

**BFCA Board of Directors Minutes
Jack McLean Community Center
700 Paul Russell Road
Tuesday, November 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), Preston Earley, Mario Lopez, Maritza Mattos, Mike McCrea, Mark Okasako, Frank Roycraft, Virginia Sasser, and Fred Willes

Property Manager -- Contact Information

Kayla McKee

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Executive Management Services, Inc.

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Old Business

The minutes of the BFCA Board Meeting on Tuesday, October 28, 2025 were approved by email on Thursday, October 30, 2025 (Approve--Wood/Willes; Abstain--Priest) and were sent to the webmaster for publication on the BFCA website – www.blairstoneforesthao.com .

Brookside Walkway progress – Walkway construction began on October 29, 2025 and was completed except for staining on November 7, 2025. The \$7,000 balance due will be paid upon final completion.

Nominating Committee – The Nominations Request for the board seat opening in January 2026 was sent by email and USPS (for owners without email). The Nominations Request is posted on the BFCA Website under the Updates menu. Deadline for nominations is November 26, 2025.

ACC Discussion – With the resignation of the ACC Chair and because no ACC-related requests can be acted on, the board voted unanimously for Kayla McKee, BFCA Property Manager, to serve as ACC Facilitator (non-voting) to help the ACC approve requests or identify Covenants violations. Discussion and decisions regarding landscaping contact with Green Acres are ongoing.

Budget Discussion and Vote – A line item 2026 BFCA Budget with Assessment of \$835.00/lot passed by a vote of 2-1. (Willes & Wood voted Yes; Priest voted No.)

New Business

Brookside Walkway status – The walkway is complete and will be stained with the same stain as the other wooden infrastructures when the new wood is dry. That work is planned for this week.

During the build, the metal cover was removed and the overflow area that had never been accessed was confirmed to be completely clear of debris. The cover was replaced with new screws that uses a special bit which is kept with the BFCA keys. There is no reason to open it unless there is a pond overflow. At that point, the board would be contacted to check on it.

Long Boardwalk demo status – Greg Taylor is working on the removal of the last half of the long boardwalk and plans to complete the job in the next two weeks. There is an additional concern because of sightings of an adult Black Bear that could be living in those woods.

ACC Discussion – No ACC Committee member is willing to chair the ACC so last month's vote for Kayla McKee, the BFCA Property Manager, to facilitate the ACC requests and violations will continue with adding \$30/month to her management fee.

Landscape management will continue with Green Acres. The BFCA Landscaping budget includes 26 Biweekly visits @\$300 for annual total of \$7,800 billed monthly at \$650 on the first of the month.

Nominating Committee – The only name submitted for new BFCA Director is Frank Roycraft. **The nomination period will close tomorrow, November 26, 2025. (See Minutes of October 28, 2025 for the November 26 deadline decision.)** If there are no other nominees on Wednesday, November 26, Frank Roycraft will become the new director and no election on January 27, 2026 will be necessary.

Discussion and Vote to NOT ALLOW floor nominations at the Annual Meeting on January 27, 2026. The vote was unanimous.

With the nomination period closing the next day -- Wednesday, November 26, 2025 -- nominations remained open for one more day. Mark Okasako submitted his name for nomination before the deadline. Therefore, there WILL BE a BFCA Election for a new director on January 27, 2026. The candidates are Frank Roycraft and Mark Okasako. Voting instruction packets with candidate statements, ballots, and proxy forms will be mailed to owners via USPS.

