



CLIFFNOTES

The Newsletter of the Clifftops Property Owners Association

January/February 2010

Calendar of Events

February 5: First Friday, Lake Club, 6:00 p.m., hosted by Lelia and Henry Blizzard

February 7: Community Meeting, 2:00 p.m., Lake Club (see article)

March 5: First Friday, 6:00 p.m., Lake Club, hosted by Lynda and Raymond Gotko

March 14: CPOA Board of Directors meeting, 2:00 p.m., Lake Club

From the President

Before I became President of the CPOA, I was aware that quite a few Clifftops members were involved in the work of the Association. Now, however, the depth and breadth of the commitment of so many people strikes me as very impressive. The seven members of the CPOA Board rely on various committees for much of the work that gets done.

We've heard quite a bit about the **Strategic Planning Committee** this past year. In addition to the eight committee members, over forty sub-committee members have been focused on the Strategic Planning II process.

The seven members of the **Finance Committee** meet regularly as a

resource for the Treasurer and have taken on more significant responsibilities in the past year. Three people serve on our **Architectural Control Committee** and meet as needed through the year to review member plans for new construction, changes to the exterior of existing buildings, etc. The **Nominating Committee** is chaired by Vice-President Henry Blizzard. Members for this year have not yet been named, but their work will stretch through the year to assure the Association of a continuity of strong leadership.

In addition to these standing committees, Clifftops has some *ad hoc* committees, such as the **Social Committee**. That committee has thirteen members who coordinate our First Friday events and oversee other social activities for members. They also assist the Property Manager in areas related to functions held in the Clubhouses.

The **Lake Committee**, with seven members, looks after the long-term health and use of the Clifftops Lake, advising the Board on specific needs. The two co-chairs of the **Trails Committee** have identified improvements and expansion needs of the trails on our property.

In addition to those on committees and subcommittees, two members maintain the **Clifftops Website**. As a part of the SPII process, Jim Poteet also has

developed ideas for improvements in the usefulness of the Website. Finally, Elaine Goleski has served as the editor of **Cliffnotes** since 2005.

If you've been counting as you read, that is more than ninety people who volunteer their time and expertise to help Clifftops be the community we want to be part of. Names of these members are on the Clifftops Website.

On behalf of the Board and all of us as members, thank you to those who help our Association carry out its mission "to support the community's vision through effective governance that ensures open and responsible decision making, high quality maintenance and enhancement of community assets, effective operations, and sound financial planning in keeping with the charter, covenants, and bylaws of the community, and CPOA."

With my best wishes for a happy and healthy 2010,

Howard Smith

Board Meeting Summary

The regular meeting of the CPOA Board was held on January 10 at 2:00 p.m. at the Lake Club.

Treasurer Baker Walker reported that yearly expenses were \$15,000 under budget. He also noted that the Board has approved a policy that authorizes the Property Manager to make expenses up to \$2500, as long as those expenses are called for in the current year's budget. He added that investment in CDs for the CPOA can now be done by any two of the four Board officers.

Baker proposed a policy to capitalize all expenditures whose useful life is three years or more and whose cost exceeds \$5000. The policy was approved.

Ty Burnette reported that the Board had approved a request to solicit proposals for a study of the traffic and design problems at the front entrance. Four firms have responded to the request; the Board and the Entrance and Road Committee of SP11 will make a decision about which firm will be hired.

Based on the recommendation of another of the SP11 subcommittees, the Board approved a new conflict of interest policy.

A preliminary report from the firm studying the conditions of the paving on several Clifftops roadways indicates that Sarvisberry and Hickory Place have the same problems as Winterberry. These problems include inferior base preparation and insufficient paving thickness. Once the final report has been received, the Board will consider options for addressing these problems.

The next Board meeting will be held March 14 at 2 p.m. at the Lake Club.

Note: the full text of the minutes of Board Meetings is posted on the Clifftops Website, www.clifftops.net, once the minutes are approved. In the meanwhile, copies of the unapproved minutes are available at the Office.

Community Meeting

CPOA members are invited to attend the Community Meeting scheduled for Sunday, February 7 at 2:00 p.m. at the

Lake Club. This open meeting, one of two community meetings held each year, is designed for members to raise issues and concerns with the CPOA Board of Directors. Treasurer Baker Walker will present an overview of Clifftops' finances and financial planning efforts.

Light refreshments will be served. Please plan to attend.

