

Mallard Bay Property Owners Association
Minutes
Meeting of Board of Directors
February 4, 2019
Approved March 4, 2019

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 6:33 p.m.

Board Members present:

Mary McGuire, President
Sharon Hunt, Vice-President
Victoria Coffineau, Secretary
Jeanne Widenmyer, Treasurer and MBPOA Registered Agent
Marshall Sebra, Board Member and Facilities Maintenance Committee
Lynda Browne, Board Member and Landscaping Committee

Committee and Support Personnel Present:

Scott McGuire, Webmaster and Clubhouse & Boat Dock Administrator
Ted Hobson, Architectural Review Committee Chair and Amenities Committee Spokesperson
Brant Hayes, Property Manager (Grounds & Pool)

Property Owners present:

Mary Yordy	Linda Hobson
Gary Yordy	Jim Hanline

Opening Comments

Ms. McGuire opened the meeting by inviting general comments from those in attendance.

Scott McGuire proposed the co-sharing of responsibilities for the Clubhouse & Boat Dock Administrator position. Discussion ensued about the duties of the Administrator position (which is still advertised on the website as available) and then the duties of the proposed co-shared position. He encouraged anyone interested in either the advertised Administrator position or the co-shared job to contact him for additional information.

Ted Hobson announced that in mid-May (o/a May 18th) he will be scheduling a U.S. Coast Guard Auxiliary Boat Inspection event for all interested Mallard Bay boaters and requested approval to expand this opportunity to non-Mallard Bay boaters in nearby communities. Non- Mallard Bay boaters would be permitted to dock at the end of the pier for their inspection. On a voice vote, the Board approved the request.

Rick Rose - the owner of NNK Softwash of Warsaw, VA and who has serviced the Clubhouse and tennis courts -

was invited to make a brief presentation on his services. Mr. Rose advised that he has observed many rooftops in Mallard Bay showing signs of black algae (these are the black streaks appearing on shingles) and recommended that homeowners consider treating them with a “soft” power wash. He indicated that the soft wash system could easily work on the fencing at the entrance of Mallard Bay and other common area fencing (spring cleaning project). He also answered general questions, provided cost estimates, and distributed promotional materials to attendees.

Reports

Secretary (Victoria Coffineau) – Ms. Coffineau presented the minutes of the December 2018 meeting for approval. No discussion was forthcoming. On a voice vote, the Board approved the minutes.

Treasurer (Jeanne Widenmyer) – Ms. Widenmyer presented the following report: This has been the best year with regards to property owners paying their dues on time. Only five property owners still owe dues. The bill for the swimming pool has now been paid.

Property Manager (Brant Hays) – Mr. Hayes reported that most of the leaf blowing at the Clubhouse and Canvasback Lane tennis courts has been done (both still have wet leaves that need to dry out). He hopes to complete work at both locations soon. He praised the work of Rick Rose cleaning the tennis courts and of Jim Hanline in cutting and trimming trees. Ms. McGuire thanked Mr. Hayes for taking down the holiday decorations from the gatehouse for the season.

Architectural Review Committee (Ted Hobson) – Mr. Hobson reported the ARC has not had any new requests for construction projects. Several requests were received and approved to remove trees, given the recent heavy ground saturation. A question was raised by Ms. McGuire regarding the current requirements for the removal of fallen tree debris in cases where the debris clearly detracts from the appearance of the property in question and neighboring properties. There is a property on Canvasback Lane that has multiple, large, semi-fallen trees near the road that constitute a significant eyesore. A discussion ensued regarding the distinction between improved and unimproved lots, VDOT jurisdiction. Possible options for addressing this issue include identifying and contacting property owners. Ms. McGuire suggested that a broader discussion would be needed, perhaps creating an ARC Working Group to map out a way forward.

Landscaping Committee (Lynda Browne) – Ms. Browne has compiled a list of proposed landscaping projects for this spring. There was some discussion about the quality of work and responsiveness of local landscaping contractors. Ms. McGuire complimented Ms. Browne on her plan. Several Board members have kindly volunteered their time, but more volunteers are always welcomed. Mr. Sebra returned to the issue of the fallen tree debris, mentioning that he may have a contact willing to harvest the firewood from these trees (but will not haul away debris) and will report back at the next Board meeting.

