

*Oakleaf Plantation East Board of Directors
Meeting Minutes
6:30 PM January 4, 2016*

I. Call to Order and Establish Quorum

The meeting was called to order at 6:31 p.m. and a quorum was established with the presence of: Rob Patton, Andre' Lanier and Doug Wilson.
Representing MAY Management Services: Rich Curran-Kelley.

II. Agenda Additions, Deletions & Adoption/Approval of Minutes

Rob Patton made a **motion** to approve the minutes from the November 2, 2015 meeting as submitted. Andre' Lanier seconded and **motion** carried unanimously.

III. Manager's Report – Rich provided an overview of his written report for discussion.

- A. Assessments Tracking 2016 – Rob Patton made a **motion** to require Board approval prior to any accounts going to collections with Barry Ansbacher's office. Andre' Lanier seconded and **motion** carried unanimously.
- B. VMS Transition – The transition is in process and there will be a new website with live account information available to owners once the transition complete.
- C. Compliance – An owner spoke about issues with neighbors and noise issues and continuous work on his lawn issues.
- D. Covenants Appeals – The following appeals were reviewed:
 - 3829 Cardinal Oaks – The owner has resolved brown spots. Rob Patton made a **motion** to reduce fee for 3829 Cardinal Oaks to \$100. Andre' Lanier seconded and **motion** carried unanimously.
 - 3632 Sunset Oaks – The owner has resolved brown spots. Rob Patton made a **motion** to reduce fee for 3632 Sunset Oaks to \$100. Andre' Lanier seconded and **motion** carried unanimously.
 - 4022 Pebble Brooke Cir – The owner's daughter has cleaned mildew on house. Rob Patton made a **motion** to reduce fine of \$1000 to \$100. Andre' Lanier seconded and **motion** carried unanimously.
 - 3482 Worthington Oaks Dr – Owner presented appeal for outstanding assessments. The Board will review documentation and report back to her.

IV. Attorney Report: Collections/Legal Action Status. Submitted in writing

V. Committee Reports

- A. Security – An overview of the patrol report was provided. Reports included: arrests, crash reports, vehicle vandalism and suspicious vehicles.
- B. ARB – Appeals:
 - An owner presented an appeal to move the location of her proposed fence. The Board will review the appeal and report back.
- C. Covenants Appeal Committee – An overview of the latest appeal meetings were given.
- D. CDD – Tom provided an overview of the last CDD meeting and other CDD updates.

VI. Old Business

VII. New Business

VIII. Next BOD Meeting

6:30 PM, February 1, 2016

IX. Adjournment

With no further business to discuss, Rob Patton made a motion to adjourn. Andre' Lanier seconded and the meeting unanimously adjourned at 7:28 p.m.

Approved

*Oakleaf Plantation East Board of Directors
Meeting Minutes
6:30 PM January 4, 2016*

X. **Open Forum** (Time Permitting)

Oakleaf Plantation East
Board of Directors Minutes
February 1, 2016
Approved

I. Call to Order and Establish Quorum

Rob Patton called the meeting to order at 6:42 p.m.

A quorum was established with the presence of: Rob Patton, Doug Wilson and Andre' Lanier.

Representing MAY Management Services: Rich Curran-Kelley.

II. Agenda Additions, Deletions & Adoption/Approval of Minutes

Rob Patton made a **motion** to approve the minutes of the 1/4/16 meeting. Doug Wilson seconded and **motion** carried unanimously.

III. Manager's Report – Rich reviewed his written report.

A. Assessments Tracking 2016 – 699 out of 2122 people haven't paid their assessments, which does seem to be an improvement over last year.

B. VMS Transition – Transition is still in progress.

C. Covenants Appeals –

o 3034 Whispering Willow Way – Andre' Lanier made a motion to reduce fine to \$100 for 3034 Whispering Willow Way. Rob Patton seconded and **motion** carried with two in favor and Doug Wilson opposed.

o 1909 Holly Oak Drive – The owner has requested an extension on completing her lawn work. Rob Patton made a **motion** to allow the owner of 1909 Holly Oak Dr. a 45-day extension. Andre' Lanier seconded and **motion** carried unanimously.

