

**Clemson Downs Property Owners Association | Minutes of the Annual Meeting  
Corley Center | December 2, 2025**

**Board Members Present:** Webb Smathers, Jerdone Davis, Jo Gable, Diana Manly, Nancy Palisin, Lois Torlina

**Chair Members Present:** Anne Snider and Kathy McGee  
(Welcome/Communications)

**Call To Order – Chairman Smathers:** The meeting was called to order at 10:00 am. President Smathers, on behalf of the Proxy Committee, reported that a quorum of property owners was present, by proxy or in attendance. The Proxy Committee consisted of Jane Hamilton, Carol Krider, and Nancy Baxa.

**Welcome and Thanks – Chairman Smathers:** The Chair recognized the Board members and Committee chairs present, thanking them for their diligent efforts this past year.

**Treasurer Report – Jerdone Davis:** Jerdone reported that the Budget Report, including the Proposed 2026 Budget, had been approved by an overwhelming majority of the membership. The Proposed 2026 Budget includes an increase in annual POA fees to \$400 and \$120 for each lot, beginning January 2026. The Budget Report was presented at the CDPOA Informational Meeting in October, and a copy is attached hereto as *Schedule A* and incorporated herein by reference.

**Committee Reports**

**2024 Architectural Review Committee Annual Report.** Karen McAlister, Chair, was unable to be present at the meeting but submitted the following written annual report. As of November 2025, the Committee received and reviewed sixty-five (65) applications and had recommended all applications to the POA Board for approval. The following projects were included in the requests and approved by the POA Board:

Roof repair/replace	5	Front door repair/replace	5
Garage Door repair/replace	7	Extensive repairs from storm	2
Storm Doors repair/replace	2	Patio resurfaces	3
Driveway repair/repaint	7	Trim or siding repair/ repaint	7
Gutter repair/replace	3	Mailbox repair/repaint	5
Walkway repair/repaint	13	Deck repair/replace	2

The ARC is extremely appreciative that residents have faithfully followed the Clemson Downs *Architectural Guidelines* this year. Reminders in *The Communicator* and general e-mail seem to have helped everyone better understand what does and does not require an application and how to access the form via our [www.cdpoa.com](http://www.cdpoa.com) website. The Committee meets the first Tuesday of each month at 10:00 am.

2025 ARC Committee Members: Karen McAlister, Garland Gravely, Ann Fuhr, Wendy Longo, Walt Castro, Betty DiTommaso and Gladys Vaughan.

**2025 Common Properties Committee Annual Report.** Nancy Palisin, Chair, presented the Committee's annual report as follows:

*Woodland Walk Bridge:* The Woodland Walk Bridge destroyed by a large tulip poplar tree that uprooted and fell across the bridge a few days after the Hurricane Helene storm was by far the greatest challenge for the Common Properties Committee from January through May of 2025.

After looking at several boat dock companies and an expensive trail bridge company, we were lucky enough to find out about a Clemson School of Architecture Catalyst Grant. Chairman Nancy Palisin submitted an email application on January 1, 2025, the actual deadline date. A recommendation by Professor David Allison, Camelot bridge fund donor and a Clemson architect professor, brought our application to the attention of Professor Daniel Harding, Director Community Design & Research Center, who was in charge of choosing the grant project. It seemed like a long shot, but one week later, Nancy Palisin received a call from Professor Harding proclaiming that our bridge reconstruction was perfect for his second semester student Catalyst Grant project. This began a strong relationship between the School of Architecture Design Studio students, Professor Dan Harding, and The Clemson Downs POA Board and Common Properties Committee. A summary of the complete Woodland Walk Bridge reconstruction project was sent out to all POA members and is available on the [www.cdpoa.com](http://www.cdpoa.com) website.

