

Minutes
Colington Harbour Board of Directors Meeting
May 13, 2025

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

Present:

President – Deborah Beddingfield

Chairman – Richard Hess

1st VP – Adele Page

Member at Large – Mike Weidinger

Secretary – Jessica Loose

2nd VP – Shane Hite

Absent:

Treasurer – Mike Hutchinson

Others Present:

Community Manager – Donna Price

Covenant Enforcement – Wendi Kmet

Maintenance – Pat Card

Bookkeeper – Ann Blomberg

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

Approval of Minutes: Shane Hite 1st, Mike Weidinger 2nd. All in favor, motion passed.

Foreclosures: Ann Blomberg

- She has received a payoff request and is working it out with a homeowner.
- We are on track with dues collection, having collected over 50% to date for 2025.
- Dues are considered past due if not received by June 1; she will send out an e-blast reminder.
- No hearings are scheduled.

DEPARTMENTAL REPORTS

Maintenance: Pat Card

- Roads: Lee Court – Cable and water lines were closer to the surface than anticipated so asphalt layer was doubled instead of removing the old asphalt; the guarantee and price are the same. Kitty Hawk Bay Court, Harbour View, and the front gate area are all complete. Parking stripes have been repainted in the marina parking lot and in front of the clubhouse.
- The boat lift is working.
- Front gate has been landscaped.
- Maintenance building: Structural rust related issues were revealed in the steel maintenance building after the old siding was removed. The new siding will be stabilized.
- Sound front park: Several board members and representatives of our boating community met with George Wood for advice on building up the beach, protecting the septic system, and dredging. We need to stop the wind erosion as soon as possible to prevent exposure and damage to the septic system. Pat will get estimates on a protective bulkhead, sand fill, and the purchase of additional pipe necessary for dredging. Repair of the walkway is on hold until the protective bulkhead is completed.

Administrative: Donna Price

- New computer and scanner are up and running.

Security/Covenant Enforcement: Wendi Kmet

- No report.

OFFICER REPORTS

President: Deborah Beddingfield

- We are discovering issues that have been neglected and are leading to bigger problems, and we will continue to deal with them step by step. She appreciates the new areas of improvement in our operations and thanked everyone for their hard work and support.

First VP: Adele Page

- She thanked the staff for their support.

2nd VP: Shane Hite

- No report

Treasurer: Mike Hutchinson – absent.

- Current financial report is attached to these minutes showing that we have not exceeded any budgetary items.
- Deborah Beddingfield recommended that the board plan an executive session to work on a budget for capital reserves.

Secretary: Jessica Loose

- No report.

Chairman: Richard Hess

- No report.

Member at Large: Mike Weidinger

- No report.

OLD BUSINESS

- **Clubhouse deck:** Mike Weidinger reported that the Colington Harbour Yacht and Racquet Club is concerned that their rentals have fallen off since access to the deck is now limited and urge immediate repair. Shane Hite will make an appointment with the Dare County Building Inspector to inspect the deck and advise us on the feasibility of repairs. We hope to repair it now and include the total replacement cost in the capital improvements plan.
- **Committee reports:**
 - **Beautification:** Deborah Beddingfield reported the initial focus will be on communal areas. A community cleanup is scheduled for June 7. We will provide coffee and donuts and award gifts to the volunteers. The committee also plans to have a yard of the month award, sponsor a plant exchange, share gardening tips, and recommends we increase the number of doggy bag locations.
 - **Dredging/Inlet/Marina:** Richard Hess reported that the big issue is that we no longer have a dewatering area for the spoils. George Wood, of Environmental Professionals, submitted a proposal which addresses the site planning and environmental permitting required to establish a new dewatering site. Deborah Beddingfield moved that we approve his proposal and begin the permitting process so we will have everything in place when the dredging window opens in October. Jessica Loose seconded the motion. All in favor, motion passed.
 - **Children and Youth:** Adele Page reported that we will have a fishing mentorship event on Sunday Memorial Day weekend. So far three mentors and eight children have signed up. Signup links are on the website, grandchildren are welcome. Future

events may include activities involving the sheriff, the fire department, a school bus, etc.

