

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

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Minutes: Board of Directors Meeting, Thursday, January 10, 2013

Meeting called to order 7:00 p.m. by President Roberta Jalbert

Board members present: Roberta Jalbert, Rick Collins, Joe Graham, Donna Phillips, Ed Johnson, Paul Hankla, Wallace Harvey

Members present: Don Nicholson, Nancy Johnson, Frank Sargent, Catherine and Larry McClellan, Merri and Jason Woodward, Diana and TJ Wright, Ceil Collins, Shawna and Barry Gates, Norm and Kathy Hensel, Barry Cliver, Claire and Bob Anderson, Ron and Eleanor Montgomery, Barbara Flynn, Jerry Monnat, Jennifer and Adam McLeod

Minutes from December 13, 2012 Board of Directors meeting were approved as submitted.

**President's Report (Roberta):** **1)** discussion regarding 8K run/walk benefitting cystic fibrosis within Malvern – consensus of most Board and community members was this not be allowed due to potential liability concerns.

**Secretary/Public Relations (Ed):** **1)** a full disclosure packet was prepared and forwarded for Lot 139; **2)** confirmed Rick Collins appointment included the position of 1<sup>st</sup> vice president; **3)** working with webmaster to research alternative webhosts; **4)** had wording related to disclosure packet cost and timing revised on website; **5)** confirmed Spring yard sale dates of Saturday, May 4<sup>th</sup>, rain date Sunday May 5<sup>th</sup> and that Shawna Gates will coordinate event with Donna; **6)** events planners met on January 6<sup>th</sup> and are planning the following events for 2013: adults only Valentines/Crystal winter social on February 16<sup>th</sup> at 7:00 pm, Easter egg hunt on March 24<sup>th</sup>, pool party and summer picnic on June 1 (currently on hold), Fall picnic on September 22<sup>nd</sup>, and Halloween and haunted house on November 1<sup>st</sup> and 2<sup>nd</sup>; **7)** next events planning session is scheduled for February 3<sup>rd</sup> at 2:00 pm at the clubhouse – open to all interested Malvern residents.

**Treasurer Report (Donna):** **1)** report attached; **2)** motion by Donna, second by Wallace to add \$1,500 from 2012 surplus road funds to the roads reserve fund was unanimously approved; **3)** would like to create policies whereby unspent funds from a previous years capital projects and snow removal are added to either the budget of the upcoming year and/or placed into the appropriate reserve fund – Board members had no objection; **4)** motion to carry over \$4,759.80 for 2012 clubhouse capital projects until March 2013 and then to place any unspent remainder into the reserve fund was unanimously approved; **5)** motion to carry over \$4,650 for unspent snow removal in 2012 to the 2013 snow removal budget line item and then any unspent remainder be added to the roads reserve fund after the snow season is over was unanimously approved; **6)** finance committee will complete review of 2012 income/expenses prior to the February Board meeting; **7)** 2012 write-off authority will be presented for approval at the February Board meeting; **8)** 2013 dues notices will be mailed on February 1 with the annual dues rate remaining at \$525 per lot, pool key at \$20 per family and boat slip fee at \$15 per boat.

**Architecture Committee (Paul):** **1)** no activity.

**Common Areas (Rick):** **1)** discussed and revised mowing specifications for 2013; **2)** replaced lights on the newspaper boxes; **3)** looking at changing type of light in mail area; **4)** painting of fence and newspaper boxes ongoing; **5)** will look into replacing broken newspaper box locks; **6)** will research costs for grinding stumps in median area.

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**Lake (Rick):** **1)** ordered ladders and replacement boards for docks; **2)** would like periodic spillway cleaning added to the Malvern Board calendar; **3)** Don will provide unit cost for cleaning the spillway; **4)** Donna is working on getting the “no trespassing” signs for the lake.

**Clubhouse and Pool (Joe):** **1)** purchased new stove, microwave and exhaust fan but is awaiting other improvements before installation; **2)** had HVAC checked because heat not working; **3)** question on painting pool railing – felt not needed.

**Roads (Wallace):** **1)** members have been tasked with compiling information for the reserve study; **2)** committee felt emphasis this year related to roads would be repairing/adding gravel to roadside edges.

