

The Malvern Communicator

October 2017

PRESIDENT'S NOTES – JERRY MONNAT

Another busy year is three quarters done. Each of the Director's will report on their respective efforts for their committees, so I will not touch on their areas, other than to commend them for their continued hard work and accomplishments.

I will address the recent Madison Board of Supervisors vote and their subsequent rescission of the 2010 Ordinance which turned our private roads over to the County for Law Enforcement purposes.

The reasons given included:

1. No other Home Owner's Association has that coverage (no other HOA in the county is large enough to qualify);
2. It should not have been passed to start with in 2010; and
3. The Sheriff's Office has limited resources to patrol our community for traffic violations.

Therefore, we no longer enjoy similar roads law enforcement as the rest of the county. What this means to the residents of Malvern is that neither the Sheriff's Office nor the Highway Patrol can issue tickets on our roadways for traffic offenses.

Consequently, in the event there is an accident, especially one that involves two or more vehicles, or a vehicle and a pedestrian, no paperwork will be generated assigning cause or identify whom was at fault. Other than through an individual's private insurance company, the only recourse for damages or injury compensation is to file a law suit in civil court.

(Continued in right column)

Inside this edition:

| | |
|---|-----------|
| Playground; 1 st VP Report; Website News | Page 2 |
| Firewise | Page 3 |
| 2018 Proposed Budget | Page 4, 5 |
| Treasurer's Report; Roads | Page 5 |
| Public Relations; Clubhouse & Pool | Page 6 |
| Lake & Grounds | Page 6 |
| Proxy form | Page 7 |
| Current Board Members | Page 8 |

(President's Notes, continued)

Based on guidance from the Malvern Attorney of Record, it is imperative that we continue to maintain of our speed and stop signs under State guidelines to preclude the HOA from any possible liability. They may now play a more significant part, if there is an accident involving speeding or running a stop sign within our community. It is requested that our Members recognize that these signs are in place for the safety of our community.



If you are unable to attend our Fall Membership Meeting, please ensure that you have provided your proxy to a specific named member who will be attending to address your desires regarding the 2018 Budget/Five Year Plan. We must have a quorum in order to be able to conduct our meeting.

October Membership Meeting

Where: →→ Madison Presbyterian Church ←←
1236 Fishback Road, Madison, VA
Date: Saturday, October 21, 2017
Sign in: 9:30 until 10:00 a.m.
Meeting: 10:00 a.m.

Agenda: 2018 budget approval
Committee reports
Open forum

PLAYGROUND – DONNA PHILLIPS

This area of responsibility was moved under the purview of Grounds and Lakes this year.

It is only fitting that I recognize the many great volunteers who showed up to help unload and spread three dump trucks of playground mulch this August:

Fred Bourque, Jose Cruz, Chas Egen, Serena Imel, Shawna Gates, Barry & Joyce Humphrey, Ed & Nancy Johnson, Jerry Monnat, Lynn Ross, Leona Yoder. Don Nicholson's use of his two tractors assisted the above volunteers in this backbreaking task. It was all accomplished within two half day work sessions during a unique cool spell.

Based on these deliveries, the playground mulch levels are again within State guidelines for "Safety". From now on, this structure will also be inspected semi-annually in accordance with the same guidelines.

FIRST VP NOTES – RODNEY TAYLOR

A Look Ahead

2018 will soon be here and it is time to approve the Malvern budget. The 2018 Proposed Budget that will be up for approval at the membership meeting includes some very important items other than our normal operating expenses:

The long awaited slurry coating for Malvern Drive and Covered Bridge Drive is included. This will require our first large withdrawal from our Reserve Fund in quite a while. Our Reserve Fund is intended for just this purpose. It is an account created and maintained to fund large items and repairs to infrastructure within Malvern. Our Reserve Study looks at all of our buildings, roads, the lake, etc., and projects maintenance and repair costs for each item owned by Malvern Club. Each year during the budgeting process, using our Reserve Study as a guide, funds are deposited into the Reserve Fund to make sure that Malvern Club is able to maintain and repair our infrastructure. This year, per the 5- year plan, we will withdraw \$110,110 from the Reserve Fund and add \$14,890 from this year's budget towards the \$125,000 slurry cost. We also propose \$20,190 added back to the Reserve Fund for a total contribution to Reserve items of \$35,080 from the 2018 budget.

