

**BFCA Board of Directors Meeting Minutes**  
**Jack McLean Community Center**  
**700 Paul Russell Road**  
**Tuesday, June 25, 2024**  
**6:30 P.M.**

**Call to Order and Welcome at 6:38 PM**

Board Members — Karen Willes, President & Betsy Voorhies, Vice President present at the meeting and Tracie Priest, Director attending by phone

Residents and Guests Present – Mary Brand, Treasurer, Kristen Crosby, Lynda Davis, John Dowler, Llona Geiger, Audrey Johnson, Mario Lopez, Venus Mikanagu, Mark Okasako, Midori Okasako, Frank Roycraft, Rolando Torres, Fred Willes, Nancy Wood

**Old Business**

The minutes of the BFCA Board Meeting on Tuesday, May 28, 2024 were approved on May 29, 2024 by Karen & Betsy via email and sent to the webmaster for publication on the website.

*Tornado cleanup* continues – A city inspector told Karen that the debris cleanup trucks were not allowed to work in areas with “private roads” even though we pay City and County Taxes and all utility services. However, the Grapple Trucks entered Blairstone Forest to begin picking up our tornado debris on Thursday, May 30. We are grateful that our State Senator, Corey Simon, through contacts with BFCA resident Shawn Foster, intervened for us and the decision was made to include BFCA and a couple of other “private road” areas in the pickup. We knew we would be financially responsible for clearing the roads, but without their help, we would have had to pay for the debris pickup, as well.

*Boardwalk repair/replacement proposals*

The estimates for boardwalk cleaning and replacement were presented but plans for boardwalks and fence repairs are put on hold because of the various costs associated with the cleanup from the tornadoes.

Road Clearing -- \$20,000 – Approximately \$160 per property (lot) owner

Pond Pump Electrical -- \$921.85 – Board-approved proposal to Meeks Electrical Services accepted on Friday, May 31.

Front Entrance Electrical – \$2,930.35 – Initial work done / city has to inspect and install meters / then Meeks can return to get the lights working again

Broken bricks on column at front. A brick mason has been contacted by Betsy.

Broken street signs – Because we have private roads, the City of Tallahassee will not replace the BFCA broken street signs. Apogee Signs has been contacted for a sign replacement proposal for 3 of the 5 signs that were destroyed in the tornado. (First estimate to replace all 5 signs -- \$2,697.00 / Second estimate pending)

Tree invoices – \$1,500 on 5/5 ; \$20,000 on 5/29 ; \$1,000 on 6/11

*Estimated Fixed BFCA Costs* -- Anticipated monthly fixed expenses average approximately \$5,500/month = \$66,000/year

$\$66,000 / 125 = \$528$  per property (lot) owner

*Covenants Revitalization Project* – Anticipated cost for printing, mailing, stamped self-addressed return envelopes, & attorney fees = \$5,000 / 125 = \$40 per property owner  
Revitalization remains on hold as tornado cleanup continues

*Access onto Blair Stone Road* – Hartsfield Construction Company owns the property beside the BFCA entrance sign and power lines into the Forest. Photos of the overhanging limbs and trees were sent to them on Monday, May 20, to ask that the limbs at Blair Stone Road be trimmed for better vehicle visibility and to attend to the trees that could fall into BFCA power lines. No movement to date to clean up the sidewalk beside the entrance.

### *Overdue assessments*

Progress with collecting overdue assessments – Alliance -- cancelled

Less than \$3,000 is still owed in assessments. The board has decided to cancel committing to a collection agency when, at this time, property owners are still dealing with tornado damage.

One property owner owes for 2 years and 4 property owners owe for 1 year.

## **New Business**

### *Management Contract*

A motion was made by Karen Willes and seconded by Betsy Voorhies to cancel the TPAM Contract that expires on July 31, 2024. – The motion passed unanimously.

### *Management Contract*

A motion was made by Karen Willes and seconded by Betsy Voorhies to contract with Executive Management Services, Inc. beginning on August 1, 2024. – The motion passed unanimously.

