

**Blairstone Forest Community Association**  
**2017 Annual Meeting Agenda - January 26, 2017**

Reception at 6:30 P.M.

Presentations at 7:00 P.M.

Annual Meeting of Homeowners at 7:30 P.M. - 9:00 P.M.

Board Members - Cainnon Gregg, Jane McElroy, Fred Willes

6:30 P.M. Reception with Refreshments

7:00 P.M. LCSO Deputy Jessica Ikner - Neighborhood Crime Watch

Presentation of BFCA NCW Block Captains - Jim Brock

Call for all Ballots and Proxy Ballots to be turned in

7:30 P.M. Annual Meeting Called to Order

Introduction of BFCA Board of Directors and Officers

Floor Nominations for Board of Director

Annual Reports

President's Report - Fred Willes

Treasurer's Report - Jane McElroy

Election of a new Board Member

Vote to Amend BFCA By-Laws, Article V, by adding a Section 3

Straw Poll about amending By-Laws and Covenants

Questions and Concerns

2017 Board of Directors Meeting Schedule

Thursday, February 2, 2017

Thursday, April 6, 2017

Thursday, June 1, 2017

Thursday, August 3, 2017

Thursday, October 5, 2017

Thursday, December 7, 2017

All meetings in 2017 will be held in the meeting room at the Hilaman Golf Course at 2737 Blair Stone Road at 6:00 P.M.

Websites - [www.blairstoneforesthwa.com](http://www.blairstoneforesthwa.com) and [www.Nextdoor.com](http://www.Nextdoor.com)

## Contents

Agenda	1
Contents	2
Association Manager's Report	3
President's Report	
2016 Activity	4
Items Pending	7
Storage Locker Inventory	9
Inventory Elsewhere	10
2017 Proposed Budget	11
Draft of Election Procedures	12
Architectural Control Committee Report	15
Grounds Report	16
Neighborhood Crime Watch Report	16
Treasurer's Report	18

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Blairstone Forest Community Association  
Management Report January 2017

We are pleased to have been selected to provide the management services for BFCA on November 1, 2016. In that time, the following information illustrates some of matters we have worked on for the Association:

- Met with Fred Willes, the Board President, regarding transfer of records, review trees and boardwalks requiring bids, and general transitional information.
- Work with the Board in coordination between management and the bookkeeping office.
- Establish records for BFCA
- Invoices - mail out
- Annual Meeting notices and materials - two mailouts
- Obtain bids for removal of trees
- Obtain bids for the repair/replacement of boardwalks
- Replacement of the damaged portion of the perimeter fence and removal of small fallen tree in that area
- Attended Board of Directors meeting
- Receipt of incoming ballots and proxies for the Annual Meeting

Sincerely,

Colleen "Kelly" Rojas, CAM

President's Report to the  
Blairstone Forest Community Association  
at the 2017 Annual Meeting

In the past year, the Board of Directors has on behalf of the Blairstone Forest Community Association been responsible for the following actions:

Selecting Board officers - President, Vice-President, Treasurer, and Secretary, and appointing Chairpersons for the Architectural Control Committee, Welcoming Committee, Grounds Committee, and LCSO Neighborhood Crime Watch,

Provided support to the Architectural Control Committee in their approving plans for a home constructed at 2775 Red Maple Ridge,

Provided support for establishing the LCSO Neighborhood Crime Watch,

Provided support for a Grounds Chairman's project requests,

Resurfaced the roads,

Prior to the resurfacing, several meetings with the City of Tallahassee staff and their subcontractors requesting that they make repairs to our roads damaged City repairs to infrastructure,

Addressed numerous requests for waiver of late fees on 2016 assessments,

Filed 12 liens to recover money owed to the Association by homeowners due to delinquent assessments and fines,

Recovered \$3,700 from those liens being settled,

Produced and mailed quarterly courtesy notices about the pre-pay of the 2017 assessment (Those included past dues and fines owed.),

Speeded-up the process for approving and posting Board Meeting Minutes - making Board actions more transparent,