- **Neighbor to Neighbor Assist:** Adele Page reported that the purpose of the committee is to help fulltime residents in time of need with items such as providing meals, lawn mowing, minor repairs, etc. Committee members will visit the residents in need to ensure eligibility.
- **Guard Gate:** Mike Weidinger reported that the committee's goals are to increase effectiveness and efficiency at the guard gate, increase community awareness of the guidelines, and improve safety and security. The covenants prohibit running a business in the Harbour, but this is being violated in several instances. Other concerns include the refusal of some residents to get a bar code, the delay in forwarding violations from the guard gate to the office, people speeding through the gate without stopping, and the unreliability of the bar codes. One committee member is researching alternatives, including RFID radio frequency scanners. Shane Hite suggested that we explore other potential security camera providers and compare systems. We currently have three security cameras activated, and Mike Weidinger recommended activating a fourth to focus on the left outgoing lane and the bus stop parking lot. Wendi Kmet will get a price on remounting the fourth camera. Donna Price proposed blocking off the bus stop parking lot between 8:30pm and 5:00 am.
- **Colony Lake:** Jessica Loose shared the water quality analysis and two estimates on restocking the lake with fish to help control the invasive vegetation. She stressed the need to keep the water as clean as possible. The committee is also working on guidelines for lake front property owners to reduce contamination with herbicides and provide a vegetative buffer. Fishing rules will also be posted. Access to the lake will be blocked off for six months to allow the fish to acclimate and to deal with the concrete that has been dumped there. Shane Hite moved that we accept the estimate from Foster Lake; Mike Weidinger 2nd. Motion passed on unanimous vote.
- **Roads:** Shane Hite reported that the primary considerations are parking in the right of way which is primarily a short term issue, and speeding. We need to educate the community first and if the speeding problem continues, consider installing speed bumps that will slow down the traffic without impeding emergency vehicles or buses.
- **Social:** Donna Price reported that a potluck is planned for June 4th. The committee is also considering yoga in the park, a community yard sale, and a cookie contest.

NEW BUSINESS

- **Live streaming and/or recording board meetings:** Adele will research possibilities on live streaming the nighttime meetings only. We need to ensure that no confidential information is shared.
- **Webcam at sound front beach:** the camera is still there. Shane Hite will talk to the provider about reprogramming it.

Meeting adjourned at 10:10. Motion by Deborah Beddingfield, Adele Page 2nd. All in favor, motion passed.

*Respectfully submitted,
Jessica Loose, Secretary*

Treasurers' Report Through April 2025

1. Income

- a. 401 Assessments within 0.9 percent of budget
- b. 495 Unaccounted interest income.
- c. Total Income - We are \$14,976 behind due to a and b above.

2. Expenses

- a. 780 - Under spent Street Paving by \$107,695.
- b. 782 - Under spent Dredging by \$5,000
- c. 784 - Under spent Drainage Control by \$25,000

3. Net Income – Net income \$175,582 versus last months \$266,386, for a reduction of \$90,804. April saw a larger than typical reduction \$33,394 due to expenses associated with roofs and siding.

4. Balance sheet

- a. 100 – Operating Cash reduced \$95,342 Siding, and monthly recurring expenses.
- b. 102 – Inflow from assessments increased account \$251,342.
- c. 104 – CHA Reserves increased by \$89,835.
- d. Total Assets reduced \$87,305 versus last month. Operating expenses and reserve expenditures.

