

**BFCA Board of Directors Minutes
Jack McLean Community Center
700 Paul Russell Road
Tuesday, October 29, 2024
6:30 P.M.**

Call to Order and Welcome

The meeting was called to order at 6:34 PM.

Members and Guests Present

Karen Willes, President; Betsy Voorhies, Vice President; Tracie Priest, Director

James Bozik, Karin Brewster, Tatum Carr, Liz Conn, Lynda Davis, John Dowler, Llona Geiger, Brian Goff, Kiki Litchford, Sally Litton, Mario Lopez, Mike McCrea, Margaret McMahon, Venus Mikanagu, Mark Okasako, Midori Okasako, Frank Roycraft, Virginia Sasser, Margaret Stephens, Debbie Taggart, Onnie Tucker, Cindy Vallely, Fred Willes, and Nancy Wood

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 (Agenda change for voting)

Overdue Accounts Vote – There was a motion to turn the overdue accounts to Anderson, Givens, & Fredericks, the attorneys that EMS uses for collections after NOLA letters have been sent without receiving a response from the owner. There are still overdue accounts from 2023 & 2024 and having an attorney group to follow-up with the overdue accounts helps BFCA. There is no cost to BFCA for their services, as their fees are added on to what the owner owes to BFCA & to the attorneys. The vote was unanimous.

2025 Budget Vote with Annual Assessment – There was a motion to set the 2025 Budget at \$72,050 with an annual assessment of \$550/lot. This budget provides \$10,000 to be returned to the Emergency Fund and \$10,000 to be returned to the Infrastructure Fund. It also provides \$5,000 for the Revitalization Project. The vote was unanimous.

Though the \$5,000 for the Revitalization Project will be kept in the 2025 budget, Nancy Wood announced that she and John Fleck are donating \$5,000 to this important and necessary project. Their donation will be included as "other income" in BFCA tax reporting according to Kayla McKee, our property manager, who confirmed with the CPA that BFCA could accept donations.

Brian Goff asked the question which, perhaps, other residents had, too. That is "What is revitalization?" It was explained that every 30 years the HOA covenants must be renewed with a consent form signed and returned by a majority of parcel owners. The documents are reviewed for completeness and filed with the State of Florida and the county Clerk of the Court. It involves printing and mailing costs for a document packet, attorney fees, and filing fee that includes the entire document plus a fee for each parcel owner listed with the property appraiser.

Old Business

The minutes of the BFCA Board Meeting on Tuesday, September 24, 2024 were approved by Karen & Tracie by email on September 29, 2024 and sent to the webmaster for publication on the BFCA website – www.blairstoneforesthwa.com .

Metronet Access – The Metronet installation project began the week of September 30, 2024.

Nominating Committee Selection – Tracie Priest, Chair, Patti O'Hay, 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 – complete with twice-monthly service beginning in October

Street Signs – Signs are finished and were installed after Hurricane Helene.

Split Rail Fences – in process

Entrance Island repair – completed by Kiwi Construction (but has already been hit again)

Home repairs – Many repairs slowed due to construction and permitting issues

Budget Discussion

The suggestion was made to prepay towards the 2025 assessment now. The BFCA bank balances are "combined balances" and as bills are being paid, having prepay money added to the BFCA accounts helps totals for the combined balances.

Plans are for a zero-based budget in 2025. Any carry-forward funds from 2024 will be added to the Infrastructure Fund to repay the association for funds used due to the May 10 tornadoes

There was discussion of the possibility of Special Assessment to repair/replace neighborhood infrastructure.

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 (no longer needed as tornado damage opened up the pond path and plants now reinforce the pond bank)

Gravel & Ramp -- \$5,990.20

Long Boardwalk -- \$190,186.00

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

Resident suggestions in September meeting 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.

