

Regularly Scheduled Meeting
CDPOA Board of Directors
August 13, 2024 | 2:00 pm – Small Dining Room, CARC

Board Members Present: Virginia Baird, Diana Manly, Karen McAlister, Jerdone Davis, Jo Gable and Nancy Palisin

Board Members Absent: Webb Smathers

Chair Members Present: Anne Snider (Communications and Welcoming); Eldon Blust (Cable TV); Cindy Horton (Rental)

POA Members Present: None

Call To Order – Chairman Baird: 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 Baird: The Chair declared that the minutes of the Board meeting on July 9, 2024 had been approved electronically by a majority of the Board members.

Treasurer Report – Jerdone Davis: The Treasurer reported that as of July 31, 2024, the balance in the CDPOA account was \$59,940.26; and the balance in the Vyve account was \$25,077.10. A copy of the expense report for July 2024 is attached hereto as Exhibit A and incorporated herein by reference. MJD NOTE: DUE TO A TYPOGRAPHICAL ERROR, JERDONE SENT A CORRECTED EXPENSE REPORT AFTER THE MEETING. THE CORRECTED REPORT IS ATTACHED TO THESE MINUTES

President’s Report – Virginia Baird: Virginia announced to the Board her resignation as President and a Board member, effective August 23, 2024. A formal resignation letter will follow. Virginia and David have a contract to sell their house at the Downs and are moving to Travelers Rest. The Board recognized Virginia and David’s monumental efforts over the past several years on behalf of the Downs Community. Their presence and service will be greatly missed.

Upon submission of a formal letter of resignation and in accordance with the CDPOA Bylaws, Vice President Webb Smathers will perform the duties of the President until the election of new Board members and officers later this year.

Committee and Coordinator Reports

ARC Committee Report – Karen McAlister, Chair: Karen reported that five homeowner applications were received and recommended to the Board for approval, as follows:

Jerry and Edmee Reel –331 Kendra Place: Soffit repair and outside painting in existing color.

Tony and LeVera Cieslak –25 Downs Loop: Replace all windows with vinyl double hung in same color as existing wood.

Denny and Carol Walling –1020 Keystone Lane: Extend existing decks I back to same depth as existing screened porch, using same materials and colors; remove screen on porch and replace with sliders; replace porch doors and shutters.

John and Ann Gilreath –1022 Keystone Lane: Paint outside trim in same existing color.

John and Mellie Warner –40 Hickory Way: Approval of final choices for brick color, hardy board and trim

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

Common Properties Committee Report – Nancy Palisin, Chair: Nancy submitted the following Committee Report to the Board:

Woodland Walk Erosion: Ryan Smith’s crew finished the creek clean-out work from the whirlpool area down to the bridge. The whirlpool area looks so much better with the dramatically cut stump and widened opening to the left of the stump. The creek flow is better and the whirlpool area is no longer circling. A check for \$2,101.33 was issued to Ryan’s Ground Effects Landscaping company. This was not an easy task and the Committee expresses its gratitude to Ryan for his crew’s extra effort.

Benches: Four highly used common property benches were cleaned this month. Thanks to Jane Hamilton for helping with this task.

Irrigation: Unfortunately, another unexplained shut off of irrigation at the gazebo valve box was reported to Chairman Nancy Palisin on July 23, 2024 by our contractor Ryan Smith. Our only recourse was to place a note in this box not to touch the valve equipment but to call Nancy Palisin if there is a problem with the irrigation. Also, Pres. Virginia Baird put a notice to residents in the August Communicator that our maintenance contractor takes care of common properties irrigation. No one else should be turning off this equipment. If anyone thinks there is a problem with the irrigation, call Chairman of Common Properties Committee, Nancy Palisin.

Common Property Tree Next to 600 Downs Loop: The Committee has concluded its investigation into a POA member’s concern about two (2) semi-joined sweetgum trees on common property next to 600 Downs Loop. Details were reported in the July minutes. Karl Pokorny, a certified arborist with TreeSouth, LLC, has advised the Committee that the trees do not pose any danger to persons or property and he would not advise cutting them down. Following the tree protocol established over the past several months, the Board will not take further action on this specific issue.

