

Mallard Bay Property Owners Association
Minutes
Meeting of Board of Directors
March 4, 2019
Approved April 1, 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 6:30 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
Allen Garland, Board Member and Neighborhood Watch Committee

Committee and Support Personnel Present:

Scott McGuire, Webmaster and Clubhouse & Boat Dock Administrator
Ted Hobson, Architectural Review Committee Chair and Amenities Committee Spokesperson
Bob Mitchell, Social Committee

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. She congratulated Jim Hanline for the successful completion of the Ringneck Court project as responsibility has now been officially transferred to VDOT. Jim Hanline, who visits the Knight's Run and Courthouse Road repair sites weekly, described some of the VDOT work that he's observed. It appears that both roads will be repaved at the same time and Mr. McGuire added that more information on this topic is available on the VDOT website. Note: the VDOT website is: www.511virginia.org.

Reports

Secretary (Victoria Coffineau) – Ms. Coffineau presented the minutes of the February 2019 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: Only four property owners still owe dues, but by the end of March, there should only be two. We are currently \$2,000 under budget. The Treasurer's report was moved to audit.

Property Manager (Brant Hays) – Not present

Webmaster/Clubhouse & Dock Administrator (Scott McGuire) – Mr. McGuire had nothing new to report on the Webmaster portfolio. On the Clubhouse portfolio, he mentioned that it has been a pretty slow year for clubhouse reservations and noted that there are still many dates available for those wishing to reserve the clubhouse for private functions. On the Dockmaster portfolio, there are six boat slips still available at the Marina, with two slips reserved in February. Linda Hobson and Mary Yordy are now helping Mr. McGuire maintain the clubhouse after private events. Ms. Hobson had questions about dockside maintenance duties, which were clarified after a brief discussion. Jim Hanline asked for a volunteer on Saturday morning to help upright a Mallard Bay canoe that was blown off of its rack. Gary Yordy asked as to whether this might be a responsibility of the property manager position, and Ms. Widenmyer explained that the Property Manager is not responsible for the dock or dock area maintenance. A discussion ensued about the various duties of the Property Manager and the recent history of Mallard Bay pool maintenance.

Architectural Review Committee (Ted Hobson) – Mr. Hobson reported the ARC approved several requests for the removal of trees, provided one LPZ Plat to the Treasurer, and approved one landscaping plan to address a soil erosion problem.

Landscaping Committee (Lynda Browne) – Not present

Facilities Maintenance Committee (Marshall Sebra) – Ms. McGuire thanked Mr. Sebra for his work clearing fallen tree debris areas and he mentioned that additional work will be done once we dry out (weather permits). He is still waiting to hear from the contact that may be interested in culling the fallen trees for firewood, but will search elsewhere if no word is forthcoming. Mr. Sebra reported that the fallen tree debris on the walking trail (off of Canvasback Lane) leading to Eagle Lake is now completely cleared and that huge amount of debris had fallen there. Ms. McGuire and Ms. Hobson thanked him for his excellent efforts on this project. Mr. Sebra asked if Ms. McGuire or Jim Hanline had any updated information on the pond grate project, and she replied that she is waiting for an estimate from the welder. Ms. McGuire thanked Mr. Sebra for providing her updated information about the goats. Apparently, the optimal time for usage of goats to clear overgrowth is when the weather is warmer and there is more overgrowth for them to consume.

Neighborhood Watch Committee (Allen Garland) – Nothing to report.

Social Committee (Bob Mitchell) – The next “Cocktails on the Rivah” will be on March 23. The last “Cocktails on the Rivah” was a fundraising event featuring live music by Doc & Patty Lyons (guitar), Scott McGuire (banjo & guitar), Allen Garland (guitar), Bill Duvall (mandolin & guitar) and Farrell McLain (bass). This popular event was enjoyed by 38 guests and raised \$ 850 for the Mid-County Volunteer Rescue Squad.

Amenities Committee (Ted Hobson, Spokesman) – Mr. Hobson reported that the committee still plans to conduct field trips to several areas in Mallard Bay. The recent rainy weather and scheduling conflicts have delayed the tour, but the objective of updating the report in April still stands.