### *2025 Budgeting*

Considerations will need to be given to replacing emergency and infrastructure funds that were used with the tornado. Average annual expense was approximately \$60,000 which included \$6,500 for road fund but no additional funds for emergencies after 2020. Just to pay the bills and add \$6,500 to infrastructure is \$500 per property (lot).

Tornado expenditures are approximately \$30,000 -- \$20,000 to clear the roads and approximately \$10,000 in additional cleanup and repair expenses. That's another \$246 per property (lot) owner to replace just those expenses.

This is only the "tip of the iceberg" for the tornado recovery.

In order to even out the funds, the road clearing invoice was paid in 2 pieces -- \$10,000 from Emergency and \$10,000 from Infrastructure. That way there would be money left in the Emergency account if needed later in 2024 for hurricane cleanup.

We have approximately \$30,000 in the Operating Account to pay the bills for the next 5 months. At approximately \$5,000/month, we might have some money left over. If so, putting it into replacing the tornado expenditures would be prudent and starting 2025 with a zero-based budget, where all expenditures are planned, would also be prudent. In the past, when money has been left over, the overage has simply been used the next year to lower the assessments when projects that were budgeted in the previous year did not happen. In a zero-based budget, the leftover money could be allocated to Emergency or Infrastructure accounts. The budget could be reassessed or rebalanced during the year.

### *Priority suggestions – Only 1 response -- MetroNet*

We have been sent the MetroNet contract and learned at the meeting that many residents would be interested in adding MetroNet as an Internet Provider. Installation would be done at no cost to the community but would involve underground installation of the fiber optic cable. Then if residents wanted to sign up for MetroNet, the company would run the cable to their home and the resident would subscribe to the service at that time. This is an internet-only service. You would still need to have a TV subscription or contract with a different provider. MetroNet does not provide a TV channel lineup like Xfinity.

A motion was made by Betsy Voorhies and seconded by Karen Willes to contact MetroNet to lay fiber optic cable in Blirstone Forest – The motion passed unanimously.

### *Tree and dead branch removals*

Because a common land tree did not fall all the way down on a house in Indianhead, we are responsible for its removal. The law has been confirmed with ISA-certified Arborist that, because the tree is hung up and did not reach the ground but hangs over the roof, it poses a property threat and BFCA is still responsible for it. The \$1,000 proposal from AAA Tree Experts to remove the common land pine tree was accepted on Tuesday, June 4. As a result, BFCA is no longer liable should something happen and the tree fall between June 4 and whenever AAA removes the tree. The same rule applied to a hanging tree in a forest resident's backyard so BFCA was responsible for cutting and dropping it back onto the common land. Both trees fit the definition of "threats to people or property."

BFCA responsibility for common land – Only threats to people or property IF tree is hanging. BFCA historically has not cleared any common land if it is not in a high traffic area. However, property owners may choose to clear areas of common land at their own expense.

AAA will invoice BFCA for pruning trees that hang over the streets which could pose threats to vehicles and residents.

*Annual Backflow Testing passed -- \$40 fee for testing*

### *DigiTally Reports*

*Street Lights – The overhead street lights at the front entrance were reported to DigiTally and have been restrung and replaced.*

*Street Signs reported to DigiTally for replacement – Response from DigiTally -- Because we have private streets we have to replace the signs. Two companies been sent the information needed and we are waiting on a proposal for the cost of replacing signs that were destroyed in the tornado.*

*Inquiry made for ditch cleanout – Reponse from DigiTally is that the ditch is owned and maintained by Leon County Public Works. The response was forwarded to them but we do not have a response from them yet.*

### *Neighborhood Leadership Roundtable Report*

Tracie and Karen attended the Neighborhood Leadership Roundtable on Thursday, June 20, at Freedom Church on Thomasville Road. Leaders from the Neighborhood Affairs Division of the City of Tallahassee were available for comments and questions. We

learned that possible grant money might be available and are pursuing those options. Karen contacted Theodus Baker, the Neighborhood Services Coordinator, on Friday, June 21, to see if Blairstone Forest could get financial assistance with replacing the street signs, recovering any of the \$20,000 for street clearing, and paying for some of the front entrance beautification project with Native Nurseries. He was going to talk to his supervisor, John Baker, and get back to Karen with a reply. No response yet.

