

Clemson Downs Property Owners Association
Minutes of the Annual Meeting
Corley Center
December 7, 2023

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

Chair Members Present: Eldon Blust (Cable TV)
Anne Snider (Communications)
Susan Robinette (ARC and Rental)

Call To Order – Chairman Walling: The meeting was called to order at 2:05 pm. Jane Hamilton, on behalf of the Proxy Committee reported that a quorum of property owners was present. Proxy Committee Members were Jane Hamilton, Carol Crider, and Jan Gallaher.

Treasurer’s Report – Virginia Baird: The Budget Report as presented at the October 19, 2023, informational meeting was discussed and approved, a copy of which is attached at the end of this report.

Committee Reports

2023 Architectural Review Committee Annual Report. Susan Robinette, Acting Chair, presented the Committee’s annual report.

As of November 5, 2023, the Committee had received and reviewed forty-six (46) applications and recommended forty-four (44) applications to the POA Board for approval. The following projects were included in the requests approved by the POA Board:

Re-Roof.....	4
New Gutters.....	6
Add/Extend/ Resurface Patio.....	2
Replace Windows.....	2
Repair/ Add to/ Stain Sidewalk or Driveway....	7
Repair/ Replace/ Repaint Trim and or Siding...	13
Add Screened Porch or Sunroom.....	2
Repair/ Repaint Mailbox Post.....	2
Add Additional Concrete Walkway.....	1
Repair/ Repaint Deck.....	2
Roof Over Deck.....	1
Replace Garage Door.....	1
Back Yard Fence.....	2

In October, the ARC surveyed all POA residents regarding changing our approved colors. A majority of the surveys returned were in favor of somewhat lighter colors. Our approved colors previously had a range up to 30 LRV (Light Reflectance Value). As a result of the survey responses, the ARC recommended, and the Board approved, a range of earth tone colors up to LRV 60 (According to industry standards, each paint color has its own LRV). Residents are no longer required to select one of the formerly approved darker colors and can now choose earth tone (brown, gray, tan) colors in lighter shades up to LRV 60. ARC recommendations will be on an individual basis. The ARC is extremely appreciative that residents have faithfully followed the Clemson Downs Architectural Guidelines this year. Reminders in *The Communicator* and general e-mail seem to have helped everyone better understand what does and does not need an application and how to access the form via our www.cdpoa.com website. John Gardner served as ARC Chair from January to October 2023. As John moved away in November, Susan Robinette filled in for him as Chair for November-December.

2023 ARC Committee Members: Nancy Bennett, Walt Castro, Ben Crosland, Betty DiTommaso, Ann Fuhr, John Gardner, Wendy Longo, Susan Robinette, Gladys Vaughn.

2023 Common Properties Committee Annual Report. Virginia Baird, Chair, presented the Committee's annual report.

Speed Limit Signs: Additional speed limit signs were placed on Downs Blvd. The city also moved the speed limit sign in the median closer to Berkeley so that it is more visible.

Gazebo: The maple at the end of the walkway that ends with the stone bench was evaluated by both Larry Reimer and Ansel Miller and both came to the same conclusion, that it needed to be taken down and the stump removed. We will need to decide whether to replace it next year. The metal table and chairs that used to sit under the maple tree have been donated to CARC for use at "The Spot".

The Gazebo and all the furniture were pressure washed and stained. The bee holes and the edges of the furniture that have been chewed by the squirrels were repaired. A large dead pine tree and the area around it was evaluated by Ansel Miller who made the determination that it needed to be taken down as soon as possible since it had beetles and could infect the other trees around it, and it has been removed. Additionally, he recommended that the pine trees located near the property lines behind 17 and 19 Downs Loop where they join the gazebo property have the English ivy and poison ivy removed. The CPC will be having a survey done to determine where the property line is and which of these trees are on common property.

The CPC would like to thank Gary and Kathryn Newkirk for their work in the Gazebo area throughout the year. Gary also took good care of the garden house.

Bushes were trimmed at the Gazebo, the Pampas grass cut to the ground and the dead rosebush removed. As well the gutter guards were removed from the roof and pine straw pine straw cleaned out.

Woodland Walk: City mulch was spread on the Woodland Walk trail. Boy Scout Troop 235 and Aaron D'Silva, a Clemson University student, volunteered several hours each to spread it. Our mowing contractor, Ryan Smith, completed it.

