

## **BFCA Board of Directors Special Meeting Minutes**

**Jack McLean Community Center**

**700 Paul Russell Road**

**6:00 P.M. Thursday, October 6, 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**

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

Those present were Board Members - Cainnon Gregg, Jane McElroy, and Fred Willes, Board Secretary, Karen Willes, Association Members - Sue Dinges, Eugene Morris, John McEachern, Karin Brewster, Jaime Kimbrel, Mary Marotta, and Dr. Sean McGlynn.

### **Old Business**

The minutes of the August 4, 2016 Board of Directors Meeting were approved by email on August 9, 2016.

Road Resurfacing will begin when the storm debris is removed. It will have to be done around garbage/recycling pickup and the lawn and household trash pickup days.

Bill Wintermute has cut and removed the fallen trees that had blocked the path around the pond. This reduced what the Association has to have removed.

Three estimates were sought to remove downed or dangerous trees from common land. The bids were for \$12,975 from Fielder Tree Division of Fielder Landscapes, \$12,500 from Miller Tree Service, and \$8,000 from AAA Tree Experts. The Board approved accepting the AAA estimate.

Karin Brewster asked if AAA would be willing to do more trees on her property while they were here. She confirmed that tree removal paperwork would need to be done. F. Willes provided her with AAA contact information.

The CubeSmart storage locker was switched from a 5'X10' locker to a 5'X5' locker. This move provides a credit to our account that will cover the cost of the locker in 2017.

The boardwalk repairs previously approved have not been done. Only one vendor was solicited, so far, and the \$400 repairs for six boards and two supports seemed high.

The liens approved at the August 4, 2016 meeting have been placed by our Attorney, Patrick F. Frank, and the letters informing the homeowners have been sent.

### **New Business**

The 2017 proposed budget was discussed.

Assessments will remain the same, at \$600, for 2017. Agreed by directors.

A motion, by F. Willes to place liens on unpaid 2017 assessments on February 1 received no second.

It was moved by Jane McElroy and seconded that liens for 2017 assessments of at least \$600, will be filed on February 1, 2017. The motion passed unanimously.

John McEachern asked about the risk/reward about filing liens. F. Willes stated that the liens placed now total to about \$20,000. Those 11 or 12 liens cost \$42.50 each to file. McEachern offered to set up a meeting with a company that buys liens; that would provide some percentage of the value of the lien to the Association immediately. F. Willes accepted the meeting offer.

The projected holdover balance as of 12/31/16 will not be known until December.

The projected 2017 revenues, based on the 2016 assessments, (\$600 x 131) will be \$78,600, if all homeowners pay their assessment.

2016 dues collected in 2015 = \$40,600.10. 2016 dues collected in 2016 = \$30,061.74. The remaining 2016 assessments outstanding = \$7,938.16. Those outstanding assessments are included in the liens filed.

Treasurer's Report (through September) - Jane McElroy

We have the following balances at First Commerce Credit Union:

Checking -	\$73,896.58
Savings -	\$10,078.09
Money Market -	\$8,543.63
3 CDs -	\$4,907.41 each
TOTAL	\$109,740.53

\*The money market account has an additional \$2,500 in the account but is considered unavailable as this is the minimum amount that must remain in the account to keep the account open.

15 homeowners have a past due balance from \$42.68 to \$9,107.13. Of those fifteen, six homeowners owe more than \$1,364 each. Approximately 32 homeowners have taking advantage of paying quarterly.

Encumbered for 2016 - \$66,080 roads

4,355 liability insurance
750 property management
750 ponds
900 lawn maintenance
8,000 tree removal
\$80,835 TOTAL

McEachern asked if we had ever checked on giving our roads to the City. F. Willes answered and explained why that had been rejected.

