

Mallard Bay Property Owners Association
Minutes
Meeting of Board of Directors
DRAFT October 4, 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

Board Members not present:

Keith Lilienfeld, Vice-President (post-meeting telephone call)
Marshall Sebra, Board Member and Maintenance Committee
Lynda Browne, Board Member and Landscaping Committee
John Miller, Board Member at Large

Committee and Support Personnel present:

Ted Hobson, Architectural Review Committee
Bob Mitchell, Social Committee
Linda Hobson, Clubhouse & Dock Maintenance

Property Owners present: Bill Bracker Hank Hilker Paul Malloy Debbie & Larry Tupper Blaine Swank

Opening Comments

Ms. McGuire opened the meeting by welcoming all attendees. In an effort to make it easier to locate previous Board decisions when issues arise, such as one concerning contiguous lots, Mr. Bracker made several recommendations to the Board regarding recordkeeping, to include the suggestion that it establish a ledger of Board decisions and a policy manual governing contractors. He also provided the Board with a handwritten letter outlining his concerns in detail. Ms. McGuire thanked him for bringing his suggestions to the attention of the Board for its future consideration. Ms. McGuire advised that she had asked Mr. Lilienfeld to attend the meeting via telephone as there are several items that require a vote. She also took the opportunity to thank Mr. Sebra and Mr. Malloy for removing furniture, umbrellas and the grill from Clubhouse deck in preparation for the deck staining project. The contractor will stain the deck next weekend. Ms. McGuire asked Mr. Hobson for suggestions on the deck color and Ms. Hobson will work with Mr. Sebra on the specific materials needed to stain the deck. She also thanked Mr. Mitchell for again cutting the grass at the Canvasback Recreational Area.

Reports

Secretary (Victoria Coffineau) – Ms. Coffineau postponed the presentation of the Minutes of the September 2021 meeting for approval until a quorum could be established. (Note: a quorum was established with a post-meeting call by Mr. Lilienfeld). On a voice vote, the Board approved the Minutes.

Treasurer (Jeanne Widenmyer) – Ms. Widenmyer advised that two property owners have not yet paid their 2021 dues and liens have been placed in both cases. Three property owners are in pre-pay status.

Property Manager (Tanya Mitchell) – Ms. McGuire advised that Ms. Mitchell had nothing to report at this time. Mr. Malloy confirmed that the date for the pool closure is October 15 and that he will contact Mr. Ness to initiate the winterization process. The pool cover will go on after Mr. Ness completes the process and River Pools completes the eco finish repair.

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

Architectural Review Committee (Ted Hobson) – Mr. Hobson reported that the ARC provided an LPZ plat for a packet for Lot 153.

Landscaping Committee (Lynda Browne) – Ms. McGuire reported that Ms. Browne has cut back the overgrowth on several plants near the pool and will take some potted plants inside for the winter. Ms. Brown has also procured the rain barrel that will be placed at the Gatehouse.

Maintenance Committee (Marshall Sebra) – Ms. McGuire reported that Mr. Sebra cleared the deck pre-staining. She is awaiting additional information from him regarding the potential concrete contractor for the pool surround. Ms. McGuire advised that she had received an estimate of \$92,000 to repair the area surrounding the pool. That is not a typo. Mr. Hobson and Mr. Yordy met with Glenn Lester to discuss a project for additional stone on the dam area. Mr. Hobson reported that Mr. Lester offered him two referrals for the project and he will follow up with those contacts. Mr. Hobson explained that we need to stabilize the riverside area which is starting to erode around the pipes. The goal is to stop the erosion then tackle the seepage problem. Ms. McGuire said that she would obtain from Mr. Lester an estimate for additional gravel at the Clubhouse parking lot at which point Mr. Hobson advised that he had already received the estimate from Mr. Lester, which he will forward to Ms. McGuire and Ms. Widenmyer.

Social Committee (Bob Mitchell) – Mr. Mitchell confirmed that the Social Committee will provide cookies, punch, and coffee at the October 16 Annual Membership Meeting and once again, will be fundraising for the food pantry Gleamers and Blenders. In honor of Oktoberfest, Ms. McGuire offered to bring bratwurst sandwiches and German potato salad.