### *American Red Cross Assistance*

Karen was contacted by a representative of the American Red Cross to share that several of the Blairstone Forest addresses were eligible for financial assistance. She attempted to contact those property owners individually and a mass email with the information for anyone to apply for assistance was sent to Forest Residents. That program ended on June 16.

### *FEMA Assistance*

On June 18 a federal disaster declaration was made official and residents and businesses became eligible for financial assistance from FEMA. Information on how to apply was sent via mass email from the BFCA Board. Residents were told they could still apply if they had costs not covered by insurance.

### *New State Laws for Associations*

There are new state laws for associations that will take effect on July 1, 2024. We are in compliance with most of them with the BFCA documents that are already posted on our website. However, getting new directors could be problematic. New directors are going to be required to take a class with satisfactory completion within 90 days of taking office. Presently, there is no information about how long the class is or where it is offered. In addition, all directors are going to have to complete 4 hours of inservice annually. Presently, directors only had to read certain documents and sign a certification certificate which is posted on the BFCA website.

## Treasurer's Report – Mary Brand

BFCa Treasurer Rept 2024	Total Budgeted Full Year	Total Spent Full Year	(Over) Under Budget Full Year	January	February	March	April	May	June	July	A
<b>Corporate Expense</b>											
Corporate Annual Report	61.50	0.00	61.50	0.00	0.00	0.00	0.00	0.00			
Insurance Package	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00			
Account/Income Tax Prep	150.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00			
<b>Total Corporate Expenses</b>	<b>2,211.50</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>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>General &amp; Administrative</b>											
Community Events	0.00	0.00	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	0.00	0.00			
Storage Locker	600.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00			
Website/Domain	600.00	1,411.25	(811.25)	0.00	0.00	0.00	1,411.25				
Legal/Professional Fees	2,000.00	2,310.00	(310.00)	0.00	0.00	467.50	302.50	1,540.00			
Management Fees	6,000.00	2,250.00	3,750.00	450.00	450.00	450.00	450.00	450.00			
Management Software	1,500.00	487.93	1,012.07	172.48	75.00	90.45	75.00	75.00			
Office Expense General	788.50	660.84	127.66	229.24	129.62	130.02	123.17	48.79			
<b>Total General &amp; Administrative</b>	<b>11,488.50</b>	<b>7,120.02</b>	<b>4,368.48</b>	<b>851.72</b>	<b>654.62</b>	<b>1,137.97</b>	<b>2,361.92</b>	<b>2,113.79</b>	<b>0.00</b>	<b>0.00</b>	
<b>Grounds Maintenance &amp; Operating</b>											
Wood Repair (Boardwalk, Bridge, Fence)	7,000.00	1,675.00	5,325.00	0.00	675.00	0.00	1,000.00	0.00			
Roads	0.00	4,250.00	0.00	0.00	0.00	0.00	4,250.00	0.00			
Split Rail Fence Repair	0.00	1,638.30	0.00					1,638.30			
Nuisance Animal Control	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00			
Pressure Washing	3,400.00	0.00	3,400.00	0.00	0.00	0.00	0.00	0.00			
Landscaping Contract	5,000.00	350.00	4,650.00	350.00	0.00	0.00	0.00	0.00			
Ground Committee	750.00	0.00	750.00	0.00	0.00	0.00	0.00	0.00			
Landscape Maintenance General	3,000.00	652.50	2,347.50	0.00	125.00	0.00	287.50	240.00			
Pond Water Quality Management	3,500.00	2,136.93	1,363.07	1,248.69	0.00	888.24	0.00	0.00			
Pond Path Project	2,500.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00			
Tree Maintenance	9,000.00	25,300.00	(16,300.00)	500.00	2,200.00	1,500.00	0.00	21,100.00			
<b>Total Grounds Maintenance &amp; Operating</b>	<b>36,150.00</b>	<b>36,002.73</b>	<b>6,035.57</b>	<b>2,098.69</b>	<b>3,000.00</b>	<b>2,388.24</b>	<b>5,537.50</b>	<b>22,978.30</b>	<b>0.00</b>	<b>0.00</b>	
<b>Fees/Permits</b>											
Stormwater Management Permit (3yr)	0.00	0.00	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	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>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Utilities</b>	<b>7,000.00</b>	<b>2,609.65</b>	<b>4,390.35</b>	<b>511.94</b>	<b>508.56</b>	<b>518.55</b>	<b>546.50</b>	<b>524.10</b>			
<b>Total Expenditures</b>	<b>56,850.00</b>	<b>45,732.40</b>	<b>17,005.90</b>	<b>3,462.35</b>	<b>4,163.18</b>	<b>4,044.76</b>	<b>8,445.92</b>	<b>25,616.19</b>			
<b>Transfers</b>											
To Infrastructure Savings	6,500.00	7,500.00	(1,000.00)	0.00	0.00	7,500.00	0.00				
From Infrastructure Savings Fund to Operating		(4,250.00)		0.00	0.00	0.00	(4,250.00)				
<b>Net Transfers</b>	<b>6,500.00</b>	<b>3,250.00</b>	<b>(1,000.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>(4,250.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Totals</b>	<b>63,350.00</b>	<b>48,982.40</b>	<b>16,005.90</b>	<b>3,462.35</b>	<b>4,163.18</b>	<b>11,544.76</b>	<b>4,195.92</b>	<b>25,616.19</b>	<b>0.00</b>	<b>0.00</b>	
<b>Current Balances 5/31/2024</b>											
Checking Account		33,306.90									
Infrastructure Savings Account		48,865.15									
Emergency Fund		30,106.58									
<b>Total</b>		<b>112,278.63</b>									
<b>Available Cash in Operating Fund</b>											
Balance						33,306.90					
Accounts Payable						(22,048.79)					
Prepaid Owner Assessments						(476.52)					
						<b>10,781.59</b>					

