

AQUIA HARBOUR PROPERTY OWNERS ASSOCIATION, INC.
MINUTES OF THE FEBRUARY REGULAR MEETING
OF
THE BOARD OF DIRECTORS
FEBRUARY 23, 2022

CALL TO ORDER The February regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., February 23, 2022. The meeting was held in-person at the Country Club, observing COVID-19 related health and safety guidelines, and electronically. 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. Mary Russel, general manager; Cory Rudy, office/finance manager; Katherine Shaw, board secretary, and Craig Cunningham, Aquia Harbour police officer.

ASSOCIATION MEMBERS PRESENT Approximately 42 people were present in-person and approximately 7 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 Eden led the Pledge of Allegiance.

RECORDING OF MEETINGS POLICY & OPEN 30 PROTOCOL 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 On a motion made by Director Kitzmiller and seconded by Director Collins it was UNANIMOUSLY AGREED to approve the agenda as presented.

OPEN THIRTY Nine association members spoke.

DIRECTORS COMMENTS The directors made brief comments. The following topics were added to the next work session agenda: audio quality of board meetings, Bark Club and AHPOA legal representation. A request was made to have 'Legislative Report' added as a permanent item on future board meeting agendas.

COMMITTEE REPORTS Stables: Shannon Krout gave a verbal report which included the increase in the number of stall renters, that the facility was on track to becoming self sustaining and events at the stables.

SANCTIONED ORGANIZATION REPORTS Green Aquia: Debe Caldwell spoke about the April 23 spring community clean up and May 7 hazardous household waste collection. There was a brief discussion about cleaning up the waterways and about the possibility of having a community shredding event, perhaps in conjunction with the community clean up.

Harbour Events: Ms. Caldwell spoke about the bookmobile and Moms in Motion events, both of which were scheduled to take place on March 26, and the April 9 craft fair.

TREASURER'S REPORT In response to a question from the Board, Director Collins explained why the reports were normally one or two months behind. He then gave a verbal report as follows. A copy of his report was included in the board packets.

As of December 31, 2021:

BB&T Accounts

\$1,147,000 in the operating account.

\$423,000 in the money market account.

\$57,000 in the payroll account.

Merrill Lynch Accounts

\$3,184,000 in the long-term reserves account.

\$178,000 in the new capital purchases account.

\$301,000 in the dredging account.

The association had a total of \$5,359,000 on deposit which included \$416,000 in prepaid fees and assessments. Cash balances were down \$69,000 from November.

Total accounts receivable was \$483,000, with a bad debt allowance of \$452,000, for a net accounts receivable of \$31,000. \$399,000 in accounts receivable was over 90 days old. 50 accounts were at the attorney's and 1 was an in-house collection account. There were 32 payment plans in effect.

Accounts payable as of December 31, 2021, was \$44,000.

The only disbursement out of reserves for December was \$6,200 which was the balance owed for the new flooring in the Country Club.

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

There were no major disbursements from the operating account in December.

\$5,400 was paid to the attorney in collection legal fees and \$6,800 in operating legal fees. \$2,200 in legal fees was recovered. Legal fees for the special meeting, to date, were \$9,800.

GENERAL
MANAGER'S REPORT

Ms. Russel spoke about several subjects including the front gate, preschool, emergency plan, meeting with the amenity managers and cleaning up trees felled by the January snowstorm.

CONSENT AGENDA
APPROVED AS
AMENDED

'Chief of Police Job Description' was moved to New Business.

On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to approve the amended consent agenda as follows:

- **January 26, 2022, regular board meeting minutes** – Approved.
- **Bid to Clean Up the Golf Course Telephonic Vote** - Affirmed that by a telephonic vote conducted on January 31, 2022, the board unanimously agreed to award the contract to Garcia Landscaping to clean up the trees at the golf course for a price not to exceed \$14,000.
- **Appointment of an Interim Police Chief Telephonic Vote** - Affirmed that by a telephonic vote conducted on January 31, 2022, the board unanimously agreed to the appointment of Officer Cunningham as the interim police chief.
- **Nate Thompson Statement** - Affirmed that by a telephonic vote conducted on February 7, 2022, the board approved by a majority vote its statement regarding Nate Thompson.
- **November and December Board Meetings** – Approved to amend the meeting schedule as follows:
 - i. October 22, 2022 – Annual Meeting
 - ii. October 26, 2022 – Work Session
 - iii. November 2, 2022 – Board Meeting
 - iv. November 30, 2022 – Work Session/Board Meeting (combined)
 - v. December 21, 2022 – Work Session/Board Meeting (combined)

- **Bench Placement at Lions Park** – Approved for the Lions Club to purchase and install a new bench at Lions Park at no cost to the Association
- **Purchase of Golf Course Equipment** – Approved the purchase of a KC180 Stump Grinder with front mounted mirror, at a cost of \$3,500, to be expensed from the reserves and the purchase of a HQ 680 Tough Cut Mower, at a cost of \$3,510, to be expensed as a new capital purchase.

