

Mallard Bay Property Owners Association
Minutes
Meeting of Board of Directors
DRAFT November 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
Keith Lilienfeld, Vice-President (via telephone)
Victoria Coffineau, Secretary
Jeanne Widenmyer, Treasurer and MBPOA Registered Agent
Lynda Browne, Board Member and Landscaping Committee
John Miller, Board Member At-Large
Larry Tupper, Board Member-Elect (2022)
Barbara Bromley, Board Member-Elect (2022)

Board Members not present:

Marshall Sebra, Board Member and Maintenance Committee

Committee and Support Personnel present:

Scott McGuire, Dockmaster, Webmaster, Clubhouse Manager
Ted Hobson, Architectural Review Committee
Bob Mitchell, Social Committee
Mary Yordy, Amenities Committee
Linda Hobson, Clubhouse & Dock Maintenance

Property Owners present: Hank Hilker

Opening Comments

Ms. McGuire opened the meeting by welcoming all attendees. She took the opportunity to thank Mr. Malloy and all those who volunteered to close our pool for the season by cleaning the deck furniture and installing the pool cover. She thanked everyone who volunteered for the fall cleanup at the Clubhouse and surrounding areas by cutting back greenery and raking/blowing leaves and was particularly pleased to see many newcomers among them. Ms. McGuire thanked Mr. Hobson for meeting with David Bromley to get additional information regarding our dam and also for working with the contractor who made the repairs to the Clubhouse chimney. Finally, she thanked all our Board members for doing such a wonderful job helping with our Annual meeting and especially, to Mr. and Mrs. Mitchell for providing and serving the refreshments and Ms. Tupper for making the fabulous German Potato Salad.

Ms. McGuire then welcomed any opening comments. Mr. Mitchell reported that he has reset the time clocks (timers) for the pumps and the Gatehouse and so you might notice the lights at the Gatehouse come on a little earlier this week ahead of the Daylight Savings Time change on Nov. 7. Ms. Yordy mentioned that she has reset the thermostat temperature at the Clubhouse given the colder temperatures.

Reports

Secretary (Victoria Coffineau) – Ms. Coffineau presented the Minutes of the October 4, 2021 General meeting for approval. No discussion was forthcoming. On a voice vote, the Board approved the Minutes.

Treasurer (Jeanne Widenmyer) – Ms. Widenmyer reported that the official total of “yes” votes for the annual dues increase is 81, and she has provided a list for the record. Ms. McGuire proposed that the Board always have a double-checker of votes on any major items and on a voice vote, the Board approved the proposal. Ms. Widenmyer advised that there are five lot owners in pre-pay status (some partial), and two property owners have not yet paid their dues for the past two years. Ms. Widenmyer will be asking Mr. Sebra for assistance in finding contact information in one of these cases. We are now \$14,730 overbudget, but next year we should be in better shape thanks to the annual dues increase.

Webmaster, Dockmaster & Clubhouse Manager (Scott McGuire) – Mr. McGuire reported that there is just one dock slip vacancy, and he anticipates all other slips will be renewed. He noted that there has been an increase in Clubhouse reservations and already has one reservation for a Thanksgiving dinner.

Architectural Review Committee (Ted Hobson) – Mr. Hobson reported that the ARC has approved several requests to remove trees, and approved the repair of the Clubhouse chimney which was completed this past weekend and looks good. Ms. Widenmyer and Ms. Yordy asked about the warranty on the work and Mr. Hobson confirmed that it is for 5 years.

Landscaping Committee (Lynda Browne) – Ms. Browne has cut down the flowers in the pots by the Gatehouse and also those near the Clubhouse and still needs to remove the Sweet Potato Vines but will just cut them back a little and see how they manage. Ms. Browne needs to do a final feeding of several plants in front of the Clubhouse. Finally, Ms. Browne has also procured the rain barrel that will be placed at the Gatehouse and will coordinate with Mr. Sebra on its installation. Ms. Widenmyer has asked to be notified when it is installed so that she can terminate water service at the Gatehouse spigot. Ms. McGuire offered to assist Ms. Browne in trimming the shrubs near the Mallard Bay sign at the Gatehouse when she is ready for that project.

Social Committee (Bob Mitchell) – Mr. Mitchell was pleased to report that October 16th food drive for the Gleamers and Blenders was a success with contributions of nine bags of groceries and \$450 in monetary donations. The Social Committee would like to decorate the Clubhouse with holiday decorations on Saturday November 27th at 1:00 p.m. and Mr. Mitchell will confirm availability with Mr. McGuire.

