

Mallard Bay Property Owners Association  
Minutes  
Meeting of Board of Directors  
August 3, 2020  
Approved September 7, 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  
Marshall Sebra, Board Member and Maintenance Committee  
Gary Yordy, Board Member

**Board Members not present:**

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

**Committee and Support Personnel Present:**

Scott McGuire, Webmaster, Dockmaster and Clubhouse Manager  
Ted Hobson, Architectural Review Committee Chair and Amenities Committee Spokesperson  
Bob Mitchell, Social Committee Chairman

**Property Owners present:** Mary Yordy

**Opening Comments**

Ms. McGuire opened the meeting by welcoming all attendees and soliciting comments. There were no general comments.

**Reports**

**Secretary** (Victoria Coffineau) – Ms. Coffineau presented the Minutes of the July 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 has arranged to pay the debt on a monthly schedule with conditions. A lien is in the process of being placed on the other property and a brief discussion ensued about this particular case. Ms. Widenmyer advised that we are now underbudget by \$ 4 K +.

**Property Manager** (Brant Hays) – no report.

**Webmaster, Dockmaster & Clubhouse Manager** (Scott McGuire) – Mr. McGuire had nothing to report.

**Architectural Review Committee** (Ted Hobson) – Mr. Hobson reported that the ARC approved a request to replace a deck (Lot 115). For the same lot, the ARC initially disapproved a proposal for new fencing, and

subsequently approved the resubmission which included a different type of fencing. The ARC also approved a request to build a pier on Lot 101.

**Landscaping Committee** (Lynda Browne) – On her behalf, Mr. Hobson reported that Ms. Hobson completed a weed killing project in the extended parking lot of the Clubhouse. Ms. McGuire also noted the great work done by our Summer Hire Denzel Mitchell trimming the crepe myrtles at the Gatehouse and for his work around the dam. Ms. McGuire advised that Ms. Browne will be calling for volunteers to assist her in various upcoming landscaping projects, including trimming & weeding near the concrete Mallard Bay signage.

**Facilities Maintenance Committee** (Marshall Sebra) – Mr. Sebra had no updates and mentioned that he has been very busy of late with less spare time for Mallard Bay projects. Ms. McGuire once again thanked him for his excellent efforts overseeing the Clubhouse deck project and for his input and consistently sound advice on a variety of ongoing and upcoming projects. Ms. Widenmyer noticed an area of warped wood near the deck and sought Mr. Sebra’s advice on possible means of repairing it. He advised that this is a simple repair job that we should be able to manage with a volunteer or two.

**Neighborhood Watch Committee** (Allen Garland) – no report.

**Social Committee** (Bob Mitchell) – Mr. Mitchell reported that we are still on schedule to hold the Labor Day Luau in September. (Note: 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) – Ms. McGuire asked Mr. Hobson for a list of the Amenities projects that may still be completed in CY 2020 and she thanked him for overseeing the procurement and installation of the new shuffleboard and basketball courts. Mr. Yordy mentioned that the shuffleboard squares may need to be pinned down with tapcon screws to prevent them from shifting. The basketball court squares have already been pinned. There was some discussion about repurposing the old basketball court pole (see New Business).

### Updates

Ms. McGuire thanked the following:

- Mr. Hobson for upgrades to the multipurpose shuffleboard court and the Canvasback basketball court.
- Mr. Swank and Mr. Mitchell for hauling away the tree cuttings
- Mr. Mitchell for adding four more solar lights in the Clubhouse parking areas (Note: he also fixed the solar cell on the flagpole.)
- Mr. Malloy for repairing the pool’s salt cell
- Three dead trees were removed from the Mallard Bay entrance and Ms. Browne was able to secure a good cost estimate for that job.
- Thirty-four sycamore trees were trimmed on Mallard Bay Drive
- Twelve crepe myrtle bushes were trimmed on Mallard Bay Drive
- Overgrowth of bushes on top on Eagle Lake Dam has been removed from one side
- Repair to pipes at Puddle Duck pond have been completed and water is again filling the ponds. Mr. Yordy and Mr. Mitchell reported that electrician Paul Ryan has recommended the installation of a new exhaust fan in the main pump house. Ms. McGuire suggested that pump maintenance duty be assigned on a monthly basis versus weekly basis and that Mr. Mitchell serve as the lead POC on this project.
- RV Lot ID numbers have been mailed to property owners to be attached to their vehicles. Ms. Widenmyer noted that these numbers were only sent to property owners that still had unidentified property in the lot. No new action is required of those that already have identified property in the lot. Ms. Widenmyer also provided a brief overview of her efforts to ensure that all property in the lot is properly identified and that appropriate actions (to include fines) are taken to address violators.

## **New Business**

Swimming Pool flaking concrete surrounding drain – Ms. Widenmyer reported that the inspection has been postponed by one week.

Issues regarding dam seepage at the upper & lower lakes – Ms. McGuire had nothing new to report. Mr. Yordy asked about who has the permits for dam repair work and there was some discussion about collecting the paperwork regarding previous dam work completed by a contractor.

Tetherball installation and placement – Ms. McGuire suggested repurposing the old basketball court pole into a tetherball pole and that perhaps the Amenities Committee can recommend a location for the new tetherball. There was some discussion about who might lead this project.

Clubhouse Alarm System – Mr. Yordy raised the topic of maintenance of the system and there was discussion of various related items. Ms. Widenmyer provided an update on her activities and Ms. McGuire recommended that Mr. Garland follow-up on the outstanding items discussed.

Septic System maintenance – the pump out of the Clubhouse septic system is scheduled for this week and there was some discussion about purchasing Rid-X as part of routine maintenance.

Discussion about raising annual POA fees – Ms. McGuire led a discussion about the possibility of raising the annual dues as it has been over 10 years since they have been raised, the current rate has not kept pace with the rising costs of goods and services to the community, and building up our reserves could preclude the common HOA practice of imposing a Special Assessment for significant or unexpected projects. Mr. Sebra reminded all about the possibility of securing State grants to defray the cost of expensive projects, such as dam repair. Ms. McGuire mentioned that she has sought cost estimates on this project without any response from potential contractors and Mr. Sebra and Mr. Yordy discussed aspects of the process of assessing the need for dam repair. There was a general discussion about raising the dues and Ms. McGuire recommended this proposal be placed before the Mallard Bay community in September for their consideration at the Annual Board meeting in October. Further discussion on this topic will be required.

## **Closing Comments**

Mr. Hobson noted that Bay Cutters need to be advised to mow the areas where Denzel just cleared of tree limbs and brush and may need to do two passes. Ms. Widenmyer advised Mr. Hobson to follow up with Steve Jones.

The meeting was adjourned at 7:10 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Monday September 7, 2020 at 6:30 p.m. in the Clubhouse.

Submitted by:

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Victoria Coffineau, Secretary