New Business

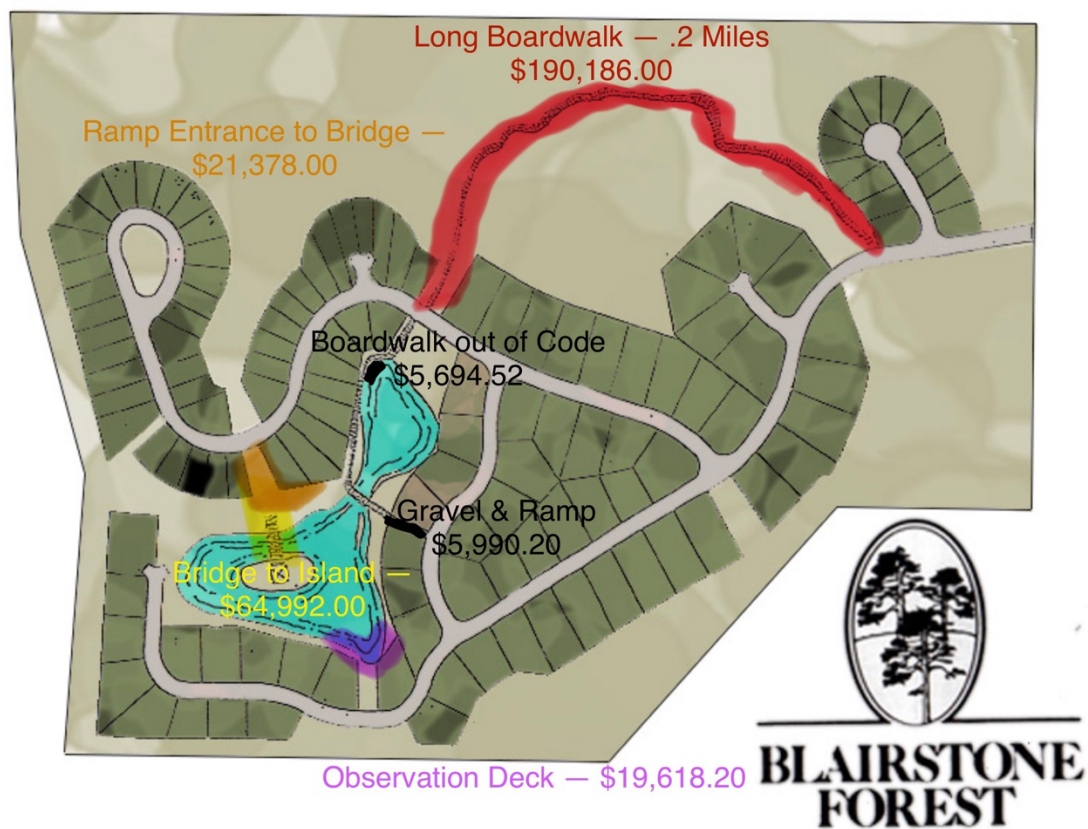
East Orange Avenue fence maintenance responsibility – Karen finally got an answer from Citizens Connect and has had a discussion with Roscoe Robison, who was given a work order to

check the fences. It has been determined that section of Orange Avenue is the city's responsibility. With the Orange Avenue extension, it was decided that Leon County is responsible for the road and the City of Tallahassee is responsible for maintaining the shoulders.

Emergency Tree Removal of large Water Oak that threatened the gazebo. Sue Dinges reported it on October 15 and AAA removed it on October 16. It was too big to leave a snag and had to be cut up and walked out across the bridge for haul away. Cost -- \$3,000

Nominations Committee Instructions – A letter with instructions for those interested in board membership was distributed via email on October 16 to the 120 addresses on the group email list and it was also posted to two separate pages on the BFCA website – www.blairstoneforesthwa.com

Special Assessment Discussion – The boardwalk areas being discussed for replacement by Spartan Exteriors will be identified on a map with photos. Photos of each of the boardwalk areas were presented in the meeting's PowerPoint presentation.



