

**Regularly Scheduled Meeting
CDPOA Board of Directors
October 10, 2023 | 2:00 pm – Small Dining Room, CARC**

Board Members Present: Denny Walling, Virginia Baird, Diana Manly, Karen McAlister, Lamar Robinette

Chair Members Present: Eldon Blust (Cable TV), Susan Robinette (Rentals)
Anne Snider (Communications)

POA Members Present: Nancy Palisin

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.

Approval of Minutes – Chairman Walling: Minutes of the September 12, 2023 Board meeting were approved electronically.

Treasurer Report – Virginia Baird: Virginia and Board discussed how CDPOA pays CARC for POA events.

Committee Reports

ARC Committee Report –Susan Robinette (Member) The following homeowner applications were received and approved by the Committee and submitted to the Board for approval, as follows:

Eric and Anne Snider – 126 Downs Blvd: Touch up paint on shutters (SW Pewter Green); deck (Valspar Cottage Gray); and trim color (BM Berber 955).

Barbara Smith – 335 Summer Walk: Paint front door same color.

James Roberts – 400 Downs Blvd: Paint mailbox post same color.

Mimi Bopp – 122 Downs Blvd: Replace concrete slabs in front with gray concrete pavers.

Betty Jane Fourspring – 336 Summer Walk: Paint front and side door (BM Beigewood).

Eric and Lisa Benson – 332 Kendra Place: Replace siding with same wood; paint trim (BM Cobble Brown #6802).

Winnie Williams – 35 Hickory Way: Paint siding and trim same color.

Shelby Quattlebaum – 17 Downs Loop: Paint trim (BM Wildwood Crest).

Judith Eidson – 38 Hickory Way: Touch up trim with same color.

By motion made and duly seconded, the Board accepted the recommendations of the ARC Committee and approved all of the above applications.

Communications Committee Report – Anne Snider, Chair: Anne delivered the following communications report:

1. Website is up and running at www.cdpoa.com and www.cdpoa.org. Clemson Web Design has done a great job! If anything needs to be changed or updated, contact Anne Snider. They continue to update as notified.
2. Town Hall packet has been emailed and hand delivered to residents; thank you to the Newkirks, who delivered the hard copy packets.
3. Forms have been revised for the annual meeting. Ballots and forms to be filled in (Emergency Contacts, Directory Information, and Committee Participation) will include an SASE for return of proxy and forms. The packets will be mailed for security reasons.
4. The November *Communicator* issue should go out by October 28. Please send any announcements to Anne Snider no later than October 25.

Common Properties Committee Report – Virginia Baird, Chair: Virginia submitted the following report to the Board:

Mowing contract: Gary Newkirk and Gladys Vaughn are currently interviewing contractors to bid for our 2024 mowing contract. We have 2 bids and 2 more possible. Several contractors were not interested.

Gazebo: We've had more residents asked for the POA to take additional care of common property near their property lines such as taking out overhanging limbs. We need to set guidelines for when we step in or when we give the homeowner permission to have the trees trimmed. Also, the metal table and chairs that used to sit under the maple tree have been picked up by CARC for use at "The Spot".

Pine Tree at Gazebo: A pine tree at the gazebo is rapidly dying. We have talked to 2 tree companies that have the equipment to take down this tree, we have received an estimate of \$1650 from Mullinax and \$2090 from Tree South. They will also remove limbs from the 2 redbuds that are on the Gazebo roof. Since it is in a pine island behind the garden house, we won't be removing the stump.

BOARD ACTION: By motion made and duly seconded, the Board agreed to hire Mullinax to remove the pine tree for \$1650. By further motion made and duly seconded, the Board agreed that the money should come from the CDPOA Contingency Fund.

Grass Clippings on Common Property: We identified the contractor placing grass clippings and brush on common property and it should not happen again. He was new to the Downs.

Woodland Walk: There is a problem with the drainage coming off Earle Anderson Park. Every time it rains it washes the mulch off the trail. I emailed Tony Tidwell and Ethan Barnette at the City and Ethan met with us several days later. He looked at the problem and agreed that the City would reroute more of the runoff into the wooded areas. This should happen in a couple of weeks.

Ethan also suggested we put a 15” pipe under the trail to take water from one side of the trail to the other where it runs into the stream. As soon as the City has completed its work and we see how the water runs, we will evaluate the need for this pipe.

We have an estimate to run larger pipe under the Bayberry trail to cut down on the wash there of \$485.60.

Birch Lane: The landscaping and new pillows at the end of Birch were all donated by Sandie Rosche. She has agreed to take care of this area in the future.

New Committee Member: Nancy Palisin moved into 330 Kendra Place last year and is considering Chair the Common Properties Committee in 2024. She has extensive experience in this area, and she joined us at our meeting on Friday.

Social Committee Report – Diana Manly, Chair: Diana reported by twenty-eight (28) people attended the September First Friday. The Board discussed plans for the December Christmas POA Dinner.

Cable TV Committee Report – Eldon Blust, Chair: Eldon submitted a written report to the Board, a copy of which is attached hereto as *Schedule A* and incorporated herein by reference.

Rental Committee Report – Susan Robinette, Chair: Susan reported there were no changes since her September report to the Board.

