

Oakleaf Plantation East Board of Directors

Meeting Minutes

6:30 PM – Jan. 8, 2018

I. Call To Order and Establish Quorum

Meeting called to order at 6:32PM and a quorum was established by the attendance of Robert Patton, Andre Lanier, and Kimberly Farrell.

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

Motion to adopt the agenda with no changes as posted by RP. Seconded by AL, Unanimous to approve.

III. Unfinished Business and Adoption of the December Meetings' Minutes

There was no Annual Election due to the fact there were only two candidates interested in running for the two positions. Also there was the lack of an election quorum.

The BOD meeting minutes were recommended for adoption by a motion from RP, seconded by AL and all were in favor of approval of the adoption of the minutes with a unanimous vote.

IV. Financial Update

47.7% of members have paid their annual assessment to date.

V. Homeowner Fines Recommendations

Discussion of owners recommended for fines. No agreement was made to recommend anyone. Move questions to Ansbacher for clarification in an opinion.

VI. Review 2018 Meeting Schedule

Submitted for review

VII. Policy and Regulations Document Adoption

Motion to add the following language to the Rule and Regulations by RP: Parking is prohibited in front of a mailbox, during daylight hours. Motion seconded by AL and the motion passes with a unanimous vote.

VIII. Community Website Update

No Discussion

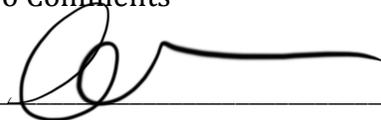
IX. Adjournment

8:08PM

X. Open Forum (Time Permitting)

No Comments

Approved



Robert Patton
President, OakLeaf East POA

Date 3 / 5 / 2018

Oakleaf Plantation East Board of Directors

Meeting Minutes

6:30 PM – March 5, 2018

I. Call To Order and Establish Quorum

Meeting called to order at 6:36PM and a quorum was established by the attendance of Robert Patton, Andre Lanier, and Kimberly Farrell.

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

Motion to adopt the agenda with no changes as posted by RP. Seconded by KF, Unanimous to approve.

III. Unfinished Business and Adoption of the January Meetings' Minutes

The BOD meeting minutes were recommended for adoption by a motion from RP, seconded by AL and all were in favor of approval of the adoption of the minutes with a unanimous vote.

IV. Financial Update

82% of members have paid their annual assessment to date.

V. Homeowner Fines Recommendations

Discussion of owners recommended for fines. No agreement was made to recommend anyone. Move questions to Ansbacher for clarification in an opinion forthcoming.

VI. Review 2018 Meeting Schedule

Approved

VII. Policy and Regulations Document Adoption

No new policies were discussed

VIII. Community Website Update

No Discussion

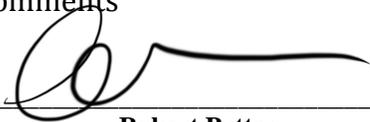
IX. Adjournment

6:52

X. Open Forum (Time Permitting)

No Comments

Approved



Robert Patton
President, OakLeaf East POA

Date 4 / 2 / 2018

Oakleaf Plantation East Board of Directors

Meeting Minutes

6:30 PM – April 2, 2018

I. Call to Order and Establish Quorum

Meeting called to order at 6:35PM and a quorum was established by the attendance of Robert Patton, Andre Lanier, and Kimberly Farrell entered a few minutes after the call to Order.

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

Motion to adopt the agenda with no changes as posted by RP. Seconded by AL, Unanimous to approve.

III. Unfinished Business and Adoption of the January Meetings' Minutes

The BOD meeting minutes were recommended for adoption by a motion from RP, seconded by AL and all were in favor of approval of the adoption of the minutes with a unanimous vote.

IV. Financial Update

88% of members have paid their annual assessment to date.

V. Homeowner Fines Recommendations

Discussion of owners recommended for fines. No owners recommended for fines or demand letters.

