

OAKLEAF PLANTATION WEST PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING: OAKLEAF BAPTIST CHURCH, 7:00PM  
JANUARY 9, 2017 MEETING MINUTES  
SUBMITTED BY: Cici Carter, Secretary  
CALLED TO ORDER BY: Olivia Fitch at 7:04PM

Members present: Jason Mifsud, Stephanie Fuhs, Robert Wolski,  
Cici Carter, Derima King, Sheila Kerr, and Walter Lane  
Guests: Olivia Fitch (PMSI representative) and 5 residents

**ACTIONS TAKEN**

- A motion was made by Cici Carter and seconded by Derima King to accept the following Board member assignments:
  - Jason Mifsud – President
  - Walter Lane – Vice President
  - Stephanie Fuhs – Secretary
  - Robert Wolski – Treasurer
  - Yoland Macon – Director
  - Derima King – Director
  - Sheila Kerr – Director
  - Cici Carter – Director

This motion was unanimously approved.

- Cici Carter announced her resignation from her position as POA Board Secretary.
- A motion was made by Cici Carter and seconded by Derima King to approve the 2017 Budget. This motion was unanimously approved.
- A motion was made by Cici Carter and seconded by Walter Lane to request further information from Oakleaf Baptist Church regarding their requested cell tower and modifications. This motion was unanimously approved.
- A motion was made by Walter Lane and seconded by Cici Carter resolving to research a tool that can be implemented to allow online proxy voting, one vote per address. This motion was unanimously approved.
- Our next meeting will be held the first Monday of February at 7:00pm.
- A motion was made by Cici Carter and seconded by Derima King to adjourn the meeting at 8:15PM. This motion was unanimously approved.

**OAKLEAF PLANTATION WEST PROPERTY OWNERS ASSOCIATION BOARD OF DIRECTORS MEETING:**

OAKLEAF BAPTIST CHURCH

7:00 PM February 6, 2017

MEETING MINUTES SUBMITTED BY: Stephanie Fuhs, Secretary

CALLED TO ORDER BY: Cici Carter @7:01PM

Members present: Jason Mifsud, Stephanie Fuhs, Robert Wolski, Cici Carter, Derima King, Sheila Kerr,  
and Walter Lane Guests: Olivia Fitch (PMSI representative) and 2 residents

**ACTIONS TAKEN:**

- CiCi Called the meeting to order at 7:01pm
  - Derima seconded
- Roll Call:
  - Jason Mifsud, President
  - Stephanie Fuhs, Secretary
  - Robert Wolski, Treasurer
  - Shelia Kerr, Director
  - Cici Carter, Director
  - Walter Lane, Vice President
  - Derima King, Director
- Sheila Kerr made a motion to approve minutes
  - CiCi Carter seconded; minutes approved
- Discussion on the Financial Variance Report
  - Flag on Middle Village for aged owner balances
  - Walter Lane makes a recommendation of mailing addresses be confirmed
  - Look at the Financial Variance Report to prioritize next month
    - Follow Up PMSI Representative Olivia Fitch will verify property owner address for the 1<sup>st</sup> page of violations
  - Concerns brought up on the website fee
    - Follow Up to see what services we are getting for website service
- Discussion on Violation Report
  - Fining Committee: Cannot be a member or related to a member on the Board of Directors
    - Community member Rick volunteered to serve on the Fine Committee. He will work to recruit 2 other members.
    - Robert Wolski made a motion to appoint Rick Chairman of the Fining Committee
      - CiCi Carter seconded; motion passed

**OLD BUSINESS**

- Pond Noise issue has been resolved per CiCi Carter's report
- Major Rental Property Violation Follow Up
  - Stephanie Fuhs reported:
    - 71 homes by 7 major property owners
  - Suggestion made that these major rental property owners should get personal follow up for Proxy Letters for General Meeting
- No Update on the Certification Classes per Olivia Fitch
- Robert Wolski made a motion to give Pastor Ball from Oakleaf Baptist Church a letter regarding their ownership of the cell tower and approval to add an antenna.
  - Walter Lane seconded; motion passed.

