

## CDPOA BOARD MINUTES

May 14, 2019

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

Board Members Absent: Sandy Yates

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

Others: Eric Snider, Wendy Longo, David Hageman, Margaret Layne, Virginia Baird, David Baird

Martha Grigsby, President, called the meeting to order at 1:58 p.m.

Roll Call – Linda read the roll of those present.

Minutes – Linda Cocke, Secretary

- April minutes were approved electronically and sent to POA residents in an email.

Treasurer's report –Betty Jane Fourspring

- Copy of current budget report was handed out and is attached to hard copy of POA minutes.
- Motion to accept treasurer's report through April 2019 was made by Anne Snider and seconded by Linda Cocke. Motion passed.

President's Report – Martha Grigsby

- David Connor of the City of Clemson Maintenance Department has asked Duke Energy to add a double light pole here at The Downs between the entrance pole and the first existing pole on Downs Blvd. due to the need for better lighting in that area. Also, he thinks there may be a couple of other locations that need consideration and will follow up with Duke Energy later.
- It is time to open the Garden House and once access steps are built it will be available for use for the summer. CDPOA member Ann Fuhr is handling group reservations and forms are available on the POA website. If you do not have this access, please contact Ann. Reservations must be made by a POA member and the member must be present at the event.
- The BOD and the Common Properties Committee continue to monitor storm water problems on both common and private property. Solutions are being sought with input from the Corps of Engineers, Ryan Smith and his company, the City of Clemson, and personnel from Clemson University. These problems have developed over many years and some are at a critical point now.
- The contract between the CDPOA BOD and McLaurin Law, LLC has been signed by all parties and will be in effect for one year.
- The Town Hall Meeting regarding the proposal from Ft. Hill Natural Gas Authority Company to provide natural gas to the POA homeowners was attended by about 40 homeowners. Representatives from the gas company were Joe Wilson, Director of

Business Development, and Eric Thomas, Project Engineer. Ft. Hill Natural Gas Authority Company managers have stated that they will not provide gas unless a letter or email from the Board of Directors grants permission for FHNGA to come into the neighborhood to work. To that end, the Town Hall Meeting was held to give owners the opportunity to voice their views and to ask questions. The proposal will be considered at today's meeting.

- Arthur Parker sent a nice email about the help he received in getting his mailbox repaired.

## Committee Reports

### A. The Architectural Review Committee – Susan Robinette, Chair

#### A. Met on May 9, 2019 and considered four applications.

1. Wendy Longo – 336 Summer Walk – request to remove and replace vertical slats with Hardie Board; painted same color as trim, sample submitted. RECOMMENDED.
2. Pat Ivester (Power of Attorney) for Wilson and Ann Kelly (parents) – 39 Hickory Way – request to replace roof with Landmark/CertainTeed Designer Lifetime shingles – Burnt Sienna – sample submitted. RECOMMENDED.
3. Harold Koeplin – 3 Little Lane – request to paint trim – Benjamin Moore, Beigewood (an approved color) – paint chip submitted. RECOMMENDED.
4. Mayne Collins – 17 Downs Loop – request to replace roof, Landmark/CertainTeed Designer Lifetime shingles – Burnt Sienna – sample submitted. RECOMMENDED.

All four requests were recommended by ARC.

Question: Will the color on Little Lane match the other units in that grouping?

Numbers 1,2, & 4 were approved by Board. Number 3 was returned for additional info.

- B. To avoid further confusion, the 500 Downs Blvd. address has been removed from the Application Form – ARC Chair Susan Robinette's address was added.
- C. Mailbox update: John Peters will ask handymen if they are willing to help residents. Email was sent out to all residents with 2 names/phone numbers of handymen.
- D. Thank you to Jim Reneke for garbage can exchange with Violet Williamson. Thank you to John & Sylvia Peters for the mailbox surveys.
- E. Restrictive Covenants with Bylaws signage error still being handed out. Door sentence inadvertently left out. Has now been added to Guidelines on website.
- F. Some of the property behind and beside 1 Birch Lane is Common Property.
- G. Date set for July ARC has been scheduled for July 9<sup>th</sup> rather than the regular scheduled date of July 4<sup>th</sup>.

### Concerns for POA Board discussion:

Walkers of some large dogs are not picking up after them. Susan will find out if not picking up behind dog is part of the leash law.

