

Mallard Bay Property Owners Association
Minutes
Annual Meeting
Mallard Bay Clubhouse
DRAFT October 16, 2021

Board Members present:

Mary McGuire, President
Keith Lilienfeld, 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
John Miller, Board Member At-Large

Board Members absent: none

Committee Chairpersons and Support Personnel Present:

Scott McGuire, Webmaster, Dockmaster and Clubhouse Manager
Ted Hobson, Architectural Review Committee
Bob Mitchell, Social Committee
Mary Yordy, Amenities Committee
Paul Malloy, Pool Technical Maintenance

Opening Comments

The annual meeting was called to order by MBPOA President Mary McGuire at 1:00 p.m. Ms. McGuire welcomed all attendees. Note: there were 24 MBPOA members in attendance. Ms. McGuire introduced the members of the Board of Directors and Committee Chairpersons, and then asked each of them to provide a short summary of their respective 2021 activities.

2021 Activities Reports

Facilities Maintenance Committee (Marshall Sebra) – Mr. Sebra reported that much work was done this year and he thanked the multitude of volunteers who answered the call to assist with these projects. Among the ongoing 2021 projects are the Clubhouse deck replacement staining (this week) and he noted that the deck is now a nice improvement to the Clubhouse. Mr. Sebra is in the process of tree limb trimming in the common areas of Mallard Bay and asked that he be contacted if there are additional problem areas that should be addressed.

Landscaping Committee (Lynda Browne) – Ms. Browne thanked all of those who stepped in to cover for her after her illness in June and who also helped her keep Mallard Bay beautiful throughout the year, in particular, Ms. McGuire, Ms. Widenmyer, Ms. Jones (watering & trimming of plants), Bob & Winky Mitchell (moral support), Mr. Sebra (picked up the new rain barrel), and Ms. Cerar (moral support). Ms. Browne reported that this year's plantings included the Sun Parasol Pink Mandevilla, the Dichondra Silver Falls, Purple Sweet Potato vines (at the pool), perennial plants in front of the Clubhouse (thanks to Ms. Widenmyer), and the Lantana in hanging pots in front of the Gatehouse (until the recent storm blew them down!). Ms. Browne looks forward to her continued collaboration with Ms. Jones and in the selection of new plants in the springtime to further beautify our lovely community. Ms. McGuire thanked Ms. Browne for the fabulous job that she has done this year.

She went on to also thank Mr. Sebra for being the “go-to” person for repair or replacement projects – on his own time and own expense. For example, last week he cut up the tree in the pond to create a fish habitat. She praised him for sharing his wide range of professional contacts that have ultimately saved Mallard Bay considerable expense on a variety of high-cost maintenance projects. Finally, she expressed her gratitude for his expertise in a seemingly endless number of areas (which he imparts freely and often) and that we are truly fortunate to have him in our community.

Ms. McGuire then introduced Ms. Coffineau and thanked her for keeping the Board Meeting Minutes straight and for reporting the most salient highlights of each meeting.

Secretary (Victoria Coffineau) – Ms. Coffineau explained that the (draft) Minutes of the 2020 Annual Meeting held October 17, 2020 were now being presented for approval. No discussion was forthcoming, and the Minutes were approved. Ms. Coffineau provided a brief recap of 2021, noting that the Board of Directors convened nine General meetings starting in January 2021. (Note: we did not convene a meeting in March 2021). The Board voted on 21 distinct items: 9 were for approval of the General Meeting Minutes and 12 were for specific projects or actions. The Board also approved many items that did not require a formal vote. Many of the issues brought before the Board this year related to repairs of Mallard Bay amenities and facilities, for example, the Eagle Lake Dam project (still underway), replacement of boards on the Mallard Bay dock (thanks to Mr. Sebra & co.), repainting Mallard Bay signage (thanks to Ms. Hobson), and other improvements – large and small. For a more complete picture of the work of the Board of Directors, Committees and Support Personnel – she recommended that the membership read the monthly Board Meeting Minutes posted on the Mallard Bay Website, usually within a week of the meeting. She also noted that the General meetings normally last about one hour, sometimes less, so MBPOA members are encouraged to attend them whenever possible.

