



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

Board of Directors Meeting, Thursday, May 11, 2017

Meeting called to order at 7:06 p.m. by President Jerry Monnat

Board members present: Jerry Monnat, Fred Bourque, Donna Phillips, Rodney Taylor, Diana Wright and T. J. Wright

Board members absent: Melody Langone

Members present: Rick & Ceil Collins, Grover Dean, Ed & Nancy Johnson, Don Nicholson, Lenora Racer, Merri Woodward

Decisions and Actions:

Minutes of the April 13, 2017 Board of Directors meeting were approved with corrections.

Board members concurred on proceeding with the digitizing of files on the Malvern Website.

Board approved the transfer of \$100,000 from the reserve to a one year CD by the treasurer to be signed for by her and either the President or First Vice President.

Board proceeding with written authorization for outside access of Lots 117 & 118.

Board authorized up to \$2,000 for sand blasting the graffiti from the dam dock.

Establishment of new e-mail addresses for board members by Ed Johnson.

Board authorized progress payments to Weaver Works for pool house repairs to date.

Board authorized Payne Pools to replace pool pump and provide weekly chemical water testing and equipment inspection.

Board authorized funding to perform a homeowner's inspection of the clubhouse and the accompanying buildings.

Board authorized funding to upgrade electrical within the activity center building.

President and Committees

President (Jerry Monnat)

Jerry requested clarification of the digitizing of Malvern files. It was noted that this was just the files on the Malvern Website. Motion made & seconded to proceed with this process. All board members

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concurrent. Correction made on June 8th: In actuality, these Web Site files are digitized and are PDF's. They cannot be searched at this time, and research is being done to allow this.

Jerry brought up the treasurer's search for financial CD's for some of the reserve funds. Diana discussed the particulars regarding getting a higher rate of return for either a one or two year term CD from only a brick and mortar bank (not online or internet). Donna asked about the need for the reserve funds for the road maintenance, but T.J. stated that those funds could be used this year and next for the CD. Ed clarified why he thought we needed this move. Nancy recommended putting as much as possible into this method of banking. Motion was made and seconded to allow the treasurer to move \$100,000 from the reserve fund into a one year term. Five members voted in favor and one member abstained.

Jerry discussed the issue regarding the Malvern request for eight additional parcel boxes from the Madison Post Office. He met with Mr. Robert Needham (Madison Post Master). He was unaware of this issue prior to the receipt of the letter request from Malvern. He has requested further clarification from Dulles District Office. He asked whether there was room and whether the post office building should be enlarged. Additionally, he stated that Malvern would probably have to pay for the boxes. It appears that this may have been brought up initially from the delivery person to a member who brought it to the board. At this point we are currently awaiting further information/guidance from the Post Master regarding the feasibility and cost of the additional parcel boxes within the current space.

Jerry requested guidance from the Malvern attorney (Chesapeake Law Group) regarding the authorization for Lots 117 & 118 owner – Stuart White to have outside access. He then spoke with Mrs. White to get the particulars needed to have the authorization letters prepared based on the membership approval on April 29, 2017. This was provided to the Attorney and letters are being prepared for Mr. White to provide to Mrs. Betty Grayson of the Madison Zoning Office.

Treasurer (Diana Wright):

Status of Funds:

May 11, 2017 Balances:

1st Union checking: \$36,309.75

1st Union Money Market \$175,970.58

1st Union Reserve \$63,682.63

Wells Fargo Reserve \$156,690.63

Dues Arrears: 34 lots are in arrears. Diana is calling those who are in arrears for the first time. So far she has two members who are on payment plans. When the first payment and late fees are not paid –

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members rights are suspended. She is providing this list regularly (without amounts) to the clubhouse manager.

Lot 141 - Hensel property will close this week. Lot 158 - Goode property may be closing this month.

Bush hogging letters were mailed – copies will be provided to the grounds/ committee chair.

A list of those who have paid their boat slip dues to date was provided to the grounds/lake committee chair. Donna has indicated that she will contact those who have boats in place, but not paid dues.

Secretary (Melody Langone):

In Melody's absence, Donna Phillips is acting in her stead.

Donna requested the names of those who were on the Events Committee and it was determined that there are none in place anymore. Jerry has requested any volunteers to come forward.

Donna indicated that she would ask Nancy Negron what she had done in the past regarding "Welcome Baskets" for new members. Donna volunteered to prepare welcome packages to include directories from Malvern, Culpeper, Greene and Orange; the Malvern directory and the Firewise package for recent and new members.

Architecture (Rodney Taylor):

There was nothing to report.

Grounds and Lake (Donna Phillips):

Donna recognized Rick Collins for his excellent diligence and hard work while sitting in this committee chair for four years. He prepared an excellent annual calendar, standard operating procedure and paper trail for this committee.

The dam certification paperwork will be mailed in for renewal. June is inspection month and a more thorough inspection will be performed at that time. Donna will inspect the spillway and Dark Run for the possibility of tree/branch jams due to the large volume of water runoff from the recent rains.

An anonymous letter regarding the use of Malvern funds to sandblast the lake dock was left on the front door of the clubhouse. The letter chided the board for not just using a drill with a paint buffering wheel to remove the graffiti. The board and the membership present felt that it was not feasible for an individual volunteer to perform this task alone using a drill. They also felt that it would be more productive to get estimates from several people on sandblasting. A motion was made and seconded and the board unanimously approved an expenditure for this purpose up to the amount of

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\$2,000.00. Donna indicated that she would seek volunteers to help paint this dock and the dock at the clubhouse when needed. If none, she and Jerry would perform this task.

