



**REGULAR MEMBERSHIP MEETING**  
**October 16, 2021**  
**Approved Minutes**

**Location:** Malvern Clubhouse, 905 Malvern Drive, Madison, Virginia

**Sign-in:** Members signed in as they arrived, beginning at 9:30 a.m. Proxies were collected and tallied.

**Quorum Present:** The Secretary reported that 61 lots were represented by members attending or proxies executed. The President announced that the minimum 50-member quorum requirement was met and called the meeting to order at 10:07 a.m.

**Officers Present**

President:	Rodney Taylor
1 <sup>st</sup> VP & Secretary:	Fred Bourque
2 <sup>nd</sup> VP:	Grover Dean
Treasurer:	Diana Wright
Director:	Rick Collins
Director:	Jay Graves
Director:	Steve Langone

**Decisions & Actions**

1. The minutes of the April 24, 2021, Annual Membership Meeting were approved by unanimous voice vote.
2. The Malvern Board drop box will be moved to the Clubhouse complex.
3. The 2022 Operations Budget was approved by unanimous voice vote.
4. A motion was made to contract to have the verges along all Malvern roads mowed to a width of 48 inches, and to trim the vegetation on the Malvern easements at intersections to a height not to exceed 36 inches, for a price not to exceed \$2,000. The motion was approved unanimously on a voice vote.

**President.** Rodney welcomed the members in attendance. He reminded members that there will be an election of Board members at the April 30, 2022, Annual Membership Meeting here at the Clubhouse. He said there will be four seats on the ballot, one for Steve and three open seats, as he, Diana, and Rick will have completed their 6-year maximum service. He encouraged any member who would be able to serve, to run for a seat on the Board, as we will need three new members for the next 2-year term.

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**Secretary.** Fred said the Member Directory had been updated with the contact information the Treasurer has for members. He asked that members pick up a new directory from the stack in the foyer and check to see that their information is correct. He said corrections may be sent to [Malvern Board](#). He also said that members who want to be included on the Malvern mailing list may go to the [Malvern News](#) page on the Malvern website and select “Join Our Mailing List.” Members on the list receive the monthly newsletter, which contains the latest Board meeting minutes and other news of interest to the community.

**Treasurer.** Diana said there are only a few delinquent accounts that are over a year old and that she is working with those members to clear up their balances. She thanked the members for their on-time payments this year. She provided the following cash balances as of October 14, 2021:

Operating Funds Balance	\$152,225.21
<u>Capital Reserve Funds Balance</u>	<u>\$149,352.79</u>
Check/Savings Account Balance	\$301,578.00

### **Committee Reports**

**Architecture.** Fred reminded members of the [Sign Policy](#), which states that “all political signs will be removed within 7 days after the election.” He said the committee does a yard inspection twice a year and will advise a member if there is a need to remove a sign in accordance with the policy. Fred asked that members who are contemplating a building project contact him about submitting an application to the Board for approval before starting work. He said small projects usually don’t require Board review but that it is better to check first. Any structure (e.g., garage, pool, workshop, garden shed) will require approval.

**Clubhouse & Activity Center.** Steve reported that the Clubhouse Men’s and Women’s restrooms had been painted. He said some new furniture for the Living Room had been purchased, as four of the couches were beyond repair. He said more furniture would be purchased in 2022 to complete the Living Room set. He said he had purchased an air conditioner and window screens for the Activity Center. He said the Clubhouse budgets for 2021 and 2022 would cover all of these purchases. Steve said the septic tank for the Clubhouse complex had been pumped and was in good shape. Fred reminded members that they may reserve the Clubhouse for their private use by submitting a [Clubhouse Use Agreement](#) form to him along with a check for \$100 for the damage deposit. He said the Activity Center may be reserved, free of charge, by calling him. Fred thanked Gwendolyn Bracqbien for keeping the Clubhouse and Activity Center looking nice.

**Pool.** Fred said the Pool had been well-used the past summer. The season had begun when the cover was removed in April, revealing that the Pool was completely empty of water. A small hole was then discovered at the bottom of the drain in the deep end. The hole was repaired, and the Pool was filled with 47,000 gallons of drinking water purchased from Culpeper and Madison. He said monthly inspections are being done to verify that there is no leak during the autumn and winter months. He said the only other problem with the Pool was a broken plastic lock ring on the chemical storage cannister, which cost \$20 but kept the Pool closed for a week waiting for the part. Fred thanked Gwendolyn Bracqbien for keeping the Pool clean and safe all summer. He said the Pool will reopen Memorial Day Weekend next year.

