



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

905 Malvern Drive  
Madison, VA 22727

<http://malvernofmadison.org/>

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Board of Directors Meeting, Thursday, September 10, 2020, at the Clubhouse, called to order at 7:01 p.m.

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

Members Present: Ceil Collins, Ed Johnson, David Kalish, Susan Korfanty, Melody Langone, Don Nicholson, Ellie Tarbous, Jason Woodward, Merri Woodward

### **Decisions & Actions**

The minutes of the August 13, 2020, Board Meeting were amended to report that the Clubhouse HVAC system had been paid for out of Reserve funds. The minutes were approved unanimously.

Final 2020 dues payments must be mailed by September 30<sup>th</sup> to avoid a late payment penalty.

The dam drain project is scheduled for the week of September 28<sup>th</sup>, subject to the weather. The company advised that they will be able to install the drain without lowering the lake level, so the lake may not stink after the construction is completed.

The Pool will remain open through Sunday, September 20<sup>th</sup>, after which it will be closed until Memorial Day Weekend 2021.

A drop box will be attached to the side of the newspaper box at the mail area for members to deposit their completed ballots for the ongoing Short-term Rentals Amendment voting.

Rodent control boxes were installed at the Clubhouse to deal with a mouse infestation.

The Yard Sale is scheduled for Saturday, October 3<sup>rd</sup>, from 8 a.m. to 3 p.m. The event will be held rain or shine.

The Halloween Trick-or-Treat will be held on Saturday, October 31<sup>st</sup> from 6-8 p.m.

The 2021 Malvern draft budget was approved by the Board and will be submitted to the association for review and approval at the October 17<sup>th</sup> Regular Membership Meeting. Sign-in for that meeting begins at 9:30 a.m. The meeting will start at 10:00 a.m.

There will be a barbeque lunch at the Clubhouse following the Regular Membership Meeting for members who attend the meeting.

The updated Clubhouse Reservation & Use Policy and Procedures were approved. Members may view the revised policy documents, and access the reservation form, on the Malvern website at: <https://www.malvernofmadison.org/info-clubhouse.php>.

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### **Committee Reports**

**Roads.** Grover stated that a status hearing will be held in court on September 16<sup>th</sup> on the case we have against Mr. Chu, the contractor who owes us \$1,300 for crack-sealing last year. The hole on the Ashlawn shoulder that was filled last month seems to be holding up. It will be monitored for deterioration. Several small potholes discovered along Pine Court, Sylvan Lane, and Ashlawn will be repaired with driveway patch material later this month to prevent further deterioration and/or breakup. Weed killer was sprayed on the pavement cracks on Pine Court, Butter Churn, Pine Torch, and Windmill. Later this month, roadways on the south side of Dark Run will be checked and sprayed, if necessary. Our snow removal contract is being renewed. MSL, our contractor, is preparing a price list for this winter. Jason wanted to note that the new pavement looks great.

**Pool.** Fred reiterated that some members had requested that the Pool be kept open beyond Labor Day. The Board voted unanimously to keep the Pool open through Sunday, September 20<sup>th</sup>.

**Architecture.** Doug presented an application from Alyson and Peter Swett for a lake dock to be erected on Lot 66 on Malvern Drive. He said there were no variances required and the Architecture Committee voted unanimously to recommend approval of the application. The Board voted unanimously to approve the application.

**Lake.** Rick reported that the spillway is fine. He said the new dam drain will be installed the week of September 28<sup>th</sup>, subject to the weather. The construction materials will be delivered September 14<sup>th</sup>. He said that the company advised that they will be able to install the drain without lowering the lake level, so the lake should not stink after construction. Rick presented a design for the new sign to be installed in the turnaround circle at the dock and a plan for installing a boundary marker on the parking area. This will be a post-and-rope fence like the one installed on the dock. He said the area will be well within the easement boundary on Lot 44. Rick said Malvern will pay for the materials required. He said he will speak with the owners of Lot 44 and advise them of the plan.

**Grounds.** Rick said he had installed the replacement low-level transformer at the entrance. He said he had spoken with the Postmaster to get his okay on the additional parcel boxes for the mailbox shed. The Postmaster okayed the 13-inch boxes for installation atop the mailboxes and said the smaller boxes would be sufficient to handle the anticipated mail volume. He also said the USPS might have some boxes we could use. If so, that would save us quite a bit of money as these USPS-approved boxes are expensive. Rick presented a drop box he bought to collect ballots for the Short-term Rentals Amendment voting that will be ongoing through May 26<sup>th</sup> next year. He proposed to attach the box to the side of the newspaper box closest to the mailbox shed. We will acquire a plastic real estate flyer box to place the blank ballots in. Members may take a blank ballot, fill it out, and place it in the drop box. Rick said that MSL had sprayed non-toxic weed killer on the playground and then Malvern volunteers spread 24 cubic yards of playground mulch on the playground surface. The truckload was not quite enough to cover the entire surface, so we will get some more to fill in the few patchy spots. Rodney said we should put in some gravel between the driveway and the playground, deep enough for the dump truck to get up to the playground to dump the mulch. We will do that before the next application of mulch next

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summer. Rick said he plans to cut down the two dead or dying Dogwoods on Malvern Drive. Jason offered to grind the stumps.

**Clubhouse.** Steve said the new remote-controlled thermostat on the new Clubhouse HVAC system works. He and Fred have access to it. He reported that he had executed the approved pest control contract, and the company installed the system to catch mice. There are boxes located outside the building at the four corners of the Clubhouse. This should alleviate our mouse infestation problem. He said the same service company will perform a termite inspection the week of September 14<sup>th</sup>.

