

AQUIA HARBOUR PROPERTY OWNERS ASSOCIATION, INC.
MINUTES OF THE SEPTEMBER REGULAR MEETING
OF
THE BOARD OF DIRECTORS
SEPTEMBER 28, 2022

CALL TO ORDER The September regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., September 28, 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, Katie Kitzmiller and Jaxon Sheriff-Parker. Mary Russel, general manager; Cory Rudy, office/finance manager; Katherine Shaw, board secretary, and Chris Spare, chief of police.

DIRECTORS ABSENT None.

ASSOCIATION MEMBERS PRESENT Approximately 13 people were present in-person and 2 were 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 Director Sheriff-Parker added 'Parking' to Old Business.
On a motion made by Director Kitzmiller and seconded by Director Collins, it was UNANIMOUSLY AGREED to approve the agenda as amended.

OPEN THIRTY One member spoke.

COMMITTEE AND SANCTIONED ORGANIZATION REPORTS Green Aquia Club. Debe Caldwell spoke about the club's next monthly meeting and stream water quality testing.

Harbour Events Club. Debe Caldwell spoke about the club's You've been Boo'd event, family campout and Trunk or Treat.

Community Events Committee. Director Gallagher, committee member, spoke about Oktoberfest and she thanked everyone who had helped.

DIRECTORS COMMENTS The directors made brief comments.

SWEARING IN OF HOLDERS OF ELECTION President Eden swore in Lew Bunch and Debe Caldwell as the Holders of Election for this year's election of board members.

It was noted that the sanctioned club status applications to be considered were those of the Aquia Harbour Amateur Radio Team, Aquia Harbour Pokémon Go Club and Aquia Harbour Volunteer Rescue Squad. Chief Spare spoke about the proposed updated Aquia Harbour Police Volunteers charter.

CONSENT AGENDA APPROVED On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to approve the consent agenda, with the exception of the August 24, 2022, regular board meeting minutes, as follows.

- Approval of updated Aquia Harbour Police Volunteers (AHPV) Charter
- Approval of Updated Community Events Committee (CEC) Charter
- Approval of Requests for Sanction Club Status Applications

MINUTES APPROVED On a motion made by Director Collins and seconded by Director Grantham, it was UNANIMOUSLY AGREED to approve the minutes of the August 24, 2022, regular board meeting as submitted.
ABSTAIN: Director Sheriff-Parker

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

As of August 31, 2022:

BB&T Accounts

\$1,735,000 in the operating account.

\$373,000 in the money market account.

\$93,000 in the payroll account.

Merrill Lynch Accounts
\$3,120,000 in the long-term reserves account.
\$218,000 in the new capital purchases account.
\$346,000 in the dredging account.

The association had a total of \$5,885,000 on deposit which included \$782,000 in prepaid fees and assessments. Cash balances were down \$543,000 from July.

Total accounts receivable was \$491,000, with a bad debt allowance of \$431,000, for a net accounts receivable of \$61,000. \$389,000 in accounts receivable was over 90 days old. 52 accounts were at the attorney.

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

Reserve Disbursements for August were \$593,000 to Gator Paving for paving and \$18,800 to Equipment Specialists for electric sand spreaders.

There were no new purchases or major operating budget disbursements in August.

\$3,398 was paid to the attorney in collection legal fees and \$737 in administrative legal fees.

Director Collins reported that the audit was complete and that copies should be available the following week and at the annual meeting.

GENERAL
MANAGER'S REPORT

Ms. Russel spoke about several subjects including the front gate, sealing of the basketball courts and tennis courts, road striping, bathymetric study, emergency operations plan, generators, dredging, work by the roads and grounds crew and building maintenance crew, draft FY24 budget, review of the AHPOA's insurance policies, proposed landscaping contract, pool management contract and payment of the lifeguards, cleaning contract and the promotion of Ms. Cory to Assistant General Manager.

Chief Spare spoke about the remnants of Hurricane Ian, Oktoberfest, the EOP, updated AHPV charter, speeding on Richmond Drive and the change from a yield to a stop sign on Isabella Drive.

OLD BUSINESS

EMERGENCY
OPERATIONS PLAN
ADOPTED

After some discussion, on a motion made by Director Collins and seconded by Director Grantham, it was UNANIMOUSLY AGREED to adopt the Emergency Operations Plan.

