

**BFCA Board of Directors Minutes
Jack McLean Community Center
700 Paul Russell Road
Tuesday, February 25, 2025
6:30 P.M.**

Call to Order and Welcome – 6:30 P.M.

Members and Guests Present

Karen Willes, President; Tracie Priest, Vice President; Nancy Wood, Director

Lynda Davis, John Dowler, Llona Geiger, Mario Lopez, Patti O'Hay, Mark Okasako, Johnny Richardson, Frank Roycraft, Cindy Vallely, and Fred Willes

Property Manager -- Contact Information

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Old Business

The minutes of the BFCA Board Meeting on Tuesday, February 4, 2025 were approved unanimously by email on Wednesday, February 5, 2025 and were sent to the webmaster for publication on the BFCA website – www.blairstoneforesthoa.com .

The Board Officers were voted on together and the vote was unanimous.

President – Karen Willes

Vice President – Tracie Priest

Director – Nancy Wood

Treasurer and Committee Chairs were voted on separately. Each vote was unanimous.

Treasurer – Mary Brand

Architectural Control Committee Chair – Karin Brewster

Fine Review Committee Chair – Mike McCrea

Pond Committee Chair – Midori Okasako

Nominating Committee Chair – Nancy Wood

Grounds Committee – Inactive

New Business

Revitalization -- We're Approved!

Timeline

April 2024 – The Board met with Kristin Gardner at which information and need for revitalization was made clear. Betsy Voorhies & Tracie Priest secured the certified copy of the Articles of Incorporation which was kept at Dunlap & Shipman until needed.

October 10 – Nancy Wood and John Fleck donated \$5,000 for the project. As a result, the project was underway!

November 12 – The 79-page document packet preparation began by collecting the documents for the attorney to approve printing the packet.

November 22 -- Packets were picked up from The Printery and prepared for distribution on November 22 & 23 – 70 packets were hand-delivered which saved approximately \$300.00 in postage.

November 26 – Approximately 50 packets were mailed. They were what was left after hand-delivery attempts and meeting attendance.

December 19 – The required number of consent forms (66) had been returned to the management company so the attorney sent the packet with 68 consent forms to the state. The state had 60 days to reply.

February 21 – The USPS letter dated 2/14/25 arrived to confirm approval!

February 24 – Karen Willes and Nancy Wood signed the final notarized paperwork at Dunlap & Shipman & document was filed with Clerk of the Court.

Engineering Study Report

November 26 – \$3,500 Contract accepted

December 30 – Site Visit

February 19 – Report arrived via email

February 20 – Karen Willes called Barkley Engineering and left message for Doug Barkley to call about the report.

Johnny Richardson commented about the need to address the blockage(s) potential in our stormwater ditches BEFORE the debris completely dams either ditch. The association is responsible for the ditch in the conservation easement out of Indianhead and the ditch along Brookside Blvd that flows into Orange Avenue.

Welcome Postcard – A 5x7 welcome postcard has been created to introduce new owners and new residents of Blairstone Forest. It includes a QR code to the website and information about the association.

Grounds Committee Volunteer -- Though the Grounds Committee is inactive at this time, residents were invited to volunteer now or in the future.

Volunteer Insurance List Additions – Tracie Priest, John Fleck, and Patti O’Hay were voted on to be added to the volunteer list for common grounds work. The vote was unanimous. Mark and Midori Okasako were already on the original volunteer list that includes their work with the ponds.

Budget Reallocation -- \$2,900 for Pressure Washing change to installation of Split Rail Fences with possibly more funds added if available for reallocation.

There was a motion to reallocate the \$2,900 in the 2025 budget for Pressure Washing to use for the Split Rail Fences project. The vote was unanimous. The possibility of adding more money to what is available will be discussed in a future meeting. Depending on the final cost of revitalization, using the \$5,000 that was donated, could mean that all, or some, of the \$5,000 allocated for revitalization in the 2025 BFCA Budget could be used for other projects.

Nancy Wood prepared a map of the neighborhood with the locations of the fences that have been replaced by Kiwi Construction and has noted those others in need of repair or replacement. Average cost of 30’ fence is \$750.

Plan for remaining work

Create a fencing guide

- Identify additional fence work needed
 - Consider recommendations (BCW Services)
- Identify funds needed (for budget assume \$25 / linear foot using Kiwi Construction cost)
- Identify funds available for project
- Determine scope of work (phases if needed)
- Obtain vendor quotes

Tornado Repair Progress – It is evident that more homes are being repaired but there are still homes without evidence of that work is being planned. The association manager is going to be contacted to see what can be done about such homes, since our covenants state that homes are supposed to be kept in “good repair.”

Covenants – Article II Section 3. A & B – Exterior Maintenance of Homes

Article II

3. Exterior Maintenance of Homes.

A. Homes constructed on individual lots shall be maintained not only in a good state of repair but in an aesthetically pleasing manner consistent with the character and setting of the property as originally developed.

B. Specifically the following items are hereby determined to be items which must be kept in a proper state of repair and maintenance by the individual lot owner,

but it is not intended to be an exclusive list of such items: the roof, windows, painting or staining of exterior walls and trim, steps both front and rear, porches, if constructed, yards, and driveways.

