

**Regularly Scheduled Meeting
CDPOA Board of Directors
January 13, 2026 | 2:00 pm – Small Dining Room, CARC**

2026 Board Members Present: Elaine Cameron, Jo Gable, Alice Hageman, Susan Hamlin, Roman Lavore, Diana Manly and Lois Torlina

Retiring Board Members Present: Webb Smathers, Jerdone Davis and Nancy Palisin

Others Present: Anne Snider (Chair, Communications and Welcoming Committee); Sandra Waskowski (Chair, Rental Committee); Marion Sieffert (Assistant Secretary)

Call To Order: Retiring President Smathers called the meeting to order at 2:00 pm. A quorum was declared based on all 2026 Board members being present.

Approval of Minutes: By motion made and duly seconded, the Board unanimously confirmed its prior (email) approval of the minutes of the December 2025 Board meeting.

Treasurer Report – Jerdone Davis, Retiring Treasurer: Jerdone submitted a written Treasurer Report through January 13, 2026, 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 accepted and approved the Treasurer Report.

Retiring President’s Order for the 2026 Board of Directors: Retiring President Smathers welcomed the new Board members and confirmed the membership of the 2026 CDPOA Board of Directors as follows:

NAME:	ELECTED/APPOINTED	TERM EXPIRES:
Elaine Cameron	Appointed by Board* Dec 2025	12/31/2026
Diana Manly	Elected by CDPOA Dec 2024	12/31/2026
Lois Torlina	Elected by CDPOA Dec 2024	12/31/2026
Jo Gable	Elected by CDPOA Dec 2025	12/31/2027
Alice Hageman	Elected by CDPOA Dec 2025	12/31/2028
Susan Hamlin	Elected by CDPOA Dec 2025	12/31/2028
Roman Lavore	Elected by CDPOA Dec 2025	12/31/2028

*Elaine was appointed by the Board to fill Board position following resignation of Karen McAlister in December 2025 and subsequently accepted her appointment.

Election of 2026 Board Officers: Following a discussion of officer duties and individual talents, the 2026 Board of Directors selected its slate of officers as follows:

Elaine Cameron, President (nominated by Roman Lavore, seconded by Diana Manly)

Alice Hageman, Vice President (nominated by Susan Hamlin, seconded by Roman Lavore)

Diana Manley, Secretary (nominated by Alice Hageman, seconded by Susan Hamlin)

Susan Hamlin, Treasurer (nominated by Jo Gable, seconded by Roman Lavore)

By unanimous vote of the 2026 Board of Directors, the foregoing nominations for 2026 Board Officers were approved.

Appointment of 2026 Committee Chairs: Following discussion and agreement by the current Committee Chairs to continue their roles for 2026, by motions duly made and seconded, the Board unanimously approved the 2026 Committee Chairs and Committee membership as follows:

2026 Architectural Review Committee: Jo Gable, Chair

Walt Castro	Alice Hageman
Jerdone Davis	Judy Lavore
Betty Di'Tommaso	Wendy Longo
Ann Fuhr	Gladys Vaughan
Garland Gravely	John Warner

2026 Common Properties Committee: Nancy Palisan, Chair

Garland Gravely	Gladys Vaughan
Jane Hamilton	Denny Walling
Roman Lavore	Chuck Waugaman
Joe Merck	

2026 Communications Committee : Anne Snider, Chair

Walt Castro	Marion Sieffert
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2026 Social Committee: Lois Torlina, Chair

2026 Rental Coordinator: Sandra Waskowski

2026 Welcoming Committee: Kathy McGee, Chair

Appointment of 2026 Board Neighborhood Representatives: Following discussion and agreement by those Board members willing to serve, by motion made and duly seconded, the Board unanimously approved the following Board representative for each street within the CDPOA:

Downs Boulevard -	Jo Gable
Hickory Lane -	Alice Hageman
Downs Loop -	Roman Lavore
Birch and Little Lane -	Susan Hamlin
Keystone Lane -	Diana Manly
Bayberry, Kendra and Summerwalk -	Lois Torlina

CDPOA Members are encouraged to first contact their street representative with any concern they wish to bring before the Board.