Architectural Review Committee (Ted Hobson) – Mr. Hobson explained that the ARC’s primary role is to monitor any construction projects in the community, such as new home constructions or additions to existing homes. There haven’t been any new homes built in Mallard Bay for the past three years however that might change this coming year as many vacant lots have been recently sold. The principal reason for the monitoring is to ensure that homes are built more or less in conformity with the ones currently here, and to avoid extremes in size or shape. In short, typical houses that are well maintained will keep the Mallard Bay community attractive and visually appealing. In 2021, the ARC continued waiving the moratorium on tree cutting, given that the trees are now very old, many are diseased, and some are in danger of falling on homes and other personal property due to hurricane and storm activity. Mr. Hobson reminded all that his contact information is on the website and to feel free to contact him with questions about the home construction approval process or related property issues in Mallard Bay.

Webmaster, Dockmaster & Clubhouse Manager (Scott McGuire) – On the Dockmaster portfolio, Mr. McGuire advised that this year there was a rush to buy boats and as a result, the Mallard Bay Marina now only has one boat slip available. On the kayak rack slots, he reported that occasionally members are assigned slots that they dislike and then just arbitrarily move their kayaks to another slot without informing him. Mr. McGuire asked that anyone wishing to change their currently assigned kayak slot kindly contact him in advance and he will be happy to work with them. On the Clubhouse Manager portfolio, Mr. McGuire reported that there very few private events held at the Clubhouse in 2021 due to the ongoing COVID-19 pandemic. Mr. McGuire praised the Clubhouse Maintenance staff, Ms. Yordy and Ms. Hobson for their pre- and post-event clubhouse maintenance work. He took the opportunity to remind those using the Clubhouse for private events to never park on the driveway leading down to the dock or at the dock itself – as doing so blocks the driveway for boaters needing to launch (or load) their boats. If the Clubhouse parking lot is full, drivers are kindly asked to drop off passengers (if needed) at the Clubhouse steps and then park their vehicles on Mallard Bay Drive. On the Webmaster portfolio, he asked that if folks have any information that they would like to pass on to the Mallard Bay

community, just let him know (e.g. items for sale) and he will be happy to post. Typically, news items stay up about a month. Ms. McGuire thanked Mr. McGuire for the wonderful job he has done maintaining the Mallard Bay website.

Social Committee (Bob Mitchell) – Mr. Mitchell reported that due to the COVID-19 pandemic, the Social Committee did not host many events in 2021. He was particularly pleased at the turnout for the Independence Day (4th of July) and the Labor Day picnics – much-needed opportunities for the community to reconnect. He went on to say that the Social Committee is planning some different and new events and he encouraged all to attend as it is a great way to meet your new (and old) neighbors and their families and just have a lot of fun.

Ms. McGuire thanked Paul & Susan Malloy for their service. Susan heads up the pool morning exercise group, and Paul has been taking care of the pool and has done a great job of it.

Pool Technical Maintenance (Paul Malloy) With a bit of joviality, Mr. Malloy started by thanking Ms. Norris for allowing Mr. Norris to cover his pool maintenance duties while he was on a brief vacation this summer. Mr. Malloy noted that we did experience a couple of days of an algae bloom but that it was resolved pretty quickly and the chemicals did hold at safe levels. The pool is closed right now, and he plans on covering the pool now in order to prevent further leaf accumulation in the pool. When River Pools come to complete their work next week, they can remove the cover to do their work. Next week Mr. Malloy will commence the cleaning and storage of the pool and deck furniture for the winter and will send out a request for volunteers to assist him with that project. Both pools will be resurfaced with ecoplast material soon, but exact ETA is unknown as the project is covered by a warranty and is not likely the highest priority for the company. Ms. McGuire again thanked him for his excellent work maintaining the pool for our enjoyment.

Ms. McGuire took a moment to thank John Miller (Board Member At-Large) and Keith Lilienfeld (Vice-President) for their service on the Board this year.

