

COLINGTON HARBOUR ASSOCIATION, INC.
Board Meeting Minutes September 15, 2009
1000 Colington Drive 7:00 P.M.

The meeting was called to order at 7:00 p.m. by Chairman, Keith Smaltz.

A moment of silence was observed.

Approval of Agenda

Melissa McAllister made a motion to amend the agenda to include a report from the Minutes Committee after the Minutes approval items. Frank Hendricks seconded and the motion carried.

Approval of July 21st Minutes

Upon request for a motion to approve the July 21st minutes, Melissa McAllister moved that they be tabled until the end of the meeting.

Approval of July 27th Minutes

Stephanie Coleman made a motion to approve the July 27th minutes, Rikki Schuster seconded, and Melissa McAllister objected to the approval due to corrections she wanted to make and she asked to table the approval.

Approval of August 18th Minutes

Melissa then made a motion to table the August 18th minutes.

Minutes Committee Report

Marie Gelormine gave the attached report. (See Attached Report)

Crime Watch Report

Jerry Raveling gave the attached report (See Attached Report)

None of the above was recorded on tape. The tape did not start until the ACC Report.

ACC Report

Pete Turek reported that there were six bulkhead and pier permits in the last month. There are two problems that need to be looked into. One is on Colington Drive where they started to put fill in today. Another one is at Jay Hart's place. Pete noticed that

pipes are in the back and that kind of structure isn't allowed in the Harbour. These need to be looked into and usually the manager does that. He didn't know who would do it.

Comments from the Floor

Joe Roberson, 219 Huron court, reported a problem at his house whenever there is a hard rain, water comes down off the hill and completely floods his 30 yard long driveway. He requested help from the Board to solve this.

Melissa McAllister said that she has been working on collecting information on drainage issues. She is making a file and reviewing old files for historically troubled drainage areas. She had received Joe's information and appreciated the photographs. When asked to look at troubled areas, they don't always get the best picture of what's going on.

Melissa asked Joe if the date on his emails closely related to the flooding dates. He said he has taken pictures every time it has happened, except when he was in Florida and his neighbor reported water almost to his front door. Joe hasn't witnessed that personally, but he says it is a pain and doesn't subside for a day and a half. He asked the board again for whatever help they could give.

There were no more comments from the floor.

Appointments to Investment Committee

John Collins made a motion to appoint Sharon Carroll as the third person on the Investments Committee. There was no discussion and the motion carried.

President's Report

President Melissa McAllister gave the attached report – (physical copy only) – with the following additions:

On item b, Melissa made a motion that there be a budget amendment to accept the \$20,400 into the budget and apply it to dredging. Rikki seconded. John disputed the number and said it was \$20,800. Melissa said it was \$20,400. Stephanie also thought it was 8 and thought maybe they had changed the number when Melissa talked to them. John said he would put in the number on the grant. The motion carried with no opposition.

On item c, Melissa reported that we had been approved for the grant, but due to the limited number of transient slips, the approval was for only 19% of that, which was less than \$20,000. The deadline for revision was today and given the response to spending money on the fuel dock when it was brought up before, the grant was allowed to expire. We have not pursued it to receive \$20,000 toward a \$150,000 project.

On item f, we have received a ruling from CAMA and that project should be wrapping up shortly.

On item h, we will be getting approximately 38 NO WAKE signs to put up around the Harbour.

In addition to the written report, Melissa received a request from a member about posting a sign at the front gate to remind visitors about our major rules in the Harbour: leash laws, No Wake zones, etc. While she doesn't agree that placing another sign out there is a good idea, a recommendation of printing basic rules on the back side of the parking passes that are handed to people might be a good idea. Melissa made a motion that we pursue printing on the back of parking passes that visitors and vacation renters receive with the major issues listed: No dogs in park, dogs on leash, No Wake zones, and any other major issues. Don seconded. There was no discussion and the motion carried.

