

AQUIA HARBOUR PROPERTY OWNERS ASSOCIATION, INC.
MINUTES OF THE COMBINED JULY AND AUGUST REGULAR MEETING
OF
THE BOARD OF DIRECTORS
AUGUST 25, 2021

CALL TO ORDER The combined July and August regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., August 25, 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, Shawn Desmond and Keith Eden.
Director Camic participated via GoToMeeting and was audible to all.
Ken Laenger, interim general manager; Kelly Chapman, office/finance manager and Katherine Shaw, board secretary.

DIRECTORS ABSENT: Directors Alexis Harvey and Katie Kitzmiller.

ASSOCIATION MEMBERS PRESENT: Approximately 24 people were present in-person and 13 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 Eden it was UNANIMOUSLY AGREED to approve the agenda as presented.
ABSENT: Directors Harvey and Kitzmiller

LEGISLATIVE REPORTS There were no legislative reports.

OPEN THIRTY President Cavalier addressed certain rumors that had been circulating through the community. Four association members spoke.

DIRECTORS COMMENTS The directors made brief comments.

MINUTES APPROVED On a motion made by Director Collins and seconded by Director Eden it was UNANIMOUSLY AGREED to approve the minutes of the June 23, 2021, regular board meeting as submitted.
ABSENT: Directors Harvey and Kitzmiller

COMMITTEE REPORTS Fish and Game: Director Desmond gave a brief verbal report including the date, time and location of the committee's next meeting.
Parks and Recreation: Ms. Erin Sever gave a verbal report that included the committee's list of action items and information on the committee's next meeting. There was a brief discussion.

TREASURER'S REPORT Director Collins, treasurer, gave a verbal report as follows. A copy of his report was included in the board packets.

As of June 30, 2021:

BB&T Accounts

- \$1,541,000 in the operating account
- \$423,000 in the money market account.
- \$88,000 in the payroll account.

Merrill Lynch Accounts

- \$3,309,000 in the long-term reserves account.
- \$145,000 in the new capital purchases account.
- \$260,000 in the dredging account.

The association had a total of \$5,758,000 on deposit which included \$976,000 in prepaid fees and assessments. 600 property owners had paid their dues for the year. Cash balances were up \$176,000 from April.

Total accounts receivable was \$517,000, with a bad debt allowance of \$458,000, for a net accounts receivable of \$59,000. \$386,000 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 June 30, 2021, was \$74,000.

Reserve disbursements for May and June were \$2,500 in marina upgrades.

Disbursements from the new capital purchases account in March was \$2,100 final payment on a new driving range.

Major disbursements from the operating account in May and June were \$24,000 for the Jolly Roger Cove pipe replacement, \$16,000 for Stafford County property taxes and \$8,000 for Skyline accounting upgrades. \$6,300 was paid to the attorney in collection legal fees and \$1,100 in operating legal fees.

Director Collins added that a golf course mower, which had originally cost \$15,900, had been sold for \$10,200 and that the golf course appeared to be doing very well. Rounds played for the year were up by 700 and revenue was up by \$42,000.

AMENITY MANAGER REPORT None.

GENERAL MANAGER'S REPORT Mr. Laenger spoke about a number of topics including paving, pickleball, willow trees at Briarpatch Park, pools, replacement/renovation of the preschool and Harbour Inn, FY23 budget planning and September 11. He invited residents to submit input for the FY23 budget to him and also suggestions for a community commemoration of the events of September 11, 2001.

OLD BUSINESS

There was no old business.

NEW BUSINESS

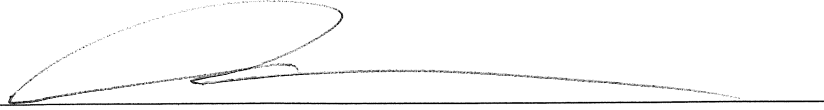
STRIPING CONTRACT AWARDED TO PAYNES On a motion made by Director Collins and seconded by Director Desmond, it was UNANIMOUSLY AGREED to award the striping contract to Paynes Traffic Lines and Signs at a cost of \$12,249.66, with the understanding that this was a sole source bid.
ABSENT: Directors Harvey and Kitzmiller

PARKING AT BRIARPATCH PARK AND THE POWERLINES AND CARS FOR SALE Mr. Laenger spoke about the issue of RVs, trailers and boats being parked at Briarpatch Park and under the powerlines at Brent Park. There was some discussion. It was agreed that those residents who had not paid to have an item parked at Brent Park should be billed and to revisit the issue of parking at Brent Park at the September board meeting.