- The mailbox area is scheduled for a few improvements. A small retaining wall to keep the slippery mud off the concrete and improved drainage are included.
- The remainder of the old deteriorating windows in the clubhouse will be replaced.

(continued in right column)

The Board is happy to report that none of these improvements will require a dues increase for 2018. The 2018 Proposed Budget spends our dues responsibly and contributes responsibly to our Reserves. However, it is the membership's responsibility to review the proposed budget and comment before voting. Please attend the upcoming October membership meeting or give your proxy to someone who will attend.

WEBSITE UPDATE – YOUR WEB TEAM

Please accept this invitation to "test drive" a new version of the Malvern Website at

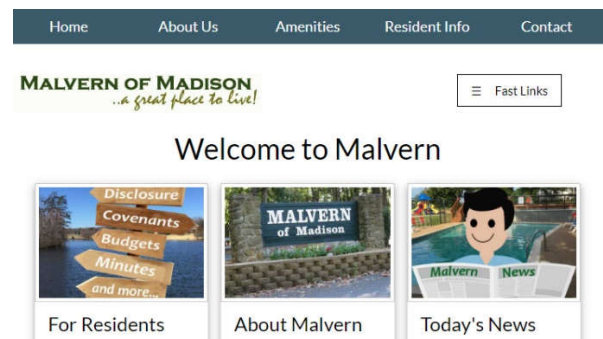
<http://malvernofmadison.org/mobile/>

Background: the website that you know and love was created in 2003 using coding standards developed in the late 1990's. With the widespread use of small personal devices such as tablets and mobile phones a new set of coding standards were developed and published in 2014.

So starting in late July, we initiated a plan to update the look and feel of the Malvern website. The primary goal was to use the current coding standards and existing content to develop what we hoped would be a functional and visually pleasing website whether one uses a computer, a tablet, or a mobile device, otherwise known as a responsive website.

Design and development phases are now complete, which brings us to the testing phase. That requires feedback from users, such as yourselves. Clicking the link above takes you to the test website.

Questions, comments, and feedback are welcome and desired and so a link to a short survey will be provided on both the old and new website for that purpose.



Link to current active website:

<http://malvernofmadison.org/>

Line to test website:

<http://malvernofmadison.org/mobile/>

FIREWISE – DONNA PHILLIPS

The Firewise Communities program is to educate and prepare homeowners, living in forested areas near towns or cities, on how to protect their homes from Wildfire. For more information and various videos on the Firewise Communities program, visit our Firewise website at <http://malvernofmadison.org/>, click the Firewise Malvern tab and its various subsequent links or go directly to: <http://www.firewise.org/> or <http://www.dof.virginia.gov/>.

Have you noticed the green reflective house numbers in front of many houses within our community? These house numbers signs were paid for by the Firewise program through a grant and distributed to homeowners in 2013.



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.

Since all homes within Malvern must be at least 100 feet from the road, it is highly recommended that even though you have a decorative sign with your street address in front of your house, you additionally post the green reflective house number to face oncoming traffic and to be readily visible to all emergency vehicles. If it is hard to see your decorative sign during the day, just think about the emergency responders during a dark evening. Better safe than sorry.

Many thanks to the following residents who recently had large dead or dangerous trees, that could have impacted the community pool or our roads and power lines, removed from their lots: Louisa Grogan, Shirley Huffman & Sandra Taylor.

Once again, this year, the Malvern Firewise Program was awarded a \$4900 grant from The Virginia Forestry Department to cover 80% of the cost of a chipping operation in Malvern of Madison.

