

**BFCA Board of Directors Meeting Minutes  
at Jack McLean Community Center  
at 700 Paul Russell Road.  
6:30 P.M., Tuesday, February 27, 2024**

Board Members Tracie Priest, Betsy Voorhies, Fred Willes

**Call to Order**

The meeting was called to order at 6:30 P.M. Present were Mary Brand, Susan Law, Kiki Litchford, Mario Lopez, Mike McCrea, Mark Okasako, Midori Okasako, Virginia Sasser, Fred Willes, and Karen Willes.

**Old Business**

Minutes of the February 13, 2024 Emergency Board Meeting were unanimously approved on February 14, 2024, via text messages.

The Board contacted the City about the hole left in the road at 1720 Silverwood Dr. The City then raised the valve cover and patched the hole.

The Board unanimously approved, on January 30, via text messages, an emergency tree removal on our property that was determined by Stan Rosenthal to be an immediate risk to the homeowner on adjoining property at Sunburst Place. That cost \$1,500 with AAA Tree Experts. The Rosenthal consulting fee was an additional \$125.

The Board unanimously approved, on January 31, via text messages, emergency repairs to our long boardwalk and the pond path behind 2780 Red Maple Ridge. We had the workers make repairs to the front divided entrance at the same time. That cost \$675.

Betsy arranged for a meeting with a potential contractor for work to improve the pond path. He rough estimated that the work between the long bridge and the observation deck could be done for something in "the low 30s." That is thousands. That did not include the construction of a new path to replace what is eroded behind 1700 Silverwood Dr. Any work would require permits from the City, at least, before any precise estimate could be made. Since we lack the funds for that there was no follow-up.

Margaret Stephens continues to support Mary Brand as the new Treasurer.

Margaret Stephens will continue as our I.T. person, handling website posts and email messages to and from the Board.

On Saturday, February 3, Tracie and Fred followed Kiki Litchford, the Grounds Chair on a tour of Blairstone Forest. She outlined her thoughts about the February 17 Work Day projects. She identified dead trees that should be removed. She pointed out vines that will create future tree problems. She identified invasive non-native plants that will replace native species if left unchecked. She pointed out that the boardwalks need to be replaced. She encouraged us to stain any new work to extend its life. She saw no way to improve the conditions on the island with the gazebo.

The Board contacted our lawn care service and will redirect the work to be done in February. Betsy Voorhies, a Master Gardner, will meet with Blue Sky to outline cleaning the entrance from Blair Stone Road to the island divider.

The Board unanimously approved, on February 6, via text messages, a contract with AAA Tree experts to remove two dead trees and cut vines in the circle at the end of Silverwood Dr., remove a dead tree and cut vines just inside the divided entrance, and cut vines and remove the debris beside the boardwalk entrance at Brookside Blvd. That cost \$2,200 with AAA Tree Experts. The work was done February 8 but has not yet passed the Board's inspection of the work. Debris at the boardwalk marked with orange paint is still to be removed. The final cleanup moved the remaining debris to the road on February 19. Cleanup completed February 20.

On February 6 the returning members of the Architectural Control Committee were asked to select their Chair. The ACC Chair is Karin Brewster.

On February 6 the Board requested an estimate to replace broken split rail fences with red cedar posts and rails. The contract includes removing rotted boardwalk between 2776 and 2778 Red Maple Ridge. That will not be replaced immediately, as it is entirely on private property. Path users have abused property rights and create potential liability issues for one of the homeowners. The contract includes cleaning and painting the divided entrance island. That estimate is for \$2,200. Mike

McCrea said a previous Board was told that our insurance covers any liability problems when an accident occurs on private property being used by the Association.

The Board has created a list of questions about the legal requirements for the Fine Review Committee that will review and approve or overturn any fine imposed by the Board, with additional clarifications at the request of the committee Chair, Mike McCrea.

The Board has begun working with TPAM to clarify Association voting so the 2025 election can be done without surprises or drama.

At the February 13, 2024, Special Board Meeting, the Board voted, unanimously, to work with Kristin Gardner as our attorney. Fred notified our previous attorney of the change.

Minutes of the February 13, 2024, Special Board Meeting were approved by Tracie and Fred via email, on February 13, 2024.

The Board was asked to post to our website a copy of the TPAM contract. TPAM had no objections. Tracie and Fred approved posting the contract. While the posted version is blank, it was signed by Association President, Llona Geiger and the then owner of TPAM on 07/12/2018. It is renewed annually by Board vote.

The process for Covenants violations has, with direction from our attorney, been established. Anyone may report a suspected violation to the ACC, the Board, or TPAM. That should include a photograph, date and time stamped (It is a free app.). A warning letter will be sent identifying the possible violation. The letter will include a suggested remedy. Any violation, after that letter will go to the Board to impose a fine of \$100/occurrence. The homeowner will be informed of the date of the Fine Review Committee meeting to review any fine imposed. That committee will either uphold or overturn the Board imposed fine. If upheld, the homeowner will be informed in writing and the fine is due within five (5) days of when the letter is sent. All mail is to be USPS, first class mail. The Board, ACC, and Fining Committee are prepared to move forward with the process.

