

**Minutes**  
**Colington Harbour Board of Directors Meeting**  
March 11, 2025

**Call to order:** Meeting was called to order at 8:01 by Richard Hess

**Present:**

President – Deborah Beddingfield  
Chair – Richard Hess  
1<sup>st</sup> VP – Adele Page

Treasurer – Mike Hutchinson

2<sup>nd</sup> VP – Shane Hite

**Absent:**

Secretary – Jessica Loose  
Member at Large – Mike Weidinger

**Others Present:**

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

President Deborah Beddingfield requested a moment of silence in remembrance of well-loved and respected community resident, Valerie Morton.

**Approval of Agenda:** Deborah Beddingfield 1<sup>st</sup>, Adele Page 2<sup>nd</sup>, All in favor, motion passed

**Approval of Minutes February 11:** Deborah Beddingfield 1<sup>st</sup>, Adele Page 2<sup>nd</sup>, All in favor, motion passed.

**DEPARTMENTAL REPORTS**

**Foreclosures:** Ann Blomberg

- One of the foreclosures has been resolved, and the money due is expected soon.
- Accountant requested and received a copy of our QuickBooks to test on the new software and ensure transition is smooth

**Security/Covenant Enforcement:** Wendy Kmit

- She has been working closely with the supervisor on improving the process. Many nonworking barcodes have been replaced.
- She sent a letter to Brightspeed saying door to door solicitation is not permitted in the Harbour. Since then, she has received no further complaints. However, it is not clear if that is due to the letter or because the community may be fully solicited.

**Maintenance:** Pat Card

- He and Shane Hite inspected the park benches and decking boards to the pavilion that need replacement. The estimated cost is \$1300; Shane Hite recommended 2x6 decking for longevity for an increased cost of \$400 to \$500.
- When paving is completed at the front gate, it will need to be restriped, either one side or both. Pat recommended Eveready at an approximate cost of \$1300.
- Shane Hite moved to approve up to \$1500 to do park decking and approve the striping at the guard house. Mike Hutchinson 2<sup>nd</sup>. Initially, the motion passed but was ultimately tabled pending an inspection. Mike Hutchinson moved the original motion regarding the decking

be approved contingent upon an inspection. Deborah Beddingfield 2<sup>nd</sup>. Motion tabled until the inspection, to be followed by an e-vote.

- Road paving is scheduled for the first week in April, beginning with Lee Court, then Kitty Hawk Bay Drive, the small section on Harbour View, and then the gate area. After that the roadwork will begin in the modular section.
- We received a new bid of \$35,000 to pave Swan Court. This is the only street that is not scheduled for paving in the modular section. Wendi Kmit explained that the original bid just said Swan Court, with no details. The board decided to hold off approval of further work until clarification is received from the contractor. It is possible that Swan Court may have been included in the original bid.
- Roofing Solutions submitted a bid of \$2500 for the siding on the guard shack which is significantly lower than previously received bids. Deborah Beddingfield made a motion to accept their bid, Adele Page 2<sup>nd</sup>. All in favor, motion passed.
- We received two virtually equal bids (approximately \$11,000) to replace approximately 30' of siding on the rear of the clubhouse. Bids included removing T-111 siding and the false columns, insulating, and replacing with vinyl. Both contractors state that the columns are decorative, not structural. Mike Hutchinson made a motion to accept the bid from Built Different Construction, Adele 2<sup>nd</sup>. Motion was amended to make it contingent upon verification that the removal of columns would not present structural issues. All in favor, motion passed.
- Areas of the clubhouse decking lack integrity. Bids have been received for composite for approximately \$49,000 and 5/4 decking for approximately \$16,000. Mike Hutchinson expressed concern whether the CHYRC or CHA is responsible for the costs. It was decided to block off the spongy area pending replacement. The decision to move forward was tabled until the CHRYC meets and considers John Collins' proposal to potentially participate in the cost of the replacement.
- Members expressed concerns about the viability of the waterproof rubber membrane installed on the turrets during the roofing project on the clubhouse. In a telephone conference with the roofing contractor, he assured the board that it was sealed and the 8 x 8 flat area would not be problematic. He guaranteed labor for 20 years and materials for 50 years.
- Pat requested funds to purchase flowers and mulch for the front gate. It was decided that maintenance has the discretion to make this type of decision.

**Administrative:** Donna Price

- Bulk pick-up starts April 7. Residents have been told not to put out items before March 21; however, Donna anticipates lack of compliance.