Also on file is a record of the fundraising efforts. Our insurance coverage amounted to only \$3,282.00. We raised \$3,536.93 from a GoFundMe site, and \$9,085.00 from check donations from Clemson Downs residents, CARC, as well as Camelot and Country Walk residents. Total raised was \$15,903.93. The actual cost of bridge construction not including labor was \$16,395.67. We were charged \$12,000.00 by the School of Architecture. The extra was covered by a donation received by the School of Architecture, covering the difference of \$4,395.67. The extra amount remaining in the CDPOA bridge fund was used for removing the bridge and fallen tree from the creek, removing trees threatening the bridge, mulching the bridge site area, replacing a bench, and installing new fencing. An additional grant from Modern Woodmen of America through Denise Rozman of \$1,135.15 toward the bridge project was used to remove a hazardous sycamore tree leaning over the bridge site. I want to emphasize that many residents from Camelot as well as Country Walk who enjoy using the Woodland Walk donated to the Bridge building fund and provided the connection to the catalyst grant.

*Bridge Insurance:* Insurance for the bridge was elevated from \$3,282.00 to \$20,000. At the same time, the gazebo coverage was increased from \$21,880.00 to \$35,000.00. Since the Buildings policy doesn't come due until 12/20/2025, a prorated amount of \$212.00 was paid on 8/18/2025.

*Common Property Trees:* In addition to trees compromising the Bridge build, several other hazardous trees had to be removed this year, amounting to \$5,400.00. Another huge tree near the bridge fell in August 2025 and an estimate of \$1,800 to \$2,000 has been accepted to remove it.

Because the Board anticipates that hazardous and falling trees will continue to be a problem in our aging community, the new 2026 POA budget includes a Common Property maintenance budget increase from \$11,100.00 to \$15,000.00 (+\$3,900).

*Gazebo:* Three trees, 2 Autumn Brilliance Serviceberries and an Autumn Blaze Maple have been planted in the empty gazebo bed. Thanks to Gladys Vaughan for her donation of one of the Serviceberries and to Joe Merck and Nancy Palisin for planting them. Also, thank you to Joe Merck who has gone out of his way to clean out the ivy area along the pine trees next to the Gazebo. Joe and Nancy also cleaned out the berm area between the residents and Gazebo property.

*Common Property Vyve Utility Boxes:* After many calls to Vyve about the unsightly and dangerous piles of exposed wiring and broken box covers, Chairman Palisin sent in a complaint to the FCC. This resulted in the FCC notifying Vyve of the complaint and asking Vyve to look into the matter. Vyve service reps followed up by coming out and rectifying the situation. Also, thanks to Eldon Blust, former POA Vyve coordinator, for his help on this issue with Vyve.

*Woodland Walk Erosion Control:* Ryan Jones of GeoMetrix, Inc. along with Clemson grad students installed jute/matting along the eroding stream bank in the whirlpool area of the Woodland Walk creek and inserted Silky Dogwood live stakes on July 12, 2025. This was done after much research involving CPC members, Ryan Jones of GeoMetrix, Inc. and Professor Deb Sahoo, Clemson Univ. Ag Science Water Resource Team. The cost of \$895.00 was approved by the CDPOA Board. Due to a lot of drought and heavy storms the following month, some of the live stakes may need to be replaced in late winter 2026.

*Willow Oak Assessment and Pruning along Downs Blvd:* Judy Caldwell, new resident and Clemson emerita Horticulture Prof. of Urban Tree Care and Arboriculture and CPC chairman Nancy Palisin met with Clemson City Arborist Tony Tidwell, Arborist Karl Pokorny of TreeSouth, and Dir. of Clemson City Public Works Cody Lingefelt regarding the health and pruning of the Willow Oak allée on Downs Blvd. The trees have been assessed by Karl Pokorny. Several trees with shelf fungi will be assessed by Jonathan Simmons. The Clemson City public works department will then begin to prune the trees, using TreeSouth's expert crew. CPC will pay the assessment fee of \$1,000.00. The city will cover the cost of the pruning, which will require having it done in stages. Hopefully this work will commence before the end of the year.

