



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

REGULAR MEMBERSHIP MEETING
October 15, 2022
Draft Minutes

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

Sign-in: Members signed in as they arrived, beginning at 9:00 a.m. Proxies were collected and tallied.

Quorum Present: Donna reported that 69 lots were represented by members attending or proxies executed. Fred announced that the minimum 50-member quorum requirement was met and called the meeting to order at 10:00 a.m.

Officers Present

President	Fred Bourque
1 st VP & Treasurer	Stephen Langone
2 nd VP	Chris Dickens
Secretary	Donna Dyer
Director:	David Kalish

Decisions & Actions

1. The minutes of the April 30, 2022, Annual Membership Meeting were approved by unanimous voice vote.
2. The 2023 Operations Budget was approved by unanimous voice vote.

President. Fred welcomed the members in attendance. He advised that the meeting would start with an election to fill two empty Director seats. Fred said Doug Kirby needed to resign from the Board due to personal obligations. He said the Board was grateful to Doug for filling an empty seat after the April membership meeting. He said Jay Graves had resigned as he and Patty are moving out of Malvern. He thanked Jay for stepping up last April to take on the Treasurer's role, which he said is probably the most difficult and demanding job on the Board. He said Jay and Patty had worked hard all summer to reorganize the Malvern QuickBooks accounts to bring them in line with the new budget organization, then trained Stephen to take on the Treasurer's role.

Board of Directors Election

Diana Wright and Pat Rowe offered to fill two Board vacancies. As there were no other candidates, they were elected by unanimous voice vote. Diana was elected to fill Doug's seat. Her term will run through April 27, 2024. Pat was elected to fill Jay's seat. Her term will run through April 29, 2023. Diana and Pat joined the Board at this point in the meeting.

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Secretary. Donna said the Member Directory had been updated with the contact information the Treasurer has for members. She said corrections may be sent to the Malvern Board at malvernHOA@malvernofmadison.org.

Treasurer. Stephen said there are six delinquent accounts that are over a year old and that he will be issuing notices to those members next week. He provided the following cash balances as of October 9, 2022:

Operating Funds Balance	\$161,266.64
<u>Capital Reserve Funds Balance</u>	<u>\$181,128.63</u>
Check/Savings Account Balance	\$342,395.27

Committee Reports

Architecture. Fred reminded members who want to make structural additions or modifications or environmental modifications to their lot that prior approval of the Board may be required, in accordance with the covenants. He asked those members to consult with him when planning their project.

Clubhouse & Activity Center. Stephen stated he has purchased new furniture in the Clubhouse: a new smart TV, a new refrigerator, and new mattresses. He said there has been some rodent issues and he is looking for another pest control contractor. He said down spouts have been installed that extend about 10 feet out from the building to keep water from entering the crawl space. He said the 2023 operations budget has funds allocated to renovate the front patio and steps down to the driveway. He said bids are being solicited for different approaches, including resetting the stones, replacing them, or pouring stamped concrete. He said the budget also includes installing a new sidewalk from the driveway past the Pool Restroom to the back portico of the Annex to provide wheelchair access to the main Clubhouse building. He said the Board wants to replace the railroad ties lining the parking lot with concrete bumpers, subject to funding availability. Fred said he is hoping for more than 95 reservations for 2022. He said it takes 120 nights to break even for Clubhouse operations and maintenance and reservations have been increasing every year. 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 for daytime activities, free of charge, by calling him.

Pool. Fred said the Pool had been well-used the past summer. The season had begun when the cover was removed in May. The pool closed Labor Day evening. He said it was a great summer with no issues. He did say that the pool is in desperate need of renovation. He said we need to replaster the pool and add new tile, new coping, a new concrete apron around pool, a new drain in the concrete apron at the shallow end, and new ladders and handrails. He said we currently have one quote for \$75,000 to do this work, and there is \$75,000 allocated in the Reserve Account for the renovation. He said no equipment needs to be replaced at this time. He said we still need to consider replacing the fence and gates and the time to do that is when the concrete apron is poured but the fence and gates are not included in the quote. He said the Pool renovation is in the 5-year plan to be done in 2024. He said the Board will solicit more quotes and try to accomplish everything for \$75,000.