## **OFFICER REPORTS**

**President:** Deborah Beddingfield

- She thanked community members and board members.
- Board members were asked to sign up to lead a committee and let Adele or Deborah know their choice(s) of committee.
- A community cleanup day is to be scheduled.
- The Colington Harbour business list is being updated to increase community involvement.

**First VP:** Adele Page

- While community enthusiasm for committee involvement is high, sign-ups are low. Adele will work with Jessica Loose to create an electronic sign-up form.

**2<sup>nd</sup> VP:** Shane Hite

- Shane reported on his inspection of the soundfront park. We will soon need trash cans. Missing caps on the bulkhead pilings need to be replaced. He expressed concern about sections of the concrete walkways: pilings on the inlet side are rotting a bit and rebar is exposed; this should be tracked. He is also concerned about the springs on the bouncy toys that are now leaning back. Administration has contacted the manufacturer. The springs on the toys can be straightened but perhaps adults have been on them. These bouncy toys are relatively new – can they be exchanged? If necessary, they should be removed.

**Treasurer:** Mike Hutchinson

- His report is attached.

**Secretary:** Jessica Loose

- Not present but she provided a written report on the status of signups for the volunteer committees.

**Chairman:** Richard Hess

- He asked Steve Buick if he had documentation on the number of boat slips allowed. It was concluded that we need to verify with CAMA.

**Member at Large:** Mike Weidinger

- Not present.

## **OLD BUSINESS**

- Colony Lake: On hold until spring. Homeowners will be asked to avoid planting around the lake.
- Roof repairs: Discussed earlier in the meeting.
- Fire Department boat lift: They are willing to transfer it to CHA. The Board requested a Bill of Transfer as confirmation, not just an email.
- Paving: Discussed earlier in the meeting.
- Committees: Signups discussed earlier in the meeting.

## **NEW BUSINESS**

- Deck on clubhouse: Discussed earlier in the meeting.
- Deborah Beddingfield is working on the President's Report for the annual meeting. Let her know if you have more information that needs to be included.
- Shane Hite recommended that we explain why we are spending money on repairs and that we clarify our responsibilities.
- We need volunteers to assist with counting of election ballots on April 2, 2025, starting at 8am.

**Meeting adjourned at 9:13am.** Motion by Shane Hite, 2<sup>nd</sup> by Deborah Beddingfield. All in favor, motion passed.

Respectfully submitted,  
Jessica Loose, Secretary

*Note: These minutes are based on a transcribed recording of the meeting. I was not present.*

## Treasurers' Report Through February 2025

### 1. Income

- a. 450 · Boat Slip – We saw an increase of \$14133.33 as we invoice for boat slips and see payment in February and March.
- b. Total Income - We are \$26,956.83 behind for income overall versus budget, an improvement of \$18,702.74 from last month.

### 2. Expenses

- a. 730 · Maintenance Supplies – \$1,656.45. \$1073.12 over budget.
- b. 752 – Maintenance Equipment Rental - \$1000, over budget dumpster and concrete cutter rental
- c. 895 – Reserve Disbursement – \$30,050.00. roof replacement

### 3. Net Income – Net income \$323,797.80 versus last months \$376,925.29, for a reduction of \$53,127.49.

### 4. Balance sheet

- a. 100 – Operating Cash reduced \$23,549.10
- b. 104 – CHA Reserves reduced \$30,050.00 Reserves Disbursement from line 810 of Income Statement.
- c. Total Assets reduced \$53,002.50 from last month. Operating expenses and reserve expenditures.