OLD BUSINESS

HISTORY
COMMITTEE
CHARTER APPROVED

Matt Kelm spoke about the proposed committee and about the possible creation of a history club later on.

On a motion made by Director Collins and seconded by Director Gallagher it was UNANIMOUSLY AGREED to approve the history committee charter as submitted.

NEW BUSINESS

SPECIAL MEMBERS
MEETING
OBSERVERS
APPOINTED

Director Kitzmiller moved to appoint Director Grantham and Director Sheriff-Parker as the Board’s observers for the February 26 special members meeting which was seconded by Director Sheriff-Parker. The motion FAILED by a MAJORITY vote.

FOR: Directors Grantham, Kitzmiller and Sheriff-Parker
AGAINST: Directors Collins, Deptola, Eden and Gallagher

Director Deptola moved to appoint Director Gallagher and Director Grantham as the Board’s observers for the February 26 special members meeting which was seconded by Director Collins. The motion PASSED by a MAJORITY vote.

FOR: Director Collins, Deptola, Eden, Gallagher and Grantham
AGAINST: Director Kitzmiller
ABSTAIN: Director Sheriff-Parker

LEGAL COMPLIANCE
COMMITTEE LONG
TERM CASES POLICY
AMENDED

On a motion made by Director Collins and seconded by Director Deptola it was UNANIMOUSLY AGREED to approve the policy resolution as amended to allow the Legal Compliance Committee to assess violation charges indefinitely until it has been determined that the violation has been resolved and for this to become effective April 1, 2022.

The LCC was asked to conduct a six month review to see whether the policy was working.

RE-ESTABLISHMENT
OF COMMUNITY
EVENTS COMMITTEE
APPROVED

On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED by all those who voted to re-establish the Community Events Committee.
ABSTAIN: Director Kitzmiller

HOLDERS OF
INSPECTION –
APPOINTMENT AND
ADMINISTERING OF
OATH

President Eden administered the oath to Lew Bunch and Debe Caldwell who, on a motion made by Director Collins, were UNANIMOUSLY APPROVED as the holders of inspection for the February 26, 2022, special members meeting.

EMERGENCY
OPERATIONS PLAN
TABLED

Ms. Russel reported that an RFP would be going out the following day.

On a motion made by Director Collins and seconded by Director Gallagher it was UNANIMOUSLY AGREED to table the emergency operations plan.

PURCHASE OF AEDs
TABLED

Ms. Russel reported that she would like to obtain additional bids.

On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to table the purchase of AEDs.

HIRING PROCESS FOR
CHIEF OF POLICE
TABLED UNTIL
SPECIAL BOARD
MEETING

After some discussion, on a motion made by Director Kitzmiller and seconded by Director Deptola, it was UNANIMOUSLY AGREED to table the topic of the hiring process for the chief of police until after the February 26 special meeting of the community.

On a motion made by Director Kitzmiller and seconded by Director Deptola it was UNANIMOUSLY AGREED to schedule a special board meeting for March 1, 2022, at 7:00 p.m., to discuss the subjects of outcome of the special members meeting and chief of police.

There was some discussion about the draft chief of police job description.

MOVE TO
EXECUTIVE SESSION

At 8:38 p.m., on a motion made by Director Collins and seconded by Director Sheriff-Parker, it was UNANIMOUSLY AGREED to go into executive session to discuss write offs, committee appointments, pool management contract and resident complaint.

RETURN TO
REGULAR SESSION

At 9:54 p.m., on a motion made by Director Collins and seconded by Director Grantham, it was UNANIMOUSLY AGREED to return to regular session.

WRITE OFFS
APPROVED

On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to approve the write offs as submitted.

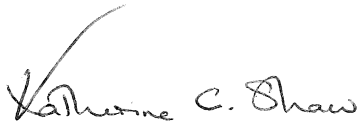
PARKS AND
RECREATION
COMMITTEE
APPOINTMENTS
APPROVED

On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to approve the Parks and Recreation Committee appointments as amended.

- MARINA RESOURCES COMMITTEE APPOINTMENTS APPROVED On a motion made by Director Collins and seconded by Director Sheriff-Parker it was UNANIMOUSLY AGREED to approve the marina resources committee appointments as discussed in executive session.
- BOARD LIAISON CHANGE APPROVED On a motion made by Director Collins and seconded by Director Grantham it was UNANIMOUSLY AGREED to approve the director committee change as discussed in executive session.
- POOL MANAGEMENT CONTRACT TO VIRIGINIA POOLS On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to award a one year pool management contract to Virginia Pools at a cost of \$133,510.
- RESOLUTION OF HOMEOWNER'S COMPLAINT APPROVED On a motion made by Director Collins and seconded by Director Grantham it was UNANIMOUSLY AGREED by all those who voted to resolve a homeowner's complaint as discussed in executive session.
ABSTAIN: Director Collins and Sheriff-Parker
- ADJOURNMENT On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to adjourn the meeting at 9:58 p.m.



Keith Eden, President of the Board



Submitted by Katherine C. Shaw, Board Secretary