Nancy Portnow donated 2 native azaleas and paid to have them planted in the Woodland Walk and they beautifully bloomed this spring.

We had a problem with the drainage coming off Earle Anderson Park. Every time it rained it washed the mulch off our trail. Ethan Barnette, City of Clemson Stormwater Manager, met with us, looked at the problem, and the city agreed to reroute most of the runoff into the wooded areas.

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. We are waiting for a good rain to see how the water runs and will then evaluate the need for this pipe.

A ditch to redirect water flowing down Bayberry which was washing out our trail on that side of the bridge has been dug. Then a large pipe was run under the trail to take this water directly into the stream.

Bayberry median: Another Thank You! The Bayberry median was planted and taken care of by the residents of Bayberry. They have done an incredible job considering there is no available water except from their properties. They continue to keep it neat and well groomed.

Little Lane Triangle: City mulch was spread at the triangle.

Birch Lane: The CPC would like to thank Sandie Rosche, who lives at the end of Birch, for reworking the bench area. She purchased mulch, pots, flowers, and cushions and reworked the area. She agreed to take care of it in the future.

Ditch at intersection of Hickory Way and Downs Loop: This area has never been in the mowing contract and since we did not change the contract this year it continues to be a separate job. The weeds were cut and sprayed. A thank you to Gladys Vaughn who lives at 30 Hickory Way as she paid for mulch to be spread in the area.

Keystone Ditch: Ryan Smith, our current mowing contractor, has been monitoring the Keystone ditch throughout the year to be certain it is clear. Over the last few months, he has been removing the numerous leaves which accumulate in it and it is currently in good shape.

Mowing Contract: Gary Newkirk and Gladys Vaughn interviewed contractors to bid for our 2024 mowing contract. Only 4 contractors expressed an interest in our common property mowing contract and we have bids from 3 of them. The 4th declined to bid due to employee concerns.

Stream at 600 Downs Loop: The common property adjacent to 600 Downs Loop at the creek had so much kudzu it nearly reached the road. It was removed but will need to be contained in the future.

Downs Boulevard: Nancy Palisin purchased erosion barriers to be placed across from Downs Blvd. and Bayberry and Downs Blvd. and Kendra. She and Jane Hamilton placed them, and we hope this will keep mud from washing onto the road from Country Walk at both points.

Benches and Signs: Gladys Vaughn donated a bench which was placed inside Woodland Walk. Chuck Waugaman researched and purchased our bright blue "Slow Down in the Downs" signs.

Overhanging Limbs: Numerous residents asked the POA to take care of trees on common property that are near their property lines by taking out overhanging limbs. The CPC will investigate setting guidelines for when we step in or when we give the homeowner permission to have the trees trimmed.

New Committee Chair: Nancy Palisin will be taking over as Chair of the Common Properties Committee in 2024. She has extensive horticultural experience, and she has joined us for the last several CPC meetings.

Virginia expressed a big **Thank You** to the members of the Common Properties Committee for 2023 who include Gary Newkirk, Gladys Vaughn, Larry Reamer, Chuck Waugaman, Karen McAlister, Virginia Baird, and CDPOA Board Representative Lamar Robinette. Nancy Palisin and Jane Hamilton joined the committee several months ago and have been active members.

2023 Welcoming & Communications Committee Annual Report. Anne Snider, Chair, presented the Committee's annual report:

Distributors: Working with the Social Committee, we established distributors for the telephone directory, the *Communicator*, and breakfast flyers. We also provided flyers for events. The CARC newsletter is distributed via email. Volunteer distributors include Margaret Layne, Scarlett Thayer, Diana Manly, Kathryn Newkirk, Fiona Neill, Dillman Sorrells, and Janet Waugaman.

The Communicator: Our neighborhood newsletter is distributed by the first of every month. Each issue includes a summary of board highlights, a letter from the president of the board, a calendar of events, and flyers for events. We encourage all members to check *The Communicator* for important information. All copies of *The Communicator* can also be accessed on our website at www.cdpoa.com.

Informational Emails: The secretary of the board and the chair of the Communications Committee continue to send emails with important information for CDPOA residents.