On the recommendation of Mary Jackson, our TPAM representative, we have posted the Boards required certification statements on the website under Forms.

There is a 48" X 2 and 7/8" X 1" boardwalk deck piece missing at the intersection just north of the big bridge.

On February 24, 2024 a tree removal form was approved for two trees a sweet gum and a water oak, behind 1736 Nestlewood Lane.

## New Business

### Treasurer's Report from Mary Brand

BCCA Treasurer Rept 2024	Total Budgeted Full Year	Total Spent Full Year	(Over) Under Budget Full Year	January	February	March	April
Cooperate Expense							
Cooperate Annual Report	61.50	0.00	61.50				
Insurance Package	2000.00	0.00	2,000.00				
Account/Income Tax Prep	150.00	0.00	150.00				
<b>Total Cooperate Expenses</b>	<b>2211.50</b>	<b>0.00</b>	<b>2,211.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
General & Administrative							
Community Events	0.00	0.00	0.00				
Bank Charges	0.00	0.00	0.00				
Storage Locker	600.00	0.00	600.00				
Website/Domain	600.00	0.00	600.00				
Legal/Professional Fees	2000.00	0.00	2,000.00				
Management Fees	6000.00	450.00	5,550.00	450.00			
Management Software	1500.00	172.48	1,327.52	172.48			
Office Expense General	790.00	229.24	560.76	229.24			
<b>Total General &amp; Administrative</b>	<b>11490.00</b>	<b>851.72</b>	<b>10,638.28</b>	<b>851.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Grounds Maintenance & Operating							
Wood Repair (Boardwalk, Bridge, Fence)	7000.00	0.00	7,000.00				
Nuisance Animal Control	2000.00	0.00	2,000.00				
Pressure Washing	3400.00	0.00	3,400.00				
Landscaping Contract	5000.00	350.00	4,650.00	350.00			
Ground Committee	750.00	0.00	750.00				
Landscape Maintenance General	3000.00	0.00	3,000.00				
Pond Water Quality Management	3500.00	1248.69	2,251.31	1248.69			
Pond Path Project	2500.00	0.00	2,500.00				
Tree Maintenance	9000.00	500.00	8,500.00	500.00			
<b>Total Grounds Maintenance &amp; Operating</b>	<b>36150.00</b>	<b>2098.69</b>	<b>34,051.31</b>	<b>2098.69</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Fees/Permits							
Stormwater Management Permit (3yr)	0.00	0.00	0.00				
Backflow Valve Inspection	0.00	0.00	0.00				
<b>Total Fees/Permits</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Utilities	7000.00	511.94	6,488.06	511.94			
Road Savings	6500.00	0.00	6,500.00				
<b>Totals</b>	<b>63351.50</b>	<b>3462.35</b>	<b>59,889.15</b>	<b>3,462.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Current Balances 12/31/2023							
Checking Account			\$	46,891			
Road Savings Account			\$	45,604			
Emergency Fund			\$	30,099			
			Total	\$	122,594		

Blairstone Forest Lake Report: January & February 2024  
(Mark and Midori Okasako)

January

- \* Swept observation deck, small & tall bridges
- \* Treated small and lobes to reduce phosphate level
- \* Scooped leaves along shorelines of small & large lobes, where needed

February

- \* Scooped leaves and much along shorelines of small & large lobes, where needed
- \* Began algaecide treatments in phases:
  - large lobe entire shorelines (twice)
  - large lobe back entire center (once, need 2nd treatment)
  - large lobe front center (once 1/2 center, need to treat remaining 1/2 center and 2nd treatment)
- (To be completed by mid-March)

March (Projection)

- To complete algaecide treatments by mid-March (next treatment in late summer)
- To resume beneficial bacteria treatments
- To continue scooping leaves, muck and algae
- To add mosquito fish (approximately 100)

Request to BFHOA Board:

- \* To review and to consider 'reinstatement' of \$978.18 (expense from Dec 26, 2023) back into current/2024 lake budget (\$978.18 was deducted from 2024 budget (\$3,000), despite the fact expense was made in 2023)

General Requests to ALL BF Residents: Please . . .

- . . . Refrain from raking/ blowing leaves, debris, mowed grass into lake and onto the shoreline.
- . . . Do not throw bottles, cups, plastic bags, paper, etc. into lake.
- . . . Use Fertilizers, Pesticides, Herbicides, etc. responsibly. (Consider switching to ORGANICS, e.g. OMRI Certified.. instead of synthetic/chemical derived) (Also applies to bagged Soil Mix with synthetic fertilizers)

~ ~ ~ ~ ~

- . . . Our resident and visiting Canada geese will start nesting in March. (Signs to be posted) We kindly ask for your understanding/ cooperation to keep a distance from the geese... for your and their protection.

