

# The Malvern Communicator

April 2021

## PRESIDENT'S REPORT – RODNEY TAYLOR

Spring has sprung in our lovely corner of the world and once again it is time for our Spring Membership Meeting. One of the main purposes of our Membership Meetings is for Members to bring items of interest or concern before the full Membership and have them voted on by the Membership. This process instructs the Board on how to proceed for the upcoming year. Another purpose for this meeting is to elect Board Members for the upcoming term. This year there are three Board of Director positions that are open. Two current Directors are running for re-election. Please consider running for the Board and volunteer your time to help the community.

Malvern has had a relatively uneventful period since our Fall Meeting other than the vehicle accident that destroyed part of the island at our entrance.

Reconstruction is underway and hopefully will be completed soon. Voting for the Short Term Rental Amendment is still ongoing and if you haven't already voted, please get a ballot from the mailbox area, complete it, and deposit it in the drop box located on the side of the paper boxes. The next large paving project is still scheduled for 2024 per our Reserve Study.

Please plan to attend the Spring Membership Meeting at the Clubhouse on April 24th at 10am. If you are unable to attend, please give your proxy to someone who will attend or email it to the Board at [secretary@malvernofmadison.org](mailto:secretary@malvernofmadison.org).

Thank you,

Rodney Taylor

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## Current Board members:

Rodney Taylor .....	President
Fred Bourque .....	1 <sup>st</sup> VP, Secretary, Pool
Grover Dean .....	2 <sup>nd</sup> VP, Roads
Diana Wright .....	Treasurer
Rick Collins .....	Lake, Grounds
Stephen Langone .....	Clubhouse
Doug Beaver .....	Architectural



# Annual Meeting April 24, 2021

## ANNUAL MEMBERSHIP MEETING

**Where:** Malvern Clubhouse  
**Date:** Saturday, April 24, 2021  
**Sign in:** 9:30 until 10:00 a.m.  
**Meeting:** 10:00 a.m.  
**Agenda:** 1) Approval of 10/17/2020 Regular Meeting Minutes;  
2) election of new directors; 3) reports

## BOARD MEMBER CANDIDATES:

Each director serves a 2-year term. This year, 3 of the 7 director positions are open. Candidates to fill these positions as of the date of publication are:

1. Fred Bourque
2. Grover Dean
3. Need additional candidates.

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## CANDIDATES FOR DIRECTORS

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**Fred Bourque** – I've been a member of your Board since 2017. Except for the part where you occasionally get yelled at for things you didn't do, it has been a rewarding experience. This board has accomplished quite a bit in that time. The parts that I've been involved with have pleased and surprised me. I had no idea the Clubhouse and Activity Center renovations would turn out as beautifully as they did. Or that we (mainly Christine Haines and Gwen Bracqbien) could keep the pool as pretty and clean as we have, or that so many members would use it all summer long. Being on and then heading up the Architecture Committee has been so satisfying. You may not know this, but when we built our house in 2015 it was the first construction project in Malvern in years. In the 5 years since then we've seen a dozen new houses built, with three more in the works. We've also approved countless additions, garages, sheds, workshops, and a boat house. We also have a role to play in buying and selling properties in the community. Each sale requires a disclosure package to inform buyers of our covenants and dues. Diana and I collaborate on those packages.

Your Board works hard to manage the business of the association and make decisions that are in the best interests of the community, while staying within the constraints of the By-Laws of the association and the laws of the Commonwealth. If there's one thing that's been impressed upon me over the last four years, it's that you can't please everyone all of the time. We don't even try to do that, and sometimes we are criticized for making decisions that you wouldn't make. I assure you, no decision is made haphazardly or for personal interest. Also, on big things we always solicit input from the membership and follow your direction. You are all welcome to attend the Board meetings, which are held once a month, on the second Thursday, at the Clubhouse, starting at 7:00 p.m. I'd like to see more of you there.

My current term will end at the Annual Membership Meeting. At that meeting we'll elect three members to the new Board. With the exception of Grover Dean, whom you would be foolish to release until all the paving's done, there will be two open seats, one of them mine, the other being vacated by Doug Beaver, who is leaving Malvern for a new job in North Carolina. I would like to see some new faces on the Board.

If it were up to me, I'd select two younger members, people who are still active in the world. Also, it would be nice to have more women on the Board. I know everyone's busy, especially people with children; but serving on the Board doesn't have to be time-consuming. The officers and committee chairs are super involved, but you could be a director, come to meetings, and give us the benefit of your judgment. Think about it. If you choose, I'll be honored and happy to serve a final 2-year term.