*Committee Membership:* We lost 2 members of the committee, Gary Newkirk and Larry Reamer, due to health reasons. They were both most valuable members, and we continue to call on their expertise as needed. Thank you, Gary and Larry, for your years of service. We have added 2 members, Roman Lavore, our new Gazebo coordinator, and Denny Walling, former POA president with so much experience to offer. Much thanks to the rest of the CPC, who contribute a wealth of knowledge and willingness to help—Jane Hamilton, Gladys Vaughan, Chuck Waugaman, Garland Gravely, and Jo Abernathy.

**2025 Communications Committee Annual Report.** Anne Snider, Chair, of the Communications Committee presented the Committee's annual report:

*Distributors:* Working with the Social Committee, we established distributors for the telephone directory, the *Communicator*, and event flyers. We also made note of residents who don't need a printed copy delivered but prefer to read the *Communicator* online or from email. We were able to save some on printing costs as a result. The CARC newsletter is distributed via email. Volunteer distributors include Margaret Layne, Scarlett Thayer, Diana Manly, Kathryn Newkirk, Fiona Neill, and Janet Waugaman.

*The Communicator:* Our neighborhood newsletter is distributed by the first of every month. Each issue includes a summary of board highlights, a letter from the president of the board, a calendar of events, and flyers for events. We encourage all members to check *The Communicator* for important information. All copies of *The Communicator* can also be accessed on our website at [www.cdpoa.com](http://www.cdpoa.com).

*CARC Newsletter:* In cooperation with CARC, Anne also sends out by email a copy of the monthly CARC Newsletter to CDPOA members. The CARC Newsletter is where to find a list of CARC activities that CDPOA members are invited to participate in.

*Informational Emails:* The secretary of the board and the chair of the Communications Committee continue to send emails with important information for CDPOA residents.

*Telephone Directory:* The telephone directory (jointly published with CARC) should go out late in January or early in February. CDPOA members are now in a database that is updated as needed and posted on a password-protected page of the CDPOA website. Residents can view the updated directory online, sorted by last name or by street address. The database also allows the publication of the directory with fewer errors. The directory also lists the representatives for each street in the Downs. Those representatives should be the first point of contact if you have issues you wish the Board to address.

*Emergency Contacts:* All members are encouraged to fill out the telephone directory and the emergency contacts, even if there has been no change since last year. The board secretary maintains a notebook of emergency contacts, and the forms members turned in are also scanned and saved for emergency access in case the secretary cannot be reached. These forms are only used in case of emergency, and there are several instances each year when that information has been invaluable. Please remember to take just a few moments to fill out the telephone directory and emergency contact forms each year and return them. Please don't simply write "Same as last year"!

*Website:* After the website crash in 2023, Clemson Web Design (Daniel Seymour) rebuilt the site and will continue to update the software as well as do managed hosting for a very reasonable fee. The website ([www.cdpoa.com](http://www.cdpoa.com) or [www.cdpoa.org](http://www.cdpoa.org)) continues to be a source of information for residents or prospective residents. The Bulletin Board, Homes for Sale, Homes for Rent, Board of Directors, and *Communicator* pages are the most frequently visited. The Committee is considering adding a list of recommendations from CDPOA members for health care workers, home repair, electricians, etc.

2025 Communications Committee Members: Anne Snider, Chair, Walt Castro, Marion Sieffert, and Jo Gable

**2025 Welcoming Committee Annual Report.** Kathy McGee, Chair of the Welcoming Committee, submitted the following report on new and former POA members:

**Residents Who Have Moved**

Nancy Portnow to Vermont  
Dillman Sorrels to Atlanta  
Winnie Williams to D1 CARC

**Residents Who Died**

Jim Eidson            January  
Clarence Rogers    March  
Mary Butler         March  
Aggie Launer        May  
Frank Hartsell      June  
Chalmers Butler    June  
George Wyss        Sept  
Pat Vernon          Sept  
Don Manly           Sept  
Mary Louise Baker October  
Camellia Greene    October

