

**Oakleaf Plantation East Property Owners Association**  
**Board of Directors Meeting Minutes**  
6:30 PM January 9, 2017

**I. Call to Order and Establish Quorum**

Rob Patton called the meeting to order at 6:30 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**

Andre' Lanier made a **motion** to approve the minutes from previous meeting. Rob Patton seconded and **motion** carried unanimously.

**III. Manager's Report**

- A. Appeal: 3166 Wandering Oaks fine for mesh fence – Owner was in attendance. Rob Patton made a **motion** to reduce the fine to \$100. Kimberly Farrell seconded and **motion** carried unanimously.
- B. Appeal: 3408 Crane Hill fine for weeds in yard/1428 Canopy Oaks fine for dead patches – Property Manager was in attendance. Rob Patton made a **motion** to reduce the fine to \$100 for each property. Andre' Lanier seconded and **motion** carried unanimously.
- C. Appeal: 3667 Silver Bluff fine for fence - Owner was in attendance. Rob Patton made a **motion** to reduce the fine to \$100. Kimberly Farrell seconded and **motion** carried unanimously.
- D. Appeal: 3011 Stonewood Way fine for fence repair – Rob Patton made a **motion** to reduce the fine to \$100. Andre' Lanier seconded and **motion** carried unanimously.
- E. Appeal: 947 Brook Hollow fine for unapproved shed – Rob Patton made a **motion** to reduce the fine to \$100. Andre' Lanier seconded and **motion** carried unanimously.
- F. Appeal: 4066 Pebble Brooke Circle fine for brown patches – Rob Patton made a **motion** to reduce the fine to \$100. Andre' Lanier seconded and **motion** carried unanimously.
- G. Appeal: 327 Brier Rose Lane fine for dead patches - Rob Patton made a **motion** to reduce the fine to \$100. Kimberly Farrell seconded and **motion** carried unanimously.
- H. Appeal: 3553 Silver Bluff fine for pressure wash house – Tabled.
- I. Appeal: 3315 Highland Mill fine for trash can visible - Rob Patton made a **motion** to reduce the fine to \$100. Kimberly Farrell seconded and **motion** carried unanimously.
- J. There was discussion about 887 Wilmington Lane's concern about CDD's decision on fence in the Waverly Subdivision.

**IV. Attorney Report: Collections/Legal Action Status**

Submitted in writing.

**V. Committee Reports**

- A. Security: Patrol Report – No report.
- B. ARB – Two submissions received and approved.
- C. Covenants Appeal Committee – Report provided.

**VI. OLD BUSINESS – N/A**

**VII. NEW BUSINESS**

- A. Mailbox Refurbishment – The refurbishment completed.

***Oakleaf Plantation East Property Owners Association***  
***Board of Directors Meeting Minutes***  
***6:30 PM January 9, 2017***

B. Rob Patton announced Joshua Fry is the new Social Media Outreach Committee Chair. He has created a Facebook page for the association and he has gotten good reception for people to join. Discussion followed.

**VIII. Next BOD Meeting: 6:30 PM, February 6, 2017**

**IX. Adjournment**

There being no further business to discuss, Rob Patton made a **motion** to adjourn the meeting at 7:40 p.m. Kimberly Farrell seconded and **motion** carried unanimously.

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

**Oakleaf Plantation East Board of Directors  
Meeting Minutes  
6:30 PM February 6, 2017**

**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, 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 1.7.17 minutes. Kimberley Farrell seconded and **motion** carried unanimously.

**III. Manager's Report**

- A. Fences – Rich reported that there were many different fences in the neighborhood that were installed at various times going back to 2004. Owners will need to provide proof of approval and will be sent compliance letters if they don't provide information.
- B. Oakleaf Expo – Will be held in March.
- C. Current status of 2017 Assessments – Report that was printed earlier in the day provided. Discussion followed regarding the billing and late fee process.
- D. Concern about CDD decision on fence in Waverly - 12 residents located on Wilmington lane from the Water pump station to the cul de sac closest to the Water Tower received letters from the CDD stating that they will no longer keep up with the maintenance of the easement behind these 12 properties. Going forward the easement will be overgrown and no cutting of the overgrowth will be done.  
I need to know how the HOA can assist these 12 property owners to have this decision reversed. I have been asking for the last 4 years if the fence behind our property bordering the easement is the responsibility of the homeowner or not.  
Now we received letters from the CDD stating that they will no longer maintain the easement and keeping the brush or the fence maintained.  
Please provide a response at soonest. The overgrown easement will become an eyesore for us and we need to have a plan around this going forward. My property is located at 887 Wilmington Lane in the Waverly subdivision.

