

**Minutes**  
**Colington Harbour Board of Directors Meeting**  
July 8, 2025

**Call to order:** Meeting was called to order at 8:03 by Richard Hess.

**Present:**

President – Deborah Beddingfield	Treasurer – Mike Hutchinson
Chairman – Richard Hess	Secretary – Jessica Loose
1 <sup>st</sup> VP – Adele Page	2 <sup>nd</sup> VP – Shane Hite
Member at Large – Mike Weidinger	

**Others Present:**

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

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

**Approval of Minutes for June 16, 2025:** Shane Hite 1<sup>st</sup>, Mike Weidinger 2<sup>nd</sup>. All in favor, motion passed.

**Approval of Minutes for June 20, 2025:** Jessica Loose 1<sup>st</sup>, Shane Hite 2<sup>nd</sup>. All in favor, motion passed.

**DEPARTMENTAL REPORTS**

**Foreclosures:** Ann Blomberg

- None to vote on, four pending.
- She is sending 15 day demand letters, starting with two years past due. The next step is handled by Jordan Price, who will file liens and send demand letters.
- No hearings scheduled.

**Security/Covenant Enforcement:** Wendi Kmet

- Letters will be going out to homeowners who have not cut their grass; the heat and rain have caused rapid growth.
- The owner of the property on the corner of Harbour View Drive and Colington Drive is keeping the pampas grass trimmed.

**Maintenance:** Pat Card

- Clubhouse deck: Repair has been completed, inspected, and approved.
- Sound front park: Bulkhead has been extended to minimize erosion; 15 yards of extra sand were added at an extra cost of \$500. Blue mat has been laid down, working to anchor it in high winds.
- Soundings: Couldn't be done July 7 due to high winds; will be done Monday or Tuesday next week. Deborah Beddingfield asked for verification that the cost of verifying the soundings is included in the proposal submitted by George Wood re the new dredging plan.
- Mower: Broken shaft delayed the mowing of vacant lots but he's catching up. Repair cost estimated at \$1200 – 2000. Board discussed the pros and cons of purchasing a new one while the current mower still has trade-in value. Since it has an estimated 50% useful life remaining, it was decided to wait on a new purchase.

**Administrative:** Donna Price

- Guard gate: Staff greatly appreciated the surprise luncheon in their behalf. Board discussed the feasibility of requiring homeowners to notify the guard gate of every visitor as required in the covenants. A written list is preferable to phone calls.

**OFFICER REPORTS**

**President:** Deborah Beddingfield

- No report

**First VP:** Adele Page

- We will do a trial run of livestreaming on July 8 to see if the equipment we have works well.

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

- No report

**Treasurer:** Mike Hutchinson

- Report is attached. Basically, we are on target though assessments are being collected at a slightly lower rate than last year. He is still waiting on an interest income report from the accountant as well as a recommendation whether to switch over to web-based QuickBooks.
- He recommended the board investigate hiring a local accountant who is more responsive.

**Secretary:** Jessica Loose

- She thanked Deborah Beddingfield and Adele Page for taking notes on board meetings in her absence.

**Chairman:** Richard Hess

- See his report under “dredging” in Old Business below.

**Member at Large:** Mike Weidinger

- He requested the board receive a transaction detail report monthly.

**OLD BUSINESS**

- Dredging: Richard Hess reported that the blue swing set has been relocated to provide a permanent site for the spoils. We will need additional pipe which isn't available locally. GeoForm submitted a bid of \$6980 for ten sections of 20' pipe, including clamps and delivery from Kansas. He recommended that we purchase 3-4 additional sections of pipe and the prerequisite clamps as a buffer to avoid transportation costs if we find we are coming up short. Mike Hutchinson moved that we approve the GeoForm invoice of \$6890 plus an additional amount not to exceed a total of \$8500. 2<sup>nd</sup> by Jessica Loose. All in favor, motion passed. Pat Card will get an updated quote from GeoForm and see if transportation can be arranged at a lower price.
- Overtime during dredging operation: Pat Card reported that he and his crew will need to work overtime for less than a week during the dredging operation for maximum efficiency. Mike Hutchinson moved to authorize Pat, Mike, and Chris to work 12 hour days during the dredging window not to exceed four days total without approval of the board. 2<sup>nd</sup> Mike Weidinger. Ann Blomberg noted that there were sufficient funds in the dredging budget. All in favor, motion passed.

