

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

**Call to Order and Welcome**

The meeting was called to order by Karen Willes at 6:30 PM.

Board Members — Karen Willes, President; Betsy Voorhies, Vice President; Tracie Priest, Director

Association Members and Guests Present – Tim Bottcher, Mary Brand, Karin Brewster, Llona Geiger, Adam Gillespie, Audrey Johnson, Susan Law, Kiki Litchford, Mario Lopez, Patti O'Hay, Mark Okasako, Midori Okasako, Frank Roycraft, Fred Willes, & Nancy Wood

**Old Business**

The minutes of the March 26, 2024 Board Meeting were unanimously approved on March 27, 2024 by Tracie and Fred via email and Betsy on March 29 via email.

Our attorney, Kristin Gardner, wrote that since our Covenants and By-Laws precede FS 720, the 90-day suspension of voting rights is not applicable for us. Given that assessments are deemed late on January 10 and voting happens about two weeks later, there is not time for a Board to meet, review assessment status of homeowners, and send letters suspending those persons from voting. The result is that no homeowner will be ineligible to vote due to unpaid assessments, unless previously having that right rescinded for a period of not more than 90 days that overlaps the Annual Meeting.

Our attorney helped clarify voting procedures. More hearings will take place to reach a final election procedure written document.

Our attorney advised that the prior use prescriptive easement argument regarding the pond path behind 1699 Silverwood Dr. does not apply because the previous path on common land eroded. A path could be created around private property if we could afford the project and secure the permits. Though discussions and remedies have been going on for 3 years, presently there is no plan to undertake that project.

On March 27, 2024, with all directors eligible to vote, the Board voted not to accept the Green Acres proposal for improving the front entrance. Fred voted yes. Tracie and Betsy voted no. The ACC and Grounds Committee chairs who secured the project

estimate were informed by email of that decision. They were asked to provide a specific plan for the front entrance area so the Board could request multiple estimates.

On April 6, 2024 Fred Willes resigned from the Board of Directors.

An inoperable vehicle on Brookside Blvd was removed on April 7. No fine was imposed as the removal was prompted by a letter of inquiry from TPAM to the homeowner.

At a Special Meeting on April 12, Karen Willes was appointed by the two remaining board members unanimously to replace Fred.

The minutes of the Special Meeting were unanimously approved on April 13, 2024.

## **New Business**

### *Revitalization of Covenants*

A motion to incur the expense related to preparing, distributing, and monitoring the return of the documents was unanimously approved.

#### **Documents required are:**

Below is a list of the documents that will be part of the initial owner packet that will need to be mailed or hand-delivered to each owner (not renters):

1. Draft of Cover Letter.
2. Consent form
3. Original Covenants
4. 1985 amendment to Covenants
5. Bylaws from website (if another version is found that does not say "replica" that would be better)
6. Certified Copy of Articles of Incorporation
7. Rules
8. Owner/Address List
9. Map of Neighborhood

### *Website Security and Redesign*

A motion to employ WPTallahassee for website redesign, hosting, security – Passed unanimously.

A motion to reimburse Karen Willes \$637.50 for ½ of the one-time setup fee for the new website. The balance of the setup fee is due upon launch of the new site. – Passed unanimously.

A motion to pay WPTallahassee \$786.50 for balance of website setup and first month of web hosting – Passed unanimously.

A motion to reimburse Karen Willes \$72 for the annual cost associated with Google Workspace, the same annual fee previously incurred for email access and forwarding capability. It will be billed in May. – Passed unanimously.

All future WPTallahassee fees for monitoring, posting, & security are \$149/month to be invoiced through TPAM.

#### *Collections Procedure for Overdue Accounts*

A motion to allow TPAM to employ a collection agency for overdue accounts – Passed unanimously.

The collection agency passes all fees to the overdue account and BFCA will receive the full amount of the overdue account as all fees are passed on to the overdue account owner.

Assessments outstanding at the present time -- \$4600

(Over \$10,000 was deposited through mid-April. – around 20% of budget)

Clarification was provided regarding the amounts that could be sent to Collections. A \$1,000 minimum is the least amount that can be sent if it is for a Fine. However, any amount owed can go to Collections if it for Assessments, according to our attorney. The overdue accounts are for assessments, not fines.

A motion to instruct TPAM to delete the interest & late fee fees of 7 overdue accounts totaling to \$176.76 because additional statements were not provided since we are only have annual billing. – Passed unanimously.