Since open burning is the number one cause of wildfire in Virginia, a powerful chipper will be coming through Malvern to chip small trees and limbs. The purpose of the chipping program is to reduce the threat and spread of wildfire in our community. Once the final date for this event has been established, it will be posted on the Malvern website, at the Mailboxes and e-mails sent to participants enrolled in the Firewise Program.

TO PARTICIPATE IN THE FIREWISE PROGRAM:

You must notify the Firewise Coordinator by October 15, 2017, that you are participating in the program.

You must keep a Firewise log of your "in-kind" work hours. Logs and instructions are available from the Malvern web site or by contacting the Program Coordinator.

TO PARTICIPATE IN THE CHIPPING PROGRAM:

You must be enrolled in the Firewise Program and turned in your "in-kind" work hours logs prior to chipping date.

On the date of the chipping:

- ✓ 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. Material stacked after this date will NOT be chipped and will be your responsibility to remove.
- ✓ No vines, briars, weeds, plants, root balls with dirt, 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 participating 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.

It is important that we report our volunteer work hours to help pay the 20% toward our share costs of the \$4900 grant. Please record 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 in January 2017. For more specific items to log, refer to the "Examples of Firewise In Kind Projects for Individual Homeowners within Malvern HOA" on the Malvern website.

A special "thank you" to Chas Egen for the work he has done to make the Malvern Firewise website so interactive and easy to maneuver.

For more information on this program, contact the Firewise Coordinator at: firewise@malvernofmadison.org or call Donna Phillips at 540-407-7117.



Fire Department test of dry hydrant at the lake

DRAFT MALVERN OF MADISON 2018 BUDGET

ACTUAL EXPENSE TO DATE FOR 2017

| | Budget 2017 | Actual as of 9/28/2017 | 2017 | Budget 2018 | 2018 Comments |
|--|-------------|------------------------|-----------------------------|-------------|---|
| Accounting | \$6,000 | \$875 | | \$2,000 | Services including invoicing, financial reports |
| Administrative | \$2,250 | \$1,409 | | \$2,250 | |
| General | | \$365 | | | Advertising, collections costs, bank charges |
| Office Supplies | | \$247 | | | Envelopes, ink, paper |
| Postage | | \$523 | | | Newsletters, bills |
| Printing | | \$274 | | | Newsletters, disclosure packets |
| Bad debt | \$2,750 | \$0 | | \$2,750 | |
| Grounds | \$19,000 | \$8,855 | | \$13,950 | |
| Dock repairs and Maintenance | \$1,800 | \$140 | | | As needed |
| Lake water testing | | | | \$500 | |
| Landscaping Entrance & Common Areas | \$3,000 | \$710 | Easement and Common Areas | \$2,000 | Maintenance of landscaping |
| Landscaping retaining wall at mailboxes | | | | \$1,000 | Build retaining wall at mailboxes, safety = stop mud runoff |
| Landscaping fencing repair at mailbox | | | | \$500 | |
| Maintenance and Supplies | \$300 | \$32 | | \$700 | 600 pressure wash |
| Mailboxes maintenance | | | | \$700 | Leaf removal for fire safety, routine upkeep lights etc. |
| Mailbox area new roof/repairs to structure | | | | \$1,000 | New roof over mailboxes and roof over newspaper boxes |
| Mowing of grounds | \$5,000 | \$3,318 | | \$6,000 | Clubhouse, median, bridge, Ashlawn dock |
| Mowing of vacant lots | \$1,400 | \$575 | | \$300 | |
| Signs | \$500 | \$37 | | \$250 | Replacement, repairs maintenance |
| Tree services to maintain clear easement at roads | \$1,000 | \$2,893 | | \$1,000 | Removal when necessary part of 5 year plan |
| Add sand to walk-out @ dock | \$4,000 | | | | |
| Licenses | \$235 | \$409 | | \$500 | |
| CIC renewal | \$210 | \$84 | | | Required annual renewal as HOA in VA |
| SCC renewal | \$25 | \$25 | | | Required annual renewal as corporation in VA |
| Dam renewal | | \$300 | | | |
| Insurance | \$4,850 | \$4,640 | | \$4,850 | |
| Fidelity | \$500 | | | | |
| General liability | \$3,750 | | | | Clubhouse, officers |
| Umbrella | \$600 | | | | |
| Legal Fees | \$4,000 | \$2,065 | | \$4,000 | Collections and consulting |
| Vacant lot mowing (moved to grounds) | \$0 | \$0 | | \$0 | |
| Clubhouse | \$4,250 | \$2,123 | | \$10,300 | |
| Building Necessary Maintenance | \$0 | | Front bedroom and floors | \$7,500 | Address deficiencies |
| Cleaning/housekeeping service | \$750 | \$1,053 | | \$1,200 | |
| Maintenance | \$2,500 | \$1,005 | | \$1,500 | As needed |
| Supplies | \$500 | \$65 | | \$100 | |
| Clubhouse 2017 Remodel/upgrades | \$18,000 | \$9,937 | Former duck room and floors | | |
| Electrical Rewire 2017 -> Safety requirement | | \$14,791 | | | |
| Clubhouse->Annex building (formerly teen center) | | | | \$6,320 | |
| Repairs – windows, lighting, bathroom | | | | \$6,000 | Necessary maintenance |
| Flooring – remove damaged carpet and replace | | | | \$320 | Necessary maintenance |
| Pool | \$6,975 | \$9,054 | | \$6,200 | |
| Chemicals | \$1,800 | \$1,429 | | \$1,500 | |
| Keys | \$675 | \$735 | | \$700 | |
| Maintenance | \$3,500 | \$806 | | \$2,500 | Open close seasonal, cleaning daily |
| Repairs | \$1,000 | \$6,084 | | \$1,500 | |
| Pool deck repair complete | | \$29,564 | | | Capital funds retained from 2016 paid this bill |
| Playground | \$750 | \$2,683 | | \$900 | |
| Maintenance | \$750 | \$2,683 | | \$900 | Keep mulch at 9-inch state standard |
| Road testing of base -> 5-year planning | | \$10,890 | | | |

