

Minutes: Board of Directors Meeting, Thursday, September 13, 2012

Meeting called to order 7:01 p.m. by President Roberta Jalbert

Board members present: Roberta Jalbert, Randy Allen, Joe Graham, Donna Phillips, Wallace Harvey, Paul Hankla

Members present: Don Nicholson, Jerry Monnat, Karen Pilkerton, Norm and Kathy Hensel, Jason and Merri Woodward, Nancy Johnson, Larry and Catherine McClellan, Rick and Ceil Collins, Ann Ferguson

President's Report (Roberta): Brian Paul submitted his written resignation from the Board due to family and job constraints. The Board voted unanimously to accept Brian's resignation. 3 nominees were presented to the Board to act as interim Secretary until the October membership meeting: Rick Collins, Karen Pilkerton, and Ed Johnson. By majority vote, Ed Johnson was appointed as interim Secretary.

Minutes from August 9, 2012 Board of Directors meeting were approved with the following amendments: **1)** under President's Report, modify the word "quote" to "information brochure" in the 2 sentences; **2)** modify the Treasurer's report to reflect Donna had submitted a Treasurer's report and remove the second sentence.

Treasurer Report (Donna): **1)** A written report is attached; **2)** a motion to provide disclosure documents without cost to 3 owners who did not receive their packet at time of contract signing or settlement and to waive late charges for 2 of these owners where outstanding HOA dues were not properly withheld at settlement was approved by a vote of 6 members in favor and 1 member abstaining; **3)** there was discussion of possibly holding an informational meeting and dialog with local realtors and attorneys regarding Malvern's HOA and dues; **4)** a motion to recommend membership approval of a covenant change which will allow Malvern to recover legal fees in actions against members was unanimously approved; **5)** Donna provided informational copies of the processes for Board and Committee member reimbursement of payments and for bill payments.

Secretary/Public Relations (Ed): **1)** asked Board members to get their reports to him soon in order to have the Communicator to the printer by Monday the 17th; **2)** Merri Woodward reported the picnic is scheduled for this Sunday and that the events planning volunteers will start soon thereafter to work on the haunted house, trunk or treat and hayride event planning for Halloween.

Architecture Committee (Paul): **1)** no applications or actions.

Common Areas (Randy): **1)** two no dumping signs were erected on the clubhouse property – thanks Gary Pilkerton and Jerry Monnat for helping.

Lake (Randy): **1)** talked with Fire Chief on testing of dry hydrants and found they are checked annually; **2)** annual inspection report for the lake was submitted to the Department of Conservation and Recreation (DCR) about 3 weeks ago; **3)** wording for the lake rules sign will be confirmed and 2 new signs ordered to replace the one sign that was removed, will consider a frame for the sign in an attempt to make it more vandal proof.

Clubhouse and Pool (Joe): **1)** pool will close for the season immediately after picnic; **2)** committee will start looking into kitchen renovations with a goal of trying to get some of it completed this year.

Roads (Wallace): **1)** repaving is currently underway; **2)** a member asked that the pothole on Covered Bridge near the intersection with Malvern Drive be evaluated while the company is still here; **3)** Roberta asked that the

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stop sign at that intersection be evaluated and possibly moved closer to the Malvern Drive intersection; **4)** the work to repair the wall at Malvern's entrance was scheduled for 9:00 am Saturday; **5)** need to approve request for proposal for snow removal at the October Board meeting so bids can be obtained soon thereafter.

Old Business: **1)** reviewed and unanimously approved *Malvern Club Schedule* dated September 13, 2012; **2)** reviewed and unanimously approved forwarding 2013 proposed budget, including 2013 capital improvements to the membership for their approval at the October 20, 2012 membership meeting; **3)** the *Architectural Signs Policy*, policy number 002 (2012-09-13), dated September 13, 2012 was unanimously approved; **4)** the *Procedures Relative to the Association Complaint Process*, resolution number 003 (2012-09-13), dated September 13, 2012 was approved by a vote of 6 members in favor and 1 member abstaining; **5)** the *Procedures Relative to POA Privacy and Access to Records* policy, resolution number 004 (2012-09-13), dated September 13, 2012 was approved by a vote of 6 members in favor and 1 member abstaining.

