

**BFCA Board of Directors Minutes  
Jack McLean Community Center  
700 Paul Russell Road  
Tuesday, May 26, 2026 at 6:30 p.m.**

**Call to Order and Welcome at 6:31 p.m.**

**Members and Guests Present**

Nancy Wood, President; Mark Okasako, Vice President; Karen Willes, Treasurer;  
Ranelle Christle, Sally Litton, Maritza Mattos, Maggy McMahon, Midori Okasako,  
Frank Roycraft, Virginia Sasser

**Property Manager - Contact Information**

Kayla McKee  
Email: Kayla@mycamfirm.com  
Executive Management Services, Inc.  
719 E Park Avenue, Tallahassee, FL 32301  
Mailing: Post Office Box 13089, Tallahassee, FL 32317  
Telephone: (850) 878-3134 x3 / Facsimile: (850) 656-0510

**Old Business**

The minutes of the BFCA Board Meeting on Tuesday, 4/28/2026 were unanimously approved by email on Wednesday, 4/29/2026 and were sent to the webmaster for publication on the BFCA website – [www.blairstoneforesthwa.com](http://www.blairstoneforesthwa.com).

**New Business**

**SURVEY UPDATE - COMPLETED.**

A boundary survey was required to legally document the BFCA property line along the northern border for enforcement purposes. The survey was completed and delivered on May 7 by A.D. Platt & Associates for \$3,500.

**ENCROACHMENT ACTIVITY.**

The survey identified 17 homeowner properties along Wekewa Nene adjacent to the north edge of BFCA property. Of these, 3 properties have structures that encroach on BFCA land to varying degrees.

Lot 7 / 1503 Wekewa / shed 1.2', chain link fence 8.5'  
Lot 11 / 1511 Wekewa / shed .5'  
Lot 16 / 1603 Wekewa / trailer 19.9', pole barn 7.1'

The board sought legal advice on May 19 (consultation at no charge) to learn about the process of getting the structures removed from our land. It starts with a notification to each homeowner that BFCA is aware of the encroachment and action is required to address it.

The Property Manager for BFCA can send the initial letters. If the homeowners are cooperative in removing the structures we can minimize attorney involvement. For any who are not, BFCA will need to prepare for legal action. The attorney is Matt Scanlan at Dunlap & Shipman, P.A. If BFCA executes an agreement to use these services for the encroachment issue, no retainer (deposit) is required.

Vote to pursue enforcement action against all 3 properties identified – unanimously approved.

Vote to sign Attorney Agreement for property boundary encroachment issues – unanimously approved.

#### ASSESSMENTS AND NOLAs.

There are 8 residents (9 lots) in the community who have not paid the assessment this year. All have received multiple notices by mail of the balance due, most recently on April 6, but have still not paid or contacted the Association about the problem. Every effort has been made to establish contact and none of the recent notices have been returned as undeliverable. The next step for collections is to send a Notice of Late Assessment (NOLA). A NOLA is a notice authorized by Florida statutes and is in a specified format to ensure legal requirements for proper notification are met.

Vote to send 2026 Notice of Late Assessment (NOLA) mailing – unanimously approved.

Vote to send 2026 NOLA by Certified Mail Return Receipt Requested – unanimously approved.

There are 3 residents in the community (1 with 2 lots) who have outstanding assessments prior to 2026 that came due in the time frame before BFCA was revitalized. (Revitalization was in February 2025). Attorney advice holds that these are unenforceable.

Vote to write off pre-revitalization outstanding assessments – unanimously approved.

#### TREASURER'S REPORT PRESENTED.

BFCA Bank Account Balances at Bank of America as of 5/26/2026:

Operating Checking -	\$ 59,139.09
Prepay Checking -	\$ 150.00
Emergency Savings -	\$ 8,337.20
Infrastructure Savings -	<u>\$ 37,988.49</u>
Total in all accounts -	\$105,614.78

ACC REPORT PRESENTED.

POND REPORT PRESENTED.

[LINK TO REPORTS PRESENTED: Click Here](#)

CONCERNS OR QUESTIONS BY ASSOCIATION MEMBERS.

The next scheduled meeting of the BFCA Board of Directors is planned for 6:30 p.m. on Tuesday, June 30, 2026, at Jack McLean Community Center at 700 Paul Russell Road.

**Meeting Adjourned at 7:27 p.m.**