

**BFCA Board of Directors Meeting Minutes
at Jack McLean Community Center
at 700 Paul Russell Road.
6:30 P.M., Tuesday, March 26, 2024**

Board Members Tracie Priest, Betsy Voorhies, Fred Willes

Call to Order

The meeting was called to order at 6:30 P.M. Those present were Mary Brand (Treasurer), Kathie France, Adam Gillespie, Mario Lopez, Mike McCrea, Midori Okasako, Tracie Priest, Frank Roycraft, Betsy Voorhies, Fred Willes, and Karen Willes.

Old Business

Minutes of the February 27, 2024, Board Meeting were unanimously approved, via text message and email, on February 28, 2024.

February 27, 2024, Karin Brewster (ACC) and Kiki Litchford (Grounds) were informed that they would be deciding how best to make the needed changes to improve the front entrance. This is not the responsibility of the Board. The Board will pay for what they decide to do.

March 1, 2024, Midori Okasako informed the Board of a fallen tree across the pond path on the south side of the pond. After looking at it, the Board decided to do nothing until there is other tree work to be done.

March 2, 2024, the Board approved the removal of an elm tree in front of 1738 Nestlewood Lane.

March 2, 2024, the Board approved the removal of an elm tree in front of 1740 Nestlewood Lane.

March 13, 2024, the Board approved the removal of a sweet gum tree in front of 2778 Red Maple Ridge.

New Business

Review process for BFCA future voting. Please note - After the March 26 meeting our attorney has pointed out problems with some of what is presented. This will face further revisions at future meetings.

Blairstone Forest Community Association Election Procedures

The Rules

- Persons with double lots, or the two 1.5 lots must have the appropriate number of ballots/proxy ballots. Those two homeowners with 1.5 lots would be unable to have secret ballots, unless they were willing to forfeit the one-half vote and only have a single vote. The half vote could avoid a tie vote.
- Board members need not be homeowners.
- Board members must be current on assessments and/or fines.
- A quorum is 30% of eligible voters.
- No person owing money to the Association is eligible to vote. [Mike pointed out that this is against the statute rule about owing money. We will clarify this with our attorney.]
- Ballots and proxy ballots may not be copied. Replacement ballots and proxy ballots may be requested if time permits.
- All ballots and proxy ballots are due before the 7:30 P.M. start of the Annual Meeting.
- At 7:30 there will be a call for floor nominations. Anyone may make such nominations. One may nominate himself/herself.
- Any proxy ballot may be recovered and exchanged until the start of ballot counting.
- Any ballot may be returned for replacement, upon request. That must be done before the 7:30 start of the meeting.
- Only one ballot, or proxy ballot, may be used. If more than one is submitted for the same homeowner, all ballots and proxy ballots for that person are disqualified and not counted.

The Procedures

- The Board will create a Nominating Committee to recommend at least as many persons as there are vacancies occurring as of the Annual Meeting. The Chair will be a Director and there will be two additional homeowners. The Nominating Committee must provide the name(s) of nominee(s) before December 15.
- Anyone may make nominations of himself/herself or others. One need not be homeowner or resident of the BFCA to be elected as a Director.
- Only homeowners are entitled to vote. A homeowner is defined as having one's name on the deed, as shown on the Leon County Property Appraiser website. Homeowners must be current on assessments and fines, AT THE TIME OF THE ANNUAL MEETING, for their vote to be counted. Money owed must be paid before the 7:30 start of the meeting. Management will check all ballots submitted to verify homeownership and being current on money owed the Association.
- There MUST ALWAYS be a ballot and a proxy ballot delivered to every homeowner/property owner.
- With the ballots, there should be a brief statement for the candidate(s) to introduce himself/herself to those who do not know them. This is optional for each candidate.
- The packet containing - ballot, proxy ballot, security envelope for ballot or proxy ballot, election procedures, candidate(s) statement(s), and a BFCA addressed stamped envelope, all with the correct number of ballots for the number of lots owned- should be mailed to every parcel owner before January 1. All mail-in ballots and proxy ballots must be received one week prior to the meeting.
- Ballots and proxy ballots may be turned in at the meeting, before the announced 7:30 start time.

