

Mallard Bay Property Owners Association
Minutes
Meeting of Board of Directors
DRAFT September 6, 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
Lynda Browne, Board Member and Landscaping 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
Mary Yordy, Amenities Committee
Bob Mitchell, Social Committee
Linda Hobson, Clubhouse Maintenance

Property Owners present: none

Opening Comments

Ms. McGuire opened the meeting by welcoming all attendees. She took the opportunity to thank the Mitchell's and the Social Committee for an outstanding Labor Day event at the Clubhouse. She also thanked Mr. Mitchell for mowing the grass on the Canvasback Recreational Area. Finally, she again thanked Mr. Norris for stepping in as the "pool overseer" in the temporary absence of Mr. Malloy. Ms. Hobson advised that she will be buying weed killer for the dam walkway area and around the Clubhouse signage and was advised of the location of the large sprayer that can be used for this purpose.

Reports

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

Treasurer (Jeanne Widenmyer) – Ms. Widenmyer advised that two property owners have not yet paid their 2021 dues and liens have been placed in both cases. One of the two is currently selling her property so she will be given a grace period before her case is transferred to an attorney for legal action. In the other case, the owner has died, so there was some discussion about the procedures that will now need to be followed in this case. Mr. Sebra may have contact information that could assist in moving this case forward. In August, we expended nearly \$25 K, although the bulk of it was to pay the Affordable Tree Service (ATS) bill for the dam tree cutting project and gravel work.

Property Manager (Tanya Mitchell) – Ms. McGuire advised that Ms. Mitchell had nothing to report at this time.

Webmaster, Dockmaster & Clubhouse Manager (Scott McGuire) – Ms. McGuire advised that Mr. McGuire reported that there are three dock slip vacancies.

Architectural Review Committee (Ted Hobson) – Mr. Hobson reported that two trees were down in the Common Areas. The tree near the well site at the beginning of Canvasback Lane is the responsibility of Aqua Virginia and Ms. Widenmyer will contact them for disposition. The other tree is in Webb Foot Pond and there was discussion about its possible disposition. The ARC provided LPZ plats for packets for Lot 167 and Lot 42.

Landscaping Committee (Lynda Browne) – Ms. Browne thanked Ms. McGuire, Ms. Widenmyer, and Ms. Jones for their continued help with the watering. Ms. Browne plans to add plant food for the hydrangeas and other flowers. Ms. Browne has done some online research on rain barrels and will check the offerings at Tractor Supply for a suitably sized rain barrel, within a range of 33 to 65 gallons. Mr. Sebra advised that a 30-33 gallon barrel should suffice, while Ms. Widenmyer suggested a 40 gallon barrel based on past weekly usage rates. For aesthetics, Mr. Sebra suggested that the rain barrel be placed on or near the concrete corners of the Gatehouse near the current spigot – which is visible as you exit Mallard Bay vs. entering Mallard Bay.

Maintenance Committee (Marshall Sebra) – Mr. Sebra suggested that the tree in the pond on Mallard Bay Drive should be left there to serve as a fish habitat. Ms. Hobson and Ms. Widenmyer felt that the whole tree in the pond is unattractive and Ms. Widenmyer suggested that it be cut into smaller pieces to form a fish habitat, which met with widespread approval. Mr. Sebra advised that there may be a scheduling conflict between his monthly Kilmarnock Town Hall meetings and our Board meeting, but he will know for certain at a later date. Lastly, Mr. Sebra reconfirmed that the Clubhouse deck will be stained in the early part of the fall, as scheduled.

Social Committee (Bob Mitchell) – Mr. Mitchell asked everyone to check the Mallard Bay website for the complete list of all of the persons he has thanked for their contributions to the successful Labor Day “Luau” Picnic. Next month, the Social Committee will provide cookies and punch at the Annual Membership Meeting and once again, will be fundraising for the food pantry Gleamers and Blenders. There are currently no plans for any October Halloween-related events and Bingo Night is being rescheduled for November. Ms. Debbie Evans will be helping with a special event. Mr. Mitchell once again welcomed members – especially those with school-age children – to consider joining the Social Committee in order to help identify social events that might be fun for the younger members of our community. Ms. Yordy observed that in light of the ongoing COVID-19 pandemic perhaps early November may be a better time to restart social events like the Cocktails on the Rivah or other social gatherings.

Amenities Committee (Mary Yordy) – Ms. Yordy mentioned that she and Ms. Hobson plan to paint directional arrows on the trees on one of the walking trails. On the Spring Valley Trail, the Board needs to decide if it plans to clear or leave closed the passage beyond the first wooden bridge which remains impassable. Ms. Yordy also reported on behalf of Mr. Yordy that many common areas require tree branch trimming. There was a question about whether ATS has been put on retainer, and Ms. McGuire said not yet, but we will leave that open as a possibility. Ms. McGuire has asked several persons to draw up a list of tree/branch cutting projects that we can propose to a company and she also has a contact interested in smaller (2-person) branch-cutting jobs. Ms. McGuire reiterated that we need to have a list of jobs before we can complete a contract.