**New Residents**

Roberta Bankhead 34 Hickory Way rental  
Denis and Bev Brosnan 1034 Keystone Lane  
Caroline Jones Lander 29 Hickory Way  
Roman and Judy Lavore 1004 Keystone Lane  
Ann Patterson 302 Downs Blvd  
Mike Purcell 29 Hickory Way rental  
John and Kathy Rasimas 122 Downs Blvd  
Alan Richardson 1025 Keystone Lane  
Harry and Edie Smoak 1010 Keystone Lane  
Joanne Swallow and Peter Braun 300 Downs Blvd  
John and Mellie Warner 40 Hickory Way  
John Wells and Judith Caldwell 608 Downs Loop  
Bob and Eva Williamson 503 Downs Loop

**Purchased Not Yet Moved**

Jill Fairey 10 Birch Place  
Carla and Tim Russell 310 Downs Blvd

2025 Welcoming Committee: Kathy McGee, Chair

**2025 Social Committee Annual Report.** Lois Torlina, Chair, began her report with a hearty Thank-You to Diana Manly who managed the Social Committee for the past six years. Lois further reported as follows:

Thank you to all our friends and neighbors who volunteered to host the monthly First Fridays this year. You made things perfect for everyone who came together. Thank you to all who came to share good times and good fellowship. What a wonderful way to meet new people and greet our new neighbors.

There are many openings for you to Host the First Friday of your choice. It doesn't take much work but adds so much to our festivities each month...so sign up now to secure your favorite month!

Thanks to Nancy Portnow, Sandia Rosche, and Wendy Longo for their continued efforts in making our Spring Dinner so enjoyable for us all. Nancy moved this year and won't be chairing this event next year, so if anyone is interested in adding new life to this event, please let me know.

Our Christmas Dinner is December 16 at the Clemson Downs dining room, and we look forward to seeing all our friends and neighbors there to bring cheer to the end of 2025 and to the beginning of 2026!

2025 Social Committee: Lois Torlina, Chair

**2024 Rental Committee Annual Report:** Sandy Waskowski, Chair, was unable to attend but had previously reported to the Board that all rentals within the Downs are all in compliance with the POA rental policy.

**Old Business:** In response to a question regarding the road repair to Downs Boulevard, Garland Gravely reported he had talked with the city about further repair to the new "speed bumps" resulting from the city's repair work. The city plans to bring in a heavy roller to smooth things out but has postponed further work until warmer weather.

**New Business:** President Smathers reported the following results from the recent membership ballots:

2026 Proposed Budget was approved by an overwhelming majority of the CDPOA membership.

*Election of new Board Members:* The new 2026 Board Members elected for two-year terms (term expires 12/31/2028) are as follows: Alice Hageman, Susan Hamlin, Jo Gable, and Roman Lavore. On behalf of the Board, President Smathers expressed the appreciation of the hard work of the Nominating Committee – Kathy McGee, Alisse Craig, and Sharon Miller.

### **Adjournment**

Meeting adjourned at 10:55 am

Respectfully Submitted,

Marion Sieffert  
Assistant Secretary to the Board

## **CDPOA TREASURER ANNUAL REPORT FOR 2025**

The Budget Report as presented at the CDPOA Informational Meeting in October, a copy of which is attached hereto as Schedule A and incorporated herein by reference, was discussed.

Based on 2025 calculations including the 2025 approximated end of the year net worth, the total for the 2025 budget Income column was amended from \$56,105.29 to \$56,161.29.

Carol Krider and Ann Baxa, on behalf of the Proxy Committee, announced that the 2026 Budget had been approved by a majority of the membership. As evidenced by the Budget Report, the budget is very lean, thus your Board of Directors voted unanimously to increase the CDPOA fees to \$400 per year and the two lots to \$120 each per year beginning in January of 2026.

