

Mallard Bay Property Owners Association
Minutes
Meeting of Board of Directors
September 2, 2019
Approved October 7, 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 Vice-President Sharon Hunt at 6:32 p.m.

Board Members present:

Sharon Hunt, Vice-President
Victoria Coffineau, Secretary
Jeanne Widenmyer, Treasurer and MBPOA Registered Agent

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

Property Owners present: Linda Hobson Jim Hanline Ron Horton

Ms. Hunt opened the meeting by welcoming all attendees, Ms. Rita Johnson, and her invited guest speaker, Mr. Mike Ahart, President of the Northumberland Association for Progressive Stewardship (NAPS). Mr. Ahart offered a presentation on the NAPS organization and their recent "2018 Creek Cleanup" project at Ingram Bay. He proposed the launching of a similar waterway & shoreline trash cleanup project from the Mallard Bay Marina on Sunday October 6, with the assistance of over 25 youths, two boats, and other volunteers on their private vessels. The cleanup is expected to cover portions of the Great Wicomico River up to Tipers Bridge, and the Bush Mill and Crabbe Mill Streams. Two Smith Point Sea Rescue vessels will be on hand to assist with any emergencies. Recovered trash will be sorted for recyclables near the Marina crabbing pier and all trash will be removed by private trucks the same-day. This event will start at 11:30 a.m. at the Mallard Bay Clubhouse with NAPS participant registration, a short lunch at noon, and project wrap up by 3:00 p.m. Ms. Johnson will serve as the Mallard Bay liaison with the NAPS staff for the duration of the event. Ms. Hunt thanked Mr. Ahart for his presentation and the Board agreed that this was a worthwhile endeavor that the MBPOA could support.

Opening Comments

Ms. Hunt then invited general comments from those in attendance. Ms. Hobson advised that she will be purchasing cleaning supplies for the Clubhouse, and will provide Ms. Widenmyer the receipts for any purchases made at the designated local hardware store. Mr. Horton thanked the Board for its swift response to the complaint he registered about the RV Lot, and Ms. Hunt thanked him for bringing it to the Board's attention.

Reports

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

Treasurer (Jeanne Widenmyer) – Ms. Widenmyer reported that one property owner still remains delinquent and that regrettably legal action will probably need to be started next year to satisfy the POA obligation. On Mallard

Bay finances, Ms. Widenmyer reviewed several of the August expenses, noted that we are now over 11K under budget, and we've only spent 2K of the Special Projects fund. Mr. Hanline advised that we will be purchasing a new timer for the small pump. Mr. Hanline had conveyed to Mr. Ryan that the small pump itself does not need replacement and offered him advice on pump part procurement. Ms. Widenmyer mentioned that the MBPOA will be entering an annual servicing agreement with Mr. Ryan, at which point Mr. Hanline recommended we include the servicing of electrical outlets at the crabbing pier and other electrical items. Mr. McGuire advised that he will forward Mr. Ryan's work proposals on to Ms. Widenmyer when he receives them.

Property Manager (Brant Hays) – Ms. Coffineau reported on behalf of Mr. Hayes of his plans to close the pool on or after October 6, depending on the weather and other factors. Ms. Widenmyer advised that if the weather stays in the 70's, the pool is usually kept open until mid-October. Mr. Hanline explained in detail the procedures for closing the pool, and if needed, other MBPOA members can assist with this process.

Webmaster, Dockmaster & Clubhouse Manager (Scott McGuire) – On the Dockmaster and Clubhouse Manager portfolios, Mr. McGuire presented for Board consideration a draft letter to currently registered Clubhouse users (private functions) and future registrants advising them of their responsibility to ensure that guests attending their function do not park on the narrow driveway leading to the Marina or at the Marina boat launch. Mr. McGuire also drafted a sign that would be posted during private functions which would prohibit parking beyond the Clubhouse parking lot (toward the Marina). These initiatives are designed to prevent a repeat of a recent incident in which guests at a very large private event parked in the narrow driveway and at the Marina boat launch and prevented several boaters from reaching the Marina to launch their boats. There was a lengthy discussion about implementation, the current number of available parking spaces, alerting guests of the availability of Mallard Bay Drive parking, and issues related to the overflow of guests at the pool, dock and other non-reserved areas of the Clubhouse and Marina (Note: only the Clubhouse can be reserved for private events). Ms. Widenmyer recommended making the draft letter part of the contract that Clubhouse registrants must sign before they are permitted to host an event. Both proposals (letter & signage) are pending Board consideration.

