

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

**Call to Order and Welcome**

The meeting was called to order at 6:31 P.M.

Board Members Present — Karen Willes, President and Tracie Priest, Director

Residents and Guests Present – Mary Brand (Treasurer), Karin Brewster, Michelle Chavarro, Ben Clark, Lynda Davis, John Dowler, Llona Geiger, Jill Jarper, Kiki Litchford, Mario Lopez, Mike McCrea, Patti O’Hay, Mark Okasako, Midori Okasako, Frank Roycraft, Sarai Roszelle, Cindy Vallely, Fred Willes, and Nancy Wood

**Old Business**

The minutes of the BFCA Board Meeting on Tuesday, July 23, 2024 were approved unanimously by email on July 25, 2024 and sent to the webmaster for publication on the BFCA website – [www.blairstoneforesthwa.com](http://www.blairstoneforesthwa.com) .

The ACC Grounds Proposal from Green Acres Landscaping was approved by 2-1 vote with Betsy and Karen voting yes and Tracie voting no. The first part of the project is the Pond Path area cleanup and will be followed by the Common Grounds cleanup after more tornado debris has been removed. Cost is \$2,500 for each large cleanup project and \$275 per visit for twice-monthly grounds maintenance.

To protect BFCA volunteers, a Hold Harmless Agreement was drafted by the BFCA Attorney as a waiver for volunteers who work on common land projects. In addition, BFCA has secured a stand-alone insurance policy through Community Association Insurance Solutions and serviced by Tallahassee provider, Insure It All! The annual cost for \$100,000 coverage is \$434. The waiver and policy motion passed unanimously.

In addition to signing the Hold Harmless Agreement drafted by the BFCA attorney, to also be covered by the insurance, the work that volunteers are doing must be specifically defined and published in the minutes of a board meeting.

The tree debris cleanup at the Front Entrance and Mulch Area was completed by AAA Tree Experts. The \$2,500 invoice also bundled two BFCA-responsible trees at two residents on Brookside Blvd. Also approved was a \$600 reimbursement to a resident, whose larger tree removal proposal would not allow for BFCA to be invoiced separately so the resident will be reimbursed after the tree work is done. The tree work invoice(s) were approved unanimously.

The Street Signs replacement project is in process with Signs Now receiving a 50% deposit of the \$731.00 replacement cost for the 3 BFCA signs that were damaged by the tornado.

The Board confirmed the reinstatement of covenant rules, including Tree Removals and Inoperable Vehicles. Regarding signs – the only signs allowed are For Sale or For Lease. Construction company signs should be removed.

The State Laws for Associations that took effect on July 1 require that directors take a four-hour class that is a live webinar done by the DBPR through the Division of Florida Condominiums, Timeshares, and Mobile Homes. All new and newly-appointed directors will have 90 days to take the class that will be good for 4 years. In addition, all directors must also complete at least 4 hours of continuing education every year. Karen Willes took the class when it was offered for the first time on Wednesday, August 21, 2024.

The MetroNet Access Agreement contract was signed by Karen Willes on August 2, 2024. The installation will begin in early September when entry is approved by Karen after most of the tornado reconstruction work for homeowners has been completed.

BFCA now has 4 business accounts at Bank of America – 2 Checking (Operating and Prepay) and 2 Savings (Emergency and Infrastructure). If needed to separate funds more specifically, BFCA can have a total of 4 Checking and 4 Savings accounts with no bank fees.

Executive Management Services, Inc. began on August 1, 2024. They are the new professional management company for the Association.

Regarding payments – There will eventually be a “Pay Dues” link to Blirstone Forest on the EMS Website – [www.mycamfirm.com](http://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. However, owners do not have to use the online portal. They can mail a check to PO BOX 13089, Tallahassee, FL 32317. They can bring a check to their office (719 E Park Ave). They, also, will accept cash as long as the owner understands they do not have change in the office so it would have to be the exact amount or the leftover amount would go towards their next dues.

