

AQUIA HARBOUR PROPERTY OWNERS ASSOCIATION, INC.
MINUTES OF THE MAY REGULAR MEETING
OF
THE BOARD OF DIRECTORS
May 26, 2021

CALL TO ORDER The May regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., May 26, 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 Jack Cavalier, Chip Collins, Shawn Desmond, Keith Eden and Alexis Harvey.
Directors Cavalier and Harvey participated via GoToMeeting and were audible to all.
Trish Harman, general manager; Kelly Chapman, office/finance manager; Nate Thompson, chief of police; John Weigand, golf course superintendent, and Katherine Shaw, board secretary.

DIRECTORS ABSENT: Directors Jim Camic and Katie Kitzmiller.

ASSOCIATION MEMBERS PRESENT: Approximately 9 people were present in-person and 6 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 Vice-President Eden led the Pledge of Allegiance.

AGENDA APPROVED On a motion made by Director Desmond and seconded by Director Collins it was UNANIMOUSLY AGREED to approve the agenda as presented.
ABSENT: Directors Camic and Kitzmiller

LEGISLATIVE REPORTS There were no legislative reports.

OPEN THIRTY Three residents spoke.

DIRECTORS COMMENTS The directors made brief comments.

COMMITTEE REPORTS There were no verbal committee reports.

NOMINATING COMMITTEE PROCEDURES APPROVED On a motion made by Director Desmond and seconded by Director Collins it was UNANIMOUSLY AGREED to approve the Nominating Committee procedures as submitted.
ABSENT: Directors Camic and Kitzmiller

SANCTIONED ORGANIZATION REPORTS There were no verbal sanctioned organization 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 April 28, 2021, regular board meeting as submitted.
ABSENT: Directors Camic and Kitzmiller

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

As of March 31, 2021:

BB&T Accounts

- \$1,146,617 in the operating account
- \$422,557 in the money market account.
- \$86,000 in the payroll account.

Merrill Lynch Accounts

- \$3,203,474 in the long-term reserves account.
- \$128,767 in the new capital purchases account.
- \$240,742 in the dredging account.

At the end of the fiscal year, the association had a total of \$5,525,000 on deposit which included \$750,000 in prepaid fees and assessments. 600 property owners had paid their dues for the year. Cash balances were up \$606,000 from the previous month.

The total accounts receivable was \$513,000, with a bad debt allowance of \$465,000, for a net collectible receivables of \$48,000. \$438,000 in

accounts receivable was over 90 days old. 57 accounts were at the attorney's and 2 were in-house collection accounts. There were 44 payment plans in effect.

Reserve disbursements were \$2,200 for a pool pumphouse door and \$6,400 for driving range upgrades. Major disbursements from the operating account were \$8,800 for stone for erosion control; \$7,800 for stone for road repair; \$7,300 for propane for the Country Club; \$5,500 for a drainage study for Briarpatch Park and \$5,000 for radios for the police. \$4,800 was paid to the attorney in collection legal fees and \$1,300 in operating legal fees.

AMENITY MANAGER REPORT John Wiegand, golf course superintendent, gave a verbal report that included a description of the extensive amount of work that had been done improving the course and he answered a number of questions from the board members.

PURCHASE OF VENTRAC 4500Z TRACTOR FOR GOLF COURSE APPROVED On a motion made by Director Collins and seconded by Director Eden it was UNANIMOUSLY AGREED to purchase a Ventrac 4500Z tractor at a cost of \$26,095 to be funded out of reserves.
ABSENT: Directors Camic and Kitzmiller

PURCHASE OF VENTRAC CONTOUR MOWING DECK APPROVED On a motion made by Director Collins and seconded by Director Harvey it was UNANIMOUSLY AGREED to purchase a Ventrac contour mowing deck from STI at a cost of \$8,175 to be funded out of the operating fund.
ABSENT: Directors Camic and Kitzmiller

COMMUNITY SERVICE AWARD – JANE GILL Director Desmond presented the community service award to Ms. Jane Gill in recognition of her numerous volunteer activities including beautification of the community and serving on both the board of directors and numerous committees. There was a round of applause.

GENERAL MANAGER'S REPORT Ms. Harman spoke about a number of topics including the showcase property of the month, the Bridges household in the second section of Aquia Drive; as of June 1, in addition to being closed on Mondays, the Country Club would also be closed on Tuesdays; the completion of the marina boat ramp rebuild; that damage caused to the golf course by ATVs from Decatur Road had been quickly repaired and the new sandbox at Peace Park, which was built in-house, was proving to be popular.

OLD BUSINESS

GOLF COURSE EQUIPMENT This subject was addressed following the golf course superintendent's report.

MARINA CAMERAS This subject was addressed during the executive session.

NEW BUSINESS

YACHT CLUB LEASE APPROVED On a motion made by Director Collins and seconded by Director Eden it was UNANIMOUSLY AGREED to accept the Yacht Club lease as presented.
ABSENT: Directors Camic and Kitzmiller

COMMUNITY FOURTH OF JULY CELEBRATION FIREWORKS APPROVED On a motion made by Director Desmond and seconded by Director Collins it was UNANIMOUSLY AGREED to authorize the annual fireworks show, only, on July 4th.
ABSENT: Directors Camic and Kitzmiller

MOVE TO EXECUTIVE SESSION At 7:50 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 appointments, write offs, member requests, personnel matter and contract issue.
ABSENT: Director Camic

President Cavalier left the meeting during the executive session.

RETURN TO REGULAR SESSION At 8:30 p.m., on a motion made by Director Desmond and seconded by Director Collins it was UNANIMOUSLY AGREED to return to regular session.
ABSENT: Directors Camic, Cavalier and Kitzmiller

COMMITTEE APPOINTMENTS APPROVED On a motion made by Director Collins and seconded by Director Harvey it was UNANIMOUSLY AGREED to approve the committee appointments as presented.
ABSENT: Directors Camic, Cavalier and Kitzmiller


1st WRITE OFF APPROVED On a motion made by Director Collins and seconded by Director Eden it was UNANIMOUSLY AGREED to approve the first write off presented in a May 17, 2021, memo from the accounting department.
ABSENT: Directors Camic, Cavalier and Kitzmiller

2nd WRITE OFF APPROVED On a motion made by Director Collins and seconded by Director Eden it was UNANIMOUSLY AGREED to approve the second write off presented in a May 17, 2021, memo from the accounting department.
ABSENT: Directors Camic, Cavalier and Kitzmiller

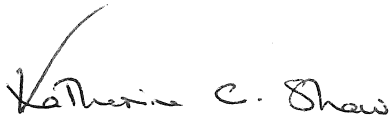
MEMBER'S REQUEST LOT xx88 DENIED On a motion made by Director Desmond and seconded by Director Harvey it was AGREED by a MAJORITY vote to deny the member's request.
AGAINST: Director Collins
ABSENT: Directors Camic, Cavalier and Kitzmiller

MEMBER'S REQUEST On a motion made by Director Desmond and seconded by
LOT xx89 DENIED Director Collins it was UNANIMOUSLY AGREED to deny the
member's request.
ABSENT: Directors Camic, Cavalier and Kitzmiller

ADJOURNMENT At 8:33 p.m., on a motion made by Director Collins and seconded by
Director Eden, it was UNANIMOUSLY AGREED to adjourn the
meeting.
ABSENT: Directors Camic, Cavalier and Kitzmiller



Jack Cavalier, President of the Board



Submitted by Katherine C. Shaw, Board Secretary