

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

CALL TO ORDER The March regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., March 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 and Colleen Grantham. Mary Russel, general manager; Cory Rudy, office/finance manager; Katherine Shaw, board secretary; Craig Cunningham, interim Aquia Harbour police chief, and Clifford Goodson, Aquia Harbour police officer.

DIRECTORS ABSENT Directors Katie Kitzmiller and Jaxon Sheriff-Parker.

ASSOCIATION MEMBERS PRESENT Approximately 22 people were present in-person and approximately 9 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 Collins and seconded by Director Deptola it was UNANIMOUSLY AGREED to approve the agenda as presented.
ABSENT: Directors Kitzmiller and Sheriff-Parker

OPEN THIRTY Four association members spoke.

DIRECTORS The directors made brief comments.
COMMENTS

COMMITTEE There were no verbal reports.
REPORTS

SANCTIONED Harbour Events: Debe Caldwell spoke about the bookmobile and Moms in
ORGANIZATION Motion events, both of which were scheduled to take place on March 26; the
REPORTS April 9 craft fair and April 30 spring fling.

Green Aquia: Ms. Caldwell spoke about the April 23 spring community clean up and May 7 hazardous household waste collection.

TREASURER'S Director Collins gave a verbal report as follows. A copy of his report was
REPORT included in the board packets.

As of January 31, 2022:

BB&T Accounts
\$1,043,000 in the operating account.
\$423,000 in the money market account.
\$30,000 in the payroll account.

Merrill Lynch Accounts
\$3,245,000 in the long-term reserves account.
\$185,000 in the new capital purchases account.
\$307,000 in the dredging account.
The association had a total of \$5,233,000 on deposit which included \$319,000 in prepaid fees and assessments. Cash balances were down \$126,000 from December.

Total accounts receivable was \$477,000, with a bad debt allowance of \$444,000, for a net accounts receivable of \$33,000. \$419,000 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 30 payment plans in effect. 3 payment plans defaulted in January.

Accounts payable as of January 31, 2022, was \$47,000.

The only reserve disbursement was for the flooring for the Country Club bar area.

There were no disbursements from the new capital purchases account.

There were no major disbursements from the operating account.

\$1,600 was paid to the attorney in collection legal fees and \$1,800 in operating legal fees.

GENERAL
MANAGER'S REPORT

Ms. Russel spoke about several subjects including the implementation of a work order ticket system; pool season preparations including the work taking place by the building maintenance department on the Harbour Inn bath house, the annual audit; CVO inspection checklist; the police chief selection process; the aerifying of the golf course and the members golf tournament that was scheduled for April 30; marina preparations for the new season; the roads and grounds crew work on potholes and overhanging branches; work with the parks and recreation committee on the tennis and basketball courts; bids for sand for the paddocks; new audio system for board meetings and the Harbour Inn pool snack bar.

CONSENT AGENDA
APPROVED AS
AMENDED

On a motion made by Director Collins and seconded by Director Gallagher it was UNANIMOUSLY AGREED to approve the consent agenda as follows:
ABSENT: Directors Kitzmiller and Sheriff-Parker

- **February 23, 2022, Regular Board Meeting Minutes** – Approved.
- **March 1, 2022, Special Board Meeting Minutes** – Approved.
- **Sanctioning of Bark Club** - Approved.
- **Parks and Recreation Committee Request-** Approved to move line items 204, Special Events – 4th of July, and 305, Special Events – Oktoberfest, to the finance and administration budget rather than the parks budget.
- **Parks and Recreation Committee Charter** – Approved to amend the charter to change the committee's name to and to allow the appointment of two alternate committee members.

OLD BUSINESS

PURCHASE OF
ADDITIONAL AEDs
APPROVED

Three proposals were received. AEDs were needed at the Harbour Inn building, the Harbour Inn pool, the Country Club and stables.

