

Mallard Bay Property Owners Association
Minutes
Meeting of Board of Directors
July 6, 2020
Approved August 3, 2020

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
Lynda Browne, Board Member and Landscaping Committee
Marshall Sebra, Board Member and Maintenance Committee
Allen Garland, Board Member and Neighborhood Watch Committee

Committee and Support Personnel Present:

Scott McGuire, Webmaster, Dockmaster and Clubhouse Manager
Brant Hays, Property Manager (Grounds & Pool)
Ted Hobson, Architectural Review Committee Chair and Amenities Committee Spokesperson
Bob Mitchell, Social Committee Chairman

Property Owners present: Gary Yordy Mary Yordy Linda Hobson Blaine Swank

Opening Comments

Ms. McGuire opened the meeting by welcoming all attendees and soliciting comments. There were no general comments. She then introduced the proposal for Mr. Gary Yordy to serve on the Board for the remainder of calendar year 2020. On a voice vote, the Board approved the proposal and Mr. Yordy was then invited to join the Board members at the main table.

Reports

Secretary (Victoria Coffineau) – Ms. Coffineau presented the Minutes of the June 2020 meeting for approval. No discussion was forthcoming. On a voice vote, the Board approved the Minutes.

Treasurer (Jeanne Widenmyer) – Ms. Widenmyer reported that two property owners remain delinquent on the 2020 dues. One of them has asked to pay the outstanding dues on a monthly payment schedule and the request was approved with conditions. Ms. Widenmyer provided a brief review of the June expenses which totaled over \$9 K, and included the work on the new basketball and new shuffleboard courts, and Mallard Bay mowing. Ms. Widenmyer advised that we do have funds for dam maintenance projects. We are now underbudget by \$ 3 K +.

Property Manager (Brant Hays) – Mr. Hays reported that he had repaired a gate lock at the Multipurpose Court, and that there was some damage (peeling finish) near the underwater pool drains. Ms. McGuire thanked Mr. Malloy for his management of the pool and he went on to explain that he has scheduled an on-site inspection this week of the damaged drain areas. Mr. Hays recalled that the pool surface was refinished 4 years ago, and only one month into this pool season, the finish began to peel and bubble.

Webmaster, Dockmaster & Clubhouse Manager (Scott McGuire) – On the Dockmaster portfolio, Mr. McGuire reported that there are still four slips available for rent, and one resident has rented a second slip. On the Clubhouse Manager portfolio, he noted that there were three cancellations this month and no new private (non-recurring) events are scheduled. Mr. McGuire thanked Ms. Hobson and Ms. Yordy for their assistance in keeping the Clubhouse clean and tidy. He had nothing new to report on the Webmaster portfolio.

Architectural Review Committee (Ted Hobson) – Mr. Hobson reported that the ARC approved a request for construction of a sunroom (Lot 52). Mr. Hobson recused himself from voting on this request. The ARC also received a complaint about the use of fireworks, but a review of the Mallard Bay covenants determined that there were no prohibitions that could be applied in this particular case.

Landscaping Committee (Lynda Browne) – Ms. Browne reported that multiple plants ordered last month have been planted with the help of Ms. Roberta Jones and noted that some plantings have fared better than others. Ms. Browne placed the two Porculaca plants donated by Ms. Carrie Mullins in the planter in front of the steps leading into the Clubhouse. Ms. McGuire asked about ownership of the dead trees at the entrance of Mallard Bay and a lengthy discussion followed about the disposition of these trees, to include removing the dead trees without further delay as they are unsightly.

Facilities Maintenance Committee (Marshall Sebra) – Mr. Sebra took the opportunity to thank all of the volunteers who have helped in the last month on a variety of projects around Mallard Bay. He also raised the issue of the current condition of our Marina pier and pilings, some of which are old and rotting, and recommended that we begin planning for their repair and/or replacement. Ms. McGuire recommended that we do an inspection in the fall when all of the boats are out of the water. Mr. Sebra reminded us that the permit process takes many months, so if we start the process this fall, we might have any projects completed by the spring of next year. Ms. McGuire raised the issue of the current condition of our dams and recalled that Mr. Paul Ryan noticed some deterioration in the dam “tunnels”. In addition, Mr. Glenn Lester had previously inspected these tunnels, which normally have a lifespan of about 25 years, and suggested that we might need new metal tunnel pipes at an estimated cost of \$15 K. The State of Virginia Dam Safety Engineer will be involved in the permit process as our dam falls within their scope of authority. Mr. Sebra mentioned that the state does have grants for these projects, so there is a possibility that we might be able to secure one to repair or replace our dam drainage pipes. There was additional discussion about water drainage in our various lakes and ponds, and other water conduits and their current condition.

