

BFCA Board of Directors Meeting Agenda

Jack McLean Community Center

700 Paul Russell Road

6:00 P.M. Thursday, August 4, 2016

Annual Assessment payments are due, or must be postmarked by January 1 (Covenants Article VII, Section 6, C). There is a ten-day grace period (Article VII, Section 6, D). Beginning January 11 a late service fee of \$25/lot will be charged and a penalty of 18% simple interest on the outstanding balance, retroactive to January 1 (Article VII, Section 6, D). It is the responsibility of the homeowner to provide proof that the payment was made as required. The Board will be reluctant to waive the late fee and interest for late payment.

Board Members - Cainnon Gregg, Jane McElroy, Fred Willes

Present were - Board members Fred Willes and Jane McElroy, Karen Willes, BFCA Secretary, Association members Bill Walter, Jim Brock, Sue Dinges, Keith Tucker, and Kristie Larson of Property Management.

Call to Order - The meeting was called to order at 6:02 PM when Jane McElroy arrived and a quorum was present.

F. Willes began by repeating the annual assessment announcement that assessments are due by January 1, with a ten day grace period.

Old Business

The Minutes of the June 22, 2016 Special Board Meeting were unanimously approved by email ballots on June 25, 2016.

There was a www.blainstoneforesthwa.com update by F. Willes. We have renewed our use of the website. In order to pay the fee, McElroy was added as an administrator and she paid with a personal credit card. She will be reimbursed. Doing business with an e-company means e-paying. A discussion of possible ways to do that took place. It seems that for the few occasions that we need to pay in this manner, using a personal credit card and being reimbursed is the best way to do this.

We renewed the rental space for BFCA records at CubeSmart. In August we will downgrade from our 5'X10' storage cube to a 5'X5' cube, as soon as one becomes available. That will save \$244.80/year. While that may sound like a small savings, it will save us \$3,672 over the 15 year projected life of the roads. That is saving the cost of paving Nestlewood Ln. the next time.

Road resurfacing status - F. Willes - The paving company is planning to begin work on Tuesday, August 9. It may be a two-day project. The exact day and duration of the project are dependent upon the weather. The repaving being done at this time is everything except Red Maple Ridge and the road between Blair Stone Road and the divided Forest entrance. The paver asks three things of us. 1. Be sure that the roads are clear of parked vehicles. 2. Do not follow immediately behind the paving machinery. 3. When approaching the machinery, please wait for them to wave you through.

F. Willes moved that on paving day (Tuesday) that cars be towed if they are parked in the road. Were the paving company unable to complete the work due to cars in the road it would cost the Association an additional \$2500 for the equipment to return to complete the job. There may not be many cars affected. It was suggested by Keith Tucker and Bill Walter that the Board make signs to put in the front. After that, if there are vehicles in the road on Tuesday, cars will be towed. Paving will not be done from Blair Stone Road to the entrance and Red Maple Ridge at this time. That work will be funded next year. All other Forest roads will be paved now. The motion to tow, if necessary, after notices have been posted was approved by F. Willes and McElroy.

New Business

Tree Report - Since the June 2, 2016 Board meeting, the following tree removal forms have been approved by the Board for 1721 Silverwood Dr., 1709 Silverwood Dr., 1669 Silverwood Dr., 1731 Nestlewood Dr., and 1667 Silverwood Dr. In the process of removing three trees and pruning one the tree company knocked down the rail fence at the corner of Brookside Blvd. and Silverwood Dr. We deducted the \$200 cost of that replacement from what was owed for the tree work.

The Board discussed issuing a Comprehensive Tree Policy so that future Board actions regarding trees can be transparent and consistent.

In two recent cases the Board approved Carmen Pulido having a tree removed without inspection by Sam Hand. The tree fell against her house. In an emergency, the new policy waives inspection. On Nestlewood Ln. tree removal was approved, even when Sam Hand indicated there was no structural problem with the tree. He said the house was built in the wrong place. Since the tree posed a threat to the safety of the homeowner's family and property the removal was approved. The Board was asked if the trees were the responsibility of the homeowner or were the trees on Common Land. F. Willes said that Joanie Trotman, our property manager, has told boards repeatedly that it does not matter. If the tree that falls is live, then it is an "act of nature, formerly an act of God" and is not the Association's responsibility. That said, both trees are likely on homeowner property. Walter asked if any of our blueprints show property lines. They do, but it is very difficult to determine the corners of the lots. He suggested that we might try, using the metal detector that's in the storage locker. F. Willes agreed to try.

