

Blairstone Forest Community Association
2018 Annual Meeting Minutes - January 25, 2018

at Tallahassee Parks and Recreation Office
at 912 Myers Park Drive

Reception at 7:00 P.M.

Annual Meeting of Homeowners at 7:30 P.M. - 9:00 P.M.

Board Members - Cainnon Gregg, Fred Willes, Justin Green

7:00 P.M. Reception with Refreshments

7:29 P.M. Final Call for all Ballots and Proxy Ballots

Present were Board Member Fred Willes, Treasurer, Karen Willes, and Association Members Kim Baxley, Ranelle Christle, Lynda Davis, Sue Dinges, Debbie Dowler, John Dowler, Llona Geiger, Gwen Harrison, her guest, Joann Feeney, Sally Litton, Mary Marotta, John McEachern, Michael McKinnon, Linda Palmer, Tracie Priest, Johnny Richardson, Frank Roycraft, Virginia Sasser, Gary Smith, Sandi Smith, Sherry Smyly, Margaret Stephens, Michele Sonnenfeld, Onnie Tucker, Keith Tucker, Association Manager, Kelly Rojas and John Rojas.

7:30 P.M. Annual Meeting Called to Order

There were no floor nominations for a Board of Director.

Introduction of BFCA Officers President Fred Willes and Treasurer Karen Willes, NCW Chair Frank Roycraft, and Association Manager Kelly Rojas.

A quorum was present, counting ballots and proxy ballots sent in. With the votes cast, Llona Geiger was elected to the Board of Directors.

Annual Reports were distributed, and questions were addressed.

President's Report

Fred Willes

In 2017 The Blairstone Forest Community Association:

Completed the resurfacing of all our roads;

Elected New Board February 2, 2017;

Reached settlement with former Property Manager for 2016 assessment we had lost. We were paid in full, not by the closing company, buyer, or seller. We incurred no legal fees;

We moved our bookkeeping to Kelly's Association Management;

The City of Tallahassee was contacted about damage done to Brookside Blvd. by lawn trash removal workers and repairs were made at no cost to the Association;

The City of Tallahassee was contacted about damage to the valve boxes on Nestlewood Ln. done when the water line into the Forest was made. Those repairs are under way, at no cost to the Association. It is imperative that when the City, or other contractors, damage the roads that someone make the appropriate contacts and protect our interests;

Improved the road shoulders on Brookside Blvd.;

Put a cover on the pond outflow box at the SE corner of the large lobe on the pond;

Placed warning signs around the pond and along boardwalk entrance points;

Removed two beavers, using two different state licensed trappers;

Removed one beaver dam from the drainage ditch parallel to Brookside Blvd.;

Hired a new pond manager, The Lake Doctors, LLC (Their Report is provided below.);

Removed dead, downed, or dangerous trees;

Contracted for the repair, replacement, and addition of boardwalks at the deck (That work began January 22, 2018 and will take about two weeks. The project is weather dependent.);

Conducted email notifications of quarterly assessment prepayment notices and of the 2018 assessment notice;

Hired a manager for maintaining our website;

Are now, in 2018, using a volunteer, Margaret Stephens to maintain the website;

Organized the seven years of records we maintain (Each year is in a labeled box and contains copies of printed Board documents,

all invoices for payments, copies of all checks received, copies of all checks written, and ACC records.);

Promptly replied to numerous contact requests (This generally is done by the President or Treasurer. Referrals to our Association Manager and Bookkeeper are made pertaining to property sales.);

Conducted two weekend clean-ups around the pond by volunteers;

Issues that remain unresolved are:

Our attorney is the contact for the two largest outstanding assessment debtors and is authorized to negotiate on our behalf, if the opportunity arises (Those debts are \$10,500+ and \$7,200+ at this time. There are liens in place against both properties.).

Removing beavers from our pond;

Removing the existing beaver dam on the drainage ditch that parallels Brookside Blvd., lest it flood all 13 properties above the dam;

Upgrades to the path around the pond; (The plan we were looking for bids for is unworkable. To put any sort of retaining wall against the bank to prevent erosion and create a more level walking area would require engineering work, approval from two state agencies, and permits from the City. Any hole dug would have to be compensated for in volume (Length X Width X Depth) with a hole elsewhere in an approved area. Any area behind a retaining wall would have to be compensated for in the same manner + the length of the wall.)

