

AQUIA HARBOUR PROPERTY OWNERS ASSOCIATION, INC.
MINUTES OF THE APRIL REGULAR MEETING
OF
THE BOARD OF DIRECTORS
April 28, 2021

CALL TO ORDER The April regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., April 28, 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. Director Camic participated via GoToMeeting and was audible to all. Director Harvey arrived at 7:03 p.m., just after roll call. Trish Harman, general manager; Kelly Chapman, office/finance manager; Nate Thompson, chief of police; Glen Sirbaugh, marina manager, and Katherine Shaw, board secretary.

ASSOCIATION MEMBERS PRESENT: Approximately 10 people were present in-person and 2 were 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 There were no legislative reports.

OPEN THIRTY No one was scheduled to speak on the open thirty. There being no objections from the board, President Cavalier invited audience members to speak. Several property owners spoke about drainage issues. Ms. Harman said she would set up a group meeting with them.

DIRECTORS COMMENTS The directors made brief comments.

COMMITTEE REPORTS There were no verbal committee reports.

MINUTES APPROVED On a motion made by Director Harvey and seconded by Director Eden it was UNANIMOUSLY AGREED to approve the minutes of the March 24, 2021, regular board meeting as submitted.

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

As of February 28, 2021:

BB&T Accounts

- \$637,000 in the operating account
- \$472,000 in the money market account.
- \$74,000 in the payroll account.

Merrill Lynch Accounts

- \$3,078,000 in the long-term reserves account.
- \$128,000 in the new capital purchases account.
- \$230,000 in the dredging account.

The association had a total of \$4,619,000 on deposit which included \$268,000 in prepaid fees and assessments. Cash balances were up \$105,000 from the previous month.

The total accounts receivable was \$541,000, with a bad debt allowance of \$470,000, for a net accounts receivable of \$71,000. \$458,000 in accounts receivable was over 90 days old. 62 accounts were at the attorney's and 2 were in-house collection accounts. There were 37 payment plans in effect.

There were no disbursements from either reserves or the new capital purchases account and there were no major disbursements from the operating account. \$5,700 was paid to the attorney in collection legal fees and \$800 in operating legal fees.

President Cavalier asked that, in future, the general manager include in her presentation a copy of the treasurer's report.

AMENITY MANAGER
REPORT

Glen Sirbaugh, marina manager, gave a verbal report that included the minimal affect that the COVID pandemic had had on the marina, launch ramp stickers and canoe rack rentals were at an all time high, a new launch ramp was being installed, the bathrooms had been renovated and work was taking place on redoing the marina sign. 67 slip leases (a combined total of six month leases and one year leases) had been signed. President Cavalier asked, for the next board meeting, for a breakdown of signed leases by length, i.e., one year leases vs six month leases. Eight canoe racks were open and no one was on the waiting list. 130 canoes were on racks, with the fee rental fee being per canoe, although some racks had more than one canoe on them. The next major projects were to screen the propane tank from view and install windows on the top story of the marina store, for ventilation purposes only.

GENERAL MANAGER'S
REPORT

Ms. Harman spoke about the proposed extension of the walking path to the country Club, completed renovation of the marina bathrooms, the Teague/Zyto household as the showcase property of the month, congratulations to the Stafford CERT team on receiving the James R Noble EMS Governor's Award, the platform and handicap ramp that the maintenance crew had built and installed at Briarpatch Park and the new part-time stables manager, Michelle Humphries.

OLD BUSINESS

None.

NEW BUSINESS

JOLLY ROGER COVE PIPE
REPLACEMENT CONTRACT
AWARDED

On a motion made by Director Collins and seconded by Director Harvey it was AGREED, by all those who voted, to award the Jolly Roger Cove pipe replacement contract to J.P. Mercer Inc., at a cost of \$31,277.70, to be paid out of the operating budget.
ABSENT: Director Camic

GOLF, NOMINATING AND
AD HOC HARBOUR INN
COMMITTEE

The appointment of members to the golf, nominating and ad hoc Harbour Inn committees was scheduled to be discussed in executive session.

