

# The Malvern Communicator

October 2013

## PRESIDENT'S REPORT – ROBERTA JALBERT



It's difficult to believe that it's already October! And budget time!

I do want to thank 'Malvernites' for the opportunity to serve on the Board. I truly enjoy seeing this community from all the different perspectives – management of the roads, pool, clubhouse, dam and lake, the wonderful energy people bring to special events and the friendships and support between members – it may not be apparent to all of us, but there are some wonderful and interesting people here. I encourage everyone to attend meetings, come to events and volunteer on projects like the Playground or repairing the island at the head of Malvern Drive. It gives you a chance to meet neighbors and feel more engaged in your community.

I also wanted to start a dialog about the benefits and responsibilities of living in a HOA. I've heard many people say that they didn't really pay much attention to the fact that their home would be part of an HOA or that they really didn't know before buying, what was involved.

(See **President's Report** on [page 4](#))

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## 2013-2014 Board members:

Roberta Jalbert: ..... President  
Rick Collins: ..... 1<sup>st</sup> VP & lake, grounds  
Wallace Harvey: ..... 2<sup>nd</sup> VP & roads  
Ed Johnson: ..... Treasurer  
T. J. Wright: ..... Secretary  
Jason Woodward: ..... Architectural  
Joe Graham: ..... Clubhouse & pool

# Bulletin Board

## COMMUNITY YARD SALE:

Date: Saturday, October 12, 2013  
Time: 8:00 am until 2:00 pm  
Rain date: Sunday, October 13, 2013  
Location: Various lots in the subdivision  
More details: Contact Shawna 540-407-1969  
<http://malvernofmadison.org/community.shtml>

## MALVERN IS A FIREWISE COMMUNITY

See [page 6](#) for details



## ANNUAL MEMBERSHIP MEETING

Where: →→ Madison Presbyterian Church ←←  
[1236 Fishback Road, Madison, VA](http://1236fishbackroad.com)  
Date: Saturday, October 19, 2013  
Sign in: 9:30 until 10:00 a.m.  
Meeting: 10:00 a.m.  
Agenda: 2014 budget approval, committee reports, other Malvern business



## HALLOWEEN 2013

A family event for November 1<sup>st</sup> and 2<sup>nd</sup>. Watch your mail and look for notices to be posted. Hayrides, games, trunk or treat and haunted house. BOO!