## ACC Committee Report – Karin Brewster

### Item 1: Neighborhood Entrance

Work by Native Nurseries is still scheduled for July 23 and 24. Tree branches in south-side planter will need to be cleared before Native Nurseries can begin. Native Nurseries will need to assess the area that needs clearing so that AAA can be contacted to remove the downed trees and other tornado debris.

Broken brick column in south-side planter. Board member Betsy Voorhies and ACC chair Karin Brewster have identified brick masons and will solicit estimates for this work.

### Item 2: Fencing

No firm date for this work. Kurt Schneider of Kiwi Construction has been prioritizing emergency home repairs in wake of April flooding and May tornados. BFCa has paid for the fence materials and the project will move forward on Kurt's schedule.

**Item 3: Landscape Maintenance**

Ashley Jordan of Green Acres Landscape Management is eager to work with us to formulate a maintenance plan for front entrance and common areas, as recovery efforts move forward.

**Item 4: Covenant Violations (5-25-24 through 6-20-24)**

None.

**Item 5: Applications for property changes (5-25-24 through 6-20-24)**

*1709 Brookside Boulevard.* Fern Senra submitted a plan to add a privacy screen the south side of his front porch. Style identical to that on the rear side of home. Approved.

Several owners reached out to the ACC regarding repair work. None of these owners planned changes to appearance (structural, paint, shingles) and thus their requests were approved.

**Item 6: Restoring neighborhood infrastructure and appearance**Debris pickup:

The first round of debris pickup was finished on June 7<sup>th</sup>. Thank you, Silverwood residents, for your cooperation during the three days it took to clear us out! The driver from Ceres told me that he appreciated how nice we are!

The second round of debris pickup concluded June 19<sup>th</sup>. There will be no more storm debris pickup. Please note that owners are responsible for having any additional storm related debris (e.g., logs, damaged furniture, construction debris) hauled away. The city will not pick these items up in its regular Blue Week runs.