(budget continued next page)

(budget continued from previous page)

| | | | | | |
|---|------------------|------------------|--|------------------|--|
| Roads | \$41,000 | \$2,375 | | \$52,890 | |
| Easement | | | | \$1,500 | Trees, drainage, repairs |
| Maintenance | \$2,000 | \$170 | | \$1,500 | Culvert repairs as needed, tree and debris removal |
| Road repairs | \$30,000 | | | \$30,000 | Patching |
| Road major repair to preserve quality | | | | \$125,000 | Slurry coat Malvern Drive and Covered Bridge |
| Funds from reserve planned in long term plan | | | | (\$110,110) | Planned reserve withdrawal for road work |
| Snow removal | \$9,000 | \$2,205 | | \$5,000 | |
| Security | \$0 | \$0 | | \$0 | |
| Social events, Garage Sales, & Firewise | \$1,500 | \$28 | | \$500 | Yard sales, winter social |
| Electric | \$7,200 | \$3,928 | | \$7,200 | Clubhouse, entrance and mail area \$600 x 12 |
| Telephone, cable, internet | \$2,100 | \$1,293 | | \$2,100 | \$175 per month x 12 months |
| Taxes | | | | | IRS and VA |
| Reserve | \$16,440 | | | \$20,190 | |
| Total Expenses Projected | \$137,300 | | | \$136,900 | |
| Current year actual expenses to date | | \$104,418 | | | |
| Projected Income from member dues | \$128,700 | \$128,700 | | \$128,700 | |
| Income Other | \$8,200 | \$8,473 | | \$8,200 | |
| Total Revenue Projected | \$136,900 | \$137,173 | | \$136,900 | |
| Any additional funds resulting from staying under budget are held as retained earnings | | | | | |
| Note to all members – the budget proposed for 2018 shows that we have the ability to pay our bills and add back to our reserve | | | | | |
| Budget approved by Board on September 28, 2017 | | | | | |

TREASURER'S REPORT – DIANA WRIGHT

I want to encourage you to enjoy the facilities your hard working volunteer board and community members have maintained for you. This has been a great year for our community!