- Signage Discussion
  - Signs to be placed at Plantation Oaks and Deerview Rd. and in front of Whitfield
  - Walter Lane reported that Temporary Signs could costs \$30
  - Follow Up: Olivia Fitch is going to determine if we are Tax Exempt
  - Follow Up: Walter Lane will reach out Giglio Signs, 1961 Hendricks Ave, Jacksonville FL. to determine contacts with Clay County
  - Follow Up: Jason Mifsud will talk to Jay at CDD to determine if we can use temporary signs
- Jason Mifsud made a motion to close Old Business and move to New Business
  - Derima King seconded; motion passes

NEW BUSINESS

- Board Member attendance
  - Follow Up: CiCi Carter will reach out to ~~XXXXXXXXXX~~, Director to determine if he is still participating on the board

RESIDENT QUESTIONS AND ANSWERS:

- Jason Mifsud gave an update to residents about the code violation at ~~XXXXXXXXXX~~
  - He hasn't seen anything lately and reported that neighbors did not see anything recently
  - Board will continue to monitor
- Jason Mifsud motioned to end the meeting at 8:25pm
  - Robert seconded

Next Meeting Monday, March 6 at 7:00pm

**OAKLEAF PLANTATION WEST PROPERTY OWNERS ASSOCIATION BOARD OF DIRECTORS MEETING:**

OAKLEAF BAPTIST CHURCH

7:00 PM March 6, 2017

MEETING MINUTES SUBMITTED BY: Stephanie Fuhs, Secretary

CALLED TO ORDER BY:

Members present: Jason Mifsud, Stephanie Fuhs, Robert Wolski, Shelia Kerr and Walter Lane

Guests: Olivia Fitch (PMSI representative) and 5 residents

Members absent: Derima King, CiCi Carter, Yoland Macon

**ACTIONS TAKEN**

**OLD BUSINESS:**

- Jason Called the meeting to order at 7:10 pm
  - Robert seconded
- Roll Call:
  - Jason Mifsud, President
  - Stephanie Fuhs, Secretary
  - Robert Wolski, Treasurer
  - Walter Lane, Vice President
  - Shelia Kerr, Director
- Shelia made a motion to approve the minutes
  - Robert seconded
  - Passed
- Pastor Bell letter is complete
- Discussion on Fining Committee
  - Resident volunteered to serve on committee; currently need 1 more additional member to complete the committee
- Tax Exempt:
  - No currently tax exempt
  - Olivia will look into if we are able to apply and the process for this
- Vote on Design of Message Board
  - Jason made a motion to vote on signs
    - Shelia seconded
    - Board approved
  - Robert motion to approve the purchase of the sign pending approval of the sign by the CDD
    - Walter seconded
    - Passed
  - Follow Up: Jason will work on application process with the CDD to approve the sign, pending approval of CDD the board approved to purchase the sign
- Violation Report Follow Up
- Board Member Subdivision Drive Through

**NEW BUSINESS**

- Board Member Attendance
  - 3 consecutive board meeting absences can result in being removed from board
- Board Flyer Discussion
- Website Upkeep

- Yard of the Month
  - Contest runs in Spring
  - Suggested for each subdivision
  - Robert made a motion to research a sign for yard of the month winners and vote on the purchase a sign via email
    - Jason seconded
    - Passed
- Oakleaf Living Communications
  - Shelia will work on an intro to the board and Stephanie will provide Board Member information for her. Sheila will send a draft of the communication to the Board via email for approval
  - Stephanie will work on social media presence and update Board via email
- Board Member tutorial information in Board packet