Amenities Committee (Mary Yordy) – Ms. Yordy recommended that the Board consider researching and then hiring a person or company to address the tree overgrowth problems we’ve been experiencing which will likely persist indefinitely and be exacerbated by the inclement winter weather. Perhaps hire on a retainer and have them regularly check the roadways and spillways for tree debris. Ms. Yordy mentioned that the leaves in the Multipurpose Court were piling up and was advised that it is the responsibility of the Property Manager to keep the courts clear. Mr. Tupper mentioned that he and Ms. Tupper were planning on playing pickleball there and wondered if there is a broom available to sweep the court. Ms. McGuire advised that there should be one there and if not, it will be replaced. We also have a leaf blower available and Mr. Mitchell offered to assist Mr. Tupper in accessing it. Mr. Hobson again recommended that we consider establishing a tree maintenance contract with our current lawn maintenance company (if they provide the service), but if not, we really need to hire someone to do a quarterly tree maintenance of Mallard Bay. Ms. Browne mentioned that someone with a commercial- sized leaf vacuum might also be helpful. Ms. McGuire said that she has approached Affordable Tree Service to submit a bid on a tree maintenance contract, and even offered to draft the proposal. She has yet to hear back but will follow-up with ATS again. Ms. Browne said that she recently referred a neighbor on Goldeneye Way to ATS to remove a dead tree, but given ATS’ unresponsiveness to Ms. McGuire, is not terribly encouraged that they will get to it any time soon. Mr. Hobson mentioned that he and Ms. Yordy have been approached by a small company that might be interested in small-scale tree removal and Ms. McGuire said that

she will follow-up with him. Mr. Hobson also mentioned that Aqua Virginia still has not removed the downed tree near the new well. Ms. Widenmyer will follow-up with them.

Updates

- Swimming pool concrete surface area in need of repair – Jeanne Widenmyer. Ms. Widenmyer will be meeting in December with a contractor to obtain an estimate on this project. Mr. Sebra had a contractor on-site looking at the concrete and Ms. McGuire ask Mr. Sebra for a status report on that visit. Ms. McGuire asked Ms. Widenmyer when the contractors planned to finish the sealing project and she replied that they were scheduled to do the work on October 19th but never showed up. She will follow-up with them but predicts that they will postpone the work until the spring given the cold weather.
- Dam issues Update – Ted Hobson. Mr. Hobson provided an updated version of his Mallard Bay Dam handout and explained that the Board has a number of decisions to make going forward. He said that we could just do minor maintenance & repairs (low cost) but he believes that we will need to do a more comprehensive assessment of the dam situation, and then develop a plan to implement the recommendations (high cost). Given that part of the dam pipe has broken off, we need to address this repair immediately.

Mr. Hobson has spoken with newcomer David Bromley, who coincidentally designed the Mallard Bay dams and therefore has firsthand knowledge of them. Mr. Bromley said that he was not pleased with the condition of the Eagle Lake dam, and said that it should look a lot more like the Flyway Lake dam – which is all grass on the non-waterside. He opined that the big job #1 right now is to fix the drainage pipe as soil has eroded around the 2 foot pipe leaving it exposed. Mr. Bromley felt that secrete material would not be a good solution. Contractor Glenn Lester is not interested in the project and Mr. Hobson said that we will likely need to extend our search for a contractor beyond the Norther Neck region.

Ms. McGuire asked whether we just need to just go out of the flood plain. Mr. Bromley said that it wouldn't hurt to resurface the dam (with clay). Mr. Hobson said that once the dams are stabilized, we will need to be vigilant for future damage – and will need to have an annual maintenance contract if we are to avoid high-cost repairs. He went on to say that we really need to establish a Dams Committee, noting that such a committee can only make recommendations to the Board and that the Board must make the decisions that the committee will then implement.

There was some discussion about a contractor in Urbanna and Mr. Hobson confirmed that their starting price for work on a repair project would is \$50K and likely to go much higher. Ms. McGuire opined that she was unimpressed with that contractor, as we had previously received a bid from them on the repair job and that they had proposed much more work than was necessary on this repair project, such as very expensive core samples. Ms. McGuire wanted to avoid having large cost repairs and recommends that we consider other contractors. Mr. Miller asked if we had considered Earth Resources and Ms. McGuire advised that they were not interested in the project, but perhaps Mr. Sebra can reengage with them. Ms. Yordy asked Ms. McGuire if she had received a response from the Richmond area contractors and she replied yes, but unfortunately our project size is too small for them. There was some discussion about the pros and cons of seeking assistance from the state of Virginia. While there may be some state funding available for dam repair projects, the requisites to obtain the funding might actually end up costing us more than if we contracted for the repair on our own.

Next Steps. Ms. McGuire felt that we should form the Dams Committee, while Mr. Hobson felt that our very next step should be to hire a professional engineer to assess the dam pipe repair. Mr. Miller suggested that we could put cinder blocks under the exposed pipe as a temporary fix. The problem is getting down to the location where the pipe is and Ms. McGuire will contact ATS as they are familiar with the location and may be able to assist. ATS might need to build a temporary roadway to the location. Mr. Hobson advised that the easiest way to access the area is to just walk down from the top of the dam and

advised that we need to find a professional engineer to work on the dam repair project. Ms. Widenmyer confirmed that the dam is not insured. Ms. McGuire thanked Mr. Hobson for his report on the state of the Mallard Bay dams and for working with Mr. Bromley. She asked Mr. Hobson if he might approach Mr. Bromley to serve on the soon-to-be formed Dams Committee or in any other capacity that he might be willing to, given his expertise and experience with Mallard Bay dams. Ms. McGuire will be following up with multiple contacts on this critically important project. Ms. McGuire clarified with Mr. Hobson a recent miscommunication regarding the purchase of deck stain.

Closing Comments

There were no closing comments and the meeting was adjourned at 7:15 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Monday December 6, 2021 at 6:30 p.m. in the Clubhouse.

Submitted by:

Victoria Coffineau, Secretary