There were two expenditures that were unforeseen.

1. New pool pump
2. Rewire the clubhouse electrical

We are able to cover the expense of those necessary repairs with funds that did not affect the capital reserves that are maintained according to our long-term reserve study and five year plan.

We have put a lot of volunteer hours into preparing the 2018 budget for you. There has been a lot of consideration to what we can accomplish to continue to maintain our beautiful community. I have prepared the end resulting budget for you with the goal of preserving our assets and maintaining the capital reserves. At the same time we as a board want to represent our members.

Take time to review the year costs to date and the new budget. Please email treasurer@malvernofmadison.org if you have questions that may be answered before the upcoming meeting when you will vote on this budget.

Please note if you are in arrears for any amount due, per the bylaws, you will not be allowed to vote.

ROADS – T.J. WRIGHT

This year we will be patching and crack sealing in preparation for the slurry coating scheduled for next year. Notice will be posted at the front entrance in advance of these repair operations. Traffic control measures will be utilized by the pavers to insure safe driving for our residents.

PUBLIC RELATIONS – MELODY LANGONE

The summer yard sale was considered by many to be quite successful. At the end of the day, it was determined that there several hundred visitors to our community to spend their funds. One member was able to give \$130.00 to the Madison Animal Shelter from items set aside for this worthy cause.

Watch in the spring communicator for the date of the next scheduled yard sale.

Hail & Farewell

The following are new home/lot owners within our community in 2017:

- Frank Bentrem & Amelia Timmerman - 35 Surrey Court
- Ryann Jenkins & Corey Williams – 516 Covered Bridge Drive
- Tyler Jenkins – 73 Aroda Road
- Thomas & Jansan Rhoads – 231 Turkey Trot Lane
- Katherine Black & Megan Monteith – 1000 Covered Bridge Drive
- David Newman- 1379 Covered Bridge Drive
- Countryside Land Co – Lot 78
- Melody & Stephen Langone – 865 Malvern Drive
- Mark & Mary Ahrens – 202 Sylvan Lane
- David & Tanya Klemick – Lot 185
- Nick & Pam Luthman – 310 Malvern Drive
- Clifford & Diane Stanley – 35 Turkey Trot Lane

It is with regret that we must recognize the passing of known “members” of our “Malvern Community” in 2017:

- Angie Wiseman
- Flora May
- Jamie Davila

CLUBHOUSE AND POOL – FRED BOURQUE

This has been an active 6 months at the Clubhouse and Pool. In early May the contractor completed the work on the pump house deck, and we started the process of opening the pool for the summer. We discovered right away that the old, tired pump was shot. After replacing the pump, it took three weeks of treatment to clear the water for the Memorial Day opening. After that it was happy swimming with a couple of hiccups along the way. All in all, the pool was in good shape this year, and we received many compliments from members on its condition. Big thanks are due to Christine Haines, who worked very hard to keep the pool sparkling, and to Lenora Racer for getting the word out about pool closings and openings.

Also in early May we had a home inspection performed on the Clubhouse. The results were mixed. We were relieved to learn that, structurally, the house is in great shape. It is solidly built, the roof is new, the foundation is firm, and the big equipment is in good order. There are, however, many mostly minor things that need attention. The inspector’s report lists 192 items that need fixing, starting with the electrical system, which is hardly a minor detail. The biggest problem was with the electrical panels in the Clubhouse office that control the circuits in the Clubhouse. Those panels were old and improperly installed, or at least not installed according to recent building codes. The plugs in the Clubhouse were mostly not grounded, and most of the wiring was cloth-wrapped and just looked dangerous. We had several electrical contractors look at the system, and after getting bids from two companies, we signed a contract to fix the electrical problems. That work was completed when we passed the electrical inspection with no open items on September 22nd.