Finally, Melissa made a motion to appoint Bill Snidow and Ken Johnson to the ACC Committee. John seconded and the motion carried.

1st Vice President's Report

There was none.

2nd Vice President's Report

Don brought three requests to the board's attention:

1. Placing one nicer sign at the maintenance yard gate, which would probably cost \$50-\$75 for the material.
2. Get more garbage cans for the beach area for next summer.
3. Get a large grill for the pavilion – we could use the money from the Rockfish Tournament and High Cotton to fund.

Don then brought the following information from the Yacht and Racquet Club:

The Club will provide the Association internet access in the clubhouse and the Association will provide internet access in the guard shed for the purpose of monitoring the surveillance cameras. Cameras will be installed and maintained by the Club. The Club will install gutters and report back to the Association on the water problem downstairs. The Club will provide the Association a copy of the current operating agreement between the two organizations. Don is the Club liaison.

Melissa asked for a motion, and after some discussion, Don made a motion to place a sign at the maintenance yard for a cost not to exceed \$100. Frank seconded. Melissa asked to table the motion until the treasurer could report where the maintenance budget stands. (John then gave a report which could barely be heard on tape.) The gist was that the maintenance truck has been paid off (\$400 x 9 months) and so we have approximately \$3600 to play with on the maintenance side.

Melissa asked, "With the surplus, we know that based on what you reported to us, 2008 ended with a deficit?"

John said that the Association overran their budget in wages last year and we have taken steps to correct part of that. Right now, we are running 22% of budget in salaries. Basically in security, we are running 23%. The only place we overran was in Administration and we know why that is, because we paid ahead...so we are running approximately on the line – I think we could probably come in under budget for maintenance as long as we don't get carried away. Melissa replied that trash cans and grills certainly don't qualify as getting carried away. John said we didn't order grills – they would be funded by the Rockfish Tournament. As he understood it, the board was approving the money for the sign only. Melissa then said she was just concerned that Don was going to make a second and third motion, but he had just clarified that the Rockfish Tournament would pay for the grill.

Melissa then made a motion that CHA would provide internet service at the guard shack for security purposes and, in exchange, the Y and R Club would provide the Association internet services at the clubhouse. John seconded and the motion carried.

Secretary's Report

Frank said he was working with Vepco on a layout and cost figures for electricity down at marina. Something should be done by middle of next week. Melissa asked what "done" meant. Frank said that he should have cost figures – an estimate for providing power down there. There will be three 200 amp services at this point.

Treasurer's Report

John passed out three reports and asked for questions. Keith had not had time to review them. John said one report was a P&L previous year comparison. The second was a current balance sheet, and the balance sheet had \$20,800 listed as the number last year on the NC state dredge grant, and the third report was a P&L vs. actual, which shows where we are on budget currently by line items.

Theresa has completed her instruction with Joanna the bookkeeper and she is going line by line on each individual item to find out where duplications are.

Stephanie asked about an audit.

John said we are still reconstructing books – we are not ready for an audit. Until we get proper accounts receivable resolved, we aren't ready for an audit. We could stand for a pre-audit right now, except for accounts receivable, because the books are back in proper shape. We need a work session to figure out what we want to pay and how we want to approach for a certification of the audit. She's gone back and verified all the deposits, all the cash transfers, everything has been verified. We are confident that we have the money and we are now confident that we have rebuilt the files where they have to be and we can now move ahead. But we still have accounts receivable to do, and as Theresa said in our last meeting, it will take two to three months, and at the rate we are giving Joanna work, it might be longer than that. She doesn't have time to work on accounts receivable. Melissa asked, "She doesn't have time to work on accounts receivable?"

John – "Not a lot."

Melissa – "Why not?"

John – “We’re giving her all the other work.”

Melissa – “What other work?”

John – “She’s always working on something – making copies, whatever...”

Melissa – “She is the bookkeeper and she needs to be doing the books first.”

John – “Get everybody out of there and let her do the books.”

Comments from the Board

There were none.