Treasurer (Jeanne Widenmyer) – Ms. Widenmyer announced that the proposed Annual dues increase passed with 79 votes in favor of the measure (the minimum number required), however, ballots will continue to be counted until November 31, the official cutoff date. In a moment of much-needed levity, Mr. Sebra volunteered to recount the ballots on the spot to confirm that number, and again, after a bit of additional humor, he confirmed that indeed there were a total of 79 votes in favor on the dues increase. Ms. Widenmyer presented the assembled members with two documents: the MBPOA 2022 Operating & Capital Expense Budget, and the MBPOA Table of Reserves 2021 Study. Ms. Widenmyer drafted the 2022 budget with the new annual dues rate of \$550 and noted that the difference between the 2021 and 2022 budgets is the additional income from the increase in dues, the taxes going out, and the rest that went into the Reserves. Looking at the 2022 budget, we are able to put \$27K + into the Reserves, but that is providing that we don't have any Special Projects that exceed the \$6K we have allocated for that category. She went on to explain that whenever we go over our budget, the Reserves allocation is diminished, and that, in effect, is what has been happening over the past 4 - 5 years. We were repeatedly not able to meet the target annual Reserve figure and once that figure hits below 50% the financial picture becomes pretty dire. Ms. Widenmyer took the opportunity to express her great relief that the annual dues increase was passed. She asked that members take a look at the Reserves list to see if there are any projects or items that should be on the list, and to please let her know what those items are. The goal is to set aside funds every year for the maintenance of extant amenities, equipment, buildings, etc. into the future (recurrent costs vs. new project costs) – and thereby avoid a costly “special assessment” down the road. Mallard Bay has only had one “special assessment” – and that was \$175 for building the new Crabbing Pier at the Mallard Bay Marina in 2007. One homeowner asked whether there was any movement by the state of Virginia to take over maintenance of several cul-de-sacs. (Note: four cul-de-sacs are still the responsibility of the MBPOA: Dabblar, Redhead, Widgeon and Woodduck Courts). Ms. Widenmyer advised that there must be at least three houses in each cul-de-sac in order for the State of Virginia to pave and maintain the roadway. The Reserves that have been set aside for these four cul-de-sacs are for road resurfacing only, in short, to maintain the

road in good condition in anticipation of a future state takeover once the house quota is met. Ms. Widenmyer then provided a quick rundown of some of the figures featured in the Reserves and 2022 Budget. Mr. Hobson added that a significant expenditure this year was for the large-scale cutting of the trees around the dam, and that there is still dam repair work to be done. As this is a 30-year-old community, we are now focusing greater attention on preventive maintenance projects. Mr. Hobson planned on asking the Board post-meeting for its approval of the cost estimate for a chimney repair project and Ms. Widenmyer clarified that the repair is already budgeted for in the Reserves near the amount estimated, obviating the need for a vote by the Board. Nevertheless, Ms. McGuire called for a vote, and on a voice vote, the Board approved the expenditure of funds to repair the chimney.

2021 Accomplishments Summary

Ms. McGuire presented the following highlights of 2021:

- Clearing trees from Flyway and Eagle Dams and their spillways
- Walking Trails across dams were re-stoned

Ms. McGuire thanked Mr. Hobson and Mr. Yordy for procuring the best contractor at the best price for this monumental project. In addition, the walkways over the dams were re-stoned. Some of the estimates for tree removal went as far as \$50K, but we spent \$20K because the contractor was able to give us a credit on the sale of the cut pine trees. On this project, engineers and VA state representatives advised that we needed to cut down all the trees within a radius of 25 feet from the dams and spillways. Approximately one acre of trees and brush were cut and removed. Several years ago, when we started to experience pond pump problems, the issue of overgrown trees around the dam first came to light. She also thanked Mr. Sebra for his expertise and said that we can expect to be working on the dam repair project for a few more years. A question was asked about whether there is any problem with the lower portion of the Eagle Lake dam and Ms. McGuire confirmed that there is broken pipe that needs repair in one portion and we will likely need additional rip rap at the base, however, she noted that the stability of the upper portion of the dam is the most important element and now with the trees cleared, we have less concern about falling trees damaging the dam.