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**Grover Dean** – My wife, Debra and I reside at 657 Ashlawn Drive and have been living in Malvern for over 40 years.

I retired in 2012 after serving 40 years with the Virginia State Police as the supervisor-in-charge for the patrol Troopers for Culpeper, Madison and Orange County.

I am seeking re-election for my second term as a member of the Board of Directors for Malvern of Madison. Currently I serve as the 2nd Vice President with my primary duty as the Chairman of the Road Committee. When previously elected I stressed the importance of maintenance as well as the condition of the roads within the subdivision which was my paramount goal and is still today. During my first year (2019) all roadways within the community were visually inspected and identified those that would necessitate immediate repairs as well those with substandard repairs and/or failures from the previous paving contractor. A detailed report with these findings was submitted to the Board. Later that same year, nine (9) roadways were repaired/patched in a manner that reflected attention to detail in the paving process to deliver a smooth riding surface that had been absent from the previous paving contractor. The next year, 2020, an extensive paving project was conducted within the subdivision as part of our Reserve Study. The project was successful and eliminated many of the deficiencies that were identified in the 2019 road report. This year, 2021, repairs will be made along Sylvan Lane to reduce dropoffs in ditchlines as well as the addition of a stone aggregate along the pavement edges to enhance safety when meeting an approaching motorist.

I would appreciate your consideration for re-election.

## LAKE AND GROUNDS – RICK COLLINS

The New Year has been welcome, but it does hold some challenges for the Lake and Grounds committee. The North dock is in need of structural repair as some support columns are showing accelerating corrosion. The damage is severe enough that we must immediately address it. The job will require rehabbing some of the supports, preferably by filling them with a suitable structural concrete. The dock also has a new ramp to reduce the trip hazard.



North dock

The dam siphon project, completed in September, is behind us now and the grass on the dam is coming in nicely. I would like to remind members to avoid the rear of the dam to minimize disturbing the vegetation on the slope. The siphon will be tested yearly to insure reliable function. A small gasoline pump was acquired to start the siphoning action.

The mail building is still awaiting additional parcel boxes. Hopefully these can be added soon. The entrance to Malvern was repaired. New lighting for the island and sign is being evaluated.



Entrance island work-in-progress

I would like to remind members to trim the trees and vegetation at the roads edge. We have hired a contractor to do this the last two years, but it really is the homeowner's responsibility to keep this area cut back. The more that you do, the less we have to spend and the more we have for member amenities.

## ROAD – GROVER DEAN

The winter of 2020-2021 created no problems for the roadways within Malvern. As the temperatures remained seasonable there was no evidence of any pavement breakup which may be attributed to the lack of extreme freezing and thawing but also the extensive repaving project during the summer of 2020. Meadow Springs Landscaping continued to remove snow from our road surfaces making travel safe for all residents within Malvern.

This year, 2021, repairs will be made along Sylvan Lane to reduce dropoffs in ditchlines as well as the addition of a stone aggregate along the pavement edges to enhance safety when meeting an approaching motorist. The remainder of this year the Road Committee will monitor each road's condition to include any emergency repairs to maintain surface integrity.

Reminder - As part of spring cleanup check driveway culverts for leaves to ascertain that water can flow freely through.

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## TREASURER – DIANA WRIGHT

The year has started off to be a good one financially. Many members have made their required payment. If you have not please note there is now a late fee due in the amount of \$30. There will not be a waiver of late fees.

## SOCIAL COMMITTEE AND ACTIVITY REPORT

Socially our community is coming alive. Ladies and Men's luncheon groups are meeting.

Check the Malvern Calendar for dates and specific information of upcoming events. It is kept up to date.

[www.malvernofmadison.org/calendar.php](http://www.malvernofmadison.org/calendar.php)

The ladies exercise group is meeting every Tuesday and Thursday at 10 am in the annex.

There will be an opportunity to give/trade or rehome your books. The annex will be open the same date as the Spring meeting, 9:30 am – 2 pm. We will not take your books away after this event. Please plan to take them away with you.

If you have a new neighbor please make an effort to introduce yourself. We have several new owners in the community.

