

Mallard Bay Property Owners Association
Minutes
Meeting of Board of Directors
DRAFT 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
Gary Yordy, Board Member

Board Members not present:

Lynda Browne, Board Member and Landscaping Committee
Allen Garland, Board Member and Neighborhood Watch Committee
Marshall Sebra, Board Member and Maintenance 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: Mary Yordy Hank Hilker

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 August 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. A lien will be filed this week in one case, and the other owner has arranged to pay the debt on a monthly schedule, albeit at a lower amount due to economic hardship. One homeowner is pre-paying their 2021 dues in monthly installments. There was a brief discussion about the lien case, previous cases, and lien processing timelines. Ms. Widenmyer advised that we expended over \$ 8 K in August (15 checks) with the largest expenses for Hurricane Isaias cleanup and for mowing. We are now underbudget by less than \$ 400.

Property Manager (Brant Hays) – Mr. Hays advised that the pool is running fine and thanked Mr. Malloy for stepping in for him and Ms. Horton for her maintenance of the pool chemicals. He will clean the tennis courts soon and has recently sprayed the tennis court at Canvasback Lane. We don't yet have a pool closing date.

Webmaster, Dockmaster & Clubhouse Manager (Scott McGuire) – Mr. McGuire advised that applications for boat dock and kayak slips can now be filled in on-line at the Mallard Bay website (thanks to Jeanne and Debbie

Evans), and that current slip renters need to decide if they wish to retain their slip for 2021. Ms. Yordy recommended that we update the rules for reserving the Clubhouse on-line and a discussion about the merits of changing the current system ensued. All agreed that residents need to be able to access the reservation rules on-line in order to avoid any confusion or misunderstanding prior to making reservations. Ms. McGuire asked Mr. McGuire to present a report at the Annual meeting in October on the number of hits our website has received this year.

Architectural Review Committee (Ted Hobson) – Mr. Hobson reported that the ARC approved two requests related to the removal of fallen trees (Lots 113 and 138) and responded to one request for guidance on new home construction (Lot 160).

Landscaping Committee (Lynda Browne) – Ms. McGuire advised that Ms. Browne will be planting two rhododendron bushes in the front of the Clubhouse. Mr. Hays noticed the recent explosive growth and spread of purple flowers and Ms. Browne will need to assess the problem and decide how best to address it.

Facilities Maintenance Committee (Marshall Sebra) – Mr. Yordy asked about the status of repointing the bricks on the Clubhouse fireplace to prevent water leakage and Ms. McGuire advised that Mr. Sebra has confirmed that the area has been caulked. Further to this, she advised that the contractors who replaced the Clubhouse door and windows also inspected the area and reported no problem. Mr. Yordy then asked whether the heat pump for the pool has been serviced. Ms. Widenmyer responded that it is serviced whenever it malfunctions but added that it is near the end of its lifespan and is due for replacement soon. Mr. Yordy suggested that yearly preventative maintenance would be prudent and Mr. Mitchell concurred with his suggestion adding that a check every May before the pool opens makes sense. Ms. McGuire agreed and Ms. Widenmyer will obtain an estimate for yearly servicing. Mr. Yordy asked about the status of the staining of the deck and was reminded that it is scheduled for one year from the date of deck installation.

Neighborhood Watch Committee (Allen Garland) – no report.

Social Committee (Bob Mitchell) – Mr. Mitchell reported that the Labor Day Luau went well with 25 persons in attendance. He thanked Ms. Winky Mitchell for the BBQ chicken, Ms. Donna Sebra for serving the food, and all of the volunteers who chipped in to help clean up. He was pleased to report that two new families to Mallard Bay attended the Luau. Ms. McGuire was joined by others in thanking Mr. Mitchell for a job well done.

Amenities Committee (Ted Hobson) – Mr. Hobson asked if we might modify the current mowing contract to include the kind of work Mr. Denzel Mitchell recently completed (weedwacking & brush clearing), perhaps twice a year, to prevent the overgrowth problem we have experienced. Ms. Widenmyer agreed to look into this.

