

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

**Jack McLean Community Center**

**700 Paul Russell Road**

**6:00 P.M. Thursday, April 7, 2016**

**Board Members - Cainnon Gregg, Jane McElroy, Fred Willes**

Jane McElroy was not present.

**The meeting was Called to Order** by Fred Willes at 6:00 P.M.

Introductions were made by Board Members - Fred Willes and Cainnon Gregg, Association Members - Sue Dinges, Kiki Gregg, Karen Willes, Bill Walter, Jim Brock, Tom McMullen, Carla Lunsford, and guests - Pat Frank, Keisha Rice (of our Attorney's Frank and Rice) and Terry Thompson of American Curb Appeal were present. From Florida Association & Property Management Joanie Trotman and Kristy Larson were present.

Presentation by Terry Thompson of American Curb Appeal, Inc. [parkinglotrepairs@gmail.com](mailto:parkinglotrepairs@gmail.com) to explain how he could repair some of the worst of our road issues. His proposal is to put asphalt down on the worst spots and compact it in place. This would leave an uneven surface where the patch overlapped the road but delay disintegration at the current rate. Because the base was not being rebuilt, the work would not be guaranteed. Everyone present agreed that our potholes must be addressed soon. Jim Brock spoke in favor of paving parts of the road as we had the money. The proposed patch map will be posted on the website.

### **Old Business**

C. Gregg and F. Willes voted to approve the minutes for the March 7, 2016 Special Board Meeting.

The President, F. Willes, sent a letter (by e-mail) to ACC Chair, Carmen Pulido informing her of the Board approval of the variance request. With important assistance of the ACC Chair, the Board approved the content of the letter the President sent (by e-mail) to Will Lasley informing him of the Board approval of his variance request.

Jack Dinges resigned (in an e-mail) as NCW Chair on February 22, 2016.

Trotman, of Florida Association & Property Management, was notified to solicit bids for the removal and or repair/replacement of the boardwalk south of Silverwood Dr. beside 1721 Silverwood Dr.

She was notified (by e-mail on March 14, 2016) to solicit bids for the removal of two dead trees that Sam Hand said are threats to homeowners, and an evaluation of two other trees on common land. Two bids were made and the lower cost one was agreed to by the Board.

Three tree removal requests by homeowners have been processed and approved. These were for 1680 Silverwood Dr., 1722 Silverwood Dr., and a dead tree at 2777 Red Maple Ridge.

### **New Business**

C. Gregg and F. Willes voted to appoint Karen Willes as BFCA Secretary for this year.

F. Willes proposed to let the Board e-mail vote on approving minutes for meetings. The purpose is to quickly communicate what was done out to the Association. Patrick Frank, our Attorney, said that prior to e-voting, we should have each Board member provide a proxy statement that we are who we are claiming to be in an e-vote, verifying our e-mail address, and that only we have access to casting this vote.

### **Reports by the Board**

C. Gregg provided a Website update. He has posted the agendas and minutes that are available from 2008 to now. The two plus years without minutes are where meetings were recorded, but not written-up. Frank said he has the recordings and is having a staff member transcribe them. When they are done, in an estimated 60 days the entire transcription will be put up in place of the minutes, unless someone wants to listen and write minutes from the transcribed text.

Jane McElroy, Board member and Treasurer, was not present. F. Willes read a brief report. We are reviewing how to handle matured CDs in the fund for road repair. The four-year interest rate netted about \$10/year in interest.

On March 7, 2016 the Board approved waving the late fee for 2016 assessments for a homeowner. That individual was already one-year delinquent. C. Gregg and F. Willes, on McElroy's advice,

to rescind the waiver of 3/7/16 and add the penalty and late fee interest back in place for that individual.

Currently there is about \$25,000 in fees owed to the Association.

F. Willes asked if we need to begin placing liens on properties to recover monies owed? If so, how do we go about it and what expenses are involved? Trotman opposed that idea. Frank said, as a lawyer, it is better if we can keep the lawyers from getting involved. Brock thought that we should keep placing liens on property as an option. Frank stated that he agreed with Brock if we knew a foreclosure was imminent.

F. Willes - NCW Report - The report was not made. C. Gregg and F. Willes conferred and decided that no motion to appoint a new NCW Chair would be made or approved. The crime watch was put on hold until the June 2, 2016 Board meeting.

F. Willes gave an update on what the Board has been doing regarding our roads. The problem we face is that we are saving very little toward resurfacing our roads. While we accumulate money, rising costs keep pushing the project further away. Ideas the Board has rejected are: 1. A special assessment of \$1000-\$1500/homeowner; 2. Turning our roads over to the City. This would change the character of Blairstone Forest. 3. Asking the City to repair service patches they made. The list is attached.

