

Malvern Club Schedule

<p>January</p>	<ul style="list-style-type: none"> ** Board – Review RFPs for common area mowing and pool maintenance contracts ** Treasurer – Prepare final audit of previous years’ books ** Treasurer – Request write off authority from Board of Directors ** Treasurer – Prepare first draft of Federal and State Taxes ** Treasurer – Mail annual dues invoices on January 31 or February 1
<p>February</p>	<ul style="list-style-type: none"> ** Board - Nominating committee report ** Secretary – Start on newsletter to include reports and candidate bios ** Board – Approval of RFPs for common area mowing and pool maintenance contracts ** Board – Approval of Federal and State Taxes for submission
<p>March</p>	<ul style="list-style-type: none"> ** Treasurer – 1st or final assessments due (boat storage fees/applications due) – late 31 March ** Treasurer – Mail Federal and State Tax returns no later than March 15th ** Board – approve agenda for Annual meeting (election) ** Board – approve and award common area mowing and pool maintenance contracts ** Board – newsletter review ** Pool – Re-key pool lock and purchase keys (125±) ** Treasurer/Grounds – Prepare and mail bush-hog letters for participants ** Roads – Determine if Covered Bridge culvert needs to have log jam cleared ** Grounds – Cleaning of gutters at mailboxes and clubhouse
<p>April</p>	<ul style="list-style-type: none"> ** Secretary – mail newsletter and proxy form 15 days before Annual Membership Meeting ** Grounds – Common area mowing typically begins ** Board – Newspaper advertisement for Community Yard Sale, if held ** Clubhouse – Check clubhouse smoke detectors, fire extinguishers and air filters ** Secretary – prepare ballots needed for voting ** Secretary – reserve clubhouse for Regular Membership Meeting (3rd Saturday in October) ** Treasurer – print 40± copies of up-to-date membership directory for handout ** Annual Meeting – Last Saturday: reports and elections and pool key distribution ** Special Board Meeting to elect Board officers and committee assignments
<p>May</p>	<ul style="list-style-type: none"> ** Pool – Prepare to open pool for Memorial Day Weekend ** Board – Approve vacant lot bush-hog contract ** Board – Start on next year review of 5-year plan ** Board – Review of current insurance coverage ** Community Yard Sale, if organized by the Board ** Grounds – Mow dam face area for 1st time if necessary; continue mowing common areas ** Board – Authorize 1st vacant lot bush-hogging ** Lake – Engineer required to renew permit every 6 years (next renewal date is 9/30/2017)
<p>June</p>	<ul style="list-style-type: none"> ** Roads - Develop/review RFP for common area snow removal/sanding contract ** Grounds – Mow common areas
<p>July</p>	<ul style="list-style-type: none"> ** Grounds – Mow common areas ** Treasurer – Begin next year’s budget development with each committee and chairperson ** Treasurer – Mail 2nd half annual dues statements on July 31 or August 1 ** Board – Approval of RFPs for common area snow removal/sanding contract

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August	<ul style="list-style-type: none"> ** Lake - Check dam and send annual report to Department of Conversation and Resources ** Treasurer – Begin 5-year plan update ** Treasurer – Prepare next year’s budget ** Secretary – start on fall newsletter to include reports and proposed budget ** Board – Approval and award of common area snow removal/sanding contract
September	<ul style="list-style-type: none"> ** Treasurer – Final payment of annual dues late if postmarked after September 30 ** Pool – close pool after Labor Day ** Treasurer – Present final budget for Board recommendation of membership approval ** Board – approve agenda for Fall Membership Meeting and budget ** Board – Complete next year portion of 5-year plan ** Board – review results of reserve study on an annual basis to confirm reserves are sufficient ** Board – Conduct reserve study every 5 years (current reserve study dated April, 2013) ** Board – review newsletter ** Secretary – mail newsletter and proxy form 15 days before Regular Membership Meeting ** Grounds – Mow common areas ** Roads – Determine if Covered Bridge culvert needs to have log jam cleared
October	<ul style="list-style-type: none"> ** Secretary – Prepare ballots needed for voting at Regular Membership Meeting ** Treasurer – print 40± copies of up-to-date membership directory for handout ** Regular Membership Meeting – 3rd Saturday – reports and budget approval ** Secretary – reserve clubhouse for Annual Membership Meeting (last Saturday of April) ** Clubhouse – Check clubhouse smoke detectors and fire extinguishers and air filters ** Board – Authorize 2nd vacant lot bush-hogging ** Grounds – Common area mowing ends as needed, mow dam face area for last time ** Community Yard Sale, if organized by the Board ** Grounds – Cleaning of gutters at mailboxes and clubhouse
November	<ul style="list-style-type: none"> ** Board – Approve assessment resolution according to Bylaw IX, Section 2
December	<ul style="list-style-type: none"> ** President – appoint a nominating committee ** Clubhouse/Pool Committee – Develop/review RFP for pool maintenance contract ** Grounds Committee – Develop/review RFP for common area mowing contract

Malvern Board Meets second Thursday of each month at the Clubhouse