

The Malvern Communicator

April 2016

PRESIDENT'S REPORT – ROBERTA JALBERT



I will not be running for a position on the board this year. I agreed to doing two years and was convinced to serve another two years. But I think it's time for another Member to step up and serve.

I have been on the Board of Directors for the past four years with people who really care about the future of our community and the health of our property values. I truly consider myself lucky to have had such a positive experience. The Lake and Dam have been managed so that water levels will not damage the front of the dam. A few thousand pounds of stone were added to avoid erosion and the spillway has been monitored monthly to avoid buildup of debris.

Our roads have been resurfaced and replaced where needed. Edges have had gravel applied and/or tar where there is wear that threatens the road edges.

(See **President's Report** on page 3)

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Board and committee reports are available on a monthly and/or as needed basis on the Malvern website; see:

<http://malvernofmadison.org/MalvernNews.php>

You may subscribe to receive these reports via email by visiting <http://malvernofmadison.org/> and clicking on the "Subscribe" button.

Current Board members:

Roberta Jalbert:	President
Rick Collins:	1 st VP & lake, grounds
Joe Graham:	2 nd VP, Clubhouse & pool
Bill Rowe:	Secretary
Ed Johnson:	Treasurer
T. J. Wright:	Roads
Jerry Monnat:	Architectural

Annual Meeting April 30, 2016

ANNUAL MEMBERSHIP MEETING

Where: Madison Presbyterian Church
1236 Fishback Road, Madison, VA
Date: Saturday, April 30, 2016
Sign in: 9:30 until 10:00 a.m.
Meeting: 10:00 a.m.
Agenda: Election of directors, other business

SPECIAL BOARD MEETING

Time: Shortly after the conclusion of the Membership meeting
Agenda: New Board of Directors meet to elect 2016-2017 officers and make committee assignments; Malvern members may attend and comment on topics listed on the agenda

BOARD MEMBER CANDIDATES:

Each director serves a 2-year term. This year, 4 of the 7 director positions are open. Candidates to fill these positions as of the date of publication date are:

1. Jerry Monnat
- 2.
- 3.
- 4.

See next page for more information on candidates.

CANDIDATES FOR DIRECTORS

Our bylaws state there will be 7 directors. Each director shall hold office for a period of 2 years. No member shall serve more than three successive terms.

The membership will vote to elect 4 directors on April 30, 2016. The current list of candidates are as follows:

Jerry Monnat – My wife and I bought our home in Malvern in December of 2004. I am retired Navy, served 27 years as a Navy Cryptologist, and retired as a Master Chief Petty Officer. I immediately went back to work as a contractor supporting the Naval Space and Warfare systems command in Charleston, S.C. from 1995 to 2000. We moved back to Northern Virginia when my wife accepted a Finance Officer position with the U.S. Department of State. My company (AT&T) transferred me to a position supporting the Office of Naval Intelligence in Suitland, Md. During our time in Northern Virginia I was the Treasurer and President of the Fairwoods Homeowners Association in Fairfax for five years and have been the Treasurer for our present Condo Association in Alexandria since spring of 2001. We spend most of our available time (weekends and holidays) at our Malvern residence improving the house and grounds as it will be our retirement home. I intend to remain very active in the care and upkeep of Malvern to maintain the property values and quality of life.

I have served on the Board since spring of 2005 through 2011, initially as the Board Director overseeing the clubhouse and then as President. I returned to the Board in 2014, serving as a Director and Architectural Committee Chairman.

IMPORTANT NOTE TO ALL MALVERN OWNERS: as of April 8, 2016, you can clearly see above that only one owner in the community has volunteered to be a candidate for the 4 open board positions.

Current owners of Malvern are fortunate to have had what has survived since the mid-1970s – that being a community spirit for owners to volunteer their time, services, and talents in an effort to minimize expenses for work which other communities have to hire professional management companies. These efforts have allowed Malvern to remain a self-managed homeowner association since its beginnings.

You may ask, why do we even need a Board? The simple answer is because it is mandated by Virginia statute for the type of community we live in. The common sense and realistic answer is that as owner's in Malvern, we each have an interest in the common elements which include over 8 miles of paved roads, a 15-acre lake, the docks, clubhouse, pool, playground, mailbox area and several parcels of ground including the lot where the pool, clubhouse and playground are located. All these amenities need to be managed and maintained.



