

Regularly Scheduled Meeting, CDPOA Board of Directors
May 13, 2025 | 2:00 pm – Small Dining Room, CARC

Board Members Present: Diana Manly (Vice President), Jerdone Davis, Jo Gable, Karen McAlister, Nancy Palisin

Board Members Absent: Webb Smathers, Lois Torlina

Chair Members Present: Anne Snider (Communications and Welcoming)

Others Present: Marion Sieffert (Assistant Secretary)

Call To Order: Vice President Diana Manly chaired the meeting in the absence of President Webb Smathers and 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 April 8, 2025.

Treasurer Report: Jerdone submitted a written Treasurer Report through April 30, 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.

President's Report: None presented.

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

29 Hickory Way: replace front door and window

1009 Keystone Lane: replace 2' section of trim

400 Downs Boulevard: replace gutter corners

34 Hickory Way: replace window and door; repaint garage door and siding

1025 Keystone Lane: install black aluminum fence/gate at edge of patio

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 submitted the following report to the Board:

Committee Membership: Two members of the Committee are no longer able to serve (Larry Reamer and Gary Newkirk) and need to be replaced. Roman Lavore has agreed to serve and be responsible for readiness of the Gazebo.

New Bench for Woodland Walk: A new weatherproof cast iron bench to replace the destroyed wood and concrete bench in the Woodland Walk was put together and placed in Woodland Walk.

Woodland Walk Tree Removal: Mullinax has not yet rescheduled the removal of the tree cluster lying across the creek. Although mulch has been delivered, we are waiting for Mullinax tree removal before mulching.

Woodland Walk Bridge: The addition of steps, including cement pad and handrails, along with rainy weather created a time crunch for completing the bridge on time. Dan and students worked a lot of extra hours and evenings and Saturdays to make sure the bridge was done by the ribbon cutting date of Friday, April 25, 2025. Their dedication was unbelievable. They received well deserved praise from donors as well as POA Board and Common Property Committee at the ribbon cutting, a very happy ending to a 4-month bridge-building project. Much thanks also to CPC members and Board/Committee Chairman members for their input at the meetings with our School of Architecture Design-Build team (Dan Harding and his Spring semester Studio students). There are some things that remain to be done next fall such as sanding and repainting hand rails and possibly finishing the storyboard panels. A special donation came through to Dan Harding, which he applied to the overcosts of our bridge. Therefore, we will incur no more immediate costs over the original \$12,000.00 paid. The extra amount of donations received by the POA Common Property Committee will be used to restore and replace fencing (bridge expenses) after which any remainder should be held as a reserve for possible bridge story-board panel expenses and to help with future common property tree problems. Nancy is going to discuss with the POA's insurance carrier the amount of replacement insurance coverage based on an estimate of \$15,821 (permit value) + estimated labor, for a total of \$19,821.00

Bench Cleaning: The Committee plans to clean the bench near the new quilt sign on CARC property.

Garden House: Gary Newkirk has 2 new signs for the Garden House produced by East Park Copy Shop. Anne Snider designed the original and still has it on her computer. Gary used that to have the new ones made and laminated for \$11.00. He will get one framed and put it up on the Garden House.

Common Property Concerns:

The common property between 600 Downs Loop and the creek needs clean-up work. Committee members will try to pick up limbs etc. then have Ryan Smith mow the area. 1004 Keystone (new residents) have a small tree that has fallen onto their rear shrub bed from common property behind their property. We have asked Ryan Smith's workers to remove it.

The Committee (and ARC) received several complaints about unmowed grass and out of control shrubs at a Keystone yard. When Nancy checked with concerned neighbor, he had already talked to new residents and told them grass needed to be mowed. The grass has now been mowed and hopefully shrubs will be addressed soon as well.

Several residents on Birch Lane have expressed concern to the Committee concerning water drainage in the swale between some of the townhouses on Birch and homes on Downs Boulevard. The Committee will investigate whether this is a common property issue.

Communications Committee Report: Anne Snider, Chair: Anne submitted the following report to the Board:

- Deadlines for the June Communicator are May 23 for submission of items to be included and May 28 for submission to CARC for copying.
- We will continue to update the online directory as new information comes in. The most recent version is posted on the website at www.cdpoa.com--Our Community—CDPOA Directory. The password is CD29631POA. There is one file sorted by last name and one by street and both are ready to be printed. Items changed or added after the printing of the 2025 directory will be highlighted in pale yellow.
- Kathy McGee and her spotters continue to welcome new residents.

Social Committee Report: No report.

Rental Committee Report: Sandy Waskowski: The Board received a written report from Sandy, a copy of which is attached hereto as Exhibit B and incorporated herein by reference.

Report from CARC Board Meeting – Anne Snider: Anne reported that the CARC Board is considering proposals for carry-out lunches and rental of the Corley Center.

