

Mallard Bay Property Owners Association
Minutes
Meeting of Board of Directors
January 4, 2021
Approved February 1, 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 (via phone)
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

Board Members not present:

Keith Lilienfeld, Vice-President
John Miller, Board Member at Large

Committee and Support Personnel present:

Ted Hobson, Architectural Review Committee Chair
Bob Mitchell, Social Committee Chairman
Linda Hobson, Clubhouse Maintenance
Mary Yordy, Clubhouse Maintenance

Property Owners present: Gary Yordy Chris Brockavich

Opening Comments

Ms. McGuire opened the meeting by extending wishes of a Happy New Year to all attendees and soliciting their comments. Mr. Yordy mused about the new increased water rates for 2021 and wondered about our current expenditures for electricity. Ms. Widenmyer noted that our current electricity bill runs between \$800 and \$1,200 per month (we have 4 electric meters: gatehouse, clubhouse, and two pumps) and the water bill is around \$100. There was some discussion about cutting down on utility costs and Ms. Widenmyer reminded all that water usage changes by season (e.g., summertime pool water usage). In addition, she noted that recently utility bill costs have dropped due to decreased use of the Clubhouse resulting from the COVID-19 pandemic.

Reports

Secretary (Victoria Coffineau) – Ms. Coffineau presented the Minutes of the December 2020 meeting for approval. No discussion was forthcoming. On a voice vote, the Board approved the Minutes.

Treasurer (Jeanne Widenmyer) – Ms. Widenmyer advised that we ended 2020 under budget exactly \$3,255.05 mostly due to Special Projects. We ended 2020 with 89 property owners who have prepaid the 2021 dues. Two property owners haven't yet paid the 2020 dues in full, although one of these two is making monthly payments.

Property Manager – Ms. McGuire noted that the Property manager position encumbered by Mr. Hays is now vacant and anyone interested in the position or who might know of someone interested in it should contact Ms. Widenmyer. The position is a paid position, part-time, and busiest during the summertime. Ms. McGuire mentioned that Ms. Yordy, Ms. Hobson, and Mr. McGuire also have property maintenance duties, so the Property Manager position is not as demanding as it was many years ago. The position will be advertised on the Mallard Bay website and outside hiring will be considered if there are no internal candidates for the job.

Webmaster, Dockmaster & Clubhouse Manager (Scott McGuire) – Ms. McGuire reported on Mr. McGuire’s behalf that in accordance with the latest VA Governor’s Executive Order, the maximum occupancy at the Clubhouse is now ten (10) persons and any violation of this order constitutes a misdemeanor offense.

Architectural Review Committee (Ted Hobson) – Mr. Hobson reported that a trailer was abandoned in the Clubhouse parking lot for two weeks, but then subsequently reacquired and removed. Ms. McGuire provided Mr. Hobson with contact information for Affordable Tree Service in Callao. She, along with Ms. Browne offered praise for the recent services provided by ATS.

Landscaping Committee (Lynda Browne) – Ms. Browne noted that several large bushes across from Lot 89 were trimmed. She still plans on planting some ornamental grasses near the newly installed Aqua Virginia well in order to obscure the pipes and Mr. Sebra will provide a contact in Aqua Virginia to review and approve the projected digging site. Plans were discussed to cut down the old rose bushes near the Clubhouse to plant hydrangeas although multiple persons expressed a fondness for those old rose bushes. Mr. Sebra and Mr. Hobson advised that multiple low hanging branches and scrub trees still need to be removed from the kids playground to open the area up a bit more. Ms. Hobson opined that branches are constantly falling in the playground area and that it needs to be routinely kept clear of debris. Ms. Browne also asked for suggestions as to what we might want to plant at the Gatehouse, keeping in mind the limited space. Mr. Hobson reported that there is a dead tree between the Mallard Bay Dock and the Crabbing Pier that requires removal. Ms. McGuire solicited any additional cleanup ideas from which she will compile a comprehensive list. Once reviewed and approved, Ms. Browne will contact the landscaping company to address all of these items. An attendee asked for clarification as to which Crepe Myrtles at the Gatehouse and along Canvasback Lane belong to the Mallard Bay subdivision.

