

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

Call to Order and Welcome

The meeting was called to order by Karen Willes at 6:30 PM.

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

Residents and Guests Present – Mary Brand, Karin Brewster, Carolyn Brock, Michelle Chavarro, Liz Conn, Kristen Crosby, Lynda Davis, John Dowler, Ashley Fowler, Llona Geiger, Audrey Johnson, Susan Law, Kiki Litchford, Mario Lopez, Patti O’Hay, Mark Okasako, Midori Okasako, Tom Rowand, Frank Roycraft, Virginia Sasser, Rolando Torres, Cindy Vallely, Fred Willes, Rivka Wohlgemuth, and Nancy Wood

Tom Rowand, owner of TPAM, our management company, was present and stated that they manage six associations in this area. He shared issues that are ongoing with these associations.

Old Business

The minutes of the BFCA Board Meeting on Tuesday, April 30, 2024 were approved on May 1, 2024 by Karen & Betsy via text and sent to the webmaster for publication on the website.

Revitalization of Covenants

The document packet has been acquired and is 72 pages long. Our attorney Kristin Gardner said that documents may be printed on both sides to save printing costs and may be hand-delivered to save mailing costs. The owner/address list has been updated and a Certified Copy of Articles of Incorporation has been provided to our attorney.

Website Security and Redesign

The redesigned website also included an update of the known email addresses of BFCA residents and, as a result, it was helpful to send email updates from the BFCA Board of Directors in the aftermath of the May 10 tornadoes.

Collections Procedure for Overdue Accounts

Though TPAM has been contacted twice to put BFCA in touch with the collection agency, to date, no information from TPAM has been provided. Information was sent by TPAM this afternoon, May 28, and will be carefully reviewed before deciding to proceed with contracting with a collection company.

Some outstanding assessments were deposited in April and the amount still outstanding for property owners owing at least one year of assessments is \$4,127.70. Two property owners owe 2 years and 5 property owners owe 1 year of assessments.

Tree Removal on Common Land

There was an additional \$400 paid for the AAA tree work on common land when, 2 days later, more trees fell on the boardwalk near trees that were already on the list but the work had not yet started. Total outlay for the project was \$1,500 instead of \$1,100.

New Business

Tornado report – The tornado hit Blirstone Forest without warning at approximately 7:05 AM on Friday, May 10, 2024. It went through in an instant but left a trail of destruction that will be felt both physically, emotionally, and financially for months, and, perhaps, years. Some homes had catastrophic damage while others suffered very little damage depending on how the winds hit and the trees (mainly the tall pine trees) fell. Roads were impassable and the Forest was completely cut off from Blair Stone Road. AAA Tree Service was called by 7:20 AM, almost immediately after the tornado had passed through. Because of the destruction along Orange Avenue and Blair Stone Roads, they tried for several hours to get into the Forest, but the roads were closed because of fallen trees. At approximately 3:00 PM the trucks were allowed access by the security person that was stationed near Orange Avenue. It was only then that they could begin clearing our roads in Blirstone Forest. At approximately 5:00 PM, AAA Tree Service began to use the crane to lift the pine trees blocking Brookside Blvd that had fallen across the road and into the house on Nestlewood Lane. Neighbors immediately began helping neighbors all throughout the Forest. In the aftermath, some residents have catastrophic damage that requires finding another place to live while their homes are being repaired or rebuilt. As damage is assessed, note that most of the damage was due to tall pine trees and serious consideration should be given to removing them or leaving snags so that the remaining trees cannot reach houses to repeat that kind of damage during hurricane season. Though there may be more damage that still isn't visible, the best estimate as of May 21, is that 70 of the 122 properties in the Forest received visible damage; that's 57% that can be documented and there may be more damage that isn't visible because it's behind homes. In addition to the visible damage to homes, there are many downed trees on common

land with damage to the boardwalk from Silverwood Drive to the big bridge and damage to the long boardwalk.

