



OAKLEAF
PLANTATION EAST

PROPERTY OWNERS ASSOCIATION

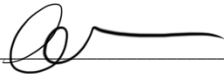
2019 Board Meeting Minutes



Oakleaf Plantation East POA Board of Directors
Meeting Minutes
6:30pm - Jan 7th, 2019

- 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), Kimberly Farrell (Treasurer).
- II. **Agenda Additions, Deletions & Adoption / Approval of Minutes**
Motion to adopt the agenda with no changes as posted by Robert Patton. Andre Lanier made the motion to approve as written and seconded Kim Farrell. Unanimously approved.
- III. **Unfinished Business and Adoption of the Previous Meeting's Minutes**
The November BOD meeting minutes and December's Annual meeting both were recommended for adoption by the motion from Robert Patton and Seconded by Andre Lanier. Unanimously approved.
- IV. **Financial Update**
Kimberly Farrell gave the financial update. Over 67% paid already for 2019 as of today.
- V. **Homeowners Attorney Demand Recommendations**
Nothing discussed.
- VI. **Policy and Regulations document Discussion/Adoption**
Robert explained that the fine reduction does not make the fine go away, but they are choosing to collect the whole fine. Home's being sold in OakLeaf East go through an Estoppel inspection prior to the Estoppel being issued. If violations or architectural deviations are present, those issues need to be addressed by the owner and/or the buyer.
- VII. **Collections Recommendations**
None
- VIII. **Community Standards Compliance Update**
Letters are continuing to be sent out for compliance. There are 2 homeowners that are asking for fine waiving or reduction. Litchfield home had several violations that were taken care of except the shed that is not approved. They are giving 24 months to deal with the shed. When they sell the home, the shed will need to be removed. The second homeowner was fined for yard issues. The first one was reduced to 200.00 across the board. The second one reduced to 100.00. Board unanimously approved.
- IX. **New Business**
No new business.
- X. **Owners Comments**
Discussed the parking issue on the island on first left in the oaks. There is a no parking sign, but they are still parking there. Maybe adding some bushes will stop the parking. Jay S. was contacted and the cars were towed from the common area turf.
- XI. **Adjournment**
7:00 Adjournment

Adopted



02/04/2019

Robert Patton
President

Oakleaf Plantation East POA Board of Directors
Meeting Minutes
6:30pm - Feb 4th, 2019

- I. **Call to order and Established Quorum**
Meeting called to order at 6:31 by Robert Patton and a quorum was established by the attendance of Robert Patton (President), Andre Lanier (Vice President), Kimberly Farrell (Treasurer).
- II. **Agenda Additions, Deletions & Adoption / Approval of Minutes**
6:32PM Motion to adopt the agenda with no changes as posted by Robert Patton. Robert Patton made the motion to approve as written and seconded Andre Lanier. Unanimously approved.
- III. **Unfinished Business and Adoption of the Previous Meeting's Minutes**
The January BOD meeting minutes were recommended for adoption by a motion from Robert Patton and Seconded by Andre Lanier. Unanimously approved.
- IV. **Financial Update**
Kimberly Farrell gave the financial update. Over 87% paid already for 2019 as of today. 221 Owners Assessments for 2019 left unpaid to date.
- V. **Homeowners Attorney Demand Recommendations**
Nothing discussed.
- VI. **Policy and Regulations document Discussion/Adoption**
Robert explained that the fine reduction does not make the fine go away, but they are choosing to collect the whole fine. Home's being sold in OakLeaf East go through an Estoppel inspection prior to the Estoppel being issued. If violations or architectural deviations are present, those issues need to be addressed by the owner and/or the buyer.
- VII. **Collections Recommendations**
6:35 Motion to send all unpaid fines from fall of 2018 to collections w Ansbacher. Seconded by Kimberly Farrell and all were in favor. 6:38 Fines at stage 3 were recommended to be sent to the next CEC meeting. Andre seconded and all were in favor.
- VIII. **Community Standards Compliance Update**
Letters are continuing to be sent out for compliance.
- IX. **New Business**
No new business.
- X. **Owners Comments**
Several homeowners discussed their concerns after being fined and/or sent letters and some were directed to come back to a future meeting for additional information.
- XI. **Adjournment**
6:45 Adjournment

Adopted  03/04/2019

Robert Patton
President

Oakleaf Plantation East POA Board of Directors
Meeting Minutes
6:30pm - Mar 4th, 2019

