - CHA Reserves	712,510.40	712,510.40	721,632.38	9,121.98
	114 · Infinex - CHYRC Reserve Ded	152,185.94	152,185.94	154,031.09	1,845.15
	115 · Petty Cash	168.55	168.55	168.55	0.00
	116 · Operating 2 CC - First National	34,725.77	34,725.77	34,476.96	-248.81
Total Checking/Savings		1,301,391.83	1,283,433.74	1,259,808.75	-23,624.99
Accounts Receivable					
	140 · Accounts Receivable-Assessments	-1,631.75	-2,008.30	-2,433.30	-425.00
Total Accounts Receivable		-1,631.75	-2,008.30	-2,433.30	-425.00
Other Current Assets					
	145 · Undeposited Funds	874.49	25.00		-25.00
	155 · Prepaid Income Taxes	162.00	162.00	162.00	0.00
Total Other Current Assets		1,036.49	187.00	162.00	-25.00
Total Current Assets		1,300,796.57	1,281,612.44	1,257,537.45	-24,074.99
Fixed Assets					
	160 · Land	219,165.96	219,165.96	219,165.96	0.00
	162 · Buildings	191,310.58	191,310.58	191,310.58	0.00
	165 · Swimming Pool	100,000.00	100,000.00	100,000.00	0.00
	167 · Tennis Court	9,951.76	9,951.76	9,951.76	0.00
	169 · Playground Equipment	46,815.17	46,815.17	46,815.17	0.00
	171 · Office Equipment	15,251.12	15,251.12	15,251.12	0.00
	173 · Maintenance Equipment	225,910.37	225,910.37	225,910.37	0.00
	174 · Vehicles	41,459.35	41,459.35	41,459.35	0.00
	175 · Security Equipment	24,285.57	24,285.57	24,285.57	0.00
	179 · Accumulated Depreciation	-593,644.02	-593,644.02	-593,644.02	0.00
Total Fixed Assets		280,505.86	280,505.86	280,505.86	0.00
TOTAL ASSETS		1,581,302.43	1,562,118.30	1,538,043.31	-24,074.99
LIABILITIES & EQUITY					
Equity					
	320 · Retained Earnings	60,500.30	60,500.30	60,500.30	0.00
	340 · Operating Fund	351,614.06	351,614.06	351,614.06	0.00
	350 · Reserve Fund	737,374.34	737,374.34	737,374.34	0.00
	Net Income	431,813.73	412,629.60	388,554.61	-24,074.99
Total Equity		1,581,302.43	1,562,118.30	1,538,043.31	-24,074.99
TOTAL LIABILITIES & EQUITY		1,581,302.43	1,562,118.30	1,538,043.31	-24,074.99