*Rename Road Fund to Infrastructure Fund* – A motion to rename the Road Savings Fund to the Infrastructure Fund to allow for a wider use of the money. Passed 2-1; Karen and Betsy voted yes; Tracie voted no.

#### *Split Rail Fences Project*

A motion to accept the \$4,600.00 estimate from Kiwi Construction to replace split rail fences and paint with clear coat to lengthen their life. Passed 2-1; Karen and Betsy voted yes; Tracie voted no.

#### *Road Repair Project*

Road repair estimate — We arranged for a contractor to bring in 3 1/2 tons of asphalt to make needed repairs on Brookside Blvd. and Silverwood Dr. The goal is to slow the deterioration of the road edges. The work was completed last week. Cost was \$4,250.00 paid from the Road Savings Fund on April 23, 2024. Passed unanimously.

*Discussion of Future Meeting Time – 6:30 or 7:00 PM*

Average attendance at meetings for the last 4 years

2021 – 14 – Call-in meetings at 6:30 PM due to COVID

2022 – 11.2 – 7:00 PM

2023 – 11.8 – 7:00 PM

2024 – 14 – 6:30 PM

A vote was taken by the attendees and the majority voted for a 6:30 PM meeting time.

*Tree Removal Requests from Residents*

There are no tree removal requests.

*Tree Removal on Common Land*

A motion to pay AAA Tree Experts \$1,100.00 for tree work along Brookside Blvd and grinding the stump at 1720 Brookside Blvd. Included was unanticipated fallen tree work with trees that were already on the tree work list. Passed unanimously.

*Parking in the Road* -- Roads in Blairstone Forest are narrow, and many of us drive vehicles that are much larger than those in use in the 1980s when our neighborhood was designed. Please respect your neighbors and do not park on the road or allow your guests to do so. Blocking the road, even partially, not only inconveniences other drivers, but it can also impede access by first responders, and inhibit safe passage for walkers during high-traffic times. If you don't have room for your cars in your driveway or garage, use the overflow parking at the ends of Silverwood Drive and Brookside Boulevard.

If you see cars parked in a way that would prevent the passage of ambulances or fire trucks—or if you can't get through—call the Consolidated Dispatch Agency at (850) 606-5800 and they will send an officer to locate the vehicles' owners. Check the [www.tlccda.org](http://www.tlccda.org) website for more information.

*Discussion of Voting Procedures* – Because BFCA allows for floor nominations, only proxies will be used to choose a new board member. Those interested in becoming board members will be listed and there will be a blank space on the proxy to add a nominee from the floor. Proxy votes may be sent in but only those in attendance would have the opportunity to vote for a floor nominee with any proxy votes for which they are named the proxy holder.

If there is no quorum, the proxies are good for 90 days. The annual meeting will not be adjourned and attempts will be made to get enough proxies for a quorum so the annual meeting will be continued in February and/or March until enough proxies are secured to actually vote. When that happens, the votes are counted; the new board

member is announced; and the annual meeting is adjourned. In the meantime, the present board continues until a quorum of attendees and proxies can be reached.

We have baby geese now! Please keep dogs on leashes and leave the new goose families alone. The parents are very protective.

