

# Blairstone Forest Board Meeting Minutes

February 4, 2010

## I. Meeting Called to Order

Warees Smith called the meeting to order at 6:05 pm. Minutes for December 17 called for approval, Warees Smith motioned and Vesselka McAlarney seconded. Approved unanimously.

## II. Board Members' Report

Nominations of new BFCA board corporate officers. Jane McElroy nominated for BFCA president by current board president, Warees Smith. Jane's nomination seconded by Vesselka and vote was unanimous. Jane McElroy officially takes responsibilities as 2010 BFCA board president.

Jane McElroy appointed new officers. Whitney Hults-Richartz is new recording secretary, Terra Sherlock will continue as Neighborhood Watch coordinator, Debbie Dowler will remain bookkeeper (contract position), Charlotte Hicks is appointed new BFCA Treasurer, effective immediately. Terry Tenold will continue to head up grounds committee, Llona Geiger will remain architectural chair. Joanie Trotman will be new property manager.

## III. Report of the Treasurer

Vicki Marlet gave the following report:

| Account Balances        | Available: | Actual    |
|-------------------------|------------|-----------|
| Share Non Person -      | 57.22      | 62.22     |
| Business Checking -     | 27,207.08  | 27,207.08 |
| Share Money Market -    | 8,436.81   | 10,936.81 |
| 3 - 4 yr certificates - | 3,313.58   | 4,313.58  |

## IV. BFCA Bookkeeper: 2010 Budgeting & Delinquent Accounts

Debbie Dowler had some questions about the budget. There are some finance charges that weren't budgeted, most of which were because of individuals who did not pay last year, but will this year. Debbie said she added some finance charges to the budget,

approx. \$608.00. The anticipated interest is \$570, which needs to be added as income. Under communications, no money was spent last year. This involves meeting signs, website and the telephone. A line item for the newsletter will be entered in the budget, approximately \$70 for printing costs. Initially budgeted for \$500, the insurance needs to be bolstered for \$900, not only casualty but liability as well, \$1850. General casualty is \$1730, liability for officers \$1656. Approx. \$5400 needs to be added under insurance. Delinquency allowance needs to be deleted. Office supplies were \$90 last year, budgeted for \$300. Vicki mentioned investing in a stamp for the checks. Professional fees were recommended to be budgeted for \$3500 to \$2700 for property manager and rest for legal services. Rental for storage facility needs to be increased to \$540 and another \$44 for the PO Box rental. The miscellaneous item needs to be changed to annual meeting expense account. This includes room rental, etc. After Debbie's recommendations, she said it looked okay.

Jane McElroy asked for a motion to approve the budget with Debbie Dowler's recommendations. Warees Smith made the motion and Vesselka seconded. Unanimously approved.

Next, Vicki Marlet presented emails from a Ms. Vicki Tauxe, whose parents owned property in Blaiirstone Forest. Her parents are currently incapacitated and her dues are in arrears. Even though she paid the past dues, she is asking the Board to drop the finance charges. She is still legally responsible for paying the dues, even though the house is vacant. The house is still in the father's name. Jane asked if finance charges that had occurred several years ago had ever been dropped, and Warees said that if it was a small amount, it was written off. Given this current situation, he recommended that it should be applied in the future on a case by case basis should they occur. Warees moved that Ms. Tauxe's case be approved, Jane seconded. Approved.

Vicki Marlet ran through a list of people who had paid dues that were either current, arrears, or both. Current delinquent letters have not been sent. Debbie will be changing the delinquent letter for this year. Some residents have not received due notices via mail, so the property manager will be notified of this issue in order to make sure everyone receives a letter.

Warees made a motion to accept dues checks that were mailed before January 31 but received after the due date with no finance charges. Passed. Debbie concluded that when an invoice comes in, she will write the check and bring the invoices to the treasurer. The invoice needs to be initialed and the check needs to be signed by the treasurer and the President. This keeps more accurate records and makes the bank statements more organized. Debbie can also assist with the dues mailings. She recommends it be done in October. Check orders also need to be kept by the treasurer. The initialed invoices need to be given back to Debbie. She has copies of everything that ever takes place. Everything on the books should always have initials on them. Each month the board will receive a balance sheet, profit and loss and a spreadsheet of the bank statement and records.

