

## **BFCA Board of Directors Meeting Minutes**

**Hilaman Golf Course meeting room**

**2737 Blair Stone Road**

**6:00 P.M. Thursday, April 6, 2017**

### **Board Members - Cainnon Gregg, Fred Willes, Justin Green**

The meeting was called to order at 6:00 P.M. by Fred Willes.

Present were: Board Members Fred Willes - President and Justin Green, Karen Willes - BFCA Treasurer, Association Members - Karin Brewster, Jim Brock, Sue Dinges, Llona Geiger, Jaime Kimbrel, Venus Mikanagu, Frank Roycraft, and Keith Tucker.

### **Old Business**

Three liens have been placed for homeowners owing \$600, or more, as of February 1, 2017. One of those has been settled.

There are no occupied houses in the BFCA without utilities.

Road resurfacing status - Fred Willes - Red Maple Ridge still needs riser rings to level the storm drain covers with the road. The area damaged by the City trash pick-up crew has been repaired. The invoice for the road resurfacing has not yet been submitted.

The 2009 documents approved for shredding, have been shredded.

### **New Business**

Four tree removal forms were approved. Sam Hand approved the work for three of those. The fourth was a tree touching a house.

We will be using Wil Martindale, [www.mywebmarket.com](http://www.mywebmarket.com), to manage our website. He charges \$48/hour. This will provide stability for the future, when volunteer webmasters may not be available. The BFCA owns the domain name, [www.blairstoneforesthwa.com](http://www.blairstoneforesthwa.com). We have paid to keep that name for the next five years.

F. Willes moved to employ Wil Martindale. The motion was seconded by Justin Green. The motion passed 2-0.

Quarterly Courtesy Notices were emailed to homeowners for whom we have email addresses. A statement of what was owed, or

prepaid, as of March 31, 2017 will be sent soon to all homeowners via USPS mail.

Fence repairs along Brookside Blvd. have been submitted to our Association Manager to get estimates. A limb fell on a section of the fence. Another section had the vertical supports fail and has fallen. Both are west of 1725 Brookside Blvd.

Llona Geiger expressed the view that we need to better maintain our split rail fences. Fences are first thing people see when they come in. They help slow traffic at corners.

After discussion, Justin Green is going to assess the fence conditions and talk with Bill Walter about it. Green will report back at a future meeting.

Keith Tucker - spoke about the drop-off on the sides of Brookside Blvd., at the curve and toward the entrance. The shoulders of Brookside Blvd, especially at the curve, are being studied for the best ways to prevent erosion and warn drivers of the low shoulders. We have one estimate for \$10,985. Other bids are being sought.

Geiger suggested that wood chips might be used to support the asphalt along the shoulders.

Karin Brewster suggested that for the meantime poles with reflector lights be put up.

Board procedures for dealing with the current and future beavers in our ponds were announced. We will attempt to live trap any new beavers deemed a nuisance. Failing that, the beavers will be killed. Our Attorney advised that it is the responsibility of the Board to protect homeowners' property from damage or loss of value from common lands problems, such as beavers.

Further, our Covenants - Article V, Section 2, Paragraph b. - "It (The Association) shall maintain such policy or policies of insurance as the Board of the Directors of the Association deems necessary, desirable or advisable in protecting the interests of the Association and its members, on and to any improvements on common lands."

While other options for living with beavers exist, all will involve increased costs to the Association, and homeowners.

One homeowner is having to remove a beaver damaged tree that leans toward the house. Sue Dinges pointed out that when trees along the bank fall into the water, the bank then erodes. It is

a growing problem on the island. F. Willes pointed out that some trees will pose a threat to the walking area as they die or fall. That would have to be cleaned up at Association expense, if the pond walkway is to remain open. If dead or damaged trees fall onto the boardwalk or bridges, the Association would have to pay for repairs or close those areas.

F. Willes and Green agreed that the current damage being done by the beaver means the beaver must go.

Dealing with beaver dropped or damaged trees was discussed. For safety reasons, we will need to have the beaver damaged tree behind 2778 Red Maple Ridge removed. We can add the dead limbs in front of 1689 Silverwood Dr. and 1747 Brookside Blvd. to the work order.