## BOARD OF DIRECTOR'S RECOMMENDED 2014 BUDGET

Line items	2011 Actual	2012 Actual	2013 Budget <sup>1</sup>	2013 YTD <sup>2</sup>	2014 Budget	Comments
<b>Income and other fund sources</b>						
1. Regular assessment	120,953	118,157	122,850	109,961	<b>\$122,850</b>	234 lots at \$525 per lot for 2014
2. Special assessment				0		Not currently necessary
3. Banking interest (all accounts)	583	580	600	260	<b>\$400</b>	
4. Boat fees	90	135	135	135	<b>\$135</b>	9 lots at \$15 per lot
5. Clubhouse fees	3,980	2,880	3,500	1,940	<b>\$3,000</b>	
6. Interest from legal issues	17	44		0		
7. Late fees	480	527	450	465	<b>\$450</b>	15 lots at \$30 per lot
8. Legal fees	225	785		815		Recoupable and return of legal fees
9. Insurance claim reimbursements		1,600		0		
10. Packets		250	125	270	<b>\$325</b>	5 lots at \$65 per lot
11. Road impact fee				0		0 lots at \$1,000 per lot
12. Road impact fee non-refundable		500		0		
13. Vacant lot bush hogging	1,225	1,400	1,600	1,380	<b>\$1,500</b>	11 lots bush hogging
14. Pool income	2,320	2,420	2,500	2,500	<b>\$2,500</b>	125 keys at \$20 per key
15. Uncollectible accounts			(5,850)	0	<b>(\$2,625)</b>	Lost revenue from assessments
16. Dues from previous year(s)				1,999		
17. Carry-over from previous year			9,409	0	<b>\$3,750</b>	
18. Sale of materials / other		1,500		1,070		
<b>19. Totals</b>	<b>129,873</b>	<b>130,778</b>	<b>135,319</b>	<b>120,795</b>	<b>\$132,285</b>	<b>Total predicted income and funds</b>
<b>Expenses</b>						
20. Accounting	0	0	2,972	2,400	<b>\$1,000</b>	Consulting, tax preparation assistance
21. Administration	2,916	2,698	2,600	1,803	<b>\$2,750</b>	Postage, printing, ads, bank charges, supplies
22. Grounds	15,454	6,943	13,780	9,447	<b>\$9,005</b>	Mailbox area, mowing, lakes, docks <sup>3</sup>
23. Licenses & permits	200	203	320	200	<b>\$230</b>	SCC as corporation in VA, CIC as HOA in VA
24. Insurance	3,087	3,906	3,709	3,598	<b>\$4,100</b>	Liability, fidelity, officers
25. Legal fees	2,887	7,416	3,500	6,675	<b>\$4,000</b>	Consulting and collections
26. Vacant lot bush hogging	1,220	1,550	1,600	775	<b>\$1,600</b>	Once in June and again in October
27. Clubhouse	13,877	8,826	29,759	14,676	<b>\$6,350</b>	Cleaning, management, supplies, renovations <sup>4</sup>
28. Pool	3,988	4,847	9,140	4,921	<b>\$8,640</b>	Chemicals, keys, passes, service, furniture <sup>5</sup>
29. Playground	1,200	23,643	750	0	<b>\$750</b>	Maintenance, mulch
30. Roads	4,617	30,486	17,400	9,608	<b>\$42,000</b>	Maintenance, repaving and easement area <sup>6</sup>
31. Security	720	0	13,160	6,600	<b>\$13,000</b>	Contract services, equipment
32. Social events	0	1001	1,500	603	<b>\$1,500</b>	Periodic social events and welcome baskets
33. Electric	4,021	3,576	4,725	3,618	<b>\$4,800</b>	Clubhouse, mail and entrance area
34. Telephone, cable, internet	375	395	404	689	<b>\$1,560</b>	At clubhouse
35. Taxes	0	1,014	0	0	<b>\$1,000</b>	IRS and State, if required
36. Reserves	60,000	50,000	30,000	30,000	<b>\$30,000</b>	Roads, lake, clubhouse, pool
<b>37. Totals</b>	<b>114,562</b>	<b>146,504</b>	<b>135,319</b>	<b>95,613</b>	<b>\$132,285</b>	<b>Total predicted annual expenses</b>

One of the purposes of the October membership meeting is for considering and approving the budget for the forthcoming fiscal year. The budget is prepared by the treasurer with input from the other officers, directors and committee chairmen. The membership needs to approve the budget at the October meeting. Capital improvements need a two-thirds affirmative vote for approval – that requires a written ballot. The remainder of the budget needs just a majority vote for approval.

<sup>1</sup> Incorporates 2013 capital improvements into corresponding expense line item

<sup>2</sup> Year-to-date is through September 23, 2013

<sup>3</sup> For 2014, \$2,000 budgeted for clubhouse dock renovation

<sup>4</sup> For 2014, \$3,000 budgeted for bathroom renovation

<sup>5</sup> For 2014, \$2,000 budgeted for repair and/or replacement of deck furniture

<sup>6</sup> For 2014, \$26,000 for pavement maintenance; \$6,000 for easement clearing and maintenance

## CLUBHOUSE AND POOL – JOE GRAHAM



Well this may not be new to most of our members but this spring we removed two large trees that were growing close to the clubhouse and leaving their mess on the roof and plugging up the gutters. Also we had the overgrown shrubs along the pool bathroom removed and the large ones on the rear of the clubhouse pruned way back. From that point we had new landscaping done around the clubhouse. From there we had the patio and walkway stones leveled up and re-grouted where needed. We also got WIFI and cable TV in the clubhouse now to help bring our clubhouse into the 21st century. We had a “party” to add mulch between the parking lot and the drive in front of the clubhouse; fun was had by all who helped out. Thanks to Rick and Ceil Collins, Pat Rowe, Ed Johnson, Norm Hensel, and Roberta Jalbert. We are still planning to replace the stairs from the parking lot and hope to also add a new set of stairs to access the pool bathroom from the parking lot.



