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# THE MALVERN COMMUNICATOR

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FALL 2011

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## **CURRENT MALVERN BOARD MEMBERS:**

President, Clubhouse & Pool:

Joe Graham (540) 948-7060

Treasurer:

Donna Phillips (540) 407-7117

1<sup>st</sup> Vice President & Lake:

Randy Allen (540) 948-5031

2<sup>nd</sup> Vice President & Roads:

Jason Woodward (540) 948-6239

Secretary:

Barry Gates (540) 738-2083

Architectural Committee:

Fran Sestak (540) 948-4923

Common Areas:

Paul Hankla (540) 948-7074

Contacting the Board:

By letter: 905 Malvern Dr. Madison, VA. 22727

By E-mail: malvernhoa@malvernofmadison.org

## **A message from the President – Joe Graham**

First, let me say that I am proud of the hard work that this Board has done to better our community. We now have police patrolling our streets which should make them safer for all of us here in Malvern. It has been a long and hard fight with the county to get them to patrol our roads. The hard work of a few of our members has paid off.

Malvern held a family picnic this year that was a great success and fun for all who attended. We have been holding a game night one Friday each month at the Clubhouse, also with some success. Please check the Malvern website for dates and time of the game night.

*(continued under Clubhouse and Pool Committee report on page 2)*

## **UPCOMING EVENTS**

### **Semi-Annual Malvern Membership meeting:**

What: Annual budget & finances meeting

Where: Malvern Clubhouse

When: Saturday October 15<sup>th</sup> 2011

Sign-in: 9:30 until 10:00; Meeting begins at 10:00 am

Why: To review 2012 operating and capital improvement budget and discuss community issues

**Malvern Game Night** held monthly at the clubhouse; see bulletin board or the Malvern website calendar for dates and time.

## **Malvern Club Committee reports for 2011:**

### **Architecture Committee: Fran Sestak**

The Architecture Committee reviewed several building applications, and followed up with members that were starting significant projects without getting prior approval. Actions were taken to ensure compliance with Malvern Bylaws and Covenants.

### **Common Areas Committee: Paul Hankla**

Bradley Miller was the Chairman of the common areas committee but due to professional responsibilities with the Culpeper school administration, resigned his position on the board. At the August 18<sup>th</sup> board meeting, Paul Hankla volunteered to fill the vacant position. He states: "Since I just was just appointed to the board, I don't really have anything to announce other than just mentioning my taking over the slot vacated by Brad. As a board member, I will focus on the common areas to make sure everything is kept neatly and in order."

## **Clubhouse and Pool Committee: Joe Graham**

*(continued from page 1)* The clubhouse has undergone some changes with new sliding glass doors installed in the living and dining rooms, which required adding a section of wall in the dining room. In the near future, we plan to replace the carpet in the living and dining rooms and replace the furniture in the living room. The rentals are holding steady. We are going to move the playground to the other side of the pool for safety reasons and will add new equipment to the playground. The pool is closed now and we plan to replace the handrails around the deck this fall with the help of a few volunteers. The failing well water pump for the clubhouse and pool has been replaced. A member donated a television to the Malvern Clubhouse. Malvern Club installed an antenna and the FCC required digital broadcast converter box providing clubhouse guests news and entertainment.

## **Lake & Dam Committee: Randy Allen**

After finally receiving the State of Virginia's latest requirements for dams, we completed the state's annual report and submitted it. We are expecting their approval at any time. My sincere thanks to Ed Johnson for his diligent efforts on this project.

## **Roads Committee: Jason Woodward**

1. The culvert at Sylvan Lane and Malvern drive has been replaced and after everything settles, the area will be repaved.
2. Some culverts have been cleaned and repaired as a cost saving measure.
3. Trees are overhanging and encroaching on the roads. It is each member's responsibility to maintain trees on their property.
4. The roads committee and I are trying to maintain safe roads in Malvern without excessive expense.

## **Secretary/Public relations: Barry Gates**

### **GET THE MONTHLY BOARD MINUTES DELIVERED TO YOUR EMAIL ADDRESS!**

The Malvern Homeowners association has implemented a service that can email various types of board related information to you including minutes, the Communicator, notices of special membership meetings, notices of community wide events (yard sale, picnic), etc. To sign up for email delivery, send an email to [barry@barryg.org](mailto:barry@barryg.org) with your name, lot number, street address, and email address.

