Silverleaf Board Meeting

Date: 5 September 2025

Time: 1:00- 3:00 pm by Zoom

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

***Meeting Purpose***

The primary objective of this board meeting was to discuss the annual meeting preparation.

***Quorum***

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

### ***Annual Meeting Planning and Resignation***

The board discussed the agenda and presentation structure for the upcoming annual meeting, focusing on the 2026 budget and related dues increase. Nicky explained the presentation sequence covering officer reports, road updates, and financial matters, per the format required by the bylaws. The main objectives of the meeting will be to obtain approval for the proposed budget, plus amendment of bylaws. Steve agreed to present an update on 2025 activities and goals, while keeping detailed budget performance discussions in the treasurer's section. Nicky agreed to share a draft of a comparison of current and proposed bylaws, as well as a proxy statement and slide template.

Fran announced her pending resignation from the board, which led to a discussion about the need to modify the board's bylaws to allow for a replacement treasurer and staggered terms. Walter noted that hiring an external accounting firm could require a significant increase in annual dues. Steve will support Fran in the Treasurer’s report regarding the proposed 2026 budget.

The board discussed legal matters regarding road maintenance and POA requirements, with Steve noting potential legal arguments for community members without deed requirements. The board agreed to remind non-paying members that they cannot vote in the upcoming meeting if they are not current on their dues.

The board discussed securing a screen to allow projection of the slides during the meeting, which Fran agreed to confirm with the venue. The board agreed that they would provide lunch at the upcoming meeting, which Fran agreed to secure.

* **Action:**Steveto update slides to include information about the proposed revisions to the bylaws
* **Action:**Fran to prepare the financial report including the 2025 budget actuals and bank balance with summary of delinquent funds due.
* **Action:**Fran to check if a projector is available for the community meeting presentation and contact vendor for lunch catering.
* **Action:**Nicky to share a draft of a comparison of current and proposed bylaws, as well as a proxy statement and slide template.

### ***2026 Budget and Dues Discussion***

The board discussed road construction and maintenance options for the community. Kevin shared a road maintenance quote from Water Brothers Construction to grade and gravel roads which totaled $160,000 for the first 1.2 miles of Silverleaf, or $375,000 for the full community. Kevin also received a ballpark of about $100,000 from Mike Wallace, the road consultant who reviewed the community last month. Steve clarified that approximately 75 members are counted for budgeting purposes.

The board discussed the challenges of funding road maintenance and restoration, with Nicky proposing three funding plans to provide options based upon road maintenance needs and affordability. Walter emphasized the need to present the actual costs of road restoration and maintenance to residents. Steve requested that Kevin prepare a presentation covering last year's spending and proposed changes for next year, including cost estimates for various services.

The board discussed road maintenance options, with Walter emphasizing the need for professional engineering consultation due to the complex nature of their gravel road on a slope. They explored various equipment options including motor graders and compaction rollers, with Walter noting that proper operation requires specialized training and engineering expertise. The discussion concluded with agreement that while temporary fixes like calcium chloride could help with dust and winter conditions, long-term solutions require professional engineering assessment and proper road maintenance planning. Walter emphasized the need for a comprehensive engineering study to develop a long-term maintenance strategy, estimating a cost of $25,000-$30,000.

The board discussed raising annual dues, agreeing that a 10% increase without a vote is limited, but they can propose higher amounts for voting. Steve noted that fixed expenses will increase by 4% due to inflation.

* **Action:**Kevin to provide information about the road maintenance costs during his presentation at the community meeting.
* **Action:**Nicky to draft the 2026 budget proposal with potential dues increase with justifications supporting three budget options.

### ***FEMA Fund Distribution Discussion***

The board discussed the FEMA funds distribution to property owners for the benefit of road repairs in the community. Nicky explained that 5 people received refunds and clarified that while FEMA letters incorrectly labeled the funds as "home repairs," the agency confirmed they were intended for road repairs when owners called to verify. The board agreed that owners who received funds should call FEMA with a board member present, if necessary, to confirm which claim the money applies to, as FEMA won't discuss claims with the POA.

### ***Community Forum Behavior Policy Updates***

The board discussed concerns about inappropriate behavior on community forums, particularly profanity and intimidation. Nicky raised questions about defining intimidation and an appeals process. Steve agreed to draft language to share with the community on discussion guidelines, providing strict rules against intimidation.

* **Action:**Steve to draft a note on discussion guidelines in the community forum

The meeting was adjourned at 3:00 pm.

Respectively submitted by Nicky Rousseau, Secretary

**Summary of Board Meeting Actions Items**

***Actions From Prior Board Meetings***

**In Progress:**

* **Steve** to circulate a draft of the budget process to the board.
* **Kevin** to contact Colton to discuss drainage issues and potential fixes for the discussed property and have Colton forward any estimates to the board.
* **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
* **Nicky** to work with the residents who received refunds to transfer the funds to the POA and to update the board as the FEMA appeals process moves forward.

***Actions From Current Board Meeting***

**In Progress:**

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| * **Steve** to update slides to include information about the proposed revisions to the bylaws
* **Steve** to draft a note on discussion guidelines in the community forum
* **Kevin** to provide information about the road maintenance costs during his presentation at the community meeting
* **Fran** to prepare the financial report including the 2025 budget actuals and bank balance with summary of delinquent funds due.
* **Fran** to check if a projector is available for the community meeting presentation and contact vendor for lunch catering.
* **Nicky** to share a draft of a comparison of current and proposed bylaws, as well as a proxy statement and slide template.
* **Nicky** to draft the 2026 budget proposal with potential dues increase with justifications supporting three budget options.
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