

**BFCA Board of Directors Meeting Agenda
Jack McLean Community Center
700 Paul Russell Road
Tuesday, May 28, 2024
6:30 P.M.**

Call to Order and Welcome

Board Members — Karen Willes, President; Betsy Voorhies, Vice President; Tracie Priest, Director

Association Members and Guests Present

Old Business

The minutes of the BFCA Board Meeting on Tuesday, April 30, 2024, were approved on May 1, 2024.

Revitalization of Covenants

A motion to incur the expense related to preparing, distributing, and monitoring the return of the documents was unanimously approved.

Documents required are:

Below is a list of the documents that will be part of the initial owner packet that will need to be mailed or hand-delivered to each owner (not renters):

1. Draft of Cover Letter.
2. Consent form
3. Original Covenants
4. 1985 amendment to Covenants
5. Bylaws from website (if another version is found that does not say “replica” that would be better)
6. Certified Copy of Articles of Incorporation
7. Rules
8. Owner/Address List
9. Map of Neighborhood

Website Security and Redesign

A motion to employ WPTallahassee for website redesign, hosting, security – Passed unanimously.

A motion to reimburse Karen Willes \$637.50 for ½ of the one-time setup fee for the new website. The balance of the setup fee is due upon launch of the new site. – Passed unanimously.

A motion to pay WPTallahassee \$786.50 for balance of website setup and first month of web hosting – Passed unanimously.

A motion to reimburse Karen Willes \$72 for the annual cost associated with Google Workspace, the same annual fee previously incurred for email access and forwarding capability. It will be billed in May. – Passed unanimously.

All future WPTallahassee fees for monitoring, posting, & security are \$149/month to be invoiced through BFCA and forwarded to TPAM for payment.

Collections Procedure for Overdue Accounts

A motion to allow TPAM to employ a collection agency for overdue accounts – Passed unanimously.

The collection agency passes all fees to the overdue account and BFCA will receive the full amount of the overdue account as all fees are passed on to the overdue account owner.

Assessments outstanding at the present time -- \$4600

(Over \$10,000 was deposited through mid-April. – around 20% of budget)

Clarification was provided regarding the amounts that could be sent to Collections. A \$1,000 minimum is the least amount that can be sent if it is for a Fine. However, any amount owed can go to Collections if it for Assessments, according to our attorney. The overdue accounts are for assessments, not fines.

A motion to instruct TPAM to delete the interest & late fee fees of 7 overdue accounts totaling to \$176.76 because additional statements were not provided since we only have annual billing. – Passed unanimously.

Rename Road Savings Fund to Infrastructure Fund – A motion to rename the Road Savings Fund to the Infrastructure Fund to allow for a wider use of the money. Passed 2-1; Karen and Betsy voted yes; Tracie voted no.

Split Rail Fences Project

A motion to accept the \$4,600.00 estimate from Kiwi Construction to replace split rail fences and paint with clear coat to lengthen their life. Passed 2-1; Karen and Betsy voted yes; Tracie voted no.

Road Repair Project

Road repair estimate — We arranged for a contractor to bring in 3 1/2 tons of asphalt to make needed repairs on Brookside Blvd. and Silverwood Dr. The goal is to slow the deterioration of the road edges. The work was completed last week. Cost was \$4,250.00 paid from the Road Savings Fund on April 23, 2024. Passed unanimously.

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Discussion of Future Meeting Time – 6:30 or 7:00 PM

Average attendance at meetings for the last 4 years

2021 – 14 – Call-in meetings at 6:30 PM due to COVID

2022 – 11.2 – 7:00 PM

2023 – 11.8 – 7:00 PM

2024 – 14 – 6:30 PM *Discussion of Future Meeting Time–6:30 or 7:00 PM*

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2021 – 14 – Call-in meetings at 6:30 PM due to COVID

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2023 – 11.8 – 7:00 PM

2024 – 14 – 6:30 PM

A vote was taken by the attendees and the majority voted for a 6:30 PM meeting time.

