

Mallard Bay Property Owners Association  
Minutes  
Meeting of Board of Directors  
Approved August 2, 2021

*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  
Victoria Coffineau, Secretary  
Jeanne Widenmyer, Treasurer and MBPOA Registered Agent  
Marshall Sebra, Board Member and Maintenance Committee

Board Members not present:

Keith Lilienfeld, Vice-President  
Lynda Browne, Board Member and Landscaping Committee  
John Miller, Board Member at Large

Committee and Support Personnel present:

Ted Hobson, Architectural Review Committee  
Mary Yordy, Amenities Committee  
Bob Mitchell, Social Committee  
Linda Hobson, Clubhouse Maintenance

Property Owners present:      Hank Hilker      Gary Yordy

### Opening Comments

Ms. McGuire opened the meeting by welcoming all attendees. There were no additional comments.

### Reports

**Secretary** (Victoria Coffineau) – Ms. Coffineau presented the Minutes of the June 2021 meeting for approval. No discussion was forthcoming. On a voice vote, the Board approved the Minutes.

**Treasurer** (Jeanne Widenmyer) – Ms. Widenmyer advised that she had sent certified letters to the three property owners who have not yet paid their 2021 dues. Two were advised that liens would be placed mid-month and if the dues remained unpaid by the end of this month, legal action would be taken. The third owes \$50 and therefore will not incur a lien at this time. We are currently close to \$3,000 over budget.

**Property Manager** (Tanya Mitchell) – Ms. McGuire advised that Ms. Mitchell had nothing to report at this time. She also advised that Larry Norris will manage the pool in the temporary absence of Paul Malloy.

**Webmaster, Dockmaster & Clubhouse Manager** (Scott McGuire) – Ms. McGuire advised that Mr. McGuire reported that there are six dock slip vacancies.

**Special Thanks** Ms. McGuire took the opportunity to thank Mr. Yordy and Mr. Hobson for their continued work with Affordable Tree Service (ATS) in clearing the lower and upper dams of trees and brush. She noted that the grading of the cut areas and the laying of stone across the dam should be completed this week. Ms.

McGuire also thanked Bob and Winky Mitchell for hosting a fabulous 4<sup>th</sup> of July celebration and Mr. Mitchell for fixing the outdoor light at the pool shed. Mr. Mitchell remarked that there were a lot of newcomers and invited family members at the celebration. (Note: approx. 60 people attended). Ms. McGuire also thanked Ms. Widenmyer for getting the Clubhouse driveway patched and the Tupper's for all of their hard work repairing and patching the Canvasback Lane tennis court surfaces.

**Architectural Review Committee** (Ted Hobson) – Mr. Hobson had nothing to report in the way of routine ARC business. He did mention that the ARC currently has five active members and that two newcomers have expressed an interest in joining the ARC. Since the Board establishes the number of members (5) on the ARC, Board approval is needed to increase that number. Mr. Hobson noted that both newcomers have experience in the field of construction. A discussion ensued about the options for addressing this situation and Mr. Hobson will hold further discussions with the current ARC membership and report his findings to the Board for a final decision.

**Landscaping Committee** (Lynda Browne) – Ms. McGuire advised that Roberta Jones has been stepping in for Ms. Browne, and that the weeding at the Gatehouse has been completed as well as the cutting back and removal of the Crepe Myrtle saplings.

**Maintenance Committee** (Marshall Sebra) – Mr. Sebra mentioned that he has installed grip strips on the little slope going down to the pier as it gets a little slippery. Ms. McGuire thanked him for his efforts and said that it looks good down at the marina.

**Social Committee** (Bob Mitchell) – Mr. Mitchell confirmed that the next Social Committee event will be hosting the Labor Day Picnic on Saturday September 4<sup>th</sup>. In October, the committee will be hosting a Bingo Night.

**Amenities Committee** (Mary Yordy) – Ms. Yordy had nothing to report in the way of new amenity projects, noting that we have recently expended quite a bit of funding on existing amenities. Perhaps in the fall we can look at working on the walking trails and the deck staining project. Ms. Yordy asked if there was any update on the derelict camper in the RV Lot and Ms. Widenmyer confirmed that she will draft a letter to the owner for Ms. McGuire's consideration and approval this week. Mr. Yordy inquired about the status of the Clubhouse alarm system and Ms. Widenmyer advised as to what activities have taken place and what remains to be done. Mr. Sebra inquired as to the status of a particular boat in the RV Lot, given that the owner is no longer a resident of Mallard Bay. There was some discussion about next steps in this case. There was also an update on the status of the disposition of multiple personal property items in the RV Lot belonging to another former resident.

