

Mallard Bay Property Owners Association  
Minutes  
Meeting of Board of Directors  
DRAFT 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 6:28 p.m.

Board Members present:

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

Property Owners present:

Linda Hobson                      Jim Hanline

### Opening Comments

Ms. McGuire opened the meeting by thanking various committee members and community members for their help in the past month on a variety of projects, including the pool, pond grate, and parking lot signage. She then invited general comments from those in attendance. Ms. Hobson advised that the lid of the trash can located at the dock has been damaged by squirrels and it was agreed that Mr. Hanline will obtain a replacement.

### Reports

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

**Treasurer** (Jeanne Widenmyer) – Ms. Widenmyer reported that only two property owners still owe dues. One expects to pay before July, and the other will probably require a lien on her property. We are almost \$2600 under budget and spent slightly over \$8000 in April. Almost half of that expenditure related to landscaping expenses, such as mowing, mulching, and shrub-trimming.

**Property Manager** (Brant Hays) – Mr. Hays reported that he has removed the pool cover with the help of many community members, which he thanked. On Thursday the pool equipment will be serviced (routine pre-season prep) but volunteers will be needed to help clean the pool furniture and assemble the new

umbrellas. Ms. McGuire suggested May 18<sup>th</sup> with a rain date of May 25<sup>th</sup> for this project. Mr. Hays has applied weed killer at the Canvasback Lane tennis court and will remove the resulting dead weeds in short order.

**Webmaster & Clubhouse and Dock Administrator** (Scott McGuire) – On the Dockmaster portfolio, Mr. McGuire reported that one of the covers for an electrical outlet at the dock was missing, so he replaced it. He reported that all kayaks are now accounted for and dues have been paid, and thanked others for helping him solve the mystery. Mr. Hobson advised that 3 dock pilings are missing caps. He found one cap and will nail it back in place, and he has volunteered to procure and attach the other two on behalf of the MBPOA.

**Architectural Review Committee** (Ted Hobson) – Mr. Hobson reported that the ARC has received a request for approval of an oversized shed for Lot 5, which will first require County approval. If the county approves the request, the ARC is likely to also approve the request.

**Landscaping Committee** (Lynda Browne) – Ms. Browne thanked the Webmaster & Database Administrator for posting her article praising the group of volunteers who helped trim shrubs at the Mallard Bay Gatehouse. Ms. Browne advised that a little more work needs to be done and that Mr. Mitchell has volunteered to help her complete this project. She will be planting additional plants & grasses soon. The landscaping budget balance is \$300. Ms. McGuire thanked Ms. Browne for her excellent landscaping work.

**Facilities Maintenance Committee** (Marshall Sebra) – Mr. Sebra thanked those who have volunteered their time on various maintenance projects. This weekend or next, he plans to do some tree trimming at the clubhouse to improve the river view. Ms. Hunt commented that many of the community trails have become overgrown with poison oak and ivy. Mr. Sebra volunteered to apply weed killer, but this needs to be part of a larger, organized spring cleanup project. Ms. Browne advised that she has discovered a new recipe for weed killer from a Facebook posting. The status of the vacant Pond & Lake Maintenance Manager position requires further discussion.

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

**Social Committee** (Bob Mitchell) – Mr. Mitchell reported that the “Joke Night on the Rivah” was a great success and he thanked Mr. McGuire and Ms. Yordy for co-emceeing the event enjoyed by 20 participants. The next scheduled event is the Memorial Day picnic on Sunday May 26<sup>th</sup>.

**Amenities Committee** (Ted Hobson, Spokesman) – Mr. Hobson reported his research on the purchase of a storage shed, and a lengthy discussion ensued about the size, location, purpose, cost and alternatives to purchasing a shed. Various arguments were made both in favor of and against the purchase, and further discussion on this matter will be required. Mr. Hobson relayed his opinion that we should increase our efforts in promoting Mallard Bay as a boating community with its own marina. There was general agreement that potential property owners are in fact made aware of the amenities of this community, including the clubhouse and marina. Nevertheless, it was agreed that our signage could be updated to reflect the official Plat name (Mallard Bay Clubhouse and Marina). Mr. Hobson raised the issue of the overuse of the Mallard Bay RV and Boat lot by one Mallard Bay resident. This led to a discussion about the rules governing the use of the RV lot, covenant restrictions on commercial businesses, options for addressing this particular case, penalties for RV lot abuse, and other related matters. Further discussion will be required. Mr. Hobson advised that Mr. Wais left him a report for pond pump management and Ms. McGuire added that she received several folders from Mr. Wais which she has now forwarded to Mr. Hanline.

## Old Business

Kayaks and Canoes identification – See *Webmaster* section

Clubhouse Windows & Doors repairs/replacement – No action taken.

Grate at Pond – Has been installed.

New Signage – Signs for the pool, handicap parking, and no dumping have been installed. Ms. McGuire thanked various volunteers.

## New Business

Pool Opening – The official opening date of the pool in May is still TBD, so check the website for updates.

Spring Cleanup projects – the azaleas need trimming and the clubhouse sidewalks need power washing.

Spoofing E-Mails – Several Board members have received spoofed e-mails, resulting in a discussion on what contact information should be posted on the website.

Pond Management Duties – Ms. McGuire will discuss this issue with Mr. Hanline.

Removing Vendors Signs – To address the proliferation of commercial signage on properties, a recommendation was made to not allow companies that provide non-construction services, such as yard debris cleanup or power washing, to display signage. Property owners can always post reviews of these companies on our website. Unchanged remains the current policy which allows companies that provide construction services to display their signs for the duration of the job. On a voice vote, the Board approved the updated policy on the display of commercial signage.

Dog Park Status – The Canvasback Lane Tennis Court will continue its dual use purpose as both a tennis court and a dog park. In the event of a scheduling conflict, tennis court players will take priority over dog park users. Dog park users are reminded of the need to clean up after their pets when using the dog park.

Clubhouse Deck – Pending discussion at next meeting.

Priorities for 2019 – See previous sections.

## Closing Comments

Mr. Hanline advised that VDOT will be replacing the pipe at the Knights Run Road pond that had been utilized by the Fairfield Fire Company to pump water for its fire trucks. (Note: during the recent VDOT road repair project, the pipe had been removed, and as a result, the only place they can now pump water is from the Mallard Bay ponds). Mr. Hanline also reported that VDOT is now testing the new Courthouse Road culverts but that VDOT still needs to remove the old pipes. Ms. Browne wondered if VDOT plans to install guardrails on the new section of Knights Run Road to protect motorists from entering the pond. Ms. McGuire asked Mr. Hanline about the appearance of the pool after the cover was removed, and he reported that it looked good.

The meeting was adjourned at 7:36 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Monday, June 3 at 6:30 p.m. in the Clubhouse. Everyone is welcome to attend.

Submitted by:

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Victoria Coffineau, Secretary