- Ballots and proxy ballots may be turned in by persons other than the property owner. Those ballots must show the name of the property owner and be in the secrecy envelope to be counted.
- The same process is used for all ballots and proxy ballots, whether mailed in, dropped off before the 7:30 deadline by
- Since anyone may be designated as the person holding a proxy ballot, the holder need not be current on assessments and fines to cast valid proxy ballots assigned to him/her.
- the property owner or whoever is delivering the properly marked secret ballot or proxy ballot.
- At 7:30 there will be a call for floor nominations. Anyone wishing to change his/her vote or replace a proxy ballot with a new ballot there are blank ballots, with lines for two write in candidates, and envelopes available at the balloting table. If there is anyone who wishes to change their ballot, they may complete the ballot process for the new ballot and write REPLACEMENT on the exterior of the envelope. The original ballot will then have to be removed from the stack to be counted. The holder(s) of proxy ballots have the same right to request and receive replacement ballots.
- When the voting is closed, eligible votes will be counted.
- To maintain secrecy, the eligible secret ballot envelope is opened, the ballot, or proxy, is placed face down on the table. While face down, the ballots are then shuffled to maintain secrecy. The stack will then be turned face up for counting.
- In the event of a tie, no run-off is permitted under our By-Laws (Article V, Section 2). The tie will be broken by a coin toss. (Voters had no preference and the tie must be broken.). [Betsy asked who decides who is heads or tails.]
- Management will announce the results and certify the election.
- All ballots are to be kept for records purposes.

- At 7:30 P.M. if there is no quorum (one-third of parcel owners eligible to vote - in person, by ballot, or by proxy ballot) at the Annual Meeting there is no election. If that happens, the Director(s) whose term(s) did not expire at the close of the Annual Meeting will, at the next Board meeting, appoint a Director, or Directors, for the term(s) of the elected office(s). This would be done under By-Laws Article VIII, Section 6. The Association has historically handled things in this manner.

There was no motion to fine Will Lasley (2775 Red Maple Ridge) \$100 for second garbage can violation. We do not have the second violation notice from TPAM. Without that, we would not want to forward a fine to the Fine Review Committee. Adam Gillespie expressed that the Board would better spend its time and energy fixing infrastructure issues than fining people for garbage cans and open garage doors.

No motion to approve the \$3,000 Green Acres estimate to clean up the front entrance was made because it would not receive a second. A \$1,500 deposit was authorized. But the project did not move forward because of a voting problem with the Board. There was one vote to approve and one vote not to approve the contract. One director owes money to the Association and, therefore, could not vote until the matter is settled with TPAM.

Treasurer's Report by Mary Brand

Mary is trying to move our General Savings and Road Savings money into interest earning accounts. Tom Rowland, Jr. is having Capital City Bank look into it for us.

Mary pointed out that our General Operating funds and pre-paid assessments funds are co-mingled. We must keep from spending next year's money in advance of the next calendar year.

Adam asked what is stored that is worth \$600/year. Old records are kept seven years. We are moving to electronic records with TPAM but there are still paper records for some things. He wondered if there is a cheaper way to store the few records we have. We will look into that.

BFCA Treasurer Rept 2024	Budgeted	Spent	(Over) Under	January	Februar y	Mar
Corporate Expense						

