



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

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Board of Directors Meeting, Thursday, December 14, 2017

Meeting called to order at 7:00 p.m. by President Rodney Taylor

Board members present: Fred Bourque, Rick Collins, Rodney Taylor, Jason Woodward, Diana Wright

Board members absent: Melody Langone, TJ Wright

Members present: Brad Bridge, Ceil Collins, Grover Dean, Chas Egen, Barry Gates, Shawna Gates, Ed Johnson, Karen Pilkerton, Merri Woodward

**Decisions and Actions**

Minutes of the November 9, 2017, Board of Directors meeting were approved unanimously. The approved minutes will be posted on the Malvern website.

Boat owners have been requested to remove their boats from the boat racks by January 1, 2018. The boat racks will be removed from Lot 44 once the boats have been removed by their owners. A committee will be formed to decide what to do about the boat racks, with the intention of moving them to a new location.

**President's and Committee Reports**

**President (Rodney Taylor)**

Rodney called the meeting to order at 7:00 p.m. and requested that members limit their initial comments to two minutes.

**Secretary (Fred Bourque)**

Fred had nothing to report.

**Treasurer (Diana Wright):**

Diana provided the following Profit & Loss status as of December 14, 2017:

Checking Account Balance:	\$169,162.81
<u>Capital Reserve Funds Balance:</u>	<u>\$190,530.87</u>
Check/Savings Account Balance:	\$359,693.68

Diana handed out the cost status as of December 14, 2017. She noted that the Clubhouse account was about \$300 over the authorized spending for the year (\$42,222 vice \$41,905). Fred said there were apparently some Clubhouse charges that he hadn't been aware of and that, in addition, there would be some housekeeping charges in December. He thought the total overage for the year could be around

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\$500. Diana said that the Roads account would be under budget and would offset the Clubhouse variance.

### **Architecture (Jason Woodward)**

Brad Bridge, Lot 10, Sylvan Lane, submitted an application to remove two trees that are endangering his house. The application was approved unanimously.

### **Grounds & Lake (Rick Collins)**

The lake level is good. The mowing contractor bush hogged the dam and the Clubhouse. A portion of the mailbox parking area was repaved to improve drainage. The sand beach improvement was postponed until spring.

### **Clubhouse and Pool (Fred Bourque)**

The Clubhouse Refresh Project was completed on December 1st. Everything with the exception of the office was completed this year. The office will be completed in 2018.

### **Roads (Diana for T. J. Wright)**

Diana reported that the paving of the mailbox area was completed. So was the patching of the roadways, which was completed under budget. She said the 2018 work will start in the spring.

### **Social Events (Shawna Gates for Melody Langone)**

A holiday party is planned for December 16th at the Clubhouse. This will be a chance for members to see the new Clubhouse renovations and get together for refreshments. Liz O'Neil will do the decorations. The committee is providing cupcakes, croissants, cookies, punch, apple cider, and coffee. Members have been invited to bring holiday treats (finger food). A notice of the party was sent to all 115 members on the email list. Notices were also posted on the Malvern website, Nextdoor, and Facebook.

### **Reserve Study Committee (Ed Johnson)**

Ed passed out a handout with the committee report. The goal of the committee is to have the Reserve Study revised prior to the April 28, 2018, Annual Membership Meeting. A committee organizational meeting was held on December 5th. Ed agreed to be the committee chair. Regarding roads, TJ Wright will evaluate the current condition of the roads and compile an estimate of each road's remaining life and associated replacement costs. These figures are required for updating the 30-year reserve funding tables in the Reserve Study. Rick will evaluate grounds and lake components. Fred will evaluate clubhouse and pool components. They will make their recommendations to update the 30-year funding tables. The next committee meeting is scheduled for January 9, 2018, at 7:00 p.m. at the Clubhouse.

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### **Board Schedule (Rodney Taylor)**

Fred said there is no pool maintenance contract so the RFP (request for proposals) item can be removed from the list. Diana said that for Firewise considerations, all home address signs need to be at least 3 feet above ground. Karen described the county sign ordinance, which requires a house sign within 75 feet of the road.

### **Old Business**

**Boat Racks.** The boat racks sit on Lot 44, within the easement described on the plat as “Beach Access.” Gary and Karen Pilkerton have requested that the boat racks be removed from their property. The Board sent a letter to all members who have boats stored on the racks, asking them to remove the boats by January 1, 2018, explaining that the racks need maintenance and possible relocation before spring. Karen said the boat racks can stay on her property until the January Board meeting. She offered to call the Sheriff if a boat is abandoned on her property.

A motion by Diana was approved unanimously to form a committee to come up with a plan for the boat racks relocation. Grover recommended relocating the boat racks to Malvern Club property, which is common ground, not private property.

A motion by Fred was approved unanimously to remove the boat racks from Lot 44 once the boats have been removed by the boat owners.

### **New Business**

Rodney requested that Diana provide a record of the financial transactions occurring each month. Ed said that, when he was treasurer, he provided a copy of the check register each month.

### **Open Forum**

Shawna advised that there is a chair stuck in the lake at her house. She asked if someone with a boat could remove the chair.

Brad advised that there is a plugged culvert on Sylvan Lane.

Ed suggested that the road work notice be taken off the website, now that the work has been completed. Diana offered to take down the sign at the entrance.

The meeting adjourned at 8:20 PM.

### **Submitted:**

Fred Bourque  
Secretary, Malvern Club, Inc.