Committee and Coordinator Reports

ARC Committee Report – Jo Gable, Chair: Jo reported that three homeowner applications were received since the last Board meeting and recommended by the ARC Committee to the Board for approval, as follows:

- 1 Little Lane:* replace garage door with approved color and hardware
- 52 Hickory Way:* repaint exterior with approved color
- 600 Downs Loop:* erect fence in back yard that meets ARC Guidelines

Following discussion, the Board accepted the recommendations of the ARC Committee and unanimously approved all of the above applications.

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

Tree Removal: To update new 2026 CDPOA Board, \$7,400 was spent on tree removal in Woodland Walk in 2025. \$2,473.00 of that was paid out of the remaining Bridge reconstruction fund, closing out that account. The rest, \$4,926.64, was paid from the CPC budget.

Downs Boulevard: \$1,000 was paid to Karl Pokorny, TreeSouth certified arborist, for an assessment of all the Willow Oaks on Downs Blvd. All of the trees are badly in need of proper pruning, and at least 2 may need to be cut down. POA resident Judy Caldwell, Clemson Univ. emerita professor of Urban Tree Care and Arboriculture has been lending her expertise and connections to city officials to help CPC protect this Willow Oak Allee. We are working on this endeavor through Karl Pokorny, TreeSouth, Tony Tidwell, Clemson City certified arborist, and Cody Lingefelt, Director of Clemson City Public Works. This is not a Common Properties problem, but we got involved to help solve an overall Clemson Downs problem. CARC has been informed.

New Common Property Maintenance Contractor: As of the CPC meeting on January 7, 2026 Madison Corley, White Hawk Landscapes, LLC has officially taken over the position of Common Properties Landscape Contractor. Madison signed his contract on December 23, 2025, and POA President Webb Smathers signed it on January 2, 2026 due to his being out of town prior to that. The Common Property Committee (CPC) had an informative welcoming meeting with Madison at our January 7th monthly meeting. His contract is for \$1,800.00 per month, \$21,600.00 annually, the same as our previous contract for 2025. Emails were sent to all POA residents who have lots adjacent to common property. They have been encouraged to welcome Madison to the Downs but to continue to call chairman Nancy Palisin or a member of CPC with any concern they have regarding common properties.

Keystone Ditch Maintenance: Nancy Palisin consulted with Ryan Jones, Geometrix Inc., who specializes in erosion and drainage problems. Geometrix did the matting and live stake installation in the Woodland Walk May, 2025. He is preparing an explanation Keystone ditch problems and a quote for improving the situation long term.

Woodland Walk Mulching: Fran Moseley contacted the City to get mulch delivered to the Downs Loop cul-de-sac for spreading on the path to the bridge. We were not able to mulch earlier this year due to waiting until all tree removal work was completed. Rain prevented a group of POA volunteers from spreading mulch along the trail so far, but we will continue to schedule new efforts to get the mulch spread. We welcome any POA volunteers to call Nancy Palisin to help.

The Board unanimously approved and accepted the Committee's report.

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

- January 2026 *Communicator* will be published shortly after today's meeting so we can introduce new board members and officers.
- Some telephone directory information was not returned. I need some volunteers to call those members and get their updated info.
- I would like volunteers to meet with me to discuss a refresh of the website.
- I plan to send an email to residents introducing a "Neighbors Recommend" page on the website.
- Thanks to Jerdone for organizing forms returned with the ballots and for sending out the dues bills.

The Board unanimously approved and accepted the Committee's report.

Social Committee Report –Lois Torlina, Chair: Lois reported a great start to the new year with 41 attendees at the January 2026 First Friday, hosted by Roman and Judy Lavore and Diana Manly.

Rental Committee Report – Sandra Waskowski: Sandra reported that the POA continues to have four rentals, all of which are in compliance with POA Rental Policy:

12 Birch Place

34 Hickory Way

7 Little Lane

29 Hickory Way

The Board unanimously approved and accepted the Committee's report.

Report from CARC Board Meeting – Anne Snider: Anne reported there were no issues of importance to the CDPOA discussed at the last CARC Board Meeting. However, Anne will no longer be a member of the CARC Board as of March 2026, so another representative from the Board needs to be report on CARC meetings (alternatively, ask a member of the CARC Board to provide updates to the CDPOA Board).

