

Mallard Bay Property Owners Association  
Minutes  
Meeting of Board of Directors  
Monday, October 7, 2024

*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 Carol Bracker at 6:30 p.m.

Board Members present:

Larry Tupper, Vice President  
Barb Bromley, Board Member-at-Large (by telephone)  
Susan Barr, Board Member-at-Large

Board Members absent:

Jeanne Widenmyer, Treasurer and MBPOA Registered Agent  
Lynne Cerar, Secretary

Committee and Support Personnel present:

John Barr, Maintenance Committee  
Bill Bracker, Architectural Review Committee  
Brant Hays, Property Manager  
Bob Mitchell, Social Committee  
Debby Tupper, Amenities Committee

Property Owners present:

Gary Yordy  
Mary Yordy

### Opening Comments

Mrs. Bracker opened the meeting by thanking everyone for coming, and confirming the quorum.

### Reports

**Secretary** (Lynne Cerar)—Ms. Cerar had sent out to the Board via email the minutes of the September 9, 2024 Board meeting.

**Treasurer** (Jeanne Widenmyer) – Ms. Widenmyer was not in attendance but gave her report to Mrs. Bracker. Total fees owed are \$1,438.00. There are two outstanding lot owners. Prepaid fees are \$350.00. Cash on hand is \$4,602.25. Total income is \$90,350.58. Total expenses are \$49,486.41. Total income less expenses is \$40,864.17. Total budgeted bottom line is \$36,600.00. Total amount under budget is \$4,264.17. Checks have been written in the amount of \$7,823.00.

**Clubhouse Manager and Webmaster** (Debbie Evans was absent)--No items to report.

**Property Manager** (Brant Hays)—Mr. Hays reported that the pool was doing ok. He has blown the leaves off the tennis court. He thanked those who have helped out while he was on vacation—Steve Jones, Debby and Larry Tupper, Lori Tolbert, and Wesley Roper. Also, Bill Bracker has replaced the lock on the pool house door.

**Pool Technical Maintenance** – Mrs. Tupper reported that pool chemicals seem to be working properly right now. The pool will be closed soon. (The pool was closed on October 14<sup>th</sup>). The pool robot is not working well, despite Mrs. Tupper working on its parts. What the robot does pick up is the sluffing-off lining of the pool. Mr. Hays asked whether or not the detritus that the robot is picking up is undissolved cyanuric acid, which had been picked up once, before the method of dissolving the chemicals had been changed. The pool tech team will get together soon to discuss plans and recommendations for the Board for next year, including whether or not the pool needs to be resurfaced. Mrs. Tupper also noted the wonderful job Mr. Mitchell has done in adding six solar and motion lights in the pool area.

**Dockmaster** (Allen Garland) – Mr. Garland was not in attendance. No items to report.

**Architectural Review Committee** (Bill Schreier was absent)—Mr. Bracker reported that there is nothing to report.

**Landscaping Committee** (Lynne Cerar) – Ms. Cerar was not in attendance. She had obtained from G & C Tree Service an estimate of \$800.00 to take down the tree on MBPOA property that is leaning over the pickleball court. Mr. Barr will contact Four Seasons again to obtain a written estimate for that same tree, as well as an estimate to trim the Russian Olive bushes at the entrance to the Clubhouse.

**Social Committee** (Bob Mitchell) –Mr. Mitchell announced two upcoming events. There will be a Trunk or Treat on October 31 and a bonfire after with hot dogs and s'mores. Additionally, the clubhouse will be decorated on November 23 for the holidays. Mrs. Bracker asked if there was enough money in the Social Committee account to buy cider and snacks for the Annual Meeting, to be held October 19. Mr. Mitchell responded that there are sufficient funds. Mrs. Bracker will buy the refreshments.

**Amenities Committee** (Debby Tupper) – Mrs. Tupper called VDOT about the dead tree near the entrance of 283 Canvasback Lane, and VDOT said they would be out within 10 days to take a look at it.

The new pickleball net needs to be put away for the winter, possibly by December 1 or earlier. Mrs. Tupper has pieced together a “new” net out of two old ones, with the thought of storing it in the box by the basketball court so that those who want to play can put it up and take it down again while the weather is still decent.

**Maintenance Committee** (John Barr)—The new dock emergency ladders are finished. They are assembled and installed and have been painted. The dog park gate has been backed into, or jumped over or damaged, and Mr. Barr has fixed that, in addition to the rail supports. Swing set sealing and staining has been finished. The picnic table at the tennis court and the one in the playground have been sanded and put back together. The third picnic table for the crabbing dock will be worked on this winter.

The parking lot lights are working; there seems to be a short at the pickleball court. Mr. Barr has disconnected that, and it is up to the Board whether they want that fixed or if it is necessary. All the broken cleats that were on the dock have been replaced.

