

MALVERN BOARD CALENDAR

January	<ul style="list-style-type: none"> * President/Webmaster – Prepare monthly Malvern News * Treasurer – Prepare final audit of previous year’s books * Treasurer – Request write off authority from Board of Directors * Treasurer – Prepare first draft of Federal and State tax returns * Treasurer – Mail annual dues invoices no later than January 30th or 31st (Leap Year) * Grounds – Prepare RFP for common area mowing contract
February	<ul style="list-style-type: none"> * President/Webmaster – Prepare monthly Malvern News * President – Prepare monthly Malvern News * Board – Approve Federal and State tax returns for submission * Board – Approve RFP for common area mowing contract * Treasurer – Receive license renewal reminder from SCC clerk’s office * Secretary – Start on Spring Communicator to include reports, bios, and proxy form
March	<ul style="list-style-type: none"> * President/Webmaster – Prepare monthly Malvern News * President – Present agenda for Annual Membership Meeting * Board – Approve and award common area mowing contract * Treasurer – Dues payments due March 1st, late if postmarked after March 31st * Treasurer – Mail Federal and State tax returns no later than March 15th * Secretary – Present Spring Communicator for Board approval * Grounds – Prepare and mail bush-hog letters to cleared vacant lot owners * Grounds – Clean gutters at mail shed and clubhouse
April	<ul style="list-style-type: none"> * President/Webmaster – Prepare monthly Malvern News * Treasurer – Provide current member register, collections report, and paid pool key list * Treasurer – File license renewal with SCC * Treasurer – Send notice of late dues via regular mail on April 15th * Treasurer – Receive annual registration renewal reminder from DPOR CIC * Secretary – Mail Communicator 15 days before Annual Membership Meeting * Secretary – Prepare ballots for voting and sign-in sheet * Secretary – Update Member Directory * Secretary – Print 40± copies of updated Member Directory for handout at meeting * Secretary – Reserve clubhouse for Regular Membership Meeting (3rd Saturday in October) * Grounds – Begin common area mowing * Pool – Coordinate with maintenance company to remove cover and restart pump * Pool – Begin daily pool maintenance * Pool – Re-key pool locks and purchase keys (135) * Clubhouse – Check/replace clubhouse smoke detectors, fire extinguishers, and air filters * Events – If scheduled, purchase newspaper advertisement for Spring Community Yard Sale * Events – Book talent for Christmas Holiday Party * Annual Membership Meeting – Last Saturday: reports, election, pool key distribution * Special Board Meeting to elect officers and make committee assignments
May	<ul style="list-style-type: none"> * President/Webmaster – Prepare monthly Malvern News * President – Review current insurance coverage * Board – Authorize first vacant lot bush-hogging * Treasurer – File registration renewal with DPOR CIC * Treasurer – Send second notice of late dues via Certified Mail on May 1st * Events – Spring Community Yard Sale, if scheduled * Grounds – Mow dam face area for first time, if necessary * Grounds – Continue mowing common areas * Clubhouse – Reserve clubhouse for Christmas Holiday Party
June	<ul style="list-style-type: none"> * President/Webmaster – Prepare monthly Malvern News * Treasurer – File liens on delinquent properties * Roads – Prepare RFP for common area snow removal/sanding contract * Grounds – Continue mowing common areas * Events – Plan July 4th Picnic

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July	<ul style="list-style-type: none"> * President/Webmaster – Prepare monthly Malvern News * Board – Approve RFP for common area snow removal/sanding contract * Treasurer – Begin next year’s budget development with each committee chair * Treasurer – Pay One World Hosting bill * Grounds – Continue mowing common areas * Events – July 4th Picnic
August	<ul style="list-style-type: none"> * President/Webmaster – Prepare monthly Malvern News * President – Begin Reserve Study and 5-year plan update * Board – Approve common area snow removal/sanding contract * Treasurer – Mail second half dues statements no later than August 1st * Treasurer – Prepare next year’s budget * Secretary – Start on Fall Communicator to include reports and proposed budget * Lake - Send annual report to Department of Conservation and Resources * Clubhouse – Renew pest control contract * Events – If scheduled, purchase newspaper advertisement for Fall Community Yard Sale
September	<ul style="list-style-type: none"> * President/Webmaster – Prepare monthly Malvern News * President – Prepare agenda for Regular Membership Meeting * President – Prepare Reserve Study and 5-year Plan updates * Board – Review Reserve Study and 5-year Plan updates to confirm reserves are sufficient * Treasurer – Final dues payments due September 1st, late October 1st * Treasurer – Prepare final budget for Board review * Secretary – Prepare draft Fall Communicator for Board approval * Secretary – Mail Fall Communicator 15 days before Regular Membership Meeting * Pool – Labor Day last day for season * Pool – Coordinate with maintenance company to drain lines and install cover * Grounds – Mow common areas
October	<ul style="list-style-type: none"> * President/Webmaster – Prepare monthly Malvern News * Board – Authorize second vacant lot bush-hogging * Regular Membership Meeting – 3rd Saturday: reports and budget approval * Treasurer – Provide current member register and collections report * Treasurer – Send notice of late dues via regular mail on October 15th * Secretary – Prepare meeting sign-in sheet * Secretary – Update Member Directory * Secretary – Print 40± copies of up-to-date membership directory for handout * Secretary – Reserve clubhouse for Annual Membership Meeting (last Saturday in April) * Events – Fall Community Yard Sale, if scheduled * Clubhouse – Check/replace clubhouse smoke detectors, fire extinguishers, and air filter * Clubhouse – Start/renew HVAC maintenance contract * Lake – Conduct annual siphon test * Grounds – Common area mowing continues, as needed, including dam face area * Grounds – Clean gutters at mail shed and clubhouse
November	<ul style="list-style-type: none"> * President/Webmaster – Prepare monthly Malvern News * Board – Set next year’s dues assessment * Treasurer – Send second notice of late dues via certified mail on November 1st
December	<ul style="list-style-type: none"> * President/Webmaster – Prepare monthly Malvern News * President – Appoint nominating committee * Treasurer – File liens on delinquent properties * Events – Christmas Holiday Party * Clubhouse – Reserve clubhouse for July 4th Picnic

The Malvern Board meets the second Thursday of each month in the Activity Center