



CLEMSON DOWNS PROPERTY OWNERS ASSOCIATION A 55+ RETIREMENT COMMUNITY

Minutes of the CDPOA Board of Directors Meeting June 13, 2023 | 2:00 pm – Bistro, CARC

Board Members Present:

Virginia Baird, Diana Manley, Karen McAlister, Lamar Robinette, Denny Walling

Chair Members Present:

Anne Snider (Communications), Eldon Blust (Cable TV), Susan Robinette (Rentals)

POA Members Present:

Ann Gilreath, Gladys Vaughan, Marion Sieffert

Call to Order – Chairman Walling: The meeting was called to order at 2:00 pm. A quorum was declared based on the number of Board members present. Chairman Walling acknowledged the attendance of Marion Sieffert, who has agreed to serve as Assistant Secretary of the Board – a non-Board position created under Section 2, Article V of the CDPOA By-Laws - take minutes of the Board meetings.

Approval of Minutes – Chairman Walling: Minutes of the May 9, 2023, Board Meeting were approved electronically.

Treasurer’s Report – Virginia Baird: In the absence of a Board Treasurer, Virginia Baird is acting as liaison with the POA’s new accounting firm of Lindley Pettigrew & Co. CPA’s LLC (“CPA Firm”) trying to reconcile bottom lines because of expenditures since October 2022.

Committee Reports

ARC Committee Report – Karen McAlister (for John Gardner, Chair): Because of vacations, the ARC met Tuesday, May 30th. Three homeowner applications were received and approved by the Committee and submitted to the Board for approval, as follows:

1. Whitehead – 37 Hickory Way: approval of the use of paint color from Benjamin Moore 2112-30 - the same color previously approved and used adjacent townhome at 39 Hickory Way;
2. Payne – 43 Hickory Way: approval of flagstone veneer over the existing patio; and
3. Castro – 102 Downs Blvd – approval of paver/concrete walk from driveway to side porch.

On motion of Virginia Baird, seconded by Lamar Robinette, the Board accepted the recommendations of the ARC Committee and approved all three requests by unanimous vote.

The ARC Committee hopes to have its final decision regarding appropriate exterior paint colors by the August Board meeting. A survey is being designed with the help of Eric Snider, who has experience designing impartial surveys. Anne Snider will send an email to all homeowners to solicit any interested residents' comments or concerns about exterior home paint colors, to be discussed at the Board's July meeting.

Communications Committee Report – Anne Snider, Chair: Anne asked for any information for the July Communicator to be submitted early due to summer vacation schedules.

Common Properties Committee Report – Virginia Baird, Chair: The Committee Chair provided updates on the following common property issues:

1. Bayberry Brush Site: In an effort to shield the brush site from public view, Gladys Vaughn donated 2 redbud trees. The committee hopes to add an evergreen tree and get them all planted this fall.
2. Woodland Walk. Unless the Committee can solicit additional volunteers, it plans to send out a bid form to several contractors for covering the walk with mulch from the city.
3. Common Area Maintenance Contract: Several contractors have expressed an interest in bidding on the common area maintenance contract. David Baird will call interested contractors and walk them through the common areas so they will have a better idea of what is involved and what is expected before bids are submitted.
4. Gazebo: Larry Reamer and Ansel Miller agree that the maple at the end of the walkway by the stone bench needs to be removed. The Committee will solicit bids for the removal of the tree and stump. Also, the cupola on top of the Gazebo needs to be repaired.
5. Cul-De-Sac at End of Birch Lane: The Committee received a complaint from a Birch Lane resident regarding the Board's failure to maintain the cul-de-sac at the end of Birch. The Committee has been trying to work with Ryan Smith to deal with the water washout and other issues in that area but is also considering bidding out the work.
6. Miscellaneous: Other comments included the lack of mowing on CARC property due to shortage of personnel. Also, the committee is addressing a large pile of debris and large truck tracks left in the dirt at the end of Downs Loop.
7. Traffic Signs: Speeding vehicles continue to be an issue all over the Downs. Small signs were recently put out along Downs Boulevard and Downs Loop asking traffic to slow down. The Board recognized that the signs are too small, contain too many words, and contain misspelled words. Virginia will order one new corrected and larger sign for Board approval.
8. Traffic 3-Way Stop Signs: At the request of Gary Newkirk, the Board investigated the idea of 3-way stop signs at some of the intersections in the Downs. Nathan Hinkle, the City Engineer, provided information on the forms that must be signed

by fifty percent (50%) of the property owners and also suggested that we seek signatures for possible sidewalks from the lower Health Care parking lot to the administration entrance on Downs Boulevard. The CPC suggested to the Board we seek a resident(s) to spearhead this project. Chairman Walling suggested that the vote by property owners be made part of the ballot at the Annual Board Meeting. No further action was taken at this time.

Social Committee Report – Diana Manley, Chair: Twenty-two (22) people attended the June First Friday get together which was hosted by Fiona Neill and Judy Eidson. The July 6th gathering will be hosted by Ed and Jane Hamilton.

Cable TV Committee Report – Eldon Blust, Chair: There is one new cable subscriber. Most of the orange cables have been buried but the black ones are still on the ground.

Rental Committee Report – Susan Robinette, Chair: All five (5) rental properties in the Downs are up to date with POA yearly permission to rent, yearly inspection certificates, and yearly leases.

Report From CARC Board Meeting – Denny Walling: There was no news from the May CARC Board meeting that impacted the POA.

Old Business

CPA Firm: Denny Walling updated the Board on the use of the new CPA firm and gave Ashly Crenshaw's name as the Board's contact.

Board Treasurer Duties: The Board continued discussions about finding someone to fill the position of Board Treasurer, following the resignation of Eleanor Teal from the Board. It was noted that since the CPA Firm will be taking over the POA budget for 2023, that the duties of Board Treasurer will be diminished. In the meantime, Denny Walling will handle any payments due, and John Gardner will be added as a signatory on the Board's checking account.

Cats v. Birds: The Board continued discussions on the Board's position on cats, at the request of Gary Newkirk. Ann Gilreath presented her opinions, asking that the Board not take any position adverse to any resident having either a domesticated cat or feeding and adopting a feral cat. Without a vote, the Board agreed that if a resident is feeding a cat outside, he/she should not leave food outside that gets stale, smells, and attracts other predators, but the Board does not support asking residents to confine their domesticated cats to their residence or require domesticated cats to be on a leash when outdoors.

New Light Poles – End of Hickory Way: Gladys Vaughan addressed the Board on this issue stating that she did not believe that another light pole at the end of Hickory Way was necessary, as there are two already there in proximity, but that if the trees and shrubs near the two poles were cut back, there would be plenty of light in that corner. Denny Walling will talk to the city about trimming the trees and shrubs.

New Business

Nominating Committee: Denny Walling advised that a Nominating Committee needs to be formed to present candidates to fill the position of Eleanor Teal (resigned) and three other Board members whose terms are expiring.

Document Retention: The question was raised as to how long the Board needs to retain copies of Board records (excluding taxes). Susan Robinette suggested that the Board get clarification from the attorney the Board has on retainer for (a) document retention requirements and (b) the Act's prescribed method of providing copies of POA documents to new residents, if any; and (c) the Act's prescribed method and/or responsibility to provide residents with changes made to Board documents including By-Laws, Restrictive Covenants, AR Guidelines, etc.

Emergency Contact File: Denny Walling will be the keeper of the Emergency Contact Information on Residents during Anne Snider's absence this summer.

Meeting adjourned at 3:25 pm

Respectfully submitted,
Marion Sieffert
Assistant Secretary