

AQUIA HARBOUR PROPERTY OWNERS ASSOCIATION, INC.
MINUTES OF THE SEPTEMBER REGULAR MEETING
OF
THE BOARD OF DIRECTORS
SEPTEMBER 22, 2021

CALL TO ORDER The September regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., September 22, 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. Ken Laenger, interim general manager; Kelly Chapman, office/finance manager and Katherine Shaw, board secretary.

DIRECTOR ABSENT: Director Shawn Desmond.

ASSOCIATION MEMBERS PRESENT: Approximately 12 people were present in-person and 4 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 ‘Nominating Committee’ was added to Executive Session. On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to approve the agenda as amended.
ABSENT: Director Desmond
- HOLDERS OF ELECTION SWORN IN President Cavalier swore in Lew Bunch and Debora Caldwell as the Holders of Election.
- OPEN THIRTY Three association members spoke.
- DIRECTORS COMMENTS The directors made brief comments.
- MINUTES APPROVED On a motion made by Director Collins and seconded by Director Camic it was UNANIMOUSLY AGREED to approve the minutes of the August 25, 2021, regular board meeting as submitted.
ABSTAIN: Directors Harvey and Kitzmiller
ABSENT: Directors Desmond
- COMMITTEE REPORTS Legal Compliance: Jim Hodges, chairman, recommended that the board obtain input from the committee before making any changes to the number of cases the committee can assess for a single violation.
- SANCTIONED ORGANIZATION REPORTS Green Aquia: Debe Caldwell reported that there would be no fall hazardous household waste collection and spoke about volunteers cleaning up parks.
- Harbour Events: Ms. Caldwell spoke about Oktoberfest.
- Public Safety: David Humphrey reported that the committee had recommended the installation of a no left turn sign from the Aquia Town Center on to Washington Drive.
- 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 July 31, 2021:
- BB&T Accounts
- \$1,453,000 in the operating account.
 - \$423,000 in the money market account.
 - \$65,000 in the payroll account.
- Merrill Lynch Accounts
- \$3,376,000 in the long-term reserves account.
 - \$152,000 in the new capital purchases account.
 - \$267,000 in the dredging account.

The association had a total of \$5,736,000 on deposit which included \$903,000 in prepaid fees and assessments. Cash balances were down \$22,000 from June.

Total accounts receivable was \$499,000, with a bad debt allowance of \$459,000, for a net accounts receivable of \$40,000. \$325,000 in accounts receivable was over 90 days old. 55 accounts were at the attorney's and 2 were in-house collection accounts. There were 47 payment plans in effect.

Accounts payable as of July 31, 2021, was \$54,000.

There were no reserve disbursements for July.

There were no disbursements from the new capital purchases account in July.

Major disbursements from the operating account in July were \$24,000 to Cincinnati Insurance and \$7,000 for stone purchased by roads and grounds. \$5,500 was paid to the attorney in collection legal fees and \$1,200 in operating legal fees. \$3,000 in legal fees were recovered.

Director Collins added that \$75,000 in initiation fees from home sales had been collected in July and that there had been three payrolls that month.

AMENITY MANAGER REPORT None.

GENERAL MANAGER'S REPORT Mr. Laenger spoke about the need to create a full-time building maintenance assistant position which had been discussed during the work session.

SECOND BUILDING MAINTENANCE POSITION APPROVED On a motion made by Director Collins and seconded by Director Eden, it was AGREED by a MAJORITY vote to approve a second full-time building maintenance position at a rate not to exceed the current existing position and to fund the position out of contingency.
FOR: Directors Collins, Camic, Cavalier and Eden
NO: Directors Harvey and Kitzmiller
ABSENT: Director Desmond

Prop-shop and Golf Course Budgets. Director Collins and Ms. Chapman, office/finance manager, were looking into the possible combining of the pro-shop and golf course budgets.

OLD BUSINESS

PARKING AT BRENT PARK Mr. Laenger reported that the owners of the unidentified trailers would be located and those owners asked to remove their trailers.