To have someone issued a trespass warning in Blairstone Forest there are two things needed. We must get No Trespassing signs for the Tallahassee Police Department (TPD). These must be posted at every entrance, including the path into Indianhead, at every corner, and at the ponds. The second is that we must give the names and phone numbers of the persons who will officially represent the BFCA to issue the trespass warning, and later the ticket(s) for anyone trespassing. That person will meet the responding officers, issue the warning, and if it goes to a trial, attend to testify. With that done, TPD would like for us to fill out a form so that a responding officer can see online that we have no trespassing signs and have designated contact persons for them to meet when they arrive. That is a request, not a requirement, but it will save time. We see no interest in pursuing this. Do not call TPD or the Consolidated Dispatch Agency (CDA) to report trespassing. This means that we cannot stop outsiders from fishing in our pond, yet we have an Association rule prohibiting homeowners from fishing in their ponds.

Geiger volunteered but according to F. Willes, enforcement of a no trespass policy cannot be selective. Everyone, including those who walk from the front of the property and those who come in on Indianhead, would have to be issued trespass warnings, then ticketed. There is no sentiment on the board to do that. People from Indianhead came in a long time ago so it has just kept up.

F. Willes pointed out that not having a no trespass policy creates an interesting problem regarding the fishing problem. As we do not have a no trespass policy, outsiders can come in.

They can fish and we have no way to force them to leave.  
However, homeowners are not allowed to fish, by Board policy.

F. Willes moved to rescind the current no fishing policy for homeowners. There was no second. The motion failed.

Jim Brock expressed the view that it makes no sense to have a policy that "allows" outsiders to fish but denies that opportunity to homeowners.

#### Treasurer's Report - Karen Willes

A scan of our credit union account was provided, showing what money we have, and how it is distributed within the C.U. account. A year to date spreadsheet showing what was budgeted vs. what has been spent was presented. Currently, \$30,266.34 is owed to the BFCA by delinquent homeowners, banks, or trusts. For all amounts over \$600, liens have been placed.



\* The "Available Balance" does not reflect the additional \$2,500 required to avoid a service charge. The actual balance is \$6,584.36

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Any amount over \$5,000 is for 2018 prepaids.

Accounts Transfers Pay Bills Pay People

Total of all accounts - \$78,890.78 on April 6, 2017

**i** Accounts Page: Click the tiles below to see transaction details and account information. To make a quick transfer, drag the tile you wish to transfer from to the tile you wish to transfer to.

Welcome, BLAIRSTONE FOREST COMMUNITY ASSOCIATION. Your last login was 4/6/2017 12:17 PM Eastern Daylight Time.

## Accounts

\* Checking Account

IBIZ FREE BUSINESS CHECKING

\$50,972.00  
Available Balance

Road reserve Acct

SHARE NON PERSON

\$6,501.70  
Available Balance

\$5,000 Reserve plus prepaids

\$6,584.36 Total

BUSINESS MONEY MARKET ACCOUNT

\$4,084.36  
Available Balance

\* +\$2,500.00  
Prepaids \$1,584.36

BUSINESS 4 YEAR CERTIFICATE

\$4,944.24  
Current Balance

BUSINESS 4 YEAR CERTIFICATE

\$4,944.24  
Current Balance

BUSINESS 4 YEAR CERTIFICATE

\$4,944.24  
Current Balance

CD - Reserve

CD - Reserve

CD - Reserve

## Upcoming Bills

Next 7 days

No bills are due within the timeframe you have selected.

[pay any bill](#)

\* Checking Acct includes monies in owed assessments and/or interest deposited in Feb., March, & through April 3, 2017. It also includes \$450 in prepaid 2018 Assessments + will transfer to Money Market Acct at the end of April. Recovered monies are \$2,035.80 in Feb. through April 3, 2017.