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**Lake.** Rick said that the North Dock had been repaired at a cost of \$1,200. This was to fill the support columns with concrete. He said the left-over cement was poured onto the boat ramp. He said the South Dock also needs a similar repair, which may be done in 2022. He said parking spaces were created at the North Dock parking area and the excessive signage had been removed. He thanked Dave Kalish for monitoring activity at the North Dock and for helping with the recent improvements that have been made there.

**Grounds.** Rick said our landscaping contractor would be trimming trees along the roadways in the coming months once the mowing season ends. We will pay them an hourly rate, as the entire job could not be estimated. He asked property owners to trim their trees to keep them at least 8 feet from the roadway and 15 feet above the roadway to make room for emergency vehicles and fire trucks. Rodney said it is the members' responsibility to keep the road frontage on their properties free and clear of trees and bushes. He said, if the members don't do that the association has to spend the money to contract for the work. Several members recommended that the Board publish a list of companies that members can hire to do their trimming. Fred said the Malvern community has an unofficial group on [nextdoor.com](https://www.nextdoor.com). He said members could use it to request other members' provider recommendations. Rick said we had acquired two additional parcel boxes for placement in the Mail Shed. These boxes were provided at no charge by the Post Office. He said they would be installed atop the mailboxes. Rick thanked Debra Dean and Grover for planting and maintaining the flowerbeds at the entrance.

**Roads.** Grover reported on the repair work recently done by S. L. Williamson, our new paving contractor. This was in addition to the big paving job they did earlier in the year. On Sylvan Lane they added stone along each side of the pavement, creating shoulders that added 3 to 4 feet to the width of the roadway. On Turkey Trot Lane a previous contractor had repaired a portion of the road, but that section had begun to sink. The new contractor excavated that stretch of it and rebuilt the roadbed. Grover said we contracted for a 15-foot section, but the paving contractor applied new asphalt to 155 feet for the contract price. He said we had executed a new snow removal contract with Meadow Spring Landscaping, who are also our landscape contractor. He said the box culvert on Covered Bridge Drive at Dark Run had filled with debris back in the summer and had to be cleared out. He said this happened again in September, so we had to spend another \$1,000 to have it cleared. Grover said he would continue to fill potholes and repair the pavement in spots in 2022, even though no major paving is scheduled for next year. He said he is looking at cul-de-sacs especially. He said the next major paving is planned for 2024 when we should be able to complete Covered Bridge Drive, all of Ashlawn Drive, and the remainder of Old Forge Way. He asked that members make sure their ditches remain free of leaves and debris.

**Firewise.** Fred said that Susan Korfanty has asked that members submit their activity logs to her now, rather than waiting to the end of the year. He said you can include anything you do to prevent fires. That includes removing dead trees, picking up sticks in the woods or around your house, splitting logs, mowing, trimming, pulling weeds, mulching, etc. He said that members should consult the [Firewise page](#) on the Malvern website to obtain the log forms and get instructions for filling them out and suggestions for fire prevention activities. The logs may be emailed to Susan at [Firewise@malvernofmadison.org](mailto:Firewise@malvernofmadison.org).

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**Social Events.** Diana said that several social events planned for this year had to be cancelled because of the COVID-19 restrictions and members' safety concerns. She said the Ladies' Exercise Group has continued their workouts in the Activity Center, which have not been interrupted this year. She said Malvern ladies are also meeting once a month, on the third Mondays, for the Ladies Coffee Socials. All Malvern ladies are invited to attend for coffee and refreshments in the Clubhouse on those Monday mornings at 10:30. They may bring something to share, and Diana said she would provide coffee and tea. She also reminded the Malvern ladies of the Ladies Luncheons. She said ladies may contact Pat Rowe for details. She said the Malvern men also meet monthly on the first Thursday of the month at various restaurants in the area. She said to contact Fred to be put on the list. Diana said she would try to schedule more social events for the entire community in 2022 now that COVID-19 restrictions are easing. She said that Katie Ignaszewski is coordinating the Halloween Trick-or-Treating again this year. The event will be held on Halloween, Sunday, October 31st, from 6 to 8 p.m. She said members may contact Katie to be put on the Halloween map. Diana said the Board had decided to go ahead with the Annual Christmas Holiday Party at the Clubhouse scheduled for Saturday, December 11<sup>th</sup>, from 3 to 7 p.m. It will be a potluck supper, as usual, and everyone is invited. She encouraged all members to put up Christmas lights at their homes for the holiday season.

