

## CDPOA BOARD MINUTES

August 13, 2019

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

Board Members Absent: Sandy Yates, Anne Snider

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

Others: Margaret Layne, Eileen Rizo-Patron, Wendy Longo, David and Virginia Baird, Mary Loveday, Jean and Frank Kuhn

Martha Grigsby, President, called the meeting to order at 2:10 p.m.

Roll Call – Linda read the roll of those present.

Eileen Rizo-Patron was introduced and said that she was looking forward to moving into her house at The Downs.

Minutes – Linda Cocke, Secretary

- July minutes were approved electronically prior to meeting 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 as presented was made by Linda Cocke and seconded by Karen McAlister. Motion passed.

President's Report – Martha Grigsby

- The Board of Directors has been invited to a drop-in honoring Dr. LeHeup for his service to Clemson Downs. He is retiring at the end of this month. The event will be held in the Conference Room of the Corley Center on Tuesday, August 27 from 3:00 to 6:00 PM. There will be a program near the beginning; and it would be good if we could all be in attendance at that time, since we are presenting him with a gift as a way to thank him for his service to the POA. The gift will be of no cost to our membership.
- After years of everyone believing that the medians on Downs Blvd belonged to CARC, information has been uncovered by CARC from the Pickens County Tax Assessor's Records that indicates that perhaps they are jointly owned by the CDPOA and COUNTRY WALK with the property line running down the middle of the medians. We have asked our lawyer to conduct title searches to determine specific ownership and are awaiting the results.

- Fritz Briggs, Common Properties Committee Interim Chair, and I met with the homeowners involved with the storm water drainage problems at some of the properties on Birch Place. All attended the meeting and agreed to share the cost with the POA of a survey to determine the status of the forty-year-old drainage ditch that runs through both Common Property and homeowner property. Using the results of the survey and consultations with engineers, a plan to resolve the problem will be developed and will be presented to the homeowners at a later date.
- The City of Clemson has completed construction of a drainage system to correct storm water collection around the fire hydrant on the lower half of Downs Loop.
- The first phase, which included patching and sealing of existing asphalt, of the repaving of Kendra Place, Bayberry Lane, and Summer Walk has been completed by the City of Clemson, Public Works Department. The final phase, which will be the actual repaving, will begin soon. Please be aware that there will be heavy equipment in use on site and some street closings during the final phase.

### Committee Reports

- A. The Architectural Review Committee – Susan Robinette, Chair
1. ARC met on Thursday, August 8, 2019 and considered three applications.
    - Barbara Smith – 335 Summer Walk – request to repaint trim same color; sample included. RECOMMENDED
    - David & Alice Hageman – 50 Hickory Way – request to replace roof; unable to get a sample in time for ARC meeting so sent photo of what they want (color of 1004 and 1016 Keystone roofs). RECOMMENDED.
    - David & Alice Hageman – 50 Hickory Way – request to replace concrete driveway with new concrete driveway. Also, topcoat refresh sidewalks and patio with thin coat of concrete (Lash Concrete, Westminster: Terry Lash 722-4343). RECOMMENDED.
    - Linda Cocke made motion to accept all three requests made to the ARC and recommended by them. Betty Jane seconded. Motion passed.
- B. Common Properties Committee – Fritz Briggs, Interim Chair
- One correction to the electronic copy of the report that he sent to the Board – John Syme not Symes.

John Syme has decided to resign from the committee due to other pressing issues. We will miss John and thank him for his years of service, ideas and contributions.

### Storm Water

- Meeting with Jeremy Pike - While we were quite upbeat following our meeting, the contacts and specifics he alluded to have not come to fruition. Instead, he gave much more general advice in the areas of: 1) current projects on campus we might want to observe; 2) containing and slowing storm water at the sources; and, 3) potential Extension workshops dealing with storm water and creek bank stabilization. We will hold the information and suggestions in 2) above for later contact with CARC.

- Keystone Flooding – We will move ahead with Smith’s plan to clear the drainage ditch after we run it by Nathan Hinkle for his advice and to confirm the ditch might be taken over by the city as a drainage easement following additional upgrades. CARC has offered to pay half the cost of Smith’s estimate for the ditch work!
- Creek Erosion – Next steps here will likely involve some perhaps costly professional advice on the best route forward. Financing and timing will have to be resolved by the Board and the Common Properties Committee.
- Birch Flooding – After a June 12<sup>th</sup> meeting with involved properties, we agreed CDPOA will pay half of the \$700 cost of an elevation survey of the drainage ditch; the rest will be borne by eight properties. That survey has been completed and does show high areas impeding flow. We will observe those areas for complicating and contributing factors and put together a graphic illustrating the problem. We will contact Hinkle for any insights he has into how to proceed.

Conservation Easement/Woodland Walk – Smith and crew replaced the split rail fence on the upslope from the bridge and it looks great. He took action to better ensure stability and durability. We are assessing bridge condition and needs.

Guidelines – We have a big list of things that must be included. I think it’s about time for a chaos meeting to figure out where each of these fits in Manly’s framework!

Gazebo Reservations – No reservations received besides the standing First Friday.

- C. Communication & Welcoming – Linda reporting for Anne Snider, who is out of town
  - No report
- D. Social Committee – Diana Manly, Chair
  - 22 attended the August 2<sup>nd</sup> Friday get-together which was hosted by Barbara Smith and Jan Gallaher. The September 6<sup>th</sup> Friday get together will be hosted by John & Ann Gilreath, Carol & Dennis Walling, and Pat Vernon. We are planning on being able to use the Gazebo. Diana would like to put out paper flyers announcing the get together – maybe we can stir up some interest. We did have 2 new couples in August and hopefully they will continue to come.
  - The speaker for the September breakfast will be Lewis Vaughan speaking on the “Wall of Remembrance.”
  - The Holiday Dinner has not been finalized as we are waiting to hear from the group providing entertainment.
- E. Television Committee – Harry Sutton, Chair
  - ACC Channel “goes live” on August 22<sup>nd</sup> and it will be on Northland Cable at no additional charge. Channels will be 53 & 74. If you have a DVR box it will be 454.

