

Mallard Bay Property Owners Association
Minutes
Meeting of Board of Directors
DRAFT May 3, 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
Jeanne Widenmyer, Treasurer and MBPOA Registered Agent
Marshall Sebra, Board Member and Maintenance Committee
John Miller, Board Member at Large

Board Members not present:

Keith Lilienfeld, Vice-President
Lynda Browne, Board Member and Landscaping Committee

Committee and Support Personnel present:

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

Property Owners present: Hank Hilker Debbie Tupper

Opening Comments

Ms. McGuire opened the meeting by welcoming all attendees. She took the opportunity to thank Mr. Sebra and his crew for repairing and replacing the broken planks at the Mallard Bay dock and at the crabbing pier. She also thanked the Hobson's for clearing and seeding the playground area near the Clubhouse and finally Ms. Browne and Mr. Mitchell for planting the new shrubbery at the Clubhouse. Ms. McGuire then opened the floor for any additional comments. Ms. Hobson and others thanked Ms. McGuire for her work on the Dog Park and she replied that it was a team effort with Mr. McGuire's assistance. The "fire hydrant" donated by Mr. Sebra is a resounding hit with the both pets and pet owners. Ms. McGuire thanked Ms. Tupper for her assistance in putting the topsoil down in the Dog Park, and Mr. Swank for fixing the gate. Ms. Widenmyer also noted the wonderful job Ms. Tupper has done updating our Clubhouse bulletin board.

Reports

Secretary (Victoria Coffineau) – Ms. Coffineau presented the Minutes of the April 2021 meeting for approval. No discussion was forthcoming. On a voice vote, the Board approved the Minutes.

Treasurer (Jeanne Widenmyer) – Ms. Widenmyer advised that at the end of February there were 3 property owners who have not yet paid their 2021 dues. One property owner is making partial payments (monthly), one is perpetually delinquent (and now deceased) and one owes \$50. Two property owners are in pre-pay

status. We are currently over budget - just slightly over \$ 3,100 mostly as a result of the cost of tree cutting services in February and March due to the storms.

Property Manager (Tanya Mitchell) – Ms. McGuire reported that Ms. Mitchell has sprayed the Clubhouse parking lot for weeds, as well as the Multipurpose Court and Canvasback Lane Recreational Area.

Webmaster, Dockmaster & Clubhouse Manager (Scott McGuire) – Mr. McGuire had nothing new on the Dockmaster portfolio, but for the Clubhouse he advised that COVID-19 pandemic guidance issued by the State of Virginia will change on May 15 to permit a larger number of attendees at indoor and outdoor events, so he anticipates an increase in Clubhouse reservations. Mr. Hobson advised Mr. McGuire that one of Mallard Bay's canoes is irreparably damaged (large hole near keel) and is resting near the trash cans awaiting further disposition. Ms. Widenmyer noted that in the past, Mallard Bay canoes have been donated not purchased.

Architectural Review Committee (Ted Hobson) – Mr. Hobson reported that a tree removal request was approved for Lot 167. Mr. Hobson has nominated Mr. Yordy as the candidate to replace Mr. Marcel on the ARC, pending Board approval. On a voice vote, the Board approved the membership of Mr. Yordy on the ARC. Ms. Widenmyer asked Mr. Hobson if he had received a response from the new owners of Lots 50 and 51, and he replied in the affirmative.

Landscaping Committee (Lynda Browne) – Ms. McGuire reported that the three Hydrangea bushes were planted last weekend in front of the Clubhouse.

Facilities Maintenance Committee (Marshall Sebra) – Mr. Sebra reported that he has met with a contractor to obtain an estimate for staining the Mallard Bay Clubhouse deck. He has yet to receive a quote and will follow-up with this contractor. In the meantime, Mr. Sebra welcomes any other referrals for this project and is willing to meet on-site with any referred contractor for this purpose.

Social Committee (Bob Mitchell) – Mr. Mitchell announced that Social Committee is planning on hosting the Independence Day Picnic on Saturday July 3rd, featuring hot dogs & hamburgers.

Amenities Committee (Mary Yordy) – Ms. Yordy addressed multiple issues as follows:

Property Management – She requested guidance from Ms. McGuire on what types of issues should be referred to the President and which should be referred to the Property Manager for resolution. One example was overgrown weeds around the tennis court area. Ms. McGuire and Ms. Widenmyer explained that Ms. Tanya Mitchell's duties are identical to her predecessors, that is, routine maintenance (upkeep) of the areas around the Clubhouse, the Mallard Bay Marina dock parking area, the Pool, the Multipurpose Court, and the Canvasback Lane Recreational Area. It does not include the Clubhouse playground area, which will be mowed twice seasonally by the Mallard Bay landscapers. Mr. Bob Mitchell kindly offered to assist with the mowing if needed. Ms. Yordy noted that the Dam project (tree removal) is still our # 1 priority.

