

**BFCA Board of Directors Minutes
Jack McLean Community Center
700 Paul Russell Road
Tuesday, July 22, 2025
6:30 P.M.**

Call to Order and Welcome

The meeting was called to order at 6:30 P.M.

Members and Guests Present

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

Mary Brand (Treasurer), Michelle Chavarro, Ranelle Christle, John Dowler, Caroline Klancke, Sally Litton, Mario Lopez, Maritza Mattos, Mark Okasako, Midori Okasako, Frank Roycraft, Virginia Sasser, Joe Wall, and Fred Willes

Property Manager -- Contact Information

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Old Business

The minutes of the BFCA Board Meeting on Tuesday, June 24, 2025 were approved by email on Thursday, June 26, 2025 and were sent to the webmaster for publication on the BFCA website – www.blairstoneforesthwa.com .

Fine Resolution & vote

Two fines remained on the BFCA books. The fines were levied for violations that occurred and correct procedures were followed. However, the Covenants were not revitalized until February 2025.

Harriette Hudson, February 2020 -- \$33,128.91 – Tree fine

Cainnon & Kiki Gregg, February 2024 -- \$102.72 – Garbage Can fine

To quote Kristin Gardner, our BFCA attorney – “From a legal perspective, the Covenants were not enforceable at the time that the fines were levied and the violation occurred. The Board will need to vote to move forward with collection or not based on that legal analysis.”

The motion with vote to rescind the fines of Harriette Hudson and Cainnon & Kiki Gregg was unanimous. Karen Willes spoke with both parties by phone and EMS provided each of them a zero balance statement with the fine amount rescinded.

Brookside/Nestlewood sign update

Signs Now has the new pole and hardware to replace the street sign for the Brookside Blvd/Nestlewood Ln corner. However, construction continues at the 1744 Nestlewood address – the corner entrance where the problem occurred. Until construction is complete, Signs Now will keep the new pole and hardware until such time as it can be replaced without future potential incidents.

The homeowner confirms that the repairs are complete but the additional split rail fence needs to be installed before the street sign is replaced.

Split Rail Fences update

6 fences, ~230' total with work ending on June 6

Kiwi Construction of Tallahassee was paid \$6,452.00.

Long Boardwalk update

Work began June 6th at the Silverwood entrance to determine the best approach. The contractor, Greg Taylor Forestry & Mulching, received an initial draw of \$3,500 for expenses. Upon assessment he decided the decking materials could not be salvaged for reuse in future projects. This means debris removal can be completed quicker with heavy equipment when it gets underway.

Removal began on June 30 and half of the long boardwalk was removed. The project has been paused until it is possible to continue. Recent rains have created a swamp so work will continue when the area dries out. At this time, Greg Taylor has been paid for half of the project (\$6,750) and will be paid the balance when the work is completed.

Association Loan update & vote

Until there is assurance that the fines and overdue accounts no longer prohibit BFCA from being accepted for a loan, the loan application will not be submitted by our property manager. In the ensuing discussion with the residents, the loan application

will not be submitted. Any plans for future projects will be funded by raising assessments to save money for the project without securing a loan to pay for the project.

Regarding dealing with the delinquent accounts, Kayla McKee, the BFCA Property Manager, has confirmed that all the overdue accounts have been referred to the attorney group for legal action against the delinquent accounts.

Pond Infrastructure update & vote

Spartan Exteriors proposal(s):

Complete removal of pond infrastructure -- \$21,786.00

Removal and Rebuild of Observation Deck – \$19,174.20

Removal and Build of Boardwalk Walkway instead of Observation Deck – \$13,501.00 (if it includes demo of existing Observation Deck)

Residents have asked previously if it would be possible to get insurance for the new infrastructure if it was replaced. Nancy Wood researched it and found that an annual policy would be \$5,600 but that there was an exclusion for wind damage. In addition, Karen Willes had asked the same question of Joe Webster of Spartan Exteriors and was told that boardwalks and docks cannot be insured.

The motion with vote to accept the Spartan Exteriors Estimate 269 for \$21,786.00 was unanimous. Payment will be made through the Emergency Fund and will not require any additional funding for the project. Removal includes the bridge, the boardwalks to the bridge, the gazebo, and the observation deck. The small bridge that connects the pond lobes and the short boardwalk beside 1721 Silverwood Drive will remain. The BFCA project is next in line on the Spartan work schedule and when begun, is expected to take approximately 2-3 weeks.

