

BFCA Board of Directors Meeting Minutes
Jack McLean Community Center
700 Paul Russell Road
Tuesday, July 23, 2024
6:30 P.M.

Call to Order and Welcome

Call to Order at 6:32 PM.

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

Residents and Guests Present – Mary Brand (Treasurer), Karin Brewster, Liz Conn, Lynda Davis, John Dowler, Llona Geiger, Susan Law, Kiki Litchford, Mario Lopez, Patti O’Hay, Mark Okasako, Midori Okasako, Frank Roycraft, Debbie Taggart, Roly Torres, Fred Willes, and Nancy Wood

Old Business

The minutes of the BFCA Board Meeting on Tuesday, June 25, 2024 were approved unanimously by email on June 26, 2024 and sent to the webmaster for publication on the BFCA website – www.blairstoneforesthwa.com .

2025 Budgeting

Discussions are underway to move to a zero-based BFCA 2025 budget that includes fixed costs plus replacing reserve funds and possible affordable projects. Carry-forward funds have been used since 2020 to lower assessments instead of adding those funds to reserves in order to fund large projects when enough money became available. If money is left over at the end of the year or when the budget is rebalanced, this Board will plan to Carry-forward funds to the reserve fund(s) instead of using it to lower assessments.

DigiTally Reports

Street Signs reported to DigiTally for replacement – Getting estimates for replacing our “private road” street signs that were destroyed in the tornado continues. One estimate was \$2,697 to replace all 5 signs; another estimate was more than that so that company declined to follow-through with an estimate; a third company’s estimate (Sign’s Now) is \$731 to replace 1 with sign, hardware & pole and 2 more with signs and hardware because poles survived the tornado.

Inquiry made for ditch cleanout – It was confirmed by the City of Tallahassee that the ditch is owned and maintained by Leon County Public Works. The response was forwarded to them but there has been no response.

Neighborhood Leadership Roundtable Report

Tracie and Karen attended the Neighborhood Leadership Roundtable on Thursday, June 20, at Freedom Church on Thomasville Road. We learned of a city beautification grant of \$2,500.00 that could be available to help to pay for the Native Nurseries landscaping project at the front entrance. The grant application must include before and after photos as well as detailed plans for the project. Because of the tornado damage, Native Nurseries will return in late July to reassess the area to include changes to use plants that will thrive in more sunlight.

New State Laws for Associations

The new state laws for associations took 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, the new HOA laws now require that meeting agendas must be posted 14 days before a meeting and board actions to be considered must be posted 7 days before a meeting.

New Business

Board Action Items

Grounds Proposal recommendation from ACC – The ACC recommends accepting the grounds proposal from Green Acres Landscape Management for managing the BFCA common areas. The proposal includes cleanup around the pond, cleanup of the grounds, and twice-monthly visits to maintain the grounds according to seasonal needs. That also includes maintaining the front entrance landscaping project after it gets installed. The cost is \$2500 for the initial clean-up around the pond, \$2500 for the initial cleanup of the grounds, and \$275 per each twice-monthly grounds maintenance visit.

Karen Willes motioned to accept the ACC Grounds Maintenance proposal. It was not seconded. Several residents expressed dismay and Karin Brewster asked for Tracie's concerns. They were that there are missing details of mower size (should be narrow making for a single footpath to protect surrounding vegetation) and advised against string trimmer due to its non-discriminatory destruction. Karen Willes said Green Acres Landscaping uses native plants and seasonal maintenance plans. Meeting attendees asked if there was a way to move forward. Betsy, who was ill at home this evening, was called as a tiebreaker. The motion was put forward again for a vote to accept the ACC Grounds Maintenance proposal resulting with Karen and Betsy voting yes and Tracie voting no. Betsy remained on the phone for the rest of the association business.

Hold Harmless Agreement and If Any Worker's Comp Insurance for Resident Volunteers – We have found out that volunteers who work on the BFCA Common Property are not covered by our liability insurance. It was confirmed through contacting 3 different insurance agencies that additional insurance coverage for volunteers does not exist. Our attorney was asked to draft a volunteer waiver so she created a Hold Harmless Agreement document for the Association that requires that the signee be a property owner, designates the specific volunteer work that will be done on the BFCA common property, and is effective for one year from the date it is signed.

