

**BFCA Board of Directors Minutes  
Jack McLean Community Center  
700 Paul Russell Road  
Tuesday, September 30, 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), Sherry Hamilton Briggs, Tommy Briggs, Carolyn Brock, Lynda Davis, John Dowler, Llona Geiger, Keith Hudson, LaToya Hudson, India Knight, Sally Litton, Maritza Mattos, Mark Okasako, Frank Roycraft, and Fred Willes

***Property Manager -- Contact Information***

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**Old Business**

The minutes of the BFCA Board Meeting on Tuesday, August 26, 2025 were approved by email (Willes/Wood--yes & Priest--abstain) on Saturday, August 30, 2025 and were sent to the webmaster for publication on the BFCA website – [www.blairstoneforesthoa.com](http://www.blairstoneforesthoa.com) .

Small Bridge/Short Boardwalk Donations for Maintenance approved by ACC

Small Bridge/Boardwalks maintenance progress – work complete and paid with donations of approximately \$2,000.

Vote to Accept Donations -- BFCA can accept donations to fund specific projects including the Brookside Blvd Walkway. – Approved and donation letter developed

Covenant Violations Vote – from ACC Report

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 If rescinded by the Fine Review Committee, the matter is closed.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.

Budget and Projects Discussion – Present proposal of approximately \$900/lot

## **New Business**

*Small Bridge/Short Boardwalk Maintenance progress* -- The small bridge between the pond lobes and short boardwalk beside 1721 Silverwood Drive have been pressure washed, repaired, and stained with the same stain that was used on the new walkway beside 1701 Silverwood Drive. In addition, a special preservation treatment to all the walkway posts has been included. It is the same treatment that the city does to the power poles to extend their life. Additional work was done on the Silverwood Walkway to add a smooth concrete entrance from Silverwood and aggregate stability on the exit to the pond path. All work was paid with donations of over \$4,000.

*Brookside Walkway progress* – Seven donors have funded the \$14,000 Brookside Walkway. The checks have cleared the bank and the estimate from Spartan Exteriors has been signed. Construction will begin in approximately 8-10 weeks based on previous commitments on the Spartan Exteriors work already scheduled.

*Covenants Violations Vote* – See ACC Committee Report.

*Nominating Committee* – Nancy Wood is the chair of the Nominating Committee. The committee will be confirmed soon to make plans for the Board of Directors election on January 27, 2026.

*Budget Discussion* – Draft budgets presented indicated an assessment between \$800-900/lot for 2026. Priorities are: (1) Fixed Costs; (2) Reserves; & (3) Projects – in that order. There was much discussion by residents regarding project priorities and the amount of the annual assessment. An itemized budget will be finalized and voted on at the next Board Meeting on Tuesday, October 28, 2025. **During this meeting, the board agreed that the 2026 annual assessment will be \$850.00 or less, depending on decisions made to return funds to reserves and funds needed for 2025 projects.** Lot owners were encouraged to prepay towards the 2026 assessment so less will be owed on January 1, 2026.

## Treasurer's Report – Mary Brand

Signs Now -- \$295.63 was paid on September 13, 2025 to repair the street sign broken by construction trucks at the corner of Brookside Blvd and Nestlewood Ln.

