

CDPOA BOARD MINUTES

April 9, 2019

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

Board Members Absent: Karen McAlister

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

Others: David Hageman, Margaret Layne, Wendy Longo, Mary Loveday, Larry Reamer

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

Roll Call – Linda read the roll of those present.

Minutes – Linda Cocke, Secretary

- March minutes were approved electronically. After being sent to POA members a misspelling was discovered. The name change for Landscaping Committee should be Common Properties Committee not Common Property Committee. Corrected minutes are attached.

Treasurer's report –Betty Jane Fourspring

- All 2019 Fees have been received.
- 2 Homeowners owe a penalty fee for not submitting by March 1st deadline.
- Copy of current quarterly budget report was handed out and is attached.
- Copy of Itemized Categories was handed out and is attached.
- Copy of 990-EZ form for taxes was handed out and is attached.

President's Report – Martha Grigsby

- Sandra Yates, Fritz Briggs, and I met with CARC Representatives Ruthie Millar and Duane Jones recently to discuss various joint projects. We are working to improve the banks of the creek that flows under Downs Loop. CARC is looking into the possibility of placing goats on its banks to clear the underbrush and we are working with several entities to stop the erosion on the common property bank. Also, we are looking at ways to try to provide a better location for yard debris disposal at the Downs and to inhibit people from speeding in our neighborhood.
- Duke Energy personnel completed the installation of LED lighting on all its light poles here. Now they will move to the final step of repairing wiring problems found and determining if additional lighting is needed to provide the level of safety that we seek. Also, will try to adjust lighting that is intrusive to a few people by putting shields on housing of LEDs. I gave names of members who have told me about concerns to Duke Energy liaison.
- It has been brought to my attention that there is no stop sign at the corner of Kendra Place and Downs Blvd. I talked with Andy Blondeau at the City of Clemson and he assured me that one would be in place asap. Later while walking this area I noticed that there is no stop sign at the first exit from Bayberry onto Downs Blvd. either. We will try to correct that situation asap. In the meantime, please be careful when negotiating these two locations. I am asking Linda Cocke to email our members about this and Anne Snider to post this information on our website.

- Palmetto Insurance Company has been very helpful to us in the search for copies of our insurance policies. We now have the declaration pages for both the General Liability Policy and the Officers of the BOD Liability Policy. They will be filed in the cabinet in the Health Care volunteer room.
- Ann Fuhr is coordinating requests from members asking to use our Gazebo and Garden House for groups. At this point we do not have a Reservation Form. I am asking Anne Snider to meet with me to prepare one. Also, the contract for removing human waste from the Garden House has not been signed. It is expected that we will have a signed contract within a few days. In addition, when the Garden House was constructed, steps were not added to provide safe access to the structure. The Common Properties Committee is working on this.
- Sandra Yates, Fritz Briggs, David Hageman, Eric Snider, and I met with key officials of the Ft. Hill Natural Gas Authority Company regarding their proposed plan to bring natural gas to homeowners here in the Downs. In order to inform the CDPOA members of the plan and to give them the opportunity for input and questions, I will be asking the BOD today to consider approving a Town Hall Meeting for this purpose.
- Our new Communication Project which assigns a board member to residents via street address is going well. BOD members have until the May board meeting to complete their first visit with their members. Board members who have not visited their members, please delete the last 2 sentences from Article VIII, section 2 of the Covenants and Restrictions before giving out packets. These sentences were added by mistake to the master we copied. If you have already had your visits, please notify your members. Do any of you have any comments to make about the meetings you have had?
- A couple of weeks ago several Board members walked the common property located behind the first 5 or 6 houses on the right side of Keystone Lane. What we found was appalling – a virtual swamp with pools of stagnant water due to the fact that the drainage ditch has silted in so that it is practically non-existent in some places. During heavy rains the water runs into the yards of these homeowners – quite a lot of water.

Yesterday (April 8th) during the rains I took photos of torrents of water running into that area via the draining of water from Hickory Way, Downs Loop, CARC parking lot and the depression along CARC property adjacent to upper Downs Loop. At this street juncture via the entrance to the so-called drainage ditch on the common property at the edge of Mary Jane Patterson's property I took additional pictures.

Gobs of rain water flowing down Downs Loop from the juncture of Downs Loop, lower end of Keystone Lane, and entrance to CARC's Memory Care Unit and emptying into the Creek – possibly causing erosion.

Drains on the backside of the homes on Birch Place being overwhelmed by water that then was flowing down that street. These homes are on the right side of Birch Place.

Fritz Briggs accompanied a very upset homeowner to the back of her home on Birch Place. Water was up to the back door. You will see video of a similar event in her backyard from an earlier rain.

These problems have to be dealt with and soon. They did not happen overnight but have worsened over the years. Now they are at a critical point.

The Common Properties Committee is investigating ways to solve these problems. We will all have to become involved – this BOD, CARC, the members of CDPOA and perhaps others.