Architectural Review Committee (Ted Hobson) – Mr. Hobson reported that the ARC received a complaint about an overgrown lawn. The owner has addressed the problem and has promised to be more vigilant in the future. LPZ packages were provided for Lots 37 and 130. The ARC approved a request for a screened-in porch which is being installed at Lot 76. There was some surprise overgrowth clearing work done near Lot 76. Finally, the ARC will be asking one member of the ARC to vacate his seat on the Committee. While this ARC member was doing a great job when he was actively engaged, he is no longer an active participant in the ARC. The ARC Chairman will work with the Board in seeking a replacement.

Landscaping Committee (Lynda Browne) – Ms. Hunt asked about plans for watering plants in Ms. Browne's absence and Ms. Widenmyer has volunteered to cover the Clubhouse and pool areas. Mr. Hanline mentioned that there is a noticeable imbalance in the crepe myrtle trees planted at the entrance of Mallard Bay. While the left side has five trees, the right side has only one, so he has asked that consideration be given to relocating the two crepe myrtles (located in the island) to the right side. His suggestion will be passed to Ms. Browne.

Facilities Maintenance Committee (Marshall Sebra) – No report.

Neighborhood Watch Committee (Allen Garland) – No report.

Social Committee (Bob Mitchell) – Mr. Mitchell reported the September 1 Labor Day Luau Picnic was a success with about 50 people in attendance at this very enjoyable event. For the upcoming October 19 MBPOA Annual Meeting, the Social Committee will be providing cookies & punch, and finally on October 26, our Cocktails on the Rivah will finish the Social Committee calendar for 2019. For 2020 – we're considering combining the October 31 Cocktails on the Rivah with a Halloween celebration for kids, and Mr. Mitchell is soliciting ideas for 2020 events

that the Social Committee can consider hosting. He mentioned that Bill & Carol Bracker will be ending their tenure this year, so the committee will be searching for new volunteers to fill their positions.

Amenities Committee (Ted Hobson, Spokesman) – the new Mallard Bay sign for the Clubhouse has been installed and the two dockside signs will be installed shortly. Mr. Hobson said that the lettering on the Mallard Bay sign does appear small and Ms. Widenmyer suggested we simply add an 8-inch banner at the bottom of the sign to read “Clubhouse & Marina”. There was some discussion about other options for making the sign appear more prominent and the Committee is awaiting Board input and approval.

Old Business

Clubhouse Deck – Ms. Hunt reported that we are still seeking proposals for replacing the deck.

Clearing lower dam – update not available.

Updates

- The eight transom windows were installed in the Clubhouse.
- Pump maintenance status – Mr. Ryan has installed a new timer/clock at the pump. The pump has been serviced and a new electrical/breaker panel has been installed to bring the panel up to code. Mr. Ryan has been asked to submit a proposal for a yearly contract to check and service our pumps on a monthly basis.
- The kayak rack was extended to accommodate 6 new spaces for kayaks or paddle boards – many thanks to Mr. Hanline, Mr. Horton, Mr. Hobson and Mr. Sebra.
- The swimming pool fence is being stained by our summer intern Pierce.

New Business

Club House use/abuse by residents for large private events – *See Webmaster Section*

RV Lot Proposed rules and establishment of procedures for derelict vehicles:

In response to Mr. Horton’s complaint, Ms. Hunt drafted for Board review and consideration a new Mallard Bay Storage Lot Registration form and a preliminary list of the current vehicles/vessels/trailers in the lot. The draft registration form solicits additional information about the lot owner, item(s) being stored in the lot, and clarifies lot owner responsibilities. Ms. Hunt thanked Mr. Hanline, Mr. Horton, and Mr. Hobson for their assistance in identifying items currently in the RV Lot. In an effort to determine ownership of unidentified items, Ms. Widenmyer suggested that we consider sending the registration form directly to lot owners and asking them to complete and return it if they have any items stored in the RV Lot. Work is well underway to comprehensively address and resolve the concerns about the current maintenance and usage of the RV Lot.

Closing Comments

Mr. Hanline took a moment to thank all Board members and others that supported him over the past 9 years of residence in Mallard Bay and that he felt that much was accomplished over the years. Mr. Hanline asked that his remarks be made part of the official record at the Annual MBPOA meeting, and Ms. Hunt agreed to convey his request to Ms. McGuire upon her return. The meeting was adjourned at 7:20 p.m.

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

Submitted by:

Victoria Coffineau, Secretary