

BFCA Board of Directors Meeting Minutes

Jack McLean Community Center

700 Paul Russell Road

6:00 P.M. Thursday, December 1, 2016

Annual Assessment payments are due, or must be postmarked by January 1 (Covenants Article VII, Section 6, C). There is a ten-day grace period (Article VII, Section 6, D). Beginning January 11 a late service fee of \$25/lot will be charged and a penalty of 18% simple interest on the outstanding balance, retroactive to January 1 (Article VII, Section 6, D). It is the responsibility of the homeowner to provide proof that the payment was made as required. The Board will be reluctant to waive the late fee and interest for late payment.

Board Members - Cainnon Gregg, Jane McElroy, Fred Willes

Call to Order - The meeting was called to order at 6:10 P.M. by F. Willes.

Present were Board Members Jane McElroy and Fred Willes, Secretary, Karen Willes, Association Members Jim Brock, Keith Tucker, Sue Dinges, John Dowler, Debbie Dowler, Association Manager, Kelly Rojas, and John Rojas.

Old Business

The Minutes of the October 6, 2016 Board Meeting were unanimously approved by email ballots on October 13, 2016.

New Business

www.blainstoneforesthwa.com update - McElroy announced that the Website is paid up for another year.

Tree Report - F. Willes -- After Hermine, six homeowners have submitted tree removal forms. All of them were approved. Some of that work has been done and some is yet to be done. The Association has had seven live trees cut down. Four of those had to be removed. The other three were dropped beside the standing snags. In addition, two dead standing trees on Common Land were dropped east of Nestlewood Ln. Two downed trees were removed from the fence on Brookside Blvd. Debris from downed trees was removed on the north side of the larger pond. Two downed trees across the boardwalk were removed and the boardwalk in that location was unhurt. Several downed trees were cut so

that the boardwalk could be rerouted around root balls. The tree company will return to remove the tree downed south of the island in the larger pond. That cost was \$8,500 for the tree cutting and removal + \$600 to cut up the trees blocking Brookside Blvd. the morning after Hermine.

After the work in the lot where the pump is located a, "widow maker" dead limb was found hanging in a giant water oak overhanging the house at 1731 Silverwood Dr. Association Manager, K. Rojas, called a tree service on our behalf. The life and property threatening tree was removed the next morning. As the company, Fielder Tree Service, was already here they took down a diseased tree hanging over Red Maple Ridge, a standing but uprooted tree at the end of Brookside Blvd., and removed a fallen tree from the fence along Brookside Blvd. where the fence is going to be repaired. That cost was \$6,150. The cost was so high because of the emergency nature of the visit, the tree company redirecting work crews, and the location of the big water oak.

We still have at least three standing trees, two live, that pose a threat to the boardwalk. Before the boardwalk is safe to walk on again, those must be dropped. We still need to have dead and damaged limbs over the road removed. The remaining tree projects are liability hazards that we must address.

Treasurer's Report - Jane McElroy reported that we recently received \$4,900 in 2017 and previous years' assessments. We have \$73,026.54 in our checking account. However, we have checks outstanding for \$65,450, \$6,150, and \$400. Our Money Market account contains \$8,545.48. Our savings account holds \$10,078.09. We have three CDs, each for 4,919.72 for a total of \$14,759.16.

Willes moved to allow the Treasurer to approve deleting interest on past due accounts up to \$10. There was no second. After McElroy explained that the motion was unclear, Willes moved to allow the Treasurer to approve deleting interest on past due accounts if the amount is \$10, or less. The motion was seconded. Under discussion Brock asked if that created a problem for the bookkeeper. It does not. The bookkeepers asked for this. D. Dowler suggested that the motion be amended to include "per account." The amended motion to allow the Treasurer to direct the bookkeeper to waive interest of \$10, or less, per account unanimously passed.

A vote was taken to define interest on outstanding assessments as being to the end of the nearest past month passed unanimously. This is being done to eliminate the problem of one getting a quoted payment and finding that the interest accrued in the interim.

We have two liability insurance policies. Association Manager, K. Rojas, pointed out that we are required to have liability insurance to cover our bookkeeper, in the event of fraud. We did not have that. Our liability policy now has 100% coverage of fraud liability on directors and bookkeeper. Officers are covered with liability insurance in carrying out their duties. A separate liability policy covers our Common Lands. The insurance company sent out an inspector in the process of rewriting our policies. He indicated that we need signs for the boardwalks and in the pond areas. We will need signs warning that the boardwalks are slippery when wet and warning that there is no swimming and no fishing in the ponds. There was discussion about what we want those signs to look like.

