

AQUIA HARBOUR PROPERTY OWNERS ASSOCIATION, INC.
MINUTES OF THE JANUARY REGULAR MEETING
OF
THE BOARD OF DIRECTORS
January 27, 2021

CALL TO ORDER The January regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., January 27, 2021. 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.
Director Desmond participated via GoToMeeting and was audible to all. Trish Harman, general manager; Clint Debrular, police officer; Richard Thomas, police officer; Kelly Chapman, office/finance manager and Katherine Shaw, board secretary.

DIRECTORS ABSENT None.

ASSOCIATION MEMBERS PRESENT: Approximately 10 people were present in-person and 6 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 'Request for Advice from Legal Counsel' was added to New Business. On a motion made by Director Collins and seconded by Director Harvey, it was UNANIMOUSLY AGREED to approve the agenda as amended.

LEGISLATIVE REPORTS There were none.

OPEN THIRTY One property owner 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 December 9, 2020, regular board meeting as submitted.

On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to approve the minutes of the December 29, 2020, special board meeting as submitted.

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

As of November 30, 2020:

BB&T Accounts

- \$919,000 in the operating account
- \$472,000 in the money market account.
- \$50,000 in the payroll account.

Merrill Lynch Accounts

- \$2,877,000 in the long-term reserves account.
- \$110,000 in the new capital purchases account.
- \$200,000 in the dredging account.

The association had a total of \$4,628,000 on deposit which included \$449,000 in prepaid fees and assessments. Cash balances were down \$3,000 from the previous month.

The total accounts receivable was \$553,000, with a bad debt allowance of \$477,000, for a net accounts receivable of \$74,000. \$477,000 in accounts receivable was over 90 days old. 65 accounts were at the attorney's and 2 were in-house collection accounts. There were 40 payment plans in effect.

The following disbursement was made from reserves: \$800,000 for engineering related to paving.

The following disbursements were made from the operating account: \$28,000 to Winkler Pools, \$16,000 to Stafford County for taxes, \$10,000 for the audit and to the attorneys \$5,400 in collection legal fees and \$700 in operating legal fees.

GENERAL
MANAGER'S REPORT

Ms. Harman introduced a new police officer, Richard Thomas. She recognized the Mallette residence on Santa Maria Drive as the showcase house of the month and she spoke about a new lift going into the golf shed, County work taking place by the bridge and a COVID-19 update from the State.

OLD BUSINESS

CMP UPDATE –
SIGNS etc. &
CONSTRUCTION
COMPLETION

On a motion made by Director Collins and seconded by Director Desmond, it was UNANIMOUSLY AGREED to adopt the recommended changes to the Construction Maintenance Procedures Manual.

NEW BUSINESS

TRASH CONTRACT
AWARDED TO
COUNTY WASTE

Two vendors submitted bids. A third vendor had declined to bid on the contract. There was some discussion.

On a motion made by Director Collins and seconded by Director Harvey, it was UNANIMOUSLY AGREED to award the trash contract as presented to County Waste.

POOLS CONTRACT
AWARDED TO
WINKLER POOL
MANAGEMENT INC.

There was some discussion including the contract's pandemic clause.

On a motion made by Director Collins and seconded by Director Harvey, it was UNANIMOUSLY AGREED to award a one year contract to Winkler Pool Management Inc.

MARINA
BATHROOMS
CONTRACT
AWARDED TO DAVID
MICKSKY
CONSTRUCTION LLC

There was some discussion including the difficulty of obtaining bidders. Two vendors submitted bids and a third declined to bid.

On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to award the contract for the renovation of the marina bathrooms to David Micsky Construction at a cost of \$56,875, which was to be funded out of reserves.

Change orders of over \$1,000 will be submitted to the board.

STABLES – RFPs TO
BE PREPARED

Director Eden spoke about the various stables management options. Ms. Harman had been asked to put out a Request for Information. There was some discussion.

On a motion made by Director Eden and seconded by Director Collins, it was UNANIMOUSLY AGREED to empower the ad hoc Stables Committee to move forward with Requests for Proposals for both full and partial lease

options and bring recommendations to the board once proposals have been received.

REQUEST FOR
ADVICE FROM
LEGAL COUNSEL Director Harvey asked President Cavalier if he would, on behalf of the board, submit a written request to legal counsel for advice regarding the active membership status of a board member, what triggers membership changeover, what set of criteria must happen to transfer membership from a landlord to a renter and did that occur. By request from Director Kitzmiller, Director Harvey added a question regarding the difference between renting part of a house and renting a whole house. In response to a request from President Cavalier, Director Harvey said she would put her request in writing and that she would copy the board on her written request.

FY22 BUDGET
ADOPTED There was some discussion, including the subject of this year's pool fees.

On a motion made by Director Collins and seconded by Director Harvey, it was UNANIMOUSLY AGREED, after amendment, to adopt the operating budget as presented with the understanding that current overage and any overage from the stables will go in to contingency.

MOVE TO
EXECUTIVE SESSION At 8:14 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 write offs, member requests and appointments to the ad hoc stables committee and other committees.

RETURN TO
REGULAR SESSION At 8:54 p.m., on a motion made by Director Collins and seconded by Director Harvey, it was UNANIMOUSLY AGREED to return to regular session.

COMMITTEE
APPOINTMENTS
APPROVED (2021 &
AD HOC STABLES) On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to approve the committee appointments as presented.

WRITE OFFS
APPROVED On a motion made by Director Collins and seconded by Director Harvey, it was UNANIMOUSLY AGREED to approve the write offs as submitted in a memorandum from the AHPOA business office dated January 10, 2021.

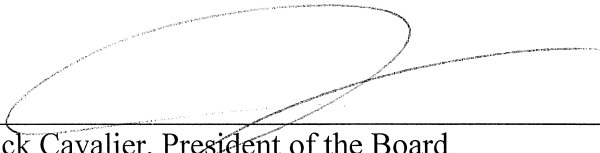
BUSINESS OFFICE
REQUEST TO
NEGOTIATE
APPROVED On a motion made by Director Collins and seconded by Director Harvey, it was UNANIMOUSLY AGREED to approve the request to negotiate with a property owner as submitted in a memorandum from the AHPOA business office dated January 21, 2021.

MEMBER'S REQUEST
DENIED On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to deny the request submitted by the owner of Lot XX04.

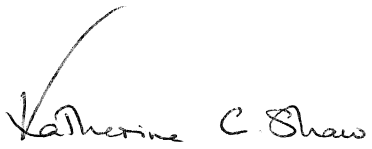
MEMBER'S REQUEST APPROVED On a motion made by Director Collins and seconded by Director Harvey, it was UNANIMOUSLY AGREED to approve the request submitted by the owner of Lot XX04.

MEMBER'S REQUEST CONDITIONALLY APPROVED On a motion made by Director Harvey and seconded by Director Collins, it was UNANIMOUSLY AGREED to approve the request submitted by the owner of Lot XX89 and to put the fee in abeyance for a period of 90 days, with the understanding that the fee will be waived if, at the conclusion of the 90 days, all of the requirements of the Construction Maintenance Procedures have been met.

ADJOURNMENT At 8:57 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