Open Forum: **1)** a member asked whether a MESA collection basket for food donations could be made available at Malvern events, including Board meetings. The Board consensus was MESA was one of many wonderful causes but that asking for member donations was beyond the purposes of the corporation; **2)** regarding the Firewise program in Malvern, a motion to adopt the 2012 Fuel Reduction Program in Malvern; appoint Randy Allen and Wallace Harvey as members of the State required Firewise committee presently chaired by Karen Pilkerton; add Firewise information on the Malvern website and newsletters, including an email contact for the Firewise coordinator; for Malvern Club, Inc. to participate in the 2012 Fuel Reduction Program; and for Gena Williams, Firewise Mitigation Specialist, to speak at the October 20, 2012 membership meeting was unanimously approved.

New business: **1)** Donna reported on meeting with accountant and in accordance with his recommendation a motion to purchase QuickBooks to replace Quicken for our accounting software for a purchase price of \$500 which includes conversion, account setup, and training was unanimously approved; **2)** the October 20, 2012 membership meeting agenda was modified to add a line to vote for a covenant change and then unanimously approved; **3)** Roberta reported a conversation with Lee Wyatt, realtor for the owners of lots 38 and 63, that the owners may pursue a property line adjustment between their 2 adjoining lots; **4)** discussion related to impoundment of abandoned vehicles was tabled until October so that Donna could review a contract from Blue Ridge Towing and Recovery.

Meeting adjourned at 9:06. Next Board meeting scheduled for Thursday, October 11, at 7:00 p.m.

Respectfully submitted,

Ed Johnson, interim Secretary
Malvern Club, Inc.

Malvern Club, Inc. – Reports

Malvern Club Treasurer's Report on September, 13, 2012

INCOME – Through August 31, 2012

\$102,197.50 of regular assessments were received – 83.2% of budgeted amount of \$122,850.00.

Total of \$111,364.18 received for all income categories – 84.8% of budgeted amount of \$131,255.00.

EXPENSES – Through August 31, 2012

Capital Improvements – A total of \$67,130.88, was expended – 64.4% of budgeted amount

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

Improvement Projects – \$37,130.88 – 57.8% of budgeted amount

Operating Expenses – A total of \$18,726.50 was expended – 39.8% of budgeted amount

A cumulative total of all funds in the amount of \$85,857.38 was expended – 56.8% of \$151,255.00 budgeted amount for expenditures. This reflects the authorized increase to the 2012 funding in the amount of \$20,000.00 from the Membership Meeting on April 28, 2012.

ACCOUNT BALANCES – As of August 31, 2012

1st Bank

Checking Account – \$5,318.46

Money Market Account – \$104,767.69

Reserve Account – \$20,671.34

(\$.5k earmarked for roads maintenance & \$20k earmarked for dam maintenance)

2nd Bank – (\$70.0k earmarked for roads maintenance)

Checking Account 100.00

Reserve Account – 2nd Bank \$69,983.16

Total Funds Available – \$200,840.65

Malvern Club, Inc. – Reports

Malvern Club Treasurer's Report on September, 13, 2012 (continued)

FISCAL YEAR 2012 ASSESSMENTS

Fiscal Year 2012 assessments became 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 was due on March 1st and considered to be late if postmarked after March 31, 2012.

As of August 31, 2012, **3.85% or 9 lot owners are delinquent on their 2012 first assessment payment**, with funds due totaling @ \$2,400.00 and an additional \$258.00 of applicable late fees.

As of August 31, 2012, 35.5% or owners of 83 lots have not paid all of their second assessment totaling \$18,593.75 that became due on September 1st and are considered to be late if postmarked after September 30, 2012.

FINANCE COMMITTEE MONTHLY RECONCILIATIONS

The Finance Committee met on Wednesday, September 12, 2012 and reconciled April & May 2012 records. The members present were Rick Collins, Diane Cross, and Karen Pilkerton.

OVERDUE ASSESSMENTS STATUS – As of August 31, 2012

Met with Malvern's HOA Attorney at her office and turned over all treasurer documentation for all 8 pending overdue 2011/2012 Assessments for lien filing or collection action as approved by the Board of Directors. Last demand letter being prepared on one overdue assessment for not continuing payments.

Submitted by

Donna J. Phillips
Treasurer
Malvern Club, Inc.