**COMMITTEE REPORTS**

- Beautification: Deborah Beddingfield reported that a new Yard of the Month sign has been created. At the next meeting (to be scheduled), the committee will ask for nominations. A new yard will be selected every two months.

- Social: Donna Price said they are considering a walking club, a community yard sale, a chili fundraiser for the Colington Volunteer Fire Department, and more potluck social gatherings. Richard Hess made a motion to allocate \$500 from discretionary funds for a local band at the Labor Day celebration, Adele Page 2<sup>nd</sup>. All in favor, motion passed.
- Neighbor to Neighbor Assist and Children & Youth: Adele noted that both committees will meet later in July.
- Colony Lake: Jessica Loose noted that at the next meeting (to be scheduled), they will create a MOU that the property owners on the lake front will refrain from using herbicides and pesticides in their back yards. They will also plan how to best deal with the riprap and how to scoop up the vegetative growth regularly, so it doesn't get out of control again.
- Guard Gate/Security: Mike Weidinger said their focus will transition to neighborhood watch.

## **NEW BUSINESS**

- CHYRC expense sharing agreement: Mike Hutchinson reported that the rental increase proposal from CHA was voted down by CHYRC. He made a motion that we engage a lawyer to review the lease agreement which comes up for renewal in 2028. Adele Page seconded the motion, emphasizing the need for robust advice so when we are engaged in negotiations, we would know what expectations are reasonable. Richard Hess concurred, noting that future boards will profit from having guidelines on what a lease ought to look like. All in favor, motion passed.

**Meeting adjourned at 8:54.** Motion by Richard Hess, Adele Page 2<sup>nd</sup>. All in favor, motion passed.

*Respectfully submitted,  
Jessica Loose, Secretary*

## Treasurers' Report May 2025

1. Income
  - a. 401 Assessments still being collected currently at 90.7% of the annual total. Coming in slower than previous years
  - b. 495 Unaccounted interest income.
  - c. Total Income - We are \$160,723 behind due to (a and b) above.
  
2. Expenses
  - a. 608 · Admin Expenses over \$1,944, \$1,029 due to computer support.
  - b. 615 – Insurance expenses over by \$11,463, workman's comp and across the board increases on property.
  - c. 767 – Purchase of bar codes put account over \$1,793 for month.
  
3. Net Income – Cumulative Net income \$733,404 versus last months \$656,774
  
4. Balance sheet
  - a. 100 – Operating Cash decreased due to monthly expenditures.
  - b. 102 – CHA Reserves draw down to pay for roads.
  - c. Total Assets decreased \$272,264 versus last month. Payments for roads and other reserve expenditures.

