

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

**Call to Order and Welcome**

**Members and Guests Present**

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

***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**

The minutes of the BFCA Board Meeting on Tuesday, November 25, 2025 were approved by email on Friday, November 28, 2025 (Approve--Wood/Willes; Abstain--Priest) and were sent to the webmaster for publication on the BFCA website – [www.blainstoneforesthoa.com](http://www.blainstoneforesthoa.com) .

*Brookside Walkway progress* – The Brookside Walkway is complete. The \$7,000 balance due from the \$14,000 in donations was paid on December 10, 2025.

*Long Boardwalk demo status* – Greg Taylor completed the demo of the Long Boardwalk. The \$6,750 balance due was paid on December 8, 2025.

*Nominating Committee* – The two nominees for director are Frank Roycraft and Mark Okasako. Voting packets were mailed to owners on December 16, 2025. The Board unanimously voted at the Board Meeting on November 25 to not allow floor nominations at the Annual Meeting. Ballots or proxy ballots should be returned to Executive Management Services, Inc. or brought to the Annual Meeting on January 27, 2026.

**New Business**

Brookside Fence Repair/Replacement Vote

Long Boardwalk Status

Carry Forward Funds

Open positions in 2026 – Secretary & Treasurer

Election of the new BFCA Officers will be included before adjournment of the Annual Meeting on January 27, 2026. There will not be a separate meeting in February. The February Board Meeting with the new officers will be on February 24, 2026 as planned.

**Treasurer's Report – Mary Brand**

**Architectural Control Committee Report – Kayla McKee**

**Pond Report – Mark Okasako**

**Concerns or Questions by Association Members**

**The next scheduled meeting of the BFCA Board of Directors is the Annual Meeting on Tuesday, January 27, 2026, at Jack McLean Community Center at 700 Paul Russell Road. 7:00 P.M. Refreshments / The meeting will begin at 7:30 P.M. as required by the BFCA By-Laws (Article III. Section 1)**

**Meeting Adjourned**