

BFCA Board of Directors Meeting Minutes

Jack L. McLean Community Center

December 17, 2009

6:40 PM - Meeting Called to Order

§ Meeting Called to Order

§ Introductions were conducted:

Warees Smith, BOD President

Jill Harper, BOD Member

Jane McElroy, BOD Vice President

Vickie Marlatt, BOD Treasurer

Debbie Dowler, Bookkeeper

Maria Harageones, Homeowner

Charlotte Hicks, BOD Recording Secretary

Terra Sherlock, BFCA Neighborhood Watch Coordinator

Board Members' Report:

§ Approval of BOD Meeting Minutes, October 22nd, 2009 – motion made by Warees, seconded by Jill. Jane voted in favor. Motion passed to approve minutes.

§ BFCA BOD discussion about retention of property management company. Agenda item moved up to accommodate guest, Joanie Trotman with Florida Association & Property Management, Inc. (FAPM) After discussions the original offer was amended to reflect our board's requirements. Warees made a motion to hire FAPM for 2010 calendar year at rate of \$2700.00, not to include bookkeeping services. Jill seconded with condition that homeowners' dues remain the same for 2010, and that the \$2700.00 is paid for within our current budget. Warees stated that the fee will be budgeted as part of our Legal & Property funds. Warees revised motion to retain our current assessment rate through 2010 and hire FAPM at the contract amount of \$2,700.00 to be budgeted for the entire calendar year.

§ CCLC completed bi-annual flower planting in the entry island and by the pond (per contract) reported by Warees for Terry Tenold.

§ Proposed Covenant revisions (review and discussion). -Jane McElroy, BOD, VP presented a draft revision of the covenants. We need 80% of the homeowners to be present at the annual meeting or vote by proxy to change the covenants. If none of the revisions pass it will at least give us valuable feedback.

§ CONA update -Jane McElroy, BFCA vice-president, CONA representative g reported that CONA has a new emphasis on businesses and neighborhoods working together proactively for positive outcomes, not just when issues surface. They are planning a one-day training in February for neighborhood association board members.

§ Warees reported that Potholes repaired, neighborhood-wide (C&C Asphalt).

§ Board decisions taken via email:

-The board voted to add Holiday decorations to the entry island. (Decorations loaned to the BFCA by Gwen Harrison.)

Report of the Treasurer:

§ BFCA Account balances - See attached Account summary as of 12/17/09.

Report by BFCA Bookkeeper:

§ Year-end summaries – Debbie has been working many hours trying to balance the books left from previous bookkeeper as the records were incomplete with numerous inaccuracies. Year end summaries are not yet available.

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- § Transfer from accrual to cash accounting procedure - Debbie suggested changing from accrual to cash based bookkeeping system. She indicated that Chris Workman who voluntarily prepares our taxes every year agrees this is in line with the tax preparation.

Report by the BFCA Pond committee:

- § Jill Harper, BFCA board member. Water level in the pond is higher.

Report of the ACC (Architectural Control Committee): (report made by Warees)

- § Application for construction at 1754 Harvest Place conditionally approved.
- Applicant has met all ACC requirements for construction, while the BFCA board of Directors continues settlement negotiations with the owner for unauthorized tree removals.
 - Unauthorized removal of trees at new home (corner of Brookside and Red Maple) Terry & Warees will measure the remaining stumps in order to determine fines. The owner stated he only asked for an estimate from a tree service but they removed the trees without his authorization.

Report of the Neighborhood Watch Coordinator:

- § Neighborhood Crime & nuisance reports – See attached Neighborhood Watch Update. The phone number for Tallahassee Police Dept. to report nuisance calls is 891-4200. Do not call 911. Terra indicated that unfortunately due to her personal time constraints she can no longer be the Coordinator. The board should seek volunteers for this position.

Report of the Grounds Committee

Other Business:

- § Annual membership meeting planning is ongoing.
-proposed speakers include, Stan Rosenthal and Arthur Youngblood

Meeting Adjourned:

- § Next meeting scheduled for January 21st, 2010 at 6PM at Meyers Park. (BFCA Annual meeting)