

**Regularly Scheduled Meeting
CDPOA Board of Directors
October 8, 2024 | 2:00 pm – Small Dining Room, CARC**

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

Board Members Absent: Diana Manly

Chair Members Present: Anne Snider (Communications and Welcoming)

POA Members Present: None

Call To Order: President Smathers called the meeting to order at 2:00 pm. A quorum was declared based on a majority of Board members being present.

Approval of Minutes: By motion made and duly seconded, the Board members present unanimously approved the minutes of the Board meeting from September 10, 2024, in the form of that previously approved electronically by a majority of the Board members. A The approved Minutes have already been posted to the CDPOA Website. Beginning in November 2024, the Board minutes will not be posted or distributed until the following month when the Board gives final approval at its next meeting.

Treasurer Report – Jerdone Davis: Jerdone submitted a written Treasurer Report for September 2024 and a proposed 2025 Budget, a copy of which is attached hereto as Exhibit A and incorporated herein by reference. By motion made and duly seconded, the Board, by unanimous vote of those present, approved the proposed budget for submission to the membership for approval at the annual meeting.

The Board further discussed in detail alternatives to make up for the \$3,056 increase in the proposed 2025 budget without having to raise membership dues. Under the authority given to the Board under Article VI of the ByLaws, and by motion made and duly seconded, the Board, by unanimous vote of those present, agreed to shift 2024 funds from the Communications Committee (\$1,000) and from the Common Properties Committee (\$2600) into a line item in the 2025 budget in order to cover the shortfall.

President’s Report – Webb Smathers: Webb reported that several political signs were found in homeowners’ yards and removed voluntarily by the homeowners. The membership is reminded that Article VIII, Section 2 of the Restrictive Covenants reads:

“Section 2. No signs, including those for the sale of any lots or homes on said lots shall be placed on any lot except as approved by the Board and in accordance with

existing Board-issued policy. In addition to “For Sale” signs, political signs and those advertising a commercial business are specifically banned.”

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:

46 Hickory Way: Replace roof

616 Downs Loop: Replace tint film on windows on east side

403 Bayberry Lane: New garage door

By unanimous vote of all present, the Board accepted the recommendation of the ARC Committee and approved all of the above applications.

Karen further reported that 403 Bayberry Lane was in compliance with ARC Guidelines as to previous work performed, and that the Committee recommended approval of the late application. By unanimous vote of all present, the Board accepted the recommendation of the ARC Committee and approved the late application.

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

New Committee Members: Nancy welcomed Joe Merck (23 Downs Loop) and Jo Abernathy (1026 Keystone Lane) as new Committee members.

Woodland Walk: Three large trees were uprooted by the storm last week in the early morning hours of Friday September 27, 2024. One fell across the path breaking the fence; a second uprooted and the root ball broke away from the creek bank by the whirlpool area and the tree remains tilted across the creek; a third tree was uprooted and fell across cul-de-sac which was removed by CARC. The Stump in the whirlpool area broke away during the storm. There was much debris in and along the creek, but water was still flowing okay until Wednesday morning October 2, 2024 (almost a week later) when 2 more trees fell across the creek, one of which wiped out the bridge. The Woodland Walk is now CLOSED indefinitely. All 3 entrances have been taped off and signs posted stating STAY OUT ** BRIDGE IS OUT ** TREES KEEP FALLING ** TOO DANGEROUS TO WALK ON THIS PATH. Insurance agent Amy Williams has been notified and has started a claim. Pictures were sent and an adjuster should be contacting Nancy Palisin this week.

Contract for Ryan Smith, Ground Effects Landscape and Design: For 2023 and 2024, the annual contract was been \$18,000. Ryan has requested a \$300 increase

per month for 2025 to offset rising costs, particularly chemical applications. The CPC unanimously endorsed the increase and recommend the CDPOA Board approve the contract amount of \$21,600.00. By unanimous vote of all present, the Board accepted the recommendation of the Common Properties Committee and approved the increase in the annual contract for 2025.

Communications Committee Report – Anne Snider, Chair: Anne submitted the Committee Report to the Board, as follows:

Deadlines for the November Communicator are October 27 for submission of items and October 30 for submission to CARC for copying.

Town Hall Meeting on October 31: Informational materials will be emailed to POA members on October 15 or 16. Those POA members without an email address will get a hard copy in their flyer box.

Annual Meeting on December 3: Materials and ballots will be finalized after the Town Hall Meeting and assembled and mailed via USPS after the November 12 Board meeting.

Social Committee Report –Diana Manly: There was no official report as Diana was not present. The Board discussed, without resolution, whether the First Friday gatherings were the proper forum to invite local political candidates. That issue was recommended for further discussion by the new Board in 2025.

Community Cable TV Coordinator Report – Eldon Blust, Coordinator: Since Eldon was not present, there was no official report. However, the Board would like to remind POA members that the CDPOA will not offer a Community Cable TV (CCTV) package with Vyve in 2025. The current agreement with Vyve, which provides the CCTV service, will end on February 28, 2025. Subscribers are covered through that date. After February 28, 2025, the Vyve equipment used for the service (set-top boxes connected to subscribers' TV receivers) will no longer function.

Important Note: This change only affects equipment connected to television receivers. Any equipment associated with Vyve's internet or telephone services will remain unaffected.

Eldon will present general information about alternative service options at the Annual Meeting on December 2, 2024, to help members continue enjoying television programming after the CCTV service ends. If you have specific questions, feel free to contact him at 864.710.5224.

Rental Committee Report – Cindy Horton: Since Cindy was not present, there was no official report, but 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.

Report from CARC Board Meeting – Anne Snider: No report

Old Business– President Smathers:

Changes to ByLaws: After motion made and duly seconded, the Board, by unanimous vote of those present, approved the form of the Changes to the Bylaws and ARC Guidelines to be submitted to the membership for approval at the Annual Meeting.

