

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

OAKLEAF BAPTIST CHURCH

7:00 PM January 8, 2018

TAKEN AND SUBMITTED BY: Stephanie Fuhs, Secretary

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

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

Members absent: Cici Carter, Robert Wolski

Guests: Olivia Fitch (PMSI representative) and 6 residents

Meeting called to order at 7:03pm

OLD BUSINESS:

- Minutes Approved from December Meeting
- Ratify Fine Date for 2018 Assessments:
 - Mifsud Motion to extend to Feb. 1 before late fees. Lane seconded, motion passes
- Violation Letters:
 - Separate paragraph has been added by management
- Violation Spreadsheet
 - Completed, will allow better tracking of violation
- Lien Conversation Follow Up
 - Lane has questions, Olivia will follow up with attorney on the specific questions

NEW BUSINESS:

- Yard of the Month
 - Suspended until Spring
- AR Issues:
 - 959 Otter Creek Drive Dock structure being built, no application was received
 - Violation letter sent
 - 3360 Middlebrook Drive called regarding the removal of the Oak tree due to driveway damage
 - Mifsud drove by and did not see major damage
 - PMSI sent resident information regarding Root Barriers
- 3624 Live Oak Hollow Dr Tree issue
 - Mifsud made a motion to leave the fines in place (\$1000) until a resolution is agreed upon, suspend fines until the deadline of the letter, Lane seconded, motion passed
- Garage Door
 - No change
 - Moving forward with Intent to Lien
- 3180 Tower Oaks Dr.
 - Owe money to fees, property management company could not find the address
 - Unable to verify that letters were received, PMSI will be following up
- Parking Discussion
 - CCSO said we can impose parking limitations through revising bylaws
 - Discussion tabled

Resident Questions Notes:

- Dog Walking Concern on Live Oak Hollow
 - Requesting the board to remind residents of dog safety

- Board has reminded residents of leash laws, will continue to do so in newsletter
- Question about finding sprinkler lines
 - Advised to check survey map or safe to dig program (811)

NEXT MEETING: Monday, February 12 in the Joy Classroom at 7:00pm

Mifsud motioned to adjourn meeting; Seconded by Lane; motion passes.

Meeting Adjourned at 7:52 pm

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

OAKLEAF BAPTIST CHURCH

7:00 PM February 12, 2018

TAKEN BY: Cici Carter

SUBMITTED BY: Stephanie Fuhs, Secretary

CALLED TO ORDER BY: 7:00pm by Mifsud, Seconded by Wolski

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

Members absent: Stephanie Fuhs, Walter Lane

Guests: Olivia Fitch (PMSI representative) and 10 residents

Meeting called to order at 7:00pm

OLD BUSINESS:

- Minutes Approved from January Meeting, Carter mentioned they are on the website
- Mifsud said that the Yard of the Month judging will begin in March. He explained to the residents present that Sheila visits all 5 neighborhoods in our POA and selects the best yard in each neighborhood as the "Yard of the Month". A sign is then placed in each yard.
- Mifsud explained that garbage cans should not be stored in view of the street on non-garbage days. If fencing is used to hide garbage cans, that fencing must meet our standard. He distributed photos of non-compliant homes, and said that we will be working on the fence standard for next month's meeting.
- Mifsud and Wolski gave a summarized financial report.
- PMSI Representative provided updated information pertaining to violations: YTD, 239 violations were sent, and 10 owner responses were received indicating that violations were corrected. When Mifsud asked why there were so few corrections, Fitch explained that many owners make corrections without notifying the management company.
- Mifsud indicated that he had spoken with the owner on Live Oak Hollow about removal of the tree and progress is being made. Kerr said she also spoke with the owner.
- Wolski said that the owner on Otter Creek who built the boat dock has now removed it so that he is in accordance with the covenants and bylaws.
- PMSI reviewed the security reports. Carter explained to the residents present that the POA pays CCSO to patrol all Phase 2 neighborhoods 5 days per week at varying times.

NEW BUSINESS:

- Water conservation was discussed. Wolski explained that residents who are with Clay Water use reclaimed water for sprinklers, but residents who are with JEA are not using reclaimed water.
- Carter mentioned a resident's suggestion of a community garden that would be maintained and utilized by the members of the community. This idea was tabled for future discussion.
- Mifsud mentioned that a portion of the budget has been set aside for common-area beautification. Wolski mentioned areas where JEA substations need beautification (the circle at Mosswood Chase and Hawks View in Whitfield was one example).
- Kerr mentioned that the fence on Deerview in Forest Brook has holes. Kerr has the action item to send photos to CDD President Jay Sorriano.