Added documents to the online meeting agendas and minutes,

Cainnon Gregg has served as our webmaster for [www.blairstoneforesthwa.com](http://www.blairstoneforesthwa.com) and as our contact to the webmaster at [www.nextdoor.com](http://www.nextdoor.com),

Defined the Board Policy for dealing with trees, and posted that to the website,

Refined the form for removing trees, and posted that to the website,

Defined the Board Policy for addressing violations of the BFCA Tree Policy, and posted that to the website,

Reduced the time for action by the Board of Directors regarding trees, two of which were real emergencies,

Approved every properly submitted tree removal form,

Met with tree removal companies and Sam Hand about tree issues multiple times,

Intervened to stop a tree company from removing trees that had not been approved,

Rewritten the Blairstone Forest Community Association Rules, including notes on how to address rule violations, and posted that document to the website,

Hired a new Association Manager, Kelly's Association Management, owned by Kelly Rojas, as of November 1, 2016,

Hired a new bookkeeper, Kristi Clary,

Updated our liability insurance policy to include theft coverage for our bookkeeper, as required by FS 720.3033 (5), as pointed out by our new Association Manager,

Made an inventory of BFCA property and records kept in a storage facility, CubeSmart, at 7963 Apalachee Parkway,

Switched to a smaller, less expensive storage locker,

Changed the lock on the BFCA P.O. Box, due to a missing key,

Removed trees that completely blocked Brookside Blvd. west of 1720, before sunrise, on the morning after Tropical Storm (here) Hermine passed,

After Hermine, removed 12 standing trees from Common Lands that posed immediate threats to homeowners and private property (One of those was on adjacent land but a threat to our fence. It was removed at no expense to the BFCA.),

Removed downed trees from Common Lands to provide homeowner access to the ponds and boardwalks,

Held a tree removal company accountable for damage to our fence at the intersection of Brookside Blvd. and Silverwood Dr.,

At the request of the Grounds Chair, replaced the dog-waste/trash stations beside the ponds,

Responded to homeowner requests for action regarding: unattended bonfires, damage to Common Lands facilities, tree concerns, concerns about the improper removal of trees, potentially abandoned vehicles, real and potential threats posed by trees on common lands, work being done in violation of ACC review and approval, issues dealing with the actions or inactions of neighbors that were deemed a problem by a homeowner, status of assessment accounts, parking concerns on private property and Common Land,

Reminded homeowners about the prohibition of signs, other than ones about the sale or rental of the property, being displayed,

Removed, at no cost to the Association the unsafe boardwalk between Silverwood Dr. and the pond that was beside 1721 Silverwood Dr.

Redirected the time of our lawn maintenance company to help with post-Hermine cleanup around the ponds, and to clear shrubs and vines from the lot north of Brookside Blvd. to improve our vision back up Blair Stone Road,

Made repairs to boardwalks and fences,

Have directed our Lawn Care provider to cut shrubbery in lot north of Brookside Blvd. to improve vision,

Made inquiry to City to possibly assist in cost of maintaining/replacing our noise abatement fence along Orange Ave.,

Addressed, through the Tallahassee Police Department and then Tallahassee Code Enforcement, an occupied dwelling without utilities (While time consuming, it resulted in a \$150 fine to the homeowner, if the utilities are not connected within 30 days, or the occupant evicted, and no resolution of the matter. TCE has no authority to evict such an occupant.) Our Attorney, Patrick R. Frank, Esq., has contacted the homeowner to find a more acceptable resolution to the matter, [This ends our legal quest for a favorable solution to the matter. It is now in the hands of the homeowner.],

Worked with our Attorney, to address problems confronted in doing Association matters involving money owed, property closing cost fees, the change of Association Managers, numerous questions of the propriety of intended or potential Board actions,

Planned for the 2017 budget, including saving \$6,500 for the next road resurfacing,

Mailed, before December 1, 2016, the notice of 2017 assessments, as required by the Covenants,

Conducted the election of a seat on the Board of Directors,

Organized the Annual Meeting of January 26, 2017,

Our pond manager, Dr. Sean McGlynn quit,

Had dead/damaged limbs removed from over roads,

Had seven dead, damaged, or uprooted trees removed from the long boardwalk area,

Replaced the fence opposite 1722 Brookside Blvd that was destroyed by the tree that fell.

