

The Malvern Communicator

October 2023

PRESIDENT'S NOTES – DAVID KALISH

I hope you are all enjoying the good weather and the promise of Fall, one of the truly beautiful seasons in Malvern each year. We had a very good summer, as you can read about under Pool below. We have big plans for later this year, which you can read about below under Clubhouse.



I hope you can all attend the October 21st Regular Membership Meeting. This is one of the two meetings we have each year for members to voice their ideas on topics of interest to the community. The meeting will start at 10:00 a.m. at the Clubhouse. Sign-in is from 9:00-9:45 a.m. The main item on the agenda is presentation and approval of the 2024 budget. We'll also discuss the major road paving planned for next spring. The plan, with the roads identified, will be presented to members for their feedback. The budget for next year's paving is \$205,000, \$125,000 of which will come from the Reserve Fund and the remainder from prior-year savings. Also, in preparation for the paving, make sure that your property is clear at least 6 feet from the pavement to make way for the paving equipment.

The Mail Shed is currently undergoing a facelift. Painting, staining, cleaning, and a new roof will complete the project. As a community reminder, the mail carriers have informed us that some members are not picking up their mail and parcels on a timely basis. I was informed that several lockers have had parcels in them for a week now. This could become a real problem as the Christmas season approaches. So please pick up your mail, especially your packages, to free up the parcel boxes. You may have seen the six new larger lockers where the newspaper boxes used to be. We are waiting for the USPO to get them keyed and into service. That should happen before the Christmas delivery rush. Our Board plans to get an additional cluster of 28 parcel lockers. These will be placed at the back of the Mail Shed where we have two clusters already. These additional boxes will get us up to the 5-to-1 ratio they recommend for residential mail delivery: 200 houses = 40 lockers.

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October Membership Meeting

Where: Malvern Clubhouse
905 Malvern Drive
Date: Saturday, October 21, 2023
Sign in: 9:00 until 9:45 a.m.
Meeting: 10:00 a.m.

Agenda: 2024 budget approval, Board reports, and open forum for member input to the Board.
Proxy: Please grant your vote to a community or Board member if you can't attend the meeting – see page 3 for the form.

CLUBHOUSE – STEPHEN LANGONE

With reference to Operations: the only extraordinary expense inside the Clubhouse this year was for the replacement of the smoke detectors. Some of them were acting up and beeping for no reason, so we replaced them all and even added a few extra. Our smoke detector system is now up to code.

The Clubhouse front entrance patio and steps will be replaced this year with slate-look stamped concrete. There will also be a new sidewalk leading from the driveway to the pool restroom. This sidewalk will tie into the back sidewalk leading along the portico and up to the Clubhouse front door. A concrete ramp will be installed at the front door to accommodate wheelchair access. The old wooden ramp will be removed. We think this arrangement will be better for our members and their guests. It will make the front entrance more attractive, too. The budget for this project is \$40,000, which will come from the Reserve Fund.

CLUBHOUSE – FRED BOURQUE

With reference to Reservations: The Clubhouse has been operated without interruption this year. So far in 2023, the Clubhouse has been reserved by members for 72 days/nights. Note that the Clubhouse will be closed from October 23rd through November 8th because of the front patio construction. There are still some choice open dates in November and December, though, so make your reservation soon.

Clubhouse fees are expected to exceed \$6,000 for the year. Clubhouse expenses should be around \$10,000. The Board is considering raising the Clubhouse use fee to cover more of the operations cost. This discussion will be on the Regular Membership Meeting agenda.

To reserve the Clubhouse or the Activity Center for your private event, call me at 703.405.9621.



Entrance patio and steps scheduled for replacement, October 23 through November 8

DRAFT MALVERN OF MADISON 2024 OPERATIONS BUDGET

Line Item	2023 Budget	2023 Projected	2024 Budget	Description
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EXPENSES

