

**BFCA Board of Directors Minutes
Jack McLean Community Center
700 Paul Russell Road
Tuesday, November 26, 2024
6:30 P.M.**

Call to Order and Welcome – 6:30 P.M.

Members and Guests Present

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

Kayla McKee, Executive Management Services, BFCA Association Manager

Tom Baird, Mary Brand (Treasurer), James Bozik, Karin Brewster, Tommy Briggs, Ranelle Christle, Liz Conn, Lynda Davis, John Dowler, Ashley Fowler, Llona Geiger, Sherry Hamilton, Sarah Lake, Sally Litton, Mario Lopez, Patti O'Hay, Mark Okasako, Midori Okasako, Frank Roycraft, Virginia Sasser, Margaret Michael Studer, Onnie Tucker, Danielle Montgomery White, James White, Fred Willes, Rivka Wohlgemuth, 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

Old Business (Agenda change for voting)

Overdue Accounts Vote – The vote to turn over 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 was unanimous.

2025 Budget Vote with Annual Assessment – The vote to set the 2025 Budget at \$72,050 with an annual assessment of \$550/lot was unanimous.

Nancy Wood and John Fleck announced that they are donating \$5,000 for the Revitalization Project. Their donation will be included as "other income" in BFCA tax reporting.

The minutes of the BFCA Board Meeting on Tuesday, October 29, 2024 were unanimously approved on October 31, 2024 and sent to the webmaster for publication on the BFCA website – www.blairstoneforesthwa.com .

East Orange Avenue fence maintenance responsibility – The City of Tallahassee has gotten a list of materials together for fence repair. 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. 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.blairstoneforesthoa.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. The boardwalk built out of code is no longer needed.

After considerable discussion, residents were encouraged to express their opinions in writing to info@blairstoneforeshoa.com which automatically forwards to each Board member.

New Business

MetroNet installation completion – Metronet has completed installation, and some residents have already signed up with MetroNet for internet service.

Orange Avenue repair situation – the broken fence on the west side is being repaired but the tree beside Orange Avenue is still under discussion.

Board seat interest – Nominations Committee – Tracie gave an overview of voting procedures and Kayla also answered questions regarding ballots vs proxy voting. Both Tracie and Kayla clarified that voting will be secret ballot because the actual ballot will be put into a smaller envelope and placed in a larger envelope to be returned to the management company. Names will be checked off when the larger envelope is received but they will not be opened until actual voting begins. If a parcel owner cannot attend the meeting, they can either send in their ballot or they can designate someone who will be in attendance to vote for them by proxy.

Revitalization – Kayla McKee, Property Manager – Kayla explained that revitalization of the covenants is an every 30-year state requirement. Many packets of the documents were hand delivered last weekend, and parcel owners are encouraged to return the signed consent forms as soon as possible.

Special Assessment Discussion – No contractors will bid without an engineering study. Also, they do not want to take on a piecemeal job.

Doug Barkley, structural engineer, has been contacted and is going to provide a proposal for how to proceed with the bridge/walkway to the bridge and the observation deck. Also, he has been asked if he has drone capability and if so, what would it cost to fly the boardwalk to see

how bad it is but at the present time, the long boardwalk is not being considered in the proposal.

Doug Barkley Consulting Engineers, Inc. sent a Structural Inspection Proposal of \$3,500 that includes a visual inspection of the structure, document any areas of concern observed during the inspection, and provide suggestions for future repairs if possible. Karen made a motion to accept the proposal with Tracie second. After more discussion along with the realization that this is the only way contractors will consider bidding on the project, Karen and Tracie voted to accept the \$3,500 Barkley Consulting Engineers, Inc. proposal.