BCCA Treasurer Rept 2025	Total Budgeted Full Year	Total Spent/Received Full Year	(Over) Under Budget Full Year	January	February	March	April	May	June	July	August
<b>Revenue</b>											
HOA Dues		67,030.54		61,625.48	1,650.00	2,695.00					1,060.06
Uncategorized		826.68		(596.05)	459.60						963.13
Late Fees/Interest/Penalties		305.88			9.76	73.07		9.47			213.58
Project Contributions		18,252.57								16,502.57	1,750.00
Interest		7.72		0.75	0.68	0.75	0.92	1.22	1.46	1.10	0.84
<b>Total Revenue</b>		<b>86,423.39</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>3,987.61</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	200.00	(25.00)								200.00
<b>Total Corporate Expenses</b>	<b>2,670.50</b>	<b>689.25</b>	<b>1,981.25</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>200.00</b>
<b>General &amp; Administrative</b>											
Community Events	0.00	168.82	(168.82)	25.26	143.56						
Bank Charges	0.00	207.61	(207.61)	35.85	31.35	30.00	29.50	30.00	30.00	(9.09)	30.00
Storage Locker	600.00	0.00	600.00								
Website/Domain/Google	1,878.00	1,258.00	620.00	155.00	155.00	155.00	155.00	155.00	155.00	173.00	155.00
Legal/Professional Fees	3,000.00	660.00	2,340.00				137.50	247.50	275.00		
Management Fees	6,000.00	3,500.00	2,500.00				2,000.00		1,000.00	500.00	
Mailings 4yr@130	525.00	0.00	525.00								
Office Expense General	463.75	116.90	346.85		46.44		12.90	17.36	10.96	10.96	18.28
<b>Total General &amp; Administrative</b>	<b>12,466.75</b>	<b>5,911.33</b>	<b>6,555.42</b>	<b>216.11</b>	<b>376.35</b>	<b>185.00</b>	<b>2,334.90</b>	<b>449.86</b>	<b>1,479.96</b>	<b>674.87</b>	<b>203.28</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	4,875.00	2,475.00	550.00	550.00	550.00	550.00	825.00	550.00	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	2,143.50	2,356.50								2,143.50
Tree Maintenance	9,000.00	3,800.00	5,200.00			1,500.00		1,000.00		1,300.00	
Ditch/Boardwalk Cleaning/Infrastructure	0.00	37,135.80	(37,135.80)			4,150.00	4,450.00		14,392.90	3,250.00	10,892.90
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>63,085.25</b>	<b>(38,641.50)</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>14,886.40</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>40.00</b>	<b>459.00</b>	
<b>Utilities</b>	<b>7,000.00</b>	<b>5,203.18</b>	<b>1,796.82</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>725.23</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>830.50</b>					
<b>Total Expenditures</b>	<b>52,050.00</b>	<b>76,931.01</b>	<b>(24,881.01)</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>16,014.91</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>0.00</b>
<b>Totals</b>	<b>72,050.00</b>	<b>79,931.01</b>	<b>(7,881.01)</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>16,014.91</b>
<b>Current Balances 8/31/25</b>											
Operating Fund	35,560.88	(12,659.48)	22,901.40	\$8,251.29 Silverwood Walkway+\$2658.19 for remaining demo and renovations, \$1,750. boardwalk,bridge repair							
Infrastructure Savings Account	12,628.79		12,628.79								
Emergency Fund	8,335.21		8,335.21								
Prepay	2,837.29	(2,837.29)	0.00	For 2026 Expenses Only							
<b>Total</b>	<b>59,362.17</b>	<b>(15,496.77)</b>	<b>43,865.40</b>								

## **Architectural Control Committee Report**

***The Board unanimously voted to rescind the fines below except for 1708 Silverwood Drive.***

### **ACC September Meeting Updates**

The following covenant violations have been resolved:

- 1737 Brookside Blvd — Inoperable vehicle is no longer on the property or in sight.
- 1748 Brookside — Repairs are happening.
- 1737 Nestlewood — The vegetation has been cut, and no plants are covering their garage anymore.
- 1670 Silverwood — Board was to vote on this violation at the September meeting, but vehicle has a new tag, and it has been driven for ACC chair. There's no reason for a vote to fine now.

The following violation has been forwarded to the Fine Review committee which will be meeting on October 8th.

- 1708 Silverwood — Vehicle has been moved off homeowner's property and onto common land. The vehicle is still in an inoperable condition as of 9/28/2025.

The following homeowner requests have been approved by the ACC

- 1702 Silverwood
  - 1) Change exterior color of house walls from yellow to beige. Contractor: BCW Services (Wayne Trezek)
  - 2) Lengthen walkway. Extend it from end at front of house to run alongside the driveway to the mailbox. Materials used are gravel and pavers to match existing walkway. Contractor: May Day Outdoor Services (Kathryn Staha)
- 1740 Brookside
  - Painting exterior siding color from yellow to gray

### **Pond Report – Mark Okasako**

#### **Blairstone Forest Pond Report: SEPTEMBER 2025**

*(Mark & midori Okasako, Roly Torres, Mike Studer)*

### **SEPTEMBER**

- \* *Removed invasive privet shrubs (approx. 6, a quarter east along Brookside pond path)*
- \* *Stained small bridge (Red Maple to Silverwood), completed*
- \* *Treated (twice) entire small lob with hydrogen peroxide*
- \* *Treated entire small lob with Cutrine Plus (algaecide)*
- \* *Treated entire small lobe with phosphate reducer*

- \* Treated entire large lobes (front & back) with phosphate reducer
- \* Treated large lobe (back) with Cutrine Plus (algaecide)
- \* Scooped floating algae (water pump area)

### **Projection into October**

- \* To continue thinning out herbaceous plants and shrubs, small lobe
- \* To continue hydrogen peroxide treatment/s, small & large lobes
- \* To resume scooping as needed, small & large lobes
- \* To continue removal of 'invasive' privets, large lobe along Brookside (TBD)

~~~ **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** – There were no additional questions or comments.

**The next scheduled meeting of the BFCA Board of Directors is planned for 6:30 P.M. on Tuesday, October 28, 2025, at Jack McLean Community Center at 700 Paul Russell Road. The 2026 BFCA Assessment will be finalized and voted on at this meeting.**

**Meeting Adjourned -- 7:57 P.M.**