IV. Attorney Report: Collections/Legal Action Status

Submitted in writing

V. Committee Reports

A. Security: Patrol Report – Report was provided and discussed.

B. ARB – Report provided.

C. CDD – Updates on the CDD were provided, included ongoing projects and maintenance.

D. Covenants Appeal Committee – The first fines of the year has been levied.

VI. Old Business

VII. New Business

VIII. Next BOD Meeting

6:30 PM, March 7, 2016

IX. Adjournment

With no further business to discuss, the meeting unanimously adjourned at 7:23 p.m.

X. Open Forum (Time Permitting)

The following items were discussed:

o Parking

o Holiday lights

Oakleaf Plantation East
Board of Directors Minutes
March 7, 2016
Approved

I. Call to Order and Establish Quorum

Rob Patton called the meeting to order at 6:43 p.m.

A quorum was established with the presence of: Rob Patton, Doug Wilson and Andre' Lanier.

Representing MAY Management Services: Rich Curran-Kelley.

II. Agenda Additions, Deletions & Adoption/Approval of Minutes

Doug Wilson made a **motion** to approve the minutes of the 2/1/16 meeting. Andre' Lanier seconded and **motion** carried unanimously.

III. Manager's Report – Rich reviewed his written report.

A. Assessments Tracking 2016 – 346 people haven't paid their assessments as of March 4, 2016.

B. VMS Transition – Transition is still in progress.

C. Covenants Appeals – The Board reviewed and discussed the following appeals:

o 3064 Williamsburg Court – Rob Patton made a **motion** to reduce fine to \$100 for 3064 Williamsburg Court. Andre' Lanier seconded and **motion** carried unanimously.

o 1433 Bitterberry Drive – Rob Patton made a **motion** to table until additional information is obtained. Andre' Lanier seconded and **motion** carried unanimously. Rob will obtain invoices of charges to homeowner from Ansbacher Law.

o 3045 Litchfield Drive - Rob Patton made a **motion** to approve paver driveway. Doug Wilson seconded and **motion** carried unanimously.

IV. Attorney Report: Collections/Legal Action Status

Report submitted in writing.

V. Committee Reports

A. Security: Patrol Report – Report provided.

B. ARB – Report provided.

C. Covenants Appeal Committee – Report provided and discussion followed. Rich will open a bank account that is not tied to OAPL's normal operating account, create a PayPal account, tie the two accounts together and offer residents an alternative way to pay their dues and they can assign their account number to their payment.

D. CDD – Report given and discussion ensued.

VI. Old Business

VII. New Business

VIII. Next BOD Meeting

6:30 PM, April 4, 2016

IX. Adjournment

With no further business to discuss, the meeting unanimously adjourned at 7:27 p.m.

X. Open Forum (Time Permitting)

Approved

Oakleaf Plantation East Board of Directors
Meeting Minutes
6:30 PM April 4, 2016

I. Call to Order and Establish Quorum

The meeting was called to order at 6:32 p.m. and a quorum was established with the presence of: Rob Patton and Andre' Lanier. Absent: Doug Wilson

Representing MAY Management Services: Rich Curran-Kelley

II. Agenda Additions, Deletions & Adoption/Approval of Minutes

Rob Patton made a motion to approve the minutes of the 3/7/16 Board Meeting. Andre' Lanier seconded and motion carried unanimously.

III. Manager's Report

Rich gave an overview of his written report and compliance violation inspections were discussed. Rich will work on making the reports more thorough.

A. Assessments Tracking 2016 - delinquent as of 29 March – Discussion followed regarding the \$50 fee that was applied to late fees on accounts. The notice was sent out late and information wasn't provided to the Board ahead of time. The fee will be waived and Rich will work to correct this error.