RESIDENT QUESTION NOTES

- Someone asked about the barricades at Acorn Chase and Live Oak Hollow. Mifsud said those barricades are there to protect the street; a pothole was repaired, and it needs time to cure.
- Mifsud said that a “No Parking” sign will eventually be needed across the street from where the new school is being built. He researched, and discovered that a petition is needed in order to get those signs.

NEXT MEETING: Monday, March 12 in the Joy Classroom at 7:00pm

Carter motioned to adjourn meeting; Seconded by Mifsud; motion passes.

Meeting Adjourned at 7:53 pm

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

OAKLEAF BAPTIST CHURCH

7:00 PM March 12, 2018

TAKEN AND SUBMITTED BY: Stephanie Fuhs, Secretary

CALLED TO ORDER BY: 7:05pm by Lane, Seconded by Fuhs

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

Members absent: Cici Carter, Derima King, Jason Mifsud

Guests: Olivia Fitch (PMSI representative) and 9 residents

Meeting called to order at 7:00pm

OLD BUSINESS:

- Minutes Approved from February Meeting
- Financial Information had not been prepared, it will be emailed to the board around the 15th of the month
- Violation Spreadsheet
 - Turkey Point Dr. violations discussed
 - Yard of the Month suspended until April, some concerns that the weather will make it challenging, but Kerr will still look for yards.
- 2018 Assessments
 - Late notices were mailed
 - \$55,137.83 of unpaid balances
 - Lane requested a list of which properties are on a claim of lien; Fitch will follow up and get a status list for the next month
- Live Oak Hollow Tree
 - Tree has not been completed
 - Concerns about if HOA fee was paid

NEW BUSINESS:

- Stain Colors for Wood Fences
 - Discussion regarding stain colors
 - Motion to approve Russet, Teak, Walnut by Olympic Maximum Colors for wood fence stain by Wolski, seconded by Kerr, Motion passed.
- PVC Colors
 - Motion to amend the ARC Guidelines to include beige PVC fence by Kerr. Seconded by Lane. Motion rescinded by Kerr.
 - Kerr will bring samples of the beige fence to review
- Fence Barrier for Trashcan
 - Discussion types of barriers
 - Discussion tabled until more information is gathered
 - Board will draft some recommendations to share
- Grass Consideration
 - Motion to allow Zoysia grass approved to guidelines by Wolski; seconded by Lane. Motion passed.
- Installed Generators
 - Just cannot be visible from the street, should be boxed in for the noise

- Questions of Financial Report
 - Fitch will review with accounting department

RESIDENT QUESTION NOTES

- Trash Cans visible
- Concerned with lack of Oak Tree
 - Oak Trees are required in every yard
- Parking Concerns
 - Resident recommended that we send our County commissioner a parking recommendation
 - Will put on the agenda for next month
- Commercial Vehicle Concerns
 - Reminder that the Board has the ability to make rules and regulations and adjust them

NEXT MEETING: Monday, April 9 in the Joy Classroom at 7:00pm

Lane motioned to adjourn meeting; Kerr Seconded by; motion passes.
Meeting Adjourned at 8:04 pm

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

OAKLEAF BAPTIST CHURCH

7:00 PM May 14, 2018

TAKEN AND SUBMITTED BY: Stephanie Fuhs, Secretary

CALLED TO ORDER BY: 7:05pm

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

Members absent: Robert Wolski

Guests: Olivia Fitch (PMSI representative) and 3 residents

Meeting called to order at 7:05pm

OLD BUSINESS:

- Violations
 - 24 Owners have responded and noted that they were correcting or had corrected the violations
- Yard of the Month
 - Discussion on awards, board discussion landed on no awards at this time
- Stains Incorporated into the ARC Guidelines for Wood Fences
 - Russet, Teak, Walnut (Olympic Elite Colors available at Lowe's)
- PVC Fencings Discussion
- Trash Can Barrier Discussion
 - Lane will reach out to fencing companies to see if we can get a standardized solution for the trash can barriers. Will bring proposals to the June meeting.
- Grass
 - Zoysia grass is an approved sod replacement
- Past Due Debts Discussion
 - Continued requests for foreclosure process and timeline for current delinquent accounts past 90 days made to PMSI
 - PMSI provided the process, board is still requesting additional details
 - Request made of PMSI outlining the cost associated for each step
 - PMSI will bring the lawyer to next month's meeting to answer outstanding questions and concerns regarding the current process
 - Discussion of collection agency to take over delinquent accounts. Mifsud will research collection agencies to bring to the Board