## Treasurer's Report – Mary Brand

BFCB Treasurer Rpt 2024	Total Budgeted Full Year	Total Spent Full Year	(Over) Under Budget Full Year	January	February	March
<b>Corporate Expense</b>						
Corporate Annual Report	61.50	0.00	61.50	0.00	0.00	0.00
Insurance Package	2,000.00	0.00	2,000.00	0.00	0.00	0.00
Accounts/Income Tax Prep	150.00	0.00	150.00	0.00	0.00	0.00
Total Corporate Expenses	2,211.50	0.00	2,211.50	0.00	0.00	0.00
<b>General &amp; Administrative</b>						
Community Events	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00
Storage Locker	600.00	0.00	600.00	0.00	0.00	0.00
Website/Domain	600.00	0.00	600.00	0.00	0.00	0.00
Legal/Professional Fees	2,000.00	467.50	1,532.50	0.00	0.00	467.50
Management Fees	6,000.00	1,350.00	4,650.00	450.00	450.00	450.00
Management Software	1,500.00	337.93	1,162.07	172.48	75.00	90.45
Office Expense General	790.00	488.88	301.12	229.24	129.62	130.02
Total General & Administrative	11,490.00	2,644.31	8,845.69	851.72	654.62	1,137.97
<b>Grounds Maintenance &amp; Operating</b>						
Wood Repair (Boardwalk, Bridge, Fence)	7,000.00	675.00	6,325.00	0.00	675.00	0.00
Nuisance Animal Control	2,000.00	0.00	2,000.00	0.00	0.00	0.00
Pressure Washing	3,400.00	0.00	3,400.00	0.00	0.00	0.00
Landscaping Contract	5,000.00	350.00	4,650.00	350.00	0.00	0.00
Ground Committee	750.00	0.00	750.00	0.00	0.00	0.00
Landscape Maintenance General	3,000.00	125.00	2,875.00	0.00	125.00	0.00
Pond Water Quality Management	3,500.00	2,136.93	1,363.07	1,248.69	0.00	888.24
Pond Path Project	2,500.00	0.00	2,500.00	0.00	0.00	0.00
Tree Maintenance	9,000.00	4,200.00	4,800.00	500.00	2,200.00	1,500.00
Total Grounds Maintenance & Operating	36,150.00	7,486.93	28,663.07	2,098.69	3,000.00	2,388.24
<b>Fees/Permits</b>						
Stormwater Management Permit (3yr)	0.00	0.00	0.00	0.00	0.00	0.00
Backflow Valve Inspection	0.00	0.00	0.00	0.00	0.00	0.00
Total Fees/Permits	0.00	0.00	0.00	0.00	0.00	0.00
<b>Utilities</b>	7,000.00	1,539.05	5,460.95	511.94	508.56	518.55
<b>Road Savings</b>	6,500.00	0.00	6,500.00	0.00	0.00	7,500.00
<b>Totals</b>	<b>63,351.50</b>	<b>11,670.29</b>	<b>51,681.21</b>	<b>3,462.35</b>	<b>4,163.18</b>	<b>11,544.76</b>
<b>Current Balances 3/31/2024</b>						
Checking Account			40,199			
Road Savings Account			53,115			
Emergency Fund			30,107			
		Total	123,422			
				<b>Available Cash in Operating Fund</b>		
				Balance	40,199	
				Accounts Payable	-1,094	
				Prepaid Owner Assessments	-475	
					<u>38,630</u>	

## **ACC Committee Report – Karin Brewster**

John Hurst was paid \$287.50 to install the irrigation controller for the front entrance with previous board approval.

### **Item 1: Neighborhood Entrance**

#### **a. Clean-up and replanting:**

Following the March meeting of the Board, then-president Fred Willes suggested that the ACC obtain estimates from three companies: Fielder, Native Nurseries, and Green Acres. ACC chair Karin Brewster (KB) contacted these companies and met with their representatives.

#### **Scope of work:**

- i. Clean up from just west of the entrance to the intersection of Brookside Boulevard and Blair Stone Road, to include removal of dead plants and trees, invasive plants and vines (including bamboo, smilax tubers) up to 6 to 8 feet from road; trim existing azaleas; preserve and mow grass.
- ii. Replant planters and fill “empty spots” with native perennials
- iii. Sheet mulching or nontoxic herbicides to prevent recurrence of invasive plants.

Fielder. KB met with the Fielder operations manager, Chad Adcock, on April 2nd. Mr. Adcock suggested a minimum cost of \$15,000 for clearing and eradication of invasive plants, with costs of planting to be determined with the input of a Fielder’s landscape designer, at a cost of \$65/hour. At that point, we agreed that Fielder would not submit a formal estimate.

Native Nurseries: KB met with Seth Dunaway, Landscape Designer for Native Nurseries, on April 11th. The Native Nurseries estimates of \$4,675.54 for Front Entrance project that includes native plants or \$1,775.00 for cleanup without plants.

A motion to accept the Native Nurseries estimate for \$4,675.54 for Front Entrance project with native plants. Passed 2-1; Karen and Betsy voted yes; Tracie voted no.

Green Acres: KB invited Ashley Jordan, owner of Green Acres Landscaping, to submit a new estimate with an expanded scope of work. Ms. Jordan submitted her estimate on April 19th, with a cost of \$8,050.

