

**BFCA Board of Directors Minutes
Jack McLean Community Center
700 Paul Russell Road
Tuesday, October 28, 2025
6:30 P.M.**

Call to Order and Welcome at 6:30 P.M.

Members and Guests Present

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

Kayla McKee, Executive Management Services, Inc., BFCA Manager

Mary Brand (Treasurer), Michelle Chavarro, Lynda Davis, Sue Dinges, John Dowler, India Knight, Ivy Knight, Mario Lopez, Maritza Mattos, Mark Okasako, Frank Roycraft, Virginia Sasser, Onnie Tucker, and Fred Willes

Property Manager -- Contact Information

Kayla McKee

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Old Business

The minutes of the BFCA Board Meeting on Tuesday, September 30, 2025 were approved by text on Thursday, October 2, 2025 (Approve--Wood/Willes; Abstain--Priest) and were sent to the webmaster for publication on the BFCA website – www.blairstoneforesthhoa.com .

Small Bridge/Short Boardwalk Maintenance progress – Work completed -- Pressure washed, repaired, and stained; preservation treatment to walkway posts; smooth concrete entrance to from Silverwood Drive onto Silverwood Walkway and additional aggregate stability with extra Gravel-Lok on Silverwood exit to pond path. All work paid with donations of over \$4.000.

Brookside Walkway progress – Seven donors funded the Brookside Walkway. The \$14,000 estimate with Spartan Exteriors has been signed. Construction should begin in approximately 8-10 weeks based on the work already scheduled for Spartan Exteriors.

Covenants Violations Vote – ACC Report – Covenant violations were resolved and there was a board vote to rescind the violations.

1737 Brookside Blvd – Inoperable vehicle is no longer on property or in sight.

1748 Brookside Blvd – Repairs are happening.

1737 Nestlewood Ln – Vegetation has been cut so plants no longer cover garage.

1670 Silverwood Dr -- Inoperable vehicle violation resolved before board vote.

1708 Silverwood Drive – Inoperable vehicle violation forwarded to Fine Review Committee for meeting on October 8. However, vehicle was removed on October 8 before the meeting.

ACC Homeowner Requests approved:

1702 Silverwood Drive

- 1) Change exterior of house walls from yellow to beige.
- 2) Lengthen walkway with gravel and pavers

1740 Brookside Blvd

Change exterior siding color from yellow to gray.

Budget Discussion – Draft budgets – Independently-generated draft budgets were presented and discussed. Priorities are: (1) Fixed Costs; (2) Reserves; & (3) Projects – in that order. The 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 the decisions made to return funds to reserves and funds needed for future projects. Lot owners were encouraged to prepay toward the 2026 assessment so less will be owed on January 1, 2026.

New Business

Brookside Walkway progress – Joe Webster was contacted on October 16, 2025 regarding the timeline for the Brookside Walkway project. On the Spartan schedule, they are either 4 weeks out or 8-10 weeks out depending on the outcome of present projects. The contract has been signed and Spartan has already received the required 50% deposit of \$7,000 to confirm our project with them. The balance of \$7,000 will be due at the completion of the project. Until then, the funds remain in the BFCA Operating Account.

The timeline has been moved up in the Spartan Exteriors schedule and construction on the Brookside Walkway will begin this week with materials already unloaded today, October 28, 2025.

Nominating Committee – Nancy Wood, Chair; Llona Geiger; Patti O’Hay

There was discussion regarding the process of electing a new director. Directors are elected for a three-year term that one director rotates off every year. Tracie Priest’s term will end in January 2026. However, if no candidate comes forward, Tracie will remain on the board for the next year, unless she were to resign. She indicated that she would not seek reelection but would continue to serve if there were no candidates.

The deadline for nominations will be November 26, 2025. At the next Board Meeting on November 25, 2025, the Board will vote to NOT ALLOW floor nominations at the Annual Meeting on January 27, 2026.

Also included in the discussion was the clarification that if there is only one candidate for the open board seat, that person will become the new board member without an election.

ACC Discussion – Michelle Torres has resigned as ACC Chair and until a new chair is named no ACC Requests can be approved. Discussion followed regarding the willingness of Kayla McKee, our property manager, to become our ACC Facilitator. She is willing to take on the ACC Requests and Violation responsibilities by adding \$30/mo to her management fee – from \$500/mo to \$530/mo. There will be a forthcoming decision about who will communicate with Green Acres regarding landscaping needs. That person needs to be on site to communicate with Ashley Jordan regarding the landscaping needs and questions. It is possibly a board member or a member of the ACC Committee depending on the person’s availability and willingness to serve.