In addition, a company that insures HOAs & Condos has been found and BFCA has received a quote of \$434/year for a \$100,000 Worker's Comp policy that will include volunteers that work on the common property – if their work is included in the meeting minutes. The company is Community Association Insurance Solutions and there is a local insurance company that is the contact that has secured the quote for BFCA.

A motion was made by Karen and seconded by Tracie. Discussion followed and the vote to approve the Hold Harmless Agreement and secure the If Any Worker's Comp Insurance with Community Association Insurance Solutions was unanimous. The Board unanimously approved Mark and Midori Okasako to continue working on the pond after their waivers were received by the Board.

Trees -- \$3,100 for tree removals/cleanup of Mulch Area and Front Entrance – The AAA Tree Experts sent a proposal for \$2,500 for cleaning up the Mulch Area and Front Entrance to allow for access to the pond and to prepare the front entrance for repair of the brick column and Native Nurseries landscaping project. Also included is BFCA problem trees to be dropped or pruned at 2 residences on Brookside Blvd. There is an additional \$600 reimbursement to a property owner on Silverwood Drive for a common area dead tree that threatens the home. This is a reimbursement because it is wrapped into the homeowner's larger proposal and the tree company would not re-invoice the \$600 separately to BFCA so a reimbursement is the best way to take care of it.

A motion was made by Karen Willes and seconded by Tracie. Discussion followed and the vote was unanimous to approve the tree work above and to remove or drop six common land trees that pose threats to property. It was pointed out that there is a tree behind 1717 Brookside Blvd that is across the wooden fence at the edge of our property. Removing that tree from the fence will be added to the projecBrick Repair of Front Entrance Column -- \$450 – Wayne Jacob Masonry provided a written estimate for the brick repair of the front entrance column that was damaged in the tornado. He wants to wait to repair the column after the AAA Tree Experts area cleanup is complete.

A motion was made by Karen and it passed unanimously as discussion has already taken place.

Street Signs Replacements -- \$731 (1 sign/pole and 2 signs w/hardware) – Signs Now provided a \$731 estimate for the replacement, repair, and installation of the 3 BFCA signs that were damaged in the tornado. One includes sign, hardware, & pole while the other two require only signs and hardware because the poles survived. In order to start the project, a 50% down payment is required. This will be done through our new property manager so that a half & half payment will not result in confusion.

A motion was made by Karen Willes and it passed unanimously as discussion had already taken place.

The Board confirmed the reinstatement of covenant rules, especially regarding signs as the only signs allowed are For Sale or For Lease, Tree Removal Forms, & Inoperable Vehicles.

MetroNet Information update – MetroNet discussion is ongoing. The MetroNet sales office next to Canopy Road Café closed on June 28 so the only way to get MetroNet assistance is online or by phone. After BFCA is completely transitioned to the new manager and SunBiz is updated, MetroNet will be contacted to begin the process of contracting for installation in Blirstone Forest. After the contract is signed, the anticipated time for installation is approximately three months.

Executive Management Services transition effective on August 1

New Post Office Box & payment website –

Blirstone Forest Community Association, Inc.

P. O. Box 13089

Tallahassee, FL 32317

Regarding payments – There will be a “Pay Dues” link to Blirstone Forest on the EMS Website – www.mycamfirm.com – where Blirstone Forest will be listed in the “Home Owners Association Payment Links” where residents can set up their preferred way to pay their assessment.

