

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

Minutes: Board of Directors Meeting, Thursday, March 8, 2012

Meeting called to order 7:03 p.m. by President Joe Graham

Board members present: Joe Graham, Randy Allen, Fran Sestak, Paul Hankla, Jason Woodward; absent:, Donna Phillips, Ed Johnson

Members Present: Barbara Flynn, Jennifer McLeod, Diane Cross, Wallace Harvey, Barbara and Frank Sargent, Karen Pilkerton, Norm and Kathy Hensel; Ceil and Rick Collins

A member stated the meeting was being recorded.

Minutes from February 9, 2012, Board of Directors meeting were approved.

Treasurer Report: 1) Donna was absent but submitted a detailed status report which is attached

Roads: 1) Jason and Joe had removed 2 trees along Covered Bridge Drive in the vicinity of Lot 159 during the last snow; 2) it was noted that overhanging branches on Sylvan Lane need to be addressed.

Secretary/Public Relations: 1) Ed was absent and did not submit a written report

Architecture Committee: 1) There was discussion regarding a complaint received from residents living on Carriage Lane who asked whether the Board could address an issue where a nearby lot was not being properly maintained. Joe said he would ask that the owners address the issue. 2) The committee is expecting an application for a garage addition.

Common Areas: 1) Paul reported he had received 4 bids for the common area mowing request for proposal. All 4 bids were received by the March 2 deadline. Madison Mowing and Landscaping submitted the lowest bid and Paul felt they were qualified to perform the work. A **motion** was made by Randy and seconded by Paul to approve the bid submitted by Madison Mowing and Landscaping to perform the 2012 common area mowing contingent on his execution of the contract and we inspect the first time he performs; 4 members voted aye and there was 1 abstention (Jason); motion carried.

Lake: 1) Dock repair, ladders and handicap accessibility work will be scheduled for the summer.

Clubhouse and Pool: 1) Joe presented a quote from Better Living Furniture for 2 sofas and 2 loveseats in the amount of \$3,204.50. The new furniture is intended to replace aging furniture currently in the living room at the clubhouse and is a part of the approved 2012 capital improvement budget. Randy Allen made a motion to accept the bid from Better Living of \$3,204.50 for 2 sofas and 2 loveseats. The motion was seconded by Joe Graham and passed; 2) There was discussion regarding paying for clubhouse rentals for resident only events that are not open to all residents but are for specific groups such as elders, women, men, children, etc., verses rental for personal, intimate parties of Malvern residents that are by invitation only. Members contributed their ideas to the board.

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Open Forum: **1)** The guard rail on Covered Bridge Drive is damaged.

New business: **1)** Joe reported that it is necessary to place signs in the common area below the clubhouse where historically brush and tree debris from common area property is accumulated and periodically burned. The intent of burning the common area debris is to save the community the expense of hauling or chipping. The intent however is not to allow residents to dispose of their debris in this area but unfortunately that is what is happening. The signs are intended to notify residents that the common area is not to be used for dumping. Joe will have signs made up and posted. **2)** A member is concerned about traffic entering the community at the Malvern Entrance and the safety of children on bikes. The president will contact the sheriff again regarding police patrols. **3)** A member suggested the Board attempt to manage the Canadian geese that inhabit the lake areas and in that regard the member provided Joe a copy of information by the US Department of Agriculture Animal and Plant Inspection Service.

Old Business: **1)** There was discussion and agreement on asking the membership to approve modifying the covenant regarding signs. The proposed wording for the revised covenant is : “A sign may be erected on any lot that identifies the owner and/or street address thereof. Such sign shall not exceed two square feet in size. No other sign may be erected on any lot without prior approval of the Property Owner’s Association”; **2)** At Joe’s request, Karen Pilkerton reported she had contacted Gena Williams, the coordinator of the Firewise Program for Madison County in an attempt to have her speak to the membership at the April 28th meeting. Unfortunately Gena will be on vacation at that time and an alternative time will have to be arranged.