Income Statement Apr 25 to May 25 on next page

								16.7%	
		May 25	June 25	Monthly Budget	Monthly Variance	Cumulative Results YTD	Annual Budget 25	Percent of Annual	Comments
Income	400 · Assessments Outstanding	0.00	0.00	0.00	0.00	0.00	0.000	#DNV/!	
	401 · Association Assessments	720,926.29	68,177.73	43,480.71	24,697.02	789,104.02	869,614.200	90.7%	Coming in slower than in years past.
	424 · Interest on Past Due Assessment	408.75	1,150.32	597.57	552.75	1,559.07	7,170.860	21.7%	
	425 · Late Fee Income	75.00	3,600.00	686.67	2,913.33	3,675.00	8,240.000	44.6%	
	426 · Attorney Fee	1,762.25	2,117.25	729.58	1,387.67	3,879.50	8,755.000	44.3%	
	427 · Convenience Fee - Credit Card	300.00	210.00	83.33	126.67	510.00	1,000.000	51.0%	
	429 · Collection Fee	100.00	0.00	125.00	-125.00	100.00	1,500.000	6.7%	
	430 · CHY&R Annual Billing	0.00	0.00	1,166.67	-1,166.67	0.00	14,000.000	0.0%	
	435 · CHY&R Additional Billing	0.00	0.00	343.33	-343.33	0.00	4,120.000	0.0%	
	442 · Closing Fee	1,000.00	1,000.00	901.25	98.75	2,000.00	10,815.000	18.5%	
	450 · Boat Slip	0.00	0.00	1,766.67	-1,766.67	0.00	21,200.000	0.0%	
	453 · Launch Fees	155.00	245.00	137.33	107.67	400.00	1,648.000	24.3%	
	455 · Park Reservations	75.00	50.00	60.08	-10.08	125.00	721.000	17.3%	
	461 · Bar Code Fees	20.00	30.00	12.88	17.13	50.00	154.500	32.4%	
	462 · Building Permit Fees	50.00	0.00	42.92	-42.92	50.00	515.000	9.7%	
	465 · Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.000	0.0%	
	471 · Fines	0.00	0.00	21.46	-21.46	0.00	257.500	0.0%	
	490 · Interest Income - Operating	0.00	0.00	2.15	-2.15	0.00	25.750	0.0%	
	495 · Interest Income - Reserves	0.00	0.00	1,030.00	-1,030.00	0.00	12,360.000	0.0%	
	513 · Returned Check Charges	25.00	50.00	12.88	37.13	75.00	154.500	48.5%	
	<b>Total Income</b>	<b>724,897.29</b>	<b>76,630.30</b>	<b>51,200.47</b>		<b>801,527.59</b>	<b>962,251.310</b>	<b>83.3%</b>	
	<b>Gross Profit</b>	<b>724,897.29</b>	<b>76,630.30</b>	<b>51,200.47</b>		<b>801,527.59</b>	<b>962,251.310</b>	<b>83.3%</b>	
Expense	608 · Admin Expenses	1,577.34	2,922.98	978.50	-1,944.48	4,500.32	11,742.000	38.3%	EDM tech support.
	609 · Office Salaries	10,529.08	10,107.60	11,463.90	1,356.30	20,636.68	137,566.800	15.0%	
	615 · Insurance Expense	7,911.68	16,570.92	5,398.92	-11,172.00	24,482.60	64,787.000	37.8%	Insurance increased for disability.
	620 · Telephone	100.00	100.00	103.00	3.00	200.00	1,236.000	16.2%	
	625 · Utilities	458.11	470.59	420.58	-50.01	928.70	5,047.000	18.4%	
	627 · Bank Charges	0.00	0.00	21.46	21.46	0.00	257.500	0.0%	
	629 · Bad Debt	0.00	0.00	42.92	42.92	0.00	515.000	0.0%	
	630 · Office Supplies	120.40	570.31	257.50	-312.81	690.71	3,090.000	22.4%	
	632 · Postage and Delivery	88.58	174.85	394.83	219.98	263.43	4,738.000	5.6%	
	634 · Printing	135.73	135.73	506.42	370.69	271.46	6,077.000	4.5%	
	637 · Dues and Subscriptions	0.00	0.00	229.17	229.17	0.00	2,750.000	0.0%	
	642 · Small Tools and Equipment	0.00	303.55	133.33	-170.22	303.55	1,600.000	19.0%	
	650 · Covenants Enforcement	58.64	58.64	85.83	27.19	117.28	1,030.000	11.4%	
	672 · Legal & Professional Fees	2,501.75	825.00	2,250.00	1,425.00	3,326.75	27,000.000	12.3%	
