



Approved Minutes Malvern Club, Inc.

905 Malvern Drive
Madison, VA 22727

<http://malvernofmadison.org/>

Board of Directors Meeting, Thursday, July 9, 2020, at the Clubhouse, called to order at 7:00 p.m. by 1st Vice President Fred Bourque

Board Members Present: Doug Beaver, Fred Bourque, Rick Collins, Grover Dean, Steve Langone, Diana Wright

Members Present: Carol Beaver, Ceil Collins, Ed Johnson, Bud Kreh, Melody Langone

Fred welcomed members to the meeting and Steve Langone to the Malvern Board of Directors. Steve was elected at the Annual Membership Meeting on June 27, 2020, and will chair the Clubhouse Committee, as well as Malvern's Adopt-a-Highway program participation.

Decisions & Actions

The minutes of the June 11, 2020, Board Meeting were approved unanimously.

The Board voted to accept Mike Richards's bid to do this year's pressure washing of the Clubhouse, Annex, mail shed, and newspaper boxes.

The Board voted to purchase an SSL certificate for the Malvern website that would show our web address as HTTPS, instead of the current HTTP.

Committee Reports

Treasurer. Diana reported the following cash balances as of July 9, 2020:

Operating Funds	\$277,452.51
<u>Reserve Funds</u>	<u>\$262,929.58</u>
Total Checking/Savings	\$540,382.09

Diana reported that currently there are 11 past due accounts concerning yearly membership dues. This includes two accounts that are delinquent for a span of more than a year and one that is currently on a payment plan.

Architecture. Doug reported no applications for construction at this time.

Lake. Rick reported he had checked the spillway and dock area; both are in satisfactory condition. He had taken the cable down at the dam, as bush hogging is anticipated this week for the dam area. Testing for the E. coli virus at the lake revealed that all samples were well within Health Department guidelines for safety.

Grounds. Rick reported that a low-voltage transformer was procured to replace the one that powers the lights at the entrance. Currently, he is awaiting a quote from Meadow Springs Landscaping for adding mulch to the playground.

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Roads. Grover stated the emergency road repairs were made to Old Forge Way on July 2, 2020, by S. L. Williamson Paving Company. The work consisted of milling and patching in the area from Anvil Court to Liberty Lane with 3 inches of IM-19.0 asphalt. The total cost was below our estimate range (\$22,000 - \$25,000) with a final cost being \$21,550.00. The previously reported defects along Liberty Lane were also corrected. With regard to recovering Malvern's down payment to C & C Sealcoating, we are awaiting a trial date to be set by the Madison County Circuit Court.

Clubhouse. Steve reported that he checked the manufacturer's plate on the air handler in the attic and discovered that it is almost 20 years old. It is planned for replacement in 2024. The heat pump is newer. He is concerned that there is not enough money in the Reserve Study and 5-Year Plan to replace the system. He recommended that an additional 10% be put aside each year to help defray the cost of a new system, which is shown as \$20,000 on the 5-Year Plan. After some discussion, the issue was tabled to permit Steve to investigate the age and maintenance history of the two units.

Fred reported that on Friday of July 4th weekend, a member checked in at the Clubhouse and discovered that the air conditioner was not functioning properly. The inside temperature was 86°. On Monday Fred called in the HVAC company we use, who checked out the system and found that it was almost empty of refrigerant and there was no pressure in the lines. They added 8 pounds of refrigerant to the unit, which seems to have fixed the problem. Fred said the air conditioner has been working now for 3 days. The repairman suspects that there is a leak somewhere in the system, but it could not be located.

Special Events. Diana recommended that dates be reserved on the Calendar for upcoming events:

Yard Sale - October 3rd

BBQ - Try to have following the Fall Regular Membership meeting on October 17th

Membership Christmas Party - December 12th

Fred said he would put these events on the Calendar.

Old Business

Pressure Washing. Fred reported that he had contacted three vendors for bids to pressure wash the Clubhouse, Annex, mail shed, and newspaper boxes. Busy B in Charlottesville, who had done the last pressure washing 2 years ago, declined to give an estimate, citing Malvern was now too far for them to travel. An individual in Warrenton who had received great reviews on Angie's List put in a bid for \$1,500. In the past, other companies had charged between \$500 - \$600. Mike Richards, who had provided this service to Malvern for 20 years, offered to do it for \$800. The Board voted unanimously to accept the Richards bid.

Rick reported that the new "Parking" sign at the dock hasn't been made at this time. He is also having one made for placement at the dam.

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New Business

SSL Certificate. Ed Johnson recommended that we upgrade our website to add an SSL certificate. This would cause our address to show as HTTPS, instead of the current HTTP. The addition of the "S" would give users added confidence in the security of their information when they access our website. Currently, many modern day browsers without the added security will display "Not Secure" in the address bar when accessing the Malvern web site. With the certificate, this message is not displayed. The cost for this service is \$40 per year and would be added to the current \$165 we pay once every two years to the hosting company that provides our service. The Board voted unanimously to purchase an SSL certificate for the website.

Litter Pickup. Steve updated the Board on Malvern's participation in the Adopt-a-Highway Program after contacting VDOT representatives. Currently, VDOT is not distributing signs, bags, and vests for pickup crews, or picking up bags, because of COVID-19 concerns. To maintain active participation, VDOT requires a twice a year pickup. Most pickups are done on Earth Day, April 22, and usually after September 11th. Steve said he would stay in touch with VDOT for when they resume operation of the program and will keep the Board updated.

Clubhouse Reservations. Fred showed Board members how to view the Clubhouse reservations on the Malvern Calendar. Simply go on-line to the Malvern website; click on "News & Calendar"; scroll down to the Calendar document; and click on a "Clubhouse Reserved" entry. Once opened, you can read the information in the event entry, including the name of the Malvern member who has the Clubhouse reserved for that date or dates. Clubhouse reservations are not confirmed, and entries will not be placed on the Calendar, until the \$50 deposit and the Clubhouse Reservation Agreement have been received by the Clubhouse Reservations Coordinator.

The meeting was adjourned at 7:31 p.m.

Respectfully Submitted:
Grover Dean
2nd Vice President, Malvern Club, Inc.