

What: CDPOA Town Hall Forum

When: Thursday, November 7, 2019, 1:00 p.m.

Where: Corley Center Large Conference Room

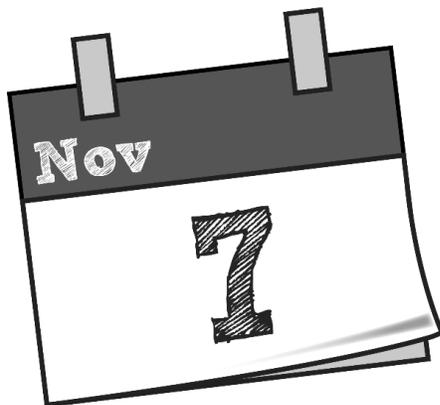
Why: To receive your input on bylaw changes, budget, Architectural Review Guidelines changes, and other issues to be addressed at the December 5th Annual Meeting

We want to know what you think! Prior to the mailing of the items to be voted on at the Annual Meeting on December 5, we want your opinion. The best way to do this is with a Town Hall Forum.

Here are the important dates:

1. Information about the issues to be addressed at the Annual Meeting goes out to CDPOA residents via email and the www.cdpoa.com website on **Tuesday, October 22, 2019**. There will also be a copy posted on that date in a new CDPOA notebook in the CARC Library (adjacent to the dining hall) for those residents without computer access.
2. **Town Hall Forum** to discuss these issues and gain your input is **Thursday, November 7, at 1:00 p.m.**
3. **Annual Meeting** is **Thursday, December 5, at 1:00 p.m.** in the Corley Center Large Conference Room. Information packets with voting forms and other items for the Annual Meeting will be mailed to all CDPOA members **November 18**.

Please mark your calendars and plan to attend all these important meetings.



Proposed CDPOA 2020 Budget

	2020 Budget	2019 Budget
INCOME		
Operating:		
Membership: 138 homes @ \$300	41,400.00	24,840.00
Membership: 2 vacant lots @ \$90	180.00	130.00
Interest Income	75.00	66.00
2019 Year End Net Worth	3,400.00	5,875.00
TOTAL INCOME	45,055.00	30,911.00
EXPENSES		
Administrative:		
Ins., Taxes, L & P Fees	5,300.00	4,200.00
Annual Meeting	600.00	460.00
Business & Town Hall Meetings	600.00	400.00
Communicator	670.00	175.00
Phone Directory	200.00	200.00
Website	0.00	400.00
Welcome Pack	75.00	125.00
Social*	425.00	400.00
Other Projects	1,000.00	2,000.00
Total Operating Expense: Administrative	\$8,870.00	\$8,360.00
Property:		
Irrigation Water	250.00	250.00
Mowing Contract	12,000.00	9,500.00
General Property Maintenance	13,700.00	7,900.00
Total Operating Expense: Property	\$25,950.00	\$17,650.00
TOTAL OPERATING EXPENSE (TOE)	\$34,820.00	\$26,010.00
Contingency Fund (10% of TOE)	3,482.00	2,601.00
TOTAL OPERATING FUND (TOF)	\$38,302.00	\$28,611.00
Reserve Fund (23.6% of 2019 TOF)	6,753.00	2,300.00
TOTAL EXPENSE	\$45,055.00	\$30,911.00

*Net of ticket sales and expense

CLEMSON DOWNS PROPERTY OWNERS ASSOCIATION ARCHITECTURAL GUIDELINES

Architectural Guidelines for Homeowners Relating to New Homes, Additions, and Modifications to Existing Homes
Changes/corrections are in red; additions are in blue

INTRODUCTION

Article V of the 2007 Restrictive Covenants for Clemson Downs Property Owners Association (CDPOA) establishes the Architectural Review Committee (ARC). The ARC is charged with regulating external design appearance for new construction as well as improvements to and maintenance of existing structures, as described in these Architectural Guidelines.

Article V, Section 3 of the Restrictive Covenants specifies that before any new construction or external modifications to existing structures is started, the owner is to submit written details of any proposed project to the ARC for recommendation and written approval of the CDPOA Board of Directors as described in these Guidelines.

Article IV, A, Section 2 of the Bylaws of CDPOA establishes the procedure for the approval process. The CDPOA Board of Directors is authorized to approve or reject recommendations of the ARC. Applications are submitted to the ARC for review prior to making a recommendation to the CDPOA Board.

Applications are site specific. Similar modifications to structures at other addresses cannot be used as precedent for recommendation. Guidelines are reviewed at least every two years to reflect current needs. Applications received before the Thursday before the second Tuesday of the month will be reviewed by the ARC at their regularly scheduled meeting. The ARC will present its decision in response to all written formal applications to the CDPOA Board of Directors for final action at their regularly scheduled meeting on the second Tuesday of each month. **Homeowner applicants should not purchase materials, engage contractors, or initiate work before a positive CDPOA Board of Directors determination is made.** Applicant participation in the decision-making process must be through the ARC.

