

Regularly Scheduled Meeting  
CDPOA Board of Directors  
April 8, 2025 | 2:00 pm – Small Dining Room, CARC

**Board Members Present:** Webb Smathers (President), Jerdone Davis, Jo Gable, Karen McAlister, Nancy Palisin and Lois Torlina

**Board Members Absent:** Diana Manly

**Chair Members Present:** Anne Snider (Communications and Welcoming), Sandi Waskowski (Rental)

**Others Present:** Marion Sieffert (Assistant Secretary)

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

**Approval of Minutes:** By motion made and duly seconded, the Board members present unanimously verified prior approval of the minutes of the Board meeting from March 11, 2025.

**Treasurer Report:** Jerdone submitted a written Treasurer Report through March 31, 2025, 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 members present accepted and approved the Treasurer Report. In addition, Jerdone reported that two property owners remain delinquent in their payment of dues for 2025, despite informal calls and notices. The Board will draft formal letters to these property owners and file a lien against the properties if the dues are not paid. This procedure is authorized by the CDPOA Bylaws.

**President's Report:** In response to requests from several POA members and in conjunction with CARC's decision to have the city not spray for mosquitoes on CARC Property, President Smathers investigated the issue with personal research and by meeting with City officials. His conclusions reported to the Board were (i) that the spraying was ineffective, especially to those areas by the creeks; (ii) that the spraying is potentially harmful to wildlife and pets; and (iii) that there are other means of controlling the mosquito population. After much discussion, and following a motion made and duly seconded, the Board voted, by unanimous vote of all present, to inform the city not to spray for mosquitoes within the Downs community (spraying was due to start May 5, 2025). Further information on this topic will be distributed to POA members by email and in the *Communicator*.

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

*337 Summerwalk:* stain front walkway; replace kitchen window

*400 Downs Loop:* replace eroded back steps

*100 Downs Boulevard:* repair and replace exterior wood and new storm door

The Board accepted the recommendation of the ARC Committee and unanimously approved all of the above applications.

**Common Properties Committee Report** – Nancy Palisin, Chair: Nancy reported that the Weatherproof, Cast-Iron bench to replace the destroyed wood and concrete bench in the Woodland Walk has arrived. It will be put together and placed in Woodland Walk when destroyed bench can be removed. Also, the CPC committee members have been working on cleaning other benches on CDPOA property.

*Update on Woodland Walk Bridge:* The final bridge update was presented at the BEL Lab on April 4, 2025, by the School of Architecture Project Management Team to 9 members of the combined CDPOA Board and CPC. After meetings with the structural engineers, survey team and Ethan Barnett of the Clemson City Stormwater Office, the application for a city building permit for the bridge was submitted and should be officially in the hands of the Design-Build team the week of April 7th. Nancy Palisin showed a picture of the fabricated pieces of core ten steel beginning to be assembled at the BEL Lab Studio on Monday, March 31, 2025, with a follow-up picture of the progress at the end of the week on Friday, April 4, 2025. The progress is amazing and right on schedule.

Because our bridge is in a stormwater flood zone, surveying had to be done to ensure that the bridge height would meet city requirements of being at least 1 foot (12”) over the necessary BFE (Base Flood Elevation). Our site surveyed at 6” below BFE. **The result is that we need to raise the bridge 18” (6” + 12”) to be in compliance with the city requirements for minimum height above the Base Flood Elevation (BFE).** BFE is set by FEMA and is the expected height of water level during a flood with a 1% chance of occurring in any given year. The addition of steps is the only feasible way to accomplish this. Flood zone regulations prohibit disturbing or adding any soil to the site, which eliminates the possibility of a dirt ramp up to the bridge. A built ramp would require further flood study and permitting from the city, and according to Stacey Blackwell, city building inspector, would be monetary and time prohibitive.

Nancy still hopes that the Bridge will be fully completed by April 23. POA Members will be alerted as soon as Woodland Walk is open to the public for use.

*Gazebo and Garden House:* Thanks to Gary Newkirk for cleaning out the Garden House and having Mr. Queen clean out the toilet. Both facilities are open and ready to

be used. Anyone wanting to reserve the Gazebo should contact Gary Newkirk.  
Anyone wanting to display their art in the Garden House should contact Joe Merck.

**Communications Committee Report** – Anne Snider, Chair: Anne reported the new Directories have all been delivered.

**Social Committee Report** –Lois Torlina: Lois reported 22 people attended the March First Friday gathering. As a new-ish member of the Board of Directors, I would like to thank Diana Manly for her years of dedication to the POA and specifically to the Social Committee and for making my job an easy transition.

**Rental Committee Report** – Sandy Waskowski: Sandy submitted to the Board for approval a letter to Malinda Bates, owner of 7 Little Lane, regarding her non-compliance with the Board's Rental Policy. All other rentals (2) are in compliance.

**Report from CARC Board Meeting** – Anne Snider: Anne reported that two (2) CDPOA Members were elected to the CARC Board at its annual shareholders meeting on March 27. They are Mary Dusenberry and Shelby Quattlebaum.

**Old Business**– President Smathers: No report

The meeting was adjourned at 3:10 pm.

Respectfully submitted,

Marion Sieffert  
Asst. Secretary

## CDPOA TREASURER'S REPORT

April 08, 2025

### **BANK TOTALS, BOTH VYVE ACCOUNT AND CDPOA ACCOUNT:**

As of 03-31-25, the #5549 account had \$81,955.54.