Treasurer's Report – Mary Brand

ADJUSTED														
BFCA Treasurer Rept 2025		Total Budgeted Full Year	Total Spent/Revised Full Year	(Over) Under Budget Full Year	January	February	March	April	May	June	July	August	September	October
Revenue														
HOA Dues		68,130.54		61,625.48	1,650.00	2,695.00	0.00	0.00	0.00	0.00	1,060.06	550.00	550.00	
Unrecognized		826.68		(596.05)	459.60	0.00	0.00	0.00	0.00	0.00	963.13	0.00	0.00	
late fees/interest/Penalties		43.71		0.00	0.00	73.07	0.00	0.00	0.00	213.38	0.00	73.13		
Owner Contributions		34,551.57		0.00	0.00	0.00	0.00	0.00	0.00	16,522.57	1,790.41	16,290.00	0.00	
Interest		9.12		0.75	0.68	0.75	0.92	1.22	1.46	1.10	0.84	0.69	0.71	
Total Revenue		103,956.12		61,036.18	2,120.04	2,768.82	0.92	10.69	1.46	16,563.67	3,987.61	16,909.89	622.44	
Corporate Expenses														
Corporate Annual Report		61.50		61.25	0.25	0.00	61.25	0.00	0.00	0.00	0.00	0.00	0.00	
Insurance Package		2,434.00		2,007.58	426.42	0.00	0.00	0.00	0.00	428.00	0.00	0.00	1,579.58	
Account/Income Tax Prep		175.00		200.00	(25.00)	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	
Total Corporate Expenses		2,670.50		2,268.83	401.67	0.00	0.00	61.25	0.00	428.00	0.00	200.00	1,579.58	
General & Administrative														
Community Events		0.00		168.83	(168.83)	25.26	142.56	0.00	0.00	0.00	0.00	0.00	0.00	
Bank Charges		0.00		267.61	(267.61)	35.85	31.31	30.00	29.50	30.00	(3.00)	30.00	30.00	
Storage Locker		600.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Westgate Maintenance/Google		1,578.00		1,568.00	100.00	151.00	150.00	156.00	150.00	150.00	150.00	150.00	150.00	
Legal/Professional Fees		3,000.00		660.00	2,340.00	0.00	0.00	0.00	137.50	247.50	275.00	0.00	0.00	
Management Fees		6,000.00		3,500.00	2,500.00	0.00	0.00	0.00	2,000.00	0.00	1,000.00	500.00	0.00	
Mallings/4yr@\$130		525.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Office Expense General		463.75		150.50	313.25	0.00	0.00	46.44	0.00	12.80	17.36	10.86	18.25	
Total General & Administrative		12,446.75		6,314.93	6,153.62	216.11	375.35	185.00	2,334.00	448.88	1,470.98	674.67	293.28	
Gounds Maintenance & Operating														
Wood Repair (Boardwalk, Bridge, Fence)		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Pressure Wash		2,900.00		0.00	2,900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Landscape Contract		7,150.00		6,050.00	1,100.00	550.00	550.00	550.00	825.00	550.00	550.00	550.00	825.00	
Ground Committee		363.75		22.66	341.09	0.00	0.00	22.66	0.00	0.00	0.00	0.00	0.00	
Landscape Maintenance General		500.00		575.00	(75.00)	0.00	0.00	0.00	0.00	400.00	176.00	0.00	0.00	
Pond Water Quality Management		4,950.00		2,143.50	2,356.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Trees & Shrubs		9,000.00		3,200.00	5,800.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	
Driveway/Boardwalk/Clearing/Infrastructure		0.00		37,135.80	(37,135.80)	0.00	0.00	4,150.00	4,450.00	0.00	14,362.90	3,250.00	10,890.90	
Bridge/Deck		0.00		1,750.00	(1,750.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Silverwood Walkway		0.00		19,160.77	(19,160.77)	0.00	0.00	0.00	0.00	0.00	0.00	8,215.29	0.00	
Brookside Walkway		0.00		7,000.00	(7,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00	
Split Rail Fence		0.00		6,452.00	(6,452.00)	0.00	0.00	0.00	0.00	0.00	6,452.00	0.00	0.00	
Sigs		0.00		295.63	(295.63)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	295.63	
Total Grounds Maintenance & Operating		24,413.75		64,386.35	(59,971.81)	556.00	550.00	6,222.86	5,000.00	1,925.00	21,794.90	12,226.29	14,886.40	
Fees/Permits														
Stormwater Management Permit (3yr)		459.00		459.00	0.00	0.00	0.00	0.00	0.00	0.00	459.00	0.00	0.00	
Backflow Valve Inspection		40.00		40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Fees/Permits		499.00		499.00	0.00	0.00	0.00	0.00	0.00	0.00	459.00	0.00	0.00	
Utilities														
Water		7,000.00		6,490.33	509.67	2,509.60	0.00	39.26	159.31	464.97	678.84	651.87	721.23	
Revitalization		5,000.00		1,573.00	3,427.00	0.00	412.50	330.00	830.50	0.00	0.00	613.47	673.83	
Total Expenditures		52,050.00		101,531.45	(49,481.45)	3,275.71	1,338.85	6,838.27	8,324.71	22,739.83	24,412.70	13,896.03	16,014.91	
Net transfers														
Totals		72,050.00		104,531.45	(32,481.45)	3,275.71	1,338.85	6,838.27	8,324.71	22,739.83	10,912.70	10,486.03	16,014.91	
													15,883.16	
													8,717.28	
Current Balances 9/30/25														
Operating Fund		28,491.77		(7,000.00)		21,491.77								
Infrastructure Savings Account		12,429.44				12,429.44								
Emergency Fund		8,335.76				8,335.76								
Prepay		5,767.28		(5,767.29)		0.00	For 2026 Expenses Only							
Total		55,224.48		(12,767.29)		42,457.17								