Donna indicated that she would update the Bulletin Board this week. She has prepared a flyer regarding the member's responsibility for mowing, weeding & trimming back their easements. It is under the auspices of Firewise and the Grounds Committee. She would also post and leave small flyers regarding the June 10th yard sale to possibly get more members to participate.

Donna indicated that she will also be working on cleaning up the fence/signs and area around the post office boxes. She will be cleaning/priming and painting them in the near future and post signs when wet paint is present.

She will be inspecting the docks at the lake, around the post office boxes and around the clubhouse and the pool for poison ivy. If found, she will spray to remove immediately. She will also be checking areas as to where additional mulch should be provided and coordinate with Fred for updating.

Clubhouse and Pool (Fred Bourque):

There is now a new e-mail established for the Clubhouse/Pool Committee Chair: Clubhouse@Malvernofmadison.org. It was discussed regarding all board members having similar e-mails and the purpose of such. Ed indicated that he would set up one for President@Malvernofmadison.org and Grounds/Lake@Malvernofmadison.org.

Fred elaborated on the contract in place for the repair of the pool house with Weaver Works. This evening he, T.J., Rodney and Jerry went out and inspected the repairs done to date. This evolution started last June and has continued to the latest proposal this January/February timeframe. Mr. Will Dixon, the project manager, has been overseeing the pressure washing of the area, pouring of a cement slurry over the top flooring, parging all walls, painting the wooden pickets, removing and replacing two sets of stairs, installing composite flooring and repairing electrical work which he authorized to be able to get the pool up and running for Memorial Day. There is still some residual work which needs to be done, such as guttering for water runoff, drain tiles installation and drilling for some holes for water to run off the top of the pool house. Fred made a motion that was seconded and was unanimously agreed upon by all board members to progress pay the \$18,000 invoice and the \$312.50 invoice.

T. J. stated that the walls of the pool house still need further repair. It was questioned as to why we just didn't tear down the structure and start anew. The point was made that was one option at the time this was started last year, but the membership and board decided to proceed with this repair method.

On Tuesday, Fred had Payne Pool come to open the pool and it was discovered that the shaft to the pool had frozen up. Mr. Kenny Payne indicated that we should not be using a household size pump, but a commercial 5 hp pump with the appropriate size piping to and from it. The larger pump would help to turn over the water more often to meet health code standards. Fred also addressed the option given to the Board from Payne Pool regarding the replacement of the current pump with a commercial 5

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hp one and the upgrading of piping as needed and labor costs coincidental with a contract for them to come and test the water weekly and check the system for any deficiencies. The two services would only cost around \$450 more than just doing the new pump upgrade, piping and labor due to a cost savings offered by Payne Pool. Fred asked for a motion to proceed with the consolidated repairs and maintenance contract. It was seconded and unanimously agreed upon by all board members.

Fred discussed the refresh of the clubhouse which is currently budgeted for \$18,000. He discussed the need for a true home inspection of the clubhouse and its accompanying buildings. He mentioned the evolution of finding an inspector and receiving free input from a building with just a cursory inspection. Fred made a motion for the ability to spend \$500 for this inspection which was seconded and unanimously agreed upon by all board members.

The use of the activity center (old teen center) was brought up. Diana and Fred indicated the desire to proceed with the cleanup and minimal repair of this facility. A motion was made and seconded and unanimously agreed upon by all board members to authorize up to \$1,000 for and upgrade of electrical in this building, to include the possible need for a permit to proceed.

Grover Dean had prepared a draft policy regarding the activity center that he would forward to the board to review and incorporate with a review of the clubhouse/pool and common grounds policies.

It was brought up that Lisa Broyles had asked to use the common area outside of the clubhouse. There is currently no policy in place regarding this space and since it was going to be raining, Fred asked that we allow her girl scout troop who were being honored for their work to raise funds for a local non-profit group be allowed to use the clubhouse at no cost for the afternoon/evening hours. It was brought up that there is a policy in place regarding usage of this clubhouse (not to include less than overnight hours), therefore, several board members volunteered to pay the rental fee from personal funds to allow this activity to proceed the next day.

Roads (T. J. Wright):

Covered Bridge Road and Bee Gum Way coring has not been completed due to Miss Utility not accomplishing their check outs along these roads.

Nancy mentioned that where some of the coring was done, it appears that we now have dips in the road that could later become potholes. T. J. said that he would coordinate with the company to ensure that we have mounding done for these spots.

T. J. brought up that Lot Number 45 owner, David Kalish, has indicated that he is gifting to Malvern the slurry paving of the road to the lake from Ashlawn Drive to his driveway. He anticipates that the work will be done the last week of May or the first week of June. Therefore, no access for up to two days will be authorized to the lake by members. Also, the sandblasting cannot occur during this time. There was a motion to slurry the rest of the road to the lake. It was not seconded to have this work done by the board at this time.

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Firewise (Donna Phillips):

Donna wanted to recognize the work that Chas Egen and Ed Johnson had done to upgrade the Firewise site on the Malvern Website and include the many flyers that Gena Williams provided at the annual membership meeting.

Donna submitted renewal of application for membership in Firewise to Gena Williams and mailed in the request for grant of approx. \$4,600 for this year.

Donna has generated quick tips for types of in kind work – pending with Gena for final review & distribution & posting on the bulletin board and on our website. She wanted members to know that they can claim training hours for reading on the firewise.org website or watching any of their informative films. She has drafted an article for the national Firewise Program, regarding the upgrade of our hydrant at the lake and the use of it by our volunteer fire department and will include pictures and a video of it in use.

Old Business:

None

New Business:

None

The meeting adjourned at 9:30 PM.

Submitted:

Donna Phillips for Melody Langone

Secretary, Malvern Club, Inc.