

AQUIA HARBOUR PROPERTY OWNERS ASSOCIATION, INC.
MINUTES OF THE APRIL REGULAR MEETING
OF
THE BOARD OF DIRECTORS
APRIL 27, 2022

CALL TO ORDER The April regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:05 p.m., April 27, 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, Colleen Grantham, Katie Kitzmiller and Jaxon Sheriff-Parker. Mary Russel, general manager; Cory Rudy, office/finance manager; Katherine Shaw, board secretary, and Craig Cunningham, interim Aquia Harbour police chief.

DIRECTOR ABSENT Director Amber Gallagher

**ASSOCIATION
MEMBERS
PRESENT** Approximately 12 people were present in-person and approximately 6 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 'Residents Concerns' was added to executive session
On a motion made by Director Collins and seconded by Director Kitzmiller it
was UNANIMOUSLY AGREED to approve the agenda as amended.
ABSENT: Director Gallagher

OPEN THIRTY One association member spoke.

DIRECTORS The directors made brief comments.
COMMENTS

COMMITTEE Legal Compliance. Mr. Hodges, chairman, spoke about the board's authority
REPORTS to remove members of a committee and about committee members not
attending meetings,

SANCTIONED There were no verbal reports.
ORGANIZATION
REPORTS

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

As of March 31, 2022:

BB&T Accounts
\$1,419,000 in the operating account.
\$373,000 in the money market account.
\$55,000 in the payroll account.

Merrill Lynch Accounts
\$3,389,000 in the long-term reserves account.
\$197,000 in the new capital purchases account.
\$321,000 in the dredging account.

The association had a total of \$5,754,000 on deposit which included \$662,000
in prepaid fees and assessments. Cash balances were up \$521,000 from
January.

Total accounts receivable was \$478,000, with a bad debt allowance of
\$432,000, for a net accounts receivable of \$46,000. \$396,000 in accounts
receivable was over 90 days old. 44 accounts were at the attorney's and 1 was
an in-house collection account. There were 23 payment plans in effect. 3
payment plans defaulted in March.

Accounts payable as of January 31, 2022, was \$39,000.

There were no reserve disbursements or new purchases disbursements in
March.

Major disbursements from the operating account were:
\$23,000 to Gator Paving for crack filling of the roads.
\$14,000 for Garcia for tree removal on the golf course.
\$8,000 for the After Action Report regarding the snowstorm.

\$4,200 was paid to the attorney in collection legal fees and \$9,300 in operating legal fees and \$2,000 in legal fees was recovered.

Director Collins said that he would put out a budget analysis after the audit was completed.

GENERAL
MANAGER'S REPORT

Ms. Russel spoke about several subjects including the audit, facility use, legal counsel, 2022 pool season, the cleaning up of the basketball courts and baseball fields, removal of trees from the waterways, cleaning of culverts, work on the golf course and renovation of the Harbour Inn pool bathhouse.

CONSENT AGENDA
APPROVED AS
AMENDED

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

- March 23, 2022, Regular Board Meeting Minutes – Approved.
- April 4, 2022, Special Board Meeting Minutes – Approved.

OLD BUSINESS

A6A TO DEVELOP
EMERGENCY
OPERATIONS PLAN

Ms. Russel stated that despite contacting several firms, only two proposals were received and one of those was incomplete.

On a motion made by Director Sheriff-Parker and seconded by Director Deptola it was AGREED by a MAJORITY VOTE of all those who voted to approve a contract with A6A to develop an emergency operations plan at a cost of \$34,000. This was to be paid for out of operating funds.

FOR: Directors Deptola, Eden, Grantham and Sheriff-Parker

AGAINST: Director Collins

ABSTAIN: Director Kitzmiller

ABSENT: Director Gallagher

MODE 4 TO CONDUCT
PRESCHOOL
RECONSTRUCTION
FEASIBILITY STUDY

Four proposals were reviewed.

On a motion made by Director Collins and seconded by Director Sheriff-Parker it was UNANIMOUSLY AGREED to award the contract to conduct a feasibility study for the renovation of the preschool to MODE4 Architecture, PLLC, at a cost of \$10,200 to be paid for out of reserves.

ABSENT: Director Gallagher

FRONT GATE DISCUSSION Ms. Russel directed the board's attention to the results of an informal poll of residents about front gate related matters. Ms. Russel stated that she continued to research entry systems for the front gate and that she would be obtaining bids. An RFI (Request for Information) was to be prepared.

NEW BUSINESS

COMMITTEE MEMBER CHANGES AND APPOINTMENT OF NOMINATING COMMITTEE MEMBERS On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to move committee member changes and appointment of nominating committee members to executive session.
ABSENT: Director Gallagher

AMENDED COMMUNITY EVENTS COMMITTEE CHARTER APPROVED An amendment to the charter, as it was submitted, was proposed by a board member so that only the board has the authority to remove committee members.

On a motion made by Director Collins and seconded by Director Grantham it was UNANIMOUSLY AGREED to approve the Community Events Committee charter with the change recommended by the board.
ABSENT: Director Gallagher

COMMUNICATIONS POLICY APPROVED There was a brief discussion about the proposed guidelines for communication to and from the board to management and the residents.

On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to approve the communications policy as submitted.
ABSENT: Director Gallagher

POOL STARTUP PROPOSAL Ms. Russel gave a brief presentation on possible pool startup costs. It was stated that if the final anticipated costs exceeded \$5,000 then, because of timing, an electronic vote of the board would be needed.

MOVE TO EXECUTIVE SESSION At 8:15 p.m., on a motion made by Director Collins and seconded by Director Deptola, it was UNANIMOUSLY AGREED to go into executive session to discuss volunteer recognition nomination, member appeals, committee member changes, nominating committee appointments, member's records request, personnel updates to include chief of police position, legal matter and resident concerns.
ABSENT: Director Gallagher

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

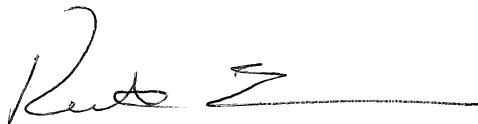
VOLUNTEER RECOGNITION TO BE AWARDED On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to confer the community service volunteer recognition award as discussed in executive session.

MEMBER APPEAL APPROVED On a motion made by Director Collins and seconded by Director Grantham it was UNANIMOUSLY AGREED to approve the member request for the removal of an annual surcharge as submitted.
ABSENT: Director Gallagher

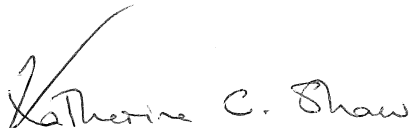
MEMBER APPEAL DENIED On a motion made by Director Collins and seconded by Director Kitzmiller it was AGREED by a MAJORITY vote of all those who voted to deny a member's request as submitted in an email dated March 30, 2022.
FOR: Directors Collins, Deptola, Eden, Grantham and Kitzmiller
AGAINST: Director Sheriff-Parker
ABSENT: Director Gallagher

COMMITTEE MEMBER CHANGES AND APPOINTMENTS APPROVED On a motion made by Director Collins and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to approve the committee member changes and appointments as discussed in executive session.
ABSENT: Director Gallagher

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



Keith Eden, President of the Board



Submitted by Katherine C. Shaw, Board Secretary