Telephone Directory: The telephone directory (jointly published with CARC) should go out late in January or early in February. CDPOA members are now in a database that is updated as needed and posted on a password-protected page of the CDPOA website. The database also allows the publication of the directory with fewer errors.

Emergency Contacts: All members are encouraged to fill out the telephone directory and the emergency contacts, even if there has been no change from last year. The board secretary maintains a notebook of emergency contacts, and the forms members turned in are also scanned and saved for emergency access in case the secretary cannot be reached. These forms are only used in case of emergency, and there are several instances each year when that information has been invaluable.

Website: Over the summer of 2023, the website, which has been pieced together for many years, crashed beyond repair. Clemson Web Design (Daniel Seymour) rebuilt the site and will continue to update the software as well as do managed hosting for a very reasonable fee. The website (www.cdpoa.com or www.cdpoa.org) continues to be a source of information for residents or prospective residents. The Bulletin Board, Homes for Sale, Homes for Rent, Board of Directors, and *Communicator* pages are the most frequently visited.

Kathy McGee, Chair of the Welcoming Subcommittee submitted the following report on new and former POA members:

POA Residents Who Have Moved:

George and Nancy Bennett to AL-D

O'Neil Burton to AL-D

Don Fowler to Creekside

John Gardner to out of area

Cleo Gregg to Independent Living

Jerry and Edmee Reel to Health Care

Amanda Rigotti

Lucy Rollin to Creekside

Joanna Seitz to Clemson Heritage

POA Residents Who Died in 2022:

Mayne Collins

Joe Dickerson

David Grant

Jim Krider

Sally Mitchell

Shirley Witcher

Wesley Witcher

Bill Yates

New POA Residents:

Jim & Mary Dusenberry, 1032 Keystone

Jim & Judy Eidson, 38 Hickory

Garland & Cynthia Gravely, 344 Kendra

Cindy Horton, 310 Downs Blvd.

Chip Molony & Susan Hamlin, 1019

Keystone

Julie & Robert Poole, 12 Birch

Shelby Quattlebaum, 17 Downs Loop

Elaine Rogers, 11 Birch

Anne Scott, 505 Downs Loop

Charles & Carol Shuler, 33 Hickory

Webb & Diane Smathers, 602 Downs Loop

Hope & Scott Stone, 1007 Keystone

David and Lois Torlina, 335 Kendra

2023 Communications Committee Members: Anne Snider, Chair, Walt Castro, Marion Sieffert

2023 Welcoming Subcommittee Members: Kathy McGee, Chair

2023 Social Committee Annual Report.

Diana Manly, Chair, presented the Committee's annual report.

First Friday get togethers were very well attended with the following attendance and hosts:

January 2023 - 30 people attended, hosted by Ann Fuhr and Diana Manly

February 2023 - 25 people attended, hosted by Eric and Anne Snider

March 2023 – 25 people attended, hosted by David & Virginia Baird

April 2023 - 18 people attended, hosted by Larry Reamer and Betsy Gallimore

May 2023 - 21 people attended, hosted by John and Sylvia Peters

June 2023 - 22 people attended, hosted by Judy Eidson and Fiona O'Neill

July 2023 – 25 people attended, hosted by Ed and Jane Hamilton

Aug 2023 – 28 people attended, hosted by Sandi Rosche and Susan Robinette

September 2023 - 22 people attended, hosted by Sandi Rosche and Wendy Longo

October 2023 – 20 people attended, hosted by Margaret Layne and Mimi Bopp.

November 2023 – 29 people attended, hosted Mimi Bopp and Margaret Layne.

December 2023 -26 people attended, hosted by Bill Watt and Nancy Portnow

On April 18, 2023, we had our annual spring Dinner which was chaired by Fran Mosely, Nancy Portnow, and Scarlet Thayer. 74 people attended and enjoyed the entertainment of Cheryl Lee. The food was excellent as usual. We will have our Christmas dinner on December 5th which will be chaired by Diana Manly. She has arranged for Vince Jackson and David Scherer to entertain. This year has been very gratifying with all the

help from the community. I would like to thank all of those who helped with our activities. A special thank you to those who distributed the flyers.

