



## **Draft Minutes Malvern Club, Inc.**

905 Malvern Drive  
Madison, VA 22727

<http://malvernofmadison.org/>

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Board of Directors Meeting, Thursday, March 12, 2020, at the Clubhouse, called to order at 7:00 p.m. by 1<sup>st</sup> Vice President Fred Bourque.

Board Members Present: Doug Beaver, Fred Bourque, Rick Collins, Grover Dean, Diana Wright.  
Members Present: Ceil Collins, Ed Johnson, Donald Nicholson.

### **Executive Session**

The Board went into executive session at 7:06 pm to discuss overdue assessments on owners' lots. The open meeting resumed at 7:15 pm. The Board reported that currently there are 5 lots in arrears; 4 lots with 1 year or less overdue and 1 with more than one year overdue.

### **Decisions and Actions**

The minutes of the February 13, 2020, Board Meeting were approved unanimously.

The Board unanimously voted to accept S. L. Williamson's bid proposal of \$172,244.50 for paving, as well as the Road Committee's recommendation concerning expenditure of the remaining funds from the 2020 Paving Budget for additional paving.

The Board unanimously voted to retain the contractor's \$1,500 deposit currently being held in escrow for road damage that occurred during new home construction on Lot 88 on Windmill Lane. The forfeiture will help defray the \$2,100 cost for repair of an 8' x 80' section.

The Board unanimously voted to hold the Malvern Yard Sale on May 2, 2020. Interested members may contact Ellie Tarbous at (540) 717-5711.

April 1<sup>st</sup> is the deadline for submission of articles for the Communicator. Any member who wants to run for a Board position may submit a brief bio for inclusion in the Communicator. The bio is not required. The election to fill four Board seats will be held at the Annual Membership Meeting on Saturday, April 25<sup>th</sup>, at the Clubhouse, starting at 10:00 a.m., with sign-in beginning at 9:30 a.m.

### **Committee Reports**

**Roads.** Grover stated that on March 2, 2020, he met with Madison County Commonwealth's Attorney Ms. Clarissa Berry and Madison Sheriff's Department Investigator Jason Kilby. The facts of the case involving C & C Sealcoating of Luray were reviewed, and evidence was turned over to the Sheriff's Office for them to begin their investigation and prosecution to recover Malvern's down payment of \$1,330 for the paving work that was to be completed in December. This action was approved during the February Board meeting.

Grover reported that the pothole on Bee Gum has been repaired. Additional patching material will be purchased to repair the pothole on Covered Bridge Drive, per the February report.

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Bid proposals were received for the scheduled 2020 Paving Project (Reserve Study):

S. L. Williamson Company, Inc.	
Paving proposal	\$ 165,307.00
Addendum to pave 525 linear feet along Covered Bridge Drive from Malvern Drive to the begin point on the paving proposal	<u>\$ 6,937.50</u>
Total bid	\$ 172,244.50
Chemung Contracting Corp.	\$ 177,145.00
Superior Paving Corporation	\$ 193,615.00
F & H Paving of VA., Inc.	\$ 205,550.00
Kickin' Asphalt Paving	\$ 223,850.00

The Roads Committee recommended that S. L. Williamson Company's bid for \$165,307 be accepted. The Committee also recommended the paving addendum for the 525 linear feet not identified in the original request for proposal. The total bid \$172,244.50 was the lowest bid received. This action would ensure a continuous new pavement surface that should last for 15 years or more, to extend from the Malvern entrance to Covered Bridge Drive, then along Covered Bridge Drive to the intersection at Powderhorn Drive. The bid was unanimously approved. With approximately \$92,700 remaining in the paving budget of \$265,000, it appears that sufficient funds will be available to continue the paving for possibly another mile of roadway, including the associated milling cost. Rather than continue the paving along Covered Bridge Drive from Powderhorn Drive, the Roads Committee recommended that the additional paving begin at the intersection of Covered Bridge Drive and Powderhorn Drive and turn onto Liberty Lane and continue to the East towards Surrey Court. The Committee thinks that the entire length of Liberty could be paved this year using the remaining funds. A second bid will be solicited for this additional paving for that distance, with the dollar amount not to exceed the remaining scheduled paving budget funds. Also included would be several small areas of failing pavement that will necessitate emergency repair as a result of recent construction traffic.