Income

Total Income  
Gross Profit

Expense

Expense

Net Income

	Nov 24	Dec 24	Jan 25	Feb 25	Monthly Budget	Monthly Variance	Cumulative Results YTD	Annual Budget 24	Cumulative Annual Var	Percent of Annual	Comments
400 · Assessments Outstanding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
401 · Association Assessments	5,010.58	5,063.50	3,143.82	1,491.83	69,017.00	-67,525.17	818,121.37	828,204.00	-10,082.63	-1.2%	Is this related to the people being taken to foreclosure. Currently at 98% collected.
424 · Interest on Past Due Assessment	413.01	532.18	483.42	290.91	580.17	-289.26	6,656.80	6,962.00	-305.20	-4.4%	
425 · Late Fee Income	350.00	429.92	250.00	125.00	666.67	-541.67	7,920.79	8,000.00	-79.21	-1.0%	
426 · Attorney Fee	0.00	0.00	506.00	0.00	708.33	-708.33	6,328.75	8,500.00	-2,171.25	-25.5%	
427 · Convenience Fee - Credit Card	10.00	0.00	0.00	10.00	83.33	-73.33	640.00	1,000.00	-360.00	-36.0%	
429 · Collection Fee	0.00	0.00	100.00	0.00	125.00	-125.00	900.00	1,500.00	-600.00	-40.0%	
430 · CHY&R Annual Billing	0.00	14,000.00	0.00	0.00	1,166.67	-1,166.67	14,000.00	14,000.00	0.00	0.0%	
435 · CHY&R Additional Billing	0.00	1,704.95	0.00	0.00	333.33	-333.33	4,141.79	4,000.00	141.79	3.5%	
442 · Closing Fee	1,625.00	1,500.00	625.00	875.00	875.00	0.00	12,250.00	10,500.00	1,750.00	16.7%	
450 · Boat Slip	0.00	0.00	750.00	15,900.00	1,766.67	14,133.33	16,650.00	21,200.00	-4,550.00	-21.5%	Collected in Feb and March
453 · Launch Fees	25.00	0.00	0.00	0.00	133.33	-133.33	1,955.00	1,600.00	355.00	22.2%	
455 · Park Reservations	0.00	0.00	0.00	0.00	58.33	-58.33	350.00	700.00	-350.00	-50.0%	
461 · Bar Code Fees	8.00	8.00	10.00	10.00	12.50	-2.50	220.00	150.00	70.00	46.7%	
462 · Building Permit Fees	0.00	50.00	0.00	0.00	41.67	-41.67	350.00	500.00	-150.00	-30.0%	
465 · Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
471 · Fines	0.00	150.00	0.00	0.00	20.83	-20.83	500.00	250.00	250.00	100.0%	
490 · Interest Income - Operating	0.00	0.00	0.00	0.00	2.08	-2.08	1,204.67	25.00	1,179.67	4718.7%	
495 · Interest Income - Reserves	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.00	12,000.00	-12,000.00	-100.0%	Accountant hasn't reconciled books to include interest
513 · Returned Check Charges	0.00	0.00	0.00	0.00	12.50	-12.50	95.00	150.00	-55.00	-36.7%	
<b>Total Income</b>	<b>7,441.59</b>	<b>23,438.55</b>	<b>5,868.24</b>	<b>18,702.74</b>	<b>76,603.42</b>	<b>-57,900.68</b>	<b>892,284.17</b>	<b>919,241.00</b>	<b>-26,956.83</b>	<b>-2.9%</b>	
<b>Gross Profit</b>	<b>7,441.59</b>	<b>23,438.55</b>	<b>5,868.24</b>	<b>18,702.74</b>	<b>76,603.42</b>	<b>-57,900.68</b>	<b>892,284.17</b>	<b>919,241.00</b>	<b>-26,956.83</b>	<b>-2.9%</b>	
<b>Expense</b>	<b>646.35</b>	<b>889.65</b>	<b>1,295.37</b>	<b>1,328.98</b>	<b>950.00</b>	<b>-378.98</b>	<b>9,153.93</b>	<b>11400</b>	<b>2246.07</b>	<b>19.7%</b>	
608 · Admin Expenses	646.35	889.65	1,295.37	1,328.98	950.00	-378.98	9,153.93	11400	2246.07	19.7%	
609 · Office Salaries	10,841.18	10,071.21	9,450.27	9,766.88	11,130.00	1363.12	110,511.87	133560	23048.13	17.3%	
615 · Insurance Expense	2,660.53	399.83	454.62	2,676.62	5,241.67	2565.05	64,711.09	62900	-1811.09	-2.9%	
620 · Telephone	0.00	199.96	0.00	99.98	100.00	0.02	899.82	1200	300.18	25.0%	
625 · Utilities	221.72	767.60	272.35	488.45	408.33	-80.12	4,386.61	4900	513.39	10.5%	
627 · Bank Charges	0.00	0.00	0.00	0.00	20.83	20.83	687.67	250	-437.67	-175.1%	
629 · Bad Debt	0.00	0.00	0.00	224.97	41.67	-183.30	543.63	500	-43.63	-8.7%	
630 · Office Supplies	465.94	502.02	212.25	815.32	250.00	-565.32	4,477.12	3000	-1477.12	-49.2%	
632 · Postage and Delivery	0.00	0.00	80.04	0.00	383.33	383.33	3,141.77	4600	1458.23	31.7%	
634 · Printing	750.73	162.25	145.22	135.73	491.67	355.94	2,537.15	5900	3362.85	57.0%	
637 · Dues and Subscriptions	0.00	25.17	165.00	0.00	62.50	62.50	519.69	750	230.31	30.7%	
642 · Small Tools and Equipment	0.00	0.00	103.55	181.00	133.33	-47.67	284.55	1600	1315.45	82.2%	