The pool season went very well in due part to the security. We had very few problems this year. We had a little hiccup as far as the pool services but I think that we overcame it and hopefully next year will be much better as we learn the pitfalls of maintaining a pool! We are looking into how to replace or repair the pool furniture this coming year. New lounge chairs will be very costly, upwards of over \$300.00 each for the same quality that we have now. I would like to find an outlet that sells that type of material and have new seats and backs made for them. The frames seem to be in good shape. This would save us a large sum of money. If anyone has any ideas of where this fabric can be found you can let me know and I will look into it.

## GROUNDS AND LAKE – RICK COLLINS



It has been a busy spring and summer. The lake and entrance have seen some significant improvements. The North dock has been resurfaced and a new ladder and boat cleats have been installed. However, the staining still needs to be addressed (cooler weather needed). The South dock has been trimmed to reduce curling of the lumber and it also has a new ladder and boat cleats. The dam face has also been improved with the addition of over 20 tons of rock to help reduce erosion. Both the dock and dam projects were only possible with the help of Malvern volunteers. Thanks again to Larry McClellan, Gary and Karen Pilkerton, Mark Evans, Ceil Collins, Ed Johnson, Roberta Jalbert, Dave Kalish, and Don Nicholson. The mail area has a fresh coat of paint on the ceiling, has been power washed, and has a new bulletin board. The fence at the entrance has been removed and the area will see some new plantings in the future. I would appreciate your feedback so we can continue to deliver services that meet the needs of the community.

## SECRETARY'S REPORT – T. J. WRIGHT

Disclosure packets: this is an assemblage of all the governing documents for Malvern. Virginia statutes specify a seller must obtain an association disclosure packet and provide it to the purchaser prior to a sale. Packets may be obtained by contacting T. J. Wright (Secretary), or Ed Johnson (Treasurer). There is a nominal fee to cover the costs of processing & mailing.

Volunteering is both recommended (meet your neighbors), encouraged (saves operating capital), and fun. To volunteer for projects related to the community entrance and median, docks and dam, contact Rick Collins (948-4330). For clubhouse, pool and playground, contact Joe Graham (948-7060).

I want to personally encourage residents to attend the monthly Board Meetings held the 2nd Thursday of each month at the Clubhouse. Become involved in your community, meet your neighbors, and express your opinion on the wide range of topics up for discussion and decisions each month.

MALVERN WEBSITE: <http://www.malvernofmadison.org>

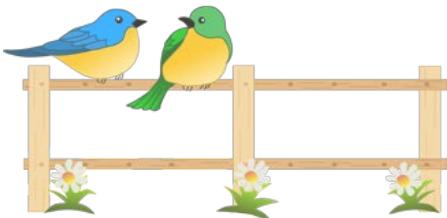
## President's Report (continued from page 1)

For instance, did you know:

All property in Malvern comes with an easement along the roads. That easement extends 10 feet onto all properties where they meet the road. Nothing permanent should be planted or erected in this easement. The Club has the right to remove anything that impedes line of sight such as trees, shrubs or lawn decoration. Of course, we ask the homeowner to do this as part of yard maintenance, but if an area does become a problem we will act to remove the problem. If in doubt, ask the Board!

Home/lot owners are responsible for this easement area – the clearing of overgrown brush or overhanging limbs should be done on a regular basis.

If a home owner wants to erect a fence or put a shed on their property (or any other structure) they must submit such plan to the Architectural Committee for approval by the Board before doing so. It is good to accompany the request with a picture or drawing of your plan. This gives the Board enough information to make a decision. This is not a "control" issue – it is intended to maintain the look and value of all Malvern property.



There are lots of benefits of living in Malvern – first it's beautiful and peaceful. Then there is the Pool for summer and the Clubhouse year

round for meetings, or special events and a really great place for family get-togethers that is very inexpensive for members. And let's not forget the professional grade Playground that was just built for our youngest members!

Please remember that we have a great website <http://www.malvernofmadison.org>. Here you can find a calendar of events, find how to contact Board members, download forms, review by-laws and covenants, etc. and take a virtual tour of our amenities.

