

Malvern Club, Inc.
905 Malvern Drive
Madison, VA 22727
<http://malvernofmadison.org/>

Minutes: Board of Directors Meeting, Thursday, March 14, 2013

Meeting called to order 7:00 p.m. by President Roberta Jalbert

Board members present: Roberta Jalbert, Rick Collins, Joe Graham, Ed Johnson, Paul Hankla, Wallace Harvey

Board members absent: Donna Phillips

Members present: Don Nicholson, Nancy Johnson, Frank Sargent, Ceil Collins, Ron and Eleanor Montgomery, Shawna and Barry Gates, Margaret and Barry Cliver, Merri and Jason Woodward, Mark Evans, Kathy and Norm Hensel

Minutes from February 14, 2013 Board of Directors meeting were approved as submitted.

President's Report (Roberta): **1)** discussed written complaint received regarding loose dogs in Malvern; **2)** discussed complaints regarding outside appearance of several lots; agreed to review this further with several Board members before deciding whether to write a letter to the homeowners.

Firewise Committee: **1)** Eleanor Montgomery reported on the results of the committee meeting and provided the attached minutes; **2)** Rick said he'd look into the private Liberty Lane pond as it relates to the dry hydrant.

Secretary/Public Relations (Ed): **1)** newsletter articles needed no later than April 1st; **2)** Shawna Gates reported on upcoming Easter egg hunt, yard sale and the Madison-Greene Relay for Life event; **3)** Merri Woodward asked for an updated address list for the Easter egg hunt mailing; Ed said he'd supply.

Treasurer's Report (Donna): **1)** Roberta reported 2012 Federal tax return filed; no Federal or State tax due.

Architecture Committee (Paul): **1)** approved application for entrance feature on lot 26; **2)** approved addition to house on lot 227 contingent on owner obtaining a building permit prior to beginning construction; **3)** Roberta requested Paul to review occupied Malvern lots who don't have their street address posted in a conspicuous location which could impact prompt EMS/Police response in cases of emergency.

Common Areas (Rick): **1)** newspaper locks changing Sunday, March 17; **2)** discussed painting, planting, and fence boards and posts at entrance – waiting on warmer weather and more study on fence options; **3)** has received several mowing proposals and will make recommendation in April.

Lake (Rick): **1)** motion made and unanimously approved an expense of up to \$1,000 for 25 tons of gabion stone and delivery intended to prevent erosion of the dam face; **2)** new signs for lake are ready for installation.

Clubhouse and Pool (Joe): **1)** kitchen renovations almost complete; **2)** will meet Roberta and Nancy Johnson to discuss future landscaping around clubhouse; **3)** discussed pool keys and photo IDs for member use of pool.

Roads (Wallace): **1)** plowing was required with recent snow; **2)** discussed estimate received for tree cutting and pruning along Malvern Drive; **3)** committee is prioritizing tasks with funds available for 2013, which may require some projects to be delayed until 2014 and beyond.

Reserve Study Committee (Rick and Ed): **1)** see attachment 2 for a written report; **2)** Roberta asked that the reserve study be made available for the membership meeting in April so that the Board will potentially be able to implement it, depending upon membership input, in May.

Malvern Club, Inc.

Security Research Committee (Roberta): 1) motion was made and unanimously approved for Roberta and at least one other Board member to finalize a contract with L & B Security; **2)** as a first test of ID cards, one membership ID card per family will be issued for 2013.

Open Forum: 1) Shawna Gates suggested a contest for a Malvern of Madison logo.

New business: 1) motion was made and approved 5-0-1 to implement the following newspaper box policy: “Because Malvern has a limited number of paper boxes, there is a need to maximize their use. It has been discovered that many boxes, once assigned to members, are no longer in use. We need to reassign unused boxes to residents who need them. Therefore, members who are no longer receiving a paper or who are moving must inform the Home Owners Association and return the key. The current contact person is Rick Collins 948-4330. If unavailable, please contact Roberta Jalbert 948-6441”; **2)** discussed a possible road easement policy and decided not to implement such a policy at this time; **3)** discussed raising the current fee for a disclosure packet – Ed will contact the Virginia Ombudsman to hopefully obtain a clarification to Virginia Statute wording.

