

**CDPOA BOARD MINUTES - March 8, 2022**  
2:00 pm, Jackson Room opposite CARC Dining Hall

**Call to Order** Meeting was called to order promptly at 2:00 pm by President Denny Walling

**Roll Call**

Eunice Rowell

Board Members Present: Denny Walling, Karen McAlister, Eunice Rowell, Diana Manly, Lamar Robinette

Board Members Absent: Paul Gable, Betty Jane Fourspring

Committee Chairs Present: Susan Robinette, Anne Snider, Virginia Baird, Eldon Blust, Diana Manly, Sandy Yates

**Minutes From February 2022 Meeting**

Denny Walling

Approved Electronically

Presentation by POA member, Ann Fuhr: Ann requested the POA support a \$25 gift card to members of the CARC Dining Hall Staff for their support of POA functions during 2021. She said that this gift had been done before in previous years, but was not provided during 2020 due to Covid. She would like to present these gifts at the POA Spring Dinner on March 30<sup>th</sup>. Board members asked several questions about the process and the kitchen staff. Diana Manly was going research the situation and report back to the Board. Separately, Anne requested Board permission to approach individual POA members about making a donation to the Gift Certificate effort. The Board granted permission.

**Treasurer's Report**

Betty Jane Fourspring

Attached

**President's Report**

Denny Walling

No Report

**Committee & Coordinator Reports**

**ARC**

Susan Robinette

1. Marvin\_ Joe Merck: 23 Downs Loop: Paint Exterior Trim the same dark brown as is already on the house. Paint sample submitted (obvious Low LRV). *Recommended and Approved*

2. 409 Bayberry Lane: Dillman Sorrells: Roof replacement/ has bad leak: emergency basis. Same color shingles as are already on the roof: sample submitted. *Recommended & Electronically Approved*

Other Comments:

1 Little Lane: yard continues to be an eyesore. Also, Dues have not been received. Denny will contact the residing person and will report back to the Board.

Is there a possibility of repaving Downs Boulevard with SC state money? Contact person is Walt Castro. In addition, the Board discussed several streets in Clemson Downs need resurfacing. Denny will discuss this with Walt so as to understand the process by which we can present to the issue to Clemson City Council.

ADT yard notices *not* considered "signs". They are allowed.

## Communications & Welcoming

Anne Snider

- Deadlines for the April *Communicator* are March 23 for submission of items to be included and March 29 for submission to CARC for copying.
- The directories were distributed along with the March *Communicator*.
- Taglines of “A 55+ Community” have been added to the ARC application, *Communicator*, website, email signatures for Eunice and me, and the letterheads. Please remember to use the letterhead for anything (except flyers) that go out to all the POA (memos, forms, etc.). If you need assistance in using the letterheads, please let me know. **Note:** The Board requested that Anne Snider change the taglines to “A 55+ Retirement Community” to more accurately depict our intent for the future. Anne agreed to the change.
- No welcomes were done this month.
- Thank you to David Baird for sending pictures to post on the gallery. Please consider taking pictures around the Downs and emailing them to me.

## Common Properties

Virginia Baird

- We have received an estimate for the rock work at the bridge and the Board electronically approved it in the amount of approximately \$6000. The rock is scheduled to be delivered on Wednesday, March 9<sup>th</sup>. This project will be paid for from the contingency fund and not the Common Properties 2022 budget  
*Electronically Approved*

Since Ground Effects is renting equipment to move the rock, they will also replenish the gravel at the end of Bayberry at the same time.

- 2021 items are still pending. The CPC will need to reallocate money in the 2022 budget to cover these items. The CPC would like the Board to approve the following projects.
  1. Estimate \$2,345 – Dig out the rock stream to facilitate the drainage at the Gazebo and add rock as needed. *Recommended and Approved*
  2. Estimate \$320 (double ground hardwood mulch – Spread a load of mulch at the triangle in front of the sign. *Recommended & Approved*
  3. Replace sprinkler part at the triangle along with the spot where Fort Hill Gas cut the line.
  4. Trees at the Bayberry brush site. James Hill, executive director of CARC, approved the trees at the CARC site, but we will need the local utilities to identify utility locations and someone to plant the trees.
- Estimate \$3,760 (The CPC suggest we re-evaluate to reduce the price) – Clear and beautify keystone ditch entry at corner of Downs Loop and Hickory.

Ruthie Millar from CARC called on Friday, March 2<sup>nd</sup> to offer a student who needs 20 hours of community service for projects on Saturday and Sunday.

Saturday, he spread mulch over the areas on the Downs Loop side of the bridge. On Sunday he put down a second layer. We need to thank Ruthie and CARC for this great gift!

The Bayberry side cannot be mulched until after the rock work is done.

