

Mallard Bay Property Owners Association  
Minutes  
Meeting of Board of Directors  
April 1, 2019  
Approved May 6, 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  
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 Hays, Property Manager (Grounds & Pool)

Property Owners present:

Mary Yordy	Linda Hobson	Debbie Tupper
Gary Yordy	Jim Hanline	

### Opening Comments

Ms. McGuire opened the meeting by inviting general comments from those in attendance. Mr. Hanline reported on the status of the VDOT road repair projects on Courthouse Road and Knights Run Road. A local paper cited the delivery of culverts to Courthouse Road, however, Mr. Hanline did not observe them on-site. Coupled with other observations, it would seem that the timeline for project completion may extend beyond the June target date. Mr. Hanline urged local VDOT representatives to be more forthcoming with the public about any shifts in the completion timeline. On Knights Run Road, a large amount of debris was removed from the site and the road should be paved by the end of this week. More information on these projects is available on the VDOT website: [www.511virginia.org](http://www.511virginia.org). Ms. McGuire thanked Mr. Hanline for the installation of the final parking lot posts and he expects to finish the project with the installation of rope with the help of a few volunteers.

### Reports

**Treasurer** (Jeanne Widenmyer) – Ms. Hunt presented the following report on behalf of Ms. Widenmyer: Only four property owners still owe dues. We spent under \$2,000 in March. NNK Softwash did a fantastic job cleaning the fences, gatehouse and signage. Ms. Widenmyer prepared 3 packets for the sales of homes (Lots 59, 73, and 76), and she received the Surety refund from VDOT in the amount of \$2,000, which will be credited back to the Special Projects Fund.

**Secretary** (Victoria Coffineau) – Ms. Coffineau presented the minutes of the March 2019 meeting for approval. No discussion was forthcoming. On a voice vote, the Board approved the minutes.

**Property Manager** (Brant Hays) – Mr. Hays reported that he has removed the leaves near the Canvasback Lane tennis court, has worked on the Clubhouse tennis court net, will fix the Pickleball net, and will paint a post at the Clubhouse entrance. He thanked the volunteer who brushed the leaves away from the pool area.

**Webmaster/Clubhouse & Dock Administrator** (Scott McGuire) – Mr. McGuire reported that since January 1, 2019, the Mallard Bay website has received over 4,300 hits. On the Dockmaster portfolio, thanks to Ms. Widenmyer’s research, there are now only two “Ocean” kayaks of unconfirmed ownership. There was discussion about possible owners, further attempts to determine ownership, and next steps in the event that these kayaks remain unclaimed. Mr. McGuire offered to store them in the Boat & RV Lot on a boat trailer (to prevent damage) should that option be necessary. Mr. McGuire also raised the issue of the severely damaged bench at the end of the T-dock and Ms. Hunt advised that Mr. Sebra will be addressing this project. Three more slips have been rented and there are four boat slips still available at the Marina.

**Architectural Review Committee** (Ted Hobson) – Mr. Hobson reported the ARC has approved a remodeling request for Lot 138, several requests for the removal of dead trees on Lot 68 and Lot 9, and he has also provided three LPZ Plats to the Treasurer.

**Landscaping Committee** (Lynda Browne) – Ms. Browne has a bill to submit to the Treasurer for landscaping (verbena purchase) and she will plant the 5 perennial verbenas soon. Ms. Browne advised that she has repeatedly contacted Affordable Tree Care for an estimate to prune a large shrub across from Lot 89, without success. The weeds inside the Mallard Bay sign located in front of the Gatehouse still need to be removed. She complimented Mr. Hanline on the cleanup of the Clubhouse roundabout. Ms. Browne has found D&D Tree Service unresponsive to her requests, so she is considering an alternative lawn care provider. Finally, she welcomed additional volunteers to assist with the Spring Cleanup projects.

**Facilities Maintenance Committee** (Marshall Sebra) – Ms. McGuire reported that Mr. Sebra has advised her of the need to devise a plan for Pond and Pond Pump management, given that the Pond & Lake Plumbing Manager Mr. Wais is leaving. Further discussion is pending with Mr. Sebra.

**Neighborhood Watch Committee** (Allen Garland) – Ms. McGuire had nothing to report from Mr. Garland.

**Social Committee** (Bob Mitchell) – Ms. Coffineau and Mr. McGuire reported the last “Cocktails on the Rivah” had nearly 20 participants at this very enjoyable event.

