

CDPOA BOARD MINUTES
February 12, 2019

Board Members Present: Martha Grigsby, Linda Cocke, Anne Snider, Betty Jane Fourspring, Joe Merck

Board Members Absent: Karen McAlister, Sandra Yates

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

Committee Chairs Absent: Sandia Rosche

Guest: Dr. John LeHeup

Others: Nancy Bennett

Martha Grigsby, President, called the meeting to order at 1:55 p.m.

Minutes – Linda Cocke, Secretary

- January minutes were approved electronically on February 4, 2019 are attached.

Dr. LeHeup was invited to speak to our Board and he made the following comments:

- He is finishing his 11th year in April.
- 2018 was the best year in revenues, profits and fewest vacancies.
- Currently there are two projects at Clemson Downs:
 - The flat roofs on the CARC buildings are being replaced.
 - The city is trimming the trees in the parking lot to raise the canopy.
- The Board has hired Jim London to put together a 5-10-year plan.
- Ruthie Millar is talking with Boy Scouts about cleaning around the creek.
- Possibility of clearing both sides of the creek in order to create a fire line.
- Donna Busha is retiring. Amy Adams has been hired as her replacement.
- Shauna Aluoto Director of Nursing has taken a job as a school nurse. Karen Walker has been hired as an interim.

Question – What is the status of sidewalks?

- City does not have money at this time.

Question – Is an Assisted Living building being considered?

- Not at this time.

Another points Dr. LeHeup mentioned:

- There was no long-range plan he started.
- Profitable every year but his first year.

Question – Is there a marketing plan for homeowners to buy stock.

- There is now an “entrance fee” to re-do the apartment before someone moves in.

Question – Is space available to rent?

- Small charge to use space for birthday parties, gatherings, etc.

Treasurer’s report –Betty Jane Fourspring

- She has received 2019 fees from 91 households.
- \$550 spent for postage before price increase.
- Special Projects has been separated out from Property Maintenance.

Question – How would it be used?

- Group/Area requesting the money would present the need to the Board for approval. A large portion will probably go for maintenance.

Copy of report is attached.

Motion to accept treasurer’s report was made by Anne Snider. Seconded by Joe Merck. Motion passed.

President’s Report – Martha Grigsby

- Sandy Yates had surgery on Monday (2/11/19) and will go home today (2/12/19).
- Last month we approved Board/Committee Liaison Proposal. Assignments are –ARC – Joe Merck, Communications/Website – Linda Cocke, Landscape – Sandy Yates, Social – Karen McAlister.
- A contract for Garden House waste removal is still pending. We have a signed Memorandum to File for maintenance of Garden House interior with Ann Fuhr.
- The City of Clemson Public Works personnel pruned limbs and branches around light poles recently. Now Duke Energy will replace bulbs with LED lights. This should improve lighting in all areas and thereby make areas safer after dark. If problems remain the City will consider other options.
- I visited Pickens County Administrator and talked by phone with City of Clemson Administrator about repaving Summer Walk this year. I was encouraged by their comments.
- Sandy Yates is working with CARC in addressing speeding problems. They are considering several solutions and have contacted the Clemson Police Department for assistance.
- I talked with Acting President of Camelot’s POA about people from there riding bikes through Woodland Walk despite signage of “No Bikes” at beginning of trail. I asked that she inform homeowners of the problems that arise when bikers (generally children going to and from school) encounter our homeowners walking on the trail. She agreed to address this issue with homeowners and put out a statement on that neighborhood website. We discussed asking them to “walk” their bikes through the area at the very least. If you see anyone riding a bike through this area, please stop

them and inform them of the rules. If you can get a name, I will forward to Camelot BOD.

- All CDPOA DUES INVOICES have been mailed. Special thanks to Joe Merck, who attached labels, stuffed and stamped envelopes and delivered them to the post office.
- We have emailed our members and placed on our website a copy of the SC HOMEOWNERS ASSOCIATION ACT, which became law in 2018. Also, we have invited Gary Clary, SC House of Representatives, to speak to our membership about this law on Friday, February 15 at 11:00 a.m. in the Corley Conference Room. He has accepted and flyers have been placed in all members' boxes and mailed to homeowners who rent their homes to others.
- Our scanner/printer has not been located. After great effort to find, it, we are now considering it lost. To have better control of our other property, we will have sign out/in sheets and require anyone using such to sign these sheets. Anne Snider has agreed to prepare sheets. Equipment will be kept in our locked file cabinet as will the sheets. Linda Cocke and I will have keys. At this point, Susan Robinette has the Color ID machine and Diana Manly has the projector. We will ask them to sign out those items once we have the sheets printed.
- Any questions, comments, etc.?
 - Question – What is the status on natural gas?
 - More will be said about that at the March meeting.

Committee Reports

A. The Architectural Review Committee – Susan Robinette, Chair

- Met on February 7, 2019 and considered three applications.
 - Grace Lewis – 106 Downs Blvd. – Request to repair/replace some of the gutters and downspouts and remove existing wood boxing around old gutter system. Replace approximately 16' of rotting boards on side of house. Paint: Benjamin Moore #1007 – Beigewood (CD approved color). Recommended. Board approved.
 - Joe Wood – 318 Downs Blvd. – requested permission to replace sunroom windows which are “fogged” with screentight screening system, screentight color brown.
FURTHER REVIEW: The screentight brown color is much too light. Does not match house color at all. Not even in the same color family. Mr. Wood was asked to get screen surrounds in dark brown. He declined and said he would sell the unit “as is”.
 - Fiona Neill – 32 Hickory Way – Requests permission to leave removable screen in place with understanding that she paint it to “match house” within 3 months. She also plans to have shrubbery planted around the area to improve view from street.
FURTHER REVIEW needed: Front should be brick wall, but permission for this was granted last fall by 1 ARC member. No application can be found. If nothing else can be done, wood screen at front of home needs to be painted with trim color. Application Request for trim color, and walkway

at side of house to be submitted soon with additional information. This is a work in progress. Request has been tabled.

