

BFCA Board of Directors Meeting Minutes

Hilaman Golf Course Meeting Room

6:00 P.M. Thursday, August 3, 2017

Board Members - Cainnon Gregg, Fred Willes, Justin Green

Call to Order - The meeting was called to order by Fred Willes at 6:03 P.M.

Present were Board members Fred Willes, and Justin Green, Treasurer, Karen Willes, and Association members Sue Dinges, Llona Geiger, Jaime Kimbrel, John McEachern, Linda Palmer, and Keith Tucker.

Old Business

The minutes of the June 28, 2017 Special Board meeting were approved with Green and Willes voting to approve, via email voting, on June 29, 2017. Gregg neither attended the meeting nor voted on the minutes.

New Business

Collecting money owed the Association - F. Willes

Acting at the direction of the Board, our Attorney, Patrick R. Frank, has notified two renters of houses with past due assessments, that rent should be forwarded to his office. The failure to do so may result in the eviction of the renters. A third instance was settled by the homeowner before the legal proceedings began.

If one has a complaint about a neighbor it is best to address that in person and directly with your neighbor. If you are unable to do that, please contact the Board through our website. We may be willing to speak with the homeowner on behalf of the concerned resident. Everyone should keep in mind that the Board may only enforce BFCA Covenants restrictions. Other concerns may be dealt with by animal control, code enforcement, law enforcement, or the fire department. If the issue involves health, safety, or legal matters the Board is not able to address those issues. The relevant phone numbers may be found on our website, www.blairstoneforesthoa.com. Please see the BFCA Rules pages under the Residents banner.

It is helpful if the issue is not resolved for one to keep records. Write down the date(s) of the issue, what happened,

what both parties said and did, and how the matter was left. Having a record of the history of an issue may be helpful in resolving the matter.

BFCA Treasurer's Report, Karen Willes - August 3, 2017

Our new Prepay Account at the Credit Union is working well. After the e-mail reminder sent at the end of June, 8 people have chosen to send checks that resulted in a \$1,325 transfer to the Prepay Account on July 31. As of July 31, the total amount prepaid on 2018 Assessments is \$4639.76. As previously noted, prepay money can be sent at any time and will be credited to their account with each deposit. Those who prepay will see their money applied to their account when the invoices that will be dated January 1, 2018 are mailed in December 2017.

As a result of the board's decision in June to take a legal approach in recovering assessments owed from properties that are rented has already resulted in payments of \$5,333.75 to BFCA. Two more properties that are rented have received letters from our attorney to each renter with instructions to send their rent money to our attorney within 15 days. Their rent money is to be sent to our attorney until the assessment that is owed is paid. When this money is paid, approximately \$2,000 more will be recovered in assessments owed and if liens are in place, the liens will be lifted.

Presently, our association expenses are less than \$2,000/month. The paving invoice for completing the roads has not been received but the work to raise the manhole covers is complete. Two separate insurance premiums will be invoiced in later months as well bookkeeper fees, attorney fees, post office box rental, and storage locker rental. Invoices for the Association Manager, Lawn Care, & Pond Maintenance are paid monthly. If, after hurricane season, money from 2017 assessments is still available, other needs can be addressed.