- F. Rental – Martha reporting for Sandy Yates, who has had hip replacement surgery
  - No report.
  
- G. CARC – Wendy Longo, POA Liaison
  - James Hill will become the new CARC director on September 9<sup>th</sup>.
  - Very delightful and has good experience.
  - Could have hired any of the final candidates.

#### Unfinished Business

None

#### New Business

- Approval of Rental Requests
  - Must have a Permit from City
  - A copy of the lease
  - Must renew every year
  - The following have met all requirements
    - Owner Bates renting to Snipes
    - Owner Nutt renting to Hickman
    - Owner Hartsell renting to Doran
    - Owner Reamer renting to Wise
    - Owner Patterson renting to Burtons
    - Owner R. Yates renting to Lott
    - Owner W. Yates - vacant
  - Joe Merck made a motion to approve rental requests. Karen McAlister seconded. Motion passed.
- Approval of 2019 Nominating Committee
  - Joe Merck announced that names were submitted and discussed for the Nominating Committee.
  - The following were submitted for approval:
    - Sandy Smith – Chair
    - Walt Castro – Member
    - Mary Louise Baker – Member
  - Linda Cocke made a motion to accept the names submitted to serve on the 2019 Nominating Committee. Karen McAlister seconded. Motion passed.
- Approval of 2019 Revisions to Budget Preparation Guide of 2006; Revised 2012
  - Recommendation to add the following statement at the end of Reserve Fund – A 40% minimum is recommended.
  - Recommendation to delete “Social” from the 2<sup>nd</sup> paragraph under Estimated Yearend Condition.
  - Karen McAlister made a motion that the Board accept the Budge Preparation Guide as presented. Joe Merck seconded.
  - This new format is a way to prepare a budget for a 501c3 Corporation.
  - The Budget Preparation Guide was approved in 2006 and revised in 2012.
  - Has not been used in several years.
  - We will reinstate its use.
  - Motion passed.

- Consideration and Action on New Budget Format for 2020 with Trial Use for Remainder of 2019
  - Karen McAlister made a motion that we approve the new budget format for 2020 with a trial use for the remainder of 2019. Linda Cocke seconded.
  - The old format does not follow the format that we need for the IRS.
  - Harry Sutton has informed the Board that this will be his last year of preparing the taxes. The new format will be easier for his successor to follow.
  - The old way leaves a lot of room for errors.
  - Motion passed.
- Consideration and Action on Reallocation of Funds within Current Approved Budget
  - Linda Cocke made a motion that we accept a reallocation of funds within the current approved budget. Karen McAlister seconded.
  - Bylaws give us permission to reallocate money.
  - Income for this year increased by \$2000 due to an error that occurred in the approved 2019 Budget.
  - Expense Changes
    - Insurance, Taxes, Lawyer Fees – increased from \$2200 to \$4200
    - Other projects – decreased from \$6000 to \$2000
    - General Property Management – added \$1700
    - Gazebo maintenance – reduced from \$600 to \$200
    - Mowing contract – increased from \$6000 to \$9500. The current contract was renegotiated midyear due to increase in necessary work. New contract is written each year.
    - Motion passed.
- Consideration and Action on Invoice from CARC for Permanent Yard Debris Site Preparation
  - Karen McAlister made a motion to pay invoice from CARC for the permanent yard debris site preparation. Joe Merck seconded.
  - CARC has allowed the POA to use their site for individual homeowner yard debris in the past.
  - POA has never had a site as our Covenants state that we cannot have a site on common property.
  - CARC said they would find and prepare a permanent site on their property but they would incur costs. Might have a “pay for use” for homeowners but nothing has been decided.
  - Pad is now finished.
  - POA has received an invoice for \$2009.87.
  - If we pay the invoice, we will have permanent access to CARC site and will not have to pay any other fees.
  - If we approve, the money would come from the Contingency Fund since funds are not in our budget lines.
  - Bayberry site will be closed very soon
  - Fence will be installed so permanent site will be screened.
  - Motion passed.
- Consideration and Action to call Special Meeting by end of September to Ask Membership to Change Bylaws Regarding Annual Meeting and Election of Board Members

- Karen McAlister made a motion to call a Special Meeting to ask the membership to change the bylaws regarding the Annual Meeting and Election of Board Members. Betty Jane Fourspring seconded.
- A change in the bylaws last year created a conflict between the Covenants and the Bylaws. Other changes created some unintended consequences.
- Consulted our lawyer and she advised us that these issues needed to be addressed.
- No business can be conducted at the Annual Meeting.
  
- Might not have a full board to start the new year.
- It would cost more money to send out several mailings.
- The present Bylaws allow no way to elect a vice president.
- Motion passed.
- Discussion of Survey Results
  - Linda Cocke gave a short overview of the survey results.
    - Approximately 90 homes have a computer.
    - Most prefer to read a hard copy of the Communicator.
    - A full proposal will be developed.

#### Announcements

- Susan Robinette announced that zoning information can be found at [cityofclemson.org](http://cityofclemson.org).

Motion was made by Karen McAlister to adjourn meeting at 3:41 p.m.

Respectfully submitted,  
Linda Cocke  
Secretary, BOD