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

V. Committee Reports:

- A. Security: Patrol Report – No report.
- B. ARB
- C. Covenants Appeal Committee
  - 3553 Silver Bluff – Rental company didn't take care of landscaping and the renters have taken care of it. The property management company will be contacted and told they should attend meeting regarding the compliance item.
  - 392 Hearthside – Requested removing several pine trees from backyard in order to install shed. Information was submitted just before Board meeting and will be sent to the ARB for approval. Rob Patton made a motion to approve the removal of 3 pine trees at 392 Hearthside. Andre' Lanier seconded and motion carried unanimously.
  - 2933 Piedmont Manor Drive – The application is incomplete and further information is needed. Rich will inspect property and the owner will be contacted and requested to provide further information.

*Approved*

**Oakleaf Plantation East Board of Directors  
Meeting Minutes  
6:30 PM February 6, 2017**

- Committee Report – 11 appeals and 9 owners attended. Discussion followed regarding the appeals reviewed. Further discussion took place regarding following through on compliance issues and in particular fence compliance.

**VI. OLD BUSINESS**

A. Office Fees – Discussion followed regarding document fees and administrative fees at MAY Management Services.

**VII. NEW BUSINESS**

A. Mailbox refurbishment

**VIII. Next BOD Meeting**

6:30 PM, March 6, 2017

**IX. Adjournment**

With no further business to discuss, the meeting unanimously adjourned at 8:07 p.m.

**X. Open Forum**

Floor was open for questions and comments from owners in attendance and various compliance issues discussed.

**Oakleaf Plantation East Board of Directors  
Meeting Minutes  
6:30 PM March 6, 2017**

**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 Kimberley Farrell. Representing MAY Management Services: Rich Curran-Kelley, Dia Coleman, and Don Schott.

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

Rob Patton made a **motion** to approve the 2.6.17 minutes. Kimberley Farrell seconded and **motion** carried unanimously.

**III. Manager's Report**

- A. Fences – The Board and MAY Management discussed how to deal with existing fences that are not in compliance with the community documents.
- B. Oakleaf Expo – Will be held in March.
- A. Current status of 2017 Assessments – Report that was printed earlier in the day provided. Discussion followed regarding the billing and late fee process. The Board discussed collections with Dia Coleman and Don Schott.

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

V. Committee Reports:

- A. Security: Patrol Report – No report.
- B. ARB – Appeal for variance for fence location at 3501 Pebble Stone Court. Rob Patton made a motion for the president to meet with the homeowner to set a location for the fence that complied as much as possible with the community guidelines. Kimberly Farrell seconded and the motion carried unanimously.
- C. Covenants Appeal Committee
  - 1. 704 Timbermill – Fine for Pressure wash driveway. The property management company will be contacted and told they should attend meeting regarding the compliance item.
  - 2. Committee Report – 12 appeals and 3 owners attended. 9 were sustained and 3 were suspended.
  - 3. The Board discussed the fining process and the advisability of suspending collection of fines once the CEC has sustained them.

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**VIII. Next BOD Meeting**

6:30 PM, April 1, 2017

**IX. Adjournment**

With no further business to discuss, the meeting unanimously adjourned at 8:00 p.m.

**X. Open Forum**

Floor was open for questions and comments from owners in attendance and various compliance issues discussed.

*Approved*

**Oakleaf Plantation East Board of Directors  
Meeting Minutes  
6:30 PM April 3, 2017**

**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: Andre Lanier and Kimberley Farrell. Representing MAY Management Services: Rich Curran-Kelley.

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

Andre Lanier made a **motion** to approve the 3.6.17 minutes. Kimberley Farrell seconded and **motion** carried unanimously.

**III. Manager's Report**

- A. Changes is how violations are handled. Rich reported that Rob Patton is working on revising how violations are handled
- A. Current status of 2017 Assessments – Rob and Kimberly are working with accounting on the late assessments.

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

V. Committee Reports:

- A. Security: Patrol Report – No report.
- B. ARB – Rob is working on revising the form.
- C. Covenants Appeal Committee
  - 1. 704 Timbermill – Fine for Pressure wash driveway. The property management company will be contacted and told they should attend meeting regarding the compliance item.

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**VIII. Next BOD Meeting**  
6:30 PM, May 1, 2017

**IX. Adjournment**

With no further business to discuss, the meeting unanimously adjourned at 7:01 p.m.