Neighborhood Watch Committee (Allen Garland) – Mr. Garland advised that the Mallard Bay security cameras are all currently up and running and he provided additional details about the security system.

Social Committee (Bob Mitchell) – Mr. Mitchell reported that around 40 people attended the 4th of July picnic, and he thanked Mr. McGuire and Mr. Hobson for the memorable firing of the cannon (to repel the British invaders and pirates). The next big event will be the Labor Day Luau in September. At that picnic, Ms. Hobson will once again supply paper bags to be filled and returned at the Annual Meeting in October as part of the annual food drive campaign.

Amenities Committee (Ted Hobson) – Mr. Hobson advised that the new basketball equipment will arrive this week or next and requested permission to have it stored temporarily in the Clubhouse pending installation.

Updates

Ms. McGuire thanked:

- Mr. Mitchell for installing the new lights in the secondary parking lot;
- Mr. Swank for landscaping (covering hole) in the parking lot;
- Mr. Malloy for the new American Flag at the Clubhouse; and
- Mr. McGuire for the new windsock at the dock

Old Business

Reassignment of Bill Schreier's Duties – Ms. McGuire discussed the reassignment of the RV Lot portfolio and all of the work that has been done thus far. Mr. Blaine Swank, who has worked in the RV Lot and is familiar with its layout and current occupancy, has kindly volunteered to work on this project with Ms. Widenmyer. There was some discussion about options for addressing the problem of unregistered property, including purchasing uniform numbers to assist in identifying ownership of all property stored in the RV Lot and assessing fines for non-compliance.

New Business

Political Signs and other signs – Ms. Widenmyer advised that per State of Virginia Executive Order, our property owner disclosure packets must now state clearly the rules governing the size, location, duration, etc., for posting of political signage on private property. She noted that Mallard Bay already has guidance on the number of signs, their size, and location, so the only issue that needs to be addressed is the duration of posting. While the county has rules regarding when the signage must come down, it does not have rules governing when they can go up. Mr. Hobson added that last year, the signs went up 6 weeks before the election and came down 2 weeks after. Mr. Garland volunteered to check again with the county. There was some discussion about the Mallard Bay covenants and language therein on this subject and Mr. Hobson pointed out the ramifications of the new changes. Ms. Widenmyer suggested that we update our disclosure packet guidance to cover July through October 2020 at which time we could place the new guidance (to update covenants) to a vote at the Annual Board Meeting in October. Ms. McGuire recommended that we follow the county timelines for posting & removing political signage.

Closing Comments

A question was raised about the ownership of a boat currently parked in the RV Lot. Mr. McGuire offered to post a notice on the Mallard Bay website, but needed a point of contact for any respondents and Mr. Garland offered to look into identifying ownership. Ms. Widenmyer suggested that we provide Mallard Bay property owners with adhesive numbers that they must affix to property currently stored in the RV Lot by August 2020. Mr. Swank expressed his concern that 2 years into this project there are still residents that have not complied with repeated requests to register their property. On a separate topic, Mr. Yordy noted that our clubhouse phone line is down and he offered to follow-up with Verizon. Ms. Widenmyer stated that she had already contacted Verizon and a service call has been scheduled. He also had a question about the scheduling of our clubhouse septic system pump-out and Ms. McGuire noted that this is a routine maintenance project that should be on the list of routine maintenance items. Ms. Widenmyer will check the records to confirm the date of the last septic pump-out.

The meeting was adjourned at 7:13 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Monday August 3, 2020 at 6:30 p.m. in the Clubhouse.

Submitted by:

Victoria Coffineau, Secretary