NEW BUSINESS

AD HOC FRONT GATE
ACCESS COMMITTEE
RECOMMENDATION

The ad hoc Front Gate Access Committee presented its recommendation to the board. There was extensive discussion. It was agreed to obtain a cost analysis and to schedule a special board meeting that would include an Open 30.

COUNTRY CLUB CHAIRS REPLACEMENT APPROVED On a motion made by Director Collins and seconded by Director Gallagher, it was UNANIMOUSLY AGREED to approve the purchase of chairs for the Country Club from Chiavari Chair Company at a cost not to exceed \$48,000, which was to be paid for out of reserves, and for this to be sole sourced based on the general manager's recommendation.

PRESCHOOL RENOVATION PROGRAM APPROVED On a motion made by Director Grantham and seconded by Director Gallagher, it was UNANIMOUSLY AGREED to approve the preschool renovation program as presented.

BANK MOWER PURCHASE FOR ROADS AND GROUNDS APPROVED On a motion made by Director Collins and seconded by Director Grantham, it was UNANIMOUSLY AGREED to approve the purchase of a mower from Dickinson Equipment at a cost not to exceed \$35,000 to be expensed out of reserves.

Director Kitzmiller spoke about grants that might be available to the AHPOA for the purchase of generators and about Dominion Power's prioritization of facilities designated as shelters.

PURCHASE OF GENERATORS TABLED On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to table the discussion on generators for further investigation.

PARKING AT BRENT PARK There was a brief discussion about an individual frequently obtaining a permit to park at Brent Park. It was agreed to discuss the subject at the next work session.

DIRECTOR LEAVES AND MOVE TO EXECUTIVE SESSION At 9:09 p.m. Director Gallagher left the meeting.

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; personnel updates; legal matter; long term LCC case and creation of a barn manager position.
ABSENT: Director Gallagher

RETURN TO REGULAR SESSION At 10:55 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

MEMBER REQUEST DENIED LOT xx24 On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to deny the request submitted by the owner of Lot xx24.
ABSENT: Director Gallagher

MEMBERS REQUESTS APPROVED LOTS xx41 and xx50 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 xx41 and the request submitted by the owner of Lot xx50.
ABSENT: Director Gallagher

- MEMBER REQUEST APPROVED LOT xx52 On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to extend, through November 15, 2022, the board's previous agreement for Lot xx52.
ABSENT: Director Gallagher
- MEMBER REQUEST CONDITIONALLY APPROVED LOT xx71 On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to only waive the Legal Compliance Committee special assessments for Lot xx71.
ABSENT: Director Gallagher
- MEMBER REQUEST DENIED LOT xx84 On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to deny the request submitted by the owner of Lot xx84.
ABSENT: Director Gallagher
- MEMBER REQUEST APPROVED LOT xx96 On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to accept a six month payment plan for a new tenant initiation fee for Lot xx96, with the understanding that no further payment plans for tenant initiation fees will be approved for this property owner.
ABSENT: Director Gallagher
- COMMITTEE CHANGES APPROVED On a motion made by Director Collins and seconded by Director Grantham, it was UNANIMOUSLY AGREED to approve the committee changes as discussed in executive session.
ABSENT: Director Gallagher
- HR CHANGE APPROVED On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to approve the HR change as discussed in executive session.
ABSENT: Director Gallagher
- LEGAL COUNSEL'S RECOMMENDATION APPROVED On a motion made by Director Grantham and seconded by Director Sheriff-Parker it was agreed to move forward on a legal matter based on legal counsel's recommendation.
ABSENT: Director Gallagher
ABSTAIN: Director Kitzmiller
- LEGAL ADVICE TO BE SOUGHT ON LONG TERM LCC CASE On a motion made by Director Grantham and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to seek legal advice on a long term Legal Compliance Committee case.
ABSENT: Director Gallagher
ABSTAIN: Director Kitzmiller

ADJOURNMENT At 11:02 p.m., on a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to adjourn the meeting.
ABSENT: Director Gallagher



Katie Kitzmiller, President of the Board



Submitted by Katherine C. Shaw, Board Secretary