**Amenities Committee** (Ted Hobson, Spokesman) – Mr. Hobson reported that he has spoken with Mr. Wais, who will to draft specific instructions for pond pump management - to include routine maintenance. Together they plan to conduct a walk-thru of the pond sites and the actual maintenance process and Mr. Hobson has invited others to join this review when it occurs. The Amenities Committee has conducted the annual field trip to several areas in Mallard Bay, and the Board has received an Addendum Assessment Report. Mr. Hobson asked the Board to review the report for discussion at the next Meeting in May. High priority projects include:

- On the Spring Valley Commons item, the tennis nets are falling apart and recommended that they be stored in the new pool shed once it is in place.
- On the Cordgrass Commons item, the view to the Great Wicomico River is completely blocked by overgrown

trees and shrubs. A little history was shared regarding an earlier owner's cutting of trees and shrubs that resulted in a county-mandated replanting to address erosion concerns.

- On the Clubhouse item: a recommendation was made to procure a bucket or can for "Lost & Found" items. Also discussed: prune some of the azaleas (Steve Jones), purchase a cover for the Wheelchair Lift (elevator), reestablish a river view (cut down dead trees/limbs), purchase a new refrigerator (completed), cleaning of clubhouse kitchenette cabinets (completed by Mary & Linda). The Clubhouse multiuse court needs sandbags (to keep nets from flying). The question was raised as to whether the tennis net is even required on the multiuse court, and Ms. Tupper recommended that it remain in place as it serves as a useful barrier between simultaneous users of the court area. On the Playground, a recommendation was made to remove or trim trees to permit additional light, and possibly a new picnic table or bench for visitors.
- On the Pool item: reassess the lifespan of pool furniture, purchase a new shed, repair cracking concrete. On the new shed, Ms. McGuire asked that the Amenities Committee provide the Board with options for the purchase of the shed. The purpose of this shed is to store summertime common area recreational equipment (nets, balls, etc.) and other items that require protection from the harsh elements.
- On the Eagle Lake Dam: Mr. Yordy removed some logs on the spillway and dam and the water is now flowing more freely, however, there was significant erosion and damage observed on the spillway pipe. There was some discussion about possible causes and solutions to this particular problem. Mr. Hanline provided additional background information related to this issue.
- Clubhouse Deck area: the trim needs painting, roof valleys need cleaning, and the outside wall clock needs replacement. Discussion on the replacement of the deck is tabled until the next meeting.
- Mallard Bay Site Sculpture – The Amenities Committee proposed the installation of a site sculpture at Eagle Lake to mark the location of the first landing of watercraft in the Mallard Bay community. (See \* on page 4)
- Mallard Bay Dock Retaining Wall – Appears to be leaning and is in need of repair and/or replacement.

### **Old Business**

Parking Expansion Status – See *Opening Comments* section

Kayaks and Canoes identification – See *Webmaster* section

Clubhouse Windows & Doors repairs/replacement – Ms. McGuire will be seeking new cost estimates for this project from two companies recommended by Ms. Hunt and Ms. Widenmyer.

Clean fencing at entrance to Mallard Bay – Project completed by NNK Softwash.

Purchase of New Refrigerator – To be installed this week.

New Signage – Ms. McGuire has the "no dumping" and pool signage and Mr. Hays will help install them.

### **New Business**

Spring Cleanup projects – Will set a date for the Spring Cleanup at the next meeting.

Priorities for 2019 – the Amenities Committee has provided the updated list. Topics for discussion at next meeting: the new shed and the Clubhouse deck.

New Furniture for Clubhouse – The couch & loveseats are about 30 years old. Options for replacing or reupholstering them will be discussed at the next meeting.

Spoofing E-Mails – An issue has been raised about the kind of information posted on the Mallard Bay website and whether we need to revisit what is made available to the general public. Further discussion is required.

## Closing Comments

Mr. Hanline raised a number of issues, primarily directed to the Amenities Committee. These included the incomplete landscaping (mulching) work done at the Clubhouse entrance, and his recommendation that we hire someone to trim back all of the crepe myrtle trees at the entrance, on Canvasback Lane, and at the Clubhouse. There was discussion about whether the timing is right to prune trees and a decision will be deferred until we have additional guidance from an expert landscaper. On the issue of the Spring Valley Trail, Mr. Hobson explained that he only discussed the high priority projects at this meeting. Mr. Hanline advised that in 2017 the Board decided to obtain an estimate from a contractor to clean up and repair the trail, but that this project remains undone. Another issue was the current state of the retaining wall – and whether it requires repair. Ms. McGuire recommended that we establish a baseline and measure the wall at an established monthly increment in order to determine if repairs will be required. Another discussion centered on the issue of the possible replacement of the deck, which is now over 35 years old. Ms. McGuire advised that given the scope and cost of this project, that additional meetings on this issue will be required. Finally, Mr. Hanline noted that the main pump house near the generator is leaking, and that he has been in contact with Aqua Virginia to address it. In closing, he reminded the community that it is also important to be vigilant for major system failures, not just aesthetically unpleasant items in the neighborhood.

The meeting was adjourned at 7:34 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Monday, May 6 at 6:30 p.m. in the Clubhouse. Everyone is welcome to attend.

Submitted by:

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Victoria Coffineau, Secretary

\* April Fool's Day!