Treasurer's Report – Mary Brand

BFCATreasurer Rept 2024	Choose sidebar display	Budgeted Full Year	Total Spent Full Year	(Over) Under Budget Full Year	January	February	March	April	May	June	July	A
Corporate Expense												
Corporate Annual Report		61.50	0.00	61.50	0.00	0.00	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	0.00	0.00	
Account/Income Tax Prep		150.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Corporate Expenses		2,211.50	0.00	2,211.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General & Administrative												
Community Events		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Bank Charges		0.00	15.00	(15.00)	0.00	0.00	0.00	0.00	0.00	0.00	15.00	
Storage Locker		600.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Website/Domain		600.00	1,560.25	(960.25)	0.00	0.00	0.00	1,411.25	0.00	149.00		
Legal/Professional Fees		2,000.00	2,310.00	(310.00)	0.00	0.00	467.50	302.50	1,540.00	0.00		
Management Fees		6,000.00	2,700.00	3,300.00	450.00	450.00	450.00	450.00	450.00	450.00		
Management Software		1,500.00	562.93	937.07	172.48	75.00	90.45	75.00	75.00	75.00		
Office Expense General		788.50	693.70	94.80	229.24	129.62	130.02	123.17	48.79	32.86		
Total General & Administrative		11,488.50	7,841.88	3,646.62	851.72	654.62	1,137.97	2,361.92	2,113.79	721.86	0.00	
Grounds Maintenance & Operating												
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	0.00		
Roads		0.00	4,250.00	0.00	0.00	0.00	0.00	4,250.00	0.00	0.00		
Split Rail Fence Repair		0.00	1,638.30	0.00	0.00	0.00	0.00	0.00	1,638.30	0.00		
Nuisance Animal Control		2,000.00	0.00	2,000.00	0.00	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	0.00		
Landscaping Contract		5,000.00	350.00	4,650.00	350.00	0.00	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	0.00		
Landscape Maintenance General		3,000.00	652.50	2,347.50	0.00	125.00	0.00	287.50	240.00	0.00		
Pond Water Quality Management		3,500.00	3,058.78	441.22	1,248.69	0.00	888.24	0.00	0.00	921.85		
Pond Path Project		2,500.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00		
Tree Maintenance		9,000.00	26,700.00	(17,700.00)	500.00	2,200.00	1,500.00	0.00	21,100.00	1,400.00		
Total Grounds Maintenance & Operating		36,150.00	38,324.58	3,173.72	2,098.69	3,000.00	2,388.24	5,537.50	22,978.30	2,321.85	0.00	
Fees/Permits												
Stormwater Management Permit (3yr)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Backflow Valve Inspection		0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00		
Total Fees/Permits		0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	
Utilities		7,000.00	3,097.07	3,902.93	511.94	508.56	518.55	546.50	524.10	487.42		
Total Expenditures		56,850.00	49,303.53	13,474.77	3,462.35	4,163.18	4,044.76	8,445.92	25,616.19	3,571.13		
Transfers												
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			(7,500.00)	7,500.00	0.00	0.00	0.00	(4,250.00)	(3,250.00)	0.00	0.00	
Net Transfers		6,500.00	0.00	(1,000.00)	0.00	0.00	7,500.00	(4,250.00)	(3,250.00)	0.00	0.00	
Totals		63,350.00	49,303.53	12,474.77	3,462.35	4,163.18	11,544.76	4,195.92	22,366.19	3,571.13	0.00	
Current Balances 6/30/24												
Checking Account			32,354.30									
Infrastructure Savings Account			36,306.65									
Emergency Fund			20,112.76									
Total			88,773.71									
Available Cash in Operating Fund - 6/30/24												
Balance							32,354.30					
Accounts Payable							(256.86)					
Prepaid Owner Assessments							(516.46)					
							31,580.98					

Karen pointed out that, as of today, BFCAT has a total of \$86,796.52 in our 3 accounts – Operating & Prepayment (\$33,477.11), Emergency Savings (\$20,112.76), & Infrastructure Savings (\$33,206.65).

When the transition to Executive Management Services takes place on August 1, the BFCAT funds will be transferred to Bank of America where we will have the option to open 4 checking accounts and 4 savings accounts with no bank fees, thus saving the association the \$15/month charges at the previous bank.

Roly Torres asked if we would earn interest on our savings. Karen said that with the total amount in our accounts at Bank of America will qualify BFCAT for a higher tier of interest, as well.

ACC Committee Report – Karin Brewster

Architectural Committee Report

Board Meeting, July 23, 2024

Item 1: Neighborhood Entrance

Cleanup and planting: Work by Native Nurseries is now on hold until after AAA Tree can clear the branches from the planter and the brick column is repaired. Although the delay is disappointing, the new plants are more likely to thrive if planted after the worst heat of the summer has passed. Seth Dunaway of Native Nurseries will assess the new conditions at the front entrance on 7-29 and provide an updated landscape plan.

Cleanup of south-side planter: The Board accepted a proposal from AAA for community-wide tree work that will include removal of limbs from the planter.

Brick column repair: The Board received two estimates (\$525, \$450) for repair of the damaged brick column.

Item 2: Fencing

Still pending; not yet on contractor's schedule.

