

BFCA Board of Directors Meeting Minutes

Hilaman Golf Course meeting room

2737 Blair Stone Road

6:00 P.M. Thursday, December 7, 2017

Board Members - Cainnon Gregg, Fred Willes, Justin Green

The meeting was called to order at 6:27, when a quorum was present.

Present were Board Members - Cainnon Gregg and Fred Willes, Treasurer, Karen Willes, and Association Members - Lynda Davis, Sue Dinges, Llona Geiger, Jana McKinnon, Mike McKinnon, Frank Roycraft, Keith Tucker, and Bill Walter.

Old Business

The minutes of the October 5, 2017 Board meeting were approved with Green and Willes voting to approve, via email voting, on October 7, 2017. Gregg did not attend the meeting and did not vote on approving the minutes.

The minutes were amended, on the advice of our bookkeeper, to reflect the total possible revenue from assessments. The number of persons paying was changed from 125 to all 131 lots. The total revenue and amount in the Contingency Fund were changed to reflect that change. The amended minutes were approved with Green and Willes voting to approve, via email voting, on October 10, 2017. Gregg did not attend the meeting and did not vote on approving the minutes.

2018 Assessment Notices sent out as required, on or before December 1. Over 100 went via email, with the Association saving the cost of a USPS mailout.

Report on projects already undertaken - F. Willes

The road shoulder work on Brookside Blvd. is underway. The weather and a construction issue with buried cable has delayed completion. We may put back a few of the reflectors. Bill Walter thought the reflectors are unattractive and will no longer needed.

Gene Wilson suggested putting down oyster shells along the pond pathway to stabilize the soil. The Lake Doctors agreed that would be an excellent way to help slow erosion into the ponds. Jana McKinnon asked if the oyster shells were a problem for dog feet. We will make inquiries about that. It was suggested that

perhaps crushed shells would be a better option. Cainnon Gregg is looking into sources for oyster shells.

We have a permit to have carp placed in the ponds. It will likely not happen until February. As soon as we have the final estimate on the boardwalk repairs and construction we will proceed with installation of two aerators in the ponds. Llona Geiger and Sue Dinges expressed concerns about the roots in the foot path and on the island. We will look into things that may help make the foot path safer and help stabilize the erosion taking place. Geiger suggested that wood chips might help with both issues. She suggested that we could have a work day and spread chipped wood. The Lake Doctors are pleased with the progress being made in the quality of the pond water. Stabilizing shore erosion will be landscaping issue, not a pond issue.

We are awaiting the state extending our steel trap permit to resume the effort to remove our remaining beaver. The beaver has dropped two trees since the last Board meeting. There is more damage to trees on common land and on private property.

New Business

After discussion it was decided by all present that we would send the ballots and proxy ballots for the January Board of Director election before Christmas.

F. Willes proposed shredding the 2010 records, except the minutes of the annual meeting, which he has been archiving, in January of 2018. We keep seven years of records. It was approved unanimously.

F. Willes proposed that we again place liens on debt of \$600, or more, of new Association debt on February 1, 2018. It was unanimously approved.

Acquiring an Association debit card was proposed by F. Willes. The card would be used when checks cannot be used - i.e. paying for our website with Squarespace, and when purchasing office supplies and other items purchased online or locally. Until now, directors make the required purchases and submit receipts for reimbursement. This will remove that temporary financial burden on the directors. Directors and the Treasurer are covered for financial misconduct under our liability policy so there is no risk to the Association. Using a debit card means that the password is the only I.D. the user would need to produce. The motion was approved unanimously.

We discussed adding a service charge for homeowners who have email but prefer the assessment statement mailed via USPS. The bookkeeper is willing to do the extra work for \$10 for each statement. That cost would cover the time it takes to enter the program, print the statement (cost of paper and ink) place it in an envelope and mail it. This issue has come up since this first attempt to do email assessment notifications. Several homeowners have requested a mailed copy of the notice even though they have a usable email address. After discussion, there was no interest in charging homeowners who want the Association to mail their notices. A decision will have to be made before the 2019 notices are sent. At the cost quoted by the bookkeeper, the cost would be approximately \$1,310, less \$70 for people owning more than one lot, annually, to mail notices to everyone.

Treasurer's Report - Karen Willes

BFCA Treasurer's Report - December 7, 2017

As of November 30, the total amount prepaid on 2018 Assessments is \$8,608.72. Those who sent prepay funds have seen their money applied to their account on the statements that are dated January 1, 2018. (We have already received checks for \$8,350.00 in December deposits through December 7. Those payments will be posted but are too late to show up as prepay monies as the statements have been sent.) All invoices for which e-mail addresses were available were sent on December 1. Those for whom no e-mail addresses were available were mailed on November 30.

Now we have electronic copies of 7 years of reconciled bank statements beginning in 2011 to the present, except for October/November/December 2016 when we had a different bookkeeper for 3 months. Beginning in 2017, we have reconciled bank statements and prints of the front and back of cancelled checks in addition to the copies of all checks written for services and deposits made to BFCA.

We received an additional \$500.00 on a past due assessment in November which brings the total amount recovered in past due assessments to \$7,800.00. As of November 30, BFCA is still owed approximately \$23,600 in past due assessments. As of October 1, accounts owing money reflect compound interest, not simple interest. Anyone still owing money to BFCA will see a considerable difference in the money owed as a result of switching to compound interest.

Since hurricane season is officially over, other needs are being addressed. For road shoulder repair, boardwalk repair, and, hopefully, pond fountains, reserve money will be used and returned to the Money Market reserve account with 2018 assessments.

On January 1, the Prepay money already received will be transferred to the regular checking account and all prepay money for 2019 will be kept in the separate prepay account in order to know exactly how much money can or cannot be spent.