### **NOTES ON YOUR SEWAGE DISPOSAL (SEPTIC) SYSTEM:**

Madison County and Culpeper Soil and Water Conservation District are offering grant-based assistance to homeowners that live in the Robinson River watershed for the maintenance, repair, or replacement of septic systems. This program will reimburse most program participants up to \$150 for a septic tank pump-out and 50% of any repairs (up to \$3,000 reimbursed) or replacement needs (up to \$4,000 reimbursed). Some program participants, depending on annual income, may receive up to a 75% cost-share reimbursement on septic system replacements or new installations. This program is grant funded by the State through the County and if you live within the Robinson River Watershed you are automatically eligible at no cost. Upon completion of your maintenance, repair, or installation, you will be reimbursed promptly. The Conservation District can assist with a free assessment. Homeowners MUST be pre-approved by CSWCD before having work done to be eligible for cost-share. For more information please call Sarah Weaver at 948-6881

### **2011 MALVERN CLUB PICNIC**

**Many thanks** to the following for their efforts in making the Malvern Picnic on September 11<sup>th</sup> such a great event:

Rick and Ceil Collins  
Barbara Flynn  
Shawna and Barry Gates  
Norm and Kathy Hensel  
Joyce and Nick Humphrey

Nancy Johnson  
Liz O'Neil  
Pat Rowe  
Angie Wiseman  
Jason and Merri Woodward

## What a great time we had at the Malvern Picnic!

Several members of the Malvern got together this year to bring some life and fun into the Malvern neighborhood. This event was member supported and was not funded by members' dues but by members desire to have some fun with others in the neighborhood. The response was incredible and the effort volunteers put into the event made it a memorable day for all!



The Malvern neighborhood picnic of 2011 was fun for everyone featuring:

1. The perfect day to be outdoors with friends and family, babies to grandparents.
2. Fun – Face painting, Bluegrass music, cakewalk, races. And a horse shoe tournament!
3. Reuniting with old friends and making some new friends.
4. Plenty of food and sweets

# **MONEY TALKS**

by Donna Phillips, Malvern Club Treasurer



## **Change, Change, Change ...**

Change is the only thing that succeeds. Some fear it. Some don't want to think about it. This Board Member has to go with its inevitability and make it work for this organization. Malvern Club is now being held accountable to State Code and various acts, such as the Virginia Property Owners' Association Act. Since the last Communicator was issued, the seasons have changed, the Board of Directors has changed and a Finance Committee has been formed.

A Finance Committee was established consisting of the following members who have accepted the challenge of this committee's work: Randy Allen, Rick Collins, Dianne Cross, Ed Johnson, and Karen Pilkerton. They've met once and reviewed the first draft of the 5-year plan, a draft financial policy and basic financial review guidelines of the books maintained by the Treasurer. It is anticipated that this committee will meet at least monthly to perform its duties to validate Malvern's financial compliance required by outside entities.

A new computer, scanner/printer and associated software was bought and put in use for this and future Treasurers. At each year end, an inventory notation of this equipment/software will be included in the closing financial statement.

This year a separate money market account was established with \$40,000.00 to be maintained as the "RESERVE FUNDS" for Malvern Club. The current amount is dedicated to future requirements for the maintenance of the eight miles of roads within Malvern. An identical amount has been proposed within the 2012 Capital Budget for the same purpose. Again this was done in accordance with State guidelines.

The Board of Director's recommends the membership approve the following at the semi-annual meeting on Saturday, October 15<sup>th</sup>:

The Capital Improvement Budget in the amount of \$42,500 for: repair of the clubhouse fascia; flooring/carpet in the kitchen, dining & living room and new living room furniture within the clubhouse; a new oven/cooktop and associated fit-out costs to the surrounding kitchen cabinets at the clubhouse; additional funds for the next phase of the playground move/upgrade on clubhouse property; purchase and installation of curb stops around the clubhouse parking lot; additional carp for the lake; repairs to the Ashlawn Dock and new ladders for both docks; Covered Bridge culvert and embankment maintenance (to include additional guard rails along Covered Bridge Drive); rip rap for Covered Bridge culvert and other culvert upgrades; funds for future paving requirements in the community and an additional amount to be deposited into the "Reserve Funds" for roads.

The Operational Budget is submitted in the amount of \$46,055.

The 2012 Capital Improvement Budget and Operational Budget are printed within this newsletter for your review.

Approval of the Capital Improvement Budget requires two-thirds affirmative vote of members voting either in person or by proxy. Approval of the annual Operational Budget requires a majority of the votes cast.

If you are unable to attend the meeting on October 15, please ensure that your proxy within this newsletter is completely filled out and given to a member who will attend. You may also mail your completed proxy to the Board of Directors at 905 Malvern Drive, Madison, VA 22727 to vote on your behalf. In addition, several homeowners have volunteered to go door to door to collect proxies.

The Board of Directors has noticed that the economy has started to take a toll on some of our homeowners within the association. To help alleviate a hard financial hit at the time the semi-annual payments of the homeowners assessments are due (March and September), the Treasurer is willing to take in monthly payments throughout the year to ensure that homeowners stay in good standing within the community. The cumulative of the monthly payments must be equal to the two designated assessment totals (\$300 in March and \$225 in September) by the scheduled due dates, otherwise a late fee will be imposed for late payment. Payment letters will still be sent to all homeowners in the spring and the fall, reminding them of the amount owed for each lot at the time the letter is placed in the mail and the applicable due date. Let's work together to make sure you are not delinquent on your payments.