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	August	September	October	November	December
Corporate Expense															
Corporate Annual Report	61.50	61.25	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.25	
Insurance Package	2,000.00	1,786.10	213.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	434.00	0.00	1,352.10	
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	0.00	0.00	0.00	0.00
Total Corporate Expenses	2,211.50	2,022.35	189.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00	434.00	0.00	1,413.35	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	0.00	0.00
Bank Charges	0.00	170.50	(170.50)	0.00	0.00	0.00	0.00	0.00	0.00	15.00	15.00	110.00	0.00	50.50	
Storage 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	0.00	0.00
Website/Domain	600.00	2,156.25	(1,556.25)	0.00	0.00	0.00	1,411.25	0.00	149.00	0.00	149.00	149.00	149.00	298.00	
Legal/Professional Fees	2,000.00	2,777.50	(777.50)	0.00	0.00	487.50	302.50	1,540.00	0.00	55.00	0.00	412.50	0.00	0.00	
Management Fees	6,000.00	4,150.00	1,850.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	0.00	0.00	1,000.00		
Management Software	1,500.00	837.93	662.07	172.48	75.00	89.45	75.00	75.00	75.00	75.00	0.00	0.00	0.00	0.00	0.00
Office Expense General	788.50	1,050.89	(262.39)	229.24	129.62	130.02	123.17	48.79	32.86	356.99	0.00	0.00	0.00	0.00	0.00
Total General & Administrative	11,488.50	10,842.37	646.13	851.72	654.62	1,137.97	2,361.92	2,113.79	721.86	861.89	259.00	561.50	1,328.00	0.00	0.00
Grounds Maintenance & Operating															
Wood Repair (Boardwalk, Bridge, Fence)	7,000.00	3,866.05	3,133.95	0.00	675.00	0.00	1,000.00	0.00	0.00	273.05	0.00	1,052.50	385.50		
Roads	0.00	4,250.00	0.00	0.00	0.00	0.00	4,250.00	0.00	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	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	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	0.00	0.00	0.00	0.00
Landscaping Contract	5,000.00	2,850.00	2,150.00	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00	1,250.00		
Ground Committee	750.00	4,000.01	(3,250.01)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.01		
Landscape Maintenance General	3,000.00	4,222.50	(1,222.50)	0.00	125.00	0.00	287.50	240.00	0.00	0.00	2,845.00	450.00	275.00		
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	0.00	0.00	0.00	0.00
Pond Path Project	2,500.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00	1,250.00	0.00		
Tree Maintenance	9,000.00	41,250.00	(32,250.00)	500.00	2,200.00	1,500.00	0.00	21,100.00	1,400.00	3,100.00	2,800.00	5,300.00	3,250.00		
Total Grounds Maintenance & Operating	36,150.00	67,135.64	(30,985.64)	2,098.69	5,005.00	2,388.24	5,537.59	22,879.39	2,321.85	3,773.85	6,895.00	9,302.50	9,148.51	0.00	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	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	0.00	0.00	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	0.00	0.00	0.00	0.00
Utilities	7,000.00	5,328.79	1,671.21	511.94	508.56	518.55	546.50	524.10	487.42	575.60	560.04	552.50	544.58		
Total Expenditures	56,850.00	85,470.15	(28,620.15)	3,462.35	4,163.18	4,044.76	8,445.92	25,616.19	3,671.13	5,075.94	8,248.04	10,416.50	12,426.44		
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	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	0.00	0.00	0.00	0.00
Net Transfers	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	0.00	0.00
Totals	63,350.00	85,470.15	(22,120.15)	3,462.35	4,163.18	11,544.76	4,195.92	22,366.19	3,671.13	5,075.94	8,248.04	10,416.50	12,426.44	0.00	0.00
Current Balances 10/21/24															
Checking Account		23,483.20													
Infrastructure Savings Account		9,376.49													
Emergency Fund		20,115.12													
Prepay		2,346.05													
Total		55,199.86													

Bank of America Bonus -- \$1,000 received but we should be eligible for \$1,500 bonus. The bank representative has been contacted and he has sent it to the main office to research it. The \$1,000 bonus is for keeping \$20,000 in combined accounts for 90 days after opening new business accounts. The \$1,500 bonus is for keeping \$50,000 in combined accounts for 90 days after opening new business accounts. BFCA accounts qualified for the \$1,500 bonus.

Vibrant Neighborhoods Grant Status – The final paperwork has been signed to receive the \$2,500 grant from the City of Tallahassee for the Front Entrance Beautification Project. Funds transfer have already been requested so BFCA should receive payment by bank debit soon.

ACC Committee Report – Karin Brewster

Item 1: Neighborhood Entrance

We have two proposals for front entrance maintenance:

Native Nurseries provided an estimate on April 26, 2024 of \$1,775 annually (~ \$148 monthly) to include pruning, invasive removal, and general weeding.

Green Acres submitted a two-part proposal:

1. Substitute front entrance maintenance for one of the scheduled community maintenance visits in both December (12/23) and January (1/20). During these visits, GA will take care of weeding and trimming, and will use "sheet mulching" (cardboard under pine bark) in the island and roadside beds to control weeds and invasive plants.
2. In February, we will have the option of a once monthly maintenance visit for the front entrance, with the following:
 - a. Hand weed raised island
 - b. String trim around plants along main entrance
 - c. Maintain area around main sign on Blair Stone
 - d. Keep wood line cut back
 - e. Trim bushes as needed

Part 1 requires no additional funds at this time. The ACC recommends accepting this proposal as weeds and grass are already growing back, and pine straw put down by NN in October is too sparse to keep weeds down or protect new plants from frost damage. The second part of the proposal can be decided in the Spring by the next board.

Item 2: Fencing

Fencing has been repaired/replaced at the following intersections: Red Maple and Brookside, Red Maple and Silverwood, Harvest and Silverwood, Silverwood and Brookside (west side).

Repair/replacement still needed at these locations: 1682 Silverwood, 1699 Silverwood, 1703 Silverwood, 1727 Brookside, 1725 Brookside, both sides of Nestlewood- Brookside intersection.

Item 3. Applications for property changes (10-28-24 through 11-24-24)

1732 Silverwood Drive. Use metal shingles rather than composite (i.e., asphalt) on new roof. Approved.

No other items to report.

Lake Report – Midori Okasako

Blairstone Forest_Lake Report: NOVEMBER 2024 (Mark and midori Okasako)

NOVEMBER

- * Applied beneficial bacteria in small and large lobes*
- * Continued scooping of floating/ submerged algae in small lobe*
- * Where needed, applied algaecide treatments in small lobe*

FYI again . . .

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 by their properties.

Projection into December

- * To continue scooping submerged algae in small lobe*
- * To resume scooping submerged algae in large lobe*
- * To resume algaecide applications, where needed in large lobe*
- * 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 a spacious lake has been their habitat (home)...even before our neighborhood was developed.

THANK YOU for your cooperation.

Concerns or Questions by Association Members – There were no more questions as discussion was allowed during the meeting.

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.)

Meeting Adjourned -- 7:51 P.M.