Please read through all the reports from Committee heads to see what has been done and some of what is planned for the coming year. Your dues maintain this community and it is important you understand where those dollars are going.

## EVENTS PLANNING

According to Malvern lore, in its early years our neighborhood was a community of socially active residents. There were bridge clubs, trips to local events and restaurants, periodic socials, groups of folks who saw a need and assembled a task force to get the work done. But as our community ages and grows, it seems that we are gradually losing touch with one another.

The Malvern event planning group is working to change that trend. Over the past three years, we have formed a group of people who want to reestablish that feeling of community in Malvern. We have two community-wide yard sales – one in the spring and one in the fall. Our annual community gatherings include a winter social, Easter egg hunt, fall picnic, and Halloween trunk or treat and haunted house. Ideas for new events are in the planning process.

The event planners meet on the third Sunday of every month at the clubhouse at 2:00. We welcome all new faces and ideas.

The Malvern Fall Yard Sale is scheduled for Saturday, October 12 from 8:00am to 2:00pm. The rain date will be Sunday, October 13. Participants will need to fill out an application and contact Shawna Gates at 540 407-1969. Shawna will indicate your address on a map of all participating properties and make copies available at the Malvern entrance on yard sale day. You can view and print the rules and the application at <http://malvernofmadison.org/community.shtml>. Copies of the application are also available near the community bulletin board at the mail boxes.

Come to the clubhouse to be spooked at the Halloween Haunted House beginning at 7:00pm on Friday, November 1 and Saturday, November 2. On Saturday, November 2 there will also be Trunk or Treat in the clubhouse parking lot, hay rides, and a costume contest with prizes. This will be our third year for the Trunk or Treat and Haunted House and is a lot of fun for kids of all ages. Check your mailbox for details.

(See Events Planning on [page 5](#))

## ROADS COMMITTEE – WALLACE HARVEY



First, I want to provide a wonderful thank you to a number of our members here in Malvern. In addition to the dogwood tree provided by Nick and Joyce Humphrey earlier this year, Nancy Negron added a lovely crape myrtle. It has the center position in our boulevard of Malvern Drive. Roberta Jalbert and Nancy Johnson joined me in selection of several more crape myrtle trees to put in the median. A special ladies group in Malvern donated the money. Thank you: Merri Woodward, Jennifer McLeod, Shawna Gates, Lenora Racer, Barbara Flynn, Nancy Johnson, Liz O'Neil and Ellie Montgomery. Roberta Jalbert, Ed Johnson, Nancy Johnson, and Charlie Egan helped me to plant the trees along the boulevard. Ed Johnson provided the mulch that he had left over from the Firewise chipping of last year. It was nice to see it put to use for the neighborhood. A special thanks to all!

As you have probably noticed by now, this year's project was to provide new shoulders on Malvern Drive at strategic locations. Not everything went as planned. However, the job was done and all issues have been addressed. One of the problems that arose was that on Malvern Drive near Thumblatch Road, the material had been in place less than a day when someone placed their car on the shoulder and spun off throwing rocks and material all over the road. The compacted material did not have time to fully settle and harden. If anyone one knows who did it, I'd like to know and explain to them just how much it cost Malvern of Madison with this act. Other locations have also had a lot of traffic. The shoulders are not meant to be driven upon. They are to preserve the asphalt and prevent damage that is much more expensive to repair. Please stay on the road, not the shoulders. Thank you.

This next year I am hopeful that funds will be available to do more road repair work. The wet summer we have had has pointed to several places that will need repair. The Road Committee will be selecting these locations and select a qualified contractor. New for next year we will have written guidelines of what we expect from a contractor as to signage and safety precautions when working in Malvern. It may cost a bit more, but no longer can we accept not having safety of members and workers in mind. Thank you for your support this past year. I look forward to things improving as we move forward.

## PROXY FORM INSTRUCTIONS:

As a lot owner in Malvern you are a member of the Corporation known as Malvern Club, Inc., and as such are entitled to one vote for each lot you own.

Each year there are at least two membership meetings. It is at these meetings where you can have an impact on how the Corporation will be run by your participation and vote. In effect, decisions will be made at these meetings by those who show up.

Ideally you will be able to attend the meeting in October where one of the agenda items will be to discuss and vote on the 2014 budget.

