

**BFCA Board of Directors Minutes
Jack McLean Community Center
700 Paul Russell Road
Tuesday, March 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

Mary Brand (Treasurer), Lynda Davis, Llona Geiger, Mario Lopez, Mark Okasako, Midori Okasako, Frank Roycraft, Roly Torres, and Fred Willes

Property Manager -- Contact Information

Kayla McKee
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Old Business

The minutes of the BFCA Board Meeting on Tuesday, February 25, 2025 were approved by email on Wednesday, February 26, 2025 and were sent to the webmaster for publication on the BFCA website – www.blairstoneforesthwa.com .

Revitalization -- We're Approved!

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.
Calls to Doug Barkley on February 20 & February 27 were not returned.

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. Greg Taylor was contacted and has sent a quote of \$8,300.00 to clear the ditches/boardwalk areas.

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. A postcard has already been sent to the newest BFCA resident.

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 – The following property owners are listed in the minutes as volunteers: Mark Okasako, Midori Okasako, Tracie Priest, Nancy Wood, John Fleck, & Patti O'Hay.

Budget 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.

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 – A list of 15 Overdue Assessments Accounts was sent to management to begin the collection process with a NOLA letter. If no response, overdue accounts will be turned over to Anderson, Givens, & Fredericks P.A. to place a lien or, ultimately, file for foreclosure. (BFCA Covenants Section VII. Assessments and Liens)

New Business

Thank you to Sara McGinnes for sharing her Blue Flag Iris plants to reinforce the pond banks.

Thank you to Tracie Priest for the asphalt patch of the tornado-spiked hole on Silverwood Drive.

Thank you to Nancy Wood and John Fleck for their contribution to the completion of the BFCA Revitalization Project.

Vote on Volunteer Addition – Michael Studer for pond work with Mark & Midori Okasako
Motion by Karen Willes; second by Tracie Priest – Vote was unanimous.

Ditch Clearing Project Update – The Greg Taylor quote of \$8,300 for complete project to clear the Brookside ditch and the Boardwalk ditch including the split into Indianhead neighborhood and returning to Silverwood Drive was accepted. He started work on March 17 and has already cleared at least half of the agreed upon clearing project.

Competitive quotes:

TimberWorks Tree Service – declined to quote as the job is too big for him.

AAA Tree Service – would not quote the entire job because it is so large and most work is manual (can't access with equipment). Proposed a rate of \$255/hour with 3 men and equipment.

AAA proposal for tree work assessed on March 24 -- \$1,500 proposal accepted by BFCA Board under hazardous trees provision.

1. Prune spruce pine tree behind 1720 Brookside Blvd.
2. Top and remove dead pine tree behind 2776 Red Maple Ridge.
3. Clean out tornado-damaged area at boardwalk entrance on Brookside Blvd.

Apalachee Land Conservancy Update – Nancy Wood contacted Fred Breeze, Apalachee Land Conservancy President, and met him for a site visit of the ALC easement.

BFCA Property and the Apalachee Land Conservancy

- Apalachee Land Conservancy (ALC) is a nonprofit corporation
- Established to protect environmentally sensitive lands in North Florida
- In 1990, the developer Mad Dog Design & Construction granted:
 - Ownership of 27.25 acres to BFCA
 - Conservation easement of 21.66 acres within that parcel to ALC
- ALC retains the right in perpetuity to protect the land from development
- BFCA is responsible for maintaining the property and structures
- BFCA is allowed to construct a boardwalk to facilitate enjoyment of residents
- Deed conveys no right of access to the public

Split Rail Fence Project Update – Nancy Wood will be meeting with Kurt Schrieber (Kiwi Construction) next week to discuss how to proceed with additional fence construction.

Broken Street Sign – Nestlewood Lane / Brookside Blvd – Karen Willes called Signs Now and sent photos of broken pole and information for what is needed for replacement. The actual street sign was not damaged but the pole was broken off at the ground.