#### RESIDENT QUESTIONS

Next meeting will be on Monday, April 3 at 7:00pm

- Jason made a motion to adjourn
  - Robert seconded

Meeting adjourned at 8:25pm

**OAKLEAF PLANTATION WEST PROPERTY OWNERS ASSOCIATION BOARD OF DIRECTORS MEETING:**

OAKLEAF BAPTIST CHURCH

7:00 PM April 3, 2017

MEETING MINUTES SUBMITTED BY: Stephanie Fuhs, Secretary

CALLED TO ORDER BY: 7:01pm by Jason Mifsud

Members present: Jason Mifsud, Stephanie Fuhs, Robert Wolski, Walter Lane, CiCi Carter, Shelia Kerr

Guests: Olivia Fitch (PMSI representative) and 7 residents

Members absent: Derima King, Yoland Macon

**ACTIONS TAKEN**

**OLD BUSINESS:**

- JM explain to group the overview of the meeting, noting there will time for resident comment at the end
- Minute Approval
  - JM Motioned for Minute approval
  - CC Seconded
- Board Certification Classes:
  - 4/8 members attended
  - Others will attend the next offering
  - Board Members to send certification to Olivia
- Flyer Discussion
  - Board Members send final feedback to JM
- Fine Committee
  - Committee has 3 members
  - 1<sup>st</sup> violation letter, 2<sup>nd</sup> letter final warning letter with appeal (subsequent letters after the 1<sup>st</sup> will go out after 15 days)
    - SF makes a motion to approve
    - RW seconded
    - JM motion rescinded previous motion
    - RW seconded
    - Motion to rescind passed
  - JM made a new motion to include second action: **1<sup>st</sup> violation letter, final warning letter with appeal (subsequent letters after the 1<sup>st</sup> will go out after 15 days)**
    - RW seconded the motion
    - Motion Passed
  - Process will start on May 1
  - Notification to go out with the flyer to all owners and properties
- Sign Project Follow Up
  - WL and JM are working on the logistics of the sign and securing permits

**NEW BUSINESS:**

- Financial Updates
  - RW made a motion to resolve all past due accounts \$5 or less
    - WL seconded
    - Motion Passed
- Sub-Associations Update
- Security Updates

- Board Members to review old contract and make suggestions
- Olivia to invite CCSO to next board meeting for and overview of security and Q&A with residents
- Yard of the Month
  - To start in May
  - Board Members to support nominations

#### RESIDENT QUESTION AND ANSWERS

- Olivia to invite CCSO officer to next Board Meeting for Resident Q&A
- Add Parking Discussion to next month agenda

**Next Meeting will be on Monday, May 8<sup>th</sup> at 7:00pm**

JM Moved to Adjourned the Meeting at 7:55pm

- RW seconded
- Motioned Passed

**OAKLEAF PLANTATION WEST PROPERTY OWNERS ASSOCIATION BOARD OF DIRECTORS MEETING:**

OAKLEAF BAPTIST CHURCH

7:00 PM May 8, 2017

MEETING MINUTES COLLECTED BY: Derima King

SUBMITTED BY: Stephanie Fuhs, Secretary

CALLED TO ORDER BY: 7:31pm by Jason Mifsud

Members present: Jason Mifsud, Derima King, Walter Lane, CiCi Carter, Shelia Kerr

Guests: Olivia Fitch (PMSI representative) and several residents

Members absent: Stephanie Fuhs, Robert Wolski

Prior to the meeting:

- Guest speaker Detective Ryan Ellis presented for 30 minutes answering questions and provided helpful information.

Meeting called to order at 7:31pm

- Motion to approve meeting; unanimously passed
- JM reviewed what was on the agenda

OLD BUSINESS:

- Yard of the Month
  - 5 Yards approved
- Flyers Sent Out
- May first violations for fines
- hearing fine committee:
  - 4 people for fine committee
- Follow up of sign project
  - 2 signs in community responsible foe
  - long draw out process, clay county has inspected location, expect to hear from county at any time now (this next month should be visible.
- Motion to close old business – unanimously accepted

NEW BUSINESS:

- Delinquencies
  - PSMI Representative Olivia discussed total of all fees (15 sub association that pay into Oakleaf west) current grand total is over \$70,000 in delinquencies. 45 days out for looking into delinquencies.
  - Jason discussed finances as something to keep an eye on.
- Violation inspection report
  - This is the forward point for the fine committee (take effect May 1<sup>st</sup>)
  - Every home on spreadsheet is tracked for fines
  - Olivia will check on registration
- Motion to close new business; Motion passes