### Updates

- Swimming Pool/wading pool update (Ms. Widenmyer) – River Pools will return mid-October to refinish both the swimming pool and wading pool as it appears that an incorrect finish adhesive was applied in this last project. Ms. Widenmyer confirmed that the new work is covered under our existing warranty and that the company will empty and refill the pool at the completion of the work, as required.
- Canvasback Tennis Court installation of new net and repairing cracks – (Ms. McGuire) – The Tupper's are almost completely done with the patching of the court surface, and Ms. McGuire asked for a volunteer or two to help set-up the new net, as it is heavy. Mr. Hobson offered to help with this project.
- Outstanding Dam Issues and Next Steps (Ms. McGuire) – Ms. McGuire has provided Messrs. Hobson, Yordy, and Sebra with informational materials on Aqua Block, a company with a proven track record on stabilizing dams using a specialized concrete-like material. The trio will review and follow-up with Ms. McGuire by the next Board meeting. With regards to need for riprap around the drainpipe on the leeward side of the dam, Mr. Hobson reconfirmed with Ms. McGuire that Glenn Lester should be contacted now to address this

problem area. Mr. Sebra added that we still need riprap at the small pond near Dabblers Drive where the culvert empties into the pond and he will coordinate with Mr. Hobson on this project as well. Mr. Yordy inquired as to whether we should hire an engineering firm as we move forward on the dam projects and Ms. McGuire confirmed that Aqua Block has an engineering component that may be well-suited to the task. Mr. Sebra noted that if one company can provide multiple services it would be the most logical choice to pursue. There was additional discussion about the mechanics of the dam, whether additional work needs to be done, and what role the State might play as we move forward. Mr. Hobson recommended that after the dam-related repairs have been completed, we ensure that some formal certification is obtained confirming that the dam is now sound. The certification can also serve as a baseline for future dam maintenance scheduling and to help meet any State requirements.

- Raising POA Fees to cover increased expenses (Ms. McGuire) – Ms. McGuire has provided the Board with a Draft letter to the MBPOA membership proposing an increase in POA fees. She noted that we have not raised the POA fees for 10 years, and as such, have not kept up with the increasing costs of maintaining our amenities, our utilities and other routine expenses. In addition, in the past two years we have had several unexpectedly high expenditures – such as those for tree removal in the aftermath of storms and mounting dam repair expenses. While our reserves are currently sufficient to address foreseeable costs, a handful of unexpected high-cost projects could quickly deplete our reserves. Ms. McGuire proposed an increase from the current \$450 to \$600 for the annual dues – which represents just \$50 per month per property – and would not be an unreasonable increase. The additional revenue would be earmarked for large ticket costs or other expensive repairs. Ms. McGuire was quick to remind all that this figure is just a proposal since this discussion is just in its infancy. What followed was a very lengthy discussion about the pros and cons of an increase, how the new fees would be applied, the status of our reserves, and the option of a “special assessment” when a high-cost project presents itself. Ms. Widenmyer provided a brief history of the last increase in dues in 2011, the current reserve level, and how the “reserve” system works. She explained that routine maintenance contracts are part of the budget, while the reserve is a set-aside to address either unexpected or non-recurring costs. Ms. Widenmyer provided a detailed explanation of the programming and disbursement of funds and there was some discussion about specific projects identified in the Table of Reserves. One item was the Clubhouse chimney repair and how we might move forward on this item. The general consensus was that given the passage of time (10 years) and the increase in costs to operate and maintain Mallard Bay, that it would not be unreasonable to propose an increase in the POA dues, however, this issue will require additional discussion as there are many variables that need further consideration. The Board will vote on this issue (proposal to increase fees) at the August meeting.
- Canvasback Lane Recreational Area (new item) – Ms. McGuire asked about the sturdiness of the “monkey bars” and Mr. Sebra said his kids have recently used it and it seems pretty sturdy. Mr. Hobson noted that the Amenities Committee was pursuing putting a new playground in that area. Ms. McGuire also was pleased to see that after the 4<sup>th</sup> of July party there were kids playing at the tetherball post and a lot of people at the dog park. Ms. Coffineau noted that the tetherball space could use some ground markings and offered to research the specs and lead the effort. Mr. Sebra added that the dog park is getting quite a lot of use and Ms. McGuire again thanked him for the fire hydrant that he installed which is apparently very popular with the 4-legged visitors.

### **Closing Comments**

There were several additional comments about the issue of raising the POA fees, again, most supporting a proposal to increase the fees designed to enable us to meet both increasing costs of doing business as well as unexpected high-cost expenses similar to what we have seen in the past two years.

Ms. Hobson mentioned that she plans to paint the Mallard Bay sign and she had to cut back some overbrush near the sign. The meeting was adjourned at 7:23 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Monday August 2, 2021 at 6:30 p.m. in the Clubhouse.

Submitted by:

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Victoria Coffineau, Secretary