D. Dowler pointed out that in the event of an accident we would be less likely to be sued if there are signs posted. Brock suggested that the signs all be alike. We currently have green paint on yellow signs that are "Boardwalk Slippery When Wet." J. Rojas pointed out that red on white signs are more visible, and therefore, a better warning. He also pointed out that larger, "yard sign size" would be easier to see. F. Willes' thoughts about smaller signs that were less obtrusive was deemed inadequate. J. Dowler thought it would be nice if we could put those signs into frames. Brock pointed out that we don't need the same signs in all places, since part of the boardwalk is not at the ponds. There was a consensus that the signs should be of the same style and size, appropriate to what they are urging caution.

We will now look into the purchase and installation of appropriate signage.

Selection of new Neighborhood Crime Watch Chair - John McEachern resigned as Chair of the NCW on October 9, 2016. The organizing efforts were taken on by Jim Brock. Brock has produced a brochure outlining what our NCW is and maps dividing Blainstone Forest into pieces so block captains can be sought for each section.

Jim Brock was, by unanimous vote, appointed to be the Neighborhood Crime Watch Chair.

McElroy announced her resignation as treasurer as of January 31, 2017. K. Willes may not continue as Secretary.

One Director position will become vacant in January. The Association does not want Cainnon Gregg and F. Willes to be its only Directors. Thus far, no one has come forward to be a candidate for Director. That is why no ballot was sent with the assessments.

For a vote to take place at the Annual Meeting we need a quorum, defined in the By-Laws as 30%, or 44 people or proxies, of our 131 lots. Without a candidate, and a quorum, there would only be two directors. If they were unable to agree about officers, there would be none. The Association would be in gridlock. Without a way to resolve the matter, one or both might resign. In that, unfortunate event, Florida Statute 720.3053 requires the appointment of an Association Manager. That person would have all powers of the Board of Directors.

Brock announced that he would be a candidate for Director. If elected as a Director, he would transition out of being the NCW Chair.

Our By-Laws provide that if an officer, elected or appointed, steps down, or is removed, the Board can appoint a replacement, to fill the duration of that term. In the past, Boards have used that clause to appoint a Director for the full three-year term of the vacant seat. That power is not expressly granted to the Board. Homeowners will be sent a separate ballot, that would add a 3rd clause to By-Laws Article V, using the replacement language of Article VIII, Section 6, to make that practice legal. This amendment will insure that there can be three Directors. That ballot will be different than voting for a Director. That ballot is not a secret ballot because homeowners must sign to amend the By-Laws. Our By-Laws require a simple majority of votes, when there is a quorum, to make an amendment. If approved, the change in our By-Laws will be sent to Division of Corporations.

Road Resurfacing - Fred Willes

The previous resurfacing contract has been completed. Seven of the riser rings were not needed to raise manhole covers, or other water and gas valve covers, to the level of the new roads. The cost for those has been deducted from the cost of the paving project. The final bill was \$65,450.

While most comments were complementary, there were criticisms about the amount of drop-off from the road surface, particularly where people park inside the circle at the end of Silverwood Dr. and along the sides of Brookside Blvd. on the curve just past Nestlewood Ln.

Comments were offered to improve the safety, and reduce our liability for the drop-off along Brookside Blvd., just west of Nestlewood Ln. Brock suggested a guard-rail. F. Willes proposed reflectors. Dinges suggested a split-rail fence. This will require further study.

The road surface was raised by resurfacing over the existing road. It is especially high on Brookside Blvd. where extra asphalt was put down to eliminate/reduce the bumps in the previous road. In addition to smoothing out that part of the road, the higher road will better facilitate drainage. Part of the pothole issue in that section was due to water being trapped beside the asphalt, weakening the roadbed, and allowing the traffic to make it worse.

At the end of Silverwood Dr., the higher edge is being beveled by cars crossing the edge of the road to park. That process should continue. This is not seen as an issue to be addressed.

The paving company has been contacted about water creating standing puddles in front of 1740 Nestlewood Ln., at the manhole cover beside 1716 Silverwood Ct., and in front of the driveway at 1688 Silverwood Dr.