Checks should be made out and mailed to:

Blairstone Forest Community Association, Inc.

P. O. Box 13089

Tallahassee, FL 32317

New Property Manager contact information:

**Kayla McKee**

Email: Kayla@mycamfirm.com

**Executive Management Services, Inc.**

719 E Park Ave Tallahassee, FL 32301

Post Office Box 13089

Tallahassee, Florida 32317

Telephone: (850) 878-3134 x 3

Facsimile: (850) 656-0510

## **New Business**

### **Tree Removals**

There is a AAA Trees proposal to remove common land hangers and trees that have been identified on several properties which pose a threat to some homes. The \$4,500 proposal, depending on what is needed at each property, includes tree removal, tree topping, and hanger removals at eight properties. Patti O'Hay asked about the front entrance trees that overhang the road and they will be assessed in the future.

A 10MPH sign has been purchased for the curve on Silverwood Drive to remind residents to slow down as they drive through the neighborhood. It will be placed on the mailbox post at 1714 Silverwood Drive.

In addition, please observe all STOP signs at the intersections.

## Budget Discussion

The Board has been planning for the 2025 Budget. Much thought has been going into how to recover from the May 10 tornadoes in addition to deciding how to move forward with much-needed projects. Mary Brand, the BFCA Treasurer, led the budget planning discussion. The meeting attendees were provided a beginning worksheet that was prepared by Mary Brand and Karen Willes which addressed the main issue of fixed costs. Depending on the amount of money the association returns to reserves that were spent on tornado damage, the 2025 approximate annual assessment will be \$550 per lot owner. That assessment amount only pays for the association expenses. It does not repair or replace any of the boardwalk areas that have already fallen into disrepair and were further damaged by the tornadoes on May 10, 2024.

Open discussion followed and there was a suggestion for a special assessment that will include a pooled reserve fund to raise and hold the money needed. The question is how much ought to be raised to restore the damaged and neglected wood structures.

Mike McCrea asked if a special assessment could be paid in parts. However, it was noted that no work can be done unless the money is there. It would only serve to prolong the project which would result in additional costs of materials in addition to accounting for the cost of inflation.

Fred Willes commented that the chance to get it done now is the best chance there ever will be. To let the money accrue in pieces will never get the work done.

Ben Clark said he thought it would be possible to secure a loan to cover the needed replacements and repairs. After the meeting he agreed that the association's appetite for a loan might not be there and that a loan would mean the association incurring interest cost. He stated the members of the association, however, would get the benefit of having lower overall annual dues than if they would have incurred the full special assessment on the front end.

## Revitalization

The Revitalization project will be an important project for 2025. It will be expensive but is necessary. When it is complete, the association will be certified with the State of Florida for 30 more years.