A decision to install two pond aerators (This was approved by the Board in December of 2011 but the contract was not signed. The issue is one of cost/benefit for the Association. The pond management report points out the benefit to the pond.);

Adding the recommended, and Board approved, carp to the pond (This may be done in February.);

Efforts to make the boardwalks less slippery;

Non-native invasive plant eradication (Anyone is welcome to remove coral ardesia, air potato, nandina, and poison ivy plants from their own property or common land.);

There is no long-term plan for maintenance of the sides of Brookside Blvd. at the entrance;

The inventory of Association-owned items will be updated with the election of Officers at the February Board meeting.

BFCA Storage Locker Inventory

As of January 25, 2018

1 Canvas Map of the property

Plans for the Observation Deck at the SE corner of the pond

Paving, Grading, and Storm Drainage Map

Sanitary Sewer System Map

Flood Plain Map

'91-'94 Storm Water Permit

1 White Notebook

9 No Trespassing Signs

1 No Fishing Sign

1 Red Hose

1 Black Hose

4 Board Meeting Signs

1 wooden A Frame sign holder

1 plant/shrub pry removal tool

1 Two Drawer File Cabinet

1 Pump Timer

Letter size Hanging Folders

1 Three Drawer File Cabinet

1 Bag of washers and plastic fittings

Boxed Annual Records for 2011, 2012, 2013, 2014, 2015, 2016, and 2017

19 Reflectors - either in the storage locker or in use

6 Boardwalk Closed Signs - in storage locker or in use

A folder holding all existing Annual Meeting Minutes

1 Engineering Map of the Lots

1 metal detector

Inventory Elsewhere

2 Board Meeting Signs - at Fred's house

2 Boardwalk Closed signs - in use or President's house

2 orange cones - President's house

1 plastic box containing BFCA records for 2018 - President's house

1 Roundup sprayer - at Justin Green's house

1 Storage Locker key - at Vice-President's house

One set of all keys (storage locker, pond pump, and P.O. Box) at President's house

One set of pond pump and power keys - held by Jill Harper, 1709 Silverwood Dr.

1 P.O. Box key at Treasurer's House

With Kelly's Association Management:

1 folder of, what purports to be, the originals for our Incorporation, Covenants, and By-Laws,

1 folder with the conservation easement papers for the common land around the houses in BFCA, Apalachee Land Conservancy Deed for our Common Land

1 folder with copies of the original Mad Dog Design and Construction Company, Inc. land purchase for the BFCA, and supporting engineering drawings.

Blairstone Forest Community Association Pond Report

Matthew T. Scott, Regional Manager for The Lake Doctors, LLC
December 18, 2018

The Lake Doctors Inc. began water management on the storm water pond 6 months ago. The condition of the pond at the time of start was approximately 33% coverage of filamentous algae with southern naiad, that coverage is almost zero at this time, so

the water management plan is working. First let's define your pond. The water body is a storm water retention pond, designed to collect, store for a short period of time, and move off site runoff from rain. These ponds are generally small, less than 5 acres, shallow, and with very slow grades. This means they reach their deepest point gradually from shore to middle. With this in mind you already have a prefabricated good ecosystem for the proliferation of aquatic weeds and algae because sunlight can penetrate to the bottom and nutrient loads are very high. These nutrient loads come from the run off that collects all the fertilizers and pesticides that homeowners apply to their lawns, not to mention those that are applied either directly to, or too close to the water's edge. The run off can come directly from your community or any other area that uses your storm water system as a collection point. The use of well water for irrigation is a high nutrient water right from the ground that ends up in the pond. The use of reclaimed water is so high in nutrients that most reclaimed water ponds stay green (not applicable to your pond). These ponds also collect a lot of debris like fallen tree leaves, grass clippings, and pine needles and over time these are broken down creating organic sediment on the bottom that is now a nutrient source for weed and algae. The management of these storm water ponds is typically a three-headed approach. The growth of the weeds and algae is just a symptom of the bigger problem of nutrient load on the pond from factors described above. The direct application of registered herbicides for the control of these weeds and algae is used to alleviate immediate symptoms. The second part is the use of beneficial enzymes solutions that have beneficial bacterium and enzymes that break down dead plant material and help control nutrient loads in the water column and on the bottom. The last part of the three-part approach is the use of aeration to stimulate this bacterium for maximum production, prevent thermoclines in the pond, and keep water circulating. There have been many third-party studies on the use of aeration in storm water ponds, and it is proven to be one of the best investments communities can make for their water quality. The current water management plan incorporates the nutrient control

