

AQUIA HARBOUR PROPERTY OWNERS ASSOCIATION, INC.
MINUTES OF THE JUNE REGULAR MEETING
OF
THE BOARD OF DIRECTORS
JUNE 23, 2021

CALL TO ORDER The June regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., June 23, 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 Jim Camic, Jack Cavalier, Chip Collins, Keith Eden, Alexis Harvey and Katie Kitzmiller. Director Camic participated via GoToMeeting and was audible to all. Trish Harman, general manager; Kelly Chapman, office/finance manager; Nate Thompson, chief of police; John Frank, code violation officer/administrative assistant, and Katherine Shaw, board secretary.

DIRECTORS ABSENT: Director Shawn Desmond.

ASSOCIATION MEMBERS PRESENT: Approximately 21 people were present in-person and 9 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 Harvey it was UNANIMOUSLY AGREED to approve the agenda as presented.
ABSENT: Director Desmond

LEGISLATIVE REPORTS There were no legislative reports.

OPEN THIRTY As this was Patricia Harman's last board meeting, President Cavalier invited members of the audience to speak once those who had signed up for the Open Thirty had spoken. Three people had signed up and three people spoke after them.

DIRECTORS COMMENTS The directors made brief comments including thank yous to Ms. Harman.

PRESENTATION On behalf of the board and community, President Cavalier presented a token of appreciation to Ms. Harman for her service as Aquia Harbour's chief of police and then as general manager. Ms. Harman gave a brief speech.

MINUTES APPROVED On a motion made by Director Collins and seconded by Director Eden it was UNANIMOUSLY AGREED to approve the minutes of the May 26, 2021, regular board meeting as amended.
ABSENT: Director Desmond

COMMITTEE REPORTS There were no verbal committee reports.

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

As of April 30, 2021:

BB&T Accounts

- \$1,521,000 in the operating account
- \$423,000 in the money market account.
- \$88,000 in the payroll account.

Merrill Lynch Accounts

- \$3,168,000 in the long-term reserves account.
- \$135,000 in the new capital purchases account.
- \$247,000 in the dredging account.

At the end of the fiscal year, the association had a total of \$5,582,000 on deposit which included \$1,110,000 in prepaid fees and assessments. 600 property owners had paid their dues for the year. Cash balances were up \$357,000 from the previous month.

The total accounts receivable was \$547,000, with a bad debt allowance of \$471,000, for a net accounts receivable of \$76,000. \$411,000 in accounts receivable was over 90 days old. 60 accounts were at the

attorney's and 2 were in-house collection accounts. There were 39 payment plans in effect.

Accounts payable as of April 30, 2021, was \$113,000.

Reserve disbursements were \$73,000 for two new police vehicles and \$29,000 for the balance on the marina bathroom renovations.

There were no disbursements from the new capital purchases account.

Major disbursements from the operating account were \$31,000 for the Jolly Roger Cove pipe replacement, \$19,000 for agricultural supplies for the golf course, \$13,000 for stone for erosion control, \$11,800 for park upgrades and \$10,000 for RFID stickers. \$8,200 was paid to the attorney in collection legal fees and \$800 in operating legal fees.

AMENITY MANAGER REPORT John Frank, code violation officer/administrative assistant, gave a verbal report that included a description of his various duties.

GENERAL MANAGER'S REPORT Ms. Harman spoke about a number of topics including the showcase property of the month, the Spath household on Stateroom Drive; the creation and striping of pickleball courts; new marina cameras and the road pipe replacement on Jolly Roger Cove. Both Ms. Harman and Chief Thompson spoke about arrangements for the July 4th fireworks.

OLD BUSINESS

FRONT GATE STAFFING Chief Thompson spoke about a memo that he had submitted to the board about front gate staffing. A copy of the memo was included in the board packets. Chief Thompson answered questions from the board and there was then some discussion.

DREDGING Ms. Harman reported that the Riparian Resources Committee had met the previous evening in preparation for the county's Infrastructure Committee meeting on July 6th. Ms. Harman was to forward to the board a whitepaper that had been developed. There was some discussion. The board came to a consensus to ask the county for \$250,000 in financial help for dredging. President Cavalier asked board members to let him know by that weekend if they intended on attending the Infrastructure Committee meeting.

NEW BUSINESS

WEEPING WILLOWS PURCHASE FROM RECYCLING FUNDS APPROVED On a motion made by Director Harvey and seconded by Director Collins it was UNANIMOUSLY AGREED to authorize the Parks and Recreation Committee to spend up to \$3,000 to acquire and plant midsize weeping willow trees at Briarpatch Park and Rudolph Park to help mitigate standing water and for the funds to come out of the recycling fund.

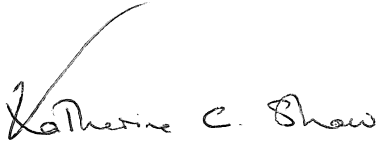
ABSENT: Director Desmond

HOLDERS OF ELECTION APPOINTED	On a motion made by Director Collins and seconded by Director Harvey, it was UNANIMOUSLY AGREED to appoint Lew Bunch and Debe Caldwell as the holders of election. ABSENT: Director Desmond
MOVE TO EXECUTIVE SESSION	At 8:06 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 write offs, member requests, interim general manager and contracts. ABSENT: Director Desmond
RETURN TO REGULAR SESSION	At 8:50 p.m., on a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to return to regular session. ABSENT: Director Desmond
MEMBER'S REQUEST LOT xx23 APPROVED	On a motion made by Director Collins and seconded by Director Harvey it was UNANIMOUSLY AGREED to approve the member's request and to grant an extension not to exceed July 31, 2021. ABSENT: Director Desmond
MEMBER'S REQUEST LOT xx32 APPROVED	On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to approve the member's request and to put the fees in abeyance for one year, with the understanding that the fees will be removed if both the balance due is paid off and the account remains current for one year. ABSENT: Director Desmond
MEMBER'S REQUEST LOT xx39 DENIED	On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to deny the member's request until executorship has been established. ABSENT: Director Desmond
BAKER TILLY CONTRACT APPROVED	On a motion made by Director Harvey and seconded by Director Eden it was AGREED by a MAJORITY vote to extend a contract to Baker Tilly for Option 1 and for the funding to come from operations. FOR: Directors Camic, Cavalier, Eden, Harvey and Kitzmiller AGAINST: Director Collins ABSENT: Director Desmond
KEN LAENGER HIRED AS INTERIM GENERAL MANAGER	On a motion made by Director Collins and seconded by Director Camic it was UNANIMOUSLY AGREED to hire Ken Laenger as interim general manager for a period not to exceed six months or until the new general manager is hired and for the president to negotiate the interim general manager's salary not to exceed the current general manager's salary. FOR: Directors Camic, Cavalier, Collins and Eden AGAINST: Directors Harvey and Kitzmiller ABSENT: Director Desmond

ADJOURNMENT President Cavalier adjourned the meeting at 8:55 p.m. There were no objections.



Jack Cavalier, President of the Board



Submitted by Katherine C. Shaw, Board Secretary