

BFCA Board of Directors Meeting Minutes

Hilaman Golf Course meeting room

2737 Blair Stone Road

6:00 P.M. Thursday, June 1, 2017

Board Members - Cainnon Gregg, Fred Willes, Justin Green

The Call to Order was made at 6:00 P.M. by F. Willes.

Introduction of Board Members, Association Members, and guests present - Present were Board members Cainnon Gregg and Fred Willes, Treasurer, Karen Willes, Association members Karin Brewster, Sue Dinges, Llona Geiger, Frank Roycraft, Keith Tucker, and Bill Walter.

Old Business

The minutes of the February 2, 2017 Board meeting were unanimously approved, via email voting, on February 2, 2017. That was not included in the April 6, Agenda.

The minutes for the April 6 Board meeting were approved, on April 9, 2017, with F. Willes and Justin Green voting for the approval and Cainnon Gregg abstaining.

The tree removal project discussed at the April 6 meeting has been done.

The trapper was notified to remove the beaver, which turned out to be two beavers. That has not been done.

New Business

The beaver removal plan is to use a state licensed trapper to remove the beavers. We had an offer by Bill Wintermute, who has a state trapping license, to trap the beavers using snares. He would do that at no cost to the Association. If the beavers could be trapped alive, we have swamp owners who would be willing to pay the cost of relocating them. If the beavers could not be trapped, in good condition, they would be given to Wintermute. Willes favored that but Gregg and Green did not. We have requested a steel trap permit from the Florida Fish and Wildlife Commission (FWC). With that free permit, we will hire a trapper to remove the beavers.

F. Willes moved "The BFCA will use interest that would be

compounded monthly for all past due accounts beginning on October 1, 2017." The motion was seconded by Gregg. Our Covenants (Article VII, Section 6, Paragraph D) require that all assessments not paid by January 10, "shall bear interest at the maximum legal rate." Compounding the interest, interest is calculated using previous interest as part of the principal, at 18% would be the maximum legal rate. Our bookkeeper, through Kelly's Association Management, brought this to our attention. Our lawyer, Patrick Frank, has stated that what we are doing is legal. The motion passed 2-0.

F. Willes moved "to make persons delinquent on assessments, service charges, or interest ineligible to vote." The motion was seconded by Gregg. The By-Laws (Article VII, Section 1, Paragraph B) grant the Board of Directors the authority to "Suspend the voting rights and right to use the recreational facilities of a member during which such member shall be in default of payment of any assessment levied by the Association."

Roycraft asked if homeowners are ineligible until they pay? The answer is yes. F. Willes stated that there are no homeowners without outstanding fines. Association Manager, Kelly Rojas, asked, hypothetically, if someone who owed money came to the annual meeting and wanted to pay what was owed, could they vote? The answer is yes, if settled before election time, they are in. Walter stated that he thought a previous Board had already done this. We are unaware of that vote. The motion passed 2-0.

F. Willes moved "to give the contract to raise 80' the shoulder on the north side of Brookside Blvd. to Fielder Landscaping." Gregg seconded the motion. It will cost \$25.55/linear foot for a total cost of \$2,044. It was seconded by Gregg. Then other side can be done - hope to spend as much as possible to bring up shoulder on south side, 320 feet, and repair all the boardwalk. If dip into reserve, then that money has to be replaced in next year. The motion passed 2-0.

A house sold on Silverwood Dr. was found to be built partially on Common Land. Other homes may have the same issue and may have the same solution granted. A solution was proposed by the closing company, at the behest of their underwriters. Our attorney, Patrick Frank requested a change. The final version was unanimously approved by the Board in email transmissions. The remedy is included here. Lori Powell, co-owner of Advantage Title Group, LLC, gave F. Willes permission to share the

approved document with the Association. This would be an acceptable template for any homeowner finding herself/himself in this situation, through no fault of their own.

THIS INSTRUMENT PREPARED BY:
Advantage Title Group, LLC
1415 E. Piedmont Drive, Ste. 1
Tallahassee, Florida 32308

GRANT OF EASEMENT

For an in consideration of the sum of Ten Dollars (\$10.00) and other valuable considerations, Fred Willes as President of Blairstone Forest Community Association, Inc., a Florida Corporation (hereinafter collectively referred to as ("Grantors")) do hereby grant, bargain and sell, release and convey to Heather D. Hart, ("Grantee"), and to her successors and assigns, a perpetual easement for the purpose of permitting the encroachment of approximately 3 feet of a dwelling and a deck, into certain property owned by Grantor, referred to as the "Encroachment" to exist upon and across the land described as follows:

See Exhibit "A" attached hereto

This Easement is granted upon the following terms and conditions:

