

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

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

Mary Brand (Treasurer), Ranelle Christle, Lynda Davis, Melodie Gardner, Llona Geiger, Mario Lopez, Maritza Mattos, Maggy McMahon, Patti O’Hay, Mark Okasako, Midori Okasako, Kelly Recio, Raul Recio, Frank Roycraft, Virginia Sasser, Margaret Stephens, 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

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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.blairstoneforesthhoa.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 – A proposal was submitted by AAA Tree Experts at \$26/foot. Cost of proposal which would include removal of a large root ball that removal is necessary for the project. Also, AAA confirmed that the 4x4 posts would be mounted in cement, thus lengthening the life of the fence. AAA proposal for 320 feet at \$26/ft = \$8,320.00. No vote was taken as another estimate is being sought. Residents mostly agreed that it is important to replace the fence for neighborhood privacy and safety.

Long Boardwalk Status – The long boardwalk demo is complete and has the potential to be maintained as a walking trail. An end-to-end video was shown and discussion followed. Resident consensus was that they enjoyed the boardwalk and would like to see if it could be maintained as a walking trail. How that would be done and how much it would cost would be a project for a future board.

Carry Forward Funds – Anticipated funds based on Operating Balance minus Invoices still to be paid in 2025 -- \$8,300.63. However, this amount includes some deposits of 2026 assessments so there will be a lesser amount than anticipated to be returned to reserves as carry forward funds.

Open positions in 2026 – Secretary & Treasurer – Karen Willes is not going to be president in 2026 as this will be her last year on the board and there needs to be transition with the board rotating every 3 years. BFCA needs a secretary to keep minutes as the 2024-2025 minutes were produced as an enhanced extension of the agenda. Mary Brand is stepping down as treasurer and Karen Willes is willing to fill that position using the financial reports provided by Kayla McKee, the BFCA property manager.