Joe Merck then added that he had put up the screen and he would take it down. Design is in the works.

Suggestion made that a reminder be sent and/or posted that ARC has a color tool.

B. Communication & Welcoming – Anne Snider, Chair

Welcoming

- Sylvia Peters has visited the following new neighbors and given them a welcome packet
 - Ed and Beck Jo Clark – 610 Downs Loop

Website Stats

- Sessions down 45.63%
- Visitors up 35.90%
- New visitors up 51%
- Page Views up 65.83%
- Average time on site down 8.44% to 3 minutes 5 seconds
- Pages per session up 13.87%
- Most visited pages
 - Clemson Downs Property Owners Association
 - Homes for Sale
 - Bulletin Board
 - Board Minutes
 - The Communicator

Communicator

- Please send any items to Anne that should be in the next issue.

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

- After my report at the last Board Meeting, Jan Gallaher decided to leave the committee. Nevertheless, she graciously agreed to attend our first meeting. We thank her for the many years of service she gave to the committee and the CDPOA!
- In that first meeting we decided to recommend changing the name of the committee to Common Property Committee.
- Creek Bed Erosion
 - Contact established with City planning (Nathan Hinkle – Storm Water Control) to find out:
 - Status of long-range plan for the creek drainage,
 - What the work at Tottie's Place is and how it may affect us.
 - Whether they know of any clog affecting the backup of water behind Keystone Lane.
 - We will contact Carol Golightly to find out:
 - How she stabilized the bank on her side, how it has performed and what maintenance is required.

contacted Duane Jones to see if he had contacts to do the same; we will meet tomorrow to better assess the scope of the project, which must meet ADA standards.

D. Social Committee – Diana Manly, Chair

- 34 people attended the February 1st Friday get-together which was hosted by Joe and Linda Cocke and Lamar and Susan Robinette. The March 1st Friday will be hosted by Eric and Anne Snider.
- Pat Vernon has agreed to replace Joyce Lillehamer on the Breakfast Telephone Caller Committee.
- Margaret and Russell Colberg requested to be replaced on the Breakfast Flyer Distribution Committee. Sandia Rosche will distribute flyers on Birch Place and Downs Loop between Birch Place and Hickory Way. Fiona Neill has agreed to distribute the flyers on Hickory Way.
- The Saturday Breakfast speaker for February is Terry Allen (For the Birds), for March is Bonnie Kelley (Lakes and Bridges Charter School), for April is Margaret Thompson (Pickens County Sheriff Department), and for October is Dillman Sorrells (Quilting). We are currently working on September and November.
- I met with Karen McAlister to brief her on our current plans. I discussed with her the option of moving the Fall (Christmas) Social to November. I understand that last year's Social was not as well attended as previous years. This year Thanksgiving is November 28th and with all of the commitments people have for the holidays, there is only 3 weeks before Christmas. I would like to suggest the middle of the month.

E. Television Committee – Harry Sutton, Chair

- No report.

F. Rental – Sandy Yates – Martha Grigsby reporting

- 9 homes are being rented out.

Unfinished Business

- None

New Business

- Ratification of Appointment of 2019 Committee Members
 - Motion to ratify committee members for 2019 was made by Joe Merck and seconded by Betty Jane Four spring. Motion passed.
- Change of titles for Cable TV and Rental Committees to Coordinators and moving Welcome to part of Communication Committee
 - Motion to change Cable TV and Rental titles from Committee to Coordinator and to move Welcome to Communication was made by Joe Merck and seconded by Linda Cocke. Motion passed.
- Approval of Letterhead Logo
 - Motion to approve letterhead logo was made by Linda Cocke and seconded by Betty Jane Fourspring. Motion passed.

- Consideration and Action on Proposal to Improve Communication between BOD and POA Members.
 - Motion to improve communication between Board of Directors and POA Members by assigning individual Board members to work with homeowners in Areas 1-5 was made by Linda Cocke and seconded by Anne Snider. Motion passed.
- Consideration and Action on four ARC Requests:
 - Motion: To make invalid 2018 ARC Guidelines Item 5, Bullet 2 because it is in conflict with both the Covenants and By-laws and replace with statement indicating that no individual ARC member can approve any request on his or her own. Motion made by Anne Snider and seconded by Betty Jane Fourspring. Motion passed.
 - Motion: To include shutters in Guideline Item 3 and state that requests to install new shutters or to paint existing ones must submit requests with paint chip of approved paint colors in any approved color or darker shades of brown, tan, gray, blue or blackish green.
 - Motion: To allow ARC to correct misspellings in 2018 Guidelines and change one paint color from Oxford Gray to Blue Spruce. Motion made by Linda Cocke and seconded by Anne Snider. Motion passed.
 - Motion: Add to Guideline Item 3 that front doors may be solid color of homeowner's choice. All other doors must match trim color. Current doors are grandfathered until doors are repainted. Motion made by Linda Cocke and seconded by Betty Jane Fourspring. Motion passed.
- Budget
 - Motion: That budget line item Special Projects be moved from Property/Landscape to its own category Special Projects with Sub accounts Landscape/Property Expenses - \$6,00 and Other Projects - \$6,000 and that all projects must be approved by the Board. Motion made by Linda Cocke and seconded by Joe Merck.

Motion was made to adjourn meeting at 4:21 p.m.

Respectfully submitted,
 Linda Cocke
 Secretary, BOD