enzymes and any needed direct application for weeds or algae. Please do not think we just apply "chemicals" to the pond each month. The majority of the time what may be applied is no "chemicals" and simply the natural beneficial enzyme solution to

control the nutrients to help reduce or eliminate the weed and algae blooms. The use of our small spray boat is being used because it gives us the ability to apply what we need more uniformly and with better coverage than a backpack sprayer or our 4wheeler sprayer would give us. There are several trees around the pond, an island in the middle and a bridge, so the boat lets us perform our duties to the best of our ability. I have been doing this for 20 years and never had any problems with the launching of the boat causing any permanent damage to the shoreline or launch area. The nutrient control in storm water ponds is our goal in our water management proposals. The more we can control these nutrients the less algae and weeds we see. The above approach is the typical way we manage storm water ponds because it provides good practices at a reasonable cost. There are other mechanisms for the control of nutrients but because of cost we typically do not promote them as much. The most common is the use of plants, which can be effective but costly. First, littoral plantings were promoted heavily for years but I have found this to be ineffective, and even the state has backed off their required usage of these plantings. What these do is create a shallow shelf in the pond where aquatic plants are planted to grow and create a shoreline of thick vegetation. The problem is twofold: first these plantings get overrun with torpedo grass, alligator weed, cattails or any number of weeds. Then to control those weeds you either have to spray and aquatic herbicides are non-selective, so the plantings will die as well, or you have to get down on your hands and knees and pick out the unwanted weeds. The picking of the weeds gets very expensive and the spraying just leaves you with a bare shallow shelf now that breeds algae. Second is the use of floating wetlands, which utilize the hydroponics theory where plants are floated in the water in a contained mat and the roots suspend in the water column and use up very high amounts of nutrients. These have proven very effective, and I would love to utilize more of them. The biggest downfall is cost. The studies show that you need 450-500 sq.ft. per acre of water for good control. The cost is around 10/sq.ft. on the average, so \$4500-\$5000 per acre. The roots of the plants in these mats cannot be allowed to reach the bottom and root themselves because they have to be changed periodically and it makes it very difficult. The frequency that these plants need to be changed can vary but most manufacturers recommend every quarter, at another \$4500-\$5000 per acre. This can translate to \$18000-20000 per year. There is also no

guarantee that you will "never" need some type of herbicide applications so there could be more expense as well. The point with this is that there is no one "cure-all" for the management of storm water ponds. The use of different tactics moving towards the same goal has proven to be the best management practices for these type ponds. The lake Doctors Inc. uses only the latest in products available to us with proven reliability and environmental

precautions, utilizing natural products whenever able to reduce direct herbicide usage. The planting of beneficial trees and brush outside the water line, along the banks of the pond can help reduce nutrient loads. These plants can also stabilize the shoreline. I prefer trees like river birch or cypress and maybe some Cana lily. The pond currently has a good perimeter of beneficial plants around the pond. The one thing to consider here is there is a lot of shade, so you would have to use plants that can take a lot of shade. There may be areas where plants just will not grow because of the shade or steep slope, and this area may require the use of some type of aggregate like rip rap. The use of oyster shells was mentioned which is fine around ponds as well. The current water management program is providing successful control of the weeds and algae for the association. As always, we like to work together with the community on our efforts, so questions and concerns are always welcome. Please funnel these through your BOD as we prefer to keep our contacts to one point of contact for streamlined communication.

Treasurer's Report

Karen Willes

Annual BFCA Treasurer's Report - January 25, 2018

First Commerce Credit Union account balances

December 31, 2016 -- \$54,054.31 in all accounts

Total balance available after December's expenditures

Road Resurfacing -- \$65,450.00

Tree removal -- \$14,650.00

Attorney fees - 1,745.50

December 31, 2017 -- \$87,169.37 in all accounts

Total balance available after road resurfacing paid

(Balance owed for road resurfacing -- \$13,020.00)

Approximately \$23,000 was needed in January 2018 for Road Shoulder completion and Boardwalk repair. In addition, \$15,000.00 was used to replenish the emergency fund from cashing in the CDs and \$6,500.00 was added to the road resurfacing fund. By cashing in the CDs, all BFCA funds are now liquid.

