

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

CALL TO ORDER The July regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., July 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, 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; Chris Spare, chief of police, and Craig Cunningham, police lieutenant.

DIRECTOR ABSENT Jeff Deptola.

ASSOCIATION MEMBERS PRESENT Approximately 17 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.

Major disbursements from the operating account in June were:

\$16,000 paid to John Deere for resale fuel at the marina
\$13,000 paid to Vulcan Construction for stone for road repairs
\$11,000 paid to A6A for a needs analysis
\$10,000 paid to Atlantic Green for plumbing repairs at the Harbour Inn pool
\$8,000 for the annual subscription for Skyline (accounting system) maintenance
\$7,000 annual fee paid to Axon Enterprises for body cameras for the police
\$5,000 paid to Nightwatch for vehicle decals

\$5,528 was paid to the attorney in collection legal fees and \$9,935 in operating legal fees. \$1,962 legal fees were recovered.

The Community Events Committee received \$2,000 in sponsorships for the 4th of July community celebration for a total of \$9,250.

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

- June 23, 2022, Regular Board Meeting Minutes
- June 30, 2022, Special Board Meeting Minutes

GENERAL MANAGER'S REPORT Ms. Russel spoke about several subjects including the ad hoc front gate access committee, road milling, striping RFP, park community survey, dog park, dredging, emergency operations plan, preschool renovation/reconstruction, Skyline resident portal, HR auditing services, development of an AHPOA rules and regulations document, surveying of the bridle path, AHPOA budget, cleaning contract, new AHPOA e-newsletter - the Harbour Review, tot lot mulch, roads and grounds crew equipment and stables roof.

OLD BUSINESS

None

NEW BUSINESS

THREE WAY STOP ON RICHMOND DRIVE Ms. Russel and Chief Spare spoke about speeding on Richmond Drive and the Public Safety Committee's recommendation. The board agreed it was an operational decision and recommended a three-month observation period if the stop signs were installed.

ASSISTANT GENERAL MANAGER POSITION There was some discussion. The topic was also scheduled for executive session.

AMENDED SOLICITATION POLICY APPROVED On a motion made by Director Gallagher and seconded by Director Kitzmiller it was UNANIMOUSLY AGREED to amend the no door to door solicitation policy, as adopted by the Board of Directors on June 25, 1985, to state 'That the Board of Directors by the passage of this resolution affirms this no door to

solicitation ordinance or policy for the Aquia Harbour Subdivision, except for exemptions permitted by the current County Ordinance’.

ABSENT: Director Deptola

PARKING/STORAGE ON COMMON AREA POLICY APPROVED After some discussion, on a motion made by Director Kitzmiller and seconded by Director Collins, it was UNANIMOUSLY AGREED to prohibit long term storage of any RV, boat, trailer (anything of the like) on any common area (to include all parks and open spaces) and permit for short term storage (less than 72 hours) only at Brent Park.
ABSENT: Director Deptola

PAVING CONTRACT (RECLAMITE) APPROVED On a motion made Director Collins and seconded by Director Gallagher, it was UNANIMOUSLY AGREED to approve Gator Paving placing Reclamite in the areas recommended at a cost of \$88,985.95.
ABSENT: Director Deptola

MOVE TO EXECUTIVE SESSION At 8:49 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 personnel updates, member correspondence, member appeal, committee updates and legal matter.
ABSENT: Director Deptola

RETURN TO REGULAR SESSION At 10:38 p.m., on a motion made by Director Gallagher and seconded by Director Grantham, it was UNANIMOUSLY AGREED to return to regular session.
ABSENT: Director Deptola

CREATION OF ASSISTANT GENERAL MANAGER POSITION APPROVED On a motion made by Director Kitzmiller and seconded by Director Grantham, it was AGREED by a MAJORITY vote to establish an assistant general manger position by revising this fiscal year’s budget to reallocate operating contingency to F & A for the approved salary as discussed in the work session.
FOR: Directors Eden, Gallagher, Grantham, Kitzmiller and Sheriff-Parker
AGAINST: Director Collins
ABSENT: Director Deptola

MEMBER REQUEST CONDITIONALLY APPROVED LOT xx52 On a motion made by Director Collins and seconded by Director Grantham, it was UNANIMOUSLY AGREED to approve the waiver of late fees and interest for lot xx52 if the account is settled by September 1, 2022.
ABSENT: Director Deptola

BUSINESS OFFICE REQUEST APPROVED LOT xx29 On a motion made by Director Collins and seconded by Director Grantham, it was UNANIMOUSLY AGREED to approve the request submitted in a July 25, 2022, AHPOA business office memo.
ABSENT: Director Deptola

MEMBER REQUEST APPROVED xx14 AND xx07 On a motion made by Director Collins and seconded by Director Grantham, it was UNANIMOUSLY AGREED to waive late fees and interest for lots xx14 and xx17.
ABSENT: Director Deptola

MEMBER REQUEST On a motion made by Director Collins and seconded by Director Grantham, it
APPROVED was UNANIMOUSLY AGREED to waive \$100.02 in late fees and interest for
LOT xx72 lot xx72.
ABSENT: Director Deptola

MEMBER REQUEST On a motion made by Director Collins and seconded by Director Grantham, it
APPROVED was UNANIMOUSLY AGREED to waive late fees and interest for June and
LOT xx10 July for lot xx10.
ABSENT: Director Deptola

MEMBER REQUEST On a motion made by Director Collins and seconded by Director Grantham, it
DENIED was UNANIMOUSLY AGREED to deny the owner of lot xx64's request.
LOT xx64 ABSENT: Director Deptola

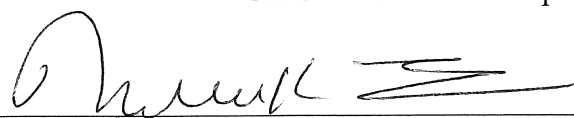
PAYMENT On a motion made by Director Collins and seconded by Director Grantham, it
ARRANGEMENT was UNANIMOUSLY AGREED to approve a payment arrangement request
APPROVED for lot x672 on condition that the property owner comply with all business
LOT x672 office requirements.
ABSENT: Director Deptola

On a motion made by Director Kitzmiller and seconded by Director Gallagher,
it was AGREED by a MAJORITY vote to approve the committee changes as
discussed in executive session.
FOR: Directors Eden, Gallagher, Grantham, Kitzmiller and Sheriff-Parker
AGAINST: Director Collins
ABSENT: Director Deptola


On a motion made by Director Kitzmiller and seconded by
Director Sheriff-Parker, it was UNANIMOUSLY AGREED to rescind the
motion to approve the committee changes as was discussed in executive
session.
ABSENT: Director Deptola

LCC AND GATE On a motion made by Director Kitzmiller and seconded by Director Collins, it
ACCESS COMMITTEE was UNANIMOUSLY AGREED to approve the legal compliance committee
CHANGES APPROVED and ad hoc front gate access committee changes and to table changes to the
CEC CHANGES community events committee to the August meeting.
TABLED ABSENT: Director Deptola

ADJOURNMENT At 10:50 p.m., on a motion made by Director Kitzmiller and seconded by
Director Collins, it was UNANIMOUSLY AGREED to adjourn the meeting.
ABSENT: Director Deptola



Keith Eden, President of the Board



Submitted by Katherine C. Shaw, Board Secretary