#### Items Pending

- File liens on February 1, 2017 for unpaid 2017 assessments.
- We have two sections of road that need paving - Red Maple Ridge and Brookside Blvd. from Blair Stone Road to the cement entrance. We are considering paving over the cement.
- Make repairs to boardwalk, already approved by Board -- We need relatively minor boardwalk repairs done.
- At the same time that the boardwalk repairs are made, we need two split rails replaced along Brookside Blvd. at Nestlewood Ln. It will take 11' rails that may need to be trimmed to fit. The previous work was jury-rigged and is an annoyance for doing the replacement. The rails may be either cedar or pressure treated pine.
- We have two estimates for installing replacement boardwalk beside 1721 Silverwood Dr. It is to install approximately 90' of boardwalk. It is the pathway between Silverwood Dr. south toward the pond. We would like this to be as level as possible. It did not have a railing but we are

interested in the estimate to install the boardwalk both with and without a railing.

- Between 1722 and 1724 Brookside Blvd. there is a deck at the edge of the pond. This is directly south across the ponds from project number one. Secure estimates on a boardwalk approximately 20' long that would connect the deck to the "level" ground west of the deck, behind 1722. The boardwalk would be as level as possible and tie into the deck or one of the steps on the deck. We would like the estimates to be done both with and without a railing.
  - We will need to replace at least one section of the boardwalk beside 1724 Silverwood Dr. We have two estimates for that work.
  - We have two estimates to make the entrance to the boardwalk behind 1743 Nestlewood Lane more user friendly, including a handrail installed that would come up from the boardwalk to the road.
  - Secure estimates for removing the wax myrtles on the north side of Brookside Blvd. between Blair Stone Road and out entrance. That estimate should include planting a few azaleas to go with what is there. They will form an azalea hedge. We would be interested in having lariope, like near the divided entrance, spaced beside the road, as they are nearer the divided entrance.
  - Have signs made to warn about slippery boardwalks, no swimming and no fishing in the ponds. The request for estimates is with our Association Manager.
  - We have asked the Association Manager to help find a suitable guard rail or warning for Brookside Blvd. on the curve.
  - Depending on the results of the Straw Poll at the Annual Meeting, begin the process to amend the Covenants and the By-Laws.
  - At the October Budget Meeting for the 2018 year, assess the possibility of reducing the annual assessment.
  - Continue to recover any missing BFCA Board Meeting minutes to be loaded to the website. Back up all records there on an annual basis.
  - Decision on continuing lawn care at about \$4,000/year.
  - Decision on pond support.
-



## Inventory of BFCA records and property

### BFCA Storage Locker Inventory

As of December 3, 2016

1 Canvas Map of the property

Plans for the Observation Deck at the SE corner of the big pond

Paving, Grading, and Storm Drainage Map

Sanitary Sewer System Map

Flood Plain Map

'91-'94 Storm Water Permit

1 White Notebook

9 No Trespassing Signs

1 No Fishing Sign

1 Red Hose

1 Black Hose

4 Board Meeting Signs

1 wooden A Frame sign holder

1 plant/shrub pry removal tool

1 Two Drawer File Cabinet

1 Pump Timer

Letter size Hanging Folders

1 Three Drawer File Cabinet

1 Bag of washers and plastic fittings

1 plastic box that contains written BFCA records for 2009 - 2015

1 plastic box of financial records from 2009-2015

1 empty plastic storage box

### Inventory Elsewhere

- 2 Board Meeting Signs - at Jane's house
- 2 Boardwalk Closed signs - in use or Fred's house
- 1 Engineering Map of the Lots - Fred's house
- 2 orange cones - Fred's house
- 1 plastic box containing BFCA records for 2016 - Fred's house
- 1 Roundup sprayer - at Justin Green's house
- 1 metal detector - at Cainnon's house
- 1 Storage Locker key - at Cainnon's House
- One set of all keys (storage locker, pond pump, and P.O. Box) at Fred's house
- One set of pond pump and power keys - held by Jill Harper, 1709 Silverwood Dr.
- 1 P.O. Box key at Jane's House

