

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

Minutes: Board of Directors Meeting, Thursday, July 14, 2011

Meeting called to order at 7:01pm by President Joe Graham

Board members present: Joe Graham, Randy Allen, Donna Phillips, Jason Woodward, Fran Sestak and Barry Gates

Members Present: Barbara Flynn, Barbara and Frank Sargent, Don Nicholson, Diane Cross, Charles Egen, Ceil Collins, Dona Shamburg, Kathy and Norm Hensel, Mark Evans and Shawna Gates

Minutes for the June 9, 2011, Board of Directors meeting were approved.

Treasurer:

1. The status of funds for the end of June: cash on hand is \$133,755 which includes the checkbook and money market account. A separate account has been established for the reserve fund. Income for June was \$4,268. Expenses for June were \$2,174. As of this date in July, the income has been \$340 and our expenses have been \$6,480. June's expenses include the bush hogging, grounds mowing and log clean up. July's expenses include the computer purchase for the treasurer and the Sylvan Lane culvert. Thank you to Ed Johnson for doing the research, placing the order, installing the software and getting the computer up and running.

2. Two members in the community have had liens placed on their homes for nonpayment of past dues. One of these homes has gone into foreclosure. Another member is paying monthly installments and will be paid up by the end of December. A lien will be placed on another home for non-payment of past dues. Four other members have not made any attempt to pay their past dues. The total that is owed to date by members that have not paid their dues is \$5,850. In addition, there are two overdue fees and one bush hogging fee that need to be collected. The total amount in arrears is \$6,000 that is due the community.

3. Installment letters will go out early to give people more time to plan for the second part of the dues.

4. According to the attorney, there is a legal consideration to whether a lien or judgment is placed on the homes of the members who do not pay their dues. The attorney also said that it is a common practice in other communities to post the names of the people whose dues are past due.

5. The treasurer also suggested that a monthly payment plan can be implemented for those who could not pay their dues.

6. When the Sales Packet has been requested, we are asking for the HUD1 on the closing of the new sale. A welcome letter from the president will now be included in that packet.

7. The treasurer is discussing with the attorney the options for raising the late fee for overdue assessments next year. Currently, the board approved \$30.00 late fee per instance will remain in effect.

Roads Committee:

1. The culvert pipe at Sylvan Lane and Malvern Drive has been replaced. The pipe at Sylvan Lane and Sylvan Court has been cleaned out. A few more need to be cleaned and will be looked into for future cleaning.

Secretary:

1. We are looking into a better form of communication for the Malvern Community. Changes will be made on the bulletin board itself to make it more informative.
2. The minutes will be posted behind the glass at the mailbox area in addition to the copies in the baskets.
3. The community is organizing a community picnic on September 11, 2011. If anyone has any questions, please call Shawna Gates 540-738-2083.

Architectural Committee:

1. The information that was requested from the Lot 222 owner was received. The county did not require a building permit for the pergola. A motion to approve the Lot 222 request to be able to build the pergola was approved.
2. A member has been putting in a new structure and has been utilizing cement trucks and a backhoe. A request was placed to make sure that the guidelines are being followed.

Common Areas Committee:

1. Thank you to Ed, Jason, and Joe for removing the tree from the mailbox area.

Lake Committee:

1. The docks have been inspected and there are approximately 15 boards that need to be replaced. There is money in the five year plan to maintain the docks. It is cheaper to maintain than to replace.
2. The big dock has a light that is out and it will be replaced.

Club House and Pool:

1. Rentals are holding steady.
2. The carpet in the clubhouse is going to be cleaned on July 18th.
3. In the future, we may want to look into a pool service and a lifeguard.

New Business:

1. The next special meeting on the budget will be on July 24, 2011, at 3:00 pm.
2. The fall Community Yard Sale will be held on October 1st with the rain date on the 2nd. The yard sales will be held at the individual's home.
3. The sheriff has been patrolling and ticketing people who are violating traffic laws. It was suggested by a member to put up signs when you come in to Malvern to inform people of the police presence.
4. A member suggested that James Arrington come and talk to the people of Malvern to discuss issues in Madison. The board decided that this was not a board issue.

Old Business:

1. The computer has been purchased.
2. The action item list will be kept up to date and is a way to be more accountable to the community. As action items are completed, they will be provided to the Secretary for inclusion in the most recent minutes of each meeting.

Meeting adjourned at 8:18 pm

Submitted by
Barry Gates