GUEST RFID PROGRAM – Mr. Laenger reported that guest RFIDs were \$50.00 each. The board
POLICY ON COSTS asked for the number of guest RFID's that had been resident sponsored, how many had been general manager sponsored and how often they came through the back gate.

GOODWILL PROGRAM – The impact on amenities of organizations using the facility under the
AMENITY RESERVATIONS goodwill program was discussed. Examples of such impact included wear and tear on floors and walls and the use of supplies and utilities. A proposal had been made to institute a \$200 deposit for goodwill events and a penalty for not resetting the thermostat.

NEW BUSINESS

GOLF COURSE – Director Collins moved to accept the golf course superintendent's
AIR BUFFALO PURCHASE recommendation to purchase an air buffalo and to purchase a used
APPROVED unit at a cost of \$5,500 out of reserves which was seconded by Director Eden. After amendment the motion to accept the golf course superintendent's recommendation to purchase an air buffalo at a cost not to exceed \$10,000 and for the purchase to be funded out of reserves, which was seconded by Director Kitzmiller, PASSED UNANIMOUSLY.

ABSENT: Director Desmond

LCC – MULTIPLE CASES This subject was tabled until the board's October regular meeting
RESOLUTION pending a recommendation from the Legal Compliance Committee.

STABLES COMMITTEE The board agreed that the Stables Committee should draft its own
CHARTER charter.

STABLES COMMITTEE On a motion made by Director Collins and seconded by
ESTABLISHED Director Camic it was AGREED by a MAJORITY vote to establish a Stables committee.

FOR: Directors Camic, Cavalier, Collins and Eden

AGAINST: Director Harvey and Kitzmiller

ABSENT: Director Desmond

Appointments to the committee were made after the executive session.

COMBINING OF PRO-SHOP This was discussed as part of the general manager's report.
AND GOLF COURSE BUDGETS

NOMINATING COMMITTEE A determination was to be made after the executive session.
DECISION APPEAL

MOVE TO EXECUTIVE At 8:10 p.m., on a motion made by Director Collins and seconded by
SESSION Director Eden, it was UNANIMOUSLY AGREED to go into

executive session to discuss write offs, member appeal, committee members and nominating committee decision appeal.

ABSENT: Director Desmond

Director Harvey left the meeting.

RETURN TO REGULAR SESSION At 8:32 p.m., on a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to return to regular session.

ABSENT: Directors Desmond and Harvey

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 September 17, 2021, memos from the accounting department.

ABSENT: Directors Desmond and Harvey

MEMBER'S REQUEST LOT xx24 APPROVED On a motion made by Director Collins and seconded by Director Eden it was UNANIMOUSLY AGREED to approve the member's request contingent on the property owner staying current on his payment plan.

ABSENT: Directors Desmond and Harvey

STABLES COMMITTEE APPOINTMENTS APPROVED On a motion made by Director Collins and seconded by Director Camic, it was AGREED by a MAJORITY vote to approve the appointment of the Stable Committee nominees as submitted in the board packets with the addition of Directors Collins and Eden as voting members of the committee.

FOR: Directors Camic, Cavalier, Collins and Eden

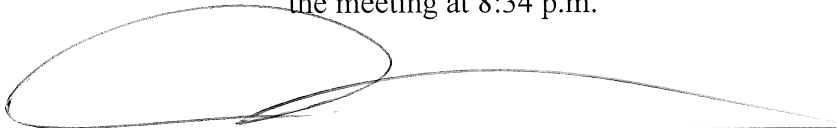
AGAINST: Director Kitzmiller

ABSENT: Directors Desmond and Harvey


NOMINATING COMMITTEE DECISION APPEAL DENIED On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to deny the appeal of the Nominating Committee's decision submitted by Mr. Bill Dunbar and Ms. Amber Gallagher.

ABSENT: Directors Desmond and Harvey

ADJOURNMENT On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to adjourn the meeting at 8:34 p.m.



Jack Cavalier, President of the Board



Submitted by Katherine C. Shaw, Board Secretary