Motion made to change monthly meeting to 2<sup>nd</sup> Monday of the Month; motion passed

Resident Questions Notes:

- Vacant lot discussion from audience member ( 3712 old hickory) – 50 feet wide/ 80 feet long ( vacant for three years ( Whitfield) – damage has occurred



- Damage has occurred from highway construction on Brennen field (vibrations is broken up patio, sidewalk, etc.) Outside of community jurisdiction – suggested resident to check with the city or county, possible legal pursuit.
- Member asked about notice of this Hedges
- Closed fence on back – is it okay to cut tree down
- Next broad meeting – June 12, 2017
- Above ground pools available in the area – check website ( site: Oakleafplantation westPOA.com),check Covance for guidelines
- Question about acts of Nature bringing down trees and if time was permitted to allow the tree to revive. Jason mention it could take up to three years.

**NEXT MEETING: June 12, 2017 at 7:00pm in the Fellowship Room \*Note new location due to Vacation Bible School**

Motion made to adjourn meeting; motion passes.

Meeting Adjourned at 8:13pm

**OAKLEAF PLANTATION WEST PROPERTY OWNERS ASSOCIATION BOARD OF DIRECTORS MEETING:**

OAKLEAF BAPTIST CHURCH

7:00 PM June 12, 2017

MEETING MINUTES COLLECTED and SUBMITTED BY: Stephanie Fuhs, Secretary

CALLED TO ORDER BY: 7:08pm by Jason Mifsud

Members present: Jason Mifsud, Derima King, Walter Lane, CiCi Carter, Shelia Kerr, Stephanie Fuhs, Robert Wolski

Guests: Olivia Fitch (PMSI representative) and 4 residents

Members absent: Cici Carter

Meeting called to order at 7:08pm

**OLD BUSINESS:**

- Approval of Minutes from 5.8.17
  - Mifsud made a motion
  - Approved
- Follow Up on Sign Project
  - Applications are complete
  - Lane will get them approved
  - CDD wants HOA to maintain the signs
  - Motion to close by Mifsud, approved

**NEW BUSINESS:**

- Areas to bring before CDD
  - Mifsud noted that we should email CDD director ([Manager@oakleafplantation.com](mailto:Manager@oakleafplantation.com)) of spaces that need upkeep
    - Directors will email the group and Mifsud will send all concerns to the CDD
  - Concerns around replacing plants and shrubbery
  - Concerns around privacy around the new townhouses behind Publix
    - The neighborhood has an HOA; Mifsud will share contact information
- Financial Summary of 5.31.17
  - Middle Village, Cambridge, Gemstone accounts were discussed; no updates from PSMI
    - No resolution with Cambridge
    - MV no one is identified as the new contact
    - Gemstone has had no contact
    - Mifsud motion to table this until next month; motion passes
  - Concerns about increase in office supplies; what is covered in inspections/collection?
    - PMSI will give the board a breakdown of the line item fees
  - Questions about when we can determine uncollected balances as uncollectible
    - PMSI will double check that the accounting and legal department is checking that the violation letters are being sent to the correct owners via researching the owner through Clay County website
  - PMSI will go through each late account with the accounting department for next meeting
    - Board wants a status update on what is working
- Violation Inspection List
  - Concerns with how the letter are communicating violation
    - PMSI will work to fix the communication so that is more clear to residents

- PMSI will come up with a common violation list and present to the board; Mifsud is willing to work with PMSI to standardize the violations
- CSX Truck Violation
  - Motion by Lane to stick to the by-laws; Motion rescinded and board will reread the bylaws

Resident Questions Notes:

- Questions about CCSO at the Amenity Center
  - Officer has noted that they patrol, they do not sit; could be others that are sitting
- Middle Village Question
  - Explained that it is a sub-association
- Fine Enforcement Committee Questions

**NEXT MEETING: July 10, 2017 at 7:00pm in the Joy Room**

Motion made to adjourn meeting; motion passes.

