

BFCA Board of Directors Meeting Agenda

Hilaman Golf Course meeting room

2737 Blair Stone Road

6:00 P.M. Thursday, October 5, 2017

Board Members - Cainnon Gregg, Fred Willes, Justin Green

Call to Order

Present were Board Members - Fred Willes and Justin Green, Treasurer - Karen Willes, Association Members - Jim Brock, Sue Dinges, Llona Geiger, Frank Roycraft, Keith Tucker, Onnie Tucker, and Bill Walter.

Old Business

The minutes of the August 3, 2017 Board meeting were approved with Green and Willes voting to approve, via email voting, on August 7, 2017. Gregg did not attend the meeting and did not vote on approving the minutes.

Money owed the Association - We continue to hold liens for all property where more than \$600 is owed. Our attorney, Patrick Frank, is communicating with the holders of the largest delinquent accounts.

Downed trees and some posing threats to roads and boardwalks were removed on Thursday, October 5. The downed tree on the island was missed and will be done with the next tree contract.

Two beavers were taken from the ponds. There is no current activity so we will close out the trapping contract. If beaver activity resumes the matter will be addressed again at that time.

Bill Walter reported that he had been told that playing loud music drives away beaver(s). Perhaps that can be tried if activity resumes.

New Business

BFCA Budget Proposal for 2018

Fixed Costs

Utilities	5,400
Pond Maintenance	2,400
Association Manager	3,150

FL Dept. of State annual report	61.25
Bookkeeper	1,500
CubeSmart Storage Locker	585
Website Use Fee	216
Website Manager	900
Capital City Lawn Care	4,000
Attorney Fees	3,000
P.O. Box Rental	76
Backflow Valve Inspection	35
Liability Insurance	3,800
Hilaman Room Rental	300
It was agreed that this is a good place to meet. It was moved, seconded, and approved 2-0 to reserve this meeting room for 2018 Board of Director meetings. F. Willes announced that the Parks and Recreation building is reserved, at no cost, for the January 25 annual meeting. The cost of the larger room at Hilaman Golf Course would have been at \$75/hour.	
Road Savings	6,500
Tree Removal	10,000
Rebuild Reserve Fund	20,000
Food for Annual Meeting	130
Tax Form Preparation	150
Office Supplies and Mailing	350
Contingency Fund	16,046.75
Total	78,600.00
Estimated 2018 Revenue	78,600
Based on all 131 lot owners making payment of \$600	

Kelly's Association Management is requesting a fee increase of 5%, as allowed by her contract with the BFCA. Moved, seconded, and approved 2-0.

Setting Homeowner Assessment for 2018 It was moved and seconded that the assessment for 2018 be \$600. Onnie Tucker said she was told that the assessments would be going down after the road resurfacing was completed. Bill Walter said the Board is charged with maintaining the neighborhood and there is still work to be done. He thinks the Board should be trying to improve the neighborhood, not do the minimum to maintain it. Jim Brock said that inflation means we keep having to pay more just to maintain what was previously done for less. After discussion ended, the \$600 assessment for 2018 was approved 2-0.

F. Willes expressed the hope that we will be able to email the statements to homeowners in November, rather than paying to send them via the USPS. He hopes to get seven more email addresses by that time. That would leave only 18 statements that have to go by USPS. If we can do it this time it will be the first time the BFCA has been able to save the cost of that mailing.

Seven trees were identified by Sam Hand as threats at 1731 Brookside Blvd. The tree removal form has been approved.

Projects to be done in Oct., Nov., and Dec. 2017

Fixed Costs!