On a motion made by Director Gallagher and seconded by Director Grantham it was UNANIMOUSLY AGREED to approve the proposal from Educated EMS, for the purchase of four AEDs in the amount of \$7,153.96.
ABSENT: Directors Kitzmiller and Sheriff-Parker

\$1,750 of the cost was to come out of the FY22 budget with the remainder coming out of the FY23 budget.

FIRM TO DEVELOP EMERGENCY OPERATIONS PLAN TABLED On a motion made by Director Gallagher and seconded by Director Collins it was UNANIMOUSLY AGREED to table making a decision on the emergency operations plan until the April board meeting.
ABSENT: Directors Kitzmiller and Sheriff-Parker

The topic was tabled to provide time to obtain additional proposals.

PRESCHOOL RECONSTRUCTION TABLED On a motion made by Director Collins and seconded by Director Deptola it was UNANIMOUSLY AGREED to table Preschool Reconstruction to give the general manager time to obtain proposals for a feasibility study.
ABSENT: Directors Kitzmiller and Sheriff-Parker

NEW BUSINESS

SANCTIONING OF STEM CLUB APPROVED Director Deptola spoke about the request to approve the STEM Club, a sub-group of the Boy Scouts of America, as an AHPOA sanctioned organization.

On a motion made by Director Collins and seconded by Director Gallagher, it was UNANIMOUSLY AGREED by all those who voted to approve the STEM Club as a sanctioned organization.
ABSENT: Directors Kitzmiller and Sheriff-Parker
ABSTAIN: Director Deptola

INSURANCE RENEWALS APPROVED Ms. Russel spoke about the proposals. The pollution (storage tanks) quote was expected to be received before the April 1 expiration date.

On a motion made by Director Collins and seconded by Director Deptola, it was UNANIMOUSLY AGREED to approve the insurance renewal quotes from Cincinnati Insurance as recommended by the general manager.
ABSENT: Directors Kitzmiller and Sheriff-Parker

HARBOUR INN POOL HOUSE MINOR RENOVATION An original recommendation was to be for the board to approve taking money out of reserves for the planned minor renovations of the Harbour Inn pool house. The project was now expected to cost less than \$3,500 and, as much of the work to be done was maintenance, Ms. Russel recommended expensing the work out of the operating budget. She added that money could be transferred from contingency to building maintenance for improvements. There were no objections.

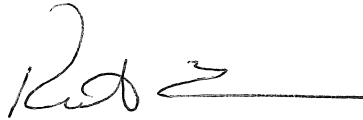
MOVE TO EXECUTIVE SESSION At 8:08 p.m., on a motion made by Director Collins and seconded by Director Gallagher, it was UNANIMOUSLY AGREED to go into executive session to discuss agreement for legal services, appointment of members to the Community Events Committee, personnel, member appeal and communication process – protocol to respond to resident emails.
ABSENT: Directors Kitzmiller and Sheriff-Parker

RETURN TO At 9:10 p.m., on a motion made by Director Collins and seconded by
REGULAR SESSION Director Gallagher, it was UNANIMOUSLY AGREED to return to regular
session.
ABSENT: Directors Kitzmiller and Sheriff-Parker

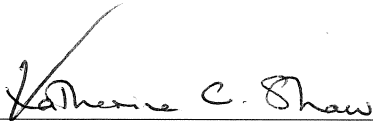
COMMITTEE On a motion made by Director Collins and seconded by Director Deptola, it
APPOINTMENTS was UNANIMOUSLY AGREED to approve the committee appointments as
APPROVED discussed in executive session.
ABSENT: Directors Kitzmiller and Sheriff-Parker

MEMBER APPEAL On a motion made by Director Collins and seconded by Director Grantham it
APPROVED was UNANIMOUSLY AGREED to approve the member appeal as submitted.
ABSENT: Directors Kitzmiller and Sheriff-Parker

ADJOURNMENT On a motion made by Director Collins and seconded by Director Gallagher, it
was UNANIMOUSLY AGREED to adjourn the meeting at 9:12 p.m.
ABSENT: Directors Kitzmiller and Sheriff-Parker



Keith Eden, President of the Board



Submitted by Katherine C. Shaw, Board Secretary