Below is a web link to an International Society of Arboriculture that has documented the effects on trees in our area. The extensive article also includes charts with information about which trees are more wind resistant and which trees are less wind resistant. There is also a brief description of those trees in the Abstract.

The article is titled: **Hurricanes and the Urban Forest: I. Effects on Southeastern United States Coastal Plain Tree Species**

<https://hort.ifas.ufl.edu/treesandhurricanes/documents/pdf/EffectsOnSEUSCoastalPlainTreeSpecies.pdf>

Boardwalk repair/replacement proposals During the week before the tornado hit, Betsy and Karen met with Paul Boccaccio of Boccaccio's Docks, LLC, a dock builder based in Wakulla County. He assessed the BFCA Boardwalks and provided estimates and recommendations for their repair or replacement for the various individual areas of the BFCA boardwalks. The estimates he provided do not include permitting and engineering fees. His proposals were sent on May 2, before we became tornado victims. It was his suggestion that, before any repair or replacement was made, the boardwalks should be pressure washed. The proposed cost from Krystal Klean for pressure washing the boardwalks was $\$2,921 / 125 = \23.37 per property owner. They would pressure wash without chemicals and would use their own water without having to hook up to water from a property owner. In addition, if replaced, the boardwalks should be painted or stained to extend their life.

The estimates are divided by 125, the approximate amount of money that the assessment would need to be raised in addition to regular fixed costs in order to complete a specific part of the project. Those figures would be added on to the regular assessment for anticipated fixed annual operating costs for the community.

The Long Boardwalk is .2 miles long (approximately 1056 linear feet). The repair estimate is for \$14,000 per 100 linear feet. That equals \$147,840 to replace the long boardwalk.

$\$147,840 / 125 = \$1,182.72$ per property owner for entire long boardwalk OR

\$112 per 100 linear feet

Replacing the big bridge was estimated in 3 ways, each depending on the materials used. Note that permitting and engineering fees are not included in the total. The recommendation is to make the bridge level instead of arched. Betsy explained that the different prices for the long bridge depends on which materials are used; whether the rails are wood or wire, what kind of wood or wire, etc.

Option 1 -- $\$54,000 / 125 = \432 per property owner

Option 2 -- $\$62,000 / 125 = \496 per property owner

Option 3 -- $\$72,000 / 125 = \576 per property owner

The small boardwalk behind 1711 Silverwood Drive was not built to code. It is not the required 4-feet wide nor does it have a center structure. This boardwalk needs to be replaced.

The cost to replace it, up to code, is -- $\$9,500 / 125 = \76 per property owner

Observation Deck – The proposal would replace the deck to 24' x 8' and 4' x 20' walkway leading to it. -- $\$19,200 / 125 = \153.60 per property owner

Short boardwalk on Red Maple Ridge – It was recommended that the boardwalk be removed completely and replace it with a pebble walkway.

Cost of Road Cleanup after Tornado – \$20,000.00 – Invoiced to BFCA from AAA Tree Experts today, May 28. Directors and the residents in attendance were very relieved when they were told of what AAA charged us for clearing the BFCA roads. It was an enormous job as AAA had to cut their way down Blair Stone Road to gain access to our trees, as well as bring a crane to remove the trees completely blocking Brookside Blvd. before even starting to clear all of the roads in the Forest. Without their immediate help, BFCA would have had no access outside the Forest at all!

Estimated Fixed BFCA Costs -- Anticipated monthly fixed expenses average approximately $\$5,500/\text{month} = \$66,000/\text{year}$

$\$66,000 / 125 = \528 per property owner

The chart below was created by the previous treasurer, Margaret Stephens. It includes historical information of BFCA finances from 2017 – 2022. In 2023 and 2024, the assessment remained at \$400 with \$6,500 added to Road Savings in 2023 and \$7,500 added to Road Savings in 2024. No additional money was added to the Emergency Fund in 2023 or 2024.