New Business

Tornado Expenses – \$99,792.00 with actual expenses revised to \$103,000 by Mary Brand, BFCA Treasurer

Trees

Meeks Electric

Split Rail Fences

Long Boardwalk Demo

Pond Infrastructure Demo

Ditch Clearing

Cost per lot – \$761.77 revised to \$786.26 at \$103,000 total expenses

Reserve Totals

Before Tornado	\$93,319.41
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After Tornado	\$14,212.05
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Amount spent from reserves	\$79,107.36
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Amount of reserves spent per lot \$603.87

Discussion and suggestions for priority for future projects

Silverwood Pond Path Boardwalk with Vote

Pond Walkways

Front Entrance

Landscaping

Stormwater Management

Infrastructure Management

Budget Planning Discussion

Discussion and suggestions for priority for future projects

Silverwood Pond Path Boardwalk with Vote

In the June meeting, with the knowledge that the bridge and gazebo will be removed, residents indicated that they would like to have access to the Pond Path. Mary Brand, who lives on Silverwood Drive beside the boardwalk, has offered to fund the replacement of the boardwalk at that entrance. Its replacement would allow access to part of the Pond Path again. If Mary's very generous donation offer is approved, the association needs to be committed to include funds for proper maintenance in future

budgets. Such maintenance needs to include budgeted funds for soft washing and staining every 2 years in order to preserve and protect the new walkway.

A resident suggested that others might be willing to make a substantial donation to replace a designated piece of the pond path – observation deck/boardwalk or new piece to make it possible to circumnavigate the ponds.

However, after thanking Mary Brand for her generous donation, another resident asked the Board to reject the offer. The objection was that this would cause the residents to have increased assessments to cover the costs of cleaning, staining, and making repairs on more wood structures. In addition, having this piece of the boardwalk might encourage future Boards to invest in more boardwalks. Since the Board had already concluded that people either could not afford or did not want to pay for such work with higher assessments, the donation ought to be refused.

In addition, a board member had been securing estimates for the cost of soft washing and staining the wooden structures to preserve them. She found that it is not only difficult to find vendors, it is, also, very expensive.

The residents in attendance began to understand that in order to maintain the property on many levels, it was going to take money – not money given back in lowered assessments because it wasn't spent – but money that should be saved, if not spent immediately, for the future.

As residents realized the need to maintain the structures, with the knowledge that they cannot be insured, the decision to accept Mary Brand's generous donation prevailed. After considerable discussion, the motion to rebuild the walkway at 1701 Silverwood Drive passed unanimously.

Pond Walkways

Discuss interest in walkway at Brookside

Spartan Proposal -- \$13,501.00 to build walkway instead of replacing Observation Deck at a cost of \$19,174.00. New walkway would require budgeted funds to soft wash and stain every 2 years.

The Walkway build would add approximately \$100/lot to annual assessment for 1 year. The Deck replacement would add approximately \$150/lot to annual assessment for 1 year. All are estimates at 2025 prices.

Front Entrance – Michelle Chavarro, ACC Chair

Spartan Exteriors and Kiwi Construction have been contacted to request quotes for repairing or replacing the front entryway planters. The ACC is seeking professional

assessments and estimates to upgrade the current deteriorating boards to more durable materials to improve durability and appearance or to replace the entryway planters.

Spartan Exteriors came out and looked at the project/took measurements and they will send several different quotes with their ideas for repairing and replacing the front entryway planters by next week.

Kiwi Construction will be out next month to provide a quote.

Landscaping – Michelle Chavarro, ACC Chair

The ACC is in early conversations with Ashley Jordan from Green Acres to gather information for the 2026 budget. We're asking about what it would take to remove invasive plants and add native landscaping around the pond, whether increasing maintenance visits from 2 to 3 times per month would support these enhancements, and any recommendations for plantings or landscape improvements at the front entrance and along Silverwood Loop. These are exploratory discussions to help us plan ahead.