Common Property Trees between 1010 and 1008 Keystone Lane: The Committee was contacted on an emergency basis in late July with a situation concerning a cluster of sweetgum trees located on common property between these two properties. Several very large limbs have been falling recently onto both properties. The latest incident occurred on the morning of July 15

when a large limb fell on the driveway of 1010 Keystone, just missing the property owner's car. There was no wind that day, so there was no warning of the limb falling. Karl Pokorny, a certified arborist with TreeSouth, LLC, came out that day to assess the situation. He advised that the largest tree was the most hazardous and posed an imminent threat to both persons and property. He recommended its removal and pruning the other sweetgums on common property to remove the top-heavy end weight. The Committee obtained two quotes and recommended approval of the \$3,410.00 bid from Tree South which included the large tree removal; reduction of deadwood, and end weight of mostly horizontal limbs. A detailed report was sent to the Board electronically for immediate action. The Board approved the Committee's request and ratified approval at the August Board meeting.

Communications Committee Report – Anne Snider, Chair: Anne reported the deadlines for the September issue are August 26 for submission of items to be included and August 29 for submission to CARC for copying. Anne continues to receive notices from residents who prefer an email copy over a hard copy. So far, sixteen (16) residents have agreed to receive their Communicator by email only. The Communicator also continues to be posted to the CDPOA website each month.

Social Committee Report – Diana Manly, Chair: Diana reported that twenty-four (24) people attended the August First Friday gathering hosted by Diane and Webb Smathers. The September gathering will be hosted by Sandia Rosche and Diana Manly.

Community Cable TV Coordinator Report – Eldon Blust, Coordinator: Eldon advised the Board that the references to cable services for POA members should be removed from the Website and the information packets given to new property owners. Anne Snider will follow up on that matter.

Rental Committee Report – Cindy Horton: Cindy reported that communications with Malinda Bates, the owner of 7 Little Lane, regarding the lease and other outstanding issues on that property, have come to a standstill. The Board will consider its options at this point and discuss this matter at the next meeting.

Report from CARC Board Meeting – Anne Snider: No report.

Old Business– Chairman Baird: No discussion.

New Business– Chairman Baird: The Board further discussed (1) clarification of window trim under the ARC Guidelines and (2) the agenda and distribution of information for the upcoming Informational Town Hall Meeting and the Annual Meeting of the POA membership.

The meeting was adjourned at 3:10 pm.

Respectfully submitted,

Marion Sieffert
Asst. Secretary

CDPOA BOARD 2024 BUDGET -- EXPENSES

	2024 Budget	January 2024	February 2024	March 2024 Expenses	April 2024 Expenses	May 2024 Expenses	June 2024 Expenses	July 2024 Expenses	Total 2024 Expenses	Remaining Budget
EXPENSES										
Administrative:										
Insurance	\$3,165.00	\$0.00							\$0.00	\$3,165.00
Attorney	\$2,000.00	\$0.00							\$0.00	\$2,000.00
Tax prep	\$500.00	\$0.00					\$600.00		\$600.00	-\$100.00
Accounting Fee	\$1,200.00	\$0.00	\$200.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$700.00	\$500.00
Copies/Stamps/Envelo	\$2,000.00	\$69.26	\$152.90	\$34.70	\$269.50	\$7.00	\$340.00	\$21.00	\$894.36	\$1,105.64
Website	\$1,600.00	\$0.00				\$46.34	\$1420.00		\$1466.34	\$133.66
Social	\$1,166.00	\$0.00			\$180.00		\$65.55		\$245.55	\$920.45
Other Projects	\$544.00	\$0.00								\$544.00
Total Operating Expense: Administrative	\$12,175.00	\$69.26	\$352.90	\$134.70	\$549.50	\$153.34	\$2525.55	\$121.00	\$3,906.25	\$8,268.75
Property:										
Irrigation Water	\$450.00	\$57.85	\$0.00	\$23.09	\$42.97	\$0.00	\$42.39	\$41.76	\$208.06	\$241.94
Mowing Contract	\$18,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$10,500.00	\$7,500.00
General Property	\$11,000.00	\$0.00	\$0.00	\$0.00	\$650.00	\$470.00	\$36.63	\$0.00	\$1156.63	\$9,843.37
Total Operating	\$29,450.00	\$1,557.85	\$1,500.00	\$1,523.09	\$2,192.97	\$1970.00	\$1579.02	\$1541.76	\$11,864.69	\$17,585.31
TOTAL OPERATING EXPENSE (TOE)	\$41,625.00	\$1,627.11	\$1,852.90	\$1,657.79	\$2,742.47	\$2,123.34	\$4,104.57	\$1,662.76	\$15770.94	\$25,854.06