

**BFCA Board of Directors Minutes  
Jack McLean Community Center  
700 Paul Russell Road  
Tuesday, August 26, 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

Ashley Jordan, Green Acres Landscape Management

Theodus Baker, Neighborhood Services Coordinator, City of Tallahassee

Mary Brand (Treasurer), Karin Brewster, Michelle Chavarro, Lynda Davis, John Dowler, Llona Geiger, Susan Law, Kiki Litchford, Sally Litton, Mario Lopez, Mark Okasako, Midori Okasako, Frank Roycraft, Virginia Sasser, Roly Torres, and Fred Willes

***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**

- **Infrastructure and Walkway Projects:** A donation of \$16,500 funded the rebuilding of the Silverwood Pond Path boardwalk, completed on August 4, 2025. Discussions about constructing a walkway at Brookside Blvd and replacing the Observation Deck took place, though no additional resident donations have been secured yet. Maintenance of small bridges and boardwalks is ongoing with ACC approval for donations.
- **Landscaping and Front Entrance Upgrades:** The ACC is seeking contractor quotes to repair or replace the front entrance planters and is consulting with Green Acres Landscape Management to increase maintenance visits for common areas during the growing season.
- **Budget and Maintenance Planning:** The board plans to replenish reserves used for tornado damage, fund front entrance refurbishment, culvert cleanup, and bridge repairs, and establish a five-year maintenance calendar. Carry-forward budget funds

will be returned to reserves rather than used to reduce future assessments. The Stormwater Management Facility Operating Permit was renewed for three years, covering October 2025 to October 2028.

## **New Business**

*Small Bridge/Short Boardwalk Donations for Maintenance approved by ACC* – Donations have been secured to fund soft washing and staining of the Small Bridge and Short Boardwalk beside 1721 Silverwood Drive

*Small Bridge/Boardwalks maintenance progress* – Presently the staining projects are “on hold” due to weather. The boards must be dry before staining.

*Vote to Accept Donations to fund Brookside Blvd Walkway* – The Spartan Estimate of \$14,000 to fund Brookside Blvd Walkway is firm. The project is partially funded with two \$5,000 donations confirmed. In order to contract for the walkway, \$4,000 is still needed. The vote was unanimous with the understanding that donations would be accepted with the understanding that no preferential treatment would be given to donors.

*Covenant Violations Vote* – Several violation letters have been sent but parties involved have not responded with a remedy. There will be individual board votes taken to incur a \$100 fine and to convene the Fine Review Committee for their meeting to uphold or reject the fine imposed. This discussion and vote will be held in the ACC Report.

## **Budget Discussion**

*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 Estimate -- \$2,200 to repair / \$4,800 for complete replacement  
Kiwi Construction – no quote yet

*Comprehensive Landscape Plan* – Michelle Chavarro and Ashley Jordan  
3 Phases for Landscaping

Remove Invasive Trees -- \$3,000-5,000

Remove Invasive Weeds & Vines -- \$2,500  
Plant and Transplant Native Species – price based on plants  
Front Entrance Project -- \$1,500  
Silverwood Loop Project -- \$1,500-2,000

Ashley Jordan explained the landscape needs for each project in detail and thoughtfully answered all of the residents' questions regarding the need for the work and suggested that the best time for success is in the winter.

### *Budget Proposal for Discussion*

The budget discussion focused on future Projects along with the present needs to replace reserves that were spent on tornado damage in addition to having funds to pay for normal expenses.