Pay for pond maintenance with Lake Doctors.	600.00
Purchase office supplies to send November statements	150.00
Pay to mail annual statements and voting info.	100.00
Pay for pond outflow cover.	550.00
Pay for storage locker for 2018. (13 months)	584.40
Pay for CC Lawn Care.	1,071.00
Pay for legal services.	2,308.25
Pay for Association Manager.	750.00
Pay for Bookkeeper.	Est 2,575.00
Pay for tree work.	Est 1,650.00
Pay for utilities.	Est 1,200.00
Pay for website manager.	Est 250.00

Pay for Stormwater Management Permit	70.00
Pay for Road Resurfacing.	13,020.00
Pay for road repairs. Damaged by City	250.00
The claim has been filed with the City for reimbursement.	
Pay for Dog Station bags.	Est 59.00
FIXED COSTS TOTAL	25,187.65

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Proposed Additional Spending

Repair, replace, and install boardwalks.	13,500.00
Repair long boardwalk, replace 90' beside 1721 Silverwood Dr., install 20' on south side of large pond west of deck.	

It was moved, seconded, and approved 2-0. The work will not be scheduled until after hurricane season. With the boardwalk cleared of Irma-caused debris, there is more damage there and the proposed cost will be higher.

Fix the shoulders of Brookside Blvd.	10,985.00
It was moved, seconded, and approved 2-0.	
The work will be done soon.	

Put in split rail fence from curve to entrance.	Est 2000.00
After discussion of whether or not to put in a fence it was moved to do so but failed for lack of a second.	

Pay for 30 Asian carp for the ponds.	Est 150.00
This was recommended by our pond maintenance company, Lake Doctors. It was moved, seconded, and approved 2-0.	

Have aeration sprayers installed in ponds.	10,700.00
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Pay for electrical connection for sprayers.	Est 1,200.00
This project has been recommended by our past and current pond maintainers. It would add more oxygen to the water. The issue is the cost. It was moved and seconded that we have the two fountains installed. After discussion about the cost, vs. the improved water quality and enhancement of the pond area, the motion was approved 2-0. This project will not be	

scheduled until after hurricane season.

(Post meeting boardwalk damage review - The potential increase in the cost of the boardwalk repair, replacement, and installation, may jeopardize this project.)

Have made new Boardwalk Closed signs. Est 160.00
It was moved, seconded, and approved 2-0.

TOTAL FOR PROPOSED ADDITIONAL SPENDING Est 36,695.00

Total to be spent in 2017 Est 61,882.65

Total available 63,338.59

That number does not include the minimum balance of \$2,500 in the Shared Account, the \$6,500 savings towards roads, prepay for 2018 money, and any past due account payment that may come in.

F. Willes will chair the nominating committee to find a nominee for the Director position up for election in January. He asked for volunteers to serve on the nominating committee. Jim Brock volunteered. Sue Dinges indicated she may be available. Another volunteer withdrew on Friday. Anyone interested in serving on the nominating committee should contact Fred Willes.

Anyone interested in running for election to the Board of Director seat that will be selected on January 25, 2018 should notify Fred Willes soon to be included on the ballot.

Treasurer's Report - Karen Willes

BFCA Treasurer's Report - October 5, 2017

Report by Karen Willes

Our new Prepay Account at the Credit Union is working well. Prepay checks sent in September resulted in a \$1,000 transfer to the Prepay Account on September 31. As of September 31, the total amount prepaid on 2018 Assessments is \$5,903.72. 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, there have been payments of \$7,300 to BFCA for past due

assessments. Each of the rental properties contacted are now current on their assessments.

The BFCA attorney is contacting other property owners who owe considerable money to the association. The total money still owed in past due assessments is around \$23,000, with 3 of the properties owing approximately \$19,000 of that amount. In addition, as of October 1, accounts owing money will reflect compound interest, not simple interest.

After hurricane season, many other needs will be addressed. If needed, the reserve will be used in December and will be returned as reserve monies in January. The CDs will be cashed in and future reserve monies will be put in the Money Market account. There is a separate savings account for the Road Paving which will be kept over the years to make sure there is future money for the roads when the time comes. There is a separate Prepay account that requires only a \$5 balance to keep it open. On January 1, the Prepay money already received will be transferred to the regular checking account and all prepay money for 2019 will be put into the separate prepay account in order to know exactly how much money can or cannot be spent. After the CDs are cashed in, BFCA will have 4 credit union accounts - Checking (the account from which all bills are paid), Share (Road savings account), Prepay Account (for future assessments), and Money Market (\$20,000 reserve account).