### With Kelly's Association Management:

- 1 folder of, what purports to be, the originals for our Incorporation, Covenants, and By-Laws,
  - 1 folder with the conservation easement papers for the common land around the houses in BFCA, Apalachee Land Conservancy Deed for our Common Land
  - 1 folder with copies of the original Mad Dog Design and Construction Company, Inc. land purchase for the BFCA, and supporting engineering drawings.
-

## 2017 Proposed Budget

1.	Fixed Costs -	
	a. Utilities,	5,200
	b. Ponds, algae treatment	?
	c. Association Manager,	3,000
	d. Bookkeeper,	1,440
	e. Website,	197
	f. CubeSmart, for H 1	(0 in 2017), \$515
	g. mailings,	900
	h. lawn care,	3,978
	i. Income Tax forms,	550
	j. Attorney fees,	3,000
	k. Post Office Box rental,	70
	l. Backflow inspection,	35
	m. Liability Insurance,	4,335
	n. Rental of Hilaman Mtg Site	300
ESTIMATED TOTAL of FIXED COSTS		(plus ponds) 23,005
2.	Reserve funds	20,000
3.	Resurface Red Maple Ridge and Front	13,020
4.	Filing fee for liens	510
5.	Set aside for future roads	6,500
6.	Place "guard-rail" on Brookside Blvd.	
7.	Put up new warning signs for boardwalks, no fishing, and no swimming	
	Pay for replaced fence	350
8.	Replace tree damaged boardwalk	5,300
9.	Replace 90' brdwalk. beside 1721 Silverwood	5,125
10.	Likely tree removal cost - estimated -	10,000
11.	Invasive plant eradication	
12.	Maintenance/repairs on boardwalk and rails	
13.	Install railing at front boardwalk OR Terrace the area up from the boardwalk	2,695
14.	Install approximately 20' boardwalk near deck	2,695
15.	Reinforce asphalt along shoulders	
16.	Wash and paint decking on all boardwalks	
17.	Repair root supports beside roadways	

## **Blairstone Forest Community Association**

### **Election Procedures**

#### **The Rules**

- Homeowners are entitled to as many votes as lots they own.
- Board members need not be homeowners.
- Board members must be current on assessments or fines.
- A quorum is 30% of eligible voters.
- Only homeowners are entitled to vote. A homeowner is defined as having one's name on the deed, as shown on the Leon County Property Appraiser website.
- No person owing money to the Association is eligible to vote, and does not count against determining a quorum.
- Proxy papers may be copied by anyone.
- Ballots may not be copied.
- All ballots are due before the start of the Annual Meeting.
- All proxy ballots are due after floor nominations close.
- Any proxy ballot may be recovered until the start of voting. If that is done, the eligible homeowner is entitled to complete a ballot in the same manner as one submitting a replacement ballot.
- Any ballot may be returned for replacement, upon request. Doing so does not alter the time the ballot is due.
- Only one ballot, or proxy ballot, may be used. If more than one are submitted, for the same homeowner, all ballots and proxy ballots for that person are thrown out.

#### **The Procedures**

Anyone may nominate herself/himself to run for a position of BFCA Director. One need not be a resident of BFCA or a homeowner (BFCA By-Laws - Article IV, Section 1).

The Board will create a Nominating Committee to recommend at least as many persons as there are vacancies occurring as of the Annual Meeting. The Chair will be a Director and there will be two additional BFCA homeowners. The Nominating Committee must provide the name(s) of candidate(s) for Director before December 15.