2917 Item	Budgeted	Total Spent	Jan.	Feb.	Mar.
Utilities	\$5,200.00	\$1,150.97	\$398.99	\$394.70	\$357.28
Ponds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Association Manager	\$3,000.00	\$750.00	\$250.00	\$250.00	\$250.00
Bookkeeper	\$1,440.00	\$982.50	\$697.50	\$285.00	\$0.00
Website	\$197.00	\$180.00	\$0.00	\$0.00	\$180.00
CubeSmart H-1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mailings	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies and Copying		\$136.97	\$11.29	\$114.79	\$10.89
Lawn Care	\$3,978.00	\$918.00	\$306.00	\$306.00	\$306.00
Income Tax Filing	\$550.00	\$0.00	\$0.00	\$0.00	\$0.00
Attorney Fees	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Stormwater Management Permit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
P.O. Box Rental	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00
Backflow Valve Inspection	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00
Liability Insurance	\$4,335.00	\$0.00	\$0.00	\$0.00	\$0.00
Hilaman Rental for Meetings	\$300.00	\$300.00	\$300.00	\$0.00	\$0.00
Reserve Funds	\$20,000.00	\$19,832.72	\$19,832.72	\$0.00	\$0.00
Road Resurfacing Completion	\$13,020.00	\$0.00	\$0.00	\$0.00	\$0.00
Filing Fees for Liens	\$510.00	\$0.00	\$0.00	\$0.00	\$0.00
Saving for Roads	\$6,500.00	\$6,500.00	\$6,500.00	\$0.00	\$0.00
Fence Replacement	\$350.00	\$300.00	\$300.00	\$0.00	\$0.00
Replace Damaged Boardwalk	\$5,300.00	\$0.00	\$0.00	\$0.00	\$0.00
Replace 90' of Boardwalk	\$5,125.00	\$0.00	\$0.00	\$0.00	\$0.00
Install 20' of Boardwalk	\$2,695.00	\$0.00	\$0.00	\$0.00	\$0.00
Install terrace at front Boardwalk	\$2,695.00	\$0.00	\$0.00	\$0.00	\$0.00
Landscape Road Shoulders		\$0.00	\$0.00	\$0.00	\$0.00
Guardrail for Front Curve		\$0.00	\$0.00	\$0.00	\$0.00
Invasive Plant Eradication		\$0.00	\$0.00	\$0.00	\$0.00
Warning Signs Installed		\$258.00	\$0.00	\$258.00	\$0.00
Tree Removal	\$10,000.00	\$3,485.00	\$3,485.00	\$0.00	\$0.00
Wash and Paint Boardwalks		\$0.00	\$0.00	\$0.00	\$0.00
Repair Wood Root Supports		\$0.00	\$0.00	\$0.00	\$0.00
Food For Annual Meeting	\$130.00	\$132.00	\$132.00	\$0.00	\$0.00
Beaver Trapping and Removal		\$340.00	\$0.00	\$0.00	\$340.00
Monthly Expenditures			\$32,213.50	\$1,608.49	\$1,444.17
Total Expenditures including Reserves		\$35,266.16			
Amount spent (C38), less reserve funds (B18) & road fu		\$8,766.16			

Grounds Report - Green expressed that what had already been discussed covered Grounds.

The Neighborhood Crime Watch (NCW) Chair, Jim Brock, has submitted a report to the Board.

#### Crime Watch Committee Report

BFCA Board Meeting 04082017

President of the Board Fred Willes

The organization of the Crime Watch was completed since the last board meeting with a few exceptions.

1. Two people have yet to be contacted because of living away from residence due to repair from Fire and Storm.
2. Two Residences yet to be contacted.

The first meeting of the committee was held on March 21, 2017 at the home of Jim Brock. Committee Member Llona Geiger resigned from the committee. Committee Member Sam Rouslin was absent.

Meeting was scheduled for March 21, 2017 at 7:30 Pm.

Meeting was at order with Mike McCrae and Mark Okasako, two members and Chairman, this being a quorum.

Introduction of Mike and Mark was in order.

Organization of the Crime Watch in BFCA was discussed. We were approved at the General Membership meeting in January 2016. A sign was posted at the front gate announcing the sponsorship of the Leon County Sheriff's Office. Deputy Ikner spoke at that General Membership Meeting committing the Sheriff's Office support in organizing a Crime Watch for BFCA. The following year little was accomplished due to two Board Appointed Chairmen of the Crime Watch resigned. Jim Brock was an assistant to the second Chairman and was working with Deputy Ikner to learn of methods to organize the BFCA. With this Chairman's resignation Jim Brock continued to organize the community under the guidance of Deputy Ikner as Acting Chairman until the December 2016 meeting at which time the board appointed Jim Brock as Chairman. A Committee was appointed by the Crime Watch Chairman to serve the community. It was understood that we were responsible to the BFCA board for the operations of the Crime Watch Committee and membership and that any project developed by the committee would be subject to BFCA board approval and would be funded by the board if approved.

The help from Deputy Jessica Ikner in the formation of the Crime Watch is deeply appreciated and the Crime Watch Committee extends our heartfelt thanks to her and her exemplary support.

We then proceeded to discuss the formations of the organization. The Crime Watch Pamphlet, given to each Member of the Crime Watch, The Registry, and The Block Captain Roster with Block Map was reviewed to reiterate the core of the organization.