Nominating Committee: **1)** Frank Sargent reported he had 3 candidates who had agreed to run for the 3 Board positions needing to be filled and whose names will be placed on the ballot for the April 28th membership meeting. Jason announced this would be his last meeting, opening a 4th position to fill.

Meeting adjourned at 8:14. Next Board meeting scheduled for Thursday, April 12, at 7:00 p.m.

Respectfully submitted,

Ed Johnson, Secretary
Malvern Club, Inc.

Malvern Club Treasurer's Report on Thursday, March 8, 2012

INCOME – Through February 29, 2012

\$44,555.00 of regular assessments were received – 36.3% of budgeted amount of \$122,850.00.

Total of \$45,609.97 total received for all income categories – 34.7% of budgeted amount

EXPENSES – Through February 29, 2012

Capital Improvements - A total of \$34,182.04 was expended –40.1% of budgeted amount

Reserve Funds - \$30,000.00 – 75% of budgeted amount

Improvement Projects - \$4,182.04 –9.3% of budgeted amount

Operating Expenses - A total of \$1,548.52 was expended –3.4% of budgeted amount

A cumulative total of all funds of \$35,730.56 were expended – 27.2% of \$131,255.00 budgeted amount

ACCOUNT BALANCES – As of February 29, 2012

Checking Account -	\$9,162.28
Money Market Account -	\$85,960.84
Reserve Account -	\$90,090.14
	(\$70k earmarked for roads maintenance & \$20k earmarked for dam maintenance)
Total Funds Available -	\$185,213.26

PENDING TREASURER ACTION

Still awaiting a snow contract invoice for payment.

Taxes for 2011 were drafted and sent to the attorney for review. Total of \$393 for federal and \$79 for state income taxes were calculated. Electronic transfer of funds will pay for these funds owed by March 15th.

Research regarding insurance rates is continuing prior to award date in April. Options will be brought to the Board of Directors for vote/action.

Additionally, other financial institution(s) and interest rates are being researched because of nearing FDIC maximums for insurance coverage in current financial institution utilizing one EIN. Options will be brought to the Board of Directors for vote/action.

**Malvern Club Treasurer's Report on Thursday, March 8, 2012
(continued)**

FISCAL YEAR 2012 ASSESSMENTS

Fiscal Year 2012 assessments will become due on March 1st, 2012 for all 234 lots. Notice letters (221) were mailed on February 1st to all lot owners indicating that the 2012 assessment is still \$525.00. The total \$525.00 or a minimum first payment of \$300.00 is due on March 1st and considered to be late if postmarked after March 31, 2012.

Additionally, "*The Malvern Club, Inc. Financial Policy 001-2011 of October 13, 2011—Practices for Collection of Assessments and Late Fees within The Malvern Club, Inc.*" was included for information purposes to all lot owners in accordance with State of Virginia requirements regarding new written policies adopted by the Board of Directors.

All owners were reminded that it is necessary to fill out a new 2012 boat storage application and include with their 2012 rental fee.

As of March 8, 2012, a total of \$57,525.00 of the budgeted \$122,850.00 assessments (58%) have been received and deposited. As of March 8, 2012, 99 lot owners have not paid in full the first half of the assessments and 156 lot owners have not paid in full the second half of the assessments. Therefore, the remaining \$29,550 of first half assessments owed will become due on March 31st. Odd amount due to owners making partial payments.

FINANCE COMMITTEE MONTHLY RECONCILIATIONS

During the month of February, the Finance Committee met on 28 February – (Diane Cross, Rick Collins & Ed Johnson) and reconciled January 2012 records.

OVERDUE ASSESSMENTS STATUS – As of February 29, 2012

A total of 6 lots are on the Overdue Assessment Listing for prior years assessments:

3 -- Liens refiled by Attorney

2 – Bankruptcy/Foreclosure Actions – Attorney & Treasurer Action to be taken in 2012 depending upon Spring payment of dues

1 – No contact with Treasurer for payment in full or monthly payments – Additional Attorney Action in 2012 depending upon spring payment of dues

Submitted by

Donna J. Phillips
Treasurer
Malvern Club, Inc.