BFCA Accounts as of Nov. 30, 2017 Credit Union Statement

Accounts

First Commerce Credit Union IBIZ FREE BUSINESS CHECKING

Available Balance
Account Info

\$21,437.55

First Commerce Credit Union BUSINESS MONEY MARKET ACCOUNT

Available Balance
Account Info

\$2,501.04

First Commerce Credit Union SHARE NON PERSON

Available Balance
Account Info

\$6,506.59

First Commerce Credit Union PRE-PAY ASSESSMENT

Available Balance
Account Info

\$8,603.72

First Commerce Credit Union BUSINESS 4 YEAR CERTIFICATE

Current Balance
Account Info

\$4,994.04

First Commerce Credit Union BUSINESS 4 YEAR CERTIFICATE

Current Balance
Account Info

\$4,994.04

First Commerce Credit Union BUSINESS 4 YEAR CERTIFICATE

Current Balance
Account Info

\$4,994.04

Asset Summary

Your Account Balances as of 11/30

Share Non Person ID 00	Reserve Fund	\$6,511.59
Pre-Pay Assessment ID 10		8,608.72
iBiz Free Business Checking ID 20		20,737.55
Business Money Market Account ID 25		5,001.04
Business 4 Year Certificate ID 50		4,994.04
Business 4 Year Certificate ID 51		4,994.04
Business 4 Year Certificate ID 52		4,994.04
Account Balance Total		\$55,841.02
Total Dividends Paid Year-To-Date		\$215.16

IBIZ FREE BUSINESS CH...

39.68%
Available Balance
Account Info
\$21,437.55

Less \$700.00 deposit that
will be transferred to
Prepay Acct. on 12/30/17 from
deposit made on 12/1/17.

Total on 11/30/17 is
\$20,737.55

Checking = 20,737.55
Prepay = 8,608.72
Reserve Fund = 6,511.59
Reserve = 19,983.16
\$55,841.02

[illegible]

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

1. There are no significant items to report. All is quiet on the Crime Scene.
2. I will delay my retirement to Jan 26, 2018. Due to changes to be made in the Board and other committees that seems to be better time than Dec 7, 2017.
3. The following is a message from the LCSO addressed to "Mr. Brock,

I search the calls for service in the area of your patrol zone. From May 5, 2017 to December 4, 2017 we list 13 calls for service in your zone.

Out of the 16 response no significant response to property or persons crimes have been identified.

Thanks for all you do to keep your community safe.

Deputy Mike Wallace
Leon County Sheriff's Office
Community Relations Section"

The Architectural Control Committee (ACC) Chair, Fernando (Fern) Senra, reports:

Requests to the ACC:

- 1752 Harvest Place; sought permission to re-paint house. Request was approved.
- 1724 Silverwood Drive; sought permission to re-paint house. Request was approved.
- 2772 Red Maple Ridge; sought permission to install hurricane shutters/canvas. Request was approved.

Additional Actions:

- ACC members hand-delivered garbage can violation notices to approximately 25 homes in the neighborhood.

The Association Manager, Kelly Rojas, report -

Management activities have included the following:

- Tree removal projects bids were obtained, and the tree projects for this quarter have been completed.

- Fielder Services was due onsite to complete road shoulder work after the City of Tallahassee raised the electrical box.
- Hanging branch at 1694/1699 Silverwood is being addressed.
- Boardwalk sign damaged by AAA Tree at boardwalk is being replaced by AAA Tree at their expense.
- Proposal in progress for various onsite repairs to boardwalks etc. Fred met with Whitaker Construction company owner, Wilson Whitaker, to review the items requiring attention.
- Split rail fence repair at Brookside and Silverwood is scheduled for this week.
- Entrance way light was repaired.
- Financial work continues with our office and Karen Willes, Treasurer.
- Regular onsite visits continue to BFCA.

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

Concerns or Questions by Association Members

Lynda Davis asked if anyone knew more about the persons fishing in our ponds. No one knew any more about it. The most we could hope for is that the law enforcement officer would catch the person here and ask them not to fish in our pond. Bill Walter reminded everyone not to become engaged in an argument with non-residents. He encourages people to get the car license number and description and call law enforcement.

Davis asked if there was any further report on the person from Tony's Lawn Service who was making solicitations in the Forest. Walter said he had informed them that there is no soliciting in this neighborhood.

Davis asked who had done the plants in the divider at the entrance. Sylvia Ramos and Linda Palmer did. Walter said they used to employ someone to do that. Persons interested in working on such projects were directed to contact Justin Green, who is our Grounds person. Walter and Davis expressed interest.

There were comments about what might be done on the path around the ponds. We do not want whatever we put down to be washed into the ponds. F. Willes is going to ask Sam Hand and his colleague Dr. Ed Duke what we might do to protect the roots and level the walking path.

Walter asked if we had looked into doing anything to cover the boardwalks to make them safer when wet. He suggested a mesh might be stapled down to provide safer footing. He pointed out, when someone suggested using the adhesive sandpaper strips, that that is very expensive and, therefore, not a good solution.

The Meeting Adjourned at 7:24 P.M.

The next scheduled meeting is the BFCA Annual Meeting at 7:00 P.M. on Thursday, January 25, 2018 at Tallahassee Parks and Recreation Office at 912 Myers Park Drive. The reception is at 7:00 with the meeting beginning at 7:30. The next scheduled meeting of the BFCA Board of Directors is at 6:00 P.M. on Thursday, February 1, 2018 at the Jack McLean Community Center on Paul Russell Road. The Hilaman Golf Course meeting room is undergoing renovations at that time.