	A	B	C	D	E	F	G	H	I	J
1	2917 Item	Budgeted	Total Spent	Jan.	Feb.	Mar.	April	May	June	July
2	Utilities	\$5,200.00	\$2,909.81	\$398.99	\$394.70	\$357.28	\$416.30	\$479.43	\$431.64	\$431.47
3	Ponds	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
4	Association Manager	\$3,000.00	\$1,750.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
5	Bookkeeper	\$1,440.00	\$982.50	\$697.50	\$285.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	Website	\$197.00	\$358.08	\$0.00	\$0.00	\$180.00	\$60.00	\$0.00	\$55.68	\$62.40
7	CubeSmart H-1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	Mailings	\$900.00	\$93.79	\$0.00	\$0.00	\$0.00	\$93.79	\$0.00	\$0.00	\$0.00
9	Office Supplies and Copying		\$136.97	\$11.29	\$114.79	\$0.00	\$10.89	\$0.00	\$0.00	\$0.00
10	Lawn Care	\$3,978.00	\$2,295.00	\$306.00	\$306.00	\$306.00	\$306.00	\$306.00	\$459.00	\$306.00
11	Income Tax Filing	\$550.00	\$34.07	\$0.00	\$0.00	\$0.00	\$34.07	\$0.00	\$0.00	\$0.00
12	FL Dept of State -- Annual Report	\$61.25	\$61.25	\$0.00	\$0.00	\$0.00	\$61.25	\$0.00	\$0.00	\$0.00
13	Attorney Fees	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	Stormwater Management Permit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	P.O. Box Rental	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	Backflow Valve Inspection	\$335.00	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	Liability Insurance	\$4,335.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	Hillman Rental for Meetings (6@550)	\$300.00	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	Reserve Funds	\$20,000.00	\$19,851.18	\$19,851.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	Road Resurfacing Completion	\$13,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	Filing Fees for Liens	\$510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	Saving for Roads	\$6,500.00	\$6,501.70	\$6,500.00	\$0.00	\$0.00	\$1.70	\$0.00	\$0.00	\$0.00
23	Fence Replacement	\$330.00	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	Replace Damaged Boardwalk	\$5,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	Replace 90' of Boardwalk	\$5,125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	Install 20' of Boardwalk	\$2,695.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27	Install terrace at front Boardwalk	\$2,695.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	Landscape Road Shoulders		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29	Guardrail for Front Curve		\$76.78	\$0.00	\$0.00	\$0.00	\$0.00	\$76.78	\$0.00	\$0.00
30	Invasive Plant Eradication		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31	Warning Signs Installed		\$290.25	\$0.00	\$258.00	\$0.00	\$0.00	\$0.00	\$32.25	\$0.00
32	Tree Removal	\$10,000.00	\$4,897.00	\$3,485.00	\$0.00	\$0.00	\$0.00	\$1,100.00	\$0.00	\$312.00
33	Wash and Paint Boardwalks		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
34	Repair Wood Root Supports		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
35	Food For Annual Meeting	\$130.00	\$132.00	\$132.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
36	Beaver Trapping and Removal		\$340.00	\$0.00	\$0.00	\$340.00	\$0.00	\$0.00	\$0.00	\$0.00
37										
38										
39			\$41,545.38	\$32,231.96	\$1,608.49	\$1,433.28	\$1,234.00	\$2,212.21	\$1,263.57	\$1,561.87
40										
41	Amount spent (C39), less reserve funds (B19)		\$15,045.38							
42	& Road Fund (C22)									
43										



Accounts *for BFCA as of 7/31/17*

First Commerce Credit Union IBIZ FREE BUSINESS CHECKING

Available Balance
Account Info

Checking Acct.

\$49,557.20

First Commerce Credit Union BUSINESS MONEY MARKET ACCOUNT

Available Balance
Account Info

+ \$2,500 minimum = \$5,000.41

Contingency Reserve

\$2,500.41

First Commerce Credit Union SHARE NON PERSON

Available Balance
Account Info

+ \$5 minimum = \$6,509.13

Road Savings Acct.

\$6,504.13

First Commerce Credit Union PRE-PAY ASSESSMENT

Available Balance
Account Info

+ \$5 minimum = \$4,639.76

Prepay on 2018 Acct.

\$4,634.76

First Commerce Credit Union BUSINESS 4 YEAR CERTIFICATE

Current Balance
Account Info

Contingency Reserve

\$4,962.76

First Commerce Credit Union BUSINESS 4 YEAR CERTIFICATE

Current Balance
Account Info

Contingency Reserve

\$4,962.76

First Commerce Credit Union BUSINESS 4 YEAR CERTIFICATE

Current Balance
Account Info

Contingency Reserve

\$4,962.76

Asset Summary

Checking \$49,557.20
Contingency Reserve 19,888.69
\$69,445.89

Road Savings \$6,509.13
Prepay on 2018 4,639.76



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Available Balance
Account Info

\$11,148.89
minimums - 10.00
\$11,138.89
63.47%

\$49,557.20

Total of all BFCA monies
\$80,594.78

Architectural Control Committee Report - Fern Senra, Chair

1- 1719 Brookside Blvd., Peter Hettmann, sought approval to extend his backyard fence to the size it was originally approved to be a few years back. Request was approved upon the previous approval he'd received (original approval was provided).