B. Covenants Appeals –

- 1433 Bitterberry Dr – Rob Patton made a motion to send 1433 Bitterberry Dr back to the attorney's office for pursuance of collections. Andre' Lanier seconded and motion carried unanimously.
- 707 Bellshire Dr – The Property Manager requested a reduction of the fines on behalf of the owners. The property has been pressure washed and an effort to clean the oil stains is apparent. The owner has paid \$500 of the \$1,000 levied and the Property Manager has agreed to better monitor the renter for a more permanent resolution. Rob Patton made a motion to suspend the remaining balance of \$500 owed for driveway violation at 707 Bitterberry Dr as of 6-months from today, pending the issue be permanently resolved within this time. Andre' Lanier seconded and motion carried unanimously.
- 3518 Laurel Leaf Dr – An owner received a violation letter regarding fining for skateboard ramp and the ramp has been moved. Rob Patton made a motion to reduce the fine for skateboard ramp to \$100 for 3518 Laurel Leaf Dr and suspend the remaining balance collection. Andre' Lanier seconded and motion carried unanimously.
- Rob Patton made a motion to approve the shed variance provided the owner plants trees to screen. Andre' Lanier seconded and motion carried unanimously.

IV. Attorney Report: Collections/Legal Action Status

Submitted in writing.

V. Committee Reports

A. Security: Patrol Report – The security contractor has been unhappy with when their getting paid. Discussion followed regarding the process for cutting checks and invoicing. Direct deposit was

Approved

Oakleaf Plantation East Board of Directors
Meeting Minutes
6:30 PM April 4, 2016

discussed as a possibility. Rich will work on a way to streamline the process for getting the vendors paid in a timelier manner.

B. ARB – No report.

C. Covenants Appeal Committee – No report.

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. Next BOD Meeting 6:30 PM, May 2, 2016

IX. Adjournment

With no further business to discuss, the meeting adjourned at 7:53 p.m.

X. Open Forum (Time Permitting)

Oakleaf Plantation East Board of Directors
Meeting Minutes
6:30 PM May 2, 2016

I. Call to Order and Establish Quorum

The meeting was called to order at 6:51 p.m. and a quorum was established with the presence of: Rob Patton, Andre' Lanier and Doug Wilson (via phone).

Representing MAY Management Services: Rich Curran-Kelley.

II. Agenda Additions, Deletions & Adoption/Approval of Minutes

Rob Patton made a **motion** to approve the minutes of the 4/4/16 Board Meeting. Doug Wilson seconded and **motion** carried unanimously.

III. Manager's Report

Rich gave an overview of his written report. The officers' pay will be set up as a manual check each time starting in June.

A. Assessments Tracking 2016 - delinquent as of 29 April – There are 89 delinquent accounts.

B. ARB Variance Appeals – The Board reviewed and discussed the following appeals:

- 1375 Akron Oaks Drive – Rob Patton made a **motion** to approve 1375 Akron Oaks Drive's request to install white vinyl fence down to lake. Doug Wilson seconded and **motion** carried unanimously.
- 880 Wilmington Lane – Rob Patton made a **motion** to approve 880 Wilmington Lane's request to bring fence forward of a window that is 60% of the wall. Doug Wilson seconded and **motion** carried unanimously.
- 433 Mistwood Court – Rob Patton made a **motion** to approve 433 Mistwood Court's request to install corner lot fence. Doug Wilson seconded and **motion** carried unanimously.
- 3579 Cardinal Oaks – Rob Patton made a **motion** to approve to 3579 Cardinal Oaks' request to install a 4 inch black aluminum fence in front of property. Doug Wilson seconded and **motion** carried unanimously.

IV. Attorney Report: Collections/Legal Action Status

Submitted in writing.

V. Committee Reports

A. Security: Patrol Report – Report provided for discussion.

B. ARB – Report provided.

C. Covenants Appeal Committee – Report provided.

VI. Old Business

VII. New Business

Mr. Lee addressed the Board regarding receiving violation letters, and then a hearing letter, which was sent in error. Mr. Lee asked who manages May Management, who makes them accountable for the way they treat people or when they make a mistake and what type of accountability is the property manager going to face. An extensive discussion followed. Rob Patton apologized to Mr. Lee for Rich sending him a hearing letter in error. Rob indicated the Board will continue to improve the communication process between May Management and the homeowners/Board.