Committee Reports

A. The Architectural Review Committee – Susan Robinette, Chair

- Met on April 4, 2019 and considered two applications.
 - Marian Radosevich – 403 Bayberry Lane – request to replace post end of front next to neighbor’s wall and horizontal board across front of house from post to front door and paint trim. RECOMMENDED.
 - Joe Cocke & Linda – 602 Downs Loop – request to install new roof, same brown color shingles. Approved by POA on Emergency basis – roof was leaking. RECOMMENDED.

Board approved two requests.

- 52 mailboxes are out of compliance. A letter will be sent to those homeowners.

B. Common Properties Committee – Fritz Briggs, Interim Chair

- Fran Moseley has asked to be relieved of duties due to outside pressures but wishes to be kept in the information loop. We thank her for her long-time commitment/service and hope she may return.
- Don Manly has agreed to become a member of the Committee. We welcome him.

Storm Water

- Birch Place Flooding – Virginia Baird met with Nathan Hinkle, Storm Water contact with the City of Clemson; he says the City expects to have a new grate for the sewer at the corner of Birch and Downs Loop by the end of June. Ryan Smith will have his assessment next week of what we might do, and a cost estimate to do so, on our common property to redirect water flow away from the flooding properties.
- Keystone Lane Flooding – In the same meeting Hinkle reported there is no City drainage easement on our common property behind Keystone; this means the City will not take any action to alleviate the flooding. Hinkle also informed us we must contact the Corps of Engineers for a determination whether the ditch is really a drainage ditch or a creek. The Corps now has an office in Greenville and we are setting up a meeting with the representative to get that determination. We will at the same time bring up the creek erosion on Downs Loop. To proceed we propose developing a two-phase plan to attack the Keystone problem:
 - ❖ Phase 1 – We have asked Ryan Smith to investigate the area, define a plan to timely remove only that material causing the flooding and provide a cost estimate to do so. He expects to have that information next week. When, how, or if we proceed may depend on the determination from the Corps of Engineers.
 - ❖ Phase 2 – Assuming Phase 1 is accomplished, complete the rehabilitation of the ditch such that it would meet the standards required by the city to accept it as a drainage easement. Hinkle has offered the City’s engineering expertise to achieve that goal.

While we had hoped to have Jeremy Pike, storm water specialist at Clemson University, look at the Keystone problem, our meeting with him set for 4/9/19 has been delayed; his wife delivered a baby over the weekend

- Creek Erosion – Hinkle also reported the ditching along Downs Loop --- to divert water from CARC property and keep it from crossing the road to enter the creek on our property --- should complete before the end of June (fiscal yearend). As noted above, the April 9th meeting John Garton scheduled with Pike has been delayed.
- Swamped Fire Hydrant – AND, Hinkle said they have developed a plan to place a culvert beneath Downs Loop to carry the water away from the hydrant, onto CARC property and a retention area there. Such work would require closing of one lane of the road at a time and would take one to two weeks to accomplish. This would occur in the next fiscal year.

Yard Waste – In our meeting, the Common Properties Committee decided the best and cleanest (no pun intended) way to address this problem is to not allow waste disposal/storage on any of our properties. This is our recommendation to the Board.

Martha Grigsby – The current site will have to be closed as no waste is allowed on common property because our Covenants prohibit it. CARC is looking for a site on their property.

Conservation Easement/Woodland Walk – We submitted two proposals to the Board; have Smith clear any blockage from the drains under the Walk and then place a bed of rock at the entries to deter silt and small debris from entering them; test hardwood mulch on a section of the walk for durability and potential cost savings.

Garden House Accessibility – Since the season is nearly upon us, I have decided to get someone to construct and install a step or two, with railings, to provide easier access to the house --- this in lieu of a ramp. The current step height is ~10 inches. If anyone has a recommendation for someone please let me know. I have asked Smith to assess if this is something he might do. Most of these “construction/handyman” outfits only want to do bigger projects.

Eric Snider tried but was unable to set a time with Howard Queen, president of Action Septic, last week to get his signature on the contract to remove the waste from the Garden House chemical toilet. I will try to set a time in the next days.

Other Comments – We, again, have observed children riding bikes on the Woodland Walk; perhaps another contact with Camelot is in order.

Copy of complaint from Holley Ulbrich about Common Property was previously sent to the Board and our committee. We are following up.

Note: Later in this meeting, all present at the Board meeting viewed the video and the photos of the storm water problems.

C. Communication & Welcoming – Anne Snider, Chair

- Sylvia Peters has had no new homeowners to visit.
- Next Communicator will be out the end of April and will include information for May and June.