These Architectural Guidelines are not intended to constrain the ARC in exercising its responsibility to fulfill the intent of the Restrictive Covenants and the Bylaws. If there is any question about the need to obtain approval, a completed application should be submitted to the ARC in a timely manner. Applications in response to emergencies can be submitted at any time for prompt resolution. Questions regarding the completion of the Application can be answered by the chair of the ARC or any ARC committee member. This process ensures the continuity of architectural standards that give strong support to maintaining property values and facilitating property transfers. Cooperation of all homeowners is appreciated.

ITEM 1 – ROOF SYSTEM

- Hip or gable roofs are permitted (but not in the same elevation).
- 6 vertical by 12 horizontal pitch preferred. 5 x 12 permitted.
- Overhangs of 24" required. This measurement is from outside face of wall to outside edge of roof.
- Gable or rake overhangs to be 12" minimum.
- Shingles are to be in dark tones of brown or gray, according to the siding color.
- Townhouse shingles should be the same color within the same building.
- All roof mounted appliances or yard mounted equipment must be located so as to be as unobtrusive as possible, consistent with operational requirements.
- Requests for solar panel installation will be considered on a case-by-case basis but will not be permitted in any case on the street side of the roof or in the yard nor will leased panels be allowed.

ITEM 2 – EXTERIOR FINISHES

- Exterior walls to be clad with rough sawn boards of wood or Hardie Board type material with 8" exposure with overlap.
- Soffits to be 3/8" rough sawn plywood with 2" or 3" continuous vent or vented Hardie board painted the same color as the house trim.
- Fascia to be 1"x 8" one piece, in the same color as the siding.
- Exterior walls shall be at least 60% brick in each elevation (excluding windows and doors).
- Exterior brick veneer for modifications to be compatible with existing style and color.
- Selection of materials for new construction shall conform to existing overall POA colors.

ITEM 3 – WINDOWS, DOORS AND GARAGES

- Windows to be traditional double-hung (preferred) or casements.
- Painted wood, fiberglass and metal-clad windows are permitted in darker shades of tan, brown or gray.
- Vinyl windows are permitted in bronze for use with brown siding, tan for use with tan siding, and white for use with gray siding. Window frames and trim are to be the same color as the siding.
- Garages to have flush or raised panel finish (rough sawn or other surface textures), fiberglass or metal overhead doors. ARC must approve inclusion of windows in garage doors.

Residents are reminded of the following:

Garage doors are to be kept closed at all times except when in actual use by the individual property owner. However, leaving the garage door open a maximum of fifteen (15) inches for cooling or other purposes is permissible (Restrictive Covenants, Article VIII, Section 11).

ITEM 4 – GUTTERS

- If installed, gutters shall be seamless aluminum preferably with 3"x 4" downspouts and match exterior trim color.

ITEM 5 – EXTERIOR PAINTING

- Exterior wood walls (siding) and trim for both new construction as well as modifications are to be painted colors approved by ARC. A list of pre-approved colors (see below) may also be obtained from the CDPOA website or from a member of the ARC.

Name	Manufacturer & Manufacturer's Number	LRV	Name	Manufacturer & Manufacturer's number	LRV
Van Buren Brown	Benjamin Moore, H-C70	6.1	Cocoanut Husk	Sherwin Williams, 6111	11
Stone Brown	Benjamin Moore, 2112-30	8.2	Cobble Brown	Sherwin Williams, 6082	14
Kendal Charcoal	Benjamin Moore, HC-166	11.8	Special Gray	Sherwin Williams, 6277	19
Fairview Taupe	Benjamin Moore, HC-85	15.9	Cityscape	Sherwin Williams, 7067	22
Beigewood	Benjamin Moore, 1007	24.2	Spalding Gray	Sherwin Williams, 6074	22
Wildwood Crest	Benjamin Moore, 1538	24.5	Poised Taupe	Sherwin Williams, 6063	22
Blue Spruce	Benjamin Moore, 1637	27.7	Software	Sherwin Williams, 7074	23
Deep Silver	Benjamin Moore, 2124-30	27.8	Dovetail Gray	Sherwin Williams, 7018	26

- Requests for painting in similar colors not on the pre-approved list or by other paint manufacturers are to be submitted by a painted wood board sample, chip with paint manufacturer's name, color number and Light Reflectance Value (LRV), if available. If the LRV is not available, ARC will provide it based on the manufacturer's name, color name, and paint chip. Painted wood board samples are required to make sure that the paint mixing is true to color and that the homeowner is content with the color choice. All paint manufacturers will sell you a small sample jar of your color choice.
- All these items must be submitted to the ARC via application for recommendation and must then be approved by the CDPOA Board before painting can begin.
- Repainting of the mailbox post with house trim color is to be done at the same time as the house.
- Roof trim, soffits, window and door surrounds, gutters and downspouts, garage doors and mailbox posts to be painted the same color as the siding/trim.
- Wood, metal-clad and vinyl windows are to be in the same color or the same color family (i.e. brown, tan, or gray) as the trim.
- **Front Doors to be solid color of owner's choice with an LRV range of 6-70. All other doors are to be same color as trim.**
- Shutters, if desired, are to be submitted to ARC with an application form and color sample in dark shades of brown, gray, blue, or blackish green. Shutters already hung are grandfathered until the need for repainting arises.
- Townhouses in the same group must have siding painted in the same color family of approved colors as the neighboring units (i.e. brown, tan, or gray).