Approved

Oakleaf Plantation East Board of Directors
Meeting Minutes
6:30 PM May 2, 2016

Discussion regarding specific parking violations and a rusted bench.

Violations and the fining process were discussed.

VIII. Next BOD Meeting 6:30 PM, June 6, 2016

IX. Adjournment

With no further business to discuss, the meeting adjourned at 8:18 p.m.

X. Open Forum (Time Permitting)

Oakleaf Plantation East Board of Directors
Meeting Minutes
6:30 PM June 6, 2016

I. Call to Order and Establish Quorum

The meeting was called to order at 6:51 p.m. and a quorum was established with the presence of: Rob Patton, and Doug Wilson (via phone).

Representing MAY Management Services: Rich Curran-Kelley.

II. Agenda Additions, Deletions & Adoption/Approval of Minutes

Rob Patton made a **motion** to approve the minutes of the 4/4/16 Board Meeting. Doug Wilson seconded and **motion** carried unanimously.

III. Manager's Report

Rich gave an overview of his written report. The officers' pay will be set up as a manual check each time starting in June.

A. Appeals – The Board reviewed and discussed the following appeals:

- 1433 Bitterberry Oaks Drive – Rob Patton made a **motion** to approve reduction of the fine to \$100 as long as the work has been completed. Doug Wilson seconded and **motion** carried unanimously.
- 1268 Bedrock Drive – Rob Patton made a **motion** to approve reduction of the fine to \$100 as long as the work has been completed. Doug Wilson seconded and **motion** carried unanimously.

IV. Attorney Report: Collections/Legal Action Status

Submitted in writing.

V. Committee Reports

A. Security: Patrol Report – Report provided for discussion.

B. ARB – Report provided. Appeal fence denial at 3040 Southhall Court. The homeowner is replacing the wood fence with a white vinyl fence, but the existing fence is in the county right of way. Rob made a motion and Doug seconded to allow MAY Management to meet with the homeowner decide where to place the fence. Motion passed unanimously.

C. Covenants Appeal Committee – Report provided.

VI. Old Business

VII. New Business

VIII. Next BOD Meeting 6:30 PM, August 1, 2016

IX. Adjournment

With no further business to discuss, the meeting adjourned at 7:27 p.m.

X. Open Forum (Time Permitting)

Oakleaf Plantation East Board of Directors
Meeting Minutes
6:30 PM August 1, 2016

I. Call to Order and Establish Quorum

The meeting was called to order at 6:30 p.m. and a quorum was established with the presence of: Rob Patton and Andre' Lanier.

Representing MAY Management Services: Rich Curran-Kelley.

II. Agenda Additions, Deletions & Adoption/Approval of Minutes

Rob Patton made a motion to approve the minutes of the 6/6/16 Board Meeting. Andre' Lanier seconded and motion carried unanimously.

III. Manager's Report

Rich gave an overview of his written report.

Fine Appeals – The Board reviewed and discussed the following appeals:

- A. 1490 Cotton Clover fine for paint garage trim. The Board requires a letter from the Owner.
- B. 3452 Worthington Oaks Fine for Repair Stucco – Rob Patton made a motion to reduce outstanding fine.
- C. 3482 Worthington Oaks Dr. Rob made a motion to waive \$18.26. Andre' Lanier seconded and motion carried unanimously. Rich will request the Quit Claim Deed from owner to remove ex-husbands name.
- D. 3799 Cardinal Oaks Fine for Pressure Wash Driveway – Andre' Lanier made a motion to table collection to the next meeting. Rob Patton seconded and motion carried unanimously.

Rich reviewed the delinquencies. Andre' Lanier made a motion to forgive balances under \$5.00. Rob Patton seconded and motion carried unanimously.

IV. Attorney Report: Collections/Legal Action Status

Submitted in writing.

V. Committee Reports

- A. Security: Patrol Report – Report attached.
- B. ARB – Report provided.
- C. Covenants Appeal Committee – Report provided.

VI. Old Business – N/A

VII. New Business

- A. Revised Inspections and ARB

VIII. Next BOD Meeting 6:30 PM, September 12, 2016

IX. Adjournment

With no further business to discuss, Rob Patton made a motion to adjourn the meeting at 7:12 p.m. Andre' Lanier seconded and motion carried unanimously.