Updates

- Clearing the overgrowth of bushes on Flyway Lake – Ms. McGuire was pleased with Mr. Denzel Mitchell's efforts clearing both sides of the lake.
- Hurricane Isaias – there were 3 downed trees and 7 damaged trees all on Mallard Bay Drive. Dodson still needs to remove the debris. Ms. McGuire thanked Mr. Hobson for cutting a pathway so cars could pass on Mallard Bay Drive and he replied that at least two other persons unknown assisted. She extended her thanks to those who stepped in to help clear Pintail Lane as well.
- Update on Clubhouse Alarm System – Ms. Widenmyer discussed her recent contacts with the contractor and a discussion ensued about specific actions that need to be taken to ensure that our system is up-to-date. Mr. Yordy had some suggestions based on his own experiences with alarm systems and companies and he agreed to look into procuring additional needed items.
- Update on Pump House Pump system – Ms. McGuire advised that Mr. Ryan services our pump once a year. There was a lengthy discussion about the pump operational schedule, the timer, and the need for an updated pump manual. Ms. McGuire had multiple questions of Mr. Yordy and Mr. Mitchell regarding the

routine maintenance of the pumps. Mr. Mitchell offered tips on pump maintenance and Mr. Yordy will contact Mr. Ryan to follow-up on issues discussed in this meeting.

New Business

Swimming Pool flaking concrete surrounding drain – Ms. Widenmyer reported that on October 19th the pool will be repaired under warranty and the contractors will drain the pool, fix the problem areas, and refill the pool. Ms. Widenmyer mentioned that the contractor believes that the wrong adhesive was initially used around the drain area, resulting in the current problem. Ms. Yordy asked if we have an official close date for the pool and Ms. Widenmyer said that it depends on the weather - but that we will post a notice on the website when the date is firm.

Conditional 2 year Operation Maintenance Certificate received for Dams from VA State Department of Conservation & Recreation – Ms. McGuire discussed her outreach efforts in securing estimates for dam repair and a surveyor as part of the process of addressing our current drainage problems at Flyway and Eagle Lakes. There was some discussion about obtaining the original site plan and finding the right contractor for the job. Ms. McGuire provided a brief overview of the challenges inherent in meeting state regulations and her work in moving this forward. There was discussion about the current usage of the area above the dam and whether it should be restricted (e.g. golf cart access) or repaved and Mr. Yordy mentioned that we need to focus attention on the spillways. Ms. McGuire added as a separate issue the cleanup of the dead trees near the Canvasback Lane Recreation Area and Mr. Yordy agreed to make this a priority.

Tetherball installation and placement – The exact location is still under discussion but Ms. McGuire suggested a spot near the old monkey bars on Canvasback Lane might be a good fit.

Extra Mile Award – for discussion in closed session.

Annual meeting – Ms. Widenmyer will send out letters on September 14. Ms. McGuire advised that she has received sufficient interest in the four Board positions opening in 2021. She asked Mr. Yordy if he would consider serving on the Maintenance Committee in 2021 and he graciously accepted her offer.

Fall Cleanup – On behalf of Ms. Browne, Ms. McGuire set a tentative date of Saturday September 26.

Closing Comments

Mr. Yordy asked about the status of the awning to protect the Clubhouse lift and Ms. McGuire advised that Mr. Swank has offered to work on this project. Ms. Widenmyer reported that as a cost and timesaving effort, this year she did not include a separate boat slip request in the annual mailing to all property owners. She only sent requests to those who already have rented slips and advised all others to check the website for additional information on renting slips.

The MBPOA Board meeting was then convened to go into closed session to discuss possible nominees for the Extra Mile Award and the meeting was adjourned at 7:33 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Monday October 5, 2020 at 6:30 p.m. in the Clubhouse.

Submitted by:

Victoria Coffineau, Secretary