Facilities Maintenance Committee (Marshall Sebra) – Mr. Sebra reported Jim Hanline has taken care of several fallen tree debris areas, that the fallen tree debris on the walking trail (off of Canvasback Lane) leading to Eagle Lake has been completely cleared. Additional trees may have recently fallen on the trail, so he will take another look.

Neighborhood Watch Committee (Allen Garland) – Not present.

Social Committee (Bill Bracker) – Not present. Ms. Widenmyer reported that there was a nice crowd at the

January Cocktails on the Rivah and the night was very pleasant.

Amenities Committee (Ted Hobson, Spokesman) – Mr. Hobson reported that the Amenities Committee met last week to review the helpful feedback received from the Board on the Mallard Bay Amenities/Common Areas Report. In March the committee plans to conduct field trips to several areas identified in the report, with the objective of updating the report in April. A lengthy discussion ensued about the various routine and non-routine repairs, replacements, and adjustments needed. For example, the Eagle Lake dam is experiencing a drainage backup and a more thorough inspection is needed to pinpoint the cause & its remedy and the Highland Pond needs a new stainless steel grate. Mr. Hobson and Mr. Sebra will coordinate in-house inspections and recommended next-steps on these two items. Ms. McGuire asked if some of the repairs can be done in-house and if not, whether we have funding to address some of these unanticipated costs. Ms. Widenmyer advised that we do in fact have funding for emergencies and that would be the appropriate mechanism for addressing these costs. Ms. Hunt urged the Board to consider prioritizing the numerous projects in the report in order to address the most urgent ones and to establish a maintenance schedule for property.

Other Items Discussed:

- Options for clearing overgrown common areas, to include the possibility of employing goats or other ruminants to clear the grass and other undesirable overgrowth.
- Concrete around the swimming pool is cracked and Mr. Hobson relayed that this is one of the items due for inspection in the upcoming field trip.
- Maintenance & protection of the wheelchair lift included the possibility of purchasing a protective cover, creating directional signage to the lift, and the manual operation on the lift during power outages. Mr. Hobson confirmed that the wheelchair ramp to the front door has been installed.
- Clubhouse azaleas require pruning. Ms. Widenmyer will follow-up with Todd or Steve Jones.
- The addition of netting or fencing at the Spring Valley Commons basketball court to prevent balls from falling into the woods and ravine.
- Options for addressing the overgrown trees impacting river views in Common Areas throughout Mallard Bay and drain field maintenance by homeowners at multiple Common Areas on Canvasback Lane.
- The purchase of new umbrellas for the Clubhouse deck. Ms. Hunt will be procuring umbrellas for the Clubhouse deck.

Old Business

Ringneck Court – Jim Hanline reported that VDOT is still processing the paperwork.

Parking Expansion Status – Installation of the remaining parking area pilings will resume when the outside temperatures permit (waiting for warmer and dryer weather).

New Business

Clean fencing at entrance to Mallard Bay – part of the spring cleanup project. Options for completing this project were discussed and it was decided that Ms. Widenmyer will obtain cost estimates from Rick Rose.

Spring Cleanup projects – See *Landscaping* section

Fallen Trees – See *ARC* and *Maintenance* sections

Clean up of ravine near Clubhouse and posting a no littering sign The dumping of a very large pile of tree & yard debris right in front of the ravine has blocked access to the ravine for others wishing to use it to deposit biodegradable yard waste. A “no dumping” sign will need to be posted to forestall future dumping in that location (entrance of ravine) and a plan for removal of the debris is being developed.

Kayaks and Canoes identification – Scott McGuire provided a status report on the Kayak & Canoe Rack, to include a listing of current rack assignments. Mr. McGuire will send an e-mail to all Mallard Bay property owners reminding them of the proper procedures for requesting a rack space along with payment instructions. The final disposition of boats that remain unregistered at the end of the registration period will be at the discretion of the MBPOA Board.

Clubhouse Window repairs/replacement – This is still a high priority project and the cost estimates for this project are pending.

Priorities for 2019 – Specific priorities were discussed throughout this meeting.

Closing Comments

Brant Hayes inquired as to whether there were any plans to increase the Mallard Bay property owner’s annual dues. Ms. McGuire and Ms. Widenmyer replied that there were no plans to increase the dues and that such an increase hasn’t occurred in many years.

The meeting was adjourned at 8:04 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Monday, March 4th at 6:30 p.m. in the Clubhouse. Everyone is welcome to attend.

Submitted by:

Victoria Coffineau, Secretary