BICA Treasurer Rpt 2024	Total Budgeted Full Year	Total Spent Full Year	(Over)/ Under Budget Full Year	January	February	March	April	May	June	July	August	September	October
Corporate Expenses													
Corporate Annual Report	41.90	0.00	41.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Corporate Annual Report	2,000.00	434.00	1,566.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	434.00	0.00
Awards/Podiums	150.00	179.00	(29.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	179.00	0.00	0.00
Assessment/Less Prop.													
Total Corporate Expenses	2,211.90	489.00	1,682.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	179.00	434.00	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	0.00	0.00	0.00
Book Charges	0.00	140.00	(140.00)	0.00	0.00	0.00	0.00	0.00	15.00	15.00	110.00	0.00	0.00
Sterco Locker	600.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Webcam/Donors	0.00	1,894.25	(1,894.25)	0.00	0.00	0.00	1,411.25	0.00	149.00	0.00	0.00	0.00	149.00
Administrative Fees	2,000.00	2,717.50	(717.50)	0.00	0.00	467.50	360.00	1,540.00	0.00	0.00	0.00	0.00	412.50
Licenses/Fees	6,000.00	3,150.00	2,850.00	450.00	450.00	450.00	400.00	400.00	450.00	450.00	450.00	0.00	0.00
Management Software	780.00	637.93	142.07	172.48	75.00	90.45	75.00	75.00	75.00	75.00	0.00	0.00	0.00
Office Expense General	1,000.00	1,000.00	0.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	0.00	0.00
Total General & Administrative	11,480.90	9,661.43	1,874.13	661.72	694.42	1,037.97	3,041.92	2,313.79	721.88	959.99	299.00	564.59	8.59
Grounds Maintenance & Operating													
Wood Repair (Roadside/Bldg, Fence)	7,000.00	3,060.55	3,999.45	0.00	675.00	0.00	1,000.00	0.00	0.00	0.00	275.18	0.00	1,024.35
Fuels	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	0.00	0.00
Solar Fan Fence Repair	0.00	1,634.30	(1,634.30)	0.00	0.00	0.00	0.00	1,634.30	0.00	0.00	0.00	0.00	0.00
Noxious 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	0.00	0.00
Pesture Whiting	3,400.00	0.00	3,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Maintaining Columns	5,000.00	1,660.00	3,340.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00
Ground Coverings	750.00	0.00	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Landscape Maintenance General	3,000.00	3,947.50	(947.50)	0.00	125.00	0.00	287.50	340.00	0.00	0.00	2,845.00	450.00	0.00
Pond Water Quality Management	3,500.00	3,098.78	441.22	1,248.69	0.00	889.24	0.00	0.00	921.85	0.00	0.00	0.00	0.00
Pond Water Quality Management	2,500.00	3,500.00	(1,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00	1,250.00	0.00
Pond Fish Management	9,000.00	30,000.00	(21,000.00)	500.00	2,500.00	1,500.00	0.00	21,000.00	1,400.00	3,100.00	2,900.00	5,500.00	0.00
Total Grounds Maintenance & Operating	37,680.00	47,998.13	(10,318.13)	2,016.49	2,600.00	2,388.24	5,337.58	21,979.30	2,321.85	2,373.68	6,995.08	9,262.56	8.59
Fees/Permits													
Swimming Maintenance Permit (Sw)	0.00	0.00	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	0.00	40.00	0.00	0.00	0.00
Total Fees/Permits	0.00	40.00	(40.00)	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00
Utilities	3,200.00	4,764.21	(1,564.21)	2,216.78	518.54	518.54	544.35	524.35	447.44	571.44	571.44	561.44	561.44
Total Expenditures	56,880.90	79,663.75	(22,782.85)	3,662.35	4,633.18	4,064.75	6,445.92	25,611.19	3,571.33	5,975.64	9,348.64	26,616.59	8.59
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	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)	(1,250.00)	0.00	0.00	0.00	0.00	0.00
Net Transfers	6,500.00	0.00	(6,500.00)	0.00	0.00	7,500.00	(4,250.00)	(1,250.00)	0.00	0.00	0.00	0.00	0.00
Total	63,380.90	79,663.75	(16,282.85)	3,662.35	4,633.18	11,564.75	4,195.92	22,361.19	3,571.33	5,975.64	9,348.64	26,616.59	8.59
Current Balances 8/20/24													
Checking Account		34,949.49											
Infrastructure Savings Account		9,375.21											
Emergency Fund		28,114.03											
Profit		1,695.02											
Total		66,155.49											

Bank of America combined deposits as of today, October 29, totaled to \$58,739.52 in two checking accounts and two savings accounts.