1. Grantee shall, at all times, bear the sole expense of maintaining said portion of the dwelling and deck depicted on Exhibit "A" which is attached hereto and made a part hereof.
2. The Encroachment shall be permitted to exist upon the property of Grantee until such time as the Grantee, her successors and/or assigns shall remove the Encroachment or abandon same.
3. No additions, extensions or modifications, other than maintenance, shall be permitted to the Encroachment that exists upon Grantor's land.
4. This easement shall not impair or abrogate any rights or privileges conferred by the previous conservation easement conferred to Apalachee Land Conservancy, as recorded in the Leon County Public Record, Book: 1418; Page: 1584. Grantee and Grantee's assigns in perpetuity shall defend and/or indemnify grantor related to any and all claims deriving from the grant of this easement.

IN WITNESS WHEREOF, Grantors have caused this Easement to be executed on May _____, 2017.

In the presence of:

Blairstone Forest Community Association, Inc.

Signature of 1st witness

Printed name of 1st witness

Signature of 2nd witness

Printed name of 2nd witness

By: _____

Fred Willes, President (Grantor)

Signature of 1st witness

Printed name of 1st witness

Signature of 2nd witness

Printed name of 2nd witness

Heather D. Hart (Grantee)

State of Florida
County of Leon

The foregoing instrument was sworn to and subscribed before me this _____ day of May 2017, by Fred Willes as President of Blairstone Forest Community Association, Inc. who [] is personally known to me or [] produced _____ as identification.

Notary Public, State of Florida

State of Florida
County of Leon

The foregoing instrument was sworn to and subscribed before me this _____ day of May, 2017, by Heather D. Hart, who [] is personally known to me or [] produced _____ as identification.

Notary Public, State of Florida

After hurricane season, we would like to spend remaining funds and some of the reserve funds to raise the shoulder on the south side of Brookside Blvd. and repair all remaining boardwalk projects.

Through Karen Willes' contact with the Goose Creek Wildlife Sanctuary, we were told of a company, Lake Doctor, that deals with pond maintenance. We are in contact with Matt Scott, the regional service provider. He will be out to look at our ponds next week. After that, he will provide us with possible maintenance scenarios with his company.

Email addresses for homeowners are still coming in. Currently, we have email contact for 103 of the 131 lots in Blairstone Forest. Some of the ones we are missing we will get. At least one homeowner does not have email. Several of the listed homeowners are deceased. For those, we will await the settlement of the estates.

Treasurer's Report - Karen Willes

BFCA Treasurer's Report - June 1, 2017

Report by Karen Willes

At the suggestion of our new bookkeeper, we have added a separate credit union account for Prepaid assessments. To date less than 15 people have chosen to send checks to prepay on their 2018 assessment. The prepay money is deposited into the checking account and moved to the separate prepay account in a lump sum the end of each month. Prepaid money, including money that had not been credited to some residents in previous years, was noted on the statements of March 31 prepared by our new bookkeeper. No longer sending separate courtesy statements, but instead, suggesting that people mark their calendars for June 30 and September 30 as prepay dates is saving the association over \$100 for each mailing. In addition, an e-mail address list is being compiled and those who have already provided e-mail addresses will be sent a prepay reminder which will be no cost to the association. As noted also, prepay money can be sent at any time and will be credited to their account with each deposit. Those who do prepay will see their money applied to their account when the statements that will be dated January 1, 2018 to be mailed in December 2017.

Our bookkeeper has updated accounts with unpaid balances to reflect all money plus interest due as of May 31, 2017. The amount outstanding on unpaid balances is \$30,145.15.

Utilities expenses are variable mainly because of how often the pond pump is run. Income taxes were prepared by our bookkeeper, thus saving us the CPA fee paid in previous years. Our association income taxes were \$34.07, a considerable savings to the association without a \$550.00 CPA invoice. Presently, our association expenses are approximately \$2,000/month. The paving invoice for completing the roads has not been received because the work to raise the manhole covers is not yet complete. Two separate insurance premiums will be invoiced in later months as well bookkeeper fees, attorney fees, pond management, post office box rental and storage locker rental. Invoices for the Association Manager and Lawn Care are paid monthly.

Though there are other maintenance issues that need to be addressed, it is important to get through "hurricane season" (June through November) in order to make sure funds are available should tree removal or other needs arise as the result of a storm. If money from 2017 assessments is still available, other needs can be addressed.



BFCA Accounts
June 1, 2017

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[Accounts](#) [Transfers](#) [Pay Bills](#) [Pay People](#)

Complete Total of all CU Account
\$76,435.19

① Accounts Page: Click the tiles below to see transaction details and account information. To make a quick transfer, drag the tile you wish to transfer from to the tile you wish to transfer to.