- 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), Kimberly Farrell (Treasurer).
- II. **Agenda Additions, Deletions & Adoption / Approval of Minutes**
Motion to adopt the agenda with no changes as posted by Robert Patton. Robert Patton made the motion to approve as written and seconded Kimberly Farrell. Unanimously approved.
- III. **Unfinished Business and Adoption of the February Meeting's Minutes**
The February BOD meeting minutes recommended for adoption by the motion from Robert Patton and Seconded by Kimberly Farrell. Unanimously approved.
- IV. **Financial Update**
Kimberly Farrell gave the financial update. The year-end financials are ready and post cards will go out notifying owners. 95.67% paid already for 2019 as of today. Last year at this time it was 76.35%. There is 92 people outstanding, 63 just owe this year and 29 owe more than one year. Late fees were assessed on 2/28 and notices went out 3/4/2019.
- V. **Welcome Committee Discussion**
None
- VI. **Homeowner Fines/Attorney Demand Recommendations**
Robert is recommending that the addresses that are at the stage 3 be sent to the Fines (CEC) committee's next scheduled meeting. Board unanimously approved.
- VII. **Policy and Regulations Document Discussion/Adoption**
Robert explained that the "fine reduction" cannot legally make the fine go away, but the Association is deciding whether or not to collect the whole fine. Legally defined as the Board forgoing the collection of an entire amount owed to the Association. The foregone amount can come back into play if the violation reoccurs, under certain conditions.
- VIII. **Fines Appeal Discussion**

Four property owners are asking for the Association to not collect the fines they were assessed by the CEC Committee.

3079 Wandering Oaks Drive \$1,800
3475 Waterford Oaks Drive \$1,800
3511 Silver Bluff Blvd \$2,850
800 Stallion Way \$900

A motion was made by KF to forego collecting each owner's fines as defined above, subject to the violation(s) not reoccurring. Seconded by RP, all voted in favor.

IX. Community Standards Compliance Update

Letters are continuing to be sent out for compliance.

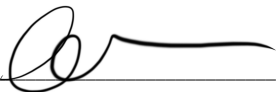
X. New Business

No new business.

XI. Owners Comments

XII. Adjournment 7:04 Adjournment

Adopted _____

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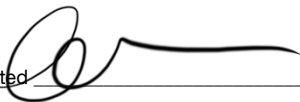
04/01/2019

Robert Patton
President

Oakleaf Plantation East POA Board of Directors
Meeting Minutes
6:30pm - April 1st, 2019

- I. **Call to order and Established Quorum**
Meeting called to order at 6:56 by Robert Patton and a quorum was established by the attendance of Robert Patton (President), Kimberly Farrell (Treasurer) via phone.
- II. **Agenda Additions, Deletions & Adoption / Approval of Minutes**
Motion to adopt the agenda with no changes as posted by Robert Patton. Robert Patton made the motion to approve as written and seconded Kimberly Farrell. Unanimously approved.
- III. **Unfinished Business and Adoption of the Previous Meeting's Minutes**
The March BOD meeting minutes recommended for adoption by the motion from Robert Patton and Seconded by Kimberly Farrell. Unanimously approved.
- IV. **Financial Update**
Kimberly Farrell gave the financial update. 35 accounts are still owing and 10 accounts are already at Ansbacher. 98.35% already paid for the 2019 assessment.
- V. **Homeowners Attorney Demand Recommendations**
Kim Farrell recommends the 18 remaining unpaid homeowners to go to collections. All 18 have been sent at least 3 notices.
- VI. **Policy and Regulations document Discussion/Adoption**
Robert explained that the fine reduction does not make the fine go away, but they are choosing not to collect the whole fine when the Board is asked to assist an owner after the normal CEC process has taken its path.
- VII. **Collections Recommendations**
CEC meeting is on the 16th at 6:30 and around 29 stage 3 violations being sent to CEC committee.
- VIII. **Community Standards Compliance Update**
Letters are continuing to be sent out for compliance, 589 letters were sent out in the past 5 days alone. There were 4 homeowners that are asking for fine waiving or reduction. 3 were reduced to 100.00 administration fee and the fines for Cardinal Oaks Cir were reduced to 250.00.
- IX. **New Business**
No new business.
- X. **Owners Comments**
- XI. **Adjournment**
7:04 Adjournment

Adopted



05/06/2019

Robert Patton
President

Oakleaf Plantation East POA Board of Directors
Meeting Minutes
6:30pm - May 6th, 2019

I. Call to order and Established Quorum

Meeting called to order at 6:31 by Robert Patton and a quorum was established by the attendance of Robert Patton (President), Kimberly Farrell (Treasurer) and Andre Lanier (Vice President)

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

Motion to adopt the agenda with no changes as posted by Robert Patton. Robert Patton made the motion to approve as written and seconded Andre Lanier. Unanimously approved.

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

The April BOD meeting minutes recommended for adoption by the motion from Robert Patton and Seconded by Andre Lanier. Unanimously approved.

IV. Financial Update

Kimberly Farrell gave the financial update.