- Ground Effects (our current maintenance contractor, Ryan Smith) has added mulch at the bench at the end of Birch and Downs Loop and across the street at #1 Birch they have cleaned up the leaves on that stretch of common property that we recently added to our maintenance.
- Larry Reamer, a member of the CPC, suggested that we take a look at adding a high side to the ditch that runs behind the Hickory townhouses and onto Birch. When we get a significant rain, the water runs over and covers the area around his heat pump. The ditch cannot be dug deeper due to utilities running under it. *The Board suggested that Virginia talk with Reamer and make recommendation that he contract with someone to 'raise' his heat pump.*
- In recent winds, a large pine tree broke in half and fell on another very large tree that came down long ago and formed a bridge across the creek in Woodland Walk. The pine tree pushed the large tree further down into the creek and also blocked the flow of water. Ground Effects cleaned it out to reduce erosion to the bank.
- We were prepared to go forward with the Bayberry median project but the person who was to complete it is no longer responding to communications. The CARC/CDPOA committee, headed by Wendy Longo, is looking into using large pots with small trees in them on the median as well as some ornamental grasses.  
*Board Response: The Board is inviting Wendy Longo to attend the next meeting (meeting time is 2:00 pm; meeting date is April 5<sup>th</sup>; meeting place is the Jackson Room which is across the hall from the cafeteria entrance).*
- Approved by the POA Board in January – Most Common Property committee members agreed that it will be best to use the same “no parking on the grass” signs as CARC. We will order these signs this week. They are approximately \$14 each. No action taken because Board Approved this project in January. *Recommended and Approved previously*

## Social

Diana Manly

30 people attended the First Friday get together which was hosted by Ann Fuhr and Diana Manly. The April 1st First Friday will be hosted by Becky Jo Clark and Jan Gallaher. We had some new residents attend.

The February 19<sup>th</sup> Breakfast was attended by 23 residents. Dillon Sorrells will be the speaker at the March breakfast on the 19<sup>th</sup>, and Holley Ulbrich will be the speaker for April.

## Community Cable TV

Eldon Blust

### *2022 Business Plan*

As of the March 1, 2022 deadline, 85 homes in the Clemson Downs community had paid for Community Cable TV for the year 2022 through payments submitted to the Treasurer totaling \$34,646.00. (One of these 85 homes has yet to be connected to receive the service due to technical difficulties with the connection which are being resolved with Vyve.)

The Community's arrangements with Vyve require a minimum of 80 homes to maintain the current \$408.00/year fee structure without an increase. Therefore, we have a satisfactory (breakeven) 2022 Community Cable TV Business Plan and over the remainder of 2022 the \$34,646.00 collected will be paid out entirely to Vyve.

At the end of 2022 83 homes had paid for and were receiving the service. Four of these failed to renew for 2022. However, six new homes were added for 2022. This represents a net increase of two homes receiving the service in 2022.

One of the homes that failed to renew service had also neglected to pay CDPOA Dues for 2022. (There were three homes that failed to pay CDPOA Dues by the March 1, 2022 deadline. These failures to pay CDPOA Dues are being investigated by the Treasurer.) So, there may eventually be 86 homes that have paid for Community Cable TV for 2022.

The Community Cable TV Coordinator will make inquiries as to why the remaining three homes failed to renew service.

#### *Channel Lineup Cards*

Since CARC terminated its relationship with Vyve in 2021 and established a new TV service offering as part of its new relationship with Sentrics, an integrated health care management solutions provider focused on the hospital market, the new telephone directory published by CARC did not carry the Vyve channel lineup as it had previous years. Several CDPOA members have inquired about the availability of a channel lineup for Community Cable TV as a result.

The Community Cable TV Coordinator will distribute (at no cost to the Association) a channel lineup card to each home receiving the service in 2022. Motion by Karen McAlister, seconded by Eunice Rowell, to approve this request. Approved unanimously

#### *Community Outreach Authorization Request*

Since it is in the Community's interest to maintain the exceptionally low rates available through its arrangements with Vyve, the Community Cable TV Coordinator requests Board approval to reach out to members of the Association to determine:

- If receiving Community Cable TV from the Association, is the home also receiving internet service from Vyve or some other ISP?
- If not receiving Community Cable TV from the Association, is the home receiving cable TV and/or internet service from Vyve or some other provider? These request were presented to the Board and unanimously approved on motion by Karen McAlister and seconded by Diana Manly.

The information so obtained will be useful in forecasting future demand(s) for Community Cable TV as well as in understanding the penetration of internet services in the community.

#### **Rental**

Sandy Yates

Properties currently rented.

12 Birch Currently rented. In compliance.

7 Little Lane Currently rented. In compliance.

34 Hickory Currently rented. In compliance.

302 Downs Blvd. Currently rented. . Request to rent renewal. Recommend approval.

620 Downs Loop Currently rented. In compliance.

1009 Keystone Currently rented. In compliance.

505 Downs Loop. New Request to Rent. Recommend Approval. Elaine Richardson is the owner of this property. Motion by Karen McAlister, seconded by Eunice Rowell, to approve rental of this property as of April 1, 2022. Motion carried.