The meeting was adjourned at 3:00 pm.

Respectfully submitted,
Marion Sieffert
Asst. Secretary

CDPOA TREASURER'S REPORT
May 13, 2025

BANK TOTALS:

As of 04-30-2025, the #5549 account had \$82,341.14.

As of 04-09-2025, the Vyve account had a remainder of \$2,459.67. This was transferred into the #5549 account. The Vyve account is officially closed.

CDPOA FEE COLLECTIONS:

We only have one fee non-payment remaining. I sent a letter to Mary Cureton's son. There has been no response.

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. CARC has not billed us for the banquet. Lynn Arterburn "accounts payable" was very helpful. We walked down to talk with Jason Caples, new director of food and nutrition. He knew nothing about the banquet or the billing. Lois attempted to call then emailed him to give him the number. Lois indicated she gave him a total of 60 people attending. (We actually had 59 according to the money count.)

WOODLAND WALK:

We continue to get a donation or two per month. The last was \$50.00 on April 25th. Attached please find the Budget Expense report for April 2025.

Respectfully submitted,
Jerdone Davis
Treasurer, CDPOA
05-13-2025

Attachments

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	CDPOA BOARD 2025 BUDGET -- EXPENSES																			
2		2025	January	February	March	April 2025	May 2025	June 2025	July 2025	August	September	October	November	December	Total 2025	Remaining				
3		Budget	2025	2025	2025	Expenses	Expenses	Expenses	Expenses	2025	2025	2025	2025	2025	Expenses	Budget				
4		EXPENSES																		
5		Administrative:																		
6	Insurance	\$3,165.00	\$0.00	\$10.00	\$0.00	\$0.00									\$10.00	\$3,155.00				
7	Attorney	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$2,000.00				
8	Accounting: Bookkeeping & Tax	\$1700.00	\$60.90	\$360.00	\$120.00	\$120.00									\$660.90	\$1039.10				
9	Copies/Stamps/Other	\$2,000.00	\$96.56	\$0.00	\$0.00	\$453.52									\$550.08	\$1,449.92				
10	Website	\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$1,600.00				
11	Social	\$1,166.00	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$1166.00				
12	Total Operating Expense: Administrative	\$11,631.00	\$157.46	\$370.00	\$120.00	\$573.52									\$1,220.98	\$10,410.02				
13	Property:																			
14	Irrigation Water	\$450.00	\$15.23	\$4.62	\$4.62	\$5.95									\$30.42	\$419.58				
15	Mowing Contract	\$21,000.00	\$1,500.00	\$1,800.00	\$1,800.00	\$1,800.00									\$6,900.00	\$14,100.00				
16	General Property Maintenance	\$11,100.00	\$0.00	\$0.00	\$106.99	\$0.00									\$106.99	\$10,993.01				
17	Total Operating Expense: Property	\$32,550.00	\$1,515.23	\$1,804.62	\$1,911.61	\$1,805.95									\$7,037.41	\$25,512.59				
18	TOTAL OPERATING EXPENSE (TOE)	\$44,181.00	\$1,672.69	\$2,174.62	\$2,031.61	\$2,379.47									\$8258.39	\$35,922.61				
19	2024-2025	WOODLAND	WALK	DONATION	AND	INS. PAY								GFM FEE	PAYOUTS					
20	DATES	Sept. 24	Oct. 24	Nov. 24	Dec. 24	Jan. 25	Feb. 25	Mar. 25	25-Apr										Taxable TOTAL	Balance with Insurance
21	CDPOwners Income		\$3,875.00	\$450.00	\$280.00	\$100.00	\$1,000.00	\$2,000.00	\$50.00						\$7,755.00				\$7,755.00	
22	Cincinnati Insurance Pay	\$3,282.00													\$3,282.00					\$3,282.00
23	GoFundMe Income		\$3,536.93												\$3,536.93	\$113.07				\$3,423.86
24	Mod.Wdmen of Am.				\$1,135.15										\$1,135.15	\$1,135.15		D. Bagwell		
25	Other Donations				\$100.00	\$50.00	\$1,150.00								\$1,300.00					\$1,300.00
26															\$17,009.08					12,478.86
27															\$12,000.00	Clemson				\$478.86
28																				B: \$3,760.86

May 2025 Rental Report

12 Birch Place Compliant

620 Downs Loop Compliant

7 Little Lane A registered letter was sent to Mrs. Bates. She submitted a Request to Rent form. Board must vote on approval. Recommended. A copy of the lease was not submitted. I left a message for Mrs. Bates to submit one ASAP. In our letter to her we gave her a deadline of July 30th, 2025.

34 Hickory A Request to Rent has been submitted. Board must vote on approval. Recommended. City permit has also been submitted.

Sandra Waskowski
Submitted 5/10