V. Homeowners Attorney Demand Recommendations

The homeowners that were still delinquent as of April 30th were sent to collections.

VI. Policy and Regulations document Discussion/Adoption

Robert explained that the fine reduction does not make the fine go away, but they are choosing not to collect the whole fine. BOD voted unanimously to send all stage 3 violations to the CEC. CEC meeting is on the 20th of June at 6:30.

VII. Fines Appeals

No one was asking for a fine appeal.

VIII. Community Standards Compliance Update

Letters are continuing to be sent out for compliance.

IX. New Business

Rob is asking for volunteers for the ARB committee.

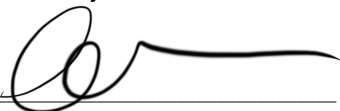
X. Owners Comments

There were discussions about boats and other violations. The resident with the boat was there and compliance was being discussed. Most of the homeowners present were not in favor of allowing the boat being kept on the property or in the street unless completely out of view. He does tournament fishing and has it at the house when he has tournaments. He does have storage for it, so not at the home all the time. Also, a tenant that was fined for grass was present and it was bad when she moved in.

XI. Adjournment

8:30 Adjournment

Adopted



06/03/2019

Robert Patton - President

Meeting Minutes
Board of Directors' Meeting
Oakleaf East POA

Oakleaf Village Amenity Center Club House
370 Oakleaf Village Parkway
Orange Park, FL 32065
6:30 PM June 3, 2019

I. Call to Order

Meeting called to order at 6:35 PM by Robert Patton and a quorum was established by the attendance of Robert Patton (President), Kimberly Farrell (Treasurer/Sec.) and Andre Lanier (Vice President). Andre' stated he is resigning from the Board. Rosemary Pack was appointed to the board with a motion by Robert Patton, a seconded by Kimberly and the motion passed. Christene Ertl with the Ansbacher's office was present.

II. Adoption of the Current Agenda

Motion to adopt the agenda with no changes as posted by Robert Patton. Robert Patton made the motion to approve as written and seconded Kimberly Farrell. Unanimously approved.

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

The May BOD meeting minutes were recommended for adoption by a motion from Robert Patton and Seconded by Kimberly Farrell. Unanimously approved.

IV. Financial Update

Kimberly Farrell gave the financial update. 34 Accounts are still delinquent and 23 of the 34 are in collections. Two have paid in full and waiting on collections to release them. One has entered into a payment plan that will have them paid in full by January 2020. Total outstanding is \$30,705.89 as of May 31st.

V. Committee Discussions (CEC, ARB, Welcome)

Appointments: Welcome Committee - Mrs. Marsha Rehrmann (Chair), Ms. Amanda Feagle
ARB Committee - Mr. Robert Patton (Chair), Mr. Stanley Mister, Mr. Keith Drews, Mr. Mark Feagle, Ms. Shaunah Esteves. Covenant Enforcement Committee – Mr. Brian Benda (Chair), Mr. Keith Freeman, Mr. Chris Hamrick, Mr. Andre Lanier (Alt), Mrs. Cathy Benda (Alt).

The next CEC meeting was scheduled for June 20th at 6:30.

Per Christene Ertl, an Association attorney in attendance, the ARB and CEC Committees need to have a physical meeting and give proper statutory notice. Property Owners have the right to hear any vote which affects them and be able to speak on their behalf. An agenda need not be posted, just a meeting notice of time and location.

VI. Board Discussion and Determination of Nuisance Animal

Discussion of an Owner's Dogs getting out in the neighborhood and they weren't aware that the dogs were missing. The dogs had attacked another dog and the owners paid the vet bills. Robert got involved and got everyone involved story of what happened. They have fixed the fence that the dogs don't get out anymore. This is brought up to discuss the board has the right to order it

Meeting Minutes
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Oakleaf East POA

Oakleaf Village Amenity Center Club House
370 Oakleaf Village Parkway
Orange Park, FL 32065
6:30 PM June 3, 2019

removed if needed. The discussion was about the responsibility of the board. The attorney, Ms. Ertl suggested it is a case by case situation, if action is warranted.

VII. Homeowner Fines/Attorney Demand Recommendations

There will be another batch that will be sent to CEC for the stage 3 letters. Robert is hesitant to send the grass to stage, because of the drought and heat. Tree trimming was also discussed. Robert Patton made a motion to send all stage three violation letters to fine all of them, Kimberly Farrell seconded, and all were in favor. They will be notified to attend the fine appeal committee meeting.

VIII. Policy and Regulations Document Discussion/Adoption

None at this time

IX. Fines Appeals

An off-site owner had a \$2000.00 fine and asked for the Board to forgo collection of the amount owed. A motion was made by Kimberly to reduce the payable amount to \$200 total. Robert seconded and motion passed with all in favor.