2- 1718 Silverwood Ct., Llona Geiger, sought approval to paint her front door and garage trim. Request was approved.

Leon County Sheriff's Department Neighborhood Crime Watch Report - Jim Brock, Chair

With one year of Crime Watch behind us we have had only a few incidents of loss to vandalism of automobiles. These were in the early months of this year, since then we have had nothing to report.

The past two months report is that we have had no incidents reaching the report stage to my knowledge. Hoping we can keep up the status we have come to enjoy.

Association Manager's Report - Kelly Rojas, CAM

Our weekly visits continue.

The fence rail at Silverwood is scheduled for replacement prior to this week's meeting.

Maintenance items continue to be addressed.

Nina (our Bookkeeper) and Karen (our Treasurer) have been working closely in handling financial matters and estoppel responses.

Concerns or Questions by Association Members

Llona Geiger expressed the opinion that the ACC and Board should be more aggressive in enforcing the Covenants. This is in specific reference to barking dogs, people that do not pick up after their dogs, the placement of trash cans beside houses, and the mowing of "Common Land" in front of all homes. She feels that letting these matters slide will lead to bigger issues.

Justin Green agreed that neighbors should remind each other about cleaning up after their dogs. He agreed to look into mowing along the edge of the roads but only for Common Land, not in yards.

F. Willes reminded those present that previously the lawn service was directed not to mow in front of houses as homeowners complained about intentional planting being mowed over. He prefers to leave that decision to the individual homeowners.

John McEachern noted that the common land, or easement, in front of our homes is really a City right-of-way for utilities.

Geiger suggested that a "walk-around" to identify things on common land and private property that we should ask the ACC and Board to have address could help the appearance of the neighborhood. She indicated that Fernando Senra, the ACC Chair had expressed interest in this proposal.

Linda Palmer asked if anything could be done to improve the appearance around the lakes, like flowers in the bridge flower boxes, removing downed trees, and cutting back the shrubbery near the water. F. Willes stated that we want to maintain a plant buffer near the water to reduce organic material and erosion into the ponds. He noted that some people want to leave, at least some of the, downed trees in the water as perches for birds and turtles.

It was pointed out that in two locations, homeowners have cut the plants behind their houses all the way to the waterline. F. Willes stated that while it would be better if they did not do that he was unwilling to tell them not to do it. It is only a few spots and not likely to cause any real issue with the ponds. If we were to direct those homeowners not to do that we would also have to address anyone making landscaping changes to the Common Land behind their houses. F. Willes said he is opposed to that kind of intrusion on what homeowners do.

McEachern and Keith Tucker thanked the Board for what it has done to maintain Blairstone Forest. McEachern suggested that we might get more people to show their concern by highlighting the positive yard conditions than we would by being critical. He wondered if we might take advantage of available technology to photograph vehicles entering and leaving the Forest. If incidents occur that require police intervention, those pictures might help identify possible suspects. We will look into the possibility of posting cameras.

Tucker reminded the Board of the need to address the needed boardwalk on the south side of the large pond, west of the deck.

Jaime Kimbrell has received the sign identifying Blairstone Forest as the CONA (Council of Neighborhood Associations) small

Association of the Year. We are considering where the sign might be posted for the duration of the year for which we hold this distinction.

By unanimous vote the meeting was adjourned at 7:02 P.M.

The next scheduled meeting of the BFCA Board of Directors is at 6:00 P.M. on Thursday, October 5, 2017 at the Hilaman Golf Course meeting room.