Meeting Adjourned at 8:25pm

**OAKLEAF PLANTATION WEST PROPERTY OWNERS ASSOCIATION BOARD OF DIRECTORS**

**MEETING: OAKLEAF BAPTIST CHURCH**

**7:00 PM July 10, 2017**

**MEETING MINUTES COLLECTED and SUBMITTED BY: Stephanie Fuhs, Secretary**

**CALLED TO ORDER BY: 7:01pm by Jason Mifsud**

Members present: Jason Mifsud, Derima King, Walter Lane, Stephanie Fuhs, Robert Wolski, Cici Carter, Shelia Kerr

Guests: Olivia Fitch (PMSI representative) and 5 residents

Members absent:

Meeting called to order at 7:01pm

- Approval of Minutes from June Meeting
  - Mifsud made a motion, seconded
  - Approved

**OLD BUSINESS:**

- Follow Up on Sign Project
  - Received permits from Clay County
  - Working on getting a registered contractor
    - Quotes from Abacus Construction, Taylor Signs
      - Mifsud made a motion to move forward with Abacus Construction, Carter seconded, motion approved
    - Signs will be constructed in 2 weeks, then we will wait for contractor to install
- Enforce By-Laws:
  - Not modifying the by-laws at the time, will continue to work to enforce those that we can
- Commercial Vehicle Follow-Up
  - No new discussion

**NEW BUSINESS:**

- Areas to address with CDD
  - Kerr attended the recent CDD meeting
    - Reported back from the meeting; noted the budget and unexpected expenses from the CDD is preventing lower priority projects from being completed.
- Waiver for A. Family
  - Wolski reviewed the account history, recommended that the account should be settled and board should determine the amount
  - Mifsud made a motion to settle with the resident to pay for \$30, waiving \$32.17, King seconded, majority vote yes, 1 board member voted no via proxy. Motion passed
- Middle Village SPE Holding, LCC Account
  - Discussion regarding the handling of this account, Olivia will bring concerns to the Board lawyer
  - Wolski made a motion suspend interest and other administrative action on the account, Mifsud seconded. Majority voted yes, 1 member voted no. Motion passed.
  - Wolski rescinded his previous motion. Motion rescinded.
  - Wolski made a motion to suspend interest and administrative action for 30 days. Mifsud seconded. Motion passed.
- Cambridge Account
  - Paid on 6/20/17
- Gemstone
  - No monies received and no returned invoice; PMSI to continue follow-up

- Collection Company for Delinquent Accounts
  - Discussion on topic
  - PMSI will reach out to their collection agency and a few others to get a fee schedule
  - PMSI rep Olivia will follow up with attorney and report back to the board the process and cost on moving forward with foreclosure on a lien after it has been served.
  - Mifsud made a Motion to table the discussion, Walter seconded. Motion passed
- Aged Owner Accounts Follow Up
  - Reviewed
- Office Supply Follow Up
  - Reviewed
- Follow Up on Violation Letter
  - Letter has been modified
- Violation List
  - Fine Committee will be meeting to determine a chair person

Resident Questions Notes:

- Residents had questions regarding account collections, CDD

**NEXT MEETING: August 14, 2017 at 7:00pm in the Joy Room**

Mifsud made a Motion made to adjourn meeting; motion passed.  
Meeting Adjourned at 8:33pm

**OAKLEAF PLANTATION WEST PROPERTY OWNERS ASSOCIATION BOARD OF DIRECTORS MEETING:**

OAKLEAF BAPTIST CHURCH

7:00 PM August 14, 2017

SUBMITTED BY: Stephanie Fuhs, Secretary

CALLED TO ORDER BY: 7:05pm by Jason Mifsud

Members present: Jason Mifsud, Walter Lane, Robert Wolski, Stephanie Fuhs, Shelia Kerr