Year	Total Expenditures	Xfer to Road Savings	Xfer to Emergency Reserves	True Expenditures	Dues
2017	76199	6500	20000	49699	600
2018	92305	6500	15000	70805	600
2019	61110	6500	5000	49610	500
2020	78690	6500	5000	67190	500
2021	40031	6500	0	33531	400
2022	50752	6500	0	44252	400
Average Annual Expense				52514.5	
Add Road Savings \$6500				6500	
				59014.5	
Dues at \$400				52400	

Covenants Revitalization Project – Anticipated cost for printing, mailing, stamped self-addressed return envelopes, & attorney fees = \$5,000 / 125 = \$40 per property owner

Payments page on website – A new page entitled Payments is now available on the BFCA website. It includes the BFCA mailing address as well as a link to the portal for those who prefer to pay online. If you have not signed up for the portal but would like to do so, just click the portal link and a sign-up link will appear. Keep in mind that a 3rd party service charge is added for using the portal.

Forms & Documents– A page entitled Forms & Documents is on the BFCA website. It includes the documents needed to submit requests to the ACC as well as a Tree Removal Request form. In addition, there is a link to the Payments page, too.

www.blairstoneforesthwa.com

Digitally App – To report street light outages and other city issues, using the Digitally App is the most efficient way to do that.

<https://www.talgov.com/Main/digitally>

Access onto Blair Stone Road – Hartsfield Construction Company owns the property beside the BFCA entrance sign and power lines into the Forest. Photos of the overhanging limbs and trees were sent to them on Monday, May 20, to ask that the limbs at Blair Stone Road be trimmed for better vehicle visibility and to attend to the trees that could fall into BFCA power lines.

Treasurer's Report – Mary Brand

BFC Treasurer Rept 2024	Total Budgeted Full Year	Total Spent Full Year	(Over) Under Budget Full Year	January	February	March	April
Corporate Expense							
Corporate Annual Report	61.50	0.00	61.50	0.00	0.00	0.00	0.00
Insurance Package	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00
Account/Income Tax Prep	150.00	0.00	150.00	0.00	0.00	0.00	0.00
Total Corporate Expenses	2,211.50	0.00	2,211.50	0.00	0.00	0.00	0.00
General & Administrative							
Community Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Storage Locker	600.00	0.00	600.00	0.00	0.00	0.00	0.00
Website/Domain	600.00	1,411.25	(811.25)	0.00	0.00	0.00	1,411.25
Legal/Professional Fees	2,000.00	770.00	1,230.00	0.00	0.00	467.50	392.50
Management Fees	6,000.00	1,800.00	4,200.00	450.00	450.00	450.00	450.00
Management Software	1,500.00	412.93	1,087.07	172.46	75.00	90.45	75.00
Office Expense General	768.50	612.05	176.45	229.24	129.62	130.02	123.17
Total General & Administrative	11,468.50	5,006.23	6,462.27	651.72	654.62	1,137.97	2,361.82
Grounds Maintenance & Operating							
Wood Repair (Boardwalk, Bridge, Fence)	7,000.00	1,675.00	5,325.00	0.00	675.00	0.00	1,000.00
Roads	0.00	4,250.00	0.00	0.00	0.00	0.00	4,250.00
Nuisance Animal Control	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00
Pressure Washing	3,400.00	0.00	3,400.00	0.00	0.00	0.00	0.00
Landscaping Contract	5,000.00	350.00	4,650.00	350.00	0.00	0.00	0.00
Ground Committee	750.00	0.00	750.00	0.00	0.00	0.00	0.00
Landscape Maintenance General	3,000.00	412.50	2,587.50	0.00	125.00	0.00	287.50
Pond Water Quality Management	3,500.00	2,136.93	1,363.07	1,248.69	0.00	888.24	0.00
Pond Path Project	2,500.00	0.00	2,500.00	0.00	0.00	0.00	0.00
Tree Maintenance	9,000.00	4,200.00	4,800.00	500.00	2,200.00	1,500.00	0.00
Total Grounds Maintenance & Operating	36,150.00	13,624.43	22,525.57	2,998.69	3,000.00	2,388.24	5,337.50
Fees/Permits							
Stormwater Management Permit (3yr)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Backflow Valve Inspection	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fees/Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utilities	7,000.00	2,085.55	4,914.45	511.94	508.56	518.55	546.50
Total Expenditures	56,850.00	20,116.21	36,733.79	3,462.35	4,163.18	4,044.76	8,445.92
Transfers							
To Infrastructure Savings	6,500.00	7,500.00	(1,000.00)	0.00	0.00	7,500.00	0.00
From Infrastructure Savings Fund to Operating		(4,250.00)	4,250.00	0.00	0.00	0.00	(4,250.00)
Net Transfers	6,500.00	3,250.00	(3,250.00)	0.00	0.00	7,500.00	(4,250.00)
Totals	63,350.00	23,366.21	40,983.79	3,462.35	4,163.18	11,544.76	4,195.92
Current Balances 4/30/2024							
Checking Account							39,332
Infrastructure Savings Account							48,865
Emergency Fund							30,107
Total							118,304
Available Cash in Operating Fund							
Balance							39,332
Accounts Payable							(2,533)
Prepaid Owner Assessments							(475)
Total							36,324