## 2020 Year-end Statement of Income and Expenses

	2020 Budget	Actual as of 12/31/2020	2020 Comments
Accounting	\$3,000	\$1,810	Services, including invoicing, financial reports
Administrative	\$2,200	\$1,920	
Bad debt	\$2,000	\$1,065	
Dam Drain required to complete in 2020	\$10,000	\$41,115	
Grounds	\$18,500	\$9,823	
Licenses	\$500	\$35	Licenses required by Virginia
Insurance	\$5,500	\$5,390	Fidelity of officers and General Liability
Legal fees	\$2,000	\$(22)	Collections and consulting
Clubhouse and Annex Building	\$6,900	\$15,438	Maintenance, repairs, and surveillance
Pool	\$10,200	\$6,070	Chemicals, cleaning, and maintenance
Playground	\$900	\$1,078	Maintain mulch
Roads	\$39,500	\$281,866	
Easement	\$1,000		Trees, drainage, repairs
Maintenance	\$3,500		Repairs
Road repairs	\$30,000	\$280,523	
Snow removal	\$5,000	\$1,343	
Income Tax		\$3,970	Income Tax – CD interest plus estimated 2021 tax
Social events, Garage Sales, & Firewise	\$500	\$330	Yard sales, winter social
Electric	\$7,200	\$4,454	Clubhouse, entrance and mail area \$600 x 12
Telephone, cable, internet	\$2,000	\$1,919	
Reserve fund deposit per long term plan	\$35,450	\$35,450	
<b>Total Expenses</b>	<b>\$146,350</b>	<b>\$411,712</b>	
Funds from retained earnings and reserve fund		(\$257,367)	Paving, Clubhouse HVAC and Dam drain
Current year actual expenses to date		\$154,345	From current year dues
Projected/actual Income from member dues	\$134,550	\$136,387	
Income Other	\$8,800	\$7,787	Clubhouse revenue and Disclosure Packets
Interest Income	\$3,000	\$6,482	Higher Interest rate due to CD investments in 2019
<b>Total Revenue Projected/Actual</b>	<b>\$146,350</b>	<b>\$150,656</b>	



"Spring has Sprung" Yay!

## 2021 Year-to-Date Statement of Income and Expenses

	2020 Budget	Actual as of 4/3/2021	Comments
Accounting	\$3,000	\$0	
Administrative	\$2,000	\$427	
Bad debt	\$1,000	\$0	
Dam Drain required to complete in 2020	\$0	\$0	
Grounds	\$19,750	\$11,327	Landscaping and Lake Maintenance on common property
Licenses	\$500	\$0	Licenses required by Virginia
Insurance	\$5,500	\$5,461	Fidelity of officers and General Liability
Legal fees	\$2,000	\$0	Collections and consulting
Clubhouse and Annex Building	\$8,030	\$756	Maintenance, repairs and surveillance
Pool	\$10,200	\$35	Open close seasonal, cleaning daily
Playground	\$900	\$0	Maintain mulch
Road Maintenance	\$22,000	\$0	See note 1 below
Snow removal	\$5,000	\$4,849	
Income Tax	\$(1,180)	\$0	See note 2 below
Social events, Garage Sales, & Firewise	\$2,000	\$0	Yard sales, winter social
Electric	\$7,200	\$1,012	Clubhouse, entrance and mail area
Telephone, cable, internet	\$2,000	\$484	
2024 Paving fund	\$20,000		
Reserve fund deposit per long term plan	\$35,450	\$0	
<b>Total Expenses</b>	<b>\$146,350</b>	<b>\$24,351</b>	
Funds from retained earnings and reserve fund		\$0	
<b>Current year actual expenses to date</b>		<b>\$24,351</b>	
Projected/actual Income from member dues	\$134,550	\$134,550	
Income Other	\$8,800	\$3,217	Clubhouse revenue and Disclosure Packets
Interest Income	\$3,000	\$1,060	Higher Interest rate due to CD investments in 2019
<b>Total Revenue Projected/Actual</b>	<b>\$146,350</b>	<b>\$138,827</b>	
<b>Notes:</b>			
1. A total of \$1,500 has been refunded in 2021 and will be held as retained earnings.			
2. Estimated \$1,180 tax refund due to pro-rated 2020 road expense carryover into future years (ref: August 13, 2020 minutes); held as retained earnings.			
3. Any additional funds resulting from staying under budget are held as retained earnings.			
4. 2021 budget was approved by membership on October 17, 2020			
5. The budget proposed for 2021 shows that we have the ability to pay our bills & add back to our reserve.			

