



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

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Board of Directors Meeting, Thursday, February 8, 2018

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, TJ Wright; Board Members Absent: Melody Langone

Members Present: Ceil Collins, Larry McClellan, Gary Pilkerton, Karen Pilkerton

**Decisions and Actions**

Minutes of the January 11, 2018, Board of Directors meeting were approved unanimously.

The reserve fund was increased to \$201,960 per the 5-Year Plan target for 2017.

The Board adopted a new Attorney Contact Policy.

**President's and Committee Reports**

**President:** Rodney called the meeting to order at 7:00 p.m.

**Secretary:** Fred had nothing to report.

**Treasurer:** 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

Diana made a motion, which carried unanimously, to move \$11,411.93 from the cash accounts to the reserve fund. This now brings the reserve balance to \$201,960 per the 5-Year Plan target for 2017.

**Architecture:** Jason is working on the address sign inventory. He said six owners need signs. Jason said there were no applications received in the last month. Fred said that three disclosure packets were provided to members who are selling their properties.

**Grounds & Lake:** Rick said all boat owners have been contacted about removing their boats from the boat rack. There is one canoe left to be removed. Rick reported on the status of the dam certification.

**Clubhouse and Pool:** Fred said Mike Owens has been renovating the Office in the Clubhouse. The pool seasonal treatment is scheduled for the first week of April. Keys will be available at the Spring meeting. The pool will open sometime in May, but no later than Memorial Day Weekend.

**Roads:** TJ said he is working on the Reserve Study cost estimates.

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### **Old Business**

**Attorney Contact Policy:** Rodney distributed the following Attorney Contact Policy:

In the interest of controlling costs and transparency with the other Board Members, Malvern Board Members shall only contact the Malvern Attorney after a majority Board vote in the affirmative. This vote may be conducted through email, phone, in person, or preferably during a Board Meeting. All votes for usage, and any contact of the Attorney, shall be reported to the membership at the next Board Meeting. Upon such affirmative vote for Attorney usage, only the specific topic or group of topics voted upon shall be discussed with the Attorney.

The policy was approved unanimously.

**Beach Access Sign:** TJ made a motion, which was approved unanimously, to permit the Lot 44 owners to do maintenance on the Beach Access sign on Lot 44.

### **New Business**

**Firewise:** Donna Philips resigned her position as Malvern Firewise Coordinator, effective December 2017. The Board was not notified of the resignation until this week. Fred offered to take the lead in finding someone to volunteer for the position and to post a notice on the Malvern website.

### **Open Forum**

**Unlicensed Vehicles:** There was some discussion about unlicensed vehicles on Malvern property. No action was taken.

The meeting adjourned at 8:35 PM.

### **Submitted:**

Fred Bourque  
Secretary, Malvern Club, Inc.