

**AQUIA HARBOUR PROPERTY OWNERS ASSOCIATION, INC.**  
**MINUTES OF THE OCTOBER REGULAR MEETING**  
**OF**  
**THE BOARD OF DIRECTORS**  
**NOVEMBER 2, 2022**

**CALL TO ORDER** The October regular meeting of the Aquia Harbour Property Owners Association Board of Directors was called to order at 7:00 p.m., November 2, 2022. The meeting was held in-person at the Country Club and electronically. A quorum of directors was present.

**OFFICERS, DIRECTORS & STAFF PRESENT** Directors Dom Bee, Chip Collins, Jeff Deptola, Keith Eden, , Katie Kitzmiller, Michael Hayes and Jaxon Sheriff-Parker. Mary Russel, general manager; Cory Rudy, assistant general manager; Katherine Shaw, board secretary; Kim Miller, finance manager, and Chris Spare, chief of police.

**DIRECTORS ABSENT** None.

**ASSOCIATION MEMBERS PRESENT** Approximately 14 people were present in-person and none 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** Director Eden led the Pledge of Allegiance.

**RECORDING OF MEETINGS POLICY & OPEN 30 PROTOCOL** Director Eden reminded the audience and board members of the recording and livestreaming of board meetings policy. The Open 30 protocol was not stated as no one was scheduled to speak.

AGENDA APPROVED On a motion made by Director Collins and seconded by Director Kitzmiller, it was UNANIMOUSLY AGREED to approve the agenda as presented.

ELECTION Director Eden thanked the Holders of Election, Lew Bunch and  
VOLUNTEERS Debe Caldwell, and all the other volunteers who worked on the October 22,  
THANKED 2022, election of board members.

ANNOUNCEMENT OF Director Eden read aloud the election results as follows and he welcomed the  
ELECTION RESULTS new directors.

|   |       |
|---|-------|
| Total number of votes eligible to be cast | 2,243 |
| Quorum                                    | 449   |
| Total number of valid votes cast          | 488   |

Votes received:  
Amber Gallagher 286  
Dom Bee 324  
Katie Kitzmiller 342  
Jeff Deptola 349  
Mike Hayes 363

Directors Bee, Deptola, Hayes and Kitzmiller were sworn in at the work session that was held the previous week.

ELECTION OF Director Deptola nominated Director Kitzmiller as president which was  
OFFICERS seconded by Director Hayes.  
**Director Kitzmiller** was elected **president** by acclamation.

President Kitzmiller nominated Director Deptola as 1<sup>st</sup> vice-president which was seconded by Director Collins.  
**Director Deptola** was elected **1<sup>st</sup> vice-president** by acclamation.

Director Hayes nominated himself as 2<sup>nd</sup> vice-president which was seconded by Director Deptola.  
**Director Hayes** was elected **2<sup>nd</sup> vice-president** by acclamation.

Director Deptola nominated Director Collins as treasurer which was seconded by Director Bee.  
**Director Collins** was elected **treasurer** by acclamation.

OPEN THIRTY No members were on the Open 30 agenda and no one accepted President Kitzmiller's invitation to speak.

DIRECTORS The directors made brief comments.  
COMMENTS

COMMITTEE AND Harbour Events Club. Mary Haq reported that 1,150 people had attended the  
SANCTIONED Trunk or Treat and she spoke about the upcoming 24 hour long game night to

ORGANIZATION REPORTS raise funds for Children's Miracle Network, craft fair, authors fair and turkey trot.

Stables Committee. Shannon Krout, committee chairman, reported that all of the boarders had participated in the Stables Halloween event and that approximately 500 people had taken part. A Christmas event was planned for this year. Ms. Krout thanked Greg Berry for his work on the stables.

Community Events Committee. Amanda Monopoli spoke about the preparations being made for the Christmas tree lighting on December 4.

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

As of September 30, 2022:

**BB&T Accounts**

\$1,593,000 in the operating account.

\$373,000 in the money market account.

\$112,000 in the payroll account.

\$351,000 in the dredging account.

**Merrill Lynch Accounts**

\$3,147,000 in the long-term reserves account.

\$222,000 in the new capital purchases account.

The association had a total of \$5,798,000 on deposit which included \$690,000 in prepaid fees and assessments. Cash balances were up \$87,000 from August.

Total accounts receivable was \$521,000, with a bad debt allowance of \$431,000, for a net accounts receivable of \$90,000. \$329,000 in accounts receivable was over 90 days old. 53 accounts were at the attorney. There were 26 payment plans in effect totaling \$78,000.

Accounts payable was \$73,000.

**Reserve Disbursements for September were**

\$9,000 for a Stump Grinder, mower attachment for the Golf Course

\$7,800 for a new ice machine for the Country Club

\$7,400 for new chairs for the Country Club

There were no new purchase disbursements in September.

**Operating disbursements for September were**

\$55,000 to Preferred Services for road striping

\$14,500 to Robinson, Farmer, Cox for the audit

\$15,000 to A6A Associates, LLC for the Emergency Operations Plan

\$7,300 was paid to the attorney in collection legal fees and \$3,700 in administrative legal fees. \$3,200 was collected in legal fees.

An extraordinary item for September was the earning of \$7,200 in interest on the AHPOA's CDs/Reserve Funds.

Director Collins noted that the auditors only made two minor adjustments and he thanked the office staff for their work in preparing for the audit.

