

AQUIA HARBOUR PROPERTY OWNERS ASSOCIATION, INC.
MINUTES OF THE MAY REGULAR MEETING
OF
THE BOARD OF DIRECTORS
MAY 25, 2022

CALL TO ORDER The May regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., May 25, 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 and Jaxon Sheriff-Parker. Mary Russel, general manager; Cory Rudy, office/finance manager; Katherine Shaw, board secretary, and Clifford Goodson, Aquia Harbour police officer. Director Sheriff-Parker participated via Zoom and was audible to all.

DIRECTOR ABSENT Director Katie Kitzmiller.

ASSOCIATION MEMBERS PRESENT Approximately 21 people were present in-person and 1 was 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: Director Kitzmiller

OPEN THIRTY Six association members spoke.

DIRECTORS COMMENTS The directors made brief comments.

VOLUNTEER RECOGNITION WENDY DESMOND Wendy Desmond, outgoing editor of the association's e-newsletter, was presented with the AHPOA's community service volunteer recognition award. There was a round of applause.

COMMITTEE AND SANCTIONED ORGANIZATION REPORTS Parks and Recreation Committee. Paula Philyaw spoke about the committee's recommendation to install all-inclusive handicap playground equipment at Rudolph Park.

Community Events Committee. Brittiany Baker spoke about plans for the July 4th community celebrations.

Harbour Events Club. Debe Caldwell spoke about community movie nights scheduled to take place in June, July and August and the club's booth at the June 18 Harbour Hall.

Green Aquia Club. Debe Caldwell spoke about the club's booth at the June 18 Harbour Hall, stream clean up in July and household hazardous waste collection in October.

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

As of April 30, 2022:

BB&T Accounts

\$1,827,000 in the operating account.

\$373,000 in the money market account.

\$55,000 in the payroll account.

Merrill Lynch Accounts

\$3,452,000 in the long-term reserves account.

\$202,000 in the new capital purchases account.

\$325,000 in the dredging account.

The association had a total of \$6,234,000 on deposit which included \$1,034,000 in prepaid fees and assessments. Cash balances were up \$480,000 from March.

Total accounts receivable was \$552,000, with a bad debt allowance of \$435,000, for a net accounts receivable of \$117,000. \$387,000 in accounts receivable was over 90 days old. 44 accounts were at the attorney's and there were no in-house collection accounts. There were 22 payment plans in effect. 5 payment plans defaulted in April.

Accounts payable as of April 30, 2022, was \$62,000.

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

\$1,200 for outfitting of the new police trucks which brought the total cost of the two trucks to \$43,000 each.

Major disbursements from the operating account were:

\$27,000 for agricultural supplies at the golf course.

\$7,500 for the down payment on the fireworks.

\$4,227 was paid to the attorney in collection legal fees and \$3,005 in operating legal fees. No legal fees were recovered.

GENERAL
MANAGER'S REPORT

Ms. Russel spoke about several subjects including the June 18 Harbour Hall, the code violation officer's report, proposals for a reserve study update, working with Dominion Virginia Power for tree trimming throughout the Harbour, the completion of the Harbour Inn pool house renovations, and the pool snack bar. Ms. Russel was asked to look into the cost of the AHPOA running the snack bar. Ms. Russel directed to make the pools free to residents over the long Memorial Day holiday. Ms. Russel spoke road paving, cleaning of culverts throughout the community, the marina manager's report, the golf course manager's report, mulching of the tot lots, potential community shred event, ballfield irrigation issue, proposed facility use policy, proposed resident only website portal, emergency operations plan, preschool feasibility study and an analysis of the AHPOA's finances that she had prepared.

CONSENT AGENDA
APPROVED

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

- April 27, 2022, Regular Board Meeting Minutes – Approved.