The Crime Watch current data of the community consisted of:

101 Members Signed Up in the Registry

2 Residents not contacted due to storm damage to their home and were living out of the Community.

2 Residents not contacted due to the unavailability of personal contact to date.

11 Vacant residential property

6 Non-Members due to preference of residents

23 of 24 Block Captains assigned

1 acting Block Captain (Jim Brock in Block 7)

Some of the listed possible improvements to the safety of BFCA were discussed.

1. Some of the areas of the streets in BFCA have less lighting than currently available at night. A possibility the appropriate action can, and should, be taken to improve this area with additional lights when identified. Determination of additional light facilities must be made and how it can be best attained. This is a selected project to be considered in the future.

2. The situation as it pertains to Trespassing was discussed. The current trespassing of individuals in the neighborhood of BFCA is being considered by the BFCA Board as it pertains to enforcement of any rules or regulations in the community.

This was considered not to be a concern of Crime Watch as a requirement by members. Trespassing is not a safety issue unless the individual comes to the attention of a member committing criminal activity in the block, or blocks, then we are obliged to make a call to the Sheriff's Desk by using our second number in the Crime Watch Pamphlet.



3. The discussion then came to the community assimilation of Crime Watch members into a closer netted group. We have faith that the blocks are small enough to have neighborly functions ongoing in each block. However, the thought of having a community wide Crime Watch Picnic in the summer or fall this year would be a way for us to become closely associated as a community. Maybe it could be done through a Block Captain commitment to the Picnic. We will look into ways to get the feeling demonstrated throughout the blocks in the future.

4. An additional Committee Member shall be appointed soon to replace Llona Geiger.

The meeting was found to be beneficial and will be recurring with the next official meeting in about three months. Until then there will be email, telephone and personal contacts between Committee Members and the Chairman. The meeting adjourned at about 9:00 PM.

Minutes of this meeting are subject to approval of the committee.

Jim Brock

Chairman

Crime Watch Committee

Meeting Minutes approved unanimously by attendees.

Deputy Jessica Ikner response to inquiry on Blairstone Forest was only one call regarding loud noise in neighborhood. No indications as resolution. I have had no indications from Block Captains on any activity in the Crime Watch since last meeting.

Jim Brock

Chairman

Crime Watch Committee

The Architectural Control Committee (ACC) Chair, Fern Senra, reports that there have been no requests for ACC action.

The Association Manager, Kelly Rojas has submitted a report to the Board.

Blairstone Forest Board of Directors Meeting  
First Quarter 2017  
Management Report

Management activities have included the following:

1. Requests for proposals regarding reinforcement, barrier, and erosion control for the side of Brookside Drive on the side that is opposite to Nestlewood. The RFP is in progress on this project.
2. Signs stating slippery when wet, and no fishing. The majority of these have been installed. We delayed on a few seeking some additional information regarding the existing signs. We will be moving forward with the placement of the final, updated signs soon.
3. Accounting responsibilities transfer - Our office and Karen Willes, Board Treasurer, have been engaged in the organization and update of the BFCA bookkeeping records. This included, but was not limited to, the review of records, correction and update of classification of records, billing, coordination, and reporting. This work continues in progress.
4. Some planned boardwalk repairs will be underway, excluding the major repairs tentatively planned for after hurricane season.
5. Concrete box outflow cover was damaged by a beaver. We are locating a replacement cover for the box.
6. The IRS tax return is in process and will be submitted timely.
7. Major projects that may be pending will proceed based on the confirmation of availability of funds as we move forward.

Respectfully submitted,  
Kelly Rojas  
Colleen E. "Kelly" Rojas, CAM

### **Concerns or Questions by Association Members**

Brewster asked if front entrance concrete was going to be replaced. F. Willes said the decision was made not to not do it. Brewster clarified the question to mean replacing the concrete with new aggregate. It will not happen at this time.

We will look at placing a sign at the front to direct service/emergency vehicles to use the left lane. That is because the exit lane is wider and the angle is less acute so wider vehicles may get in and out more easily on that side.

F. Willes moved to adjourn. Green seconded the motion. With a 2-0 vote the meeting was adjourned at 7:16 P.M.

**The next scheduled Board Meeting of the BFCA at 6:00 P.M. on Thursday, June 1, 2017 at the Hilaman Golf Course meeting room.**