X. Open Forum (Time Permitting)

The Board entertained comments and questions from audience members, which generated action items for Rich to follow-up on.

Oakleaf Plantation East Board of Directors
Meeting Minutes
6:30 PM September 12, 2016

I. Call to Order and Establish Quorum

The meeting was called to order at 6:30 p.m. and a quorum was established with the presence of: Rob Patton and Andre' Lanier.

Representing MAY Management Services: Rich Curran-Kelley.

II. Agenda Additions, Deletions & Adoption/Approval of Minutes

Rob Patton made a motion to approve the minutes of the 8/1/16 Board Meeting. Andre' Lanier seconded and motion carried unanimously.

III. Manager's Report

Rich gave an overview of his written report.

Rob Patton made a motion to allow MAY Management to approve solar panel installations for electricity. Andre Lanier seconded and the motion passed unanimously.

Fine Appeals – The Board reviewed and discussed the following appeals:

- A. 3594 Silver Bluff Blvd -fine for trash can visible – request was tabled
- B. 890 Thoroughbred Dr -Fine for brown spots. Andre Lanier made a motion to reduce the fine to \$100. Rob Patton seconded and the motion carried unanimously.
- C. 3799 Cardinal Oaks Cir -Fine for Pressure Wash Driveway. Rob Patton made a motion to reduce the fine to \$100. Andre Lanier seconded and the motion carried unanimously.
- D. 3149 Hearthstone Lane –Owner requested collection costs waived – request was tabled. Rob Patton will speak with the attorney.
- E. 4115 Pebble Brooke Paint -Garage Trim previously reduced, check for \$100 and check bounced. Board allowed her to keep the fine reduced as long as she pays the \$100 and the NSF fees.

Board requested that MAY provide a report on what the USPS means when it marks mail as undeliverable.

IV. Attorney Report: Collections/Legal Action Status

Submitted in writing.

V. Committee Reports

- A. Security: Patrol Report – Report attached.
- B. ARB – Report provided.
- C. Covenants Appeal Committee – Report provided.

VI. Old Business – N/A

VII. New Business

- A. Board Vacancy. Rob Patton made a motion to appoint Kimberly Farrell to the Board effective 16 September 2016. Rob Patton seconded and motion carried unanimously.

VIII. Next BOD Meeting 6:30 PM, October 3, 2016

IX. Adjournment

With no further business to discuss, Rob Patton made a motion to adjourn the meeting at 7:32 p.m. Andre' Lanier seconded and motion carried unanimously.

Approved

Oakleaf Plantation East Board of Directors
Meeting Minutes
6:30 PM September 12, 2016

X. Open Forum (Time Permitting)

The Board entertained comments and questions from audience members, which generated action items for Rich to follow-up on.

Oakleaf Plantation East Board of Directors Meeting Minutes
6:30 PM October 3, 2016

I. Call to Order and Establish Quorum

Rob Patton called the meeting to order at 6:32 p.m.

II. Agenda Additions, Deletions & Adoption/Approval of Minutes

A quorum was established with the presence of: Rob Patton, Andre' Lanier and Kimberley Farrell. Representing MAY Management Services: Rich Curran-Kelley

III. Manager's Report

Rich reviewed his written report and will email estoppels to the Board. Compliance items and fining discussed.

