

AQUIA HARBOUR PROPERTY OWNERS ASSOCIATION, INC.
MINUTES OF THE MARCH REGULAR MEETING
OF
THE BOARD OF DIRECTORS
March 24, 2021

CALL TO ORDER The March regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., March 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, Alexis Harvey and Katie Kitzmiller.
Directors Camic and Desmond participated via GoToMeeting and were audible to all.
Trish Harman, general manager; Kelly Chapman, office/finance manager; Jim Burns, golf course and pro-shop manager, and Katherine Shaw, board secretary.

ASSOCIATION MEMBERS PRESENT: Approximately 6 people were present in-person and 1 was present online.

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 presented.

LEGISLATIVE REPORTS Chief Cardello, Stafford County Fire Department, spoke about the replacement of Station 9.

OPEN THIRTY One speaker was scheduled but was absent from the meeting. There being no objections from the board, Mr. Paul Milde spoke regarding his bid for re-election to the Board of Supervisors.

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 February 24, 2021, regular board meeting as submitted.

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

As of January 31, 2021:

BB&T Accounts

- \$628,000 in the operating account
- \$472,000 in the money market account.
- \$69,000 in the payroll account.

Merrill Lynch Accounts

- \$3,000,000 in the long-term reserves account.
- \$122,000 in the new capital purchases account.
- \$223,000 in the dredging account.

The association had a total of \$4,514,000 on deposit which included \$292,000 in prepaid fees and assessments. Cash balances were down \$90,000 from the previous month.

The total accounts receivable was \$550,000, with a bad debt allowance of \$470,000, for a net accounts receivable of \$80,000. \$483,000 in accounts receivable was over 90 days old. 62 accounts were at the attorney's and 2 were in-house collection accounts. There were 39 payment plans in effect.

The following disbursements were made from reserves: \$1,040 for engineering costs and \$28,438 to David Micsky Construction as a down payment on the marina bathrooms renovation.

There were no disbursements from the new capital purchases account.

The following disbursements were made from the operating account: \$34,500 to Site Works for the riprap at Schnopp Park, \$16,000 to Gator Paving for road repair, \$16,000 to Stafford County for taxes, \$16,000 to Mullen's Markings for road striping and to the attorneys \$6,000 in collection legal fees and \$175 in operating legal fees.

Director Collins noted that a golf course vehicle was sold for \$14,000.

AMENITY MANAGER REPORT Jim Burns, golf course and pro-shop manager, gave a verbal report that included work being done to the course, the golf course's website, increase in membership, updating of the existing inventory and the running and facilitating of tournaments through the pro-shop. Mr. Burns said that he would be submitting to the board, through the general manager, various options regarding the leasing of golf carts.

GENERAL MANAGER'S REPORT Ms. Harman recognized the Burrow residence on Stern Cove as the showcase house of the month and she spoke about the renovation of the marina bathrooms, the new police vehicles and the stables lessee, Bobby Howard.

OLD BUSINESS

None.

NEW BUSINESS

SIGN POLICY LANGUAGE UPDATE On a motion made by Director Collins and seconded by Director Eden it was AGREED, by a MAJORITY vote, to revise the exemptions section of the sign policy to both clarify the term American flag and include official country flags and security signs.

FOR: Directors Camic, Cavalier, Collins, Desmond, Eden and Kitzmiller
AGAINST: Director Harvey

BRIARPATCH PARK PLAYGROUND DRAINAGE CONTRACT AWARDED On a motion made by Director Collins and seconded by Kitzmiller it was APPROVED, by a MAJORITY vote, to approve the contract with Bowman Engineering to study the drainage issues at Briarpatch Park for a cost of \$10,000 to be funded out of operations, sole sourced.
FOR: Directors Camic, Cavalier, Collins, Eden, Harvey and Kitzmiller
AGAINST: Director Desmond

JOLLY ROGER COVE PIPE REPLACEMENT Ms. Harman reported that finding anyone with the equipment to perform the work was proving to be difficult to and that the project would be readvertised.

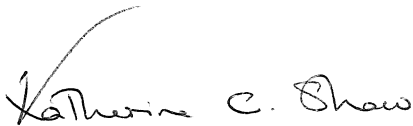
AD HOC HARBOUR INN COMMITTEE On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to establish an ad hoc committee to study Harbour Inn renovations.

Directors Collins, Desmond and Kitzmiller volunteered to serve on the ad hoc Harbour Inn Committee. Ms. Harman said that she would put a call out to the community for other volunteers.

- MOVE TO EXECUTIVE SESSION At 7:44 p.m., on a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to go into executive session to discuss member requests.
- RETURN TO REGULAR SESSION At 7:58 p.m., on a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to return to regular session.
- MEMBER'S REQUEST CONDITIONALL APPROVED LOT XX23 On a motion made by Director Collins and seconded by Director Harvey it was UNANIMOUSLY AGREED to the member's request and to put late fees and interest in abeyance and to remove those late fees and interest upon the receipt of one year of on time payments.
- MEMBER'S REQUEST DENIED LOT XX40 On a motion made by Director Collins and seconded by Director Harvey it was UNANIMOUSLY AGREED to deny the member's request.
- MEMBER'S REQUEST APPROVED LOT XX63 On a motion made by Director Collins and seconded by Director Harvey it was UNANIMOUSLY AGREED to approve the member's request.
- MEMBER'S REQUEST DENIED LOT XX90 On a motion made by Director Collins and seconded by Director Harvey it was UNANIMOUSLY AGREED to deny the member's request.
- ADJOURNMENT At 8:00 p.m., on a motion made by Director Collins and seconded by Director Harvey, it was UNANIMOUSLY AGREED to adjourn the meeting.



Jack Cavalier, President of the Board



Submitted by Katherine C. Shaw, Board Secretary