1. Administration	\$2,000	\$1,073	\$2,500	Equipment, software, supplies, printing, mailing, general
2. Accounting services	\$975	\$1,000	\$1,000	Tax return preparation
3. Insurance	\$6,000	\$5,643	\$6,000	Insurance for fidelity bond for officers and general liability
4. Business licenses and permits	\$140	\$1,102	\$2,000	Business licenses and permits required by Virginia
5. Bad debt	\$1,000	\$0	\$100	Uncollectable dues and fees
6. Legal fees	\$1,000	\$0	\$1,000	Collections expenses, consulting fees and representation
7. Taxes	\$2,000	\$50	\$100	IRS tax, Virginia tax, and Madison County use tax
8. Buildings, Ground and Lake	\$17,500	\$15,553	\$17,000	Mowing, landscaping, mail area complex, lake, dock
9. Clubhouse and Annex	\$8,000	\$8,591	\$5,000	Maintenance, housekeeping, supplies, furnishing, security
10. Pool	\$12,000	\$16,445	\$12,000	Open/close, cleaning, chemicals, key/locks, minor repairs
11. Playground	\$2,000	\$1,476	\$3,000	Maintain mulch level
12. Road maintenance and repairs	\$5,000	\$7,650	\$5,000	Pothole filling, crack filling, asphalt sealcoating, easement
13. Snow removal	\$6,000	\$2,500	\$6,000	Plowing and walkway de-icing
14. Social events, yard sale	\$1,685	\$1,685	\$2,000	Yard sales, winter social, potlucks, picnic
15. Electric	\$6,000	\$9,057	\$10,000	Clubhouse, Annex, Pool, entrance, and mail area
16. Comcast internet	\$2,300	\$1,514	\$1,600	Clubhouse and pool complex
17. Reconcile & unallocated		\$3,267		Not yet allocated expenses
18. Total Yearly Fixed Expenses	\$73,600	\$76,607	\$74,300	
19. Reserve fund deposit	\$35,450	\$35,450	\$38,375	Annual deposit per reserve study
20. Savings deposit for roads	\$20,000	\$20,000	\$20,000	Annual set aside 2028 paving
21. Operating surplus funds	\$23,583	\$20,103	\$7,725	For emergency or unplanned repairs/replacement
22. Total Expenses	\$152,633	\$152,160	\$140,400	

INCOME

23. Annual Dues	\$134,550	\$134,550	\$140,400	234 lots at \$600 per lot
24. Fees	\$13,020	\$12,584	\$13,000	
24a. Clubhouse use fees	\$6,650	\$6,410	\$7,000	Estimated 90 nights @ \$70 + 3 @ \$100 + 2 @ \$200
24b. Late fees	\$1,500	\$1,024	\$780	26 @ \$30
24c. Resale certificates	\$650	\$390	\$390	\$65 each for 6 property sales
24d. Pool key fees	\$2,720	\$2,760	\$2,830	137 @ \$20 plus 13 @ \$7
24e. Road impact fees	\$0	\$2,000	\$2,000	Non-refundable fee for major construction
24f. Mowing of vacant lots	\$1,500	\$0	\$0	
24g. Returned check charges	\$0	\$0	\$0	
25. Interest Income	\$5,063	\$5,289	\$500	Interest earned on money market accounts
26. Total Income	\$152,633	\$152,423	\$153,900	

RESERVE FUND

27. Pool renovation (5-year plan)	\$75,000	\$75,000		From Reserve Fund + \$20,103 from operating surplus funds
28. Clubhouse patio reno (5-year plan)	\$40,000	\$40,000		From Reserve Fund
29. Roads - Repaving (5-year plan)			\$125,000	From Reserve Fund + \$80,000 from savings set asides

POOL – FRED BOURQUE

In 2023, upon removing the pool cover, we discovered that the water level was approximately 2 feet low. Since we had just repaired a similar leak in 2021, the Board elected to execute the renovation project planned for 2024. The total cost of the planned pool renovation was \$75,690, including new plaster, tile, and concrete apron. The itemized cost breakdown is as follows: demolish the apron and replace with concrete, \$29,790; remove and replace tile coping, \$19,000; remove and replace plaster and tile, \$18,000; add second drain, as required by state and local codes, \$6,500; caulk coping, \$2,400. Note that the next lowest quote for this work was almost twice as much at \$140,000, so we're pretty happy with this deal.

During the pool renovations, inspection of the Pool House uncovered several serious deficiencies. The electrical conduit and wires associated with electrical equipment had deteriorated and left some exposed electrical circuit wiring. To repair this, all new plastic conduit and wiring were installed. A new electrical panel was installed inside the Pool House, and the old exterior panel was removed. New lighting was installed inside the Pool House, and an exterior safety light fixture was installed outside beside the door. All work was done to county code, with permits and inspections, at a total cost of \$5,000.

At the same time, the well pump was inspected and found to be leaking. This well supplies the pool and the Clubhouse Complex. This was repaired, as were two exterior poolside hose spigots. All associated water piping of various materials was replaced with 3/4-inch PEX tubing. The total cost of these repairs was \$1,141.