NEW BUSINESS:

- Parking Discussion
 - Kerr will research next steps with getting a parking enforcement code
 - Board discussion landed on a preference to a no overnight parking policy versus a policy designating parking on one side of the street
- Commercial Vehicle Discussion
 - Follow-Up with residents that were told to cover vehicle, currently not covering the vehicle
 - Board will continue to address issues of commercial vehicles on case by case basis when vehicle is non-commercial size (i.e. van, truck, etc.)
- Resident Wetland Concerns Discussion

- Mifsud will reach out to see how Board can help
- Tree Discussion
 - Guidelines require an oak tree on every lot; residents must submit a request with concerns regarding their mandatory oak trees to the ARC
- Mailbox Painting
 - \$190 for paint, \$4 per mailbox; total cost \$2003.30
 - Mifsud motioned to approve the estimate for painting of mailboxes. Lane seconded. Approved
 - Board will put notice of mailbox painting on message board and social media
 - Mifsud motioned to get a quote on replacing damaged numbers on mailboxes and board will vote via email to accept or reject proposal; Lane seconded; Approved.

RESIDENT QUESTION NOTES

- ARC Board Question regarding application
 - We can adjust the application to include the color swatches
- Question regarding Business operating out of home in Creekview
 - Resident will email PMSI with address

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

Mifsud motioned to adjourn meeting; Carter Seconded; motion passes.
Meeting Adjourned at 8:22 pm

OAKLEAF PLANTATION WEST PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING: OAKLEAF BAPTIST CHURCH; 7:30PM
JUNE 25, 2018 MEETING MINUTES
SUBMITTED BY: Cici Carter, Director
CALLED TO ORDER BY: Jason Mifsud at 7:02PM

Members present:

Jason Mifsud, Ernie Lane, Cici Carter, Sheila Kerr, and Derima King

Members absent:

Stephanie Fuhs and Robert Wolski

Guests present:

Olivia Fitch (PMSI representative) and 6 residents

- Guest speaker Alex Amador of McCabe Law Group spoke about the collections process:
 - There is a statute of limitations on collections. If the delinquent amount is older than 5 years, it may not be collectible.
 - Delinquent amounts are not collectible on properties that are in foreclosure or bankruptcy.
 - Once a lien has been placed on the property by the HOA, the next step is the “intent to foreclose” letter. This letter informs the homeowner that the HOA intends to foreclose on the property to collect the delinquent HOA fees.
 - Homeowners usually pay the delinquent amount before a foreclosure occurs.
 - McCabe can collect delinquent amounts based on a deferred payment agreement. Alex will provide the Board with a copy of the deferred payment agreement, along with a fee schedule.
- A motion was made by Ernie Lane and seconded by Jason Mifsud to proceed with the attorney’s recommendations and select the top 10 delinquent homeowners with the highest owed amounts, for properties that are not in foreclosure or bankruptcy, and on which there is already an HOA lien. The motion was approved.
 - McCabe will analyze these for collectability, and will send “intent to foreclose” letters to those properties.
- A motion was made by Jason Mifsud and seconded by Cici Carter to approve the minutes from the May 14, 2018 meeting. The motion was approved.
- The tree stump at the home on Live Oak Hollow has been removed. The homeowner reported to Sheila Kerr that he will be planting a new tree soon.
- Ernie Lane provided estimates from fencing companies for barriers to hide trash cans.

- Further discussion regarding on-street parking will be tabled until the August meeting.
 - If we agree on “no overnight parking” signs, letters must be sent to all homeowners at least 30 days before implementation.
- Jason Mifsud shared the proposal for painting of the mailboxes.
 - The cost to clean, treat, and paint each post is \$4 per post, for approximately 450 posts: \$1800
 - The cost to purchase new address numbers for each mailbox is \$1.57 per mailbox, for 873 mailboxes: \$1370
 - The cost to strip each post and replace with new numbers is \$1 per post, for approximately 450 posts: \$450
 - TOTAL COST: \$3600
- A motion was made by Jason Mifsud and seconded by Cici Carter to send informational letters about the mailbox painting project. The motion was approved.
- A motion was made by Jason Mifsud and seconded by Ernie Lane to allow up to \$4000 for the mailbox painting project. The motion was approved.
- Ernie Lane announced his resignation from the Board effective immediately. His position will be filled at a future meeting.
- There will be no meeting in July. The next HOA meeting will be held on August 13, 2018 at 7pm.
- A motion was made by Cici Carter and seconded by Jason Mifsud to adjourn the meeting at 8:20PM.