Does it take a lot of time being a Board member? Not really – there are usually 12 board meetings per year and 2 membership meetings. Most board meetings take about an hour. The membership meetings might take a little longer, but not much. Beyond the meetings, each Board member is usually assigned a responsibility. The Secretary is required to prepare for and take meeting minutes. The Treasurer is responsible for maintaining a membership roster, sending invoices to members for dues, making deposits, paying bills and maintaining proper financial records. Other board members may be assigned a committee – these include clubhouse and pool, grounds, roads and architectural. A board member who is assigned a committee is encouraged to have other community volunteers help with their specific committee assignment to help spread the workload even further. Really it's a great way to get to know your neighbors, being a voice to how the community is managed, all while knowing you are improving the community where you live.

What happens now that there aren't at least 4 candidates on the ballot? At the membership meeting on April 30, the question will be asked as to whether there are any nominations from the floor. The hope is that at least 3 additional Malvern owners will volunteer to have their name placed on the ballot as a write-in candidate. If by the end of the meeting a full board is not in place, our bylaws state the remaining directors, by an affirmative vote of the majority thereof, shall appoint an eligible person as soon as possible to serve until the next meeting of the members.

PRESIDENT'S REPORT (CONTINUED)

We have a 5-year plan in place that insures a healthy financial future for our development.

Our Clubhouse has been updated with a new HVAC system, remodeled kitchen, new flooring and improved bathrooms. Still more needs to be done. This building is OLD and must be monitored for issues.

We landscaped around the Clubhouse to improve the "curb appeal" and improve drainage. This must be maintained yearly but adds value to one of our main "common" areas.

We instituted a photo ID pass for our pool that has ELIMINATED the abuse that for years was an embarrassment! This is mainly due to the use of a security patrol that checked IDs twice daily to ensure proper usage and reduce abuse by those who thought the furniture was actually to be used as diving boards!!!

We have improved, painted, added a water barrel and replaced lighting at the mailboxes.

I should also cite the playground area, the mulch on the front of the parking area in front of the Clubhouse and --- geeeezzz-- so much more!

Note the planting in the median (and upkeep)!

Our concern for this community is above and beyond our stated "Duties".

I sincerely hope that future Boards will be as involved and committed as the past 4 years Board has been.

THE "MALVERN NEWS" – AN ELECTRONIC NEWSLETTER

The Board prepares a bi-monthly online newsletter of what's currently occurring in the community. You can sign up to receive the newsletter delivered via email by clicking the "Subscribe" button at <http://www.malvernofmadison.org/> and entering your email address. It's a great way to stay informed about what's going on!

Subscribe

ARCHITECTURAL COMMITTEE – JERRY MONNAT

Spring is the beginning of the building season. Please ensure that all rules and regulations are followed in regards to adding additions, new outbuildings, decks, porches as well as new homes. In addition to Malvern's requirements, county building codes must be adhered to in order to avoid changes or removal of projects that were not built to Madison County permit requirements.

LAKES AND GROUNDS – RICK COLLINS

Spring is finally here! So we can finally get out and make those improvements that we have dreamed about all winter. Many members have expressed an interest in adding a small fence to delineate the entrance and add some appropriate plantings. If anyone has some suggestions and would like to volunteer to help make it possible, please contact me so we can get started.

I'd like to remind everyone that the invasive Autumn Olive is starting to grow back and now is a good time to take control. If you cut it down, you must paint the exposed ends with a brush killer or it will just come back.

The great canoe mystery has been solved and ownership of all the watercraft at the dock has been determined. Be sure to let us know if you wish to keep a boat there, as there is a fee and we need to identify your craft.

The lake level is good and the spillway has been maintained regularly. However, we could use some volunteers to place more stone in some areas. Work crews are always needed to keep things running smoothly. If you can volunteer some time and expertise, please let me know so I can call you when needed.

CLUBHOUSE AND POOL – JOE GRAHAM

My six years on the board have, for the most part, been enjoyable with a few trying times. I want to thank the members for working with the board and most of all the board for all of their hard work while I have been on the board! There have been many accomplishments that the board can be very proud of and one bump in the road that I can think of.

I will not be giving out the pool keys this year. I would like to stay on managing the clubhouse and pool if the new board wants. I am trying to get some bid numbers together for replacing the pool house roof this spring. Hopefully there is enough time before the pool opens to get the work completed. New families will need to get their ID badges and if they plan on using the pool they will need to get an ID badge with their picture on it. Children under 5 don't need one until they reach the age of 5.