The board can approve tree removal as a variance. About a year and a half ago the Board took tree removal responsibility over from the ACC. There was a transition period. Because of the inconsistency in the application of new rules and records, a homeowner near the end of Brookside Blvd. believed tree removal was approved by the board, when it was not. Out of fairness, and trying to be consistent, as stressed by our attorney, no fine was imposed. Tree removal rules apply to living trees, not dead trees. Homeowners are allowed to prune trees, but not to prune it until it's dead and then remove a dead tree. F. Willes moved to adopt a comprehensive board policy. The motion was seconded by McElroy. The comprehensive tree policy was unanimously approved. It will be posted on our website. It is not defined in the Covenants or By-Laws. This policy may be adjusted as needed to meet our needs.

Treasurer's Report - Jane McElroy -

We have the following balances at First Commerce Credit Union
Checking - \$76,527.18
Savings - \$10,077.07
Money Market - \$8,541.78
3 CDs - \$4,895.13 each

She pointed out that a contract is already out for the roads, using over \$65,000 of that. Further we shouldn't spend what people have paid on next year's assessment. If the previous assessment money that was owed was paid, road paving could be done without having to wait for next year's assessment money.

15 homeowners have a past due balance from \$40.84 to \$8,870.53. Of those fifteen, six homeowners owe more than \$1,274 each. The total owed is \$26,490.60. She pointed out that five years ago the same amount, approximately was owed. F. Willes pointed out that that was in spite of the money recovered by our property management company.

Approximately 32 homeowners have been taking advantage of paying quarterly. There was a brief discussion about ending the quarterly courtesy notices to pre-pay one's assessment. Not sending those would save about \$240/year. That is enough over the road repaving cycle to pave Nestlewood Dr. or Harvest Pl. McElroy pointed out that we can, and do, use these quarterly notices to provide other information to homeowners. Because it is so widely used and provides a low cost way for the Board to send notices to homeowners, no action to end this service will be taken.

F. Willes moved to place liens on property for money owed the Association. There was no second, because McElroy reminded Willes that we had discussed exceptions. F. Willes moved to place liens on September 15, 2016, on property of anyone owing over \$200 to the Association, with one exception still under review. The motion was seconded. Placing a lien means that a homeowner couldn't get 2nd mortgages, etc. The lien would be for a certain amount of money; interest would accumulate until was resolved; if assessments were not paid in future years, new liens would be added to the existing lien(s). The amount of a lien placed now would take into account anything owed up until this point in time. Liens don't have to be re-filed every year, we would just add a new one. Walter asked if we could recover that money owed in the case of a foreclosure. F. Willes responded that the bank would get their money first. If there were any equity left, Association would be paid out of that money. To place a lien our property manager would charge a fee of \$150. Our attorney would charge \$42 for that service. The lien would be placed for the total amount owed as of September 15, 2016. That would include money owed, interest rate for that

money, service fees, and the cost of filing the lien. It was asked if we would end up getting all of the money back. F. Willes said no. We are not allowed to put the cost of clearing the lien in the fees charged so in the end we would have to pay the same fee to clear the lien as the homeowner had to pay when the lien was placed. Brock noted that one has to spend money to make money. Our attorney suggested that an alternative approach would be to file a case in Small Claims Court. Walter asked when last liens were placed. McElroy said in 2010 or 2011. The motion to impose liens on all homeowners owing over \$200, with one exception, on September 15, 2016 was approved unanimously.

Brock asked what happens if an assessment is not paid next year. No decision has been made about when those liens would be placed. That decision will be made at the October board meeting, when the budget for 2017 is developed.

ACC Report - Carmen Pulido has sent her report to the Board stating that there have been no requests for ACC approval in the previous two months.

Pond Committee Report - The report was submitted by Dr. Sean McGlynn, of McGlynn Labs, who has our contract for pond maintenance. "I fixed a leak in the drawdown structure where a valve had popped out and the seal was broken. This caused your pond to draw down to a very low level rather quickly. The low pond level caused the aquatic plants to destabilize and I have had to control them. I have since treated both lakes twice with algaecide (Diquot). This is not bad algae but the nitella growing in the pond topped out in places and green algae proliferated where it was topped out. I also trimmed branches off three water oaks on the Little Lobe. These branches were dead and falling into the water. I hauled off all the clippings...