2023 Social Committee: Diana Manly

2023 Community Cable TV Committee Annual Report. Eldon Blust, Chair, presented the Committee's annual report.

A few years back, the Association successfully negotiated a Multiple Dwelling Unit Bulk Purchase arrangement with Northland Communications, now known as Vyve Broadband. Vyve provided cable TV services to a substantial majority of the homes in Clemson Downs at that time. The primary objectives of the Community Cable TV Coordinator include maintaining this advantageous relationship with Vyve, preserving low net cost to CDPOA subscribers, and avoiding any financial burden on the Association. This is achieved through two key strategies: (1) making the service's availability known to new residents so they can subscribe, and (2) engaging in periodic negotiations with Vyve's management.

As of the start of 2023, there were 75 subscribers to the service. Throughout the year, two new subscribers were added, bringing the current number to 77 paid subscribers. This represents a subscription penetration of 56.2% among the 137 improved properties in the community. The coordinator anticipates that 71 subscribers will maintain their service in 2024.

During the summer, Vyve upgraded its network in the community to enable digital transmission for all channels. This upgrade necessitated the installation of specialized equipment for each connected TV. The transition was successfully completed by the end of September. However, in November, Vyve increased its rates for the programming service provided under the Bulk Purchase arrangement by 15%, resulting in the Association's cost rising to approximately \$40 per month per subscription. Over the past three years, the annual Community Cable TV Fee collected by the Association has remained constant at \$408 (\$34 per month per subscriber). Unfortunately, in 2024, the annual fee will increase to \$480 (\$40 per month per subscription) to align with the Association's cost.

Existing subscribers in the Community who encounter service issues unresolved by Vyve or who are aware of new residents arriving in the Community are encouraged to inform the Community Cable TV Coordinator.

2023 Community Cable TV Committee Members: This committee comprises one member chaired by Eldon Blust. For queries or information, contact Eldon at (864) 710-5224.

2023 Rental Committee Annual Report: Susan Robinette, Chair, presented the Committee's annual report. There are currently five rental properties. All are up to date on their paperwork.

2023 Rental Committee: Susan Robinette

Old Business

None

New Business

President Denny Walling announced the results of the voting for the 2024 budget and the election of new POA Board Members.

The 2024 budget as presented at the October 19, 2023, informational Town Hall meeting was approved.

The new Board Members for 2024 (elected to a two-year term) are:

Virginia Baird

Jerdone Davis

Jo Gable

Nancy Palisin

Webb Smathers

Existing Board Members who will continue to serve their term of office include:

Karen McAlister (term expires 2024)

Diana Manly (term expires 2024)

President's Comments – President Denny Walling thanked the committee chairs and the POA Board members for 2023 for their service to the community.

Adjournment

The meeting adjourned at 2:54 p.m.

Respectfully Submitted,

Marion Sieffert

Assistant Secretary to the Board

CDPOA Board 2023 vs 2024 Budget

	2023 Budget	2024 Proposed Budget
INCOME		
Operating:		
Membership: 138 homes @ \$300	\$41,400.00	\$41,400.00
Membership: 2 vacant lots @ \$90	\$180.00	\$180.00
Interest Income	\$12.00	\$45.00
Late Fees	\$0.00	\$0.00
2022 Year End Net Cash	\$26,994.06	\$24,869.62
TOTAL INCOME	\$68,586.06	\$66,494.62
EXPENSES		
Administrative:		
Insurance	\$3,100.00	\$3,165.00
Attorney	\$2,000.00	\$2,000.00
Tax prep		\$500.00
Accounting Fee	\$350.00	\$1,200.00
Copies/Stamps/Envelopes	\$2,529.50	\$2,000.00
Website	\$350.00	\$1,600.00
Social	\$980.00	\$1,166.00
Other Projects	\$1,000.00	\$544.00
Total Operating Expense: Administrative	\$10,309.50	\$12,175.00
Property:		
Irrigation Water	\$350.00	\$450.00
Mowing Contract	\$18,000.00	\$18,000.00
General Property Maintenance	\$11,000.00	\$11,000.00
Total Operating Expense: Property	\$29,350.00	\$29,450.00
TOTAL OPERATING EXPENSE (TOE)	\$39,659.50	\$41,625.00
Contingency Fund	\$12,056.94	\$8,000.00
TOTAL OPERATING FUND (TOF)	\$51,716.44	\$49,625.00
Reserve Fund	\$16,869.62	\$16,869.62
TOTAL EXPENSE	\$68,586.06	\$66,494.62