The motion to have Kayla McKee serve as ACC Facilitator to help the ACC approve requests or identify Covenants violations passed unanimously.

Budget Discussion and Vote – Depending on the ACC discussion, two budgets, both with an assessment of \$835.00/lot for 2026, were shared with meeting attendees. Discussion and vote followed.

Several people expressed concern that \$835.00 was more than they could afford. After months of effort, the Board cut potential expenditures to reach this number. NO suggestions were made by anyone about what could be cut from the budget while paying fixed costs, making needed repairs to the front entranceway, and starting a necessary replacement of infrastructure and emergency savings that were used in the aftermath of the May 10, 2024 tornado. Some residents have volunteered to provide financial help to some by paying the \$285.00 difference between the 2025 assessment of \$550.00/lot and the 2026 assessment of \$835.00/lot. The difference between the 2025 assessment and the 2026 assessment is \$25.00/mo per lot.

Budget Vote outcome – Budget B, with the addition of the adjustment of \$30/mo in management fee and reduction of \$360 in Soft Washing/Stain line item, was passed by a vote of 2-1. (Willes & Wood voted Yes; Priest voted No.)

It was decided at the September Board Meeting that the 2026 Budget assessment would be no more than \$850.00/lot. Tonight's vote for \$835.00/lot is a concerted effort to lower the cost and includes a way to make it easier for owners to pay more over time. At several meetings, owners have been encouraged to prepay toward the 2026 assessment so that they will owe less on January 1, 2026.

To make it easier for lot owners to pay on January 1, the \$25.00 Service Charge will not be added until April 1 if owners still owe on their assessment at that time. However, Simple Interest of 18% will be charged beginning on January 11, as stated in the BFCA Covenants. (Article VII.6.4.D)

The Board agreed to this payment timeline with the postmark confirming the payment date.

January 1 -10, 2026 – Assessments are due without penalty.

January 11 - March 31 – Assessments will incur 18% Simple Interest.

April 1 – Accounts will incur \$25.00 Service Charge plus 18% Simple Interest.

2026 BFCA BUDGET -- \$835/lot	2026 Operating Costs	2026 Reserves	2026 Combined
Administration:			
Corporate Annual	\$62.00		\$62.00
Ins (SL/DSO/Vol Work Comp)	\$2,000.00		\$2,000.00
Tax Prep	\$200.00		\$200.00
Electricity Utilities	\$8,500.00		\$8,500.00
Storage Locker	\$600.00		\$600.00
Stormwater Permit	\$0.00		\$0.00
Annual Backflow Testing	\$40.00		\$40.00
Website/Domain/Google	\$2,000.00		\$2,000.00
Legal	\$3,000.00		\$3,000.00
Management Fees	\$6,360.00		\$6,360.00
Office Exp/Bank Fees/Mailing (4/year)	\$1,275.00		\$1,275.00
Roads – minor repairs	\$750.00		\$750.00
Storm Drain Cleaning	\$1,400.00		\$1,400.00
Boardwalk and Fence Repair	\$2,000.00		\$2,000.00
Pressure Washing/Stain	\$640.00		\$640.00
Landscape Contract (26* \$300)	\$7,800.00		\$7,800.00
Landscape Maintenance	\$1,000.00		\$1,000.00
Silverwood Loop	\$1,000.00		\$1,000.00
Pond Path Maintenance	\$1,000.00		\$1,000.00
Entranceway Maintenance	\$6,000.00		\$6,000.00
Front Entrance Landscape	\$1,500.00		\$1,500.00
Grounds/Storm Cleanup	\$750.00		\$750.00
Pond Water Quality	\$4,500.00		\$4,500.00
Tree Maintenance	\$12,000.00		\$12,000.00
			\$0.00
Infrastructure Savings Acct		\$20,000.00	\$20,000.00
Emergency Savings Acct		\$25,000.00	\$25,000.00
SUM	\$64,377.00	\$45,000.00	\$109,377.00
Operating Costs / 131	\$491.43	\$343.51	\$834.94
2026 BFCA BUDGET			\$835.00
Increase due to \$100,000 tornado damage replaced over 4 year period (\$25,000 per year).			