Welcome, BLAIRSTONE FOREST COMMUNITY ASSOCIATION. Your last login was 5/31/2017 7:40 AM Eastern Daylight Time.

Accounts

Regular Checking

IBIZ FREE BUSINESS CHECKING
\$47,048.89
Available Balance

Prepay for 2018
3,014.36

PRE-PAY ASSESSMENT
\$3,009.36 + \$5.00
Available Balance balance

Resume for Roads

SHARE NON PERSON
\$6,501.70
Available Balance

\$5,000.29
BUSINESS MONEY MARKET ACCOUNT
\$2,500.29 + \$2,500.00
Available Balance balance

BUSINESS 4 YEAR CERTIFICATE
\$4,956.65
Current Balance

BUSINESS 4 YEAR CERTIFICATE
\$4,956.65
Current Balance

BUSINESS 4 YEAR CERTIFICATE
\$4,956.65
Current Balance

$4,956.65 \times 3 = \$14,869.95 = 3 \text{ CDs}$
 $5,000.29 = \text{Money Market Acct}$
 $\$19,870.24 - \text{Contingency Total}$

Upcoming Bills

Next 7 days

Date	Description	Amount Due	Action
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	A	B	C	D	E	F	G	H
1	2917 Item	Budgeted	Total Spent	Jan.	Feb.	Mar.	April	May
2	Utilities	\$5,200.00	\$2,046.70	\$398.99	\$394.70	\$357.28	\$416.30	\$479.43
3	Ponds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Association Manager	\$3,000.00	\$1,250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
5	Bookkeeper	\$1,440.00	\$982.50	\$697.50	\$285.00	\$0.00	\$0.00	\$0.00
6	Website	\$197.00	\$240.00	\$0.00	\$0.00	\$180.00	\$60.00	\$0.00
7	CubeSmart H-1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	Mailings	\$900.00	\$93.79	\$0.00	\$0.00	\$0.00	\$93.79	\$0.00
9	Office Supplies and Copying		\$136.97	\$11.29	\$114.79	\$0.00	\$10.89	\$0.00
10	Lawn Care	\$3,978.00	\$1,530.00	\$306.00	\$306.00	\$306.00	\$306.00	\$306.00
11	Income Tax Filing	\$550.00	\$34.07	\$0.00	\$0.00	\$0.00	\$34.07	\$0.00
12	FL Dept of State -- Annual Report	\$61.25	\$61.25	\$0.00	\$0.00	\$0.00	\$61.25	\$0.00
13	Attorney Fees	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	Stormwater Management Permit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	P.O. Box Rental	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	Backflow Valve Inspection	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	Liability Insurance	\$4,335.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	Hilaman Rental for Meetings (6@\$50)	\$300.00	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00
19	Reserve Funds	\$20,000.00	\$19,832.72	\$19,832.72	\$0.00	\$0.00	\$0.00	\$0.00
20	Road Resurfacing Completion	\$13,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	Filing Fees for Liens	\$510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	Saving for Roads	\$6,500.00	\$6,501.70	\$6,500.00	\$0.00	\$0.00	\$1.70	\$0.00
23	Fence Replacement	\$350.00	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00
24	Replace Damaged Boardwalk	\$5,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	Replace 90' of Boardwalk	\$5,125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	Install 20' of Boardwalk	\$2,695.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27	Install terrace at front Boardwalk	\$2,695.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	Landscape Road Shoulders		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29	Guardrail for Front Curve		\$76.78	\$0.00	\$0.00	\$0.00	\$0.00	\$76.78
30	Invasive Plant Eradication		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31	Warning Signs Installed		\$258.00	\$0.00	\$258.00	\$0.00	\$0.00	\$0.00
32	Tree Removal	\$10,000.00	\$4,585.00	\$3,485.00	\$0.00	\$0.00	\$0.00	\$1,100.00
33	Wash and Paint Boardwalks		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
34	Repair Wood Root Supports		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
35	Food For Annual Meeting	\$130.00	\$132.00	\$132.00	\$0.00	\$0.00	\$0.00	\$0.00
36	Beaver Trapping and Removal		\$340.00	\$0.00	\$0.00	\$340.00	\$0.00	\$0.00
37								
38								
39			\$38,701.48	\$32,213.50	\$1,608.49	\$1,433.28	\$1,234.00	\$2,212.21
40								
41	Amount spent (C39), less reserve funds (B19)		\$12,201.48					
42	& Road Fund (C22)							
43								

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

We are in the process of updating the Block Roster with the turnover of graduating students renting and others moving, etc. No problems with this.

One light reported to Tallahassee Utilities of replacing bulb in pole light at 1771 Silverwood as safety issue.

