



**Approved Minutes  
Malvern Club, Inc.**

905 Malvern Drive  
Madison, VA 22727

<http://malvernofmadison.org/>

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Board of Directors Meeting, Thursday, January 11, 2018

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

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

Board members absent: Melody Langone, Jason Woodward, TJ Wright

Members present: Ceil Collins, Valerie Cruz, Grover Dean, Barry Gates, Shawna Gates, Ed Johnson, Pam Luthman, Larry McClellan, Don Nicholson, Lynn Ross

**Decisions and Actions**

Minutes of the December 14, 2017, Board of Directors meeting were approved unanimously. The approved minutes will be posted on the Malvern website.

**President's and Committee Reports**

**President (Rodney Taylor)**

Rodney called the meeting to order at 7:00 p.m. He thanked Diana Wright for putting up the Christmas lights at the entrance last month.

**Secretary (Fred Bourque)**

Fred had nothing to report.

**Treasurer (Diana Wright):**

Diana provided the following Profit & Loss status as of December 31, 2017:

Checking Account Balance:	\$168,588.83
<u>Capital Reserve Funds Balance:</u>	<u>\$190,548.07</u>
Check/Savings Account Balance:	\$359,136.90

Per Rodney's request at the last meeting, Diana handed out a record of the financial transactions for the past month. She also handed out the cost status as of December 31, 2017, noting that there is a revenue shortfall from the budget of -\$2,324. She said that the shortfall, as well as the contribution to the reserve fund planned for 2017, will be made up out of retained earnings. She is waiting for the Association's CPA to determine the best way to do that.

Diana said that, now that the repairs have been made to the Clubhouse and pool, the Board needs to review our insurance policy with State Farm. Rodney said we should make a list of questions for the agent before talking to him. He will start the list and share it with the Board for review. Once we have the questions, we will schedule a walkthrough of the Clubhouse, Annex, and pool with the agent.

## **Approved Minutes Malvern Club, Inc.**

---

### **Architecture (Fred Bourque for Jason Woodward)**

Fred said there were no applications received in the last month. One disclosure packet was provided for one property, but that sale was canceled.

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

The lake is mostly ice. The south dock (on the Clubhouse side) needs repair. The north dock is in good shape. Most of the boats have been removed from the boat rack. Four boats remain, and Rick is working with their owners to get them removed.

Rick is getting an estimate from MSL, our landscape contractor, for the short wall planned for the mailbox area. He passed around MSL's proposed landscaping contract for 2018. Fred asked that MSL add sand/salt/ice melt for the Clubhouse uncovered front patio and steps. Rick moved to approve the contract with that addition, and it was approved unanimously.

Don asked whether we are going to clear out the right side of the bridge easement and about 100 feet of the river frontage. We used to bush hog that area twice a year. It is now overgrown. Rick will get an estimate from MSL, who do the bush hogging for us, and get the property owner's permission to clear the river frontage.

Lynn said the culvert on Sylvan Lane is clogged with debris. This is the same culvert that was discussed at the last meeting. The weather has been too bad to do anything about that yet, but it hasn't backed up the water flowing through the culvert.

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

Fred said he bought a queen-size bed for the Main Bedroom. Several members had asked him to buy a king-size bed, but renters supply their own sheets and not every member has king-size sheets. The Clubhouse can now sleep six: three in the Main Bedroom and three in the Front Bedroom.

The Office renovation will be completed soon. Mike Owens has offered to do the work, which will save us about \$1,200. That will enable us to do more of the repairs on our list. Fred is concerned about the plumbing in the Clubhouse and the Annex. The water flow stopped in the Annex during the cold snap. The heaters were on the whole time, but the temperature went down to -8 outside. The pipes are above ground under the bathroom. The water came back on when the temperature rose, so there's probably not a break. Diana suggested that they be heat-wrapped. Also, the Clubhouse pipes are copper, and there are several permanent puddles under the house. The Clubhouse did not lose water during the cold snap.

