Silverleaf Board Meeting-- DRAFT

Date: 12 June 2025

Time: 4:00- 5:30 pm by Zoom

Board attendees: Steve Taylor, Walter Fields, Frances Crucet, Kevin Tierney, Nicky Rousseau

***Meeting Purpose***

The primary objective of this board meeting was to discuss the board priorities and any other business.

***Quorum***

Based on the number of board members in attendance, a quorum of at least 50% was achieved.

***President’s Report***

The meeting was called to order at 4:07 pm

There was a motion and a second to approve the minutes of the May 13, 2025 meeting. All voted in favor to approve, none opposed and the minutes were approved unanimously.

The board discussed FEMA disaster support, noting that no money has been received by the POA or residents. In addition, there have been no updates relating to Steve’s application for NC Assistance for Land Repairs on behalf of the community.

The board discussed the upcoming work to revise the draft restrictive covenants. Walter provided a brief overview of the challenges and legalities of regulating short-term rentals in the community. Walter explained that while the board could start with existing formats and make adjustments, creating uniform restrictions would be difficult due to varying property covenants and legal limitations. The board will engage a contract attorney to assess the enforceability of potential restrictions. The board agreed to continue the discussion in a few weeks, with Walter planning to gather more information on private covenants in the meantime. Nicky provided an update on the attorney, who had been unresponsive due to vacation but was now back and reviewing the workload. Nicky will follow-up again to ensure forward progress.

Steve noted that he would send to the community an email about the FedEx/UPS Collection box survey.

* **Action**: Walter to gather more information on private covenants.
* **Action**: Steve to send the UPS/ FedEx Collection box survey email to the community

***Treasurer’s Report***

Fran provided an update on year-to-date bank statements and outstanding assessments, noting 11 delinquent accounts. Fran uploaded the financial documents to the shared drive but Nicky was unable to view, so Fran will work with Nicky to access. The current bank balance was $72,890.94, with all current invoices being paid. Fran received a payment via Zelle with no fees, so she will add Zelle as a payment option going forward. Steve requested to be added to the bank account for transaction authorization, and Fran agreed to coordinate a meeting at the bank upon Steve's return. Fran and Steve have been working with real estate agents and attorneys to ensure that any outstanding POA dues are included in closing statements for properties that are currently being sold. In addition, Steve and Nicky confirmed that they will get legal review before sending final lien notices.

* **Action:**Fran to add Zelle as a payment option with updated language about fees for future POA dues collection; Fran to meet with Steve at the bank to add him to the POA account.

***Member-at-Large’s Report***

Kevin reported that $11,793 has been spent on road maintenance this year, including snow removal, though re-graveling work remains incomplete due to limited contractor availability.  Walter discussed his efforts to find a civil engineer in Boone to assess road and drainage issues, with plans to coordinate a meeting with Kevin once contact is established.

Kevin reported that he had completed work on the crushed culvert in Apple Valley and had installed larger rocks to improve its functionality. The board discussed replacing the 36-inch culvert with a larger one, potentially 48 inches. Kevin and Steve explained that the current culvert is corrugated steel and proposed using a seamless plastic pipe, which Colton recommended for its strength and reduced likelihood of clogging. Steve requested that when the work crews are ready to proceed with culvert work, they notify everyone via email and Facebook and place a sign at the gate. Nicky raised an issue with a blocked culvert near the top of Silverleaf which Kevin agreed to review.

Kevin noted that the mirror has been installed on Goat Mountain. In addition, he reported visiting Bill's Towing and a collision place to explore options for towing services and potential sign placement to deter unauthorized vehicle access.

* **Action:**Kevin to coordinate repair work and notify the community before starting the large culvert replacement work at the intersection, and to inspect and assess the blocked culvert and erosion issue near the top of Silverleaf Road.

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***Secretary’s Report***

Walter requested a list of board members' contact information, which Nicky agreed to provide.

Nicky confirmed that the next board meetings are scheduled for July 17, August 21 and September 18 from 1-2:30pm EST.

* **Action:**Nicky to send board members' contact information to the board

There was a motion and a second to adjourn the meeting, which was adjourned at 5:24 pm.

Respectively submitted by Nicky Rousseau, Secretary

**Summary of Board Meeting Actions Items**

***Actions From Prior Board Meetings***

**In Progress:**

* **Steve** to revise proposed Restrictive Covenants and work with legal counsel to incorporate NC Statute Chapter 47F, as applicable.
* **Steve** to review bylaws as part of his review of the restrictive covenants.
* **Steve** to circulate a first draft of the budget process to the board.
* **Walter** to propose language regarding restrictions on house size/number of bedrooms to address short-term rental concerns.
* **Walter** to research civil engineering firms and get estimates for a road assessment.
* **Fran** to load the financial transactions and list of delinquent accounts to the Board’s shared directory.
* **Fran** to follow-up with the owners to see who would like to join a social committee to plan an event.
* **Kevin** to talk to Bill’s Towing in Boone to determine costs and logistics of placing towing signs.
* **Nicky** to work with **Fran** to move forward on the opt-in/opt-out process for the directory.
* **Nicky** to request an engagement letter from Mr. Turner through lien process and to notify Mr. Miller of the change.

***Actions From Current Board Meeting***

**In Progress:**

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| * **Steve** to send the UPS/ FedEx Collection box survey email to the community
* **Walter** to gather more information on private covenants
* **Fran** to add Zelle as a payment option with updated language about fees for future POA dues collection; Fran to meet with Steve at the bank to add him to the POA account
* **Kevin** to coordinate repair work and notify the community before starting the large culvert replacement work at the intersection, and to inspect and assess the blocked culvert and erosion issue near the top of Silverleaf Road
* **Nicky** to send board members' contact information to the board
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