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

| 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 | September | October | November | December |
|--|--------------------------|--------------------------------|-------------------------------|------------------------|-----------------|-----------------|-----------------|------------------|------------------|--------------------|-------------------|------------------|-----------------|-----------------|-------------|
| Revenue | | | | | | | | | | | | | | | |
| HOA Dues | 68,130.54 | 61,625.48 | 1,650.00 | 2,695.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,060.06 | 550.00 | 550.00 | 0.00 | 0.00 | |
| Uncategorized | 826.68 | (596.05) | 459.60 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 963.13 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Late Fees/Interest/Penalties | 438.21 | 0.00 | 9.76 | 73.07 | 0.00 | 9.47 | 0.00 | 0.00 | 213.58 | 60.20 | 72.13 | 0.00 | 0.00 | 0.00 | 0.00 |
| Owner Contributions | 34,551.57 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 16,502.57 | 1,750.00 | 16,299.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Interest | 9.81 | 0.75 | 0.68 | 0.75 | 0.92 | 1.22 | 1.46 | 1.10 | 0.84 | 0.69 | 0.71 | 0.69 | 0.71 | 0.69 | 0.00 |
| Total Revenue | 103,956.81 | 61,030.18 | 2,120.04 | 2,768.82 | 0.92 | 10.69 | 1.46 | 15,503.67 | 3,987.61 | 16,909.89 | 622.84 | 0.69 | 0.00 | | |
| Corporate Expense | | | | | | | | | | | | | | | |
| Corporate Annual Report | 61.50 | 61.25 | 0.25 | 0.00 | 0.00 | 61.25 | 0.00 | 0.00 | 0.00 | 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 | 0.00 | 428.00 | 0.00 | 0.00 | 1,579.58 | 0.00 | 0.00 | 0.00 |
| Account/Income Tax Prep | 175.00 | 200.00 | (25.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Corporate Expenses | 2,670.50 | 2,268.83 | 401.67 | 0.00 | 0.00 | 61.25 | 0.00 | 0.00 | 428.00 | 0.00 | 200.00 | 1,579.58 | 0.00 | 0.00 | 0.00 |
| General & Administrative | | | | | | | | | | | | | | | |
| Community Events | 0.00 | 168.82 | (168.82) | 25.26 | 143.56 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Bank Charges | 297.61 | (297.61) | 35.85 | 31.35 | 30.00 | 29.50 | 30.00 | 30.00 | (9.69) | 30.00 | 30.00 | 30.00 | 30.00 | 30.00 | 30.00 |
| Storage Locker | 650.00 | 0.00 | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Waste Management/Google | 1,678.00 | 1,722.00 | 155.00 | 155.00 | 155.00 | 155.00 | 155.00 | 155.00 | 173.00 | 155.00 | 155.00 | 155.00 | 155.00 | 155.00 | 155.00 |
| Legal/Professional Fees | 3,000.00 | 680.00 | 2,340.00 | 0.00 | 0.00 | 0.00 | 137.50 | 247.50 | 275.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Management Fees | 6,000.00 | 5,530.00 | 470.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.00 | 1,000.00 | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,030.00 |
| Mailings 4/yr@\$130 | 525.00 | 0.00 | 525.00 | 0.00 | 0.00 | 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 | 158.72 | 305.03 | 0.00 | 46.44 | 0.00 | 12.90 | 17.36 | 10.96 | 10.96 | 18.28 | 0.00 | 33.60 | 8.22 | |
| Total General & Administrative | 12,466.75 | 8,538.15 | 3,928.60 | 216.11 | 376.35 | 185.00 | 2,334.90 | 448.86 | 1,470.96 | 674.87 | 203.28 | 185.00 | 218.60 | 2,223.22 | 0.00 |
| Grounds 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 | 0.00 | 0.00 | 0.00 | 0.00 |
| Pressure Washing | 2,900.00 | 0.00 | 2,900.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Landscape Contract | 7,150.00 | 6,800.00 | 950.00 | 550.00 | 550.00 | 550.00 | 825.00 | 550.00 | 550.00 | 550.00 | 550.00 | 550.00 | 825.00 | 550.00 | |
| Ground Committee | 363.75 | 22.66 | 341.09 | 0.00 | 0.00 | 22.66 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Landscaping Maintenance General | 350.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 400.00 | 1,100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Pond/Water Quality Management | 4,500.00 | 2,145.50 | 2,300.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,145.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Tree Maintenance | 9,000.00 | 3,800.00 | 5,200.00 | 0.00 | 0.00 | 1,500.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,300.00 | 0.00 | 0.00 | 0.00 |
| Ditch/Boardwalk Cleaning/Infrastructure | 0.00 | 37,138.80 | (37,135.80) | 0.00 | 0.00 | 4,150.00 | 4,450.00 | 0.00 | 14,392.90 | 3,250.00 | 10,892.90 | 0.00 | 0.00 | 0.00 | 0.00 |
| 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 | 1,750.00 | 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 | 8,251.29 | 0.00 | 0.00 | 10,899.48 | 0.00 | 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 | 0.00 | 0.00 | 7,000.00 | 0.00 | 0.00 |
| Split Rail Fence | 0.00 | 6,000.00 | (6,000.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,450.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Signs | 0.00 | 295.63 | (295.63) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 295.63 | 0.00 | 0.00 |
| Total Grounds Maintenance & Operating | 24,413.75 | 8,438.36 | (90,921.81) | 550.00 | 550.00 | 6,222.66 | 5,000.00 | 1,825.00 | 21,794.90 | 12,226.29 | 14,886.40 | 13,805.11 | 7,825.00 | 550.00 | 0.00 |
| Fees/Permits | | | | | | | | | | | | | | | |
| Stormwater Management Permit (3yr) | 450.00 | 450.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 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 | 40.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Fees/Permits | 490.00 | 490.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 40.00 | 459.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Utilities | 7,000.00 | 7,174.35 | (174.35) | 2,509.60 | 0.00 | 39.36 | 159.31 | 464.97 | 678.84 | 625.87 | 725.23 | 613.47 | 673.68 | 684.02 | |
| Revitalization | | | | | | | | | | | | | | | |
| 5,000.00 | 1,573.00 | 3,427.00 | 0.00 | 412.50 | 330.00 | 830.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expenditures | 52,050.00 | 104,988.69 | (52,938.69) | 3,275.71 | 1,338.85 | 6,838.27 | 8,324.71 | 2,739.83 | 24,412.70 | 13,886.03 | 16,014.91 | 15,883.16 | 8,717.28 | 3,457.24 | 0.00 |
| Transfers | | | | | | | | | | | | | | | |
| To Infrastructure Savings | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| To Emergency Savings | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| From Infrastructure Savings | 0.00 | (7,000.00) | 7,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (3,500.00) | (3,500.00) | 0.00 | 0.00 | 0.00 | 0.00 |
| From Emergency | 0.00 | (10,000.00) | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (10,000.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Net Transfers | Totals | 20,000.00 | 3,000.00 | 17,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20,000.00 | (13,500.00) | (3,500.00) | 0.00 | 0.00 | 0.00 | 0.00 |
| Totals | 72,050.00 | 107,988.69 | (35,938.69) | 3,275.71 | 1,338.85 | 6,838.27 | 8,324.71 | 2,739.83 | 10,912.70 | 10,486.03 | 16,014.91 | 15,883.16 | 8,717.28 | 3,457.24 | 0.00 |
| Current Balances 11/30/25 | | | | | | | | | | | | | | | |
| Committed Funds | | | | | | | | | | | | | | | |
| Operating Fund | 25,034.53 | (13,750.00) | 11,284.53 | | | | | | | | | | | | |
| Infrastructure Savings Account | 12,630.00 | | 12,630.00 | | | | | | | | | | | | |
| Emergency Fund | 8,336.03 | | 8,336.03 | | | | | | | | | | | | |
| Prepay | 14,487.29 | (14,487.29) | 0.00 | For 2026 Expenses Only | | | | | | | | | | | |
| Total | 60,487.91 | (28,237.29) | 32,250.62 | | | | | | | | | | | | |