X. Community Standards Compliance Update

879 letters were sent out. Letters are continuing to be sent out for compliance.

XI. New Business

None

XII. Owners Comments (Time Permitting)

There were discussions about a couple of pit bulls that attacked a couple of women. Animal control was involved, and the owner has not seen the dogs again. This incident was not reported to the board. Airbnb was discussed and what restrictions are in place from an Association standpoint as well as Clay County regarding nightly rental type activity.

XIII. Adjournment

8:10 Adjournment

Adopted _____

Date 8/5/2019


Robert Patton
President, OakLeaf East POA

Meeting Minutes
Board of Directors' Meeting
Oakleaf East POA

Oakleaf Village Amenity Center Club House
370 Oakleaf Village Parkway
Orange Park, FL 32065
6:30 PM August 5, 2019

I. Call to order and Established Quorum

Meeting called to order at 6:38 by Robert Patton and a quorum was established by the attendance of Robert Patton (President), Kimberly Farrell (Treasurer/Sec.) and Rosemary Pack (Vice President). Christine with the Attorney's office was 10 min. late but was present.

I. Agenda Additions, Deletions & Adoption

Motion to adopt the agenda with no changes as posted by Robert Patton. Robert Patton made the motion to approve as written and seconded Kimberly Farrell. Unanimously approved.

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

The June BOD meeting minutes recommended for adoption by the motion from Robert Patton and Seconded by Kimberly Farrell. Unanimously approved.

IV. Financial Update

Kimberly Farrell gave the financial update. Financials are done quarterly, and the June 30th will be at the next meeting. There are 99% annual assessments that have been paid.

V. Committee Discussions

Welcome Committee - Marsha gave the update that the 2 people on the welcome committee met on June 24th. Now the committee has 5 people adding Sabrina Drews, Lynda Edwards, and Rose Cantwell. They met twice in July and they have set up their first event. It will be held September 19th at 6:30 at Lucky's Market. First event they will invite 50 people.

ARB Committee - The ARB Committee met twice since the June 3rd meeting and the results are going to be included in the minutes.

Covenant Enforcement Committee - Brian gave an update on the CEC meeting and the results will also be part of the minutes.

VI. Board Discussion of ARB Violations

At the recent ARB meeting, the Committee discussed violations which are architectural in nature, or one which lacks written approval *prior* to work being performed. The committee recommends to the Board that a 60-day remedy period be offered to owners who receive violations for architectural projects that are "costly or difficult" to remedy in an immediate time-frame. The final determination of which violations will be offered the extended remedy terms will be exclusively the Board's, or their designee. If a period of more than 60 days is requested by an owner to remedy, a properly-executed legal agreement will be required to memorialize the agreement between parties. The ARB Committee also recommends that the Board set a "Late Application Fee" of between \$100.00 and \$250.00 for applications that are submitted after work has been started, or the project completed. This application fee would not be refundable and would serve to encourage increased owner participation in the required ARB Request process for this community. Payment of this late fee does not guarantee approval of the ARB Request. If the late application fee is refused by an owner, the Association will treat the matter as any other compliance issue and take the appropriate steps according to the

Meeting Minutes
Board of Directors' Meeting
Oakleaf East POA

Oakleaf Village Amenity Center Club House
370 Oakleaf Village Parkway
Orange Park, FL 32065
6:30 PM August 5, 2019

governing documents. The Board has the right to set fees, per the governing documents, and this late fee is a common practice in other deed-restricted communities.

VII. Homeowners Fines/Attorney Demand Recommendations

There are 3 letters sent out and on the 3rd letter comes with fine notice, although this multi-letter process is not required in order to fine an owner, according to the governing documents. Robert made a motion that the maximum allowable fine be levied by the Board for all Stage 3 violations and that those owners be sent the required notice with an invitation to attend a CEC meeting to discuss the matter. The motion was seconded by Kimberly Farrell and the motion passed with a unanimous vote. The Association has many legal options to encourage owner compliance including Fines, Attorney Demand Letters, Pre-Lawsuit Mediation, Lawsuits, Liens, Foreclosure, and Self-Help Remedies to name a few. The attorney can legally re-direct a tenant's rent payments to the Association in an effort to pay the association any owed debt by the off-site owner. Once the debt is paid in full, the rent demand is lifted.

VIII. Policy and Regulations document Discussion/Adoption

Any change to the CC&Rs has to be approved by a large percentage of the members and getting approval is often extremely difficult and costly.

IX. Fines Appeals

Homeowner got a garbage can violation and was unable to attend the CEC meeting. The address is 3359 Highland Mill Lane. Both the owner and tenant were in attendance and assured the Board that the problem has been addressed and it will not re-occur. Robert made a motion to forego collection of \$900.00 of the \$1000.00 owed to the Association. Kimberly seconded it and it was unanimously approved.

