

Mallard Bay Property Owners Association  
Minutes  
Meeting of Board of Directors  
DRAFT January 4, 2022

*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 Marshall Sebra at 6:35 p.m.

Board Members present:

Marshall Sebra, President,  
Larry Tupper, Vice-President (Alternate)  
Victoria Coffineau, Secretary (via phone)  
Jeanne Widenmyer, Treasurer and MBPOA Registered Agent  
John Miller, Board Member At-Large

Board Members not present:

Keith Lilienfeld, Vice-President (Principal)  
Lynda Browne, Board Member and Landscaping Committee  
Barbara Bromley, Board Member At-Large

Committee and Support Personnel present:

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

Property Owners present: Gary Yordy

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### Opening Comments

Mr. Sebra opened the meeting by welcoming all attendees. He took the opportunity to thank Mary McGuire for her service and leadership over the past four years as Mallard Bay President, and on behalf of the Board, presented her with a token of appreciation for her many contributions to our community. Ms. McGuire thanked the Board membership for their assistance to her during her two terms, with special mention to Mr. Sebra, Ms. Widenmyer, and Mr. Hobson for their outstanding efforts. She wished Mr. Sebra the greatest of success during his tenure and departed the meeting after her remarks.

### Reports

**Secretary** (Victoria Coffineau) – Ms. Coffineau presented the Minutes of the December 6 and December 29, 2021 General meetings for approval. No discussion was forthcoming. On a voice vote, the Board approved the Minutes.

**Treasurer** (Jeanne Widenmyer) – Ms. Widenmyer advised that we ended the year 2021 overbudget by \$15,655.75. The budget for Special Projects was \$5,000 and we spent \$20,613. She also reported that 99 property owners have paid the 2022 annual dues.

**Webmaster, Dockmaster & Clubhouse Manager** (Scott McGuire) – Mr. McGuire presented a proposal to change the Mallard Bay rules regarding electrical connections at the dock, which currently prohibit permanent electrical connections to the dock. He noted that three boats were in violation of the rule. He presented three

options, the merits of which were discussed at length, with proponents of each making their case. Ms. Widenmyer asked about the number of electrical outlets available at the dock in an effort to assess usage and Mr. McGuire responded that actual usage of electricity is relatively low. Ms. Widenmyer confirmed that the boat dockage fees are about \$4K, the annual expenses average \$500, and the Reserve amount is very robust at around 90%. She recommended that the Marina boat dockage account be charged \$25 per month to offset any increase in the electrical bill. The consensus was that this was a reasonable proposal and Ms. Widenmyer will therefore implement this measure. The Board approved, on a voice, the elimination of the words “...and electricity...” from the MBPOA Rules Manual (Item F, page 10, # 17) and Mr. McGuire will update the Manual to reflect the change now permitting permanent electrical connections at the dock.

**Architectural Review Committee** (Ted Hobson) – Mr. Hobson reported that the construction of two potential new houses is on hold as the owners are waiting for construction costs to come down. The ARC received a request for construction of a stand-alone garage (Lot 42). On the dam repair project, Mr. Hobson reported that after inspecting the dam drainpipe area, Mr. Gano withdrew any further interest in the project although he did agree to offer a proposal on a landscaping project at the lower dam so that it mirrors the landscaping at the upper dam. On the dam repair project, Mr. Gano referred Mr. Hobson to Mr. Brent Self as a potential contractor. Mr. Hobson expressed frustration at the protracted process of locating a contractor for this critically important repair project and his concern that further degradation of the repair site can be avoided if we act now. The drain pipe is sticking out about 4 feet with no underlying support and he is concerned that additional erosion will only further damage it. Mr. Sebra said that he knows Mr. Self and will follow-up with him. Apparently Mr. Self’s company has a long-reach excavator that might be of critical value in such a repair project. Mr. Hobson briefly outlined Mr. Gano’s initial ideas on how the drainpipe might be repaired and during a brief moment of levity, Mr. Hobson shared a suggestion that was made that we consider enlisting the support of the Northumberland High School Football team on the project. In all seriousness, Mr. Sebra noted that the real problem in contracting the project is the heavy manual labor involved and that unfortunately, contractors right now have the luxury of picking less manually-labor-intensive jobs. Mr. Sebra offered to reach out to other contractors in the Lancaster area who might be interested in this project. He also confirmed that he’s already received Mr. Gano’s proposal on the dam landscaping project and other items previously discussed. There was additional discussion on possible repair scenarios for the dam pipe. Mr. Sebra opined that we really need to contract the job soon and indicated that further follow-up contacts will be made to that end. On a separate matter, Mr. Hobson advised that U.S. Coast Guard Auxiliary is seeking marinas that would be willing to allow them to dock (at the end of the dock) for an hour or so while they are patrolling the waters. Mr. Hobson asked for the Board’s approval of their request to dock periodically at the Mallard Bay Marina, and there was general agreement from the Board that this was a reasonable request. (Note: Mallard Bay has an ongoing cooperative relationship with the U.S. Coast Guard Auxiliary and has approved previous assistance requests).