## Treasurer's Report – Mary Brand

BPCA Treasurer Rpt 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	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	0.00
Account/Income Tax Prep	150.00	175.00	(25.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
<b>Total Corporate Expenses</b>	<b>2,211.50</b>	<b>175.00</b>	<b>2,036.50</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>175.00</b>
<b>General &amp; Administrative</b>											
Community Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	30.00	(30.00)	0.00	0.00	0.00	0.00	0.00	0.00	15.00	15.00
Storage Locker	600.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Website/Domain	600.00	1,560.25	(960.25)	0.00	0.00	0.00	1,411.25	0.00	149.00	0.00	0.00
Legal/Professional Fees	2,000.00	2,365.00	(365.00)	0.00	0.00	467.50	302.50	1,540.00	0.00	55.00	0.00
Management Fees	6,000.00	3,150.00	2,850.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00
Management Software	1,500.00	637.93	862.07	172.48	75.00	90.45	75.00	75.00	75.00	75.00	75.00
Office Expense General	788.50	1,090.69	(262.19)	229.24	129.62	130.02	123.17	48.79	32.86	356.99	0.00
<b>Total General &amp; Administrative</b>	<b>11,488.50</b>	<b>8,793.87</b>	<b>2,694.63</b>	<b>851.72</b>	<b>654.62</b>	<b>1,137.97</b>	<b>2,341.92</b>	<b>2,313.79</b>	<b>721.86</b>	<b>951.99</b>	
<b>Grounds Maintenance &amp; Operating</b>											
Wood Repair (Boardwalk, Bridge, Fence)	7,000.00	1,948.05	5,051.95	0.00	675.00	0.00	1,000.00	0.00	0.00	273.05	0.00
Roads	0.00	4,250.00	(4,250.00)	0.00	0.00	0.00	4,250.00	0.00	0.00	0.00	0.00
Split Rail Fence Repair	0.00	1,638.30	(1,638.30)	0.00	0.00	0.00	0.00	1,638.30	0.00	0.00	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	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	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	0.00	0.00
Ground Committee	750.00	0.00	750.00	0.00	0.00	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	283.50	240.00	0.00	0.00	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	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	0.00	0.00	0.00
Tree Maintenance	9,000.00	29,800.00	(20,800.00)	500.00	2,200.00	1,500.00	0.00	21,100.00	1,400.00	3,100.00	0.00
<b>Total Grounds Maintenance &amp; Operating</b>	<b>36,150.00</b>	<b>41,697.63</b>	<b>(5,547.63)</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>3,321.85</b>	<b>3,373.85</b>	
<b>Fees/Permits</b>											
Stormwater Management Permit (Yr)	0.00	0.00	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	(40.00)	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00
<b>Total Fees/Permits</b>	<b>0.00</b>	<b>40.00</b>	<b>(40.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.00</b>	<b>0.00</b>	
<b>Utilities</b>	<b>7,000.00</b>	<b>3,672.67</b>	<b>3,327.33</b>	<b>511.94</b>	<b>508.56</b>	<b>518.55</b>	<b>546.50</b>	<b>524.10</b>	<b>487.42</b>	<b>575.60</b>	
<b>Total Expenditures</b>	<b>56,850.00</b>	<b>54,379.17</b>	<b>2,470.83</b>	<b>3,462.35</b>	<b>4,163.18</b>	<b>4,044.76</b>	<b>8,445.92</b>	<b>23,416.19</b>	<b>3,571.13</b>	<b>5,075.64</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	0.00	0.00	0.00	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	0.00
<b>Net Transfers</b>	<b>6,500.00</b>	<b>0.00</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>(3,250.00)</b>	<b>0.00</b>	<b>0.00</b>	
<b>Totals</b>	<b>63,350.00</b>	<b>54,379.17</b>	<b>9,970.83</b>	<b>3,462.35</b>	<b>4,163.18</b>	<b>11,544.76</b>	<b>4,195.92</b>	<b>22,366.19</b>	<b>3,571.13</b>	<b>5,075.64</b>	
<b>Current Balances 7/31/24</b>											
Checking Account		30,394.85									
Infrastructure Savings Account		33,286.65									
Emergency Fund		20,112.76									
<b>Total</b>		<b>83,794.26</b>									
<b>Available Cash in Operating Fund 7/31/24</b>											
Balance		30,394.85									
Accounts Payable		0.00									
Prepaid Owner Assessments		(596.05)									
<b>Total</b>		<b>29,798.80</b>									

## ACC Committee Report – Karin Brewster

### Item 1: Neighborhood Entrance

Progress on our ongoing issues:

Cleanup and planting: Work by Native Nurseries is scheduled for October 15th.

Remove tornado debris from south-side plant area: Completed by AAA trees.

Brick column repair: Completed.

Lights: The City of Tallahassee (finally) installed the new meter to replace the tornado-damaged one. Meeks Electric connected and tested, and we have lights in the brick columns and island again.