F. Willes called Thompson of American Curb Appeal, Inc. on March 2 to ask what can be done to patch our worst problems. Trotman was contacted by e-mail on March 14, 2016 and told of the contact. She was asked to find out if there are other vendors who might make bids for this kind of work.

We will contact North Florida Asphalt about making repairs, over-paving, doing repaving in sections, and the complete repaving estimate.

ACC Report - Carmen Pulido has sent her report to the Board. There have been two projects by the ACC. ACC volunteers are listed. The report is posted just below meeting adjourned on this agenda.

A question was raised by Walter about what is being done about violations of the Covenants in regards to aesthetics of homes. The Board is reviewing BFCA rules to be placed on the website.

Questions remain about how to notify homeowners of possible rules violations.

Pond Committee Report - There is no Chair of the Pond Committee. It is made up of Jill Harper, Charlotte Hicks, and Debbie Taggart. The report was submitted by Dr. Sean McGlynn, of McGlynn Labs, who has our contract for pond maintenance. The current problem is algae. It will require three treatments at a total cost of \$900. This is included in our contractual agreement. A cypress tree in the small pond is coming back slowly. If it dies, he thinks it could be trimmed and would be an excellent location to place multiple wood duck boxes. A single baffle on the tree would protect multiple nesting sites.

Property Management Report - The Board did not accept the property management report due to a miscommunication that resulted in the misstatement of facts.

F. Willes posed the Board questions about the fee charged homebuyers for the status of fees owed the BFCA. The questions had been provided to FA&PM on 4/1/16 by e-mail. If she gets the status of any BFCA lien (There are none.) and current assessment status on a property in BFCA, from us for free, why does she charge a buyer up to \$300 for that information? She reported that there is a lot more involved than just writing a letter and adding the numbers into the text.

F. Willes asked who should be financially responsible for trees from private lots that fall onto our roads? Our arborist, Sam Hand said that the law had changed and trees on private property that fall onto the roadway are the responsibility of the homeowner. The group thought it best to remove a downed tree for safety reasons and do that at Association expense. We will look into having trees that threaten our roads evaluated. Perhaps we can be more proactive in managing our trees.

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

Tom McMullen said that he is new to the community but was told by someone not to go out onto the island. Karen Willes explained that there is a pair of aggressive geese with four eggs that they will vigorously defend. Whoever had discouraged going to the island had safety in mind.

**The meeting was adjourned** at 8:09 P.M by a motion passing with votes of approval by Cc Gregg and F. Willes.

**The next scheduled Board of Directors meeting is Thursday, June 2, 2016 at 6:00 at the Jack McLean Community Center.**

**ACC Tracking Log 2016 - Rewritten for Format**

Date Received - 2/29/16, ACC Request - Deck/gazebo replacement, Address - 2776 Red Maple Ridge (Mark and Midori Okasako), Who Reviewed Request - Senra, Harper, Pulido, Comments - none, Approved or Denied - Approved, Date ACC Approved - 3/1/16

Date Received - 2/17/16, Requested Action - Variance request of build house on empty lot, Address - 2775 Red Maple Ridge (Will Lasley), Who Reviewed Request - ACC forwarded to Board, Comments - Variance approved by board on 3/17/16, next step for homeowner is to submit complete site plans to ACC, Approved or Denied - Variance approved by board, Date ACC Approved - n/a

Rotating ACC Members: Fernando (Fern) Senra, Jill Harper, Marilyn Cain, Linda Palmer, Sheila Smith, Lisa Nickerson

ACC Chair: Carmen Pulido

**The following list is what the Board sent to the Mr. Earl, requesting that repairs be made.**

**On Brookside Blvd.**

1. Just past 1852 Brookside Blvd (before the Blairstone Forest entrance) the long narrow patch of previous utility work reaching across the entire road should be leveled out.

Completed!

2. At 1744 Nestlewood Ln. (Corner of Nestlewood and Brookside Blvd.) two water line valves need to be leveled with the street. The sewer manhole cover could be leveled with the street. The 5'x4' hole is the result of digging by the private contractors on a City project and needs to be patched! When that is done, the sewer manhole cover on Brookside could be smoothed over.