Facilities Maintenance Committee (Marshall Sebra) – Mr. Sebra advised that several companies have inspected the dock but that he is still waiting to receive proposals for the repair or replacement of the dock.

Neighborhood Watch Committee (Allen Garland) – Mr. Garland advised that a part-time resident reported that his woodpile was visibly depleted and that he suspected theft. Mr. Garland noted that the woodpile is located on a hill and that in all likelihood, the missing logs will be found at the bottom of the hill, but stated that he would look further into this report.

Social Committee (Bob Mitchell) – Mr. Mitchell reported that no new social events are scheduled given the current restrictions outlined in the COVID-19 pandemic guidance issued by the State of Virginia.

Amenities Committee (Ted Hobson) – Ms. McGuire was advised by Mr. Hobson that he could no longer serve as the Chairman of the Amenities Committee. As there were no volunteers to replace him from any of the current committee members, Mr. Hobson has agreed to remain in the position until his replacement is identified. Ms. McGuire floated our new Vice-President Mr. Lilienfeld as a potential candidate for serving in some capacity on the committee. Ms. McGuire asked Mr. Hobson about the frequency of the Amenities Report and he responded that it is drafted on a quarterly basis but should be updated more often than that, due to the constantly changing situations in Mallard Bay. Ms. McGuire took the opportunity to thank Mr. Hobson for making our community look beautiful, the recommendations have been great, he has not “nagged” us, and

has been very gracious in the manner that he has handled his role. Finally, she praised him for having given so much of his time to the community, and that he is a very much appreciated member of our community.

Updates

- Swimming Pool repairs (Jeanne Widenmyer) – Ms. Widenmyer reported that River Pools came and confirmed that there was no problem with the pool remaining empty of water. They will return to finish the pool repairs in the spring.
- Priorities or recommendations for projects for 2021 –

Dam Repair Project – Mr. Hobson reiterated that the number one priority for 2021 remains the dams. He suggested that we modify the lawn company contract so that they cut closer to the water’s edge of the dam, noting that they have been cutting progressively further back and are now at 4 feet from the edge. Mr. Hobson also mentioned that we will need to remove the tree stumps and other debris that may be preventing the landscapers from getting closer to the dam. Mr. Hobson again suggested that we may need to consider adding riprap to shore up the dam. Ms. McGuire asked Mr. Sebra if this is a project that might be handled by Glenn Lester and he volunteered to contact them to ascertain interest. Ms. McGuire reiterated that we need to take basic (and sequential) steps to properly address dam maintenance and repair. Mr. Yordy opined that we might need to steady up the spillway and create a stone driveway to the dam in order to facilitate truck access to the dam for repairs. Mr. Hobson added that the vacant Lot 107 will need to have trees cleared to permit vehicle access. Given the complexity of this project, Ms. McGuire recommended the establishment of a Dam Working Group to discuss all aspects of the repair project.

Dam Update – Ms. McGuire recounted her efforts to obtain historical documents governing the original development of Mallard Bay, specifically maps showing the lakes and ponds. A search of county records revealed no maps responsive to her request, given that Mallard Bay was developed prior to the Chesapeake Bay Act. Ms. McGuire was able to identify the original landscape architect of the Mallard Bay subdivision and will be seeking additional relevant information from him. Mr. Sebra asked as to whether the current engineer should continue working on the dam project and Ms. McGuire said yes, but to halt when he starts talking about taking core samples, which can run into the thousands of dollars. She repeated that we need to have a comprehensive plan in place before we can make any large expenditure. Mr. Yordy noted that the spillway may need to be repaired, and again, Ms. McGuire reminded all that we will establish a plan to coordinate all activities, but will continue to work on smaller projects in the meantime.

Closing Comments

Ms. Widenmyer advised that Versacourt will be providing her with an estimate for covering (tiling) one of the tennis courts and covering the other one with artificial turf for a permanent dog park at the Canvasback Lane Recreational Area. There were no additional comments and the meeting was adjourned at 7:10 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Monday February 1, 2021 at 6:30 p.m. in the Clubhouse.

Submitted by:

Victoria Coffineau, Secretary