2017 Budget Plans

Total funds available

1. Fixed Costs -
  - a. Utilities, 5,200
  - b. Ponds, 3,000
  - c. Property 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. Food and Drinks for the Annual Mtg.		130

ESTIMATED TOTAL of FIXED COSTS		\$25,835
--------------------------------	--	----------

2. Reserve funds		20,000
3. Resurface Red Maple Ridge and Front		17,320
4. Filing fee for liens		510
5. Set aside for future roads		6,500
6. Replace fence destroyed by tree		
7. Fill dirt in hole created, if needed		125
8. Replace tree damaged boardwalk		
9. Replace 90' boardwalk beside 1721 Silverwood		2,500
10. Likely tree removal cost		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		
14. Install approximately 20' boardwalk near deck		
15. Wash and paint decking on all boardwalks		
16. Repair root supports beside roadways		

There was discussion about not providing food at the annual meeting or having a potluck with homeowners bringing food. It was decided that food had always been provided and it was a nice thing to do for those who attended the meeting.

There was some discussion about dealing with air potatoes and invasive plants. RoundUp, (glyphosate is the active ingredient), works. McGlynn said one has to spray them, as it is too difficult to remove the root systems. He recommended that we do it consistently and offered to help by loaning us the use of his sprayers.

McElroy pointed out that there are extra possible expenses -- pipes froze one year and we are always going to have to fix the center entrance.

F. Willes offered a way to reduce lawn care costs. If we were to remove the dying wax myrtles at the front and replace them with zero, or near zero, maintenance plants, we could eliminate

the lawn care. If we save azaleas we have and plant others and extend the lariope from the entrance on out to Blairstone Road the only expense would be in once annually pruning the azaleas into a hedge. This would save the \$4000/year we are paying for lawn care.

McGlynn suggested we might plant native azaleas. F. Willes pointed out that they are unattractive for most of the year. McGlynn suggested we might plant Yaupon Holly.

Brewster suggested that Ligustrum are longer lived. They are a dark green plant that does not produce flowers. Brewster asked about the lack of maintenance in the pond pathways. McGlynn is taking on that task. At the moment, there is so much downed debris that it is impractical to plant new plants.

Joanie Trotman, owner of Florida Association & Property Management, resigned as our property manager as of October 1. We were already looking for a new property manager. F. Willes moved, and it was seconded, to hire Kelly's Association Management, LLC to be our property manager. Kelly's Association Management was unanimously approved. The contract is to run until February 2018.

Our bookkeeper no longer wants to handle the BFCA account. The agreement with Balance Books of North Florida is for an hourly rate, not a contract.

We have interviewed, by email, a potential bookkeeper. McElroy has discussed the matter with her. We would begin using her services on November 1. Our current bookkeeper is willing to help make the transition. F. Willes moved to hire Kristi Clary as our bookkeeper. It was seconded and unanimously approved. Bookkeeping costs will go from \$60/hour to \$30/hour.

### **Committee Reports**

ACC Report by Carmen Pulido - Two requests were received and approved by the ACC:

1. 1710 Silverwood, B. Gossett, to screen in back porch
2. 1741 Nestlewood, M. Marotta to paint house trim and door color

Regarding the Ponds, Dr. Sean McGlynn reported - The water quality is pretty good, but stressed. There is the continued presence of debris and fallen trees in your pond. We have eliminated the filamentous algae that plagued your pond for most

of the summer, it took several treatments. We are not asking for more money, just to continue making your pond better. We want to do a trimming and pruning on the shoreline buffer after the debris are removed. He offered to plant flowering plants in the planters on the small bridge.

It was acknowledged that the lawn care company is making some progress toward cleaning up downed debris around the ponds. When the weather is better, we will make a more concerted effort.

The Neighborhood Crime Watch Report was given by John McEachern.

The NCW has the addresses for all homeowners. They are still seeking people to serve as Block Captains. They will be reaching out to make contact with every homeowner. They are discussing ways to involve the community.

There were no reports from the Welcoming Committee or the Grounds Committee.

#### **Concerns or Questions by Association Members**

Mary Marotta questioned about why our neighborhood yard and household waste hasn't been picked up. The City was out today, but all of the yard waste was not picked up. After some discussion, we are going to wait until the City eventually cleans up the mess, rather than spend Association money to have it picked up.

McElroy said, in response to a question, that since the budget discussion was a workshop it did not require a vote.

The motion to adjourn at 7:47 P.M. was unanimously approved.

**The next scheduled Board of Directors meeting is Thursday, December 1, 2016 at 6:00 P.M. at the Jack McLean Community Center.**