

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

Board Members Present: Webb Smathers, Diana Manly, Jerdone Davis, Karen McAlister, Nancy Palisin

Board Members Absent: Jo Gable and Lois Torlina

Chair Members Present: Sandy 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 the number of Board members being 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 June 10, 2025.

Treasurer Report: Jerdone submitted a written Treasurer Report through July 8, 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 and recommendations therein.

President's Report: In response to President Smathers discussing the need to raise POA annual fees to cover increased maintenance costs and to replenish reserves, the Board members present expressed their consensus of agreement and support. The amount of increase will continue under discussion by the Board.

ARC Committee Report – Karen McAlister, Chair: Karen reported that the Committee did not meet this month, but five homeowner applications were received by the Committee, discussed by email and recommended to the Board for approval, as follows:

- 1005 Keystone Lane: new windows*
- 333 Kendra Place: paving of area next to driveway*
- 14 Birch Lane: new roof*
- 102 Downs Boulevard: new roof*
- 1036 Keystone Lane: paint exterior*
- 612 Downs Loop: new garage door*

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

Common Properties Committee Report – Nancy Palisin, Chair: Nancy submitted a written report, a copy of which is attached hereto as Exhibit B and incorporated herein by reference. By motion made and duly seconded, the Board by unanimous vote of members present approved the Committee’s expense request to GeoMetrix, Inc.

Communications Committee Report – Anne Snider, Chair: No report

Social Committee Report: Lois Torlina, Chair: No report although Board members reported that 30+ people enjoyed the July First Friday and included many of our new neighbors.

Rental Committee Report – Sandy Waskowski, Chair: Sandy submitted a written report, a copy of which is attached hereto as Exhibit C and incorporated herein by reference.

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

The meeting was adjourned at 2:50 pm.

Respectfully submitted,
Marion Sieffert
Asst. Secretary

CDPOA TREASURER'S REPORT

July 8, 2025

BANK TOTALS:

As of 06-30-2025, the #5549 account had \$73,405.17.

CDPOA YEARLY FEE: PRORATE FOR 40 HICKORY WAY.

I have been in touch with John Warner, new owner of the property and new home. He moved in on May 28, 2025. My calculations resulted in his owing for the rest of 2025 \$122.50. I developed an invoice for pro-rated property fees, and he is in receipt of this form. He was prompt with his payment, and I deposited it Monday, July 7, 2025.

2025 BUDGET AND EXPENSES INCLUDING OUTSTANDING IRS TAX:

- A. See spreadsheet attached. As of June 30, 2025, we have \$31,658.17 remaining in the 2025 budget.
- B. I paid the fee we owed to the IRS since the accountant could not make contact after multiple attempts. The IRS has cashed the check. We are asking the accountant to continue in his attempts to contact the IRS. Webb received Form 2848 from Lindley-Pettigrew requesting him to sign giving power of attorney to them to contact the IRS. I am copied on that email. The email is attached.
- C. In response to Webb's request to compare budget and expenses, I went back to 2023 and compared January through June 2023, 2024, and 2025. See attached.

SEARCH FOR NEW ACCOUNTING SERVICES:


I left a voicemail with H&R Block in Clemson and have not received a call back. I will follow up on this.

Driving by on Monday, July 7th, I saw a note on the door which indicated to me the office is closed.