2015 YEAR-END STATEMENT OF INCOME AND EXPENSES

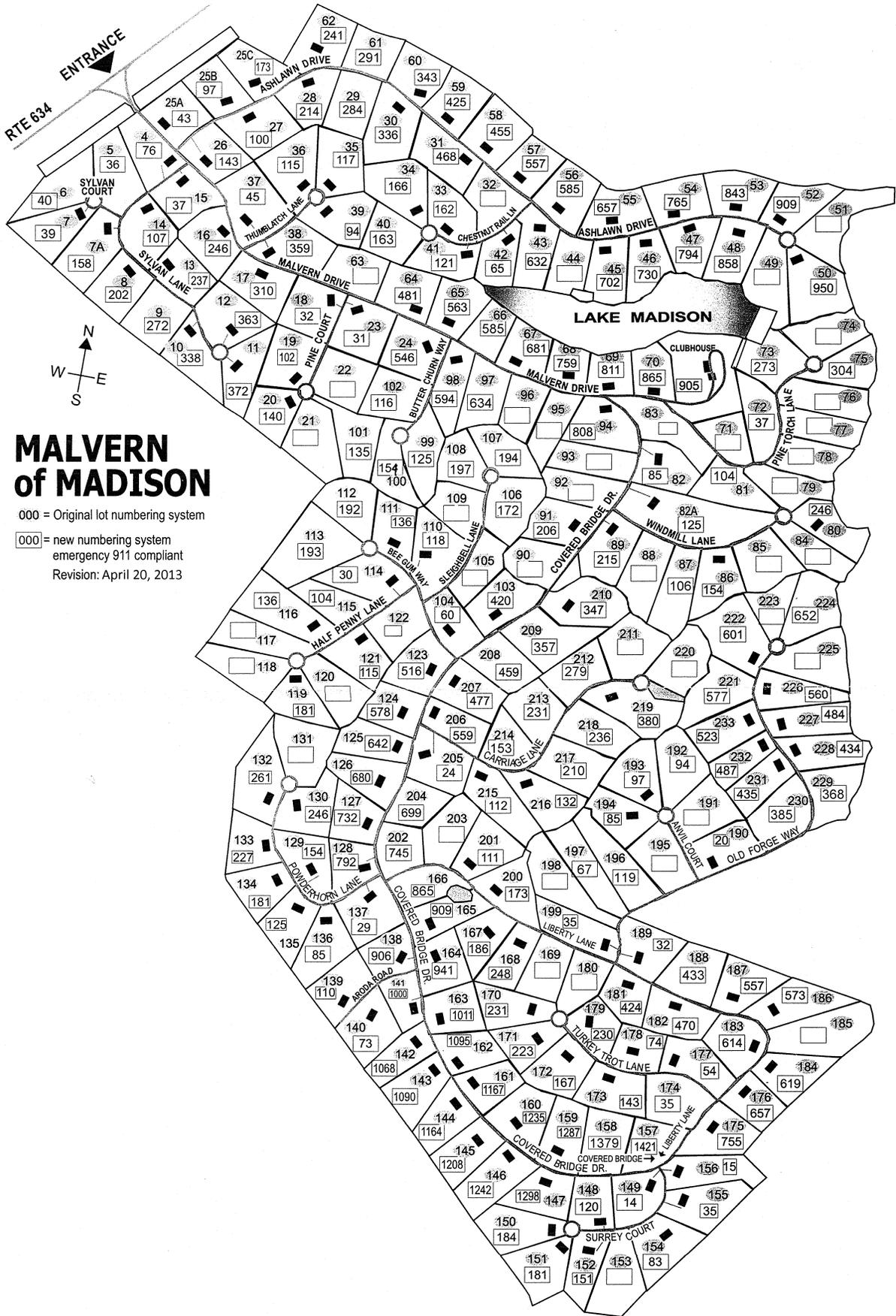
	TOTAL	Budget	Difference
Income			
Annual Dues	128,509.46	128,700	(190.54)
Fees			
Boat Fee	135.00	135.00	0.00
Clubhouse Rental	4,920.00	3,000.00	1,920.00
Collection Fee	697.35		
Late Fee	699.76	450.00	249.76
NSF Fee	0.00		
Packet	455.00	325.00	130.00
Pool Fee	2,340.00	2,500.00	(160.00)
Road Impact Fee	<u>2,000.00</u>		
Total Fees	11,247.11		
Interest Income	510.99	400.00	110.99
Mowing	1,050.00	1,400.00	(350.00)
Other income	975.24		
Previous dues	<u>472.89</u>		
Total Income	<u>142,765.69</u>	<u>136,910.00</u>	
Expenses			
Accounting		6,000.00	(6,000.00)
Administration			
General	225.00	1,000.00	(775.00)
Office Supplies	119.98	500.00	(380.02)
Postage and Delivery	568.17	750.00	(181.83)
Printing and Reproduction	431.07	500.00	(68.93)
Administration - Other	<u>0.00</u>		
Total Administration	1,344.22		
Bad debt	159.73	2,750.00	(2,590.27)
Buildings, Grounds			
Dock Repairs	194.14	500.00	(305.86)
Landscaping	120.00	1,500.00	(1,380.00)
Maintenance	569.00	200.00	369.00
Mowing	4,635.71	4,500.00	135.71
Signs	242.50	500.00	(257.50)
Supplies	70.29	250.00	(179.71)
Tree services	<u>2,200.00</u>	1,000.00	1,200.00
Total Buildings, Grounds	8,031.64		
Business Licenses and Permits	96.48	250.00	(153.52)
Insurance Expense			
Fidelity	460.00	500.00	(40.00)
General liability	3,506.00	3,250.00	256.00
Umbrella	<u>537.00</u>	600.00	(63.00)
Total Insurance Expense	4,503.00		