VI. Policy and Regulations Document Update

No updates were discussed or proposed.

VII. Community Website Update

Ongoing

VIII. Community Compliance Process Update

Several owners were making comments and demanding to know when violation letters will begin to go out. They claim the community looks the worst it has ever been. RP indicated that the software is ready for increased use and that violation inspections are under way.

IX. New Business

No new business

X. Owners Comments (Time Permitting)

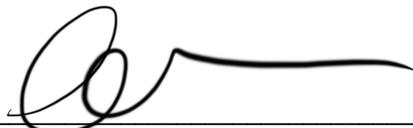
Various comments on why the "new company" (Corporation has always been the same) and when are inspections being done (currently, and increasing substantially in the next month).

XI. Adjournment

7:20 PM

Adjournment

Approved _____



Robert Patton
President, OakLeaf East POA

Date 05 / 07 / 2018

Oakleaf Plantation East Board of Directors

Meeting Minutes

6:30 PM – May 7, 2018

I. Call to Order and Establish Quorum

Meeting called to order at 6:30PM by Robert Patton and a quorum was established by the attendance of Robert Patton (President) and Andre Lanier (Vice President).

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

Motion to adopt the agenda with no changes as posted by RP. Seconded by AL, Unanimous to approve.

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

The April BOD meeting minutes were recommended for adoption by a motion from RP, seconded by AL and both were in favor of approval of the adoption of the April meeting's minutes with a unanimous vote.

IV. Financial Update

95% of members have paid their annual assessment to date. There are approximately 10 owners with balances over \$1000.00. All owner accounts with outstanding balances will be recommended at the June meeting for turnover to Ansbacher for collections after May 31, 2018. Barry Ansbacher will be in attendance.

V. Homeowner Pre-Lawsuit Demand Recommendations

No Discussion of owners recommended for demand. No owners recommended for fines or demand letters. Attorney not present. Move discussion to next meeting.

VI. Policy and Regulations Document Update

Discussion of the compliance software, its features and examples of the output data given to owners in attendance. Paula McDaniel, a licensed Property Manager in Florida working via her company PRM Property Management, was introduced by Robert Patton as a property inspector utilizing the Association software via an app on her iOS devices to input violations, update violations, and to make notes regarding property conditions. She is not the community manager and will not be communicating with owners on community issues. Tools are being developed to allow owners to report the resolution of a received violation, dispute a violation, or report a violation to the Association via the website, www.oakleafeastpoa.com

VII. Community Website Update

Ongoing ARB, Violation, Estoppel, and Contact tools being developed.

VIII. Community Compliance Process Update

Hundreds of letters regarding satellite dishes were sent to owners asking them to relocate dishes to the correct location. A large percentage of dishes are placed adjacent to the junction box of the home for cable and electricity. Lawn and trash can violations were sent to owners.

Owners who cannot locate their dish in the proper location due to one or more factors should have a personalized letter generated by the installation company or technician stating the reason why and the date. One of the Direct TV Technicians told Robert Patton that owners were sharing generic letters he had distributed to some owners. He will not be giving these letters out anymore and will text Robert Patton when a dish cannot be moved to the correct location.

Large issues such as unapproved sheds and fence placement, along with more basic issues like Satellite dishes, landscaping, and painting are being addressed at the Estoppel level. This is a very effective time to deal with these issues and it also makes incoming owners aware that the Association is active and following the governing documents.

Oakleaf Plantation East Board of Directors

Meeting Minutes

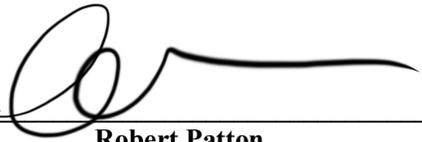
6:30 PM – May 7, 2018

IX. New Business
No new business

X. Owners Comments (Time Permitting)
Various owner comments regarding the disappointment that previous management was not as active on some of the compliance issues as they should have been.