There are a lot of fallen branches around the pond, some were obviously cut with a chain saw. I think some people dump branches by the pond or else they just fall there. It would really help the pond to haul those off. I could look into having that done if you wish, I think I could do it within my normal budget, just wanting to check if there were plans for that, or maybe a big bonfire."

The dumping of lawn trash on common lands was addressed by Fred Willes in a posting on Nextdoor on July 27. Our lawn service has been contacted about removing the cuttings and broken limbs

from the pond area. A homeowner, whose lawn maintenance person had left lawn trash on common land, had the trash removed. McElroy indicated that she thought the homeowner said it was not branches that her lawn maintenance person had left but that she had her lawn maintenance person remove the branches.

After doing the June algae spraying Dr. McGlynn wrote the Board to report "I just spotted a terrible invasive exotic vine growing at your entrance. I have not seen it anywhere else yet, it is Air Potatoes. It will spread like kudzu through your forest." The pictures that accompany the report show that it is located at our divided front entrance. Air potatoes are best removed by spraying with an herbicide called Glyphosate. In the winter, the bulbs can be dug up and removed. No decision has been made about who might want to take on that project. An herbicide whose main active ingredient is Glyphosate (Round-up) has been purchased.

F. Willes has contacted our lawn care provider and asked that some of their time be spent removing downed debris from around the pond. They will work on this over several visits.

Welcoming Committee Report - Jaime Kimbrel During the past few months the welcoming committee (me, Suzanne Green, and Sylvia Ramos) have welcomed new neighbors at 4 different addresses all over the forest. We have been giving out the homeowner's binder, Nextdoor invites, and some lovely magnets Karen Willes made for us that include the HOA website. It can be hard to track all the new homeowners, so if you know of one you can always swing by my house or shoot me an email.

Grounds Committee Report - Justin Green

Short term

- First two boards of ramp to large bridge on Silverwood are rotted and need to be replaced

Long Term

- Wood infrastructure throughout neighborhood needs to be washed and painted to preserve investment. All wood replacement going forward should include sealing/painting. If cost prohibitive, organize work group of volunteer residents to seal/paint.
- Would like to address less than 6" in diameter trees that are hanging over road, for aesthetic purposes.

Updates

- Clearing of lot near well delayed due to heat
- Thinned cast irons on corner of Red Maple and Brookside
- Cleared some dead limbs and brush on sides of path between small and large bridges
- Hope to schedule a pond work session for the morning of Sunday, August 7. Will announce on Nextdoor to get volunteers
- Invasive Air Potato plants have been spotted at front of neighborhood. Will spray in the next week or two and will send out educational Nextdoor message asking residents to keep an eye out and inform Grounds Chair if spotted

For Board Consideration:

Ask the board to consider replacing trash can by small bridge with a waste station similar to types of stations seen at city parks:

- Existing wood trash enclosure is rotting and allowing water into can, making it hard for resident volunteer Liz Conn to empty it
- Existing can is too large and allows for too much waste to build up, making bag hard to remove
- Has become an eyesore

Benefits of replacement rather than removal:

- Dog friendliness is part of neighborhood's allure
- Encourages people to pick up after pets
- Professional station makes neighborhood look modern and credible to potential homebuyers
- Have option to not install bag dispenser to reduce maintenance cost and burden
- Can be used for everyday trash as well
- Recommend purchase of station on eBay, \$189 and free shipping. Screen capture below, as well as stations on other websites.

F. Willes moved to provide the money to replace the dog waste canisters and replace the 2 boards on the boardwalk. It was seconded by McElroy and the motion passed unanimously.

Neighborhood Crime Watch Report - John McEachern -

Neighborhood Crime Watch Committee
Blairstone Forest

August 2, 2016

Board of Directors
Blairstone Forest HOA

Our initial group of eight residents met for an organizational and "get to know one another" meeting on Monday, August 1st. The following is a Bullet report on our discussions.