Please do not hesitate to contact me on my cell phone (540) 407-7117 or use the Treasurer's newly established E-mail account with any of your concerns or questions regarding the semi-annual payments or other financial issues:

[Treasurer@MalvernofMadison.org](mailto:Treasurer@MalvernofMadison.org)

## Board of Director's Recommended 2012 budget

	2010 Actual	2011 Budget	2011 YTD Actual *	2012 Budget	
1. Regular Assessment	120,360	122,850	110,118	122,850	234 lots at \$525 per lot
2. Special Assessment					Not currently necessary
3. Boat Fee	105	105	90	105	7 lots at \$15 per lot
4. Rentals	3,540	3,500	2,900	3,500	
5. Late Fees	255	95	240	300	10 lots at \$30 per lot
6. Road Impact Fee	1,000	-	-	-	0 lots at \$1,000 per lot
7. Money Market Interest	532	500	448	600	12 months at \$50 per month
8. Mowing & Misc	1,230	1,400	1,175	1,400	Bush hogging and HOA packets
9. Pool Income	2,505	2,500	2,320	2,500	125 keys at \$20 per key
10. Withdraw from reserve					
<b>12. Total Income</b>	<b>129,527</b>	<b>130,950</b>	<b>117,291</b>	<b>131,255</b>	<b>Total Income</b>
15. Administration	871	2,500	2,004	2,100	
16. Capital Improvements	32,500	31,000	13,987	45,200	See Detailed List Below
17. Insurance	2,787	3,000	3,087	3,225	
18. Taxes/Licenses (MCI)	461	300	200	320	
19. Loan - Dam & Roads	32,839	11,000	10,527	-	Loan Paid in Full
20. Loan - Roads (original)	-	-	-	-	Loan Paid in Full
21. Maintenance - Bldg, Grounds	4,918	6,500	4,445	7,800	Mowing, routine maintenance
22. Maintenance - Roads	31,689	21,550	3,871	15,000	
a.				5,000	General Minor Maintenance
b.				5,000	Snow Removal
c.				5,000	Law Enforcement
24. Mowing & Misc.	1,220	1,400	610	1,300	Bush hogging & HOA Packets
25. Operations - Clubhouse	1,802	2,150	1,594	2,250	10% Mgmt Fee, cleaning & supplies
26. Operations - Pool	4,073	4,500	2,874	4,500	Keys, chemicals, operations
27. Electric	2,680	4,400	3,298	4,675	Average daily cost of \$12.85
28. Fuel	331	-	-	-	Fuel oil furnace removed in 2010
29. Telephone	399	400	250	385	\$32 per month
30. Legal/consultant	325	2,250	42	4,500	HOA Lawyer & Civil Judgment Fees
31. Deposit funds to reserve	-	40,000	40,000	40,000	Per 2012 5-year plan
<b>32. Total Expenses</b>	<b>116,895</b>	<b>130,950</b>	<b>86,789</b>	<b>131,255</b>	<b>Total Expenses</b>

\* YTD is through September 20, 2011

<b>Capital Improvements from Five-year plan for 2012</b>		
A. Repair Clubhouse Fascia		500
B. Flooring/Carpet in Kitch, Dine & Liv Room & Liv Room Furniture		10,000
C. New built in microwave/oven/cooktop & fit-out costs		2,000
D. Purchase & Install curb stops around parking lot at Clubhouse		500
E. Next Phase of Playground Equipment		5,000
F. Replenish carp for Lake (they control weed growth in the lake) annual		200
G. Ashlawn Dock repairs & new ladders on both docks		1,000
H. Covered Bridge Culvert/embankment maintenance		7,000
I. Rip Rap for Covered Bridge, other culvert upgrades		4,000
J. Future paving requirements in community		15,000
K. Dam Maintenance Reserve (2012 Reserve Deposited at 2011 Year End)		-
L. Future Road Repairs Reserve		40,000
	<b>Total Capital Improvements -- Lines A to L:</b>	<b>85,200</b>
	<b>Operational Expenses</b>	<b>46,055</b>
	<b>Total 2012 Budget</b>	<b>131,255</b>
	<b>Anticipated 2012 Income</b>	<b>131,255</b>



**905 Malvern Drive  
Madison, VA 22727**

Address correction requested

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## 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 2011 Regular Meeting, to be held on Saturday, October 15, 2011, 10:00 AM, at Malvern's Clubhouse and carries with it the full right of the members. This includes use of this proxy to meet quorum requirements and to vote on the following items which require a two-thirds vote on members voting either in person or by proxy:

**Approve the 2012 Capital Improvements Budget as presented herein:** \_\_\_\_\_ YES \_\_\_\_\_ NO

You may ask the member you assign this proxy to vote your wishes or to vote in the same manner as the member will vote. If you assign this proxy to the Board of Directors, you must indicate your choice above (yes or no) for your vote to be counted.

Signature (Owner): \_\_\_\_\_ Date \_\_\_\_\_

Signature (Owner): \_\_\_\_\_ Date \_\_\_\_\_