XI. Adjournment
8:00 PM Adjournment

Approved _____



Robert Patton
President, OakLeaf East POA

Date 06 / 04 / 2018

**Oakleaf Plantation East Board of Directors
Meeting Minutes
6:30 - June 4th, 2018**

- I. **Call to order and Established Quorum**
Meeting called to order at 6:30 by Robert Patton and a quorum was established by the attendance of Robert Patton (President), Andre Lanier (Vice President) and Kimberly Farrell (Treasurer).
- II. **Agenda Additions, Deletions & Adoption / Approval of Minutes**
Motion to adopt the agenda with no changes as posted by Kimberly Ferrell and seconded Andre Lanier. Unanimous to approve.
- III. **Unfinished Business and Adoption of the Previous Meeting's Minutes**
The May BOD meeting minutes were recommended for adoption by the motion from Kimberly Farrell and Seconded by Andre Lanier. Unanimous to approve.
- IV. **Financial Update**
Kimberly Farrell provided a financial update. It is still at a 95% for the membership paying their annual assessment.
- V. **Homeowners Attorney Demand Recommendations**
Christine from the office of Ansbacher Law provided a the Board of Directors with her recommendations on the collection process.
- VI. **Policy and Regulations document Discussion/Adoption**
Christine provided the Board of Directors with a Resolution of BOD for sending the delinquent accounts to collections. Kimberly Farrell has been in touch with most of the Homeowners with delinquent accounts. The BOD agreed to wait until June 30th to send the delinquent accounts to collections. They all signed the Resolution for turning them over on June 30th.
- VII. **Collections Recommendations**
The recommendation is to turn them over after 90 days, but the BOD can turn them over as they see fit. Kimberly Farrell the Treasurer has called or has some form of communication with delinquent homeowners. She had some homeowners give her future dates for their payment. That is why a future date of June 30th for turn over was decided on.
- VIII. **Community Standards Compliance Update**
Kim received requests for fine reduction or waived. The requests are as follows:

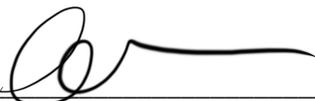
Owner	Sort	Property Address	Account #	To Collections
Pham, Tu	CPBB1 408	1408 Bitterberry Drive	1600	Reduce to \$100 administrative fee

Yambao, Christian	PBPC3 510	3510 Pebble Stone Court	1717	Reduce to \$100 administrative fee
Gede, Jesner & Iranise	PBPB3 950	3950 Pebble Brooke Circle	1724	Reduce to \$100 administrative fee
Luchiallain, Rovenna	WAWM 0750	750 Wakemont Drive	1804	Reduce to \$100 administrative fee
Guy, Terri	PMPM2 962	2962 Piedmont Manor Drive	1745	Reduce to \$100 administrative fee
Sellers, Steven	NHWO 3079	3079 Wandering Oaks Drive	1674	Will consider reduction after violations have been cleared
Harris, Karen	PBPB4 007	4007 Pebble Brooke Circle	1727	Need to find notices that were sent
Jasmin, Saintania	OKCO3 829	3829 Cardinal Oaks Circle	1714	Need to find someone that speaks Spanish
Dillard, Eboni	SBSD3 040	3040 Stonewood Way	1766	Ongoing communication

IX. **New Business**
No New Business

X. **Owners Comments**
A homeowner discussed that they have issues with the neighbor letting their dog out to relieve itself on their lawn. This has been an ongoing problem. They explained the situation and the steps that they have took to the BOD. This is still an ongoing problem.

XI. **Adjournment**
8:20 Adjournment



Approved 08/06/2018

Robert Patton
President

Oakleaf Plantation East POA Board of Directors
Meeting Minutes
6:30pm - August 6th, 2018

I. Call to order and Established Quorum

Meeting called to order at 6:30 by Robert Patton and a quorum was established by the attendance of Robert Patton (President), Andre Lanier (Vice President) and Kimberly Farrell (Treasurer).

