



## Approved Minutes Malvern Club, Inc.

905 Malvern Drive  
Madison, VA 22727

<http://malvernofmadison.org/>

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Board of Directors Meeting, Thursday, January 14, 2021, at the Clubhouse, called to order at 7:02 p.m.

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

Members Present: Ceil Collins, Ed Johnson, Richard Keener, Liz Leon, Don Nicholson

### **Decisions & Actions**

The minutes of the December 10, 2020, Board meeting were approved unanimously.

An update to the Financial Policy was approved that limits late fees on annual assessments (dues) to \$30 per year. (See below under Old Business.)

Four Malvern socials will be held at the Clubhouse this year. Members are encouraged to save these dates:

Saturday, March 20, 2021  
Saturday, May 15, 2021  
Saturday, July 17, 2021  
Saturday, September 18, 2021

### **Committee Reports**

**Secretary.** Fred said we had received no new ballots for the Short-term Rentals Amendment since the last meeting. He said that the blank ballots that were in the flyer box at the entrance had disappeared. There were about 30 blank ballots in there one day, and none the next. He said he would refill the box once we remind the members of the ongoing vote. Rodney said he would write something up to go out to all lot owners explaining the amendment ballot again. Fred said that it should be a mailed notice to all lot owners advising that members who have already voted may vote again if they want to change their vote. He said we would count the latest submitted completed, signed, dated ballot for the final vote.

**Roads.** Grover reported that, as of Monday, January 11, 2021, the \$1,330 owed to Malvern by CC Seal Coat had not been received from the Madison County Circuit Court. The money is expected this week. The Road Committee removed the tree and one large limb that were resting against the top of the box culvert's outer wall. Some debris remains against the culvert's interior wall, but water flow through the culvert is unrestricted. The debris will be removed once the water level drops to permit access to the Dark Run riverbank. In response to a member request, the committee inspected the ditch line along the roadside near the cul-de-sac. The water flow in the ditch appears to be unrestricted (with no reported incidents) over the last 30 months. The area will be monitored going forward.

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The Malvern entrance island was damaged when a vehicle ran into it in the early morning hours of January 1st. The vehicle is covered by State Farm, which is also the association's insurance provider. Rodney said he had already spoken with our insurance agent and with their corporate Claims Department. State Farm just needs an estimate for the repair work. Rodney said the cost of the repair would not go against Malvern's insurance policy. The Board will get bids for the repairs to the island and for manufacture of a new sign to match the design of the old one. We will select a licensed and insured contractor at the February Board meeting.

**Lake.** Rick said he received the invoice from Triad for the State-required survey following the drain siphon installation. The bill is for \$2,167.50. A member offered to install a rope fence, similar to the one on the dock, along the easement boundary on Lot 44. The Board decided that the property owner would have to request that. Diana asked whether it would be possible to repair the south dock near the Clubhouse. Rick said he would assess its condition and budget for repairs.

**Grounds.** Rick said there is still no news on the additional parcel boxes for the mail shed. He said he will install the new solar-powered light at the far end of the pool. Fred will show him where it goes. Diana said the crepe myrtle next to the Annex needs to be moved. Fred suggested transplanting it to the Malvern Avenue median when the dead azaleas are removed. Steve requested that MSL shovel snow off the Clubhouse walkways each time they plow the roads. Rick said he would get a rate quote from MSL for shoveling and sanding the Clubhouse walkways anytime they come out to sand roadways for ice or snow. This will be an add on to their existing contract. Rick said he had received one quote for tree trimming along the Clubhouse driveway and pruning the large maple in the backyard. He will get more quotes before the February meeting.

**Clubhouse.** Steve said the Pool Restroom in the Annex has a sink drain leak. The sink has been disabled until repairs can be made. He said it would require some new pipe and repairs to the flooring. He will do the repairs.

**Treasurer.** Diana said the software she uses for account management (QuickBooks) is ending support soon. She said she does not need the support and will not upgrade or purchase a different product. She said her software is not accessible via the Internet and is not vulnerable to hacking. Diana reported the following cash balances as of January 14, 2021:

Operating Funds	\$113,156.58
<u>Reserve Funds</u>	<u>\$111,313.58</u>
Total Checking/Savings	\$224,470.16

Diana said invoices for the 2021 dues would be sent out within the next 7-10 days.

**Reserve Study.** Ed asked for inputs from committee members who have not yet submitted theirs.

**Old Business**

**Financial Policy Update.** Fred presented the draft update to the Financial Policy, Section 2, Late Fees. The Board amended the draft, as follows:

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*Late Fees. Any payment received after the above-stated closing dates shall be considered delinquent and shall be assessed a \$30.00 late fee. Only one \$30 late fee shall be charged each year on the annual assessment. The late fee shall be charged following the first instance of a late payment. Late fees may not be waived for any reason. There will be no late fee assessed on late fee balances.*

The update to the Financial Policy was approved unanimously.

### **New Business**

**Dry Hydrant Signs.** David Kalish offered to donate two Dry Hydrant signs to be posted at the dock. These would be metal signs painted red with white reflective letters and an arrow to guide fire trucks to the location of the dry hydrant. They would be of similar quality to the heavy duty Fire Lane signs that are installed there. With no objection, the Board thanked David for his offer.

**Clubhouse Socials.** Diana said she has reserved four dates on the Malvern calendar for social events at the Clubhouse this year. These are in addition to the membership meetings in April and October and the Christmas Holiday Party in December. The activity for each event will be announced later.

The socials dates are as follows:

Saturday, March 20, 2021  
Saturday, May 15, 2021  
Saturday, July 17, 2021  
Saturday, September 18, 2021

### **Open Forum**

No items.

The meeting was adjourned at 8:17 p.m.

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