There was further discussion about what kind of storage unit to buy. It was decided that a wooden shed would be more attractive than a metal one, and that buying a fully-assembled one was a better idea than having to build it. Mr. Barr estimates the cost of 10 x 12 and 12 x 12 wooden sheds runs between \$2,000 and \$4,500. He will

confirm these amounts by the next meeting. Clearing and levelling will have to be done to make room for and place the shed.

The crawl space under the Clubhouse is drying out and the dehumidifier is working well. Mr. Barr relocated the light so that it is more convenient, and has installed a proper plug. He ordered another circuit breaker solely for the dehumidifier. He also ordered a \$100 remote access panel, much like a thermostat, that will control and monitor the dehumidifier. There was a discussion about where to place this. There will be a locked box on top of it, the keys to be left in the Clubhouse.

A third "No Cars or Trucks" sign will be placed at the Mallard Bay upper dam entrance.

Mr. Barr also looked at the walls in the pump house, which are starting to rot away because of the leaking pump. That pump needs to be replaced before the walls are repaired. Mr. Barr will put up some wire mesh to keep the creatures out.

Weed whackers are damaging the plastic around the basketball court. Mr. Barr put down gravel.

### **Discussion/FYI Items**

Ms. Widenmyer gave Mrs. Bracker a capital budget for the MBPOA Annual Meeting on Saturday, October 19. The Board were given copies to review. There were questions for Ms. Widenmyer upon her return. Mrs. Tupper asked what the difference was between Pool Maintenance and Pool Supplies. She also asked if the MBPOA fees were being used to mow private lots. Mr. Bracker responded that it has always been the case that these empty lots be part of the job that the mowers do, as those property owners who do not have houses on the lots are getting minimal benefit from the amenities at Mallard Bay. Thus, their homeowner fees are going toward having their lots mowed in order to keep Mallard Bay looking nice.

Mr. Barr had a question about the mowing down by the pump house, and suggested that the mowers be asked to mow this several times a year. Mrs. Tupper asked about mowing the RV lot. She raised the issue of the number of volunteer hours that it is taking to keep up the property, and that keeping the RV lot cleared is another one of the many jobs that property owners may not realize that volunteers do. Mrs. Barr made the suggestion that a count be made of the number of empty lots that are mowed by the landscape mowers.

Mr. Yordy spoke with one of his neighbors about the septic drain fields that are placed on community property, such as the Canvasback circle, and the question of who is responsible for keeping up those common areas. Mrs. Bracker responded that the drain field is the responsibility of the owner whose septic is put in that area. This is clear from the plat that the owner has an easement on the drain field.

Eagle Lake Lower Dam:

Mr. Tupper has contacted Phil Marston who is the Zoning Administrator for Northumberland County. He will give Mr. Tupper names of contractors who can give the Board estimates on what it would cost to fix the broken pipe and the area around it.

### **Board Comments**

Mrs. Bracker noted that the sign at the boat ramp is incorrect in that it mentions members having passes to use the boat ramp. She asked that the sign be changed or that language deleted.

Mr. Barr had two keys made to the Clubhouse, one being Susan's so that he can use it when necessary.

### **Open Comments**

Mr. Bracker noted that some owners are experiencing very high water pressure, as is the case at the Clubhouse. It is probably a good idea to have a water pressure regulator put in in order to prevent leaking. Susan Barr made a motion, and Ms. Bromley seconded, that Gilman or another plumbing company check on the pressure in the Clubhouse, and install a pressure regulator if necessary.

Mr. Yordy noted that the cattails on the lower dam are growing quickly and that the Board should consider having the vegetation and saplings cut down again and to keep that under control. Additionally, there are some trees that may need to be removed to allow better drainage from the seepage.

Mrs. Yordy had a question about the budget and what is included under "Grounds Maintenance." Is the property manager's salary included in this? Is there a job description of the property manager's duties? Is the job of the property manager more than one person can do? Does it make sense to have a paid position for a property manager?

Mr. Barr is anticipating putting down a total vegetation killer on the tennis courts, and patching the cracks. Mr. and Mrs. Barr asked Mrs. Tupper about the possibility of using the company that made the pickleball court tiles to resurface the tennis courts with something like a shuffleboard. Mrs. Bracker asked if the tennis courts would need a skim coat of concrete. Mr. Barr said he would check to see if filling in the cracks would give enough even surface to install tiles. Mrs. Tupper responded that it probably would be necessary to redo the surface with new concrete before adding new tiles of any kind. More fact-finding is necessary to see what the community wants, and what is possible with resurfacing the tennis courts.

The next meeting will be the Annual Meeting on Saturday, October 19<sup>th</sup> at 1pm. The next regular meeting of the Mallard Bay Board of Directors will be Monday, November 4, 2024 at 6:30 p.m. Mrs. Barr moved that the meeting be adjourned, and Ms. Bromley seconded, the motion was approved by voice vote, and the regular meeting was adjourned at 7:45 p.m.

Submitted by:

---

Lynne Cerar, Secretary (from audio recording)