The estimate for the remaining two pieces depends on what we do with the front entrance. There are three options. 1. Pave from Blair Stone Road to the entrance cement and Red Maple Ridge. That cost would be about \$13,020, depending on the use of riser rings and the removal of a root and making a patch under the asphalt. 2. Pave the two sections above and rip out the concrete entrance and replace it with asphalt. That would cost about \$17,320, with the same two issues on Red Maple Ridge being the iffy matter. 3. Pave the two sections in #1 and pave over the cement in the entrance. That would cost less than removing the cement and paving. However, as the asphalt works down into the cracks in the cement, or the underlying cement cracks more, cracks will appear in the asphalt surface. Those cracks would only be cosmetic. The road surface would be secure. That would cost about \$14,000.

Dinges asked about what might be done regarding the current drop-off on the right side of the road at our cement entrance.

It depends on what we do with the entrance. F. Willes is not in favor of ripping out the cement and replacing it with asphalt. There are water lines beneath the cement. J. Dowler agreed, saying it might create more problems than it would solve.

Brock offered that we might request that the asphalt be beveled more at the transition to cement.

Since we do not have an estimate for paving over the existing cement, no action was taken. It does appear that paving over the cement will be the best option.

Rusty Pigott, of Pigott Asphalt & Sitework, has offered to complete the paving that we decide on as soon as he can schedule it, with payment being made January 2, 2017, when we can spend the 2017 assessment money. That work could be done before the end of 2016, depending on scheduling and weather. Brock did not think it proper to obligate the next fiscal next year's money in the current year. No action was taken.

F. Willes moved to dispose of documents older than seven years by shredding them. McElroy seconded the motion. F. Willes has reviewed some of the boxes of old records and McElroy reviewed the others. Our previous Property Manager, Joanie Trotman, reviewed all of them. The estimated shredding cost, if we deliver the documents to be shredded, is \$120. The motion passed unanimously.

ACC Report - Carmen Pulido has sent the following report to the Board.

ACC activity for September through November:

1. 1741 Nestlewood Lane, Mary Marotta - Paint house trim and door new color
2. 1709 Brookside Blvd., Fernando Senra - Paint house new color
3. 2776 Red Maple Ridge, Mark Okasako - Paint house new color

Pond Committee Report - The report will be submitted by Dr. Sean McGlynn, of McGlynn Labs, who has our contract for pond maintenance.

Your Lakes look very good right now. I like to save my time to concentrate on the bad times, like this spring when we had algae covering much of the lakes and I had to do repeated lake wide algae treatments. The algae seems to be under control, for now. We need to be thankful for that.

We need this rain very badly. It's helping your lakes that you can pump water into them. Hopefully the rains will return.

There are a lot of leaves floating in your lakes. That is normal. Maybe it will get cold too.

We plan to remove the dead and dying trees on the Big Lobe as soon as it gets cold and the tree sap goes into their roots and they drop their leaves. That seems to be about to happen now.

I would like to cut out the dead and dying trees on the island, but that might be left for next year. As there are more dead trees now on the big Lobe than previously. I thought that the sweet gum that fell into the lake after the hurricane would be removed by your contractor. It's still in the lake. Should we go ahead and remove that too?

You have really improved the lakes by trimming small trees and bushes in the common area. The lakes look better than ever.

You also cleaned out the flower boxes on the bridge. It's been so dry they could not be planted without irrigation or else someone would have to water them regularly. I think there will be enough rainfall over the winter to support some cold hardy annuals. Shall we try?

I still need to sample water quality at your ponds for this quarter. I should have those results by your next board meeting.

Welcoming Committee Report - Jaime Kimbrel wrote that they have nothing to report.

Grounds Committee Report - Justin Green had nothing to report. He has been posting projects and progress on Nextdoor.

Neighborhood Crime Watch Report - Jim Brock, Chair

Upon assuming the assistant role with John McEachern, Chairman, BFCA Crime Watch, I requested from Fred Willes the phone number of the Deputy Sheriff Jessica Ikner. I was given an appointment to meet with Deputy Ikner and we had a very informative conversation with multiple documents provided toward the formation of the Crime Watch under the Sheriff's Office.

I learned of John's resignation and was told by the President, Fred Willes, to continue in the assistant role and I did.