650 · Covenants Enforcement	58.64	58.64	58.65	210.73	83.33	-127.40	969.75	1000	30.25	3.0%	
672 · Legal & Professional Fees	6,965.91	892.50	238.00	0.00	1,208.33	1208.33	27,152.54	14500	-12652.54	-87.3%	Legal assistance with covenants, we prepay and it is added to homeowner bill
676 · Audit/CPA Fees	0.00	0.00	0.00	0.00	541.67	541.67	5,650.00	6500	850	13.1%	
680 · Travel	0.00	0.00	158.65	0.00	76.67	76.67	479.44	920	440.56	47.9%	
690 · Property Tax	58.64	0.00	0.00	22.56	20.83	-1.73	161.55	250	88.45	35.4%	
692 · Federal Income Tax	0.00	0.00	0.00	0.00	125.00	125.00	613.00	1500	887	59.1%	
694 · NC Income Tax	0.00	0.00	0.00	0.00	12.50	12.50	425.00	150	-275	-183.3%	
696 · Payroll Tax Expense	2,252.50	2,232.76	2,380.15	2,329.25	2,333.33	4.08	25,064.81	28000	2935.19	10.5%	
697 · Payroll Processing	162.00	165.00	376.00	167.50	208.33	40.83	2,067.50	2500	432.5	17.3%	
69810 · Bank Service Charges	0.00	0.00	0.00	0.00	8.33	8.33	24.00	100	76	76.0%	
705 · Maintenance Salaries	7,320.75	7,290.00	6,891.75	7,657.50	8,718.50	1061.00	78,950.69	104622	25671.31	24.5%	
715 · Maintenance Phone	0.00	79.98	0.00	39.99	83.33	43.34	359.91	1000	640.09	64.0%	
716 · Maintenance Utilities	107.21	190.66	120.65	333.36	216.67	-116.69	1,956.74	2600	643.26	24.7%	
720 · Common Property Maintenance	0.00	0.00	170.59	0.00	1,000.00	1000.00	14,416.76	12000	-2416.76	-20.1%	
724 · Street Signs	0.00	0.00	0.00	75.00	62.50	-12.50	308.11	750	441.89	58.9%	
730 · Maintenance Supplies	1,166.34	465.38	226.60	1,656.45	583.33	-1073.12	6,725.31	7000	274.69	3.9%	
732.1 · Miscellaneous Expenses (CHYRC)	0.00	0.00	0.00	0.00	333.33	333.33	2,442.87	4000	1557.13	38.9%	
752 · Maint Equipment Rental	550.00	550.00	550.00	1,000.00	0.00	-1000.00	5,400.00		-5400	#DIV/0!	Concrete Cutter
754 · Equipment Repair	0.00	420.00	138.76	427.00	141.67	-285.33	985.76	1700	714.24	42.0%	
756 · Automobile Maintenance	192.13	374.19	665.90	143.00	100.00	-43.00	1,817.22	1200	-617.22	-51.4%	
758 · Gas	241.01	144.68	242.38	170.72	291.67	120.95	2,500.89	3500	999.11	28.5%	
760 · Security Wages	10,430.01	11,014.01	11,593.26	10,037.70	12,799.50	2761.80	120,312.94	153594	33281.06	21.7%	
761 · Contract Security	0.00	0.00	5,337.50	0.00	400.00	400.00	5,337.50	4800	-537.5	-11.2%	
763 · Security Supplies	-50.01	51.86	38.53	53.46	166.67	113.21	2,978.37	2000	-978.37	-48.9%	
765 · Security Phone	0.00	79.98	0.00	39.99	41.67	1.68	359.91	500	140.09	28.0%	
766 · Security Utilities	156.16	479.69	206.31	407.01	316.67	-90.34	3,240.26	3800	559.74	14.7%	
767 · Security Passes	0.00	2,521.65	0.00	0.00	708.33	708.33	5,036.46	8500	3463.54	40.7%	
768 · Security Vehicle	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	#DIV/0!	
770 · Johns Brothers Monitoring	0.00	588.53	0.00	588.53	208.33	-380.20	2,354.12	2500	145.88	5.8%	
780 · Street Paving	0.00	0.00	0.00	0.00	8,974.58	8974.58	0.00	107695	107695	100.0%	
782 · Dredging	0.00	0.00	0.00	402.55	416.67	14.12	1,368.56	5000	3631.44	72.6%	
783 · Tree Service	0.00	8,662.50	0.00	300.00	1,666.67	1366.67	14,812.50	20000	5187.5	25.9%	
784 · Drainage Control	0.00	0.00	0.00	0.00	2,083.33	2083.33	0.00	25000	25000	100.0%	
785 · Discretionary	2,309.00	0.00	0.00	0.00	1,250.00	1250.00	2,309.00	15000	12691	84.6%	
786 · Contingency	0.00	0.00	0.00	0.00	1,250.00	1250.00	0.00	15000	15000	100.0%	
787 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	#DIV/0!	
800 · Reserve Funding	0.00	0.00	0.00	0.00	6,875.00	6875.00	0.00	82500	82500	100.0%	
810 · Reserve Funding - CHY&R	0.00	0.00	0.00	0.00	1,166.67	1166.67	0.00	14000	14000	100.0%	
895 · Reserve Disb	0.00	0.00	0.00	30,050.00	2,916.67	-27133.33	30,050.00	35,000.00	4950	14.1%	Roof replacement
	47,506.74	49,279.72	41,572.55	71,830.23	76,603.42	27323.70	568,486.37	919,241.00	350,754.63	38.2%	
<b>Net Income</b>	<b>-40,065.15</b>	<b>-25,841.17</b>	<b>-35,704.31</b>	<b>-53,127.49</b>	<b>0.00</b>		<b>323,797.80</b>				



