Silverleaf Board Meeting

Date: 13 May 2025

Time: 3:00- 5:00 pm by Zoom

Board attendees: Steve Taylor, Walter Fields, Nicky Rousseau

Absent: Kevin Tierney, Frances Crucet

***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 board approved the minutes of the April 17, 2025 meeting.

Steve discussed the status of FEMA inspections, noting that there have been no updates from the community regarding potential disaster relief from FEMA. In addition, there have been no updates relating to Steve’s application for NC Assistance for Land Repairs on behalf of the community.

Steve noted that he would recirculate to the board the draft email about FedEx/UPS box survey. Nicky reconfirmed her ability to draft a Survey Monkey survey, if needed.

The board reviewed the draft restrictive covenants, noting the areas of greatest concern in prior discussions, particularly relating to short-term rental restrictions. Steve suggested that the board finalize the draft by late July to allow sufficient time to circulate within the community for review and discussion prior to the annual meeting. Walter offered to research and propose language regarding restrictions on house size/number of bedrooms to address short-term rental concerns. He also recommended building in capabilities to pay board members for transactions that would otherwise be covered by management companies. Steve agreed to update the existing draft document with items discussed in recent meetings and redistribute to the board

* **Action**: Steve to recirculate to the board the draft email about FedEx/UPS box survey.
* **Action:** Walter to propose language regarding restrictions on house size/number of bedrooms to address short-term rental concerns.
* **Action**: Steve to update the existing draft document with items discussed in recent meetings and redistribute to the board.

***Treasurer’s Report***

No report since Fran was unable to attend. Steve mentioned that he would like to ensure that a 2026 budget is circulated in advance of the annual ownership meeting in the fall. Nicky offered to work with Fran to set up a budget within Quicken, or to download to the data from Quicken into Excel. Fran has previously agreed to upload the data to the Board’s shared directory, so no action was required at this time.

***Member-at-Large’s Report***

There was no report since Kevin was unable to attend. There was a short discussion about the erosion repair required at the end of Silverleaf Road past the Weybrecht’s residence. Steve agreed to add this to the list of maintenance repairs, particularly addressing the clogged culvert and erosion issues.

* **Action**: Steve to add the erosion repair at the end of Silverleaf Road to the list of maintenance repairs, particularly addressing the clogged culvert and erosion issues.

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***Secretary’s Report***

Walter mentioned that he had not received any of the Board communications except for the ones that Nicky had forwarded to him. During the call, Nicky confirmed that Walter’s email was listed incorrectly in the Board group and corrected it. She also committed to forward all recent emails with attachments to Walter’s correct email address.

Nicky discussed the draft liens collections process timelines and communications template that she had previously circulated to the board. Steve said that he would like to have a draft budget process that would align with the document so that the budget process is clear ahead of the collections process. In addition, Steve would like to ensure that the wording of the collections process is consistent with the requirements of 47F. Steve agreed to circulate a first draft of the budget process timeline to the board.

The board discussed that attorney John Turner could support the POA through the foreclosure process and then would need to engage additional support. Nicky agreed to reach out to John Turner to request an engagement letter from Mr. Turner and to notify Mr. Miller of the change.

Nicky confirmed that the next board meetings are scheduled for June 12 and July 17 from 1-2:30pm EST.

* **Action:**Nicky forward all recent emails with attachments to Walter’s correct email address.
* **Action:**Steve to circulate a first draft of the budget process timeline to the board.
* **Action**: Nicky to request an engagement letter from Mr. Turner and to notify Mr. Miller of the change.

***Any other business***

The Board noted that a property was recently listed for sale within the community which inaccurately said that there were no POA fees, only road maintenance fees. Nicky offered to reach out to the listing realtor, Alan Yates Realty, to confirm that POA fees were applicable, and to request that the MLS listing be corrected.

* **Action:**Nicky to reach out to the listing realtor, Alan Yates Realty, to confirm that POA fees were applicable, and to request that the MLS listing be corrected.

Our next board meeting was set for June 12, 2025, 1:00- 2:30pm.

The meeting was adjourned at 5:00 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.
* **Walter** to research civil engineering firms and get estimates for a road assessment.
* **Kevin** to install the mirror that was requested for Goat Mountain Road during the annual meeting in the spring.
* **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.
* **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.

***Actions From Current Board Meeting***

**In Progress:**

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| * **Steve** to recirculate to the board the draft email about FedEx/UPS box survey.
* **Steve** to circulate a first draft of the budget process to the board.
* **Steve** to add the erosion repair at the end of Silverleaf Road to the list of maintenance repairs, particularly addressing the clogged culvert and erosion issues.
* **Steve** to update the existing rules document with items discussed in recent meetings and redistribute to the board.
* **Walter** to propose language regarding restrictions on house size/number of bedrooms to address short-term rental concerns.
* **Nicky** to forward all recent emails with attachments to Walter’s correct email address.
* **Nicky** to reach out to the listing realtor, Alan Yates Realty, to confirm that POA fees were applicable, and to request that the MLS listing be corrected.
* **Nicky** to request an engagement letter from Mr. Turner through lien process and to notify Mr. Miller of the change.
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