Meeting adjourned at 8:54. Next Board meeting scheduled for Thursday, April 11, at 7:00 p.m.

Respectfully submitted,

Ed Johnson, Secretary
Malvern Club, Inc.

Attachments: #1 – Firewise Committee meeting minutes
#2 – Reserve Study Committee meeting minutes

Firewise Committee Meeting

March 13, 2013, 7 p.m.

The meeting was recorded

NEW BUSINESS

Committee members present: Karen Pilkerton, Ceil Collins, Rick Collins, Eleanor Montgomery, Dianna Allen, Wallace Harvey and Roberta Jalbert. Members present: Frank and Barbara Sargent, Norm and Kathy Hensel.

A motion was made for Karen Pilkerton to remain as committee chair and program coordinator for 2013. The motion passed unanimously. Karen confirmed the committee members present for the Firewise committee of 2013.

The Grant process, project requirements and project options were discussed. The grant maximum is \$5000. A motion was made for the following project request for 2013: (1) Visible and reflective house numbers, (2) Community participation in Fuel Reduction efforts (chipping program), (3) moving the dry-hydrant away from the boat ramp and (4) Community Firewise Mailing. The motion was passed unanimously. Karen will request a grant application from Gena.

Changes in the Fuel Reduction Project and Firewise logs were discussed. Ideas for distributing Firewise information to members throughout the year were discussed. The committee will look into having brochures available for community events. Information about the 2013 project and logs will be provided to the membership in the spring newsletter, in the Firewise community mailing, at the mailbox area and on the Malvern web site, <http://malvernofmadison.org/firewise.shtml>. malvernfirewise@gmail.com will remain the contact for the project coordinator.

FIREWISE 2012

Over 30 properties participated in the Fuel Reduction program.

We earned enough in-kind hours to cover our 20% cost share.

We have excess in-kind hours, which accumulate in Malvern of Madison's "bank" to be used in future projects.

The committee will look into having brochures available for community events.

Unspent funds are returned to the state to be used on other projects.

Meeting adjourned at 8:30 p.m.

MALVERN RESERVE STUDY COMMITTEE REPORT

1. Meeting held at the Clubhouse on Monday, March 4th at 7:00 pm.
2. Members present: Rick Collins, Don Nicholson, T. J. Wright, and Ed Johnson
3. Rick reported he had met with Gary Pilkerton and Larry McClellan regarding the lake and docks. Based on visual observation they felt the dock structures were in good condition and estimated a remaining lifespan of 20 years. Rick also felt the current reserve study estimate of \$40,000 for future dock repairs was adequate based on research he had done.
4. Wallace provided a written Roads Committee report estimating 15 years of good use left in our roads, estimating current repaving and shoulder costs based on a figures provided to T. J. from S. L. Williamson, estimating a cost of \$330,000 for slurry treatment of all our roads but that that figure would require patching as a prerequisite, and that the committee is still discussing whether slurry treatment would be an effective option.
5. Reviewed an article for the upcoming Communicator meant to update the membership on the status of the reserve study.
6. Reviewed changes to the cover page of the reserve study and several other minor changes to the study.
7. Agreed the square yard unit cost for future road repairs should remain at \$14, the inflation factor should be increased to 2.5% from 1.25% and the anticipated amount of dues increases associated to an increase in annual reserve fund contributions needs to be given in dollars per lot (\$/lot).
8. Agreed to ask the Board's approval to post the reserve study to the website.
9. Committee member availability will be coordinated prior to scheduling the next committee meeting.

Submitted by:

Ed Johnson, Co-Chair
Reserve Study Committee
Malvern Club, Inc.
March 4, 2013