**ASSETS****Current Assets****Checking/Savings**

100 · Operating Cash - First National	102,573.00	84,614.91	199,621.26	176,072.16	-23,549.10
102 · Southern Operating	299,228.17	299,228.17	149,878.51	149,878.51	0.00
104 · Infinex - CHA Reserves	712,510.40	712,510.40	721,632.38	691,582.38	-30,050.00
114 · Infinex - CHYRC Reserve Ded	152,185.94	152,185.94	154,031.09	154,031.09	0.00
115 · Petty Cash	168.55	168.55	168.55	168.55	0.00
116 · Operating 2 CC - First National	34,725.77	34,725.77	34,476.96	35,073.56	596.60

**Total Checking/Savings****Accounts Receivable**

140 · Accounts Receivable-Assessments	-1,631.75	-2,008.30	-2,433.30	-2,433.30	0.00
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**Total Accounts Receivable****Other Current Assets**

145 · Undeposited Funds	874.49	25.00	0.00	0.00	0.00
155 · Prepaid Income Taxes	162.00	162.00	162.00	162.00	0.00

**Total Other Current Assets****Total Current Assets****Fixed Assets**

160 · Land	219,165.96	219,165.96	219,165.96	219,165.96	0.00
162 · Buildings	191,310.58	191,310.58	191,310.58	191,310.58	0.00
165 · Swimming Pool	100,000.00	100,000.00	100,000.00	100,000.00	0.00
167 · Tennis Court	9,951.76	9,951.76	9,951.76	9,951.76	0.00
169 · Playground Equipment	46,815.17	46,815.17	46,815.17	46,815.17	0.00
171 · Office Equipment	15,251.12	15,251.12	15,251.12	15,251.12	0.00
173 · Maintenance Equipment	225,910.37	225,910.37	225,910.37	225,910.37	0.00
174 · Vehicles	41,459.35	41,459.35	41,459.35	41,459.35	0.00
175 · Security Equipment	24,285.57	24,285.57	24,285.57	24,285.57	0.00
179 · Accumulated Depreciation	-593,644.02	-593,644.02	-593,644.02	-593,644.02	0.00

**Total Fixed Assets****TOTAL ASSETS****LIABILITIES & EQUITY****Equity**

320 · Retained Earnings	60,500.30	60,500.30	60,500.30	60,500.30	0.00
340 · Operating Fund	351,614.06	351,614.06	351,614.06	351,614.06	0.00
350 · Reserve Fund	737,374.34	737,374.34	737,374.34	737,374.34	0.00
Net Income	431,813.73	412,629.60	388,554.61	335,552.11	-53,002.50

**Total Equity****TOTAL LIABILITIES & EQUITY**