Website Stats

- Sessions down 13.14%
- Visitors down 19.13%
- Page Views down 15.72%

- Pages per session down 2.97%
- Average time on site down 23.81% to 2 minutes 18 seconds
- Most visited pages
 - Clemson Downs Property Owners Association
 - Bulletin Board
 - Homes for Sale
 - CDPOA Directory
 - FAQs

D. Social Committee – Diana Manly, Chair

- 27 attended the March breakfast. The speaker was Bonnie Kelley (Lake and Bridges Charter School).
- The April breakfast speaker will be Margaret Thompson and October speaker is Dillman Sorrells. Working on speakers for September and November.
- 21 people attended the April 1st Friday Gathering which was hosted by Elaine Cameron and Jan Gallaher. May 1st Gathering will be hosted by Elaine Cameron and Ann Fuhr.
- Spring Social is schedule for tonight, April 9th.

E. Rental – Sandy Yates

- Most owners of rental properties have not responded to Sandy's letter.
- Application for homeowner to rent their property must be made annually.

F. Television Committee – Harry Sutton, Chair – Martha Grigsby reporting for Harry

- 87 have signed up for Northland Cable TV.
- We need 90 for our contract.
- Contract with Northland Cable was signed January 1, 2015 and runs through 2020.
- Northland Cable has been purchased by investors. More concerned with corporation.

Unfinished Business

- None

New Business

- Anne Snider – Motion to ratify Don Manly as a new member of the Common Properties Committee. Seconded by Sandi Yates. Motion passed.
- Consideration and Action on Status of Bridge on Common Property.
 - No application to build.
 - No action by previous Boards can be found.
 - Can be accessed from common property and neighborhood on other side of bridge.
 - Not safe. POA could be liable if accident occurred.
 - Sandi Yates – Motion that the bridge on common property be removed. 2nd by Betty Jane Fourspring.
 - Motion passed.
 - Ryan Smith will be asked to remove the bridge as soon as possible.
- Consideration and Action to Retain the Firm of McLaurin Law, LLC to Represent the CDPOA.
 - Copies of retainer contract given to the Board.
 - Very few lawyers that want to deal with HOAs.
 - Any retainer not used will be carried over.
 - If only needed for 15 minutes, charge will be for 1/4 hour.

- Linda Cocke – Motion that we retain the McLaurin Law, LLC to represent the CDPOA according to contract for 1 year. 2nd by Anne Snider.
 - Motion passed.
- Consideration and Action to Purchase and Install Radar Speed Detection Kit.
 - City was contacted to see if we could buy a used detection system from them. Did not have any.
 - Decided that the solar version for \$3070 was the one to get.
 - CARC has agreed to split the cost.
 - Unit can be mounted on any type of pole.
 - Dwayne is willing to install the unit if CARC will agree to let us use him.
 - Designed to be used on right hand side of road.
 - Question – Can it be moved to another site? Yes
 - Question – Can it be locked? Yes
 - Anne Snider – Motion that we purchase and install the Radar Speed Kit as described by Sandy Yates. 2nd by Betty Jane Fourspring.
 - Question – Can the speed be changed? Yes
 - Question – Who is going to move it? Sandy will move it.
 - Going to ask City if they can write tickets.
 - Motion passed.
- Consideration and Action to Call a Town Hall Meeting to Present Ft. Hill Gas Authority Proposal.
 - Meeting is for information only – no vote will be taken.
 - Sandy Yates – Motion to establish a date and time to have a Town Hall meeting to present Ft. Hill Gas Authority Proposal and give members a chance to give input. 2nd by Joe Merck.
 - Tentative date and time – April 16th from 10:00 – 11:30 at the Corley Center in the large conference room.
 - Motion passed.
 - Fritz Briggs will contact Ft. Hill and invite them.
 - Anne Snider will create flyer and have her committee distribute to homeowners. Also, information will be placed on the website and send via email to homeowners.
- Consideration and Action to Test Mulch Materials to place on Woodland Walk Paths.
 - Sandy Yates – Motion to obtain mulch materials suggested by Common Properties Committee and to test mulch on Woodland Walk. 2nd by Anne Snider.
 - One scoop of material and placement - \$100-\$130.
 - Motion passed.
- Consideration and Action to Clear and Repair the Drains in Woodland Walk and Upgrade Drain Areas.
 - Anne Snider – Motion to repair and clear the drains in Woodland Walk around drain areas at a cost of \$395. 2nd by Sandy Yates.
 - Will place a rock bed in front of drains.
 - Motion passed.
- Consideration and Action to Remove CDPOA Address from ARC Application.
 - Sandy Yates – Motion to allow ARC to remove CDPOA address from ARC application. 2nd by Anne Snider.
 - Discussion indicated that removal was necessary because there is no separate mailbox for applications at our mailbox in the CARC office.
 - Names of Committee members will be listed on the application and applicants will give it to any member.

- Motion passed.
- Chair of ARC will amend the current application.

No announcements.

Motion was made to adjourn meeting at 3:29 p.m.

Respectfully submitted,
Linda Cocke
Secretary, BOD