

AQUIA HARBOUR PROPERTY OWNERS ASSOCIATION, INC.
MINUTES OF THE AUGUST REGULAR MEETING
OF
THE BOARD OF DIRECTORS
AUGUST 24, 2022

CALL TO ORDER The August regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., August 24, 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 Katie Kitzmiller. Mary Russel, general manager; Cory Rudy, office/finance manager; Katherine Shaw, board secretary, and Chris Spare, chief of police.

DIRECTORS ABSENT Directors Colleen Grantham and Jaxon Sheriff-Parker

ASSOCIATION MEMBERS PRESENT Approximately 19 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 Kitzmiller, it was UNANIMOUSLY AGREED to approve the agenda as submitted.
ABSENT: Director Grantham and Sheriff-Parker

OPEN THIRTY One member spoke.

DIRECTORS COMMENTS The directors made brief comments.

COMMITTEE AND SANCTIONED ORGANIZATION REPORTS Ad Hoc Gate Access Committee. Ms. Niki Prestidge, committee secretary, reported that the committee was working on both a phased approach and on putting out an update to the community. Residents were encouraged to attend the committee's meetings. There was a brief discussion about obtaining a traffic counter.

Community Events Committee. Amanda Monopoli, committee chair, spoke about the committee's Oktoberfest plans.

Harbour Events Club. Director Gallagher, club member, spoke about Sip and Paint, community movie night, pool movie night and Oktoberfest.

TREASURER'S REPORT Director Collins gave a verbal report as follows.

As of July 31, 2022:

BB&T Accounts

\$1,786,000 in the operating account.

\$373,000 in the money market account.

\$65,000 in the payroll account.

Merrill Lynch Accounts

\$3,649,000 in the long-term reserves account.

\$214,000 in the new capital purchases account.

\$341,000 in the dredging account.

The association had a total of \$6,428,000 on deposit which included \$1,002,000 in prepaid fees and assessments. Cash balances were down \$153,000 from June.

Total accounts receivable was \$488,000, with a bad debt allowance of \$431,000, for a net accounts receivable of \$57,000. \$336,000 in accounts receivable was over 90 days old. 54 accounts were at the attorney's which was 16 more than the previous year and there were no in-house collection accounts. There were 26 payment plans in effect. Two payment plans defaulted in July.

Accounts payable as of July 31, 2022, was \$52,000.

There were no reserves disbursement in July.

There were no new purchases disbursements in July.

Major disbursements from the operating account in July were:

\$33,000 paid to Gator Paving for road repairs

\$14,000 spent on July 4th community celebrations including a \$7,500 balance due on the fireworks

\$9,900 paid for pumphouse repairs at the Harbour Inn pool

\$8,000 paid to Virginia Pools for a motor repair

\$4,802 was paid to the attorney in collection legal fees and \$3,393 in operating legal fees. \$1,748 in legal fees was recovered.

CONSENT AGENDA APPROVED On a motion made by Director Gallagher and seconded by Director Collins, it was UNANIMOUSLY AGREED to approve the consent agenda as follows.
ABSENT: Directors Grantham and Sheriff-Parker

- July 27, 2022, Regular Board Meeting Minutes
- Ratification of Telephonic Vote to Repair Woodchipper

GENERAL MANAGER'S REPORT Ms. Russel spoke about several subjects including paving, striping, sealing of the basketball courts, bathymetric study, Emergency Operations Plan, needs assessment tracker, procurement/RFP tracker, cleaning contract, insurance policies review, lighting at the gate house, Country Club breezeway improvements and new fleet of golf carts.

Chief Spare gave a verbal report on a traffic study that had been conducted on Richmond Drive. The results of a traffic study at the front gate was to be presented at the next board meeting. There was a brief question and answer period between the board and Chief Spare. Chief Spare said he was open to suggestions for different areas for traffic studies.

