

**Mallard Bay Property Owners Association
Minutes**

Meeting of Board of Directors
April 4, 2023

The meeting was called to order in the Mallard Bay Clubhouse by MBPOA President Marshall Sebra at 6:30 p.m.

Board Members present:

Marshall Sebra, President
Larry Tupper, Vice-President (Alternate)
Jeanne Widenmyer, Treasurer and MBPOA Registered Agent
Lynne Cerar, Board Member and Landscaping Committee
Richard Honey, Board Member at Large
Barb Bromley, Secretary

Committee and Support Personnel present:

Ted Hobson, Architectural Committee
Bob Mitchell, Social Committee
Debbie Evans, Webmaster
Paul Malloy, Pool Technical Maintenance
Scott McGuire, Clubhouse Manager

Opening Comments

Mr. Sebra opened the meeting by welcoming all attendees.

Scott McGuire also wanted to speak (and read a letter written by his wife, Mary McGuire) to give special thanks to the Mallard Bay Community who have been so helpful during his recovery from a stroke.

Reports

Secretary (Barbara Bromley) – Lynne Cerar asked for a motion for the approval of the Minutes of the March 7, 2023 General Meeting. The motion was made, no discussion was forthcoming, and on a voice vote the Board approved the Minutes.

Treasurer (Jeanne Widenmyer) – Ms. Widenmyer advised that there are four lot owners who are outstanding in payment of their dues. A letter will be sent this month advising that if the dues are not paid by June 1st, a certified letter will be sent informing them that a lien will be put against their property on July 1, 2023. Ms. Widenmyer reports that \$1622 was spent this month. Electric, a payment to the property manager, and internet service were the biggest expenses. She advises that a discount of \$35 a month for the internet has ended, and it went up from \$115 a month to \$150 a month. The internet is necessary for the security cameras in the clubhouse.

Clubhouse Manager (Scott McGuire) – Mr. McGuire advises that two groups will be using the clubhouse soon for weddings. He feels that the use of the clubhouse slowed down due to Covid, but he feels it will pick up again soon. Mr. McGuire has stepped down from this position, and Debbie Evans has agreed to be the Clubhouse Manager.

Webmaster (Debbie Evans) - Ms. Evans reports that she is about 25% done in converting the website over to a more modern look. She took new pictures of the current board members to be used on the website. She is hopeful that everyone will like the new website, and it will launch in the next two weeks. She will work to make the PDFs on the website fillable as her next project. Fillable forms will allow you to go to the Mallard Bay website and fill out an application and send it online. It will be a more streamlined process.

Property Manager (Brant Hays) - In his absence, Jeanne Widenmyer reports that the tennis court at the clubhouse needs work with a lot of grass growing on it.

Pool Technical Maintenance (Paul Malloy) - Mr. Malloy advises that he is still looking for a robot cleaner for the pool. John Miller has found one that is a possibility with the price being around \$250. He reports that the price range on the cleaners is anywhere from \$89 to \$1700. He feels it is most needed in the fall with the leaves and debris falling from the trees. He also notes that April 22 they will take the top off of the pool. He needs 6-7 people to help with this, but he will recruit them himself along with Brant's help. Cleaning of the equipment will be done April 29. Mr. Malloy inquired if we are going to get any more lounge chairs. Ms. Widenmyer notes that the chairs have really gone up in price, but she will look into this again. The pool should be open the 2nd or 3rd week in May depending on the weather.

Dock Master (Allen Garland) - In his absence, Jeanne Widenmyer reports that she sent Allen an email stating that only 16 out of the 18 slips are rented. She thought that 2 people were interested and wondered if he followed up on that. He said he did inform them that they were available, but he never heard back from them.

Architectural Review Committee (Ted Hobson) – Ted reports that several homeowners have requested trees to be removed, mainly pine trees that were threatening their driveway/house. Also, he went and looked at lot 83 and reports that the foundation is done, and the silt fences are up and in good shape.

Landscaping Committee (Lynne Cerar) – Ms. Cerar advises that she spoke to Lynda Browne and that she was given the key to the gate house. She and Ms. Browne will take a trip to Tidewater Tropicals in Gloucester, Va. at the end of April to acquire plants for the community public areas. An inquiry was made about landscape clean up day. Ms. Widenmyer advises that this is usually in the fall before the annual meeting. It was also noted that mulching in the community was completed by Bay Cutters.

Social Committee (Bob Mitchell) – Mr. Mitchell reports that the Memorial Day Picnic is coming up. Set up will be on May 27th (Saturday) at noon, and the picnic is May 28th (Sunday) beginning at 5pm. Hot dogs and hamburgers will be provided. Please bring a side or dessert.

Miscellaneous - Bob Mitchell reports that the pump for the two ponds on Mallard Bay Drive is not working. The inlet pipe to the pump was broken and the pump ran dry. Thus, a new pump is needed. The estimated cost is \$5000. There is a pump available in Ohio, and due to its size, it must be shipped by truck as freight. There was some discussion concerning the possibility of an upgrade of the pump to a newer model, but due to the urgency of the matter and the cost of a plumber refitting and reconfiguring the pipes, it was decided to go with the current model. Mr. Mitchell requests the Board's permission to order the pump. The motion was made, and on a voice vote, the Board approved the new pump to be ordered. It should take about 3 weeks for its arrival once ordered.

Agenda Items

Mr. Sebra presented the following items for discussion:

- Proposed Text Amendment of Covenants - Carried over from last month, Mr. Sebra asked Mr. Hobson if he had a chance to talk to the ARC to agree on the language of covenant, page 9, 4th paragraph dealing with the screening of a trailered boat on a homeowner's lot. Mr. Hobson said that he hasn't gotten a chance and that he will look into it. Mr. Sebra said that the proposed change to the covenants will go out to the homeowners in September, and the ARC will have until the middle of August to complete this.
- Use of the Clubhouse Rental - Mr. Hobson requests that something be added to the rental agreement for the clubhouse concerning the use of the TV. He recommends adding to the agreement that If the renter uses the TV that it be returned to its original settings when vacating the clubhouse.

Closing Comments

Mr. Sebra asked if, in the future, is it necessary for the Board to meet every month? Board members Jeanne Widenmyer and Lynne Cerar both felt that it was necessary. Mr. Sebra was fine with that decision.

There were no other comments and the meeting was adjourned at 7:34 p.m. The next regular meeting of the Mallard Bay Board of Directors will be Tuesday, May 2, 2023 at 6:30 p.m. in the Clubhouse.

Submitted by:

Barbara Bromley, Secretary