BFCA Bank of America Combined Balances on November 25, 2025

Operating Account Checking \$24,381.75

Prepay Account Checking \$14,487.29

Emergency Account Savings \$ 8,335.76

Infrastructure Account Savings \$12,629.64

BFCA Total Combined Balances \$59,834.44

There are two large 2025 expenditures still to be made before December 31, 2025.

(1) Greg Taylor -- \$6,750 balance due on Long Boardwalk Demo Project

(2) Spartan Exteriors -- \$7,000 balance due on Brookside Walkway Project

Architectural Control Committee Report – Kayla McKee

Covenants Violation:

1691 Silverwood Drive - Trash Can Visible 11/3/25 letter sent

Owner called and Informed Delivery was coming but she never received it. Owner was told about the violation and she contacted her rental property manager that contacted the residents. Matter was resolved.

ACC Homeowner Request:

2782 Red Maple Ridge – Request to change house paint color. ACC approved on 10/28/25. Painting is in process.

No other requests pending

Pond Report – Mark Okasako

Blairstone Forest Pond Report: NOVEMBER 2025

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

NOVEMBER

- * Treated entire small and large lobes with hydrogen peroxide
- * Scooped floating algae small & large lobes
- * Planted 3 bags of native irises 'Blue Flags' (*Iris virginica*) in large lobe (along Red Maple)

Water clarity in our small and large (front & back) lobes have improved, due to cooler weather in late Oct~ early Nov

Currently, we are in the midst 'EXCEPTIONAL Drought' in our Region...

('Exceptional' is the most severe level on the U.S. Drought Monitor's scale, and it is relatively rare for our region.)

Our Pond is currently very shallow (particularly in the small lobe), almost 50% below average water level at this time of year...

With recent temperature intervals of over 30°f and rising warmer daytime temperatures (high 70°f ~ mid 80°f) again, along with rapid decompositions...

...a mild (NOT slimy) biofilm has manifested in our large and small lobes of our Pond. This is a natural occurrence and should dissipate in time. (will be monitoring...) (Pond water is still relatively clear...)

~~~ 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 that we are in autumn/winter 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

Two boys have been repeatedly trespassing which has included fishing. Several residents have encountered them and if seen, it was suggested that they call the Consolidated Dispatch Agency at (850) 606-5800 and report them for trespassing.

A fence section on Orange Avenue has been cut for access to drainage but has not yet been replaced. A call to the stormwater department has been made.

The street sign at the Blair Stone Rd/Brookside Blvd entrance to Blairstone Forest has been missing for months due to an accident. After an assortment of phone calls, it has been determined that is it Leon County's responsibility to replace it.

A resident brought up the issue of speeding and suggests that everyone slow down when driving in the neighborhood.

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

Meeting Adjourned at 7:36 P.M.