Bridge/Boardwalk Project Update

The phone call with Karen Willes and Nancy Wood from Doug Barkley on March 14 resulted in choices to be emailed on March 17. (1) Pay what is owed for February 19 report (\$1,500) and put the project on hold or (2) Continue with drawings (\$3,500) to provide some information for contractors or (3) contract for a complete project including surveyor information at undetermined price.

The Board approved the original contract on November 26. Since then, a Board decision has been made to put the project on hold and pay Barkley Engineering \$1,500 for the original report. No vote is needed to pay the \$1,500 as the original contract had already been approved.

Nature Bridges – Doug Lewis is assessing the project information that Nancy Wood emailed to him and he will schedule a walk-through. Karen Willes' call to Doug Lewis on March 17 resulted in his visit on March 19 at 4 PM. He will provide a proposal in 1-2 weeks. He took several photos and recommended completely replacing the bridge because the 40-year-old posts could be starting to fail. To replace only the decking would mean in a few years, when the posts fail, the new decking would be lost to replacing the posts and starting over.

Treasurer's Report – Mary Brand

DRAFT									
BFCATreasurer Rept 2024		Total Budgeted Full Year	Total Spent Full Year	(Over) Under Budget Full Year	January	February	March	April	May
Corporate Expense									
Corporate Annual Report		61.50	0.00	61.50					
Insurance Package		2,434.00	0.00	2,434.00					
Account/Income Tax Prep		175.00	0.00	175.00					
Total Corporate Expenses		2,670.50	0.00	2,670.50	0.00	0.00	0.00	0.00	0.00
General & Administrative									
Community Events			0.00	0.00	168.82				
Bank Charges			67.20	(67.20)	35.85	31.35			
Storage Locker		600.00	0.00	600.00					
Website/Domain		1,878.00	310.00	1,568.00	155.00	155.00			
Legal/Professional Fees		3,000.00	0.00	3,000.00					
Management Fees		6,000.00	0.00	6,000.00					
Mailings		525.00	0.00	525.00					
Office Expense General		463.75	46.44	417.31	35.48	10.96			
Total General & Administrative		12,466.75	423.64	12,043.11	395.15	197.31	0.00	0.00	0.00
Grounds Maintenance & Operating									
Wood Repair (Boardwalk, Bridge, Fence)		0.00	0.00	0.00					
Roads		0.00	0.00	0.00					
Split Rail Fence Repair		0.00	0.00	0.00					
Pressure Washing		2,900.00	0.00	2,900.00					
Landscaping Contract		7,150.00	1,100.00	6,050.00	550.00	550.00			
Ground Committee		363.75	0.00	363.75					
Landscape Maintenance General		500.00	0.00	500.00					
Pond Water Quality Management		4,500.00	0.00	4,500.00					
Pond Path Project		0.00	0.00	0.00					
Tree Maintenance		9,000.00	0.00	9,000.00					
Total Grounds Maintenance & Operating		24,413.75	1,100.00	13,500.00	550.00	550.00	0.00	0.00	0.00
Fees/Permits									
Stormwater Management Permit (3yr)		459.00	0.00	0.00					
Backflow Valve Inspection		40.00	0.00	0.00					
Total Fees/Permits		499.00	0.00	0.00					
Utilities									
		7,000.00	709.60	6,290.40	709.60				
Revitalization									
		5,000.00	412.50	4,587.50	412.50				
Total Expenditures		52,050.00	2,645.74	34,504.01	2,067.25	747.31	0.00	0.00	0.00
Transfers									
To Infrastructure Savings		10,000.00	0.00	10,000.00					
To Emergency		10,000.00	0.00	0.00					
Totals		72,050.00	2,645.74	44,504.01	2,067.25	747.31	0.00	0.00	0.00
Current Balances 2/28/25									
Operating Account		39,930.32							
Infrastructure Savings Account		9,376.42							
Emergency Fund		20,117.09							
Prepay		34,617.02							
Total		104,040.85							
Note: In January the City of Tallahassee mistakenly charged one of our meters \$2,488.90 not \$688.90. Instead of refunding the overage, the monthly bill be reduced until the overage is used. The February expense is not known at this time.									
DRAFT									