### 10/17/20 DRAFT MINUTES TO BE APPROVED:



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

REGULAR MEMBERSHIP MEETING  
October 17, 2020  
Draft Minutes

[www.malvernofmadison.org/minutes/minutes-2020-Fall.pdf](http://www.malvernofmadison.org/minutes/minutes-2020-Fall.pdf)

### MALVERN'S WEBSITE:



<https://www.malvernofmadison.org>

## 2021 POOL SEASON



[www.malvernofmadison.org/amenities-pool.php](http://www.malvernofmadison.org/amenities-pool.php)

The Pool is being readied for the summer season. The cover is off, and we are applying chemicals and cleaning it daily to get it in shape for swimming Memorial Day Weekend. The plan is to open the Pool to members on Friday, May 28th. If the weather warms up, we may open earlier. We can talk about it at the Annual Membership Meeting. To use the Pool you must be a member in good standing and have a Pool Key. You are in good standing if you are not behind on your dues payments or have an outstanding balance due on your account. If you don't know whether you are in good standing, you may request an account status from Diana. Send her an email at [treasurer@malvernofmadison.org](mailto:treasurer@malvernofmadison.org). If you didn't purchase a key when you paid your dues this year, then you may purchase one at any time from me. I will be at the Clubhouse for the Annual Membership Meeting, from 9:00 a.m. to 10:00 a.m. I will also be at the Pool on Friday, May 28th, from 10:00 a.m. to noon. Other than those two times, you can call me. Pool Keys are \$20, limit one per family. If you still have last year's key, throw it away; it no longer works. People ask, why do you change the locks every year? I don't know. Bring it up at the meeting; maybe someone will remember.

## ARCHITECTURE – FRED BOURQUE

As I mentioned elsewhere herein, building in Malvern has picked up over the past few years. If you're thinking about a construction project for your property, remember to coordinate with the committee before getting too far along. There's a form to fill out, and there are guidelines that must be followed to get the Board's approval to modify your property: build a new house; add to an existing house; put up a garage, carport, or deck; erect a workshop, garden shed, or other structure; even cut down healthy trees. Getting approval is not an onerous process, and we'll be ready to help you with the paperwork. The best thing is just to call me, and I'll guide you through it.

One of the other things the committee does is enforce the [Sign Policy](#), which spells out what types and sizes of signs are permitted in your front yard, when they can be put up, and how long they can stay up. This is a covenant in the Deed of Dedication, which is part of your deed, and we all have to abide by it. Basically, it's this. You can put up a small permanent sign with your name. You need to have a permanent sign with your street address, preferably a green "Firewise" number sign. Emergency services ("911") needs that sign to locate your house. You can put up a little sign with your lot number, if you like. You can put up a small campaign sign, one per candidate or ballot issue, no sooner than 60 days before an election, and it has to be removed within 7 days after an election. Your realtor can put up a For Sale sign whenever your property goes on the market. It has to come down when your sale closes. Your contractor can put up a small sign while he is working on your property. When the work is done, the sign has to come down. No other signs are permitted without Board approval; there's a form for that. Note that Yard Sale signs are permitted only on the day of the Malvern Community Yard Sale. Don't put up a sign to advertise a yard sale on another date. (I didn't make the policy, so don't yell at me.)



Covenant: remove within 7 days after election

If you do put up a sign that violates the [Sign Policy](#), trust me, someone has already told us about it. Once a year the committee goes around and looks for unapproved signs. Note that the committee does not have to notify you that your sign is in violation of the policy; we can simply remove it. I don't know that we've ever done that. If you do have a sign up in your front yard, please review the [Sign Policy](#) to confirm that it conforms to the policy. If it doesn't conform, please take it down so we don't have to ask you to. The committee will be performing the annual inspection of properties in April.

<https://malvernofmadison.org/DocForm/Policy-002-signs.pdf>

# NOTICE OF ANNUAL MEMBERSHIP MEETING

**Where:** Malvern Clubhouse

**Date:** Saturday, April 24, 2021

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

**Meeting:** 10:00 a.m.

**Agenda:** **1)** Approval of 10/17/2020 Regular Meeting Minutes; **2)** Election of new directors; **3)** items to be voted upon (see below); **4)** reports; **5)** other business of the Association

**Items to be voted upon:**

1. Approval of 10/17/2020 Regular Meeting Minutes

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.

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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 2021 Annual Meeting to be held on Saturday, April 24, 2021 at 10:00 AM, at the Malvern Clubhouse, 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