Stormwater Management – Nancy Wood, Director

Stormwater Management Facility Operating Permit information

Current Period: 10/4/2022 – 10/4/2025

Renewal Invoice: \$459 (payment has been authorized for 2025-2028)

Permit documentation includes an operation & maintenance plan

Operation and Maintenance Plan information

Activities involve monitoring areas including

Swales and culverts, swamps and ditches, and pond/sand filter

Ditch locations:

North parcel runs 600' from Wekewa Nene to Brookside Blvd.

South parcel runs 1300' from Brookside Blvd. alongside Orange Ave.

Street Culvert Locations

1 Brookside: between entrance island and Nestlewood

2 Brookside: between Nestlewood and Harvest

3 Silverwood: 1740 to 1741

4 Silverwood: 1700 to 1701

5 Red Maple: 2779 to 2780

6 Brookside: 1722 to Brookside ditch at Orange

Ditch clearing services performed by Greg Taylor Forestry & Mulching Services
with pricing per project

Street culvert cleaning quotes received from McNeill Plumbing and Roto Rooter
with pricing per service hour (not project)

Level of service needed is being assessed for budgeting
(not all culvert pipes remain in service)

Infrastructure Management – Nancy Wood, Director

Infrastructure Management inventory discussion

Most of the land acreage is undeveloped but requires monitoring for stormwater control

Maintenance is required for landscaping, pond, fencing, boardwalks, entrance island, signage, streets

Contractor support level, scheduling, requirements and estimated cost will be discussed for budgeting

Budget Planning Discussion

Replace & rebuild reserves paid out due to tornado damage

Increase landscaping budget to include additional during growing season

(May – August)

Return carry forward budget funds to reserves. Do not use them to lower assessments in future budgets.

DRAFT											
BFCA Treasurer Rept 2025		Total Budgeted Full Year	Total Spent Full Year	(Over) Under Budget Full Year	January	February	March	April	May	June	July
Corporate Expense											
Corporate Annual Report		61.50	61.25	0.25			61.25				
Insurance Package		2,434.00	428.00	2,006.00						428.00	
Account/Income Tax Prep		175.00	0.00	175.00							
Total Corporate Expenses		2,670.50	489.25	2,181.25	0.00	0.00	61.25	0.00	0.00	428.00	0.00
General & Administrative											
Community Events		0.00	168.82	(168.82)	25.26	143.56					
Bank Charges		0.00	186.70	(186.70)	35.85	31.35	30.00	29.50	30.00	30.00	
Storage Locker		600.00	0.00	600.00							
Website/Domain/Google		1,878.00	930.00	948.00	155.00	155.00	155.00	155.00	155.00	155.00	
Legal/Professional Fees		3,000.00	660.00	2,340.00				137.50	247.50	275.00	
Management Fees		6,000.00	3,000.00	3,000.00				2,000.00		1,000.00	
Mailings 4/yr@\$130		525.00	0.00	525.00							
Office Expense General		463.75	87.66	376.09		46.44		12.90	17.36	10.96	
Total General & Administrative		12,466.75	5,033.18	7,433.57	216.11	376.35	185.00	2,334.90	449.86	1,470.96	0.00
Grounds Maintenance & Operating											
Wood Repair (Boardwalk, Bridge, Fence)		0.00	0.00	0.00							
Pressure Washing		2,900.00	0.00	2,900.00							
Landscaping Contract		7,150.00	3,575.00	3,575.00	550.00	550.00	550.00	550.00	825.00	550.00	
Ground Committee		363.75	22.66	341.09			22.66				
Landscape Maintenance General		500.00	400.00	100.00						400.00	
Pond Water Quality Management		4,500.00	0.00	4,500.00							
Tree Maintenance		9,000.00	2,500.00	6,500.00			1,500.00		1,000.00		
Ditch/Boardwalk Cleaning/Infrastructure		0.00	22,992.90	(22,992.90)			4,150.00	4,450.00		14,392.90	
Split Rail Fence		0.00	6,452.00	(6,452.00)						6,452.00	
Total Grounds Maintenance & Operating		24,413.75	35,942.56	(11,528.81)	550.00	550.00	6,222.66	5,000.00	1,825.00	21,794.90	0.00
Fees/Permits											
Stormwater Management Permit (3yr)		459.00	0.00	459.00							
Backflow Valve Inspection		40.00	40.00	0.00						40.00	
Total Fees/Permits		499.00	40.00	459.00						40.00	
Utilities											
Revitalization		7,000.00	3,852.08	3,147.92	2,509.60		39.36	159.31	464.97	678.84	
		5,000.00	1,573.00	3,427.00		412.50	330.00	830.50			
Total Expenditures		52,050.00	46,930.07	5,119.93	3,275.71	1,338.85	6,838.27	8,324.71	2,739.83	24,412.70	0.00
Transfers											
To Infrastructure Savings		10,000.00	10,000.00	0.00					10,000.00		
To Emergency Savings		10,000.00	10,000.00	0.00					10,000.00		
From Infrastructure Savings		0.00	(3,500.00)	3,500.00						(3,500.00)	
From Emergency		0.00	(10,000.00)	10,000.00						(10,000.00)	
Net Transfers		Totals	20,000.00	6,500.00	13,500.00	0.00	0.00	0.00	0.00	20,000.00	(13,500.00)
Totals		72,050.00	53,430.07	18,619.93	3,275.71	1,338.85	6,838.27	8,324.71	22,739.83	10,912.70	0.00
Current Balances 6/30/25											
Operating Fund		31,632.58									
Infrastructure Savings Account		15,877.91									
Emergency Fund		19,227.05									
Prepay		187.29									
Total		66,924.83									