Persons who are entitled to vote are: homeowners (defined as the name, or names on the deed, as posted on the Leon County Property Appraiser website) - which is the legal definition of "homeowner" AND who are current on all money owed the BFCA - which was done by Board vote February 2, 2016 under the authority of the BFCA By-Laws Article VII, Section 1, Paragraph B. Any ballot or proxy ballot received from a homeowner owing money to the Association AT THE TIME OF THE ANNUAL MEETING shall not be counted. Each homeowner gets one vote for each lot owned. The two houses built on 1.5 lots entitle those two homeowners to 1.5 votes, if they are willing to give up their right to a secret ballot. Otherwise, they each get one vote.

If a homeowner arrives before the start of the meeting with payment for all money due the Association, the Treasurer will confirm that the payment is at least the amount owed is being made, and that homeowner shall be entitled to vote and be nominated for the position of Director. If the full amount owed is not paid, one cannot vote.

The ballot and proxy ballot will be mailed to homeowners, not later than January 1.

The election of a Director shall be by secret ballot. Votes and Proxy Votes will be counted. The winner for any seat shall be the person receiving the most, plurality not majority, votes. No cumulative voting is permitted (BFCA By-Laws Article V, Section 2).

No ballots or proxy ballots will be accepted after the published start time of the annual meeting.

For any vote taken to be valid there must be a quorum (BFCA By-Laws Article III, Section 4). A quorum means that 30% of BFCA voters must be present - in person, by ballot, or by proxy. With 131 lots, that means a quorum is 44 people/votes/proxy votes. If some are ineligible to vote the quorum number would be reduced to reflect 30% of the number of eligible voters.

There may also be nominations from the floor at the annual meeting (BFCA By-Laws Article V, Section 1). The following procedure will be used.

1. At the beginning of the meeting the President will ask if anyone wishes to nominate someone not already on the ballot for service on the Board of Directors.

2. The name(s) of any new nominee(s) will be posted. To cast a vote for anyone whose name is not printed on the ballot one must write that name in on the line provided.
3. Anyone who has not yet voted, may use blank ballots and envelopes available at the balloting table. If there is anyone who wishes to change their ballot, they may complete the ballot process for the new ballot and write REPLACEMENT on the exterior of the envelope.
4. There may be a break so all of this may be done.
5. Completed ballot envelopes are dropped in the ballot box. There should be two people to open and count ballots. Those individuals will be appointed by the President. The Association Manager will sit in as an observer. One person will confirm the address on the outside of the envelope so multiple votes for one address do not occur. The list of addresses and owner's names will be set up with a column to check off receipt of a ballot, and another column if there is a replacement ballot. This keeps everything accounted for.
6. The holder of any proxy ballot(s) must designate how those are to be recorded and submit them at that time.
7. One person will call out the name to the other person who will checkmark it on the list. Then, the ballot is opened and place face down on the table. After all ballots are received and opened, the ballots will be shuffled. The ballots will then be turned over and votes registered. Proxy ballots will be tallied in the same manner, except no secrecy is needed. Both people will tally the votes to confirm the count, and the winner will be announced.
8. If there are a lot of ballots, this will take a fair amount of time.
9. A hand-written tally of total votes for each candidate will be presented to the President as soon as the votes have been counted and noted.

If the vote ends in a tie for Director, we will resolve that as Florida does, with a coin toss. A re-vote is prohibited by the By-Laws. As the voters expressed no preference for the top two, the coin toss is fair to all. The person with, alphabetically, the first last name shall call heads or tails before the coin toss. The toss will be made by one of the BFCA Officers.

All proxy ballots and ballots to amend the By-Laws or Covenants are not secret ballots. They must be signed and dated by the

homeowner(s). They are handled and counted in exactly the same way as secret ballots for a Director.

Any ballots or proxy ballots for amending the By-Laws or Covenants may be mailed to the Association or brought to the meeting. Amending the By-Laws requires a simple majority of the quorum (BFCA By-Laws Article XIII, Section 1). Amending the Covenants offers two levels of voting. If all three of the Directors favors the amendment, 75% of all homeowners eligible to vote must approve the amendment. If all three Directors do not approve the amendment, it takes 80% of all homeowners eligible to vote to approve the amendment. Either way, those must be turned in to the Association Manager before the designated start of the Annual Meeting, or the special due date of that election.