The long-standing IRS bill was paid as it continued to accrue fees. We paid \$2,537.00 out of our contingency for 2025, leaving a balance of \$1,880.71.

The year of 2025 has been an unusual one with the Woodland Walk bridge being destroyed by the hurricane. We are grateful to Clemson University's architecture department taking on the design and construction of a new bridge in Woodland Walk. We paid for the materials. We have no debt on this part of our common property, thanks to generous donations and insurance monies.

Respectfully submitted by  
Jerdone Davis  
Treasurer of CDPOA  
12-01-2025

## CDPOA Budget Presentation 2021-2025 plus Proposed 2026 Budget

	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	Proposed 2026 Budget	
<b>Income</b>							
Membership: 138 Homes @ \$300 each	\$41,400.00	\$41,400.00	\$41,400.00	\$41,400.00	\$ 41,400.00	\$ 55,200.00	138 Homes @ \$400
Membership: 2 Vacant Lots @ \$90 each	\$180.00	\$180.00	\$180.00	\$180.00	\$ 180.00	\$ 240.00	2 Vacant Lots @ \$120
Interest Income (Approximate)	\$35.00	\$12.00	\$12.00	\$45.00	\$ 47.00	\$ 45.00	Interest Income
	<b>\$48,339.82</b>	<b>\$68,587.14</b>	<b>\$68,586.06</b>	<b>\$66,494.62</b>	<b>\$ 56,161.29</b>	<b>\$ 55,485.00</b>	
<b>Expenses</b>							
<b>Administrative</b>							
Insurance	\$5,450.00	\$5,450.00	\$3,100.00	\$3,165.00	\$ 3,165.00	\$ 4,500.00	
Taxes/Accounting Fees			\$350.00	\$1,700.00	\$ 1,200.00	\$ 1,700.00	
Attorney				\$2,000.00	\$ 2,000.00	\$ 2,000.00	
Copies/Stamps/Other	\$3,400.00	\$3,425.00	\$3,529.50	\$2,544.00	\$ 2,000.00	\$ 2,000.00	
Website	\$350.00		\$350.00	\$1,600.00	\$ 1,600.00	\$ 1,600.00	
Social	\$675.00	\$1,124.00	\$980.00	\$1,166.00	\$ 1,166.00	\$ 1,166.00	
<b>Total Administrative Expense</b>	<b>\$9,875.00</b>	<b>\$9,999.50</b>	<b>\$10,309.50</b>	<b>\$12,175.00</b>	<b>\$ 11,131.00</b>	<b>\$ 12,966.00</b>	
<b>Property</b>							
Irrigation/Water	\$250.00	\$350.00	\$350.00	\$450.00	\$ 450.00	\$ 450.00	
Contract Mowing and Landscaping	\$12,000.00	\$15,000.00	\$18,000.00	\$18,000.00	\$ 21,600.00	\$ 21,600.00	
General Property Maintenance	\$13,400.00	\$11,600.00	\$11,000.00	\$11,000.00	\$ 11,000.00	\$ 15,000.00	
<b>Total Property Expense</b>	<b>\$25,650.00</b>	<b>\$26,950.00</b>	<b>\$29,350.00</b>	<b>\$29,450.00</b>	<b>\$ 33,050.00</b>	<b>\$ 37,050.00</b>	
<b>Total Operating Expense (TOE)</b>						<b>\$ 50,016.00</b>	
<b>Contingency Fund Payment</b>						<b>\$ 5,469.00</b>	11% of TOE
<b>Final Budget Amount</b>	<b>\$35,525.00</b>	<b>\$36,949.50</b>	<b>\$39,659.50</b>	<b>\$41,265.00</b>	<b>\$ 44,181.00</b>	<b>\$ 55,485.00</b>	

Please note that 2025 expenditures will not be finalized until January 2026.

October 15, 2025