X. Community Standards Compliance Update

Violation letters are continuing to be sent out for compliance issues. 80+ properties are in the stage 3 that Robert is recommending that they are sent to the CEC committee.

XI. New Business

None at this time.

XII. Owners Comments

A homeowner made the comment that they really think Robert cares and is trying to help keep the property values high. Another homeowner thinks that there is a breakdown in communication between the property managers, homeowners, tenants, and the Association. The Board is constantly working on improving the communication methods and processes. The compliance software system can hold up to 3 emails and will send any applicable violation letters to all 3 immediately when the violation is processed. Homeowner that has a tarp on the roof has had an insurance claim. Her contractor took the money and did not replace her roof. She is in a legal battle with the contractor and he went to jail. The Florida AG is aware of the matter. The Association continues to work with her as she resolves the matter and is able to replace her roof. The Association encourages its members

***Meeting Minutes
Board of Directors' Meeting
Oakleaf East POA***

***Oakleaf Village Amenity Center Club House
370 Oakleaf Village Parkway
Orange Park, FL 32065
6:30 PM August 5, 2019***

to becomes more familiar with the term "Assignment of Benefits." Assignment of Benefits (AOB) is an agreement that, once signed, transfers the insurance claims rights or benefits of a policy to a third-party. An AOB gives the third-party authority to file a claim, make repair decisions and collect insurance payments without the involvement of the homeowner. AOBs are commonly used in homeowners' insurance claims by water remediation companies and contractors. Be aware that signing an AOB, you are transferring your insurance rights to the contractor and allowing them to collect money paid-out from your insurance company on your behalf. The Association has seen contractors that file fraudulent claims, perform shoddy repair work that is not up to code, or not perform the work at all. Always read the contract with a service provider to ensure it does not include AOB language. Call your attorney or insurance company directly to learn more or if you suspect you have signed a contract with AOB language.

XIII. **Adjournment**
8:08 Adjournment

Adopted _____

Date 9/9/2019


Robert Patton
President, OakLeaf East POA

Meeting Minutes
Board of Directors' Meeting
Oakleaf East POA

Oakleaf Village Amenity Center Club House
370 Oakleaf Village Parkway
Orange Park, FL 32065
6:30 PM September 9, 2019

- I. **Call to order and Established Quorum**
Meeting called to order at 6:40 by Robert Patton and a quorum was established by the attendance of Robert Patton (President), Kimberly Farrell (Treasurer/Sec.).
- II. **Agenda Additions, Deletions & Adoption**
Motion to adopt the agenda with no changes as posted by Robert Patton. Robert Patton made the motion to approve as written and seconded Kimberly Farrell. Unanimously approved.
- III. **Unfinished Business and Adoption of the Previous Meeting's Minutes**
The August BOD meeting minutes recommended for adoption by the motion from Robert Patton and Seconded by Kimberly Farrell. Unanimously approved.
- IV. **Financial Update**
Kimberly Farrell gave the financial update. There are 99% annual assessments that have been paid. 18 people have not paid their annual assessments.
- V. **Committee Discussions**
Welcome committee - Marsha gave the update that they have sent out invites and have 1 rsvp'd. It will be held September 19th at 6:30 at Lucky's Market. They are using this as an introductory event to see how many will participate.
ARB Committee- The ARB Committee met and approved 21 and a couple approved with conditions.
Fines Appeal Committee- Brian was not present and no meeting.
- VI. **Board Discussion of ARB Violations**
During the ARB meeting the Board discussed ARB related violations. They decided to set a 60 day window for the homeowner to correct the problem once identified. If there is extenuating circumstances preventing them from correcting the problem in 60 days they can approach the Board and talk about individualizing the situation based on need.
- VII. **Homeowners Fines/Attorney Demand Recommendations**
There are 3 letters sent out and on the 3rd letter comes with fine notice. The stage 3 is sent to the CEC meeting for fines. Another round going out soon for the CEC meeting.
- VIII. **Policy and Regulations document Discussion/Adoption**
Robert made the motion to set a Late ARB Application fee of \$150.00 and Kimberly second the motion. Unanimously approved. The board has set a 150.00 late application fee for ARB Submission that are submitted after work has started, or has been completed. The late application fee DOES NOT guarantee ARB approval.
- IX. **Fines Appeals**
3461 Laurel Leaf military gentleman and went to sell home and forego 900.00 and collect 100.00. Refunding 900.00 to the previous homeowner. 3829 Cardinal has a few fines and is in Miami. They were not aware of the situation. Reduce the one fine that has been resolved to 100.00. The grass will be included in the closing.

X. **Community Standards Compliance Update**

Letters are continuing to be sent out for compliance.