- *each shared their personal expectations, commitment level and vision for our group

- *the goal is to develop our organization to have at least a 1-4 or 1-5 ratio

- *we have a member that will work with the web master of our HOA site to have messaging and communications 24/7 with our neighborhood. We want to use modern social media assets

- *two members will work with the association's service agent to insure a current list of property owners, renters and inhabitants is always available for contact purposes

- *the members will have a circular notice printed to inform our residents of the work and scope of the group. Draft to be developed in next 10 days

- *a long term goal is to have a BIG BLOCK party for the entire neighborhood that enables us to know one another and have the fire and law enforcement agencies, and city/county personnel to attend and meet in a festive occasion

- *much discussion on what we can and cannot do legally

For the Committee,

John McEachern
2773 Red Maple Ridge
706 527 1578
McEachernREDS@aol.com

McElroy indicated that she could provide a current list of property owners but not a list of renters.

An issue arose today, August 4, 2016. There was a posting this afternoon for someone to rent a room on Silverwood. This is a violation of the Covenants, Article II, Section 4. All homes in Blairstone Forest are single family residences. Others may live there as guests but not be charged rent. F. Willes spoke with the homeowner, by phone. The homeowner told F. Willes that having a renter is the only way to keep up with the cost of maintaining the home and staying current with assessments. It

would come down to board having to take her house or enforce the covenants. The Board is faced with forcing a homeowner to terminate renting the room, by fines, resulting in the homeowner having to default on the mortgage or sell the home vs. not enforcing the Covenants.

An open discussion followed the introduction of the situation. No one attending the meeting wanted to issue fines that would result in the homeowner losing the home. Brock suggested the Board might issue a waiver of the Covenants in this case. F. Willes asked if the same waiver should then be offered to other homeowners who live in the house and rent or who rent to multiple, unrelated renters. Everyone in attendance is aware that there are such conditions at this time. When asked if people want the Board to impose fines on them it was pointed out by Walter that we have no way of knowing for certain that people are unrelated. He stated that a previous Board was told they have no right to knock on doors and ask that question.

It was pointed out that it would be unfair to single out this one individual because of a www.Nextdoor.com posting, when such rentals happen at other residences.

Brock asked if the Board could refer the Covenant violations to the City. F. Willes responded that the Code Enforcement Officer the Board is working with stated that the City might be able to act if there were a deed restriction to single family use only. We do not believe that is the case.

For the time being, no decision has been made for any Board action against such cases. K. Willes asked if the Board, by not acting, was risking turning Blirstone Forest into a multi-family rental community. Several agreed that we are already at that point.

Property Management Report - submitted by Joanie Trotman

Blirstone Forest Community Association, Inc.

Management Report

August 4, 2016

Administrative

Records - Management has reviewed the archive records provided by the Board and is ready to review additional records.

Maintenance

Split Rail Fence - Renegade Remodeling has completed all approved repairs at this time. They advised that there are several wood rot repairs that need to be done before they become an "emergency" situation. Management will wait for directive from the Board before requesting a quote.

Roadway/Pothole Repair - Management and Fred Willes have been coordinating quotes for repair and repaving. Contractors include Piggots (sic) and Peavy & Sons (sic) and North Florida. Management is awaiting direction from the board.

Backflow - Management coordinated the black (sic) flow inspection.

Trotman had offered to review records we were planning to shred to see if anything should be kept. This is being done at no additional cost to the Association. F. Willes will pick up what has been done and trade for the other half.

The road repaving decision was made without input from property management.

The backflow valve is inspected every year, by City order. The inspection costs \$35.

Concerns or Questions by Association Members

Tucker pointed out that there is a poison ivy problem near the deck, on the south side of the larger pond. He expressed concern for people who have poison ivy allergies. F. Willes stated that Justin Green, in an email to the Board today, had noted places with poison ivy. He indicated that if not treated, it will spread. Green, or volunteers for the Grounds Committee will be spraying for some invasive plants. Dinges expressed concern for the herbicide runoff into the ponds. Walter noted that our pond contractor had an herbicide that had minimum pond impact. Green is environmentally conscious and will spray as little as possible.

Meeting Adjourned - At 7:42 P.M. the motion to adjourn by Willes and seconded by McElroy was unanimously approved.

The next scheduled Board of Directors meeting is Thursday, October 6, 2016 at 6:00 P.M. at the Jack McLean Community Center.