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Lake. David said the lake had “sprung a leak” in the summer. The story of this adventure was covered in several Malvern News issues and Board meeting minutes. He said the leak was in a previously unknown drainpipe under the dam, which caused the lake level to drop 26-28 inches before it was repaired. He said the repair cost \$31,330, an unexpected expense that was paid for out of savings. He said the lake level is close to normal now.

Grounds. David said he has been clearing the sides of the roads of brush and small trees. 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. He said it is each member's responsibility to keep the road frontage on their property free and clear of trees and bushes. He reminded the members that they had directed the Board to clear and mow a 4-foot verge along all road frontage, which is on the Malvern easements. The association's 25-foot easement is from the center of the road onto the member's property. He said this easement is used mostly for road repairs but that it includes keeping the right-of-way clear. David asked all members to keep their road frontage clear, keeping safety in mind. David advised that the bush-hogging of vacant lots has been completed for the season.

Roads. Chris advised that he had assumed the roads responsibility after the passing of Grover Dean. He said that Grover had done an excellent job of record-keeping and planning for this year's planned repairs. He advised that all of Grover's planned repairs had been completed for the year. There were eight roads that needed patching and/or repairing: Ashlawn Drive, Windmill Lane, Carriage Lane, Surrey Court, Aroda Road, Powderhorn Lane, Bee Gum Way, and Pine Court. Chris also advised that a mudslide on the cul-de-sac on Chestnut Rail had to be cleared. He said our contractor cleared the slide and reseeded the area with grass. He said we would probably have to do more work there, in coordination with the lot owner, to prevent future mudslides. Chris said there had been problems with grass being blown into the roads and asked that homeowners blow their grass clippings back onto their lawns for safety's sake. Chris said he had received new pricing for snow removal for the winter season and that we will have a contract executed before the first snow.

Old Business

Social Events. Diana said the next social event will be the Chili Cookoff at the Clubhouse on the following Saturday, October 22nd. She said the annual Christmas Holiday Party will be December 10th at the Clubhouse. 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.

New Business

2023 Operations Budget. Fred went over the proposed 2023 operations budget that all members received in the Fall Communicator. The budget was approved unanimously on a voice vote. John Shanley inquired as to who was responsible for putting the budget together. Fred said it was a group effort. He said the budgeting process begins with an update to the Reserve Study, which lays out the planned large expenses over the next 30 years. He said Ed Johnson chaired a committee with Board members to develop the study, which was reviewed and accepted by the Board. Fred said that he and Ed then prepared the Five-Year Plan. Then he, Ed, and the committee chairs developed the budget, which was reviewed and approved by the Board.

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Open Forum

Christmas Decorations. David said he would have an electrician install an outlet at the Mail Shed so he could hang a string of multi-colored Christmas lights on the Mailbox Shed. He said he planned to purchase three wreaths to decorate the front entrance, two on the island and one on the front of the Mail Shed.

Electronic Payments. The Board was asked if electronic payments could be implemented for dues payments. Stephen said he was pretty sure his software would allow electronic payments. He said he would investigate further.

Aquatic Exercise. A member asked if the Board could put out an announcement to see if there is any interest in resuming the ladies' exercise program at the Pool next summer. Fred said he had tried to find someone willing to take over the coordination after Nancy Negron moved away. He said he talked to several people but that no one offered to do it. He said we could advertise this need in the Spring Communicator and revisit this question at the April membership meeting. No action was taken.

Thank-yous. Members thanked the Board for volunteering and for the work they had done this year. The Board thanked Ed Johnson for his hard work in developing the Reserve Study Update, the Five-Year Plan, and the 2023 Budget.

Meeting Adjourned at 11:47 a.m. The next membership meeting is the Annual Membership Meeting, April 29, 2023, at the Clubhouse, with sign-in beginning at 9:00 a.m. and the meeting starting at 10:00 a.m.

Respectfully Submitted,

Donna Dyer
Secretary, Malvern Club, Inc.