Tree Removal Requests from Residents

There were no tree removal requests.

Tree Removal on Common Land

A motion to pay AAA Tree Experts \$1,100.00 for tree work along Brookside Blvd and grinding the stump at 1720 Brookside Blvd. Included were unanticipated fallen tree work which were already on the tree work list. Passed unanimously. An additional \$400 invoice to AAA for the extra trees that fell on the boardwalk 2 days later was Board-approved and paid.

Parking in the Road -- Roads in Blairstone Forest are narrow, and many of us drive vehicles that are much larger than those in use in the 1980s when our neighborhood was designed. Please respect your neighbors and do not park on the road or allow your guests to do so. Blocking the road, even partially, not only inconveniences other drivers, but it can also impede access by first responders, and inhibit safe passage for walkers during high-traffic times. If you don't have room for your cars in your driveway or garage, use the overflow parking at the ends of Silverwood Drive and Brookside Boulevard.

If you see cars parked in a way that would prevent the passage of ambulances or fire trucks—or if you can't get through—call the Consolidated Dispatch Agency at (850) 606-5800 and they will send an officer to locate the vehicles' owners. Check the www.tlccda.org website for more information.

Discussion of Voting Procedures – Because BFCA allows for floor nominations, only proxies will be used to choose a new board member. Those interested in becoming board members will be listed and there will be a blank space on the proxy to add a nominee from the floor. Proxy votes may be sent in but only those in attendance would have the opportunity to vote for a floor nominee with any proxy votes for which they are named the proxy holder.

If there is no quorum, the proxies are good for 90 days. The annual meeting will not be adjourned, and attempts will be made to get enough proxies for a quorum so the annual meeting will be continued in February and/or March until enough proxies are secured to actually vote. When that happens, the votes are counted; the new board member is announced; and the annual meeting is adjourned. In the meantime, the present board continues until a quorum of attendees and proxies can be reached.

Neighborhood Entrance -- Scope of work:

- i. Clean up from just west of the entrance to the intersection of Brookside Boulevard and Blair Stone Road, to include removal of dead plants and trees, invasive plants and vines (including bamboo, smilax tubers) up to 6 to 8 feet from road; trim existing azaleas; preserve and mow grass.
- ii. Replant planters and fill "empty spots" with native perennials
- iii. Sheet mulching or nontoxic herbicides to prevent recurrence of invasive plants.

Native Nurseries: KB met with Seth Dunaway, Landscape Designer for Native Nurseries, on April 11th. The Native Nurseries estimates of \$4,675.54 for Front Entrance project that includes native plants or \$1,775.00 for cleanup without plants.

A motion to accept the Native Nurseries estimate for \$4,675.54 for Front Entrance project with native plants. Passed 2-1; Karen and Betsy voted yes; Tracie voted no.

New Business

Tornado report

Boardwalk repair/replacement proposals

Cost of Road Cleanup after Tornado

Estimated Fixed BFCA Costs

Covenants Revitalization Project

Payments Page on Website

Digitally App

Access onto Blair Stone Road

Treasurer's Report – Mary Brand

ACC Committee Report – Karin Brewster

Item 1: Neighborhood Entrance

A motion to accept the Native Nurseries estimate for \$4,675.54 for Front Entrance project with native plants. Passed 2-1; Karen and Betsy voted yes; Tracie voted no.

Item 2: Fencing

Item 3: Covenant Violations

Item 4: Applications for property changes

Grounds Committee Report – Kiki Litchford

Lake Report – Midori Okasako

Fine Review Committee Report – Mike McCrea

Concerns or Questions by Association Members

Meeting Adjourned

The next scheduled meeting of the Board of Directors will be at 6:30 P.M. on Tuesday, June 25, 2024, at Jack McLean Community Center at 700 Paul Russell Road.