

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

**CALL TO ORDER** The October regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., October 27, 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, Katie Kitzmiller, Jaxon Sheriff-Parker and Don Winter. Director Kitzmiller participated via GoToMeeting and was audible to all. Ken Laenger, interim general manager; Kelly Chapman, office/finance manager; Nate Thompson, chief of police, and Katherine Shaw, board secretary.

**ASSOCIATION MEMBERS PRESENT:** Approximately 20 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** Director Cavalier led the Pledge of Allegiance.

AGENDA APPROVED 'GM Search' was deleted from Executive Session.  
On a motion made by Director Collins and seconded by Director Eden it was UNANIMOUSLY AGREED to approve the agenda as amended.

ELECTION VOLUNTEERS THANKED Director Cavalier thanked the Holders of Election, Lew Bunch and Debe Caldwell, and the vote counters for their work on the October 16, 2021, annual meeting.

ANNOUNCEMENT OF ELECTION RESULTS Director Cavalier read aloud the election results as follows and he welcomed the new directors.

Total number of votes eligible to be cast	2,252
Quorum	450
Total number of valid votes cast	528

Votes received:  
Amber Gallagher 176  
Jaxon Sheriff-Parker 374  
Don Winter 322

SWEARING IN OF DIRECTORS Director Cavalier swore in Jaxon Sheriff-Parker and Don Winter. The signed Oaths of Office are attached to these minutes. There was a round of applause.

ELECTION OF OFFICERS Director Collins nominated Director Cavalier as president which was seconded by Director Desmond.  
Director Sheriff-Parker nominated Director Kitzmiller.  
**Director Cavalier** was elected **President** by a majority vote.

Director Winter nominated Director Eden as 1<sup>st</sup> Vice-President which was seconded by Director Collins.  
Director Desmond nominated Director Sheriff-Parker as 1<sup>st</sup> Vice-President.  
**Director Eden** was elected **1<sup>st</sup> Vice-President** by a majority vote.

Director Sheriff-Parker nominated Director Winter as 2<sup>nd</sup> Vice-President.  
Director Collins nominated Director Kitzmiller.  
**Director Winter** was elected **2<sup>nd</sup> Vice-President** by a majority vote.

Director Desmond nominated Director Collins as Treasurer.  
**Director Collins** was elected **Treasurer** by acclamation.

OPEN THIRTY Two association members spoke.

DIRECTORS COMMENTS The directors made brief comments.

COMMITTEE REPORTS There were no verbal committee reports.

SANCTIONED  
ORGANIZATION  
REPORTS

Harbour Events: Ms. Caldwell spoke about the following events, trunk or treat, community craft fair, Thanksgiving turkey trot and Christmas tree lighting.

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 September 30, 2021:

BB&T Accounts

- \$1,423,000 in the operating account.
- \$423,000 in the money market account.
- \$71,000 in the payroll account.

Merrill Lynch Accounts

- \$3,002,000 in the long-term reserves account.
- \$160,000 in the new capital purchases account.
- \$280,000 in the dredging account.

The association had a total of \$5,359,000 on deposit which included \$709,000 in prepaid fees and assessments. Cash balances were down \$377,000 from July.

Total accounts receivable was \$475,000, with a bad debt allowance of \$452,000, for a net accounts receivable of \$25,000. \$400,000 in accounts receivable was over 90 days old. 50 accounts were at the attorney's and 2 were in-house collection accounts. There were 41 payment plans in effect.

Accounts payable as of September 30, 2021, was \$50,000.

Reserve disbursements for August and September were \$473,000 to Gator Paving; \$5,000 for paving quality control; \$28,000 for a Ventrac mower for the golf course and \$1,900 for decals for police vehicles.

The only disbursement from the new capital purchases account in August and September was \$4,300 for the balance owed for turf for the driving range.

Major disbursements from the operating account in August and September were \$15,000 to fix the pumps at the marina; \$13,000 for road striping; \$9,000 for a Ventrac mowing deck and \$9,000 to fix the pumps at the golf course.

\$4,800 was paid to the attorney in collection legal fees and \$400 in operating legal fees. \$4,800 in legal fees was recovered.

Director Collins and Chief Thompson spoke briefly about a \$2,000 grant that the police department had received from the Fredericksburg Fraternal Order of Police.

GENERAL MANAGER'S REPORT Mr. Laenger spoke about a number of subjects including the inability of the power company to grant the AHPOA an easement so that a walking path extension can be created.

OLD BUSINESS

PRE-SCHOOL RENOVATION/REBUILD A designer/builder, which the county had recommended, was scheduled to take a look at the building.