MARINA CAMERAS

There was some discussion regarding the submitted bids. President Cavalier asked for per hour labor costs and for the bids to be laid out side by side with information regarding the number of cameras, labor rates and camera specifications. Action was deferred to next month.

2021 PAVING PLAN APPROVED On a motion made by Director Harvey and seconded by Director Collins it was UNANIMOUSLY AGREED, by all those who voted, to approve the 2021 paving plan at a cost not to exceed \$500,000.
ABSENT: Director Camic

PAVING OF AQUIA PARK PARKING LOT APPROVED On a motion made by Director Harvey and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED, by all those who voted, to pave the Aquia Park parking lot at a cost of \$26,500, to be paid out of reserves and to be sole sourced.
ABSENT: Director Camic

MOVE TO EXECUTIVE SESSION At 8:00 p.m., on a motion made by Director Desmond and seconded by Director Collins it was UNANIMOUSLY AGREED by all those who voted, to go into executive session to discuss committee appointments and member requests.
ABSENT: Director Camic

RETURN TO REGULAR SESSION At 8:20 p.m., on a motion made by Director Desmond and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED, by all those who voted, to return to regular session.
ABSENT: Director Camic

GOLF COMMITTEE APPOINTMENTS APPROVED On a motion made by Director Collins and seconded by Director Harvey it was UNANIMOUSLY AGREED, by all those who voted, to approve the appointments to the golf committee as presented.
ABSENT: Director Camic

On a motion made by Director Collins and seconded by Director Harvey it was UNANIMOUSLY AGREED, by all those who voted, to approve the appointments to the nominating committee as presented.
ABSENT: Director Camic

AD HOC HARBOUR INN COMMITTEE APPOINTMENTS APPROVED On a motion by Director Collins and seconded by Director Harvey it was UNANIMOUSLY AGREED, by all those who voted, to appoint Bob Hunt, David McCardle, Rebecca Winters, Director Collins, Director Harvey, Jim Hodges, Donna Martinelli and Rob Rochon to the ad hoc Harbour Inn committee.
ABSENT: Director Camic

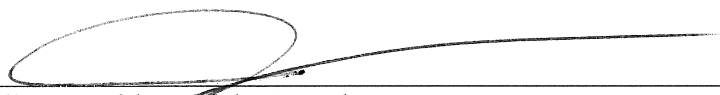
COUNTER OFFER TO MEMBER'S REQUEST LOT XX12 On a motion made by Director Havey and seconded by Director Eden it was UNANIMOUSLY AGREED, by all those who voted, to deny the member's request and to present a counter offer that the late fees and interest be put into abeyance upon a signed promissory note and approved payment plan.
ABSENT: Director Camic

MEMBER'S REQUEST APPROVED LOT XX22 On a motion made by Director Harvey and seconded by Director Eden it was UNANIMOUSLY AGREED, by all those who voted, to put the amount due in abeyance pending the violation on the property being rectified no later than May 5, 2021.
ABSENT: Director Camic

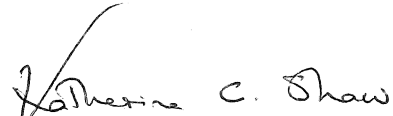
MEMBER'S REQUEST DENIED LOT XX44 On a motion made by Director Harvey and seconded by Director Kitzmiller it was AGREED by a MAJORITY of those who voted to deny the member's request.
FOR: Directors Desmond, Eden, Harvey and Kitzmiller
AGAINST: Directors Cavalier and Collins
ABSENT: Director Camic

MEMBER'S REQUEST APPROVED LOT XX70 On a motion made by Director Harvey and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED, by all those who voted, to approve the member's request for only a three month period. If after the three month period a new tenant is then moved in an initiation fee will be required.

ADJOURNMENT At 8:24 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