

Mallard Bay Property Owners Association  
Minutes  
Meeting of Board of Directors  
April 6, 2020  
Approved May 4 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 President Mary McGuire at 6:30 p.m.

Board Members present:

Mary McGuire, President  
Victoria Coffineau, Secretary  
Jeanne Widenmyer, Treasurer and MBPOA Registered Agent  
Marshall Sebra, Board Member and Maintenance Committee (via ZOOM video call)  
Allen Garland, Board Member and Neighborhood Watch Committee

Board Members absent:

Bill Schreier, Vice-President  
Lynda Browne, Board Member and Landscaping Committee

Committee and Support Personnel Present:

Scott McGuire, Webmaster, Dockmaster and Clubhouse Manager  
Ted Hobson, Architectural Review Committee Chair and Amenities Committee Spokesperson (via ZOOM)  
Bob Mitchell, Social Committee (via ZOOM)

Property Owners present: Sharon Hunt Linda Hobson (via ZOOM)

### Opening Comments

Ms. McGuire opened the meeting by welcoming all attendees and soliciting comments. Ms. Hunt mentioned that some new neighbors are unaware of the Mallard Bay requirement that dogs must be leashed whenever they are off of their properties in order to ensure the health and safety of both the pets and residents. Ms. Hunt requested the support of the Board as she seeks to address this issue in her immediate neighborhood.

### Reports

**Secretary** (Victoria Coffineau) – Ms. Coffineau presented the minutes of the March 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 (three owe the full amount while one owes a penalty) and one is in partial prepayment status.

**Property Manager** (Brant Hays) – absent.

**Webmaster, Dockmaster & Clubhouse Manager** (Scott McGuire) – On the Dockmaster portfolio, Mr. McGuire reported that there are five slips available for rent and that one boat owner and one kayak owner still owe 2020 dues. Mr. McGuire asked for Ms. Widenmyer's assistance in locating contact information for the kayak owner and asked about the feasibility of adding the dock fees to the annual MBPOA dues invoices. Ms. Widenmyer advised that the timing of the invoice release is inconsistent with that of the dock reservation schedule. On the Clubhouse Manager portfolio, he noted that there are no private functions scheduled for April, but there are several for May and suggested that the Board consider closing the clubhouse until June 10, 2020 in keeping with

E.O. 55. Ms. Widenmyer noted the possibility that the Governor could rescind the EO earlier, so it was decided that the clubhouse would remain closed until May 1, 2020 and perhaps longer should circumstances warrant it. **Architectural Review Committee** (Ted Hobson) – Mr. Hobson reported that the ARC has approved the application for installation of a wheelchair-accessible ramp (Lot 37).

**Landscaping Committee** (Lynda Browne) – absent.

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

**Facilities Maintenance Committee** (Marshall Sebra) – Mr. Sebra reported that the Clubhouse deck is almost completed except for the post caps and gates. Ms. Widenmyer advised that the contractor will be paid once the entire project is done. Ms. McGuire added that the deck boards must cure for 1 year before they can be stained.

**Social Committee** (Bob Mitchell) – Ms. McGuire noted that no social events will take place in April. A decision on whether the events in May will take place as scheduled will be rendered at a later date.

**Amenities Committee** (Ted Hobson) – Ms. McGuire mentioned that she has ordered some shuffleboard equipment for the multipurpose court. Mr. Hobson advised that a previous Board had decided that multipurpose court users should bring their own sports equipment. Mr. Hobson discussed the new basketball net/backboard for the Canvasback Lane recreational area. It was agreed we would purchase a permanent backboard (as at the multipurpose court) and it would be installed at the east end (vice west) of the existing court. Mr. Hobson agreed to explore fixing/replacing tiles and report to the Board.

#### **Updates**

- AQUA Virginia has reseeded the area surrounding the new pump and Ms. Widenmyer recommended that Ms. Browne consider planting some shrubs or flowers near the pump to conceal it.
- The new Atlantic Broadband WIFI installation at the Clubhouse has been completed.

#### **Old Business**

RV Lot Status – Bill Schreier – pending next meeting.

Swimming Pool – There was some discussion about when we should reopen the swimming pool in light of the E.O. 55 and Mr. Garland will seek clarification with the Commonwealth Attorney this week.

#### **New Business**

Complying with E.O.55 – Mallard Bay is in full compliance with the Governor’s Executive Order.

Spring Clean Up – Delay until after June 10. We have already mulched and raked. Ms. Hobson (via ZOOM video call) confirmed that she should still purchase weed killer for the Clubhouse parking lot.

Security System for Clubhouse – Mr. Garland presented detailed information about the security package offered by the Blink security system for Board consideration and after some discussion, the Board approved the procurement of this system on a voice vote. Mr. Garland will make the necessary arrangements.

#### **Closing Comments**

Mr. McGuire suggested that Mallard Bay consider purchasing the ROKU live-streaming service for use by Clubhouse patrons. Ms. Widenmyer noted that there could be liability issues for the MBPOA. A suggestion was then made that the Social Committee consider exploring this service for specific televised events such as the Super Bowl or the Kentucky Derby. The Meeting was adjourned at 7:07 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Monday May 4, 2020 at 6:30 p.m. in the Clubhouse.

Submitted by:

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Victoria Coffineau, Secretary