Overdue Accounts – As of 3/21/25, there are 9 overdue accounts with \$6,684.24 due in assessments. (There were 15 overdue accounts on January 31.) The board has already approved sending NOLA (Notice of Late Assessment) letters which, if not paid within 30 days, the accounts will be referred to the attorney office of Anderson, Givens & Fredericks. We are looking for additional ways to collect assessments, perhaps with the PUD Rider. BFCAT is a PUD (Planned Unit Development) and owners who have mortgages sign a PUD Rider that is an addendum to their mortgage. By signing that, the owner promises to pay dues and assessments on time and if not, the lender can be contacted so that the lender can choose to pay the assessment and attach that amount to the owner's mortgage. Of the approximately \$6,700 of the assessments still owed, approximately \$4,700 is owed by owners with mortgages and PUD Riders. There will be additional research on this way to collect assessments.

Architectural Control Committee Report – Karin Brewster

Applications for property changes (2-23-25 through 3-23-25)

1721 Silverwood Drive. Repair roof and front-facing elevation following tornado damage.

Roof: Black shingles with matching surround. Approved.

Porch: Minor modification of original design, with exposed front truss, and wood and cable rail. Approved.

Garage: Cedar shakes above door to be replaced with Hardie shingles. Approved.

1735 Brookside Boulevard. Replace damaged asphalt driveway with concrete drive. Approved.

1743 Silverwood Drive. Siding and trim color change. Approved.

1731 Brookside Boulevard. Construction of lattice screen with plantings to conceal generator from street. Approved.

2776 Red Maple Ridge. Repair roof and front-facing elevation following tornado damage.

Roof: Architectural shingles in color as close as possible to current. Approved.

Siding: Replace damaged siding with matching cedar siding and repaint to match current color. Approved.

End of report.

Karin Brewster resigned from the ACC. This report is Karin's last report. BFCA is looking for a new chair and appreciate all Karin has done for the association. Please contact the board at info@blairstoneforesthwa.com if interested in helping with this committee as chair. We must have a functioning ACC Committee that oversees the grounds, variances, and neighborhood infrastructure.

Pond Report – Midori Okasako

Blairstone Forest Pond Report: MARCH 2025 (Mark & midori Okasako, Mike Studer)

MARCH

* Scooped floating/ submerged algae and tree debris (small branches) in small and large lobes

- * *Applied algacide treatments in small and large lobes, where needed*
- * *Cleared tree debris (branches) piled along small lobe and by water pump area*
- * *Pruned overgrown branches in contact with water surface (adjacent to observation deck)*
- * *Late February~early March frogs' prominent nocturnal croaking*
- * *Sightings of at least 4 schools of minute mosquitofish (Gamusia), 200~300 fish per school in small and large lobes*

Projection into April

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

~~~ FYI . . .

* ***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 areas.)

* ***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.

~~~ PLEASE . . .

. . . REFRAIN FROM throwing 'Yellow Iris' (*Iris pseudacorus*) seedpods into our pond.

They are highly invasive, outcompeting our native 'Blue Flag Iris' (*Iris virginia*)

. . . DO NOT DISPOSE OF 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 BE 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.

Concerns or Questions by Association Members

There were no specific concerns but there was discussion about the April 29 meeting as it is possible that the room may not be available. Some residents suggested that, because many neighborhood needs are already being addressed, there will be no need to meet in April. See below.

The next scheduled meeting of the BFCA Board of Directors is planned for 6:30 P.M. on Tuesday, April 29, 2025, at Jack McLean Community Center at 700 Paul Russell Road. However, the room may not be available due to maintenance. Confirmation will be forthcoming in a future announcement.

Meeting Adjourned – 7:38 P.M.