Old Business– Retiring President Smathers: No report

New Business – Retiring President Smathers: No report

The meeting was adjourned at 3:35 pm.

Respectfully submitted,

Marion Sieffert
Asst. Secretary

CDPOA TREASURER'S REPORT
December 9, 2025

BANK TOTALS:

As of 11-28-2025, the #5549 account had \$53,386.43.

2025 BUDGET AND EXPENSES:

See spreadsheet attached. As of November 30, 2025, we have \$14,489.78 remaining in the 2025 budget. Total expenses for November 2025 were \$3,856.95: (administrative expenses totaling \$238.76, and property expenses totaling \$3618.19).

Attached is the spreadsheet for your information.

Annual Meeting:

The 2026 budget was presented to CDPOA members attending the meeting with few questions. The 2026 CDPOA fees will increase to \$400 per dwelling (138), and to \$120 per vacant lots (2). A quorum of ballots overwhelmingly approved the 2026 budget of \$55,485.00. (Annual Meeting Treasurer Report is attached.)

CDPOA Annual Dues:

The CDPOA fee schedules were mailed out the first week of January: \$400 per year for homes, and \$120 per vacant property. Payments are already coming in. This will be the first duty for the new treasurer.

Respectfully submitted,
Jerdone Davis
Treasurer, CDPOA
09-09-2025

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	\$0.00	\$212.00	\$1,499.00	\$0.00	\$0.00		\$1721.00	\$1,444.00			
7	Attorney	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$180.69	\$120.00		\$1561.59	\$138.41			
9	Copies/Stamps/Other	\$2,000.00	\$96.56	\$0.00	\$0.00	\$453.52	\$36.30	\$167.78	\$36.60	\$43.35	\$0.00	\$73.20	\$118.76		\$1026.07	\$973.93			
10	Website	\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1420.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1420.00	\$180.00			
11	Social	\$1,166.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36.97	\$0.00	\$0.00	\$0.00	\$37.98	\$0.00		\$74.95	\$1091.05			
12	Total Operating Expense: Administrative	\$11,631.00	\$157.46	\$370.00	\$120.00	\$573.52	\$156.30	\$324.75	\$1576.60	\$375.35	\$1619.00	\$291.87	\$238.76		\$5,803.61	\$5,827.39			
13	Property:																		
14	Irrigation Water	\$450.00	\$15.23	\$4.62	\$4.62	\$5.95	\$20.09	\$37.77	\$21.86	\$34.72	\$33.25	\$31.31	\$18.19		\$227.61	\$222.39			
15	Mowing Contract	\$21,000.00	\$1,500.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00		\$19,500.00	\$1,500.00			
16	General Property Maintenance	\$11,100.00	\$0.00	\$0.00	\$106.99	\$50.00	\$0.00	\$75.53	\$895.00	\$0.00	\$0.00	\$1232.48	\$1800.00		\$4160.00	\$6,940.00			
17	Total Operating Expense: Property	\$32,550.00	\$1,515.23	\$1,804.62	\$1,911.61	\$1,855.95	\$1820.09	\$1913.30	\$2716.86	\$1834.72	\$1833.25	\$3063.79	\$3618.19		\$23,887.61	\$8,662.39			
18	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	\$4,293.46	\$2,210.07	\$3,452.25	\$3,355.66	\$3,856.95		\$29691.22	\$14,489.78			
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	25-May	25-Jun	TOTALS					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		\$3,650.00									\$3,650.00	\$113.07					\$3,536.93	
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			\$30.00		\$1,330.00						\$1,330.00	
26												\$17,152.15						12,621.93	
27														\$12,000.00	Clemson			\$621.93	
28														\$535.00	Ground			\$86.93	
29														on 8-4-25	\$895.57	Ground		\$0.00	
30														Twin Bros	\$2,473.36	on 10/25/25			B: \$0.00 for Oct.
31				CONTINGEN CY:	\$4,418.10				IRS:	\$2,537.39	BAL: \$1,880.71								

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