To mitigate a persistent humidity problem inside the Pool House, a ventilation fan was installed at a cost of \$500. This is the kind of appliance used for radon mitigation that works well as a dehumidifier.

Two industrial-grade storage shelves were purchased for the Pool House at a cost of \$322.

Along the sidewalk leading up to the main entrance gate, a retaining wall was built to prevent water runoff into the pool. This was done using the leftover stones from the Malvern main entrance island project. On the opposite side of the pool, the pathway from the Pool House to the maintenance gate was built up and graveled, and concrete steps were installed leading up to the path. The total cost of these two improvements was \$3,200.

Pool ladders were replaced at a cost of \$311. New pool furniture was purchased to replace 14 broken chairs and 5 broken tables. 20 resin Adirondack chairs and 10 side tables were purchased at a cost of \$3,215. (Four of the chairs and two of the tables were placed on Clubhouse deck.)

For the pool renovations the previously installed chain link fence and gates had to be removed for construction. They were replaced with a six-foot-tall black anodized fence around the pool enclosure. Two new gates with keyed entry were installed. A four-foot black anodized fence was installed around the sundeck. The total cost of the fencing and gates was \$9,300.

The poolside exterior wall of the Pool House had deteriorated, with cracks and holes in the cinder block. This wall was repaired at a cost of \$600. Finally, Malvern commissioned a local Madison artist, a high school student named Nick Galasso, to compose and paint a decorative mural on that wall at a cost of \$600.

The total cost of the Pool renovation, including these various upgrades, was \$99,879. \$75,000 of this cost was paid with funds reserved for this purpose. The remaining expense was paid with available funds in the 2023 operations budget.



*Best year for pool lounging – EVER!
Hope you enjoyed 😊*

SOCIAL EVENTS – DIANA WRIGHT

The events we have held so far this year have been very successful. I especially want to thank those who have volunteered. There will be a planning meeting for each event and I look forward to the volunteers who make the events successful. Please email events@malvernofmadison.org to volunteer.



I am looking for a Santa for a possible photo event with children during the month of December. Please let me know if you would like to volunteer or know of a good Santa. The contacts I had have retired from that role.

Please watch the bulletin board at the front entry for posts about meetings and events.

We have these two to look forward this year:



2nd Annual Chili Cook-Off

When: November 12, 3PM to 5PM

Where: Malvern Clubhouse

Who: Malvern members

What: bring a chili to share, crockpot style, or bring corn bread, rolls, side dishes, dessert.



Save the date: the Annual Christmas party will be Saturday, December 9, time 3PM - 7 PM with James Tamelkoff as entertainment.

OCTOBER 21, 2023 MEETING AGENDA

9:00 Sign-in

Location: Malvern Clubhouse, 905 Malvern Drive
Members will sign in as they arrive. Proxies will be collected and tallied.

10:00 Meeting Called to Order

1. Confirmation that the minimum 50-member quorum requirement has been met.
2. Welcome of membership to the meeting; discuss how the meeting will be conducted.
3. Discuss and approve the minutes of the April 29, 2023, Annual Membership Meeting.

<https://www.malvernofmadison.org/minutes/minutes-2023-Spring.pdf>

Status Reports

Treasurer – Stephen Langone
Grounds & Lake – David Kalish
Roads – Chris Dickens
Architecture – Fred Bourque
Clubhouse – Stephen Langone
Pool – Fred Bourque

Old Business

1. 2023 Social Events Update
2. Clubhouse Front Patio Renovation Plan

New Business

1. 2024 Paving Plan
2. Reserve Study update
3. Five Year Plan Update (handout)
4. Proposed 2024 Operations Budget (handout)

Open Forum

The next membership meeting is the Annual Membership Meeting, April 27, 2024, at the Clubhouse.

THE "MALVERN NEWS" – A MONTHLY (OR AS NEEDED) ELECTRONIC NEWSLETTER

The Board prepares a monthly online newsletter of what's currently occurring in the community. You can sign up to receive the newsletter delivered via email by clicking the "Subscribe" button at <https://malvernofmadison.org/> and entering your email address. It's a great way to stay informed about what's going on!