(Continued at top right column)

During this same time we started planning for refreshing the Clubhouse appearance, a project that was budgeted for last year. The first phase of that project is the Clubhouse interior. We had bids from multiple contractors to fix and paint the walls, update the floors, redo the Duck Room, and generally make her pretty again. The problem was the cost. The bids ranged from \$28,000 to \$38,000, and we only had \$18,000 to work with. We ultimately decided to act as general contractor and hire handyman-type contractors to do the actual work. Work on the interior started in September and will continue for several months. We plan to complete this initial phase of the renovation by Thanksgiving.

Next year’s budget includes \$7,500 to begin addressing the remaining 191 items on our to-do list. We estimate that this will be a 5-year project to bring the Clubhouse into the 21st Century.

During the construction, we have still managed to do a brisk business in Clubhouse rentals. There were 21 rentals totaling 42 days. We had family reunions, weddings, graduation parties, Girl Scout celebrations, a church youth work-party, and two memorial gatherings. Thanks are due to Merri Woodward, who takes the reservations and keeps track of your comings and goings at the Clubhouse, and to Valerie Cruz for keeping the house neat and tidy.

We hope to see you all at the Clubhouse when it reopens. Bring your family and friends!

LAKE AND GROUNDS – DONNA PHILLIPS

EASEMENTS:

All property in Malvern comes with an easement along the roads and an additional ten-foot utility easement. A general guideline is to not place trees, shrubs or lawn decorations within ten feet of the edge of the pavement. Malvern has the right to remove anything that impedes line of sight, snow removal operations and other maintenance of the road within this road easement area.

Of course, we ask the homeowner to extend their yard maintenance to the edge of the pavement, but lacking that, if an area does become a problem we will act to remediate. Last year some of this work was accomplished by multiple homeowners and the Board through contract work. You are also advised that utility companies have the same rights within their utility easement.

Remember, your regular maintenance of this area can be included in your Firewise logs.

COMMON AREAS:

There was a need for an increase of the maintenance of the common areas this year. No homeowners should have to mow the common areas when special events are being held at the clubhouse because of excessively high grass around the clubhouse, pool area and playground. Weeds and grass around the docks is now being kept to a minimum. Additional mowing, weeding and general upkeep has been budgeted for in 2018.

LAKE and DAM AREAS:

The full six-year inspection of the dam was done this Spring by a certified engineer. Additionally, the annual inspection was done in August. No significant issues were found during either inspection. Of significant importance is the continual maintenance of the dam through mowing and inspection of the spillway.

Boat storage at the lake is a charged privilege for all members. When the spring invoices come out for your dues, it will include an amount for those who currently maintain boats at the lake. A legal avenue is now in place to remove and dispose of any unpaid/abandoned boat(s).

Additionally, the dock at Ashlawn will be sand blasted soon. We were waiting until the summer was over. After that is accomplished, we will be replacing multiple unsafe boards and then re-staining the entire dock.

NOTICE OF REGULAR MEMBERSHIP MEETING

Where: Madison Presbyterian Church
1236 Fishback Road, Madison, VA

Date: Saturday, October 21, 2017

Sign in: 9:30 until 10:00 a.m.

Meeting: 10:00 a.m.

Agenda: 1) Approval of the 2018 Annual Budget; 2) reports and other business of the Association

Items to be voted upon:

1. **2018 Annual Budget:** one of the purposes of the October membership meeting is for the membership to consider and approve 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, if proposed, need a two-thirds affirmative vote for approval, which requires a written ballot. The remainder of the budget needs just a majority vote for approval.

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 2017 Regular Meeting to be held on Saturday, October 21, 2017 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

2017-2018 Board members:

- Jerry Monnat : President
- Rodney Taylor: 1st VP, Architecture
- T. J. Wright: 2nd VP, Roads
- Diana Wright: Treasurer
- Melody Langone: Secretary
- Fred Bourque: Clubhouse & Pool
- Donna Phillips: Lake & Grounds