New issues:

Damage to "island": Island at front entrance damaged by passing vehicle. Damage will need to be fixed ahead of Native Nurseries work. KB has obtained one repair estimate (\$1200). Betsy Voorhies will get a second estimate from Kiwi (contractor responsible for repairing fences). There is an additional estimate of \$1,100. Without accepting either proposal, there was a motion to allow a proposal of up to \$1,500 for the repair without needing an additional vote. Karen and Tracie both voted yes.

Noteworthy accomplishment:

Karen Willes applied for a *Vibrant Neighborhoods Grant*, which will help underwrite the cost of the entrance cleanup and restoration. She received word on 8-20 that her application was approved and will be funded once Native Nurseries project has been completed! When the final paperwork is approved, BFCA will be receiving the \$2,500 grant to defray the cost of the front entrance project.

## **Item 2: Fencing**

Still pending; not yet on Kiwi's schedule.

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

At its July meeting, the Board approved a proposal by Green Acres for a two-stage cleanup, which started this month and will continue into September. The Board also agreed to a one-year contract with Green Acres for twice-monthly landscape maintenance, to begin in October.

Pond path: Green Acres started cleanup of the pond path on August 21<sup>st</sup>. GA offered to remove rotted pondside picnic tables at the end of Brookside Boulevard. Betsy Voorhies and Tracie Priest objected (via ACC email) so it could be discussed in the meeting. One broken table will be removed and the other table will be left.

Roads: Community cleanup (general cleanup of post-tornado debris, including limb and debris removal, blow sand, etc. from roads) will begin next month.

Street signage: In its July meeting, the Board approved \$731 to pay Signs Now for replacement of street signs at Brookside and Nestlewood, Brookside and Silverwood, and Silverwood and Red Maple Ridge. A down payment has been paid so the process of making and installing the signs is underway.

#### **Item 4: Covenant Violations (7-20-24 – 8-22-24)**

The Board announced on 7-12 that the covenants are once again in effect. The ACC received clarification from EMS, our new management company, on 8-22 on how we should handle violations: The ACC drafts a letter and sends it, with a date-marked photo to EMS.

Currently, the most frequent covenant violations concern trash cans, construction signage, and non-functioning vehicles. The ACC urges property owners to review the covenants, which are posted at [www.blairstoneforesthoa.com](http://www.blairstoneforesthoa.com).

#### **Item 5: Applications for property changes (7-20-24 through 8-22-24)**

None.

**No other items to report.**

## **Lake Report – Midori Okasako**

***Blairstone Forest\_Lake Report: AUGUST 2024 (Mark and midori Okasako)  
08272024rv***

### ***AUGUST***

- \* Continued weekly scooping of floating and submerged algae in small lobe***
- \* Treated small lobe with 3rd algaecide treatment (08/16/fri)***
- \* Continued tree branch removal from small lobes***
- \* 3rd attempt (since April), Contacted Leon County regarding complimentary supply of mosquito fish (will contact them AGAIN, due to no reply on status)***
- Otherwise, currently, healthy fish population***
- \* Introduced beneficial bacteria in large lobe***
- \* Significant piles of tree debris removed in water pump area***
- \* 2 leaning trees removed next to small bridge (few debris still remaining)***

### ***Projection into September***

- \* To continue vigorous scooping of floating and submerged algae in both small (and large) lobes***
- \* To continue applications of beneficial bacteria treatments in large lobe (and eventually in small lobe)***
- \* To continue removal of remaining partially submerged smaller branches of significant downed pine tree from lake (small lobe)***
- \* To postpone water quality test Oct***
- \* To contact (again) Leon County Mosquito Control Section regarding status of mosquito fish***

***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** – There were no additional questions as residents were given time during the meeting to ask questions that were related to the topics being discussed at the time.

The Meeting was adjourned at 8:08 P.M.

**The next scheduled meeting of the Board of Directors will be at 6:30 P.M. on Tuesday, September 24, 2024, at Jack McLean Community Center at 700 Paul Russell Road.**