

Mallard Bay Property Owners Association
Minutes
Meeting of Board of Directors
December 2, 2019
Approved January 6, 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
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
Bill Schreier, Board Member Elect for 2020

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: n/a

Opening Comments

Ms. McGuire opened the meeting by welcoming all attendees and inviting general comments from those in attendance. Mr. Mitchell advised that the molding on the back right corner of the Mallard Bay Gatehouse needs repair and Mr. Sebra agreed to assess the damage. Ms. Widenmyer also noted that two spotlight bulbs (inside clubhouse, near the front door) need replacement.

Reports

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

Treasurer (Jeanne Widenmyer) – Ms. Widenmyer reported that the Mallard Bay annual 2020 (dues) bills have been mailed and she has already received some responses. As of November 30, one property owner remains delinquent on the 2019 dues, and one property owner has paid half of their 2020 bill. On Mallard Bay finances, Ms. Widenmyer noted that we are well over \$15K under budget, with total current assets of over \$178K.

Property Manager (Brant Hays) – Ms. McGuire asked if Mr. Sebra could kindly compile a list of routine winter maintenance projects for Mr. Hays, such as salting the Clubhouse front porch steps (de-icing) and clearing the Clubhouse pathways/walkways of leaves to prevent potential slips and falls. On behalf of Mr. Hays, Mr. Sebra reported the following: (1) Mr. Hays and Mr. Malloy would install the Holiday decorations at the Gatehouse on December 3; and (2) Mr. Hays has cleared some vegetation from the front porch of the Clubhouse. Mr. Sebra volunteered to do some leaf blowing at the Clubhouse over the weekend if the leaves are sufficiently dry.

Webmaster, Dockmaster & Clubhouse Manager (Scott McGuire) – On the Dockmaster portfolio, Mr. McGuire reported that there are currently 3 empty dock slips. Not all dock slips have been renewed for 2020, so he will send renewal reminders in mid-December to those he has yet to hear from.

Architectural Review Committee (Ted Hobson) – Mr. Hobson reported that the ARC has approved the removal of 4 trees, the installation of a backyard fence (Lot 162), and the installation of a dock (Lot 61).

Landscaping Committee (Lynda Browne) – Ms. Browne reported that several plants at the Mallard Bay entrance will need to be replaced and that she will seek guidance from the Virginia Co-op. Ms. McGuire mentioned that the Garrett's may be another possible source of information as they use a professional gardener for their property. Ms. Widenmyer reminded all that the Landscaping budget is larger next year. Ms. Hunt noted that there are several plants at the Gatehouse near the Mallard Bay (cement) signage that are unsightly, and Ms. Browne ventured that they are in fact overgrown weeds that need to be removed. Landscaper Wayne Bromley has diligently checked on the status of two transplanted Crepe Myrtles which may still be alive, while Mary & Gary Yordy removed the dead, fallen tree nearby.

Neighborhood Watch Committee (Allen Garland) – Mr. Garland noted that residents are signing up for the Holiday/Vacation Watchlist program offered by the Northumberland County Sheriff's Office. Ms. McGuire thanked Mr. Garland for his assistance with the RV Lot project.

Facilities Maintenance Committee (Marshall Sebra) – Mr. Sebra reported on the following projects: (1) he has fixed the exterior door lock on the Men's room, but noted that it might need some additional repair in the future; (2) the wood fence at the Canvasback Lane tennis court/soccer goalpost area is missing. The fence posts are there to identify the drain field and prevent parking on the drain field, which Ms. Widenmyer advised had been a problem in the past. The Mallard Bay grass cutters are knocking them down when they cut the grass so a suggestion was made to purchase caps for the posts that will be clearly visible to the grass cutters and Mr. Sebra will look into procuring them. Mr. Garland noted that the soccer "field" is popular with resident youngsters but that the goal posts are now worn and are in need of replacement. Ms. McGuire agreed with his assessment and Ms. Widenmyer confirmed that there are still funds in the 2019 budget for this, but that the purchase would need to be timely. Mr. Garland will research potential vendors. In addition, Ms. McGuire recommended that we purchase a container for basketballs (we already have one for soccer balls). Ms. Widenmyer advised that she recently purchased a new vent cover for the Clubhouse. Mr. Schreier noted that the Canvasback Lane tennis court nets are in bad shape and that we may need to replace them. Ms. McGuire will ask Mr. Hays to remove the damaged nets and discuss the possibility in the future of storing them during offseason to preserve them. Ms. Hunt noted that two picnic tables – one at the playground and one at the Clubhouse crabbing pier – are worn and need to be replaced.

Social Committee (Bob Mitchell) – Mr. Mitchell announced the newest members of the Social Committee, Bill Schreier and Sharon Lommel, and John and Michelle Zentmeyer. Mr. Zentmeyer has prior experience in college as a Social Committee Chairman. Mr. Mitchell mentioned that the October "Halloween" Cocktails on the Rivah was not well attended – but that Mr. Sebra's spooky golf cart was a real hit. Mr. Mitchell noted that the next Cocktails on the Rivah event in January 2020 will be a Bingo Night, and in February it will be music by Doc Lyons and company. Mr. Mitchell mentioned that he had received a wonderful letter of thanks from the Gleamers & Blenders food pantry for the food and cash donations received from the Mallard Bay community in October and it will be posted on our website. He also thanked the volunteers who helped decorate the Clubhouse with holiday decorations.