### Old Business

**Short-term Rentals Amendment Voting Results.** Rodney reported that the voting on the amendment to restrict Airbnb-type rentals in Malvern had concluded on May 25th, 11 months after voting began, as allowed by Virginia law. He said the amendment failed, even though the voting was 3 to 1 in favor, because not enough votes were cast. A minimum of 156 "aye" votes are required to adopt an amendment to the Malvern covenants outlined in the Deed of Dedication. The amendment received 76 "aye" votes. He said this means that there are currently no restrictions on renting property in Malvern.

**Entrance Sign Repair.** Rodney said the repairs to the Malvern entrance island and sign had required replacing the entire structure, with the exception of the two stone pillars, which were reused in the new structure. He said the work was done at no cost to Malvern, as it was all covered by the driver's insurance.

**Clubhouse Telephone.** Diana said she had checked with Comcast to have the Clubhouse telephone removed. They informed her that our plan bundle includes the telephone.

**Reserve Study.** Rodney said the Reserve Study is being updated. He said it contains the paving plan for 2024 and 2028, which members may view on the [Financial Information](#) page on the Malvern website.

### New Business

**Drop Box.** Rodney said the Board had decided to relocate the drop box from the entrance area to the Clubhouse complex. He said the new drop box will be a mail slot in the Activity Center door. It will be labeled Malvern Board, and anything for the Malvern Board may be deposited in that box. This would be dues checks (no cash), Clubhouse reservation forms and checks (no cash), and any other document intended for the Board.

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**Dock Parking & Lake Access.** Rodney explained the parking situation at the North Dock. He said Lots 44 and 45, which abut the Dock Road, are privately owned. Malvern owns easements on either side of the road which together give us access to the dock and lake from Ashlawn Drive. The new owner of Lot 44 has been helpful by letting us clean up the parking area and specify parking places. Rodney said the lot owner wants to erect a boat storage unit on the easement, which she said Malvern members would be able to use. He said the rope barrier we placed on the dock has worked to keep the geese off, but there is still evidence of geese on the driveway and along the shoreline. He said Debra Dean had suggested doing the same thing on the bank, which would keep the geese off the grass. He said when we put that rope barrier up, members who want to use the bank for fishing may simply take the rope down and put it back up when they leave.

**2022 Operations Budget.** Rodney went over the proposed 2022 operations budget that all members received in the Fall Communicator. The budget was approved unanimously on a voice vote.

### **Open Forum**

**Unsightly Lawns.** Ellie Montgomery introduced the issue of lot maintenance and the complaints members have voiced about the condition of some of the Malvern lots. Rodney said the Board had taken up this question and had reviewed the Malvern covenants to determine the association's authority with regard to keeping the grass mowed on a member's lot, which is private property. He said property owners in Virginia have the right of free use of their property unless it is restricted by the Home Owners Association's covenants. He said Malvern's covenants do not address keeping the grass mowed. He said Malvern property owners have the right to let their lot go back to woods. Rick said the only thing we can do is try to persuade them to maintain their property in accordance with Malvern's unofficial standard. [This issue was discussed at the October Board Meeting. The minutes of that meeting may be reviewed [here](#).] After discussion, Diana made a motion to contract to have the verges along all Malvern roads mowed to a width of 48 inches, and to trim the vegetation on the Malvern easements at intersections to a height not to exceed 36 inches, for a price not to exceed \$2,000. The motion was approved unanimously on a voice vote.

**Clubhouse Use.** Diana proposed that the Clubhouse be made available to member groups free of charge with a \$20 cleaning deposit. She said Malvern groups should have priority over individual members for use of the Clubhouse. After discussion, no action was taken by the membership.

**Meeting Adjourned at 11:47 a.m.** The next membership meeting is the Annual Membership Meeting, April 30, 2022, at the Clubhouse, with sign-in beginning at 9:00 a.m. and the meeting starting at 10:00 a.m.

### **Respectfully Submitted:**

Fred Bourque  
Secretary, Malvern Club, Inc.