	676 · Audit/CPA Fees	0.00	0.00	557.92	557.92	0.00	6,695.000	0.0%	
	680 · Travel	0.00	0.00	78.97	78.97	0.00	947.600	0.0%	
	690 · Property Tax	0.00	0.00	21.46	21.46	0.00	257.500	0.0%	
	692 · Federal Income Tax	0.00	0.00	128.75	128.75	0.00	1,545.000	0.0%	
	694 · NC Income Tax	0.00	0.00	12.88	12.88	0.00	154.500	0.0%	
	696 · Payroll Tax Expense	2,316.38	2,396.06	2,908.33	512.27	4,712.44	34,900.000	13.5%	
	697 · Payroll Processing	174.00	186.00	214.58	28.58	360.00	2,575.000	14.0%	
	69810 · Bank Service Charges	0.00	24.00	8.58	-15.42	24.00	103.000	23.3%	
	705 · Maintenance Salaries	7,770.31	7,964.75	8,980.06	1,015.31	15,735.06	107,760.660	14.6%	
	715 · Maintenance Phone	40.00	40.00	0.00	-40.00	80.00	0.000	#DNV/!	
	716 · Maintenance Utilities	299.62	187.42	223.17	35.75	487.04	2,678.000	18.2%	
	720 · Common Property Maintenance	2,553.71	443.71	2,000.00	1,556.29	2,997.42	24,000.000	12.5%	
	724 · Street Signs	0.00	345.25	64.38	-280.88	345.25	772.500	44.7%	
	730 · Maintenance Supplies	869.22	487.58	600.83	113.25	1,356.80	7,210.000	18.8%	
	732.1 · Miscellaneous Expenses (CHYRC)	0.00	74.72	343.33	268.61	74.72	4,120.000	1.8%	
	752 · Maint Equipment Rental	-321.13	0.00	0.00	0.00	-321.13	0.000	#DNV/!	
	754 · Equipment Repair	0.00	0.00	145.92	145.92	0.00	1,751.000	0.0%	
	756 · Automobile Maintenance	0.00	0.00	103.00	103.00	0.00	1,236.000	0.0%	
	758 · Gas	291.36	293.32	300.42	7.10	584.68	3,605.000	16.2%	
	760 · Security Wages	10,513.38	11,809.89	13,183.49	1,373.60	22,323.27	158,201.820	14.1%	
	761 · Contract Security	0.00	0.00	412.00	412.00	0.00	4,944.000	0.0%	
	763 · Security Supplies	101.14	692.38	171.67	-520.71	793.52	2,060.000	38.5%	
	765 · Security Phone	40.00	40.00	42.92	2.92	80.00	515.000	15.5%	
	766 · Security Utilities	331.23	317.08	326.17	9.09	648.31	3,914.000	16.6%	
	767 · Security Passes	0.00	2,522.76	729.58	-1,793.18	2,522.76	8,755.000	28.8%	Ordered additional bar codes.
	768 · Security Vehicle	0.00	0.00	0.00	0.00	0.00	0.000	#DNV/!	
	770 · Johns Brothers Monitoring	761.91	652.62	214.58	-438.04	1,414.53	2,575.000	54.9%	
	780 · Street Paving	2,960.00	109,147.93	9,095.66	-100,052.27	112,107.93	109,147.930	102.7%	Road payment to Fred Smith.
	782 · Dredging	832.50	0.00	429.17	429.17	832.50	5,150.000	16.2%	
	783 · Tree Service	8,212.50	0.00	1,716.67	1,716.67	8,212.50	20,600.000	39.9%	
	784 · Drainage Control	0.00	3,125.64	2,083.33	-1,042.31	3,125.64	25,000.000	12.5%	
	785 · Discretionary	61.37	0.00	833.33	833.33	61.37	10,000.000	0.6%	
	786 · Contingency	0.00	0.00	1,287.50	1,287.50	0.00	15,450.000	0.0%	
	787 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.000	#DNV/!	
	800 · Reserve Funding	0.00	0.00	9,515.96	9,515.96	0.00	114,191.500	0.0%	
	810 · Reserve Funding - CHY&RC	0.00	0.00	1,166.67	1,166.67	0.00	14,000.000	0.0%	
	895 · Reserve Disb	6,834.00	180,670.92	0.00	-180,670.92	187,504.92	0.000	#DNV/!	Remainder of road to Fred Smith and deck.
	<b>Total Expense</b>	<b>68,122.81</b>	<b>353,662.20</b>	<b>80,187.61</b>	<b>12,064.80</b>	<b>68,122.81</b>	<b>962,251.310</b>	<b>7.1%</b>	
	<b>Net Income</b>	<b>656,774.48</b>	<b>-277,031.90</b>	<b>-28,987.14</b>		<b>733,404.78</b>			