II. Agenda Additions, Deletions & Adoption

Motion to adopt the agenda with no changes as posted by Robert Patton and seconded Andre Lanier. Unanimous to approve.

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

The May BOD meeting minutes were recommended for adoption by the motion from Kimberly Farrell and Seconded by Andre Lanier. Unanimous to approve.

IV. Financial Update

Kimberly Farrell provided a financial update. It is now at 98.5% for the membership paying their annual assessment. Kim will be sending the financials over to the Auditor for 2017.

V. Homeowners Attorney Demand Recommendations

Robert researched going to the demand stage without fining, but was more costly than originally thought. There are 3 ways that is recommended for dealing with violation fines. They fix it themselves after multiple letters. They don't fix it and we fix it for them. We can't fix and we fine them. Then we get the attorney demand stage and this is where the fines will pay for the attorney action.

VI. Policy and Regulations document Discussion/Adoption

We still need come up with verbiage on the the reasonable time for boat, rv, and trailers. Communication is the key to all of it. The commercial vehicles are not permitted. Emergency service vehicles need to register with the association.

VII. Collections Recommendations

The recommendation is to turn them over after 90 days, but the BOD can turn them over as they see fit. Kimberly Farrell the Treasurer has called or has some form of communication with delinquent homeowners. She had some homeowners give her future dates for their payment. There are 4 that is recommended to turn over to collections.

VIII. Community Standards Compliance Update

Kim received requests for fine reduction or waived. The requests are as follows:

Resident	Property Address	Total Owed	Fine Reduced or Waived
Harris, Karen	4007 Pebble Brooke Circle	2,000.00	Reduced to 100.00
Cooper Jr, Albert & Rachel	323 Brier Rose Lane	178.00	Waived to 0.00

IX. New Business

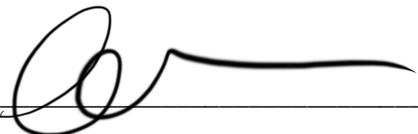
Community approved mailbox posts, mailboxes, and numbers can be ordered on the website. The fines committee is being started back up. A motion by Robert Patton that all stage 3 violations currently in Smartwebs are recommended for a fine and Seconded by Kimberly Farrell. Unanimous to approve. Hearing notices will be sent according to state statute.

X. Owners Comments

A homeowner discussed that they have issues with the neighbor not doing anything with his yard. He put down card board in the back to kill the grass. This has been an ongoing problem. The neighbor mowed it for the first 3 years but it has not been taken care of since he quit. He has neighbors moving because of it. The home is on Laurel Mill Dr.

XI. Adjournment

8:00 Adjournment

Approved  9/10/2018

Oakleaf Plantation East POA Board of Directors
Meeting Minutes
6:30pm - September 10th, 2018