## **V. Report by Grounds Committee**

Terry Tenold reported there are 3 trees on Silverwood that are risks. A spruce pine is leaning towards a house, and he recommends they come down by hurricane season. AAA sent over a quote, although it was a while ago (August). They have tried to get in touch with Bill Armstrong in November, but have not received a quote from him. He has also not given a quote regarding the damaged trees from the construction site on Harvest. He will be coming next week with a current comparison. AAA gave a quote of \$2950 and the trees are on community property. The big spruce pine needs a crane for its removal, and this type of tree is especially vulnerable during a storm. Terry will be meeting with Bill on Monday. Jane wanted to know if Joanie (prop. manager) had been involved to save some money. Terry said it would be a help if she knew of any contractors with experience. It was suggested to put AAA under contract, but AAA indicated the work is too variable to have a set price contract. Once Terry meets with Armstrong, it will be better to negotiate with AAA. She is currently doing a project comparing prices with lawn services, and it was suggested Joanie get with Terry to research tree removal contractors. Debbie Dowler remarked this tree removal service could dramatically reduce the grounds budget. The tree that is hanging over a neighbor's house is \$375, but again the big expense is going to come from the spruce tree.

Warees reported that Stan Rosenthal, Leon County Forester from Leon County Extension Services, was here on Monday and looked at three trees, per homeowners request. Mr. Fountain requested a review of a damaged tree on Brookside and Stan approved it for removal. The tree behind Jane's house is considered to be in good shape even though it is dead it doesn't look like it should come down and didn't have significant root damage. Stan offered to come back and talk to Jane and Diane about the tree. The third tree in question looks like it was hit by lightning a year ago, and thinks it is fine. It was on Silverwood Dr., near the corner of Silverwood and Brookside. No further action necessary at this time.

Regarding the Harvest Place construction site, the owner counter-offered the initial damage assessment with \$2500 and re-planting/landscaping between the homes. BFCA countered with \$19,000 (which would account for the two largest trees destroyed) per attorney's recommendation, and the construction firm/owner then offered \$5,000. The BFCA's attorney is recommending that the BFCA strongly consider all of its options. The board suggested that heavy landscaping between the new house and the existing homes be a part of any settlement agreement and should include maintenance guarantees. This will be on the agenda for the next meeting.

## **VI. Report by ACC**

**-See annual meeting report summary.**

## **VII. Report by Neighborhood Watch Coordinator**

Terra Sherlock gave the report. Officer Newhouse stepping down, Officer Faust replacing. He is an experienced law enforcement officer, especially in the legal field. There is no legal recourse that can be taken Re: 1702. Several fliers were posted, Indian Head Acres has had an increase in robberies and car breaking and entering. Mug shots of two suspects in connection with said crimes were given to the Board so we can be aware of the situation.

A report of suspicious incidents and phone calls from the neighborhood was given. Community events were announced regarding a TPD dinner at Chili's, as well as a seminar called TPD and You. Debbie Dowler had some questions about the incidents. Most reports involved violations at the pond and a few drug violations. TPD gave some feedback regarding the reports and is pleased with the fact that neighbors are constantly watching. When questioned why Indian Head had an increase, most of the crimes were committed by juvenile delinquents.

**VIII. Report of the Grounds Committee-** 2009 trees identified as hazardous, scheduled for removal

## **VIV. Other Business- Annual membership feedback and follow-up.**

Warees was commended for his services as past Board President. The board also wanted to thank Jill for her service as a board member and welcomed Vesselka for her new membership on the Board. The next meeting will review the new covenants with a breakdown of the new suggestions.

## **X. Meeting Adjourned**

Next meeting scheduled for April 15, 2010. Meeting adjourned at 7:40 pm.