Electrical work:

Meeks Electric Co. has fixed the pond's electrical panel and the pump is working again. (Cost -- \$921.85)

Meeks has also been working on the BFCA electrical at the front entrance. They had to rewire, then get permitting clearance from the city, then return to see if the lights still work. (Cost -- \$2,903.35)

Street signage:

Board president Karen Willes has requested design and pricing information from 2 sign companies for replacement of street signs at Brookside and Nestlewood, Brookside and Silverwood, and Silverwood and Red Maple Ridge. (First estimate to replace all 5 signs - \$2,697.00 / Second estimate pending)

Additional pending tree work:

AAA tagged trees with broken branches (some very high up) over the roads and is scheduled to prune them to make the roads safer for vehicles and residents.

Our boardwalks remain closed: The long boardwalk is completely inaccessible at both ends. Short boardwalk to long bridge is broken, with tree still down, and the pathway past the short bridge is blocked by a downed tree. Tree removal and repair work are not yet scheduled, pending Board decisions regarding funding.

No other items to report.

## **Lake Report – Midori Okasako**

***Blairstone Forest\_Lake Report: JUNE 2024*** (Mark and midori Okasako) revised 06/25,2024

### **JUNE**

- \* Treated large and small lobes with beneficial bacteria double dosage (week one, 06/02/Sun)
  - \* Electrical box for water pump fixed (06/06/Thurs)
  - \* Contacted Leon County Mosquito Control Section regarding status of mosquito fish (No reply, will contact them again in early July)
  - \* Removed submerged branches in small lobes
  - \* Treated small lobe with algaecide (06/23/Sun)
  - \* To collect tree debris (along lake paths and by electrical box) to road side for Wed\_07/03 pickup
  - \* To continue vigorous scooping of floating and submerged algae
  - \* To remove partially submerged smaller trees and branches from lake
  - \* To postpone water quality test until early fall
  - \* **Downed Trees on Common Ground by lake shoreline/ by path and on resident property blocking path and in lake (not entirely submerged):**
    - **Large Lobe:** Brookside: 2 resident trees (one substantial)
    - **Small Lobe:** Red Maple: 3 common ground (2 substantial), Silverwood (from pump side to small bridge): 2 common ground trees & 1 substantial resident (?) tree
- (Would Require Tree Service to Remove Substantial Downed Trees and Branches from shoreline)**

### **Summer (Projection)**

- \* To request BFHOA board to determine what measures will be taken for **Downed Trees** **(still blocking lake pathways and partially submerged in lake water)**
- \* To contact Leon County Mosquito Control Section regarding status of mosquito fish
- \* To continue scooping algae, vigorous applications of algaecide & beneficial bacteria treatments

### **General Requests to ALL BF Residents: Please . . .**

. . . Keep leaves, tree debris, mowed grass 'AWAY FROM' shoreline and lake (Please refrain from depositing them into lake) ... **THANK YOU**



## Concerns or Questions by Association Members

There was a discussion about loose dogs that were out of control. The dogs in particular were identified as belonging to a couple of known residents and that it was a common occurrence. If speaking with the dog owner doesn't work, residents may call Tallahassee Animal Control at (850) 891-2958. <https://www.talgov.com/animals/asc-control>

The City of Tallahassee Code of Ordinances is on this website -- [https://library.municode.com/fl/tallahassee/codes/code\\_of\\_ordinances?nodeId=PTIICOGEOR\\_CH4AN](https://library.municode.com/fl/tallahassee/codes/code_of_ordinances?nodeId=PTIICOGEOR_CH4AN)

Specific to dogs off leash -- information is found in Article III (Dogs and Cats) under Section 4-103 – Animals at large.

**DOOR PRIZES** – The Hurricane Prep Buckets were won by Mark Okasako and Mario Lopez.

**Meeting Adjourned at 7:57 PM.**

**The next scheduled meeting of the Board of Directors will be at 6:30 P.M. on Tuesday, July 23, 2024, at Jack McLean Community Center at 700 Paul Russell Road. Note that this is a week earlier than the last Tuesday of the month because the Community Center is closed on July 30.**