**Architecture.** Fred advised no new construction applications were received during the previous month. He said the Architecture Committee is awaiting a drawing of the front and rear elevations from the owner of Lot 35 whose application was approved last month contingent upon submission of these documents. The owner of Lot 177, who was seeking to erect a fence on his property, was advised to contact his neighbor whose property line the fence would be bordering and get his concurrence regarding the placement of the fence.

**Clubhouse & Pool.** Fred said a new security light has been installed on the Pool deck light pole. The electrician also installed a duplex outlet at the top of the pole, and Rick installed two security cameras on the pole. One faces the Pool; the other faces the parking lot.

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**Lake.** Rick stated that the spillway was checked and found to be satisfactory with just a minor tune-up necessary involving a small tree. The docks were also checked and found to be satisfactory. On-site visits have been made/completed by the low drain contractor, but Rick has not heard back from them recently. Continuing, Rick stated he recently attended a Dam Owners Workshop in Richmond. Information received at the workshop was that traffic (vehicular and foot) should be restricted on the back side of any dam. Signage will be obtained and erected advising to keep off the back side of the dam.

**Grounds.** Bush hogging letters are being drafted and will be mailed to lot owners who have expressed interest.

**Security.** Rick advised that six (6) cameras have been installed and are functioning at the Clubhouse and Pool. Two additional cameras will be installed at the rear of the Clubhouse.

**Treasurer.** Diana reported the following cash balances as of March 12, 2020:

Operating Funds Balance	\$249,810.39
Capital Reserve Funds Balance	<u>\$261,562.92</u>
Checking/Savings Accounts Balance	\$511,373.31

Diana stated that Malvern's tax obligation for 2019 will be a combined total of \$2,790 for Federal and State taxes. Also, this year Malvern will begin payment of quarterly taxes and will set aside and pay \$525 per quarter to satisfy the 2020 tax burden.

**Social Events.** Diana stated that arrangements have been made with Shawn's BBQ to cater the Spring Barbeque Lunch scheduled for Saturday, April 25<sup>th</sup>, following the Annual Membership Meeting at the Clubhouse.

**Firewise.** Firewise newsletters were mailed to members on the email list. A new "Tips" page was added to the Firewise page on the Malvern website. The first tip has suggestions for improving safety next to structures such as a house, garage, or accessory building.

**Old Business**

**Short-term Rentals Covenant.** A special newsletter was mailed to all members explaining the upcoming vote on the proposed amendment to the Deed of Dedication (covenants) regarding short-term rentals. Voting on the amendment will begin at the Annual Membership Meeting on Saturday, April 25<sup>th</sup>, at the Clubhouse.

**Disclosure Packet Fee Complaint.** Fred advised that President Rodney Taylor had spoken with the Virginia Department of Professional and Occupational Regulation (DPOR) Ombudsman regarding Karen Pilkerton's open complaint. A response letter is being prepared to clarify the cost basis of how the \$65 disclosure packet fee was determined, as well as a new complaint policy and complaint form. It is anticipated the letter will be mailed on Monday, March 16<sup>th</sup>.

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**New Business**

Ed reminded all Board members that April 1, 2020, is the deadline for submission of articles for the Communicator. Also, anyone desiring to run for a Board position may also submit a brief bio for inclusion in the Communicator. The election to fill four Board seats will be held at the Annual Membership Meeting on April 25<sup>th</sup>, at the Clubhouse. The bio is not required to run for the Board.

The meeting adjourned at 7:57 p.m.

Respectfully Submitted:  
Grover Dean  
2<sup>nd</sup> Vice President, Malvern Club, Inc.