

Sep 24, 2025 | 📅 Sept 24th Board meeting

Attendees: Todd Duncan Alex Bestard Dan Dean David Rodriguez Richard Bradford
Todd Duncan

Notes

- Meeting opened at 18:00.
 - In attendance
 - Alexander Bedard
 - David Rodriguez
 - Dan Dean
 - Richard Bradford
 - Todd Duncan (late)
- Approval of August minutes
 - Pushed to Oct, not completed yet.
- Tax bill status
 - Appears there has been no tax bill issued
 - All agreed we should contact the county to ensure taxes are up to date. Dan Dean will action.
- Tree removal
 - Concerns on instituting new policy on whether or not the board should pay all, some or none of the tree removal.
- Liens
 - 2 years late incur lien discussions.
 - Richard advises to hold for now due to unknown costs
 - Todd requested both liens and late fee notices to be sent in the demand letters.
- Late fees
 - (Richard) impose starting 2026
 - Need to have a late fee warning before incurring. Demand letter proposed to be sent by the end of the calendar year. Richard will draft and send it to the board.
- Demand Letter
 - Richard will draft
 - Will include both liens and late fees
 - Sent to owners not owned
- Owner contact
 - Tina Thigpen - requested to be able to serve on a committee for POA improvement. (Richard)
 - Richard Bradford addressed the hunting complaint from an owner of an owner hunting in the common areas. The owner understood the issue and has agreed to stop.
- Officers
 - Board discussed and unanimously agreed on the following officer positions
 - President: Richard Bradford

- Vice President: David Rodriguez
 - Secretary: Todd Duncan
 - Treasurer: Dan Dean
 - At large: Alex Bestard
- Road maintenance
 - Discussed current road status and repair focus
 - Chris Townsend's road repair on Happy land and others is holding up fine.
- Budget Development
 - Richard proposed having the budget approved by November. The board agrees.
 - Richard proposed sending out 2026 assessments in January. The board agrees.
 - Reviewed and discussed the proposed budget to be reviewed in October.
 - Road repair estimates
 - David has a contact he will reach out to.
 - Todd will see if Chris Townsend has any recommendations.
- Date of next meeting: 8 October 2025 6pm.
- Meeting adjourned at 20:02

Action items

- Richard Bradford draft Demand Letter for release to delinquent assessment owners
- Todd Duncan and David Rodriguez will independently reach out to try and get road repair estimates for patching and repaving Happy Ridge and Happy River sections.
- Todd Duncan sent out proposed POA tree removal policy. Richard Bradford , David Rodriguez , Dan Dean and Alex Bestard will review for recommended changes prior to next board meeting (8 Oct)
- Tax records do not show recent payments on POA owned properties, Dan Dean will contact Alleghany County Tax Office to determine compliance for POA.

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Invited [Todd Duncan](#) [David Rodriguez](#) [Dan Dean](#) [Richard Bradford](#) [Alex Bestard](#)
[Todd Duncan](#)

Attachments [Sept 24th Board meeting](#) [Notes - Sept 24th Board meeting](#)

Meeting records [Recording](#)

Summary

Richard Bradford, Daniel Dean, David Rodriguez, and Todd Duncan discussed the tree removal policy, road clearing, and the board's liability, deciding to table the tree policy to better understand costs. The board also discussed late fees, lien enforcement, and plans to send demand letters to owners with outstanding payments. Todd Duncan provided an overview of the POA's new Google account for document management and email integration, while Richard Bradford raised concerns about the common area tax bill. They discussed road maintenance, future budgeting, and officer elections, with Todd Duncan (Secretary), Daniel Dean (Treasurer), David Rodriguez (Vice President), and Richard Bradford (President) accepting their roles. The board decided to prioritize late fee and lien policies and will discuss the draft further in two weeks, with the next meeting scheduled for October 8th.

Details

- **Tree Removal and Policy** Richard Bradford proposed prioritizing the collection of assessments more diligently before revisiting tree removal expenses, noting that the cost of tree removal has not been excessive in the past year. Daniel Dean agreed that tree removal costs have been low, especially after Hurricane Helen, where power companies and neighbors handled most of the cleanup. The group discussed the risk of homeowners being injured while cutting trees, with David

Rodriguez raising concerns about POA liability, and Todd Duncan stating that homeowners would be doing so at their own risk.

- **Road Clearing and Liability** David Rodriguez expressed discomfort with board members clearing roads, suggesting that a policy, like the one Todd Duncan drafted, would be more appropriate for managing tree removal on roadways. Daniel Dean noted that regardless of whether neighbors or hired personnel clear roads, the main issue is contacting someone to clear the road within a reasonable timeframe. The board decided to table the tree policy for now to gain a better understanding of potential costs.
- **Late Fees and Lean Policy** Richard Bradford emphasized the importance of levying late fees but stated that this cannot be done until the next assessments are sent out with prior notice to owners. Todd Duncan agreed that waiting another year for full implementation of late fees is reasonable, but suggested that non-payments from 2025 should still be counted as late if not paid by 2026. The board plans to send demand letters this calendar year to owners with outstanding payments, informing them about upcoming late fees.
- **Lien Enforcement Considerations** The discussion around liens highlighted that the cost of filing and executing a lien is unknown and would require legal work, which Richard Bradford believes should be referred to an attorney. Todd Duncan cautioned against immediately issuing liens for all delinquent owners due to potential high costs, suggesting that the rule should be in place for future enforcement when necessary. Daniel Dean proposed a vague statement in future notices, indicating that the board will enforce late fees and liens as per North Carolina statutes, due to pending legislative changes that could impact specificity.
- **Google Environment Overview** Todd Duncan provided an overview of the POA's new business-level Google account, which serves as a central repository for all paperwork, including owner files, invoices, payments, and other POA documents. He explained that access is limited to board members for security reasons, and that scanned documents of invoices and checks will be uploaded, ensuring transparency of all expenditures. Todd Duncan also mentioned a Google Sheets file containing owner information and mailing lists, requesting that board members inform him of any necessary updates rather than making direct changes due to background scripts.

