

**Regularly Scheduled Meeting  
CDPOA Board of Directors  
September 10, 2024 | 2:00 pm – Small Dining Room, CARC**

**Board Members Present:** Webb Smathers, Diana Manly, Karen McAlister, Jerdone Davis, Jo Gable, Nancy Palisin and Marion Sieffert

**Board Members Absent:** None

**Chair Members Present:** Anne Snider (Communications and Welcoming and Eldon Blust (Cable TV)

**POA Members Present:** None

**Call To Order – Chairman Smathers:** The meeting was called to order at 2:00 pm. A quorum was declared based on all Board members being present.

**Approval of Minutes – Chairman Smathers:** By motion made and duly seconded, the Board unanimously approved the minutes of the Board meeting from August 13, 2024, as previously approved electronically by a majority of the Board members.

**Treasurer Report – Jerdone Davis:** The Treasurer reported that as of August 30, 2024, 2024, the balance in the CDPOA account was \$56,242.69; and the balance in the Vyve account was \$22,245.38. A copy of the expense report for August 2024 is attached hereto as Exhibit A and incorporated herein by reference. Jerdone will submit a proposed 2025 Budget to the Board at the October Board meeting.

**President’s Report – Webb Smathers:** Following the resignation of Virginia Baird, Webb Smathers assumed the duties of the President until the election of new Board members and officers.

**Committee and Coordinator Reports**

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

*Holley Ulbrich –2 Birch Place:* Replace front door

*Gary and BJ Smart –1018 Keystone Lane:* \_\_\_ parking pad and extend walkway to the side of house

*Tony and LaVera Cieslak –25 Downs Loop: Replace front concrete patio*

*Richard and Elizabeth Bruner –12 Birch Place: Replace roof*

*John and Mellie Warner –40 Hickory Way: Approval of final choice for shingles on new house*

*Violet Williamson – 337 Summerwalk – Repaint exterior in similar color*

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

Karen further reported that an application was received from the new owner of 403 Bayberry Lane for approval of painting of trim and new windows. Although this application was not submitted to the ARC Committee for approval prior to the work being performed, all work was in conformity with ARC Guidelines. Therefore, the Committee did recommend Board approval of the application, even though it was not timely submitted. After discussion, the Board denied approval of the homeowner's application pending further discussions with homeowner.

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

*Common Property Tree Concerns:* The tree concern about 2 Sweetgums on common property along the creek by 600 Downs Loop has been addressed and closed with a letter to the resident on Keystone abutting the creek, explaining certified arborist Karl Pokorny's position that the trees do not pose a hazard at this time and should not be removed. Removing them would actually compromise the creek bank. Mr Pokorny will also call the resident to answer any questions. The hazardous Sweetgum trees on common property between 1010 and 1008 Keystone Lane are on the schedule for TreeSouth for recommended removal and thinning as reported to the POA Board in August. We have not as yet been given a definite date for the work to be completed.

*Irrigation:* There have not been any more disturbances to irrigation meters or valve boxes at the gazebo or triangle irrigation systems. Again, notices have been put in the boxes and in the Communicator that no one is to touch this equipment except Ryan Smith our maintenance contractor.

*Woodland Walk Erosion:* The creek clean out project has been completed and a check for \$2,101.33 was sent to Ryan's Ground Effects Landscaping company. This was not an easy task! If you walk down past what was the "whirlpool" area, you will notice lots of new vegetative growth along the bank that will greatly help cut down on erosion.

*Common Property Upkeep:* Our committee will continue to monitor common property benches for cleaning. Also, the Nandinas in the common area corner at the top of Birch have been thinned and pine straw added to the area.

*Gazebo:* Much thanks to Gary Newkirk for all the weekly work he does to keep the Gazebo and Garden House ready for use. A copy of this report on use of the Gazebo is attached hereto as Exhibit B and incorporated herein by reference. Please read his attached report.

The form used to request a reservation has been updated to “contact Gary Newkirk for reservations” instead of Karen McAlister.

**Communications Committee Report – Anne Snider, Chair:** Anne reported the deadlines for the October issue of the Communicator.

**Social Committee Report – Diana Manly, Chair:** Diana reported that thirty (30) people attended the September First Friday gathering hosted by Sandy Rosche and Wendy Longo. The October gathering will be hosted by Fiona Neill and Judy Eidson. Diana further announced that Marion Sieffert has agreed to be in charge of the POA Christmas Dinner this December.

**Community Cable TV Coordinator Report – Eldon Blust, Coordinator:** Eldon advised that Vyve cable TV service will be discontinued after February 28, 2025.

