

**Regularly Scheduled Meeting  
CDPOA Board of Directors  
November 14, 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), 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 October 12, 2023 Board meeting were approved electronically.

**Treasurer Report – Virginia Baird:** Virginia presented the October 2023 Budget report and reported that she was satisfied with the non-profit procedures and statements worked out with the Lindley & Pettigrew CPA firm.

**Committee Reports**

**ARC Committee Report –Lamar Robinette for Susan Robinette (Member)** The following homeowner application was received and recommended to the Board for approval, as follows:

*Harold Olson – 1012 Keystone Lane:* Stain deck and paint siding with approved colors.

By motion made and duly seconded, the Board accepted the recommendation of the ARC Committee and approved the above application.

The ARC also reported to the Board a complaint received from a resident on Downs Boulevard concerning a neighbor’s violations of the ARC Guidelines. President Walling will contact the homeowner directly.

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

- Website is up and running at [www.cdpoa.com](http://www.cdpoa.com) and [www.cdpoa.org](http://www.cdpoa.org). Clemson Web Design continues to update the software They continue to do managed hosting as well.

- If you see anything that needs to be updated or changed on the website, please let me know.
- 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 envelopes will be stuffed following today's meeting.
- Jane Hamilton will receive the proxies and forms and will tally the votes prior to the annual meeting (to ensure quorum) and by the end of the annual meeting when all proxies are turned in. She will give the telephone directory, emergency contacts, and committee participation forms to me to be distributed to the new secretary for 2024.
- The December *Communicator* issue should go out by November 28-29. Please send me any announcements you have no later than November 24 (day after Thanksgiving, so please get an early start).
- Please emphasize to your neighbors how important the emergency contact form is. We have had several occasions this year to need that information in an emergency, and often the information we have is incomplete or woefully out of date. Some forms date back to 2015.
- Also, please remind everyone to fill out new telephone directory and emergency contact forms each year—do not put “Same as last year” on the form. We may not have the “same as last year” information or it may be stored somewhere else.

**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. Four (4) contractors were shown the common properties and 2 bids have been submitted. The Board requested that the Committee try to develop guidelines for removal of trees and limbs that belong to the POA.

*Gazebo Area:* Mullinax Tree Service is scheduled to remove the dead pine tree at the Gazebo on November 28<sup>th</sup>. 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, they will not be removing the stump.

The Committee has also been called upon to look at the leaning pine trees located behind 17 and 19 Downs Loop which are covered with English Ivy and poison ivy. The Committee determined that two of the pins marking the common property boundary in this area cannot be located. The Committee plans to talk with the adjacent residents to explain the issue and pending activity. The Committee also recommends to the Board that the two missing pins be located.

By motion made and duly seconded, the Board agreed to hire a professional to locate the missing boundary pins behind 17 and 19 Downs Loop.

The Committee further reported that on November 1<sup>st</sup>, Gary Newkirk closed the Garden House for the winter.

*Woodland Walk:* The City has done some work on the drainage issue coming off Earle Anderson Park onto Woodland Walk. Every time it rains it washes the mulch off the trail. Ethan Barnette, the City's stormwater manager, suggested that the POA put a 15" pipe under the trail to take water from one side of the trail to the other side where it runs into the stream. The Committee is waiting for rain to see how the water runs and will then evaluate the need for the pipe.

Ryan Smith, Green Effects Design and Landscaping, ran a larger pipe under the Bayberry trail to cut down on the wash there, at a cost of \$485.60.

**Social Committee Report – Diana Manly, Chair:** Diana reported by twenty-nine (29) people attended the November First Friday hosted by Margaret Layne and Mimi Bopp. The December First Friday will be hosted by Nancy Portnow and Bill Watt. The flyers for the POA Christmas Dinner are being distributed. The deadline for reservations is November 27<sup>th</sup>.

**Cable TV Committee Report – Eldon Blust, Chair:** Eldon submitted the following report to the Board: The POA's fees payable to Vyve for November 2023 were \$2,650.39; however, Vyve debited the POA's separate Vyve account for \$2,963.09. Eldon will continue to get an explanation for the \$312.70 overcharge. Subsequent to the November debit, the balance in the POA's separate Vyve account was \$11,880.91. The Committee asked the Board to determine the minimum balance necessary for the POA's separate Vyve account to remain active.

**Rental Committee Report – Lamar Robinette for Susan Robinette, Chair:** Lamar reported that (1) Patsy and John Nutt have requested that the current lease of 34 Hickory Lane be extended for another year; and (2) Ann Patterson hopes to rent 302 Downs Boulevard in January. Otherwise, current rentals remain unchanged.

**Report from the CARC Board Meeting – Karen McAlister:** Karen reported that there are no vacancies in the apartments.

## **OLD BUSINESS**

Chairman Walling reported the following updates to the Board:

*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. **Update:** The majority of residents that would be affected objected to the installation of the new bright LED street lights, although the Board did receive and discuss one letter in support. Chairman Walling will inquire about shades and positioning to lessen brightness, but this issue appears to be settled.

*Cincinnati Insurance Coverage:* Discussion continued concerning quotes for replacement insurance coverage for the Woodland Walk bridge and gazebo.  
**Update:** no change.

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

Respectfully submitted,

Marion P. Sieffert  
Assistant Secretary