**X. Open Forum**

Floor was open for questions and comments from owners in attendance and various compliance issues discussed. A homeowner requested that the Association look at the height of the branches over the sidewalk on Hearthstone Lane.

Approved

**Oakleaf Plantation East Board of Directors  
Meeting Minutes  
6:30 PM May 1, 2017**

**I. Call to Order and Establish Quorum**

The meeting was called to order at 6:33 p.m. and 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 4/3/17 minutes as amended. Kimberley Farrell seconded and **motion** carried unanimously.

**III. Manager's Report** – Rich Curran-Kelley reported:

**A. Property Information:**

- 54.5 hours on property
- 294 phone calls
- More letters will be going out on compliance issues. 505 new violation letters sent.
- Fine Appeal – 704 Timber Mill – The Property Manager attended the meeting and submitted the appeal. Owner moved to California. The violations were corrected by the management company. Rob Patton made a motion to suspend fine at 704 Timber Mill Lane to \$100. Andre' Lanier seconded and motion carried unanimously.
- Owner attended to discuss her driveway.
- Rob Patton made a **motion** that all estoppels must go through him and be signed by him before being sent back. Kimberley Farrell seconded and **motion** carried unanimously.

**B. Changes in how violations are handled** – Modifications to rules & regulations and how violations are handled were reviewed at length. Collections on violations discussed.

**C. Current status of 2017 Assessments** – Past due assessments reviewed.

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

**V. Committee Reports:**

- A. Security: Patrol Report** – Latest report reviewed, which included an issue at a party in the neighborhood at a rental property.
- B. ARB** – Report of the recent ARB meetings given, including submissions and approvals.
- C. Covenants Appeal Committee** – Covenants Appeal Hearings and activities reviewed.

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**VIII. Next BOD Meeting. 6:30 PM, June 5, 2017**

**IX. Adjournment**

With no further business to discuss, the meeting unanimously adjourned at 7:42 p.m.

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

**Oakleaf Plantation East Board of Directors  
Meeting Minutes  
6:30 PM June 5, 2017**

**I. Call to Order and Establish Quorum**

The meeting was called to order at 6:33 p.m. and a quorum was established with the presence of: Rob Patton, Andre' Lanier and Kimberly Farrell. Representing MAY Management Services: Rich Curran-Kelley.

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

Rob Patton made a **motion** to approve the 5/1/17 minutes as amended. Kimberley Farrell seconded and **motion** carried unanimously.

**III. Manager's Report** - Rich Curran-Kelley reported:

**A. Property Information:**

- 50.5 hours on property
- 251 phone calls
- Fine Appeal - 2999 Thorncrest - Fence was beyond halfway point and has been moved back. Rob Patton made a motion to only collect \$100 of the fine. Andre' Lanier seconded and motion carried unanimously.
- 1017 Drakefeather tree removal. Rob made a motion to deny the removal, Andre' seconded and motion carried unanimously.
- 992 Steeplechase pool into setback variance. Rob made a motion to approve the variance as submitted, Andre' seconded and the motion carried unanimously.

**B. Changes in how violations are handled** - Modifications to rules & regulations and how violations are handled were reviewed at length.

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

**V. Committee Reports:**

**A. ARB** - Report of the recent ARB meetings given, including submissions and approvals.

**B. Covenants Appeal Committee** - Meetings suspended pending process review.

**VI. OLD BUSINESS – Estoppels: MAY still refuse to allow Board President to sign all Estoppels as per OakLeaf East POA governing documents, saying that it would be an inconvenient delay for management.**

**VII. NEW BUSINESS**

**VIII. Next BOD Meeting. 6:30 PM, August 7, 2017**

**IX. Adjournment**

With no further business to discuss, the meeting unanimously adjourned at 8:07 p.m.

