

**Regularly Scheduled Meeting
CDPOA Board of Directors
December 9, 2025 | 2:00 pm – Small Dining Room, CARC**

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

Board Members Absent: Karen McAlister

Chair Members Present: Anne Snider (Communications and Welcoming);
Sandy Waskowski (Rental)

New Board Member Present: Susan Hamlin

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 November 11, 2025, and the minutes of the Annual Meeting on December 2, 2025.

Treasurer Report – Jerdone Davis: Jerdone submitted a written Treasurer Report for December 2025, a copy of which is attached hereto as Exhibit A and incorporated herein by reference.

President’s Report – Webb Smathers: See New Business

Committee and Coordinator Reports

ARC Committee Report – Karen McAlister, Chair: In Karen’s absence, Committee member Jo Gable reported that one homeowner application was received and recommended to the Board for approval (by email approval of the Committee):

404 Downs Boulevard: Replace windows along back patio with vinyl clad

By unanimous vote of all present, the Board accepted the recommendation of the ARC Committee and approved the above application. In addition, President Smathers, with the unanimous approval of the Board members present, asked Jo Gable to head the ARC Committee until the 2026 Board could appoint a new Committee and Chair.

Common Properties Committee Report – Nancy Palisin, Chair: Nancy submitted the following report to the Board:

Tree Removal: Mullinax removed the tree cluster lying across WW creek and ground some stumps at Downs Loop cul-de-sac on Friday afternoon November 21, 2025; cost \$1,800.00. Also Kyle Young, Twin Brothers Trees cut up and removed WW tree that recently fell by the bridge over the creek with upper branches lying in the creek; cost \$2,000.00 This hopefully concludes tree removal work for 2025.

Common Property Upkeep Common Property runoff causing flooding on common property side of 15 Birch is being taken care of by an 82' French drain installation by Ryan Jones, Geometrix, Inc. He was able to reduce the original cost of \$3,400.00 to \$2,700 by using part gravel and part styrene as well as reducing his labor costs. \$2,000 is being paid by homeowner and \$700 out of CPC budget. The leftover soil from the project was taken to where mulch is usually dumped at the Bayberry refuse area to be used where needed in the Woodland Walk. The Committee is also looking into using this .

Gazebo: Joe Merck dug holes in the Gazebo bed, and he and Nancy Palisin planted the 2 Service Autumn Brilliance Serviceberries and Autumn Blaze Red Maple from Head Lee Nursery. Nancy had put a request to dig holes on the list to be completed by Logan, single remaining member of Ryan's Ground Effect crew, but Logan was not able to get to it.

Woodland Walk: Logan was able to go back to the WW and finishing clearing the remains of the large branch that fell across the path to the bridge descending from Bayberry. While removing logs from the last tree to be removed by the bridge, large ruts were created while getting equipment down the path to haul away logs due to wetness. When we get some drier weather, this will be rectified. Fran Moseley will also contact the City to see if we can get a load of mulch delivered to the Downs Loop cul-de-sac. We were not able to mulch earlier this year due to waiting until all tree removal work was completed. New serious erosion has occurred at the common property next to 600 Downs Loop. We are in the process of talking to Ryan Jones, Geometrix, Inc. (erosion expert) about matting and more soil to be added to that area, since we still have money left in the CPC 2025 budget.

Willow Oak assessment, Pruning and Removal along Downs Blvd: We have not yet received results from Willow Oak tree assessment from Karl Pokorny, Arborist, TreeSouth nor assessment from Arborist Jonathan Simmons regarding shelf fungi at the bottom of some of the Willow Oaks. Still hoping to have City Arborist Tony Tidwell and Public Works Director Cody Lingefelt start the pruning through TreeSouth before end of December.

Need for New CPC Maintenance Contractor: We have not been able to have much contact with our Common Property contractor Ryan Smith since he left for National Guard Duty in September. His one remaining employee Logan Winchester has been keeping up with Fall leaf removal but has not made much of a dent in the list Chairman Nancy Palisin gave him to be completed by CPC Dec 3rd meeting. On Nov. 9th we received an email from Ryan Smith stating he had been required to step into a full-time role as an Aide de Camp in the Army National Guard. He would be stepping back from the day to day management of his business, and Logan Winchester would be his on-site manager. This was not a feasible long-term solution for Clemson Downs Common Properties Committee. We had been discussing looking for a new maintenance company during 2026. This new situation required us to step up and find a new contractor now, to start in 2026. The type of company we need is hard to find; most are either mowing contractors or landscape design contractors. Luckily with lots of phone calls and suggestions from committee members, former chairman Virginia Baird and new resident Prof Emerita of Aboriculture Judy Caldwell, chairman Nancy Palisin has been able to find 3 good possible contractors, and as of Friday, December 5, 2025, has met with them and taken each around the common properties. Upon receipt of their bid packets, the CPC

committee hopes to be able to pick the right contractor for our CDPOA Common Property needs for 2026.

Communications Committee Report – Anne Snider, Chair: Anne reported that she hopes to have the 2026 Directory out in January 2026 although it is sometimes delayed until February for updated CARC information.

Social Committee Report –Lois Torlina: Lois reported that 45 people attended the December First Friday hosted by Roberta Bankhead. She is working on a list of First Friday hosts for 2026 and asks anyone who wishes to volunteer to call her. Also, Anne Snider can make and distribute flyers for the First Friday gatherings. The POA Christmas dinner is scheduled for December 16th and Lois has received 52 reservations. There will be great food and musical entertainment.

Rental Committee Report: Sandy Waskowski, Chair: Sandy reported that all four rentals within the Downs are in compliance with the POA Rental Policy.

Report from CARC Board Meeting – Anne Snider: Anne reported that all CARC facilities remain full.

Old Business– President Smathers: The Board discussed continual non-compliance of a POA member with the Restrictive Covenants regarding garage doors, and the City leash law. Since this issue has been continuing for a year with no positive results, this Board will recommend to the new Board that it consider other actions to enforce the By-Laws, including legal action if necessary.

New Business – President Smathers:

January 2026 Board Meeting: The new Board should set its meeting schedule for 2026, starting with the first meeting January 13, 2026 at which time the new Board will elect Officers and appoint Committee chairs. New Board members are asked to plan for a longer meeting than usual.

Resignation of Board Member: Webb reported that Karen McAlister submitted her oral resignation as a Board member and Chair of the ARC Committee due to health issues. Following discussion, and upon motion duly made and seconded, the Board, by unanimous vote of all present, voted to appoint Elaine Cameron to fill Karen's term which expires December 31, 2026. The vote is contingent upon receipt of Karen's written resignation and Elaine's acceptance of Board membership.

The meeting was adjourned at 3:15 pm.

Respectfully submitted,

Marion Sieffert
Asst. Secretary

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	
Income							
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
	\$48,339.82	\$68,587.14	\$68,586.06	\$66,494.62	\$ 56,161.29	\$ 55,485.00	
Expenses							
Administrative							
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	
Total Administrative Expense	\$9,875.00	\$9,999.50	\$10,309.50	\$12,175.00	\$ 11,131.00	\$ 12,966.00	
Property							
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	
Total Property Expense	\$25,650.00	\$26,950.00	\$29,350.00	\$29,450.00	\$ 33,050.00	\$ 37,050.00	
Total Operating Expense (TOE)						\$ 50,016.00	
Contingency Fund Payment						\$ 5,469.00	11% of TOE
Final Budget Amount	\$35,525.00	\$36,949.50	\$39,659.50	\$41,265.00	\$ 44,181.00	\$ 55,485.00	

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

October 15, 2025