

Mallard Bay Property Owners Association  
Minutes  
Meeting of Board of Directors  
DRAFT March 2, 2020

*Note: Attachments to this report are available to all MBPOA property owners from the Secretary, MBPOA Board of Directors.*

The meeting was called to order in the Mallard Bay Clubhouse by MBPOA Vice-President Bill Schreier at 6:30 p.m.

Board Members present:

Bill Schreier, Vice-President  
Victoria Coffineau, Secretary  
Jeanne Widenmyer, Treasurer and MBPOA Registered Agent  
Lynda Browne, Board Member and Landscaping Committee  
Marshall Sebra, Board Member and Maintenance Committee

Board Members absent:

Mary McGuire, President  
Allen Garland, Board Member and Neighborhood Watch Committee

Committee and Support Personnel Present:

Scott McGuire, Webmaster, Dockmaster and Clubhouse Manager  
Ted Hobson, Architectural Review Committee Chair and Amenities Committee Spokesperson  
Bob Mitchell, Social Committee  
Brant Hays, Property Manager (Grounds & Pool)

Property Owners present: Sharon Hunt Mary Yordy

### Opening Comments

Mr. Schreier opened the meeting by welcoming all attendees. There were no general comments.

### Reports

**Secretary** (Victoria Coffineau) – Ms. Coffineau presented the minutes of the February 2020 meeting for approval. No discussion was forthcoming. On a voice vote, the Board approved the minutes.

**Treasurer** (Jeanne Widenmyer) – Ms. Widenmyer reported that four property owners remain delinquent on the 2020 dues. On Mallard Bay finances, Ms. Widenmyer noted that we are \$80 underbudget.

**Property Manager** (Brant Hays) – Mr. Hayes thanked Gary Yordy for the great job cutting tree limbs by the boat ramp. He also thanked Bob Mitchell for his assistance in cleaning the tennis courts. Ms. Hunt asked as to whether yard debris is being inadvertently deposited on her property in the course of routine maintenance and Mr. Hayes advised that he and other assistants are particularly careful not to encroach on her property.

**Webmaster, Dockmaster & Clubhouse Manager** (Scott McGuire) – On the Dockmaster portfolio, Mr. McGuire reported that there are still slips available for rent.

**Architectural Review Committee** (Ted Hobson) – Mr. Hobson reported that the ARC has approved the replacement of windows (Lot 116), approved a waiver for an oversized shed (Lot 140), and approved the removal of trees (Lot 45). On Lot 157, Mr. Hobson advised that he was working closely with the homeowner on a possible solution to his predicament (commercial property parked in front yard) when an unexpected development halted Mr. Hobson’s efforts. Mr. Schreier added that he was trying to assist in this case as well, but stood down when he learned that Mr. Hobson was actively working on a possible solution. Mr. Schreier went on to mention that one homeowner had recently removed his sailboat from the RV Lot, and Mr. Schreier reminded him of the need to properly register and license the boat before it is returned to the RV Lot.

**Landscaping Committee** (Lynda Browne) – Ms. Browne asked for assistance in locating the contact information for a local landscaper as she would like him to return to replace the shrubs at the Gatehouse with alternative greenery. Ms. Browne also inquired as to whether Special Projects funding could be used to replace the shrubs and Ms. Widenmyer advised that it could. Ms. Browne advised that soon she will be tackling several landscaping projects at the Gatehouse and asking for volunteers.

**Neighborhood Watch Committee** (Allen Garland) – no report.

**Facilities Maintenance Committee** (Marshall Sebra) – Mr. Sebra reported on the following projects: (1) he has built and installed the new ladders on the playground equipment but the canopy needs to be cleaned or a new one purchased; (2) he has cleaned out a drainage culvert near Mallard Bay Drive and relocated fallen cedar trees to the Mallard Bay Drive ponds for fish habitats; (3) he cut the log deposited by Doug Korman near the pier; and (4) he pressurewashed the boat ramp in preparation for the boat launch season. He thanked the person (anonymous) who cleaned the Highland Pond vegetation before he had a chance to tackle it. (5) He and Mr. McGuire replaced all of the Clubhouse lightbulbs with new LED lightbulbs, although one fixture is not functioning. Mr. Sebra recommended that Mr. Ryan be asked to take a look at it when he is next scheduled to visit the Mallard Bay for other electrical projects. Ms. Yordy mentioned that the Women’s Restroom lightbulbs need replacement. Mr. Sebra suggested that RV Lot users may want to consider donating their unwanted vehicles to the Grace Episcopal Church Yard Sale effort, and provided contact information for that purpose.

**Social Committee** (Bob Mitchell) – Mr. Mitchell announced that the February Cocktails on the Rivah folk music fest by Doc Lyons and company was attended by 32 people and raised \$550 for the NAPS organization. The next Cocktails on the Rivah event will take place on March 28, 2020.