Employee Gift

Thanks to everyone who contributed to the annual holiday gift for Clifftops hourly employees. Amos, Perry, Charlie, Johnny, and the family of David Reeves thank you for your generosity

Dumpster Etiquette

Calling all users of the Clifftops dumpster near the front gate: we need your help to ensure that this popular and useful addition will continue to serve all CPOAers.

As has been noted in previous issues of *Cliffnotes*, the dumpster gets heavy use, especially over the weekends. If everyone will follow a few simple guidelines, our ongoing problems will disappear.

- 1) Use the dumpster for bagged household trash. We have found large cardboard shipping containers, oversize cushions, and other bulky items in the dumpster. These large items overload the dumpster and

prevent its intended use by other Clifftops residents.

Cardboard recycling facilities are available in both Monteagle and Sewanee. Furniture and other bulky items should be taken to a solid waste facility.

- 2) If the dumpster is full, please take your trash elsewhere. Do not place bagged trash or other items on top of the dumpster or beside it. Surrounding the dumpster with trash encourages animal activity and makes emptying the dumpster more difficult.

Please be a good neighbor and a responsible member of our community and use the dumpster as noted above. Your cooperation is very much appreciated!

New Staff Member

Welcome to Jennifer Parmley, a new permanent part-time employee, who began working regularly in December. She had previously worked for Clifftops on an "as needed" basis. Jennifer is a resident of Tracy City and is currently running for a seat on the City Council of Tracy City.

She will now be responsible for security patrols and filling in at the gatehouse as needed, replacing David Reeves (see "In Memoriam").

Strategic Planning II Update

An objective of the SPII effort was to develop and implement a Board

Orientation and Education program. As a part of its work, the Leadership Development and Succession Planning subcommittee has developed a Board Manual which was presented to each current member of the Clifftops Board on November 7, after the Annual Meeting.

This manual is designed to provide Clifftops Board members with essential information, documents and historical data. By consulting this resource, Board Members can educate themselves about issues that have been dealt with in the past, the record of action taken in regard to those issues, and the governing documents that should guide their decisions about all issues as they arise.

The Board Manual is a loose-leaf notebook which is divided into eight sections:

I. Board Information: a schedule of Board meetings and a Board roster including addresses and contact information; an overview description of Board duties and responsibilities, expectations and practices; the Clifftops Conflict of Interest Policy and Disclosure Form; and a summary of the Governing Documents of the CPOA

II. Current Issues: Conflict Management Tips; copies of the past year's Board Agendas, Board Minutes, and the Annual Meeting Minutes

III. Budget/Annual Report: the Current Annual Budget and the most current Annual Financial Report

IV. Bylaws of the CPOA

V. Rules/Policies of the CPOA: Rules and Regulations (revised January 2010); Architectural Control and Construction Standards (revised May 2007); Clubhouse Rental Policy (revised May 2008); Clifftops Stables Policy (revised July 2001)

VI. Charter/Covenants: the most recently recorded version of each document, including the Charter (1981 and 1987 amendment); and the Restrictive Covenants (1976 and 1987)

VII. Strategic Planning documents: Report of Findings and Recommendations (2000); Strategic Plan Expectations and Guidelines (2003); Survey Results (2008); SPII Workshop Report (2009); and the Overview of Strategic Planning II

VIII. History: Timeline of events, and the narrative portion from the "Clifftops - Changing Points of View" electronic presentation.

The Clifftops Property Manager will be responsible for maintaining a Master Copy of the Board Manual in the Clifftops Office, and as Board Members retire from service, their copies will be updated as needed and passed along to their replacements.

The 2010 Board will be the first to use this Manual, and their critique of it will help to make further improvements and modifications to this educational tool.

Susan Thomas, LD&SP
subcommittee chair

Canine Concerns . . . Again

While some of the most troublesome roaming dog situations have been resolved, our Association and its employees still spend a great deal of time handling calls and complaints about unsupervised dogs making unwelcome visits.

As previous issues of *Cliffnotes* have indicated, our community's Rules and Regulations make it clear that dogs must either remain on their owners' property or be under the control of the owner at all times. Despite these clear guidelines, our staff regularly receive calls about unwanted animals that wander and disturb others' property and their pets.

If you encounter another CPOAer's pet on your property, we encourage you first to contact the pet owner. He or she may not realize that their dog leaves their property and wanders the neighborhood. If you do not know who owns the animal or if you have already contacted the owner and the situation has not improved, please call the Office.

