



**Approved Minutes**  
**Malvern Club, Inc.**  
905 Malvern Drive  
Madison, VA 22727  
<http://malvernofmadison.org/>

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Board of Directors Meeting, November 10, 2022, Activity Center, called to order at 7:00 p.m.

Board Members Present: Fred Bourque, Chris Dickens, David Kalish, Stephen Langone, Pat Rowe, Diana Wright

Members Present: Ceil Collins, Rick Collins, Ed Johnson, Melody Langone, Lee Monaco (& son), Ron Montgomery, Diana Elizabeth M<sup>ac</sup>Kenzie Stuart, Ellie Tarbous, Carolyn Wahl

**Executive Session.** From 7:01 to 7:13 the Board retired for an executive session. When they returned Fred reported that they had discussed the status of delinquent accounts and that no action had been taken.

### **Decisions & Actions**

The minutes of the October 13, 2022, Board meeting were tabled until the December Board meeting.

By unanimous vote, the Board set the 2023 dues at \$575.

The Board approved the contracts for mowing and landscaping for 2023.

The Board approved the snow removal contract for Winter 2023.

### **President's Remarks**

Fred reviewed the status of the October, November, and December tasks in the Board Calendar. Several tasks scheduled for October will be performed in November, including the annual lake siphon test at the lake and the gutter cleaning at the Clubhouse.

### **Committee Reports**

**Treasurer.** Stephen stated we currently have two \$100,000 CDs earning 3% interest. One is being held as savings. The other is earmarked for the Reserve Fund. The CDs will both mature in October 2023. He reported that we withdrew the accumulated interest from these CDs during the summer to help pay for the lake leak fix. This withdrawal was a total of \$20,000, as was reported at the Regular Membership Meeting last month. He said we opened a money market account to hold this money until the contractor's invoice was paid. He said we then closed that account on October 18, 2022, because the account had a minimum balance requirement of \$2,500 and we were being charged interest. The account balance of \$2,475.01 was deposited to our operating checking account. Stephen reported that he also made the \$35,450 annual reserve deposit to the Reserve Fund. Fred noted that the \$20,000 earmarked in the Five Year Plan for the 2024 paving contract is being held in the checking account. He said it is actually savings and is available, if needed, for emergency expenses.

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Stephen provided the following account balances as of November 10, 2022:

Operating Funds	\$ 17,445.34
Savings	\$100,754.46
<u>Reserve Funds</u>	<u>\$214,569.45</u>
Total Checking/Savings	\$332,769.25

Stephen said he initiated the collections process prescribed in the Financial Policy. He sent emails to eight members who had late dues balances as of October 15<sup>th</sup>. He said several of those members then paid their dues. He then sent second notices via certified mail to five members who still had outstanding balances on November 1<sup>st</sup>. Stephen reported that, as of November 10th, there was a total of \$3,975 owed by members on their 2022 dues. He said the total outstanding for all years was \$5,560.92, including late fees. He said the next step in the collections process is to file liens on those properties with balances going back more than 1 year.

Stephen asked that Board members provide discrete receipts when requesting reimbursement for Malvern expenses. He said the receipt must be specific to Malvern Club with no personal or other purchases included on the receipt.

**Clubhouse.** Stephen said we executed a new HVAC maintenance contract with the company that installed the new equipment in 2020. He said the cost is \$240 for 2 years. He said he changed the air filter. He said we had received a report of a leaking toilet in the powder room; he had a plumber come out and fix it. He said the exterminator will schedule two free services in November and December to see if the mice are still in the building. Fred said he had not received any complaints about mice this month. David said the Clubhouse gutters need to be cleaned. Fred said a member had offered to replace the gutter screens. Dave said he would get help from the member to install them and clean the gutters. Stephen said we should plan for new screens for the Clubhouse.

**Lake.** David said the lake level was about normal. He said he would perform the siphon test in November and the E. coli test sometime before spring.

**Grounds.** David presented two landscaping estimates from Kickin' Grass Lawn and Landscaping. The first estimate is for mowing the Clubhouse lawn, Malvern Drive, and the dock road off Ashlawn Drive. The price is \$8,760. This is more than we have been paying for mowing, but it includes 24 mowings per year versus 16 mowings under the old contract. The second contract is for maintenance of the common area at the entrance, including the areas along Oak Park Road. That estimate is for cleanup in April, October, and November at a cost of \$1,350. The Board approved these two contracts by unanimous vote.

**Roads.** Chris presented an updated proposal from MSL for snow plowing this winter. The new proposal includes rates for plowing, salt/sand for the roadways, snow removal on walkways at the entrance and Clubhouse, bag salt for the walkways, and the cost for use of a skid loader or tractor in the event snow is excessive and has to be piled. The Board unanimously approved the contract.

**Architecture.** Fred said there were no applications submitted this month.

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**Social Events.** Diana said the Chili Cookoff at the Clubhouse on October 22<sup>nd</sup> was a success. She said there were 10 different pots of chili to taste, and they were all great. Amelia Timmerman's Keto Chili was voted Best Chili. There were door prizes, too, for the 50-plus people in attendance. Diana said the next scheduled event is the Christmas Holiday gathering at the Clubhouse on Saturday, December 10<sup>th</sup>. She said holiday decorations will go up on November 28<sup>th</sup>.

### **Budget Report**

Fred went over the 2022 Budget plan, noting that, after outstanding commitments and expected expenses, we will have a budget surplus of \$264 at the end of the year. This means that elective purchases will have to wait until January.

### **Old Business**

**Christmas Decorations at Front Entrance.** David said he would have an electrician install an outlet at the Mail Shed so we can hang lights there. He offered to contribute and install several strands of lights he has left over. He said he had ordered three wreaths for the entrance area that have battery-operated twinkling lights that will shine at night.

### **New Business**

**Board Offices.** Diana offered to serve as 1st Vice President since Stephen is busy with the Treasurer's job. Stephen said he can handle both positions. Fred reminded everyone that the Board will have new members in May and that the new Board will elect its officers for next year. Diana offered to serve as Clubhouse Reservations Coordinator since Fred had offered the job to Pat, who did not want it. Fred said we would revisit this offer at the December Board meeting.

### **Open Forum**

**Loose Dogs.** Ellie said she has been confronted by loose dogs in the neighborhood and asked if anything could be done to contain pets. Fred said that Madison County does not have a leash law and Malvern does not have a covenant requiring animals to be contained. He noted that members' dogs routinely get out but that they usually find their way home or to the pound. He said dog owners frequently post alerts on Nextdoor about their dogs on the loose. He said that, if you encounter an angry or mean dog, you should not approach it. You should call the Animal Shelter and have them come pick it up.

**Pine Needles.** Carolyn asked if the Board could do anything about the pine needles gathering on the Carriage Lane pavement near the corner of Covered Bridge Drive. Fred said the Board would take care of it.

The meeting was adjourned at 8:07 p.m.

Respectfully submitted:  
Stephen Langone  
1st Vice President