#### **Report from CARC Board Meeting**

Denny Walling

No Report

## Old Business

- 1) **Status of “55+” Retirement Community Project.** President Denny proposed a separate Board meeting to move the project along. President Denny has arranged a *special meeting* on March 23<sup>rd</sup> at 2:00 pm in the Jackson Room to discuss this project. He asked that all Board Member and all Committee Chairs attend this meeting and to read the current Bylaws and Covenants prior to this Special Meeting for necessary changes and corrections.
- 2) The date for the next “regular” Board Meeting has been changed to 2:00 pm on April 5<sup>th</sup> in the Jackson Room. This is a one-time change.
- 3) Review of “Policies and Procedures of Clemson Downs Property Owners Association” manual for updating of Board positions. Since several board members could not attend this monthly meeting, verification of the officer positions as described in the manual will take place at the April board meeting.

## New Business

- 1) **Review of Traffic Study conducted by the Clemson Police Department.** Prior to the meeting each board member had received a copy of a recent City of Clemson Traffic Study. This was discussed at length after which a motion made by Karen McAlister, seconded by Diana Manly and unanimously approved that the City of Clemson decrease the speed limit within Clemson Downs from 25 mph to 15 mph. Denny will pursue this with the city.
- 2) **Presentation by POA member, Ann Fuhr:** Ann requested the POA support a \$25 gift card to members of the CARC Dining Hall Staff for their support of POA functions during 2021. She said that this gift had been done before in previous years, but was not provided during 2020 due to Covid. She would like to present these gifts at the POA Spring Dinner on March 30<sup>th</sup>. Board members asked several questions about the process and the kitchen staff. Diana Manly was going research the situation and report back to the Board. Separately, Anne requested Board permission to approach individual POA members about making a donation to the Gift Certificate effort. The Board granted permission.
- 3) **Presentation by the CARC Foundation:** Tom Houlihan, Bill Dowler and Ana Olayo, on behalf of the CARC Foundation, asked for permission to send out an “appeal to all POA members” regarding funding of weight equipment for the CARC Exercise Area. The Board granted permission.

Meeting was adjourned at 3:45 pm.

**CDPOA YTD INCOME & EXPENSE VS. BUDGET****March 31, 2022**

	<b>YTD Actual</b>	<b>2021 Budget</b>	<b>Difference</b>
<b>INCOME</b>			
<b>Operating:</b>			
Membership: 138 homes @ \$300	41,400.00	41,400.00	0.00
Membership: 2 vacant lots @ \$90	180.00	180.00	0.00
Interest Income	1.67	12.00	-10.33
Late Fees	30.00	0.00	30.00
Rental Fines	0.00	0.00	0.00
2021 Year End Net Worth	26,995.14	26,995.14	0.00
<b>TOTAL INCOME</b>	<b>68,606.81</b>	<b>68,587.14</b>	<b>19.67</b>
<b>EXPENSES</b>			
<b>Administrative:</b>			
Ins., Taxes, L & P Fees	0.00	5,450.00	5,450.00
Annual Meeting	58.00	650.00	592.00
Business & Town Hall Meetings	28.00	1,050.00	1,022.00
Communicator	42.00	400.00	358.00
Phone Directory	0.00	250.00	250.00
Welcome Pack	19.25	75.00	55.75
Social*	514.00	1,124.50	610.50
Other Projects	0.00	1,000.00	1,000.00
<b>Total Operating Expense: Administrative</b>	<b>\$661.25</b>	<b>\$9,999.50</b>	<b>\$9,338.25</b>
<b>Property:</b>			
Irrigation Water	54.63	350.00	295.37
Mowing Contract	3,750.00	15,000.00	11,250.00
General Property Maintenance	4,894.51	11,600.00	6,705.49
<b>Total Operating Expense: Property</b>	<b>\$8,699.14</b>	<b>\$26,950.00</b>	<b>\$18,250.86</b>
<b>TOTAL OPERATING EXPENSE (TOE)</b>	<b>\$9,360.39</b>	<b>\$36,949.50</b>	<b>\$27,589.11</b>
<b>Contingency Fund (15% of TOE)</b>	5,907.36	14,768.02	8,860.66
<b>TOTAL OPERATING FUND (TOF)</b>	<b>\$15,267.75</b>	<b>\$51,717.52</b>	<b>\$36,449.77</b>
<b>Reserve Fund (19.4% of 2020 TOF)</b>	0.00	16,869.62	16,869.62
<b>TOTAL EXPENSE</b>	<b>\$15,267.75</b>	<b>\$68,587.14</b>	<b>\$53,319.39</b>

\* Net of Ticket Sales and Expenses