

AQUIA HARBOUR PROPERTY OWNERS ASSOCIATION, INC.
MINUTES OF THE JUNE REGULAR MEETING
OF
THE BOARD OF DIRECTORS
June 24, 2020

CALL TO ORDER The June regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., June 24, 2020. The meeting was held electronically via GoToMeeting due to a State of Emergency. A quorum of directors was present.

OFFICERS, DIRECTORS & STAFF PRESENT: Directors Chip Collins, Chris Greene, Alexis Harvey, Katie Kitzmiller and Steven Holder were present. Trish Harman, general manager, and Katherine Shaw, board secretary, were also present.

DIRECTOR ABSENT Directors James Camic and Shawn Desmond were absent.

ASSOCIATION MEMBERS PRESENT: Approximately 10 people were in the audience.

NOTICE OF MEETING:

1. By general consensus of the Board of Directors, at a Regular Board Meeting held on April 22, 2010, it was agreed to change the Regular Monthly Meetings from every fourth Thursday night at the Country Club at 7:30 p.m. to every fourth Wednesday night at the Country Club at 7:00 p.m. unless otherwise announced. An announcement of the change was publicized in the official AHPOA newsletter.
2. Agendas for this meeting were posted in advance of this meeting at each of the common amenity buildings in the Subdivision, (i.e. Business Office, Country Club, Police Station, Marina, Golf Pro Shop, and Stables).
3. Notice of the meeting was displayed on the signboard at the main entrance to the Subdivision on Washington Drive and on the AHPOA's official website and Facebook page.
4. Each director was furnished a packet containing a copy of the Agenda and information pertinent to the same prior to the meeting.

President Kitzmiller went over the ground rules for the meeting.

PLEDGE OF ALLEGIANCE President Kitzmiller led the Pledge of Allegiance.

- AGENDA APPROVED On a motion made by Director Harvey and seconded by Director Greene, it was UNANIMOUSLY AGREED to approve the agenda as submitted.
ABSENT: Director Collins
- OPEN THIRTY There were no speakers.
- LEGISLATIVE REPORTS There were no legislative reports.
- DIRECTORS COMMENTS The directors made brief comments.
- MINUTES APPROVED On a motion made by Director Collins and seconded by Director Harvey, it was UNANIMOUSLY AGREED to approve the minutes of the May 27, 2020, regular board meeting as submitted.
ABSTAIN: President Kitzmiller
- TREASURER'S REPORT Director Collins, treasurer, gave a verbal report as follows:
As of April 30, 2020:
- BB&T Accounts
- \$1,326,000 in the operating account.
 - \$472,000 in the money market account.
 - \$28,000 in the payroll account.
- Merrill Lynch Accounts
- \$2,925,000 in the long-term reserves account.
 - \$92,000 in the new capital purchases account.
 - \$402,000 in the dredging account.
- The association had a total of \$5,245,000 on deposit which included \$984,000 in prepaid fees and assessments. The cash balances were up \$268,000 from the previous month. The total accounts receivable was \$613,000, with a bad debt allowance of \$498,000, for a net accounts receivable of \$115,000. \$445,000 in accounts receivable was over 90 days old. 67 accounts were at the attorney's and 2 were in-house collection accounts. There were 41 payment plans in effect.
- There were no reserve account or new capital purchases account disbursements.
- GENERAL MANAGER'S REPORT Ms. Harman recognized the Fisher residence on Portugal Cove as the showcase house of the month and she reported on a number of items including the Bridle Path, walking path extension, Dog Park improvements and the state of the Harbour under the current COVID-19 restrictions.

OLD BUSINESS

None.

NEW BUSINESS

CLUBHOUSE RESTAURANT CONTRACT ADDENDUM TELEPHONIC VOTE On a motion made by Director Greene and seconded by Director Harvey, it was UNANIMOUSLY AGREED to affirm that by a telephonic vote conducted on June 5, 2020, the board approved a Clubhouse Restaurant contract addendum as written.

REVISED GOLF TOURNAMENT SCHEDULE On a motion made by Director Harvey and seconded by Director Greene, it was UNANIMOUSLY AGREED to approved a revised golf tournament schedule as submitted.

MOVE TO EXECUTIVE SESSION At 7:20 p.m., on a motion made by Director Greene and seconded by Director Collins, it was UNANIMOUSLY AGREED to go into executive session to discuss a member's request and a write off.

RETURN TO REGULAR SESSION At 7:30 p.m., it was UNANIMOUSLY AGREED to return to regular session.
ABSENT: Director Collins

WRITE OFF APPROVED On a motion made by Director Harvey and seconded by Director Greene, it was AGREED UNANIMOUSLY, pertaining to a write off, to accept the attorney's recommendation.
ABSENT: Directors Collins

MEMBER'S REQUEST APPROVED On a motion made by Director Greene and seconded by Director Harvey, it was UNANIMOUSLY AGREED to approve a member's request.
ABSENT: Director Collins

ADJOURNMENT At 7:32 p.m., on a motion made by Director Greene and seconded by Director Harvey, it was UNANIMOUSLY AGREED to adjourn the meeting.
ABSENT: Director Collins



Katie Kitzmiller, President of the Board



Submitted by Katherine C. Shaw, Board Secretary