

BFCA Board of Directors Meeting Minutes

6:00 P.M. Thursday, June 7 2018

Jack McLean Community Center Meeting Room

Call to Order: 6 p.m.

Introduction of all present:

Board Members: Llona Geiger, Fred Willes

Officers: Treasurer: Karen Willes Secretary: Margaret Stephens

Committee Chairs: Grounds Chair: Tracie Priest, Crime Watch: Frank Roycraft

Members: Bill Walter, Virginia Sasser, Sue Dinges, Lynda Davis, Mary Marotta, Ranelle Christie, Keith Tucker

Old Business:

The minutes of the April 5, 2018 meeting were unanimously approved via email on April 6, 2018

New Business:

- Fencing ordered on Brookside – yellow house. Starts Monday June 11
- Back dues on 1746 Silverwood of \$12,000 should be coming into BFCA
- Research on grants from myFreshFlorida.com, an agricultural project, to help with forest and getting rid of invasive plants. A grant can be up to \$10,000.
- No results from beaver trapping
- AAA coming out Monday-Tuesday to remove 39 beaver-damaged trees
- Pond Contract renewal?
- ACC request to build fence on common area denied by the Board – unanimously
- Urban Forester advice – we are in transitional phase and could look ugly for 5 years. We need tree management. For example: remove the small trees to save the big ones when they are intruding.
- A special Board-Attorney meeting is scheduled for June 29th. After inquires this was explained that this is a closed meeting and only the Directors and Attorney can attend. The results will be shared with the homeowners.
- Treasurer's Report (Karen Willes):

Treasurer's Report by Karen Willes
Blairstone Forest Community Association (BFCA)
Thursday, June 7, 2018
6:00 PM at Jack McLean Park Community Center

Blairstone Forest Community Association (BFCA) has five separate accounts at First Commerce Credit Union: Checking, Prepay Assessment Fund, Emergency Fund Money Market, Road Savings Fund Money Market, and the required Share account. The only account used for paying the bills is the checking account. Any purchases made with the BFCA Debit Card are paid out of the checking account.

As of the May 31, 2018 QuickBooks aging statement, seven properties still owe assessments to BFCA that total to \$28,635.03. However, the most money (\$27,887.39) is owed by five properties and the other two properties owe \$747.64 of the total.

As of May 31, 2018 all balances, including accrued interest/dividends, in the BFCA accounts at First Commerce Credit Union total to \$87,603.15.

Balances in each account are:

Checking -- \$53,041.96 (This is the account out of which bills are paid.)

Prepay Assessment Fund -- \$1532.16 (This is where the overpayments on 2018 assessments as well as prepay funds on 2019 are held. On January 1, 2019 the prepay funds will be transferred to the checking account. That way no funds from year to year are commingled.) So far in 2018, only six homeowners have used this prepay option. BFCA is saving over \$100/quarter by not mailing courtesy notices. Quarterly e-mail reminders will continue to be sent at no cost to BFCA.

Emergency Fund Money Market -- \$20,010.29 (This is for emergencies only.)

Road Savings Money Market Fund -- \$13,013.59 (This includes two years of savings for future road repaving so that assessments will not need to be raised in the future to cover road repaving costs. Hopefully, future boards will continue to save this

money by adding \$6,500.00 to the Road Saving Money Market Fund each year.)

Share Account -- \$5.15 (This account is required by the credit union but only has to have a \$5.00 balance kept in it.)

BFCA expenditures for April and May 2018 were minimal but that is about to change. The tree removal contract for removing 39 trees and grinding as many stumps as can be reached with a machine is for \$15,400.00. It will be paid when the work is complete. These 39 trees, all of which are on common land, have been identified by professional arborists with risk assessment certification as an immediate threat to people or property. Two other tree projects to remove dangerous trees on common land are, also, in process. (One of those projects is already finished but BFCA has not yet received the \$400.00 invoice.) We have a maintenance bill posted on June 6 for \$164.57; it is to replace a light fixture at Blair Stone Road and to put a 19 MPH speed sign back up. We are awaiting the report from Magnolia Engineering associated with the feasibility of the pond path. When we receive the report and are invoiced, BFCA will have a \$300.00 expenditure for the study.

We have just received the \$700.00 invoice for the most recent beaver trapping attempt. That will be paid when the invoice is approved and signed by the president and treasurer. With the already-paid and anticipated costs of the beaver trapping and beaver-related tree damage expenditures, the 2018 cost so far is \$16,780.00. That means that over \$125.00 of each homeowner's 2018 annual assessment (already over 20% of the annual assessment) has been paid, or will be paid, for beaver-related expenditures. Future costs for beaver-related damage for tree removal and, in the absence of beavers, planting new trees or shrubs cannot be anticipated. These expenditures will only escalate as this is an ongoing problem that the board may want to add a line item in future budget plans. The board may want to create a new credit union account, like we have created for road savings, for beaver-related expenditures.