Current BFCA Balances at Bank of America -- July 22, 2025

Operating Account – Checking	\$29,974.71
PrePay Account – Checking	\$ 187.29
Emergency Savings Account	\$19,227.05
Infrastructure Savings Account	\$12,627.91
Total Funds at Bank of America	\$62,016.96

From earlier discussion, residents were aware that tornado damage costs were over \$100,000 with over \$79,000 spent from reserves (Emergency & Infrastructure). It is necessary to have money available in the Operating Account to pay the BFCA expenses at the beginning of 2026. A \$50,000 combined balance is required to maintain the banking tier. It was suggested that residents start now to prepay towards their 2026 assessment. BFCA Covenants require that the assessment must be set by November 1 so it will be definite at the October 28 Board Meeting. Residents were assured that any prepay funds cannot be spent until January 1, 2026 when the new BFCA fiscal year begins.

Architectural Control Committee Report – Michelle Torres, ACC Chair

ACC July Meeting Updates

Covenant Violations: Notices were sent to three properties this month – one for an inoperable vehicle and two for external maintenance violations.

Fencing: Replacement of fencing on the corner of Brookside Blvd will occur once all construction in that area is finalized.

Items discussed earlier in this meeting

Landscaping & Budget Planning

Front Entrance Planters

Pond Report – Midori Okasako

Blairstone Forest Pond Report: JULY 2025 (Mark & midori Okasako, Roly Torres,
Mike Studer)

JULY

- * First Pond Committee meeting at small bridge (06/26/2025, Sat 10:00~11:00 am)
- * Received result, 'free/basic' screening for cyanobacteria
(due to sudden manifestation of 'visible' presence of cyanobacteria in small lobe,
a sample was sent out for cyanobacteria screening, 06/26/2025)
 - basic screening confirmed presence of few species (types) of cyanobacteria
(e.g. 'microcystin')
 - according to two local freshwater specialists, i had contacted...
...it is very common to have various types of cyanobacteria present, in warm water
conditions
 - **unless, we encounter HAB (high algae bloom), which we have not and
our pond 'is left neglected', which we have not... current condition is 'not to be
alarmed'**
- * Sprayed liquid algaecide, entire small lobe (early July)
- * Treated with phosphate reducer (extra doses), small and large lobe (early/ mid-July)
- * Spot treated with hydrogen peroxide, small lobe (mid-July)

Projection into late JULY (and into August)

- * Continue hydrogen peroxide treatment/s, small lobe
- * Resume hydrogen peroxide treatment (as needed) large lobe
- * Prune/ remove 'invasive' privets, large lobe along Brookside
- * To request for mosquito fish from Leon County

~~~ FYI . . .

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

~~~ PLEASE . . .

. . . **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, 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

The BFCA-owned plant puller has been retrieved from the storage locker and will be available for residents to use by contacting Tracie Priest.

The next scheduled meeting of the BFCA Board of Directors is planned for 6:30 P.M. on Tuesday, August 26, 2025, at Jack McLean Community Center at 700 Paul Russell Road.

Meeting Adjourned

The meeting was adjourned at 8:08 P.M.