OLD BUSINESS

UPDATE ON GATE ACCESS SYSTEM

Ms. Russel reported that a Request for Information (RFI) had been sent to several contractors. She recommended that the board set up an ad hoc front gate committee and that she send the board a draft charter. The establishing of an ad hoc front gate committee and the appointing committee members was added to the June regular board meeting agenda.

NEW BUSINESS

PROPOSAL FOR LIMITED SCOPE OF LANDSCAPING SERVICES

Ms. Russel reported that of four companies that were contacted, three submitted contract proposals for the maintenance of the mulch beds at the Country Club, front entrance and Harbour Inn. There was some discussion. It was agreed to defer action on this matter until a special board meeting to be held on June 1.

BARK CLUB PROPOSAL FOR ADDITIONAL DOG PARK

There was some discussion about the proposals for an additional dog park and changes to the existing dog park, and the use of the dog park by non-residents. Ms. Russel was asked to look into the cost of installing a keyless entry pad on the existing dog park. It was agreed to defer action on the proposal until the June 1 special board meeting.

PARKS AND RECREATION COMMITTEE PROPOSAL FOR NEW ADA PLAYGROUND

There was extensive discussion about the Parks and Recreation Committee's proposal to purchase and install all-inclusive handicap playground equipment at Rudolph Park. The estimated cost of the equipment was approximately \$500,000. Action was deferred to the June 1 special board meeting.

MOVE TO EXECUTIVE SESSION

At 9:28 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 committee member changes, Legal Compliance Committee recommendation, residents' concerns, members' requests, personnel updates to include the chief of police position and discussion of a legal matter.
ABSENT: Director Kitzmiller

RETURN TO REGULAR SESSION

At 11:03 p.m., on a motion made by Director Collins and seconded by Director Deptola, it was UNANIMOUSLY AGREED to return to regular session.
ABSENT: Director Kitzmiller

COMMITTEE MEMBER CHANGES APPROVED

On a motion made by Director Collins and seconded by Director Grantham, it was UNANIMOUSLY AGREED to approve committee member changes as amended.
ABSENT: Director Kitzmiller

LEGAL COMPLIANCE COMMITTEE RECOMMENDATION APPROVED

On a motion made by Director Collins and seconded by Director Grantham, it was UNANIMOUSLY AGREED to approve the Legal Compliance Committee's recommendation as discussed in executive session.
ABSENT: Director Kitzmiller

MEMBER REQUEST DENIED LOT XX52 On a motion made by Director Collins and seconded by Director Gallagher, it was UNANIMOUSLY AGREED to deny member's request - lot xx52.
ABSENT: Director Kitzmiller

MEMBER REQUEST DENIED LOT XX27 On a motion made by Director Collins and seconded by Director Grantham, it was UNANIMOUSLY AGREED to deny member's request, Lot xx27.
ABSENT: Director Kitzmiller

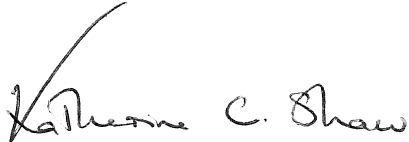
MEMBER REQUEST APPROVED LOT XX45 On a motion made by Director Collins and seconded by Director Sheriff-Parker, it was UNANIMOUSLY AGREED to approve the member's request, Lot xx45, and to waive the late fees and interest upon payment of all dues and NSF fees by June 30, 2022.
ABSENT: Director Kitzmiller

MEMBER REQUEST APPROVED LOT XX90 On a motion made by Director Collins and seconded by Director Gallagher it was UNANIMOUSLY AGREED to approve the member's request, Lot xx90, and to waive \$946.15 in late fees and interest.
ABSENT: Director Kitzmiller

ADJOURNMENT On a motion made by Director Collins and seconded by Director Grantham, it was UNANIMOUSLY AGREED to adjourn the meeting at 11:08 p.m.
ABSENT: Director Kitzmiller



Keith Eden, President of the Board



Submitted by Katherine C. Shaw, Board Secretary