

AQUIA HARBOUR PROPERTY OWNERS ASSOCIATION, INC.
MINUTES OF THE NOVEMBER AND DECEMBER REGULAR MEETING
OF
THE BOARD OF DIRECTORS
DECEMBER 8, 2021

CALL TO ORDER The combined November and December regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., December 8, 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, Keith Eden, Katie Kitzmiller, Jaxon Sheriff-Parker and Don Winter. Director Winter participated via GoToMeeting and was audible to all. Ken Laenger, interim general manager; Kelly Chapman, office/finance manager; Ramon Gomez and James McCarty, Aquia Harbour police officers, and Katherine Shaw, board secretary.

ASSOCIATION MEMBERS PRESENT Approximately 90 people were present in-person and approximately 22 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.

RECORDING OF MEETINGS POLICY & OPEN 30 PROTOCOL President Cavalier reminded the audience and board members of the recording and livestreaming of board meetings policy and the protocols of the Open 30.

AGENDA APPROVED On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to approve the agenda as submitted.

OPEN THIRTY Twelve association members spoke.

DIRECTORS COMMENTS The directors made brief comments.

MINUTES APPROVED On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to approve the minutes of the October 16, 2021, annual meeting as submitted.

On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to approve the minutes of the October 27, 2021, regular board meeting as submitted.

On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to approve the minutes of the November 10, 2021, special board meeting as submitted.

COMMITTEE REPORTS Parks and Recreation. Ms. Erin Sever spoke about a Christmas lights competition and the committee’s purpose.

Stables. Ms. Shannon Krout spoke about the stables and about a community Christmas event being held there.

SANCTIONED ORGANIZATION REPORTS Harbour Events: Ms. Debe Caldwell spoke about Blue Santa, the community Christmas tree lighting, a lights scavenger hunt and Elf-a-Yard.

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 October 31, 2021:

BB&T Accounts

- \$1,317,000 in the operating account.
- \$423,000 in the money market account.
- \$79,000 in the payroll account.

Merrill Lynch Accounts

- \$3,066,000 in the long-term reserves account.
- \$166,000 in the new capital purchases account.
- \$287,000 in the dredging account.

The association had a total of \$5,359,000 on deposit which included \$597,000 in prepaid fees and assessments. Cash balances were down \$377,000 from September.

Total accounts receivable was \$493,000, with a bad debt allowance of \$452,000, for a net accounts receivable of \$47,000. \$407,000 in accounts receivable was over 90 days old. 49 accounts were at the attorney's and 2 were in-house collection accounts. There were 38 payment plans in effect. 5 payment plans defaulted in October.

Accounts payable as of October 31, 2021, was \$18,000.

The only disbursement out of Reserves for October was \$1,750 for emergency equipment for police cars. Director Collins noted that the board would be approving additional funds.

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

Major disbursements from the operating account in October were \$ 24,000 for the quarterly insurance bill; \$10,500 to Robinson, Farmer, Cox for the annual audit; \$9,300 for security equipment for the police department and \$7,000 to Baker, Tilly for help with the search for a new general manager.

\$5,500 was paid to the attorney in collection legal fees and \$2,700 in operating legal fees. \$2,200 in legal fees was recovered.

GENERAL
MANAGER'S REPORT

Mr. Laenger spoke about a number of subjects including bids on the replacement/renovation of the preschool and that bids continued to be sought and options explored; the FY23 budget process; new accounts receivables clerk and new police officer; employee lunch to which directors were invited; changes in police vehicles; the memorandum of understanding (MOU) between the Sheriff's department and Aquia Harbour police and the termination of Chief Thompson's employment. Mr. Laenger addressed certain comments made by residents about himself.

OLD BUSINESS

GM SEARCH It was agreed to schedule interviews for the afternoon of December 22, 2021.

NEW BUSINESS

DIRECTOR'S
RESIGNATION

On a motion made by Director Kitzmiller and seconded by Director Sheriff-Parker, it was agreed by a majority vote to accept the resignation of Shawn Desmond as a member of the board.

FOR: Directors Cavalier, Eden, Kitzmiller, Sheriff-Parker and Winter
AGAINST: Director Collins

The filling of the vacant position was put on the January 19, 2022, work session agenda.

2022 COMMITTEE
APPOINTMENTST Discussed in executive session.

INTERIM GM
CONTRACT
EXTENSION On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to continue to employ Ken Laenger, on terms equal to the current contract in place, until the end of January 2022.

ADDITIONAL FUNDS
FOR POLICE TRUCK
LIGHTS AND
ELECTRONICS It was stated that the lights and electronics were for two police vehicles and that little money would be gained from what was being stripped from a former department vehicle.

On a motion made by Director Collins and seconded by Director Eden it was UNANIMOUSLY AGREED to allocate \$7,000 for police truck lights and electronics and for the funds to come from reserves.

STABLES FEES There was some discussion.

On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to approve a reduction in the monthly non-resident stall rental fee from \$385 to \$325 and for this reduction to be applied retroactively to April 1, 2021.

STABLES LEASE AND
RULES On a motion made by Director Eden and seconded by Director Collins, it was UNANIMOUSLY AGREED to approve the stables lease and rules as submitted.

SPECIAL MEMBERS
MEETING REQUEST President Cavalier spoke about the attorney provided process. A board member asked for clarification of the meaning of the term 'proxies' from the attorney.

MOVE TO
EXECUTIVE SESSION At 9:11 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 appeal, GM search and committee appointments.

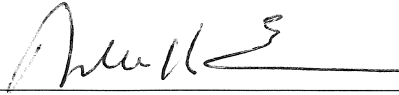
RETURN TO
REGULAR SESSION At 9:42 p.m., on a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to return to regular session.

WRITE OFFS
APPROVED On a motion made by Director Collins and seconded by Director Eden it was UNANIMOUSLY AGREED to approve write offs #1, #2 and #3 per memos dated December 3, 2021.

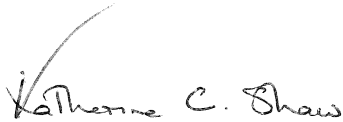
MEMBER APPEAL It was stated that the appeal had already been handled.

2022 COMMITTEE APPOINTMENTS On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to approve the 2022 committee appointments as discussed in executive session.

ADJOURNMENT On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to adjourn the meeting at 9:43 p.m.



Keith Eden, President of the Board



Submitted by Katherine C. Shaw, Board Secretary