Prepay reminders will be e-mailed near the end of the second quarter; however, prepayments of any amount on the 2019 assessment may be made at any time. Please make checks payable to Blaiirstone Forest Community Association and mail to P. O. Box 5622, Tallahassee, FL 32314-5622.

	A	B	C	D	E	F	G	H
1	2017 Item	Budgeted	Total Spent	Jan.	Feb.	Mar.	April	May
2	Utilities	\$5,400.00	\$2,241.63	\$463.34	\$474.25	\$428.21	\$477.57	\$398.26
3	Ponds	\$2,400.00	\$1,000.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
4	Association Manager	\$3,150.00	\$1,300.00	\$250.00	\$262.50	\$262.50	\$262.50	\$262.50
5	Bookkeeper	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	Website	\$1,116.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	CubeSmart H-1	\$585.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	Mailings	\$250.00	\$20.60	\$7.20	\$0.00	\$0.00	\$13.40	\$0.00
9	Printing Annual Report	\$100.00	\$98.37	\$98.37	\$0.00	\$0.00	\$0.00	\$0.00
10	Office Supplies and Copying	\$100.00	\$26.39	\$8.00	\$0.00	\$0.00	\$18.39	\$0.00
11	Printing/Mailing Statements	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	Printing/Mailing Ballots	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	Lawn Care	\$4,000.00	\$1,683.00	\$306.00	\$459.00	\$306.00	\$306.00	\$306.00
14	Income Tax Filing	\$150.00	\$35.45	\$0.00	\$0.00	\$0.00	\$35.45	\$0.00
15	FL Dept of State - Annual Report	\$61.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	Attorney Fees	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	Stormwater Management Permit (3yr)	\$0.00	\$469.79	\$0.00	\$0.00	\$469.79	\$0.00	\$0.00
18	P.O. Box Rental	\$76.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	Backflow Valve Inspection	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	Liability Insurance - 2 policies	\$3,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	Hilaman Rental for Meetings (6@550)	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	Emergency Funds	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00
23	Filing Fees for Liens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	Saving for Roads	\$6,500.00	\$6,500.00	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00
25	Fence Replacement	\$0.00	\$222.00	\$0.00	\$222.00	\$0.00	\$0.00	\$0.00
26	Replace Damaged Boardwalk	\$0.00	\$14,763.00	\$0.00	\$0.00	\$14,763.00	\$0.00	\$0.00
27	Road Shoulder landscaping	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	Guardrail for Front Curve - road shoulder repairs	\$0.00	\$10,985.00	\$10,985.00	\$0.00	\$0.00	\$0.00	\$0.00
29	Dog Waste Containers & Bags	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30	Warning Signs Installed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31	Tree Removal	\$10,000.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00
32	Wash and Paint Boardwalks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
33	Repair Wood Root Supports	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
34	Food For Annual Meeting	\$130.00	\$94.61	\$94.61	\$0.00	\$0.00	\$0.00	\$0.00
35	Beaver Trapping and Removal	\$0.00	\$680.00	\$0.00	\$180.00	\$0.00	\$500.00	\$0.00
36	Entrance Landscaping & Maintenance	\$0.00	\$182.00	\$0.00	\$182.00	\$0.00	\$0.00	\$0.00
37	Emergency fund	\$11,946.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
38								
39		\$78,600.00	\$61,801.84	\$40,412.52	\$1,979.75	\$16,429.50	\$1,813.31	\$1,166.76
40								
41	Amount spent (C39), less emergency fund (B22)		\$35,301.84					
42	& Road Fund (C24)							

- Grounds Committee (Tracie Priest):
 - Water is on in front planter
 - Added ferns to planter
 - Grounds Committee Guidelines:

Blairstone Forest Community Association Grounds Committee Framework

- **The Chair of the Grounds Committee is approved by the Board of Directors.**
- **The Grounds Committee Chair will submit reports for the Board to the President prior to all Board of Director meetings and an end-of-year report at the Annual Meeting.**
- **The Grounds Committee Chair is responsible for recruiting volunteers to serve on the committee. All volunteers must be homeowners in Blairstone Forest.**
- **The Grounds Committee has no authority to spend Association money without prior approval of the Board of Directors. For 2018, an amount of \$150 is set aside in advance for beautification projects to be used by the Grounds Committee subject to submitting receipts for reimbursement. Beyond that amount, Board approval of Grounds recommended projects is required.**
- **The Grounds Chair will submit an annual plan of projects to the Board each December, in time for the Annual Meeting. That plan will include anticipated spending for any projects to be undertaken, changes to be made in the lawn care contract, any “work days” for homeowner volunteers to clean-up common areas, a plan for addressing native and non-native invasive plants, all to be addressed and Board approved before being undertaken.**
- **The Grounds Committee will monitor the condition of all Association property and notify the Board when repairs or replacement seem warranted. Such will include, but are not limited to, trees on common land, the condition of fences, boardwalks, foot paths, the gazebo on the island, the maintained entrance from Blair Stone Road through our divided entrance, and our roads.**
- **The Grounds Committee will be an education resource to the homeowners of BFCA. If an owner wishes to have guidance in landscaping decisions, the Grounds Committee will be ready to advise about trees, shrubs, ground cover, etc. that will flourish here in the Forest and assist homeowners in first submitting all changes in landscaping to the ACC.**