BFCA finished 2017 with a checking/road savings/emergency fund total of \$44,120.48. Of that total, checking funds available were \$17,630.73. The separate 2018 Prepay Account total was \$43,048.89 (approximately 55% of the 2018 projected revenue total of \$78,600.00).

On January 1, 2018, the 2018 Prepay funds were transferred to the checking account so as of January 1, 2018, the total funds available were \$87,172.37. Of that total, the checking account funds available were \$54,108.30 with emergency funds, road savings fund, and 2019 prepay funds in three other accounts. All prepay money for 2019 will be kept in the separate prepay account to know exactly how much money can or cannot be spent in 2018.

By saving \$6,500.00 annually for the next 15 years, \$97,500.00 will be available for road repaving, which is the 2017 road cost plus projected inflation. (Inflation for the next 15 years has been projected at the inflation rate for the previous 15 years.) If the roads last longer than 15 years, as these did, there should be plenty of money available for road resurfacing without raising the assessment.

We now have electronic copies of 7 years of reconciled bank statements beginning in 2011 to October 2017, except for October/November/December 2016 when we had a different bookkeeper for three months. Beginning in 2017, we have reconciled bank statements and prints of the front and back of cancelled checks in addition to the copies of all checks written for services and deposits made to BFCA.

To pay BFCA bills without homeowners or directors making personal payment and seeking reimbursement, we have secured, at no cost, a debit card through the credit union. (Their rules require that the debit card be issued to a person, not a

corporate entity. It is issued to Karen Willes, as the BFCA Treasurer. When a new Treasurer is elected, the current card will be terminated, and a new card can be issued in the name of that person.) The debit card will be used for purchasing office supplies, food for the annual meeting, website renewal, or other purchases that would require personal reimbursement. Itemized receipts will be required with each purchase.

Past due assessments recovered in 2017 totaled \$7,800.00. As of January 1, BFCA is still owed approximately \$23,000 in past due assessments, with two properties owing approximately \$17,000.00 of the total. As of October 1, 2017, accounts owing money reflect compound interest, not simple interest. Any accounts owing more than \$600.00 prior to December 31, 2017 already have liens in place. Any new debt of over \$600.00 will have liens placed on February 1, 2018.



Accounts

First Commerce Credit Union IBIZ FREE BUSINESS CHECKING

Available Balance
Account Info

Includes \$14,874.09 (CDs cashed in)

\$32,612.85

First Commerce Credit Union BUSINESS MONEY MARKET ACCOUNT

Available Balance
Account Info

+ 2500.00

\$2,501.04

Total 5,001.04

First Commerce Credit Union SHARE NON PERSON

Available Balance
Account Info

\$6,506.59

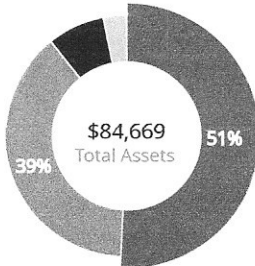
First Commerce Credit Union PRE-PAY ASSESSMENT

Available Balance
Account Info

Includes Dec. prepay funds (\$34,445.17)

\$43,048.89

Asset Summary



+ \$2500.00 Additional in Money Market Acct

Total BFCA Funds as of 12/31/17
\$87,169.37

PRE-PAY ASSESSMENT

Available Balance

50.84%

Account Info

\$43,048.89

Checking	17,738.76
← CDs cashed in	14,874.09
	<u>32,612.85</u>
Emergency Fund	5,001.04
Money Mkt Acct.	
Road Savings Fund	6,506.59
2018 Prepay	43,048.89
	<u>\$87,169.37</u>

[illegible]

The Neighborhood Crime Watch Report

Jim Brock, Past Chair and Frank Roycraft, Chair

1. End of year statistics for 2017.

The Crime Watch membership remained fairly constant during 2017. The following data describes the current statistics of 2017.