Corporate Annual Report	61.50	0.00	61.50	0.00	0.00	
Insurance Package	2,000.00	0.00	2,000.00	0.00	0.00	
Account/Income Tax Prep	150.00	0.00	150.00	0.00	0.00	
Total Cooperate Expenses	2,211.50	0.00	2,211.50	0.00	0.00	0
General & Administrative						
Community Events	0.00	0.00	0.00	0.00	0.00	
Bank Charges	0.00	0.00	0.00	0.00	0.00	
Storage Locker	600.00	0.00	600.00	0.00	0.00	
Website/Domain	600.00	0.00	600.00	0.00	0.00	
Legal/Professional Fees	2,000.00	0.00	2,000.00	0.00	0.00	
Management Fees	6,000.00	900.00	5,100.00	450.00	450.00	
Management Software	1,500.00	247.48	1,252.52	172.48	75.00	
Office Expense General	790.00	358.86	431.14	229.24	129.62	
General & Administrative	11,490.00	1,506.34	9,983.66	851.72	654.62	0
Grounds Maintenance & Operating						
Wood Repair (Boardwalk, Bridge, Fence)	7,000.00	675.00	6,325.00	0.00	675.00	
Nuisance Animal Control	2,000.00	0.00	2,000.00	0.00	0.00	
Pressure Washing	3,400.00	0.00	3,400.00	0.00	0.00	
Landscaping Contract	5,000.00	350.00	4,650.00	350.00	0.00	
Ground Committee	750.00	0.00	750.00	0.00	0.00	
Landscape Maintenance General	3,000.00	125.00	2,875.00	0.00	125.00	
Pond Water Quality Management	3,500.00	1,248.69	2,251.31	1,248.69	0.00	
Pond Path Project	2,500.00	0.00	2,500.00	0.00	0.00	

Tree Maintenance

9,000.00 2,700.0 6,300.00 500.00 2,200.0
0 0

Total Grounds Maintenance & Operating					
36,150.0	5,098.6	31,051.31	2,098.6	3,000.0	
0	9		9	0	

Fees/Permits

Stormwater Management Permit (3yr) 0.00 0.00 0.00 0.00 0.00

Backflow Valve Inspection 0.00 0.00 0.00 0.00 0.00

Total Fees /Per mits	0.00	0.00	0.00	0.00	0.00	0
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Utilities

7,000.00 1,020.5 5,979.50 511.94 508.56
0

Road Savings

0.00 0.00 0.00
6,500.00 6,500.00

Totals						0
63,351.5	7,625.5	55,725.97	3,462.3	4,163.1		
0	3		5	8		

Current Balances 2/29/2024

Checking Account		47,565
Road Savings Account		45,604
Emergency Fund		30,099
	Total	123,268
	1	

Pre Paid Assessment Available for 2024 475 47,090
Total Operating Account 47,565

ACC Report by Karin Brewster

Architectural Committee Report Board Meeting, March 26, 2004

Item 1: Neighborhood Entrance

Following the February Board meeting, members of the Board and

the chairs of the ACC and Grounds Committee moved forward with plans to revitalize the neighborhood's front entrance.

Actions taken:

- Board member Betsy Voorhies solicited an estimate for cleanup from Blue Sky

Landscaping, our current landscape management company.

- o On 3-1, Blue Sky submitted an estimate of \$975 for clearing brush and vines and trimming overhanging branches.

- o Board President, ACC chair, and Grounds Committee chair agreed to solicit another estimate.

- On 3-2-2024, ACC chair Karin Brewster and Grounds Committee chair Kiki Litchford met with Ashley Jordan of Green Acres Landscape management. Green Acres specializes in landscape design using native species and non-toxic approaches to eliminating invasive plants. We agreed on the following scope of work:

- o Removal of invasive plants and vines from north and south sides of entrance way, and signage on Blair Stone Road, and cut back tree branches.

- o Replace rotted wood in north side planter.

- o Repair (if possible) irrigation system on north side of entrance.

- o "Refresh" planter and road-side plantings with native species.

- On 3-9-2024, Green Acres submitted an estimate of \$3,000 covering all of the above.
- Board voted to approve (two in favor, one opposed) on 3-12, and asked Treasurer Mary Brand to pay the 50% deposit.
- Green Acres scheduled the first phase of work for 3-27 through 3-28, weather permitting.
- On 3-20, Board President Fred Willes cancelled the agreement with Green Acres. One of the two Board members in favor of the contract is not current on HOA fees and their vote was invalid.