Guests: Olivia Fitch (PMSI representative) and several residents

Members absent: Cici Carter, Dermia King

Meeting called to order at 7:05pm

**OLD BUSINESS:**

- Sign Project Follow Up:
  - Finalizing agreement with CDD on Thursday, Aug 21
  - Price lowered due to not needing a permit
  - Signs are complete
- Enforce By-Laws as written
  - Discussion completed,
- Guidelines for Commercial Vehicles
  - Mifsud made a motion to Request Magnets for commercial vehicles to hide emblems and take on case by case basis
    - 2nd by Lane
    - Board Approved
- Collection Agencies
  - PMSI noted that collection agencies can take up to 80%

**NEW BUSINESS:**

- Violation Inspection List
  - Reviewed list, most violations are for mowing grass
  - PMSI reviewed the hearing letter sent to owners going before the Fine Committee
- Fine Committee Hearing
  - Letters have been sent out
  - Meeting on 8/29
- Architectural Committee
  - Approved several ARB applications this past month
  - Clarification regarding sheds and their placement
- Yard of the Month Updates
- Financial Variance Report
  - Reviewed Report
- Aged Owner Accounts:
  - PMSI will find out when HOA can ask the attorney to foreclose on a property under a lien
  - Owner's responsibility to notify HOA that there is an address change
  - Wolski made a motion to Verifying Mailing Address with tax office for all below \$500 and send out a certified letter
    - Lane seconded
    - Board approved
      - Lane/Fuhs: Split page 1

- Wolski: page 2
  - Kerr: page 3
  - Mifsud: page 4
- Lane made a motion to seek Legal Counsel on balance due with Middle Village Account
  - Kerr and Wolski seconded
  - Board Approved
- PMSI should review Gemstone missing from report
- Wolski made a motion to remove balances less than \$5 from the account
  - Mifsud seconded
  - Board Approved
- Liability Insurance
  - Association must have liability insurance
  - Mifsud made a motion to approve the renewal of our liability insurance
    - Wolski seconded
    - Board Approved
- Tree Removal Discussion
  - Board will promote ways to solve the tree problem through the newsletter, social media and website
  - Mifsud will send out the wording to the board

Resident Questions Notes:

- Question about meeting regulations/protocols
- Clarification about Finance motions
- Clarification on trailers, they are not allowed
- Website needs to be updated

**NEXT MEETING: Monday, September 11 in the Joy Classroom at 7:00pm**

Motion made to adjourn meeting; motion passes.

Meeting Adjourned at 8:23pm

**OAKLEAF PLANTATION WEST PROPERTY OWNERS ASSOCIATION BOARD OF DIRECTORS MEETING:**

OAKLEAF BAPTIST CHURCH

7:00 PM October 16, 2017

SUBMITTED BY: Stephanie Fuhs, Secretary

MINUTES TAKEN BY: Cici Carter

CALLED TO ORDER BY: 7:02pm by Cici Carter, Seconded by Mifsud

Members present: Jason Mifsud, Walter Lane, Shelia Kerr, Derima King

Members absent: Robert Wolski, Stephanie Fuhs,

Guests: Olivia Fitch (PMSI representative) and 9 residents

Meeting called to order at 7:02pm

**OLD BUSINESS:**

- Cici moved that the August minutes be approved. Jason seconded, and the motion was carried 5 to 0.
- After 9 months of work, five signs were successfully installed! At least 5 homeowners came because they saw the signs. Four of these were new to Oakleaf, and one was a first-time attendee.
- With regard to the commercial vehicles, there is a difference between our bylaws and the county ordinances. It's "all or nothing"; if we ban one commercial vehicle, we must ban them all. Violations will be on case by case basis; based on logos, vehicle size and commercial accessories.
- With regard to our collection procedures, we sent out 94 certified letters to delinquent homeowners. Ernie wanted to know if PMSI can tie the payments received back to the certified letters sent. Olivia said that she would talk to the accounting department.
- With regard to violation letters, the appeal process, and the Fining Committee, one Board Member noted that we have had a much better process with fewer violations since the Fining Committee has been in place.
- With regard to "Yard of the Month", we now have 8 good quality signs for use with yards of the month. Yard of the Month candidates (and photos) should be sent to Board Member Sheila Kerr.
- With regard to the \$14k+ owed by Middle Village SPE Holdings, Olivia will speak with our attorney to determine whether we can collect dues on unimproved property. If not, then the \$14k is not owed. Olivia will respond to the Board as soon as she has an answer from the attorney. There is currently a notice of tax sale on the property, with a tax sale date of November 17th.