Old Business

Ringneck Court – See Opening Comments

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

New Business

Budget and Reserves Status – Ms. Widenmyer reviewed the 2019 operating and capital expenses budget and reserves reports. She explained that Special Projects need Board approval and she covered the mechanics of the annual reserve funding. The issue of the damaged pond pump was raised and she noted that this may be a new unexpected expenditure. Jim Hanline explained that recently damaged pump check valve may require replacement and Dolf Wais, our Pond & Lake Plumbing Maintenance Manager is waiting for an estimate on this repair project. Ms. Hunt inquired as to why the reserve amount for the Old Crabbing Pier is so high (given that it is no longer used or maintained), and Ms. Widenmyer explained that this is the amount previously established and it hasn't changed. She reminded all that discrete reserve funds can be reallocated to other projects as the need arises. Ms. Hunt also inquired about the reserve for the Clubhouse deck. Ms. Widenmyer confirmed the amount, and went on to explain that the reserves for the Marina pier maintenance are separate from the general reserves. Ms. Hunt also expressed concern that a fair number of disassembled wood planks from the Old Crabbing Pier are just lying nearby and entering the river at high tide, creating a waterway hazard and nuisance.

Clean fencing at entrance to Mallard Bay – Ms. McGuire thanked Ms. Widenmyer for obtaining cost estimates from Rick Rose (NNK Softwash) covering four Mallard Bay areas, including the fencing. Mr. Sebra inquired as to whether the recreational court had just been cleaned last year, and Ms. Widenmyer confirmed it had, but added that she felt this should be an annual cleaning project. He recommended that we take this item out of the estimate and defer cleaning the court again since it is still in very good shape. Agreement was reached on the estimates for pruning of azaleas and tree trimming at the Canvasback Lake Pond.

Spring Cleanup projects – Lynda Browne. Discussion postponed.

Fallen Trees – Mr. Hobson repeated that the ARC doesn't want to set a precedent of instructing the property owners of unimproved lots on how they must address fallen trees. One option previously discussed was that the Board would identify and contact these property owners to alert them of the unsightly trees and seek their cooperation in removing them. Additionally, Mr. Sebra was looking into the possibility of having an interested party cull the trees for firewood. Mr. Hobson said the ARC can and will address the issue of trees that pose a danger to the community, but that is the extent of its mandate on fallen trees.

Clean up of ravine near Clubhouse and posting a no littering sign – Ms. McGuire will be obtaining a "no dumping" sign that will be posted to forestall future dumping near the entrance of the ravine.

Kayaks and Canoes identification – Mr. McGuire advised that there are many vacant spaces in the racks. He has proposed sending an e-mail to all Mallard Bay property owners reminding them of the proper procedures for requesting a rack space along with payment instructions. After discussion, it appears that there are only four kayaks of unconfirmed ownership, so Ms. Widenmyer will attempt to determine ownership and make the necessary contacts.

Clubhouse Window repairs/replacement – Ms. McGuire will be seeking additional cost estimates for this project.

Installation of Grate at Pond – *See Facilities Maintenance section*

Purchase of Pool Umbrellas – Ms. McGuire thanked Ms. Hunt for purchasing the pool umbrellas for the deck which will be assembled and installed as part of the Spring Cleanup project.

Priorities for 2019 – the Amenities Committee will be reviewing the list, with an update expected in April.

Closing Comments

Ms. Hunt noticed a green utility box (Verizon or Metrocast) on Canvasback Lane without a cover - making it unattractive and dangerous – and has volunteered to follow up with the company to arrange repair. She also expressed concern about loose planks of wood at the Old Crabbing Pier that need to be picked up. This will be addressed as part of the Spring Cleanup project.

Mr. Mitchell mentioned that the Clubhouse refrigerator (freezer) icemaker is no longer working properly. After a brief discussion, the Board approved - on a voice vote - a motion to replace it. The estimated budget was set at \$650 and Ms. Hunt has volunteered to look for a possible replacement.

The meeting was adjourned at 7:15 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Monday, April 1st at 6:30 p.m. in the Clubhouse. Everyone is welcome to attend.

Submitted by:

Victoria Coffineau, Secretary