For Discussion: Budget Proposal 2026	2025 Budget	2026	Operating	Reserves	Project
<b>ADMINISTRATION / PERMITS</b>					
Corporate Annual	61.50	62.00	62.00		
Insurance	2,434.00	2,000.00	2,000.00		
Tax Prep	175.00	200.00	200.00		
Stormwater Permit	459.00	0.00	0.00		
Storage Locker	600.00	600.00	600.00		
Annual Backflow Testing	40.00	40.00	40.00		
Website/Domain/Google	1,878.00	2,500.00	2,500.00		
Legal	3,000.00	3,000.00	3,000.00		
Management Contract Fees	6,000.00	6,000.00	6,000.00		
Office Expense	463.75	500.00	500.00		
Bank Fees		360.00	360.00		
Mailings 4/year @\$130	525.00	550.00	550.00		
Annual Meeting Food and Drink	0.00	125.00	125.00		
Revitalization	5,000.00	0.00	0.00		
Total Administration	20,636.25	15,937.00	15,937.00		
<b>MAINTENANCE / PROPERTY</b>					
Wood Repair (fences & walkways)	0.00	1,500.00	1,500.00		
Wood Maintenance (pressure wash/seal)	2,900.00	2,900.00	2,900.00		
Landscape Maintenance Contract	7,150.00	7,150.00	7,150.00		
Grounds Maintenance	500.00	1,000.00	1,000.00		
Grounds/Storm Cleanup	363.75	0.00	0.00		
Pond Water Quality	4,500.00	4,500.00	4,500.00		
Tree Maintenance	9,000.00	12,000.00	12,000.00		
Entranceway Maintenance	0.00	1,000.00	1,000.00		
Storm Drain Maintenance	0.00	1,400.00	1,400.00		
Roads-Minor Repairs	0.00	1,000.00	1,000.00		
Electric Utilities	7,000.00	8,500.00	8,500.00		
Total Maintenance	31,413.75	40,950.00	40,950.00		
<b>CONTINGENCY</b> for Emergencies		2,000.00	2,000.00		
Add to Infrastructure Savings (Property)	10,000.00	15,000.00		15,000.00	
Add to Emergency Savings	10,000.00	20,000.00		20,000.00	
Total Operating		93,887.00			
<b>Cost Per Lot (Total/131)</b>		<b>716.69</b>			
Pond Path Project		6,500.00			6,500.00
Front Entrance Landscape Project		0.00			0.00
Silverwood Loop Project		0.00			0.00
Pond Walkway (behind 1699 Silv.)		9,000.00			9,000.00
Observation Deck replacement		4,000.00			4,000.00
Entranceway Restoration		4,800.00			4,800.00
Road Project		2,000.00			2,000.00
Pond Drawdown Project		0.00			0.00
<b>Budget Total</b>	<b>72,050.00</b>	<b>120,187.00</b>	<b>58,887.00</b>	<b>35,000.00</b>	<b>26,300.00</b>
<b>Total Cost Per Lot (Total/131)</b>	<b>550.00</b>	<b>917.46</b>	<b>449.52</b>	<b>267.18</b>	<b>200.76</b>

The budget discussion included a review of the Project Plan showing prices and timeline for projects under consideration.

PROJECT LIST	PRICE	2026	2027	2028	2029 forward
Pond Path Project	6,500	6,500			
Front Entrance Landscape Project	1,500				
Silverwood Loop Project	2,000				
Pond Walkway (behind 1699 Silverwood)	27,000	9,000	9,000	9,000	
Observation Deck replacement	*4,000	4,000			with donations \$10,000 pledged
Entranceway Restoration	4,800	4,800			
Road Resurfacing Project	90,000	2,000			Work needed by 2030(?)
Pond Drawdown Project					Cost and scope unknown Work needed by 2030