**NEW BUSINESS:**

- Our next meeting, to be held on November 13th at 7pm, will be an Annual Meeting. This was moved by Jason and seconded by Cici, and the motion was carried 5 to 0. Board Members will bring their budget packets (which they received from Olivia during the meeting) with them to the Annual Meeting November 13th.
- Questions from the Board regarding the budget should be given to Olivia by Friday, October 27th. Note the account number of the specific budget item in your email.

**Resident Questions Notes:**

- The covenants and bylaws are available on our web site at [www.oakleafplantationwestpoa.com](http://www.oakleafplantationwestpoa.com).
- Cutting down trees requires ARC approval.
- Unkempt roundabout in Whitfield at Mosswood Chase and Hawks View is the responsibility of the CDD.
- The mattress dumped near the walkway off of Hawks View is the responsibility of the CDD.
- The CDD covers all common areas, and those fees are paid for via our taxes over a 30 year period.



- The HOA covers internal matters within each subdivision (homeowners' adherence to bylaws and covenants).

**NEXT MEETING: Monday, November 13 in the Joy Classroom at 7:00pm**

Carter motioned to adjourn meeting; Seconded by King; motion passes.  
Meeting Adjourned at 8:11pm

**OAKLEAF PLANTATION WEST PROPERTY OWNERS ASSOCIATION BUDGET  
ADOPTION/ANNUAL MEETING**

OAKLEAF BAPTIST CHURCH

7:00 PM November 13, 2017

TAKEN AND SUBMITTED BY: Stephanie Fuhs, Secretary

CALLED TO ORDER BY: 7:03pm by Mifsud, Seconded by Lane

Members present: Jason Mifsud, Walter Lane, Shelia Kerr, Robert Wolski, Stephanie Fuhs,

Members absent: Derima King, Cici Carter

Guests: Olivia Fitch (PMSI representative), Det. Ellis (CCSO) and 14 residents

Proxies: 6 submitted

Meeting called to order at 7:03pm

Conversation with Det. Ellis

- Explained his role in the community. Reminded residents to report suspicious activities and locking cars.
- Street Parking
  - Can only enforce County Ordinance and State Laws
  - Majority of parking complaints are abandoned/junk vehicles
    - Includes vehicles on blocks
  - Parking on the roadway has to have a legal tag
  - Can't park in front of hydrant
  - Must be parked in the flow of traffic
  - Can't park in front of driveways/mailboxes and don't double park
  - Can't block a sidewalk
- Noise Ordinance
  - There are ordinances in place
- Roads
  - County Maintained
- Drug Activity
  - Report it with as much details to Det. Ellis/CCSO Non-Emergency Line
- Road Concerns with 23 Opening
  - Tickets have been written for careless driving
  - Traffic Units patrol Oakleaf Plantation Pkwy
- Roundabout Concerns
- Can call CCSO Non-Emergency Line 904-264-6512

CERTIFICATION OF PROXIES:

- We do not have a quorum.
- 6 proxies

ELECTION OF BOARD MEMBERS:

- Kerr made a motion to keep all directors on the board; Wolski seconded, motion passed
- Invited new board members to join
- Invited members to join the ARB

OLD BUSINESS:

- Review of Year:
  - Established Fining Committee
  - Monthly Board Meetings
  - Community Communication Boards
  - Yard of the Month