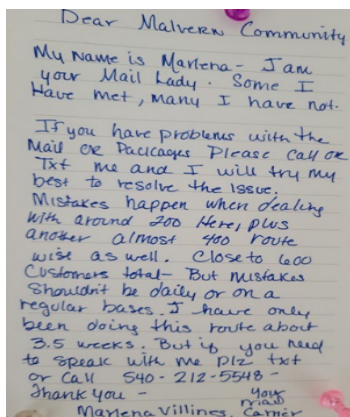
Subscribe

FIVE YEAR PLAN FOR YEARS 2024 THROUGH 2028

Item	2024	2025	2026	2027	2028
Per lot annual dues (234 lots total)	\$600	\$600	\$600	\$600	\$625
BUDGETED EXPENSES					
Yearly fixed expenses	\$74,300	\$75,000	\$75,800	\$76,600	\$77,400
(above increases 1% per year)					
Deposit to Reserve Account	\$38,375	\$38,375	\$38,375	\$38,375	\$41,300
Set-aside for paving	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Operating surplus funds	\$21,225	\$20,525	\$19,725	\$18,925	\$21,050
Total Budgeted Expenses	\$153,900	\$153,900	\$153,900	\$153,900	\$159,750
INCOME					
Income from dues	\$140,400	\$140,400	\$140,400	\$140,400	\$146,250
Other income	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500
Total Income	\$153,900	\$153,900	\$153,900	\$153,900	\$159,750
RESERVE STUDY					
Roads					
From Reserve fund for paving	\$125,000				\$125,000
Reserve fund balance at yearend **	\$54,979	\$93,354	\$131,729	\$170,104	\$86,404

** Corrected October 22, 2023

A BULLETIN BOARD MESSAGE FROM OUR MAIL CARRIER



Dear Malvern Community,

My name is Marlena - I am you Mail Lady. Some I have met, many I have not.

If you have problems with the Mail or Packages, please call or text me and I will try my best to resolve the issue. Mistakes happen when dealing with around 200 here, plus another almost 400 route wise as well. Close to 600 customers total - but mistakes shouldn't be a daily or on a regular basis. I have only been doing this route about 3.5 weeks. But if you need to speak with me, please text or call 540-212-5548.

Thank you,

Marlena Villines, your Mail Carrier

NOTICE OF REGULAR MEMBERSHIP MEETING

Where: Malvern Clubhouse
905 Malvern Drive, Madison, VA

Date: Saturday, October 21, 2023

Sign in: 9:00 until 9:45 a.m.

Meeting: 10:00 a.m.

Agenda: **1)** Approval of the 2024 Annual Budget; **2)** reports and other business of the Association; **3)** open forum for member input to the Board.

Items to be voted upon:

1. **2024 Annual Budget:** one of the purposes of the October membership meeting is for the membership to consider and approve the budget for the forthcoming fiscal year. The budget is prepared by the Treasurer with input from the other officers, directors, and committee chairmen. The membership needs to approve the budget at the October meeting. The budget needs a majority vote for approval.

There must be at least 50 lots represented in person or by proxy to hold the meeting. There are only 2 membership meetings each year. These meetings are a necessity to ensure proper maintenance of our common amenities, which include over 8½ miles of roadways, signs, culverts, clubhouse, pool, lake, playground, and common areas. Proper maintenance of our amenities helps to preserve the value of your property. So please either attend the meeting or alternatively provide a signed proxy as instructed below.

Proxy

(I)(We), _____ and _____ as owner(s) of the following Lot(s) _____ Malvern Club, Inc. under the provisions of the duly recorded legal instruments governing said Club, do hereby grant my/our Proxy to _____ of Malvern Club Inc., owner of Lot # _____. This Proxy is executed for the 2023 Regular Meeting to be held on Saturday, October 21, 2023, at 10:00 AM, at the Malvern Clubhouse, and carries with it the full right to cast votes allocated to said lot or lots as the proxy holder sees fit on all issues properly brought for a vote at the meeting for which this proxy is valid.

Signature (Owner): _____ Date _____

Signature (Owner): _____ Date _____

Instructions: Each lot is entitled to one vote; please indicate all lots owned. This proxy will be used to satisfy QUORUM requirements of 50 lots represented either in person or by proxy. Your proxy may also be used on majority votes and on votes requiring a two-thirds vote of members voting either in person or by proxy. You are instructing the member you assign this proxy to vote your wishes or to vote in the same manner as the member will vote.

Online form: <https://www.malvernofmadison.org/proxy.php>

Minutes to be approved: <https://www.malvernofmadison.org/minutes/minutes-2023-Spring.pdf>



Malvern Club Inc.
905 Malvern Drive
Madison, VA 22727

ADDRESS CORRECTION REQUESTED