Overdue Accounts – As of January 31, there are 17 accounts that still owe the 2025 assessment including 3 of those accounts that owe more than one year of assessments. The Board previously approved the services of Anderson, Givens, & Fredericks P.A., our property manager's attorney group for overdue accounts. The association is not responsible for fees for their services. All fees associated with the overdue accounts are charged to the owner, over and above what is owed to the association. Overdue account collection begins with a NOLA Letter (Notice of Late Assessment) sent by the property manager. If not paid, the account is sent to the attorney group to place a lien or, ultimately, file for foreclosure. (BFCA Covenants Section VII. Assessments and Liens)

Treasurer's Report – Nancy Wood

Treasurer's Report – DRAFT

Account Balances Jan 31 2025	
BoA Checking -- Checking	40,709.41
BoA Emergency -- Savings	20,116.63
BoA Infrastructure -- Savings	9,376.20
BoA Prepay -- Checking	34,617.02
Total Accounts	104,819.26

Account Balances Feb 25 2025	
BoA Checking -- Checking	40,090.28
BoA Emergency -- Savings	20,116.63
BoA Infrastructure -- Savings	9,376.20
BoA Prepay -- Checking	34,617.02
Total Accounts	104,200.13

January 2025	Budget 2025	Actual JAN
Revenues		
Assessments		71,500.00
Interest		0.75
Total Revenue		71,500.75
Expenses		
Corporate Annual	61.50	
Insurance Package	2,434.00	
Tax Prep	175.00	
Stormwater Permit 5/2025	459.00	
Storage Locker	600.00	118.33
Annual Backflow Testing	40.00	
Website/Domain/Google	1,878.00	149.00
Legal	3,000.00	
Management Fees	6,000.00	
Office Expense General	463.75	61.11
Mailings 4/year@\$130	525.00	
Split Rail Fence Repair	0.00	
Pressure Washing	2,900.00	
Landscape Contract	7,150.00	550.00
Grounds Committee	363.75	
Landscape Maintenance	500.00	
Pond Water Quality	4,500.00	
Tree Maintenance	9,000.00	
Electricity Utilities	7,000.00	20.07
Infrastructure Savings Account	10,000.00	
Emergency Savings Account	10,000.00	
Revitalization	5,000.00	412.50
Project (#)	0.00	
Total Expenses	72,050.00	1,311.01
Net Income		70,189.74

Architectural Committee Report – Karin Brewster

Item 1: Grounds

At Midori's request, Green Acres will not be doing regular pond path maintenance so as not to disturb the resident nesting geese. Instead, they will continue to do front-entrance weeding, trimming, and mowing, and cleanup of invasive, non-native plants in the Silverwood Loop.

Item 2. Applications for property changes (1-1-25 through 2-23-25)

1730 Silverwood Drive. Roof repair: replace composite shingles with green metal shingles. Repaint exterior trim and garage door forest green to match roof. Approved.

1743 Silverwood Drive. Replace current wood siding with Hardie siding and windows to be replaced: allowed without approval. New siding will be painted in color TBD: Homeowner advised to re-apply once they've identified a paint color.

1732 Silverwood Drive. Siding color change. Approved.

1689 Silverwood Drive. Shingle color change. Approved.

1750 Harvest Place. Color change, front steps. Approved.

1691 Silverwood Drive. Place short fence with attached lighting to side of driveway to prevent future occurrence of broken water line.

Item 3: Issues needing Board's attention

Repair or replacement of fencing still needed at these locations: 1682 Silverwood, 1694 Silverwood, 1700 Silverwood, 1727 Brookside, 1725 Brookside, 1743 Nestlewood (replace missing section) and 1744 Nestlewood at Brookside intersection.

Hole in road in front of 1739 Silverwood Dr. needs to be filled. It is getting wider and deeper.

Tracie Priest volunteered to patch the hole using asphalt that she has at home.

End of report.

Pond Report – Mark Okasako

Blairstone Forest_Pond Report:

JANUARY & FEBRUARY 2025 (Mark & midori Okasako)

JANUARY

- * Scooped floating/ submerged algae and debris in small and large lobes*
- * Applied algaecide treatments in small and large lobes, where needed*
- [Water supply off during freezing temperatures throughout Tallahassee 01/21 (evening mild snow) , 22 (early morning mild snow), 23, 24, 25, 26]*

FEBRUARY

- * Scooped floating/ submerged algae and debris in small and large lobes*
- * Applied algaecide treatments in small and large lobes, where needed*

Projection into March

- * To resume applications of 'new' beneficial bacteria*
- * To continue scooping submerged algae in small and large lobes*

~~~ FYI . . .

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

**** As in previous years, during late February until May, our pond area is nesting grounds for our returnee waterfowls. For YOUR safety and for the protection of these waterfowls, please take PRECAUTIONS when visiting the pond area, especially when with your dog/s and children. (Please DO NOT harass/disturb the waterfowls, stay away from their nests/eggs.)***

**** PLEASE . . .***

. . . DO NOT DISPOSE leaves, tree debris, mowed grass/weed clipping, plastic bags (e.g. with dog poop), beverage bottles/cans/cups, food, cigarettes, etc. into our pond

. . . BE CARING and KIND to our wildlife that depend on our neighborhood's natural environment, particularly the pond area. Our forest/pond environment is also their habitat (home).

THANK YOU for your cooperation.

Mark Okasako added that four "trotlines" – fishing lines with a hook on one end tied to a shrub were removed from the pond. Such activity would indicate attempts to catch fish or turtles and it poses a safety risk to residents and wildlife. Fishing, of any kind, in the pond is illegal.

Concerns or Questions by Association Members –

Lynda Davis asked for clarification of the drainage ditches that need to be cleared. Karen Willes projected a drainage map that has been used in a previous meeting to answer her question that included explanations by Johnny Richardson and Tracie Priest.

John Dowler announced that another estate sale on Silverwood Drive is planned for a future date. He and Johnny Richardson posted small orange flags along the road to keep people from parking in yards. Some homes along Silverwood Drive are being repaired and construction trucks could add another parking issue to the congestion along the road.

The next scheduled meeting of the BFCA Board of Directors will be at 6:30 P.M. on Tuesday, March 25, 2025, at Jack McLean Community Center at 700 Paul Russell Road.

Meeting Adjourned – 8:01 P.M.