XI. **New Business**

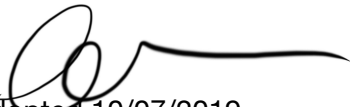
None at this time.

XII. **Owners Comments**

CDD meeting only had 3 people at the meeting today and Andre' recommends coming to a meeting. A homeowner was asking why the meeting is so small this time compared to last meeting. We had the lawyer and several fine appeals at the last meeting.

XIII. **Adjournment**

7:30 Adjournment

A handwritten signature in black ink, consisting of a stylized initial 'A' followed by a long horizontal line.

Adopted 10/07/2019

Meeting Minutes
Board of Directors' Meeting
Oakleaf East POA

Oakleaf Village Amenity Center Club House
370 Oakleaf Village Parkway
Orange Park, FL 32065
6:30 PM October 7, 2019

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), Kimberly Farrell (Treasurer/Sec.), and Rosemary Pack (Vice President.)

II. Agenda Additions, Deletions & Adoption

Motion to adopt the agenda with no changes recommended with a motion from Robert Patton, seconded by Kimberly Farrell, and the motion passed with a unanimous vote.

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

The September BOD meeting's minutes were recommended for adoption with a motion from Robert Patton, seconded by Kimberly Farrell, and the motion passed with a unanimous vote.

IV. Financial Update & 2020 Budget Review

Kimberly Farrell gave the financial update. 99% of the 2019 annual assessments have been paid in full. There is one homeowner that recently paid off a debt through the attorney. The Association is awaiting distribution of funds from Ansbacher. The 2020 Budget Draft was prepared and discussed. The Estoppel fees collected by the Association will be added to the budget.

V. Committee Discussions

Welcome Committee - None of the invitees for the inaugural Welcome Committee Meeting showed up on September 19th at 6:30PM. The meeting was held at Lucky's Market. The committee have a plan to take a "welcome pack" to the home of each new resident. The welcome committee proposed that the Welcome Committee officially add Lynda Edwards and Amber Hysler to the committee. A motion was made by Robert Patton, seconded by Kimberly Farrell which passed with a unanimous vote. The Welcome Committee will be meeting again soon to discuss what they will be delivering during those visits.

ARB Committee – Mark Feagle, a member of the ARB Committee, expressed an interest to notify OakLeaf East POA owners about the recently adopted ARB Late Application Fee of \$150.00 by using a community-wide mailing, or by posting notice on the various community's Facebook pages. It was noted by the Board that the annual mailing will include a reference to the new late application fee and that notice will be distributed to all residents later this month. The ARB Committee is still meeting twice a month and the results are always posted to the Association's website under the "Information>Association Meetings" menu links.

Covenant Enforcement Committee- The CEC has a meeting set for October 17th with over 80 owners on the agenda.

VI. Presentation & Board Discussion of POA Physical Location Commitment

Robert Patton presented information about the proposal to open a physical location for POA in the heart of the community. The office space was discussed, and a package was handed out to residents in attendance for their review. The office will be located in the Oakleaf Village commercial space, across from OakLeaf Plantation Elementary School. The office space is 1390 sq. ft and was offered at a market price for this area for "shopping center" type

commercial space at \$18.00 per sq. ft, plus a CAM Fee, which includes shared portions of developer's expenses, and applicable taxes. The address is 518 Hollyberry Lane, Orange Park, FL 32065. A motion related to the signing of the lease and approval of expenses relating to the build-out of the office space as well as the purchase/leasing of an association vehicle was made by Robert Patton, seconded by Kimberly Farrell, and passed with a unanimous vote. The Association's future hiring of employees were discussed and with the exact needs for the Association to be determined in the future.

VII. **Homeowners Fines/Attorney Demand Recommendations**

In the normal fining process, 3 notices are provided to an owner. The first two are normal violation notices and the 3rd notice is normally the Notice of Fine. Prior to a Notice of Fine being sent, the Board approves a fine(s) being assessed to the owner. After an owner is assessed a fine by the Board, complete violation information is provided to the CEC Committee, along with recommendations, proposed plans for remedy, and any prior communications by the owner in order for the CEC to make a final determination on the final imposition of a fine. Legally required notice is always provided to the owner and records are kept of all statutorily required notices sent to an owner. The Association's governing documents do not necessitate that multiple remedy opportunities, via violation notices, be provided to an owner in an effort to resolve an issue before they are fined by the Board. A single notice requiring the owner to remedy the violation in 5 days is required by the CC&R. Whether an owner resolves the issue or not after the 5-day notice is effectively immaterial to the Board's ability to fine an owner for violating the CC&Rs. The reality is that the Association goes above and beyond what is required by providing extraordinary opportunities for an owner to communicate with the Association about a violation and the owner's plan of remedy. These efforts on the Association's behalf are accomplished through multiple notices being sent to both the owner of record, any property managers the Association has been properly notified of as being part of the process, as well as all notices prior to the Notice of Fine are sent to the tenant occupying the home. We offer all parties involved multiple methods of communicating with the Association as well as the acceptance of those communications during "off-hours", such as nights and weekends in the constant effort to accommodate the Association's members, their representatives, and the tenants. Ultimately, the legal responsibility for the property lies with the Owner of Record.

