

Mallard Bay Property Owners Association
Minutes
Meeting of Board of Directors
October 7, 2019
Approved December 2, 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 President Mary McGuire at 6:30 p.m.

Board Members present:

Mary McGuire, President
Sharon Hunt, Vice-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
Ted Hobson, Architectural Review Committee Chair and Amenities Committee Spokesperson
Bob Mitchell, Social Committee
Brant Hays, Property Manager (Grounds & Pool)

Property Owners present: Linda Hobson Mary Yordy Gary Yordy

Opening Comments

Ms. McGuire opened the meeting by welcoming all attendees and inviting general comments from those in attendance. There were no opening comments. Ms. McGuire took the opportunity to thank Mr. Mitchell, Mr. McGuire and others for their assistance at the NAPS Creek Cleanup project hosted at the Mallard Bay Marina on Sunday October 6. Over 63 youths participated in this successful and rewarding event.

Reports

Secretary (Victoria Coffineau) – Ms. Coffineau presented the minutes of the September 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 remains delinquent and that 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 September expenses, noted that we are now over 15K under budget.

Property Manager (Brant Hays) – Mr. Hays thanked the unknown volunteer(s) who cleared the leaves off of the Multipurpose Court. Mr. Hays plans to officially close the pool on Monday October 14 and has asked for volunteers to help with installation of the pool cover at around 11:00 a.m. after the pool system winterization process is completed by contractor John Ness.

Webmaster, Dockmaster & Clubhouse Manager (Scott McGuire) – On the Dockmaster and Clubhouse Manager portfolios, Mr. McGuire reported that the NAPS event went well and it was well organized. There are currently 4 or 5 empty dock slips and plenty of kayak rack slots are available. All rental fees have been paid and there are several renewals for 2020. On the Webmaster portfolio, the website is popular but he welcomes suggestions for improvements or additions. He mentioned that Mr. Hobson recently recommended posting additional information on the many amenities in the Mallard Bay community.

Architectural Review Committee (Ted Hobson) – Mr. Hobson reported that the ARC approved a tree removal request (Lot 110) and also suggested Paul Malloy be nominated to serve on the ARC Committee. On a voice vote, the Board approved the nomination, and Mr. McGuire will update the Mallard Bay website accordingly.

Landscaping Committee (Lynda Browne) – Ms. Browne reported that two crepe myrtles were relocated to the right side of the Mallard Bay entrance but they may not be acclimating to the new location. She advised that many plant pots (at the clubhouse) need watering and that Mr. Kent McNicholas has trimmed the weeds and plants that were obscuring the Mallard Bay entrance sign at the Mallard Bay Gatehouse. Ms. McGuire praised his work and remarked that the entrance looks nicer now.

Facilities Maintenance Committee (Marshall Sebra) – Mr. Sebra noted that we are still seeking proposals for replacing the Clubhouse deck. Work continues on trimming the overgrown vegetation from the walking trails although more work needs to be done especially near the dams. A complicating factor is the steep incline of the ravines and such a project would require heavy duty landscaping equipment. There was some discussion about the history of this project and Mr. Sebra will consider several options going forward. Mr. Sebra agreed with Ms. Hunt that the playground ladder needs to be replaced, and she added that the picnic table should also be replaced. Mr. Sebra replaced several worn boards on the dock and noted that others will need replacement in the years ahead. Ms. McGuire noted that the pool fence staining project is still incomplete. There was some discussion about this matter and Mr. Sebra agreed to speak with the Summer Intern to ensure project completion within the next two weeks. Mr. Hays reported that he has cleared out brush and other vegetation from the boat ramp area and will continue additional work there.

Neighborhood Watch Committee (Allen Garland) – Nothing to report. Ms. Browne recommended a greater law enforcement presence on Knights Run Road near the Mallard Bay entrance to deter and/or ticket speeders.

Social Committee (Bob Mitchell) – Mr. Mitchell reported on the food drive underway to aid the Gleamers and Blenders food pantry in Burgess. Paper grocery bags with a suggested grocery list have been distributed within the Mallard Bay community and residents were reminded to bring their groceries to the Annual MBPOA meeting on Saturday October 19, where the Social Committee will be providing cookies & punch. The Cocktails on the Rivah event on Saturday October 26 will finish the Social Committee calendar for 2019.