Treasurer's Report – Mary Brand

BFCA 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	
Revenue												
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	
Total Revenue	86,423.39		61,030.18	2,120.04	2,768.82		0.92	10.69	1.46	16,503.67	3,987.61	
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	200.00	(25.00)							200.00		
Total Corporate Expenses	2,670.50	689.25	1,981.25	0.00	0.00	61.25	0.00	0.00	428.00	0.00	200.00	
General & Administrative												
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	
Total General & Administrative	12,466.75	5,911.33	6,555.42	216.11	376.35	185.00	2,334.90	449.86	1,470.96	674.87	203.28	
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	4,675.00	2,475.00	550.00	550.00	550.00	550.00	550.00	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				
Total Grounds Maintenance & Operating	24,413.75	63,955.25	(36,641.50)	550.00	550.00	6,222.66	5,000.00	1,825.00	21,794.90	12,226.29	14,886.40	
Fees/Permits												
Stormwater Management Permit (3yr)	459.00	459.00	0.00							459.00		
Backflow Valve Inspection	40.00	49.00	0.00					40.00		459.00		
Total Fees/Permits	499.00	499.00	0.00					40.00	459.00			
Utilities												
Utilities	7,000.00	5,203.18	1,796.82	2,509.60		39.36	159.31	464.97	678.84	625.87	725.23	
Revitalization	5,000.00	1,573.00	3,427.00		412.50	330.00	830.50					
Total Expenditures	52,050.00	76,931.01	(24,881.01)	3,275.71	1,338.85	6,838.27	8,324.71	2,739.83	24,412.70	13,986.03	16,014.91	
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	(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)			
Net Transfers	Totals	20,000.00	3,000.00	17,000.00	0.00	0.00	0.00	20,000.00	(13,500.00)	(3,500.00)	0.00	
Totals	Totals	72,050.00	79,931.01	(7,881.01)	3,275.71	1,338.85	6,838.27	8,324.71	22,739.83	10,812.70	10,486.03	16,014.91
Current Balances 8/31/25		Committed Funds		Adjusted Total								
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							
Total	59,362.17	(15,496.77)		43,865.40								

Bank of America Combined Balances as of 10/28/2025 – \$54,719.47

Operating Account -- \$28,167.49

Prepay Account – \$5,587.29

Emergency Savings -- \$8,335.48

Infrastructure Savings -- \$12,629.21

Architectural Control Committee Report – Michelle Torres

ACC October Meeting Updates

Resolved Homeowner Requests

- 1720 Brookside: Request to build a boardwalk along the side of the house was withdrawn by the homeowner.
- 1751 Brookside Blvd: Request to change house paint color approved.

Pending Homeowner Requests

- 2782 Red Maple: Request to change house paint color. Sent to ACC members for approval on 10/28/25.

Pending Complaints/Covenant Issues

- 1691 Silverwood: Complaint regarding visible trash cans. Two time-stamped photos (9/29 and 10/21) submitted; ACC members voting on violation letter.
- 1743 Silverwood: Overgrowth of vegetation obstructing driver visibility at the stop sign.
- 1742 Nestlewood: Raccoons going through trash; tenants have been notified.
- 1683 Silverwood: Gate location issue between 1683 and 1685 blocking access to the neighboring property's AC unit and trash area. Both homeowners are collaborating on a mutually agreeable solution. The next ACC chair will follow up to review the proposed modification and coordinate next steps.

Resolved Covenant Violations

- 1708 Silverwood: Vehicle was removed prior to Fine Review meeting; no fine was issued.

Pond Report – Mark Okasako

Blairstone Forest Pond Report: OCTOBER 2025

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

OCTOBER

- * Treated entire small lobe with hydrogen peroxide
- * Treated entire small lobe with Cutrine Plus (algaecide)
- * Treated entire small lobe with phosphate reducer
- * Treated large lobe (front) with Cutrine Plus (algaecide)
- * Scooped floating algae small & large lobes

Projection into NOVEMBER

- * Removal of 'invasive' privets, large lobe along Brookside (TBD)
- * Removal of 'invasive' shrubs, thin out native shrubs, large lobe along Red Maple/Silverwood (TBD)
- * To plant donated native 'Blue Flag' Irises (3 bags, in pond shore between 2782 & 2780 Red Maple)
- * To thin out herbaceous plants and shrubs, small lobe

- * To continue hydrogen peroxide & Cutrine Plus treatments, small & large lobes
- * To continue phosphate reducer treatments, small & large lobes
- * To continue scooping floating algae as needed, small & large lobes

~~~ 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.
(Additionally, now in cooler/colder seasons, Nov, Dec, Jan, Feb, mowing of pond pathways needs to be 'significantly reduced' or pushed back until March 2026)

~~~ 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 was a concern expressed by a resident who could not see the pond from home because the bushes were too high. It was confirmed that the area will be assessed when plants are easier to manage in the winter.

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

Meeting Adjourned at 8:06 P.M.