ACC Committee Report – Karin Brewster

Item 1: Neighborhood Entrance

Following Board approval of the front entrance proposal at the April meeting, *Native Nurseries* scheduled the front entrance restoration for July 23 and 24. Seth Dunaway, in a phone call with KB on Friday, May 24th, is amenable to changing the proposed plant list, as necessary, given the damage to our tree cover. He proposed that we talk in mid-June.

Item 2: Fencing

Follow-up: Prior to the May 10th storm, we contracted with Kiwi Construction to replace damaged fencing. Kiwi has purchased the fencing materials, but the work itself is on hold.

Kiwi Construction has been paid \$1,638.30 for the fence materials that he has already purchased. They are being stored with Kiwi Construction. Funding came from the Infrastructure Fund.

Item 3: Landscape Maintenance

At the Board's request, KB reached out on 5-8-24 to three landscape maintenance companies (Persica, Hurst, and Green Acres) to solicit plans and cost estimates for landscape maintenance. Only Green Acres responded. Our scheduled meeting has postponed, to be rescheduled once tree debris has been cleared.

Item 4: Covenant Violations (4-24-24 through 5-25-24)

None.

Item 5: Applications for property changes (4-24-24 through 5-25-24)

None.

Item 6: Rebuilding / repairing

More than half of neighborhood properties were damaged in the May 10th storm. Homeowners who are repairing or rebuilding following storm damage should note the following:

1. "Temporary structures" are allowed on your property as repairs or reconstruction are underway, in accordance with Covenant II, Section 7.
2. Changes to the exterior of your home, including paint colors or structural changes, require ACC approval. The form is available on the BF web site.

No other items to report.

Lake Report – Midori Okasako

Blairstone Forest_Lake Report:

MAY 2024 (Mark and midori Okasako)

May

** Treat large and small lobes with beneficial bacteria (week one, 05/04/sat)*

** Thin out vegetative overgrowth by small bridge area*

**** 05/10/fri_7:10 am, Blairstone Forest severely impacted by Tornado:***

– No power, downed trees, massive debris

– 05/10/fri_afternoon, Check condition of electrical box (water supply pump unit)

(Electrical housing cover damaged with interior unit exposed, 6x6 wood post leaned with

heavy branches)

** 05/19/sun_ Clear path/ area of electrical box (water supply pump unit), Access from lakeside*

** 05/22/wed_ Met with contractor, A+ Electrical*

** 05/23/thurs_ Water supply pump on (on timer)*

** 05/26/sun_ Resume water treatment*

** 05/28/tues_ To meet with contractor, Joel Foy Electrician*

(Board to decide which contractor and date of repair, upon review of estimate)