Updates

- Spring Valley Trail (Mary Yordy) – (*See Amenities Section*)
- Swimming pool concrete surface area in need of repair – Ms. McGuire reported that some of the concrete spacers have popped up and are in need of repair and asked the Amenities Committee to take a look at the area and offer recommendations. Ms. Yordy asked Ms. Widenmyer as to when the pool is scheduled for

replacement and was advised that it is not currently scheduled for replacement as it is a durable concrete pool. Ms. McGuire asked Mr. Sebra if he might know of a company that could do concrete repair. He provided some ideas from his experience and agreed to provide her a contact that she can call for further information. Ms. McGuire will also contact the company that last worked on the pool surround for an estimate.

- Outstanding Dam issues (Ted Hobson) – Ms. McGuire asked Mr. Hobson if he had contacted Aqua Block and was advised that he had not yet heard back from his Aqua Block contact. Ms. McGuire will give him an additional contact to pursue.
- Canvasback Tennis Court Repair (Mary McGuire) – Ms. McGuire reported that one court is done and the other one is more than halfway done. Given that we are approaching winter, Ms. McGuire and the Tupper’s have decided to hold off on installing the new net until next year.
- Camper in RV Lot (Mary McGuire/Jeanne Widenmyer) – Ms. McGuire reported on the lengthy and difficult conversation that she had with the owner of the derelict camper in the RV Lot. Ms. McGuire said that she reviewed with the owner the repeated attempts – in person and in writing - made over the past decade to seek her cooperation in removing the camper from the lot to which the owner offered multiple explanations to account for her inaction. As stated in the last certified letter to the owner, fines have now begun to accrue each day that the camper remains in the RV Lot and Ms. Widenmyer will shortly send another letter confirming the balance of the fines due. If the fines are not satisfied within a few months, the owner will be notified via certified letter that a lien will be placed on her home. There was some discussion about other creative options that might be pursued to seek the removal of the camper which is now in a state of disrepair and the current home of an assortment of vermin.
- Annual Membership Meeting October 16th Update (Jeanne Widenmyer) – Ms. Widenmyer advised that she will be mailing out the ballot letter to the MBPOA membership this week. She circulated the final draft ballot letter to the assembled Board members for their review and edits before it is finalized on Wednesday. On a voice vote, the Board approved the final draft ballot letter, which contains the proposed annual dues increase of \$100 for all MBPOA property owners. She also confirmed that as of Monday evening there were three candidates for the four available vacancies on the Board in 2022. There was some discussion about the current Board membership and potential candidates for the Board positions and Ms. McGuire expressed her gratitude to those who have volunteered to serve on the Board.
- Extra Mile Award – After receiving input from the Board membership, Ms. McGuire electronically circulated the name of a nominee for this year’s Extra Mile Award. On a voice vote, the Board approved the nominee, who will receive the award at the October 16th Annual Membership meeting.

Closing Comments

Ms. Hobson requested permission to repaint the concrete Mallard Bay signage at the Gatehouse a darker shade of grey, since the current shade is so light that it is hard to see the white engraved “Mallard Bay” letters. There was general agreement that this was a good idea and Ms. Hobson will work with Ms. Browne on the details.

Ms. Yordy remarked on the absence of our Property Manager from the last handful of meetings and wondered whether her presence might be helpful for the Board to gain a better understanding of her duties and activities, especially since her position is paid for by annual MBPOA dues. Ms. McGuire and Ms. Widenmyer agreed with Ms. Yordy on the benefit of receiving regular, in-person reports from the Property Manager. Ms. Widenmyer confirmed that our Property Manager has the same duties as the previous one, and that she appears to be completing them as specified in the contract.

Mr. Hobson had additional items concerning the Dam Issues, including whether rip rap was needed on the spillway. Ms. McGuire said that she will call Glenn Lester to obtain an estimate for this project. On the dam walkway access pilings, he noted that many have rotted and will need to be replaced and installed in order to keep cars and trucks off of the dam walkway. Mr. Sebra offered to assist with this project and said that he has some 4x4s, sleeves and caps that he is willing to donate for the project. Ms. McGuire suggested that Mr. Swank might be able to assist us with digging new holes. Finally, Mr. Hobson wondered whether we need to have a contract with ATS to address the problem of tree/shrub overgrowth from private properties into the ditches – which precludes access by our mowers and appears more prevalent on vacant lots. The idea was to have a tree removal contractor do an annual report of what needs to be cut back that would be presented to the Board for approval. There was some discussion about this ongoing problem and further discussion will be required to fully address it.

The meeting was adjourned at 7:35 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Monday October 4, 2021 at 6:30 p.m. in the Clubhouse.

Submitted by:

Victoria Coffineau, Secretary