Amenities Committee (Ted Hobson, Spokesman) – Mr. Hobson mentioned that the Canvasback Lane basketball stand would need to be reoriented to prevent basketballs from ending up in the brush. Options for purchasing new stands and possible orientation were discussed and this project will be addressed in the spring of 2020. Ms.

McGuire will put this project to a vote at the end of the meeting. Mr. Sebra noted that as part of the Pond Management Plan, he is encouraging Mallard Bay residents to recycle their live Christmas trees which can be utilized in the two ponds on Mallard Bay Drive as wildlife (fish) habitats. Additional details on this initiative will be posted on the website. He also noted that this spring, with the assistance of Ms. Browne, measures will be taken to install aesthetically pleasing “grass filter strips”, such as love grass, to deter geese from entering the road and fouling the roadways and surrounding areas. Ms. Hunt asked if the ARC had approved the cedar tree cutting work on the property next to hers (Lot 48) done by Dodson Tree Service, and Mr. Hobson said that he was unaware of this project.

Old Business

RV Lot Status (Sharon Hunt) – Ms. Hunt provided a status update on the RV Lot project and briefly reviewed data from the three documents related to her work. Ms. Hunt reminded all that the RV Lot “guidance” document still needs to be finalized and approved. The entire RV Lot Project binder was handed to Ms. McGuire as this is Ms. Hunt’s final Board Meeting. Ms. McGuire thanked Ms. Hunt for her stewardship of this very complicated project. To address options for the disposition of abandoned boats, Mr. Sebra provided information about the “Boat Angels” non-profit organization, which collects donated boats in good condition and refurbishes them for resale. Mr. Garland also offered details about the cost associated with the destruction of abandoned boats. Ms. McGuire asked Mr. Garland about the need to advertise for 2 weeks the intention to classify a boat as abandoned, and he said he would look into the specific procedures. Mr. Sebra gave a status update on one of the boats in the lot and will follow-up with the owner on the disposition of his boat and trailer.

Updates

- Pump Maintenance Status – Ms. McGuire has provided Mr. Ryan’s with access to the pump house and he has now confirmed that he will begin work to replace the electrical panel on December 15th. Ms. Widenmyer will be meeting him on December 14th and she will check with him on this issue and also on the status of the yearly pump maintenance contract.
- Swimming Pool Fence staining has been completed thanks to the work of Mr. Sebra and his son Levi.
- New Door for Clubhouse will be installed this month.

New Business

Clubhouse Deck Proposal (Marshall Sebra) – (Special Note: On November 19, 2019, the Board met at the clubhouse for a briefing by Mr. Sebra on this project. A lengthy discussion centered on the multiple bids received for the deck replacement project, the type of construction materials offered, contractor referrals, and other factors that required our consideration in order for this project to be a success. The meeting lasted over a half hour). Mr. Sebra advised that three competitive bids were received for this project, with the best bid submitted by Deck World. He confirmed the total projected cost of the project at \$35 K and he reviewed specific Deck World deliverables prior to the Board vote. There was additional discussion concerning the quality of the wood, how the boards will be prepared, when should the boards first be stained and at what interval thereafter, the railing material and other related matters. On a voice vote, the Board first approved the replacement of the current Clubhouse deck, and then approved hiring Deck World for the project.

Proposal to Remove Two Trees from Parking Lot – In an effort to make the Clubhouse parking lot more user-friendly and navigable, a proposal was made to remove the two trees located in the small adjoining parking lot. Ms. McGuire recounted the various parking gaffes and how this reconfiguration might mitigate the problem. The estimated cost of this project is \$1,700 for tree removal and stump grinding. Mr. Sebra concurred with the proposal. For the record, Mr. Hobson noted the ARC’s objection to this proposal. On a voice vote, the Board approved the project.

Proposal to Replace Soccer Goal Posts – On a voice vote, the Board approved the replacement of the soccer goal equipment, and to purchase a basketball container and two basketballs for the Canvasback Lane recreation area.

Closing Comments

Ms. Widenmyer noted that Lot 117 is currently in foreclosure and is expected to be offered at auction in mid-December. Messrs. Sebra, Hobson, and Bracker received a communication related to this foreclosure which Mr. Hobson immediately forwarded to Ms. Widenmyer for follow-up. Ms. Widenmyer confirmed that she is in regular contact with the auctioneer and others regarding the disposition of this Lot. There were no additional closing comments and the regular meeting was adjourned at 7:18 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Monday January 6, 2020 at 6:30 p.m. in the Clubhouse.

Election of Board Members

Ms. McGuire convened the closed session at 7:22 p.m. Mr. Bill Schreier was elected to the Vice-President position vacated by Ms. Sharon Hunt. All other Board Members will continue serving in their current positions in 2020: Ms. Mary McGuire, President, Ms. Victoria Coffineau, Secretary, Ms. Jeanne Widenmyer, Treasurer; Ms. Lynda Browne, Landscaping Committee Chairwoman, Mr. Allen Garland, Neighborhood Watch Committee Chairman, and Mr. Marshall Sebra, Facilities Maintenance Committee Chairman.

This closed session ended at 7:36 p.m.

Submitted by:

Victoria Coffineau, Secretary