

Mallard Bay Property Owners Association
Minutes
Meeting of Board of Directors
May 4, 2020
Approved June 1, 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
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 (via conference call)
Allen Garland, Board Member and Neighborhood Watch Committee

Committee and Support Personnel Present:

Scott McGuire, Webmaster, Dockmaster and Clubhouse Manager
Brant Hays, Property Manager (Grounds & Pool)
Bob Mitchell, Social Committee

Property Owners present: Linda Hobson

Opening Comments

Ms. McGuire opened the meeting by welcoming all attendees and soliciting comments. Linda Hobson provided an update on the purchase of the weed & grass killer, and noted that Mr. Hays had already sprayed the targeted area so she will leave the new container at the clubhouse for future use.

Reports

Secretary (Victoria Coffineau) – Ms. Coffineau presented the Minutes of the April 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 they have been advised via mail that interest will begin accruing on June 1, and if still unpaid by July 1, liens will be placed on their properties. Ms. Widenmyer provided a brief rundown on the April expenses which totaled over \$43 K, and included the new deck (over \$32 K) and the annual MBPOA Insurance (almost \$5700). We are now slightly over budget (\$ 3 K+). Ms. Browne inquired about her Landscaping budget, which Ms. Widenmyer confirmed is \$1,500. Ms. Widenmyer offered a rundown of the Table of Reserves, identifying multiple items for maintenance or replacement maturing in 2020 and there was some discussion about these items. For example, some funding earmarked for cleaning of Common Areas could be used in the RV Lot project as it is a Common Area in need of cleanup. Also, the Clubhouse floors are refinished every 3 years, and the Board voted to maintain this schedule. The Wheelchair Lift is working fine but we have funds if needed to maintain it. The Pool Cover is now 10 years old and may be replaced in the fall when the covers are on sale. Resurfacing of the gravel road in front of the Clubhouse will be needed. There was some discussion about increasing the reserves for resurfacing the 4 roads we maintain (Dabbler, Redhead, Widgeon, and Woodduck Courts).

Property Manager (Brant Hays) – Mr. Hays advised that the tennis court on the Canvasback Lane Recreational Area has been cleared of weeds and he extended his thanks to whoever blew the grass away. He has completed cleanup of half of the Clubhouse Multipurpose court and will have the remainder done this week.

Webmaster, Dockmaster & Clubhouse Manager (Scott McGuire) – On the Dockmaster portfolio, Mr. McGuire reported that a request was made to install a floating jet ski dock in one of the dock slips, and he saw no problem approving this request. There are still four slips available for rent. On the Clubhouse Manager portfolio, he noted that the Clubhouse schedule is free for May with the exception of one regularly scheduled card game with 8 participants and a birthday party at the end of the month. Unless there is a change to E.O. # 55, Mr. McGuire will advise the birthday party host that the event will need to be limited to under 10 participants or cancelled. He advised that the May Dine-In event at the clubhouse has been cancelled and the status of one family reunion event planned for early June is also pending an update on the VA guidance. On the Webmaster portfolio, he had nothing new to report.

Architectural Review Committee (Ted Hobson) – Ms. McGuire noted that Mr. Hobson had nothing new to report.

Landscaping Committee (Lynda Browne) – Ms. Browne noted that she is about one month behind in the planting of new plant and flowers. She asked Ms. McGuire to resend the contact information for the gardeners and she was waiting for some planting recommendations from the Extension office but they are still closed. Ms. Widenmyer asked Ms. Browne if she had reached out to Ms. Joan Gillions for some planting suggestions, and she said that she had, very briefly, sought her guidance on plantings.

Neighborhood Watch Committee (Allen Garland) – New security system report (*see Updates below*).

Facilities Maintenance Committee (Marshall Sebra) – Mr. Sebra had nothing new to report. Ms. Browne complimented him on the absolutely fantastic job on the Clubhouse deck. She asked if he had any news from AQUA Virginia about their finishing the new well area and he said no, there is still no update on that issue.

Social Committee (Bob Mitchell) – Mr. Mitchell regretfully reported that we will be cancelling the Memorial Day Picnic scheduled for this month due to the ongoing E.O. # 55. Hopefully, by the 4th of July we will be able to celebrate in grand fashion once again. Some good news, the Social Committee has purchased ROKU, which will be available for Social Committee events, such as football games, and other popular televised events.

Amenities Committee (Ted Hobson) – Ms. Hobson noted that Mr. Hobson has set up on-site meeting to get a cost estimate for the new basketball court tiles and backboard on the Canvasback Lane Recreational Area. Ms. Widenmyer mentioned that she is in the process of obtaining an estimate on replacing the broken tiles which carry a lifetime warranty and may not cost us to replace. She noted that we had also asked for a cost estimate on a shuffleboard court. Ms. Hobson asked if there were any other estimates needed prior to Mr. Hobson's meeting and Ms. McGuire said no and she then thanked the Hobsons for their efforts on this project.

Updates

- The Clubhouse Deck is completed (thank you for your many months of work on this project Marshall). Ms. McGuire thanked Mr. Sebra for installing the white post caps on the Canvasback Lane Recreational Area. Mr. Sebra advised that he has obtained reflective materials (white caps and vinyl sleeves) for the wood posts at the entrance of the lower dam area off Canvasback Lane to enable those driving golf carts to better see these posts when driving in the dark.
- The Shuffleboard equipment donated by the McGuires has been installed at the Clubhouse Multipurpose court.
- The Security System has been installed at Clubhouse/Deck/Pool areas (thank you Allen). Mr. Garland identified the locations of the multiple cameras installed at the Clubhouse area and provided additional details regarding the new security system.

Old Business

RV Lot Status and Horton email – Mr. Schreier advised that he conducted an on-site inspection last week and many of the problem properties have been removed and only 3 problem properties remain. He circulated to the Board a draft notice for Board approval to be sent to all Mallard Bay property owners, outlining the guidelines for storage of property in the RV Lot. There was some discussion about the draft notice and suggestions made for amendments to it, so Mr. Schreier will update it accordingly and clear it in final with the Board before its release. Ms. Widenmyer also recommended that all of the good work done thus far on the RV Lot project should be noted in the Notice as well. Mr. Schreier will also reach back to Mr. Horton going forward to address his concerns. Ms. Widenmyer inquired about the status of the large derelict RV camper and there was some discussion about it. Lower Level of Flyaway Lake – Occasional power outages will cut the power to the timer which then needs to be manually reset, and we will be training several persons to do this. Swimming Pool – to reopen with social distancing. Mr. Malloy presented a draft plan and a diagram showing where the poolside chairs and tables will be placed to meet the social distancing requirements. Access to the pool area will be limited to no more than 10 individuals pursuant to the Governor’s Executive Order #55. The recent CDC guidance regarding coronavirus disease (2019 - COVID-19 - Water & COVID 19 FAQs) was circulated. There was a lengthy discussion about the posting of signage, operating hours, issues of special pool groups, preparation of the pool for reopening and other related matters. Mr. Hays will contact the contractor now to initiate the pool reopening process. NOTE: The exact date to reopen the pool is still TBD.

New Business

Spring Clean Up – the Spring Cleanup effort has been cancelled and we will discuss holding a fall cleanup at a later time.

Closing Comments

There were no closing comments and the Meeting was adjourned at 7:14 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Monday June 1, 2020 at 6:30 p.m. in the Clubhouse.

Submitted by:

Victoria Coffineau, Secretary