#### **b. Repair irrigation system:**

John Hurst Outdoor Services evaluated the irrigation system on March 28<sup>th</sup> and, after the Board approved the cost, replaced the non-operational controller on April 18<sup>th</sup>. Sprinkler heads in the planters are functional for now, but Mr. Hurst cautions that, given their age, seals may need replacing.

Mr. Hurst will evaluate the broken tap and drip hose once the cleanup is done.

## **Item 2: Fencing**

Per minutes from the April 12<sup>th</sup> special Board meeting: "Betsy said one contractor had found rails that are the length of what we have now but had not been given the go-ahead for the project." Board action needed. (Board action has been taken. The split rail fence project was approved in the amount of \$4,600.00 with the work expected to begin in early May.)

## **Item 3: Covenant Violations (3-23-24 through 4-25-24): Resolved Issues:**

1725 Brookside Boulevard: TPAM sent a letter to property owner regarding an apparently inoperable vehicle. The matter has been resolved.

Garbage can violations:

2775 Red Maple Ridge, 2<sup>nd</sup> notice sent. Owner has notified his property manager re: renters' failure to store trash cans properly.

Four other properties had pending violation notices but they were canceled because the photographs provided were not time/date stamped.

## **Item 4: Applications for property changes (3-23-24 through 4-23-24)**

1731 Brookside Boulevard: Bryan Goff plans to repaint his home and proposes changing color of front rail and garage door to match exterior of home. Approved.

## **Grounds Committee Report – Kiki Litchford**

Grounds Quarterly Update

In February, four volunteers attended the Annual Work Day. We removed weeds in the Silverwood loop. Native plants were purchased for the loop and front entrance.

In March, work plans and estimates were presented to the Board detailing actions that should be taken to restore the front entrance. This included plant management as well as infrastructure needs. Fallen tree on Silverwood was cleared from road by volunteers.

As of April, the work needed to restore the common areas so we can begin to manage the neighborhood grounds stands as follows:

- In the Silverwood loop, overgrowth of vines on ground and up trees, and the thickets, need control before we lose further stability. The tradescantia, nandina, mexican hydrangea, etc need removal, and the natives should repopulate with proper management.

- On Silverwood, the area around the fence across from the gazebo bridge needs vine control. The overgrown jasmine & tradescantia should be removed.
- The Silverwood gazebo bridge entry transition needs repair. On the bridge, a plank is missing at the intersection. There is a fallen tree in the water that may be a hazard. The connecting path to Brookside has eroded and needs repair.
- On the gazebo island there is a split tree needing removal. The island needs some weed control, and has a bad erosion issue.
- For the pond path, please see the included letter from a resident to the Grounds Chair. Path overgrowth and erosion are ongoing issues. In the pond pump lot, the tradescantia needs to be removed as well as the oxalis and thickets.
- On the boardwalk, there is a potentially hazardous fallen tree by the Indianhead path that needs cleaning if not removal. Along the path there is an extreme overgrowth of vines creating an arch that needs removal along with the mats of vines. The slippery boards are hazardous after rain and when mold/algae is allowed to grow. In the forested area there are coral ardesia mats, elephant ears and inch plant which need removal. There is another broken board, and the boardwalk should be assessed for comprehensive maintenance. There are abandoned wood piles blocking water flow.
- For the entrance, please see the prior quotes. There are hanging branches and vines posing a threat over the road. Additionally, the walkway needs weed control and rock refill. The interior wooded area needs vine control at minimum, along with the nandina, coral ardesia, tradescandia, and other weeds removed. The brook is in need of care, with the fallen logs, trash, and weeds removed. In some areas it may need to be reinforced to slow the erosion.
- The fences at Nestlewood, Harvest, & both ends of Red Maple need repair before those areas can be addressed.
- Along the Brookside/Orange strip, the fence has collapsed and trash is coming into the brook. There is vine overgrowth that needs to be removed. Several tree limbs should be assessed.
- The area around Brookside bridge needs the overgrowth removed.
- At the end of Brookside, there are collapsing picnic tables and overgrowth that needs to be removed.

Letter from Resident:

Primarily, I'd like to discuss how the fallen trees in the pond and trail. Fallen branches are placed on borders, the overgrown branches of a fallen tree by the walk-over and sitting bench. Recently, a Pine tree fell and crossed the trail and pond. They removed the fallen portion on the trail/yard but left the other 65% of the tree in the pond. It's just getting concerning how we are forced to watch and let it go, losing our home values. The geese now only have access to my yard because the perimeter has become overgrown and closed in. They essentially use the only opening that I'm firm on keeping clear. Hope we are improving the trail and restoring the beauty of the pond.



