

BFCA Board of Directors Minutes
Jack McLean Community Center
700 Paul Russell Road
Tuesday, September 24, 2024
6:30 P.M.

Call to Order and Welcome

The meeting was called to order at 6:33 PM.

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

Residents and Guests Present – Mary Brand (Treasurer), Karin Brewster, Ben Clark, Llona Geiger, Adam Gillespie, Susan Law, Kiki Litchford, Mario Lopez, Mike McCrea, Kayla McKee, Patti O’Hay, Mark Okasako, Midori Okasako, Frank Roycraft, Debbie Taggart, Fred Willes, and Nancy Wood

Introduction of Kayla McKee – Executive Management Services – new property manager

PowerPoint slides were presented with instructions for how to pay assessments through the EMS website as well as through the BFCA website or, simply, to write a check or pay cash.

Instructions for dues payments can be accessed from the EMS website (mycamfirm.com) or in the Payments page on the Blairstone Forest website using the instructions in italics below (blairstoneforesthwa.com).

Executive Management Services, Inc. (EMS) manages the BFCA finances with deposits, payments, & financial documents. Property owners are billed annually. It is up to each property owner to keep track of their account past the January 1 due date for annual assessments. A service charge of \$25 will be added after January 10 and simple interest will accrue at 18%.

*Payments may be made by sending a check to the BFCA post office box.
Blairstone Forest Community Association, Inc.
P. O. Box 13089
Tallahassee, FL 32317*

OR

Click on the link below to go to the Blairstone Forest information page on the EMS website. On the lower right you will see Client Portal with Log in & Pay Dues below. Click on the Log in & Pay Dues link and it will bring up the information needed for you to set up your payment information.

<https://mycamfirm.com/our-associations/homeowners-association-management/blairstone-forest>

A service charge for the online payment is assessed but should be included in the total amount owed. If there is a problem, call the EMS office at (850) 878-3134 for assistance.

Old Business

The minutes of the BFCA Board Meeting on Tuesday, August 27, 2024 were approved by Karen & Tracie by text on August 31, 2024 and sent to the webmaster for publication on the BFCA website – www.blairstoneforesthwa.com .

Tree Removals

Common property tree removals by AAA were done to remove trees or hangers that posed a threat to some homes.

A 10 MPH sign was placed on the 1714 Silverwood Dr mailbox post.

Budget Discussion

The Board has been planning for the 2025 Budget. A \$550 per lot annual assessment that would only cover association expenses.

Revitalization

The Revitalization project will be an important project for 2025.

New Business

Metronet Access – The Metronet project manager has marked areas in white paint. The city has to come in and mark utility lines and were going to start this week. However, their work schedule could be impacted by the coming storm (Helene) so the project manager will contact Karen after the storm to continue with the project. The project manager assured us that the roads will not be impacted but plants that are in the utility easement may be. However, he gave Karen assurance that all will be satisfactorily replaced upon completion of the project.

Nominating Committee Selection – Tracie Priest, Chair – Tracie will speak to the residents to get volunteers for the Nominating Committee. *Two residents volunteered to join Tracie on the Nominating Committee – Patti O'Hay and Llona Geiger.*

Neighborhood Condition Discussion

Pond Path Project – walking path area complete, though unable to walk completely around the pond due to prior pond erosion at one property

Community Cleanup Project – in process with twice-monthly service beginning in October

Street Signs – in process – Signs are finished and will be installed after Helene.

Split Rail Fences – in process

Entrance Island repair – completed by Kiwi Construction

Home repairs – some in process; others show no evidence of repair; FEMA 50% rule -- *Ben Clark explained the FEMA 50% rule to the residents. The FEMA 50% Rule affects homes in flood zones. If repairs cost more than 50% of the assessed value of the home, the repairs must include bringing the home up to code. For some homes, it could mean having to raise up the foundation because the floor must be above the base flood elevation (BFE) as determined by FEMA.*

Several residents in attendance shared where they are in the repair process for their homes. Some residents have been able to return. Others may not be able to move back in for several months. Issues include everything from dealing with their insurance company to finding a contractor to permitting to scheduling the work.

