

CDPOA BOARD MINUTES

January 8, 2019

Board Members Present: Martha Grigsby, Linda Cocke, Anne Snider, Joe Merck, Karen McAlister

Board Members Absent: Betty Jane Fourspring, Sandra Yates

Committee Chairs Present: Susan Robinette, Fritz Briggs, Diana Manly, Sandi Rosche, Harry Sutton, Anne Snider

Committee Chairs Absent: Sylvia Peters

Others: Wendy Longo (CARC liaison), Nancy Bennett

Martha Grigsby, President, called the meeting to order at 2:00 p.m.

Minutes – Linda Cocke, Secretary

- December minutes were approved electronically during that month by the 2018 Board and affirmed on January 8, 2019 by the current board. See attached.

Treasurer's report – Sandi Rosche, Treasurer 2018 for Betty Jane Fourspring

- She gave the year-end report. See attached.
- Cash on hand to pay bills - \$5,875.28 with \$5,115.08 of this either in contingency or reserve funds
- Website costs are paid every other year and will automatically renew on April 25, 2019. Actual amount is \$347.48.
- Special Project – bought one bench to replace one that was stolen, bought one new bench.
- Gazebo "Garden House Project" cost was \$3285.
 - \$2985 was donated by POA residents.
 - \$300 was paid from POA funds.

Question – Does insurance not cover the stolen bench and shrubbery. Answer – No. Deductible not met.

Motion to accept treasurer's report was made by Anne Snider. Seconded by Linda Cocke. Motion passed.

President's Report – Martha Grigsby

- Congratulated the Clemson Tigers on winning the Football National Championship.
- Noted that our Bylaws state that ROBERT'S RULES OF ORDER is to be our governing manual and said that we will use it as our guide but will use common sense too.
- Asked board members to bring copies of the Covenants, Bylaws, and the ARC Guidelines to all meetings, along with up-to-date personal calendars.
- Commented on our December planning meeting, saying that it was fruitful and that she hoped we would continue to schedule them.
- Reviewed purpose and impact of the South Carolina Homeowners Association Act that became a law in May of 2018 and informed the board that she thought that we owed it to our membership to inform and educate them about it.
- Announced that THE GARDEN HOUSE PROJECT from the 2018 BOD, was pending and on hold until there is clarification about a few things.
- Board members, their positions, and Committee Chairs will be published in the next Communicator.

Committee Chairs

- Architectural Review – Susan Robinette
- Communicator – Anne Snider
- Welcoming – Sylvia Peters
- Landscape – Fritz Briggs (interim)
- Social – Diana Manly & Sandi Rosche

- TV – Harry Sutton
- Liaison from CARC – Wendy Longo

Committee Reports

A. The Architectural Review Committee – Susan Robinette, Chair

- Committee members: Nancy Bennett, Fritz Briggs, Margaret Colberg, Jerry Reel, Jim Reneke, Susan Robinette.
- Could use one more on the committee
- Met on January 3, 2019 and considered three applications. ARC recommended approval for all.
 - Russell & Margaret Colberg – 14 Birch Place – request to replace gutters in almost the same shade as trim color.
 - Eileen Rizo-Patron – 44 Hickory Way – request to modify her front terrace.
 - Allen Wood – 318 Downs Blvd. – request to reroof in same color – request made by Joseph Wood, personal representative for Allen Wood's estate.
- Board approved these applications by acclamation and President signed them and returned copies to chair.
- Current Bylaws and ARC Guidelines do not mention shutters. ARC asked that they be considered accent pieces and be presented to ARC via application with color samples in shades of dark brown, dark gray, dark blue or blackish green. Shutters in lighter shades already hung, will be grandfathered until the need to repaint arises.
- Chairman asked Board to rule that the current ARC Guideline Item 5, Bullet 2 is invalid because it is in conflict with Restrictive Covenants Article V, Section 2: Purpose, and 2018 Bylaws Article IV, Section 2. The Board will consider and take action.

B. Communication & Welcoming – Anne Snider, Chair – making report for Sylvia Peters as well

Welcoming

- Sylvia Peters has visited the following new neighbors and given them a welcome packet
 - David & Virginia Baird – 1010 Keystone Lane
 - Janice Flatt – 340 Kendra Place
 - Fiona Neill – 32 Hickory Way

Website Stats

- Sessions down 1%
- Visitors down 10%
- New visitors down 9%
- Page Views up 14%
- Average time on site up 17% to 3 minutes 20 seconds
- Pages per session up 16%
- Most visited pages
 - Clemson Downs Property Owners Association
 - Bulletin Board
 - Board Minutes
 - Bylaws
 - Homes for Sale

Telephone Directory

- Will be sent to the printers and should be ready the end of January or early February.