- I. **Call to order and Established Quorum**
Meeting called to order at 6:30 by Robert Patton and a quorum was established by the attendance of Robert Patton (President), Andre Lanier (Vice President) and Kimberly Farrell (Treasurer).
- II. **Agenda Additions, Deletions & Adoption / Approval of Minutes**
Motion to adopt the agenda with no changes as posted by Robert Patton and seconded Andre Lanier. Unanimous to approve.
- III. **Unfinished Business and Adoption of the Previous Meeting's Minutes**
The August BOD meeting minutes were recommended for adoption by the motion from Kimberly Farrell and Seconded by Andre Lanier. Unanimous to approve.
- IV. **Financial Update**
Kimberly Farrell provided a financial update. It is now at 98.5% for the membership paying their annual assessment. Kim reported all payment plans are being paid as agreed upon.
- V. **Homeowners Attorney Demand Recommendations**
New Resolution for the board to sign. It's a letter of engagement for Ansbacher's office to reflect updates to their agreement was signed and presented to Robert Patton to forward to the attorney's office.
- VI. **Policy and Regulations document Discussion/Adoption**
Discussions regarding RVs or Boats staying overnight: One option is to have an owner register a vehicle with the Association, request approval to overnight it and then keep it no longer than "some period of time" ... possibly no more than a total of 4 days a month. This covers the road and driveway, as our documents allow the Association to make rules and regulations for the "property", which is legally defined as all of OakLeaf East. The final policy language is still being worked on and tailored for testing as owners provide feedback in response to violation letters and casual conversations ensue as vehicles are seen during inspections. The difficulty with a very detailed and specific vehicle policy is that vehicles move very often and there are literally thousands of them to keep track of. A complex policy would either be too difficult to enforce properly or, require large amounts of additional resources at often unusual times to see these overnighting vehicles. Any future policy needs to be enforced and applied equally throughout the Association, but courts do acknowledge that the Association can't be in all places at all times.
- VII. **Collections Recommendations**
The recommendation is to turn them over after 90 days, but the BOD can turn them over as they see fit. Kimberly Farrell, the Treasurer, has called, emailed, or has had some form of communication with all delinquent homeowners which were not yet in collections. She had some homeowners give her future dates for their payment. There are 4 that is recommended to turn over to collections.

VIII. **Community Standards Compliance Update**

The appeals committee meeting was August 30th, 2018. Three were tabled and the rest of the fines were approved. The main investor companies (AH4R & IH) have not responded to violation notices at this time.

IX. **New Business**

The mailbox poles, address numbers and mailboxes can be ordered on the website. The new laws for website won't go into effect until January 1st, 2019. Paula McDaniel will research the HOA requirements and report if any changes affect our website.

X. **Owners Comments**

The CDD is updating their website to be in compliance with the ADA laws.

XI. **Adjournment**

7:00 Adjournment

Adopted _____ 10/01/2018

Robert Patton
President

A handwritten signature in black ink, consisting of a large, stylized 'R' followed by a long horizontal stroke that tapers to the right. The signature is written over a horizontal line.

**Oakleaf Plantation East POA Board of Directors
Meeting Minutes
6:30pm - October 1st, 2018**

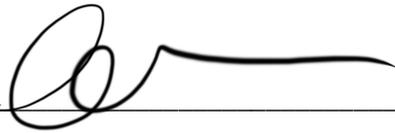
- I. **Call to order and Established Quorum**
Meeting called to order at 6:30 by Robert Patton and a quorum was established by the attendance of Robert Patton (President) and Andre Lanier (Vice President) - Kimberly Farrell (Treasurer) was not at the meeting.
- II. **Agenda Additions, Deletions & Adoption / Approval of Minutes**
Motion to adopt the agenda with no changes as posted by Robert Patton and seconded by Andre Lanier. Unanimous to approve.
- III. **Unfinished Business and Adoption of the Previous Meeting's Minutes**
The September BOD meeting's minutes were recommended for adoption by a motion from Robert Patton and Seconded by Andre Lanier. Unanimous to approve.
- IV. **Financial Update**
Kimberly Farrell was not in attendance.
- V. **Homeowner Fines/Attorney Demand Recommendations**
Robert Patton recommends sending the fined owners that have not paid, or responded in over 2 weeks, over to the attorney for collections.

8 properties having 10 total violations that have not been corrected or agreements made with the Association to remedy are on the consent agenda for a fine. The following properties were approved for a fine.