Current status:

- Project stopped until eligible Board members can come to agreement on how to move forward.

Item 2: Covenant Violations, 2-26-24 through 3-23-24:

- ACC asked TPAM to send three letters to homeowners regarding Covenant violations.
- TPAM misaddressed one letter, sending it to a resident who had not violated the Covenants. The Board requested that TPAM send a letter of apology to the resident and the ACC agreed to rescind the original letter.

No other items to report.

Pond Committee Report by Mark and Midori Okasako

Blairstone Forest_Lake Report: March 2024 (Mark and midori Okasako)

March

- * Treated small and large lobes to reduce phosphate levels
- * Continue applications of algaecide treatments in large and small lobes, in phases
- * Continue scooping leaves, muck, submerged algae growths along shorelines of small and large lobes

April (Projection)

- * Complete algaecide treatments (until summer)
- * To resume introducing beneficial bacteria to large and small lobes
- * To continue scooping leaves, muck, submerges algae growths along lake shorelines
- * To add mosquito fish (approx 100, one 5 gal)
- * To conduct lake water test/s

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Our resident and visiting waterfowls (ducks and geese) are beginning to nest by the lake.

During their nesting period (April and May), PLEASE . . .

. . . Be extra careful when visiting the lake area (including the gazebo island)

. . . Refrain from walking your dog/s by the lake

. . . Stay away from nesting areas:

*** Do not disturb, Do not feed, Do not throw things at waterfowls (Geese will NOT ATTACK/CHASE you, unless you get too close or provoke them)**

. . . Do not remove eggs from nest (even abandoned ones)
. . . Beware, it is against the law to harm any waterfowls
For your and their protection, we 'thank you' for your
understanding/ cooperation.
Our neighborhood's natural areas (forest and lake) are
designated as natural conservation
areas . . . they are also homes to all wildlife.
General Requests to ALL BF Residents: Please . . .
. . . Keep leaves, debris, mowed grass 'AWAY FROM' shoreline and
lake
. . . Do not throw bottles, cups, plastic bags, paper etc into
lake
. . . Use Fertilizers, Pesticides, Herbicides, etc...Responsibly
(Consider switching to ORGANICS, eg. OMRI Certified... instead of
synthetic/chemical
derived; additionally, applies to bagged Plant Soil Mixes with
synthetic fertilizers)

The goal of the treatments is to reduce the amount of algae, not
eliminate it. There will be 100 mosquito fish introduced into
the pond again this year. They have short life spans but do eat
mosquito larvae. The largest invasive plant threat in the pond
are the yellow irises. They are larger and choke out the native
purple irises.

Fine Review Committee Report by Mike McCrea

The Fine Review Committee held a fine review meeting on
Thursday, March 21 to review two fines levied by the Board at
the February 24 Board Meeting. The Committee decisions on each
fine are in draft and will be announced at the next meeting, so
the Board can allow time for proper notice to the parties
involved. Minutes of the review meeting will be posted this
week.

Mike was asked if the committee could offer a compromise or
reduced fine. He said no, the committee is limited to upholding
or overturning a fine the Board has imposed. He said if a fine
were upheld, the homeowner and Board might negotiate a
compromise, but it was not up to the Fine Review Committee.

Concerns or Questions by Association members

Adam asked if we could amend the Covenants to make them more in
keeping with the way we live now. It takes 75% of homeowners to
amend the Covenants, so no. The By-Laws can be amended easily
at the Annual Meeting with a majority vote of those present. We

will, again, look at amending the By-Laws. The biggest issue here was that non-homeowners can be elected the Board.

Adam wonders what liability we might have west of the big bridge where erosion has closed the pond path. Specifically, if the house at 1699 Silverwood Dr. were damaged by erosion, is that an Association liability? We will ask our attorney about it.

Meeting Adjourned

The meeting was adjourned at 8:07 P.M.

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