Amenities Committee (Mary Yordy) – Ms. Hobson reported that one side of the gravel walkway on the dam has been sprayed with weed killer and she asked if the other side (with no golf cart traffic) should be done as well. Ms. McGuire replied that yes, grass and weeds tend to grow along the walkway and it should all be done. She went on to say that we should consider hiring someone to tackle all of the weeds sprouting from the cracks in the pavement in a number of cul-de-sacs, parking lots, and other common areas. Ms. Hobson said that she might be interested in this job and she was reminded that Mallard Bay owns a battery powered sprayer that could be used for this purpose. Ms. McGuire suggested that the new Board in 2022 might focus additional attention of preventive maintenance projects like this one. Mr. Hobson asked Ms. McGuire if we have put ATS on retainer for keeping the dams clear of trees, as this is a critical need going forward and Ms. McGuire said not yet. With regards to contractors, Ms. McGuire and Ms. Widenmyer indicated that while multiple bids on projects would be ideal, we routinely waive this process when we have a trusted, dependable, and long-term contractor that has served our community well.

Updates

Clubhouse Deck cleaning and staining status – (*see Maintenance Section*)

Pool Closing October 15th – (*see Property Manager Section*)

Outstanding Dam issues – Ted/Gary (*see Maintenance Section*)

- Camper Removed from RV Lot – Ms. McGuire reported that the derelict camper has been removed from the RV Lot. Ms. Widenmyer proposed that the accrued fine of \$100 be waived but postponed a vote until a

quorum could be established. (Note: a quorum was established with a post-meeting call by Mr. Lilienfeld). On a voice vote, the Board approved the motion to waive the debt.

- Fall Cleanup date to be set – the date for the Fall Cleanup project was set for Saturday October 9 at 10:00 a.m. Ms. McGuire is asking for volunteers to trim bushes, do some mulching, and cleanup around the Clubhouse.
- Annual Meeting October 16th update – Jeanne (ballots returned and still outstanding) Ms. Widenmyer noted that if the proposed increase in the annual dues is approved, the bulk of the estimated \$14K - \$15K would be placed in the Reserves. We currently only have 51% of what we need in the Reserves, and while we do have \$100K+, the goal is to reach \$160K. She advised that once we pay for the upcoming pool repair project and the dam project, our reserve balance will go down. On the balloting: over 150 ballots were mailed out, she has received 87 ballots. Of the 87 ballots received, there were 60 “yes” votes and 27 ballots were either “no” votes or no vote was marked on the ballot. At least 79 “yes” votes will be needed for the proposal to pass. Ms. Widenmyer noted that many newcomers to Mallard Bay have yet to return their ballots and urged them to do so without further delay as they must be returned via USPS. Several attendees offered to reach out to their neighbors with a friendly reminder to send those ballots in if they have not already done so.
- Budget priorities/additions for 2022 – (preventive maintenance items) Ms. Widenmyer reminded the Board Members, Committee Chairs, and Support Staff to e-mail her with any Special Projects so that she can add them to the draft budget. Ms. McGuire asked Mr. Hobson whether Mr. Yordy had identified a contractor to fix our Clubhouse chimney, and he replied that Mr. Yordy does have a contact but it hasn’t yet translated into a commitment to do the repair. Ms. McGuire asked whether we could seek a referral from Glenn Lester or from within the Mallard Bay community for a mason that might be interested in the job.

Closing Comments

Ms. Hobson reported that Ms. Yordy has placed directional arrows (on stakes) along the Flyway walking trail. Ms. McGuire asked if Ms. Yordy or Ms. Hobson could contact Ms. Widenmyer to add any Spring Valley Trail projects to the budget along with any other recurring projects that fall within the scope of the Amenities Committee. Ms. McGuire remarked that we need to establish a listing of annual recurring projects, and noted that there are 4 cul-de-sacs that are still the responsibility of the MBPOA, among them Dabbler, Redhead, Widgeon and Woodduck Courts. She reminded all that there must be three houses or more in each cul-de-sac in order for the State of Virginia to pave and maintain the roadway. Ms. McGuire noticed that several of the parking lot pilings are starting to tilt and asked whether Mr. Swank might take a look at them and readjust as needed.

The meeting was adjourned at 7:15 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Monday November 1, 2021 at 6:30 p.m. in the Clubhouse.

Submitted by:

Victoria Coffineau, Secretary