The meeting was adjourned at 7:40 p.m.

Frank J. Hendrick SEC.

- **Reports or General Comments from President**

- a) By majority vote of the Board the Associations contract with the Property Manager was terminated August 25. Board members will be filling in the office until a replacement is found.
- b) The dredge grant in the amount of \$20,400 was approved by DENR November 2008. The funds should be received by the end of September. The funds should be allocated for future dredging.
- c) The \$150,000 BIG grant application was received by the DMF and they are interested in sending it forward to the U.S. Fish and Wildlife Services Tier 1 BIG grant program. Due to our lack of transient boaters our fuel dock project would be eligible for only 19% or \$21,375.
- d) A CAMA major permit modification will be applied for to replace the parking lot and fuel dock bulkhead. The permit will be good for 3 years.
- e) A CAMA major permit will be applied for to add rock jetties, maintenance dredging and beach nourishment. Engineering proposal for soundings \$1800.
- f) The east finger pier project is delayed while we waited for a ruling from CAMA on two 40' deep slips.
- g) Sign up for email notification of meetings, minutes and agendas. You can receive the Harbour Headlines in the mail or on line.
- h) A member requested we do a better job of information visitors of Colington regulations, specifically dogs on leashes. They suggested a sign but the back side of the passes might be a good idea.
- i) DON to report on internet agreement with the Club and gutters.
- j) AGENDA add Minutes Committee report
- k) APPOINTMENT to ACC: Bill Snyder & Ken Johnson.

My name is Marie Gelormine. The committee members are Bill Froehlich and Melissa McAllister and Frank Hendricks.
Marie, Bill and Melissa in attendance.

Recommendations

1. Seek the services of a professional Minutes Recorder.
2. Have the minutes read and approved at the conclusion of each meeting.

Findings

The Minutes Committee met on September 3rd and September 14th and reviewed the January 2009 tape and written minutes, checking for any inaccuracies in the reporting of said minutes. We discovered that the written minutes were not accurate in recording word for word what was discussed by the board and the attending members, but were accurate in reporting what business was accomplished during the meeting. It was also realized in listening to the tape of said meeting that a board member recused himself during the meeting and that the written minutes make no mention of any such recusal. In addition, there were other misstatements that were recorded on the tape that were not documented in the recorded minutes.

The committee concluded that it would be beneficial for the Board to employ an "independent contracted" Minutes Recorder to record the minutes of their future meetings. This will ensure a true and accurate reporting of the proceedings of the Board during future meetings.

COLINGTON HARBOUR ASSOCIATION
BOARD OF DIRECTORS MEETING

AUGUST 18, 2009
SEPTEMBER 15, 2009

CRIME AND VANDALISM – JULY / AUGUST / SEPTEMBER 2009

- July 24: 324 Harbour Drive – owner reported that refrigerant and an air conditioner were stolen between April and July 24th.
- July 28: Colington Drive – Felony B&E of unlocked vehicle ... DVD player, two monitors, and DVDs were stolen.
- September 7: Colington Drive – Felony arson of real property (mailbox). Deputies found a mailbox on fire while on patrol in the area. While putting out the mailbox fire, they saw a vehicle fire at 417 Colington Drive. Unknown persons entered an unlocked 1986 Chevy van and set the drivers seat of the vehicle on fire; damage limited to the seat. An earlier attempt had been made to steal the vehicle and also this is the same home where a storage shed was burned down recently. Rumors of arrest related to these crimes surfaced, but they are not true. A Sheriff's Office Deputy had picked up an 18 year old youth found walking in the area, but he was not suspected in the crimes.
- September 10: A B&E report was received that one vehicle on Soundview Drive and two (or a reported nine) vehicles on Eagle Drive were broken into; the glove boxes were rifled, but no items were found to be missing.