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BFCA Accounts as of October 1, 2017

Accounts

First Commerce Credit Union IBIZ FREE BUSINESS CHECKING

Available Balance
Account Info

Regular Checking Acct.

\$43,393.18

First Commerce Credit Union BUSINESS MONEY MARKET ACCOUNT

Available Balance
Account Info

Reserve Acct w/ \$2500 minimum = \$5,000.79

\$2,500.79

First Commerce Credit Union SHARE NON PERSON

Available Balance
Account Info

Road Reserve Acct.

\$6,506.59

First Commerce Credit Union PRE-PAY ASSESSMENT

Available Balance
Account Info

Prepay on 2018 Assessments

\$5,903.72

First Commerce Credit Union BUSINESS 4 YEAR CERTIFICATE

Current Balance
Account Info

Reserve

\$4,981.54

First Commerce Credit Union BUSINESS 4 YEAR CERTIFICATE

Current Balance
Account Info

Reserve

\$4,981.54

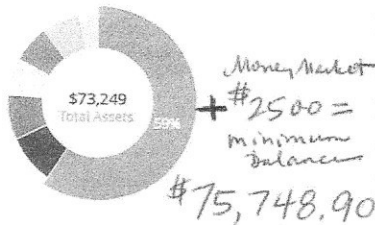
First Commerce Credit Union BUSINESS 4 YEAR CERTIFICATE

Current Balance
Account Info

Reserve

\$4,981.54

Asset Summary



IBIZ FREE BUSINESS CH...

59.24%

Available Balance
Account Info

\$43,393.18

Reserve

19,945.41

\$63,338.59

Neighborhood Crime Watch Committee Report

BFCA Board Meeting 10/05/2017

1. The Crime Watch Committee continues to operate the organization as organized as of 04082017 BFCA Board meeting notes. A Committee meeting was held in September to discuss business concerning the Crime Watch. A copy of the minutes follow.

1 The meeting was called to order by Jim Brock at 7:30 PM September 21, 2017 at 1668 Silverwood Drive, Tallahassee, FL.

2. The first order of business to introduce the committee members. We are still short one committee member since Sam Rouslin has moved from the neighborhood. We will appoint another member to the committee in the near future.

3. The Committee discussed the update of block rosters since a number of residents have moved out of Blainstone Forest while others have moved into the neighborhood. The Chairman, Jim Brock, will send an email to each Block Captain a roster of each of the twenty-four blocks. Each Block Captain will then copy their block and insert it into an email back to the Chairman. Each Block Captain; with a change to his block; can then edit the block roster by deleting the resident who move out and/or add the resident who moved in and joined Crime Watch. The Chairman will use this data to update the Crime Watch Block Roster and the Block Captain will have a copy of their block to update in the future when changes occur. The Committee was in favor of this procedure for maintaining the records for Crime Watch.

4. The Chairman holds the Crime Watch Pamphlet. They are available for the Block Captains, per the Email listed in 3. above, for the Block Captain to provide it to the new residents who join the Crime Watch.

5. A discussion centered on the necessity to keep our eyes out for bulbs burning out in street lights that need to be replaced by the Tallahassee Utilities. Jim Brock had a light repaired near 1672 Silverwood Drive since the last meeting. Mark Okasako knows of one blinking out near his home which he will call the Tallahassee Utilities to have the bulb replaced. While he is at that he will remind them

of a street light pole near Keith Tucker's home which needs straightening.

The committee agreed to these actions and that lighting in the area is a deterrent to persons who might like the darkened areas for illegal activity.

6. Some discussion was conducted regarding the Crime Watch taking part in the Halloween activity in the neighborhood. The consensus was that Crime Watch is directed toward the residents' awareness of possible crime occurring of which they come to be aware and reporting it according to instructions in the Crime Watch Pamphlet. Crime Watch is not involved in other activities that are or maybe more appropriately handled by the BFCA. Consensus of the committee agreed.