Amenities Committee (Ted Hobson, Spokesman) – Mr. Hobson provided the Board with a draft Clubhouse Amenities Spreadsheet for their review and input. The updated Spreadsheet will be utilized by the Amenities Committee to formulate the 2020 plan of action.

Old Business

Club House Deck – Ms. McGuire advised that she has met with a potential contractor for this project.

Clearing lower dam – Ms. McGuire noted that we have sufficient funding for this project and asked Mr. Yordy if he could ask Mr. Robinson to follow-up with Mr. Sebra on this project.

(Unrelated Items) – Mr. Sebra noted that he is obtaining an estimate for the repair of the Mallard Bay chimney (earlier project). Ms. McGuire mentioned that one of the Mallard Bay Clubhouse doors needs to be replaced and some flashing near a transom window needs repair. Mr. Yordy noticed that one of the doors in the Clubhouse Men's restroom needs minor repair. Mr. Hobson reminded all that the water spigots on the Mallard

Bay dock need to be shut off before the first frost and he will work with Mr. McGuire on this task. Ms. Yordy reported that she discovered a fence post cap on the Multipurpose Court which needs to be reinstalled.

RV Lot Status – Ms. Hunt provided the Board with an updated list of the current vehicles/vessels/trailers in the lot. She has received 10 Registration Forms and has been in contact with several property owners but asked for the assistance of Mr. Garland in further identifying ownership and other procedural matters. Ms. Hunt inquired as to whether Ms. McGuire will officially introduce the registration form at the October 19 meeting and asked the Board to review the draft Mallard Bay Storage Lot Information Sheet and provide input so that she may update the guidance. There was a lengthy discussion about the possibility of charging a fee for RV Lot parking, options for processing derelict property to include towing, and whether designated spaces could be created based on size of vehicle/vessel. Ms. Hunt was praised for her work on the RV Lot project and Ms. McGuire thanked Mr. Blaine Swank for cutting back the brush in the RV Lot.

Dockmaster Proposal – Mr. McGuire presented a sign for Board approval that would be posted during large private functions which would prohibit parking beyond the Clubhouse parking lot (road to Marina), and on a voice vote, the Board approved the signage. Mr. McGuire will post the sign prior to each large private event and will also e-mail registered Mallard Bay Marina Dock slip renters with instructions on how to access the Marina.

Updates

- Pump maintenance status – A proposal for Lift Station #2 has been received, and Mr. Ryan has ordered electrical items for Pump Station #1. Work will be completed on receipt of items including a new electrical panel. Ms. Widenmyer advised that we have sufficient funds for these upgrades, including installation of an above ground pump with a light sensor that will flash in the event of a system malfunction. Ms. McGuire will circulate all upgrade proposals to the Board for review and approval.
- Replacement and repair to dock boards completed – thanks to Mr. Sebra.
- Decorative stone border at Clubhouse completed – thanks to Ms. Browne.
- Swimming Pool Fence staining is near completion by our Summer Intern.
- Proposal for annual contract for maintenance on Mallard Bay pumps by Mr. Ryan is still pending.
- New Clubhouse Sign and Boat Ramp signs installed – thanks to Mr. Hobson.
- New Door for Clubhouse has been ordered.

New Business

Annual MBPOA Meeting – scheduled for Saturday October 19 at 1:00 p.m.

2020 Budget – Ms. Widenmyer advised that she has proposed an increase in the landscaping and grounds maintenance budget to permit additional beautification projects and Mr. Garland will seek contact information for possible landscapers and work with Ms. Browne. Ms. Hunt suggested planting cattails around the Mallard Bay Drive ponds.

Closing Comments

Ms. Yordy and Ms. Hobson requested permission to remove the trash can located at the Mallard Bay dock at the end of each boating season and they will work with the Dockmaster on a schedule for removal. Mr. Yordy inquired as to the location of the additional seven parking spaces at the Clubhouse and there was some discussion about reconfiguration of the parking lot to make it more user-friendly. The meeting was adjourned at 7:27 p.m.

The next regular meeting of the Mallard Bay Board of Directors will be Monday November 4 at 6:30 p.m. in the Clubhouse. Everyone is welcome to attend.

Submitted by:

Victoria Coffineau, Secretary