Legal Fees	8,437.45	4,000.00	4,437.45
Miscellaneous Expense	1,350.00	1,400.00	(50.00)
Clubhouse			
Capital Expenditures	4,221.63	7,000.00	(2,778.37)
Cleaning	540.42	750.00	(209.58)
Maintenance	44.94	1,000.00	(955.06)
Management	503.00	350.00	153.00
Supplies	131.25	500.00	(368.75)
Total Clubhouse	5,441.24		
Pool			
Capital Expenditures	1,658.22	6,500.00	(4,841.78)
Chemicals	1,091.65	1,800.00	(708.35)
Keys	605.69	600.00	5.69
Maintenance	2,841.24	2,700.00	141.24
Passes	0.00	500.00	(500.00)
Repairs	24.44	1,000.00	(975.56)
Total Pool	6,221.24		
Playground maintenance	0.00	750.00	(750.00)
Roads			
Easement	270.00		
Repaving (CIP)	17,500.00	25,000.00	(7,500.00)
General repairs	20,796.99	25,000.00	(4,203.01)
Snow removal	5,704.00	5,000.00	704.00
Total Roads	44,270.99		
Security			
Equipment	0.00	2,200.00	(2,200)
Services	15,400.00	12,000.00	3,400.00
Total Security	15,400.00		
Social Committee	1,195.34	1,500.00	(304.66)
Utilities			
Electric	5,327.55	6,600.00	(1,272.45)
Telephone, cable, internet	1,706.13	1,800.00	(93.87)
Total Utilities	7,033.68		
Transfer to Reserve Fund	4,470.24	4,410.00	60.24
Total Expenses and Transfer	107,955.25	136,910.00	

2015 ASSET INFORMATION FROM BALANCE SHEET

Account balances on January 1, 2015: operating funds: \$89,333.04; reserve funds: \$172,625.71; total funds: \$261,958.75.

Account balances on December 31, 2015: operating funds: \$126,453.62; reserve funds: \$177,285.81; total funds: \$303,739.43.



MALVERN of MADISON

000 = Original lot numbering system

000 = new numbering system
emergency 911 compliant

Revision: April 20, 2013

NOTICE OF ANNUAL MEMBERSHIP MEETING

Where: Madison Presbyterian Church
Date: Saturday, April 30, 2016
Sign in: 9:30 until 10:00 a.m.
Meeting: 10:00 a.m.
Agenda: Election of directors, committee reports, other business of the Association

There must be at least 50 lots represented in person or by proxy to hold the meeting. There are only 2 membership meetings each year. These meetings are a necessity to ensure proper maintenance of our common amenities, which include over 8½ miles of roadways, signs, culverts, clubhouse, pool, lake, playground and common areas. Proper maintenance of our amenities helps to preserve the value of your property. So please either attend the meeting or alternatively provide a signed proxy as instructed below.

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 2016 Annual Meeting to be held on Saturday, April 30, 2016 at 10:00 AM, at the Madison Presbyterian Church, 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 lots represented either in person or by proxy. Your proxy may also be used on majority votes and on votes requiring a two-thirds vote of members voting either in person or by proxy. You are instructing the member you assign this proxy to vote your wishes or to vote in the same manner as the member will vote.

Malvern Club Inc.
905 Malvern Drive
Madison, VA 22727

ADDRESS CORRECTION REQUESTED