**Treasurer.** Diana reported the following cash balances as of September 10, 2020:

Operating Funds	\$150,369.78
Reserve Funds	\$110,544.29
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Total Checking/Savings	\$260,914.07

Diana reported that final 2020 dues payments must be mailed by September 30<sup>th</sup> to avoid a late payment penalty. Currently there are 10 past due accounts concerning yearly membership dues. This includes one account that is delinquent for a span of more than a year. She noted that the Clubhouse Normal Operations account shows expenses of \$12,650.21 for the year. She said this includes the \$10,300 expense for the HVAC system, which was funded from the Reserve account. The actual Clubhouse operating expenses for the year to date are \$2,350.21 on a budget of \$6,900.

**Special Events.** Diana proposed to rent a tent for the October 17<sup>th</sup> Regular Membership Meeting Barbeque Lunch following the meeting. This way, people could maintain proper distancing and use the grounds, rather than be close inside the Clubhouse. She said members could bring their own chairs if they like. Rodney offered to check with Gibson Rental in Orange to get quotes on different size tents. Ed reminded the Board that the membership had authorized \$750 for the barbeque. Merri said we could get a food truck for about \$10 per person. That would take care of 75 people. The Board agreed that we should expect 40 to 50 people for the barbeque since it is not intended for the entire association but only for members who attend the meeting and their families. The Board agreed to decide on this at the October Board meeting.

**Trick-or-Treat.** Diana reported that Katie Ignaszewski is planning the annual Trick-or-Treating for Halloween, Saturday, October 31<sup>st</sup>. She said Katie would provide the posters and an article for the Communicator.

**Yard Sale.** Ellie said the Yard Sale would be held on Saturday, October 3<sup>rd</sup>, from 8 a.m. to 3 p.m. She said the event would be held, rain or shine. She said six people had signed up so far. She said she would put a sign up at the entrance. Members who would like to participate should call Ellie at (540) 717-5711.

**Firewise.** Susan said she is working on the grant the State offers through the Firewise program. The grant amount depends on member participation. She asked members to submit their time and activity logs to her as soon as possible so she could include their numbers in the grant proposal. Members may download the log at <https://malvernofmadison.org/DocForm/firewise-log-2020.pdf>.

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Susan asked whether the pond on Liberty could be used by the Fire Department for fire control. Rodney noted that the hydrant in that pond had not been used in years, is probably silted up, and would probably need to be cleaned out and possibly repaired. Rick said we could use the Firewise grant for that. Fred said the pond is on two properties, Lots 165 and 166. Rodney said he would confer with the two lot owners about letting the Fire Department use the pond.

### **Old Business**

**Fall Communicator.** Ed said the inputs for the Fall Communicator need to be submitted to him by September 24<sup>th</sup> in order to meet the mailing date.

**Late Fee Policy.** Rodney said he had reviewed the covenant about late fees. He said we can impose one \$30 late fee per assessment. An assessment is one year's dues. We currently permit members to make a partial payment in March and a final payment in September. If either the March or the September payment is paid 30 days late, then we can impose one \$30 late fee for the year, but not two or more late fees for that year. He noted that we could have other assessments besides the annual dues assessment. We do not currently have or anticipate having additional assessments, but if we were to have one, then we could impose a single \$30 late fee for a late payment on that assessment. In any event, the current Financial Policy is in error and has to be amended to reflect what is prescribed in the Deed of Dedication (i.e., the covenant). Rodney also advised that the covenant does not permit waiving of late fees. A motion passed unanimously to update the Financial Policy to say that only one \$30 late fee may be charged each year on the yearly dues payment. Diana volunteered to update the policy.

**Contracts Approval Policy.** Grover presented a draft Contracts Approval Policy. This policy would govern the authorization for a Board member to enter into a contract with a third party with his/her signature on behalf of Malvern Club, Inc. After discussion, the draft policy was amended, as follows:

*All contracts of any type will be reviewed by the Board of Directors and voted on before signature/awarding by any individual member. The required review and vote will be conducted at a Board of Directors meeting. Upon approval, copies of the executed contract will be provided to the Malvern Club Secretary and Treasurer.*

*If circumstances exist that delaying the awarding of such contract would disrupt the continuity of services of Malvern Club, the required Board of Directors review and vote may be conducted via email at [malvernHOA@malvernofmadison.org](mailto:malvernHOA@malvernofmadison.org) in accordance with the By-Laws of Malvern Club. At the next Board of Directors meeting a review of the Board's previous action will be made and a formal vote will be taken and recorded in the minutes of the Malvern Club.*

The amended draft policy was approved unanimously.

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### **New Business**

**2021 Budget.** Rodney distributed the draft 2021 Budget for the Board’s consideration. The draft budget was unanimously approved and will be presented for review and approval to the association at the Regular Membership Meeting on October 17<sup>th</sup>. Ed will include the budget in the Fall Communicator.

**Clubhouse Reservations and Use Policy & Procedures.** Fred presented a suite of documents and asked that they be considered to replace the existing “Clubhouse Rental Agreement” and “Checklist on Departure.” There are four documents in the proposed suite, as follows:

- “Policy on Reservation and Use of the Clubhouse”
- “Clubhouse Use Agreement”
- “Clubhouse Check-in/Checkout Procedure”
- “Clubhouse Use Frequently Asked Questions”

He said the Clubhouse Committee had reviewed the new documents and recommends that they be approved by the Board. The Board voted unanimously to approve the documents. Members may view the revised policy documents, and access the reservation form, on the Malvern website at: <https://www.malvernofmadison.org/info-clubhouse.php>.

### **Open Forum**

No items.

The meeting was adjourned at 8:45 p.m.

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