Fred said the plan for the Annex is to replace the windows and remove the mildewed carpets from the upper/back part of the Annex. He hasn't decided what to replace them with, left-over Clubhouse flooring, sheet vinyl, or carpet tiles. Rodney said we may not need to install anything back there since that space is not used for any Association purpose. Fred said he would assess the condition of the subfloor once the carpet has been removed. He said the big front room (i.e., the Activity Center) will be ready for use by spring.

## **Approved Minutes Malvern Club, Inc.**

---

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

Diana reported that the planned paving repairs were completed before Christmas. There are still some spots with yellow marks that do not need repairs but need to be paved. That will be done with the 2018 paving, which will start in the spring.

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

Shawna said the Christmas party at the Clubhouse was a big success. About 60 people attended. Liz O'Neil's decorations were beautiful, and there were many tasty treats. Shawna said the committee is planning for a pot luck dinner at the Clubhouse in the spring.

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

Ed said the committee had its second meeting on January 9th. TJ was unable to attend the meeting because of illness, so we didn't discuss roads. We did go over the Clubhouse, pool, lake, and grounds cost projections. We will have a third committee meeting when TJ can attend.

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

Rodney reviewed the status of the January calendar items.

### **Old Business**

**Bankruptcy.** Diana reported that one member is now in bankruptcy, and there is a \$225 balance owed on their 2017 dues. She said our attorney recommends we write off the debt, as the attorney fee would exceed the amount we could get, which is usually much less than the amount owed. Diana said she will speak with the court-appointed trustee who is handling the bankruptcy about the repayment plan that is being put in place. She will find out if there is a cost to us in being on the repayment list and if we would need our own attorney to get involved. She will email the Board with the options, and the Board can vote by email on what to do. Rodney said that all seven Board members would have to vote "yes" to the chosen option. Otherwise, this issue will have to be discussed at the next Board meeting.

**Boat Racks.** Larry asked why the boat racks have to be moved. He missed the last few meetings when this issue was discussed. He said that relocating them to the Clubhouse side of the lake would be a hardship for him and other lake users. He said some members would have to carry their electric motor, fishing gear, and other paraphernalia down the steep slope to the shoreline. Relocating the dock to the Clubhouse side would require putting in a road from the parking lot down to the dock.

**Attorney Contact.** Grover asked if the Board had developed its attorney contact policy. Rodney advised that we had not come up with a written policy yet but that we would develop one. At present, all Board members understand that no one member will have contact with the attorney, or incur charges, without the Board's prior approval.

**Dock Sign.** Rodney reviewed the Pilkertons' request that the "no trespassing" sign located on Lot 44 at the dock road and Ashlawn Drive be revised. The Pilkertons presented their proposed language for the sign. After some discussion, Rodney moved not to approve the proposed language. The motion passed

## **Approved Minutes Malvern Club, Inc.**

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unanimously. Fred said that we do not need a sign at that location. The sign that is there now is the same as the signs posted on the pool fence and on the road leading to the Clubhouse. We should move the sign to the dock, which is Club property. The Board will continue to discuss this matter.

### **New Business**

There was no new business.

### **Open Forum**

Valerie Cruz, Lot 210, said she was almost run over twice that day at the intersection of Malvern Drive and Covered Bridge Drive. She said once she was driving her car from the Clubhouse, stopped at the stopped sign and waiting to turn left onto Covered Bridge, when a car came from Covered Bridge through the stop sign, without slowing down, on to Malvern Drive. The second time, she was walking her dog, crossing Covered Bridge at the stop sign, when a car came through the stop sign and did not slow down. She had to jump out of the way with her dog. She asked that something be done to control this intersection and to get people to obey the stop sign. The Board and several members explained the persistent traffic situation, the current lack of enforcement, and the public hazard presented as an on-going problem.

The meeting adjourned at 8:24 PM.

### **Submitted:**

Fred Bourque  
Secretary, Malvern Club, Inc.