Balance Sheet changes from Apr 25 to May 25

			Apr 25	May 25	June 25	Monthly change	Notes
<b>ASSETS</b>							
<b>Current Assets</b>							
<b>Checking/Savings</b>							
	100 · Operating Cash - First National		83,825.72	300,896.63	249,423.45	-51,473.18	Expenditures for monthly expenses
	102 · Southern Operating		401,220.96	333,857.52	184,079.96	-149,777.56	Draw down primarily for roads.
	104 · Infinex - CHA Reserves		721,418.14	791,229.63	793,363.77	2,134.14	
	114 · Infinex - CHYRC Reserve Ded		154,023.04	154,023.04	154,023.04	0.00	
	115 · Petty Cash		168.55	168.55	168.55	0.00	
	116 · Operating 2 CC - First National		39,602.14	50,282.19	58,257.92	7,975.73	
	<b>Total Checking/Savings</b>		<b>1,400,258.55</b>	<b>1,630,457.56</b>	<b>1,439,316.69</b>	<b>230,199.01</b>	
<b>Accounts Receivable</b>							
	140 · Accounts Receivable-Assessments		-343,157.29	-996.18	-642.32	353.86	
	<b>Total Accounts Receivable</b>		<b>-343,157.29</b>	<b>-996.18</b>	<b>-642.32</b>	<b>353.86</b>	
<b>Other Current Assets</b>							
	145 · Undeposited Funds		2,555.00	89,364.96	7,887.86	-81,477.10	
	155 · Prepaid Income Taxes		162.00	162.00	162.00	0.00	
	<b>Total Other Current Assets</b>		<b>2,717.00</b>	<b>89,526.96</b>	<b>8,049.86</b>	<b>86,809.96</b>	
	<b>Total Current Assets</b>		<b>1,059,818.26</b>	<b>1,718,988.34</b>	<b>1,446,724.23</b>	<b>-272,264.11</b>	Roads
<b>Fixed Assets</b>							
	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	
	<b>Total Fixed Assets</b>		<b>280,505.86</b>	<b>280,505.86</b>	<b>280,505.86</b>	<b>0.00</b>	
	<b>TOTAL ASSETS</b>		<b>1,340,324.12</b>	<b>1,999,494.20</b>	<b>1,727,230.09</b>	<b>-272,264.11</b>	
<b>LIABILITIES &amp; EQUITY</b>							
<b>Equity</b>							
	320 · Retained Earnings		60,499.57	253,731.32	253,731.32	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	
	<b>Net Income</b>		<b>190,836.15</b>	<b>656,774.48</b>	<b>384,510.37</b>	<b>-272,264.11</b>	
	<b>Total Equity</b>		<b>1,340,324.12</b>	<b>1,999,494.20</b>	<b>1,727,230.09</b>	<b>-272,264.11</b>	
	<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>1,340,324.12</b>	<b>1,999,494.20</b>	<b>1,727,230.09</b>	<b>-272,264.11</b>	