All ballots and proxy ballots are to be kept with Association records for seven (7) years. Any ballots or proxy ballots for amendments to the BFCA By-Laws or Covenants will be kept in perpetuity.

#### The Blairstone Forest Community Association Architectural Control Committee Report

The services of the Architectural Control Committee of 2016 were provided by Carmen Pulido - The Chair, Fern Senra, Jill Harper, Lisa Nickerson, and Sheila Smith. We worked with the owner and builder to approve the construction of a new home in Blairstone Forest. We approved numerous requests for homeowner projects from driveways to repainting of houses. Those approvals are found in the bi-monthly Board meeting minutes. Carmen Pulido is stepping down as Chair of the ACC. Fern Senra has indicated his willingness to take on the responsibilities as the ACC Chair. Anyone else interested should contact the Board through the "Contact" on the website.

Blairstone Forest Community Association Grounds Report -  
Submitted by Justin Green, Chair. Future Common Land issues  
that need our attention are:

- Addressing dangerous trees in common and homeowner property
- Managing forest to keep natural look and feel but maintaining forest health, airflow, utility and aesthetics
- Manmade wood infrastructure should be maintained. Boardwalks, bridges, and fences require pressure washing and painting/staining otherwise will become eyesores and need to be replaced more frequently
- Volunteer work days have been very successful and grounds committee is always looking for ideas for future grounds projects.

The Neighborhood Crime Watch Report is submitted by Jim Brock, Chair.

The committee consist of five committee members and the Chairman. The Members are: Mark Okasako, Llona Geiger, Sam Rouslin, and Mike McCrea. The registration of the community is virtually completed. We have approximately 96 residents participating as members of Crime Watch, approximately 10 members yet to be contacted, 6 residents choosing not to participate and are Non-Members. However, Non-Members are welcome to join the Crime Watch at any time in the future.

The community is organized in twenty-four blocks consisting of from 8 to 3 residential lots per block. This is based on observable residents of the block from each resident. There are 24 Blocks, ultimately, each with a Block Captain. Block Captains assignments are yet to be completed but a number have been appointed and some are in attendance to night. Pamphlets have been distributed to each member. Information on what Crime Watch is, and is not is presented with the official phone numbers. First there is 911 for immediate emergencies. Second is (850) 606-5800, the Consolidated Dispatch Agency manned 24 hours per day for those instances when alerts are presented by the members of Crime Watch to a Sheriff's Deputy for consideration in how to handle the incident reported. This action is vital to resolve the incident in the most appropriate manner, while keeping the member informed of the resolution. Third is (850) 606-3300 for the member to request a vigilant observation of their home while they are away, along with a point of contact where they may be reached. A deputy will be assigned to check the property during their absence and inform the resident of any



observed evidence of possible intrusion, when observed. This is a very important aspect of being a member of the Crime Watch in Blair-stone Forest.

Crime Watch depends on each individual member reporting all suspicious activity to the Sheriff's Office when observed. Our Motto is When we see something, we say something. The resolution of these reports will serve to prevent suspicious activity from becoming an incident in many cases, and will set the members mind at ease in others. Everything reported to the Sheriff's Office becomes part of the record and thus a statistic for analysis of activity in the neighborhood. Reported incidents show patterns of activity that is important to the Sheriff's Office in its analysis. Our hope is there are no reports necessary, however, we can feel better served by the Sheriff's Office when we have them available in an organized manner in our proper reaction to those incidents which might occur in the future.

We thank the Sheriff's Office for this opportunity to partner with them in the protection of our neighbor-hood in this very important endeavor.