<p>PARKING OF RVs, BOATS AND TRAILERS AT BRIARPATCH PARK PROHIBITED</p>	<p>On a motion made by Director Desmond and seconded by Director Camic, it was UNANIMOUSLY AGREED to not allow the parking of boats, trailers and RVs at Briarpatch Park. ABSENT: Directors Harvey and Kitzmiller</p>
<p>GUEST RFID PROGRAM</p>	<p>Mr. Laenger reported that a total of 115 non-resident RFIDs (decals) had been sold. It was agreed to revisit this topic with a policy on the prices to be charged for such RFIDs.</p>
<p>HARBOUR INN RENOVATION/REPLACEMENT</p>	<p>Mr. Laenger recommended that the AHPOA not pursue a feasibility evaluation of adding another floor on top of the building. A suggestion was made to go back to the ad hoc committee for recommendations.</p>
<p>GOODWILL PROGRAM – AMENITY RESERVATIONS</p>	<p>Mr. Laenger spoke about the goodwill program by which various groups and individuals were allowed to use AHPOA buildings at no cost and a recommendation that such groups and individuals pay a \$200 security deposit. A plan was to be drawn up and submitted to the board at the September board meeting.</p>
<p>CHIEF’S COMMENTS ON GM MEMO</p>	<p>Chief Thompson’s comments on an August 19, 2021, memo from Mr. Laenger included front gate staffing, back gate call box policy, his hours, scheduling of officers, number of police vehicles, patrolling, monthly reports, tickets, the intersection of Washington Drive and the entrance to the Aquia Town Center (it was agreed to refer this to the Public Safety Committee for a recommendation) and the MOU with the Sheriff’s office. By Chief Thompson’s invitation, Ms. Melissa Lindsay, public safety training supervisor for Stafford County Sheriff’s office, addressed the topic of front gate staffing. Chief Thompson then answered a number of questions from the board.</p>
<p>CONSTRUCTION MAINTENANCE PROCEDURES CHANGE</p>	<p>On a motion made by Director Collins and seconded by Director Desmond it was UNANIMOUSLY AGREED to amend section 4.g.2.c (c) of the Construction Maintenance Procedures by adding the words ‘parking pads and any other modifications’. ABSENT: Directors Harvey and Kitzmiller</p>
<p>ACCESS TO LEGAL COUNSEL POLICY</p>	<p>There was a brief discussion about the existing policy on access to legal counsel which was adopted by the board on December 12, 2012.</p>
<p>MOVE TO EXECUTIVE SESSION</p>	<p>At 8:53 p.m., on a motion made by Director Collins and seconded by Director Desmond, it was UNANIMOUSLY AGREED to go into executive session to discuss write offs, member requests, ACC case, stables and general manager search. ABSENT: Directors Harvey and Kitzmiller</p>

- RETURN TO REGULAR SESSION At 9:34 p.m., on a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to return to regular session.
ABSENT: Directors Harvey and Kitzmiller
- WRITE OFFS APPROVED On a motion made by Director Collins and seconded by Director Eden it was UNANIMOUSLY AGREED to approve the two write offs presented in August 20, 2021, memos from the accounting department.
ABSENT: Directors Harvey and Kitzmiller
- MEMBER'S REQUEST LOT xx19 DENIED On a motion made by Director Collins and seconded by Director Desmond it was UNANIMOUSLY AGREED to deny approval of the member's request.
ABSENT: Directors Harvey and Kitzmiller
- MEMBER'S REQUEST LOT xx21 APPROVED On a motion made by Director Collins and seconded by Director Eden it was UNANIMOUSLY AGREED to approve the member's request.
ABSENT: Directors Harvey and Kitzmiller
- MEMBER'S REQUEST LOT xx39 APPROVED On a motion made by Director Collins and seconded by Director Eden it was UNANIMOUSLY AGREED to approve the member's request.
ABSENT: Directors Harvey and Kitzmiller
- MEMBER'S REQUEST LOT xx61 APPROVED On a motion made by Director Collins and seconded by Director Eden it was UNANIMOUSLY AGREED to approve the member's request.
ABSENT: Directors Harvey and Kitzmiller
- ACC APPLICATION APPROVAL DENIED A motion was made by Director Collins to approve an ACC case discussed in executive session which was seconded by Director Eden. Director Desmond moved to amend the motion by substitution and to deny approval of the case which was seconded by Director Camic. The motion to substitute passed and the amended motion, to deny approval of the case, PASSED by a MAJORITY vote.
FOR: Directors Camic, Cavalier, Desmond and Eden
AGAINST: Director Collins
ABSENT: Directors Harvey and Kitzmiller
- GENERAL MANAGER SEARCH – SALARY On a motion made by Director Collins and seconded by Director Desmond, it was UNANIMOUSLY AGREED to approve the salary range as discussed in executive session.
ABSENT: Directors Harvey and Kitzmiller

ADJOURNMENT On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to adjourn the meeting at 9:39 p.m.



Jack Cavalier, President of the Board



Submitted by Katherine C. Shaw, Board Secretary