Budget Discussion

Karen suggested to residents to consider prepaying some money now towards the 2025 assessment – That will make it easier in January and it adds to the BFCA combined bank balances.

We are planning for zero-based line-item budget with any carry forward funds to be returned to the Infrastructure Savings Account – the account from which most of the BFCA tornado repairs were made.

2025 Annual Assessment – It is not set yet but is looking like \$550/lot. The assessment must be set next month – in the October 29 meeting. Line-item information was included in the discussion led by our treasurer at last month's meeting. *Line-item information was provided again at this evening's meeting and residents asked questions and received clarification about how some of the budgeted money would be used.*

Patti O'Hay asked about the TPD Security Camera program which Frank Roycraft had mentioned previously. The association would have to buy the camera, but TPD would monitor it. It is a program that is not yet in place with the Tallahassee Police Department.

At Karen's request, Ben Clark spoke to the issue of why he suggested lowering assessments when he was treasurer. (Assessment money was being collected for projects that were not done. He said there was no reason to collect assessment money when it wasn't going to be spent on what it was allocated for.)

Treasurer's Report – Mary Brand -- *This is a draft report because of the transition to the previous property manager to the new property manager.*

BFCOA Treasurer Rept 2024		Total Budgeted Full Year	Total Spent Full Year	(Over) Under Budget Full Year	January	February	March	April	May	June	July	August
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	3,497.50	(497.50)	0.00	125.00	0.00	287.50	240.00	0.00	0.00	2,845.00
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	1,250.00	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00
Tree Maintenance		9,000.00	32,700.00	(23,700.00)	500.00	2,200.00	1,500.00	0.00	21,100.00	1,400.00	3,100.00	2,900.00
Total Grounds Maintenance & Operating		36,150.00	48,692.63	(6,654.33)	2,998.69	3,000.00	2,388.24	5,537.50	22,978.30	2,321.85	3,373.05	6,995.00
Fees/Permits												
Stormwater Management Permit (3yr)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00
Total Fees/Permits		0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00
Utilities												
Utilities		7,000.00	4,232.71	2,767.29	511.94	508.56	518.55	546.50	524.10	487.42	575.60	560.04
Total Expenditures		56,850.00	62,627.21	151.09	3,462.35	4,163.18	4,044.76	8,445.92	25,616.19	3,571.13	5,075.64	8,248.04
Transfers												
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
From Infrastructure Savings Fund to Operating			(7,500.00)	0.00	0.00	0.00	0.00	(4,250.00)	(3,250.00)	0.00	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	0.00
Totals		63,350.00	62,627.21	(848.91)	3,462.35	4,163.18	11,544.76	4,195.92	22,366.19	3,571.13	5,075.64	8,248.04
Current Balances 8/31/24												
Checking Account		48,510.95										
Infrastructure Savings Account		5,000.07										
Emergency Fund		20,114.12										
Prepay		596.05										
Total		74,221.19										

There was considerable discussion regarding the idea of a Special Assessment for boardwalk/fence repairs/replacement – There were estimates provided in the PowerPoint presentation that included screen shots of the specific proposals for the Observation Deck, the Bridge and Ramp to Bridge, and the Long Boardwalk were provided on the PowerPoint presentation.

Estimates from Spartan Exteriors for each boardwalk area were provided on September 11, 2024.

Observation Deck – \$19,618.20

Bridge to Island -- \$64,992.00

Ramp Entrance to Bridge -- \$21,378.00

Boardwalk built out of code -- \$5,694.52

Gravel & Ramp -- \$5,990.20

Long Boardwalk -- \$190,186.00

TOTAL -- \$307,858.92 plus tree clearing & Orange Ave fence replacement

Payment over 6 months was suggested. -- Open on January 1, 2025 and due by July 1, 2025

The sooner money is available in the Special Assessment account, the sooner projects can get underway.