**X. Owner Comments (Time Permitting)**

Approved  \_\_\_\_\_ Date 8 / 7 / 2017  
Robert Patton  
President, OakLeaf East POA



## Oakleaf Plantation East Board of Directors

### Meeting Minutes

6:30 PM – August 7, 2017

- I. Call To Order and Establish Quorum**

Meeting called to order at 6:49 PM and a quorum was established by the attendance of Robert Patton, Andre Lanier, and Kimberly Farrell.
- II. Adoption of the Agenda**

Motion to adopt the agenda by Robert Patton and seconded by Kimberly Farrell. Unanimous vote to approve.
- III. Unfinished Business and Adoption of the June Meeting's Minutes**

Motion to adopt the previous meeting's minutes by Robert Patton and seconded by Kimberly Farrell. Unanimous vote to approve.
- IV. FL 720 Estoppels Resolution Discussion**

Robert Patton presented a proposed resolution for review. Resolution mirrors the FL 720 Estoppel guidelines and defines the amounts charged for the issuance of Estoppels by the Association. Motion to adopt the resolution as written by Robert Patton was seconded by Kimberly Farrell and all were in favor during the vote.
- V. Financial Update**

Association accounts are now held at VyStar for convenience of homeowners paying annual assessments, as well as to facilitate frequent deposits. Vendor payments are running smoothly.
- VI. Management Resignation Discussion**

Brief discussion of May's resignation was held.
- VII. Consolidated ARC/Rules and Regulations Document Update**

Brief discussion re: the completion of the consolidation of the ARC guidelines down from 15 individual documents into a single, easy to navigate PDF. 30 day target to complete was communicated.
- VIII. Commercial Vehicle Parking Rule Discussion**

Substantial complaints over large commercial vehicles parking in the community have been received over the past few months. The Board and concerned residents will work to craft reasonable rules for future adoption which will encompass this issue while applying a reasonable legal standard for all parties involved.
- IX. ARC Organizational Update**

Future Software will facilitate ARC Committee discussions and Approvals/Denials MUCH Easier than the previous methods, not only for the committee but for the homeowner as well.

Oakleaf Plantation East Board of Directors

Meeting Minutes

6:30 PM – August 7, 2017

**X. CEC Organizational Update**

CEC Committee on hold until further notice pending inception of future software

**XI. Community Website Update**

A temporary website is available to facility mostly closing agents requesting Estoppels as well as basic contact information and document retrieval. A new, more extensive community website is currently in development. The new website will incorporate community documents, forms, owner login, marketing, blogs, calendar, social media links, and other features required to properly communicate the Association's expectations and requirements for homeowners

**XII. Living Magazine Organizational Update**

The Living Magazine will soon receive an overhaul in both looks and content.

**XIII. Youth Outreach Committee Update**

Liliana has graciously agreed to take tonight's minutes. Thanks for your time and willingness to learn more about your community!

**XIV. Owner's Comments**

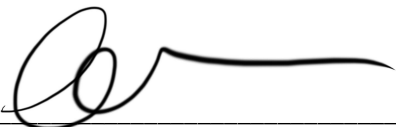
**XV. Review Of Milestones**

Preparation is on schedule for the Annual Meeting of the Members.

**XVI. New Business**

**XVII. Adjournment**

8:04PM Motion to adjourn by Robert Patton was seconded by Kimberly Farrell. Unanimous vote to approve.

Approved  \_\_\_\_\_ Date 10 / 2 / 2017  
Robert Patton  
President, OakLeaf East POA

## Oakleaf Plantation East Board of Directors

### Meeting Minutes

6:30 PM – October 2, 2017

#### **I. Call To Order and Establish Quorum**

Meeting called to order at 6:43 PM and a quorum was established by the attendance of Robert Patton, Andre Lanier, and Kimberly Farrell.

#### **II. Adoption of the Agenda**

Motion to adopt the agenda by Robert Patton and seconded by Andre Lanier. Unanimous vote to approve.

#### **III. Unfinished Business and Adoption of the June Meeting's Minutes**

Motion to adopt the previous meeting's minutes by Robert Patton and seconded by Andre Lanier. Unanimous vote to approve.

#### **IV. Financial Update**

Association accounts are now held at VyStar for convenience of homeowners paying annual assessments, as well as to facilitate frequent deposits. Vendor payments are running smoothly.

#### **V. Budget Review**

Documents distributed to BOD for review.

#### **VI. Consolidated ARC/Rules and Regulations Document Adoption**

Motion to adopt the Consolidated ARC Rules and Regulations as submitted by Robert Patton and seconded by Andre Lanier. Unanimous vote to approve and adopt. No major changes were made to the document, mostly consolidating 15 separate documents into one for use by property owners. Updated document will be posted to Association website for immediate use.

#### **VII. Commercial Vehicle Parking Rule Review/Adoption**

Discussion re: the ongoing problem of owners and their guests parking commercial vehicles, work trailers, box trucks, and food trucks in the community. Both the current CC&R Documents as well as the PUD guidelines from Clay County prohibit the parking of any non-passenger vehicle on any part of the property.