Income Statement May 24 to Mar 25

		Jan 25	Feb 25	Mar 25	Apr 25	Monthly Budget	Monthly Variance	Cumulative Results YTD	Annual Budget 24	Cumulative Annual Var	Percent of Annual	Comments
Income	400 · Assessments Outstanding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	401 · Association Assessments	3,143.82	1,491.83	587.12	2,411.50	69,017.00	-66,605.500	821,119.99	828,204.000	-7,084.010	-0.9%	
	424 · Interest on Past Due Assessment	483.42	290.91	121.57	572.50	580.17	-7.667	7,350.87	6,962.000	388.870	5.6%	
	425 · Late Fee Income	250.00	125.00	75.00	150.00	666.67	-516.667	8,145.79	8,000.000	145.790	1.8%	
	426 · Attorney Fee	506.00	0.00	0.00	1,508.00	708.33	799.667	7,836.75	8,500.000	-663.250	-7.8%	
	427 · Convenience Fee - Credit Card	0.00	10.00	0.00	130.00	83.33	46.667	770.00	1,000.000	-230.000	-23.0%	
	429 · Collection Fee	100.00	0.00	0.00	100.00	125.00	-25.000	1,000.00	1,500.000	-500.000	-33.3%	
	430 · CHY&R Annual Billing	0.00	0.00	0.00	0.00	1,166.67	-1,166.667	14,000.00	14,000.000	0.000	0.0%	
	435 · CHY&R Additional Billing	0.00	0.00	0.00	0.00	333.33	-333.333	4,141.79	4,000.000	141.790	3.5%	
	442 · Closing Fee	625.00	875.00	750.00	875.00	875.00	0.000	13,875.00	10,500.000	3,375.000	32.1%	
	450 · Boat Slip	750.00	15,900.00	4,550.00	0.00	1,766.67	-1,766.667	21,200.00	21,200.000	0.000	0.0%	
	453 · Launch Fees	0.00	0.00	10.00	0.00	133.33	-133.333	1,965.00	1,600.000	365.000	22.8%	
	455 · Park Reservations	0.00	0.00	0.00	50.00	58.33	-8.333	400.00	700.000	-300.000	-42.9%	
	461 · Bar Code Fees	10.00	10.00	20.00	20.00	12.50	7.500	260.00	150.000	110.000	73.3%	
	462 · Building Permit Fees	0.00	0.00	0.00	50.00	41.67	8.333	400.00	500.000	-100.000	-20.0%	
	465 · Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.000	0.00	0.000	0.000	#DIV/0!	
	471 · Fines	0.00	0.00	0.00	0.00	20.83	-20.833	500.00	250.000	250.000	100.0%	
	490 · Interest Income - Operating	0.00	0.00	0.00	0.00	2.08	-2.083	1,204.67	25.000	1,179.670	4718.7%	
	495 · Interest Income - Reserves	0.00	0.00	0.00	0.00	1,000.00	-1,000.000	0.00	12,000.000	-12,000.000	-100.0%	
	513 · Returned Check Charges	0.00	0.00	0.00	0.00	12.50	-12.500	95.00	150.000	-55.000	-36.7%	
Total Income		5,868.24	18,702.74	6,113.69	5,867.00	76,603.42	-70,489.727	904,264.86	919,241.000	-14,976.140	-1.6%	
Gross Profit		5,868.24	18,702.74	6,113.69	5,867.00	76,603.42	-70,489.727	904,264.86	919,241.000	-14,976.140	-1.6%	
Expense	608 · Admin Expenses	1,295.37	1,328.98	380.36	606.28	950.00	343.720	10,140.57	11,400.000	1,259.430	11.0%	
	609 · Office Salaries	9,450.27	9,766.88	10,005.02	15,051.77	11,130.00	-3,921.770	135,568.66	133,560.000	-2,008.660	-1.5%	
	615 · Insurance Expense	454.62	2,676.62	621.62	1,374.62	5,241.67	3,867.047	66,707.33	62,900.000	-3,807.330	-6.1%	
	620 · Telephone	0.00	99.98	199.98	100.00	100.00	0.000	1,199.80	1,200.000	0.200	0.0%	
	625 · Utilities	272.35	488.45	696.19	459.03	408.33	-50.697	5,541.83	4,900.000	-641.830	-13.1%	
	627 · Bank Charges	0.00	0.00	0.00	0.00	20.83	20.833	687.67	250.000	-437.670	-175.1%	
	629 · Bad Debt	0.00	224.97	0.00	0.00	41.67	41.667	543.63	500.000	-43.630	-8.7%	
	630 · Office Supplies	212.25	815.32	28.79	21.45	250.00	228.550	4,527.36	3,000.000	-1,527.360	-50.9%	
	632 · Postage and Delivery	80.04	0.00	173.20	1,720.25	383.33	-1,336.917	5,035.22	4,600.000	-435.220	-9.5%	
	634 · Printing	145.22	135.73	7,033.49	135.73	491.67	355.937	9,706.37	5,900.000	-3,806.370	-64.5%	
	637 · Dues and Subscriptions	165.00	0.00	187.20	0.00	62.50	62.500	706.89	750.000	-43.110	-5.7%	
	642 · Small Tools and Equipment	103.55	181.00	94.05	0.00	133.33	133.333	378.60	1,600.000	1,221.400	76.3%	
	650 · Covenants Enforcement	58.65	210.73	58.64	175.54	83.33	-92.207	1,203.93	1,000.000	-203.930	-20.4%	
	672 · Legal & Professional Fees	238.00	0.00	12,430.00	1,106.00	1,208.33	102.333	40,688.54	14,500.000	-26,188.540	-180.6%	
	676 · Audit/CPA Fees	0.00	0.00	0.00	0.00	541.67	541.667	5,650.00	6,500.000	-850.000	-13.1%	