ITEM 6 – DRIVEWAYS

- Driveways and walkways to be concrete for all new houses.
- Replacement of, or additions to, existing driveways or parking areas to be concrete.
- Concrete staining of driveways, patios, and sidewalks (concrete color only) to be submitted as maintenance item.

- Asphalt driveways which cannot be repaired may not be resurfaced but must be replaced with concrete. An application to ARC is required.

ITEM 7 – EXTERIOR CONSTRUCTION AND MAINTENANCE

- Patios, decks, retaining walls, parking pads, walkways or other external revisions are included in the scope of these guidelines.
- Temporary waste removal containers and contractor toilets used for construction **MUST** have ARC recommendation and CDPOA Board approval. Placement of and time limit for their use must be specified on the application to ARC.

Residents are reminded that:

As it is against the law to put anything other than USPS items in mailboxes, all residents are encouraged to have a message box attached to their mailbox posts for delivery of community flyers and information. If you do not have an area for messages, you may miss valuable information.

ITEM 8 – ITEMS NOT PERMITTED

- Frieze larger than 2” wide
- Glass brick or block
- Large bay windows in front or side elevations
- Picture windows in front or side elevations
- Non-brick masonry products
- Shed roofs
- Hip roof and gable roof elements in same elevations
- Columns supporting overhanging roof in front or side elevations
- Storage space with exterior door(s) on front or side elevations
- Storage units not attached to the main structure
- Free standing buildings other than main structure
- Unfinished metal on roof surfaces
- Vinyl soffits
- Decals or ornamentation other than numerical address on mailboxes or mailbox posts
- Fences, such as chain link, etc., **are not permitted**. However, the ARC might approve privacy walls (such as brick) in front yards as well as privacy walls and screens in the rear if appropriate (see Restrictive Covenants Article V, Section 3).
- Under no circumstances are solar panels permitted on the front of the roof or in the yard. Requests for mounting solar panels elsewhere must be recommended by the ARC and approved by the CDPOA Board.

ITEM 9 – TOWNHOUSE HEAT PUMPS-FRONT LOCATIONS (BIRCH PLACE ONLY)

- There is a specific Design Criteria for the three townhouses with developer-located front heat pump installations. These units have rough sawn cedar horizontal screens or Hardie type materials and are grandfathered as to their present designs. These unit screens are to be maintained as designed. If they are changed, they **must** be replaced with brick walls, or the heat pump to be moved to the rear of the structure and existing screening removed.

ITEM 10 – APPLICATION AMENDMENTS

- Changes to ARC approved plans for all new construction, additions to existing structures or modifications subsequent to ARC approval are to be resubmitted to the ARC for approval.

ITEM 11 – SUBMISSION OF APPLICATION

- Applications are to be made in the name of the homeowner. If a legal representative of the owner is the contact point, the application is still made in the owner’s name.
- If the application is made in anticipation of sale, any broker or sales agent involved should receive copies of these guidelines.
- Completed applications should be submitted to a member of the ARC by the Thursday before the second Tuesday of the month. This will permit action by the CDPOA Board at their next monthly meeting.
- Emergency applications will be considered on an as-needed basis.

Note:

If emergency repairs are needed, please contact any member of the ARC (see www.cdpoa.com under heading *About CDPOA—Architectural Review—Architectural Review Guidelines* for a current list of members; their contact information is in your POA phone directory) to receive recommendation prior to regularly scheduled meetings.

- Work on approved applications can only begin after CDPOA Board approval.
- **Purchasing of materials, engaging contractors, or any *initiation of work should be withheld until acceptance by the CDPOA Board is complete.***
- Applications **not recommended by ARC** can be appealed to the CDPOA Board via written request within 60 days of ARC rejection.
- Reasons for applications held for further review will be documented and reviewed with the homeowner by the ARC.
- The Chair of the ARC will maintain a log of all written applications, with disposition results and references to submitted samples.
- Where applicable, City of Clemson codes are to be followed. Application to the CDPOA does not relieve the owner's responsibility for code conformance. Application for a building permit with the City of Clemson will clarify when code provisions are applicable.
- Samples to be included with application as appropriate:
 - Brick selection from distributor's sample board
 - **Painted sample board** and paint chip for house and trim colors including manufacturer's color code and, if available, the Light Reflective Value (LRV).
 - Window and door frame manufacturer's identification, or paint chip
 - Roof shingles including manufacturer's reference
 - Concrete finishes if modification to standard poured mix is proposed
 - **Concrete stain color chip with manufacturer's name and color number**
- The ARC Request form is the approved format for submitted applications and is incorporated into these guidelines. It is available on the CDPOA website for filling out and downloading to be submitted to **any ARC member**.

REMEDY

In the event a property owner violates the guidelines, covenants, and/or bylaws and refuses to comply with remedies as stated by the ARC and CDPOA Board of Directors, the Board may submit the matter to arbitration and/or take legal action.

**Architectural Review Committee
Revised December 2019**