Residences	124
Members	99
Non-Members	7
No Contact	7
Vacant Houses	8
Undeveloped Lots	3

2. Frank Roycraft was voted in by the BFCA Board to replace Jim Brock, effective January 11, 2018, as the Chair of our LCSO Neighborhood Crime Watch. Jim will remain an active member of Crime Watch and has volunteered to be the continued Block Captain of Block 23 of Crime Watch.

3. Brock and Roycraft will be personally contacting as many members of crime watch as they can reach.

4. As Chairman of the current Committee Jim Brock released the current Committee allowing for Frank Roycraft, Current Chair the opportunity to appoint his Committee from the membership. The new committee will be appointed at the pleasure of the Chair.

5. The past Chair thanks the Board and President Fred Willes for outstanding support given to organization and the development of the Crime Watch starting in September 2017. The financial support, though minimal, was used to produce the pamphlets mainly with other minor items. The oversight of the Crime Watch was without doubt a key to the success obtained by Crime Watch. Thanks also to Deputies Jessica Ikner and Mike Wallace for their support to the BFCA Crime Watch.

6. The Crime Watch has transitioned from the previous Chair to the new Chair with necessary exchange of records and will continue as long as necessary until completed.

7. The Sheriff's Office input will be provided to the Board at the February meeting.

The Association Manager's 2017 Report

Colleen E. "Kelly" Rojas, CAM

During 2017, we have been pleased to have the opportunity to provide various management services to Blairstone Forest Community Association. These services have included matters such as records review, working with vendors and Fred Willes -Board President, obtaining vendor proposals, working with the Association attorney, financial management in cooperation with Karen Willes - Board Treasurer, onsite visits to BFCA, and more.

Some examples of the vendors projects include:

Contacting vendors, obtaining project proposals on the following:

- Boardwalk repairs
- Tree removals, limb/snag removals
- Fence repairs including boundary fencing and split-rail fences
- Concrete box outflow cover
- New safety signs and installation
- CONA Small Neighborhood of the Year sign installation
- Entranceway light repair
- The improved road shoulder on Brookside Blvd.

Some examples of the financial services include:

- Review of Association QuickBooks records
- Maintain QuickBooks records and provide regular reporting, work directly with Treasurer Karen Willes
- Collections - in house
- Collections - attorney
- Estoppel review and letters for sales
- Annual tax reporting

Kelly Rojas

Questions and Concerns

Lowering the assessments was discussed.

Keith Tucker said we may or may not have a beaver problem. Dam appeared again in same place. Limbs blocking are not beaver chewed.

Lynda Davis asked why the reflectors were back up. It is because of a road shoulder problem caused they are driving on the shoulder. The "out" is wider than the "in."

The boardwalk long section is nearly complete.

Improving the path around the pond was discussed. Tracie Priest suggested using a plastic grid to hold the mulch in place and help keep it from being compacted into the ground. The Board has decided not to spend money on the pond aerators. The money will be directed toward improving the walking area around the pond. We will be getting carp to help control algae.

John McEachern asked where property lines are around the pond. Is walking around the pond sometimes feels like one is walking through someone's back yard. Fred Willes replied that there is very little private land behind houses on the pond. It is almost all common land.

Lynda Davis asked about the block assignments for our Neighborhood Crime Watch. Frank Roycraft asked people to check the current lists and stated that we would be continuing with that and make changes as needed. LCSO Deputy, Mike Wallace had a conflict with joining us this evening. He's going to try to make the February 1 board meeting.

Johnny Richardson expressed concern that little or nothing is being done to remove invasive plants - coral ardesia. F. Willes said that the horticulturists recommend cutting off the berries, picking up the berries and bagging them and sending them to the landfill. Richardson offered to get an estimate for removal of coral ardesia by a company the County and City have used. He indicated that the company cuts the plants and sprays the stems with an herbicide.

The meeting was adjourned at 9:02 P.M.

The next scheduled meeting of the BFCA Board of Directors is at 6:00 P.M. on Thursday, February 1, 2018 at the Jack McLean Community Center at 700 Paul Russell Road.

2018 Board of Directors Meeting Schedule

Thursday, February 1, 2018	Thursday, April 5, 2018
Thursday, June 7, 2018	Thursday, August 2, 2018
Thursday, October 4, 2018	Thursday, December 6, 2018