With a little cooperation from everyone, we can resolve this continuing source of concern. Thank you!

From the Property Manager

I would like to express my appreciation to CPOAers who contributed to the employee holiday gift and to the Monteagle Fire Department. Both efforts demonstrate the ongoing generosity of our residents. Thank you.

This fall has been a particularly rough time for our front gate. Since Labor Day, the gate has been broken several times, all but one of which were accidental. These accidental breakages were caused by larger trucks clipping the gate as it was partially opened or in the process of opening. I encourage you again to tell your guests and contractors to wait until the gate is fully open before they attempt to enter. There was one recent incident of deliberate gate breakage. This crime has been resolved in conjunction with the Monteagle Police Department. Charges were filed and the cost of the breakage was assessed to the offender.

Many of you have already seen my e-mail reporting the unexpected death of staff member David Reeves early in December. David was a dedicated and faithful employee, and I will miss him.

Ty Burnette

Exercise Class Schedule Change

Judy Magavero reports that the Clifftops exercise group is now meeting on Wednesdays at 8:50 a.m. and Fridays at 9:00 a.m. for stretch and flex at the Lake Club. Class membership continues to grow, and participants are pleased with their improving flexibility.

Exercisers have enjoyed watching the changing seasons from the large windows at the Club. Recently, they were fascinated by seeing the Clifftops Lake frozen over.

For more information about the class, contact Judy at 924-3118.

Folks at Home Pilot Program

Folks at Home is a local membership project based in Sewanee that will provide services for its members through volunteers and vetted service providers. It is designed to help members remain in their homes by providing needed and desired services. Communities across the country have created similar support systems in order to offer an alternative to institutional living for older adults.

Folks at Home (F@H) is conducting a pilot program to check its processes for identifying volunteers and vendors/ service providers, while matching the needs of the members. Results from the pilot program will be used to better define the membership fees, identify the volunteer and vendor listings that will be used for providing support to the members of Folks at Home, as well as improving the organization processes needed by the project staff.

In addition to identifying participants in the pilot program, F@H is also looking for volunteers, who will be a vital part of this project. Grocery shopping, pharmacy pick-ups, transportation to medical appointments or events, companionship and relieving caregivers, and F@H office, technical and professional support are a few of the ways volunteers may choose to serve.

Folks at Home has received interest from many local vendors, and these vendors are being asked to complete applications while the vetting process begins. F@H is also seeking additional vendors and service providers interested in rendering fee-based services for members in every area.

Examples include wellness and home health care, home and lawn maintenance, homemaking chores, preparing meals, transportation and errands.

If you are interested in participating in the pilot program, being a volunteer, or providing services, Folks at Home welcomes your interest and invites you to contact our office at 931-598-0303 or email to folksathomesewanee@gmail.com. The postal address is P.O. Box 291, Sewanee, TN 37375-0291.

A Few Good Men

Any Clifftops men that would be interested in playing bridge on a regular basis are asked to contact Jim Poteet at 931-924-7666 or by email at jimpoteet@blomand.net.

The time, location, and frequency of play are flexible, but initially we would like to try playing at the Bluff Club from 9 a.m. to noon on the first and third Thursdays of each month. We plan to use a Chicago Style rotation so that we can handle any number of players. Friends who live outside Clifftops would also be welcome.

Relay for Life Team

If you are interested in being a member of the Clifftops Non-Stops, our Relay for Life team, please contact Elaine Goleski at 924-3227. Relay for Life benefits the American Cancer Society, and Clifftops has had a team in the Grundy County Relay since 2005. The 2010 Relay is

scheduled for June 4-5 at Grundy
County High School.

In Memoriam

Guy C. Lyman Jr. died in Monteagle on
November 24. He is survived by his
wife Marjory.

Clifftops staff member David Ross
Reeves died in Monteagle on December
2. He is survived by his daughter Becky
Shrum and his brother Doug Reeves,
both of Monteagle.

Derek Waller died in Monteagle on
December 31. He is survived by his
wife Gayle McKeen.

Did You Know . . .

that five copies of Susan Thomas's DVD
history of Clifftops are available for
checkout at the Office? If you weren't
able to attend the annual meeting in
November, you'll want to watch this
beautiful and interesting description of
our property. And if you were at the
meeting and want to see the
presentation again, stop by the Office
and check one out!

Comings and Goings

None to report