Respectfully submitted,
Jerdone Davis
Treasurer, CDPOA
07-08-2025

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	\$0.00	\$0.00							\$10.00	\$3,155.00			
7	Attorney	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	\$2,000.00			
8	Accounting:																		
9	Bookkeeping & Tax	\$1700.00	\$60.90	\$360.00	\$120.00	\$120.00	\$120.00	\$120.00							\$900.90	\$799.10			
10	Copies/Stamps/Other	\$2,000.00	\$96.56	\$0.00	\$0.00	\$453.52	\$36.30	\$167.78							\$754.16	\$1,245.84			
11	Website	\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	\$1,600.00			
12	Social	\$1,166.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36.97							\$36.97	\$1129.03			
13	Total Operating Expense: Administrative	\$11,631.00	\$157.46	\$370.00	\$120.00	\$573.52	\$156.30	\$324.75							\$1,702.03	\$9,928.97			
14	Property:																		
15	Irrigation Water	\$450.00	\$15.23	\$4.62	\$4.62	\$5.95	\$20.09	\$37.77							\$88.28	\$361.72			
16	Mowing Contract	\$21,000.00	\$1,500.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00							\$10,500.00	\$10,500.00			
17	General Property Maintenance	\$11,100.00	\$0.00	\$0.00	\$106.99	\$50.00	\$0.00	\$75.53							\$232.52	\$10,867.48			
18	Total Operating Expense: Property	\$32,550.00	\$1,515.23	\$1,804.62	\$1,911.61	\$1,855.95	\$1820.09	\$1913.30							\$10,820.80	\$21,729.20			
19	TOTAL OPERATING EXPENSE (TOE)	\$44,181.00	\$1,672.69	\$2,174.62	\$2,031.61	\$2,429.47	\$1,976.39	\$2,238.05							\$12522.83	\$31,658.17			
20	2024-2025	WOODLAND	WALK	DONATION	AND	INS. PAY								GFM FEE	PAYOUTS				
21	DATES	Sept. 24	Oct. 24	Nov. 24	Dec. 24	Jan. 25	Feb. 25	Mar. 25	25-Apr	25-May	25-Jun	TOTALS					Taxable	Balance with	
22	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		
23	Cincinnati Insurance Pay	\$3,282.00										\$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		\$1,135.15	D. Bagwell				
26	Other Donations				\$100.00	\$50.00	\$1,150.00		\$30.00			\$1,330.00						\$1,330.00	
27												\$17,039.08						12,508.86	
28														\$12,000.00	Clemson		\$508.86	\$508.86	
29														\$535.00	Ground		\$0.00	(\$26.14)	
30				CONTINGENCY:	\$4,418.10				IRS:	\$2,537.39	BAL:	\$1,880.71						B: \$3,255.86	

From: Sheri Adams Sheri.Adams@LPCcpas.com 
Subject: Form 2848
Date: July 3, 2025 at 10:59 AM
To: wsmthrs@clemson.edu
Cc: sassynonie@icloud.com

SA

Mr. Smathers,

I have a Form 2848 (Power of Attorney and Declaration of Representative) in our office at reception that Art Tompkins needs for you to sign that will allow him to contact the IRS on behalf of Clemson Downs Property Owners Association, Inc.

Thanks,

Sheri R. Adams
Executive Assistant
Lindley Pettigrew & Company CPAs LLC
122 Strode Circle
Clemson, SC 29631
(o) 864-654-8999
(f) 864-654-3704
Sheri.Adams@LPCcpas.com
<http://www.LPCcpas.com/>



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Legal Notice: Any accounting, business or tax advice contained in this communication, including attachments and enclosures, is not intended as a thorough, in-depth analysis of specific issues, nor a substitute for a formal opinion, nor is it sufficient to avoid tax-related penalties. If desired, our firm would be pleased to perform the requisite research and provide you with a detailed written analysis. Such an engagement may be the subject of a separate engagement letter that would define the scope and limits of the desired consultation services.

	2023 (JAN TO JUNE)		2024 (JAN TO JUNE)		2025 (JAN TO JUNE)	
	Budget	Expense	Budget	Expense	Budget	Expense
INSURANCE	\$3100.00	-----	\$3165.00	-----	\$3165.00	\$10.00
ATTORNEY	\$2000.00	-----	\$2000.00	-----	\$2000.00	-----
TAXES	\$ 0.00	-----	\$ 0.00	-----	\$ 0.00	[\$2537.39]
ACCOUNTANT	\$ 350.00	-----	\$1600.00	\$1200.00	\$1440.00	\$900.90
COPIES/STAMPS/ ENVS.	\$2529.50	\$567.08	\$2000	\$ 873.36	\$2000.00	\$754.16
WEBSITE	\$ 350.00	\$378.31	\$1600.00	\$1466.34	\$1600.00	(Pd. July: \$1420.00)
SOCIAL	\$ 980.00	\$250.00	\$1166.00	\$ 245.55	\$1166.00	\$ 36.97
OTHER	\$1000.00	-----	\$ 544.00	-----	Category Eliminated	
TOTAL ADMINISTRATIVE	\$10,309.50	\$1195.39	\$12,075.00	\$3785.25	\$11,371.00.	\$1702.03 [or 4239.42 with tax paym't]
IRRIGATION/WATER	\$ 350.00	\$ 117.09	\$ 450.00	\$ 166.30	\$ 450.00	\$ 88.28
MOWING/LANDSCAPE	\$18,000.00	\$7,500.00	\$18,000.00	\$9,000.00	\$21,600.00	\$10,500.00
GEN'L MAINTENANCE	\$11,000.00	\$1,441.25	\$11,000.00	\$1,156.63	\$11,000.00	\$ 232.52
TOTAL PROPERTY	\$29,350.00		\$29,450.00	\$10,322.93	\$33,050.00	\$10,820.80
TOTAL OPERATING EXPENSE (TOE)	\$39,659.50	\$10,253.73	\$41,525.00	\$14,108.18	\$44,421.00	\$12,522.83