**NEW BUSINESS:**

- Financial Variance Report
  - Annual Fee \$70 a year
  - Sub-Association Fees have all been collected up to date
  - Lot of collection fees due to getting money owed
  - Working to make paying HOA fee easier
  - Letters for HOA fees will be coming out in January
  - HOA fees go to the payment of CCSO to do extra patrols
  - Fees will not go up
  - We came in under-budget
- 2018 Budget
  - Mifsud motioned that we vote on the draft budget and approve, Lane seconded, budget approved and passed

**Motion to Adjourned**

- Mifsud made a motion to adjourn, Kerr seconded, approved

**NEXT MEETING: Monday, December 11, 2017 in the Joy Classroom at 7:00pm**

**OAKLEAF PLANTATION WEST PROPERTY OWNERS ASSOCIATION BUDGET  
ADOPTION/ANNUAL MEETING**

OAKLEAF BAPTIST CHURCH

7:00 PM December 11, 2017

TAKEN AND SUBMITTED BY: Stephanie Fuhs, Secretary

CALLED TO ORDER BY: 7:00pm by Carter, Seconded by Fuhs

Members present: Jason Mifsud, Walter Lane, Stephanie Fuhs, Cici Carter, Derima King, Robert Wolski, Shelia Kerr

Guests: 5 residents

Meeting called to order at 7:00pm

**OLD BUSINESS:**

- Financial Statement Review
- November Minutes will be resent out with correction to be reviewed
- Middle Village SPE Holdings, LLC updates
  - Was sold, consulting with Board Attorney for next actions
- Fine Committee Updates
  - Reviewed the updated language for violation letters, including specific language regarding trash cans
- Violation Spreadsheet
  - Tracking violations
  - PMSI contracted to visit the property every 2 weeks, representative has been out for illness, will catch up by January
- 2018 Assessments
  - At this time, the annual fee notice will not include previous fines
  - Priority to get bills out on time
  - Mifsud will talk to PMSI to add past due balances/fines to annual fee notice
- Violation Procedures for Liens
  - Late Notice Reminder 15-20 day
  - Delinquent Letter after 30 days
  - Notice of Intent to Lien 45-60 days delinquent
  - File Claims to Lien after 45 days from Notice of Intent
  - Notice of Intent to Foreclosure after lien is recorded
  - File Complaint to Foreclosure Claim of Lien after 45 days from Notice of Intent to Foreclose was sent
  - Discussion and questions regarding the process at the Foreclosure step
    - Next step Lane and Mifsud to directly ask PMSI questions concerning Foreclosure

**NEW BUSINESS:**

- Fine Committee Violations
  - Violators notified
- Yards of the Month
  - 4/5 Subdivisions had homes named
  - Signs purchased for the winner, board will reimburse Kerr for the purchase
  - Discussion on rewarding winners

- Program will be suspended until Spring
  - Discussion tabled
- Street Parking Concerns
  - Lane proposed bringing awareness to the parking concerns through community signs
    - Post a few reminders in emails and social media
  - Discussion on potential solutions
    - Mifsud will talk with CDD
    - Lane will call CCSO to research
  - Commercial Vehicle Discussion
- Road Work
  - Stop Sign Lines Faded on Road
    - Mifsud sent pictures and lines were repainted
  - Please send complaints to the Clay County site
  - Barricades on Live Oak Hollow is being repaired, longer process is involved
- CCSO Contract Renewal
  - Fee increased for Supervisor: \$34
  - Lane made a motion to approve the contract, Kerr seconded
    - Motion passed

Resident Concerns:

- School Light Out at Middle School
  - Resident told to contact Clay County
- Hawks View Mattress leaning on JEA Fence
  - Resident and Board Members volunteered to take to street on trash day
- Garbage Concerns from the Truck
  - Call Advance Disposal
- PMSI Concerns Regarding Resolution of Issues
  - Explained recent transitions with PMSI
  - BOD is holding PMSI accountable

Motion to Adjourned

- Mifsud made a motion to adjourn at 8:05pm, Lane seconded, approved

**NEXT MEETING: Monday, January 8, 2018 in the Joy Classroom at 7:00pm**