Accrual Basis

**Blairstone Forest Community Association, Inc.**  
**Balance Sheet**  
 As of December 31, 2016

	Dec 31, 16	Dec 31, 15
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
Cash & Cash Equivalents		
Operating Account		
Checking	19,237	25,041
Money Market	11,046	11,035
Savings	7,584	10,080
CD 50 (4 yr 3.08)	4,926	4,860
CD 51 (4 yrs)	4,926	4,860
CD 52 (4 yrs M=3/08)	4,926	4,860
Total Cash & Cash Equivalents	52,645	60,736
Total Checking/Savings	52,645	60,736
Accounts Receivable		
Homeowners Dues	12,032	22,751
Total Accounts Receivable	12,032	22,751
Other Current Assets		
Deposits Paid	1,025	1,025
Undeposited Funds	12,225	20,821
Total Other Current Assets	13,250	21,846
Total Current Assets	77,927	105,333
Fixed Assets		
Fixed Assets, Net of Depr.		
Fencing	4,449	4,449
Signage	4,515	4,515
Accumulated Depreciation	-6,583	-6,238
Total Fixed Assets, Net of Depr.	2,381	2,726
Total Fixed Assets	2,381	2,726
<b>TOTAL ASSETS</b>	<b>80,308</b>	<b>108,059</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	0	-225
Total Accounts Payable	0	-225
Other Current Liabilities		
Unearned Income(Prepaid Dues)	54,570	41,100
Total Other Current Liabilities	54,570	41,100
Total Current Liabilities	54,570	40,875
Total Liabilities	54,570	40,875
Equity		
Retained Earnings	67,183	76,469
Net Income	-41,445	-9,285
Total Equity	25,738	67,184
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>80,308</b>	<b>108,059</b>

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Page 1 of 1

Accrual Basis

**Blairstone Forest Community Association, Inc.****Profit & Loss**

January through December 2016

	Jan - Dec 16	Jan - Dec 15
Ordinary Income/Expense		
Income		
Homeowner's Dues		
Dues	70,531	58,950
Collections Fees	1,704	160
Finance Charges	3,303	2,677
Late Fees	538	575
Total Homeowner's Dues	76,076	62,362
Total Income	76,076	62,362
Gross Profit	76,076	62,362
Expense		
Bad Debt	0	2,560
Bank & Credit Card Charges	25	0
Communications		
Newsletter	211	142
Website	216	194
Total Communications	427	336
Depreciation	345	321
Insurance		
Casualty Insurance	206	0
Directors & Officers	3,169	1,681
General Liability	1,753	1,800
Surety Bond	0	185
Total Insurance	5,128	3,666
Licenses, Permits, Taxes		
Dept. of State Filing Fee	61	61
Federal Taxes	0	11
Stormwater Permit	0	459
Licenses, Permits, Taxes - Other	35	0
Total Licenses, Permits, Taxes	96	531
Meeting Expenses		
Meeting Notices	141	465
Meeting supplies / food	185	197
Total Meeting Expenses	326	661
Office supplies	228	204
Postage, Delivery, Freight	848	106
Printing & Copying	175	143
Professional Fees		
Accounting		
Bookkeeping & Financials	7,357	5,626
IRS Prep	550	550
Total Accounting	7,907	6,176
Legal Fees	3,146	85
Property Manager Fees	3,075	2,700

Accrual Basis

**Blairstone Forest Community Association, Inc.**  
**Profit & Loss**  
January through December 2016

	Jan - Dec 16	Jan - Dec 15
Prop. Mgt. Collection Costs	200	485
Total Professional Fees	14,328	9,446
Rent	809	738
Repairs & Maintenance		
Grounds Improvement		
Entrance Way	0	3,373
Fencing	0	450
Total Grounds Improvement	0	3,823
Grounds Maintenance		
Boardwalk Repair	300	25,550
Capital City Lawn Care	3,519	4,391
Drainage - Other	3,250	0
Plumbing Repair	35	35
Pond Clean-up	0	1,750
Roads	65,450	250
Signs	0	1,336
Tree Service	17,000	9,950
Grounds - General Maintenance	558	458
Total Grounds Maintenance	90,112	43,720
Total Repairs & Maintenance	90,112	47,543
Utilities	4,888	5,530
Total Expense	117,735	71,786
Net Ordinary Income	(41,659)	(9,424)
Other Income/Expense		
Other Income		
Dividend Income	214	138
Total Other Income	214	138
Net Other Income	214	138
Net Income	(41,445)	(9,285)