	680 · Travel	158.65	0.00	0.00	185.43	76.67	-108.763	664.87	920.000	-255.130	-27.7%	
	690 · Property Tax	0.00	22.56	0.00	0.00	20.83	20.833	161.55	250.000	-88.450	-35.4%	
	692 · Federal Income Tax	0.00	0.00	0.00	0.00	125.00	125.000	613.00	1,500.000	-887.000	-59.1%	
	694 · NC Income Tax	0.00	0.00	0.00	0.00	12.50	12.500	425.00	150.000	-275.000	-183.3%	
	696 · Payroll Tax Expense	2,380.15	2,329.25	2,278.56	3,404.60	2,333.33	-1,071.267	30,747.97	28,000.000	-2,747.970	-9.8%	
	697 · Payroll Processing	376.00	167.50	173.00	258.00	208.33	-49.667	2,498.50	2,500.000	-1.500	0.1%	
	69810 · Bank Service Charges	0.00	0.00	0.00	10.00	8.33	-1.667	34.00	100.000	-66.000	-66.0%	
	705 · Maintenance Salaries	6,891.75	7,657.50	7,481.50	11,022.00	8,718.50	-2,303.500	97,454.19	104,622.000	7,167.810	6.9%	
	715 · Maintenance Phone	0.00	39.99	79.99	40.00	83.33	43.333	479.90	1,000.000	-520.100	-52.0%	
	716 · Maintenance Utilities	120.85	333.36	391.23	219.06	216.67	-2.393	2,567.03	2,600.000	-32.970	-1.3%	
	720 · Common on Property Maintenance	170.59	0.00	0.00	2,448.51	1,000.00	-1,448.510	16,865.27	12,000.000	-4,865.270	-40.5%	
	724 · Street Signs	0.00	75.00	0.00	0.00	62.50	62.500	308.11	750.000	-441.890	-58.9%	
	730 · Maintenance Supplies	226.60	1,656.45	519.58	-66.12	583.33	649.453	7,178.77	7,000.000	-178.770	-2.6%	
	732.1 · Miscellaneous Expenses (CHYRC)	0.00	0.00	0.00	128.28	333.33	205.053	2,571.15	4,000.000	1,428.850	35.7%	
	752 · Maint Equipment Rental	550.00	1,000.00	2,312.58	0.00	0.00	0.000	7,712.58	0.000	-7,712.580	#DIV/0!	
	754 · Equipment Repair	138.76	427.00	247.87	160.06	141.67	-18.393	1,393.69	1,700.000	-306.310	-18.0%	
	756 · Automobile Maintenance	665.90	143.00	0.00	0.00	100.00	100.000	1,817.22	1,200.000	-617.220	-51.4%	
	758 · Gas	242.38	170.72	187.48	267.27	291.67	24.397	2,955.64	3,500.000	-544.360	-15.6%	
	760 · Security Wages	11,593.26	10,037.70	10,261.02	15,421.15	12,799.50	-2,621.650	145,995.11	153,594.000	7,598.890	4.9%	
	761 · Contract Security	5,337.50	0.00	0.00	0.00	400.00	400.000	5,337.50	4,800.000	-537.500	-11.2%	
	763 · Security Supplies	38.53	53.46	144.72	35.77	166.67	130.897	3,158.86	2,000.000	-1,158.860	-57.9%	
	765 · Security Phone	0.00	39.99	79.99	40.00	41.67	1.667	479.90	500.000	-20.100	-4.0%	
	766 · Security Utilities	206.31	407.01	492.70	287.50	316.67	29.167	4,020.46	3,800.000	-220.460	-5.8%	
	767 · Security Passes	0.00	0.00	0.00	0.00	708.33	708.333	5,036.46	8,500.000	-3,463.540	-40.7%	
	768 · Security Vehicle	0.00	0.00	0.00	0.00	0.00	0.000	0.00	0.000	0.000	0.0%	
	770 · Johns Brothers Monitoring	0.00	588.53	120.00	120.00	208.33	88.333	2,594.12	2,500.000	-94.120	-3.8%	
	780 · Street Paving	0.00	0.00	0.00	0.00	8,974.58	8,974.583	0.00	107,695.000	107,695.000	100.0%	Under spent
	782 · Dredging	0.00	402.55	0.00	0.00	416.67	416.667	1,368.56	5,000.000	3,631.440	72.6%	Under spent
	783 · Tree Service	0.00	300.00	0.00	150.00	1,666.67	1,516.667	14,962.50	20,000.000	5,037.500	25.2%	
	784 · Drainage Control	0.00	0.00	0.00	0.00	2,083.33	2,083.333	0.00	25,000.000	25,000.000	100.0%	Under spent
	785 · Discretionary	0.00	0.00	1,204.24	0.00	1,250.00	1,250.000	3,513.24	15,000.000	11,486.760	76.6%	Under spent
	786 · Contingency	0.00	0.00	0.00	0.00	1,250.00	1,250.000	0.00	15,000.000	15,000.000	100.0%	Under spent
	787 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.000	0.00	0.000	0.000	#DIV/0!	
	800 · Reserve Funding	0.00	0.00	0.00	0.00	6,875.00	6,875.000	0.00	82,500.000	82,500.000	100.0%	Haven't made Reserve fund transfer.
	810 · Reserve Funding - CHY&RC	0.00	0.00	0.00	0.00	1,166.67	1,166.667	0.00	14,000.000	14,000.000	100.0%	
	895 · Reserve Disb	0.00	30,050.00	5,641.88	41,788.94	2,916.67	-38,872.273	77,480.82	35,000.000	-42,480.820	-121.4%	
Total Expense		41,572.55	71,830.23	63,524.88	96,671.12	76,603.42	-20,067.703	728,682.37	919,241.000	190,558.630	20.7%	
Net Income		-35,704.31	-53,127.49	-57,411.19	-90,804.12	0.00		175,582.49				Result of Underspend roads, Dredge and Reserve Funding.