Sentence regarding front and other door colors was inadvertently left out of the Guidelines. Correction has been made on the website. Do we have to record a 3<sup>rd</sup> time for that one sentence? (We are going to totally clarify Guidelines for vote in November.)

Additionally, ARC is looking for a window air conditioning unit for garages that don't cost a lot of money.

B. Common Properties Committee – Fritz Briggs, Interim Chair

Storm Water

- Keystone Flooding – The Corps of Engineers has assigned this a project number, SAC-2019-00725, Drainage Ditch/Keystone Flooding, through the Greenville, SC office. Kristen Andrade, Watershed Manager, Northwest Branch will meet with us, on site, June 4<sup>th</sup> at 1:00 p.m. This to get the information needed for a Letter of Determination, i.e. are we dealing with a drainage ditch or stream. This will, in great measure, define how we proceed to relieve the flooding.
- Creek Erosion – The Corps of Engineers has assigned this a project number as well, SAC-2019-00724, Downs Loop Bank Stabilization. This will also be covered in the meeting with Andrade, determining what we can or cannot do on a stream already Corps responsibility.

We still expect the city to accomplish ditching from the CARC parking lot at Creekside to the creek by end of June.

We sent a letter to Jeremy Pike apprising him of the Andrade meeting and offering him the opportunity to meet with us before or after it.

- Birch Flooding – After on-site assessment and viewing real time and via member-provided videos (Mary Loveday, 13 Birch Pl.), the Common Properties Committee believes the major portion of the flooding occurs via overflow of a drainage ditch somewhere between 200 and 202 Downs Blvd. The ditch should flow, unimpeded, eastward to a city storm water drain by Downs Loop. Other observations suggest flow is normal behind 204 and 206 Downs Blvd. We believe, over the years, one or more high spots may have developed in between. To confirm, we need an elevation survey of the ditch beginning near Hickory Way (common property), behind Birch (member properties) and ending at the storm water drain.

We suggest the Board participate by offering to share a portion of the survey cost with the member properties involved on Downs Blvd. and Birch Place. Achieving member participation will be the purview of the Board. We can obtain a cost estimate for the survey from Clemson Engineering Services. In addition, we will see if they will provide observational information about the condition of the sides of the ditch as they conduct the survey. This as there is also the possibility a portion of the ditch wall has been compromised allowing overflow.

If the Board agrees, we will contact Clemson Engineering Services.

- Swamped Fire Hydrant – The city awaits letters from CARC & CDPOA (saying it's OK for them to proceed) before placing the project in the city's schedule for the next fiscal year.

Conservation Easement/Woodland Walk – The split rail fence between the bridge and Bayberry has deteriorated to the point that repairs are no longer an option; it must be replaced. With the Board's approval we will obtain an estimate to do so. In the meantime, we will schedule the two Board-approved projects --- clearing and protecting drains under the walk and testing hardwood mulch on a small section.

Garden House Accessibility – We have submitted an expenditure request to the Board for Ryan Smith to build and install a platform, intermediate steps and railing for the Garden House.

Cost to build steps and railing at Garden House will be \$643.43. Anne Snider made a motion to spend the \$643.43 to install steps and railing at the Garden House. Linda Cocke seconded the motion. Motion passed.

#### C. Communication & Welcoming – Anne Snider, Chair

- Sylvia Peters has had no new homeowners to visit.
- Welcome Packet has a new welcome letter from CARC & 2 tickets to the Bistro.
- Do we want to include the survey and the resident(s) area representative?  
Yes

#### Website Stats

- Sessions down 9.90%
- Visitors up 13.46%
- Page Views down 11.36%
- Pages per session down 10.52%
- Average time on site down 12.48%
- Most visited pages
  - Clemson Downs Property Owners Association
  - Bulletin Board
  - Homes for Sale
  - Events for April 2019
  - CDPOA Board Minutes
- Hosting & licensing has been paid for the website and is good for two years.

#### D. Social Committee – Diana Manly, Chair

- 28 attended the April breakfast. The speaker was Margaret Thompson from Clemson Paw Partners. Their goal is to focus on spaying and neutering dogs and cats. Lewis Vaughan has agreed to talk to us about the "Wall of Remembrance" in September and October is Dillman Sorrells (Quilting). We are still working on November.