VIII. **Policy and Regulations document Discussion/Adoption**

The ARB late fee of 150.00 was adopted as the last the meeting. The ARB committee would like the homeowners to be notified of the change.

IX. **Fines Appeals**

None at this time.

X. **Community Standards Compliance Update**

Letters are continuing to be sent out for compliance.

XI. **New Business**

None at this time.

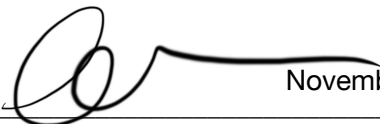
XII. **Owners Comments**

Homeowners comments regarding the physical office were made.

XIII. **Adjournment**

7:45 Adjournment

Adopted



November 4, 2019

Meeting Minutes
Board of Directors' Meeting
Oakleaf East POA

Oakleaf Village Amenity Center Club House
370 Oakleaf Village Parkway
Orange Park, FL 32065
6:30 PM November 4, 2019

I. Call to order and Established Quorum

Meeting called to order at 6:42PM by Robert Patton and a quorum was established by the attendance of Robert Patton (President), Kimberly Farrell (Treasurer/Sec.), and Rosemary Pack (Vice President). Also present was Christine Ertl (Association Attorney), and Paula McDaniel (Licensed CAM and property Inspector).

II. Adoption of Current Agenda

Motion to adopt the agenda with no changes as posted by Robert Patton. Robert Patton made the motion to approve as written, seconded Kimberly Farrell and unanimously approved.

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

The October BOD meeting minutes recommended for adoption by the motion from Robert Patton, Seconded by Kimberly Farrell and unanimously approved.

IV. Financial Update & 2020 Budget Review

Kimberly Farrell gave the financial update. She is working on the September Financials. There are 99.5% annual assessments that have been paid. There is one homeowner that has paid through the attorney, and we received the final payment. Draft budget was discussed and needs a few adjustments. There is a homeowner that has been on a payment plan and started around \$5000.00 and is down to less than \$500.00. The homeowner should have it paid in full by the end of the year.

V. Committee Discussions

Welcome committee- Marsha gave the update. They went around and delivered the welcome packages to the new owners/residents that were invited to Lucky's and was a no show.

ARB Committee- ARB is still meeting twice a month and the results are included in the minutes. They had a meeting 11/3/2019 at 1PM and approved all of the ARB requests that were submitted.

Fines Appeal Committee- Brian had a meeting on October 17th and around 85 original were on the agenda. Many owners resolved their issues to the satisfaction of the Board and the CEC Committee imposed no fine. 35 violations received fines in the end for non-compliance.

CDD- Tom Horton gave an update concerning the CDD.

VI. POA Physical Location Update and Spending Proposals

Robert Patton signed the lease for the office space with the advisement assistance of the attorney. The space is to be built out and the association is responsible for the maintenance of the A/C System. This is a 5 year lease. The association will have employees responsible for various tasks. The space is 1390 sq. ft. in total.

VII. Homeowners Fines/Attorney Demand Recommendations

There are 3 letters sent out and on the 3rd letter comes with fine notice. The stage 3 letter is one telling the owner they have been fined by the Board and have the opportunity to be heard by the CEC Committee on the matter. Certain violation

categories will receive annual renaming to prevent excessive carryover for certain violations. One that are substantial and not resolved will not be restarted each year.

VIII. Policy and Regulations document Discussion/Adoption

The Late ARB Application fee of \$150.00 was unanimously adopted at the September meeting. All members were sent information in the Annual Meeting notice describing the new Late Fee. Information was posted to the website (www.oakleafeastpoa.com) immediately following the adoption of the Late Fee by the Board

IX. Fines Appeals

1760 Canopy Oaks was investment-owned property. Tenant met with RP and discussed the violation. The collection of the fine was reduced to \$0 due to this tenant not residing in the home when the first stage violations occurred. The tenant met again with RP and resolved the issues to the satisfaction the Board prior to the request to reduce. This was considered improper notice and this particular investment company will always put the burden of the fine onto the tenant, who in this case didn't have ample opportunity to resolve promptly.

2925 Piedmont Manor is active military and was deployed to Greece and notification was intermittent for the member. The collection of the fine was reduced to \$100.00 by unanimous vote of the Board contingent on the violation not reoccurring.