**Turn right onto Nestlewood Lane.**

3. Between 1742 and 1740 Nestlewood Ln. the previous utility repair should be leveled and smoothed.

4. In front of 1740 Nestlewood Ln. the previous utility repair should be leveled and smoothed.

5. In front of 1732 Nestlewood Ln. the sewer manhole cover needs to be lowered and that area leveled.

**Go back and turn right onto Brookside Blvd.**

6. On Brookside Blvd. in front of board walk entrance the sewer manhole cover is low. It should be raised and leveled.

7. Just past the boardwalk entrance, extending past the transformer on the left, at least 5 water line repairs are uneven and need to be leveled and smoothed out. Before that is done the sewer manhole cover past the transformer should be lowered.

**Turn right onto Harvest Place.**

8. In front of 1754 Harvest Place the old utility patch in front of the driveway needs to be smoothed out to the quality of the patch before the sewer manhole cover.

**Go back and turn right onto Brookside Blvd.**

9. In front of 1751 Brookside Blvd. where there is a utility repair patch beside the sewer beside the road the patch has sunk and needs to be leveled.

10. In the right side of road in front of 1747 Brookside Blvd. the square indention was made by a contract company doing City electrical work (at the same time as the hole at Brookside and Nestlewood) and it needs to be leveled. **Completed!** by R.A.W.

11. In front of 1743 Brookside (corner of Silverwood and Brookside) 2 water line valve caps need to be leveled. The one to the right is too high and cars knock the cap off. The one to the left need to be raised to level. The sewer manhole cover needs to be raised and leveled. [ONLY The utility patch with white lines and 2 Xs needs to be leveled and smoothed out. **Completed!**]

12. In front of 1734 Brookside Blvd. the sunken sewer manhole cover with the large irregular patch job needs to be leveled.

13. In front of 1731 Brookside Blvd. the sewer manhole cover and two water main valves all could be leveled and smoothed out.

14. In front of 1724 Brookside Blvd. the sewer manhole cover could be smoothed and leveled.

15. In front of 1713 Brookside Blvd. sewer manhole cover needs to be lowered and smoothed over.

16. Between 1709 and 1711 Brookside Blvd. the sewer manhole cover needs to be lowered and leveled.

17. In front of 1705 Brookside Blvd. sewer manhole cover is sinking. It needs to be raised and leveled.

**Go back toward Blair Stone Road and turn left onto Silverwood Dr.**

18. In front of 1744 Silverwood Dr. the sewer manhole cover repair needs to be leveled. This project is underway as of 3/10/16. **Completed!**

19. In front of 1738 Silverwood Dr. the previous utility patch has sunk AGAIN and needs to be filled and leveled.

20. In front of 1733 Silverwood Dr. the previous utility patch has sunk and broken up. It needs to be filled and leveled.

21. The sewer manhole cover in the Silverwood Dr. and Red Maple Ridge intersection has been leveled and needs paving. This project is underway as of 3/10/16. **Completed!**

22. In front of 1730 Silverwood Dr. the sewer manhole cover has sunk. It needs to be raised and leveled.

23. In front of 1720 Silverwood Dr. 3 water main valves have sunk and need to be raised and leveled.

24. Beside the 1720 Silverwood Dr. mailbox the previous utility patch is very uneven. It needs to be leveled and smoothed out.

25. Between 1716 and 1718 Silverwood Dr. the sewer manhole cover is raised. It needs to be lowered and leveled out.

26. In front of 1712 Silverwood Dr. the previous utility patch has sunk and needs to be leveled.

27. Opposite 1712 Silverwood Dr. the "previous" utility patch on the south side of the road needs to be raised. It looks like it was missed previously.

28. In front of 1713 Silverwood Dr. the utilities repair patch has sunk. It needs to be raised and leveled.

29. In front of 1703 Silverwood Dr. the sewer manhole cover patch has a broken surface. It needs to be repaired.

30. In front of 1693 Silverwood Dr. the sewer manhole cover is raised. It needs to be lowered and leveled.

31. In front of 1669 Silverwood the previous utility repair patch needs to be raised and leveled.

32. Between 1680 and 1678 Silverwood Dr. the sewer manhole cover is raised. It needs to be lowered and leveled.

33. In front of 1670 Silverwood Dr. the sewer manhole cover is raised. It needs to be lowered and leveled.

34. In front of 1669 Silverwood Dr. the previous repair patch, to the right of the sewer manhole cover, needs to be raised and leveled.

**Continue on the way out and turn right onto Red Maple Ridge.**

35. In front of 2774 Red Maple Ridge, on the opposite side of the road, the repair patch needs its edges smoothed out.

36. In front of 2776 Red Maple Ridge the sewer manhole cover needs to be lowered and smoothed out.

37. Between 2776 and 2778 Red Maple Ridge the previous utility patch needs leveling and smoothing.

38. In front of 2780 Red Maple Ridge the sewer manhole cover has sunk. It needs to be raised and leveled.