

Mallard Bay Property Owners Association
Minutes
Meeting of Board of Directors
DRAFT December 29, 2021

The MBPOA Board meeting was convened in a closed session at 6:30 p.m. to vote on Board positions for 2022.

Board Members present:

Keith Lilienfeld, Vice-President (via phone)
Victoria Coffineau, Secretary
Jeanne Widenmyer, Treasurer and MBPOA Registered Agent
Marshall Sebra, Board Member and Maintenance Committee
Lynda Browne, Board Member and Landscaping Committee
John Miller, Board Member At Large
Larry Tupper, Board Member-Elect

Board Members not present:

Barbara Bromley, Board Member-Elect

The results of the Board meeting were as follows:

Marshall Sebra, President
Keith Lilienfeld, Vice-President (Principal)
Larry Tupper, Vice-President (Alternate)
Victoria Coffineau, Secretary
Jeanne Widenmyer, Treasurer and MBPOA Registered Agent
Lynda Browne, Board Member and Landscaping Committee
John Miller, Board Member At Large
Barbara Bromley, Board Member At Large

The first order of administrative business was to change the date of the monthly Board Meetings to the first Tuesday of every month, in order to accommodate the various scheduling needs of the Board members. On a voice vote, the Board approved the change.

Ms. Browne advised that while she is happy to continue to serve as Chairperson of the Landscaping Committee, she welcomes the support of Ms. McGuire, Ms. Jones, and others going forward. Mr. Tupper offered to assist as needed. Mr. Sebra mentioned that Mr. Marston has professional landscaping experience and that we can also count on the assistance of several youngsters in the community for a variety of small scope projects.

Mr. Sebra took the opportunity to raise two ongoing issues that required prompt attention by the newly formed Board and one new item.

Issue 1: Proposed contract to repair swimming pool concrete surface area.

[Recap from the last Board meeting December 3, 2021]: Mr. Sebra received a proposal for Board consideration to repair the pool's concrete surface (surround) by replacing some cement and placing new caulk in between the cement squares. Mr. Hobson asked as to whether repairing the sunken concrete area might damage the existing pool wall. The issue is whether the pool wall can withstand the pressure needed to lift the sunken area. Ms. McGuire advised that Mr. Sebra has confirmed that the work involved should not affect the pool

wall, however, she insisted on a guarantee (warranty) from the company to cover any possible damage. Ms. McGuire proposed that the Board approve a cost estimate now in the amount of \$7K but only approve the actual contract in 2022 when all of the issues of concern are covered in the contract.]

Mr. Sebra advised that he has not implemented the contract and went on to clarify that the contracting company, JES, has significant experience in pool repair and in fact has specs that they must follow (3 feet minimum from pool wall) in order to avoid damage to the existing wall. The cost estimate remains at \$7K but will go a little higher with the add-on of the wading pool area. Having resolved the outstanding concerns, and with no objection from the Board members, Mr. Sebra will approve the contract as written. Work is expected to commence this winter or spring, but well before the pool is scheduled to reopen.

Issue 2: Dam Update. [*Recap from the last Board meeting December 3, 2021* – Mr. Hobson confirmed that on Wednesday December 8, he will join Mr. Jonathan Gano, Mr. Marston, Mr. Yordy and perhaps one other person to discuss the dam project. Mr. Hobson explained that in the upcoming dam meeting, the group will be discussing the spillway at the bottom of the dam and trying to stabilize the area. Mr. Gano advised that his company, Gano Landscaping and Excavation LLC, might also be interested in submitting a proposal.]

Mr. Sebra reported that after inspecting the area requiring repair, Mr. Gano advised that his company would not be able to tackle the project. Mr. Sebra then asked Mr. Marston to meet with Mr. Gano to obtain a proposal for the repair of a smaller project. One of the small ponds on Mallard Bay Drive has a culvert requiring repair as the soil under the culvert has eroded to the point that the culvert is now sticking straight out. Mr. Gano estimated that the total cost of the project (labor and materials) would run about \$3K. There was general agreement from the Board that this was a reasonable cost and that the project should be undertaken without further delay to avoid additional damage as well as cost.

There was some discussion about local landscaping companies and the size and nature of the projects that they are currently contracting. Additional discussion centered on the Dam repair project and the likely scenario for its repair given the challenging location of the area requiring repair.

Issue 3: (New) Landscaping Canvasback Lane Recreational Area. Mr. Sebra advised that the grassy area near the soccer field (the reserved drain field for several properties with one concrete septic tank exposed) is very uneven and there are sunken areas not easily visible, causing kids at play to trip and fall unexpectedly. Mr. Sebra suggested that we hire a person/company to powerrake the problem areas and level them out. Perhaps also have some topsoil added to the area near the septic tank, then seeded and strawed and ready for the summer. He went on to say that with the growing number of youngsters in the neighborhood, this area has now become very popular. Mr. Gano estimated a cost of \$2,300 for this leveling project using dirt from one our ditches (berms) although it would be more efficient to order a load of fresh dirt. Mr. Sebra will follow-up with Mr. Gano to obtain an updated cost estimate for this project.

Ms. Coffineau suggested that at the next regular Board Meeting, some consideration be given to filling the vacant Neighborhood Watch Committee Chairperson position.

The meeting was adjourned at 7:08 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Tuesday January 4, 2022 at 6:30 p.m. in the Clubhouse.

Submitted by:

Victoria Coffineau, Secretary