- **Email Management** Todd Duncan plans to integrate the board members' email address into the Google environment so that all board members receive emails sent to that account, centralizing communication and reducing the burden on individual members.
- **August Meeting Minutes and Tax Bill for Common Area** Todd Duncan stated that he has not yet finalized the August meeting minutes due to the recent annual meeting. Richard Bradford brought up the issue of the common area tax bill, noting that the POA has not received one since 2020 and that the tax office has two different addresses on file. The board decided to investigate the situation with the county tax office to ensure proper billing and address any discrepancies.
- **Road Maintenance and Future Budgeting** Todd Duncan reported that Chris Townsen's recent road work is holding up well, though some minor adjustments are needed near his house due to the bedrock. The discussion emphasized the need for significant future spending on road repair, particularly for asphalt sections, which will necessitate an increase in assessments. Richard Bradford stressed the importance of developing a detailed budget based on expected expenses, which will inform the increased assessments to be sent out in January.
- **Budget Projections and Reserve Funds** David Rodriguez inquired whether the projected budget for 2026 assumes 100% compliance from homeowners, to which Richard Bradford clarified that the budget reflects expected spending, and assessments are based on that projection, regardless of collection rates. Todd Duncan presented a financial picture with total expenses around \$100,000, which Richard Bradford and Daniel Dean generally agreed was a reasonable estimate for starting to improve road passability over a couple of years. Richard Bradford suggested a separate line item for tree expenses in the budget for better tracking.
- **Road Repair Methods and Safety Concerns** Todd Duncan highlighted the poor condition of Happy River Road, suggesting that chip and tar might be a viable, albeit not permanent, solution, as it would make the roads drivable. David Rodriguez expressed concerns about the POA's liability due to hazardous road conditions, particularly for emergency services access. The board acknowledged the urgency of addressing the road issues to ensure safety and security for residents and visitors.

- **Officer Elections** The meeting included the election of officers, with Todd Duncan offering to continue as secretary due to familiarity with current matters. Daniel Dean agreed to remain treasurer, aiming to establish transparent processes for the next person in the role. Daniel Dean also nominated David Rodriguez for Vice President, and David Rodriguez accepted the position, stating they were up to the challenge. Richard Bradford confirmed their willingness to continue as president, emphasizing the importance of board representation from South Florida, where most property owners reside.
- **Property Owner Engagement and Communication** Daniel Dean and Richard Bradford discussed the importance of ensuring property owners, especially those in South Florida, feel represented on the board, preventing feelings of disenfranchisement that occurred when all board business was conducted in Florida. Alexander G. Bestard offered to personally visit local property owners in South Florida to inform them about association matters, particularly for older owners who may be out of touch with current developments. Richard Bradford emphasized the need for better communication and community improvement, noting that past perceptions of exclusion had created hard feelings, regardless of their justification.
- **Tree Removal Policy Discussion** The board discussed the policy for tree removal, agreeing that keeping roadways clear is the board's responsibility. While individual property owners are expected to handle issues between their properties, the board decided not to adopt a policy to pay for tree removal entirely, but agreed to revisit the issue after the budget is finalized. Todd Duncan suggested that the board should only concern itself with removing trees that are dangerous or a hazard, clarifying that a tree mentioned by Don Asen, which was not blocking the roadway but was an eyesore, should be addressed by the owner. David Rodriguez suggested that the board should ensure trees are removed if they are a hazard, advocating for a validated risk assessment framework to objectively determine hazards, rather than relying on subjective opinions.
- **Policy Implementation Prioritization and Collaboration** David Rodriguez stated that the late fee and lien policies should take priority over the tree removal policy, as they are more prudent to address for fiscal year 26. Todd Duncan offered to share a draft of the late fee policy with the new board members so that everyone could contribute edits and suggestions, ensuring that the burden of revision does not fall solely on Richard Bradford. The board agreed to discuss this draft further in two weeks, allowing all members to provide input.

- **Next Meeting Date and Record Keeping** The board scheduled the next meeting for October 8th, two weeks from the current meeting, to align with an earlier-in-the-month schedule to avoid holiday conflicts later in the year. Todd Duncan informed the attendees that the meeting recording and transcripts would be available via a link in the meeting invite for their reference.

Suggested next steps

- Daniel Dean will contact Alageney County before the weekend to clarify the tax bill situation for common areas and update the POA's address.
- Todd Duncan will adjust the Google environment over the next few weeks and send things out to all of the board members.
- Richard Bradford will draft a demand letter for board members' feedback and create a list of owners to send it to.
- The group will include language about late fees in the next whole member letter or bill to inform all owners.
- Daniel Dean will gather repairs of any type that anybody can do to the roads and then hash them out to determine costs.
- richard bradford will send out the draft letter to the group on Sunday or Monday.
- Todd Duncan will send out what he submitted to the new board as a group for everyone to review and provide input tonight.
- David Rodriguez will ask for input on the chip and tar process from the guy he is talking to about grading work.
- Todd Duncan will reach out to Chris Townsen to see if he recommends anybody for the chip and tar work.

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