

AQUIA HARBOUR PROPERTY OWNERS ASSOCIATION, INC.
MINUTES OF THE JANUARY REGULAR MEETING
OF
THE BOARD OF DIRECTORS
JANUARY 26, 2022

CALL TO ORDER The January regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., January 26, 2022. 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 Chip Collins, Jeff Deptola, Keith Eden, Amber Gallagher, Colleen Grantham, Katie Kitzmiller and Jaxon Sheriff-Parker. Kelly Chapman, office/finance manager; Cory Rudy, accounts receivables clerk, and Katherine Shaw, board secretary.

ASSOCIATION MEMBERS PRESENT Approximately 38 people were present in-person and approximately 21 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 Acting President Eden led the Pledge of Allegiance.

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

AGENDA APPROVED ‘Special Members Meeting’ was added to Old Business and ‘Trees’ to New Business.
On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to approve the agenda as amended.

MOVE TO EXECUTIVE SESSION At 7:06 p.m., on a motion made by Director Kitzmiller and seconded by Director Collins, it was UNANIMOUSLY AGREED to go into executive session to discuss appointments to fill Board vacancies and personnel.

RETURN TO REGULAR SESSION At 9:30 p.m., on a motion made by Director Gallagher and seconded by Director Collins, it was UNANIMOUSLY AGREED to return to regular session.

BOARD STATEMENT RE: NATHAN THOMPSON On a motion made by Director Sheriff-Parker and seconded by Director Collins, it was UNANIMOUSLY AGREED that the Board submit a written statement concerning the allegations and outcome of its conversation with former chief of police Nathan Thompson.

COLLEEN GRANTHAM APPOINTED AS DIRECTOR On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to appoint Director Grantham as a director until the elections in October.

JEFF DEPTOLA APPOINTED AS DIRECTOR On a motion made by Director Collins and seconded by Director Gallagher, it was AGREED by a MAJORITY vote to appoint Jeff Deptola as a director until the elections in October.
FOR: Directors Collins, Eden and Gallagher
AGAINST: Director Kitzmiller
ABSTAIN: Director Sheriff-Parker

DIRECTORS DEPTOLA AND GRANTHAM SWORN IN Acting President Eden administered the Oath of Office to Director Deptola and Director Grantham.

OPEN THIRTY Two 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 by all those who voted to approve the minutes of the December 8, 2021, regular board meeting.
ABSTAIN: Directors Deptola and Grantham

On a motion made by Director Collins and seconded by Director Sheriff-Parker, it was UNANIMOUSLY AGREED by all those who voted to approve the minutes of the December 27, 2021, special board meeting.
ABSTAIN: Directors Deptola and Grantham

On a motion made by Director Collins and seconded by Director Sheriff-Parker, it was UNANIMOUSLY AGREED by all those who voted to approve the minutes of the January 12, 2022, special board meeting. ABSTAIN: Directors Deptola and Grantham

On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED by all those who voted to approve the minutes of the January 19, 2022, special board meeting. ABSTAIN: Directors Deptola and Grantham

COMMITTEE
REPORTS

Public Safety: Lew Bunch, chairman, reported to the Board the committee's recommendation that the Board immediately consider an alternative power source for the roads and grounds crew. Director Kitzmiller recommended putting this item on the GM list and for the roads and grounds crew supervisor to start exploring possible options.

SANCTIONED
ORGANIZATION
REPORTS

Harbour Events: Debe Caldwell spoke about changes in the club's schedule of events and about both the bookmobile event and the Moms in Motion event.

Green Aquia: Ms. Caldwell spoke about the February 9 returning gardeners meeting, the March 9 new gardeners meeting, spring cleanup and the May 7 household hazardous waste collection.

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 November 30, 2021:

BB&T Accounts

\$1,279,000 in the operating account.

\$423,000 in the money market account.

\$79,000 in the payroll account.

Merrill Lynch Accounts

\$3,124,000 in the long-term reserves account.

\$172,000 in the new capital purchases account.

\$294,000 in the dredging account.

The association had a total of \$5,371,000 on deposit which included \$504,000 in prepaid fees and assessments. Cash balances were up \$12,000 from October.

Total accounts receivable was \$501,000, with a bad debt allowance of \$452,000, for a net accounts receivable of \$49,000. \$389,000 in accounts receivable was over 90 days old. 46 accounts were at the attorney's and 1 was in-house collection accounts. There were 32 payment plans in effect. 1 payment plans defaulted in October.

Accounts payable as of November 30, 2021, was \$21,000.

The only disbursement out of Reserves for November was \$8,861 for a Buffalo blower for the golf course.

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

Major disbursements from the operating account in November were \$8,800 for sand and snow melt.

\$5,700 was paid to the attorney in collection legal fees and \$4,100 in operating legal fees. \$1,800 in legal fees was recovered. Legal fees for the special meeting, through December, were \$9,500.

Extraordinary items were \$10,000 collected in building fees and \$82,500 had been billed for initiation fees in November, the budgeted amount was \$25,000.

GOLF COURSE
SUPERINTENDENT
REPORT

John Weigand, golf course superintendent, spoke about the extensive tree damage on the golf course and he asked the Board to consider hiring a contractor to help with cleaning up. Two written bids had been received so far. It was agreed that once he had received three bids, Mr. Weigand should email them to the board secretary to forward to the Board for an electronic vote.