As of 03-31-2025, the Vyve account had a remainder of \$4,415.26. The final payment of \$1,955.59 was cashed out by Vyve on 04-01-2025. This leaves a balance of \$2,459.67 to be transferred into our CDPOA #5549 account. I plan to go to SouthState to close this account this week.

### **CDPOA FEE COLLECTIONS:**

During the month of March, I collected/deposited \$935.00 in CDPOA late-fees. One of the three late payments was \$10.00 short of the fee, but I decided not to contest this. We have one outstanding delinquency due to the inattention of the owner's son. Hopefully, he will sell the house and we can recoup the fee at a later date.

Otherwise, collections for 2025 are complete.

### **OTHER INCOME:**

Monies deposited from the Spring Banquet were \$1,650.00. I am holding 3 checks made out to CARC for a total of \$120.00. The total collected for the Spring Banquet was \$1,770.00.

In the future, some type of reminder to make checks out to CDPOA needs to accompany the information regarding any banquet we have in order to make accounting seamless.

### **SOUTHSTATE BANK ACCOUNTS and PROPOSAL (This is outstanding.):**

Webb and I met with Kelsie at SouthState. Only Webb's name and mine are presently on the accounts.

Attached please find the Budget Expense report for March 2025.

Respectfully submitted,  
Jerdone Davis  
Treasurer, CDPOA  
04-08-2025

Attachments

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	<b>CDPOA BOARD 2025 BUDGET -- EXPENSES</b>																	
2		<b>2025</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April 2025</b>	<b>May 2025</b>	<b>June 2025</b>	<b>July 2025</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Total 2025</b>	<b>Remaining</b>		
3		<b>Budget</b>	<b>2025</b>	<b>2025</b>	<b>2025</b>	<b>Expenses</b>	<b>Expenses</b>	<b>Expenses</b>	<b>Expenses</b>	<b>2025</b>	<b>2025</b>	<b>2025</b>	<b>2025</b>	<b>2025</b>	<b>Expenses</b>	<b>Budget</b>		
4		<b>EXPENSES</b>																
5		<b>Administrative:</b>																
6	Insurance	\$3,165.00	\$0.00	\$10.00	\$0.00										\$10.00	\$3,155.00		
7	Attorney	\$2,000.00	\$0.00	\$0.00	\$0.00										\$0.00	\$2,000.00		
8	Accounting:	\$1,700.00	\$60.90	\$360.00	\$120.00										\$540.90	\$1,159.10		
9	Bookkeeping & Tax																	
10	Copies/Stamps/Other	\$2,000.00	\$96.56	\$0.00	\$0.00										\$96.56	\$1,903.44		
11	Website	\$1,600.00	\$0.00	\$0.00	\$0.00										\$0.00	\$1,600.00		
12	Social	\$1,166.00	\$0.00	\$0.00	\$0.00										\$0.00	\$1,166.00		
13	<b>Total Operating Expense: Administrative</b>	<b>\$11,631.00</b>	<b>\$157.46</b>	<b>\$370.00</b>	<b>\$120.00</b>										<b>\$647.46</b>	<b>\$10,983.54</b>		
14	<b>Property:</b>																	
15	Irrigation Water	\$450.00	\$15.23	\$4.62	\$4.62										\$24.47	\$425.53		
16	Mowing Contract	\$21,000.00	\$1,500.00	\$1,800.00	\$1,800.00										\$5,100.00	\$15,900.00		
17	General Property Maintenance	\$11,100.00	\$0.00	\$0.00	\$106.99										\$106.99	\$10,993.01		
18	<b>Total Operating Expense: Property</b>	<b>\$32,550.00</b>	<b>\$1,515.23</b>	<b>\$1,804.62</b>	<b>\$1,911.61</b>										<b>\$5,231.46</b>	<b>\$27,318.54</b>		
19	<b>TOTAL OPERATING EXPENSE (TOE)</b>	<b>\$44,181.00</b>	<b>\$1,672.69</b>	<b>\$2,174.62</b>	<b>\$2,031.61</b>										<b>\$5878.92</b>	<b>\$38,302.08</b>		
20	<b>2024-2025</b>	<b>WOODLAND</b>	<b>WALK</b>	<b>DONATION</b>	<b>AND</b>	<b>INS. PAY</b>									<b>GFM FEE</b>	<b>PAYOUTS</b>		
21	DATES	Sept. 24	Oct. 24	Nov. 24	Dec. 24	Jan. 25	Feb. 25	Mar. 25							<b>TOTALS</b>			<b>Taxable TOTAL</b>
22	CDPOwners Income		\$3,875.00	\$450.00	\$280.00	\$100.00	\$1,000.00	\$2,000.00							\$7,705.00			\$7,705.00
23	Cincinnati Insurance Pay	\$3,282.00													\$3,282.00			
24	GoFundMe Income		\$3,536.93												\$3,536.93	113.07		\$3,423.86
25	Mod.Wdmen of Am.				\$1,135.15										\$1,135.15		1135.15	D. Bagwell
26	Other Donations				\$100.00	\$50.00	\$1,150.00								\$1,300.00			\$1,300.00
27															\$16,959.08			12,428.86
																\$12,000.00	Clemson	\$428.86