

BFCA Board of Directors Meeting Minutes
Jack McLean Community Center meeting room

700 Paul Russell Road

6:00 P.M. Thursday, February 1, 2018

Board Members - Fred Willes, Justin Green, Llona Geiger

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

Present were Board members Fred Willes, Justin Green, and Llona Geiger, Treasurer, Karen Willes, Association members Sue Dinges, Frank Roycraft, and Keith Tucker.

Old Business

The minutes of the December 7, 2017 Board meeting were approved with Gregg and Willes voting to approve, via email voting, on December 8, 2017. Green did not attend the meeting and did not vote on approving the minutes.

The 2010 records were shredded on January 4, 2018.

On December 8 we applied for a debit card for Association business that cannot be done by checks.

On January 25, 2018 Llona Geiger submitted the signed certification required by FS 720.3033. A copy was sent to the Association Manager. The original is in a file kept by the President.

The minutes of the January 25, 2018 Annual Meeting were unanimously approved, via email voting, on January 26, 2018.

New Business

Fernando Senra has agreed to continue to Chair the Architectural Control Committee(ACC).

Frank Roycraft has assumed the Chair of the LCSO Neighborhood Crime Watch (NCW).

Karen Willes was elected to serve as Treasurer, with F. Willes and Geiger voting yes. Green was not yet present.

Llona Geiger was elected to serve as President, with F. Willes and Green voting yes and Geiger abstaining.

Fred Willes was unanimously elected to serve as Vice President

BFCA Treasurer's Report

BFCA Treasurer's Report - February 1, 2018
Report by Karen Willes

As a way to make more money in interest and to provide even more clarity to BFCA monies, an additional Money Market account has been opened. First Commerce Credit Union requires that each member (BFCA, in this case) have a Share account but only a \$5.00 balance is required. That was the previous account for the Road Savings money. We have added a new Road Savings Money Market account that will make more interest than the Share account.

BFCA now has 5 separate accounts at First Commerce Credit Union: Checking, Prepay Assessment, Emergency Fund Money Market, Road Savings Fund Money Market, and the required Share account. The only account used for paying the bills is the checking account. Any purchases made with the BFCA Debit Card are paid out of the checking account.

As an additional cost-saving measure, online banking will be used more for paying bills by having checks sent directly from the credit union, as is already being done with The Lake Doctors and Kelly's Association Management. Doing so will save bookkeeper time and mailing costs. No checks will be written without proper documentation signed by the BFCA president (or vice president in the absence of the president) and treasurer BEFORE check writing is approved. Each cancelled check will be attached to the appropriate invoice when it is available for printing from the online credit union statement.

The bookkeeper does not have access to the credit union accounts. The treasurer sends the credit union statement to the bookkeeper to reconcile with the checks written and deposits made during the month. All deposits and checks are scanned and sent to the bookkeeper as they are received. The bookkeeper has the originals and the treasurer has copies of all of the financial documents. The original documents from 2017 will be added to the 2017 box for the storage locker after taxes are prepared.

With the payment deadline passed, 8 properties still owe assessments to BFCA that total to approximately \$27,800. However, the most money (\$26,000) is owed by 5 properties and the other 3 properties owe approximately \$1,800.00 of the total.



Accounts

First Commerce Credit Union IBIZ FREE BUSINESS CHECKING

Available Balance
Account Info

\$73,762.43

First Commerce Credit Union EMERGENCY FUND MONEY MARKET

Available Balance
Account Info

20,001.17

+ 2,500.00 \$17,501.17

First Commerce Credit Union SHARE NON PERSON

Available Balance
Account Info

5.00

\$0.00

First Commerce Credit Union PREPAY ASSESMENT FUND

Available Balance
Account Info

60.00

\$55.00

First Commerce Credit Union ROAD SAVINGS FUND MONEY MARKET

Available Balance
Account Info

\$13,007.90

Asset Summary



+ 2500 + 10 =

106,836.00

IBIZ FREE BUSINESS CH...

Available Balance
Account Info

70.70%

\$73,762.43

Emergency

20,001.17

Share

5.00

Prepay

60.00

Road Savings

13,007.90

106,836.50

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
		Budgeted	Total Spent	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
1	2017 Item														
2	Utilities	\$5,400.00	\$463.34	\$463.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Ponds	\$2,400.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Association Manager	\$3,150.00	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Bookkeeper	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	Website	\$1,116.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	CustSmart H-1	\$585.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	Mailings	\$250.00	\$7.20	\$7.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	Printing Annual Report	\$100.00	\$98.37	\$98.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	Office Supplies and Copying	\$100.00	\$8.00	\$8.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	Printing/Mailing Statements	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	Printing/Mailing Ballots	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	Lawn Care	\$4,000.00	\$306.00	\$306.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	Income Tax Filing	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	FI Dept of State - Annual Report	\$61.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	Attorney Fees	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	Stormwater Management Permit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	P.O. Box Rental	\$76.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	Backflow Valve Inspection	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	Liability Insurance -- 2 policies	\$3,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	Hillman Rental for Meetings (6@ \$50)	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	Reserve Funds	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	Road Resurfacing Completion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	Filling Fees for Liens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	Saving for Roads	\$6,500.00	\$6,500.00	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	Fence Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27	Replace Damaged Boardwalk	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	Replace 90' of Boardwalk	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29	Install 20' of Boardwalk	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30	Install terrace at front Boardwalk	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31	Road Shoulder landscaping	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
32	Guardrail for Front Curve - road shoulder	\$0.00	\$10,985.00	\$10,985.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
33	Dog Waste Containers & Bags	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
34	Warning Signs Installed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
35	Tree Removal	\$10,000.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
36	Wash and Paint Boardwalks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37	Repair Wood Root Supports	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
38	Food For Annual Meeting	\$130.00	\$94.61	\$94.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
39	Beaver Trapping and Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40	Entrance Landscaping	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41	Contingency - Emergency fund	\$11,946.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
42															
43		\$78,600.00	\$40,412.52	\$40,412.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
44															
45	Amount spent (43), less reserve funds (622)		\$13,912.52												
46	& Road Fund (25)														
47				Debit Card		Auto Debit		CU Check		Written Check					

Concerns or Questions by Association Members

Sue Dinges asked what was planned for the entrance after the wax myrtles were removed. What to plant is not yet decided.

Frank Roycraft stated that he was not in favor of buying plants that have to be replaced, watered, and cared for at the entrance. He thought that the money spent on that could be saved and that persons who wanted to donate their time and money could do the gardening. Green said the cost of flowers was quite small and enhanced the appearance, and therefore property values.

Dinges asked what was planned to prevent erosion on the island. When the trees are removed shrubs or grasses that need sunlight can be planted. This is not an immediate concern.

Roycraft offered that with our improved boardwalks, we should discourage foot traffic into the Forest via Indianhead Estates on the foot path to the boardwalk. He stated that this easy and hidden access to the Forest may become a source of crime, as has happened in other associations in Tallahassee.

Geiger stated that as President, she would like to increase involvement by Association members. This may be done by involving people in committees.

The meeting was adjourned by unanimous vote at 6:42 P.M.

Following the adjournment, a discussion about what to do about our beaver situation took place. Geiger and Green are opposed to F. Willes' proposal to allow a homeowner who said he has a trapping license to take the beavers at no cost to the association. There is no solution to the problem, at this time.

The next scheduled meeting of the BFCA Board of Directors is at 6:00 P.M. on Thursday, April 5, 2018 at the Hilaman Golf Course meeting room.