IV. Attorney Report: Collections/Legal Action Status

Submitted in writing

V. Committee Reports

A. Security: Patrol Report discussed.

B. ARB – Violations discussed.

C. Covenants Appeal Committee

- 3990 Pebble Brook – Andre' Lanier made a **motion** to table decision on 3990 Pebble Brook, pending inspection by Rich. Rob Patton seconded and **motion** carried unanimously.
- 800 Bellshire – Property Manager for the home provided information. Andre' Lanier made a **motion** to reduce fine to \$100 and waive the additional fine of \$900. The Property Manager will receive notices on violations along with the owner in the future. Kimberley Farrell seconded and **motion** carried unanimously.
- 3966 Pebble Brook – Appeal information provided. Andre' Lanier made a **motion** to reduce fine to \$100 and waive the additional \$900. Kimberley Farrell seconded and **motion** carried unanimously.
- 3594 Silver Bluff – There is a new resident at the property, but the mail remains undeliverable and the mailbox is full. Rob Patton made a **motion** to fine \$25 and suspend collections. Rich will speak with the attorney regarding the issue. Kimberley Farrell seconded and **motion** carried unanimously.
- 3953 Silver Bluff – New resident is in property and now caring for the lawn. Decision was tabled pending the next meeting. Rich will ask resident to attend the meeting.
- 4011 Pebble Brook – Sod has been laid but hasn't taken. Item has been tabled to give a chance for the sod to take.

VI. OLD BUSINESS

Annual meeting – Meeting and attendance problems discussed.

VII. NEW BUSINESS

Draft Budget discussed. There will be no changes in the assessments.

VIII. Next BOD Meeting

6:30 PM, November 7, 2016

Oakleaf Plantation East Board of Directors Meeting Minutes

6:30 PM October 3, 2016

IX. Adjournment

With no further business to discuss, the meeting unanimously adjourned at 7:32

X. Open Forum (Time Permitting)

*Oakleaf Plantation East Property Owners Association
Board of Directors Meeting Minutes
6:30 PM November 7, 2016*

2016

I. Call to Order and Establish Quorum

Rob Patton called the meeting to order at 6:35 p.m.

A quorum was established with the presence of: Rob Patton, Andre' Lanier and Kimberley Farrell. Representing MAY Management Services: Rich Curran-Kelley.

II. Agenda Additions, Deletions & Adoption/Approval of Minutes

Rob Patton made a **motion** to approve the minutes from the previous meeting as written. Kimberly Ferrell seconded and **motion** carried unanimously.

III. Manager's Report

A. Approve 2017 Budget – The assessments will remain the same. Rob Patton made a **motion** to approve the 2017 budget. Andre' Lanier seconded and **motion** carried unanimously. The assessment notices will go out the first week of December, along with a comprehensive document that describes the process. There will be an option to pay with Pay Pal and an email address will be provided that is specific to the Pay Pal Program.

IV. Attorney Report: Collections/Legal Action Status

Submitted in writing.

V. Committee Reports

A. Security – Tom Horton reviewed the Security Report for discussion.

B. ARB – Violations discussed.

C. Covenants Appeal Committee

- 3870 Pebble Brook Circle – Property Manager for home provided information. Rob Patton made a **motion** to reduce fine to \$100, with \$900 being suspended. Kimberly Ferrell seconded and **motion** carried unanimously.
- 4011 Pebble Brook Circle – Property Manager for the home provided information. Rob Patton made a **motion** to reduce fine to \$100, with \$900 being suspended. Andre' Lanier seconded and **motion** carried unanimously.

VI. Old Business

VII. New Business

Tom Horton provided an update regarding the CDD fence in Waverly.

Rob Patton reported the following for discussion:

- The Double Ranch had a fall camp recently and they had 200 paid residents camping out. Twenty five school volunteers assisted with the fall camp.
- In October, the Pumpkin Plunge took place and fun was had by all.
- The pools are closed for the season except for adult swims.
- There was no major damage done to the district of Double Branch from Hurricane Matthew.
- There was a woods fire of about 2000 square feet between Timbermill and Nature's Hammock.
- The main lap pool has a crack in the sump box. The pool will be drained and the sump box will be replaced.
- The district recently purchased a second maintenance golf cart for cleanup.

*Oakleaf Plantation East Property Owners Association
Board of Directors Meeting Minutes
6:30 PM November 7, 2016*

- If a light is out on the main road, contact JEA.
- The district will pick up various signs.
- A resident's truck has been broken into three times. The Board considered installing solar lights in the community parks.

VIII. Next BOD Meeting

6:30 PM, January 9, 2017

IX. Adjournment

With no further business to discuss, the meeting unanimously adjourned at 6:58 p.m.

X. Open Forum (Time Permitting)