**Reserve Study Committee (Rick and Ed):** **1)** committee members are Rick, Ed, Joe, Wallace, Don Nicholson, TJ Wright and Barry Cliver; **2)** information has been given to all committee members for review and comment and requests for proposals have been sent to 5 companies specializing in the preparation of reserve studies; **3)** the Roads, Clubhouse, Pool and Grounds committees have been asked to provide information from their respective committee regarding components, total lifespan, remaining lifespan and requisite costs.

**Security Research Committee (Roberta):** **1)** committee members are Roberta, Joe, Paul, Merri Woodward and Shawna Gates; **2)** proposed a security company be utilized since previous attempts at controlling use of the lake, pool facilities and traffic concerns has not been effective; **3)** establish goal of being effective but as non-intrusive as possible to Malvern families; **4)** propose issuance of identification cards to all Malvern members in good standing as per Malvern’s bylaws, yearly sticker updates to the ID cards, separate photo ID cards for members and their children over 5 years old who use the pool, random checks at the pool and lake by the security company, establish policies for member sponsored guests of the pool, clarify that clubhouse rental does not include pool use; **5)** security company will monitor and log traffic violations in order to address repeat offenders; **6)** research will be done to confirm charging members for guest fees for use of the pool does not change our exemption on ADA compliance; **7)** the security company will be asked to submit a revised proposal based on several visits per day from about April through October.

**Open Forum:** **1)** Ellie Montgomery asked for volunteer drivers to help transport food items donated by Trader Joe’s in Charlottesville to the local food bank – this happens daily, Monday through Saturday between 9:30 and 11:00 am; Roberta suggested Ellie post a notice on the community bulletin board.

**New business:** **1)** No new business.

Meeting adjourned at 8:56. Next Board meeting scheduled for Thursday, February 14, at 7:00 p.m.

Respectfully submitted,

Ed Johnson, Secretary  
Malvern Club, Inc.

Attachments: Treasurer’s report

**Malvern Club Treasurer's Report on January 10, 2013**

**INCOME – Through December 31, 2012**

\$118,157.00 of regular assessments were received – 96.2% of \$122,850.00 budget.

Total of \$130,778.37 received for all income categories – 99.6% of \$131,255.00 budget.

**EXPENSES – Through December 31, 2012**

Capital Improvements - A total of \$104,455.92 was expended –91.47% of \$114,200.00 budget.

Reserve Fund Set-aside - \$50,000.00 – 100% of \$50,000.00 budget. (Roads-\$40k & Dam-\$10k)

Improvement Projects - \$54,455.92 – 84.8% of \$64,200.00 budget.

Operating Expenses - A total of \$42,048.16 was expended – 89.4% of \$47,066.00 budget.

A cumulative total of all funds in the amount of \$146,504.08 was expended – 90.9% of \$161,255.00 budgeted expenditures. This reflects the authorized increase to the 2012 budget funding in the amount of \$20,000.00 from the Membership Meeting on April 28, 2012. Additionally, it reflects the \$10,000.00 budget increase to the Dam Reserve authorized at the Membership Meeting on October 20, 2012.

**ACCOUNT BALANCES – As of December 31, 2012**

1<sup>st</sup> Bank

Checking Account -	\$2,962.58
Money Market Account -	\$65,865.76
Reserve Account -	\$30,681.76
(\$.5k earmarked for roads maintenance & \$30k earmarked for dam maintenance)	

2<sup>nd</sup> Bank – (\$80.0k earmarked for roads maintenance)

Checking Account	70.00
Reserve Account – 2 <sup>nd</sup> Bank	\$80,028.04

Total Funds Available - **\$179,608.14**

**MISCELLANEOUS ITEMS**

Working with accounting firm to convert Quicken to QuickBooks and prepare first draft of 2012 taxes. Finalizing the draft letter and database of property owners for the mail merge of the notice letter for the 2013 assessments that will be mailed out on February 1, 2013. The Finance Committee will meet during January to prepare final audit of the 2012 accounting records.

Respectfully submitted by,  
Donna J. Phillips, Treasurer, Malvern Club, Inc.