Balance Sheet changes from 12/17 to 3/31/25

			Dec 17, 24	Dec 31, 24	Jan 25	Feb 25	Mar 25	Apr 24	Monthly change
ASSETS									
	Current Assets								
	Checking/Savings								
		100 · Operating Cash - First National	102,573.00	84,614.91	199,621.26	176,072.16	179,168.66	83,825.72	-95,342.94
		102 · Southern Operating	299,228.17	299,228.17	149,878.51	149,878.51	149,878.51	401,220.96	251,342.45
		104 · Infinex - CHA Reserves	712,510.40	712,510.40	721,632.38	691,582.38	631,582.38	721,418.14	89,835.76
		114 · Infinex - CHYRC Reserve Ded	152,185.94	152,185.94	154,031.09	154,031.09	154,031.09	154,023.04	-8.05
		115 · Petty Cash	168.55	168.55	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	35,073.56	39,602.14	4,528.58
		Total Checking/Savings	1,301,391.83	1,283,433.74	1,259,808.75	1,206,806.25	1,149,902.75	1,400,258.55	-56,903.50
	Accounts Receivable								
		140 · Accounts Receivable-Assessments	-1,631.75	-2,008.30	-2,433.30	-2,433.30	-5,876.02	-343,157.29	-337,281.27
		Total Accounts Receivable	-1,631.75	-2,008.30	-2,433.30	-2,433.30	-5,876.02	-343,157.29	-337,281.27
	Other Current Assets								
		145 · Undeposited Funds	874.49	25.00	0.00	0.00	2,935.03	2,555.00	-380.03
		155 · Prepaid Income Taxes	162.00	162.00	162.00	162.00	162.00	162.00	0.00
		Total Other Current Assets	1,036.49	187.00	162.00	162.00	3,097.03	2,717.00	-380.03
		Total Current Assets	1,300,796.57	1,281,612.44	1,257,537.45	1,204,534.95	1,147,123.76	1,059,818.26	-87,305.50
	Fixed Assets								
		160 · Land	219,165.96	219,165.96	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	191,310.58	191,310.58	0.00
		165 · Swimming Pool	100,000.00	100,000.00	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	9,951.76	9,951.76	0.00
		169 · Playground Equipment	46,815.17	46,815.17	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	15,251.12	15,251.12	0.00
		173 · Maintenance Equipment	225,910.37	225,910.37	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	41,459.35	41,459.35	0.00
		175 · Security Equipment	24,285.57	24,285.57	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	-593,644.02	-593,644.02	0.00
		Total Fixed Assets	280,505.86	280,505.86	280,505.86	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	1,485,040.81	1,427,629.62	1,340,324.12	-87,305.50
LIABILITIES & EQUITY									
	Equity								
		320 · Retained Earnings	60,500.30	60,500.30	60,500.30	60,500.30	60,499.57	60,499.57	0.00
		340 · Operating Fund	351,614.06	351,614.06	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	737,374.34	737,374.34	0.00
		Net Income	431,813.73	412,629.60	388,554.61	335,552.11	278,141.65	190,836.15	-87,305.50
		Total Equity	1,581,302.43	1,562,118.30	1,538,043.31	1,485,040.81	1,427,629.62	1,340,324.12	-87,305.50
		TOTAL LIABILITIES & EQUITY	1,581,302.43	1,562,118.30	1,538,043.31	1,485,040.81	1,427,629.62	1,340,324.12	-87,305.50