

AQUIA HARBOUR PROPERTY OWNERS ASSOCIATION, INC.
MINUTES OF THE COMBINED NOVEMBER & DECEMBER REGULAR MEETING
OF
THE BOARD OF DIRECTORS
December 9, 2020

CALL TO ORDER The combined November and December regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., December 9, 2020. The meeting was held in-person, observing COVID-19 related health and safety guidelines, and electronically via GoToMeeting due to a State of Emergency. A quorum of directors was present.

OFFICERS, DIRECTORS & STAFF PRESENT: Directors James Camic, Jack Cavalier, Chip Collins, Shawn Desmond, Keith Eden, Alexis Harvey and Katie Kitzmiller were present. Director Desmond participated via GoToMeeting and was audible to all. Trish Harman, general manager; Nate Thompson, chief of police; Kelly Chapman, office/finance manager and Katherine Shaw, board secretary.

DIRECTORS ABSENT None.

ASSOCIATION MEMBERS PRESENT: Approximately 9 people were present in-person in the audience and six were present on-line.

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.

PLEDGE OF ALLEGIANCE President Cavalier led the Pledge of Allegiance.

AGENDA APPROVED On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to approve the agenda as submitted.

LEGISLATIVE REPORTS There were none.

OPEN THIRTY Two property owners spoke.

DIRECTORS COMMENTS The directors made brief comments.

COMMITTEE REPORTS There were no verbal committee reports.

MINUTES APPROVED On a motion made by Director Collins and seconded by Director Harvey, it was UNANIMOUSLY AGREED to approve the minutes of the October 28, 2020, regular board meeting as submitted.

TREASURER'S REPORT Director Collins, treasurer, gave a verbal report as follows:

As of October 31, 2020:

BB&T Accounts

- \$1,033,000 in the operating account
- \$472,000 in the money market account.
- \$42,000 in the payroll account.

Merrill Lynch Accounts

- \$2,790,000 in the long-term reserves account.
- \$104,000 in the new capital purchases account.
- \$190,000 in the dredging account.

The association had a total of \$4,631,000 on deposit which included \$551,000 in prepaid fees and assessments. Cash balances were down \$378,000 from the previous month.

The total accounts receivable was \$571,000, with a bad debt allowance of \$478,000, for a net accounts receivable of \$93,000. \$491,000 in accounts receivable was over 90 days old. 65 accounts were at the attorney's and 2 were in-house collection accounts. There were 32 payment plans in effect.

The following disbursements were made from Reserves: 283,000 for paving, \$8,900 for the balance due on the new center aisle at the stables and \$6,700 to re-caulk the pools.

There were no new capital purchases.

The following disbursements were made from the operating account: \$98,000 to apply Reclamite on roads, \$2,100 for electronic voting and \$4,100 in collection legal fees and \$500 in operating legal fees.

GENERAL
MANAGER'S REPORT

Ms. Harman recognized the Berner residence on John Paul Jones Drive as the showcase house of the month and she spoke about the marina bathrooms RFP, the replacement of the marina boat ramp, FY21 budget, Blue Santa, changes to the minimum wage, timber clearing behind Harpoon Drive and a meeting with the Stafford County fire chief the following day.

OLD BUSINESS

FRONT GATE It was agreed to schedule a meeting of the Strategic Planning Committee for January 6, 2021, at 6:00 p.m. at the Country Club to discuss the five options for the front gate proposed that were proposed by Chief Thompson. Ms. Harman spoke about the changes that had been made at the front gate since the vehicular accident there on Thanksgiving Day.

NEW BUSINESS

TRASH RFP On a motion made by Director Collins and seconded by Director Harvey, it was UNANIMOUSLY AGREED to accept the trash RFP as submitted which was seconded by Director Harvey.

FOOD TRUCKS There was some discussion.

On a motion made by Director Harvey and seconded by Director Camic, it was UNANIMOUSLY AGREED to notify the food truck operator that he must submit an application to the business office to continue operating on AHPOA property.

The subject of food trucks was added to the January work session agenda.

YARD SIGNS There was some discussion about and changes made to the amended political signs exception policy as it was submitted.

AMENDED
POLITICAL
CAMPAIGN SIGNS
EXCEPTION POLICY
ADOPTED On a motion made by Director Harvey and seconded by Director Collins, it was UNANIMOUSLY AGREED to adopt the amended political campaign signs exception resolution, as revised by the general manager and the board of directors.

Ms. Harman stated that she would be asking the Architectural Control Committee to submit a recommendation for updating the Construction Maintenance Procedures regarding other types of signs. Any such changes would come back to the board for a vote.

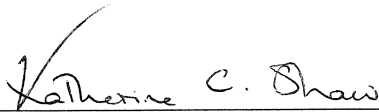
ANNUAL PERFORMANCE EVALUATIONS TO BE CONDUCTED	On a motion made by Director Camic and seconded by Director Collins, it was AGREED by a MAJORITY vote to direct the general manager to establish annual performance evaluations. FOR: Directors Camic, Cavalier, Collins and Eden AGAINST: Directors Desmond, Harvey and Kitzmiller
MOVE TO EXECUTIVE SESSION	At 8:41 p.m., on a motion made by Director Camic and seconded by Director Harvey, it was UNANIMOUSLY AGREED to go into executive session to discuss write offs, member appeals, personnel matter, contract issue, insurance settlement and 2021 committee appointments.
RETURN TO REGULAR SESSION	At 9:46 p.m., on a motion made by Director Collins and seconded by Director Camic, it was UNANIMOUSLY AGREED to return to regular session.
WRITE OFFS APPROVED	On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to approve the write offs as submitted in a memorandum from the AHPOA business office dated December 1, 2020.
MEMBER'S REQUEST DENIED	On a motion made by Director Collins and seconded by Director Harvey, it was UNANIMOUSLY AGREED to deny the request submitted by the owner of Lot XX21.
MEMBER'S REQUEST APPROVED	On a motion made by Director Collins and seconded by Director Harvey, it was UNANIMOUSLY AGREED to approve the request submitted by the owner of Lot XX35 and to put the late fees and interest in abeyance until the successful completion of a payment plan to resolve the remaining outstanding charges on the account, while paying on time the current monthly dues as they become due, at which time the late fees and interest would be waived.
MEMBER'S REQUEST APPROVED	On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to approve the request submitted by the owner of Lot XX71 and to put \$357.97 in late fees and interest in abeyance until the successful completion of a payment plan to resolve the remaining outstanding charges on the account while, at the same time paying on time the monthly dues as they become due, at which time the \$357.97 would be waived.
INSURANCE SETTLEMENT ACCEPTED – FRONT GATE	On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to accept the insurance settlement with regard to the front gate.
CONTRACT RESOLUTION	On a motion made by Director Collins and seconded by Director Harvey, it was UNANIMOUSLY AGREED to authorize the general manager to negotiate to resolve a contract as discussed in executive session.
BONUSES APPROVED	On a motion made by Director Collins and seconded by Director Harvey, it was UNANIMOUSLY AGREED to approve bonuses as discussed in executive session.

2021 COMMITTEE APPOINTMENTS On a motion made by Director Collins and seconded by Director Harvey, it was UNANIMOUSLY AGREED to approve the 2021 committees as presented.

ADJOURNMENT At 9:52 p.m., on a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to adjourn the meeting.



Jack Cavalier, President of the Board



Submitted by Katherine C. Shaw, Board Secretary