RV Lot – She reported that Mr. Swank has done a lot of great work to clear the lot, including grinding stumps, raking, mowing, and such. She provided a status update on a number of boats, trailers, and other personal property items currently in the lot that remain unregistered and/or whose ownership is unknown. Several attendees offered leads on possible owners of multiple items in the lot and Ms. Widenmyer will follow-up with known property owners. There was some discussion about measures that could be taken to ensure that home sellers who have property in the RV Lot remove all of it from the lot prior to their settlement date. Once again, there were reminders that all personal property in the RV Lot must be registered and identified in accordance with Mallard Bay guidance governing RV Lot usage.

Trails Maintenance – She suggested a one-day cleanup of the walking trails and Mr. Sebra said that he plans to initiate this project with assistance of volunteers. Ms. Yordy mentioned that she started walking the Spring Valley Trail but was impeded from continuing past the first walkway due to the overgrowth and soggy ground.

Mr. Sebra suggested that in order to better assist walkers in locating the entire route of the walking trail we consider marking the trees which offer greater visibility than the current ground-level signage. He will put out a call for volunteers for this project. Ms. Yordy asked for guidance from Ms. McGuire on the frequency of Amenities reporting to the Board. Ms. McGuire replied that once a year the Amenities Report (created by Mr. Hobson) needs to be updated showing the status of all projects identified in the Report and the priority level of each project, and on a monthly basis Ms. Yordy should update the Board at the regular Board Meetings on the status of ongoing projects. Ms. McGuire agreed that we need to place a call for volunteers for these projects this month with the Spring Valley Trail as a priority. She went on to encourage new volunteers to also step forward to serve on the Mallard Bay Board and committees. Mr. Sebra made another observation on the trails maintenance issue, noting that the Fly Way Trail could also use greater signage to identify the entire route. Mr. Hobson added that the Amenities Report also recommended the installation of stairs at the end of the trail near the dam, as there is a steep drop of about 12 feet. Mr. Sebra may have some materials that can be used for this purpose and Ms. McGuire asked him to identify other materials that may be procured. Ms. McGuire asked Ms. Tupper if this is a project that her husband Tupper might be able to assist with and she replied in the affirmative. Ms. McGuire also asked if the Tupper's would be interested in taking the lead on this particular project. There was some discussion as to which trail is in most urgent need and there was agreement that Fly Way Trail needs the signage. Ms. Hobson requested permission to repaint (touch-up) the Mallard Bay sign at the entrance of the Mallard Bay Clubhouse, and on a voice vote, the Board approved the request.

Updates

- Swimming Pool (Jeanne Widenmyer) – Ms. Widenmyer reported that she has followed-up with the pool contractor to complete the work they started in order to enable Mallard Bay to meet the pool opening target date of May 15. The baby pool has some additional work pending and there may be an additional layer of coating required on the large pool. Ms. McGuire asked Ms. Widenmyer to keep her posted and that she will follow-up directly with the contractor.
- Mallard Bay Dam (Ted Hobson) – Mr. Hobson received signed letters from the four property owners affected by the upcoming tree removal work and presented these letters to the Board (Ms. Widenmyer) for the record. Mr. Hobson advised that Mr. Burnell was expected today (May 3) to mark the trees that will be removed, however, he did not arrive as scheduled. Mr. Burnell did commit to starting the work this week (May 3 – 9) and Ms. McGuire asked Mr. Hobson to keep her informed of the progress on the project. Mr. Hobson reminded us that we need to alert all Mallard Bay property owners now of the upcoming temporary closure of the nature trails and dams to pedestrian and golf cart traffic for their safety.

Closing Comments

Ms. Yordy took a moment to note that Mallard Bay is starting to look much better now that we are making progress in addressing projects that have been left undone for quite some time, and Ms. McGuire agreed with her. Ms. McGuire asked as to whether we need to call for volunteers to help with cleaning the pool furniture and Ms. Widenmyer suggested we wait until we have a confirmed pool opening date before we schedule this project. The meeting was adjourned at 7:05 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Monday June 7, 2021 at 6:30 p.m. in the Clubhouse.

Submitted by:

Victoria Coffineau, Secretary