Architectural Control Committee Report  
Board Meeting, February 27, 2024

In January, Llona Geiger stepped down as longtime chair of the ACC. She was a dedicated chair who worked hard to ensure both that requests for exterior changes were handled quickly and efficiently and Covenant violations were registered with TPAM and the Board. Karin Brewster volunteered to serve as ACC chair on 2/23/24, and she will strive to be as effective in that role, as the previous chair.

ACC actions of 2-25-24:

- The ACC has no outstanding or pending requests for exterior changes.
- TPAM is preparing letters to alert eight homeowners of Covenant violations, most of which concern garbage cans left at the street.

Other items:

The ACC invites suggestions for alerting new owners or renters of the Covenants, with the aim of avoiding violations. Llona prepared a two-page description that could be distributed to mailboxes in the neighborhood. She had also suggested that we revive the Welcoming Committee, but for that we would need (a) notice of new owners and renters and (b) volunteers.

The ACC looks forward to working with the Board to restore the neighborhood to its once attractive and welcoming state as quickly as possible. We request that the Board provide BFCA members with a timeline for this work.

Kiki Litchford suggested that we use the two newsletter that TPAM is contracted for to notify people about the Covenants. We could remind everyone of the rules. The newsletter could be sent to all homeowner and the street address of rented houses.

Deciding what should be done to improve the entrance is the responsibility of the ACC and the Grounds Committee. When they develop specific directions/plans, the Board will submit those to landscapers and approve a contract to do the work.

The motion to move \$7,500 to the road savings account passed unanimously. Mary Brand asked about where the money would come from. It will be taken from another project until we run out of usable funds.

The motion to pay AAA Tree Experts and Landscaping \$2,200 for work done on Brookside Blvd. and at the loop on Silverwood Dr. passed unanimously.

The motion to pay Kiwi Construction \$675 for work done January 31, 2024 passed unanimously.

The motion to begin on April 1 the process of placing liens on for persons owing at least one year of past due assessments was amended to begin on March 1 and passed unanimously. This year the threshold is \$400. As of February 15, 2024 there were 32 homeowners who owed the Association money. Mike McCrea asked why it is necessary to go to the expense of placing a lien when no home can be sold until the money owed the Association, provided for a closing in an estoppel letter, is settled. Fred will ask for our attorney's opinion. TPAM will be notified to send Notices of Late Assessment (NOLA) letters to all \$400, or more, behind in payments to the Association. These will cost \$45 each to send.

The motion to replace the tree removal process and form with one defining trees that may be removed as being an unacceptable risk to persons or property, as identified by an I.S.A. (International Society of Arboriculture) certified arborist passed unanimously. This is the only standard for expert arborists recognized by Florida law. This is upon the advice of our attorney. In consultation, Sam Hand helped draft the new tree removal form. The new procedures and tree removal form will be posted on the website. Susan Law asked if one needs Board approval to have trees pruned. The answer is no unless the tree is not pruned to the extent it dies.

The motion to rescind a \$100 fine on Shaun Ryan Philp and Megan Ashley Stone (1741 Brookside Blvd.) for violation of Article II, Section 15, having a visible boat stored on property passed unanimously. The proper procedures were not followed in placing the fine. The Fine Review Committee never approved the fine.

The motion to rescind \$1,000 in fines on Spencer Klein (1737 Brookside Blvd.) for violations of Article II, Section 15, storing an inoperable vehicle passed unanimously. The proper procedures were not followed in placing the fine. The Fine Review Committee never approved the fine. Spencer wrote the Board to say the car will be removed Wednesday, February 28.



The motion to fine Ashley E. Albertson (1705 Silverwood Dr.) \$13,188 for violation of Article II, Section 13, cutting living trees without a variance approved by the Board passed unanimously.

The motion to fine Cainnon and Kiki Gregg (2779 Red Maple Ridge) \$100 for violation of Article II, Section 9 - not keeping garbage and recycling cans in enclosure passed unanimously. This will include the storage of gas cannisters. A warning letter was sent on June 29, 2023. Mike McCrea asked if there were documented evidence of the violations. Yes, there are photographs attached to the warning and fine notices.

The Fine Review Committee has scheduled the fine reviews for Thursday, March 21 at 6:00 P.M. at Jack McLean Community Center at 700 Paul Russell Road. The meetings are open to anyone who wants to attend.

#### **Concerns or Questions by Association members**

Midori Okasako asked if a neighbor's tree poses a risk, can one have it pruned. Ask for an I.S.A. certified arborist to review the case and determine if it poses a threat to people or property.

#### **Meeting Adjourned**

The meeting adjourned at 7::44 P.M.

**The next scheduled meeting of the Board of Directors will be at 6:30 P.M. on March 26, 2024, at Jack McLean Community Center at 700 Paul Russell Road.**