**Rental Committee Report – Cindy Horton:** Anne Snider reported for Cindy that communications with Malinda Bates, the owner of 7 Little Lane, regarding the lease and other outstanding issues on the property remain at a standstill. The Board will continue discussions at a later date of possible solutions for continual rental issues.

**Report from CARC Board Meeting – Anne Snider:** Anne reported that all levels of care remain full with waiting lists. She also reported that CARC was initiating a new respite program for caregivers and temporary admission policy (when space is available) to give families an idea of what it is like to have a family member in care at the Downs. Also, CARC announced a new Dining Services Director to replace Lisa Annin. David \_\_\_\_\_ will take over that position effective September 23, 2024.

**Old Business– Chairman Smathers:** The Board gave its unanimous approval of Webb Smathers assuming the role of Board Chairman, following the resignation of Virginia Baird from the Board and Chair. By motion made and duly seconded, the Board unanimously approved the appointment of Marion Sieffert to fill the unexpired term of Virginia Baird as Board member (until 12/31/2025), pending nomination and election at the annual Meeting.

Webb Smathers continued discussions on the format for changes to the By-Laws to be submitted to POA members prior to the Town Hall Meeting, and noted the following upcoming important dates:

October 8, 2024	2:00 Board Meeting
October 31, 2024	2:00 Town Hall Meeting in Corley Center
November 12, 2024	2:00 Board Meeting
December 3, 2024	2:00 Annual Meeting in Corley Center

**New Business– Chairman Smathers:** The Chair reported that Ann Fuhr had agreed to chair the Nominating Committee for new Board members to be nominated and elected at the Annual Meeting on December 3, 2024. Both Karen McAlister and Diana Manly’s terms on the Board will expire December 31, 2024. In addition, although the Board has appointed Marion Sieffert to fill the unexpired term of Virginia Baird as Board member (until 12/31/2025), that appointment is subject to nomination and election at the Annual Meeting as well.

The meeting was adjourned at 3:20 pm.

Respectfully submitted,

Marion Sieffert  
Asst. Secretary

Attached is a copy of the expense report for August 2024.

As of 08.30.2024, the balance in the CDPOA #5549 account is \$56,242.69.

As of 08.30.2024, the balance in the Vyve account is \$22,245.38. (A debit by Vyve for \$2833.29 was made on 08.19.2024. Interest credited for the month of August was \$1.57.)

BUDGET FOR 2025: I am working on the budget, and I have reached out to involved parties for their tallies of proposed expenses for 2025. Expect an email attachment in the next few days.

Respectfully submitted,  
Jerdone Davis  
Treasurer, CDPOA  
09.04.2024

**CDPOA BOARD 2024 BUDGET -- EXPENSES**

	2024 Budget	January 2024 Expenses	February 2024	March 2024 Expenses	April 2024 Expenses	May 2024 Expenses	June 2024 Expenses	July 2024 Expenses	August 2024	Total 2024 Expenses	Remaining Budget
<b>EXPENSES</b>											
<b>Administrative:</b>											
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	\$100.00	\$700.00	\$500.00
Copies/Stamps/Envelop	\$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
<b>Total Operating Expense: Administrative</b>	<b>\$12,175.00</b>	<b>\$69.26</b>	<b>\$352.90</b>	<b>\$134.70</b>	<b>\$549.50</b>	<b>\$153.34</b>	<b>\$2525.55</b>	<b>\$121.00</b>	<b>\$100.00</b>	<b>\$4,006.25</b>	<b>\$8,168.75</b>
<b>Property:</b>											
Irrigation Water	\$450.00	\$57.85	\$0.00	\$23.09	\$42.97	\$0.00	\$42.39	\$41.76	\$0.00	\$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	\$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	\$2101.33	\$1156.63	\$9,843.37
<b>Total Operating</b>	<b>\$29,450.00</b>	<b>\$1,557.85</b>	<b>\$1,500.00</b>	<b>\$1,523.09</b>	<b>\$2,192.97</b>	<b>\$1970.00</b>	<b>\$1579.02</b>	<b>\$1541.76</b>	<b>\$3601.33</b>	<b>\$15,466.02</b>	<b>\$13,983.98</b>
<b>TOTAL OPERATING EXPENSE (TOE)</b>	<b>\$41,625.00</b>	<b>\$1,627.11</b>	<b>\$1,852.90</b>	<b>\$1,657.79</b>	<b>\$2,742.47</b>	<b>\$2,123.34</b>	<b>\$4,104.57</b>	<b>\$1,662.76</b>	<b>\$3,701.33</b>	<b>\$19472.27</b>	<b>\$22,152.73</b>