

Mallard Bay Property Owners Association
Minutes
Meeting of Board of Directors
DRAFT June 7, 2021

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 (via telephone)
Jeanne Widenmyer, Treasurer and MBPOA Registered Agent
Marshall Sebra, Board Member and Maintenance Committee
Lynda Browne, Board Member and Landscaping Committee

Board Members not present:

Keith Lilienfeld, Vice-President
John Miller, Board Member at Large

Committee and Support Personnel present:

Scott McGuire, Dockmaster & Webmaster
Ted Hobson, Architectural Review Committee
Mary Yordy, Amenities Committee
Bob Mitchell, Social Committee

Property Owners present: none

Opening Comments

Ms. McGuire opened the meeting by welcoming all attendees. She took the opportunity to thank Mr. Yordy and Mr. Hobson for taking on the massive project of working with Affordable Tree Service (ATS) in clearing the lower and upper dams of trees and brush. Mr. Hobson advised that the work is still ongoing, and ATS will be putting stone down across one pathway. She also thanked the Malloy's, Ms. Hobson, Mr. Mitchell, Ms. Yordy, Ms. Mitchell and the Tupper's for all their hard work in cleaning and power washing the pool area and scrubbing the deck furniture. Ms. Widenmyer advised that the work on the baby pool is not yet complete and that she has been in regular contact with the contractor to press for a speedy conclusion. She will follow-up with the contractor to convey the urgency of completing the work. Ms. McGuire was happy to report that VDOT has replaced the pole of the leaning STOP sign at the entrance of the Mallard Bay subdivision (Ms. Coffineau had mentioned this problem last month). Ms. McGuire then opened the floor for any additional comments and there were none.

Reports

Secretary (Victoria Coffineau) – Ms. Coffineau presented the Minutes of the May 2021 meeting for approval. No discussion was forthcoming. On a voice vote, the Board approved the Minutes.

Treasurer (Jeanne Widenmyer) – Ms. Widenmyer advised that we expended over \$13,000 last month, with several large bills including those for the annual MBPOA insurance, lawn maintenance, and pool chemicals. There were three property owners who have not yet paid their 2021 dues: two are completely in arrears while the third owes \$50. Ms. Widenmyer will be sending certified letters to all three concerning the arrears.

Property Manager (Tanya Mitchell) – Ms. McGuire reported that Ms. Mitchell has nothing to report at this time.

Webmaster, Dockmaster & Clubhouse Manager (Scott McGuire) – Mr. McGuire reported that there are six dock slip vacancies.

Architectural Review Committee (Ted Hobson) – Mr. Hobson reported that the ARC has processed LPZ and Plat documents for Lot 157. Ms. Widenmyer confirmed that settlement on that lot was made contingent on the lot owner's removal of all personal property from the RV Lot.

Landscaping Committee (Lynda Browne) – Ms. Browne is routinely watering the Hydrangea bushes and she noted that the Lantana pots at the entrance of Mallard Bay have added a nice bit of color. Ms. Browne reported that additional work is needed on removing the Crepe Myrtle saplings and mentioned that the Mandevilla plants aren't doing well and may need to be relocated. Finally, she commented on the recent plague of black flies.

Social Committee (Bob Mitchell) – Mr. Mitchell confirmed that the Social Committee will be hosting the Independence Day Picnic on Saturday July 3rd, featuring hot dogs & hamburgers.

Amenities Committee (Mary Yordy) – Ms. Yordy mentioned that Ms. Tupper has been a great help with eliminating the weeds in the Canvasback Lane Recreational Area tennis courts. Ms. McGuire has also been tackling the project and has purchased a tub of tennis court grout to seal the cracks. Ms. McGuire stated that she sees no major additional expenditures on amenities for the rest of the year, and that most everything going forward will be routine repair and maintenance. Ms. Yordy asked Ms. McGuire if she had received any complaints about the temporary closure of the walking paths at Eagle Lake Dam, and she said yes, but that she explained to those parties that due to safety concerns, the paths must remain closed until the work is completed. Ms. Yordy mentioned that the grass looks good at the playground and Ms. Widenmyer said the same for the Canvasback dog park. Mr. Sebra plans on doing additional work on cutting and pruning the low hanging tree branches on the Canvasback Lane side of the nature trail.

Updates

- Proposal for sanding, staining and sealing new deck (Marshall Sebra) – Mr. Sebra reported that he has obtained an estimate of \$2,400 for the work on the Mallard Bay Clubhouse deck and porch. Ms. McGuire felt that it was important that the colors on both should match. Mr. Sebra vouched for the contractor as he has first-hand experience with him. On a voice vote, the Board approved hiring the contractor for this project to commence in the fall and Mr. Sebra will follow-up with the contractor. On a separate item, Mr. Sebra said that he will continue working on the nature trails projects discussed in earlier meetings.
- Swimming Pool/baby pool up date (Jeanne Widenmyer) – (*See Opening Comments*)
- Derelict Camper in the RV Lot (new item). There was a lengthy discussion about the way forward in addressing this longstanding issue, to include previous actions we have taken in this case, and the procedures that should be taken going forward. It was agreed that Ms. Widenmyer will draft a letter to the owner for Ms. McGuire's consideration and approval.
- Pool Light – Ms. Tupper inquired as to whether there can lighting at the pool a little later in the evening. Mr. Mitchell will look into whether the sensors on the current lighting in the area can be adjusted to accommodate this request.
- Pond Water Level (new item) – Ms. Widenmyer noted that the pond water levels have been low. Mr. Mitchell explained that since the lake level was low, he had to reprogram the pond pump accordingly.

Then the lake filled up, so he ended up having to run the pump over 36 hours to increase the water level. He will continue monitoring the water level until it increases to the desired level.

- Dam update including how long to keep trail/paths closed and rip rap (Gary Yordy & Ted Hobson) – Mr. Hobson noted that ATS will continue taking trees down but there are additional trees that need to come down in an area where equipment can't reach on both dams and both sides of the dams. At the bottom of Eagle Lake dam there are wetlands trees that need to come down and if we are able to have them cut down, we would just leave them there for erosion control. In the past, Mr. Philip Marston has advised us to leave similar trees there, but Mr. Sebra will confirm with him if this will also apply to this new group of trees when we are finally able to cut them down. Mr. Sebra noted that there is ground water seepage, but it is unclear as to whether it is coming from one side of the dam to the other side or from the Canvasback Lane "hill". Mr. Hobson added that the leeward side of the dam gets very soggy. Ms. McGuire noted that we will require further discussion on the matter. Ms. McGuire asked Mr. Sebra about the issue of rip rap for the culverts/pipes on the Mallard Bay Drive ponds. Mr. Sebra explained that the culverts near the pond are sticking up in the air due to erosion, and that we should address this before it becomes a bigger problem. Ms. McGuire asked if this was a project we would need to contract out and he said that we could probably manage the labor in-house, but contract out the materials (rip rap). Mr. Sebra will obtain an estimate for the materials. On a voice vote, the Board approved the repair of the Mallard Bay Drive pond culverts.
- Canvasback Tennis Court installation of new net and repairing cracks - (Ms. Tupper & Ms. McGuire) – (*See Amenities Committee*)

Closing Comments

There were no closing comments and the meeting was adjourned at 7:11 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Monday July 5, 2021 at 6:30 p.m. in the Clubhouse.

Submitted by:

Victoria Coffineau, Secretary