**Amenities Committee** (Ted Hobson, Spokesman) – Mr. Hobson provided an updated Amenities report and explained what areas of Mallard Bay were covered in the report. He advised that Bill and Carol Bracker are leaving the Amenities Committee and Ms. Linda Hobson has expressed an interest in serving as an Associate Member. Ms. Browne posed a question about dead trees and property boundaries that was answered.

### **Updates**

- Pump Maintenance work has been completed – Jeanne Widenmeyer. Mr. Schreier noted that the water level at Flyaway Lake was down about 1 foot, and Mr. Hobson added that the water level at the creek down by the little bridge was also very low. Ms. Widenmyer advised that she would be seeing Mr. Ryan this week and would ask him about the schedule for running the pumps, as that might have a bearing on the water levels. (Post-meeting note: Ms. Widenmyer confirmed that the pumps are now programmed to run 8-12 hours at night rather than 24 hours straight and that this schedule would extend the lifespan of the pump).
- AQUA VA new well for Mallard Bay – drilling has been completed but testing still needs to be done. Mr. Schreier has requested that AQUA VA return to repair the landscaping damage done by their equipment.
- Repair of the Gatehouse window frames and the drywall damage has been completed.
- A tree has been removed from the Mallard Bay common property on Canvasback Lane (near Well)
- New ladders were built and installed on the playground equipment (thank you Marshall Sebra)
- The old net and support wire have been removed from the Canvasback tennis court (thank you Ted Hobson)

## **Old Business**

Club House Deck Status (Marshall Sebra) – Mr. Sebra will follow-up to determine a start date for the project, since the target month for the Mallard Bay pool opening is May and the deck project must be completed before then. Also, Mr. Sebra will inquire about the addition of a retaining wall as part of this project. There was discussion about protecting the wheelchair lift from the elements, and possibly building a roof over the lift. Mr. Sebra suggested that we first explore the availability of lift accessories that might serve this purpose and be more cost effective. Ms. Widenmyer noted that we have budgeted for a full replacement of the lift when it is no longer operable. Mr. Schreier supported doing some preventative maintenance on the lift to extend its operability and Mr. Hobson advised that Mr. Hanline had provided him with instructions in this regard. Mr. Hobson and Mr. Sebra agreed to work together on this project.

RV Lot Status (Bill Schreier) – Mr. Schreier noted that one sailboat is out, but a new large RV is now in the lot. There was some discussion about ownership and status of the new RV and also about the Mallard Bay guidance and covenants governing the parking of boats and trailers on private property.

Atlantic Broadband status for Mallard Bay Club House (Jeanne Widenmeyer) – The contract has been signed, and we are waiting for Atlantic Broadband to run the cable from the street to the Clubhouse.

## **New Business**

HOA Liability Insurance (Jeanne Widenmeyer) – Ms. Widenmyer will follow-up with the insurance company in order to determine our current liability and explore additional coverage, if needed. She noted that we do have insurance to cover our pool operations. Mr. Sebra observed that if we actively address obvious areas of concern in order to eliminate potential accidents or injuries, then we should be fine.

Sign for Spring Valley Trail stating “Warning Copperhead Snakes” – Ms. Widenmyer questioned the need for such a sign, and Mr. Sebra suggested that we consider instead a sign that reminds walking trail users that they use the trails “at their own risk”. Ms. Hunt opined that the Spring Valley Trail is one of the more challenging ones in Mallard Bay because it is very steep, so walkers need to be aware of this before they decide to walk it. Mr. Hobson concurred with her assessment. Mr. Sebra mentioned that the Old Crabbing Pier was previously roped off to prevent any accidental falls or injuries but that it no longer is roped off. Ms. Yordy explained that 5 years ago there was some thought to making use of the Old Crabbing Pier as an observation deck. Mr. Hobson noted that nothing came out of that original suggestion and Mr. Sebra stated that the pier is not a feasible amenity and in fact, should be demolished. Some ideas were discussed for removing the pier and Mr. Schreier has offered to develop them further. Back to the Spring Valley Trail – Ms. Hunt noted that there is rebar sticking out of the landscaping timbers – so we need to take another look at clearing that area. Mr. Sebra will follow up.

Auxiliary U.S. Coast Guard Inspections – Mr. Hobson requested that the Mallard Bay Marina once again serve as a site for the annual inspection for one day in mid-May 2020. On a voice vote, the Board approved the request.

## **Closing Comments**

There were no closing comments and the meeting was adjourned at 7:26 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Monday April 6, 2020 at 6:30 p.m. in the Clubhouse.

Submitted by:

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Victoria Coffineau, Secretary