Understandably however, not everyone will be able to attend. In that event, a proxy form is included on page 8 of this newsletter. So if you can't attend the meeting, please take a moment to review, complete and then decide who you want to assign your proxy to. You may want to give it to another member who generally views the association business as you do or will vote in a manner that represents your views. You may also assign your proxy to the Board of Directors. In this case your vote on an item will be as you indicate on the proxy form. The Board is unable to represent your views on any variation of an item or a new item that may be brought up for vote.

You must be a member in good-standing for this proxy to be valid. This proxy will be used to satisfy quorum requirements.

A fully executed copy of this proxy may be presented by the member you assign this proxy to or may be mailed to the Malvern Club, Inc., 905 Malvern Drive, Madison, VA 22727.

### Events Planning (continued from page 4)

The winter social will be on Saturday evening February 22. This event is a long standing annual event for the adults in Malvern. Bring a dish to share and the beverage of your choice and enjoy the evening chatting with your neighbors.



*In Virginia, one of every three forest fires now threatens at least one woodland home.*

## FIREWISE COMMITTEE

### Reflective House Numbers And Chipping Operation:

The Firewise Committee obtained a \$4900 grant from The Virginia Forestry Department in 2013 to cover 80% of the cost of reflective house numbers and a chipping operation in Malvern of Madison.

Madison County's E911 ordinance, Sec. 12., requires all properties occupied by a building to conspicuously post street address numbers. If the residence is more than 75 feet from the street, the number must be of contrasting color to the background and the sign placed to be visible from the street.

Malvern Club Inc., Building Information, Part B, requires homes to be built 100 feet from the roads. Reflective house numbers will be supplied for all homes in Malvern, to be placed at the end of the driveway facing on-coming traffic, so as to be visible to emergency vehicles. The association will have on hand the house numbers for vacant lots until such time as they are needed.

Homes in a woodland setting are surrounded by flammable vegetation. "Break the chain" of fuel between your home and natural vegetation. Examine the yard and determine what can catch fire and what can carry fire to the house. Create a defensible space around your home to help keep fire from approaching your home. Request a free home assessment to determine your risk level and receive personal guidance.

A powerful chipper will be coming through Malvern on January 15, weather permitting, to chip small trees and limbs. The purpose of the chipping program is to reduce the threat and spread of wildfire in our community. Open burning is the number one cause of wildfire in Virginia. Participate in the Firewise Program to learn to protect your property and neighboring properties from wildfire.

### TO PARTICIPATE IN THE FIREWISE PROGRAM

- You must notify the Firewise Coordinator by December 1, 2013, that you are participating in the program.
- You must keep a Firewise log of your "in-kind" work hours.

TO HAVE BRANCHES, BRUSH, OR SMALL TREES CHIPPED UP FOR FREE: here are the details:

- Bring material to the edge of your property, within 10 feet of the road.
- Place material up to 8 inches in diameter, with the cut or broken end of each piece facing the road by Wednesday, January 15, 2014. MATERIAL STACKED AFTER THIS DATE WILL NOT BE CHIPPED.
- No vines, briars, weeds, plants, leaves or lumber will be shredded.
- The crew will not move any material from the interior of any property – you will need to bring the material to the road edge for it to be chipped.
- The crew will not be cutting branches off trees or cutting any standing trees, brush, or bushes.
- The crew will spray the mulch into wooded areas of your property or neighboring properties, and they may spray some into the back of their truck. If you would like some of the resulting mulch, ask the crew when you see them out working.

**IMPORTANT:** We need to report our volunteer work hours to help us pay 20% toward our share of the costs of the \$4900 grant. Please make note of how much time you spend working on cutting or dragging branches, clearing brush, mowing, cleaning out gutters, picking up branches and sticks trimming bushes and trees etc. on your Firewise Log beginning with January 17, 2013.

**Dry-Hydrant:** as you know, Malvern has no fire hydrants to combat fire. Madison County Fire Department uses water tanker trucks to fight fires in Malvern. There is currently a dry-hydrant located near the dock on Ashlawn Drive which is used to fill the water tankers from Lake Madison. Through a Virginia Department of Forestry grant, and with the recommendation of Madison County Fire Department, the dry-hydrant will be moved away from our boat ramp and dock, and a gravel-parking pad will be laid for the tanker to use while filling. Two dry-hydrant directional signs have been installed; one at the corner of Malvern Drive and Ashlawn Drive, and one at the corner of Ashlawn Drive and the dock access road.