One indication that garage door was left open a few times and a side door. This can be taken care of by the Architectural Committee as for the open garage door, but best to take care of it by neighbors talking with the offender of garage doors. Safety issue of leaving a patio door open is pure carelessness with no know way to correct it Crime Watch Authority. I will take care of it with diplomacy later.

The following is Deputy Ikner's report for longer than requested but duplication of first two months mixed with last two months of period is difficult.

I will not be able to attend meeting on 1 June due to other commitment.

Sincerely,

Jim Brock

Chairman,

Crime Watch Committee

3:27 PM (2 hours ago)

Deputy Jessica Ikner

to me

Hello Mr. Brock,

I have looked at the events that have occurred since the 1/26/17 meeting at Meyers Park.

Brookside Blvd:

SO: No Calls

PD: 1 suspicious person

Silverwood:

SO: No Calls

PD: a. 3 Loud noise disturbances

b. 1 suspicious person

c. 1 disturbance

Nestlewood:

SO: No Calls

PD: a. 1 disturbance argument

b. 2 suspicious persons/vehicle

Red Maple Ridge:

SO: No Calls

PD: 1 Trespass call

Harvest:

SO: No Calls

PD: No Calls

I did not include the community policing (extra patrols), traffic stops or serving civil papers in the above lists.

The suspicious persons/vehicles were all gone before arrival. The noise complaints were either taken care of, or were unable to be located at the time of the call. The disturbances were taken care of or unable to locate the parties at the time of the arrival.

It looks like the Neighborhood Crime Watch volunteers are doing EXACTLY what they need to do because there are multiple calls for service and great details for the officers. Keep up the good work.

Thanks

Deputy Jessica Ikner

Leon County Sheriff's Office

Crime Prevention Unit

The Architectural Control Committee (ACC) Chair, Fern Senra, reports two items they have dealt with:

1- 1694 Silverwood Drive, Michael McKinnon, sought approval to install a DirectTV satellite dish. Request was approved.

2- 1740 Nestlewood Lane, Belynda Shadoan, sought approval to paint house and trim new colors (which were submitted). Request was approved.

Blairstone Forest Board of Directors Meeting

Second Quarter 2017

Management Report

Management activities have included the following:

- Work was performed on trees located on Red Maple Ridge, Silverwood, and Brookside. A limb was hanging over the boardwalk on Red Maple Ridge, and various trees were damaged by the beavers. Work continues in these areas as needed.

- Two separate fence repairs were performed on Brookside near the drainage area. Five new 4x4 posts were installed, and the fencing reinstalled utilizing the new posts.
- Split rail fencing was purchased and is scheduled for installation on May 31, weather permitting, at multiple locations in the neighborhood along Brookside. (That work was done.)
- Boardwalk repairs including the installation of a few planks and bracing were done at Brookside, Red Maple Ridge, and Red Maple at the creek area.
- Safety signs were installed at two additional locations.
- Two signs were damaged by Miller Tree - the signs were prepared, and Miller Tree has paid for the cost of the signs.
- We made multiple requests for a break out of information from Fielder Tree for additional detail on their proposal for work to be performed on the north and south sides of Brookside to provide erosion protection.
- Multiple contacts to locate prefabricated drain covers for the drain at the pond. The wood cover for the drain was damaged by the beavers. Currently, we are awaiting proposals from Tallahassee Welding and Kelly Sheet Metal.
- Our financial administrator, Nina, continues to work diligently with Karen Willes on various bookkeeping and financial administration responsibilities. They make an outstanding team!

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

Concerns or Questions by Association Members

A question was raised about the mattresses left outside near a house on Brookside Blvd. The problem is that the City failed to take the mattresses on household trash day. They are temporarily "out" until the next household trash cycle.

A question was raised about unattended fires. If one sees an unattended fire, please call the Consolidated Dispatch Agency (CDA) at 850-606-5800 and report the address of the fire. The Fire Department has the authority to address the matter. Homeowners are reminded not to have outdoor fire when the City has announced a ban on such fires.

A question was raised about dogs swimming in the ponds. Dogs should be on leashes and not swimming in the ponds. If one sees such behavior, please do not confront anyone unless you know this is one of your neighbors. An outside individual is disrespectful, aggressive, and has little respect for the personal property of others. If one sees "suspicious behavior," call the CDA at 850-606-5800 and report it. Let the police or sheriff's deputy address the individual. Non-residents walking behind homes, even around the pond, is the exact definition of "suspicious behavior." Be sure to ask the officer or deputy who responds how you can get a copy of the report. We should create a paper trail for such matters.

The Meeting Adjourned at 7:09 P.M. with a 2-0 vote.

The next scheduled BFCA Board meeting is at 6:00 P.M. on Thursday, August 3, 2017 at the Hilaman Golf Course meeting room.