



Approved Minutes Malvern Club, Inc.

905 Malvern Drive
Madison, VA 22727

<http://malvernofmadison.org/>

Board of Directors Meeting, Thursday, August 13, 2020, at the Clubhouse, called to order at 7:05 p.m.

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

Members Present: Carol Beaver, Ceil Collins, Chris Dickens, Ed Johnson, Melody Langone, Don Nicholson, Dona Shamburg

Decisions & Actions

The minutes of the July 9, 2020, Board Meeting were amended and approved unanimously. Rodney requested that the draft minutes of Board meetings be posted at the mailbox shed.

The dam drain project is scheduled for the last two weeks of September, subject to the weather. Be advised that, when the lake work is done and for some time thereafter, the lake will stink.

Tree trimming along the roadways will be performed in August. Property owners are advised to trim their trees that border Malvern roads. Otherwise, the association will do it.

The Playground will be weeded, and a new 9-inch layer of mulch will be applied this month.

At the September 10th Board meeting, the Board will decide whether to keep the Pool open and for how long.

Weed killer will be applied to pavement grass on Butter Churn, Pine Court, and other roads.

The HVAC system at the Clubhouse has been replaced, and the air conditioner is now working properly.

Executive Session

The Board retired to Executive Session from 7:06 to 7:27. Upon returning, Rodney reported that the Board had reviewed the current status of dues payments. No action was taken.

Committee Reports

Treasurer. Diana reported the following cash balances as of August 13, 2020:

Operating Funds	\$135,792.41
Reserve Funds	\$120,557.49
Total Checking/Savings	\$256,349.90

Diana noted that the 2020 paving invoices had been paid, which accounts for the dramatic reduction in balances from July. A total of \$286,424.50 was paid to S. L. Williamson Paving for

Approved Minutes Malvern Club, Inc.

the planned paving of Malvern Drive, Covered Bridge, and Liberty Lane, as well as the unplanned repairs to Old Forge Way. She said these costs will be reported on the 2020 tax returns as an expense, rather than a capital improvement. The expense can be carried over to future years to reduce the association's taxable income in those years. Diana reported that currently there are 9 past due accounts concerning yearly membership dues. This includes one account that is delinquent for a span of more than a year. Several other accounts have small balances because of late fees.

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

Lake. Rick reported that he had cleared the spillway and that the water level in the lake is normal. He said the dry hydrant pipe is 5 feet below the lake surface. When the new drain is installed the lake level could go down, exposing the pipe. He checked with the engineer, who said they may be able to install the new drain without lowering the lake level that much. If it is lowered, they will extend the dry hydrant pipe into a deeper part of the lake so that it won't be exposed. They will also install the required depth gauge when they install the new drain. This work is scheduled for the last two weeks of September, subject to the weather. He advised that, when the lake work is done and for some time thereafter, the lake will stink. Fred said he would put a note about that in the newsletters. Rick said Dave Kalish had offered to supply a sign to be installed in the turnaround circle at the dock. The sign would have a map of the lake and the lake rules. Rick will coordinate with Dave on the sign design and installation.

Grounds. Rick reported that tree trimming along the roadways will be performed this month. Jason Woodward will do that work. Rick said he is still waiting on a quote from Meadow Springs Landscaping for adding mulch to the playground. Diana said the playground needs to be weeded before the mulch is applied. Rick said that he and Steve reinstalled the speed limit sign at the Y on Malvern Drive. Apparently, the sign was knocked down.

Pool. Fred said he had a problem with the pump shutting off due to what appeared to be a malfunction with the Stingl dead-man switch. He had to call in Payne Pools to check it out, and they resolved the problem without having to replace anything. He said that some members had requested that the Pool be kept open beyond Labor Day. He said we had kept the Pool open extra weeks the past two years, but no one used it. This year, however, with the quarantine in effect and schools not operating every day, there might be people using it. The Board meets September 10th, which is Labor Day week. The Board will decide at that point whether to keep the Pool open and for how long.

Clubhouse. See New Business below.

Roads. Grover stated that the contractor, Mr. Chu, missed his trial date at the Madison County Circuit Court. A show cause has been issued with a return date of September 8th. A 7-inch-diameter hole has been discovered on Ashlawn. It's on the shoulder along the pavement edge on the outbound side at the curve between Lots 25C and 62. The location is in the area where there is a culvert under the road, flowing onto Lot 28. The hole has been filled and tamped level with 5 gallons of stone aggregate. This location will be monitored to see if the stone level sinks downward, which would indicate a possible failure of the culvert. It could be rusted through, pulling soil and gravel downward as the water travels through the culvert. As of August 13th, the

Approved Minutes Malvern Club, Inc.

aggregate level has remained constant. Grass is growing very well in the pavement cracks on Butter Churn and Pine Court. Depending on the weather forecast, spraying will begin next week using weed killer to correct this problem. Other low-volume-traffic roadways will be checked and spraying will be done, if necessary. Grover also advised that there is a hole in the pavement on Ashlawn Drive. It is on the shoulder along the pavement edge on the outbound side at the curve. It has been filled and is being monitored. It is not considered to be a hazard to motorists.

