Silverleaf Board Meeting

Date: 5 August 2025

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

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

Absent: 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 meeting was called to order at 1:07 pm

There was a motion and a second to approve the minutes of the July 17, 2025, meeting. All voted in favor to approve, none opposed, and the minutes were approved unanimously.

Nicky provided an update on the FEMA reimbursement request, explaining that documentation was submitted on Sunday August 17th and initial payments began on Monday August 18th. The total amount received so far is approximately $17,000, which is well short of the submitted invoices of $68,000 for repairs to date. The board agreed to forgive the $400 special assessment for Abby Gould, in recognition of the substantial hours she has incurred supporting the community on the FEMA application. Abby is currently working on the appeals process, and Nicky will work with the residents who received refunds to transfer the funds to the POA. Nicky will update the board as the process moves forward. The board will determine how to handle the remaining special assessments after the appeals process is complete.

There were no updates on the NC Private Road & Bridge (PRB) Program.

The board discussed the status of the review of the governance documents. Steve and Nicky met with an attorney but did not proceed with a complete overhaul of the documents due to cost. Steve shared that they are working with an attorney on a pro bono basis to determine how to proceed, with current efforts focusing on steps necessary to enforce payment of delinquent accounts. The group also discussed potentially applying delinquent payment fees.

The board discussed the work that needs to occur for the upcoming annual meeting on October 11, 2025. Walter emphasized the need to focus on the road situation as the top priority for the upcoming annual meeting, highlighting the importance of presenting a clear plan for maintenance and funding. They also discussed the need to review and potentially update the community's bylaws to better govern the community. Nicky noted the tight timeline for preparing materials for the annual meeting, and the board agreed to hold an additional meeting to finalize the agenda and strategy.

* **Action:**Nicky to notify Abby of the waiver of the special assessment.
* **Action:**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.

***Treasurer’s Report***

Fran was unable to attend the meeting, but she provided a summary via email and posted the bank statement on the shared directory. Nicky reported that the bank balance on July 31 was $45,695. Adjusted for pending deposits and payments, the balance becomes $44,508 with approximately $32,000 remaining in budgeted expenses for the remainer of the year. The board agreed to make a proposal at the annual meeting to move the deadline for dues to December 31 to align with the fiscal calendar and ensure funds are available in the first quarter.

***Member-at-Large’s Report***

The board discussed road maintenance, particularly regarding weed control and gravel work within the current budget constraints. Mike Wallace, the road consultant who recently met with Kevin and Steve, recommended that the board use a large motor grader each spring and fall, then apply 2-4 inches of gravel where most needed, along with ongoing maintenance of ditches and culverts. The board suggested exploring competitive bids from vendors for both road grading and landscaping work. Nicky proposed creating a scope of work for certain projects to evaluate vendor proposals. The group briefly discussed the draft road maintenance strategy and confirmed the need to prioritize repairs in high-traffic areas and include proposed road maintenance costs in the upcoming budget proposal.

Kevin reported that Bil’s Towing confirmed that they can provide towing services once the board installs towing signs. If the board decides to proceed, they will need to pay the call-out fee, even if the towing in cancelled in advance of arrival. Kevin will confirm cost if the board decides to proceed.

The board discussed a neighbor's plan to build a berm to address a drainage problem where water is flowing toward their house. Kevin expressed concern that the berm would worsen drainage issues during heavy rain events, potentially damaging the neighbor's driveway. They agreed that the POA should be involved in any repairs. Kevin agreed to follow up with Colton about potential solutions and will forward any estimates to the board.

The board agreed to discuss parking guidelines at the next meeting due to time constraints.

* **Action:** Kevin to contact Colton to discuss drainage issues and potential fixes for the discussed property and have Colton forward any estimates to the board.

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***Secretary’s Report***

Nicky noted that the next monthly Board meeting will be held September 25, 1-2:30 pm EST. Nicky. Nicky will add an interim meeting to focus on preparation of materials for the annual meeting on October 11, with materials being distributed by September 30.

* **Action:**Nicky to follow-up with Steve and schedule an interim meeting between the current meeting and September 25th meeting to discuss annual meeting preparation

There was a motion and a second to adjourn the meeting, which 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.
* **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

***Actions From Current Board Meeting***

**In Progress:**

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| * **Kevin** to contact Colton to discuss drainage issues and potential fixes for the discussed property and have Colton forward any estimates to the board.
* **Nicky** to notify Abby of the waiver of the special assessment.
* **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.
* **Nicky** to follow-up with Steve and schedule an interim meeting between the current meeting and September 25th meeting to discuss annual meeting preparation.
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