**Landscaping Committee** (Lynda Browne) – Ms. Browne advised the Board via e-mail that she had no new activities to report at this time.

**Maintenance Committee** (Marshall Sebra) – Mr. Sebra advised that the Board has approved the contract with JES to repair the swimming pool concrete surface area. In addition, one of the Clubhouse doors (leading to the deck) needs to be adjusted. Ms. Widenmyer mentioned that we have an annual service contract with RMC for the Clubhouse heat pump that needs to be renewed at a cost of \$234.

**Social Committee** (Bob Mitchell) – Mr. Mitchell reported that 2022 activities will be on hold for another month or so given the ongoing COVID-19 pandemic.

**Amenities Committee** (Mary Yordy) – Ms. Yordy raised the ongoing problem of the tree branches and shrubs that overhang ditches from private properties and that people need to cut back this overgrowth. Mr. Sebra agreed that some areas are worse than others and that we can target the most problematic areas first by working directly with the property owners. He suggested that if owners are in dire straits, then volunteers might be willing to help them out. Ms. Yordy added that there are no other amenities activities as the winter

weather has set in. Mr. Yordy observed that the U.S. flag donated by Ms. Jane Locke is now impaled on the Clubhouse flagpole and Mr. Sebra agreed that we can take care of this problem.

### **Agenda Items**

Mr. Sebra presented the following items for discussion:

- Maintenance Committee and Neighborhood Watch Committee Chairperson positions – Mr. Sebra would like to fill the now-vacant Maintenance Committee Chairperson position and the previously vacant Neighborhood Watch Committee Chairperson position and asked that any interested parties contact him or Mr. Allan Garland for further information on the duties of these positions. Mr. McGuire will also place a notice on the Mallard Bay website regarding these vacancies.
- Erosion Repair at Webb Foot Pond – Mr. Sebra reported that one of the small ponds on Mallard Bay Drive has a culvert requiring repair as the soil under the culvert has eroded to the point that the culvert is now sticking straight out. During his on-site visit to inspect the dam repair project, Mr. Gano also inspected the pond culvert and estimated the total cost of a repair job (labor and materials) would be about \$3K. There was general agreement that the estimate was fair, and on a voice vote, the Board approved the project.
- Landscaping Canvasback Lane Recreational Area – Mr. Sebra advised that the grassy area near the soccer field is very uneven and there are sunken areas not easily visible, causing kids at play to trip and fall unexpectedly. A leveling of the soccer field would mitigate this problem. Mr. Sebra received a cost estimate from Mr. Gano for \$2,300 using dirt from one of our ditches (berms) although it would be more efficient to order a load of fresh dirt so Mr. Sebra will obtain an updated estimate. Ms. Widenmyer recommended that if the proposal comes in at under \$3K that we approve it now, however, Mr. Sebra proposed that we wait for the updated cost estimate to be voted on at the next Board meeting, since the work won't actually start until the spring. Mr. Tupper mentioned that his grandkids play on that field and he also jogs there and could have easily tripped any number of times. Mr. Hobson wanted to confirm that Mr. Gano is aware that this area is a drain field and that appropriate care must be exercised with heavy equipment and Mr. Sebra replied that he will be briefing Mr. Gano prior to the start of any work.
- Set up meeting for Maintenance Overview – Mr. Sebra will be convening a meeting of all persons that have a role in the maintenance of the Mallard Bay community to assess whether there are any gaps in duties, to clarify existing duties, and to brainstorm ideas to ensure a well-coordinated maintenance program going forward. He advised that he'll be scheduling the meeting soon.

### **Closing Comments**

There were no closing comments and the meeting was adjourned at 7:24 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Tuesday February 1, 2022 at 6:30 p.m. in the Clubhouse.

Submitted by:

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Victoria Coffineau, Secretary