## Treasurer's Report – Mary Brand

DRAFT											
BFCATreasurer Rept 2025	Total Budgeted Full Year	Total Spent/Received Full Year	(Over) Under Budget Full Year	January	February	March	April	May	June	July	
<b>Revenue</b>											
HOA Dues		65,970.48		61,625.48	1,650.00	2,695.00					
Uncategorized		(136.45)		(596.05)	459.60						
Late Fees/Interest/Penalties		92.30			9.76	73.07		9.47			
Project Contributions		16,502.57								16,502.57	
Interest		6.88		0.75	0.68	0.75	0.92	1.22	1.46	1.10	
<b>Total Revenue</b>		<b>82,435.78</b>		<b>61,030.18</b>	<b>2,120.04</b>	<b>2,768.82</b>	<b>0.92</b>	<b>10.69</b>	<b>1.46</b>	<b>16,503.67</b>	
<b>Corporate Expense</b>											
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								
<b>Total Corporate Expenses</b>	<b>2,670.50</b>	<b>489.25</b>	<b>2,181.25</b>	<b>0.00</b>	<b>0.00</b>	<b>61.25</b>	<b>0.00</b>	<b>0.00</b>	<b>428.00</b>	<b>0.00</b>	
<b>General &amp; Administrative</b>											
Community Events	0.00	168.82	(168.82)	25.26	143.56						
Bank Charges	0.00	177.63	(177.63)	35.85	31.35	30.00	29.50	30.00	30.00	(9.09)	
Storage Locker	600.00	0.00	600.00								
Website/Domain/Google	1,878.00	1,103.00	775.00	155.00	155.00	155.00	155.00	155.00	155.00	173.00	
Legal/Professional Fees	3,000.00	660.00	2,340.00				137.50	247.50	275.00		
Management Fees	6,000.00	3,500.00	2,500.00				2,000.00		1,000.00	500.00	
Mailings 4/yr@130	525.00	0.00	525.00								
Office Expense General	463.75	98.62	365.13		46.44		12.90	17.36	10.96	10.96	
<b>Total General &amp; Administrative</b>	<b>12,466.75</b>	<b>5,705.05</b>	<b>6,758.70</b>	<b>216.11</b>	<b>376.35</b>	<b>185.00</b>	<b>2,334.90</b>	<b>449.86</b>	<b>1,470.96</b>	<b>674.87</b>	
<b>Grounds Maintenance &amp; Operating</b>											
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	4,125.00	3,025.00	550.00	550.00	550.00	550.00	825.00	550.00	550.00	
Ground Committee	363.75	22.66	341.09			22.66					
Landscape Maintenance General	500.00	575.00	(75.00)						400.00	175.00	
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	26,242.90	(26,242.90)			4,150.00	4,450.00		14,392.90	3,250.00	
Split Rail Fence	0.00	6,452.00	(6,452.00)						6,452.00		
Silverwood Walkway	0.00	8,251.29	(8,251.29)							8,251.29	
<b>Total Grounds Maintenance &amp; Operating</b>	<b>24,413.75</b>	<b>48,168.85</b>	<b>(23,755.10)</b>	<b>550.00</b>	<b>550.00</b>	<b>6,222.66</b>	<b>5,000.00</b>	<b>1,825.00</b>	<b>21,794.90</b>	<b>12,226.29</b>	
<b>Fees/Permits</b>											
Stormwater Management Permit (3yr)	459.00	459.00	0.00							459.00	
Backflow Valve Inspection	40.00	40.00	0.00						40.00		
<b>Total Fees/Permits</b>	<b>499.00</b>	<b>499.00</b>	<b>0.00</b>								
<b>Utilities</b>	<b>7,000.00</b>	<b>4,477.95</b>	<b>2,522.05</b>	<b>2,509.60</b>		<b>39.36</b>	<b>159.31</b>	<b>464.97</b>	<b>678.84</b>	<b>625.87</b>	
<b>Revitalization</b>	<b>5,000.00</b>	<b>1,573.00</b>	<b>3,427.00</b>		<b>412.50</b>	<b>330.00</b>					
<b>Total Expenditures</b>	<b>52,050.00</b>	<b>60,916.10</b>	<b>(8,866.10)</b>	<b>3,275.71</b>	<b>1,338.85</b>	<b>6,838.27</b>	<b>8,324.71</b>	<b>2,739.83</b>	<b>24,412.70</b>	<b>13,986.03</b>	
<b>Transfers</b>											
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	(7,000.00)	7,000.00						(3,500.00)	(3,500.00)	
From Emergency	0.00	(10,000.00)	10,000.00						(10,000.00)		
<b>Net Transfers</b>	<b>20,000.00</b>	<b>3,000.00</b>	<b>17,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>(13,500.00)</b>	<b>(3,500.00)</b>	
<b>Totals</b>	<b>72,050.00</b>	<b>63,916.10</b>	<b>8,133.90</b>	<b>3,275.71</b>	<b>1,338.85</b>	<b>6,838.27</b>	<b>8,324.71</b>	<b>22,739.83</b>	<b>10,912.70</b>	<b>10,486.03</b>	
<b>Current Balances 7/31/25</b>											
Operating Fund	36,696.12	(8,251.28)	28,444.84								
Infrastructure Savings Account	12,629.36		12,629.36								
Emergency Fund	19,227.70	(10,892.90)	8,334.80								
Prepay	2,337.29	(2,337.29)	0.00								
<b>Total</b>	<b>70,889.47</b>	<b>(21,481.47)</b>	<b>49,408.00</b>								