OLD BUSINESS

Chairman Walling reported the following updates to the Board:

CPA Firm: Virginia Baird is working with the outside CPA firm to develop a model for a non-profit corporation rather than a for-profit corporation that uses profit and loss statements.

Withdrawal of Candidate for Board: Sandy Yates has withdrawn as a candidate for the upcoming Board election.

Street Lights: Adding street lights to Kendra in the area of 344 Kendra was discussed. The Board will seek input from those residents as to whether new lighting is needed.

Cincinnati Insurance Coverage: Discussion continued concerning quotes for replacement insurance coverage for the Woodland Walk bridge and gazebo.

Annual Meeting: Plans were discussed for the annual meeting on December 7, 2023 at 2:00 in the Corley Center.

Respectfully submitted,

Karen McAlister
Board Member

CLEMSON DOWNS PROPERTY OWNERS' ASSOCIATION

COMMUNITY CABLE TV COORDINATOR
Eldon Blust

REPORT TO BOARD MEETING FOR OCTOBER 10, 2023

Currently, there are 79 active subscribers to Community Cable TV ("CCTV") provided by the Clemson Downs Property Owners Association ("Association") through its Multiple Dwelling Unit Bulk Purchase arrangements with Vyve Broadband ("Vyve"). Through these arrangements, CCTV subscribers enjoy an approximate 50% discount on Vyve's programming fees for their Expanded Basic Service tier, which includes approximately 72 popular cable television channels and program content providers. The non-refundable CCTV Fee covering Vyve's programming from January 1 to December 31 each year is paid annually in advance and is due with the Association's annual assessment,

In July 2023, Vyve announced plans to digitally encrypt its television service offerings, with an initial target date in mid-August 2023. Subscribers currently receiving CCTV service would lose the ability to view any television programming on their TVs unless they arranged for the installation of Digital Transport Adapters ("DTAs") required to access the encrypted services.

A project was launched within the Clemson Downs community to "Upgrade" subscribers' TVs and install the necessary DTAs. Each of the 79 subscribers was individually contacted to explain the need for the Upgrade and determine the number of TVs requiring an upgrade in each household. Some subscribers, particularly those with Digital Video Recorders already provided by Vyve, took the necessary steps to Upgrade their service independently. Others were scheduled for Upgrades to be performed by Vyve's service technicians or by volunteers from the community. This project is nearly complete, with only three subscribers yet to receive an Upgrade.

A significant outcome of the Upgrade is that all CCTV subscribers now have individual accounts with Vyve. This is crucial because, in the absence of individual accounts, only a few CCTV subscribers were recognized by Vyve Customer Service as having CCTV service. Furthermore, it's worth noting that the first DTA installed for each subscriber is provided at no cost for the first 12 months of service. Any additional DTAs installed are subject to a monthly invoice from Vyve, starting from the month of their installation, with a charge of \$5.00 per month per additional DTA.

Scheduled A

If you have questions about CCTV, please contact the Community Cable TV Coordinator, Eldon Blust (864) 710-5224

CDPOA Board August 2023 Budget

	2023 Budget	Actual Income and Expenses thru 8/30/2023	Remaining as of 9/1/2023
INCOME			
Operating:			
Membership: 138 homes @ \$300	\$41,400.00	\$ 41,400.00	\$41,400.00
Membership: 2 vacant lots @ \$90	\$180.00	\$ 180.00	\$180.00
Interest Income	\$12.00	\$ 35.74	\$35.74
Late Fees	\$-	\$ 275.00	\$275.00
2022 Year End Net Worth	\$26,994.06	\$ 26,994.06	\$26,994.06
TOTAL INCOME	\$68,586.06	\$ 68,884.80	\$68,884.80
EXPENSES			
Administrative:			
Insurance	\$ 3,100.00		\$3,100.00
Attorney	\$ 2,000.00		\$2,000.00
Taxes			\$-
Accounting Fee	\$350.00		\$350.00
Copies/Stamps/Envelopes	\$2,529.50	\$ 565.08	\$1,964.42
Website	\$350.00	\$ 378.31	\$(28.31)
Social	\$980.00	\$ 250.00	\$730.00
Other Projects	\$1,000.00	\$ -	\$1,000.00
Total Operating Expense:	\$ 10,309.50	\$ 1,193.39	\$9,116.11
Administrative			
Property:			
Irrigation Water	\$ 350.00	\$ 274.73	\$75.27
Mowing Contract	\$ 18,000.00	\$ 10,500.00	\$7,500.00
General Property Maintenance	\$ 11,000.00	\$ 5,828.93	\$5,171.07
Total Operating Expense: Property	\$ 29,350.00	\$ 16,603.66	\$12,746.34
TOTAL OPERATING EXPENSE (TOE)	\$ 39,659.50	\$ 17,797.05	\$21,862.45
Contingency Fund (30.6% of TOE)	\$12,056.94	\$2,600.00	\$9,456.94
TOTAL OPERATING FUND (TOF)	\$51,716.44	\$20,397.05	\$31,319.39
Reserve Fund (35.7% of TOF)	\$16,869.62	\$-	\$16,869.62
TOTAL EXPENSE	\$ 68,586.06	\$ 20,397.05	\$ 48,189.01