Communicator

- Next issue will be distributed in early January.

C. Property/Landscape Committee – Fritz Briggs, Interim Chair

- Committee members: Virginia Baird, Jan Gallaher, John Garton, Fran Moseley, John Syme, Fritz Briggs.
- May add one or two more members.

- Met with Ann Fuhr and Eric Snider 2018 co-chairs of committee who graciously updated him on needed history, projects in progress and other information needed to assure that our Common Property is maintained.
- Items pending:
 - Sign contract for maintenance of Common Areas.
 - Sand and paint the Woodland Walk bridge railings.
 - Install ramp at Garden House. Must meet DHEC regulations.
 - Waste will not be handled by any member of POA
 - Decide on mulch schedule for Woodland Walk path.
 - Select and install appropriate plants to deter erosion at the creek/bridge at Downs Loop. Can city help by dredging creek at that point.
- Over time this committee has inherited projects not related to Common Property. As a committee, we will review these and recommend paths forward to the Board.
- Believes contacts with City officials should be POA Board members.

Question -Who is responsible for picking up limbs falling from trees along Downs Blvd. Trees on upper side are on Country Walk Property but planted by Clemson Downs on both sides.

Fritz thinks there was a written document between CARC and Country Walk about upkeep of this area. Thought Country Walk was to maintain bankside and CARC was to maintain the trees.

Fritz also told the Board that the trees along Downs Blvd. are infested with a type of caterpillar.

President has talked with Mitch Swaney, City of Clemson for info in this area. The City will cut the limbs for free. City may provide poles, if needed, for new street lights. She will continue talks this week.

CARC will give the property along the roads if the city will put in sidewalks.

Comment & Question – Several residents have encountered people riding bikes through Woodland Walk and have come close to being hit. Asked if the POA could erect a sign on either end of Woodland Walk that says “Please walk your bike through this area”.

D. Social Committee – Diana Manly, Chair

- Committee members to be determined
- Sandi Rosche will be co-chair.
- Given information by last year’s co-chairs, Ann Gilreath and Sue Reneke and is considering it.
- Spring Social will be April 9th.
- 1st Friday Gatherings all have hosts for 2019.
- Breakfast programs are being worked on. Some discussion about reducing the number.

E. Television Committee – Harry Sutton, Chair

- What we take in for TV each year we pay out.
- We pay the bills ahead.
 - Have to pay January and a part of February before we get the fees from homeowners for the current year.
- Has attempted to find someone to serve on committee with him but has been turned down twice. He is still looking.

F. CARC Liaison, Wendy Longo

- CARC is in the process of interviewing and hiring a new business manager.
- Getting bids to have someone handle long term planning.
- Bids are out for roof repairs
- CARC currently has no vacancies.

Unfinished Business

- None

New Business

- Ratification of Appointment of 2019 Committee Chairs
 - Motion to ratify committee chairs for 2019 was made by Karen McAlister and seconded by Anne Snider. Motion passed.
- Mailing of Invoices for 2019 CDPOA Fees
 - Mailing will include invoice for 2019, year-end report and copy of 2019 Budget in accordance with Bylaws.
 - Joe Merck offered to prepare envelopes with labels, stamps, and return address. Will also stuff envelopes when all documents are ready and mail them this week.
- Review of 2019 January/February Edition of Communicator – see above report
- Board Consideration and Action on Proposed plan for Establishment of Board/Committee Liaisons
- President gave history and reasons for liaisons.
 - For years the Committee chairs were Board members. About 10 years ago, the Board decided to ask POA members to chair committees with a Board member as liaison. The continuation of the liaison position has not always gone forward.
 - The Bylaws state the President of the BOD will act as ex-officio member for each committee. Of course, that person cannot attend every meeting, thereby losing Board support to the committees. Reinstating the liaison position will give this support once again.
 - She suggested that the President appoint a Board member liaison to each committee. These appointees will have no voting rights, but can join in discussion and will attend meetings when possible and make monthly report to Board of Directors if chair is unavailable.
 - Linda Cocke made the following motion. I move that we establish a procedure whereby the President will select individual board members to serve as a liaison to each of the standing committees. Anne Snider seconded. Motion passed.
 - President will make selections, notify chairs and report at February Board of Directors meeting.

Comments:

- The Board asked Holley Ulbrich if we could continue to use her current Welcome Letter on the website over the Board members names. She graciously gave approval.
- Linda Cocke received word that South State Bank received the notice to change co-signatures for the coming year on our account. The Treasurer and President are authorized signees for 2019.

Motion was made to adjourn meeting at 3:32 p.m.

Respectfully submitted, Linda Cocke, Secretary, BOD