Minimum needed — \$310,000 / 131 = \$2,366.41 per lot

More realistic assessment due to prep and tree removals required — \$350,000 /131 = \$2,671.76 per lot

Resident discussion followed and some residents had no interest in making any repairs while others spoke for just the opposite – that the covenants require that the neighborhood is kept in good repair but acknowledged that it has deteriorated over time. The tornado damage made the need for replacement even more apparent. Many were completely opposed to a \$2,700 special assessment which would bring the neighborhood back into good condition all at once so that future costs would not escalate to the point that nothing would get done. The opposition was to the amount of money being assessed and/or that the money would be due all at once instead of over time.

Resident suggestions ranged from:

Fix everything with a \$2,700/lot special assessment.

Fix the highest priority items with a lower special assessment.

Fix only what is the immediate need due to liability.

Fix nothing. Pay fixed costs only and keep assessments as low as possible for now.

Fix nothing and start saving money with slightly higher assessments until there is enough money to make repairs.

ACC Committee Report – Karin Brewster

Item 1: Neighborhood Entrance

Progress on our ongoing issues:

Cleanup and planting: We are on Native Nurseries' schedule for October 15-16.

Damage to front entrance planters: Repaired by Kiwi Construction.

Item 2: Fencing

Still pending; not yet on Kiwi's schedule.

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

Community cleanup (general cleanup of post-tornado debris, including limb and debris removal, blow sand, etc. from roads) was delayed by weather. Work is scheduled to start Monday, 9-23-24.

Street signage: Pending.

Item 4: Covenant Violations (8-23-24 through 9-23-24)

No letters sent this month. Letters pending for several properties with vehicles that are unregistered and/or apparently inoperable.

Item 5: Applications for property changes (8-23-24 through 9-23-24)

1752 Harvest Place: Plan to add deck to back of house.

- Approved. Change will not be visible from street.

1752 Harvest Place: New paint colors for siding and trim.

- Approved.

No other items to report.

Lake Report – Midori Okasako

SEPTEMBER

- * Continued weekly scooping of floating/ submerged algae in small lobe*
- * Resumed scooping of floating/ submerged algae in large lobe (near cul-de-sac)*
- * Treated large lobe (front and back) with 1st algaecide (09/15/sun)*
- * Continued partial algaecide treatment, large lobe (back, by downed/submerged tree)*
- * Applied additional, partial algaecide treatment, small lobe (around large downed tree)*
- * Mowed grass/weed clippings (considerable amount) were found disposed into lake water, resulting in sheets of debris floating in the large lobe (along end of Red Maple Ridge and in front of the observation deck)*

FYI . . .

GREEN ACRES has been contracted to professionally manage vegetative growths on our lake pathways and lake shorelines; therefore, it is not necessary for lakeside residents to mow lake pathways by their properties.

Projection into October

- * To continue scooping of floating and submerged algae in both small (and large) lobes*
- * To resume applications of beneficial bacteria treatments in large and small lobes*
- * To conduct water quality test/s*
- * (?) To contact (again) Leon County Mosquito Control Section regarding status of mosquito fish*

General Requests to ALL Blairstone Residents and Visitors: PLEASE . . .

. . . DO NOT DISPOSE leaves, tree debris, mowed grass/weed clipping, plastic bags (with dog poop), beverage bottles/ cans, food, cigarettes, etc. into our lake. THANK YOU for your cooperation.

Concerns or Questions by Association Members

There was no additional discussion as it had taken place during the "town hall" that focused on the 2025 annual assessment and the discussion to consider the special assessment.

Meeting Adjourned at 8:37 PM.

The next scheduled meeting of the Board of Directors will be at 6:30 P.M. on Tuesday, October 29, 2024, at Jack McLean Community Center at 700 Paul Russell Road.