Item 3: Post-tornado Clean-up and Ongoing Maintenance

On 7-10-2024, Ashley Jordan of Green Acres Landscape Management submitted a two-part proposal for neighborhood cleanup, with two options for ongoing maintenance.

Cleanup proposal: (1) pond path cleanup (removal of downed limbs and debris, mow and string-trim, cut back invasive vines), and (2) community cleanup (general cleanup of post-tornado debris, including limb and debris removal, blow sand, etc. from roads). Each part priced at \$2,500.

The ACC requests funding for both projects.

Maintenance proposal: Includes maintaining pond pathway, removing limbs and debris from roadways and common areas, blowing roadways and common areas. Exact scope of work will vary seasonally. Ashley can do this work once monthly at \$600 per visit, or biweekly at \$275 per visit.

The ACC recommends the biweekly proposal on the basis of frequency (more frequent) and cost (less).

Street signage: Karen Willes obtained an estimate of \$731 from Signs Now for replacement of street signs at Brookside and Nestlewood, Brookside and Silverwood, and Silverwood and Red Maple Ridge.

Item 4: Covenant Violations (6-21-24 through 7-19-24)

No violations were reported during this period, in light of the general chaos following the May 10th tornado. The Board announced on 7-12 that the covenants are once again in effect.

Item 5: Applications for property changes (6-21-24 through 7-19-24)

1752 Harvest Place: reside with Hardie Board, enclose garage, paint white with black trim. ACC requested front and side elevations, and homeowner will resubmit when plans are available. Homeowner advised to select a color scheme consistent with other homes in neighborhood.

1705 Silverwood Drive: Request for guidance concerning backyard fencing. Owner advised that fences approved in past are stained wood picket or slat, about three feet height, not visible from street.

No other items to report.

Lake Report – Midori Okasako

Blairstone Forest_Lake Report: JULY 2024 (Mark and midori Okasako) 07/21/2024 **JULY**

- * Continued weekly scooping of floating and submerged algae in small lobe
- * Treated small lobe with 2nd algaecide treatment (07/14/sun)
- * Continued tree branch removal from small lobes
- * Contacted Leon County regarding complimentary supply of mosquito fish (will contact them AGAIN, due to no reply)
- * To resume incremental algaecide treatments for large lobe
- * To continue vigorous scooping of floating and submerged algae in both small and large lobes
- * To continue removal of partially submerged smaller tree branches from lake
- * To postpone water quality test until early fall
- * ****Finally removed, remaining downed tree on Common Ground (Silverwood side) by lake shoreline/ by path and on resident property**
- * – **Small Lobe**: Red Maple side : 2 common ground (2 substantial)

Projection into August

- * **Request BFHOA Grounds Comm.** to assist removal of tree debris piles at water pump area

- * Request BFHOA Board to consider getting mulch for partial lake pathway (Silverwood side), significantly disturbed dirt degradation due to heavy machinery during removal of 2 substantial trees; currently, not safe to walk*
- **This portion of lake pathway (Silverwood side) should, at least, be mulched in order to prevent further dirt degradation and erosion; additionally, for safety*
- * To contact (again) 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, plastic bags (with dog poop), beer bottles 'AWAY FROM' shoreline and lake (Please refrain from disposing them into lake) ...

THANK YOU

Concerns or Questions by Association Members

Debbie Taggart asked if the debris in the small lobe of the ponds will be removed. The answer was yes, but it is not yet scheduled.

Llona Geiger asked what might happen if people are unable or unwilling to make repairs to damaged homes and property. Karen said it would then be reported to City Code Enforcement.

Patti O'Hay asked if a figure was being discussed for the 2025 Assessment. Karen said \$600/lot may cover operating costs and begin rebuilding savings.

Fred Willes suggested that people notify the Board to tell them what you want repaired. That will drive the assessment number. For example, replacing the boardwalk out to the island would require an assessment of approximately \$1,200/lot for 2025. What do you want repaired or replaced? Karen gave the BFCA email address for such suggestions. Residents should send their suggestions to Info@blairstoneforesthwa.com and it will automatically forward the information to all three Board members.

Meeting Adjourned at 7:53 PM

The next scheduled meeting of the Board of Directors will be at 6:30 P.M. on Tuesday, August 27, 2024, at Jack McLean Community Center at 700 Paul Russell Road.