Addresses – Fines Approved .
3485 Worthington Oaks
3141 Hearthstone Lane
553 Acornridge Lane
3076 Litchfield Drive (3 Violations)
3799 Cardinal Oaks Circle
3006 Peidmont Manor Drive
541 Acornridge Lane
3072 Williamsburg Court

- VI. **Policy and Regulations document Discussion/Adoption**
Robert went over possible verbiage options for the commercial vehicles, mailboxes and real estate signs policies.
- VII. **Collections Recommendations**
Kimberly Farrell was not in attendance.
- VIII. **Community Standards Compliance Update**
Letters are continuing to be sent out for compliance.
- IX. **New Business**
No new business.
- X. **Owners Comments**
Homeowner commented that she was getting complaints about neighbors getting non-compliance letters. She let them know that the best option was to call and discuss the situation with the Association, in order to come up with a solution.
- XI. **Adjournment**
7:30 Adjournment

Adopted _____



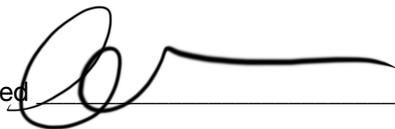
11/05/2018

Robert Patton
President

Oakleaf Plantation East POA Board of Directors
Meeting Minutes
6:30pm - Nov 5th, 2018

- I. **Call to order and Established Quorum**
Meeting called to order at 6:34PM by Robert Patton and a quorum was established by the attendance of Robert Patton (President) and Andre Lanier (Vice President) - Kimberly Farrell (Treasurer) was not at the meeting.
- II. **Agenda Additions, Deletions & Adoption**
Motion to adopt the agenda with no changes as posted by Robert Patton and seconded Andre Lanier. Unanimous to approve.
- III. **Unfinished Business and Adoption of the October Meeting's Minutes**
The October BOD meeting minutes were recommended for adoption by the motion from Robert Patton and Seconded by Andre Lanier. Unanimous to approve.
- IV. **Financial Update**
Kimberly Farrell was not there to provide the update.
- V. **Budget Review**
Proposed 2019 budget was discussed and reviewed at the meeting. Proposed that no increases be made to the Annual Assessment.
- VI. **Homeowners Attorney Demand Recommendations**
Robert went over the currently unresolved stage 3 letters and getting them approved to send to Fines/ Appeals committee. Approximately 25 to be sent to the CEC for action. Motion to approve the Fines Consent Agenda was seconded by Andre Lanier and approved by majority vote.
- VII. **Policy and Regulations document Discussion/Adoption**
Nothing discussed.
- VIII. **Collections Recommendations**
Kimberly was not available to provide collection recommendations.
- IX. **Community Standards Compliance Update**
Letters are continuing to be sent out for compliance. Discussion about if adding specific addresses to the minutes is appropriate for CEC related matters.
- X. **New Business**
No new business.
- XI. **Owners Comments**
Homeowners discussed issues with neighbors and trash cans being put in the street. Two homes left extremely large piles of trash upon moving out and due to neighbor concerns the Association had a vendor load and take it to the dump.
- XII. **Adjournment**
7:30 Adjournment

Adopted



1/07/2019

Robert Patton
President

Oakleaf Plantation East POA Board of Directors
Meeting Minutes
6:30pm - Dec 10th, 2018

I. **Call to order and Established Quorum**

Meeting called to order at 6:38PM by Robert Patton and a quorum was established by the attendance of Robert Patton (President), Andre Lanier (Vice President), and Kimberly Farrell (Treasurer).
A quorum was not established in order for an Election to take place. All Board members will remain the same.

II. **Agenda Additions, Deletions & Adoption**

Motion to adopt the agenda and notice, which was sent via US Mail to all members, with no changes by Robert Patton and seconded Andre Lanier. Unanimous to approve.

III. **Budget Adoption**

Motion to approve the proposed 2019 budget with no increase in assessments made by Robert Patton and seconded by Andre Lanier. Unanimous vote to approve budget by all Board members.

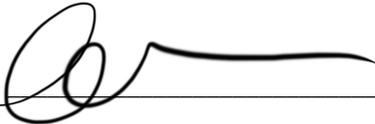
IV. **Owners Comments**

Various questions and concerns from residents.

V. **Adjournment**

7:22PM Adjournment

Adopted



1/07/2019

Robert Patton
President