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

- Approval of September 28, 2022, regular board meeting minutes
- Affirmation of the results of the telephonic vote for Cape Cod Drive road repairs.
- Approval of the 2023 board meeting calendar.
- Amendment to the policy on short-term parking at Brent Park.

GENERAL MANAGER'S REPORT Ms. Russel spoke about several subjects including the next step of the preschool feasibility study process; the planting of willow trees at Briarpatch Park to reduce erosion – a question was raised about whether the trees were still needed; the completion of the bathymetric study – the results had not yet been received; that the chairs to be replaced at the Country Club would be advertised for sale and those that aren't sold would be donated; lights had been hung on the community Christmas tree; the pool repairs that were needed – there was a discussion about pool covers and pool snack bar; a draft FY24 budget was ready for the finance committee; needed repairs and replacement of parks and playground equipment; improvements that had been made to the dog park; the disposal of abandoned and derelict boats at the marina and that final payment to the pool management company would not be made until it had been confirmed that all lifeguards had been paid.

CHIEF OF POLICE'S REPORT Chief Spare spoke about several subjects including Trunk or Treat and Trick or Treat both of which went smoothly, the ongoing review of the department's operational policy, the results of an Aquia Drive and Atlantic Drive traffic study and the hiring of a new police officer.

#### OLD BUSINESS

FRONT GATE ACCESS SOLUTION – PHASE 1 AND 2 APPROVED On a motion made by Director Deptola and seconded by Director Hayes, it was AGREED by a MAJORITY to approve the implementation of a personnel based security system with the use of resident issued stickers and to implement the tasks in phase 1 and 2 as recommended by the police chief and general manager.  
FOR: Directors Bee, Deptola, Eden, Hayes, Kitzmiller and Sheriff-Parker  
AGAINST: Director Collins

#### NEW BUSINESS

CUSTODIAN POSITION ESTABLISHED On a motion made by Director Collins and seconded by Director Deptola, it was UNANIMOUSLY AGREED to establish an in-house custodian position.

- LCC RECOMMENDED POLICY RESOLUTION 08-05 AMENDMENT Jim Hodges, chairman of the Legal Compliance Committee, was invited by the board to speak about the committee's recommended change to policy resolution 08-05 to prohibit the advertising of short-term rentals. After some discussion it was agreed to ask the association's attorney to review the recommendation.
- SANCTIONED CLUB STATUS APPLICATIONS APPROVED On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to approve all sanctioned club status applications as submitted.
- MOVE TO EXECUTIVE SESSION On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to go into executive session to discuss member communication (requests and appeals), write offs, contract negotiation, committee changes to include the appointment of the finance committee, personnel matters and updates, legal matter and long term Legal Compliance Committee cases.
- RETURN TO REGULAR SESSION At 9:52 p.m., on a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to return to regular session.
- MEMBER REQUEST APPROVED LOT xx15 On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to approve the request submitted by the owner of Lot xx15.
- MEMBER REQUEST CONDITIONALLY APPROVED LOT xx29 On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to approve the request submitted by the owner of Lot xx29 and to put the late fees and interest in abeyance until the principal balance has been paid.
- MEMBER REQUEST CONDITIONALLY APPROVED LOT xx56 On a motion made by Director Collins and seconded by Director Bee, it was UNANIMOUSLY AGREED to approve the request submitted by the owner of Lot xx56 and for the late fees and interest to be put in abeyance for reconsideration for removal as long as the account is current for a year.
- MEMBER REQUEST APPROVED LOT xx88 On a motion made by Director Collins and seconded by Director Eden, it was AGREED by a MAJORITY vote to approve the request submitted by the owner of Lot xx88.  
FOR: Directors Bee, Collins, Eden and Sheriff-Parker  
AGAINST: Directors Deptola, Hayes and Kitzmiller
- MEMBER REQUEST APPROVED LOT xx94 On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to approve the request submitted by the owner of Lot xx94 but to only waive the late fees and interest on the account up to the date that the property owners were notified of the issue in question.
- FINANCE COMMITTEE APPOINTED On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to appoint the members of the finance committee as discussed in executive session.

COMMITTEE APPOINTMENTS APPROVED On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to approve the committee appointments as discussed in executive session.

COMMITTEE REMOVALS APPROVED On a motion made by Director Collins and seconded by Director Sheriff-Parker, it was UNANIMOUSLY AGREED to approve the committee removals as discussed in executive session.

APPOINTMENT OF DIRECTORS TO COMMITTEES APPROVED On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to approve the appointments of directors to committees, except for the Strategic Planning Committee, as discussed in executive session.

BONUS APPROVED On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to approve a bonus as discussed in executive session.

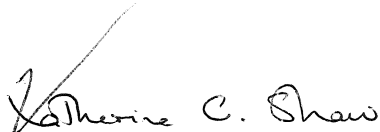
GOLF COURSE LAND PURCHASE PROPOSAL DENIED On a motion made by Director Collins and seconded by Director Bee, it was UNANIMOUSLY AGREED to deny a proposal from a resident to purchase land on the golf course.

LEGAL ADVICE TO BE SOUGHT ON LONG TERM LCC CASES On a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to forward the long term Legal Compliance Committee cases discussed in executive session to the attorney.

ADJOURNMENT At 9:58 p.m., on a motion made by Director Collins and seconded by Director Eden, it was UNANIMOUSLY AGREED to adjourn the meeting.



Katie Kitzmiller, President of the Board



Submitted by Katherine C. Shaw, Board Secretary