ACC Committee Report – Karin Brewster

Item 1: Neighborhood Entrance

Cleanup and planting: Cleanup and planting completed on October 16th—and at a lower cost (\$4,000.01) than initially estimated (\$4,675.54). Repairs to the irrigation system by Green Acres was completed October 24th, and the system is now running on an automatic timer.

New damage to front entrance planters: Again, a truck doing construction in the neighborhood scraped the entrance planters. The ACC recommendation:

- Post a “Go Slow” sign at the neighborhood entrance.

Item 2: Fencing

Work on split rail fencing has started, with removal of some damaged railings and repair of fencing at the corner of Nestlewood and Silverwood. No word on when this work will be completed.

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

Community cleanup: Completed by Green Acres, who is now doing twice monthly maintenance of streets, pond pathway, and Silverwood “loop.”

Street signage: Completed!

Maintenance of front entrance: The Green Acres contract does not include maintenance at the front entrance. Native Nurseries provided an estimate on April 26, 2024 of \$1,775 annually (~ \$148 monthly) to include pruning, invasive removal, and general weeding. The ACC recommendation:

- Request estimate from Green Acres as an “add on” to current contract

Item 4: Covenant Violations (9-23-24 through 10-27-24)

Two letters sent:

- 1693 Silverwood Drive. Apparently inoperable vehicle in yard.
- 1737 Brookside Boulevard. Unregistered vehicle in driveway.

Item 5: Applications for property changes (9-23-24 through 10-27-24)

None.

No other items to report.

Lake Report – Midori Okasako

Blairstone Forest_Lake Report: OCTOBER 2024 (Mark and midori Okasako) **OCTOBER**

- * Continued scooping of floating/ submerged algae in small and large lobe***
- * Applied partial algaecide treatment in small lobe (around large downed tree)***
- * Treated small and large lobes with phosphate reducer (10/06/sun)***
- * Partial (1/4) mosquito fish supplied by Leon County Mosquito Control Dept***

FYI . . .

GREEN ACRES has been contracted to professionally manage vegetative growths on our lake pathways and along lake shorelines; therefore, it is no longer necessary for lakeside residents to mow lake pathways along their properties.

Projection into November

- * 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 contact (again) Leon County Mosquito Control Section regarding status of fulfillment of remaining mosquito fish***

Lake Water Testing to be conducted early 2025

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.

. . . BE KIND AND CARING for our wildlife that depend on our neighborhood's natural environment, particularly the lake area. This natural forested environment with spacious lake has been their habitat (home)...even before our neighborhood had been developed.

THANK YOU for your cooperation.

Concerns or Questions by Association Members

There was a question about possible grant money for the association. Karen explained that BFCA had applied for the City of Tallahassee Vibrant Neighborhoods Grant of \$2500 to help offset the cost of the Native Nurseries Landscaping Project at the Front Entrance. However, a coordinator did not send a necessary "follow-up" email with instructions to complete the project. At the present time, the hope is that BFCA will be allowed to continue with the application process after being provided the information that was not sent as promised.

Meeting Adjourned

The meeting was adjourned at 8:20 PM.

The next scheduled meeting of the Board of Directors will be at 6:30 P.M. on Tuesday, November 26, 2024, at Jack McLean Community Center at 700 Paul Russell Road.

There is no meeting in December. The Annual Meeting is January 28, 2025 at Jack McLean Community Center, 700 Paul Russell Road. The meeting will begin at 7:30 PM as required by the BFCA By-Laws (Article III. Section 1.)