Please contact Karen Pilkerton, Malvern Firewise Coordinator, at [malvernfirewise@gmail.com](mailto:malvernfirewise@gmail.com) or 948-3230 for information and questions about this important program.

Learn more about Firewise at <http://www.firewise.org> or <http://www.malvernofmadison.org/firewise.shtml>.

## 2013 FALL PICNIC



The 2013 annual picnic was held Saturday, September 15<sup>th</sup> on yet another perfect late summer day. There were lots of activities including a bounce house in almost continuous use from 2:00 until 6:00, horseshoe tournament during which the top seed was unseated, lakeside activities including fishing and paddleboat races, frozen t-shirt contest, a cakewalk, pony races, lots to eat, prizes, live music by Shades of Blue and overall great fun for all those who attended.

Thanks to these local merchants for their generous assistance to our events:

- Arby's – Culpeper
- Beckers Sporting Goods – Culpeper
- Bruster's Real Ice Cream/Nathan's Hot Dogs – Culpeper
- Burger King – Culpeper
- Cherry Street Building Supply – Culpeper
- Chick-Fil-A of Culpeper Colonnade
- Chili's – Culpeper
- Culpeper Auto Parts, Inc. – Culpeper
- Gary's Ace Hardware – Culpeper
- Giovanna's Italian Eatery – Madison
- Greystone TV and Appliance – Madison
- IHOP 3189 – Culpeper
- Lowe's – Culpeper
- Luigi's – Culpeper
- Madison Drug Company – Madison
- Martin's Food Market – Culpeper
- Pancho Villa Mexican Restaurant – Culpeper
- Piedmont Deli – Madison
- Pizza Hut – Culpeper
- Ruby Tuesday – Culpeper
- Walmart – Culpeper



And they're off!



And they're rounding the corner: GO, GO!



The always popular cake-walk



The defending champ and the competition: uh-oh

**IMPORTANT NOTE ABOUT ID CARDS:** This year, an ID card was provided to all Malvern residents. In addition, a photo ID card was provided to each family member for households who had paid for pool access. Please hold on to these ID cards for use next year. Add-on stickers will be issued for 2014.

Malvern Club Inc.  
905 Malvern Drive  
Madison, VA 22727

ADDRESS CORRECTION REQUESTED

## Proxy

(I)(We), \_\_\_\_\_ and \_\_\_\_\_ as owner(s) of the following Lot(s) \_\_\_\_\_ Malvern Club, Inc. under the provisions of the duly recorded legal instruments governing said Club, do hereby grant my/our Proxy to \_\_\_\_\_ of Malvern Club Inc., owner of Lot # \_\_\_\_\_. This Proxy is executed for the 2013 Regular Meeting, to be held on Saturday, October 19, 2013 at 10:00 AM, at **Madison Presbyterian Church**, [1236 Fishback Road, Madison, VA](#), and carries with it the full right to the proxy holder to cast his/her/their vote allocated to said lot or lots as he/she sees fit on all issues properly brought for a vote at the meeting for which this proxy is valid.

Signature (Owner): \_\_\_\_\_ Date \_\_\_\_\_

Signature (Owner): \_\_\_\_\_ Date \_\_\_\_\_

**Instructions:** Each lot is entitled to one vote; please indicate all lots owned. This proxy will be used to satisfy QUORUM requirements of 50 members voting in person or by proxy. Your proxy may also be used on votes requiring a two-thirds vote of members voting either in person or by proxy. You may ask the member you assign this proxy to vote your wishes or to vote in the same manner as the member will vote. If you assign this proxy to the Board of Directors then you need to indicate your vote on the following motions:

1. Approve the 2014 capital improvements budget    In favor \_\_\_\_\_ Opposed \_\_\_\_\_

Please note the Board of Directors can't use this proxy if the motion is modified or on new motions that may come before the membership. Also note that a majority vote includes only those members present and voting.