979 Steeple Chase is tenant occupied and they will not leave out the trash cans. The collection of the fine was reduced to \$100.00 by unanimous vote of the Board contingent on the violation not reoccurring..

3163 Stonebrier Ridge has a plan to fix the yard and will take care of it. The owner was present at the meeting. They will re-sod on Thursday. Will come back to the January 6th meeting after the work is complete.

2932 Thorncrest - cars parked on their grass. The owner was present and they got rid of multiple cars, so they can now park in the driveway. The collection of the fine was reduced to \$100.00 by unanimous vote of the Board contingent on the violation not reoccurring.

X. Community Standards Compliance Update

Letters are continuing to be sent out for compliance.

XI. New Business

None at this time.

XII. Owners Comments (Time Permitting)

Thorncrest home has dirt out front and she has been fined. She did not show for the CEC meeting.

XIII. Adjournment

7:22 Adjournment

Adopted  _____ 11/18/2019
Robert Patton
President

OakLeaf Plantation East POA Board of
Directors/Annual Meeting Minutes
6:30 pm - Nov 18th, 2019

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

Meeting called to order at 6:44PM by Robert Patton and a quorum was established by the attendance of Robert Patton (President), Rosemary Pack(Vice President), and Kimberly Farrell (Treasurer).
The required quorum was not established in order for an Election to take place. All Board members will stand over.

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 Kimberly Farrell. Unanimous to approve.

III. **Budget Adoption**

Motion to approve the proposed 2020 budget with no increase in assessments made by Robert Patton and seconded by Rosemary Pack. Unanimous vote to approve budget by all Board members.

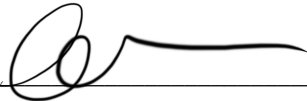
IV. **Owners Comments**

Various questions and concerns from residents.

V. **Adjournment**

7:15PM Adjournment

Adopted _____



1/06/2020

Robert Patton
President

OAKLEAF EAST POA 2020 BUDGET
January 1, 2020 - December 31, 2020

<u>INCOME</u>	<u>Per Lot/Unit</u>	<u>2019 Approved</u>	<u>2020 Draft</u>
2122 Single Family Lots Annual Assmt	\$3.65	\$ 7,745.30	\$ 7,745.30
240 Multi-Family Lots Annual Assmt	\$3.65	876.00	876.00
Total Annual Assmt		8,621.30	8,621.30
 2122 Single Family Lots Area Assmt	 \$56.35	 119,574.70	 119,574.70
Total Area Assmt		119,574.70	119,574.70
 Late Fee Income		 -	 1,000.00
Estoppel Income		-	70,000.00
Interest Assessed		-	500.00
Interest Income		-	500.00
Covenant Enforcement Fines		-	20,000.00
Total Other Income		-	92,000.00
Total Income		\$ 128,196.00	\$ 220,196.00

EXPENSES

Shared Expenses

Accounting	\$ 250.00	\$ 250.00
Taxes	200.00	200.00
Corporate Report	62.00	62.00
Insurance	7,700.00	7,700.00
Management of Association	400.00	400.00
<i>Subtotal</i>	8,612.00	8,612.00

Single Family Area Expenses

Accounting/Tax Preparation	3,500.00	5,000.00
Association Operation/Office Expenses	3,000.00	3,000.00
Auto Expenses	2,500.00	1,000.00
Bad Debts	5,084.00	5,084.00
Bank Charges/PayPal Fees	2,500.00	2,500.00
CC&R Enforcement /Compliance	12,000.00	12,000.00
Document Storage	2,800.00	2,800.00
Dues & Subscriptions	1,700.00	1,700.00
Equipment Rental	-	3,300.00
Hospitality/Welcome/Homeowner Relations	4,000.00	4,000.00
Invoices/Notices/Statements	3,000.00	3,000.00
Legal Fees	12,000.00	12,000.00
Mailings/Postage/Graphic Design	4,000.00	4,000.00
Management Fees	30,000.00	17,000.00
Meeting Expenses	500.00	500.00
Parking	-	-
Payroll Taxes	-	6,700.00
Postage	4,000.00	4,000.00
Rents	1,000.00	32,000.00
Repairs & Maintenance	-	-
Salaries & Wages	-	64,000.00
Scanning Expense	-	-
Security	20,000.00	20,000.00
Signage	-	-
Telephone Expense	3,000.00	3,000.00
Website Maintenance	5,000.00	5,000.00

<i>Subtotal</i>	\$ 119,584.00	\$ 211,584.00
Total Expenses	\$ 128,196.00	\$ 220,196.00

Base Assessment (Multi & Single Family)	\$ 3.65
Single Family Area Assessment	\$ 56.35
Single Family Area Assessment + Base Assessment	\$ 60.00