

**AQUIA HARBOUR PROPERTY OWNERS ASSOCIATION, INC.**  
**MINUTES OF THE FEBRUARY REGULAR MEETING**  
**OF**  
**THE BOARD OF DIRECTORS**  
**February 24, 2021**

**CALL TO ORDER** The February regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., February 24, 2021. The meeting was held in-person at the Country Club, 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 and Katie Kitzmiller.  
Directors Camic, Desmond and Kitzmiller participated via GoToMeeting and were audible to all.  
Trish Harman, general manager; Kelly Chapman, office/finance manager; Nate Thompson, chief of police, and Katherine Shaw, board secretary.

**DIRECTORS ABSENT** Director Harvey.

**ASSOCIATION MEMBERS PRESENT:** Approximately 5 people were present in-person and 3 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 Eden, it was UNANIMOUSLY AGREED to approve the agenda as submitted.

LEGISLATIVE  
REPORTS There were none.

OPEN THIRTY There were no speakers scheduled. President Cavalier opened up the Open Thirty to the audience and two people 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 Eden, it was UNANIMOUSLY AGREED to approve the minutes of the January 27, 2021, regular board meeting as submitted.

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

As of December 31, 2020:

BB&T Accounts

- \$813,000 in the operating account
- \$472,000 in the money market account.
- \$56,000 in the payroll account.

Merrill Lynch Accounts

- \$2,937,000 in the long-term reserves account.
- \$116,000 in the new capital purchases account.
- \$210,000 in the dredging account.

The association had a total of \$4,604,000 on deposit which included \$374,000 in prepaid fees and assessments. Cash balances were down \$24,000 from the previous month.

The total accounts receivable was \$549,000, with a bad debt allowance of \$474,000, for a net accounts receivable of \$75,000. \$475,000 in accounts receivable was over 90 days old. 63 accounts were at the attorney's and 2 were in-house collection accounts. There were 42 payment plans in effect.

The following disbursement was made from reserves: \$1,040 for engineering costs and \$17,000 for the launch ramp at the marina.

There were no disbursements from the new capital purchases account.

The following disbursements were made from the operating account: \$18,000 for employee health insurance and to the attorneys \$3,800 in collection legal fees and \$400 in operating legal fees.

GENERAL  
MANAGER'S REPORT

Ms. Harman recognized the Harder residence on Portugal Drive as the showcase house of the month and she spoke about portable toilet enclosures, the recent snowstorms, topographical study of Briarpatch Park, RFID systems, stables lease RFP and the Harbour Inn.

OLD BUSINESS

None.

NEW BUSINESS

DRIVING RANGE  
UPGRADE APPROVED

On a motion made by Director Collins and seconded by Director Camic, it was UNANIMOUSLY AGREED to approve the driving range upgrade using Garcia Landscaping and TurfHound at a cost not to exceed \$12,936.80, to be funded out of the new capital purchases account.

2021 GOLF  
TOURNAMENT  
SCHEDULE  
APPROVED

On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to approve the 2021 golf tournament as presented.

USED VENTRAC  
PURCHASE  
APPROVED

On a motion made by Director Collins and seconded by Director Camic, it was UNANIMOUSLY AGREED to approve the purchase of a 2016 used Ventrac, if available, and to allow the general manager to negotiate up to \$20,000 plus shipping, to be funded out of reserves, to replace the current zero turn mower.

REVISED ACC  
APPLICATION FOR  
APPROVAL FORM  
APPROVED

On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to approve the revised Architectural Control Committee application form as presented which was seconded by Director Eden.  
The form was to go into effect on April 1, 2021.

MOVE TO  
EXECUTIVE SESSION

At 7:37 p.m., on a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to go into executive session to discuss committee appointment, write off and member requests.

RETURN TO  
REGULAR SESSION

At 7:55 p.m., on a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to return to regular session.

COMMITTEE  
APPOINTMENT  
APPROVED


On a motion made by Director Collins and seconded by Director Camic, it was UNANIMOUSLY AGREED to approve the committee appointment as presented.

WRITE OFF APPROVED On a motion made by Director Collins and seconded by Director Camic, it was UNANIMOUSLY AGREED to approve the write off as submitted in a memorandum from the AHPOA business office dated February 16, 2021.

PAYMENT AGREEMENT APPROVED LOT XX69 On a motion made by Director Eden and seconded by Director Camic, with respect to Lot XX69, it was AGREED by a MAJORITY vote to approve the payment agreement as presented.  
FOR: Directors Camic, Desmond, Eden, Harvey and Kitzmiller  
AGAINST: Director Collins

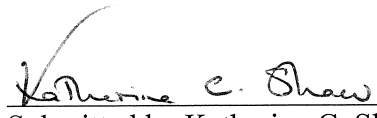
MEMBER'S REQUEST APPROVED LOT XX08 On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED, by all those who voted, to approve the request submitted by the owner of Lot XX08.  
ABSENT: Director Kitzmiller

ADJOURNMENT At 7:59 p.m., on a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED, by all those who voted, to adjourn the meeting.  
ABSENT: Director Kitzmiller



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Jack Cavalier, President of the Board



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Submitted by Katherine C. Shaw, Board Secretary