Bank of America Balances as of 12/30/2025

Operating Account – \$ 9,480.63

Prepay Account – \$43,763.34

Emergency Savings Account – \$ 8,336.03

Infrastructure Savings Account – \$12,630.06

Anticipated Carry Forward Funds (minus 2026 Prepaid Account deposits)

Balance available in Operating as of 12/30/2025 -- \$8,300.63

The balance will lessen when the 2026 Assessment Deposits have been transferred from the Operating Account to the Prepay Savings Account.

Architectural Control Committee Report – Kayla McKee

VIOLATIONS

2782 Red Maple Ridge/1726 Brookside Blvd. had a company sign in the yard. ACC voted to email the owner to have it removed. Owner removed sign

1751 Brookside Blvd had a large commercial type truck in the driveway but removed it before a violation letter was sent. Has a large section of siding that has no paint or stain on it. 1st violation letter was sent and as of 12/29 no response and section still missing paint/stain. Time for second notice and referring to the board to discuss next steps.

ACC REQUEST

1709 Brookside Blvd received approval from 3 members to stain exterior Sherwin-Williams Caribou and do trim in a neutral cream color.

1737 Silverwood Drive wants to install GEM lights under soffit at front of house and back porch area to replace flood lights. ACC split on decision but owner provided more information. ACC approval from 2 members.

Pond Report – Midori Okasako

Blairstone Forest Pond Report: DECEMBER 2025

(Mark & midori Okasako, Roly Torres)

DECEMBER

- * Treated entire small and large lobes with phosphate reducer
- * Spot treated small and large lobes with algaecide
- * Scooped muck and fallen leaves in selected areas of small and large lobes
- * Partially removed limbs and branches of fallen tree near new Brookside deck

Projection for January 2026

- * Resume thinning out overgrown shrubs by Pond edge, Remove invasive vegetation

We are still experiencing '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 has lost almost 50% of its water and is 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 continues to manifest in large and small lobes of Pond.

This is a natural occurrence and should dissipate in time. (Desperately need more rain and cooler days...) (Pond water has been clear...)

~~~ FYI . . . GREEN ACRES has been contracted to professionally manage vegetative growths on our common pond pathways; therefore, it is no longer necessary for pondside residents to mow pond pathways by their properties. (Additionally, now that we are in winter, Nov, Dec, Jan, Feb, mowing of pond pathways is unnecessary and needs to be 'halted' 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

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 – 7:50 P.M.