Old Business

Clubhouse HVAC. Steve reported on the HVAC problem that was reported last month. He said the system failed. While the ducting was in good shape, the system was leaking refrigerant in several places and could not maintain the required pressure in the lines to cool the building. Steve solicited three bids for the replacement. All three bids were for a complete system hardware replacement using 16 SEER components. The bids are as follows:

Duct Rite:	\$12,831.54
K&M:	\$ 9,630.00
Wortman:	\$10,530.00

The Clubhouse Committee reviewed the bids and voted unanimously to recommend that the Board accept the Wortman bid. While K&M was the low bid, K&M was not able to commit to an installation schedule, while Wortman said he would prioritize this job and thought he could have the system installed within 2 weeks. As we had reservations in August the Committee wanted to get the replacement done as soon as possible. The Board conducted an email vote on July 22nd and the vote was unanimous to award the contract to Wortman. The system was installed on August 3rd. In this August Board meeting, the Board voted unanimously to ratify the email vote. The new system is an American Standard 16 SEER system with a Wi-Fi-enabled thermostat. The funds to pay for the system will be taken from the Reserve account.

Road Impact Fees. The association has two road impact fees in escrow for Lots 191 on Anvil Court and 225 on Old Forge. Lot 191 construction has been completed. The Board voted unanimously to retain the \$1,500 fee, as repairs to Anvil Court were extensive and had to be completed immediately. The construction on Lot 225 is in progress, so the road impact fee will remain in escrow. One other construction project is ongoing on Lot 122 on Bee Gum. A road impact fee was not collected on that property because it is being built by the owner. On the advice of our attorney, Malvern does not levy a road impact fee on members who act as their own general contractor.

SSL Certificate. Ed Johnson reported that the upgrade to our website to add an SSL certificate was completed.

Late Fee Policy. The Board briefly discussed the association's late fee policy. The topic was tabled until the September meeting.

Contracts Approval Policy. The Board discussed the contracts approval process. Currently, there is no approved policy or procedure in place for approving contracts. Grover will prepare a draft policy for Board review.

Approved Minutes Malvern Club, Inc.

New Business

Rodent Control Contract. Steve reported that we have mice in the Clubhouse. We do not currently have a contract in place for inspection and treatment of the Clubhouse for pests. He obtained quotes from two local pest control vendors. American Pest Control and Brown Pest Control each quoted \$520 to inspect and treat the Clubhouse for rodents once a year. The Board unanimously approved Steve's recommendation to contract with Brown. Steve will also have a termite inspection performed and get a quote for annual treatments.

Additional Parcel Boxes. Rodney said he had spoken with the Post Office about adding parcel boxes at the mail shed. The association would have to purchase them, and we could use only USPS-approved boxes. We would need to decide on the size and number of the boxes and where at the mail shed to install them. The Board agreed that we should proceed with this and come up with a plan. Rodney will report back to the Board.

Ongoing Amendment Voting. Rodney said we need to do something to encourage members to submit their votes on the Short-term Rentals amendment. Fred said we received 55 ballots at the Annual Membership meeting, including 42 votes in favor and 13 opposed. 156 votes are required for adoption of the amendment. 79 are required to defeat the amendment. Fred said we have until May 27, 2021, to complete the voting. The Board discussed things we could do to get members to submit their ballots, including emails, phone calls, postings on the website and at the mailboxes. Diana recommended placing a drop box at the mail shed area, perhaps attached to the side of the newspaper box, where members could place their ballots. The topic was tabled until the September meeting.

2021 Budget. Rodney asked committee chairs to submit their proposed 2021 budget to Diana as soon as possible. Ed agreed to prepare the Fall Communicator and will send an email with the due date for providing inputs.

Clubhouse Reservations and Use Policy & Procedures. Fred said he had sent an email to the Board with a set of documents for the Board's review and approval. There are four documents that are proposed to replace the current "Clubhouse Rental Agreement" and "Checklist on Departure." He said the Clubhouse Committee had reviewed the new documents and recommends that they be approved by the Board at the September Board meeting. The topic was tabled until the September meeting.

Open Forum

No items.

The meeting was adjourned at 9:31 p.m.

Respectfully Submitted:
Fred Bourque
Secretary, Malvern Club, Inc.