#### **VIII. Roof Repairs Rule Review/Adoption**

Shingle/Roof repairs will be required to be made using the same type and color as the existing shingles on the home. Request for Architectural Change forms should be completed for all roof repairs and a statement provided from the contractor of them being aware of the necessity for matching shingle color and type.

#### **IX. Community Website Update**

The website is currently being developed and a demo should be available by the next meeting.

#### **X. Community Compliance Software Update**

In progress

**Oakleaf Plantation East Board of Directors**

**Meeting Minutes**

**6:30 PM – October 2, 2017**

**XI. New Business**

1410 Canopy Oaks – Fine Removal due to error on May Mgmt to re-inspect prior to CEC Meeting. Motion by Kimberly Farrell and seconded by Andre Lanier. Unanimous vote to approve.

**XII. Owners Comments**

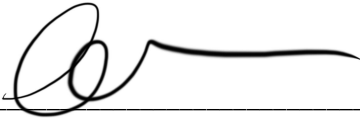
**XIII. Prospective Management Presentations**

- a. Associa
- b. CAM Team
- c. Integrated Association Services, LLC

**XIV. Adjournment**

8:04PM Motion to adjourn by Robert Patton was seconded by Kimberly Farrell. Unanimous vote to approve.

Approved \_\_\_\_\_



**Robert Patton**  
**President, OakLeaf East POA**

Date 11 / 6 / 2017

**Oakleaf Plantation East Board of Directors**

**Meeting Minutes**

**6:30 PM – November 6, 2017**

**I. Call To Order and Establish Quorum**

Meeting called to order at 6:26 PM and a quorum was established by the attendance of Robert Patton, Andre Lanier, and Kimberly Farrell.

**II. Adoption of the Agenda**

Motion to adopt the agenda by Robert Patton and seconded by Kimberly Farrell. Unanimous vote to approve.

**III. Unfinished Business and Adoption of the June Meeting's Minutes**

Motion to adopt the previous meeting's minutes by Robert Patton and seconded by Andre Lanier. Unanimous vote to approve.

**IV. Financial Update**

More than 150 accounts with unpaid balances exist. This year's Assessment notices will reflect previous balances for each owner and are on track for mailing Dec 15.

**V. Budget Review**

Documents distributed to BOD for review. Continuing to revise next years budget.

**VI. Policy and Regulations Document Adoption**

Motion to adopt the Damaged/Non-Compliant Mailbox, Landscape Maintenance, and Improper Signage Policies as submitted by Robert Patton were seconded by Andre Lanier. Unanimous vote to approve and adopt.

**VII. Community Website Update**

The website is currently in development.

**VIII. Community Compliance Software Update**

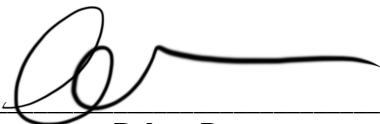
Owner Data and Mapping is being populated by vendor.

**IX. Owners Comments**

**X. Adjournment**

7:01PM Motion to adjourn by Robert Patton was seconded by Andre Lanier. Unanimous vote to approve.

Approved \_\_\_\_\_



**Robert Patton  
President, OakLeaf East POA**

Date 12 / 11 / 2017

**Oakleaf Plantation East Board of Directors**

**Annual Meeting Minutes**

**6:30 PM – December 11, 2017**

**I. Call To Order and Establish Quorum**

Meeting called to order at 6:55 PM and a quorum was established by the attendance of Robert Patton, Andre Lanier, and Kimberly Farrell.

**II. Unfinished Business and Adoption of the November Meeting's Minutes**

Motion to adopt the previous meeting's minutes by Robert Patton and seconded by Andre Lanier. Unanimous vote to approve.

**III. Financial Update**

**IV. Budget**

Motion by Robert Patton to adopt the budget as submitted to the BOD. Seconded by Andre Lanier, and a unanimous vote to approve.

**V. Community Website Update**

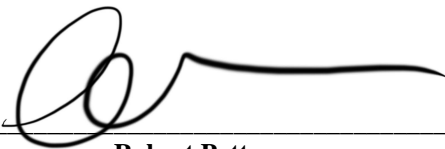
**VI. Community Compliance Software Update**

**VII. Owners Comments and Discussion**

**VIII. Adjournment**

8:58 PM Motion to adjourn by Robert Patton was seconded by Andre Lanier. Unanimous vote to approve.

Approved \_\_\_\_\_



**Robert Patton**  
President, OakLeaf East POA

Date 1 / 8 / 2018