*** *Downed Trees on Common Ground by lake shoreline/ by path and on resident property blocking path and in lake (not entirely submerged):***

– *Large Lobe:* Brookside: 2 resident trees (one substantial)

– *Small Lobe:* Red Maple: 3 common ground (2 substantial),

Silverwood (from pump side to small bridge): 2 common ground trees & 1 substantial resident (?) tree

(Would Require Tree Service to Remove Substantial Downed Trees and Branches from shoreline)

*** *Noticeable Branches Floating in Large and Small Lobes***

(05/27/mon_ To begin scooping branches, that are manageable, from shoreline)

*** *Noticeable Decayed Algae Sheets Floating in Small Lobe***

(05/27/mon_ To begin scooping algae from shoreline)

June (Projection)

*** *Contact/ Conduct Water Quality Test/s, Status of Mosquito Fish (Leon County),***

*** *Continue Scooping Algae, Vigorous Treatment Applications***

General Requests to ALL BF Residents: Please . . .

*. . . Keep leaves, debris, mowed grass 'AWAY FROM' shoreline and lake... **THANK YOU***

Grounds Committee Report – Kiki Litchford

Kiki plans for quarterly Grounds Committee Reports. Her next report will be included in the July 23 Board Meeting.

Fine Review Committee Report – Mike McCrea

There were no new fines before the Fine Review Committee.

Concerns or Questions by Association Members

Llona Geiger reported that Native Nurseries has planted several replacement trees on her property. She encouraged others to replant trees that have been taken out on their lots.

John Dowler asked if there is any update on when the City will be removing debris in the Forest. There is not. Tom Rowand reported that he has been told the City priority is opening main roads. Paul Russell Road and Old St. Augustine Road are still not fully cleared. Mario Lopez reported that he was in Indianhead today and the City has begun clearing debris from roads there.

Audrey Johnson asked if it is correct that there are no State or Federal funds available to us. Karen Willes confirmed that is the case.

Llona Geiger asked that smokers be reminded to be very careful out along our debris strewn streets, lest the entire area go up in flames.

Rolando Torres pointed out that he had reported to the City that the fire hydrant at 1722 Silverwood Dr. is now buried by debris. Tom Rowand said he would use his contacts with the City to try to expedite clearing that for obvious safety reasons.

Patti O'Hay asked if there is a special assessment being considered by the Board to pay for making repairs to damaged areas in the Forest. Karen Willes said there is no plan to do that. It is likely that the 2025 assessment will be set higher than the current \$400, but that decision will not be made until the October Board meeting.

Patti pointed out that there are a lot of broken limbs that pose a threat to safety and asked if there are plans to remove those. There are not yet plans for that to happen. Tracie said to pay attention to the color of the leaves as they will turn brown and will be easier to identify. Karen suggested that residents send their concerns to the Board through Info@blairstoneforesthoa.com which is set up to automatically forward their email to all three directors.

In addition, Kiki asked if residents would be invited to make suggestions for priorities going forward as decisions for next year's budget and assessments are being developed. Karen said that suggestions could be submitted to the directors at Info@blairstoneforesthoa.com.

John Dowler asked that the Board be lenient about tree removal at this point. Karen Willes pointed out that the Board is working with homeowners as issues arise.

John Dowler said he heard that the City is trying to prepare a process to grant money to City residents for repairs similar to what the County has done with \$1,000,000 available to people living outside the city limits. No one else had heard about that.

Midori Okasako asked if the City will be removing our debris. Yes, they will. She encouraged homeowners to attend the City Commission meeting in two weeks to remind commissioners that we have debris issues that need prompt attention.

Meeting Adjourned -- The meeting was adjourned by Karen Willes at 7:52 PM.

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.