7. The Chairman, Jim Brock, asked the committee for comments regarding a successor to the Chairman. He stated that he was ready to retire from the positions. No immediate proposals were presented.

8. The last item of business was concerning a possible get together of the Crime Watch members sometime this fall for a community wide picnic. Perhaps the Block Captains could poll their Block Members as to the desire to participate in this activity. The Chairman will email the Crime Watch inquiring into this possibility. The Committee agreed to this action.

9. The meeting was adjourned at 9:30 PM.

2. The status of the Crime Watch Block Roster was changed by the incoming and the outgoing residents. The roster was sent to the Block Captains via email for updates as needed or a response of no change to the rosters. Some updates have been received and the master roster has been updated accordingly. There has been six new Crime Watch Members recruited by myself and added to the Block Rosters and about 12 residents have move out of the Forest.

3. Deputy Mike Wallace of the Sheriff's Office is now our coordinator for the Blairstone Forest Community Association Crime Watch. I talked to Deputy Wallace today and unfortunately, he is in the middle of moving his office and training and probably want have time to give me a report for the last two months today. I will follow up with their report at a later date.

Jim Brock
Chairman,
Crime Watch Committee

The Neighborhood Crime Watch (NCW) Chair, Jim Brock, will be stepping down. The NCW Committee members are unable to take on that position. We will need a volunteer to step forward or when Brock steps down the NCW will be dissolved.

The Architectural Control Committee (ACC) Chair, Fernando (Fern) Senra, reports the following items have come to the ACC and what the status of each of those requests is.

Please find below the rundown of recent requests and the status of each.

1- Karen and Fred Willes/ 2772 Red Maple Ridge/ Request to install hurricane shutters on windows and porch/ Request was approved.

2- Sherry Smyly/ 1755 Brookside Blvd./ Request to paint house and garage door/ Request was approved.

3- Lynda Davis/ 1716 Silverwood Dr./ Request to install a privacy fence in her back yard/ Request was approved.

4- Llona Geiger/ 1718 Silverwood Dr./ Request to paint front door and trim of home/ Request was approved.

The Association Manager, Kelly Rojas reports:

Blairstone Forest Board of Directors Meeting
Third Quarter 2017
Management Report

Management activities have included the following:

- CONA Small Neighborhood of the Year sign installation was completed.
- Boardwalk and bridge repairs were performed in various BFCA locations.
- The drain cover designed by Tallahassee Welding was finally installed by them near 1724 Brookside Drive.

- Tree quotes were obtained from several vendors. AAA was selected for these services to be performed. This may allow for the free pick up of debris currently available, AAA service date is still pending.
- 1746 Silverwood Drive - estoppel payment received \$450, and we are advised by Patrick Frank, Attorney, not to process that payment as it is underpayment of balance due. The account has an outstanding balance of approximately \$10,000 prior to the \$450 submitted.
- Nina (our Financial Administrator) and Karen Willes continue to work diligently on the bookkeeping responsibilities.
- Weekly visits continue by Management.

Respectfully submitted,
 Kelly Rojas
 Colleen E. "Kelly" Rojas, CAM

Concerns or Questions by Association Members

Bill Walter expressed that he thinks the Board of Directors should take action if a resident acts in a threatening manner toward women who are walking their dogs. Jim Brock said that such threats should be reported to law enforcement. F. Willes agreed with Brock. Walter said some individual would not make such a call to law enforcement and that he thinks the Association has a responsibility to act on the behalf of residents and notify anyone acting in a threatening manner that the behavior is not acceptable. Sue Dinges said sending a letter to such a person might make him more aggressive. Justin Green said we would monitor the situation and see if there is anything the Board can do.

Meeting Adjourned - The meeting was adjourned at 8:10 P.M. by a 2-0 vote.

The next scheduled meeting of the BFCA Board of Directors is at 6:00 P.M. on Thursday, December 7, 2017 at the Hilaman Golf Course meeting room.