With the oversight of President Fred Willes, we now have a pamphlet prepared and published for the Crime Watch members, (residents of BFCA), a Crime Watch registry by address in the forest, a total of 24 blocks identified in the map of BFCA for each block captain, a block resident list for each block, with block captain.

There are a number of residents who have indicated they would like to work with the Crime Watch and with that assistance I hope to register the residents interested in the being members of the Crime Watch in the next couple of weeks.

There are still issues to be resolved as needed. We have a possibility of a texting system to keep residents informed of Crime Watch items of interest. I'm sure there are other areas where we can improve on security in the forest as well. Continuing issues of Crime Watch security hints are possible in the Firefly and on the website. These will be thoughtfully and expeditiously provided to members as time progresses.

With the interest shown in our initial release of some of the pamphlets and the desire of some to serve as members of a committee for the Crime Watch, I expect to have a completion of the formation of BFCA Crime Watch by the General Meeting in January. I would like to invite Deputy Sheriff Jessica Ikner to that meeting. Also, that would be an appropriate forum for our official introduction of those serving in leadership and as block captains.

The assistance I have had makes possible the expectation of a well-organized and effective BFCA Crime Watch for the residents of our forest community for the foreseeable future.

Jim Brock, Chairman BFCA Neighborhood Crime Watch

Brock has canvassed part of Silverwood Dr., to about 15 people. All but one person agreed to participate. He plans to have completed all the resident contacts by the meeting on January 26, 2017. He has copies of a color-coded map of the "blocks" for the block captains. It is an organized way to be aware of what's happening in the neighborhood.

Crime Watch Committee includes Sheila Smith, Sam Roulson, Llona Geiger, and Mark Okasako. Brock wants to be able to introduce block captains at the annual meeting on January 26, 2017.

Association Management Report - Submitted by Kelly Rojas

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Management Report

November 2016

We wish to thank the Board of Directors and membership for the opportunity to provide management services to Blairstone Forest Community Association. Our contract began on November 1st and the first order of business was to begin the familiarization process with Blairstone Forest procedures. Fred Willes, Board President, has invested a great amount of time guiding us through the intricacies and getting us acclimated. A heartfelt thank you goes to Fred for the time and effort he has invested in providing excellent information and guidance.

Fred walked us around some of the neighborhood areas requiring repair attention. He provided us with background and parameters for repairs.

She has estimates from Capital City Builders, Whitaker Construction, and Spartan have been requested for boardwalk repairs and construction and the fence repair.

Trees requiring attention/removal were addressed. With a large tree branch falling precariously, Fielder Tree Company was contacted for emergency services. They brought in a crane and took care of the large hanging branch and tree removal as well as addressing other tree and branch removals while onsite.

Proposals are being received for boardwalk repairs/replacement, fence repair, and rail repairs.

Tucker asked about a boardwalk extension of deck on the SE corner of the larger pond. He was assured that that project is out for bids. We will need a railing there.

Dinges asked about replacing fence where tree fell across it beside Brookside Blvd. K. Rojas has already gotten a quote for \$350 for that project.

The mail out of the invoices (provided by Kristi Clary, bookkeeper) along with copies of a letter from the Board of

Directors was completed before December 1, as required by the BFCA Covenants, Article VII, Section 6, Paragraph C.

Needed materials such as governing documents were obtained and provided to Management.

We look forward to working with the Blairstone Forest Community Association Board of Directors and members.

Kelly and/or John Rojas will be dropping by weekly to go through the neighborhood.

Concerns or Questions by Association Members

Thanks for the roads.

Halloween was nice. This was the first time, in the memory of anyone present, that there were children out trick-or-treating. J. Dowler expressed concern about speeding on Halloween, especially while children were walking in the streets that night.

The Meeting Adjourned - At 7:34 P.M. F. Willes moved to adjourn. It was seconded and passed with unanimous approval.

The next scheduled meeting is the Annual Meeting of the BFCA at 7:30 P.M. on Thursday, January 26, 2017 at the Myers Park Community Center.

The next scheduled Board of Directors meeting is Thursday, February 2, 2017 at 6:00 P.M. at the meeting room at Hilaman Golf Course. From the Forest, it is north on Blair Stone Road one-half mile on the right. All 2017 regularly scheduled Board meetings will be at this new location.