**The next Grounds Committee Work Day is planned for Saturday, June 1 from 10 AM-Noon! Meet at the pond pump on Silverwood Drive for instructions.**

**Public Service Announcement – Open House and Plant Sale 2024 at the UF/FAS Leon County Extension Office at 615 Paul Russell Road on Saturday, May 11 from 9:00 AM – Noon.**

### **Lake Report – Midori Okasako**

**Blairstone Forest\_Lake Report: April 2024** (Mark and midori Okasako) 01-02

#### **April**

- \* Contacted Leon County Mosquito Control for complimentary ‘100+ mosquito fish’ (04/01/mon<sup>o</sup>)
- \* Complete overall final algaecide applications for large and small lobes (week of 04/08)
- \* Treat large and small lobes with pond cleanse (beneficial bacteria)
- \* Turn off water from 04/09/Tues ~ 04/14/sun, due to heavy rainstorm 04/10/wed evening  
(04/11/thurs, check lake water overflow at observation deck; functioning)
- \* Treat large and small lobes with phosphate reducer, post rainstorm (04/14/sun)
- \* Remove submerged leaves, debris, algae, muck along small lobe shoreline (04/21/sun)

#### **May (Projection)**

- \* Continue pond cleanse treatment (beneficial bacteria) to large and small lobes
- \* Continue removal of submerged leaves, debris, algae, muck along large and small shorelines
- \* Contact and Conduct lake water test/s

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#### **April 22/mon, 2024 (evening) ‘private’ meeting with Ecological Landscape Maintenance/**

##### **Invasive Plant Control (James Gunderson), in summary:**

- \* To assist with identifying existing perennial vegetation (trees, shrubs, ground cover) along shorelines of large and small lobes and island
- \* To assess existing native vegetation (which specimens to remain, to be removed)
- \* To assess existing non-native/ invasive ( e.g category 1 & 2 ) vegetation (to be removed in order to rehabilitate the vegetative ecology of the Lake shorelines (and potentially to neighboring area)
- \* To discuss potential management recommendations (implemented in phases/ seasonally) in order to restore and to sustain healthy, natural habitat/biodiversity; ultimately, to ‘spruce up’ the Lake view by selectively maintaining beneficial native vegetation
- \* To potentially determine management of the Lake vegetative environment to be cared distinctly from common street management

***\* More detailed report will be drafted and will be available for review by mid-May 2024***

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***Waterfowl Update: This Spring, as in previous years, Our Lake has been home for a variety of waterfowl***

*(Wood Duck, Merganser, Mallard, Anhinga, Great Blue Heron, Snowy Egret, Great Egret, Canada goose and more)*

***There are currently 3 remaining nesters: 1 at the gazebo island and 2 by small lobe***

*\* For your safety and for the protection of waterfowls, please continue to take precautions when visiting the Lake.*

***\* We ‘thank you’ for your understanding/ cooperation.***

***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)*

## **Fine Review Committee Report – Mike McCrea**

Results of Fine Review Committee Meeting on Thursday, March 21, 2024 at Jack McLean Community Center

1705 Silverwood (Tree Cutting): Unanimous to reject fine (Review Committee Vie Vie Baird, William Walter, Mike McCrea)

2779 Red Maple (Trash can visibility): Majority to approve fine (Baird and Walter approve, McCrea reject)

Motion to uphold Fine Committee decision to levy \$100 fine on 2779 Red Maple Ridge for Trash can visibility following 4<sup>th</sup> violation letter.

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

The tree issue mentioned in the Grounds Committee Report with the letter from a resident was addressed by Midori Okasako who explained that when trees and other vegetation falls into the pond it is left there as it, actually, adds to the health of the pond. The issue of overgrown shrubs around the pond is a lawn maintenance issue.

Frank Roycraft mentioned that the City will monitor an entrance security camera, though the association would have to pay for the camera. Frank was asked to find out specific information about the program and report back at a future meeting.

**Meeting Adjourned**

The meeting was adjourned by Karen Willes at 8:12 PM.

**The next scheduled meeting of the Board of Directors will be at 6:30 P.M. on Tuesday, May 28, 2024, at Jack McLean Community Center at 700 Paul Russell Road.**