Oakleaf Plantation West, POA

Board of Directors Meeting

August 13, 2018

Oakleaf Baptist Church (Joy Class Room 7:00PM)

- I. Establish Quorum of the Board-Call to order Meeting of the Board Time ____:_____**
- II. Roll call of the Board of Directors**
- III. Ratify (Approval) of the minutes from June 11, 2018 meeting**
- IV. Financial information:**

.A motion was made by Robert Wolski and seconded by Jason Mifsud to proceed to foreclosure on properties more than 90 days past due. A date of August 27th was established as the date to proceed.

A motion was made by Robert Wolski and seconded by Jason Mifsud for payment plan guidelines for past due amounts as follows:

\$2000.00 or more a 12-month plan for payment would be allowed

\$1,000.00 -\$1,999.99 a 9 month plan

\$999.99 or less 6-month plan.

Suggestion made for the community attorney to review letters to see what our options are.

A motion was made by Robert Wolski to write off the debt of Middle Village LLC in the amount of \$16,396.97. Information was provided by McCabe Law group that the property was sold undervalue nearing foreclosure and due to the back taxes and fines, this debt has been deemed uncollectable. Motion was approved.

V. Old Business

Barriers to hide trashcans

A motion was made and approved by Robert Wolski for the guideline for "L" shaped trashcan barriers. Motion was approved.

If the property does not have a fence, the barrier may be installed and should not exceed the midpoint of the home.

If the home has a white PVC/wooden/wrought iron fence that is backwards of the mid-point of the home, the trashcan barrier may be installed and shall not be forward of the mid-point of the home.

The standard size approved for the barriers are as follows:
3ftW X 3ft D and 4ft tall.

Colors: White PVC/wooden/wrought iron fencing: the "L" shaped trashcan barrier shall be white PVC. A fence that is beige PVC: the "L" shaped trashcan barrier shall be of the same style and color beige.

ARC applications are required for the installation of the above listed "L" shaped trash can barriers. All other will be considered in violation.

Parking within the communities

It was agreed by the Board to close the discussion on **NO on Street Parking**, since there is no designated area available for residents to park other than their home. It was previously established that each home could accommodate the parking of 6 cars. Parking is the responsibility of each licensed driver and resident.

The community message board will address parking within the 5 communities.

A message to address the parking concerns would also be placed in the Oakleaf Community newsletter.

Mailbox post and mailbox refurbishments are successfully underway.

Mailbox maintenance has started.

VI. New Business

Welcome Committee

Mrs. Lynda H. has volunteered to serve on this committee.

There were 8 homeowners at this meeting.

VII. Residents questions and Answers

Confirm next meeting date- Monday, September 10, 2018

Adjournment of Meeting Time____: _____

Oakleaf Plantation West, POA Board of Directors Meeting

September 10, 2018
Oakleaf Baptist Church
7:00pm

- Establish Quorum of the Board- Call to order the meeting of the Board Time_____ pm
- Roll Call of the Board of Directors
- Ratify approval of the minutes of August 13, 2018 meeting

1. Old Business

- August financials were sent on the 15th. Robert Wolski questioned whether the \$16, 396.97 was written off and it was confirmed by Jason Mifsud that it was.
- We are still working on getting the Oak Tree replanted on 3624 Live Oak Hollow
- ARC Guidelines were merged by Jason Mifsud.
- Motion was made by Derima King and seconded by ClCl carter to no longer allow wood fences to be installed in the communities.
- Jason Mifsud communicated that the painting of the mailboxes, post and replacement of numbers is ongoing.
- Jason Mifsud shared that a renter neighbor mailbox was accidently knocked off and he shared with the neighbor the cost of replacing. He also indicated that this is the one shared cost we have with our neighbor.
- Robert Wolski questioned the low balances shown on the financial statement.
- Jason Mifsud is going to request that prior balances be reflected on current billing for HOA dues.

2. New Business

- Fine Committee meeting scheduled for September 24, 2018

- Per Jason Mifsud, there were seven Estoppels, which he checked on.
- Yards of the month for September were acknowledged.
- Acknowledged the wonderful job Stephanie Fuhs did as secretary for the HOA.
- Jason Mifsud opened the floor for nominations for Secretary and Vice President. Cici Carter was nominated by Shiela Kerr for Vice President and accepted the position for a 12month period. Shiela Kerr was nominated for secretary by Jason Mifsud and accepted the position.
- Robert Wolski recommended opening bids/negotiate a new contract for property management.

There were 4 residents present for this meeting.

3. Residents Questions and Answers

Adjournment of Meeting_____

Shiela P. Kerr