## **Bank of America Balances**

### **Current BFCA Balances at Bank of America – August 26, 2025**

Operating Account – Checking	\$34,033.15
PrePay Account – Checking	\$ 2,837.29
Emergency Savings Account	\$ 8,334.80
Infrastructure Savings Account	\$12,628.36
<b>Total Funds at Bank of America</b>	<b>\$57,833.60</b>

**Overdue Accounts** – A resident asked how much money was still owed in overdue accounts. Approximately \$7,150.00 is still owed in overdue assessments. The overdue accounts have been referred to the attorney group and as of this meeting, two of the previous overdue accounts have been paid.

### **Architectural Control Committee Report for August – Michelle Torres**

#### Covenant Violations that need Board Vote:

A motion was made to impose a \$100.00 fine on the owners that received violation letters but had not responded after the 14-day period to reply. The Fine Review Committee will meet to uphold or rescind the fine. If upheld, the motion included that a \$100.00 fine will be added daily until it reaches \$1,000, at which time it could be subject to a lien. If rescinded by the Fine Review Committee, the matter is closed. Each violation was voted on individually with results below.

1748 Brookside Blvd.: A violation letter was sent to homeowner on July 9, 2025, regarding exterior maintenance. There has been no reply by the homeowner. The board will need to vote on whether to impose a fine for the Covenants Violation. Vote passed 2 (Willes & Wood) – 1 (Priest)

1737 Brookside Blvd.: A Violation Letter was sent on August 8, 2025, regarding inoperable Vehicle Violations. There has been no reply by the homeowner. The board will need to vote on whether to impose a fine for the Covenants Violation. Vote passed 3-0.

1737 Nestlewood.: A Covenant Violation Letter was sent on August 6, 2025, regarding exterior maintenance. There has been no reply by the homeowner. The board will need to vote on whether to impose a fine for the Covenants Violation. Vote passed 3-0.

1708 Silverwood Dr.: A Covenant Violation Letter was sent on August 12, 2025, regarding an inoperable vehicle. There has been no reply by the homeowner. The board will need to vote on whether to impose a fine for the Covenants Violation. Vote passed 3-0.

## **Pond Report – Midori Okasako**

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

### AUGUST

- \* Structures removed: Tall Bridge to island, Gazebo on island, Observation Deck/Boardwalk
- \* Structure rebuilt: New wood boardwalk next to 1701 Silverwood connected to existing pond path (to left of pond)
- \* Thinned out areas adjacent to Small Bridge
- \* Structures pressure washed (end of July): Boardwalk next to 1721 Silverwood and Small Bridge spanning Silverwood and Red Maple pathways
- \* Sprayed phosphate reducer, small lobe
- \* Scooped small lobe
- \* Spot treated with hydrogen peroxide and sprayed Cutrine Plus (algaecides)
- \* Treated with phosphate reducer, small and large lobes (end of August)

### ***Projection into late August and September***

- \* To partially thin out herbaceous plants and overhanging cypress branches for better view of pond, (1707 Silverwood)
- \* To continue thinning out herbaceous plants and shrubs, small lobe
- \* To continue hydrogen peroxide treatment/s, small lobe
- \* To resume hydrogen peroxide treatment in large lobe (as needed)
- \* To continue scooping, small lobe
- \* To resume scooping, large lobe (as needed)
- \* To resume pruning 'invasive' privets, large lobe along Brookside

~~~ 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**

**Reminder --** Labor Day Holiday is September 1<sup>st</sup> and Garbage and Recycling Pickup will be on Tuesday, September 2<sup>nd</sup>.

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

**Meeting Adjourned – 8:15 P.M.**