OLD BUSINESS

None

NEW BUSINESS

COUNTRY CLUB ICE MACHINE REPLACEMENT APPROVED On a motion made by Director Gallagher and seconded by Director Collins, it was UNANIMOUSLY AGREED to approve the proposal from American Air Services for the replacement of the ice machine at the Country Club in the amount of \$7,809.65, to be expensed from reserves.
ABSENT: Directors Grantham and Sheriff-Parker

SAND SPREADERS REPLACEMENT APPROVED On a motion made by Director Collins and seconded by Director Deptola, it was UNANIMOUSLY AGREED to approve the purchase of two electric spreaders from Equipment Specialists in the amount of \$17,676.72, to be funded from the reserves.
ABSENT: Directors Grantham and Sheriff-Parker

HUMAN RESOURCES SERVICES RETAINER APPROVED On a motion made by Director Colins and seconded by Director Deptola it was UNANIMOUSLY AGREED to ratify a one year contract with HR Complete at a cost of \$7,764.
ABSENT: Directors Grantham and Sheriff-Parker

A request was made for one year review so that the cost, if necessary, can be included in the following year's budget.

BATHYMETRIC SURVEY OF AQUIA CREEK APPROVED On a motion made by Director Kitzmiller and seconded by Director Collins, it was UNANIMOUSLY AGREED to approve the proposal from GeoMatx for a bathymetric survey in the amount of \$5,800.
ABSENT: Directors Grantham and Sheriff-Parker

SANCTIONED CLUBS MANUAL AND POLICY APPROVED On a motion made by Director Gallagher and seconded by Director Collins, it was UNANIMOUSLY AGREED to approve the policy resolution regarding the operation of sanctioned clubs effective January 1, 2023.
ABSENT: Directors Grantham and Sheriff-Parker

ROAD STRIPING APPROVED On a motion made by Director Kitzmiller and seconded by Director Gallagher, it was AGREED by a MAJORITY vote to re-allocate \$35,000 from GL 4220-5000 – Police Wages to GL 4635-5700 Road Striping for the purpose of additional road striping.
FOR: Directors Deptola, Gallagher and Kitzmiller
AGAINST: Directors Collins and Eden
ABSENT: Directors Grantham and Sheriff-Parker

On a motion made by Director Kitzmiller and seconded by Director Gallagher, it was AGREED by a MAJORITY vote to approval the proposal from PSI for the striping of roads for an amount not to exceed \$65,000, to be expensed from GL 4635-5700.
FOR: Directors Eden, Gallagher and Kitzmiller
AGAINST: Directors Collins and Deptola
ABSENT: Directors Grantham and Sheriff-Parker

MOVE TO EXECUTIVE SESSION At 8:17 p.m., on a motion made by Director Kitzmiller and seconded by Director Collins, it was UNANIMOUSLY AGREED to go into executive session to discuss member appeals, requests and considerations; committee changes; wage analysis and request; legal matter, and personnel updates.
ABSENT: Director Grantham and Sheriff-Parker

RETURN TO REGULAR SESSION At 9:36 p.m., on a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to return to regular session.
ABSENT: Directors Grantham and Sheriff-Parker

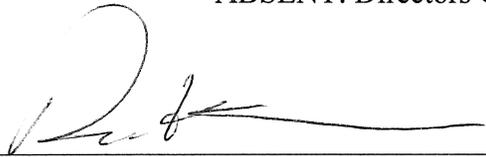
MEMBER REQUEST APPROVED LOT xx21 On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to approve the request submitted by the owner of Lot xx21.
ABSENT: Directors Grantham and Sheriff-Parker

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

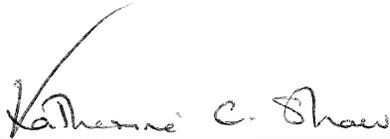
PUBLIC SAFETY On a motion made by Director Collins and seconded by Director Kitzmiller, it
COMMITTEE was UNANIMOUSLY AGREED to approve the removal of a member from
MEMBER REMOVAL the Public Safety Committee as discussed in executive session.
APPROVED ABSENT: Directors Grantham and Sheriff-Parker

PAY SCALE On a motion made by Director Collins and seconded by Director Kitzmiller, it
ADJUSTMENTS was UNANIMOUSLY AGREED to approve the pay scale adjustments as
APPROVED discussed in executive session.
ABSENT: Directors Grantham and Sheriff-Parker

ADJOURNMENT At 9:38 p.m., on a motion made by Director Collins and seconded by
Director Kitzmiller, it was UNANIMOUSLY AGREED to adjourn the
meeting.
ABSENT: Directors Grantham and Sheriff-Parker



Keith Eden, President of the Board



Submitted by Katherine C. Shaw, Board Secretary