	2023 (JAN TO JUNE)		2024 (JAN TO JUNE)		2025 (JAN TO JUNE)	
	Budget	Expense	Budget	Expense	Budget	Expense
CONTINGENCY		(30.6% of TOE) \$12,056.94		5.2%= \$8,000.00. Used \$2163.38, leaving \$5836.62		10% = \$4,418.10. Used for IRS Tax \$2537.39, leaving \$1,880.71
TOTAL OPERATING FUND (TOF)		\$51,716.44		\$49,525.00		\$48,839.10
RESERVE FUND		(35.7% of TOF) \$16,869.62 (not correct--this is on file though)		(30% of TOF) \$14,857.50		(30% of TOF) \$14,651.73

Clemson Downs POA
Common Properties Report to CDPOA Board - July 8, 2025

Tree Removal

We are still in the queue with Mullinax for removal of tree cluster lying across WW creek, hopefully in August

Common Property Problem - broken utility boxes and exposed wires

CPC finally got the broken utility boxes and pile of wires on common property behind Little Lane fixed by Vyve after registering a complaint with the FCC. Also, thanks to Eldon Blust for continuing to contact his Vyve consultant and getting her to notify the upper management about the problem.

Flooding prevention behind 9 and 11 Birch

Unfortunately, the blanket easement that would allow the CDPOA to maintain any utilities easement and take action to prevent damage to residences under "Other Easements" in the original Restrictive Covenants was not carried forward in the 2007 revision. Ann Sullivan, our POA attorney, confirmed that the omission in the current Covenants Restrictions (although possibly unintentional) prevents the POA from taking action to help reduce the flooding behind 9 and 11 Birch Place since POA common property is not directly involved. All information on the subject from "811" and the city of Clemson storm water department has been turned over to the 9 and 11 Birch Place residents to pursue.

Woodland Walk Bridge

No response from Dan Harding yet regarding how the edge of the fiberglass flooring on the bridge will be repaired. Ryan Smith is in the process of replacing the fencing near the bridge. He is also looking into constructing an "L" shaped fence similar to that used in the SC Botanical Garden to block bike riding. CPC will also consider posting a sign "**WALK BIKES ACROSS BRIDGE**" at our August meeting.

Woodland Walk Mulching

Thanks to POA members Gary Smart and Allise Craig along with CPC members Joe Merck, Jane Hamilton, Nancy Palisin and Karen McAlister (CDPOA Board) for mulching the Woodland Walk path from the Bayberry entrance down to the bridge on Saturday morning 6/21/25. Gary Smart's Polaris ORV helped make the job so much easier.

Woodland Walk Bridge Insurance:

Per our insurance agent Amy Williams, we do need to include labor cost in our bridge replacement coverage. An email has been sent to Dan Harding in Genoa, for his thoughts on estimated labor costs for the bridge project; no response yet. \$20,000.00 appears to be the most reasonable amount for bridge replacement insurance, including materials and labor.

Woodland Walk Creek Erosion

Ryan Jones of GeoMetrix, inc along with Clemson Grad students will install jute/Coir matting along the eroding stream bank in the whirlpool area of the Woodland Walk creek on July 12, 2025. The decision to proceed with this project was decided after Chairman Nancy Palisin and Mr. Jones met with Professor Debabrata (Deb) Sahoo from Clemson Univ. Dept. of Agricultural Science, Water Resources Team, who also recommended this method as the most reasonable to try. This project was discussed at the June CPC and CDPOA Board meeting. Board President Webb Smathers gave his approval to proceed with the project. The expense of \$895.00 will be officially voted on at the July CDPOA Board meeting.

July 2025 Rental Report

12 Birch Place Compliant

7 Little Lane A registered letter was sent to Mrs. Bates. She submitted a Request to Rent form and it was approved by the Board in June. A copy of the lease has not been provided. 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 Compliant

Sandra Waskowski
Submitted July 8th 2025

/2025