- 77 people attended the spring dinner on April 9<sup>th</sup> which was hosted by Nancy Portnow. The entertainment was provided by Cathy Schwartz who played the handbells, mountain dulcimer and other instruments.
- 28 people attended the May 3<sup>rd</sup> Friday get-together which was hosted by Ann Fuhr and Jan Gallaher. The June 1<sup>st</sup> Friday get together will be hosted by Wendy Longo and Fiona Neill. We hope to be able to use the Gazebo.
- Might have been helpful if the survey had asked why they did not participate in events. Several did tell their representative that they did not attend breakfasts because they were too early and/or the cost.

E. Television Committee – Harry Sutton, Chair

- 86 have paid for Northland Cable TV.
- 2 are going on Northland Cable TV in July or August.
- We now guarantee 86 paid subscriptions.
- Contract runs through end of 2020.

F. Rental – Sandy Yates– Martha Grigsby reporting for Sandy

- Packets have been sent to owners who are renting their property.
- All have returned the information except 1 who is not very interested.

Unfinished Business

A. Report from Board Members on POA member visits and collection of surveys

- Most residents have been visited but still a few to finish up.
- Surveys collected.
- Martha Grigsby will need some help compiling the information.
- Anne Snider commented that she had met some of the nicest people.
- Any negative comments? Yard waste – where can it be taken

B. Consideration and Action on Proposal by Ft. Hill Natural Gas Authority

- Motions are usually in the positive.
- Proposal would be that Ft. Hill Natural Gas Authority be allowed to install gas lines on POA property.
- City of Clemson will give or not give approval for use of rights-of-way.
- Line would need to be clearly marked on common and members' property.
- Anne Snider made a motion that the POA grant permission to Ft. Hill Natural Gas Authority to install gas lines with city approval of rights-of-way and that gas lines be marked and delineated on common property and members' residences. Seconded by Joe Merck.
- Fritz Briggs would feel better if the line on common property were isolated and could possibly be turned off if work needed to be done in that area.
- Concern that if the trees in that area die, it would be costly to remove them.
- Ansel Miller was asked to look at the trees. They are in good condition for their age which is approximately 90 years. If the root system is cut, it would need to be at least 5 feet away from the trunk.
- We have been told that the engineers will bore 8 ft. beneath.
- Bairds – would consider giving an easement to Ft. Hill Natural Gas Authority on their land between them and the Olsons. No trees are involved.

- There is some concern about the trees.
- Anne Snider amended her motion to read:
  - The POA grants permission to Ft. Hill Natural Gas Authority to install gas lines in neighborhood, including common property, subject to the City of Clemson granting all needed permits to the Company, including matters that may arise concerning rights-of way; that all gas lines that run through Common Property be isolated with cut off valves with lines clearly marked; and that the Company accept the easement offered by the Baird Family at 1010 Keystone Lane which would avoid laying a line on our Common Property that is located between the properties of the Baird and Manly families. Motion passed.
- C. Consideration and Action on Down Loop and Bayberry Yard Waste Collection Sites
  - A mistake was made in announcing that the site has been closed.
  - When the site was chosen it was thought to be on CARC property.
  - Not only is it on Common Property but it is on a conservation easement.
  - The POA is talking with Duane Jones with CARC. They are looking for a site on CARC property for CARC use.
  - CARC is also exploring ways that the POA might be able to use the site.
  - The site at the end of Downs Loop is for mulch that the City delivers. It is not for yard waste.
  - Collection site for the City is 2.6 miles from The Downs.

#### New Business

- Consideration and Action to Replace Fence Section on Woodland Walk.
  - Fritz Briggs will get quotes on replacing the fence.
- Consideration and Action to build Steps to Garden House.
  - Steps will be built and railing added to Garden House.
- Consideration and Action to allow Chair of Common Properties to ask Clemson Engineering Services to give us an estimate and other details to provide us with an Elevation Survey of the ditch running from Hickory Way between the first house on Little Lane and 47 Hickory Way across Common Property to drain on Downs Loop.
  - Table until June meeting.

Martha Grigsby announced that we needed to talk about one of our contracts. Linda Cocke made a motion to go into Executive Session after the Board meeting. Anne Snider seconded.

Announcements – None

Motion was made to adjourn meeting at 3:18 p.m.

Respectfully submitted,  
Linda Cocke  
Secretary, BOD