Violations of ARC Guidelines and Rental Policy: The Board will continue discussions at a later date of possible solutions for violations of ARC Guidelines and Rental Policy.

New Business – President Smathers:

November 2024 Board Meeting: The November 12 Board meeting will be held at the home of Board member, Jo Gable, 404 Downs Boulevard. Members are asked to plan for a longer meeting than usual to handle the mailings for the Annual Meeting.

The meeting was adjourned at 3:25 pm.

Respectfully submitted,

Marion Sieffert
Asst. Secretary

EXPENSE REPORT FOR SEPTEMBER 2024:

As of 10.31.2024, the balance in the CDPOA #5549 account is \$60,124.73.

(As of 11.08.2024, monies from donations including GoFundMe and checks plus insurance coverage totals: \$10,993.93. This includes the GoFundMe fee deducted from the total.)

As of 10.31.2024, the balance in the Vyve account is \$16,581.46. (A debit by Vyve for \$2833.29 was made on 10.17.2024. Interest credited for the month of September was \$1.23.)

CONTINGENCY AND RESERVE FUNDS:

(Reported at the last meeting: I met with Ashley our accountant who suggested that we place 30.6% of our end of the year assets in contingency, and the rest would be our reserve fund. We can make decisions without the vote of homeowners on expenses taken from the contingency fund, but the reserve fund requires a vote of the homeowners.)

Our anticipated TOE at the end of the year is \$15,322.31. Using 30% as contingency fund (or \$4,596.69), the reserve fund would be a total of \$10,725.62. My recommendation is to discuss going up on homeowners' fees for 2026, and we need to determine how much we should raise the fees.

IRS INVOICE WITH FEES:

Attached is an email from Lindley-Pettigrew stating for us NOT to pay the invoice as they are still working on resolving this issue with the IRS. We should owe nothing to them. The payment date was 10.31.2024.

Also, the accountants are checking to see if we will owe taxes on the GoFundMe account for 2024.

Respectfully submitted,
Jerdone Davis
Treasurer, CDPOA
11.10.2024

From: Ashley Crenshaw Ashley.Crenshaw@lpccpas.com
Subject: RE: Tax Return
Date: November 1, 2024 at 10:21 AM
To: M Jerdone Davis sassynonie@icloud.com

AC

Good morning!

Art said not to pay that. We still don't have a final result from the IRS.

I'll check in with Art on that situation when he's available!

Thanks!

Ashley Crenshaw

Staff Accountant

Lindley Pettigrew & Company CPAs LLC

122 Strode Circle

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-----Original Message-----

From: M Jerdone Davis <sassynonie@icloud.com>

Sent: Thursday, October 31, 2024 6:56 PM

To: Ashley Crenshaw <Ashley.Crenshaw@LPCcpas.com>

Subject: Re: Tax Return

Ashley,

Today was the due date on the IRS "bill" with its fines.

Is what you said below that I don't need to pay that? I just want to be sure.

Thanks,

Jerdone

On Oct 8, 2024, at 12:54PM, Ashley Crenshaw <Ashley.Crenshaw@lpccpas.com> wrote:

Hello!

Non-profit organizations are required file a form 990 which goes to the IRS. There is also a form that is sent to the Secretary of State. This just shows them that non-profits are operating within their tax-exempt duties and funds aren't being misappropriated. We will make sure those forms are filed so that CDPOA stays compliant.

If I remember right, you all came to us when a previous treasurer had tried to file the 990 online and it rejected and needed to be paper filed. She didn't have the software to generate the forms, so we took over.

Then, Denny and the board wanted us to stay on as a checks and balance sort of system and tax prep.

If there's anything else, please let me know!

Ashley Crenshaw

CDPOA BOARD 2024 BUDGET -- EXPENSES

	2024 Budget	January 2024	February 2024	March 2024	April 2024 Expenses	May 2024 Expenses	June 2024 Expenses	July 2024 Expenses	August 2024	September 2024	October 2024	Total 2024 Expenses	Remaining Budget
EXPENSES													
Administrative:													
Insurance	\$3,165.00	\$0.00								\$1,270.00	Credit: \$104.00	\$1166.00	\$1,999.00
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	\$100.00	\$0.00	\$900.00	\$300.00
Copies/Stamps/Envelop	\$2,000.00	\$69.26	\$152.90	\$34.70	\$269.50	\$7.00	\$340.00	\$21.00			\$30.98	\$925.34	\$1,074.66
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	\$100.00	\$1370.00	Credit: \$73.02	\$5,303.23	\$6,871.77
Property:													
Irrigation Water	\$450.00	\$57.85	\$0.00	\$23.09	\$42.97	\$0.00	\$42.39	\$41.76	\$0.00	\$41.75	\$33.79	\$283.60	\$166.40
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	\$1,500.00	\$1,500.00	\$15,000.00	\$3,000.00
General Property Maintenance	\$11,000.00	\$0.00	\$0.00	\$0.00	\$650.00	\$470.00	\$36.63	\$0.00	\$0.00	\$0.00	\$2290.45	\$2797.08	\$8,202.92
Total Operating Expense: Property	\$29,450.00	\$1,557.85	\$1,500.00	\$1,523.09	\$2,192.97	\$1970.00	\$1579.02	\$1541.76	\$1500.00	\$1541.75	\$3824.24	\$18,730.68	\$10,719.32
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	\$1,600.00	\$2,911.75	\$3,751.22	\$24033.91	\$17,591.09

CONTINGENCY FUND	\$8,000.00												
			Vyve Tsfr for Overdraft: \$62.05										
									Whirlpool Mgt: \$2,101.33			\$2,163.38	\$5,836.62