GENERAL
MANAGER'S REPORT

There was no general manager's report.

OLD BUSINESS

FRONT GATE
SOLUTIONS
DISCUSSION

Acting President Eden spoke about the front gate and that the new general manager would be asked to explore possible solutions. A suggestion was made for the Board to meet for an hour before its next meeting to discuss the front gate. There was some discussion.

SPECIAL MEMBERS
MEETING

Following some discussion, on a motion made by Director Gallagher and seconded by Director Collins, it was UNANIMOUSLY AGREED to schedule the special members meeting for February 19 at 10 a.m. at the Country Club. Director Sheriff-Parker was to act as the board liaison for the meeting.

NEW BUSINESS

FY23 BUDGET
ADOPTED

Director Collins spoke about the proposed FY23 budget.

On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED by all those who voted to adopt the FY23 budget with a \$24.00 dues increase for the year and reallocation of funds, \$25,000 from new capital purchases and \$20,000 from dredging, to contingency with the understanding that if that money is not used that it would be returned to the appropriate categories.

ABSTAIN: Directors Deptola and Grantham

On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to set the FY23 stables fees as \$175.00 for residents and \$250.00 for non-residents.

ABSTAIN: Directors Deptola and Grantham

ESTABLISHMENT OF
A HISTORY
COMMITTEE

On a motion made by Director Kitzmiller and seconded by Director Collins, it was UNANIMOUSLY AGREED to table the matter and to discuss it in executive session at the February board meeting.

OPENING OF GOLF
COURSE/PRO SHOP
DAILY IN FEBRUARY

On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED by all those who voted to approve the golf course manager's request to allow the course and pro shop to be open daily during February, weather permitting.

ABSTAIN: Directors Deptola and Grantham

2022 GOLF
TOURNAMENT
SCHEDULE

On a motion made by Director Collins and seconded by Director Sheriff-Parker, it was UNANIMOUSLY AGREED by all those who voted to approve the 2022 golf tournament schedule as submitted.

ABSTAIN: Directors Deptola and Grantham

COMMITTEE
APPOINTMENTS AND
BOARD
ASSIGNMENTS

This was scheduled to be discussed in executive session.

2022 BOARD
CALENDAR –
NOVEMBER AND
DECEMBER
MEETINGS

On a motion made by Director Collins and seconded by Director Sheriff-Parker, it was UNANIMOUSLY AGREED to table the subject of the 2022 board calendar until such time as the Board is ready to discuss it.

AFFIRMATION OF
TELEPHONIC VOTE
TO TERMINATE GM'S
EMPLOYMENT

On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED by all those who voted to affirm that by an electronic vote, conducted on January 14, 2022, the Board unanimously agreed to terminate the general manager's employment.

ABSTAIN: Directors Deptola, Gallagher and Grantham

TREES

The Board discussed the extensive number of damaged trees on common areas. It was agreed to ask the roads and grounds crew to do a comprehensive study of the extent of the issue. Ms. Chapman suggested contacting the AHPOA insurance company.

MOVE TO
EXECUTIVE SESSION

At 11:05 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, committee appointments/Board assignments and personnel.

RETURN TO REGULAR SESSION At 12:32 p.m., on a motion made by Director Collins and seconded by Director Gallagher, it was UNANIMOUSLY AGREED to return to regular session.

WRITE OFF APPROVED On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to approve the write off per memo dated January 26, 2022.

MEMBER'S REQUEST LOT xx07 DENIED On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to deny the member's request.

MEMBER'S REQUEST LOT xx11 CONDITIONALLY APPROVED On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to approve the member's request by putting the late fees and interest in abeyance and to waive them if, at the end of six months, the account has been brought current.

MEMBER'S REQUEST LOT xx65 DENIED On a motion made by Director Collins and seconded by Director Gallagher it was UNANIMOUSLY AGREED to deny the member's request.

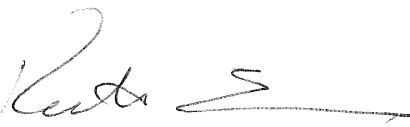
MEMBER'S REQUEST LOT xx69 APPROVED On a motion made by Director Collins and seconded by Director Gallagher it was UNANIMOUSLY AGREED to approve the member's request.

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

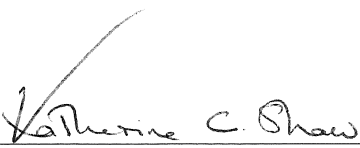
ELECTION OF OFFICERS On a motion made by Director Collins and seconded by Director Sheriff-Parker, it was UNANIMOUSLY AGREED by all those who voted to elect Director Eden as Board president.
ABSTAIN: Director Eden

On a motion made by Director Collins and seconded by Director Sheriff-Parker, it was UNANIMOUSLY AGREED by all those who voted to elect Director Kitzmiller as Board vice-president.
ABSTAIN: Director Kitzmiller

ADJOURNMENT On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to adjourn the meeting at 12:35 a.m.



Keith Eden, President of the Board



Submitted by Katherine C. Shaw, Board Secretary