- Construction of a 35 x 75 fenced dog park at Canvasback Recreational Area with seating and a fire hydrant
Ms. McGuire reported that funds (and time) were donated by many for the construction of the dog park and that it has been a very positive addition to the amenities at Mallard Bay.
- Additional Solar Lighting for Clubhouse Parking Lot
Ms. McGuire thanked Mr. Mitchell for expanding the number of solar lights in the parking lot, Clubhouse and dock, making it much safer for all of us to navigate in these areas after dark.
- Repairs to the Tennis Courts at Canvasback Recreational Area
Ms. McGuire thanked Debby and Larry Tupper for their painstaking work patching the tennis court surface said that and we plan on installing a backboard at the tennis court so individuals can practice.
- Repairs to both the Mallard Bay boat dock and the Kayak Dock done by volunteers
- Major Cleanup of the RV Lot
- Clearing and cleanup of the Clubhouse Playground area

Ms. McGuire thanked Mr. Sebra and the other volunteers for their repair work and Mr. Swank for his efforts in the doing a major cleanup of the RV Lot. She was pleased that this year the Clubhouse playground was cleaned up as well. Ms. McGuire was also relieved to report that the derelict camper that had been residing in the RV Lot for what seemed like an interminable amount of time has finally been removed by the owner.

Extra Mile Award Presentation

Ms. McGuire asked Mr. Mitchell – the 2020 Extra Mile Award recipient – to do the honors in presenting the Extra Mile Award for 2021 to Mr. Blaine Swank for his many contributions to the Mallard Bay community, especially appreciated during the ongoing COVID-19 pandemic. Mr. Mitchell provided a long list of projects – large and small – that Mr. Swank readily and expertly assisted his fellow neighbors with, to include cutting down fallen tree branches blocking driveways or on roofs; helping launch or retrieve boats at the Mallard Bay Marina; replacing boards on the Marina dock; helping with mowing or moving of heavy objects; creating a working latch for the gate to the Canvasback Recreational Area Dog Park and installing the tetherball pole also located there; constructing and installing a replacement metal grate for the one of the ponds; hauling tree branches and other debris from the ice storm to the dump; and removing 10-years-worth of overgrowth and old machinery from the RV Lot then mowing the lot and making it look like “a well-manicured golf course.” Mr. Swank - in his characteristically unpretentious way - accepted the award and thanked the Board for this honor. In response, multiple Board members and others again thanked him for his generous assistance to his neighbors and the community.

Thank Community Volunteers

Ms. McGuire took the opportunity to thank all of the community volunteers present at the meeting and singled out Ted & Lynda Hobson and Bob & Winky Mitchell, who not only volunteer in Mallard Bay but also volunteer outside our community. For example, the Hobson’s volunteer at the Gleamers & Blenders Food Bank in Burgess, and Mr. Mitchell volunteers as an umpire for the Northumberland County Little League.

Comments from Audience

Ms. McGuire concluded the meeting by soliciting comments or questions from the attendees. A question was raised by Mr. Henderson about the current water level in the ponds, and Mr. Mitchell advised that he has just increased the times that the pumps run, so the water levels should rise noticeably very soon.

Ms. McGuire thanked all for their participation and a motion was made and approved to adjourn the annual meeting at 1:40 p.m. Ms. McGuire took a moment to announce that she brought bratwurst and Ms. Tupper brought German potato salad and that all were welcomed to remain to partake in these refreshments in addition to the cookies, coffee, and fruit punch provided by the Social Committee. At this point, Ms. Tupper inquired as to when we might be announcing the names of the two new Board members. Ms. McGuire asked Ms. Widenmyer to do the honors. Ms. McGuire also took the opportunity to add that this was her last year as MBPOA President after two terms (4 years) and with a total service on the Board of five years. She was roundly thanked by the attendees for her service. Ms. Widenmyer announced that Ms. Barbara Bromley (not present) and Mr. Larry Tupper were elected by the MBPOA membership to serve on the 2022 Board of Directors and Mr. Sebra and Ms. Widenmyer were re-elected. Ms. McGuire thanked Mr. Tupper for volunteering to serve on the Board, and again, welcomed all to participate in the refreshments served.

Submitted by:

Victoria Coffineau, Secretary