The B&Es and vehicle arson targeted unlocked vehicles, and occurred in the early morning hours. Parents should be advised that entering an unlocked vehicle, boat, shed, or home is considered a Breaking and Entry crime. Further, damaging a mailbox by fire or physical means (e.g., baseball bat) is a state and federal crime.

We have been having a rash of B&Es in the area in recent months, and some arson events. Vandalism/crime in Colington Harbour is generally home-grown and occurs on a cyclical basis. Please lock your vehicles, boats, sheds, and homes to help reduce the temptation to steal your property. We must become more vigilant in our concerns of stopping arson crimes. Many of us can well remember the out-break of arson attempts which occurred seven to ten years ago.

COLINGTON HARBOUR ASSOCIATION

BOARD OF DIRECTORS MEETING

OCTOBER 20, 2009

CRIME AND VANDALISM – SEPTEMBER 15 TO OCTOBER 14, 2009

- 9/17/2009 Marina: Three male teens were seen to be stealing items off of several boats in our marina. Dare central called and checked out a report that the boys were seen at 102 Sir Walter Raleigh.
- 9/17/2009 A man called the security guard and reported that a black Ford pickup was seen driving on our roads, two of the teens would be left out of the truck and begin walking down the street; suspicion of B&E activities.
- 9/21/2009 A lady called the guard to report that several boys were playing on the work barge in the marina and also were seen on several boats.
- 9/24/2009 213 Kitty Hawk Bay Drive: B&E called into DCSO and 2:30 a.m. Sgt. Kathryn Bryan and 2 deputies (Adm 23 & 28) investigated. Sliding door glass broken and TV stolen.
- 9/28/2009 ___ Sir Richard West: 16-18 foot power boat stolen overnight. Reported to DCSO and they reported they found the boat by 9:30 a.m.
- 10/4/2009 105 & 109 Rhodoms: B&E of a vehicle; DCSO investigated.
- 10/4/2009 111 & 113 Sir Hart Court: damage to mailboxes; incident occurred around 11:30 p.m.
- 10/5/2009 103 Brigand Court: unlocked car B&E; money (\$500) stolen. DCSO called.
- 10/6/2009 Eagle Drive: B&E of auto
100 Inlet Court: B&E of auto
217 Outrigger Drive: mailbox bashed
___ Outrigger Drive: B&E of home
Marina: suspicious person(s) – 2 – in park & checking out boats in slips; DCSO called – no problems reported
338 Colington Drive: resident William Short reported to security that he had hit a mailbox in general vicinity with his vehicle
- 10/7/2009 1523-1539 Harbour View: suspected home B&E; 3 deputies responded; no report of problem.
- 10/8/2009 Harbor area: boat capsized; CVFD responded. Boaters ok.
- 10/11/2009 Sir Chandler: B&Es reported at 205, 207, 215, 217, 220 & 239
Broadbay: B&E unlocked auto

- 10/13/2009 107 Colony Lane: Possible B&E investigated by DCSO and KDH police. No report of arrest.
- 10/14/2009 ____ Broadbay Drive: Garden gnome stolen from the referenced address; two juveniles caught and returned to their home: female 201 Colington Drive and male 243 Eagle Drive.

COMMUNITY WATCH VOLUNTEER STATUS

Despite pleas by the BOD for CW volunteers on the Main Gate bulletin board, we have attracted only two volunteers. In an effort to promote more interest in joining CW, I have:

- Prepared an article which provides a general overview of the CW program and includes a request for volunteers. The article should appear in the November/December issue of Harbour Headlines.
- Revised a 2007 memo I prepared which is designed to provide information on the key provisions of our CW program for those who do volunteer.
- A handout was prepared in response to concerns expressed by our Security Guards, where residents are verbally abusing and challenging the guards and criticizing DCSO on why they have not been able to stop the large number of B&Es and mailbox vandalism. This handout encourages complainers to not blame our Security Guards and the DCSO deputies for our crime and vandalism problem, but rather to join CW and be proactive in the efforts to reduce crime and vandalism. Only "complainers" will be given a copy of the handout.