FRONT GATE Mr. Laenger and Chief Thompson spoke about a company that had a possible alternative system for the front gate. Mr. Laenger said that he would report further once the company had conducted an inspection of our current setup.

MEETING ROOM RENTAL GOODWILL PROGRAM It was agreed that there should be a \$200 refundable deposit for non-residents and \$150.00 refundable deposit for residents and a monthly rental fee of \$50 for non-residents and no monthly rental fee for residents.

STABLES COMMITTEE CHARTER On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to accept the Stables Committee charter as submitted.

GM SEARCH President Cavalier gave an update on the search for a new general manager. Board members were to send their top three selections to the board secretary. The candidates would then be ranked and the information sent to the board. It was anticipated that a special meeting would be scheduled for early to mid-November.

NEW BUSINESS

FUTURE OF HYBRID BOARD WORK SESSIONS AND MEETINGS It was agreed, with no objections, to hold future work sessions in-person, although directors may continue to participate remotely when necessary, and to make no change to the current hybrid format for board meetings.

2022 CALENDAR OF BOARD MEETINGS On a motion made by Director Collins and seconded by Director Desmond, it was UNANIMOUSLY AGREED to approve the 2022 calendar of meetings.

AUDIT AND TAX SERVICES CONTRACT AWARDED Mr. Laenger and Ms. Chapman spoke briefly about the bids. On a motion made by Director Collins and seconded by Director Don Winter, it was UNANIMOUSLY AGREED to award the contract for the AHPOA's audit and tax services to the current auditing firm, Robinson, Farmer, Cox.

NEW FLOORING FOR RESTAURANT After much discussion Director Collins moved to award the contract for new flooring for the Country Club to Quality Floor and Bath at a cost of \$11,235.00, to be funded out of reserves, which was seconded by Director Eden. The motion passed UNANIMOUSLY. Director Collins then moved to

amend his motion by inserting the words ‘contingent on receipt proof of a 10-year warranty for the flooring’ which was seconded by Director Kitzmiller.

RESTAURANT FLOORING CONTRACT AWARDED The motion to award the contract for new flooring for the Country Club to Quality Floor and Bath at a cost of \$11,235.00, contingent on receipt of proof of a 10-year warranty for the flooring, to be funded out of reserves passed UNANIMOUSLY.

DREDGING – ANNUAL PERMIT REVIEW & ALLOCATION OF FUNDS It was stated that the association’s dredging permit was valid through 2024. There was some discussion including a question on how long it takes to obtain a permit and about emptying the spoils site. A suggestion was made to contact Jeff Harvey at Stafford County about the power lines spoils site. Director Collins reported that the association allocates between \$75,000 and \$100,000 a year for dredging. Mr. Laenger was to draft a request to the county for financial assistance.

LCC RECOMMENDATION: MULTIPLE CASES Director Collins spoke about the Legal Compliance Committee’s recommendation that the board rescind resolution 19-01, which had superseded motion resolution 11-01, and thereby change the way the committee levies special assessments for violations of the association’s governing documents. The subject was tabled to the following month.

MOVE TO EXECUTIVE SESSION At 8:28 p.m., on a motion made by Director Winter and seconded by Director Eden, it was UNANIMOUSLY AGREED to go into executive session to discuss member appeals, finance committee and contract.

RETURN TO REGULAR SESSION At 8:58 p.m., on a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to return to regular session.

FINANCE COMMITTEE APPOINTMENTS On a motion made by Director Collins and seconded by Director Winter, it was UNANIMOUSLY AGREED to appoint to the finance committee, Director Collins, Director Eden, Debe Caldwell, David Humphrey, Joe Spelman and Terri Swetnam as regular members and David Lansing and Sabrina Simpson as alternate members.


MEMBER’S REQUEST LOT xx18 DENIED On a motion made by Director Collins and seconded by Director Eden it was UNANIMOUSLY AGREED to deny the member’s request.

MEMBER’S REQUEST LOT xx62 APPROVED On a motion made by Director Collins and seconded by Director Eden it was UNANIMOUSLY AGREED to approve the member’s request and to refund all appropriate funds.

MEMBER’S REQUEST LOT xx70 APPROVED On a motion made by Director Collins and seconded by Director Eden it was UNANIMOUSLY AGREED to approve the member’s request.


MEMBER’S REQUEST LOT xx85 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 receipt of proof of ownership and all past fees being paid in full.

ADJOURNMENT On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to adjourn the meeting at 9:01 p.m.



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Jack Cavalier, President of the Board



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Submitted by Katherine C. Shaw, Board Secretary