- Crime Watch (Frank Roycraft);
 - Sent e-mail to block captains to get updated contact information and suggestions.
- ACC (Fern Senra provided below updates – not at meeting)
 - 1755 Silverwood Drive. Request to widen front porch steps. Request was approved
 - 1688 Silverwood Drive. Request to build small wooden fence off the front porch to the corner of the house. Request still in process (awaiting a visual of the fence from the homeowner).

- 1671 Silverwood Drive. Request to expand deck and put up a fence in the backyard. Request to expand deck was approved. A revised request for the fence (that would NOT go into the easement) is still under review/in process.
 - 1670 Silverwood Drive. Request to take up wooden walkway to front door and replace with stepping stones. Request was approved.
- Protection of Remaining Trees:
 - Directors will vote on investing in remaining trees and protection against beavers.
- Pond Path Improvements (Fred Willes)
 - Preliminary report from Magnolia Engineering suggests that no permits are required to do a boardwalk instead of path. Other suggestions that include adding large rocks and digging the bank out look unfeasible. The engineering firm, Magnolia Engineering, is yet to make their final report.
- Association Management Company
 - Our current Association Manager resigned abruptly May 4th but will stay on until July 31.
 - New Mgmt. Company is needed and new bookkeeper.
 - The Board and lawyer are looking at dates to meet to discuss new company recommendations and scope. Llona suggests the new company inspects the neighborhood for ACC violations regularly.
- Respect for Covenants
 - Many violations are reported at meeting. Llona suggests that we work on more enforcement of the covenants, coordinating with the lawyer and new management company.

Members Discussion

- Tracie inquired about the double-lot-dues issue. Fred indicated it looks harder to change this than originally thought.
- Complete list of director votes recorded since April 5 Board of Directors Meeting:

Votes Recorded since April 5, 2018 Board Meeting:

Date	Subject	Votes
4/6/2018	Vote to approve having Magnolia Engineering Do a review to tell us what would have to be done to improve the pond path, at a cost \$300	Yes – unanimous
4/10/2018	Vote to approve Tracie Priest as Grounds Chair and Provide Grounds Guidelines	Yes - unanimous
4/12/2018	Vote to make \$150 available to Grounds Chair	Yes – unanimous
4/15/2018	Vote to elect/appoint Margaret Stephens BFCA Secretary	Yes – unanimous
4/21/2018	Vote to approve Black Thumb beaver trapping contract at 1 month for \$700	Yes – Geiger Yes – Clark No - Willes
5/2/2018	Vote to approve the AAA Tree Experts bid of \$14,600 to remove 39 trees identified as requiring immediate removal	Yes – unanimous
5/11/2018	Vote to use Stephen Ghent to make repairs to front light and reinstall 19 mph sign on Brookside Blvd	Yes - unanimous
5/25/2018	Vote to approve dropping common land trees behind 1732 Nestlewood Ln	Yes – Clark Yes – Willes Abstained - Geiger
5/25/2018	Vote to send letter to homeowner of 2777 Red Maple Ridge re: removing tree without approved tree removal form completion	Yes – Clark Yes – Willes Abstained – Geiger *Geiger did send approved letter
5/30/2018	Vote to NOT approve an appeal from the ACC decision re: Re: building a personal fence on common land behind 1671 Silverwood Dr	Yes - unanimous
5/31/2018	Vote to approve emergency dropping of tree behind 1725 Brookside Blvd	Yes - unanimous
6/2/2018	Vote to approve new tree removal form for website	Yes – Clark Yes – Willes No - Geiger

- Mary reported a neighbor with a boat used for oysters that smells horrific and has a long history of ACC violations parking non-moving vehicles in the driveway.
- Bill Walter requested copies of every e-mail between board members since February 1. Llona Geiger said she would provide those.

Meeting Adjourned 7:50 pm

The next scheduled meeting of the BFCA Board of Directors is at 6:00 p.m. on Thursday, August 2, 2018 at the Hilaman Golf Course meeting room at 2737 Blair Stone Road.